

REGULAR COUNCIL MEETING – MINUTES

Minutes for the Regular Council Meeting scheduled for
Tuesday, April 18, 2023 at 7:00 p.m. in **Multipurpose Room at Anmore
Elementary School, 30 Elementary Road, Anmore, BC**



ELECTED OFFICIALS PRESENT

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

ABSENT

OTHERS PRESENT

Karen Elrick, Chief Administrative Officer
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:

R047/23: That the Agenda be approved as circulated.

Carried Unanimously

3. Public Input

Nancy Maloney, Anmore, regarding traffic study and concerns including cross walks and speeding.

4. Delegations

None.

5. Adoption of Minutes

(a) Minutes of the Regular Council Meeting held on April 4, 2023

It was MOVED and SECONDED:

R048/23: That the Minutes of the Regular Council Meeting held April 4, 2023 be adopted, as circulated.

Carried Unanimously

6. Business Arising from Minutes

7. Consent Agenda

None.

8. Items Removed from the Consent Agenda

9. Legislative Reports

(a) Ride Hailing and Inter-Municipal Business Licencing Bylaws

It was MOVED and SECONDED:

R049/23: That Anmore Inter-municipal TSN Business Licence Agreement Bylaw 678-2023 and Anmore Transportation Network Services Business Licence Bylaw 679-2023 be given first, second and third reading; and

That staff be directed to provide public notice of these bylaws' potential adoption at the Regular Council meeting of May 2, 2023

Carried Unanimously

(b) 2023 – 2027 Anmore Five Year Financial Plan

Ms. Lean Martin, Manager of Financial Services, provided an overview of the 2023-2027 Fire Year Financial Plan and provided a PowerPoint presentation which is included as Attachment 1 and forms part of the original minutes.

Discussion points included:

- Budget was considered by Finance Committee on March 9, 2023 with staff in

- attendance for questions and clarification
- capital expenditures and review of capital asset management plan

It was MOVED and SECONDED:

R050/23: That Council give first, second and third readings to Anmore Five-Year Financial Plan Bylaw No. 680-2023; and

That Council give first, second and third readings to 2023 Anmore Tax Rates Bylaw No. 681-2023.

Carried

With Councillor Richardson voting in the negative

(c) Temporary Borrowing Bylaw Anmore Community Hub

It was MOVED and SECONDED:

R051/23: That Council adopt Anmore Community Hub Temporary Borrowing Bylaw No. 677-2023

Carried Unanimously

10. Unfinished Business

None.

11. New Business

Mr. Chris Boit, Manager of Development Services, provided an overview of the report and suggested recommendations.

(a) Traffic Operation and Road Safety Review

It was MOVED and SECONDED:

R052/23: That Council receive the report dated April 13, 2023 entitled Traffic Operation and Road Safety Review, for information.

Carried Unanimously

(b) Fortis BC Nominate a Charity

It was MOVED and SECONDED:

R053/23: That Council receive the request to nominate a charity in our community from Fortis BC, for information.

Carried Unanimously

Council requested staff report back to the next Council meeting whether Coquitlam Search and Rescue and Sasamat Volunteer Fire Department Association would be eligible for nomination.

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

None.

13. Mayor's Report

Mayor McEwen reported that:

- Easter event was cold and wet but successful
- He provided speaking points on the Anmore Community Hub video which is now posted to the Village website

14. Councillors' Reports

Councillor Weverink reported that:

- He attended the Easter Egg hunt
- He attended icona open house and noted there were good questions and discussion and it was well attended
- Attended Zero Waste / Climate Action Committee meeting at Metro Vancouver

Councillor Krier reported that:

- She attended the Easter egg hunt
- She attended the Mental Health Task Force appreciation lunch and the group will be taking a hiatus and reconvening in approximately 6 months
- There may be an opportunity to participate in a pilot project PACT, Peer Assisted Care Team which is a community driven response to non aggressive behaviour where someone is unsafe
- Icona workshop well attended by both Anmore residents and neighbouring municipalities and there were great questions from attendees

Councillor Krier requested clarification on Anmore's process for an OCP/development applications and discussion ensued regarding the potential need for some guidelines specific to Anmore.

It was MOVED and SECONDED:

R054/23 That Council direct staff to review recommended procedures and report back to Council on recommendations for an application process and criteria for a proponent led Official Community Plan amendment.

Carried Unanimously

Councillor Trowbridge reported that:

- He attended the icona open house and noted that good respectful questions were being asked

15. Chief Administrative Officer's Report

Karen Elrick reported that:

- Utility bills will be mailed this week
- Scholarship applications are being accepted until May 7
- Water main flushing will be completed this week
- BC Hydro will be releasing information regarding the reservation system for this year for Buntzen Lake and the Village will be shifting our bylaw enforcement to weekend rotation for the summer

16. Information Items

(a) Committees, Commissions and Boards – Minutes

- DRAFT Finance Committee Meeting Minutes for meeting held on March 9, 2023
- Minutes of the Public Hearing held on April 4, 2023

(b) General Correspondence

- Metro Vancouver Board in brief for meetings held on March 31, 2023

17. Public Question Period

Joerge Drykton, Anmore, asked about volunteerism and lack of input from residents and whether there would be public consultation on Anmore South? It was confirmed that there would be public consultation on Anmore South

Nancy Maloney, Anmore, regarding traffic study report and hazardous pedestrian conditions. It was noted that the report was traffic analysis and not a pedestrian study which would be a separate study.

Linda Weinberg, Anmore, regarding time of day for accidents noted in traffic study. It was noted that this data was not included but could be requested. Traffic safety concerns on East Road by the middle school. It was noted that area is in Port Moody and concerns have been brought to their attention. She also noted she did not support an electronic sign board. It was noted that this was a carry forward budget item.

Lisa Johnston, Anmore, whether lack of policy affects development applications? It was noted that creation of a policy would expedite the processing part of the application.

18. Adjournment

It was MOVED and SECONDED:

R055/23: That the meeting adjourned at 8:25 pm

Carried Unanimously

“Karen Elrick”

Karen Elrick
Corporate Officer

“John McEwen”

John McEwen
Mayor

VILLAGE OF
ANMORE 

2023-2027

5 Year Financial Plan

TO BE CONSIDERED AT THE REGULAR
COUNCIL MEETING ON APRIL 18, 2023



Overview

- MUNICIPAL REQUIREMENTS
- BUDGET PROCESS
- PROPOSED BUDGET IMPACT
- 2023 – 2027 OPERATING BUDGET
- 2023 – 2027 CAPITAL/ PROJECT BUDGET
- 2023 – 2027 WATER OPERATING & CAPITAL BUDGET
- 2023 – 2027 SOLID WASTE BUDGET
- NEW CAPITAL GRANTS
 - Active Transportation Grant \$500K
 - Building Great Communities \$1.73M



Municipal Requirements

- **ADOPT A 5 YEAR FINANCIAL PLAN BEFORE MAY 15 ANNUALLY (COMMUNITY CHARTER S. 165)**
- **INCLUDE PUBLIC CONSULTATION (OPPORTUNITY FOR PUBLIC INPUT AT FINANCE COMMITTEE, MARCH 9, 2023 AND AT THE REGULAR COUNCIL MEETING APRIL 18, 2023)**
- **ADOPT TAX RATES BY BYLAW BEFORE MAY 15 ANNUALLY (COMMUNITY CHARTER S. 197)**



Budget Process

- **INITIAL DRAFT BUDGET PRESENTED TO FINANCE COMMITTEE MARCH 9, 2023 AND REFERRED TO COUNCIL FOR CONSIDERATION, 1 MEMBER OF THE PUBLIC ATTENDED**
- **PRE-APPROVED CAPITAL BUDGET PRESENTED TO REGULAR COUNCIL MEETING ON FEBRUARY 7, 2023, 1 QUESTION FROM PUBLIC, INPUT RECEIVED AND DISCUSSED**
- **FIRST THREE READINGS OF THE FINANCIAL PLAN BYLAW AND TAX RATES BYLAW WILL BE CONSIDERED ON APRIL 18, 2023**
- **ADOPTION (ANTICIPATED) MAY 2, 2023**



Proposed Budget Impact

\$2,350,104 AVERAGE 2023 ASSESSED VALUE HOUSEHOLD*

	Change (\$)	Change (%)
Revenue Changes	(\$19,288)	(0.07%)
Expenditure Changes	149,356	5.5%
Fixed Asset Levy	76,058	2.8%
	\$199,979	7.64%

\$32.29 FOR EACH 1% INCREASE = \$247/AVG. PER HOUSEHOLD

***BASED ON REVISED ROLL**

2023 – 2027 Operating Budget

Village of Anmore					
2023 Draft Financial Plan		Total 2023 Property Taxes	\$	2,699,330	
Property Tax Impact		Average SFD (assessed value)	\$	2,350,104	Revised Roll
		1% Property Tax Rate /Avg SFD	\$	32.29	
		1% Tax Increase	\$	27,000	
	Comment	Adjustment (\$)	Adjustment (%)	Cost per SFD	
Revenue Changes					
	MRN Grant moved to Capital Grants	\$ 102,000.00	3.8%	122.01	
Investment Income and fees	Other Revenue Increase	\$ (121,288.00)	-4.5%	(145.08)	
Total revenue changes		\$ (19,288.00)	-0.7%	(23.07)	
Expenditure Changes					
Salaries & Benefits	CPI Inflation and merit (6.4%) Staff and Council	59,597	2.2%	71.29	
	Employee Costs Increased (MPP, WCB, EI, CPP, EHT, Blue Cross)	23,647	0.9%	28.29	
Net New Staff (2022)	Staffing adjustments add 1.086 FT staff	87,712	3.2%	104.92	
	Plan Checker moved from salary to contracting	-33,600	-1.2%	(40.19)	
Other Increases/ Decreases	CPI Inflation factor (6.4%)	12,000	0.4%	14.35	
Total expenditure changes		149,356	5.5%	178.66	
Capital Asset Levy		76,058	2.8%	90.98	
Total Estimated Annual Tax Increase		\$ 199,979	7.64%	246.56	



Asset Replacement Levies

- **CAPITAL ASSET LEVY**
- Increased by \$76,058 (6.4% inflation)
- Total \$1,264,464 annually
- **WATER INFRASTRUCTURE FEE LEVY**
- Remains at \$285,000 annually



2023 – 2027 Capital/ Project Budget

COVID-19 Federal/ Provincial Grant Expenditures

2022

- Website (\$79,727)
- GIS Mapping update (\$7,000)
- Emergency Preparedness App (\$5,000)
- Financial System Software (\$5,000)
- Mobile Water Meter Reader Improvement (\$175,000)

2023

- HUB Covid Equipment/ Fixtures (\$75,000)
- Computer Improvements (\$5,000)



2023 – 2027 Capital/ Project Budget

Capital Projects (2022 remaining)

- Anmore Community Hub (\$6,320,909)**
- Electronic Signboards (\$75,000)**
- Pathway Upgrades MRN grant, village cost (\$46,250)**
- Paving Ludlow Lane, Design (\$25,000)**
- DCC Bylaw Amendment (\$100,000)**
- Road Brining System for Plowing (\$238,315)**
- Hemlock Road Paving (\$7,160)**

**remaining, does not include audit adjustments



2023 – 2027 Capital/ Project Budget

Capital Projects (2023)

- Active Transportation Grant, village cost (\$214,286)
- Pathway Upgrades MRN grant, village cost (\$46,250)
- Hall Portable Roof Improvement (\$100,000)
- Paving Ludlow Lane (\$85,000)
- Bylaw Vehicle (\$60,000)
- Asset Management update (\$25,000)
- Trail Upgrades/ Annual (\$25,000)
- Public Works Small Equipment (\$12,475)
- Arborist review, Danger Trees (\$30,000)
- LRN Capital Paving/Pothole Repair (\$10,000)



2023 – 2027 Capital/ Project Budget

Capital Projects (2023) continued

- Ma Murray Lane Road and Water Improvements (\$350,000)
- Bedwell Bay Paving MRN grant, village cost (\$193,000)
- Hub, Equipment, Fixtures, Furnishing (non-Covid grant) \$100,000
- F550 Brining Truck (\$200,000)
- Dump Truck (\$380,000)



2023 – 2027 Water Budget

WATER OPERATING BUDGET

- Largest cost is water purchased from Port Moody
- Water rate remains the same for 2023 at \$3.30 per cubic meter

WATER CAPITAL BUDGET (2022)

- PRV Station(s) Upgrade carried from 2022 (\$503,440)
- Water Meters to Property Lines (\$85,961)
- F250 Water Truck Asset Replacement (\$60,000) *ordered

WATER CAPITAL BUDGET (2023)

- Water meter inventory (\$5,000)
- Move Water Meters to Property Lines (\$106,300) 2 of 3 years
- Scada through cellular – Design (\$50,000)
- Auto Flushers (3) for Water Mains (\$45,000)



2023 – 2027 Solid Waste Budget

SOLID WASTE OPERATING BUDGET

- Largest cost is contractor
- Increase to solid waste collection rate \$9 annually to \$338 (included on Spring Utility Invoice)



Statutory/ Non-statutory Reserve Funds

For the year ended December 31, 2022

NON-STATUTORY AND STATUTORY RESERVES ARE ACCUMULATED SURPLUS THAT HAS BEEN SET ASIDE BY DECISION OF COUNCIL FOR A SPECIFIED PURPOSE. STATUTORY RESERVES HAVE BEEN ESTABLISHED BY BYLAW IN ACCORDANCE WITH THE COMMUNITY CHARTER AND THEIR USE IS RESTRICTED BY THE RELATED BYLAW AND LEGISLATION. IN THE NORMAL COURSE OF OPERATIONS, THESE FUNDS WILL BE USED TO FINANCE THE FUTURE SERVICES OR CAPITAL WORKS FOR WHICH THEY HAVE BEEN APPROPRIATED.

STATUTORY RESERVES:

PARKS	\$ 425,141	
CAPITAL	\$ 7,244,052	
WATER STORAGE	\$ 40,029	
WATER UTILITY	\$ 372,281	
OPERATING	\$ 346,704	\$ 8,428,207

NON-STATUTORY RESERVES:

COMMUNITY WORKS GAS TAX	\$ 195,766	
CLIMATE ACTION	\$ 59,082	
COMMUNITY AMENITY CONTRIBUTIONS	\$ 1,279,576	
COVID-19 RESTART GRANT	\$ 812,864	\$ 2,347,288

****DEFERRED REVENUE**

COMMUNITY CENTRE DEVELOPER RESTRICTED DONATIONS	\$ 595,236	
DEFERRED COMMUNITY CENTRE GRANTS	\$ 144,213	\$ 739,449



THANK YOU

