

## REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for  
Tuesday, February 18, 2020 at 7:00 p.m. in Council Chambers at Village  
Hall, 2697 Sunnyside Road, Anmore, BC



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1. **Call to Order**

2. **Approval of the Agenda**

Recommendation: That the Agenda be approved 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.**

None.

5. **Adoption of Minutes**

Page 4 (a) **Minutes of the Regular Council Meeting held on February 4, 2020**

Recommendation: That the Minutes of the Regular Council Meeting held on February 4, 2020 be adopted, as circulated.

6. **Business Arising from Minutes**

7. **Consent Agenda**

Page 9 (a) **Tri-Cities Foundry Letter of Support.**

Recommendation: That Council direct staff to provide a letter of support under the signature of the Mayor to SHARE Society in support of SHARE Society's efforts to create a youth service hub in the Tri-Cities.

Page 10 (b) **Spring 2020 Mayors' Caucus**

Recommendation: That Council authorize the Mayor to attend the Spring 2020 Mayors' Caucus in Whistler on Tuesday, May 5, 2020.

Page 12 (c) **City of Port Moody – Request for Universal Public National Pharmacare Program**

Recommendation: That Council receive the letter dated February 4, 2020 from City Port Moody regarding Universal Public National Pharmacare.

Page 16 (d) **UBCM Poverty Reduction Planning and Action Grant for regional food security – City of Port Moody.**

Recommendation: That Council support the application to UBCM for the Poverty Reduction Planning and Action Grant for regional food security by the City of Port Moody on behalf of Tri-Cities communities; and That Council support the City of Port Moody to apply for, receive, and manage the grant funding on behalf of Village of Anmore.

Page 21 (e) **School District No. 43 Assistance in Regional Sewer System Connection**

Recommendation: That Council direct staff to send the letter attached to the February 18, 2020 regular council meeting agenda to School District No. 43 regarding School District No. 43 Assistance in Regional Sewer System Connection.

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

9. **Legislative Reports**

Page 23 (a) **Procedure Bylaw Amendment**

Report dated February 14, 2020 from the Manager of Corporate Services attached.

Page 58 (b) **Water Rates and Regulations Bylaw Amendment**

Recommendation: THAT Council grant first, second, and third readings to Anmore Water Rates and Regulations Amendment Bylaw No. 617-2020.

Page 59 (c) **Solid Waste Management Bylaw Amendment**

Recommendation: THAT Council grant first, second, and third readings to Anmore Solid Waste Management Amendment Bylaw No. 618-2020.

Page 60 (d) **Anmore Green Estates and School District 43 Local Area Service Establishment Bylaw**

Recommendation: THAT Council adopt Anmore Green Estates and School District 43 Local Area Service Establishment Bylaw No. 616-2020.

**10. Unfinished Business**

**11. New Business**

None.

**12. Mayor's Report**

**13. Councillors Reports**

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

**15. Information Items**

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

None.

**(b) General Correspondence**

Page 72 - Metro Vancouver Board in Brief for meetings held on January 31, 2020

Page 78 - BCSPCA Open House – Saturday February 22, 2020

**16. Public Question Period**

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

**17. Adjournment**

## REGULAR COUNCIL MEETING – MINUTES

Minutes for the Regular Council Meeting scheduled for  
Tuesday, February 4, 2020 at 7:00 p.m. in Council Chambers at Village  
Hall, 2697 Sunnyside Road, Anmore, BC



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### ELECTED OFFICIALS PRESENT

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

### ABSENT

### OTHERS PRESENT

Juli Halliwell, CAO  
Karen Elrick, Manager of Corporate Services  
Jason Smith, Manager of Development Services

#### 1. Call to Order

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

#### 2. Approval of the Agenda

It was MOVED and SECONDED:

R009/20 That the Agenda be approved as amended to include an updated Bylaw No. 616-2020 which is Attachment 2 to Item 9 (a) of this agenda.

Carried unanimously

The updated Anmore Green Estates and School District 43 Local Area Service Bylaw No. 616-2020 is included as Attachment 1 to the original minutes.

#### 3. Public Input

None.

#### 4. Delegations

Representatives from First Anmore Scouts Canada provided an update on past year activities noting that there are currently 45 youth involved in Scouts in Anmore.



**5. Adoption of Minutes****(a) Minutes of the Regular Council Meeting held on January 28, 2020**

It was MOVED and SECONDED:

R010/20                      That the Minutes of the Regular Council Meeting held on January 28, 2020 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) Anmore Green Estates and School District 43 Local Area Service Establishment Bylaw**

Ms. Juli Halliwell, CAO, provided an overview of the staff report and process for initiating the Local Area Service Establishment Bylaw.

It was MOVED and SECONDED:

R011/20                      THAT Council receive the Certificate of Sufficiency dated January 31, 2020 pertaining to the proposed Anmore Green Estates and School District 43 Local Area Service Establishment Bylaw No. 616-2020;

AND THAT Council grant first, second, and third readings to Anmore Green Estates and School District 43 Local Area Service Establishment Bylaw No. 616-2020.

Carried unanimously

**(b) Fire Protection Bylaw Updates**

It was MOVED and SECONDED:

R012/20 THAT Council:

- A. Adopt Anmore Fire Protection Bylaw Amendment Bylaw No. 610-2020; and
- B. Adopt Anmore Municipal Ticket Information Utilization Bylaw Amendment Bylaw No. 613-2020; and
- C. Adopt Anmore Fees and Charges Bylaw Amendment Bylaw No. 614-2020.

Carried unanimously

**(c) Officer Designation and Delegation of Authority Bylaw**

It was MOVED and SECONDED:

R013/20 THAT Council adopt Anmore Officer Designation and Delegation of Bylaw No. 615-2020.

Carried unanimously

**10. Unfinished Business**

None.

**11. New Business****(a) 2020 Anmore Community Grant Requests**

Ms. Juli Halliwell, CAO, provided an overview of the applications received for the 2020 Anmore Community Grant Requests.

It was MOVED and SECONDED:

R014/20 That Council approve the community grants as outlined in the report dated January 31, 2020 from the Chief Administrative Officer regarding 2020 Anmore Community Grant Requests.

Carried unanimously

**(b) School District 43 request for expanded Fraser Sewerage Area for Eagle Mountain Middle School**

It was MOVED and SECONDED:

R015/20 THAT Council request the Greater Vancouver Sewerage & Drainage District to amend the Fraser Sewerage Area for Eagle Mountain Middle School to include all School District No. 43 owned lands at the middle school site.

Carried unanimously

**12. Mayor's Report**

Mayor McEwen reported that:

- He attended the Tri City Chamber of Commerce Awards Gala on Saturday night where some local businesses were recognized
- RCMP should be made aware that there are youth loitering in the gazebo at Spirit Park. Ms. Halliwell noted that RCMP has been notified to monitor.
- Traffic bollards could be reviewed at Mossom Creek Road and/or along the corner
- An update was provided regarding the Coronavirus from the federal government

**13. Councillors Reports**

Councillor Krier reported that:

- Cllr. Krier along with Cllr. Dilworth from Port Moody and MLA Robinson bartended at the Light Up Spirit Park event in December
- She represented the Village at SUCCESS open house who work to provide settlement services and integration for new citizens
- She attended Civic Centre interviews and Public Hearing in December
- She attended Sasamat Volunteer Fire Department Christmas party
- Along with Community Engagement Culture and Inclusion (CECI) members delivered food and clothing to SHARE and 3030 Gordon transition house that was collected at Light Up Spirit Park event
- She attended TransLink launch of Rapid Bus Service
- She attended CECI meeting on January 9 and encouraged community members to participate in the survey of community events
- She supported the Scouts Bottle Drive
- She called in to the Committee of the Whole Meeting
- She supports Mayor McEwen's post regarding the David ROW connection

Councillor Weverink commented on the removal of David Avenue Right of Way.

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

Ms. Juli Halliwell, CAO, reported that:

- Finance Committee meeting will be held on Thursday, February 13 at 5:30 p.m.
- A team meeting with the architect and subcontractor team for the Civic Centre project was held the timeline anticipates the project tender in the fall.

**15. Information Items****(a) Committees, Commissions and Boards – Minutes**

- Draft Minutes of the Committee of the Whole Meeting held on January 21, 2020

**(b) General Correspondence**

None.

**16. Public Question Period****17. Adjournment**

It was MOVED and SECONDED:

R016/20                      THAT the meeting be adjourned at 7:30 p.m.

Carried Unanimously

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Karen Elrick  
Corporate Officer

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John McEwen  
Mayor



0400-01/20

February 18, 2020

SHARE Society  
104-3020 Lincoln Avenue  
Coquitlam, BC V3B 6B4

Attention: Claire McLean, CEO

Via email: [claire.maclean@sharesociety.ca](mailto:claire.maclean@sharesociety.ca)

RE: Support for TriCities Foundry

On behalf of Village of Anmore Council, please accept this letter of support for SHARE Society's efforts to create a youth service hub in the Tri-Cities.

Council is supportive of a Tri-Cities Foundry which would bring together the services of physicians, nurse practitioners, counsellors, peer mentors, family support workers, sexual health clinicians and more to support the needs of youth aged 12-24 years in the Tri-Cities area.

Regards,

John McEwen  
Mayor  
T 604-469-9877  
[john.mcewen@anmore.com](mailto:john.mcewen@anmore.com)



# OFFICE OF THE MAYOR CITY OF PRINCE RUPERT

424 - 3rd Avenue West, Prince Rupert, B.C. V8J 1L7  
[www.princerupert.ca](http://www.princerupert.ca)

February 4, 2020

Dear fellow Mayor,

I'd like to formally invite you this year's Spring 2020 Mayors' Caucus in Whistler on Tuesday, May 5<sup>th</sup> 2020 – the day before the LMLGA begins in Whistler.

Mayor Jack Crompton and I are co-hosting this year, and will be building upon conversations that happened last year in Prince George. The event this year will have a slightly different format. We decided to laser into one particular issue of substance: **the property taxation model and refreshing the Fiscal Futures report.**

Regardless if you are a big city or small, urban or rural, most – if not all of us, are caught in an outdated system with only one primary tool to collect resources - **property taxes**. If we continue down this path with the challenges of the 21<sup>st</sup> Century already at our doorstep, we are certain to be caught in an infinite tax increase/slashing of services/begging for grants loop with no end in sight.

With the need to service major infrastructure deficits, increase core servicing, participate in affordable housing/homelessness issues, revive our downtowns, ensure proper economic & social opportunities, tackle climate change, and the list goes on... The property tax model simply will not be sustainable for the long term future. In addition, it ensures we are put into a perpetual conflictual relationship with residents, businesses and industries alike - and I believe something **must** change for us to be fiscally independent for the long term future.

The UBCM has struck a committee to refresh the Fiscal Futures report and have commissioned Frank Leonard to facilitate the process. I'm asking for you to attend to review this refreshed report and to ensure this document reflects the will of the Mayors of BC.

This day will be focused and straight to the point. In the morning we will have a workshop on the report and suggest necessary changes. In the afternoon, we will have a discussion regarding the Mayors' Caucus specifically and generate ideas on how to become more effective as a group. We will also discuss ideas on how to properly advocate the findings and recommendations of the Fiscal Futures report.

There may be opportunity to discuss another topic in the later part of the afternoon and if you have any suggestions on what that topic should be, please e-mail me as I'd like that

to be a collaborative process.

Finally, we will finish off with a networking reception with generous appetizers and a no-host bar. The following morning will be a Women Mayors' Caucus event from 9am-noon before the LMLGA begins (more details to follow in the coming weeks).

I hope many of you attend this year as the intention is to become the 'tip of a spear' and begin to focus on levers in which we can collectively lean on together.

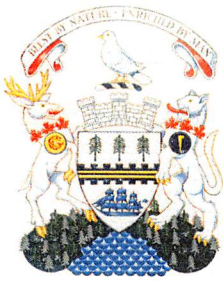
We all share in the same issues at different scales, and we should become a support network for one another as we navigate finding solutions on the front lines of society's challenges.

See you in May!

Sincerely,

A handwritten signature in black ink, appearing to read 'Lee Brain', with a stylized flourish at the end.

Mayor Lee Brain



# CITY OF PORT MOODY

OFFICE OF THE MAYOR

February 4, 2020

To All BC Municipalities,

On January 14, 2020, at a Regular Meeting of Council, Port Moody City Council passed the following resolution:

Moved, seconded, and CARRIED

**WHEREAS** the City of Port Moody has recognized and has demonstrated over the past years its commitment to the importance of healthy citizens as the foundation of a healthy, engaged, and economically vibrant community;

**AND WHEREAS** the over 3 million Canadians, including many in our local communities, don't take medicines prescribed by their doctors because they can't afford them;

**AND WHEREAS** Canada is currently the **ONLY** country with a National Medicare Program that does not have a National Pharmacare Program;

**AND WHEREAS** the risk of having no insurance for medicines is high among lower income Canadians which includes the service industry, precarious working, and seasonal workers;

**AND WHEREAS** studies show that adding a National Pharmacare Program to our National Health Care System would lower costs to businesses by over \$8 billion per year, providing Canadian companies competitive advantages in international trade;

**AND WHEREAS** recent research confirms that these gains can be achieved with little or no increase in public investment;

**AND WHEREAS** municipal government expenses for employee benefits would be significantly reduced by a National Pharmacare Program;

**AND WHEREAS** a national prescription drug formulary would support better quality prescribing, including reducing dangerous and inappropriate prescribing to Canadian seniors;

**AND WHEREAS** a National Pharmacare plan is a sound policy, both economically and socially, the City of Port Moody express its support for the creation of a National Pharmacare program as an extension of Canadian Medicare, since health and economic studies now show that such a policy would improve health in municipalities, give local businesses a competitive advantage in the global marketplace, and lower costs for municipal government on taxpayers;

**THEREFORE BE IT RESOLVED THAT** the City of Port Moody call on the Federal Government to work with the provinces and territories to develop and implement a



**Universal Public National Pharmacare program as one of the first orders of business after the 2019 election;**

**AND THAT this letter be forwarded to all BC municipalities asking to write their support as well.**

Attached is the letter that the City of Port Moody sent to the Honourable Patty Hajdu, Minister of Health requesting the Federal Government to start working with the provinces and territories to develop and implement a Universal Public National Pharmacare Program.

We hope that you will join the City of Port Moody and write to the Minister of Health to support the creation of a National Pharmacare Program for all Canadians.

Thank you for your consideration.

Sincerely,



Mayor Rob Vagramov  
City of Port Moody

**Attachments:**

1. Letter dated February 4, 2020 to the Minister of Health regarding National Pharmacare Program
2. Report dated December 17, 2019 from Councillor Amy Lubik regarding Supporting Universal National Pharmacare



# CITY OF PORT MOODY

OFFICE OF THE MAYOR

February 4, 2020

Email: [hcminister.ministresc@canada.ca](mailto:hcminister.ministresc@canada.ca)

Honourable Patty Hajdu, Minister of Health Canada  
Address Locator 0900C2  
Ottawa, Ontario K1A 0K9

To Honourable Patty Hajdu,

On January 14, 2020, at a Regular Meeting of Council, Port Moody City Council passed the following resolution:

Moved, seconded, and CARRIED

**WHEREAS the City of Port Moody has recognized and has demonstrated over the past years its commitment to the importance of healthy citizens as the foundation of a healthy, engaged, and economically vibrant community;**

**AND WHEREAS the over 3 million Canadians, including many in our local communities, don't take medicines prescribed by their doctors because they can't afford them;**

**AND WHEREAS Canada is currently the ONLY country with a National Medicare Program that does not have a National Pharmacare Program;**

**AND WHEREAS the risk of having no insurance for medicines is high among lower income Canadians which includes the service industry, precarious working, and seasonal workers;**

**AND WHEREAS studies show that adding a National Pharmacare Program to our National Health Care System would lower costs to businesses by over \$8 billion per year, providing Canadian companies competitive advantages in international trade;**

**AND WHEREAS recent research confirms that these gains can be achieved with little or no increase in public investment;**

**AND WHEREAS municipal government expenses for employee benefits would be significantly reduced by a National Pharmacare Program;**

**AND WHEREAS a national prescription drug formulary would support better quality prescribing, including reducing dangerous and inappropriate prescribing to Canadian seniors;**

**AND WHEREAS a National Pharmacare plan is a sound policy, both economically and socially, the City of Port Moody express its support for the creation of a National Pharmacare program as an extension of Canadian Medicare, since health and economic studies now show that such a policy would improve health in municipalities, give local businesses a competitive advantage in the global marketplace, and lower costs for municipal government on taxpayers;**

**THEREFORE BE IT RESOLVED THAT the City of Port Moody call on the Federal Government to work with the provinces and territories to develop and implement a Universal Public National Pharmacare program as one of the first orders of business after the 2019 election;**

**AND THAT this letter be forwarded to all BC municipalities asking to write their support as well.**

With the costs of housing, food, and livability increasing daily, having the expense of medications adds another burden to peoples financial means. This can mean hard choices between medications and other needs and/or improper use of medications, especially for folks working in precarious employment sectors.

A recent study found that over 300,000 people had additional doctor visits, 93,000 had to go to the emergency department and 26,000 people were admitted to hospital – all because they couldn't pay for their medications. That creates a significant burden on the health care system, one that we can alleviate with a national drug plan.

The Pharmacare Program has been an initiative supported by the majority of Canadians, but it has yet to come to pass despite support from at least three federal parties. Health and wealth inequalities are growing across Canada and impact Port Moody residents, including a growing elder population; British Columbians may be hardest hit by lack of universal coverage, despite recent changes to provincial drug coverage, as demonstrated in a 2018 cross-institutional study.

Port Moody City Council is calling on the Canadian Minister of Health, for the second time, to create a Universal Public National Pharmacare program.

Regards,



Mayor Rob Vagramov  
City of Port Moody

CC: British Columbia Municipalities

# Poverty Reduction Planning & Action

## 2020 Application Form for Stream 1- Plans & Assessments

Please complete and return the application form and all required attachments by February 28, 2020. All questions are required to be answered by typing directly in this form.

If you have any questions, contact [lgps@ubcm.ca](mailto:lgps@ubcm.ca) or (250) 952-9177.

SECTION 1: Applicant Information	AP- <i>(for administrative use only)</i>
Name of Local Government: City of Port Moody	Complete Mailing Address: 100 Newport Drive, Port Moody, BC, V5H s3C
Contact Person: Mary De Paoli	Position: Manager of Policy Planning
Phone: (604) 469-4702	E-mail: mdepaoli@portmoody.ca

\*Contact person must be an authorized representative of the applicant

SECTION 2: <u>For Regional Projects Only</u>
<p><b>1. Identification of Partnering Communities.</b> For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 3 in the <i>Program &amp; Application Guide</i> for eligibility.</p> <p>Port Moody, Port Coquitlam, Coquitlam, Anmore, Belcarra</p>
<p><b>2. Rationale for Regional Projects.</b> Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p> <p>Each of the municipalities, Port Moody, Port Coquitlam and Coquitlam as well as the Village of Anmore are committed to a collaborative approach to addressing issues related to Food Security. An assessment of the state of Food Security and the Food System of the Tri-cities and Anmore as a collective will ensure consistent data and prevent redundancy, which could occur if the three municipalities were to attempt an individual assessments. Having on coordinated approach will be much more cost effective and provide much more robust information for the cities to utilize. The funding allocation can be streamlined to one consultant producing one report for the whole region.</p> <p>There is a general understanding that residents of each of the Cities access community resources throughout the Tri-Cities. It stands to reason that a collective approach to assessing the components of the Food Systems of the Cities as a region will provide the most useful data.</p>

This advantages of a regional approach is already demonstrated by the organization of other programs including having one School District - SD43 and one Health Authority - Fraser Health.

There are also a number of other cross-boundry partnerships that provide services to community members regardless of which city they live, including but not limited to: The SHARE Food Bank operates Food Banks in Coquitlam, Port Coquitlam and Port Moody; Tri-Cities Community Partnership (HCP); WestCoast Families; S.U.C.C.E.S.S. Data collected and reporting out to these partners is much more valueable as a region.

### SECTION 3: Project Information

#### 3. Project Information

- A. Project Title: (Tri-Cities Community Food Security Assessment Project
- B. Proposed start and end dates. Start: May 1, 2020 End: April 30, 2021
- C. Total proposed project budget: \$76,850.00
- D. Total grant request: \$76,850.00

#### 4. A. **Proposed Focus Areas.** Please indicate which of the six priority action areas (as identified in *TogetherBC*) will be the primary focus of the proposed planning activities:

- |  |   |
|--|---|
| <input type="checkbox"/> Housing                                 | <input type="checkbox"/> Employment                 |
| <input checked="" type="checkbox"/> Families, children and youth | <input checked="" type="checkbox"/> Income supports |
| <input checked="" type="checkbox"/> Education and training       | <input checked="" type="checkbox"/> Social support  |

B. Please identify any other key priorities (as identified in *TogetherBC*) that your proposed activities will address:

Food Security

#### 5. **Proposed Activities.** Please describe the specific activities you plan to undertake. Refer to Section 4 of the *Program & Application Guide* for eligible activities under Stream 1.

1. Identify and map current food programs, policie and activities in the communities of the Tri-cities and Anmore.
2. Assess the capacity, and identify locally appropriate intervention options.
2. Survey of community partners to determine current food related activities of their organizations; attendance of the programs; location of the activities being offered; barriers and enablers to support their clientelle in meeting their food security needs.
3. Survey of individual community members to better understand their experience and understanding of the current Food System within the Tri-cities. Including: farming and gardening, processing, distribution, accessing, preparing and waste.
4. Survey municipalities re: Agricultural Land Use in the Tri-Cities.

5. Survey municipalities to identify current Food Policies. Including Food Policies related to procurement and sales in city owned and operated facilities; Agricultural Land Use; Tax incentives related to healthy food; use of city owned land for Food Related Activities;
6. Offer a Food Summit in order to better identify gaps, needs and opportunities with in the communities and to facilitate collaboration and relationship-building among food providers.
7. The final product will be a food security action plan and sustainability framework, which will guide the City and its community partners into the future, and assist in implementing the City's Community Poverty Reduction Strategy.
8. Community Summit to present the report.

**6. Intended Outcomes & Impacts.** What are the specific intended outcomes and impacts of the proposed planning activities? How will this help to reduce poverty at the local level?

1. Improve Community Food Security program development and coordination - a comprehensive survey of community food security programs and policies in the Tri-Cities will help identify strengths, weaknesses, opportunities and threats to food security. Although programs are running and whether or not they are meeting the needs of those who need it the most.
2. Poitively change public policy affecting the food system.
3. Improved awareness and understanding of food-related issues.
4. Development of new and stronger networks and partnerships.
5. Increased community participation in shaping the food system.
6. Addressing gaps in the community food security system.
7. Enhancing community capacity.
8. Sustainability of the community food system.
9. Understand and support Kwekwitem First Nations Food Security
10. Understand and support Food Security of members of the Inigenous people living in our communities.
11. Understand and support people living in poverty to provide support which can provide equitable access to healthy nutritious and culturally-appropriate food.

**7. Proposed Deliverables.** What will be the specific deliverables of the proposed planning activities? List any policies, practices, plans, or documents that will be developed or amended as a result of your project.

1. A final report identifying the Tri-Cities Community Food Security Assets and Gaps. This recommendation provided by this report will be used to help inform the activities of the Tri-Cities Food Security Working Group. As well, the recommendations will be used at the Municiple tables to provide guidance on potential policy changes and community planning, to help build a more Robust and self reliant food system.
2. A second Food Summit to further engage the community and to provide an overview of the report.

**8. Community Partners & Participation by People with Lived Experience.** To be eligible for funding, all projects must involve key sectors of the community including community-based poverty reduction organizations, people with lived experience of poverty, businesses, local First Nations and/or Indigenous organizations.

- A. List all confirmed partners that will directly participate in the proposed planning activities and the specific role they will play. *Please note: up to three letters of support from partnering organizations may be submitted with the application.*

Fraser Health - Has committed resources towards applying some of the Will be able to colate collected data to a Google Map that will be available to all residents, community partners and municipalities.

- B. Describe how people living in poverty or with a lived experience of poverty will participate in the proposed planning activities.

The Tri-Cities Food Security Table will work with a consultant to find novel approaches to engage those people in the tri-cities that are affected by povery and food insecurity. The Tri-Cities Food Security Table will be able to leverage it's stakeholders to identify people with lived exerieence or living in poverty, in the communities.

**9. Evaluation.** Describe how will the project be evaluated and the specific performance measures and/or benchmarks that will be used to measure outcomes. How will this information be used?

Survey will go out with the report to capture: uptake of the report; perceived usefulness of the report; indended use of the report. A second survey will be done 1 year after the completion of the report to assess it's usefulness to the communities and partners within.

**10. Additional Information.** Please share any other information you think may help support your submission.

The communities and community partners of the Tri-Cities are in a development phase with respect to understanding and planning for an equitable food system for all. We have many engaged communitiy partners at our newly formed Food Security Table. We have been meeting monthly since April 2018 with a small group of 5 people to a group of more than 25 and growing people and community groups that care deeply about the state of Food Security in the Tri-Ciities.

The Food we eat is critical to our health. Food Systems determine how we choose food and what food we have access to. (Healthy Food Systems Fact Sheet). Applying a poverty reduction lens to the food system helps to ensure that the system design is supportive of all citizens especially those who identify as living in poverty. Household food insecurity is a potent social determinant of health, as movement is made towards reducing poverty the Food System needs to be designed to meet the needs of all peple regardless of their income levels. When people feel confident in the food system of their community and are able to access and participate as an equal participant in the food system, they have one less barrier to overcome in their acquisition of Health.

Receiving this grant would provide the financial support needed to do a thorough and much needed overarching assessment of the strengths, assets, and barriers that residents of the communities experience in their daily life. The resulting report and recommendations will provide the framework for further activities of the Tri-Cities Food Security Table and ultimately of all of the stakeholders invested in moving towards Food Security for all.

#### SECTION 4: Required Attachments

Please submit the following with the application form:

- ☒ Council/Board Resolution – Indicating local government support for the proposed project and a willingness to provide overall grant management;
- ☒ Detailed budget;
- ☒ For regional projects only: Each partnering local government must submit a Council or Board resolution indicating support for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

Submit the completed Application Form and all required attachments as an e-mail attachment to [lgps@ubcm.ca](mailto:lgps@ubcm.ca) and note “2020 Poverty Reduction” in the subject line. Submit your application as either a Word or PDF file(s). If you submit by e-mail, hardcopies and/or additional copies of the application are not required.

#### SECTION 5: Signature

Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC.

Name:

Title:

Signature:

Date:



February 19, 2020

Board of Education and Trustees  
School District No. 43  
550 Poirier Street  
Coquitlam, BC  
V3J 6A7

Re: School District No. 43 Assistance in Regional Sewer System Connection

Dear Board:

On behalf of Council, I would like to thank you for your contributions to date in resolving the septic issue at Anmore Green Estates. As you are aware, this has been a longstanding and complex problem to solve, with a connection to the regional sewer system being the preferred outcome by all.

The Village recognizes that the School District No. 43 has spent many staff hours and resources working towards the final resolution and that there are further costs that will be incurred in relation to legal fees, etc. The Village has also spent countless hours of staff time and incurred legal/consultant fees in an effort to coordinate the regional sewer connection, none of which we are requesting recovery of from Anmore Green Estates Strata.

As you are aware Anmore has never had any authority over or responsibility for the operation or failure of the AGE septic system. Therefore no obligation to spend public funds on the solution without full recovery.

We have waived our rights to recoup our losses incurred to date, exclusively for the health and safety of the public, and in particular the children attending Eagle Mountain Middle and Heritage Woods Secondary, as it is of utmost importance.

With that in mind, I implore you in these final stages to find a way to provide the desired access for the sewer connection from Anmore Green Estates through School District No. 43 lands in order to facilitate the connection to City of Port Moody infrastructure and ultimately the regional system.

Yours sincerely,

**John McEwen, Mayor**

T 604 469 9877

[john.mcewen@anmore.com](mailto:john.mcewen@anmore.com)

DRAFT



# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: February 14, 2020 3900-30  
Submitted by: Karen Elrick, Manager of Corporate Services  
Subject: Procedure Bylaw Amendment

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### Purpose / Introduction

Under the Community Charter, council is required to have a bylaw in place to establish the general procedures to be followed by council and council committees in conducting their business. The proposed bylaw amendments to the current Anmore Procedure Bylaw are intended to update and clarify certain procedures to align with current practice, including setting parameters and processes for Committee of the Whole (COTW) meetings.

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### Recommended Options

**THAT Council grant first, second, and third readings to Anmore Procedure Bylaw Amendment Bylaw No. 619-2020.**

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### Background

Recently, in order to facilitate council meeting in a more informal session which allows for more flexibility and fulsome discussion, COTW has been introduced. Currently, the COTW, being a meeting of all Council members, as outlined in the bylaw does not set out the parameters or order of business for this type of meeting as envisioned.

### Discussion

The COTW is an advisory body consisting of all members of council. Any recommendations made at the COTW would be brought forward to a regular or special council meeting for ratification. The benefit of this type of meeting is that council is afforded the opportunity to engage with each other, staff, and members of the public outside of the format of a regular council meeting.

## Report/Recommendation to Council

### Procedure Bylaw Amendment

February 14, 2020

This bylaw amendment will set out the order of business for the COTW meetings and include the addition of the ability to engage with community members in a way that is less structured than the regular council meeting public input and question periods. Typically, these COTW meetings will focus on one or two items to allow for more in depth discussion and analysis outside of the structure of a regular council meeting and day to day business at hand. The development application for Burrard Commons located on the Anmore loco Lands, and the new civic building are two of the items where it is envisioned this meeting type would be utilized and beneficial. Other topics may be referred to COTW meetings as deemed necessary by the Manager of Corporate Services in consultation with the Mayor and Chief Administrative Officer.

As staff continues to monitor processes and procedures to best align them with council priorities, there have been some further amendments as outlined below which are intended to ensure that the bylaw is consistent with current and best practices.

Amendment	Purpose
Regular Council Meeting Schedule	<ul style="list-style-type: none"><li>&gt; Redefine the process by which a schedule is set</li><li>&gt; Align bylaw with current council schedule and practice</li><li>&gt; Allow greater flexibility should reschedule of meetings be required</li></ul>
Regular Council Order of Business	<ul style="list-style-type: none"><li>&gt; Addition of item for council to consider referrals from COTW, committees, or commissions</li></ul>
Committee of the Whole – replacement of this section	<ul style="list-style-type: none"><li>&gt; Set order of business</li><li>&gt; Set parameters to allow for an opportunity for public to seek clarification or ask questions during agenda items</li><li>&gt; Set procedures for recommendations to be brought forward to council</li></ul>

In addition to the proposed changes outlined above some minor amendments included are:

- > Definition of “Member” as a member of council which includes mayor
- > Clarification of agenda distribution
- > Updated section references throughout
- > Removal of restriction for mayor to put forward or second a motion which is consistent with best meeting practice and parliamentary procedure

## Report/Recommendation to Council

Procedure Bylaw Amendment

February 14, 2020

## Other Options

**THAT Council grant first, second, and third readings to Anmore Procedure Bylaw Amendment Bylaw No. 619-2020.**

**(Recommended)**

Or

THAT Council provide further direction to Staff on recommendations for amendments to the Anmore Procedure Bylaw.

## Financial Implications

In accordance with the *Community Charter*, statutory advertisements must be placed in two consecutive editions of a local newspaper prior to adoption of an amendment to council's procedure bylaw which outlines the proposed changes, in general terms. The approximate cost of this advertising is \$500.

## 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. Village of Anmore Procedure Bylaw Amendment Bylaw No. 619-2020
2. Draft (marked up) Village of Anmore Procedure Bylaw 541-2016 with proposed amendments incorporated.

**Report/Recommendation to Council**

Procedure Bylaw Amendment

February 14, 2020

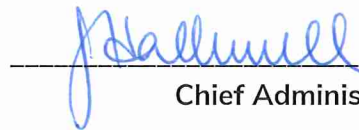
**Prepared by:**



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

## VILLAGE OF ANMORE

## BYLAW NO. 619-2020

A bylaw to amend the procedure for meetings held by the Village of Anmore

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**WHEREAS** the *Community Charter* requires council to enact a bylaw to establish the general procedures to be followed by council and council committees in conducting their business

**AND WHEREAS** it is deemed expedient to amend the Village of Anmore Procedure Bylaw No. 541-2016

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

1. This bylaw may be cited for all purposes as “**Anmore Procedure Bylaw Amendment Bylaw 619-2020**”.
2. That Anmore Procedure Bylaw No. 541-2016 be amended as follows:
3. Under section 5. Definitions to add after the definition of Mayor, the definition of: **Member** means a councillor or mayor of the Village of Anmore
4. To delete section 31. and replace it with the following:  
Regular council meetings shall be held at a date and time determined by a schedule approved by council on an annual basis before January 31 of each year and generally are held at 7:00 p.m., unless preceded by a public hearing, on the first and third Tuesday of each month, with the exception of the month of August.
5. To add to section 32:  
(c) Be cancelled, postponed, or rescheduled by the Manager of Corporate Services, in consultation with the Mayor and Chief Administrative Officer, provided that two consecutive meetings are not cancelled.
6. To delete section 33 (c) and to add a sentence after 33 (b) as follows:  
Pursuant to section 127 of the *Community Charter*, notice of a special council meeting must be given at least 24 hours before the time of the meeting unless such notice is waived by unanimous vote of all council members.
7. To delete Section 39 under the heading Agenda and replace it with the following:  
The agenda of council meetings will generally be made available to the public as follows:
  - (a) Regular council meetings – by 4:00 p.m. on the Friday of the week preceding each such meeting
  - (b) Special council meetings – as soon as is practical at the discretion of the Manager of Corporate Services

8. To add to the Order of Business under section 41 after (k) New Business:  
(l) Items from Committee of the Whole, Committees, and Commissions

And to renumber subsequent items accordingly.

9. To add to the end of section 57 the words “during a regular council meeting and offered to seek clarification and/or ask questions during committee of the whole meetings, at the discretion of the mayor or presiding member.”
10. To delete section 73 under Motions – General and to renumber subsequent sections accordingly.
11. To delete PART 9 – COMMITTEE OF THE WHOLE and replace it with the following numbered sequentially to follow the previous section:

#### PART 9 – COMMITTEE OF THE WHOLE

##### **Committee of the Whole meetings**

A meeting other than a committee meeting, to which all members of council are invited to consider, but not to decide on matters of Village business shall be deemed a meeting of the committee of the whole.

For certainty, the rules and procedures of the council in this bylaw apply to committee of the whole meetings.

The mayor shall preside the committee of the whole.

Committee of the whole meetings may be scheduled:

- (a) By council resolution, or
- (b) At the request of the Mayor, provided the Manager of Corporate Services is given at least two days written notice, or
- (c) By the Manager of Corporate Services, in consultation with the Mayor and Chief Administrative Officer.

##### **Notice for the Committee of the Whole**

A notice of the day, time and place of a committee of the whole meeting must be given at least 24 hours before the time of the meeting by:

- (a) Posting a copy of the notice at the Public Notice Posting Place; and
- (b) Providing a copy of the notice to each council member by email.

##### **Agendas for Committee of the Whole**



Prior to each committee of the whole meeting, the Manager of Corporate Services must prepare an agenda setting out all items for consideration at that meeting, noting in short form a summary for each item on the agenda.

The agenda of committee of the whole meetings will generally be made available to the public as follows:

- (a) by 4:00 p.m. on the Friday of the week preceding each such meeting

### **Order of Business for Committee of the Whole**

The agenda for all committee of the whole meetings shall be comprised of the following matters in the order in which they are listed below:

- (a) Call to Order
- (b) Approval of the Agenda
- (c) Adoption of Minutes
- (d) Business Arising from Minutes
- (e) New Business (\*including public engagement)
- (f) Public Comments
- (g) Adjournment

\*for each agenda item, once council and staff have had the opportunity to discuss the item as presented, members of the public in attendance will be provided an opportunity to seek clarification or ask questions on the current agenda item. The following guidelines shall apply:

- (a) Persons shall speak only when recognized by the chair
- (b) 2 minute time limit shall apply to each speaker
- (c) All questions should be directed to the chair

### **Minutes for Committee of the Whole**

Minutes of the proceedings of committee of the whole must be:

- (a) legibly recorded;
- (b) certified by the Manager of Corporate Services;
- (c) approved by the member presiding at the meeting; and
- (d) open for public inspection in accordance with the Community Charter.

### **Report from Committee of the Whole**

Recommendations to council by the committee of the whole will be placed on the next regular council meeting agenda, or on a regular or special council meeting agenda, as soon as is practical at the discretion of the Manager of Corporate Services.

Council may take any of the following actions in connection with a resolution it receives from committee of the whole:

- (a) Agree or disagree with the resolution
- (b) Amend the resolution
- (c) Refer the resolution back to committee of the whole
- (d) Refer the resolution to staff
- (e) Postpone its consideration of the resolution

12. To delete existing section 169 and replace it with:

The agenda of committee meetings will generally be made available to the public by posting the agenda at the public notice posting places 72 hours prior to the meeting, or as soon is practical at the discretion of the Manager of Corporate Services.

13. To amend the section references within the bylaw to reflect the updated sequential numbering.

14. 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.

**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

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MAYOR

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CORPORATE OFFICE

This is a consolidated copy of the following bylaws, provided for CONVENIENCE only.

1. Anmore Procedure Bylaw No. 541-2016
2. Anmore Procedure Amendment Bylaw No. 581-2018
3. [Anmore Procedure Bylaw Amendment Bylaw No. 619-2020](#)

For copies of the individual bylaws, please contact the Manager of Corporate Services.

**VILLAGE OF ANMORE**

**BYLAW NO. 541-2016**

A bylaw to regulate the procedure for meetings held by the Village of Anmore

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WHEREAS the Community Charter authorizes the local government to enact bylaws respecting council procedures;

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

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

**PART 1 – INTRODUCTION**

**Name of Bylaw**

1. That this bylaw be cited for all purposes as “Anmore Procedure Bylaw No. 541-2016”.

**Repealment**

2. That Anmore Council Procedure Bylaw No. 510-2011, and any amendments thereto, be repealed in their entirety.
3. If any clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
4. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with the Community Charter.

**Definitions**

5. In this bylaw:

**Community Charter** means the *Community Charter* S.B.C. 2003, c.26, as amended;

**Chief Administrative Officer** means the Chief Administrative Officer for the Village;

**Commission** means a municipal commission established in accordance with *Community Charter* section 143;

**Committee** means a standing, select, or other committee of council, but does not include Committee of the Whole;

**Committee of the Whole** means the Committee of the Whole council;

**Council** means the elected municipal council of the Village of Anmore;

**Local Government Act** means the *Local Government Act* R.S.B.C. 1996, c.323, as amended;

**Manager of Corporate Services** means the Corporate Officer of the Village;

**Mayor** means the Mayor of the Village of Anmore, or the Acting Mayor or the person presiding;

**Member** means a councilor or mayor of the Village of Anmore

**Public Notice Posting Places** means the notice board at village hall and the village website;

**Village** means the Village of Anmore;

**Village Hall** means the municipal office located at 2697 Sunnyside Road, Anmore, BC;

**Village Website** means the information resource found at an internet address provided by the village.

#### **Application of Rules of Procedure**

6. The provisions of this bylaw govern the proceedings of council, committee of the whole, commissions, and all standing and select committees of council, where applicable.
7. In cases not provided for under this bylaw, the current edition of Robert's Rules of Order shall apply, to the extent that those rules are:
  - (a) applicable in the circumstances, and
  - (b) not inconsistent with provisions of this bylaw or the *Community Charter*.

8. If any clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
9. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with the Community Charter.

## **PART 2 – OPEN MEETINGS**

### **Attendance of Public at Meetings**

10. Except where the provisions of *Community Charter* section 90 apply, all council meetings must be open to the public.
11. Before closing all or part of a council meeting to the public, council must pass a resolution in a public meeting, pursuant *Community Charter* section 92.

### **Public Input**

12. Under this agenda item, persons may present comments to council during Public Input on any item that appears on the council meeting agenda. When recognized by the Mayor, the person shall approach the podium and state their name and address for the record. A two-minute time limit will be applied, and after which time the person must resume their seat. There is no opportunity to engage discussion with council.
13. Further to clause 12, when all other interested persons have had an opportunity to provide their comments, only then can a person request to return to the podium to state additional comments regarding a new matter or the same matter as previously spoken to.

### **Public Question Period**

14. Under this agenda item, persons may ask questions of council regarding any matters pertaining to the Village. When recognized by the Mayor, the person shall approach the podium and state their name and address for the record. A two-minute time limit will be applied, and after which time the person must resume their seat.
15. Further to clause 14, when all other interested persons have had an opportunity to ask questions of council, only then can a person request to return to the podium to ask additional questions regarding either a new matter or the same matter as previously spoken to.

### **PART 3 – PUBLIC NOTICE AND ACCESS TO RECORDS**

#### **Notice of Regular Council Meetings**

16. In accordance with *Community Charter* section 127, on an annual basis council will determine a schedule of dates, times and places for regular council meetings.
17. Public notification of the regular council meeting schedule will be provided in accordance *Community Charter* section 94.
18. Where revisions are required to the annual schedule of regular council meetings, the Manager of Corporate Services must, as soon as possible, post a notice at the Public Notice Posting Places, to indicate the revision(s) or cancellation to a date, time or place of the regular council meeting.

#### **Notice of Special Council Meetings**

19. Except where notice of a special council meeting is waived by unanimous vote of all council members, pursuant to *Community Charter* section 127(4) notification of the date, time and place of the special council meeting must be given at least 24 hours before the meeting time, by:
  - (a) posting copy of the notice at the Public Notice Posting Places, and;
  - (b) providing copy of the notice to each council member via email.
20. The notice referenced under clause 18 must describe in general terms the purpose of the meeting and be signed by the Mayor or the Manager of Corporate Services.

#### **Minutes of Meetings Held**

##### **AMENDED BY BYLAW NO. 581-2018**

21. Minutes of the proceedings of council, committees, commissions and other bodies must be maintained and available to the public, and shall be:
  - (a) legibly recorded;
  - (b) certified as correct by the Manager of Corporate Services, or their delegate; and
  - (c) approved by the member presiding at the meeting.
22. Minutes of the proceedings of council, committees, commissions and other bodies must be available for public inspection at the village hall during regular operating hours.
23. Clause 22 does not apply to minutes of a meeting where persons were excluded under *Community Charter* section 90.

#### PART 4 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

24. Annually in December, council must from amongst its members designate councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act, or when the office of the Mayor is vacant.
25. Each Councillor designated under clause 24 must fulfill the responsibilities of the Mayor in his or her absence.
26. If both the Mayor and the member designated under clause 24 are absent from a council meeting, the council members present must choose a Councillor to preside at that council meeting.
27. The member designated under clause 24<sup>5</sup> or chosen under clause 26 has the same powers and duties as the Mayor in relation to the applicable matter.

#### PART 5 – COUNCIL MEETING SCHEDULE

##### Inaugural Meeting

##### AMENDED BY BYLAW NO. 581-2018

28. Following a general local election, the Inaugural Council Meeting shall be held on the first Tuesday in November in the year of the election.
29. If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in clause 28, the first council meeting must be called by the Manager of Corporate Services to be held as soon as reasonably possible after a quorum has taken office.

##### Regular and Special Council Meetings

30. All meetings must take place within the boundaries of the Village, and only on dates and times for which public notification has been provided.

31. Regular council meetings shall be held at a date and time determined by a schedule approved by council on an annual basis before January 31 of each year and generally are held at 7:00 p.m., unless preceded by a public hearing, on the first and third Tuesday of each month, with the exception of the month of August.

~~31. Regular council meetings must:~~

- ~~(a) be held on the first and third Tuesday of each month, with exception that one meeting be held in the months of July, August and December;~~

- ~~(b) — commence at 7:00 p.m.;~~
- ~~(c) — be adjourned by 10:00 p.m. on the day scheduled for the meeting, unless council resolves to proceed beyond that time in accordance with clause 122; and~~
- ~~(d) — where the scheduled meeting falls on a statutory holiday, be held on the next business day following the statutory holiday.~~

32. Regular council meetings may:

- (a) be cancelled by council, provided that two consecutive meetings are not cancelled; and
- ~~(b)~~ be postponed to a different day, time and place by the Mayor, provided the Manager of Corporate Services is given at least two days written notice.
- ~~(b)(c) Be cancelled, postponed, or rescheduled by the Manager of Corporate Services, in consultation with the Mayor and Chief Administrative Officer, provided that two consecutive meetings are not cancelled.~~

33. Pursuant to Community Charter section 126, special council meetings may:

- (a) be called by the Mayor in his or her discretion;
- (b) be requested of the Mayor, in writing, by two or more council members
- ~~(c) — must give at least 24 hours' notice of a special committee meeting to the members of the committee when the meeting is called.~~

Pursuant to section 127 of the Community Charter, notice of a special council meeting must be given at least 24 hours before the time of the meeting unless such notice is waived by unanimous vote of all council members.

## PART 6 – MEETING PROCEEDINGS

### Meeting Called to Order

- 34. As soon after the time specified for a council meeting as there is a quorum present, the Mayor must take the chair and call the meeting to order. Where the Mayor is absent, the member designated as acting in place of the Mayor must take the chair and call such meeting to order.
- 35. If a quorum of council is present but the Mayor or his or her designate is not in attendance within 15 minutes of the scheduled time for a council meeting:
  - (a) the Manager of Corporate Services must call to order the members present, and
  - (b) the members present must choose a member to preside at the meeting.

### Agenda



36. Prior to each meeting, the Manager of Corporate Services must prepare an agenda setting out all items for consideration at that meeting, noting in short form a summary for each item on the agenda.
37. The Manager of Corporate Services shall review the draft agenda with the Chief Administrative Officer and the Mayor.
38. The deadline for submissions by the public of items for inclusion on the council meeting agenda to the Manager of Corporate Services must be 12:00 p.m. on the Thursday prior to the meeting.
39. The agenda of council meetings will generally be made available to the public as follows:
  - (a) Regular council meetings – by 4:00 p.m. on the Friday of the week preceding each such meeting
  - (b) Special council meetings – as soon as is practical at the discretion of the Manager of Corporate Services
- ~~39. The Manager of Corporate Services must make the agenda available to council, staff and the public on the Friday afternoon prior to the meeting.~~
40. Council must not consider any matters not listed on the agenda, unless a new matter for consideration is properly introduced as an addendum. Where council agrees to consider an addendum to the agenda, information pertaining to the item must be distributed to all members of council.

#### Order of Proceedings and Business

41. The agenda for all regular council meetings shall be comprised of the following matters in the order in which they are listed below:
  - (a) Call to Order
  - (b) Approval of the Agenda
  - (c) Public Input
  - (d) Delegations
  - (e) Adoption of Minutes
  - (f) Business Arising from Minutes
  - (g) Consent Agenda
  - (h) Items Removed from the Consent Agenda
  - (i) Legislative Reports
  - (j) Unfinished Business
  - (k) New Business
  - ~~(k)(l)~~ Items from Committee of the Whole, Committees, and Commissions
  - ~~(l)(m)~~ Mayor's Report
  - ~~(m)(n)~~ Councillors Reports
  - ~~(n)(o)~~ Chief Administrative Officer's Report

~~(e)~~(p) Information Items

~~(e)~~(q) Public Question Period

~~(e)~~(r) Adjournment

42. Particular business at a council meeting must in all cases be taken up in the order in which it is listed on the agenda, unless otherwise resolved by council.

#### **Voting at Meetings**

43. The following procedures apply to voting at council meetings:
- (a) when debate on a matter is closed the Mayor must put the matter to a vote of council;
  - (b) the Mayor must put the matter to a vote by stating, "those in favour raise your hands" and then, "those opposed raise your hands";
  - (c) when a matter is put to a vote, a member must not:
    - (i) cross or leave the room;
    - (ii) make a noise or other disturbance; or
    - (iii) interrupt the voting procedure, unless the interruption is to raise a point of order;
  - (d) after a matter is put to a vote under, a member must not speak to the question or make a motion concerning it;
  - (e) the Mayor's decision about whether a question has been finally put, is conclusive;
  - (f) whenever a vote of council is taken, each member present shall signify their vote by raising their hand; and
  - (g) the Mayor must declare the voting result by stating that the question is decided in either the affirmative or the negative, and by stating the names of those members who voted in the negative.

#### **Points of Order**

44. Without limiting the Mayor's duty under *Community Charter* section 132(1), the Mayor must apply the correct procedure to a motion:
- (a) if the motion is contrary to the rules of procedure in this bylaw; and
  - (b) whether or not another council member has raised a point of order in connection with the motion.
45. When the Mayor is required to decide a point of order:
- (a) the Mayor must cite the applicable rule or authority, when requested by another member of council;
  - (b) another member must not question or comment on the rule or authority cited by the Mayor; and
  - (c) the Mayor may reserve the decision until the next council meeting.

### **Conduct and Debate by Council**

46. A Councillor may speak to a question or motion at a council meeting only if that member first addresses the Mayor.
47. Councillors must address the presiding member by that person's title of Mayor, Acting Mayor or Councillor.
48. Council must address non-presiding members by the title Councillor.
49. No member must interrupt a member who is speaking except to raise a point of order.
50. If more than one member speaks at the same time, the Mayor must call on the member who, in the Mayor's opinion, first spoke.
51. Members who are called to order by the Mayor:
  - (a) must immediately stop speaking;
  - (b) may explain their position on the point of order; and
  - (c) may appeal to council for its decision on the point of order in accordance with *Community Charter* section 132.
52. Members speaking at a council meeting:
  - (a) must use respectful language;
  - (b) must not use offensive gestures or signs;
  - (c) must speak only in connection with the matter being debated;
  - (d) may speak about a vote of council only for the purpose of making a motion that the vote be rescinded; and
  - (e) must adhere to the rules of procedure established under this bylaw and to the decisions of council in connection with the rules and points of order.
53.
  - (a) If a member does not adhere to clause 52, the Mayor may order the member to leave their seat in accordance with *Community Charter* section 133(1);
  - (b) if the member refuses to leave their seat, the Mayor may request the member to be removed by a peace officer; and
  - (c) if the member apologizes to all members of council, the council may by resolution allow the member to retake their seat.
54. A member may require the question being debated at a council meeting to be read at any time during the debate, if that does not interrupt another member who is speaking.
55. The following rules apply to limit speech on matters being considered at a council meeting:

- (a) a member may speak more than once in connection with the same question only:
  - (i) with the permission of Council; or
  - (ii) if the member is explaining a material part of a previous speech without introducing a new matter;
- (b) a member who has made a substantive motion to Council may reply to the debate;
- (c) a member who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate; and
- (d) a member may speak to a question, or may speak in reply, for longer than a total of 15 minutes only with the permission of Council.

#### **Conduct of the Public**

- 56. Members of the public are permitted to speak at a meeting only when recognized by the Mayor.
- 57. Members of the public will be offered to speak on matters during Public Input or Public Question Period during a regular council meeting and offered to seek clarification and/or ask questions during committee of the whole meetings, at the discretion of the mayor or presiding member:
- 58. No member of the public attending a meeting who has been permitted to speak on any manner may use any rude tone or offensive language, express any point of view or opinion or make any allegation that directly or indirectly reflects upon the public conduct or private character of any person.
- 59. No member of the public attending a meeting may cause a disturbance, disrupt or in any manner delay the conduct of the business at a meeting.
- 60. Despite clause 10, the Mayor may order that a person acting improperly be expelled from the meeting. If that person refuses the request to leave the meeting, the Mayor may further request a peace officer to enforce the order if the person to be expelled does not leave the meeting.

#### **Delegations**

- 61. Any person, persons or organizations wishing to present a petition to council shall submit to the Manager of Corporate Services a written request addressed to Mayor and Council at least eight days prior to the regular council meeting where Council will consider the petition.
- 62. Any person, persons or organizations wishing to appear as a delegation before council shall submit a completed written delegation request form, and provide related presentation materials, to the Manager of Corporate Services by 12:00 p.m. on the Thursday prior to the Council Meeting.

63. Only three petition and/or delegation presentations are permitted at each council meeting. Each address must be limited to five minutes unless a longer period is agreed to by unanimous vote of members present.
64. Where a written application has not been received by the Manager of Corporate Services as prescribed in clauses ~~619~~ and ~~621~~, a person, persons or organization may only address the meeting of council if approved by unanimous vote of the members present.
65. Council must not permit a delegation to reference a bylaw or related matters after a public hearing has been held with respect to that bylaw, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
66. Petition requests must include:
- (a) the name and address of the petition presenter;
  - (b) the complete petition; and
  - (c) the legible name and address of each person who has signed the petition.
67. Delegation requests must include:
- (a) the full particulars of the subject matter;
  - (b) the proposed action requested of council, allowable within the jurisdiction of the Village;
  - (c) the name(s) and address(es) of the comprising person(s) or organization; and
  - (d) the name, address and telephone number of the designated speaker(s).
68. Council may defer their decision on a request from a petition or delegation until the next regular council meeting.

#### **Notice of Motion**

69. A member may introduce a notice of motion by reading aloud the motion. The notice of motion is not debatable.
70. Subsequent to providing a notice of motion, the member shall provide a written copy, signed by the mover and seconder of the motion, to the Manager of Corporate Services for inclusion on the agenda for the next regularly scheduled council meeting, at which time:
- (a) the motion will be introduced by the Manager of Corporate Services; and
  - (b) the member who moved the motion may make introductory remarks.

71. Council may not proceed with any notice of motion on the agenda in the absence of the member at whose request the item was placed on the agenda, unless:

- (a) written consent of the absent member is presented to the Mayor; or
- (b) council resolves to proceed with the notice of motion despite the absence of the member.

#### Motions – General

72. Council may debate and vote on a motion only if it is first moved by one member and then seconded by another.

~~73. The Mayor may not put forward or second a motion.~~

~~74.~~73. The Mayor may speak to any motion.

~~75.~~74. A motion may be withdrawn by the mover and the seconder of a motion, with verbal consent of all members present.

~~76.~~75. A motion may not be withdrawn after it has been voted by council.

~~77.~~76. If the Mayor considers that a motion is contrary to a bylaw, the *Community Charter* or the *Local Government Act*, the Mayor must inform council at once and may refuse to permit debate on the motion and may refuse to put the question to a vote.

~~78.~~77. The Mayor must immediately give reasons for any refusal made pursuant to clause 7~~6~~8.

~~79.~~78. The Manager of Corporate Services must record in the minutes the text of every motion that is duly moved and seconded.

~~80.~~79. After a motion has been seconded, it is to be recorded by the Manager of Corporate Services, and if so requested by a member, the Manager of Corporates must read the motion aloud before the motion is debated or put to a vote by the Mayor.

~~81.~~80. A council member may make only the following motions, when the council is considering a question:

- (a) to refer to committee
- (b) to amend
- (c) to lay on the table
- (d) to postpone indefinitely
- (e) to postpone to a certain time
- (f) to move the previous question
- (g) to adjourn.

~~82~~81. Any motion made under clause 80 (c) to (g) is not amendable or debatable.

#### **Motions to Refer**

~~83~~82. A member may propose a motion to refer on either:

- (a) a matter included on the agenda for a council meeting, but of which a motion has not yet been made; or
- (b) a motion which is on the table.

~~84~~83. Upon a motion to refer being seconded, such motion:

- (a) is debatable, but only as to the merits of the referral;
- (b) may not be deferred or amended; and
- (c) applies to an amendment or an original motion.

~~85~~84. Where a motion to refer has been adopted, referring an original motion that has been amended, the referral applies to the original motion as amended.

~~86~~85. Before the question is called on a referral motion, any member may give direction on such motion on matters which the member feels should be investigated further before the matter is subsequently presented to council.

#### **Motions to Defer**

~~87~~86. A member may propose a motion to defer on a motion which is on the table, either:

- (a) to a later time during the same meeting, where such motion must specify when in the order of business, or after which circumstances, the motion will be dealt with; or
- (b) to another meeting, and in such motion may specify:
  - (i) the date of the meeting at which the deferred motion is to be considered; or
  - (ii) any conditions which must be fulfilled in order for the deferred motion to be considered further; or
  - (iii) both (i) and (ii).

~~88~~87. A motion to defer is debatable, but only as to the merits of deferral.

#### **Motions to Amend**

~~89~~88. A member, other than the mover of a motion, may propose an amendment to a motion, and that amendment must be disposed of before any subsequent amendments are proposed.

~~90:89.~~ When an amendment to a motion has been moved and seconded, debate is limited to the amendment only.

~~91:90.~~ If the amendment is defeated, debate may continue on the original motion, and if no further amendments are proposed, the Mayor must call the question on the original motion.

~~92:91.~~ If the amendment is accepted and no further amendments are proposed, the Mayor must then call the question on the original motion, as amended.

#### **Sub-Amendments**

~~93:92.~~ A member may propose a sub-amendment to an amendment.

~~94:93.~~ A member may not propose a sub-amendment to a sub-amendment.

~~95:94.~~ The Mayor must call the question on a motion which has been amended, in the following order:

- (a) a sub-amendment, if any
- (b) an amendment to the original motion
- (c) the original motion, as amended if applicable.

#### **Scope of Amendments**

~~96:95.~~ The amendments permitted by clauses 88 to 94 may take the form of deletion, addition or substitution of words or figures, provided such deletions, additions or substitutions do not, in the opinion of the Mayor, negate the intent of the original motion.

~~97:96.~~ If a member states that a proposed amendment to a Motion would negate the intent of that motion, the Mayor must at once rule whether that would be the case.

~~98:97.~~ A ruling made pursuant to clause ~~96:8~~ may be appealed to council as if the ruling were a point of order.

#### **Division of Motions**

~~99:98.~~ If requested by a member, the question on a motion which comprises several clearly identified parts, sections or clauses, must be called separately on such parts, sections or clauses, and in such circumstances a new mover and seconder are not required.

~~100:99.~~ Where a motion does not contain clearly identified parts, sections or clauses, and where in the opinion of the Mayor, it is not possible to separate such motion into clearly identified components, the question must be called on the entire motion.



~~101.100.~~ The provision of clause 98 is applied whether or not such motion has been the subject of amendments.

#### **Questions Put to a Vote after Debate**

~~102.101.~~ The Mayor must put every question to a vote immediately after debate on that question is closed.

#### **Recording of Votes**

~~103.102.~~ The Manager of Corporate Services must record in the minutes of a meeting the name of a member who voted in the negative on any motion.

~~104.103.~~ A member present at a meeting at the time of a vote who does not indicate his or her vote is deemed to have voted in the affirmative.

~~105.104.~~ No member may leave a meeting once a vote on a matter has been called.

#### **Conflict of Interest**

~~106.105.~~ A member attending a meeting must not participate in discussion and must not vote on a matter, where to do so would be contrary to the *Community Charter*.

~~107.106.~~ If a member attending a meeting considers that he or she has a direct or indirect pecuniary interest in a matter, or another interest in a matter that constitutes a conflict of interest, the member must declare this and state in general terms the reason why the member considers this to be the case.

~~108.107.~~ After making the declaration, it is the member's responsibility to ensure that they do not:

- (a) remain at or attend any part of a meeting when the matter is under consideration;
- (b) participate in any discussion of the matter at such meeting;
- (c) vote on a question in respect of the matter at such meeting; or
- (d) attempt in any way, whether before, during or after such meeting, to influence the voting on any question in respect of the matter.

~~109.108.~~ When a declaration is made, the Manager of Corporate Services must record the member's declaration or statement, the reasons given, the time of the member's departure from the meeting, and, if applicable, the time of the member's return.

~~110.109.~~ Clauses 105 to 108 are applicable to all members of council and persons appointed by council to committees, commissions and other bodies.

### Reconsideration

~~111.110.~~ Subject to clause 114, a member may, at the next regular council meeting:

- (a) move to reconsider a matter on which a vote has been taken, other than to postpone indefinitely; or
- (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.

~~112.111.~~ A member who voted affirmatively for a resolution adopted by council may at any time move to rescind that resolution.

~~113.112.~~ Council must not discuss the main matter referred to in clause 110 unless a motion to reconsider that matter is adopted in the affirmative.

~~114.113.~~ A vote to reconsider must not be reconsidered.

~~115.114.~~ Council may only reconsider a matter that has not:

- (a) been adopted following the approval or assent of the electors;
- (b) been reconsidered in accordance with *Community Charter* section 131; or
- (c) been acted on by an officer, employee or agent of the Village.

~~116.115.~~ In accordance with clause 114 and with *Community Charter* section 131, the Mayor may at any time within 30 days of the vote, bring back for reconsideration any matter whether adopted or defeated by resolution.

## PART 7 – RESOLUTIONS

### Copies of resolutions to Council Members

~~117.116.~~ A resolution may be introduced at a council meeting only if a copy of it has been delivered to each council member at least 48 hours before the council meeting, or all council members unanimously agree to waive the requirement.

### Form of Resolution

~~118.117.~~ A resolution introduced at a council meeting must be printed and have a distinguishing number.

### Introducing Resolutions

~~119.118.~~ The Mayor may:

- (a) have the Manager of Corporate Services read the resolution; and
- (b) request a motion that the resolution be introduced.

#### **Adjournment**

~~120.119.~~ A council may continue a council meeting past 10:00 p.m. only by unanimous consent of members in attendance.

~~121.120.~~ A motion to adjourn a meeting may be made at any time even while business is still pending. If a meeting has been adjourned and there is still business pending, the pending business would be set aside until the next regular meeting, and the pending business would be listed on the agenda under Unfinished Business.

~~122.121.~~ If a motion to adjourn has been made and any member:

- (a) informs the Mayor of business requiring attention before adjournment; or
- (b) makes an important announcement; or
- (c) makes a motion to reconsider a previous vote; or
- (d) presents a notice of motion to be made at the next meeting; or
- (e) moves to set a time to adjourn the meeting, the member shall be allowed to do so.

~~123.122.~~ Should council complete an action outlined in clause 121, council may then proceed directly to adjournment without making an additional motion to adjourn.

#### **Adjourning Meeting Where No Quorum**

~~124.123.~~ If there is no quorum of council within 15 minutes of the scheduled time for a council meeting, the Manager of Corporate Services must:

- (a) record the names of the members present and the members absent, and
- (b) adjourn the meeting until the next scheduled meeting.

### **PART 8 – BYLAWS**

#### **Bylaw Introduction**

~~125.124.~~ Council may not consider a proposed bylaw unless:

- (a) it is on the agenda for the meeting; or
- (b) the Manager of Corporate Services has given a copy to each member.

~~126.125.~~ Every proposed bylaw is to be introduced at the meeting by specifying its title and subject matter.

#### **Readings, Amendments and Adoption of Bylaws**

~~127.126.~~ Subject to this bylaw and any other legislation, council may give up to three readings of a bylaw at one meeting.

~~128.127.~~ Every bylaw passed by council, with the exception of an Official Community Plan Bylaw or Zoning Bylaw, shall be considered for final adoption not less than one day after the bylaw has received third reading and before adoption.

~~129.128.~~ An Official Community Plan Bylaw or Zoning Bylaw may be adopted at the same meeting where the bylaw receives third reading.

~~130.129.~~ A bylaw, except a Zoning Bylaw, may be amended at any time up until it is given final reading, provided that no bylaw, after third reading has been given, may be altered or amended except on a motion of Council.

~~131.130.~~ A bylaw comes into force on the latter of:

- (a) the date it is adopted by council; or
- (b) the date specified in the bylaw.

~~132.131.~~ A bylaw adopted by council shall be signed by the Mayor or Acting Mayor and by the Manager of Corporate Services, and the Manager of Corporate Services shall affix thereto the corporate seal of the Village.

~~133.132.~~ Subject to other enactments, council may by resolution, rescind the most recent reading of a proposed bylaw and then again give the proposed bylaw that reading with or without the amendment.

#### **Description of Steps in Bylaws**

~~134.133.~~ On the last page of every bylaw that is enacted by council, the Manager of Corporate Services must record the dates:

- (a) when each reading and adoption of the bylaw occurred;
- (b) where required, the number of affirmative votes;
- (c) where required, a public hearing occurred; and
- (d) where required, the assent of the electors was received.

#### **PART 9 – COMMITTEE OF THE WHOLE**

##### Committee of the Whole meetings

134. A meeting other than a committee meeting, to which all members of council are invited to consider, but not to decide on matters of Village business shall be deemed a meeting of the committee of the whole.

135. For certainty, the rules and procedures of the council in this bylaw apply to committee of the whole meetings.

136. The mayor shall preside the committee of the whole.

137. Committee of the whole meetings may be scheduled:

- (a) By council resolution, or
- (b) At the request of the Mayor, provided the Manager of Corporate Services is given at least two days written notice, or
- (c) By the Manager of Corporate Services, in consultation with the Mayor and Chief Administrative Officer.

#### Notice for the Committee of the Whole

138. A notice of the day, time and place of a committee of the whole meeting must be given at least 24 hours before the time of the meeting by:

- (a) Posting a copy of the notice at the Public Notice Posting Place; and
- (b) Providing a copy of the notice to each council member by email.

#### Agendas for Committee of the Whole

139. Prior to each committee of the whole meeting, the Manager of Corporate Services must prepare an agenda setting out all items for consideration at that meeting, noting in short form a summary for each item on the agenda.

140. The agenda of committee of the whole meetings will generally be made available to the public as follows:

- (a) by 4:00 p.m. on the Friday of the week preceding each such meeting

#### Order of Business for Committee of the Whole

141. The agenda for all committee of the whole meetings shall be comprised of the following matters in the order in which they are listed below:

- (a) Call to Order
- (b) Approval of the Agenda
- (c) Adoption of Minutes
- (d) Business Arising from Minutes
- (e) New Business (\*including public engagement)
- (f) Public Comments
- (g) Adjournment

\*for each agenda item, once council and staff have had the opportunity to discuss the item as presented, members of the public in attendance will be provided an opportunity to seek clarification or ask questions on the current agenda item. The following guidelines shall apply:

- (a) Persons shall speak only when recognized by the chair
- (b) 2 minute time limit shall apply to each speaker
- (c) All questions should be directed to the chair

#### **Minutes for Committee of the Whole**

142. Minutes of the proceedings of committee of the whole must be:

- (a) legibly recorded;
- (b) certified by the Manager of Corporate Services;
- (c) approved by the member presiding at the meeting; and
- (d) open for public inspection in accordance with the Community Charter.

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#### **Report from Committee of the Whole**

143. Recommendations to council by the committee of the whole will be placed on the next regular council meeting agenda, or on a regular or special council meeting agenda, as soon as is practical at the discretion of the Manager of Corporate Services.

144. Council may take any of the following actions in connection with a resolution it receives from committee of the whole:

- (a) Agree or disagree with the resolution
- (b) Amend the resolution
- (c) Refer the resolution back to committee of the whole
- (d) Refer the resolution to staff
- (e) Postpone its consideration of the resolution

#### **Going into Committee of the Whole**

135. At any time during a council meeting, council may by resolution go into committee of the whole.

136. A meeting other than a committee meeting, to which all members of council are invited to consider, but not to decide on matters of Village business shall be deemed a meeting of the committee of the whole.

#### **Notice for Committee of the Whole**

137. A notice of the day, time and place of a committee of the whole meeting must be given at least 24 hours before the time of the meeting by:

- (a) posting copy of the notice at the Public Notice Posting Places, and;
- (b) providing copy of the notice to each council member via email.

~~138. — Clause 136 does not apply to a committee of the whole meeting that is called during a council meeting for which appropriate public notice has been given.~~

#### ~~Minutes of Committee of the Whole Meetings~~

##### ~~AMENDED BY BYLAW NO. 581-2018~~

~~139. — Minutes of the proceedings of committee of the whole must be:~~

- ~~(a) — legibly recorded;~~
- ~~(b) — certified by the Manager of Corporate Services, or their delegate;~~
- ~~(c) — approved by the member presiding at the meeting, and~~
- ~~(d) — open for public inspection in accordance with the Community Charter.~~

#### ~~Presiding Member and Quorum~~

~~140. — The Mayor shall preside in committee of the whole.~~

~~141. — Quorum is the majority of council members.~~

#### ~~Points of Order at Meetings~~

~~142. — The Mayor must preserve order at a committee of the whole meeting and, subject to an appeal to other members present, decide points of order that may arise.~~

#### ~~Conduct and Debate~~

~~143. — The following rules apply to committee of the whole meetings:~~

- ~~(a) — a motion is not required to be seconded~~
- ~~(b) — a motion for adjournment is not allowed~~
- ~~(c) — a member may speak any number of times on the same question~~
- ~~(d) — a member must not speak longer than a total of 10 minutes on any one question.~~

#### ~~Voting at Meetings~~

~~144. — Voting at a committee of the whole meeting must be taken by a show of hands, if requested by a member.~~

~~145. — The Mayor must declare the results of voting.~~

#### ~~Reports~~

~~146. — Committee of the whole may consider reports and bylaws only if:~~

- ~~(a) — they are printed and each member has a copy, or~~

~~(b) — a majority of members present decide without debate that the requirements of clause 145(a) shall not apply.~~

~~147. — A motion for committee of the whole to rise and report to council must be decided without debate.~~

~~148. — The committee of the whole's report to council shall be presented by the Manager of Corporate Services.~~

#### **~~Rising Without Reporting~~**

~~149. — A motion made at a committee of the whole meeting, rising without reporting:~~

~~(a) — is always in order and takes precedence over all other motions;~~

~~(b) — may be debated; and~~

~~(c) — may not be addressed more than once by any one member.~~

~~150. — If a motion to rise without reporting is adopted by the committee of the whole at a meeting constituted under clause 19, the council meeting must resume and proceed to the next order of business.~~

### **PART 10 – STANDING AND SELECT COMMITTEES**

#### **Creation of Committees**

~~151.~~145. The Mayor may establish standing committees for matters he or she considers would be better regulated and managed by a committee, and he or she may appoint the members of the standing committee, including a Chair and Vice-Chair.

~~152.~~146. Council may, by resolution, establish select committees and may appoint the members, including a Chair and Vice-Chair of those committees.

~~153.~~147. The Mayor is an ex-officio and voting member of all standing and select committees.

#### **Location and Schedule of Regular Committee Meetings**

~~154.~~148. The first meeting of a standing committee must be held at the date, time and location specified by the Mayor, after its creation. All regular meetings of a standing committee after its first meeting are to be held at the date, time and location resolved by council.

~~155.~~149. All regular meetings of select committees are to be held at the date, time and location determined by the Manager of Corporate Services in consultation with the Chair of the respective committees.

#### **Notice of Regular Committee Meetings**



~~156.150.~~ The Manager of Corporate Services will make available to the public a schedule of the date, time and location of regular committee meetings by posting an update to the Village website.

~~157.151.~~ Where revisions are necessary to the schedule referred to in clauses ~~148.54~~ and ~~149.55~~ the Manager of Corporate Services will, as soon as possible, revise and repost the schedule, reflecting:

- (a) any revisions to the date, time and location of a committee meeting; and
- (b) the cancellation of any committee meetings.

#### **Special Meetings of Committee**

~~158.152.~~ A Committee may hold a special committee meeting when:

- (a) its Chair so directs;
- (b) the Mayor so directs; or
- (c) directed to meet by a resolution of Council.

~~159.153.~~ The Manager of Corporate Services must give at least 24 hours notification of a special committee meeting to the respective committee members.

#### **Quorum**

~~160.154.~~ Unless otherwise stated in the terms of reference of the committee, a quorum of a committee is a majority of all of its appointed members.

~~161.155.~~ The Mayor, when present, shall be counted toward quorum.

~~162.156.~~ Where a quorum is not present 15 minutes after the start time established for a committee meeting, the person responsible for taking meeting notes or minutes shall record the names of those members present, and such meeting is deemed to have been cancelled.

~~163.157.~~ Should a committee meeting be cancelled for lack of quorum, where there are matters of business declared urgent by the Chair or Chief Administrative Officer, these matters may be placed on the next council meeting agenda by the Manager of Corporate Services without a recommendation by the Committee. Otherwise, the items of business will be considered at the next meeting of the committee.

#### **Attendance at Committee Meetings**

~~164.158.~~ Council members may attend select committee meetings of which they are not a member and may participate in discussion.

~~165.159.~~ Only members or persons appointed to a committee in accordance with this bylaw may move or second Motions or vote at committee meetings.

~~166.160.~~ Unless a Meeting or part of a Meeting of a Committee is authorized to be closed by the Manager of Corporate Services, in accordance with Community Charter section 90, all committee meetings shall be open to the public.

#### **Agendas for Committee Meetings**

~~167.161.~~ Prior to each committee meeting, the Manager of Corporate Services must prepare an agenda setting out all items for consideration at that meeting, noting in short form a summary for each item on the agenda.

~~168.~~ ~~The Manager of Corporate Services must make the agenda available to committee members and the public 72 hours prior to the meeting, at minimum.~~

~~162.~~ ~~The agenda of committee meetings will generally be made available to the public by posting the agenda at the public notice posting places 72 hours prior to the meeting, or as soon is practical at the discretion of the Manager of Corporate Services.~~

~~169.163.~~ Committee members must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item.

~~170.164.~~ The Agenda for all Standing Committees and Selects Committees is as follows:

- (a) Call to Order
- (b) Approval of the Agenda
- (c) Minutes
- (d) Business arising from the Minutes
- (e) Unfinished Business
- (f) New Business
- (g) Adjournment

#### **Minutes of Committee Meetings**

~~171.165.~~ Minutes of the proceedings of a committee meeting must be legibly recorded and, once approved by the committee, approved by the member presiding at the meeting.

~~172.166.~~ Subject to clause ~~167.73~~, the minutes of the proceedings of a Committee must be open for public inspection at the Village Hall during regular office hours.

~~173.167.~~ Clause ~~166.72~~ does not apply to minutes of a committee meeting, or part of a committee meeting from which persons were excluded pursuant to Community Charter section 90.

### **Delegations to Committees**

~~174.~~168. Delegations to committees are permitted by resolution of council or by direction of the Chief Administrative Officer.

### **Rules of Conduct and Debate for Committees**

~~175.~~169. Subject to the specific rules for committees set out in this Part, the rules governing the procedure of Council shall be observed in all committee so far as they are applicable, except that:

- (a) The Chair should be addressed as Chair (followed by their surname);
- (b) the Chair of a committee may put forward and second motions; and
- (c) the number of times a committee member may speak on any matter is not limited.

## **PART 11 – COMMISSIONS**

### **Schedule of Commission Meetings**

~~176.~~170. At its first meeting after its establishment, a commission must establish a regular schedule of meetings.

~~177.~~171. The Chair of a commission may call a meeting of the commission in addition to the schedule meetings or may cancel a meeting.

### **Notice of Commission Meetings**

~~178.~~172. Subject to clause ~~170~~81, after the commission has established the regular schedule of commission meetings, including the times, dates and locations of meetings, notification must be given by:

- (a) posting a copy of the schedule at the Public Notice Posting Places; and
- (b) providing a copy of the schedule to each member of the commission.

~~179.~~173. Where revisions are necessary to the annual schedule of the commission meetings, the Manager of Corporate Services must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place for cancellation of a commission meeting.

~~180.~~174. The Manager of Corporate Services shall post a notice of the day, time and place of a meeting called under clause ~~171~~9 to be given to all members of the Commission at least 24 hours before the time of the meeting.

### **Minutes of Commission Meetings to be Maintained and Available to the Public**

**AMENDED BY BYLAW NO. 581-2018**

~~181~~175. Minutes of the proceedings of a Commission must be:

|

- (a) legibly recorded;
- (b) certified by the Manager of Corporate Services or their delegate;
- (c) approved by the member presiding at the meeting and open for public inspection in accordance with *Community Charter* section 97(1)(c).

#### **Quorum**

~~182.176.~~ The quorum of a commission is a majority of all of its members.

#### **Conduct and Debate**

~~183.177.~~ The rules of the council procedure must be observed during Commission meetings, so far as is possible and unless as otherwise provided in this bylaw.

#### **PART 12 – ELECTRONIC MEETING ATTENDANCE**

~~184.178.~~ A council or committee meeting may be conducted by means of electronic or other communication facilities in compliance with the statutory requirements for that meeting and notice of that meeting.

~~185.179.~~ A member of council or a council committee who is unable to attend a council meeting or a committee meeting may participate in the meeting if in compliance with the statutory requirements for that meeting.

~~186.180.~~ No more than two members of council at one time may participate at a council meeting, a special council meeting, or a council committee meeting.

~~187.181.~~ The member presiding at the council or committee meeting must not participate electronically.

END OF CONSOLIDATED PROCEDURE BYLAW
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VILLAGE OF ANMORE

BYLAW NO. 617-2020

A bylaw to amend Anmore Water Rates and Regulations Bylaw 555-2016

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**WHEREAS** it is deemed expedient to amend Anmore Water Rates and Regulations Bylaw No. 555-2016.

**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 Water Rates and Regulations Amendment Bylaw No. 617-2020**”.
2. Schedule “B” Section 1 and 2 is amended by changing the per cubic meter of water rate to \$2.92.
3. Schedule “B” Section 3 is amended by changing the per cubic meter of water rate to \$3.00.
4. Anmore Water Rates Bylaw No. 555-2016, as amended, 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

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MAYOR

---

CORPORATE OFFICER

VILLAGE OF ANMORE

BYLAW NO. 618-2020

A bylaw to amend Anmore Solid Waste Management Bylaw No. 554-2016

---

**WHEREAS** it is deemed expedient to amend Anmore Solid Waste Management Bylaw No. 554-2016.

**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 Solid Waste Management Amendment Bylaw No. 618-2020**”.
2. Schedule “A” Section 1 (b) is deleted in its entirety and replaced with the following:

(b) All owners will receive an annual utility notice that shall be payable by the due date, which will be no less than 21 days from the date of mail out.

January 1 to December 31, 2020	\$296.00 for two Collection Carts
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3. Anmore Solid Waste Management Bylaw No. 554-2016, as amended, 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

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MAYOR

---

CORPORATE OFFICER

## VILLAGE OF ANMORE

### BYLAW NO. 616-2020

A bylaw to establish a local area service for the purpose of allowing the existing residences on the Anmore Green Estates Lands and Eagle Mountain Middle School to utilize the Greater Vancouver Sewerage and Drainage District system for disposal of liquid waste.

---

**WHEREAS** section 211 the *Community Charter* authorizes the Council of the Village of Anmore, by bylaw, to establish a local area service:

**AND WHEREAS** Council has been petitioned by the owners of land within the boundaries of the local service area as defined in this bylaw pursuant to section 212 of the *Community Charter* to undertake the service described in this bylaw;

**AND WHEREAS** the municipal officer assigned responsibility under section 148 of the *Community Charter* has certified the sufficiency of the petition pursuant to section 212 of the *Community Charter*;

**AND WHEREAS** 100% of the costs will be paid for by the owners within the local area service;

**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 Green Estates and School District 43 Local Area Service Establishment Bylaw No. 616-2020**”.

#### **DESCRIPTION OF SERVICES**

2. A local area service is created for the purposes set out in Schedule “A” attached to and forming part of this bylaw.

#### **BOUNDARIES OF LOCAL AREA SERVICE**

3. The boundaries of the local area service are shown on the sketch plan in Schedule “B” attached to and forming part of this bylaw and contain those properties legally described in Schedule “C” attached to and forming part of this bylaw.

#### **COST RECOVERY**

4. The total cost of the local area service is to be recovered by a local service tax in the form of a parcel tax based on the methodology and apportionment principles set out in Schedule “D” attached to and forming part of this Bylaw, which sets out the applicable components of the up front and ongoing charges to be imposed on the residential



parcels and separate rates and charges for the Eagle Mountain Middle School parcel, based on the different physical characteristics, including size, nature of the use and sewerage demands for that parcel.

### **GENERAL PROVISIONS**

5. 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.
6. This bylaw shall come into full force and effect on the final adoption thereof.

**READ** a first time the 4<sup>th</sup> day of February, 2020

**READ** a second time the 4<sup>th</sup> day of February, 2020

**READ** a third time the 4<sup>th</sup> day of February, 2020

**ADOPTED** the                      day of                      , 2020

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MAYOR

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CORPORATE OFFICER

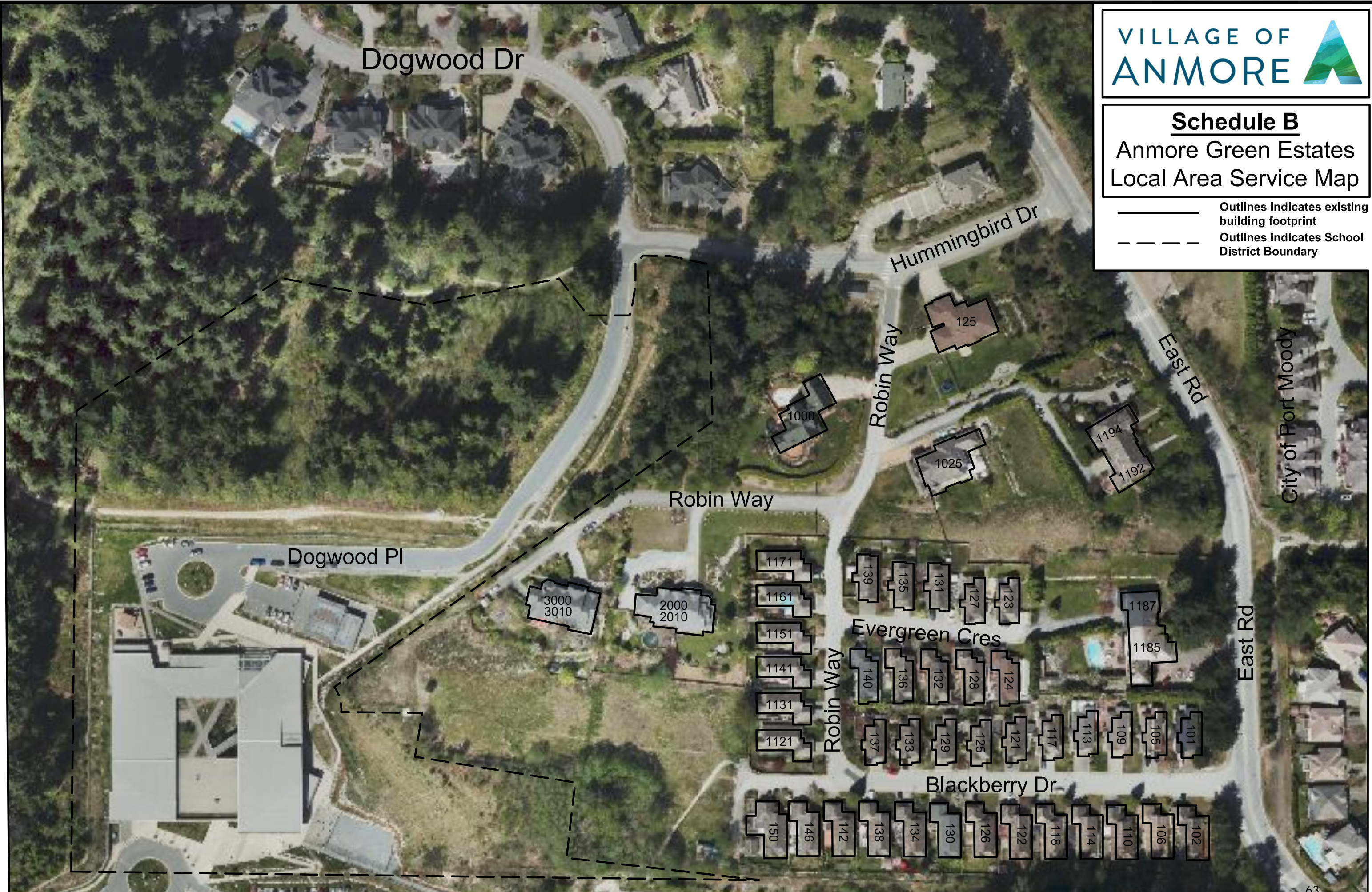
#### Schedule "A"

The Service shall consist of the designing, constructing , repairing, maintaining and operating sanitary sewerage works to allow the existing 50 buildings on the lands known as Anmore Green Estates and School District 43 lands upon which the Eagle Mountain Middle School is located to connect and discharge liquid waste from the said lands through the City of Port Moody sewerage works into the Greater Vancouver Sewerage and Drainage District ("GVS&DD") sewerage disposal system, including the Village of Anmore making application to join the GVS&DD for the purpose of authorizing the said discharge of liquid waste.



**Schedule B**  
Anmore Green Estates  
Local Area Service Map

——— Outlines indicates existing building footprint  
- - - - - Outlines indicates School District Boundary





## SCHEDULE "C"

### Legal descriptions of Properties within Local Service Area

ROLL #	PID	LEGAL DESCRIPTION
3982131	024-026-654	Strata Lot 1 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1
3982169	024-027-031	Strata Lot 39 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982132	024-026-662	Strata Lot 2 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982168	024-027-022	Strata Lot 38 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982133	024-026-671	Strata Lot 3 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982167	024-027-014	Strata Lot 37 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982134	024-026-689	Strata Lot 4 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE

ROLL #	PID	LEGAL DESCRIPTION
3982166	024-027-006	Strata Lot 36 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982135	024-026-697	Strata Lot 5 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982165	024-026-999	Strata Lot 35 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982136	024-026-701	Strata Lot 6 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982164	024-026-981	Strata Lot 34 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982137	024-026-719	Strata Lot 7 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982163	024-026-972	Strata Lot 33 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1
3982138	024-026-727	Strata Lot 8 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE

ROLL #	PID	LEGAL DESCRIPTION
3982162	024-026-964	Strata Lot 32 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982139	024-026-735	Strata Lot 9 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982161	024-026-956	Strata Lot 31 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982140	024-026-743	Strata Lot 10 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982160	024-026-948	Strata Lot 30 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982159	024-026-930	Strata Lot 29 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982158	024-026-921	Strata Lot 28 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982157	024-026-913	Strata Lot 27 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE

ROLL #	PID	LEGAL DESCRIPTION
3982122	024-057-436	Strata Lot 2 Plan LMS3122 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982121	024-057-428	Strata Lot 1 Plan LMS3122 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982124	024-055-077	Strata Lot 2 Plan LMS3123 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982123	024-055-069	Strata Lot 1 Plan LMS3123 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982146	024-026-808	Strata Lot 16 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982145	024-026-794	Strata Lot 15 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982147	024-026-816	Strata Lot 17 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982144	024-026-786	Strata Lot 14 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE

ROLL #	PID	LEGAL DESCRIPTION
3982148	024-026-824	Strata Lot 18 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982143	024-026-778	Strata Lot 13 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982149	024-026-832	Strata Lot 19 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1
3982142	024-026-760	Strata Lot 12 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982150	024-026-841	Strata Lot 20 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982141	024-026-751	Strata Lot 11 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982114	023-971-860	Lot 4 Plan LMP35960 Section 16 Township 39 Land District 36
3982210	024-381-969	Lot 1 Plan LMP40733 Section 16 Township 39 Land District 36
3982113	023-971-851	Lot 3 Plan LMP35960 Section 16 Township 39 Land District 36
3982156	024-026-905	Strata Lot 26 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE



ROLL #	PID	LEGAL DESCRIPTION
3982155	024-026-891	Strata Lot 25 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982154	024-026-883	Strata Lot 24 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982153	024-026-875	Strata Lot 23 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982152	024-026-867	Strata Lot 22 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1
3982151	024-026-859	Strata Lot 21 Plan LMS3080 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1
3982222	024-466-085	Strata Lot 2 Plan LMS3838 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982221	024-466-069	Strata Lot 1 Plan LMS3838 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3982232	024-804-622	Strata Lot 2 Plan LMS4195 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE

ROLL #	PID	LEGAL DESCRIPTION
3982231	024-804-614	Strata Lot 1 Plan LMS4195 Section 16 Township 39 Land District 36 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 OR V, AS APPROPRIATE
3980020	024-381-993	Lot 4 Plan LMP40733 Section 16 Township 39 Land District 36
3980020	024-382-001	Lot 5 Plan LMP40733 Section 16 Township 39 Land District 36
3980020	025-638-661	Lot 2 Plan BCP5107 Section 16 Township 39 Land District 36

## SCHEDULE "D"

- The estimated total annual cost of the GVS&DD non-growth Membership Levy is \$8,541 for 2019.
- The estimated levy allocation between the total number of residential units serviced by the Anmore Green Estates current septic treatment system and Eagle Mountain Middle School is based on a 3 year average water consumption (2016-2018).
- The current allocation is 91% (\$7,772) residential units and 9% Eagle Mountain Middle School (\$769).
- The estimated annual cost of the GVS&DD non-growth Membership Levy per residential unit in 2019 is \$155.00.
- An exemption from the GVS&DD growth Membership Levy, if it is applied to the Village of Anmore in future, is provided to the Local Area Service for either:
  - Ten (10) years from the date the Local Area Service Bylaw is adopted; or
  - 850 residential or commercial units in total are connected to the regional sewerage system, whichever occurs first.
- The annual cost of conveying residential effluent through the City of Port Moody sewerage system to the regional sewerage system for 2020 is estimated to be \$198.00 per unit connected, including each secondary suite unit as an additional per unit cost.
- The cost of conveying School District No. 43 effluent will be the City of Port Moody volume sewer rate, and is based on 80% of the metered water flow used on a quarterly basis, which for 2020 is estimated to be \$1.23 per 100ft<sup>3</sup> (minimum quarterly charge of \$298 in 2020).
- The estimated one-time connection fee to join the GVS&DD is \$4,907 per residential unit connection.
- Estimated cost recovery is strata parcel tax based on per residential unit allocation as outlined below:

	Frequency	Per Residential Unit Cost (Year 1)
GVS&DD Membership Levy	Annual	\$155.00
GVS&DD Connection Charge	One-time	\$4,907.00
City of Port Moody Conveyance Fee	Annual	\$198.00
<b>Total First Year Cost</b>		<b>\$5,260.00</b>

- Annual cost recovery of the residential sewer connection following Year 1, is estimated to be \$360.00/per year. Future years' annual increases will apply and will be determined by approved GVS&DD and City of Port Moody financial plans.
- The estimated annual cost recovery for School District No. 43 is based on flow data (80% of water use) on a quarterly basis as well as annual storm water user fees.

**For Metro Vancouver meetings on Friday, January 31, 2020**

*Please note these are not the official minutes. Board in Brief is an informal summary. Material relating to any of the following items is available on request from Metro Vancouver. For more information, please contact [Greg.Valou@metrovancover.org](mailto:Greg.Valou@metrovancover.org) or [Kelly.Sinowski@metrovancover.org](mailto:Kelly.Sinowski@metrovancover.org)*

**Metro Vancouver Regional District****E 1.1 Contribution Agreement – Pacific Parklands Foundation****APPROVED**

The Pacific Parklands Foundation (PPF) is a charitable public foundation and society established by a Greater Vancouver Regional District Board resolution in 2000. PPF operates with the mandate to support Metro Vancouver Regional Parks. Since 2001, Metro Vancouver has provided an annual contribution to PPF to cover core operating expenses.

Metro Vancouver Regional District's three-year Contribution Agreement with PPF for \$175,000 annually expired at the end of 2019.

The Board approved a Contribution Agreement between the MVRD and PPF for a three-year term starting January 1, 2020, which includes status quo contribution funding of \$175,000 in 2020 with inflation increases for 2021 and 2022 that result in total contribution funding of \$179,000 (2021) and \$183,000 (2022).

**E 2.1 Metro Vancouver Comments on the BC Zero Emission Vehicle Act Regulations Intentions Paper****APPROVED**

On December 3, 2019, Metro Vancouver submitted staff comments on the BC Zero Emission Vehicle Act (ZEV Act) Regulations Intentions Paper through the Ministry of Energy, Mines and Petroleum Resources (MEMPR) consultation process. The legislation is intended to ensure a greater availability of zero-emissions light-duty passenger vehicles at more affordable prices in B.C., and reduce greenhouse gas emissions. Staff identified issues with the proposed regulations that would limit the ability of the ZEV Act and regulations to increase ZEV sales in BC and lower greenhouse gas emissions.

Due to time constraints with the consultation period, the comments reflected the views of Metro Vancouver staff and were not reviewed or endorsed by the MVRD Board of Directors. A follow-up by the MVRD Board on Metro Vancouver's staff submission may enhance the impact of local government staff comments.

The Board resolved to write a letter to the provincial Minister of Energy, Mines and Petroleum Resources endorsing Metro Vancouver's staff submission on the BC ZEV Act Regulations Intentions Paper.

**G 1.1 Bowen Island Municipality – Metro Vancouver Regional District Security Issuing Bylaw No. 1298, 2020****APPROVED**

As set out in the Community Charter, the MVRD must adopt a security issuing bylaw in order to enable Bowen Island Municipality to proceed with their long term infrastructure borrowing request of \$2,533,000. This borrowing relates to construction and improvement to water infrastructure, specifically the Cove Bay Water Treatment Plant. The municipality has met the regulatory requirements and has the legislative authority to undertake the planned infrastructure borrowing.

The Board, pursuant to Sections 182(1)(b) and 182(2)(a) of the Community Charter, gave consent to the request for financing from Bowen Island Municipality in the amount of \$2,533,000; gave first, second and third readings to the security issuing bylaw; passed and finally adopted said bylaw, then forwarded it to the Inspector of Municipalities for Certificate of Approval.

**G 1.2 Village of Lions Bay – Metro Vancouver Regional District Security Issuing Bylaw No. 1299, 2020****APPROVED**

As set out in the Community Charter, the MVRD must adopt a security issuing bylaw in order to enable the Village of Lions Bay to proceed with their long term infrastructure borrowing request of \$600,000. This borrowing relates to construction and improvement to water infrastructure. The Village of Lions Bay has met the regulatory requirements and has the legislative authority to undertake the planned infrastructure borrowing.

The Board, pursuant to Sections 182(1)(b) and 182(2)(a) of the Community Charter, gave consent to the request for financing from the Village of Lions Bay in the amount of \$600,000; gave first, second and third readings to the bylaw; passed and finally adopted the bylaw and forwarded it to the Inspector of Municipalities for Certificate of Approval.

**G 2.1 Regional Parks Service Amendment Bylaw No. 1290 Final Adoption****APPROVED**

On November 1, 2019, the Board gave first reading to Amending Bylaw No. 1290 which will amend the Regional Parks Service Bylaw to authorize MVRD Parks to operate an extraterritorial area for the portion of Aldergrove Regional Park located in the City of Abbotsford.

In addition to the Province enacting Regulation 228/2019 (authorizing this extraterritorial area), as directed, staff have satisfied two prerequisite conditions for the Amending bylaw: first, consent for the Amending Bylaw from the service participants has been obtained, and second, approval from the Inspector of Municipalities has been obtained.

The Board passed and finally adopted Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019.

**I 1 Information Items****RECEIVED**

The Board received information items from the Performance and Audit Committee.

**5.1 MVRD Audit Plan from BDO Canada LLP**

Metro Vancouver Districts and the Metro Vancouver Housing Corporation are required under provincial legislation to prepare annual financial statements, audited by a public accounting firm and approved by the Board by May 15th each year. The 2019 financial statements will be presented to the Performance and Audit Committee at its April meeting, prior to Board approval.

The report contains an audit planning report prepared by BDO Canada LLP, Metro Vancouver's auditors, outlining the audit approach, key audit areas, auditor responsibilities and audit deliverables. In addition, the report highlights a number of upcoming accounting standards, the most significant being the Asset Retirement Obligation requirement, effective fiscal year 2022. Management has started an impact assessment for this standard and will report back to the Committee on a continuous basis throughout the project.

**5.5 Tender/Contract Award Information – September 2019 to November 2019**

During the period September 1, 2019 to November 30, 2019, the Purchasing and Risk Management Division issued 17 new contracts, each with a value in excess of \$500,000 (exclusive of taxes). In addition, there were three existing contracts requiring contract amendments, which necessitate further reporting to the Performance and Audit Committee. All awards and amendments were issued in accordance with the Officers and Delegation Bylaws 1208, 284 and 247 – 2014 and the Procurement and Real Property Contracting Authority Policy.

**Greater Vancouver Water District****E 1.1 Award of Contract Resulting from Request for Proposal (RFP) No. 19-371: Supply and Delivery of Steel Pipe for 2020 Water Services Construction Projects****APPROVED**

Request for Proposal No. 19-371 was issued for the supply and delivery of steel pipe for the 2020 Water Services construction projects, and Northwest Pipe Company was the only pre-qualified supplier that submitted a proposal.

The Board approved the award of a contract in the amount of up to \$17,531,398.16 (exclusive of taxes) to Northwest Pipe Company resulting from this RFP.

## Greater Vancouver Sewage and Drainage District

### E 1.1 Investing in Canada Infrastructure Program

**APPROVED**

The governments of Canada and British Columbia have committed up to \$150 million for the second intake of the Investing in Canada Infrastructure Program - British Columbia - Green Infrastructure - Environmental Quality. The program offers up to 73.33% of funding for approved projects, which would leave Metro Vancouver responsible for approximately \$8 million in costs for either of the two projects recommended in the report.

The Board directed staff to submit applications for grant funding for two projects, as described in the report:

- North Shore Wastewater Treatment Plant Tertiary Upgrade with a total estimated cost of \$30 million – 73.33% from Canada and the Province of British Columbia and a 26.67% GVS&DD funding commitment in the amount of \$8,001,000 toward the project.
- Waste-To-Energy Facility District Energy Program with a total estimated cost of \$30 million – 73.33% from Canada and the Province of British Columbia and a 26.67% GVS&DD funding commitment in the amount of \$8,001,000 toward the project.

### E 2.1 Board Appointments and Rescindments of Bylaw Enforcement Officers

**APPROVED**

Recent changes in staff have resulted in a need to update staff appointments as Board-designated municipal sewage control managers and municipal sewage control officers.

The Board, pursuant to the Greater Vancouver Sewerage and Drainage District Sewer Use Bylaw and the Environmental Management Act:

- appointed Metro Vancouver employee Nicole Gatto as a municipal sewage control officer;
- rescinded the appointments of former Metro Vancouver employees Larry Avanthay, Kristen Beattie and Johanna Legge as municipal sewage control officers; and
- appointed City of Vancouver employee Nicole Montgomery as a deputy sewage control manager.

The Board, pursuant to Section 28 of the Offence Act:

- appointed Metro Vancouver employee Nicole Gatto for the purpose of serving summons for alleged violations under the Greater Vancouver Sewerage and Drainage District Sewer Use Bylaw; and
- rescinded the appointments of former Metro Vancouver employees Larry Avanthay, Kristen Beattie and Johanna Legge.

**E 2.2 Award of Phase C – Tendering Services, for Northwest Langley Wastewater Treatment Plant – Design and Construction Engineering Services****APPROVED**

In 2019, the GVS&DD issued Request for Proposal (RFP) No. 19-007: Northwest Langley Wastewater Treatment Plant – Design and Construction Services, which was comprised of five phases. The first two phases (A&B) for indicative design revalidation and detailed design were awarded by the Board on June 28, 2019 for \$35,327,087 (exclusive of taxes) to CH2M Hill Canada Limited. The detailed design has advanced to a stage where equipment selection must begin.

The Board approved the award of Phase C - Tendering Services, in the amount of up to \$5,303,514 (exclusive of taxes) to the Phase A and Phase B consultant, CH2M Hill Canada Limited.

**E 3.1 2019 Integrated Solid Waste & Resource Management Plan Biennial Report****APPROVED**

The 2019 Integrated Solid Waste & Resource Management Plan Biennial Report is a progress report on the implementation of the existing Integrated Solid Waste and Resource Management Plan (ISWRMP), as required by the Province. The report contains statistics on the region's waste diversion and disposal performance, including a waste diversion rate of 64% and a per capita disposal rate of 0.48 tonnes per year in 2018.

The report provides the implementation status of initiatives in the ISWRMP. Although Metro Vancouver is among the most successful jurisdictions in North America in reducing municipal solid waste, the region will not be able to reach its goal of 80% diversion without new regulatory and policy tools. Key opportunities for diversion include increasing performance in the multi-family and commercial/institutional sectors, as well as enhancing recovery of materials such as plastics, organics and construction and demolition waste. The Board has approved initiating an update of the solid waste management plan with a new plan expected by 2022 or 2023.

The Board directed staff to invite feedback on the 2019 Integrated Solid Waste and Resource Management Plan Biennial Report from public stakeholders and First Nations in BC with interests in the region, and directed staff to submit the 2019 Integrated Solid Waste and Resource Management Plan Biennial Report and feedback to the Ministry of Environment and Climate Change Strategy.

**E 3.2 Board Appointments and Rescindments of Bylaw Enforcement Officers****APPROVED**

Recent changes in staff have resulted in a need to update staff appointments as Board-designated officers under the Greater Vancouver Sewerage and Drainage District Municipal Solid Waste and Recyclable Material Regulatory Bylaw No. 181, 1996, the Environmental Management Act and the Offence Act.

The Board, pursuant to the Greater Vancouver Sewerage and Drainage District Municipal Solid Waste and Recyclable Material Regulatory Bylaw No. 181, 1996 and the Environmental Management Act:

- rescinded the appointments of the following persons as officers: Kristen Beattie, Larry Avanthay, and Johanna Legge; and
- appointed Metro Vancouver employee Nicole Gatto as an officer.



The Board, pursuant to the Offence Act, appointed Nicole Gatto for the purpose of serving summons under Section 28 of the Offence Act for alleged violations under the Greater Vancouver Sewerage and Drainage District Municipal Solid Waste and Recyclable Material Regulatory Bylaw No. 181, 1996.

## **G 1.1 Greater Vancouver Sewerage and Drainage District Fermentation Operations Amending Bylaw No. 333, 2020**

**APPROVED**

A bylaw regulates small fermentation operations with discharge volumes of less than 3,000 hectolitres (hL) of wastewater in a 30-day period. The treatment fees defined in the Bylaw are based upon proxies for wastewater quantity and organic strength. Staff developed an amending bylaw containing treatment fees that more closely reflect actual treatment costs and are based upon data from inspections and sampling results for organic strength. The amending bylaw also reduces barriers by exempting very small operations producing less than 250 hL of liquor per year from treatment fees, resulting in slightly lower revenues while freeing up staff resources and reducing administrative costs. Engagement was undertaken with registered fermentation operations in the region through September 2019. Metro Vancouver staff have responded to all comments received, including clarification that the user fees are intended to reflect cost-recovery.

The Board gave first, second and third readings to Greater Vancouver Sewerage and Drainage District Fermentation Operations Amending Bylaw No. 333, 2020; and passed and finally adopted said bylaw.

## **Metro Vancouver Housing Corporation**

### **E 1.1 Expression of Interest to Identify Potential Member Lands for Metro Vancouver Housing Development**

**RECEIVED**

The Metro Vancouver Housing 10-Year Plan sets a target for Metro Vancouver Housing to develop 1,350 new units over the next decade, at least 500 of which are targeted through partnerships on member lands. To support this target, the MVRD Board approved a new \$4 million annual tax requisition, starting in 2020.

To facilitate the use of these funds, staff have developed an Expression of Interest (EOI) to identify potential member lands that could be leased or sold to Metro Vancouver Housing at a nominal cost. This report introduces the EOI and outlines key considerations that Metro Vancouver Housing will use to prioritize opportunities.

The Board received the report for information.

Good Afternoon,

I hope this email finds you well. I am so excited to invite the Mayor and Council to the BC SPCA Tri-Cities Education and Adoption Centre's Open House on Saturday, February 22<sup>nd</sup> from 12:30pm – 2:30pm. We would love to see some of our communities' many animal lovers out to tour our facility, find out more about our volunteer opportunities, join in on kids activities and grab a sweet treat! All funds raised will go to the care of the animals at the BC SPCA Tri-Cities Branch to kick off Treat Week!

Warm regards,

**Dianne Stebner**

**Branch Manager, BC SPCA Tri-Cities Education & Adoption Centre**

**Guardian to Bagheera & Paisley** 🐾

#1- 2565 Barnet Highway

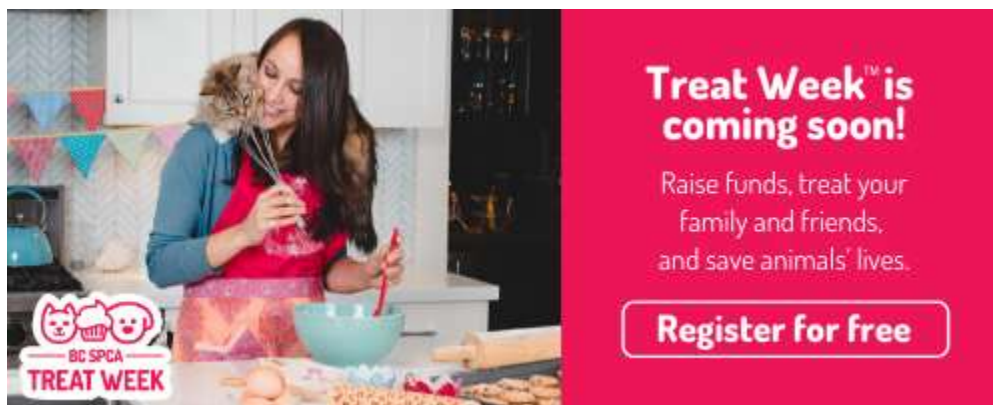
Coquitlam, BC V3H 4E2

604-468-4044

[dstebner@spca.bc.ca](mailto:dstebner@spca.bc.ca) • [spca.bc.ca/tricities](http://spca.bc.ca/tricities) • [facebook.com/bcspca.tricities](https://facebook.com/bcspca.tricities)

BC SPCA Provincial Call Centre: 1-855-622-7722

*OUR MISSION: To protect and enhance the quality of life for domestic, farm and wild animals in British Columbia.*



*The BC SPCA is a not-for-profit organisation reliant on donations from the public.  
Charitable Tax # BN 11881 9036 RR0001*

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Saturday, February 22, 2020  
12:30 PM - 2:30 PM



BC SPCA  
Tri Cities Education  
& Adoption Centre  
1- 2565 Barnet Hwy,  
Coquitlam, BC  
V3H 4E2

*Open  
House*

Take a tour of our branch, learn about volunteering opportunities  
and meet some of our adoptable animals.

We will have kids activities and refreshments available by donation  
to kick off Treat Week. For more information about how you can  
help support the animals during Treat Week, visit [treatweek.ca](http://treatweek.ca)

**604-468-4044**  
**TRICITIES@SPCA.BC.CA**



**BCSPCA**  
SPEAKING FOR ANIMALS