



VILLAGE OF ANMORE

COUNCIL MINUTES

Minutes of the Regular Council Meeting held on Tuesday, May 5th, 2015 at the portable classroom at Anmore Elementary School, 30 Elementary Road, Anmore, B.C.

ELECTED OFFICIALS PRESENT

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

STAFF PRESENT

Karen-Ann Cobb, *Acting* Chief Administrative Officer
Kevin Dicken, Manager of Public Works and *Acting* Approving Officer
Carmen Disiewich, *Acting* Deputy Corporate Officer
Brent Elliott, Planning Consultant, CitySpaces

1. CALL TO ORDER

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

2. ADDITIONS AND DELETIONS TO THE AGENDA

Council agreed to add items 11(g) – In-Camera Council Meeting and 11(h) – RFP Building Inspector/Bylaw Enforcement Officer

3. APPROVAL OF THE AGENDA

R79/2015 It was MOVED and SECONDED:

“THAT THE AGENDA BE APPROVED AS AMENDED.”

CARRIED UNANIMOUSLY

4. PETITIONS AND DELEGATIONS

Nil

5. ADOPTION OF MINUTES

(a) Minutes of the Regular Council Meeting held on April 21st, 2015

R80/2015 It was MOVED and SECONDED:

**“THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD
ON APRIL 21ST, 2015 BE ADOPTED AS AMENDED.”**

CARRIED UNANIMOUSLY

6. BUSINESS ARISING FROM THE MINUTES

Nil

7. BYLAWS

(a) Anmore Prepayment Plan Bylaw No. 539, 2015

R81/2015 It was MOVED and SECONDED:

**“THAT ANMORE PREPAYMENT PLAN BYLAW NO.
539, 2015 BE RECONSIDERED AND ADOPTED.”**

CARRIED UNANIMOUSLY

(b) Anmore Tax Rates Bylaw No. 540, 2015

R82/2015 It was MOVED and SECONDED:

**“THAT ANMORE TAX RATES BYLAW NO. 540, 2015
BE RECONSIDERED AND ADOPTED.”**

CARRIED UNANIMOUSLY

8. CORRESPONDENCE

R83/2015 It was MOVED and SECONDED:

“THAT ALL CORRESPONDENCE CIRCULATED AND FILED IN THE VILLAGE OFFICE BE RECEIVED.”

CARRIED UNANIMOUSLY

(a) National Public Works Week – May 17th to 23rd, 2015 – “Community Begins Here”

Council discussed the letter from Deryk Lee, PWABC President, requesting Mayor and Council to proclaim the week of May 17th to 23rd, 2015 as “National Public Works Week” in the Village of Anmore.

R84/2015 It was MOVED and SECONDED:

“THAT MAYOR AND COUNCIL PROCLAIM THE WEEK OF MAY 17TH TO 23RD, 2015 AS NATIONAL PUBLIC WORKS WEEK IN THE VILLAGE OF ANMORE.”

CARRIED UNANIMOUSLY

(b) Proclamation for National Missing Children’s Month and Missing Children’s Day

Council discussed the letter from Crystal Dunahee, President, Child Find BC requesting Mayor and Council to proclaim the month of May as “Missing Children’s Month” and May 25th, 2015 as “Missing Children’s Day” in the Village of Anmore.

R85/2015 It was MOVED and SECONDED:

“THAT MAYOR AND COUNCIL PROCLAIM THE MONTH OF MAY AS MISSING CHILDREN’S MONTH AND MAY 25TH, 2015 AS MISSING CHILDREN’S DAY IN THE VILLAGE OF ANMORE.”

CARRIED UNANIMOUSLY

9. COMMITTEE REPORTS AND RECOMMENDATIONS

(a) Heritage and Cultural Committee

R86/2015 It was MOVED and SECONDED:

**“THAT TRUDY SCHNEIDER AND LINDA WEINBERG
BE APPOINTED TO THE HERITAGE AND CULTURAL COMMITTEE.”**

CARRIED UNANIMOUSLY

10. UNFINISHED BUSINESS

Nil

11. NEW BUSINESS

(a) Village Centre Policy Statement

Brent Elliott, Planning Consultant from City Spaces, presented the Policy Statement with Council. Highlights of discussions are recorded as follows:

- Mr. Elliott explained the goal is to seek Council’s approval to confirm that the concept of the Village centre and how it is being evolved is heading in the right direction.
- Mr. Elliott noted that it is still the early days and recognize that more work is to be done on a technical level from Staff as well as working with engineering on road alignments to see what’s feasible which then will be reported back to Council.
- The conversation will continue with the community once the concepts are more evolved.

Mayor McEwen invited Council to ask questions and provide comments. Highlights of discussions are recorded as follows:

- Councillor Thiele noted under “Village Centre Objective” there is no mention of the use for an indoor community gathering space with potential recreational space as a long term objective. Mr. Elliott explained that the intent of the Policy Statement at this stage, is to set out the policy direction the structural elements of what the space could be used for, would be brought forth as a community discussion. He agreed to add “open areas” or “indoor areas”.

11. NEW BUSINESS (CONTINUED)

(a) Village Centre Policy Statement (Continued)

- Councillor Weverink questioned if Spirit Park is shown as parkland, could it be “moved around” or adjusted if the Village Centre is reconfigured? Mr. Elliott responded that Spirit Park could be as it is today, expanded, and could also be adjusted.
- Councillor Trowbridge noted that Spirit Park consists of .94 acres currently and parks are always fixed; within that total envelope could it be retained as park if it was needed to be moved? Mr. Elliott answered yes, from a land use perspective.

R87/2015 It was MOVED and SECONDED:

“THAT COUNCIL ADOPT THE VILLAGE OF ANMORE VILLAGE CENTRE POLICY STATEMENT, AS THE BASIS TO IMPLEMENT THE VILLAGE CENTRE CONCEPT AS FUTURE OPPORTUNITIES ARISE.”

CARRIED UNANIMOUSLY

(b) Appointment of Acting Chief Administrative Officer

R88/2015 It was MOVED and SECONDED:

“THAT KAREN-ANN COBB BE APPOINTED AS ACTING CHIEF ADMINISTRATIVE OFFICER EFFECTIVE APRIL 20TH, 2015 AND CONTINUE IN THAT POSITION UNTIL FURTHER NOTICE.”

CARRIED UNANIMOUSLY

(c) Appointment of Acting Approving Officer

R89/2015 It was MOVED and SECONDED:

“THAT KEVIN DICKEN BE APPOINTED AS ACTING APPROVING OFFICER EFFECTIVE APRIL 20TH, 2015 AND CONTINUE IN THAT POSITION UNTIL FURTHER NOTICE.”

CARRIED UNANIMOUSLY

11. NEW BUSINESS (CONTINUED)

(d) Appointment of Acting Deputy Corporate Officer

R90/2015 It was MOVED and SECONDED:

“THAT CARMEN DISIEWICH BE APPOINTED AS ACTING DEPUTY CORPORATE OFFICER EFFECTIVE MAY 1ST, 2015 AND CONTINUE IN THAT POSITION UNTIL FURTHER NOTICE.”

CARRIED UNANIMOUSLY

(e) Staff Signing Authorities

R91/2015 It was MOVED and SECONDED:

“THAT COUNCIL REAFFIRMS THAT KAREN-ANN COBB, ACTING CHIEF ADMINISTRATIVE OFFICER BE THE AUTHORIZED STAFF SIGNATORY AND FURTHER THAT KEVIN DICKEN, ACTING APPROVING OFFICER/MANAGER OF PUBLIC WORKS BE THE ALTERNATE.”

CARRIED UNANIMOUSLY

(f) In-Camera Council Meeting – May 5th, 2015

R92/2015 It was MOVED and SECONDED:

“THAT PURSUANT TO SECTION 90(1)(C) [LABOUR RELATIONS] AND SECTION 90(1)(I) [LEGAL] OF THE COMMUNITY CHARTER, THAT COUNCIL HOLDS AN IN-CAMERA COUNCIL MEETING FOLLOWING THE REGULAR COUNCIL MEETING SCHEDULED FOR MAY 5TH, 2015.”

CARRIED UNANIMOUSLY

11. NEW BUSINESS (CONTINUED)

(g) In-Camera Council Meeting – May 19th, 2015

R93/2015 It was MOVED and SECONDED:

“THAT PURSUANT TO SECTION 90(1)(I) OF THE COMMUNITY CHARTER, THAT COUNCIL HOLDS AN IN-CAMERA COUNCIL MEETING ON TUESDAY, MAY 19TH, 2015 AT 6:00 P.M. IN PREPARATION OF THE ANNUAL REPORT.”

CARRIED UNANIMOUSLY

(h) Memorandum RFP# ANM2015-01 Building Inspector/Bylaw Enforcement Officer

Kevin Dicken, Manager of Public Works, presented his report dated May 5th, 2015 regarding RFP# ANM2015-01 Building Inspector/Bylaw Enforcement Officer. Highlights of discussions are recorded as follows:

- An RFP went out for a Building Inspector/Bylaw Enforcement Officer contract position to see if there was any interest.
- Closed on May 1st with one response.
- The applicant proposed 35 hours per week of Building Inspection and Bylaw Enforcement.
- The proposed rate was \$75.00/hour with a vehicle rate of \$.55/km
- The estimated annual cost is approximately \$140,000.00.
- Currently the Village has a contract position for a Building Inspector, with no Bylaw Enforcement Officer.
- Staff and Council have a strong interest in having a Bylaw Enforcement Officer
- The Village spent \$83,850.00 for contracted Building Inspection services in 2014, and could possibly spend \$100,000.00 in 2015.
- To contract out for both services for 20 hours per week it would cost annually \$143,000.00.
- If Council wishes to go with an in-house employee with combined services after researching on Civic Info, the Village would pay out a salary range of \$75,000.00 to \$82,000.00 with the fully burdened cost range of \$91,000.00 to \$100,000.00.

Mayor McEwen opened it up for discussion for Council.

11. NEW BUSINESS (CONTINUED)

(h) Memorandum RFP# ANM2015-01 Building Inspector/Bylaw Enforcement Officer (Continued)

- Councillor Froese questioned if the salary range offered on Municipal Services BC, had any lower opportunities? The Manager of Public Works explained there were 3 other municipalities at a lower rate, however the cost of living would be significantly lower.
- Councillor Thiele stated currently the Village's Building Inspector services are offset by building permit fees. She noted, with this new model, there would always be a person available at the Village office as well as outside business hours.
- Councillor Thiele noted when municipal fines are issued, there is a source of revenue. Is there a sense of what that could look like? The Manager of Public Works noted having a bylaw enforcement officer should decrease the amount of tickets being issued because the bylaws would be monitored daily in the Village.
- Councillor Weverink has concerns regarding the additional overtime that will be required for a building inspector if the position is split. The Manager of Public Works explained our current Building Inspectors put in roughly 25 hours per week.
- Councillor Trowbridge questioned the 35 hours a week. The Manager of Public Works noted Policy 1 states in-house Staff work a 35 hour work week but it could be changed.
- Mayor McEwen questioned the difference between the recommendation and what was put out for RFP? The Manager of Public Works explained that the RFP was for a contract position, which would be a about a \$3,000.00 savings if an in-house employee was hired.
- Councillor Froese explained it was discussed to put out an RFP in hopes it would be less costly to hire a contract person but in turn found out it would be better for an in-house employee.

It was MOVED and SECONDED:

"THAT COUNCIL GIVE CONSIDERATION TO ADVERTISING FOR A STAFF BUILDING INSPECTOR/BYLAWS ENFORCEMENT OFFICER WITH A SALARY RANGE OFFER OF \$75,000.00 - \$82,000.00 COMMENSURATE WITH EXPERIENCE AND QUALIFICATIONS; THE FULLY BURDENED COST RANGE IS \$91,000.00 - \$100,000.00."

11. NEW BUSINESS (CONTINUED)

(i) Memorandum RFP# ANM2015-01 Building Inspector/Bylaw Enforcement Officer (Continued)

Councillor Thiele requested to table the advertising for the Staff Building Inspector/Bylaw Enforcement Officer position to discuss In-Camera.

R94/2015 It was MOVED and SECONDED:

“MOVED TO TABLE.”

CARRIED UNANIMOUSLY

12. MAYOR’S REPORT

Nil

13. COUNCILLORS’ REPORT

Councillor Trowbridge reported that:

- He will be representing Anmore at the City of Port Coquitlam’s May Day Parade.

Councillor Weverink reported that:

- He enjoyed the Volunteer Appreciation Evening and thanked all of the volunteers.
- He and Councillor’s Thiele and Trowbridge have started to plan the upcoming Ma Murray Day in which there will be a youth talent showcase, car show, artisans, music and community booths.
- He will be attending the Tri-Cities Early Childhood Development Community Awards Dinner.
- He and Mayor McEwen met with Fortis BC to review the connection between the two schools and Spirit Park through the gas right of way at Mossom Creek and found where a future trail can be built.

13. COUNCILLORS' REPORT (CONTINUED)

Councillor Thiele reported that:

- She will be scheduling an Emergency Preparedness Committee meeting next Thursday once the Red Cross confirms that they are able to attend.
- The Council of Council's meeting scheduled for this Saturday has been cancelled.
- A call out for volunteers for Ma Murray Day will be going out to residents.
- She attended the Volunteer Appreciation Evening and thanked Staff and all volunteers.
- On Monday, May 11th a Joint Committee meeting with APC, Environment Committee and Parks & Recreation Committee where Brent Elliott will be giving a presentation on the two proposed CD rezoning.
- In 2007, the Village had a Community Wildfire Protection Plan put together. The plan was a risk assessment showing the likelihood of forest fires in which 22 recommendations were to be implemented. To date, none have been implemented. Councillor Thiele would like the Protective Services Committee to review the plan and come back to Council with their recommendations.

R95/2015 It was MOVED and SECONDED:

**"THAT THE PROTECTIVE SERVICES COMMITTEE REVIEW
ANMORE'S WILDFIRE PROTECTION PLAN AND MAKE
RECOMMENDATIONS TO COUNCIL ON HOW BEST TO
IMPLEMENT THE RECOMMENDATIONS IN THE PLAN."**

CARRIED UNANIMOUSLY

14. CHIEF ADMINISTRATIVE OFFICER'S REPORT

Karen-Ann Cobb reported that:

- Utility Bills are due on May 13th in which afterwards a 10% penalty will be applied to all unpaid accounts.
- The Finance Department is currently preparing 2015 tax notices which will be sent out by the end of the month.
- The Manager of Financial Services has finalized and filed all required reports to Victoria for 2015 and is in the process of finalizing the financial statements with the auditors. The statements will be presented at the next Council meeting.

14. CHIEF ADMINISTRATIVE OFFICER'S REPORT (CONTINUED)

Karen-Ann Cobb reported that: (Continued)

- The Building Department is very busy with 22 active building permits carried over from 2014 as well as of April 30th, 10 more building permits have been issued for single family dwelling, with 2 pending permits and 2 more applications that have been dropped off and are yet to be reviewed. There were also 8 permits issued for fire suppression and pools.
- Water Modelling Plan will be presented at the next Council meeting.
- The transition in the office is going well and everyone is moving forward.
- On June 2nd at 6:30 p.m. the new OIC, Superintendent Sean Maloney, would like to meet with Mayor and Council.
- She would like to thank Carmen Disiewich and Michelle Nalleweg for all their work for the Volunteer Appreciation Evening.

Councillor Thiele questioned when the new Anmore website will be launched. Staff stated that it should be launching within the next week to 10 days.

Kevin Dicken reported that:

- Water main flushing to take place on May 11th and will take a couple of weeks to complete. Information has been posted on our website and on the Village signboards.
- The Annual Water Purveyors Report to be completed June 1st which will be available at the Village office as well as on our website.
- He is looking forward to the Water Utility Master Plan which will be a very good guideline for the Village and will identify current shortfalls of our system. He was happy to not find many surprises within the plan.
- A water leak was found on the Eaglecrest water system which in the past, was known to be a private system but after investigating further it was confirmed that it is in fact municipal. The leak has since been fixed.

15. PUBLIC QUESTION PERIOD

Charles Christie, Sunnyside Road, questioned the amount that the Village pays out to the current building inspector. Staff responded that \$83,850.00 in 2014 as a contract position.

James Wall, Sunnyside Road questioned how to become a member of the Heritage and Cultural Committee. Mayor McEwen noted that the call out for committee members had already passed, but the public is welcome to attend any Committee meeting.

Dr. Lynn Burton, Sugar Mountain Way, questioned the tax percentage increase? Staff responded that the tax increase is 9.5%.

Dr. Lynn Burton also noted the spraying that was done on April 30th off of Summerwood Lane, and questioned if it is consistent with Council proclaiming Anmore as a "GE Free Zone?" Staff answered that the GE Free Zone is mostly speaking to crops and food production and after reading the GE Free BC Vision Statement he feels it is consistent.

Dr. Lynn Burton questioned if there is an update to the Local Government Auditor General? Staff responded that there has not been an update as of yet.

16. CONCLUSION

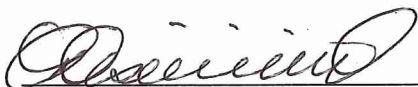
R96/2015 It was MOVED and SECONDED:

"THAT THE MEETING BE ADJOURNED."

CARRIED UNANIMOUSLY

The meeting adjourned at 7:58 p.m.

Certified Correct:



Carmen Disiewich
Acting Deputy Corporate Officer

Approved:



John McEwen
Mayor