

## COMMITTEE OF THE WHOLE MEETING – AGENDA

Agenda for the Committee of the Whole Meeting scheduled for Tuesday, May 30, 2023 at 6:00 p.m. in the Multipurpose Room at Anmore Elementary School, 30 Elementary Road, Anmore, BC.



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### 1. Call to Order

### 2. Approval of the Agenda

Recommendation: That the Agenda be approved as circulated.

### 3. Adoption of Minutes

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#### (a) **Minutes of the Committee of the Whole Meeting held on March 10, 2020**

Recommendation: That the Minutes of the Committee of the Whole Meeting held on March 10, 2020 be adopted, as circulated.

### 4. Business Arising from Minutes

### 5. New Business

#### (a) **BC Growing Communities Grant Funding**

Committee of the Whole to discuss spending priorities for BC Growing Communities Funding of \$1,730,000

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Letter dated March 16, 2023 from Minister of Municipal Affairs, Hon. Anne Kang

### 6. Public Comments

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

### 7. Adjournment

## COMMITTEE OF THE WHOLE MEETING – MINUTES

Minutes for the Committee of the Whole Meeting scheduled for Tuesday, March 10, 2020 at 7:00 p.m. in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC



### ELECTED OFFICIALS PRESENT

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

### ABSENT

Councillor Tim Laidler

### OTHERS PRESENT

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

#### 1. Call to Order

Mayor McEwen called the meeting to order at 7:04 p.m.

#### 2. Approval of the Agenda

It was MOVED and SECONDED:

That the Agenda be approved as circulated.

Carried Unanimously

#### 3. Adoption of Minutes

##### (a) Minutes of the Committee of the Whole Meeting held on January 21, 2020

It was MOVED and SECONDED:

Recommendation: That the Minutes of the Committee of the Whole Meeting held on January 21, 2020 be adopted, as circulated.

Carried Unanimously

#### 4. Business Arising from Minutes

None.

## 5. **New Business**

### (a) **Anmore Civic Building**

- a. Sustainability Targets
  - i. Goals for project

Ms. Juli Halliwell, CAO, provided an overview of options regarding some targets that could be taken into consideration when contemplating sustainability goals for the new civic building.

Discussion of options included:

- LEED certification standards which include more stringent requirements which could result in additional costs
- Not requiring LEED certification, rather exploring elements that would provide a future return on investment in terms of operating costs
- Consideration of whether the building could be constructed in order to allow features or components for future connections (eg. Solar technology, alternate fuel/power sources)
- Whether the building should be construction to Energy Step Code 3 which is the same policy adopted by Council for any new residential homes constructed through rezoning
- The option exists through a software program with the structural engineer that can output numerous options for construction based on input of criteria which would result in various options and cost considerations of those options
- Consideration needs to be made that the building will also serve as the Village Emergency Operations Centre

Council discussion included:

- While LEED certification standards can be taken into consideration it does add additional costs
- Consideration of investment in building envelope construction
- Looking for items that will save costs in the future
- Energy Step Code 3 policy should be followed for this project
- Consideration of the cost of maintenance on systems should be considered with systems that have simplicity in design
- LED lighting for energy savings
- There would be no benefit to LEED certification in attracting rental revenue
- Low energy consumption appliance including HVAC system
- Ensuring the building is constructed ready for consideration of future components and technologies
- Planning for potential for future expansion if required
- Whether geo exchange heat pump technology could be considered
- Alternative fuel to back up generator systems
- Ease of maintenance including durable exterior materials

- Future consideration for lower floor design layout of essential building components
- Use of mobile walls within the interior so that multiple parts of the community at the same time

Members of the public were included in discussion and points included:

- Consideration of concrete as a construction alternative noting that concrete provides good heat retention, rodent and insect protection, and sound barrier throughout the building
- Concern over reliance on natural gas
- Potential for geo exchange technology
- Climate change identifies the need to adapt to a range of temperatures
- Smaller building footprint would be more sustainable and concern over solar technology
- Amount of money to be spent for sustainability. It was noted that this has yet to be determined
- Smaller scale would be more sustainable and meet village needs
- Budgeted amount based on the conceptual design is in the range of \$6-10 million based on conceptual design of 13,000 square foot building. Budget and final design is still to be determined
- Needs assessment and what the village can afford to spend
- Whether contemplating another building type such as a residential building could be considered
- Budget seems high when the land is already owned. It was noted that the Village will be looking to potential funding sources from other levels of government to offset costs

b. Open House March 31, 2020

i. Open house format for public engagement opportunity

A round table discussion took place regarding the open house with council, staff and members of the public and points included:

- A comparison to other local venues would be helpful for context. It was noted that the rental space at Old Orchard is approximately 2,000 square feet
- There is lack of venue rental space in the Tri-Cities and many facilities are booked at least a year in advance
- Whether this community/rental space would be open to non Anmore residents
- Whether the Village should engage in commercial enterprise
- Access to school portables is no longer possible as they have been removed

- Clarification of decision making process for civic building construction
- Whether funds should be saved for other needs
- Whether a referendum would take place. It was noted that this is not a requirement nor is there any intention for the Village to hold a referendum
- Architects will be available at the open house
- Public is welcome to provide input to the village in person at the open house or at any other time by email
- Noise level concerns of the new civic building and associated activities
- This community space could fill a void as a gathering place for the community
- Whether a breakdown of funds could be provided at the open house for different components of the building
- Providing cost to date that Village has spent on this project
- Parking concerns and where the parking would be situated and how much parking would be included

6. **Public Comments**

None.

7. **Adjournment**

It was MOVED and SECONDED:

THAT the meeting be adjourned at 820 p.m.

Carried Unanimously

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Karen Elrick  
Corporate Officer

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John McEwen  
Mayor



March 16, 2023

Ref: 271994

Their Worship Mayor John McEwen  
Village of Anmore  
2697 Sunnyside Rd  
Anmore BC V3H 5G9

Dear Mayor McEwen:

The population of B.C. has increased consistently over the past decade and is projected to keep growing in the next 10 years. The provincial government understands the need to facilitate greater housing supply for our growing population. The province will support local governments in addressing the multiple funding and financing constraints to aid in the construction of infrastructure and amenities for all B.C. communities. Local governments' investment in core community infrastructure and amenities increases the amount of land that is ready to be developed to a higher density.

The Government of B.C. has invested considerable resources in infrastructure and amenities in the past 10 years and has strategically leveraged federal funding to that effect. More than \$1.6 billion in federal and provincial funding have been invested in our communities since 2018 through the Investing in Canada Infrastructure Program. However, as there is still more to be done for infrastructure and amenities, the provincial government is pleased to provide the Growing Communities Fund (GCF) for local governments province-wide.

As a one-time grant, the GCF will provide up to \$1 billion through direct grants to local governments to support all B.C. communities, with a focus on those communities that need to increase the pace and scale of housing supply. The principal objective of the GCF is to increase the local housing supply with investments in community infrastructure and amenities. Municipalities are encouraged to work closely with adjacent local First Nations, in recognition of the *Declaration on the Rights of Indigenous Peoples Act*, as this collaboration strengthens our communities and regions.

The funding provided through the GCF should be limited to one-off costs needed to build required infrastructure and amenities rather than funding ongoing or operational activities. These funds are to be incremental to currently planned investments and should accelerate the delivery of capital projects.

Eligible costs are as follows:

- Public drinking water supply, treatment facilities and water distribution;
- Local portion of affordable/attainable housing developments;

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- Childcare facilities;
- Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities;
- Wastewater conveyance and treatment facilities;
- Storm water management;
- Solid waste management infrastructure;
- Public safety/emergency management equipment and facilities not funded by senior level government;
- Local road improvements and upgrades;
- Sidewalks, curbing and lighting;
- Active transportation amenities not funded by senior level government;
- Improvements that facilitate transit service;
- Natural hazard mitigation;
- Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and
- Recreation-related amenities.

Further to the above-noted capital costs, one-off costs can include:

- Costs of feasibility studies (including infrastructure capacity assessment); other early-stage development work; costs of designing, tendering and acquiring land (where it is wholly required for eligible infrastructure projects); constructing eligible infrastructure projects; and, in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities.

I am pleased to advise you that the Village of Anmore is the recipient of a \$1,730,000 grant under the Growing Communities Fund. This amount will be directly transferred to your local government by March 31, 2023.

Under part 7 of the Local Government Grants Regulations, the amount of the grant to each local government is set by the Minister of Municipal Affairs. The determination of this amount was based on a formula that applies to all municipalities.

This formula is based on three components: a flat funding amount, an “adjusted population” amount and a “population growth” amount. The flat amount is \$500,000. The “adjusted population” amount is \$365 per adjusted population. The population adjustment ensures smaller municipalities get a higher per capita share of funding despite larger municipalities receiving more funding in absolute dollars. The “population growth” amount is \$1,000 per capita population growth between 2016 and 2021.

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As a condition of this funding, the grant must be placed in a segregated reserve fund established by bylaw under section 188 of the *Community Charter* for the Capital and Planning purposes of the GCF. This fund must be separate from other existing reserve funds. To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spends this grant. This will be part of the annual financial reporting required under section 167 of the *Community Charter*. Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.

Further to the financial reporting, an annual report that identifies work-related Housing Needs Reports and pre-zoning requirements, as applicable, is required. The province also encourages highlighting projects that align with provincial priorities such as CleanBC and childcare; as well as those that align with the province's Environmental, Social and Governance framework for capital projects.

Finally, requirements will include parameters for public recognition of the funding related to projects. The province must be consulted prior to any proactive media events or news releases related to the project. Funded projects must also acknowledge the province's contribution through temporary and permanent on-site signage. The provincial government anticipates that the funds will be expended within approximately five years of receipt.

If you have any questions or comments regarding this letter, please feel free to contact the Local Government Infrastructure and Finance Branch by email at: [LGIF@gov.bc.ca](mailto:LGIF@gov.bc.ca). Further information on the program will be available on the following webpage: <https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/grants/bc-s-growing-communities-fund>.

The province welcomes this opportunity to support the growth of the supply of housing throughout British Columbia. We believe that this funding will contribute to the capacity of B.C. local governments to provide critical services as our province and economy grows.

Sincerely,



Anne Kang  
Minister

pc: Karen Elrick, Chief Administrative Officer, Village of Anmore  
Lena Martin, Manager of Financial Services, Village of Anmore



**Attachment with Example Calculation for a Municipality with 15,000 People**

Population Range	From	To	Adjustment Factor
1. Very Small	0	2,000	100%
2. Small	2,001	5,000	80%
3. Small-Med	5,001	10,000	60%
4. Medium	10,001	20,000	40%
5. Large-Med	20,001	40,000	20%
6. Large	40,001	150,000	10%
7. Very Large	150,001	900,000	5%

To illustrate, for a city of 15,000 people, the adjusted population is:

- For this first 2,000 residents, adjustment of 100% =  $2,000 \times 100\% = 2,000$
- For the next 3,000 (up to 5,000), adjustment of 80% =  $3,000 \times 80\% = 2,400$
- For the next 5,000 (up to 10,000), adjustment of 60% =  $5,000 \times 60\% = 3,000$
- For the last 5,000 (up to 15,000), adjustment of 40% =  $5,000 \times 40\% = 2,000$

Thus, the city of 15,000 people has an adjusted population of 9,400 ( $=2,000 + 2,400 + 3,000 + 2,000$ ).

If the city grew by 4,500 people between 2016-2021, the total grant amount is calculated as follows:

Component	Calculation	Result
Flat Funding	\$500,000	\$500,000
Adjusted Population	$= 9,400 \times \$365$	\$3,431,000
Population Growth	$= 4,500 \times \$1,000$	\$4,500,000
Total Grant		\$8,431,000