

REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for
Tuesday, January 28, 2020 at 7:00 p.m. in Council Chambers at Village
Hall, 2697 Sunnyside Road, Anmore, BC



1. **Call to Order**

2. **Approval of the Agenda**

Recommendation: That the Agenda be approved as circulated.

3. **Public Input**

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

4. **Delegations.**

Page 5 Real Acts of Caring (RAC) Week February 9 – 15. School District 43 students to provide presentation to Council.

5. **Adoption of Minutes**

Page 6 (a) **Minutes of the Regular Council Meeting held on December 3, 2019 and
Minutes of the Special Council Meeting held on December 16, 2019**

Recommendation: That the Minutes of the Regular Council Meeting held on December 3, 2019 and the Minutes of the Special Council Meeting held on December 16, 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.

(a) **Council Committee Appointments – release of resolution from In Camera
Meeting held on December 3, 2019**

THAT Council appoint the following individual as a member of the Environment Committee for the remainder of the two (2) year term ending March 31, 2021:

1. Elaine Willis

And; THAT Council appoint the following individuals as members of the Advisory Planning Commission for the two (2) year term commencing February 1, 2020:

1. Tom Albanese
2. Denny Arsene
3. Tony Barone
4. John Burgess
5. Wayne Keiser
6. Julia Robertson
7. Olen Vanderleeden

(b) Soroptimist International of the Tri Cities

Recommendation: That Council authorize the attendance of Councillor Krier as a representative of the Village at the 2020 Give Her Wings Brunch for a cost of \$55.

(c) Greater Vancouver Sewerage and Drainage District Membership

Recommendation: That Council request that the Province of British Columbia make the Village of Anmore a member of the Greater Vancouver Sewerage and Drainage District.

Page 14 **(d) Modernizing the Motor Vehicle Act**

Recommendation: That Council receive the letter from District of Saanich dated November 28, 2019 regarding Modernizing the Motor Vehicle Act, for information.

8. Items Removed from the Consent Agenda

9. Legislative Reports**Page 17 (a) Fire Protection Bylaw Updates**

Report dated January 24, 2020 from the Manager of Corporate Services is attached.

Page 53 (b) Officer Designation and Delegation of Authority Bylaw

Report dated January 24, 2020 from the Manager of Corporate Services is attached.

10. Unfinished Business**11. New Business**

None.

12. Recommendations of Committees.

At the January 21, 2020 Committee of the Whole Meeting the following recommendation was made:

That the Committee recommend that Council support the initial engagement plan and direct staff to begin implementation of the engagement plan as presented in the report dated January 17, 2020 and titled "Anmore loco Lands – Public Engagement and Next Steps"

13. Mayor's Report**14. Councillors Reports****15. Chief Administrative Officer's Report****16. Information Items****(a) Committees, Commissions and Boards – Minutes**

- Page 64 - Minutes of the Environment Committee meeting held on September 30, 2019
- Page 66 - Minutes of the Community Engagement, Culture, and Inclusion Committee meeting held on November 14, 2019
- Page 69 - Minutes of the Public Hearing held on December 3, 2019

(b) General Correspondence

- Page 71 - Communication dated December 5, 2019 from The Office of the Ombudsperson regarding Quarterly Report: July 1 – September 30, 2019
- Page 75 - Communication dated December 18, from Alberni-Clayoquot Regional District dated December 18, 2019 regarding \$10 a Day Child Care Plan
- Page 76 - Communication dated January 13, 2020 from Ministry of Education regarding 2020 Premier's Awards for Excellence in Education
- Page 78 - Communication dated December 23, 2019 from Metro Vancouver regarding 2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver

17. 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.

18. Adjournment

Delegation to Council Request Form

Contact Information

Name of presenter: Harriette Chang (and six students)
 Name of organization: Real Acts of Caring (RAC)
 Mailing Address: 147 Fern Drive, Anmore B.C., V3H 4W9
 Phone Number: (604) 469-0702
 Email Address: hchang@sd43.bc.ca

Presentation Information

Preferred meeting date at which you wish to appear (if known): January 28, 2020
 Number of person(s) expected to attend: Harriette Chang plus approximately six students

Reason(s) for presentation:

- ☒ To provide information
- ☐ To request funding
- ☐ To request letter of support
- ☒ Other to request a proclamation which recognizes RAC week (Feb 9-15, 2020)

Resources:

- ☒ Projector and Screen (bring own laptop)
- ☐ Other _____

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

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

karen.elrick@anmore.com

REGULAR COUNCIL MEETING – MINUTES

Minutes for the Regular Council Meeting scheduled for Tuesday, December 3, 2019 immediately following the Public Hearing scheduled for 7:00 p.m. in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC



ELECTED OFFICIALS PRESENT

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

ABSENT

Councillor Polly Krier

OTHERS PRESENT

Juli Halliwell, CAO
Jason Smith, Manager of Development Services

1. Call to Order

Mayor McEwen called the meeting to order at 7:05 p.m.

2. Approval of the Agenda

It was MOVED and SECONDED:

R415 That the Agenda be approved as circulated.

Carried Unanimously

It was MOVED and SECONDED:

R416 That the Regular Council meeting of December 17, 2019 be cancelled.

Carried Unanimously

3. Public Input

Krystal Ho, 2120 East Road asked a question regarding renaming of existing roads.

4. Delegations.

None.

5. Adoption of Minutes

(a) Minutes of the Regular Council Meeting held on November 19, 2019

It was MOVED and SECONDED:

R417 That the Minutes of the Regular Council Meeting held on
November 19, 2019 be adopted, as circulated.

Carried Unanimously

6. Business Arising from Minutes

7. Consent Agenda

None.

8. Items Removed from the Consent Agenda

9. Legislative Reports

(a) **Infill Development Application – 231 Strong Road – Final Reading and
Adoption**

It was MOVED and SECONDED:

R418 That Council give third reading and adopt Village of Anmore
Zoning Amendment Bylaw No. 612-2019.

Carried Unanimously

10. Unfinished Business

11. New Business

(a) **Award of Detailed Design of Anmore Civic Building Contract**

It was MOVED and SECONDED:

R419 That Council defer the award of detailed design of Anmore Civic
Building contract to a future meeting.

Carried Unanimously

(b) Building Bylaw Amendment 611-2019 (Highway Names) and Road Naming Policy Update

It was MOVED and SECONDED:

R420

That Council:

- A. Adopt Building Bylaw Amendment Bylaw No. 611-2019; and
- B. Approve the updated Policy 29 – Road Naming Policy as attached to the report from the Manager of Corporate Services dated October 11, 2019.

Carried Unanimously

(c) Request for Approval to Attend 2020 CAO Forum

R421

That Council authorize the Chief Administrative Officer to attend the 2020 LGMA CAO Forum.

Carried Unanimously

12. Recommendations of Committees.

At the September 26, 2019 Parks and Recreation Committee meeting the following recommendation was made:

THAT the Committee recommends to Council THAT Council include a condition for the developer to construct a multi-use pathway along Sunnyside to 1st Avenue when considering development of loco lands.

At the September 26, 2019 Parks and Recreation Committee meeting the following recommendation was made:

THAT the Committee recommends to Council THAT staff be directed to discuss with BC Hydro and other parties facilitation of a connection of the Bella Terra development to the Academy Trail.

No motions were passed in relation to either of these recommendations.

13. Mayor's Report

Mayor McEwen:

- Requested an update from staff on traffic calming measures on Birch Wynde. Ms. Halliwell reported that the Village engineer is working on cost estimates and that those costs will likely come forward to Council during budgeting.
- Attended Translink investment planning workshop on November 22 and discussed mobility pricing and ride sharing
- November 30 attended Anmore Elementary Christmas Fair
- December 2 attended Fraser Health Municipal Regional meeting where septic systems and regulations were discussed as well as transition house approval process, and Eagle Ridge Emergency wait times
- Attended an Open Water Research station tour at Reed Point Marina
- Attended RCMP Mayors forum where there were discussions regarding increased policing costs and future of policing in Surrey
- Light Up Spirit Park event on December 8 from 5-8 p.m.
- Expressed thanks to Public Works department who will be working hard over the holidays to keep roads safe

14. Councillors Reports

Councillor Laidler reported that:

- He attended RCMP appreciation dinner at the River Rock

15. Chief Administrative Officer's Report

Ms. Halliwell reported that Village Hall will be closed over the holidays from December 25 reopening on January 2

16. Information Items**(a) Committees, Commissions and Boards - Minutes**

- Minutes of the Parks and Recreation Committee meeting held on September 26, 2019

(b) General Correspondence

- Communication from My Health My Community dated November 7, 2019 regarding Survey
- Communication from City of Victoria dated November 12, 2019 regarding Safer Drug Supply and Observed Inhalation Sites
- Communication from Metro Vancouver dated November 19, 2019 regarding

proposed amendments to GVS&DD Cost Apportionment Bylaw No. 283-2014-
Village of Anmore

17. Public Question Period

Krystal Ho, Anmore, regarding road naming process

Joan Walker, Anmore, regarding Burrard Commons proposal and plan for roads and
traffic

18. Adjournment

R422 It was MOVED and SECONDED:

 THAT the meeting be adjourned at 8:06 p.m.

Carried Unanimously

Karen Elrick
Corporate Officer

John McEwen
Mayor

SPECIAL COUNCIL MEETING – MINUTES

Minutes for the Special Council Meeting scheduled for
Monday, December 16, 2019 at 4:30 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, via teleconference
Councillor Paul Weverink

ABSENT

OTHERS PRESENT

Juli Halliwell, CAO
Karen Elrick, Manager of Corporate Services

1. Call to Order

Mayor McEwen called the meeting to order at 4:30 p.m.

2. Approval of the Agenda

It was MOVED and SECONDED:

R423 That the Agenda be approved as amended to include public input as
Item 2(a).

Carried Unanimously

(a) **Public Input**

Linda Weinberg, Anmore, regarding Village Hall construction including planning
process, community input and consultation, and budget concerns

Dave Farley, Anmore regarding Village Hall consultation process and inclusion of public
and local industry

In response to comments received, Council discussion ensued and included the
following points:

- Needs assessment for Village Hall was conducted to ensure functionality for
staff operations as well as consider Council and the community as a whole.

- The Village is in a strong financial position and finance options for this project were presented at a Finance Committee Meeting earlier this year.
- Design components will include the flexibility for future expansion should the need arise.
- Top 3 proponents were interviewed and all expressed willingness to work with local industry and products.
- Rental space contemplated at new Village Hall could help offset costs.
- Contract award for Council's consideration tonight is for architect which, through a public consultation process, will prepare the detailed design of the Anmore Civic Building.

3. **Legislative Reports**

(b) Award of Detailed Design of Anmore Civic Building Contract

Ms. Juli Halliwell, CAO, provided an overview of the process for recommendation of award of the contract. It was noted that this item was presented at the November 19 and December 3 Council meetings where Council deferred consideration to ensure that a thorough evaluation process was complete before awarding the contract.

It was MOVED and SECONDED:

R424 That Council approve the award of the contract for the detailed design of the Anmore Civic Building for a contract price of \$594,180.00, excluding GST, to Johnston Davidson Architecture;

And that the Chief Administrative Officer be authorized to sign the contract on behalf of the Village of Anmore.

Carried Unanimously

4. Adjournment

R425 It was MOVED and SECONDED:

 THAT the meeting be adjourned at 4:50 p.m.

Carried Unanimously

Karen Elrick
Corporate Officer

John McEwen
Mayor



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The Corporation of the District of Saanich | Mayor's Office

770 Vernon Avenue Victoria BC V8X 2W7 | T 250-475-5510 | F 250-475-5440 | www.saanich.ca

November 28, 2019

via email: premier@gov.bc.ca

The Honourable John Horgan, M.L.A.
Premier of British Columbia
PO Box 9422 Stn Prov Govt
Victoria, BC V8W 9V1

Dear Premier Horgan:

RE: Modernizing the Motor Vehicle Act

We compliment you that British Columbia is recognized as a leader on so many levels. Consequently, Saanich Council received with disappointment your Deputy Director, South Coast Region's letter of November 5, 2019 (attached). We believe continued inaction to update the Motor Vehicle Act is concerning and contradicts a number of Provincial plans, studies and publications. We question why outdated statutory speed limits are retained while we continue to see unacceptable fatalities, collisions, and serious injury rates on our roads, far higher than many other progressive countries.

For the past three years local governments have been waiting, hoping, for change following the Ministry of Public Safety and Solicitor General's January 2016 publication of *Moving to Vision Zero: Road Safety Strategy Update and Showcase of Innovation in British Columbia*. And then the March 2016 publication from the Provincial Health Officer, *Where the Rubber Meets the Road: Reducing the Impact of Motor Vehicle Crashes on Health and Well-being in British Columbia*. Understandably, there was a period of silence as these documents circulated through government agencies and local municipalities followed by the Provincial Election in early 2017.

In the past couple of years we've seen two more plans, *Move Commute Connect* from CleanBC in December 2018 and most recently the *BC Active Transportation Design Guide*. Taken together, we have four excellent planning documents and it is time for action. Specifically, significant updates to the Motor Vehicle Act to support, protect and encourage healthy transportation choices and much safer roads.

The current legislative reality of enacting municipal bylaws to change the speed limit on every block of every street is an administrative burden, but not one that can't be overcome. Rather, it is the financial burden and visual clutter of having to install the tens of thousands of signs province-wide that is at issue. More importantly, the current piecemeal nature in which speed

limits are being lowered lacks consistency, effectiveness and safety. More cost-effective, consistent and safer solutions rest with changes that can be made through the Motor Vehicle Act.

We are looking for changes to your laws governing our roads to help end the epidemic of road crash fatalities, serious injuries, collisions, and near misses. We believe this is an opportunity for leadership from our Honourable Premier in directing action similar to the nation-leading impaired driving laws enacted in 2011 which were followed by an immediate and sustained drop in fatalities and serious injuries.

The broad and far reaching support for this change across British Columbia is shown by endorsed resolutions at UBCM in 1999, 2003, 2006, 2009, 2011, 2015, and 2019. As fellow politicians we understand that some issues are so large they transcend multi-election cycles and party lines. This is evident by the repeated discussions at UBCM. Road safety is not a political issue that can be continuously delayed and deferred, with endless studies and reports that wither with each change of government. We must do better. We can do better.

On behalf of the District of Saanich, and in the spirit of your leadership for all communities in British Columbia, we respectfully ask that you act swiftly and make the changes to the Motor Vehicle Act needed to improve road safety in our wonderful province.

With hope,



Mayor Haynes

cc:

Saanich Council
The Honourable Claire Trevana, MLA, Minister of Transportation & Infrastructure
MLA s of Greater Victoria
Mayors of British Columbia
President of the Union of British Columbia Municipalities



His Worship
Mayor Fred Haynes
District of Saanich
770 Vernon Ave.
Victoria, BC V8X 2W7

Dear Mayor Haynes,

Re: UBCM 2019 Follow Up – MoTI Staff Meetings

Thank you for taking the time to meet with me at the recent Union of British Columbia Municipalities (UBCM) Convention in Vancouver on September 24th, 2019.

I appreciated the opportunity to discuss your concerns on lowering default speed limits.

Though the Ministry of Transportation and Infrastructure does not plan on amending the MVA to redefining the current speed limit, the ministry will continue to engage with District of Saanich to ensure road safety for all users are supported. For more information, please refer to the B7 UBCM Resolution 2019 and the ministry's response found at the UBCM website.

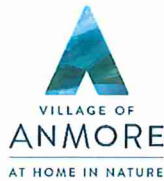
If you have any further questions or concerns, please do not hesitate to contact our VID District Manager, Michael Pearson directly by telephone at [REDACTED] or via e-mail at [REDACTED]

Thank you again for taking the time to meet with me.

Sincerely,



Janelle Staite, P.Eng
Deputy Director, South Coast Region



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: January 24, 2020 3900-30
Submitted by: Karen Elrick, Manager of Corporate Services
Subject: Fire Protection Bylaw Updates

Purpose / Introduction

The purpose of this report is to provide updates to the current Fire Protection Bylaw as well as updates to associated bylaws to facilitate the ability for the Village to apply fees or fines to infractions, for Council's consideration.

Recommended Options

THAT Council:

- A. Grant first, second, and third readings to Anmore Fire Protection Bylaw Amendment Bylaw No. 610-2020; and
 - B. Grant first, second, and third readings to Anmore Municipal Ticket Information Utilization Bylaw Amendment Bylaw No. 613-2020; and
 - C. Grant first second, and third readings to Anmore Fees and Charges Bylaw Amendment Bylaw No. 614-2020.
-

Background

Council adopted a new Fire Protection Bylaw in July 2018 which was a replacement of a bylaw from 2000. At the time the new Fire Protection Bylaw was adopted, there were no changes made to the Anmore Municipal Ticket Information Utilization Bylaw or the Anmore Fees and Charges Bylaw which is the tool that the Village may use to charge fines or fees related to this bylaw.

Report/Recommendation to Council

Fire Protection Bylaw Updates

January 24, 2020

Discussion

As part of a routine review of Village bylaws, staff has identified some “housekeeping” amendments to be brought forward including removal of terms defined but not included in the bylaw, addition and clarification of definitions, language, and section referencing to provide strength and consistency throughout the bylaw. Fire Chief, Jay Sharpe, and the Village Bylaw Officer have both reviewed the proposed changes and concur.

In terms of introducing the fine structure for the bylaw, the amounts are consistent with most of the surrounding municipalities with the exception of City of Coquitlam which has taken an assertive approach of applying \$1000 to all bylaw infractions related to Fire Protection.

Other Options

THAT Council:

- A. Grant first, second, and third readings to Anmore Fire Protection Bylaw Amendment Bylaw No. 610-2020; and**
- B. Grant first, second, and third readings to Anmore Municipal Ticket Information Utilization Bylaw Amendment Bylaw No. 613-2020; and**
- C. Grant first second, and third readings to Anmore Fees and Charges Bylaw Amendment Bylaw No. 614-2020.**
(Recommended)

Or

THAT Council provide further direction to Staff on recommendations for alternative updates and/or fine and fee structure for Anmore Fire Protection Bylaw.

Financial Implications

There are no financial implications.

Report/Recommendation to Council

Fire Protection Bylaw Updates

January 24, 2020

Communications / Civic Engagement

Updated bylaws will be posted on the Village website.

Corporate Strategic Plan Objectives

We provide responsive, efficient, transparent and engaged service.

Attachments:

1. Anmore Fire Protection Bylaw (draft marked up consolidation)
2. Anmore Fire Protection Bylaw Amendment Bylaw No. 610-2020
3. Anmore Municipal Ticket Information Utilization Bylaw Amendment Bylaw No. 613-2020
4. Anmore Fees and Charges Bylaw Amendment Bylaw No. 614-2020

Prepared by:	
 _____ Karen Elrick Manager of Corporate Services	
Reviewed for Form and Content / Approved for Submission to Council:	
Chief Administrative Officer's Comment/Concurrence  _____ Chief Administrative Officer	
Corporate Review	
Building & Bylaws	✓
Sasamat Volunteer Fire Department	✓

VILLAGE OF ANMORE

BYLAW NO. 578-2018

A bylaw for the prevention and suppression of fires, for regulating personal conduct at fires,
and for authorization of permits in the Village of Anmore

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WHEREAS, pursuant to the provisions of the *Local Government Act*, R.S.B.C., 1996 and amendments thereto, Council may, by bylaw, provide regulations for the protection of persons and property;

AND WHEREAS, the Village Of Anmore deems it expedient and desirable to provide such regulations for provision of fire prevention and fire suppression services;

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

1. TITLE AND APPLICATION

- 1.1 That this Bylaw may be cited for all purposes as "Anmore Fire Protection Bylaw No. 578-2018."
- 1.2 In the event of any inconsistency between the provisions of this Bylaw and the provisions contained in a statute and/or regulation enacted by the Dominion of Canada or the Province of British Columbia, the more restrictive provisions of those statutes and/or regulations shall apply.

2. INTERPRETATION

In this Bylaw,

APPARATUS - means any vehicle provided with machinery, devices, equipment or materials intended for fire protection, fire suppression or assistance response, or motor vehicles used to transport fire fighters or supplies; and includes Members' private vehicles when used for Fire/Rescue Services.

APPROVED means as authorized by the Fire Chief or an Officer of the Sasamat Volunteer Fire Department.

BUILDING CODE means British Columbia Building Code, as amended or superseded, from time to time

COUNCIL means the Municipal Council of the Village Of Anmore.

EQUIPMENT means any tools, contrivances, devices, appurtenances, hoses or materials used by the Fire Department at an incident or Fire/Rescue Service.

EXPLOSIVE means gunpowder, nitroglycerine, gun cotton, dynamite, blasting gelatin, gelignite, fulminate of mercury or other metals, colored fire, and every other substance used or manufactured to produce a violent effect by explosion, or a pyrotechnic effect; and shall include fireworks, fuses, rockets, percussion caps, detonator, cartridges, and ammunition.

FIRE CHIEF means the person duly appointed to such position by the Greater Vancouver Regional District Sasamat Board of Fire Trustees for the Sasamat Volunteer Fire Department, and in his/her absence means the Acting Fire Chief as designated by the Board of Fire Trustees or by the Fire Chief, until such time as a new Fire chief can be appointed by the Board of Fire Trustees.

FIRE CODE means British Columbia Fire Code, as amended or superseded, from time to time.

FIRE DEPARTMENT means the Sasamat Volunteer Fire Department.

FIRE/RESCUE SERVICES means all aspects of Sasamat Volunteer Fire Department,

Fire/Rescue Service including, but not limited to, fire prevention, public service, firefighting or suppression, pre-fire planning, fire investigation, emergency first aid, rescue, public education and information, training, emergency preparedness or other staff development and advising.

~~GARAGE means any building, premise, structure or any portion thereof used as a place of business for the purpose of placing, keeping, repairing or demolishing one or more motor vehicles.~~

~~GARBAGE means household and trade waste.~~

~~GAS STATION means any building, premise, structure, or any portion thereof, upon which gasoline, diesel fuel, gasohol, natural gas, kerosene, or propane is kept for distribution or sale.~~

~~HOTEL means an apartment house, boarding house, lodging house, club or any other building, except a private dwelling, where lodging is provided, and a residential condominium building that has:~~

- ~~(a) two (2) or more levels of strata lots as defined in the Condominium Act, and~~
- ~~(b) one or more corridors that are common property as defined in the Condominium Act.~~

INCIDENT - means any emergency or non-emergency situation, wherein the attendance of the Sasamat Volunteer Fire Department is dispatched, requested, required or warranted to prevent injury, loss of life, damage or loss to property or damage to the environment.

INCIDENT COMMANDER - means the Fire Chief or an Officer or in the absence of an Officer the Member or Probationary Member who is in charge or has control and management of the Incident

INSPECTOR – means a member authorized by the Fire Chief to carry out inspections of buildings and other property and to exercise the powers of a local assistant under the Fire Services Act, as amended or superseded from time to time.

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MEMBER - means the Fire Chief, Officer or fire department member that is duly appointed by the Fire Trustees as a Member of the Fire Department ~~and shall be deemed to be a Municipal Public Officer as defined in Section 287 of the Municipal Act.~~

OCCUPANT means an owner, tenant, lessee, agent, licensee, and any other person who has the right of access to and control of any private land, building or premises to which this Bylaw applies.

OFFICER - means a Member with authority to assist the Fire Chief in his duties and includes; District Chief, Acting District Chief, Captain, Acting Captain, Lieutenant, Acting Lieutenant, Training Officer, Acting Training Officer, Safety Officer, Acting Safety Officer, Equipment Officer, Acting Equipment Officer and Incident Safety Officer.

OFFICER IN CHARGE means any person designated as Incident Commander for an incident.

OUT OF CONTROL as highlighted within this Bylaw means; when a fire spreads beyond the boundaries of the parcel of land or containment area in which it was first ignited, or threatens to do so, or when it endangers any life, building or property, or when the fly ash or burning brands are causing or have the potential to cause other fires, or when such fire is left unattended. Fires located on private property when no open burning permit has been approved or issued is considered out of control.

PROBATIONARY MEMBER -means any person who has completed basic training and is accepted by the Fire Chief to continue as a Probationary Member but has not completed one year probation or is not accepted as a Member of the Fire Department and shall be deemed to be a Municipal Public Officer as defined in Section 287 of the Municipal Act.

POLICY—means one or more Fire Prevention Policy as adopted by Council from time to time

RECRUIT IN TRAINING—means any person whose name appears on the department's attendance log and who has been accepted for training, but has not been accepted as a Probationary Member of the Fire Department and shall be deemed to be a Municipal Public Officer as defined in section 287 of the Municipal Act.

OCCUPANT means an owner, tenant, lessee, agent, licensee, and any other person who has the right of access to and control of any private land, building or premises to which this Bylaw applies:

OFFICER—means a Member with authority to assist the Fire Chief in his duties and includes; District Chief, Acting District Chief, Captain, Acting Captain, Lieutenant, Acting Lieutenant, Training Officer, Acting Training Officer, Safety Officer, Acting Safety Officer, Equipment Officer, Acting Equipment Officer and Incident Safety Officer.

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PRIVATE DWELLING means any building used exclusively as a place of residence for not more than two families.

REFUSE means any waste from the clearing of land or construction or reconstruction of buildings, and includes trees, branches, roots or stumps.

TRADE WASTE means refuse and accumulation of waste and abandoned materials resulting from the operation of industry, trade or business including paper, boxes and packing cases, wrapping materials, sweepings, building construction waste and all flammable or combustible materials of a like nature other than garbage or ashes.

VEHICLE means all types of motor vehicles, as defined in the Motor Vehicle Act R.S.B.C. 1996, Chapter 318, as amended or superseded from time to time, farm tractors and includes mobile machinery.

VILLAGE means the Village Of Anmore.

3. FIRE DEPARTMENT

- 3.1 The Fire Chief or Officers of the Sasamat Volunteer Fire Department are authorized to exercise the powers conferred by this Bylaw for the Village.
- 3.2 The Fire Chief or an Officer, on account of the existence or potential for an incident deems it advisable, the Officer may cancel or suspend for such time as is specified in the order, any permits issued pursuant to this Bylaw, or the Officer may attach to any or all such permits such conditions and restrictions as the officer thinks proper.

4. AREA RESTRICTIONS AND ORDERS

4.1 Orders Restricting Burning

If the Fire Chief is of the opinion that conditions exist that present unusual risk to the safety of life or property by exposure to fire, and deems it expedient to take steps to reduce the risk, the Fire Chief may, by written order, restrict or prohibit any of the following within the Village or any area or part of the Village:

- (a) campfires, beach fires, or burning in the open air of any kind;
- (b) burning outdoors for cooking or heating purposes using devices other than gas, propane or electric barbecues or similar cooking or heating devices that meet Canadian Standards Association certification standards;
- (c) lighting and smoking a cigarette, cigar, pipe or other smoking material in or near wooded areas, parks or public places that are vulnerable to catching fire by inappropriate disposal of smoking materials; and

the order may include conditions and impose requirements as to times, locations, purposes, materials, fuel, equipment, supervision, monitoring, size and any other criteria

that the Fire Chief considers to be relevant and appropriate in the circumstances.

4.2 Orders Restricting Entry into Parks or Woodland Areas

If the Fire Chief determines that the safety of life or property or both in any area within the Village is endangered through the hazardous condition of the forest cover or the occurrence of spread of fire burning in any forest or woodland, the Fire Chief may, by an order in writing, declare that area or any portion thereof as closed and restrict or prohibit entry by persons into that area.

4.3 Without limiting an order under section 4.2, when the fire danger rating of the B.C. Forest Service reaches Extreme, the Fire Chief may, by written order, declare any park or trail system, or part thereof, as closed and restrict or prohibit entry by persons into any parks or trail systems within the Village.

4.4 After an inspection, the Fire Chief may order in writing that within a reasonable time set out in the Order, the owner or occupant remove, destroy, repair or alter the use of the occupancy of the premises, or remove or take precautions against any fire hazard as set out in the Order.

4.5 Without limiting the power and authority vested in them by the Fire Services Act, the Fire Chief or any Inspector may, in writing, order:

- (a) the correction or removal of any condition or thing in or about any building which is in contravention of this Bylaw; or
- (b) an owner, or the agent of an owner, of a vacant building to secure a building against entry as provided for in section

4.6 An order shall be sufficiently served if delivered by hand to the person to whom it is issued and, in the case of an owner, if delivered by registered mail to the address of the owner as it appears on the records of the Assessment Authority of British Columbia, and by posting a copy of it on the building, structure or thing to which it relates.

4.7 An order issued under this section shall state a date by which the order shall be complied with or carried out, which date shall, at the discretion of the discretion of the Fire Chief or Inspector, have regard to the degree of urgency involved in correcting or removing conditions which may tend to increase the hazard of fire or danger to life and property.

5. NOTICE AND EFFECTIVE PERIOD

5.1 An order made under section 4.1 to 4.3 of this bylaw comes into effect:

- (a) when the order is delivered to the Corporate Officer and posted to the notice board in Village Hall, or

- (b) when the order is posted in or near entrances to parks, trails, forest or woodland areas, whichever time is earlier, and remains in effect until the Fire Chief notifies the Corporate Officer that the conditions on which the order is based are no longer present or sufficiently hazardous to warrant the restrictions or prohibitions.

- 5.2 On receiving an order by the Fire Chief, the Corporate Officer may arrange for providing additional notice and related information to the public using any means of communication the Corporate Officer considers appropriate in the circumstances.

6. DUTY TO COMPLY

Every person shall observe the restrictions, prohibitions, conditions and requirements established by an order made under this section.

7. RIGHT TO ENTER

- 7.1 Whenever in any building or premises, there shall exist any flammable, combustible, or explosive material or substance, or any dangerous or unnecessary accumulation of waste materials, or litter, of a nature especially liable to fire, and which materials are so situated, in the opinion of an Fire Chief, so as to endanger life or property, or to obstruct access or egress from such building or premises, in case of fire, or which may be liable to interfere with the operations of the Sasamat Volunteer Fire Department, or where any condition exists which is considered by the Fire Chief to be a fire hazard, the occupant of such building or premises shall forthwith, on the order of the Fire Chief, have such flammable, combustible, or explosive material or substance, or any dangerous or unnecessary accumulation of waste materials or litter removed, disposed of, or otherwise dealt with as may be ordered or directed by the Fire Chief.
- 7.2 It shall be unlawful for any person to obstruct any fire escape, exit door, exit corridor or required exit window, or to obstruct any exit leading to any fire-escape in any building; and all fire escapes and required exits in buildings shall at all times be kept and maintained free and in good order and repair satisfactory to the Fire Chief. All exits in buildings shall be maintained free from obstruction.
- 7.3 In the case of a public or private school, orphanage, nursing home, day care, children's home, or other institution for the education or care of children, the person in charge thereof shall adopt and practice a system of fire drills or exercises as approved by the Fire Chief. On the sounding of the fire alarm in any such building, it shall be the responsibility of the teacher or other person in charge of children at the time of the sounding of the alarm to remove all children clear of the building, to a point of safety, and account for the number of children so removed. The children shall be kept at the point of safety until the Fire Department has investigated the cause of the alarm and given permission to re-enter the building.
- 7.4 The owner of a building shall maintain in good working order or replace all installed or

required life safety devices, smoke alarms, carbon monoxide detectors, fire extinguishers, fire sprinkler systems, natural gas leak detectors, propane gas detectors and cook stove suppression systems in accordance with the manufacturer's recommendations and/or Provincial or Municipal regulations.

8. INSPECTIONS

- 8.1 In addition to the powers vested in them by the *Fire Services Act*, the Fire Department may enter into or upon any lands, premises, yards or building to ascertain whether:
- (a) the requirements of this Bylaw are being complied with; and/or
 - (b) conditions exist which may cause or increase the risk of fire.
- 8.2 Every owner and occupant of premises shall provide all information and shall render all assistance required by the Fire Chief or an Inspector in connection with the inspection of such premises.
- 8.3 No person shall obstruct, hinder or prevent an Inspector from entering into or upon any land, premises or property for the purpose of inspecting the same.
- 8.4 The Fire Chief may establish and supervise a self-inspection program for any class of occupancy.
- 8.5 If a self-inspection program is established the owner of premises in the specified occupancy class shall:
- (a) perform or cause to be performed the inspection of the premises in accordance with the requirements of the Fire Chief; and
 - (b) complete and return to the Fire Chief a report in the form specified by the Fire Chief and within the time specified by the Fire Chief.
- 8.6 Every person providing private self-inspection services to owners or otherwise providing private inspection, testing or maintenance of fire safety systems must be approved by the Fire Chief and registered with the Fire Department as a provider of those services.
- 8.7 The Fire Chief, Officer or Incident Commander, including apparatus, equipment, members and Probationary Members deemed necessary by the Incident Commander, at all reasonable times may enter any premises, building, structure and onto any real property to mitigate an incident; or to inspect for conditions which may cause an incident, fire or increase the danger of a fire or increase the danger to persons, and no person shall obstruct or refuse to admittance for the purpose of such mitigation or

inspection.

- 8.8 The Fire Chief, Officer or Incident Commander, may restrict or bar access to any premises, building, structure or to any real property, as deemed necessary to prevent injury to the public or to preserve evidence until authority is transferred to a Peace Officer or to the Fire Commissioner for the Province of British Columbia.
- 8.9 The Fire Chief, Officer or Incident Commander, in consideration of the appropriate mitigation of an Incident, may elect to allow property to be removed, damaged, altered or destroyed in order to prevent personal injury, damage or loss to other buildings, structures, property or damage to the environment.
- 8.10 The Fire Chief, Officer or Incident Commander, in consideration of the appropriate mitigation of an Incident, may elect to restrict or deny access on any public road or highway within the Village.
- 8.11 No person shall tamper with, damage, disconnect or drive a motor vehicle over any equipment or fire hose unless directed to do so by the Fire Chief, Officer, Incident Commander, Member or Probationary Member of the Sasamat Volunteer Fire Department.
- 8.12 Every owner and occupant of real property shall remove anything and everything from a building or yard, which in the opinion of the Fire Chief is a fire hazard or increases the danger of fire.
- 8.13 The metal covers required on receptacles provided for the storage of combustible material as set forth in the current edition of the British Columbia Fire Code of Canada, shall be kept closed at all times and maintained in good and efficient repair and working order.
- 8.14 Where doors or shutters are installed in any building to prevent the spread of fire within such building, such doors or shutters shall at all times be kept and maintained in good and efficient repair and working order.
- 8.15 It shall be unlawful for any person to deposit, or allow or permit to be deposited, except in a metallic or non-combustible or non-flammable receptacle, ashes, or other material or thing from any stove, furnace or fireplace, or any greasy or oily rags of other material, things, or substances liable to spontaneous combustion.
- 8.16 It shall be unlawful for any person to deposit, or allow or cause to be deposited, any paper, straw, hay, shavings, or any other combustible or flammable material or thing in or among any ashes or other materials or thing taken from any stove, furnace or fireplace.
- 8.17 Every occupant of any building or premises who makes, stores, uses, or has charge or

control of any business or trade waste or any other flammable or combustible material, shall at the close of each day, compact, bale or stack, or cause all such material to be compacted, baled or stacked in a safe manner, in accordance with the opinion of any Officer; or the occupant shall store such material in non-combustible receptacles, having tight fitting, noncombustible lids, and such lids shall be at all times kept on such receptacles when in use.

- 8.18 No occupant of any building shall permit any chimney stove pipe or flue therein to become unclean or take fire; provided that such occupant shall not be liable to a charge hereunder if the said chimney or flue has been cleaned by a duly qualified or licensed chimney sweep within a period of twelve months prior to the Fire Chief or Officer's inspection or fire.
- 8.19 No occupant shall use, maintain, suffer, permit or allow the use of any defective stove, heating device or heating appliance in any building, and if, in the opinion of the Fire Chief any defective stove or heating device or heating appliance is used or maintained in any building, the occupant of such building on the order of the Fire Chief shall forthwith remove or cause to be removed, or repair or cause to be repaired to the satisfaction of the Fire Chief, any such defective stove, heating device or heating appliance.
- 8.20 All gas or electric appliances shall be used in accordance with Federal and Provincial regulations.

9. CONDUCT OF PERSONS

9.1 Reporting of Fires

Every owner or occupant of premises where a fire has occurred, which results in destruction or damage to property or as a result of which death has occurred must report the fire immediately to the Fire Department, the Fire Chief, or a police officer.

9.2 Assistance of Public

Every person at or near a fire, emergency, or other incident shall comply with the orders or directions of any Member and provide any information that person may have relating to the fire, emergency or other incident to any Member who requests that information. Any person refusing to comply with an order of a Member may be removed from the scene by a peace officer.

9.3 Restricted Entry at Incident

The Fire Chief or Member in Charge at a fire, emergency, or other incident may establish limited entry areas in the vicinity of the fire, emergency or incident, and no person shall enter that area without the permission of the Fire Chief or Member in charge.

9.4 Non-Interference

Unless authorized by the Fire Chief or a Member in Charge, no person shall:

- (a) drive a vehicle over any line or lines of fire hoses, whether in use or otherwise;
- (b) stand within 9 metres of any fire hose unless authorized to do so by an Officer; or
- (c) except as a Member, ride on any Fire truck or other Fire vehicle or apparatus at any time.

10. FALSE INFORMATION

No person shall:

- (a) purposely withhold or falsify any information required by the Fire Chief or any Officer designated by the Fire Chief; or
- (b) make false representation as to being a Member of the Fire Department, or wear or display any Fire Department badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.

11. DUTIES OF OWNERS AND OCCUPIERS

11.1 Prevention of Fire Hazards - Buildings and Structures (General)

No person, being an owner or occupant of any building or structure shall cause, permit, suffer or allow:

- (a) the building or structure to remain in such a state of disrepair that a fire starting in the building or structure might spread rapidly to endanger life or other property
- (b) the use or occupancy of the building or structure contrary to the *British Columbia Building Code*, enactments related to heating, gas and electrical safety, or the use of related appliances, equipment or infrastructure;
- (c) the use indoors of any cooking or heating device not approved by the Canadian Standards Association for indoor use;
- (d) the use of any defective cooking or heating device in any building or structure;
- (e) the use of an extension cord as a substitute for permanent wiring;
- (f) the use or storage of combustible or explosive material on the premises, except in accordance with the Fire Code, this Bylaw, another applicable enactment, or an order or direction of a Fire Inspector, the Fire Chief or the fire commissioner; or

- (g) any known fire or explosion hazard to exist or remain in or around a building or structure or on any property.

11.2.1 Securing Vacant Buildings and Structures Where Fire Has Occurred

If requested by an Officer, a property owner or occupier shall secure a premise that has been damaged by fire, explosion or similar event to prevent the entry of unauthorized persons. The premise shall be secured in a manner approved by the Officer which may include, but is not limited to, any of the following measures:

- (a) boarding up the building or structure;
- (b) fencing; and
- (c) supplying twenty-four (24) hour security services by a licensed security company.

11.2.2 If the property owner or occupier cannot be located, fails to respond within 45 minutes of being notified by an Officer, or fails to undertake the securing of any premises damaged by fire, the Fire Department may cause the work to be carried out, and all costs incurred by the Village shall be the responsibility of the property owner.

11.3.1 Securing Vacant Premises

Every owner of a vacant premises must promptly act to ensure that, at all times:

- (a) the premises are free from litter and debris or accumulations of combustible or flammable materials except in strict accordance with the Fire Code and this Bylaw; and
- (b) the premises are made and kept secure against unauthorized entry or occupation, or other fire hazards, by one or more of the following methods:
 - (i) boarding up the building or structure;
 - (ii) fencing; or
 - (iii) supplying twenty-four (24) hour security services by a licensed security company.

11.3.2 Where an Fire Inspector has found a premises to be non-compliant with section 11.1, the Fire-Inspector may, by notice in writing, order the owner to bring the property into compliance within a time period specified in the notice. If the owner fails to bring the premises into compliance within 24 hours or such further time period set out in the notice, or if the owner cannot be located or contacted within 24 hours of finding the premises in a non-compliant state, the Fire Chief may arrange to have the premises brought into compliance by the Village or a person acting on the Village's behalf, and

the owner shall be responsible for all costs incurred by the Village for that work.

12. FIRE & EMERGENCY SERVICES ACCESS

12.1 Emergency Access Route

An owner or occupier of premises must not:

- (a) block or obstruct any primary or secondary emergency access route with a gate; or
- (b) park a vehicle in an emergency access route or interfere with, hinder or obstruct access to an emergency access route by Fire Department apparatus unless authorized to do so by the Fire Chief.

- 12.2 Every owner or occupier of premises must ensure that an emergency access route, when secured by a gate, bollard, chain or other structure, has a permanent mounted sign, as approved by the Fire Chief, on each side of the emergency access route:

EMERGENCY ACCESS ONLY
NO PARKING OR OTHER OBSTRUCTIONS
ANMORE FIRE PROTECTION BYLAW

12.3 Access and Keys

Every owner or occupier of premises having a fire alarm system or an automatic fire sprinkler system, whether located on strata property or a private lot, must:

- (a) ensure that access and required keys to the following areas are readily accessible to the Fire Department at all times:
 - (i) the main entrance and all exterior doors
 - (ii) all common floor areas, service rooms and roof areas;
 - (iii) all doors that are locked from the exit stairs to floor areas;
 - (iv) as required to recall elevators and to permit independent operation of each elevator;
 - (v) all fire alarm control and enunciator panels and fire fighter telephone boxes; and
- (b) notify the Fire Department when there has been a change of any access key and provide a copy of the new key to the Fire Department.

13. FIRE DAMAGED BUILDINGS

The owner of a building or other structure that has been damaged due to fire, explosion or similar catastrophic or damaging event must immediately act to ensure that the building is guarded or that all openings and points of entry into the building are kept securely closed and fastened in a manner acceptable to the Fire Chief, so as to prevent the entry of unauthorized persons. If the owner fails to provide security for this purpose within 2 hours of being notified by the Fire Chief, or such further time period as may be determined by the Fire Chief, the Fire Chief may cause security measures to be taken as necessary, and the owner shall be responsible for all costs incurred by the Village for those measures.

14. STORAGE TANKS, VALVES, STAND PIPES AND HYDRANTS

- 14.1 No person, except Sasamat Volunteer Fire Department members and Village employees, shall make use of stand pipes or hydrants without written permission from the Village or the Fire Chief.
- 14.2 All unauthorized attachments found on stand pipes or hydrants may be confiscated by the Village or the Fire Chief or an Officer.
- 14.3 No person shall obscure the visibility of a fire hydrant or standpipe.
- 14.4 No person shall tamper, open, close or adjust any fire protection storage tanks, control valves, fire hydrants or stand pipes without written permission from the Village or the Fire Chief.
- 14.5 No person shall park a motor vehicle within 5 metres of a fire hydrant or stand pipe.
- 14.6 No person shall park or obstruct any road, street, fire access route, or service road located within the Village with a motor vehicle, structure or building.

15. HAZARDOUS ACTIVITIES

- 15.1 The Fire Chief may charge the owner or occupant of lands or premises for the cost of cleaning, repairing or replacing Department equipment where such equipment has been contaminated, damaged, or destroyed by a hazardous substance or dangerous goods or otherwise rendered unusable as a result of an incident involving a hazardous substance or dangerous goods on or about those lands or premises.
- 15.2 Where the Fire Chief is made aware of an activity or situation which, in the opinion of the Fire Chief, is hazardous to life or property, the Fire Chief may:
 - (a) require that a fire watch be provided, in accordance with SVFD Operating

Guidelines, by the owner or occupier of any lands or buildings where that activity or situation is occurring;

- (b) order that the activity be stopped;
- (c) require that the activity be carried out only in compliance with a permit issued by the Fire Chief;
- (d) evacuate the lands or buildings until such time as the hazard to life or property has been rectified;
- (e) order the owner, owner's agent or occupant to remove the hazard in a manner approved by the Fire Chief, in default of which the Fire Chief may have the hazard removed at the owner's expense.

16. SPRINKLER SYSTEMS

16.1 Sprinkler Systems - General

Every owner or occupant of a premises where a sprinkler system is installed or required under the Building Code must:

- (a) inspect, test, maintain and repair the sprinkler system in accordance with the requirements of the Fire Code;
- (b) upgrade the sprinkler system to accommodate any material change in use or occupancy that results in a greater fire hazard than that which the sprinkler system was intended to accommodate; and
- (c) if a building or structure equipped with a sprinkler system on the property is to be demolished, ensure the sprinkler system is maintained and operating subject to sequential elimination until the work of demolition is completed.

16.2 Fire Department Connections

Every owner or occupant of a premises for which the Building Code requires Fire Department connections must ensure that:

- (a) the connections are located and installed in accordance with the Building Code and that any equivalent measures or alternative solutions are approved by the Fire Chief;
- (b) all connections and protective caps are kept clean, functional, and in place at all times, and to promptly clean, repair or replace connections or protective caps as necessary;

- (c) accesses to Fire Department connections for sprinklers and standpipe systems are clearly identified, functional and in good repair;
- (d) signs are displayed identifying which Fire Department connection serves a particular sprinkler or standpipe system and the maximum pumping inlet pressure at a Fire Department connection;
- (e) each fire sprinkler and standpipe connection is kept free and clear, by at least one metre, from all shrubbery, trees, other vegetation, structures, buildings or other obstructions, in order to facilitate access to the connections by the Village;
- (f) each connection is clearly visible at all times from the Fire Department access route, or that alternatively approved directional signage to each connection is plainly in sight; and
- (g) where the connection is installed on the exterior face of a building, a minimum clear space of 0.45 metres is provided in the area surrounding the connection.

16.3 Fire Alarm Systems

A person must not activate a fire alarm system unless:

- (a) there is a fire;
- (b) the person reasonably believes that a fire or other incident is occurring or is imminent; or
- (c) the activation is carried out for testing purposes and the Fire Department has been notified prior to the activation.

- 16.4 The owner or occupant of a building that is equipped with a fire alarm system that is not continuously monitored must ensure that each manual fire alarm pull station has a permanent sign, as approved by the Fire Chief, mounted and reading:

LOCAL ALARM ONLY – IN CASE OF FIRE CALL 9 - 1 - 1
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- 16.5 Every owner or occupant of premises for which a fire alarm system is installed or required under the Building Code must inspect, test, maintain and repair the fire alarm system in accordance with the requirements of the Fire Code.
- 16.6 The owner or occupant of premises containing a fire alarm system must notify the Fire Department prior to installation, service, testing, repair, maintenance, adjustment,

alteration or replacement of a system, ~~and must appoint and maintain a dedicated fire watch for the duration of such work, and in that case, section 9.2 applies.~~

17. PRIVATE FIRE HYDRANTS

- 17.1 In this section, private hydrant means any hydrant that is not owned by the Village, and is installed on private property as part of a system of fire protection for that property.
- 17.2 The owner or occupier of property that has a private hydrant shall ensure that the hydrant is maintained in good working condition at all times and that inspection, servicing and testing of the hydrant, is carried out by persons recognized as qualified to perform these services by the Office of the Fire Commissioner or a pertinent Standard, or an Officer of the fire department. The qualified person that performs the inspection, servicing and testing of the hydrant shall send a copy of the condition and repairs performed on such hydrants to the Sasamat Volunteer Fire Department in order that the fire department records of private hydrants are kept up to date.
- 17.3 The owner of a private hydrant shall not less than twice each year have the private hydrant flushed, drained and all threads of outlets and caps greased with waterproof grease.
- 17.4 The owner of a private hydrant shall not less than once each year have all components of the hydrant inspected, serviced and tested.
- 17.5 The owner of a private hydrant shall keep the ground surface around the private hydrant clear of shrubs, trees, snow and ice accumulations, structures and other obstructions of any kind, in order to facilitate use of the hydrant by the Fire Department.
- 17.6 Private hydrants and Municipal hydrants shall conform to Schedule "B" to this Bylaw.

18. CONTACT PERSONS

- 18.1 Every owner or occupant of a property or premises for which a fire alarm system or an automatic fire sprinkler system has been installed, must:
- (a) arrange for at least one contact person to attend, upon notice, at the property or premises at any time the system is activated;
 - (b) ensure that any person appointed to be a contact person:
 - (i) is thoroughly familiar with the property or premises and with the operation of all fire protection equipment and any fire fighter elevators thereon;
 - (ii) is in possession of and is authorized and competent to use any and all keys,

pass-cards, security codes and other entry devices or information necessary to gain access to and re-secure the property or premises;

- (iii) is available at all times and is capable of attending at the property or premises within 45 minutes of the Fire Department arriving in response to an incident or activation of the system; and
- (iv) is fully authorized to take possession and resume control of the property or premises from the Fire Department following the conclusion of its attendance;

- (c) on a form approved by the Fire Chief, provide the Fire Chief with the name and telephone number of a contact person and an alternate who is available to attend, enter and secure the premises in the event that either system is activated and the Fire Department attends at the property; and
- (d) promptly notify the Fire Department of any changes to the contact persons or their phone numbers.

18.2 If the Fire Department attends a premise where a fire alarm system or automatic fire sprinkler system has been activated and the contact person cannot be reached or has not appeared within 45 minutes, the Fire Department may enter the property or premises and any building or other structure thereon, using such means or force as may be necessary, to determine the cause of the alarm or activation of the system.

18.3 In the absence of the owner, occupant or contact person being available during or at the conclusion of the Fire Department's attendance to secure the building as necessary, the Fire Department may arrange to provide a fire watch or 24-hour security until the building can be secured, and the owner of the property shall be liable for all costs incurred by the Village.

19. CIVIC AND UNIT ADDRESS

19.1 The owner or occupier of premises shall ensure that:

- (a) every building or premises is individually addressed with the civic address affixed so as to be plainly visible and legible from the main road or other ordinary access route;
- (b) the letters or numbers of the civic address are of a colour that contrasts with any background colour of the building;
- (c) each unit within a commercial and multi-residential property displays the unit number, in a visible location, at the entry to the unit; and

- (d) all multi-residential complexes post directional signage that is clearly visible upon entry to the complex and that clearly indicate the direction and address or number of each unit within the complex.

20. FIRE SAFETY PLANS

20.1 Fire Safety Plan Requirements

The owner of a premises, building, site, storage area or other property for which the Fire Code requires a fire safety plan must:

- (a) ensure that the plan conforms to the standards and requirements of the Fire Code;
- (b) prepare and reproduce the plan in an electronic format, using a form and diagram template acceptable to the Fire Chief, to be submitted to the Fire Department for review prior to occupancy;
- (c) provide any alternative solutions for the construction of a new building pursuant to an agreement between the owner and the Village to the Fire Department for review in an electronic format acceptable to the Fire Chief; and
- (d) provide copies of as-constructed drawings for any new building to the Fire Department in a format acceptable to the Fire Chief.

- 20.2 Every owner and occupant of a premises, building, site, storage area or other property for which the Fire Code requires a fire safety plan must review the fire safety plan for that property at least annually, ensure that it continues to meet the standards and requirements of the Fire Code, and submit any updated plans to the Fire Department for review in a format that is acceptable to the Fire Chief.

20.3 Premises Under Construction or Demolition

- 20.3.1 Every owner of premises under construction or demolition shall have in place, prior to construction or demolition, a fire safety plan in accordance with the Fire Code.

- 20.3.2 The owner of premises under construction or demolition must ensure that every required emergency access route to a construction or demolition site:

- (a) is finished to a minimum of good compacted gravel or other surface materials acceptable to the Fire Chief;
- (b) provides adequate access for Fire Department apparatus;
- (c) is clearly designated as an emergency access route;

- (d) is maintained free of obstructions at all times; and
- (e) is secured with a gate, bollard, chain or other structure or assembly approved by the Fire Chief prior to installation.

20.3.3 Every owner of premises under construction must ensure that a water supply, with sufficient volume and pressure as approved by the Village Engineer and the Fire Chief, is installed and operational prior to construction and maintained throughout construction for fire protection.

20.3.4 During construction, the owner of the premises must report all fire hydrant conditions affecting fire safety, such as fire hydrants temporarily out of service, or having low water volumes and low water pressures, so that such conditions are immediately made known to the Fire Department.

20.3.5 Every owner of premises under construction must ensure the premise is made and kept secure against unauthorized entry during non-construction times.

21. OPEN AIR FIRES

21.1 No person shall light, ignite, or start any fire in the open air or in any portable incinerator, outdoor fireplace or other portable outdoor burner without first obtaining a permit to do so, from the Fire Chief.

21.2 Section 21.1 shall not apply to:

- (a) natural gas or propane fires contained within barbecues, grills or other outdoor appliances for the sole purpose of cooking food; or
- (b) natural gas or propane fueled outdoor heating appliances used such as umbrella style heaters, fire pits and fire places; provided that any such appliance:
 - (i) is Canadian Standards Association or Underwriters Laboratory of Canada approved; and
 - (ii) is, at all times, used in accordance with the manufacturer's instructions;

21.3 The Fire Chief may issue a fire permit for open burning after considering all circumstances.

21.4 No person to whom a permit has been issued under subsection (1) shall burn any construction or demolition refuse or materials or any rubber tires, oil, tar, asphalt, shingles, battery boxes, plastic materials or any other materials that would produce heavy smoke.

- 21.5 Without limiting the discretion of the Fire Chief under this section, the Fire Chief may issue a permit for burning involved in theatrical, religious or ceremonial event.
- 21.6 Permits shall not be transferable and must be readily available upon request.
- 21.7 Every person to whom a permit has been issued under this section shall retain a competent adult to be in charge of the fire while it is burning or smoldering and until it is completely extinguished and shall provide that competent person with efficient appliances, communications and equipment, in order to prevent the fire from getting out of control, causing damage or becoming dangerous to life and property.
- 21.8 The Fire Chief may refuse to issue, or withdraw, a fire permit at any time when, in the Fire Chief's opinion, burning would likely be hazardous or create a nuisance.
- 21.9 No permit shall be required by the Department for the purpose of training members in structural fire fighting methods, fire investigation procedures, or for the purpose of the elimination of fire hazards.

21.10 Open Air Fire Permits shall be classified as follows:

<u>Classification</u>	<u>Type of Fire</u>
Class B2	Special effects or theatrical effects
Class C1a	1 to 5, Campfires, religious or ceremonial fire
Class C1b	more than 5, Camp fires, religious or ceremonial fire

- 21.11 Fees for Open Air Fire Permits are as set in Schedule A to this Bylaw and as referenced in the *Anmore Fees and Charges Bylaw*.
- 21.12 The Village is exempt from having to obtain a permit for open air fires related to community events.
- 21.13 The Fire Chief may designate authority to an Officer, Member or Village employee to issue a permit, issue a permit with terms and conditions, or deny an open air fire permit application.
- 21.14 The Fire Chief may declare an open air fire ban, for one or more classifications of open air fires. Following declaration of an open air fire ban, all open air fire permits for the specified classification become immediately inactive and any fires burning must be promptly extinguished.
- 21.15 Whenever, in the opinion of the Fire Chief or the Officer a condition of the Open Air Fire Permit is not being complied with the Fire Chief or Officer, may cancel or suspend any Open Air Fire Permit. All suspended or canceled fire burning permits must be extinguished immediately, and any person who fails to comply with an order to extinguish shall be liable for all expenses incurred by the Sasamat Volunteer Fire

Department in controlling and extinguishing such fire, and for any other damage originating from such fire; and shall also be liable for the remuneration or wages of all the persons employed in controlling and extinguishing such fire, including remuneration or wages for firefighters from other jurisdictions so employed.

- 21.16 An occupant and owner of private property on which a fire is considered Out of Control, shall be liable for all expenses, remuneration or wages incurred by the Sasamat Volunteer Fire Department in controlling and extinguishing a fire, and any other damage originating from such fire, and shall also be liable for the remuneration or wages of all the persons employed in controlling and extinguishing such fire, including remuneration or wages for firefighters from other jurisdictions so employed.
- 21.17 Any person who sets out, starts, re-starts or kindles any Open Air Fire, or fails to extinguish any Open Air Fire set out, started, re-started or kindled at any time of the year, whether such fire was started under a permit or not, shall be responsible for such fire. If such fire gets Out of Control, the person responsible and the owner of private land where the fire was started, shall be liable for all expenses incurred by the Sasamat Volunteer Fire Department in controlling and extinguishing such fire, and any other damage originating from such fire, and shall also be liable for the remuneration or wages of all the persons employed in controlling and extinguishing such fire, including remuneration or wages for firefighters from other jurisdictions so employed.
- 21.18 For the purposes of this Bylaw, the amount of remuneration or wages paid shall be calculated at the rate set out in section 1 of Schedule "A" to this Bylaw.
- 21.19 For the purposes of this Bylaw, the amount of charges for apparatus, equipment and supplies shall be calculated at the rate set out in section 2 of Schedule "A" of this Bylaw.
- 21.20 For the purposes of this Bylaw, anyone who burns an open air fire without a permit, or who does so at any time contrary to an order by the Fire Chief, shall be liable to pay a fine as set out in the *Anmore Municipal Ticket Information Utilization Bylaw*.

22. PROHIBITED MATERIALS

A person must not, at any time, burn in the open air any of the following:

- (a) garden refuse, in the nature of grass and other clippings, leaves, tree and shrub prunings, cuttings and light material;
- (b) any waste material from construction sites; or
- (c) any land clearing materials or debris.

23. FEES AND COST RECOVERY

23.1.1 Fees - Permit or Services

The fees shall be as set out in the Anmore Fees and Charges Bylaw, under section Fire and Emergency Services, and fees shall be paid to the Village by all applicants for any permit required by this Bylaw, or by the regulations passed pursuant to the provisions of the Fire Services Act, R.S.B.C. 1979 and for the inspection of any work or thing for which the said permit is required.

23.1.2 The fees shall be as set out in the Anmore Fees and Charges Bylaw, under section Fire and Emergency Services, and fees shall be paid to the Village for any standby or fire watch services required by this Bylaw or deemed necessary by the Fire Chief, Officer or Officer in Charge, to prevent the spread of fire or safeguarding a property.

23.1.3 The fees shall be as set out in the Anmore Fees and Charges Bylaw, under section Fire and Emergency Services, and fees shall be paid to the Village for any standby or fire watch services required by outside agencies or industries.

23.2 Fees - Investigations

~~For every incident where injury to persons, or loss or damage to property, arose or resulted from a fire hazard:~~

~~(a) identified in an order or direction under this Bylaw; or~~

~~(b) the order or direction was not acted upon by the person to whom it was directed; and~~

~~(c) a fire investigation and fire investigation report is required under the Fire Services Act in relation to the incident;~~

~~the person to whom the order or direction was given, or the owner of the premises, must pay the fee set out in the Anmore Fees and Charges Bylaw.~~

23.32 Attendance on False Activation of Fire Alarm System

The owner of a property having a fire alarm system must pay the fee set out in the Anmore Fees and Charges Bylaw where the Fire Department has attended in response to its activation in the following circumstances:

- (a) the alarm system was activated during the installation, testing, servicing, maintenance, adjustment, alteration, repair or replacement of the fire alarm system, rather than for a fire, and the Fire Department was not notified in accordance with section 167; or
- (b) the fire alarm system has sounded more than two (2) false alarms within a twelve (12) month period.

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23.43.1 Fees – General

Where a person to whom an order or direction is given fails to take the required action or complete the required work, and the Fire Department, other Village personnel, or a service provider for the Village takes the action or carries out the work, the Village may recover all of the costs it has incurred and any related expenses from the owner, occupant or person responsible, jointly or severally, as a debt to the Village.

23.43.2 Money owed to the Village under this Bylaw is payable upon delivery of an invoice from the Fire Department or the Village's financial officer. Any disputes over the amount owing must be brought to the attention of the Fire Chief or financial officer within thirty (30) days of the date of the invoice, and may be heard and resolved by the Fire Chief or financial officer or both of them.

23.43.3 If an amount owing under this Bylaw for works or services provided to land or improvements remains unpaid on December 31st of the year in which the debt was incurred, the amount is deemed to be taxes in arrear and may be treated in the same manner as for property taxes under the *Community Charter*.

23.43.4 Payment of any fees or costs under this Bylaw does not relieve a person from liability to pay a penalty upon conviction of an offence or from a requirement to pay any other fees or costs under another bylaw, the Fire Code, Building Code, Fire Services Act or other applicable enactment.

24. OFFENCE

Every person who violates any of the provisions of this Bylaw or who permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, shall be guilty of an ~~offence~~ punishable on summary conviction

and shall be liable to a fine of not more than \$5,000.00 or to imprisonment for not more

than six months, or to both, the penalties being enforced and the fines and costs being recoverable upon summary conviction in the manner provided by the ~~Offence-Offence~~ Act R.S.B.C. 1979, Chapter 305, and amendments thereto. ~~Where the Offence is a continuing one, each day that the offence is continued shall constitute a separate offence.~~

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25. SEVERABILITY

If any section, subsection or clause of this Bylaw is declared or held to be invalid by a Court of competent jurisdiction, then that invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been enacted and adopted without the invalid and severed section, subsection or clause.

26. REPEALMENT

On adoption of this Bylaw, Anmore Fire Prevention Bylaw No. 281-2000 is repealed.

READ a first time the 19th day of June, 2018

READ a second time the 19th day of June, 2018

READ a third time the 19th day of June, 2018

ADOPTED the 3rd day of July, 2018

J. McEWEN

MAYOR

C. BAIRD

MANAGER OF CORPORATE SERVICES

Certified as a true and correct copy of "Anmore Fire Protection Bylaw No. 578-2018".

JULY 3, 2018

C. BAIRD

DATE

MANAGER OF CORPORATE SERVICES

ANMORE FIRE PROTECTION BYLAW NO. 578-2018

SCHEDULE "A"

A1. FIRE FIGHTER WAGES/REMUNERATION

A1.1 SVFD Fire Fighter Wages/ Remuneration as per Sasamat Volunteer Fire Department (SVFD) Operating Guidelines

A1.2 Other agency Fire Fighter Wages/ Remuneration as per schedules provided from other agencies.

A2. APPARATUS CHARGES

A2.1 SVFD Apparatus Charges as per SVFD Operating Guidelines

A2.2 SVFD Equipment Charges as per SVFD Operating Guidelines

A2.3 SVFD Supplies as per SVFD Operating Guidelines

A2.4 Other Agency Apparatus Charges as per Charge out Rate Schedules from Other Agency

A2.5 Other Agency Equipment Charges as per Charge out Rate Schedules from Other Agency

A2.6 Other Agency Supplies Charges as per Charge out Rate Schedules from Other Agency

A3. FIRE PERMIT APPLICATION/PERMIT FEES

Class C1a 1 to 5 sites, camp fire permits, ceremonial fires & religious fires	\$25.00/annum
Class C1b More than 5 sites, camp fire permits, ceremonial fires & religious fires	\$50.00/annum
Class B2 Theatrical and Special Event fire permits	\$50.00/event

A4. FIRE WATCH CHARGES

A4.1 SVFD Fire Watch as per SVFD Operating Guidelines

A4.2 Other Agency Fire Watch Charges as per Charge out Rate Schedules from Other Agency

ANMORE FIRE PROTECTION BYLAW NO. 578-2018

SCHEDULE "B"

B.1 FIRE HYDRANT STANDARDS

- B1.1 Hydrants shall conform to American Water Works Association Standard for dry barrel fire hydrants (AWWA C502).
- B1.2 Hydrants shall be Mueller / Canada Valve - Century, Model B-50-B-18, or equivalent. Equivalency shall be determined by the Fire Chief.
- B1.3 Hydrants shall be compression type.
- B1.4 Hydrants shall have two 64 mm hose outlets and one 100 mm pumper outlet, complete with caps on each outlet.
- B1.5 The internal main valve opening must be a minimum of 133 mm.
- B1.6 The main operating stem, hose and pumper outlet threads must conform to the British Columbia Standard fire hose thread for 64 mm fire hose couplings and allied fittings. The threads of the 100 mm pumper outlet shall have an outside diameter of 118 mm and six threads per 25 mm.
- B1.7 The hydrant shall be automatic self-draining.
- B1.8 The minimum clearance between finished grade and the hydrant flange shall be 150mm, the minimum clearance between the centre of the lowest outlet must be at least 450 mm.
- B1.9 The main operating stem must operate in a counterclockwise direction.
- B1.10 The Main 100 mm pumper outlet shall have installed, a stortz or equivalent self-locking twist on fitting complete with cap and securing chain. The stortz or equivalent self-locking twist on fitting shall be equipped with Allen set screws to prevent removal without a special tool, special tools must be supplied.
- B1.11 The operating spindle nut must be a 38 mm pentagon nut that operates in a counter - clockwise direction.
- B1.12 The color of the hydrant will be red.

BYLAW NO. 610-2020

A bylaw to amend Anmore Fire Protection Bylaw No. 578-2018

WHEREAS it is deemed expedient to amend Anmore Fire Protection Bylaw No. 578-2018.

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

1. That this bylaw may be cited for all purposes as “**Anmore Fire Protection Bylaw Amendment Bylaw No. 610-2020**”.
2. That Section 2. INTERPRETATION be amended as follows:
 - a) Delete the following definitions in their entirety:
 - i. GARAGE
 - ii. GARBAGE
 - iii. GAS STATION
 - iv. HOTEL
 - v. POLICY
 - vi. RECRUIT IN TRAINING
 - vii. PRIVATE DWELLING
 - b) Insert “BUILDING CODE means the *British Columbia Building Code*, as amended or superseded, from time to time
 - c) Insert ‘FIRE CODE’ means the *British Columbia Fire Code*, as amended or superseded, from time to time
 - d) Insert “INSPECTOR – means a member authorized by the Fire Chief to carry out inspections of buildings and other property and to exercise the powers of a local assistant under the *Fire Services Act*, as amended or superseded from time to time.”
 - e) Following the “MEMBER” definition, delete the words “and shall be deemed to be a Municipal Officer as defined in Section 287 of the Municipal Act.” after the words “Fire Department”
 - f) Following the “VEHICLE” definition, insert after the words “Chapter 318” the words “as amended or superseded from time to time”
3. That Section 5.1 be amended by adding “.1 to 4.3” after “section 4”;
4. That Section 8.6 be amended by adding the word “Fire” before “Department”;

5. That Section 8.7 be amended by adding the word “may” after the word “times”;
6. That Section 11.3.2 be amended by deleting the word “Fire” before “Inspector” in both instances.
7. That Section 16.6 be amended to delete the remainder of the section after the word “system”
8. That Section 23.2 be deleted and subsequent sections renumbered accordingly.
9. That Section 24. OFFENCE be amended as follows:
 - (a) To delete the word “offense” and replace it with the word “offence” after the words “shall be guilty of an”;
 - (b) To delete the word “Offense” and replace it with the word “Offence” after the words “provided by the”
 - (c) To add at the end of the section. “Where the offence is a continuing one, each day that the offence is a continued shall constitute a separate offence.”
10. Anmore Fire Protection Bylaw No. 578-2018, is hereby amended accordingly.

READ a first time the day of , 2020

READ a second time the day of , 2020

READ a third time the day of , 2020

ADOPTED the day of , 2020

MAYOR

CORPORATE OFFICER

VILLAGE OF ANMORE

BYLAW NO. 613-2020

A bylaw to amend Anmore Municipal Ticket Information Utilization Bylaw No. 479-2009

WHEREAS it is deemed expedient to amend Anmore Municipal Ticket Information Utilization Bylaw No. 479-2009

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

1. That this bylaw may be cited for all purposes as "**Anmore Municipal Ticket Information Utilization Bylaw Amendment Bylaw No. 613-2020**".
2. That Anmore Municipal Ticket Information Utilization Bylaw No. 479-2009 be amended as follows:

- (a) To delete row 2 of Schedule 1 and to replace it with the following:

"5	Anmore Fire Protection Bylaw No. 578-2018, and any amendments thereto.	Chief Administrative Officer Operations Superintendent Bylaw Enforcement Officer Fire Chief or SFVD Officer Royal Canadian Mounted Police
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- (b) To delete Schedule 2 and replace it with the following:

“SCHEDULE 2
Anmore Fire Protection Bylaw No. 578-2018

Offence	Section	Fine
Failure to comply with order	4.1 – 4.7, 7.1, 8.19, 15.2	\$500
Obstructing exit	7.2	\$200
Failure to adopt and practice system of fire drills or exercises	7.3	\$200
Failure to maintain life safety devices	7.4	\$200
Obstruct a member or inspector	8.3, 8.7	\$200
Tamper, damage, disconnect or drive over equipment or hose	8.11	\$200
Failure to remove hazard	8.12	\$200
Failure to maintain receptacles	8.13	\$200
Failure to maintain fire separations	8.14	\$200
Improper deposit of combustibles	8.15, 8.16, 8.17	\$200
Failure to maintain chimney, stove pipe or flue	8.18	\$200
Misuse of gas or electrical appliances	8.20	\$200
Failure to report fire	9.1	\$200
Entry of restricted area	9.3	\$200
Failure to prevent fire hazard	11.1	\$200
Failure to secure vacant building after fire	11.2.1	\$200
Failure to secure vacant premises	11.3.1	\$200
Block, hinder or obstruct emergency access route or Obstruct road, street, fire access route, service road	12.1, 14.6	\$500
Failure to provide access and keys	12.3	\$200
Obstruct or tamper with fire hydrant or fire protection device	14.4, 14.5	\$500
Failure to maintain or upgrade system	16.1	\$200
Failure to maintain fire department connections	16.2	\$200
Unlawful fire alarm activation	16.3	\$200
Failure to maintain fire protection device	17	\$200
Failure to provide contact person	18.1	\$200
Failure for contact person to arrive within 45 minutes	18.2	\$200
Failure to provide proper addressing	19.1	\$200
Failure to provide fire safety plan	20.1, 20.2, 20.3.1	\$200
Failure to ensure emergency access route to a construction or demolition site	20.3.2	\$500
Failure to maintain adequate water supply	20.3.3	\$200
Failure to obtain open air fire permit	21.1	\$200
Burning prohibited materials	21.4	\$200

READ a first time the day of , 2020

READ a second time the day of , 2020

READ a third time the day of , 2020

ADOPTED the day of , 2020

MAYOR

CORPORATE OFFICER

VILLAGE OF ANMORE

BYLAW NO. 614-2020

A bylaw to amend Anmore Fees and Charges Bylaw No. 608-2019

WHEREAS section 194 of the *Community Charter, S.B.C., 2003*, authorizes municipalities, by bylaw, to impose fees and charges for the provision of various services and/or information;

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

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

1. That this bylaw may be cited for all purposes as "Anmore Fees and Charges Bylaw Amendment Bylaw No. 614-2020".
2. That Anmore Fees and Charges Bylaw No. 608-2019 be amended as follows:

- a) Insert under the heading in Schedule A "Fire Protection"

Attendance in response to fire alarm system activation	\$200
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- b) Insert under the heading in Schedule A "Miscellaneous Permit Fees and Charges"

Temporary Parking Permit	\$25.00
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READ a first time the day of , 2020

READ a second time the day of , 2020

READ a third time the day of , 2020

ADOPTED the day of , 2020

MAYOR

CORPORATE OFFICER



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: January 24, 2020 3900-30
Submitted by: Karen Elrick, Manager of Corporate Services
Subject: Officer Designation and Delegation of Authority Bylaw

Purpose / Introduction

Council may, by bylaw, delegate powers, duties, and functions to officers and employees for those matters as identified under the *Community Charter*.

Recommended Options

THAT Council grant first, second, and third readings to Anmore Officer Designation and Delegation of Authority Bylaw No. 615-2020.

Background

When the *Community Charter* was established in 2003, this legislation granted municipalities, through their Council, more powers to provide local services, create regulations, and deal with the day-to-day business of running a municipality. Under the *Community Charter*, municipal Councils were granted the power to legally enter into agreements and contracts as if they were a person. An Officer Designation and Delegation of Authority Bylaw, provides staff with the delegated authority to carry out the day-to-day regular business of the Village. The proposed bylaw ratifies the current practice and process which allows Council to focus on the important strategic and policy decisions rather than weighing down meetings with decisions surrounding conducting regular day-to-day business transactions. Staff will continue to seek direction from Council regarding any items that would fall outside of normal day-to-day business.

Discussion

The *Community Charter* establishes officer positions that Council must assign. The two officer positions required under the *Community Charter* are Corporate Officer (section 148) and Financial Officer (section 149). Currently, these positions are assigned to the Manager of

Report/Recommendation to Council

Officer Designation and Delegation of Authority Bylaw

January 24, 2020

Corporate Services and the Chief Administrative Officer (CAO), respectively. In addition to the mandatory officer assignments, the *Community Charter* sets out that Council may establish the position of the CAO as defined under section 147, and other officer positions to which powers, duties and functions may be assigned.

Under Section 154 of the *Community Charter*, Council may, by bylaw, delegate its powers, duties and functions, including those specifically established by an enactment to its officers and employees, with some exceptions. The proposed bylaw (**Attachment 1**) is intended to repeal and replace the current Anmore Officer Designation and Delegation of Authority Bylaw (**Attachment 2**) by providing greater clarity of the designated authority and aligning the bylaw with current Village practice. The proposed bylaw delegates authority in the following areas:

- Bylaw Enforcement
- Execution of various agreements and documents
- Purchasing (in accordance with existing policy)

Currently, as granted under legislation, the Corporate Officer also is assigned the power of a Commissioner for Taking Affidavits for British Columbia (Commissioner). Within the framework of the existing bylaw, assigning the Corporate Officer along with the Mayor as the signing authority for Village documents becomes challenging when a Commissioner must also witness the documents, for example, in the case of Land Title Office documents. Designation of either the CAO or Corporate Officer would help to ensure continuity of business in the Village in case of absence, planned or otherwise, of either the CAO or Corporate Officer. The proposed bylaw also defines the designated authority for bylaw enforcement with the intent not only to provide authority, but to ensure redundancy is in place.

Other Options

THAT Council grant first, second, and third readings to Anmore Officer Designation and Delegation of Authority Bylaw No. 615-2020.

(Recommended)

Or

THAT Council provide further direction to Staff on recommendations for establishing officers and delegating authority.

Report/Recommendation to Council

Officer Designation and Delegation of Authority Bylaw

January 24, 2020

Or

THAT Council choose to keep status quo and leave in place the current Anmore Officer Designation and Delegation of Authority Bylaw No. 556-2016.

Financial Implications

There are no financial implications.

Communications / Civic Engagement

Updated bylaw will be posted on the Village website.

Corporate Strategic Plan Objectives

We provide responsive, efficient, transparent and engaged service.

Attachments:

1. Anmore Officer Designation and Delegation of Authority Bylaw No. 615-2020
2. Anmore Officer Designation and Delegation of Authority Bylaw No. 556-2016

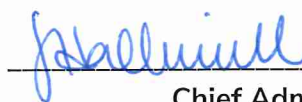
Prepared by:



Karen Elrick
Manager of Corporate Services

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

Chief Administrative Officer's Comment/Concurrence



Chief Administrative Officer

BYLAW NO. 615-2020

A bylaw to provide for the designation of officers and the delegation of authority

WHEREAS the *Community Charter* provides authority to the Municipality, by bylaw, delegate its powers, duties and functions, including those specifically established by an enactment, to its officers and employees;

AND WHEREAS Council wishes to delegate to its officers and employees certain powers, duties, and functions;

AND WHEREAS Council must by bylaw, under Section 146 of the *Community Charter*, establish officers' positions having responsibility under Sections 148 and 149 of the *Community Charter*

AND WHEREAS Council may, by bylaw, under Section 147 of the *Community Charter* establish the position of Chief Administrative Officer

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

CITATION

1. That this bylaw may be cited for all purposes as "**Anmore Officer Designation and Delegation of Authority Bylaw No. 615-2020**".

DEFINITIONS

2. In this bylaw:

"**Chief Administrative Officer**" means the Chief Administrative Officer pursuant to Section 147 of the *Community Charter*

"**Council**" means the Council of the Village of Anmore

"**Corporate Officer**" means the Corporate Officer pursuant to Section 148 of the *Community Charter*

"**Financial Officer**" means the Financial Officer pursuant to Section 149 of the *Community Charter*

"**Village**" means the Village of Anmore

ESTABLISHMENT OF OFFICER POSITIONS

3. The persons holding the following positions are established as Statutory Officers of the Village of Anmore under the Community Charter:
 - (a) Chief Administrative Officer
 - (b) Corporate Officer
 - (c) Financial Officer
4. The selection of Chief Administrative Officer shall be made by Council.
5. The selection of Acting Chief Administrative Officer shall be made by the Chief Administrative Officer. In the event of incapacitation of the Chief Administrative Officer or vacancy in that position, the selection of the Acting Chief Administrative Officer shall be made by Council.
6. The delegation under this Bylaw will apply to staff who assume or are appointed the responsibility of the Statutory Officers noted in this bylaw while those individuals are absent.
7. Nothing in this bylaw shall prevent the appointment of the same person to two or more offices or positions.

SIGNING AUTHORITY

8. Except for provisions in this bylaw, any contract, agreement, debenture, plan or other document or instrument to be executed or approved by the Village shall be executed by the Mayor or Councillor designated as the member responsible for acting in place of Mayor, and the Chief Administrative Office or Corporate Officer

EXECUTION OF VARIOUS FUNCTIONS, PERMITS, AGREEMENTS AND DOCUMENTS

9. Council hereby delegates to the Chief Administrative Officer all of the powers, duties and functions of Council in respect to the approval and execution of the following:
 - (a) Easement agreements
 - (b) Statutory right of way agreements
 - (c) Encroachment agreements
 - (d) Covenant agreements
 - (e) Grant funding agreements that result from Council authorized grant applications
 - (f) Works and services agreements pursuant to the Local Government Act in accordance with applicable Village bylaws regulating and requiring the provision of works and services in respect to the subdivision and development of land

PURCHASING AUTHORITY

10. Council hereby delegates to each officer and employee of the Village the authority to enter into agreements respecting the activities, works, or services of the Village as set out in the Purchasing Policy as approved by Council.

DECISION NOT TO EXERCISE DELEGATED AUTHORITY

11. Where an officer or employee holding a position with delegated authority pursuant to this Bylaw decides not to exercise their delegated authority under this Bylaw, in their sole discretion and for reasons of complexity, visibility, or any other circumstance, the matter will be considered by Council.

POWER TO ENTER AND INSPECT PROPERTY

12. Without limiting the authority of an officer or employee of the Village under any other bylaw, an officer or employee of the Village appointed to enforce one or more bylaws of the Village are hereby authorized to:
 - (a) enter, at all reasonable times, on any property subject to the regulations of the Council, to ascertain whether the regulations are being observed;
 - (b) Enforce the Village's regulatory bylaws and related policies;
 - (c) Serve summons pursuant to section 28 of the Offence Act;
 - (d) Proceed with ticketing for the contravention of a bylaw in accordance with Part 8 Division 3 and Section 260(2)(b) of the Community Charter;
 - (e) Complete and issue a bylaw notice to a person against whom a contravention of a bylaw is alleged in accordance with Section 260(2)(b.1) of the Community Charter and the regulations under the *Local Government Bylaw Notice Enforcement Act*.

GENERAL PROVISIONS

13. In the event that any section of this bylaw is for any reason held invalid by a decision of a court of competent jurisdiction, the invalid section shall be severed from and not affect the remaining provisions of this bylaw.

14. Anmore Officer Designation and Delegation of Authority Bylaw No. 556-2016 is hereby repealed.

READ a first time the day of ,2020

READ a second time the day of ,2020

READ a third time the day of ,2020

ADOPTED the day of , 2020

MAYOR

CORPORATE OFFICER

VILLAGE OF ANMORE

BYLAW NO. 556-2016

A bylaw to provide for the designation of officers and the delegation of authority

WHEREAS section 146 of the *Community Charter* requires that Council must, by bylaw, establish officer positions having responsibility under sections 148 and 149 of the *Community Charter*;

AND WHEREAS section 147 of the *Community Charter* authorizes Council, by bylaw, to establish a chief administrative officer position having responsibility under section 147 of the *Community Charter*;

AND WHEREAS section 154 of the *Community Charter* authorizes Council, by bylaw, to delegate its powers, duties and functions, including those specifically established by an enactment;

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

CITATION

1. That this bylaw may be cited for all purposes as “Anmore Officer Designation and Delegation of Authority Bylaw No. 556-2016”.

DEFINITIONS

2. In this bylaw,

Chief Administrative Officer means the person appointed by Council to the position of Chief Administrative Officer of the Village;

Council means the elected council of the Village of Anmore.

Corporate Officer, also known as **Manager of Corporate Services, Village Clerk or Municipal Clerk**, means the person hired by the Village for the position of Corporate Officer of the Village;

Financial Officer means the person hired by the Village for the position of Financial Officer of the Village;

Village means the Village of Anmore, a municipality incorporated under the *Local Government Act* and the *Community Charter*.

ESTABLISHMENT OF OFFICER POSITIONS

3. The following positions are designated as officer positions for the Village;
 - (i) Chief Administrative Officer
 - (ii) Corporate Officer
 - (iii) Financial Officer
 - (iv) Manager of Development Services
 - (v) Bylaw Enforcement Officer
- 3.1 The Chief Administrative Officer is a legislated officer of the Village and is assigned the responsibility of chief administration pursuant to section 147 of the *Community Charter*. The Chief Administrative Officer is authorized to designate one or more deputies to act in his or her absence.
- 3.2 The Corporate Officer is a legislated officer of the Village and is assigned the responsibility of corporate administration pursuant to section 148 of the *Community Charter*.
- 3.3 The Financial Officer is a legislated officer of the Village and is assigned the responsibility of financial administration pursuant to section 149 of the *Community Charter*.
- 3.4 The Manager of Development Services is an officer of the Village and is assigned the responsibility of planning and development administration pursuant to the associated job description.
- 3.5 The Bylaw Enforcement Officer is an officer of the Village and may exercise the following powers on behalf of the Village:
 - (a) Enforcement of the Village's regulatory bylaws and related policies;
 - (b) Entry onto or into private premises to verify compliance with the Village's regulations, prohibitions or requirements pursuant to section 16 of the *Community Charter*;
 - (c) The service of summons pursuant to section 28 of the *Offence Act*; and
 - (d) For certainty, the issuance of Municipal Ticket Information as provided by Anmore Municipal Ticket Information Bylaw No. 217-1998, and any amendments thereto.

APPOINTMENT TO TWO OR MORE POSITIONS

4. Nothing in this bylaw shall prevent the appointment of the same person to two or more offices or positions.

SIGNING AUTHORITY

5. Except for provisions in this bylaw, any contract, agreement, debenture, plan or other document or instrument to be executed or approved by the Village shall be executed by the Mayor and Corporate Officer.

SERVICING AGREEMENTS

6. The Chief Administrative Officer is authorized, on behalf of the Village, to enter into works and services agreements pursuant to section 940(2)(b) of the *Local Government Act* in accordance with applicable Village bylaws regulating and requiring the provision of works and services in respect of the subdivision and development of land.

DELEGATION TO PERSONS HOLDING AN OFFICER POSITION

7. Where this bylaw delegates a power, duty or function to a named position, the delegation of the power, duty or function is to the person who from time to time holds the position and to any person who from time to time is the deputy of that person so appointed by Council.

NO DELEGATION BY A DELEGATE

8. For clarity, a person to whom a power, duty or function has been delegated under this bylaw has no authority to further delegate to another person any power, duty, or function that has been delegated by this bylaw.

SCOPE OF BYLAW

9. For clarity, subject to the *Local Government Act*, unless a power, duty or function of Council has been expressly delegated by this bylaw or another Village bylaw, all of the powers and duties and functions of Council remain with Council.

REPEALMENT

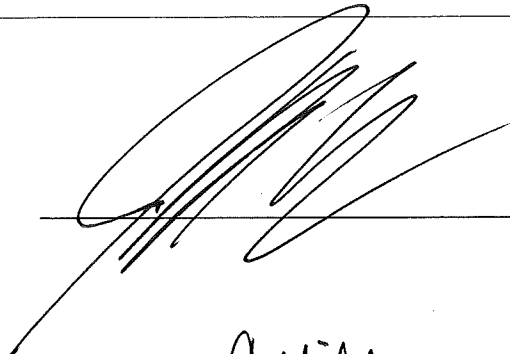
10. That "Anmore Officer & Delegation Bylaw No. 398-2005" is hereby repealed.

READ a first time the 4th day of October, 2016

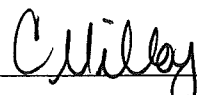
READ a second time the 4th day of October, 2016

READ a third time the 4th day of October, 2016

RECONSIDERED, FINALLY PASSED AND ADOPTED the 18th day of October, 2016



MAYOR



MANAGER OF CORPORATE SERVICES

Certified as a true and correct copy of "Anmore Officer Designation and Delegation of Authority Bylaw No. 556-2016".

October 18, 2016

DATE



MANAGER OF CORPORATE SERVICES

ENVIRONMENT COMMITTEE MEETING – MINUTES

Minutes of the Environment Committee Meeting held on
Monday, September 30, 2019 in Council Chambers at
Village Hall, 2697 Sunnyside Road, Anmore, BC



MEMBERS PRESENT

Councillor Paul Weverink, Chair
Grace Bergman
Trudy Schneider
Patricia Van Der Lingen

MEMBERS ABSENT

OTHERS PRESENT

Chris Boit, ISL Engineering

1. CALL TO ORDER

Chair Weverink called the meeting to order at 7:12 p.m.

2. APPROVAL OF THE AGENDA

It was MOVED and SECONDED:

That the Agenda be approved as circulated.

Carried unanimously

3. MINUTES

(a) Minutes of the Meeting held on May 16, 2019

It was MOVED and SECONDED:

That the Minutes of the Environment Committee meeting held on
May 16, 2019 be adopted as circulated.

Carried unanimously

4. BUSINESS ARISING FROM THE MINUTES

None.

5. UNFINISHED BUSINESS

Chair Weverink reported to Committee members that the recommendation of the Environment Committee regarding riparian area setbacks brought forward to Council was not supported by Council.

6. NEW BUSINESS**(a) Proposed Noxious Weed Bylaw**

Discussion points included:

- Inclusion of best practices for treatment of knotweed and other species
- Village communication plan and outreach
- Disposal methods
- Communication with Invasive Species Council to address private property
- Tailor to knotweed and hogweed

(b) Committee Vacancy

Councillor Weverink reported that there is a vacancy in the Environment Committee and that the Village will post for a member to fill the vacancy.

7. ADJOURNMENT

It was MOVED and SECONDED:

To adjourn this meeting at 8:05 p.m.

Carried Unanimously

Certified Correct:

Approved:

Karen Elrick
Manager of Corporate Services

Councillor Paul Weverink
Chair, Environment Committee

COMMUNITY ENGAGEMENT, CULTURE AND INCLUSION COMMITTEE MEETING – MINUTES



Minutes for the Community Engagement, Culture and Inclusion Committee
Meeting scheduled for Thursday, November 14, 2019 at 4:00 p.m. in
Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC

MEMBERS PRESENT

Councillor Polly Krier, Chair
Chloe Heisler
Kerri Palmer Isaak
Shaunda Moore

MEMBERS ABSENT

Trudy Schneider

OTHERS PRESENT

Karen Elrick, Manager of Corporate Services

1. CALL TO ORDER

Chair Krier called the meeting to order at 4:10 p.m.

2. APPROVAL OF THE AGENDA

Recommendation: That the agenda be approved as circulated.

CARRIED UNANIMOUSLY

3. MINUTES

(a) Minutes of the Meeting held on July 11, 2019 and Minutes of the Meeting held on September 12, 2019

Recommendation: That the Minutes of the Community Engagement, Culture and Inclusion Committee meeting held on July 11, 2019 and the Minutes of the Community Engagement, Culture and Inclusion Committee meeting held on September 12, 2019 be adopted, as circulated.

CARRIED UNANIMOUSLY

4. BUSINESS ARISING FROM THE MINUTES**(a) Ma Murray Day Survey**

Committee members agreed that it was still relevant to distribute an event survey.

The resolution will be before Council at the November 19, 2019 and Councillor Krier will get feedback on survey questions at that meeting.

5. UNFINISHED BUSINESS

None.

6. NEW BUSINESS**(a) Review of Bring Your Own Everything Event in Spirit Park – August 16, 2019**

Committee members recapped the event including the following points:

- Overall successful event and should continue next year
- Small but diverse group was in attendance which included new residents
- Challenge planning with weather dependency
- How to better market the event (Instagram?)

Action Item: Committee to bring this item back as an agenda item at a meeting in January or February 2020 to choose a date and discuss further ideas for 2020 event.

(b) Dementia Workshop – next steps

Cllr. Krier brought forward email communication from Massi Bakshian, Clinical Director of Safe Care Home Support regarding the potential for holding dementia friendly cafes to support families who have loved ones with dementia at the Village Hall.

IT WAS MOVED AND SECONDED:

That the Committee recommend THAT Council authorize the use of the Village Hall Council Chamber by Safe Care Home Support, once per month for a 2 hour daytime period, for the purpose of holding a dementia friendly café and THAT Council waive the rental fee.

Carried Unanimously

(c) Gordon Transitional House – collection of items

Committee members discussed the possibility of collecting items for the 3030 Gordon Transitional House. It was agreed to piggyback onto the Light Up Spirit Park event and that a tent could be set up for collection items at the event. Cllr. Krier will provide a list of items wanted for collection.

Action Item: Staff to include information regarding collection of items to Light Up Spirit Park event flyers. Cllr. Krier to communicate with staff regarding specific items being requested

(d) Welcome to Anmore Guide

Committee members discussed potential components of a Welcome to Anmore Guide and agreed to bring ideas for the guide to the next committee meeting.

7. ADJOURNMENT

It was MOVED and SECONDED:

To adjourn the meeting at 5:19 p.m.

CARRIED UNANIMOUSLY

Certified Correct:

“Karen Elrick”

Karen Elrick
Manager of Corporate Services

Approved:

“Polly Krier”

Councillor Polly Krier
Chair, Community Engagement, Culture
and Inclusion Committee

PUBLIC HEARING– MINUTES

Minutes for the Public Hearing scheduled for
Tuesday, December 3, 2019 at 7:00 p.m. in Council Chambers at
Village Hall, 2697 Sunnyside Road, Anmore, BC



ELECTED OFFICIALS PRESENT

Mayor John McEwen (Chair)
Councillor Tim Laidler
Councillor Kim Trowbridge
Councillor Paul Weverink

ABSENT

Councillor Polly Krier

OTHERS PRESENT

Juli Halliwell, CAO
Jason Smith, Manager of Development Services

1. Call to Order

The public hearing was called to order 7:02 p.m.

2. Opening Statement by Chair – Mayor John McEwen

Mayor John McEwen read the public hearing statement which is included as Attachment 1 and forms part of these minutes.

The CAO confirmed that legislative requirements for notice of the each of the public hearings were met and that no written submissions were received for either public hearing.

3. Presentation of Zoning Bylaw Amendment Bylaw No. 612-2019 (Zoning Bylaw Amendments)

Mr. Jason Smith, Manager of Development Services provided an overview of the proposed bylaw amendment:

a. Comments from the Public

Joan Walker, 110 Hemlock, asked whether or not suites would be permitted in a newly constructed home on the newly created lot.

4. Close of Public Hearing

Mayor McEwen called for speakers for the third and final time and seeing none declared the public hearing closed at 7:05 p.m.

Karen Elrick
Corporate Officer

John McEwen
Mayor



The Office of the
Ombudsperson

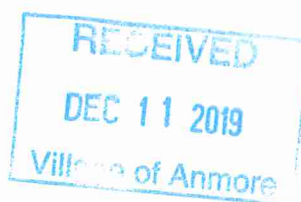
2nd floor – 947 Fort Street
PO Box 9039 STN PROV GOVT
Victoria BC V8W 9A5

www.bcombudsperson.ca

General Inquiries: 250-387-5855
Toll-Free: 1-800-567-3247
Fax: 250-387-0198

Ms. Juli Halliwell
Chief Administrative Officer
Village of Anmore
2697 Sunnyside Rd.
ANMORE BC V3H 5G9

December 5, 2019



Dear Ms. Halliwell,

RE: Quarterly Report: July 1 – September 30, 2019

This package of documents details the complaint files the Office of the Ombudsperson closed for **the Village of Anmore** between July 1 and September 30, 2019. This package does not include information about complaint files that are currently open with our office. As required by the *Ombudsperson Act*, this report provides information about the complaint files we closed regarding your organization within the last quarter, including both files we investigated and files we closed without investigation. No action is required on your part, however we hope that you will find this information useful and share it within your organization.

Enclosed you will find a detailed report containing the following:

- The number of files our office closed in the last quarter regarding your organization and the category under which these files were closed. The categories we use to close files are based on the sections of the *Ombudsperson Act*, which gives the Ombudsperson the authority to investigate complaints from the public regarding authorities under his or her jurisdiction. A more detailed description of our closing categories is available on our website at: <https://bcombudsperson.ca/qg-glossary>.
- If applicable, copies of all closing summaries from investigated files that were closed during the last quarter. Our office produces closing summaries for *investigated* files only, and not for enquiries or those we choose not to investigate. These summaries provide an overview of the complaint received, our investigation and the outcome.
- If applicable, a summary of the topics identified in all complaints that were closed in the last quarter for your organization. Our office tracks the topics of complaints we investigate and those we close without investigation (we do not track this information for enquiries). We track general complaint topics for all complaints we receive, and when applicable, we include authority-specific and/or sector-specific topics for your organization and/or sector. Because complaints are confidential, we do not share complaint topic information if we received too few complaints to preserve the complainants' anonymity.

40
years
1979-2019

B.C.'s Independent Voice for Fairness



If you have questions about our quarterly reports, or if you would like to sign up for our mailing list to be notified of educational opportunities provided by our Prevention Initiatives Team, please contact us at 250-508-2950 or consult@bcombudsperson.ca.

Yours sincerely,

Jay Chalke
Ombudsperson
Province of British Columbia

Enclosures

Quarterly report for Village of Anmore for July 1 – September 30, 2019

Type of complaint closure	# closed
Enquiries – Many people who contact us are not calling to make a complaint, but are seeking information or advice. These contacts are classified as <i>Enquiries</i> to distinguish them from <i>Complaints</i> , which are requests that our office conduct an investigation.	0
Complaints with No Investigation – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i> . We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i> .	1
Early Resolution Investigations – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.	0
Complaint Investigations – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i> .	Total: 0
<i>Reason for closing an Investigation:</i>	
Pre-empted by existing statutory right of appeal, objection or review.	0
Investigation ceased with no formal findings under the <i>Ombudsperson Act</i> .	
More than one year between event and complaint	0
Insufficient personal interest	0
Available remedy	0
Frivolous/vexatious/trivial matter	0
Can consider without further investigation	0
No benefit to complainant or person aggrieved	0
Complaint abandoned	0
Complaint withdrawn	0
Complaint settled in consultation with the authority - When an investigation leads us to conclude that action is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration.	0
Complaint substantiated with formal findings under the <i>Ombudsperson Act</i> .	0
Complaint not substantiated under the <i>Ombudsperson Act</i> .	0
Ombudsperson Initiated Investigations – The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.	0

For more detailed information about the complaint closing categories used by our office, please see our glossary of terms at: <https://www.bcombudsperson.ca/resources/information-public-bodies/fairness-quick-tips>. To obtain a more detailed breakdown of the complaints closed for your authority for the quarter, please contact us at consult@bcombudsperson.ca.

The tables below summarize the complaint topics we are tracking for your sector and/or authority and the number of times this topic was identified in the files (investigated and non-investigated complaints) that were closed in the most recent quarter.

If you would like more information on the types of complaints we receive, please contact our Prevention Initiatives Team: email us at consult@bcombudsperson.ca or call us at 250-508-2950.

Sector-Specific Complaint Topics - All Local Government

Bylaw Enforcement	58	36%
Council Member Conduct (incl. Conflict of Interest)	16	10%
Official Community Plan/Zoning/Development	26	16%
Fees/Charges (incl. Taxes)	15	9%
Procurement	1	1%
Services (incl. Garbage, Sewer, Water)	15	9%
Response to Damages Claim	7	4%
Other	25	15%

General Complaint Topics - All Local Government

Decision/Outcome - Disagreement with	83	38%
Accessibility	2	1%
Delay	11	5%
Administrative error	3	1%
Treatment by staff	17	8%
Communication	25	12%
Process/Procedure	56	26%
Complaint/Review/Appeals Process	7	3%
Employment/Labour Relations	3	1%
Other	10	5%



December 18, 2019

Honourable Katrine Conroy
Minister of Children & Family Development
PO Box 9422 STN PROV GOVT
Victoria, BC, V8W 9V1

Honourable Katrina Chen
Minister of State for Childcare
PO Box 9422 STN PROV GOVT
Victoria, BC, V8W 9V1

RE: \$10 a Day Child Care Plan

Dear Ministers,

Childcare in the Alberni-Clayoquot Regional District (ACRD) is a top concern for young families. This influences the recruitment and retention of young families in our community and our overall economic prosperity. While increasing the number of affordable childcare spaces is a need, we must also support the development of safe, nurturing environments and the early year's profession, which employs numerous individuals in our region.

This was highlighted at the regular ACRD Board of Directors meeting of November 27, 2019 where the following resolution was adopted:

"THAT the Alberni-Clayoquot Regional District Board of Directors write the provincial government and request they expedite the \$10aDay Child Care Plan implementation universally and play an active role in advocating for provincial level changes and cc all local governments."

Results of the 2019 ACRD Child Care Needs Assessment (attached) validate the economic and social toll of the current childcare system. This necessitates significant investment and focused activities to both increase the number of quality childcare spaces available to families and to strengthen the childcare sector to champion these changes. The return on investment for communities is significant; not only will parents be able to return to work, but also the resilience of children will increase through quality early care and education, with the ultimate outcome being healthier, more productive citizens, and stronger social and economic sustainability.

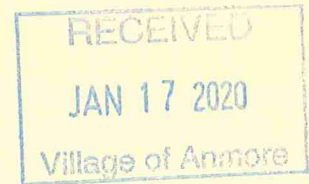
Your consideration of our request is greatly appreciated.

Sincerely,

John Jack,
Chairperson

ACRD Child Care Needs Assessment Available at:
https://www.acrd.bc.ca/dms/documents/agendas/2019-board-of-directors-meeting/acrd_child_care_needs_assessment_2019.pdf

cc. local governments



January 13, 2020

Ref: 216939

Dear Mayors:

I am pleased to announce the launch of the 2020 Premier's Awards for Excellence in Education, effective today. Following another successful Awards program and celebratory event in October of this past year, government is once again proud to recognize the enormous contributions of British Columbia's exceptional teachers, administrators and support staff who are vital to the cultural, economic and social well-being of the province. The Awards recognize all outstanding education professionals who have made exceptional contributions to benefit their school, their students and their communities.

The Awards are open to all education professionals within the BC K-12 public, independent or First Nations school systems. This year, Awards will be given in the following categories:

- Community Engagement
- District Leadership
- Extracurricular Leadership
- Indigenous Education
- Outstanding New Teacher
- Outstanding Support (School Community)
- Outstanding Support (Teaching Assistant)
- Outstanding Team Collaboration
- School Leadership
- Social Equity and Diversity

Nominations are now open and are welcomed from all BC citizens, including students, parents, teachers, administrators, trustees and community organizations. The deadline to submit nominations is April 30, 2020.


Additional information on the Awards, including a downloadable poster and brochure, can be found on the Premier's Awards for Excellence in Education website at:

www.gov.bc.ca/excellenceineducation. In addition to posting the enclosed posters in your offices, your assistance is appreciated in distributing electronic copies of these through your newsletters and communications with staff and community citizens.

.../2

Thank you in advance for your participation in, and promotion of, the Premier's Awards for Excellence in Education, which will ensure that British Columbia's very best receive the recognition that they deserve.

Sincerely,

A handwritten signature in dark ink, appearing to read "Rob Fleming". The signature is fluid and cursive, with the first name "Rob" being more prominent than the last name "Fleming".

Rob Fleming
Minister

Enclosure

DEC 23 2019

Juli Halliwell, Chief Administrative Officer
Village of Anmore
2697 Sunnyside Road RR1
Anmore, BC V3H 5G9



Dear Ms. Halliwell:

Re: 2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver

Metro Vancouver 2040: Shaping our Future (Metro 2040), the regional growth strategy, encourages member jurisdictions to “develop healthy and complete communities with access to a range of services and amenities” (Strategy 4.2). In addition to being a key component of healthy and complete communities, child care supports economic development for both families and communities.

To support its member jurisdictions, Metro Vancouver compiled a current inventory of licensed child care spaces and a survey of child care policies and regulations in communities across the region. The *2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver* found that Metro Vancouver has on average 18.6 childcare spaces per 100 children aged 12 and under (up from 18.5 in 2015 and 16 in 2011). It also found that communities are taking a variety of actions to support the creation of new child care spaces including developing child care strategies, providing grants, providing local government building space, or identifying child care facilities as a community amenity in the development approvals process.

At its November 29, 2019 regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) received the report and adopted the following resolution:

That the MVRD Board:

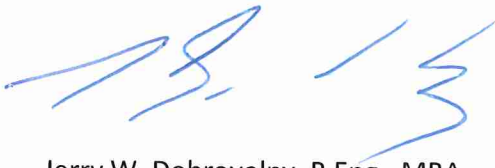
- a) receive for information the report dated October 17, 2019, titled “2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver”; and*
- b) direct staff to forward the “2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver” and its attachment to member jurisdictions for information.*

Please find enclosed a copy of the *2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver* for your reference. We hope this report supports your community’s efforts to grow the number of child care spaces and build healthy, family-friendly, and complete communities.

33891114

If you have questions about this report please contact Erin Rennie, Senior Planner, Regional Planning and Housing Services, by telephone at 778-452-2690 or by email at Erin.Rennie@metrovancover.org.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'J. Dobrovoly', with a stylized flourish at the end.

Jerry W. Dobrovoly, P.Eng., MBA
Commissioner/Chief Administrative Officer

JWD/HM/er

Encl: Report dated October 17, 2019, titled "2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver" (Doc# 32736142)

33891114



To: Regional Planning Committee

From: Erin Rennie, Senior Planner, Regional Planning

Date: October 17, 2019 Meeting Date: November 8, 2019

Subject: **2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver**

RECOMMENDATION

That the MVRD Board:

- a) receive for information the report dated October 17, 2019, titled “2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver”; and
 - b) direct staff to forward the “2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver” and its attachment to member jurisdictions for information.
-

PURPOSE

To convey the attached report titled “2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver” to the Regional Planning Committee and MVRD Board.

BACKGROUND

The first survey of child care spaces and policies in Metro Vancouver was prepared by Metro Vancouver in 2011 and an update was released in 2015 (References 1 and 2). In 2019, the survey was updated and expanded to include additional information. This report conveys the *2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver* (the *2019 Survey*) to the Committee and Board (see Attachment). The preparation of the updated report advances Regional Planning’s mandate to provide information and research to support member jurisdictions in the creation of complete communities, Goal 4 of *Metro Vancouver 2040: Shaping our Future (Metro 2040)*, the regional growth strategy, and is intended to provide a resource for members and other interested stakeholders.

CHILD CARE AND COMPLETE COMMUNITIES

Metro 2040 encourages member jurisdictions to “Focus growth in Urban Centres and Frequent Transit Development Areas” (Strategy 1.2) and to “Develop healthy and complete communities with access to a range of services and amenities” (Strategy 4.2). In addition to being a key component of healthy and complete communities, child care also supports economic development for both individual families and communities. Locating child care spaces in Urban Centres and along the Frequent Transit Network supports the region’s objective to manage growth and build complete, transit-oriented communities.

In British Columbia, child care planning is a shared responsibility with the BC Government, health authorities, local governments including First Nations, the not-for-profit sector, and the private sector all playing a role. Metro Vancouver supports child care planning by providing its member jurisdictions with data on the number of child care spaces, number of children under 12, and an inventory of local child care policies from land use planning agencies in Metro Vancouver. In addition, the Regional

Planning Advisory Committee's Social Issues Subcommittee is convened quarterly by Metro Vancouver and is a venue for social planners in the region to share best practices and coordinate efforts across member jurisdiction boundaries. Many Metro Vancouver member jurisdictions are recipients of the new BC Community Child Care Planning Grant Program (Reference 3) funded by the BC Government and administered by the Union of BC Municipalities. Data contained in the *2019 Survey* will help support the planning work required under this grant program.

KEY FINDINGS

The 2019 Survey of Child Care Spaces and Policies in Metro Vancouver was completed in cooperation with the Regional Planning Advisory Committee Social Issues Subcommittee (RPAC-SIS). The *2019 Survey* focuses on three areas: an inventory of child care spaces; a summary of child care policies and regulations; and some broad considerations for increasing the supply of child care spaces. It also provides a brief review of the provincial role in child care regulation and funding. The child care spaces data reported was obtained from the Vancouver Coastal Health Authority and the Fraser Health Authority. The data is current as of March/April 2019 and should be considered an estimate only.

The key findings of the *2019 Survey* are:

- The number of children under the age of 12 in Metro Vancouver is growing and projected to continue to grow by approximately 7.6% over the near term (from 325,142 in 2019 to 350,068 in 2024).
- Currently, Metro Vancouver has on average 18.6 childcare spaces per 100 children aged 12 and under, which is below the 2016 national average of 27.2 spaces per 100 children.
- The number of spaces per child under 12 has improved slightly between 2015 and 2019 (18.5 to 18.6) and is up from the 16 spaces per child reported in 2011.
- Six respondents offer grants for child care capital projects; four offer grants for child care operating costs.
- Eight respondents have a stand-alone child care strategy.
- Eleven respondents identify child care facilities as a community amenity in the development approvals process.
- Fifteen respondents support child care through the provision of local government building space (e.g. rent-free, reduced lease, or market lease). This may be a single property or multiple sites.

ALTERNATIVES

This report is provided for information only. No alternatives are presented.

FINANCIAL IMPLICATIONS

There are no financial implications to this report. The report was completed as part of Regional Planning's regular work plan.

SUMMARY / CONCLUSION

Regional Planning staff prepared the *2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver*. The report updates previous child care surveys prepared by Metro Vancouver in 2011 and 2015. The *2019 Survey* found a small increase in child care spaces from 18.5 spaces per 100 children under 12 in 2015 to 18.6 in 2019. The *2019 Survey* also found that local governments are taking a range of approaches to facilitate child care provision and operation in their local context. This information is intended to support member jurisdictions and local governments in planning for complete communities, thereby supporting implementation of Goal 4 of *Metro 2040*.

Attachment

2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver

References

1. [A Municipal Survey of Child Care Spaces and Policies in Metro Vancouver, 2015](#)
2. [A Municipal Survey of Child Care Spaces and Policies in Metro Vancouver, 2011](#)
3. [BC Community Child Care Planning Program, UBCM](#)

32736142