

## REGULAR COUNCIL MEETING AGENDA

Agenda for the Regular Council Meeting scheduled for Tuesday, November 20, 2018  
at 7:00 p.m. in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC

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**1. CALL TO ORDER**

**2. APPROVAL OF THE AGENDA**

Recommendation: That the Agenda be approved.

**3. PUBLIC INPUT**

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

**4. DELEGATIONS**

**5. ADOPTION OF MINUTES**

page 5 **(a) Minutes of the Regular Council Meeting held on October 16, 2018**

Recommendation: That the Minutes of the Regular Council Meeting held on October 16, 2018 be adopted.

page 12 **(b) Minutes of the Inaugural Meeting held on November 6, 2018**

Recommendation: That the Minutes of the Inaugural Meeting held on November 6, 2018 be adopted.

**6. BUSINESS ARISING FROM MINUTES**

**7. CONSENT AGENDA**

*Note: A member who wants to remove an item for discussion may do so at this time.*

Recommendation: That the Consent Agenda be adopted.

**(a) Advisory Planning Commission – Council Liaison**

Recommendation: That Mayor McEwen be appointed as Council Liaison to the Advisory Planning Commission.

**(b) Community Engagement, Culture and Inclusion Committee – Chair**

Recommendation: That Councillor Krier be appointed as Chair of the Community Engagement, Culture and Inclusion Committee.

**(c) Environment Committee – Chair**

Recommendation: That Councillor Weverink be appointed as Chair of the Environment Committee.

**(d) Parks and Recreation Committee – Chair**

Recommendation: That Councillor Trowbridge be appointed as Chair of the Parks and Recreation Committee.

**(e) Public Safety Committee – Chair**

Recommendation: That Councillor Laidler be appointed as Chair of the Public Safety Committee.

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**(f) School District No. 43 (Coquitlam) – Child Care Task Force**

Letter dated October 9, 2018 from School District No. 43 (Coquitlam) is attached.

Recommendation: That Councillor Krier be appointed as the Village of Anmore representative to the School District No. 43 (Coquitlam) – Child Care Task Force.

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**(g) Federation of Canadian Municipalities – Change in “one-third” Federal Tax Exemption for Elected Officials**

Recommendation: That Staff be directed to commence recruitment for a new Council Remuneration Task Force with a mandate to review Anmore Council remuneration and expenses; And That the Federation of Canadian Municipalities guide regarding the change in one-third federal tax exemption for elected officials be referred to the Task Force for their review and report back on the implications for Anmore.

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**(h) Invasive Species Council of Metro Vancouver – Report (2018)**

Recommendation: That Council endorse the recommendations in the 2018 report prepared by the Invasive Species Council of Metro Vancouver; And That the report be referred to the Environment Committee for information.

**8. ITEMS REMOVED FROM THE CONSENT AGENDA****9. LEGISLATIVE REPORTS**page 29 **(a) Works and Services Amendment Bylaw No. 583-2018**

Recommendation: That Anmore Works and Services Amendment Bylaw No. 583-2018 be adopted.

page 30 **(b) Tree Management Bylaw No. 587-2018**

Report dated November 16, 2018 from the Manager of Development Services is attached.

Recommendation: That Anmore Tree Management Bylaw No. 587-2018 be read a first, second and third time.

**10. UNFINISHED BUSINESS****11. NEW BUSINESS****(a) Schedule of Regular Council Meetings – 2019**

Recommendation: That Council endorse the schedule of Regular Council Meetings for 2019, as follows:

January 8, 22	April 2, 16	July 2, 16	October 1, 15
February 5, 19	May 7, 21	August - nil	November 5, 19
March 5, 19	June 4, 18	September 3, 17	December 3, 17

page 49 **(b) General Local Election 2018 – Results and Statistics**

Report dated November 12, 2018 from the Chief Election Officer is attached.

**12. MAYOR'S REPORT****13. COUNCILLOR REPORTS****14. CHIEF ADMINISTRATIVE OFFICER'S REPORT**

**15. INFORMATION ITEMS**

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

- page 63 - Environment Committee Meeting Minutes of September 20, 2018
- page 65 - Parks and Recreation Committee Meeting Minutes of February 7, 2018

**(b) General Correspondence**

- page 69 - Thank you letter dated November 15, 2018 from 1<sup>st</sup> Anmore Scouts

**16. PUBLIC QUESTION PERIOD**

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

**17. ADJOURNMENT**



## REGULAR COUNCIL MEETING – MINUTES

Minutes of the Regular Council Meeting held on  
Tuesday, October 16, 2018 in Council Chambers at  
Village Hall, 2697 Sunnyside Road, Anmore, BC



### ELECTED OFFICIALS PRESENT

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

### ELECTED OFFICIALS ABSENT

Councillor Ryan Froese

### OTHERS PRESENT

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

#### 1. Call to Order

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

#### 2. Approval of the Agenda

It was MOVED and SECONDED:

R203/2018                      "THAT THE AGENDA BE APPROVED AS CIRCULATED."

CARRIED UNANIMOUSLY

#### 3. Public Input

Nil

#### 4. Delegations

##### (a) **Anmore Green Estates Strata – Septic Field**

Juli Halliwell reported that on Friday, October 12 at 3:55 p.m. the Village received a BC Supreme Court Notice of Hearing from the owners of Strata Plan LMS3080, otherwise known as Anmore Green Estates and Anmore Estates Ltd. Ms. Halliwell added that, as a result of the open legal file, members of Council and Staff are unable to comment publicly on any matter pertaining to the Notice; however, the Village is honouring the delegation request to be heard.

Brandie Roberts, 105 Blackberry Drive, introduced herself as the Vice President of Anmore Green Estates (AGE) Strata Council and thanked Council for the opportunity to

present information. She also introduced Fawn Ross of AE Associates and Victor who is the President of AGE Strata Council.

Ms. Roberts wanted to express community's point of view and she confirmed submission of the court petition. She relayed that the Strata is open to having a dialogue outside of the courts to come to a resolution. She shared two key messages: the Strata cannot tolerate the potential health hazard to children from their septic system and they will do whatever they can to get to sewer connection. Secondly, the financial risk associated with the development of the septic lands. Ms. Roberts indicated that the subdivision application not set in stone and that the septic field lands are important to community and that the community is supportive of the value of the lands funding the eventual connection costs. She doesn't know how they will pay for connection without the septic lands. There are 51 families at financial risk; as a community, they want to better understand what the perspective of the current and acclaimed council members are.

Mayor reiterated that Council and Staff are unable to provide comment at this time.

**5. Adoption of Minutes**

**(a) Minutes of the Regular Council Meeting held on October 2, 2018**

It was MOVED and SECONDED:

R204/2018                      **"THAT THE MINUTES OF THE REGULAR COUNCIL MEETING  
HELD ON OCTOBER 2, 2018 BE ADOPTED AS CIRCULATED."**

**CARRIED UNANIMOUSLY**

**6. Business Arising from Minutes**

Nil

**7. Consent Agenda**

It was MOVED and SECONDED:

R205/2018                      **"THAT THE CONSENT AGENDA BE ADOPTED, WITH ITEM  
7(D) REMOVED."**

**CARRIED UNANIMOUSLY**

**(a) Youth Parliament of British Columbia Alumni Society – British Columbia Youth Parliament, 90th Parliament**

Letter dated September 18, 2018 from Rhonda Vanderfluit, Registrar, is attached.

Recommendation: That the letter dated September 18, 2018 from Youth Parliament of British Columbia Alumni Society regarding British Columbia Youth Parliament 90th Parliament be referred to the Youth Committee for information; And That Staff be requested to post event information to the Village website.

**(b) Ministry of Attorney General – Retail Sale of Non-Medical Cannabis**

Letter dated October 4, 2018 from David Eby, Attorney General, and Mike Farnworth, Minister of Public Safety and Solicitor General, is attached.

Recommendation: That the letter dated October 4, 2018 from Ministry of Attorney General regarding Retail Sale of Non-Medical Cannabis be received and referred to Staff for information.

**(c) Ministry of Children and Family Development – Foster Family Month (October)**

Letter dated October 4, 2018 from Katrine Conroy, Minister of Children and Family Development, is attached.

Recommendation: That the letter dated October 4, 2018 from Ministry of Children and Family Development regarding the Proclamation of October as Foster Family Month be received; And That Staff be requested to post related information to the Village website.

**(d) Heritage Woods Secondary School – Donation Request**

Item removed

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

Mayor McEwen recused himself at 7:08 p.m. due to a conflict. Acting Mayor Weverink took over as Chair.

**(a) Heritage Woods Secondary School – Donation Request**

It was MOVED and SECONDED:

R206/2018                    **“THAT COUNCIL AWARD A DONATION TO HERITAGE WOODS SECONDARY SCHOOL FOR TWO HUNDRED DOLLARS (\$200.00) FOR HWSS DRY GRAD 2019.”**

**CARRIED UNANIMOUSLY**

Mayor McEwen returned to the meeting and resumed the role of Chair at 7:10 p.m.

**9.     Legislative Reports**

**(a)    Works and Services Amendment Bylaw No. 584-2018**

Report dated September 13, 2018 from the Manager of Development Services is attached.

It was MOVED and SECONDED:

R207/2018                    **“THAT FIRST, SECOND AND THIRD READING OF ANMORE WORKS AND SERVICES AMENDMENT BYLAW NO. 584-2018 BE RESCINDED.”**

**CARRIED UNANIMOUSLY**

It was MOVED and SECONDED:

R208/2018                    **“THAT ANMORE WORKS AND SERVICES AMENDMENT BYLAW NO. 584-2018 BE READ A FIRST, SECOND AND THIRD TIME.”**

**CARRIED UNANIMOUSLY**

**(b)    Smoking Control Amendment Bylaw No. 585-2018**

It was MOVED and SECONDED:

R209/2018                    **“THAT ANMORE SMOKING CONTROL AMENDMENT BYLAW NO. 585-2018 BE ADOPTED.”**

**CARRIED UNANIMOUSLY**

**10.    Unfinished Business**

Nil

**11. New Business****(a) School District No. 43 (Coquitlam) – Child Care Task Force**

It was MOVED and SECONDED:

R210/2018

**“THAT COUNCIL DEFER APPOINTMENT TO THE CHILD CARE TASK FORCE UNTIL NOVEMBER 2018.”**

**CARRIED UNANIMOUSLY**

**12. Mayor's Report**

Mayor McEwen reported that:

- The Village has had some challenges with paving due to the Enbridge pipeline burst and fire, we are limited to how much paving we can complete due to supply issues with asphalt
- Thank you to staff for all of the work that has been accomplished this term
- A big thank you to Council for the time and effort they have put in to this Council this past 4 years

**13. Councillors Reports**

Councillor Weverink reported that:

- Echoed Mayor McEwen's comments and he is looking forward to next 4 years
- He is proud of what's been accomplished and he's enjoyed it

Councillor Trowbridge reported that:

- Echoed comments made by Mayor McEwen and Councillor Weverink
- You have to care about Anmore passionately to do this job as it's pretty thankless
- Thank you to everyone

Councillor Thiele reported that:

- She has been thinking retrospectively about time on Council; she feels that her family was with her through all of it. She thanked her husband for putting up with a lot of late nights
- When she joined council through by-election in 2012 there was a lack of lack of progress due to instability on Council. She quickly became aware of emergent issues including legal cases, mold and rodent issues in the Village Hall and issues with water system. There were big things that needed to get done. In 2 years Council worked on those issues and commissioned a series of plans to gather required data which allowed future Councils to make decisions founded on data not anecdotal information
- One thing done that she's proud of is completion of Asset Management Plan – which is our road map for the future. Found out we weren't in as bad a situation than we thought in terms of financial sustainability

- Personally she served as chair of the Protective Services for 4 years, advocated for predictable funding for emergency management. Now have an annual budget for emergency planning. Developed an evacuation plan we didn't have a collaborative approach to dealing with SVFD and she tried to open the lines of communication between them and staff and committees
- This term she became Chair of the Community Engagement, Culture and Inclusion Committee. The committee was set up because we need to hear from everyone in the community – she wanted to have a place for those voices to come to Council
- She thanks her council colleagues and appreciates the good work that has been done together. She has tried to respectfully listen to everyone
- Thank the community for allowing me to serve you, my family and Council and everyone here

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

Ms. Halliwell reported that:

- On October 17, cannabis was legalized in Canada, the Village's Smoking Bylaw was adopted by Council tonight and now includes cannabis and e-cigarettes as well as tobacco; direction was also provided by Council to look into Cannabis Act
- October 18 at 10:18am is Shake Out BC, which is an annual event encouraging everyone to "Drop, Cover and Hold"
- General Voting Day is Saturday, October 20 between 8:00am to 8:00pm in Council Chambers
- The Inaugural Meeting for new Council will be held on November 6, 2018
- The first regular Council meeting to discuss business will be November 20, 2018
- The annual Halloween Event happening on October 31, fireworks going off at 8:30pm and hot chocolate will be served. If anyone would like to donate can do so at Village Hall

#### **15. Information Items**

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

Nil

##### **(b) General Correspondence**

Nil

#### **16. Public Question Period**

Glen Coutts, 105 Elementary Road – said thank you for being on Council for 4 years.

**17. Adjournment**

It was MOVED and SECONDED:

R211/2018                    **“TO ADJOURN.”**

**CARRIED UNANIMOUSLY**

The meeting adjourned at 7:29 p.m.

Certified Correct:

Approved by:

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Christine Baird  
Manager of Corporate Services

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John McEwen  
Mayor

## INAUGURAL MEETING MINUTES

Minutes of the Inaugural Meeting held on Tuesday, November 6, 2018  
at 8:30pm in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC

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### **ELECTED OFFICIALS PRESENT**

Mayor John McEwen  
Councillor Polly Krier  
Councillor Tim Laidler  
Councillor Kim Trowbridge  
Councillor Paul Weverink

### **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**

The Manager of Corporate Services called the Inaugural Meeting to order at 8:32 p.m.

#### **2. ADMINISTRATION OF OATH OF OFFICE**

The Manager of Corporate Services administered the Oath of Office to:

Mayor-elect John McEwen  
Councillor-elect Polly Krier  
Councillor-elect Tim Laidler  
Councillor-elect Kim Trowbridge  
Councillor-elect Paul Weverink

#### **3. INAUGURAL ADDRESS - MAYOR McEWEN**

#### **4. INAUGURAL ADDRESS - COUNCILLOR KRIER**

#### **5. INAUGURAL ADDRESS - COUNCILLOR LAIDLER**

#### **6. INAUGURAL ADDRESS - COUNCILLOR TROWBRIDGE**

#### **7. INAUGURAL ADDRESS - COUNCILLOR WEVERINK**



**8. APPOINTMENT OF ACTING MAYOR**

It was MOVED and SECONDED:

R212/2018            “THAT ACTING MAYOR APPOINTMENTS BE DESIGNATED AS FOLLOWS: COUNCILLOR KRIER FOR THE MONTHS OF NOVEMBER, DECEMBER, JANUARY; COUNCILLOR LAIDLER FOR THE MONTHS OF FEBRUARY, MARCH, APRIL; COUNCILLOR TROWBRIDGE FOR THE MONTHS OF MAY, JUNE, JULY; AND COUNCILLOR WEVERINK FOR THE MONTHS OF AUGUST, SEPTEMBER, OCTOBER.”

CARRIED UNANIMOUSLY

**9. APPOINTMENT OF VILLAGE SIGNATORIES**

It was MOVED and SECONDED:

R213/2018            “THAT MAYOR MCEWEN BE DESIGNATED AS THE COUNCIL SIGNATORY FOR THE VILLAGE OF ANMORE; AND THAT COUNCILLOR KRIER BE DESIGNATED AS THE ALTERNATE COUNCIL SIGNATORY;

AND THAT, THE CHIEF ADMINISTRATIVE OFFICER BE DESIGNATED AS THE STAFF SIGNATORY FOR THE VILLAGE OF ANMORE; AND THAT, THE MANAGER OF CORPORATE SERVICES AND THE MANAGER OF DEVELOPMENT SERVICES BE DESIGNATED AS THE RESPECTIVE PRIMARY AND SECONDARY ALTERNATE STAFF SIGNATORIES;

AND FURTHER THAT, THERE MUST BE ONE COUNCIL SIGNATORY AND ONE STAFF SIGNATORY ON ALL VILLAGE-ISSUED PAYMENTS.”

CARRIED UNANIMOUSLY

**10. APPOINTMENT OF REGIONAL DISTRICT BOARD DIRECTOR**

It was MOVED and SECONDED:

R214/2018            “THAT MAYOR MCEWEN BE APPOINTED AS A DIRECTOR OF THE METRO VANCOUVER REGIONAL DISTRICT BOARD; AND THAT COUNCILLOR WEVERINK BE APPOINTED AS AN ALTERNATE DIRECTOR.”

CARRIED UNANIMOUSLY

**11. APPOINTMENT OF FIRE DEPARTMENT BOARD TRUSTEES**

It was MOVED and SECONDED:

R215/2018

**“THAT MAYOR MCEWEN, COUNCILLOR TROWBRIDGE AND  
COUNCILLOR WEVERINK BE APPOINTED AS TRUSTEES OF  
THE SASAMAT VOLUNTEER FIRE DEPARTMENT BOARD.”**

CARRIED UNANIMOUSLY

**12. ADJOURNMENT**

It was MOVED and SECONDED:

R216/2018

TO ADJOURN.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:50 p.m.

Certified Correct:

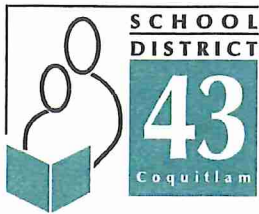
Approved by:

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Christine Baird  
Manager of Corporate Services

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John McEwen  
Mayor



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**BOARD OF  
EDUCATION**

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**VICE-CHAIR:**

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Chuck Denison

Barb Hobson

Lisa Park

Judy Shirra

Diane Sowden

Keith Watkins

Richard Stewart, Mayor and  
City of Coquitlam Council  
City of Coquitlam  
3000 Guilford Way  
Coquitlam, BC V3B 7N2

Greg Moore, Mayor and  
City of Port Coquitlam Council  
City of Port Coquitlam  
2580 Shaughnessy Street  
Port Coquitlam, BC V3C 2A8

Mike Clay, Mayor and  
Port Moody City Council  
City of Port Moody  
100 Newport Drive, Box 36  
Port Moody, BC V3H 3E1

October 9, 2018

**Re: Child Care Task Force**

Dear Mayors and Councillors,

As you know there has been significant conversation around the lack of childcare spaces in our communities. As a major provider of childcare space, we have heard first hand of the many difficulties parents are facing in finding childcare spaces. We believe that it is appropriate for all of us to work together to improve our understanding of the issues, determine what solutions may be available, and define how we can participate in providing those solutions. The Provincial initiative to create new child care spaces, combined with an enhanced three year capital funding program provide the catalyst for a collective review of this issue in our communities.

We are inviting you to participate in the creation of a Child Care Task Force by appointing one elected official and one staff representative to join the school district in undertaking to address this challenge.

Our intent is that the first meeting would establish the terms of reference and chart a specific course of action. Further, we would like to begin this work as quickly as possible after the election and after the formalities of elective representative appointments are completed.

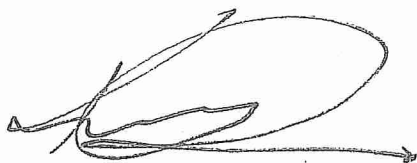
We understand that \$25,000 per municipality/village is available through UBCM and MCFD to assist in funding a study of this initiative. We hope that at the first task force meeting a collaborative application to access these funds could be considered.

We are hoping that this collaborative approach to finding solutions to the challenges of childcare spaces in our communities will provide a lasting benefit to all the citizens we serve.

We look forward to hearing from you at your earliest opportunity.

Yours truly,

**SCHOOL DISTRICT NO. 43 (COQUITLAM) BOARD OF EDUCATION**



Kerri Palmer Isaak  
Chair, Board of Education

cc: Board of Education  
Patricia Gartland, Superintendent of Schools  
Chris Nicolls Secretary-Treasurer/CFO  
Tri-Cities Early Childhood Development Committee  
Minister Fleming, Minister of Education  
Minister Conroy, Minister of Children and Family Development

**RECEIVED**

**OCT 10 2018**

**VILLAGE OF  
ANMORE** 



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

# Change in “one-third” federal tax exemption for elected officials

A guide for Canadian municipalities

Updated: Fall 2018

*A long-standing federal tax exemption for elected municipal office holders will expire on January 1, 2019—reducing their after-tax compensation. This document explains the change and outlines options for municipal governments to consider.*

## Contents

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## Acknowledgements

Thank you to the Nova Scotia Federation of Municipalities for information from the 2016 AMANS survey as well as for material from their summer 2018 newsletter, *Municipal Voice*, which provided valuable context. *Brooke, Will: One-Third Tax Exemption - NSFM Summer Newsletter Municipal Voice p. 10.*

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[www.fcm.ca](http://www.fcm.ca)



## The issue

A municipal or provincial elected official may be paid a non-accountable allowance for work-related expenses. Under current federal tax law, such an allowance amounting to no more than one-third of the official's salary-plus-allowances qualifies for a federal tax exemption. Effectively, for many elected officials, up to one-third of their total compensation is currently tax exempt.

**Federal legislation passed in 2017 eliminates this tax exemption effective January 1, 2019. This will result in substantive changes to after-tax compensation for provincial and municipal elected officials.**

It is up to each individual municipality to decide if and how they will act to counteract the effects of this change for elected officials. Surveys by various provincial and territorial municipal associations have found that many municipalities are opting to fully compensate elected officials for the loss. Other municipalities have not yet made any changes and have told FCM they are not clear on what options exist. This brief guide was developed to assist municipalities in this process.

## Timeline

This tax exemption was introduced under the *Federal Income Tax Act* in 1946 to recognize the value of the work of elected officials. It sought to compensate officials who were incurring expenses without being adequately reimbursed. Initially, the exemption applied only to provincial MLAs. In 1953, it was extended to municipal elected officials.

Over the last 15 years, some larger municipalities have opted out of the tax exemption with the stated objective of bringing more transparency to government. For example, Ontario amended its *Municipal Act* in 2001 to provide flexibility to municipalities wishing to do this. Calgary's city council eliminated its exemption in 2006.

In March 2017, the federal government passed Bill C-44, eliminating the one-third exemption for elected officials, effective January 1, 2019. The change applies to all elected provincial and municipal officials in Canada and will result in substantive changes to their after-tax compensation.

The government justified this change on the basis that it “provides an advantage that other Canadians do not enjoy.” Reimbursements for specific expenses, accompanied by receipts, are not taxable—and this will remain so. In the government's view, however, a special allowance that does not require receipt accounting *substitutes for salary*, and is therefore a taxable benefit.

In September 2017, FCM adopted a resolution to press the federal government to retain the exemption. FCM engaged with staff in the Department of Finance, and formalized municipal concerns in an October 2017 letter to Finance Minister Morneau, with a follow-up in June 2018. The Minister's response reiterated the government's rationale for the change:

*... [The] government took steps to bring the tax treatment of non-accountable allowances to municipal office holders in line with that afforded to other employees. An employer may reimburse work-related expenses on a tax-free basis, but non-accountable allowances may substitute for salary and are thus taxable.*

Minister Morneau's letter underlined that the government will not reverse its decision in this matter.



## Implications

Elected officials who are currently paying income tax on only two-thirds of their total compensation (salary plus allowances) will lose that benefit. As of January 1, 2019, all compensation will be taxed as full income and be subject to deductions for Canada Pension Plan (CPP) contributions. This will decrease after-tax compensation for elected municipal officials.

In a July 2018 news release, Nova Scotia Federation of Municipalities (NSFM) President Geoff Stewart said: "Under the 2019 tax laws, a councillor in a small-to-mid-sized Nova Scotian town ... could see about 10.5 per cent less in their pockets, and 12.9 per cent less for a rural councillor."

In responding to this change, some communities have decided that an overall increase in total remuneration for elected officials is necessary to fully or partially replace lost compensation. To balance their budgets, municipalities may need to increase property taxes or find off-setting cost savings. The net impact on municipal budgets, will, in many cases, be significant, especially in smaller, less well-resourced communities. Municipalities with limited property tax bases will be disadvantaged as they seek to maintain appropriate levels of compensation, and some may be unable to achieve this.

The FCM letter to the Minister in June 2018 included cost implication data from various PTA surveys:

Municipalities have undertaken efforts to quantify the financial implications of the elimination of the 1/3 non-accountable allowance. The Associations of Municipalities of Ontario (AMO) estimates that the cost increase for a central Ontario municipality with a council of nine and a population of 30,000 will be at least \$28,000, whereas the cost increase for an eastern Ontario county council of seventeen and a population of 77,000 will be at least \$74,000. AMO also estimates that for almost half of Ontario's municipal governments, a one per cent property tax increase raises only \$50,000 in additional revenues.

Sample calculations from data collected from the 2016 AMANS (Association of Municipal Administrators Nova Scotia) survey showed that for an average Nova Scotia municipal councillor, annual pay would have to be increased by \$3,605.



## Options for municipalities

It is up to each individual municipality to decide how they will address this change in federal tax law, and its reduction of after-tax compensation for elected officials. Options to consider include the following.

### Option 1: Compensating salary increase (full)

Municipalities could adjust *pre-tax compensation* for 2019 to maintain elected officials’ *after-tax* compensation at 2018 levels. Many municipalities have already taken this action. For example, this was the approach recommended by the Nova Scotia Federation of Municipalities.

The **benefits** of this approach are significant. It recognizes the increasing time commitments of complex and varied municipal duties. In doing so, it helps attract a diversity of candidates to municipal level participation (a growing concern). The **costs** of this approach are also significant, requiring offsetting cost-savings and/or increases in property taxes. This is difficult in an environment where municipal budgets are increasingly under pressure from rising expectations and increasing costs for products and services. Many municipalities are already struggling to provide appropriate compensation levels.

To publicly **communicate** the need for pay raises or property tax increases, effective strategies will emphasize the positive aspects of change. *This is about the community protecting hardworking local officials from an arbitrary pay cut imposed by federal legislation without consultation. We would have preferred to see the federal government reverse this change and its impact on local government—but they did not, and so we had to act.*

This complex issue requires special and perhaps direct messaging. Town hall events could be an opportunity to openly share details and answer questions. Elected officials could reach out to constituents on social media platforms and even face-to-face meetings. Early PR briefings for journalists can help get the right messages communicated from the outset.

### Option 2: Compensating salary increase (partial)

Municipalities could increase salaries for 2019 to ease, but not negate, the decrease in elected officials’ after-tax compensation. As an alternative to a fully-compensating increase, this means **fewer benefits** but also **lower financial costs**.

The reality here is that elected officials will face some personal loss of after-tax income. For municipalities, this will also compound the challenge of attracting many and diverse candidates for elected office. However, if a municipality decides it cannot find savings or revenues to support a fully-compensating salary increase, a partial increase can deliver some of the benefits.

To publicly **communicate** the change, the same logic applies as for Option 1: emphasize the positives of protecting hardworking local leaders from an arbitrary pay cut imposed by federal legislation without consultation.

### Option 3: Expanded expense policies

As an alternative—or supplement—to increasing pre-tax salaries, municipalities can develop more comprehensive reimbursement plans for expenses incurred. This could include both the types of expenses and the total amounts of reimbursement available.

Before changing expense policies, municipalities should determine which expenses council members can claim as non-taxable through the Canada Revenue Agency (CRA). For example, expenses that are currently being covered by the income tax exemption could be addressed as an expense to be reimbursed by administrative policy, as are other non-taxable expenses.

According to the CRA, whether or not a benefit is taxable “depends on whether an individual [elected official] receives an economic advantage that can be measured in money, and whether the individual is the primary beneficiary” (as opposed to the municipality as their employer). [This CRA resource](#) outlines both taxable and non-taxable benefits.<sup>1</sup>

### Option 4: No action

Taking no action effectively decreases take-home compensation for affected officials, with no immediate effect on municipal budgets. This option avoids the immediate need to find cost-savings, contemplate property tax increases, or communicate changes to the public.

Elected officials will face a loss of income, however. This, in turn may discourage participation in municipal administration, especially among youth. This is a real threat for the smaller municipalities that may struggle most to boost salaries—and where even current compensation rates can be a barrier to more inclusive participation.

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<sup>1</sup> <https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/t4044/employment-expenses-2016.html>



## What are municipalities doing?

The Nova Scotia Federation of Municipalities (NSFM) Board passed a resolution in June 2018 recognizing the need to support elected officials in avoiding abrupt changes in remuneration. It recommends that pre-tax compensation for elected officials be adjusted to allow them to maintain the same levels of post-tax compensation after the law takes effect in 2019. Many other municipalities in Canada (including in Ontario and British Columbia) are opting for this solution.

To help in their decision-making some municipalities are retaining consultants or conducting in-house assessments to study their financial situation. As well, some are creating citizens’ committees or committees of council to conduct reviews before making final decisions to move forward.

The federal finance department does recommend that municipalities find out which expenses their council members can claim as non-taxable through the Canada Revenue Agency (CRA), before the changes take effect. For example, certain expenses that are currently being covered by the income tax exemption could be addressed administratively, as are other non-taxable expenses.



# 2018 Invasive Plant Management on Village of Anmore Municipal Property by the Invasive Species Council of Metro Vancouver

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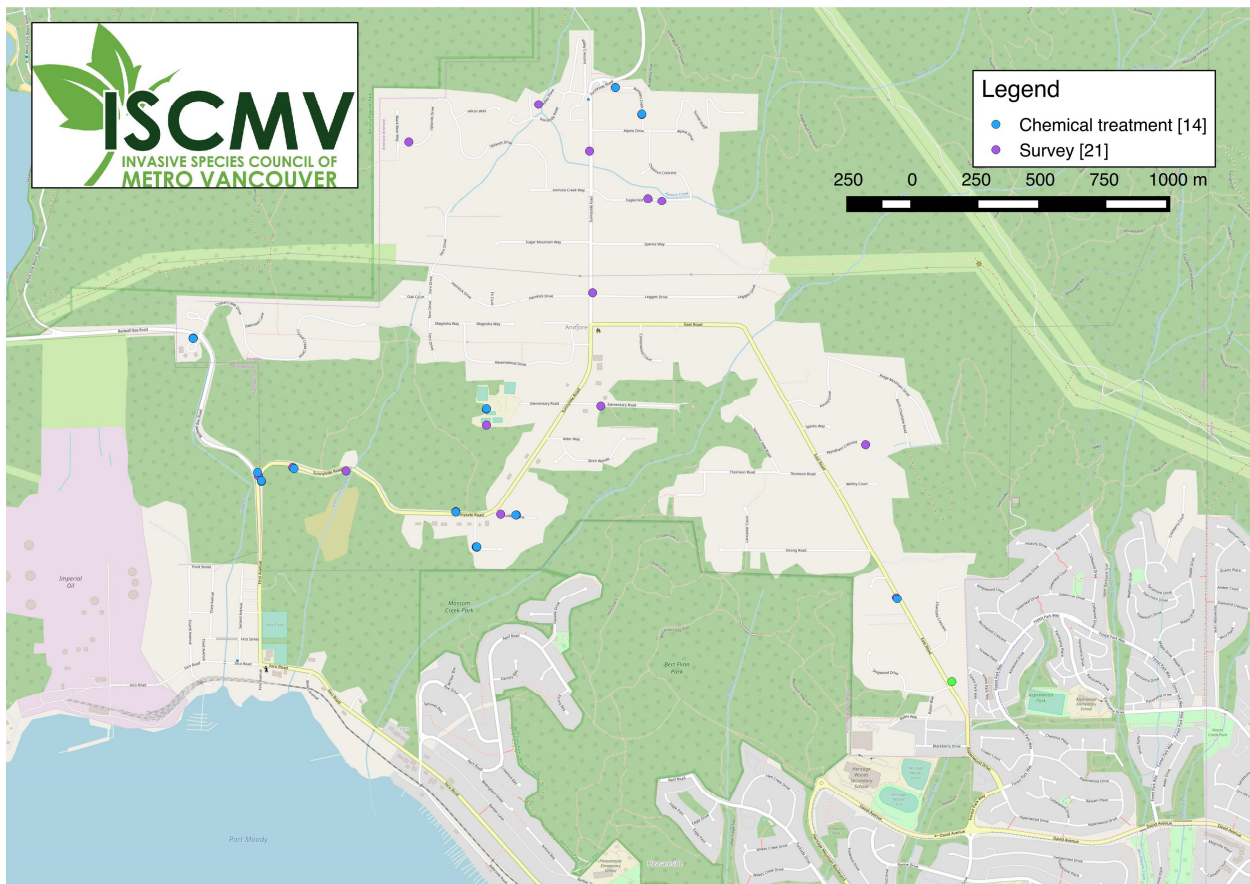
Submitted to: Juli Halliwell, Village of Anmore  
604 469 9877 | [juli.halliwell@anmore.ca](mailto:juli.halliwell@anmore.ca)

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



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**Figure 1: Locations of 2018 invasive plant treatment and monitoring sites on Village of Anmore municipal property.**

## 1.0 Introduction

The Invasive Species Council of Metro Vancouver (ISCMV) was contracted to conduct invasive plant control and monitoring activities for the Village of Anmore on municipal property during the 2018 field season, following up from treatments carried out in 2017 and previous years (Figure 1).

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

## 2.0 Methods

### 2.1 Chemical Control Methods

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

- Backpack sprayer
- Hand spritzer

#### Herbicides

The herbicides used for control work included:

- **VP480 (formerly Vantage XRT)** – active ingredient: glyphosate @ 480 g active ingredient/L. Vantage XRT is a non-selective herbicide and was used for stem injection and for sites using direct application methods (backpack spray and hand spritzer). It is also often a better choice for plants in a later stage of growth.

Decisions on treatment methods were based on a number of factors that included, but are not limited to:

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

## 2.2 Monitoring Methods

ISCMV monitored treatment sites throughout the 2018 field season. Data collection for control and monitoring work was conducted in accordance with guidelines set out by the [Invasive Alien Plant Program \(IAPP\) Application](#) administered by the BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development. Data is stored in the ISCMV files and in IAPP. Data on herbicide treatment and use, weather conditions, area covered by invasive plant, date/time, coordinates and IAPP site number were recorded using an iPad. Photos of the site were also taken both during treatment and site follow up.

## 3.0 Results

The ISCMV was tasked in 2018 with treatment of knotweed species and giant hogweed on Village of Anmore municipal lands. Levels of infestation were low on sites that have been treated by ISCMV in previous years. Differences in numbers of sites from year to year can be attributed to consolidation of multiple sites into single sites, development over old knotweed patches (site no longer exists), or sites that have been clear of knotweed for a number of years.

The total treatment area from both first and second rounds is 244m<sup>2</sup> (Table 1).



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

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Table 1: 2016 to 2018 field season treatment summary numbers

	2016	2017	2018
# monitoring sites	35	28	7
# treatment sites	30	36	14
Treatment area (m <sup>2</sup> )	354	331	244

---

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

#### 4.0 Recommendations

Monitoring should be completed on all sites treated during the 2019 field season to ensure that if knotweed returns it is re-treated. Monitoring of knotweed species can begin in late April and early May. Sites found with re-growth should be retreated as early as possible as the greatest degree of long-term efficacy will be experienced with swift follow-up treatments. The Village of Anmore should expect that for the sites ISCMV treated in 2018, no more than 2 10-hour days should be required for follow up treatments. It is recommended that there be one follow-up treatment in late spring and an additional follow-up treatment in late summer or early fall 2019.

After a number of years of treatments, the sites found in Anmore have greatly reduced in size, some having been monitored for multiple years. Having a staff person trained to apply herbicide would benefit the Village greatly, as a trained staff person could respond to small isolated sites, time sensitive reports from the public, and potentially undertake all regular applications for knotweed. Please speak to the ISCMV if this is of interest; there are multiple ways to obtain a pesticide license and the ISCMV offers a pesticide applicator's course every spring.



**VILLAGE OF ANMORE**

**BYLAW NO. 584-2018**

A bylaw to amend Anmore Works and Services Bylaw No. 242, 1998

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

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

1. That this bylaw may be cited for all purposes as “Anmore Works and Services Amendment Bylaw No. 584-2018”.
2. That Anmore Works and Services Bylaw No. 242, 1998, as amended, be further amended by:
  - (a) deleting all text in its entirety under Schedule A section 2.2.1.4 and replacing it with the text “Required fire flow shall be determined using the Fire Underwriters' Survey publication entitled, "Water Supply for Public Fire Protection 1999"”; and
  - (b) deleting Schedule A Table 2.2.1.4 in its entirety.

**READ** a first time the 16th day of October, 2018

**READ** a second time the 16th day of October, 2018

**READ** a third time the 16th day of October, 2018

**ADOPTED** the day of

---

MAYOR

---

MANAGER OF CORPORATE SERVICES

Certified as a true and correct copy of “Anmore Works and Services Amendment Bylaw No. 584-2018”.

---

DATE

---

MANAGER OF CORPORATE SERVICES



# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: November 16, 2018  
Submitted by: Jason Smith, Manager of Development Services  
Subject: Revised Tree Management Bylaw

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### Purpose / Introduction

The purpose of this report is to present to Council the revised Tree Management Bylaw for possible initial readings.

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### Recommended Options

That Council give first, second and third reading to Village of Anmore Tree Management Bylaw No. 587-2018.

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### Background

Work on the revising and updating the Tree Management Bylaw has been underway for some time. The input and advice from the Environment Committee has been very helpful and staff are thankful for their assistance in reviewing this Bylaw.

Staff brought a draft bylaw to Council for their information on September 18, 2018 and it was referred to the Environment Committee. Staff attended an Environment Committee meeting on October 18, 2018 and discussed the draft bylaw with the Committee.

### Discussion

The Village of Anmore Tree Management Bylaw No. 587-2018 (the Bylaw) contains the following substantive changes from the current Tree Management Bylaw:

- Certified Tree Risk Assessor – the use of a certified tree risk assessor is being proposed to ensure that a qualified person is making the determination on whether a tree is a dangerous tree.
- Removed native vegetation from counting towards 20% or 10% tree coverage that is required in the Tree Management Bylaw. This addresses an issue where applicants were cutting trees down and replacing the lost coverage with vegetation (such as salal) rather than trees.

## **Report/Recommendation to Council**

### **Revised Tree Management Bylaw**

November 16, 2018

- Introduced a reduced required tree area coverage (10%) for smaller lots (less than 0.2 Ha or ½ acre) – This is an attempt to address the reality of smaller lots are more intensively used with regards to a building footprint, driveway and other uses.
- The threshold for possible geotechnical review has been lowered from 30% to 20% to ensure any tree cutting on steeper slopes is conducted in a safe manner.
- The requirements for replacement trees has been updated requirements for replacement trees to ensure that they are replaced in a timely manner.
- The undertaking or security for replacement trees has been increased to ensure every effort is made to replace trees that are cut.
- Included consideration of bird nesting requirements to be part of application.

The bylaw has been given legal review and the comments received from our legal counsel have been incorporated into the Bylaw.

As has been mentioned in previous reports and during discussions at the Environment Committee, there is a need to strike a balance between allowing an owner to utilize their property in a manner that they see fit while protecting trees that are a vital part of the semi-rural character of Anmore.

## **Other Options**

The following options are presented for Council's consideration:

1. That Council give first, second and third reading to Village of Anmore Tree Management Bylaw NO. 587-2018.

Or

2. That Council advise staff of further changes to Village of Anmore Tree Management Bylaw No. 587-2018 or further consultation that should be undertaken.

## **Financial Implications**

There are no financial implications for any of the options presented

## **Attachments:**

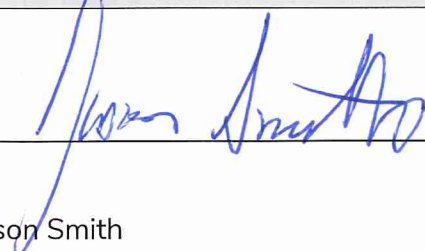
1. Village of Anmore Tree Management Bylaw No. 587-2018

**Report/Recommendation to Council**

Revised Tree Management Bylaw

November 16, 2018

**Prepared by:**

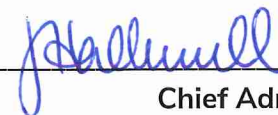
  
\_\_\_\_\_

Jason Smith

Manager of Development Services

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

**Chief Administrative Officer's Comment/Concurrence**

  
\_\_\_\_\_

Chief Administrative Officer

# VILLAGE OF ANMORE

## BYLAW NO. 587-2018

### **A bylaw to manage the cutting and retention of trees on private property**

WHEREAS the *Community Charter* authorizes a local government to regulate the cutting and removal of trees in a Municipality;

AND WHEREAS the vision of the Village of Anmore as articulated in the Official Community Plan is to retain the semi-rural character of the area;

AND WHEREAS the Village of Anmore considers it in the public interest to avoid clear cutting of land and to provide for the preservation and protection of trees, and the regulation of their cutting and removal;

AND WHEREAS the Village of Anmore is desirous of instituting a permit system as a means of regulating the cutting and removal of trees;

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

#### 1. Citation

This bylaw may be cited for all purposes as “Anmore Tree Management Bylaw No. 587, 2018”.

#### 2. Interpretation

(1) In this Bylaw:

“Administrator” means the Chief Administrative Officer of the Village of Anmore or a person designated to act in his or her place.

“Certified Arborist” means a person holding a current certification of “certified arborist” issued by the International Society of Arboriculture.

“Certified Tree Risk Assessor” means a Certified Arborist who has also completed the Tree Risk Assessment Course and passed the Tree Risk

Assessment Exam under the authority of the International Society of Arboriculture (ISA).

“Council” means the Council of the Municipality.

“Cut Down” means to kill, damage or remove a tree by any means and includes the topping of a tree, disruption or damage to the tree root system within the dripline of the a tree, poisoning a tree and the removal of any branch or trunk of a tree having a diameter of more than 10 cm (3.9”) but does not include the normal pruning of a tree.

“Dangerous Tree” means a tree, identified in writing by a Certified Tree Risk Assessor, in such condition that there is a substantial likelihood that all or part of the tree will fail, resulting in the risk of personal injury or property damage.

“Diameter” means the diameter of the tree measured 1.4 m (4.5’) above the ground, and in the case of a tree having multiple trunks, means the diameter described in section 4 (1).

Fees and Charges Bylaw means the *Village of Anmore Fees and Charges Bylaw No. 557- 2016*.

“Hedge” means a row of trees or shrubs that have been specifically planted closely together so that they form a line that serves as a solid barrier separating one space from another.

“Lot” means the smallest unit as shown on the records of the Land Title Office in which land is held and includes a strata lot created pursuant to the *Strata Title Act*

“Municipality” means the Village of Anmore

“Native Vegetation” means a combination of native to the Pacific Northwest trees, groundcover, shrubs and herbaceous plants

“Owner” means the registered owner of a lot as filed in the Land Title Office

“Permit” means a permit issued pursuant to this Bylaw allowing the permit holder to cut down one or more trees;

“Qualified Environmental Professional” means an applied scientist or technologist registered and in good standing with an appropriate professional organization constituted under a statute of the Province of British Columbia, providing services under that organization’s code of ethics, and acting within the individual’s area of expertise, and may include a *certified arborist, professional forester, or a registered professional biologist*

“Professional Forester” means a registered member or holder of a special permit granted under Section 14(1) of the *Foresters Act*.

“Real Property” means land, with or without improvements.

“Riparian Area” means an area adjacent to a stream that links aquatic to terrestrial ecosystems, the size of which is determined on the basis of an assessment report provided by a *qualified environmental professional*.

“Security” means a deposit of either cash or an irrevocable letter of credit, in a form acceptable to the Municipality, which is provided to the Municipality to guarantee performance of requirements of this Bylaw.

"Stream" means any of the following that provides fish habitat:

- (a) a watercourse, whether it usually contains water or not;
- (b) a pond, lake, river, creek or brook;
- (c) a ditch, spring or wetland that is connected by surface flow to something referred to in paragraph (a) or (b).

“Tree” means any living, erect, woody plant which is 20 cm (7.8”) or more in diameter measured 1.4 m (4.5’) above the ground, and for the purpose of this Bylaw does not include a hedge.

“Tree and Natural Vegetation Management Plan” means a written plan prepared by a Qualified Environmental Professional identifying tree retention and replanting areas within a lot or parcel of land, and including recommendations for implementation, tree protection and maintenance.

“Wetland” means land that is inundated or saturated by surface or groundwater at a frequency or duration sufficient to support, and that

under normal conditions does support, vegetation typically adapted for life in saturated soil conditions, including swamps, marshes, bogs, fens, estuaries, and similar areas that are not part of the active floodplain of a stream.

- (2) Except as otherwise defined herein, words and phrases in this Bylaw are to be construed in accordance with their meanings under the *Community Charter*, the *Local Government Act* and the *Riparian Areas Regulation*, BC Reg. 376/2004, as the context and circumstances may require. A reference to an Act, regulation or bylaw refers to the enactment as it may be amended or replaced from time to time. Headings in this Bylaw are for convenience only and do not define or limit the scope or intent of this Bylaw. If any portion of this Bylaw is held to be invalid by a court of competent jurisdiction, that portion is severed and the remaining portions of this Bylaw continue to be valid and enforceable.

3. Prohibition

- (1) A person must not cut down, or cause, suffer or allow any tree to be cut down, except in accordance with this Bylaw and a valid permit issued under this Bylaw, or as directed by Council.

4. Measurement

- (1) The diameter of a tree having multiple trunks at 1.4 m (4.5') above the ground shall be the sum of:
- (a) 100% of the diameter of the largest trunk; and
  - (b) 60% of the diameter of each additional trunk.
- (2) The location of a tree shall be measured at the point at which the trunk of the tree meets the ground.
- (3) The percent area of a lot covered by trees will be determined by taking the amount of area within the drip line of all trees, dividing that area by the total lot area, and multiplying that number by 100.



5. Tree Cutting on Lot Sizes of 0.2 Ha (1/2 Acre) or Less

- (1) For a permit to cut down trees on a lot that is 0.2 hectares (1/2 acre) or less in size, the owner must demonstrate to the satisfaction of the Administrator that not less than 10% of the lot will be covered with existing or replanted trees following the proposed tree cutting.
- (2) Subject to subsection (3), where the replanting of trees is necessary to meet the minimum coverage requirements of subsection (1), an owner must, as a condition of a permit, replant three (3) trees, in accordance with the requirements of Section 13, for every tree that is cut down, until the minimum coverage requirement is met.
- (3) Where less than 10% of the lot is covered with existing trees prior to removal, for every tree that is cut down or removed, three (3) trees in combination with native vegetation shall be replanted subject to the requirements of Section 13.

6. Tree Cutting on Lot Sizes Greater than 0.2 Ha (1/2 acre) and less than or equal to 0.4 Ha (1 Acre)

- (1) For a permit to cut down trees on a lot with a lot size greater than 0.2 hectare Ha (1/2 acre) and less than or equal to 0.4 hectare Ha (1 Acre), the owner must demonstrate to the satisfaction of the Administrator that not less than 20% of the lot will be covered with existing or replanted trees following the proposed tree cutting.
- (2) Subject to subsection (3), where the replanting of trees is necessary to meet the minimum coverage requirements of subsection (1), an owner must, as a condition of a permit, replant three (3) trees, in accordance with the requirements of Section 13 for every tree that is cut down, until the minimum coverage requirement is met.
- (3) Where less than 20% of the lot is covered with existing trees prior to removal, for every tree that is cut down or removed, three (3) trees shall be replanted subject to the requirements of Section 13.

7. Tree Cutting on Lots Size of More than 0.4 Ha (1 Acre)

- (1) For a permit to cut down trees on a lot with a lot size greater than 0.4 ha. (1 acre), the owner must demonstrate to the satisfaction of the Administrator that not less than 20% of the lot will be covered with existing or replanted trees.
- (2) The 20% minimum coverage requirement established in subsection (1) shall increase by 5% for every 0.4 hectare (1 acre) that a lot exceeds 0.4 hectare (1 acre), to a maximum coverage requirement of 75% of the lot.
- (3) Where the replanting of trees is necessary to meet the minimum coverage requirements of this Section 7, an owner must, as a condition of permit, replant three (3) trees, in accordance with the requirements of Section 13 in combination with native vegetation, for every tree that is cut down, until the minimum coverage requirement is met.

8. Tree Cutting on Land to be Subdivided

- (1) Every applicant for approval of a subdivision, after the Municipality's Approving Officer has issued a Preliminary Layout Review (PLR) letter and prior to final approval of the proposed subdivision, submit to the Village for approval a *Tree and Natural Vegetation Management Plan* relating to the proposed subdivision, prepared by a Qualified Environmental Professional in accordance with subsection (2) at the owner's cost.
- (2) The *Tree and Natural Vegetation Management Plan* referred to in subsection (1) must identify:
  - (a) tree retention and *replanting* areas such that each lot created by the subdivision shall have not less than 20% or 10% if the lots are less than 0.2 hectare (1/2 acre) of its area covered by trees; and
  - (b) the methods in which the *Tree and Natural Vegetation Management Plan* will be implemented including tree

protection during the construction stage and tree management post construction.

9. Trees within Riparian Areas or a Wetland

- (1) In this section, a “tree” means any living, erect, woody plant.
- (2) The Administrator may only issue a permit to cut down a tree within a riparian area or a wetland:
  - (a) where the tree removal has been approved pursuant to any relevant federal and provincial regulations and if:
  - (b) the tree is a dangerous tree; or
  - (c) it is necessary to cut down the tree to carry out works in or about a stream or a wetland, where the proposed works have been authorized by a federal or provincial permit.

10. Removal of Dangerous Trees

- (1) For certainty, a permit is required to cut down a dangerous tree but the permit fee is waived.
- (2) Subject to subsection (3), every person who intends to cut down a dangerous tree must submit, along with an application for a permit, a report from a Certified Tree Risk Assessor, confirming that each tree to be cut down is a dangerous tree and outlining the reasons for its removal.
- (3) In circumstances where a tree must be cut down to avert a significant and imminent threat to the safety of persons or property before a report from a Certified Tree Risk Assessor can be obtained, the owner or an authorized representative must notify the Administrator as soon as possible, and at the request of the Administrator, must promptly provide, in writing, accurate information about the circumstances and reasons for cutting the tree down. If the Administrator is not satisfied that the action taken was

warranted in the circumstances, the *Administrator* may require the owner to replace the trees and in that case, section 13 (1) applies.

- (4) A person who cuts down a dangerous tree must not remove the stumps or roots of the tree without the specific written permission of the *Administrator*.
- (5) Council may, by resolution, require that an owner cause a dangerous tree to be trimmed or removed, or any tree, hedge, bush or shrub on the owner's lot to be trimmed, removed or otherwise dealt with if Council considers that it is
  - (a) a hazard to the safety of persons;
  - (b) likely to cause or result in damage to municipal property; or
  - (c) otherwise is in or creates an unsafe condition.
- (6) Division 12 of Part 3 of the *Community Charter* [remedial action requirements] applies to notice of a resolution under subsection (5) and related procedures.
- (7) An owner who is subject to a resolution under subsection (5) may request reconsideration by Council by providing written notice of the request to the corporate officer for the Village within 14 days of the date on which the notice was sent or such longer period permitted by Council. On receiving the request the corporate officer will arrange for an opportunity for the owner or a representative appointed by the owner to make representations to the Council. If a requirement of Council under this Section is not completed by the date specified for compliance, the Municipality may fulfill the requirement at the expense of the owner and recover the costs incurred from that person as a debt.

#### 11. Tree Removal on Steep Land

- (1) In cases where trees are proposed to be removed on land with a slope greater than 20%, irrespective of lot area, the *Administrator* may require, as a condition of a permit, the preparation of a report from a

qualified professional geotechnical or hydrological engineer certifying that the proposed tree removal will not create a danger from erosion, flooding, or landslide. If the report includes conditions or recommendations for preventing erosion, flooding or landslide:

- (a) those conditions or recommendations, as applicable, must be observed as a condition of a permit that is issued, and the owner must provide to the Municipality security in the amount of 150% of the cost of the works as estimated by the engineer responsible for the report.
- (2) The owner of land subject to a permit under this Section shall be responsible for and must, at their own expense, ensure the execution of all work required by the qualified professional engineer in his or her report in order to prevent erosion, flooding, or landslide and to ensure the stability of the slope.
- (3) Upon completion of the required works and certification by the qualified professional engineer that the works satisfy their requirements to prevent erosion, flooding, or landslide, or to maintain the stability of the slope, the security will be released.
- (4) The owner must ensure that works are completed within the period specified on the permit. Should the works not be completed within the stated period or not be completed according to the qualified professional engineer's recommendations, the Administrator may draw upon the security to complete the works, and any related costs or expenses incurred by the Municipality that are not covered by the security must be paid upon receipt of an invoice by the Municipality, and become a debt owing to the Municipality by the owner.

## 12. Annual Tree Cutting Allowance Permit

An owner may apply for an Annual Tree Cutting Permit, to allow the owner to cut down a maximum of two (2) trees per lot per calendar year. A permit issued for this annual allowance does not carry the requirement to replace trees cut down. The owner must pay the fee for a permit prescribed in the *Fees and Charges Bylaw*.

### 13. Replacement Trees

- (1) Where tree replacement is either proposed by an owner or required by this Bylaw or by the Administrator as a condition of issuance of a permit, the owner shall within a time period prescribed by the Administrator, plant two (2) replacement trees for every tree removed in accordance with the following conditions:
  - (a) Each replacement tree must be planted within one month of the cutting down or removal of the original tree, except as otherwise authorized by the Administrator;
  - (b) Notwithstanding the definition of tree, each replacement tree must be a minimum height of 3 metres if coniferous or a minimum of 7 centimetres in diameter if deciduous, unless otherwise authorized by the Administrator;
  - (c) plant the tree at the spacing prescribed by the arborist, water, fertilize and maintain the replacement tree in accordance with sound horticultural practice; and
  - (d) provide the Municipality with a security of \$500 per replacement tree to a maximum amount of \$10,000 per parcel in order to ensure the replacement trees are maintained in good health and to replace any replacement trees should any not survive during the initial three (3) year period. The security will be returned to the owner of the property after 3 years and confirmation by the Administrator that all of the replacement trees have survived. If the replacement trees are not in good health or have not survived, the Administrator may draw upon the security to consult with a certified arborist, and bring the trees into a healthy state or remove and replace the trees, as the Administrator considers practical and appropriate in the circumstances.
- (2) Where any person cuts down a tree in contravention of this Bylaw or a permit issued pursuant to this Bylaw, that person must replant five (5) trees for every tree unlawfully removed in accordance with recommendations contained in the report of a Qualified

*Environmental Professional*, prepared for the Municipality at the expense of the owner, and shall:

- (a) replant the trees within a time period prescribed by the *Administrator*;
- (b) water, fertilize and maintain the replacement trees in accordance with sound horticultural practice; and
- (c) provide the Municipality with a security of \$500 per replacement to ensure the replacement trees are maintained in good health and to replace any replacement trees should any not survive during the initial three (3) year period. The security will be returned to the owner of the property after 3 years and confirmation by the *Administrator* that all of the replacement trees have survived. If the replacement trees are not in good health or have not survived, the *Administrator* may draw upon the security to consult with a certified arborist, and bring the trees into a healthy state or remove and replace the trees, as the *Administrator* considers practical and appropriate in the circumstances..

14. Application for Tree Cutting Permits

- (1) Every application for a permit shall be made in writing to the *Administrator* in a form approved by the *Administrator*.
- (2) The following information must accompany every permit application, other than for an Annual Tree Cutting Allowance Permit:
  - (a) A site plan showing the location, species, and diameter of all the trees on the lot and identify those proposed for removal;
  - (b) the location of any watercourses, wetlands, or steep slopes; and
  - (c) a report from a Certified Arborist, Professional Forester, or Registered Professional Biologist that confirms that not less than 20% of the lot or 10% for lots less than 0.2 Ha will be covered with existing or replanted trees

- (3) Upon receiving an application for a *permit*, the *Administrator* will consider and assess the following factors relating to the proposed application:
  - (a) compliance with the requirements of this Bylaw,
  - (b) the need for replacement trees,
  - (c) the need for drainage, noise or dust control measures,
  - (d) significant topographic and hydrographic features and other site information;
  - (e) compliance with Provincial bird nesting regulations;
  - (f) risk of contamination of watercourses;
  - (g) risk of flooding, erosion and landslip; and
  - (h) other factors that the *Administrator* believes to be relevant to the proposed action,
- (4) No application for a *permit* is complete unless the application contains all required information in accurate and complete form, and the prescribed fee established in the *Fees and Charges Bylaw* has been paid.
- (5) A *permit* is valid for the period specified on the *permit* up to a maximum of 90 days.

15. Permit Conditions

- (1) The *Administrator* may, as a condition of issuance of a *permit*, require, among other things, that:
  - (a) replacement trees be planted as specified in Section 13;



- (b) stumps remain in place in order to assist in the prevention of erosion in areas where trees were cut that are over 20% slope;
  - (c) that the owner notify the Village when the work is complete so that a final inspection can be made to ensure that the work was completed in compliance with the permit; and/or
  - (d) that in circumstances where fifteen (15) or more trees are cut down that the certified arborist overseeing the project provide a letter of assurance that all works were undertaken as recommended or directed.
- (2) Where the Administrator considers that cutting down trees creates a risk of flooding, erosion, landslip, or contamination of a stream, the Administrator may require an applicant for a permit to submit, at the owner's expense, a report prepared by a *Qualified Environmental Professional* or a qualified professional geotechnical or hydrological engineer.
- (3) The Administrator may, by written notice, refuse, suspend or cancel a permit if he or she considers that work or activity being carried out is or will be in violation of any of the terms, restrictions, requirements, or conditions of the permit or any provision of this Bylaw, or that injury to persons or damage, whether or not intentional, has occurred or is likely to occur to the remaining trees, vegetation or to adjacent properties.
- (4) A person who has been refused a permit, or whose permit has been suspended or cancelled, or to another decision of the Administrator under this Bylaw, may request that Council reconsider the decision by providing written notice of the request to the corporate officer for the Village within 14 days of the date of notice the decision was . On receiving the request the corporate officer will arrange for an opportunity for the owner or a representative appointed by the owner to make representations to the Council.

16. Municipal Works

Nothing contained in this Bylaw shall apply to a tree growing on a highway, park, right of way or easement belonging to the Municipality nor to any public utility works where the works are carried out by or under the authority of the Municipality.

17. Inspection and Authority to Enter Upon a Property

- (1) Every officer and employee of the Village is authorized to enter onto any property at all reasonable times and upon reasonable notice in order to ascertain whether the requirements of this bylaw are being met and regulations observed.
- (2) A person must not obstruct or attempt to obstruct any person from enforcing this bylaw, including any person enforcing this bylaw by inspected a property pursuant to section (1) of this bylaw.
- (3) Where the Administrator considers that a contravention to this Bylaw, or any permit, the Administrator may notify the owner in writing of the contravention and require that measures be taken to remedy the contravention within a certain time period.
- (4) A person to whom a notice is delivered under subsection 16(3) must fully comply with any requirements stated in the notice, within the time period stated therein, or if not stated, within 30 days of the date of the notice.

18. Cost Recovery

- (1) In addition to any fees, requirements or penalties imposed for non-compliance with this Bylaw, If a requirement under this Bylaw, or a permit issued under this Bylaw, is not met within the established time period, the Administrator may cause the required work to be carried out by the Municipality or a contractor to fulfill the requirement at the expense of the person subject to the requirement, and may recover the costs incurred by the Municipality from that person as a debt.

- (2) If a debt owing to the Municipality is due and payable by December 31<sup>st</sup> and remains unpaid on that date, the amount may be collected in the same manner as for property taxes in arrears.

19. Offence and Penalty

- (1) Any person who contravenes any provision of this Bylaw by doing, causing, suffering or permitting any act which it forbids or by failing to carry out any action which is required to be done, is guilty of an offence and is liable on summary conviction to a fine of not less than \$1,000 and not more than \$10,000, and where the offence is a continuing one, each day that the offence is continued, shall constitute a separate offence.
- (2) Without limiting the generality of Section 17 (1), any person who cuts down a tree in violation of this Bylaw is guilty of an offence and, in addition to any other penalty imposed under this Bylaw, is liable on summary conviction to a fine of \$2000 for each tree unlawfully cut down, for a first offence, and for each subsequent offence, to a fine of not less than \$5000.00 for each tree unlawfully cut down.
- (3) Any person who contravenes a condition of a permit issued under this Bylaw by doing, causing, suffering or permitting any act which it forbids or by failing to carry out an action which is required to be done, commits an offence and is liable on summary conviction to a fine of not less than \$2000.00 for each contravention, for a first offence, and for each subsequent offence, to a fine of not less than \$5000.00 for each contravention.

**READ A FIRST TIME** this XXX day of November, 2018.

**READ A SECOND TIME** this XXX day of November, 2018.

**READ A THIRD TIME** this XXX day of November, 2018.

**RECONSIDERED AND FINALLY ADOPTED** this XXX day of December, 2018.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer



# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: November 12, 2018

Submitted by: Lisa M. Zwarn, Chief Election Officer

Subject: General Local Election 2018 – Results and Statistics

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### **Purpose / Introduction**

The purpose of this report is to provide the results from the 2018 General Local Government Elections which was held on October 20, 2018, and additional information for consideration in future elections.

### **Recommended Options**

That the report dated November 12, 2018 from the Chief Election Officer regarding General Local Election 2018 – Results and Statistics be received; And That Staff be directed to draft an update to the Local General Election Procedures Bylaw in consideration of the report recommendations.

### **Background**

The Village of Anmore (the “Village”) Local Government Election was held on October 20, 2018, with an Advance Voting day held on October 10, 2018. A mail ballot opportunity was also provided, with the period for requesting ballots occurring from October 3, 2018 until October 18, 2018 and the period for releasing the ballots occurring from October 10, 2018 to October 18, 2018 (as stipulated in Local Government Election Procedure Bylaw No. 544-2015 (“Bylaw”)).

The Village uses the Provincial List of Registered Electors, which originally contained 1,576 names. A total of 92 new voters and 5 non-resident voters registered, making a total of 1,673 voters eligible to vote. The total number of electors who voted was 827 (172 for Advanced Voting, 33 for Mail Ballot Voting and 622 for General Voting) for a turnout of 49.4%.

There were 2 nominations for Mayor, 4 nominations for Councillor and 1 nomination for School Trustee. As a result, the 4 nominees for Councillor and the 1 nominee for School Trustee were acclaimed to their positions on October 24, 2018.

## **Report/Recommendation to Council**

### **General Local Election 2018 – Results and Statistics**

November 12, 2018

On Advance Voting and General Voting Days, staff posted signs on Sunnyside Road and Ravenswood Drive directing the voters to the Village Hall, where voting took place in the Council Chambers. Advertisements were placed in the local newspaper, on the Village's website, on the Village signboards, and on the Village Hall main doors, as well as included in the Village's e-mail circulation to registered residents.

The Chief Election Officer and the Deputy Chief Election Officer worked on the Advance Voting Day and General Voting Day. In addition, the Village recruited 5 individuals to assist on General Voting Day. Voting on the Advance Voting Day was steady throughout the day, with minimal wait times for the voters. As for General Voting Day, the polling station was steady as well, with the number of voters per hour ranging between 32 voters per hour during the slowest hour to 72 voters per hour during the busiest hour (from 5:00 p.m. to 6:00 p.m.).

In order to better serve the voters, the two main tables at which voters could get their ballots had the entire voting list available, rather than dividing voters' list into two halves of the alphabet. The third table was specifically dedicated to deal with any matter that was more involved than simply issuing a ballot. In this manner, the majority of voters could proceed directly to any main table to obtain the ballot. As a result, the longest wait time for any voter was less than 5 minutes. Several voters expressed their appreciation on how quickly they were able to vote.

The Village used electronic voting machines to tabulate the results. The Election Officers tested the voting machines for logic and accuracy on October 3, 2018. The Election Officers ran the tapes for the election results shortly after the polls were closed at 8:00 p.m. on October 20, 2018.

The Election Officers reviewed the election documents and examination of the results to verify the integrity of election. The results were the same as those recorded on election night. The Ballots Accounts show all ballots have been accounted for. There were 3 spoiled ballots, all of which were replaced.

The Official Declaration of Election Results and verification of the ballot accounts and votes case was made at 2:08 p.m. on October 22, 2018. There were 2 staff members present.

## **Report/Recommendation to Council**

General Local Election 2018 – Results and Statistics

November 12, 2018

### **Discussion**

*Name order by lot*

This was the first time that the order of names on the ballot was determined by lot, rather than being listed in alphabetical order.

The Chief Election Officer is required to notify all candidates as to the date, time and place when the determination of the order will occur. On this occasion, the Election Officers determined the order of the names on the ballot on September 21, 2018 at 4:01 p.m., after the close of the withdrawal period.

Because of this requirement of determination lot, there was a delay in sending instructions to the suppliers of the voting machines and the printers for the ballots. The Election Officers had to wait 10 days to confirm that there were no withdrawals of the nominations and that an election by voting could be declared. Only then could the Election Officers let the suppliers know the order of the names for the ballot so that the suppliers could set up the layout of the ballot and begin to program the voting machines. (When the order of the names on the ballot is done alphabetically, Election Officers can give notification to the suppliers and the printers to set up the layout for the ballot printing and machine programming as soon as the nomination period closes with the instructions to print the ballots and complete the programming upon the close of the withdrawal period a week later.) A few days' delay may not seem to make a big difference in preparing for the election; however, there is an extremely tight timeframe from the close of the withdrawal period to the Advanced Voting day (18 days) in which to prepare the ballots and the machines for the election. Voting machine testing cannot occur until the ballots have been printed. The Election Officers must have everything ready to go on the Advanced Voting day.

There was only one situation where a ballot was spoiled because the voter had assumed that the names were in alphabetical order.

Given of the number of names on the ballot in this election and in previous elections, it can be argued that there is no significant disadvantage to leaving the names on the ballot in alphabetical order. Alphabetical order makes it easier for the voters to find their preferred candidates.

## **Report/Recommendation to Council**

### **General Local Election 2018 – Results and Statistics**

November 12, 2018

It is recommended that the Village remove the requirement of the determination of the order of names by lot, in particular if the Village wishes to continue to provide the mail ballot opportunity to ensure that those who wish to vote can get their mail ballot sooner than if under the current design of the voting opportunity.

#### **Scrutineers**

There were 5 scrutineers who attended at different times during the two voting opportunities. The purpose of scrutineers is to observe the election process on behalf of the candidates, not to update their lists of who has come in to vote. Scrutineers are not permitted to interfere with the voting process in any way. An issue of paramount importance is the protection of the voters' right to privacy. A number of voters are uncomfortable with being identified in any manner when they come to vote, holding the opinion that it is their personal information whether they choose to vote or not. As such, the election staff issued the ballot without calling out the individual voter's name nor voting number at that time. Scrutineers would have to wait until there was a lull in the activity in order to obtain any voter's voting number. The scrutineers were frustrated in that they would have to go through the entire list for each main table. There were several occasions when the scrutineers were blocking voters from the tables in order to complete writing down the voters' numbers, while the voters stood in line to wait to vote. The scrutineers were told that the voters are to be served first and that they would have to wait. On several occasions, the election officials had to remind the scrutineers, who were touching the voting books in order to see who had voted, that they were not permitted to handle the voting books in any way. Updating the scrutineers' voting lists was a bigger concern to scrutineers rather than observing the process. This concern became readily apparent when the election officials were processing the mail ballots and feeding them through the machine, trying to ensure that the scrutineers were able to observe the entire process, while the scrutineers would return to the voting tables immediately if there was a voter being issued a ballot. Pursuant to the *Local Government Act*, section 103(2), the presiding election official may designate locations in the polling station where the scrutineers may observe the proceedings and the scrutineers must remain in those locations. More stringent regulation of scrutineer conduct should be implemented for the next election.

#### **Mail Ballots**

This was the first time that the Village provided the opportunity for electors to obtain mail ballots. This type of voting opportunity is limited to two types of voters. This first



## **Report/Recommendation to Council**

### **General Local Election 2018 – Results and Statistics**

November 12, 2018

type of voter is a person who has a physical disability, illness or injury that affects their ability to vote at another voting opportunity. The second type of voter is a person who expects to be absent from the municipality on general voting day and at the times of ALL advance voting opportunities.

43 mail ballots were requested, but only 33 ballots were returned in time to be counted on General Voting Day. The Village did not receive any ballots after the close of the polls.

The impact of the determination of the order of names by lot has an impact on the ability to provide mail ballot voting opportunities. Because of the delay in ordering the printing of the ballots, the Chief Election Officer cannot provide the ballots until the ballots have been received and the logic and accuracy testing on the voting machines have been completed. Even if the Election Officers could provide the ballots to electors who requested them as soon as the logic and accuracy testing was completed, the Village's bylaw prohibited distribution of the ballots until the Advance Voting day.

Several changes are suggested, if the Village wishes to provide this type of voting opportunity in the future. First, the Village should amend its bylaw to state that mail ballots are limited to those persons who expect to be outside the Metro Vancouver area on the General Voting day and on the Advance Voting day. Given that the polling station is open from 8:00 a.m. to 8:00 p.m. on both days of voting, there is plenty of time for voters to attend and place their vote, even if they are coming back to the Village from another Lower Mainland municipality.

In addition, the time to request a mail ballot should be extended so that voters can request a ballot at the same time the voter may register in advance of the election (which starts 83 days before and finishes 54 days before the general voting day – basically from the end of July to the end of August). This will allow any person who is not on the voter's list to register with an election official in advance so that there is no chance that the person will be disqualified from voting. Moreover, it gives more opportunity for people to ask for the mail in ballots.

The time at which the Chief Election Officer may release the mail ballots should be changed in the bylaw so that the Chief Election Officer may send the mail ballots as soon as the logic and accuracy testing of the voting machines are completed (if a voting machine is used) or the ballots are received from the printers and deemed acceptable for use (if a manual count of the ballot is used). This change will enable the Chief

## **Report/Recommendation to Council**

General Local Election 2018 – Results and Statistics

November 12, 2018

Election Officer to send out the ballots as soon as is practical, while still ensuring accountability for the process and, moreover, this will give the voters additional time to return the ballots.

The request for mail ballots should not only be made in writing by the voter (not as a verbal request by another individual on behalf of the voter) but also should state to whom the mail ballot package may be provided if the voter is unable to pick up the mail ballot package in person. The person who picks up the mail ballot package on behalf of the voter should be required to provide personal identification and should provide contact details, so that the Election Officers can follow up with that person to ensure that the voter has received the mail ballot package.

As well, it should be recognized that there were a number of issues regarding mail ballots in other Lower Mainland communities in this election. It would not be a surprise to see a number of additional requirements put in place by the Province in response, to safeguard the integrity of the election process.

## **Conclusion**

Thank you for the opportunity to serve the Village in this capacity. I would like to take this opportunity to express gratitude to the Deputy Chief Election Officer, Christine Baird, who exercised sound judgment and exceptional organizational skills during this election.

## **Attachments**

1. Declarations of Official Results
2. Determination of Official Election Results
3. Ballot Accounts

A handwritten signature in blue ink, reading "Lisa M. Zwaren".

Lisa M. Zwaren  
Chief Election Officer

Form No. 6-3  
LGA s.146(2)(a)

**DECLARATION OF OFFICIAL ELECTION RESULTS  
GENERAL LOCAL ELECTION – 2018**

**OFFICE OF MAYOR**

I, Lisa M. Zwarn, Chief Election Officer, do hereby declare elected, John McEwen, who received the highest number of valid votes for the office of Mayor.

Dated at Anmore, BC  
this 22nd day of October, 2018.

  
Chief Election Officer

## DECLARATION OF OFFICIAL ELECTION RESULTS

### GENERAL LOCAL ELECTION – 2018

#### OFFICE OF COUNCILLOR

I, Lisa M. Zwarn, Chief Election Officer, do hereby declare elected the following candidates, who were acclaimed for the office of Councillor.

1. Polly Krier

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2. Timothy Laidler


---

3. Kim Trowbridge

---

4. Paul Weverink

Dated at Anmore, BC  
this 22nd day of October, 2018.

  
Chief Election Officer

## DECLARATION OF OFFICIAL ELECTION RESULTS

### GENERAL LOCAL ELECTION – 2018

### OFFICE OF SCHOOL TRUSTEE

I, Lisa M. Zwarn, Chief Election Officer, do hereby declare elected the following candidates, who was acclaimed for the office of School Trustee for Electoral Area 4 for the Coquitlam School District.

1. Kerri Palmer Isaak

Dated at Anmore, BC  
this 22nd day of October, 2018.

  
Chief Election Officer

**DETERMINATION OF OFFICIAL ELECTION RESULTS  
GENERAL LOCAL ELECTION – 2018**

	Glen Coutts	John McEwen
Advance Voting Opportunity: October 10, 2018	69	103
Mail In Ballot Opportunity: October 20, 2018	7	26
General Voting Opportunity: October 20, 2018	272	344
TOTAL NUMBER OF VOTES	348	473

This determination of official election results was made by the Chief Election Officer on October 22, 2018 and is based on ballot accounts as amended or prepared by the Chief Election Officer.

  
Chief Election Officer

**BALLOT ACCOUNT**

## Advance Voting

Location: Village Chambers

Date: October 10, 2018

(1) Number of ballots received for use (see Note 1)		300
(2) Ballots without objection	172	
(3) Ballots accepted subject to objection under s.140	0	
(4) Ballots rejected without objection	0	
(5) Ballots rejected subject to objection under s.140	0	
(6) Spoiled ballots that were replaced under s.128	1	
(7) <b>Number of ballots given to the electors</b> (2+3+4+5+6)	173	
(8) Unused ballots (see Note 2)	127	
(9) Number of ballots not accounted for	0	
(10) <b>TOTAL</b> (7+8+9)    No. 1 & No. 10 must agree		300

  
Chief Election Officer

THIS FORM MUST BE COMPLETED IN DUPLICATE.

Place one copy in the ballot box and return one copy to the Chief Election Officer

Note 1: If you have combined ballots from another of the same type of voting opportunity, include the number of ballots that were received for use at that voting opportunity. (LGA s.137)

Note 2: If you have combined ballots from another of the same type of voting opportunity, include the number of unused ballots from that voting opportunity. (LGA s.137)



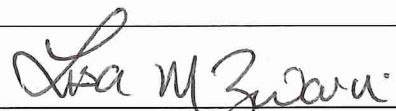
**BALLOT ACCOUNT**

Mail-in Ballot

Location: Village Chambers

Date: October 20, 2018

(1) Number of ballots received for use (see Note 1)		100
(2) Ballots without objection	33	
(3) Ballots accepted subject to objection under s.140	0	
(4) Ballots rejected without objection	1	
(5) Ballots rejected subject to objection under s.140	0	
(6) Spoiled ballots that were replaced under s.128	0	
(7) Number of ballots given to the electors (2+3+4+5+6)	34	
(8) Unused ballots (see Note 2)	57	
(9) Number of ballots not accounted for *	9	
(10) TOTAL (7+8+9) No. 1 & No. 10 must agree		100

  
Chief Election Officer

THIS FORM MUST BE COMPLETED IN DUPLICATE.

Place one copy in the ballot box and return one copy to the Chief Election Officer

Note 1: If you have combined ballots from another of the same type of voting opportunity, include the number of ballots that were received for use at that voting opportunity. (LGA s.137)

Note 2: If you have combined ballots from another of the same type of voting opportunity, include the number of unused ballots from that voting opportunity. (LGA s.137)

\* 43 ballots issued for the mail ballot voting, and 9 ballots not returned





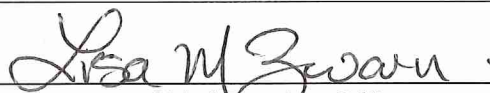
**BALLOT ACCOUNT**

General Voting

Location: Village Chambers

Date: October 20, 2018

(1) Number of ballots received for use (see Note 1)		700
(2) Ballots without objection	622	
(3) Ballots accepted subject to objection under s.140	0	
(4) Ballots rejected without objection	0	
(5) Ballots rejected subject to objection under s.140	0	
(6) Spoiled ballots that were replaced under s.128	2	
(7) <b>Number of ballots given to the electors</b> (2+3+4+5+6)	624	
(8) Unused ballots (see Note 2)	76	
(9) Number of ballots not accounted for	0	
(10) <b>TOTAL</b> (7+8+9)      No. 1 & No. 10 must agree		700

  
Chief Election Officer

THIS FORM MUST BE COMPLETED IN DUPLICATE.

Place one copy in the ballot box and return one copy to the Chief Election Officer

Note 1: If you have combined ballots from another of the same type of voting opportunity, include the number of ballots that were received for use at that voting opportunity. (LGA s.137)

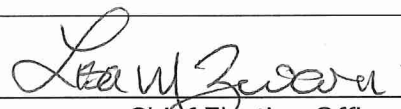
Note 2: If you have combined ballots from another of the same type of voting opportunity, include the number of unused ballots from that voting opportunity. (LGA s.137)



**BALLOT ACCOUNT**

General Voting - Blanks  
Location: Village Chambers  
Date: October 20, 2018

(1) Number of ballots received for use (see Note 1)		1200
(2) Ballots without objection	0	
(3) Ballots accepted subject to objection under s.140	0	
(4) Ballots rejected without objection	0	
(5) Ballots rejected subject to objection under s.140	0	
(6) Spoiled ballots that were replaced under s.128	0	
(7) <b>Number of ballots given to the electors</b> (2+3+4+5+6)	0	
(8) Unused ballots (see Note 2)	1200	
(9) Number of ballots not accounted for	0	
(10) <b>TOTAL</b> (7+8+9)    No. 1 & No. 10 must agree		1200

  
Chief Election Officer

THIS FORM MUST BE COMPLETED IN DUPLICATE.

Place one copy in the ballot box and return one copy to the Chief Election Officer

Note 1: If you have combined ballots from another of the same type of voting opportunity, include the number of ballots that were received for use at that voting opportunity. (LGA s.137)

Note 2: If you have combined ballots from another of the same type of voting opportunity, include the number of unused ballots from that voting opportunity. (LGA s.137)

## ENVIRONMENT COMMITTEE MEETING – MINUTES

Minutes of the Environment Committee Meeting held on Thursday, September 20, 2018 in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC



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### **MEMBERS PRESENT**

Councillor Paul Weverink, Chair  
Grace Bergman  
Coleen Hackinen  
Trudy Schneider

### **MEMBERS ABSENT**

Babak Taghvaei

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

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

#### **2. APPROVAL OF THE AGENDA**

It was MOVED and SECONDED:

**“THAT THE AGENDA BE APPROVED AS CIRCULATED.”**

**CARRIED UNANIMOUSLY**

#### **3. MINUTES**

**(a) Minutes of the Meeting held on May 17, 2018**

It was MOVED and SECONDED:

**“THAT THE MINUTES OF THE ENVIRONMENT COMMITTEE MEETING HELD ON MAY 17, 2018 BE ADOPTED AS CIRCULATED.”**

**CARRIED UNANIMOUSLY**

#### **4. BUSINESS ARISING FROM THE MINUTES**

Nil

#### **5. UNFINISHED BUSINESS**

Nil

**6. NEW BUSINESS**

Nil

**7. ADJOURNMENT**

It was MOVED and SECONDED:

**“TO ADJOURN.”**

**CARRIED UNANIMOUSLY**

The meeting adjourned at 7:16 p.m.

Certified Correct:

Approved:

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Christine Baird  
Manager of Corporate Services

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Councillor Paul Weverink  
Chair, Environment Committee

## PARKS AND RECREATION COMMITTEE MEETING – MINUTES

Minutes of the Parks and Recreation Committee Meeting held on Wednesday, February 7, 2018 in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC



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### **MEMBERS PRESENT**

Councillor Kim Trowbridge (Chair)  
Mike Dykstra  
Polly Krier  
Susan Mueckel  
Bruce Scatchard

### **MEMBERS ABSENT**

Nil

### **OTHERS PRESENT**

Luke Guerin, Operations Superintendent

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

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

#### **2. APPROVAL OF THE AGENDA**

It was MOVED and SECONDED:

**“THAT THE AGENDA BE APPROVED AS CIRCULATED.”**

**CARRIED UNANIMOUSLY**

#### **3. MINUTES**

**(a) Minutes of the Meeting held on December 13, 2017**

It was MOVED and SECONDED:

**“THAT THE MINUTES OF THE PARKS AND RECREATION COMMITTEE MEETING HELD ON DECEMBER 13, 2017 BE ADOPTED AS CIRCULATED.”**

**CARRIED UNANIMOUSLY**

#### **4. BUSINESS ARISING FROM THE MINUTES**

Item 6(a) – Trail Connectivity

Members agreed that, in order to better understand scope of work, the Committee will meet one afternoon to walk Mossom Creek Crossing, Summerwood Lane and other potential areas of connectivity with Luke Guerin.

**5. UNFINISHED BUSINESS**

Nil

**6. NEW BUSINESS****(a) Spirit Park Drainage**

Luke Guerin presented the following information:

- No drainage, other than a French drain/rock pit at the bottom of the older portion of Spirit Park and one lawn basin that shoots out to Ravenswood.
- No recent work has been done to improve drainage; aerating has been scheduled for this year; sand and materials were added in the past in hopes for better drainage.
- Poor, wet conditions will continue at community events and is most likely something to do with the septic field.
- During construction of a new civic centre, it will be determined if a new septic field is required or further drainage needing to be installed.
- No further action until work begins on Spirit Park enhancements.

**(b) Mossom Creek Bridge Project**

Luke Guerin presented the following information:

- The current cost to complete the project is \$207,000 and is broken down as follows:

Environmental consulting	\$10,000
Design of bridge	\$17,000
Construction costs	\$170,000
Contracted admin	\$10,000

- The trail on the current bridge will not conform to the new trail standards, and further work and costs would apply.
- Difficultly to get equipment into the area as it is located on gas right-of-way.
- Possibly need approval from Fortis to allow construction.
- Fixing access could include one set of stairs or switchbacks (preferably switchbacks).
- Pricing on standardizing the trail will be required before moving ahead with the bridge.
- Surrounding property owners should be approached to grant permanent/accessible access to trails at both ends of Mossom Creek Bridge site securing a right-of-way.

It was MOVED and SECONDED:

**“REQUEST COUNCIL/STAFF TO COME UP WITH AN APPROACH TO ASK LANDOWNERS IF THEY WILL GRANT PERMANENT/ACCESSIBLE ACCESS TO TRAILS AT BOTH ENDS OF PROPOSED MOSSOM CREEK BRIDGE SITE.”**

**CARRIED UNANIMOUSLY**

Luke Guerin advised that he will look into possible liability with leaving the bridge in its current state, in the event that Council decides not to replace it.

**(c) Stairs at Summerwood Lane – Build Costs**

Luke Guerin presented the following information:

- Two quotes were received ranging from \$29,000 to \$47,000 and the lower quote is more desirable as it consists of switchbacks which are lower maintenance.
- Original plan was to place stairs down to the Mossom Creek Hatchery.
- Village is currently holding possibly around \$30,000 in trust for the project.
- There will be additional costs as the current trails are used by residents as a dumping area (e.g. blackberry bushes).
- It was recommended to build a fence for safety reasons.

Luke Guerin advised that he will investigate how much was previously put in trust for this project.

It was MOVED and SECONDED:

**“COUNCIL TO REQUEST STAFF TO SPEAK WITH THE APPROPRIATE AUTHORITIES IN PORT MOODY WITH RESPECT TO BUILDING A STAIRCASE FROM OUR TRAIL NETWORK THAT TERMINATES AT OUR PROPERTY LINE FOR THE BENEFIT OF BOTH PORT MOODY AND ANMORE RESIDENTS.”**

**CARRIED UNANIMOUSLY**

**7. ADJOURNMENT**

It was MOVED and SECONDED:

**“TO ADJOURN.”**

**CARRIED UNANIMOUSLY**

The meeting adjourned at 8:00 p.m.

Certified Correct:

Approved:

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Christine Baird  
Manager of Corporate Services

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Councillor Kim Trowbridge  
Chair, Parks and Recreation Committee



170 Strong Road,

Anmore, B.C.

V3H 5E9

November 15, 2018


To Mayor McEwan, Village Councillors, and Village Staff particularly Juli Halliwell and Luke Guerin,

On behalf of 1<sup>st</sup> Anmore Scouts, I would like to take this opportunity to thank Council and Village Staff for allowing our Scouting group to store group gear on public works yard property. Our storage container was successfully delivered on November 13<sup>th</sup>. Between Council and Village Staff, we truly appreciate the tremendous work that was thoughtfully put into establishing a fair and workable agreement between the village and 1<sup>st</sup> Anmore Scouts. We are incredibly grateful for the support we felt and received during the process.

This year, our group is proudly celebrating 25 years of Scouting in Anmore. I am pleased and honoured to report that Scouting in Anmore is strong and vibrant with over 40 youth participating and over 25 youth and adult leaders. The gear we are now able to safely store on Village property will allow local youth to continue to experience challenging outdoor activities in our backyard as well as taking them on journeys they might have otherwise not been able to do.

Thank you again for supporting 1<sup>st</sup> Anmore Scouts!

Sincerely,



Laura Wilson

1<sup>st</sup> Anmore Scouts, Group Commissioner