REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for Tuesday, March 3, 2020 at 7:00 p.m. in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC



1. Call to Order

2. Approval of the Agenda

Recommendation: That the Agenda be approved as circulated.

3. Public Input

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

4. Delegations.

Page 4 (a) Anmore Elementary PAC

Jessica Lancaster, PAC Chair, and Dawn Halliday, PAC Treasurer– Request for funding for radar speed signs

5. Adoption of Minutes

Page 5 (a) Minutes of the Regular Council Meeting held on February 18, 2020

Recommendation: That the Minutes of the Regular Council Meeting held on February

18, 2020 be adopted, as circulated.

6. Business Arising from Minutes

7. Consent Agenda

Page 11 (a) Ministry of Transportation and Infrastructure reply regarding City of Port Moody Official Community Plan Amendment

Recommendation: That Council receive the communication from Ministry of

Transportation and Infrastructure dated February 25, 2020, regarding City of Port Moody Official Community

Plan Amendment

Page 13 (b) Creation of Risk-sharing Model that Returns Strata Premiums and Owner Deductibles to 2019 Levels

Recommendation: That Council receive the communication dated February

26, 2020, from City of White Rock regarding creation of risk-sharing model that returns strata premiums and

owner deductibles to 2019 levels

Page 15,

(c) Interim Business Property Tax Relief Program

Recommendation: That Council direct staff to send the letter attached to the March

3, 2020 regular council meeting agenda to the Ministry of Municipal Affairs and Housing regarding interim business

property tax relief program.

8. <u>Items Removed from the Consent Agenda</u>

9. <u>Legislative Reports</u>

Page 24 (a) Statutory Reserve Establishment Bylaws

Report dated February 26, 2020 from the Chief Administrative Officer attached.

Page 43 (b) Ride Hailing and Inter-Municipal Business Licencing Bylaws

Report dated February 28, 2020 from the Manager of Development Services

Page 64 (c) Procedure Bylaw Amendment

Recommendation: THAT Council adopt Anmore Procedure Bylaw Amendment

Bylaw No. 619-2020.

Page 68 (d) Water Rates and Regulations Bylaw Amendment

Recommendation: THAT Council adopt Anmore Water Rates and Regulations

Amendment Bylaw No. 617-2020.

Page 69 (e) Solid Waste Management Bylaw Amendment

Recommendation: THAT Council adopt Anmore Solid Waste Management

Amendment Bylaw No. 618-2020.

10. <u>Unfinished Business</u>

11. New Business

Page 70 (a) Name our Newsletter Contest Entries

Report dated February 26, 2020 from the Chief Administrative Officer attached.

Page 77 (b) Telecommunications Licensing Agreement Proposal

Report dated February 28, 2020 from the Chief Administrative Officer attached.

12. Mayor's Report

13. <u>Councillors Reports</u>

14. Chief Administrative Officer's Report

15. <u>Information Items</u>

Page 82 (a) Committees, Commissions and Boards – Minutes

Draft Finance Committee Meeting minutes for the meeting held February 6,
 2020

Page 103 (b) General Correspondence

 Communication from BC Hydro dated February 24, 2020 regarding Metro North Transmission Project

16. Public Question Period

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

17. Adjournment



Delegation to Council Request Form

Contact Information

Name of presenter: Jessica Lancaster, PAC Chair
Name of organization: Anmore Elementary PAC
Mailing Address: 30 Elementary Rd, Anmore
Phone Number
Email Address: anmorepac@gmail.com
Presentation Information
Preferred meeting date at which you wish to appear (if known): March 3
Number of person(s) expected to attend: 2
Reason(s) for presentation:
☐ To provide information
☑ To request funding
☐ To request letter of support
☐ Other
Resources:
☐ Projector and Screen (bring own laptop)
□ Other
Please submit the completed form and related presentation materials to the
Manager of Corporate Services by 12:00 p.m. on the Thursday prior to the Council
Meeting via email to <u>karen.elrick@anmore.com</u> or delivered to village hall.
For questions regarding this process, please phone Karen Elrick at 604-469-9877.

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



ELECTED OFFICIALS PRESENT

ABSENT

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

OTHERS PRESENT

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

1. <u>Call to Order</u>

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

2. Approval of the Agenda

It was MOVED and SECONDED:

R017/20 That the Agenda be approved as circulated.

Carried Unanimously

3. Public Input

None.

4. <u>Delegations</u>.

None.

5. Adoption of Minutes

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

It was MOVED and SECONDED:

R018/20 That the Minutes of the Regular Council Meeting held on February

4, 2020 be adopted, as circulated.

Carried Unanimously

6. <u>Business Arising from Minutes</u>

A follow up was requested regarding:

- Spirit Park Loitering staff confirmed that RCMP is continuing regular patrols
- Bollards at Mossom Creek staff will determine appropriate locations for additional bollards

7. Consent Agenda

It was MOVED and SECONDED:

R019/20 That the consent agenda be adopted.

Carried Unanimously

(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.

(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.

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

Recommendation: That Council receive the letter dated February 4, 2020 from City

of Port Moody regarding Universal Public National Pharmacare.

(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.

(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. <u>Items Removed from the Consent Agenda</u>

None.

9. <u>Legislative Reports</u>

(a) Procedure Bylaw Amendment

It was MOVED and SECONDED:

R020/20 THAT Council grant first, second, and third readings to Anmore

Procedure Bylaw Amendment Bylaw No. 619-2020.

Carried Unanimously

(b) Water Rates and Regulations Bylaw Amendment

It was MOVED and SECONDED:

R021/20 THAT Council grant first, second, and third readings to Anmore

Water Rates and Regulations Amendment Bylaw No. 617-2020.

Carried Unanimously

(c) Solid Waste Management Bylaw Amendment

It was MOVED and SECONDED:

R022/20 THAT Council grant first, second, and third readings to Anmore

Solid Waste Management Amendment Bylaw No. 618-2020.

Carried Unanimously

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

It was MOVED and SECONDED:

R023/20

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

Carried Unanimously

10. <u>Unfinished Business</u>

11. New Business

None.

12. Mayor's Report

Mayor McEwen reported that:

- Sasamat Lake parking concerns have been raised by Crystal Creek resident
- He attended Finance Committee meeting on February 6 and noted that the Village has no debt, no infrastructure deficit, and is in a good financial position
- He attended a networking breakfast on February 10 with BC MPs, MLAs, and Mayors regarding seeking funding, met with MP Nelly Shin and relayed challenges in Anmore and desire for funding from other levels of government
- He attended Sasamat Volunteer Fire Department Board of Trustees meeting on February 13 and noted that the department is in the process of getting a new truck and that calls are down approximately 20%
- Will attend Council of Councils meeting with Metro Vancouver Councils on February 22
- He attended the Tsleil-Waututh Nation Belcarra Regional Park ceremony
- His appreciation to public works crew for dealing with after-hours ditching issue caused by an underground pipe leak

13. Councillors Reports

Councillor Weverink reported that:

- He attended the Sasamat Volunteer Fire Department Trustees meeting
- Attended Finance Committee meeting and noted positive comments regarding Village financial position
- Will attend BCSPCA open house this weekend

Councillor Trowbridge reported that:

 He attended Finance Committee meeting and noted that while the Village is in a good financial position there is still only a residential tax base and alternative revenue sources need to be considered for the future

14. Chief Administrative Officer's Report

Juli Halliwell, CAO reported that:

- She continues to follow up with Transport Canada regarding helicopter incident in the summer and has been advised that the investigation is ongoing
- Recently there has been some personal property theft from vehicles and reminded everyone to make sure that they lock vehicles and houses
- City of Vancouver is leading an intermunicipal business license for ride hailing and a bylaw is expected to come forward to Council in March. There is a working group that will continue to monitor and make recommendations.

15. Information Items

(a) Committees, Commissions and Boards – Minutes

None.

(b) General Correspondence

- Metro Vancouver Board in Brief for meetings held on January 31, 2020
- BCSPCA Open House Saturday February 22, 2020

16. Public Question Period

<u>Bill Cook</u>, regarding new Village Hall funding. It was noted that in addition to existing Village funds, the Village will look for additional funding sources from the provincial government and the potential to resource from local businesses in order to reduce costs.

<u>Jody Cook</u>, regarding the Village Hall sketch online and potential community space at Burrard Commons. It was noted that the Village Hall project and Burrard Commons are not related and it is unknown if and what will be developed at the Burrard Commons site at this time. It was also noted that the Village Hall drawing is conceptual at this time.

Nancy Maloney regarding Gilic survey regarding Burrard Commons that was conducted last Summer

17. Adjournment

It was M	OVED and SECONDED:		
R024/20	THAT the meeting be adjourned at 8:00 p.m.		
			Carried Unanimousl
Karen Elrick		John McEwe	en
Corporate Officer Mayor			



FEB 2 5 2020

His Worship Mayor John McEwen Village of Anmore 2697 Sunnyside Road Anmore BC V3H 5G9 Reference: 291686

Dear Mayor McEwen,

Re: Official Community Plan Amendment

Thank you for your letter sharing with me the Village of Anmore's concerns with the City of Port Moody's intent to close a road right-of-way.

I appreciate your interest in supporting mobility in the region; however, the closure is outside the ministry's purview. As the ministry does not have any controlled access highways in the area, approval for the closure under the Transportation Act is not required.

I suggest that you share your views with TransLink, as this closure may affect the current and future Major Road Network servicing the communities of Anmore and Belcarra, in addition to the recreational areas of Buntzen Lake and the Belcarra Regional Park.

Thank you again for taking the time to write.

Yours sincerely,

Claire Trevena

Minister

.../2

Copy to:

Honourable Carole James

Minister of Finance Deputy Premier

MLA, Victoria-Beacon Hill

Honourable Michelle Mungall

Minister of Jobs, Economic Development and Competitiveness

MLA, Nelson-Creston

Honourable Bruce Ralston

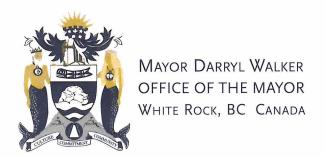
Minister of Energy, Mines and Petroleum Resources

MLA, Surrey-Whalley

Honourable Selina Robinson

Minister of Municipal Affairs and Housing

MLA, Coquitlam-Maillardville



February 26, 2020

Lower Mainland Local Government Association (LMLGA) PO Box 729 Pemberton BC VON 2L0

Dear LMLGA members:

RE: CREATION OF RISK-SHARING MODEL THAT RETURNS STRATA PREMIUMS AND OWNER DEDUCTIBLES TO 2019 LEVELS

On February 24, 2020 White Rock City Council unanimously supported a motion requesting the Province create a Risk-Sharing Model that returns Strata Premiums and Owner Deductibles to 2019 Levels. The resolution reads as follows:

WHEREAS strata corporations in British Columbia have seen insurance premiums swell up to several hundred percent, and strata owners similarly had deductibles rise exponentially, all due in part to climate change-related risk aversion by insurers;

AND WHEREAS stratas have increasingly become British Columbians' residence of choice because of their relative affordability and improved land use, but those perceived values are now threatened over escalating insurance costs;

AND WHEREAS the loss of multi-unit homes as a viable housing option for British Columbians would be economically catastrophic to our province;

THEREFORE BE IT RESOLVED THAT British Columbia local governments call on the Province to act swiftly and decisively to create a risk-sharing model that returns strata premiums and owner deductibles to 2019 levels, adjusted for inflation.

As the housing affordability crisis affecting British Columbians remains a concern in our community, all avenues to alleviate increased housing costs on households need to be explored. Therefore we kindly request your support and endorsement of this motion at the 2020 LMLGA conference.

If you have any questions, please contact my office at 604 541 2124. On behalf of White Rock City Council thank you for your consideration.

Sincerely,

Darryl Walker, Mayor

acceler

cc: Mayor Crompton, LMLGA President



March 4, 2020

The Honourable Selina Robinson Minister of Municipal Affairs and Housing PO Box 9056 Stn Prov Govt Victoria, BC V8W 9E2

Dear Minister Robinson:

RE: Interim Business Property Tax Relief Program

We appreciate the Province's efforts to address the property tax issues being faced by small businesses and arts, culture and non-profit organizations in our communities.

Property tax reform is greatly needed as hundreds of small businesses and our community partners are impacted by property taxation on development potential for properties that are not developed to their highest and best use.

The interim property tax relief legislation announced on February 24, 2020 by the Province does not address property taxation on development potential. As well, it poses multiple implementation challenges including:

- The timing of the legislation does not allow sufficient time to engage stakeholders in a meaningful way, or to put processes in place to implement the legislation;
- The data required to address the criteria of the legislation is not readily available; and



• There could be unintended consequences such as businesses receiving tax relief for the wrong reasons, and struggling businesses and organizations end up paying higher taxes.

(A more detailed analysis of the challenges is provided in the attached Appendix.)

Further, we are concerned the proposed legislation will raise unrealistic expectations amongst small business, arts, culture and non-profit communities about the extent to relief to be provided which will likely result in additional public outcry and confusion.

We respectfully request the province to continue to work as part of the Intergovernmental Working Group (IWG) on implementing split assessment through a new commercial sub class – split assessment.

This split assessment approach was recommended by the entire IWG as the most viable approach as:

- It addresses the root cause of the problem by allowing municipalities to tax existing use versus development potential differently.
- It offers a common platform for municipalities while allowing a high degree of flexibility, scalability and customization, similar to the intent behind a permissive exemption. Municipalities can decide whether or not to use the tool and determine the eligibility requirement, tax rate and duration of the tax relief by-laws.
- It is more transparent and straight-forward to administer than the proposed permissive exemption approach.

For the past year and a half, chief financial officers from various municipalities worked with senior staff from the Ministry of Municipal



Affairs and Housing, as well as the Ministry of Finance and BC Assessment, as part of the IWG to review the development potential issue. In May 2019, the IWG submitted a recommendation for split assessment. The IWG agreed this was the most targeted approach to address the core issue – taxes on development potential – impacting small business, arts, culture and non-profit organizations.

The need for split assessment arises due to properties being assessed at highest and best use. As Metro Vancouver cities grow and evolve, official community plans (OCP) and neighborhood plans are developed to set out 20-25 year plans to densify communities to support anticipated population and job growth, and to expand commercial and light industrial space. As OCPs and neighborhood plans are implemented over time, certain properties will continue their existing use for a number of years until redevelopment occurs, while their assessed value reflects a higher and better future use as per OCPs/neighborhood plans.

At present, there is no property class for this future development potential as a type of use. Existing use value and the future development potential value is aggregated into the same property class. As a result, local governments cannot set different tax rates for existing use versus future development potential. This limitation has significantly impacted the viability of local independent businesses as well as the arts, culture and non-profit sectors, particular for tenants on triple net leases. The split assessment recommendation would create a sub class for this future development potential.

Moreover, the split-assessment recommendation proposed by the IWG would be enabling legislation that would only have to be adopted by municipalities that choose to use it, similar to the proposed interim solution. As well, it will not result in tax shift across municipalities – for municipalities that chose to use split assessment, any tax reallocation will be confined within the municipality.



In summary, while the interim solution put forward by the Province may satisfy the desire to put a mechanism in place for the 2020 tax year, given the challenges expressed above, we do not support the interim permissive property tax exemption legislation.

We respectfully request that the Province continue to work with the IWG on implementing split assessment through a new commercial sub class, in order to address the property tax impacts of development potential.

If you have any questions or concerns about the contents of this letter, please feel free to contact the undersigned.

Sincerely,

John McEwen Mayor T 604 469 9877 john.mcewen@anmore.com

Encl.

Appendix: Challenges With Interim Property Tax Relief Legislation

Key challenges municipalities are facing with the Province's interim property tax relief legislation include:

Public Consultation

- Similar to the Province needing more time for consultation across British Columbia before implementing split assessment, municipalities need time for public consultation and engagement with stakeholders prior to implementing any solution including a permissive tax exemption. Among other things, the public and stakeholders need to understand how and who can qualify for an exemption and the impacts of a permissive exemption.
- The proposed legislation will result in a transfer of the tax burden of both municipal and school taxes among taxpayers. Municipalities will be required to collect the same amount of school tax, which means the tax rate will have to be adjusted, resulting in a redistribution of the tax burden for school taxes. Municipalities will either have to collect less tax, or redistribute the tax burden among taxpayers.
- A structured policy is required to determine who receives benefits, the amount of the benefits, and who pays for the benefits. Time for proper consultation is critical to enable staff and elected officials to understand the issues and answer questions as to why some businesses receive benefits and others don't. This is particularly important as the proposed legislation is not based on development potential, something that the public is keenly aware of and understands. An appropriate public consultation process will ensure that the opinions of all those impacted are considered when creating changes.

Lack of Required Data to Meet Criteria as per Proposed Legislation

- There is no common definition of "small business" for property assessment/taxation purposes.
- Private legal contractual agreement information and other owner/operator versus tenant data is not available from BC Assessment or other sources except private sources.

- A process to validate lease agreements to ensure only those with triple net leases are receiving the exemption is required and there is insufficient time to implement such a policy.

Unintended Consequences and Risks

- The proposed permissive exemption that segments the business class on such a short time frame without sufficient public consultation and proper due diligence creates risks for city councils such as potential legal challenges, error and omission in inclusion/exclusion of properties, and undetermined impacts on tax revenues
- Risk of the small businesses, arts culture and non-profit organizations subsidizing big box/chain stores is a major concern. Based on proposed legislation, if a tenant on a triple net lease occupies the same property as a big box store, the entire property would receive the tax exemption due to private legal contractual agreements. However, a small mom-and-pop owner occupied and operated business will not be eligible to receive the exemption. This will result in small owner operated businesses potentially subsidizing big box stores.
- The original intent was to provide relief to small businesses, arts, culture and non-profit organizations from large increases in property taxes created by development potential. The interim solution risks placing additional tax pressures on some of these properties and ultimately, there is insufficient time to address these risks.



February 24, 2020

Dear Chief Administrative Officer/Chief Financial Officer:

Subject: Interim Business Property Tax Relief Program

On behalf of the Ministry of Municipal Affairs and Housing, I am providing this material for distribution to municipalities to ascertain which communities might be interested in implementing the proposed property tax exemption for 2020.

Today, the Province tabled legislation to provide immediate, short-term property tax relief for tenants in commercial properties who are disproportionately affected by an increase in property taxes, particularly small businesses, non-profits and arts and culture organizations.

This Interim Business Property Tax Relief program would allow municipal governments to give businesses relief for the current tax year, while the Province continues to work with local governments and key stakeholders to develop a permanent solution that works for everyone. Municipalities would choose whether to use the program, as well as how many properties to exempt, and to what extent.

In anticipation of quick implementation, the Province took the exceptional step of pre-announcing the legislation on January 17th and has been working with interested municipal staff to help them prepare for implementation. Staff in the Ministry of Municipal Affairs and Housing held a number of meetings with a working group of municipalities, primarily from Metro Vancouver. I want to thank them for their input and advice.

As indicated during those conversations, the Ministry has also developed a user guide, a model bylaw and a sample public notice to help municipalities meet the tight implementation deadline for 2020. BC Assessment has also been working with municipalities to provide data to help them identify potential properties for exemption.

To help you in determining if your municipality is interested in using the legislation, I have attached a backgrounder for your consideration. If you have any questions, please feel free to contact Brian Currie at Brian.Currie@gov.bc.ca or (250) 356-6075.

Thank you for support for this interim solution as we continue to work together to find a permanent solution that works for communities of all sizes.

Sincerely,

David Curtis
Assistant Deputy Minister
Ministry of Municipal Affairs and Housing

250 387-7973

Fax:

BACKGROUNDER INTERIM BUSINESS PROPERTY TAX RELIEF

POTENTIAL BENEFITS

- If passed, the legislation would enable municipalities to provide immediate, short-term property tax relief
 for commercial property tenants who have been struggling for years with unexpected and significant
 property tax increases, particularly small businesses, non-profits and arts and culture organizations.
- If municipalities choose to use the tool, they would be able to exempt, by bylaw, a portion of the commercial (Class 5 Light Industry and Class 6 Business and Other) property value from taxation; this would result in lower property taxes for commercial lessees who are required to pay all or a portion of these taxes under the terms of their leases.

DURATION OF THE INTERIM SOLUTION

- This legislation would allow municipalities to give targeted relief for up to five years (through the 2024 tax year), while the Province continues to work with local governments and key stakeholders on a permanent solution.
- However, we do not think it will take five years to find a permanent solution that works for everyone; once
 we introduce a longer-term mitigation strategy, this interim solution would be rescinded, and the
 permanent fix would replace it.

SUPPORT FOR MUNICIPALITIES

- To help municipalities meet the tight timelines for 2020, we pre-announced the legislation and have been
 engaged in several outreach efforts with interested municipalities under the terms of non-disclosure
 agreements. We also extended the bylaw adoption deadline and adjusted notification and adoption
 requirements for 2020, and BC Assessment is providing property data when requested so municipalities
 can run some preliminary numbers.
- As well, we have prepared a user guide, model bylaw and sample notice to provide further support for implementation.
- If your municipality is interested in implementing the Interim Business Property Tax Relief program for 2020, please contact Brian Currie at Brian.Currie@gov.bc.ca or (250) 356-6075 for more information.

ELIGIBILITY REQUIREMENTS

The legislation would have a basic framework requiring a property to be assessed as commercial and
occupied by at least one commercial tenant responsible for property taxes in whole or in part, the amount
of which varies with the amount of tax imposed.

- The legislation would also require a municipality to set certain criteria thresholds properties would have to meet to be eligible for this exemption. This is to ensure municipalities have flexibility and autonomy in addressing their unique community needs, at the local level. These include:
 - Base year (2015 or any year thereafter), to use as comparison to the current tax year;
 - Percentage increase in assessed Class 5/6 land value over base year (e.g., the combined Class 5/6 land value for 2020 must be 50% higher than it was in 2015);
 - Minimum land value percentage of total assessed value (e.g., for the current tax year, the portion of the total assessed value of the property attributable to land must be 80%); and
 - Percentage of the exemption by property, area or kind (e.g., all properties in neighbourhood X receive a 10% exemption).
- This issue looks very different in each community. A top-down, blanket approach from the Province would be moving in the wrong direction; municipalities are in the best position to address the issue in their communities and determine what specific properties need relief.
- It would be up to municipalities to determine annually which properties are eligible and the amount of the exemption.

MUNICIPAL TAX REVENUE IMPLICATIONS

• Municipalities would be able to decide whether to give up the municipal tax revenues those properties would have generated or redistribute the tax burden within or among classes by adjusting tax rates.

INTERIM SOLUTION VS. SUB-CLASS PROPOSAL

- Introducing a new sub-class would have further complicated an already complex assessment system, required a new methodology for valuing "development potential", and was legislatively challenging to implement. Precedent-setting changes to the assessment system need to be done thoughtfully and with great care as they have a significant impact and potential for unintended consequences.
- The UBCM resolution was only endorsed by a small margin (54% Yes, 46% No) and while it reflects a strong desire on the part of municipalities to provide relief to small businesses, it was also clear that there was significant concern about whether that approach would work for all municipalities, not just those in Metro Vancouver.
- This interim solution would allow municipalities to give businesses and organizations immediate relief
 while the Province continues to work with local governments and key stakeholders to develop a
 permanent solution that works for everyone.

FLOW-THROUGH TO SCHOOL TAXES

- This exemption would flow through to school taxes.
- Municipalities would be required to raise the same amount of school tax revenue as would have been raised without the exemption by adjusting school tax rates for Class 5 and/or Class 6.



VILLAGE OF ANMORE REPORT TO COUNCIL

Date: February 26, 2020

Submitted by: Juli Halliwell, Chief Administrative Officer

Subject: Statutory Reserve Establishment Bylaws

Purpose / Introduction

To establish flexible, easily managed, reserve accounts, including supporting bylaws and financial policy, to encourage and support long-term financial stability, predictability and sustainability.

Recommendation

THAT Council grant first, second and third readings to Anmore Reserve Fund Amendment Bylaw No. 601-2020;

AND THAT Council grant first, second and third readings to Anmore Capital and Operating Reserve Fund Establishment Bylaw No. 602-2020;

AND THAT Council adopt Policy No. 64 – Reserve and Surplus

Background

At the Finance Committee meeting held on February 6, 2020, the following was unanimously recommended to Council:

- 1. All existing Reserve Fund Establishment bylaws be amended to remove the requirements to:
 - Hold the reserve's cash funds in a separate (bank) account; and
 - To require approval for use, by separate bylaw approved by 2/3 of the members of Council,

as applicable. *

- 2. The "Anmore Reserve Fund Bylaw No. 531-2014" be repealed.*
- 3. Two NEW broad purpose statutory reserves be established; one for capital purposes and one for operating purposes.

Report/Recommendation to Council

Statutory Reserve Establishment Bylaws February 26, 2020

- 4. \$150,000 of surplus (General Fund) be transferred to the NEW statutory operating reserve.
- 5. \$126,000 of the Transfers to Reserves approved in the current Financial Plan Bylaw for fiscal 2019 and future years, be transferred to the new Operating Reserve, and all remaining transfers, to the new Capital Reserve.
- 6. No further transfer of funds be made to the following Reserves:
 - Capital Projects Reserve Fund Establishment Bylaw, 1989, No. 29
 - Anmore Water Storage Reserve Fund Establishment Bylaw No. 191-1996
 - Anmore Capital Roads Reserve Fund Establishment Bylaw No. 213-1997

And, that the existing funds therein, be used for the purposes specified in the respective bylaws, and then the bylaws be repealed.

- 7. Policy 64 Reserves & Surplus be approved
- 8. And two non-statutory reserves be established, and unspent funds be transferred thereto:
 - Major Road Network (MRN) To hold all unspent MRN grant funds.
 - Community Works Fund (CWF) To hold all unspent CWF grant fund

Discussion

The report dated January 15, 2020 by Nancy Gomerich, NG Consulting, is included as **Attachment 1** for reference.

Other Options

That Council provide alternate direction to staff in relation to the proposed bylaws and/or policy.

Financial Implications

The financial implications are as outlined in the **Attachment 1**. There is no cost associated with making the recommended changes to the bylaws or adopting the policy.

Communications / Civic Engagement

Council policies and bylaws are made available to the public.

Report/Recommendation to Council

Statutory Reserve Establishment Bylaws February 26, 2020

Council Strategic Plan Objectives

The proposed bylaws and policy meet the objective to continue measures to ensure long-term fiscal responsibility.

Attachments:

1. Finance Committee Report dated January 15, 2020 by Nancy Gomerich, NG Consulting

Prepared by:

Juli Halliwell
Chief Administrative Officer



VILLAGE OF ANMORE REPORT TO FINANCE COMMITTEE

Date: January 15, 2020

Submitted by: Nancy Gomerich, NG Consulting

Subject: Statutory Reserve Framework Review/Establishment

Purpose / Introduction

To establish flexible, easily managed, reserve accounts, including supporting bylaws and financial policy, to encourage and support long-term financial stability, predictability and sustainability.

Recommendation

THAT Finance Committee recommend the following to Council:

- 1. All existing Reserve Fund Establishment bylaws be amended to remove the requirements to:
 - Hold the reserve's cash funds in a separate (bank) account; and
 - To require approval for use, by separate bylaw approved by 2/3 of the members of Council.

as applicable. *

- 2. The "Anmore Reserve Fund Bylaw No. 531-2014" be repealed.*
- 3. Two NEW broad purpose statutory reserves be established; one for capital purposes and one for operating purposes.
- 4. \$150,000 of surplus (General Fund) be transferred to the NEW statutory operating reserve.
- 5. \$126,000 of the Transfers to Reserves approved in the current Financial Plan Bylaw for fiscal 2019 and future years, be transferred to the new Operating Reserve, and all remaining transfers, to the new Capital Reserve.
- 6. No further transfer of funds be made to the following Reserves:
 - Capital Projects Reserve Fund Establishment Bylaw, 1989, No. 29
 - Anmore Water Storage Reserve Fund Establishment Bylaw No. 191-1996
 - Anmore Capital Roads Reserve Fund Establishment Bylaw No. 213-1997

And, that the existing funds therein, be used for the purposes specified in the respective bylaws, and then the bylaws be repealed.

7. Policy 64 – Reserves & Surplus be approved

Statutory Reserve Framework Review/Establishment January 15, 2020

- 8. And two non-statutory reserves be established, and unspent funds be transferred thereto:
 - Major Road Network (MRN) To hold all unspent MRN grant funds.
 - Community Works Fund (CWF) To hold all unspent CWF grant fund

Background

Under the Community Charter the Village, by bylaw:

- Must establish reserves to be used for specific purposes stated in the Charter, as applicable, and
- May establish other reserves for either capital or operating purposes.

These reserves are commonly referred to as statutory reserves, as opposed to non-statutory reserves which are simply surplus funds that have been set-aside or designated by Council to be used for a stated purpose.

The use of reserves to facilitate setting aside money to be used for a planned purpose in future year(s) is a fundamental requirement of prudent and wise financial planning. It is important that the Village establish <u>statutory</u> reserves for both capital and operating purposes, as the Village may <u>only</u> budget to transfer funds (in the Financial Plan) to statutory reserves.

Based on a review of the Villages reserves and statutory reserve establishment bylaws:

- The Village has no non-statutory reserves, fourteen (14) statutory reserves established for capital purposes, and two (2) for operating purposes.
- Of the sixteen statutory reserves, seven (7) have current cash balances therein.

See Attachment 1 for details.

Discussion

It is important that the reserves in place:

- Are as easy to account for and manage as possible, to minimize both staff and councils time.
- Provide as much flexibility in the ultimate use of the reserve funds as possible, to support changes in funding priorities.

Statutory Reserve Framework Review/Establishment January 15, 2020

- Have a clearly defined purpose and supporting funding strategy, including establishment of annual target funding levels sufficient to meet the full funding needs of the related works/expenditures.
- Have target balances that consider: existing surplus funds, the Villages ability to access other funding sources (ex. debt, grants), and associated contingencies and risks.

Concerns with the current structure are:

- Most of the reserves that were established many years ago contain a requirements to maintain the cash balance in a separate bank account, and some, contain the requirement for fund use to first be approved by a separate bylaw approved by 2/3 of the members of Council. Both of these requirements were requirements of the Municipal Act sections (since repealed) that the reserves were established under, and both are not requirements of the now applicable reserve sections of the Community Charter. Maintaining the balances in separate bank accounts creates an unnecessary administrative burden.
- The bylaw that established the seven (7) statutory reserves that currently do not have any cash balances, requires that expenditures for existing asset renewal/repair/replacement and for new assets, be funded by different reserves. This is not practical as it is usually the case that most capital projects will contain an element of renewal/repair/replacement and expansion/addition to service growth or meet current service standards.
- Statutory reserves may only be used for a purpose other than for which they were established "if the amount to the credit of a reserve is greater than required" for that purpose. Although the Community Charter does not elaborate on this limitation, the common legal interpretation is that Council would need to establish that such funds are not required because the related works will no longer be done, or possibly are not even required. Given the broad stated purposes of most of the existing reserves, this would be very difficult to establish, placing a likely unintended limit on the use of the funds.
- Under the Community Charter reserve sections, if funds held in one reserve are not currently required they may be loaned to another statutory reserve for use, but must be repaid with interest, neither of which may be desirable.

The recommendations stated in this report, remove or minimize the above-stated concerns by:

• Removing, as applicable, the requirements for each reserve to be kept in a separate bank account,

Statutory Reserve Framework Review/Establishment January 15, 2020

- Removing, as applicable, the requirement for use of funds only by bylaw approved by 2/3 of Council,
- Establishing two broad statutory reserves, one for capital and one for operating purposes, thus allowing the ultimate flexibility in the use of the reserve funds,
- Transferring a portion of current surplus (\$150,000), and the annual transfers to reserves (\$126,000), to the NEW Statutory Operating Reserve, to provide for related funding needs.

To support these recommendations two bylaws are being proposed. The first (**Attachment 2**) is to amend the existing reserve fund establishment bylaws for the following funds to remove the requirement for them to be transferred to separate bank accounts:

- 1. Capital Projects (Bylaw No. 29-1989)
- 2. Anmore Road Development Cost Charge (Bylaw No. 116-1993)
- 3. Anmore Drainage Development Cost Charge (Bylaw No. 117-1993)
- 4. Anmore Water Development Cost Charge (Bylaw No. 118-1993)
- 5. Anmore Water Storage (Bylaw No. 191-1996)
- 6. Anmore Capital Roads (Bylaw No. 213-1997)
- 7. Parkland Acquisition (Bylaw No. 53-1990)

As well as to repeal the existing Anmore Reserve Fund Bylaw No. 531-2014.

The second bylaw (Attachment 3) is to establish a new set of reserve funds.

In addition, supporting policy (Attachment 4) is recommend that:

- Creates a clear planning and funding framework for the reserves, including detailing how each reserve should be funded, and
- Establishes a framework for the related use, and target balance of, surplus.

Attachments:

- 1. Schedule of Surplus and Reserves
- 2. Anmore Reserve Fund Amendment Bylaw No. 601-2020
- 3. Anmore Capital and Operating Reserve Fund Establishment Bylaw No. 602-2020
- 4. DRAFT Reserve & Surplus Policy No. 64

Statutory Reserve Framework Review/Establishment January 15, 2019

Prepared by:

Nancy Gomerich, BBA, CPA, CA

Financial Consultant, NG Consulting

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

Chief Administrative Officer's Comment/Concurrence

Chief Administrative Officer

Statutory Reserve Framework Review/Establishment January 15, 2020

ATTACHMENT 1

Schedule of Surplus and Reserves

The schedule below was prepared based on the current Financial Plan Bylaw and incorporating the stated Recommendations in this Report.

			5 Y	ear Financial P	lan		
SURPLUS 8	& RESERVES	2019	2020	2021	2022	2023	2024
	Detail (opening balances)						
	Surplus - GF - Opening Balance	1,421,744	1,271,744	1,271,744	1,271,744	1,271,744	2,236,15
	Surplus - WF - Opening Balance	(89,665)	(89,665)	(89,665)	(89,665)	(89,665)	(89,66
	Surplus - WAR - Opening Balance	17,505	17,505	17,505	17,505	17,505	17,50
NEW	NSR - Community Works Fund - Opening Balance	196,783	262,935	330,409	399,234	469,434	541,03
NEW	NSR - MRN Roads (Unspent) - Opening Balance	77,582	77,582	77,582	77,582	77,582	77,58
NEW	SR - OR - Operating - Opening Balance		196,000	248,400	300,800	329,200	381,80
Existing/NEW	SR - CR - Capital - Opening Balance	4,126,006	5,071,541	6,400,455	7,829,597	9,352,971	11,046,17
Existing	SR - CR - Parkland Acquisition - Opening Balance	402,363	410,410	418,618	426,991	435,531	444,24
Existing	SR - CR - Water System - Opening Balance	440,850	702,167	1,004,060	1,317,748	1,637,710	1,970,03
Existing	SR - CR - Water Storage - Opening Balance	37,433	38,182	38,945	39,724	40,519	41,32
Existing	SR - DCC - Roads - Opening Balance	637,551	650,302	663,308	676,574	690,106	703,90
Existing	SR - DCC - Drainage - Opening Balance	68,357	69,724	71,119	72,541	73,992	75,47
Existing	SR - DCC - Water - Opening Balance	864,328	881,615	899,247	917,232	935,576	954,28
	Summary (opening balances)						
	Surplus	1,349,584	1,199,584	1,199,584	1,199,584	1,199,584	2,163,99
	Reserve - Non Statutory	274,365	340,517	407,991	476,816	547,016	618,62
	Reserve - Statutory - DCC	1,570,236	1,601,641	1,633,674	1,666,347	1,699,674	1,733,66
	Reserve - Statutory - Operating	0	196,000	248,400	300,800	329,200	381,80
	Reserve - Statutory - Capital	5,006,652	6,222,300	7,862,079	9,614,060	11,466,731	13,501,77
	Total	8,200,837	9,560,041	11,351,728	13,257,606	15,242,205	18,399,85
	NSR=Non-Statutory Reserve; SR=Statutory Reseve, DCC	=Development	Cost Charge,	OR=Operating	Reserve,		
	GF=General Fund, WF=Water Fund, WAR=Waste and R	ecycling Fund, N	MRN=Municip	al Road Netwo	ork		
	Other Statutory Reserves (no current cash balances)						
Existing	Stabilization Fund - General	To fund contingencies & emergencies.					
Existing	Stabilization Fund - Water	To fund contingencies & emergencies.					
Existing	Capital Asset Reserve - Vehicles, Machinery	To fund contingencies & emergencies. To fund replacement or renewal of existing assets.					
Existing	Capital Asset Reserve - Buildings	To fund replacement or renewal of existing assets. To fund replacement or renewal of existing assets.					
Existing	Capital Asset Reserve - Roads & Drainage	To fund replacement or renewal of existing assets. To fund replacement or renewal of existing assets.					
Existing	Capital Asset Reserve - Water	To fund replac					
Existing	Future Capital - Growth and New Capital	To fund new a		C.Vai or CAISTII	. <u>o</u> 455015.		
Existing	Specified Purpose - Parks			ent or purchase	e of parks.		
Existing	Specified Purpose - Municipal Road Network	To fund renewal, replacement or purchase of parks. To fund repair, replacement or renewal of MRN assets.					

VILLAGE OF ANMORE

BYLAW NO. 601-2020

A bylaw to amend and repeal certain reserve funds.

WHEREAS pursuant to section 188 of the Community Charter, a Council may by bylaw, establish, amend or repeal a reserve fund for a specified purpose and direct that money to be placed to the credit of the reserve fund;

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

TITLE

1. This bylaw may be cited for all purposes as "Anmore Reserve Fund Amendment Bylaw No. 601-2020".

RESERVE FUNDS TO BE AMENDED

- 2. That Bylaw "Capital Projects Reserve Fund Establishment Bylaw, 1989, No. 29" be amended to delete the following parts:
 - 3. All money in the Capital Projects Reserve fund shall be deposited in a separate account, and until required to be used, may be invested in the manner provided by the Municipal Act."
 - 5. The Council may, by further bylaw adopted by at least two-thirds of its members, provide for the expenditures of money in the Capital Projects Reserve Fund and interest earned on it.
- 3. That Bylaw "Anmore Road Development Cost Charge Reserve Fund Establishment Bylaw No. 116-1993" be amended to delete the following part:
 - The money set aside shall be deposited in a separate bank account and, until required to be used, may be invested in the manner provided by the Municipal Act."
- 4. That Bylaw "Anmore Drainage Development Cost Charge Reserve Fund Establishment Bylaw No. 117-1993" be amended to delete the following part:
 - 3. The money set aside shall be deposited in a separate bank account and, until required to be used, may be invested in the manner provided by the Municipal Act."
- 5. That Bylaw "Anmore Water Development Cost Charge Reserve Fund Establishment Bylaw No. 118-1993" be amended to delete the following part:

- 3. The money set aside shall be deposited in a separate bank account and, until required to be used, may be invested in the manner provided by the Municipal Act."
- 6. That Bylaw "Anmore Water Storage Reserve Fund Establishment Bylaw No. 191-1996" be amended to delete the following part:
 - 4. The money set aside shall be deposited in a separate bank account and, until required to be used, may be invested in the manner provided by the Municipal Act."
- 7. That Bylaw "Anmore Capital Roads Reserve Fund Establishment Bylaw No. 213-1997" be amended to delete the following part:
 - 4. The money set aside shall be deposited in a separate bank account and, until required to be used, may be invested in the manner provided by the Municipal Act."
- 8. That Bylaw "Parkland Acquisition Reserve Fund Establishment Bylaw 1990, No. 53" be amended to delete the following parts:
 - 4. All money in the Parkland Acquisition Reserve fund shall be deposited in a separate account and, until required to be used, may be invested in the manner provided by the Municipal Act."
 - 6. The Council may, by further bylaw adopted by at least two-thirds of its members, provide for the expenditures of money in the Parkland Acquisition Reserve Fund and interest earned on it.

RESERVE FUND TO BE REPEALED

9. That Bylaw "Anmore Reserve Fund Bylaw No. 531-2014" be repealed.

READ a first time the	day of	,2020	
READ a second time the	day of	,2020	
READ a third time the	day of	,2020	
ADOPTED the	day of	, 2020	
			MAYOR
			CORPORATE

OFFICER

VILLAGE OF ANMORE

BYLAW NO. 602-2020

A bylaw to establish certain reserve funds to be expended for a specified purpose.

WHEREAS pursuant to section 188 of the Community Charter, a Council may by bylaw, establish a reserve fund for a specified purpose and direct that money to be placed to the credit of the reserve fund;

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

TITLE

1. This bylaw may be cited for all purposes as "Anmore Capital and Operating Reserve Fund Establishment Bylaw No. 602-2020".

RESERVE FUNDS ESTABLISHED

2. The reserve funds listed in column 1 of Schedule A are established for the purposes specified in column 2 of Schedule A.

EXPENDITURE OF RESERVE FUNDS

- 3. Monies placed to the credit of a reserve fund established by this Bylaw may be expended for the specified purpose stated for each reserve fund in Schedule A.
- 4. Expenditure approval is made by a Financial Plan bylaw adopted by Council.

READ a first time the	day of	,2020
READ a second time the	day of	,2020
READ a third time the	day of	,2020
ADOPTED the	day of	, 2020

MAYOR
 CORPORATE
OFFICER

SCHEDULE A

RESERVE FUND	RESERVE FUND PURPOSE
Capital Reserve	For expenditure by the Village for or in relation to any project, work or acquisition that is of a capital nature, including, without limiting the foregoing, equipment replacement, infrastructure replacement, building replacement and the acquisition of equipment, infrastructure, facilities, or land or improvements of any kind.
Operating Reserve	For expenditure by the Village for or in relation to any purpose that is not of a capital nature.



COUNCIL POLICY

Policy	Reserve & Surplus Policy	Policy No.	64
Effective Date	XX, 2020	Approved by	Council
Date Amended	n/a	Resolution No.	XXX/2020
Date Established	XX, 2020		

PURPOSE

- 1. To set out the framework and guiding polic(ies) for:
 - The use of Village Surplus, and
 - The establishment and use of Statutory Reserves, other than those legislatively required to be established and maintained,
- 2. To facilitate and support efficient and effective long-term planning and financial sustainability.

DEFINITIONS

Reserve: funds that would otherwise be part of surplus, that have been

established by bylaw (Statutory Reserve), or by decision of Council

(Non Statutory Reserve), to be used for a specific purpose.

Statutory Reserve: a Reserve that has been established bylaw under the authority of the

Community Charter or he Municipal Act ("establishing legislation").

Use of statutory reserve funds, including interest earnings, are

restricted to uses permitted in the establishing legislation and bylaw,

and may only be used for other purposes as permitted therein. The

Village may specifically budget (in the annual Financial Plan) to

transfer revenue to a Statutory Reserve.

Non-Statutory Reserve: a Reserve that has been established by decision of Council. Use of

non-statutory reserves, including interest earnings, may be used for

other purposes, by decision of Council. The Village may NOT

specifically budget (in the annual Financial Plan) to transfer revenue

to a Non-Statutory Reserve.

Surplus:

Surplus is accumulated financial assets resulting from past (i.e., since the inception of the Village) total revenues being in excess of total expenses, less any funds that have been transferred into a Reserve. Financial assets include all assets that are cash or will be cash in the normal course of operations. They do not include capital assets, prepaids, or inventory. Is usually backed by actual cash resources but at any point in time may be backed by accounts receivable. May be used for any legal purpose of the Village. The Village may NOT specifically budget (in the annual Financial Plan) to transfer revenue to a Non-Statutory Reserve.

POLICY - SURPLUS

Village Surplus shall be used to:

- 1. Finance operations until key revenues (e.g. taxes, water fee, etc.) are received, and/or
- 2. Stabilize tax or fee rates by:
 - a. Funding unexpected, emergency or emergent expenditures, and/or
 - b. Phasing-in tax or fee increases.

POLICY - RESERVES

The Village shall maintain a minimum of two broad Statutory Reserves, one for capital purposes and one for operating purposes.

Operating Statutory Reserve

The municipality shall maintain an Operating Reserve sufficient:

- 1. For tax or fee rate stabilization to:
 - a. Fund unexpected, emergency or emergent expenditures, and/or
 - b. Phase-in tax or fee increases, and/or
- 2. Fund periodic or one-time, material operating expenditures (e.g. Municipal Elections, OCP Review/Update, major community event etc.).

See "Schedule A" for Reserve categories to be maintained.

Capital Statutory Reserve

The municipality shall maintain a Capital Reserve sufficient to fund all required capital expenditures for all existing, and anticipated new/growth related, capital assets, net of any funding anticipated from debt and/or third party sources (e.g. grants).

See Schedule B for Reserve categories to be maintained.

Funding of the Operating and Capital Reserves

Operating Statutory Reserve, category for Tax and Fee Stabilization:

The minimum target balance, when added with Surplus, is three (3) months normalized operating expenses.

All Other Statutory Reserve Categories:

Target Funding Envelopes ("TFE"), being an allocation of annualized revenues sufficient to meet a reserve categories full funding requirements, will be established for all reserve categories.

Funding of any shortfall in the Operating Reserve Tax and Fee Stabilization Category, and/or the annualized TFE's for all other reserve categories, will be considered and set by Council during the annual budget (Financial Plan) development process.

"SCHEDULE A"

OPERATING RESERVE CATEGORIES	PURPOSE
TAX AND FEE STABILIZATION	Funds required to stabilize and/or phase-in tax and/or fee increases due to significant increases in operating expenses.
MUNICIPAL ELECTION	Operating cost for municipal elections.
BUILDING AND DEVELOPMENT PERMIT AND APPLICATION PROCESSING	Operating costs, to support additional staff/staff time, third-party consultants, and other costs to process building and development related applications and permits.
COMMUNITY & DEVELOPMENT PLANNING For development and update/review of the Official Community Plan, Subdivision Bylaw, Development Cost Charge Bylaw, and other major planning bylaws, plans and studies.	Operating costs to support additional staff/staff time, third-party consultants, and other costs to complete regular and required reviews and updates of various community and development related plans or bylaws, and to develop new plans, bylaws and/or studies as required.

"SCHEDULE B"

CAPITAL RESERVE CATEGORIES	PURPOSE
TRANSPORTATION SYSTEM	
including: roads (roadway, sidewalks, lighting), bridges, drainage, bus shelters, related land purchases.	Capital cost of new purchases/construction of, and repairs, renewal, expansion and/or replacement of existing, transportation infrastructure.
VEHICLES, MACHINERY & EQUIPMENT	
Includes all vehicle, machinery, equipment, including furniture and information system assets purchases.	Capital cost of new purchases/construction of, and repairs, renewal and/or replacement of existing, vehicles, machinery, equipment and furniture.
BUILDINGS & RELATED	
IMPROVEMENTS Including: All the Municipal Hall, Works Yard.	Capital cost of new purchases/construction of, and repairs, renewal, expansion and/or replacement of existing, buildings and improvements.
PARKS AND TRAILS	
Includes all parks and trails buildings and improvements, and purchase of parkland.	Capital cost of new purchases/construction of, and repairs, renewal, expansion and/or replacement of existing, parks and trails infrastructure. Purchase of Village parks.
WATER SYSTEM	
Includes all water system infrastructure (buildings, water mains, pump stations etc.).	Capital cost of new purchases/construction of, and repairs, renewal, expansion and/or replacement of existing, water system infrastructure.
REFUSE & RECYCING BINS	Capital cost of new purchases and/or repair or replacement of refuse and recycling bins.



VILLAGE OF ANMORE REPORT TO COUNCIL

Date:

February 28, 2020

File Number: 3900-30

Submitted by:

Jason Smith, Manager of Development Services

Subject:

Ride Hailing and Inter-Municipal Business Licencing Bylaws

Purpose / Introduction

To introduce inter-municipal bylaws that would enable business licencing for ride hailing services in the region.

Recommended Options

That Anmore Inter-municipal TSN Business Licence Agreement Bylaw 620-2020 and Anmore Transportation Network Services Business Licence Bylaw 621-2020 be given first, second and third reading; and

That staff be directed to provide public notice of these bylaws' potential adoption at the Village's regular Council meeting of March 17, 2020 on the Village's website and on the Village's sign boards.

Background

In the latter half of 2019, the Province introduced its legislative regime to permit ride hailing services, such as Lyft and Uber, to operate. The Provincial legislation has reduced the municipal authority to regulate Passenger Directed Vehicles (PDV) such as taxis, limousines, ride-hailing vehicles, which the Village has never done. The Province now has sole authority to regulate company fleet size and operational boundaries, to set vehicle standards, and to issue driver Chauffeur Permits. While the Province's new regulations surrounding PDV activities limit the role of municipalities in establishing local regulations, municipalities retain authority to:

- Issue business licences;
- Set business licence requirements; and
- Regulate business activities, such as street and curb use and pick-up and drop-off locations, through bylaws.

Ride Hailing and Inter-Municipal Business Licencing Bylaws February 28, 2020

Given this new regime, it was not clear how to best regulate and locally licence ride hailing services. Discussions began in fall 2019 as to a coordinated local government response to create a regional licencing regime.

On December 12, 2019 the Mayors' Council on Regional Transportation directed TransLink to facilitate an expedited Inter-Municipal Business Licence (IMBL) development process with Region 1 (Metro Vancouver and surrounding municipalities) municipalities with agreement on bylaw terms by January 31, 2020.

Region 1 municipalities commenced work in late December 2019. An IMBL Working Group was established and met weekly throughout the month of January 2020 to develop the proposal for an IMBL for ride-hailing.

Discussion

New Bylaws and Regional Implementation

The proposed IMBL bylaws establish licensing authority; licence fee and structure; licence conditions; and licence fee revenue sharing among participating municipalities. The Anmore Inter-municipal TSN Business Licence Agreement Bylaw 620-2020 authorizes the Village to enter into an inter-municipal agreement and sets the parameters for that agreement (Attachment 1). The Anmore Transportation Network Services Business Licence Bylaw 621-2020 implements the business licence regime within the Village in accordance with the intermunicipal agreement (Attachment 2).

Participating municipalities will bring reports to their Councils in February and March 2020 recommending approval of the bylaws as presented. If approved, the IMBL will take effect on April 1, 2020. For any participating municipalities that enact the bylaw after April 1, 2020, the licence will take effect in that municipality on the day of enactment.

Given the expedited process for development, the terms of the bylaw should be understood as interim. Participating municipalities will assess the effectiveness of the licence over the coming months, as more companies are licensed and operating.

Licensing Authority

The City of Vancouver will be the licensing authority for the IMBL which means that ride-hailing companies will need to purchase the licence from the City of Vancouver. The licence will allow companies to operate in all participating Region 1 municipalities.

Ride Hailing and Inter-Municipal Business Licencing Bylaws February 28, 2020

Given the expedited timeframe to develop a licencing scheme, the working group agreed that the City of Vancouver is well positioned for this role as it has developed an infrastructure to support tracking and issuing TNS business licences.

Licence Fee and Structure

The annual licence fee will be a company fee of \$155 plus per vehicle fees of

- \$150 for each vehicle
- discount of \$30 for each zero emission vehicle
- \$0 for each wheelchair accessible.

The discounted fee for zero emission vehicles provides a meaningful incentive while acknowledging that these vehicles do have an administrative cost and physical impact on streets. Wheelchair accessible vehicles are understood to be more expensive to purchase and maintain than non-accessible vehicles, and municipalities want to encourage their participation in ride-hailing as much as possible. Therefore, a \$0 per vehicle fee is proposed.

Licence fees are to be pro-rated to align with the City of Vancouver's calendar licensing structure.

Companies will self-report monthly all new vehicles operating under their licence, and whether they are standard, zero emission or wheelchair accessible. Once a vehicle has been reported and the associated fee paid, the vehicle may operate for the remainder of the calendar year.

Licence Fee Revenue Sharing

Licence fee revenue will be shared among participating municipalities. The City of Vancouver will first retain funds sufficient to recover costs for set-up and administration of the licence program and remaining revenues will be shared based on the percent of total regional pick-ups and drop-offs that occur within each municipality.

Year 1 of the IMBL program includes set-up costs that are expected to fall in subsequent years as the program is regularized. At the end of each licence year, the City of Vancouver will provide participating municipalities with a year-end account of costs, and revenue to be shared.

Ride Hailing and Inter-Municipal Business Licencing Bylaws February 28, 2020

Licence Requirements

Companies will be required to comply with the municipal bylaws and regulations of each participating municipality.

Each participating municipality will retain authority to enforce its own bylaws, for example street and traffic regulations, and also to suspend or cancel an IMBL. Because suspension or cancellation of a licence would affect all participating municipalities, staff in participating municipalities will establish a shared protocol for escalating enforcement prior to any municipality considering suspension or cancellation. This protocol will include communicating with the Provincial Registrar and Passenger Transportation Branch about on-going concerns with a company or vehicle.

The Province will be enforcing compliance with provincial regulations and licence conditions. Field investigations will be carried out by the Commercial Vehicle Safety and Enforcement (CVSE) Branch; the Registrar of the Passenger Transportation Branch is authorized to investigate and audit companies for issues including compliance with licence conditions and public safety. At this time, the number of provincial enforcement staff that will be assigned to address potential issues in Anmore is not available.

Public Notice

Public notice of changes to business licence bylaws is typically required for local governments. Given the Village is not changing any current business licence requirements and that ride hailing is perceived as a desired service in the community, staff recommend that notice be published on the Village's website and that the sign boards be updated to allow for public comment prior to potential adoption of the two bylaws on March 17, 2020. Should Council desire more formal notice, they could direct staff to advertise in community newspapers and/or mail notice to all Anmore residents via mail drop.

Other Options

The following options are provided for Council's consideration:

1. That Anmore Inter-municipal TSN Business Licence Agreement Bylaw 620-2020 and Anmore Transportation Network Services Business Licence Bylaw 621-2020 be given first, second and third reading; and

Ride Hailing and Inter-Municipal Business Licencing Bylaws February 28, 2020

That staff be directed to provide public notice of these bylaws potential adoption at the Village's regular Council meeting of March 17, 2020 on the Village's website and updating the Village's sign boards.

Or

2. That Council direct staff to advise City of Vancouver and other participating jurisdictions that the Village of Anmore is opting out of the Inter-municipal Business Licence for ride-hailing services.

Financial Implications

The Village will potentially derive some revenue from ride hailing, the amount will depend on how many trips are generated in the Village. Revenue will be provided by the City of Vancouver on an annual basis

Attachments:

- 1. Anmore Inter-municipal TSN Business Licence Agreement Bylaw 620-2020
- 2. Anmore Transportation Network Services Business Licence Bylaw 621-2020

Prepared by:
Jason Smith
Manager of Development Services
Reviewed for Form and Content / Approved for Submission to Council:
Chief Administrative Officer's Comment/Concurrence
XECCO POR
Chief Administrative Officer

VILLAGE OF ANMORE

BYLAW NO. 620-2020

A bylaw to authorize the Village to enter into an Agreement among the Participating Municipalities regarding Intermunicipal Transportation Network Services Business Licence Scheme

- 1. This bylaw may be cited for all purposes as "Anmore Inter-municipal TSN Business Licence Agreement Bylaw 620-2020".
- 2. Council hereby authorizes the Village to enter into an Agreement with the Participating Municipalities in substantially the form and substance of the Agreement attached to this Bylaw as Schedule A, and also authorizes the Mayor and Chief Administrative Officer to execute the Agreement on behalf of the Village, and to deliver it to the Participating Municipalities on such terms and conditions as the Chief Administrative Officer deems fit.
- 3. This bylaw is to come into force and take effect on the date of its enactment.

READ a first time the	day of	, 2020
READ a second time the	day of	, 2020
READ a third time the	day of	, 2020
ADOPTED the	day of	, 2020

MAYOR
CORPORATE OFFICER

Schedule A

Inter-municipal TNS Business Licence Agreement

WHEREAS the City of Abbotsford, the Village of Anmore, the Bowen Island Municipality, the City of Burnaby, the City of Chilliwack, the City of Coquitlam, the City of Delta, the Village of Harrison Hot Springs, the Corporation of the City of Langley, the Corporation of the Township of Langley, the Village of Lions Bay, the City of Maple Ridge, the Corporation of the City of New Westminster, the Corporation of the City of North Vancouver, the Corporation of the District of North Vancouver, the City of Pitt Meadows, the Corporation of the City of Port Coquitlam, the City of Port Moody, the City of Richmond, the District of Squamish, the City of Surrey, the City of Vancouver, the Corporation of the District of West Vancouver, the Resort Municipality of Whistler, and the Corporation of the City of White Rock (the "Participating Municipalities"), wish to permit transportation network services ("TNS") businesses to operate across their jurisdictional boundaries thereby eliminating the need to obtain a separate municipal business licence in each jurisdiction;

NOW THEREFORE the Participating Municipalities agree as follows:

- 1. The Participating Municipalities agree to establish an Inter-municipal TNS Business Licence scheme among the Participating Municipalities, pursuant to section 14 of the Community Charter and section 192.1 of the Vancouver Charter.
- 2. The Participating Municipalities will request their respective municipal Councils to each ratify this Agreement and enact a by-law to implement an Inter-municipal TNS Business Licence scheme effective April 1, 2020 if this Agreement is ratified and a by-law is enacted prior to or on April 1, 2020, or upon the date of enactment if this Agreement is ratified and a by-law is enacted after April 1, 2020.

3. In this Agreement:

"Accessible Vehicle" means a motor vehicle designed and manufactured, or converted, for the purpose of transporting persons who use mobility aids;

"Administrative Costs" means the direct and indirect costs and investments attributable to setting up and administering the Inter-municipal TNS Business Licence scheme, including wages, materials, corporate overhead and rent;

"Business" has the same meaning as in the Community Charter;

"Community Charter" means the Community Charter, S.B.C. 2003, c. 26, as may be amended or replaced from time to time;

"Inter-municipal TNS Business" means a TNS Business that has been licensed to operate in the Region 1 operating area by the Passenger Transportation Board;

"Inter-municipal TNS Business Licence" means a business licence which authorizes an Inter-municipal TNS Business to be carried on within the jurisdictional boundaries of any or all of the Participating Municipalities;

"Inter-municipal TNS Business Licence By-law" means the by-law adopted by the Council of each Participating Municipality to implement the Inter-municipal TNS Business Licence scheme contemplated by this Agreement;

"Mobility Aid" has the same meaning as in the Passenger Transportation Act, S.B.C 2004, c. 39, as may be amended or replaced from time to time;

"Municipal Business Licence" means a licence or permit, other than an Inter-municipal TNS Business Licence, issued by a Participating Municipality that authorizes a Business to be carried on within the jurisdictional boundaries of that Participating Municipality;

"Participating Municipality" means any one of the Participating Municipalities;

"Premises" means one or more fixed or permanent locations where the TNS Business ordinarily carries on Business;

"TNS Business" means a person carrying on the business of providing Transportation Network Services;

"Transportation Network Services" has the same meaning as in the Passenger Transportation Act, S.B.C 2004, c. 39, as may be amended or replaced from time to time;

"Vancouver Charter" means the Vancouver Charter, S.B.C. 1953, c. 55, as may be amended or replaced from time to time; and

"Zero Emission Vehicle" means a motor vehicle that is exclusively propelled by electricity or hydrogen from an external source.

- 4. Subject to the provisions of the Inter-municipal TNS Business Licence By-law, each Participating Municipality will permit a TNS Business that has obtained an Inter-municipal TNS Business Licence to carry on the Business of providing Transportation Network Services within that Participating Municipality for the term authorized by the Inter-municipal TNS Business Licence without obtaining a Municipal Business Licence for the TNS Business in that Participating Municipality.
- 5. All Inter-municipal TNS Business Licences will be issued by the City of Vancouver.
- 6. The City of Vancouver may issue an Inter-municipal TNS Business Licence to a TNS Business if the TNS Business is an Inter-municipal TNS Business and meets the requirements of the Inter-municipal TNS Business Licence By-law, in addition to the requirements of the City of Vancouver's License By-law No. 4450.

- 7. Notwithstanding that a TNS Business may hold an Inter-municipal TNS Business Licence that would make it unnecessary to obtain a Municipal Business Licence for the TNS Business in the Participating Municipalities, the TNS Business must still comply with all orders and regulations under any municipal business licence by-law in addition to those under any other by-laws, regulations, or provincial or federal laws that may apply within any jurisdiction in which the TNS Business carries on Business.
- 8. Any Participating Municipality may require that the holder of an Inter-municipal TNS Business Licence also obtain a Municipal Business Licence for any Premises that are maintained by the licence holder within the jurisdiction of the Participating Municipality.
- 9. The annual Inter-municipal TNS Business Licence fee is \$155, plus \$150 for each vehicle operating under the authority of the Inter-municipal TNS Business, except that the per vehicle fee for Zero Emission Vehicles will be \$30, and there will be no per vehicle fee charged for Accessible Vehicles. Any fees paid by an applicant to any Participating Municipality for a Municipal Business Licence for the TNS Business prior to the availability of the Inter-municipal TNS Business Licence that are not refunded by that Participating Municipality will be credited against the initial Inter-municipal TNS Business Licence fee owing under this section 9.
- 10. The fee for any additional vehicles that begin operating under the authority of an Intermunicipal TNS Business License holder after the annual license fee is paid will be the per vehicle fee set out in section 9, pro-rated by dividing the applicable annual per vehicle fee by 12 and multiplying the resulting number by the number of months remaining in that calendar year, including any partial months which will be counted as whole months.
- 11. The City of Vancouver will distribute the revenue generated from Inter-municipal TNS Business Licence fees amongst all Participating Municipalities based on the City of Vancouver retaining an amount to cover its Administrative Costs, with the remaining fees to be distributed proportionally to the Participating Municipalities, including the City of Vancouver, based on the number of pick-ups and drop-offs in that Participating Municipality. The City of Vancouver will provide the other Participating Municipalities with an itemized accounting of the fees collected and disbursed, including an accounting of its Administrative Costs, at the time it distributes the remaining fees to those Participating Municipalities.
- 12. If the revenue generated from Inter-municipal TNS Business Licence fees in the initial year is insufficient to cover the Administrative Costs relating to the initial set up of the scheme, then the City of Vancouver may retain such portion of the Inter-municipal TNS Business Licence fees collected in the subsequent year or years as is necessary to reimburse the City of Vancouver for such initial Administrative Costs, until the full amount has been recovered.
- 13. Any revenue payable to a Participating Municipality in the initial year will be offset by any fees collected and not refunded by that Participating Municipality for a Municipal Business License for the TNS Business prior to the availability of the Inter-municipal TNS Business Licence, and if the fees collected by the Participating Municipality exceed the amount owing to that Participating Municipality, then that Participating Municipality shall remit the difference to the City of Vancouver for inclusion in the revenue distribution set out above.
- 14. The revenue generated from Inter-municipal TNS Business Licence fees collected from

January 1 to December 31 inclusive that is to be distributed to the Participating Municipalities in accordance with section 11, including the fees collected for any additional vehicles under section 10, will be distributed by the City of Vancouver by February 28 of the year following the year in which fees were collected.

- 15. The length of term of an Inter-municipal TNS Business Licence is 12 months, except that the length of term of the initial Inter-municipal TNS Business Licence issued to an Inter-municipal TNS Business by the City of Vancouver may be less than 12 months in order to harmonize the expiry date of the Inter-municipal TNS Business Licence with the calendar year, in which case the annual fee will be pro-rated by dividing the applicable annual license fee by 12 and multiplying the resulting number by the number of months remaining in that calendar year, including any partial months which will be counted as whole months.
- 16. An Inter-municipal TNS Business Licence will be valid within the jurisdictional boundaries of all of the Participating Municipalities until its term expires, unless the Inter-municipal TNS Business Licence is suspended or cancelled. If a Participating Municipality withdraws from the Inter-municipal TNS Business Licence scheme among the Participating Municipalities in accordance with the Inter-municipal TNS Business Licence By-law, then the Inter-municipal TNS Business Licence will cease to be valid within the jurisdictional boundary of that former Participating Municipality.
- 17. A Participating Municipality may exercise the authority of the City of Vancouver as the issuing municipality and suspend an Inter-municipal TNS Business Licence in relation to conduct by the holder within the Participating Municipality which would give rise to the power to suspend a business licence under the Community Charter or Vancouver Charter or under the business licence by-law of the Participating Municipality. The suspension will be in effect throughout all of the Participating Municipalities and it will be unlawful for the holder to carry on the Business authorized by the Inter-municipal TNS Business Licence in any Participating Municipality for the period of the suspension.
- 18. A Participating Municipality may exercise the authority of the of the City of Vancouver as the issuing municipality and cancel an Inter-municipal TNS Business Licence in relation to conduct by the holder within the Participating Municipality which would give rise to the power to cancel a business licence under the Community Charter or Vancouver Charter or the business licence by-law of the Participating Municipality. The cancellation will be in effect throughout all of the Participating Municipalities.
- 19. The suspension or cancellation of an Inter-municipal TNS Business Licence under section 17 or 18 will not affect the authority of a Participating Municipality to issue a Municipal Business Licence, other than an Inter-municipal TNS Business Licence, to the holder of the suspended or cancelled Inter-municipal TNS Business Licence.
- 20. Nothing in this Agreement affects the authority of a Participating Municipality to suspend or cancel any Municipal Business Licence issued by that municipality or to enact regulations in respect of any category of Business under section 15 of the Community Charter or sections 272, 273, 279A, 279A.1, 279B, and 279C of the Vancouver Charter.
- 21. A Participating Municipality may, by notice in writing to each of the other Participating

Municipalities, withdraw from the Inter-municipal TNS Business Licence scheme among the Participating Municipalities, and the notice must:

- (a) set out the date on which the withdrawing municipality will no longer recognize the validity within its boundaries of Inter-municipal TNS Business Licences, which date must be at least 6 months from the date of the notice; and
- (b) include a certified copy of the municipal Council resolution or by-law authorizing the municipality's withdrawal from the Inter-municipal TNS Business Licence scheme.
- 22. Nothing contained or implied in this Agreement shall fetter in any way the discretion of the Councils of the Participating Municipalities. Further, nothing contained or implied in this Agreement shall prejudice or affect the Participating Municipalities' rights, powers, duties or obligations in the exercise of their functions pursuant to the Community Charter, Vancouver Charter, or the Local Government Act, as amended or replaced from time to time, or act to fetter or otherwise affect the Participating Municipalities' discretion, and the rights, powers, duties and obligations under all public and private statutes, by-laws, orders and regulations, which may be, if each Participating Municipality so elects, as fully and effectively exercised as if this Agreement had not been executed and delivered by the Participating Municipalities.
- 23. Despite any other provision of this Agreement, an Inter-municipal TNS Business Licence granted in accordance with the Inter-municipal TNS Business Licence Bylaw does not grant the holder a licence to operate in any jurisdiction other than within the jurisdictional boundaries of the Participating Municipalities. Furthermore, a business licence granted under any other inter-municipal TNS Business licence scheme is deemed not to exist for the purposes of this Agreement even if a Participating Municipality is a participating member of the other inter-municipal TNS Business licence scheme.
- 24. This Agreement may be executed in several counterparts, each of which shall be deemed to be an original, and may be delivered by email or facsimile transmission, and each such counterpart, howsoever delivered, shall be deemed to be an original. Such counterparts together shall constitute one and the same instrument, notwithstanding that all of the Participating Municipalities are not signatories to the original or the same counterpart.
- 25. In the event that the municipal Council of a Participating Municipality other than the City of Vancouver does not ratify this Agreement, then that municipality will not be considered a Participating Municipality for the purposes of this Agreement, and the terms and conditions of this Agreement shall be effective as among the other Participating Municipalities.

Signed and delivered on behalf of the Participating Municipalities, the Councils of each of which have, by By-law, ratified this Agreement and authorized their signatories to sign on behalf of the respective Councils, on the dates indicated below.

The City of Abbotsford	
Mayor	
Corporate Officer	
Date	
Village of Anmore	
Mayor	
Corporate Officer	
Date	
Bowen Island Municipality	
Mayor	
Corporate Officer	
Date	
City of Burnaby	
City Clerk	
Date	
City of Chilliwack	
Mayor	
Corporate Officer	
Date	

City of Coquitlam		
Mayor		
City Clerk		
Date		
City of Delta		
Mayor		
City Clerk		
Date		
Village of Harrison Hot Springs		
Mayor		
Corporate Officer		
Date		
The Corporation of the City of Langle	ey	
Mayor		
Corporate Officer		
Date		
TI 6 (II T (I		
The Corporation of the Township of I	Langley	
Mayor		
Township Clerk		
Date		

Village of Lions Bay		
Mayor		
Corporate Officer		
Date		
City of Maple Ridge		
Presiding Member		
Corporate Officer		
Date		
The Corporation of the City of New V	Vestminster	
Mayor		
City Clerk		
Date		
The Corporation of the City of North Vancouver		
Mayor		
City Clerk		
Date		
The Corporation of the District of North Vancouver		
Mayor		
Municipal Clerk		
Date		

The City of Pitt Meadows	
Mayor	
Corporate Officer	
Date	
The Corporation of the City of Port C	oquitlam
Mayor	
Corporate Officer	
Date	
City of Port Moody	
Mayor	
Corporate Officer	
Date	
The City of Richmond	
Chief Administrative Officer	
General Manager	
Corporate and Financial Services	
Date	
District of Squamish	
Mayor	
Corporate Officer	
Date	

City of Surrey		
Mayor		
City Clerk		
Date		
The City of Vancouver		
Director of Legal Services		
Date		
The Corporation of the District of We	est Vancouver	
Mayor		
Corporate Officer		
Date		
Resort Municipality of Whistler		
Mayor		
Municipal Clerk		
Date		
The Corporation of the City of White Rock		
Mayor		
Director of Corporate Administration	J	
Date		

VILLAGE OF ANMORE

BYLAW NO. 621-2020

A bylaw to enter into an Intermunicipal TSN Business Licence Scheme

WHEREAS the municipalities that have entered or will enter into the Inter-municipal TNS Business Licence Agreement (the "Participating Municipalities") wish to permit licensed transportation network services ("TNS") businesses to operate across their jurisdictional boundaries thereby eliminating the need to obtain a separate municipal business licence in each jurisdiction;

AND WHEREAS each of the Participating Municipalities has or will adopt a similar by-law to implement the Inter-municipal TNS Business Licence scheme;

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 Transportation Network Services Business Licence Bylaw 621-2020".
- 2. There is hereby established an Inter-municipal TNS Business Licence scheme among the Participating Municipalities, pursuant to section 14 of the Community Charter and section 192.1 of the Vancouver Charter.
- 3. In this bylaw:

"Accessible Vehicle" means a motor vehicle designed and manufactured, or converted, for the purpose of transporting persons who use mobility aids;

"Business" has the same meaning as in the Community Charter;

"Community Charter" means the Community Charter, S.B.C. 2003, c. 26, as may be amended or replaced from time to time;

"Inter-municipal TNS Business" means a TNS Business that has been licensed to operate in the Region 1 operating area by the Passenger Transportation Board;

"Inter-municipal TNS Business Licence" means a business licence which authorizes an Inter-municipal TNS Business to be carried on within the jurisdictional boundaries of any or all of the Participating Municipalities;

"Mobility Aid" has the same meaning as in the Passenger Transportation Act, S.B.C 2004, c. 39. as may be amended or replaced from time to time;

"Municipal Business Licence" means a licence or permit, other than an Inter-municipal TNS Business Licence, issued by a Participating Municipality that

authorizes a Business to be carried on within the jurisdictional boundaries of that Participating Municipality;

"Participating Municipality" means any one of the Participating Municipalities;

"Premises" means one or more fixed or permanent locations where the TNS Business ordinarily carries on Business;

"TNS Business" means a person carrying on the business of providing Transportation Network Services:

"Transportation Network Services" has the same meaning as in the Passenger Transportation Act, S.B.C 2004, c. 39, as may be amended or replaced from time to time;

"Vancouver Charter" means the Vancouver Charter, S.B.C. 1953, c. 55, as may be amended or replaced from time to time; and

"Zero Emission Vehicle" means a motor vehicle that is exclusively propelled by electricity or hydrogen from an external source.

- 4. Subject to the provisions of this bylaw, each Participating Municipality will permit a TNS Business that has obtained an Inter-municipal TNS Business Licence to carry on the Business of providing Transportation Network Services within that Participating Municipality for the term authorized by the Inter-municipal TNS Business Licence without obtaining a Municipal Business Licence for the TNS Business in that Participating Municipality.
- 5. All Inter-municipal TNS Business Licences will be issued by the City of Vancouver.
- 6. The City of Vancouver may issue an Inter-municipal TNS Business Licence to a TNS Business if the TNS Business is an Inter-municipal TNS Business and meets the requirements of this By-law, in addition to the requirements of the City of Vancouver's License By-law No. 4450.
- 7. Notwithstanding that a TNS Business may hold an Inter-municipal TNS Business Licence that would make it unnecessary to obtain a Municipal Business Licence for the TNS Business in the Participating Municipalities, the TNS Business must still comply with all orders and regulations under any municipal business licence bylaw in addition to those under any other bylaws, regulations, or provincial or federal laws that may apply within any jurisdiction in which the TNS Business carries on Business.
- 8. Any Participating Municipality may require that the holder of an Inter-municipal TNS Business Licence also obtain a Municipal Business Licence for any Premises that are maintained by the licence holder within the jurisdiction of the Participating Municipality.

- 9. The annual Inter-municipal TNS Business Licence fee is \$155, plus \$150 for each vehicle operating under the authority of the Inter-municipal TNS Business, except that the per vehicle fee for Zero Emission Vehicles will be \$30, and there will be no per vehicle fee charged for Accessible Vehicles. Any fees paid by an applicant to any Participating Municipality for a Municipal Business Licence for the TNS Business prior to the availability of the Inter-municipal TNS Business Licence that are not refunded by that Participating Municipality will be credited against the initial Inter-municipal TNS Business Licence fee owing under this section 9.
- 10. The fee for any additional vehicles that begin operating under the authority of an Intermunicipal TNS Business License holder after the annual license fee is paid will be the per vehicle fee set out in section 9, pro-rated by dividing the applicable annual per vehicle fee by 12 and multiplying the resulting number by the number of months remaining in that calendar year, including any partial months which will be counted as whole months.
- 11. The length of term of an Inter-municipal TNS Business Licence is 12 months, except that the length of term of the initial Inter-municipal TNS Business Licence issued to an Inter-municipal TNS Business by the City of Vancouver may be less than 12 months in order to harmonize the expiry date of the Inter-municipal TNS Business Licence with the calendar year, in which case the annual fee will be pro-rated by dividing the applicable annual license fee by 12 and multiplying the resulting number by the number of months remaining in that calendar year, including any partial months which will be counted as whole months.
- 12. An Inter-municipal TNS Business Licence will be valid within the jurisdictional boundaries of all of the Participating Municipalities until its term expires, unless the Inter-municipal TNS Business Licence is suspended or cancelled. If a Participating Municipality withdraws from the Inter-municipal TNS Business Licence scheme among the Participating Municipalities in accordance with this bylaw, then the Inter-municipal TNS Business Licence will cease to be valid within the jurisdictional boundary of that former Participating Municipality.
- 13. A Participating Municipality may exercise the authority of the City of Vancouver as the issuing municipality and suspend an Inter-municipal TNS Business Licence in relation to conduct by the holder within the Participating Municipality which would give rise to the power to suspend a business licence under the Community Charter or Vancouver Charter or under the business licence by-law of the Participating Municipality. The suspension will be in effect throughout all of the Participating Municipalities and it will be unlawful for the holder to carry on the Business authorized by the Inter-municipal TNS Business Licence in any Participating Municipality for the period of the suspension.
- 14. A Participating Municipality may exercise the authority of the City of Vancouver as the issuing municipality and cancel an Inter-municipal TNS Business Licence in relation to conduct by the holder within the Participating Municipality which would give rise to the

- power to cancel a business licence under the Community Charter or Vancouver Charter or the business licence bylaw of the Participating Municipality. The cancellation will be in effect throughout all of the Participating Municipalities.
- 15. The suspension or cancellation of an Inter-municipal TNS Business Licence under section 13 or 14 will not affect the authority of a Participating Municipality to issue a Municipal Business Licence, other than an Inter-municipal TNS Business Licence, to the holder of the suspended or cancelled Inter-municipal TNS Business Licence.
- 16. Nothing in this bylaw affects the authority of a Participating Municipality to suspend or cancel any Municipal Business Licence issued by that municipality or to enact regulations in respect of any category of Business under section 15 of the Community Charter or sections 272, 273, 279A, 279A.1, 279B, and 279C of the Vancouver Charter.
- 17. A Participating Municipality may, by notice in writing to each of the other Participating Municipalities, withdraw from the Inter-municipal TNS Business Licence scheme among the Participating Municipalities, and the notice must:
 - (a) set out the date on which the withdrawing municipality will no longer recognize the validity within its boundaries of Inter-municipal TNS Business Licences, which date must be at least 6 months from the date of the notice; and
 - (b) include a certified copy of the municipal Council resolution or bylaw authorizing the municipality's withdrawal from the Inter-municipal TNS Business Licence scheme.
- 18. The invalidity or unenforceability of any provision of this bylaw shall not affect the validity or enforceability of any other provisions of this bylaw and any such invalid or unenforceable provision shall be deemed to be severable.
- 19. Despite any other provision of this bylaw, an Inter-municipal TNS Business Licence granted in accordance with this bylaw does not grant the holder a licence to operate in any jurisdiction other than within the jurisdictional boundaries of the Participating Municipalities.
- 20. A business licence granted under any other inter-municipal TNS Business licence scheme is deemed not to exist for the purposes of this bylaw, even if a Participating Municipality is a participating member of the other inter-municipal TNS Business licence scheme.

READ a first time the	day of	,2020	
READ a second time the	day of	, 2020	
READ a third time the	day of	2020	
ADOPTED the	day of	, 2020	
			MAYOR
			CORPORATE OFFICER
			OFFICER

VILLAGE OF ANMORE

BYLAW NO. 619-2020

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

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:
 - (I) 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 18^{th} day of February , 2020 READ a second time the 18^{th} day of February , 2020 READ a third time the 18^{th} day of February , 2020 ADOPTED the day of , 2020

CORPORATE
OFFICER

VILLAGE OF ANMORE

BYLAW NO. 617-2020

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

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.

Day February of, 2020

18

READ a first time the

READ a second time the 18 Day February of, 2020

READ a third time the 18 day of February, 2020

ADOPTED the day of, 2020

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
,	•

3. Anmore Solid Waste Management Bylaw No. 554-2016, as amended, is hereby amended accordingly.

READ a first time the 18 Day February of, 2020
READ a second time the 18 day of February, 2020
READ a third time the 18 day of February, 2020
ADOPTED the day of, 2020

MAYOR
 CORPORATE OFFICER



VILLAGE OF ANMORE REPORT TO COUNCIL

Date: February 26, 2020

Submitted by: Juli Halliwell, Chief Administrative Officer

Subject: Name our Newsletter Contest Entries

Purpose / Introduction

To provide Council with the list of entries submitted for the Name our Newsletter contest and request their selection of a new name for the Anmore quarterly newsletter.

Recommendation

THAT Council name the community newsletter _____ and provide direction to staff to notify the winner of the contest and provide them with the advertised prize.

Background

In October 2019, the Village published and distributed its first quarterly newsletter under the title Community News.

Discussion

As a way to encourage community engagement, a Name our Newsletter contest was launched in the January 2020 issue of the quarterly newsletter with a prize of a Fitbit Charge SE3 being awarded to the person whose submission was selected. The requirement, to ensure that the current design of the newsletter would not have to change, was that the new name could not be more than 27 characters in length

At the closing of the contest, 30 entries were received. The list below indicates the submissions in no particular order. The names of the persons submitting have been left out of this report to protect privacy. Some who submitted suggestions provided more than one.

	Submission	Length		Submission	Length
1	Anmore Treasure Map	19	16	TAS (The Anmore Scoop)	3 (22)
2	Letters to my love in Anmore	28	17	Buntzen Buzz	12
3	The Anmore Movement	19	18	The Anmore Advisor	12
4	The Anmore Angle	16	19	Anmore Insider	14

Name our Newsletter Contest Entries February 26, 2020

5	The Anmore Initiative	21	20	The Anmore Trailblazer	22
6	The Anmore Space	16	21	What's Up Anmore!	17
7	The Anmore Chat	15	22	The Humming Bird	16
8	The Anmore Homestead	20	23	The Village Hum	15
9	Anmore Weekly Connections	25	24	more than community news	24
10	Anmore Folk's News	18	25	an Anmore newsletter and more	29
11	ANd MORE News	13	26	more of an Anmore newsletter	28
12	Village Voice	13	27	Through the Trees	17
13	It Takes a Village	18	28	Anmore News & Schmooze	22
14	Anmore Announcer	16	29	The Anmore Village Voice	24
15	Know More Anmore	16	30	The Anmore Voice	16

Other Options

That Council direct staff to relaunch the naming contest in an effort to garner further submissions.

Financial Implications

There are no financial implications associated with the naming of the newsletter.

Communications / Civic Engagement

The Name our Newsletter contest was included in the January 2020 issue of the newsletter as well as in our weekly email notification to residents and was publicized on our social media platforms.

Council Strategic Plan Objectives

The naming of the newsletter meets Council's strategic objective to increase community involvement.

Attachments:

1. January 2020 Community Newsletter

Name our Newsletter Contest Entries February 26, 2020

Prepared by:			
101 00			
Halluull			

Juli Halliwell

Chief Administrative Officer

JANUARY 2020

ANMORE Community News



Council Update

- MAYOR JOHN McEWEN



As we start the new year, we are working on several major projects that have a significant impact on our community. The following is an update on a few of the key projects underway.



ANMORE IOCO LANDS & BURRARD COMMONS DEVELOPMENT

One of the major projects we are looking at as a Council is a development application for Burrard Commons – a multi-family development that would represent a significant shift in Anmore's growth and land management policies.

This proposed development is situated on a portion of the 150-acre Anmore loco Lands – an area that is currently zoned as a special study area. This means that the land is designated for a review that would consider future land uses that may differ from other areas in our community.

Some of you may have already attended information sessions hosted by Gilic Development (formerly Brilliant Circle Group); however, there has been a shift in Gilic's plan as the development is now focused strictly on Anmore rather than a combined Port Moody/Anmore project. For Anmore, this means we have an opportunity to look at the Anmore loco Lands specifically, and work with our residents to develop a vision of what we would like to see in terms of development and amenities that support our strategic goals for the community and the priorities identified by residents.

Now that we have received Gilic's development application, the Village of Anmore will be leading its own communication and engagement to ensure our residents are fully informed about Anmore loco Lands, the proposed Burrard Commons development and what it all means to our community. It's important to emphasize that we are still in the very early stages of the application process, and there are a lot of decisions and requirements that must be completed before we will have a better sense of whether this project will move forward.

We also want to emphasize that our priority is to look at what will benefit our community and meet the needs of our residents in the short and long term. We encourage you to watch for our Anmore loco Lands updates in the coming months and get involved in our community consultation planned for February to share your input on the future of the Anmore loco Lands and the proposed development.



CIVIC BUILDING PROJECT UPDATE

In December 2019, the Village awarded the detailed design contract for the new Civic Building to Johnston Davidson Architecture.

Work will begin early this year on the detailed design, which will be based on the concept design developed by staff and Anmore Council. The concept design includes the space requirements and general layout for the desired function of the new community building.

It can be viewed at anmore.com/community/civicbuilding.

We want your input! Please share your input as we develop the detailed design of the new community amenity space that will be incorporated into the Civic Building. Watch for opportunities to provide input through our website, social media platforms and weekly notification emails, and we'll provide updates in this newsletter we move through the design and construction phases.

AGE SEWER PROJECT UPDATE

Thanks to work completed by Village staff and the Anmore Green Estates (AGE) Strata, we made substantial progress on the AGE sewer project this past fall.

The AGE Strata and Mayor McEwen lobbied to encourage Metro Vancouver to reduce the Growth Levy that is included in the Greater Vancouver Sewerage and Drainage District (GVS&DD) fees for sewer connection. The GVS&DD agreed to conditionally waive the annual Growth Levy. The waiver will only be lifted if the Village of Anmore makes further requests to amend the Fraser Sewerage Area.

This decision to conditionally waive the annual Growth Levy reduces the GVS&DD membership cost by approximately \$36,062 in 2019 – along with significant future cost savings as Metro Vancouver had estimated that the Growth Levy would rise to \$116,393 by 2023. Should there be future amendments requested by the Village of Anmore to the Fraser Sewerage Area boundary to include lands beyond AGE, the waiver provisions for the annual charge for growth and the connection fee would no longer apply.

The next key step is to adopt a Local Area Service Bylaw, which is a mechanism that ensures the costs for the sewer connection and annual fees are paid by AGE property owners only. To adopt a Local Area Service Bylaw, local governments generally receive a 'petition' indicating a request for a new service from the property owners located within the affected service area. The petition enables Council to consider adopting a Local Area Service Bylaw, which would be followed by the application to the province to be a member in the GVS&DD. This process is outlined in the Community Charter.

All parties involved are working towards an August 2020 construction period for the physical sewer connection.

Name our Newsletter

ENTER TO WIN A FITBIT CHARGE 3 SE!

We're looking for a fun and engaging title for this community newsletter and we're inviting Anmore residents to submit their ideas to be entered to win a Fitbit Charge 3 SE. Plus you'll get the bragging rights for naming the newsletter.

To submit your suggestions, email village.hall@anmore.com by February 24, 2020. The new name should be no more than 27 characters in length. It will be selected by Council and featured in the next edition of this newsletter.

Noxious Weeds Not Welcome

Knotweed and other invasive plants are invading our community and need to be removed safely. Sometimes, the best approach is to hire a qualified contactor to treat invasive plants on your property.

Invasive plants are non-native species that have been introduced into our environment. Once introduced, they grow quickly and spread rapidly, overwhelming and displacing native plants and even damaging property. And since they are non-native, they have no natural enemies to keep them in check. It's important for homeowners to take steps to minimize the impact of invasive plants in our community, but it's also essential that the removal be done correctly. That's why it's often best to bring in qualified contractors if you don't have the knowledge and experience to deal with these plants.

There are multiple treatment methods available to deal with invasive plants. A good contractor will be aware of options and make recommendations. No matter what method or contractor is used, dealing with invasive plants requires persistence. Many invasive plant infestations, especially knotweed, will require a few rounds of treatments, possibly over many years, before it is eradicated.

COMMONLY FOUND INVASIVE PLANT SPECIES

Here are some invasive plants commonly found in the region that should be removed before they spread:



Knotweed*



Orange Hawkweed



Giant Hogweed*



English Ivy

The Invasive Species Council of Metro Vancouver (ISCMV) suggests that you consider the following questions to help evaluate companies to manage invasive plants on your property.

- Do you have experience dealing with invasive plants?
- Will you provide a free estimate and come to verify the identification of my plant?
- Are you licensed to work in my municipality?
- What methods will you use and when will I start to see plant damage/death?
- Do you and your staff have the appropriate licences and permits to apply herbicide?
- Does your price include followup visits and monitoring or just the initial treatment?
- What is your success rate?
- Can you provide a list of references who can verify your work?
- How soon can you send someone?

For more tips and resources from ISCMV, visit iscmv.ca, email info@ iscmv.ca or call 604-880-8358. ISCMV information brochures are also available at the Village Hall.

^{*} Do not attempt to remove yourself – hire a professional.

Stay Safe This Winter

We're fortunate that we don't face the extreme cold and major snowstorms that affect the rest of Canada, but we still have our own winter weather challenges. Here are some winter weather tips from GetPrepared Canada. For further information visit www.getprepared.gc.ca

Winter Weather

- Clean gutters, storm drains and downpipes of debris.
- Make sure your roof is in good repair.
- When a winter storm hits, stay indoors. If you must go outside, dress for the weather.
- If you must travel during a winter storm, do so during the day and let someone know your route and arrival time.
- Freezing rain can occur anywhere. Remember that ice, branches or power lines can continue to break and fall for several hours after the end of the precipitation. Never approach downed power lines.

Power outages:

- Don't open your freezer or fridge unless it is absolutely necessary.
- Never use charcoal or gas barbecues, camping heating equipment, or home generators indoors or in garages.
- Use proper candle holders. Never leave lit candles unattended and always extinguish candles before going to bed.
- Listen to your battery-powered or wind-up radio for information on the outage and advice from authorities.
- If you have a generator follow manufacturer's instructions. Ensure the generator operates outdoors in well ventilated conditions, well away from doors and windows.
- Make sure your home has a working carbon monoxide detector. If it is hard-wired to the house's electrical supply, ensure it has a battery-powered back-up.
- Protect sensitive electrical appliances such as TVs and computers with a surge-protecting power bar.

For more tips on how to be prepared for emergencies, visit anmore.com/community/emergency-preparedness.

Anmore Events and Activities



We want your input! The Village's volunteer Community Engagement, Culture and Inclusion Committee would like your input on the events we hosted in 2019. This will help us plan for future events to tailor them to our community.

The Community Events Survey is posted at www.surveymonkey.com/r/anmoreeventssurvey. Please share your input by February 28, 2020.



We are also developing a survey to talk to Anmore residents about parking in our community. Watch for it in early March.







VILLAGE OF ANMORE REPORT TO COUNCIL

Date: February 28, 2020 5500-04

Submitted by: Juli Halliwell, Chief Administrative Officer

Subject: Telecommunications Licensing Agreement Proposal

Purpose / Introduction

To provide an information report regarding a recent request by the telecommunications company Rogers Communications Inc., to install a telecommunications pole in Anmore in order to boost service to Rogers Wireless customers for an annual licensing fee.

Recommended Option

THAT Council receive the report date February 28, 2020 from the Chief Administrative Officer titled Telecommunications Licensing Agreement Proposal, for information.

Background

The Village has recently been approached by a telecommunications carrier about the prospect of erecting a telecommunications pole in order to boost cellular coverage in Anmore (including Buntzen Lake) as well as provide space for upgraded radio infrastructure for the operations of the Sasamat Volunteer Fire Department.

Discussion

Current Proposal

The Village has the ability to authorize a license to occupy for the use of municipal land for the erection of a telecommunications pole. Rogers Communications Incorporated ("Rogers") is proposing to construct an approximately 40 meter high monopole just south of the current Council Chambers trailer. The footprint required would be approximately 10' X 10' (with no guy wires required). The current proposal includes the installation of infrastructure for Rogers and Telus Communications Inc. ("Telus") in an effort to increase cellular coverage in Anmore. The coverage area would substantially improve service at Buntzen Lake, and specifically the south beach area (Attachment 1). Other wireless providers may be interested in installing their own infrastructure at a future date. As noted above, also installed as part of the agreement would be upgraded radio infrastructure for the SVFD.

Report/Recommendation to Council

Telecommunications Licensing Agreement Proposal February 28, 2020

Through discussions with the Rogers representative, it is common to consider a long term license (i.e. 30 years), but include provision to re-negotiate the agreement more frequently (i.e. every 5 years).

Options

- 1. THAT Council receive the report date February 28, 2020 from the Chief Administrative Officer titled Telecommunications Licensing Agreement Proposal, for information. (RECOMMENDED)
- 2. THAT Council direct staff to advise Rogers Communications Incorporated that the Village is not interested in considering a licensing agreement for the construction of a telecommunications pole.

Financial Implications

There would be annual revenues associated with the provision of a license to occupy. These amounts have yet to be confirmed.

Communications / Civic Engagement

There are federal communication requirements that would be undertaken by Rogers, if the license were to proceed. It is the recommendation of staff that additional public engagement be undertaken over and above what the minimum federal requirements are, if Council directed in future to proceed with considering the proposal.

Corporate Strategic Plan Objectives

This license would provide an alternate revenue stream for Village operations or other projects which meets the strategic plan objective to continue measures to ensure long-term fiscal responsibility.

Attachments:

1. Proposed expanded coverage area

Report/Recommendation to Council

Telecommunications Licensing Agreement Proposal February 28, 2020

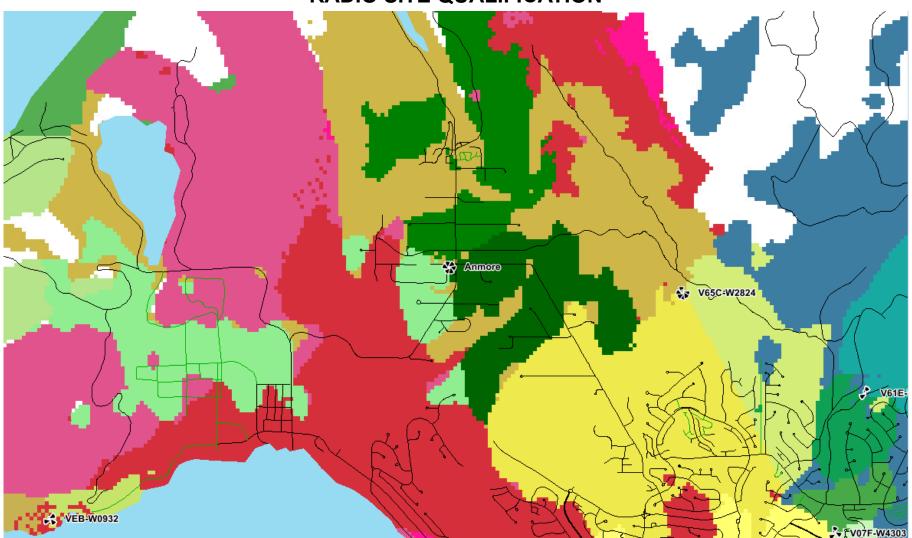
Prepared by:	
Hallund	
Juli Halliwell	
Chief Administrative Officer	

RADIO SITE QUALIFICATION Anmore ₹ V65C±W2824 ₩ VEB-W0932

LTE 2100 MHz, BEST SERVER: BEFORE

ROGERS WIRELESS RADIO ENGINEERING DEPARTMENT

RADIO SITE QUALIFICATION



LTE 2100 MHz, BEST SERVER: AFTER



FINANCE COMMITTEE MEETING - MINUTES

Minutes for the Finance Committee Meeting scheduled for Thursday, February 6, 2020 at 5:30 p.m. in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC

COMMITTEE MEMBERS PRESENT

ABSENT

Mayor John McEwen, Chair Councillor Polly Krier Councillor Tim Laidler Councillor Kim Trowbridge Councillor Paul Weverink Nick Cheng Mark Roberts

OTHERS PRESENT

Juli Halliwell, CAO
Karen Elrick, Manager of Corporate Services
Lance Fortier, Operations Superintendent
Chris Boit, ISL Engineering
Nancy Gomerich, NG Consulting*

1. CALL TO ORDER

Mayor McEwen called the meeting to order at 5:40 pm

2. <u>APPROVAL OF THE AGENDA</u>

It was MOVED and SECONDED:

That the Agenda be approved as circulated.

Carried Unanimously

3. MINUTES

(a) Minutes of the Meeting held on July 22, 2019

It was MOVED and SECONDED:

That the Minutes of the Finance Committee meeting held on July 22, 2019 be adopted, as circulated.

Carried Unanimously

4. <u>BUSINESS ARISING FROM THE MINUTES</u>

None.

5. UNFINISHED BUSINESS

None.

6. **NEW BUSINESS**

(a) Statutory Reserve Framework Review / Establishment

Ms. Nancy Gomerich, NG Consulting, provided an overview of the report included in the agenda. Ms. Gomerich noted that some refinements to existing bylaws and policy are recommended in order to align with legislation and to more easily manage reserve accounts.

Discussion points included:

- Creation of flexibility will ensure that funds can be utilized for current priorities
- Policy and budget constraints will drive any spending of reserve funds
- This process is intended to set up a new clean structure with supporting policy
- Any expenditures would be discussed and decided by Council as part of budget process

It was MOVED and SECONDED:

THAT Finance Committee recommend the following to Council:

- 1. All existing Reserve Fund Establishment bylaws be amended to remove the requirements to:
- Hold the reserve's cash funds in a separate (bank) account; and
- To require approval for use, by separate bylaw approved by 2/3 of the members of Council, as applicable.
- 2. The "Anmore Reserve Fund Bylaw No. 531-2014" be repealed.
- 3. Two NEW broad purpose statutory reserves be established; one for capital purposes and one for operating purposes.
- 4. \$150,000 of surplus (General Fund) be transferred to the NEW statutory operating reserve.
- 5. \$126,000 of the Transfers to Reserves approved in the current Financial Plan Bylaw for fiscal 2019 and future years, be transferred to the new Operating Reserve, and all remaining transfers, to the new Capital Reserve.

- 6. No further transfer of funds be made to the following Reserves:
- Capital Projects Reserve Fund Establishment Bylaw, 1989, No. 29
- Anmore Water Storage Reserve Fund Establishment Bylaw No. 191-1996
- Anmore Capital Roads Reserve Fund Establishment Bylaw No. 213-1997

And, that the existing funds therein, be used for the purposes specified in the respective bylaws, and then the bylaws be repealed.

- 7. Policy 64 Reserves & Surplus be approved
- 8. And two non-statutory reserves be established, and unspent funds be transferred thereto:
- Major Road Network (MRN) To hold all unspent MRN grant funds.
- Community Works Fund (CWF) To hold all unspent CWF grant fund

Carried Unanimously

(b) 2019 Preliminary Year End Review

Ms. Gomerich provided a Forecast Statement of Operations, by Segment for 2019 which is included as **Attachment 1** and forms part of the original minutes.

Discussion points included:

- Surplus estimated at \$2.2 million (before reserve transfers) which is better than budgeted
- Budgeted transfer to Capital Reserves of \$1.4 million and budgeted transfer to capital expenditures of \$70,000
- Outline of key reasons for variance
- Request for breakdown of Anmore Green Estates legal costs
- \$150,000 Community Amenity Contribution would be applied to a non-statutory reserve for Civic Building
- Any interest earned on statutory reserves need to be used for reserves

Ms. Gomerich invited Council to provide feedback regarding the financial reporting including timing and any additional requests. It was noted that the intent would be to provide reporting in early October and potentially early February in the form provided tonight.

Ms. Gomerich provided a Forecast Statement of Capital Expenditures for 2019 which is included as **Attachment 2** and forms part of the original minutes.

Discussion points included:

- Decision to hold off on projects due to tenders coming in over budget
- Whether lighting could be added to bus shelter
- Allocation of \$25,000 for trail improvements
- Delivery status of new truck. It was confirmed it should be delivered in March
- Audit will be performed in March

*Ms. Gomerich left the meeting at 6:45 p.m.

(c) Five Year (2020-2024) Financial Plan

Ms. Juli Halliwell, CAO, provided an overview of the budget for general operating, water and capital. The 2020-2024 5 Draft 5 Year Financial Plan is included as **Attachment 3** and forms part of the original minutes.

Discussion points included:

- Property tax impact
- No significant changes in service levels are proposed
- Capital asset levy increases over past 10 years
- Future asset management planning will need to include new Civic Building
- General support from committee for proposed budget with the addition of 1% increase for future community enhancements which would result in approximate 4.8% property tax increase
- Initial funding contribution for future community enhancements will result from the surplus capital reserve contribution amount that exceeds the Asset Management Plan annual contribution amount

It was MOVED and SECONDED:

That Finance Committee recommend to Council THAT the 2020-2024 Draft 5 Year Financial Plan as presented be referred to Council with the addition of a budget increase for future community enhancements.

Carried unanimously

7. <u>ADJOURNMENT</u>

It was MOVED and SECONDED:

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

Carried Unanimously

Karen Elrick
Corporate Officer

Chair

Village of Anmore										ATTAC	HMENT 1	
FORECAST Statement of Operations, by Segment	As at December	31, 2019										
				2019 Actual	(Forecast)						"Good"=Positive; '	'Bad"=Negative
	General Government	Public Works	Protective Services	Planning & Development	Solid Waste & Recycling	Water System	Unallocated	Actual (Forecast)	2019 Budget	2018 Actual	Variar (2019 Actual	
REVENUES												
Taxation							2,360,944	2,360,944	2,337,611		23,333	1.00%
Government transfers - unconditional		244,000					476,292	720,292	655,600		64,692	9.87%
Government transfers - conditional		26,492	10,531					37,023	0		37,023	
Permits, fees and other revenue	17,474		127,162	181,413	206,139	834,522		1,366,710			170,310	14.24%
Interest income					0	0	264,503	264,503	160,000		104,503	65.31%
TOTAL REVENUES	17,474	270,492	137,693	181,413	206,139	834,522	3,101,739	4,749,472	4,349,611		399,861	9.19%
EXPENSES												
Salaries & Benefits	652,447	218,907	168,256	146,831	20,000	90,853	-90,000	1,207,294	1,414,975		207,681	14.68%
Goods & Services												
Legal, audit, insurance (excluding for vehicles)	117,615			10,405				128,020	103,560		-24,460	-23.62%
Information systems	46,444							46,444	56,310		9,866	17.52%
Collection contract					151,207			151,207	157,000		5,793	3.69%
Water purchases						361,489		361,489	400,000		38,511	9.63%
Contracted support services (consultants)	29,227	6,000	10,565	105,371				151,163	167,000		15,837	9.48%
Community events, grants, appreciation	28,963							28,963	35,500		6,537	18.41%
Building & office operations	140,948	20,479	11,680	6,690		14,158		193,955	197,896		3,941	1.99%
Public works vehicles & equipment Public works vehicle and equipment recovery		66,786 -84,877				04.077		66,786	77,720		10,934	14.07%
System repair & maintenance - materials & contracts		112,766				84,877 75,367		188,133	-		76,447	28.89%
System repair & maintenance - materials & contracts	363,197	121,154	22,245	122,466	151,207	535,891	0		1,459,566		143,406	9.83%
Amortization of tangible capital assets	303,197	121,134	22,245	122,400	131,207	333,091	0	To be added	1,439,300		145,400	9.03 /0
Loss on disposal of tangible capital assets								To be added				
TOTAL EXPENSES	1,015,644	340,061	190,501	269,297	171,207	626,744	-90,000	2,523,454	2,874,541		351,087	12.21%
ANNUAL SURPLUS (DEFICIT)	-998,170	-69,569	-52,808	-87,884	34,932	207,778	3,191,739		1,475,070		750,948	50.91%
ANNOAL SORFLOS (DEFICIT)	-990,170	-09,509	-52,608	-07,004	34,932	•					750,946	50.91/6
								eted Surplus:			_	
								tory Reserves:			_	
					В	udgeted contrib	oution to capita	expenditures :	70,750			
									1,475,070		_	
									s for Variance			
									Contribution no		150,000	
									nt, one-time "bo		61,832	
							Higher Interes		3,000 s/b recog		104,503	
									Building & Deve		33,431	
							I avvan Av		egal expenses t		-43,550	
						Lower	Lower Au	idit expenses (t	change in accou or finance & cor	mting method):	20,072 32,989	
						Lowers	Jupport Service	zs (consulting h		ding Staff S&B:	66,728	
						Employee sig	kleave navahla	l a liability reducti	on based on A		90,000	
						_mployee sit	Augusto payable		ower water purc		38,511	
							Lower system		nance - materia		76,447	
									The state of the s		630,963	
								Net of	her positive bud	dget variances:	119,985	
										Total variance:	750,948 8	7

Village of Anmore					
Forecast Statement of Capital Expenditures		As at December	r 31, 2019		
	2019	2019	Actual-B	udaet	Comments
Account Name	Forecast Actual	Budget	\$	%	
CAPITAL EXPENDITURES					
GCAP-Information Technology	14,340	0	-14,340		Server replacement.
GFCAP-New VHall - Planning & Design	24,813	0	-24,813		Are expense for new civic building (mainly design).
GFCAP-New VHall - Engineering	8,074	0	-8,074		Is geotechnical for the New Village Hall and for Spirit Park (later on hold until do Mhall)
GFCAP-Trail Improvements	0	25,000	25,000	100.00%	Is a "placeholder/contingency" budget.
GFCAP-Uplands Drive Reh.	5,336	0	-5,336		CF from 2018; Project is complete.
GFCAP-Thompson Road Reh.	7,456	0	-7,456		CF from 2018. Project is complete.
GFCAP-Replace 2010 F550	0	120,000	120,000		Awarded in 2019 =109,503 plus 7% PST; To take delivery in Feb/March 2020.
GFCAP-Eaglecrest Culvert R.	2,485	12,000	9,515	79.29%	Project is complete; able to address needs fully at lower \$.
GFCAP-Wyndham Cres. Storm S.	2,223	33,000	30,777	93.26%	Project is complete; able to address needs fully at lower \$.
GCAP-Pathway Upgrades	0	15,000	15,000	:	Is a "placeholder/contingency" budget.
GFCAP-E. Rd N. Charlotte to Blackberry	70,268	0	-70,268		CF from 2018; Project is complete.
GFCAP-Sunnyside Culvert R.	8,568	58,000	49,432	85.23%	Tender came in too high; CF to future year.
GFCAP-Bus Shelters	0	19,000	19,000	100.00%	Tender came in too high; CF to future year.
GFCAP-Sunnyside Handrail Replacement	900	28,000	27,100	96.79%	Tender came in too high; CF to future year.
GFCAP-Sunnyside Culvert Ext/Handrail Replace	322	36,000	35,678		Tender came in too high; CF to future year.
WFCAP-Seymourview Watermain Upgrades	7,380	0	-7,380		CF from 2018; Project is complete.
WFCAP-Water Meter RepL.	0	5,000	5,000	100.00%	Is a "placeholder/contingency" budget.
WFCAP-Reconnect Properties Wyndham Cres	0	139,750	139,750	100.00%	Project will not be done.
TOTAL CAPITAL EXPENDITURES	152,165	490,750	338,585	68.99%	

Village of Anmore 2020-2024 Draft 5 Year Financial Plan Property Tax Impact

Total 2019 Property Taxes \$ 2,210,411

Average SFD (assessed value) \$ 1,946,815

1% Property Tax Rate /Avg SFD \$ 26.47

1% Tax Increase \$ 22,110

	Comment	Adjustment (\$)	Adjustment (%)	Cost per SFD
Revenue Changes				
Solid Waste Fees	Reflective of costs (offset by expenditures)	- 4,050	-0.2%	- 4.85
Other	Inflationary increases (grants, fees, etc.)	- 11,050	-0.5%	- 13.23
	Total revenue changes	- 15,100	-0.7%	- 18.08
Expenditure Changes				
Salaries & Benefits	Cost of living & steps	46,950	2.1%	56.23
Salaries & Benefits	Bylaw Enforcement (shared services with Belcarra)	2,500	0.1%	2.99
Training	Reduced staff training	- 2,000	-0.1%	- 2.40
Council	Cost of living & CPP	11,920	0.5%	14.28
CAO	Reduced conferences	- 1,000	0.0%	- 1.20
Dues & Subscriptions	Reduced	- 800	0.0%	- 0.96
Solid Waste	Inflation & tipping fee increase	4,050	0.2%	4.85
Bank Fees	Reduced to reflect new contract pricing	- 2,000	-0.1%	- 2.40
Other	Includes inflation for all applicable accounts	12,011	0.5%	14.38
	Total expenditure changes	71,631	3.2%	85.79
Capital Asset Levy	Inflation factor (2.5%)	27,400	1.2%	32.81
	Total Tax Increase	\$ 83,931	3.80%	\$ 100.52



			3 Year	Budget		5	Year Financial Plan		
		2018	Average	2019	2020	2021	2022	2023	2024
			_		_				
	REVENUE								
410001-005	GENERAL MUNICIPAL TAXES	1,061,075	1,009,438	1,115,411	1,211,342	1,215,950	1,260,826	1,301,840	1,345,516
410001-005	FIXED ASSET LEVY	960,000	825,000	1,095,000	1,122,400	1,150,500	1,179,300	1,208,800	1,239,100
410010-005	GRANTS IN LIEU	107,218	108,422	107,200	113,800	116,080	116,080	116,080	118,410
410400-015	PROVINCIAL GRANTS	352,550	349,980	350,000	350,000	350,000	350,000	350,000	350,000
435000-020	GVTA MRN MAINTENANCE GRANT	239,000	321,444	244,000	248,000	253,000	258,100	263,300	268,600
410405-015	COMMUNITY WORKS FUND	61,694	70,180	61,600	61,600	61,600	61,600	61,600	61,600
410410-015	OTHER GOVERNMENT GRANTS	126,204	, <u> </u>	, <u> </u>	0	0	0	0	0
410005-005	PENALTIES & INTEREST	25,899	22,494	20,000	20,000	20,000	20,000	20,000	20,000
413500-499	REVENUE FROM COMMUNITY EVENTS	3,156	3,608	0	0	0	0	0	0
413580-030	INCOME ON INVESTMENTS	146,936	109,160	160,000	160,000	160,000	160,000	160,000	160,000
423000-035	SCHOOL TAX ADMINISTRATION FEE	4,325	4,226	4,380	4,470	4,560	4,560	4,560	4,660
424000-035	BUILDING PERMIT FEES	152,037	147,395	80,000	81,600	83,240	83,240	83,240	84,910
424010-035	SUBDIVISION FEE	2,500	13,670	12,240	10,000	10,200	10,200	10,200	10,410
424012-035	DEVELOPER RECOVERABLE FEE	11,894	13,456	0	0	0	0	0	10,410
424012-035	REZONING APPLICATION FEE	0	1,750	0	0	0	0	0	0
424014-035	DEVELOPMENT VARIANCE FEE	500	750	0	0	0	0	0	0
424020-035	DRIVEWAY ACCESS FEE	340	670	0	0	0	0	0	0
	FIRE PERMIT FEE	1,250	1,198	1,000	1,000	1,000	1,000	1,000	1,000
424024-035 424050-040	BUSINESS LICENCE FEES	17,723	18,735	15,000	16,000	16,320	16,320	16,320	16,650
-	MISCELLANEOUS DEVELOPMENT FEES	4,481	9,866	13,000_	0	10,320	10,320	10,320	10,030
424098-035	DOG LICENCE FEES		2,717		2,500	2,500	·	2,500	2.500
424600-040		2,535 0		2,500	2,500	2,500	2,500 0	2,500	2,500
422000-035	FILMING PERMITS		400	202.400		•	ŭ	ŭ	214.000
460002-035	SOLID WASTE CONTAINED FEE	187,363	181,898	202,400	206,450	210,580 0	210,580	210,580	214,800
460010-035	SOLID WASTE CONTAINER FEE	2,367	1,972	0_	0	· ·	0	0	0
421000-027	SCHOOL SEWER COST RECOVERY	4,779	32,372	0_	0	0	0	0	45.000
413599-499	MISCELLANEOUS INCOME	29,381	19,435	15,000	15,000	15,000	15,000	15,000	15,000
424600-039	MUNICIPAL TICKETS	600	667	0_	0	0	0	0	700.000
	AMORTIZATION - INFRASTRUCTURE (offset below)	ć 2.505.000	334,518	700,000	700,000 \$ 4.324.162	700,000	700,000	700,000	700,000
	TOTAL REVENUE	\$ 3,505,808		\$ 4,185,731	\$ 4,324,162	\$ 4,370,530	\$ 4,449,306 \$	4,525,020 \$	4,613,156
	GENERAL GOVERNMENT - COUNCIL		_	_					
500000 500	REMUNERATION	78,267	74,723	125,000	136,920	139,660	139,660	139,660	142,460
520000-530	CONVENTIONS	8,323			12,480	12,730	12,730	12,730	12,990
520200-630		500	5,151 542	12,226 0	2,600				
520200-635	DUES & SUBSCRIPTIONS					2,660	2,660	2,660	2,720
520200-695	MISC. TRAVEL	0	275	0_	0	0	0	0	2.240
520410-999	VOLUNTEER APPRECIATION	1,760	1,786	2,000	2,040	2,090	2,140	2,190	2,240
520415-650	DR. HAL WEINBERG SCHOLARSHIP	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
520420-650	COMMUNITY GRANTS	3,829	3,787	7,000	7,000	7,000	7,000	7,000	7,000
520499-999	COMMUNITY MISC	950	950	0	0	0	0	0	0
520605-999	COUNCIL MEETINGS	118	182	0	2,000	2,040	2,090	2,140	2,190
520610-999	ADVISORY COMMITTEE MEETINGS		76	2,500	500	510	530	550	570
520615-999	YOUTH COMMITTEE	0	0	1,000	1,000	1,000	1,000	1,000	1,000
520699-999	MISCELLANEOUS	0	6	0	0	0	0	0	0
520800-530	ELECTION ALLOWANCES	8,654	_	0	0	0	24,000	0	0
520800-600	ELECTION ADVERTISING	4,660	_	0	0	0	0	0	0
520800-690	ELECTION MATERIALS & EQUIPMENT	6,522		0	0	0	0	0	0
520800-700	ELECTION OFFICE SUPPLIES	147		0	0	0	0	0	0
520800-705	ELECTION POSTAGE & COURIER	151		0	0	0	0	0	0
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		2018	Average	2019	2020	2021	2022	2023	2024
	GENERAL GOVERNMENT - CAO								
521200-500	SALARIES & BENEFITS	268,352	474,834	256,200	258,730	263,926	269,494	275,062	280,760
521400-625	CONSULTING	5,162	20,359	5,000	5,100	5,210	5,320	5,430	5,540
521400-630	CONVENTIONS	3,351	8,343	5,400	4,500	4,590	4,690	4,790	4,890
521400-635	DUES & SUBSCRIPTIONS	3,745	4,295	6,630	1,650	1,690	1,690	1,690	1,730
521400-695	MISC. TRAVEL	591	792	0	0	0	0	0	0
521499-999	MISCELLANEOUS	3,322	-14	0	0	0	0	0	0
	EMPLOYEE ON CALL		0	0	0	0	0	0	0
	EMPLOYEE OVERTIME		0	0	0	0	0	0	0
	EMPLOYEE BENEFITS		0	0	0	0	0	0	0
	GENERAL GOVERNMENT - SUPPORT SERVICES		_	_					
521500-640	ENVIRONMENTAL CONSULTANT	6,012	15,120	15,000	15,300	15,610	15,930	16,250	16,580
521500-625	ENGINEERING CONSULTANT	78,254	64,016	76,500	78,030	79,600	81,200	82,830	84,490
521500-6xx	FINANCE CONSULTANT		0	30,000	30,000	30,600	31,220	31,850	32,490
521500-6xx	COMMUNICATIONS CONSULTANT		0	20,000	20,400	20,810	21,230	21,660	22,100
521500-645	SCHOOL SEWER COST	4,779	4,961	0	0	0	0	0	0
	GENERAL GOVERNMENT - EVENTS								
521605-999	EASTER EGG HUNT	1,076	5,501	500	510	530	530	530	550
521610-999	MA MURRAY DAY	12,349	10,022	15,000	15,300	15,610	15,610	15,610	15,930
521615-999	HALLOWEEN FIREWORKS	3,485	3,324	2,500	2,550	2,610	2,610	2,610	2,670
521620-999	LIGHT UP SPIRIT PARK	7,370	7,486	7,500	7,650	7,810	7,810	7,810	7,970
	GENERAL GOVERNMENT - HR	·	· · ·	· =		,	,	,	,
521800-680	LEGAL FEES	5,945	_		0	0	0	0	0
521800-745	STAFF TRAINING	3,875	5,505	7,000	5,000	5,100	5,210	5,320	5,430
521899-999	STAFF APPRECIATION	1,338	799	1,230	1,260	1,290	1,320	1,350	1,380
	GENERAL GOVERNMENT - MUNICIPAL HALL	·				,	,	,	,
521900-550	OFFICE EQUIPMENT	13,095	9,317	0	0	0	0	0	0
521900-565	INSURANCE	32,578	40,545	34,000	34,600	35,300	36,010	36,740	37,480
521900-570	MAINTENANCE	16,997	11,684	5,000	5,100	5,210	5,320	5,430	5,540
521900-600	ADVERTISING	7,335	4,385	2,500	2,550	2,610	2,670	2,730	2,790
521900-6xx	VILLAGE HALL TRAILER LEASE	0	0	31,200	32,800	33,460	34,130	34,820	35,520
521900-610	EQUIPMENT RENTAL	1,610	5,403	15,300	13,500	13,770	14,050	14,340	14,630
521900-615	CELL PHONES	7,331	6,853	6,000	7,500	7,650	7,810	7,970	8,130
521900-645	RECYCLING	2,866	2,060	3,500	3,570	3,650	3,730	3,810	3,890
521900-655	FIRE INSPECTIONS	2,307	2,581	2,600	2,660	2,720	2,780	2,840	2,900
521900-675	JANITORIAL	10,388	10,252	11,450	11,680	11,920	12,160	12,410	12,660
521900-680	LEGAL FEES	57,255	41,295	41,000	41,820	42,660	43,520	44,400	45,290
521900-700	OFFICE SUPPLIES	9,502	12,698	10,410	10,620	10,840	11,060	11,290	11,520
521900-705	POSTAGE & COURIER	5,479	5,241	6,000	6,120	6,250	6,380	6,510	6,650
521900-715	PUBLICATIONS	416	837	500	510	530	550	570	590
521900-740	TELEPHONE	3,499	5,285	4,000	4,080	4,170	4,260	4,350	4,440
521900-750	HEAT & LIGHT	8,443	7,737	9,000	9,180	9,370	9,560	9,760	9,960
521901-999	LIBRARY SERVICES	2,115	1,334	1,500	1,500	1,530	1,570	1,610	1,650
521999-999	MISCELLANEOUS	512	,	,,,,,	0	0	0	0	0
	GENERAL GOVERNMENT - LEGISLATIVE SERVICES		_	_					
522200-500	SALARIES & BENEFITS	110,916	108,442	101,730	105,480	110,850	116,480	122,500	124,960
522400-630	CONVENTIONS	85	804	1,400	1,430	1,460	1,490	1,520	1,560
522400-635	DUES & SUBSCRIPTIONS	548	550	600	620	640	660	680	700
522400-695	MISC. TRAVEL	72	203	0	0	0	0	0	, 00
522400-093	RECORDS MANAGEMENT	1,609	1,722	1,640	1,680	1,720	1,760	1,800	1,840
522600-555	EMERGENCY PREPAREDNESS - SUPPLIES	1,549	2,507	15,930	16,250	16,580	16,920	17,260	17,610
522600-555	EMERGENCY PREPAREDNESS - CONSULTING	3,120	5,025	0	10,230	0	10,920	0	0
522600-625	EIVIENGEINCT PREPAREDINESS - CUNSULTING	3,120	5,025	U	U	U	U	U	

		2018	Average	2019	2020	2021	2022	2023	2024
522699-999	EMERGENCY PREPAREDNESS - MISC	185			0	0	0	0	0
	GENERAL GOVERNMENT - FINANCE & IT	•							
523200-500	SALARIES & BENEFITS	145,664	145,850	151,680	153,350	156,550	159,760	163,080	166,530
523200-505	SALARIES & BENEFITS - O/T	0	0	5,000	5,000	5,000	5,000	5,000	5,000
523400-605	AUDIT	33,116	36,515	28,560	29,140	29,730	30,330	30,940	31,560
523400-630	CONVENTIONS	878	1,118	1,400	1,430	1,460	1,490	1,520	1,560
523400-635	DUES & SUBSCRIPTIONS	247	238	0	250	260	270	280	290
523400-695	MISC. TRAVEL	69	94	0	0	0	0	0	0
523600-570	REPAIRS & MAINTENANCE	23,853	40,457	56,310	26,330	26,860	27,400	27,950	28,510
523600-685	SOFTWARE LICENSES	17,869	10,668	0	31,110	31,740	32,380	33,030	33,700
523600-690	MATERIALS & EQUIPMENT	1,626	1,218	0	0	0	0	0	0
	GENERAL GOVERNMENT - PLANNING & DEV.								
524100-500	SALARIES & BENEFITS	148,428	143,212	156,220	157,830	161,030	164,250	167,540	170,900
524200-620	DEVELOPMENT FEE RECOVERABLE	11,894	38,035	0	0	0	0	0	0
524200-630	CONVENTIONS	0	0	1,200	1,230	1,260	1,290	1,320	1,350
524200-635	DUES & SUBSCRIPTIONS	1,061	798	0	700	720	740	760	780
524200-695	MISC. TRAVEL	0	13	0	0	0	0	0	0
524201-625	CONSULTING	0	12,194	8,000	8,160	8,330	8,500	8,670	8,850
524999-999	MISCELLANEOUS	20	24	0	0	0	0	0	0
	GENERAL GOVERNMENT - BUILDING & BYLAWS		0						
524300-500	SALARIES & BENEFITS	166,723	153,876	233,360	196,970	198,530	202,630	206,850	214,670
	DOG CONTROL SERVICES	0	0	0	0	0	0	0	0
524400-630	CONVENTIONS	0	0	700	720	740	760	780	800
524400-635	DUES & SUBSCRIPTIONS	1,689	1,155	0_	650	670	690	710	730
524400-695	MISC. TRAVEL	8	24	0	0	0	0	0	0
524499-999	MISCELLANEOUS	392			0	0	0	0	0
524600-625	CONSULTING	1,000			0	0	0	0	0
	PUBLIC WORKS		0						
530100-500	SALARIES & BENEFITS	187,511	231,082	185,240	201,462	211,824	216,282	220,728	225,186
530100-505	SALARIES & BENEFITS - O/T	0	0	0	12,000	12,300	12,600	12,600	12,900
530100-510	SALARIES & BENEFITS - On Call	17,940	5,980	19,045	18,300	18,700	19,100	19,100	19,500
530100-510	SEASONAL	0	0	0_	0	0	0	0	0
530200-635	DUES & SUBSCRIPTIONS	0	35	0	0	0	0	0	0
530200-695	MISC. TRAVEL	0	29	0	0	0	0	0	0
530299-999	MISCELLANEOUS	1,298	834	0	0	0	0	0	0
	PUBLIC WORKS - YARD		0	_					
530400-570	REPAIRS & MAINTENANCE	1,900	1,713	6,250	2,500	2,600	2,700	2,700	2,800
530400-5xx	SMALL EQUIPMENT PURCHASES	. 0	0	6,250	5,000	5,100	5,300	5,300	5,500
530400-675	JANITORIAL	1,650	1,275	0	2,000	2,100	2,200	2,200	2,300
530400-735	SECURITY	149	_		0	0	0	0	0
530400-740	TELEPHONE	257	389	0	300	400	500	500	600
530400-750	UTILITIES	4,373	4,206	9,370	5,000	5,100	5,300	5,300	5,500
530599-999	MISCELLANEOUS	235	107	0	0	0	0	0	0
	PUBLIC WORKS - VEHICLES & EQUIPMENT		0						
530800-550	EQUIPMENT RENTAL	0	-138	0_	0	0	0	0	0
530800-555	SUPPLIES	8,550	9,753	10,410	10,620	10,900	11,200	11,200	11,500
	TOOLS	0	0	10,410	10,620	10,900	11,200	11,200	11,500
	SAFETY GEAR	0	586	5,210	5,320	5,500	5,700	5,700	5,900
530800-560	FUEL	18,081	17,451	19,250	19,640	20,100	20,600	20,600	21,100
530800-565	INSURANCE	11,643	6,727	10,000	13,700	14,000	14,300	14,300	14,600
530800-570	MAINTENANCE & REPAIRS	21,908	39,116	22,440	22,890	23,400	23,900	23,900	24,400
	REPLACE 2010 F550	0	0	120,000	0	0	0	0	0

		2018	Average	2019	2020	2021	2022	2023	2024
	REPLACE FORD RANGER	0	0		0	0	0	0	0
530800-670	INTERNAL RECOVERY	-125,201	-99,082	-120,000	-122,400	-124,900	-127,400	-127,400	-130,000
	PUBLIC WORKS - LRN ROADS		0						
531002-000	PAVEMENT MAINTENANCE	0	4,759	3,650	3,730	3,900	4,000	4,000	4,100
531003-000	SHOULDERING	0	1,801	26,010	26,540	27,100	27,700	27,700	28,300
531004-000	DRAINAGE	2,046			0	0	0	0	0
531006-000	STREET LIGHTING	454	303	2,090	2,140	2,200	2,300	2,300	2,400
531007-000	ROAD MARKINGS	170	170	0	0	0	0	0	0
531008-000	SIGNS	2,422	1,021	2,090	2,140	2,200	2,300	2,300	2,400
531009-000	STREET CLEANING	1,820	2,745	0	0	0	0	0	0
531011-000	SNOW AND ICE CONTROL	11,889	20,500	14,570	14,870	15,200	15,600	15,600	16,000
531099-000	MISCELLANEOUS	690			0	0	0	0	0
	GRAVEL ROADS MAINTENANCE	0	0	5,100	5,210	5,400	5,600	5,600	5,800
	PATHWAYS	0	333	13,010	13,280	13,600	13,900	13,900	14,200
	PATHWAY UPGRADES	0		15,000	15,000	15,300	15,700	15,700	16,100
	LRN ROAD REHABILITATION	0	0	0	0	0	0	0	0
	PUBLIC WORKS - DRAINAGE								
531401-000	DRAINAGE & DITCHING	0	7,868	7,650	7,810	8,000	8,200	8,200	8,400
531402-000	FLOOD CONTROL	1,018			0	0	0	0	0
531602-000	CATCH BASINS	9,003	3,001	5,210	5,320	5,500	5,700	5,700	5,900
	EAGLECREST CULVERT REPAIR	0		12,000	0	0	0	0	0
	SUNNYSIDE CULVERT REPAIR	0		58,000	0	0	0	0	0
	WYNDAM CRES STORM SEWER	0		33,000	0	0	0	0	0
	PUBLIC WORKS - PARKS & TRAILS								
531800-750	UTILITIES	227	152	170	180	200	300	300	400
531803-000	MAINTENANCE	9,215	7,947	10,200	10,410	10,700	11,000	11,000	11,300
531804-000	TRAILS	. 73	24	10,200	10,410	10,700	11,000	11,000	11,300
	TRAIL UPGRADES	0		25,000	25,000	25,500	26,100	26,100	26,700
	TREE TRIMMING	3,257	1,086	4,170	4,260	4,400	4,500	4,500	4,600
	TRAIL IMPROVEMENTS	0	0	0	0	0	0	0	0
	PUBLIC WORKS - MRN ROADS								
535001-000	ADMINISTRATION	505	314	63,970	64,320	65,700	67,100	68,500	69,900
535002-000	PAVEMENT	4,237	2,950	102,000	104,040	105,700	107,400	109,200	111,100
535003-000	SHOULDERING	675	288	12,240	12,490	12,800	13,100	13,400	13,700
535004-000	DRAINAGE	9,409	16,109	17,850	18,210	18,600	19,000	19,400	19,800
535005-000	PATHWAYS	3,123	6,268	5,100	5,210	5,400	5,600	5,800	6,000
535006-000	STREET LIGHTING	1,045	1,204	4,080	4,170	4,300	4,400	4,500	4,600
535007-000	ROAD MARKINGS	10,127			0	0	0	0	0
535008-000	SIGNAGE	7,341	3,714	4,080	4,170	4,300	4,400	4,500	4,600
535009-000	STREET CLEANING	3,994	6,915	3,060	3,130	3,200	3,300	3,400	3,500
535010-000	VEGETATION CONTROL	24,667	24,432	25,500	26,010	26,600	27,200	27,800	28,400
535011-000	SNOW AND ICE CONTROL	20,525	23,777	6,120	6,250	6,400	6,600	6,800	7,000
525099-000	MISCELLANEOUS	5,317	_		0	0	0	0	0
	BUS SHELTER (EAST ROAD)	0	_	19,000	0	0	0	0	0
	SUNNYSIDE HANDRAIL REPLACEMENT	. 0	_	28,000	0	0	0	0	0
	SUNNYSIDE CULVERT EXT AND HANDRAIL REPLACE	. 0	_	36,000	0	0	0	0	0
	FISCAL SERVICES		2.045					2.000	
547900-645	BANK CHARGES	2,495	3,042	4,590	2,600	2,700	2,800	2,900	3,000
547900-999	CASH OVER/SHORT	. 0	2	0	0	700,000	700,000	700,000	700 000
	AMORTIZATION		639,735	700,000	700,000	700,000	700,000	700,000	700,000
	SOLID WASTE	20.000	C CC7	20,200	20.610	24.402	24.602	22.400	22.500
530205-665	ADMINISTRATION	20,000	6,667	20,200	20,610	21,100	21,600	22,100	22,600

		2018	Average	2019	K	2020	2021	2022	2023	2024
560402-620	SOLID WASTE COLLECTION	152,226	150,536	157,000		160,140	163,400	166,700	170,100	173,600
567700-765	AMORTIZATION	0	6,786			0	0	0	0	0
	TOTAL			\$ 3,306,661	\$	3,022,242 \$	3,077,570 \$	3,151,616 \$	3,173,720 \$	3,229,206
	ACCOUNTS NO LONGER USED									
	EQUIPMENT PURCHASE			0		0	0	0	0	0
	VILLAGE CENTRE SEPTIC UPGRADES			0		0	0	0	0	0
	TOTAL PLANNING &DEVELOPMENT			\$ -	\$	- \$	- \$	- \$	- \$	-
	RESERVE FUND TRANSFERS									
	TSF FROM GENERAL STABILIZATION			-23,000		-15,000	-15,000	-33,000	-15,000	-15,000
	TRANSFER FROM DEVELOPMENT RESERVE			-40,800		0	0	0	0	0
	TRANSFER FROM CAPITAL ASSET			-151,200		-32,800	-33,460	-34,130	-34,820	-35,520
	TRANSFER FROM CAPITAL ASSET ROADS			-186,000	_	0	0	0	0	0
	TRANSFER FROM PARKS RESERVE			-25,000		-25,000	-25,000	-25,000	-25,000	-25,000
	TRANSFER FROM DCC ROADS			0		0	0	0	0	0
	TSF TO GENERAL STABILITATION			6,000		6,000	6,000	0	6,200	6,200
	SOLID WASTE CART REPLACEMENT			25,200		25,700	26,300	26,900	27,500	28,100
	COMMUNITY WORKS FUND			61,600		61,600	61,600	61,600	61,600	61,600
	VEHICLE REPLACEMENT PROVISION			74,290		75,780	77,300	77,300	77,300	78,850
	CAPITAL ROADS RESERVE FUND TRANSFER			42,980		43,840	44,720	44,720	44,720	45,620
	CAPITAL RESERVE FUND TRANSFER			1,095,000		1,122,400	1,150,500	1,179,300	1,208,800	1,239,100
	TOTAL RESERVE FUND TRANSFERS			\$ 879,070	\$	1,262,520 \$	1,292,960 \$	1,297,690 \$	1,351,300 \$	1,383,950
	Total Taxation, Grants and Other Revenues			\$ 4,185,731	-\$	4,324,162 -\$	4,370,530 -\$	4,449,306 -\$	4,525,020 -\$	4,613,156
	Total Expenses			\$ 4,185,731	\$	4,324,162 \$	4,370,530 \$	4,449,306 \$	4,525,020 \$	4,613,156
	Net (Surplus)/Deficit			\$ 0	\$	- \$	- \$	- \$	- \$	-

Village of Anmore 2020 Capital Project Funding Requirements

		08010-000 General tabilization	3	08403-000 Capital Asset		8010-000 MRN avement		3010-000 Solid Waste	Co	8010-000 mmunity Works		08401-000 ec Purpose Parks	20	05000-000 Roads DCC		5001-000 Orainage DCC	2	2020 Total
2020 Beginning Balance	\$	1,271,774	\$	5,071,541	\$	77,582	\$	17,505	\$	262,935	\$	410,410	\$	650,302	\$	69,724	\$	7,831,773
2020 Revenue Internal Transfers External Contributions Revenue Subtotal	\$ \$ \$	- - -	\$ \$ \$	1,242,020 - 1,242,020	\$ \$	- 102,000 102,000	\$ \$	25,700 - 25,700	\$	- 61,600 61,600	\$ \$ \$	-	\$ \$ \$	- - -	\$ \$	- - -	\$ \$	1,267,720 163,600 1,431,320
2020 Expenditures Trail Upgrades Walkway Upgrades (annually) Computer Replacement Road Rehabiliation			\$ \$	15,000 15,000	\$	102,000				•	\$	25,000					\$ \$ \$	25,000 15,000 15,000 102,000
Sunnyside & East Walkway Improvements (project value \$460,000) Sunnyside Culvert Replacement* Bus Shelters* Sunnyside Handrail Replacement* Sunnyside Culvert Extension* Project Subtotal	\$		\$ \$ \$ \$	115,000 49,432 19,000 27,100 35,678 276,210	\$	102,000	\$	-	\$	-	\$	25,000	\$	-	\$	-	\$ \$ \$ \$ \$	115,000 49,432 19,000 27,100 35,678 403,210
2020 Balance, end of year	\$	1,271,774	\$	6,037,351	\$	77,582	\$	43,205	\$	324,535	\$	385,410	\$	650,302	\$	69,724	\$	8,859,883

^{*}carried forward from previous year

Village of Anmore 2021 Capital Project Funding Requirements

	08010-000 General tabilization	3	08403-000 Capital Asset	08010-000 MRN Pavement	30	08010-000 Solid Waste	08010-000 ommunity Works	08401-000 pec Purpose Parks	20	05000-000 Roads DCC	5001-000 Drainage DCC		2021 Total
2021 Beginning Balance	\$ 1,271,774	\$	6,037,351	\$ 77,582	\$	43,205	\$ 324,535	\$ 385,410	\$	650,302	\$ 69,724	\$	8,859,883
2021 Revenue													
Internal Transfers	\$ -	\$	1,272,520	\$ -	\$	26,300	\$ -	\$ -	\$	-	\$ -	\$	1,298,820
External Contributions	\$ -	\$	-	\$ 102,000	\$	-	\$ 61,600	\$ -	\$	-	\$ -	\$	163,600
Revenue Subtotal	\$ -	\$	1,272,520	\$ 102,000	\$	26,300	\$ 61,600	\$ -	\$	-	\$ -	\$	1,462,420
2021 Expenditures Replace F250 Trail Upgrades		\$	65,000		1			\$ 25,000				\$ \$	65,000 25,000
Walkway Upgrades (annually)	\$ 15,000											\$	15,000
Road Rehabiliation				\$ 102,000								\$	102,000
Project Subtotal	\$ 15,000	\$	65,000	\$ 102,000	\$	-	\$ -	\$ 25,000	\$	-	\$ -	\$	207,000
2021 Balance, end of year	\$ 1,256,774	\$	7,244,871	\$ 77,582	\$	69,505	\$ 386,135	\$ 360,410	\$	650,302	\$ 69,724	\$	10,115,303

Village of Anmore 2022 Capital Project Funding Requirements

		08010-000 General tabilization	3	08403-000 Capital Asset	08010-000 MRN Pavement	30	08010-000 Solid Waste		08010-000 ommunity Works		08401-000 ec Purpose Parks	20	5000-000 Roads DCC	_	5001-000 Prainage DCC		2022 Total
2022 Beginning Balance	\$	1,256,774	\$	7,244,871	\$ 77,582	\$	69,505	\$	386,135	\$	360,410	\$	650,302	\$	69,724	\$	10,115,303
2022 Revenue																	
Internal Transfers	\$	_	\$	1,301,320	\$ -	\$	26,900	\$	_	\$	-	\$	-	\$	_	\$	1,328,220
External Contributions	\$	-	\$	-	\$ 102,000	\$	-	\$	61,600	\$	-	\$	-	\$	-	\$	163,600
Revenue Subtotal	\$	-	\$	1,301,320	\$ 102,000	\$	26,900	\$	61,600	\$	-	\$	-	\$	-	\$	1,491,820
2022 Expenditures Trail Upgrades Walkway Upgrades (annually)	\$	15,000								\$	25,000					\$	25,000 15,000
Road Rehabiliation	_	15.000	ć		\$ 102,000			÷		Ś	35.000	<u>,</u>		<u>,</u>		\$	102,000
Project Subtotal	_\$_	15,000	\$	-	\$ 102,000	\$	-	>	-	Þ	25,000	\$	-	>	-	>	142,000
2022 Balance, end of year	\$	1,241,774	\$	8,546,191	\$ 77,582	\$	96,405	\$	447,735	\$	335,410	\$	650,302	\$	69,724	\$	11,465,123

Village of Anmore 2023 Capital Project Funding Requirements

	08010-000 General tabilization	3	08403-000 Capital Asset	08010-000 MRN Pavement	30	08010-000 Solid Waste	08010-000 ommunity Works	08401-000 pec Purpose Parks	20	05000-000 Roads DCC	_	5001-000 Orainage DCC		2023 Total
2023 Beginning Balance	\$ 1,256,774	\$	7,244,871	\$ 77,582	\$	69,505	\$ 386,135	\$ 360,410	\$	650,302	\$	69,724	\$	10,115,303
2023 Revenue														
Internal Transfers	\$ -	\$	1,330,820	\$ -	\$	27,500	\$ -	\$ -	\$	-	\$	-	\$	1,358,320
External Contributions	\$ -	\$	-	\$ 102,000	\$	-	\$ 61,600	\$ -	\$	-	\$	-	\$	163,600
Revenue Subtotal	\$ -	\$	1,330,820	\$ 102,000	\$	27,500	\$ 61,600	\$ -	\$	-	\$	-	\$	1,521,920
2023 Expenditures Trail Upgrades Walkway Upgrades (annually)	\$ 15,000							\$ 25,000					\$ \$	25,000 15,000
Road Rehabiliation				\$ 102,000									\$	102,000
Project Subtotal	\$ 15,000	\$		\$ 102,000	\$	-	\$ -	\$ 25,000	\$	-	\$	-	\$	142,000
2023 Balance, end of year	\$ 1,241,774	\$	8,575,691	\$ 77,582	\$	97,005	\$ 447,735	\$ 335,410	\$	650,302	\$	69,724	\$	11,495,223

Village of Anmore 2024 Capital Project Funding Requirements

	3	08010-000	3	08403-000	30	08010-000	30	08010-000	30	8010-000	30	8401-000	20	5000-000	20	5001-000	
		General		Capital		MRN		Solid	Co	mmunity	Spe	ec Purpose		Roads	D)rainage	
	S1	tabilization		Asset	F	Pavement		Waste		Works		Parks		DCC		DCC	2024 Total
2024 Beginning Balance	\$	1,256,774	\$	7,244,871	\$	77,582	\$	69,505	\$	386,135	\$	360,410	\$	650,302	\$	69,724	\$ 10,115,303
2024 Revenue																	
Internal Transfers	\$	-	\$	1,363,570	\$	-	\$	28,100	\$	-	\$	-	\$	-	\$	-	\$ 1,391,670
External Contributions	\$	-	\$	-	\$	102,000	\$	-	\$	61,600	\$	-	\$	-	\$	-	\$ 163,600
Revenue Subtotal	\$	-	\$	1,363,570	\$	102,000	\$	28,100	\$	61,600	\$	-	\$	-	\$	-	\$ 1,555,270
2024 Expenditures																	
Trail Upgrades											\$	25,000					\$ 25,000
Walkway Upgrades (annually)	\$	15,000									-						\$ 15,000
Replace 2017 Ford F550		,	\$	150,000													\$ 150,000
Road Rehabiliation			·	•	\$	102,000											\$ 102,000
Project Subtotal	\$	15,000	\$	150,000	\$	102,000	\$	-	\$	-	\$	25,000	\$	-	\$	-	\$ 292,000
2024 Balance, end of year	\$	1,241,774	\$	8,458,441	\$	77,582	\$	97,605	\$	447,735	\$	335,410	\$	650,302	\$	69,724	\$ 11,378,573

2020 Water Rate Calculation

Rate Distribution		
		% Allocation
PORT MOODY WATER SUPPLY	\$ 408,000	44.1%
OPERATING EXPENSES	232,920	25.2%
WATER INFRASTRUCTURE LEVY	\$ 285,000	30.8%
Total 2019 Annual Costs	\$ 925,920	100.0%

Total 2019 Annual Revenues	\$ 925,920
connections, etc.)	\$ 23,090
Funded from Other Sources (i.e. penalties, new service	
Funded from Water User Fees	\$ 902,830
Costs to be Funded from Utility Rates	

Water Consumption Calculation

Water Rate Calculation

2020 estimated water usage (cubic meters)	315,900
2020 growth (based on medium growth from OCP)	2.2%
2019 water usage (invoiced by CPM)	309,080

2020 Water Rate - per cubic meter	\$ 2.92
2020 estimated water usage (invoiced consumption)	315,900
Costs funded from user fees	\$ 902,830

Water Rate Distribution - per cubic meter

	2020	2019
PORT MOODY WATER SUPPLY	\$ 1.28	1.26
OPERATING EXPENSES	\$ 0.73	0.72
WATER INFRASTRUCTURE LEVY	\$ 0.90	0.88
2019 Water Rate	\$ 2.92	2.86

Change over previous year (\$)	\$ 0.06 per m³
Change over previous year (%)	1.9%
Avg water cost in 2020 (based on 350 cubic meters)	\$ 1,001.00
Avg water cost in 2019 (based on 350 cubic meters)	\$ 1,020.29
Average increase	\$ 19.29

WATER UTILTY FUND 2020-2024

	Actual	Budget					
	2018	2019	2020	2021	2022	2023	2024
WATER UTILITY REVENUES	_						
PENALTIES & INTEREST	13,460	6,120	6,250	6,380	6,380	6,380	6,510
INCOME ON INVESTMENTS		-	-	-	-	-	-
MISCELLANEOUS INCOME	158	-	-	-	-	-	-
INSPECTION FEES		1,110	1,140	1,170	1,170	1,170	1,200
WATER USER FEES	740,079	841,350	902,830	951,590	956,610	959,840	980,910
WATER PARCEL TAXES	-	-		-	-	-	-
NEW WATER SERVICE FEES	3,947	15,300	15,700	16,100	16,100	16,100	16,500
WATER UTILITY LEVY		-	- ,	-	-	-	-
AMORTIZATION (Equity offset)	_	220,000	220,000	220,000	220,000	220,000	220,000
TOTAL REVENUES	- 757,645	- 1,083,880	- 1,145,920 -	1,195,240 -	1,200,260 -	1,203,490 -	1,225,120
	_	4					
WATER UTILITY EXPENSES	_	-	-	-	-	-	-
WATER TRAINING & MEMBERSHIPS	2,872	5,430	6,100	6,230	6,230	6,230	6,360
SAFETY GEAR		-	-	-	-	-	-
WATER MAINTENANCE & OPERATIONS	111,205	185,000	55,000	56,650	58,350	58,350	60,100
S&B	83,523		134,400	165,800	168,800	171,700	174,700
S&B - On Call			12,200	12,510	12,830	13,160	13,490
TELEPHONE	990	-	-	-	-	-	-
CARRYFORWARDS		-	-	-	-	-	-
WATER UTILITIES	15,322	16,120	17,740	19,520	19,520	19,520	21,480
BOOSTER/CHLORINATION	4,676	1	_				
PRV SERVICING	1,190		_				
WATER METER IT SYSTEM	2,248	7	_				
MISCELLANEOU		-	-	-	-	-	-
OVERSIZING COSTS		-	-	-	-	-	-
AUDIT/ACCOUNTING	7,300	7,330	7,480	7,630	7,630	7,630	7,790
ADMINISTRATION COSTS		-	-	-	-	-	-
WATER SUPPLY COSTS TO PORT MOODY	392,647	400,000	408,000	416,200	416,200	416,200	424,600
DEBT CHARGES - PRINCIPAL		-	-	-	_	-	-

WATER UTILTY FUND 2020-2024

	2018	2019	2020	2021	2022	2023	2024
DEBT CHARGES - INTEREST		-	-	-	-	-	-
WATER SYSTEM MODELING PLAN	_	-	-	-	-	-	-
AMORTIZATION (Equity offset)		220,000	220,000	220,000	220,000	220,000	220,000
TRANSFER FROM WATER UTILITY RESERVE	-	_					
TRANSFER FROM RESERVES							
TRANSFER TO WATER UTILITY RESERVE FUND		250,000	285,000	290,700	290,700	290,700	296,600
TOTAL EXPENSES	621,972	1,083,880	1,145,920	1,195,240	1,200,260	1,203,490	1,225,120
(Surplus)/Deficit		-	A		1 -		0

From: Dobrowolski, Judy < <u>Judy.Dobrowolski@bchydro.com</u>>

Sent: February 24, 2020 3:56 PM

To: John McEwen < John.McEwen@anmore.com >; Polly Krier < Polly.Krier@anmore.com >; Kim Trowbridge < Kim.Trowbridge@anmore.com >; Paul Weverink < Paul.Weverink@anmore.com >; Tim

Laidler < Tim.Laidler@anmore.com >

Cc: Juli Halliwell < Juli. Halliwell@anmore.com>; Muir, Jerry < Jerry. Muir@bchydro.com>; Higginbottom,

Steve < Steve. Higginbottom@bchydro.com >

Subject: Metro North Transmission Project - Project Cancelled

Dear Mayor and Council, Village of Anmore

Over the past year, we've been reviewing the <u>Metro North Transmission Project</u> to ensure that we're making this investment at the right time.

In our last update to stakeholders, in July 2019, we confirmed that the recent load forecast showed a lower load increase than expected.

A further analysis of this forecast has determined that the Metro North Transmission Project won't be needed until about 2035; therefore, we have decided to cancel the project. Going forward, we'll continue to monitor the load forecast and transmission system every year to confirm the timing of any project needed to reinforce the system.

This decision will have no impact on the reliable supply of electricity to our customers in this area.

We have sent letters with this information to all a property owners along the right-of-way; as well, an email update to all project stakeholders will go out tomorrow.

Thank you for your participation while this project was underway.

Please contact me with any questions.

Sincerely, Judy Dobrowolski Metro North Transmission Project

Judy Dobrowolski | Manager, Capital Projects Communications BC Hydro

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Smart about power in all we do.

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