

REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for
Tuesday, March 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**

5. **Adoption of Minutes**

Page 4 (a) **Minutes of the Regular Council Meeting held on February 19, 2019**

Recommendation: That the Minutes of the Regular Council Meeting held on February 19, 2019 be adopted as circulated.

6. **Business Arising from Minutes**

7. **Consent Agenda**

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

Recommendation: That the Consent Agenda be adopted.

Page 9 (a) **Communication from Ministry of Education dated February 21, 2019 to School District 43 and City of Port Moody regarding City of Port Moody potential school sites.**

Recommendation: That Council receive, for information, the letter dated February 21, 2019 to School District 43 and City of Port Moody from Ministry of Education regarding City of Port Moody potential school sites.

- Page 11 **(b) Communication from Lower Mainland Local Government Association dated February 27, 2019 regarding call for nominations for executive and resolutions for 2019 AGM and Conference.**

Recommendation: That Council receive, for information, the letter dated February 27, 2019 from Lower Mainland Local Government Association regarding call for nominations for executive and resolutions for 2019 AGM and Conference.

8. Items Removed from the Consent Agenda

9. Legislative Reports

- Page 20 **(a) Anmore Green Estates - OCP Amendment Bylaw**

Report dated February 28, 2019, from the Manager of Development Services is attached.

10. Unfinished Business

11. New Business

- Page 38 **(a) Recommendations Regarding Council Remuneration**

Report dated February 28, 2019, from the Council Remuneration Committee is attached.

- Page 46 **(b) Port Moody Secondary School After Grad Committee – request for donation.**

Communication from Port Moody Secondary School After Grad Committee dated February 21, 2019, is attached

Recommendation: That Council approve a donation of \$100 to Port Moody Secondary After Grad to support the 2019 graduating class dry grad activities.

(c) Schedule of Regular Council Meetings – 2019 - Amendment

Recommendation: That Council endorse the amendment of the schedule of Regular Council Meetings for the months of April and May 2019, for meetings to be scheduled as follows:

April 9, 16, 30 May 21

12. Mayor's Report

13. Councillors Reports

14. Chief Administrative Officer's Report

15. Information Items

(a) Committees, Commissions and Boards – Minutes

- Page 48 - Council Remuneration Committee Minutes of February 13, 2019
Page 51 - Council Remuneration Committee Minutes of February 20, 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 held on
Tuesday, February 19, 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 Kim Trowbridge
Councillor Paul Weverink

OTHERS PRESENT

Juli Halliwell, Chief Administrative Officer
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:

R265/2019

**"THAT THE AGENDA BE APPROVED, AS AMENDED, TO
INCLUDE THE ADDITION OF ITEM 9 (B) APPOINTMENT OF
SASAMAT VOLUNTEER FIRE DEPARTMENT TRUSTEES."**

CARRIED UNANIMOUSLY

3. Public Input

Nil

4. Delegations

- (a) Mayor McEwen presented a gift to RCMP Superintendent, Sean Maloney in recognition of his upcoming retirement of his official designation as Officer In Charge, Coquitlam Detachment since April 2015. Superintendent Maloney has played an integral role serving as liaison with the Village of Anmore and RCMP Rural Section. Mayor McEwen expressed his gratitude to him for his valuable and outstanding service and wished him the best with his future endeavours with the Department of Fisheries.

5. Adoption of Minutes

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

It was MOVED and SECONDED:

R266/2019

**“THAT THE MINUTES OF THE REGULAR COUNCIL MEETING
HELD ON FEBRUARY 5, 2019 BE ADOPTED AS
CIRCULATED.”**

CARRIED UNANIMOUSLY

6. Business Arising from Minutes

Nil

7. Consent Agenda

Nil

8. Items Removed from the Consent Agenda

Nil

9. Legislative Reports

(a) Building Bylaw Amendment No. 591-2019

It was MOVED and SECONDED:

R267/2019

**“THAT ANMORE BUILDING BYLAW AMENDMENT BYLAW
NO. 591-2019 BE ADOPTED.”**

CARRIED UNANIMOUSLY

(b) Appointment of Sasamat Volunteer Fire Department Trustees

It was MOVED and SECONDED:

R268/2019

**“THAT COUNCIL APPOINT MAYOR JOHN MCEWEN,
COUNCILLOR KIM TROWBRIDGE, AND COUNCILLOR PAUL
WEVERINK AS TRUSTEES TO THE SASAMAT VOLUNTEER
FIRE DEPARTMENT.”**

CARRIED UNANIMOUSLY**10. Unfinished Business**

Nil

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

Juli Halliwell, CAO provided an overview of her report dated February 13, 2019 and due to the significant cost and the focus to be on the development of a new village hall, council agreed to decline to award the tender at this time.

It was MOVED and SECONDED:

R269/2019

“THAT COUNCIL DECLINE TO AWARD THE TENDER FOR SPIRIT PARK ENHANCEMENTS AND NOT MOVE FORWARD WITH THE PROJECT AT THIS TIME.”

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

Karen Elrick, Manager of Corporate Services presented the letter dated February 14, 2019 from Christine Scott, CEO, Kinsight.

It was MOVED and SECONDED:

R270/2019

“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.”

CARRIED UNANIMOUSLY**12. Mayor’s Report**

Mayor McEwen reported that:

- February 6th he chaired the Regional Parks meeting at Metro Vancouver.
- February 7th Metro Vancouver Water Committee meeting.
- February 11th he and Juli Halliwell met with the Kinsight regarding the Tri-Cities

Children's Centre Project.

- February 12 he and Juli Halliwell met with Superintendent Maloney and discussed the recruitment process for his successor.
- February 12th he attended an Advisory Planning Commission meeting where the OCP amendment for sewer connection was discussed
- February 6th he met with Councillors Krier and Trowbridge with the Remuneration Committee and discussed their roles and time commitments for Council.
- February 12th he attended the City of Port Moody's Council meeting where Bert Flynn Park and the MRN road were discussed.
- February 15th he attended a TransLink meeting.
- February 19th he and Councillor Krier attended the Elected Official's Orientation of SD43.
- February 20th he will meet with the Chief Jay Sharpe and Mayor Belenkie about the Sasamat Volunteer Fire Department.
- This weekend he will be presenting at the Council of Councils in Burnaby.
- He thanked the public works staff for doing an unbelievable job on keeping all the roads clear and driveable.

13. Councillors Reports

Councillor Krier reported that:

- She attended the Remuneration Committee meeting.
- She will be attending the SD43 Board Information Session.
- The Mayor's croquet tournament in the City of Port Coquitlam is going forward for mid-July.
- The Divas; Selena Robinson, Diana Dilworth and herself will be hosting a "Women in Politics" get together in April for all elected female politicians in the area.
- She attended a Dementia Focus Group meeting in preparation for Thursday Community Engagement & Cultural and Inclusion meeting.
- She will be attending the Healthier Community Partnership Special meeting on Thursday.
- She met with the City of Port Moody's Fire Chief, Ron Coulson.
- She will be attending the Council of Councils.
- She will be volunteering with the Grad Transitions.
- She will be attending a finance luncheon with the Finance Minister at the Vancouver Golf Club.
- The first Saturday in March she will be the MC for the Talitha Koum, "Give Her Wings Gala."

14. Chief Administrative Officer's Report

Ms. Juli Halliwell reported that:

- She thanked the public works crew for their amazing job of snow clearing.
- She reminded residents to keep snow off municipal roads when clearing driveways or sidewalks and not to park on roadways during snow events.

- With the grant funds received last year for Emergency Social Services our Emergency Preparedness Consultant has arranged with the JIBC to hold two ESS Sessions at the Village Hall on Saturday, March 16th (ESS Basics) and (ESS Level 1); an invitation will be sent out to both Mayor's and Councillor's from Anmore and Belcarra.

15. Information Items

(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

Nil

16. Public Question Period

Nil

17. Adjournment

It was MOVED and SECONDED:

R271/2019

"TO ADJOURN."

CARRIED UNANIMOUSLY

The meeting was adjourned at 7:36 p.m.

Karen Elrick
Corporate Officer

John McEwen
Mayor



February 21, 2019

Ref: 204525

Barb Hobson, Chair
Board of School Trustees
School District No. 43 (Coquitlam)
550 Poirier Street
Coquitlam BC V3J 6A7
Email: bhobson@sd43.bc.ca

Mayor Rob Vagramov
City of Port Moody
100 Newport Drive
Port Moody BC V3H 5C3
Email: rvagramov@portmoody.ca

Dear Chair Hobson and Mayor Vagramov:

I am writing in response to a letter from Chris Nicolls, Secretary-Treasurer, School District No. 43 (Coquitlam) requesting the appointment of a facilitator to assist the Coquitlam Board of Education and City of Port Moody with resolving matters regarding two potential school sites for a revised School Site Acquisition Charges (SSAC) system for the Coquitlam School District.

As you may be aware, the *Local Government Act* provides for a consultative process whereby a board of education and local government must work together to determine the demand for new or expanded school sites. This demand is specifically in response to student enrolment growth being generated by new residential development in the school district. The Act lays out an expectation that all reasonable efforts will be made by the parties to reach agreement on the matter, such that the board may make a proposal regarding eligible school site requirements as part of its Five-Year Capital Plan submission to the Ministry of Education.

It is my understanding that the City of Port Moody has notified the School District that Council objects to two school sites included in the latest eligible school sites proposal: namely, new elementary school sites to serve Anmore/Port Moody and for the Port Moody waterfront area

Where a local government objects to a proposed eligible school site(s), a dispute resolution mechanism is provided under the Act. Section 574 (8) requires the Minister of Education to appoint a facilitator to assist the board of education and local government to reach agreement on the proposed school site requirements for the school district.

I am therefore appointing Graham Farstad, Principal, Arlington Group Planning and Architecture Inc., to act as a facilitator to assist the Coquitlam Board of Education and City of Port Moody in reaching agreement on the eligible school site requirements for the Coquitlam School District. By way of background, Graham Farstad served as City Planner for the City of New Westminster (1988-1991) and City of Prince George (1978-1988), and as School Trustee for Prince George School District (1981-1985). As a consultant, he specializes in community and land-use planning for municipalities, regional districts and senior government. He has been involved in a variety of complex projects requiring public engagement and consensus building, including an SSAC facilitation with the Richmond School District and City of Richmond.

.../2

Mr. Farstad will meet independently with representatives from the School District and the City to gather information to assist in a subsequent joint-facilitation meeting. He will be contacting each party shortly regarding the earliest scheduling of these meetings. To reiterate, the intention of these meetings is to reach an agreement on the proposed eligible school site requirements for the Coquitlam School District. I fully expect the upcoming meetings will lead to a successful resolution related to the two school sites in-question.

If differences between the parties do remain unresolved despite the assistance of the facilitator, section 574(10) of the *Local Government Act* requires the facilitator to make a report to the Minister of Municipal Affairs and Housing, and the Minister of Education. That report would set out the nature of the disagreements between the parties and make recommendations as to an appropriate resolution. This report would become part of the Board's latest Five-Year Capital Plan submission to the Ministry of Education. The recommendations would then be given due consideration regarding the approval of the proposed eligible school site requirements, which are the basis for calculating SSACs for new residential development in the School District.

In closing, I would like to thank everyone for their cooperation and professionalism while participating in the upcoming facilitation process. The collection of SSAC is an important endeavour for public education, as it ensures that the capital costs for purchasing needed school sites in growing areas are appropriately shared between government and residential developers. Equally important is the benefit to local communities as school districts and local government work together to improve long-term planning for public schools. Given this broader context, I am looking forward to an expedient resolution of these matters in the Coquitlam School District.

Sincerely,



Rob Fleming
Minister

pc: Honourable Selina Robinson Minister of Municipal Affairs and Housing
Tara Faganello, A/Deputy Minister, Ministry of Municipal Affairs and Housing
Joel Palmer, Executive Director, Capital Management, Ministry of Education
Mayor John McEwen, Village of Anmore
Mayor Neil Belenkie, Village of Belcarra
Mayor Richard Stewart, City of Coquitlam
Mayor Brad West, City of Port Coquitlam
Juli Halliwell, Chief Administrative Officer, Village of Anmore
Lorna Dysart, Chief Administrative Officer, Village of Belcarra
Peter Steblin, City Manager, City of Coquitlam
Kristen Dixon, Chief Administrative Officer, City of Port Coquitlam

----- Original Message -----

Subject: Lower Mainland LGA Call for Nominations and Resolutions for
2019 AGM And Conference

Date: 2019-02-27 06:10

From: sstory@lmlga.ca

To: jcrompton@whistler.ca

FOR DISTRIBUTION TO MAYOR AND COUNCIL(body of email and two attachments)

NOTICE OF 2019 LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION AGM AND CONFERENCE

HARRISON Hot Springs Resort & Spa / May 8-10, 2019

We invite Elected Officials and those involved in Local Government to attend the 2019 Lower Mainland Local Government Association AGM & Conference in beautiful Harrison Hot Springs. The Lower Mainland LGA is your association advocating for government on behalf of Metro Vancouver, Fraser Valley and Sea to Sky.

This year our conference will focus on Local Government 201: Working with other Levels of Government. A robust resolutions session, a public debate, engaging presentations on the future of the region and a special closing keynote to be announced soon, promise that this will be our best conference yet.

If you are new to local government this is your chance to get to know your colleagues and understand some of our shared challenges and opportunities. If you've been around a while, this is your chance to contribute to our shared vision. Please join us May 8-10. Register now while space is still available. Register here:

<https://www.civicinfo.bc.ca/event/2019/LMLGA>

Sincerely,

Jack Crompton
President, Lower Mainland LGA

RESOLUTIONS:

Lower Mainland LGA members are invited to submit resolutions for consideration at the upcoming AGM to be held during the afternoon of Thursday, May 9, 2019. The deadline to submit resolutions is Friday, March 15, 2019. Please see Call for Resolutions attached to this email.

NOMINATIONS:

Lower Mainland local government elected officials are invited to run for a position on the Lower Mainland LGA Executive. The deadline for nominations is Friday, March 22, 2019. Please see the Call for Nominations attached to this email.



LOWER MAINLAND

LOCAL GOVERNMENT ASSOCIATION

TO: Mayor/Chair; Council/Board

FROM: Councillor Jason Lum, Lower Mainland LGA Past President

DATE: February 26, 2018

RE: 2019 CALL FOR NOMINATIONS

Please include the following information on your next meeting agenda.

This circular is notice of the Lower Mainland LGA Executive positions open for nomination, the process and the procedures for nomination.

The deadline for receipt of your nomination is **Friday, March 22, 2019**. The Lower Mainland LGA Conference and AGM will be held on May 8-10, 2019 in Harrison Hot Springs.

The Lower Mainland LGA is the collective voice for local government on the Lower Mainland, including local governments in the Greater Vancouver Regional District, the Squamish-Lillooet Regional District and the Fraser Valley Regional District. The membership elects directors to the Executive during the Convention, and the Executive is charged with ensuring that policy direction set by the general membership is carried forward. The Executive also provides operational and policy direction to the Lower Mainland LGA between Conventions.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Directors at Large (3 positions)

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of an Lower Mainland LGA member. The candidate must be nominated by two elected officials of an Lower Mainland LGA local government member.

Background information regarding the primary responsibilities and commitments of an LMLGA Executive member is available upon request.

A nomination and consent form is attached and should be used for all nominations.

The Chair of the 2019 Nominating Committee is Councillor Jason Lum, Lower Mainland LGA Past President.

3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 200-word biography will be prepared under the direction of the Nominating Committee and distributed in the Lower Mainland LGA Convention Newsletter, which is distributed on-site at the conference. It is not the responsibility of the Lower Mainland LGA to edit applicant materials to make them suitable for print. If materials are not provided on time and print ready, Lower Mainland LGA reserves the right not to include them in the newsletter.

To be included in the Convention Newsletter, send your current photo, biography and completed nomination form to:

sstory@lmlga.ca

**With subject line: LMLGA Nomination Package – “applicant name”
Deadline: March 22, 2019**

4. FINAL COMMENTS

The nomination process does not change the process allowing candidates to be nominated off the floor at the Convention. That process remains in place. The process outlined above provides for those that are interested in seeking office to be directly nominated prior to the Convention.

5. FURTHER INFORMATION

The attached consent form is available online at lmlga.ca. All other inquiries should be directed to:

Shannon Story, Executive Director of the Lower Mainland LGA
at sstory@lmlga.ca
PO Box 488
Pemberton, BC V0N 2L0

NOMINATIONS FOR THE 2019 LOWER MAINLAND LGA EXECUTIVE

We are qualified under the Lower Mainland LGA Constitution to nominate¹ a candidate and we nominate:

Name of nominee: _____

Local government position (Mayor/Councillor/Director): _____

Local government represented: _____

Lower Mainland LGA Executive office nominated for: _____

Printed Name of nominator: _____ Printed Name of nominator: _____

Position: _____ Position: _____

Local Gov't: _____ Local Gov't: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the Lower Mainland LGA Constitution². I also agree to provide the following information to the Executive Director by March 22, 2019:

- 2"x3" Photo (high resolution)
- Biographical information. No more than 200 words in length.

Printed Name: _____

Running for (position): _____

Local Government: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of members of the Association.

² All nominees of the Executive shall be elected representatives of a member of the Association.

Return to: sstory@lmlga.ca
c/o LMLGA, PO Box 488, Pemberton, BC V0N 2L0



LOWER MAINLAND

LOCAL GOVERNMENT ASSOCIATION

TO: Mayor/Chair; Council/Board

FROM: Mayor Jack Crompton, Lower Mainland LGA President

DATE: February 26, 2019 (4 pages total)

RE: 2019 CALL FOR RESOLUTIONS - ANNUAL GENERAL MEETING

Please include the following information on your next meeting agenda.

This circular is a notice of the Lower Mainland LGA Call for Resolutions.

The Lower Mainland LGA Convention and AGM will be held on May 8-10, 2019 in Harrison Hot Springs and we are **now accepting resolutions from the membership**. The deadline for receipt of your resolutions is **Friday, March 15, 2019**.

We encourage Lower Mainland LGA members to submit their resolutions to the Lower Mainland LGA for debate, rather than submitting them to UBCM. This is also the process preferred by UBCM. Lower Mainland LGA-endorsed resolutions on province-wide issues are submitted *automatically* to UBCM for consideration at the UBCM Convention. Resolutions received from the Lower Mainland LGA, and supported by our membership as a whole, tend to hold more weight than those that are submitted by individual communities.

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the LMLGA office by: **FRIDAY, MARCH 15, 2019**.

SUBMISSION REQUIREMENTS

Resolutions submitted to the Lower Mainland LGA for consideration shall be submitted as follows:

- one copy of the resolution via email to the Lower Mainland LGA Executive Director Shannon Story at ssstory@lmlga.ca with subject header "Resolution-title of your resolution" or, in the case of multiple resolutions, subject header "Resolution-X number enclosed";
- include a cover letter as an attachment outlining how many resolutions you have sent and the title of each resolution;
- each resolution should not contain more than two "whereas" clauses; and
- background documentation must accompany each resolution submitted, when available, and should be labeled "Background-Name of Resolution".

You WILL receive an email notification that your resolution has been received within one week of receipt. If you do not receive an email confirmation, please call Shannon Story at 604-698-5753

Sponsors should be prepared to introduce their resolutions on the Convention floor.

LATE RESOLUTIONS

1. Resolutions submitted following the expiry of the regular deadline (March 15) shall be considered "Late Resolutions" and must comply with all other submission requirements. Late resolutions must be received by Lower Mainland LGA no later than 12 noon on Monday, May 6, 2019.
2. Late resolutions shall be considered for discussion after all resolutions printed in the Resolutions Book have been debated.
3. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
4. In the event that a late resolution is recommended to be admitted for discussion the Lower Mainland LGA shall produce sufficient copies for distribution at the Convention.

SUBMIT RESOLUTIONS TO:

**Lower Mainland LGA
Attention: Shannon Story
PO Box 488
Pemberton, BC, V0N 2L0**

**Phone: (604) 698-5753
Email: sstory@lmlga.ca**

THE RESOLUTIONS PROCESS

1. Members submit their resolutions to Lower Mainland LGA for debate.
2. The Lower Mainland LGA submits the endorsed resolutions of provincial interest to UBCM.
3. The UBCM Resolution Committee reviews the resolutions submitted for consideration at the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are conveyed to the appropriate order of government, or relevant organization, for responses.
5. Once the responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

GUIDELINES FOR PREPARING RESOLUTIONS

The Construction of a Resolution:

All resolutions contain a preamble and enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being requested*. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?

- What is the best way to solve the problem?

Preamble:

The preamble commences with a recital, or "WHEREAS", clause. This is a concise sentence about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two "WHEREAS" clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment Clause:

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by the Lower Mainland LGA.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

How to Draft a Resolution:

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

2. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to struggle with complicated text or vague concepts.

3. Provide factual background information.

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i. Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii. Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

4. Construct a brief, descriptive title.

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

5. Check legislative references for accuracy.

Where necessary, identify:

- the correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government)
- the correct legislation, including the name of the Act

6. Focus on issues that are relevant to all Lower Mainland members.

The issue identified in the resolution should be relevant to other local governments in the Lower Mainland LGA. This will support proper debate on the issue and assist Lower Mainland LGA or UBCM to represent your concern effectively to the provincial or federal government on behalf of all local governments.

7. Avoid repeat resolutions.

In the past, resolutions have come back year after year on the same topic. Elected officials and staff are encouraged to search the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the “Resolutions and Policy” tab at the top of the page. It will be possible to locate any resolutions on the same topic that have been considered in the past and what the response has been. Endorsed resolutions are part of the advocacy agenda and duplicates are not required.

8. Ensure that your own local government’s process for consideration, endorsement, and conveyance of resolutions to Lower Mainland LGA/UBCM is followed.

MODEL RESOLUTION

SHORT TITLE: _____

Local Government Name _____

WHEREAS _____
_____;

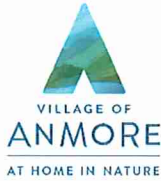
AND WHEREAS _____
_____;

THEREFORE BE IT RESOLVED that _____
_____.

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that _____
_____.

If you have any questions, please contact Shannon Story by email at sstory@lmlga.ca or by calling (604) 698-5753.



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: February 28, 2019

File No: 6480-01/19

Submitted by: Jason Smith, Manager of Development Services

Subject: Anmore Green Estates – OCP Amendment Bylaw

Purpose / Introduction

The purpose of this report is to update Council on the comments received to date on the proposed Anmore Green Estates OCP amendment and to provide options for moving forward with the amendment.

Recommended Options

That Village of Anmore Official Community Amendment Bylaw 590, 2019 be read a second time and staff be directed to schedule a public hearing for the Village of Anmore Official Community Amendment Bylaw 590, 2019 for March 19, 2019.

Background

At the Village's January 8, 2019 regular Council meeting, Council received a report outlining some of the history of septic issues at Anmore Green Estates and the rationale for a proposed Official Community Plan (OCP) amendment (Attachment 1) that would be necessary to connect Anmore Green Estates to the regional sewer system. Council gave first reading to Village of Anmore Official Community Amendment Bylaw 590, 2019 (Attachment 2), and it was referred to the Village of Belcarra, the City of Port Moody and School District 43 for comment.

Discussion

At the time of writing, the Village has received comments from the City of Port Moody in support of the proposed amendment (Attachment 3). The Village has not received comments from the Village of Belcarra or School District 43.

The associated Regional Context Statement (RCS) amendment is scheduled to be considered at the March 8, 2019 meeting of the Metro Vancouver Regional Planning Meeting and then by Metro Vancouver Board at its March 29, 2019 meeting.

Report/Recommendation to Council

Anmore Green Estates – OCP Amendment Bylaw

February 28, 2019

Should Council choose to proceed with further consideration of the OCP amendment bylaw, staff would be targeting March 19, 2019 as the date for the public hearing. Council would be in the position to consider adoption of the OCP amendment once Metro Vancouver has accepted the proposed changes to the Village's RCS, which is anticipated to happen on March 29, 2019.

Other Options

The following options are presented for Council's consideration:

1. That Village of Anmore Official Community Amendment Bylaw 590, 2019 be read a second time and staff be directed to schedule a public hearing for the Village of Anmore Official Community Amendment Bylaw 590, 2019 on March 19, 2019. [Recommended]

Or

2. That Council direct staff that it does not want to proceed with an Official Community Plan Amendment for Anmore Green Estates at this time.

Or

3. That Council provide further direction to staff on how it would like to proceed.

Financial Implications

Should Council choose to proceed with a public hearing there will be costs associated with publishing the notice in the Tri-Cities News.

Attachments:

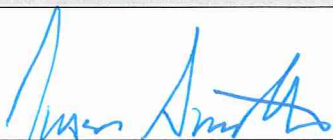
1. January 8, 2019 Council Report titled "Anmore Green Estates – Official Community Plan and Regional Context Statement Amendment"
2. Village of Anmore Official Community Amendment Bylaw 590, 2019
3. Letter from the City of Port Moody dated February 27, 2019 and attached Council Report

Report/Recommendation to Council

Anmore Green Estates – OCP Amendment Bylaw

February 28, 2019

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

ATTACHMENT 1

Date: January 4, 2019

Submitted by: Jason Smith, Manager of Development Services

Subject: Anmore Green Estates – Membership in the Greater Vancouver
Sewage and Drainage District, Official Community Plan and Regional
Context Statement Amendment

Purpose / Introduction

The purpose of this report is provide Council with the opportunity to initiate the many processes required to connect Anmore Green Estates to the regional sewer system. To connect Anmore Green Estates to the regional sewer system will necessitate becoming a member of the Greater Vancouver Sewage and Drainage District, amending the Village's Official Community Plan and Regional Context Statement

Recommended Option

THAT Council request that staff advise the Anmore Green Estates Strata that the Village of Anmore is willing and ready to proceed with connecting the existing 51 homes at Anmore Green Estates to the Greater Vancouver Sewerage and Drainage District sewerage system; but that the Village will only proceed once there is a Memorandum of Understanding between the Village and the Anmore Green Estates Strata in order to ensure that all parties are equally committed to resolving the sewage treatment issue at Anmore Green Estates.

Background

There has been long standing issues surrounding the treatment of sewage at Anmore Green Estates (AGE). AGE is made up of 51 homes whose sewage is treated by a community septic system and field. The AGE strata operates a community septic system under a permit issued by the Ministry of Environment and Climate Change Strategy (the Ministry). The Ministry is solely responsible for the regulation and enforcement of sewage treatment under this permit.

A Pollution Abatement Order was issued in November 2017 by the Ministry in response to reported leakage of sewage onto the neighbouring school site. This Pollution Abatement Order required the AGE Strata to develop an action plan to address the immediate pollution on the school site and to hire their own engineers to devise a long term solution for treating their sewage.

Report/Recommendation to Council

Anmore Green Estates – Membership in the Greater Vancouver Sewage and Drainage District,
Official Community Plan and Regional Context Statement Amendment
January 4, 2019

Through the winter and spring of 2018 the Ministry required the AGE strata to hire a series of engineers to make recommendations and to conduct a peer review. This was a Ministry led process and the Village of Anmore had no jurisdiction to become involved in this process.

In May 2018, the final engineering reports were provided to the Ministry, as well as the peer review. The conclusion of those reports was that, from a strict engineering perspective, the most viable solution was to connect AGE to the Greater Vancouver Sewerage and Drainage District (GVS&DD) system via Port Moody. Those reports did not consider or address the Village's Official Community Plan (OCP), the fact that the Village of Anmore was not a member of GVS&DD, the requirements for membership in the GVS&DD or Metro Vancouver's Regional Growth Strategy. The Village had raised those concerns with the Ministry throughout the winter and spring of 2018 and they were not addressed. The Village, after receiving the final engineering reports and recommendations, asked repeatedly for clarification, through the Ministry, on why on-site solutions were dismissed by the engineers hired by the AGE strata. These requests for clarifications were never addressed by the Ministry or the AGE strata.

Having gotten no further information from the Ministry, the Village of Anmore Council chose to begin consideration of the various processes that would be required to be completed in order to connect AGE to the GVS&DD system. One of the first processes that would need to be undertaken would be to address the Village of Anmore's OCP and Regional Context Statement (RCS) contained within it.

The Village has been in communication, since early December, with representatives from the AGE strata to come to an agreement regarding a Memorandum of Understanding (MOU). The purpose of the MOU is to come to an agreement on the high level of principles of how to move forward with resolving the sewage issues at AGE and that both parties are equally committed. The Village continues to wait to hear back from the AGE strata on whether they are ready to proceed.

Discussion

Current OCP Policy

The current OCP states in Policy MS-7 that "During the time frame of this Plan, the Village will not develop a municipal-wide sewer system." The Village of Anmore Council has interpreted that policy to be an articulation of the Village's longstanding policy that the Village is a semi-

Report/Recommendation to Council

Anmore Green Estates – Membership in the Greater Vancouver Sewage and Drainage District,
Official Community Plan and Regional Context Statement Amendment

January 4, 2019

rural community where residents are responsible for treating their own sewage through on-site systems.

The lack of urban level sewer services is a means of preserving the semi-rural character of the Village as this places limits on the density of development. This lack of urban services supports the maximum permitted density in the OCP of 2 units/acre.

Current RCS

The current Regional Context Statement (RCS), which forms part of the Village's OCP, utilizes Metro Vancouver's Regional Growth Strategy (RGS) policies to support Village OCP policies to restrict the expansion of regional sewer services by designating all of the Village with a Rural land use designation in the RGS. The Village believes that the Rural designation is appropriate for the semi-rural densities that the Village anticipates in its OCP and the intent to have development treat its sewage on-site.

The one exception in the RCS is the Eagle Mountain Middle School Site, which is designated General Urban and is located within the Urban Containment Boundary. This site was connected to the GVS&DD system after an amendment to the RGS in 2012 re-designating the site from Rural to General Urban. The rationale for that amendment was that the urban services could only be provided to urban areas.

OCP and RCS Amendments for Anmore Green Estates

The Village of Anmore Council has directed staff to begin the processes to connect AGE to the GVS&DD system. The following outlines the necessary OCP and RCS amendments that are required to facilitate this.

1. Add words in italics to Policy MS-7 "The Village will join the Greater Vancouver Sewage and Drainage District to accommodate the connection of Anmore Green Estates to the Greater Vancouver Sewage and Drainage District System. During the time frame of this Plan, the Village will not develop a municipal-wide sewer system" (**Attachment 1**)
2. Amend Map 3: Regional Context Statement Map to change the lots comprising Anmore Green Estates from a Rural regional land use designation to a General Urban regional land use designation and amend the Urban Containment Boundary to include the properties.

Report/Recommendation to Council

Anmore Green Estates – Membership in the Greater Vancouver Sewage and Drainage District,
Official Community Plan and Regional Context Statement Amendment
January 4, 2019

Rationale for Amendments

The primary rationale for the amendments to the OCP is to accommodate connection of AGE to regional sewer system. The amendment will not enable any new development and it will simply allow the existing AGE development to address environmental and public health concerns related to the treatment of sewage.

The regional General Urban designation is appropriate because in the Anmore and neighbouring contexts, this is urban level density, the existing density of 4 units/acre at AGE exceeds the semi-rural densities found in the rest of Anmore. These densities and the fact that it will be served by urban level services (both sewer and water) make the General Urban designation appropriate.

The Village wants to make a clear distinction between General Urban and Rural to signal its intent to remain a semi-rural community and support the objectives of the RGS. Designating the AGE site will serve to reinforce that important distinction. This premise is further reinforced by the OCP policies and zoning in place for the surrounding properties that will keep those properties semi-rural and curtail any risk of further urban expansion.

The Village is proposing not to pursue a full RGS Type 2 amendment process to change the regional Urban Containment Boundary and the regional land use from Rural to General Urban. There are several reasons for this choice:

1. There are no consequential impacts to this amendment in terms of development. The amendment is only to allow for the expansion of the regional sewer system to service existing development (51 units) and will not facilitate any new development
2. The connection to the regional sewer system is the only viable means, according to the engineering reports provided to the Village through the Ministry's Pollution Abatement Order process, to address public health and environmental issues created by the sewerage generated at AGE.
3. It is the Village's view, that there is no regional significance to the proposed amendments and that a full RGS amendment process is not warranted in this case and would not be an effective use of public resources.

Report/Recommendation to Council

Anmore Green Estates – Membership in the Greater Vancouver Sewage and Drainage District,
Official Community Plan and Regional Context Statement Amendment
January 4, 2019

Public Consultation

Section 475 of the Local Government Act requires specific consideration be given to consultation on the proposed amendment:

1. Whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and ongoing. Given this amendment will only enable AGE to connect to the regional sewer system, that there will be no further development on the site or consideration of expanding the sewer area, and that the AGE strata is fully aware of what is taking place – staff would not recommend any further consultation beyond a mail drop to the community explaining what is taking place at AGE.
2. The Metro Vancouver Board will have a direct say on this matter through consideration of the Village's RCS and therefore staff would not recommend any further consultation with them.
3. The scope and impact of this amendment is very limited and therefore staff do not recommend consultation with the boards of any regional district that is adjacent to the area covered by the OCP.
4. In terms of consultation with adjacent municipalities, staff recommend sending the amendment to the City of Port Moody, who will have a direct role in the resolving this matter, and to the Village of Belcarra. Given that this amendment will only enable AGE to connect to the regional sewerage system, that there will be no further development on the site or consideration of expanding the sewer area staff do not recommend referring this amendment to any of other local governments.
5. Given that this amendment will only enable AGE to connect to the regional sewerage system, that there will be no further development on the site or consideration of expanding the sewer area, staff do not recommend consultation with First Nations.
6. Staff recommend sending the amendment to School District No. 43 for comment as they will have direct role in resolving this matter. The GVS&DD Board will also be involved through the request to support the Village's request for membership in GVS&DD and the subsequent amendments to the regional Fraser Sewerage Area that they will need to make in order to connect AGE to the regional sewerage system – therefore staff do not recommend consulting with the GVS&DD Board on this matter.
7. Staff do not see the need to consult with the Provincial or Federal governments on this amendment. The impacted provincial ministries will have direct involvement in the connection process and have been consulted on this matter already.

Report/Recommendation to Council

Anmore Green Estates – Membership in the Greater Vancouver Sewage and Drainage District,
Official Community Plan and Regional Context Statement Amendment
January 4, 2019

In summary, staff recommend the following consultation plan for this OCP amendment. That a one page issue summary be sent to all residents of Anmore outlining the Village's intent, why it is pursuing this matter and encouraging residents to provide comments to Council. This summary should be delivered through a mail drop, distributed through social media and posted on the Village's website.

The OCP amendment should be referred to the Village of Belcarra, City of Port Moody and School District No. 43 for comment prior to the public hearing.

Process Timelines

Here is an overview of possible timelines, should Council initiate the process at their January 8, 2019 regular Council Meeting:

Item	Agency Responsible	Date	Comments
OCP Amendment 1 st Reading	Village of Anmore	January 8, 2019	Refer amendment to neighbouring jurisdictions as outlined
OCP Amendment 2 nd Reading	Village of Anmore	March 5, 2019	Set date for public hearing
Public Hearing, possible 4 th Reading	Village of Anmore	March 19, 2019	
Regional Planning Committee Review of RCS*	Metro Vancouver Regional District	February 2019	
Acceptance of RCS*	Metro Vancouver Regional District Board	February 22, 2019	
GVS&DD Board motion to support Anmore's membership in GVS&DD*	GVS&DD Board	February 22, 2019	Required to apply to Province for membership

**Timeline is subject to the Metro Vancouver Regional District and GVS&DD Boards' scheduling*

Once the RCS is accepted and the Village has received GVS&DD Board support for its membership in the GVS&DD, the Village would need to apply to the Ministry of Municipal Affairs and Housing for an Order In Council to be made by Cabinet to officially become a member of the GVS&DD. This process is estimated to take between 3-6 months.

Report/Recommendation to Council

Anmore Green Estates – Membership in the Greater Vancouver Sewage and Drainage District,
Official Community Plan and Regional Context Statement Amendment
January 4, 2019

Options

The following options are presented for Council's consideration:

1. THAT Council:
 - a. Request, through the Minister of Municipal Affairs and Housing, that the Province of British Columbia make the Village of Anmore a member of the Greater Vancouver Sewage and Drainage District;
 - b. Give 1st reading to Village of Anmore Official Community Plan Amendment Bylaw 590, 2019;
 - c. Refer Village of Anmore Official Community Plan Amendment Bylaw 590, 2019 to the City Port Moody, the Village of Belcarra, and School District No. 43 for comment;
 - d. Submit the proposed amendment to Anmore's Regional Context Statement comprised of a regional land use designation change from Rural to General Urban for the Anmore Green Estates property, and a corresponding extension of the Urban Containment Boundary to the Metro Vancouver Board for acceptance; and
 - e. Request the Greater Vancouver Sewerage and Drainage District Board support the Village of Anmore becoming a member of the Greater Vancouver Sewerage and Drainage District and, subject to becoming a member, expand the sewerage area to include the footprints of the existing homes at Anmore Green Estates.

OR

2. THAT Council request that staff advise the Anmore Green Estates Strata that the Village of Anmore is willing and ready to proceed with connecting the existing 51 homes at Anmore Green Estates to the Greater Vancouver Sewerage and Drainage District sewerage system; but that the Village will only proceed once there is a Memorandum of Understanding between the Village and the Anmore Green Estates Strata in order to ensure that all parties are equally committed to resolving the sewage treatment issue at Anmore Green Estates.

OR

3. THAT Council advise staff of how they would like to proceed.

Report/Recommendation to Council

Anmore Green Estates – Membership in the Greater Vancouver Sewage and Drainage District,
Official Community Plan and Regional Context Statement Amendment
January 4, 2019

Financial Implications

There will be financial implications for the recommended options. The financial implications of these options should be recoverable through the Memorandum of Understanding (MOU) that the Village is negotiating with the AGE strata. A primary principle of MOU is that all of the costs associated with connecting AGE to the regional sewer system will be paid for by the AGE strata. Therefore staff time, legal fees and any costs for the public hearing will be paid for by the AGE strata.

Attachments:

1. Village of Anmore Official Community Plan Amendment Bylaw 590, 2019

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. 590-2019

A bylaw to amend the Official Community Plan

WHEREAS the *Local Government Act* authorizes a municipality to amend its community plan from time to time;

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

- 1) That this bylaw may be cited for all purposes as "Village of Anmore Official Community Plan Amendment Bylaw No. 590-2019".
- 2) That Village of Anmore Official Community Plan Bylaw No. 532, 2014 be amended as follows by replacing Policy MS-7 with the following text:

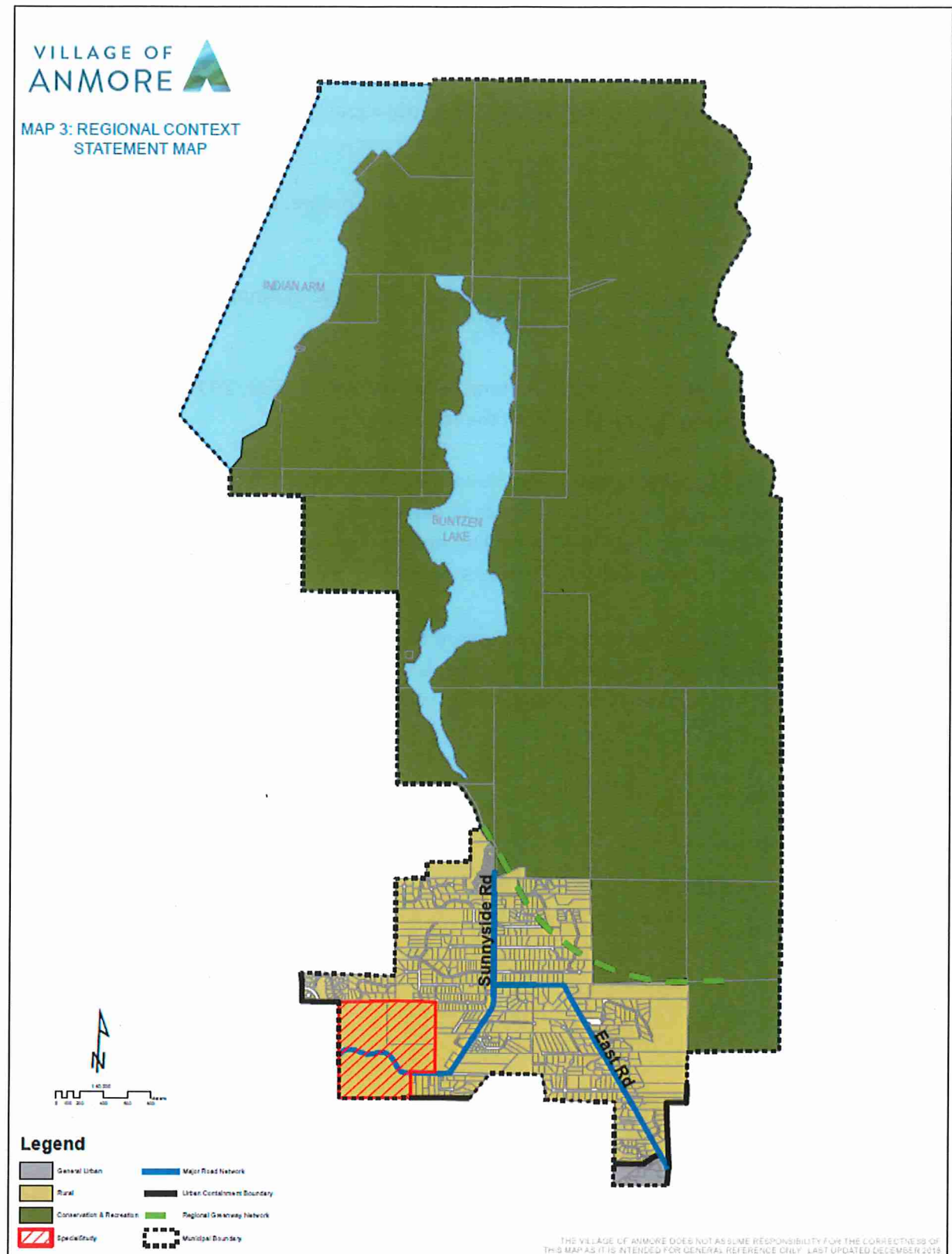
"The Village will join the Greater Vancouver Sewage and Drainage District to accommodate the connection of Anmore Green Estates to the Greater Vancouver Sewage and Drainage District System. During the time frame of this Plan, the Village will not develop a municipal-wide sewer system"
- 3) Replace Map 3: Regional Context Statement Map with the map attached as Schedule A to change the lots comprising of the 51 existing homes at Anmore Green Estates from a Rural designation to an Urban designation within the Urban Containment Boundary.

READ a first time the	8 day of January, 2019
READ a second time the	day of, 2019
PUBLIC HEARING HELD the	day of, 2019
READ a third time the	day of, 2019
ADOPTED the	day of, 2019

MAYOR

MANAGER OF CORPORATE SERVICES

Schedule A



PORT MOODY
CITY OF THE ARTS

100 Newport Drive, Port Moody, B.C., V3H 5C3, Canada
Tel 604.469.4500 Fax 604.469.4550
www.portmoody.ca

February 27, 2019

File: 01-0460-05-05

Via email: juli.halliwell@anmore.com

Juli Halliwell
Chief Administrative Officer
Village of Anmore
2697 Sunnyside Road
Anmore, BC V3H 5G9

Dear Ms. Halliwell:

Re: Village of Anmore Official Community Plan Amendment Bylaw No. 590-2019

At the Regular Council meeting held on February 26, 2019, Council considered the attached memo dated February 13, 2019 from the Planning and Development Department – Policy Planning Division regarding Village of Anmore Official Community Plan Amendment Bylaw No. 590-2019 and passed the following resolution:

RC19/071

THAT proposed Village of Anmore Official Community Plan Amendment Bylaw No. 590-2019 be supported as recommended in the report dated February 13, 2019 from the Planning and Development Department – Policy Planning Division regarding Request for Comments – Village of Anmore Official Community Plan Amendment Bylaw No. 590-2019.

Sincerely,



Tracey Takahashi
Deputy Corporate Officer

cc: Mary De Paoli, Manager of Policy Planning



City of Port Moody

Report/Recommendation to Council

Date: February 13, 2019 File No.01- 0460-05-05

Submitted by: Planning and Development Department – Policy Planning Division

Subject: Request for Comments – Village of Anmore Official Community Plan Amendment Bylaw No. 590-2019

Purpose / Introduction

To bring forward a request from the Village of Anmore for comments regarding proposed Village of Anmore Official Community Plan Bylaw No. 590-2019 to allow for membership in the Greater Vancouver Sewerage & Drainage District (GVS&DD) in order to accommodate the connection of 51 existing dwelling units at Anmore Green Estates to the GVS&DD.

Recommended Resolution

THAT proposed Village of Anmore Official Community Plan Amendment Bylaw No. 590-2019 be supported as recommended in the report dated February 13, 2019 from the Planning and Development Department – Policy Planning Division regarding Request for Comments – Village of Anmore Official Community Plan Amendment Bylaw No. 590-2019.

Background

At its January 8, 2019 meeting, the Municipal Council of the Village of Anmore gave first reading to Official Community Plan Amendment Bylaw No. 590-2019 with a request that it be distributed to the City of Port Moody for comments. A related letter from the Village of Anmore is included as **Attachment 1**. The deadline to provide comments is March 8, 2019.

Discussion

As noted in the Anmore staff report attached to the letter included as **Attachment 1**, there are long-standing issues surrounding the treatment of sewage by a strata-operated community septic system and field at Anmore Green Estates (AGE). A Pollution Abatement Order was issued in November 2017 by the Ministry of Environment and Climate Change Strategy requiring the strata to develop an action plan to address immediate concerns and to devise a long-term solution for treating their sewage.

Engineering reports completed in May 2018 concluded that the most viable option was to connect AGE to the GVS&DD system via Port Moody. One of the first steps in this process involves amendments to the Village of Anmore's OCP and the Regional Context Statement within it.

Report/Recommendation to Council

Request for Comments – Village of Anmore Official Community Plan Amendment Bylaw

No. 590-2019

February 13, 2019

Anmore's OCP includes policy that the Village will not develop a municipal-wide sewer system during the time frame of their OCP. This policy is consistent with the Village's vision of preserving the semi-rural character of the community and placing limits on the density of development.

The Regional Context Statement in Anmore's OCP includes a Rural land use designation for all of the Village reflecting the semi-rural densities anticipated in its OCP and the intention to have development treat its sewage onsite. The only exception to this is the Eagle Mountain Middle School site, which is designated as General Urban and is located within the Urban Containment Boundary. This site was connected to the GVS&DD system after an amendment to the MetroVancouver Regional Growth Strategy in 2012 which re-designated the school site from Rural to General Urban.

The proposed OCP amendment includes a new policy which specifically states that the Village will join the GVS&DD to accommodate the connection of AGE to the GVS&DD and reiterates that during the time frame of the OCP, Anmore will not develop a municipal-wide sewer system. The rationale provided in the staff report notes that the sewer connection is limited to the existing dwelling units at AGE in order to address environmental and public health concerns related to the treatment of sewage. It is not intended that the amendment will enable any new development above what was originally contemplated in Anmore's OCP.

The rationale provided to support the proposed regional General Urban designation for the AGE site notes that the AGE site is considered to have an urban level of density at 4 units/acre, which exceeds the semi-rural densities found in the rest of Anmore. The proposed amendment also includes a change to the Urban Containment Boundary to include the AGE site.

Next Steps

For the Village of Anmore, the process involved in obtaining membership in the GVS&DD includes:

- Public Hearing and Adoption of Village of Anmore OCP Amendment Bylaw No. 510-2019;
- Metro Vancouver Board Acceptance of the proposed amended Regional Context Statement;
- GVS&DD Board consideration of Anmore's membership in the GVSⅅ and
- application to the Ministry of Municipal Affairs and Housing for an Order in Council to officially become a member of the GVS&DD.

In order to prevent further sewage leakage onto adjacent lands, including those within Port Moody, staff recommend that it is in the City's interest to support this request to help facilitate the connection of the existing 51 dwelling units at AGE to the GVS&DD.

Report/Recommendation to Council

Request for Comments – Village of Anmore Official Community Plan Amendment Bylaw

No. 590-2019

February 13, 2019

Other Options

THAT proposed Village of Anmore Official Community Plan Amendment Bylaw No. 590-2019 be received for information.

Financial Implications

There is no budgetary impact associated with the City of Port Moody reviewing proposed Village of Anmore OCP Amendment Bylaw No. 510-2019.

If the proposed OCP amendment is adopted and the Village of Anmore is successful in obtaining membership into the GVS&DD, cooperation from the City of Port Moody will be necessary to facilitate new sewer connections from AGE to adjacent sewer infrastructure through Port Moody. It is anticipated that the Village of Anmore will be responsible for any costs associated with enabling this connection.

Communications / Civic Engagement

Referral of proposed Village of Anmore OCP Amendment Bylaw No. 590-2019 to Port Moody City Council for review is in keeping with the consultation requirements of section 475(b)(iii) of the *Local Government Act*.

Council Strategic Plan Objectives

Supporting safe sewerage disposal for AGE and preventing future sewage leakage onto adjacent properties is consistent with the strategic priority areas of Community Planning and Preserving the Environment in the 2015-2018 Council Strategic Plan.

Attachment:


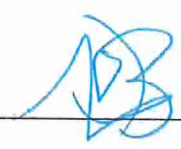


1. Letter from the Village of Anmore dated January 11, 2019 regarding Village of Anmore Official Community Plan Amendment Bylaw No. 590-2019.

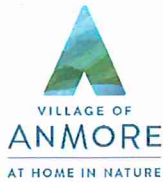
Report/Recommendation to Council

Request for Comments – Village of Anmore Official Community Plan Amendment Bylaw

No. 590-2019

February 13, 2019

Prepared by:	Reviewed by:
 Mary De Paoli, MCIP, RPP Manager of Policy Planning	 Andre Boel, MCIP, RPP General Manager of Planning and Development
Reviewed for Form and Content / Approved for Submission to Council:	
City Manager's Comments  Tim Savoie, MCIP, RPP City Manager	
Corporate Review Engineering and Operations	Initials 



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: February 28, 2019

0540-20/19

Submitted by: Council Remuneration Committee

Subject: Recommendations Regarding Council Remuneration

Purpose / Introduction

To report back on the findings of the Council Remuneration Committee ("Committee") and provide the Committee's recommendations for changes to the Village of Anmore's annual Council Remuneration and Annual Indemnity Bylaw.

Recommended Options

1. **THAT Council increase remuneration for Mayor to \$31,528 annually and Councillor to \$15,764 annually, effective January 1, 2019;**

AND direct staff to bring forward an amendment to Anmore Annual Indemnity Bylaw No. 549-2016 for consideration.

2. **THAT Council increase remuneration for Mayor to \$33,178 annually and Councillor to \$17,414 annually, effective January 1, 2019;**

AND direct staff to bring forward an amendment to Anmore Annual Indemnity Bylaw No. 549-2016 for consideration.

3. **THAT Council increase remuneration for Mayor to \$33,178 annually and Councillor to \$17,414 annually, effective January 1, 2019, and that further increases of 10% per year for the years 2020, 2021 and 2022 be applied;**

AND direct staff to bring forward an amendment to Anmore Annual Indemnity Bylaw No. 549-2016 for consideration.

Report/Recommendation to Council

Recommendations Regarding Council Remuneration

February 28, 2019

4. **THAT Council increase remuneration for Mayor to \$52,000 annually and Councillor to \$24,000 annually, effective January 1, 2019;**

AND direct staff to bring forward an amendment to Anmore Annual Indemnity Bylaw No. 549-2016 for consideration.

Background

Effective January 1, 2019, the *Income Tax Act* was amended to revoke the allowance of 1/3 of elected official's remuneration to be a non-taxable benefit.

At the January 8, 2019 Closed Council meeting, the following resolution was passed and subsequently released to the public:

"THAT COUNCIL APPROVES THE ESTABLISHMENT OF THE 2019 COUNCIL REMUNERATION COMMITTEE FOR THE PURPOSES OF REVIEWING COUNCIL'S ANNUAL REMUNERATION AS OUTLINED IN THE REPORT DATED DECEMBER 18, 2018 FROM THE CHIEF ADMINISTRATIVE OFFICER TITLED 2019 COUNCIL REMUNERATION COMMITTEE;

AND THAT JOHN BURGESS, CELIA CHIANG, COLEEN HACKINEN, JEAN ANN MARKS, SHAUNDA MOORE AND STEVEN ROBB BE APPOINTED TO THE 2019 COUNCIL REMUNERATION COMMITTEE;

AND THAT JOHN BURGESS BE APPOINTED AS CHAIR OF THE 2019 COUNCIL REMUNERATION COMMITTEE;

AND THAT STAFF PREPARE A TERMS OF REFERENCE FOR COUNCIL REVIEW AND ADOPTION,"

Terms of Reference for the Committee (**Attachment 1**) were adopted by Anmore Council on January 22, 2019 and by the Committee on January 28, 2019. The mandate of the Committee was to review and report back on Anmore Council's annual remuneration and expenses, taking into consideration the recent changes to the *Income Tax Act*.

Report/Recommendation to Council

Recommendations Regarding Council Remuneration

February 28, 2019

The Committee met a total of four times in 2019: January 28, February 6, 13, and February 20. During the February 6th meeting, Committee members posed questions to the following current members of Council: Mayor John McEwen, Councillor Polly Krier and Councillor Kim Trowbridge. The questions were intended to gain an understanding of the level of effort required from the Mayor and a Councillor for the Village of Anmore.

Discussion

During the meetings, the Committee had fulsome discussion regarding the remuneration provided to elected officials in the Village of Anmore. Based on population, there is one Mayor and four Councillors that form Anmore Council. Discussion included:

- whether or not remuneration should be increased to make all members of Council "whole" in light of the *Income Tax Act* changes;
- if annual cost of living increases should be allocated and, if so, for how much;
- whether additional allowances should be provided for items such as cell phones and home office expenses;
- whether the percentage difference between Mayor and Councillors' remuneration at 50% is appropriate; and
- whether the overall compensation for Mayor and Councillors is reasonable and will attract future candidates to run for an elected position on Anmore Council.

All Committee members felt that the elected officials of Anmore Council should be "made whole" by increasing their remuneration to an amount that would result in their take home remuneration equal to the amount it was prior to January 1, 2019. The "tax bracket" assumed was 40%. All Committee members also felt that the remuneration should be increased annually by the Vancouver Consumer Price Index (CPI) for the previous year (December over December). In 2019, the Vancouver CPI increase was 2.9%.

Discussion by the Committee included the fact that many municipalities provide devices to their elected officials in order to carry out their duties. The Village of Anmore does not provide a cell phone, tablet, laptop, office space or any other allowance for these types of requirements. As a result, it was agreed by all members of the committee that the Mayor and all Councillors should be provided an expense allowance in addition to their annual remuneration. It should be noted that not all Committee members agreed to the amount that is highlighted in the Financial Implications section below, namely because the number is based on what the Village would pay, as opposed to what the individual person might pay for such items/services.

Report/Recommendation to Council

Recommendations Regarding Council Remuneration

February 28, 2019

Thorough discussion by the Committee resulted in agreement that the current remuneration for a Councillor being 50% of the Mayor's remuneration is reasonable; however, it may be more appropriate for the Mayor's compensation to be slightly higher in percentage (see Recommended Option #3 where a Councillor's remuneration is 46% of the Mayor's).

All members of the committee agreed that the compensation provided both to the Mayor and Councillors is not reflective of the number of hours and level of effort required to fulfill the duties. In particular, it was noted that the Mayor spends upwards of 40 hours per week in order to fulfil his duties. It was also noted, however, that it is a choice to run for a position on Anmore Council as an elected official and that compensation does not necessarily reflect the level of effort required. Further, funding is provided through taxpayer dollars, and so careful consideration must be given to any increase in remuneration and the impact it may have on the overall tax increase for the Village.

Financial Implications

As a result of their discussions, the committee provides the following analysis:

Recommended Option 1 (Make Whole + CPI)		Councillor	Mayor
Council Remuneration as at Dec 31, 2018		\$12,533.76	\$25,067.40
To make whole (1/3 rd Council Remuneration/0.6 – 1/3 rd) add:		2,785.28	5,570.53
Total		15,319.04	30,637.93
Cost of Living Increase (2.9%) add:		444.25	888.50
Grand Total Remuneration 2019		\$15,763.29	\$31,526.43
	2018 Remuneration	Recommended Option 1	Total Impact
Councillor (X4)	\$50,135.04	\$63,053.16	\$12,918.12
Mayor	25,067.40	31,526.43	6,459.03
Total	\$75,202.44	\$94,579.59	\$19,377.15

Recommended Option 2 (Make Whole + CPI + Expenses)		Councillor	Mayor
Council Remuneration as at Dec 31, 2018		\$12,533.76	\$25,067.40
To make whole (1/3 rd Council Remuneration/0.6 – 1/3 rd) add:		2,785.28	5,570.53
Total		15,319.04	30,637.93
Cost of Living Increase (2.9%) add:		444.25	888.50
Total		15,763.29	31,526.43
Expense allowance (devices, home office, etc.) add:		1,650.00	1,650.00
Grand Total Remuneration 2019		\$17,413.29	\$33,176.43

Report/Recommendation to Council

Recommendations Regarding Council Remuneration

February 28, 2019

	2018 Remuneration	Recommended Option 2	Total Impact
Councillor (X4)	\$50,135.04	\$69,653.16	\$19,518.12
Mayor	25,067.40	33,176.43	8,109.03
Total	\$75,202.44	\$102,829.59	\$27,627.15

Recommended Option 3 (10% Annual Increase for Term*)				
	2019	2020	2021	2022
Councillor	\$17,413.29	\$19,154.62	\$21,070.08	\$23,177.09
Mayor	33,176.43	36,494.07	40,143.48	44,157.83
	2018 Remuneration	Recommended Option 3 (in 2022)		Total Impact
Councillor (X4)	\$50,135.04	\$92,708.36		\$42,573.32
Mayor	25,067.40	44,157.83		19,090.43
Total	\$75,202.44	\$136,866.19		\$61,663.75

*Vancouver CPI has only been factored in for 2019 figures as the committee's recommendation is to continue providing annual cost of living increases as per the current bylaw

Recommended Option 4 (\$52,000 & \$24,000)			
	2018 Remuneration	Recommended Option 4	Total Impact
Councillor (X4)	\$50,135.04	\$96,000.00	\$45,864.96
Mayor	25,067.40	52,000.00	26,932.60
Total	\$75,202.44	\$148,000.00	\$72,797.56

Communications / Civic Engagement

Committee meeting minutes were included on Regular Council agendas, which are posted publicly. The recommendations within this report will go forward to a future Regular Council meeting.

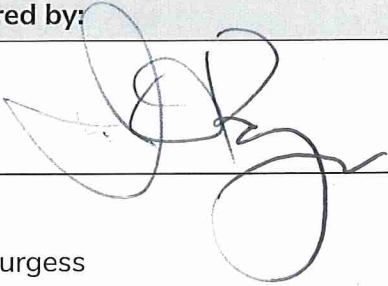

Attachments:

1. Council Remuneration Committee Terms of Reference

Report/Recommendation to Council

Recommendations Regarding Council Remuneration

February 28, 2019

Prepared by:
 <hr/>
John Burgess Committee Chair
Reviewed for Form and Content / Approved for Submission to Council:
Chief Administrative Officer's Comment/Concurrence  <hr/>
Chief Administrative Officer



COUNCIL REMUNERATION COMMITTEE TERMS OF REFERENCE

Governance

The Council Remuneration Committee ("Committee") is governed by the applicable provisions in the *Local Government Act*, *Community Charter*, *Anmore Procedure Bylaw* and *Code of Conduct*.

Purpose

The purpose of these Terms of Reference is to address items that are not dealt with in the *Local Government Act*, *Community Charter*, *Anmore Procedure Bylaw* and *Code of Conduct*.

Mandate

The Committee shall review and report back on Anmore Council's annual remuneration and expenses, taking into consideration the recent changes to the *Income Tax Act*.

Membership

Membership has been established by Council and is comprised of six (6) members of the public. Council has appointed one Committee member to act as Chair.

The term of appointment will commence in January 2019 and will conclude by March 2019. The Council Remuneration Committee will not be renewed.

A quorum is a majority of all members of the Committee.

As referenced in the *Anmore Procedure Bylaw*, the Mayor is an ex-officio of the Committee and when present may constitute a quorum.

Decision Making and Recommendations

The Committee does not hold any decision making authority. The Committee will make recommendations to Council related to the mandate.

Meetings

At its first meeting, the Committee will establish a meeting schedule and the Chair shall provide the schedule to the Corporate Officer. The Committee will only meet on dates previously scheduled, unless alternative arrangements have been made with the Corporate Officer and proper notification has been provided to Committee members and the public.

Public Involvement

All meetings of the Committee shall be open to the public. The Committee is not permitted to meet In-Camera.

Members of the public who attend the meetings are present as observers. No input from the public will be considered at a meeting. If a public member wants to present information or questions to the Committee, they are requested to do so by way of submission to the Corporate Officer.

Council Involvement

When requested by the Committee, the Mayor and/or members of Council will attend a meeting to provide requested information relevant to the mandate. Attendance by members of Council will not constitute quorum.

Staff Involvement

When requested by the Committee, staff or a staff representative will attend a meeting in a technical capacity only. Attendance by staff or a staff representative will not constitute quorum.

Agendas

Agendas and supporting materials shall be distributed in advance of a meeting by staff. Subsequent to the first meeting, staff will prepare the agenda in consultation with the Mayor and/or the Chair. Agendas shall be circulated by email 72 hours prior to the meeting and shall be posted to the website, in accordance with the *Anmore Procedure Bylaw*.

Minutes

Minutes of all meetings shall be electronically recorded for the purpose of transcription by staff. Staff will attempt to prepare the draft minutes for review and adoption at the next scheduled meeting.

APPROVED BY COUNCIL ON:	January 22, 2019
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APPROVED BY THE COMMITTEE ON:	January 28, 2019
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----- Forwarded message -----

From: **Tina Edmondson** <tinaedmondson@gmail.com>

Date: Thu, Feb 21, 2019 at 1:32 PM

Subject: Port Moody secondary after grad support

To: <Christine.Baird@anmore.com>

Hi Karen,

I'm writing on behalf of Port Moody Secondary After-grad committee. Last year the Village of Anmore donated \$100.00 and we would be very grateful if you would again this year support the 2019 graduating class.

Port moody Secondary is home to approximately 1500 students and hosts the International Baccalaureate program for the Tri-Cities (Coquitlam, Port Coquitlam, Port Moody); and a quarter of our enrollment is international students.

Dry grad is a long standing tradition and we are proud to continue this for Port Moody students. We hope that the Village of Anmore is able to support us again this year. All sponsors are listed on our website and monthly newsletters, and are recognized in our local newspapers after the event (June 7-8, 2019).

You can make your donation in several ways:

1. You can forward a cheque to Port Moody Secondary School (please indicate in the memo line that it is for the PMSS After Grad) and mail it PMSS 300 Albert St. Port Moody, BC V3H 2M5 or I can pick it up from you.
2. You can make your donation through Port Moody Secondary website.

I look forward to hearing from you!

Best regards

Tina Edmondson, Donation Coordinator
PMSS After Grad Committee
778-874-9241

Attachments:



Port Moody Secondary School

School District No. 43 (Coquitlam)

Port Moody Senior Secondary AfterGrad 2019

Dear Donor:

The students and parents of the **Port Moody Secondary School Graduating Class of 2019** need your help.

In keeping with PMSS tradition, every year the students, parents and community join together to create a wonderful, safe, dry AfterGrad celebration. We are working to ensure that our students enjoy a safe fun-filled event, and that they leave PMSS with great memories of their high school Graduation Ceremony and After Grad Celebration; memories that will last a lifetime.

We understand that these are challenging times for businesses throughout our community, but your generous contribution can play a significant role in helping the AfterGrad Committee offer the best event possible for our students.

We are asking for a donation of cash that will help offset the cost of putting on the event, or goods or retail store services that will be given away as prizes during the AfterGrad event. Your contribution will make AfterGrad 2019 a night to remember. Many of you have contributed in previous years, and we hope that we can count on you again this year!

Companies, local businesses, or individuals will be *recognized* at PMSS through:

- PMSS school web site: <https://www.sd43.bc.ca/school/portmoody/Pages/default.aspx>
- PMSS Daily Newsletter – The Times (distributed to over 800 students)
- Signage During the Dry AfterGrad Event

Cash donations of \$25.00 or more will receive an income tax receipt from School District 43. On-line donations can be made at PMSS school web site, by clicking on the **AfterGrad Donation Form link**.

If you wish to make a donation, please e-mail TinaEdmondson@gmail.com or call 778-874-9241
Donations can be mailed to the address below or local pick up can be arranged.

Please make any cheques payable to “**Port Moody Secondary School**” and put “**AfterGrad**” on the memo line.

Thank you for your consideration and support.

The PMSS AfterGrad Committee

COUNCIL REMUNERATION COMMITTEE MEETING – MINUTES

Minutes of the Council Remuneration Committee Meeting
held on Wednesday, February 13, 2019 in Council Chambers at
Village Hall, 2697 Sunnyside Road, Anmore, BC



MEMBERS PRESENT

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

MEMBERS ABSENT

Shaunda Moore

ALSO IN ATTENDANCE

Juli Halliwell, Chief Administrative Officer

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 CIRCULATED."

CARRIED UNANIMOUSLY

3. MINUTES

It was MOVED and SECONDED:

**"THAT THE MINUTES OF THE COUNCIL REMUNERATION
COMMITTEE MEETING HELD ON FEBRUARY 6, 2019 BE
ADOPTED AS CIRCULATED."**

CARRIED UNANIMOUSLY

4. BUSINESS ARISING FROM THE MINUTES

None.

5. UNFINISHED BUSINESS

None.

6. NEW BUSINESS

(a) Discussion - review of Council's annual remuneration and expenses.

Committee members continued discussions related to committee mandate of review and report back of Council's annual remuneration and expenses.

Discussion points included:

- Establishing a baseline and taking into consideration implications of change in portion of taxable benefit.
- Calculation of 1/3 of income taxable at a rate of 40%.
- Consideration that the difference between current remuneration and taxable remuneration will result in taxation of any increased amount at a potential rate of 40%.
- 2018 CPI increase is 2.9% and a CPI increase is included in the current bylaw for Council remuneration.
- Distinguish between CPI inflation increase and potential amount of increase due to change in CRA taxation regulations when considering making Council's income "whole" again prior to the CRA tax changes.
- Determination of appropriate ratio between Mayor to Council rate of remuneration.
- Whether there is a correlation between growth and increase in amount of work.
- Small tax base in Anmore results in a greater affect to taxation from budget changes than larger communities.
- In a larger community such as Port Moody an overall budget increase of approximately \$300,000 would result in a 1% tax increase which equates to \$22,000 in Village of Anmore for the same tax increase.
- Consideration of Metro Vancouver and TransLink per diem rates. Clarification of number of meetings Mayor McEwen attends was sought by the committee and it was confirmed there are approximately 50 Metro Vancouver meetings per year he would attend and approximately 10 TransLink meeting per year which would result in a total \$22,800 per year paid in per diem rates. It is notable that there are additional meetings which the Mayor attends for which he does not receive a per diem rate from Metro Vancouver or TransLink.
- Council members do not have a discretionary budget rather there is some budget allocated for conference attendance.
- Service levels and tax rates are set at Council's discretion and movement and reallocation of funds may occur within the set budget to meet Council's priorities.
- Members of Council are accountable to the Mayor, and ultimately, the voters.
- Attraction and retention of Council members and relationship to remuneration.
- Type of work and situations are getting more complex for elected officials.
- Whether any remuneration increase would result in a tax impact? This would be difficult to determine at this time without taking into consideration other budget drivers.
- Any recommended changes would be brought forward to Council to be included in a bylaw which would remain in effect until such time as this or a future Council wishes to make any amendments.

- General consensus that Councillors' remuneration be increased to bring the amount to a "whole" after CRA tax implications.
- Consideration of expense allotments provided by the Village and lack of office expenses, cellular phone and other electronic equipment, provided to Council members.
- Determination of a clear idea of financial benefit from Metro Vancouver and TransLink and that these per diem rates provided are intended to compensate from loss income from other employment sources due to time spent at meetings.
- Consideration of what would be the negative impact, financial or otherwise, to the Village if the Mayor did not attend Metro meetings as a representative.

The next meeting was scheduled for Wednesday, February 20 at 4:30 p.m.

Items for consideration at next meeting:

- Increase in remuneration to compensate for CRA taxation changes and whether this should be a one time or a stepped process.
- Proportion of increase of remuneration between Mayor and Council.

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

COUNCIL REMUNERATION COMMITTEE MEETING – MINUTES

Minutes of the Council Remuneration Committee Meeting
held on Wednesday, February 20, 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

Juli Halliwell, Chief Administrative Officer

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 CIRCULATED."

CARRIED UNANIMOUSLY

3. MINUTES

It was MOVED and SECONDED:

**"THAT THE MINUTES OF THE COUNCIL REMUNERATION
COMMITTEE MEETING HELD ON FEBRUARY 13, 2019 BE
ADOPTED AS CIRCULATED."**

CARRIED UNANIMOUSLY

4. BUSINESS ARISING FROM THE MINUTES

None.

5. UNFINISHED BUSINESS

None.

6. NEW BUSINESS

(a) Discussion - review of Council's annual remuneration and expenses.

Committee members continued discussions related to committee mandate of review and report back of Council's annual remuneration and expenses.

Discussion points included:

- Calculation of figures to confirm to make council remuneration "whole" to adjust for CRA taxation changes for Council members would be \$15,764 and for Mayor \$31,528 taking into consideration 2019 CPI increase. There was consensus from the committee that this would be the minimum recommendation for remuneration increase.
- Rate of pay not consistent with number of hours required for positions of Mayor and Council.
- Whether increase remuneration would attract candidates.
- Village is required to make minimal CPP and EI contribution based on remuneration rates.
- Last remuneration reviews were conducted in 2016 and 2012.
- There was consensus from the committee that continuation of an annual CPI increase is appropriate.
- Appropriate amount to consider as an expense amount for members of Council.
- Consideration of taxable benefit of \$1,650 per annum which includes benefit of \$35 phone plan, \$35 tablet/computer, \$12.50 phone hardware = \$82.50 per month = \$990 per year plus adjustment for taxable benefit. .
- Minimum increase as recommended then maximum increase \$52,000 Mayor and \$24,000 Council.
- There was consensus by the majority of the committee on the recommended range of remuneration at a minimum \$17,414 for Council and \$33,178 for Mayor and maximum \$24,000 for Council and \$52,000 for Mayor. The maximum may be challenging to step up to all at once and the committee recommends a phased approach be considered of 10% increase per year to work through a range to maximum remuneration.

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