### REGULAR COUNCIL MEETING and ANNUAL GENERAL MEETING – AGENDA



Agenda for the Regular Council Meeting, including, Annual General Meeting, scheduled for Tuesday, June 19, 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.

### Public Input

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

### 4. Delegations

page 1 (a) Buntzen Lake Rowing Canada Aviron National Training Centre

### Adoption of Minutes

(a) Minutes of the Regular Council Meeting held on June 5, 2018

page 2 Rec

Recommendation:

That the Minutes of the Regular Council Meeting held on

June 5, 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) Fin Donnelly, Member of Parliament for Port Moody-Coquitlam – Funding Opportunities

### page 7

Recommendation:

That the letter dated May 17, 2018 from Fin Donnelly, MP for Port

Moody-Coquitlam regarding Funding Opportunities be received.

# (b) School District No. 43 (Coquitlam) – International Education Programs Recommendation: That the letter dated June 6, 2018 from School District No. 43 (Coquitlam) regarding International Education Programs be received. (c) City of New Westminster – Changes to the Strata Property Act Page 40 Recommendation: That the letter dated June 7, 2018 from City of New Westminster regarding Changes to the Strata Property Act be received.

(c) City of Langley – Strategic Community Investment Fund – Traffic Fine Revenue Sharing

page 56

Recommendation:

That the letter dated June 13, 2018 from City of Langley

regarding Strategic Community Investment Fund – Traffic Fine

Revenue Sharing be received.

8. Items Removed from the Consent Agenda

9. Legislative Reports

(a) Management Report and Statement of Financial Information

page 65

Memorandum dated June 13, 2018 from the Chief Administrative Officer is attached.

Recommendation:

To approve both the Management Report and the Statement of

Financial Information as circulated.

(b) Fire Protection Bylaw No. 578-2018

page 71

page110

Report dated June 15, 2018 from the Manager of Corporate Services is attached.

(c) Local Government Election Procedure Amendment Bylaw No. 583-2018

Report dated June 15, 2018 from the Manager of Corporate Services is attached.

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Unfinished Business

11. New Business

(a) Presentation of Annual Report 2017 [Annual Meeting]

page 135

Annual Municipal Report 2017 (draft) is attached.

### (b) Dr. Hal Weinberg Scholarship - Award Presentation

Council to present the scholarship to the 2018 recipients.

### (c) Glenda Treffry-Goatley - Award Presentation

Council to present accolades to Ms. Treffry-Goatley.

### Mayor's Report

### 13. Councillors Reports

### 14. Chief Administrative Officer's Report

### 15. Information Items

### (a) Committees, Commissions and Boards - Minutes

### pages 175 to 181

- Finance Committee Meeting Minutes of November 27, 2017
- Finance Committee Meeting Minutes of December 11, 2017

### (b) General Correspondence

### pages 182 to 191

- Letter dated April 13, 2018 from District of Clearwater regarding Employer Health
   Tax
- Letter dated April 25, 2018 from District of Kent regarding Cannabis Production
   Facilities on Agricultural Land Reserve Lands
- Letter dated May 8, 2018 from Corporation of the Township of Spallumcheen regarding Cannabis Production Facilities on Agricultural Land Reserve Lands
- Letter dated May 16, 2018 from School District No. 43 (Coquitlam) regarding Childcare Resources and Opportunities
- Letter dated May 30, 2018 from Village of Lions Bay regarding New Taxes in our Community

### 16. Public Question Period

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

### 17. Adjournment

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## Delegation to Council Request Form

### Contact Information

| Name of presenter: Gedric Burgers, Architect AIBC  | 1/(1/2             |
|--|--------------------|
| Name of organization, Buntzen Lake Rowing Canada Aviron Nation   | al Training Centre |
| Mailing Address; 2488 Haywood Avenue, West Vancouver BC  |                    |
| Phone Number: p: 604 926 6068 c: 778 839 3513  |                    |
| Email Address: cedric@balarchitects.com  |                    |
| Presentation Information   |                    |
| Preferred meeting date at which you wish to appear (If known):   | June 19 2018       |
|  |                    |
| Number of person(s) expected to attend: 2  |                    |
|  |                    |
|  |                    |
| Reason(s) for presentation:  |                    |
| Reason(s) for presentation:  ☑ To provide information  |                    |
| ☐ To request funding   |                    |
| Reason(s) for presentation:  To provide information  To request funding  To request letter of support  Other |                    |
| Reason(s) for presentation:  To provide information  To request funding  To request letter of support        |                    |

Please submit the completed form and related presentation materials to the Manager of Corporate Services by 12:00 p.m. on the Thursday prior to the Council Meeting via email to <a href="mailto:christine.baird@anmore.com">christine.baird@anmore.com</a> or delivered to village hall.

For questions regarding this process, please phone Christine Baird at 604-469-9877.

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### REGULAR COUNCIL MEETING - MINUTES

Minutes of the Regular Council Meeting hold on Tuesday, June 5, 2018 in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC



### ELECTED OFFICIALS PRESENT

**ELECTED OFFICIALS ABSENT** 

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

Nil

### OTHERS PRESENT

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

### Call to Order

Mayor McEwen called the meeting to order at 7:15 p.m.

### Approval of the Agenda

It was MOVED and SECONDED:

R116/2018

"THAT THE AGENDA BE APPROVED AS AMENDED."

CARRIED UNANIMOUSLY

### Public Input

Nil

### 4. Delegations

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### Adoption of Minutes

(a) Minutes of the Regular Council Meeting held on May 15, 2018

It was MOVED and SECONDED:

R117/2018

"THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD ON MAY 15, 2018 BE ADOPTED AS CIRCULATED."

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|-----|----------|----------|-------------|------------------|
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7. Consent Agenda

Nil

8. Items Removed from the Consent Agenda

Nil

9. Legislative Reports

Nil

10. Unfinished Business

Nil

11. New Business

It was MOVED and SECONDED:

R118/2018

"TO RECESS,"

CARRIED UNANIMOUSLY

The meeting recessed at 7:16 p.m. .

Councillor Freese joined the meeting at 7:18 p.m.

It was MOVED and SECONDED:

R119/2018

"TO RECONVENE."

CARRIED UNANIMOUSLY

The meeting reconvened at 7:18 p.m.

(a) Water Specified Areas Policy No. 30

It was MOVED and SECONDED:

R120/2018

"THAT, WATER SPECIPIED AREAS POLICY NO. 30 BE RESCINDED EFFECTIVE JUNE 5, 2018, AS THE VILLAGE NO LONGER CHARGES FOR OR PAYS FOR THIS SERVICE."

### CARRIED UNANIMOUSLY

(b) Financial Sustainability Policy No. 60

It was MOVED and SECONDED:

R121/2018

"THAT COUNCIL ADOPT POLICY NO. 60 - FINANCIAL SUSTAINABILITY POLICY - EFFECTIVE JUNE 5, 2018."

### CARRIED UNANIMOUSLY

 (c) Proposed TransLink Regional Development Cost Charges – Letter to Neighbouring Municipalities (Draft)

It was MOVED and SECONDED:

R122/2018

"THAT COUNCIL ENDORSES THE LETTER DRAFTED BY STAFF TO NEIGHBOURING MUNICIPALITIES REGARDING THE PROPOSED TRANSLINK REGIONAL DEVELOPMENT COST CHARGES FOR TRANSPORTATION, AS CIRCULATED; AND THAT STAFF BE DIRECTED TO ISSUE THE LETTER UNDER MAYOR MCEWEN'S SIGNATURE."

### CARRIED UNANIMOUSLY

(d) Federation of Canadian Municipalities - Special Advocacy Fund

It was MOVED and SECONDED:

R123/2018

"THAT COUNCIL AUTHORIZE AN ANNUAL PAYMENT OF \$50.00 PLUS APPLICABLE TAXES TO FEDERATION OF CANADIAN MUNICIPALITIES FOR THE FCM SPECIAL ADVOCACY FUND."

### CARRIED UNANIMOUSLY

 (e) Official Community Plan Amendment for Infill Development – Legal Opinion on Potential Conflict of Interest

It was MOVED and SECONDED:

R124/2018

"TO RECEIVE THE LETTER DATED JUNE 5, 2018 FROM LIDSTONE & COMPANY REGARDING POTENTIAL CONFLICT OF INTEREST FOR COUNCIL RELATIVE TO THE PROPOSED INFILL DEVELOPMENT POLICY."

### CARRIED UNANIMOUSLY

### 12. Mayor's Report

Mayor McEwen reported that:

- On May 26, he attended the Sasamat Volunteer Fire Department Car Wash, which had a good turnout.
- On May 28, he attended the Finance Committee meeting.
- On May 28, he attended a City of Port Moody open house on the loco Lands, noting that it was interesting to hear public comments and see a few local residents.
- On May 31, he attended the new school opening.
- · On June 3, he took part in the walk for ALS.
- There is a pub night in Belcarra this Saturday.
- He is pleased to pass on thanks to Staff as Spirit Park looks great.
- He received a call of interest to set up Buntzen Lake as an Olympic Rowing Lake, and he is hoping to receive a delegation on June 19.

### 13. Councillors Reports

NII

### Chief Administrative Officer's Report

Juli Halliwell reported that:

- Property tax notices have gone out and are due by July 3.
- The annual report has been issued for public viewing in the office and on the website.
- A Public Hearing will be held on June 12 for the OCP Amendment. Sign boards have been updated and mail drop notices have gone out.
- Spirit Park Improvements are underway. Feedback has been received from Fortis
  and Staff is looking into the electrical and irrigation upgrades, but advise that it is
  best to restrict watering to as and when necessary.

### Information Items

### (a) Committees, Commissions and Boards - Minutes

- Environment Committee Meeting Minutes of February 15, 2018

### (b) General Correspondence

 Letter received May 16, 2018 from Social Planning and Research Council of BC (SPARC) regarding Access Awareness Day – June 2, 2018

### 16. Public Question Period

Nil

### 17. Adjournment

It was MOVED and SECONDED:

R125/2018

"TO ADJOURN."

CARRIED UNANIMOUSLY

The meeting adjourned at 7:38 p.m.

Certified Correct:

Approved by:

Christine Baird Manager of Corporate Services John McEwen Mayor

### House of Commons

Room 645, Confederation Building Ottawa, Ontario K1A 0A6 Tel: 613-947-4455 Pax: 613-947-4458



Constituency

1116 Austin Avenue Coquitlam, BC V3K 3P5 Tel : 604 664-9229 Fax : 604-664-9231 Fin Donnelly@parl.gc.ca www.FinDonnelly.ca

# Fin Donnelly

Member of Parliament / Depoté Port Mondy - Cognitlam

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

May 17th, 2018

Mayor McEwan and Council,

My staff has conducted research into funding opportunities for storm water system upgrades, road upgrades and building a Village Hall, and I write you today to share the results of that research.

Infrastructure Canada has signed a bilateral agreement with the Province of British Columbia to administer the Investing in Canada Plan. This agreement provides infrastructure funding to the province, which is responsible for identifying and prioritizing eligible projects, and submitting those projects to Canada for approval. Municipalities cannot apply directly to the federal government for this funding, but should instead contact the Ministry of Municipal Affairs and Housing and the Ministry of Transportation and Infrastructure. This agreement states that British Columbia must submit its infrastructure plan to Canada by September 30th, 2018.

Infrastructure Canada offers the Federal Gas Tax Fund, which supports municipalities in constructing wastewater and drinking water infrastructure, local roads and bridges, highways and cultural venues. For further information, please contact the Union of BC Municipalities.

The Federation of Canadian Municipalities offers the Green Municipal Fund; the water quality and conservation stream funds projects related to storm water quality and management, while the energy efficiency and recovery funding stream funds the construction of energy-efficient municipal buildings. For application instructions, please contact an FCM Advisor.



### House of Commons

Room 645, Confederation Building Ottowa, Ontario K1A 0A6 Tol: 613-947-4455 Fax: 613-947-4458



### Constituency

1116 Austin Avenue Coquitiam, BC V3K 3P5 Tel: 604-664-9229 Fax: 604-664-9231 Fin.Domelly@parl.gc.ca www.FinDomelly.ca

# Fin Donnelly

Member of Parliament / Député Pou Misody - Cogniffam

Farm Credit Canada's AgriSpirit Fund provides donations of up to \$25,000 for capital projects for small communities. The next round of applications will open in 2019.

Finally, you may wish to consider the Canada Cultural Spaces Fund, administered by the Department of Canadian Heritage, to help fund the construction of the village hall.

I have attached contact information for each of the entities listed above, and will be pleased to furnish a letter of support to accompany an application from the Village.

Should you have any questions, or to request a letter of support, please contact my office.

Sincerely,

Fin Donnelly,

Member of Parliament

Port Moody-Coquitlam, Anmore and Belcarra

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VILLAGE OF ANMORE



### Contact Information:

Ministry of Municipal Affairs and Housing;

- Programs still under development, Municipalities will be notified by the ministry when applications open
- For more information, email infra@gov.bc.ca

### Ministry of Transportation and Infrastructure:

- Doug Harms (Manager, Infrastructure and Major Projects) (250) 952-0160;
- Fraser Bell (Senior Advisor, Infrastructure and Major Projects) (250) 952-0648; or
- Rosita Petruzzelli (Senior Advisor, Infrastructure and Major Projects) (250) 952-0499

Union of BC Municipalities: 250,366.5134, or gastax@ubcm.ca

Federation of Canadian Municipalities Green Municipal Fund advisors; 1,877,997.9926

AgrlSpirit Fund: AgriSpirit-AgriEsprit@fcc-fac.ca

Department of Canadian Heritage: 1,866.811.0055 or PCH.info-info.PCH@canada.ca





550 Poirier Street, Coquitlam, BC Canada V3| 6A7 • Phone: 604-939-9201 • Fax: 604-939-7828

### Learning for a Litetime

CHAIR:

Kerri Palmer Isaak

VICE-CHAIR: Michael Thomas

TRUSTEES:

Carol Cahoon

Chuck Denison

Barb Hobson

Lisa Park

Judy Shirre

Diane Sowden

Keith Watkins

June 6, 2018

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

Dear Mayor and Council:

At School District No. 43 (Coquitlam) Board of Education Public Board Meeting held on June 5, 2018 the Board received two extensive presentations on the School District's International Education programs. The presentations included aspects of the Board's work with establishing and promoting educational exchanges with various countries and promoting the Tri-Cities communities. Additionally, the Board heard about the benefits of having international students attend SD43 educational programs and the enrichment that local students gain.

The Board has requested that these presentations along with the School District's two Reports to the Community be sent to local municipalities to further raise awareness of the benefits that International Education provides to the local communities.

The Board also respectfully requests that this item be placed on City Council Meeting agendas.

Enclosed please find the following reports:

- International Education Programs: Social, Cultural and Economic Benefits for All
- SD43 International Education Report to the Community June 2018 Going Global Offers Local Benefits
- 5D43 International Education Report to the Community June 2018 Research and Information on International Education
- Coquitlam's International Education Summer Program: Helping Students Experience the Highest Levels of Academic and Personal Achievement

Yours truly,

SCHOOL DISTRICT NO. 43 (COQUITLAM)

Kerr Palmer Isaal Shair

Board of Education

Board of Education Patricia Gartland, Superintendent Chris Nicolis, Sucretary Treasurer

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# International Education Programs

Social, Cultural and Economic Benefits for All

### Presented by:

Patricia Gartland, Superintendent June 5, 2018 - SD43 Board Meeting



# **Enriching Our Communities**

"As Canada's and BC's economies become increasingly globalized, the benefits of international education to our economy are substantial and cannot be neglected. To remain competitive in the global economy, our province needs to attract the best and the brightest to contribute to our talent pool in so many areas – scientific and research development, economic development opportunities, cultural diversification, just to name a few. International students studying in the province bring in substantial income to the local communities. In essence, these benefits to the Canadian economy as a whole also apply to the economy in British Columbia."

Roslyn Kunin, award-winning labour economist and forecaster.



# Canadian Bureau for International Education Round Table on Learning Abroad

His Excellency the Right Honourable David Johnston, Canada's former Governor General, on International experience

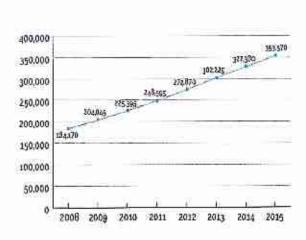
"100% of our students should get an international experience, because we need to be global citizens. I want you to be ambassadors for this Canadian experiment: for reconciliation, for tolerance, for inclusiveness, for openness, for collaboration, for the possibility of Canada."

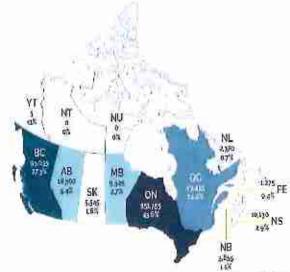


The Governor General's shared a call to action with the 100 youth delegates. Converge 2017: Bright Minds. Bright Future.



# International Students in Canada and BC





# Canada Sets Targets to Attract International Students

Attracting more than 450,000 international students to Canada by 2022 will:

- Create at least 86,500 net new jobs for a total of 173,100 new jobs in Canada sustained by international education;
- See international student expenditures in Canada rise to over \$16.1 billion;
- Provide an annual boost to the Canadian economy of almost \$10 billion; and
- Generate approximately \$910 million in new tax revenues.\*
  - \* Economic Impact of International Education in Canada An Update, Roslyn Kunin & Associates, Inc. Figures assume economic multipliers remain constant and do not account for inflation.

# **B.C.'s International Education Programs**

Melanie Mark, Minister of Advanced Education, Skills and Training and Rob Fleming, Minister of Education issued the following statement in recognition of International Education Week, Nov. 13-17, 2017:

"Through international education, students, educators and ideas flow between countries, giving us all the opportunity to share important ideas, build lifelong friendships and experience diverse cultures."

"Having international students in B.C.'s schools and institutions also benefits local students by introducing them to new cultures and ideas, giving them global awareness and an appreciation for diversity. Including students from other countries in our classrooms helps all students develop strong communication, collaboration and interpersonal skills, and inspires mutual respect for people and countries."

"B.C. students can also benefit from our strong international education partnerships by taking opportunities to study and work abroad through exchange programs. These experiences give students a chance to engage with the world and develop skills that are increasingly important today and in the economy of the future."

# **B.C.'s Economic Impact**

- 130,053 international students study in BC from 80 countries.
- 13% or 16,958 international students are hosted in the K-12 sector.
- In BC during 2015, international students spent \$3.5 billion.
- \$2.699 billion in the lower mainland/southwest region alone.
- \$387.8 million was spent at all BC public K-12 schools.
- \$2 billion and 29,300 jobs contributed to the provincial GDP.
- \$200 million contributed to the BC Government in tax revenue.
- 4th largest 'export' in BC after mineral fuels, wood and pulp.
- International students create jobs, economic growth, prosperity for all.

Data courtesy of: An Assessment of the Economic Impact of International Education in British Columbia In 2010 and 2015 – Final Report. Roslyn Kunin & Associates, Inc., January 2017.



# About SD43's International Education Program

- One of the largest and most academically and financially successful international education programs in Canada.
- All together, international education is helping to make our region and communities much more plugged into the global community and better positioned to succeed in the global economy.
- Fosters the building of friendships between Canadian and International students, their families, and community members through the sharing of cultures, experiences and backgrounds.
- It further enhances school environments by exploring cultural diversity and broadening global understanding.





# About SD43's International Education Program

- Gross International Education Revenues (1999 - 2017) - \$300+ million
- \$37 million gross revenue in 2017-2018
- 132 teaching jobs, \$700,000 to schools
- Approximately 2000 FTE in 2017-2018.



### Country of Origin: Top 10

China

Thailand

Korea

Brazil

Japan

Mexico

Taiwan

Iran

Hong Kong

Germany





# 10 Benefits of International Education Programs



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# International Education Benefits in SD43

- · Academic impacts high outcomes.
- Cultural impact global learning, culture exchanges, preparing students for the global marketplace, inter-cultural understanding, inclusiveness.
- Professional growth for teachers exchanges, global learning.
- Economic impacts to schools more resources, teachers, support staff.
- Economic impacts to community homestay, spending in businesses, jobs.
- · Other residual impacts.







# Canadian Students Benefit

Takemasa Oyama, a graduate from Gleneagle, started a Japanese Culture Club in 2014. He helped establish a sister school relationship between Yahata High School and Gleneagle. Gleneagle hosted this school in March.

Doug Mancell, the sponsor for the Japanese Culture Club, and Naoko Martin, led a group of students from Gleneagle and Centennial to Japan in January 2017. The students participated in the Kakehashi Project (a friendship program).

The goal of the project was to enhance the global understanding of Japan's society, history, diverse cultures, politics, and foreign policy. The trip was funded by the government of Japan, Ministry of foreign affairs, and sponsored by the Asia-Pacific foundation.







# Canadian Students Benefit

### Dr. Charles Best Canadian Student

"Through my years at Charles Best Secondary, I have been a friend with various international students. My relationship with them has established a curiosity of their culture and ways. I traveled to Japan and Korea (of which a majority of my international friends are born) to see first hand the culture and customs. It was a magnificent trip, filled with some of the best memories of my life, and I hope to one-day travel there again. Many of the international students also strive to achieve their best at school, which has served as a great inspirational motive for me to accomplish my goals. I am grateful to have met students from around the world, as they have helped open my mind to new experiences and ideas."





# International Students Benefit

Ali Afrazi, a grade 12 student at Terry Fox and Raven's football team member.

"Studying as an international student can be challenging. Students usually find it difficult to adapt to a new society, but the thing about Canada is that people are so welcoming and friendly. I realized that being part of a team was an important part of the Canadian high school experience."

When interviewed by the Tri City News, Ali he talked about how our school has taught him so much more than he ever expected.



# International Students Benefit

### Eadie Rawson, grade 10 international student from Australia

"My decision to be part of the SD43's international program has been the most transformative and life changing decision that I've ever made.

Not only was I given the opportunity to attend a Canadian
Secondary school but as an elite athlete, I was also accepted into an elite
performers program offered at Riverside Secondary. This has allowed me to
get the most out of both school and gymnastics while making new friends.

My host family are by far the loveliest people I've ever met. They are very supportive and have accepted me into their family straight away. My host sister is incredible and is so helpful and has become a lifelong friend of mine. I feel I am part of the family, rather than just a visitor."

# International Students Benefit

### Henrique Costa E Silva, grade 12 student from Brazil

"I think Canada is a popular place for exchange students because the education here is one of the best in the world.

Also, the population itself is different; people here are more open to differences and new cultures, which really facilitates our immersion into the Canadian way of life.

The one factor that brought me to Canada was the fact that for the first time in my life I would be somehow independent. I would get to use my English and knowledge about life to make it through the day; it was a unique opportunity to grow as a person."



# International Students Benefit

### Moon Young (Sophia) Kim

"I came to Canada when I was in grade 2 and my experience here has been great ever since.

The people here are great and the staff at the schools I attended were not only knowledgeable, but also supportive of whatever I did.

One of the best qualities of the schools in SD43 is that the counsellors and the teachers are all supportive of all the things I do and they never fail to help me the best way they can."





# International Students Benefit

### George Wang

"My name is George Wang, and I am an international student from Dalian, China. Coquitlam School District has given me so many unforgettable memories.



I am a straight A student, enjoy volunteering as a tutor in Coquitlam Centre Library, play tennis at People's Court, and love to socialize with my friends from all over the world.

I recently placed first in the Canadian Senior and Intermediate Mathematics Contest in Coquitlam – Intermediate Division.

I am getting used to the school system and life in this wonderful city, with great relationships with responsible teachers and friends!"

# **All Students Benefit**

International and Canadian students learn about each other's cultures, socialize together and become lifelong friends.









# Schools Benefit

- More teachers and support staff are added to support all students.
  - 132 teaching and support staff jobs were created; and.
  - \$700,000 was contributed to directly support schools in 2017-2018.
- Educators gain more worldviews, cultural experiences and a compassionate understanding of all students and the learning challenges they may face.
- Professional development trips provide significant professional and personal growth for administrators and teachers.





# **Homestay Families Benefit**









Families learn about new cultures, teach Canadian culture, and earn approximately \$10,000 - 12,000 annually per homestay student.



# Local Businesses & Communities Benefit

- Businesses succeed over \$30,000 per SD43 international student, or \$60 million in total, is spent annually in the Tri-Cities region on housing, food, entertainment, and other expenditures that benefit business, familles and individuals.
- · Municipal governments gain tax revenues to spend in their communities.
- Summer Programs generate over \$2 million translating into:
  - 100 summer teacher jobs,
  - 5000 volunteer hours for students,
  - · homestay revenues for families,
  - · spending in communities,
  - and a heightened international profile for our region which attracts investment and create jobs.

# Forging and Maintaining Relationships and Enhancing SD43's International Program



The advocacy of the Board of Education is crucial to our international reputation as a centre of educational excellence in the world.

The work of Trustees in forging and maintaining high-level relationships is essential to the success of our international education program.



# **Formal Meetings**

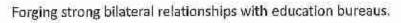
















Meeting with officials at the Canada Embassy.



# **School Visits**

SD43 Superintendent and Trustees visit a primary school and spend time in classrooms where students learn to use micro:bits.











Students at a primary school in Hong Kong learn to use micro:bits.













Trustees learning about the art of Chinese calligraphy.









Student cultural performances.



# Conclusion

- Adds personal, social, cultural and economic value to our students and communities.
- Students learn about other cultures, make new friends, and gain intercultural skills and competencies to become better prepared for our globally connected world and economies.



- Teaching and support staff jobs are created that benefit all 32,000 students and 70 schools.
- · Families learn about new cultures and earn income through homestays.
- \$60 million is annually spent by international students in the Tri-Cities region on food, housing, entertainment, and many other discretionary purchases.

# **Thank You**



Questions?





# SD43 International Education

Creating apportunities for everyone to learn and benefit.

Report to the Community – June 2018

# Going Global Offers Local Benefits

SD43's International Education Programs are intended to achieve the goal of internationalization for the benefit of all students and employees, equipping them with the knowledge, skills, and experiences to be leaders in the globalized world of today and the future. By providing an exceptional international education program we create opportunities for all students to explore and share cultural experiences, broaden their global understanding, make new friends, and become better prepared for our globally connected world. We also create classroom spaces, jobs, and contribute \$60 million annually to Tri Cities businesses and families. By going global, SD43's International Education Program is creating numerous opportunities for everyone to learn and benefit.

### International Education in B.C. and its Benefits for All

- 130,053 international students study in BC from 80 countries.
- 13% or 16,958 international students are hosted in the K-12 sector.
- In BC during 2015, international students spent \$3.5 billion.
- \$2.699 billion in the lower mainland/southwest region alone.
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- \$2 billion and 29,300 jobs contributed to the provincial GDP.
- \$200 million contributed to the BC Government in tax revenue.
- 4th largest 'export' in BC after mineral fuels, wood and pulp.
- International students create jobs, economic growth, prosperity for all.

Data courtesy of: An Assessment of the Economic Impact of International Education in Billish Columbia in 2020 and 2015 - Chal Report. Roslyn Kunin & Associates, Inc., January 2017,

His Excellency the Right Honourable David Johnston, Canada's former Governor General, on international experience "100% of our students should get an international experience, because we need to be global citizens. I want you to be ambassadors for this Canadian experiment: for reconciliation, for tolerance, for inclusiveness, for openness, for collaboration, for the possibility of Canada." The Governor General's shared a call to action with the

100 youth delegates, Converge 2017: Bright Minds, Bright Future.



### Key Benefits of SD43's International Program

Adds personal, social, cultural and economic value to our students and communities.

Students learn about other cultures, make new friends, and become better prepared for our globally connected world and economies.

Teaching and support staff jobs are created that benefit all 32,000 students and 70 schools.

Families learn about new cultures and earn extra income hosting homestay students.

\$60 million is annually spent by International students in the Tri-Cities region on food, housing, entertainment, and many other discretionary purchases.

"International education has a vital role to play in creating jobs. economic growth and long-term prosperity in Canada."

From the Report of the Advisory Panishan Canada's International Education Strategy

### Benefits for SD43 Students, Teachers and Classrooms

- \$37 million contributed annually to our operating budget so we can offer more supports for all students.
- Approximately 132 teaching jobs were created in 2017/2018.
- Approximately \$700,000 was contributed to directly support schools In 2017/2018.
- Students learn about other cultures and make new friends for life.
- Further enhances school environments by exploring cultural diversity and broadening global understanding.
- Students are better prepared for a globally connected world and economy.
- Students and families enjoy rich cultural experiences as students come from China, Brazil, Mexico, Germany and many other countries.
- Welcoming international students cultivates greater opportunities for cultural and educational exchanges for students and teachers.
- Students, teachers and administrators travel abroad on cultural exchanges to sister schools and numerous countries on several continents.





"Through my years at Charles Best Secondary, I have been a friend with various international students. My relationships have established a curiosity of their culture and ways. I traveled to Japan and Korea to see first-hand the culture and customs. Many of the International students also strive to achieve their best at school, which has served as a great inspirational motive for me to accomplish my goals. I am grateful to have met students from around the world, as they have helped open my mind to new experiences and ideas."

DB, Canadian student at Dr. Charles Best Secondary

### Benefits for Tri-Cities Residents, Families and Businesses

- Families earn income hosting homestay while learning about other cultures.
- Businesses succeed over \$30,000 per SD43 international student, or \$60 million in total, is spent annually in the Tri-Cities region on housing, food, entertainment, and more that benefit business, families and individuals.
- Municipal governments gain tax revenues to spend in their communities.
- Summer Programs generate over \$2 million translating into:
  - 100 summer teacher jobs;
  - 5000 volunteer hours for students;
  - homestay revenues for families \$10,000 \$12,000 annually
  - spending in communities; and
  - a heightened international profile for our region which attracts investment and creates jobs.



Source: Covernment of Manikoba, International Education Branch

### Eadie Rawson, grade 10 international student from Australia

"My decision to be part of the SD43's international program has been the most transformative and life changing decision that I've ever made. Not only was I given the apportunity to attend a Canadian Secondary school but as an elite athlete, I was also accepted into an elite performers program offered at Riverside Secondary. This has allowed me to get the most out of both school and gymnastics while making new friends.

My host family are by far the loveliest people I've ever met. They are very supportive and have accepted me into their family straight away. My host sister is incredible and is so helpful and has become a lifelong friend of mine. I feel I am part of the family, rather than just a visitor."



### George Wang

"My name is George Wang, and I am an international student from Dalian, China. Coquitlam School District has given me so many unforgettable memories.

I am a straight A student, enjoy valunteering as a tutor in Coquitlam Centre Library, play tennis at People's Court, and love to socialize with my friends from all over the world.

I recently placed first in the Canadlan Senior and Intermediate Mathematics

Contest in Coquitlam – Intermediate Division. I am getting used to the school

system and life in this wonderful city, with great relationships with responsible teachers and friends!"









As Canada's and B.C.'s economies become increasingly globalized, the benefits of international education to our economy are substantial and cannot be neglected."

Roslyn Kunin, award-winning labour economist and forecaster



# **SD43 International Education**

Creating apportunities for everyone to learn and benefit.

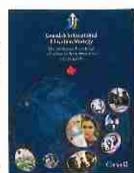
Report to the Community - June 2018

# Research and Information on International Education

Below are numerous links to informative national, provincial and regional reports about international education.

#### Canada's International Education Strategy

Canada's International Education Strategy is a blueprint to attract talent and prepare Canada for the 21st century. With the support of all the players in the research and education fields—provinces and territories, educational institutions, non-governmental organizations, the private sector—we can make Canada a world leader in international education and ensure our future prosperity. (www.international.gc.ca 2014)



#### Economic Impact of International Education in Canada

Existing literature, as well as previous studies on the economic Impacts of International education conducted by Roslyn Kunin and Associates for Global Affairs Canada, clearly indicates that there is significant positive value with international students studying in Canada. The current study updates the 2016 study with more recent data and assesses the economic impact that international students studying in Canada in 2015 and 2016 had on the Canadian economy. (www.international.gc.ca Roslyn Kunin and Associates, Inc. 2017)

#### His Excellency the Right Honourable David Johnston, Canada's former Governor General, on International experience

"100% of our students should get an international experience, because we need to be global citizens," said His Excellency the Right Honourable David Johnston at the Converge 2017 event. "I want you to be ambassadors for this Canadian experiment: for reconciliation, for tolerance, for inclusiveness, for openness, for collaboration, for the possibility of Canada." The Governor General's shared a call to action with the 100 youth delegates. Converge 2017: Bright Minds. Bright Future. (www.univcan.ca 2017)



#### An Assessment of the Economic Impact of International Education in British Columbia in 2010 and 2015

This report updates the assessment of the economic impact of international students studying in BC during 2010 using counts of study-permit-holder data from immigration, Refugees and Citizenship Canada. It also provides an assessment of the economic impacts of international students studying in the province during 2015. This report serves as a reminder of the importance of international education as a venue of contribution to the province's economic

development, job creation, and export. (www.bccie.ca Roslyn Kunin and Associates, Inc. 2017)

#### Masociates, IIIc, 2017

#### British Columbia's International Education Strategy Update

An updated overview of B.C.'s International Education strategy which includes key partners, cross-sector deliverables, sector-wide data, an update of B.C.'s K-12 sector and other information. (www.bccie.ca 2016)



#### Infographic: Economic Impact of International Education in BC (all sectors)

The International Education sector continues to grow in BC. These numbers are from the Economic Impact of International Education report commissioned by BCCIE from Roslyn Kunin & Associates based on the number of International students in BC in 2015, compared with the number of international students in BC in 2010. (www.bccie.ca 2015)

#### Internationalization Statement of Principles for Canadian Educational Institutions

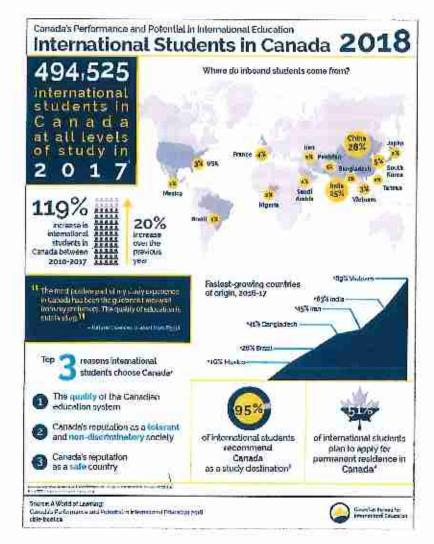
Given the imperative of international education in the twenty-first century, CBIE's Internationalization Leaders Network (ILN) believes that a statement of principles is necessary during a time of unprecedented globalization and international mobility, where the growth of international education is being driven by a mixture of cultural, educational, economic and philanthropic factors. (www.cbie.ca 2014)

#### Assessing global competence

An informative article by Andreas Schleicher, Director for Education and Skills at the OECD, about the OECD Programme for International Student Assessment (PISA) including global competence in its metrics for quality, equity and effectiveness in education. PISA will assess global competence for the first time ever in 2018, PISA conceives of global competence as a multidimensional, lifelong learning goal.

(www.teachermagazine.com.au 2018)





SD43's International Education Programs create apportunities for everyone to learn and benefit.



Coquitiam's International Education Program: Helping Students Experience the Highest Levels of Academic and Personal Achievement





## International Student Enrolment

## 2017 - 2018

- · \$37 million gross revenue
- · Student enrolment: 2035

Secondary: 1668

Middle: 182

Elementary: 185

- · Status Changes: 180
- Gross International Education Revenues
   (1999 2018) over \$330 million
- EAL Data: District Average level 4
- The overall average high school mark for our international students was a B average



## Student Achievement

The BC Ministry of Education awarded four Coquittam students \$1,250.00.

- International Student Ambassador Scholarship Post Secondary Institution Entry:
  - Chenyang (Mercury) LI Charles
    Best
  - Lizheng (Alex) Liu Pinetree
  - Mingchen Zhu Gleneagle
- International Student Ambassador Scholarship K-12 Entry:
  - Nana Okamura (grade 11) Port Moody Secondary





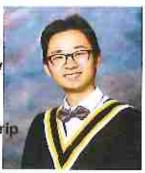


Coquitlam School District International Education Inspiring Academic Extellence

## Student Achievement

- Hansaem (Sam) Jung, a grade 12 student at Gleneagle
   Secondary School, has been in our program since grade 1
- He remembers his first day at Coronation Park Elementary School
- He was valedictorian at Eagle Ridge Elementary School
- Scott Creek Middle participated in a three day camping trip
- Gleneagle Secondary School played on the school volleyball and basketball teams; he was awarded the International Major Entrance Scholarship at UBC – \$80,000

"The twelve years that I have lived as an international student residing in Coquitlam has been nothing short of amazing. The friends I have met have shaped me to become the person I am today. My teachers have always guided me in the right direction. I strongly suggest any unsure prospective international students to take the leap".



# Supporting Students in The Classroom and

Beyond

- Vital English we offer a Pre-Arrival Learning Program to our students: English Placement Test, Orientation (Studying and Living in Canada) and English/Terminology Courses, covering grades 8-12 in Math and Science and 900 videos to teach the most important words
- When a student is identified as a "Level 1" ESL student, a live tutor provides an individualized lesson plan and helps the student reach Level 2+
- ISSP under the Guard.Me plan, is an International student support program available to our students.
   Counselors are available 24/7 to accept calls directly into the Care Access Centers in a language of the student's choosing







## Supporting Our Schools

- Funded two Italian classes this year at Riverside Secondary School
- 18 non-enrolling blocks (2.52 FTE) given to high schools above the regular IE staffing
- School grants over \$700,000 in grant money this year
- Multicultural Initiatives \$5,000 awarded to schools
- Grade 12 students who could not afford to attend grad \$1,000 to each high school
- IELTS (International English Language Testing System) Test Centre (December 2017). It is the world's most popular English language proficiency test. The IELTS test is offered every Saturday at Centennial – IELTS pays for 2 caretakers, and the school receives \$10 per student. Average number of students who write the IELTS test per month is 60 – 100.

## Hosting Opportunities for our Families

- We contract out to several homestay provider companies – comply with our guidelines and expectations and the BC K-12 International Student Homestay Guidelines providing province-wide best practice standards
- "The hosting experience has become so much more than we ever imagined. It is incredible to make connections with young people from across the world. They truly become part of your family. Every Christmas, Mother's Day and birthday we wake up to greetings from past students in other time zones" (Karen Kelt, homestay parent for 10 years).







# **Homestay Experience**



## Connecting Education, Business and Government

- In February 2018, Patricia Gartland attended the China BC Networking Reception where she met the new Consul General of the Peoples' Republic of China. This prestigious event was sponsored by the Consulate General of the People's Republic of China in Vancouver and the Government of BC, the BC Council for International Education (BCCIE) and the Canada China Business Council (CCBC).
- In March 2018, Patricia Gartland and the Board of Education signed a Memorandum of Understanding (MOU) with the Shanghai Pudong Education Bureau and the Handan Education Bureau. As a result of these meetings, Shanghai Donggou Middle School and students from Handan will participate in our summer program this August. The Board of Education's presence at these meetings has not only been crucial to the success of our program but has also helped shape us to become the most desirable destination and biggest program in Canada.



## A Global Leader Amongst Us

- Patricia Gartland is continually invited to present at conferences: CAPS-I, BCCIE and CBIE.
- Patricia Gartland is a member of the CBIE Board of Directors. CBIE (the Canadian Bureau for International Education) is the national voice advancing Canadian international education by creating and mobilizing expertise, knowledge, opportunity and leadership.
- In 2012, Patricia Gartland was honored the BCCIE
  International Education Distinguished Leadership
  Award. This award recognizes the unique and
  important accomplishments and contributions of an
  international educator or member of the community
  who has effected change and leadership in the field
  of International education and whose work will have
  a lasting impact.





### Summer Programs: Building Community and Branding our Program

- Our International Education Summer Program generated \$2.5 million in gross revenue in 2017.
- This translates into jobs for our teachers, volunteer hours for our students, hosting opportunities for our families, revenue for our community.
- "The only way any institutional identity can gain traction in the marketplace is if it has integrity – if it animates the programs and services of the institution, drives management decision-making, and closely reflects the experience of students" (Jean-Noel Kapferer, globally recognized branding expert).





Coquitlam
School District

Inspiring Academic Executance

## **Innovative Summer Programs**

- Student Ambassador Program (launched in 2008)
   Five schools from Guangzhou, China will celebrate 10 years of participation in our summer program this July and August.
- Sister City Exchange Program with Paju City In November 2016, Patricia Gartland and the Board of Education met with Korean municipal, business and educational leaders to broaden current and foster future partnerships between Coquitlam and Paju City. As a result of this collaboration, Paju City has committed to send a group of students to our summer program on an annual basis.





## Innovative Summer Programs

- STEM/Coding Program using STEM principles to learn about Canada
- First Nations Arts & Crafts Program partnership with Aboriginal Education
- IELTS Non-Credit Course Program a new preparation course will be offered to a BC Offshore School
- BC Offshore High School Credit Course Program This
  program was launched in 2007 to grades 11 and 12
  students. This year, we will also offer credit courses to
  grade 10 students, being the first school district to
  introduce them to the BC curriculum.
- Our summer program is a stepping stone for students to experience life in Coquitlam before making the decision to study in our long term program.





Coquitlam
School District

Inspiring Academic Eccellence

# Our International Legacy

Coquitlam School District has developed, through the International Education Program, an alumni of graduates who have been educated in our school district and lived in our community and will share their knowledge and experience with the world.

"Through international education, students, educators, and ideas flow between countries, giving us all the opportunity to share important ideas, build lifelong friendships, and experience diverse cultures. Having international students in BC's schools and institutions also benefits local students by introducing them to new cultures and ideas, giving them global awareness and an appreciation for diversity". (Rob Fleming, Minister of Education, BC Celebrates Education Week, November 2017)





Coquitlam
School District

Inspiring Academic Excellence

## Student Testimonial





## Thank You for your Support

As a result of the Board of Education's ongoing commitment to building strong relationships with Education Bureaus, government officials and educators, opportunities to foster educational relationships, the participation of students and teachers to our summer programs, the establishment of sister school relationships, and the discussion of new international initiatives have occurred.

"Across distance and cultures, through the inevitable ups and downs of the business cycles, and in the midst of all the other changes and pressures in the market today, strong working relationships with partners represent an important source of compotitive advantage for any international sector"

(The Near Future of International Education: Beyond the Horizon, 2015, Edited by ICEF and Barton Carlyle)







Jonathan X. Coté Mayor

June 7, 2018

Dear Mayor and Council,

VIA EMAIL

Re: Changes to the Strata Property Act

On July 28, 2016, changes were made by the Provincial Government to the Strata Property Act so that strata owners are now able to liquidate their strata corporation by an 80% vote of all eligible voters instead of the previous unanimous voting requirement.

The noted changes to the Strata Property Act may have negative impacts to residents including:

- Conflicts between owners who want to liquidate the strata corporation and sell the strata building and lands and those who do not want to liquidate.
- Situations where some owners may receive lower sales proceeds for their units than their assessed values.
- Developers pushing strata owners and strata councils to liquidate the strata corporation and sell the strata buildings and lands.
- Loss of rental units, a significant concern given the persistently low vacancy rates in the rental market (1.1% in New Westminster in October 2017) and the large number of renter households living in condominiums in New Westminster (3,109 in October 2017).
- Undue influence of investors who have purchased many units within a building.

There appears to be no studies conducted by the Provincial Government or other agencies on the potential positive and negative impacts on residents of the changes to the Strata Property Act.

For these reasons, at a meeting on Monday, May 28, 2018, New Westminster City Council passed the following for consideration at the UBCM Convention in September, 2018:

Whereas the changes in the Strata Property Act that came into effect on July 28, 2016 can create conflicts among owners within a strata building who want to terminate the strata and sell the strata building and lands and those owners who do not want to terminate the strata and sell the strata building and lands; and

Whereas the changes in the Strata Property Act that came into effect on July 28, 2016 can also create situations where some owners may receive far less in sales proceeds for their units than their assessed values and force owners who do not want to sell their units to sell their units; and

Whereas the changes in the Strata Property Act that came into effect on July 28, 2016 may encourage developers to aggressively push strata owners and strata councils to terminate their strata corporations and sell the strata buildings and lunds; and

Whereas, under some circumstances, terminating a strata corporation may be the best choice for strata owners. As some older strata buildings reach the end of their life cycle, the cost of repair may not make economic sense or owners may not have the financial ability to pay for the necessary repairs; and

Whereas municipalities are limited in their ability to address these issues;

THEREFORE, BE IT RESOLVED:

THAT the Union of BC Municipalities urge the Provincial Government of British Columbia to study the impacts related to the changes made in July 2016 to the Strata Property Act and consider increasing the percentage of registered owners required to terminate (wind up) a strata corporation depending on the results of the proposed study.

I am writing to ask for your support of this resolution at the convention in September.

A council report giving more background is attached.

If you have any questions or would like more information, please contact me at jeote@newwestcity.ca or 604-527-4522,

Thank you for your attention to this matter.

Yours truly,

Jonathan X. Coté

Mayor

Attach: Council Report "Changes to the Strata Property Act: UBCM Resolution"





### REPORT

## Mayor's Task Force on Housing Affordability

To:

Mayor Coté and Members of Council

Date:

5/28/2018

From:

Mayor's Task Force on Housing

File:

01.0020.40

Affordability

Item #:

122/2018

Subject:

Changes to the Strata Property Act: UBCM Resolution

#### RECOMMENDATION

- THAT Council endorse the recommended Union of BC Municipalities (UBCM)
  resolution related to changes to the Strata Property Act as contained in this report.
- THAT the Council direct staff to forward the resolution and background documentation to UBCM and to actively seek municipal support for the resolution.
- 3. THAT Council direct staff to send a letter to the British Columbia Ministry of Municipal Affairs and Housing to study the impacts related to the changes made in July 2016 to the Strata Property Act and consider increasing the percentage of registered owners required to terminate (wind up) a strata corporation depending on the results of the proposed study.

#### PURPOSE

This report discusses the changes made to the Strata Property Act in July 2016 and their potential impacts on strata property owners. The purpose of this report is to seek Council endorsement of a resolution to the Union of British Columbia Municipalities (UBCM) to recommend further study of the impact of these recent changes and to request a possible modification of these recent changes if supported by further research results.

#### EXECUTIVE SUMMARY

On July 28, 2016, changes were made by the Provincial Government to the Strata Property Act so that strata owners are now able to liquidate their strata corporation by an 80% vote of all eligible voters instead of the previous unanimous voting requirement.

The changes to the Strata Property Act were discussed by the City's Community and Social Issues Committee and the Seniors Advisory Committee, with both being supportive of a review and with most members suggesting a higher percentage.

#### BACKGROUND

Effective July 28, 2016, strata owners are now able to liquidate their strata corporation by an 80% vote of all eligible voters instead of the previous unanimous voting requirement. As described on the Provincial Government's website, the changes include "court oversight to protect any minority dissenting owners and registered chargeholders (e.g. mortgage providers)."

Attachment 1 contains excerpts from the website describing Strata Termination (Winding Up) Legislation (July 2016) which describes these changes. Attachment 2 contains the article "How simple is liquidation of a strata corporation?" from the Condominium Homeowners' Association, as published in the Spring 2016 issue of CHOA Journal, which provides a detailed step by stop process in the liquidation of a strata corporation, including timelines.

As of July 7, 2017, according to CHOA, there have been five strata buildings in British Columbia sold to developers since the legislation came into place. According to the Land Title and Survey Authority of BC, as of January 9, 2018, there were 31,100 filed strata plans in British Columbia. Therefore, the percentage of strata buildings sold to developers since the legislation changed is fairly small (less than one percent).

#### DISCUSSION

#### Potential Impacts

The noted changes to the Strata Property Act may have negative impacts to residents including:

- Conflicts between owners who want to liquidate the strata corporation and sell the strata building and lands and those who do not want to liquidate.
- Situations where some owners may receive lower sales proceeds for their units than
  their assessed values.

- Developers pushing strata owners and strata councils to liquidate the strata corporation and sell the strata buildings and lands.
- Loss of rental units, which is a significant concern given the persistently low vacancy
  rates in the rental market (1.1% in New Westminster in October 2017) and the large
  number of renter households living in condominiums in New Westminster (3,109 in
  October 2017).
- · Undue influence of investors who have purchased many units within a building,

At the same time, terminating a strata corporation may be the best choice for strata owners when older strata buildings reach the end of their life cycle; the cost of repair may not make economic sense or owners may not have the financial ability to pay for the necessary repairs." Having a 100% requirement may create financial hardship for the majority of owners who need to sell if a few owners do not want to sell.

There appears to be no studies conducted by the Provincial Government or other agencies on the potential positive and negative impacts on residents of the changes to the Strata Property Act.

#### CONSULTATION

#### Community and Social Issues Committee

The Community and Social Issues Committee discussed the changes to the Strata Property Act on May 8, 2018. Based on the discussion, committee members expressed concern about real estate speculation, particularly related to older strata buildings located on frequent transit corridors, including SkyTrain; the potential conflicts which could occur in strata corporations; the possibility of block voting by investors who own multiple strata units; and the potential impacts on renters of strata units, who may lose their housing. There was general support of a review of the changes, with a view to considering a higher percentage.

#### Seniors Advisory Committee

The Seniors Advisory Committee discussed the changes to the Strata Property Act on May 10, 2018. Based on the discussion, committee members expressed concern about the apparent lack of research that went into the changes, particularly related to unintended consequences; the increasing number of purchasers that see their strata units as investments and not homes; and the potential for block voting. Several members spoke about the importance of aging in place and felt that the changes were counter to this goal. Several other members called for a higher percentage (c.g., 90%). There was general support for a review of the changes, with a view to considering a higher percentage.

#### RECOMMENDED UBCM RESOLUTION

Given the above, the following resolution is recommended to be forwarded to the Union of BC Municipalities for consideration at its Annual Conference in September 2018.

Whereas the changes in the Strata Property Act that came into effect on July 28, 2016 can create conflicts among owners within a strata building who want to terminate the strata and sell the strata building and lands and those owners who do not want to terminate the strata and sell the strata building and lands.

Whereas the changes in the Strata Property Act that came into effect on July 28, 2016 can also create situations where some owners may receive far less in sales proceeds for their units than their assessed values and force owners who do not want to sell their units to sell their units.

Whereas the changes in the Strata Property Act that came into effect on July 28, 2016 may encourage developers to aggressively push strata owners and strata councils to terminate their strata corporations and sell the strata buildings and lands.

Whereas, under some circumstances, terminating a strata corporation may be the best choice for strata owners. As some older strata buildings reach the end of their life cycle, the cost of repair may not make economic sense or owners may not have the financial ability to pay for the necessary repairs.

Whereas municipalities are limited in their ability to address these issues

THEREFORE. BE IT RESOLVED:

THAT the Union of BC Municipalities urge the Provincial Government of British Columbia to study the impacts related to the changes made in July 2016 to the Strata Property Act and consider increasing the percentage of registered owners required to terminate (wind up) a strata corporation depending on the results of the proposed study.

#### NEXT STEPS

Should Council endorse the proposed approach, staff would forward this motion to other BC municipalities for their endorsement. Staff would also forward this resolution to UBCM on or before June 30, 2018 for their consideration of this resolution at the UBCM annual general meeting in September 2018.

#### OPTIONS

There are four options for consideration:

- That Council endorse the recommended Union of BC Municipalities (URCM)
  resolution related to changes to the Strata Property Act as contained in this report.
- That Council direct staff to forward the resolution and background documentation to UBCM and to actively seek municipal support for the resolution.
- 3. That Council direct staff to send a letter to the British Columbia Ministry of Municipal Affairs and Housing to study the impacts related to the changes made in July 2016 to the Strata Property Act and consider increasing the percentage of registered owners required to terminate (wind up) a strata corporation depending on the results of the proposed study.
- 4. That Council provides staff with other direction.

Staff recommends options 1, 2, and 3.

#### ATTACHMENTS

Attachment 1: Provincial Government of British Columbia - Termination (Winding Up) of Strata Corporations

Attachment 2: Article - "How simple is liquidation of a strata corporation?"

This report has been prepared by: Tristan Johnson, Planning Analyst

This report was reviewed by: John Stark, Acting Manager of Planning

Approved for Presentation to Council

Jackie Teed

Acting Director of Development

Services

Lisa Spitale

Chief Administrative Officer



# Attachment 1

Provincial Government of British Columbia – Termination (Winding Up) of Strata Corporations

## Termination (Winding Up) of Strata Corporations

Strato corporations can now terminate (wind up and cancel the strate plan) with an 80% vote of all owners, instead of the previous unanimous voting requirement.

It is strongly recommended that a strata corporation considering termination seek independent professional and legal advice well in advance of a vote to wind up (terminate). There are many steps in the termination process and not all of these are referenced in strata legislation.

Bare land strata corporations ("strata subdivisions") wishing to terminate must also notify the applicable local government 90 days in advance. A bare land strata corporation considering termination may wish to transfer responsibility for bare land strata services (e.g. sewer, roads, water) to local government. The applicable local government does not have to accept responsibility for any bare land strata services. Prior to a vote on termination, the strata should clarify how services will be provided.

This page provides a basic overview of the strata termination process; it is not a substitute for legal advice.

#### Learn more on this page:

Why Would a Strata Corporation Choose to Terminate?

From Unanimous to 80%

**Overview of the Termination Process** 

Exploring Termination

Giving Notice of a General Meeting for a Termination Vote

Voters

Court Oversight

Submitting an Application to the Land Title Office

Bare Land Stratas - Additional Requirement

#### Why Would a Strata Corporation Choose to Terminate?

Under some circumstances, terminating a strata corporation may be the best choice for strata lot owners. As some older strata corporations reach the end of their life cycle, the cost of repair may not make economic sense or owners may not have the financial ability to pay for the necessary repairs. Sometimes the land can be sold for redevelopment; for example, a low-rise building could be redeveloped into a building with many more units.

Bare land stratas ("strata subdivisions") may want to terminate as well; this is known as cancelling the bare land strata plan. For example, a bare land strata corporation may want to convert to a fee simple (non-strata titled) subdivision or, in certain circumstances, become a single parcel with "tenants-in-common"

#### From Unanimous to 80%

Effective July 28, 2016, strata owners are now able to terminate (wind up) their strata corporation with an 80% vote instead of the previous difficult-to-achieve unanimous voting requirement. Many other Jurisdictions, including Alberta and Ontario, do not require a unanimous vote to terminate.

The 80% vote means the termination resolution must have 80% approval of all the registered owners. It is not a quorum vote. Unlike majority and 3/4 votes, it is not an 80% vote of those owners present, or holding

proxies, at the meeting (learn more in types of voting). For strata corporations with fewer than S strata lots, the 80% voting threshold is effectively unanimous.

Given the significance of terminating a strata corporation, there is court oversight to protect any dissenting owners and registered charge holders (e.g. mortgage providers).

These changes to the Strata Property Act are based on the <u>BC Law Institute's recommendations</u>. There was extensive public consultation and the changes are widely supported by the strata community.

#### Overview of the Termination Process

Voluntary winding up from initial exploration to finalizing the sale (or liquidating) and owners moving out can take up to 18 months or even longer. This section provides a general overview of voluntary winding up but it does not list all the steps. Strata corporations are strongly advised to seek independent professional and legal advice from a knowledgeable strata lawyer as it is important to understand the full termination process and implications, well in advance of a vote to wind up a strata corporation. A lawyer can also advise on the pros and cons of voluntarily winding up with and without the services of a liquidator. (In addition to voluntary winding up, the Strata Property Act also continues to allow a court-ordered winding up, a rare occurrence).

Sometimes strata lot owners may be concerned about protecting their interests. The termination process has a number of safeguards built in including; advance notification to every owner; an 80% vote of approval from all owners (not a quorum vote from those present, or holding proxies, at a meeting); and court oversight. However, individual owners may also wish to consult a strata lawyer for independent advice.

Listed below are some other resources if termination is being considered:

- Strate associations have information about the new termination process and may offer consultation services for a fee.
- The <u>Gvil Resolution Tribunal (CRT)</u> does not replace the court's role in the termination process,
  However the CRT can play a role to address certain unfair actions under sections 164 and 173 of
  the <u>Strata Property Act</u>. The CRT may make an order:
  - regarding an action or threatened action by the strata corporation, including the council, in relation to an owner or tenant
  - regarding a decision of the strata corporation, including the council, in relation to an owner or tenant
  - directed at the strata corporation, the council or a person who holds 50% or more of the votes, if the order is necessary to prevent or remedy a significantly unfair action, decision or exercise of voting rights.
- If there are concerns about professionals not acting in good faith, picase check with their professional disciplinary bodies.
- Additional information on the termination process includes: CHOA's spring 2016 Journal Article "How Simple is Liquidation of a Strata Corporation?" and a termination (winding up) infographic (pdf) by Clark Wilson LLP.

#### Exploring Termination

Often a termination process starts when a developer approaches a strata corporation wishing to buy all the strata lots for redevelopment. Or a strata corporation may be interested in winding up and selling for redevelopment because of excessive repair and maintenance costs.

Open and transparent communication with owners is essential. Information meetings should be held with owners from the very beginning to discuss options and collectively learn more about termination (winding up) including disbursament of funds to owners (if selling to a developer), costs and fees.

Owners will also want to understand how funds from selling would be disbursed. Disbursement to owners will be affected by when the strata plan was filed: before August 1974, unit entitlement; August 1974 to 2000, interest upon destruction; after 2000, relative assessed values.

If the majority of owners are interested in termination, usually a resolution is adopted to enable the strata council to move the process forward and hire legal counsel. Given the costs of the legal review and governance implications, the strata council should only proceed once the owners have formally given direction. The strata corporation is strongly advised to obtain independent legal and professional advice.

The strata council may also hire a real estate broker to market the property or negotiate an offer from a developer. When hiring a broker, the strata corporation's legal counsel should closely review: the terms and conditions of the agency agreement; the commission rates; and whether any type of limited dual agency (i.e. representing both buyer and seller) is permitted.

There is no set procedure but once an eligible offer has been received, a resolution to terminate can be drafted. The winding up resolution should be drafted by the strata's legal counsel and will usually be a detailed multi-paged document. The termination resolution will authorize termination of the strata plan, authorize the strata corporation to apply to the Supreme Court for termination orders and a vesting order authorizing the cancellations of the strata plan and winding up of the strata corporation; approve expenditures (funding for the lawyer, liquidator, liquidator's legal representation, fees and commissions); and may also address miscellaneous matters like move out timelines or rent-free periods.

#### Giving Notice of a General Meeting for a Termination Yote

A strata corporation is required to give at least two weeks' written notice of a general meeting. However if the agenda includes a resolution on termination, the strata must give at least four weeks' written notice. Four weeks actually means at least 32 days when also considering the notice requirements under the *Interpretation Act*. If the general meeting is called by petition, then eight weeks' written notice (at least 60 days when also considering the notice requirements under the *Interpretation Act*.) is needed.

The notice of the general meeting to vote on termination must be given to all persons who are entitled to receive the meeting notice, regardless of whether a person previously waived the right to receive notification, Learn more about notice requirements and preparing for a general meeting.

#### Voters

Approving a strata termination resolution requires an 80% vote of approval from all the strata owners. It is not a <u>quorum vote</u> of those owners present or holding proxies at a meeting.

Given the importance of a termination resolution, all <u>strata owners are eligible to vote</u> on the resolution, regardless of any provisions in the bylaws making a strata owner hieligible to vote if the owner has unpaid special levies or unpaid strata fees.

In some situations a mortgagee (the person, organization or financial institution holding the mortgage) of a strate lot may vote at a general meeting on matters relating to insurance, maintenance, finance or other

matters affecting the security for the mortgage. However, a mortgagee is not permitted to vote on a resolution to terminate a strata corporation.

#### Court Oversight

After passing a resolution to terminate, a strata corporation with five or more strata lots must apply to the BC Supreme Court for an order confirming termination.

For small strata corporations with fewer than five lots, the requirement for an 80% vote to terminate is effectively unanimous. These stratas may choose whether to apply for a court order or not. On the one hand, obtaining a court order has a cost. On the other hand, having a court order means small strata corporations do not have to get unanimous written consent of the registered chargeholders.

The Strate Property Act provides guidance to the court in how to consider the best interests of the owners, including any significant unfairness to any dissenting minority owners or registered charge holders (e.g. mortgage provider) and ensures all parties have a standing in court.

#### Submitting an Application to the Land Title Office

When the strata corporation is ready to submit an application to the <u>Land Title Office</u> to cancel a strata plan, the strata corporation in addition to other documents, must include the following:

If the strata has obtained a court order:

- · a Certificate of Strata Corporation confirming:
  - the winding up (termination) resolution has passed, and
  - the strata corporation has no debts other than the debts hold by holders of registered charges.
- a copy of the court order

If the strata has fewer than 5 strata lots (and does not obtain a court order):

- the written consent of all holders of registered charges
- a Form E Certificate of Strata Corporation for Section 274 confirming:
  - the winding up (termination) resolution has passed, and
  - the strata corporation has no debts other than the debts held by persons who have consented in writing to the winding up of the strata corporation.



# Attachment 2

Article – "How simple is liquidation of a strata corporation?"



# How simple is liquidation of a strata corporation?

Tony Gloventu / CHOA

iquidation is a dramatic step for a strata corporation and your community of owners, many of whom have probably lived there for 30+ years. The potential for errors, or the owners being at a disadvantage, is very high, so it is essential to follow some basic steps of decision making. There are two basic factors that affect a liquidation from the owners' perspective value of the property and the condition of the property which can be assessed with the help of a deprecation report.

The information in the depreciation report could influence the owners decision to maintain versus liquidate; however, all strata corporations need to remember that until they have voted to liquidate, the strata corporation must still maintain and repair its property. Then consider the transaction costs associated with liquidation including brokerage fees, liquidation costs and legal fees, what's the right time and what's the right price

It differs for every project based on land use and value. A project that may yield only the current assessment value could be a prudent decision if each owner is facing a \$100,000 special lavy for repairs, whereas a development in great condition may not consider a sale unless they can see a 200-300% increase in value. For real estate value it is still the same three conditions: location, location, location.

In the fall of 2015, the Strain Property Act was amended, lowering the voting requirement for liquidation from 100% to 80% of the schedule of voting rights. Please note the amendments are not in force as the development of regulations are still required. Even though the change is significant, obtaining 80% of the total number of votes will be extremely difficult to achieve and will require an application to the Supreme Court of BC to approve the decision as part of the legislative amendment.

There are two methods of selling the property. Option 1: A developer or speculator purchases all of the units directly from each owner. The strata is not involved in the liquidation process and the deal is fairly clean. Option 2: a strata corporation votes for a liquidation which may be complicated. An advantage of this option is it gives the strata owners the collective ability to market their property for competitive birlding and obtain the best price.

Consumers want the best price and the best terms for their property before they will consider selling. To reach this objective, a logical process is helpful for the arrate corporation to follow. They begin with a general meeting of the owners to determine if the owners want the council to investigate selling the property. The strata owners will vote by at least a majority vote to give council authority to start the process and to retain an independent lawyer who will act solely for the strata throughout the process. The strata council will also want to review proposals from a number of commercial brokers who will market the property, with negotiable fees generally from 1-2% of the total sale.

Once strata council has completed a legal review of the contract and retained s broker, the broker proceeds with marketing the property. Developers and land speculators will be invited to assess the property, and submit offers.

The offers may take into consideration location, expanded development opportunity, transit and community access, neighbouring developments and amenities, plus the overall potential for the site. This phase usually takes 3-6 months,

When the broker finalizes a short list of generally 3-5 of the highest offers the strata council and their lawyer will meet to review the offers, perhaps counter offer and will consider the terms and conditions of the offer. When the details are clear the final offer is tentatively agreed upon subject to the approval of the owners at a general meeting.

Once the final offer is approved in principle the complicated work begins. Around months 6-12 the final negotiation of the purchase conditions and price are completed and the strate's lawyer will prepare the 80% vote resolution that authorizes the liquidation, authorizes the court application to ratify the decision, and to appoint a liquidator. The liquidator will be responsible for the receipt of the money from the developer, the concellation of each of your titles into one percel of land, and the payout to each owner, their share of the proceeds after any charges on their property.

The resolution that the owners will vote on and the sequencing of the events is the most critical part of the transaction. You can easily expect a resolution that is many pages in length because the resolution must include all of the terms and conditions of the contracts, agreements, court applications, liquidation procedures and transfer of funds. One quirk of the liquidation process is owners who require their proceeds to make another purchase will have to wait until the job of the liquidator is complete before they can shop for a new home. Only when the liquidation process is complete do the owners receive their money, once any such as mortgages on their property are cleared. To provide

time for owners to move and relocate, the strata may want to negotiate 60-120 days of occupancy after the completion of the liquidation, as part of the contract,

If everything goes well, plan on 12-18 months. The success depends on a number of information meetings and constant communication with your owners to prepare them for the vote and the emotional liquidation of their community. If you hope to have any

success on your proposed liquidation, don't larget the owners have to find a new place to live once the deal is complete. Before you vote, an information meeting with the owners to help them understand what other property is available in the region is just as critical.

Tony Gioventu is the Executive Director of CHOA. For more information please visit the CHOA website at www.choa.bc.ca

# Strata Corporation Liquidation: Step-by-Step

| Step 1 | <ul> <li>The strata corporation is<br/>approached by a commercial<br/>agent, buyer or the strata<br/>council considers the option of<br/>investigating liquidation.</li> </ul>   | Month<br>1                   | Step 4<br>Con't | Stretz Council convenes a general meeting to present the offer(s) to owners.  Owners vote to: O Proceed with having a lawyer draft the liquidation resolution and approve the funding needed to move forward (lawyer fees, liquidator fees, etc.), or O Reject the offer and direct council to dither continue to negotiate a better offer or stop all discussions on liquidation. | Month<br>4 - 8<br>con't |
|--------|--|------------------------------|-----------------|--|-------------------------|
| Step 2 | <ul> <li>The strata corporation is approached by a commercial agent, buyer or the strate council considers the option of investigating liquidation.</li> <li>Strata council convenes an information meeting of owners to raise the idea of liquidating the strata corporation.</li> </ul>  | Month<br>2-3                 |                 |  |                         |
| Step 3 | This meeting helps council decide to move forward or not. Strata council convenes a general meeting of the strata corporation to obtain:  o Authorization for strata council to investigate liquidation options o Approval for funding for legal representation including: Reviewing terms and conditions of an offer Listing agreements, and Subsequent legal consultation  Strata council negotiates a listing agreement with a broker. The broker creates a listing profile and markets property. The broker presents offers to council. Strata council with the strata's lawyer review offers and possibly makes counter offers. | Month<br>4-5<br>Month<br>4-8 | Step 5          | <ul> <li>Continue to negotiate (if required)</li> <li>The strata corporations' lawyer will review the terms and conditions of the offer, including possible counter offers. Once there is a final offer the strata's lawyer will draft a resolution for owners to approve.</li> <li>Strata council calls a general meeting to vote on the 80% resolution.</li> </ul>               | Month<br>8-10           |
|        |  |                              | Step 6          | <ul> <li>Once the resolution is approved the strate corporations' lawyer will commence the court application for liquidation.</li> <li>There may be conditions to meet before the appointment of a liquidator and vesting order</li> </ul>   | Month<br>10-12          |
|        |  |                              | Step 7          | granted/obtained/applied for?  Liquidation process complete Funds transferred to strata corporation  Vosting order is filed by the liquidator  Owners given 60 – 120 days to move  | Month<br>12—18          |



T 604,514,2800 F 604,530,4371

www.city.langley.bc.ca

File: 0410-02

June 13, 2018

Metro Vancouver municipalitles Via Email

#### Re: Strategic Community Investment Fund - Traffic Fine Revenue Sharing

At its June 11, 2018 Regular Council meeting, the Council for the City of Langley considered a report of the City's Director of Corporate Services regarding the Provincial Government's intent to amend the Strategic Community Investment Fund Agreement between the City and the Provincial Government. The report is enclosed for reference. Council subsequently passed the following resolution:

WHEREAS the City of Langley acknowledges the receipt of \$472,123 from the Provincial government to help fund the salary of three RCMP officers from traffic fine revenues received in 2017:

WHEREAS the Provincial Government has advised that it intends to amend the Traffic Fine Revenue Sharing agreement that has provided municipalities unconditional grants since 2004, returning 100% of the net provincial traffic fine revenues;

WHEREAS 45% of the property tax revenues collected in the City of Langley are require to pay for the escalating policing service costs in the community, creating a significant burden for the local taxpayer;

THEREFORE BE IT RESOLVED THAT the Province continue to provide 100% of the traffic fine revenues to municipalities including fines generated by the proposed speed enforcement cameras located at high risk intersections.

#### Council further resolved:

THAT Council's Provincial Traffic Fine Revenue Sharing resolution be forwarded to all Metro Vancouver municipalities and they be encouraged to also lobby the Provincial Government with respect to this Issue.

Yours truly, CITY OF LANGLEY

Kelly Kenney Corporate Officer

Enclosure

RECEIVED

JUN 13 2018

ANMORE A



## REPORT TO COUNCIL

To:

Mayor Schaffer and Councillors

From:

Subject Strategic Community Investment Fund - Traffic

Fine Revenue Sharing

Report #: 18-31

Darrin Leite, CPA, CA

Director of Corporate Services

File #: 1610.00 Doc #. 156939

Date:

May 14, 2018

#### RECOMMENDATION:

THAT Council endorse the following motion to be sent to the Provincial government to express the City of Langley's concorn about the Province's intent to amend the Traffic Fine Revenue Sharing (TFRS) agreement:

WHERE AS the City of Langley acknowledges the receipt of \$472,123 from the Provincial government to help fund the salary of three RCMP officers from traffic fine rovenues received in 2017;

WHERE AS the Provincial Government has advised that it intends to amend the Traffic Fine Revenue Sharing agreement that has provided municipalities unconditional grants since 2004, returning 100% of the net provincial traffic fine revenues.

WHERE AS 45% of the property tax revenues collected in the City of Langley are require to pay for the escalating policing service costs in the community, creating a significant burden for the local taxpayer.

THEREFORE BE IT RESOLVED THAT the Province continue to provide 100% of the traffic fine revenues to municipalities including fines generated by the proposed speed enforcement cameras located at high risk intersections.

#### PURPOSE:

The Strategic Community Investment Fund Agreement between the City and the Provincial Government requires the City to annually report on the traffic fine revenues



To: Mayor Schaffer and Councillors

Date: May 14, 2018

Subject: Strategic Community Investment Fund - Traffic Fine Revenue Sharing

Page 2

received in the prior year. As well, the City wants to discourage the Provincial Government from changing the 100% share municipalities have received in the past from the Traffic Fine Revenue Sharing program.

#### POLICY:

None.

#### COMMENTS/ANALYSIS:

The Provincial Government requires the City to publicly report on the amount of traffic fine revenues received under the Strategic Community Investment Fund Agreement. In 2017, \$472,123 in traffic fine revenues was received from the Province.

In 2004, the Province began returning 100% of the traffic fine revenues to municipalities and the City used the increase traffic fine revenues for that year to hire three RCMP officers. The annual grant continues to provide funding for these three RCMP officers.

The Provincial Government has indicated that they want to expand the traffic fine revenue by installing cameras at intersection that not only ticket drivers who go through on a red light but also clock the speed of the driver to determine if they are speeding through an intersection. Previously, red light cameras traffic fine revenue was allocated 100% to the municipalities. The Province has indicated that it would like to withhold some of the revenues realize by adding the speeding component, to be used to fund ICBC road safety programs. The concern is that municipalities who rely on the traffic fine revenue will receive less revenue once the Province amends the program retaining some of the traffic fine revenues generated in the Province.

#### BUDGET IMPLICATIONS:

The City's adopted 2017 Financial Plan anticipated \$498,200 in traffic fine revenue. The actual funding received of \$472,123 was \$26,077 lower than the budget based on the actual traffic fine revenues generated in the Province during the period. This revenue was generated between April 2015 to March 2016 as there is a lag time between when the revenue is generated and when it is disbursed to the municipalities.



To: Mayor Schaffer and Councillors
Date: May 14, 2018
Subject: Strategic Community Investment Fund - Traffic Fine Revenue Sharing
Page 3

#### **ALTERNATIVES:**

City Council could just acknowledge the traffic fine revenues generated in 2017 itemized in the first Whereas clause.

Respectfully Submitted,

W.E

Darrin Leite, CPA, CA Director of Corporate Services

#### Attachments:

- April 5, 2018 letter to the UBCM from the Minister of Municipal Affairs and Housing
- April 30, 2018 response letter to the Minister of Municipal Affairs and Housing from the UBCM

#### CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I support the recommendation.

Francis Cheung, P. Eng. Chief Administrative Officer



# Province Intends to Amend Traffic Fine Agreement

May 2, 2018

The provincial government has advised UBCM of its intention to amend the Traific Fine Revenue Sharing (TFRS) agreement. This was communicated to UBCM in correspondence from the Honourable Selina Robinson, Minister of Municipal Affairs and Housing. The custent agreement provides an unconditional grant to local governments, returning 100% of net provincial traffic fine revenue.

Minister Robinson, in accordance with s. 276 of the Community Charter and the 2004 Consultation Agreement between the Province and UBCM, has indicated that the Province would like to Immediately begin consultation regarding potential changes to the TFRS agreement. The Province would like to complete the consultation process by the end of July 2018.

LIBCM has responded to the Minister with a letter that outlines concerns regarding the Province's rationale for seeking charges to the current TFRS agreement, while also providing examples of new policing cost pressures faced by lacal governments.

The Province's rationale for amending the agreement is largely based on the expansion of automated traffic caforcement, which has the potential to generate additional traffic fine revenue. However, the overall state of policing in B.C. is one where local governments continue to face escalating costs, and stand to absorb a number of new policing costs (e.g. RCMP unionization, new Abxiliary Program, etc.).

#### Buckground

The TFRS agreement is an unconditional grant that returns 100% of net provincial traffic fine revenue (violation ticket fines) minus provincial recovery costs) to local governments. While local governments over 5,000 in population receive a percentage of sraffic fine revenue from the Province, local governments under 5,000 in population receive traffic fine revenue through a reduction in the Police Tax. Traffic fine revenue is not allocated based on the jurisdiction where a ticket is issued, but rather the ratio of a local government's policing costs to aggregate local government policing costs in BC.

There is a two-year delay from when violation tickets are issued to when traffic fine revenue is distributed to local governments. For example, in 2017/18, local governments received \$53.4 million in traffic fine revenue, based on violation tickets issued in 2015/16. While the intention is for TFRS grants to be spent on enhancing community safety, ultimately it is up to the discretion of the local government.



April 5, 2018.

Ref. 235064

Wendy Booth, President Union of British Columbia Municipalities 60-10551 Shelibridge Way Richmond BC V6X 2W9

Dear President Booth:

Thank you for our recent phone conversation regarding the Traffic Fine Revenue Sharing (TFRS) program. As a follow-up to that conversation, I thought it would be helpful to outline some of the key issues we discussed.

Under the terms of a January 2005 provincial letter of understanding from then-Minister Murry Coell, the Province of British Columbia agreed to provide 100 percent of net traffic fine revenue back to local governments through the TPRS program. This acknowledged local governments' role and costs in both the manual issuing of traffic tickets and the promotion of community safety.

While this arrangement has historically worked well for all parties, there are some fundamental current and proposed changes underway related to traffic enforcement that may impact the TFRS program.

One example is the ongoing expansion of automated traffic enforcement (i.e., intersection safety and targeted speed activation cameras). This includes the full, 24/7 activation of the 140 existing red-light safety cameras that are located across 26 communities in British Columbia, as well as plans for some of these cameras to be used for speed enforcement at specific high-risk intersections.

Unlike violation traffic tickets issued by a police officer, this expansion in automated enforcement and its associated traffic fine revenue does not require additional local government or law enforcement resources. In fact, the Province hopes that these changes will provide police agencies in British Columbia with greater flexibility in choosing how and where to deploy officers based on the public and road safety needs within their individual communities.

The Province wants to better leverage traffic fine revenue for initiatives that improve road safety and driver behaviour at high risk locations – leading to reduced collisions – which will be critical in both decreasing claims costs for the insurance Corporation of British Columbia (ICBC), and reducing injuries and saving lives in communities around the province. This is timely as ICBC is facing significant financial losses.

.../2

Wendy Booth Page 2

As these new sources of traffic fine revenue, and associated expenses, were not contemplated when the TFRS program was first established, the Province now hopes to update the TFRS program to better reflect these changes and address public safety pressures experienced throughout British Columbia, including improvements to high-risk municipal and provincial roads and intersections.

On behalf of my colleagues at the Ministry of Attorney General and the Ministry of Public Safety and the Solicitor General, and in accordance with s. 276 of the Community Charter and the 2004 Consultation Agreement between the Province and Union of British Columbia Municipalities, I am formally notifying you that the Province would like to commence a consultation regarding potential changes to the TFRS program. Provincial representatives would like to begin the consultation process with UBCM in short order, and have it completed before the end of July 2018.

The Attorney General's Office and the Ministry of Public Safety and Solicitor General will lead this consultation on behalf of the Province and will contact UBCM staff in the near future to formalize timing and details of a consultation plan. If you or your staff have any questions about this work, please contact Jeff Groot, Executive Director, Corporate Priorities and Strategic Engagement, Attorney General's Office, at: 778 698-5200, or by email at: <a href="mailto:leff.Groot@gov.bc.ca">leff.Groot@gov.bc.ca</a>.

I hope this consultation will be productive and ultimately result in public safety benefits for local governments, the Province and the citizens of British Columbia.

Sincerely,

Selina Robinson

Minister.

pc: Honourable David Eby

Attorney General

Honourable Mike Farnworth

Minister of Public Safety and Solicitor General

Honourable Claire Trevena

Minister of Transportation and Infrastructure

Jeff Groot, Executive Director

Corporate Priorities and Strategic Engagement

Ministry of Attorney General

April 30, 2018



The Honourable Selina Robinson Minister of Municipal Affairs and Housing Parliament Buildings Victoria, B.C. V8V 2C2

#### Re: Traffic Fine Revenue Sharing Program

Dear Minister Robinson,

I write to you in response to your April 6, 2018 latter regarding the Traffic Fine Revenue Sharing (TFRS) program and intention to change the current agreement. While UBCM is open to hearing your concerns and rationals for considering amendments, we wish to register our concerns regarding your intention to change the TFRS agreement.

Suggesting that the TFRS program should be changed because of the expansion of automated traffic enforcement and other unnamed changes is a one-sided perspective that ignores the state of policing in British Columbia. According to provincial data, in 2014, 75 B.C. local governments spent \$1.08 billion on policing services. By 2016, that number rose to \$1.19 billion, an increase of over \$100 million per year in policing costs borne by local governments. In comparison, local governments received only \$58.1 million in traffic fine revenue in 2016/17.

Much of the substantial increase in annual policing costs from 2014-2016 can be attributed to rising costs for independent police departments who face significant cost pressures from arbitrated settlements. With RCMP Members currently seeking a bargaining agent, RCMP unionization could have a similar effect on policing costs for the majority of B.C. local governments that pay for RCMP policing. Local governments also face rising policing costs related to outstanding/unresolved issues (e.g. costs associated with the new RCMP 'E' Division Headquarters), opioid response, cadet training, the new Auxiliary Program, and other necessary training and equipment. These are just some of the many areas of policing that are experiencing rising costs.

Should electronic roadside ticketing be fully implemented, the provincial government has projected an increase of \$44 million to traffic fine revenue over the first 10 years. While this would be welcomed, it would not come close to the increase in policing costs that local governments are expected to manage through limited sources of income.

In 2015/16, UBCM's membership expressed significant concern with the provincial decision to transfer DNA analysis costs to local governments. Given our history, and the fact that the TFRS program represents a much larger financial impact to local governments, it is likely that our membership will have concerns with the Province's intent.

This request comes at a difficult time when many local governments are already spending upwards of 30% of their budgets on protective services, with other major enforcement cost pressures boming. I have asked our staff to make this a priority issue for our Board to discuss with you at the May 18, 2018 UBCM Executive meeting. I look forward to further discussion at that time.

Kind Regards,

Wendy Booth UBCM President

cc: The Honourable Mike Farnworth, Minister of Public Safety and Solicitor General

The Honourable David Eby, Attorney General

Jetl Groot, Executive Director, Corporate Priorities and Strategic Engagement, Attorney General's Office 

# Village of Anmore CAO Memo

Date:

June 13, 2018

Re:

Statement of Financial Information (SOFI)

To:

Council

In accordance with Section 2 of the Financial Information Act, please find attached the Statement of Financial Information (SOFI) for the year ended December 31, 2017.

The SOFI requires Council's approval and is available for inspection by any person at Village Hall during business hours.

The SOFI includes schedules of remuneration and expenses paid to Council and employees, severance agreements and payment of goods and services.

The report, once approved and as required, will be submitted to the Ministry of Municipal Affairs and Housing on or before the due date of June 30, 2018.

#### VILLAGE OF ANMORE

#### MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the Financial Information Act have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Council is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control and exercises this responsibility through the Audit Committee of the Council. The Audit Committee meets with management and the external auditor once per year.

The external auditors, BDO Dunwoody, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Audit Committee of the Council.

On behalf of the Village of Anmore

Juli Halliwell Chief Administrative Officer June 30, 2018

## VILLAGE OF ANMORE

## STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned represents the Council of the Village of Anmore and approves all the statements and schedules included in this Statement of Financial Information, produced under the Financial Information Act.

John McEwen Mayor June 30, 2018

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in the Statement of Financial Information, produced under the Financial Information Act.

Juli Halliwell
Chicf Administrative Officer
June 30, 2018

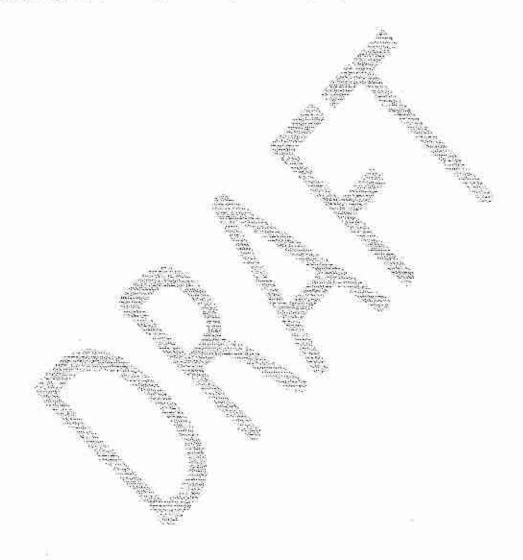
# VILLAGE OF ANMORE SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID TO OR ON BEHALF OF EACH EMPLOYEE

| Name  | Position  | Remuneration | Expenses                              |
|---|---|--------------|---------------------------------------|
| John McEwen   | Mayor   | 24,456.00    | 2,060.31                              |
| Ryan Froese   | Councilior                                      | 12,228.00    | 0.00                                  |
| Ann-Marie Thiele  | Councillor                                      | 12,228.00    | 0.00                                  |
| Kim Trowbridge  | Councillor                                      | 12,228.00    | 0.00                                  |
| Paul Weverink   | Councillor                                      | 12,228.00    | 0.00                                  |
| Juli Halliwell  | CAO   | 113,771.91   | 10,710.03                             |
| Total: Elected Officials,<br>employees appointed b<br>Council                       |   | 187,139.91   | 12,770.34                             |
| 2. Other Employees (e   | xoluding those listed in Part 1                 |              | <del></del>                           |
| Of the Board  | Manager of Corporate                            |              | , i                                   |
| Christine Baird   | Services  | 83,780.84    | 2,746.62                              |
| Martin Greig  | Building Inspector/Bylaw<br>Enforcement Officer | ± 87,814.08  | 1,676.25                              |
| Luke Guerin   | Operations Superintendent                       | 92,986,56    | 247.00                                |
| Jason Smith   | Manager of Development Services                 | 111,864.04   | 151.14                                |
| Consolidated total of<br>other employees with<br>remuneration of \$75,00<br>or less | Ō.  | 412,880.62   | 4,425.54                              |
| Total Other Employees   |   | 789,326.14   | 9,246.55                              |
| Reconciliation  | 140   |              |                                       |
| Total remuneration - ele<br>appointed by Council                                    | cied officials, employees                       | 187,139.91   | 12,7/0.34                             |
| Total remuneration of   | 789,326.14                                      | 9,246.55     |                                       |
| Subtotal  | 976,466.05                                      | 22,016.89    |                                       |
| ***   | Employer paid benefits;                         |              | Control of the III Service of the III |
| Reconciling Item(s)   | WCB, consultants                                |              | 176,756.06                            |
| Total   | 1,175,239.00                                    |              |                                       |
| Total Per Statement of I  |   | 1,175,239.00 |                                       |
| Variance  |   | 0.00         |                                       |

# VILLAGE OF ANMORE

## STATEMENT OF SEVERANCE AGREEMENTS

There were no severance agreements made between the Village of Anmore and its non-unionized employees during the fiscal year January 1<sup>st</sup>, 2017 to December 31<sup>st</sup>, 2017.



# VILLAGE OF ANMORE SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS OR SERVICES

Alphabetical list of suppliers who received aggregate payments exceeding \$25,000.00

| Supplier Name  | Aggregate amount paid to supplier      |  |
|--|--|--|
| Atco Structures & Logistics  | \$31,710.60                            |  |
| BDO Dunwoody   | 42,694.61                              |  |
| City of Part Moody   | 394,750.31                             |  |
| Cover Star Structures Ltd.   | 37,828.00                              |  |
| DBM Automotive Ltd.  | 45,160.16                              |  |
| Gibson Waterworks Supply Inc.  | 40,879.03                              |  |
| HCMA Architecture & Design   | 29,578.50                              |  |
| ISL Engineering & Land Services Ltd.   | 139,366,74                             |  |
| ION Design Inc.  | 33,340.11                              |  |
| Jack Cewe Ltd.   | 248,147.81                             |  |
| Kode Contracting Ltd.  | 31,844.84                              |  |
| Microserve   | 28,369.74                              |  |
| Municipal Insurance Association  | 66,809.00                              |  |
| Murdy & McAllister   | 34,292.00                              |  |
| Pacific Blue Gross   | 84,718.49                              |  |
| Samurai Express  | 45,908,23                              |  |
| Smithrite Disposal Ltd:  | 140,681.46                             |  |
| Urban Systems Ltd  | 37,082.59                              |  |
| Total aggregate amount paid to suppliers   | \$1,513,162.22                         |  |
|  |  |  |
| Consolidated total pald to suppliers who   | \$558,799.83                           |  |
| received aggregate payments of \$25,000 or less  | ************************************** |  |
| A STATE OF THE STA |  |  |
| Grand Total  | \$2,071,962.05                         |  |

There were no payments to suppliers for grants and contributions exceeding \$25,000.00.



# VILLAGE OF ANMORE REPORT TO COUNCIL

Date:

June 15, 2018

Submitted by: Christine Baird, Manager of Corporate Services

Subject:

Fire Protection Bylaw - Update

# Purpose / Introduction

Council is requested to consider proposed changes to update Anmore Fire Prevention Bylaw No. 281-2000.

### Recommendation

That Anmore Fire Protection Bylaw No. 578-2018 be read a first, second and third time.

# Background

The Fire Prevention Bylaw currently in effect was adopted by Council in 2000. The bylaw was written as intended and required for that time.

## Discussion

In fall 2017, during one of the regular meetings of the Anmore management team with the Fire Chief of Sasamat Volunteer Fire Department, It was announced that two versions of the bylaw were filed on record. At that time, It was determined that an update to the Fire Prevention Bylaw would be a worthwhile undertaking for the Village.

A review of the current Bylaw was conducted with input from the Fire Chief of the Sasamat Volunteer Fire Department with additional comments provided by Anmore's Building Inspector.

Highlights of the proposed changes include a new section regarding activation of false fire alarms, additional details regarding duties of property owners and occupiers, public compliance, and further enhances the authority of the Fire Department.

# Financial Implications

There will be a fee of less than \$150 to issue communication by mail to each household.

### Report/Recommendation to Council

Fire Protection Bylaw - Update June 15, 2018

# Communications / Civic Engagement

Once the bylaw is adopted, Staff will communicate key areas of information through the Village's website, social media channels and with a mail drop notice to each household.

# Corporate Strategic Plan Objectives

The Bylaw update is aligned with the corporate strategic initiative to Continue Wildfire Preparation and Emergency Planning.

#### Attachments:

- 1. Anmore Fire Protection Bylaw No. 583-2018 [proposed]
- 2. Anmore Fire Prevention Bylaw No. 281-2000 [in effect]

| Prepared by:                                       |                              |
|--|------------------------------|
| C. Baid  |                              |
| Christine Baird Manager of Corporate Services      |                              |
| Reviewed for Form and Content / Approved for Sub-  | mission to Council:          |
| Chief Administrative Officer's Comment/Concurrence | e-                           |
|  | Chief Administrative Officer |

Attachment 1

#### VILLAGE OF ANMORE

#### BYLAW NO. 578-2018

A bylaw for the prevention and suppression of fires, for regulating personal conduct at fires, and for authorization of permits in the Village of Anmore

#### TABLE OF CONTENTS 2 1 TITLE AND APPLICATION 2 2. INTERPRETATION 4 3. FIRE DEPARTMENT 4 4. AREA RESTRICTIONS AND ORDERS 6 5. NOTICE AND EFFECTIVE PERIOD 6 DUTY TO COMPLY 6 7. RIGHT TO ENTER 6 7 INSPECTIONS 8. 9 9. CONDUCT OF PERSONS 10 10. FALSE INFORMATION 10 DUTIES OF OWNERS AND OCCUPIERS 11. 12. FIRE & EMERGENCY SERVICES ACCESS 12 13 13. FIRE DAMAGED BUILDINGS STORAGE TANKS, VALVES, STAND PIPES AND HYDRANTS 13 14. 15 HAZARDOUS ACTIVITIES 14 14 16. SPRINKLER SYSTEMS 16 17. PRIVATE FIRE HYDRANTS 17 18. CONTACT PERSONS 18 CIMIC AND UNIT ADDRESS 19. 18 20. FIRE SAFETY PLANS 21. OPEN AIR FIRES 19 PROHIBITED MATERIALS 22 22. 22 FEES AND COST RECOVERY 23. 23 24. OFFENCE 25. SEVERABILITY 24 REPEALMENT 24 26.

WHEREAS, pursuant to the provisions of the Local Government Act, R.S.B.C., 1996 and amendments thereto, Council may, by bylaw, provide regulations for the protection of persons and property;

AND WHEREAS, the Village Of Anmore deems it expedient and desirable to provide such regulations for provision of fire prevention and fire suppression services;

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

#### TITLE AND APPLICATION

- 1.1 That this Bylaw may be cited for all purposes as "Anmore Fire Protection Bylaw No. 578-2018."
- 1.2 In the event of any inconsistency between the provisions of this Bylaw and the provisions contained in a statute and/or regulation enacted by the Dominion of Canada or the Province of British Columbia, the more restrictive provisions of those statutes and/or regulations shall apply.

### 2. INTERPRETATION

In this Bylaw,

APPARATUS - means any vehicle provided with machinery, devices, equipment or materials intended for fire protection, fire suppression or assistance response, or motor vehicles used to transport fire fighters or supplies; and includes Members' private vehicles when used for Fire/Rescue Services.

APPROVED means as authorized by the Fire Chief or an Officer of the Sasamat Volunteer Fire Department.

COUNCIL, means the Municipal Council of the Village Of Anmore.

EQUIPMENT means any tools, contrivances, devices, appurtenances, hoses or materials used by the Fire Department at an incident or Fire/Rescue Service.

**EXPLOSIVE** means gunpowder, nitroglycerine, gun cotton, dynamite, blasting gelatin, gelignite, fulminate of mercury or other metals, colored fire, and every other substance used or manufactured to produce a violent effect by explosion, or a pyrotechnic effect; and shall include fireworks, fuses, rockets, percussion caps, detonator, cartridges, and ammunition.

FIRE CHIEF means the person duly appointed to such position by the Greater Vancouver Regional District Sasamat Board of Fire Trustees for the Sasamat Volunteer Fire Department, and in his/her absence means the Acting Fire Chief as designated by the Board of Fire Trustees or by the Fire Chief, until such time as a new Fire chief can be appointed by the Board of Fire Trustees.

FIRE DEPARTMENT means the Sasamat Volunteer Fire Department.

FIRE/RESCUE SERVICES means all aspects of Sasamat Volunteer Fire Department,
Fire/Rescue Service including, but not limited to, fire prevention, public service,
firefighting or suppression, pre-fire planning, fire investigation, emergency first aid,
rescue, public education and information, training, emergency preparedness or other staff
development and advising.

**GARAGE** means any building, premise, structure or any portion thereof used as a place of business for the purpose of placing, keeping, repairing or demolishing one or more motor vehicles.

GARBAGE means household and trade waste.

GAS STATION means any building, premise, structure, or any portion thereof, upon which gasoline, diesel fuel, gasohol, natural gas, kerosene, or propane is kept for distribution or sale.

HOTEL means an apartment house, boarding house, lodging house, club or any other building, except a private dwelling, where lodging is provided, and a residential condominium building that has:

- (a) two (2) or more levels of strata lots as defined in the Condominium Act, and
- (b) one or more corridors that are common property as defined in the Condominium Act.

INCIDENT - means any emergency or non-emergency situation, wherein the attendance of the Sasamat Volunteer Fire Department is dispatched, requested, required or warranted to prevent injury, loss of life, damage or loss to property or damage to the environment.

INCIDENT COMMANDER - means the Fire Chief or an Officer or in the absence of an Officer the Member or Probationary Member who is in charge or has control and management of the Incident

MEMBER - means the Fire Chief, Officer or fire department member that is duly appointed by the Fire Trustees as a Member of the Fire Department and shall be deemed to be a Municipal Public Officer as defined in Section 287 of the Municipal Act.

PROBATIONARY MEMBER -means any person who has completed basic training and is accepted by the Fire Chief to continue as a Probationary Member but has not completed one year probation or is not accepted as a Member of the Fire Department and shall be deemed to be a Municipal Public Officer as defined in Section 287 of the Municipal Act.

POLICY - means one or more Fire Prevention Policy as adopted by Council from time to time

RECRUIT IN TRAINING - means any person whose name appears on the department's attendance log and who has been accepted for training, but has not been accepted as a Probationary Member of the Fire Department and shall be deemed to be a Municipal Public Officer as defined in section 287 of the Municipal Act.

OCCUPANT means an owner, tenant, lessee, agent, licensee, and any other person who has the right of access to and control of any private land, building or premises to which 75 this Bylaw applies.

OFFICER - means a Member with authority to assist the Fire Chief in his duties and includes; District Chief, Acting District Chief, Captain, Acting Captain, Lieutenant, Acting Lieutenant, Training Officer, Acting Training Officer, Safety Officer, Acting Safety Officer, Equipment Officer, Acting Equipment Officer and Incident Safety Officer.

OFFICER IN CHARGE means any person designated as Incident Commander for an incident.

OUT OF CONTROL as highlighted within this Bylaw means; when a fire spreads beyond the boundaries of the parcel of land or containment area in which it was first ignited, or threatens to do so, or when it endangers any life, building or property, or when the fly ash or burning brands are causing or have the potential to cause other fires, or when such fire is left unattended. Fires located on private property when no open burning permit has been approved or issued is considered out of control.

PRIVATE DWELLING means any building used exclusively as a place of residence for not more than two families.

REFUSE means any waste from the clearing of land or construction or reconstruction of buildings, and includes trees, branches, roots or stumps.

TRADE WASTE means refuse and accumulation of waste and abandoned materials resulting from the operation of industry, trade or business including paper, boxes and packing cases, wrapping materials, sweepings, building construction waste and all flammable or combustible materials of a like nature other than garbage or ashes.

VEHICLE means all types of motor vehicles, as defined in the Motor Vehicle Act R.S.B.C. 1996. Chapter 318, farm tractors and includes mobile machinery.

VILLAGE means the Village Of Anmore.

#### FIRE DEPARTMENT

- 3.1 The Fire Chief or Officers of the Sasamat Volunteer Fire Department are authorized to exercise the powers conferred by this Bylaw for the Village.
- 3.2 The Fire Chief or an Officer, on account of the existence or potential for an incident deems it advisable, the Officer may cancel or suspend for such time as is specified in the order, any permits issued pursuant to this Bylaw, or the Officer may attach to any or all such permits such conditions and restrictions as the officer thinks proper.

#### 4. AREA RESTRICTIONS AND ORDERS

If the Fire Chief is of the opinion that conditions exist that present unusual risk to the safety of life or property by exposure to fire, and deems it expedient to take steps to reduce the risk, the Fire Chief may, by written order, restrict or prohibit any of the following within the Village or any area or part of the Village:

- (a) campfires, beach fires, or burning in the open air of any kind;
- (b) burning outdoors for cooking or heating purposes using devices other than gas, propane or electric barbecues or similar cooking or heating devices that meet
   Canadian Standards Association certification standards;
- (c) lighting and smoking a cigarette, cigar, pipe or other smoking material in or near wooded areas, parks or public places that are vulnerable to catching fire by inappropriate disposal of smoking materials; and

the order may include conditions and impose requirements as to times, locations, purposes, materials, fuel, equipment, supervision, monitoring, size and any other criteria that the Fire Chief considers to be relevant and appropriate in the circumstances.

4.2 Orders Restricting Entry Into Parks or Woodland Areas

If the Fire Chief determines that the safety of life or property or both in any area within the Village is endangered through the hazardous condition of the forest cover or the occurrence of spread of fire burning in any forest or woodland, the Fire Chief may, by an order in writing, declare that area or any portion thereof as closed and restrict or prohibit entry by persons into that area.

- 4.3 Without limiting an order under section 4.2, when the fire danger rating of the B.C. Forest Service reaches Extreme, the Fire Chief may, by written order, declare any park or trail system, or part thereof, as closed and restrict or prohibit entry by persons into any parks or trail systems within the Village.
- 4.4 After an inspection, the Fire Chief may order in writing that within a reasonable time set out in the Order, the owner or occupant remove, destroy, repair or after the use of the occupancy of the premises, or remove or take precautions against any fire hazard as set out in the Order.
- 4.5 Without limiting the power and authority vested in them by the Fire Services Act, the Fire Chief or any Inspector may, in writing, order:
  - the correction or removal of any condition or thing in or about any building which is in contravention of this Bylaw; or
  - an owner, or the agent of an owner, of a vacant building to secure a building against entry as provided for in section

- 4.6 An order shall be sufficiently served if delivered by hand to the person to whom it is issued and, in the case of an owner, if delivered by registered mail to the address of the owner as it appears on the records of the Assessment Authority of British Columbia, and by posting a copy of it on the building, structure or thing to which it relates.
- 4.7 An order issued under this section shall state a date by which the order shall be complied with or carried out, which date shall, at the discretion of the discretion of the Fire Chief or Inspector, have regard to the degree of urgency involved in correcting or removing conditions which may tend to increase the hazard of fire or danger to life and property.

#### NOTICE AND EFFECTIVE PERIOD

- 5.1 An order made under section 4 of this bylaw comes into effect:
  - (a) when the order is delivered to the Municipal Clerk and posted to the notice board in Villago Hall, or
  - (b) when the order is posted in or near entrances to parks, trails, forest or woodland areas, whichever time is earlier, and remains in effect until the Fire Chief notifies the Village Clerk that the conditions on which the order is based are no longer present or sufficiently hazardous to warrant the restrictions or prohibitions.
- 5.2 On receiving an order by the Fire Chief, the Municipal Clerk may arrange for providing additional notice and related information to the public using any means of communication the Municipal Clerk considers appropriate in the circumstances.

#### DUTY TO COMPLY

Every person shall observe the restrictions, prohibitions, conditions and requirements established by an order made under this section.

#### RIGHT TO ENTER

7.1 Whenever in any building or premises, there shall exist any flammable, combustible, or explosive material or substance, or any dangerous or unnecessary accumulation of waste materials, or litter, of a nature especially liable to fire, and which materials are so situated, in the opinion of an Fire Chief, so as to endanger life or property, or to obstruct access or egress from such building or premises, in case of fire, or which may be liable to interfere with the operations of the Sasamat Volunteer Fire Department, or where any condition exists which is considered by the Fire Chief to be a fire hazard, the occupant of such building or premises shall forthwith, on the order of the Fire Chief, have such flammable, combustible, or explosive material or substance, or any dangerous or unnecessary accumulation of waste materials or litter removed, disposed of, or otherwise dealt with as may be ordered or directed by the Fire Chief.

- 7.2 It shall be unlawful for any person to obstruct any fire escape, exit door, exit corridor or required exit window, or to obstruct any exit leading to any fire-escape in any building; and all fire escapes and required exits in buildings shall at all times be kept and maintained free and in good order and repair satisfactory to the Fire Chief. All exits in buildings shall be maintained free from obstruction.
- 7.3 In the case of a public or private school, orphanage, nursing home, day care, children's home, or other institution for the education or care of children, the person in charge thereof shall adopt and practice a system of fire drills or exercises as approved by the Fire Chief. On the sounding of the fire alarm in any such building, it shall be the responsibility of the teacher or other person in charge of children at the time of the sounding of the alarm to remove all children clear of the building, to a point of safety, and account for the number of children so removed. The children shall be kept at the point of safety until the Fire Department has investigated the cause of the alarm and given permission to re-enter the building.
- 7.4 The owner of a building shall maintain in good working order or replace all installed or required life safety devices, smoke alarms, carbon monoxide detectors, fire extinguishers, fire sprinkler systems, natural gas leak detectors, propose gas detectors and cook stove suppression systems in accordance with the manufacturer's recommendations and/or Provincial or Municipal regulations.

#### 8. INSPECTIONS

- 8.1 In addition to the powers vested in them by the Fire Services Act, the Fire Department may enter into or upon any lands, premises, yards or building to ascertain whether:
  - (a) the requirements of this Bylaw are being complied with: and/or
  - (b) conditions exist which may cause or increase the risk of fire.
- 8.2 Every owner and occupant of premises shall provide all information and shall render all assistance required by the Fire Chief or an Inspector in connection with the inspection of such premises.
- 8.3 No person shall obstruct, hinder or provent an Inspector from entering into or upon any land, premises or property for the purpose of inspecting the same.
- 8.4 The Fire Chief may establish and supervise a self-inspection program for any class of occupancy.
- 8.5 If a solf-inspection program is established the owner of premises in the specified occupancy class shall:

- (a) perform or cause to be performed the inspection of the premises in accordance with the requirements of the Fire Chief; and
- (b) complete and return to the Fire Chief a report in the form specified by the Fire Chief and within the time specified by the Fire Chief.
- 8.6 Every person providing private self-inspection services to owners or otherwise providing private inspection, testing or maintenance of fire safety systems must be approved by the Fire Chief and registered with the Department as a provider of those services.
- 8.7 The Fire Chief, Officer or Incident Commander, including apparatus, equipment, members and Probationary Members deemed necessary by the Incident Commander, at all reasonable times enter any premises, building, structure and onto any real property to mitigate an incident; or to inspect for conditions which may cause an incident, fire or increase the danger of a fire or increase the danger to persons, and no person shall obstruct or refuse to admittance for the purpose of such mitigation or inspection.
- 8.8 The Fire Chief, Officer or Incident Commander, may restrict or bar access to any promises, building, structure or to any real property, as deemed necessary to prevent injury to the public or to preserve evidence until authority is transferred to a Peace Officer or to the Fire Commissioner for the Province of British Columbia.
- 8.9 The Fire Chief, Officer or Incident Commander, in consideration of the appropriate mitigation of an Incident, may elect to allow property to be removed, damaged, altered or destroyed in order to prevent personal injury, damage or loss to other buildings, structures, property or damage to the environment.
- 8.10 The Fire Chief, Officer or Incident Commander, in consideration of the appropriate mitigation of an Incident, may elect to restrict or deny access on any public road or highway within the Village.
- 8.11 No person shall tamper with, damage, disconnect or drive a motor vehicle over any equipment or fire hose unless directed to do so by the Fire Chief, Officer, Incident Commander, Member or Probationary Member of the Sasamat Volunteer Fire Department.
- 8.12 Every owner and occupant of real property shall remove anything and everything from a building or yard, which in the opinion of the Fire Chief is a fire hazard or increases the danger of fire.
- 8.13 The metal covers required on receptacles provided for the storage of combustible material as set forth in the current edition of the British Columbia Fire Code of Canada, shall be kept closed at all times and maintained in good and efficient repair and working order.

- 8.14 Where doors or shutters are installed in any building to prevent the spread of fire within such building, such doors or shutters shall at all times be kept and maintained in good and efficient repair and working order.
- 8:15 It shall be unlawful for any person to deposit, or allow or permit to be deposited, except in a metallic or non-combustible or non-flammable receptacle, ashes, or other material or thing from any stove, furnace or fireplace, or any greasy or oily rags of other material, things, or substances liable to spontaneous combustion.
- 8.16 It shall be unlawful for any person to deposit, or allow or cause to be deposited, any paper, straw, hay, shavings, or any other combustible or flammable material or thing in or among any ashes or other materials or thing taken from any stove, furnace or fireplace.
- B.17 Every occupant of any building or premises who makes, stores, uses, or has charge or control of any business or trade waste or any other flammable or combustible material, shall at the close of each day, compact, bale or stack, or cause all such material to be compacted, baled or stacked in a safe manner, in accordance with the opinion of any Officer, or the occupant shall store such material in non-combustible receptacles, having tight fitting, noncombustible lids, and such lids shall be at all times kept on such receptacles when in use.
- 8.18 No occupant of any building shall permit any chimney stove pipe or flue therein to become unclean or take fire, provided that such occupant shall not be liable to a charge hereunder if the said chimney or flue has been cleaned by a duly qualified or licensed chimney sweep within a period of twelve months prior to the Fire Chief or Officer's inspection or fire.
- 8.19 No occupant shall use, maintain, suffer, permit or allow the use of any defective stove, heating device or heating appliance in any building, and if, in the opinion of the Fire Chief any defective stove or heating device or heating appliance is used or maintained in any building, the occupant of such building on the order of the Fire Chief shall forthwith remove or cause to be removed, or repair or cause to be repaired to the satisfaction of the Fire Chief, any such defective stove, heating device or heating appliance.
- 8.20 All gas or electric appliances shall be used in accordance with Federal and Provincial regulations.

#### CONDUCT OF PERSONS

## 9.1 Reporting of Fires

Every owner or occupant of premises where a fire has occurred, which results in destruction or damage to property or as a result of which death has occurred must report the fire immediately to the Fire Department, the Fire Chief, or a police officer.

#### 9.2 Assistance of Public

Every person at or near a fire, emergency, or other incident shall comply with the orders or directions of any Member and provide any information that person may have relating to the fire, emergency or other incident to any Member who requests that information. Any person refusing to comply with an order of a Member may be removed from the scene by a peace officer.

#### 9.3 Restricted Entry at Incident

The Fire Chief or Member in Charge at a fire, emergency, or other incident may establish limited entry areas in the vicinity of the fire, emergency or incident, and no person shall enter that area without the permission of the Fire Chief or Member in charge.

#### 9.4 Non-Interference

Unless authorized by the Fire Chief or a Member in Charge, no person shall:

- drive a vehicle over any line or lines of fire hoses, whether in use or otherwise;
- (b) stand within 9 metres of any fire hose unless authorized to do so by an Officer, or
- (c) except as a Member, ride on any Fire truck or other Fire vehicle or apparatus at any time.

#### 10, FALSE INFORMATION

No person shall:

- (a) purposely withhold or falsify any information required by the Fire Chief or any Officer designated by the Fire Chief; or
- (b) make false representation as to being a Member of the Fire Department, or wear or display any Fire Department badge, cap, button, insignia or other paraphemalia for the purpose of such false representation.

#### 11. DUTIES OF OWNERS AND OCCUPIERS

#### 11.1 Prevention of Fire Hazards - Buildings and Structures (General)

No person, being an owner or occupant of any building or structure shall cause, permit, suffer or allow:

(a) the building or structure to remain in such a state of disrepair that a fire starting in 82 the building or structure might spread rapidly to endanger life or other property

- (b) the use or occupation of the building or structure contrary to enactments heating, gas and electrical safety or the use of related appliances, equipment or infrastructure;
- (c) the use indoors of any cooking or heating device not approved by the Canadian Standards Association for indoor use;
- (d) the use of any defective cooking or heating device in any building or structure;
- (e) the use of an extension cord as a substitute for permanent wiring:
- (f) the use or storage of combustible or explosive material on the premises, except in accordance with the Fire Code, this Bylaw, another applicable enactment, or an order or direction of a Fire Inspector, the Fire Chief or the fire commissioner; or
- any known fire or explosion hazard to exist or remain in or around a building or structure or on any property.

# 11.2.1 Securing Vacant Buildings and Structures Where Fire Has Occurred

If requested by an Officer, a property owner or occupier shall secure a promise that has been damaged by fire, explosion or similar event to prevent the entry of unauthorized persons. The premise shall be secured in a manner approved by the Officer which may include, but is not limited to, any of the following measures:

- (a) boarding up the building or structure;
- (b) fencing; and
- (c) supplying twenty-four (24) hour security services by a licensed security company.
- 11.2.2 If the property owner or occupier cannot be located, fails to respond within 45 minutes of being notified by an Officer, or fails to undertake the securing of any premises damaged by fire, the Fire Department may cause the work to be carried out, and all costs incurred by the Village shall be the responsibility of the property owner.

### 11.3.1 Securing Vacant Premises

Every owner of a vacant premises must promptly act to ensure that, at all times:

 the premises are free from litter and debris or accumulations of combustible or flammable materials except in strict accordance with the Fire Code and this Bylaw;
 and

- (b) the premises are made and kept secure against unauthorized entry or occupation, or other fire hazards, by one or more of the following methods:
  - (i) boarding up the building or structure;
  - (ii) fencing; or
  - (iii) supplying twenty-four (24) hour security services by a licensed security company.
- 1.1.3.2 Where a Fire Inspector has found a premises to be non-compliant with section 1.1.1, the Fire Inspector may, by notice in writing, order the owner to bring the property into compliance within a time period specified in the notice, if the owner fails to bring the premises into compliance within 24 hours or such further time period set out in the notice, or if the owner cannot be located or contacted within 24 hours of finding the premises in a non-compliant state, the Fire Chief may arrange to have the premises brought into compliance by the Village or a person acting on the Village's behalf, and the owner shall be responsible for all costs incurred by the Village for that work.

#### 12. FIRE & EMERGENCY SERVICES ACCESS

12.1 Emergency Access Route

An owner or occupier of premises must not

- (a) block or obstruct any primary or secondary emergency access route with a gate; or
- (b) park a vehicle in an emergency access route or interfere with, hinder or obstruct access to an emergency access route by Fire Department apparatus unless authorized to do so by the Fire Chief.
- 12.2 Every owner or occupier of premises must ensure that an emergency access route, when secured by a gate, bollard, chain or other structure, has a permanent mounted sign, as approved by the Fire Chief, on each side of the emergency access route:

EMERGENCY ACCESS ONLY NO PARKING OR OTHER OBSTRUCTIONS ANMORE FIRE PROTECTION BYLAW

### 12,3 Access and Keys

Every owner or occupier of premises having a fire alarm system or an automatic fire sprinkler system, whether located on strata property or a private lot, must:

 (a) onsure that access and required keys to the following areas are readily accessible to the Fire Department at all times;

- (i) the main entrance and all exterior doors
- (ii) all common floor areas, service rooms and roof areas;
- (iii) all doors that are locked from the exit stairs to floor areas;
- (iv) as required to recall elevators and to permit independent operation of each elevator;
- all fire plarm control and enunciator panels and fire fighter telephone boxes;
   and
- (b) notify the Fire Department when there has been a change of any access key and provide a copy of the new key to the Fire Department.

#### 13. FIRE DAMAGED BUILDINGS

The owner of a building or other structure that has been damaged due to fire, explosion or similar catastrophic or damaging event must immediately act to ensure that the building is guarded or that all openings and points of entry into the building are kept securely closed and fastened in a manner acceptable to the Fire Chief, so as to prevent the entry of unauthorized persons. If the owner fails to provide security for this purpose within 2 hours of being notified by the Fire Chief, or such further time period as may be determined by the Fire Chief, the Fire Chief may cause security measures to be taken as necessary, and the owner shall be responsible for all costs incurred by the Village for those measures.

# 14. STORAGE TANKS, VALVES, STAND PIPES AND HYDRANTS

- 14.1 No person, except Sasamat Volunteer Fire Department members and Village employees, shall make use of stand pipes or hydrants without written permission from the Village or the Fire Chief.
- 14.2 All unauthorized attachments found on stand pipes or hydrants may be confiscated by the Village or the Fire Chief or an Officer.
- 14.3 No person shall obscure the visibility of a fire hydrant or standpipe.
- 14.4 No person shall tamper, open, close or adjust any fire protection storage tanks, control valves, fire hydrants or stand pipes without written permission from the Village or the Fire Chief.
- 14.5 No person shall park a motor vehicle within 5 metres of a fire hydrant or stand pipe.
- 14.6 No person shall park or obstruct any road, street, fire access route, or service road located within the Village with a motor vehicle, structure or building.

#### 15. HAZARDOUS ACTIVITIES

- 15.1 The Fire Chief may charge the owner or occupant of lands or premises for the cost of cleaning, repairing or replacing Department equipment where such equipment has been contaminated, damaged, or destroyed by a hazardous substance or dangerous goods or otherwise rendered unusable as a result of an incident involving a hazardous substance or dangerous goods on or about those lands or premises.
- 15.2 Where the Fire Chief is made aware of an activity or situation which, in the opinion of the Fire Chief, is hazardous to life or property, the Fire Chief may:
  - require that a fire watch be provided, in accordance with SVFD Operating Guidelines, by the owner or occupier of any lands or buildings where that activity or situation is occurring;
  - (b) order that the activity be stopped;
  - (c) require that the activity be carried out only in compliance with a permit issued by the Fire Chief;
  - (d) evacuate the lands or buildings until such time as the hazard to life or property has been rectified;
  - (e) order the owner, owner's agent or occupant to remove the hazard in a manner approved by the Fire Chief, in default of which the Fire Chief may have the hazard removed at the owner's expense.

#### SPRINKLER SYSTEMS

### 16.1 Sprinkler Systems - General

Every owner or occupant of a premises where a sprinkler system is installed or required under the Building Code must:

- inspect, test, maintain and repair the sprinkler system in accordance with the requirements of the Fire Code;
- upgrade the sprinkler system to accommodate any material change in use or occupancy that results in a greater fire hazard than that which the sprinkler system was intended to accommodate; and
- (c) if a building or structure equipped with a sprinkler system on the property is to be demolished, ensure the sprinkler system is maintained and operating subject to sequential elimination until the work of demolition is completed.

### 16.2 Fire Department Connections

Every owner or occupant of a premises for which the Building Code requires Fire Department connections must ensure that:

- the connections are located and installed in accordance with the Building Code and that any equivalent measures or alternative solutions are approved by the Fire Chief;
- (b) all connections and protective caps are kept clean, functional, and in place at all times, and to promptly clean, repair or replace connections or protective caps as necessary;
- accesses to Fire Department connections for sprinklers and standpipe systems are clearly identified, functional and in good repair;
- (d) signs are displayed identifying which Fire Department connection serves a
  particular sprinkler or standpipe system and the maximum pumping inlet pressure
  at a Fire Department connection;
- (e) each fire sprinkler and standpipe connection is kept free and clear, by at least one
  metre, from all shrubbery, trees, other vegetation, structures, buildings or other
  obstructions, in order to facilitate access to the connections by the Village;
- (f) each connection is clearly visible at all times from the Fire Department access route, or that alternatively approved directional signage to each connection is plainly in sight, and
- (g) where the connection is installed on the exterior face of a building, a minimum clear space of 0.45 metres is provided in the area surrounding the connection.

### 16.3 Fire Alarm Systems

A person must not activate a fire alarm system unless:

- (a) there is a fire;
- (b) the person reasonably believes that a fire or other incident is occurring or is imminent or
- (c) the activation is carried out for testing purposes and the Fire Department has been notified prior to the activation.

16.4 The owner or occupant of a building that is equipped with a fire alarm system that is not continuously monitored must ensure that each manual fire alarm pull station has a permanent sign, as approved by the Fire Chief, mounted and reading:

- 16.5 Every owner or occupant of premises for which a fire alarm system is installed or required under the Building Code must inspect, test, maintain and repair the fire alarm system in accordance with the requirements of the Fire Code.
- 16.6 The owner or occupant of premises containing a fire alarm system must notify the Fire Department prior to installation, service, testing, repair, maintenance, adjustment, alteration or replacement of a system, and must appoint and maintain a dedicated fire watch for the duration of such work, and in that case, section 9.2 applies.

#### 17. PRIVATE FIRE HYDRANTS

- 17.1 In this section, private hydrant means any hydrant that is not owned by the Village, and is installed on private property as part of a system of fire protection for that property.
- 17.2 The owner or occupier of property that has a private hydrant shall ensure that the hydrant is maintained in good working condition at all times and that inspection, servicing and testing of the hydrant, is carried out by persons recognized as qualified to perform these services by the Office of the Fire Commissioner or a pertinent Standard, or an Officer of the fire department. The qualified person that performs the inspection, servicing and testing of the hydrant shall send a copy of the condition and repairs performed on such hydrants to the Sasamat Volunteer Fire Department in order that the fire department records of private hydrants are kept up to date.
- 17.3 The owner of a private hydrant shall not less than twice each year have the private hydrant flushed, drained and all threads of outlets and caps greased with waterproof grease.
- 17.4 The owner of a private hydrant shall not less than once each year have all components of the hydrant inspected, serviced and tested.
- 17.5 The owner of a private hydrant shall keep the ground surface around the private hydrant clear of shrubs, trees, snow and ice accumulations, structures and other obstructions of any kind, in order to facilitate use of the hydrant by the Fire Department.
- 17.6 Private hydrants and Municipal hydrants shall conform to Schedule "B" to this Bylaw.

#### 18. CONTACT PERSONS

- 18.1 Every owner or occupant of a property or premises for which a fire alarm system or an automatic fire sprinkler system has been installed, must:
  - (a) arrange for at least one contact person to attend, upon notice, at the property or premises at any time the system is activated;
  - (b) ensure that any person appointed to be a contact person:
    - is thoroughly familiar with the property or premises and with the operation of all fire protection equipment and any fire fighter elevators thereon;
    - (ii) is in possession of and is authorized and competent to use any and all keys, pass-cards, security codes and other entry devices or information necessary to gain access to and re-secure the property or premises;
    - (iii) is available at all times and is capable of attending at the property or premises within 45 minutes of the Fire Department arriving in response to an incident or activation of the system; and
    - (iv) is fully authorized to take possession and resume control of the property or premises from the Fire Department following the conclusion of its attendance:
  - (c) on a form approved by the Fire Chief, provide the Fire Chief with the name and telephone number of a contact person and an alternate who is available to attend, enter and secure the premises in the event that either system is activated and the Fire Department attends at the property; and
  - (d) promptly notify the Fire Department of any changes to the contact persons or their phone numbers.
- 18.2 If the Fire Department attends a premise where a fire alarm system or automatic fire sprinkler system has been activated and the contact person cannot be reached or has not appeared within 45 minutes, the Fire Department may enter the property or premises and any building or other structure thereon, using such means or force as may be necessary, to determine the cause of the alarm or activation of the system.
- 18.3 In the absence of the owner, occupant or contact person being available during or at the conclusion of the Fire Department's attendance to secure the building as necessary, the Fire Department may arrange to provide a fire watch or 24-hour security until the building can be secured, and the owner of the property shall be liable for all costs incurred by the Village.

#### CIVIC AND UNIT ADDRESS

- 19.1 The owner or occupier of premises shall ensure that:
  - (a) every building or premises is individually addressed with the civic address affixed so as to be plainly visible and legible from the main road or other ordinary access route;
  - the letters or numbers of the civic address are of a colour that contrasts with any background colour of the building;
  - each unit within a commercial and multi-residential property displays the unit number, in a visible location, at the entry to the unit; and
  - (d) all multi-residential complexes post directional signage that is clearly visible upon entry to the complex and that clearly indicate the direction and address or number of each unit within the complex.

#### 20. FIRE SAFETY PLANS

## 20.1 Fire Safety Plan Requirements

The owner of a premises, building, site, storage area or other property for which the Fire. Code requires a fire safety plan must:

- (a) ensure that the plan conforms to the standards and requirements of the Fire Code;
- (b) prepare and reproduce the plan in an electronic format, using a form and diagram template acceptable to the Fire Chief, to be submitted to the Fire Department for review prior to occupancy;
- (c) provide any alternative solutions for the construction of a new building pursuant to an agreement between the owner and the Village to the Fire Department for review in an electronic format acceptable to the Fire Chief; and
- (d) provide copies of as constructed drawings for any new building to the Fire Department in a format acceptable to the Fire Chief.
- 20.2 Every owner and occupant of a premises, building, site, storage area or other property for which the Fire Code requires a fire safety plan must review the fire safety plan for that property at least annually, ensure that it continues to meet the standards and requirements of the Fire Code, and submit any updated plans to the Fire Department for review in a format that is acceptable to the Fire Chief.

- 20.3 Premises Under Construction or Demolition
- 20.3.1 Every owner of premises under construction or demolition shall have in place, prior to construction or demolition, a fire safety plan in accordance with the Fire Code.
- 20.3.2 The owner of premises under construction or demolition must ensure that every required emergency access route to a construction or demolition site:
  - (a) is finished to a minimum of good compacted gravel or other surface materials acceptable to the Fire Chief;
  - (b) provides adequate access for Fire Department apparatus;
  - (c) is clearly designated as an emergency access route;
  - (d) is maintained free of obstructions at all times; and
  - is secured with a gate, bollard, chain or other structure or assembly approved by the Fire Chief orior to installation.
- 20.3.3 Every owner of premises under construction must ensure that a water supply, with sufficient volume and pressure as approved by the Village Engineer and the Fire Chief, is installed and operational prior to construction and maintained throughout construction for fire protection.
- 20.3.4 During construction, the owner of the premises must report all fire hydrant conditions affecting fire safety, such as fire hydrants temporarily out of service, or having low water volumes and low water pressures, so that such conditions are immediately made known to the Fire Department.
- 20.3.5 Every owner of premises under construction must ensure the premise is made and kept secure against unauthorized entry during non-construction times.

#### 21. OPEN AIR FIRES

- 21.1 No person shall light, ignite, or start any fire in the open air or in any portable incinerator, outdoor fireplace or other portable outdoor burner without first obtaining a permit to do so, from the Fire Chief.
- 21.2 Section 21.1 shall not apply to:
  - (a) natural gas or propone fires contained within barbecues, grills or other outdoor appliances for the sole purpose of cooking food; or

- (b) natural gas or propane fueled outdoor heating appliances used such as umbrella style heaters, fire pits and fire places; provided that any such appliance:
  - is Canadian Standards Association or Underwriters Laboratory of Canada approved; and
  - (fi) is, at all times, used in accordance with the manufacturer's instructions;
- 21.3 The Fire Chief may issue a fire permit for open burning after considering all circumstances.
- 21.4 No person to whom a permit has been issued under subsection (1) shall burn any construction or demolition refuse or materials or any rubber tires, oil, tar, asphalt, shingles, battery boxes, plastic materials or any other materials that would produce heavy smoke.
- 21.5 Without limiting the discretion of the Fire Chief under this section, the Fire Chief may issue a permit for burning involved in theatrical, religious or ceremonial event.
- 21.6 Permits shall not be transferable and must be readily available upon request.
- 21.7 Every person to whom a permit has been issued under this section shall retain a competent adult to be in charge of the fire while it is burning or smoldering and until it is completely extinguished and shall provide that competent person with efficient appliances, communications and equipment, in order to prevent the fire from getting out of control, causing damage or becoming dangerous to life and property.
- 21.8 The Fire Chief may refuse to issue, or withdraw, a fire permit at any time when, in the Fire Chief's opinion, burning would likely be hazardous or create a nuisance.
- 21.9 No permit shall be required by the Department for the purpose of training members in structural fire fighting methods, fire investigation procedures, or for the purpose of the elimination of fire hazards.
- 21.10 Open Air Fire Permits shall be classified as follows:

| <u>Classification</u> | Type of Fire  |
|-----------------------|---|
| Class B2              | Special effects or theatrical effects                 |
| Class C1a             | 1 to 5, Campfires, religious or ceremonial fire       |
| Class C1b             | more than 5, Camp fires, religious or ceremonial fire |

- 21.11 Fees for Open Air Fire Permits are as set in Schedule A to this Bylaw and as referenced in the Anmore Fees and Charges Bylaw.
- 21.12 The Village is exempt from having to obtain a permit for open air fires related to community events.

- 21.13 The Fire Chief may designate authority to an Officer, Member or Village employee to issue a permit, issue a permit with terms and conditions, or deny an open air fire permit application.
- 21.14 The Fire Chief may declare an open air fire ban, for one or more classifications of open air fires. Following declaration of an open air fire ban, all open air fire permits for the specified classification become immediately inactive and any fires burning must be promptly extinguished.
- 21.15 Whenever, in the opinion of the Fire Chief or the Officer a condition of the Open Air Fire Permit is not being complied with the Fire Chief or Officer, may cancel or suspend any Open Air Fire Permit. All suspended or canceled fire burning permits must be extinguished immediately, and any person who fails to comply with an order to extinguish shall be liable for all expenses incurred by the Sasamat Volunteer Fire Department in controlling and extinguishing such fire, and for any other damage originating from such fire; and shall also be liable for the remuneration or wages of all the persons employed in controlling and extinguishing such fire, including remuneration or wages for firefighters from other jurisdictions so employed.
- 21.16 An occupant and owner of private property on which a fire is considered Out of Control, shall be liable for all expenses, remuneration or wages incurred by the Sasamal Volunteer Fire Department in controlling and extinguishing a fire, and any other damage originating from such fire, and shall also be liable for the remuneration or wages of all the persons employed in controlling and extinguishing such fire, including remuneration or wages for firefighters from other jurisdictions so employed.
- 21.17 Any person who sets out, starts, re-starts or kindles any Open Air Fire, or fails to extinguish any Open Air Fire set out, started, re-started or kindled at any time of the year, whether such fire was started under a permit or not, shall be responsible for such fire. If such fire gets Out of Control, the person responsible and the owner of private land where the fire was started, shall be liable for all expenses incurred by the Sasamat Volunteer Fire Department in controlling and extinguishing such fire, and any other damage originating from such fire, and shall also be liable for the remuneration or wages of all the persons employed in controlling and extinguishing such fire, including remuneration or wages for firefighters from other jurisdictions so employed.
- 21.18 For the purposes of this Bylaw, the amount of remuneration or wages paid shall be calculated at the rate set out in section 1 of Schedule "A" to this Bylaw.
- 21.19 For the purposes of this Bylaw, the amount of charges for apparatus, equipment and supplies shall be calculated at the rate set out in section 2 of Schedule "A" of this Bylaw.
- 21.20 For the purposes of this Bylaw, anyone who burns an open air fire without a permit, or who does so at any time contrary to an order by the Fire Chief, shall be liable to pay a fine as set out in the Anmore Municipal Ticket Information Utilization Bylaw.

#### 22. PROHIBITED MATERIALS

A person must not, at any time, burn in the open air any of the following:

- garden refuse, in the nature of grass and other clippings, leaves, tree and shrub prunings, cuttings and light material;
- (b) any waste material from construction sites; or
- (c) any land clearing materials or debris.

#### 23. FEES AND COST RECOVERY

#### 23.1.1 Fees - Permit or Services

The fees shall be as set out in the Anmore Fees and Charges Bylaw, under section Fire and Emergency Services, and fees shall be paid to the Village by all applicants for any permit required by this Bylaw, or by the regulations passed pursuant to the provisions of the Fire Services Act, R.S.B.C. 1979 and for the inspection of any work or thing for which the said permit is required.

- 23.1.2 The fees shall be as set out in the Anmore Fees and Charges Bylaw, under section Fire and Emergency Services, and fees shall be paid to the Village for any standby or fire watch services required by this Bylaw or deemed necessary by the Fire Chief, Officer or Officer in Charge, to prevent the spread of fire or safeguarding a property.
- 23.1.3 The fees shall be as set out in the Anmore Fees and Charges Bylaw, under section Fire and Emergency Services, and fees shall be paid to the Village for any standby or fire watch services required by outside agencies or industries.

#### 23.2 Fees - Investigations

For every incident where injury to persons, or loss or damage to property, arose or resulted from a fire hazard:

- (a) identified in an order or direction under this Bylaw; or
- (b) the order or direction was not acted upon by the person to whom it was directed;
   and
- (c) a fire investigation and fire investigation report is required under the Fire Services.
   Act in relation to the incident,

the person to whom the order or direction was given, or the owner of the premises, must pay the fee set out in the Anmore Fees and Charges Bylaw.

### Attendance on False Activation of Fire Alarm System

The owner of a property having a fire alarm system must pay the fee set out in the Anmore Fees and Charges Bylaw where the Fire Department has attended in response to its activation in the following circumstances:

- the alarm system was activated during the installation, testing, servicing, maintenance, adjustment, alteration, repair or replacement of the fire alarm system, rather than for a fire, and the Fire Department was not notified in accordance with section 167; or
- (b) the fire alarm system has sounded more than two (2) false alarms within a twelve (12) month period.

#### 23.4.1 Fees - General

Where a person to whom an order or direction is given fails to take the required action or complete the required work, and the Fire Department, other Village personnel, or a service provider for the Village takes the action or carries out the work, the Village may recover all of the costs it has incurred and any related expenses from the owner. occupant or person responsible, jointly or severally, as a debt to the Village.

- 23.4.2 Money owed to the Village under this Bylaw is payable upon delivery of an invoice from the Fire Department or the Village's financial officer. Any disputes over the amount owing must be brought to the attention of the Fire Chief or financial officer within thirty (30) days of the date of the invoice, and may be heard and resolved by the Fire Chief or financial officer or both of them.
- 23.4.3 If an amount owing under this Bylaw for works or services provided to land or improvements remains unpaid on December 31st of the year in which the debt was incurred, the amount is deemed to be taxes in arrear and may be treated in the same manner as for property taxes under the Community Charter.
- 23.4.4 Payment of any fees or costs under this Bylaw does not relieve a person from liability to pay a penalty upon conviction of an offence or from a requirement to pay any other fees or costs under another bylaw, the Fire Code, Building Code, Fire Services Act or other applicable enactment.

#### 24. OFFENCE

Every person who violates any of the provisions of this Bylaw or who permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, shall be guilty of an offense punishable on summary conviction 95 and shall be liable to a fine of not more than \$5,000.00 or to imprisonment for not more

than six months, or to both, the penalties being enforced and the fines and costs being recoverable upon summary conviction in the manner provided by the Offense Act R.S.B.C. 1979, Chapter 305, and amendments thereto.

#### 25. SEVERABILITY

If any section, subsection or clause of this Bylaw is declared or held to be invalid by a Court of competent jurisdiction, then that invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been enacted and adopted without the invalid and severed section, subsection or clause.

#### REPEALMENT

On adoption of this Bylaw, Anmore Fire Prevention Bylaw No. 281-2000 is repealed.

| READ a first time the       | day of      | , 2018          |                                 |
|-----------------------------|-------------|-----------------|---------------------------------|
| READ a second time the      | day of      | , 2018          |                                 |
| READ a third time the       | day of      | , 2018          |                                 |
| ADOPTED this                | day of      | , 2018          |                                 |
|                             |             |                 | MAYOR                           |
|                             |             |                 | MANAGER OF CORPORATE SERVICES   |
| Certified as a true and cor | rect copy o | of "Anmore Fire | Protection Bylaw No. 578-2018". |
|                             |             |                 |                                 |
| DATE                        | =           |                 | MANAGER OF CORPORATE SERVICES   |

## ANMORE FIRE PROTECTION BYLAW NO. 578-2018

#### SCHEDULE "A"

#### A1. FIRE FIGHTER WAGES/REMUNERATION

- A1.1 SVFD Fire Fighter Wages/ Remuneration as per Sasamat Volunteer Fire Department (SVFD) Operating Guidolines
- A1.2 Other agency Fire Fighter Wages/ Remuneration as per schedules provided from other agencies.

#### A2. APPARATUS CHARGES

- A2.1 SVFD Apparatus Charges as per SVFD Operating Guidelines
- A2.2 SVFD Equipment Charges as per SVFD Operating Guidelines
- A2.3 SVFD Supplies as per SVFD Operating Guidelines
- A2.4 Other Agency Apparatus Charges as pcr Charge out Rate Schodules from Other Agency
- A2.5 Other Agency Equipment Charges as per Charge out Rate Schedules from Other Agency
- A2.6 Other Agency Supplies Charges as per Charge out Rate Schedules from Other Agency

## A3. FIRE PERMIT APPLICATION/PERMIT FEES

Class C1a 1, to 5 sites, camp fire permits, ceremonial fires & religious fires \$25.00/annum \$25.

#### A4. FIRE WATCH CHARGES

- A4.1 SVFD Fire Watch as per SVFD Operating Guidelines
- A4.2 Other Agency Fire Watch Charges as per Charge out Rafe Schedules from Other Agency

#### ANMORE FIRE PROTECTION BYLAW NO. 578-2018

#### SCHEDULE "B"

#### B.1 FIRE HYDRANT STANDARDS

- B1.1 Hydrants shall conform to American Water Works Association Standard for dry barrel fire hydrants (AWWA C502).
- B1.2 Hydrants shall be Mueller / Canada Valve Century, Model B-50-B-18, or equivalent. Equivalency shall be determined by the Fire Chief.
- B1.3 Hydrants shall be compression type.
- B1.4 Hydrants shall have two 64 mm hose outlets and one 100 mm pumper outlet, complete with caps on each outlet,
- B1.5 The internal main valve opening must be a minimum of 133 mm.
- B1.6 The main operating stem, hose and pumper outlet threads must conform to the British Columbia Standard fire hose thread for 64 mm fire hose couplings and allied fittings. The threads of the 100 mm pumper outlet shall have an outside diameter of 118 mm and six threads per 25 mm.
- B1.7 The hydrant shall be automatic self-draining.
- B1.8 The minimum clearance between finished grade and the hydrant flange shall be 150mm, the minimum clearance between the centre of the lowest outlet must be at least 450 mm.
- B1.9 The main operating stem must operate in a counterclockwise direction.
- B1.10 The Main 100 mm pumper outlet shall have installed, a stortz or equivalent self-locking twist on fitting complete with cap and securing chain. The stortz or equivalent self-locking twist on fitting shall be equipped with Allen set screws to prevent removal without a special tool, special tools must be supplied.
- B1.11. The operating spindle nut must be a 38 mm pentagon nut that operates in a counter clockwise direction.
- B1.12 The color of the hydrant will be red.



# Anmore Fire Prevention Bylaw No. 281-2000.

#### A BYLAW FOR THE PREVENTION OF FIRES AND THE SPREAD OF FIRE, AND THE PRESERVATION OF LIFE.

WILEREAS, pursuant to the provisions contained in the Local Government Act, being Chapter 323, R.S.B.C., 1996 and amendments thereto, Council may by bylaw provide Fire Regulations for the protection of persons and property;

AND WHEREAS, the Village Of Aumore deem it expedient and desirable to provide such regulations,

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

#### 1.0 TITLE AND APPLICATION

- 1.1 This Bylaw may be cited for all purposes as the "Aumore Fire Prevention Bylaw No. 281-2000".
- 1.2 This bylaw shall apply to the Village of Anmore.

#### 2.0 INTERPRETATION

In this Bylaw,

- 2.1 APPARATUS means any vehicle provided with machinery, devices, equipment or materials intended for fire protection, fire suppression or assistance response, or motor vehicles used to transport fire highters or supplies and includes Manthers private vehicles when used for fire/rescue services.
- 2.2 APPROVED means approved by the Fire Chief or an Officer of the Sasamat Volunteer Fire Department.
- 2.3 COUNCIL means the Municipal Council of the Village Of Anmore
- 2.4 VILLAGE means the Village Of Anmore.
- 2.5 EQUIPMENT means any tools, contrivunces, devices, appartenances, hoses or materials used by the Fire Department at an incident or Fire/Resone Sarvice.
- 2.6 EXPLOSIVE means gunpowder, nitroglycerine, gun cotton, dynamite, blasting gelatin, gelignite, fulminate of mercury or other metals, colored fire, and every other substance used or manufactured to produce a violent effect by explosion, or a pyrotechnic effect, and shall include fireworks, fuses, rockets, percussion caps, detonator, cartridges, and ammunition.
- 2.7 FIRE CHIEF means the person duly appointed to such position from time to time by the Greater Vancouver Regional District Board of Fire Trustees for the Sasamat Volunteer Fire Department or in his absence the acting. Fire Chief as designated by the Fire Trustees or the Fire Chief, until such time as a new Fire chief can be appointed by the Board of Fire Trustees.
- 2.8 FIRE/RESCUE SERVICES means all aspects of Sasamat Volunteer Fire Department, fire/rescue service including but not limited to fire prevention, public service, fire fighting or suppression, pre-fire planning, fire investigation, emergency first aid, rescue, public education and information, training, emergency preparedness or other staff development and advising.
- 2.9 GARAGE means any building, premise, structure or any portion thereof used as a place of business, for the purpose of placing, keeping, repairing or demolishing one or more motor vehicles.
- 2.10 GARRAGI means all household and trade waste.
- 2.11 GANNTATION means any building, premise, structure or any portion thereof, upon which gasoline, diesel fuel, gasohol, natural gas, kerosene, or propane is kept for distribution or sale.

### Anmore Fire Prevention Bylaw No. 281-2000.

- 2.0 INTERPRETATION (CONTINUED)
- 2.12 HOTEL means an apartment house, boarding house, lodging house, club or any other building, except a private dwelling, where lodging is provided, and a residential condominium building that has:
- 2.12.1 two (2) or more levels of strata lots as defined in the Condominium Act, and
- 2.12.2 one or more confiders that are common property as defined in the Condominium Act.
- 2.13 INCIDENT means any emergency or non emergency situation, wherein the attendance of the Sasamat Volunteer Fire Department is dispatched, required or warranted to prevent injury, loss of life, damage or loss to property or damage to the environment.
- 2.14 INCIDENT COMMANDER means the Fire Chief or an Officer or in the absence of an Officer the Member or Probationary Member who is in charge or has control and management of the Incident
- 2.15 MEMBER means the Fire Chief, Officer or fire department member that is duly appointed by the Fire Trustees as a Member of the Fire Department and shall be deemed to be a Municipal Public Officer as defined in Section 287 of the Municipal Act.
- 2.16 PROBATIONARY MEMBER -means any person who has completed basic training and is accepted by the I'tre Chief to continue as a Probationary Member but has not completed one year probation or is not accepted as a Member of the Fire Department and shall be deemed to be a Municipal Public Officer as defined in Section 287 of the Municipal Act.
- 2.17 POLICY means one or more Fire Prevention Policies adopted by Council from time to time
- 2.18 RECRUIT IN TRAINING means any person whose name appears on the departments attendance log and who has been accepted for training but has not been accepted as a Probationary Member of the Fire Department and shall be deemed to be a Municipal Public Officer as defined in Section 287 of the Municipal Act.
- 2.19 OCCUPANT means an owner, tenant, lessee, agent, licensee, and any other person who has the right of access to and control of any private land, building or premises to which this Bylaw applies.
- 2.20 OFFICER means a Member with authority to assist the Fire Chief in his duties and includes; District Chief, Acting District Chief, Captain, Acting Captain, Lieutenant, Acting Lieutenant, Training Officer, Acting Training Officer, Safety Officer, Acting Safety Officer, Equipment Officer, Acting Equipment Officer and Incident Safety Officer.
- 2.21 OFFICER IN CHARGE means any person designated as Incident Communder for an incident.
- 2.22 OUT OF CONTROL as highlighted within this bylaw means; when a fire spreads beyond the boundaries of the parcel of land or containment area in which it was first ignited, or threatens to do so, or when it endangers any life, building or property, or when the fly ash or burning brands are causing or have the potential to cause other fires, or when such fire is left unattended. Fires located on private property when no open burning permit has been approved or issued is considered out of control.
- 2.23 PRIVATE DWELLING means any building used exclusively as a place of residence for not more than two families.
- 2.24 REFUSE means any waste from the clearing of land or construction or reconstruction of buildings, and includes 100 trees, branches, roots or stumps.

# 2.0 INTERPRETATION (CONTINUED)

- 2.25 TRADE WASTE means refuse and accumulation of waste and abandoned materials resulting from the operation of industry, trade or business including paper, boxes and packing cases, wrapping materials, sweepings, building construction waste and all flammable or combustible materials of a like nature other than garbage or askes.
- 2.26 VEHICLE means all types of motor vehicles, as defined in the Motor Vehicle Act R.S.B.C 1996, Chapter 318, farm tractors and includes mobile machinery.

### 3.0 GENERAL

- 3.1 In the event of any inconsistency between the provisions of this bylaw and the provisions contained in a statute and/or regulation enacted by the Government of the Dominion of Canada or the Province of British Columbia, the more restrictive provisions of those statutes and/or regulations shall apply
- 3.2 The Fire Chief or an Officer, on account of the existence or potential for an incident deems it advisable, the Officer may cancel or suspend for such time as is specified in the order, any permits issued pursuant to this Bylaw, or the Officer may attach to any or all such permits such conditions and restrictions as the officer thinks proper.
- 3.3 The Fire Chief or Officers of the Sasamat Volunteer Fire Department are authorized to exercise the powers conferred by this Bylaw for the Village.
- 3.4 The Fire Chief Officer or Incident Commander, including apparatus, equipment, members and Probationary Members deemed necessary by the Incident Commander, at all reasonable times may onter any premises, building, structure and on to any real property to mitigate an incident or to inspect for conditions which may cause an incident, fire or increase the danger of a fire or increase the danger to persons, and no person shall obstruct or refuse to admittance for the purpose of such mitigation or inspection.
- 3.5 The Fire Chief, Officer or Incident Commander, as deemed necessary to prevent injury to the public or to preserve evidence until suthority is transferred to a Peace Officer or to the Fire Commissioner for the Province of British Columbia, may restrict or bar access to any premises, building, structure or to any real property.
- 3.6 The Fire Chief, Officer or Incident Commander, in consideration of the appropriate mitigation of an Incident, may elect to allow properly to be removed, damaged, aftered or destroyed in order to prevent personal injury, damage or loss to other buildings, structures, property or damage to the environment.
- 3.7 The Fire Chief, Officer or Incident Communder, in consideration of the appropriate mitigation of an Incident, may elect to restrict or deny access on any public road or highway within the Village.
- 3.8 No person shall tamper with, damage, disconnect or drive a motor vehicle over any equipment or fire hose unless directed to do so by the Fire Chief, Officer, Incident Commander, Member or Probationary Member of the Sasamat Volunteer Fire Department.
- 3.9 Every owner and occupant of real property shall remove anything and everything from a building or yard which in the opinion of the Fire Chief is a fire hazard or increases the danger of fire.
- 3.10. After an inspection, the Fire Chief may order in writing that within a reasonable time set out in the Order, the owner or occupant remove, destroy, repair or after the use of the occupancy of the premises, or remove or take procentions against any fire hazard as set out in the Order.

# 3.0 GENERAL (CONTINUED)

- 3.11 The metal covers required on receptacles provided for the storage of combustible material as set forth in the current edition of the British Columbia Fire Code of Canada, shall be kept closed at all times and maintained in good and efficient repair and working order.
- 3.12 Where doors or shutters are installed in any building to prevent the spread of fire within such building, such doors or shutters shall at all times be kept and maintained in good and efficient repair and working order.
- 3.13 It shall be unlawful for any person to deposit, or allow or permit to be deposited, except in a metallic or non-combustible or non-flaromable receptacle, ashes, or other material or thing from any stove, firmaco or fireplace, or any greasy or oily rags of other material, things, or substances liable to spontaneous combustion.
- 3.14 It shall be unlawful for any person to deposit, or allow or cause to be deposited, any paper, straw, hay, shavings, or any other combustible or flammable material or thing in or among any ashes or other materials or thing taken from any stove, furnace or fireplace.
- 3.15 Every occupant of any building or premises who makes, stores, uses, or has charge or control of any business or trade waste or any other flammable or combustible material, shall at the close of each day, compact, bale or stack, or cause all such material to be compacted, baled or stacked in a safe manner, in accordance with the opinion of any Officer, or the occupant shall store such material in non-combustible receptacles, having tight fitting, non-combustible lids, and such lids shall be at all times kept on such receptacles when in use.
- 3.16 No occupant of any building shall permit any chimney stove pipe or flue therein to become unclean or take fire, provided that such occupant shall not be liable to a charge hereunder if the said chimney or flue has been cleaned by a duly qualified or licensed chimney sweep within a period of twelve months prior to the Fire Chief or Officer's inspection or fire.
- No occupant shall use, maintain, suffer, permit or allow the use of any defective stove, heating device or heating appliance in any building, and if, in the opinion of the Fire Chief any defective stove or heating device or heating appliance is used or maintained in any building, the occupant of such building on the order of the Fire Chief shall forthwith remove or cause to be removed, or repair or cause to be repaired to the satisfaction of the Fire Chief, any such defective stove, heating device or heating appliance.
- 3.18 All gas or electric appliances shall be used in accordance with Federal and Provincial regulations.
- Whenever in any building or premises, there shall exist any flammable, combustible, or explosive material or substance, or any dangerous or unnecessary accumulation of waste materials, or litter, of a nature especially liable to fire, and which materials are so situated, in the opinion of an Fire Chief, so as to endanger life or property, or to obstruct access or egress from such building or premises, in case of fire, or which may be liable to interfere with the operations of the Sasamat Volunteer Fire Department, or where any condition exists which is considered by the Fire Chief to be a fire hazard, the occupant of such building or premises shall forthwith, on the order of the Fire Chief, have such flammable, combustible, or explosive material or substance, or any dangerous or unnecessary accumulation of waste materials or litter removed, disposed of, or otherwise dealt with as may be ordered or directed by the Fire Chief.
- 3.20 It shall be unlawful for any person to obstruct any fire escape, exit door, exit corridor or required exit window, or to obstruct any exit leading to any fire-escape in any building; and all fire escapes and required exits in buildings shall at all times be kept and maintained free and in good order and repair satisfactory to the Fire Chief. All exits in buildings shall be maintained free from obstruction.

# 3.0 GENERAL (CONTINUED)

- 3.21 In the case of a public or private school, orphanage, nursing home, day care, children's home, or other institution for the education or care of children, the person in charge thereof shall adopt and practice a system of fire drills or exercises as approved by the Fire Chief. On the sounding of the fire alarm in any such building, it shall be the responsibility of the teacher or other person in charge of children at the time of the sounding of the alarm to remove all children cicar of the building, to a point of safety, and account for the number of children so removed. The children shall be kept at the point of safety until the Fire Department has investigated the cause of the alarm and given permission to re-enter the building.
- 3.22 The owner of a building shall maintain in good working order or replace all installed or required life safety devices, smoke alarms, earbon monoxide detectors, fire extinguishers, fire sprinkler systems, natural gas leak detectors, propage gas detectors and cook stove suppression systems in accordance with the manufactures recommendations and/or Provincial or Municipal regulations.

### 4.0 STORAGE TANKS, VALVES, STAND PIPES AND HYDRANTS:

- 4.1 Excepting only Sasamat Volunteer Fire Department Members and employees of the Village Of Annore, acting within the scape of their duties, no person shall make use of stand pipes or hydrants without written permission from the Village or Fire Chief.
- 4.2 All unauthorized attachments found on stand pipes or hydrants may be confiscated by the Village or the Vire Chief or an Officer.
- 4.3 No person shall obscure the visibility of a fire hydraut or standpipe.
- 4.4 No person shall tamper, open, close or adjust any Fire Protection Storage Tanks, Control Valves, Fire Hydrauls or Stand pipes without written permission from the Fire Chief or the Village.
- 4.5 No person shall park a motor vehicle within 5 meters of a fire hydrant or standpipe.
- 4.6 No person shall park or obstruct any road, street, fire access route, or service road located within the Village with a motor vehicle, structure or building.

# 5.0 HAZARDOUS PREMISES

Whenever in the opinion of the Fire Chief, within the Village Of Anmore any premise is in a hazardous state or condition, in respect to fire, or in the opinion of the Fire Chief is dangerous to life or property, or in a condition which in the opinion of the Fire Chief may cause a fire, or assist in spreading fire within the Villago, or hazardous and dangerous to surrounding or adjacent property, the Fire Chief may, by written notice served on the owner, occupant or on any person to whom a business licence has been issued by the Village of Anmore under its business regulation and licensing bylaw adopted under the Municipal Act, notify such person that the Fire Chief protests against issuing, granting, renewal, or holding of such license in respect of such premises or business, and shall state on such notice the reasons or grounds of such protest, and a true copy of such notice shall be lodged with the Village of Anmore Administrator.

### 6.0 OPEN AIR BURNING PERMITS

6.1 Open Air Burning Permits shall be classified as follows:

Classification Type of Fire
Class "A" Fires Land Clearing, large clean-up, machine fed fires.

Class "B1" Fires Minor Clean-up, small clean wood fires, burning vegetation.

Class "B2" Fires Special effects or theatrical effects.

Class "C1a" Fires 1 to 5, Camp fires, religious or ceremonial fire.

Class "C1b" Fires More than 5, Camp fires, religious or ceremonial fire.

Class "C2" Fires Incinerators.

- 6.2 Except as provided in Subsection 3.21.3, 3.21.4, 3.21.5 of this Section, no person shall light, ignite, re-light, re-light or start, or allow or cause to be lighted, ignited or started, a fire of any kind whatsoever, in the open air without first obtaining an OpenAir Burning Permit as attached as Schedule "C" and paying the applicable application/permit fees as attached as Schedule "A" and forming part of this bylaw, issued by the Fire Department or a Fire Department designate.
- 6.3 The Fire Chief when considered appropriate, may authorize open air burning for fire training or demonstration purposes without the issuance of an Open Air Permit and is exempt from payment of application/permit fees;
- 6.4 Open Air Burning Portids are not required for small cooking fires for the proparation of food provided the cooking fire is contained within a cooking grill, BBQ appliance or outdoor stove.
- 6.5 Special Burning Permits may be obtained at any time of year for theatrical special effects or religious ceremonics from the Fire Chief.
- 6.6 Council may by Policy, require additional terms and conditions to be attached to open air burning permits or deny the issuance of an open air burning permit.
- 6.7 The Fire Chief may authorize an Officer, Member or Municipal Employee to Issue, Issue with terms and conditions or deny open air burning permits.
- 6.8 Whenever, in the opinion of the Fire Chief or the Officer a condition of the Open Air Burning Permit is not being complied with The Fire Chief or Officer, may cancel or suspend any Open Air Burning Permit. All suspended or canceled burning permits must be extinguished immediately, failure to comply with an order to extinguish shall be liable for all expenses incurred by the Sassmat Volunteer Fire Department in controlling and extinguishing such fire, and any other damage originating from such fire, and shall also be liable for the remuneration or wages of all the persons employed in controlling and extinguishing such fire, including remuneration or wages for firefighters from other jurisdictions so employed.
- 6.9 The Fire Chief or Council may declare an open air huming closure, for one or more classifications of open air fires. Following declaration of an open air burning closure all open air burning permits for the specified classification are canceled and any fires presently burning must be extinguished.

# 6.0 OPEN AIR BURNING PERMITS (continued)

- 6.10 Rivery person to whom a permit has been issued under this Section, shall place and keep a competent person at all times in charge of the fire while it is burning or smoldering, and until it is completely extinguished, and shall provide that competent person with efficient appliances, communications and equipment, in order to prevent the fire from getting out of control, or causing damage, or becoming dangerous to life and property.
- 6.11 An occupant and owner of private property on which a fire is considered out of control, shall be liable for all expenses, remuneration or wages incurred by the Sasamat Volunteer Fire Department in controlling and extinguishing a fire, and any other damage originating from such fire, and shall also be liable for the remuneration or wages of all the persons employed in controlling and extinguishing such fire, including remuneration or wages for tirelighters from other jurisdictions so employed.
- Any person who sets out, starts, re-starts or kindles any open air fire, or fails to extinguish any open air fire set out, started, re-started or kindled at any time of the year, whether such fire was started under a permit or not, shall be responsible for such fire. If such fire gets out of control, the person responsible and the owner of private land where the fire was started, shall be liable for all expenses incurred by the Sasamat Volunteer Fire Department in controlling and extinguishing such fire, and any other damage originating from such fire, and shall also be liable for the renumeration or wages of all the persons employed in controlling and extinguishing such fire, including retnuteration or wages for firefighters from other jurisdictions so employed.
- 6.13 For the purposes of this Bylaw the amount of remouneration or wages paid shall be calculated at the rate set out in Section 1 of Schedule "A" of Fees and Charges.
- 6.14 For the purposes of this Bylaw the amount of charges for apparatus, equipment and supplies shall be calculated at the rate set out in Section 2 of Schedule "A" of Fees and Charges.

### 7.0 PRIVATE FIRE HYDRANTS

7.6

- 7.1 In this Section, "private hydrant" means any hydrant that is not owned by the Village, and is installed on private property as part of a system of the protection for that property.
- The owner or occupier of property that has a private hydrant shall ensure that the hydrant is maintained in good working condition at all times and that inspection, servicing and testing of the hydrant, is carried out by persons recognized as qualified to perform these services by the Office of the Fire Commissioner or a pertinent Standard, or an Officer of the fire department. The qualified person that performs the inspection, servicing and testing of the hydrant shall send a copy of the condition and repairs performed on such hydrants to the Sasanat Volunteer Fire Department in order that the fire department records of private hydrants are kept up to date.
- 7.3 The owner of a private hydrant shall not less than twice each year have the private hydrant flushed, drained and all threads of outlets and caps greased with waterproof grease.
- 7.4 The owner of a private hydrant shall not less than once each year have all components of the hydrant inspected, serviced and tested.
- 7.5 The owner of a private hydrant shall keep the ground surface around the private hydrant clear of shrubs, trees, snow and ice accumulations, structures and other obstructions of any kind, in order to facilitate use of the hydrant by the Pire Department.

### 8.0 PERMIT FEES & INSPECTION FEES

- 8.1 The fees shall be as set out in Section 3 of Schedule "A" of Fees and Charges, fees shall be paid to the Village by all applicants for any permit required by this Bylaw, or by the regulations passed pursuant to the provisions of the Fire Services Act, R.S.B.C. 1979 and for the inspection of any work or thing for which the said permit is required.
- 8.2 The fixe shall be as set out in Section 4 of Schedule "A" of Fees and Charges, fees shall be paid to the Village for any stand-by or fire watch services required by this Bylaw or deemed necessary by the Fire Chief, Officer or Officer in Charge to prevent the spread of a fire or providing securing of a property.
- 8.3 The fees shall be as set out in Section 5 of Schedule "A" of Fees and Charges, fees shall be paid to the Village for any stand-by or fice watch services required by outside agonnies or the film industry.

### 9.0 PENALTY SECTION

9.1 Every person who violates any of the provisions of this Bylaw or who permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw, or who neglects to do or retrains from doing unything required to be done by any of the provisions of this Bylaw, shall be guilty of an offense punishable on summary conviction and shall be liable to a line of not more than \$5,000.00 or to imprisonment for not more than six months, or to both, the penalties being enforced and the fines and costs being recoverable upon summary conviction in the manner provided by the Offense Act R. S.B.C. 1979, Chapter 305 as amended.

### 10.0 SEVERABILITY

10.1 If any section, subsection or clause of this bylaw is declared or held to be invalid by a Court of competent jurisdiction, then that invalid portion shall be severed and the remainder of this bylaw shall be deemed to have been enacted and adopted without the invalid and severed section, subsection or clause.

### 11.0 EFFECTIVE DATE

11.1 This Bylaw shall come into force and take effect upon adoption thereof.

# READINGS AND ADOPTION

READ A FIRST TIME THE 13th DAY OF JUNE, 2000 READ A SECOND TIME THE 13th DAY OF JUNE, 2000 READ A THIRD TIME THE 27th DAY OF JUNE, 2000.

ADOPTED THE 11th DAY OF JULY, 2000

CERTIFIED CORRECT

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Bylaw No. 281-2000 Page No. 9

# Anmore Fire Prevention Bylaw No. 281-2000.

### FEES AND CHARGES

# SCHEDULE "A"

# Fire Fighter Wages/Remuneration:

SVFD bire Fighter Wages/ Remuneration as per Sasamat Volunteer Fire Department (SVFD) Operation Guideline

Other agency Fire Fighter Wages/ Remoneration as per schedules provided from other agencies

### SECTION 2

# Apparatus Charges

SVFD Apparatus Charges as per SVFD Operating Guidelines

SVFD Equipment Charges as per SVFD Operating Guidelines

SVFD Supplies as per SVFD Operating Guidelines

Other Agency Apparatus Charges as per Charge out Rate Schedules from Other Agency Other Agency Equipment Charges as per Charge out Rate Schedules from Other Agency Other Agency Supplies Charges as per Charge out Rate Schedules from Other Agency

# SECTION 3

# Fire Permit Application/Permit Fees

| Class"A" land clearing, large clean-up, Machine fed fires.  | \$ 150,00/ max, 3 days |
|---|------------------------|
| Class "R2." Theatrical and Special event fire permits   | \$ 50,00 / Event       |
| Class "B1" light clean-up fires. (during designated open burning periods)   | \$ 5.00 / annum        |
| Class "Cla" I to 5 sites, camp fire permits, cerimonial fires & religious fires   | \$ 5,00 / annum        |
| Class "C1b" More than 5 sites, camp fire permits, commonial fires & religious fires   | \$ 50.00 / annum       |
| Class "C2" Incinerator (during designated open burning periods)   | \$ 5.00 / anmini       |
| - B : [ 15 ] : [ 15 ] - [ 15 ] : [ 15 ] B : |                        |

# SECTION 4

# Fire Watch Charges

SVFD Fire Watch as per SVFD Operating Guidelines

Other Agency Fire Watch Charges as per Charge our Rate Schedules from Other Agency

# SCHEDULE "B"

### HIRE HYDRANT STANDARDS

- Hydranis shall conform to American Water Works Association Standard for dry barrel fire hydrants (AWWA (C502).
- Hydrants shall be Mineller / Canada Valve Century, Model B-50-B-18, or equivalent, Equivalency shall be determined by the Fire Chief.
- 3 Hydrants shall be compression type.
- 4 Findrants shall have two 64 mm hose outlets and one 100 mm pumper outlet, complete with caps on each outlet.
- 5 The internal main valve opening must be a minimum of 133 mm.
- 6 The main operating stem, hose and pumper outlet threads must conform to the British Columbia Standard fire hose thread for 64 mm fire hose couplings and allied fittings. The threads of the 100 mm pumper outlet shall have an outside diameter of 118 mm and six threads per 25 mm.
- 7 The hydrant shall be automatic self draining.
- 8 The minimum clearance between finished grade and the hydrant flange shall be 150mm, the minimum clearance between the center of the lowest outlet must be at least 450 mm.
- 9 The main operating stem must operate in a counterclockwise direction.
- 10. The Main 100 mm pemper outlet shall have installed, a stortz or equivalent self-looking twist on litting complete with cap and securing chain. The stortz or equivalent self-looking twist on fitting shall be equipped with Allen set screws to prevent removal with out a special tool, special tools must be supplied.
- 11. The operating spindle out must be a 38 mm pentagon, out that operates in a counter elockwise direction
- The color of the hydrant will be red.

Bylaw No. 281-2000 Page No. 11

Anmore Fire Prevention Bylaw No. 281-2000.

# SCHEDULE "C"

# SASAMAT VOLUNTEER FIRE DEPARTMENT- BURNING PERMIT Purevant to Annuary Pers Prevention Byland No. 281-2009.

NAME OF PROPERTY OWNER: LOCATION OF BURNING:\_\_\_\_\_ PURPOSE OF BURNING: NAME OF AFPLICANT: ADDRESS OF APPLICANT. TO BE COMPLETED BY THE FIRE DEPARTMENT \_\_CLASS "A" PERMIT (land clearing, major burning, larger than 1 cubic metre )
\_\_CLASS "B1" PERMIT (rubbish and minor usean-up ) \_\_CLASS "C1s or b" BURNING PERMIT (camp, cerimonial and Religious fires)
\_\_CLASS "B2" PERMIT (special or theatrical events) \_\_\_CLASS "C2" RUPNING PERMIT (Incherator) THIS PERMIT IS VALID FROM: 6:00 AM \_\_\_\_\_\_,20\_\_ TO 6.00 PM \_\_\_\_ TERMS & CONDITIONS: (for all fires ) A competent adult must be present on site for all fires. No burning of tires, petroleum products, plastics, or hazardous materials. No burning during windy conditions that may cause sparks or burning brands to travel onto edjacent properties or onto combustible materials. No burning within\_\_\_\_\_ feet of all combustibles or property lines. ( site and fire risk specific ) Site approved for \_\_\_\_\_ fire sites ( ane fire site unless otherwise approved) This Burning permit must be readily available on site during all fires All fires are to be located on the owners property. No Burning on Public Lands unless approved by Council A burning pennit may be cancelled for failure to comply with noted terms and conditions. ADDITIONAL SPECIAL CONDITIONS: ( applicable if checked ) Fire to be located within \_\_\_\_\_metres of approved access roads. ( 150 metres or as otherwise approved) A minimum of \_\_\_gallons of water & \_\_\_GPM Pump to be stored on site. ( 1008 gallons or as othorwise approved ) A minimum of \_\_\_\_\_\_ feet of \_\_\_\_\_ inch fire hose shall be available on site. All fires on B.C.Hydro Right of Ways must be approved by BC Hydro prior to ignition. Prior to ignition, obtain approval from the GVRD Air Quality, Phone 436-6777. No burning within 100 metres of any residence or 500 metres of a school or Health care Facility All fires located on BC GAS Right of Ways must be approved by BC Gas. Permit Fires are limited to less than 10 cubic metres in size unless otherwise approved. Open fire attendant shall be equipped with effective radio or telephone communication equipment. SASAMAT VOLUNTEER FIRE DEPARTMENT APPROVAL: \_(issued by / title ) I have read and agree to comply with the noted terms & conditions of this permit

(Not valid unless signed by applicant of owner)
Any person who sets out, starte, re-starts or kindles any open air fire, or falls to extinguish any open air fire set out, started, re storted or kindled at any time of the year, whether such fire was started under a permit or not, shall be responsible for such fire. If such fire was started, shall be liable for all expenses incurred by the Sasamut the person responsable and the owner of private land whete the fire was started, shall be liable for all expenses incurred by the Sasamut Volunteer three Department in controlling and extinguishing such fire, and shall also be liable for the remuneration or wages of all the persons employed in controlling and extinguishing such fire, including remuneration or wages for firefighters from other jurisdictions so employed.



# VILLAGE OF ANMORE REPORT TO COUNCIL

Date:

June 15, 2018

Submitted by:

Christine Baird, Manager of Corporate Services

Subject:

Election Procedure Bylaw - Update

# Purpose / Introduction

Council is requested to consider proposed changes to Anmore Local Government Election Procedure Bylaw No. 544-2015, to remove the option for mail-in ballot voting.

# Recommendation

That Anmore Local Government Election Procedure Amendment Bylaw No. 583-2018 be read a first, second and third time.

# Background

A thorough review the Anmore's election procedure bylaw was conducted in advance of the 2014 general local election, and a new bylaw was later adopted in 2015 to incorporate reference to opportunity for mail-in ballot voting.

# Discussion

Anmore has boasted one of the highest voter turn-out rates in the region for several general local elections and the same is anticipated for 2018.

Through discussions between the Chief Election Officer, Deputy Chief Election Officer, and the Chief Administrative Officer, it has been determined that mail-in ballot voting is not an efficient option to be offered for the upcoming 2018 general local election.

The resource allocation requirement for the preparation, distribution and acceptance of materials, and the manpower and related cost implications would not be cost effective for the limited benefit that Anmore might see if it were to allow mail-in ballot voting. Mail delivery issues could result in a potential vote being uncounted. - If someone receives a mail ballot, then faces postal service issues or later decides to vote in-person they could not be issued a second ballot as one would have been already been mailed to them.

# Report/Recommendation to Council

Election Procedure Bylaw - Update June 15, 2018

In addition to election day (October 20, 2018), an elector can choose to vote for any reason on the advance voting day (October 10, 2018). Persons with mobility issues would be offered curbside assistance. Anmore has not permitted mail-in voting in the past, and the cost and resource allocation prevent this from being a viable option for Anmore.

# Financial Implications

There are no financial implications in removing the mail-in voting option from the Bylaw.

# Communications / Civic Engagement

Election communication will indicate the methods for voting in Anmore for the 2018 general local election.

# Corporate Strategic Plan Objectives

No specific corporate initiatives are met by update of the Bylaw.

# Attachments:

- 1. Anmore Local Government Election Procedure Amendment Bylaw No. 583-2018
- 2. Anmore Local Government Election Procedure Bylaw No. 544-2015 [marked up]

| Prepared by:   |                              |
|--|------------------------------|
| O Baird  |                              |
| C. Eduice  |                              |
| Christine Baird  |                              |
| Manager of Corporate Services                              |                              |
| Reviewed for Form and Content / Approved for Submission to | o Council:                   |
| Chief Administrative Officer's Comment/Concurrence         |                              |
| Blau   | lluill                       |
| W .  | Chief Administrative Officer |

# VILLAGE OF ANMORE

# BYLAW NO. 583-2018

A bylaw to amend Anmore Local Government Election Procedure Bylaw No. 544-2015

WHEREAS under Parts 3 and 4 of the Local Government Act, the Council may, by bylaw, determine various procedures and requirements to be applied in the conduct of Local Government Elections, By-Elections and Assent Voting;

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:

- This Bylaw may be cited for all purposes as "Anmore Local Government Election Procedure Amendment Bylaw No. 583-2018".
- That Anmore Local Government Election Procedure Bylaw No. 544-2015 be amended as follows:
  - (a) Under section 3.1, the following text be deleted:
    - ""Mail Ballot Box" means the Ballot Box used to collect and hold in a secure place the secrecy envelopes until such time as the secrecy Ballots can be opened and inserted into the Vote Counting Unit or Ballot Box if a Vote Counting Unit is not being used."
  - (b) Section 14 be deleted in its entirety.

| READ a first time the  | day of | li . |                  |
|------------------------|--------|------|------------------|
| READ a second time the | day of |      |                  |
| READ a third time the  | day of |      |                  |
| ADOPTED the            | day of |      |                  |
|                        |        |      |                  |
| 90                     |        |      | ## - G - 1 K - 1 |
|                        |        |      | MAYOR            |

| Anmore Bylaw No. 583-2018<br>Page 2                                  | 7.   |
|--|--|
| Certifica as a true and correct copy<br>Amendment Bylaw No. 583-2018 | of "Anmore Local Government Election Procedure |
| DATE   | MANAGER OF CORPORATE SERVICES                  |

# VILLAGE OF ANMORE

### BYLAW NO. 544-2015

A bylaw to provide for the determination of various procedures for the conduct of Local Government Elections, By-Elections and Assent Voting.

WHEREAS under Parts 3 and 4 of the Local Government Act, the Council may, by bylaw, determine various procedures and requirements to be applied in the conduct of Local Government Elections, By-Elections and Assent Voting;

AND WHEREAS, Council wishes to establish various procedures and requirements under that authority:

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

# TITLE

This bylaw may be cited for all purposes as "Anmore Local Government Election Procedure Bylaw No. 544-2015".

# REPEAL

That "Anmore Election Procedure Bylaw No. 533-2014" is hereby repealed in its entirety.

# DEFINITIONS

# 3.1 In this bylaw:

"Acceptable Mark" means a completed arrow that the Vote Counting Unit is able to identify and that has been made by an Elector in the space provided on the Ballot opposite the name of any candidate, or opposite either "yes" or "no" on any assent voting; or an X where a Vote Counting Unit is not being used; that has been made by an Elector in the space provided on the Ballot opposite the name of any candidate or opposite either "yes" or "no" on any assent voting

"Automated Ballot" means a single Automated Ballot card designed for use in an automated vote counting system, which shows:

- (a) The names of all of the candidates for each of the offices to be filled; and
- (b) All of the choices on all matters on which the opinion or assent of the Elector is sought.

"Automated Vote Count System" means a system that counts and records votes and processes and stores election results and is comprised of the following:

- (a) A number of Ballot scan Vote Counting Units, each of which rests on a two-compartment Ballot Box, one compartment of which is for:
  - (i) Voted Ballots; and
  - (ii) Returned Ballots which have been reinserted using the Ballot override procedure;

and the other is for the temporary storage of voted Ballots during such time as the Vote Counting Unit is not functioning; and

(b) A number of storage Ballot compartments into which voted Ballots are deposited where a Vote Counting Unit is not functional or being used, which will be counted after the close of voting on General Voting Day.

"Automated Ballot Return Override Procedure" means the use, by an election official, of a device on a Vote Counting Unit that causes the unit to accept a returned Ballot.

"Ballot" means a single Ballot for each elected office being filled that is not designed for a Vote Counting Unit, which shows:

- (a) The names of the candidates for each of the offices to be filled; and
- (b) All of the choices on all matters on which the opinion or assent of the Electors is sought

"Ballot Box" means a Ballot Box that is used in the election where a Vote Counting Unit is not being used;

"By-Election" means an election pursuant to the Part 3 of the Local Government Act;

"Election Headquarters" means the Anmore Village Hall located at 2697
Sunnyside Road, or an alternate location deemed appropriate by the Chief
Election Officer should the need arise;

"Elector" means a resident or property Elector of the jurisdiction as defined under the Local Government Act;

"Emergency Ballot Compartment" means a compartment in the Ballot Box under each Vote Counting Unit into which voted Automated Ballots are temporarily deposited in the event that the Vote Counting Unit ceases to function; "General Local Election" means elections provided for in the Local Government Act and includes School Trustee elections, By-Elections and assent voting;

"General Voting Day" means General Voting Day as defined in the Local Government Act and includes By-Elections and assent voting;

"Mail Ballot Box" means the Ballot Box used to collect and hold in a secure place the secrecy envelopes until such time as the secrecy Ballots can be opened and inserted into the Vote Counting Unit or Ballot Box if a Vote Counting Unit is not being used.

"Memory Pack" means a computer software cartridge, which is inserted into the Vote Counting Unit and into which is programmed:

- (a) The names of all the candidates for each of the offices to be filled; and
- (b) If applicable, the alternatives of "yes" or "no" for each bylaw and question;

and a mechanism to record and retain information on the number of Acceptable Marks made for each.

"Results Tape" means a printed record generated from a Vote Counting Unit at the close of voting on General Voting Day, which shows the number of votes for each candidate for each of the offices to be filled, and the number of votes for and against each bylaw or assent voting on which the assent or opinion of the Electors is sought;

"Returned Ballot" means a voted Automated Ballot that was inserted into the Vote Counting Unit, but which was not accepted and was returned with an explanation of the Ballot marking error that caused the Automated Ballot to be returned;

"Secrecy Sleeve" means an open-ended folder or envelope used to cover Automated Ballots to conceal the choices made by an Elector;

"Village" means the Village of Anmore;

"Vote Counting Unit" means the device into which voted Ballots are inserted and that scans each Ballot and records the number of votes for each candidate and for and against each bylaw or other matter on which assent voting of the Electors is sought;

"Village Sign Board" means one of the three notice boards located in the Village and identified on the site map in Schedule "A" as locations 2, 3 and 6.

"Voted Ballot" means a Ballot onto which an Elector has made Acceptable Marks.

3.2 Unless otherwise provided, words and phrases used herein have the same meanings as in the Local Government Act, as the context and circumstances may require. A reference to a statute in this bylaw refers to a statute of the Province of British Columbia unless otherwise indicated, and a reference to any bylaw or other enactment refers to the enactment as it may be amended or replaced from time to time. Headings in this bylaw are for convenience only and must not be construed as defining or limiting its scope or intent. If any part of this bylaw is held invalid by a court of competent jurisdiction, the invalid part is severed and the remainder continues to be valid.

# PROCEEDINGS BEFORE THE POLL

- 4.1 Council hereby authorizes the use of an automated vote counting system for the conduct of elections and assent voting that may, from time to time, be required.
- 4.2 Council authorizes the Chief Election Officer to have the authority to determine whether or not voting will be conducted by automated voting or if in the opinion of the Chief Election Officer, manual voting would be more financially viable to the Village.
- 4.3 The Chief Election Officer will be responsible for ordering Ballot papers and all necessary supplies for the purpose of conducting General Local Election, By-Election and Assent Voting.
- 4.4 The Chief Election Officer will be responsible for the rental of suitable premises in order to conduct a General Local Election, By-Election and Assent Voting.
- 4.5 The Chief Election Officer will be responsible in the hiring and training of election officials to conduct the General Local Election, By-Election and Assent Voting.

# 5. USE OF PROVINCIAL LIST OF VOTERS AS THE REGISTER OF RESIDENT ELECTORS

- 5.1 For the purposes of all local elections and assent voting to the Electors under the Local Government Act, the most current available Provincial list of voters prepared under the Election Act shall become the register of resident Electors on the 52<sup>nd</sup> day prior to General Voting Day for such elections and assent voting to the Electors.
- 5.2 No advance registration of voters shall be required except when registering as a non-resident property Elector.

# ORDER OF NAMES ON BALLOT

6.1 The order of names of candidates on the Ballot will be determined by lot in accordance with Section 107 of the Local Government Act.

# 7. AUTOMATED VOTING PROCEDURES

- 7.1 As soon as an Elector enters the voting place they must proceed to an election official responsible for issuing Automated Ballots, who:
  - (a) must ensure that the Elector:
    - is qualified to vote in the election;
    - (ii) completes the appropriate voting book; and
  - (b) upon fulfillment of the requirements above must:
    - offer a demonstration of how to use the automated vote counting system; and
    - (ii) provide an Automated Ballot to the Elector, a Secrecy Sleeve to the Elector, if requested, and any further instructions the Elector requests.
- 7.2 Upon receiving an Automated Ballot, the Elector must immediately proceed to a voting booth to mark the Automated Ballot.
- 7.3 The Elector may vote only by making an Acceptable Mark on the Automated Ballot:
  - beside the name of each candidate of choice up to the maximum number of candidates to be elected for each of the offices to be filled; and
  - (b) if applicable, beside either "yes" or "no" in the case of which the assent or opinion of the Electors is sought.
- 7.4 Once the Elector has finished marking the Automated Ballot, the Elector shall place the Automated Ballot into the Secrecy Sleeve, if applicable, proceed to the Vote Counting Unit and under the supervision of an election official insert the Automated Ballot directly from the Secrecy Sleeve, if applicable, into the Vote Counting Unit without the marks on the Automated Ballot being exposed.
- 7.5 If, before inserting the Automated Ballot into the Vote Counting Unit, an Elector determines that a mistake has been made when marking an Automated Ballot or if the Automated Ballot is returned by the Vote Counting Unit, the Elector may
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- request a replacement Automated Ballot by advising the election official in attendance.
- 7.6 If the Elector declines the opportunity to obtain a replacement Automated Ballot and has not damaged the Automated Ballot to the extent that it cannot be reinserted into the Vote Counting Unit, the election official shall, using the Automated Ballot Return Override Procedure, reinsert the returned Automated Ballot into the Vote Counting Unit to count any Acceptable Marks that have been made correctly.
- 7.7 Any Automated Ballot accepted by the Vote Counting Unit is valid and any Acceptable Marks contained on such Automated Ballots will be counted in the election subject to any determination made under a judicial recount.
- 7.8 Once the Ballot has been inserted into the Vote Counting Unit and the Vote Counting Unit indicates that the Ballot has been accepted, the Elector must immediately leave the voting place.
- 7.9 During any period that a Vote Counting Unit is not functioning, the election official supervising the unit must direct Electors to insert their Automated Ballots into the Emergency Ballot Compartment.
- 7.10 When the Vote Counting Unit which was not functioning becomes operational, or is replaced with another Vote Counting Unit, the Automated Ballots in the Emergency Ballot Compartment must, as soon as the voting place is closed, and prior to generating the results tape, be removed by an election official and under the supervision of the Chief Election Officer or designate, be inserted into the Vote Counting Unit to be counted.
- 7.11 Any Ballots which were temporarily stored in the Emergency Ballot Compartment and are returned by the Vote Counting Unit when being counted must, through the use of the Automated Ballot Return Override Procedure, and under the supervision of the Chief Election Officer or designate be reinserted into the Vote Counting Unit to ensure that any Acceptable Marks are counted.

# 8. MANUAL VOTING PROCEDURES

8.1 As soon as an Elector enters the voting place they must proceed to an election official responsible for issuing Ballots, who:

- (a) must ensure that the Elector:
  - is qualified to vote in the election;
  - (ii) completes the appropriate voting book; and
- (b) upon fulfillment of the requirements above must:
  - (i) provide a Ballot to the Elector, and
  - (ii) provide any further instructions the Elector requests.
- 8.2 Upon receiving a Ballot, the Elector must immediately proceed to a voting booth to mark the Ballot.
- 8.3 The Elector may vote only by making an Acceptable Mark on the Ballot:
  - beside the name of each candidate of choice up to the maximum number of candidates to be elected for each of the offices to be filled; and
  - (b) if applicable, beside either "yes" or "no" in the case of each bylaw or other matter on which the assent voting of the Electors is sought.
- 8.4 Once the Elector has finished marking the Ballot, the Elector shall, fold their Ballot in half, and proceed to the Ballot Box.
- 8.5 If before inserting the Ballot Into the Ballot Box, an Elector determines that a mistake has been made when marking the Ballot, the Elector may request a replacement Ballot by advising the election official in attendance.
- 8.6 Once the Ballot has been deposited into the Ballot Box, the Elector must immediately leave the voting place.

# ADVANCE VOTING

- 9.1 As authorized under Section 97 of the Local Government Act, one advance voting opportunity will be held, and shall be held on the 10th day before General Voting Day.
- 9.2 If the Chief Election Officer determines that automated voting will be held for the General Local Election, By-Election or Assent Voting, Vote Counting Units are to be used at advance voting, and voting procedures at the advance voting must follow the procedures described in Section 7, Clauses 7.1 to 7.11 of this Bylaw.

- 9.3 At the close of advance voting where automated voting was used, the Chief Election Officer must secure the Vote Counting Unit so that no more Ballots can be inserted; and ensure that the results tapes in the Vote Counting Unit are not generated.
- 9.4 If the Chief Election Officer determines that manual voting will be held for the General Local Election, By-Election or Assent Voting, voting procedures at the advance voting must follow the procedures described in Section 8, Clauses 8.1 to 8.6.
- 9.5 At the close of advance voting where manual voting was used, the Chief Election must secure the Ballot Box so that no more Ballots can be inserted and secure the Ballot Box until the close of voting on General Voting Day.

# 10. PROCEDURES FOR AUTOMATED VOTING AFTER THE CLOSE OF GENERAL VOTING

- 10.1 After the close of voting on General Voting Day, the Chief Election Officer must:
  - ensure that any remaining Ballots in the Emergency Ballot Compartment are inserted into the Vote Counting Unit;
  - (b) secure the Vote Counting Unit so that no more Ballots can be inserted;
  - (c) generate two copies of the results tape from the Vote Counting Unit;
  - (d) remove the Memory Pack from the Vote Counting Unit;
  - (e) complete the Ballot account for the voted Ballots, unused Ballots, spoiled Ballots and unaccounted for Ballots;
  - (f) package and seal separately the unused, spoiled and voted Ballots and place each package into a Ballot Box, along with the following:
    - (i) one copy of the Ballot account;
    - (ii) one copy of the results tape;
    - (iii) the Memory Pack;
    - (iv) any keys used for the Vote Counting Unit;
    - (v) the voting books;
    - (vi) any copies of the list of registered electors used for the purposes of voting procedures; and

- (vii) any solemn declarations taken and any signed written statements required by or under Part 3 of the Local Government Act in relating to voting proceeding.
- 10.2 At the close of General Voting Day, the Chief Election Officer will generate the results tape for the advance voting opportunity, following the procedures as applicable in Clause 10.1 of this bylaw.

# 11. PROCEDURES FOR MANUAL VOTING AFTER THE CLOSE OF GENERAL VOTING DAY

- 11.1 After the close of General Voting Day, the Chief Election Officer must:
  - secure the Ballot Boxes so that no more Ballots can be inserted;
  - (b) complete the Ballot account for the voted Ballots, unused Ballots, spoiled Ballots and unaccounted for Ballots;
  - (c) package and seal separately the unused, spoiled and voted Ballots and place each package into a Ballot Box, along with the following:
    - (i) one copy of the Ballot account;
    - (ii) the voting books;
    - (iii) any copies of the list of registered riectors used for the purposes of voting procedures; and
    - (iv) any solemn declarations taken and any signed written statements required by or under Part 3 of the Local Government Act in relating to voting proceeding.

# 12. RECOUNT PROCEDURE FOR AUTOMATED VOTING

- 12.1 If a recount is required it shall be conducted under the direction of the Chief Election Officer using the Automated Vote Counting System and in accordance with the following procedure:
  - the memory packs of all Vote Counting Units must be reinserted into the designated Vote Counting Unit, to be cleared;
  - a results tape must be generated to ensure there are no votes recorded;
  - (c) all voted Automated Ballots must be removed from the sealed Ballot Box, and reinserted in the Vote Counting Unit under the supervision of the Chief Election Officer;

- (d) any Automated Ballots returned by the Vote Counting Unit during the recount process must, through the use of the Automated Ballot Return Override Procedure, be reinserted into the Vote Counting Unit to ensure that any Acceptable Marks are counted; and
- (e) to obtain the election results, two copies of the results tape is to be generated from the Vote Counting Unit.

# 13. RECOUNT PROCEDURE FOR MANUAL VOTING

If Chief Election Officer determines a recount is required, the Chief Election Officer will determine which Ballot will be recounted and when the recount will take place.

# 14. MAIL BALLOT AUTHORIZATION AND PROCEDURES

### 14.1 Mail Ballot Authorization

- (a) Voting by mail Ballot and Elector registration by mail in conjunction with mail Ballot voting is hereby authorized for General Local Elections, By-Elections and Assent Voting.
- (b) The only Electors who may vote by mail Ballot are the following:
  - persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity; or
  - (ii) persons who expect to be absent from the Village of Anmore on Advance Voting Day and General Voting Day.

# 14.2 Mail Ballot Application Procedure

- (a) A person wishing to vote by mail Ballot shall apply by giving their name and address to the Chief Election Officer or to the person designated by the Chief Election Officer for such purposes during the period commencing 7 days before the first day of Advance Voting and ending at 4:00 p.m. on the Thursday two days before General Voting Day.
- (b) Upon receipt of a request for a mail Ballot the Chief Election Officer shall, between the first day of Advanced Voting and 4:00 p.m. on the Thursday two days before General Voting Day:

- (i) make available to the applicant, a mail Ballot package as specified in the Local Government Act, together with a statement advising the Elector that the Elector must meet one or more of the mail Ballot criteria specified in Clause 14.1(b) of this bylaw, and that they must attest to such fact; and
- (ii) immediately record and upon request, make available for inspection:
  - the name and address of the person whom the mail Ballot package was issued; and
  - information as to whether the person is registered as an Elector, or is a new Elector, if the person is not on the register of Electors.

# 14.3 Mail Ballot Voting Procedure

- (a) To vote using a mail Ballot, the Elector must mark the Ballot in accordance with the instructions contained in the mail Ballot package provided by the Chief Election Officer.
- (b) After marking the mail Ballot, the Elector shall:
  - place the mail Ballot in the secrecy envelope provided and seal the secrecy envelope;
  - (ii) place the secrecy envelope in the certification envelope and complete and sign the certification printed on such envelope and then seal the certification envelope;
  - (iii) place the certification envelope, together with a completed Elector registration application, if required, in the outer envelope and then seal the outer envelope;
  - (iv) mail, or have delivered, the outer envelope and its contents to the Chief Election Officer at the address specified so that it is received no later than the close of voting on General Voting Day.

# 14.4 Mail Ballot Acceptance or Rejection

(a) Until 4:00 p.m. Thursday two days before General Voting Day, upon receipt of each mail Ballot envelope and its contents, the Chief Election Officer must immediately record the date of such receipt and shall then open the outer envelope and remove and examine the certification envelope and the completed Elector registration application, if applicable and if satisfied as to:

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- (i) the identity and entitlement to vote of the Elector whose Ballot is enclosed;
- (ii)the completeness of the certification; and
- the fulfilment of the requirements of the Local Government Act in (iii) the case of a person who is registering as a new Elector;

The Chief Election Office must mark the certification envelope as "accepted" and must retain all such certification envelopes in secure custody to deal with any challenges made in accordance with Section 14.5 of this bylaw.

- (b) The unopened certification envelopes shall remain in the custody of the Chief Election Officer until 4:00 p.m. on the Thursday two days before General Voting Day at which time the certification envelopes containing the secrecy envelopes shall be opened in the presence of at least one other person, including any scrutineers present.
- (c) At 4:00 p.m. on the Thursday two days before General Voting Day, the Chief Election Officer shall place all secrecy envelopes received up until that time into a Mall Ballot Box specified for such purpose, where such secrecy envelopes were received from persons whose right to vote using a Mail Ballot has not been challenged, or where such challenge has been resolved and the challenged person permitted to vote.
- (e)Where an outer envelope and its contents are received by the Chief Election Officer between 4:00 p.m. on the Thursday two days before General Voting Day and the close of voting on General Voting Day, the provisions of Section 14.4(a) of this bylaw with regard to Ballot acceptance shall apply and the Chief Election Officer shall retain such envelopes in their possession until the close of voting and at that time shall open such certification envelopes in the presence of at least one other person, including any scrutineers present, and place the secrecy envelope containing the Ballot into the Mail Ballot Box containing the other unopened secrecy envelopes.
- (f) As soon as possible after all of the secrecy envelopes have been placed in the Mail Ballot Box designated for that purpose, the Mail Ballot Box shall be opened under the supervision of the Chief Election Officer and in the presence of at least one other person, including any scrutineers present. The secrecy envelopes shall be opened and the Ballots contained therein 125

must be inserted into the Vote Counting Unit to ensure that any Acceptable Marks are counted or deposited into the Ballot Box in the case of manual voting.

# (g) Where:

- upon receipt of an outer envelope, the Chief Election Officer is not satisfied as to the identity of the Elector whose Ballot is enclosed;
   or
- in the case of a person required to complete an application for registration as an Elector, such application has not been completed in accordance with the Local Government Act; or
- the outer envelope is received by the Chief Election Officer after the close of voting on General Voting Day;

the certification envelope must remain unopened and the Chief Election Officer must mark such envelope as "rejected" and shall note the reasons therefore, and the Ballot contained therein shall not be counted in the Election.

(h) Any certification envelopes and their contents rejected in accordance with Section 14.4(g) of this bylaw must remain unopened and are subject to the provisions of the Local Government Act with regard to their destruction.

# 14.5 Mail Ballot Challenge of Elector

- (a) A person exercising the right to vote by mail Ballot may be challenged in accordance with and on the grounds specified in the Local Government Act, until 4:00 p.m. on the Thursday two days before General Voting Day.
- (b) The provisions of the Local Government Act apply, so far as applicable, where a challenge of an Elector using a mail Ballot has been made.

# 14.6 Mail Ballot Electors Name Already Used

Where, upon receiving a request for a mail Ballot, the Chief Election Officer determines that another person has voted or has already been issued a mail Ballot in the Elector's name, the provisions of the *Local Government Act* apply, so far as applicable.

# 14.7 Replacement of Spoiled Ballot

- (a) Where an Elector unintentionally spoils a mail Ballot before returning it to the Chief Election Officer, the Elector may request a replacement Ballot by advising the Chief Election Officer of the Ballot spoilage and by mailing or otherwise delivering by any appropriate means, the spoiled Ballot package in its entirety to the Chief Election Officer.
- (b) The Chief Election Officer must, upon receipt of the spoiled Ballot package, record such fact, and proceed in accordance with Section 14.2 (b) of this bylaw.

### 15. RESOLUTION OF TIE VOTES AFTER JUDICIAL RECOUNT

In the event of a tie vote after a judicial recount, the results of the election are to be determined by lot in accordance with section 141 of the Local Government Act.

### 16. ELECTRONIC ACCESS TO NOMINATION DOCUMENTS

Public access to nomination documents will be made available on the Village of Atmore's website from the time of filing until 30 days after the declaration of the election results as authorized by the *Local Government Act*.

### 17. PUBLIC ACCESS TO DISCLOSURE STATEMENTS AND OTHER INFORMATION

- 17.1 Public access to election materials provided by the candidates shall be made available on the Village's website.
- 17.2 Pursuant to the Local Elections Campaign Financing Act, Elections BC is responsible for the oversight related to candidate and Elector organization campaign financing, third party advertising sponsors, assent voting advertising sponsors and election advertising during the election proceedings period in Local General Elections, By-Elections and Assent Voting.

# 18. ADVERTISING BY FEDERAL, PROVINCIAL, MUNICIPAL CANDIDATES

18.1 No person shall advertise a candidate or assent voting by way of the use of a mobile amplification system, except that a mobile amplification system may be used to provide a sound amplification system at an outdoor rally or meeting, provided that the mobile amplification system remains in a stationery position.

- 18.2 Political signs promoting any candidate, or party or issue at a federal election, provincial election, local government election, By-Elections or assent voting are permitted; provided that:
  - (a) No person shall:
    - In the case of Local Government Elections, By-Elections or Assent Voting, erect a sign more than twenty-one (21) days prior to General Voting Day; and
    - (ii) In the case of Federal and Provincial Elections, before the election is officially declared.
  - (b) If on public property, the sign may only be permitted in the locations identified in Schedule "A" of this bylaw;
  - (c) If on public property, signs for a candidate, party or issue may be printed on two-sided signs on a single farme;
  - (d) No more than one sign is placed, per candidate, or party or issue, per location on public property;
  - (e) The sign is not posted within 100 metres (328 feet) from an active polling station on Advance Voting Day and General Voting Day;
  - (f) The sign does not exceed 1.49 square metres (16 square feet) and does not exceed 2.44 metres (8 feet) in height from the ground, including support material;
  - (g) The sign must not be illuminated;
  - (h) The sign is not unsightly or dilapidated;
  - The sign is not within 1 metre (3.28 feet) of a fire hydrant;
  - (j) The sign is not within 1 metre (3.28 feet) from a Village Sign Board;
  - (k) The placement of the sign does not interfere with traffic sightlines at street intersections or with the safety of vehicles, pedestrians or cyclists;
  - The placement of the sign does not obstruct, simulate or detract from any traffic control device;

(m) The sign is not attached in any way to a tree, bush, planter, solid waste receptacle, newspaper box, sign post, or in any garden, park or boulevard unless authorized in Schedule "A" of this bylaw.

# 19 REMOVAL OF SIGNS

- 19.1 Signs that are permitted under Section 18 above are to be removed within three days after the election.
- 19.2 The Chief Election Officer or designate may require a candidate to remove an offending sign by 10 am the following morning by providing instruction and reasons in writing. If the candidate fails to do so, the Chief Election Officer or designate may remove any election sign which the Chief Election Officer or designate has reasonable grounds to believe is erected or placed in contravention of this bylaw, or in the opinion of the Chief Election Officer or designate is considered hazardous. The Chief Election Officer or designate may store the sign for a period of one week after voting day and the candidate or agent may claim same during that period, following which the material may be destroyed or otherwise disposed of by the Chief Election Officer who may bill the candidate for expenses of the removal, storage and disposal, except if the sign has been vandalized. The Village will not be held liable for any costs associated with the removal and/or destruction of the offending sign(s).
- 19.3 No person shall, within 100 metres (328 feet) of an active polling station:
  - (a) Canvass or solicit votes or otherwise attempt to influence how an Elector votes;
  - (b) Carry, wear, or supply a flag, badge or other thing indicating that the person using it is a supporter of a particular candidate or Elector organization;
  - (c) Display or distribute a sign, a document, or other material regarding a candidate or Elector organization, except as authorized by the Chief Election Officer; or
  - (d) Display, distribute, post, or openly leave a representation of a Ballot marked for a particular candidate in an election.

### 20. USE OF VILLAGE OF ANMORE LOGO

No person shall display on any election sign or other election advertising, a logo, trademark or official mark, in whole or in part, owned or licensed by the Village, unless prior written authorization is granted by the Village,

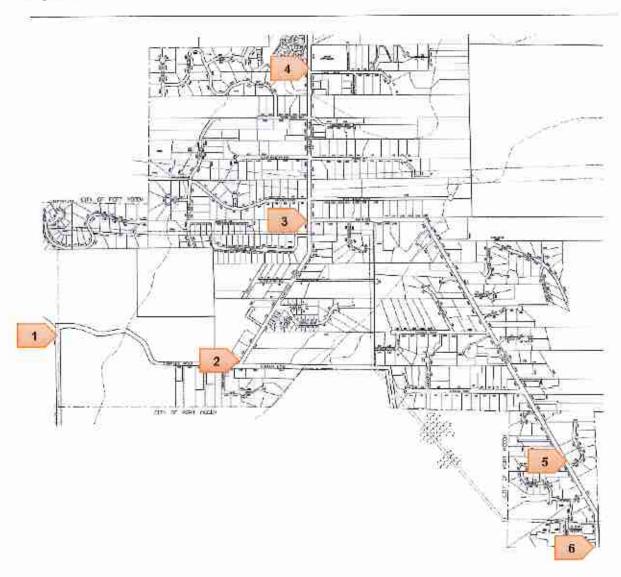
| Village of | Anmore   |
|------------|----------|
| Bylaw No.  | 544-2015 |
| Page 17    |          |

| READ a first time this                  | 3rd              | day of           | November           | , 2015              |
|---|------------------|------------------|--------------------|---------------------|
| READ a second time this                 | 3rd              | day of           | November           | , 2015              |
| READ a third time this                  | 3rd              | day of           | November           | , 2015              |
| RECONSIDERED, FINALLY F<br>November     | ASSED AND , 2015 | ADOPTED this     | 17th               | day of              |
|   |                  |                  | a                  | MAYOR               |
|   |                  |                  |                    | CORPORATE OFFICER   |
| Certified a true and correct 544-2015". | t copy of "Aı    | nmore Local Gove | ernment Election F | Procedure Bylaw No. |
| November 26 <sup>th</sup> , 2015        |                  |                  |                    |                     |
| Date                                    |                  |                  | Corpor             | ate Officer         |

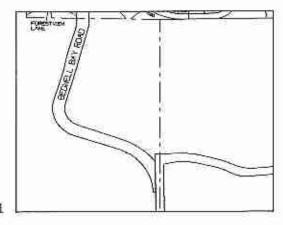
# SCHEDULE "A"

### **ELECTION SIGNS - PERMITTED AREAS**

Site 1 - Sunnyside Road at First Avenue, to the south of the 'Village of Anmore' sign
 Site 2 - Sunnyside Road north of Ludlow Lane, to the north or south of the Village Sign Board
 Site 3 - Sunnyside Road adjacent to East Road, to the north or south of the Village Sign Board
 Site 4 - Sunnyside Road north of Alpine Drive, to the north or south of the postal boxes
 Site 5 - East Road at Charlotte Crescent, north of the easternmost stop sign
 Site 6 - East Road south of Blackberry Drive, to the north of the Village Sign Board

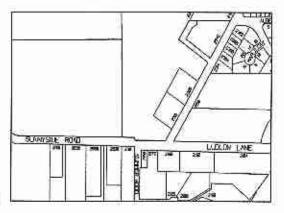


Reference for Election Signs - Permitted Sites



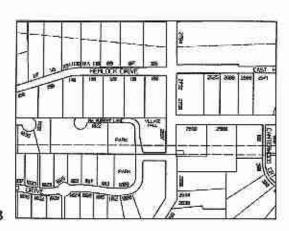


Site 1



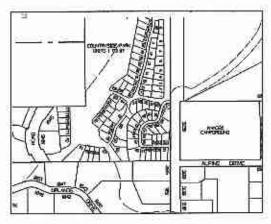


Site 2



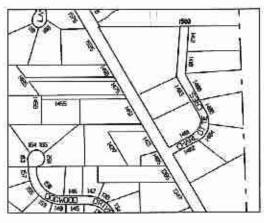


Site 3



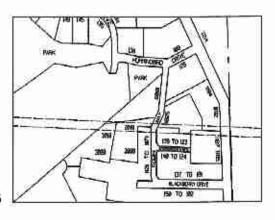


Site 4





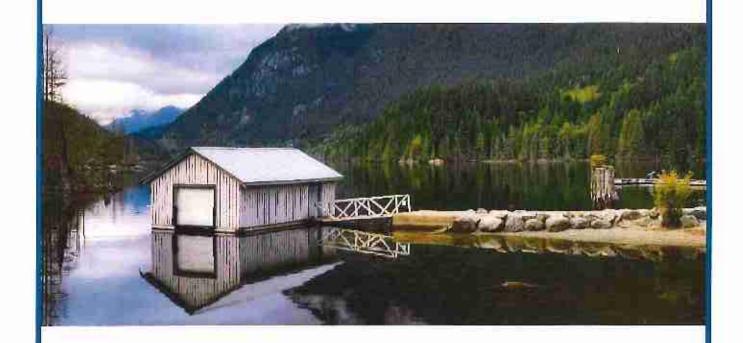
Site 5





Site 6

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2017

VILLAGE OF ANMORE ANNUAL REPORT FOR THE FISCAL YEAR ENDED DECEMBER 31, 2017





## Message from the Mayor

On behalf of Council, I am pleased to present the 2017 Annual Report for the Village of Anmore. This report is an important tool for Council to communicate to the residents of Anmore and ensure that they are provided relevant information regarding the Village's work with openness and transparency. It provides an overview of our financial performance for the fiscal year ending December 31, 2017, as well as an overview of the Village's progress as determined by the 2015-2018 Corporate Strategic Plan.

2017 saw another busy year for Council and staff and some substantial projects were completed. The multi-year project to update the Village's Zoning Bylaw was finalized with the bylaw being adopted in the fall of 2017. The bylaw is in important development tool and is now aligned with the Official Community Plan that was adopted in 2014. The Village undertook extensive consultation with all stakeholders throughout the zoning bylaw update process, which resulted in a successful and adopted bylaw. Council and staff also engaged with stakeholders regarding the notion of Infill Development. This work continues into 2018 with the presentation of a draft policy and required bylaw amendment. Council will continue to be faced with balancing decisions regarding the growth of our community and the levels of services wanted by our residents.

To that end, financial sustainability is always top of mind for Council. The Asset Management Plan that was commissioned in 2016 was completed in 2017. This living document will be used on a go forward basis to make sound long term financial decisions regarding the upgrade and replacement of the Village's infrastructure. In 2017, the Village was successful in their application to receive funding from the Clean Water and Wastewater Fund. This program funds 83% of project costs from the Federal (50%) and Provincial (33%) governments for improvement to local government water and wastewater infrastructure. Anmore received \$228,250 in funding for a Stormwater Master Plan. This report will provide much needed data on inventory and the condition of the Village's stormwater (drainage) assets. It will also take into account any upgrading that will need to take place as a result of climate change. The report will be finalized in 2018 and our Asset Management Plan will be updated with the resulting information to keep our overall replacement plan current and relevant.

## MESSAGE FROM THE MAYOR



2017 saw great strides in moving forward with a new Village Centre. In the fall, Council provided difficult direction to dismantle and appropriately dispose of the Old Village Hall. This decision was not taken lightly and was the only viable option remaining after years of efforts to save and possibly repurpose the donated, former residential home. The Village also undertook a process to create a Village Centre Site Development Plan. This document will provide guidance for Council and staff regarding the overall layout of the Village Centre site and includes long term plans for Spirit Park, a new Village Hall, parking and road connections. The Plan was created in a way that could be phased over time, as funding for each element becomes available.

Our Village continues to benefit from the exemplary service provided by our various volunteer groups - from the Sasamat Volunteer Fire Department to the Anmore Garden Club and everyone in between. Council has recognized the importance of engaging our residents in volunteer apportunities and has approved annual funding for an Events and Volunteer Coordinator position (hired in 2018). This position, along with the unwavering group of dedicated volunteers already in place will ensure that Anmore continues to be a great place to live, work, play and get involved in our community.



John McEwen, Mayor Village of Anmore



## About Anmore

The Village of Anmore was incorporated on December 7, 1987, and is a semi-rural residential community situated north of Port Moody in the northeast sector of the Metro Vancouver Regional District, Growth has been steady since incorporation and the current population is 2,210\*.

The Buntzen Lake Reservoir Recreation area is operated by BC Hydro and is set within the Village's boundary. This recreation area attracts numerous visitors throughout the year where they enjoy hiking, biking and the use of horse trails located throughout the park, and it is also an enjoyable spot for relaxing picnics, swimming, canocing and fishing.

The Village provides its residents with water supply, solid waste (garbage and recycling) and road maintenance services, individual property owners are required to provide for onsite septic treatment, Additional services, provided by third party agencies, include electricity (BC Hydro), natural gas (Fortis BC), telephone (TELUS) and cable television (Shaw).

There are no recreational facilities owned or operated by the municipality, however, the Village boasts about the excellent services provided by volunteers of the community, which includes the Sasamat Volunteer Fire Department. Due to the number of residents who volunteer their time for community events, the Village is able to host a number of events for all residents to take part in and enjoy. Some of these highlighted events include the Ma Murray Heritage Day held annually in September and a children's Christmas Party held annually in December.

\*2016 Census, Including Increases Certifled By Minister



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PHOTOGRAPHY CREDITS

Buntzon Euko Boat House (cover)

Mayor McFiven

John McFiven personal files

Juli Halliwell

Council - Group and Individual

Walfgang Krieuer



## To Our Stakeholders

As the Chief Administrative Officer (CAO), it is my responsibility to ensure that Council's Corporate Strategic Plan is implemented, their priorities are well executed, and to maintain contact between members of Council and Village Staff.

2017 saw a number of Council objectives and priorities come to fruition. In spring 2017, following extensive community consultation, the new brand identity of the Village was officially launched. Along with the updated



brand came a new, refreshed website and creation of a Facobook page and Twitter account. Clear direction from Council has been to encourage and ensure openness and transparency regarding the activities of the Village. These new social media platforms have allowed us to communicate more effectively with the residents of Anmore. Don't forget to sign up for our weekly email notifications where current Village events and important information is shared.

2017 also saw some of the highest attendance for our annual community events: the Easter Egg Hunt, Ma Murray Day, Halloween Fireworks and Light Up Spirit Park. Council has prioritized resources in order to ensure that Anmore's community events are successful each year. Part of this work included clearing the civic lot to the south of Spirit Park. This newly grassed area is used extensively by dog owners and Frisboo throwers, and we have also been able to expand our events as a result. The Village is pleased to continue ensuring a strong sense of community through these annual gatherings.

2018 will see the final year of the current four-year Council term. The General Local Election will be held on October 20, 2018. Following the election, it is expected that Anmore's new Council will convene and set out an updated list of strategic objectives. I look forward to learning what priorities will be coming forward for the new Council term.

I continue to be impressed and grateful for the hard work undertaken by an extremely talented group of Village Staff and Consultants. Without their unwavering dedication, we would not have realized the outcomes of implementing Council's Strategic Plan objectives. Our Village would also not be as safe, look as good or provide such a high level of service without them.

Juli Halliwell Chief Administrative Officer May 14, 2018

# FINANCIAL STATEMENTS



## Financial Statements

Village of Anmore Financial Statements For the year ended December 31, 2017

## Village of Anmore Financial Statements For the year ended December 31, 2017

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### Statement of Management Responsibility

The financial statements contained herein have been prepared by management in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board of Chartered Professional Accountants Canada. A summary of the significant accounting policies are described in the summary of significant policies which proceed the notes to the financial statements. Management is also responsible for all statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

Mayor and Council meet with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The external auditors, BDO Canada LLP, conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express their opinion on the financial statements. Their examination includes a review and evaluation of the Village's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.

May 1, 2018 Chief Administrative Officer

1



Fex: 604 688 5421 Fex: 604 688 5132 vancouver@bdo.ca www.hdu.ca BDO Canada LLP 600 Cathedral Place 925 West Georgia Street Vancouver DC V6C 3L2 Canada

### Independent Auditor's Report

#### To the Mayor and Council of The Village of Anmore

We have audited the accompanying financial statements of the Village of Anmore, which comprise the Statement of Financial Position as at December 31, 2017 and the Statements of Operations, Change in Net Financial Assets and Cash Flows for the year then ended, and summary of significant accounting policies, and other explanatory information.

#### Management's Responsibility for Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

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 comply with othical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Village of Anmore as at December 31, 2017 and the results of its operations, changes in net financial assets, and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

#### BDO Canada LLP

Chartered Professional Accountants

Vancouver, British Columbia May 1, 2018

### Village of Anmore Statement of Financial Position

| December 31   | 2017   | 2016  |
|---|--|---|
| Financial Assets Cash Accounts receivable(Note 1) Taxes receivable  | \$ 10,372,813<br>190,426<br>151,520            | \$ 12,180,637<br>253,889<br>68,138                      |
|   | 10,714,759                                     | 12,502,664  |
| Liabilities Accounts payable (Note 2) Unearned revenue (Note 3) Development cost charges (Note 4) Deposits (Note 5) Short-term debt | 624,567<br>1,535,826<br>1,531,986<br>1,343,080 | 479,089<br>1,298,004<br>1,306,014<br>4,391,761<br>6,539 |
|   | 5,035,459                                      | 7,481,407   |
| Net Financial Assets  | 5,679,300                                      | 5,021,257   |
| Non-Financial Assets Tangible capital assets (Schedule 2) Prepaid expenses Inventories  | 59,055,721<br>43,688<br>26,620                 | 49,044,582<br>26,560<br>24,020                          |
|   | 59,126,029                                     | 49,095,162  |
| Accumulated surplus (Note 6)  | \$ 64,805,329                                  | \$ 54,116,419   |

Chief Administrative Officer

Mayor

|                       |                  |        | of Anmore<br>t of Operations |  |
|-----------------------|------------------|--------|------------------------------|--|
|                       | 2017             | 2017   | 2016                         |  |
| ear ended December 31 | Fiscal Plan      | Actual | Actual                       |  |
|                       | Book And A. Perk |        |                              |  |

| 2 10 Mar 4  |     | 2017        | 2017             |      | 2016       |
|---|-----|-------------|------------------|------|------------|
| For year ended December 31  |     | Fiscal Plan | <br>Actual       |      | Actual     |
| Description (Cabanda) at 1  |     | (Nate 7)    |                  |      |            |
| Revenue (Schedule 1)  | :44 | 20000000000 |                  | 1123 | 1912222222 |
| Taxation (Note 9)   | \$  | 1,921,627   | \$<br>1,946,537  | \$   |            |
| Government grants   |     | 644,500     | 675,941          |      | 941,262    |
| Permits, fees and other revenues                                  |     | 318,838     | 361,554          |      | 674,377    |
| Interest income   |     | 100,000     | 92,778           |      | 66,496     |
| Water utility   |     | 750,752     | 822,941          |      | 657,449    |
| Developer contributions of tangible                               |     |             |                  |      |            |
| capital assets (Note 10)  | 177 |             | 10,341,370       |      | 882,800    |
|   |     | 3,735,717   | <br>14,241,121   |      | 5,017,717  |
| Expenses (Schedule 1)   |     |             |                  |      |            |
| General government  |     | 1,747,250   | 1,325,068        |      | 1,361,383  |
| Public works  |     | 2,079,451   | 1,181,680        |      | 1,043,933  |
| Protective and inspection services                                |     | 18,300      | 24,185           |      | 34,159     |
| Planning and development  |     | 185,000     | 229,755          |      | 161,416    |
| Water utility   |     | 874,090     | 781,176          |      | 790,614    |
| Interest and debt charges<br>Loss on disposal of tangible capital |     | 6,482       | 732              |      | 3,745      |
| assets  | _   |             | 9,615            |      | 332,171    |
|   |     | 4,910,573   | 3,552,211        |      | 3,727,421  |
| Annual surplus (deficit)  |     | (1,174,856) | 10,688,910       |      | 1,290,296  |
| Accumulated surplus, beginning of year                            |     | 54,116,419  | 54,116,419       |      | 52,826,123 |
| Accumulated surplus, end of year                                  | ş   | 52,941,563  | \$<br>64,805,329 | \$   | 54,116,419 |

## Village of Anmore Statement of Changes in Net Pinancial Assets

| For year ended December 31  |    | 2017<br>Fiscal Plan<br>(Note 7)    |    | 2017<br>Actual  |    | 2016<br>Actual  |
|---|----|------------------------------------|----|---|----|---|
| Annual surplus (deficit)  | \$ | (1,174,856)                        | Ş  | 10,688,910  | s  | 1,290,296   |
| Acquisition of Langible capital assets<br>Amortization of tangible capital assets<br>Loss on disposal of tangible capital assets<br>Change in prepaid expenses<br>Change in inventories |    | (60,500)<br>870,000<br>-<br>-<br>- | -  | (10,922,850)<br>902,096<br>9,615<br>(17,128)<br>(2,600) |    | (1,734,015)<br>846,003<br>332,171<br>(1,961)<br>1,930 |
| Change in net financial assets for the year   |    | (365, 356)                         |    | 658,043   |    | 734,424   |
| Net financial assets, beginning of year   | _  | 5,021,257                          |    | 5,021,257   |    | 4,286,833   |
| Net financial assets, end of year   | \$ | 4,655,901                          | \$ | 5,679,300   | \$ | 5,021,257   |

|   |  | ge of Anmore<br>ent of Cash Flows  |
|---|--|--|
| For the year ended December 31  | 2017   | 2016   |
| Cash provided by (used in)  |  |  |
| Operating activities Annual surplus   | \$10,688,910   | \$ 1,290,296   |
| Items not involving cash:  Loss on disposal of tangible capital assets  Actuarial gain on short-term debt  Amortization of tangible capital assets  Contributed tangible capital assets | 9,515<br>902,096<br>(10,341,370)   | 332,171<br>(3,641)<br>846,003<br>(882,800)   |
|   | 1,259,251  | 1,582,029  |
| Changes in non-cash operating balances: Accounts receivable Taxes receivable Prepaid expenses Accounts payable and accrued liabilities Unearned revenue Deposits Inventories            | 63,463<br>(83,382)<br>(17,128)<br>145,478<br>237,822<br>(3,048,681)<br>(2,600) | (42,889)<br>37,744<br>(1,961)<br>201,255<br>(179,491)<br>3,405,335<br>1,930<br>5,003,952 |
| Capital activities Acquisition of tangible capital assets   | (581,480)  | (851,215)  |
| Financing transactions  Development cost charges received and interest earned  Repayment of short-term dept   | 225,972<br>(6,539)<br>219,433  | 107,023<br>(2,588)<br>104,435  |
| Increase (decrease) in cash during the year<br>Cash, beginning of year  | (1,807,824)  | 4,257,172  |
| Cash, end of year   | 12,180,637<br>\$10,372,813   | 7,923,465<br>\$ 12,180,637   |

The Village of Anmore (the "Village") is a municipality in the province of British Columbia incorporated under the Local Government Act (British Columbia) and operates under the provisions of the Community Charter. The Village provides municipal services such as public works, planning, parks and other general government services.

#### Basis of Accounting

The Village prepares its financial statements in accordance with Canadian public sector accounting standards for local governments using guidelines developed by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants Canada.

The basis of accounting followed in these financial statements is an accrual method and includes revenues in the period in which the transactions or events occurred that gave rise to the revenues and expenses in the period the goods and services are acquired and a liability is incurred.

#### Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, interest, legal fees, and site preparation costs. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is put into use.

Contributed tangible capital assets are recorded at fair value at the time of the contribution.

Estimated useful lives of tangible capital assets are as follows:

| Roads                   | 10 to 50 years |
|-------------------------|----------------|
| Buildings               | 20 to 40 years |
| Machinery and vehicles  | 8 to 20 years  |
| Equipment and furniture | 5 to 20 years  |
| Water infrastructure    | 5 to 50 years  |
| Other infrastructure    | 40 to 50 years |

#### Use of Estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from managements best estimates as additional information becomes available in the future. Significant estimates include estimating the fair market value of contributed assets and useful lives of tangible capital assets.

#### Revenue Recognition

Taxes are recorded when they meet the definition of an asset, have been authorized and the taxable event has occurred. Annual levies for non-optional municipal services and general administrative services are recorded as taxes for municipal services in the year they are levied. Taxes receivable are recognized not of an allowance for anticipated uncollectible amounts.

Through the British Columbia Assessment's appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the same time they are awarded. Levies imposed on behalf of other taxing authorities are not included as taxes for municipal purposes.

Charges for water usage are recorded as user fees as delivered. Connection fee revenues are recognized when the connection has been established.

Building permit revenue is recognized when building inspections have been satisfactorily completed and clearance certificate issued.

Tangible capital assets received as contributions or transfers from developers are recorded at their estimated fair value at the date of receipt.

Sale of services and other revenue is recognized on an accrual basis as the services are delivered.

#### Collection of Taxes on Behalf of Other Taxation Authorities

The Village collects taxation revenue on behalf of other entities. Such levies, other revenues, expenses, assets and liabilities with respect to the operations of the entities are not reflected in these financial statements (Note 9).

#### Government Transfers

Government transfers, which include legislative grants, are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that the transfer stipulations give rise to an obligation that meets the definition of a liability. Where stipulations give rise to a liability, transfers are initially recognized as deferred revenue when transferred and subsequently as revenue in the statement of operations as the stipulation liabilities are settled.

#### Unearned Revenue

Contributions with stipulations giving rise to a liability and revenues (building permits) pertaining to services required in future years have been deferred. These amounts will be recognized as revenue once the conditions giving rise to the liability have been settled.

#### Financial Instruments

Financial instruments consist of cash, accounts receivable, accounts payable and deposits. Unless otherwise noted, it is management's opinion that the Village is not exposed to significant interest rate, currency or credit risk arising from these financial instruments.

#### Village of Anmore Summary of Significant Accounting Policies

For the year ended December 31, 2017

#### Municipal Pension Plan

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the plan.

#### Segmented Information

The Village segments its operations for financial reporting purposes based upon areas of managerial responsibility. This information is provided in Note 12 and Schedule 1.

### Village of Anmore Notes to the Financial Statements

### For the year ended December 31, 2017

| 1.        | Accounts Receivable           |
|-----------|-------------------------------|
| ( *C *C * | Workhold It A LIME CALL OF LC |

|  | 2017 |  |    | 2016  |
|--|------|--|----|---|
| Provincial grants Water levies - accrued Water levies - arrears GST receivable Other | \$   | 10,000<br>107,887<br>-<br>53,865<br>18,674 | \$ | 10,000<br>120,000<br>36,841<br>67,077<br>19,971 |
|  | \$   | 190,426                                    | 5  | 253,889   |

At December 31, 2017, the Villago transfered water levies in arrears to taxes receivable.

### 2. Accounts Payable and Accrued Liabilities

| ¥)  | 1000 | 2017                        |    | 2016                                  |
|---|------|-----------------------------|----|---------------------------------------|
| Trade accounts payable and accrued liabilities Due to other governments Wages and benefits Construction holdbacks | \$   | 486,073<br>48,384<br>90,110 | S  | 244,387<br>85,863<br>79,610<br>69,229 |
|   | ş    | 624,567                     | \$ | 479,089                               |

#### 3. Unearned Revenue

Unearned revenue represents revenues to be recognized as revenue in operations in subsequent years when the related expenditures are incurred or services delivered. Unearned revenue is comprised as follows:

|  | 2017                     | 2016                     |
|--|--------------------------|--------------------------|
| Community centre developer restricted donations<br>Outdoor fitness grant | \$<br>595,236<br>124,358 | \$<br>595,236<br>124,358 |
| Stormwater master plan grant Other deferred government grants            | 58,122<br>19.855         | ाङ्गाधनस्य<br>:=<br>:    |
| Unearned building pennits and other<br>Tax prepayments                   | <br>541,116<br>197,139   | 374,508<br>203,902       |
|  | \$<br>1,535,826          | \$<br>1,298,004          |

#### 4. Development Cost Charges

Development cost charges (DCC's) are collected to pay for the general capital and utility expenditures required for developments. In accordance with the Community Charter, these funds must be deposited into a separate reserve fund. The Village records DCC's levied as deferred revenues until the related expenditures are incurred, then the DCC's are recognized as revenue.

|  | 2017              | 201            | 16 |
|--|-------------------|----------------|----|
| Balance, beginning of year                           | \$ 1,306,014      | \$ 1,198,99    | 1  |
| Receipts in the year<br>Interest earned and deferred | 203,661<br>22,311 | 85,75<br>21,27 |    |
| Balance, end of year                                 | \$ 1,531,986      | \$ 1,306,01    | 4  |

#### Deposits

Deposits are collected in respect of building and development activities as security against potential damage to Village property. Deposits, less any draw down in the event of damage to Village property, are refunded upon satisfactory conditions being met and approved by the Village. During the year, a total of \$3,041,378 was refunded related to a multi-unit development project.

|  | 2017                   | 2016                   |
|--|------------------------|------------------------|
| Balance, beginning of year             | \$ 4,391,761           | \$ 986,426             |
| Receipts in the year<br>Refunds issued | 132,336<br>(3,181,017) | 3,542,138<br>(136,803) |
| Balance, end of year                   | \$ 1,343,080           | \$ 4,391,761           |

#### 6. Accumulated Surplus

The Village segregates its accumulated surplus in the following categories:

| 2017         | 2016                                    |
|--------------|---|
| \$ 1,618,784 | \$ 1,494,124                            |
| 4,130,824    | 3,584,252                               |
| 59,055,721   | 49,038,043                              |
| \$64,805,329 | \$ 54,116,419                           |
|              | \$ 1,618,784<br>4,130,824<br>59,055,721 |

The investment in tangible capital assets represents amounts already spent and invested in infrastructure, net of associated debt financing.

Reserve funds represent amounts set aside by bylaw or council resolution for specific purposes. Details of reserve funds are shown below:

| 25 - 20                           | <br> | 2017                           | <br>2016                   |
|-----------------------------------|------|--------------------------------|----------------------------|
| Parks<br>Capital<br>Capital roads | \$   | 409,773<br>3,114,518<br>42,006 | \$<br>420,342<br>2,608,865 |
| Water storage<br>Water utility    |      | 36,520<br>528,007              | 35,907<br>519,138          |
|                                   | \$ . | 4,130,824                      | \$<br>3,584,252            |

#### 7. Fiscal Plan

Fiscal plan amounts represent the Financial Plan Bylaw adopted by Council on April 18, 2017 as adjusted to match the required presentation in the Statement of Operations in accordance with Canadian public sector accounting standards (PSAS). Capital expenditures are not considered expenses for PSAS purposes.

The following reconciles the approved bylaw to the amounts presented in the financial statements:

|   | ==  | 2017                  |
|---|-----|-----------------------|
| Annual deficit per Financial Plan bylaw<br>Plus: Capital Expenditures | \$  | (1,235,356)<br>60,500 |
| Annual deficit on a PSAS basis  | \$_ | (1,174,856)           |

#### 8. Contingent Liabilities

- (a) The Village is partially self-insured through the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible that the Village along with the other participants, would be required to contribute towards the deficit.
- (b) The Village is responsible as a member of Metro Vancouver for its proportion of any operating deficits or long-term debt related to functions in which it participates.

#### 9. Taxation - Net

|   | 2017                                  | %                             | 2016                                  | %                     |
|---|---------------------------------------|-------------------------------|---------------------------------------|-----------------------|
| Total taxation  | \$ 4,797,188                          | 100.00                        | \$ 4,489,646                          | 100.00                |
| Collections on behalf of other governments:   |                                       |                               |                                       |                       |
| Metro Vancouver<br>School District - school tax<br>Municipal Finance Authority<br>BC Assessment Authority | 261,917<br>2,010,795<br>265<br>58,245 | 5,46<br>41,92<br>0.01<br>1,21 | 228,543<br>1,933,292<br>200<br>55,414 | 5.09<br>43.06<br>1.23 |
| TransLink<br>Police   | 298,784<br>220,645                    | 6.23<br>4.60                  | 289,243<br>187,621                    | 6.44<br>4.18          |
|   | 2,850,651                             | 59.43                         | 2,694,313                             | 60.00                 |
| General municipal taxatlon  | \$ 1,946,537                          | - ::-                         | \$ 1,795,333                          |                       |

#### 10. Developer Contributions of Tangible Capital Assets

Developer contributions of tangible capital assets represent assets such as land, roads and water infrastructure, which upon substantial completion of the subdivision and remedy of all significant deficiencies are transferred to the Village. During the year \$10,341,370 (2016 - \$882,800) was contributed to the Village, which consisted primarily of parkland.

#### 11. Pension Plan

The Village and its employees contribute to the Municipal Pension Plan (a jointly-trusteed pension plan). The Board of Trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of the benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2017, plan membership has about 193,000 active members and 90,000 retired members. Active members include approximately 38,000 contributors from local government.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate is then adjusted to the extent there is amortization of any funding deficit.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2015, Indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1,927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.

The Village paid \$72,242 (2016 - \$63,337) for employer contributions while employees contributed \$69,895 (2016 - \$58,877) to the plan in fiscal 2017.

The next valuation will be as at December 31, 2018, with results available in 2019.

Employers participating to the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

#### 12. Segmented Information

The Village is a diversified municipal government institution that provides a wide range of services to its citizens such as roads, water and drainage infrastructure, garbage collection and parkland. The Village also contributes to the costs of police protection and transit which are under the jurisdiction of the provincial government and of Translink, respectively. Distinguishable functional segments have been separately disclosed in the segmented information.

#### 12. Segmented Information (Continued)

The nature of the Village's segments and the activities they encompass are as follows:

#### General Government

The general government department is the communications link between Council and the other municipal departments and the general public, providing assistance and advice to citizens with respect to Council/Committee processes, reporting procedures and decisions. This department is also responsible for the overall financial and risk management of the Village.

#### Public Works

Public works is responsible for the essential services of the Village:

 ensuring clean and safe water to the Village, supplied through underground pipes;

 providing and maintaining the Village's roads, sidewalks, street lights, signage and line markings, storm drainage and hydrants; and

 providing other key services including street cleaning and the coordination of residential garbage collection services.

#### Protective and Inspection Services

Protection and inspection services are comprised of bylaw enforcement and building inspection.

 Bylaw enforcement administers, monitors and seeks compliance with the bylaws enacted by the Mayor and Council to regulate the conduct of affairs in the Village of Anmore.

 The Village of Anmore's Building Department maintains the quality of life for the Village's citizens by regulating all construction within the Village. This is achieved through the use of the Village of Anmore's Building Bylaw, the British Columbia Building Code, the British Columbia Fire Code and other related bylaws and enactments within the Village of Anmore.

#### Planning and Development

The planning and development department provides short-term and long-term planning services.

- Long-term planning includes work within the community plan on reviewing the Village's Official Community Plan, developing new Neighbourhood Plans, and the review of relevant bylaws.
- Short-term planning includes the processing of subdivision and development applications.

### Water Utility

The water utility provides the distribution of water to residents.

## Village of Anmore Notes to the Financial Statements

### For the year ended December 31, 2017

### Comparative Figures

Certain comparative figures have been reclassified to conform with the current years presentation.

Village of Anmore Schedule 1 - Combined Statement of Operations by Segment

| 17                |
|-------------------|
| 31, 2017          |
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| For the year      |
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|   | General<br>Government | Public<br>Works           | Protective & Inspection Services | Planning &<br>Development | Water<br>Utility | 2017<br>Actual | 2017<br>Budget | 2016<br>Actual |
|---|-----------------------|---------------------------|----------------------------------|---------------------------|------------------|----------------|----------------|----------------|
| Revenues<br>Taxation                          | \$ 1,946,537          | 67                        | \$                               | es-                       | 45               | \$ 1,946,537   | \$ 1,921,627   | \$ 1,795,333   |
| Government grants                             | 440,941               | 235,000                   | <b>30</b>                        |                           | W.               | 675,941        | 644,500        | 947,262        |
| Permits, fees and other revenue               | 361,554               | Air                       | 6                                |                           | ē                | 361,554        | 318,838        | 674,377        |
| Water utility fees and levy                   |                       | 674                       | 900                              | ()                        | 822,941          |                | 750,752        | 657,449        |
| Developer contribution to TCA                 | ***                   | 10,096,070                | æ                                | •                         | 245,300          | 10             |                | 882,800        |
| Other revenue                                 | 52,778                |                           | ×                                | ) <b>*</b>                |                  |                | 100,000        | 66,496         |
| Total revenue                                 | 2,841,810             | 10,331,070                | 03                               | 100                       | 1,063,241        | 14,241,121     | 3,735,717      | 5,017,717      |
| Expenses                                      | tion the              | 49.6                      | 207.75                           | -                         | 200              | 2000           | 1000           |                |
| GOODS and Services                            | C79 / 197             | 512,644                   | 26,185                           | 921,129                   | 248,116          | 1,464,529      | 2,926,615      | 1,410,131      |
| Labour  | 1,037,243             | Sir                       | ×                                | 966'21')                  | ű.               | 1,175,239      | 1,107,476      | 1,129,371      |
| Interest and debt charges                     | ***                   | 40                        | *0                               | Đ.                        | 732              | 732            | 6,482          | 3,745          |
| Loss on disposal of TCA                       |                       | 9,615                     | S.#.S                            | •                         | х                | 9,615          | ٠              | 332,171        |
| Amortization                                  | e.                    | 669,036                   | •                                |                           | 233,060          | 905,096        | 870,000        | 846,003        |
| Total Expenses                                | 1,325,068             | 1,191,295                 | 24,185                           | 229,755                   | 781,908          | 3,552,211      | 4,910,573      | 3,727,421      |
| Excess (deficiency) in revenues over expenses | \$ 1.516.742          | \$ 1.516.742 \$ 9.139.775 | 5 (24.185)                       | \$ (229,755) \$ 286.333   | \$ 286.333       | \$10,688.910   | \$(1,174,856)  | \$ 1.290.286   |

Village of Anmore Schedule 2 - Tangible Capital Assets

December 31, 2017

|  | Land                       | Building             | Equipment & Furniture 1       | ipment & Other<br>Furniture Infrastructure                              | Roads                               | Machinery E<br>Vehicles I | hinery E Water<br>Vehicles Infrastructure | 2017  | 2016                                      |
|--|----------------------------|----------------------|-------------------------------|---|-------------------------------------|---------------------------|---|---|---|
| Balance,<br>beginning of year<br>Additions<br>Disposals & adjustments<br>Transfers | \$ 28,734,998 \$ 9,050,000 | 289,853 \$<br>65,005 | 121,662 5<br>4,200<br>(9,615) | 21,662 \$ 8,789,844 \$ 12,531,565<br>4,200 236,312 1,289,939<br>(9,615) | 1,289,939                           | 608,(89 \$                | 9,859,693                                 | \$ 60,935,804 \$ 60,247,963<br>10,922,850 1,734,015<br>(9,615) (1,046,174 | \$ 60,247,963<br>1,734,015<br>(1,046,174) |
| Cost, end of year  | 37,784,998                 | 354,858              | 116,247                       | 9,026,156   | 13,821,504                          | 608,189                   | 10,137,087                                | 71,849,039  | 60,935,804                                |
| Accumulated amortization, beginning of year Amortization Disposals                 | * * •                      | 68, 100<br>14,935    | 91,042                        | 3,536,568   | 5,557,956<br>375,930                | 442,469<br>36,946         | 2,195,087                                 | 11,891,222  | 11,759,222<br>846,003<br>(714,003)        |
| Accumulated<br>amortization, end of year   |                            | 83,035               | 103,906                       | 3,764,929   | 5,933,886                           | 479,415                   | 2,428,147                                 | 12,793,318  | 11,891,222                                |
| Net book value,<br>end of year   | 5 37,784,998 \$ 271,823    | 271,823 \$           | 12,341                        | 5,261,227   | 12,341 \$ 5,261,227 \$ 7,887,618 \$ |                           | 7,708,940                                 | 128,774 \$ 7,708,940 \$ 59,055,721 \$ 49,044,582                          | \$ 49,044,582                             |

Village of Anmore Schedule 3 - Reserve Funds

For the year ended December 31, 2017

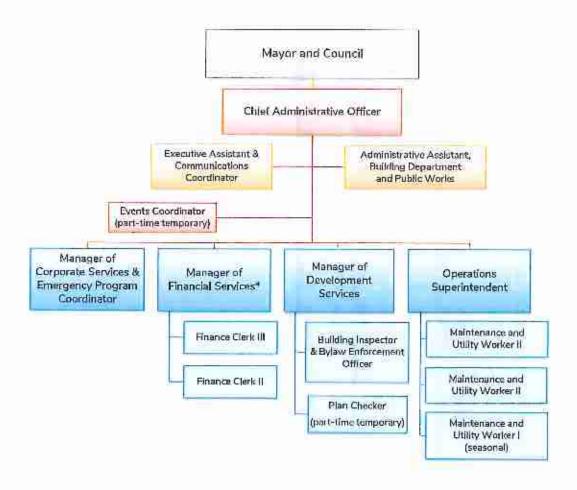
|  | Į   | Capital<br>Roads |      | Parks<br>Reserve | - 53     | Water  | Capital<br>Reserve   |   | Water<br>Utility | 2017                 | 2016         |
|--|-----|------------------|------|------------------|----------|--------|----------------------|---|------------------|----------------------|--------------|
| Balance, beginning of year                   | w   | ⊗ <b>i</b>       | w    | 420,342          | S.       | 35,907 | \$ 2,608,865         | Ŷ | 519,138          | \$ 3,584,252         | \$ 3,434,576 |
| Interest earned                              |     | 706              |      | 7,181            |          | 613    | 60,297               |   | 8,369            | 77,566               | 60,689       |
| Transfers in<br>Expenditures (transfers out) | į,  | 41,300           |      | (17,750)         |          |        | 920,600<br>(475,244) |   | ą w              | 961,900<br>(492,994) | (815,393)    |
|  |     | 42,006           |      | (10,569)         |          | 613    | 505,653              |   | 8,869            | 546,572              | 149,676      |
| Balance, end of year                         | LS. | 42,006           | 1,15 | 409,773          | es<br>Es | 6,520  | 36,520 5 3,114,518   | w | 528,007          | 528,007 \$ 4,130,824 | \$ 3,584,252 |

# ORGANIZATION CHART



## Organization Chart

as at December 31, 2017



<sup>\*</sup>The responsibilities of the Finance Officer are met by the Chief Administrative Officer



# Progress Report for 2017

Council endorsed the following objectives for the 2017 calendar year, as part of the Corporate Strategic Plan. The objectives were set following a meeting between Council and Staff, where a decision-making framework was created to address corporate management and municipal service deliverables in identifying short- and long-term priorities and the progress to be made on those objectives.



| CORPORATE<br>OBJECTIVES  | STRATEGIES   | MEASURES   | STATUS               |
|--|--|--|----------------------|
| Finance and Communicat   | tion   |  |                      |
| Ensure financial<br>sustainability of municipal<br>resources (fiscal and<br>personal) and service        | Create a Community<br>and Corporate<br>Identity/Brand            | Deliver and support a<br>community identity and brand<br>strategy [Completed in spring<br>2017]                | Completed in<br>2017 |
| delivery to facilitate a<br>fiscally viable future for the<br>Village.                                   | Continue to Improve<br>Web and Social<br>Media<br>Communications | ldentify and train key staff to<br>manage social media   | Completed in<br>2017 |
|  | Explore Village Hall<br>Funding Options and<br>Next Steps        | Initiate RFP to undertake<br>detailed design and costing for<br>a new Village Hall and seek<br>public input    | On hold              |
| Operations and Maintenance   | e  |  |                      |
| Keep pace with best practices for the safety, operations and maintenance of municipal roads and services | Undertake Asset<br>Management                                    | Complete Asset Management<br>Plan  | Completed in 2017    |
|  | Complete a Road<br>Master Plan                                   | Complete and prepare to<br>implement the Roads Master<br>Plan  | Completed in 2017    |
|  | GIS Mapping  | Continue to develop GIS base mapping   | Completed in<br>2017 |
|  | Continue Wildfire<br>Preparation and<br>Emergency Planning       | Work with the Emergency<br>Preparedness Working Group<br>to review and implement a<br>Wildfire Protection Plan | In progress          |
|  | Retain an Emergency<br>Preparedness<br>Coordinator               | Secure funding and hire a contract position  | Completed in<br>2015 |

# PROGRESS REPORT FOR 2017



|   | Investigate Traffic<br>Calming and Speed<br>Reduction                  | Identify apportunities to<br>improve traffic safety through<br>the Roads Master Plan  | Completed in<br>2017                                       |
|---|--|---|--|
| Planning and Development  |  |   |  |
| Explore diversity in land use, housing, parks and recreation, and innovative infrastructure to meet the changing needs and demographic shift on the                           | Initiate Regulatory<br>Bylaw Review                                    | Continue review and update of regulatory bylaws;  • Municipal Ticketing Information (MTI)  • Solid Waste and Recycling  • Noise Control                     | In progress<br>(MTI)<br>Completed in<br>2017 (SWR<br>& NC) |
| community   | Create a Bylaw<br>Enforcement Position                                 | Hire a Bylaw Enforcement<br>Officer   | Completed in 2015  |
|   | Explore<br>Neighbourhood<br>Planning and<br>Character Definition       | Explore funding options to<br>develop<br>Neighbourhood Plans  | On hold  |
|   | Explore Opportunities for Commercial Operations, Possible Partnerships | Engage in discussions with<br>potential commercial partners<br>as opportunities arise   | Ongoing  |
| Environment   |  |   |  |
| Foster preservation of the<br>Village's natural<br>environment and enhance<br>awareness of its<br>importance to the<br>character and sense of<br>community found in<br>Anmore | Reduce GHG<br>Emissions  | Monitor effectiveness of curb-<br>side waste and recycling<br>pickup in achieving Metro<br>Vancouver's waste<br>management objectives<br>[Deferred to 2018] | Completed in<br>2017                                       |
| Parks, Recreation, Social, A  | rts and Youth  |   |  |
| Enrich the community<br>through integrating<br>physical activity, learning,   | Establish a<br>Connected Trail<br>Network                              | Coerdinate the development of<br>trail connections according to<br>OCP and Parks Master Plan  | Ongoing  |
| and arts and culture into<br>daily life.  | Create a Community<br>Gathering Place                                  | Develop a Village Centre Plan<br>to identify a community<br>gathering place   | Completed in<br>2017                                       |
|   | Enhance Community<br>Events and<br>Celobrations                        | Consider reactivaling a social/youth committee  | Completed in 2017  |

## PROGRESS REPORT FOR 2017



## Property Tax Exemptions

In accordance with section 98(2)(b) of the Community Charter, the Village is required to provide a report on the properties that were provided permissive property tax exemptions by Council in 2016. There were none in 2017.

## Declaration and Identification of Disqualified Council Members

Pursuant to section 81 of the Local Government Act, a person must meet a set of qualifications in order to hold office. The Village is required to declare and identify any disqualified council members. There were none in 2017.

## PROGRESS FORECAST FOR CURRENT YEAR



# Progress Forecast for Current Year

## Municipal Objectives and Progress Measures for 2018

In 2017, Council revisited the following set of objectives, which it hopes to accomplish by the end of the term in 2018. As in the past, these objectives were reviewed by Council and Staff with consideration of feedback received from constituents throughout the year.

| CORPORATE<br>OBJECTIVES  | STRATEGIES   | MEASURES  | STATUS            |
|--|--|---|-------------------|
| Finance and Communication  | ñ  |   |                   |
| Ensure financial<br>sustainability of municipal<br>resources (fiscal and<br>personal) and service<br>delivery to facilitate a<br>fiscally viable future for<br>the Village | Explore Village Hall<br>Funding Options<br>and Next Steps                  | Work towards achieving<br>necessary planning and<br>design approvals. | In progress       |
| Operations and Maintenand  | ce   |   |                   |
| Keep pace with best<br>practices for the safety,<br>operations and<br>maintenance of municipal<br>roads and services   | GIS Mapping  | Continue to develop GIS<br>base mapping                               | Completed in 2017 |
|  | Investigate Traffic<br>Calming and Speed<br>Reduction                      | Allocate or secure funding<br>to implement specific<br>projects       | In progress       |
| Planning and Development   | VIII   |   |                   |
| Explore diversity in land use, housing, parks and recreation, and innovative infrastructure to meet the changing needs and demographic shift on the                        | Initiate Regulatory<br>Bylaw Review  | Finalize Bylaw review and<br>updates                                  | In progress       |
|  | to meet the Neighbourhood planning process with the Planning and community | planning process with the   | On held           |
| community  |  | On hold   |                   |
|  | Explore Opportunities for Commercial Operations, Possible Partnerships     | Engage in discussions with potential partners as opportunities ariso  | Ongoing           |

## PROGRESS FORECAST FOR CURRENT YEAR



Foster preservation of the Village's natural environment and enhance awareness of its importance to the character and sense of community found in Anmore Reduce GHG Emissions Monitor effectiveness of curb-side waste and recycling pickup in achieving Metro Vancouver's waste management objectives Completed in 2017

#### Parks, Recreation, Social, Arts and Youth Ongoing Coordinate the Establish a Enrich the community Connected Trail development of trail through integrating connections according to physical activity, learning, Natwork OCP and Parks Master and arts and culture into Plan daily life. Incorporate space for In progress Continue to Archive display and storage into our Heritage plans for the new Village Resources Hall





# Fire Response Levels for 2017 Sasamat Volunteer Fire Department

## 2017 SVFD CALL-OUT STATISTICS

The SVFD call-outs during 2017 were typical in distribution, and slightly higher than the average of 95 call-outs per year over the past five years (see graph):

Total Call-Outs amounted to 100 during 2017, distributed as follows:

Arimore Village 64 (64%) Belcarra Village 29 (29%) Park, Lakes, Road 7 ( 7%)

Fire Calls (FIRE) accounted for 36 call-outs (36%):

Anmore Village 24 (24%)
Belcarra Village 8 ( 6%)
Park, Lakes, Road 1 ( 1%)

Medical Emergencies (MESA) accounted for 49 call-outs (49%):

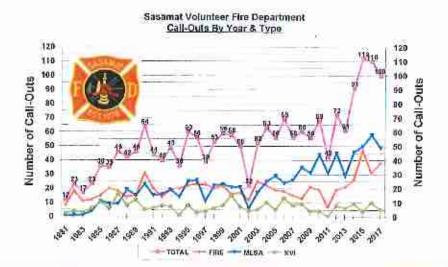
Anmore Village 35 (35%)
Bolcarra Village 19 (19%)
Park, Lakes, Road 4 ( 4%)

Motor Vehicle Incidents (MVI) accounted for 5 call-outs (5%);

Anmore Village 7 ( 7%) Belcarra Village 2 ( 2%) Park, Lakes, Road 1 ( 1%)

Other (Misc.) accounted for 8 call-outs (8%):

Anmore Village 5 ( 5%) Belcarra Village 3 ( 3%)



# POLICE SERVICE LEVELS FOR 2017



# Police Service Levels for 2017 Coguitlam RCMP



Village of Anmore Policing Service Levels 2017 in Review

Total calls for service in 2017 was 283 compared with 351 in 2016.

Top calls for service

|                                  | 2017 | 2016 |
|----------------------------------|------|------|
| Unspecified Assistance           | 23   | 18   |
| Mischief \$5000 or under         | 19   | 16   |
| False alarms                     | 18   | 18   |
| Liquor (LCLA) Act - other        | 16   | 25   |
| Suspicious person/veh/occurrence | 16   | 20   |
| Bylaw noise/other                | 11   | 21   |

Signal Crimes\*

|                              | 2017 | 2016 |
|------------------------------|------|------|
| Break & cotor business/other | 4    | 3    |
| Break & enter residential    | 5    | 8    |
| Theft of auto                | 5    |      |
| Theft from auto              | 11   | 10   |

Police service levels in 2017 remained consistent with the previous year, but were affected by a couple of factors. The unprecedented wildfire season of 2017 drew resources from across the province and members of the Coquitlam Rural unit spent several weeks assisting those affected by the wildfires. As well, Cpl Justin Abels moved to the sunny shores of Kelowna in July and was replaced by Cpl Neil Roemer in October.

Anmore continues to be a very safe community with no major crime event in the jurisdiction in 2017. Buntzen Lake accounted for 97 calls for service, largely related to liquor enforcement and the maintenance of public order. Thefts of auto went up in percentage terms but the number is still on the lower end of the scale and the incidents were mostly related to Buntzen Lake. Signal crime levels in Anmore remain at low levels.

\*Signal crimes are selected based on analysis of prolific offender activity and crime trends from the previous two years. According to the intelligence that drove the creation of the crime reduction strategy, by focussing attention on prolific offenders, police should be able to drive down signal crime activity.



# Council Remuneration and Expenses for 2017

| Name                            | Position   | Remuneration | Additional Expenses |
|---------------------------------|------------|--------------|---------------------|
| McEwen, John                    | Mayor      | \$24,456.00  | \$2,060.31          |
| Froese, Ryan                    | Councillor | 12,228.00    | 0.00                |
| Thicle, Ann-Marie               | Councillor | 12,228.00    | 0.00                |
| Trowbridge, Kim                 | Councillor | 12,228.00    | 0.00                |
| Weverink, Paul                  | Councillor | 12,228.00    | 0.00                |
| Total for all Elected Officials |            | \$73,368.00  | \$2,060.31          |

Provided pursuant to section 168 of the Community Charter.

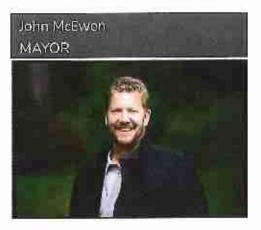


Back row: Councillor Kim Trowbridge, Councillor Paul Weverink Front Row: Councillor Ryen Froese, Mayor John McEwen, Councillor Ann-Marie Thiele

### YOUR MAYOR AND COUNCIL



### Your Mayor and Council



Tel 604-461-3384 Email john.mcewen@aiunure.com

### Ryan Froese COUNCILLOR



Tel 604-230-1623

### Ann-Marie Thiele COUNCILLOR



Tel 604-949-1488 ann-marie,thiele@anmore.com

### Kim Trowbridge COUNCILLOR



Tel 604-469-3010 kirn.trowbridge@anmore.com

# Paul Weverink COUNCILLOR



Tel 604-469-4064 paul.weverink@anmure.com

### ABOUT THE ANNUAL REPORT



### About the Annual Report

In accordance with the Community Charter, an annual report must be propared by Council before June 30 of each year. The report must include the following information:

- Audited financial statements,
- Report on permissive tax exemptions.
- · Report on municipal services and operations for the previous year,
- Declaration of disqualifications under section 111 of the Community Charter.
- Statement of objectives and measures for the current year and following year.
- · Progress report for the previous year's objectives, and
- Any other information Council considers advisable.

Once completed, the annual report must be made available for public inspection. After making the report available, council must wait a minimum of two weeks before holding an annual meeting on the report. This provides citizens with time to review the annual report, ask questions and prepare submissions. Council must give notice of the date, time and place of the annual meeting in accordance with the Community Charler's requirements for public notice.

The 2017 annual report was prepared for Council by the Manager of Corporate Services with cooperation from the Chief Administrative Officer and select stakeholders.

Photographs and images are used with permission, where required.

### MUNICIPAL INFORMATION



### Municipal Information





#### Village of Anmore

2697 Sunnyside Road, Anmore, BC V3H 5G9

Tel 604 469 9877 Fax 604 469 0537

Email info village,hall@anmore.com

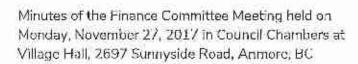
Website www.anmore.com

Facebook Village of Anmore

Twitter @villageofanmore



#### FINANCE COMMITTEE MEETING - MINUTES





#### COMMITTEE MEMBERS PRESENT

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

#### COMMITTEE MEMBERS ABSENT

NII

#### OTHERS PRESENT

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

#### CALL TO ORDER

Mayor McEwon called the meeting to order at 8:05 p.m.

#### 2. APPROVAL OF THE AGENDA

Committee agreed to add to the agenda item 6(b) 2018 Budget Forecast (Preliminary Draft).

It was MOVED and SECONDED

"THAT THE AGENDA BE APPROVED AS AMENDED."

CARRIED UNANIMOUSLY

#### MINUTES

(a) Minutes of the Meeting held on October 18, 2017

It was MOVED and SECONDED

## "THAT THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON OCTOBER 18, 2017 BE ADOPTED AS CIRCULATED."

#### CARRIED UNANIMOUSLY

#### 4. BUSINESS ARISING FROM THE MINUTES

NII

#### UNFINISHED BUSINESS

NII

#### NEW BUSINESS

#### (a) 2017 Budget Recast

Iuli Halliwell presented her report dated November 23, 2017. Committee requested that staff provide details for the Solid Waste deficit of \$30,500.

The following points were highlighted during the presentation and discussion:

- The General Fund shows a total surplus of \$117,300.
- \$57,000 surplus for consultants, in part due to an environmental consultant not being in place until mid-year and in part due to the engineering consultant's time being absorbed by capital projects funds.

#### (b) 2018 Budget Forecast (Preliminary Draft)

Juli Halliwell presented the 2018-2022 Draft 5 Year Financial Plan Property Tax Impact. The document is attached and forms part of these Minutes herein.

The following points were highlighted during the presentation and discussion:

- The amount budgeted for development revenue is a sustainable figure that gets transferred to the development reserve.
- With exception of service level changes related to trails, there are no significant changes to the budget over what was planned for last year.
- Investment income reflects rate changes projected so far.
- Solid waste fees has increased due to additional costs.
- Salaries, including benefits, has an increase of slightly more than \$20,000, based on current policy.
- Staff training budget has been reduced and is offset by inflation.
- Consultant support shows a small increase.
- Outsource writing of RFP is funded by project budget, and from reserves.
- Hasn't the Village been setting aside a budget annually for election funds? Staff will research this.
- Additional resources are required for increased service levels.

- Mayor McEwen reported that a discussion should be had regarding service levels, specifically with the Village's events, and that he would like to add a full-time labourer position for public works to offset vacations, trail maintenance, and events.
- Juli Halliwell reported that, for an events coordinator, budget funds would be required for 500 hours per year @ \$30/hour (estimated), which would increase salary and benefit costs. She has had discussions with Public Works to potentially hire an additional labourer for 3 days/week for summer months and full-time for up to 3 months in winter months (Dec/Jan/Feb). The cost for this would be about \$21,000, which assumes trails are at the standard to receive ongoing maintenance.
- Fund allocation for trail maintenance doubled in 2018 at \$5,000.
- A temporary labourer was hired for 5 months in 2017, and for 4 months in 2016.
- The cost for the Village's events is \$42,000 (estimated), includes \$25,000 for the events plus \$16,800 for an events coordinator.
- Anmore doesn't provide a lot of services, but the ones provided should be done really well.
- A member recommended budgeting for a special events coordinator over a 5-year term, with an increased budget and hours for a full-time position.

Committee requested that staff provide an analysis to hire a full-time labourer for trail maintenance, winter pathway maintenance, as well as events support; as well as an increased amount for an events and volunteer coordinator, who could also assist with other events such as volunteer appreciation and acquiring needed items, starting at a smaller increase in 2018 and working up to a 5-year plan, with intent to review on an annual basis.

A member recommended the use of database software for voluntours.

Juli Halliwell referred to the Capital Project Funding Requirements document, and highlighted the following points:

- Key road projects include the Uplands road rehabilitation, from the bridge to the pump station, which includes corrective work, and the Thompson Road rehabilitation.
- Staff has looked at Whistler trail standards guidelines and staff are looking at adopting a standard for Anmore between Whistler's Type II & Type III.
- The capital asset and road reserve is running a deficit because money from the fixed asset levy is going into the capital asset buildings, and staff will continue to research the funding allocation.
- A member stated that the reserve was earmarked for only two things: Sunnyside Road rehabilitation and the Village Hall.
- A member stated that the figure for capital asset buildings needs to be updated to be increased every year, in the handout.
- Changes to the fixed asset levy have been made exceeding what was recommended by the Asset Management Plan.

#### Water Fund

- An unsubstantial cost increase is expected, which will be offset by collected revenue.
- Additional costs include water meter replacements, and new water meters due to new model and technology as previous supplier no longer in existence.

#### Future Investment Income

- Juli Halliwell reported that she sent a response email to TD Bank expressing disappointment with their proposal, and then TD Bank sent a response last Friday with various yearly rate proposals.
- The Village's options are to use TD Bank with a shorter term rate or to use another service provider who can provide more preferable rates.

Committee recommended that staff use TD Bank with a shorter term rate, and also explore other service providers to achieve a desired investment rate.

#### ADJOURNMENT

It was MOVED and SECONDED:

"TO ADJOURN."

| CARRIEL | MINARIU | JUSLY |
|---------|---------|-------|
|         |         |       |

| Approved:                |  |  |
|--------------------------|--|--|
| Approved:                |  |  |
| Mayor John McEwen        |  |  |
| Chair, Finance Committee |  |  |
|                          |  |  |

#### FINANCE COMMITTEE MEETING - MINUTES

Minutes of the Finance Committee Meeting held on Monday, December 11, 2017 in Council Chambers at Village I Iall, 2697 Sunnyside Road, Anmore, BC



#### COMMITTEE MEMBERS PRESENT

Mayor John McEwen Councillor Ryan Frocse Councillor Kim Trowbridge Councillor Paul Weverink

#### COMMITTEE MEMBERS ABSENT

Councillor Ann-Marie Thiele Nick Cheng Mark Roberts

#### 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 McEwon called the meeting to order at 7:10 p.m.

#### APPROVAL OF THE AGENDA

It was MOVED and SECONDED

"THAT THE AGENDA BE APPROVED AS CIRCULATED."

CARRIED UNANIMOUSLY

#### MINUTES

Nil

#### BUSINESS ARISING FROM THE MINUTES

Nil.

#### UNFINISHED BUSINESS

Nil

#### 6. NEW BUSINESS

#### (a) 2018 Budget Forecast

Juli Halliwell presented the revised 2018-2022 Draft 5-Year Financial Plan. The following points were highlighted during discussion with the Committee:

- A 9.45% overall tax increase is proposed.
- Increase includes an additional staff position of a full-time (abourer, with financial impact partially offset with previously budgeted part-time position.
- Salary inflation and steps is estimated based on Vancouver CPI, to be confirmed mid-January.
- Salary adjustments include performance increases and increase to events and volunteer coordinator.

Committee requested that staff program the thermostats in Council Chambers, to save on electrical heating costs when the building is not in use.

Public Works OT amount seems high.

Committee requested that staff provide actual O'l' amount for 2017 and actual cost for last winter snow removal.

- A 2.7% per household tax increase is estimated. For average assessed value property, which would be approximately \$68/year. This does not include increase for fixed asset lovy.
- Public Works supplies line item shows decrease from \$25,000 to \$10,000 due to line item split from one to three items, now adding 'Tools' and 'Small equipment purchases'.

Committee requested that staff adopt an inventory control program; to track purchases, inventory and replacement of Public Works tools and supplies.

 The new labourer could be requested to become a member of the Sasamat Volunteer Fire Department, and to allow for a flexible work schedule so that work can be done on a weekend before/after an event without increasing overtime hours.

Committee reported that it is supportive of the Village proceeding with the Village Centre Development Plan. Key concerns to be addressed with the project include: septic field upgrade; drainage improvements; and electrical upgrade (with conduit to southern park for future use). Other important factors to consider include: Ravenswood realignment (pending engineer sign off); additional parking; consulting with the Garden Club; and moving the playground. Committee agreed to refer the 5-Year Financial Plan to Council, with amendment that staff be directed to develop and include budgets for the various capital projects associated with the Village Centre Site Development.

It was MOVED and SECONDED:

"THAT THE FINANCE COMMITTEE REFER THE DRAFT 2018-2022 FIVE-YEAR FINANCIAL PLAN, AS AMENDED, TO COUNCIL FOR CONSIDERATION."

CARRIED UNANIMOUSLY

#### ADJOURNMENT

It was MOVED and SECONDED:

"TO ADJOURN."

CARRIED UNANIMOUSLY

The meeting adjourned at 7:53 p.m.

Certified Correct: Approved:

C. BAIRD J. McEWEN

Christine Baird Mayor John McEwen
Manager of Corporate Services Chair, Finance Committee



April 13, 2018

File: 0400-20

Honourable Carole James Minister of Finance PO Box 9048 Stn Prov Govt Victoria, BC V8W 9E2



Re: Employer Health Tax

Dear Minister James:

District of Clearwater Council understands that implementing an Employer Health Tax is administratively more efficient and replaces a "regressive tax" for Medical Services Premiums (MSP) which are not fied to income. An example noted in a recent press release notes that "a person earning \$45,000 a year pays the same as a person earning \$250,000".

It is understood that the new tax will be phased in over the next couple of years. Using the example of how this will be calculated whereby employers with payroll over the \$500,000 threshold will pay double, will put undue hardship on the District. Based on the Information provided for 2019 we will pay half the Medical Services Premiums, plus the new tax. Based on the District's 2018 payroll of \$1,490,351, it will cost approximately \$38,661.85 (2019 Payroll Tax plus 2019 premiums \$9,600) for 2019. This works out to approximately a 1.5 percent increase on property taxes. The District of Clearwater is a small municipality of just over 2,400, and has limited ability to generate revenues outside taxation.

We ask that you consider options for an easier transition to the implementation of the Employer Health Tax. Thank you for your time and consideration to this matter of urgent concern to all B.C. municipalities.

Sincerely,

John Harwood

Mayor

cc: UBCM Municipalities

DISTRICT OF ELEARWATER
P 250.674.2257

F 250.674.2173

E admin@docbc.ca

PO flox No. 157 209 Dutch Lake Road Clearwater BC YOE 1NO

districtofclearwater.com



7170 Cheam Avenue PO, Box 70 Agassiz, British Celumbia Canada VOM 1AO

Tot: (604 796-2235 Fax: (604) 796-8854 Web: www.district.ken).bc.ce

April 25, 2018

FILE: 0230-20

Honourable John Horgan Premier of British Columbia PO Box 9041 STN PROV GOVT Victoria, BC V8W 9E1 Honourable Lana Popham Minister of Agriculture PO Box 9043 STN PROV GOVT Victoria, BC V8W 9E2

Dear Premier Horgan and Minister Popham:

#### RE: Cannabis Production Facilities on Agricultural Land Reserve lands

At its Regular meeting held April 9, 2018, Council received an email from Ms. Nancy Chapman of Citizens Protecting Agricultural dated March 28, 2018 requesting that Council considers the District of Central Saanich's resolution for "Moratorium to reduce immediate pressures on Agricultural Land Reserve lands by cannabis production facilities." (copy is attached)

As a rural agricultural community, we see benefit from having an opportunity to provide valuable input into ensuring that the location of legal cannabis production facilities considers local interests as well as a consistent provincial approval process.

Council will be supporting the resolution at the 2018 Union of British Columbia Municipalities Convention in September as we concur that valuable farm land should not be consumed by Cannabis Production Facilities.

Sincerely,

John Van Laerhoven

J. Van Lachen

Mayor

Pol

**UBCM** Municipalities

Ms. N. Chapman, Citizens Protecting Agricultural Land (via email)

#### Rachel Wille

From:

Nancy Chapman < nancyandray@shaw.ca>

Sent

March-28-18 9:08 PM

To!

Lum@chilliwack.com; traymond@fvrd.bc.ca; dadamson@fvrd.bc.ca; ankemi@fvrd.bc.ca; bdickey@fvrd.bc.ca; astobbart@fvrd.bc.ca; rboucher@fvrd.bc.ca; oengar@fvrd.bc.ca; pross@abbotsford.ca; mayorbraun@abbotsford.ca; kchahal@abbotsford.ca;

mgill@abbotsford.ca; dfloewen@abbotsford.ca

Cc

jhinds@mission.ca; 'Pam Alexis'; John Van Lanrhoven; Rsiemens@abbotsford.ca;

tdixon@fvrd.hr.cn; gaetz@chilllwack.com; stam@chilliwack.com;

waddington@chilliwack.com; lfacio@hamisonhotsprings.ca; wvicktor@fvrd.bc.ca

Subject:

Moratorium to reduce immediate pressures on ALR lands by cannabis production

facilities

Dear Chairman Lum and Board of Directors of the Fraser Valley Regional District,

We are a citizens' group (Citizens Protecting Agricultural Land) based on the Saanich Peninsula on southern Vancouver Island who are witnessing sudden and unprecedented pressures on prime ALR lands by cannabls production facility proposals and speculation.

We would like to bring your attention to a motion that was unanimously passed by the Central Sanaich Municipal Council earlier this year to help address these pressures. The motion requests that the BC Premier and Agriculture Minister establish a minimum six month moratorium on further use of ALR lands to grow cannabis, to allow for consultation, discussion and a review of the use of ALR lands for the growth and production of marijuana. This timeout would give municipalities, residents, farmers, industry and the public an opportunity to share information, express concerns and discuss the challenges and special requirements demanded by marijuana production. The pause would provide decision makers with the time to consciously address where marijuana production facilities are best suited to be built and help to ensure that ALR lands are protected and preserved. The moratorium would also reduce the potential loss of productive ALR lands in the short-term, as it will be some time before the Agriculture Minister's Advisory Committee's recommendations for revitalizing the Agricultural Land Reserve and Agricultural Land Commission are released and acted upon.

We strongly encourage you and your Council to take action to protect your ALR lands for their best possible use. We hope that you will consider issuing a motion similar to Central Saanich, addressed to the BC Premier and Agriculture Minister.

Regular Council Minutes, February 19, 2018, Page 11 of 13.

13.3 Notice of Motion Submitted by Mayor Windsor, January 19, 2018

Re: Request to Premier of British Columbia and Minister of Agriculture re: moratorium

https://centralsaanich.civicweb.net/filepro/document/63246/Regular%20Council%20-%2019%20Feb%202018%20
%20Minutes%20-%20Pdf.pdf

Be it resolved that the District request that Premier of British Columbia and Minister of Agriculture place a moratorium on further use of Agricultural Land Reserve lands to grow cannabls while it performs a minimum of six month review and broad consultation with farmers, municipalities, industry and the public on the use of Agricultural Land Reserve lands for the growth and production of marijuans.

Best regards.

Nancy Chapman, on behalf of Citizens Protecting Agricultural Land (CPAL) oprotectingal.com

#### THE CORPORATION OF THE

# TOWNSHIP OF SPALLUMCHEEN

TEL. (250) 546-3013 PAX. (250) 548-687A OUR FILE NO.



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

Email: mayor@spallumcheentwp.bc.ce

www.spollunidisenlwp.bo.os

OFFICE OF THE MAYOR

May 8th, 2018

Honorable John Horgan Premier of British Columbia PO Box 9041 STN PROV GOVT Victoria, BC V8W 9E1

Honorable Lana Popham Minister of Agriculture PO Box 9043 STN PROV GOVT Victoria, BC V8W 9E2

Dear Premier Horgan and Minister Popham

Re: Cannabis Production Facilities on Agricultural Land Reserve Lands

At its Regular Meeting held May 7th, 2018, Council received an email from Nancy Chapman of Citizens Protecting Agricultural Land dated March 28th, 2018, requesting that Council consider the District of Central Saanich's resolution for a "Moratorium to reduce immediate pressures on Agricultural Land Reserve lands by cannabis production facilities." (copy attached.)

As a rural agricultural community, we see benefit from having an opportunity to provide valuable input into ensuring that the location of legal cannable production facilities considers local interests as well as a consistent provincial approval process.

Council will be supporting the resolution at the 2018 Union of British Columbia Municipalities Convention in September, as we concur that valuable farm land should not be consumed by Cannabis Production Facilities.

Respectfully,

Janua Brown

Janice Brown Mayor

CC:

**UBCM** Municipalities

Ms. N Chapman, Citizens Protecting Agricultural Land

#### Rachel Wille

Prom: Nancy Chapman < nancyandray@shaw.ca>

Sent: Morch 28-18 9:08 PM

To: Lum@chilliwack.com; traymond@fvrd.bc.cs; dademson@fvrd.bc.ca; aniemi@fvrd.bc.ca;

bdlckey@fvrd.bc.ca; astohbart@fvrd.bc.ca; rboucher@fvrd.bc.ca; oengar@fvrd.bc.ca;

pross@abbotsford.ca; mayorbraun@abbotsford.ca; kchahal@abbotsford.ca;

mgill@abbotsford.ca; dfioewen@abbotsford.ca

jhinds@mission.ca; 'Pam Alexis'; John Van Laerhoven; Ksiemens@abbutsford.ca;

tdixon@fvrd.bc.ca; gaetz@chilliwack.com; stam@chilliwack.com;

waddington@chilliwack.com; ffacto@harrisonhotsprings.ca; wvicktor@fvrd.bc.ca

Subject: Moratorium to reduce immediate pressures on ALR lands by cannabis production

facilities

Dear Chairman Lum and Board of Directors of the Fraser Valley Regional District,

We are a citizens' group (Citizens Protecting Agricultural Land) based on the Seenich Peninsula on southern Vancouves Island who are witnessing sudden and unprecedented pressures on prime ALR lands by cannable production facility proposals and speculation.

We would like to bring your attention to a motion that was unanimously passed by the Central Saanich Municipal Council earlier this year to help address these pressures. The motion requests that the BC Premier and Agriculture Minister establish a minimum six month moratorium on further use of ALR lands to grow cannabis, to allow for consultation, discussion and a review of the use of ALR lands for the growth and production of marijuana. This timeout would give municipalities, residents, farmers, industry and the public an opportunity to share information, express concerns and discuss the challenges and special requirements demanded by marijuana production. The pause would provide decision makers with the time to consciously address where marijuana production facilities are best suited to be built and help to ensure that ALR lands are protected and preserved. The meratorium would also reduce the potential loss of productive ALR lands in the short-term, as it will be some time before the Agricultural land Commission are released and acted upon.

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Best regards,

Nancy Chapman, on-behalf of Citizens Protecting Agricultural Land (CPAL) aprotecting alcom



550 Poirier Street, Cogultiam, BC Canada V31 6A7 . Phone: 604-939-9701 . Fax: 604-939-6758

#### Defruitable Marie Whistern

BOARD OF

May 16, 2018

CHAIR:

Kerri Palmer Isaak

The Honourable Rob Fleming Minister of Education PO Box 9045, Stn Prov Govt Victoria, BC V8V 9E2 The Honourable Katrina Chen Minister of State for Child Care PO Box 9781 Stri Prov Govt Victoria, BC V8W 955

VICE-CHAIR:

Michael Thomas

Dear Minister Fleming and Minister Chen,

TRUSTEES:

Carol Cahoon Chuck Denison Barb Hobson

Lisa Park

Judy Shirra Diane Sowden

Keith Watkins

Re: Childcare Resources and Opportunities

On behalf of the Villages and Tri-Cities Mayors, the Coquitiam School District invites you both to meet with us to engage in a collaborative discussion around childcare resources and opportunities in our communities.

We have engaged in several conversations within our community on how best to support our children, understanding the concerns and issues facing parents of pre-school and elementary school students for child care needs, and how within our fimited resources to support our communities and children. We believe that engaging in a dialogue with our Provincial partners could assist in furthering this conversation and improving the understanding of this critical need.

We understand that you are both very busy and will make every effort to accommodate your meeting schedule. We look forward to the opportunity to meet in the near term.

Yours truly,

SCHOOL DISTRICT NO. 43 (COQUITLAM) BOARD OF EDUCATION

Kerrl Palmer Isaak

Chair, Board of Education

.. 12

Mayor Richard Stewart - Coquitlam

Mayor Mike Clay - Port Moody

Mayor Gree Moore - Port Coguitiam

Mayor John McEwen - Anmore

Mayor Ralph Drew - Belcarra

cc: Board of Education
Patricia Gartland, Superintendent of Schools
Chrls Nicolls, Secretary-Treasurer/CFO.



The Village of Lions Bay

By mail 30 May 2018

The Hon. Carole James
Minister of Finance & Deputy Premier
Room 153
Parliament Buildings
Victoria, BC V8V 1X4

Dear Minister:

#### New taxes in our community

I write per Council resolution, on behalf of the Village of Lions Bay.

1. We are still not certain whether Lions Bay as a member of MVRD is subject to the speculation tax<sup>1</sup>: we have received verbal indication both ways. But we are already certain that in Lions Bay this tax would not achieve any increase in long-term rental stock. Our absentee owners who want to rent their properties out are already doing so; those who don't will either pay the tax, or sell. One wonders whether any tax is going to change such a fundamental driver. More importantly municipally, this tax conflicts with our plans for rental housing, for volunteer firefighters, newcomers, young families, and valued ploneers. Our new Zoning Bylaw, carefully honed to local conditions, restricts use of housing stock for short term rentals, formalizes secondary suites, provides for subdivision below minimum lot size, and allows carriage houses on qualifying lots. This tax interferes with our community's approach, encouraging people to participate rather than penalising them if they don't.

Lions Bay's average 2018 residential assessment is \$1,718,463. If Lions Bay is indeed subject to the speculation tax, such an average property owned by a typical US summer resident would pay the province \$8,592 for this tax in 2018 and \$34,369 in 2019. It can be argued that a tax is a fee for value received. A fee to change behaviour is a fine. This one is ludicrous, and makes Lions Bay (and all affected communities) undesirable to a wide range of bona fide buyers, who certainly hope for gain on their investment, but who are not pejorative speculators. In Lions Bay this tax may collapse the local market, and will have no effect on rental housing. More broadly, this tax may calm speculation briefly, but it will not reduce the money laundering that is presumably its driver (since

Whereby vacant residential properties in select areas that are not rented out in increments of at least 30 days for at least 3 months (2019, 6 months), require payment of 0.5% on the property value, with a \$2,000 credit for BC residents (2019, 2% for foreign investors and satellite families, 1% for Canadian citizens and permanent residents not in BC, and the 0.5% for those in BC).

those buyers are not sensitive to a few more cents on the dollar). If the tax prevails in Lions Bay, we respectfully request that it be transferred to us to run our municipality, for example to fund the staff housing we need.

2. The surtax<sup>2</sup> on properties over \$3 mil., which is not in fact a school tax, would impact 39 of our 572 taxable residential parcels in 2018, raising a further \$119,884 or 8.3 percent on Lions Bay's current total 2018 municipal property tax. Put another way, municipal property tax on the parcels in question is \$234,434, and the reason we're not arbitrarily squeezing another \$119,884 from them — even if we had the legislative power — is because it would be patently unfair. You doubtless have heard from far and wide of house-rich but cash-poor homeowners, but it's worse than that. It's disingenuous to tell people they have the option to defer taxation to their estate. Whether the cash is paid now or later is irrelevant—this is an asset tax. It is capricious, divisive, inequitable and unprincipled. If government constitutionally believes that taxpayers should pay it regardless, we request that be transferred to us to run our own municipality, starting with a well-scoped \$30 mil. shortfall in past infrastructure investment.

On this topic, can we now be allowed to indicate on future municipal tax bills that the "school tax" line items no longer bears any relationship to school funding? Can we in fact label it what it is, a "Provincial Property Tax?"

- I'll add our voice to the long-term widespread dislike of the property transfer tax, even before the latest increases<sup>a</sup>. This recurring cash grab is simply not worthy of a province that prides itself on equity and progressive thinking.
- 4. Finally, the Employer Health Tax will cost Lions Bay municipality an extra estimated \$10,264 in 2019, according to our understanding of the rules so far. I note the proposed double-dip for a few years, and also that since we already have little in the way of services to cut, we would fund it with a 0.7 percent tax increase, a textbook download. We respectfully request that municipalities be exempt.

#### CONCLUSION & ASKS

As measures to cool the housing market, the proposed fees seem to already be working at the high end of the market, perhaps all too well. As to polls showing "widespread support" to "improve housing affordability," I contend that respondents simply haven't understood that these are only asset taxes, and that while they will certainly raise revenue from the asset rich, they will have little impact on the affordable housing market. Making that impact is the Job of local governments that understand their communities. Taking this money out of the community is not helping us do that.

We respectfully request that you review these changes for arbitrariness and unintended consequences, and if they stand, to pay monies raised to the municipalities producing them.

<sup>2 0.2%</sup> of assessed value on residential properties assessed over \$3 mil. plus 0.4% of the parties over \$4-mil.

Over and above the now 20% foreign buyer tax, a further tax of 5% of the transaction over \$3 mil., on top of the existing 3% from \$2 mil. to 3 mil., 2% between \$200,000 and \$2 mil, and 1% of the price under \$200,000.

Further, may we suggest that a more effective approach to raising the revenue and having the desired long-term effect on housing in BC, is to fix the money laundering, untaxed foreign capital, and local securities fraud, that underlies it all?

#### PREVIOUS REQUESTS

To consolidate here Lions Buy's other recent representations to your Ministry, you may recall the deputation at the last UBCM from Metro's small underfunded municipalities, I ions Bay, Anmore, Belcarra and Bowon Island. You may also recall my view then of Lions Bay's fiscal reality as a slow death spiral. To slow the spiral, we ask for your help on some of the points we raised then:

- We asked that our taxpayers participate in the Rural & Northern Benefit, on the same grounds as current participants. If the rumour that has this programme ending is correct, our request is of course moot.
- We asked for an uplift to the Small Communities Grant to compensate for the added fiscal challenge
  we face simply by being located in the MVRD:
  - Inflated bids for too-small projects.
  - The need to pay metropolitan rates and allowances for staff, and more usually consultants, to secure the expertise that all municipalities need, independent of their size: purchasing, engineering, finance, HR, bylaw enforcement, public safety, planning, building inspection, legal and more.
- Ceding of a modicum of inbounds provincial land to provide a land bank patrimony, same as older municipalities received when they incorporated.

Sincerely,

THE VILLAGE OF LIONS BAY

Kore H. Buch

Kari Buhr, Mayor

Copies by email to Lions Bay's MLA and MP, and to Councils of all MVRD, FVRD, CRD and NRD municipalities, and Kelowna and West Kelowna.