

## REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for  
Tuesday, November 7, 2023 at 7:00 p.m. in **Multipurpose Room 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 [rhonda.schell@anmore.com](mailto:rhonda.schell@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: To encourage civic engagement, Council welcomes your participation in the public portion of our meeting. We want to remind members of the public that matters raised here are for Council's consideration and should be constructively focused on agenda items only and not individuals. To ensure that we are providing a positive work environment in alignment with Council's Strategic Plan and the Village's Respectful Workplace Policy, we ask that Council is engaged in a manner that is respectful and productive. Please limit comments to two-minutes and save any questions for Question Period later in the meeting.*

**4. Delegations**

**(a) Ugly Christmas Sweater Dash**

Colleen Geddes and Jordan Birch to provide information on the 2023 Ugly Christmas Sweater Dash event.

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**5. Adoption of Minutes****(a) Minutes of the Regular Council Meeting held on October 3, 2023**

Recommendation: **THAT** the Minutes of the Regular Council Meeting held on October 3, 2023, be adopted, as circulated.

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

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

Recommendation: **THAT** the Consent agenda be adopted.

**(a) Release of Resolutions from In Camera Meetings**

At the October 3, 2023 In Camera Council Meeting, Council authorized the release of the following resolutions to a future open Council meeting:

“THAT Council appoint the following individuals as members of the Finance Committee for the term commencing October 3, 2023 to March 31, 2025:

David Gregory  
Celia Xang

THAT Council appoint the following individuals as members of the Advisory Planning Commission for the term commencing October 3, 2023 to December 31, 2025:

John Burgess  
Fiona Cherry  
Tony Barone  
Olen Vanderleen  
Darren Smurthwaite  
Denny Arsene  
Peter Ludeman

THAT Council appoint the following individuals as members of the Environment Committee for the term commencing October 3, 2023 to March 31, 2025:

Trudy Schneider  
Cathy Morton  
Ryan Froese  
Craig Coveney

THAT Council appoint the following individuals as members of the Parks and Recreation Committee for the term commencing October 3, 2023 to March 31, 2025:

Kathy Sweetable  
Addie Southam  
James McConville  
Susan Mueckel

THAT Council appoint the following individuals as members of the Public Safety Committee for the term commencing October 3, 2023 to March 31, 2025:

Gordon McRae  
Kathy Sweetable  
Robert Boies  
John Burgess

THAT Council appoint the following individuals as members of the Community, Engagement, Culture, and Inclusion Committee for the term commencing October 3, 2023 to March 31, 2025:

Xiaoxiao (Bella) Geng  
Kerri Palmer Isaac  
Dayana Cardenas  
Beth Payne

THAT Council direct Staff to contact all applicants to inform them of Council's decision and ask if there is any interest in other committees and further authorize release of the successful applicants for the Council Committee appointments to a future open meeting of Council."

**(b) 2023 Local Government Management Association CAO Forum**

Recommendation: **THAT** the Chief Administrative Officer be authorized to attend the 2024 Local Government Management Association CAO Forum scheduled to be held in Vancouver in February 2024, as budgeted for in the 2023 – 2027 Financial Plan.

**8. Items Removed from the Consent Agenda****9. Legislative Reports**

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**(a) 68 Elementary Road Zoning Amendment – Bylaw No. 655-2023**

Recommendation: **THAT** Council adopt Anmore Zoning Amendment Bylaw No. 665-2023.

**10. Unfinished Business**

None.

**11. New Business**

Page 13

**(a) Award of Heron Drive PRV Station**

Report dated November 3, 2023 from the Chief Administrative Officer.

Recommendation: **THAT** Council approve the award of the contract for the Heron Way PRV Station for a total contract price of \$521,325.00, including GST, to Drake Excavating (2016) Ltd.

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**(b) COVID-19 Restart Grant and BC Growing Communities Fund request for allocation**

Report dated November 3, 2023 from the Chief Administrative Officer.

Recommendation: **THAT** Council allocate the amount of \$461,136 from the COVID-19 Restart Grant to the Anmore Community Hub project; and,

**THAT** Council allocate the amount of \$150,000 from the BC Growing Communities Fund to the Ma Murray Lane project.

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**(c) 2024 Council Calendar and Council Appointments**

Report dated November 3, 2023 from the Manager of Corporate Services.

Recommendation: **THAT** the 2024 Council Calendar as attached to the report dated November 3, 2023 from the Manager of Corporate Services be approved; and

**THAT** the following Acting Mayor Schedule for 2024 be approved:

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

**12. Items from Committee of the Whole, Committees, and Commissions****(a) Zoning Bylaw Update – Coach House**

At the October 24, 2023 Committee of the Whole meeting, the following recommendation was made:

“It was MOVED and SECONDED:

THAT the Committee recommend to Council that staff be directed to amend the Zoning Bylaw in accordance with the recommendations provided during the Committee of the Whole meeting - Zoning Bylaw Update - Coach House report from the Manager of Development Services, dated October 20th, 2023.

Carried Unanimously”

**13. Mayor's Report****14. Councillors Reports****15. Chief Administrative Officer's Report**

**16. Information Items**

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

- DRAFT Committee of the Whole Minutes for meeting held on October 24, 2023

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**(b) General Correspondence**

- Metro Vancouver Board in brief for meetings held on September 29, 2023
- Letter dated October 18, 2023 from the Okanagan Basin Water Board regarding Prevention of Invasive Mussel Introduction to BC
- Letter dated October 31, 2023 from the Honourable Mitzi Dean, Minister of Children and Family Development regarding Adoption Awareness Month
- Letter dated October 31, 2023 from Metro Vancouver regarding Streamlining the Delivery of Rental Housing
- Sasamat Volunteer Fire Department Board of Trustees minutes for meetings held on March 2, 2023, June 1, 2023, and September 6, 2023

**17. Public Question Period**

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

**18. Adjournment**

**REGULAR COUNCIL MEETING – MINUTES**

Minutes for the Regular Council Meeting scheduled for  
 Tuesday, October 3, 2023 following the close of the Public Hearing scheduled at  
 7:00 p.m in **Multipurpose Room at Anmore Elementary School, 30 Elementary  
 Road, Anmore, BC**

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**ELECTED OFFICIALS PRESENT****ABSENT**

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

**OTHERS PRESENT**

Karen Elrick, Chief Administrative Officer  
 Rhonda Schell, 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 7:06 p.m.

**2. Approval of the Agenda**

It was MOVED and SECONDED:

R108/23: 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 12, 2023

It was MOVED and SECONDED:

R109/23: THAT the Minutes of the Regular Council Meeting held on September 12, 2023, be adopted, as circulated.

Carried Unanimously

**6. Business Arising from Minutes**

None.

**7. Consent Agenda**

It was MOVED and SECONDED:

R110/23: THAT the Consent agenda be adopted.

Carried Unanimously

**(a) Anmore Drinking Water Conservation Plan Bylaw Amendment**

Recommendation: THAT Anmore Drinking Water Conservation Plan Amendment Bylaw No. 684-2023 be adopted.

**(b) Support for Tri-Cities Peer Assisted Care Team (PACT)**

Recommendation: THAT Council participate in a joint letter of support to the Minister of Mental Health and Addictions to advocate for a Tri-Cities Peer Assisted Care Team.

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

**9. Legislative Reports**

**(a) 2301 Sunnyside Road Zoning Amendment – Bylaw No. 685-2023**

The Manager of Development Services provided an overview of the rezoning application.

It was MOVED and SECONDED:

R111/23: THAT Council give third reading to Anmore Zoning Amendment Bylaw No. 685-2023.

Carried Unanimously



**10. Unfinished Business**

None.

**11. New Business****(a) Award of Supply & Delivery of 19,500 lb GVW Truck**

It was MOVED and SECONDED:

R112/23: THAT the contract award of the supply and delivery of one (1) 19,500 lb GVW truck for a total contract price of \$176,975.86, excluding GST, be awarded to Metro Motors Ltd.

Carried Unanimously

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

None.

**13. Mayor's Report**

Mayor McEwen reported that:

- He attended the Union of BC Municipalities conference and met with BC Hydro to discuss Buntzen Lake operations and potential opportunities for the Village to harness electricity coming from the dam. He requested that BC Hydro schedule a delegation to present to Council and requested that Council be provided a tour of their facility.
- The Village HUB construction is progressing with the septic system installation being complete and interior finishing is ongoing. Spirit Park work is also progressing.
- He and the CAO met with BC Hydro to further discuss Buntzen Lake operations and improvements to the reservation system for 2024.
- The Village will not be putting on a firework demonstration at Halloween due to ongoing construction.

**14. Councillors Reports**

Councillor Krier reported that:

- She attended the Union of BC Municipalities conference, met with BC Hydro and toured the Port of Vancouver.
- She expressed her congratulations to the new UBCM President, Councillor Trish Mandewo.
- Orange shirts were being worn in recognition of the National Day for Truth and Reconciliation.
- Registration is open for the 10<sup>th</sup> Annual Ugly Sweater event.

Councillor Weverink reported that:

- Residential Halloween event saw over 200 children attend in the Birch Wynd neighbourhood in 2022

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

- Photo contest is still open and entry period ends October 15
- Reminder to be bear aware as bears are very active this time of year. The Village is working with Tri-Cities Bear Aware who will be going door to door with pamphlets in areas that are problematic.

**16. Information Items**

**(a) General Correspondence**

- Letter dated September 13, 2023 from Representative Advocates regarding Legalizing Aquamation in BC regarding the Cemetery, Interment and Funeral Services Act of British Columbia amendments
- Notice of Public Hearing dated September 21, 2023 from the Village of Belcarra regarding the Village of Belcarra Official Community Plan Bylaw No. 615-2023
- Email dated September 26, 2023 from the Honourable Mitzi Dean, Minister of Children and Family Development regarding Foster Family Month

**17. Public Question Period**

Members of the public asked questions regarding:

- Ludlow name being identified as Sunnyside Road.
  - The Manager of Development Services stated that, officially, in the public record it is Sunnyside Road but it is unofficially locally known as Ludlow lane. Staff will look into whether or not there was a resolution to officially change the name of the road.
- A hybrid solid waste disposal system with a locked depot and also regular pick up.
- Recognition of the Weinberg family and their contribution to Anmore.
- The location of committee meetings.
- Award of GVW truck, why it is needed and whether attachments were included and interchangeable with existing vehicles, and if the existing vehicle will be sold.
  - The CAO responded that details of the truck were discussed during the budgeting process and that the truck comes with mechanisms and equipment for brining, which is in addition to existing equipment. There is a plow attachment included with new truck and the parts are interchangeable. Existing trucks will stay in the snow removal fleet.
- How public conduct was handled at the September 12<sup>th</sup> Regular Council Meeting.

- Councillor Krier's committee liaison activities.

**18. Adjournment**

It was MOVED and SECONDED:

R113/23: That the meeting be adjourned at 7:41 pm.

Carried Unanimously

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Rhonda Schell  
Corporate Officer

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John McEwen  
Mayor

## BYLAW NO. 665-2023

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

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

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

- 1) That this bylaw may be cited for all purposes as “Anmore Zoning Bylaw Amendment Bylaw No. 665-2023”.
- 2) That Anmore Zoning Bylaw No. 568- 2017 be amended by deleting the Example of Calculation of Total Floor Area Ratio under 9.20.4 and replacing with the following:

Example Calculation of Total Floor Area Ratio

A parcel of land totaling 1826m<sup>2</sup> is created through subdivision the maximum **FAR** will be:

$$(1826\text{m}^2 \times 0.25) + 60\text{m}^2 = 516.5\text{m}^2 \text{ (approx. 5560 ft}^2\text{)}$$

- 3) That the Anmore Zoning Bylaw No. 568-2017 Schedule ‘A’ Zoning Map be amended to change the zoning for the following parcel from Residential 1 – RS1 to INFILL DEVELOPMENT – INF

68 ELEMENTARY RD ANMORE  
PID: 029-145-015

<b>READ</b> a first time the	17th	day of January, 2023
<b>READ</b> a second time the	17th	day of January, 2023
<b>PUBLIC HEARING HELD</b> the	4th	day of April, 2023
<b>READ</b> a third time the	4th	day of April, 2023
<b>ADOPTED</b> the		day of,

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MANAGER OF CORPORATE SERVICES



# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: November 3, 2023 File No. 1220-20  
Submitted by: Karen Elrick, Chief Administrative Officer  
Subject: Award of Heron Way PRV Station

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### Purpose / Introduction

To obtain Council approval to award the contract for the Heron Way PRV Station tender to Drake Excavating (2016) Ltd..

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### Recommended Options

That Council approve the award of the contract for the Heron Way PRV Station for a total contract price of \$521,325.00, including GST, to Drake Excavating (2016) Ltd.

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### Background

In October 2023, the Village issued a tender for the Heron PRV Station as part of the Capital Projects noted in the 2023-2027 5-Year Financial Plan. At the closing time of October 19, 2023 at 2:00 pm, two tenders were received.

### Discussion

The tenders were opened by Village staff and sent to ISL Engineering for review of tenders and recommendation for award. The table below outlines the bid prices received:

Bidder	Tender Price (incl. GST)
Drake Excavating (2016) Ltd.	\$521,325.00
Sandpiper Contracting LLP	\$732,748.80

\*GST is 100% recoverable

ISL Engineering provided the attached recommendation for award and tender summary (**Attachment 1**) and confirmed that the tenders have been checked for correct values and are in compliance.

The recommendation is for the works to be awarded to the lowest, Drake Excavating (2016) Ltd.

## Report/Recommendation to Council

Award of Heron Way PRV Station

November 3, 2023

## Options

1. That Council approve the award of the contract for the Heron Way PRV Station for a total contract price of \$521,325.00, including GST, to Drake Excavating (2016) Ltd.

OR

2. That Council decline to award the Heron PRV Station contract at this time.

## Financial Implications

The budget for this project is currently included in the 5 year financial plan bylaw (years 2022, 2023 and 2024) and the tender falls within the allocated budget amount to complete this project.

Year	Budget	Expenses to Date
2022*	\$ 181,360	(\$ 181,360)
2023	\$ 503,440	(\$ 278,506)
2024	\$ 296,560	
	<b>\$ 981,360</b>	<b>(\$ 459,866)</b>
<b>Budget Remaining</b>	<b>\$ 521,494</b>	

\*The 2022 remaining budget was carried forward to 2023

## Communications / Civic Engagement

Schedules for construction, once determined, will be communicated to affected residents and made available on the Village's website and social media platforms.

## Council Strategic Plan Objectives

The completion of the Heron PRV Station aligns with Council's Strategic Objective to maintain and enhance service levels.


## Attachments

1. Letter of Recommendation for Award from ISL Engineering Dated October 23, 2023 and Tender Summary Document

## Report/Recommendation to Council

Award of Heron Way PRV Station

November 3, 2023

Prepared by:	
 <hr/>	
Karen Elrick Chief Administrative Officer	
Corporate Review	Initials
Engineering and Planning, Building & Bylaw	CB
Finance	LM



201-3999 Henning Drive, Burnaby, BC V5C 6P9, T: 604.629.2696 F: 604.629.2698

October 23, 2023

Our Reference: 33135

**Village of Anmore**

2697 Sunnyside Road

Anmore, BC V3H 5G9

Electronic submission: [karen.elrick@anmore.com](mailto:karen.elrick@anmore.com)

Attention: Karen Elrick

Dear K. Elrick:

**Reference: Heron Way PRV Station**

As you are aware, tenders closed for the above contract on October 19, 2023 at 2:00 p.m. Two completed tenders were received and reviewed by ISL for accuracy (detailed summary attached). The tender values appear as below:

<u>Contractors:</u>	<u>Tender price (inclusive of GST)</u>
Drake Excavating (2016) Ltd.	\$521,325.00
Sandpiper Contracting LLP	\$732,748.80

All the tenders and the values have been checked and are correct arithmetically for the amounts shown above.

The above tenders are in compliance with Village of Anmore's Instructions to Tenderers. Based on the above, we recommend awarding the contract to the low bidder, which in this case is Drake Excavating (2016) Ltd., for the amount of \$521,325.00, inclusive of GST.

Should you have any concerns or require additional clarification in this regard, please call.

Sincerely,



Matt Gibson  
Project Engineer

MG/pdr  
Attachment



Village of Anmore  
Heron Way PRV Station

SCHEDULE OF QUANTITIES AND PRICES - TENDER

(See paragraph 5.3.1 of the Instructions to Tender - Part II)

(All prices and Quotations including the Contract Price shall include all Taxes)

SUMMARY SHEET

	SANDPIPER CONTRACTING LLP	DRAKE EXCAVATING (2016) LTD.	ENGINEER'S ESTIMATE
1.0 Heron Way Pressure Reducing Valve Station and Upland PS Upgrades	\$ 697,856.00	\$ 496,500.00	\$ 431,500.00
Sub-Total	\$ 697,856.00	\$ 496,500.00	\$ 431,500.00
GST @ 5%	\$ 34,892.80	\$ 24,825.00	\$ 21,575.00
TENDER PRICE plus GST	\$ 732,748.80	\$ 521,325.00	\$ 453,075.00

TENDERER'S INITIALS \_\_\_\_\_



# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: November 3, 2023 File Number: 1855-01

Submitted by: Karen Elrick, Chief Administrative Officer

Subject: COVID-19 Restart Grant and BC Growing Communities Fund request for allocation

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### Purpose / Introduction

To seek approval from Council on allocation of remaining funding received from COVID-19 Restart Grant and BC Growing Communities Fund.

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### Recommended Options

That Council allocate the amount of \$461,136 from the COVID-19 Restart Grant to the Anmore Community Hub project; and

That Council allocate the amount of \$150,000 from the BC Growing Communities Fund to the Ma Murray Lane project.

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### Background

In November 2020, the Village of Anmore received funding from the provincial government in the amount of \$882,000 from the COVID-19 Safe Restart Grant for Local Governments to help ensure local governments can continue to deliver the services people depend on in their communities. Several projects were identified for allocation of these fund which are complete or ongoing including:

- Website and online payments
- Election COVID supplies
- Website RFP Consultant
- MAIS Purchase Order Module
- GIS Update – Parks and Recreation
- IT Migration / Security Updates
- Phone System upgrades MS Teams

## **Report/Recommendation to Council**

COVID-19 Restart Grant and BC Growing Communities Fund request for allocation

November 3, 2023

- Water Meter Replacement

In March 2023, the Village of Anmore received funding from the provincial government of \$1,730,000 from the BC Growing Communities Fund. This one-time grant was provided to local governments on an adjusted formula for investment in infrastructure and amenities.

At the June 27, 2023 Regular Council meeting, funds were allocated to the following projects:

- Public Works Yard Improvements for Equipment and Vehicles;
- Enhancements to Anmore Community HUB and surrounding area;
- Ravenswood Drive realignment and tree management of area;
- Water System Service Planning.

## **Discussion**

As Council has identified the Anmore Community Hub as a priority project for the Village, funds were left unallocated to allow staff to identify areas of the project that would be suitable to use some of this grant funding. To date, \$461,136 remains unallocated from the \$882,000. The following costs from the Anmore Community Hub project could be allocated from the COVID-19 Restart Grant should Council wish to use this as a funding source:

- Upgrades to fixtures and fittings to touchless operation
- Mechanical Plumbing upgrades to achieve flow rates
- Public automatic door openings
- AV equipment upgrades, to allow seamless streaming of council/committee meetings
- Furniture selection to allow for separation of staff members
- Interior design changes to facilitate building functionality and furniture selection.

To date, \$150,000 remains unallocated from the \$1,730,000 received from the BC Growing Communities Fund. Funding for the Ma Murray Lane project was approved by Council for the amount of \$350,000 from Capital Reserves. In order to complete this project, additional costs have been identified due to delay costs associated with BC Hydro installation and the undergrounding infrastructure costs associated with communication conduit (Shaw/Telus). The delay pushed the project completion date back by 2.5 months and this has resulted in additional costs for bonding, insurance and overhead costs associated with contractor management time. As this project fits into the scope of the intent of the BC Growing

## **Report/Recommendation to Council**

COVID-19 Restart Grant and BC Growing Communities Fund request for allocation

November 3, 2023

Communities Fund Grant, staff is seeking authorization from Council to allocate the remaining \$150,000 of grant funding to this project.

## **Options**

1. That Council allocate the amount of \$461,136 from the COVID-19 Restart Grant to the Anmore Community Hub project; and

That Council allocate the amount of \$150,000 from the BC Growing Communities Fund to the Ma Murray Lane project.

OR

2. THAT Council decline to authorize allocation of funding from the COVID-19 Restart Grant and BC Growing Communities Grant at this time.

## **Financial Implications**

There is no taxation impact to allocation of these funding sources. The Village has received the grant funding for the COVID-19 Restart Grant in the amount of \$882,000 and for BC Growing Communities Grant from the provincial government in the amount of \$1,7300,000 and it has been placed in a reserve fund. The Village is required to report annually on how these monies are spent and a schedule will be provided to the audited financial statements respecting the amount of funding received, the use of those funds and the year-end balance of the unused funds until the funds are fully drawn down.

## **Communications**

Communication, announcements, and funding recognition on identified projects will be coordinated within provincial government protocols.

## **Council Strategic Plan Objectives**

The identified projects under this grant funding align all four (4) identified goals under the 2022-2026 Council Strategic Plan:

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

## Report/Recommendation to Council


COVID-19 Restart Grant and BC Growing Communities Fund request for allocation

November 3, 2023

2. Through collaborative relationships with government and stakeholder partners, we seek to ensure that Anmore is self-sufficient in the future.
3. We provide efficient services and strive for sustainable infrastructure to support a safe, healthy and vibrant community.
4. We unleash the potential for great development that advances the interests of the community.

### Attachments:

None.

<b>Prepared by:</b>	
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Karen Elrick Chief Administrative Officer	
<b>Corporate Review</b>	<b>Initials</b>
Engineering and Planning, Building & Bylaw	CB
Finance	LM



# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: November 3, 2023 0550-01  
Submitted by: Rhonda Schell, Manager of Corporate Services  
Subject: 2024 Council Calendar and Council Appointments

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### Purpose / Introduction

The purpose of this report is to provide, for Council's approval, the 2024 Council Meeting Schedule and Acting Mayor Appointments for 2024.

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### Recommended Options

#### THAT Council:

- A. Approve the 2024 Council Calendar as attached to the report dated November 3, 2023 from the Manager of Corporate Services; and
  - B. Approve the following Acting Mayor Schedule for 2024:
    - 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 2024,

## **Report/Recommendation to Council**

### **2024 Council Calendar and Council Appointments**

November 3, 2023

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 2024.

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 2024 Council Calendar as attached to the report dated November 3, 2023 from the Manager of Corporate Services; and**

**B. Approve the following Acting Mayor Schedule for 2024:**

**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 2024 Council Meeting Schedule prior to approval.

Or

B. Council may choose to provide an alternate rotating schedule for Acting Mayor appointments for 2024.

## **Financial Implications**

There are no financial implications.

## Report/Recommendation to Council

### 2024 Council Calendar and Council Appointments

November 3, 2023

## Communications / Civic Engagement



Notice of the 2024 Council Meeting Schedule will be provided in accordance with the Village Public Notice Bylaw including email distribution, Facebook, website, and posting at the Village Hall.

## Corporate Strategic Plan Objectives

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

### Attachments:

1. Draft 2024 Council Meeting Schedule

<b>Prepared by:</b>
 Rhonda Schell Manager of Corporate Services
<b>Reviewed for Form and Content / Approved for Submission to Council:</b>
<b>Chief Administrative Officer's Comment/Concurrence</b>  _____ Chief Administrative Officer



# 2024 Council Meeting Schedule

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						

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						

Councillor Paul Weverink

Alia/Sen/Oct Councillor Waver

a/Sen/Oct Councillor Weverink

<sup>1</sup>Aug/Sep/Oct Councillor Weverink

Regular Council Meeting

Statutory & Non-Statutory  
Holidays Observed

**Conferences to Note for 2024**  
(Council may attend)

Lower Mainland Local Government

Association Conference in Whistler, BC  
May 1 to May 3, 2024

Federation of Canadian Municipalities  
Conference in Calgary, AB

June 6 to June 9, 2024

Union of British Columbia Municipalities  
Conference in Vancouver, BC

September 16 to September 20, 2024

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 Community Hub  
2697 Sunnyside Road  
Anmore BC V3H 5G9

All public are welcome to attend.

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## DECEMBER

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## NOVEMBER

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## OCTOBER

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## AUGUST

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## JULY

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# SEPTEMBER

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## PTME

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## COMMITTEE OF THE WHOLE MEETING – MINUTES

Minutes for the Committee of the Whole Meeting scheduled for Tuesday, October 24, 2023 at 6:00 p.m. in the Multipurpose Room at Anmore Elementary School, 30 Elementary Road, Anmore, BC.



### ELECTED OFFICIALS PRESENT

Mayor John McEwen  
Councillor Doug Richardson  
Councillor Kim Trowbridge (via teleconference)  
Councillor Paul Weverink

### ABSENT

Councillor Polly Krier

### OTHERS PRESENT

Karen Elrick, CAO  
Chris Boit, Manager of Development Services

#### 1. Call to Order

Mayor McEwen called the meeting to order at 6:00 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 May 30, 2023

It was MOVED and SECONDED:

That the Minutes of the Committee of the Whole Meeting held on May 30, 2023 be adopted, as circulated.

Carried Unanimously

#### 4. Business Arising from Minutes

None.

## 5. New Business

### (a) **Zoning Bylaw Update – Coach House**

Mayor McEwen provided an overview of the background of allowances for suites and coach houses in Anmore.

Mr. Chris Boit, Manager of Development Services provided an overview of the report and sought direction from the committee on options for update. Discussion points included:

Definitions updates were supported as follows:

- Building (Proposed)
- Coach House (Proposed) include comment re strata
- Dwelling Unit (Proposed)
- Secondary Suite (Proposed) removing the word “single”
- Residential (Proposed)
- Floor area (Proposed)
- Basement (Proposed)

### Secondary suite and a coach house on a property

- Provide updates to section 6.3 of bylaw for clarity
- Update bylaw to allow for both coach house and suite in following zones if requirements are met:
  - RS-1
  - Infill
  - CD-1
- Update bylaw to allow for secondary suites only in the following zones if requirements are met:
  - CD-2
  - CD-3
  - CD-4
  - CD-5
  - CD-6
  - CD-7
  - RS-2
- Update bylaw to prohibit coach houses and suites in the RCH-1 Zone
- Staff to investigate rationale on why maximum height for CD-7 Zone is 10m while other CD zones are 7m and provide update, if necessary

### Location of Coach House

- Consideration of creating allowance for separation based on zone or size of lot

- Staff to consult with SVFD Fire Chief, Jay Sharpe on recommended separation for fire safety and suppression

#### Parking requirements

- No parking on roadways
- Include exemption for one parking stall garage with an operable door, no windows, no bathroom to detract from conversion of garage space

#### Height and Massing of Structure

- There was general consensus to include criteria as outlined in the staff report

#### Size of Coach House

- Staff to develop criteria for a sliding scale for consideration

#### Design aspects

- No action on this item at this time. Could be considered in future policy development

#### Occupancy and Use

- Staff to report back on requirements and affect of new legislation regarding short term rentals and how it applies to Anmore

#### Environmental impacts/tree impacts

- No action at this time. Could be considered in future policy development.

It was MOVED and SECONDED:

THAT the Committee recommend to Council that staff be directed to amend the Zoning Bylaw in accordance with the recommendations provided during the Committee of the Whole meeting - Zoning Bylaw Update - Coach House report from the Manager of Development Services, dated October 20th, 2023.

Carried Unanimously

## **6. Public Comments**

Members of the public were invited to provide input during the round table discussion.

7. **Adjournment**

It was MOVED and SECONDED:

That the meeting be adjourned at 8:25 pm.

Carried Unanimously

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Rhonda Schell  
Corporate Officer

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John McEwen  
Mayor

**For Metro Vancouver meetings on Friday, September 29, 2023**

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@metrovancover.org](mailto:media@metrovancover.org).

**Metro Vancouver Regional District**

**E1.1 Code of Conduct for Elected Officials Policy**

**REFERRED**

On April 28, 2023, the Board directed staff to bring forward a code of conduct based on the *Model Code of Conduct* produced by the Working Group on Responsible Conduct (WGRC). The WGRC is a joint initiative of the Union of BC Municipalities, the Ministry of Community Sport and Cultural Development, and the Local Government Management Association. The establishment of a Code of Conduct is a requirement introduced in the *Community Charter* in June 2022.

The Board referred the Code of Conduct for Elected Officials Policy back to staff for further revisions, including the addition of clauses that address confidentiality, conflict of interest, and accepting gifts, and directed staff to develop a companion procedure document setting out: how complaints will be handled, investigation process, resolution, enforcement, and whistleblower protections.

**E2.1 Appointment of Enforcement Officers**

**APPROVED**

Recent changes in staffing have resulted in a need to update staff appointments as Board-designated officers under the *Air Quality Management Bylaw 1082, 2008*, the *Environmental Management Act*, and the *Offence Act*.

The Board, pursuant to the *Air Quality Management Bylaw* and the *Environmental Management Act*:

- rescinded the appointment of Ana Nic Lochlainn as an officer
- appointed Metro Vancouver employees Jason Assam, Karnjit Bains, Cynthia Barros, Amanda Craft, and Mike Mijares as officers

Furthermore, pursuant to section 28 of the *Offence Act* for the purpose of serving summons for alleged violations under the *Air Quality Management Bylaw*, the Board:

- rescinded the appointment of Ana Nic Lochlainn
- appointed Metro Vancouver employees Jason Assam, Karnjit Bains, Cynthia Barros, and Amanda Craft

## **E2.2 Metro Vancouver’s Climate 2050 Agriculture Roadmap**

**APPROVED**

The *Climate 2050 Agriculture Roadmap* is one in a series of 10 *Climate 2050* roadmaps that present a pathway to achieving a carbon-neutral and resilient region by the year 2050. Agriculture in Metro Vancouver contributes approximately four per cent of the region’s total GHG emissions from using fertilizer, farm equipment, and fossil natural gas to heat greenhouses. The *Agriculture Roadmap* establishes a target of reducing GHG emissions by 35 per cent, relative to 2010 levels, by 2030. This will be achieved by maximizing carbon sequestration and by implementing the best management practices and technologies available to support powering agricultural operations, equipment, and machinery with clean, renewable energy. The long-term resilience of the region is the biggest climate challenge facing the sector and, therefore, increasing the resilience of local agriculture is a significant focus.

The Board endorsed the *Climate 2050 Agriculture Roadmap* as presented as the initial roadmap to achieve the *Climate 2050* vision, goals, and targets for a net-zero and resilient agricultural sector; directed staff to continue working with member jurisdictions and other partners to implement the actions of said roadmap, and directed staff to update the roadmap, as needed, in response to new information.

## **E2.3 Metro Vancouver Climate 2050 Annual Report 2022/2023**

**RECEIVED**

The Board received for information a report regarding progress toward Metro Vancouver’s climate targets, the status of *Climate 2050* roadmap development and implementation of their actions, and project highlights addressing both regional and corporate climate action. The actions in the *Climate 2050* roadmaps are expected to achieve over 80 per cent clean, renewable energy by 2050, but accelerated, scaled-up and coordinated action is needed by Metro Vancouver and others to meet the 2030 and 2050 emissions reduction targets. This annual report highlights projects that have the potential to significantly reduce regional and corporate emissions and improve resilience to climate impacts. Among these, proposed requirements for existing large buildings, the *Driving Down Emissions* initiative for transportation, and various corporate emissions reduction initiatives are critical for meeting Metro Vancouver’s climate commitments.

## **E2.4 Initial Engagement Outcomes on Developing GHG Emission Reduction Requirements for Existing Large Buildings**

**RECEIVED**

The Board received a report that provides an update on work to date to develop requirements to reduce greenhouse gas (GHG) emissions from existing large buildings (over 2,322 square metres or 25,000 square feet). Buildings comprise a quarter of the region’s GHG emissions, and large buildings make up approximately 35 per cent of this amount, while representing less than two per cent of the region’s building stock. Reducing this source of emissions is a priority climate action, and referred to as a “big move” in Metro Vancouver’s *Clean Air Plan* and *Climate 2050 Buildings Roadmap*. This action would have the largest impact on reducing GHG emissions from the building sector and address a gap in GHG emission reduction policy for existing buildings across the region.

From June through November 2022, staff engaged with audiences connected to the building sector, focusing on those most likely to comment on, be impacted by, or have a role in reducing emissions from large buildings. Engagement was supported by a discussion paper, which described a proposed approach to develop reporting requirements and GHG emission limits for buildings. There was broad general support for the proposal, but there were also concerns identified. Concerns were related to implementation, financial and affordability implications, and jurisdictional alignment. Staff are developing a regulatory intentions paper with more details that will reflect input heard to date. Later in 2023, staff will seek direction from the Board to use the intentions paper as the basis for a second phase of engagement.

**E2.5 Metro Vancouver’s Application to Intervene in the BC Utilities Commission Proceeding Related to BC Hydro’s 2021 Integrated Resource Plan**

**RECEIVED**

In December 2021, BC Hydro submitted its *2021 Integrated Resource Plan* to the BC Utilities Commission (BCUC). On July 25, 2023, the BCUC re-scoped this proceeding to focus on BC Hydro’s load forecast scenarios and their near-term acquisition of 3,700 gigawatt hours of clean power, and opened the process to late intervener registration. BC Hydro’s demand forecast and energy acquisitions could potentially impact the ability of Metro Vancouver to achieve its greenhouse gas reduction and air quality improvement targets, as it directly relates to the ability of BC Hydro to supply sufficient clean electricity to the region.

Metro Vancouver has applied as a late intervener in the BCUC proceeding, and is coordinating with member jurisdictions that are also interveners, to evaluate the potential impacts of BC Hydro’s plan on Metro Vancouver’s and member jurisdictions’ interests. Staff will report back to the Board, through the Climate Action Committee, with an evaluation of BC Hydro’s plan for alignment with *Climate 2050*, and seek direction on Metro Vancouver’s position.

The Board received the report for information.

**E3.1 Streamlining the Delivery of Rental Housing Through Pre-Approved Plans and Off-Site Construction**

**APPROVED**

There is a significant and urgent need for rental housing in the Metro Vancouver region, and the province as a whole. In recent years, housing delivery (particularly affordable rental housing) has been challenged by unprecedented construction cost escalation, a result of multiple factors including rising interest rates and labour shortages. Exploring new technologies and methods for delivering rental housing such as off-site construction has the potential to drive housing supply, affordability, climate action, and construction sector innovation in the region. The Province, in anticipation of the launch of BC Builds, is seeking municipal partners to advance these efforts in the Metro Vancouver region.

The Board received the report for information and directed staff to send correspondence to member jurisdictions, in an effort to identify municipalities interested in joining a project led by the Province to explore pre-approved building plans and off-site construction to streamline the delivery of rental housing.



### **E3.2 Sensitive Ecosystem Inventory 2020 Update - Change Summary**

**RECEIVED**

The Board received for information a report that summarizes the results of the *2020 Sensitive Ecosystem Inventory* (SEI) update, which identifies and maps ecologically important areas in Metro Vancouver as part of *Metro 2050* performance monitoring. Between 2014 and 2020, approximately 900 hectares of sensitive and modified ecosystems were lost due to human activity in the region, with over 600 ha (67 per cent) of that loss occurring within the regional core (the majority of which was “modified” ecosystems). The region experienced significant population growth, economic activity, and development during this period, and although ecosystem loss was not unexpected in areas planned for development, the speed and scale of the loss observed is concerning, given the associated loss of the critical ecosystem services (e.g., carbon storage and sequestration, cooling, floodwater absorption, pollination, recreation, human health benefits) that support community resilience, and the loss of habitat connectivity. The 2020 SEI update supports the urgent need to take collective action toward the *Metro 2050* target to “increase the area of lands protected for nature from 40 to 50 per cent of the region’s land base by the year 2050,” and implement the associated policy actions that seek to protect, enhance, restore, and connect ecosystems.

### **E3.3 Regional Coordination on Provincial Housing Initiatives and Targets**

**RECEIVED**

To address housing supply and affordability challenges, the Province of BC has introduced a number of new measures to proactively encourage housing supply and accelerate housing approvals, including legislation that enables the Province to set housing targets for specified municipalities. Metro Vancouver recognizes the potential for regional coordination and collaboration to ensure the most effective implementation of new housing initiatives. This report outlines various options for a regional role given recent and forthcoming provincial policy and regulatory changes, and summarizes input received from the Regional Planning Advisory Committee regarding how Metro Vancouver can best support its members to successfully respond to provincial housing initiatives and targets going forward.

The Board received the report for information.

### **E3.4 Metro Vancouver 2040: Shaping our Future – 2022 Annual Performance Monitoring Report**

**RECEIVED**

The *Local Government Act* and *Metro 2040* require the preparation of an annual report on progress towards the *Regional Growth Strategy*’s goals and actions. The 2022 Annual Performance Monitoring Report provides a summary update on the performance measures with relevant annual change and available data. Within the spectrum of 29 performance measures, 25 indicators are either on track or under observation, including directing housing growth to Urban Centres and Frequent Transit Development Areas. However, indicators concerning employment growth in Urban Centres, loss of sensitive ecosystems or modified ecosystems, and reducing regional greenhouse gas emissions require close monitoring. This will be the last report on the performance measure of *Metro 2040* given that it was replaced with the adoption of *Metro 2050* in February 2023.

The Board received the report for information and directed staff to forward a copy to the Province of BC’s Ministry of Municipal Affairs, Local Government Division.

#### **E4.1 Tree Management on Metro Vancouver Lands – Revised Board Policy**

**APPROVED**

In February 2018, the Board approved a *Tree Management on Metro Vancouver Lands* policy. The policy directed Metro Vancouver to maintain a consistent approach regarding the inspection and management of trees to ensure that its processes are aligned and standardized for risk assessment across all operating departments.

The revised policy aims to continuously improve Metro Vancouver’s tree management practices. Changes include new and revised definitions, an updated policy statement, and the removal of procedure-based language (now that a new set of corporate procedures has been developed to support the policy).

New to the policy is a section that embeds direction regarding tree replacement requirements while managing for hazard trees, or when accommodating new development on Metro Vancouver lands in urban settings. The policy will require that Metro Vancouver replace any trees removed at a minimum replacement ratio of 2:1 or the standard set by the local municipality, whichever is higher.

The Board approved the revised *Tree Management on Metro Vancouver Lands Policy* as presented.

#### **E5.1 2024 Schedule of Board Meetings**

**RECEIVED**

The Board receive for information the schedule of Board meetings, as follows:

##### Regular Meeting Dates

- Friday, January 26, 2024
- Friday, February 23, 2024
- Friday, March 22, 2024
- Friday, April 26, 2024
- Friday, May 31, 2024
- Friday, June 28, 2024
- Friday, July 26, 2024
- Friday, September 27, 2024
- Friday, October 25, 2024
- Friday, November 29, 2024
- Friday, December 13, 2024

##### Special Meeting Dates

- Wednesday, April 17, 2024
- Wednesday, October 16, 2024

All regular meetings are scheduled for 9:00 am, unless otherwise specified on the meeting notice. All regular meetings will take place in the Metro Vancouver Boardroom on the 28th Floor, 4515 Central Boulevard, Burnaby, BC, and may include the simultaneous use of electronic facilities.

**E5.2 2022 General Local Election for Electoral Area A – Notice of Elector Organization  
Deregistration and Candidate Disqualification**

**RECEIVED**

The *Local Elections Campaign Financing Act* requires all elector organizations and candidates in a general local election to file documents by a compliance deadline. During the 2022 General Local Election, Progress Vancouver (elector organization) registered Jonah Gonzales as a candidate for the position of Director, Electoral Area A, Metro Vancouver Regional District. Elections BC notified Metro Vancouver that Progress Vancouver failed to file a supplementary report to address reporting deficiencies by May 29, 2023 as required under the Act, with the result that effective July 4, 2023, Progress Vancouver is deregistered, and candidate Jonah Gonzales is disqualified from being nominated for, elected to, or holding office on a local authority until after the 2026 General Local Elections. Elections BC has opened an investigation of Progress Vancouver's finances and will notify Metro Vancouver of the outcome of the investigation once concluded.

The Board received the report for information.

**G1.1 Board Procedure Bylaw**

**APPROVED**

On April 28, 2023, the Board directed staff to bring forward a new *Procedure Bylaw*. This report presents a new Procedure Bylaw, and includes updates that 1) provide greater procedural clarity, 2) reduce redundancies, 3) facilitate interpretation through the use of plain language, and 4) allow for differentiation between electronic meetings and electronic participation which enables greater flexibility in determining the appropriate format for each meeting.

The Board gave first, second, and third readings to *Procedure Bylaw No. 1368, 2023*, then adopted said bylaw.

**G2.1 Regional Growth Strategy Amendment Bylaw No. 1365 – 23699 and 23737 Fraser  
Highway, Township of Langley**

**APPROVED**

In June 2023, the Board initiated a Type 2 Amendment to *Metro 2050*, the regional growth strategy, and gave first, second, and third readings to *Regional Growth Strategy Amendment Bylaw No. 1365*. The amending bylaw would re-designate the subject properties from Rural to Industrial to permanently allow for industrial uses granted under a temporary use permit, as well as allow for additional industrial uses subject to meeting certain development prerequisites.

As required by the *Local Government Act* and *Metro 2050*, Metro Vancouver notified affected local governments and agencies of the proposed amendment. Eight responses were received from affected local governments and agencies; five expressing no objection, two expressing some concern, but no objection, and one expressing opposition.

The Board received for information the comments from the affected local governments and agencies, then adopted *Regional Growth Strategy Amendment Bylaw No. 1365, 2023*; and accepted the Township of Langley's amended and corresponding Regional Context Statement showing, for the lands located at 23699 and 23737 Fraser Highway, regional land use designation amended from Rural to Industrial.

## **E2.2 Regional Growth Strategy Amendment Bylaw No. 1366 – City of Surrey (Fraser Heights)**

**APPROVED**

In June 2023, the Board initiated a Type 3 Amendment to *Metro 2050*, and gave first, second, and third readings to *Regional Growth Strategy Amendment Bylaw No. 1366*. The amending bylaw would re-designate 11420 –157A Street from Industrial to General Urban to accommodate a residential development of 38 single-detached lots on the 10.2-hectare subject site.

As required by the *Local Government Act* and *Metro 2050*, Metro Vancouver notified affected local governments and agencies of the proposed amendment. Responses were received from five affected local governments and agencies, all of which expressed either support or no objection. The City of Surrey expects to submit an amended regional context statement that reflects this application and several other previously approved ones for consideration of acceptance in the near future.

The Board received for information the comments from the affected local governments and agencies, and adopted *Regional Growth Strategy Amendment Bylaw No. 1366, 2023*.

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

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

### **Regional Planning Committee – September 8, 2023**

Delegation Summaries:

#### **3.1 Alex Boston**

Subject: Metro Vancouver Innovation to Market Transformation on Housing Supply & Affordability

Information Items:

#### **5.6 Invasive Species Best Management Practices – Butterfly Bush and Orange Hawkweed**

Adding to the existing library of technical guidance for priority invasive species, Metro Vancouver has been working with the Invasive Species Council of Metro Vancouver, the City of Burnaby, other member jurisdictions and local experts to continue to produce best management practice guides. The latest set of guides are for Orange Hawkweed and Butterfly Bush. These documents provide information for practitioners about how to identify, track, report, dispose, prevent further spread, and effectively control these species, as well as regulatory requirements, monitoring and restoration tips, references and additional resources. Each guide also describes how these species may adapt as our climate changes, increasing the urgency to proactively control and prevent the spread of these invasive plants. An accompanying one-page fact sheet for each invasive species has been created to raise public awareness.

### 5.7 Regional Food System Strategy Update – Scope of Work

A sustainable food system that meets the needs of the region is one that supports ongoing profitability in the food sector, addresses inequities in food access, and is resilient and capable of recovering from unforeseen setbacks and short-term crises. A healthy food system also improves the well-being of individuals and reduces the stress on the health care system through better local food choices and eating habits.

Food systems are complex and dynamic and represent an inter-dependent range of industries that regularly evolve in the face of changing economic forces, environmental constraints, and community priorities. During the preparation of the *Climate 2050 Agriculture Roadmap*, several issues of concern were identified that are better addressed under a food system model (e.g. food insecurity increases during the global pandemic; the direct connection between climate change and food security; Indigenous food sovereignty; and supporting a circular food waste system). *Metro Vancouver's Regional Food System Strategy* was completed in 2011, and therefore an update is needed to address these and other emerging issues of concern related to food security for the region.

### 5.8 2023 Inventory of Licensed Child Care Spaces and Policies in Metro Vancouver – Scope of Work

Every four years Metro Vancouver prepares an inventory of licensed child care spaces and policies to track changes and trends in the provision of child care in Metro Vancouver. Since the 2019 inventory was completed, significant progress has been made with the launch of the ChildCareBC program in 2018, which has resulted in enhancing the number of child care spaces, reducing the cost of child care for families, and supporting the early childhood educator work force. The 2023 update to the *Inventory of Licensed Child Care Spaces and Policies* in Metro Vancouver will capture the changes in the provision of child care since 2019 and is intended to support member jurisdictions in planning for child care and help build more complete communities.

### Finance Committee – September 14, 2023

Information Items:

### 5.2 Treasury Report – April 1, 2023 to June 30, 2023

The *Corporate Investment Policy* requires that the committee receive an investment update at least three times per year. To align with industry practices, Finance changed the reporting cycle to quarterly in 2022. This report provides the investment results for the second quarter ending June 30, 2023.

The annualized investment returns for Metro Vancouver at June 30, 2023 were 4.88 per cent for short-term, 3.02 per cent for long-term, and 3.28 per cent for the cultural reserve fund. Due to timing of long-term maturities, investment performance slightly lags below benchmarks. Total long-term borrowing for Metro Vancouver Districts for 2023 will be \$100 million (\$65M for GVS&DD and \$35M for GVWD). This is considerably less than the previous forecast due to delays in spending on capital projects.

Inflation has been trending downward for several months with June CPI at 2.8 per cent, compared to its peak at 8.1 per cent in June 2022. The current rate is at the high end of the Bank of Canada's target inflation rate between one and three per cent. To tackle inflation, over the past 18 months, the Bank of Canada increased the overnight lending rate from 0.25 per cent to 4.75 per cent as of June 30, 2023. As inflation rates decrease, there is sentiment that the bank will pause on any further rate increases.

## Greater Vancouver Water District

### E1.1 Tree Management on Metro Vancouver Lands – Revised Board Policy

**APPROVED**

In February 2018, the Board approved a *Tree Management on Metro Vancouver Lands* policy. The policy directed Metro Vancouver to maintain a consistent approach regarding the inspection and management of trees to ensure that its processes are aligned and standardized for risk assessment across all operating departments.

A revised policy aims to continuously improve Metro Vancouver's tree management practices. Changes include new and revised definitions, an updated policy statement, and the removal of procedure based language (now that a new set of corporate procedures has been developed to support the policy).

New to the policy is a section that embeds direction regarding tree replacement requirements while managing for hazard trees, or when accommodating new development on Metro Vancouver lands in urban settings. The policy will require that Metro Vancouver replace any trees removed at a minimum replacement ratio of 2:1 or the standard set by the local municipality, whichever is higher.

The Board approved the revised *Tree Management on Metro Vancouver Lands Policy* as presented.

### E2.1 Water Supply Update – Stage 2 Restrictions

**RECEIVED**

The Board received a report on the state of the regional water supply, water use trends in the high-demand season and the effects of the activation of Stage 2 water restrictions of the *Drinking Water Conservation Plan* on August 4. Regional water consumption data shows that the average day water demand increased steadily from 1.23 billion litres per day (BLD) in May to 1.35 BLD in June and to 1.46 BLD in July. Since the activation of Stage 2 watering restrictions, the average day water demand has slightly reduced to 1.32 BLD in August. During Stage 2 watering restrictions (August 4 to August 31) there were no days with regional water demands over 1.5 BLD compared to 11 days during Stage 1 (May 1 to August 3). However, daily water use patterns in the high season indicated peak water use occurring during early Saturday and Sunday mornings that did not reduce as significantly as expected since the implementation of Stage 2, indicating that lawn watering may still be occurring. Currently, a move to Stage 3 restrictions is not anticipated, but Metro Vancouver staff continue to monitor both supply and demand trends carefully. With increased and sustained enforcement of the lawn watering ban in Stage 2, there is opportunity to reduce water consumption beyond what was seen in August. Stage 3 introduces restrictions which significantly affect local businesses.

## I 1 Committee Information Items and Delegation Summaries

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

### Water Committee – September 13, 2023

Information Items:

#### 5.1 In-System Reservoir Upgrades Update

Metro Vancouver Water Services staff clean, maintain, upgrade, and expand Metro Vancouver's in-system reservoirs to ensure the delivery of high-quality drinking water. This work is key in meeting the goals identified in the *Board Strategic Plan 2022 to 2026* for the Water Services function. The work is successfully completed through close collaboration with internal departments, member jurisdictions, and external partners.

#### 5.2 GVWD Capital Program Expenditure Update to June 30, 2023

The capital expenditure reporting process as approved by the Board provides for regular status reports on capital expenditures. 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 2023 fiscal year to June 30, 2023 in comparison to the prorated annual capital cash flow. In 2023, the annual capital expenditures for the GVWD are \$93.5 million to date compared to a prorated annual capital cash flow of \$200M. Forecasted expenditures for the current water utility capital program remain within the approved budgets through to completion.

#### 5.3 Water Supply Update – Stage 2 Restrictions

Regional water consumption data shows that the average day water demand increased steadily from 1.23 billion litres per day (BLD) in May to 1.35 BLD in June and to 1.46 BLD in July. Since the activation of Stage 2 watering restrictions, the average day water demand has slightly reduced to 1.32 BLD in August. During Stage 2 watering restrictions (August 4 to August 31) there were no days with regional water demands over 1.5 BLD compared to 11 days during Stage 1 (May 1 to August 3). However, daily water use patterns in the high season indicated peak water use occurring during early Saturday and Sunday mornings that did not reduce as significantly as expected since the implementation of Stage 2, indicating that lawn watering may still be occurring. Currently, a move to Stage 3 restrictions is not anticipated, but Metro Vancouver staff continue to monitor both supply and demand trends carefully. With increased and sustained enforcement of the lawn watering ban in Stage 2, there is opportunity to reduce water consumption beyond what was seen in August. Stage 3 introduces restrictions which significantly affect local businesses.



## Greater Vancouver Sewage and Drainage District

### E1.1 Interim Reclaimed Water Policy

**APPROVED**

Metro Vancouver has the opportunity to encourage regional use of water that is reclaimed after wastewater treatment. Doing so will reduce the use of valuable, scarce drinking water, and will support commitments to use waste as a resource. Reclaimed water filling facilities have been included in the designs of the new wastewater treatment plants. These facilities will make reclaimed water available to users outside of the plants. An *Interim Reclaimed Water Policy* is proposed to enable the use of reclaimed water from Metro Vancouver's wastewater treatment plants. The policy is labeled as interim as it's expected there will be amendments based on knowledge gained through initial pilot work.

The Board approved the *Interim Reclaimed Water Policy* as presented.

### E1.2 Appointment of Enforcement Officers

**APPROVED**

Recent changes in staff at Metro Vancouver and the City of Vancouver have resulted in a need to update staff appointments as Board-designated officers and deputy sewage control manager under the *District Sewer Use Bylaw 299, 2007*, the *Environmental Management Act* and the *Offence Act*.

The Board, pursuant to the *Sewer Use Bylaw 299, 2007* and the *Environmental Management Act*:

- rescinded the appointment of Metro Vancouver employee Ana Nic Lochlainn as an officer
- appointed Metro Vancouver employees Jason Assam, Karnjit Bains, Cynthia Barros, Amanda Craft, and Mike Mijares as officers
- rescinded the appointment of former City of Vancouver employee Nicole Montgomery as a deputy sewage control manager

Pursuant to section 28 of the *Offence Act* for the purpose of serving summons for alleged violations under the *Sewer Use Bylaw*, the Board:

- rescinded the appointment of Metro Vancouver employee Ana Nic Lochlainn
- appointed Metro Vancouver employees Jason Assam, Karnjit Bains, Cynthia Barros, and Amanda Craft

### E2.1 Tree Management on Metro Vancouver Lands – Revised Board Policy

**APPROVED**

In February 2018, the Board approved a *Tree Management on Metro Vancouver Lands* policy. The policy directs Metro Vancouver to maintain a consistent approach regarding the inspection and management of trees to ensure that its processes are aligned and standardized for risk assessment across all operating departments.

A revised policy aims to continuously improve Metro Vancouver's tree management practices. Changes include new and revised definitions, an updated policy statement, and the removal of procedure based language (now that a new set of corporate procedures has been developed to support the policy).



New to the policy is a section that embeds direction regarding tree replacement requirements while managing for hazard trees, or when accommodating new development on Metro Vancouver lands in urban settings. The policy will require that Metro Vancouver replace any trees removed at a minimum replacement ratio of 2:1 or the standard set by the local municipality, whichever is higher.

The Board approved the revised *Tree Management on Metro Vancouver Lands Policy* as presented.

### E3.1 Appointment of Enforcement Officers

**APPROVED**

Recent changes in staff have resulted in a need to update staff appointments as Board-designated officers under the *Municipal Solid Waste and Recyclable Material Regulatory Bylaw No. 181, 1996*, the *Environmental Management Act*, and the *Offence Act*.

The Board, pursuant to the *Municipal Solid Waste and Recyclable Material Regulatory Bylaw No. 181, 1996* and the *Environmental Management Act*:

- rescinded the appointment of Ana Nic Lochlainn as an officer
- appointed Metro Vancouver employees, Jason Assam, Karnjit Bains, Cynthia Barros, and Amanda Craft as officers

And then, pursuant to Section 28 of the *Offence Act* for the purpose of serving summons for alleged violations under the *Municipal Solid Waste and Recyclable Material Regulatory Bylaw No. 181, 1996*, the Board:

- rescinded the appointment of Ana Nic Lochlainn
- appointed Metro Vancouver employees Jason Assam, Karnjit Bains, Cynthia Barros, and Amanda Craft

### G1.1 Greater Vancouver Sewerage and Drainage District Food Sector Grease Interceptor Bylaw No. 365, 2023

**APPROVED**

Proposed bylaw changes incorporate feedback from food sector establishments and provides more clarity and flexibility to encourage compliance, while updating bylaw requirements to minimize grease contributions to the system. Fee increases related to bylaw contraventions are included to better reflect current costs of re-inspections and sampling (fees have only been charged 25 times in the last 10 years).

The Board gave first, second, and third readings to *Food Sector Grease Interceptor Bylaw No. 365, 2023*, then passed and finally adopted said bylaw.

## I 1 Committee Information Items and Delegation Summaries

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

### Liquid Waste Committee – September 13, 2023

Information Items:

#### 5.2 2022 GVS&DD Environmental Management & Quality Control Annual Report

Annual reporting of GVS&DD Environmental Management & Quality Control is a regulatory requirement under the *Integrated Liquid Waste and Resource Management Plan*. This report summarizes the performance, process control, and regional environmental quality information gathered through various monitoring programs and other environmental management initiatives. In 2022, Metro Vancouver wastewater treatment plants met performance expectations with respect to reduction of contaminant loadings to the receiving environment. Regional liquid waste discharges were effectively managed in a manner that protects human health and aquatic life.

#### 5.3 2023 Unflushables Campaign Results

The 2023 Unflushables campaign ran from April 1 to May 28. The campaign aims to reduce the disposal of seven key problem items into the wastewater system. The media strategy targeted adults aged 25 to 54 and included social media, television, radio, Google Search, and placements in elevators and on bus sides. The campaign produced solid results, generating 20 million impressions, 1.6 million video views, and 4,957 engagements. De-ragging incidents have generally dropped since 2017, but have increased the last two years, likely due in part to improved measurement. A post-campaign survey showed that most residents are aware of what can't be flushed, though there was a slight increase in willingness to flush campaign items. Metro Vancouver continues to work with the Health Products Stewardship Association to leverage joint opportunities to promote the medications take-back program. The campaign will run again in 2024.

#### 5.5 Liquid Waste Services Capital Program Expenditure Update as at June 30, 2023

The capital expenditure reporting process as approved by the GVS&DD Board provides for regular status reports on capital expenditures. This is the second report for 2023 which includes the overall capital program for Liquid Waste Services with a multi-year view of capital projects, and the actual capital spending for the 2023 fiscal year to June 30, 2023 in comparison to the annual capital cash flow. As of June 30, 2023, the capital expenditures for Liquid Waste Services are \$134.8 million, compared to a prorated annual capital cash flow of \$340.9 million. This shortfall is primarily due to invoicing and project delays and the timing of some construction work for the latter portions of the year. Forecasted expenditures for the current Liquid Waste Services capital program generally remain within the annual capital cash flow planned for 2023.

## **Zero Waste Committee – September 14, 2023**

Information Items:

### **5.1 Summary of Municipal Waste Collection Service Models**

Metro Vancouver member jurisdictions typically provide or coordinate solid waste collection services for single family properties in the region. Currently, 84 per cent of the single-family properties in Metro Vancouver receive every-other-week garbage collection and 95 per cent receive weekly green bin collection. The majority of single-family residences in the region receive weekly multi-stream recycling collection using bags and bins, with the remainder receiving every-other-week single-stream recycling collection using wheeled carts. Members fund single-family garbage and green bin programs through utility fees, property taxes, or a combination of both. Residential recycling of packaging and paper is funded through Recycle BC with the service provided by the municipalities under contract with Recycle BC or directly by Recycle BC. Most municipalities have a standard set of material collected as determined by Recycle BC. Any deviation from the standard requires specific approval by Recycle BC.

### **5.2 Waste-to-Energy Facility Environmental Monitoring and Reporting 2022 Update**

All air-emission-related parameters monitored during 2022 were similar to 2021, and well below regulatory limits in the Waste-to-Energy Facility Provincial Operational Certificate. The Waste-to-Energy Facility's contributions of nitrogen dioxide, fine particulates, and anthropogenic greenhouse gases are less than one per cent of regional emissions. In the fall of 2020 Metro Vancouver began monitoring ambient air parameter concentrations at a temporary air monitoring station immediately adjacent to the Waste-to-Energy Facility, and installed additional monitoring equipment at an existing monitoring station near the facility. Sulphur dioxide and hydrogen chloride ambient levels at less than 10 per cent of ambient air objectives at both stations. Ninety-eight per cent of the time, ambient sulfur dioxide and hydrogen chloride concentrations were less than three per cent of ambient objectives. Ambient nitrogen dioxide levels are within ambient air quality objectives and lower than many other monitoring stations within the region. Analysis suggests that other regional sources are the primary drivers of ambient concentrations of these pollutants at both ambient air monitoring stations. Metro Vancouver is working on a request to the Province of British Columbia to amend the Waste-to-Energy Operational Certificate to reflect the low ambient concentrations of sulfur dioxide and hydrogen.

### **5.3 Solid Waste Services Capital Program Expenditure Update as of June 30, 2023**

The capital expenditure reporting process, as approved by the Board, provides for regular status reports on capital expenditures four times per year. In previous years, these reports were provided three times per year. This is the second report for 2023 which includes both the overall capital program for the solid waste utility with a multi-year view of capital projects, and the actual capital spending for the 2023 fiscal year to June 30, 2023 compared to the annual Capital Cash Flow. As of June 30, 2023, the capital expenditures for Solid Waste Services are \$2.1 million compared to a prorated annual Capital Cash Flow of \$21.4 million. The underspend is primarily due to the timing of the pre-construction phases of Waste-to-Energy Facility projects and recycling and waste centre projects. Projects underway are expected to be completed within approved budgets.

## **Metro Vancouver Housing Corporation**

### **E1.1 Tree Management on Metro Vancouver Lands – Revised Board Policy**

**APPROVED**

In February 2018, the Board approved a *Tree Management on Metro Vancouver Lands* policy. The policy directs Metro Vancouver to maintain a consistent approach regarding the inspection and management of trees to ensure that its processes are aligned and standardized for risk assessment across all operating departments.

A revised policy aims to continuously improve Metro Vancouver’s tree management practices. Changes include new and revised definitions, an updated policy statement, and the removal of procedure based language (now that a new set of corporate procedures has been developed to support the policy).

New to the policy is a section that embeds direction regarding tree replacement requirements while managing for hazard trees, or when accommodating new development on Metro Vancouver lands in urban settings. The policy will require that Metro Vancouver replace any trees removed at a minimum replacement ratio of 2:1 or the standard set by the local municipality, whichever is higher.

The Board approved the revised *Tree Management on Metro Vancouver Lands Policy* as presented.

Local Governments in British Columbia

Oct 18, 2023

**Re: CALL FOR IMMEDIATE ACTION TO PREVENT INVASIVE MUSSEL INTRODUCTION TO B.C.**

Dear B.C. Local Government Boards and Councils,

We are writing to request your support; calling on senior governments for immediate action to prevent the introduction of invasive mussels into B.C. If senior governments fail to act, local governments and First Nations in B.C. will bear the brunt of managing and paying for the costs of invasive mussel mitigation.

On September 18<sup>th</sup>, the State of Idaho announced that invasive quagga mussels had been found in the Snake River, a tributary to the Columbia. The location of the discovery at Twin Falls is less than an 11-hour drive from the B.C. border.

Based on water chemistry analysis, every major population centre in B.C. is at moderate to high risk from invasive mussels. These rapidly spreading species are expected to cost the province more than \$129 million annually, based on costs for infrastructure, maintenance for boats and marinas, lost profits and provincial revenue and loss in residential property values and lost property taxes. These costs do not include the devastating effects on fish – especially Pacific salmon, and aquatic ecosystems in general. Invasive mussels can create toxic algae blooms, litter beaches with razor-sharp shells, clog water intakes and boat motors, and corrode concrete and metal in the water. In the Great Lakes region, invasive mussels have cost more than \$500 million per year just to manage the effects.

In response to the mussel detection in Idaho, state officials released more than 116,000 litres – almost four large tanker-trucks – of a copper-based pesticide into a 26 km stretch of the Snake River, killing invertebrates, algae, plants, and fish, including 2-meter-long sturgeon. This will be followed up with another chemical treatment and a biocontrol treatment. This was considered a better option than allowing the mussels to take hold, but there is still no guarantee that it will have the desired affect. It is possible that mussels have already escaped the containment area, and if so, they will spread through the Columbia Basin over the next several years.

Chemical treatments in most large lakes in B.C. are unlikely to be effective. We do not wish to have such treatments as a public-relations exercise.

The OBWB has provided a detailed memorandum to the Province of B.C. and will provide a letter to both levels of government this week summarizing our Calls to Action (attached). We ask that local government boards and councils provide a letter or resolution of support for these calls to action and send them to the Ministers listed below. We have also prepared a short video presentation outlining the threat of invasive mussels, the current situation in Idaho, and the reasons behind the calls to action. You can view this video on our YouTube channel here: <https://youtu.be/j255iBHtzLg>

**Actions to be taken immediately by the Province of B.C.:**

1. Introduce a temporary moratorium on out-of-province watercraft entering B.C., until the full status of the infestation in the Columbia Basin is assessed, and until the effectiveness of the chemical and biocontrol treatments in Idaho is known.
2. Introduce “pull-the-plug” legislation to be in effect prior to the 2024 boating season, and before the moratorium is lifted, requiring all watercraft owners to remove drain plugs prior to vessels being transported on public roads.
3. Ask Canada’s Minister for Public Safety to issue direction for all watercraft entering Canada at all border crossings, from Saskatchewan to B.C., to be inspected prior to allowing entry.
4. Commit funding to the Invasive Mussel Defence Program of no less than \$4 million per year (all sources), indexed to inflation for at least 10 years going forward.

Following these immediate actions, we call on the province to fill the following gaps in the current inspection and prevention system, and in planning for response and long-term mitigation:

5. Enhance funding to recruit and retain B.C. Conservation Officers, Auxiliary Conservation Officers, and other Invasive Mussel Defence Program staff as needed to 2019 levels (64 inspectors).
6. Update the provincial Early Detection, Rapid Response plan, including a round of consultation with partner organizations prior to finalization.
7. Lead a planning process to create long-term response, containment, and control plans in regions at high risk of introduction and vulnerable to infestation, including the Okanagan, Shuswap, and Kootenay Regions.
8. Promote vulnerability assessments by utilities, local jurisdictions, and private entities.

Finally, we call on the province to reconsider our previous call to action to require inspection for all watercraft entering B.C., both at federal and provincial borders.

**Actions to be taken immediately by the Government of Canada:**

1. We ask that the Minister of Public Safety issue immediate direction to all Canada Border Service Agency locations between Saskatchewan and the Pacific that all watercraft entering Canada in that region be inspected for invasive mussels following provincial protocols.
2. We have asked the Government of B.C. to issue a temporary moratorium on out-of-province boats until the full extent of the infestation is known, and until the success of chemical treatments in Idaho is determined. And so, we also ask that the federal government use its authority to support any such temporary moratorium.

Since 2012, the Okanagan Basin Water Board has run the Don’t Move A Mussel public awareness campaign, including the message to boaters to Clean, Drain, Dry their watercraft before launching in B.C. waters. We are also developing a guide for vulnerability assessments for in-water infrastructure which will allow all facility operators to assess the vulnerability of their source waters and understand specific risks to infrastructure



components, how to mitigate those risks, and will allow for advanced capital planning for changes or retrofits as needed. The guide should be ready by the end of this year and will be freely available for all users.

We appreciate your consideration and support protecting the waters of B.C.

Yours truly,

**Anna Warwick Sears, Ph.D. — Executive Director**  
**Okanagan Basin Water Board**  
1450 KLO Road, Kelowna, B.C. V1W 3Z4  
Email : [anna.warwick.sears@obwb.ca](mailto:anna.warwick.sears@obwb.ca)  
Office: 250.469.6251

**Addressees for Letters of Support:**

Honourable Dominic LeBlanc  
Minister of Public Safety, Democratic Institutions and Intergovernmental Affairs  
269 Laurier Avenue West  
Ottawa, Ontario K1A 0P8  
[iga.minister-ministre.aig@pco-bcp.gc.ca](mailto:iga.minister-ministre.aig@pco-bcp.gc.ca)

Honourable Diane Lebouthillier  
Minister of Fisheries, Oceans and the Canadian Coast Guard  
200 Kent St Station 15N100  
Ottawa, Ontario K1A 0E6  
[DFO.Minister-Ministre.MPO@dfo-mpo.gc.ca](mailto:DFO.Minister-Ministre.MPO@dfo-mpo.gc.ca)

Honourable Nathan Cullen  
Minister of Water, Land and Resource Stewardship  
PO Box 9012 Stn Prov. Govt.  
Victoria, BC V8M 9L6  
[WLRS.Minister@gov.bc.ca](mailto:WLRS.Minister@gov.bc.ca)

Honourable George Heyman  
Minister of Environment and Climate Change Strategy  
PO Box 9047 Stn Prov Gov  
Victoria, BC V8W 9E2  
[ENV.Minister@gov.bc.ca](mailto:ENV.Minister@gov.bc.ca)



CC:

- Okanagan MLAs: Harwinder Sandhu, Norm Letnick, Renee Merrifield, Ben Stewart, Dan Ashton, Roly Russell
- Okanagan MPs: Mel Arnold, Tracy Gray, Dan Albas, Richard Cannings
- Okanagan Nation Alliance, Chiefs Executive Council
- Pacific NorthWest Economic Region: Matt Morrison, Chief Executive Officer
- Invasive Species Council of B.C.: Gail Wallin, Executive Director
- Okanagan Chambers of Commerce
- Thompson Okanagan Tourism Association
- Union of BC Municipalities
- Shuswap Watershed Council
- Okanagan and Similkameen Invasive Species Society

Attachments:

- Letter to Province: Call for Immediate Action to Prevent Invasive Mussel Introduction to B.C.
- Letter to Federal Govt: Call for Immediate Action to Prevent Invasive Mussel Introduction to B.C.
- Memorandum to Deputy Minister: Recommendations for Invasive Mussel Prevention



Honourable Nathan Cullen  
Minister of Water, Land and Resource Stewardship  
PO Box 9012 Stn Prov. Govt.  
Victoria, BC V8M 9L6  
[WLRs.Minister@gov.bc.ca](mailto:WLRs.Minister@gov.bc.ca)

Oct 18, 2023

Honourable George Heyman  
Minister of Environment and Climate Change Strategy  
PO Box 9047 Stn Prov Gov  
Victoria, BC V8W 9E2  
[ENV.Minister@gov.bc.ca](mailto:ENV.Minister@gov.bc.ca)

**Re: CALL FOR IMMEDIATE ACTION TO PREVENT INVASIVE MUSSEL INTRODUCTION TO B.C.**

Dear Ministers,

We are writing to again express our extreme concern over the threats posed by invasive mussels to B.C. waters, recognizing the September 18<sup>th</sup> announcement that invasive quagga mussels have been found in Idaho in the Snake River. On September 25<sup>th</sup>, following meetings with Minister Cullen at UBCM, we provided a memorandum with specific recommendations and details to mitigate, prepare for, and respond to this threat (attached). The calls to action here are a summary of that memorandum.

We are writing to ask for the following actions to be taken immediately by the province of B.C.

1. Introduce a temporary moratorium on out of province watercraft entering B.C. until the full status of the infestation in the Columbia basin is assessed, and until the effectiveness of the chemical and biocontrol treatments in Idaho is known.
2. Introduce “pull-the-plug” legislation to be in effect prior to the 2024 boating season, and before the moratorium is lifted, requiring all watercraft owners to remove the drain plug prior to vessels being transported on public roads.
3. Ask Canada’s Minister for Public Safety to issue direction for all watercraft entering Canada at all border crossing from Saskatchewan to B.C. to be inspected prior to allowing entry.
4. Commit funding to the Invasive Mussel Defence Program of no less than \$4 million per year (all sources), indexed to inflation for at least 10 years.

Following these immediate actions, we ask you to fill the following gaps in the current inspection and prevention system, and in planning for response and long-term mitigation:

5. Enhance funding to recruit and retain B.C. Conservation Officers, Auxiliary Conservation Officers, and other IMDP staff as needed to 2019 levels (64 inspectors).
6. Update the provincial Early Detection, Rapid Response plan (EDRR), including a round of consultation with partner organizations prior to finalization.

7. Lead a planning process to create long-term response, containment, and control plans in regions at high risk of introduction and vulnerable to infestation, including the Okanagan, Shuswap, and Kootenay Regions.
8. Promote vulnerability assessments by utilities, local jurisdictions, and private entities.

Finally, we ask you to reconsider our previous call to action to require inspection for all watercraft entering B.C., both at federal and provincial borders. Again, the attached memorandum provides details for how this can be accomplished.

In response to the mussel detection in Idaho, state officials released more than 116,000 litres – almost four large tanker-trucks - of a copper-based pesticide into a 26 km stretch of the Snake River, killing invertebrates, algae, plants, and fish, including 2-meter-long sturgeon. This will be followed up with another chemical treatment and a biocontrol treatment. This was considered a better option than allowing the mussels to take hold, but there is still no guarantee that it will have the desired affect. It is possible that mussels have already escaped the containment area, and if so, they will spread throughout the Columbia Basin over the next several years.

Chemical treatments in most large lakes in B.C. are unlikely to have the desired effect, and the Province must take strong immediate action to close the obvious gaps in inspections and legislation to prevent invasive mussels in the first place.

We will also be writing to federal ministers to call for their support in your efforts, especially enhanced inspections at federal border crossings. We will also continue our own efforts in public awareness and education, providing a vulnerability assessment guide to prepare infrastructure, and working with local governments and First Nations to promote these calls to action, and the Clean, Drain, Dry message for boat owners.

The critical time to act is now.

Yours truly,



**Anna Warwick Sears, Ph.D. — Executive Director**  
**Okanagan Basin Water Board**  
1450 KLO Road, Kelowna, B.C. V1W 3Z4  
Email : [anna.warwick.sears@obwb.ca](mailto:anna.warwick.sears@obwb.ca)  
Office: 250.469.6251



CC:

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- Okanagan Local Government Chairs and Mayors
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- Pacific NorthWest Economic Region: Matt Morrison, Chief Executive Officer
- Invasive Species Council of B.C.: Gail Wallin, Executive Director
- Okanagan Chambers of Commerce
- Thompson Okanagan Tourism Association
- Union of BC Municipalities
- Shuswap Watershed Council
- Okanagan and Similkameen Invasive Species Society

Honourable Dominic LeBlanc  
Minister of Public Safety, Democratic Institutions and Intergovernmental Affairs  
269 Laurier Avenue West  
Ottawa, Ontario K1A 0P8  
[iga.minister-ministre.aig@pco-bcp.gc.ca](mailto:iga.minister-ministre.aig@pco-bcp.gc.ca)

Oct 18, 2023

Honourable Diane Lebouthillier  
Minister of Fisheries, Oceans and the Canadian Coast Guard  
200 Kent St Station 15N100  
Ottawa, Ontario K1A 0E6  
[DFO.Minister-Ministre.MPO@dfo-mpo.gc.ca](mailto:DFO.Minister-Ministre.MPO@dfo-mpo.gc.ca)

**Re: CALL FOR IMMEDIATE ACTION TO PREVENT INVASIVE MUSSEL INTRODUCTION TO B.C.**

Dear Ministers,

We are again writing to express our extreme concern over the threats posed by invasive mussels to B.C. waters, recognizing the September 18<sup>th</sup> announcement that invasive quagga mussels were found in Idaho in the Snake River, a tributary to the Columbia River. A May 2023 report by the Province of B.C., *Potential Economic Impact of Zebra and Quagga Mussels in B.C.*, shows that both the Fraser River and Columbia River watersheds are at moderate to high risk of a mussel infestation based on water chemistry. In order to protect Pacific salmon habitat in both of these major river systems, and protect the economy of the west, the Government of Canada must act now.

1. We ask that you issue immediate direction to all Canada Border Service Agency locations between Saskatchewan and the Pacific that all watercraft entering Canada in that region be inspected for invasive mussels following provincial protocols.
2. We have asked the Government of B.C. to issue a temporary moratorium on out-of-province boats until the full extent of the infestation is known, and until the success of chemical treatments in Idaho is determined. We ask you to use your authority to support any such temporary moratorium.

In response to the mussel detection in Idaho, state officials released more than 116,000 litres – almost four large tanker-trucks - of a copper-based pesticide into a 26 km stretch of the Snake River, killing invertebrates, algae, plants, and fish, including 2-meter-long hatchery sturgeon. This will be followed up with another chemical treatment and a biocontrol treatment. This was considered a better option than allowing the mussels to take hold, but there is still no guarantee that it will have the desired affect. It is possible that mussels have already escaped the containment area, and if so, they will spread throughout the Columbia Basin over the next several years.

Chemical treatments in most large lakes in B.C. are unlikely to be effective. Instead, we need senior governments to take strong immediate action to close the obvious gaps in inspections and legislation to prevent invasive mussels in the first place.

The Okanagan Basin Water Board will continue our own efforts in public awareness and education, providing a vulnerability assessment guide to prepare infrastructure, and working with local governments and First Nations to promote these calls to action, and the Clean, Drain, Dry message for boat owners.

The critical time to act is now.

Yours truly,



**Anna Warwick Sears, Ph.D. — Executive Director**  
**Okanagan Basin Water Board**  
1450 KLO Road, Kelowna, B.C. V1W 3Z4  
Email : [anna.warwick.sears@obwb.ca](mailto:anna.warwick.sears@obwb.ca)  
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- Okanagan Nation Alliance, Chiefs Executive Council
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- Pacific Northwest Economic Region: Matt Morrison, Chief Executive Officer
- Invasive Species Council of B.C.: Gail Wallin, Executive Director
- Okanagan Chambers of Commerce
- Thompson Okanagan Tourism Association
- Union of BC Municipalities
- Shuswap Watershed Council
- Okanagan and Similkameen Invasive Species Society

## MEMORANDUM

To: Deputy Minister Lori Halls  
From: Anna Warwick Sears, OBWB Executive Director  
Date: September 25, 2023  
Subject: **Recommendations for Invasive Mussel Prevention**

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### Background

This report is a follow-up to our September 21, 2023 meeting with Minister Nathan Cullen and Parliamentary Secretary Kelly Greene, regarding our recommendations on how to prevent zebra and quagga mussels from invading B.C. waters. We discussed the news that there had been positive tests for quagga mussel veligers in Twin Falls, Idaho on the Snake River, a tributary to the Columbia River.

According to the Idaho news media, there were multiple ‘positive samples’ along a 6 km stretch of the Snake River, in the vicinity of Centennial Park, in Twin Falls. The river in this reach is moving at greater than 15.5 m<sup>3</sup>/s, and this is not likely to be a candidate for applications of potash or other pesticides to control mussels – so there is little hope for eradication.

At the meeting, we discussed the importance of taking a ‘disaster management’ approach, including the four pillars of **mitigation, preparation, response** and **recovery**. We have updated our recommendations specific to each of these categories. The minister specifically requested that we send you more information on ‘pull-the-plug’ legislation, and inspection sticker programs. Our analysis of these is given below (pages 5 – 10).

## OBWB Recommendations for WLRS

### Mitigation:

1. Ask the Canada Minister of Public Safety to have the CBSA stop and inspect ALL watercraft coming to B.C. from the U.S., consistently at ALL border crossings from Saskatchewan to B.C.

In the past, we have noted that some border crossings take this duty more seriously than others.

2. B.C. should consider a temporary moratorium on out-of-province boats until the full status of the infestation of the Columbia Basin is assessed.

As the boating season is close to ending for the season, this would have limited economic impact.

3. Commit funding to the IMDP of no less than \$4 million per year (all sources), indexed to inflation for at least 10 years.

The 2019 budget for the IMDP, the year the program conducted the most inspections, was \$3.5 million, equivalent to \$4.04 million today. This is the minimum level of funding the program should receive. In 2023, the IMDP ran only six inspection stations, with a reduced staff of 43 inspectors, (down from 12 stations and 64 staff in 2019).

4. Enhance funding to recruit and retain B.C. Conservation Officers, Auxiliary Conservation Officers, and other IMDP staff as needed to 2019 levels (64 inspectors).

Do whatever is necessary to recruit and retain seasonal staff for the IMDP. This may require increasing pay levels to attract qualified candidates. It is also important to meet the housing needs of staff who are sometimes deployed to remote locations during the height of tourist and fire-fighting seasons, when competition for accommodations is highest.

5. Introduce “pull-the-plug” legislation to be in effect prior to the 2024 boating season.

Since July 2019, we have called for “pull the plug” legislation, requiring all watercraft owners to remove the drain plug prior to transporting vessels on public roads, to ensure that vessels have been cleaned, drained, and dried before launching in B.C. waters. All other Western Canadian provinces have put this legislation in place, with B.C. as the only exception.

#### **Preparation:**

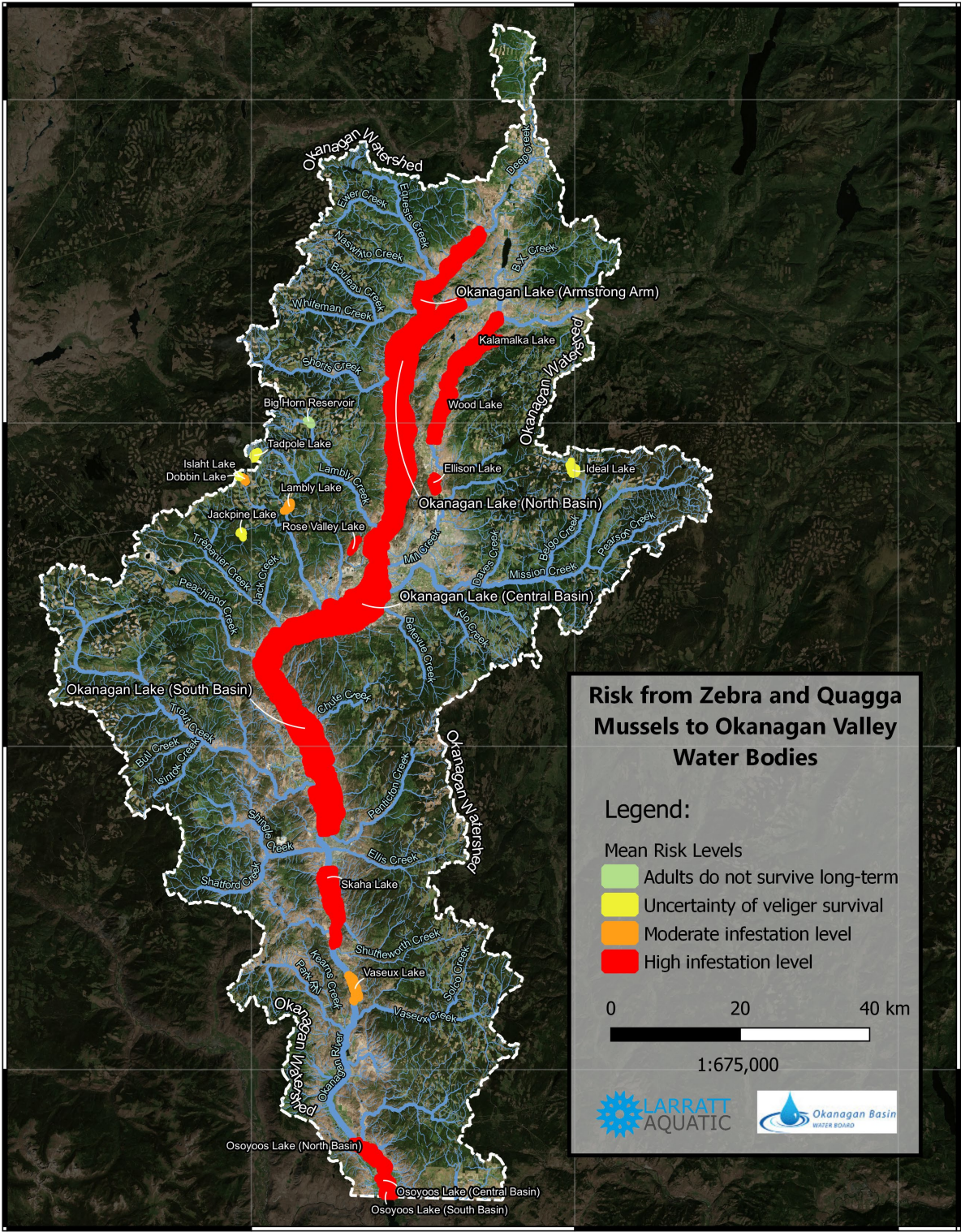
6. Promote vulnerability assessments by utilities, local jurisdictions, and private entities.

The OBWB has been working with PNWER and other partners to develop a Vulnerability Assessment Guide for freshwater infrastructure, including dams, wastewater and drinking water treatment plants, bridges, docks, intakes, etc. This guide is based on one developed by the U.S. Army Corps of Engineers and is currently under technical review. It contains information on how to assess the vulnerability of a waterbody to infestation, based on water chemistry, and vulnerability of specific forms of infrastructure, as well as proactive mitigation measures such as coatings or cleaning procedures. The guide is expected to be completed by January 1, 2023.

OBWB hired Larratt Aquatic Consultants to analyze the Okanagan water quality database against the Vulnerability Assessment Guide’s criteria for determining levels of infestation by invasive mussels. Larratt produced the map on the following page, showing the expected level of infestation by water body where water chemistry data was available. A similar map could be produced for anywhere in B.C., showing the expected infestation level for specific streams, and by sections of lakes, since not every site is expected to have the same level of infestation throughout a given lake.



This analysis shows that the Okanagan’s large valley-bottom lakes are generally expected to experience a more severe infestation than higher mountain lakes and reservoirs.





## Response:

7. Update the provincial Early Detection, Rapid Response plan (EDRR), including a round of consultation with partner organizations prior to finalization.

The current EDRR was published in 2015. Since then, B.C. has gathered significant information on watercraft travel patterns, at-risk lakes, and economic factors. B.C. has also had to respond to several near misses with contaminated vessels. The new EDRR should incorporate all lessons learned and look to longer-term options for ongoing regional containment, quarantine, and control methods.

8. Lead a planning process to create long-term response, containment, and control plans in regions at high risk of introduction and vulnerable to infestation, including the Okanagan, Shuswap, and Kootenay Regions.

With new information on watercraft travel patterns and water chemistry, we know which regions are at most risk of introduction due to the high number of watercraft travelling there, and which water bodies are at greatest risk due to water chemistry. With this information, it is possible to create plans which could reduce the time for containment of a lake from days to hours and reduce the time for attempted eradication from weeks to days. This planning process could also help to identify regional gaps in prevention, prepare infrastructure, solicit public engagement and feedback, and identify resources for long-term control.

## Recovery

9. In our more than ten years tracking this issue, we have not heard of any jurisdiction that has ‘recovered’ from invasive mussels, once they have taken hold. At best, local jurisdictions have had to absorb costs, and learn to live with the societal and environmental damage. Many (but not all) of these costs are given in the WLRS’s report from May 2023: [Potential Economic Impact of Zebra and Quagga Mussels in B.C.](#)

## Aquatic Invasive Species – Pull the plug legislation

British Columbia is the last remaining Western province without pull-the-plug legislation in place. Most Northwestern States also require drain plugs pulled prior to transport on roadways. Here is the relevant legislation/regulation for each Western province.

### Alberta Fisheries Act Regulation 220/1997 (2016)

#### Transportation of watercraft 6.1

A person shall not transport an item of watercraft on a highway by means of a conveyance if the watercraft has a drainage hole in the lower hull or bilge that is blocked with a plug. AR 45/2016 s8

<https://www.canlii.org/en/ab/laws/regu/alta-reg-220-1997/latest/alta-reg-220-1997.html#sec6.1>

### Saskatchewan The Fisheries Regulations 88.6 (2018)

#### Transportation of watercraft

No person shall transport a watercraft on a highway by means of a conveyance if the watercraft has a drainage hole in the lower hull or bilge and that drainage hole is blocked with a plug. 6 Apr 2018 SR 22/2018 s12.

<https://pubsaskdev.blob.core.windows.net/pubsask-prod/1869/F16-1r1.pdf>

### Manitoba The Water Protection Act AIS Regulation (2015)

3(3) When transporting a watercraft on land, a person must (a) ensure that the drain plug and all valves or other devices used to drain water from the watercraft are removed or left open, other than plugs used in kitchen or washroom facilities on the watercraft; and (b) ensure that the motor vehicle and any trailer transporting the watercraft are free of aquatic invasive species and aquatic plants.

[https://web2.gov.mb.ca/laws/regs/current/\\_pdf-regs.php?reg=173/2015](https://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=173/2015)

## Inspection/Sticker Program Summary

Overall, stopping at an open inspection station is mandatory in all cases. Oregon, Idaho and Montana require boaters to be inspected and pay certain fees when coming from out of state. These fees are used to pay for inspection programs and monitoring. Out of state boaters pay more than resident boaters.

### Alberta

No passport or sticker system all boats must stop every time they come to an inspection station. No special rules depending on where you live.

#### Fees

- Seems to be a free service.

### Requirements

- **Watercraft inspections are now mandatory.** All passing watercraft, including non-motorized, commercially hauled and privately-hauled watercraft, **must stop every time, regardless of where you are coming from or going to**
- When highway signage indicates that a watercraft inspection station is open, it is mandatory.
  - Bypassing an inspection station results in a \$324 fine
  - Failing to pull the plug leads to a \$180 fine
- When arriving at a station, boaters are required by law to answer a few simple questions to help establish the risk factor.

### Relevant legislation

- Bill 13: Fisheries (Alberta) Amendment Act, 2015
- Ministerial Order 30/2015
- Section 32 (14) of Fisheries (Alberta) Act

### Inspection

- An inspection of your watercraft and trailer will be conducted and sometimes these inspections are supported by trained K-9 inspectors. All areas of boat inspected and you will be asked to show hold is dry.

### Miscellaneous

- [K9 teams search shorelines and boats](#)
- [Inspection webpage](#)
- [2017 Report](#)

## Saskatchewan

We could not find an in-depth provincial plan for boat inspections. Inspections are stated to be mandatory in the province. There was a lot more documentation of the clean drain dry program.

The only references we could find were as follows:

- **Watercraft inspection is mandatory in Saskatchewan** - even if you are just passing through. They work with neighbouring provinces, states and the Canada Border Services Agency to coordinate inspection efforts. So far, Saskatchewan has been successful in preventing the introduction and establishment of AIS.
- Provincial regulations allow **conservation officers to inspect, quarantine and decontaminate watercraft known or suspected to contain invasive species.**
- The province works with other agencies and jurisdictions to coordinate inspection and other prevention measures.
- The ministry will take a risk-based approach to watercraft inspection, focusing on high-risk pathways and targeted enforcement of violations related to aquatic invasive species.

## Washington

There are different requirements for residence and non-residence. A Washington resident pays a \$2 fee and gets a sticker. A non-resident pays a \$24 fee and must obtain a permit.

### Requirements

- Out-of-state boat owners- must get a permit before going to Washington
  - Watercraft operators **not registered in Washington State**, seaplanes, and commercial transporters of specified vessel types **must purchase aquatic invasive species (AIS) prevention permits** to help prevent the spread of AIS in Washington.
  - Permits are valid for one year.
  - It can be purchased online.
  - Each watercraft is given a **registration number** to prove it has been legally registered and is generally **displayed on both sides of the boat's bow**.

### Fees

- **Non-resident \$24 fee** (\$20 permit plus transaction and dealer fees) support the department's efforts to keep Washington's waters free of AIS.
  - AIS prevention permit sales are expected to generate about \$412,000 annually by 2023.
- **Washington residents pay a \$2** annual fee to support the department's AIS program when registering boats.
  - **A valid registration sticker is proof of payment, and an AIS prevention permit is not required.**

### Relevant legislation

- [SB 5303 - 2017-18](#)
- [Aquatic invasive species prevention permit—Operators of vessels and aquatic conveyances.](#)

### Inspection

- Inspections seem to be mandatory but there was no clear documentation.
- [General information](#)
- Exemptions from needing a permit.
  - Residence with a sticker
  - Small watercraft from out of state e.g. canoes
  - Federal and military vessels or watercraft registered as “tenders”

### Miscellaneous

- To access some waters, you need a vehicle access pass – related to hunting regulations.
- [Aquatic Invasive Species Funding Advisory Committee Report and Recommendations](#) – has historical AIS budgets for states and provinces.
- [Link to the permit website](#)

## Oregon

There are two different permits and inspections are mandatory. A waterways access permit is required for everyone and a special permit for out-of-state boatowners; this permit funds the inspection program. Within the state, boatowners must comply with mandatory inspection.

### Requirements

- **Any operator** of a boat or paddle craft 10ft or longer need a **Waterway Access Permit**
  - The Waterway Access Permit is transferrable to another non-motorized watercraft.
  - The 10ft watercraft includes kayaks, canoes, rafts and other inflatables, stand-up paddle boards, et.
- Out-of-state boat owners must get a **Aquatic Invasive Species Prevention Permit**
  - Anyone traveling through Oregon and not launching watercraft in state waters DOES NOT need a permit.
  - Children 13 and younger do not need a permit.
- Oregon motorized boaters must have valid registration decals displayed on their motorboats

Type of Boat	Requirements
Out-of-state motorized boat	Out-of-state Aquatic Invasive Species Permit
Oregon and out-of-state non-motorized watercraft 10 feet or longer	Waterway Access Permit
Out-of-state sailboats 12 feet or longer	Out-of-state Aquatic Invasive Species Permit
Oregon sailboats 10 feet to 11 feet 11 inches long	Waterway Access Permit
Oregon sailboats 12 feet or longer	Oregon sailboat title and registration

- **Mandatory inspection**
  - **All vehicles towing watercraft into Oregon must stop at an inspection station.**
    - There are 6 stations.
  - All boaters must stop if a station is open.
  - Inspection teams are made up of specially trained personnel employed with the Oregon Department of Fish and Wildlife.
  - After the inspection boaters are given an inspection report that is the proof of compliance. – if the boat is contaminated it will be decontaminated on site.

### Relevant legislation

- SECTION 1. ORS 570.855

### Fees

- **The AIS Prevention Permit costs \$20** and failure to have one results in a \$50 fine.
  - **The permit costs fund the inspection stations.**
- **Waterway Access Permit:** price depends on permit which are all based on the number of days you want access. Failure to show the Waterways Access Permit to law enforcement can lead to a \$115 fine.

### Miscellaneous

- [2022 report of inspection program](#)

- During the 2022 fiscal year, revenue collected from permit sales totaled **\$768,435** . Oregon motorized permit revenue from boater registrations was \$254,975; non-motorized watercraft \$377,905; out-of-state motorized \$128,940; liveries and guides \$6,615.
  - **The program provided full or partial funding for seven full-time positions, and ten seasonal or part-time positions.**
  - We received additional funding from the US Army Corps of Engineers as part of the Water Resources Reform and Development Act (WRRDA) for \$572,277; these monies help fund additional inspectors and hours of operation at the inspection stations.
- In 2022 the program completed 14,462 watercraft inspections.
- [Webpage for general information](#)
- [Waterways Access Permit](#)
- [AIS Permit](#)

## Idaho

In Idaho there is a mandatory sticker program that funds the inspection stations. It is mandatory to stop at inspection stations.

### Requirements

- **Mandatory to stop at inspection stations.**
- Idaho law requires the owner of any boat and any non-motorized vessel to **buy and display an Idaho Invasive Species Fund sticker** to legally launch and operate the boat in Idaho.
  - This includes nonmotorized boats, rafts, canoes, etc. .
  - Does not include inflatable, non-motorized vessels less than 10 feet long
  - Stickers can be bought online
  - Work with law enforcement to make sure of compliance

### Fees

- The sticker program funds the inspection stations.
  - A one-year sticker is **\$12.0** or a two year sticker is **\$22.50**.

### Inspections

- In 2022, the program performed over 100,000 watercraft inspections and **intercepted 36** mussel-fouled watercrafts. Throughout the history of the program Idaho stations have performed over one million inspections intercepting 413 mussel-fouled watercrafts prior to launching.
- Idaho's inspection stations are placed on major highways at or near the Idaho state line

## Montana

It is mandatory to stop at inspections stations and out of state owners or people crossing the continental divide must get an inspection before launching. There are passes that must be purchased if you are from out of state.

### Requirements

- It is **mandatory to stop at an inspection station**. Motorized and nonmotorized watercraft.
  - Out-of-state boats must be inspected before launching in Montana.

- Must carry a **proof on inspection.**
- Must stop at all inspection stations you encounter.
- If you cross a Continental Divide, you must have your boat inspected before launch.
- **Purchase a AIS Prevention Pass**
  - **Non-resident** watercraft launching in Montana must purchase.
    - Motorized watercraft fee is \$30.
    - Nonmotorized watercraft fee is \$10.
    - Not transferable between vessels

### Fees

- The fee for a permit is \$10 to \$30 deepening on boat type.

### Inspection

- [2022 AIS report](#) – very good report
  - Over 119,000 watercraft inspections
  - **53 zebra and quagga mussel fouled vessels intercepted.**
  - Stations placed on major highways near state borders.

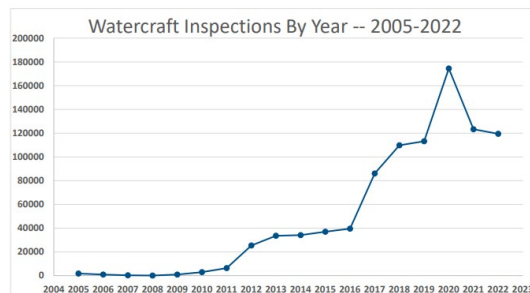


Figure 3. Number of watercraft inspections by year.

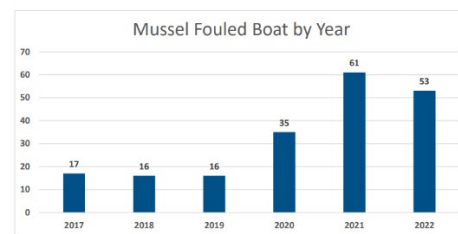


Figure 8. Number of mussel fouled boats intercepted by year.

- Inspections are done by the Ministry of Fish, Wildlife, and Parks as well as other partner groups.

### Miscellaneous

- [Inspection information](#)
- [Traveling to Montana](#)
- [Summary of Laws and regulations.](#)

**From:** MCF Info MCF:EX <MCF.Info@gov.bc.ca>

**Sent:** Tuesday, October 31, 2023 11:36 AM

**To:** Village of Anmore <Village.hall@anmore.com>

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

**VIA E-MAIL**

Ref: 282965

Your Worship Mayor John McEwen and Council

Anmore

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

Dear Mayor McEwen and Council:

As Minister of Children and Family Development, I am once again honoured to declare that November will be recognized as Adoption Awareness Month, and I invite you to celebrate with me and help raise awareness for children and youth still waiting for permanent families.

Adoptive families make a difference in the lives of children and youth by providing care, stability, and a sense of belonging. This month, the province is celebrating the families that give children and youth love and support as permanent members of their family. These families ensure that children and youth have a strong foundation to build their lives and stay connected to their community and culture.

November is also about recognizing that there are children who are still in need of permanent homes. Every child deserves the love and support of a nurturing family. There continues to be a need for more adoptive families in British Columbia to provide children with permanent, secure, and loving homes.

I encourage you to share the following resources with your community members who are interested in becoming an adoptive or permanent family in British Columbia, including:

- The [Ways to Adopt in British Columbia Website](#) 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; and
- [The Adoptive Families Association of British Columbia](#) website provides information and support services for families who wish to adopt now or in the future.

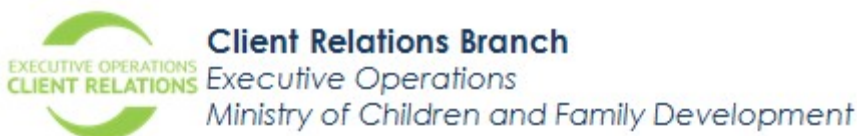
Please join me in celebrating November as Adoption Awareness Month. On behalf of the Government of British Columbia, thank you for your continued leadership in supporting adoptive and permanent families in your community.

Sincerely,

Mitzi Dean

Minister

*Sent on behalf of the Minister by:*



**This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: [MCF.Info@gov.bc.ca](mailto:MCF.Info@gov.bc.ca).**



October 31, 2023

File: CR-12-01  
Ref: RD 2023 Sep 29

Mayor John McEwen and Council  
Village of Anmore  
2697 Sunnyside Road  
Anmore, BC V3H 5G9  
**VIA EMAIL:** [john.mcewen@anmore.com](mailto:john.mcewen@anmore.com)

Dear Mayor John McEwen and Council:

**Streamlining the Delivery of Rental Housing Through  
Pre-Approved Plans and Off-Site Construction**

As you know, there is a significant and urgent need for rental housing in the Metro Vancouver region, and the Province as a whole. Exploring new technologies and modern methods for delivering rental housing such as off-site construction has the potential to drive housing supply, affordability, climate action, and construction sector innovation in the region. The Province of British Columbia, in anticipation of the launch of BC Builds, is seeking municipal partners to advance these efforts in the Metro Vancouver region.

At its September 29, 2023 meeting, the Board of Directors of the Metro Vancouver Regional District (MVRD) adopted the following resolution:

*That the MVRD Board:*

- a) receive for information the report dated August 14, 2023, titled, "Streamlining the Delivery of Rental Housing Through Pre-Approved Plans and Off-Site Construction"; and*
- b) direct staff to send correspondence to member jurisdictions, in an effort to identify municipalities interested in joining a project led by the Province to explore pre-approved building plans and off-site construction to streamline the delivery of rental housing.*

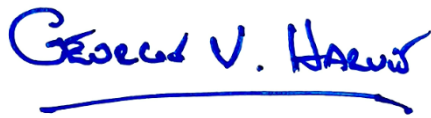
At this time, Metro Vancouver is seeking to identify member jurisdictions who are interested in stepping forward as local government champions for this project led by the Province, alongside a coalition of other early adopters who will explore off-site construction and other innovative actions to achieve housing targets, and increase housing supply and affordability. As participants, member jurisdictions will have the opportunity to explore the creation and implementation of standardized

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guidelines and zoning regulations for six-storey rental buildings (including pre-approved building plans) that would facilitate the use of off-site construction methods.

Should your jurisdiction be interested in advancing actions to streamline the delivery of rental housing through the use of pre-approved building plans and off-site construction, I invite you or your staff to contact Heather McNell, Deputy CAO, Policy and Planning, by November 17, 2023 by phone at 604-436-6813 or by email at [heather.mcnell@metrovancover.org](mailto:heather.mcnell@metrovancover.org).

Yours sincerely,



George V. Harvie  
Chair, Metro Vancouver Board

GVH/JWD/hm

cc: Karen Elrick, Chief Administrative Officer, Village of Anmore  
Jerry W. Dobrovolny, Commissioner/Chief Administrative Officer, Metro Vancouver  
Heather McNell, Deputy Chief Administrative Officer, Policy and Planning, Metro Vancouver  
Jonathan Coté, Deputy General Manager, Regional Planning and Housing Development, Metro Vancouver  
Michael Epp, Director, Housing Planning and Development, Metro Vancouver

Encl: [Streamlining the Delivery of Rental Housing Through Pre-Approved Plans and Off-Site Construction](#)

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

Minutes of the Regular Meeting of the Sasamat Volunteer Fire Department (SVFD) Board of Trustees held at 7:00 p.m. on Thursday, March 2, 2023 in person and via Zoom.

**MEMBERS PRESENT:**

Chair, Councillor Darrell Penner, Port Coquitlam  
Councillor Carolina Clark, Belcarra  
Mayor John McEwen, Anmore  
Mayor Jamie Ross, Belcarra  
Councillor Paul Weverink, Anmore  
Councillor Liisa Wilder, Belcarra  
Councillor Kim Trowbridge, Anmore

**STAFF PRESENT:**

Jay Sharpe, Fire Chief, Sasamat Volunteer Fire Department, Metro Vancouver  
Bill Duvall, Director, Corporate Safety, Security and Emergency Management, Metro Vancouver  
Amie Hadley, Program Assistant, Corporate Safety, Security and Emergency Management, Metro Vancouver

**1. ADOPTION OF THE AGENDA**

**1.1 March 2, 2023 Regular Meeting Agenda**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the agenda for its regular meeting scheduled for March 2, 2023 as circulated.

**CARRIED**

**2. ADOPTION OF THE MINUTES**

**2.1 September 22, 2022 Regular Meeting Minutes**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the minutes for its regular meeting held September 22, 2022 as circulated.

**CARRIED**

**3. INVITED PRESENTATIONS**

None.

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

##### **4.1 2022 Financial Actuals – Sasamat Fire Protection Service**

On a budget with total expenditures of \$880,326, the SVFD function was under budget by \$588,369, or 60 percent (60%). This was primarily due to the unavailability to procure the firefighting apparatus. There was an overage of \$39,866 for repairs and maintenance in the line item “Other Expenses” due to engine 3 having almost \$14,000 in unplanned repairs following aerial and pump test inspections as well as unbudgeted maintenance costs for three new assets procured for use in 2022 (a single and tandem axel trailer, and the Ford F-150 truck).

Discussion ensued as to whether the “Other Expenses” were an operating or capital cost. Understanding is that it is currently expensed as an operating cost. Further discussion on whether such expenses and similar expenses should be treated as capital and hence financially split 50/50 between the two municipalities. MV staff to consult with MV Finance and report back to the Board with additional information.

MV staff cannot always complete the commercial vehicle inspections and have had to contract this out which has led to increased costs. MV will look at completing these inspections in house as often as possible.

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

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information a status update of the 2022 financials as presented in the report dated February 28, 2023 titled “2022 Financial Actuals – Sasamat Fire Protection Service”.

**CARRIED**

##### **4.2 2023 SVFD Quarterly Work Plan**

Audiometric and Fit Testing will likely be pushed to Q2. Live Fire training will also likely be pushed to Q2 due to the facility already being booked.

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

That the SVFD Board of Trustees endorse the work plan as presented in the report dated February 28, 2023 titled “2023 SVFD Quarterly Work Plan”.

**CARRIED**

##### **4.3 Equipment Procurement Update**

Timeline for delivery of new firetruck was updated in a meeting that occurred in January. The expected delivery is mid-September to late October. Anticipate

weekly updates will be provided by manufacturer starting this spring.

There was discussion of what the exact date of the order was, some Trustees recall that the order was approved at a meeting in 2020. MV staff to confirm order dates.

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the verbal Equipment Procurement update.

**CARRIED**

**4.4 Fire Chief's Report**

**Manpower** – Currently 45 responders. There are currently 3 new recruits in training.

**Equipment** – Generator at the Anmore hall may need to be replaced due to its age and a lack of available parts. Moving engine 1 to Belcarra.

**Halls and Grounds** – A 5" sinkhole has developed in front of the Rescue 5 bay at Anmore hall. May end up using cold-patch for now due to the high cost of repairs.

**Training** – A FR Recertification class took place the weekend of February 25<sup>th</sup>. A new group of four recruits will begin training in March. Jay Sharpe will be attending the Volunteer Fire Chief's Association of BC's one-day education summit in Kamloops on March 4<sup>th</sup>.

**Reports and Information:**

Call Outs – 2022 included the highest number of call-outs ever. Some multiple medical calls due to one resident. Majority of alarm callouts were false alarms. Burning complaints were way down.

Transition to FireQ Standard for dispatch services.

Applied for and received a \$26k UBCM grant.

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated March 2, 2023, titled "SVFD Fire Chief's Report".

**CARRIED**

**5. INFORMATION ITEMS**

**5.1 2022 Call-Out Statistics**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated February 28, 2023 titled "2022 Call-Out Statistics".

**CARRIED**

**6. OTHER BUSINESS**

**6.1 E-Comm**

Influx of cash from the provincial government to E-comm, mainly for Next Generation 911. SVFD currently uses dispatch service through Surrey.

**6.2 Funding for new fire hall**

No report available at meeting, Bill Duvall to follow up with an email.

May need to rent a facility to store/cover trucks. Revisit initial assessments as they may not be to standard now.

There was discussion about ability to modify tax bill. Further discussion on how rate is calculated.

At this point the BOT invited questions/comments from public in attendance. There was discussion on the timeline to have money available for purchase of new fire hall as well as sources of revenue.

MV staff to confirm the current status of funding for new fire hall.

**7. ADJOURNMENT/CONCLUSION**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adjourn/conclude its regular meeting of March 2, 2023.

**CARRIED**

(Time: 8:07 p.m.)

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

Minutes of the Regular Meeting of the Sasamat Volunteer Fire Department (SVFD) Board of Trustees held at 7:00 p.m. on Thursday, June 1, 2023 in person and via Zoom.

**MEMBERS PRESENT:**

Chair, Councillor Darrell Penner, Port Coquitlam  
Councillor Carolina Clark, Belcarra  
Mayor John McEwen, Anmore  
Mayor Jamie Ross, Belcarra  
Councillor Paul Weverink, Anmore  
Councillor Liisa Wilder, Belcarra  
Councillor Kim Trowbridge, Anmore

**STAFF PRESENT:**

Jay Sharpe, Fire Chief, Sasamat Volunteer Fire Department, Metro Vancouver  
Bill Duvall, Director, Corporate Safety, Security and Emergency Management, Metro Vancouver  
Amie Hadley, Program Assistant, Corporate Safety, Security and Emergency Management, Metro Vancouver

**1. ADOPTION OF THE AGENDA**

**1.1 June 1, 2023 Regular Meeting Agenda**

Addition of section 4.2 for Liisa Wilder to provide a short presentation.  
Due to Mayor Ross running late, it is proposed to move the Fire Chief report to item 3.2.

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the agenda for its regular meeting scheduled for June 1, 2023 with amendments provided at the June 1, 2023 Board of Trustees meeting.

**CARRIED**

**2. ADOPTION OF THE MINUTES**

**2.1 March 2, 2023 Regular Meeting Minutes**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the minutes for its regular meeting held March 2, 2023 as circulated.

**CARRIED**

### 3. REPORTS FROM COMMITTEE OR STAFF

#### 3.1 2023 SVFD Quarterly Work Plan Update

Bill Duvall briefly reviewed the 2023 Work Plan and thanked Chief Sharpe for recently hosting MV Fleet staff along with the MV Director of IT and Fleet Management Brent Krezan on a tour of both fire halls and a review of existing fleet assets.

Bill Duvall reported that the new fire truck was on track for delivery to SVFD by mid-October.

Fire Chief Sharpe added that the Department is progressing nicely with respect to the action items and it should have the rest of the action items targeted for completion by end of Q2 done relatively soon.

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

That the SVFD Board of Trustees receive for information a status update of the work plan as presented in the report dated May 29, 2023 titled "2023 SVFD Quarterly Work Plan Update".

**CARRIED**

Following this, there was a question from the Trustees regarding the urban interface fires and whether there have been any changes at MV protocol or resources given the recent increase in risk.

Bill Duvall replied that MV is making this a priority, one example being the bi-weekly Interface Wildfire coordination calls with various MV departments.

Bill Duvall praised the excellent work by the volunteer SVFD fire fighters in relation to the May 5<sup>th</sup> wildfire located on a south facing cliff located in the Village of Belcarra on the border of Belcarra Regional Park. This incident also highlighted the strong relationship between the SVFD, MV and BC Wildfire. In this respect, Chief Sharpe provided a brief timeline of events of the Sasamat fire that evening. There was discussion about the fire conditions in Belcarra and Anmore. According to an evaluation done by an arborist, the local area of trees is 80% dead and rated the conditions as mid-August (in May).

#### 3.2 Fire Chief's Report

**Manpower** – Currently 39 responders.

**Equipment** – Engine 3 passed both inspections.

Belcarra WIFF trailer continues to be outfitted.

Coquitlam fire donated a hose.

Working on specifications for the Tender 2 replacement.

New engine 3 chassis arrived at fabrication.

**Halls and Grounds** – Main truck bay overhead heater in Anmore hall needs to be replaced before winter.

**Training** – Members attending wildland exercise at Buntzen Lake for simulated



wildland fire fighting.

Jay opting not to go to Fire Chiefs Conference this year.

**Reports and Information:**

Callouts are trending similarly to last year.

There have been two recent retirements.

Switched dispatch app over to Fire Q. New system great for records management.

Radio system is a legacy system and is needing replacement. BC Communications did an assessment and most equipment is at end of life. The antennae at Belcarra is the original from the 70's.

Discussion ensued and the Trustees asked when these funds would be required. This would be a two-part plan, funding would be required for immediate concerns and then the other items would be addressed at a later date. The Trustees agreed that the recommendations in the BC Communications report are excellent and agree with the two-part plan. In order to access the funds from the SVFD Communication Fund, the motion will need to have approval from the Board.

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees recommend the release of up to \$30,000 from the Sasamat Volunteer Fire Department's Communications Capital Reserve Fund for replacement of the Belcarra Fire Hall antenna as recommended by B.C. Communications' audit dated March 22, 2023 recommendations 2, and 4 through 10.

**CARRIED**

Jay Sharpe provided next steps, after completing these initial recommendations SVFD will need to eventually move to capital upgrades.

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated June 1, 2023, titled "SVFD Fire Chief's Report".

**CARRIED**

**3.3 2023 Year to Date Financials as at April 30, 2023 – Sasamat Fire Protection Service**

On a YTD budget of \$138,493 the function is currently under budget by \$49,224. YTD variance in salaries and benefits is due to pay schedule for volunteer fire fighters. Materials and supplies is over budget as there was a larger uniform and glove order. The spend rate is not anticipated to continue through the rest of the year. Other expenses captures travel, training, conference, mileage, vehicle allocation and catering.

It was brought up that the ladder truck expense came out of the operating budget.

Bill Duvall provided an explanation on how Metro Vancouver initially dealt with this. Discussion ensued on the fairness of having these types of expenses come from either capital or operating fund. Trustees would like further clarity on this issue at the next meeting.

Discussion moved to the building of new fire halls, a capital refurbishment. Fire fighters will need to operate out of another location while this is going on. Anmore plans to move forward on this next year.

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information a status update of the 2023 financials as presented in the report dated May 29, 2023 titled "2023 Year to Date Financials as at April 30, 2023 – Sasamat Fire Protection Service".

**CARRIED**

**4. OTHER BUSINESS**

**4.1 SVFD Branded Jackets**

Chief Sharpe confirmed that as long as this does not pull money from the other approved budget envelopes, this type of gesture is greatly appreciated by the volunteers.

Bill Duvall will come back with some pricing for the Trustees.

**4.2 CRAB Fundraising Event**

The Community Recreation Association of Belcarra held a pub event and donated the proceeds of the raffle in the amount of \$450.

**It was MOVED and SECONDED**

MV staff and Trustees to draft a letter thanking CRAB for the donation in the amount of \$450.

**CARRIED**

**4.3 Fire Hall Replacement**

Trustees agree that messaging needs to go out to community regarding upcoming fire hall replacement. Will start working on a letter to go out in the fall via mail. The letter should include details on recruitment, what the SVFD and volunteers do for the community and the financial aspect (cost per household).

**It was MOVED and SECONDED**

Direct MV staff to work on a draft a letter for delivery in early fall to the residents of Belcarra and Anmore.

**CARRIED**

5. **ADJOURNMENT/CONCLUSION**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adjourn/conclude its regular meeting of June 1, 2023.

**CARRIED**

(Time: 8:52 p.m.)

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

Minutes of the Regular Meeting of the Sasamat Volunteer Fire Department (SVFD) Board of Trustees held at 7:00 p.m. on Wednesday, September 6, 2023 in person and via Zoom.

**MEMBERS PRESENT:**

Chair, Councillor Darrell Penner, Port Coquitlam  
Councillor Carolina Clark, Belcarra  
Mayor John McEwen, Anmore  
Mayor Jamie Ross, Belcarra  
Councillor Paul Weverink, Anmore  
Councillor Liisa Wilder, Belcarra  
Councillor Kim Trowbridge, Anmore

**STAFF PRESENT:**

Jay Sharpe, Fire Chief, Sasamat Volunteer Fire Department, Metro Vancouver  
Bill Duvall, Director, Corporate Safety, Security and Emergency Management, Metro Vancouver  
Amie Hadley, Program Assistant, Corporate Safety, Security and Emergency Management, Metro Vancouver

**1. ADOPTION OF THE AGENDA**

**1.1 September 6, 2023 Regular Meeting Agenda**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the agenda for its regular meeting scheduled for September 6, 2023 as circulated.

**CARRIED**

**2. ADOPTION OF THE MINUTES**

**2.1 June 1, 2023 Regular Meeting Minutes**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the minutes for its regular meeting held June 1, 2023 as circulated.

**CARRIED**

**3. REPORTS FROM COMMITTEE OR STAFF**

**3.1 2024 Draft Budget – Sasamat Fire Protection Service**

Bill Duvall provided an overview of the 2024 Draft Budget. The 2023 budget has an increase in operation costs as a consequence mainly of the following: increase in

insurance, legal expenditures, additional monies for contracted services, Surrey Dispatch services, natural gas, and additional expenditures for vehicle allocation. Capital reserve contributions remain steady.

Bill discussed adding an additional item to the budget for the purchase of SVFD branded jackets. A sample jacket was shown to the Trustees. The cost for 49 jackets would be just under \$15,000.

Discussion moved to the capital equipment reserve and upkeep for facilities. Anmore Fire Hall does not currently have heating. It would be approximately \$8,000 to replace the heating system. It was suggested there be a motion to increase the contribution for this expense.

Attachment 2 was discussed and Bill reviewed the additional key action items.

Attachment 3 showed projected reserves. The Capital Reserve Fund will be at \$636,400 at the end of 2023. The Communications Capital Reserve Fund has not had contributions for quite some time. The Emergency Equipment Fund has a total contribution of \$5,000 per year, and the Capital Facility Fund a contribution of \$348,000 for 2024.

Discussion followed regarding the Emergency Equipment Reserve Fund and what it would be used for. Bill confirmed that it is infrequently used. Jay Sharpe brought up the current radio system and capital required to upgrade both Fire Hall's antennae. He recalled that the last time this fund was used was about 10-12 years ago to replace a pump on a fire truck.

Discussion continued on the radio system upgrade. Regional radio would put SVFD on the same platform as other regional police and fire organizations. Long term plan would be to upgrade to regional radio. SVFD currently pays \$7,000 to Surrey dispatch whereas E-Comm would cost \$30,000. Rough timeline is 5-10 years when SVFD will have to upgrade. Proposed motion to add continuous contribution.

**It was MOVED and SECONDED**

That the SVFD Board of Trustees authorize an increase of \$15,000 to the Service's Operating Program in 2024 for the purchase of SVFD branded jackets.

**CARRIED**

**It was MOVED and SECONDED**

That the SVFD Board of Trustees authorize an increase in 2024 contribution to the Communications Capital Reserve Fund of \$10,000, or \$5,000 by each village.

**CARRIED**

**It was MOVED and SECONDED**

That the SVFD Board of Trustees authorize an increase to the 2024 contribution to the Emergency Equipment Repair Fund by \$5,000, bringing the total contribution to \$10,000 (\$5,000 contribution by each village).

**CARRIED**

**It was MOVED and SECONDED**

That the SVFD Board of Trustees receive for information a status update of the work plan as presented in the report dated August 30, 2023 titled "2023 SVFD Quarterly Work Plan Update".

**CARRIED**

There was then discussion on the construction of the new fire halls. There was a comment about the timeline and that it may be worth continuing to fund reserve. There would be significant costs to factor in during the rebuilds. Discussion deferred until other business.

**3.2 2023 SVFD Quarterly Work Plan Update**

Jay Sharpe provided an overview of the Work Plan. The third quarter items are ongoing; the ladders need to be tested yearly. They will be adding a couple of new operational guidelines.

**It was MOVED and SECONDED**

That the SVFD Board of Trustees receive for information the update to the Quarterly Work Plan as presented in the report "2023 SVFD Quarterly Work Plan Update" dated August 30, 2023.

**CARRIED**

**3.3 Fire Chief's Report**

**Manpower** – Currently 39 responders.

**Equipment** – Belcarra WIFF trailer continues to be outfitted.

Tender 2 water truck – require to bring water as Villages lacking fire hydrants.

Engine 3 moved to reserve status.

**Halls and Grounds** – Main truck bay overhead heater in Anmore hall needs to be replaced before winter.

**Training** – 60 hours for each person to complete FR training over and above regular firefighting training.

Have started to do school tours again for purpose of public education.

**Reports and Information:**

New Engine 3 progressing as expected and appears to be on schedule.

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated September 6, 2023, titled "SVFD Fire Chief's Report".

**CARRIED**

**4. RESOLUTION TO CLOSE MEETING**

Trustees agreed to address item 5.0 prior to passing resolution to close meeting.

**5. OTHER BUSINESS**

**5.1 Village of Anmore and Belcarra Letters**

Continue to face issues on how and when to replace fire halls. Could seek another assessment, however may not be fiscally feasible.

Trustees then discussed fire hall on Bowen Island and others in the region. Design should include dorm area to allow space for younger crew. Turnout gear is also required to be housed in a separate space.

Three apparatus currently being housed at community member's houses.

Bill Duvall suggested directing MV staff to provide a report for Trustees to consider outlining the anticipated procurement process.

Trustees suggested it would be a good idea to organize another tour. Bill will look into organizing a tour of the Bowen Island fire hall. Include Chief Sharpe and the two Deputy Chiefs.

It was suggested to start scheduling regular meetings (every 2 months) to begin planning.

First meeting targeted for end of October.

**It was MOVED and SECONDED**

Trustees direct MV staff to work with the SVFD Fire Chief and provide a report for Trustees' consideration at the next SVFD Trustees Meeting with respect to a recommendation on the two fire hall building requirements in light of their current and anticipated future operational needs, along with a recommended procurement process with estimated time horizon and budget range to facilitate building the two new fire halls.

**CARRIED**

**5.2 Questions from Public in Attendance**

Chair Penner recognized the public in attendance and opened up the meeting to any questions.

There was a question from the public on who funds the construction and over what period of time. Money could be drawn down from Capital Facility Fund with 50/50 split from each Village. There would also be financing options for the villages.

There was a question as to whether or not this included both fire halls and which hall would be built first. The report would cover both halls.

There was a further question on the timing, when would construction start.

Cannot provide a date now, the meeting at the end of October and the report will begin to set out the process.

**4.(CON'T) RESOLUTION TO CLOSE MEETING**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees close its regular meeting scheduled for September 6, 2023 pursuant to the *Community Charter* provisions, Section 90 (1) (c) as follows:

“90 (1) A part of the meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

...

(c) labour relations or other employee relations;”

**CARRIED**

**6. ADJOURNMENT/CONCLUSION**

**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adjourn/conclude its regular meeting of September 6, 2023.

**CARRIED**

(Time: 9:00 p.m.)