REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for Tuesday, July 6, 2021, at 7:00 p.m. in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC



NOTE: The Village Hall/Council Chambers is now open to the public. Members of the public are encouraged to follow public health recommendations to wear a mask in indoor spaces for those who are not fully vaccinated (2 weeks past your second dose). Alternatively, members of the public may view our Regular Council meeting by accessing the meeting via our new YouTube channel. For those who are not attending in person, questions/comments under Item 3 Public Input, or Item 17 Public Question Period may be submitted up to 4:00pm on meeting days to karen.elrick@anmore.com to be read by the Corporate Officer during the meeting.

https://www.youtube.com/channel/UCeLV-BY6qZzAVEKX5cMWcAQ?view_as=subscriber

THIS MEETING'S PROCEEDINGS WILL BE BROADCAST LIVE VIA YOUTUBE AND AVAILABLE AS A RECORDED ARCHIVE ON THE VILLAGE WEBSITE

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

2. <u>Approval of the Agenda</u>

Recommendation: That the Agenda be approved as circulated.

3. <u>Public Input</u>

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

4. <u>Delegations</u>

Page 5 (a) Upland Agricultural Consulting – Tri Cities Food Security Action Plan

lone Smith and Janine de la Salle to present the Tri-Cities Region Food Security Action Plan.

5. Adoption of Minutes

Page 6 (a) Minutes of the Regular Council Meeting held on June 15, 2021

Recommendation: That the Minutes of the Regular Council Meeting held on June 15, 2021 be adopted, as circulated.

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

7. <u>Consent Agenda</u>

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 11 (a) 2021 Eligible School Sites Proposal Resolution

Recommendation: That Council receive the communication dated June 17, 2021 from School District 43 regarding 2021 eligible school sites proposal resolution.

Page 17 (b) Child Care in School District 43

Recommendation: That Council receive the communication dated June 22, 2021 from School District 43 regarding child care in School District 43.

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

9. <u>Legislative Reports</u>

Page 19 (a) Zoning Bylaw Amendment Bylaw No. 650-2020 – Bella Terra CD6

Report dated June 30, 3021 from Chris Boit, Manager of Development Services, attached.

Page 30 (b) Zoning Bylaw Review

Report dated June 30, 2021 from Chris Boit, Manager of Development Services, attached.

Page 58 (c) 2020 Annual Report Presentation

Recommendation: THAT Council approve the 2020 Annual Report, as attached to the agenda.

10. Unfinished Business

11. <u>New Business</u>

Page 111 (a) Communications and Community Engagement Policy 70

Report dated July 2, 2021 from Karen Elrick, Manager of Corporate Services, attached.

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

None.

- 13. <u>Mayor's Report</u>
- 14. <u>Councillors Reports</u>
- 15. <u>Chief Administrative Officer's Report</u>

16. Information Items

- (a) Committees, Commissions and Boards Minutes
- None.
- (b) General Correspondence
- Page 121 Communication dated May 14, 2021 from School District 43 regarding Child Care Task Force
- Page 122 Communication dated May 20, 2021 from South Fraser Community Rail Society regarding South of Fraser transit survey
- Page 123 Communication dated May 21, 2021 from Union of BC Municipalities regarding gas tax agreement community works fund payment
- Page 124 Communication dated June 9, 2021 from District of Peachland regarding BC Climate Action Revenue Incentive Program
- Page 126 Communication dated June 14, 2021 from City of Pitt Meadows regarding Truth and Reconciliation Commission's Call to Action 75
- Page 128 Tri-Cities Task Force on Childcare minutes from the meeting held on June 16, 2021
- Page 139 Metro Vancouver Board in Brief for meetings held on June 25, 2021

17. <u>Public Question Period</u>

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

18. <u>Adjournment</u>



Delegation to Council Request Form

Name of presenter:	
Name of organization:	
Mailing Address:	
Phone Number:	

Presentation Information

Preferred meeting date at which you wish to appear (if known): ______

Number of person(s) expected to attend: ______

Email Address: _____

Reason(s) for presentation:

- \Box To provide information
- □ To request funding
- \Box To request letter of support
- Other

Resources:

- □ Projector and Screen (bring own laptop)
- Other

Please submit the completed form and related presentation materials to the Manager of Corporate Services by 12:00 p.m. on the Thursday prior to the Council Meeting via email to <u>karen.elrick@anmore.com</u> or delivered to village hall.

For questions regarding this process, please phone Karen Elrick at 604-469-9877.

REGULAR COUNCIL MEETING – MINUTES

Minutes for the Regular Council Meeting scheduled for Tuesday, June 15, at 7:00 p.m. by electronic means via Zoom pursuant to Minister of Public Safety and Solicitor General of the Province of British Columbia – Emergency Program Act, updated Ministerial Order No. M192.



ELECTED OFFICIALS PRESENT

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

OTHERS PRESENT

Juli Halliwell, CAO Karen Elrick, Manager of Corporate Services Chris Boit, Manager of Development Services

1. Call to Order

The meeting was called to order at 7:03 p.m.

2. <u>Approval of the Agenda</u>

IT WAS MOVED AND SECONDED:

R094/21 That the Agenda be approved as circulated.

Carried Unanimously

3. Public Input

<u>Doug Richardson</u>, Anmore commented on the amount paid to Johnston Davidson Architecture on the Statement of Financial Information related to budget

<u>Trever Mueckel</u>, Anmore commented regarding Public Hearing minutes under item 16a and submissions received related to cancelled Bella Terra public hearing

4. Delegations

None.

ABSENT

5. Adoption of Minutes

(a) Minutes of the Regular Council Meeting held on June 1, 2021

IT WAS MOVED AND SECONDED:

R095/21 That the Minutes of the Regular Council Meeting held on June 1, 2021 be adopted, as amended to reflect that Cllr. Laidler recused himself for item 9 (c) as he currently has an active infill application.

Carried Unanimously

Page 2

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

7. <u>Consent Agenda</u>

None.

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

- 9. <u>Legislative Reports</u>
 - (a) Management Report and Statement of Financial Information

IT WAS MOVED AND SECONDED:

R096/21 THAT Council approve the Management Report and Statement of Financial Information, as attached to the agenda.

Carried Unanimously

10. <u>Unfinished Business</u>

- 11. <u>New Business</u>
 - (a) 2021 UBCM Virtual Convention Meeting Requests

IT WAS MOVED AND SECONDED:

R097/21

That Council direct staff to request the following Minister meetings during the 2021 UBCM Virtual Convention scheduled for September 14 – 17, 2021: Minister of Municipal Affairs and Housing Minister of Environment BC Hydro

Carried Unanimously

(b) 2021 Hall Weinberg Scholarship

At the May 18, 2021 In Camera Council Meeting the following resolution was passed:

THAT Council award the 2021 Hal Weinberg Scholarship in the amount of \$500 to Michelle Bettauer, and \$500 to Braidyn Chang and THAT Council direct Staff to contact all applicants to inform them of Council's decision and further authorize release of the successful applicant to a future open meeting of Council.

12. <u>Items from Committee of the Whole, Committees, and Commissions</u>

None.

13. Mayor's Report

Mayor McEwen reported that:

- Anmore along with Belcarra and Port Moody are near the top of the region for vaccination rate at nearly 80%
- The contractor for the boulevard seeding is obligated to ensure reseeding
- He will attend a Sasamat Volunteer Fire Department Trustee meeting on Thursday
- Based on conversation with the Village Building Inspector regarding response to septic concerns, he would like the Village to request Fraser Health attend a Council meeting

14. <u>Councillors Reports</u>

Councillor Krier reported that:

- She attended Child Care Task Force and Food Security meetings
- She recently has a door to door window washer knock on her door that may be suspicious

Ms. Juli Halliwell, CAO reported that:

- Village Hall is now reopened to the public and is currently at half staff capacity and it is anticipated that the hall will be fully opened and fully staffed after July 1. Masks and distancing are required for staff and visitors.
- Property Tax due date is July 2
- The grant application for the Mossom Creek bridge was not successful

Ms. Halliwell invited Mr. Chris Boit, Manager of Development Services to address some questions that arose at the last Council meeting: Mr. Boit confirmed the following:

- Regarding the infill policy and tables contained in the GP Rollo report, Mr. Boit noted that the table contained different scenarios but that the policy was created based on the direction from Council
- Regarding the Community Amenity Contribution (CAC) for Cordovado the lift analysis was based on the difference between 19 lots in the CD Zone and 11 lots under RS1 zoning. These calculations were determined to be approximately \$980K which the village received a 50% share. It was noted that dedicated land is not directly evaluated for the lift calculations
- Regarding tree surveys it was noted that any subdivision is required to have a tree survey and meet all bylaw requirements

16. Information Items

(a) Committees, Commissions and Boards – Minutes

• Minutes of the Public Hearing held on June 1, 2021

(b) General Correspondence

• Metro Vancouver Board in Brief for meetings held on May 28, 2021

17. Public Question Period

<u>Trevor Mueckel</u>, Anmore, had several questions regarding the Bella Terra development and public hearing delay and extended an invitation to Council to walk the property. It was requested that Mr. Mueckel send his questions via email so that they can be addressed individually.

<u>Jubin Jalali</u>, Anmore, asked about a November 19, 2019 Tri City News article regarding Anmore South. It was noted that this proposal was withdrawn and it was never debated by Council as it was withdrawn prior to any debate. <u>Doug Richardson</u>, Anmore asked about step code, sprinkler requirements, and floor area ratio for infill, and how Council could vote on infill issues due to conflict. It was determined by the courts that Cllr. Krier and Cllr. Laidler could vote on infill at the time. Bylaws and infill policy will be reviewed and brought forward to Council for consideration.

<u>Christopher Sedegreen</u> questioned Anmore loco developer and association with communist party. It was noted that Council has no information regarding this.

<u>Andrew Simpson</u> asked about the timeline for proposed OCP amendments and study. It was noted that the analysis will be conducted over the summer before any discussion takes place. Mr. Simpson also questioned timeline for discussion of a referendum and it was noted that there is none at this time.

<u>Ken Juvik</u> questioned the withdraw of the Bella Terra public hearing. It was noted that due to information received Council wanted to ensure that they had a wholesome understanding of the materials at hand.

18. Adjournment

It was MOVED and SECONDED:

R098/21 THAT the meeting be adjourned at 7:45 p.m.

Carried Unanimously

Karen Elrick Corporate Officer John McEwen Mayor



550 Poirier Street, Coquitlam, BC Canada V3J 6A7 • Phone: 604-939-9201 • Fax: 604-939-6758

June 17, 2021

Mr. Peter Steblin, City Manager City of Coquitlam <u>managersoffice@coquitlam.ca</u> Ms. Juli Halliwell, Chief Administrative Officer Village of Anmore juli.halliwell@anmore.com

Mr. Tim Savoie, City Manager City of Port Moody tsavoie@portmoody.ca Ms. Lorna Dysart, Chief Administrative Officer Village of Belcarra Idysart@belcarra.ca

Mr. Rob Bremner, Chief Administrative Officer City of Port Coquitlam <u>bremnerr@portcoquitlam.ca</u>

Dear Chief Administrative Officers and City Managers:

Re: 2021 Eligible School Sites Proposal Resolution

The district's 2021 Eligible School Site Proposal (ESSP) Resolution was passed by the Board of Education on June 15, 2021.

In this package, you will find a copy of the resolution along with the corresponding schedules for acceptance.

Pursuant to the Act, local governments have 60 days to either:

- 1. Pass a resolution accepting the Board's proposed eligible school site requirements; or
- 2. Respond in writing to the Board indicating that it does not accept the Board's proposed site requirements by listing each school site it objects and the reasons for the objection.

If no response is received within 60 days from the date, which the Board of Education passed the resolution, the legislation states that the local government will have deemed to accept the proposal. An amended capital bylaw with the new SSAC rates will be adopted by the Board of

Education in September 2021, giving the local governments a 60-day grace period before the bylaw will come into effect.

Should you have any questions on the above, please contact myself or Kimberley Wakil, Manager of Financial Services, at 604-939-9201.

Yours truly, SCHOOL DISTRICT NO. 43 (COQUITLAM)

Chris Nicolls Secretary-Treasurer/CFO

Attach: ESSP Resolution; Schedule A; Schedule B

cc: Nita Mikl, Assistant Secretary-Treasurer Ivano Cecchini, Executive Director – Facilities and Planning Services Kimberley Wakil, Manager, Financial Services

Board of Education of School District No. 43 (Coguitlam)

2021 Eligible School Sites Resolution

The Eligible School Sites Proposal is a required component of the capital plan submission, which must be passed annually by Board resolution and referred to local governments in the District for acceptance pursuant to the Local Government Act.

Pursuant to the Act, the school district has consulted with local governments with respect to the following information:

- 1) Projections by municipalities of the number of eligible development units to be authorized or created in School District No. 43 (Coquitlam) in the 10 year time frame, 2021-2031, pursuant to Section 142 of the School Act for school site acquisition planning (Schedule 'A' Table A-1 and A-2 attached);
- 2) A projection of the number of children of school age, as defined in the School Act, that will be added to the school district as the result of the eligible development units projected in paragraph (1) (Schedule 'A' Table A-3, A-4 attached);
- The approximate size and number of school sites required to accommodate the number of children projected 3) under paragraph (2) (Schedule 'B' attached); and
- The approximate location and value of the school sites referred to in paragraph (3) (Schedule 'B' attached). 4)

WHEREAS the Board of Education of School District No. 43 (Coguitlam) has consulted with representatives from the development industry and staff for the City of Coquitlam, City of Port Coquitlam, City of Port Moody, Village of Anmore and Village of Belcarra on these matters;

IT IS RESOLVED THAT:

- 1) Based on information from local government, the Board of Education of School District No. 43 (Coguitlam) estimates that there will be 29,609 new development units constructed in the School District over the next 10 years (Schedule 'A');
- These 29,609 new development units will be home to an estimated 6.361 school age children (Schedule 2) 'A');
- 3) The School Board expects that 6 new school sites, over the 10 year period, will be required as a result of the growth within the School District as represented in Schedule 'B';
- According to Ministry of Education site standards presented in Schedule 'B' the sites will require a total of 4) 11.1 hectares of land. These sites are expected to be purchased within 5 years and, at current serviced land cost, the land will cost approximately \$150,012,304;
- 5) The Eligible School Site Proposal be incorporated in the 5 Year Facility Capital Budget 2022-2026, and submitted to the Ministry of Education.

Chair of the Board Secretary-Treasurer

I HEREBY CERTIFY this to be a true original of a resolution passed by the Board of Education of School District No. 43 (Coquitlam) at a regular meeting held June 5, 2021

Secretary-Treasurer

2020-2030 SCHEDULE 'A'



Table A-1: Growth Forecasts -Housing Units By Type - 10 year forecast by s 2021-2031

Estimates by school year	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	10 yr. Total	Total Units
VILLAGE OF ANMORE												210
Single Detached	21	21	21	21	21	21	21	21	21	21	210	
Mobile Home	0	0	0	0	0	0	0	0	0	0	-	
Row House	0	0	0	0	0	0	0	0	0	0	-	
Low Rise Apart./suites	0	0	0	0	0	0	0	0	0	0	-	
High Rise Apart.	0	0	0	0	0	0	0	0	0	0	-	
VILLAGE OF BELCARRA	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	10 yr. Total	30
Single Detached	3	3	3	3	3	3	3	3	3	3	30	
Mobile Home	0	0	0	0	0	0	0	0	0	0	-	
Row House	0	0	0	0	0	0	0	0	0	0	-	
Low Rise Apart.	0	0	0	0	0	0	0	0	0	0	-	
High Rise Apart.	0	0	0	0	0	0	0	0	0	0	-	
CITY OF COQUITLAM	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	10 yr. Total	20,660
Single Detached	100	90	80	70	60	50	40	30	20	20	560	
Mobile Home	0	0	0	0	0	0	0	0	0	0	-	
Row House	300	350	400	350	350	300	300	300	300	300	3,250	
Low Rise Apart./suites	300	400	500	600	600	400	400	400	450	450	4,500	
High Rise Apart.	1000	1200	1200	1200	1200	1200	1200	1300	1400	1450	12,350	
City OF PORT COQUITLAM	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	10 yr. Total	2,600
Single Detached	30	30	30	30	30	30	30	30	30	30	300	
Mobile Home	0	0	0	0	0	0	0	0	0	0	-	
Row House	50	50	50	50	50	50	50	50	50	50	500	
Low Rise Apart./suites	180	180	180	180	180	180	180	180	180	180	1,800	
High Rise Apart.	0	0	0	0	0	0	0	0	0	0	-	
CITY OF PORT MOODY	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	10 yr. Total	6,109
Single Detached	10	10	10	10	10	10	10	10	10	10	100	
Mobile Home	0	0	0	0	0	0	0	0	0	0	-	
Row House	33	77	52	30	30	30	30	30	30	30	372	
Low Rise Apart./suites	766	296	735	1074	150	150	150	150	150	150	3,771	
High Rise Apart.	218	218	0	0	220	220	220	220	220	330	1,866	

Table A-2: SCHOOL DISTRICT #43 - ELIGIBLE DEVELOPMENT UNIT ANNUAL TOTALS BY 2020-2030

Estimates by school year	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	10 yr. Total	29,609
Single Detached	164	154	144	134	124	114	104	94	84	84	1,200	
Mobile Home	-	-	-	-	-	-	-	-	-	-	-	
Row House	383	477	502	430	430	380	380	380	380	380	4,122	
Low Rise Apart./suites	1,246	876	1,415	1,854	930	730	730	730	780	780	10,071	
High Rise Apart.	1,218	1,418	1,200	1,200	1,420	1,420	1,420	1,520	1,620	1,780	14,216	
Total Units	3,011	2,925	3,261	3,618	2,904	2,644	2,634	2,724	2,864	3,024	29,609	1.4

Table A-3: YIELD CALCULATIONS BY MUNICIPALITY - SD#43

ESTIMATED NUMBER OF NEW SCHOOL AGED POPULATION BASED ON AVERAGE YIELD RATIO ESTIMATES FOR NEW HOUSING IN MUNICIPALITY

ESTIMATED NUMBER OF NEW	SCHOOL AC	GED POPUL	ATION BASE	D ON AVER	AGE YIELD	RATIO ESTI	MATES FOR	R NEW HOU	SING IN MU	INICIPALITY		
Estimates by school year	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	10 Yr. Yield	Yield Ratio
VILLAGE OF ANMORE												
Single Detached	11	11	11	11	11	11	11	11	11	11	105	0.5
Mobile Home	-	-	-	-	-	-	-	-	-	-	-	n/a
Row House	-	-	-	-	-	-	-	-	-	-	-	n/a
Low Rise Apart./suites	-	-	-	-	-	-	-	-	-	-	-	n/a
High Rise Apart.	-	-	-	-	-	-	-	-	-	-	-	n/a
Total Yield School Age 5-19	11	11	11	11	11	11	11	11	11		105	
Estimates by school year	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	10 Yr. Yield	Yield Ratio
VILLAGE OF BELCARRA	-	-		-			-	-	-	-	-	-
Single Detached	2	2	2	2	2	2	2	2	2	2	15	0.5
Mobile Home	-	-	-	-	-	-	-	-	-	- 1	-	n/a
Row House	-	-	-	-	-	-	-	-	-	- 1	-	n/a
Low Rise Apart./suites	-	-	-	-	-	-	-	-	-	- 1	-	n/a
High Rise Apart.	-	-	-	-	-	-	-	-	-	-	-	n/a
Total Yield School Age 5-19	2	2	2	2	2	2	2	2	2		15	
Estimates by school year	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	10 Yr. Yield	Yield Ratio
CITY OF COQUITLAM												
Single Detached	50	45	40	35	30	25	20	15	10	10	280	0.5
Mobile Home	-	-	-	-	-	-	-	-	-	-	-	n/a
Row House	120	140	160	140	140	120	120	120	120	120	1,300	0.4
Low Rise Apart./suites	42	56	70	84	84	56	56	56	63	63	630	0.14
High Rise Apart.	200	240	240	240	240	240	240	260	280	290	2,470	0.2
Total Yield School Age 5-19	412	481	510	499	494	441	436	451	473		4,680	
Estimates by school year	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	10 Yr. Yield	Yield Ratio
CITY OF PORT COQUITLAM												
Single Detached	15	15	15	15	15	15	15	15	15	15	150	0.5
Mobile Home	-	-	-	-	-	-	-	-	-	-	-	n/a
Row House	16	16	16	16	16	16	16	16	16	16	155	0.31
Low Rise Apart./suites	29	29	29	29	29	29	29	29	29	29	288	0.16
High Rise Apart.	-	-	-	-	-	-	-	-	-	-	-	n/a
Total Yield School Age 5-19	59	59	59	59	59	59	59	59	59		593	
Estimates by school year	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	10 Yr. Yield	Yield Ratio
CITY OF PORT MOODY												
Single Detached	5	5	5	5	5	5	5	5	5	5	50	0.5
Mobile Home	-	-	-	-	-	-	-	-	-	-	-	n/a
Row House	17	39	26	15	15	15	15	15	15	15	186	0.50
Low Rise Apart./suites	107	41	103	150	21	21	21	21	21	21	528	0.14
High Rise Apart.	24	24	-	-	24	24	24	24	24	36	205	0.11
Total Yield School Age 5-19	153	109	134	170	65	65	65	65	65		969	

Table A-4: Total School District #43(Coquitlam) School Age Yield (New Development)

2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	10 Yr. Yield	Yield Ratio
82	77	72	67	62	57	52	47	42	42	600	0.50
-	-	-	-	-	-	-	-	-	-	-	-
152	194	202	171	171	151	151	151	151	151	1,641	0.40
178	126	202	263	134	106	106	106	113	113	1,446	0.14
224	264	240	240	264	264	264	284	304	326	2,675	0.19
636	661	715	741	631	578	573	588	610	632	6,361	0.21
534	555	601	622	530	485	481	494	512	531	4,302	0.15
	82 - 152 178 224 636	82 77 152 194 178 126 224 264 636 661	82 77 72 - - - 152 194 202 178 126 202 224 264 240 636 661 715	82 77 72 67 - - - - - 152 194 202 171 178 126 202 263 224 264 240 240 636 661 715 741	82 77 72 67 62 - - - - - - - 152 194 202 171 171 171 178 126 202 263 134 224 264 240 240 264 636 661 715 741 631	82 77 72 67 62 57 152 194 202 171 171 151 178 126 202 263 134 106 224 264 240 240 264 264 636 661 715 741 631 578	82 77 72 67 62 57 52 152 194 202 171 171 151 151 152 194 202 171 171 151 151 178 126 202 263 134 106 106 224 264 240 240 264 264 264 636 661 715 741 631 578 573	82 77 72 67 62 57 52 47 -	82 77 72 67 62 57 52 47 42 -	82 77 72 67 62 57 52 47 42 42 152 194 202 171 171 153 264 264 264 264 <t< td=""><td>82 77 72 67 62 57 52 47 42 42 600 152 194 202 171 171 151 151 151 151 151 151 151 151 1,641 178 126 202 263 134 106 106 106 113 113 1,446 224 264 240 264 264 264 264 284 304 326 2,675 636 661 715 741 631 578 573 588 610 632 6,361</td></t<>	82 77 72 67 62 57 52 47 42 42 600 152 194 202 171 171 151 151 151 151 151 151 151 151 1,641 178 126 202 263 134 106 106 106 113 113 1,446 224 264 240 264 264 264 264 284 304 326 2,675 636 661 715 741 631 578 573 588 610 632 6,361

Does not include projections for potential development which are in the ALR and require BC Land Commission approval. Does not include projections for potential development which may require major changes to an Official Community Plan.

The annual estimate of new development units for each category is based on a ten year average distribution of the ten year total expectation for new housing, provided by each municipality

Average



SCHEDULE 'B' Capital Projects Requiring New Sites

Table B-1: ELIGIBLE SCHOOL SITES REQUIRING APPROVAL - 2022-2026 Five Year Capital Plan

School Site #	112259	109228					TOTALS
Basis of Costs	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
Type of Project	New	New	New	New	New	New	
Grade Level	Elementary	Elementary	Elementary	Elementary	Elementary	Elementary	
Approximate Location	Riverwalk	Marigold	Port Moody Centre	Fraser Mills	Coquitlam City Centre	Hazel Coy	
Proposed Capacity	455	455	455	455	455	455	2,730
Approx. Size (ha)	2.5	2.5	1.2	1.2	1.2	2.5	11.1
Market Land Costs	\$ 22,336,506	\$ 22,336,506	\$ 29,632,380	\$ 21,000,000	\$ 32,370,406	\$ 22,336,506	150,012,304

Total Acquisition Sites to be included in the 2022-2026 Five Year Capital Plan = 6

Proposed school site sizes are based on an assumption that some sites may be joint school and park sites. Stand alone school sites would require greater site area and market land cost.

Note: This Schedule includes proposed sites only. Approved eligible school sites since the inception of the ESSP are not included on this list. Note: Approx size of each site has been updated to reflect update to date requirements for a elementary and middle school requirement.



550 Poirier Street, Coquitlam, BC Canada V3J 6A7 • Phone: 604-939-9201 • Fax: 604-939-6758

Learning for a Lifetime

BOARD OF EDUCATION	June 22, 2021						
CHAIR: Kerri Palmer Isaak	Mayor and Council City of Coquitlam 3000 Guilford Way Coquitlam, BC V3B 7N2	Mayor and Council Village of Belcarra 4084 Bedwell Bay Road Belcarra, BC V3H 4P8					
VICE-CHAIR:	Mayor and Council City of Port Coquitlam	Mayor and Council Village of Anmore					
Michael Thomas	2580 Shaughnessy Street Port Coquitlam, BC V3C 2A8	2697 Sunnyside Road Anmore, BC V3H 5G9					
TRUSTEES:	Mayor and Council City of Port Moody						
Jennifer Blatherwick	100 Newport Drive, Box 36 Port Moody, BC V3H 3E1						
Barb Hobson	Dear Mayors and Councillors,						
Carol Cahoon	Re: Child Care in School District No. 43						
Lisa Park							
Christine Pollock		ties. The report was robust and one of the key					
Keith Watkins	takeaways is the already significant level of child care being made available through SD43. As childcare is a significant mandate of the provincial government, we provide for you, a reflection						
Craig Woods	on what SD43 is doing to support child care in	our community.					
	The two charts capture the significant numbe locations as part of our commitment to childc						

	Infant Toddler <3	Preschool	Group 3-5	B/A School Age	Multi Age Care	Total
City of Port Moody	12	60	76	201	-	349
City of Coquitlam	48	237	273	519	70	1,147
City of Port Coquitlam	51	120	153	312	24	660
Village of Anmore	8	20	25	30	-	83
Total	119	437	527	1,062	94	2,239

This second chart reflects that SD43 is providing over 40% of all available before and after school spaces in the Tri-Cities.

Municipality	School Age Spaces	#of Children	Spaces per 100 Children	Total Spaces provided by SD43	SD43 % to all School Age Spaces
Coquitlam	1,264	11,480	11.0	519	41.1
Port Coquitlam	689	5,065	13.6	312	45.3
Port Moody	426	3,147.5	13.5	201	47.2
Total	2,379	9,692.5	12.1	1,032	43.4

School Age Children 5-12 years old¹

Our staff report also included a review and analysis on how SD43 could expand before and after school care - but with all available classroom space utilized for education classroom purposes, the opportunity is limited to providing expansion through an integrated seamless day model. The Ministry of Education is sponsoring pilots in several school districts on this concept.

We have determined at this time that our focus needs to be on addressing learning loss and improving mental health for our students as we emerge from the pandemic. As an outcome, the Board has chosen not to participate, at this time, in the seamless day offering. Rather, there are a number of operational considerations with the seamless day concept that we need to explore and will do so over this coming year.

We remain committed to child care and will continue to work closely with our existing child care partners. In the event that you have not seen the news, we are pleased to incorporate into both of our two new schools, Sheffield Elementary and Moody Elementary, expanded child care inclusionary space.

Again, we thank you for your participation in the Child Care task force and your resulting action plans, which have helped to highlight this area as important for all of us.

Yours truly,

SCHOOL DISTRICT NO. 43 (COQUITLAM) BOARD OF EDUCATION

Kerri Palmer Isaak Chair, Board of Education

cc: Board of Education Patricia Gartland, Superintendent of Schools/CEO Chris Nicolls, Secretary-Treasurer/CFO

¹*Source: UBCM Child Care inventory, Statistics Canada. 2016 Census for child population and SD43 Childcare Survey 2019.



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date:	June 30, 2021	File Number: 3900-30				
Submitted by:	Chris Boit, Manager of Developm	s Boit, Manager of Development Services				
Subject:	Zoning Bylaw Amendment Bylav	v No 650-2021 – Bella Terra CD6				

Purpose / Introduction

The purpose of this report is to provide an update to Council regarding proposed amendments to the Bella Terra CD6 zone and request direction to set the public hearing date.

Recommended Option

That Council amend Anmore Zoning Amendment Bylaw No. 650-2021 under section 9.18.3 to amend the table reference to 9.18.3, under section 9.18.4 to amend the table reference to change the interior and exterior side parcel line setbacks and under section 9.18.9 to amend the development plan as attached to the bylaw and reread the bylaw a second time;

And that staff be directed to set a date for a public hearing for Anmore Zoning Bylaw Amendment Bylaw No. 650-2021.

Background

Following the presentation of the Anmore Zoning Bylaw Amendment Bylaw No. 650-2021 (the "Bylaw") at the May 18, 2021 Regular Council meeting, staff received comments from the landowner and there were some formatting issues identified within the Bylaw.

Discussion

The landowner identified the proposed Bylaw increased side parcel line setbacks from 3 metres to 5 metres. The rezoning of the property was not to intended to bring hardship to the landowner but to address clerical errors within the existing bylaw, therefore we recommend that the setbacks be changed to reflect 3 metres. The development plan has also been updated to identify existing dedicated parkland within the zone.

The Bylaw also contained minor errors with reference to section numbers, these have now been updated. The amended bylaw attached incorporates the changes identified above.

Zoning Bylaw Amendment Bylaw No 650-2021 – Bella Terra CD6 June 30, 2021

Review by Committees

It is staff's recommendation that this proposed, amended zoning bylaw amendment not be referred to Committees, as the proposed development has not significantly deviated from the original zoning bylaw amendment and the proposed amendment is still in accordance with the comments provided by previous committees.

Options

 That Council amend Anmore Zoning Amendment Bylaw No. 650-2021 under section 9.18.3 to amend the table reference to 9.18.3, under section 9.18.4 to amend the table reference to change the interior and exterior side parcel line setbacks and under section 9.18.9 to amend the development plan as attached to the bylaw and reread the bylaw a second time;

And that staff be directed to set a date for a public hearing for Anmore Zoning Bylaw Amendment Bylaw No. 650-2021. [RECOMMENDED]

- 2. That Council advise staff of any further changes they would like made to Anmore Zoning Amendment Bylaw 650-2021
- 3. That Council direct staff not to proceed with the rezoning of this property.

Financial Implications

There are no financial implications associated with this proposed rezoning.

Attachments:

- 1. Anmore Zoning Bylaw Amendment Bylaw No. 650-2021 amended
- 2. Anmore Zoning Bylaw Amendment Bylaw No. 650-2021 as read on May 18, 2021

Zoning Bylaw Amendment Bylaw No 650-2021 – Bella Terra CD6 June 30, 2021

Prepared by:
Mont.
Chris Boit, P.Eng.
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. 650-2021

A bylaw to amend the Anmore Zoning Bylaw No. 568-2017

WHEREAS the Local Government Act authorizes a municipality to amend its zoning bylaw from time to time;

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

- 1) That this bylaw may be cited for all purposes as "Anmore Zoning Amendment Bylaw No. 650-2021".
- That Anmore Zoning Bylaw No. 568-2017 be amended by deleting the current section
 9.18 and replacing with the Schedule A, which forms part of this bylaw.

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

MAYOR

MANAGER OF CORPORATE SERVICES

Schedule A

9.18 COMPREHENSIVE DEVELOPMENT – CD-6

9.18.1 Purpose

The intent of this **zone** is to accommodate a **residential subdivision** that clusters **one-family dwellings** on a variety of **parcel** sizes to preserve public open space and ecologically sensitive areas where one-family **residential** housing is the **principal use** and **secondary suites** be permitted.

9.18.2 Permitted Uses, Minimum Parcel Dimensions and Maximum Parcel Number

Permitted Uses	Minimum Parcel Size	Maximum Parcel Size	Minimum Parcel Width	Maximum No. of Parcels
One-Family Dwelling	840 m ²	2,023 m ²	24m	27
Secondary Suite	YES	YES		

9.18.3 Maximum Number of Buildings, Size and Height

Permitted Use by Parcel	Maximum Number	Maximum Size	Maximum Building Height
Principal Building:	1	0.30 FAR	10 m
Accessory Buildings and Structures	1	45 m ²	7 m

Notwithstanding the information within table 9.18.3, the minimum allowable FAR on any lot is 269 m^2 .

9.18.4 Minimum Building Setbacks

Permitted Use	Front Parcel Line Setback	Rear Parcel Line Setback	Exterior Side Parcel Line Setback	Interior Side Parcel Line Setback
Principal Buildings	7.6 m	7.6 m	3.0 m	3.0 m
Accessory Building and Structure	18 m	1.8 m	3.0 m	1.0 m

9.18.5 Off-Street Parking

Off-street parking spaces shall be provided on the same **parcel** as the **use** being served in accordance with the following requirements:

- a) 2 spaces per one-family dwelling; and
- b) 2 spaces per secondary suite.

9.18.6 Maximum Parcel Coverage

The maximum parcel coverage shall be 25% per parcel.

9.18.7 Open Space Amenity

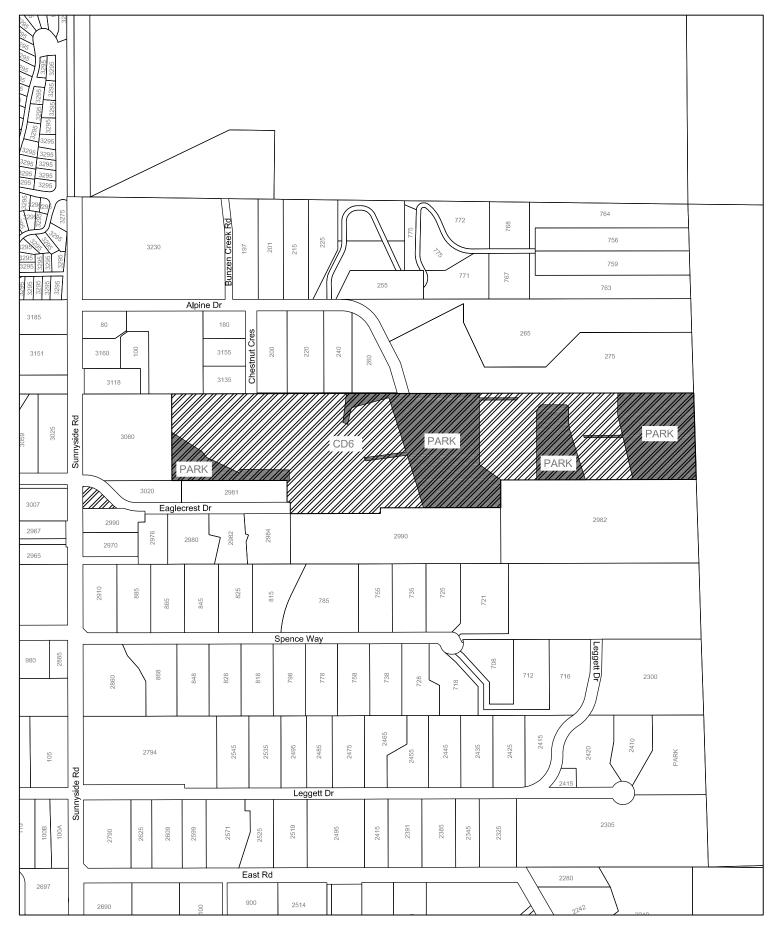
An **open space amenity/park land** shall be provided and not be smaller than 38,193m² and shall include green space and trails.

9.18.8 Other Regulations

All permitted **land uses** shall be connected to community services in accordance with the current Anmore Subdivision and Development Control Bylaw.

9.18.9 Development Plan

The Development Plan contained within this Bylaw forms an integral component of this **zone**.





Development Plan 9.18.9



VILLAGE OF ANMORE

BYLAW NO. 650-2021

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

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- That Anmore Zoning Bylaw No. 568-2017 be amended by deleting the current section
 9.18 and replacing with the Schedule A, which forms part of this bylaw.

READ a first time the READ a second time the PUBLIC HEARING HELD the READ a third time the ADOPTED the 18th day of May 2021
18th day of May 2021
day of day of
day of,
day of,

MAYOR

MANAGER OF CORPORATE SERVICES

Schedule A

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The intent of this **zone** is to accommodate a **residential subdivision** that clusters **one-family dwellings** on a variety of **parcel** sizes to preserve public open space and ecologically sensitive areas where one-family **residential** housing is the **principal use** and **secondary suites** be permitted.

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Permitted Uses	Minimum Parcel Size	Maximum Parcel Size	Minimum Parcel Width	Maximum No. of Parcels
One-Family Dwelling	840 m ²	2,023 m ²	24m	27
Secondary Suite	YES	YES		

9.18.3 Maximum Number of Buildings, Size and Height

Permitted Use by Parcel	Maximum Number	Maximum Size	Maximum Building Height
Principal Building:	1	0.30 FAR	10 m
Accessory Buildings and Structures	1	45 m ²	7 m

Notwithstanding the information within table 9.17.3, the minimum allowable FAR on any lot is 269 m^2 .

9.18.4 Minimum Building Setbacks

Permitted Use	Front Parcel Line Setback	Rear Parcel Line Setback	Exterior Side Parcel Line Setback	Interior Side Parcel Line Setback
Principal Buildings	7.6 m	7.6 m	5.0 m	5.0 m
Accessory Building and Structure	18 m	1.8 m	3.5 m	1.0 m

Notwithstanding the setbacks established within table 9.17.4, Plan EPP70467, Lot 19 (030 152 046) may reduce their Interior Side Parcel Line Setback to 3.5m

9.18.5 Off-Street Parking

Off-street parking spaces shall be provided on the same **parcel** as the **use** being served in accordance with the following requirements:

- a) 2 spaces per one-family dwelling; and
- b) 2 spaces per secondary suite.

9.18.6 Maximum Parcel Coverage

The maximum parcel coverage shall be 25% per parcel.

9.18.7 Open Space Amenity

An **open space amenity** shall be provided and not be smaller than 38,193m² and shall include green space and trails.

9.18.8 Other Regulations

All permitted **land uses** shall be connected to community services in accordance with the current Anmore Subdivision and Development Control Bylaw.

9.18.9 Development Plan

The Development Plan contained within this Bylaw forms an integral component of this **zone**.



ZONING MAP

<u>CD-6</u>





VILLAGE OF ANMORE

REPORT TO COUNCIL

Date:	June 30, 2021	File No. 3900-30
Submitted by:	Chris Boit, P.Eng., Manager of De	evelopment Services
Subject:	Zoning Bylaw Review	

Purpose / Introduction

The purpose of this report is to provide Council an update on the Anmore Zoning Bylaw No. 568-2017 (the "Bylaw") review and proposed changes to Infill Development Policy No. 61.

Recommended Option

That Council receive the report titled Zoning Bylaw Review dated June 30, 2021 from the Manager of Development Services for information;

And that Council approve the amended Policy No. 61 – Infill Development as attached to this report;

And that Council direct staff to report back with an amendment to Anmore Zoning Bylaw No. 568-2017 based on the information contained in this report.

Background

At the November 3, 2020 Regular Council meeting, Council passed the following resolution:

"That Council direct Staff to prepare and report back with amendments to the Zoning Bylaw and the Works and Services Bylaw to ensure consistency, clarity, and that current standards are being met;..."

The Works and Services Bylaw, now the Subdivision and development Control Bylaw, was adopted on January 26, 2021.

Additionally, staff have received a number of infill development rezoning applications which have been reviewed for compliance with the Bylaw. These reviews have highlighted some areas that require updates to the infill development policy.

Zoning Bylaw Review June 30, 2021

Discussion

Staff have reviewed the Bylaw and have identified a number of existing zones that should be updated, as the intent or properties within the zone are legal non-conforming under its current zoning. The areas identified are: RS-1A, the Birch Wynde Subdivision and C3 – Equestrian zone. In addition to these zones there are some minor updates throughout the Zoning Bylaw that should be updated to make the Bylaw consistent.

Infill Policy and RS-1A Zone

As part of the Bylaw review and in reviewing infill development applications, staff have analyzed the current RS-1A zone, which is being referenced by proponents for Infill Development rezoning. The zone was created using Policy-61 - Infill Development (the "Policy"); however, there is some ambiguity between the Policy and the intent communicated by the Mayor's Taskforce. Also, there are some areas of the Policy that need to be amended, as there have been some unintended consequences with the Policy that have restricted a significant number of parcels from achieving infill.

It is staff's understanding that infill development was intended to provide the following:

- 1. An opportunity for the Village to decrease the tax burden on existing residents by gently increasing density,
- 2. Infill is to occur on a develop parcel of land between 1.0 acres and 2.0 acres,
- 3. Keep density below 2.0 parcels per acre,
- 4. Increase density in non hillside areas
- 5. Allow for the development of a single additional lot every 10 years.
- 6. Provide an opportunity for residents to age in place or provide an opportunity for a family member to remain in or move back to Anmore, and
- 7. During the subdivision process, the existing residence would not require significant modification to make it a conforming lot.

The following section of the report provides comments on the <u>current policy</u> and potential revisions that would help facilitate rezoning and the subsequent subdivision process in relation to the above points.

Existing Infill Development Policy No. 61 Introduction

Infill development is the creation of new parcels and homes within the already developed area of Anmore. To ensure that this new development maintains and enhances the semi-rural character of the Village the Policy has been developed. The Policy is intended to provide guidelines and to articulate the community's expectations as to how infill development should take shape. It should be noted that the Policy is a framework for determining possible public

Zoning Bylaw Review June 30, 2021

benefits related to development and does not limit Council's ability to reject, approve or request changes to such applications.

Staff Comment

The introduction conveys what this Policy outlines and reinforces that this Policy does not and can not override Council's ability to approve subsequent rezoning applications. As all rezoning applications are at Council's discretion and this is very clear in the Local Government Act (LGA)

Parcel Sizes

The maximum density that is permitted in the Official Community Plan (OCP) for infill development is 2.04 parcels per acre. The expectation is that most new parcels created through infill development will be approximately 1/2 acre in size. Parcels as small as 1/3 of an acre will be considered in compelling circumstances such as to enhance tree preservation, the provision of public trails or other community benefit.

Staff Comment

Meeting a ¹/₂ acre parcel requirement is problematic with the current requirements for infill. The main issues are:

- 1. Location of the existing property makes it difficult to create a ¹/₂ acre parcel for infill,
- 2. The RS-1 setbacks have a direct impact on infill lot size and house frontage,
- 3. Floor Area Ratio are exceeded for the existing property when the original parcel decreases.

Appendix A, Figures 1-7 highlight some of the issues with the current Policy. Please note that the stated FAR and lot coverage numbers are rough estimates based on aerial photographs. They are not 100% accurate, they are there to give a general idea of possible issues.

The section also does not clearly address the intent of a single additional parcel being created every 10 years via the Policy. It should be noted that the LGA refers to a 5 year time limit on subdivision, when creating a parcel for a family member. However, this is generally in relation to large parcels of land. Council may wish to review the 10 year limit and reduce it to 5 years as this would provide some symmetry with the LGA.

If Council wishes to place a moratorium on parcels following a subdivision they can implement a covenant under section 219 of the Land Title Act during the rezoning.

A zoning bylaw must regulate density and not allowable lots. Therefore, in the case of existing lots which are between 1.5 acres and less than 2.0 acres in should be stated clearly whether

Zoning Bylaw Review June 30, 2021

one or more lots can be created. Note that every rezoning is at Council's discretion, even when density is met.

Road Frontage

To maintain the semi-rural character and to maintain green space between homes, all parcels created through infill development must have a 25m frontage on a public highway.

Staff Comment No update required.

Setbacks and parcel coverage

To maintain the Village of Anmore's semi-rural character and to ensure that new development is consistent with the existing development in the neighbourhood, the RS-1 setbacks and parcel coverage requirements must be maintained for all parcels.

Staff Comment

Due to the site constraints as described in Parcel Sizes section, it is recommended that the side yard setbacks are relaxed to 3 meters. This would help to maximize the size of the infill lot.

The 3m setbacks would be in keeping with Comprehensive Development zones within the Bylaw, the infill zone has some similar characteristics, with regards to parcel size and frontages.

It should also be noted that the relaxation should help with massing of property on the new parcel, as the additional building frontage should allow for a home with varying height levels, i.e. not create box-looking, or flatter fronted homes (see below):

Zoning Bylaw Review June 30, 2021



Typical home within Anmore that has been constructed with minimal multi-story frontage, in order to maximize FAR due to 5m setbacks on ½ acre lots



Rendering illustrating how a relaxation to a 3m setback and how it might alter the frontage of a home to allow multi-story frontage

Staff do not believe this relaxation would be detract from the Village's character.

Zoning Bylaw Review June 30, 2021

<u>House sizes</u>

House size shall be associated to parcel size and homes built on an acre can be twice the size of a half-acre, If an existing principal dwelling and accessory buildings are to be maintained on one of the new parcels, the floor area that is in excess of the requirements for the new parcel containing the existing structures should be subtracted from the permitted floor area on the newly created parcel(s) that do not contain existing structures to help ensure that the semirural character is maintained and that the landscape not be dominated by large buildings that are not in keeping with the parcel size. The restriction on floor area for the newly created parcel should be covenanted and kept in place for 10 years. After 10 years than the current zoning restrictions would come into full effect (currently 25% of parcel size). If more than two parcels are being created through infill development and there is a circumstance where existing buildings are being maintained on one of the parcels the floor area restriction should be divided equally amongst the new parcels.

Staff Comment

House size or Floor Area Ratio (FAR) is regulated through the Zoning Bylaw. When subdivision occurs after rezoning, all Parcels must conform with all Village Bylaws. Staff have reviewed a number of sample properties that were identified through the initial infill review and have found that the majority of the existing properties cannot meet the FAR requirements once subdivision occurs.

Therefore, to meet the Task Force's intent on infill, we recommend a change to the FAR allowance. In essence the FAR needs to be increased to allow existing properties to stay conforming and therefore mitigate any significant alteration to the property. However, we need to be mindful of keeping appropriate house sizing and massing on lots. To achieve this, we recommend that the allowable FAR be ratioed to parcel size. The following is <u>an example</u> of how FAR ratios could work. This table is not the table to be used in the Bylaw or Policy.

Lot Area	Maximum Gross Floor Area Calculation
0 – 1,208 sq m	= (Lot Area x 0.06) + 502 sq m
(0 – 13,003 sq ft)	[= (Lot Area x 0.06) + 5,403 sq ft)]
1,209 sq m – 2,137 sq m)	= (Lot Area x 0.07) + 492 sq m
(13,014 sq ft – 23,002 sq ft)	[= (Lot Area x 0.07) + 5,296 sq ft)]
2,138 sq m – 4,738 sq m)	= (Lot Area x 0.025) + 589 sq m
(23,013 sq ft – 51,000 sq ft)	[= (Lot Area x 0.025) + 6,340 sq ft)]
4,739 sq m – 8,083 sq m	= (Lot Area x 0.044) + 499 sq m
(51,010 sq ft - 87,005 sq ft)	[= (Lot Area x 0.044) + 5,371 sq ft)]

Zoning Bylaw Review June 30, 2021

Community Amenity Contributions

To ensure that infill development enhances the larger community, amenities will be expected, the following amenities are seen as particularly desirable for the community:

- Trails provision of trails, dedicated as part of a public right of way, will be considered to enhance connectivity throughout the Village;
- Riparian Areas Protection of the natural environment is an important value for the Village and preserving riparian areas in public ownership is an important component of protecting this valuable resource; and/or
- New Community Space/Municipal Hall The Village needs a community gathering space and a new municipal hall. This is a costly project for a Village with limited financial means.

To realize these amenities a community amenity contribution target of \$150,000.00 has been established based on an analysis provided by G.P. Rollo and Associates. A combination of land and financial contribution will be considered where feasible and it is in the community's interest.

Staff Comment

The CAC contributions are still appropriate at this time but should be reviewed in 2023 to ensure they stay current to market conditions.

Tree Retention

Trees and green space are an important component of the semi-rural character of the Village. Infill development proposals should pursue tree retention and protection plans that exceed to current 20% retention requirement in the Tree Cutting Bylaw for both parcels. Trees along the road frontage and between homes are particularly important in maintain the semi-rural character.

Staff Comment

Tree retention should be in accordance with Anmore's Tree Management Bylaw No. 587-2018.

Infrastructure

Financial sustainability is imperative for the Village, therefore any proposed infill development must not require the expansion of public infrastructure, in particular new roads and water lines.

Staff Comment No update required

Report/Recommendation to Council

Zoning Bylaw Review June 30, 2021

Birch Wynde Subdivision

Birch Wynde subdivision is currently zoned under a RS-1 zone, refer to Appendix A, Figure 8. The RS-1 zone was developed for parcels of land that are larger than 1 acre, with exceptions for some 0.8 acre parcels. The main parameters of the RS-1 zone include large side yard setbacks, low lot coverage and low FAR ratios. These parameters work well on large parcels as they help to limit the size of properties. However, the Birch Wynde subdivision does not contain 1 acre parcels, it is general made up of parcels that are 0.2 acres. That means all the lots and homes are currently classified as legally non-conforming.

Legally Non-conforming lots are generally not a problem, but if a property were to be damaged or require significant renovations, it is unlikely the owner could legally complete the repairs on the home, as the new property could not conform to the required zoning under RS-1.

It is staff's recommendation that the subdivision be removed from the RS-1 zone and placed under a new zone. The zone should have parameters set based on the current built form and density. This would require, but not be limited to, a revised density, setbacks, FAR and lot coverage.

C3 – Equestrian zone

This area of Anmore was historically used as an Equestrian center. However, over the years the land has been developed and is no longer used as its intended original purpose. Staff have also received documentation from the current landowner that indicates part of this zone was rezoned previously to allow the construction of a number of properties under a RS-1 zoning. However, during a subsequent rezoning the land converted back to C3, therefore making the homes legally non-conforming.

It is staff's recommendation that this parcel of land be rezoned to RS-1.

Other Options

1. That Council receive the report titled Zoning Bylaw Review dated June 30, 2021 from the Manager of Development Services for information;

And that Council approve the amended Policy No. 61 – Infill Development as attached to this report;

And that Council direct staff to report back with an amendment to Anmore Zoning Bylaw No. 568-2017 based on the information contained in this report. [RECOMMENDED]

Report/Recommendation to Council

Zoning Bylaw Review June 30, 2021

- 2. That Council provide additional amendments to Policy No. 61 Infill Development Policy.
- 3. That Council provide additional amendments to Anmore Zoning Bylaw No. 568-2017.

Financial Implications

There are no financial implications for the Village in relation to the proposed zoning bylaw and infill development policy updates.

Communications / Civic Engagement

If approved by Council, the Infill Development Policy No. 61 will be communicated with those how have in-stream infill development rezoning and applications and will be shared more broadly on the Village's website.

Council Strategic Plan Objectives

Updates to the Infill Development Policy No. 61 and Anmore Zoning Bylaw No. 568-2017 are in line with Council's strategic objective to ensure that the expectations of potential developers are well defined.

Attachments:

- 1. Draft Policy No. 61 Infill Development (redlined)
- 2. Draft Policy No. 61 Infill Development (clean version)

Prepared by:

T/

Chris Boit, P.Eng. Manager of Development Services

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

Chief Administrative Officer's Comment/Concurrence

Chier Administrative Officer

Report/Recommendation to Council

Zoning Bylaw Review June 30, 2021

Appendix A

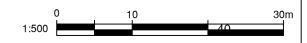


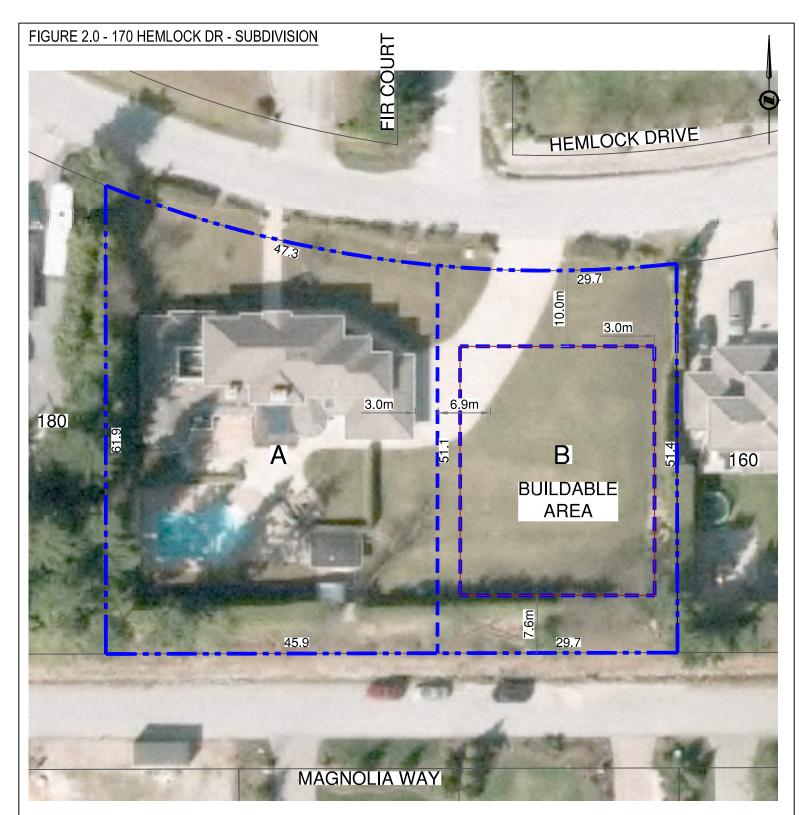
PROPERTY COVERAGE: **RS-1 ZONE** FAR ALLOWABLE: COVERAGE:

555 m²

0.25 = 1012 m² 0.20 = 809 m²

FAR = 971 m² COVERAGE = 555 m² **CONFORMING LOT**





LOT A

PARCEL SIZE: 2540 m^2 RS-1 ZONEFAR ALLOWABLE:0.25 $= 635 \text{ m}^2$ COVERAGE:0.20 $= 508 \text{ m}^2$

 $\begin{array}{l} \underline{\text{APPROXIMATE BUILDING STATS}}\\ \overline{\text{FAR}} &= 971 \text{ m}^2\\ \text{COVERAGE} &= 555 \text{ m}^2\\ \text{NON CONFORMING DUE TO FAR AND}\\ \text{COVERAGE} \end{array}$

LOT B

PARCEL SIZE:1506 m²RS-1 ZONEFAR ALLOWABLE:0.25= 635 m²COVERAGE:0.20= 508 m²LESS THAN $\frac{1}{2}$ ACRE WITHOUTCOMPELLING CIRCUMSTANCE



FIGURE 3.0 - 1020 SUGAR MOUNTAIN WAY - EXISTING LOT



1020 SUGAR MOUNTAIN

PARCEL SIZE: PROPERTY COVERAGE: RS-1 ZONE FAR ALLOWABLE: COVERAGE: 4047 m² (1 ACRE) 555 m²

0.25 = 1012 m² 0.20 = 809 m² $\frac{1020 \text{ SUGAR MOUNTAIN}}{\text{APPROXIMATE BUILDING STATS}}$ FAR = 530 m² COVERAGE = 403 m²



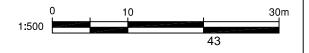
FIGURE 4.0 - 1020 SUGAR MOUNTAIN WAY - SUBDIVISION



LOT A	
PARCEL SIZE:	2150 m²
PROPERTY COVERAGE:	403 m²
RS-1 ZONE	
FAR ALLOWABLE: 0.25	= 538 m²
COVERAGE: 0.20	= 430 m²

$\frac{\text{APPROXIMATE BUILDING STATS}}{\text{FAR}} = 530 \text{ m}^2$ $\text{COVERAGE} = 403 \text{ m}^2$

LESS THAN $\frac{1}{2}$ ACRE DOES NOT MEET COUNCIL'S INTENT OF $\frac{1}{2}$ ACRE LOT







125 HUMMINGBIRD DR

PARCEL SIZE: **RS-1 ZONE** FAR ALLOWABLE: COVERAGE:

4047 m² (1 ACRE)

0.25 = 1012 m² $0.20 = 809 \text{ m}^2$

125 HUMMINGBIRD DR

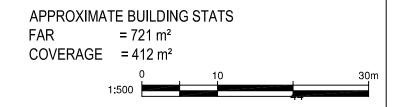
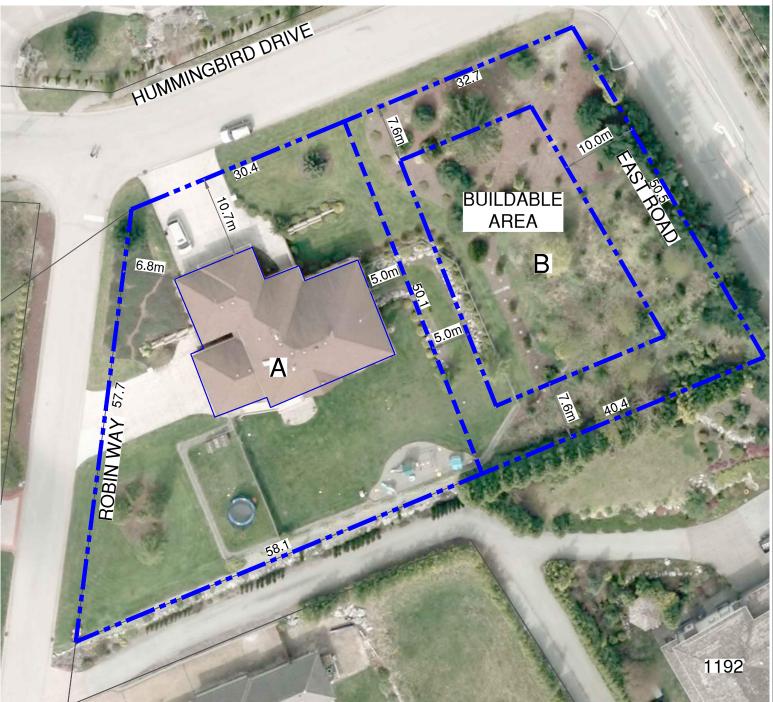
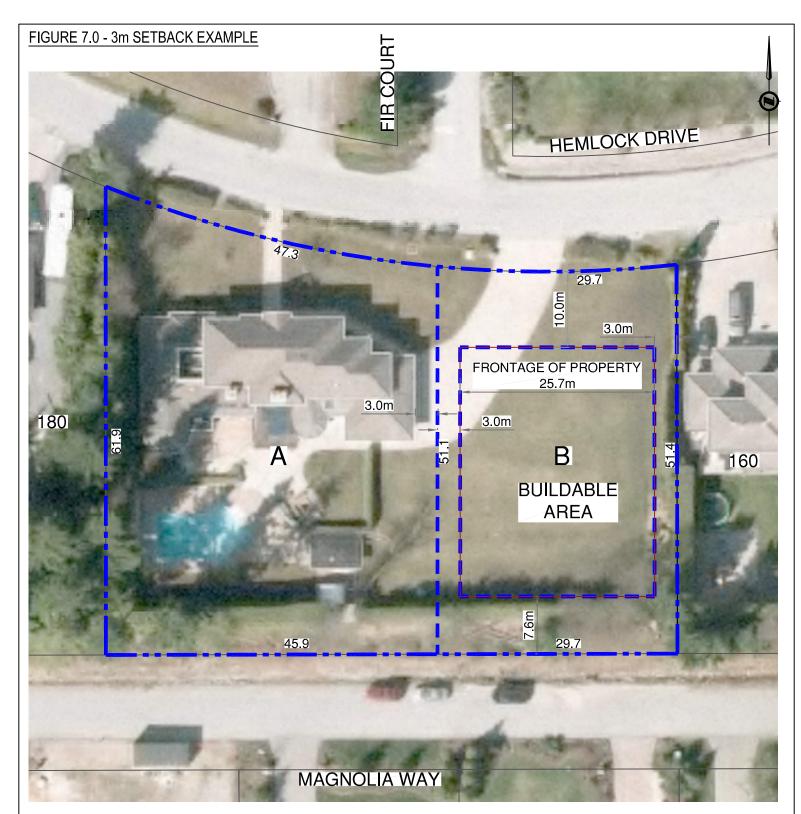


FIGURE 6.0 - 125 HUMMINGBIRD DR - SUBDIVISION



	A CONTRACTOR AND A CONTRACTOR	
LOT A		LOT B
PARCEL SIZE:	2216 m²	PARCEL SIZE: 1826 m ²
PROPERTY COVERAGE:	412 m²	FAR ALLOWABLE: $0.25 = 457 \text{ m}^2$
RS-1 ZONE		COVERAGE: 0.20 = 365 m ²
FAR ALLOWABLE: 0.25	554 m²	
COVERAGE: 0.20	443 m²	LESS THAN $\frac{1}{2}$ ACRE DOES NOT MEET
		COUNCIL'S INTENT OF $\frac{1}{2}$ ACRE LOT
APPROXIMATE BUILDING S	STATS	
FAR	721 m²	0 10 30m
COVERAGE	412 m²	1:500
LOT A WOULD NOT BE COM	/IPLIANT DUE TO FAR	45
		45



LOT A

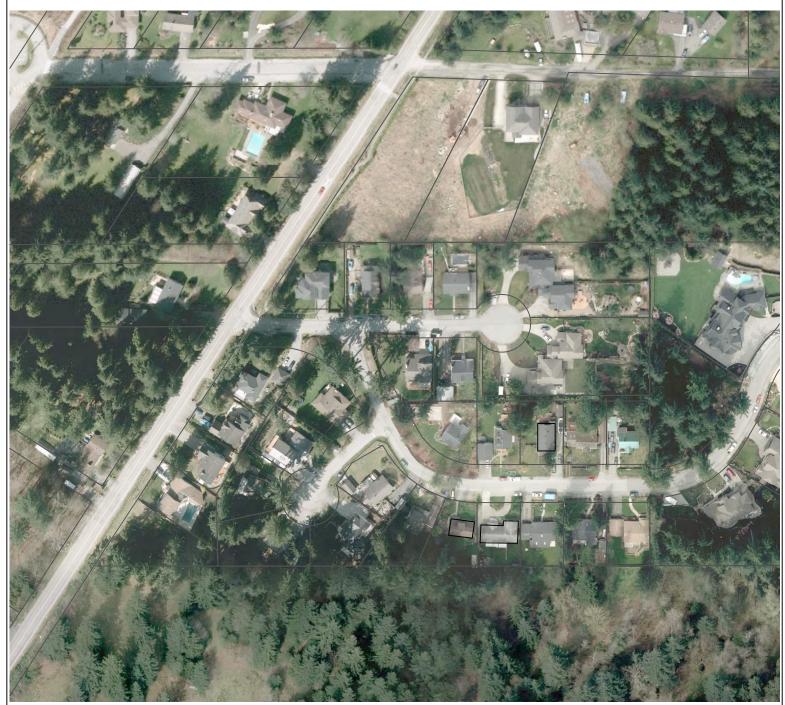
LOT B

PARCEL SIZE WITH 5m SETBACKS: 2540 m² PARCEL SIZE WITH 3m SETBACKS: 2436 m² PARCEL SIZE WITH 5m SETBACKS: 1506 m² PARCEL SIZE WITH 3m SETBACKS: 1608 m²

HOME FRONTAGE WITH 5m SETBACKS = 21.7m HOME FRONTAGE WITH 3m SETBACKS = 25.7m



FIGURE 8.0 - BIRCH WYNDE SUBDIVISION



CURRENT RS-1 ZONE

1 ACRE PARCELS A	ALLOWED
FAR ALLOWABLE:	0.25
COVERAGE:	0.20

SETBACKS

FRONT	
REAR	
INTERIOR	
EXTERIOR	

BIRCH WYNDE SUBDIVISION

D	TYPICAL PARCEL SIZE:	766m ² (0.2 ACRE)
	APPROX FAR:	0.35 TO 0.4
	APPROX COVERAGE:	0.2 TO 0.25

SETBACKS

10.0m	FRONT	BETWEEN 5m AND 10m
7.6m	REAR	BETWEEN 5m AND 10m
5m	INTERIOR	BETWEEN 1m AND 5m
5m	EXTERIOR	5m



COUNCIL POLICY

Policy	Infill Development	Policy No.	61
Effective Date	July 17, 2018	Approved by	Council
Date Amended		Resolution No.	R149/2018
Date Established	July 17, 2018		

POLICY

Infill development is the creation of new parcels and homes within the already developed area of Anmore. To ensure that this new development maintains and enhances the semi-rural character of the Village the Infill Development Policy has been developed. The policy is intended to provide guidelines and to articulate the community's expectations as to how infill development should take shape. It should be noted that the policy is a framework for determining possible public benefits related to development and does not limit Council's ability to reject or approve such applications <u>based on their merits</u>.

1. Parcel Sizes Density

The maximum density shall be 2.0 parcels per acre and only one additional lot shall be allowed. The expectation is that new parcels created through infill development will be ½ acre in size. However, in circumstances where a ½ acre cannot be achieved due to site constraints the infill parcel shall be created as large as possible, as illustrated in Figure 1. The minimum allowable parcel size shall be 1/3 acre. Hooked lots or non-uniform lots will not be considered.

The maximum density that is permitted in the Official Community Plan (OCP) for infill development is 2.04 parcels per acre. The expectation is that most new parcels created through infill development will be approximately 1/2 acre in size. Parcels as small as 1/3 of an acre will be considered in compelling circumstances such as to enhance tree preservation, the provision of public trails or other community benefit.

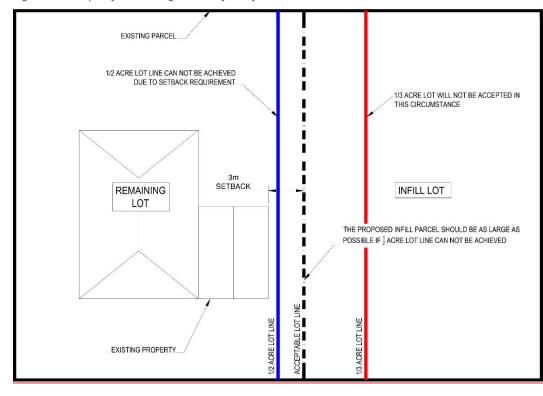


Figure 1 - Example of maximizing the size of an infill lot

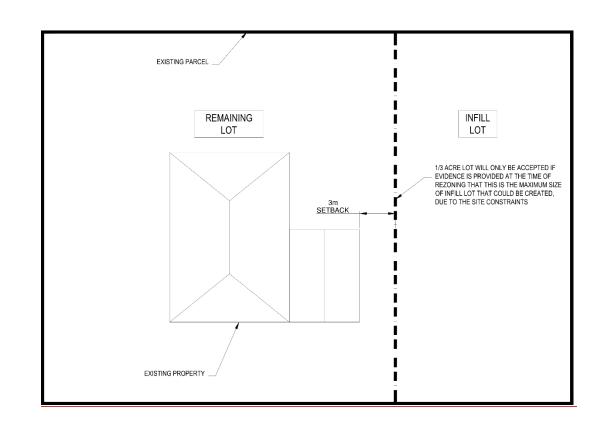


Figure 2 - Example of when a 1/3 acre will be accepted

2. Parcel Size

The expectation is that new parcels created through infill development will be ½ acre in size. However, in circumstances where a ½ acre cannot be achieved due to the location of the existing property the infill parcel should be created as large as possible, as illustrated. The minimum allowable parcel size shall be 1/3 acre. Hooked lots or non-uniform lots will not be considered.

Special consideration will be given to 1/3 acre parcels, if they can demonstrate a compelling circumstance, such as additional tree preservation above that which is required by Anmore's tree preservation bylaw, provide access to public trails or other community benefit.

3. Creation of Parcels

The intent of infill is to allow the creation of one additional parcel every 5 years, no matter the size of the property. This will be enforced via a covenant on title.

2.<u>4.</u>Road Frontage

To maintain the semi-rural character and to maintain green space between homes, all parcels created through infill development must have a 25 m<u>etre</u> frontage on a public highway.

3.5. Setbacks and parcel coverage

To maintain the Village of Anmore's character and to ensure that new development is consistent with the intent of infill, side yard setbacks will be reduced to 3 metres. To maintain the Village of Anmore's semi-rural character and to ensure that new development is consistent with the existing development in the neighbourhood, the RS-1 setbacks and parcel coverage requirements must be maintained for all parcels.

4.<u>6.</u>House sizes

The allowable Floor Area Ratio (FAR) shall be ratioed on parcel size. The intent is to limit the modification required on existing properties, to ensure they are conforming parcels once they are subdivided. House size shall be associated to parcel size and homes built on an acre can be twice the size of a half acre, If an existing principal dwelling and accessory buildings are to be maintained on one of the new parcels, the floor area that is in excess of the requirements for the new parcel containing the existing structures should be subtracted from the permitted floor area on the newly created parcel(s) that do not contain existing structures to help ensure that the semi-rural character is maintained and that the landscape not be dominated by large buildings that are not in keeping with the parcel size. The restriction on floor area for the newly created parcel should be covenanted and kept in place for 10 years. After 10 years than the current zoning restrictions would come into full effect (currently 25% of parcel size). If more than two parcels are being created through infill development and there is a circumstance where existing buildings are being maintained on one of the parcels the floor area restriction should be divided equally amongst the new parcels.

5.7. Community Amenity Contributions

To ensure that infill development enhances the larger community, amenities will be expected, the following amenities are seen as particularly desirable for the community:

- Trails provision of trails, dedicated as part of a public right of way, will be considered to enhance connectivity throughout the Village;
- Riparian Areas Protection of the natural environment is an important value for the Village and preserving riparian areas in public ownership is an important component of protecting this valuable resource; and/or
- New Community Space/Municipal Hall The Village needs a community gathering space and a new municipal hall. This is a costly project for a Village with limited financial means.

To realize these amenities a community amenity contribution target of \$150,000.00 has been established based on an analysis provided by G.P. Rollo and Associates. A combination of land and financial contribution will be considered where feasible and it is in the community's interest.

6.8. Tree Retention

<u>Trees and green space are an important component of the character of the Village. Trees</u> <u>along the road frontage and between homes are particularly important in maintain the</u> <u>semi-rural character. Tree retention should be in accordance with the current Anmore Tree</u> <u>Management Bylaw.</u><u>Trees and green space are an important component of the semi-rural</u> <u>character of the Village. Infill development proposals should pursue tree retention and</u> <u>protection plans that exceed to current 20% retention requirement in the Tree Cutting</u> <u>Bylaw for both parcels. Trees along the road frontage and between homes are particularly</u> <u>important in maintain the semi-rural character.</u> Financial sustainability is imperative for the Village, therefore any proposed infill development must not require the expansion of public infrastructure, in particular new roads and water lines.



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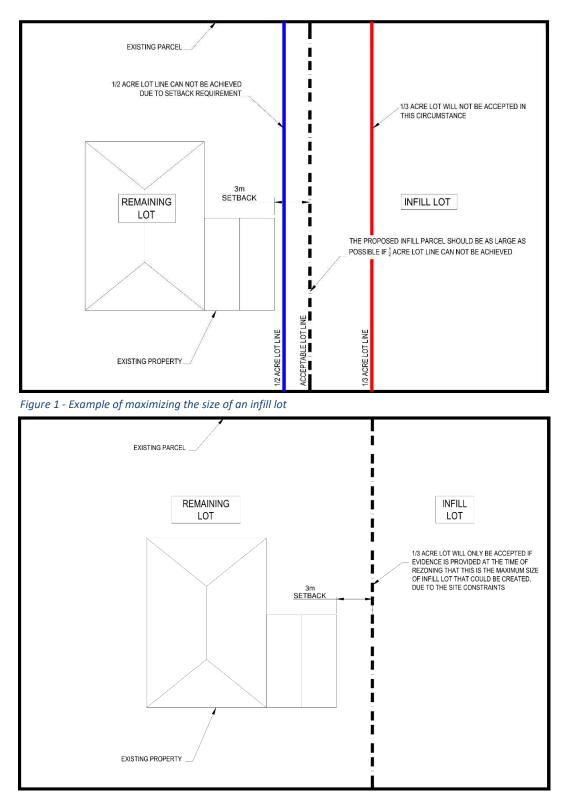


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8. Tree Retention

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9. Infrastructure

Financial sustainability is imperative for the Village, therefore any proposed infill development must not require the expansion of public infrastructure, in particular new roads and water lines.

Annual Report

VILLAGE OF ANMORE

BRITISH COLUMBIA, CANADA

FOR THE FISCAL YEAR ENDED DECEMBER 31, 2020

Our Vision: The Village of Anmore is an independent and fiscally responsible community that values the environment, a social conscience, quality of life and being close to nature.

Village of Anmore

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Statement of Management's Responsibility
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Front row, left to right: Councillor Polly Krier, Mayor John McEwen and Councillor Tim Laidler Back row, left to right: Councillor Paul Weverink and Councillor Kim Trowbridge

Message from the Mayor

Looking back on 2020, I'm proud of the way our community and the Village of Anmore dealt with the unprecedented challenges of the pandemic. From sharing nightly "howls" to support front-line workers to following provincial health restrictions, our residents stepped up and demonstrated the best attributes of our community: our ability to pull together to support each other. Council and Village staff also focused on how to support our residents. Staff had to be flexible, apply ingenuity and adapt quickly to changing requirements on a day-to-day basis. Thanks to their efforts, we maintained all of our core services, and we were able to move forward with a number of important projects for the community.

The Anmore Community Hub was one of our top priorities for the year as the temporary trailers currently being used for the Village Hall are not a viable long-term solution for administrative office space and do not provide adequate community space.

These trailers are also not designed to survive a significant natural disaster, which is a risk for the community as the Village Hall operates as the Emergency Operations Centre. In 2020, we held a series of public engagement opportunities - both virtual and in-person with health safety measures in place - to get input from the community on the proposed design for the Hub. Residents provided feedback on a range of design elements, including the entry area, community room, boardroom, basement space and exterior spaces. One of the top discussion points related to the size of the community room. Of those who responded, 65 indicated that the room was adequate as designed, 27 felt it should be increased and eight felt it should be reduced. Respondents also suggested ideas for future uses, such as a small coffee shop, and indicated that it was important to develop the exterior spaces. Council approved a detailed design to reflect this community input.

Continued >

Looking ahead to 2021, we continue to be on track with our strong financial position, and we are assessing how we can continue to mitigate risks and leverage opportunities to benefit our community.

One of the key concerns raised related to the cost of the building and the importance of sticking to a budget, which was initially estimated at \$6 to \$10 million. In response, Council approved a budget of \$8 million based on \$6.85 million for construction plus \$1.15 million in contingency, along with a plan to submit grant applications to help offset costs. Council also noted that future changes to the design may occur to stay within budget.

The Village also completed a number of community improvement projects that were delivered at less than half the \$1.1 million budgeted thanks to a \$570,000 grant from TransLink as well as the bids coming in at \$500,000 less than anticipated. The completed projects included pavement improvements, sidewalk upgrades and culvert replacements. A new transit shelter was installed and another is approved.

We were also pleased to complete some of the significant milestones needed to support the Anmore Green Estates (AGE) sewer connection. One of the challenges with this project has been that the Village has no authority in the area of septic system management or sewer connection. This meant that we had to go through multiple hoops to gain approval from the provincial government and Metro Vancouver for our membership in the Greater Vancouver Sewer and Drainage District (GVS&DD). A key step involved having the AGE property owners request a Local Area Service Bylaw so that we would have a legal mechanism to establish the sewer service and recover the annual fees on behalf of Metro Vancouver and the City of Port Moody. This Local Area Service Bylaw was adopted in February 2020. We were then able to submit an application to the GVS&DD and the province. The provincial government approved the Village's application for membership to the GVS&DD through an Order in Council in June 2020, and the Metro Vancouver Board approved our application in July 2020. We have now completed all of the steps needed to support the sewer connection.

Given the importance of these projects, we are extremely pleased to see them completed over the past year, especially given the challenges imposed by the pandemic. Looking ahead to 2021, we continue to be on track with our strong financial position, and we are assessing how we can continue to mitigate risks and leverage opportunities to benefit our community. We will also share information and engage our community for their input as we move forward with new initiatives.

On behalf of Council, my thanks go to the staff, contractors and community members who helped us get so much done during a tough year. We are pleased to present this Annual Report for the Village of Anmore to highlight these and other achievements.

John McEwen Mayor

Message from the Chief Administrative Officer

2020 was a year like no other in recent history. The implications of the global COVID-19 pandemic were felt deeply by us all. In March 2020, Council and staff were forced to pivot our operations and the way that we provide service to the residents of Anmore in order to ensure we supported the British Columbia Public Health Orders (PHOs) and helped to protect the health and safety of our community.

Closing Village Hall was one of the most significant requirements. Like many others, Village staff began working from home to ensure we could continue to provide services to our residents, while also overseeing their children's school work (sometimes with everyone working at the same dining room table). We adapted quickly to livestream Council meetings via the Zoom platform. For some, this has been a positive outcome of the pandemic as it is the first time that Anmore Council meetings could be livestreamed from home. We also adjusted our procedures to allow for remote public participation – a first for all B.C. local governments.

In June, when the first wave of COVID-19 subsided, we re-opened the Village Hall to the public with a COVID-19 Safety Plan in place for staff and visitors. Safety protocols included alcohol-based hand sanitizer, masks, physical distancing and stringent cleaning regimes. Village Hall staffing and public visit schedules became a weekly task to ensure that minimal staff were in the office at any given time, especially given our close quarters, in an effort to provide a safe environment. Although we had to cancel some of our regular community events, we enjoyed a summer of relative "freedom" from PHOs both at work and in our community.

After Thanksgiving, when the third wave of COVID-19 was upon us, even stricter restrictions were imposed through PHOs and the pleas of Dr. Bonnie Henry to limit our interactions with anyone outside of our "bubble" and work from home wherever possible. The Village Hall closed again to the public and Village staff worked primarily from home through the end of 2020.

The pandemic year was a turbulent and difficult time. As the CAO, I could not be prouder of my entire team over the past year.



They have shown resilience, adaptability and courage in the face of incredible uncertainty that was often frightening. No one hesitated to meet the needs of our community, and we were able to provide all of our municipal core services. In particular, our dedicated group of Public Works staff ensured that the essential services we provide, such as water and roads, were maintained for the health and safety of Anmore residents.

Despite many challenges, staff also accomplished a number of objectives in 2020. Significant work was completed on the detailed design of the Anmore Community Hub, with construction expected to begin in summer 2021. The Village undertook one of the largest road and sidewalk improvement projects since its incorporation and at less than half the anticipated cost thanks to a grant from TransLink and bids that came in well under anticipated cost. There was also a renewed focus on trail maintenance and development as a result of the droves of people spending more time outdoors.

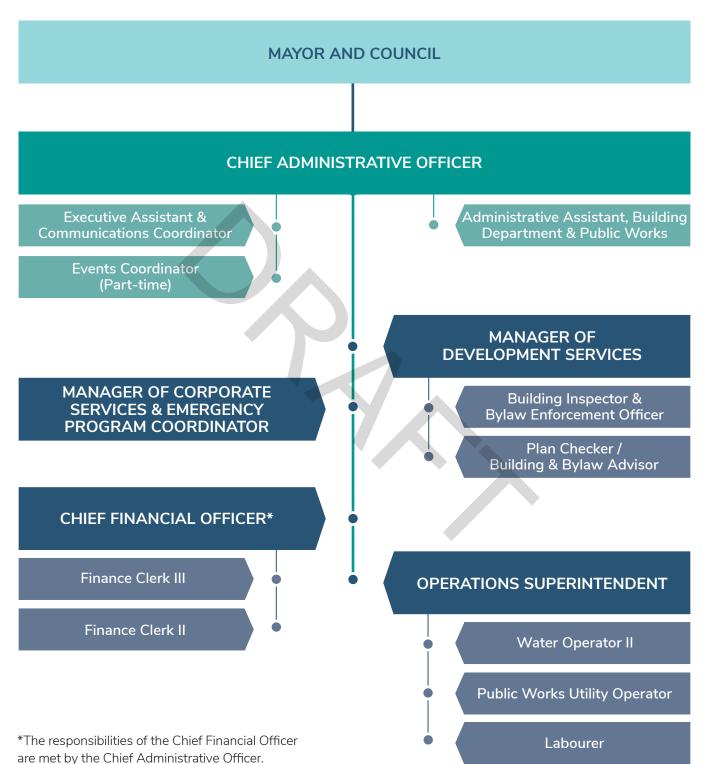
As this report is published, the light at the end of the COVID-19 pandemic tunnel is getting closer and brighter. I feel strongly that the Village will return to our "new normal" with renewed enthusiasm and excitement as we work to serve our community.

Hallund

Juli Halliwell Chief Administrative Officer

Organization Chart

as at December 31, 2020





Village Department Overview

As a small organization, the Village of Anmore only has four departments and most of the managers have multiple responsibilities.

The following is an overview of the various departments and their role in the organization.



Administration and Finance are combined into one department as the Chief Administrative Officer (CAO) is responsible for both the overall management of the Village and its financial management as the Chief Financial Officer (CFO).

The CAO oversees the day-to-day operations of the Village, including the effective and efficient delivery of services to residents, members of the public and stakeholder groups. Human resources, economic development, communication and community engagement, and public land administration are also managed under Administration. In addition, the CAO provides Council with objective, professional advice in relation to municipal governance and community matters.

Because the CAO is also the CFO under the current organizational structure, all finance functions, including financial planning and budget management, as well as accounts payable and receivable are delivered through the joint Administration and Finance department.

- > Achieved 482 email notification subscribers
- > Posted 38 sign board notices
- > Distributed 4 Anmore Advisor newsletters

COMMUNITY PLANNING AND DEVELOPMENT SERVICES

The Community Planning and Development Services department is responsible for both planning activities – including the Official Community Plan, Zoning Bylaw and other municipal bylaws – and overseeing development projects as part of guiding development in the community.

The Development Services area is responsible for issuing building permits to ensure that development follows all codes, safety standards bylaws and policies. This includes reviewing development applications to ensure community goals and development requirements are met and conducting building inspections. This department is also responsible for bylaws, which involves preparing and enforcing Village bylaws throughout the community, as well as proactive education and awareness, such as the Bear Aware program.

The Manager of Development Services also provides technical and policy advice to Council.

- Implemented multiple communication measures to raise awareness about reducing bear attractants including postcards delivered to homes
- Added extra bylaw coverage on summer weekends to deal with excessive lake traffic
- Conducted evening patrols for 9 weeks to address garbage/recycling infractions, and issued 129 warnings
- > Addressed 34 garbage/recycling bin work orders
- > Issued 98 Business Licences
- > Issued 21 Building Permits
- > Issued 93 Dog Licences
- > Issued 103 Fire Permits
- > Issued 31 Tree Permits

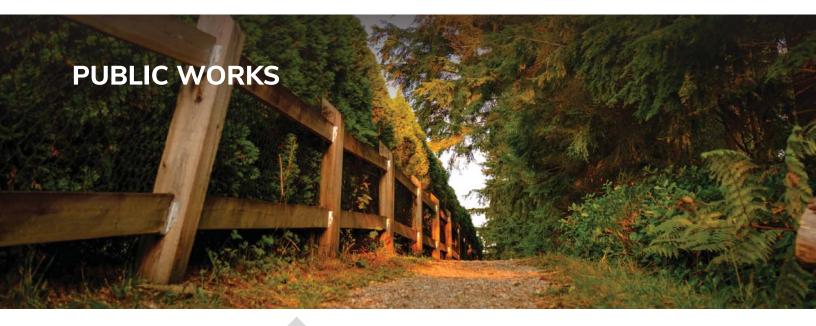
CORPORATE SERVICES AND EMERGENCY MANAGEMENT

Corporate Services is responsible for all of the procedural and process advice related to municipal legislation, along with emergency management.

This includes all statutory and legislative duties assigned to the Corporate Officer under the Local Government Act and the Community Charter, such as managing all Council and Committee agendas and minutes and supporting Council procedural requirements. Corporate Services also manages records for the Village and coordinates Freedom of Information and Protection of Privacy Act requests.

The Emergency Management area is responsible for overseeing emergency response and preparedness measures, and coordination with external agencies. This includes supporting an Emergency Operations Centre activation if needed, as well as coordinating a Reception Centre if there is an evacuation.

- Developed Anmore Emergency Guide
- > Activated Village Emergency Operations Centre for COVID-19 response in March 2020, which remained activated for remainder of the year and into 2021
- > Recruited volunteers for a new term for Advisory Planning Commission and Board of Variance, and newly reinstated Public Safety Committee
- > Held 19 Regular Council Meetings
- > Held 1 Special Council Meeting
- > Held 2 Committee of the Whole Meetings
- > Held 1 Public Hearing
- > Held 17 Special In-Camera Meetings
- > Held 13 Committee meetings
- > Processed 3 Freedom of Information Requests
- > Prepared 23 bylaws for Council adoption



The Public Works department is responsible for maintaining the water system to support clean drinking water as well as ensuring there is a reliable water source and hydrants for fire protection.

Public Works is also responsible for the Village transportation network, including paving maintenance and sidewalk improvements, plowing and salting winter roads, and ditch and storm sewer maintenance. In addition, staff take care of municipal buildings, land and infrastructure, and manage parks, trails and pathways projects. They also do regular maintenance and control roadside vegetation.

While garbage and recycling are collected through a contracted service, Public Works oversees the contract.

- Responded to 18 after-hours call-outs to address emergency issues in the community
- Completed trail improvement projects for Michael Rosen Trail, Pinnacle Trail, Ravenswood to Elementary Street, the trail at Thompson and the Spirit Park entrance
- > Completed several community improvement projects including culvert replacements, sidewalk upgrades and widening, new paving on lower Sunnyside Road and installation of backflow prevention measures to protect water quality



Left to right: Before, during and after photos of paving on lower Sunnyside Road in 2020.

Emergency Services

Emergency response services for the Village of Anmore are delivered through two separate organizations: the Sasamat Volunteer Fire Department and the Coquitlam RCMP.



The Village of Anmore's fire protection services are provided through the Sasamat Volunteer Fire Department (SVFD).

The SVFD is a volunteer-based organization that receives funding from Anmore and Belcarra and is administered by Metro Vancouver.

There are currently 41 volunteer firefighters. There were 88 total call-outs (63 Anmore and 24 Belcarra) in 2020, which is slightly lower than the average 97 call-outs per year over the past five years.

- > 37 active responders (26 Anmore and 11 Belcarra)
- > 4 Field Incident Technicians (1 Anmore and 3 Belcarra)
- > 13 fire calls (8 Anmore and 5 Belcarra)
- > 39 medical emergencies (29 Anmore and 10 Belcarra)
- > 7 motor vehicle accidents (7 Anmore)
- > 6 power line issues (2 Anmore and 4 Belcarra)
- > 11 alarm responses (9 Anmore and 2 Belcarra)
- > 10 burning complaints (6 Anmore and 4 Belcarra)
- > 2 miscellaneous call-outs (2 Anmore)



The Village of Anmore's policing services are provided by the Coquitlam RCMP.

This includes both emergency and non-emergency response, as well as crime prevention support. There were 217 calls for service* in 2020, compared to 196 in 2019.

2020 SNAPSHOT*

Property Offences

- > 9 break and enter (residence, business, other)
- > 14 theft from auto
- > 7 theft (vehicle and other)
- > 10 mischief offences
- > 4 fraud

Person Offences

- > 7 assaults (all levels)
- > 4 uttering threats/harassing behaviour
- > 1 other/miscellaneous

Other Criminal Offences

- > 2 Firearms Act
- > 3 causing a disturbance
- > 2 other/miscellaneous

Traffic Calls

- > 9 collisions
- > 10 driving complaints

Other Calls

- > 12 bylaw (noise and other)
- > 20 suspicious (person, vehicle, circumstance)
- > 8 Mental Health Act

* These statistics do not include any calls for service relating to Buntzen Lake.

VILLAGE OF ANMORE

2019-2022 Council Strategic Plan

VISION: The Village of Anmore is an independent and fiscally responsible community that values the environment, a social conscience, quality of life and being close to nature.

GOAL: We have an engaged community that is immensely proud of Anmore.

- a. Create a civic centre
- b. Increase Anmore's identity and influence
- c. Provide high-level communications
 - i. Training / professional assistance
 - ii. Public engagement
 - iii. Engage residents to assist in providing clear direction
 - iv. Entrance signs

- **d.** Continue to enhance community events and social engagement
- e. Increase community involvement
- f. Encourage diversity in community governance
- g. Practise environmental stewardship

GOAL: We have sustainable housing opportunities that represent the interests of all our citizens.

- a. Create opportunities for aging in place
- b. Create opportunities for young families
- c. Create opportunities for complementary mixed use
- d. Ensure the OCP aligns with strategic priorities

GOAL: Through collaborative relationships with government and stakeholder partners, we guarantee Anmore is self-sufficient in the future.

- a. Protect and enhance the future of neighbouring regional parks
- **b.** Provide alternative options for sewer collection and treatment
- c. Connect to the Metro Vancouver water system (GVWD) or alternate sources
- **d.** Ensure future transportation capacity for Anmore, neighbouring communities, and regional parks

GOAL: We provide responsive, efficient, transparent and engaged service.

- a. Continue to provide an effective and sustainable fire service
- **b.** Ensure Anmore continues to be an employer of choice
- c. Support the great staff in Anmore
- **d.** Continue measures to ensure long-term fiscal responsibility
- e. Maintain and enhance service levels

GOAL: We unleash the potential for great development that advances the interests of the community.

- a. Create opportunities to live, work, shop and play within Anmore
- **b.** Ensure that the expectations of potential developers are well defined
- c. Ensure any development of the IOCO lands is considered in a thoughtful and inclusive manner
- d. Create sub-area plans to define the future for the IOCO lands, Hillside and the Village Centre
- e. Establish Anmore as a destination
 - i. Gathering spaces
 - ii. Village Centre
 - iii. Linked trails
 - iv. Parking
- f. Provide guidance on development amenities
 - i. Review Community Amenity Contributions
 - ii. Review the Development Cost Charge Bylaw

PRIORITY PROJECTS

- > Build the Village Centre
- > Enhance the trail network
- > Diversify the tax base
- > Control our destiny
- > Financial security
- > Explore alternative housing opportunities

2020 PROGRESS REPORT Achievements Toward Strategic Goals

In spite of the challenges stemming from COVID-19, the Village of Anmore successfully completed a number of key projects and made progress towards achieving the goals in Council's Strategic Plan. The following is a summary of some of the significant achievements in 2020 aligned with how they support Council's strategic initiatives and priority projects.

GOAL: WE HAVE AN ENGAGED COMMUNITY THAT IS IMMENSELY PROUD OF ANMORE

Strategic Initiatives & Priority Projects	2020 Achievements
Build the Village Centre	 Conducted in-person and virtual open houses, and an online resident survey to engage community Established a dedicated project website Approved detailed design concept based on community input Approved project budget
Increase Anmore's identity and influence Control destiny of Village	 Mayor McEwen represented Anmore and participated on the Metro Vancouver Board and several committees: Regional Parks (Chair), Finance & Intergovernmental, Regional Planning, Water and Mayors Council Appointed an Anmore Council liaison to the Tri Cities Food Security Council and Child Care Task Force Completed membership requirements and received membership approval in the Greater Vancouver Sewage and Drainage District to enable Anmore Green Estates sewer connection Entered into Metro Vancouver Inter-Municipal Business Licence Bylaw and Agreement for ride sharing
Provide high-level communications Continue to enhance community events and social engagement Increase community involvement	 Introduced livestream and recorded archive on YouTube for Council meetings Held "Name the Newsletter" contest for Village quarterly newsletter Anmore Advisor Enhanced virtual engagement opportunities due to COVID-19 pandemic Enabled ability for question and comment period for Council meetings both through virtual platforms and by submission of questions or comments by email
Practise environmental stewardship	 > Implemented additional bylaw patrols on Thursday evenings for waste bin infractions > Implemented invasive species/noxious weed education communication

GOAL: WE HAVE SUSTAINABLE HOUSING OPPORTUNITIES THAT REPRESENT THE INTERESTS OF ALL OUR CITIZENS

Strategic Initiatives & Priority Projects	2020 Achievements
Create opportunities for aging in place	 Initiated planning for community engagement and next steps for IOCO Lands (Anmore South) designation
Create opportunities for young families	
Create opportunities for complementary mixed use	
Ensure OCP aligns with strategic priorities	

GOAL: THROUGH COLLABORATIVE RELATIONSHIPS WITH GOVERNMENT AND STAKEHOLDER PARTNERS, WE GUARANTEE ANMORE IS SELF-SUFFICIENT IN THE FUTURE

Strategic Initiatives & Priority Projects	2020 Achievements
Ensure financial security	 Submitted grant applications for Anmore Community Hub project funding, Mossom Creek bridge project and housing needs assessment Expanded tangible capital assets to improve tracking for future asset replacement



Significant work was completed on the detailed design of the Anmore Community Hub in 2020. Construction is expected to begin in summer 2021.





The Village worked with its waste contractor and conducted public education in 2020 to address bear issues.

GOAL: WE PROVIDE RESPONSIVE, EFFICIENT, TRANSPARENT AND ENGAGED SERVICE

Strategic Initiatives & Priority Projects	2020 Achievements
Continue to provide an effective and sustainable fire service	 Established working group for funding model and Council endorsed recommendations to submit to Metro Vancouver
	Initiated communications with Rogers Communications to install telecommunications tower on Village property which will enhance coverage area to support emergency call-out and response
Maintain and enhance service levels	 Continued dialogue with GFL to ensure service delivery expectations are met, including route change to collect from higher density areas first to reduce bear attractants

GOAL: WE UNLEASH THE POTENTIAL FOR GREAT DEVELOPMENT THAT ADVANCES THE INTERESTS OF THE COMMUNITY

Strategic Initiatives & Priority Projects	2020 Achievements
Create opportunities to live, work, shop and play within Anmore Diversify tax base Ensure any development of IOCO (Anmore South) lands is considered in a thoughtful and inclusive manner Enhance the trail network	 Completed community engagement for Village Centre Completed grant application for construction of Mossom Creek bridge Continued identification of feasibility and cost analysis for trail connectivity options including potential TransLink funding for trail connectivity Contacted property owners for potential use of identified land for trail connections Council endorsed Greenway Strategy
Ensure that the expectations of potential developers are well defined	 Completed review of Community Amenity Contributions and Council approved existing contribution requirements

COVID-19 Response and Resilience

The COVID-19 pandemic involved multiple government organizations implementing a coordinated response to support the health and safety of our community. The following timeline highlights some of the significant milestones and decisions that affected our residents.

As a community, Anmore supported one another: hanging hearts in windows and banging pots and pans in support of front-line workers, and working to stay socially connected while remaining physically distant.

Looking back, it has been a remarkable journey.

2020 COVID-19 timeline

JANUARY 28	The first presumptive positive case of COVID-19 is announced in B.C.
MARCH 5	The first case of community transition of COVID-19 not linked to travel is announced in the province.
MARCH 8	Canada's first death related to COVID-19 is recorded in B.C.
MARCH 12	B.C.'s health officials discourage all non-essential travel outside of B.C. and announce a two-week self-isolation period for anyone arriving internationally.
MARCH 12	Village of Anmore Emergency Operations Centre is activated.
MARCH 16	Health officials ban all events with more than 50 people in an effort to curb the spread of COVID-19.
MARCH 16	Village of Anmore implements measures to limit public access to Village Hall to help "flatten the curve" of the COVID-19 pandemic. For the remainder of the year, the Village reduced the number of employees at Village Hall, and implemented work from home processes and strategies to maintain services in the community.
MARCH 17	All public schools are temporarily closed in the province following March break.
MARCH 18	B.C. declares a provincial state of emergency over the COVID-19 pandemic.
MARCH 20	Dr. Bonnie Henry orders the closure of all dine-in establishments, with takeout and delivery options still allowed. Playgrounds are also ordered to close.
MARCH 21	All "personal service" establishments are ordered to close in B.C. including salons and spas.
APRIL 17	Progress made on flattening the curve.
MAY 19	B.C. announces it's moving to Phase 2 of its restart plan, allowing all stores, salons, restaurants, libraries, museums, child-care facilities and parks to reopen. Medical services like physiotherapy, dentistry and massage therapy are allowed to resume.
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JUNE 1	Schools reopen for in-class instruction, with students allowed to return voluntarily for the final weeks of class under new COVID-19 protocols.
JUNE 16	Village of Anmore introduces livestreaming of Council meetings through a newly established YouTube channel where meetings are streamed live and archived for viewing to ensure community members have access to Council proceedings.
JUNE 24	B.C. enters Phase 3 of its restart plan, allowing non-essential travel throughout the province.
AUGUST 21	Stronger enforcement begins. Fines of up to \$2,000 can be issued by police and other law enforcement.
SEPTEMBER 10	Schools re-open.
OCTOBER 19	Dr. Bonnie Henry says the province is in its second wave of the pandemic as cases rise dramatically.
OCTOBER 26	A new provincial health order is put in place, limiting gatherings in private homes to no more than the immediate household, plus six others.
NOVEMBER 7	Social gatherings with people outside households are prohibited, many physical activities are limited and some travel is restricted.
NOVEMBER 10	Village of Anmore receives \$882,000 through the provincial Safe Restart Grant Program aimed at COVID-19 relief.
NOVEMBER 19	B.C.'s health officials announce another extension of public health orders, banning gatherings through the holiday season.
NOVEMBER 27	Masks become mandatory in all public spaces.
DECEMBER 7	Provincial restrictions are extended to January 8, 2021.
DECEMBER	With restrictions in place that do not allow community events or gatherings, local residents organized a drive-by "Candy Cane Lane" seasonal light display in Anmore for members of the community to enjoy in a safe and socially distanced manner.
DECEMBER 9	The first COVID-19 vaccine, from Pfizer-BioNTech, is approved for use in Canada.
DECEMBER 15	A 64-year-old health-care worker is the first person in B.C. to receive a COVID-19 vaccine.

LOOKING AHEAD 2021 Work Plan to Support Strategic Goals and Priorities

GOAL: WE HAVE AN ENGAGED COMMUNITY THAT IS IMMENSELY PROUD OF ANMORE

Strategic Initiatives & Priority Projects	2021 Work Plan
Create a civic centre Build the Village Centre	 Complete detailed design of Anmore Community Hub (January – March) Work towards project construction tender (April – June) Work towards project construction (July – September)
Increase Anmore's identity and influence, and control destiny of Village	 Explore opportunities for partnerships and/or funding opportunities Continue involvement in local and regional initiatives to ensure Village interests are represented
Provide high-level communications Continue to enhance community events and social engagement Increase community involvement	 Increase and diversify engagement and communication methods Provide opportunities for enhanced community involvement Explore creative solutions to engage community Find alternatives to traditional events during COVID-19 restrictions
Practise environmental stewardship	 Ensure environmental factors are considered when assessing development applications Look into ways that the Village can incorporate and promote good environmental practice in day-to-day activities

VILLAGE OF ANMORE 2020 ANNUAL REPOR

The Village is considering housing options that encourage a diverse demographic of residents.

GOAL: WE HAVE SUSTAINABLE HOUSING OPPORTUNITIES THAT REPRESENT THE INTERESTS OF ALL OUR CITIZENS

Strategic Initiatives & Priority Projects	2021 Work Plan
Create opportunities for aging in place	 Consider housing options that encourage a diverse demographic of residents including exploring opportunities for Anmore South
Create opportunities for young families	development area
Create opportunities for complementary mixed use	
Ensure OCP aligns with strategic priorities	

GOAL: THROUGH COLLABORATIVE RELATIONSHIPS WITH GOVERNMENT AND STAKEHOLDER PARTNERS, WE GUARANTEE ANMORE IS SELF-SUFFICIENT IN THE FUTURE

Strategic Initiatives & Priority Projects	2021 Work Plan
Ensure financial security	 Explore grants and other funding opportunities from other levels of government
	> Continue asset replacement planning and funding
	> Undertake analysis for proposed developments to determine financial impact of required servicing and infrastructure

GOAL: WE PROVIDE RESPONSIVE, EFFICIENT, TRANSPARENT AND ENGAGED SERVICE

Strategic Initiatives & Priority Projects	2021 Work Plan
Continue to provide an effective and sustainable fire service	> Continue discussion with Rogers Communication and potential additional proponents regarding installation of telecommunications tower on Village property that will enhance coverage area to support emergency call-out and response
Maintain and enhance service levels	 Continue assessment to identify opportunities to create efficiencies in productivity and effectiveness of service delivery

GOAL: WE UNLEASH THE POTENTIAL FOR GREAT DEVELOPMENT THAT ADVANCES THE INTERESTS OF THE COMMUNITY

Strategic Initiatives & Priority Projects	2021 Work Plan
Create opportunities to live, work, shop and play within Anmore Diversify the tax base Ensure any development of Anmore South lands is	 Engage in discussions with potential commercial partners as opportunities arise Explore vision for future of Anmore South special study area through community engagement, analysis and determination of next steps Continue mapping and identification of areas for potential trail expansion or connection including engaging landowners where access is desired, and
considered in a thoughtful and inclusive manner Enhance the trail network Ensure that the expectations of	 > Review Village bylaws and development processes to ensure clarity and
potential developers are well defined	consistency is well communicated and maintained



Connecting with the Village

We encourage Anmore residents to connect with the Village to stay informed about Council decisions, upcoming projects and initiatives, and service updates. There are also opportunities to share input with Council.

Stay informed

- Council Meetings Regular Council Meeting dates, agendas, reports and minutes are posted on anmore.com (Village Hall section)
- Village Email Notifications Sign up at anmore.com (Contact Us section) for preferred level of notification: Level 1 (Emergency and urgent information), Level 2 (Emergency and urging information, payment due dates) or Level 3 (Emergency and urgent information, payment due dates and general news alerts)
- Anmore Advisor quarterly newsletter Mailed to Anmore residents and available for download on anmore.com (Our Community Section)
- > Village of Anmore Facebook page Visit facebook.com/VillageOfAnmore
- > Village website Visit anmore.com for events, news, reports and general information
- > Annual Report Available on anmore.com (Village Hall section > Municipal Reports)

Share your input

- > Public hearings
- > Advisory Committees consider volunteering on a committee
- > Public meetings
- > Open houses
- > Community surveys
- > Community workshops

Contact the Village

Village Hall

Email: village.hall@anmore.com Phone: 604-469-9877

After Hours Public Works Emergencies

Phone: 604-817-7745 Public works emergencies include water concerns, public safety concerns, trees down, unsafe dumping, etc.

Bylaw Enforcement

Email: Martin.Greig@anmore.com Call: 778-87-BYLAW (29529)



Financial Statements

Statement of Management's Responsibility

The financial statements contained herein have been prepared by management in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board of Chartered Professional Accountants Canada. A summary of the significant accounting policies are described in the summary of significant policies which proceed the notes to the financial statements. Management is also responsible for all statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

Mayor and Council meet with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by BDO Canada LLP, independent external auditors appointed by the Village. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Village's financial statements.

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Chief Administrative Officer

May 4, 2021



Tel: 604 688 5421 Fax: 604 688 5132 vancouver@bdo.ca www.bdo.ca BDO Canada LLP Unit 1100 - Royal Centre 1055 West Georgia Street Vancouver BC V6E 3P3 Canada

Independent Auditor's Report

To the Mayor and Council of The Village of Anmore

Opinion

We have audited the financial statements of the Village of Anmore (the "Village") which comprise the Statement of Financial Position as at December 31, 2020 and the Statements Operations, Changes in Net Financial Assets, and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2020 and its results of operations, changes in net financial assets, and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally-accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of this report. We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Unaudited Information

We have not audited, reviewed, or otherwise attempted to verify the accuracy or completeness of the Schedule 4 of the Village's financial statements.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Village, or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

BDO Canada LLP, a Canadian limited liability partnership, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms.



Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally-accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally-accepted auditing standards we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

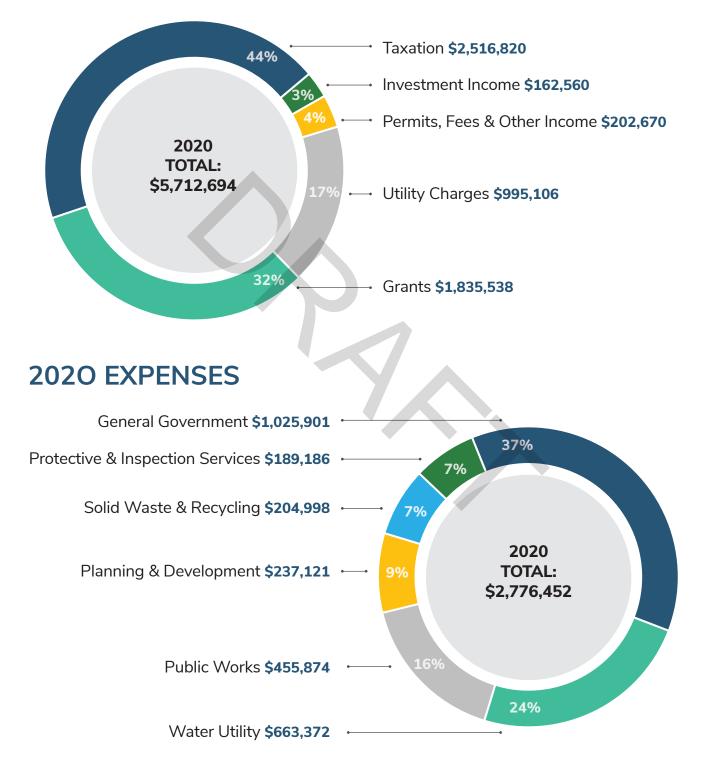
BDO Canada LLP

Chartered Professional Accountants

Vancouver, British Columbia May 4, 2021

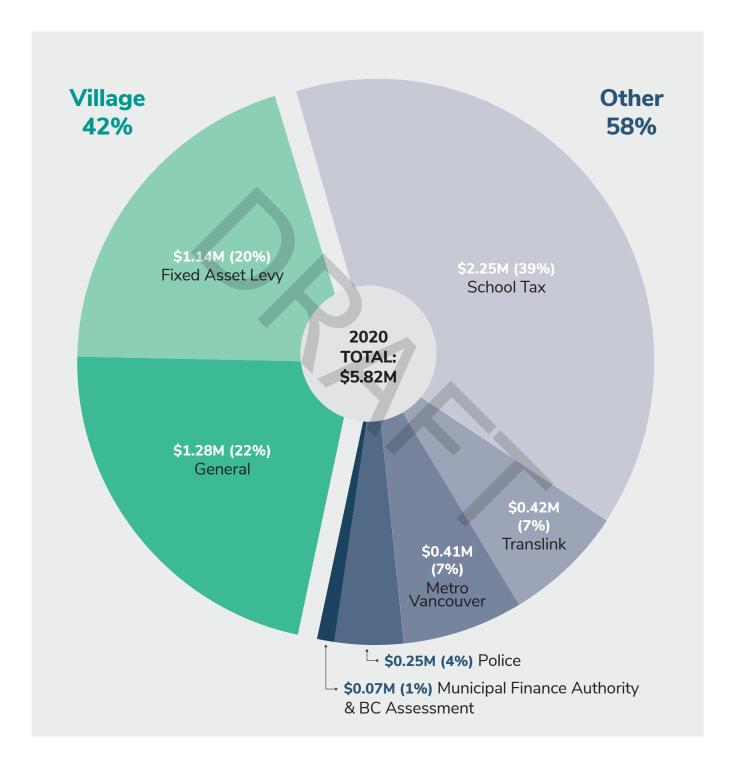
Total Revenue and Expenses

2020 REVENUE



How Property Taxes Are Distributed

Only a portion of your property taxes go to the Village for municipal services.



Statement of Financial Position

December 31	2020	2019
Financial Assets		
Cash	\$ 7,019,633	\$ 6,122,018
Accounts receivable (Note 1)	979,670	424,109
Property taxes receivable Investments (Note 2)	404,765 6,215,172	301,625 6,065,640
	0,210,172	0,000,010
	14,619,240	12,913,392
Liabilities		
Accounts payable and accrued liabilities (Note 3)	871,591	199,220
Unearned revenue (Note 4)	1,353,967	1,387,417
Development cost charges (Note 5)	1,692,821	1,638,401
Deposits (Note 6)	920,795	1,050,910
	4,839,174	4,275,948
Net Financial Assets	9,780,066	8,637,444
Non-Financial Assets Tangible capital assets (Schedule 2)	59,486,252	59,132,244
Prepaid expenses	44,830	26,480
Inventories	62,094	37,387
	E0 E02 17/	EO 10/ 111
	59,593,176	59,196,111
Accumulated surplus (Note 7)	\$ 69,373,242	\$ 67,833,555

Halburl	Chief Administrative Officer
	Mayor
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Statement of Operations

For year ended December 31		2020 Fiscal Plan		2020		2019
		(Note 8)				
Revenue (Schedule 1) Taxation (Note 10)	\$	2,490,022	\$	2,516,820	\$	2,360,944
Government transfers - unconditional (Schedule 3)	Ŧ	659,600	Ŧ	1,333,508	Ŷ	720,292
Government transfers - conditional (Schedule 3)		571,592		502,030		43,449
Permits, fees and other revenues Interest income		1,262,940 160,000		1,197,776 162,560		1,375,606 240,042
		5,144,154		5,712,694		4,740,333
Expenses (Schedule 1)						
General Government Public Works		1,139,680 1,167,212		1,054,452 1,257,569		994,147 1,063,302
Protective Services		229,890		189,186		168,858
Planning & Development Water System		200,450 860,920		237,121 1,229,681		260,623 875,965
Solid Waste & Recycling		180,750		204,998		175,582
		3,778,902		4,173,007		3,538,477
Annual surplus		1,365,252		1,539,687		1,201,856
Accumulated surplus, beginning of year		67,833,555		67,833,555		66,631,699
Accumulated surplus, end of year	\$	69,198,807	\$	69,373,242	\$	67,833,555

Statement of Changes in Net Financial Assets

For year ended December 31	2020 Fiscal Plan	2020	2019
	(Note 8)		
Annual surplus	\$ 1,365,252	\$ 1,539,687	\$ 1,201,856
Acquisition of tangible capital assets Amortization of tangible capital assets Loss on disposal of tangible capital assets Change in prepaid expenses Change in inventories	- 920,000 - - -	(1,775,434) 1,396,555 24,871 (18,350) (24,707)	(166,964) 996,736 39,081 (5,057) (26,563)
Change in net financial assets for the year	2,285,252	1,142,622	2,039,089
Net financial assets, beginning of year	8,637,444	8,637,444	6,598,355
Net financial assets, end of year	\$ 10,922,696	\$ 9,780,066	\$ 8,637,444

Statement of Cash Flows

For the year ended December 31	2020	2019
Cash provided by (used in)		
cash provided by (used in)		
Operating activities		
Annual surplus	\$ 1,539,687	\$ 1,201,856
Items not involving cash:		
Loss on disposal of tangible capital assets	24,871	39,081
Amortization of tangible capital assets	1,396,555	996,736
	2,961,113	2,237,673
Changes in non-cash operating balances:		
Accounts receivable	(555,561)	(147,432)
Property taxes receivable	(103,140)	(159,046)
Prepaid expenses	(18,350)	(5,057)
Accounts payable and accrued liabilities	672,371	(138,811)
Unearned revenue	(33,450)	(32,721)
Deposits	(130,115)	(91,899)
Inventories	(24,707)	(26,563)
	2,768,161	1,636,144
Capital activities		(1((0(1)
Acquisition of tangible capital assets	(1,775,434)	(166,964)
Investing activities		
Investing activities Purchase of Investments	(140 532)	
Purchase of investments	(149,532)	(44,253)
Financing transactions		
Development cost charges and interest received	54,420	68,165
Development cost charges and interest received	54,420	00,105
Increase in cash during the year	897,615	1,493,092
Cash, beginning of year	6,122,018	4,628,926
		-
Cash, end of year	\$ 7,019,633	\$ 6,122,018

Summary of Significant Accounting Policies

For the year ended December 31, 2020

The Village of Anmore (the "Village") is a municipality in the province of British Columbia incorporated under the Local Government Act (British Columbia) and operates under the provisions of the Community Charter. The Village provides municipal services such as public works, planning, parks and other general government services.

Basis of Accounting

The Village prepares its financial statements in accordance with Canadian public sector accounting standards for local governments using guidelines developed by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

The basis of accounting followed in these financial statements is an accrual method and includes revenues in the period in which the transactions or events occurred that gave rise to the revenues and expenses in the period the goods and services are acquired and a liability is incurred.

Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, interest, legal fees, and site preparation costs. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is put into use.

Contributed tangible capital assets are recorded at fair value at the time of the contribution.

Estimated useful lives of tangible capital assets are as follows:

Roads	5 to 50 years
Buildings	15 to 40 years
Machinery and vehicles	8 to 10 years
Equipment and furniture	5 to 10 years
Water infrastructure	15 to 50 years
Other infrastructure	10 to 50 years

Use of Estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future. Significant estimates include estimating the fair market value of contributed assets and useful lives of tangible capital assets.

Summary of Significant Accounting Policies

For the year ended December 31, 2020

Revenue Recognition

Taxes are recorded when they meet the definition of an asset, have been authorized and the taxable event has occurred. Annual levies for non-optional municipal services and general administrative services are recorded as taxes for municipal services in the year they are levied. Taxes receivable are recognized net of an allowance for anticipated uncollectible amounts.

Through the British Columbia Assessment's appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the same time they are awarded. Levies imposed on behalf of other taxing authorities are not included as taxes for municipal purposes.

Charges for water usage are recorded as user fees as delivered. Connection fee revenues are recognized when the connection has been established.

Building permit revenue is recognized when building inspections have been satisfactorily completed and clearance certificate issued.

Tangible capital assets received as contributions or transfers from developers are recorded at their estimated fair value at the date of receipt.

Sale of services and other revenue is recognized on an accrual basis as the services are delivered.

Collection of Taxes on Behalf of Other Taxation Authorities

The Village collects taxation revenue on behalf of other entities. Such levies, other revenues, expenses, assets and liabilities with respect to the operations of the entities are not reflected in these financial statements.

Government Transfers

Government transfers, which include legislative grants, are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that the transfer stipulations give rise to an obligation that meets the definition of a liability. Where stipulations give rise to a liability, transfers are initially recognized as unearned revenue when transferred and subsequently as revenue in the statement of operations as the stipulation liabilities are settled.

Summary of Significant Accounting Policies

For the year ended December 31, 2020

Unearned Revenue

Contributions with stipulations giving rise to a liability and revenues (building permits) pertaining to services required in future years have been deferred. These amounts will be recognized as revenue once the conditions giving rise to the liability have been settled.

Financial Instruments

Financial instruments consist of cash, accounts receivable, investments, accounts payable and deposits. Unless otherwise noted, it is management's opinion that the Village is not exposed to significant interest rate, currency or credit risk arising from these financial instruments.

Municipal Pension Plan

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the plan.

Segmented Information

The Village segments its operations for financial reporting purposes based upon areas of managerial responsibility. This information is provided in Note 12 and Schedule 1.

Contaminated Sites

A liability for remediation of a contaminated site is recognized at the financial statement date when an environmental standard exists, contamination exceeds the standard, and it is expected that future economic benefits will be given up and the liability can be reasonably estimated.

For the year ended December 31, 2020

1.	Accounts Receivable		
		 2020	2019
	GST receivable	\$ 130,147	\$ 37,438
	Government grants receivable	495,751	10,000
	Interest receivable	152,673	178,531
	Other	38,544	32,614
	Water levies	 162,555	165,526
		\$ 979,670	\$ 424,109

2. Investments

The Village's investments consist of guaranteed investment certificates ("GICs") held at a Canadian chartered bank and are recorded at amortized cost. The GICs earn interest at rates ranging from 0.80% to 2.69% (2019 - 2% to 2.69%) with maturities ranging from February 22, 2021 to August 19, 2021. The GICs that have matured have been re-invested for a one year term at a rate of 0.55%.

3. Accounts Payable and Accrued Liabilities

	 2020	2019
Trade accounts payable and accrued liabilities Construction holdbacks School and Police Taxes Payable Wages and benefits	\$ 451,469 117,818 282,170 20,134	\$ 187,051 - - 12,169
	\$ 871,591	\$ 199,220

For the year ended December 31, 2020

4. Unearned Revenue

Unearned revenue represents revenues and unspent capital contributions to be recognized as revenue in operations in subsequent years when the related expenditures are incurred or services delivered. Unearned revenue is comprised as follows:

	 2020	2019
Community centre developer restricted donations Outdoor plaza grant Other deferred government grants Other deferred revenue Unearned building permits and other Tax prepayments	\$ 595,236 124,358 19,855 2,491 361,660 250,367	\$ 595,236 124,358 19,855 26,216 382,856 238,896
	\$ 1,353,967	\$ 1,387,417

5. Development Cost Charges

Development cost charges (DCCs) are collected to pay for the general capital and utility expenditures required for developments. In accordance with the *Community Charter*, these funds must be deposited into a separate reserve fund. The Village records DCCs levied as deferred revenues until the related expenditures are incurred, then the DCCs are recognized as revenue.

	2020	2019
Balance, beginning of year Receipts in the year Interest earned and deferred	\$ 1,638,401 \$ 21,438 32,982	5 1,570,236 32,157 36,008
Balance, end of year	\$ 1,692,821 \$	5 1,638,401

For the year ended December 31, 2020

6. Deposits

Deposits are collected in respect of development activities as security against potential damage to Village property. Deposits, less any draw down of damage to Village property, are refunded upon satisfactory conditions being met and approved by the Village.

	 2020	2019
Balance, beginning of year Receipts in the year Refunds issued	\$ 1,050,910 71,135 (201,250)	\$ 1,142,809 263,348 (355,247)
Balance, end of year	\$ 920,795	\$ 1,050,910

7. Accumulated Surplus

The Village segregates its accumulated surplus into the following categories:

	2020	2019
Unrestricted current funds	\$ 1,601,025	\$ 1,602,577
Statutory reserve funds	7,142,305	6,458,423
Non-statutory reserve funds	1,036,737	576,444
Invested in non-financial assets	59,593,176	59,196,111
Balance, end of year	\$69,373,243	\$ 67,833,555

Unrestricted current funds represent the amount of Accumulated Surplus remaining after deducting the other appropriated surplus balances. It is available to temporarily finance operations until planned revenues (i.e. property taxes, fees, grants etc.) are received, or for other operating or capital purposes as determined by Council, to the extent that it is available as cash.

For the year ended December 31, 2020

7. Accumulated Surplus (continued)

Non-statutory and statutory reserves are accumulated surplus that has been set aside by decision of Council for a specified purpose. Statutory reserves have been established by bylaw in accordance with the Community Charter and their use is restricted by the related bylaw and legislation. In the normal course of operations, these funds will be used to finance the future services or capital works for which they have been appropriated. Details of Statutory reserve funds are shown below:

	2020	2019
Parks	\$ 419,727 \$	411,497
Capital	6,019,619	5,499,085
Capital roads	-	73,092
Water storage	39,049	38,282
Water utility	388,700	436,467
Operating	275,210	-
	\$ 7,142,305	6,458,423

Details of Non-statutory reserve funds are shown below:

	2020	2019
Gas Tax MRN Funds Community Amenity Contributions COVID-19 Restart Grant	\$ - 154,737 882,000	\$ 326,083 98,659 151,702
	\$ 1,036,737	\$ 576,444

Investment in non-financial assets is equal to the book value of the tangible capital assets, inventory and prepaid expenses less any related long-term debt. In the normal course of operations the tangible capital assets, inventory and prepaid expenses will not be available to finance operations, but will be consumed/used to provide services, and any related debt repaid by future period revenues.

For the year ended December 31, 2020

8. Fiscal Plan

Fiscal plan amounts represent the Financial Plan Bylaw adopted by Council on May 5, 2020 as adjusted to match the required presentation in the Statement of Operations in accordance with Canadian public sector accounting standards (PSAS). Capital expenditures are not considered expenses for PSAS purposes.

The following reconciles the approved bylaw to the amounts presented in the financial statements:

	 2020
Annual surplus per Financial Plan bylaw Plus: Capital expenditures Plus: Government grants budgeted with internal transfers	\$ (1,322,103) 2,115,763 571,592
Annual surplus on a PSAS basis	\$ 1,365,252

9. Contingent Liabilities

- (a) The Village is partially self-insured through the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible that the Village along with the other participants, would be required to contribute towards the deficit.
- (b) The Village is responsible as a member of Metro Vancouver for its proportion of any operating deficits or long-term debt related to functions in which it participates.
- (c) In the regular course of operations, legal claims are initiated against the Village in varying and unspecified amounts. The outcome of any potential claims cannot reasonably be determined at this time. Any ultimate settlements will be recorded in the year the settlements occur.

For the year ended December 31, 2020

10. Taxation - Net

	2020	%	2019	%
Total taxation	\$ 6,111,908	100.00	\$ 5,793,502	100.00
Collections on behalf of other governments:				
Metro Vancouver	299,103	4.89	280,733	4.85
School District - school tax	2,572,906	42.10	2,472,672	42.68
Municipal Finance Authority	315	0.01	327	0.01
BC Assessment Authority	68,320	1.12	64,666	1.12
TransLink	401,935	6.58	366,958	6.33
Police	252,509	4.13	247,202	4.27
	3,595,088	58.83	3,432,558	59.26
General municipal taxation	\$ 2,516,820		\$ 2,360,944	

11. Pension Plan

The Village and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trusteed pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of the benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2020, plan membership has about 213,000 active members and 106,000 retired members. Active members include approximately 41,000 contributors from local government.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

For the year ended December 31, 2020

11. Pension Plan (continued)

The most recent valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The Village paid \$86,739 (2019 - \$82,538) for employer contributions while employees contributed \$76,137 (2019 - \$72,610) to the plan in fiscal 2020.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

12. Segmented Information

The Village is a diversified municipal government institution that provides a wide range of services to its citizens such as roads, water and drainage infrastructure, garbage collection and parkland. The Village also contributes to the costs of police protection and transit which are under the jurisdiction of the provincial government and of TransLink, respectively. Distinguishable functional segments have been separately disclosed in the segmented information.

The nature of the Village's segments and the activities they encompass are as follows:

General Government

The general government department is the communications link between Council and the other municipal departments and the general public, providing assistance and advice to citizens with respect to Council/Committee processes, reporting procedures and decisions. This department is also responsible for the overall financial and risk management of the Village.

For the year ended December 31, 2020

12. Segmented Information (continued)

Public Works

Public works is responsible for the essential services of the Village:

- ensuring clean and safe water to the Village, supplied through underground pipes;
- providing and maintaining the Village's roads, sidewalks, street lights, signage and line markings, storm drainage and hydrants; and
- providing other key services including street cleaning and the coordination of residential garbage collection services.

Protective and Inspection Services

Protection and inspection services are comprised of bylaw enforcement and building inspection.

• Bylaw enforcement administers, monitors and seeks compliance with the bylaws enacted by the Mayor and Council to regulate the conduct of affairs in the Village of Anmore.

Planning and Development

The planning and development department provides short-term and long-term planning services.

- Long-term planning includes work within the community plan on reviewing the Village's Official Community Plan, developing new Neighbourhood Plans, and the review of relevant bylaws.
- Short-term planning includes the processing of subdivision and development applications.

Water Utility

The water utility provides the distribution of water to residents.

For the year ended December 31, 2020

13. Comparative Figures

Certain comparative figures have been reclassified to conform with the current year's presentation.

14. Uncertainty arising from COVID-19

During the year, the impact of COVID-19 in Canada and on the global economy increased significantly. As the impacts of COVID-19 continue, there could be further impact on the Village, its citizens, employees and other third party business associates that could impact the timing and amounts realized on the Village's assets and future ability to deliver services and projects. At this time, the full potential impact of COVID-19 on the Village is not known. Given the dynamic nature of these circumstances, the duration of disruption and the related financial impact cannot be reasonably estimated at this time. The Village's ability to continue delivering non-essential services and employ related staff, will depend on the legislative mandates from the various levels of government. The Village will continue to focus on collecting receivables, managing expenditures, and leveraging existing reserves and available credit facilities to ensure it is able to continue providing essential services to its citizens.

X

Schedule 1 – Combined Statement of Operations by Segment

Please note: this table spans two pages.

For the year ended December 31, 2020

	General Government	Public Works	Protective Services	Planning & Development	Solid Waste & Recycling
Revenues Taxation Government transfers-unconditional Government transfers-conditional Permits, fees and other revenue Interest income	\$ 2,516,820 1,297,258 - 15,919 162,560	\$- 36,250 489,325 - -	\$- 12,705 123,823 -	\$ - - 62,928 -	\$ - - 211,633 -
Total revenue	3,992,557	525,575	136,528	62,928	211,633
Expenses Goods & Services Salaries & Benefits Loss on disposal of TCAs Amortization on TCAs	396,343 627,387 2,171 28,551	158,624 274,550 22,700 801,695	28,350 160,836 - -	140,733 96,388 - -	182,851 22,147 - -
Total Expenses	1,054,452	1,257,569	189,186	237,121	204,998
Excess (deficiency) in revenues over expenses	\$ 2,938,105	\$ (731,994)	\$ (52,658)	\$ (174,193)	\$ 6,635

Schedule 1 – Combined Statement of Operations by Segment

Continued from previous page.

	Water	2020	2020	2019
	System	Actual	Fiscal Plan	Actual
Revenues Taxation Government transfers-unconditional Government transfers-conditional Permits, fees and other revenue Interest income	\$ - - 783,473	\$2,516,820 1,333,508 502,030 1,197,776 162,560	\$ 2,490,022 659,600 571,592 1,262,940 160,000	\$ 2,360,944 720,292 43,449 1,375,606 240,042
		· · ·		· ,
Total revenue	783,473	5,712,694	5,144,154	4,740,333
Expenses Goods & Services Salaries & Benefits Loss on disposal of TCAs Amortization on TCAs	535,869 127,503 566,309	1,442,770 1,308,811 24,871 1,396,555	1,437,790 1,421,112 - 920,000	1,311,385 1,191,275 39,081 996,736
Total Expenses	1,229,681	4,173,007	3,778,902	3,538,477
Excess (deficiency) in revenues over expenses	\$ (446,208)	\$1,539,687	\$ 1,365,252	\$ 1,201,856

Schedule 2 – Tangible Capital Assets

Please note: this table spans two pages.

For the year ended December 31, 2020

	Equipment & Land Building Furniture		Other Infrastructure	Roads	
Balance , beginning of year Additions Disposals & adjustments	\$ 37,790,548 \$ - -	381,871 \$ 297,608 -	116,279 39,399 (21,651)	\$ 7,592,143 \$ 345,475 (30,671)	13,922,102 918,290 (802,174)
Cost, end of year	37,790,548	679,479	134,027	7,906,947	14,038,218
Accumulated amortization, beginning of year Amortization Disposals & adjustments		114,564 21,621 -	96,198 6,931 (19,480)	2,761,222 387,460 (21,898)	6,630,806 341,540 (788,247)
Accumulated amortization, end of year		136,185	83,649	3,126,784	6,184,099
Net book value, end of year	\$ 37,790,548 \$	543,294 \$	50,378	\$ 4,780,163 \$	7,854,119

Schedule 2 – Tangible Capital Assets

Continued from previous page.

	 Machinery & Vehicles	Water Infrastructure	2020	2019
Balance, beginning of year Additions Disposals & adjustments	\$ 854,496 125,263 -	5 11,931,487 49,399 -	\$ 72,588,926	72,505,270 166,964 (83,308)
Cost, end of year	 979,759	11,980,886	73,509,864	72,588,926
Accumulated amortization, beginning of year Amortization Disposals & adjustments	511,578 72,694 -	3,342,314 566,309 -	13,456,682 1,396,555 (829,625)	12,504,174 996,736 (44,228)
Accumulated amortization, end of year	 584,272	3,908,623	14,023,612	13,456,682
Net book value, end of year	\$ 395,487	\$ 8,072,263	\$ 59,486,252 \$	59,132,244

Schedule 3 – Government Transfers

For year ended December 31	 2020 Fiscal Plan (Note 8)	 2020	 2019
Unconditional			
Community Works Fund - Gas Tax Translink - Major Road Network COVID-19 Safe Restart (Schedule 4) Small community grant Translink - Operation, Maintenance and Rehabilitation program	\$ 61,600 143,960 - 350,000 104,040	\$ 61,738 36,250 882,000 353,520	\$ 123,432 172,510 - 352,860 71,490
Total unconditional grants	 659,600	1,333,508	720,292
Conditional Provincial Emergency Grant Clean Water & Wastewater Fund Translink - Major Road Network COVID-19 Emergency Preparedness Total conditional grants	- 571,592 - 571,592	 - - 489,325 12,705 502,030	10,531 26,492 6,426 - 43,449
Total government grants	\$ 1,231,192	\$ 1,835,538	\$ 763,741

Schedule 4 – Annual Report on COVID-19 Safe Restart Grant Spending (unaudited)

For the year ended December 31, 2020

	 2020	2019
COVID-19 Safe Restart Grant Balance, beginning of year Safe Restart Grant received November 2020	\$ - 882,000	\$ -
Total Grant Funds Available Less: Funds Spent	 882,000 -	-
Balance, end of year	\$ 882,000	\$ -

In November 2020, the Village received a COVID-19 Safe Restart Grant for \$882,000 from the Province of British Columbia. An annual report on the grant spending is a requirement of the Province and will be provided annually until the grant funds are fully spent. COVID-19 Safe Restart Funding is classified as an unconditional Provincial operating government transfer with revenue recognized on the Statement of Operations in the period in which the funds were received.

As at December 31, 2020, no grant funds were spent.

ANMORE

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VILLAGE OF ANMORE

REPORT TO COUNCIL

Date:	July 2, 2021	0340-50		
Submitted by:	Karen Elrick, Manager of Corpora	aren Elrick, Manager of Corporate Services		
Subject:	Communications and Communit	y Engagement Policy 70		

Purpose / Introduction

The proposed policy will set out guidelines and criteria for communication messaging and social media use for the Village.

Recommended Option

THAT Council approve Communications and Community Engagement Policy 70.

Background

The Village continually reviews process to determine opportunities to enhance community engagement. Additionally, during the COVID pandemic the Village has noted an increased use of social media and desire for alternate ways to communicate and engage with community members.

Discussion

As use of social media and other multimedia tools for engagement are considered for the Village, setting standards will ensure consistency and transparency in Village communication and maintain the integrity of the Village's identity.

Primary communication objectives set out in the policy include:

- Increase awareness of Council activities, meetings, agendas and decisions;
- Increase awareness of Village activities such as capital projects, new initiatives and Village sponsored events;
- Increase awareness of time-sensitive information and public service notices (e.g. changes to garbage collection, watermain flushing);
- Increase understanding of Village programs, services, bylaws and other regulatory requirements;
- > Increase and improve timely release of information and community engagement;
- Instill trust and build stronger relationships with community members;

Report/Recommendation to Council

Social Media and Communications Policy July 2, 2021

- Increase awareness and understanding of opportunities to volunteer with the Village; and
- Improve collaboration with residents, local service groups and other agencies on mutually beneficial programs and initiatives.

The policy sets out the guidelines and communication criteria for:

- > Engagement and monitoring on Village's own social media
- Village social media "Terms of Use"
- > Personal social media use for staff and individual members of Council
- Media relations
- Message and content approvals

Once implemented, this policy will ensure consistent and effective communication and community engagement as well as provide clear expectations to community members, Council and staff.

Financial Implications

None.

Communications / Civic Engagement

Policy will be posted to Village website.

Corporate Strategic Plan Objectives

We provide responsive, efficient, transparent and engaged service.

Attachments:

1. Communications and Community Engagement Policy 70

Report/Recommendation to Council

Social Media and Communications Policy July 2, 2021

Prepared by:

OLLO

Karen Elrick Manager of Corporate Services

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

Chief Administrative Officer's Comment/Concurrence

Chief Administrative Officer



Policy	Social Media and Communications and Community Engagement Policy	Policy No.	70
Effective Date		Approved by	Council
Date Amended		Resolution	
Date Established			

PURPOSE The Village of Anmore recognizes the importance of applying professional standards to support consistent, clear, accurate and transparent communications and community with public audiences. This policy outlines the goals and objectives of communications and community engagement, the standards followed by the Village, and specific considerations for social media, media relations and messaging/content approval.

PRIMARY GOALS & OBJECTIVES

Development and implementation of communications and community engagement are overseen by the Manager of Corporate Services in consultation with the Chief Administrative Officer (CAO). Communications and community engagement shall align with Council's Strategic Plan vision and goals, protect the reputation of the Village and its brand integrity, build respectful relationships with media, and ensure timely, responsive communications and engagement with key audiences, including residents, community organizations and other affected stakeholders.

The following are the primary objectives to support achieving goals:

- Increase awareness of Council activities, meetings, agendas and decisions;
- Increase awareness of Village activities such as capital projects, new initiatives and Village sponsored events;
- Increase awareness of time-sensitive information and public service notices (e.g. changes to garbage collection, watermain flushing);
- Increase understanding of Village programs, services, bylaws and other regulatory requirements;
- Increase and improve timely release of information and community engagement;
- Instill trust and build stronger relationships with community members;
- Increase awareness and understanding of opportunities to volunteer with the Village: and

• Improve collaboration with residents, local service groups and other agencies on mutually beneficial programs and initiatives.

To support these objectives, the Village will leverage a mix of communications tactics, including a mix of printed materials such as newsletters, posters and signage, and digital platforms such as the Village website and social media. For community engagement, the Village will use a variety of tactics to provide multiple opportunities for audiences to share input and feedback. As well, because social media is an interactive platform, it can also be used as a customer service mechanism to respond to questions. The following are some of the primary uses for Village communication tactics:

- Share information about Village programs, projects, services, events, bylaws, regulations and initiatives;
- Recruit volunteers;
- Promote Village events;
- Correct misinformation and address rumours;
- Share information from other organizations when it is relevant to Anmore residents:
- Provide information on bylaw and regulatory requirements; and
- Address issues and concerns.

DEFINITIONS

"Social media" refers to common digital communications platform that allow users to interact with other people to share information, provide feedback and bring people together who share the same interests. Examples of social media sites include, but are not limited to: Facebook, Twitter, Instagram, YouTube

"Communications Tactics" means communication tools or methods used to share information with audiences and includes printed forms of communication such as newsletters, brochures, newspapers, sign boards, and media releases as well as digital tools or methods, such as websites, social media, blogs and videos.

"Village" means the Village of Anmore

"Media" refers to representatives of print, broadcast and online media outlets that are recognized as official media.

"Stakeholder" refers to any individual, group of individuals, elected representative or organizations with a specific stake or interest in an issue, project, initiative or Council decision.

"Community Engagement" is the process of informing and seeking input from audiences and involves a range of levels based on the IAP2 Spectrum of Public Participation.

"IAP2 Spectrum of Public Participation" refers to a widely used model that is designed to assist with the selection of the level of public's role in any public participation process.

"International Association of Public Participation (IAP2)" is the established professional standard for community engagement that includes principles and best practices as well as the IAP2 Spectrum for Public Participation levels.

"Spokesperson" refers to an individual with the authority to speak to media and the public on behalf of the Village.

SCOPE

This policy applies to all Village Council members, staff, and any person who has been retained and/or engaged to act on behalf of the Village.

POLICY

This policy relates to communications and community engagement for the Village, including identifying principles and standards, designating spokespeople and media relations requirements, outlining use of social media and providing guidance for message and content approval authority. Communications and community engagement adhere to International Association of Public Participation (IAP2) principles and best practices, and use the IAP2 Spectrum of Public Participation.

All communication tactics must adhere to the Village's branding and logo use standards and use of the logo is only approved when the Village is an owner, sponsor or partner. The Village logo cannot be used by Council or Village staff for personal communications, such as on personal social media accounts or other communications tactics, and external use is strictly prohibited without the express consent of the Village.

Village Social Media Use

The Village's social media sites are intended to complement other communication tactics used by the Village with a focus on providing timely and engaging content that can be linked to more information when needed. Social media also provides a mechanism for public relations and to engage with the community for input and feedback.

All Village social media sites shall be monitored periodically during regular business hours Monday to Friday 8:30 a.m. to 4 p.m. The Village intends to respond to posts on its social media sites

within 48 hours, or on the next business day. If a response is not possible in that timeframe, the Village will advise the individual who made the post via that social media site. Comments from the public will be allowed on the Village's social media sites, but will be closely monitored for acceptable content. The Village will only respond to comments on the Village's social media sites.

The Village's social media sites will include a "Terms of Use" statement that specifies what will be considered acceptable/unacceptable content. Those who post unacceptable content may be blocked and will be contacted via that social media site to be asked to contact the appropriate staff member by phone or in person to discuss the post. The following forms of content are not permitted on Village social media sites and may be deleted and/or hidden without notice:

- 1. Profane language or content;
- 2. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- 3. Comments that support or oppose political campaigns;
- 4. Sexual content or links to sexual content;
- 5. Solicitations, advertising or endorsement of any financial, commercial or non-governmental agency;
- 6. Comments that suggest or encourage illegal activity;
- 7. Information that may tend to compromise the safety or security of the public or public systems;
- 8. Content that violates a legal ownership interest of any other party;
- 9. Comments that provide personal information abut an individual other than the person posting the comment; or,
- 10. Personal attacks or bullying of any nature.

If a Village Council or staff member sees a posting that violates the terms of use of this Policy, they should not respond to the post, but rather, should report the post to the Manager of Corporate Services.

All social media use must adhere to the privacy restrictions as mandated under the Freedom of Information and Protection and Privacy Act (FOIPPA) BC and any other provincial or federal privacy legislation.

Personal Social Media Use

Village staff may not use the Village's social media sites for their own personal activity or comments, and staff activity in social media during work hours should be related to their position with the Village, with the exception of work time breaks.

Village staff may not use their work email address to set up personal social media accounts, with the exception of specific business and professional networking tools and sites, such as Linkedin, that would be used for business purposes.

Village staff members are not permitted to publish or comment via social media in any way that suggests they are doing so in connection with or as representatives of the Village. Even if staff members do not explicitly identify as a Village employee, others may identify a person as Village staff by name, place of work, a photograph, or content. Staff shall include when commenting or publishing any information related to the Village that they are expressing a personal view by stating "in my personal opinion" or "personally" to communicate that they are expressing their personal views.

When posting to social media sites, Village staff should consider, among all other relevant criteria, how posted comments or views may affect his or her ability to perform his or her job, his or her level of professionalism, and the Village in general. An employee's duty of confidentiality to the Village does not end after business hours or when employment ends. Confidential information includes any non-public, financial, operational, technological, personal, or anything else that is not already public.

Village staff members are advised that comments made on any social media site regarding Village operations, coworkers, supervisors, residents and businesses could impact their employment with the Village. The Village periodically monitors social media, and if any staff communications (on personal or Village sites) is discovered that is in breach of this policy, in breach of law, or that contributes to a hostile work environment, that staff member could be subject to discipline, up to and including termination of employment. These guidelines are provided to help staff make appropriate decisions about what to post online and are meant to apply only to work-related postings and are not meant to infringe upon personal interaction or commentary.

When individual members of Council publish or comment via personal social media or traditional communications, they should identify that they are expressing their personal views, and not views of the Village or Council as a whole.

Media Relations

Village media relations include communications with media where an individual, either Council or staff, is acting as a spokesperson for the organization and delivers messages related to Village matters such as Council decisions and Village policies, projects and services. This differs from Council media relations, which involve Council members responding to media from a personal perspective as an elected official. Council media relations include discussion, debate and opinion being expressed by individual Council members and are considered separate from this policy.

The approved spokespeople for the Village:

- The Mayor or Acting Mayor is the primary spokesperson for communicating with members of the media.
- The Chief Administrative Officer (CAO) provides back up in this role if further information or clarification is required on an operational matter.
- Department Managers are also approved to speak to media as subject matter experts, and as spokespeople with the approval of the Mayor and/or CAO.

Individuals acting as spokespeople for the Village are required to use their official titles to provide credibility and ensure clarity when delivering an official response from the Village. Media relations outside of the Village, including interviews involving business or volunteer organizations, must be kept separate, and individuals are responsible for ensuring their Village titles are not used.

In the event of an emergency situation in the Village involving Sasamat Volunteer Fire Department, the RCMP or activation of the Village Emergency Operations Centre, designated spokespersons are permitted to speak to the media and make public safety announcements. Examples include the Fire Chief and Deputy Fire Chief, the RCMP Media Relations Officer and the Village Emergency Program Manager.

Village staff contacted by the media must forward the call to the Manager of Corporate Services. If the Manager of Corporate Services is not available, the call is forwarded to the CAO, who will notify the Mayor/Acting Mayor and coordinate the media interview and spokesperson support.

All proactive notices to media, including news releases, public service announcements, program notices and community bulletins must be approved by the Manager of Corporate Services along with sign off from the CAO and Mayor prior to release.

During an activation of the Emergency Operations Centre (EOC), all communications and media policies are superseded by the approved EOC policies and protocols.

Message and Content Approvals

The Manager of Corporate Services works with the CAO and department managers as necessary to develop the messaging and other content required for communications tactics. The authority for approving content is as follows:

The Manager of Corporate Services and/or CAO approves final content for use in communications tactics for:

- Operational information, such as communication related to Village programs, services, projects, bylaws, regulations, initiatives and events based on approved policies and Council direction;
- Regularly scheduled information such as Council agendas, highlights and other meeting notices;
- Information from other organizations that is relevant to Anmore residents; and
- Messages and standby responses for issues that are already approved as part of a strategic communications and/or community engagement plan or through a previous approval process.

The Mayor/Acting Mayor provides input on content prior to final approval of messaging in communications tactics when:

- Content relates to a policy decision being considered by Council but not yet approved;
- Messaging that relates directly to Council;
- Communication that includes a quote by the Mayor/Acting Mayor; and
- When messages are not operational in nature and do not have a direct correlation with a position of the Village.



Learning for a Lifetime

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Keith Watkins

Craig Woods

550 Poirier Street, Coquitlam, BC Canada V3J 6A7 • Phone: 604-939-9201 • Fax: 604-939-6758

May 14, 2020

Dear Child Care Task Force Member,

On behalf of the Board of Education, we wish to offer our sincere appreciation to you, for your participation on the Child Care Task Force. Together, we were able to establish an understanding of the goals and needs for child care in the Tri-Cities, advocate with various government officials for the needs of the Tri-Cities and understand the roles and responsibilities of SD43 in relation to our municipal partners.

SD43 truly believes that we have made progress in this area, and as we work to explore how we all can contribute to increasing the number of available, quality child care spaces, will keeping costs attainable for families, we hope that you continue to access the materials created by the task force, and the connections you have made through this process.

Yours truly,

SCHOOL DISTRICT NO. 43 (COQUITLAM) BOARD OF EDUCATION

Kerri Palmer Isaak Chair, Board of Education

cc: J. Blatherwick, Chair, Child Care Task Force Board of Education Patricia Gartland, Superintendent of Schools/CEO Chris Nicolls, Secretary-Treasurer/CFO

MAY 2 7 2021



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South Fraser Community Rail Society

"Bringing you Hydrogen Passenger Rail to the Fraser Valley" #connect the valley

May 20th, 2021

Important - BREAKING NEWS!

NEW South of Fraser Transit Survey just released!

TO: Premier John Horgan FVRD Directors TransLink Board Dir.

Members of the Executive Council S. of Fraser. Mun. Council Members FVIT&D Study Executive Leader TransLink Mayors Council Members South of Fraser NDP MLAs B.C. Transit Directors FVIT&D Consultants

To all concerned:

As most of you are aware, the South of Fraser Community Rail Society and its predecessors have lobbied for the reactivation of the Interurban corridor for over two decades. What makes this a reality for today? A few very-significant changes, not the least of which is the 2009 renewal of the Master Agreement covering passenger rights at no cost on the joint section through the Langleys and the full corridor. That, coupled with the advent and introduction of Hydrail (Canadian) Technology in active paid operation throughout the world including a line under construction in California, plus the Global Climate Change challenge have all contributed to this PRICELESS opportunity. We have known anecdotally for years the support in our communities; what we did not have until now was the proof necessary for all involved - those making our transit decisions. We now have that proof, with unprecedented support!

The top-level statement? - 9 in 10 respondents (88%) are in support of the proposed Hydrail project, 7% oppose. Support by community? – Abbotsford 93%, Chilliwack 89%, North Delta 85%, North Surrey 83%, Township of Langley 82%, and the City of Langley 76%! An inescapable very high level of support!

There are a number of other highly informative facts in this survey, such as? reasons for respondents support? if the line were to be reactivated, would you use it? need for a convenient, cost effective and environmentally friendly Interregional Transit option aside from highway widening? and public opinion of the current Express Bus service between the City of Chilliwack and the Langley Carvolth Exchange.

We are pleased to be able to supply you with a copy of the ResearchCo Report including the supporting tables. We urge you to review this study and to move forward with the integration of this Hydrail Line into our Lower Mainland Transit network, a much more viable transit option, in our post Covid reality.

All the best, Stay Safe.

W. R. (Rick) Green, President SFCRS (Cell 604 866-5752) (email <u>southfrasercommunityrail@shaw.ca</u>) Special Advisors–Bill Vander Zalm (former B.C. Premier), UBC Professor Patrick Condon, Darryl Plecas (former MLA) SFCRS Directors–Brittany Gardner, Lee Lockwood, Roy Mufford, Scott Thompson, Peter Holt, Gery Warner For detailed information on this project & <u>Video</u> go to www.southfrasercommunityrail.ca May 21, 2021



Mayor John McEwen Village of Anmore 2697 Sunnyside Road Anmore, BC V3H 5G9 RECEIVED MAY 27 2021 Village of Ammore

Dear John McEwen:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the Community Works Fund (CWF) payment for fiscal 2021/2022. An electronic transfer of \$64,793.46 is expected to occur the first week of June. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

As announced by the Government of Canada, this CWF payment has been accelerated and delivered as a single payment, rather than two half-payments.

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

The Government of Canada has further announced that there will be a one-time topup of the Gas Tax Fund this year, subject to federal approval. Information on the timing and amount of this top-up will be communicated once details have been confirmed.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Yours truly,

B. Frenk

Brian Frenkel UBCM President

PC: Juli Halliwell, Chief Administrative Officer



The Corporation of the District of Peachland

5806 Beach Avenue Peachland, BC VOH 1X7 Phone: 250-767-2647 Fax: 250-767-3433 www.peachland.ca

OFFICE OF THE MAYOR

June 9, 2021

The Honourable Josie Osborne Minister of Municipal Affairs PO Box 9056 Stn. Prov. Govt. Victoria BC V8W 9E2

The Honourable George Heyman Minister of Environment and Climate Change Strategy PO Box 9047 Stn. Prov. Gov. Victoria BC V8W 9E2

RE: BC Climate Action Revenue Incentive Program (CARIP)

Dear Ministers Osborne and Heyman,

The recent decision to discontinue the Climate Action Revenue Incentive Program (CARIP) has the District of Peachland deeply concerned, as this decision will impact our municipality's ability to reach our climate action goals and targets.

The District has used CARIP funding for numerous initiatives including the addition of an Electric Utility Vehicle to the District's fleet, installation of LED street lights, and the development of a Community Energy and Emissions Plan (CEEP) that will aid in improving energy efficiency, reduce green house gas emissions, and foster local green energy solutions.

The Province's decision to end CARIP will have negative implications for communities across BC. The most significant of these is the loss of reliable, consistent, and flexible funding. Without funding through CARIP many communities will be unable to continue the work that they are doing to reach climate action goals and targets as mandated by the Province. While there may be climate-related grants available, now and in the future, they often require an extensive application process, and our acceptance for a grant can not be relied upon or anticipated when planning our climate action goals.

Moving forward, Peachland Council recommends consultation with BC Municipalities in order to development an alternative program with the same consistency and reliability. A simplified process for applying and reporting is also encouraged.

Peachland Council strongly urges the Province of BC to reinstate CARIP until such time as consultation with local governments is complete and an alternate program is established.

Sincerely, Cindy Fortin

Mayor District of Peachland

CC: Premier John Horgan Brian Frenkel, President UBCM All BC Municipalities



City of Pitt Meadows

OFFICE OF THE MAYOR

June 14, 2021

File: 01-0400-60/21

Honourable Marc Dalton Member of Parliament Sent via email: <u>marc.dalton@parl.gc.ca</u>

Honourable Lisa Beare Member of the Legislative Assembly Sent via email: <u>lisa.beare.MLA@leg.bc.ca</u>

Dear MP Dalton and MLA Beare:

Re: Truth and Reconciliation Commission's Call to Action 75

We write this letter regarding the recent announcement from the Tk'emlúps te Secwépemc First Nation and the results of a survey at the former Residential school in Kamloops B.C., which uncovered the remains of 215 Indigenous children. These findings confirm and support the stories and histories as told by many residential school survivors.

The findings in Kamloops support the suggestion that there will likely be further tragic discoveries at other residential schools.

We share in the grief of all First Nation people as we collectively honour and mourn the loss of these 215 children.

. . . /2

We believe it is imperative that immediate action be taken to address Action 75 of the Commission's Calls to Action, which states:

75. We call upon the federal government to work with provincial, territorial, and municipal governments, churches, Aboriginal communities, former residential school students, and current landowners to develop and implement strategies and procedures for the ongoing identification, documentation, maintenance, commemoration, and protection of residential school cemeteries or other sites at which residential school children were buried. This is to include the provision of appropriate memorial ceremonies and commemorative markers to honour the deceased children.

In order for reconciliation to take place, the truth must be recognized and acknowledged. We feel that by identifying, honouring, and remembering these Indigenous children, it is an important step towards healing.

Along with our collective outrage, we fully support and call for further action to find, and hold accountable, those who were involved in this unspeakable tragedy.

Yours Truly,

WS Angward

Mayor Bill Dingwall BGS, LL.B., CPHR

cc: Pitt Meadows City Council UBCM

2021

Tri-Cities Task Force on Child Care



Blatherwick, Jennifer Meeting Minutes 6/16/2021

TRI-CITIES CHILD CARE TASKFORCE MEETING

Attendance:

School District No. 43 (Coquitlam): Trustee Jennifer Blatherwick (Chair); Sharon Thomas,

City of Coquitlam: Councillor Chris Wilson; Torill Gillespie, Social Planner

City of Port Coquitlam: Councillor Steve Darling; Meredith Seeton, Social Planner

Village of Anmore: Councilor Polly Krier

Ministry of Children and Family Development: Susan Foster, North Fraser Early Years Community Developer

CPVPA: Principal Frank Pearse, Seaview Elementary

YMCA CCRR: Raegan Stewart, Program Manager

Ministry of State for Child Care: Minister of State Katrina Chen; Sarena Talbot, Senior Ministerial Advisor

Meeting Business:

Chair: Trustee Jennifer Blatherwick

Call to Order: 3:00 PM

Introductions

Old Business:

Follow up on Regulatory Changes in Child Care Licensing

New Business:

Updates from Partners

- City of Port Coquitlam (Meredith Secton and Steve Darling)
 - Port Coquitlam Child Care Action Plan



- Plan is divided into completed, short term, longer and ongoing goals
- Staff report on Action Plan implementation: <u>https://pub-portcoquitlam.escribemeetings.com/FileStream.ashx?DocumentId=4621</u>
- Update from Minister of State Chen
 - Legislative and Regulatory Changes
 - Community Living and Assisted Living Act
 - Update on move to Ministry of Education
- **DISCUSSION**
- ADJOURNMENT

Adjournment was called at 4:30

Appendix 1

Administrative Procedure 567

CHILDCARE

Purpose

1. The purpose of this procedure is to provide guidance with respect to how School District 43 ("SD43") will promote the use of board property for the provision of child care programs between the hours of 7 am and 6 pm on business days by either the board or third party licensees.

2. The use of board property by licensed child care providers must not disrupt or otherwise interfere with the provision of educational activities including early learning programs and extracurricular school activities.

3. There may be mutual benefit, as a service to our community, to have child care programs on board property using spaces that are not currently required for educational activities.

Definitions

In this procedure, the terms "board property", "business day", "child care program", "educational activities" and "licensee" have the meanings given to those terms in the School Act.

Guiding Principles

 SD43 will, on an ongoing basis, assess community need for child care programs on board property, through a process of engagement with employee stakeholder groups, Indigenous community representatives, parents and guardians, and existing child care operators. The process for engagement will be reviewed on an ongoing basis.

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2. If child care programs are to be provided on board property, SD43 will consider, on an ongoing basis, whether those programs are best provided by licensees other than SD43, SD43, or a combination of both.

3. Child care programs, if operated by SD43, will be operated for a fee no greater than the direct or indirect costs SD43 incurs in providing the child care program.

4. Fees for the use of board property by licensees other than SD43, will require the licensee to agree to comply with this administrative procedure.

5. In selecting licensees other than SD43 to operate a child care program, SD43 will give special consideration to the candidates' proposals to: a) provide inclusive child care; andb) foster Indigenous reconciliation in child care.

6. If SD43 decides to operate a child care program, SD43 will ensure that it is operated in a manner that:

a) fosters Indigenous reconciliation in child care. In particular, the child care program will be operated consistently with the following principles of the British Columbia Declaration on the Rights of Indigenous people Act:

(i) Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including in the area of education; and

(ii) "Indigenous peoples have the right to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education"; and

b) is inclusive and consistent with the principles of non-discrimination set out in the British Columbia Human Rights Code.

7. Any contract with a licensee other than SD43, to provide a child care program on SD43 property must be in writing in the form of a License to Occupy Agreement and is subject to review no less than once a year. Contract renewals with SD43 are once a year (annually) for child care located inside classrooms or school building areas and once every

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three (3) years for child care programs taking place in child care operator owned portables located on school grounds. The license to occupy agreement contains the following provisions:

a) A description of the direct and indirect costs for which the licensee is responsible;

b) An agreement by the licensee to comply with this procedure and all other applicable procedures and policies;

c) A provision describing how the agreement can be terminated by SD43 or the licensee;

d) An allocation of responsibility to ensure adequate insurance is in place to protect the interests of SD43;

e) A statement that the agreement can only be amended in writing, signed by SD43 and the licensee;

f) A requirement for the licensee to maintain appropriate standards of performance; and

g) A requirement that the licensee must at all times maintain the required license to operate a child care facility.

8. Prior to entering into or renewing a contract with a licensee other than SD43 to provide a child care program on board property, SD43 will consider;

a) whether it is preferable for SD43 to become a licensee and operate a child care program directly;

b) the availability of school district staff to provide before and after school care;

c) whether, with respect to a licensee seeking renewal or extension of a contract, the licensee has performed its obligations under this administrative procedure and its agreement with SD43, with specific regard to performance in respect of providing an inclusive child care program and one that promotes indigenous reconciliation in child care.

d) The utilization of the British Columbia Early Learning Framework to guide and support learning experiences in child care settings.

Selecting a Child Care Licensee

1. Requests and public enquiries regarding establishing a child care operation on board property, shall be in written form (email or letter) and should be addressed to District Facilities Rentals Department. Enquiries should include enough details so that SD43 has the information it requires to begin an assessment of the community need and begin a process of engagement as described above.

2. After assessment and engagement, if SD43 determines a child care operation is needed and desirable and that SD43 will not operate the child care program directly; the selection of a child care program licensee may be in the form of a Request for Proposal process offered publicly and openly to any and all interested and experienced child care providers (the Applicant).

3. Proposals submitted by Applicants are to be in the format of a business plan and are to include the following items as criteria for selection:

a) proof of past experience in providing child care; business licensing, Fraser Health licensing,

b) staffing qualifications,

c) specifics of the program offered identifying whether for profit or not for profit,

d) discussion on operating an inclusive child care;

e) discussion on fostering Indigenous reconciliation in child care and operating on the principles of the British Columbia Declaration on the Rights of Indigenous Peoples Act; and

f) provision of an annual budget; showing all revenue and expenses to run a childcare program, including the fees collected from parents for child care, the wages paid to staff, the number of staff and showing proof of financial viability for the program.
4. District Facilities Rentals Department will communicate with Applicants regarding further information that may be required during the selection process. Once an applicant is selected a meeting will take place with the successful Applicant to discuss and review the new contractual licensing agreement terms, conditions and costs.

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Expanding an Existing Child Care Operation

All requests for expansion of child care operations (including additional classroom or area within a school facility or to place an additional portable on school grounds) should first be discussed with the school principal, providing a rationale for the request. All requests should be in written form (email or letter) providing as much detail as possible.
 After discussion with and support of the principal, a formal written request should be submitted to District Facilities Rentals Department for review and consideration. The request should Include;

a) If the child care expansion being considered is for an additional classroom or area of the school and the principal of the school supports the expansion, a formal request should be sent to District Facilities Rentals Department, including the following key elements:

i) details of the discussion with the school principal (date, time, topic) including a memo of support,

ii) rationale for the expansion and a discussion of the community need which supports an expansion,

iii) discussion of classroom space specifics, renovation requirements, or other school requirements,

iv) the requirements for more parking, expanded playground, or other internal or external requirements or usage.

b) If the child care expansion being considered is for placement of a portable building on school grounds the request should include;

i) details of the discussion with the principal of the school (date, time, topic)

ii) a discussion of the community need, which supports an expansion

iii) the scope of work involved in the project,

iv) discussion of the need for additional site area requirements (utilities & connections)

v) the need for more parking, expanded playground, or other external requirements,

vi) details of the project's financial viability for the expansion including funding sources

such as government grants and related requirements.

3. Additional information may be requested from the child care operator and/or meetings and discussions with SD43 representative(s) conducted to collect additional details.

4. The child care operator should be aware that every request requires SD43 resources for material reviews, meetings, communications, approvals, reporting, monitoring and management of the expansion request.

5. SD43 will determine the appropriate costs at the time of the request and inform the child care operator if fees will be applicable.

6. SD43 will consider the request, assess the need for expansion at the site. Some requests may not proceed. The final decision resides with the Secretary-Treasurer/CFO or their designate.

a) SD43 will review the request considering all aspects of the expansion:

i) the long-term plans for the school and site;

ii) the scope of the project, including location and orientation of the proposed additional portable building (Drawings and/or Plans), parking, utilities;

iii) City and Bylaw considerations; and

iv) involvement and school communications with administrators and others.

7. An expansion to current child care operation will require an amendment to the operator's current license to occupy agreement including an adjustment to the license fees.

8. A written notice and fee quotation (as applicable) provided to the child care operator from SD43 will be notice that the expansion request has been accepted by SD43. Once the child care operator approves in writing, the notice and quotation, the project will begin. SD43 considers the accepted request a capital project and SD43 staff will be assigned.



Transferring Ownership of a Child Care Operation

1. Child care operators located on board property intending to sell or transfer ownership of their business or shares in their business, should discuss their intention with SD43 - initially the school principal.

2. The current operator shall subsequently provide a written notice (email or letter) of their intention to District Facilities Rentals Department providing a minimum of 2 months' (60 days) notice.

3. SD43 will perform an assessment and process of engagement to determine the current and future need of the child care services required at this school site and SD43 considerations for

K-12 programming.

4. After an assessment and process of engagement SD43 may determine that;

a) Child care is needed and SD43 will operate and provide child care services;

i) the current operator's license to occupy agreement will conclude and terminate at the

date indicated on the agreement or earlier date as confirmed and agreed to between the child care operator and SD43.

or

b) Child care is needed and SD43 will not operate a child care program;

i) Any potential new operator will be required to provide a proposal and information to

SD43 consistent with the requirements captured in Selecting a Child Care Licensee section 3 above.

ii) SD43 will evaluate the qualifications and business plan proposal and once approved,

a license to occupy agreement with the new owner will be executed with SD43.

Use of School Property by Offsite Child care Provider

School grounds including all play spaces are reserved exclusively for school use and licensed onsite child care providers on days when schools are in session between the hours of 7am and 6

pm. There may be circumstances that would allow offsite child care providers use of board property during these hours at the discretion of the Secretary-Treasurer or designate. A formal application and agreement are required. Please see Administrative Procedure 562 – Community Use of School Facilities and Grounds for further details.

Cost of Providing Child Care Space on Board Property

SD43 has structured and established the costs on which to charge a fee, for a child care operation on school board property based on a cost recovery model. The recovery fee is based on direct and indirect operating costs that including the following;

a. Utilities; (including garbage collection, recycling, organic waste, heating and lighting)

b. Maintenance and repair;

c. A reasonable allowance for the cost of providing custodial services including supplies;

d. A reasonable allowance for time school district spend on matters relating to the use of school district property by licensed child care providers.

In addition, there are fees associated with the placement of portable buildings onto school property and there may be different fees associated with the operational nature or a portable building versus an existing classroom space. These costs will be captured in the license to occupy agreement.

Attachments: Form 567-0 License to Occupy Agreement

Form 567-1 Technical Approval of Proposed Portable Daycare

Reference: Section 65, 85, School Act

Community Care and Assisted Living Act

Child care Licensing Regulation

Revised: March 2021

Last Revised: January 2016



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metrovancouver.org

For Metro Vancouver meetings on Friday, June 25, 2021

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: <u>Greg.Valou@metrovancouver.org.</u>

Metro Vancouver Regional District

E1.1 Technical Paper – Preparing Metro Vancouver for the Digital Economy

Following direction from the Board, Metro Vancouver's Regional Economic Prosperity Service staff have prepared a technical paper on preparing Metro Vancouver for the digital economy. The paper posits that the rapidly digitizing economy requires the region to rethink its economic development approach in favour of one that is more adaptive, responsive and reflective of where the economy is headed, while also advancing the region's co-equal equity goals to afford more economically distressed communities and residents with greater access to the myriad benefits that can and should accrue to all. An overarching objective is to provide all of the region's residents with career pathways into occupations within high-growth industries that offer family-supporting wages, upward mobility, and low-risk of dislocation due to automation.

In a global marketplace where investors have many choices, the region must position itself in the best possible way to attract investment into the region that play to Metro Vancouver's industrial strengths and specializations to ensure the investment stays in the region, where it can be further nurtured, and reinvested into research, talent acquisition, local supplier purchases, and new product and service development; and that maximizes the direct and downstream economic contributions in terms of output generation, job creation, increased wages, and positive fiscal impacts. Adopting this approach will drive the region's economic recovery and further its resiliency in a way that advances equitable opportunity and shared prosperity for all of Metro Vancouver's residents.

While not all of the economic development strategies in the paper are within the purview of the Regional Economic Prosperity Service, the paper contextualizes the work of the service and the systemic changes required to meet the challenges of the changing economy.

The Board received the report for information.

E1.2 REPS Industry Cluster Selection Criteria

This report sets out the evaluation criteria for the industry clusters on which Metro Vancouver's Regional Economic Prosperity Service REPS will focus: growing, export-oriented industries in which the Metro Vancouver region has established or emerging competitive advantages, that create desirable jobs, and which do not conflict with other Metro Vancouver priorities.

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Based on these criteria, building on work prepared for REPS by Deloitte, and informed by exemplary work by established economic development organizations, REPS will initially focus on the following clusters:

- Trade and Transportation
- Life Sciences
- Digital Media and Entertainment
- Apparel
- Green Economy
- Agritech
- High-tech Manufacturing, Telecoms and Software

The Board received the report for information.

E1.3 Clean Transportation Sector Profile

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RECEIVED

DARD IN BRIEF

The clean transportation sector presents an immense opportunity for the Metro Vancouver region as the world seeks solutions to the climate emergency. Driven by the specialization in hydrogen and fuel cell technology, this sector includes low- and zero-emission vehicles and components, renewable and low carbon fuels and charging infrastructure, and transferable systems and technologies. Supported by a strong innovation ecosystem and benefiting from the larger green economy industry cluster, the clean transportation sector would benefit from regional efforts to strengthen local competitive advantages, to fill any gaps along the clean transportation industry value chain, and to attract additional investment. The next step of this initiative is to undertake a gap analysis of the sector to understand how to strengthen the industry to be more globally competitive.

The Board received the report for information.

E2.1 Howe Sound Fire Protection Services Feasibility Study

The *Howe Sound Fire Protection Feasibility Study* examines fire service delivery options for the Electoral Area A Howe Sound mainland communities of Montizambert Wynd, Strachan Point and Ocean Point. The study recognizes that any fire service would be delivered through service agreements with the adjacent jurisdiction of the Village of Lions Bay, with backup support from the District of West Vancouver. The study found that previously identified needs for access and water system improvements to support firefighting in Montizambert Wynd and Strachan Point remain, while the community of Ocean Point has no immediate infrastructure deficiencies preventing consideration of fire protection services. The study recommends consideration of separate fire service areas for each community in phases, subject to support from residents and negotiation of service agreements with the Village of Lions Bay.

The Board received the report for information.



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E2.2 Barnston Island Flood Construction Level Study – Engagement Update

RECEIVED

BOARD IN BRIEF

The *Barnston Island Flood Construction Level Study* was commissioned to determine the appropriate flood construction level for new construction on Barnston Island, and was completed in early 2021. The Board provided direction in February 2021 in support of engaging with residents, including the Katzie First Nation, and relevant government agencies regarding the consultant's report.

Staff met with representatives of the Agricultural Land Commission, Ministry of Transportation and Infrastructure (MoTI), Ministry of Forests, Lands, Natural Resource Operations and Rural Development, and the Lands Manager for the Katzie First Nation.

Issues discussed included potential impacts of fill on farm land, future referrals of applications to MoTI, and existing drainage challenges on Katzie First Nation IR 3. A virtual community meeting for Barnston Island residents was hosted on May 20. Residents expressed understanding of the long-term goal of a higher flood construction level and the need to include exemptions for certain buildings. Staff will review and consider feedback, and will prepare applicable zoning and building bylaw amendments for consideration by the Electoral Area Committee and Board. The Board received the report for information.

E2.3 Community Works Fund – Barnston Island

The Community Works Fund is delivered to all local governments in British Columbia through a direct annual allocation to support local priorities, and the Board directed that it be distributed to Electoral Area A communities based on population. Barnston Island represents 1.1% of the total population of Electoral Area A, which equates to \$12,100 of the Electoral Area A Community Works Fund. The recently completed Barnston Island Flood Construction Level Study highlighted deficiencies with the pump house and flood box gates. Staff discussed potential improvements with the volunteer Barnston Island Diking Commission, who would coordinate the works and who identified electrical upgrades to the pump house and potential repairs to the flood box gate as priorities. These improvements are eligible costs under the Community Works Fund disaster mitigation category guidelines.

The Board approved funding from the Electoral Area A Community Works Fund up to \$12,100 for Barnston Island pump house and flood box gate improvements, as described in the report.

E3.1 Draft Metro 2050: Referral for Comment

A draft of *Metro 2050*, the update to the current regional growth strategy, has been presented to the Regional Planning Committee and MVRD Board for consideration and referral for comment. *Metro 2050* contains: updates to the regional vision; growth projections to the year 2050; updated descriptions of the main regional policy tools (such as the Urban Containment Boundary); updates to the five goals and implementation section with supporting strategies and policy actions; updates to the performance monitoring indicators; a new glossary of terms; and updated maps.

The new and amended policy actions have been reviewed by the *Metro 2050* Intergovernmental Advisory Committee and Regional Planning Committee, each providing feedback.

APPROVED

APPROVED



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This feedback was considered and, in addition to feedback from other stakeholders, helped to improve the policies contained in this draft version of *Metro 2050*. The Board's referral will initiate a five-month comment period between July and the end of November. During this time, Metro Vancouver will provide opportunities for engagement and comment, including formal presentations to affected local government councils or boards and public information meetings.

The Board referred the draft of *Metro 2050* for comment to the following:

- signatories to the regional growth strategy including: mayors and councils of Metro Vancouver member jurisdictions; the TransLink Board; the Squamish-Lillooet Regional District Board; the Fraser Valley Regional District Board; and
- other members of the *Metro 2050* Intergovernmental Advisory Committee including: in region First Nations; the Province of B.C.; the Agricultural Land Commission; Vancouver Coastal Health; Fraser Health; BC Housing; BC Hydro; University Endowment Lands; Bowen Island; City of Abbotsford; City of Chilliwack; District of Mission; Integrated Partnership for Regional Emergency Management; Simon Fraser University; Kwantlen Polytechnic University; University of British Columbia; Vancouver Fraser Port Authority; Transport Canada; Canada Mortgage and Housing Corporation; and Vancouver International Airport Authority.

E3.2 2021 Agriculture Awareness Grant Recommendations

APPROVED

Metro Vancouver has awarded grants for agriculture awareness since 2008, as recommended by the Agriculture Advisory Committee. The funding is particularly valuable now for community organizations doing public outreach on the value of producing or buying food close to home.

Metro Vancouver is providing a total of \$50,000 in Agriculture Awareness Grants to 11 non-profit organizations in 2021:

- BC Agriculture in the Classroom Foundation, for the "Take a Bite of B.C." project \$6,000
- BC Chicken Growers' Association, for the "Poultry in Motion Educational Mini Barn" project \$6,000
- Delta Farmland and Wildlife Trust, for the "Agriculture and Conservation in the Fraser River Estuary Videos" – \$6,000
- FarmFolk CityFolk, for "B.C. Seed Gathering" \$6,000
- Growing Chefs Society, for "Metro Vancouver Edible Education" \$3,500
- Grow Local Society, for the "Power of Produce Club" \$3,600
- Langley Environmental Partners Society, for the "Langley Eats Local" project \$4,400
- Maple Ridge Pitt Meadows Agricultural Association, for the "Maple Ridge Pitt Meadows Country Fest" - \$1,500
- Open Science Network Society, for the "Digital Agriculture in Metro Vancouver" \$3,000
- Pacific Immigrant Resources Society, for the "Needs Assessment & Educational Campaign on Food Literacy and Metro" – \$6,000
- The Sharing Farm, for the "Interpretive Signage at the Sharing Farm" \$4,000



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E3.3 Evaluation of Regional Ecosystem Connectivity Study

Habitat connectivity is a critical issue for conservation and is particularly important in urban areas where remaining greenspace is often fragmented. The recently completed *Evaluation of Regional Ecosystem Connectivity Study* evaluates the connectivity of greenspaces in the region by studying the habitat requirements of eight representative species: red-backed vole, red-back salamander, long-toed salamander, muskrat, great blue heron subspecies fannini, brown creeper, rufous hummingbird and

- there are more important habitat areas for connectivity for the four bird species compared to the other four mammals and amphibian species
- the largely protected areas of the North Shore mountains provide high levels of connectivity
- forest patches in between farmland are the highest ranked stepping stone patches
- there is a current lack of high-value habitat along the shorelines of many of the reaches of the Fraser River
- connectivity across agricultural areas is relatively uniform

The study is intended to be used as a high-level planning tool to help guide development and land acquisition by member jurisdictions throughout the region. The Board received the report for information.

E3.4 Metro Vancouver Tree Regulations Toolkit

pileated woodpecker. The study found that:

This report highlights the *Metro Vancouver Tree Regulations Toolkit*, which provides guidance on regulatory tools for member jurisdictions to help preserve trees and increase tree canopy cover. Metro Vancouver commissioned Diamond Head Consulting Ltd. to develop the toolkit in response to projected tree canopy cover decline within the Urban Containment Boundary over the next 20 to 30 years, and a lack of regionally-specific guidance related to tree regulations available to member jurisdictions. The toolkit identifies the available approaches to regulate trees in British Columbia, highlights considerations for selecting appropriate tools based on the local community context, and assesses the tools that regulate both land use (e.g. zoning bylaws and subdivision and servicing bylaws) and trees (e.g. environmental development permit areas, covenants and tree bylaws). As a next step, Metro Vancouver will promote and share the toolkit to inform planning efforts at the local level.

The Board received the report for information.

E4.1 Cancellation of Provincial Climate Action Revenue Incentive Program (CARIP) APPROVED

The Board authorized the Board Chair to write a letter to the Provincial Minister of Municipal Affairs, Minister of Environment and Climate Change Strategy, and Minister of Finance, regarding the cancellation of the *Climate Action Revenue Incentive Program*, providing details on key elements to be retained in a replacement program and suggested improvements, based on the analysis in the report dated May 27, 2021.

RECEIVED

RECEIVED



6

BOARD IN BRIEF

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E4.2 Next Phase of Engagement on an Open-Air Burning Emission Regulation

RECEIVED APPROVED

Reducing emissions of smoke from open-air burning of vegetative debris can protect public health, air quality and our climate. Metro Vancouver completed the initial phase of engagement on a potential openair burning emission regulation in August 2020. Feedback was generally supportive of the development of an emission regulation as a simpler process for authorizing emissions from open-air burning compared to the current site-specific approval process. Staff considered feedback and adjusted proposals presented during the initial engagement, such as simplifying record keeping and notification to neighbours and authorities, clarifying registration requirements and associated fees, and options to increase protection of the public near open-air burning activities. Details about the adjusted proposals and additional information requested during initial engagement are provided in a discussion paper, which will be used to support the next phase of engagement.

The Board received for information the summary of initial engagement on the potential emission regulation and authorized staff to proceed with additional engagement based on the draft discussion paper and updated engagement plan as presented.

E4.3 Air Quality and Climate Action Initiatives in Caring for the Air 2021 RECEIVED

Caring for the Air is Metro Vancouver's annual plain-language publication on regional climate action and air quality projects. The 2021 edition marks 10 years of *Caring for the Air* and features both a look back and a look forward. Over the past decade, Metro Vancouver improved and protected regional air quality and climate with proactive management plans, progressive regulations, comprehensive monitoring and outreach and engagement. Over the next several years, upcoming plans and programs will respond to emerging challenges such as wildfires and climate change. In 2021, staff refreshed the online format of *Caring for the Air* to be more interactive and accessible, and created a 10th anniversary promotional video. The COVID-19 pandemic has necessitated a number of modifications to promotion and distribution of *Caring for the Air*. The Board received the report for information.

E5.1 Greater Vancouver Regional Fund – 2020 Annual Report

TransLink has submitted its annual report containing budget and schedule information on active projects funded with federal gas tax funds through the Greater Vancouver Regional Fund as of December 31, 2020 in accordance with the *Federal Gas Tax Fund Expenditures Policy*. TransLink has successfully delivered the majority of the projects on or ahead of schedule with positive cost variances. Five projects are experiencing delays exceeding three months as a result of the COVID-19 pandemic. Approximately \$1.74 billion in funds is anticipated to contribute to the capital investments identified in TransLink's Phase Two Investment Plan for the period 2018 to 2027.

The Board received the report for information.



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G1.1 MVRD Procedure Amending Bylaw No. 1322, 2021

APPROVED

In April 2021, delegations requested to speak at committee and board meetings in relation to specific contract awards. Concerns were expressed about the propriety of hearing delegations during a procurement process. To ensure the fairness of the procurement process, *Procedure Bylaw* amendments were presented wherein delegations would not be permitted if their applications relate to an ongoing contract award matter.

The Board gave first, second and third readings to *Metro Vancouver Regional District Procedure Amending Bylaw Number 1322, 2021*, then passed and finally adopted said bylaw.

I 1 Committee Information Items and Delegation Summaries

RECEIVED

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

Climate Action Committee – June 11, 2021

Information Items:

5.3 Alternatives to Agricultural Open-Air Burning in Metro Vancouver

Open-air burning of vegetative debris is a significant source of fine particulate matter and other air contaminants, including greenhouse gases, which are harmful to health and the environment. A study to investigate the benefits and barriers to using alternatives to open-air burning for managing agricultural vegetative debris in the Metro Vancouver region has been completed as part of a Sustainability Innovation Fund project. The work complements public engagement on a potential open-air burning emission regulation. Benefits of alternative waste management methods include reduced emissions of both particulate matter and greenhouse gases compared to open-air burning. Barriers for farmers in the region to using these alternative methods include cost, complexity, practical feasibility, biosecurity considerations and equipment availability.

5.6 Sectoral GHG Reduction Targets Update and Comparison

Metro Vancouver, the B.C. government and the federal government have developed emissions reductions targets for 2030 and 2050, and sector-specific targets for 2030. This report provides an update on recent changes to climate targets established by senior orders of government, and compares them to Metro Vancouver targets. While there is relatively good alignment in overall targets, there is some variation between sector targets — notably for buildings and transportation at the provincial level.

Some, but not all, of the difference is caused by different sector categories and emissions sources. In order to meet its emissions targets, Metro Vancouver has proposed a number of actions in the *Clean Air Plan* and *Climate 2050 Roadmaps* that require leadership from or strong collaboration with the B.C. government. An analysis of sectoral targets will be helpful for Metro Vancouver to work closely with the B.C. government on key actions in order to meet our respective targets.



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Regional Parks Committee – June 16, 2021

Delegation Summaries:

3.1 Pierce McNeal, Canadian Pacific Trials Association

Information Items:

5.1 Kanaka Creek Regional Park Interpretive Art Mural Project

Kanaka Creek Regional Park Interpretive Art Mural Project is a multi-agency collaboration at the Fish Fence site in Kanaka Creek Regional Park that aims to address the ongoing issue of graffiti under the 240th Street bridge, connect the local community to the space and educate park visitors about the salmon life cycle and food web, and the importance of habitat conservation.

A public art specialist has been selected through an invitational call for proposals who will engage youth, seniors and community members in creating murals. All safety protocols related to COVID-19 will be followed. Anticipated completion date is spring 2022.

Finance and Intergovernment Committee – June 16, 2021

Delegation Summaries:

5.1 Nathan Davidowicz

Greater Vancouver Water District

E1.1 Drinking Water Customer Information Guide

RECEIVED

Metro Vancouver and its member jurisdictions, in collaboration with the regional health authorities, are responsible for the provision of clean, safe drinking water to the region. To aid frontline staff in answering questions from the public, Metro Vancouver has developed an updated *Drinking Water Customer Information Guide*. The guide provides information on various topics such as the overall water system, treatment processes, water quality and associated regulations and guidelines, common issues and solutions, and frequently asked questions. Given the type and category of inquiry, the guide clarifies where the inquiry should be directed if further information is required and includes contact lists for each member jurisdiction and health authority.

The Board received the report for information.

E1.2 Update on Adult Coho Release Program in Coquitlam Lake

Following Board support in July 2020, GVWD partnered with Kwikwetlem First Nation, Fisheries and Oceans Canada, BC Hydro and the Port Coquitlam and District Hunting and Fishing Club to capture and transport 62 adult coho salmon from the Coquitlam River below the dam to Cedar Creek, a main tributary to Coquitlam Lake. In May 2021, BC Hydro fisheries consultants completed monitoring work in the Cedar Creek area and confirmed the success of the adult release when they found emergent coho fry in the creek. These fry are the first coho naturally spawned in the upper watershed since the original Coquitlam River Dam was

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built over 115 years ago. This marks a significant milestone in salmon recovery for the Coquitlam River system and a significant cultural event for the Kwikwetlem First Nation. Metro Vancouver is proud to support this initiative.

The Board received the report for information.

I 1 Committee Information Items and Delegation Summaries

RECEIVED

The Board received an information item summary from a standing committee.

Water Committee – June 10, 2021

Information Items:

5.1 2020 GVWD Dam Safety Program Annual Update

GVWD owns and operates five drinking water supply dams that are regulated by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development Dam Safety Branch. The GVWD Dam Safety Program is compliant with the requirements outlined in the provincial *Dam Safety Regulation* (BC Reg. 40/2016) as required for all dam owners in British Columbia. There were no significant concerns identified from the 2020 routine surveillance, monitoring or formal dam inspections.

Scheduled formal dam audits were carried out by provincial Dam Safety Officers at Cleveland Dam and Seymour Falls Dam in late October 2020. Pursuant to Section 14(2)(a) of the *Dam Safety Regulation*, GVWD issued an October 1, 2020 Incident Report on October 30, 2020 and an Additional Information Report on January 29, 2021 to the Dam Safety Branch. No further actions or requests for information have been received from the Dam Safety Branch.

Greater Vancouver Sewage and Drainage District

E1.1 Board Appointments and Rescindments of Bylaw Enforcement Officers

APPROVED

Recent changes in staff have resulted in a need to update appointments as GVS&DD Board-designated municipal sewage control officers under the *Greater Vancouver Sewerage and Drainage District Sewer Use Bylaw*, the *Environmental Management Act* and the *Offence Act*.

The Board:

- pursuant to Greater Vancouver Sewerage and Drainage District Sewer Use Bylaw No. 299, 2007 and Section 29 of the Environmental Management Act:
 - rescinded the appointment of former City of Vancouver employee Linda Kwan as a municipal sewage control officer; and
 - o appointed Metro Vancouver employee Rei Van as a municipal sewage control officer.



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• pursuant to Section 28 of the Offence Act for the purpose of serving summons for alleged violations under Greater Vancouver Sewerage and Drainage District Sewer Use Bylaw No. 299, 2007:

- o rescinded the appointment of former City of Vancouver employee Linda Kwan; and
- o appointed Metro Vancouver employee Rei Van.

E1.2 Integrated Liquid Waste and Resource Management Plan: Biennial Reporting for APPROVED 2019-2020

The Board directed staff to:

- submit the *Biennial Report: 2019-2020* as revised in Volume 1 of the *Biennial Report*, under Combined Sewer Separation, by removing paragraph two, to the Ministry of Environment and Climate Change Strategy in accordance with the requirements of *the Integrated Liquid Waste and Resource Management Plan*; and
- arrange for the Liquid Waste Committee to receive public comments on the *Biennial Report:2019-2020* at the September 9, 2021 Liquid Waste Committee meeting.

E1.3 Award of Contract Resulting from Request for Proposal (RFP) No. 20-350: APPROVED Construction Services for the Crescent Beach Force Main Stage 3 – Phase 1

The project is to replace Crescent Beach Force Main located in South Surrey. Request for Proposal (RFP) No. 20-350 for the construction services was issued to six short-listed contractors on December 24, 2020 and closed on February 12, 2021. Three proposals were received and evaluated for technical and financial criteria. The work involves installation of approximately 1.5 km of high density polyethylene pipe, two trenchless crossings and underground cast-in-place concrete chamber.

The Board approved the award of a contract for an amount of up to \$16,564,714.06 (exclusive of taxes) to JJM Construction Ltd. resulting from RFP No. 20-350: Construction Services for the Crescent Beach Force Main Stage 3 – Phase 1, subject to final review by the Commissioner.

I 1 Committee Information Items and Delegation Summaries

RECEIVED

The Board received information items from standing committees.

Liquid Waste Committee – June 10, 2021

Information Items:

5.2 2020 GVS&DD Environmental Management and Quality Control Annual Report

Production of the GVS&DD *Environmental Management and Quality Control Annual Report* is a regulatory requirement under the *Integrated Liquid Waste and Resource Management Plan*. This report is submitted once per year and summarizes the compliance, process control and regional environmental quality information gathered through various monitoring and risk assessment programs.



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In 2020, Metro Vancouver wastewater treatment plants operated in compliance with the applicable regulatory requirements. Regional liquid waste discharges were effectively managed in a manner that is protective of human health and aquatic life.

Climate Action Committee – June 11, 2021

Information Items:

5.4 2021 Update on Liquid Waste Sustainability Innovation Fund Projects

This provides an update on 10 projects that were approved for funding in 2017 through to 2020 under the Sustainability Innovation Fund. Three projects having the most material updates are covered in the following sections. Seven of the projects that are progressing, some with work pace slowed due to COVID-19-related challenges. The *Multiphase Composite Coating for Concrete Sewers* project has achieved its first significant milestone of in-situ deployment for evaluation.

Two projects, *Microwave-enhanced Advanced Oxidation Process Sludge Destruction Pilot* and *Capture of Wastewater Contaminants of Concern and Beneficial Use of Residuals*, will not proceed to their next phase of work due to the technology not achieving performance and/or economic expectations.