

REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for
Tuesday, February 19, 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**

- (a) Superintendent Sean Maloney, OIC Coquitlam Detachment, to be recognized on his upcoming RCMP retirement.

5. **Adoption of Minutes**

Page 3 (a) **Minutes of the Regular Council Meeting held on February 5, 2019**

Recommendation: That the Minutes of the Regular Council Meeting held on February 5, 2019 be adopted as circulated.

6. **Business Arising from Minutes**

7. **Consent Agenda**

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

9. **Legislative Reports**

Page 9 (a) **Building Bylaw Amendment No. 591-2019**

Recommendation: That Anmore Building Bylaw Amendment Bylaw No. 591-2019 be adopted.

10. **Unfinished Business**

11. New Business**Page 10 (a) Award of Spirit Park Enhancements Contract.**

Report dated February 13, 2019 from the Chief Administrative Officer is attached.

Page 16 (b) Kinsight – on behalf of the Tri-Cities Children’s Centre Campaign – Letter of Support.

Communication dated February 14, 2019 from Christine Scott, CEO, Kinsight, is attached.

Recommendation: That Council support the TriCities’ Children’s Centre – A Child Development Hub where children and youth with special needs can access the services they need to reach their full potential.

12. Mayor’s Report**13. Councillors Reports****14. Chief Administrative Officer’s Report****15. Information Items****Page 19 (a) Committees, Commissions and Boards – Minutes**

- Council Remuneration Committee Minutes of January 28, 2019
- Council Remuneration Committee Minutes of February 6, 2019

(b) General Correspondence**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

REGULAR COUNCIL MEETING – MINUTES

Minutes 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



ELECTED OFFICIALS PRESENT

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

OTHERS PRESENT

Juli Halliwell, Chief Administrative Officer
Jason Smith, Manager of Development Services
Karen Elrick, Manager of Corporate 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:

R255/2019 “THAT THE AGENDA BE APPROVED AS CIRCULATED.”

CARRIED UNANIMOUSLY

3. Public Input

None

4. Delegations

Mayor McEwen introduced Ms. Sheryl Parton, Anmore PAC, who provided an update on the Anmore Elementary School project. Mayor McEwen noted that the grant request for the natural learning and play space will be considered later in this agenda.

Ms. Parton provided information regarding the scope of the phased project which is slated for May 2019. Ms. Parton indicated that the scope of the project has changed and now focuses on a large slide area with the incorporation of a legacy pathway joining the old and new part of the playground site on the lower gravel area. The

project will also consist of a river rock learning circle. An artist rendering and site plan was provided to Council which is included as Attachment 1 to the original minutes.

Discussion points included:

- Removal of the amphitheatre from the original scope of project.
- Budget of \$68,000 to complete project.

5. Adoption of Minutes

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

It was MOVED and SECONDED:

R256/2019

**“THAT THE MINUTES OF THE REGULAR COUNCIL MEETING
HELD ON JANUARY 22, 2019 BE ADOPTED AS
CIRCULATED.”**

CARRIED UNANIMOUSLY

6. Business Arising from Minutes

None

7. Consent Agenda

It was MOVED and SECONDED:

R257/2019

“THAT THE CONSENT AGENDA BE ADOPTED.”

CARRIED UNANIMOUSLY

**(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.

258/2019 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.

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

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

259/2019 **“THAT THE EMAIL DATED JANUARY 28, 2019 FROM FRASER HEALTH REGARDING THE 2019 BC VISION ZERO SUMMIT BE RECEIVED FOR INFORMATION.”**

(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.

260/2019 **“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

None.

9. Legislative Reports

(a) Building Bylaw Amendment No. 591-2019

Mr. Jason Smith, Manager of Development services provided an overview of the staff report included in the agenda. Mr. Smith noted that the approach recommended by staff would be to implement a requirement to all new homes to achieve the step 1 energy level and to all new homes which require rezoning to achieve the step 2 energy level. These steps are over and above minimum building code requirements which are being implemented by many local communities and recognized within the development community.

Discussion points included:

- Cost of hiring energy modeller to meet proposed requirements estimated at \$2,000 - \$3,000 per unit.
- Curve of slope steepens as movement through the energy steps 1-10 are implemented.

- Potential for consideration of incentives at higher step levels.
- Verification process for compliance.

It was MOVED and SECONDED:

261/2019 **“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.”**

CARRIED UNANIMOUSLY

10. Unfinished Business

11. New Business

(a) Appointment of Corporate Officer

It was MOVED and SECONDED:

262/2019 **“THAT KAREN ELRICK BE APPOINTED AS THE CORPORATE OFFICER FOR THE VILLAGE OF ANMORE PURSUANT TO SECTION 148 OF THE COMMUNITY CHARTER.”**

(b) 2019 Community Grant Applications

Ms. Juli Halliwell, CAO provided an overview of the staff report included in the agenda. Ms. Halliwell noted that applications for grant funding are submitted by various community groups on an annual basis and that the budget allocated for 2019 is \$7,000. Applicants being considered for 2019 have applied and received grant funding in past years.

Discussion points included:

- Anmore Scouts trailer storage at Village Public Works.
- Change in scope of project for Anmore Elementary School.

It was MOVED and SECONDED:

263/2019 **“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.”**

12. Mayor's Report

Mayor McEwen reported:

- January 24 he attended a workshop on regional transit at TransLink.
- January 25 he attended a Metro Vancouver Regional Board Meeting.
- January 26 he attended the Tri-Cities Chamber of Commerce business excellence awards gala.
- January 28 he and Juli Halliwell met with Honourable Selina Robinson, and Honourable George Heyman regarding Greater Vancouver Sewer and Drainage District .
- January 29 he attended Kwikwetlem First Nation canoe dedication.
- February 1 he attended a Metro Vancouver Regional Planning meeting followed by a conference on meeting management.
- February 2 Council met for a strategic planning session.
- Will be attending Council Remuneration Committee tomorrow.
- Reminder to submit the provincial government speculation and vacancy tax form.

13. Councillors Reports

Councillor Laidler reported:

- Public Safety Committee is in need of volunteers.

Councillor Trowbridge reported:

- Will be attending Council Remuneration Committee tomorrow.

Councillor Krier reported:

- Attended Tri-Cities healthier community meeting.
- Attended Tri-Cities Chamber of Commerce business excellence awards gala.
- Attended Kwikwetlem First Nation canoe dedication.
- Attended childcare taskforce meeting.
- Attended Council Strategic Planning session on February 2 along with other members of Council.
- Will be attending Council Remuneration Committee tomorrow.
- Next week is Acts of Kindness Week.

14. Chief Administrative Officer's Report

Ms. Juli Halliwell reported:

- Tender for Spirit Park regrading will close on February 7 with contract to be

brought forward at the February 19 Council Meeting.

- Public works has been working on roads during cold weather to ensure they are salted and clear. In addition an increased level of service with the addition of new equipment has allowed for some pathway clearing.
- Majority of council committee appointments are expiring on March 31 and a recruitment process including a mail drop to the community will be undertaken.
- An emergency planning grant was approved from Red Cross related to training residents in emergency social services. Interest from community members will be solicited.

15. Information Items

(a) Committees, Commissions and Boards – Minutes

None.

(b) General Correspondence

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

16. Public Question Period

None.

17. Adjournment

It was MOVED and SECONDED:

R264/2019

“TO ADJOURN.”

CARRIED UNANIMOUSLY

The meeting was adjourned at 7:35 p.m.

Karen Elrick
Corporate Officer

John McEwen
Mayor

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 5th day of February, 2019

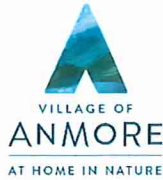
READ a second time the 5th day of February, 2019

READ a third time the 5th day of February, 2019

ADOPTED the day of, 2019

MAYOR

CORPORATE OFFICER



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: February 13, 2019

File: 1220-20/19

Submitted by: Juli Halliwell, Chief Administrative Officer

Subject: Award of Spirit Park Enhancements Contract

Purpose / Introduction

To obtain Council approval to award the contract for the Spirit Park Enhancements tender to Western Watershed Inc.

Recommended Option

That Council approve the award of the contract for the Spirit Park Enhancements for a total contract price of \$292,904.42, including GST, to Western Watershed Inc.

Background

In early 2018, staff issued a tender for enhancements to Spirit Park, including re-grading the upper portion of Spirit Park to address the ongoing drainage issues as well as relocating the existing playground equipment to a less isolated area. The work requires a permit from Fortis BC as there will be some disruption to the ground within their Right of Way.

The lowest tender received in April 2018 was \$329,825.08. Council directed staff at a Special Council meeting held on April 19, 2018 to move forward with the electrical upgrade portion of the project only and to re-tender the remainder of the project early in 2019. Electrical upgrades were completed in the summer of 2018.

On January 11, 2019, the Village issued a tender for the enhancement of Spirit Park, with the scope reduced to remove the electrical work already completed.

At the closing time of February 7, 2019 at 2:00pm, eight tenders were received.

Report/Recommendation to Council

Award of Spirit Park Enhancements Contract

February 13, 2019

Discussion

The tenders were opened by Village staff and sent to ISL Engineering for review of the tenders and recommendation for award. The table below outlines the bid prices received:

Bidder	Tender Price (incl. GST)
Western Watershed Design Inc.	\$292,904.42
Cedar Crest Lands (BC) Ltd.	\$299,827.50
Arsalan Construction Ltd.	\$335,317.50
Summit Earthworks Inc.	\$343,776.46
Canadian Landscape and Civil Services Ltd.	\$347,729.55
TGK Irrigation Ltd.	\$402,615.15
Rust Investments Ltd.	\$422,103.76
Blue Pine Enterprises Ltd.	\$450,721.69

ISL Engineering provided a tender summary and confirmed that all of the tenders received have been checked for correct values and that they are all in compliance (**Attachment 1**).

As a result, the recommendation is for the works to be awarded to the lowest bidder, Western Watershed Design Inc.

Other Options

1. That Council decline to award the tender for Spirit Park Enhancements and not move forward with the project at this time.
2. That Council decline to award the tender for Spirit Park Enhancements and reduce the scope of work for the project, to be re-tendered in 2019.

Financial Implications

Prior to the development of the full scope of work, funding for the Spirit Park Enhancements Project was approved as part of the 2018 5-Year Financial Plan at \$75,000. A further \$20,000 was approved at the April 19, 2018 Special Council meeting for the electrical upgrades. As the 2018 funding was not expensed, it is recommended that Council approve \$292, 904.42 if they elect to move forward with the project. Staff recommend funding from the Parks Reserve, which has a current balance of \$388,773.

Communications / Civic Engagement

Schedules for construction, once determined, will be communicated to affected residents and made available on the Village's website and social media platforms. Staff will also specifically liaise with the Anmore Garden Club to ensure their awareness of the project and schedule.

Report/Recommendation to Council

Award of Spirit Park Enhancements Contract

February 13, 2019

Prepared by:



Juli Halliwell

Chief Administrative Officer

Report/Recommendation to Council

Award of Spirit Park Enhancements Contract

February 13, 2019

Attachments:

1. Memo from ISL Engineering and Land Services titled "VoA - Anmore Spirit Park Tender Summary" dated February 12, 2019.



#503, 4190 Lougheed Hwy., Burnaby, BC V5C 6A8 T: 604.629.2696 F: 604.629.2698

February 12, 2019

Our Reference: 32038

Village of Anmore2697 Sunnyside Road
Anmore, BC V3H 5G9

Attention: Juli Halliwell, Chief Administrative Officer

Dear Madam:

Reference: Spirit Park Enhancements (T19-01)

As you are aware, tenders closed for the above contract on February 7, 2019 at 2:00 p.m. at Village Hall. Seven completed tenders were received and reviewed by ISL for accuracy (detailed summary attached). The tender values appear as below:

<u>Contractors:</u>	<u>Tender price (inclusive of GST)</u>
Western Watershed Design Inc.	\$292,904.42
Cedar Crest Lands (BC) Ltd.	\$299,827.50
Arsalan Construction Ltd.	\$335,317.50
Summit Earthworks Inc.	\$343,776.46
Canadian Landscape and Civil Services Ltd.	\$347,729.55
TGK Irrigation Ltd.	\$402,615.15
Rust Investments Ltd.	\$422,103.76
Blue Pine Enterprises Ltd.	\$450,721.69

All the tenders and the values have been checked and are correct arithmetically for the amounts shown above. There were minor discrepancies in but the errors did not affect the ranking of the tenderers.

The above tenders are in compliance with Village of Anmore's Instructions to Tenderers. Based on the above, we recommend awarding the contract to the low bidder, which in this case is Western Watershed Design Inc., for the amount of \$292,904.42, inclusive of GST.

Should you have any concerns or require additional clarification in this regard, please call.

Sincerely,

Chris Boit, P.Eng.
Contract AdministratorCNB/nn
Attachment

Form of Tender - Appendix 1
Spirit Park Enhancements
T19-01

SCHEDULE OF QUANTITIES AND PRICES

(See paragraph 5.3.1 of the Instructions to Tender - Part II)
(All prices and *Quotations* including the *Contract Price* shall include all *Taxes*)

TENDER SUMMARY SHEET		BLUE PINE ENTERPRISES LTD.	RUST INVESTMENTS LTD.	TGK IRRIGATION LTD.	CANADIAN LANDSCAPE AND CIVIL SERVICES LTD.	SUMMIT EARTHWORKS INC.	ARSALAN CONSTRUCTION LTD.	CEDAR CREST LANDS (BC) LTD.	WESTERN WATERSHED DESIGN INC.
		AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
1.0	Spirit Park	\$ 429,258.75	\$ 402,003.58	\$ 383,443.00	\$ 331,171.00	\$ 327,406.15	\$ 319,350.00	\$ 285,550.00	\$ 278,956.59
		TENDER PRICE	\$ 429,258.75	\$ 402,003.58	\$ 383,443.00	\$ 331,171.00	\$ 319,350.00	\$ 285,550.00	\$ 278,956.59
		GST @ 5%	\$ 21,462.94	\$ 20,100.18	\$ 19,172.15	\$ 16,558.55	\$ 16,370.31	\$ 14,277.50	\$ 13,947.83
		TENDER PRICE plus GST	\$ 450,721.69	\$ 422,103.76	\$ 402,615.15	\$ 347,729.55	\$ 343,776.46	\$ 335,317.50	\$ 292,904.42



February 14, 2019

Attn: Karen Elrick
Manager of Corporate Services,
Village of Anmore
2697 Sunnyside Road
Anmore, BC V3H 5G9

RE: Tri-Cities Children's Centre- Letter of Support

Dear Karen,

Further to a recent discussion in a meeting with Mayor J. McEwen and Juli Halliwell at the Anmore Chambers recently, we wish to put forth an ask for a Letter of Support at your Anmore Council Meeting to be held on Tuesday February 19, 2019.

Kinsight in collaboration with SHARE Society are working together to create the TriCities' Children's Centre – a Child Development Hub where children and youth with special needs can access the services they need to reach their full potential. The site is in Port Moody with local access for Anmore families as a vital community resource. We are aware of families in Anmore who are in full support of this project, either benefiting from the services of the Children's Hub themselves, or know people close to them who would benefit from this new Centre.

We are kindly asking for a Letter of Support from your Mayor John McEwen/Council for our project, as we source capital funding provincially and privately, to bring this locally based Children's Hub to life.

Please find attached, some sample wording you may like to use for your support letter, or please feel free to craft your own with excerpts.

We look forward to supporting the community of Anmore further with this Tri-Cities Children's Centre and with ongoing community work together now and in the future.

Thanking you kindly for your consideration,



Christine Scott
CEO

Kinsight- *on behalf of the Tri-Cities Children's Centre Campaign.*

DATE

Re: TriCities Children's Centre – A Child Development Hub

To whom it may concern:

Kinsight and SHARE Family & Community Services Society (SHARE) are two of the largest and most long-serving social service agencies in the TriCities community. Together they provide a wide range of services and supports designed to help every member of our community reach their full potential. Rather than competing, the two organizations have worked together for decades, along the way optimizing the service experience for their clients and achieving service efficiencies whenever possible. The next step in this collaboration is to address a glaring need in our community – supports for children and youth with developmental disabilities and their families.

SHARE and Kinsight are working together to create the TriCities' Children's Centre – a Child Development Hub where children and youth with special needs can access the services they need to reach their full potential. The Centre will be a warm, welcoming and accessible space, and will host the full range of professional services (e.g. speech language pathology, physiotherapy, parent trainers/coaches, infant development consultants, etc.) so families can get the services they need, where and when they need them.

With the creation of the Children's Centre, families in the TriCities will no longer need to travel to multiple locations (within and outside the TriCities) to access the services their children need. Children and youth will have access to the specialized equipment they need in order to succeed, as well as the professionals who can help them get there. The Children's Centre will also host the head offices of Kinsight and SHARE, thereby creating further synergies in service delivery, and efficiencies in operating.

This project is part of a larger community development that also includes a sacred space for St. Andrew's United Church and 55 units of affordable housing owned and operated through a partnership between St. Andrew's United Church and Catalyst Community Developments Society. At least 4 of these units will be home to adults with developmental disabilities currently served by Kinsight.

This kind of development addresses multiple pressing needs in the TriCities community and represents a unique and exemplary collaboration between diverse partners. While SHARE and Kinsight have successfully secured ongoing operating funds for the services to be provided within the Children's Centre, capital funding is required to see the project realized.

Please accept this letter as my endorsement of this important project and my request for your support in funding its realization. Your support will ensure the families of the

TriCities and the over 2,600 children and youth served through the Centre each year will have a chance to reach their full potential.

Please feel free to contact me with any questions at xxx.

Sincerely,

NAME

COUNCIL REMUNERATION COMMITTEE MEETING – MINUTES

Minutes of the Council Remuneration Committee Meeting
held on Monday, January 28, 2019 in Council Chambers at
Village Hall, 2697 Sunnyside Road, Anmore, BC



MEMBERS PRESENT

John Burgess (Chair)
Celia Chiang
Coleen Hackinen
Shaunda Moore
Steven Robb

MEMBERS ABSENT

Jean Ann Marks

ALSO IN ATTENDANCE

Juli Halliwell, Chief Administrative Officer

1. CALL TO ORDER

Chair Burgess called the meeting to order at 7:00 p.m.

2. APPROVAL OF THE AGENDA

It was MOVED and SECONDED:

"THAT THE AGENDA BE APPROVED AS AMENDED."

CARRIED UNANIMOUSLY

3. MINUTES

Nil

4. BUSINESS ARISING FROM THE MINUTES

Nil

5. UNFINISHED BUSINESS

Nil

6. NEW BUSINESS

(a) Welcome and Introductions

The Committee introduced themselves. Juli Halliwell reviewed the Terms of Reference which were approved by Council on January 22, 2019.

It was MOVED and SECONDED:

**“THAT THE COMMITTEE APPROVE THE TERMS OF
REFERENCE AS CIRCULATED WITH THE JANUARY 28, 2019
AGENDA.”**

CARRIED UNANIMOUSLY

The following points were highlighted during discussion:

- Mandate of committee is to review and report back on Council's annual remuneration and expenses with consideration to the recent changes with the income tax act and whether remuneration generally is reasonable given the roles and responsibilities of Mayor and Councillors
- John Burgess was appointed Chair by Council
- Term commences in January 2019 and conclude in March 2019

(b) Committee Schedule

The Committee agreed to the following upcoming meetings:

- Wednesday, February 6th from 4:30 – 6:00 p.m.
- Wednesday, February 13th from 4:30 – 6:00 p.m.

Additional meetings required will be decided upon at the February 13th meeting.

(c) Information Request

The Committee requested the following information:

- February 2016 staff report was went to Council at their February 16, 2016 Regular meeting
- Mayor and Council's current remuneration
- Updated comparables (for the communities listed in the February 2016 staff report)

7. ADJOURNMENT

It was MOVED and SECONDED:

“TO ADJOURN.”

CARRIED UNANIMOUSLY

The meeting adjourned at 7:53 p.m.

J. Halliwell
Chief Executive Officer

J. Burgess, Chair

COUNCIL REMUNERATION COMMITTEE MEETING – MINUTES

Minutes of the Council Remuneration Committee Meeting
held on Wednesday, February 6, 2019 in Council Chambers at
Village Hall, 2697 Sunnyside Road, Anmore, BC



MEMBERS PRESENT

John Burgess (Chair)
Celia Chiang
Coleen Hackinen
Jean Ann Marks
Shaunda Moore
Steven Robb

ALSO IN ATTENDANCE

Mayor John McEwen *
Councillor Polly Krier
Councillor Kim Trowbridge
Karen Elrick, Manager of Corporate Services

1. CALL TO ORDER

Chair Burgess called the meeting to order at 4:30 p.m.

2. APPROVAL OF THE AGENDA

It was MOVED and SECONDED:

"THAT THE AGENDA BE APPROVED AS AMENDED."

CARRIED UNANIMOUSLY

3. MINUTES

It was MOVED and SECONDED:

**"THAT THE MINUTES OF THE COUNCIL REMUNERATION
COMMITTEE MEETING HELD ON JANUARY 28, 2019 BE
ADOPTED AS CIRCULATED."**

CARRIED UNANIMOUSLY

4. BUSINESS ARISING FROM THE MINUTES

None.

5. UNFINISHED BUSINESS

None.

6. NEW BUSINESS

(a) **Discussion of Roles & Responsibilities with Mayor & Council Members**

Councillor Trowbridge noted that Mayor McEwen was en route to the meeting from a Metro Vancouver meeting in Burnaby.

Councillors Krier and Trowbridge provided information and answered questions from the committee members regarding roles and responsibilities of Council members as well as time commitment.

*Mayor McEwen arrived at 4:45 p.m. and provided further information and answered questions from the committee members regarding roles and responsibilities of Council, and specifically, the Mayor.

Discussion points included:

Council Member Commitments.

- Councillor Krier attended 26 hours of meetings in November, 4 hours in December, 69 hours in January, and 8 hours so far as at February 5. It was noted that these are time spent in meetings excluding preparation, post meeting follow up, and travel time.
- Preparation for meetings for Council members often takes more time than the meeting itself. Similarly, follow up phone calls, emails, and discussions related to meetings involve a significant time commitment. Council meeting agendas are often quite long with complex reports.
- Each member of Council sits on the Finance Committee in addition to one council committee and may attend other council committee meetings.
- Appointments to committees, other than the Finance Committee, are not mandatory but it is the desire that each member of Council chair a committee.
- Many council members take part in activities and initiatives throughout the tri-cities region which help create and maintain relationships with neighbouring communities. e.g. Tri-Cities Healthy Community Partnership Committee, Childcare Task Force, Chamber of Commerce events, First Nation events.
- Council members receive invitations and participate in various local community events, gatherings, openings and social events.
- There is no handbook or terms of reference that outline the required time commitment from members of Council.
- Proximity of Anmore to large Lower Mainland communities forces Anmore to deal with big city issues.
- Estimated time commitment difficult to determine as it fluctuates but could be approximately 20 hours per week.

Mayor Commitments.

- Educate Council on liaison activities with other agencies and municipalities in order so that all of Council has the same information to support the decision making process.
- In terms of hours there is a more than full time commitment.
- Each Sunday, 2 hours is spent touring the Village.
- Approximately 3 hours each Monday is spent returning phone calls and emails and communicating with Council on Village business.
- Village operations – at least 30 minutes per day spent with CAO.
- Works with CAO to set agendas.
- Meets with citizens and/or developers at Village Hall.
- Significant external roles including Metro Vancouver Board, Metro Vancouver Regional Parks, Metro Vancouver Finance and Intergovernmental, TransLink. A per diem rate is provided by Metro Vancouver and Translink.
- Participation in Metro Boards allows for representation of Anmore's interests examples of which are:
 - Metro Parks – a debate took place regarding Sasamant Lake and Belcarra.
 - Metro Water – issue of water supply and what Anmore is currently paying to Port Moody as opposed to being supplied directly from Metro.
 - Finance and Intergovernmental – consideration of an economic commission that all member municipalities would pay into based on a percentage of tax roll. Communicating that Anmore would not benefit from this.
 - TransLink – advocating for major road network funding due to tolls busses are taking on roads, improvement of service and accessibility to stops
- Metro Vancouver meetings occur approximately twice per week while TransLink meetings occur 3 times per month.
- Estimated time commitment difficult to determine as it fluctuates but could be approximately 40-50 hours per week.

Example of agencies other than Metro Vancouver where Anmore Council provides representation:

- Fraser Health
- RCMP
- Share Society
- Tri City Mayors and Councils

Sasamat Fire Department Trustees.

- Mayor McEwen, Cllr. Trowbridge and Cllr. Weverink along with 3 members from Village of Belcarra sit on this.
- Topics are sensitive and weighty considering fire and health implications for the community.

- Complexity of issues includes volunteer recruitment and retention of members.
- Fire hall is not seismically sound so consideration of financial aspect of rebuilding needs to be considered.
- Firehall lands are owned by Metro Vancouver not Village of Anmore.
- Relationship built with City of Vancouver allowed for a purchase of a decommissioned truck at a significant savings.

General comments.

- Whether the Village is in a growth cycle with decisions and complexity of decisions.
- Unknown what the effect of growth and changes throughout the region will be on the Village.
- Council members do not receive medical or dental benefits.
- Remuneration is taxed at a higher rate than if it were standalone once other income is taken into consideration.
- Issues over holidays, weekends and vacations often arise.
- With growth and change in the lower mainland Anmore will need to manage this change, the effect of which is unknown at this time.
- Larger communities have more staff resources (eg. Briefing notes for meetings) whereby in Anmore Mayor and Council does their own preparatory work.
- Time spent by Council on ensuring fiscal responsibility and infrastructure planning has resulted in positive financial situation for Village.
- Contemplation of continued increase in time commitment.
- Council members play in integral part in Village events.
- Contemplation of Council remuneration in terms of attracting a diverse group of candidates.
- Village operations are service based.
- Volunteerism has had an overall decrease which puts an extra burden on members of Council to support Village events and activities.
- Consideration of what Anmore can afford for Council remuneration when considering overall budget.

Current Issues encompassing large time commitments.

- Anmore Green septic issue including media requests and other levels of government.
- Relationship building and cooperation with new Councils in neighbouring communities.
- Sasamat Volunteer Fire Department.
- Infill and requirements for infill including explanation of processes for applications moving forward.
- Greater Vancouver Sewerage and Drainage District.

7. **ADJOURNMENT**

It was MOVED and SECONDED:

"TO ADJOURN."

CARRIED UNANIMOUSLY

The meeting adjourned at 6:10 p.m.

Karen Elrick
Corporate Officer

John Burgess, Chair