

REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for
Tuesday, February 5, 2019 at 7:00 p.m. in Council Chambers at
Village Hall, 2697 Sunnyside Road, Anmore, BC



1. Call to Order

2. Approval of the Agenda

Recommendation: That the Agenda be approved as circulated.

3. Public Input

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

4. Delegations

page 4 (a) Sheryl Parton, Anmore PAC – Update on Anmore Elementary School Project.

5. Adoption of Minutes

page 5 (a) Minutes of the Regular Council Meeting held on January 22, 2019

Recommendation: That the Minutes of the Regular Council Meeting held on January 22, 2019 be adopted as circulated.

6. Business Arising from Minutes

7. Consent Agenda

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

Recommendation: That the Consent Agenda be adopted.

page 10 (a) Recycling Council of British Columbia – Invitation to 45th Annual Zero Waste/Circular Economy Conference 2019

Letter dated January 11, 2019 from Brock Macdonald, CEO, is attached.

Recommendation: That the letter dated January 11, 2019 from the Recycling Council of British Columbia regarding the 45th Annual Zero Waste/Circular Economy Conference 2019 be received for information.

page 11 **(b) Fraser Health – Invitation to BC Vision Zero Summit**

Email dated January 28, 2019 from Tara Abraham, Environmental Health Officer, Fraser Health, is attached.

Recommendation: That the email dated January 28, 2019 from Fraser Health regarding the 2019 BC Vision Zero Summit be received for information.

page 14 **(c) Fraser Health – BC Poverty Reduction Coalition – Request for Support of ABC Plan**

Email dated January 28, 2019 from Ingrid Tyler, Medical Health Officer, Fraser Health, is attached.

Recommendation: That Council support the BC Poverty Reduction Coalition's ABC Plan for an accountable, bold and comprehensive poverty reduction plan for BC.

8. Items Removed from the Consent Agenda

9. Legislative Reports

page 17 **(a) Building Bylaw Amendment No. 591-2019**

Report dated January 31, 2019 from the Manager of Development Services is attached.

10. Unfinished Business

11. New Business

(a) Appointment of Corporate Officer

Recommendation: That Karen Elrick be appointed as the Corporate Officer for the Village of Anmore pursuant to section 148 of the Community Charter.

page 26 **(b) 2019 Community Grant Applications**

Report dated January 28, 2019 from the Chief Administrative Officer is attached.

12. Mayor's Report

13. Councillors Reports

14. Chief Administrative Officer's Report

15. Information Items

(a) Committees, Commissions and Boards – Minutes

(b) General Correspondence

page 76 - Letter dated November 29, 2018 from the Peace River Regional District re: Caribou
Recovery Update

16. Public Question Period

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

17. Adjournment



Delegation to Council Request Form

Contact Information

Name of presenter: SHEYL PACTON

Name of organization: ANMORE PAC

Mailing Address: 30 ELEMENTARY ROAD

Phone Number: 604 202 8585

Email Address: SHEYL.PACTON@TELUUS.COM

Presentation Information

Preferred meeting date at which you wish to appear (if known): FEB 5TH

Number of person(s) expected to attend: 3 OR 4 (PAC EXEC)

Reason(s) for presentation:

- ☐ To provide information
- ☐ To request funding
- ☐ To request letter of support
- ☐ Other SUPPORT GRANT APP + PROVIDE UPDATE ON OUR PROJECT

Resources:

- ☐ Projector and Screen (bring own laptop)
- ☒ Other WILL BRING HANDOUTS FOR REVIEW

Please submit the completed form and related presentation materials to the Chief Administrative Officer by 12:00 p.m. on the Thursday prior to the Council Meeting via email to juli.halliwell@anmore.com or delivered to village hall.

For questions regarding this process, please phone Juli Halliwell at 604-469-9877.

REGULAR COUNCIL MEETING – MINUTES

Minutes for the Regular Council Meeting held on
Tuesday, January 22, 2019 in Council Chambers at
Village Hall, 2697 Sunnyside Road, Anmore, BC



ELECTED OFFICIALS PRESENT

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

ELECTED OFFICIALS ABSENT

Councillor Kim Trowbridge

OTHERS PRESENT

Juli Halliwell, Chief Administrative Officer
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:

R248/2019 "THAT THE AGENDA BE APPROVED AS CIRCULATED."

CARRIED UNANIMOUSLY

3. Public Input

Nil

4. Delegations

Taryn Chang and students from School District No. 43 presented information regarding Real Acts of Caring Week and requested that the Village of Anmore proclaim February 10-16, 2019 Real Acts of Caring Week.

It was MOVED and SECONDED:

R249/2019 "THAT FEBRUARY 10 TO 16, 2019 BE PROCLAIMED AS REAL
ACTS OF CARING WEEK IN THE VILLAGE OF ANMORE."

CARRIED UNANIMOUSLY

Devon Bullock was noted to be in attendance at the meeting and was thanked for his ongoing and invaluable annual contribution to the Light Up Spirit Park Event.

5. Adoption of Minutes

(a) Minutes of the Regular Council Meeting held on January 8, 2019

Mayor McEwen noted that written submissions for public input have not typically been accepted in past and therefore requested that Council consider striking the letter from the minutes of January 8, 2019.

R250/2019 **"THAT COLEEN HACKINEN'S LETTER BE STRICKEN FROM
THE MINUTES OF JANUARY 8, 2019."**

CARRIED UNANIMOUSLY

It was MOVED and SECONDED:

R251/2019 **"THAT THE MINUTES OF THE REGULAR COUNCIL MEETING
HELD ON JANUARY 8, 2019 BE ADOPTED AS AMENDED."**

CARRIED UNANIMOUSLY

6. Business Arising from Minutes

Nil

7. Consent Agenda

Nil

8. Items Removed from the Consent Agenda

Nil

9. Legislative Reports

(a) Highways Regulation Bylaw No. 586-2018

It was MOVED and SECONDED:

R252/2019 **"THAT ANMORE HIGHWAYS REGULATION BYLAW NO. 586-
2018 BE ADOPTED."**

CARRIED UNANIMOUSLY

10. Unfinished Business

Nil

11. New Business

(a) Council Remuneration Committee – Draft Terms of Reference

It was MOVED and SECONDED:

R253/2019 **“THAT THE DRAFT COUNCIL REMUNERATION COMMITTEE
TERMS OF REFERENCE BE APPROVED.”**

CARRIED UNANIMOUSLY

(b) Soroptimist International of the Tri-Cities

It was MOVED and SECONDED:

R254/2019 **“THAT COUNCIL AUTHORIZE THE ATTENDANCE OF
COUCILLOR KRIER AS A REPRESENTATIVE OF THE VILLAGE
AT THE 2019 GIVE HER WINGS BRUNCH FOR A COST OF
\$50.”**

CARRIED UNANIMOUSLY

12. Mayor’s Report

Mayor McEwen reported that:

- On January 10th he met with Ms. Halliwell, Mayor Belenkie from Belcarra and Belcarra CAO, Lorna Dysart
- On January 22nd, the Tri City News posted an article about the removal of Bert Flynn Park and loco Road from the MRN status
- He will be attending the Tri Cities Awards Gala noting there are a few Anmore residents who have been nominated for some awards
- He has been working with Mayor Belenkie, Village of Belcarra to discuss why Anmore and Belcarra were omitted from the provincial speculation tax and are awaiting a call back from our local MLA

13. Councillors Reports

Councillor Weverink reported that:

- He has written an article in the Anmore Times on the removal of MRN in particular, loco Road Corridor

Councillor Krier reported that:

- She attended the first Community and Inclusion Committee meeting
- On January 31st she will be co-hosting, along with the Alzheimer's Society, the Dementia and Alzheimer's Workshop at the Village Hall
- She attended Adrian Dix's announcement on the expansion of Eagle Ridge Hospital's emergency room
- She will be attending the Chamber of Commerce Business Excellence Gala
- She will be attending the Tri Cities Healthier Community Partnership meeting
- She is attending a canoe dedication for Kwikwetlem First Nations
- She will be attending her first Child Care Task Force meeting next week
- She will be attending Council's Strategic Planning Session in the next couple of weeks
- Her highlight of her week was attending, along with Councillor Laidler, the Elected Officials Seminar which was very informative and enjoyable

Councillor Laidler reported that:

- He supports Councillor Krier's comments on the Elected Officials Seminar as he found it very enlightening, in particular he found out about a \$65 million grant available for any "greening" of the village
- The Public Safety Committee meeting which was scheduled for January 21st was cancelled due to lack of quorum

14. Chief Administrative Officer's Report

Ms. Halliwell reported that:

- She is reviewing the architect quotes for the Village Civic Centre Building, within the authority of the CAO to approve
- Happy to announce that Karen Elrick will be joining the Village on February 4th at the new Corporate Officer. She will also be joining the Council Strategic Planning session on Saturday, February 2nd.

15. Information Items

(a) Committees, Commissions and Boards – Minutes

- Advisory Planning Commission Minutes of October 16, 2017
- Advisory Planning Commission Minutes of December 18, 2017
- Advisory Planning Commission Minutes of October 22, 2018
- SVFD Board of Trustees Minutes of September 27, 2018

(b) General Correspondence

- Letter dated November 15, 2018 from Minister Selina Robinson
- Email dated November 30, 2018 from Cathy Peters re: Human Sex Trafficking
- Letter dated November 30, 2018 from the Office of the Senior Advocate for BC

16. Public Question Period

Nil

17. Adjournment

It was MOVED and SECONDED:

R255/2019

“TO ADJOURN.”

CARRIED UNANIMOUSLY

The meeting adjourned at 7:24 p.m.



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Vancouver, BC
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January 11, 2019

RECEIVED

JAN 23 2019

VILLAGE OF
ANMORE

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

Dear Mayor John McEwen and Council:

Re: Recycling Council of British Columbia 45th Annual Zero Waste/Circular Economy Conference 2019

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

We invite you to attend **RCBC 2019 "Conference on Circular Economy" on May 8, 9, 10 2019 in Whistler, B.C.**, featuring a variety of topics relevant to local governments in B.C. Programming for RCBC 2019 (www.rcbcconference.ca) will include:

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

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

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

In our public policy work, we engage a variety of stakeholders to collaboratively develop and recommend progressive waste prevention initiatives and legislation. RCBC also facilitates the sharing of knowledge, good practices, and professional development. All of those elements are included as part of Canada's longest running waste prevention event, the annual RCBC Zero Waste Conference on Circular Economy, now in its 45th year.

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

Sincerely,

Brock Macdonald
Chief Executive Officer

Juli Halliwell

From: Abraham, Tara <Tara.Abraham@fraserhealth.ca>
Sent: January-28-19 4:02 PM
To: Polly Krier; Juli Halliwell; Christine Baird; 'Idysart@belcarra.ca'
Subject: Invitation to the Vision Zero Summit to be held February 8th and 9th in Surrey
Attachments: VZ Summit Poster.pdf

Hi Councillor Polly, Juli, Christine and Lorna,

Please find below an invitation from Fraser Health's Injury Prevention Lead, Tobin Copley to the **BC Vision Zero Summit**. It is being held in Surrey February 8th and 9th. The target audiences are municipal councillors and staff (planners, traffic engineers, etc.) for whom road safety is part of their professional role. Hope that you and /or others on your team will consider attending. The poster for the event is attached here. Please feel free to distribute to any staff who would be interested.

The BC Vision Zero Summit is an opportunity to learn and share ideas about the Vision Zero approach to reducing traffic-related injuries. The Vision Zero approach complements work in active transportation by focusing on road safety and the most vulnerable users. A number of cities worldwide have adopted it and many have seen reductions in traffic-related injuries.

If you have any questions about the Summit or would like further information, feel free to call me at 604-949-7259 or email.

Hope to see you there!

Tara

Tara Abraham, MHA CPHI(C)

Environmental Health Officer/Healthy Built Environment Team

Fraser Health

#300-205 Newport Drive

Port Moody, BC, V3H 5C9

office: 604-949-7259 Ext 547259

fax: 604-949-7706

email: tara.abraham@fraserhealth.ca

I acknowledge that Fraser Health provides services within the ancestral, traditional and unceded territory of the Coast Salish nations.

INVITATION:

Please see below the Eventbrite invitation to the first BC Vision Zero Summit on Road Safety, to be held February 8th and 9th at Surrey City Hall and the Civic Hotel.

<https://visionzerobc2019.eventbrite.ca>

Password: roadsafety123

The information for the Summit is contained within the Eventbrite invitation page – please click on the link to read the information. The Summit is being hosted by the City of Surrey in partnership with the Provincial Health Services Authority, Fraser Health, and Vancouver Coastal Health. The primary audience for the Summit is local government staff and civic leaders, however we would appreciate participation from other sectors as well. The aim of the Summit is to share experiences and proven approaches to make Vision Zero a reality in all parts of BC.

There is a nominal cost of \$50 to attend on February 8th. February 9th is free and there will be events held in the Surrey City Hall Plaza as part of the Smart Cities Vancouver/Surrey finalists bid, including Autonomous Vehicle demonstrations.

The final agenda is yet to be confirmed, however, high profile speakers from BC will be presenting, and we will hear about the city of Portland's progress in implementing Vision Zero and the Washington State Traffic Safety Commission's experiences with cannabis legalization and road safety. The Summit will focus on effective road safety strategies for both urban and rural/remote geographies, considerations for developing Vision Zero plans, Safe Schools programs and grant opportunities for both Vision Zero planning and road safety improvements.

Please do not hesitate to contact either myself or Shabnem Afzal, Road Safety Manager, City of Surrey, for more information. Shabnem.Afzal@surrey.ca.

Tobin Copley, MA | Injury Prevention Lead
Health Protection
Population and Public Health

Fraser Health Authority | Suite 400, Central City Tower | 13450 - 102nd Avenue | Surrey, BC V3T 0H1
Tel: 604-785-3182

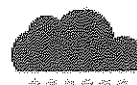
top
contributing
factors



driver distraction



driver failure to
yield right of way



weather

most crashes involving pedestrians happen at intersections



icbc.com



BC Vision Zero Summit

February 8-9, 2019

We would like to invite you to BC's first ever Vision Zero Summit taking place in early 2019 at the City of Surrey.

The Vision Zero approach to road safety has proven successful on the Swedish road network since 1997 and its momentum is growing. With highly positive road safety outcomes and proven approaches to get there, we have much to learn from leaders taking the steps to prioritize human life within the transportation network.

The first Vision Zero Summit in BC will present shared solutions to our shared challenges. Listen to experts who are working to eliminate traffic fatalities and severe injuries on their streets, while increasing safe, healthy and equitable mobility for all.

Event Details

February 8th and 9th, 2019 at the landmark Surrey City Hall and the new boutique Civic Hotel in the heart of Surrey City Centre.

Tickets are available at:

<http://visionzerobc2019.eventbrite.ca> using the password roadsafety123.

Learn about Vision Zero and what makes it an effective approach to road safety for all cities regardless of size or geography. High profile Speakers from BC and beyond will share their experience of implementing Vision Zero Road Safety Plans and what worked to reduce fatal and serious injuries on their roads. Safe Schools Panels will explore how to develop programs. And, to help move your community towards Vision Zero, grant opportunities will also be introduced.

Hear how the City of Portland has successfully been implementing Vision Zero. Washington State Traffic Safety Commission share their experiences relating to the legalization of Cannabis and impacts on road safety. Tackling tough issues and developing solutions that work, our speakers will provide an opportunity for participants to ask questions and receive advice from practitioners. Also learn about the role of technology in road safety through futuristic sessions, Ted Talks, and activations- including VIP access to autonomous vehicle rides - related to Surrey and Vancouver's joint Smart Cities initiative.

Juli Halliwell

From: Foulkes, Richelle <richelle.foulkes@fraserhealth.ca>
Sent: January-28-19 9:16 AM
To: Liam McLellan; Jennifer Lester; Tracey Takahashi; Councillor Glenn Pollock; Lori Bowie; seetonm@portcoquitlam.ca; Marsden, Dennis; skim@coquitlam.ca; van Poorten, Cathy; Hohn, Jeri; Polly Krier; Juli Halliwell; Idysart@belcarra.ca
Cc: Amy Lubik; Tyler, Ingrid; Kristan Ash; Zambrano, Rob; Stromgren, Jeff; michaelh@tricityschamber.com; damon.elgie@gov.bc.ca; Claire MacLean; Patricia_Sonier@vancity.com; Cristina_Pereira@vancity.com; 'Ryan Drew; Abigail Cameron; Ong, Mary; Tri-Cities Literacy; Brolin, Scott; Abraham, Tara; Whitham, Donna; sandrajhorton@me.com
Subject: TC HCP Recommendation to Councils
Attachments: BCPRC_Municipal-resolution_Nov162018.docx

****Sent on behalf of Councillor Amy Lubik & Dr. Ingrid Tyler, TC HCP Co-Chairs****

Hello TC HCP Municipal Partners,

At our recent TC HCP meeting on Thursday, January 24th, we started a discussion around household food insecurity in the Tri-Cities. Household food insecurity is the inadequate or insecure access to food due to financial constraints, and affects approximately 1 in 10 households in the Lower Mainland. Evidence shows that poverty is the root cause of household food insecurity.

BC is the last province in Canada to have a poverty reduction plan and is now developing a plan to be launched in March 2019. The BC Poverty Reduction Coalition (BCPRC), a broad-based network of over 400 organizations, has renewed its call for a strong poverty reduction plan for BC by launching the ABC Plan, which outlines an accountable, bold and comprehensive poverty reduction plan to prevent and reduce poverty in BC. The BCPRC is asking councils to support the ABC Plan by early February 2019.

During our meeting last week we learned that the municipalities of Port Coquitlam and Port Moody have formally supported the ABC Plan and adopted the BCPRC's proposed municipal resolution (attached).

The TCHCP proposed the following recommendation to all member Councils:

THAT councils discuss supporting the ABC Plan for an accountable, bold and comprehensive poverty reduction plan for BC, and adopt the BCPRC's proposed municipal resolution attached to this email.

Due to the short timeline, we are circulating this recommendation by email.

If you have any questions about the BCPRC's ABC Plan or the TC HCP recommendation to support the plan, please feel free to contact us.

Sincerely,

Amy & Ingrid
TC HCP Co-Chairs

Ingrid Tyler MD, CCFP, MHSc, MEd, FRCPC
Medical Health Officer, Fraser Health Authority

Suite 400, 13450 - 102nd Avenue
Surrey, BC V3T 0H1
Office: 604.587.7890
email: ingrid.tyler@fraserhealth.ca

Amy Lubik

Port Moody City Councillor

I respectfully acknowledge that I live, work, and play on unceded Coast Salish Territory, the traditional territories of the Kwikwetlem xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwataʔ (Tsleil-Waututh) Nations.

This response is provided by Councillor Lubik and may not reflect the City of Port Moody's official position or that of Council.

Municipal resolution: Call for the ABC Plan for an Accountable, Bold and Comprehensive poverty reduction plan for British Columbia

WHEREAS:

1. The poverty rate in British Columbia continues to be among the highest in Canada at approximately 1 in 8 using Canada's official poverty line (Market Basket Measure), and child poverty rates in BC are still 1 in 5;
2. Many impacts of poverty are experienced at the local level, and local residents pay for poverty in increased health care costs, higher crime, higher demand for community, social and charitable services, lack of school readiness, reduced school success, and lower economic productivity;
3. 4 people are dying every day in BC due to the opioid epidemic that the Provincial Health Officer of BC has declared a Public Health Emergency. Many more are sick from poverty with cancer, heart disease, diabetes, depression or other health issue; and the health of everyone is worse from living in such an unequal society;
4. A poverty reduction plan will save lives and money as it is a social and economic investment in our province;
5. There was unanimous support from all three provincial parties for legislated targets and timelines to reduce poverty in Bill 39: Poverty Reduction Strategy Act when it was passed on November 5, 2018;
6. BC is the last province in Canada to have a poverty reduction plan and is now developing a plan to be launched in March 2019;
7. The BC Poverty Reduction Coalition (the "Coalition") is a broad-based network of over 400 organizations including community and non-profit groups, faith groups, health organizations, indigenous organizations, businesses, labour organizations, and social policy groups;
8. The Coalition has renewed its call for a strong poverty reduction plan for BC by launching the ABC Plan, which outlines an accountable, bold and comprehensive poverty reduction plan to prevent and reduce poverty in BC.

THEREFORE BE IT RESOLVED:

THAT this council support the Coalition's ABC Plan for an accountable, bold and comprehensive poverty reduction plan for BC; and

BE IT FURTHER RESOLVED:

THAT this council advocate to the provincial government to develop and implement a provincial poverty reduction strategy that includes the measures within the ABC Plan before February 2019, with the commitment that this council will work with the provincial government in implementing this plan.

For more information:

Contact: Trish Garner, Community Organizer, BC Poverty Reduction Coalition

Email: trish@bcpovertyreduction.ca

Phone: 604-877-4553

Website: bcpovertyreduction.ca / ABCplan.ca



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: January 31, 2019

Submitted by: Jason Smith, Manager of Development Services

Subject: Energy Step Code Implementation- Building Bylaw Amendment and Rezoning Policy

Purpose / Introduction

The purpose of this report is to introduce an amendment to the Building Bylaw that would require new homes to meet the requirements of BC Energy Step Code 1 and a Village policy that would seek to require any new homes granted through the rezoning process be required to meet BC Energy Step Code 3.

Recommended Option

That the Anmore Building Bylaw Amendment Bylaw 591-2019 be read a first, second and third time and that the Village of Anmore Policy # 62 – Energy Step Code and Rezoning, be adopted.

Background

The Village of Anmore Council adopted a new Building Bylaw in the September of 2018, at that time the notion of implementing Energy Step Code requirements was introduced.

At its October 2, 2018 meeting, the Village of Anmore Council directed staff to begin a consultation process with the development community about implementing the Energy Step Code and to bring back the possible amendments to the Building Bylaw to implement the Energy Step Code after the consultation was complete (**Attachment 1**).

Report/Recommendation to Council

Energy Step Code Implementation- Building Bylaw Amendment and Rezoning Policy
January 31, 2019

Discussion

Subsequent to the October direction, staff notified the BC Energy Step Code Council about the Village's intentions. In December 2018 Village staff held a public meeting with the development community. There were no concerns raised about implementing the BC Energy Step Code, as it was now being required in many other jurisdictions where the same builders/developers do work. There was general support for the direction that the Village was taking on improved energy efficiency.

BC Energy Step Code 1 only requires that an energy modeller be hired and that an energy performance model for the proposed home be created. There are no increased performance standards required to be implemented as part of Step Code 1. Staff's view is that this is an appropriate first step and will allow the Village to gather data and information about energy performance for new construction. This information could be used in the future to consider the implications of requiring higher steps on the BC Energy Step Code. The requirement for new homes to meet Energy Step Code 1 can be implemented through an amendment to the Building Bylaw (**Attachment 2**).

Staff research into the implications of the Energy Step Code revealed that Anmore is in a different climate zone than the rest of Metro Vancouver, therefore, the requirements for meeting step code requirements will be less for building in Anmore. This is due to the fact that tolerances have been provided for in the BC Energy Step Code to recognize the challenges in building in colder climates. It is for this reason that staff have revised their original recommendation for requesting new homes enabled through rezoning from Step Code 2 to Step Code 3. In discussions with the development community, this was seen as achievable and not an onerous requirement. Staff have drafted a policy that would seek new homes enabled through a rezoning meet BC Energy Step Code 3 (**Attachment 3**).

Staff's intent would be to reconsider in a year or two whether to require all new homes to meet the requirements of Energy Step Code 3. This future consideration would benefit from information gathered through the energy modeling required for any Energy Step Code, as it would give a much clearer understanding of what is required to meet Energy Step Code requirements in Anmore and the associated costs.

Report/Recommendation to Council

Energy Step Code Implementation- Building Bylaw Amendment and Rezoning Policy

January 31, 2019

Other Options

The following options are provided for Council's consideration:

1. That the Anmore Building Bylaw Amendment Bylaw 591-2019 be read a first, second and third time and that the Village of Anmore Policy # 62 be adopted.

Or

2. Request staff to provide more information.

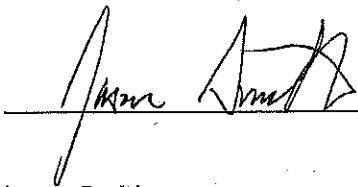
Financial Implications

There are no financial implications for the Village in implementing the Energy Step Code requirements.

Attachments:

1. Village of Anmore Staff Report titled "Implementing the BC Energy Step Code in Anmore" dated September 26, 2018
2. Anmore Building Bylaw Amendment Bylaw 591-2019
3. Village of Anmore Policy #62

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 REPORT TO COUNCIL

Date: September 26, 2018

Submitted by: Jason Smith, Manager of Development Services

Subject: Implementing the BC Energy Step Code in Anmore

Purpose / Introduction

The purpose of this report is to inform Council of the BC Energy Step Code ("Energy Step Code") and seek their direction to begin consultation with the local building and design community about implementing improved energy efficient building practices for new homes in Anmore.

Recommended Option

That Council authorizes Staff to consult with its stakeholders in the construction and development community about possible implementation of Step 1 of the BC Energy Step Code for all new construction and Step 2 for all new construction granted by rezoning; and to report summary findings back to Council.

Background

Council recently adopted a new Building Bylaw on September 18, 2018, which was a thorough update and revision to the previous Building Bylaw. There was one issue that remained unaddressed from staff's perspective, the consideration of adopting higher energy efficiency requirements for new construction through the implementation of the Energy Step Code.

Discussion

What is the Energy Step Code?

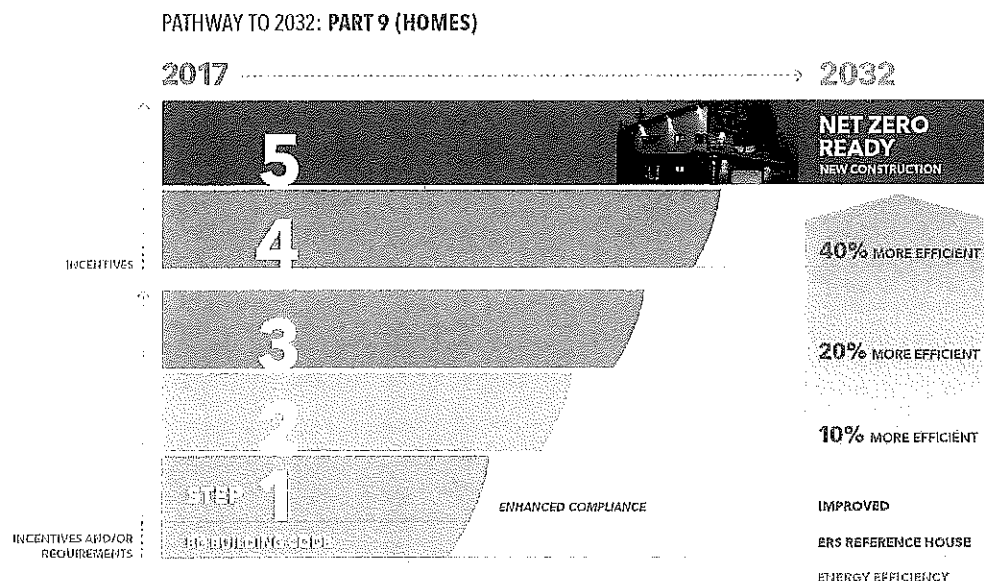
The Energy Step Code was introduced as part of the *Building Act* and the revised Building Code and it is intended to help British Columbia move towards meeting its greenhouse gas reduction targets. Energy consumed in the heating and cooling of buildings is the second largest source of greenhouse gas emissions after transportation. The Energy Step Code envisions an end point in 2032 of all new residential construction being net zero in terms of energy consumption.

Report/Recommendation to Council

Implementing the BC Energy Step Code in Anmore

September 26, 2018

To assist the transition required in construction practices to achieve net zero buildings, the Province has devised an Energy Step Code that lays out the steps required to move from the current Building Code requirements to net zero. For Part 9 Buildings, which is the section of the building code that regulates all building in Anmore except the school, there are 5 steps as shown in the following diagram:



Each of the steps is performance based allowing the designer and builder best determine how they will meet the requirements.

Implementing requirements for meeting certain steps of the Energy Step Code is one of the only areas where local governments have been given the ability require construction that exceeds the Building Code.

Many local governments throughout Metro Vancouver have implemented enhanced Energy Step Code requirements, including Belcarra, all of the North Shore municipalities and Vancouver.

Recommended Direction for Anmore

Staff are recommending that the Village of Anmore consider requiring all new home construction meet Step 1 and that any new homes granted through rezoning be required to meet Step 2 of the Energy Step Code.

Report/Recommendation to Council

Implementing the BC Energy Step Code in Anmore

September 26, 2018

Before implementing these changes it is necessary to consult with the local building and design community in an effort to fully understand the implications for them and to help educate them about what this might mean for them.

Staff in preliminary discussions with builders, have found that many of them are already undertaking these practices in their projects as it is already required by that jurisdiction and/or meeting the requirements involves simply utilizing good building practices.

Staff in the past have struck an informal committee of local builders, developers and designers to review the proposed changes to Zoning Bylaw and staff are proposing bringing this group together again to discuss the proposed implementation of the Energy Step Code.

Next Steps

Should Council endorse consultation, staff will inform the BC Energy Step Code Council that the Village is considering implementing enhanced requirements provided for in the Energy Step Code. The BC Energy Step Code Council is able to provide some resources and materials to help assist the discussion with the local building and design community.

Staff would then reach out the local building and design community to arrange a series of meetings to solicit their input on the implications of this for them.

Staff would then return to Council early in 2019 with the outcome of the consultation and present Council with potential amendments to the Building Bylaw to implement Step 1 and a draft rezoning policy outlining the intent to require Step 2 for any new homes granted through rezoning.

Options

The following options are provided for Council's consideration:

1. That Council authorizes Staff to consult with its stakeholders in the construction and development community about possible implementation of Step 1 of the BC Energy Step Code for all new construction and Step 2 for all new construction granted by rezoning; and to report summary findings back to Council.

Or

Report/Recommendation to Council

Implementing the BC Energy Step Code in Anmore

September 26, 2018

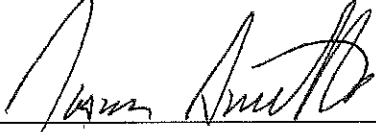
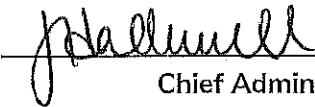
2. That Council directs Staff to consider alternate requirements for implementing the BC Energy Step Code.

Or

3. That Council directs Staff not to proceed with further consideration of implementing the BC Energy Step Code at this time.

Financial Implications

There are no financial implications for any of the options presented.

| |
|--|
| 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. 591-2019

A bylaw to amend Anmore Building Bylaw No. 583-2018

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

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

1. This Bylaw may be cited for all purposes as "Building Bylaw Amendment Bylaw No. 591-2019".
2. That Anmore Building Bylaw No. 583-2018 be amended by replacing the wording in section 25.1 with the following:

"That all new single family home construction be required, at a minimum, to comply with the requirements of BC Energy Step Code 1."

READ a first time the day of, 2019

READ a second time the day of, 2019

READ a third time the day of, 2019

ADOPTED the day of, 2019

MAYOR

MANAGER OF CORPORATE SERVICES

Certified as a true and correct copy of "Anmore Building Bylaw Amendment Bylaw No. 591-2019".

DATE

MANAGER OF CORPORATE SERVICES



COUNCIL POLICY

| | | | |
|-------------------------|-------------------------------|-----------------------|---------|
| Policy | Energy Step Code and Rezoning | Policy No. | 62 |
| Effective Date | | Approved by | Council |
| Date Amended | | Resolution No. | |
| Date Established | | | |

POLICY

In an effort to improve energy efficiency in new homes and to address climate change through the reduction of greenhouse gas emissions, the Village of Anmore will seek to have all new homes granted through the rezoning process be built, at a minimum, to the requirements of the BC Energy Step Code 3.



VILLAGE OF ANMORE REPORT TO COUNCIL

Date: January 28, 2019
Submitted by: Juli Halliwell, Chief Administrative Officer
Subject: 2019 Anmore Community Grant Requests

PURPOSE/INTRODUCTION

To seek direction from Council in regards to approving community grant applications received for the 2019 budget year.

RECOMMENDATIONS

1. That Council approve the community grants as outlined in the report dated January 28, 2019 from the Chief Administrative Officer regarding 2019 Anmore Community Grant Requests;

or
 2. That Council approve select community grants as outlined in the report dated January 28, 2019 from the Chief Administrative Officer regarding 2019 Anmore Community Grant Requests;

or
 3. That Council refer the report from the Chief Administrative Officer regarding 2019 Anmore Community Grant Requests back to staff for further information.
-

BACKGROUND

Community Grants are intended to support not-for-profit organizations serving Village of Anmore residents. The Village of Anmore provides these grants to assist groups with the delivery of services that will improve the quality of life for residents on a social, economic or physical level. Approval of grants is contingent upon provision being included in the Village's annual operating budget. The current budget for community grants is \$7,000 per year.

Applicants must provide services to residents in the Village of Anmore; must demonstrate financial need and will be considered for funding once per calendar year.

Report/Recommendation to Council
2019 Anmore Community Grant Requests
January 28, 2019

DISCUSSION

The following principles may be applied to determine funding allocations:

- a) Availability of funds budgeted for grants and donations;
- b) Community benefit;
- c) Scope in which the grant will promote the well-being and quality of life of Anmore residents;
- d) Evidence that, in addition to the Grant funding request, monies are also being sought from other funding source(s), or own funds are being contributed.
- e) Scope in which the funds are expended in Anmore;
- f) The needs of the applicant requesting funding;
- g) Evidence that barriers to services for persons with disabilities and demographic barriers (youth, seniors, ethnic citizens) have been addressed or considered.
- h) Evidence that consideration to environmental sensitivities (printing papers when necessary, borrowing or sharing materials, etc.) has been addressed or considered.
- i) Scope in which volunteers are involved and community spirit is fostered.

Eligible funding expenses are listed as follows:

- a) Special Projects and Events (e.g. Hosting a workshop or producing resource material)
- b) Operating Costs (e.g. Ongoing operating costs such as salaries, utilities, rent)
- c) New Projects (e.g. New program to serve a particular group)

The Village of Anmore has received three community grant applications for the 2019 budget year. The combined total of all applications requesting Council's consideration is \$3,437.00. The applicants are listed as follows.

| Applicant | Project, Event or Service | 2019 Amount Requested | 2018 Amount Received | 2017 Grant Received | 2016 Grant Received |
|---|-----------------------------------|-----------------------|----------------------|---------------------|---------------------|
| 1 st Anmore Scouts | Link Camp & Tent Replacement Fund | \$ 1,000.00 | \$ 1,000.00 | \$ 500.00 | \$ 500.00 |
| Anmore Elementary School PAC | Natural Learning & Play Space | \$ 2,000.00 | \$ 2,000.00 | \$ 1,000.00 | n/a |
| Communities Embracing Restorative Action (CERA) Society | Community Youth Justice Program | \$ 437.00 | \$ 437.00 | \$ 437.00 | \$ 437.00 |

Report/Recommendation to Council

2019 Anmore Community Grant Requests

January 28, 2019

FINANCIAL IMPLICATIONS

The financial implications are as listed in the table above. As noted, the annual budget is currently \$7,000 for community grants. Therefore, there is available funds to approve all grants, if so desired by Council. If Council were to approve all requests, the remaining funds for additional grant requests in 2019 would be \$3,563.00.

COMMUNICATIONS/CIVIC ENGAGEMENT

If approved, applicants will be informed of their grant via letter.

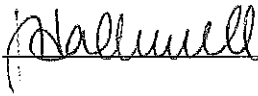
CORPORATE STRATEGIC PLAN OBJECTIVES

Community grants are considered by way of guidelines that were endorsed by Council. Community grants all meet the Corporate Strategic Plan objective of "continuing to provide support and funding for community events".

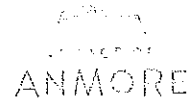
ATTACHMENTS;

1. 1st Anmore Scouts community grant application.
2. Anmore Elementary School PAC grant application.
3. Communities Embracing Restorative Action (CERA) Society community grant application.

Prepared by:



Juli Halliwell
Chief Administrative Officer



Community Grant Application Form

Date of application: November 30, 2018Name of organization/event: Scouts Canada -- First AnmoreAddress: 170 Strong Road, Anmore, BC V3H 5E9

Main contact person(s):

1. Name: Laura Wilson Position: Group Commissioner
 Phone (primary): 604-469-9254 Phone (alternate): 604-314-9254
 Email: laurawilson@shaw.ca
2. Name: Bob Bradley Position: Treasurer
 Phone (primary): 604-961-3056 Phone (alternate): 604-357-7097
 Email: 1stAnmoreTreasurer@gmail.com

PREVIOUS YEAR FUNDING

Did the Village of Anmore provide funding to this same organization last year? ☒ Yes ☐ NoIf yes, amount received: \$ 1000.00Describe project/event/service: See Note 1.How were grant funds spent? Please complete the attached 'Financial Statement from Previous Year' form.
See note 2

CURRENT YEAR FUNDING REQUEST

Amount requested: \$ 1000.00Describe your project/event/service:
See Note 3How will grant funds be spent? Please also complete the attached 'Budget Projections for Current Year' form.
See Note 4Describe your organization and how its efforts do/might benefit the community:
See Note 5How many participants do you expect: from Anmore: 26 from outside Anmore: 16How will the Village be recognized for its contributions?
See Note 6Identify any long term objectives or goals that the organization is working toward
See Note 7

Please provide additional information on separate paper.

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

REVENUE

| | | |
|---------------------------------|--------------------|---|
| Other Grant Monies | \$ 6500.00 | Contributor: <u>Provincial Gaming Grant</u> |
| Provincial/Federal Monies | \$ 0 | |
| Participant Fees | \$ 2500.00 | |
| Donations | \$ 0 | |
| Fund Raising | \$ 6500.00 | |
| Other: <u>Activity Fees</u> | \$ 2400.00 | |
| <u>Village of Anmore</u> | \$ 1000.00 | |
| <u>Carry-over from Previous</u> | \$ 1800.00 | |
| Total | \$ 20780.00 | |

EXPENSES

| | |
|------------------------|--------------------|
| Venue Rental | \$ 0 |
| Advertising | \$ 0 |
| Speakers | \$ 0 |
| Meals | \$ 0 |
| Refreshments | \$ 0 |
| Equipment Rental | \$ 0 |
| Equipment Purchase | \$ 6480.00 |
| Other: <u>Camp</u> | \$ 2500.00 |
| <u>Activities</u> | \$ 9200.00 |
| <u>Insurance/Other</u> | \$ 2200.00 |
| Total | \$ 20380.00 |

PROFIT / SHORTFALL

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

FISCAL YEAR-END RESERVE BALANCE:

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

To the best of my knowledge, the above statements are true as of the date of this application.

Signature [Signature]
Organization's Applicant

Signature [Signature]
Organization's President or Chair

FINANCIAL STATEMENT FROM PREVIOUS YEAR

Attach to Community Grant Application

REVENUE

| | | |
|---------------------------|-------------|--------------------------------------|
| Other Grant Monies | \$ 6500.00 | Contributor: Provincial Gaming Grant |
| Provincial/Federal Monies | \$ | |
| Participant Fees | \$ 2730.00 | |
| Donations | \$ | |
| Fund Raising | \$ 8781.00 | |
| Activity Fees | \$ 1768.00 | |
| Other: Anmore Grant | \$ 1000.00 | |
| Bank Interest | \$ 8.00 | |
| Total | \$ 20787.00 | |

EXPENSES

| | |
|-------------------------|-------------|
| Venue Rental | \$ 0 |
| Advertising | \$ 0 |
| Speakers | \$ 0 |
| Meals | \$ 0 |
| Refreshments | \$ 0 |
| Equipment Rental | \$ 0 |
| Equipment Purchase | \$ 1946.00 |
| Activity Costs | \$ 11444.00 |
| Other: Link Camp | \$ 1997.00 |
| Insurance/Training/Misc | \$ 9057.00 |
| Total | \$ 18444.00 |

PROFIT / SHORTFALL

| | |
|-----------------------|------------|
| Revenue less expenses | \$ 2343.00 |
|-----------------------|------------|

FISCAL YEAR-END RESERVE BALANCE:

| | |
|-------------------------------|--------------------|
| Description: Program Reserves | Amount: \$ 400.00 |
| Accrual (equipment repair) | Amount: \$ 1800.00 |
| | Amount: \$ |

To the best of my knowledge, the above statements are true as of the date of this application.

Signature 
Organization's Applicant

Signature 
Organization's President or Chair

Anmore Community Grant Application Form-- Appendix

Scouts Canada – First Anmore

Note 1

The funds received from the Village of Anmore in 2018 were used to offset the considerable costs in two specific areas:

1. **Link Camp:** While our various sections engage in age-appropriate activities throughout the year, there is one camp conducted this year at Camp Whonnock in which all our sections (Beavers, Cubs, Scouts, Venturers) were invited to. This camp presents a unique opportunity to pass down customs and traditions, as well as enabling participants exposure to children and families of youth in other age sections.
2. **Equipment Replacement:** The execution of an effective Scouting program is highly dependent on the availability of quality camping gear. We attempt to renew some of our gear every year, but have fallen somewhat behind. We used \$500 from the Village of Anmore Grant to replace one of our tents (cost \$800). Without the Village Grant, we would not have been able to make this purchase. Thank You.

Note 2

The \$1000 received from the Village of Anmore was used to offset the following costs articulated in our Financial Documents:

| | |
|-------------------------------|---------|
| Link Camp: | \$1997. |
| Outdoor Equipment Replacement | \$1946. |

Note 3

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

Note 4

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

Note 5

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

In addition, the 1st Anmore Scouts Group participate in several local community events:

- Ma Murray Days
- Anmore Terry Fox Run
- Easter Egg hunt (and clean up) in April
- Garbage Pick Up event in May
- Remembrance Day ceremony conducted at Belcarra Park
- We have also participated in special events such as gardening at the Fire Hall two years ago.

Note 6

In terms of participation from those youth from Anmore and those from outside the Village, the 1st Anmore Scouts group feels very fortunate to have the participation of several families from Port Moody. The Port Moody Scouting program folded last year, so we are pleased that some of those families chose to continue their participation in Scouts Canada with the 1st Anmore troop. It is also noteworthy that the Port Moody families are active participants in the events noted above (Note 5) that take place in Anmore. We feel very fortunate to have them contributing to our Village.

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

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

Further, being a smaller community, all parents are well aware of, and have tremendous gratitude for the ongoing support of the Village of Anmore.

Note 7

For the 1st Anmore Troop our most important long-term goal is to sustain Scouts Canada's presence in the Village of Anmore. The benefits to the Village of an engaged and active Scouts organization is articulated above. Across Canada, participation in Scouts is declining. This is due a variety of factors, but two specific factors are cost considerations, and competition from other youth activities. If we can manage these factors, and build on the momentum established by the history of the organization (since 1993 in Anmore), we will be successful in sustaining the program for youth in Anmore in the future.

More pragmatically, the program is in desperate need of replacing critical equipment, such as tents, to enable a quality program to continue.



Community Grant Application Form

Date of application: December 31, 2018

Name of organization/event: Anmore Elementary School PAC

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

Main contact person(s):

1. Name: Sheryl Parton Position: PAC Fundraising and Event Coordinator
 Phone (primary): 6042028585 Phone (alternate): 6044692600
 Email: sheryl.parton@telus.com
2. Name: Dena Malkoc Position: Co-Treasurer PAC
 Phone (primary): 6046499900 Phone (alternate): same
 Email: dena-malkoc@shaw.ca

PREVIOUS YEAR FUNDING

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

If yes, amount received: \$ 2000

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

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

CURRENT YEAR FUNDING REQUEST

Amount requested: \$ 2000.00

Describe your project/event/service:

Anmore Natural Learning and Play Space - Legacy Garden and 'Best Slide Ever' Installation

How will grant funds be spent? Please also complete the attached 'Budget Projections for Current Year' form.
Installation of Legacy Garden and 'Best Slide Ever' (see attached budget projections for current year 2018/2019)

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

See attached Anmore Elementary Grant Application Amendment.doc

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

How will the Village be recognized for its contributions?

The Village, alongside all project contributors, will receive a personalized engraved paver to lay alongside other generous sponsors and donors to the project within the Legacy Garden.

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

The Anmore Natural Learning and Play Space is a 3 - 5 Year program, entering into year 3. (2018/2019)

Please provide additional information on separate paper.

BUDGET PROJECTIONS FOR CURRENT YEAR

Attach to Community Grant Application

REVENUE

| | | |
|---------------------------------------|-----------------|--------------------|
| Other Grant Monies | \$ _____ | Contributor: _____ |
| Provincial/Federal Monies | \$ N/A | |
| Participant Fees | \$ N/A | |
| Donations | \$ _____ | |
| Fund Raising | \$ _____ | |
| Other: **Please see budget attachment | \$ _____ | |
| 2018/2019 | \$ _____ | |
| | \$ _____ | |
| Total | \$ _____ | |

EXPENSES

| | |
|--------------------|-----------------|
| Venue Rental | \$ _____ |
| Advertising | \$ _____ |
| Speakers | \$ _____ |
| Meals | \$ _____ |
| Refreshments | \$ _____ |
| Equipment Rental | \$ _____ |
| Equipment Purchase | \$ _____ |
| Other: _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| Total | \$ _____ |

PROFIT / SHORTFALL

Revenue less expenses \$ _____

FISCAL YEAR-END RESERVE BALANCE:

| | |
|--------------------|------------------|
| Description: _____ | Amount: \$ _____ |
| _____ | Amount: \$ _____ |
| _____ | Amount: \$ _____ |

To the best of my knowledge, the above statements are true as of the date of this application.

Signature

Organization's Applicant

Signature

Organization's President or Chair



FINANCIAL STATEMENT FROM PREVIOUS YEAR

Attach to Community Grant Application

REVENUE

| | | |
|--|-----------------|--------------------|
| Other Grant Monies | \$ _____ | Contributor: _____ |
| Provincial/Federal Monies | \$ _____ | |
| Participant Fees | \$ _____ | |
| Donations | \$ _____ | |
| Fund Raising | \$ _____ | |
| Other: ** Please see budget attachment | \$ _____ | |
| 2017/2018 | \$ _____ | |
| | \$ _____ | |
| Total | \$ _____ | |

EXPENSES

| | |
|--------------------|-----------------|
| Venue Rental | \$ _____ |
| Advertising | \$ _____ |
| Speakers | \$ _____ |
| Meals | \$ _____ |
| Refreshments | \$ _____ |
| Equipment Rental | \$ _____ |
| Equipment Purchase | \$ _____ |
| Other: _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| Total | \$ _____ |

PROFIT / SHORTFALL

Revenue less expenses \$ _____

FISCAL YEAR-END RESERVE BALANCE:

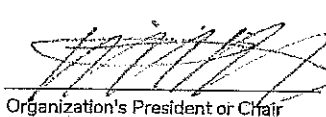
| | |
|--------------------|------------------|
| Description: _____ | Amount: \$ _____ |
| _____ | Amount: \$ _____ |
| _____ | Amount: \$ _____ |

To the best of my knowledge, the above statements are true as of the date of this application.

Signature


Organization's Applicant

Signature


Organization's President or Chair



Previous Year Funding – 2017/2018

How were grant funds spent?

2018 Village of Anmore Grant funding of \$2000 was spent on Anmore Learning & Play Space - Project expenses: Site Inspection & Preparation. SD43 required updated site survey & drawings to validate location of drainage and catch basins, slowing the project considerably, and presenting an unexpected cost to the PAC. Awarded funds were used to cover a portion of Wedler Engineering Site survey costs.

Funds were transferred to SD43 to cover PAC portion of amounts owed to Wedler Engineering, March 2018.

Wedler Engineering
201 – 9300 Nowell Street
Chilliwack, BC
V2P 4V7

Encl. Receipt for services attached. See Wedler invoice #'s 56173 & 53762.

Current Year - 2018/2019

How will grant funds be spent?

Legacy Garden – Bench seating

Encl. Quote Q000007371 from Landscape Centre INC. 12/17/2018

Item: SF-BENCH-LCCC2080 Bench LCCC2080 6' w/ Exp Agg Base \$984.50 + gst/pst)



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

Anmore Elementary PAC is a committed and small, dedicated group of volunteers, who are providing the Project Management, Execution, and Sustainability planning of a space improvement benefiting the entire Village community, and visitors.

The Legacy Garden, adjacent to the “Best Slide Ever”, provides families both in the School Community and the broader Village Community an opportunity to purchase a Personalized Legacy Paving Stone to lay in the garden. This year’s grant funding will be spent on a **permanent bench** to join another already on site. (originally placed to 2006 to honour Community Spirit Award Winner, and long-time teacher in Anmore – Laurie Joseph)

*In recognition of the energy, commitment and dedication Laurie Joseph has given to the youth in Anmore. As a long time teacher at Anmore Elementary School, Mr. Joseph has enhanced the academic and personal lives of generations of Anmore students.
His commitment to the school and community is greatly appreciated by all Anmore residents.*

How will the Village be recognized?

The Village, alongside all project contributors, will receive a personalized engraved paver to lay alongside other generous sponsors and donors to the project within the Legacy Garden. Additionally, public acknowledgment of the Villages contributions to the project year-over-year have been and are announced in school newsletters, at PAC general meetings, and at each year’s Holiday concert. We are grateful for the Villages generous support of the project over the past several years and would welcome a current member of council, or the Mayor himself, to attend the Play Space Slide & Legacy garden opening targeted for May 2019.



WEDLER
ENGINEERING

Invoice

Invoice Number: 56173

Saturday, March 17, 2018

To: School District 43
550 Poirier Street
Coquitlam, BC V3J 6A7
Attention: Louie Giroto

Project: S18-0241/A

Anmore Outdoor Learning & Playspace

Reference: SR009370

FINAL INVOICE: We have been instructed that this project is closed.

- . Additional survey
- . Storm water management plan
- . Preliminary drainage design

Project Manager: Stanley Reid

Professional Services for the Period: 2/18/2018 to 3/17/2018

Billing Group: 001

Professional Services

Project Initiation

| | <u>Charge</u> |
|--------------------|---------------|
| CADD | 262.50 |
| Survey Computation | 206.25 |

Pre Design

| | |
|--------------------------|--------|
| CADD | 618.75 |
| Survey Topo - 1 Man Crew | 600.00 |
| Survey Topo - 2 Man Crew | 731.25 |

Preliminary Design

| | |
|--------------------|----------|
| Administration | 18.75 |
| CADD | 2,610.00 |
| Survey Computation | 490.00 |

Detail Design

| | |
|----------------------|----------|
| Design / Computation | 1,562.50 |
| Review | 250.00 |

Professional Services Totals: \$7,350.00

Disbursements

204.50

Remit payment to:
Wedler Engineering LLP
201 - 9300 Nowell Street
Chilliwack, BC V2P 4V7

tel: 604-792-0651
fax: 604-792-0693
email: info@wedler.com
web: www.wedler.com

Invoice Due Upon Receipt
1.5% interest per month on
overdue accounts (18% per annum)
GST # 830804720

Wedler Engineering LLP

Saturday, March 17, 2018

Project: S18-0241/A

Invoice: 56173

Project Totals:

Billing Group Subtotal: \$7,554.50

Project Subtotal: 7,554.50

GST/HST: 377.73

Billing Total: \$7,932.23

***** Total Project Invoice Amount: \$7,932.23**

Remit payment to:
Wedler Engineering LLP
201 - 9300 Nowell Street
Chilliwack, BC V2P 4V7

tel: 604-792-0651
fax: 604-792-0693
email: info@wedler.com
web: www.wedler.com

Invoice Due Upon Receipt
1.5% interest per month on
overdue accounts (18% per annum)
GST # 830804720



WEDLER
ENGINEERING

Invoice

Invoice Number: 55762

Saturday, January 20, 2018

To: School District 43
550 Poirier Street
Coquitlam, BC V3J 6A7
Attention: Louie Girotto

Project: S18-0241/A

Anmore Outdoor Learning & Playspace

- . Project Initiation
- . Topographical survey
- . Submission of survey plan

Project Manager: Stanley Reid

Professional Services for the Period: 12/24/2017 to 1/20/2018

Billing Group: 001

Professional Services

Project Initiation

| | |
|----------------------|--------|
| Administration | 107.50 |
| Design / Computation | 478.75 |
| Survey Computation | 70.00 |

Pre Design

| | |
|--------------------------|----------|
| Survey Computation | 617.50 |
| Survey Topo - 1 Man Crew | 1,092.50 |

Professional Services Totals: \$2,366.25

Disbursements

128.43

Billing Group Subtotal: \$2,494.68

Project Totals:

Project Subtotal: 2,494.68

GST/HST: 124.73

Billing Total: \$2,619.41

***** Total Project Invoice Amount:**

\$2,619.41

Interit payment to:
Wedler Engineering LLP
201 - 9300 Nowell Street
Chilliwack, BC V2P 4V7

tel: 604-792-0651
fax: 604-792-0693
email: info@wedler.com
web: www.wedler.com

Invoice Due Upon Receipt
1.5% interest per month on
overdue accounts (18% per annum)
GST # 830804720



Quote

7371

Sales Centre: 5-75 Blue Mountain Street Coquitlam, BC V3K 0A7
 Distribution Yard: 2350 United Blvd, Coquitlam, BC V3K 6S1
 Ph: 604.540.0333 Email: sales@landscapecentre.com

Date: December 17, 2018
 Customer: ANMELE

Bill To:

Anmore Elementary School
 30 Elementary Road
 Anmore BC

Ship To:

Anmore Elementary School
 30 Elementary Road
 Anmore BC

Ph. () -

| PO Number | F.O.B. | Salesperson | Order Date | Order Number | |
|---|--|------------------|-------------------|--------------|----------------|
| Bench Inquiry | UNITED | | December 17, 2018 | Q000007371 | |
| Ship Via | | Payment Terms | Reference | | |
| LCC CONFIRM | | Cash on Delivery | 7371 | | |
| Ordered By: Sheryl Parton | | | (604) 202-8585 | () - | |
| Part Number | Description | Ordered | UOM | Unit Price | Extended Price |
| SF-BENCH-BC-142-BACKLE SS-WRC Or | Bench BC one40two Series Backless with Western Red Cedar | 1 | EA | GP 1,506.64 | 1,506.64 |
| SF-BENCH-LCCC2085 Or | Bench LCCC2085 6'-10" Concrete | 1 | EA | GP 897.88 | 897.88 |
| SF-BENCH-LCCC2080 | Bench LCCC2080 6' w/ Exp Agg Base | 1 | EA | GP 984.50 | 984.50 |
| FR-CR-TRICITY-Z5-28 | Freight Crane 28 Min. | 1 | EA | GP 125.00 | 125.00 |
| Rate includes up to 45 minutes on site. \$1.50/minute will be charged thereafter. 24 Hours notice required for cancellation. Quoted prices are valid for above quantities. Any change in the quantity may invalidate the pricing. Prices are valid on all products shipped prior December 21, 2019. Product quantities are based on Customer provided measurements. We are not responsible for any errors on product shipped based on these supplied measurements. | | | | | |
| Thank you for the opportunity to provide you with this quote. If you have any questions please feel free to contact your salesperson at 604-540-0333 or sales@landscapecentre.com No Returns without Receipt. 15% restocking applies to all returns. | | | Net Amount | | 3,514.02 |
| | | | 12151 1943 RT0001 | G.S.T. | 175.70 |
| | | | | P.S.T. | 245.98 |
| | | | | Total Due | 3,935.70 |

APAC 2017/2018 Budget

Updated: Aug 12, 2018

Sep 1, 2017 - Aug 30, 2018

Budget

Sep 1, 2017 - Aug 30, 2018 Actuals

Variance

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

Income:

| | | | | |
|--|--------------------|--------------------|--|------------|
| ¹ Gaming | \$2,920.00 | \$2,920.00 | based on \$20 @ 133 students - Gaming issued more than anticipated - \$2,920.00 | 110% |
| ² Fundraising | \$22,630.00 | \$25,258.94 | | 112% |
| ^{2a} Fundraising Great Walk May 4, 2018 | \$8,000.00 | \$3,905.00 | \$1,486.96 deposited to APAC account (included in fundraising revenue & \$3,905.00 deposited to Anmore Elementary. Total Great Walk funds \$5,391.96 | 49% |
| ^{2b} Fundraising Trivia Night Feb 2018 | \$0.00 | | \$3,338.47 before expenses. Included in Fundraising | |
| ³ Community Grants | \$2,000.00 | \$2,000.00 | | 100% |
| Interest | \$25.00 | \$31.98 | | 128% |
| Balance Forward | \$0.00 | | | |
| Total Revenue: | \$35,315.00 | \$34,116.92 | | 97% |

Expenses:

| | | | | |
|--|-------------|------------|---|------|
| ¹ ArtStarts performances | \$1,540.00 | \$1,449.00 | \$830 paid from Gaming Grant remainder to be paid from PAC Operating account | 94% |
| Bank & Visa Charges | \$0.00 | | | |
| BCPAC Membership | \$0.00 | | | |
| ³ Education (ex. Saleema Noon) | \$1,000.00 | \$942.50 | | 94% |
| Equipment - Classroom | | | | |
| Equipment - Playground | | | | |
| Equipment - Sports | | | | |
| Equipment - Technology | | | | |
| Emergency Preparedness | | | | |
| Events (ie. Parent Welcome to school & PAC Welcome event) | \$150.00 | \$0.00 | | 0% |
| ⁴ Field trips (7 x \$300) | \$2,100.00 | \$2,100.00 | Increased to 7 classes | 100% |
| Kilometre Club Necklaces | \$100.00 | \$0.00 | | 0% |
| Line 911 | \$0.00 | \$0.00 | | |
| PAC Operations & supplies | \$600.00 | \$492.45 | | 82% |
| ⁶ Stripe (new in 2017/2018) Operating Costs (deducted from Munchalunch transfers to Operating Account). Complete payroll charges \$383.33 for 2015-2016, \$466.28 for 2016-2017 | \$200.00 | \$0.00 | Note: Info line only. Fees deducted by Stripe. | 0% |
| Spring Spruce Up | \$400.00 | \$386.02 | | 96% |
| Teacher Appreciation | \$1,760.00 | \$1,760.00 | Increased to 7 classes | 100% |
| ⁵ Teacher Classroom Funds (7*260) | \$2,100.00 | \$2,100.00 | Increased to 7 classes | 100% |
| ⁴ Wishlist Classroom Funds (7*300) | \$0.00 | \$302.44 | new fundraising initiative not previously budgeted. Final reconciliation - PROFIT of \$1.06 | |
| Fundraising Expense: Art Cards | \$0.00 | \$2,774.61 | new fundraising initiative not previously budgeted. Refund for samples \$548.55 deposited 16/19 fiscal. Profit \$196.54 | |
| Fundraising Expense: Clothing (branded) | \$200.00 | \$260.00 | For Great Walk | 125% |
| Fundraising Expense: Donation (to Sasamat VFD) | \$0.00 | | | |
| Fundraising Expense: Earth Day | \$750.00 | \$2,029.95 | \$2,122.82 raised as of 2018-05-30 (Concert bake sale & Grade 5 hoodies, Purdy's order, popsicles) | |
| ⁶ Fundraising Expense: Grade 5 Camp Sasamat | \$500.00 | \$500.00 | Net zero | |
| Grade 5 Leave Taking | \$325.00 | \$766.71 | | 236% |
| Fundraising Expense: Great Walk | \$5,800.00 | \$5,479.81 | Costs through to June 30, 2018 | 100% |
| Fundraising Expense: Munchalunch | \$17,000.00 | \$3,156.00 | Covers tax receipted donations from 2016-2017 Art Auction. Funds allocated to Outdoor Learning Centre | 19% |
| Fundraising Expense: Outdoor Learning Centre | | \$208.16 | new fundraising initiative not previously budgeted | |
| Fundraising Expense: Pizza @ Winter Concert | \$300.00 | \$1,382.83 | Popsicles earned \$1,384.00 \$1,000.00 designated towards Grade 5 fundraising \$382.83 popsicle expenses | 461% |
| Fundraising Expense: Popsicles | \$50.00 | \$0.00 | | 0% |
| Fundraising Expense: Raffle Baskets | \$150.00 | \$103.49 | | 69% |
| Fundraising Expense: Recycling | \$0.00 | \$1,324.47 | Total Sales: \$3,342.75 less expenses \$2,488.82 (cash and credit card receipts) = PROFIT \$753.93 | |
| ⁷ Fundraising Expense: Scholastic | \$100.00 | \$228.00 | Concession earned \$324.25. Expenses \$226.00 for volunteer pizza & concession expenses | 228% |
| Fundraising Expense: Sports Day | | \$344.26 | | |
| ¹⁰ Fundraising Expense: Thrifty's Smile Card (cheque for Sports Equipment). \$220 (2014-15 total) \$499.10 (2015-16 total). 210.75 (2016-17 total). \$344.25 (2017-18 total) | \$500.00 | \$2,416.43 | Final reconciliation - Trivia Night PROFIT 922.04 | 483% |
| Fundraising Expense: Trivia Night (Feb 2018) | | | | |

NOTE: Scholastic Book Fair in Dec 2017 contributed \$753.93

| | | |
|------------------------|--------------------|--------------------|
| | \$0.00 | \$0.00 |
| Total Expenses: | \$35,315.00 | \$30,496.02 |
| | \$0.00 | \$3,619.80 |

Notes about Revenues / Projected Revenues:

¹Gaming Grant. Annual application. Based on \$20 for 133 FTE students 2017-2018 (ESTIMATE \$2,880).

²Fundraising includes: Art Card Sales, Big Ticket event night (Trivia Night Feb 2018), Clothing, Munchalunch, Mabel's Labels, Popsicles, Progressive Gift Card program, Purdy's, Recycling, Donations, Scholastic Book Fair, Thrifty's Smile Card Program, Winter Concert and various other activities. Fundraising is decided each year by the PAC Executive in consultation with parents & Principal. Approved at Monthly Parent Meetings.

^{2A} Great Walk Funds specifically designated for outdoor amphitheatre and/or technology in classrooms. Note funds deposited to School Cash On Line (to School District 43).

^{2B} Big Ticket Event (Trivia Night) - funds collected through Event Brite

³ Community Grant - Anmore PAC will seek assistance from the Village of Anmore and local agencies to contribute towards the Outdoor Learning Centre. Village granted \$1,000 in 2017. Village granted \$2,000 in 2018.

Notes about Expenses:

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

³ Saleema Noon - every other year. Sex Ed presentation in 2016, 2018. Next booking 2020.

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

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

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

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

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

⁹ Scholastic Book Fair - expenses recovered and included in Fundraising income.

¹⁰ Thrifty's Smile Card (for Sports Equipment). Total collected through June 2017 \$230.75, June 2018 \$344.25

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

APAC 2018/2019 Budget

Updated: Dec 27, 2018

Sep 1, 2018 - Aug 30, 2019

Budget

Sep 1, 2018 - Aug 30, 2019 Actuals

Variance

Fundraising goal 2018-2019: \$32,000.00

(\$17,251.09 raised as at Dec 27, 2018)

Grant goal 2018-2019: \$35,400.00 (\$3,192.00

raised as at Dec 27, 2018)

| | | | | | |
|--|--------------------|--------------------|---|------------|--|
| Income: | | | | | |
| ¹ Gaming | \$2,400.00 | \$3,192.00 | Estimate based on \$20 @ 120 students | 133% | |
| ² Fundraising | \$24,000.00 | \$12,877.54 | | 54% | |
| ^{2a} Fundraising Great Walk SPRING 2019 | \$4,000.00 | | | 0% | |
| ^{2b} Fundraising Bingo Night Nov 17, 2018 | \$4,000.00 | \$3,825.00 | Less expenses \$2,028.62. Profit \$1,796.38 | 96% | |
| PAC deposit (Soccer FX reimbursement from 17/18 order) | | \$548.55 | | | |
| ³ Community Grants | \$2,000.00 | | | 0% | |
| ⁴ Other Grants | \$31,000.00 | | Tire Grant, Canada Post etc | 0% | |
| Interest | \$25.00 | \$11.13 | | 45% | |
| Balance Forward | | | | | |
| Total Revenue: | \$67,425.00 | \$20,464.22 | | 30% | |

| | | | | | |
|---|-------------|------------|---|------|--|
| Expenses: | | | | | |
| ¹ ArtStarts performances | \$700.00 | | Two ArtStart events - say Gaming Grant shortfall to be supplemented by Annmore PAC Operating funds | 0% | |
| ArtStarts performances - supplemented by APAC | \$800.00 | \$735.00 | | 92% | |
| Bank & Visa Charges | | \$5.99 | | | |
| ² Education (ex. Saleema Noon) | \$0.00 | \$0.00 | Next Saleema Noon booking 19/20 school year | | |
| Equipment - Classroom | | | | | |
| Equipment - Playground | | | | | |
| Equipment - Sports | | | | | |
| Equipment - Technology | | | | | |
| Emergency Preparedness | | | | | |
| Events (ie. Parent Welcome to school & PAC Welcome event) | \$0.00 | | | | |
| ⁴ Field trips (6 x \$300) | \$1,800.00 | \$3,000.00 | 6 classes. Funds increased due to transportation increase. \$500/class approved by PAC 2018-19 meeting (up from \$300/class). | 167% | |
| Kilometre Club Necklaces | \$0.00 | | | | |
| Lice 911 | \$0.00 | | | | |
| PAC Operations & supplies | \$1,048.55 | \$427.50 | Includes 2017/2018 carryover expenses offset by Soccer EX refund cheque of \$548.55 | 41% | |
| ⁵ Stripe (new in 2017/2018) Operating Costs (deducted from Munchalunch transfers to Operating Account). Compare payroll charges \$383.93 for 2016-2016, \$468.28 for 2016-2017 | | | Note: Info line only. Fees not reflected in Operating account. | | |
| Spring Spruce Up | \$0.00 | | | | |
| Teacher Appreciation | \$400.00 | | | 0% | |
| ⁶ Teacher Classroom Funds (6*250) | \$1,500.00 | \$1,500.00 | 6 classes | 100% | |
| Young Entrepreneurs | | | New initiative added 2018-19 PAC approved | | |
| ⁷ Whistler Classroom Funds (6*300) | \$1,800.00 | | 6 classes | 0% | |
| Fundraising Expense: Clothing | | \$411.79 | Fundraising - for consideration | | |
| Fundraising Expense: Concession | | \$547.69 | New initiative 18/19 | | |
| Fundraising Expense: Craft Fair | | | | | |
| Fundraising Expense: Donation (to Sasamat VFD) | \$200.00 | | | 0% | |
| Fundraising Expense: Earth Day | \$0.00 | | | | |
| ⁸ Fundraising Expense: Grade 5 Camp Sasamat | | \$675.50 | Expenses will equal total funds raised. Net zero | | |
| ⁸ Fundraising Expense: Grade 5 Hoodies | | | Expenses will equal total funds raised. Net zero | | |
| Grade 5 Leave Taking | \$500.00 | | | 0% | |
| Fundraising Expense: Great Walk | \$600.00 | | | 0% | |
| Fundraising Expense: Munchalunch | \$5,500.00 | \$2,037.59 | Expenses through to 2018-12-31 | 37% | |
| Fundraising Expense: Music Bingo Night (FALL 2018) | \$1,500.00 | \$2,028.62 | | 135% | |
| Fundraising Expense: Neufeld Farms | \$0.00 | \$2,092.00 | New initiative 18/19 | | |
| Fundraising Expense: Outdoor Learning Centre & Amphitheatre | \$50,850.00 | | | 0% | |
| Fundraising Expense: Pizza @ Winter Concert | \$200.00 | | | 0% | |
| Fundraising Expense: Photo Sitting (Christmas) | \$0.00 | \$0.00 | New initiative 18/19 | | |
| Fundraising Expense: Popcorn | \$350.00 | | New initiative 18/19 | | |
| Fundraising Expense: Popsicles | \$0.00 | \$11.20 | | 0% | |
| Fundraising Expense: Raffle Baskets | \$0.00 | | | | |
| Fundraising Expense: Recycling | \$100.00 | \$21.99 | Fundraising - offset by Recycling funds collected. Net zero. | 22% | |
| ⁹ Fundraising Expense: Scholastic | | \$1,333.92 | "Expenses" cover delta between VISA collected and total goods sold. Profit \$752.68 | | |
| Fundraising Expense: Sports Day | \$225.00 | | Fundraising - for consideration. 2018 profits covered costs of volunteer lunch & concession costs. Net zero. | 0% | |
| ¹⁰ Fundraising Expense: Thirty's Smile Card (cheque for Sports Equipment). \$220 (2014-16 total) \$499.10 (2015-16 total). 210.75 (2016-17 total). \$344.25 (2017-18 total) | \$0.00 | | Net zero. | | |

NOTE: Scholastic Book Fair in Dec 2018. profit \$752.68

| | | |
|------------------------|--------------------|--------------------|
| | \$0.00 | \$0.00 |
| Total Expenses: | \$67,973.55 | \$14,828.79 |
| Funds Remaining | -\$649.55 | \$5,625.43 |

Notes about Revenues / Projected Revenues:

¹Gaming Grant. Annual application. Based on \$20 for 120 FTE students 2018-2019 (ESTIMATE \$2,400).

²Fundraising includes: Big Ticket event night (Music Bingo FALL 2018), Clothing (tentative), Munchalunch, Mabel's Labels, Neufeld Farms (new 18/19 initiative) Popcorn (new 18/19 initiative), Popsicles, Progressive Gift Card program, Purdy's, Recycling, Donations, Scholastic Book Fair, Thrifty's Smile Card Program, Winter Concert and various other activities. Fundraising is decided each year by the PAC Executive in consultation with parents & Principal. Approved at Monthly Parent Meetings. Other initiatives may be added for 18/19.

^{2A}Great Walk Funds specifically designated for Learning & Play Space Project. Note: donations eligible for tax receipts will be deposited via Anmore Elementary School. Funds held in trust for PAC (NOT IN PAC OP ACCOUNT) and dispensed on PAC direction.

^{2B}Big Ticket Event (Trivia Night) - ticket funds collected through Event Brite & transferred to PAC OP account

³Community Grant - Anmore PAC will seek assistance from the Village of Anmore to contribute towards the Learning & Play Space Project. PAC presentation to Village of Anmore. 2017-02: Village Grant \$1,000.00. 2018-02: Village Grant \$2,000.00.

⁴Other Grants - Anmore PAC will seek grant assistance from various organizations (Canada Post, TD, Hamber Foundation, Prospera Credit Union, Westminster Savings)

Notes about Expenses:

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

⁵Seleema Noon - every other year. Sax Ed presentation in 2018. Next booking 2020.

⁶Field Trips (6*300). Each Division receives \$300 contributing to costs associated with transportation & field trip costs. Paid from Gaming Grant funds. Note: 2018-19 PAC approved increase to \$500/class (offsetting increases in bus transportation costs).

⁵STRIFE Operating Costs. Note these costs are charged by Paypal and are automatically deducted. Paypal fees for Munchalunch charges in 2016-2017 total \$466.28. Blended rate average 4% of transaction totals. 2017/2018 costs to be calculated

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

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

⁸Camp Sasamat - these expenses are offset by fundraising efforts throughout the year including: Winter Concert bake sale, clothing sales.

⁹Scholastic Book Fair - expenses recovered and included in Fundraising Income.

¹⁰Thrifty's Smile Card (for Sports Equipment). Total collected through June 2018 - \$344.25

Note: 2018/2019 decrease from 7 to 6 classrooms. \$650.00 decrease in funds required to fund Wishlist, Field Trips, Classroom Funds from previous year's budget

ANMORE OUTDOOR LEARNING PROJECT

Location: Anmore Elementary, 30 Elementary Road, Anmore BC

Client: Anmore PAC / SD43

Date: November 21, 2018

Prepared by: PAUL WHITEHEAD bcsla

Greenway Landscape Architecture

2280 Park Crescent

Coquitlam BC V3J 6T4

T 604 461 9120

PRELIMINARY COST ESTIMATE

continued

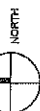
PHASE TWO - HILL SLIDE

| ITEM | DESCRIPTION | UNIT | QTY. | \$ / UNIT | TOTAL \$ |
|----------|--|------|------|--------------------------|-----------------|
| A | SITE PREPARATION | | | | |
| 1 | Site Preparation: clearing/grubbing (tree removal by SD43) | m2 | 75 | \$5 | \$375 |
| 2 | Earthwork: Excavation and off site disposal, shaping | m3 | 25 | \$75 | \$1,875 |
| 3 | Drainage: perf pipe in gravel (add cleanout, confirm existing) | m | 12 | \$75 | \$900 |
| 4 | Erosion and Sediment Control | LS | 1 | \$750 | \$750 |
| | Item A - Sub Total | | | | \$3,900 |
| B | AMPHITHEATRE - North Wall | | | | |
| 1 | Earthwork: Excavation and off site disposal, shaping | m3 | 15 | \$50 | \$750 |
| 2 | Terraced Wall: Lock-block mini, 4 rows and sides | fm2 | 3 | \$350 | \$1,050 |
| 3 | Drainage: 100Ø perf drain pipe in gravel trench | m | 4 | \$75 | \$300 |
| | Item B - Sub Total | | | | \$2,100 |
| C | HILL SLIDE | | | | |
| 1 | Slide: supply and install - 5m stainless steel with landing | LS | 1 | \$15,000 | \$15,000 |
| 2 | Slope play base: 150 x 19 minus (with soil cement) | m2 | 50 | \$40 | \$2,000 |
| 3 | Slide rubber surface: gravel fill, custom steps, mounds | m2 | 45 | \$200 | \$9,000 |
| 4 | Concrete threshold: precast concrete on base | m | 12 | \$50 | \$600 |
| 5 | Concrete edge: .15 x .45m high concrete on base | m | 14 | \$200 | \$2,800 |
| 6 | Gravel surface at top | m2 | 6 | \$40 | \$240 |
| 7 | Boulders: round granite, 600 to 900 wide, supply and place | ea | 13 | \$50 | \$650 |
| | Item C - Sub Total | | | | \$30,290 |
| D | OVERALL COST SUMMARY | | | | |
| 1 | Totals of Items A to C | | | OVERALL TOTAL | \$36,290 |
| 2 | Contractor: admin + overhead (permits, fence, wc, maint. etc) | | | Add 6% to each Sub Total | \$2,177 |
| | | | | Sub Total | \$2,177 |
| 3 | | | | TOTAL | \$38,467 |
| 4 | | | | 20% CONTINGENCY | \$7,693 |
| 5 | | | | 5% GST | \$2,308 |
| 6 | | | | GRAND TOTAL | \$48,469 |

NOTES:

- 1) This Preliminary Cost Estimate is an anticipated cost and may differ from the actual cost of construction.
- 2) Refer to Landscape Drawings, dated November 21, 2018

| # | DATE | GRADING MEETING DATE |
|---|------------|----------------------|
| 1 | June 2-10 | June 10-15 |
| 2 | June 15-25 | June 25-30 |
| 3 | June 30-10 | July 10-15 |

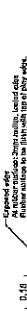


Landscapo Architecture
3200 Park Crescent
Berkeley, CA 94704
510.461.5120
jordan@landscapo.com

Annmore Outdoor Learning Project
Annmore Elementary
40 Elementary Rd.
Annmore, BC

| Time | Temperature | Pressure | Flow Rate | Concentration | Volume | Mass | Yield | Purity | Recovery | Losses | Notes |
|------|-------------|----------|-----------|---------------|--------|------|-------|--------|----------|--------|-------|
| 0.00 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 0.05 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 0.10 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 0.15 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 0.20 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 0.25 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 0.30 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 0.35 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 0.40 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 0.45 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 0.50 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 0.55 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 0.60 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 0.65 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 0.70 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 0.75 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 0.80 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 0.85 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 0.90 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 0.95 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 1.00 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 1.05 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 1.10 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 1.15 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 1.20 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 1.25 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 1.30 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 1.35 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 1.40 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 1.45 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 1.50 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 1.55 | 25.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | |
| 1.60 | 25.00 | 1.00 | 1.00 | 1. | | | | | | | |

1708



possible diameter

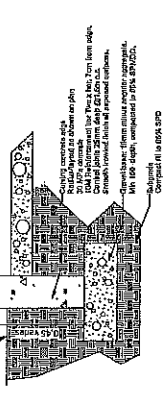
pressure transducer

pressure-measuring system

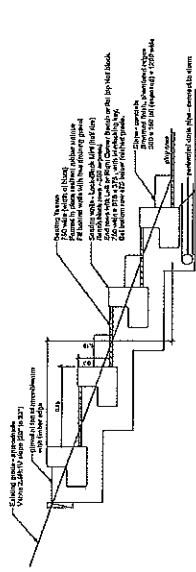
motor

reservoir of water

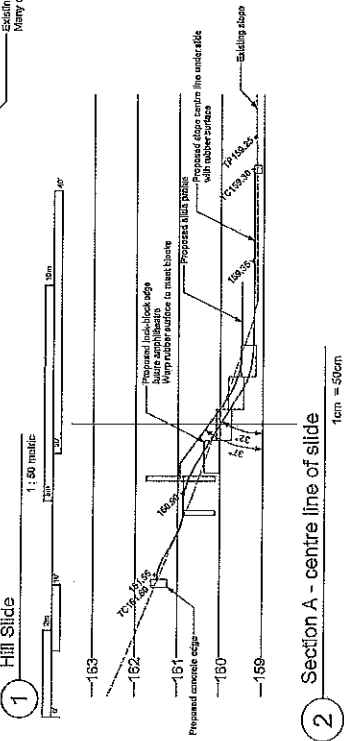
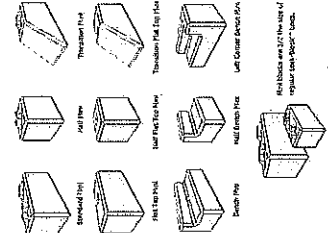
Figure 1. Schematic diagram of the experimental setup.



4 Play Edge



5 Terraced Seating - Lock Block Mini
future - for reference only 1cm = 200mm



Section A - centre line of slide

resulting in the entire system being maintained as a single unit.







Community Grant Application Form

Date of application: December 28, 2018

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

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

Main contact person(s):

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

PREVIOUS YEAR FUNDING

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

If yes, amount received: \$ 437.00

Describe project/event/service: Restorative Justice

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

CURRENT YEAR FUNDING REQUEST

Amount requested: \$ 437.00

Describe your project/event/service:

Restorative Justice

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

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

Refer to attachment

How many participants do you expect: from Anmore: Refer to attachment from outside Anmore: _____

How will the Village be recognized for its contributions?

Through CERA's promotional material and organizational website

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

Refer to attachment

Please provide additional information on separate paper.

Please See Attachment

BUDGET PROJECTIONS FOR CURRENT YEAR

Attach to Community Grant Application

REVENUE

| | | |
|---------------------------|-----------------|--------------------|
| Other Grant Monies | \$ _____ | Contributor: _____ |
| Provincial/Federal Monies | \$ _____ | |
| Participant Fees | \$ _____ | |
| Donations | \$ _____ | |
| Fund Raising | \$ _____ | |
| Other: _____ | \$ _____ | |
| _____ | \$ _____ | |
| _____ | \$ _____ | |
| Total | \$ _____ | |

EXPENSES

| | |
|--------------------|-----------------|
| Venue Rental | \$ _____ |
| Advertising | \$ _____ |
| Speakers | \$ _____ |
| Meals | \$ _____ |
| Refreshments | \$ _____ |
| Equipment Rental | \$ _____ |
| Equipment Purchase | \$ _____ |
| Other: _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| Total | \$ _____ |

PROFIT / SHORTFALL

Revenue less expenses \$ _____

FISCAL YEAR-END RESERVE BALANCE:

| | |
|--------------------|------------------|
| Description: _____ | Amount: \$ _____ |
| _____ | Amount: \$ _____ |
| _____ | Amount: \$ _____ |

To the best of my knowledge, the above statements are true as of the date of this application.

Signature _____
Organization's Applicant

Signature _____
Organization's President or Chair



Please see attached audited financials

FINANCIAL STATEMENT FROM PREVIOUS YEAR

Attach to Community Grant Application

REVENUE

| | | |
|---------------------------|-----------------|--------------------|
| Other Grant Monies | \$ _____ | Contributor: _____ |
| Provincial/Federal Monies | \$ _____ | |
| Participant Fees | \$ _____ | |
| Donations | \$ _____ | |
| Fund Raising | \$ _____ | |
| Other: _____ | \$ _____ | |
| _____ | \$ _____ | |
| _____ | \$ _____ | |
| Total | \$ _____ | |

EXPENSES

| | |
|--------------------|-----------------|
| Venue Rental | \$ _____ |
| Advertising | \$ _____ |
| Speakers | \$ _____ |
| Meals | \$ _____ |
| Refreshments | \$ _____ |
| Equipment Rental | \$ _____ |
| Equipment Purchase | \$ _____ |
| Other: _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| Total | \$ _____ |

PROFIT / SHORTFALL

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

FISCAL YEAR-END RESERVE BALANCE:

| | |
|--------------------|------------------|
| Description: _____ | Amount: \$ _____ |
| _____ | Amount: \$ _____ |
| _____ | Amount: \$ _____ |

To the best of my knowledge, the above statements are true as of the date of this application.

Signature _____
Organization's Applicant

Signature _____
Organization's President or Chair



**Grant Application to the
Village of Anmore
For Support of the Community Youth Justice Program
2019 Fiscal Year**

Name of Organization: Communities Embracing Restorative Action (CERA) Society
Phone: 604.931.3165 **Fax:** 604.931.3176 **Email:** info@cerasociety.org
Mailing Address: 644 Poirier Street, Coquitlam, BC V3J 6B1
Contact Person: Gurinder Mann, Executive Director

Organizational Goals, Objectives and Activities

The Community Youth Justice Program (CYJP) is a community based initiative of Communities Embracing Restorative Action (CERA) Society. CERA is a non-profit registered charity incorporated in British Columbia in April 1999.

The purpose of the CYJP is to apply the principles of restorative justice in supporting youth and strengthening communities by addressing youth crime in meaningful and durable ways.

These guiding principles acknowledge that:

- Crime is injury.
- Crime hurts individual victims, communities, and young offenders and creates an obligation to make things right.
- All parties should be a part of the response to the crime, including the victim if he or she wishes, the community, and the young offender.
- The victim's perspective is central to deciding how to repair the harm caused by the crime.
- Accountability for the young offender means accepting responsibility and acting to repair the harm done.
- The community is responsible for the well-being of all its members, including both victim and offender.
- All human beings have dignity and worth.
- Restoration – repairing the harm and rebuilding relationships in the community is the primary goal of restorative youth justice.
- Results are measured by how much repair is done rather than by how much punishment is inflicted.
- Crime control cannot be achieved without active involvement of the community.
- The juvenile justice process is respectful of age, abilities, sexual orientation, family status, and diverse cultures and backgrounds – whether racial, ethnic, geographic, religious, economic, or other – and all are given equal protection and due process.

The mission of the CYJP is to enhance the quality of youth justice in the communities we serve through restorative action.

The Program has the following aims :

To Provide an Effective Alternative to the Court System

In the spirit of the Youth Criminal Justice Act (YCJA) it is recognized that youth have not reached maturity and their development needs to be supported. This support will promote long term protection of the public by crime prevention through addressing underlying behaviour, rehabilitation of young persons and reintegrating them back into the community and by ensuring meaningful consequences for offending behaviour.

CERA's vision for a community based approach:

- Support from the community, opportunity to define the harm experienced, and participation in decision making about steps for repair result in increased victim recovery from the trauma of crime.
- Community involvement in preventing and controlling youth crime, improving neighbourhoods, and strengthening the bonds among community members results in community protection.
- Through understanding the human impact of their behaviour, accepting responsibility, expressing remorse, taking action to repair the damage, and developing their own capacities, young offenders become fully integrated and respected members of the community.
- Community justice facilitators organize and support processes in which individual crime victims, other community members, and young offenders are involved in finding constructive resolutions to harmful behaviour.

Some Relevant Outcomes Reported in CERA's Program Evaluation

Participants were overwhelmingly satisfied with:

- The outcome and agreement of their restorative processes.
- Their facilitators.
- The conference itself.
- Their opportunity to speak and be heard.
- Positive impact on their confidence in the justice system.
- The durability of their satisfaction. Almost all, with one exception said they would recommend this process to others.

Services Provided to the Community

The *Community Youth Justice Program* is a conflict resolution initiative in which the police officer who investigates an offence may exercise his/her discretion to resolve the matter without referral to Crown Counsel. Since May of 2006, local Crown Counsel may also refer to the program as an alternative to court proceedings. Youth referred to the program attend a resolution conference with the victim and parents/supporters of both the victim and the youth.

The intent of the conference is to:

- Confront the youth with the personal impact of the offence on the victim and both the victim's and the youth's families and other relationships.
- Start to repair the harm caused by the youth, both to the victim and to the community.
- Provide an opportunity for the youth to understand the harm done and express remorse and apology.
- Fully involve both victim and youth in establishing appropriate responses to the offence.
- Determine whether and what supportive services are required by the victim and the youth and their families.
- Start the process of reconnecting the youth to the community.

The specific services provided by CERA include:

- Initial case review and assignment to a volunteer facilitator.
- Preparatory meetings with affected parties.
- Convening of a resolution conference to resolve the case to the satisfaction of the victim, offender and immediate relationships of both.
- Follow-up with the offender to ensure the terms of the resolution agreement are fulfilled.
- Data collection and program performance monitoring.
- Training community volunteers in the principles of restorative justice, mediation and communication skills, and the procedures of the CYJP.

Fee Requested

The fee requested for the provision of the above services to the Village of Anmore in the 2019 fiscal year is **\$437.00**

Benefits to Community Resulting from the Services

The *Community Youth Justice Program* will create the following *tangible* benefits:

1. Reduced police workload through:
 - Preparation of fewer "Recommendations to Charge" to Crown Counsel.
 - Simplified reporting for the referral of youth to the CYJP.
 - Reduced overtime for court appearances.

Each case processed by the CYJP is estimated to save 9 hours of police time. This reduced workload will free up currently stretched police resources for other more pressing activities.

2. Cost-Effectiveness:
 - A highly conservative estimate is that it costs one tenth the expense to process a case through Restorative Justice as compared to the Criminal Justice System¹.

¹ Based upon discussions with police officials, John Howard Society, Crown Counsel and court related professionals.

3. Strengthened Community Capacity for Addressing Crime and Conflict:

- Volunteer facilitators receive training and skill development in a variety of relevant areas: communication skills; cross cultural awareness; victim-offender mediation; maintaining confidentiality; report writing; etc.
- Program participants learn skills in listening to other perspectives, acknowledging and legitimizing the harm caused, and collective problem solving.

4. Safer Communities through Restored Relationships:

- 100% of accused youth referred to the CYJP, upon gaining a fuller understanding of the harm they caused, indicated that they would not commit future crimes.
- Community members who participate in restorative processes are more likely to feel invested in the accused youth's success, and regularly serve to encourage the accused youth of his/her potential and opportunity for a new start.

The following *intangible* benefits flow from the *Community Youth Justice Program*:

1. For victim and offender ...

- i. There are more timely and meaningful consequences for youth who commit criminal offences. Resolution conferences are typically conducted within 4 weeks of referral, as compared to the formal justice system where delays in processing cases of many months are typical. The intent is to create a strong linkage between an offence and its consequence. The consequences (sanctions) address the specific harm that has been done, through restitution to the victim, where appropriate, and/or reparation to the community. Sanctions are not intended as punishment or new harms, and are achievable.
- ii. The resolution conference confronts the youth with the personal dimension of the harm caused by his/her crime, which is often more distressing and healing, than an experience with the formal justice system. Additionally, the conference tends to foster seeds of empathy. Both family and friends are mobilized as valuable resources to the youth. The youth is encouraged to take ownership of his/her behaviour and to accept responsibility for both having created and for repairing the harm.
- iii. Both the victim and the offender experience a greater sense of fairness and justice having been done. The victim's needs and concerns are addressed. Victims have an opportunity to be heard and to participate actively in a process of reparation and vindication. Reconciliation with the youth facilitates healing and closure. Reconciliation with the victim promotes reconnection of the youth to the community. The youth gains greater respect for the justice system and the law itself, and a greater understanding of the impact of his/her actions on others.

2. For the wider community: ...

- i. Preparation for a resolution conference and the conference itself provides an opportunity for early intervention with youth at risk through the identification of factors contributing to the offence and the underlying needs of the youth. Early intervention has the potential to prevent a youth from becoming further involved in the criminal justice system, reducing the cost to taxpayers of court and custodial measures.

- ii. A more cohesive community results from a process that seeks to reconcile broken relationships and heal the harms caused by crime. In the process, community members – through volunteering or participating in the program – gain valuable skills to resolve conflicts in their own lives and feel a greater stake in successful conflict resolution outcomes.
- iii. The community gains from a response to youth justice that considers the root causes of crime, and is more timely and cost efficient than the current system.
- iv. The problem solving approach and community orientation of the CYJP complements current community initiatives in problem-oriented and community policing.

Degree of Other Community Support and Sponsorship

The volunteers who are the core of the CYJP not only reflects the level of support for the program within the community, but also constitutes a significant community resource – a group of citizens with an understanding of restorative justice principles and mediation skills that can be taken into the community.

The police, School District 43, School District 40, Ministry of Children and Family Development, Youth Probation, Crown Counsel and ICBC support the CYJP.

Program staff has maintained an ongoing liaison with police and Crown Counsel to expand awareness and understanding of the CYJP, build support for the program and refine referral procedures. There is also ongoing liaison with other community service agencies.

In addition to the financial support of municipalities, the *Community Youth Justice Program*, since its inception, has received funding from business and the provincial government.

CERA's Relationship with Anmore

CERA Society has served the Village of Anmore for over a decade. We are proud of our relationship with Anmore and hope that they will continue to assist us financially in operating the Community Youth Justice Program. The program is open to receiving referrals involving youth offenders from the Village of Anmore who have been referred by the RCMP or Crown.

It is difficult to project exactly how many referrals we shall receive involving youth from Anmore. We received a referral involving an offender from Anmore in 2018, and we can project that we will surely receive more referrals in the future. This option continues to be available to almost any youth offender in Anmore, for whom the RCMP and Crown feel would be a better alternative.

We continue to do presentations for the RCMP during their watch briefings, informing them of the work we do and the municipalities we serve. With the RCMP knowing that CERA serves Anmore, they have the information and ability to refer a case involving a youth from Anmore to CERA. This allows for youth being apprehended from Anmore the opportunity to be referred to an alternative to the Youth Criminal Court System. Furthermore, our service enables Anmore

residents the peace of mind to know that there is a community justice organization that promotes safety and peace in their Village.

We also hope to train more volunteer facilitators in 2019, and like before, we are interested in recruiting and training volunteers from all cities and municipalities we serve, including Anmore.

Annual Operating Budget: A draft operating budget for the 2019 fiscal year is enclosed.

Communities Embracing Restorative Action (CERA) Society

Financial Statements

December 31, 2017

CARLYLE SHEPHERD & CO.
CHARTERED PROFESSIONAL ACCOUNTANTS



Communities Embracing Restorative Action (CERA) Society

December 31, 2017

CONTENTS

Financial Statements

- Independent Auditors' Report
- Statement of Financial Position
- Statement of Changes in Net Assets
- Statement of Operations
- Statement of Cash Flows
- Notes to Financial Statements

Independent Auditors' Report

To the Members of Communities Embracing Restorative Action (CERA) Society :

We have audited the accompanying financial statements of Communities Embracing Restorative Action (CERA) Society , which comprise the statement of financial position as at December 31, 2017, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including significant accounting policies.

Management's Responsibility for the Financial Statements

The society's management is responsible for the preparation and fair presentation of these financial statements in accordance with Accounting Standards for Not-for-Profit Organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting policies used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

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

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of Communities Embracing Restorative Action (CERA) Society as at December 31, 2017 and the results of its operations, net assets and cash flows for the year then ended, in accordance with Canadian accounting standards for not-for-profit organizations. As required by the Society Act of British Columbia, we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

Carlyle Shepherd & Co.
Chartered Professional Accountants

Carlyle Shepherd & Co.

Vancouver, BC
June 11, 2018

Communities Embracing Restorative Action (CERA) Society

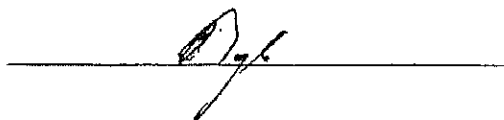
Statement of Financial Position

December 31, 2017

| | CYJP | Empowering Youth | Total | Total |
|-------------------------------------|---------|---------------------|---------|---------|
| | 2017 | 2017 | 2017 | 2016 |
| | \$ | \$ | \$ | \$ |
| Assets | | | | |
| Current | | | | |
| Cash and term deposits | 68,994 | - | 68,994 | 60,342 |
| Externally restricted cash (note 3) | 50,495 | 10,000 | 60,495 | 60,420 |
| Accounts receivable | 418 | - | 418 | 430 |
| Prepaid expenses | 1,859 | - | 1,859 | 1,849 |
| | 121,766 | 10,000 | 131,766 | 123,041 |

Approved on behalf of the board:

 Chairman

 Treasurer

CARLYLE SHEPHERD & CO.
CHARTERED PROFESSIONAL ACCOUNTANTS



Communities Embracing Restorative Action (CERA) Society

Statement of Financial Position

December 31, 2017

| | CYJP | Empowering Youth | Total | Total |
|-----------------------------------|---------|------------------|---------|---------|
| | 2017 | 2017 | 2017 | 2016 |
| | \$ | \$ | \$ | \$ |
| Liabilities and net assets | | | | |
| Liabilities | | | | |
| Current | | | | |
| Accounts payable and accruals | 9,854 | - | 9,854 | 9,741 |
| Deferred contribution (note 5) | 50,495 | 10,000 | 60,495 | 60,420 |
| | 60,349 | 10,000 | 70,349 | 70,161 |
| Net assets | | | | |
| Net assets externally restricted | - | - | - | - |
| Unrestricted net assets | 61,417 | - | 61,417 | 52,880 |
| | 61,417 | - | 61,417 | 52,880 |
| | 121,766 | 10,000 | 131,766 | 123,041 |

Communities Embracing Restorative Action (CERA) Society

Statement of Changes in Net Assets

December 31, 2017

| | CYJP | Empowering Youth | Total | Total |
|--|----------|---------------------|----------|----------|
| | 2017 | 2017 | 2017 | 2016 |
| | \$ | \$ | \$ | \$ |
| Net assets externally restricted | | | | |
| Opening balance | - | - | - | - |
| Amount received during the year | 50,000 | 27,678 | 77,678 | 70,080 |
| Amount recognized as revenue during the year (note 5) | (50,000) | (27,678) | (77,678) | (70,080) |
| Closing balance | - | - | - | - |
| Unrestricted net assets | | | | |
| Opening balance | 52,880 | - | 52,880 | 37,745 |
| Excess of receipts over expenditures | 8,537 | - | 8,537 | 15,135 |
| Closing balance | 61,417 | - | 61,417 | 52,880 |
| | 61,417 | - | 61,417 | 52,880 |

Communities Embracing Restorative Action (CERA) Society

Statement of Operations

Year Ended December 31, 2017

| | CYJP | Empowering Youth | Total | Total |
|---|---------|------------------|---------|---------|
| | 2017 | 2017 | 2017 | 2016 |
| | \$ | \$ | \$ | \$ |
| Receipts | | | | |
| Grants | | | | |
| Anmore and Belcarra | 790 | - | 790 | 790 |
| Coquitlam | 33,856 | - | 33,856 | 33,856 |
| New Westminster | 17,500 | - | 17,500 | 17,500 |
| Port Moody | 6,960 | - | 6,960 | 6,960 |
| Province of B.C. (note 6) | 55,000 | 10,000 | 65,000 | 62,500 |
| Private sponsorship | | | | |
| Coast Capital Savings | - | 12,000 | 12,000 | 10,000 |
| School District #43 (Coquitlam) | - | 4,000 | 4,000 | - |
| Other income (note 7) | 2,767 | 1,678 | 4,445 | 2,505 |
| | 116,873 | 27,678 | 144,551 | 134,111 |
| Expenditures | | | | |
| Advertising and promotion | 949 | 237 | 1,186 | 1,527 |
| Bank charges and interest | 11 | 7 | 18 | 44 |
| Dues and fees | 40 | - | 40 | 25 |
| Insurance | 2,969 | 742 | 3,711 | 3,740 |
| Office and sundry | 467 | 95 | 562 | 809 |
| Professional services | 2,821 | 705 | 3,526 | 3,552 |
| Rent | 6,655 | 1,664 | 8,319 | 8,237 |
| Telephone | 2,871 | 719 | 3,590 | 3,539 |
| Training and contract services | 8,918 | 2,756 | 11,674 | 2,831 |
| Volunteers | 25 | - | 25 | 84 |
| Wages and benefits | 82,610 | 20,753 | 103,363 | 94,588 |
| | 108,336 | 27,678 | 136,014 | 118,976 |
| Excess of receipts over expenditures | 8,537 | - | 8,537 | 15,135 |

Communities Embracing Restorative Action (CERA) Society

Statement of Cash Flows

Year Ended December 31, 2017

| | CYJP | Empowering Youth | Total | Total |
|--|--------------|---------------------|--------------|---------------|
| | 2017 | 2017 | 2017 | 2016 |
| | \$ | \$ | \$ | \$ |
| Operating activities | | | | |
| Excess of receipts over expenditures | 8,537 | - | 8,537 | 15,135 |
| Changes in non-cash working capital: | | | | |
| Accounts receivable | 11 | - | 11 | 41 |
| Prepaid expenses | (10) | - | (10) | (8) |
| Accounts payable and accruals | 114 | - | 114 | 2,192 |
| Deferred contribution | 75 | - | 75 | - |
| | <u>8,727</u> | <u>-</u> | <u>8,727</u> | <u>17,360</u> |
| Investing activities | | | | |
| Externally restricted cash | (75) | - | (75) | - |
| Interfund transfers | - | - | - | - |
| | <u>(75)</u> | <u>-</u> | <u>(75)</u> | <u>-</u> |
| Net increase in cash and term deposits | 8,652 | - | 8,652 | 17,360 |
| Cash and term deposits at beginning of year | 60,342 | - | 60,342 | 42,982 |
| Cash and term deposits at end of year | 68,994 | - | 68,994 | 60,342 |

Communities Embracing Restorative Action (CERA) Society

Notes to financial statements

December 31, 2017

1. Purpose of the society

Communities Embracing Restorative Action (CERA) Society is incorporated under the Society Act of British Columbia as a not-for-profit society and is registered as a charity under the Income Tax Act. The society is exempt from income tax under paragraph 149(1)(l) of the Income Tax Act.

The purpose of the society is to promote the principle of restorative justice, focusing on the harms of wrongdoing, and restoring the rights of victims and their surrounding communities.

The society is funded by the provincial government, the municipalities and cities of Anmore, Belcarra, Coquitlam, Port Moody and New Westminster and private sponsors.

2. Significant accounting policies

Fund accounting

The society uses fund accounting and follows the deferred method of accounting for contributions.

The General Fund accounts for the organization's program delivery and administrative activities. This fund reports unrestricted resources and restricted operating grants.

The Empowering Youth Fund is an externally restricted fund to be used for Empowering Youth Program activities. Empowering Youth Program is a preventative education program for elementary to high school students.

Revenue recognition

Contributions that are restricted by the contributor for use in a future period for general operations are deferred and recognized as revenue in the year in which the related expenditures are incurred.

Unrestricted contributions are recognized as revenue of the General Fund in the year received or receivable if the amount to be recorded can be reasonably estimated and collection is reasonably assured.

Donation and memberships are recognized as revenue in the year received.

Communities Embracing Restorative Action (CERA) Society

Notes to financial statements

December 31, 2017

2. Significant accounting policies (continued)

Contributed services

The society uses volunteers in the delivery of programs and administration services. Because of the difficulty in determining their fair value, contributed services of volunteers are not recognized in the financial statements.

Capital assets

Capital assets are recorded at cost and reported as expenditures in the year acquired. This policy is consistent with Canadian accounting standards for not-for-profit organizations.

Use of estimates

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. In preparing these financial statements, management has made estimates and assumptions that affect the amounts reported. Actual results could differ from those estimates.

3. Cash restriction

\$ 50,000 (2016 - \$50,000) cash and term deposits is externally restricted for the Gaming Program. \$ 495 (2016 - \$420) cash and term deposits is externally restricted for the Burpee Award. \$ 10,000 (2016 - \$10,000) cash and term deposits is externally restricted for the Empowering Youth Program.

4. Financial instruments

On January 1, 2008, the society adopted *CICA Handbook* Section 3855, "Financial Instruments recognition and measurement". The society has no such financial assets or financial liabilities held for trading; no investments held-to-maturity and no financial assets available for sale.

The society's financial instruments consist of cash and short-term deposits, accounts receivable, accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that, under normal circumstances, the society is not exposed to significant interest, currency or credit risks arising from these financial instruments.

The fair values of these financial instruments approximate their carrying value due to their short-term maturity date.

Communities Embracing Restorative Action (CERA) Society

Notes to financial statements

December 31, 2017

5. Deferred contributions

Deferred contributions represent any unspent resources externally restricted and restricted operating funding received in the current year that is related to the subsequent year. Changes in the deferred contributions balance are as follows:

| | 2017 \$ | 2016 \$ |
|--|------------|------------|
| Provincial Gaming Grant beginning balance | 50,000 | 50,000 |
| Add: amount received (note 6) | 50,000 | 50,000 |
| Less: amount recognized as revenue in the year | (50,000) | (50,000) |
| Provincial Gaming Grant balance | 50,000 | 50,000 |
| Burpee Award beginning balance | 420 | 420 |
| Add: amount received – Private sponsorship | 75 | - |
| Less: amount recognized as revenue in the year | - | - |
| Burpee Award balance | 495 | 420 |
| Empowering Youth Grant beginning balance | 10,000 | 10,000 |
| Add: amount received – Private sponsorship | 12,000 | 10,000 |
| Add: amount received – Other not-for-profit organization | 5,600 | - |
| Add: amount received – Province of B.C. (note 6) | 10,000 | 10,000 |
| Add: amount received – term deposit interest | 78 | 80 |
| Less: amount recognized as revenue in the year | (27,678) | (20,080) |
| Empowering Youth Grant balance | 10,000 | 10,000 |

6. Provincial grants

A grant of \$60,000 (2016 - \$60,000) was provided by the Province of British Columbia under the direct access program grants. These funds are restricted under the terms of British Columbia's Gaming Control Act and Regulations for costs that are essential to the delivery of the approved programs. \$50,000 (2016 - \$50,000) of the funds is for Community Youth Justice Program to assist with ongoing operating costs such as wages, rent and office expenses. \$10,000 (2016 - \$10,000) of the funds is for Empowering Youth Program to assist with ongoing operating costs such as wages, rent and training resources. As at December 31, 2017, the Society received \$60,000 in grants for the year 2018 program.

Additional funding of \$5,000 (2016 - \$2,500) was received from the Province of British Columbia under the Community Accountability Grants Program.

Communities Embracing Restorative Action (CERA) Society

Notes to financial statements

December 31, 2017

7. Other income

| | 2017 \$ | 2016 \$ |
|---------------------------|------------|------------|
| Interest income | 820 | 690 |
| Charitable donations | 430 | 340 |
| Workshops | 200 | - |
| Member dues | 80 | 110 |
| Services | 2,600 | 1,000 |
| CRA small business credit | 315 | 365 |
| | 4,445 | 2,505 |

8. Lease commitments

The society has entered into a rental premises lease at \$694 per month expiring January 31, 2018. On January 18, 2018, the lease was extended for another year with monthly payment of \$706 and will expire on January 31, 2019.

1:04 PM
2018-12-28
Accrual Basis

CERA Society
Profit & Loss
January through December 2018

| | Jan - Dec 18 |
|-------------------------------|--------------|
| Ordinary Income/Expense | |
| Income | |
| Municipal Grants | 52,146.00 |
| Provincial Funding | 5,000.00 |
| Gaming/Direct Access | 60,000.00 |
| Private/Corporate Sponsorship | 4,000.00 |
| EMPOWERING YOUTH | 25,000.00 |
| Charitable Donations | 600.00 |
| Other Income | 1,890.47 |
| Total Income | 148,636.47 |
| Expense | |
| Promotion | 1,777.30 |
| Bank & Interest Charges | 36.50 |
| Dues & Subscriptions | 80.00 |
| Facilities Expense | 12,147.05 |
| Insurance | 3,437.36 |
| Office Expense | 652.13 |
| Professional Fees | 3,605.95 |
| EMPOWERING YOUTH Expenses | 4,117.63 |
| CYJP Expenses | 11,810.35 |
| Salaries, Wages & Benefits | 98,175.31 |
| Total Expense | 135,839.58 |
| Net Ordinary Income | 12,796.89 |
| Net Income | 12,796.89 |

Communities Embracing Restorative Action (CERA) Society

| | 2019 Organizational Budget |
|---|----------------------------|
| Revenues | Total |
| Grants – Municipal & Prov of BC: | |
| Anmore | 437.00 |
| Belcarra | 353.00 |
| Coquitlam | 33,856.00 |
| Port Moody | 6,960.00 |
| New Westminster | 17,500 |
| CAP (Cmty Accountability Program) | 5,000.00 |
| Private/Other Funding | |
| Community Gaming Grant | 60,000.00 |
| Coast Capital Savings | 12,000.00 |
| Total Revenues | 136,106.00 |
| Expenses | Total |
| Advertising/Promotion | 2,345.00 |
| Bank Charges | 320.00 |
| Dues & Subscriptions | 96.00 |
| Rent | 5,184.00 |
| Telecommunications | 2,640.00 |
| Insurance | 2,240.00 |
| Computer Expense | 1,600.00 |
| Office Expense | 3,264.00 |
| Program Expense | 660.00 |
| Accountant Audit Fees | 2,240.00 |
| Wages & Stipends | 115,517.00 |
| Total Expenses | 136,106.00 |
| Difference (Income Less Expense) | 0.00 |

a closer glimpse...

based on our 2008 clients' evaluations:

- 90% successful completion rate of resolution agreements (youth who upheld the agreement made)
- 100% Persons Harmed who felt that the youth accused had taken responsibility and apologized
- 100% youth accused felt the conference helped them regain the trust and respect of their family and friends
- 100% of Persons Harmed thought the agreement would significantly repair the harm that was caused

typical agreement components

letters of apology, financial restitution, community work, house, essays, counseling, verbal apologies...

"What I liked most about this process is that I was able to express how much everything hurt me"
— PERSON HARMED

restorative questions

for the person who was harmed:

how have you been harmed/affected?
what is the hardest or most difficult part for you?
what would you like to see happen?
what do you need to heal?
is there anything else you would like to do?

for the person who caused harm:

what happened?
what were you thinking at the time?
what have you thought about since the incident?
who has been harmed/affected by your actions?
what needs to be done to repair the harm?
what could you do differently next time?



communities embracing restorative action

community youth
justice program



communities embracing restorative action

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funded in part by our community partners:

Anmore • Belcarra • City of Coquitlam
City of New Westminster • City of Port Coquitlam
City of Port Moody

a healing response to crime

our mission
to enhance the quality of justice
in the communities we serve
through restorative measures



PEACE RIVER REGIONAL DISTRICT

November 29, 2018

Email: caribou.recovery@gov.bc.ca

Caribou Recovery
Ministry of Forests, Lands and Natural Resource
Operations and Rural Development

Re: Caribou Recovery Update to UBCM resolution B116 from the Peace River Regional District

On November 28, 2018, UBCM published an update from provincial officials in regards to Southern Mountain Caribou. The statement provided to UBCM responding to the Peace River Regional District's (PRRD) concerns on the caribou recovery process is very misleading. While it is true that the Province has met with the Regional District several times in person or on conference calls, it is not accurate that the PRRD has been provided with all information requested. The provincial caribou recovery and planning process is still on-going with no local government participation. This lack of participation was a deliberate and planned process by the Province even though the Regional Board was promised ongoing and robust consultation and participation. None of the Regional District's concerns have been addressed. As per the PRRD press release of November 22nd, the Board **demand**s this process be halted until complete socio-economic impacts are identified and a process is designed that is transparent and inclusive of **all** stakeholders including local government.

Yours Truly,

Brad Sperling
Chair, Peace River Regional District.

c. Marie Crawford, General Manager, UBCM

diverse. vast. abundant.

PLEASE REPLY TO:

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