

## REGULAR COUNCIL MEETING – AGENDA

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



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**NOTE: The Village Hall/Council Chambers remains closed to the public due to COVID-19. We invite members of the public to participate in our Regular Council meeting by accessing the meeting via phone, laptop or tablet, as outlined below.**

**Please note that the meeting will be live streamed via GoToMeeting Meeting ID: 627-666-533:**

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**Please join the meeting from your computer, tablet or smartphone.**


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For members of the public watching, staff will be moderating the meeting, but we ask that you please DO NOT turn on your camera or mic for the meeting and choose the “View Active Camera” option to view the current speaker.

\*Should you wish to provide a comment or ask a question during Item 3. Public Input, Item 9 Budget Presentation or Item 17 Public Question Period please do so by either:

- Using the Chat function in the GoTo meeting 
  - Sending an email to Karen Elrick before or during the meeting at [karen.elrick@anmore.com](mailto:karen.elrick@anmore.com)
- 

### 1. Call to Order

### 2. Approval of the Agenda

Recommendation: That the Agenda be approved as circulated.

**3. Public Input**

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

**4. Delegations.****5. Adoption of Minutes**

Page 5 **(a) Minutes of the Regular Council Meeting held on March 17, 2020**

Recommendation: That the Minutes of the Regular Council Meeting held on March 17, 2020 be adopted, as circulated.

**6. Business Arising from Minutes****7. Consent Agenda**

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

Recommendation: That the Consent agenda be adopted.

Page 10 **(a) COVID-19 Pandemic, Metro Vancouver Budget Mitigation Measures**

Recommendation: That Council receive the communication from City of Langley dated April 9, 2020 regarding COVID-19 Pandemic, Metro Vancouver Budget Mitigation Measures, for information

Page 12 **(b) BC Gaming Grant**

Recommendation: That Council receive the communication from Village of Hazelton dated April 15, 2020 regarding BC Gaming Grant, for information.

Page 13 **(c) Proclamation for National Mission Children's Month and Missing Children's Day**

Recommendation: THAT Council proclaim May as Missing Children's Month and May 25<sup>th</sup> as Missing Children's Day.

**8. Items Removed from the Consent Agenda****9. Legislative Reports**Page 14 **(a) Anmore Five-Year Financial Plan Bylaw No. 623-2020**

\*Ms. Juli Halliwell, CAO, to provide a presentation of the Five- Year Financial Plan (attached).

Page 26 Recommendation: That Anmore Five-Year Financial Plan Bylaw No. 623-2020 be granted first, second, and third readings.

Page 43 **(b) Anmore Tax Rates Bylaw No. 624-2020**

Recommendation: That Anmore Tax Rates Bylaw No. 624-2020 be granted first, second, and third readings.

Page 46 **(c) Update to Municipal Ticket Information Utilization Bylaw**

Report dated April 24, 2020 from the Manager of Development Services attached.

Page 56 **(d) Proposed Covenant Revisions – Bella Terra**

Report dated April 24, 2020 from the Manager of Development Services attached.

**10. Unfinished Business****11. New Business**Page 108 **(a) 2020 Property Tax Deadline & Penalty Amounts**

Report dated April 24, 2020 from the Chief Administrative Officer attached.

**(b) Award of On-Call Utility Services Contract**

Page 111 Report dated April 23, 2020 from the Chief Administrative Officer attached.

**12. Items from Committee of the Whole, Committees, and Commissions**

None.

**13. Mayor's Report**

**14. Councillors Reports**

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

**16. Information Items**

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

None.

**(b) General Correspondence**

Page 117 - Sasamat Volunteer Fire Department Board of Trustees minutes for meeting held on February 13, 2020

Page 122 - Metro Vancouver Board in Brief for meetings held on March 27, 2020

**17. Public Question Period**

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

**18. Adjournment**



## REGULAR COUNCIL MEETING – MINUTES

Minutes for the Regular Council Meeting scheduled for  
Tuesday, March 17, 2020 at 7:00 p.m. in Council Chambers at Village  
Hall, 2697 Sunnyside Road, Anmore, BC



### ELECTED OFFICIALS PRESENT

Mayor John McEwen  
Councillor Polly Krier  
Councillor Kim Trowbridge (via video/teleconference)  
Councillor Paul Weverink

### ABSENT

Councillor Tim Laidler

### OTHERS PRESENT

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

#### 1. Call to Order

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

#### 2. Approval of the Agenda

It was MOVED and SECONDED:

R038/20

That the Agenda be approved as circulated.

Carried Unanimously

#### 3. Public Input

None.

#### 4. Delegations.

#### 5. Adoption of Minutes

##### (a) Minutes of the Regular Council Meeting held on March 3, 2020

It was MOVED and SECONDED:

R039/20

That the Minutes of the Regular Council Meeting held on March 3, 2020 be adopted, as circulated.

Carried Unanimously

6. **Business Arising from Minutes**

7. **Consent Agenda**

It was MOVED and SECONDED:

R040/20 That the items 7 (a), (c), and (d) of the consent agenda be adopted.

Carried Unanimously

**(a) UBCM Resolution Process**

Recommendation: That Council receive the communication from Union of British Columbia Municipalities dated March 4, 2020 regarding UBCM Resolutions Process, for information

**(c) City of Port Moody Road Closure Bylaw – remove road dedication from the David Avenue Connector Road Right-of-Way through Bert Flinn Park**

Recommendation: That Council receive the communication from BC Hydro dated March 10, 2020 regarding Port Moody Road Closure Bylaw 2020, No. 3234, for information.

**(d) British Columbia Utilities Commission an Inquiry into the Regulation of Municipal Energy Utilities**

Recommendation: That Council direct staff to send the letter attached to the March 17, 2020 regular council meeting agenda to the British Columbia Utilities Commission regarding an inquiry into the regulation of municipal energy utilities.

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

It was MOVED and SECONDED:

**(b) 2020 Fort St. John BC Winter Games**

R041/20 That Council receive the communication from BC Games dated March 4, 2020 regarding 2020 Fort St. John BC Winter Games, for information.

Carried Unanimously

R042/20

That Council direct staff to convey congratulations to the Anmore residents who were participants of the 2020 Fort St. John BC Winter Games.

Carried Unanimously

**9. Legislative Reports**

**(a) Statutory Reserve Establishment Bylaws**

It was MOVED and SECONDED:

R043/020

THAT Council adopt Anmore Reserve Fund Amendment Bylaw No. 601-2020; AND THAT Council adopt Anmore Capital and Operating Reserve Fund Establishment Bylaw No. 602-2020.

Carried Unanimously

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

It was MOVED and SECONDED:

R044/020

That Council adopt Anmore Inter-municipal TSN Business Licence Agreement Bylaw 620-2020; AND THAT Council adopt Anmore Transportation Network Services Business Licence Bylaw 621-2020.

Carried Unanimously

**10. Unfinished Business**

**11. New Business**

**(a) Telecommunications Licensing Agreement**

It was MOVED and SECONDED:

R045/20

That Council defer the Telecommunications Licensing Agreement Item to a future Council meeting.

Carried Unanimously

**12. Items from Committee of the Whole, Committees, and Commissions**

None.

**13. Mayor's Report**

Mayor McEwen reported that:

- He will be attending a Metro Vancouver mayor's meeting tomorrow related to COVID 19 and will report back necessary communication
- He wanted to express thank to staff who are working to maintain Village operations during the COVID 19 event

**14. Councillors Reports**

None

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

Ms. Juli Halliwell, CAO, reported that the Village Hall will be closed to the public effective tomorrow and that all public meetings including the March 31 public engagement for the new civic building will be postponed until further notice.

**16. Information Items**

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

None.

**(b) General Correspondence**

- Communication dated February 24, 2020 from Office of the Ombudsperson regarding Quarterly Report: October 1-December 31, 2019
- Metro Vancouver Board in Brief for meetings held on February 28, 2020
- Communication dated March 2, 2020 from Recycling Council of British Columbia regarding 46<sup>th</sup> Annual Conference on Circular Economy
- Communication dated March 2, 2020 from the Forest Enhancement Society of British Columbia dated March 2, 2020 regarding BC Accomplishments Update

**17. Public Question Period**

None.

**18. Adjournment**

It was MOVED and SECONDED:

R046/20                      THAT the meeting be adjourned at 7:07 p.m.

Carried Unanimously

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Karen Elrick  
Corporate Officer

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John McEwen  
Mayor



## OFFICE OF THE MAYOR

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Langley City Hall, 20399 Douglas Crescent, Langley, BC Canada V3A 4B3  
[mayor@langleycity.ca](mailto:mayor@langleycity.ca)

April 9, 2020

Mr. Sav Dhaliwal  
Chair, Board of Directors  
Metro Vancouver  
Metrotower III, 4730 Kingsway  
Burnaby, BC V5H 0C6

Via Email: [chair@metrovancover.org](mailto:chair@metrovancover.org)

Dear Chair Dhaliwal,

### **Re: COVID-19 Pandemic, Metro Vancouver Budget Mitigation Measures**

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On behalf of Langley City Council, I want to express our sincere appreciation for the work of the Metro Vancouver Board of Directors and staff in dealing with the impacts arising from the COVID-19 pandemic and maintaining continuity of essential services during this extraordinary and unprecedented time.

Langley City, similar to other local governments across BC and the country, is facing significant financial pressures due to the loss of revenues from traditional sources and the potential of tax payment deferrals. We recognize the financial hardship that our residents and business owners are facing. In fact, they are placing increasing pressure on local governments to enact tax relief measures such as waiving utility penalties, deferring utility payment deadlines, and/or deferring property tax deadlines. To this end, Langley City Council has directed staff to develop a budget mitigation package that will include, but not be limited to, the deferral of capital projects, deferral of service level increments, and reduction of operating budget. There is no doubt that difficult decisions will need to be made to provide relief measures on property taxes by curtailing or eliminating services and programs that have traditionally been offered, some of which may have staffing impacts. Any discretionary and/or 'nice to do' services and programs will be scrutinized and not immune to potential budget cuts. We believe taking this action is the appropriate and responsible thing to do for our residents and business owners during this crisis.

We recognize that Metro Vancouver is facing your own financial pressure during this pandemic. We urge Metro Vancouver to carry out a budget mitigation exercise similar to ours, so that any potential budget reductions within MVRD, MVHC, GVWD and GVS&DD will flow through to member municipalities. Doing so will demonstrate leadership and accountability to your members during this difficult and challenging time. Langley City is more than willing to assist in any way possible and be part of the solution. As we have heard over and over during this crisis, we are in this together.

Yours truly,  
**CITY OF LANGLEY**



Val van den Broek  
Mayor

cc: Langley City Councillors  
Members, Metro Vancouver Board of Directors  
Municipal Councils, Metro Vancouver Member Municipalities

*Corporation of the*  
**VILLAGE OF HAZELTON**  
*Office of the Mayor*



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Tel (250) 842-5991  
Fax (250) 842-5152  
[www.hazelton.ca](http://www.hazelton.ca)

April 15, 2020

File: 0550-01

**\*\*Sent Via Email\*\***

Dear Mayor and Council

**Re: BC Gaming Grant**

In British Columbia (B.C.), it is difficult for communities under 10,000 to have access to funds for programs and services in relation to Arts and Culture, Sport, Public Safety, Environment and Social Services. We understand that smaller communities do not all have gaming facilities, but this does not mean that members in our communities do not travel and spend money in communities that do have gaming facilities.

The Province of B.C. has already committed to revenue sharing with First Nations under this Program, why not extend this to communities under 10,000? Having the opportunity to apply for the Community Gaming Grants would benefit small communities and would support the delivery of ongoing (and/or new) programs.

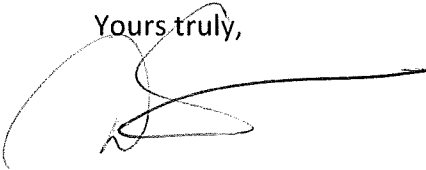
The Village of Hazelton Council asks your Council to endorse the following resolution and support the resolution at the Union of BC Municipalities Convention.

"THAT the Council of the Village of Hazelton supports the recommendation that communities under 10,000 in B.C. should be considered to be eligible to apply for the Community Gaming Grants Program for Arts and Culture, Sport, Public Safety, Environment and/or Social Services".

We hope that you will join the Village of Hazelton, with your support, we hope to achieve the possibilities of municipalities under 10,000 to be able to apply for the BC Gaming Grant.

Thank-you for your consideration.

Yours truly,



Dennis Sterritt  
Mayor





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Provincial Toll Free: 1.888.689.3463 [www.childfindbc.com](http://www.childfindbc.com)

**Victoria Office**

2722 Fifth Street, 208  
Victoria, BC V8T 4B2  
(250) 382-7311  
Fax (250) 382-0227  
Email:  
[childvicbc@shaw.ca](mailto:childvicbc@shaw.ca)

*"A charitable non-profit  
organization working with  
searching families and law  
enforcement to reduce the  
incidence of missing and  
exploited children."*

*A Missing Child is  
Everyone's  
Responsibility*



April 23, 2020

Dear Mayor and Councilors,

**Re: Proclamation for National Missing Children's Month and  
Missing Children's Day**

I write today on behalf of Child Find British Columbia. Child Find BC requests that your local government proclaim May as Missing Children's Month and May 25<sup>th</sup> as missing Children's Day.

Child Find BC provides "ALL ABOUT ME" ID Kits with child finger printing and photos, to at no cost to families and Child Find BC hosts these Child Find ID Clinics throughout BC. Child Find BC provides education, including public speakers, literature and tips for families to assist them in keeping all of our children safe.

We hope that you will raise this proclamation for consideration to your Council and your community at your next meeting.

Most recent reporting from the RCMP show that over 6,800 cases of missing children were reported in British Columbia and over 40,000 cases in Canada. Through the support of municipal governments like yours we are able to educate and bring awareness to thousands of BC families on this important issue.

Thank you so much for your consideration of this request and your continuing commitment to Community Services in BC and the children and families of BC. If you have any questions regarding this request please contact the Child Find BC office at 1-888-689-3463.

Yours truly,

Crystal Dunahee President, Child Find BC

**If you or your organization would like to host an "All About Me" ID clinic, have an idea for an event in your community or would like literature and information on becoming a member and supporter of Child Find BC, please call us at 1-888-689-3463.**



# 2020-2024 5 Year Financial Plan

TO BE CONSIDERED AT THE REGULAR  
COUNCIL MEETING ON APRIL 28, 2020



# Overview

- MUNICIPAL REQUIREMENTS
- BUDGET PROCESS
- 2020 – 2024 OPERATING BUDGET
- PROPOSED BUDGET IMPACT
- 2020 – 2024 CAPITAL BUDGET
- 2020 – 2024 WATER OPERATING & CAPITAL BUDGET
- HOW TO PROVIDE PUBLIC INPUT IN 2020



# Municipal Requirements

- **ADOPT A 5 YEAR FINANCIAL PLAN BEFORE MAY 15 ANNUALLY (COMMUNITY CHARTER S. 165)**
- **INCLUDE PUBLIC CONSULTATION (DISTRIBUTED ELECTRONICALLY TO THE PUBLIC ON APRIL 17, 2020, OPPORTUNITY FOR PUBLIC INPUT AT APRIL 28, 2020 REGULAR COUNCIL MEETING)**
- **ADOPT TAX RATES BY BYLAW BEFORE MAY 15 ANNUALLY (COMMUNITY CHARTER S. 197)**



# Budget Process

- INITIAL DRAFT BUDGET PRESENTED TO FINANCE COMMITTEE FEBRUARY 6, 2020 AND REFERRED TO COUNCIL
- FIRST THREE READINGS OF THE FINANCIAL PLAN BYLAW WILL BE CONSIDERED ON APRIL 28, 2020
- ADOPTION (ANTICIPATED) MAY 5, 2020 WITH TAX RATE BYLAW



# 2020 – 2024 Operating Budget

	Comment	Adjustment (\$)	Adjustment (%)	Cost per SFD
<b>Revenue Changes</b>				
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
<b>Total revenue changes</b>		- 15,100	-0.7%	18.08
<b>Expenditure Changes</b>				
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	3,000	0.1%	3.59
Council	Annual CPP contribution	8,920	0.4%	10.68
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
Community Enhancement Fund	New reserve to fund enhancements to the community	22,100	1.0%	26.47
Other	Includes inflation for all applicable accounts	12,391	0.6%	14.84
<b>Total expenditure changes</b>		94,111	4.3%	112.71
Capital Asset Levy	Inflation factor (2.5%)	27,400	1.2%	32.81
<b>Total Tax Increase</b>		<b>\$ 106,411</b>	<b>4.81%</b>	<b>\$ 127.44</b>



# Asset Replacement Levies

- **CAPITAL ASSET LEVY**
  - Increased by \$27,400 (inflation only)
  - Total \$1,122,400 annually
- **WATER INFRASTRUCTURE LEVY**
  - Increased by \$35,000
  - Total \$285,000 annually



# Proposed Budget Impact

**\$1,945,385 AVERAGE 2020 ASSESSED VALUE HOUSEHOLD\***

	Change (\$)	Change (%)
Revenue Changes	(\$15,100)	(0.7%)
Expenditure Changes	94,100	4.3%
Fixed Asset Levy	27,400	1.2%
	\$106,400	4.8%

**\$26 FOR EACH 1% INCREASE = \$127/AVG. PER HOUSEHOLD**

**\*BASED ON REVISED ROLL DATED MARCH 19, 2020**





# 2020 – 2024 Capital Budget

- Computer Replacement (\$15,000)
- Pathway Upgrades (\$15,000)
- Trail Upgrades (\$25,000)
- Electronic Signboards (\$75,000)



# 2020 – 2024 Capital Budget

- Culvert Replacements (\$514,000)
- Pedestrian Bridge Replacement (\$45,000)
- Lower Sunnyside Road Rehabilitation (\$343,000)
- Sunnyside & East Road Walkway Improvements  
(phased project 1<sup>st</sup> year - \$222,000)
- Sunnyside Handrail Replacement (\$25,000)
- Covered Bus Stop East Road (\$42,000)
  
- Of the above total capital works (\$1,191,000), \$774,300 is funded by Translink programs



# 2020 – 2024 Water Budget

- **WATER OPERATING BUDGET**
  - Largest cost is water from Port Moody
  - Increase of 4.3% for 2020 (reallocation of salaries from General Budget)
- **WATER CAPITAL BUDGET**
  - Automatic flushing valves
  - Water meter replacement program

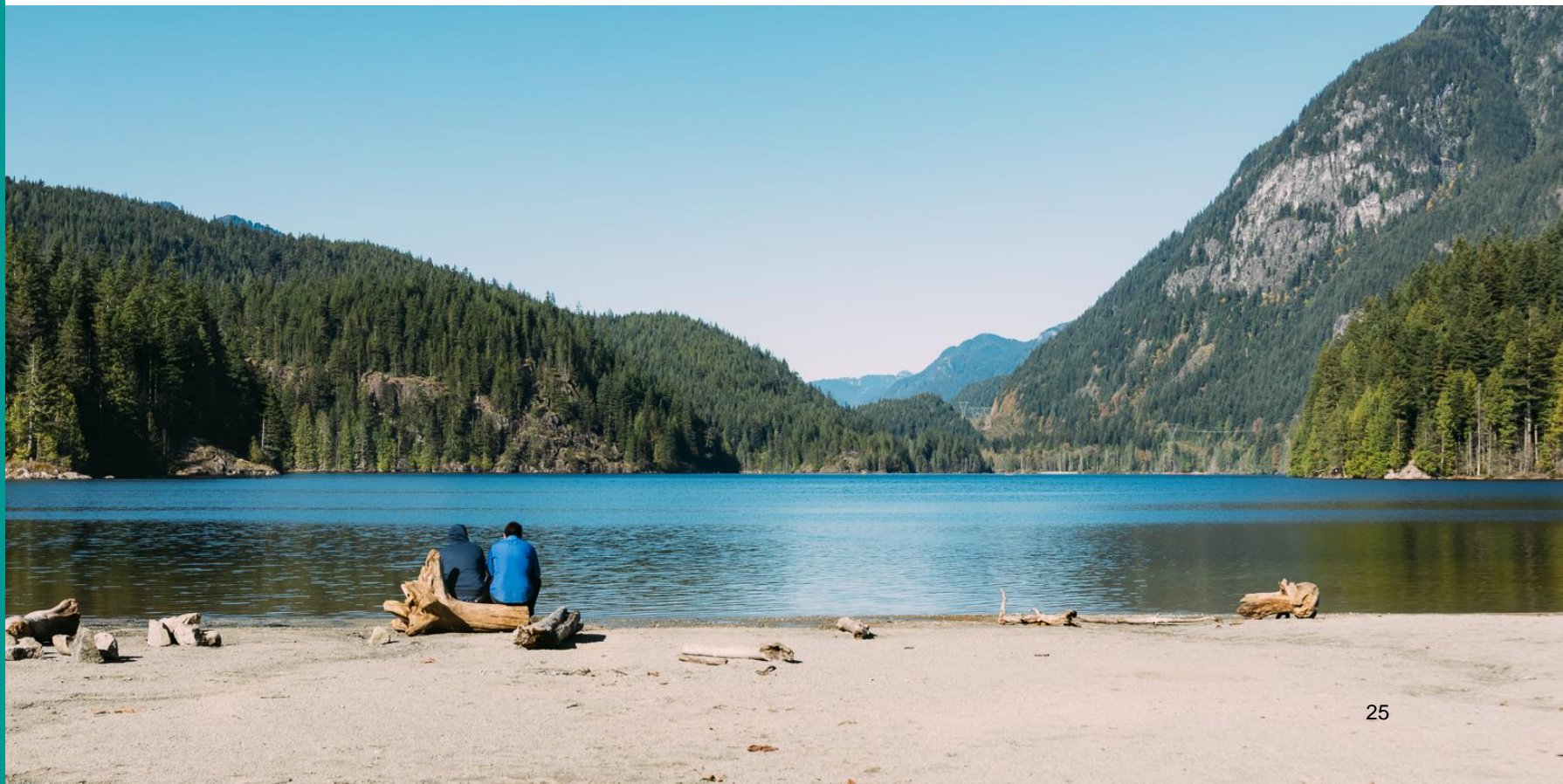


# 2020 Public Input

- PLEASE EMAIL YOUR INPUT TO [KAREN.ELRICK@ANMORE.COM](mailto:KAREN.ELRICK@ANMORE.COM) BEFORE OR DURING OUR APRIL 28, 2020 REGULAR COUNCIL MEETING
- YOU MAY SUBMIT QUESTIONS DURING OUR APRIL 28, 2020 REGULAR COUNCIL MEETING USING THE GO TO MEETING CHAT FUNCTION



# THANK YOU



## VILLAGE OF ANMORE

### BYLAW NO. 623-2020

A bylaw to approve the Five-Year Financial Plan for the years 2020 through 2024

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**WHEREAS** pursuant to the provisions of the *Community Charter* stating that a municipality must have a Financial Plan adopted annually, by bylaw, before the 15th of May in each year;

**AND WHEREAS** the Municipal Council has caused to be prepared a Five-Year Financial Plan for the period 2020-2024 inclusive;

**NOW THEREFORE** the Council of the Village of Anmore enacts as follows:

1. This bylaw may be cited as “Anmore Five-Year Financial Plan Bylaw No. 623-2020”.
2. Council hereby adopts the Five-Year Financial Plan for the years 2020-2024 inclusive, for each year of the plan, as set out in Schedules A and B, attached hereto and forming part of this bylaw.
3. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.
4. That “Anmore Five-Year Financial Plan Bylaw No. 595-2019” is hereby repealed in its entirety.

**READ** a first time the                      day of April, 2020

**READ** a second time the                      day of April, 2020

**READ** a third time the                      day of April, 2020

**ADOPTED** the                                      day of May, 2020

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MAYOR

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MANAGER OF CORPORATE SERVICES

## SCHEDULE "A"

### 2020-2024 FINANCIAL PLAN STATEMENT OF OBJECTIVES AND POLICIES

1. In accordance with the *Community Charter*, the Village of Anmore is required to include in the Five-Year Financial Plan, objectives and policies regarding each of the following:
  - (a) The proportion of total revenue that comes from each of the funding sources described in the *Community Charter*;
  - (b) The distribution of property taxes among the property classes; and
  - (c) The use of permissive tax exemptions.

2. Funding Sources

Table 1, below, shows the proportion of total revenue proposed to be raised from each fund source in 2020.

Property value tax revenues are the largest portion of planned revenues. Property Taxation provides a stable and consistent revenue source for general services that cannot be recovered from user-pay fees. It is simple to administer and easy for residents to understand.

Fees & charges provide the second largest proportion of revenue and are sourced from the utility fees collected for water and garbage & organic waste collection, as well as various permit fees.

Government grants provide for the third largest proportion of revenue and are sourced from the Major Road Network Fund (MRN), the Small Communities Fund, grants in lieu of taxes, as well as from miscellaneous grants.

#### Objectives

- Over the next five years, the Village will increase the portion of revenue received from user fees and charges to reflect service levels and changes in inflation.

#### Policies

- All user-fee levels will be reviewed, on an annual basis, to ensure they are adequately meeting both the respective service delivery and capital costs.
- Revenues will be recovered from user fees and charges where possible, rather than general taxation, to lessen the burden on the Village's limited property tax base.

**Table 1 – Sources of Revenue**

REVENUE SOURCE	% OF TOTAL REVENUE	DOLLAR VALUE
Taxation	52	\$ 2,356,222
Fees and Charges	27	1,237,220
Government Grants	17	773,400
Interest and Other	4	205,720
<b>TOTAL</b>	<b>100</b>	<b>\$ 4,572,562</b>

### 3. Distribution of Property Tax Rates

Table 2 outlines the distribution of property taxes among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate as this class also forms the largest portion of the assessment base and consumes the majority of Village services.

#### Objectives

- Tax rates set maintain tax stability in accordance with the Village's operational and capital requirements.

#### Policies

- Supplement, where possible, revenues from user fees and charges to help to offset the burden on the entire property tax base.
- Regularly review and compare the Village's distributions of tax burden relative to other municipalities having similar property class composition.

**Table 2 – Distribution of Property Tax Rates**

PROPERTY CLASS	% OF TOTAL PROPERTY TAXATION
Residential (1)	97.0
Utilities (2)	1.5
Business and Other (6)	1.0
Rec/Non Profit (8)	0.5
<b>TOTAL</b>	<b>100</b>

### 4. Permissive Tax Exemptions

No property in the Village of Anmore is permissively exempt. Village properties do not meet the legislated criteria.



**SCHEDULE "B"**

<b>Village of Anmore</b>						
<b>Financial Plan</b>						
<b>2020 - 2024</b>						
		2020	2021	2022	2023	2024
<b>REVENUES</b>						
	Property Tax	\$ 2,356,222	\$ 2,457,030	\$ 2,556,496	\$ 2,652,610	\$ 2,727,426
	Permits, Fees and Charges	\$ 1,237,220	\$ 1,291,240	\$ 1,310,940	\$ 1,329,120	\$ 1,355,870
	Grants	\$ 773,400	\$ 780,680	\$ 785,780	\$ 790,980	\$ 798,610
	Interest & Other	\$ 205,720	\$ 205,940	\$ 206,070	\$ 206,210	\$ 206,450
	<b>SUBTOTAL REVENUES</b>	<b>\$ 4,572,562</b>	<b>\$ 4,734,890</b>	<b>\$ 4,859,286</b>	<b>\$ 4,978,920</b>	<b>\$ 5,088,356</b>
<b>EXPENSES</b>						
	General Government	\$ 1,203,760	\$ 1,231,246	\$ 1,279,944	\$ 1,281,332	\$ 1,307,350
	Public Works	\$ 647,962	\$ 774,824	\$ 792,382	\$ 805,928	\$ 823,786
	Planning & Development	\$ 366,260	\$ 371,280	\$ 378,860	\$ 386,630	\$ 398,080
	Water Utility	\$ 686,358	\$ 683,080	\$ 697,090	\$ 709,470	\$ 723,880
	Capital	\$ 2,070,325	\$ 40,800	\$ 41,800	\$ 41,800	\$ 42,800
	Amortization	\$ 920,000	\$ 920,000	\$ 920,000	\$ 920,000	\$ 920,000
	<b>SUBTOTAL EXPENSES</b>	<b>\$ 5,894,665</b>	<b>\$ 4,021,230</b>	<b>\$ 4,110,076</b>	<b>\$ 4,145,160</b>	<b>\$ 4,215,896</b>
<b>SURPLUS / (DEFICIT)</b>		<b>-\$ 1,322,103</b>	<b>\$ 713,660</b>	<b>\$ 749,211</b>	<b>\$ 833,761</b>	<b>\$ 872,460</b>
<b>INTERNAL TRANSFERS</b>						
	Transfer to (from) Reserves	\$ 340,203	-\$ 1,592,660	-\$ 1,627,210	-\$ 1,662,560	-\$ 1,701,260
	Transfer to (from) Surplus	\$ 61,900	-\$ 41,000	-\$ 42,000	-\$ 91,200	-\$ 91,200
	Investment in TCA	\$ 920,000	\$ 920,000	\$ 920,000	\$ 920,000	\$ 920,000
	<b>SUBTOTAL INTERNAL EXPENSES</b>	<b>\$ 1,322,103</b>	<b>-\$ 713,660</b>	<b>-\$ 749,210</b>	<b>-\$ 833,760</b>	<b>-\$ 872,460</b>
<b>FINANCIAL PLAN BALANCE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# Village of Anmore

## 2020-2024 Draft 5 Year Financial Plan

### Property Tax Impact

Total 2019 Property Taxes \$ 2,210,411

Average SFD (assessed value) \$ 1,945,385

1% Property Tax Rate /Avg SFD \$ 26.47

1% Tax Increase \$ 22,110

	Comment	Adjustment (\$)	Adjustment (%)	Cost per SFD
<b>Revenue Changes</b>				
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
<b>Total revenue changes</b>		- 15,100	-0.7%	- 18.08
<b>Expenditure Changes</b>				
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	3,000	0.1%	3.59
Council	Annual CPP contribution	8,920	0.4%	10.68
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
Community Enhancement Fund	New reserve to fund enhancements to the community	22,100	1.0%	26.47
Other	Includes inflation for all applicable accounts	12,391	0.6%	14.84
<b>Total expenditure changes</b>		94,111	4.3%	112.71
Capital Asset Levy	Inflation factor (2.5%)	27,400	1.2%	32.81
<b>Total Tax Increase</b>		<b>\$ 106,411</b>	<b>4.81%</b>	<b>\$ 127.44</b>

**VILLAGE OF ANMORE**  
**GENERAL OPERATING FINANCIAL PLAN**

	5 Year Financial Plan				
	2020	2021	2022	2023	2024
<b>REVENUE</b>					
GENERAL MUNICIPAL TAXES	1,233,822	1,306,530	1,377,196	1,443,810	1,488,326
FIXED ASSET LEVY	1,122,400	1,150,500	1,179,300	1,208,800	1,239,100
GRANTS IN LIEU	113,800	116,080	116,080	116,080	118,410
PROVINCIAL GRANTS	350,000	350,000	350,000	350,000	350,000
GVTA MRN MAINTENANCE GRANT	248,000	253,000	258,100	263,300	268,600
COMMUNITY WORKS FUND	61,600	61,600	61,600	61,600	61,600
OTHER GOVERNMENT GRANTS	0	0	0	0	0
PENALTIES & INTEREST	20,000	20,000	20,000	20,000	20,000
REVENUE FROM COMMUNITY EVENTS	0	0	0	0	0
INCOME ON INVESTMENTS	160,000	160,000	160,000	160,000	160,000
SCHOOL TAX ADMINISTRATION FEE	4,470	4,560	4,560	4,560	4,660
BUILDING PERMIT FEES	81,600	83,240	83,240	83,240	84,910
SUBDIVISION FEE	10,000	10,200	10,200	10,200	10,410
DEVELOPER RECOVERABLE FEE	0	0	0	0	0
REZONING APPLICATION FEE	0	0	0	0	0
DEVELOPMENT VARIANCE FEE	0	0	0	0	0
DRIVEWAY ACCESS FEE	0	0	0	0	0
FIRE PERMIT FEE	1,000	1,000	1,000	1,000	1,000
BUSINESS LICENCE FEES	16,000	16,320	16,320	16,320	16,650
MISCELLANEOUS DEVELOPMENT FEES	0	0	0	0	0
DOG LICENCE FEES	2,500	2,500	2,500	2,500	2,500
FILMING PERMITS	0	0	0	0	0
SOLID WASTE USER FEES	206,450	210,580	210,580	210,580	214,800
SOLID WASTE CONTAINER FEE	0	0	0	0	0
SCHOOL SEWER COST RECOVERY	0	0	0	0	0
MISCELLANEOUS INCOME	15,000	15,000	15,000	15,000	15,000
MUNICIPAL TICKETS	0	0	0	0	0
AMORTIZATION - INFRASTRUCTURE (offset below)	700,000	700,000	700,000	700,000	700,000
<b>TOTAL REVENUE</b>	<b>\$ 4,346,642</b>	<b>\$ 4,461,110</b>	<b>\$ 4,565,676</b>	<b>\$ 4,666,990</b>	<b>\$ 4,755,966</b>

**VILLAGE OF ANMORE**  
**GENERAL OPERATING FINANCIAL PLAN**

	2020	2021	2022	2023	2024
<b>GENERAL GOVERNMENT - COUNCIL</b>					
REMUNERATION	136,920	139,660	139,660	139,660	142,460
CONVENTIONS	12,480	12,730	12,730	12,730	12,990
DUES & SUBSCRIPTIONS	2,600	2,660	2,660	2,660	2,720
MISC. TRAVEL	0	0	0	0	0
VOLUNTEER APPRECIATION	2,040	2,090	2,140	2,190	2,240
DR. HAL WEINBERG SCHOLARSHIP	1,000	1,000	1,000	1,000	1,000
COMMUNITY GRANTS	7,000	7,000	7,000	7,000	7,000
COMMUNITY MISC	0	0	0	0	0
COUNCIL MEETINGS	2,000	2,040	2,090	2,140	2,190
ADVISORY COMMITTEE MEETINGS	500	510	530	550	570
YOUTH COMMITTEE	1,000	1,000	1,000	1,000	1,000
MISCELLANEOUS	0	0	0	0	0
ELECTION ALLOWANCES	0	0	24,000	0	0
ELECTION ADVERTISING	0	0	0	0	0
ELECTION MATERIALS & EQUIPMENT	0	0	0	0	0
ELECTION OFFICE SUPPLIES	0	0	0	0	0
ELECTION POSTAGE & COURIER	0	0	0	0	0
ELECTION MISC	0	0	0	0	0
<b>GENERAL GOVERNMENT - CAO</b>					
SALARIES & BENEFITS	258,730	263,926	269,494	275,062	280,760
CONSULTING	5,100	5,210	5,320	5,430	5,540
CONVENTIONS	4,500	4,590	4,690	4,790	4,890
DUES & SUBSCRIPTIONS	1,650	1,690	1,690	1,690	1,730
DETAILED DESIGN ANMORE CIVIC BUILDING (CP)	750,000	0	0	0	0
ELECTRONIC SIGNBOARDS (CP)	75,000	0	0	0	0
MISC. TRAVEL	0	0	0	0	0
MISCELLANEOUS	0	0	0	0	0
EMPLOYEE ON CALL	0	0	0	0	0
EMPLOYEE OVERTIME	0	0	0	0	0
EMPLOYEE BENEFITS	0	0	0	0	0
<b>GENERAL GOVERNMENT - SUPPORT SERVICES</b>					
ENVIRONMENTAL CONSULTANT	15,300	15,610	15,930	16,250	16,580
ENGINEERING CONSULTANT	78,030	79,600	81,200	82,830	84,490

**VILLAGE OF ANMORE**  
**GENERAL OPERATING FINANCIAL PLAN**

	2020	2021	2022	2023	2024
FINANCE CONSULTANT	40,000	40,800	41,620	42,460	43,310
COMMUNICATIONS CONSULTANT	34,800	35,500	36,210	36,940	37,680
SCHOOL SEWER COST	0	0	0	0	0
<b>GENERAL GOVERNMENT - EVENTS</b>					
EASTER EGG HUNT	510	530	530	530	550
MA MURRAY DAY	15,300	15,610	15,610	15,610	15,930
HALLOWEEN FIREWORKS	2,550	2,610	2,610	2,610	2,670
LIGHT UP SPIRIT PARK	7,650	7,810	7,810	7,810	7,970
<b>GENERAL GOVERNMENT - HR</b>					
LEGAL FEES	0	0	0	0	0
STAFF TRAINING	5,000	5,100	5,210	5,320	5,430
STAFF APPRECIATION	1,260	1,290	1,320	1,350	1,380
<b>GENERAL GOVERNMENT - MUNICIPAL HALL</b>					
OFFICE EQUIPMENT	0	0	0	0	0
INSURANCE	34,600	35,300	36,010	36,740	37,480
MAINTENANCE	5,100	5,210	5,320	5,430	5,540
ADVERTISING	2,550	2,610	2,670	2,730	2,790
VILLAGE HALL TRAILER LEASE	32,800	33,460	34,130	34,820	35,520
EQUIPMENT RENTAL	18,500	18,870	19,250	19,640	20,040
CELL PHONES	7,500	7,650	7,810	7,970	8,130
RECYCLING	3,570	3,650	3,730	3,810	3,890
FIRE INSPECTIONS	2,660	2,720	2,780	2,840	2,900
JANITORIAL	11,680	11,920	12,160	12,410	12,660
LEGAL FEES	41,820	42,660	43,520	44,400	45,290
OFFICE SUPPLIES	10,620	10,840	11,060	11,290	11,520
POSTAGE & COURIER	6,120	6,250	6,380	6,510	6,650
PUBLICATIONS	510	530	550	570	590
TELEPHONE	4,080	4,170	4,260	4,350	4,440
HEAT & LIGHT	9,180	9,370	9,560	9,760	9,960
LIBRARY SERVICES	1,500	1,530	1,570	1,610	1,650
MISCELLANEOUS	0	0	0	0	0
<b>GENERAL GOVERNMENT - LEGISLATIVE SERVICES</b>					
SALARIES & BENEFITS	105,860	111,240	116,870	122,880	125,360
CONVENTIONS	1,430	1,460	1,490	1,520	1,560

**VILLAGE OF ANMORE**  
**GENERAL OPERATING FINANCIAL PLAN**

	2020	2021	2022	2023	2024
DUES & SUBSCRIPTIONS	620	640	660	680	700
MISC. TRAVEL	0	0	0	0	0
RECORDS MANAGEMENT	1,680	1,720	1,760	1,800	1,840
EMERGENCY PREPAREDNESS - SUPPLIES	16,250	16,580	16,920	17,260	17,610
EMERGENCY PREPAREDNESS - CONSULTING	0	0	0	0	0
EMERGENCY PREPAREDNESS - MISC	0	0	0	0	0
<b>GENERAL GOVERNMENT - FINANCE &amp; IT</b>					
SALARIES & BENEFITS	153,350	156,550	159,760	163,080	166,530
SALARIES & BENEFITS - O/T	5,000	5,000	5,000	5,000	5,000
AUDIT	29,140	29,730	30,330	30,940	31,560
CONVENTIONS	1,430	1,460	1,490	1,520	1,560
DUES & SUBSCRIPTIONS	250	260	270	280	290
MISC. TRAVEL	0	0	0	0	0
REPAIRS & MAINTENANCE	26,330	26,860	27,400	27,950	28,510
SOFTWARE LICENSES	31,110	31,740	32,380	33,030	33,700
MATERIALS & EQUIPMENT	0	0	0	0	0
COMPUTER REPLACEMENT (CP)	15,000	0	0	0	0
<b>GENERAL GOVERNMENT - PLANNING &amp; DEV.</b>					
SALARIES & BENEFITS	157,830	161,030	164,250	167,540	170,900
DEVELOPMENT FEE RECOVERABLE	0	0	0	0	0
CONVENTIONS	1,230	1,260	1,290	1,320	1,350
DUES & SUBSCRIPTIONS	700	720	740	760	780
MISC. TRAVEL	0	0	0	0	0
CONSULTING	8,160	8,330	8,500	8,670	8,850
MISCELLANEOUS	0	0	0	0	0
<b>GENERAL GOVERNMENT - BUILDING &amp; BYLAWS</b>					
SALARIES & BENEFITS	196,970	198,530	202,630	206,850	214,670
DOG CONTROL SERVICES	0	0	0	0	0
CONVENTIONS	720	740	760	780	800
DUES & SUBSCRIPTIONS	650	670	690	710	730
MISC. TRAVEL	0	0	0	0	0
MISCELLANEOUS	0	0	0	0	0
CONSULTING	0	0	0	0	0

**VILLAGE OF ANMORE**  
**GENERAL OPERATING FINANCIAL PLAN**

	2020	2021	2022	2023	2024
<b>PUBLIC WORKS</b>					
SALARIES & BENEFITS	201,462	211,824	216,282	220,728	225,186
SALARIES & BENEFITS - O/T	12,000	12,300	12,600	12,600	12,900
SALARIES & BENEFITS - On Call	18,300	18,700	19,100	19,100	19,500
SEASONAL	0	0	0	0	0
DUES & SUBSCRIPTIONS	0	0	0	0	0
MISC. TRAVEL	0	0	0	0	0
MISCELLANEOUS	0	0	0	0	0
<b>PUBLIC WORKS - YARD</b>					
REPAIRS & MAINTENANCE	2,500	2,600	2,700	2,700	2,800
SMALL EQUIPMENT PURCHASES	5,000	5,100	5,300	5,300	5,500
JANITORIAL	2,000	2,100	2,200	2,200	2,300
SECURITY	0	0	0	0	0
TELEPHONE	300	400	500	500	600
UTILITIES	5,000	5,100	5,300	5,300	5,500
MISCELLANEOUS	0	0	0	0	0
<b>PUBLIC WORKS - VEHICLES &amp; EQUIPMENT</b>					
EQUIPMENT RENTAL	0	0	0	0	0
SUPPLIES	15,620	16,000	16,400	16,400	16,800
TOOLS	15,620	16,000	16,400	16,400	16,800
SAFETY GEAR	5,320	5,500	5,700	5,700	5,900
FUEL	19,640	20,100	20,600	20,600	21,100
INSURANCE	13,700	14,000	14,300	14,300	14,600
MAINTENANCE & REPAIRS	22,890	23,400	23,900	23,900	24,400
REPLACE 2010 F550	0	0	0	0	0
REPLACE FORD RANGER	0	0	0	0	0
INTERNAL RECOVERY	-122,400	-124,900	-127,400	-127,400	-130,000
<b>PUBLIC WORKS - LRN ROADS</b>					
PAVEMENT MAINTENANCE	3,730	3,900	4,000	4,000	4,100
SHOULDERING	26,540	27,100	27,700	27,700	28,300
DRAINAGE	0	0	0	0	0
STREET LIGHTING	2,140	2,200	2,300	2,300	2,400
ROAD MARKINGS	0	0	0	0	0
SIGNS	2,140	2,200	2,300	2,300	2,400

**VILLAGE OF ANMORE**  
**GENERAL OPERATING FINANCIAL PLAN**

	2020	2021	2022	2023	2024
STREET CLEANING	0	0	0	0	0
SNOW AND ICE CONTROL	14,870	15,200	15,600	15,600	16,000
MISCELLANEOUS	0	0	0	0	0
GRAVEL ROADS MAINTENANCE	5,210	5,400	5,600	5,600	5,800
PATHWAYS	13,280	13,600	13,900	13,900	14,200
PATHWAY UPGRADES (CP)	15,000	15,300	15,700	15,700	16,100
LRN ROAD REHABILITATION	0	0	0	0	0
<b>PUBLIC WORKS - DRAINAGE</b>					
DRAINAGE & DITCHING	7,810	8,000	8,200	8,200	8,400
FLOOD CONTROL	0	0	0	0	0
CATCH BASINS	5,320	5,500	5,700	5,700	5,900
<b>PUBLIC WORKS - PARKS &amp; TRAILS</b>					
UTILITIES	180	200	300	300	400
MAINTENANCE	10,410	10,700	11,000	11,000	11,300
TRAILS	10,410	10,700	11,000	11,000	11,300
TRAIL UPGRADES (CP)	25,000	25,500	26,100	26,100	26,700
TREE TRIMMING	4,260	4,400	4,500	4,500	4,600
TRAIL IMPROVEMENTS	0	0	0	0	0
<b>PUBLIC WORKS - MRN ROADS</b>					
ADMINISTRATION	64,320	65,700	67,100	68,500	69,900
PAVEMENT	0	105,700	107,400	109,200	111,100
SHOULDERING	12,490	12,800	13,100	13,400	13,700
DRAINAGE	18,210	18,600	19,000	19,400	19,800
PATHWAYS	5,210	5,400	5,600	5,800	6,000
STREET LIGHTING	4,170	4,300	4,400	4,500	4,600
ROAD MARKINGS	0	0	0	0	0
SIGNAGE	4,170	4,300	4,400	4,500	4,600
STREET CLEANING	3,130	3,200	3,300	3,400	3,500
VEGETATION CONTROL	26,010	26,600	27,200	27,800	28,400
SNOW AND ICE CONTROL	6,250	6,400	6,600	6,800	7,000
MISCELLANEOUS	0	0	0	0	0
LOWER SUNNYSIDE ROAD (CP)	342,845	0	0	0	0
2030 SUNNYSIDE CULVERT REPLACEMENT (CP)	345,170	0	0	0	0
3007 SUNNYSIDE CULVERT REPLACEMENT (CP)	168,620	0	0	0	0



**VILLAGE OF ANMORE**  
**GENERAL OPERATING FINANCIAL PLAN**

	2020	2021	2022	2023	2024
BUS SHELTER AT EAST ROAD (CP)	41,930	0	0	0	0
SUNNYSIDE HANDRAIL REPLACEMENT (CP)	45,096	0	0	0	0
SUNNYSIDE CULVERT EXT AND HANDRAIL REPLACE (CP)	24,580	0	0	0	0
SUNNYSIDE SIDEWALK IMPROVEMENT (EAST RD TO LEGGE	222,084				
<b>FISCAL SERVICES</b>					
BANK CHARGES	2,600	2,700	2,800	2,900	3,000
CASH OVER/SHORT	0	0	0	0	0
AMORTIZATION	700,000	700,000	700,000	700,000	700,000
<b>SOLID WASTE</b>					
ADMINISTRATION	20,610	21,100	21,600	22,100	22,600
SOLID WASTE COLLECTION	160,140	163,400	166,700	170,100	173,600
AMORTIZATION	0	0	0	0	0
<b>TOTAL</b>	<b>\$ 4,988,307</b>	<b>\$ 3,118,150</b>	<b>\$ 3,192,986</b>	<b>\$ 3,215,690</b>	<b>\$ 3,272,016</b>

**VILLAGE OF ANMORE**  
**GENERAL OPERATING FINANCIAL PLAN**

	2020	2021	2022	2023	2024
<b>RESERVE FUND TRANSFERS</b>					
TSF FROM SURPLUS	-90,000	-15,000	-33,000	-15,000	-15,000
TRANSFER FROM DEVELOPMENT RESERVE	0	0	0	0	0
TRANSFER FROM CAPITAL ASSET	-913,589	-33,460	-34,130	-34,820	-35,520
TRANSFER FROM CAPITAL ASSET ROADS	0	0	0	0	0
TRANSFER FROM PARKS RESERVE	-25,000	-25,000	-25,000	-25,000	-25,000
TRANSFER FROM MRN RESERVE	-98,668	0	0	0	0
TRANSFER FROM GAS TAX RESERVE	-300,236	0	0	0	0
TRANSFER FROM DCC ROADS	0	0	0	0	0
GRANT FUNDING	-571,592	0	0	0	0
TSF TO GENERAL STABILITATION	6,000	6,000	0	6,200	6,200
SOLID WASTE CART REPLACEMENT	25,700	26,300	26,900	27,500	28,100
COMMUNITY WORKS FUND	61,600	61,600	61,600	61,600	61,600
VEHICLE REPLACEMENT PROVISION	75,780	77,300	77,300	77,300	78,850
CAPITAL ROADS RESERVE FUND TRANSFER	43,840	44,720	44,720	44,720	45,620
COMMUNITY ENHANCEMENT FUND	22,100	50,000	75,000	100,000	100,000
CAPITAL RESERVE FUND TRANSFER	1,122,400	1,150,500	1,179,300	1,208,800	1,239,100
<b>TOTAL RESERVE FUND TRANSFERS</b>	<b>-\$ 641,665</b>	<b>\$ 1,342,960</b>	<b>\$ 1,372,690</b>	<b>\$ 1,451,300</b>	<b>\$ 1,483,950</b>
<b>Total Taxation, Grants and Other Revenues</b>	<b>-\$ 4,346,642</b>	<b>-\$ 4,461,110</b>	<b>-\$ 4,565,676</b>	<b>-\$ 4,666,990</b>	<b>-\$ 4,755,966</b>
<b>Total Expenses</b>	<b>\$ 4,346,642</b>	<b>\$ 4,461,110</b>	<b>\$ 4,565,676</b>	<b>\$ 4,666,990</b>	<b>\$ 4,755,966</b>
<b>Net (Surplus)/Deficit</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

																	Village of Anmore
																	2020 Capital Project Funding Requirements
2020 Capital Projects, Funding Sources and Residual Balances																	
	308211	308212	308213	308403	308400	308401	308402	308404	205000	205001	205002	308010	308050	308060			
	NS-Gas Tax	NS-MRN	NS-Comm.	SR	SR	SR	SR	SR	Roads	Drainage	Water	Surplus	Surplus	Surplus			
	Reserve	Reserve	Amenity Cont.	Capital	Capital Roads	Parks	Wtr Storage	Wtr Utility	DCC	DCC	DCC	General	Water	Solid Waste	Grants		2020 Total
2020 Beginning Balance	-\$326,083	-\$ 98,668	-\$ 151,703	-\$5,499,085	-\$ 73,093	-\$411,497	-\$ 38,283	-\$ 436,467	-\$664,505	-\$ 73,094	-\$900,802	-\$1,357,876	\$89,665	-\$ 17,505	\$ -		-\$ 9,958,995
2020 Revenue																	
Internal Transfers	\$ -	\$ -	\$ -	-\$1,198,180	-\$ 43,840	\$ -	\$ -	-\$ 285,000	\$ -	\$ -	\$ -	-\$ 22,100	\$ -	-\$ 25,700	\$ -		-\$ 1,574,820
External Contributions	-\$ 61,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		-\$ 61,600
Revenue Subtotal	-\$ 61,600	\$ -	\$ -	-\$1,198,180	-\$ 43,840	\$ -	\$ -	-\$ 285,000	\$ -	\$ -	\$ -	-\$ 22,100	\$ -	-\$ 25,700	\$ -		-\$ 1,636,420
2020 Expenditures																	
Trail Upgrades						\$ 25,000											\$ 25,000
Walkway Upgrades (annually)				\$ 15,000													\$ 15,000
Computer Replacement				\$ 15,000													\$ 15,000
Electronic Signboards												\$ 75,000					\$ 75,000
Lower Sunnyside Road Rehabilitation	\$ 140,137	\$202,708															\$ 342,845
2030 Sunnyside Culvert Replacement	\$ 86,292														\$258,878		\$ 345,170
Sunnyside Sidewalk Improvement (East Road to Leggett)				\$ 115,789											\$106,295		\$ 222,084
Anmore Civic Building Detailed Design*				\$ 750,000													\$ 750,000
3007 Sunnyside Culvert Replacement*	\$ 45,905														\$122,715		\$ 168,620
Sunnyside Handrail Replacement*	\$ 6,145														\$ 18,435		\$ 24,580
Sunnyside Replace Ped. Bridge*	\$ 11,274														\$ 33,822		\$ 45,096
Covered Bus Stop on East Road*	\$ 10,483														\$ 31,447		\$ 41,930
Project Subtotal	\$300,236	\$202,708	\$ -	\$ 895,789	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$571,592		\$ 2,070,325
2020 Balance, end of year	-\$ 87,447	\$104,040	-\$ 151,703	-\$5,801,476	-\$ 116,933	-\$386,497	-\$ 38,283	-\$ 721,467	-\$664,505	-\$ 73,094	-\$900,802	-\$1,304,976	\$89,665	-\$ 43,205	\$571,592		-\$ 13,665,740
*carried forward from previous year																	

	<b>Anmore Capital Works Budget 2020</b>									
	<b>Description of Project</b>	<b>Total Budget</b>	<b>Confirmed Translink Contribution</b>	<b>Anmore Costs</b>	<b>% of Anmore costs</b>	<b>Year Approved</b>	<b>Comments</b>			
1	3007 Sunnyside Culvert - (2019 Translink Structures funding)	\$168,620	\$122,715	\$45,905	27.22%	2019	75% funding. VoA share is above 25% because \$5,000 of costs are not eligible (restoration of driveway). Competitive funding.			
2	2030 Sunnyside - Culvert replacement (2020 Translink Structure Funding)	\$345,170	\$258,877	\$86,292	25.00%	2020	75% funding from Translink, small muni allocation. Restoration of Pavement of Sunnyside. Competitive funding.			
3	Sunnyside Handrail replacement	\$24,580	\$18,435	\$6,145	25.00%	2019	Existing handrail is about to fall off, this is a safety liability.			
4	2910 Sunnyside Culvert Extension (Pedestrian bridge replacement)	\$45,096	\$33,822	\$11,274	25.00%	2019	Timber pedestrian bridge is falling apart, this is a safety liability			
5	Lower Sunnyside Rehab (Translink OMRN)	\$342,845	\$202,708	\$140,137	40.87%	2020	Rehab of Lower Sunnyside Rd. Continuation from previous section, all the way up to Summerwood Lane. This project utilizes annual MRN funding provided at 100% contribution by Translink. NOTE: the funding has been deferred for 2020 due to COVID-19.			
6	Countryside DCVAs	\$45,438	\$0	\$45,438	100.00%	2019	To prevent cross contamination from Countryside's water distribution system.			
7	Sunnyside RD East Rd to Eaglecrest WITT BICC	\$222,084	\$106,296	\$115,788	52.14%	2020	<p>\$180,000 Allocated funds to Anmore (Witt/Bicc/MRNB Program), 75/25 split. We intend to use these funds for Items 3, 4 &amp; 8. The \$96k is what is left over of the 180k 2020 allocated fund. We have 10k left over from 2017 WITT fund. These funds will allow for roughly 250m of facilities to be constructed.</p> <p><b>VoA will be applying for the competitive BICC/WITT program to complete the cycling and sidewalk enhancements for Sunnyside and East Rd in 2021.</b></p>			
8	Bus Stop on East road	\$41,930	\$31,448	\$10,483	25.00%	2019	Cost for bus stop on East Road outside Firehall with a single light fixture.			
		<b>\$1,235,762</b>	<b>\$774,300</b>	<b>\$461,461</b>						

**WATER UTILITY FUND**  
**2020-2024**

	2020	2021	2022	2023	2024
<b>WATER UTILITY REVENUES</b>					
PENALTIES & INTEREST	6,250	6,380	6,510	6,650	6,790
INCOME ON INVESTMENTS	-	-	-	-	-
MISCELLANEOUS INCOME	-	-	-	-	-
INSPECTION FEES	1,140	1,170	1,200	1,230	1,260
WATER USER FEES	902,830	950,130	969,800	987,950	1,007,840
WATER PARCEL TAXES	-	-	-	-	-
NEW WATER SERVICE FEES	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
<b>TOTAL REVENUES</b>	<b>- 1,145,920 -</b>	<b>1,193,780 -</b>	<b>1,213,610 -</b>	<b>1,231,930 -</b>	<b>1,252,390</b>
<b>WATER UTILITY EXPENSES</b>	-	-	-	-	-
WATER TRAINING & MEMBERSHIPS	6,100	6,230	6,360	6,490	6,620
SAFETY GEAR	-	-	-	-	-
WATER MAINTENANCE & OPERATIONS	55,000	56,650	58,350	58,350	60,100
S&B	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	-	-	-	-	-
CARRYFORWARDS	-	-	-	-	-
WATER UTILITIES	17,740	18,100	18,470	18,840	19,220
BOOSTER/CHLORINATION					
PRV SERVICING					
WATER METER IT SYSTEM					
MISCELLANEOU	-	-	-	-	-
OVERSIZING COSTS	-	-	-	-	-
AUDIT/ACCOUNTING	7,480	7,630	7,790	7,950	8,110
ADMINISTRATION COSTS	-	-	-	-	-
WATER SUPPLY COSTS TO PORT MOODY	408,000	416,160	424,490	432,980	441,640
DCVA COUNTRYSIDE (CP)	45,438	-	-	-	-
DEBT CHARGES - PRINCIPAL	-	-	-	-	-
DEBT CHARGES - INTEREST	-	-	-	-	-
WATER SYSTEM MODELING PLAN	-	-	-	-	-
AMORTIZATION (Equity offset )	220,000	220,000	220,000	220,000	220,000
TRANSFER FROM WATER UTILITY RESERVE					
TRANSFER FROM RESERVES	- 45,438				
TRANSFER TO WATER UTILITY RESERVE FUND	285,000	290,700	296,520	302,460	308,510
<b>TOTAL EXPENSES</b>	<b>1,145,920</b>	<b>1,193,780</b>	<b>1,213,610</b>	<b>1,231,930</b>	<b>1,252,390</b>
<b>(Surplus)/Deficit</b>	<b>-</b>	<b>- -</b>	<b>1 -</b>	<b>1 -</b>	<b>0</b>

**WATER UTILITY FUND  
2020-2024**

<b>2020 Water Rate Calculation</b>						
<b>Rate Distribution</b>						
						% Allocation
PORT MOODY WATER SUPPLY				\$	408,000	44.1%
OPERATING EXPENSES					232,920	25.2%
WATER INFRASTRUCTURE LEVY				\$	285,000	30.8%
<b>Total 2019 Annual Costs</b>				<b>\$</b>	<b>925,920</b>	100.0%
<b>Costs to be Funded from Utility Rates</b>						
Funded from Water User Fees				\$	902,830	
Funded from Other Sources (i.e. penalties, new service connections, etc.)				\$	23,090	
<b>Total 2019 Annual Revenues</b>				<b>\$</b>	<b>925,920</b>	
<b>Water Consumption Calculation</b>						
2019 water usage (invoiced by CPM)					309,080	
2020 growth (based on medium growth from OCP)					2.2%	
<b>2020 estimated water usage (cubic meters)</b>					<b>315,900</b>	
<b>Water Rate Calculation</b>						
Costs funded from user fees				\$	902,830	
2020 estimated water usage (invoiced consumption)					315,900	
<b>2020 Water Rate - per cubic meter</b>				<b>\$</b>	<b>2.92</b>	
<b>Water Rate Distribution - per cubic meter</b>						
					2020	2019
PORT MOODY WATER SUPPLY				\$	1.28	1.26
OPERATING EXPENSES				\$	0.73	0.72
WATER INFRASTRUCTURE LEVY				\$	0.90	0.88
<b>2019 Water Rate</b>				<b>\$</b>	<b>2.92</b>	2.86
				Change over previous year (\$)	\$ 0.06	per m <sup>3</sup>
				Change over previous year (%)	1.9%	

## VILLAGE OF ANMORE

### BYLAW NO. 624-2020

A bylaw for the levying of rates for municipal general purposes,  
water utility and for regional district purposes for the fiscal year 2020

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**WHEREAS** pursuant to the provisions of section 197 of the *Community Charter*, after adoption of the five year financial plan and before May 15, a Municipality must, by bylaw, impose property value taxes for the year;

**AND WHEREAS** the required bylaw establishes the tax rates for the municipal revenue proposed to be raised in the year from property value taxes as provided in the financial plan;

**AND WHEREAS** the required bylaw establishes the tax rates for the amounts to be collected in the year by the municipality to meet its taxing obligations to the regional district;

**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 Tax Rates Bylaw No. 624-2020”.
2. The following rates are hereby imposed and levied for the year 2020;
  - (a) For all lawful and general purposes of the municipality on the value of land and improvements for general municipal purposes, rates appearing in column A of Schedule A, attached hereto and forming a part hereof.
  - (b) For all lawful and general purposes of the capital asset on the value of land and improvements for general municipal purposes rates appearing in column B of Schedule A, attached hereto and forming a part hereof.
  - (c) For all lawful and general purposes of the Metro Vancouver Regional District on the value of land and improvements taxable for regional hospital district purposes, rates appearing in column C of Schedule A, attached hereto and forming a part hereof.
3. The minimum amount of taxation on a parcel of real property shall be one dollar (\$1.00).

**READ** a first time the April day of , 2020

**READ** a second time the April day of , 2020

**READ** a third time the April day of , 2020

**ADOPTED** the May day of , 2020

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MAYOR

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CORPORATE OFFICER



**VILLAGE OF ANMORE  
BYLAW NO. 624-2020  
SCHEDULE "A"**

<b>PROPERTY CLASS</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>GENERAL MUNICIPAL</b>	<b>CAPITAL ASSET</b>	<b>REGIONAL DISTRICT</b>
	per \$1,000 assessed value	per \$1,000 assessed value	per \$1,000 assessed value
<b>1. RESIDENTIAL</b>	0.7888	0.7176	0.1897
<b>2. UTILITY</b>	0.7888	0.7176	0.6638
<b>3. SUPPORTIVE HOUSING</b>	0.0000	0.0000	0.1897
<b>4. MAJOR INDUSTRY</b>	0.0000	0.0000	0.6449
<b>5. LIGHT INDUSTRY</b>	0.0000	0.0000	0.6449
<b>6. BUSINESS</b>	0.7888	0.7176	0.4647
<b>7. MANAGED FOREST LAND</b>	0.0000	0.0000	0.5690
<b>8. SEASONAL/RECREATIONAL</b>	0.7888	0.7176	0.1897
<b>9. FARM</b>	0.0000	0.0000	0.1897



# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: April 24, 2020 File Number: 3900-30

Submitted by: Jason Smith, Manager of Development Services

Subject: Update to Municipal Ticket Information Utilization Bylaw

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### Purpose / Introduction

The purpose of this report is to propose an update to the Village of Anmore Municipal Ticket Information Utilization Bylaw in order to reflect all of the latest updates to various Village bylaws, so that those bylaws can be enforced.

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### Recommended Options

That Council give first, second and third reading to the Village of Anmore Municipal Ticket Information Utilization Bylaw Amendment Bylaw 622-2020.

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### Background

The Village adopted the Anmore Municipal Ticket Information Utilization Bylaw No. 479 – 2009 (MTI Bylaw) to provide a mechanism to establish fines for violating Village bylaws and to be able to legally enforce those fines.

The Village is only able to issue tickets for bylaw violations identified in the MTI Bylaw and those infractions must be linked to specific bylaws adopted by the Village.

The maximum fine allowed under an MTI Bylaw is \$1,000.

### Discussion

The Village of Anmore Municipal Ticket Information Utilization Bylaw Amendment Bylaw 622-2020 (Amendment Bylaw) contains a series of updates for the MTI Bylaw that incorporates several changes to reflect:

1. Updates to the Village of Anmore Noise Control Bylaw
2. Updates to the Village of Anmore Tree Management Bylaw
3. The new Village of Anmore Highway Regulations Bylaw

## **Report/Recommendation to Council**

Update to Municipal Ticket Information Utilization Bylaw

April 24, 2020

The proposed infractions and the associated fines are reflected in the Amendment Bylaw. The fines have been reviewed by staff and are generally in line with neighbouring municipal fines for similar infractions.

## **Other Options**

The following options are presented for Council's consideration:

1. That Council give first, second and third reading to the Village of Anmore Municipal Ticket Information Utilization Bylaw Amendment Bylaw 622-2020.

Or

2. That Council advise staff of further changes that should be made to Village of Anmore Municipal Ticket Information Utilization Bylaw Amendment Bylaw 622-2020.

## **Financial Implications**

There are some financial implications for the options presented. If Council proceeds with adopting the Amendment Bylaw the Village then would be able to enforce a wider range of its bylaws and potentially derive some revenue from enforcement.

If Council does not proceed then the ability to enforce all its bylaws would be limited and the revenue options are also limited.

It should be noted that the Village does not look to bylaw enforcement as a source of revenue. The Village has issued no tickets or fines for bylaw infractions in the last year, except for parking violations. Most bylaw enforcement issues are resolved without issuing tickets or fines.

## **Attachments:**

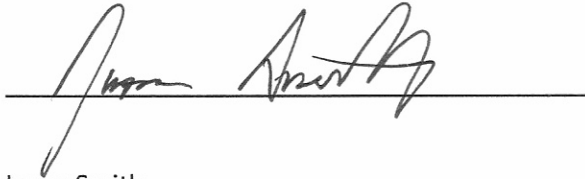
1. Village of Anmore Municipal Ticket Information Utilization Bylaw Amendment Bylaw 622-2020

**Report/Recommendation to Council**

Update to Municipal Ticket Information Utilization Bylaw

April 24, 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*

  
Chief Administrative Officer

VILLAGE OF ANMORE

BYLAW NO. 622-2020

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

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

- 1) That this bylaw may be cited for all purposes as “Anmore Municipal Ticket Information Utilization Bylaw Amendment Bylaw No. 622-2020”.
- 2) That Anmore Municipal Ticket Information Utilization Bylaw No. 479-2009 be amended by replacing Schedules 1, 3, 4 and 8 with the following Schedules 1, 3, 4, and 8 which form part of this bylaw.

**READ** a first time the \_\_\_\_\_ day of \_\_\_\_\_, 2020

**READ** a second time the \_\_\_\_\_ day of \_\_\_\_\_, 2020

**READ** a third time the \_\_\_\_\_ day of \_\_\_\_\_, 2020

**ADOPTED** the \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

**SCHEDULE 1**

Schedule	Bylaw	Designated Bylaw Enforcement Officers
2	Anmore Fire Protection Bylaw No. 578-2018, and any amendments thereto.	Chief Administrative Officer Operations Superintendent Bylaw Enforcement Officer Fire Chief or SFVD Officer Royal Canadian Mounted Police
3	Anmore Highway Regulation Bylaw No. 586-2018, and any amendments thereto.	Chief Administrative Officer Bylaw Enforcement Officer
4	Anmore Noise Control Bylaw No. 517-2011, and any amendments thereto.	Chief Administrative Officer Bylaw Enforcement Officer
5	Anmore Parking Regulation and Enforcement Bylaw No. 308-2001, and any amendments thereto.	Chief Administrative Officer Bylaw Enforcement Officer Members of the Royal Canadian Mounted Police
6	Anmore Sedimentation and Discharge Control Bylaw No. 309-2001, and any amendments thereto.	Chief Administrative Officer Bylaw Enforcement Officer Operations Superintendent
7	Anmore Soil Deposit Bylaw No. 81-1992, and any amendments thereto.	Chief Administrative Officer Bylaw Enforcement Officer Operations Superintendent
8	Anmore Tree Management Bylaw No. 587-2018, and any amendments thereto.	Chief Administrative Officer Bylaw Enforcement Officer Operations Superintendent
9	Anmore Business Licence Bylaw No. 263-1999, and any amendments thereto.	Chief Administrative Officer Bylaw Enforcement Officer Members of the Royal Canadian Mounted Police
10	Anmore Zoning Bylaw No. 568-2017	Chief Administrative Officer Bylaw Enforcement Officer Members of the Royal Canadian Mounted Police

**SCHEDULE 3****Anmore Highway Regulation Bylaw No. 586-2018**

<b>Section</b>	<b>Offence</b>	<b>Fine</b>
4.1 (a)	Fail to remove glass or debris after accident	\$400
4.1 (b)	Allow or garbage or recycling material on the traveled portion of Highway	\$400
4.1 (c)	Place ice or snow or leaves or yard waste upon Highway	\$400
4.1 (d)	Place or permit anything to obstruct drivers' sight distance at or near an intersection	\$400
4.1 (e)	Interfere with or remove any traffic control device	\$800
4.1 (f)	Littering on a Highway	\$600
4.1 (h)	Drag or skid anything causing damage to a Highway	\$1000
4.1 (i)	Deposit any noxious or filthy substance, liquid or thing on a Highway	\$1000
4.2 (a)	Placing or deposit of debris or chattel or material to occupy a Highway	\$600
4.2 (b)	Leave any excavation or obstruction on Highway	\$1000
4.2 (c) and (i)	Cause damage to Highway or trees	\$1000
4.2 (d)	Stop flow through any drain, culvert or sewer on or through a Highway	\$1000
4.2 (e)	Place, construct or maintain obstruction, structure, sign or thing on a Highway	\$1000
4.2 (f)	Construct or maintain a ditch, sewer or drain that may cause damage to a Highway	\$1000
4.2 (g)	Mark or deface a Highway or structure thereon	\$1000
4.2 (h)	Drive over curb, boulevard, sidewalk or ditch	\$200
4.2 (j)	Operate a vehicle while sounding a noise making device	\$200
4.2 (k)	No highway use permit for a parade or procession	\$1000
4.2 (l)	Conduct construction or traffic control on Highway	\$600
4.2 (m)	Conduct construction adjacent to Highway	\$400
4.2 (n)	Block or re-direct traffic	\$800
4.2 (o)	Occupy Highway or airspace above	\$800
4.2 (p) and (q)	Install or interfere with a traffic control device	\$800
4.2 (r)	Construct access route to Highway without a permit	\$800
4.2 (s)	Transport Dangerous Goods where restricted	\$1000
4.2(t)	Camp on a Highway	\$800
4.2 (u)	Operate crane or forklift on or over Highway	\$800
4.2 (v)	Use explosives on or over Highway	\$1000

Section	Offence	Fine
4.2 (w)	Interfere or Obstruct free flow of traffic	\$800
4.2 (x)	Place, cause or allow anything on Highway to impede traffic	\$800
4.2 (y)	Cause counter-weight of crane to extend beyond construction site	\$800
4.3 and 8.4	No stunting or loud noise	\$400
4.4	Failure to comply with Bylaw Officer, Peace Officer, Fire Fighter	\$400
6.1	Oversized load	\$400
6.4(a)	Exceeds licenced GVW	\$400
6.4(b)	Weight of axle exceeds weight permitted	\$500
6.4(c)(i)	Failure to comply with vehicle dimension regulations – with load	\$400
6.4(c)(ii)	Failure to comply with vehicle dimension regulations – without load	\$400
6.4(d)	Distance between axle does not conform to regulation	\$400
6.5	Overweight commercial vehicle	\$800
6.6	Unauthorized use of engine brake	\$400
6.7	Drive extraordinary vehicle on highway	\$800
6.8	Failure to produce Extraordinary Vehicle Agreement	\$400
6.10	Failure to comply with conditions of Extraordinary Vehicle Agreement	\$400
7.1	Parked left side of roadway	\$200
7.2(a)	Insecure vehicle	\$200
7.2(b)	Vehicle parked on grade – wheels not turned	\$200
7.3(a)	Parked vehicle obstructing traffic	\$400
7.3(b)	Parked vehicle contrary to angled parking lines	\$100
7.3(c)	Parked vehicle within 1 meter of another vehicle	\$100
7.4(a)	Stop, stand or park on sidewalk, boulevard, pathway or cycle lane	\$100
7.4(b)	Stop, stand or park in front of or within 2 meters of a driveway	\$100
7.4(c)	Stop, stand or park in intersection	\$400
7.4(d)	Stop, stand or park within 5 meters of a fire hydrant	\$200
7.4(e)	Stop, stand or park on a crosswalk	\$200
7.4(f)	Stop, stand or park within 15 meters of approach or 6 meters beyond crosswalk	\$200
7.4(g)	Stop, stand or park within 30 meters of a railway crossing	\$400
7.4(i)i	Park, stop or stand vehicle displaying vehicle for sale sign	\$200
7.4(i)ii	Park, stop or stand vehicle advertising, conducting maintenance, storing or for repair	\$200
7.4(i)iii	Park, stop or stand vehicle displaying signs	\$200
7.4(i)iv	Non-permitted selling	\$200



Section	Offence	Fine
7.4(j)	Stop, stand or park vehicle obstructing traffic near street excavation or obstruction	\$400
7.4(k)	Stop, stand or park on roadside of parked vehicle	\$400
7.4(l)	Stop, stand or park on bridge or in tunnel	\$400
7.4(m)	Stop, stand or park contrary to traffic control device	\$400
7.4(n)	Stop, stand or park obstructing traffic control device	\$400
7.4(o)	Angle parking where vehicle exceeds 5.7 meters	\$200
7.4(p)	Stop, stand or park too close to a bus stop	\$400
7.4(q)	Stop, stand or park within 9 meters of an intersection	\$400
7.4(r)	Stop, stand or park obstructing access to a highway	\$400
7.5	Parked in excess of 72 hours	\$300
7.6	Park unattached trailer on a highway	\$400
7.7	Stop too long in a loading zone	\$200
7.9	Failure to display disabled parking permit	\$200
7.10	Park recreational vehicle or vehicle with GVW over 5,500kg in residential district	\$200
7.11	Park unlicensed vehicle on highway	\$400
8.1	Drive on sidewalk, walkway or boulevard	\$400
8.2	Disobey direction of flag person	\$400
8.3	Disobey direction of School Crossing Guard or student acting as member of traffic patrol	\$400

## SCHEDULE 4

### Anmore Noise Control Bylaw No. 517-2011

Section	Offence	Fine
4.	Person who makes noise which disturbs	\$250
5.	Owner/Tennant makes noise which disturbs	\$250
6.	Animal noise which disturbs	\$200
7.	Production or amplification of sound which disturbs	\$250
8.	Construction noise after hours	\$250
9.	Moving heavy equipment after hours	\$250
10.	Noise from commercial filming without a permit	\$300
11.	Testing emergency generator after hours	\$200
20.	Obstruction of a bylaw officer	\$200

**SCHEDULE 8**

**Anmore Tree Management Bylaw No. 587-2018**

<b>Offence</b>	<b>Section</b>	<b>Fine</b>
Cutting Trees without A Permit	3	\$1,000.00 per tree
Obstruct entry onto Property	17	\$200.00



# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: April 24, 2020

File Number: 2450-20

Submitted by: Jason Smith, Manager of Development Services

Subject: Proposed Covenant Revisions – Bella Terra

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### Purpose / Introduction

The purpose of this report is to introduce proposed minor changes to a series of covenants that were registered on the Bella Terra development as part of the rezoning proposal that was adopted in the Spring of 2016.

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### Recommended Options

That Council approve the changes to the Bella Terra covenants, as attached to the report titled “Proposed Covenant Revisions – Bella Terra” and dated May 1, 2020 and authorize the Mayor and Chief Administrative Officer to execute the necessary documents.

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### Background

Bella Terra is a development project that was the subject of the rezoning application that was adopted in the Spring of 2016. As part of the proposal, the developer committed to registering Landscape Design Guidelines, Architectural Design Guidelines and a Building Scheme to ensure that the development would preserve the semi-rural character of Anmore. The covenants were registered at the time of the subsequent subdivision of the Bella Terra property in the Fall of 2017.

### Discussion

Since that time a few homes have been built on the property and there were minor issues identified in how the covenants were worded and structured. The changes being proposed are outlined in the attached memo from the developer’s lawyer (Attachment 1), the changes being to the specific covenants that are being proposed are attached (Attachment 2, 3, and 4).

Staff and the Village’s legal counsel have all reviewed the proposed changes and are supportive of the Village making the changes as they are not significant changes and retain their original intent.

## **Report/Recommendation to Council**

Proposed Covenant Revisions – Bella Terra

April 24, 2020

To implement the changes to the covenants, the current covenants that enact the Landscape Design Guidelines, Architectural Design Guidelines and a Building Scheme would need to be rescinded and then the revised covenants registered.

## **Other Options**

The following options are provided for Council's consideration:

1. That Council approve the changes to the Bella Terra covenants, as attached to the report titled "Proposed Covenant Revisions – Bella Terra" and dated May 1, 2020 and authorize the Mayor and Chief Administrative Officer to execute the necessary documents. [Recommended]

OR

2. That Council not approve the changes to the Bella Terra covenants, as attached to the report titled "Proposed Covenant Revisions – Bella Terra" and dated May 1, 2020.

OR

3. That Council provide direction to staff on the changes that they would find acceptable.

## **Financial Implications**

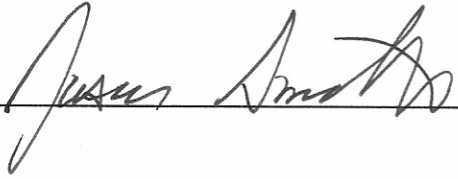
There are no financial implications for any of the options as any costs incurred in relation to this matter are recoverable from the applicant.

## **Attachments:**

1. Memo Outlining Proposed changes
2. Landscape Design Guidelines covenant proposed changes
3. Architectural Design Guidelines covenant proposed changes
4. Building Scheme covenant proposed changes

**Report/Recommendation to Council**  
Proposed Covenant Revisions – Bella Terra  
April 24, 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***



Chief Administrative Officer

**Covenant Issue – February 2, 2020**

1. Covenant number CA6043657 filed June 2, 2017 (Exhibit 1)
  - a. Registers the *Landscape Design Guidelines* (LDG) against the lots. There is no expiry date or time limitation in the terms of the Covenant itself, but the Guidelines contained in the Schedule state that they are in force only for 20 years from the date of registration.
  - b. A revised LDG has been drafted which reflects cedar fencing only and the requirement for street tree planting as requested. (Exhibit 1A)

Remedy: Discharge and re-file the covenant to indicate it is registered for 20 years and to be discharged after that.

2. Statutory Building Scheme number CA6043654 filed June 2, 2017 (Exhibit 2)
  - a. This was supposed to be the registration of the *Building Scheme* but **does not properly** register the agreed upon Building Scheme which is attached (Exhibit 3). Note that registered Building Scheme does not contain the listed restrictions, only a copy of the Design Guidelines. Also note that the previously attached agreed upon Building Scheme incorrectly discharges after five years of registration but it is supposed to be 20 years, as per the correct ADG, so the section on “Discharge” needs to be amended and has been done so in the amended building scheme attached as Exhibit 2A.
  - b. A provision has been added which would allow a homeowner to construct improvements without requiring the Administrator of the building scheme to be the one to construct the improvements.
  - c. The currently registered building scheme mysteriously includes a draft Architectural Design Guideline (ADG) which was not supposed to be filed and it conflicts with #3(a) below.
  - d. A slightly amended version of the ADG (attached as Exhibit 4) will be registered on all lots, once the Village approves it.

Remedy: Discharge and re-file the covenant with the corrected Building Scheme and that is to be discharged in 20 years with the most current ADG. This will require the consent of the owners of lots 6 and 8 but they should be amenable.

3. Covenant number CA6043655 filed June 2, 2017 (Exhibit 5)

- a. Registers the original agreed upon ADG against the lots. But this conflicts with #2(b) and the and there are some minor changes to be made to this ADG in any event so the updated one (Exhibit 4) will be registered.
- b. There is no expiry date or time limitation in the terms of the Covenant itself, but the ADG contained in the Schedule state that they are in force only for 20 years from the date of registration.

Remedy: Discharge the current and then register the new ADG (Exhibit 4) and ensure that the terms of the covenant itself state that it is registered for 20 years and to be discharged after that.



**TERMS OF INSTRUMENT - PART 2**

BETWEEN:

**BELLA TERRA INVESTMENTS INC., INC. NO. BC0981229**, Valley Center, PO Box 56109,  
Langley, BC V3A 8B3

(the "**Covenantor**")

OF THE FIRST PART

AND:

**VILLAGE OF ANMORE**, Municipal Hall, 2697 Sunnyside Road, Anmore, BC V3H 3C8

(the "**Village**")

OF THE SECOND PART

**WHEREAS:**

- A. The Covenantor is the registered owner of those lands and premises lying and being in the Village of Anmore, in the Province of British Columbia described in Item 2 of Form C - Part 1 to which this Agreement is attached (the "**Lands**").
- B. Section 219 of the *Land Title Act* provides, inter alia, that a covenant, whether of a negative or positive nature, may be registered as a charge against the title to that land, in favour of the municipality or the Crown, and that the covenant is enforceable against the Covenantor and the successors in title of the Covenantor.
- C. A covenant registered under Section 219 of the *Land Title Act* may include provisions in respect of the use of land, the use of a building on or to be erected on lands; that land is to be built on in accordance with the covenant, is not to be built on except in accordance with that covenant or is not to be built on; that land is not to be subdivided unless in accordance with the covenant or is not to be subdivided.
- D. The Covenantor has agreed to construct a development in accordance with certain Landscape Design Guidelines, and agrees to the restrictions in the use of the Lands on the terms and conditions herein provided for.
- E. The Covenantor wishes to voluntarily grant, and the Village has agreed to accept, this covenant to the Village pursuant to section 219 of the *Land Title Act* to restrict the use of the Lands.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that pursuant to Section 219 of the *Land Title Act*, and in consideration of the premises, the mutual covenants and agreements contained herein and other good and valuable consideration and the sum of ONE (\$1.00) DOLLAR now paid by the Village to the Covenantor (the receipt and sufficiency whereof is hereby acknowledged), the parties hereto covenant and agree that the Lands shall not be used or built on except in accordance with this Covenant as follows:

- 1. The Covenantor covenants and agrees that:

- (a) The Covenantor shall not apply for a building permit to construct, place or alter any building(s) structure(s) or dwelling(s) upon the Lands, unless the provisions herein provided for have been complied with;
  - (b) The Covenantor shall only use the Lands or any portion thereof in accordance with the January 2020 Landscape Design Guidelines prepared by PMG Landscape Architects [Ltd.](#), attached to this Agreement as Schedule "A"; and
  - (c) The Covenantor shall indemnify and save harmless the Village, and its elected and appointed officials, officers, employees, and agents (the "**Indemnified Parties**") from and against any loss, damage, debts, claims, liabilities, obligations, costs (including solicitor and own client costs incurred by the Village in the enforcement of the Covenantor's obligations under this Agreement) or causes of action which the Indemnified Parties, or any of them, may suffer, incur, or be put arising, whether directly or indirectly, out of a breach of any covenant or condition of this Agreement by the Covenantor or its directors, officers, employees, or agents, or any other person for whom it is legally responsible.
2. IT IS MUTUALLY UNDERSTOOD, agreed and declared by and between the parties hereto that:
- (a) nothing contained or implied herein shall in any way restrict or abrogate and shall not be deemed to restrict or abrogate, the rights and powers of the Village in the exercise of its functions under any public and private statutes, by-laws, orders and regulations, in its absolute discretion, and in accordance with its lawful powers and duties;
  - (b) the burden of the covenants herein provided for shall run with the Lands and will be personal and binding upon the Covenantor during the Covenantor's seisen of or ownership of any interest in the Lands;
  - (c) notwithstanding anything to the contrary, the Covenantor shall not be liable under any breach of any covenants and agreements contained herein after the Covenantor ceases to have any further interest in the Lands;
  - (d) the Covenantor will deliver, after execution hereof, this Agreement to the Village in a form acceptable as a Section 219 Covenant and concurrently such instruments of priority as may be necessary to give this Agreement priority over all financial charges and encumbrances which may have been registered against the title to the Lands at the time of submitting this Agreement for registration in the applicable Land Title Office, save and except those specifically approved in writing by the Village or in favour of the Village;
  - (e) the fee simple estate in and to the Lands will not pass or vest in the Village under or by virtue of these presents and the Covenantor may fully use and enjoy the Lands except only for the requirements provided for in this Agreement;
  - (f) the covenants and agreements on the part of the Covenantor and herein provided for have been made by the Covenantor as contractual obligations as well as having been made pursuant to Section 219 and as such will be binding on the Covenantor;

- (g) nothing herein provided for shall be deemed to constitute waivers of any lawful requirements with which the Covenantor would otherwise be obligated to comply with;
  - (h) no amendment of, addition to, or discharge of this Agreement shall be binding upon the parties hereto unless it is in writing and executed by the parties hereto;
  - (i) if any provision provided for in this Agreement is for any reason held to be invalid, illegal, or unenforceable in any respect, such validity, illegality, or unenforceability will not affect any other provisions of this Agreement which shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained therein and such other provisions shall be enforceable to the fullest extent permitted by law;
  - (j) the Village, in addition to its rights under this Agreement or at law, will be entitled to all equitable remedies, including specific performance, injunction and/or declaratory relief, to enforce its rights under this Agreement, and in particular, in the event that the Covenantor breaches any of the covenants herein, the Village, its employees, agents or contractors may enter upon the Lands at any time to undertake any work which it deems necessary to rectify said breach and any costs which the Village may incur in doing so, including any administrative and interest costs, shall be due and payable by the Covenantor on demand from the Village, or, recoverable by the Village as part of any municipal tax payment, levies or any other fees in respect of the Lands;
  - (k) the Covenantor shall pay for the preparation and registration, if applicable, of this Agreement together with any concurrent instruments of priority as herein provided for and any amendment, addition or discharge thereof;
  - (l) this Agreement shall be interpreted according to the laws of British Columbia;
  - (m) wherever there is a reference to an enactment of the Province of British Columbia, that reference shall include any subsequent enactment(s) of the Province of British Columbia of like effect;
  - (n) wherever the singular, masculine or neuter is used herein, the same shall be construed as meaning the plural, feminine or the body corporate or politic according to the context in which it is used;
  - (o) the parties hereto shall do and cause to be done all things and execute and cause to be executed all documents which may be necessary to give proper effect to the intention of this Agreement;
  - (p) this Agreement shall enure to the benefit of and be binding upon the Covenantor, the Village and their respective successors and assigns.
3. In the event of a conflict between a provision of this Agreement and a provision of any bylaw of the Village, whether in effect at the time of entering into this Agreement, or enacted thereafter, the more restrictive provision prevails.

4. This Agreement and the covenants contained herein shall be binding upon the Lands from the date of registration of this Agreement until the date which is twenty (20) years from the date of registration of this Agreement against title to the Lands. After such date this Agreement shall be of no further force or effect and each owner of the Lands

or any part thereof shall be entitled to a discharge of this Agreement from title to the Lands without need for the approval or consent of any other party.

IN WITNESS WHEREOF this Agreement has been duly executed by the parties hereto on the day, month and year first above written.

## **SCHEDULE “A”**

**[Attached]**



## LANDSCAPE DESIGN GUIDELINES

for

Bella Terra Investments Inc.

ANMORE, B.C.

Prepared by:

**PMG Landscape Architects Ltd.**

Suite C100 - 4185 Still Creek Drive

Burnaby, B.C., V5C 6G9

P. 604-294-0011

F. 604-294-0022

[office@pmglandscape.com](mailto:office@pmglandscape.com)

January 2020



Landscape Design Guidelines  
for Bella Terra by the Lake Project, Anmore, B.C.

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## 1.0 OBJECTIVE

Situated North of Port Moody and Southeast of Belcarra Regional Park and Buntzen Lake Reservoir Park, the Bella Terra Project has a rugged landscape which affords opportunities to reflect the natural beauty of the area by means of borrowed views, an extensive tree re-planting program, sustainable landscaping and ground water re-charge. The vision is a sustainable forest setting for urban expansion. Existing trees with good form are to be retained where possible. Natural features such as stumps and boulders may be utilized in the landscape expression of a cultivated west coast landscape. Boulders can be used in gardens to enhance the texture of the sloping gardens and incorporated in the landscape surroundings. They are not to be the dominant feature of the landscape.

These guidelines shall have no further force and effect after twenty (20) years from the date of registration of these guidelines in the Land Title Office and shall be considered discharged from all the lots by the passage of this time.

### 1.1. ENFORCEMENT OF THE LANDSCAPE GUIDELINES

The Landscape Design Consultant for the Bella Terra Landscape Design Guidelines will be:

PMG Landscape Architects Ltd.  
C100 – 4185 Still Creek Drive  
Burnaby, B.C. V5C 6G9  
Main: (604) 294-0011  
Primary Contact: Marlene Messer Ext.109  
[Marlene@pmglandscape.com](mailto:Marlene@pmglandscape.com)

In order to facilitate the approval process, submission of a design must be submitted to the Landscape Design Consultant. No Building Permit application may be submitted to the Village of Anmore without signed approval from the Landscape Design Consultant.

## 2.0 LANDSCAPE PRINCIPLES

- Provide a variety of open spaces that enhance, protect, and manages the unique character of the native vegetation
- Provide landscape to provide living spaces with varying degrees of privacy.
- Maximize and enhance site views from house site and public area out toward the water and mountains.
- Ornamental and non-native plant species are to be restricted to private and semi-private areas such as foundation plantings, patios and courtyards.
- Retain existing vegetation whenever possible especially mature, healthy trees. Note tree management actions on all site and landscape plans. Show tree retention fencing on the landscape plans. Do not disturb the grade of the landscape with the accepted tree retention area.

- Utilize vegetation and topography, where possible, to create natural buffers between parcels.
- Manage microclimate factors such as sun, shade, rain and wind by providing comfortable open spaces whenever possible.
- Provide universal accessibility where possible. When stairs are required, provide appropriate tread to riser ratios, handrails and non-slip materials
- Consider snow storage requirements
- Provide a consistent use of natural materials and earth tone colours.
- Wherever possible plant deciduous and coniferous trees around homes to reduce heating and cooling consumption/ costs.
- Planting around homes should be mindful of the wildfire risk with adjacent lands

### 3.0 SITE ENTRY AND LANDSCAPE

- The site entry shall incorporate masonry walls, lighting and a signage element to create an aesthetically pleasing street appearance and entry for the development.
- The site entry will include indigenous trees and shrubs with ornamental grasses & perennials.
- These features of the site shall be placed in-scale with the surrounding trees and shrubs so as not to dominate the aesthetic appearance of natural features entrance lighting and signage.
- The landscaping area at the site entry shall be designed for low maintenance requirements.

### 4.0 SITE FEATURES

#### Intent

- High-quality elements such as benches, lighting, steps, walls and signage should maximize comfort and safety through the proper selection of materials and the appropriate siting of features
- Elements should be durable, easy to maintain, and vandal resistant

#### Guidelines

- Residents shall install a lamp and address post (with lighting) at the entrance to their property. These will have a maximum height (including light fixture) of 1.2m or 48". The maximum width shall be .6m x .6m or 24" x 24". The post shall incorporate materials used on each house and have a cap
- The style and quality must be acceptable to the approving authority.
- Residents shall install an address monument in a location, style and quality acceptable to the approving authority
- Lighting should be incorporated into walls and steps where feasible
- All lighting should be directed downward so as to limit the amount of light pollution to the night sky

## 5.0 WALLS

### Street Front Walls

#### Intent

- To ensure that street front walls are compatible in character and treatment for uphill lots

#### Guidelines

- Uphill Lots shall have a maximum four (4) foot high retaining or landscape wall that meets the specifications outlined below.
- Any retaining required along the streetscape must be constructed of boulders with a minimum size of 36" and a maximum size of 42" in diameter and spaced to allow pocket planting of small shrubs and ground covers is required. The minimum size of boulders is 36" diameter. To give a consistency along the streetscape, the boulders used should have the rounded side facing the street.
- Maximum height of each wall is not to exceed 48" per lift.
- Manufactured stone, or precast concrete modular wall materials are not permitted
- The face of the wall shall be located twelve (12) inches inside the front property line
- The wall and lamp post/address post monument are to be capped with stone
- The top of the wall is to be level, stepping along the property when needed.
- LOCK BLOCK retaining walls are not permitted.

### Other Walls

#### Intent

- To manage the use of walls by ensuring that wall heights are minimal, and that the visibility of walls is limited using plant screening
- To ensure that the space between walls is sufficient for plants
- To ensure that wall materials are of the highest standards and are compatible with the architectural and landscape character
- To permit limited rock garden work

#### Guidelines

- Retaining walls, in general, should not exceed four (4) feet in height
- Retaining walls in rear or side yards or where not visible from the street may be a maximum of six (6) feet (designed by structural engineer)
- The space between wall faces should provide a functional planter at least four (4) feet wide.
- Wall materials should complement the character of the streetscape and/or architecture of the house depending on their location and purpose.
- Artfully constructed/ placed rock or boulder rock gardens may be located in rear or side yards. Rocks and boulders shall be 50% buried and screened with planting as above.

- Retaining walls inside the property can be segmental concrete retaining walls, colour to compliment the stone on the house. Small scale blocks are acceptable.
- LOCK BLOCK retaining walls are not permitted.

## 6.0 TREE PRESERVATION

Tree preservation is outlined to protect specific trees or a particular area, group or woodland from deliberate damage and destruction. The purpose is to protect trees for the use and enjoyment of residents and visitors to Bella Terra Project. The owner(s) are responsible for the trees, their condition and any damage they may cause. But he/she must get permission from Bella Terra to carry out work on them, unless they are dying, dead or dangerous, prior to seeking required approvals and / or permits from the Village of Anmore. The retention or removal of every tree within the Bella Terra Project is subject to the Village of Anmore's Tree Bylaw. The Landscape Design Guidelines define the Tree Preservation area (TP). Protected trees, of a size of 6-inch calliper at 5 feet height and greater, from the protected list, may not be cut. Trees in the Tree Preservation area can be maintained to proper Arboricultural standards and in accordance with the BC Landscape Standard. Specifically, they shall not be topped. (Refer to the tree covenant).

## 7.0 TREE MANAGEMENT

Management includes Maintenance/ Pruning techniques used to limit or train tree and shrub growth, improve appearance, compensate for root loss, influence flowering and fruiting, and removed damaged or diseased parts. The Tree Management Covenant refers to the planting, preservation and pruning of trees in the tree maintenance area to limit or train tree and shrub growth and improve appearance. Please see the Tree Management Covenant in the disclosure statement to see the requirements of the tree covenant.

The removal of any tree will be subject to the Village of Anmore's Tree Bylaw. Lot owners must comply with the Village's Bylaws and be required to obtain Village approvals as deemed necessary by the Village prior to any tree removal.

## 8.0 PARK

Bella Terra has donated land to the Village of Anmore to be used for a public park. This park will be installed by the developer and will include benches, children's play equipment, trails and landscaping to enhance the public space. The park will be maintained by the Village of Anmore once they have been constructed.



## 9.0 PUBLIC TRAIL RIGHT-OF-WAY

Public walking trails run throughout Bella Terra Project in the Tree Management area which has been set aside as public open space. Residents of Bella Terra Project will not impede the use of the nature trails by other residents of Bella Terra Project or the general public. Non-motorized recreation that does not impair or interfere with the natural state of the land is permitted; however, occupation or uses of the land that will significantly impair or interfere with the natural state of the land are restricted. Maintenance of the open space, park and public trails are the responsibility of the Village of Anmore. There is a restrictive covenant on the lots affected by the nature trails as defined in the disclosure document.

## 10.0 FENCING

### Intent

- To ensure that fences be limited in height and built of high-quality material and design – chain link fencing is not permitted.
- To provide a suitable fence around pools and other amenities and to ensure that such fences are predominantly screened
- To provide a suitable fence at undeveloped lot edges

### Guidelines

- Rear Yard fences are to be located no closer to the front than the rear building corners. They shall not exceed six (6) feet in height and are to be constructed of cedar. A detail of fence design and fencing plan should be included in the design submission. Fence design is subject to review and approval.
- Fences within front yards, should be located inside the front property line, and are to be open in design and limited to 42" in height.
- Fences around pools or similar amenities are to be open in design and meet local health and safety codes.
- No pools are to be placed in front yard areas
- The Village of Anmore requires fencing of environmentally sensitive areas to be wood and to be installed by the builder.
- The fence shall jog around existing trees and natural features (i.e. large boulders). The fence shall be maintained in its original condition by the home-site owner and not substantially changed in any manner.

## 11.0 SOFT LANDSCAPE

### Intent

- To sustain the forest character of the hillside and manage plant material to maximize view corridors
- To provide a break across the facades of buildings using significant evergreen trees
- To encourage the use of indigenous and locally sustainable tree and plant species while at the same time respecting view corridors
- To provide visual screening of buildings from the street and enhance privacy between neighbours while predominantly maintaining views
- To limit hedge heights such that privacy is obtained but views are not impeded
- To ensure that areas to be landscaped have a suitable slope
- To assist in the growth and well-being of plant material
- To provide a minimum standard of landscape installation
- To provide consistent site landscaping
- To preserve view lines for future

### Guidelines

- A minimum of two coniferous trees per lot must be planted (in the front yard)
- A minimum of two deciduous trees per lot must be planted (in the front yard)
- Below the downhill façade of the dwelling a minimum of two trees are to be planted within a zone that is five (5) metres deep and extends the full width of the lot. Evergreen trees are to be a minimum of 3.5 metres in height and Deciduous trees a minimum of 6.0 centimetres calliper at time of planting. Tree and plant species shall be predominantly be locally suitable species, selected from the planting list provided by PMG Landscape Architects, the approving authority. (See APPENDIX A)
- Hedges may be grown, however, neighbouring views must be protected.
- Graded ground to be planted should not exceed a 2:1 slope (2 horizontal to one vertical), 3:1 slope preferred.
- Landscape work shall conform to the standard and practice outlined in the BC Landscape Standard (most recent edition).
- Rights-of-way on individual lots shall be landscaped in keeping with the Guidelines and Village of Anmore regulations.
- A natural zone on each side yard is to be developed based on the building setback line. No retaining walls are permitted within the natural zone. Planting of native trees and shrubs are required in this area at a minimum spacing of 2m on centre. (See APPENDIX A)
- The Perimeter of each lot shall be planted with native or native-appearing plant material.
- The following planting requirements are for a minimum front yard setback of 7.5m. No fewer than 75 plants shall be planted in the front yard of each lot. For every 1-meter setback greater than 7.5m, an additional 10 plants will be required. Corner lots shall require an additional 25 plants in the flanking yard. Shrubs shall have a minimum size of No. 2 pot size, with ground covers being a minimum size

of No.1 pot size. 50% of the shrubs shall be either broadleaf evergreen or coniferous.

- Foundation planting, and space planning is not subject to minimum plant calculations and can be ornamental material. Shrubs shall have a minimum size of No. 2 pot size, with ground covers being a minimum size of No. 1 pot size.
- All landscape beds are to be mulched with composted mulch.
- All of the above in accordance with the Tree Management Bylaw.

#### 11.1 Lawn & Grass Areas:

- All areas not landscaped with trees and shrubs in the front yards (street side of the face of the home) shall be sodded lawn. The lawn area shall not be greater than 50% of the front yard. Lawn areas are to be maintainable and therefore less than a 3:1 slope, (4:1 slope max. for lawn areas). Lawn areas are to have a minimum of 6" of screened growing medium per the BC Landscape Standard. For those areas not landscaped with trees and shrubs in the back yards shall be fully landscaped with a minimum of hydro seeded grass. Grass areas to have a minimum of 6" of screened growing medium.

#### 11.2 Lot Grading:

- Lot grading should follow the natural slope of the land as much as possible and must conform to the approved finish grades as established. Refer to maximum allowable gradients.
- All retaining walls shall be contained within the property boundaries.
- All retaining walls shall be indicated on landscape plans, showing top of wall and bottom of wall grades, and are subject to review by the architect. All retaining wall structures must be contained within the lot lines. They must be able to be substantially screened by soft landscape within a reasonable period of time.

#### 11.3 Minimum Home Site Landscape Requirements:

- Refer to architectural guidelines for front yard house setbacks. These must be shown on submitted landscape plans.
- A landscape plan must be submitted to the Design consultant for approval prior to the commencement of any landscaping on site. The landscape plan shall be prepared by a qualified Landscape Architect or Landscape Designer and must include the following:
  - The landscape plan must be to scale
  - All trees on the property to be retained must be shown
  - The setback from the street dimensioned in metric
  - Lot grading of the property with all proposed retaining walls indicated with top and bottom of wall elevations.
  - All landscape plans shall have a plant list showing all proposed plants symbols, the botanical name, common name, planted size of plants and quantities
  - Show any fencing (type, height, extent of each type of fence, etc.).
  - The Landscape installation to meet or exceed the B.C. Landscape Standard (most recent publication) published by the BCSLA & the BCLNA. *Refer to arborist's report/plan for location of all trees to be retained.*

- The lots have been cleared to allow the construction of the home and for the septic system. No additional clearing shall be done.
- The landscaping must retain as much of the existing natural setting as possible. This setting must be enhanced wherever possible with native plants to refurbish the natural state. Plantings in this area should be informal in their layout. This area will be referred to as the Natural Zone **No hedging is allowed in the Natural Zone**. Natural Zones must be evident in the front, rear and side yard areas of the house. They must not be limited to just one area. Existing trees and vegetation will be preserved wherever possible. Where they are removed or damaged during construction from within the 'Natural Zone', they shall be replaced with native species. See Appendix A. Refer to arborist's report.
- Any large existing trees or natural features (stumps, large boulders etc.) shall be incorporated into the landscaped areas and shown on the landscape plan

#### 11.4 STREET TREES

##### Intent

- To provide consistent street tree planting

##### Guidelines

- Street trees are mandatory for each lot and are to be planted in the fore boulevard.
- Street tree sizes are a minimum of 8cm caliper, 1.8m standard, B&B and up to 10cm caliper, 2.0m standard, B&B.
- Street tree species – Quercus Palustris 'Crown Right' (Crown Right Pin Oak)
- Quantities depend on ultimate driveway location, the location of underground utilities and the length of the street frontage.
- Contact PMG Landscape Architects to determine quantity and location for each lot prior to installation.
- PMG will review the installed street trees to determine if they are acceptable.

#### 11.5 STREET TREE SPACING AND SETBACKS

- The final location, planting, species and sizes shall be complete to the satisfaction of PMG Landscape Architects.
- All tree root balls to be free of noxious weeds.
- All tree to have a single leader (no co-dominant stems permitted).
- All single stem trees to be staked with a min. of 10cm diameter and a minimum 2.5m ht. wooden stake with strappings applied loosely around the stem at level, no greater than half the height of the tree.
- The maximum distance between trees not to exceed 12m on centre, the minimum distance, 10m on centre.
- All work to meet or exceed the current BCSLA/CNTA standards for such work.
- Ensure that all precautions are taken to determine the exact location of underground services (Hydro, Gas, Water, Cable/internet provider).



- Listed below are the minimum distances trees should be planted from the following:

Type	Metric
Lamp standards/ poles	5.0m
Driveways	3.0m
Catch basins	3.0m
Manholes, valve boxes, services	1.5m
Sewer services	2.0m
Hydrants	3.0m
Corners/intersections	8.0m site triangle
Sidewalks	1.0m
Back of curb	1.0m

#### 11.6 GROWING MEDIUM

- Supply all growing medium for the boulevard area. Do not install or spread when it is so wet that the structure of the soil will be damaged.
- Excavate and remove all rocks and debris in a 24" depth trench from the back of the curb/sidewalk and the property line. (The depth may have to be deeper in the locations where the tree(s) will be located).
- Install growing medium, in 6" deep lifts in the trench.
- Growing medium for the tree to meet BCSLA/CNTA Standards for 2H high traffic lawn areas.
- See attached tree planting detail for more information.

#### 11.7 SODDED LAWN IN BOULEVARD

- Install sod in boulevard from the back of the curb to the property line.
- Sod to be CLASS 1, No. 1 Premium with the major species to be Kentucky Blue.
- Ensure the growing medium is the correct depth and smooth prior to installing sod.
- Lay sod in stagger pattern, with edges closely butted.
- Cut sod around tree in a minimum radius of 12".
- Water sod to a penetration depth of 3-4" at intervals to maintain optimum growth.
- Sod to be kept to a height of 1.5" – 2".

#### 12.0 DRIVEWAYS

##### Intent

- To ensure that driveways have a consistent look from the streetscape in materials and design

##### Guidelines

- Driveway material selection: concrete pavers, stamped concrete, exposed aggregate or smooth concrete. (*Refer to Building Design Guidelines*)
- All driveways shall be paired together at adjoining side lot lines wherever possible.



Landscape Design Guidelines  
for Bella Terra by the Lake Project, Anmore, B.C.

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- A border and/or pattern at the edge of the driveway is encouraged (see house guidelines for width). The border must be constructed of a contrasting material to the driveway, (smooth concrete, exposed aggregate or stamped concrete) to form the border for the driveway material infill.

**13.0 APPLICATION FEES: please submit with application**

Review of Landscape Plans	<b>\$ 600.00</b>
Review of installed landscape for each home	<b><u>\$ 550.00</u></b>
<b>Total</b>	<b>\$1,150.00</b>

**If PMG have to review either the plans or the installed landscape more than once, the applicant will be charged at the current hourly rate per hour.**

**Disbursements:**

Charged at cost plus 5% handling fee;  
(Delivery charges, document printing, CAD plotting, facsimile, long distance telephone.)  
Mileage @ \$0.62 per kilometre  
*Applicable taxes are added to Professional Fees and Disbursements.*

**Fees:**

With application please make cheques payable to:

**PMG Landscape Architects Ltd.**  
Suite C100 - 4185 Still Creek Drive  
Burnaby, B.C. V5C 6G9

Phone (604) 294-0011  
Fax (604) 294-0022

Contact: Marlene Messer, Associate, MBCSLA  
[marlene@pmglandscape.com](mailto:marlene@pmglandscape.com)

**14.0 CONTACT**

**Bella Terra Investments Inc.**  
c/o 1028 Ravenswood Drive  
Anmore, B.C. V3H 5M6

Contact: Tony Barone  
Phone (604) 340-7468

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Statistics:	
	Count
Insertions	10
Deletions	6
Moved from	0
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Style change	0
Format changed	0
Total changes	16

**TERMS OF INSTRUMENT - PART 2**

BETWEEN:

**BELLA TERRA INVESTMENTS INC., INC. NO. BC0981229**, Valley Center, PO Box 56109,  
Langley, BC V3A 8B3

(the "**Covenantor**")

OF THE FIRST PART

AND:

**VILLAGE OF ANMORE**, Municipal Hall, 2697 Sunnyside Road, Anmore, BC V3H 3C8

(the "**Village**")

OF THE SECOND PART

**WHEREAS:**

- A. The Covenantor is the registered owner of those lands and premises lying and being in the Village of Anmore, in the Province of British Columbia described in Item 2 of Form C - Part 1 to which this Agreement is attached (the "**Lands**").
- B. Section 219 of the *Land Title Act* provides that the Covenantor may grant a covenant to the Village of a negative or positive nature respecting the use of the Lands.
- C. The Covenantor desires to grant this Covenant to prohibit the placement or erection of any building on the Lands other than in accordance with architectural guidelines.
- D. The Covenantor wishes to voluntarily grant, and the Village has agreed to accept, this covenant to the Village pursuant to section 219 of the *Land Title Act* to restrict the use of the Lands.

**NOW THEREFORE** in consideration of the premises and the sum of ONE (\$1.00) DOLLAR now paid by the Village to the Covenantor, the receipt and sufficiency whereof is hereby acknowledged, the Covenantor covenants as follows:

1. The Covenantor covenants and agrees with the Village that it shall not place, build or erect or permit the placing, building or erection of any building or permanent structure of any kind or type whatsoever on the Lands other than in accordance with the Architectural Guidelines attached hereto as Schedule "A".
2. This Agreement and the covenants contained herein shall be binding upon the Lands from the date of registration of this Agreement until the date which is twenty (20) years from the date of registration of this Agreement against title to the Lands. After such date this Agreement shall be of no further force or effect and each owner of the Lands or any part thereof shall be entitled to a discharge of this Agreement from title to the Lands without need for the approval or consent of any other party.
3. ~~2.~~ The Covenantor shall indemnify and save harmless the Village, and its elected and appointed officials, officers, employees, and agents (the "**Indemnified Parties**") from

and against any loss, damage, debts, claims, liabilities, obligations, costs (including solicitor and own client costs incurred by the Village in the enforcement of the Covenantor's obligations under this Agreement) or causes of action which the Indemnified Parties, or any of them, may suffer, incur, or be put arising, whether directly or indirectly, out of a breach of any covenant or condition of this Agreement by the Covenantor or its directors, officers, employees, or agents, or any other person for whom it is legally responsible.

4. ~~3.~~ Nothing in the Covenant affects the Village's rights and powers in the exercise of its statutory functions under its statutes, bylaws, resolutions, order and regulations, all of which may be fully exercised in relation to the Lands as if this Covenant had not been granted.
5. ~~4.~~ The Covenantor shall, forthwith after execution hereof by it, do or cause to be done all acts or things reasonably necessary to give proper effect to the intentions of this Covenant and to ensure that this may be registered against the title to the Lands in the Land Title Office.
6. ~~5.~~ Whenever the singular or masculine is used herein, the same shall be construed as meaning the plural, feminine or body corporate or politic where the context or the parties so require; this Covenant runs with the Lands; every reference to each party hereto shall be deemed to include the officers, employees, elected officials, agents, servants, successors and assigns of that party; this Covenant and each and every provision hereof shall ensure to the benefit of and be binding upon the parties hereto and their respective successors and assigns, as the case may be, NOTWITHSTANDING any rule of law or equity to the contrary; and if any section, subsection, clause or phrase of this Covenant is for any reason held to be invalid by the decision of a Court or competent jurisdiction the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder.

IN WITNESS WHEREOF the parties hereby acknowledge that this agreement has been duly executed and delivered by executing the Forms C and D attached hereto.

SCHEDULE "A"

[Attached]

# Architectural Design Guidelines

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Bella Terra by the Lake will be an impressive collection of luxurious homes nestled in the majestic Village of Anmore

January 2020



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## Objective

The Architectural Design Guidelines contained herein are intended for all participating stakeholders involved in the design and construction process of the Bella Terra community located within the Village of Anmore. Stakeholders may include lot owners, architects, and other various consultants.

These guidelines shall provide a framework for building and developing consistent, high- quality residences, while still encouraging design creativity and diversity in this community. Each lot owner (the "Applicant") must meet these guidelines in order to gain approval and build a home in the Bella Terra development.

In addition to these Architectural Design Guidelines, all design and construction within Bella Terra must adhere to provincial and municipal bylaws, as set out by the Village of Anmore and all applicable building codes. It is the sole responsibility of the Applicant to obtain all required permits for construction activity on their lot.



## Expiry

These design guidelines shall have no further force or effect after twenty (20) years from the date of registration of these design guidelines in the Land Title Office and shall be considered discharged from all of the lots by the passage of time.



## 1.1 Architectural Design

### 1.2 Vision

The existing character of the land and generous lot sizes are intended to create individual "estate-like" homes. Each residence should be set into landscaping and consider the natural terrain to enhance its surrounding environment and maintain the semi-rural nature of the Village of Anmore.

The overall impression of residences in this community shall be one of a casual, elegant lifestyle; authentic, yet still natural and relaxed. Materials are to be of high quality.

Charming roofscapes and a congruous mixture of attractively designed elements such as gables, bay windows, dormers, and distinctive chimneys will create variety and interest.

To encourage outdoor living, breezeways, verandas, porches, and loggia elements should be used. For ambiance, outdoor barbeques, fire pits, and fireplaces can be incorporated into the outdoor living space.

### 1.3 Enforcement of the Design Guidelines

The Architectural Design Consultant ("the approving authority") for the Bella Terra Architectural Design Guidelines will be:

Oscar Woodman Design  
1782 View Street  
Port Moody, British Columbia  
V3H 3Y2  
Tel: 604-937-7640

In order to facilitate the approval process, submission of a preliminary sketch design must be submitted to the Architectural Design Consultant. A \$2,500.00 fee will be paid to Oscar Woodman Design for review of all architectural plans for approval. This includes a final inspection for release of security deposit.

No Building Permit application may be submitted to the Village of Anmore without signed approval from the approving authority.

### 1.4 Architectural Style

Preferred architectural styles for homes in Bella Terra include: French Country, West Coast Craftsman, Traditional European, and Contemporary. These styles are intended to provide design guidelines only, and interpretations within these styles are permitted.

As diversity, originality, and individual expression are encouraged, homes designed outside the preferred styles may be approved at the discretion of the Architectural Design Consultant based on the merits of the design. Log homes and one-story ranch-style homes are not permitted.



## 2.1 General Principles

### 2.2 Building Form and Size

All four elevations should be properly articulated, and massing should be broken up through the use of rooflines and decks.

### 2.3 Primary Entry

The primary entry to each residence must be distinctive and easily seen any time of day or night when viewed from the fronting roadway. A roofed and well-considered porch, recessed alcove, veranda, sloped roof, or bay, are architectural elements that may be incorporated to the entry way to meet this design requirement.

### 2.4 Roof

As one of the most dominant elements of any house design, the roof should be used to "anchor" the house. Gables and dormer windows are also encouraged as design elements. Roof forms consistent with contemporary house design styles may be considered by the approving authority provided that they contribute positively to the overall design theme and comply with the objectives of these guidelines.

In order to provide extra visual appeal as well as protection from the elements, large overhangs are encouraged.

At a minimum, roofs will require premium architectural asphalt shingles with a minimum 40-year guarantee. The use of composite products, concrete tile in the slate profile, or standing seam metal roofing will also be permitted.

Cedar shakes and cedar shingles are not permitted as roofing materials.

### 2.5 Garages

All homes in Bella Terra will require a double garage as a minimum. Garages may be designed as side-drive, front-drive, or a combination of both. The design should make an effort to reduce the visual impact of the garage and emphasize the front entry by paying close attention to the architectural design of the street-facing elevations.

### 2.6 Driveways

Each lot shall have only one driveway. A second driveway may be permitted at the discretion of the Architectural Design Consultant. Driveways may be 16 feet wide. Straight running driveways should be avoided in order to appear more natural and drive location should consider existing topographic and natural features.



Approved driveway materials will consist of:

- Pavers
- Exposed aggregate
- Stamped concrete
- Smooth concrete

Asphalt driveways are not permitted.

It is encouraged that driveways are detailed with insert patterns or contrasting borders utilizing exposed aggregate, smooth or stamped concrete. These borders should be at least 18 inches wide.

## **2.7 Chimneys**

Chimneys should be of substantial proportion, appearing strong and stable. Innovative details and specifics are permitted, so long as the design is consistent with the overall appearance of the home.

Direct vent fireplaces must not be visible from the street, and should be screened to blend as undetectably as possible into the surrounding exterior wall finish.

## **2.8 Windows**

The placement and design of windows plays a vital role in the overall design of the home. As such, window shapes and styles must be consistent with the architectural style of the home, and consistent on all four elevations. When appropriate to the style of architecture, window shutters are allowed; shutters should be proportionate to the size of the windows and appear functional.

## **2.9 Exposed Elevations**

It is imperative the design of the exterior is consistent among all four elevations of the home. Regardless of exposure, each elevation must include some detailing, and elevations with more exposure are required to have more extensive detailing, which should include articulation of walls, additional glazing and/or combinations of exterior cladding materials / colours carried out in a coordinated manner with the overall house design themes. Homes built on corner lots are to treat side and rear elevations to the same extent as the front elevation.

## **2.10 Exterior Decks, Porches and Patios**

Features that transition indoor living space to the outside should be considered. These features may include terraces, decks, pergolas and courtyards. The location and design of such exterior elements should be carefully considered as part of the overall composition of the home.



Carefully integrated decks and balconies have the ability to enhance the design of the residence, and provide walk-out space on the upper floors. All exterior deck materials will be made of poured concrete, concrete slabs, or exterior tile. No vinyl decking or cedar materials are permitted for outdoor decks.

Landscaped, or protected courtyards are also encouraged as these elements provide private transitional outdoor spaces.

The use of permissible hard surfacing such as pavers and flagstones is encouraged over non-permeable materials.

### 2.11 Outdoor Lighting

Given the nature of the Village of Anmore, proper outdoor lighting is paramount for home safety and nighttime appeal.

Residences in Bella Terra will require outdoor lighting that is soft, subtle, and glare free. Lighting should not be directed upward or towards other properties and should be generally consistent with "dark sky" principles. All lighting should cause low visual impact to both the street and neighbourhood properties.

Subtle garden and LED landscaping lighting that is pedestrian-scale is also encouraged on all lots.

### 2.12 Retaining Walls

The use of retaining walls shall be avoided wherever possible through the strategic siting of building envelopes, driveways, etc., that take into consideration the natural topographic constraints and natural setting of the lot. Where unavoidable, retaining walls must be constructed of boulders, natural stone, or segmental block; retaining walls should be designed to complement the character of the home and be considered as part of the overall architecture composition.

Integral planters can be incorporated as part of retaining walls. To soften their appearance, these may be designed to be planted with trees or decorative trailing plants.

Please refer to the Landscape Guidelines as set out by the Landscape Consultants:

Marlene Messer  
PMG Landscape Architects  
C100 – 4185 Still Creek Drive  
Burnaby, BC V5C 6G9  
PH: 604-294-0011



### 3.1 Building Materials and Design Elements

#### 3.2 Wall Materials

Primary wall materials in Bella Terra will consist of:

- Natural stone or brick
- Cultured stone/Eldorado Stone
- Acrylic stucco
- Painted textured stucco
- Hardiplank

Secondary wall materials are intended as trim or limited accent wall applications will consist of:

- Cedar siding
- Wood shakes
- Wood board and batten
- Dimensional wood timber such as brackets, posts or columns

The use of natural earth tones or deep rich colours will add to the ambiance; the use of bright colours should be avoided. Wall colours and materials should be consistent with the style of the home.

Exterior materials and colours require the approval of Oscar Woodman Design. No two homes will have the same stucco or paint colours without special approval.

#### 3.3 Trim, Fascia and Soffit

Window and door trim should be utilized on all four elevations and should be a minimum width of 4 inches.

Upper roof fascia shall be 2x10, and 2x12 on lower roofs.

Soffit shall be composed of vinyl or cedar.

#### 3.4 Railings

Per the BC Building Code, railings will be required. Front porches and rear decks should have railings consistent with the architectural design theme. The following materials are acceptable for exterior railing:

- Aluminum
- Wrought iron
- Glass





#### **4.1 Siting and Grading**

##### **4.2 House and Placement**

Every lot within Bella Terra will be unique in regards to size, site elevations, and location within the community. The design, layout, and placement of each home shall be dictated by these existing conditions as well as the permitted building envelope. The retention of existing vegetation / trees and the placement of building envelopes in a manner that is complementary to the natural topography of the lot shall be considered in all house designs in order to minimize the impacts of unnecessary cut / fill and retaining walls.

Existing and future potential homes on neighbouring lots should be considered with respects to views, privacy, sunlight, and relationship to such adjacent homes. All home placement and grading must be approved by Oscar Woodman Design.

##### **4.3 Accessory Buildings**

Accessory buildings shall complement the style and the primary cladding, roofing materials, and colours of the principal dwelling. All accessory buildings must comply within the applicable Village of Anmore bylaw(s) related to floor area ratios in Bella Terra.





### 5.1 Landscaping

The landscape design of each lot constitutes an integral part of the overall attractiveness of the community. Each home should incorporate very generous plantings of trees and shrubs, both coniferous and deciduous.

Please refer to the Landscape Guidelines as set out by the Landscape Consultants.

Marlene Messer  
PMG Landscape Architects  
C100 – 4185 Still Creek Drive  
Burnaby, BC V5C 6G9  
PH: 604-294-0011

### 5.2 Fencing

Please refer to Section 10.0 of the Landscape Guidelines as set out by the Landscape Consultant's report. Survey must be provided to the Village of Anmore prior to permit.

### 5.3 Clotheslines

Exterior clotheslines are not permitted.

### 5.4 Sports Courts

Sports Courts are permissible, and to be constructed in backyards only. Survey must be provided to the Village of Anmore prior to permit.

### 5.5 Swimming Pools

Swimming pools are permissible, and to be constructed in backyards only. Survey must be provided to the Village of Anmore prior to permit.

### 5.6 House Identification

The address sign or street number should be well-placed and lit up at night for visibility. Two driveway posts with post lights are required at the entrance of each driveway, the post on the right-hand side of the home (when viewed from the street) must display the house address. House address must be displayed using the pre-approved address plaque and approved stylized logo design from the vendor listed below.

#### Vendor information:

Address Signage Co  
120 Pemberton Avenue  
North Vancouver, BC  
V7P 2R5  
PH: 604-984-7446

#### Plaque information:

- 14 x 12" Black Granite
- Silver Lettering – American BT Bold Font #29
- No holes
- Add laser engrave project name below "Bella Terra by the Lake" in approved stylized logo



## **6.1 Contact**

### **6.2 Builder**

Bella Terra Investments Inc.  
1028 Ravenswood Drive  
Anmore, BC V3H 5M6  
PH: 604-340-7468

Document comparison by Workshare Compare on February-10-20 2:33:03 PM

Input:	
Document 1 ID	interwovenSite://WS_WEST/CANADA_WEST/94002891/1
Description	#94002891v1<CANADA_WEST> - Bella Terra - Terms of Instrument (Architectural Design Guidelines)
Document 2 ID	interwovenSite://WS_WEST/CANADA_WEST/94002891/3
Description	#94002891v3<CANADA_WEST> - Bella Terra - Terms of Instrument (Architectural Design Guidelines)
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Format changed	0
Total changes	19

***Land Title Act***  
**FORM 35**  
*(section 220(1))*

**Declaration of Building Scheme**

NATURE OF INTEREST CHARGE: Statutory Building Scheme

HEREWITH FEES OF: \$

Address of person entitled to apply to register this building scheme:

c/o 2900 – 550 Burrard Street, Vancouver, BC V6C 0A3

Full name, address, and telephone number of person presenting application:

Chris Sharpe  
 Fasken Martineau DuMoulin LLP  
 Barristers & Solicitors  
 2900 – 550 Burrard Street  
 Vancouver, BC V6C 0A3  
 Telephone: 604 631 3131

\_\_\_\_\_  
 Signature of Applicant or  
 Solicitor or Authorized Agent

We, Bella Terra Investments Inc., declare that:

1. We are the registered owner in fee simple of the following land (the “Lots”):

<b>PID</b>	<b>LEGAL DESCRIPTION</b>
025-001-345	Lot 2 Section 20 Township 39 New Westminster District Plan LMP49409
027-207-641	Parcel A Section 20 Township 39 New Westminster District Plan BCP 32330

2. We hereby create a building scheme relating to the Lots.
3. A sale of any of the Lots is subject to the restrictions enumerated in the schedule attached or annexed hereto.

4. The restrictions shall be for the benefit of all the Lots.

296674.00004/~~90925930.2~~[90925930.4](#)

## EXECUTION(S)

Officer Signature(s)	<b>Execution Date</b> <table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 33%; text-align: center;">Y</td> <td style="width: 33%; text-align: center;">M</td> <td style="width: 33%; text-align: center;">D</td> </tr> <tr> <td style="height: 100px;"></td> <td></td> <td></td> </tr> </table>	Y	M	D				<b>BELLA TERRA INVESTMENTS INC.</b> by its authorized signatory:
Y	M	D						
_____		_____						

## OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c. 124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to execution of this instrument.

~~CONSENT AND PRIORITY AGREEMENT OF CHARGE HOLDER~~

~~We, Dasuma Inc. the holder of the following registered charges, consent to the registration of the above Declaration of Building Scheme and agree that it shall have priority over our respective charges.~~

~~Mortgage No. CA3481235, extended by CA4542604, modified by CA4542605 and  
Assignment of Rents No. CA3481236, extended by CA4542606  
(as to PID: 025-001-345)~~

~~Mortgage No. CA4542604, being an extension of CA3481235 and Assignment of Rents  
CA4542606, being an extension of CA3481236  
(as to PID: 027-207-641)~~

Officer Signature(s)	<b>Execution Date</b> <table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 33%; text-align: center;">Y</td> <td style="width: 33%; text-align: center;">M</td> <td style="width: 33%; text-align: center;">D</td> </tr> <tr> <td style="height: 100px;"></td> <td></td> <td></td> </tr> </table>	Y	M	D				<b>DASUMA INC.</b> by its authorized signatory:
Y	M	D						
_____		_____						

## OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c. 124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to execution of this instrument.

## Notes:

- ~~1. The consent and grant of priority of chargeholders may be in separate counterparts of Form 35.~~
- ~~2. The execution of all declaring or consenting parties must be witnessed in accordance with Part 5 of the *Land Title Act*.~~
- ~~3. The type and registration number of the charge must be typed or printed immediately below the signature of the owner of the charge.~~

## SCHEDULE OF RESTRICTIONS

### 1. Definitions.

For the purposes of this Building Scheme the following words and phrases shall have the following meanings:

- (a) “**Administrator**” means Bella Terra Investments Inc. and includes its duly authorized agents;
- (b) “**Authority**” means any municipal, provincial or other governmental authority having jurisdiction over the use and development of the Lands including, without limitation, the Village of Anmore;
- (c) “**Building Scheme**” means this Declaration of Building Scheme and includes the Design Guidelines;
- (d) “**Compliance Deposit**” means the amount deposited with the Administrator pursuant to Section 4;
- (e) “**Design Guidelines**” means the Architectural Design Guidelines and Landscape Design Guidelines attached as Schedule “A” to this Instrument;
- (f) “**Improvements**” means and includes, but is not limited to, buildings and out buildings (including one single-family house per Lot), parking areas, storage areas, fencing, walls, hedges, landscaping, plantings, poles and any structures of any kind located above or below ground and includes the excavation or removal of trees, fill or ground cover and any land fill or deposit of any soil or other like substances;
- (g) “**Lands**” means the lands as defined in the Declaration of Building Scheme to which these restrictions are attached;
- (h) “**Lot**” or “**Lots**” means in the singular or plural any portion of the Lands constituting a single legally subdivided area in accordance with the requirements of the *Land Title Act*;
- (i) “**Owner**” means a person registered in the Land Title Office as the owner of a Lot; and
- (j) “**Plans and Specifications**” means those plans and specifications for proposed improvements which will include, without limitation the plans described in section 3.

## 2. Restrictions.

The restrictions set forth in this building scheme shall be in addition to and not in derogation of the bylaws from time to time of the Village of Anmore and any other Authority, any development agreement between the Village of Anmore and the Administrator, the terms and conditions of any and all encumbrances registered against title to the Lot, and the obligations and liabilities imposed by statute or common law on the Owners and occupiers from time to time of the Lots, all of which shall be duly observed and complied with.

The following restrictions apply to all Lots within this Building Scheme:

- (a) No Improvement may be constructed, installed or replaced on a Lot unless and until the Plans and Specifications for the Improvement have been approved in advance and in writing by the Administrator in accordance with Section 3;
- (b) No Improvements may be constructed, installed or replaced on a Lot unless such construction, installation or replacement is undertaken by the Administrator or its duly authorized contractors and subcontractors. Notwithstanding the foregoing, the provisions of this Section 2(b) shall not apply to any Lot where the Owner of such Lot has not entered into a construction contract with the Administrator or any of its duly authorized contractors or subcontractors;
- (c) No Improvements on any Lot may be used for human occupation unless the Improvements comply with the Plans and Specifications approved by the Administrator;
- (d) Landscaping, in accordance with the Plans and Specifications approved by the Administrator for the Improvements, must be completed at or prior to substantial completion of the single family house constructed on a Lot as a part of the Improvements, failing which, the Administrator may take action to effect completion of the landscaping and utilize the Compliance Deposit (as defined in Section 4) in order to pay for all or part of the required work;
- (e) No individual wells or water systems are permitted to exist on any Lot;
- (f) No temporary structures, trailers or residences are permitted on any Lot prior to, during, or after construction of a principal dwelling unit;
- (g) No house trailers, travel trailers, mobile homes, campers, recreation vehicles or similar vehicles capable of providing overnight accommodation and no unlicensed vehicles, commercial trucks, boats, equipment or machinery are permitted to be located, kept or stored on any Lot except within enclosed roofed buildings or garages or in any areas with adequate screening as approved in writing by the Administrator;

- (h) No satellite dishes are permitted on any Lot except for the digital type which are less than 600 millimeters in diameter;
- (i) No basement in a residential dwelling shall be used for human habitation unless in compliance with the rules, regulations and bylaws of any Authority restricting such habitation;
- (j) No Owner shall permit the construction of any Improvements prior to 7:30 a.m. or continue later than 9:00 p.m. provided that an Owner will be subject to any other bylaws, rules and regulations of any Authority which may further restrict the time of construction activities;
- (k) No Owner shall permit the removal of any trees without the written approval of the Administrator provided that an Owner will be subject to any other bylaws, rules and regulations of any Authority which may further restrict such removal;
- (l) No Owner shall permit the construction of any fence or other fence-like structure without the written approval of the Administrator;
- (m) No Owner shall permit the disturbance of any area not otherwise covered by buildings or other Improvements without the written approval of the Administrator;
- (n) No rubbish, debris, garbage or waste of any nature whatsoever is allowed to accumulate upon or be stored on any Lot;
- (o) No Owner of any Lot shall cause, commit, suffer, authorize or permit any act of nuisance (including excessive dust, noise or vibrations) to originate or emanate from such Lot;
- (p) No Owner of any Lot shall cause, commit, suffer, authorize or permit any action which may cause damage to any neighbouring area or Lot, subdivision services or municipal services (including, without limiting the generality of the foregoing, roads, curbs, street lights, sewer lines and water lines);
- (q) No poultry, swine, sheep, horses, cows, cattle, goats, chickens, roosters, or other farm animals or livestock are permitted to be kept on any Lot except only domesticated household pets provided that the domesticated household pets may not be kept for sale or in any way in which those domesticated household pets may be or become an annoyance or a nuisance to the Owner of the other Lots;
- (r) No person shall drill, excavate or otherwise disturb the ground to a depth of greater than 6.0 metres below natural finished grade without the written approval of the Administrator;



- (s) No Owner shall permit the use of their dwelling as a 'Bed and Breakfast' nor shall any Owner lease or rent out their dwelling for any term less than thirty (30) days;
- (t) No address sign shall be installed on any Lot other than in the standard form approved by the Administrator; and
- (u) No driveway shall be constructed on any Lot unless there are a minimum of two light posts to provide ample nighttime lighting for vehicles accessing and exiting the Lot.

### 3. Request for Plans and Specifications Approval

In requesting approval of the Plans and Specifications for the Improvement by the Administrator, the following are the Plans and Specifications which at a minimum must be provided to the Administrator under this Building Scheme:

- (a) **Site Plan** at a scale not smaller than 1:200 clearly illustrating the footprint of all proposed structures and Improvements, location of driveways, walkways and parking areas, front, rear and side yard setbacks and Lot grading and drainage at 0.5m intervals and underground utilities;
- (b) **Dimensioned Floor Plans** at a scale not smaller than 1:200 of each floor of all proposed Improvements and structures showing dimensioned wall layouts, dimensioned window and door locations, plumbing fixture locations, finished floor elevations and mechanical equipment shown to scale;
- (c) **Foundation Plans** at a scale not smaller than 1:200 showing footing sizes and locations, any slabs on grade, detailed sections through footings showing reinforcing, drainage, vapor barriers, damp proofing etc.;
- (d) **Dimensioned Elevation Plans** clearly illustrating building size, height, and exterior finish materials and colors, roof design, roof slope, roof materials and colors;
- (e) **Architectural Detail Plans** showing exterior walls, roof to wall transitions, window and door schedules and specifications, exterior trim, exterior molding details, cornice sections, dormer details, and any other railing or exterior elements;
- (f) **Roof Plan** indicating surface areas of all roof planes and devices, appurtenances, vents and other items to be located on the roof; and
- (g) **Landscape Plan** showing all trees to be removed, proposed plants and trees, retaining walls with dimensions and materials, proposed walkways and driveways including materials, drainage plan, exterior lighting.

The Administrator shall consider all Plans and Specifications submitted to it for compliance with the Design Guidelines and such other factors as the Administrator may deem appropriate in its sole and absolute discretion. The Administrator shall have the right and power in its sole discretion to approve or reject all or any part of the Plans and Specifications.

#### **4. Compliance Deposit**

No Improvements shall be constructed on any Lot unless and until a deposit of \$10,000.00 (the “**Compliance Deposit**”) for that Lot has been submitted to the Administrator concurrently with the request for approval by the Administrator of any Plans and Specifications. The Compliance Deposit secures the Owner’s obligations to comply with these restrictions, to repair any damage to any neighbouring area or Lot, subdivision services or municipal services (including, without limiting the generality of the foregoing, roads, curbs, street lights, sewer lines and water lines) and to carry out any street cleaning or clean-up of neighbouring areas or properties required as a result of the construction of any Improvements.

The Compliance Deposit shall be held by the Administrator until all work, including without limitation, construction of the house, driveway, front yard landscaping, fencing and clean-up, has been completed to the Administrator’s satisfaction and an occupancy permit has been issued in respect of the single family house constructed as part of the Improvements.

In the event of any breach of any one or more of the restrictions contained herein, the Administrator shall have the right, but shall not be obligated, to enter upon any Lot and to abate or cure, at the expense of the Owner of the Lot who is in such breach, any breach capable of abatement or cure and such Owner shall pay to the Administrator forthwith upon demand all costs incurred by the Administrator in such abatement or cure and such costs shall constitute a charge upon such Owner’s Lot and may be collected by the Administrator in a court of competent jurisdiction. In addition to the foregoing, in respect of any breach of any one or more of the restrictions contained herein, the Administrator may levy against the Owner of the Lot who is in such breach a fine in the amount of \$500.00, and where such breach continues without interruption for more than seven (7) days, such fine may be imposed every seven (7) days.

The Administrator may apply all or any portion of the Compliance Deposit to the payment of such fines and/or such abatement or curative work as well as the Administrator’s administrative and legal costs in enforcing the terms of this Building Scheme.

#### **5. Notice to Village of Anmore**

The Owner must provide written approval from the Administrator of the Building Scheme with each application for development permit, building permit or occupancy permit submitted to the Village of Anmore.

## 6. Notices

Any notice or Plans and Specifications to be delivered to the Administrator shall be delivered personally or sent by pre-paid mail to:

Bella Terra Investments Inc.  
c/o Fasken Martineau DuMoulin LLP  
2900 - 550 Burrard Street  
Vancouver, BC V6C 0A3  
Attn: Chris Sharpe  
Tel: 604 631 4818  
Fax: 604 631 3232

or to such other address as the Administrator may specify. Notice to the Owner may be given as the Owner may request or the Administrator may give any notice by delivering personally or by pre-paid mail to the address of the Owner shown on the title to the Lot.

Any communications will be considered to have been given and received on the day of actual delivery or in the case of communication by mail, on the date of receipt by the administrator. The Administrator will provide written approval of compliance with the Building Scheme to the Owner for submission to the Village of Anmore.

## 7. Exemption by Grantor

Pursuant to section 220(3) of the *Land Title Act*, Bella Terra Investments Inc. as the grantor of this Building Scheme, hereby reserves the right to exempt any Lot or Lots remaining undisposed at the time of the exemption from all or any of the restrictions and benefits in this Building Scheme.

## 8. No Representations by the Administrator: Non-Liability

No review or approval by the Administrator of any item submitted to the Administrator pursuant to this Building Scheme shall constitute a warranty or representation, to anyone, direct or indirect, that such item:

- (a) has been prepared free of defects or is of good workmanship or design, or will result in improvements which are readily marketable or free of design or construction defects; or
- (b) complies with any or all applicable laws (including building code requirements);  
or
- (c) will result in any Authority's or any other person's approval of same.

The Administrator shall not be liable to the Owner or any other person for any damage, loss or prejudice suffered or claimed on account of:

- (d) the Administrator's mistake in judgment or negligence;
- (e) the approval or rejection of, or the failure to approve or reject, any Improvement Plans and Specifications or other request or item, whether or not defective;
- (f) the construction of any Improvement or performance of any work, whether or not such construction of performance complies with this Building Scheme; or
- (g) the manner, appearance, style or quality to or in which any Lot shall be developed, improved, landscaped, maintained or occupied (collectively, the "**Liabilities**").

Each of the Owners of the Lots from time to time hereby releases the Administrator in respect of the Liabilities.

## 9. Discharge of Building Scheme

This Building Scheme shall be binding upon all of the Lots from the date of registration of this Building Scheme until the earliest of:

- (a) the date upon which the Village of Anmore has issued an occupancy permit in respect of Improvements constructed upon every one of the Lots; and
- ~~(b) the date upon which the Administrator declares that it has exempted from all or any of the restrictions and benefits in this Building Scheme any Lot or Lots for which the Village of Anmore has not yet issued an occupancy certificate in respect of Improvements constructed or to be constructed thereon; and~~
- (b) (e) five (5) the date which is twenty (20) years from the date of registration of this Building Scheme; against title to the Lots.

After such date this Building Scheme shall be of no further force or effect and each Owner shall be entitled to a discharge of the Building Scheme or any notice hereof registered against title to any Lot without need for the approval or consent of any other party.

## 10. Miscellaneous

- (a) No remedy herein reserved is intended to be exclusive of any other remedy, but each remedy shall be cumulative and in addition to any remedy given hereunder or now or hereafter existing at law or in equity.
- (b) The Administrator shall have no liability whatsoever if it elects not to enforce any of the provisions of this Building Scheme or if it undertakes such enforcement and thereafter terminates enforcement activities or does not succeed in such enforcement activities.

- (c) No person who is or has been an Owner of any one of or more of the Lots shall be liable for a breach of any of the provisions hereof, if such breach arises after such person has ceased to be an Owner of the Lot in connection with which the breach has occurred.
- (d) The provisions hereof have been instituted for the general benefit of all Owners of the Lots from time to time and an Owner by purchasing a Lot acknowledges such general benefits and the personal benefit attaching to the Lot so purchased.
- (e) No condoning, excusing or waiver by any person of any default, breach or non-observance by any other person at any time or times in respect of any provision herein contained shall operate as a waiver in respect of any continuing or subsequent default, breach or non-observance, or so as to defeat or affect in any way the rights of any person in respect of such continuing default, breach or non-observance, and no waiver shall be inferred or implied by anything done or omitted to be done by the person having such rights.
- (f) If any provision or provisions set herein are found by any court of competent jurisdiction to be illegal, invalid or for any reason unenforceable or void, then such provision or provisions will be severed and deleted herefrom (except where such provision or provisions are by cross reference incorporated into another provision and such other provision is not similarly found to be illegal, invalid or otherwise unenforceable or void) and the provisions hereof will be construed as though such provision or provisions so deleted were never included herein.

**SCHEDULE “A”**  
**BELLA TERRA BY THE LAKE**  
**ARCHITECTURAL AND LANDSCAPE DESIGN GUIDELINES**

See Attached

Document comparison by Workshare Compare on January-29-20 12:04:41 PM

Input:	
Document 1 ID	interwovenSite://WS_WEST/CANADA_WEST/90925930/2
Description	#90925930v2<CANADA_WEST> - Form of Building Scheme - Bella Terra
Document 2 ID	interwovenSite://WS_WEST/CANADA_WEST/90925930/4
Description	#90925930v4<CANADA_WEST> - Form of Building Scheme - Bella Terra
Rendering set	Standard

Legend:	
<u>Insertion</u>	
<del>Deletion</del>	
<del>Moved from</del>	
<u>Moved to</u>	
Style change	
Format change	
<del>Moved deletion</del>	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	7
Deletions	28
Moved from	0
Moved to	0
Style change	0
Format changed	0
Total changes	35



# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: April 24, 2020 1970-04  
Submitted by: Juli Halliwell, Chief Administrative Officer  
Subject: 2020 Property Tax Deadline & Penalty Amounts

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### Purpose / Introduction

To present Council with options on adjusting the 2020 property tax deadline and correlating penalty amounts give the current COVID-19 pandemic.

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### Recommended Options

**THAT Council receive the report from the Chief Administrative Officer dated April 24, 2020 and titled 2020 Property Tax Deadline & Penalty Amounts, for information.**

---

### Background

In March 2020, the World Health Organization declared COVID-19 a pandemic. Following that declaration, the Province of BC declared a Provincial State of Emergency and has subsequently issued a number of ministerial orders in an effort to “flatten the curve” of positive COVID-19 cases in British Columbia. Some of the orders have resulted in significant impacts to business and people’s employment.

Both the Federal and Provincial Governments have launched extensive relief programs in an effort to support those who have had their income negatively impacted by COVID-19.

### Discussion

There has been much discussion regionally and provincially regarding the potential of moving property tax due dates as an additional way to provide relief to property owners who may have lost their jobs or had their income severely reduced. While the Province has included measures for commercial property owners and businesses, residential property owners have not been provided targeted relief of property taxes.

The Province has indicated that there are many other programs for residential property owners for support in financially difficult situations, including the deferment program and



## **Report/Recommendation to Council**

### **2020 Property Tax Deadline & Penalty Amount**

April 24, 2020

various COVID-19 related emergency funding initiatives under the British Columbia COVID-19 Action Plan, as well as the Federal Canadian Emergency Response Benefit.

Regardless of the above, there are 3 options for Council's consideration regarding the property tax due date.

#### Option 1 (Recommended)

In line with Provincial recommendations, the property due date would remain as July 2, 2020. A 5% penalty would be applied effective July 3, 2020 and a second 5% penalty would be applied on October 2, 2020. This is how the Village has applied penalties since 1992.

#### Option 2

An alternative to Option 1 would be to keep the due date as July 2<sup>nd</sup>, but reduce the penalty amount in July to a lower percentage (i.e. 2%) and have the remainder to make up 10% applied on October 2<sup>nd</sup>. This would require an amendment to our Bylaw No. 90-1992 Anmore Current Tax Penalty Percentage Addition, which could be brought forward at the next Regular Council meeting for three readings and adoption (as per the Minister Order M084, which allows this).

#### Option 3

One other option that some municipalities have considered is to move the due date to later in the year (for example, September 2<sup>nd</sup> or 30<sup>th</sup>) for 2020. My understanding is that the municipalities that have moved their due date did so, in part, to defer payment of School Tax and Police Tax to the Province. School Tax is collected on behalf of the local government and transferred to the Province 5 days following the Property Tax Due Date. Recently, the Province announced that municipalities will be able to hold on to the School Tax that they collect and will not have to transfer the funds until December 31, 2020. One caveat is that the School Tax and Police Tax collected is to be used to pay other agencies, such as Translink, Municipal Finance Authority and BC Assessment Authority first. These payments are due August 1<sup>st</sup>.

It should be noted that the Province has mandated that the penalty date for property classes 4, 5, 6, 7, & 8 be moved to October 1<sup>st</sup>. For the Village, this represented approximately \$30,000 in annual property tax revenue (Class 6 & 8 properties only). Therefore, there should not be a significant impact on overall property tax collection if these classes do not pay their property taxes by the due date of July 2<sup>nd</sup>.

**Report/Recommendation to Council**  
**2020 Property Tax Deadline & Penalty Amounts**  
April 24, 2020

## Other Options

The options have been outlined within this report.

## Financial Implications

The Village does not anticipate any cash flow challenges associated with Options 1 or 2 presented in this report. The Village also has approximately \$700,000 it will be collecting through pre-authorized payments and mortgage holders upon the due date. If the due date is moved to a later time in the year (Option 3), this could have a negative impact on our ability to pay the various agencies required by August 1, 2020.

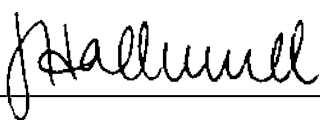
## Communications / Civic Engagement

The property tax notice and insert will include information relating to the due date and when penalties will be applied.

## Corporate Strategic Plan Objectives

We provide responsive, efficient, transparent and engaged service and we continue measures to ensure long-term fiscal responsibility.

**Prepared by:**



Juli Halliwell

Chief Administrative Officer



# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: April 23, 2020 1220-20

Submitted by: Juli Halliwell, Chief Administrative Officer

Subject: Award of On-Call Utility Services Contract

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### PURPOSE / INTRODUCTION

To obtain Council approval to award the contract for on-call utility services to Sandpiper Contracting LLP.

### RECOMMENDATIONS

That Council approve the award of the contract for the as and when required utility services as per the proposal submission received February 18, 2020 from Sandpiper Contracting LLP.

### BACKGROUND

On January 30, 2020, the Village issued an RFP for the provision of as and when required services relating to utility construction and repair on the Village's water system and stormwater system. The previous contract with Sandpiper Contracting expired on February 14, 2020.

At the closing time of 4:00pm on February 18, 2020, five RFPs were received.

### DISCUSSION

The criteria included in the RFP for evaluation is as follows:

Criteria	Weighting
Quality of Proposal	5
Financial	35
Response Times	15
References & Previous Experience	30
Value Added Services	10
Sustainability	5
Total	100

## Report/Recommendation to Council

### Award of On-Call Utility Services Contract

April 23, 2020

The submissions were reviewed by staff and the Village's engineering consultant, Chris Boit, ISL Engineering (**Attachment 1**). The table below outlines the agreed ranking following the review and evaluation:

Proponent	Ranking
Sandpiper Contracting LLP	1
Ponte Bros	2
PW Trenchless	3
Complete Utility	4
RTR Terra	5

Following the review of the proposals, Sandpiper Contracting LLP was the number 1 ranked proponent and met all requirement of the RFP.

### FINANCIAL IMPLICATIONS

The rates provided were the lowest amongst the submissions received. The overall cost of the contract cannot be determined as the services will only be requested on an as and when required basis.

### COMMUNICATIONS / CIVIC ENGAGEMENT

None.

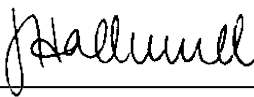
### COUNCIL STRATEGIC PLAN OBJECTIVES

We provide responsive, efficient, transparent and engaged service.

### ATTACHMENTS:

1. Memo dated April 22, 2020 from Chris Boit, ISL Engineering, referenced On-call utility Services RFP.

#### Prepared by:



Juli Halliwell  
Chief Administrative Officer



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

To: **Village of Anmore**Date: **April 22, 2020**Attention: **Juli Halliwell**Project No.: **32592 – P20-01**

Cc:

Reference: **On-call utility Services RFP**From: **Chris Boit, P.Eng**

ISL has reviewed the submissions for the above RFP and evaluated each proponent's submissions. The evaluation was based on the Terms of Reference and the Evaluation Criteria as described in section 3.1.

Criteria	Weighting
Quality of Proposal	5
Financial	35
Response Times	15
References & Previous Experience	30
Value Added Services	10
Sustainability	5
Total	100

## 1.1 Quality of Proposal

All Contractors submitted complete and clear proposals. We recommend the following points are awarded:

Quality of Proposal	Score
Complete Utility Contractors	5
Ponte Bros Contracting Ltd.	5
PW Trenchless Construction	5
RTR Terra Contracting Ltd.	5
Sandpiper Contracting LLP	5

## 1.2 Financial

ISL reviewed the schedules provided by all applicants. The numbers have been tabulated and are contained at the back of this memo. .

As there were many categories to evaluate, we decided the fair approach would be to average each subsection of costs and rank each proponent. The ranks were then added up and averaged again. The averaged ranked score was then weighted by 35 points

	8.1.1	8.1.2	8.1.3	Average cost Ranking	Score
Complete Utility Contractors	2.00	5.00	5.00	4.00	9
Ponte Bros Contracting Ltd.	4.00	3.00	3.00	3.33	11
PW Trenchless Construction	3.00	2.00	2.00	2.33	15
RTR Terra Contracting Ltd.	4.00	3.67	2.00	3.22	11
Sandpiper Contracting LLP	1.00	1.00	1.00	1.00	35

Points have been awarded using the following formula:

$$(1 / \text{Average cost ranking}) \times 35 \text{ points} = \text{Points awarded}$$

## 1.3 Response Times

All response times reported from each proponent were within reason and adequate for the Village's need. We would note that Sandpiper's response time of "immediate and 1 hour on weekends" was optimistic. We therefore increased their time to be equal to the next proponent.

Contractor	Reg Hrs	Rank	Outside Reg Hrs	Rank	Average Rank	Score
Complete Utility Contractors	4 hours	3	4 hours	3	3	5
Ponte Bros Contracting Ltd.	1-2 hours	1	2-4 hours	1	1	15
PW Trenchless Construction Inc.	5 hours	5	5 hours	5	5	3
RTR Terra Contracting Ltd.	4 hours	3	4 hours	3	3	5
Sandpiper Contracting LLP	1-2 hours	1	2-4 hours	1	1	15

Points have been awarded using the following formula:

$$(1 / \text{Average ranking}) \times 15 \text{ points} = \text{Points awarded}$$

## 1.4 Subcontractors

ISL reviewed the proposed subcontractors and found all to be acceptable.

## 1.5 References

ISL contacted a number the references for each Contractor, we were unable to contact all the references. However, we feel confident that the references we did manage to contact were a fair representation of the Contractors. Based on the feedback we received from the References we did not receive any “Red Flags” for any Contractors. However, ISL’s own experience with the Contractors would rank the Companies as follows:

Contractor	Ranks	Score
Ponte Bros Contracting Ltd.	1	30
Sandpiper Contracting LLP	1	30
PW Trenchless Construction Inc.	3	10
Complete Utility Contractors	4	8
RTR Terra Contracting Ltd.	5	6

Points have been awarded using the following formula:

$$(1 / \text{Average ranking}) \times 30 \text{ points} = \text{Points awarded}$$

## 1.6 Value Added

ISL reviewed each value-added component and rank the firms as follows:

Contractor	Ranks	Score
PW Trenchless Construction Inc.	1	10.0
Complete Utility Contractors	2	5.0
Sandpiper Contracting LLP	3	3.3
Ponte Bros Contracting Ltd.	4	2.5
RTR Terra Contracting Ltd.	5	2.0

Points have been awarded using the following formula:

$$(1 / \text{Average ranking}) \times 10 \text{ points} = \text{Points awarded}$$

PW ranked the highest due to their specialization area of trenchless install and repair. Complete Utility noted that they were a certified installation Contractor for BC Hydro and Telus, this could be a bonus to the Village.

## 1.7 Sustainability

Contractor	Ranks	Score	Reason
Sandpiper Contracting LLP	1	5.0	Environment, donations, community engagement. Recycling
Complete Utility Contractors	2	2.5	policy and recycling
PW Trenchless Construction Inc.	3	1.7	Carbon Calculator
Ponte Bros Contracting Ltd.	4	1.3	COR certified
RTR Terra Contracting Ltd.	4	1.3	COR certified

Points have been awarded using the following formula:

$$(1 / \text{ranking}) \times 5 \text{ points} = \text{Points awarded}$$

## 1.8 Ranking

Contractor	Score / 100	Rank
Sandpiper Contracting LLP	93	1
Ponte Bros Contracting Ltd.	64	2
PW Trenchless Construction Inc.	45	3
Complete Utility Contractors	34	4
RTR Terra Contracting Ltd.	30	5

ISL Engineering recommends that the Village of Anmore awards the RFP to **Sandpiper Contracting LLP**, this award recommendation is based upon the evaluated score as described in the RFP document.

We trust this memorandum meets your needs and if you would like further clarification feel free to reach out to the undersigned

Regards

Chris Boit, P.Eng



**SASAMAT VOLUNTEER FIRE DEPARTMENT (SVFD)  
BOARD OF TRUSTEES MEETING**

Minutes of the Regular Meeting of the Sasamat Volunteer Fire Department (SVFD) Board of Trustees held at 7:00 p.m. on Thursday, February 13, 2020 in the Anmore Fire Station, 2690 East Road, Anmore, British Columbia.

**MEMBERS PRESENT:**

Chair, Councillor Darrell Penner, Port Coquitlam  
Mayor Neil Belenkie, Belcarra  
Councillor Bruce Drake, Belcarra  
Mayor John McEwen, Anmore  
Fire Chief Jay Sharpe, SVFD  
Councillor Kim Trowbridge, Anmore  
Councillor Paul Weverink, Anmore

**MEMBERS ABSENT:**

Councillor Liisa Wilder, Belcarra

**STAFF PRESENT:**

Greg Smith, Chief Technology Officer, Corporate Services, Metro Vancouver  
Jennifer Arabsky, Office Supervisor, Corporate Services, Metro Vancouver

**1. ADOPTION OF THE AGENDA**

**1.1 February 13, 2020 Regular Meeting Agenda**

**It was MOVED and SECONDED**

That the SVFD Board of Trustees adopt the agenda for its regular meeting scheduled for February 13, 2020 as circulated.

**CARRIED**

**2. ADOPTION OF THE MINUTES**

**2.1 September 19, 2019 Regular Meeting Minutes**

**It was MOVED and SECONDED**

That the SVFD Board of Trustees adopt the minutes of its regular meeting held September 19, 2019 as circulated.

**CARRIED**

**3. INVITED PRESENTATIONS**

No items presented.

#### **4. REPORTS FROM COMMITTEE OR STAFF**

##### **4.1 2019 Financial Actuals – Sasamat Fire Protection Service**

Report dated January 29, 2020 from Greg Smith, Chief Technology Officer, Corporate Services, Metro Vancouver, presenting the 2019 Financial Actuals for the Sasamat Fire Protection Service for review by the Sasamat Volunteer Fire Department (SVFD) Board of Trustees.

Trustees were provided with a briefing of the 2019 Financial Actuals highlighting the expenditure year end actuals against the budgeted amounts, noting overall the function was under budget by \$8,480 or 3.8%. Discussed was the difference in actuals and commitments versus year to date actuals, this is money held against purchase orders or registered transactions. The level of detail provided along with available drill downs was accepted as sufficient.

##### **It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information a status update of the 2019 financials as presented in the report “2019 Financial Actuals – Sasamat Fire Protection Service” dated January 29, 2020.

**CARRIED**

##### **4.2 2020 SVFD Quarterly Work Plan**

Report dated January 29, 2020 from Greg Smith, Chief Technology Officer, Corporate Services, Metro Vancouver, providing the priorities and work plan for the Sasamat Volunteer Fire Department for the year 2020 for review by the Sasamat Volunteer Fire Department (SVFD) Board of Trustees.

Trustees were provided with a high level 2020 SVFD Work Plan outlining the quarterly priorities. Having this plan in place allows for performance measurement and aligns with Metro Vancouver committee practices. Jay noted that in the first quarter the meeting with Anmore regarding Burrard Commons can be marked as canceled. Also commented was the \$25,000 grant application submitted for wildland firefighting to UBCM appears to be under consideration. Any further items can be added as required.

##### **It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees endorse the work plan as presented in the report dated January 29, 2020 titled “2020 SVFD Quarterly Work Plan”.

**CARRIED**

##### **4.3 Fire Chief’s Report**

Report dated February 13, 2020 from Jay Sharpe, Fire Chief, SVFD, presenting Trustees the Fire Chief’s updates for the period.

Trustees were provided with updates on:

**Manpower**

Static numbers, Field Incident Technicians now being broken out.

**Equipment**

Ladder 7 had a major front brake issue that took several days to repair. It was out of service for approximately two weeks.

Engine 1 has had some issues related to error codes. It also had a recall notice about the front spring mounts. Part of the challenge is this was made by an Ontario based company and despite it being in the contract that they have service here, they do not. As this is still a new piece of equipment, Greg will discuss with purchasing to follow up with vendor.

Finalizing spec document to Metro Vancouver for their input as to what needs to be in the RFP for the Engine 3 replacement tender.

Belcarra has agreed to loan an enclosed trailer to the fire department for the purposes of storing wildland firefighting (WLFF) equipment in it. Potential in long range planning to consider purchase of trailer and consider mobility.

**Halls and Grounds**

Maintained by Municipal Staff, cleaned by Jewels, contract cleaners – now in direct contact with company.

Training structure at the Anmore Fire Hall, storage unit for the ATV - marine dehumidifier added to prevent mold on equipment, looking at having some vents installed or foam insulation applied, potential to add power.

Old training structure at the Belcarra Fire Hall is a potential safety risk and will need to be removed.

**Training**

Three new recruits went through training, 2 to start immediately, 1 in the next couple of months.

16 firefighters attended a live fire training session using the Township of Langley Live Fire Training Centre. It was the first time for ten of those that did attend. Mike Bolam was able to lead the exercise as an ex Burnaby firefighter saving considerable money.

**Public Education**

Ongoing fire hall tours with school age groups.

Goal set this year is to spend more time at the two schools. Especially Eagle Mountain Middle School.

**Old Business**

Rogers cell tower – Negotiations underway to have tower erected on Anmore City hall site. Anmore will not complete deal if SVFD antenna or their radio tower can't be added. Should solve a lot of challenges with coverage.

Noted was Electoral Area A is applying for a grant for VOIP and there may be opportunity to disperse technology throughout the region helping with coverage.

**Reports and Information**

Total of 6 calls as of the report, 3 calls since report.

Noted calls are down as compared to the same time last year likely due to slightly lower percentage of calls from BCEHS. The Fire Chief Association is talking in

depth on the matter as concern for life safety and humane practice, Ministry of Health can be addressed with concerns.

Two major structures fires in 2019, both electrical in nature, one property saved, the other a total loss. Best advice – monitored alarm systems (can add to earlier arrival of FD), and no use of space heaters. Positive media coverage in second event, adjacent Elementary school was shut down due to smoke blowing in its direction.

Retirement of Jol Drake and Dave Gregory resulted in a change in the structure of the senior officer positions, they are helping with the transition. Now a Deputy Chief, Operations, Mike Bolam, and a Deputy Chief Administration, Colin Richardson, are in place better aligning with the roles. The Ops Chief oversees Training, Suppression and Safety, the Admin Chief oversees personnel, logistics, equipment, continuing education and recruitment. Sophie Gable will continue on with the administration role to help with the work.

Noted was Jay is still working on the long range planning over 5 to 10 years considering the additions with the Fire Underwriters Survey to life span of certain equipment, e.g. hoses and turnout gear. Noted was it is challenging to predict growth in Anmore, Belcarra should be mostly static due to land availability. An asset inventory with replacement dates will help support the planning and reserves to fund equipment purchases can be maintained appropriately. Noted was the full time fire chief is in the approved budget as well as the continued admin support.

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated February 13, 2020, titled “Sasamat Volunteer Fire Department Fire Chief’s Report”.

**CARRIED**

**5. INFORMATION ITEMS**

No items presented.

**6. OTHER BUSINESS**

Wildland firefighting – second pumper required for wildfire suppression? Likely not useful in situation as evacuation notice likely to be in place in large event, smaller events could use more mobile equipment: sprinkler kits; off road compatible vehicle and trailer to move equipment; etc. Port Moody road closures that affect Belcarra and Anmore can still pose a challenge to location of equipment, potential to consider two small kits versus one large, but then needed are ways to transport both kits.

Wildfire public education – urban interface component in fire departments public education. Anmore provides preparations in communications with residents, Belcarra now has an emergency co-coordinator and will be delivering communications. Anmore is producing an publishing specialty sprinkler recommendations. Noted was bark mulch should not be used and removed, trees should be cleared a safe distance from house, and cedar shingle roofs should be removed.

BC Hydro has now a life guard on duty at Buntzen Lake.

Belcarra still requires a large water reservoir; current reservoir is not sufficient to provide optimal fire protection. It is a top priority of the Village to get a large reservoir funded and built ASAP.

March 4 a workshop will take place regarding the long term funding for the fire halls.

Meeting scheduling - three meetings for the year scheduled in January, will adjust October's meeting to September 17 due to conflict, and can adjust, cancel and add meetings as required. Individual meeting invites will be sent to ensure appointments in calendars.

Scheduled 2020 meetings:

- Thursday, June 18, 2020
- Thursday, September 17, 2020

## **7. ADJOURNMENT/CONCLUSION**

### **It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adjourn its regular meeting of February 13, 2020.

**CARRIED**

(Time: 7:58 p.m.)

**For Metro Vancouver meetings on Friday, March 27, 2020**

*Please note these are not the official minutes. Board in Brief is an informal summary. Material relating to any of the following items is available on request from Metro Vancouver. For more information, please contact*

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**Metro Vancouver Regional District****E 1.1 Metro 2040 Urban Centre and FTDA Policy Review – Final Recommendations****REFERRED**

The Metro 2040 Urban Centre and FTDA Policy Review is an initiative to explore implementation challenges and areas for improvement to the regional growth framework of the regional growth strategy. The review is now complete and staff have drafted five recommendations intended to provide direction on addressing the identified challenges and improve the Urban Centre and FTDA policies that will be included in Metro 2050, the update to the regional growth strategy.

The MVRD Board referred this item back to staff.

**E 2.1 Contribution Agreement – Catching the Spirit 2019 Youth Society****APPROVED**

The MVRD Board approved the Contribution Agreement with the Catching the Spirit 2019 Youth Society for a three-year term commencing January 1, 2020 and ending December 31, 2022, with annual contributions of \$75,000 per year.

**E 2.2 Regional Parks Naming, Renaming, and Dedications Policy Revision****APPROVED**

In 2019, Metro Vancouver staff reviewed the existing Regional Parks Naming and Dedications Policy and proposed amendments to enable consideration of Indigenous place names, renaming and dual naming in regional parks. The MVRD Board approved the Regional Parks Naming, Renaming, and Dedications Policy as presented.

**E 3.1 BC Utilities Commission Municipal Energy Utilities Inquiry****APPROVED**

The MVRD Board will write to the British Columbia Utilities Commission concerning the Municipal Energy Utilities Inquiry, conveying its position that municipalities should continue to retain core decision making about district energy services, because local governments are well positioned to implement and regulate district energy, and municipal energy utilities occupy a unique and important role for addressing climate change.

**E 4.1 Addressing the Greenhouse Gas Intensity of Buildings in the BC Building Code****APPROVED**

Buildings account for one quarter of regional GHG emissions, primarily through burning natural gas for space and water heating. The BC Energy Step Code, adopted by many jurisdictions in the region and across B.C., establishes energy efficiency targets, but does not directly address GHG emissions reductions in new construction. This will lead to many new buildings that will require significant retrofits to become carbon neutral in the future, costing building owners time and money.

The MVRD Board will write a letter to the provincial Minister of Municipal Affairs and Housing and other appropriate provincial government ministries requesting that the Province include:

- opt-in greenhouse gas intensity performance requirements for new construction in the British Columbia Building Code;
- an option to require zero emissions space heating and hot water; and
- complementary requirements in the proposed provincial “Retrofit Code” for existing buildings.

**G 1.1 Regional Parkland Acquisition and Development Reserve Fund Bylaw No. 1304, 2020** **APPROVED**

The MVRD Board approved the establishment of a new statutory reserve for Regional Parks to receive, hold and provide funds for Regional Park Land Acquisition and Park Development; gave first, second, and third readings to the Regional Parkland Acquisition and Development Reserve Fund Bylaw then passed and finally adopted said bylaw.

**G 2.1 MVRD Residential Indoor Wood Burning Emission Regulation Bylaw No. 1303, 2020** **APPROVED**

Wood smoke is a major source of fine particulate matter (PM2.5) emissions, including black carbon associated with climate change. Staff presented a bylaw intended to reduce the health and environmental impacts of emissions from residential indoor wood burning while responding to needs identified during a comprehensive consultation process.

The MVRD Board gave first, second and third readings to the Residential Indoor Wood Burning Emission Regulation Bylaw; then passed and finally adopted said bylaw.

**I 1 Committee Information Items and Delegation Summaries**

The Board received information items and delegation summaries from standing committees.

**Regional Planning Committee – March 6, 2020**

Information Items:

**5.3 Regional Industrial Lands Strategy - Draft and Status Update**

The Regional Industrial Lands Strategy is nearing completion after two years of research and engagement work. Informed through the current and final round of stakeholder engagement, it is anticipated that the

Strategy will be finalized in spring 2020, for consideration by the Industrial Lands Strategy Task Force and the MVRD Board. The Strategy, as well as other related work, will also inform the update to the regional growth strategy that is currently underway (Metro 2050). Metro Vancouver staff are in the process of engaging with stakeholders to receive further input on the draft Strategy's proposed recommendations.

#### **5.4 Metro 2040 Industrial and Mixed Employment Policy Review Scope of Work**

To inform the update to Metro Vancouver 2040: Shaping our Future (Metro 2040), the regional growth strategy, Metro Vancouver is undertaking an Industrial and Mixed Employment Policy Review. The Policy Review, along with results from the forthcoming Regional Industrial Lands Strategy will provide key inputs into the update, and will include engagement with member municipalities and industry stakeholders to test and refine recommended policy changes to the regional growth strategy. The Committee can expect to see a report on the completed policy review by mid-2020.

#### **5.5 Metro 2050 Q1 2020 Status Update**

In April 2019, Metro Vancouver began the process of updating Metro Vancouver 2040: Shaping our Future (Metro 2040), the regional growth strategy. The amended regional growth strategy will be titled Metro 2050. The development of content for Metro 2050 is taking place through a series of policy reviews on different policy topics; progress on these is summarized below. Engagement activities are guided by the Metro Vancouver Board-approved Metro 2050 Engagement Plan and those activities that have already occurred are summarized below.

#### **Finance and Intergovernment Committee – March 11, 2020**

Delegation Summaries:

**3.1** Craig Richmond, President and CEO, Vancouver Airport Authority, Anne Murray, Vice President Airline Business Development and Public Affairs, Vancouver Airport Authority, and Wayne Wright, Metro Vancouver's Appointee to the YVR Board of Directors.

### **Greater Vancouver Water District**

#### **E 1.1 Award of Phase C - Construction Engineering Services for the Annacis Water Supply Tunnel**

**WITHDRAWN**

This item was withdrawn.

#### **I 1 Committee Information Items and Delegation Summaries**

The Board received information items and delegation summaries from standing committees.

#### **Water Committee – March 5, 2020**

Information Items:



### **5.1 2019 Seymour Salmonid Society's Annual Report for Greater Vancouver Water District**

The Seymour Salmonid Society is a non-profit organization that operates the Seymour River Hatchery on Greater Vancouver Water District (GVRD) lands at the base of the Seymour Falls Dam. GVRD and the Society have been partners since 1989 constructing fisheries enhancement projects, raising public awareness on water and fisheries issues and creating stewardship opportunities in the Seymour Valley. Over the years, the partnership has influenced tens of thousands of people through special events, K-12 programs, and passive visitors. The GVRD has a current three-year (2018-2020) Contribution Agreement with the Society for \$125,000 annually. The funding provides for core hatchery and education program operating expenses.

## **Greater Vancouver Sewage and Drainage District**

### **E 1.1. Direct Connections to Regional Liquid Waste Facilities Policy**

**APPROVED**

Historically, member jurisdictions have requested direct connections to the regional sewer system to service private properties if municipal sewers were not available nearby, and Metro Vancouver assessed those requests on a case-by-case basis.

A policy was brought forward to formalize the process for direct connection requests to regional facilities, including who may apply, the criteria to do so, and ownership and maintenance responsibilities.

The GVS&DD Board approved the Direct Connections to Regional Liquid Waste Facilities Policy as presented.

### **G 1.1 Greater Vancouver Sewerage and Drainage District Sewerage and Drainage Areas Boundaries Amending Bylaw No. 335, 2020 – Fraser Sewerage Area – PID 013-872- 303, Township of Langley**

**APPROVED**

The GVS&DD Board gave first, second and third reading to the Greater Vancouver Sewerage and Drainage District's Sewerage and Drainage Areas Boundaries Amending Bylaw No. 335, 2020; and passed, and finally adopted the Greater Vancouver Sewerage and Drainage District's Sewerage and Drainage Areas Boundaries Amending Bylaw No. 335, 2020.

### **I 1 Committee Information Items and Delegation Summaries**

The Board received information items and delegation summaries from standing committees.

#### **Liquid Waste Committee – March 12, 2020**

Information Items:

### **5.2 Results for 2019 Wipe It, Green Bin It Campaign**

As a region, an estimated \$2.7 million is spent every year to deal with the impacts of fats, oils and grease (FOG) in the sewer system. The 2019 Wipe It, Green Bin It campaign asked residents to put FOG in their green bins, instead of down their sinks.

**Zero Waste Committee – March 13, 2020**

Information Items:

**5.1 Customer Service and Communication Enhancements at Metro Vancouver Solid Waste Facilities**

Over the past year Metro Vancouver has expanded the number of communication tools available to customers to enhance their experience at solid waste facilities and encourage diversion. Accurate and accessible information about regional facility reuse, recycling and disposal services and programs can improve customer awareness and use of these services.

**5.2 Create Memories Not Garbage – 2019 Campaign Results**

The holidays are a heavy consumption season where residents fall into customs/traditions that can cause unnecessary waste. The 2019 “Create Memories, Not Garbage” campaign asked residents to try doing one thing differently to reduce their waste. Through a region-wide media promotion, residents were offered ideas to make low-waste celebrating easier.

**Metro Vancouver Housing Corporation****E 1.1 Evaluation Criteria for Metro Vancouver Housing Development on Member Lands      APPROVED**

Metro Vancouver Housing (MVH) is actively working to build more affordable rental housing. One way is through partnerships with member jurisdictions. In February 2020, Metro Vancouver issued an Expression of Interest (EOI) for member jurisdictions to submit municipally-owned land to lease or transfer to MVH at a nominal cost.

The EOI outlines considerations for submissions including: development potential, municipal actions/incentives to support development, tenant livability, financial feasibility for MVH, and regional equity. Staff used these considerations to draft evaluation criteria and weighting to prioritize EOI submissions that best meet MVH’s objectives. The Housing Committee considered the evaluation criteria and provided direction for certain revisions.

The MVHC Board endorsed the evaluation criteria contained in the report.