

## REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for  
Tuesday, November 15, 2022, at 7:00 p.m. in **Gymnasium at Anmore  
Elementary School, 30 Elementary Road, Anmore, BC**



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**NOTE: Members of the public not attending in person may view our Regular Council meeting by accessing the meeting via our 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](mailto:karen.elrick@anmore.com) to be read by the Corporate Officer during the meeting.**  
**[https://www.youtube.com/channel/UCeLV-BY6qZzAVEKX5cMWcAQ?view\\_as=subscriber](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

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### 1. Call to Order

### 2. Approval of the Agenda

Recommendation: That the Agenda be approved as circulated.

### 3. Public Input

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

### 4. Delegations

Page 5 Cassidy Palmer-Ruben regarding bylaw limits on coach house size.

### 5. Adoption of Minutes

Page 6 (a) **Minutes of the Regular Council Meeting held on October 18, 2022 and  
Minutes of the Inaugural Council Meeting held on November 1, 2022**

Recommendation: That the Minutes of the Regular Council Meeting held October 18, 2022 and the Minutes of the Inaugural Council Meeting held on November 1, 2022 be adopted, as circulated.

### 6. Business Arising from Minutes

**7. Consent Agenda**

None.

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

**9. Legislative Reports**

Page 13

**(a) Ma Murray Lane road dedication removal – Bylaw 664-2022**

Recommendation: That Council adopt Anmore Closure and Removal of Highway Dedication – Ma Murray, Bylaw No. 664-2022.

**10. Unfinished Business**

None.

**11. New Business**

**(a) Acting CAO Appointment**

Recommendation: That Council appoint Karen Elrick as Acting Chief Administrative Officer.

**(b) Village of Anmore Signatories Update**

Recommendation: That Council designate Mayor John McEwen as the Council signatory for banking purposes for the Village of Anmore; and that Councillor Polly Krier be designated as the alternate Council signatory;

That Council designate, Karen Elrick, Acting Chief Administrative Officer/ Manager of Corporate Services, as the primary Staff signatory for banking purposes for the Village of Anmore; and that, Lena Martin, Manager of Financial Services be designated as the alternate Staff signatory;

And Further That Council affirm all Village-issued payments require the signature of one Council signatory and one Staff signatory

Page 18      **(c)      2022 General Local Election Results**

Report dated November 9, 2022 from Karen Elrick, Manager of Corporate Services, attached.

Page 34      **(d)      2023 Council Calendar and Council Appointments**

Report dated November 9, 2022 from Karen Elrick, Manager of Corporate Services, attached.

Page 38      **(e)      Amendment to Policy 8 – Purchasing**

Report dated November 10, 2022 from Lena Martin, Manager of Financial Services, attached.

**(f)      Council Committee Appointments**

Verbal update on Council Committee appointments.

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

None.

**13.      Mayor's Report**

**14.      Councillors Reports**

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

**16.      Information Items**

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

None.

**(b)      General Correspondence**

- Page 62      • Metro Vancouver Board in Brief for meetings held on October 28, 2022
- Page 78      • Communication from Ministry of Children and Family Development dated October 31, 2022 regarding Adoption Awareness Month
- Page 80      • Communication dated November 4, 2022 from Ambulance Paramedics of BC – CUPE 872 regarding paramedic, dispatch, and ambulance resources.

**17. Public Question Period**

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

**18. Adjournment**



## Delegation to Council Request Form

### Contact Information

Name of presenter: Cassidy Palmer-Ruben

Name of organization: Palmer-Ruben family

Mailing Address: 708 Spence Way, Anmore, BC V3H 5H4

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Presentation Information

Preferred meeting date at which you wish to appear (if known): November 15, 2022

Number of person(s) expected to attend: 3 (Cassidy Palmer-Ruben, Peter Ruben, Karen Palmer)

Reason(s) for presentation:

- ☐ To provide information
- ☐ To request funding
- ☐ To request letter of support
- ☒ Other To discuss bylaw limits on coach house size

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 [karen.elrick@anmore.com](mailto:karen.elrick@anmore.com) 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, October 18, 2022, at 7:00 p.m. in **Gymnasium at Anmore  
Elementary School, 30 Elementary Road, Anmore, BC**



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### ELECTED OFFICIALS PRESENT

Mayor John McEwen  
Councillor Polly Krier  
Councillor Paul Weverink

### ABSENT

Councillor Tim Laidler  
Councillor Kim Trowbridge

### OTHERS PRESENT

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

#### 1. Call to Order

The meeting was called to order at 7:00 p.m.

#### 2. Approval of the Agenda

It was MOVED and SECONDED:

R093/22                      That the Agenda be approved as circulated.

Carried Unanimously

#### 3. Public Input

None

#### 4. Delegations

None.

#### 5. Adoption of Minutes

(a)      **Minutes of the Regular Council Meeting held on September 20, 2022**

It was MOVED and SECONDED:

R094/22                      That the Minutes of the Regular Council Meeting held September 20, 2022 be adopted, as circulated.

Carried Unanimously

**6.     Business Arising from Minutes**

**7.     Consent Agenda**

None.

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

**9.     Legislative Reports**

None.

**10.   Unfinished Business**

**(a)     Village of Belcarra – Request for Comment on the Draft Village of Belcarra Official Community Plan (OCP)**

At the September 20, 2022 Regular Council meeting:

R085/22                      That Council receive the letter dated July 20, 2022 from the Village of Belcarra regarding Request for Comment, for information; and That Council direct staff to bring forward this item to the October 18, 2022 Regular Council meeting for Council to provide comment on the Draft Village of Belcarra Official Community Plan (OCP).

It was MOVED and SECONDED:

R095/22                      That Council defer consideration of Draft Village of Belcarra Official Community Plan (OCP) to a future date once the new Belcarra Council has had an opportunity to review.

Carried Unanimously

It was requested that the questions raised at the September 20, 2022 Regular Council Meeting be brought forward for the next review of the Belcarra Draft OCP,

**11. New Business****(a) BC Active Transportation Grant**

Chris Boit, Manager of Development Services, provided an overview of the grant opportunity and potential Sunnyside pathway improvements that could be continued with the funding.

It was MOVED and SECONDED:

R096/22                      That Council direct staff to apply to the B.C Active Transportation Infrastructure Grant Program for the amount of \$500,000 and ensure the application meets all eligibility requirements.

And, that the Village commits the required 30% contribution, up to \$150,000 to be funded from the Capital Reserves, and to provide overall grant management should the application be successful.

Carried Unanimously

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

None.

**13. Mayor's Report**

Mayor McEwen reported that:

- He spoke to Chief Sharpe who stressed that we are in an extreme fire rating and the Village will not be holding fireworks this year. He recommended that the funds be reallocated to the Christmas event this year
- Speed bumps on Birch Wynde have been installed

**14. Councillors Reports**

Councillor Weverink offered:

- His condolences regarding the RCMP officer that was stabbed in the line of duty today
- His congratulations to Mayor McEwen on his re-election.



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

Ms. Halliwell reported that:

- There was a 49% voter turnout for the 2022 Local Government Election which is great comparable to neighbouring communities
- She attended a coordination call with local agencies regarding Buntzen Lake / Belcarra Regional Park / Sasamat Lake. It was noted that the reservation system was a success, particularly related to emergency response access, and BC Hydro is looking to implement a reservation system for 2023 with the possibility of other agencies implementing a reservation system as well.
- She thanked Karen Elrick, Chief Election Officer, and Sabina Perrin, Deputy Chief Election Officer for the election administration
- She announced that she will be leaving the Village later in November to pursue a position in another community

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

- Minutes of the Sasamat Volunteer Fire Department Board of Trustees meeting held on September 22, 2022

**(b) General Correspondence**

- Communication from Recycling Council of British Columbia regarding Circular Economy Month
- Communication from Province of BC, Minister of Environment and Climate Change Strategy dated September 1, 2022 regarding Ministerial Order, Liquid Waste Management Plan – Cancelled
- Tri-Cities Children's Accord 2022 – 2025
- Communication dated September 19, 2022 from Youth Parliament of British Columbia

**17. Public Question Period**

Deb Buek, Anmore, commented about fireworks ban

**18. Adjournment**

It was MOVED and SECONDED:

R097/22      That the meeting be adjourned at 7:21 p.m.

Carried Unanimously

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Karen Elrick  
Corporate Officer

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John McEwen  
Mayor

## INAGURAL MEETING MINUTES

Minutes for the Inaugural Meeting scheduled for  
Tuesday, November 1, 2022, at 7:00 p.m. in **Gymnasium at Anmore  
Elementary School, 30 Elementary Road, Anmore, BC**



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### ELECTED OFFICIALS PRESENT

Mayor John McEwen  
Councillor Polly Krier  
Councillor Doug Richardson  
Councillor Paul Weverink

### ABSENT

Councillor Kim Trowbridge

### OTHERS PRESENT

Karen Elrick, Manager of Corporate Services  
Lena Martin, Manager of Financial Services  
Chris Boit, Manager of Development Services

#### 1. Call to Order

The Corporate Officer called the meeting to order at 7:15 p.m..

#### 2. Administration of Oaths of Office

The Corporate Officer administered the Oath of Office to  
Mayor-elect John McEwen  
Councillor-elect Polly Krier  
Councillor-elect Doug Richardson  
Councillor-elect Paul Weverink

after which Mayor McEwen assumed the chair of the meeting.

#### 3. Approval of Agenda

It was MOVED and SECONDED:

R098/22                      That the Agenda be approved as circulated.

Carried Unanimously

#### 4. Inaugural Address – Mayor McEwen

Mayor McEwen provided inaugural his remarks to the community.

**4. Inaugural Address – Councillors**

Members of Council provided their inaugural remarks to the community.

**5. Appointment of Regional District Director**

It was MOVED and SECONDED:

R099/22                      That Council appoint Mayor John McEwen as director to the Metro Vancouver Regional District Board of Directors and that Councillor Paul Weverink be appointed as alternate director.

Carried Unanimously

**6. Appointment of Sasamat Volunteer Fire Department Board of Trustees**

It was MOVED and SECONDED:

R100/22                      That Council appoint Mayor John McEwen, Councillor Kim Trowbridge, and Councillor Paul Weverink as Trustees of the Sasamat Volunteer Fire Department Board.

Carried Unanimously

**7. Adjournment**

It was MOVED and SECONDED:

R101/22                      That the meeting be adjourned at 7:30 p.m.

Carried Unanimously

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Karen Elrick  
Corporate Officer

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John McEwen  
Mayor

## VILLAGE OF ANMORE

### BYLAW NO. 664-2022

#### Closure and Removal of Highway Dedication – Ma Murray Lane

A Bylaw to remove the dedication of a highway within the Village of Anmore  
Bylaw No. 664-2022

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**WHEREAS** pursuant to Subsection 40(1)(a) of the Community Charter, S.B.C. 2003, c. 26, the Council may, by bylaw, close all or part of a highway that is vested in the municipality to all or some types of traffic;

**AND WHEREAS** pursuant to Section 40(2) of the Community Charter, S.B.C. 2003, c. 26, the Council may, by bylaw, remove the dedication of a highway that has been closed by a bylaw under Subsection 40(1)(a).

**NOW, THEREFORE** the Council of the Village of Anmore, in open meeting lawfully assembled ENACTS AS FOLLOWS:

1. This bylaw maybe cited as **“Anmore Closure and Removal of Highway Dedication – Ma Murray, Bylaw No. 664-2022”**
2. That portion of LOT 1 SECTION 20 TOWNSHIP 39 NEW WESTMINSTER DISTRICT PLAN NWP77877 shown outlined in heavy black line on a Reference Plan 77877 attached hereto as Schedule “A” and forming part of this bylaw, prepared by W.G Lammerts, B.C.L.S. on the 4th day of May, 1988, and described as follows: a that portion of road containing 589 square metres and labeled Road; (hereinafter referred to as that portion of Road) shall be removed as a road dedication.
3. That portion of Lot 4 SECTION 20 TOWNSHIP 39 NEW WESTMINSTER DISTRICT PLAN 3350 shown outlined in heavy black line on a Reference Plan LMP18369 attached hereto as Schedule “B” and forming part of this bylaw, prepared by W.G Lammerts, B.C.L.S. on the 28th day of April, 1994, and described as follows: a that portion of road containing 397 square metres and labeled Road; (hereinafter referred to as that portion of Road) shall be removed as a road dedication.
4. The Village of Anmore hereby removes road dedications as described and specified in Schedule “C” Composite Plan of Lot B, PLAN LMP41762 AND LOT 1, PLAN 77877, SECTION 20, TOWNSHIP 39, NEW WESTMISTER DISTRICT, PREPARED June 8<sup>th</sup>, 2022 by Papove Professional Land Surveying Inc. which

identifies the extents of dedication to be closed and is attached to and forms part of this bylaw.

5. If any part of this bylaw is found invalid by a court, it will be severed and the remainder of the bylaw will remain in effect.

READ a first time the 20th

day of September, 2022

READ a second time the 20th

day of September, 2022

READ a third time the 20th

day of, September, 2022

ADOPTED the

day of,

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MAYOR

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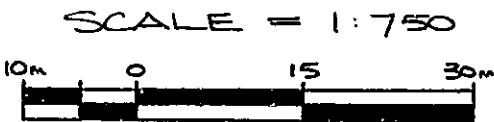
MANAGER OF CORPORATE SERVICES

SUBDIVISION PLAN OF PART OF LOT 4  
SECTION 20 TOWNSHIP 39 N.W.D. PLAN 3350.

12

Schedule A

PLAN 77877



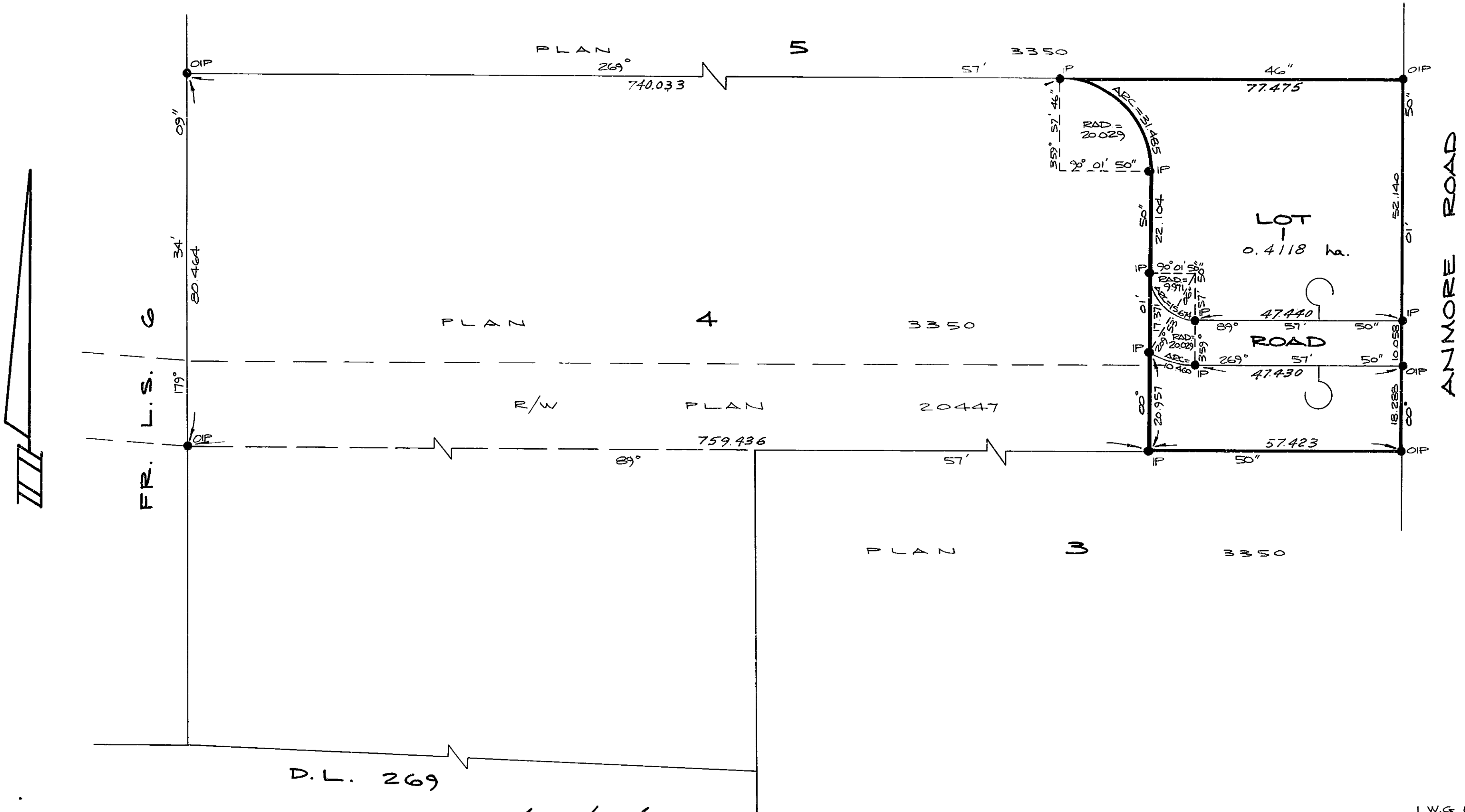
BEARINGS ARE ASTRONOMIC AND DERIVED FROM PLAN 20447.

- LEGEND:
- OIP INDICATES OLD IRON POST FOUND.
  - IP INDICATES IRON POST SET.

"ALL DISTANCES ARE IN METRES"  
EXCEPT WHERE OTHERWISE NOTED.

DEPOSITED IN THE LAND TITLE  
OFFICE AT NEW WESTMINSTER, B.C.  
THIS 13<sup>th</sup> DAY OF MAY 1988.

*[Signature]*  
REGISTRAR  
REF. # AB82644



"THIS PLAN LIES WITHIN THE GREATER"  
VANCOUVER REGIONAL DISTRICT.

JUSTICE, LAMMERTS & ASSOC.  
B.C. LAND SURVEYORS  
14649 - 108<sup>th</sup> AVE.  
SURREY, B.C.

*[Signature]*  
ROBERT KENNETH SMURTHWAITE  
ANMORE INVESTMENTS CO. LTD.  
  
*[Signature]*  
WITNESS  
2697 Sunnyside  
Port Moody (Anmore), B.C.  
ADDRESS OF WITNESS  
  
*[Signature]*  
OCCUPATION OF WITNESS  
  
*[Signature]*  
AUTHORIZED SIGNATORY

APPROVED UNDER THE LAND TITLE  
ACT THIS 11<sup>th</sup> DAY OF MAY 1988.

*[Signature]*  
APPROVING OFFICER  
VILLAGE OF ANMORE  
SUNNYSIDE IMPROVEMENT DISTRICT.

I W.G. LAMMERTS A BRITISH COLUMBIA LAND  
SURVEYOR OF SURREY BRITISH COLUMBIA  
CERTIFY THAT I WAS PRESENT AT AND  
PERSONALLY SUPERINTENDED THE  
SURVEY REPRESENTED BY THIS PLAN  
AND THAT THE SURVEY AND PLAN ARE  
CORRECT. THE SURVEY WAS COMPLETED  
ON THE 9<sup>th</sup> DAY OF MAY 1988.

*[Signature]*  
SURVEYOR

SUBDIVISION PLAN OF PART OF LOT 4  
SECTION 20 TOWNSHIP 39 N.W.D.  
PLAN 3350. VILLAGE OF ANMORE.

12.501

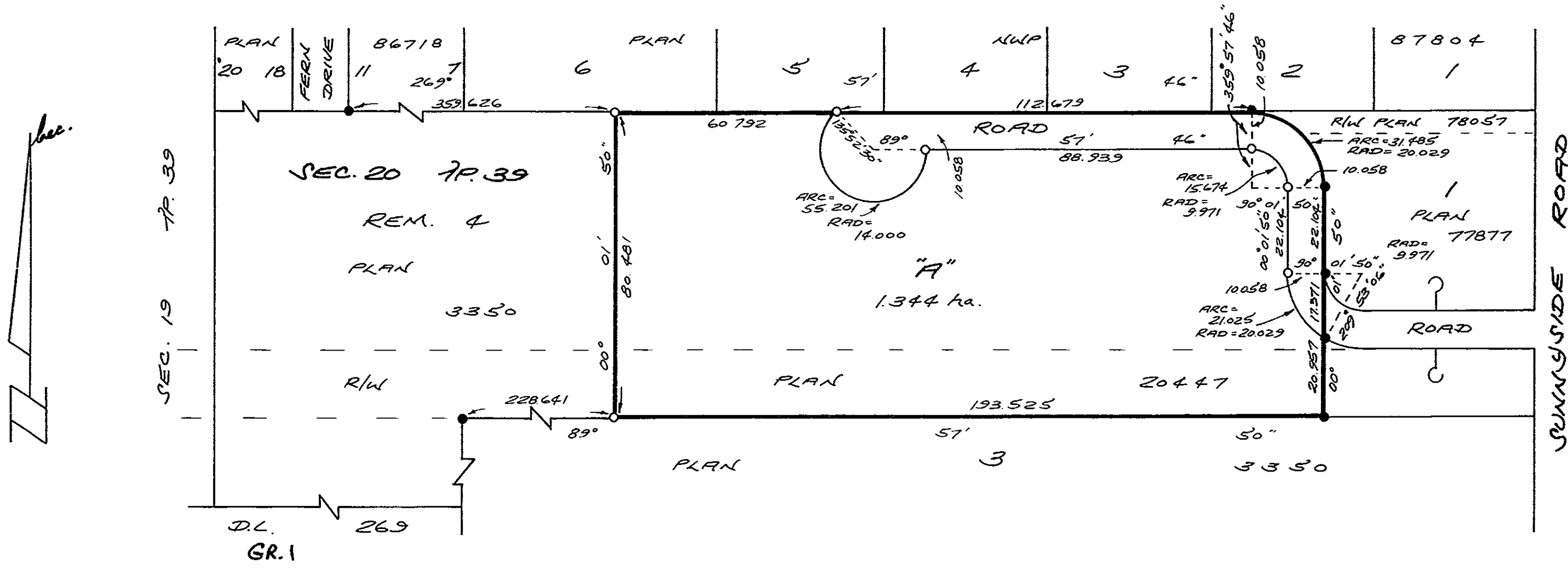
PLAN LMP18369

Schedule B

DEPOSITED IN THE LAND TITLE  
OFFICE AT NEW WESTMINSTER BC  
THIS 12 DAY OF AUG. 1994.

SCALE = 1:1000  
20m 0 25 50m  
BEARINGS ARE ASTRONOMIC AND DERIVED FROM R/W PLAN 20447.  
LEGEND:  
○ IRON POST PLACED.  
● IRON POST FOUND.  
"ALL DISTANCES ARE IN METRES."

*[Signature]*  
ASSISTANT DEPUTY REGISTRAR.  
RJ. # BH 299995



"THIS PLAN LIES WITHIN THE GREATER"  
VANCOUVER REGIONAL DISTRICT.

LAMMERIS LAND SURVEYING LTD. ©  
14649-108th AVE.  
SURREY, B.C.  
584-6828

APPROVED UNDER THE LAND TITLE  
ACT THIS 11th DAY OF August, 1994.

*[Signature]*  
APPROVING OFFICER,  
VILLAGE OF ANMORE,  
SUNNYSIDE IMPROVEMENT DISTRICT

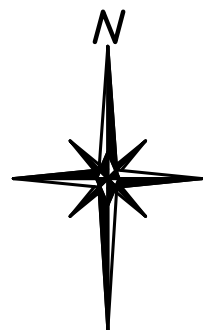
*[Signature]*  
ANMORE INVESTMENTS CO. LTD.  
AUTHORIZED SIGNATORY.  
(PRINT NAME) Robert Kenneth Smurthwaite  
*[Signature]*  
WITNESS (PRINT NAME) LARRY NELSON  
2341 Sonoma Dr. Coquitlam BC  
ADDRESS OF WITNESS.  
Chartered Accountant  
OCCUPATION OF WITNESS.

*[Signature]*  
ROBERT KENNETH SMURTHWAITE.  
*[Signature]*  
WITNESS (PRINT NAME) LARRY NELSON  
2341 Sonoma Dr. Coquitlam BC  
ADDRESS OF WITNESS.  
Chartered Accountant  
OCCUPATION OF WITNESS.

J. W. G. LAMMERIS, A BRITISH COLUMBIA LAND  
SURVEYOR OF SURVEY, BRITISH COLUMBIA,  
CERTIFIES THAT I WAS PRESENT AT AND  
PERSONALLY SUPERINTENDED THE  
SURVEY REPRESENTED BY THIS PLAN  
AND THAT THE SURVEY AND PLAN ARE  
CORRECT. THE SURVEY WAS COMPLETED  
ON THE 28th DAY OF April, 1994.  
*[Signature]*  
SURVEYOR.



Schedule C



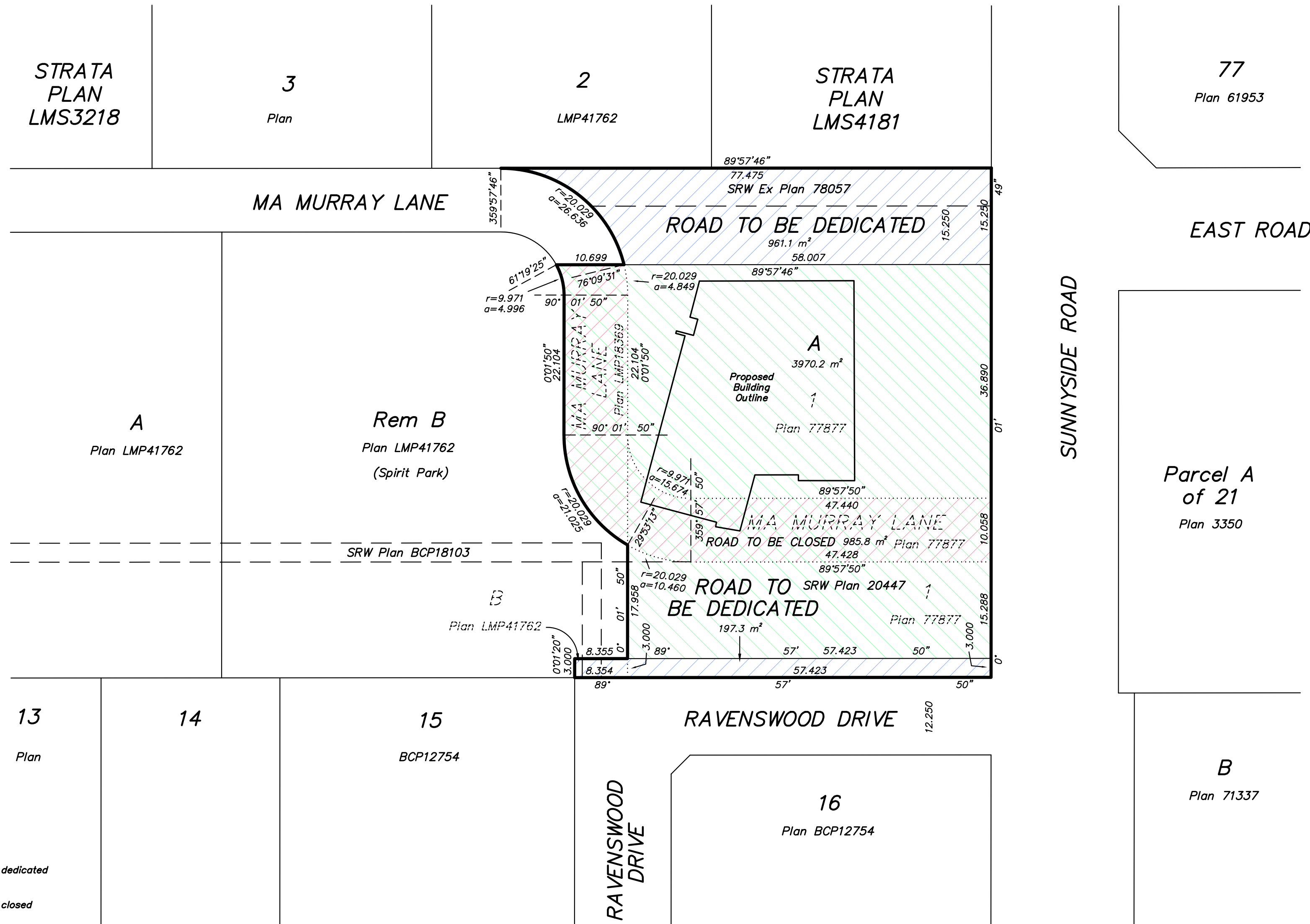
COMPOSITE PLAN OF  
LOT B, PLAN LMP41762,  
AND LOT 1, PLAN 77877,  
SECTION 20, TOWNSHIP 39,  
NEW WESTMINSTER DISTRICT

SCALE: 1:500



All distances are in metres

PARCEL IDENTIFIERS AND CIVIC ADDRESSES		
ALL IN ANMORE, BRITISH COLUMBIA		
LOT NUMBER	PARCEL IDENTIFIER	CIVIC ADDRESS
1	011-175-320	2697 Sunnyside Road
B	024-481-912	Spirit Park



NOTES:

- Road to be dedicated
- Road to be closed
- Consolidated lot

Lot dimensions are based  
on Plan 77877 and LMP41762.

This plan was prepared for a specific  
purpose and is for the exclusive use of  
our client. We assume no responsibility  
for the unauthorized use of this plan.

Plan Prepared: June 8th, 2022

CHARGES ON TITLE	
CHARGE NO.	NATURE
284365C	SRW
AB203301	SRW
AB213363	SRW
BF263970	SRW
BH299999	Covenant
BX341926	SRW

PAPOVE  
PROFESSIONAL LAND SURVEYING INC.  
202 - 1120 WESTWOOD STREET  
COQUITLAM, B.C., V3B 7K8  
TEL : (604) 464-5199  
FAX : (604) 464-6509

FILE NUMBER : 7929



# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: November 9, 2022 4200-20

Submitted by: Karen Elrick, Chief Election Officer

Subject: 2022 General Local Election Results

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### Purpose / Introduction

The purpose of this report is to provide the results of the 2022 Local Government Election held on October 15, 2022.

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### Recommended Option

**THAT Council receive the report dated November 9, 2022 from the Chief Election Officer entitled 2022 General Local Election Results, for information.**

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### Background

Section 138 of the *Local Government Act* requires that a report of election results be submitted to the local government within 30 days after the declaration of official election results. The declaration of official election results (**Attachment 1**) was made on Monday, October 17, 2022.

### Discussion

The Village of Anmore (the "Village") Local Government Election was held on October 15, 2022 with an advance poll held on October 5, 2022 as stipulated under the *Local Government Act*. In addition to the two in person voting opportunities, a mail ballot opportunity was provided with mail ballot applications accepted from the end of August up to October 12, 2022.

At the close of nomination period at 4 p.m. on September 9, 2022, there were two nominations for Mayor, six nominations for Councillor and one nominee for School Trustee. Before the end

## **Report/Recommendation to Council**

### **2022 General Local Election Results**

November 9, 2022

of the period to withdraw nominations ending at 4 p.m. on September 16, 2022, two Council candidates withdrew their nominations leaving four nominees remaining for the Office of Councillor. As a result, the four nominees for Council and the one nominee for School Trustee were acclaimed to their positions on September 20, 2022. **(Attachment 2)**

The Village uses the provincial list of electors, which contained 1,712 voters when the abstract was extracted. A total of 65 new voters and 5 non-resident voters registered for a total of 1,782 eligible voters. The total number of electors who voted were 878 (302 on advance voting day, 37 mail ballots, and 539 on general voting day) for a turnout of 49.2% which is consistent with the voter turnout for the 2018 General Local Election.

Information regarding voting opportunities were communicated via:

- Mail out to each household in Anmore
- Email notification to subscribers
- Village website
- Village Facebook
- Village Hall notice board
- Village entrance sign boards

#### In Person Voting

In person voting opportunities were held at Anmore Elementary School on October 5, 2022 and October 15, 2022, from 8:00 a.m. to 8:00 p.m.. For the October 5, 2022 advance voting, the Chief Election Officer, Deputy Chief Election Officer, and one Election Official worked at the polling station. Voting was steady throughout the day with the busiest times around school drop off and pick up and early evening. For general voting day on October 15, 2022, in addition to the Chief Election Officer and Deputy Chief Election Officer, there were six Election Officials who assisted with the administration of the voting. Two main check-in tables were set up for registered voters to obtain ballots, as well as a new registration table. A greeter was stationed at the entrance/exit to assist in providing direction to voters and there was an Election Official posted at the vote tabulator to provide guidance to voters depositing their ballots in the tabulator. Although there were minimal wait times, if any, throughout the day, there were minor challenges with traffic flow due to the layout of the facility entrance and exit and lack of areas with power that was needed for the vote tabulator, and computer equipment.

**Report/Recommendation to Council**  
2022 General Local Election Results  
November 9, 2022

Additionally, there was a curbside voting station set up immediately outside of the polling station with contact information for Election Officials to assist any voters by bringing a ballot to their vehicle. The intent of the curbside voting was to provide another option for voters who may have mobility or other challenges that would make it difficult for them to enter the polling station. Although there were no voters who accessed this service, there were some who expressed appreciation for the provision of this service and it is recommended that this process be continued for future elections.

At the beginning of each voting day, and before entering the mail ballots into the vote tabulator, the tabulators were verified to have zero ballots calculated and the ballot boxes were inspected to verify that each ballot box was empty. Both the zero tabulation and the empty ballot boxes were inspected by the Chief Election Officer and a scrutineer for validity. Candidates may appoint scrutineers to observe the election process on their behalf. There were five scrutineers who attended at different times during the two in person voting opportunities. The tally tapes for the election results were run by the Chief Election Officer and Deputy Chief Election Officer shortly after the polls were closed at 8:00 p.m. on October 15, 2022.

Election Officers reviewed the election documents and ballot accounts to verify and affirm the integrity of the election. The results were the same as recorded on October 15, 2022, no anomalies were noted and all ballots were accounted for including 3 spoiled ballots which were replaced. **(Attachment 3)**

Mail Ballot

As of June 17, 2021, the *Local Government Act* was amended to include a provision that all electors are eligible to vote by mail ballot, where a bylaw provides for mail ballot. In May 2022 Anmore Local Government Election Procedure Bylaw (the "Bylaw") was amended to include this updated provision as well as enable the Chief Election Officer to set procedures and time limits related to mail ballots.

Additionally, an amendment to the Bylaw to remove the requirement for candidates to be listed on the ballot in order of lot (draw) rather than alphabetically was effective in enabling earlier production of ballots. The Village electronic vote tabulators were tested for logic and accuracy on September 27, 2022, and immediately thereafter the mail ballots applications were processed in order of receipt and applicants provided with ballots. 44 mail ballots were

## **Report/Recommendation to Council**

### **2022 General Local Election Results**

November 9, 2022

requested, of which 43 were issued and one pick up request was processed but not picked up. As at the deadline of 8:00 p.m. on Saturday, October 15, 2022, 37 mail ballots were returned. Subsequently, one mail ballot was received in the mail on October 20, 2022 and was not opened or processed.

## **Conclusion**

Generally, the election process ran smoothly and without any notable issues. This was in large part due to the outstanding support provided by all the Village staff, particularly Sabina Perrin, who fulfilled the position of Deputy Chief Election Officer. Should an outside consultant experienced in election administration be available for future elections, it is recommended that the Village consider engaging in consultant services given the labour intensive nature of the work related to administering an election, and the desire to maintain separation of duties between staff and election administration.

## **Other Options**

**THAT Council receive the report dated November 9, 2022 from the Chief Election Officer entitled 2022 General Local Election Results, for information.  
(recommended)**

Or

THAT Council receive the report dated November 9, 2022 from the Chief Election Officer entitled 2022 General Local Election Results, for information and THAT Council direct staff to report back to Council with updates to the Local General Election Procedures Bylaw.

## **Financial Implications**

The 2022 Local Government Election was conducted within the approved 2022 Budget.

## **Communications / Civic Engagement**

Election results have been communicated on the Village social media, website, and email distribution.


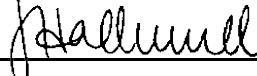
**Report/Recommendation to Council**  
2022 General Local Election Results  
November 9, 2022

**Corporate Strategic Plan Objectives**

We provide responsive, efficient, transparent and engaged service.

**Attachments:**

1. Declaration of Official Election Results
2. Declaration of Election by Acclamation
3. Ballot Account Reconciliation

<b>Prepared by:</b>
 _____  Karen Elrick Chief Election Officer
<b>Reviewed for Form and Content / Approved for Submission to Council:</b>
<b>Chief Administrative Officer's Comment/Concurrence</b>     <div style="text-align: right;"> _____ Chief Administrative Officer</div>



Form No. 14-2  
LGA s.146(2)(a), VC s. 108(2)(a)

**DECLARATION OF OFFICIAL ELECTION RESULTS**

**GENERAL LOCAL ELECTION – 2022**

**OFFICE OF MAYOR**

I, Karen Elrick, Chief Election Officer, do hereby declare elected, John McEwen, who received the highest number of valid votes for the office of Mayor.

Dated at Anmore, BC this 17th day of October, 2022.

  
\_\_\_\_\_  
Karen Elrick, Chief Election Officer

**DECLARATION OF OFFICIAL ELECTION RESULTS**

**GENERAL LOCAL ELECTION – 2022**

**OFFICE OF COUNCILLOR**

I, Karen Elrick, Chief Election Officer, do hereby declare elected, the following candidates, who were acclaimed for the office of Councillor:

1. Polly Krier
2. Douglas Richardson
3. Kim Trowbridge
4. Paul Weverink

Dated at Anmore, BC this 17th day of October, 2022.



Karen Elrick, Chief Election Officer



**DECLARATION OF OFFICIAL ELECTION RESULTS**

**GENERAL LOCAL ELECTION – 2022**

**OFFICE OF SCHOOL TRUSTEE**

I, Karen Elrick, Chief Election Officer, do hereby declare elected, the following candidate, who was acclaimed for the office of School Trustee for Electoral Area 4 for Coquitlam School District:

1. Kerri Palmer Isaak

Dated at Anmore, BC this 17th day of October, 2022.

  
Karen Elrick, Chief Election Officer

Form No. 8-12, LGA s.98 VC s.48

**DECLARATION OF ELECTION BY ACCLAMATION**

I, Karen Elrick, Chief Election Officer for the Village of Anmore, do hereby declare,  
pursuant to section 98 of the *Local Government Act*, the following candidates elected  
by acclamation:

**Office(s) of Councillor – 4 to be elected**

Polly Krier, Anmore, BC

Douglas Richardson, Anmore, BC

Kim Trowbridge, Anmore, BC

Paul Weverink, Anmore, BC

**Office of School Trustee – Coquitlam School District 43 – Electoral Area 4 – 1 to be  
elected**

Kerri Palmer Isaak, Anmore, BC

Given under my hand at Anmore, British Columbia, this 20th day of September, 2022.



Karen Elrick

Chief Election Officer

**BALLOT ACCOUNT RECONCILIATION**

Anmore Elementary School, 30 Elementary Rd, Anmore BC V3H 4Y6

October 15, 2022

New Registration Table

(1) Number of ballots received for use			<u>100</u>
(2) Ballots without objection	<u>43</u>		
(3) Ballots accepted subject to objection under LGA s.140	<u>0</u>		
(4) Ballots rejected without objection (including blanks)	<u>0</u>		
(5) Ballots rejected subject to objection under LGA s.140 (VC s.102)	<u>0</u>		
(6) Spoiled ballots that were replaced under LGA s.128 (VC s.90)	<u>0</u>		
(7) <b>Number of ballots given to the electors (2+3+4+5+6)</b>		<u>43</u>	
(8) Unused ballots		<u>57</u>	
(9) Number of ballots not accounted for		<u>0</u>	
(10) <b>TOTAL (7+8+9)</b> No. 1 & No. 10 must agree			<u>100</u>



Chief Election Officer

**BALLOT ACCOUNT RECONCILIATION**

Anmore Elementary School, 30 Elementary Rd, Anmore BC V3H 4Y6  
October 15, 2022  
Mail Ballot

(1) Number of ballots received for use		100
(2) Ballots without objection	37	
(3) Ballots accepted subject to objection under LGA s.140	0	
(4) Ballots rejected without objection (including blanks)	0	
(5) Ballots rejected subject to objection under LGA s.140 (VC s.102)	0	
(6) Spoiled ballots that were replaced under LGA s.128 (VC s.90)	0	
(7) <b>Number of ballots given to the electors (2+3+4+5+6)</b>	37	
(8) Unused ballots	57	
(9) Number of ballots not accounted for	6*	
(10) <b>TOTAL (7+8+9)</b> No. 1 & No. 10 must agree		100



Chief Election Officer

\*44 MAIL BALLOTS REQUESTED 43 MAIL BALLOTS ISSUED, 1 PICK UP REQUEST WAS NOT PICKED UP  
43 MAIL BALLOTS ISSUED FOR THE MAIL BALLOT VOTING, 6 BALLOTS NOT RETURNED

**BALLOT ACCOUNT RECONCILIATION**

Anmore Elementary School, 30 Elementary Rd, Anmore BC V3H 4Y6

October 15, 2022

Sign in Table 1

(1) Number of ballots received for use		300
(2) Ballots without objection	266	
(3) Ballots accepted subject to objection under LGA s.140	0	
(4) Ballots rejected without objection (including blanks)	0	
(5) Ballots rejected subject to objection under LGA s.140 (VC s.102)	0	
(6) Spoiled ballots that were replaced under LGA s.128 (VC s.90)	1	
(7) Number of ballots given to the electors (2+3+4+5+6)	267	
(8) Unused ballots	33	
(9) Number of ballots not accounted for	0	
(10) <b>TOTAL (7+8+9)</b> No. 1 & No. 10 must agree		300



Chief Election Officer

**BALLOT ACCOUNT RECONCILIATION**

Anmore Elementary School, 30 Elementary Rd, Anmore BC V3H 4Y6

October 15, 2022

Sign in Table 2

(1) Number of ballots received for use		<u>300</u>
(2) Ballots without objection	<u>230</u>	
(3) Ballots accepted subject to objection under LGA s.140	<u>0</u>	
(4) Ballots rejected without objection (including blanks)	<u>0</u>	
(5) Ballots rejected subject to objection under LGA s.140 (VC s.102)	<u>0</u>	
(6) Spoiled ballots that were replaced under LGA s.128 (VC s.90)	<u>1</u>	
(7) <b>Number of ballots given to the electors (2+3+4+5+6)</b>	<u>231</u>	
(8) Unused ballots	<u>69</u>	
(9) Number of ballots not accounted for	<u>0</u>	
(10) <b>TOTAL (7+8+9)</b> No. 1 & No. 10 must agree		<u>300</u>



Chief Election Officer

**BALLOT ACCOUNT RECONCILIATION**

Anmore Elementary School, 30 Elementary Rd, Anmore BC V3H 4Y6  
October 5, 2022 – Advance Poll  
New Registration Table

(1) Number of ballots received for use		100
(2) Ballots without objection	21	
(3) Ballots accepted subject to objection under LGA s.140	0	
(4) Ballots rejected without objection (including blanks)	0	
(5) Ballots rejected subject to objection under LGA s.140 (VC s.102)	0	
(6) Spoiled ballots that were replaced under LGA s.128 (VC s.90)	0	
(7) <b>Number of ballots given to the electors (2+3+4+5+6)</b>	21	
(8) Unused ballots	79	
(9) Number of ballots not accounted for	0	
(10) <b>TOTAL (7+8+9)</b> No. 1 & No. 10 must agree		100

  
Chief Election Officer



**BALLOT ACCOUNT RECONCILIATION**

Anmore Elementary School, 30 Elementary Rd, Anmore BC V3H 4Y6  
October 5, 2022 – Advance Poll  
Check in Table

(1) Number of ballots received for use		300
(2) Ballots without objection	281	
(3) Ballots accepted subject to objection under LGA s.140	0	
(4) Ballots rejected without objection (including blanks)	0	
(5) Ballots rejected subject to objection under LGA s.140 (VC s.102)	0	
(6) Spoiled ballots that were replaced under LGA s.128 (VC s.90)	1	
(7) <b>Number of ballots given to the electors (2+3+4+5+6)</b>	282	
(8) Unused ballots	18	
(9) Number of ballots not accounted for	0	
(10) <b>TOTAL (7+8+9)</b> No. 1 & No. 10 must agree		300

  
Chief Election Officer



**BALLOT ACCOUNT RECONCILIATION**

Anmore Elementary School, 30 Elementary Rd, Anmore BC V3H 4Y6  
SPARE BALLOTS

BALLOTS NOT ISSUED

(1) Number of ballots received for use		800
(2) Ballots without objection	0	
(3) Ballots accepted subject to objection under LGA s.140	0	
(4) Ballots rejected without objection (including blanks)	0	
(5) Ballots rejected subject to objection under LGA s.140 (VC s.102)	0	
(6) Spoiled ballots that were replaced under LGA s.128 (VC s.90)	0	
(7) <b>Number of ballots given to the electors (2+3+4+5+6)</b>	0	
(8) Unused ballots	800	
(9) Number of ballots not accounted for	800	
(10) <b>TOTAL (7+8+9)</b> No. 1 & No. 10 must agree		800

  
Chief Election Officer



# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: November 9, 2022 0550-01  
Submitted by: Karen Elrick, Manager of Corporate Services  
Subject: 2023 Council Calendar and Council Appointments

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### Purpose / Introduction

The purpose of this report is to provide, for Council's approval, the 2023 Council Meeting Schedule and Acting Mayor Appointments for 2023.

---

### Recommended Options

#### THAT Council:

- A. Approve the 2023 Council Calendar as attached to the report dated November 9, 2022 from the Manager of Corporate Services; and
  - B. Approve the following Acting Mayor Schedule for 2023:
    - Nov/Dec/Jan Councillor Krier
    - Feb/Mar/Apr Councillor Richardson
    - May/Jun/Jul Councillor Trowbridge
    - Aug/Sep/Oct Councillor Weverink
- 

### Background

Pursuant to section 127 of the *Community Charter*, Council must make available to the public a schedule of the date, time, and place of regular council meetings at least once a year. Acting Mayor appointments are made by Council on an annual basis pursuant to the *Anmore Procedure Bylaw* to designate a Councillor as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act.

### Discussion

The *Anmore Procedure Bylaw* stipulates that Regular Council meetings are generally held on the first and third Tuesday of each month, with the exception of August. For 2023,

## **Report/Recommendation to Council**

### **2023 Council Calendar and Council Appointments**

November 9, 2022

adjustments to the typical schedule have been made in the month of January taking into consideration the holiday closure, for the month of September to accommodate the Union of British Columbia Municipalities conference, and to schedule one meeting for the month of December which leaves Council with the flexibility to schedule a second meeting as a Special Council meeting should the need arise before the holiday closure for 2023.

Annually, Council must choose from amongst its members, designated Councillors to serve on a rotating basis as the member responsible for acting in place of the Mayor when the Mayor is absent or otherwise unable to act.

## **Other Options**

### **THAT Council:**

- A. Approve the 2023 Council Calendar as attached to the report dated November 9, 2022 from the Manager of Corporate Services; and**
- B. Approve the following Acting Mayor Schedule for 2023:**
  - Nov/Dec/Jan Councillor Krier**
  - Feb/Mar/Apr Councillor Richardson**
  - May/Jun/Jul Councillor Trowbridge**
  - Aug/Sep/Oct Councillor Weverink**

**(recommended)**

Or

- A. Council may choose to provide alternative dates or amendments to the 2023 Council Meeting Schedule prior to approval.

Or

- B. Council may choose to provide an alternate rotating schedule for Acting Mayor appointments for 2023.

## **Financial Implications**

There are no financial implications.

## Report/Recommendation to Council

### 2023 Council Calendar and Council Appointments

November 9, 2022

## Communications / Civic Engagement


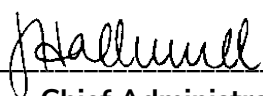
Notice of the 2023 Council Meeting Schedule will be provided in accordance with the Village Public Notice Bylaw including email distribution, facebook, website, and posting at Village Hall.

## Corporate Strategic Plan Objectives

*We provided responsive, efficient, transparent and engaged service.*

### Attachments:

1. Draft 2023 Council Meeting Schedule

<b>Prepared by:</b>
 _____  Karen Elrick Manager of Corporate Services
<b>Reviewed for Form and Content / Approved for Submission to Council:</b>
<b>Chief Administrative Officer's Comment/Concurrence</b>  <div style="text-align: right;"> _____ Chief Administrative Officer</div>

## 2023 Council Meeting Schedule

### Council Meeting Dates by Month

January	17
February	7 21
March	7 21
April	4 18
May	2 16
June	6 20
July	4 18
August	no meetings
September	12 26
October	3 17
November	7 21
December	5



### \*Council Members\*

Mayor John McEwen  
Councillor Polly Krier  
Councillor Doug Richardson  
Councillor Kim Trowbridge  
Councillor Paul Weverink

### \*Acting Mayor Schedule\*

Nov/Dec/Jan Councillor Krier  
Feb/Mar/Apr Councillor Richardson  
May/Jun/Jul Councillor Trowbridge  
Aug/Sep/Oct Councillor Weverink

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

☐ Regular Council Meeting

☐ Statutory & Non-Statutory Holidays Observed

☐ Conferences to Note for 2023  
(Council may attend)

Lower Mainland Local Government Association Conference in Harrison Hot Springs, BC May 3 to May 5, 2023

Federation of Canadian Municipalities Conference in Montreal, QC May 25 to May 27, 2023

Union of British Columbia Municipalities Conference in Vancouver, BC September 18 to September 22, 2023

Council meetings are typically held on the first and third Tuesday of each month. Exceptions apply.

Meetings commence at 7:00 p.m. and are held at:  
Anmore Elementary School  
30 Elementary Road  
Anmore BC V3H 4Y6

All public are welcome to attend.

Temporary village hall address:  
100 Buntzen Creek Road  
Anmore, BC V3H 4Z2

Mailing address:  
2697 Sunnyside Road  
Anmore, BC V3H 5G9

Phone: 604 469 9877

Web: [anmore.com](http://anmore.com)

Email: [village.hall@anmore.com](mailto:village.hall@anmore.com)



# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: November 10, 2022

File No. 0340-50

Submitted by: Lena Martin

Subject: Amendment to Policy 8 - Purchasing

---

### Purpose / Introduction

An amendment to update the purpose and authority limits of Policy 8 – Purchasing.

---

### Recommended Option

**That Council approve Policy 8 – Purchasing, as amended and attached to the report dated November 10, 2022, titled Amendment to Policy 8 – Purchasing.**

---

### Background

The Village must comply with applicable trade agreements that have been signed by the pertinent province and /or federal government departments as may be required by law. These agreements generally state that goods, services, and construction over certain dollar values must be posted publicly as to not discriminate among bidders on the basis of origin of the supplier of goods, services or construction materials.

The New West Partnership Trade Agreement (NWPTA) requires that government and public entities remove impediments across all economic sectors. The NWPTA is comprehensive, applying to all government measures (e.g., legislation, regulations, standards, policies, procedures, guidelines, procurements, etc.) affecting trade, investment and labour mobility. The NWPTA requires open and non-discriminatory procurement where the anticipated costs are at or above the established threshold amounts. The NWPTA applies at or above the thresholds indicated below for procurements by; Municipalities, school boards, health regions and publicly funded post-secondary institutions.

**\$75,000 or greater for goods**

**\$75,000 or greater for services**

**\$200,000 or greater for construction**

## **Report/Recommendation to Council**

Amendment to Policy 8 - Purchasing

November 10, 2022

British Columbia is party to the NWPTA and Canadian Free Trade Agreement (CFTA) and must meet the obligations of both agreements, however, the NWPTA has lower procurement thresholds and allows fewer procurement exceptions than the CFTA.

The NWPTA specifies that when a procurement is at or above the threshold, an open, transparent, and competitive procurement process must be followed.

This requires that tender documents:

- clearly state the requirement of the procurement,
- identify measurable criteria that will be used in the evaluation of bids (including the weighting of each criteria), and
- provide relevant information to assist suppliers in completing and submitting their bids.

### **Limit on expenditures – Community Charter - Section 173**

(1) A municipality must not make an expenditure other than one authorized under subsection (2) or (3).

(2) A municipality may make an expenditure that is included for that year in its financial plan, so long as the expenditure is not expressly prohibited under this or another Act.

(3) A municipality may make an expenditure for an emergency that was not contemplated for that year in its financial plan, so long as the expenditure is not expressly prohibited under this or another Act.

(4) The following apply in relation to the authority under subsection (3):

(a) the council must establish procedures to

- (i) authorize expenditures under that subsection, and
- (ii) provide for such expenditures to be reported to the council at a regular meeting;

(b) if an expenditure is made under that subsection, as soon as practicable, the council must amend the financial plan to include the expenditure and the funding source for the expenditure;

(c) the authority under that subsection does not include the authority to borrow for the purpose of making the expenditure.

## Report/Recommendation to Council

### Amendment to Policy 8 - Purchasing

November 10, 2022

## Discussion

Council last approved an amendment to Policy 8 in 2016. The purchasing policy was to establish governing principles and practices for procurement activities for staff and Council.

An amendment was initiated after review of member municipalities procurement policies and current trade agreement limits.

Municipality	CAO Authority Limit	Manager Limit	Staff Limit
RMOW	250,000	100,000	10,000
Pitt Meadows	200,000	50,000	5,000
New Westminster	100,000	50,000	15,000
Port Moody	200,000	75,000	5,000

It is recommended that Policy 8 – Purchasing be amended to reflect the following authority limits:

Municipality	CAO Authority Limit	Manager Limit	Staff Limit
Anmore	75,000	25,000	10,000

This is in part due to the Village's bi-monthly payroll, which is currently an average of \$30,000. By amending the policy to increase the CAO's authority limit, there is no requirement for additional authorization to approve payroll.

## Options

1. That Council approve Policy 8 – Purchasing, as amended and attached to the report dated November 10, 2022, titled Amendment to Policy 8 – Purchasing.

OR

2. That Council amend authority limits to \_\_\_\_\_.

## Financial Implications

To acquire the necessary quality and quantity of goods and services in an efficient and cost-effective manner with the primary objective being to provide the best value to the taxpayer and to ensure that the Village maintains its reputation as a preferred customer by completing timely and accurate transactions within all aspects of the purchasing and contracting processes.



## Report/Recommendation to Council

Amendment to Policy 8 - Purchasing

November 10, 2022

## Communications / Civic Engagement

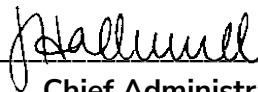
There is no communication requirement at this time.

## Council Strategic Plan Objectives

To provide responsive, efficient, transparent, and engaged service to ensure long term fiscal responsibility.

## Attachments

1. Policy No. 8 – Purchasing (amended)

<b>Prepared by:</b>
<i>Lena Martin</i> _____  Lena Martin Manager of Financial Services
<b>Reviewed for Form and Content / Approved for Submission to Council:</b>
<b>Chief Administrative Officer's Comment/Concurrence</b>  <div style="text-align: right;"> _____ Chief Administrative Officer</div>



## COUNCIL POLICY

<b>Policy</b>	Purchasing	<b>Policy No.</b>	8
<b>Effective Date</b>	February 16, 2016	<b>Approved by</b>	Council Resolution
<b>Date Amended</b>	February 16, 2016	<b>Resolution No.</b>	R60/2016
<b>Date Established</b>	December 1991		

### PURPOSE

To establish governing principles and practices for procurement activities at the Village of Anmore. This policy applies to all individuals and organizations employed or engaged by the Village that have been given purchasing authority to procure goods and services, including construction contracts.

Specifically, this Purchasing Policy ("Policy") covers the:

1. Procurement of goods and services required by the Village;
2. Sale or disposal of assets by the Village;
3. Execution and administration of procurement contracts for the Village; and
4. Delegation of purchasing authority for the Village.

This Policy does not apply to:

1. Acquisition or sale of land;
2. Legal services;
3. Insurance;
4. Financial investments;
5. Utilities including gas and hydro-electricity;
6. Employee benefit services; and
7. Agreements or transactions with other government agencies or First Nations.

The Village of Anmore (Village) engages in the procurement of goods and services. The purchasing function is administered by the Chief Administrative Officer. In order to To achieve maximum economy, efficiency, and effectiveness in the performance of the purchasing function, the Village has endorsed certain fundamental principles it considers applicable to public purchasing by all departments. The disposal of purchased goods is also administered by the Chief Administrative Officer and is covered under this policy.

**This policy is guided by the following principles to ensure a minimum standard of performance for purchasing.**

- a) Procure the necessary quality and quantity of goods and services in an efficient, timely, and cost-effective manner, while maintaining proper controls.
- b) Use a process that is simple, clear and easily explained.
- c) Encourage the most open bidding process practicable for the acquisition and disposal of goods and services while ensuring availability to all qualified or pre-qualified bidders. Approval for alternative purchasing processes will only be granted where a positive business case can be shown.
- d) Ensure the maximum value of an acquisition is obtained by determining the total cost of performing the intended function over its lifetime. This may include, but not be limited to, acquisition cost, disposal value, disposal cost, training cost, maintenance cost, quality of performance, environmental impact, proximity of goods/services provider, urgency of need, and the number of vendors able to provide the goods/services.
- e) Procure goods and services with due regard to our commitment to encourage the use of “environmentally friendly” products and services that make lesser or negligible demands on non-sustainable resources and avoid goods and services that adversely affect air, water or terrestrial environments during their use or disposal.
- f) Ensure the maximum value is obtained when disposing of surplus goods.
- g) This policy is subject to all applicable Village policies and by-laws, any specific provisions of the Community Charter, Local Government Act, Agreement on Internal Trade or other relevant legislation and trade agreements.

**The following practices are prohibited:**

- a) The division of contracts or purchases to avoid the requirements of this Policy.
- b) Committing to the Village without the appropriate authority to do so.
- c) Purchase by the Village of any goods or services for personal use by or on behalf of any member of Council, appointed officers, employees of the Village or their immediate families.
- d) Purchase by the Village from any member of Council, without disclosing those agreements as required under Section 107 of the Community Charter.
- e) Purchase of any Village surplus goods by a member of Council, appointed officers, employees of the Village or their immediate families, unless approved jointly by the Chief Administrative Officer and the ~~Director of Operations~~ Chief Financial Officer or

**Corporate Officer.** (This prohibition is waived in those circumstances where the items are of minimal value (< \$500) and are used for promotional purposes, or performance recognition).

- f) The release of a supplier's written or oral information. No employee or any appointed or elected official shall divulge proprietary information, including unit prices paid by the Village for goods and/or services.

## DEFINITIONS

See Appendix A

## PROCEDURES

### Overview

The essential elements of the Village's purchasing procedures are:

#### Competition

The Village believes that the methods of procurement for goods and services should be competitive where possible to:

- Reduce costs to the public through marketplace competition;
- Encourage innovation and efficiency; and
- Demonstrate the application of fair and open selection criteria.

The level of external competition required for Village purchases is set based on the dollar value and nature of the specific purchase. This is set out in Appendix B - Schedule of Purchasing Authorities and Responsibilities.

#### Documentation

All steps in the procurement process should be documented. The Village is subject to the Freedom of Information and Protection of Privacy legislation. Therefore, our procurement decisions will be subject to public scrutiny from time to time. It is critical that we not only follow our stated policies but also are able to demonstrate our compliance.

#### Compliance

Both the Village and our suppliers are required to adhere to the legal commitments we make. There are many forms of commitment or contracts made, ranging from a verbal commitment, a purchasing card transaction, to a purchase order or a formally executed contract. All of these agreements are equally binding on the Village. The appropriate form of commitment/contract is determined by the dollar value of the specific transaction and is set out on the Schedule of Purchasing Authorities and Responsibilities. These procedures are designed to assist Village

staff in meeting the Village's stated procurement objectives and to protect the Village and its staff against potential litigation and perceived or actual conflicts of interest.

#### Single Source Purchasing (over \$5,000 value)

There may be instances when products/services must be purchased from one specific source. Personal preference for certain brands or products is not allowed as it limits competition. Single source purchasing by negotiation may be adopted if a positive business case is approved by the Chief Administrative Officer following review with the ~~Director of Operations~~ Chief Financial Officer and requesting employee.

#### **Trade Agreements**

The Village must comply with the trade agreements that have been signed by the province and/or country. These agreements generally state that goods, services and construction over certain dollar values must be posted publicly so as to not discriminate among bidders on the basis of origin or the supplier of goods, services or construction materials.

#### **Ethical Purchasing Practices**

The Village does not want to do business with companies that compete by exploiting their workers. Wherever possible, the Village will purchase goods and services from responsible and ethical manufacturers who operate in accordance with established codes of corporate conduct regarding wages, workplace health and safety, forced labour, child labour and freedom of association, as embodied in United Nations (U.N.) and International Labor Organization (I.L.O.) conventions. Firms wishing to conduct business with the Village ~~may~~ will be asked to sign a declaration indicating that they adhere to recognized labour conventions and recommendations.

#### **Sustainable Purchasing Practices**

The Village will purchase goods and services in a manner that embodies its commitment to sustainability, environmental responsibility, and improving the quality of life of its residents. A sustainable purchasing decision needs to consider three key components:

- The long-term financial and economic impact;
- The environmental impact; and
- The social impact.

The Village will pursue the following goals when purchasing products and services:

- Minimize unnecessary purchasing ensuring the product or service is absolutely necessary;
- Reduce environmental impact; and

- Whole life cycle assessment which examines the entire environmental and health impacts associated with the entire life cycle of a product or service.

Purchasing decisions will continue to be balanced with issues of product performance, cost and availability and, where possible, will give preference to products and services that:

- Reduce waste;
- Reduce air and water pollution;
- Reduce greenhouse gas emissions;
- Reduce the use of chemicals that are hazardous to the environment, employees, and public health;
- Products that have a high postconsumer recycled content, are reusable, recyclable, or compostable;
- Minimize transportation;
- Minimize packaging or offer collection/reuse of packaging; and
- Are provided by suppliers who strive to improve their environmental performance and provide environmentally preferable products, and who can document the supply-chain impact of their efforts.

#### **Co-operative Venture**

This policy provides the authority to participate in co-operative purchasing.

The Village will participate with other government agencies or public authorities in co-operative acquisition ventures such as, but not limited to, the Vancouver Regional Co-Operative Purchasing Group or provincial Corporate Supply Arrangements. When it is in the best interest of the Village to do so, the Village will follow the procedures set out by the agency responsible for the venture and not those detailed in the Purchasing Authorities and Responsibilities table.

#### **Emergency Purchases**

Emergency situations may occur which require immediate commitment of materials, equipment and or services. An emergency expenditure is any expenditure that is the result of an event caused by an accident, fire, explosion or technical failure or by forces of nature that results in the need to expend the Village's immediate or emergent resources:

- To protect human life, safety and health;
- To protect property;
- To protect the environment; and
- To protect the economic interest of the community

In such situations, the person in charge is authorized to approve any commitments made on behalf of the Village and will process the appropriate documents during the first business day following the event. Where the expenditure can be accommodated within the approved budget, the Chief Administrative Officer is authorized to approve that expenditure. Emergency purchases that cannot be accommodated within the approved budget will be authorized by the Chief Administrative Officer and reported to Council at a regular meeting following the event to confirm the action taken.

Under the Emergency Program Act and the Compensation and Disaster Financial Assistance Regulation, local authorities can receive financial assistance for eligible emergency response costs incurred during a disastrous event, and assistance for some post-disaster recovery costs expended to repair or restore public works and facilities that are essential to their operation.

#### **Used Goods/Equipment**

To ensure maximum value for the Village's purchasing dollars, the purchasing function and performance must be optimized. To this end, it may be necessary for the Village to consider the purchase of used goods or equipment from time to time. Approval for the purchase of used goods or equipment will only be considered where a positive business case can be shown.

#### **Consulting and Professional Services**

Consulting and professional services generally include engineering studies, designs, project management, financial auditing, etc. Proposals for consulting services are to be evaluated and awarded based on an overall value assessment including capability, methodology, historical performance, and cost, rather than simply the lowest price (i.e., Qualifications Based Selection).

### **Externally Managed Projects**

Externally managed projects are those projects that are contracted out to a project management firm. These typically are comprised of multiple contracts awarded to several different trade contractors for the project. These contracts are awarded over the project duration by the project manager and senior Village staff authorized by Council within the overall project scope and established budget. It is the responsibility of the staff person hiring the project manager to ensure that the project manager adheres to all requirements of this policy.

### **Scope Changes**

During the course of a project additional work may arise that could not be anticipated during the project planning process. A contractor currently working for the Village may be able to better respond to this related work. As a result, the existing contractor may be asked for a quotation and it may be used as a basis for a purchase requisition, which in turn may result in a new separate contract or an adjustment to an existing contract. A positive business case must be presented and approved by the department head prior to the additional work being awarded. The total amount of additional work awarded may not exceed 15% of the original contract value, or \$25,000, whichever is lesser of the two values.

### **Surplus Goods**

The Village shall, from time to time, dispose of items declared obsolete or surplus by the user department, through public auction, solicited offers or negotiated sale. Surplus goods must be tagged with relevant information temporarily stored in the most appropriate location for later redistribution and/or sale. The Chief Administrative Officer, or designate, will be responsible for the disposal of surplus goods. Surplus goods will be sold at net book value or fair market value, whichever is higher.

### **MONITORING/AUTHORITY**

Through Council resolution for the adoption of this policy, Council provides the authorization for staff to perform and oversee various steps of the procurement process as outlined in Appendix B - Schedule of Purchasing Authorities and Responsibilities. All goods and services are to be acquired in accordance with this policy unless authorized on an exception basis by Village Council or the Chief Administrative Officer.





## COUNCIL POLICY

### APPENDIX A — Definitions

**Contract:** A contract is a voluntary exchange of promises, creating obligations, which, if defaulted on, can be enforced and remedied by the courts. A contract may be written, verbal or implied.

**Expression of Interest:** A technique used to screen or pre-qualify potential bidders or proponents.

**Goods and Services:** All goods and services required by the Village including, but not limited to Rentals, Leases, Assets, and Stipulated Price Construction.

**Invitation to Tender:** A formal request for bids for the supply of goods or services in response to an advertised invitation. The purpose of Tendering is to obtain the best competitive price from all qualified or pre-qualified sources that wish to submit and are able to meet the terms of the contract.

**Purchase Order:** A written confirmation to procure goods and services or a written acceptance of an offer, made on the Village's numbered purchase order form.

**Purchasing Cards:** Credit cards that are used to complement the Village's purchasing and payment guidelines. These programs incorporate controls over card usage and outline responsibilities for cardholders. Reference 3-1235-01.

**Quotation:** A written request for bids for the supply of goods or services, from selected sources of supply, NOT opened in public.

**Request for Proposal:** A request for Proposal seeks the creative input of the marketplace. It details the "what", the "when", and the "why" but not the "how". It seeks the best value through the competition of rival proponents. It describes in detail the project to be undertaken, the intended result of the project and the criteria for choosing the successful Contractor.

**Signing Authority:** As it pertains to this policy in the authority to sign requisitions for materials and services and is based on the budget responsibility.

**Stipulated Price Contract:** Comprises one contract awarded to a General Contractor for a fixed price to perform a project. The contract is awarded by the appropriate authority before commencement of the project.

**Unit Price Contract:** A contract with a dollar amount for each segment of work described in detail; all segments of work added together constitute the entire contract cost. This pricing type is used for a wide range of construction and contracting services where quantities are not completely established for the work in question.

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## COUNCIL POLICY

### APPENDIX B - SCHEDULE OF PURCHASING AUTHORITIES AND RESPONSIBILITIES

1. All purchases made must be within an approved budget, except where allowed under the Emergency Purchases section of this policy.
2. All travel related expenses should be made in accordance with Policy No. 4 – Travel and Expense; approval of such expenses will be determined by the schedule below.

<b>Value of Goods and Services</b>	<b>Minimum Competition Required</b>	<b>Minimum Documentation Required</b>
<b>\$0 – \$105,000</b>	Best value obtained	Supporting records of the obtained quotes, where applicable, and approved by immediate supervisor
<b>\$105,001 – \$7525,000</b>	Three formal quotes	Documentation of quotes <u>or Invoice</u> must be filed & signed by Chief Administrative Officer
<b>\$7525,001 – approved budget</b> <b><u>Goods and Services</u></b>	One of: <u>Invitation to Tender, Request for Proposal, or Request for Quotation (posted publicly, i.e., BC Bid)</u>	One of: 1. <u>Invitation to Tender;</u> 2. <u>Request for Proposal;</u> 3. <u>Request for Quotation; or</u> 4. <u>Expression of Interest</u>
<b>\$200,000 – approved budget</b> <b><u>Construction</u></b>	<u>One of:</u> <u>Invitation to Tender, Request for Proposal, or Request for Quotation (posted publicly, i.e., BC Bid)</u>	<u>One of:</u> <u>1. Invitation to Tender;</u> <u>2. Request for Proposal;</u> <u>3. Request for Quotation; or</u> <u>4. Expression of Interest</u>

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**AUTHORITY LIMITS**

<b><u>Council</u></b>	<b><u>Greater than \$75,001</u></b>
<b><u>Chief Administrative Officer</u></b>	<b><u>\$75,000</u></b>
<b><u>Chief Financial Officer plus Council Signatory</u></b>	<b><u>\$75,000</u></b>
<b><u>Corporate Officer plus Council Signatory</u></b>	<b><u>\$75,000</u></b>
<b><u>Department Manager</u></b>	<b><u>\$25,000</u></b>
<b><u>Staff plus Supervisor</u></b>	<b><u>\$10,000</u></b>

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## COUNCIL POLICY

<b>Policy</b>	Purchasing	<b>Policy No.</b>	8
<b>Effective Date</b>	February 16, 2016	<b>Approved by</b>	Council Resolution
<b>Date Amended</b>	February 16, 2016	<b>Resolution No.</b>	R60/2016
<b>Date Established</b>	December 1991		

### PURPOSE

To establish governing principles and practices for procurement activities at the Village of Anmore. This policy applies to all individuals and organizations employed or engaged by the Village that have been given purchasing authority to procure goods and services, including construction contracts.

Specifically, this Purchasing Policy ("Policy") covers the:

1. Procurement of goods and services required by the Village;
2. Sale or disposal of assets by the Village;
3. Execution and administration of procurement contracts for the Village; and
4. Delegation of purchasing authority for the Village.

This Policy does not apply to:

1. Acquisition or sale of land;
2. Legal services;
3. Insurance;
4. Financial investments;
5. Utilities including gas and hydro-electricity;
6. Employee benefit services; and
7. Agreements or transactions with other government agencies or First Nations.

To achieve maximum economy, efficiency, and effectiveness in the performance of the purchasing function, the Village has endorsed certain fundamental principles it considers applicable to public purchasing by all departments.

**This policy is guided by the following principles to ensure a minimum standard of performance for purchasing.**

- a) Procure the necessary quality and quantity of goods and services in an efficient, timely, and cost-effective manner, while maintaining proper controls.
- b) Use a process that is simple, clear and easily explained.
- c) Encourage the most open bidding process practicable for the acquisition and disposal of goods and services while ensuring availability to all qualified or pre-qualified bidders. Approval for alternative purchasing processes will only be granted where a positive business case can be shown.
- d) Ensure the maximum value of an acquisition is obtained by determining the total cost of performing the intended function over its lifetime. This may include, but not be limited to, acquisition cost, disposal value, disposal cost, training cost, maintenance cost, quality of performance, environmental impact, proximity of goods/services provider, urgency of need, and the number of vendors able to provide the goods/services.
- e) Procure goods and services with due regard to our commitment to encourage the use of “environmentally friendly” products and services that make lesser or negligible demands on non-sustainable resources and avoid goods and services that adversely affect air, water or terrestrial environments during their use or disposal.
- f) Ensure the maximum value is obtained when disposing of surplus goods.
- g) This policy is subject to all applicable Village policies and by-laws, any specific provisions of the Community Charter, Local Government Act, Agreement on Internal Trade or other relevant legislation and trade agreements.

**The following practices are prohibited:**

- a) The division of contracts or purchases to avoid the requirements of this Policy.
- b) Committing to the Village without the appropriate authority to do so.
- c) Purchase by the Village of any goods or services for personal use by or on behalf of any member of Council, appointed officers, employees of the Village or their immediate families.
- d) Purchase by the Village from any member of Council, without disclosing those agreements as required under Section 107 of the Community Charter.
- e) Purchase of any Village surplus goods by a member of Council, appointed officers, employees of the Village or their immediate families, unless approved jointly by the Chief Administrative Officer and the Chief Financial Officer or Corporate Officer. (This prohibition is waived in those circumstances where the items are of minimal value ( < \$500) and are used for promotional purposes, or performance recognition).

- f) The release of a supplier's written or oral information. No employee or any appointed or elected official shall divulge proprietary information, including unit prices paid by the Village for goods and/or services.

## **DEFINITIONS**

See Appendix A

## **PROCEDURES**

### **Overview**

The essential elements of the Village's purchasing procedures are:

#### Competition

The Village believes that the methods of procurement for goods and services should be competitive where possible to:

- Reduce costs to the public through marketplace competition;
- Encourage innovation and efficiency; and
- Demonstrate the application of fair and open selection criteria.

The level of external competition required for Village purchases is set based on the dollar value and nature of the specific purchase. This is set out in Appendix B - Schedule of Purchasing Authorities and Responsibilities.

#### Documentation

All steps in the procurement process should be documented. The Village is subject to the Freedom of Information and Protection of Privacy legislation. Therefore, our procurement decisions will be subject to public scrutiny from time to time. It is critical that we not only follow our stated policies but also are able to demonstrate our compliance.

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- Reduce waste;
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budget, the Chief Administrative Officer is authorized to approve that expenditure. Emergency purchases that cannot be accommodated within the approved budget will be authorized by the Chief Administrative Officer and reported to Council at a regular meeting following the event to confirm the action taken.

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awarded. The total amount of additional work awarded may not exceed 15% of the original contract value, or \$25,000, whichever is lesser of the two values.

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<b>\$0 – \$10,000</b>	<i>Best value obtained</i>	<i>Supporting records of the obtained quotes, where applicable, and approved by immediate supervisor</i>
<b>\$10,001 – \$75,000</b>	<i>Three formal quotes</i>	<i>Documentation of quotes or Invoice must be filed &amp; signed by Chief Administrative Officer</i>
<b>\$75,001 – approved budget Goods and Services</b>	<i>One of: Invitation to Tender, Request for Proposal, or Request for Quotation (posted publicly, i.e., BC Bid)</i>	<i>One of: 1. Invitation to Tender; 2. Request for Proposal; 3. Request for Quotation; or 4. Expression of Interest</i>
<b>\$200,000 – approved budget Construction</b>	<i>One of: Invitation to Tender, Request for Proposal, or Request for Quotation (posted publicly, i.e., BC Bid)</i>	<i>One of: 1. Invitation to Tender; 2. Request for Proposal; 3. Request for Quotation; or 4. Expression of Interest</i>

## **AUTHORITY LIMITS**

<b>Council</b>	<b>Greater than \$75,001</b>
<b>Chief Administrative Officer</b>	<b>\$75,000</b>
<b>Chief Financial Officer plus Council Signatory</b>	<b>\$75,000</b>
<b>Corporate Officer plus Council Signatory</b>	<b>\$75,000</b>
<b>Department Manager</b>	<b>\$25,000</b>
<b>Staff plus Supervisor</b>	<b>\$10,000</b>

**For Metro Vancouver meetings on Friday, October 28 2022**

*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:*

[media@metrovanancouver.org](mailto:media@metrovanancouver.org).

**Metro Vancouver Regional District**

**E1.1 Foreign Direct Investment in BC**

**RECEIVED**

To better understand foreign direct investment (FDI) in British Columbia, Invest Vancouver, in collaboration with the UBC Sauder School of Business, has obtained FDI data on the activities of foreign multinational enterprises in BC and Canada. This is the first time this provincial-level data is being reported.

FDI contributes to local economic activity, employment generation, and the tax base of host countries by attracting new businesses with connections in different markets. The report presents the activities of multinational enterprises, which contributed \$33.1 billion to GDP and supported 285,142 direct jobs in BC in 2019, and added \$6.9 billion to gross fixed capital formation in 2018, the most recent years for which data is available. The substantial impact of the activities of foreign multinationals on GDP, employment, and capital formation in the province of BC underscore the importance of Invest Vancouver's strategic investment function. The findings of this initiative will be used to guide the work of Invest Vancouver.

The Board received the report for information.

**E1.2 Investment Attraction and Lead Generation Report**

**RECEIVED**

This report provides details on the engagement and outreach undertaken by the Invest Vancouver strategic investment team since the last update (April 20, 2022). The report also outlines trends relating the prominence of high tech as a key sector of activity during this most recent period of reporting. The growth of the tech talent pool and international recognition of the region's quality of talent and quality of life provide core strengths and opportunity for the Metro Vancouver region. The strengths of the region are resonating strongly with tech companies and tech talent globally. It is essential to continue to promote these strengths globally to companies in a way that aligns with expansion and investment decision-making.

The Board received the report for information.

**E1.3 Promotion and Marketing Update**

**RECEIVED**

Brand recognition continues to be a priority for Invest Vancouver in 2022. From January 1, 2022 through August 31, 2022, Invest Vancouver's posts were seen more than 104,000 times on social media. In particular, Invest Vancouver achieved major growth in the four-month period between May and August, with major social media initiatives including the launch of two industry gap analyses reports, the Motivate Vancouver event, Clean Transportation Month, and the "Discover our Region" member jurisdiction promotion campaign.

Invest Vancouver is currently developing further regional marketing assets, including videos and digital marketing assets, supported with funding from the CanExport Community Investment program. Invest Vancouver will continue to identify opportunities to promote the Metro Vancouver region using the Invest Vancouver brand and also promote the broader economic development opportunities in the region. It will collaborate with and seek advice from member jurisdictions and other key partners to refine the brand — in particular the Invest Vancouver website — as needed.

The Board received the report for information.

### **E2.1 Electoral Area A Geotechnical Study (Phase 2) – UBCM Grant Application**

**APPROVED**

Metro Vancouver is the building inspection authority for the areas of Electoral Area A outside of UBC and UEL. As part of the 2021 budget, the Board approved Phase 1 work on an Electoral Area A geotechnical study to address the need to have local-scale geohazard maps and to help provide a better understanding of potential risk, including from the effects of climate change.

With Phase 1 work completed, the proposed 2023 budget for Electoral Area A includes an action item to undertake Phase 2 work on the geotechnical study. Phase 2 entails modelling that incorporates climate change that would enable Metro Vancouver to better predict areas of future risk. It would also integrate mapping data and identified hazard risk into the development approvals process for building permits. The proposed 2023 Electoral Area A budget includes \$50,000 from Electoral Area A general reserve for Phase 2 of the geotechnical study.

The Union of BC Municipalities' Community Emergency Preparedness Fund has grant funding available to enhance local community resilience that includes a category for foundational activities such as risk mapping, risk assessments, and planning.

The Board endorsed the grant application totaling \$50,000 for Phase 2 of the Electoral Area A geotechnical study from the Union of BC Municipalities Community Emergency Preparedness Fund.

### **E2.2 Fraser River Freshet Response 2022**

**APPROVED**

At its October 5, 2022 meeting, the Electoral Area Committee received a verbal update regarding the response to the Fraser River freshet. The committee discussed a 2022 Union of BC Municipalities (UBCM) resolution regarding the provincial responsibility for flood protection and past correspondence regarding the Board's opposition to the transfer of the Barnston Island Diking District, and request to the Province to assess, fund, and coordinate upgrades to Barnston Island dike infrastructure as soon as possible given the increasing risks and impacts of climate change.

The Board directed staff to follow-up on the status of the UBCM resolution regarding provincial responsibility for flood protection, as well as previous correspondence on the BC Provincial Government's role in planning and funding flood management infrastructure on Barnston Island.

### **E3.1 Agricultural Ecosystem Services in Metro Vancouver – Status Update**

**RECEIVED**

In October 2021, Metro Vancouver retained Upland Agriculture Consultants Ltd. to complete a two-phase agricultural ecosystem services benefits study. Ecosystem services are the natural assets that benefit people and wildlife, including clean air and water and healthy soils and river systems. Phase 1 of the study supported exploratory work, including a targeted literature review, field work and mapping, while Phase 2 focused on analyzing the information collected in Phase 1 and researching the mechanisms that would support the long-term and consistent use of ecosystem services on agricultural land within the region.

Phase 1 is foundational work that identified the types and locations of ecosystems on agricultural land in the region, the overall services they provide and the benefits they offer to the farming community and the region as a whole. Understanding these values helps to support Phase 2, which will identify and prioritize policies, regulations, and financial mechanisms that could be used to expand the long-term viability of using agricultural lands for ecosystem services. Agricultural land in the region supports a wide range of uses such as greenhouses, open field crop production, and ecosystem services that all work together to support a vibrant and cohesive agricultural sector.

The Board received the report for information.

### **E3.2 Federally Owned Farmland in Surrey**

**APPROVED**

At its October 7, 2022 meeting, the Regional Planning Committee considered a report regarding federally owned farmland in Surrey. Discussion ensued regarding Metro Vancouver's ability to re-designate the property from Mixed Employment in the regional growth strategy to Agricultural in advance of any municipal process. Staff advised that the City of Surrey is able to apply for an amendment to the regional land use designation as part of their OCP re-designation process. This application would be submitted to Metro Vancouver after the municipal public hearing and subsequent bylaw readings.

The Board resolved to coordinate with the City of Surrey in supporting a re-designation for the federally owned land leased by the Heppell property as part of the OCP amendment process to preserve it for agricultural uses.

### **E4.1 Colony Farm Regional Park - Colony Farm Park Association Contribution Agreement**

**APPROVED**

The 2022-2026 Metro Vancouver five-year financial plan for regional parks includes annual allocations in 2022 for six park associations active in regional parks. Funding is used to support opportunities for citizens to help preserve, protect, and enhance regional parks, while advocating for greater public connection to nature.

The Colony Farm Park Association has elected to continue with a one-year contribution agreement given uncertainties that include volunteer capacity and increasing limitations on stewardship work at the park, such as archaeology and nesting surveys. The proposed funding supports the association's capacity to provide community benefit to Metro Vancouver's regional parks through their volunteer programs and services.

The Board approved a contribution agreement with the Colony Farm Park Association for a one-year term in the amount of \$10,000 commencing January 1, 2023 and ending December 31, 2023.



**E5.1 TransLink Application for Federal Gas Tax Funding for 2023 Fleet Replacement**

**APPROVED**

At its October 13, 2022 meeting, the Finance Committee considered TransLink's request for the MVRD Board to approve \$475.84 million in funding for a) 188 conventional trolley bus replacements and b) 84 conventional renewable natural gas bus replacements.

Subsection a) of the motion was carried and the Board approved \$400.6 million in funding from the Greater Vancouver Regional Fund for the transit projects proposed by TransLink in its application for Federal Gas Tax Funding, for 188 conventional trolley bus replacements

Subsection b) of the motion was referred back to staff for additional information. The Board also carried that the MVRD Board advocate with TransLink for a more rapid conversion to a zero emission fleet.

**E6.1 Metro Vancouver External Agency Activities Status Report – October 2022**

**RECEIVED**

The Board received for information reports from Metro Vancouver representatives to the following external organizations:

- Board of Trustees of the Sasamat Volunteer Fire Department
- Fraser Basin Council
- Fraser Basin Council, Lower Mainland Flood Management Strategy Leadership Committee
- Municipal Finance Authority of BC
- Western Transportation Advisory Council

**E6.2 2022 Electoral Area A Director Election Results**

**RECEIVED**

The Board received for information a report regarding the results of the 2022 election for Electoral Area A director.

Metro Vancouver conducted the election meeting all legislative requirements while working collaboratively with election teams at the City of Vancouver and District of West Vancouver. Mail ballot opportunities were promoted as part of the election communications efforts. An election was held by voting and on October 15, 2022, Jen McCutcheon was officially declared the successful candidate for this position.

**G1.1 MVRD Regional Parks Regulation Amending Bylaw No. 1358, 2022 – Amends Bylaw 1177, 2012** **APPROVED**

This report summarizes proposed amendments to the *Regional Parks Regulation Bylaw* to strengthen its regulatory aspects. The following amendments are included:

- A new definition for “commercial photography” as a new category for commercial use permits
- A new definition for “non-profit organization” to better define groups that utilize rentable facilities
- Expanding the definition for “private group” to provide increased clarity
- Revising the criteria for special event and special use permits to better reflect current practice
- A provision for fee exemptions for special event fees for primary, middle, and secondary schools
- The cancellation policy has been relaxed to make it more favourable for those booking facilities and to provide better customer service

The Board gave first, second, and third readings to *Metro Vancouver Regional District Regional Parks Regulation Amending Bylaw No. 1358, 2022*; then passed and finally adopted said bylaw.

**G2.1 MVRD Temporary Borrowing Bylaw No. 1356, 2022** **APPROVED**

An opportunity exists to improve cash management by using temporary borrowing, which will reduce the amount of cash on hand and maximize cash invested in the long-term investment portfolio. Temporary borrowing will allow for enhanced investment decisions and optimize investment returns by approximately \$1.8 million per year, across the organization as whole.

Metro Vancouver’s current infrastructure financing strategy revolves around Municipal Finance Authority’s (MFA) bi-annual long-term borrowing process and does not include temporary borrowing. Through the *Municipal Enabling and Validating Act*, MVRD can access temporary borrowing from MFA on behalf of the GVS&DD.

Approval of the *Temporary Borrowing Bylaw* provides the necessary authority to borrow up to \$1.42 billion, the remaining amount of the *Greater Vancouver Sewerage & Drainage District Borrowing Bylaw*. This will provide Metro Vancouver with borrowing methods equivalent to what is used in municipalities.

The MVRD Board passed and finally adopted *Metro Vancouver Regional District Temporary Borrowing Bylaw Number 1356, 2022*.

**G2.2 MVRD Temporary Borrowing Bylaw No. 1357, 2022** **APPROVED**

An opportunity exists to improve cash management by using temporary borrowing, which will reduce the amount of cash on hand and maximize cash invested in the long-term investment portfolio. Temporary borrowing will allow for enhanced investment decisions and optimize investment returns by approximately \$1.8 million per year, across the organization as whole.

Metro Vancouver’s current infrastructure financing strategy revolves around Municipal Finance Authority (MFA)’s bi-annual long-term borrowing process and does not include temporary borrowing. Through the *Municipal Enabling and Validating Act*, MVRD can access temporary borrowing from MFA on behalf of the GVWD. Approval of the *Temporary Borrowing Bylaw* would provide the authority for temporary borrowing in up to \$268 million, which is the remaining amount of the *Greater Vancouver Water District Borrowing Bylaw*. This will provide Metro Vancouver with borrowing methods equivalent to what is used in municipalities.

The Board passed and finally adopted *Metro Vancouver Regional District Temporary Borrowing Bylaw Number 1357, 2022*.

### **G3.1 MVRD 2023 Budget and 2023 - 2027 Financial Plan and Five Year Bylaw 1359**

**APPROVED**

Following the planning process outlined at the April 14 Board Budget Workshop, the MVRD 2023 Annual Budget and 2023 – 2027 Financial Plan was presented for Board consideration and approval. The financial plan has been developed based on a detailed budgeting process that is designed to forecast anticipated future revenue requirements to cover operating expenditures, capital expenditures, and debt servicing costs over the next five years.

Also brought forward was a request to authorize the application of 2023 reserve funds which requires the approval of the MVRD Board pursuant to the Board’s *Operating, Discretionary, and Statutory Reserves Policy*.

The Board approved the 2023 Annual Budget and endorsed the 2023 – 2027 Financial Plan, as presented in the following schedules:

- Revenue and Expenditure Summary
- Air Quality
- E911 Emergency Telephone Service
- Electoral Area Service
- General Government Administration
- General Government Zero Waste Collaboration Initiatives
- Housing Planning and Policy
- Invest Vancouver
- Regional Emergency Management
- Regional Employer Services
- Regional Global Positioning System
- Regional Parks
- Capital Portfolio – Regional Parks
- Regional Planning

Next, the Board approved the 2023 Annual Budget and endorse the 2023 – 2027 Financial Plan as presented for the Sasamat Fire Protection Service, and shown in the following schedules:

- Revenue and Expenditure Summary
- Sasamat Fire Protection Service

Then, the Board approved the 2023 Reserve Applications as presented.

Finally, the Board gave first, second, and third readings to the *2023 to 2027 Financial Plan Bylaw*, 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.

### **Indigenous Relations Committee – October 7, 2022**

Information Items:

#### **5.3 Quarterly Update Report on Reconciliation Activities**

This update report provides a summary of reconciliation events and activities undertaken by Metro Vancouver over the past several months as well as information on upcoming events and activities over the next few months. The average number of activities per quarter has been trending upwards over the course of 2022, with 20 activities per quarter. Twenty-two activities have taken place in this reporting period, including five training sessions, and 17 meetings or events intended to strengthen relationships with local First Nations. The report also highlights that over the next quarter, there is one activity planned that relates to raising staff awareness of Indian Residential Schools (i.e. September 30, National Day for Truth and Reconciliation and Orange Shirt Day), nine additional staff training sessions, and 11 other meetings or events identified to date for strengthening relationships with First Nations. Over the course of 2022, Metro Vancouver has, to the date of this report, undertaken 82 reconciliation-related activities.

### **Regional Parks Committee – October 12, 2022**

Delegation Summaries:

#### **3.1 Austin Chhor, Vancouver Climbers Association**

Rock Climbing in Metro Vancouver Regional Parks

### **Climate Action Committee – October 14, 2022**

Information Items:

#### **5.3 Air Quality Advisories During the Summer of 2022**

Metro Vancouver issued two air quality advisories during the summer of 2022, resulting in advisories being in effect for a total of 11 days. From July 26 to August 1, the first air quality advisory of the year was issued due to elevated levels of ground-level ozone, coinciding with a heatwave with maximum daytime temperatures exceeding 35 degrees Celsius in parts of the region. Metro Vancouver has put in place actions and policies to mitigate ground-level ozone impacts, through the regional ground-level ozone strategy, but this strategy is now being updated in light of more extreme temperatures due to climate change, and emerging sources of emissions that contribute to ozone formation. During a second advisory from September 10 to 15, high levels of fine particulate matter were primarily due to smoke from wildfires burning in BC and the US.

Significant wildfire smoke impacts in six of the last eight summers demonstrate that Metro Vancouver's air quality program must continue to adapt to a changing climate that is expected to increase the frequency and severity of both wildfires and heatwaves.

## **Greater Vancouver Water District**

### **E1.1 Award of Phase B, Construction and Commissioning Engineering Services for Coquitlam Main No. 4 – South Section**

**APPROVED**

The Board approved award of Phase B, Construction and Commissioning Services, in the amount of up to \$6,950,902 (exclusive of taxes) to the Phase A consultant, CH2M Hill Canada Limited, for the Coquitlam Main No. 4 - South Section, subject to final review by the Commissioner.

### **E1.2 Compensation Practices Related to Metro Vancouver's Delivery of Projects**

**RECEIVED**

Metro Vancouver currently mitigates and compensates member jurisdictions for the impact of projects taking place within their jurisdiction through various means, which are generally negotiated on an ad-hoc basis. Mitigation and compensation for member jurisdictions may take the form of changes to a design resulting in higher project costs, addition of community amenities, upgrades to member's infrastructure, provision of resources to our members to handle increased workload resulting from our projects, as well as payment of fees for various permits, lost revenue, letters of credit, and other charges.

Metro Vancouver is currently reviewing practices underway with a goal to create a predictable, consistent, and equitable approach to mitigating and compensating member jurisdictions for the impacts to their community during construction of region-serving infrastructure. Staff intend to bring back future reports that will recommend guiding principles and approaches to different forms of compensation.

The Board received the report for information.

### **G1.1 Development Cost Charge Review Process and Rate Bylaw**

**APPROVED**

Engagement on a proposed development cost charge (DCC) for the Greater Vancouver Water District took place in spring and summer 2022 with the development industry, member jurisdictions, First Nations, and the public, in which feedback and comments were received and addressed. One hundred and five people from industry and member jurisdictions participated in engagement sessions. Key feedback received throughout the engagement activities was the need for a phased approach, early and often engagement, as well as some member jurisdictions requested the inclusion of interest costs in the determination of the DCC rates. In response, Metro Vancouver is proposing to maintain the 50-per-cent assist factor and the inclusion of interest costs associated with the financing of growth capital in the DCC rates. In addition, Metro Vancouver is committed to a proactive engagement process for any future DCC updates.

Once the bylaw is approved by the Inspector of Municipalities, staff will bring back the bylaw for final adoption by the GVWD Board.

The Board approved the implementation of DCC rates and a DCC waiver or reduction for not-for-profit rental housing, as presented, and endorsed the inclusion of interest costs directly related to those activities that are approved by the Inspector of Municipalities in the development cost charge program.

Furthermore the Board gave first, second, and third readings to the *GVWD Development Cost Charge Bylaw No. 257, 2022*, *GVWD Development Cost Charge Waiver or Reduction for Not-for-Profit Rental Housing Bylaw No. 256, 2022* and directed staff to forward *DCC Bylaw* to the Inspector of Municipalities for approval.

### **G2.1 GVWD Temporary Borrowing Bylaw No. 258, 2022, Adoption**

**APPROVED**

At its July 29, 2022 meeting, the Board resolved to give three readings to *GVWD Temporary Borrowing Bylaw No. 258, 2022* and to forward it to the Inspector of Municipalities for statutory approval. The bylaw will provide authority for GVWD for temporary borrowing through the MVRD and the Municipal Finance Authority, for an amount, or amounts in aggregate, not exceeding \$268 million dollars, the remaining amount of the *Greater Vancouver Water District Borrowing Bylaw No. 248, 2015*, and the maximum borrowing authorized.

Temporary borrowing provides an opportunity to improve cash management and provides Metro Vancouver with borrowing methods equivalent to what is used in municipalities. Statutory approval of the bylaw was given on October 17, 2022. Final adoption by the Board is the last approval step in the bylaw process.

The Board passed and adopted the *GVWD Temporary Borrowing Bylaw No. 258, 2022*.

### **G3.1 GVWD 2023 Budget and 2023 – 2027 Financial Plan**

**APPROVED**

Following the planning process outlined at the April 14 Board Budget Planning Workshop and per the direction received at the October 19 Board Budget Workshop, the GVWD 2023 Annual Budget and 2023 – 2027 Financial Plan was brought forward to the Board for consideration and approval. The financial plan has been developed based on a detailed budgeting process that is designed to forecast anticipated future revenue requirements to cover operating expenditures, capital expenditures, and debt servicing costs over the next five years.

The water rate increase to the peak season is expected to pay dividends over the next few years by supporting the transition to a stronger culture of water conservation regionally (especially during summer months).

The Board approved the 2023 Annual Budget and endorsed the 2023–2027 Financial Plan as presented, in the following schedules:

- Revenue and Expenditure Summary
- Water Services
- Capital Portfolio – Water Services

The Board also approved the 2023 reserve applications and set the water rate for 2023 at \$1.0927 per cubic metre for June through September, and \$0.7119 per cubic metre for January through May and October through December.

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

**RECEIVED**

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

### **Water Committee – October 6, 2022**

Information Items:

#### **5.4 2022 Update on Water Sustainability Innovation Fund Projects**

This report provides an update on 10 projects that were approved for funding in 2018 through to 2021 under the Water Sustainability Innovation Fund. Descriptions of the 10 projects are included in the attachment. The projects range from assessment of emerging contaminants of concern, microplastics, and disinfection by-products; to monitoring and information management; to greywater reuse; to earthquake early warning systems.

#### **5.5 Summer 2022 Water Supply Performance**

The water supply system performed well during the high-demand period of 2022. The spring and the early part of the summer were cooler and wetter than normal, allowing for the snowpack to last later into the summer. This set the stage for the availability of sufficient source water storage to meet regional demands through to the end of the summer, despite a warm and dry August.

The updated *Drinking Water Conservation Plan*, which was approved by the GVWD Board in October 2021 and published in November for implementation in 2022, started on May 1 for Stage 1. Metro Vancouver and member jurisdictions must continue to focus on conservation initiatives, as any sustained decrease in per-capita consumption will positively impact both system planning and operation.

#### **5.6 2022 Lawn Watering Communications, We Love Water Campaign, and Water Wagon Results**

Metro Vancouver undertakes several communications initiatives annually to ensure water resources are used efficiently throughout the region. Key initiatives in 2022 included:

- Communication of the updated region-wide lawn watering regulations per the updated Drinking Water Conservation Plan
- Promotion of water conservation through our annual regional We Love Water communications campaign
- Relaunch of the Water Wagon program post-COVID-19

The promotional strategy for these initiatives included broad reach through a mix of television, radio, print, and outdoor advertising, as well as targeted and weather-triggered digital tactics, direct mail to residents and stakeholders, and social media posts. In total, broadcast and digital promotions delivered over 46.5 million impressions, with an additional 69 million impressions from earned media, with an ad equivalent value of \$610,540. The Water Wagon program resulted in 55,525 water bottle refills and 3,830 engagements with residents about water conservation and quality.

### **5.8 GVWD Capital Program Expenditure Update to August 31, 2022**

The capital expenditure reporting process as approved by the Board provides for status reports on capital expenditures three times per year. This report includes both the overall capital program for the water utility with a multi-year view of capital projects and the actual capital spending for the 2022 fiscal year to August 31, 2022 in comparison to the prorated annual capital cash flow. In 2022, the annual capital expenditures for GVWD are \$200.3 million to date compared to a prorated annual capital cash flow of \$314.2 million. Forecasted expenditures for the current water utility capital program remain within the approved budgets through to completion.

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

### **E1.1 Award of a Contract Resulting from RFP No. 21-425: Ground Improvements and Preload Engineering Services for the Iona Island Wastewater Treatment Plant Upgrades Program**

**APPROVED**

The Board approved award of a contract in the amount of up to \$9,285,048 (exclusive of taxes) to Golder Associates Ltd., resulting from Request for Proposal No. 21-425: Ground Improvements and Preload Engineering Services for the Iona Island Wastewater Treatment Plant Upgrades Program, subject to final review by the Commissioner.

### **E1.2 Award of Phase 1 Resulting from RFP No. 22-103: Program Management and Technical Services for Northwest Langley Wastewater Treatment Plant Expansion Program**

**APPROVED**

The Board approved the award of a contract for an amount of up to \$16,886,338 (exclusive of taxes) to Carollo Engineers Inc. for Phase 1, resulting from Request for Proposal No. 22-103 Northwest Langley Wastewater Treatment Plant Expansion Program – Program Management and Technical Services, subject to final review by the Commissioner.

### **E1.3 Amendment to Contract No. PC18-1232 – Archaeological Services for Northwest Langley Wastewater Treatment Plant Phase 2 Ground Improvements**

**APPROVED**

The Board approved a contract amendment in the amount of up to \$5,900,996.82 (exclusive of taxes) to Katzie Development Limited Partnership to procure archaeological services to support the heritage



inspection and investigation work on the Phase 2 portion of the Northwest Langley Wastewater Treatment Plant Expansion Project site, subject to final review by the Commissioner.

**E1.4 Amendment to Contract No. PC19-1709: Northwest Langley Wastewater Treatment Plant Ground Improvements and Preload Project** **APPROVED**

The Board approved a contract amendment in the amount of up to \$10,238,205.25 (exclusive of taxes) for Phase A to Pomerleau Inc., to continue excavation work required under the heritage inspection permit, subject to final review by the Commissioner.

**E1.5 Award of a Contract Resulting from Request for Proposal No. 21-405: Construction of South Surrey Interceptor No. 2, Johnston Road Section Phase 3 – Open Cut Segments** **APPROVED**

The Board approved award of a contract in the amount of \$9,452,661 (exclusive of taxes) to NorLand Limited, resulting from Request for Proposal No. 21-405: Construction of South Surrey Interceptor No. 2, Johnston Road Section Phase 3 – Open Cut Segments, subject to final review by the Commissioner.

**E1.6 Award of a Contract Resulting from Request for Proposal No. 22-007: Construction of Gilbert Trunk Sewer No.2 Gilbert Road Central Section** **APPROVED**

The Board approved award of a contract in the amount of \$44,333,000 (exclusive of taxes) to BD Hall Constructors Corporation, resulting from *Request for Proposal No. 22-007: Construction of Gilbert Trunk Sewer No.2 Gilbert Road Central Section*, subject to final review by the Commissioner.

**E1.7 Award of a Contract Resulting from Invitation to Tender No. 22-256: Construction Services - Upgrades of Two Gleneagles Pump Stations - Gallagher and Kensington** **APPROVED**

The Board approved award of a contract in the amount of up to \$13,967,754.75 (exclusive of taxes) to Industra Construction Corp., resulting from Invitation to Tender No. 22-256: Construction Services – Upgrades of Two Gleneagles Pump Stations – Gallagher and Kensington, subject to final review by the Commissioner.

**E1.8 Compensation Practices Related to Metro Vancouver’s Delivery of Projects** **RECEIVED**

Metro Vancouver currently mitigates and compensates member jurisdictions for the impact of projects taking place within their jurisdiction through various means, which are generally negotiated on an ad-hoc basis. Mitigation and compensation for member jurisdictions may take the form of changes to a design resulting in higher project costs, addition of community amenities, upgrades to member’s infrastructure, provision of resources to our members to handle increased workload resulting from our projects, as well as payment of fees for various permits, lost revenue, letters of credit, and other charges.

Metro Vancouver is currently reviewing practices underway with a goal to create a predictable, consistent, and equitable approach to mitigating and compensating member jurisdictions for the impacts to their community during construction of region-serving infrastructure. Staff intend to bring back future reports that will recommend guiding principles and approaches to different forms of compensation.

The Board received the report for information.

**E2.1 Award of a Contract Resulting from Request for Proposal (RFP) No. 22-066:  
Professional Engineering Services for the Waste-to-Energy Facility District Energy  
System Project**

**APPROVED**

The Board approved award of a contract in the amount of up to \$4,999,500 (exclusive of taxes) to Kerr Wood Leidal Associates Ltd., resulting from Request for Proposal No. 22-066: Professional Engineering Services for the Waste-to-Energy Facility District Energy System Project, subject to final review by the Commissioner.

**G1.1 Greater Vancouver Sewerage and Drainage District Trucked Liquid Waste Amending  
Bylaw No. 360, 2022**

**APPROVED**

The *GVS&DD District Trucked Liquid Waste Amending Bylaw No. 360, 2022* contains amendments to streamline processes for evaluating requests to discharge out-of-region trucked liquid waste by delegating authority to Metro Vancouver staff on behalf of the GVS&DD Board. This includes new fees for out-of-region trucked liquid waste to recover additional costs incurred and to diminish financial incentives for out-of-region trucked liquid waste to be brought to Metro Vancouver facilities.

The Board gave first, second, and third readings to *GVS&DD Trucked Liquid Waste Amending Bylaw No. 360, 2022*; then passed and finally adopted said bylaw.

**G1.2 Greater Vancouver Sewerage and Drainage District Sewerage and Drainage Areas  
Boundaries Amending Bylaw No. 359, 2022 – Fraser Sewerage Area – City of Delta**

**APPROVED**

Metro Vancouver received an application from the City of Delta requesting to amend the Fraser Sewerage Area (FSA) to include the footprint of a proposed new clubhouse at the Sunshine Woods Golf Centre located at 10556 64 Avenue, Delta. The golf centre's existing clubhouse is already within the FSA, but the larger footprint of the new clubhouse requires an amendment. At its September 23, 2022 meeting, the MVRD Board resolved the extension of GVS&DD sewerage services to the new clubhouse is consistent with the provisions of *Metro 2040*. A Liquid Waste Services technical review indicated no material financial impact on the FSA and negligible additional impact to the regional sewerage system.

The Board gave first, second, and third readings to the *GVS&DD Sewerage and Drainage Areas Boundaries Amending Bylaw No. 359, 2022*, then passed, and finally adopted said bylaw.

**E2.1 GVS&DD Tipping Fee and Solid Waste Disposal Regulation Amendment Bylaw No. 361, 2022**

**APPROVED**

The Board approved the following amendments to the Tipping Fee Bylaw effective January 1, 2023:

- I. Increase garbage tipping fees by \$6 per tonne to:
  - a) Municipal garbage \$127
  - b) Up to 0.99 tonne \$161
  - c) One to 7.99 tonnes \$139
  - d) Eight tonnes and over \$113
- II. Increase construction and demolition processing residual waste by \$20 per tonne to \$150 per tonne
- III. Increase the generator levy by \$5 per tonne to \$59 per tonne
- IV. Increase the following rates by approximately five per cent:
  - i. special handle waste to \$268 per tonne
  - ii. source-separated organic waste, green waste, and clean wood to \$107 per tonne
  - iii. surcharge for loads containing banned materials to \$69 per load
- V. Increase municipal organics by \$2 per tonne to \$110 per tonne
- VI. Discontinue the surcharge of \$4 per tonne for garbage loads originating from Maple Ridge
- VII. Definition changes to municipal garbage, municipal organics, recyclable paper, and source-separated organic waste

The Board then gave first, second, and third readings to *GVS&DD Tipping Fee and Solid Waste Disposal Regulation Amendment Bylaw No. 361, 2022*, and passed and finally adopted said bylaw.

**G3.1 GVS&DD Temporary Borrowing Bylaw No. 358, 2022, Adoption**

**APPROVED**

At its July 29, 2022 meeting, the Board resolved to give three readings to *GVS&DD Temporary Borrowing Bylaw No. 358, 2022* and to forward the bylaw to the Inspector of Municipalities for statutory approval. The bylaw will provide authority for GVS&DD for temporary borrowing through the MVRD and the Municipal Finance Authority, for an amount, or amounts in aggregate, not exceeding \$1.42 billion dollars, the remaining amount of the *GVS&DD Borrowing Bylaw No. 321, 2018*.

Temporary borrowing provides an opportunity to improve cash management and provides Metro Vancouver with borrowing methods equivalent to what is used in municipalities. Statutory approval of the Bylaw was given on October 17, 2022.

That Board passed and adopted the *GVS&DD Temporary Borrowing Bylaw No. 358, 2022*.

#### **G4.1 GVS&DD 2023 Budget and 2023 – 2027 Financial Plan**

**APPROVED**

Following the planning process outlined at the April 14 Board Budget Planning Workshop and per the direction received at the October 19 Board Budget Workshop, the GVS&DD 2023 Annual Budget and 2023 – 2027 Financial Plan was brought forward to the Board for consideration and approval. The financial plan has been developed based on a detailed budgeting process that is designed to forecast anticipated future revenue requirements to cover operating expenditures, capital expenditures, and debt servicing costs over the next five years.

The Board approved the 2023 Annual Budget and endorse the 2023 – 2027 Financial Plan as presented, in the following schedules:

- Revenue and Expenditure Summary
- Liquid Waste Services
- Capital Portfolio – Liquid Waste Services
- Solid Waste Services
- Capital Portfolio – Solid Waste Services

Furthermore, the Board approved the 2023 reserve applications as presented.

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

**RECEIVED**

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

#### **Zero Waste Committee – October 14, 2022**

Information Items:

#### **5.5 Solid Waste Services Capital Program Expenditure Update to August 31, 2022**

The capital expenditure reporting process as approved by the Board provides for regular status reports on capital expenditures. This is the first report for 2022 which includes both the overall capital program for Solid Waste Services with a multi-year view of capital projects and the actual capital spending for the 2022 fiscal year to August 31, 2022 in comparison to the prorated annual capital cash flow. In 2022, the annual capital expenditures for Solid Waste Services are \$9.1 million to date compared to a prorated annual capital cash flow of \$33.9 million. Year-end expenditures are expected to be closer to budget because a property purchase for a recycling depot at the North Surrey Recycling and Waste Centre is expected to occur in late 2022.

#### **5.6 2022 Single-Use Item Reduction "What's Your Superhabit?" Campaign Results**

The 2022 "What's Your Superhabit?" campaign ran from May 23 to August 7. The objective was to reduce the use and disposal of single-use items among Metro Vancouver residents, particularly those aged 18 to 44 who are more likely to have received a single-use item in the past day. The campaign aimed to create genuine moments of celebration through an outreach and social media strategy. The campaign performed strongly with nearly 34 million total impressions, over two million reach, over 12,000 webpage visits, and over 24,000 likes, comments, and shares on social media.

A post-campaign survey indicated that 31 per cent of residents reported having seen or heard the campaign and 69 per cent of that group agree that they have reduced their use of single-use items as a result of the ads. The campaign will run again in mid-2023.

## **Metro Vancouver Housing Corporation**

### **E1.1 CMHC Contribution Agreement – Kelly Court Rehabilitation Project**

**APPROVED**

The Board authorized the execution and delivery of the contribution agreement as required by the Canada Mortgage and Housing Corporation for the purposes of receiving funding contribution of up to \$1,321,824 to support the Kelly Court Rehabilitation Project located at 2929 Nootka Street in Vancouver.

### **G1.1 MVHC 2023 Budget and 2023 – 2027 Financial Plan**

**APPROVED**

Following the planning process outlined at the April 14 Board Budget Planning Workshop and per the direction received at the October 19th Board Budget Workshop, the MVHC 2023 Annual Budget and 2023 – 2027 Financial Plan was brought forward to the Board for consideration and approval. The financial plan has been developed based on a detailed budgeting process that is designed to forecast anticipated future revenue requirements to cover operating expenditures, capital expenditures and debt servicing costs over the next five years.

The Board approved the *2023 Annual Budget* and endorsed the 2023 – 2027 Financial Plan, as presented in the following schedules:

- Revenue and Expenditure Summary
- Housing
- Capital Portfolio – Housing

The Board also approved the 2023 reserve applications as presented.

**From:** MCF Info MCF:EX <[MCF.Info@gov.bc.ca](mailto:MCF.Info@gov.bc.ca)>

**Sent:** October-31-22 10:29 AM

**To:** Village of Anmore <[Village.hall@anmore.com](mailto:Village.hall@anmore.com)>

**Subject:** Letter from the Honourable Mitzi Dean, Minister of Children and Family Development

**VIA E-MAIL**

Ref: 273526

Mayor and Council

Village of Anmore

E-mail: [village.hall@anmore.com](mailto:village.hall@anmore.com)

Dear Mayor and Council:

As Minister of Children and Family Development, I am honoured to declare that November will once again be recognized as Adoption Awareness Month.

This month is about raising awareness for adoption and permanency in British Columbia and celebrating the families that provide children and youth with love and support as permanent members of their family. Adoptive families make a difference in the lives of children and youth by providing care, guidance, and a sense of belonging. They offer a welcoming stability, ensuring children and youth have the foundation they need to build the lives they dream of, while recognizing the importance of staying connected to their community and culture.

November is also about recognizing that there are children who are still waiting for permanent families. There continues to be a need for more adoptive families in British Columbia to provide children with permanent, secure, and loving homes.

There are many online resources and support services that can help families who are considering adoption in British Columbia.

- The [Ways to Adopt in British Columbia Web site](#) provides information on adoption in British Columbia, such as infant adoption, relative and step-parent adoption, and adopting a child or youth from another country.
- [Adopt BC Kids](#) is an online portal that provides British Columbians wishing to adopt children and youth from foster care with information and guidance through their adoption application.
- [The Adoptive Families Association of British Columbia](#) provides information and support services for families who wish to adopt now or in the future.

I encourage you to share these resources with your community members who are interested in becoming an adoptive or permanent family.

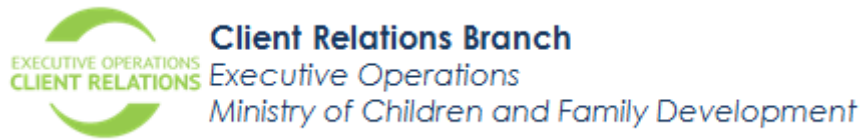
Please join me in celebrating November as Adoption Awareness Month to recognize all the families that have provided children and youth with the care, compassion, and the unselfish commitment of a permanent home, and to all those who may do so in the future. On behalf of the

Government of British Columbia, thank you for your continued leadership in supporting adoptive and permanent families in your community.

Sincerely,

Mitzi Dean  
Minister

*Sent on behalf of the Minister by:*



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November 4, 2022

Anmore District  
2697 Sunnyside Road  
Anmore, BC V3H 5G9

Dear Mayor John McEwen and City Councilors,

I want to first congratulate all of you on your election or re-elections, and also thank those who did not run or were unsuccessful, your service is appreciated and honourable.

As we reflect on our week at UBCM and the relationship we have built over the past years with you and your communities, we are grateful for the connection, engagement and collaboration between all levels of government and stakeholders. We appreciated the opportunity to meet with so many mayors, councilors, and community leaders, and we hope you had a chance to visit our booth.

In case you missed it, we invite you to check out the following website link with documents that were available at our booth and explore the versatile skillset that uniquely qualifies paramedics to address public safety, emergency first response, patient transportation and community-based health innovation across BC.

[UBCM – Paramedic Services in your Community](#)

I am reaching out today to extend an invitation to you to set a time to meet and follow-up on the initiatives and solutions available to your community and address paramedic, dispatch, and ambulance resources.

At your earliest convenience please contact our office by phone at 604-273-5722 or by email at [info@apbc.ca](mailto:info@apbc.ca) or [troy.clifford@apbc.ca](mailto:troy.clifford@apbc.ca).

I look forward to connecting with you, virtually or in person, and continuing to work collaboratively to support paramedic services in your community.

Sincerely,

Troy Clifford  
Provincial President  
Ambulance Paramedics of BC  
CUPE Local 873

TC/sd/MoveUp