

REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for
Tuesday, February 20, 2024 at 7:00 p.m. in **Council Chambers** at the
Anmore Community Hub, 2697 Sunnyside Road, Anmore, BC



NOTE: Written submissions directed to Council, for consideration under Public Input or Public Question Period, may be submitted to rhonda.schell@anmore.com, no later than 12:00 noon on meeting days, to be circulated to Council prior to the meeting.

This meeting's proceedings will be live streamed and available as a recorded archive on the Village's YouTube Channel: <https://www.youtube.com/@villageofanmore1199/streams>

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

5. Adoption of Minutes

(a) Minutes of the Regular Council Meeting held on February 6, 2024

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Recommendation: THAT the Minutes of the Regular Council Meeting held February 6, 2024, 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 February 6, 2024, In-Camera Council Meeting, Council authorized the release of the following resolutions to a future open Council meeting:

“THAT staff respond to the Village of Belcarra correspondence dated February 1, 2024 regarding the Sasamat Volunteer Fire Department service and governance structure stating that their February 9th deadline for a response to their letter is unattainable and that staff work on a fulsome response for Council's approval.”

“THAT Darren Smurthwaite be appointed to the Parks and Recreation Committee and Susan Mueckel be appointed to the Community Engagement, Culture, and Inclusion Committee for the current term ending March 31, 2025.”

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(b) **Copy of letter dated February 2, 2024 and received on February 6, 2024 from icona Properties**

8. Items Removed from the Consent Agenda

9. Legislative Reports

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(a) **Building Relocation Policy No. 77**

Report dated February 16, 2024, from the Manager of Development Services, attached.

Recommendation: THAT Council adopt Building Relocation Policy No. 77.; and,

THAT Council approve the movement and placement of a building onto lot 2345 lot B Sunnyside Road, provided the requirements set out in Building Relocation Policy No. 77 are met.; and,

THAT Council direct staff to prepare an amendment for Council's consideration of Anmore Building Bylaw 583-2018 to reflect delegation to staff consistent with Building Relocation Policy No. 77.

10. Unfinished Business

None.

11. New Business**(a) Notice of Motion - Anmore Procedure Bylaw Review**

Submitted by Councillor Krier

For discussion and decision at the next Regular Council meeting:

WHEREAS the 2022-2026 Council Strategic Plan sets an objective to maintain and enhance service levels; and,

WHEREAS the Anmore Procedure Bylaws has not been reviewed since 2021,

THEREFORE be it resolved that Council direct staff to complete a comprehensive review of the Anmore Procedure Bylaw and report back with recommendations to improve the bylaw based on current best practices.

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(b) Anmore South OCP Amendment Engagement Strategy

Report dated February 16, 2024, from Mickelson Consulting Inc., attached.

Recommendation: THAT Council endorse the Anmore South OCP Amendment Engagement Strategy dated February 16, 2024, from Mickelson Consulting Inc. and that staff be directed to initiate the plan.

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(c) 2024 Anmore Community Grant Requests

Report dated February 16, 2024, from the Manager of Financial Services, attached.

Recommendation: THAT Council approve the following community grants as outlined in the report dated February 16, 2024, from the Manager of Financial Services regarding 2024 Anmore Community Grant Requests _____.

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(d) Spirit Park Expansion Concept Plan

Draft Spirit Park Expansion Concept Plan attached for Council's review and consideration. Verbal update to be provided by the Manager of Development Services.

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

- SVFD Board of Trustees Minutes of the Regular Meeting held on September 6, 2023.

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(b) General Correspondence

- Copy of letter dated October 5, 2023 from the Village of Belcarra regarding the Sasamat Volunteer Fire Department
- Copy of letter dated February 1, 2024 from the Village of Belcarra regarding the Sasamat Volunteer Fire Department
- Copy of letter dated February 8, 2024 from to the Village of Belcarra regarding the Sasamat Volunteer Fire Department

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, February 6, 2024 at 7:00 p.m. in **Council Chambers** at the
Anmore Community Hub, 2697 Sunnyside Road, Anmore, BC



ELECTED OFFICIALS PRESENT

ABSENT

Mayor John McEwen
Councillor Polly Krier
Councillor Kim Trowbridge (attended electronically)
Councillor Doug Richardson
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 7:01 p.m.

2. Approval of the Agenda

It was MOVED and SECONDED:

R012/24: THAT the Agenda be approved as circulated.

Carried Unanimously

3. Public Input

Members of the public provided comments on:

- support for the Anmore South proposed OCP Amendment and development in relation to housing challenges and options.
- anecdotal commentary not being reliable data.

4. Delegations**(a) icona Properties and Placemark Design Studio**

Delegation request was withdrawn (correspondence attached).

5. Adoption of Minutes**(a) Minutes of the Regular Council Meeting held on January 23, 2024**

It was MOVED and SECONDED:

R013/24: THAT the Minutes of the Regular Council Meeting held on January 23, 2024, be adopted, as circulated.

Carried Unanimously

6. Business Arising from Minutes

None.

7. Consent Agenda

It was MOVED and SECONDED:

R014/24: THAT the Consent agenda be adopted.

Carried Unanimously

(a) Lower Mainland Local Government Association Annual Conference and AGM

Recommendation: THAT Councillor Krier be authorized to attend the 2024 LMLGA Annual Conference and AGM in Whistler, BC at a registration cost of \$675.

8. Items Removed from the Consent Agenda

None.

9. Legislative Reports**(a) Anmore South OCP Amendment**

The Manager of Development Services provided a summary report dated February 2, 2024 of the January 9, 2024 Committee of the Whole meeting.

Discussion points included:

- support for a neighbourhood plan to base community engagement on
- what a neighbourhood plan Terms of Reference would include and if there would be community engagement on developing the ToR

It was MOVED and SECONDED:

R015/24: THAT staff be directed to draft a Terms of Reference for a neighbourhood plan in relation to Bylaw 686-2023 Anmore South - OCP Amendment and that the terms of reference be brought back to council for discussion and approval.

Carried Unanimously

10. Unfinished Business

None.

11. New Business

None.

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

None.

13. Mayor's Report

Mayor McEwen reported that:

- He attended HAVAN's Legends of Housing Retrospective on Feb 1, 2024.
- He attended the Metro Vancouver Council of Councils meeting on February 3, 2024.
- He received a letter from a resident regarding priority program registration in Port Moody and that he will be bringing this up at the Tri-Cities local government councils meeting.
- He offered sentiments about the late Mayor Weinberg as a visionary, leader, and

personal friend and that the Village is in contact with the family for a meaningful way to recognize him.

14. Councillors Reports

Councillor Weverink reported that:

- He offered sentiments regarding the late Hal Weinberg and expressed his condolences.
- He attended the Metro Vancouver Council of Councils meeting on February 3, 2024.

Councillor Trowbridge reported that:

- He expressed sadness for family in their loss of Hal Weinberg.

15. Chief Administrative Officer's Report

- Ms. Elrick apologized for AV technical issues at this meeting and stated that the AV consultants gave last minute notice that they were unable to attend.
- Reminder that Real Acts of Caring Week is Feb 11 – 17 and information will be available on the Village website.
- Reminder that the Multi-use Path construction is starting on February 16th and there may be traffic disruptions, shrub removal and the Sunnyside Road message board has come to end of life and will be removed.

16. Information Items

(a) Committees, Commissions, and Boards – Minutes

- Draft Committee of the Whole Minutes for the meeting held on January 9, 2024.

(b) General Correspondence

- Copy of letter dated January 19, 2024 from the Regional District of Nanaimo Regarding the Legislative Reform Initiative
- Copy of letter dated January 26, 2024 from the District of Sicamous regarding support for Bill-34
- Communication dated January 12, 2024 from Metro Vancouver regarding Air Quality Monitoring for 2020
- Copy of letter dated January 31, 2024 from the City of Abbotsford regarding support for a UBCM resolution.

17. Public Question Period

Members of the public asked questions regarding:

- social media monitoring
- location of the Ma Murray printing press. Staff commented that it is still in storage due to the Community Hub lobby entrance being modified and that the Village is looking for options for a new suitable area.
- Why the term “proponent” is used rather than applicant.

18. Adjournment

It was MOVED and SECONDED:

R016/24: That the meeting be adjourned at 7:57 pm.

Carried Unanimously

Rhonda Schell
Corporate Officer

John McEwen
Mayor



Delegation to Council Request Form

Contact Information

Name of presenter: Greg Moore

Name of organization: icona properties

Mailing Address: #303 -130 Brew St Port Moody V3H 0E3

Phone Number: 604 916 6400 (Michael Hind)

Email Address: mhind@iconaproperties.com

Presentation Information

Preferred meeting date at which you wish to appear (if known): Feb 6 2024

Number of person(s) expected to attend: 2

Reason(s) for presentation:

- ☒ To provide information
- ☐ To request funding
- ☐ To request letter of support
- ☐ Other _____

Resources:

- ☐ Projector and Screen (bring own laptop)
- ☐ Other _____

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

For questions regarding this process, please phone Rhonda Schell at 604-469-9877.

Rhonda Schell

From: Michael Hind <mhind@iconaproperties.com>
Sent: February 6, 2024 3:25 PM
To: Rhonda Schell
Subject: Delegation request withdrawal

You don't often get email from mhind@iconaproperties.com. [Learn why this is important](#)

Rhonda, this is to inform you that icona properties is withdrawing our delegation request for tonight's council meeting. We will not be presenting at the meeting tonight.

Thank you for your understanding. Please feel free to contact me if you have any questions.

Have a great evening.

Michael Hind
Director of Community Relations



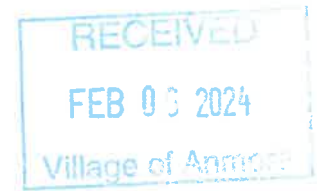
[REDACTED]
Suite 303 – 130 Brew Street
Port Moody, BC, Canada
V3H 0E3
mhind@iconaproperties.com
iconaproperties.com

Please note our new office address starting October 1, 2023:

303-130 Brew Street,
Port Moody, BC V3H 0E3

Kindly update your records for all future correspondence.

February 2, 2024



To: Anmore Mayor and Council

Subject: Anmore South OCP Application

As of today, icona has decided to withdraw its delegation for this evening's Council meeting. Below are our comments and observations on the application process.

POINT OF GROWING CONCERN

As Council contemplates direction to staff for the preparation of a Neighbourhood Plan Terms of Reference, we remain concerned regarding the lack of expressed Council commitment to a future of complementary mixed-uses for the Anmore South neighbourhood - something more than just residential on septic or shared septic systems. The OCP Amendment application, submitted in May 2023, articulates the potential community benefits of Anmore South through a vision of a "major future development area" in line with the OCP and Metro 2050. At this point, without Council's expressed commitment towards a more complete future for Anmore South, we foresee all community engagement on the Neighbourhood Plan being held captive to the perennial Urban vs Rural debate.

WORKING IN GOOD FAITH

From the beginning, icona has invested significant time and resources, assembling a professional team to work transparently to advance a vision for Anmore South - highlighting its numerous benefits for the entire community. Over the past year, this work has resulted in First Reading of the OCP Amendment yet still no clear commitment to Anmore South's General Urban Future - one that addresses Anmore's challenges of affordability, aging in place, car dependency, lack of neighbourhood shops + services, securing major utilities and fiscal sustainability.

APPROACHING JEOPARDY

Our concern regarding the recommendation for the preparation of a Neighbourhood Plan Terms of Reference is that the resolution does not express commitment or clarity on the required advancement of the OCP Amendment and subsequent Metro Vancouver application. A proposed Terms of Reference for the professional-led plan, including community engagement, was submitted on January 19, which is aligned with best



practices from other communities throughout Metro Vancouver, including in Port Moody and Coquitlam. Our recent discussion with Mayor McEwen and Village staff indicates that the OCP Application may not advance until a complete Neighbourhood Plan is approved by Council – a situation which puts the entire project in jeopardy and delays the process over a year – beyond Council’s term.

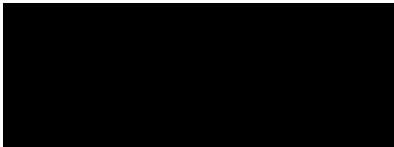
APPLICANT REQUESTS

Given the uncertain process and the need to manage associated risks, we will not proceed as planned without clear and decisive direction from Council on the following:

- *Commitment to a complementary mix of land uses for Anmore South;*
- *Commitment towards advancing the OCP Amendment in parallel with the professional-led Neighbourhood Plan, which includes a full community engagement strategy in a reasonable timeline; and,*
- *Commitment to submit the Metro Vancouver Amendment application.*

We remain dedicated to advancing a shared vision for the future of Anmore South. We will closely monitor the Council's proceedings to understand the direction it intends to take. Should you have any questions for icona, please do not hesitate to contact us.

Respectfully,



*Greg Moore
President & CEO*

Cc:

Karen Elrick, Anmore CAO

Chris Boit, Anmore Director of Development Services

Tony Cai, icona Properties

Paul Fenske, Placemark



VILLAGE OF ANMORE REPORT TO COUNCIL

Date: February 13, 2024 File No. 3900-30
Submitted by: C. Boit, P.Eng, Manager of Development Services
Subject: Anmore Building Bylaw - 583-2018 – Building Relocation within Anmore

Purpose / Introduction

This report outlines the proposed relocation of a building into Anmore, detailing the compliance requirements, planning considerations, and recommendations for Council's approval. The relocation initiative aims to preserve the architectural heritage while ensuring adherence to the Village's planning and building standards.

Recommended Option

That Council adopt Policy 77 Building Relocation.

AND

That Council approve the movement and placement of a building onto lot 2345 lot B Sunnyside Road, provided the requirements set out in Policy 77 are met.

AND

That Council direct staff to prepare an amendment for Council's consideration of Anmore Building Bylaw 583-2018 to reflect delegation to staff consistent with Policy 77 Building Relocation

Background

Village Staff have been contacted by the Owner of Lot B, 2345 Sunnyside Road in reference to relocating an existing building (or part of) onto the lot. The Village's Building Bylaw 583-2018 regulates the movement of structures in Village and currently requires a resolution of Council to allow the relocation of a structure.

Discussion

Report/Recommendation to Council

Anmore Building Bylaw - 583-2018 – Building Relocation within Anmore
February 13, 2024

The Owner of Lot B 2345 Sunnyside Road has requested clarity on whether Council will provide approval to relocate a structure, prior to applying for a Building Permit. As the approval/non-approval will directly impact their building's design.

Anmore Building Bylaw No. 583-2018 - *Part 23 – Moving a Building*, outlines the requirements for the relocation of a building into the Village:

Part 23 – Moving a Building

23.1 Except for new manufactured housing, a building is not permitted to be moved without first obtaining a building permit.

23.2. A building is not permitted to be moved into the Village without first obtaining approval by resolution of Council.

The Village's current Bylaws/Policies do not provide further clarity than noted above. Typically, a Municipality would provide requirements to obtain a permit to relocate a structure, Policy 77 Building Relocation (**attachment 1**) outlines staff's recommendations for these requirements.

Staff recommend that the Manager of Development Services be provided the Authority to issue permits for relocation, in place of the required resolution from Council. To provide this authority the existing Building Bylaw should be amended to reflect this update.

Options

That Council adopt Policy 77 Building Relocation.

AND

That Council approve the movement and placement of a building onto lot 2345 lot B Sunnyside Road, provided the requirements set out in Policy 77 are met.

AND

That Council direct staff to prepare an amendment for Council's consideration of Anmore Building Bylaw 583-2018 to reflect delegation to staff consistent with Policy 77 Building Relocation

Report/Recommendation to Council

Anmore Building Bylaw - 583-2018 – Building Relocation within Anmore

February 13, 2024

(recommended)

OR

That Council approve the movement and placement of a building onto lot 2345 lot B
Sunnyside Road

OR

That Council decline to approve relocation of a structure onto 2345 Sunnyside Road - Lot B .

Attachments

Attachment 1 – Policy 77 – Building Relocation

Prepared by:
 _____ Chris Boit, P.Eng Manager of Development Services
Reviewed for Form and Content / Approved for Submission to Council:
Chief Administrative Officer's Comment/Concurrence  _____ Chief Administrative Officer

Policy	Building Relocation	Policy No.	77
Effective Date	Approved by		
Date Amended			
Date Established	Resolution No.		

1) PURPOSE

To establish guidelines for the relocation of buildings into, within, or out of the municipality to ensure public safety, protect the environment, preserve cultural heritage, and maintain the integrity of the community and infrastructure.

2) SCOPE

This policy applies to residential, commercial, industrial, and historic buildings proposed to be relocated into, within, or out of the municipal boundaries. CSA-Z240 buildings (mobile home) will not be required to adhere to this policy.

3) DEFINITIONS

"Building relocation" refers to the physical movement of a structure from one location to another.

"Applicant" refers to the individual or entity proposing the relocation of a building.

4) APPLICATION PROCESS

Applicants must submit a detailed proposal including the reason for relocation, the new location, structural integrity reports, and environmental impact assessments to the person responsible for development services.

5) CRITERIA FOR APPROVAL

- Compliance with zoning and land-use regulations at the new location.
- Assurance of structural integrity and compliance with building codes.
- Minimal environmental impact of the relocation process.
- Provision for necessary utilities and infrastructure at the new site.
- Transportation Plan

The person responsible for development services may waive some or all of the submission requirements if they determine that the nature and complexity of the proposed work is adequately described and resolved.

6) TRANSPORTATION AND LOGISTICS

The applicant must provide a detailed transportation plan ensuring minimal disruption to traffic, public infrastructure, and community activities.

Necessary permits for oversized loads and road use must be obtained.

7) SITE PREPARATION AND INSTALLATION

The new site must be prepared for the move, including foundation work, utility connections, and compliance with the Village's applicable bylaws.

Inspections by Village Building Inspectors are mandatory.

8) LIABILITY AND INSURANCE

The applicant is responsible for all damages incurred during the relocation process.

The applicant agrees to indemnify and save harmless the Village and its officers, employees, agents and contractors from any damage or loss caused directly or indirectly by the Owner's failure to observe or perform any obligation resulting from the issuance of the moving permit;

Deposit security with the Village, in a form and for an amount acceptable to the person responsible for development services, which sum will be a reasonable estimate of the cost of bringing the building or temporary building into compliance.

9) FEES AND CHARGES

The applicant is responsible for all costs associated with the relocation, including permits, inspections, and infrastructure modifications.

10) ENFORCEMENT AND PENALTIES

Violation of this policy may result in fines, revocation of permits, and/or legal action.

11) AMENDMENTS

The municipality reserves the right to amend this policy as needed.

12) ISSUANCE OF PERMIT

When the person responsible for development services is satisfied that all conditions specified in this Policy have been met they may provide approval to issue a permit for the relocation of the Building.



Village of Anmore

Memo

Date: February 16, 2024
Re: Anmore South OCP Amendment Engagement Strategy
To: Council

At the December 5, 2023 Regular Council Meeting, Council passed the following resolution:

"THAT staff bring forward a Community Engagement Strategy in relation to the OCP amendment."

A report from Mickelson Consulting Inc. outlining a Community Engagement Strategy for the Anmore South OCP Amendment application is attached for Council's consideration.

Recommendation: THAT Council endorse the Anmore South OCP Amendment Engagement Strategy dated February 16, 2024 from Mickelson Consulting Inc. and that staff be directed to initiate the plan.

Village of Anmore

Anmore South OCP Amendment Application & Neighbourhood Plan Development Community Engagement Plan

February 16, 2024

Situation Analysis

The future of the Anmore South property (formerly called the IOCO lands) owned by icona Properties Ltd. (icona) is one of the most significant development initiatives being proposed for Anmore.

Official Community Plan (OCP) Amendment Bylaw No. 686-2023 associated with the application received from icona was given First Reading by Council, which initiated a comprehensive review process that includes community engagement. The proponent has also submitted proposed terms of reference for a Neighbourhood Plan for the area, which will be reviewed by staff for further recommendations on areas where refinement may be required, then forwarded to Council for consideration. The terms of reference will provide more details about what will be included in the Neighbourhood Plan as a guide for future development. The combined submissions from icona indicate they are interested in a development that would require changing the land use designation from Rural to Urban, along with other significant and comprehensive policy updates. As a result, this application triggers a much different – and much more comprehensive – process than the subdivision application that is currently in place for the property, and it will require approval processes through Council and Metro Vancouver.

In general, icona is proposing amendments to the OCP that would allow for land development that includes a broader mix of housing beyond single-family homes, such as townhouses and condominiums. Their proposal also includes opportunities for small commercial businesses like a local grocery, shops and services. The OCP amendment application is for 3,300 homes in a mix of multi-family and mixed-use buildings that would be built over a 25-year period as well as the development of parks, trails, natural areas and recreational and community facilities.

This type of development would have a significant impact on Anmore and requires careful consideration of what it would mean for the community, what types of housing and commercial businesses would be acceptable and how the development would fit with Anmore's semi-rural community.

Some of the key requirements for a development proposal of this type include:

- amendments to Anmore's OCP;
- development of a Neighbourhood Plan to align with the OCP to provide more detailed parameters for the type of development that would be permitted;
- Regional Growth Strategy update, including a change to the designation from Rural to Urban for the Anmore South property, and adding this area of Anmore to the Urban Containment Boundary; and
- amendments to Anmore's Zoning Bylaw to add new zoning and requirements.

The recommendations in this Community Engagement Plan provide a framework that forms the foundation for how the information sharing and consultation on this project would be implemented, including principles for community engagement, target audiences and the general methodology that would be applied.

Details related to scheduling and implementation are pending Council's direction on the Neighbourhood Plan Terms of Reference and direction to staff.

Target Audiences

A number of audiences may have interest in or be affected by any changes Anmore's OCP and potential future development of the Anmore South lands.

The following is a list of primary audiences for the recommended community engagement process:

- Anmore residents
- Anmore Council Advisory Committees
- Anmore community groups/organizations
- First Nations with traditional territory within Anmore's municipal boundaries

In addition to ongoing discussions with icona as the landowner and proponent for Anmore South, the following is a list of organizations that would be approached to participate in an intergovernmental engagement process to review and discuss regulatory and service impacts and requirements.

- Metro Vancouver
- City of Port Moody
- Village of Belcarra
- School District 43
- BC Hydro
- TransLink
- The Port of Vancouver
- Destination BC
- Tri-Cities Chamber of Commerce
- Community Futures
- Sasamat Volunteer Fire Department
- Fraser Health
- BC Ambulance
- RCMP
- Burrard Inlet Marine Enhancement Society

Targeted Outcomes

The targeted outcomes for the community engagement process include the following:

- Achieve broad representation of Anmore residents in the Village's community engagement activities to support an informed community with the majority of residents sharing their input and feedback.
- Increase awareness and understanding about what is being proposed in the OCP amendment for Anmore South and the related Neighbourhood Plan, including:
 - what is included (the form and function, density, location for housing and amenities, types of commercial services, etc.);
 - how the OCP amendment and Neighbourhood Plan would be applied to guide future decisions related to development;
 - the various policy steps required; and
 - the process to review and consider these changes before decisions are made.
- Increase awareness and understanding of the technical studies and analysis being completed, including responding to questions to equip Anmore residents and other interested/affected audiences with background information related to how the OCP amendment and Neighbourhood Plan would affect Anmore.
- Gain insight into the community's perspectives on icona's vision for Anmore South and how this vision would be implemented, including:
 - Anmore residents' priorities and concerns related to the proposed OCP Amendment and the Neighbourhood Plan; and
 - additional ideas for consideration.
- Achieve an informed community that is aware of the process that was followed and how their input and feedback were applied in conjunction with technical studies and policy requirements to develop the recommendations for Council's decision and direction related to the proposed OCP amendments and a Neighbourhood Plan for Anmore South.

Community Engagement Values and Principles

IAP2 Core Values for Community Engagement

1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
2. Public participation includes the promise that the public's contribution will influence the decision.
3. Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers.
4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. Public participation seeks input from participants in designing how they participate.

6. Public participation provides participants with the information they need to participate in a meaningful way.
7. Public participation communicates to participants how their input affected the decision.

Principles for Community Engagement

The following principles support proactive, transparent and responsive communication and engagement:

- **Consider all audiences.** Identify and engage with people and organizations who will be affected by the project, including residents and community groups.
- **Open and honest.** Adhere to transparency in decision making and a commitment to sharing information, data and other materials without undue process, particularly when information is readily available, to assist with establishing trust and credibility.
- **Factual, relevant and accurate.** Present information clearly, explain the project considerations, including challenges, opportunities and other technical study components being assessed.
- **Timely and proactive.** Provide information and community engagement with residents and interested/affected organizations early in the process as well as at regular intervals.
- **Engaging.** Integrate community engagement with processes to improve community consultation, build relationships with residents and local interested/affected organizations, and support ongoing community engagement to promote meaningful conversations.
- **Apply best practices:** Use multiple communication methods to notify affected audiences about opportunities to share input/participate in community engagement. Provide multiple methods to share input to maximize opportunities for all residents to participate and develop a community engagement summary report that will be shared broadly and proactively with affected communities/audiences.

Challenges

The following are challenges that may impede effective communication and engagement.

- It appears that icona is planning to do its own community engagement at the same time that the Village-led community engagement would be implemented, which could cause confusion in the community about who is leading what process, how their input will be applied and potential consultation fatigue.
- There is still information circulating about the 2021 community engagement related to Anmore South, which may result in some confusion about this new and separate process.
- There is a lot of technical information related to the various studies that will be important to share with the community to support an informed discussion about the future of Anmore South; however, some of the studies may involve complex information and analysis by subject matter experts that will require explanations in laypersons terms, with analogies and examples that are relatable.

- It is important to get input and feedback from target audiences, particularly broad representation from Anmore residents; however, people are busy, which may make it difficult to reach and engage them.
- There may be confusion about the process related to an OCP amendment and Neighbourhood Plan compared to Zoning changes and a development application.
- The engagement with affected First Nations requires time and attention to respectful protocols, which may affect the timeline for considering the OCP amendment.

Methodology

The proposed community engagement process involves an iterative approach that includes sharing information as it becomes available, providing opportunities for target audiences to provide input and feedback as well as to ask questions, sharing what is learned from consultation and then repeating the cycle as the OCP amendment and Neighbourhood Plan development consideration process moves forward.

To support broad outreach and participation, the methodology involves using a variety of communication tactics to share information and notify target audiences about opportunities to participate in community engagement activities, as well as a mix of methods to consult with affected audiences.

Inform

To support an informed community, the following are examples of the types of information that would be communicated:

- Provide details on the OCP amendment, how it affects the Anmore South lands and the rest of Anmore based on the various studies being completed and advice from the Village's community planning team.
- Outline how an OCP is used to guide development in the community.
- Provide details of the Neighbourhood Plan, the terms of reference, what is included, and how it guides development in Anmore South.
- Outline how a Neighbourhood Plan is used to establish parameters for the types of development in the community.
- Provide an overview of future policies that would also need to be reviewed before any development would take place.
- Outline the overall process for this type of planning initiative – steps, requirements, decision points.
- Share the analysis outcomes and other details from the various technical studies required, including:
 - traffic impact studies and projections of the resulting new population;

- a complete analysis of impacts on Village finances resulting from development, including revenues and expenditures, asset management, and capital and operating considerations such as additional costs for policing and fire response;
 - wildfire/fire impact strategies;
 - an assessment of the amenity needs generated by the new population;
 - social equity and inclusivity, including marginalized persons, aging in place and accessibility;
 - environmental impact assessments; and
 - an analysis of potential job creation/employment impacts.
- Provide regular updates on how to stay informed and participate in opportunities to share input/feedback.

Notify and Inform Tactics

The following are examples of communication tactics used to share information and notify audiences about opportunities to participate in community consultation opportunities.

- *Anmore Advisor*
- Direct mail flyers/postcards
- Presentation materials (Handouts, Boards and PowerPoint)
- Email notifications
- Postcards
- Village Facebook page
- Media relations (news release, media briefing/backgrounders)
- Village website
- Outdoor signs
- Community Engagement Summary Reports

Consult

In general, the methodology for community consultation would be done in phases as information related to the planning process becomes available.

When focusing on gaining insight into community priorities and concerns related to the OCP amendment and seeking feedback on the vision and Neighbourhood Plan for Anmore South, the initial consultation steps would involve providing opportunities for more in-depth discussion, such as through workshops, advisory committees and small group meetings.

The next step would involve tactics such as open houses and surveys to collect feedback on the input shared through the workshops and meetings. It is recommended that the Village use a

professional research firm to host and manage the community survey(s) and to assist with developing survey questions.

When sharing technical studies and providing opportunities to ask questions and provide feedback, the Village would organize and host the various community engagement activities; however, the subject matter experts involved in the studies would be responsible for presenting the information and responding to questions.

As well, as part of its commitment to the truth and reconciliation process and to build relationships, the Village would also consult with First Nations who have traditional territory within Anmore's municipal boundaries.

The following are some of the topics that would be included as part of community consultation.

- Feedback on icona's vision of Anmore South and how it will be defined through a Neighbourhood Plan, including what respondents like, don't like, or would like to see in relation to:
 - density/housing;
 - parks, trails and other recreation amenities;
 - commercial uses – what types;
 - protected areas/dedicated green space; and
 - design guidelines, such as the general look and feel of the area, where buildings are located, how they are designed within the landscape.
- Feedback on the proposed amendments to the OCP bylaw, including concerns, priorities and level of support for the proposed OCP amendment.
- Input on priorities and/or concerns that respondents want to see addressed through policy, plans or other measures, as well as ideas to mitigate concerns or leverage opportunities.
- Feedback and response to questions on technical studies, including asking questions for clarifications, outlining priorities and/or concerns and sharing ideas to mitigate concerns and/or leverage opportunities.

Consult Tactics

- Workshops (in person, virtual, single or multiple topics)
- Feedback forms
- Open Houses (In person)
 - Display boards (in person) and presentation (Zoom/Teams) with study highlights.
 - Subject matter experts to provide information and respond to questions
 - Activities to provide input/feedback

- Community idea boards
- Council Advisory Committee meetings
- Small Group Meetings:
 - Anmore neighbourhoods
 - Community groups/organizations
- Community Surveys
- Public Hearing (as per legislated requirements)

Schedule

The schedule for the community engagement would align with the planning processes underway, as well as the completion of the various studies and analysis. In general, it is noted that each phase of the community engagement process will take several months to complete.



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: February 16, 2024 File No. 1850-20
Submitted by: Lena Martin, Manager of Financial Services
Subject: 2024 Anmore Community Grant Requests

Purpose / Introduction

To seek direction from Council regarding the approval of community grant applications received for the 2024 budget year.

Recommended Option

That Council approve the following community grants as outlined in the report dated February 16, 2024, from the Manager of Financial Services regarding 2024 Anmore Community Grant Requests _____.

Background

Community Grants are intended to support not-for-profit organizations serving Village of Anmore residents. The Village of Anmore provides these grants to assist groups with the delivery of services that will improve the quality of life for residents on a social, economic, or physical level. Approval of grants is contingent upon provision being included in the Village's annual operating budget. The total current budget for community grants is \$7,000 per year.

Applicants must provide services to residents in the Village of Anmore; must demonstrate financial need and will be considered for funding once per calendar year.

The Village of Anmore has received seven community grant applications for the 2024 budget year. The combined total of all applications requesting Council's consideration is \$10,162. The applicants are listed as follows:

Report/Recommendation to Council
2024 Anmore Community Grant Requests
February 16, 2024

Applicant	2024 Project, Event or Service	2024 Amount Requested	2023 Amount Received	2022 Amount Received	2021 Amount Received
1 st Anmore Scouts	2025 Australia Jamboree trip	\$ 1,200	\$ 1,200	\$ 1,000	\$ 1,000
1 st Anmore Scouts	Weekly Activities	500			
Anmore Garden Club	Gardening Activities	1,000	750	500	500
Communities Embracing Restorative Action (CERA)	Restorative Justice Services	437	437	437	437
Friendly Forest Preschool	Commercial Dishwasher	4,000	1,200	1,000	1,500
Coquitlam Search and Rescue	First Aid Kits	1,000	Nil	1,200	1,200
Anmore Elementary PAC	Purchase and Install of "Buddy Bench"	2,025	Nil	1,500	1,500

TOTAL **\$ 10,162**

Report/Recommendation to Council

2024 Anmore Community Grant Requests

February 16, 2024

Discussion

The following principles may be applied to determine funding allocations:

- a) Availability of funds budgeted for grants and donations;
- b) Community benefit;
- c) Scope in which the grant will promote the well-being and quality of life of Anmore residents;
- d) Evidence that, in addition to the Grant funding request, monies are also being sought from other funding source(s), or own funds are being contributed.
- e) Scope in which the funds are expended in Anmore;
- f) The needs of the applicant requesting funding;
- g) Evidence that barriers to services for persons with disabilities and demographic barriers (youth, seniors, ethnic citizens) have been addressed or considered.
- h) Evidence that consideration to environmental sensitivities (printing papers when necessary, borrowing or sharing materials, etc.) has been addressed or considered.
- i) Scope in which volunteers are involved and community spirit is fostered.

Eligible funding expenses are listed as follows:

- a) Special Projects and Events (e.g. Hosting a workshop or producing resource material)
- b) Operating Costs (e.g. Ongoing operating costs such as salaries, utilities, rent)
- c) New Projects (e.g. New program to serve a particular group)

Other Options

- 1 That Council approves the following community grants as outlined in the report dated February 16, 2024, from the Manager of Financial Services regarding 2024 Anmore Community Grant Requests _____.

Or

- 2 That Council refers the report from the Manager of Financial Services regarding 2024 Anmore Community Grant Requests back to staff for further information.

Financial Implications

The financial implications are as listed in the table above. As noted, the annual budget is currently \$ 7,000 for community grants. At council's direction the budget may be increased using tax revenues or other income sources at council's direction, such as operating surplus reserves.

Report/Recommendation to Council

2024 Anmore Community Grant Requests

February 16, 2024

Communications / Civic Engagement

If approved, applicants will be informed of their grant via letter.


Council Strategic Plan Objectives

Community grants are considered by way of guidelines that were endorsed by Council.

The community grant program meets Council's objectives to increase community involvement, support community engagement, enhance sense of community, and support a welcoming and inclusive community.

Attachments:

1. 1st Anmore Scouts community grant application.
2. 1st Anmore Scouts community grant application (additional application)
3. Anmore Garden Club community grant application.
4. Communities Embracing Restorative Action (CERA) community grant application.
5. Friendly Forest Preschool community grant application.
6. Coquitlam Search and Rescue.
7. Anmore Elementary Parent Advisory Council

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

Community Grant Application Form

Date of application: December 18, 2023

Name of organization/event: Scouts Canada 1st Anmore

Address: _____

Main contact person(s):

1. Name: Julie Mitten Position: Group Comissioner

Phone (primary): _____ Phone (alternate): _____

Email: _____

2. Name: Angela Yin Position: Treasurer

Phone (primary): _____ Phone (alternate): _____

Email: _____

PREVIOUS YEAR FUNDING

Did the Village of Anmore provide funding to this same organization last year? ☒ Yes ☐ No

If yes, amount received: \$ 1200

Describe project/event/service: 1st Anmore Scouts Activity Expenses

How were grant funds spent? Please complete the attached 'Financial Statement from Previous Year' form.
Grant funds were spent on equipment and supplies required for weekly activity meetings and special events.

CURRENT YEAR FUNDING REQUEST

Amount requested: \$ 500

Describe your project/event/service:

Please see attached sheet (Question 1).

How will grant funds be spent? Please also complete the attached 'Budget Projections for Current Year' form.

Please see attached sheet (Question 2).

Describe your organization and how its efforts do/might benefit the community:

Please see attached sheet (Question 3).

How many participants do you expect: from Anmore: 40 from outside Anmore: 20

How will the Village be recognized for its contributions?

Please see attached sheet (Question 4).

Identify any long term objectives or goals that the organization is working toward

Please see attached sheet (Question 5).

Please provide additional information on separate paper.

BUDGET PROJECTIONS FOR CURRENT YEAR

Attach to Community Grant Application

REVENUE

Other Grant Monies	\$ 6500	Contributor: <u>BC Gaming Grant</u>
Provincial/Federal Monies	\$ _____	
Participant Fees	\$ 500	
Donations	\$ 50	
Fund Raising	\$ 5000	
Other: <u>Anmore Community Grant</u>	\$ 1200	
_____	\$ _____	
_____	\$ _____	
Total	\$ 13250	

EXPENSES

Venue Rental	<u>Training Expense</u>	\$ 1500
Advertising	<u>Bottle Drive Expense</u>	\$ 750
Speakers	<u>Group Committee Expense</u>	\$ 1400
Meals	<u>Insurance Expense</u>	\$ 1200
Refreshments		\$ _____
Equipment Rental		\$ _____
Equipment Purchase		\$ 500
Other: <u>Activity Expenses</u>		\$ 7900
<u>Link Camp</u>		\$ 1500
<u>Family Camp</u>		\$ 2000
Total		\$ 16750

PROFIT / SHORTFALL

Revenue less expenses	\$ -3500
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FISCAL YEAR-END RESERVE BALANCE:

Description: <u>BC Gaming Grant</u>	Amount: \$ 0
<u>Anmore Community Grant</u>	Amount: \$ 0
_____	Amount: \$ _____

To the best of my knowledge, the above statements are true as of the date of this application.

Signature _____

[Redacted Signature]

Signature _____

[Redacted Signature]

Organization's President or Chair



FINANCIAL STATEMENT FROM PREVIOUS YEAR

Attach to Community Grant Application

REVENUE

Other Grant Monies	\$ 6500	Contributor: <u>BC Gaming Grant</u>
Provincial/Federal Monies	\$	
Participant Fees	\$ 510	
Donations	\$ 70	
Fund Raising	\$ 5058.30	
Other: <u>Anmore Community Grant</u>	\$ 1200	
	\$	
	\$	
Total	\$ 13338.30	

EXPENSES

Venue Rental	<u>Training</u>	\$ 419.25
Advertising	<u>Equipment and Supplies</u>	\$ 1006.80
Speakers	<u>Bottle Drive Expense</u>	\$ 1050.44
Meals	<u>Group Committee Expense</u>	\$ 635.88
Refreshments	<u>Uniform Expense</u>	\$ 1720.91
Equipment Rental	<u>Insurance Expense</u>	\$ 1032
Equipment Purchase		\$
Other: <u>Total Activity Expenses</u>		\$ 7690.19
	<u>Link Camp</u>	\$ 6000
	<u>Miscellaneous Expenses</u>	\$ 275.69
Total		\$ 19831.16

PROFIT / SHORTFALL

Revenue less expenses	\$ -6492.86
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FISCAL YEAR-END RESERVE BALANCE:

Description: <u>BC Gaming Grant</u>	Amount: \$ <u>0</u>
<u>Anmore Community Grant</u>	Amount: \$ <u>0</u>
	Amount: \$

To the best of my knowledge, the above statements are true as of the date of this application.

Signature

Signature



Anmore Community Grant for 2024

Question 1: Describe your project/event/service:

Scouts Canada 1st Anmore Scouting program provides children and youth with the opportunity to participate in a variety of experiences, including outdoor adventures and contribute to community events. The program is aligned with the Scouts Canada's Canadian Path, and offers activities to improve skills in hiking, camping, wilderness survival, and a variety of other outdoor recreation experiences. In addition, the program promotes leadership, volunteering, citizenship, respect for the environment, personal growth, and development of all participants.

Question 2: How will grant funds be spent? Please also complete the attached 'Budget Projections for Current Year' form.

The Anmore grant will fund equipment and supplies used for our weekly scouting activities and special events.

Question 3: Describe your organization and how its efforts do/might benefit the community

Scouts Canada is a Canadian Scouting association providing programs for young people, between the ages of 5 and 26, with the stated aim "To help develop well rounded youth, better prepared for success in the world."

1st Anmore scouts will benefit the community by providing one of the only options for youth programming in our Village. It is our hope to develop well rounded community-minded youth that will help our village move into the future.

The Scouting program promotes leadership, volunteering, and respect for the environment. It is based in the Village of Anmore and enables Anmore youth to build skills and attitudes that lead to better citizenship and community service. It also plays an important role in connecting people and delivering Scouts values in our community. Every year, 1st Anmore Scouts are present in the following community events: Anmore Spirit Park Clean Up, Anmore / Belcarra Remembrance Ceremony, Ma Murray Day, Easter Egg hunt (and clean up), and Garbage Pick Up.

Question 4: How will the Village be recognized for its contributions?

Our 1st Anmore Scouting Group provides recognition for the village when we attend scouting events both in and out of our community. Funding is verbally acknowledged at the Scouts Canada

-First Anmore AGM and is entered as such into the minutes. We also have a sign we display at community events (such as MaMurray Day) with the following message:

“Scouts Canada First Anmore Group gratefully acknowledges the financial support of the Village of Anmore through its Community Grant Program”

Question 5: Identify any long term objectives or goals that the organization is working toward

Our objective is to sustain Scouts Canada’s presence in the Village of Anmore that will provide programming for local youth that care and contribute to their community.

Community Grant Application Form

Date of application: November 28, 2023

Name of organization/event: Scouts Canada 1st Anmore

Address: [REDACTED]

Main contact person(s):

1. Name: Julie Mitten Position: Group Comissioner

Phone (primary): [REDACTED] Phone (alternate): _____

Email: [REDACTED]

2. Name: Angela Yin Position: Treasurer

Phone (primary): [REDACTED] Phone (alternate): _____

Email: [REDACTED]

PREVIOUS YEAR FUNDING

Did the Village of Anmore provide funding to this same organization last year? ☒ Yes ☐ No

If yes, amount received: \$ 1200

Describe project/event/service: 1st Anmore Scouts Activity Expenses

How were grant funds spent? Please complete the attached 'Financial Statement from Previous Year' form.
Grant funds were spent on equipment and supplies required for weekly activity meetings and special events.

CURRENT YEAR FUNDING REQUEST

Amount requested: \$ 1200

Describe your project/event/service:

Please see attached sheet (Question 1).

How will grant funds be spent? Please also complete the attached 'Budget Projections for Current Year' form.

Please see attached sheet (Question 2).

Describe your organization and how its efforts do/might benefit the community:

Please see attached sheet (Question 3).

How many participants do you expect: from Anmore: 40 from outside Anmore: 20

How will the Village be recognized for its contributions?

Please see attached sheet (Question 4).

Identify any long term objectives or goals that the organization is working toward

Please see attached sheet (Question 5).

Please provide additional information on separate paper.

BUDGET PROJECTIONS FOR CURRENT YEAR

Attach to Community Grant Application

REVENUE

Other Grant Monies	\$ 6500	Contributor: <u>BC Gaming Grant</u>
Provincial/Federal Monies	\$ _____	
Participant Fees	\$ 500	
Donations	\$ 50	
Fund Raising	\$ 5000	
Other: <u>Anmore Community Grant</u>	\$ 1200	
_____	\$ _____	
_____	\$ _____	
Total	\$ 13250	

EXPENSES

Venue Rental	<u>Training Expense</u>	\$ 1500
Advertising	<u>Bottle Drive Expense</u>	\$ 750
Speakers	<u>Group Committee Expense</u>	\$ 1400
Meals	<u>Insurance Expense</u>	\$ 1200
Refreshments		\$ _____
Equipment Rental		\$ _____
Equipment Purchase		\$ 500
Other: <u>Activity Expenses</u>		\$ 7900
<u>Link Camp</u>		\$ 1500
<u>Family Camp</u>		\$ 2000
Total		\$ 16750

PROFIT / SHORTFALL

Revenue less expenses	\$ -3500
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FISCAL YEAR-END RESERVE BALANCE:

Description: <u>BC Gaming Grant</u>	Amount: \$ 0
<u>Anmore Community Grant</u>	Amount: \$ 0
_____	Amount: \$ _____

To the best of my knowledge, the above statements are true as of the date of this application.

Signature _____

Or

Signature _____



FINANCIAL STATEMENT FROM PREVIOUS YEAR

Attach to Community Grant Application

REVENUE

Other Grant Monies	\$ 6500	Contributor: <u>BC Gaming Grant</u>
Provincial/Federal Monies	\$	
Participant Fees	\$ 510	
Donations	\$ 70	
Fund Raising	\$ 5058.30	
Other: <u>Anmore Community Grant</u>	\$ 1200	
	\$	
	\$	
Total	\$ 13338.30	

EXPENSES

Venue Rental	<u>Training</u>	\$ 419.25
Advertising	<u>Equipment and Supplies</u>	\$ 1006.80
Speakers	<u>Bottle Drive Expense</u>	\$ 1050.44
Meals	<u>Group Committee Expense</u>	\$ 635.88
Refreshments	<u>Uniform Expense</u>	\$ 1720.91
Equipment Rental	<u>Insurance Expense</u>	\$ 1032
Equipment Purchase		\$
Other: <u>Total Activity Expenses</u>		\$ 7690.19
	<u>Link Camp</u>	\$ 6000
	<u>Miscellaneous Expenses</u>	\$ 275.69
Total		\$ 19831.16

PROFIT / SHORTFALL

Revenue less expenses	\$ -6492.86
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FISCAL YEAR-END RESERVE BALANCE:

Description: <u>BC Gaming Grant</u>	Amount: \$ <u>0</u>
<u>Anmore Community Grant</u>	Amount: \$ <u>0</u>
	Amount: \$

To the best of my knowledge, the above statements are true as of the date of this application.

Signature 

Signature 



Anmore Community Grant for 2024

Question 1: Describe your project/event/service:

Scouts Canada 1st Anmore Scouting program provides children and youth with the opportunity to participate in a variety of experiences, including outdoor adventures and contribute to community events. The program is aligned with the Scouts Canada's Canadian Path, and offers activities to improve skills in hiking, camping, wilderness survival, and a variety of other outdoor recreation experiences. In addition, the program promotes leadership, volunteering, citizenship, respect for the environment, personal growth, and development of all participants.

Question 2: How will grant funds be spent? Please also complete the attached 'Budget Projections for Current Year' form.

We are requesting an additional grant for our older Scouts youth to use towards fundraising for an upcoming January 2025 Australia Jamboree trip.

Youth will use the grant funds explicitly for the purposes of developing, promoting, and implementing community-focused fundraising activities. The grant funds will be spent on the resources necessary to execute activities and events in Anmore as opposed to directly covering the expenses of the Jamboree. This investment by the Village of Anmore will enable youth to earn the funds necessary for the trip.

The youth themselves will be tasked with conceiving fundraising ideas and evaluating the financial and community benefits of each, then working with adult volunteers and other partners to bring these ideas to fruition. Early discussions have included ideas such as community markets, teaching Scouts skills to the public, a children's carnival, guided forest hikes, and many others. The selected events and activities will be a win-win-win for the Scouts, Village of Anmore, and Anmore residents.

Scout Jamborees are major gatherings where Scout members participate in a variety of activities that seek to challenge participants, reinforce the community- and citizenship-focused values of Scouting, and provide valuable new experiences. The Australian Scout Jamboree will be held in Queensland Australia in January 2025, taking place over 10 days. It will include contingents from around the globe, with the Canadian contingent seeing representatives from across the country.

Question 3: Describe your organization and how its efforts do/might benefit the community

Scouts Canada is a Canadian Scouting association providing programs for young people, between the ages of 5 and 26, with the stated aim "To help develop well rounded youth, better

prepared for success in the world.”

1st Anmore scouts will benefit the community by providing one of the only options for youth programming in our Village. It is our hope to develop well rounded community-minded youth that will help our village move into the future.

The Scouting program promotes leadership, volunteering, and respect for the environment. It is based in the Village of Anmore and enables Anmore youth to build skills and attitudes that lead to better citizenship and community service. It also plays an important role in connecting people and delivering Scouts values in our community. Every year, 1st Anmore Scouts are present in the following community events: Anmore Spirit Park Clean Up, Anmore / Belcarra Remembrance Ceremony, Ma Murray Day, Easter Egg hunt (and clean up), and Garbage Pick Up.

Activities supported by this grant will add to this roster of community events and their benefits.

Question 4: How will the Village be recognized for its contributions?

Throughout the year our Scouts youth will be conceiving, planning, and executing fundraising events that will directly benefit the community, in much the same way as we saw with the Ugly Sweater Dash, for example. The Village of Anmore will be recognized as a core contributor of our group at all these events.

In addition, our Scouts youth would like to ensure that they are actively contributing to the Village’s community service needs. They may be called upon by the Village any time that volunteers are needed, filling in for the Anmore Youth Group, which historically has filled this role with the Village but no longer has youth members. We envision the Village and Scouts as long-term partners in supporting community initiatives.

Question 5: Identify any long term objectives or goals that the organization is working toward

Our overall objective is to sustain Scouts Canada’s presence in the Village of Anmore that will provide programming for local youth that care and contribute to their community.

Specifically relating to this supplemental grant application, the youth who will directly benefit will be encouraged to grow key skills/roles including:

- Goal planning and working hard to achieve a goal
- Project management
- Being contributing members of their community
- Outdoor skills
- The value of travel and seeing the world outside of our borders.

- Acting as ambassadors for Canada, British Columbia, as well as Anmore specifically

The effort and resources that go into the coming year's plans and activities will set a foundation for future World Jamboree involvement by 1st Anmore for years to come.



Community Grant Application Form

Date of application: Dec 15, 2023
Name of organization/event: Anmore Garden Club
Address: Anmore B.C.

Main contact person(s):

1. Name: Nancy Knauer Position: Chairperson
Phone (primary): [REDACTED] Phone (alternate): /
Email: [REDACTED]
2. Name: Sharon Shuttleworth Position: Treasurer
Phone (primary): [REDACTED] Phone (alternate): /
Email: [REDACTED]

PREVIOUS YEAR FUNDING

Did the Village of Anmore provide funding to this same organization last year? ☒ Yes ☐ No

If yes, amount received: \$750.00

Describe project/event/service: Activities related to gardening + sharing of information.

- ① How were grant funds spent? Please complete the attached 'Financial Statement from Previous Year' form.
see attached #1

CURRENT YEAR FUNDING REQUEST

Amount requested: \$1000.00

- ② Describe your project/event/service: Membership to BC. Council of Garden Clubs
Childrens Garden, Speakers, Tree planting with Gr. 5 Anmore Elementary School Student

How will grant funds be spent? Please also complete the attached 'Budget Projections for Current Year' form.

- ③ see attachment #3

Describe your organization and how its efforts do/might benefit the community:

- ④ See attachment #4

How many participants do you expect: from Anmore: 20+ from outside Anmore: 10+

How will the Village be recognized for its contributions?

- ⑤ see attachment #5

Identify any long term objectives or goals that the organization is working toward

- ⑥ see attachment #6

Please provide additional information on separate paper.

BUDGET PROJECTIONS FOR CURRENT YEAR 2023 2024

Attach to Community Grant Application

REVENUE

Other Grant Monies	\$ <u>750.00</u>	Contributor: <u>Village of Anmore</u>
Provincial/Federal Monies	\$ _____	
Participant Fees <u>25.00</u>	\$ <u>400.00</u>	
Donations <u>membership fee</u>	\$ <u>35.00</u>	<u>Grace Reid</u>
Fund Raising	\$ _____	
Other: _____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total	\$ _____	

EXPENSES

Venue Rental	\$ <u>184.00</u>	- multipurpose room School
Advertising	\$ _____	
Speakers	\$ <u>300.00</u>	<u>Pam Erikson</u>
Meals	\$ _____	
Refreshments	\$ <u>500.00</u>	
Equipment Rental	\$ _____	
Equipment Purchase	\$ _____	
Other: <u>BCCGC</u>	\$ <u>40.00</u>	<u>Membership fee</u>
<u>Treeplanting</u>	\$ <u>227.79</u>	<u>with Gr 5 students Anmore</u>
<u>Door Prizes</u>	\$ <u>160.00</u>	<u>Elementary</u>
Total	\$ _____	

PROFIT / SHORTFALL

Revenue less expenses \$ _____

FISCAL YEAR-END RESERVE BALANCE:

Description: <u>bank account</u>	Amount: \$ <u>1,850.00</u>
<u>Van City</u>	Amount: \$ _____
_____	Amount: \$ _____

To the best of my knowledge, the above statements are true as of the date of this application.

Signature

[Redacted Signature]

Organization's Applicant

Signature

[Redacted Signature]



FINANCIAL STATEMENT FROM PREVIOUS YEAR 2022-2023

Attach to Community Grant Application

REVENUE

Other Grant Monies	\$ 500.00
Provincial/Federal Monies	\$
Participant Fees ¹²⁵	\$ 350.00
Donations ^{membership fee}	\$
Fund Raising	\$
Other:	\$
	\$
	\$
Total	\$

Contributor: Village of Anmore

EXPENSES

Venue Rental	\$
Advertising	\$
Speakers	\$
Meals	\$
Refreshments	\$ 120.00
Equipment Rental	\$
Equipment Purchase	\$
Other: <u>BCC</u>	\$ 40.00
<u>crafts + draw prizes</u>	\$ 433.96
	\$
Total	\$

PROFIT / SHORTFALL

Revenue less expenses \$

FISCAL YEAR-END RESERVE BALANCE:

Description: <u>bank account</u>	Amount: \$ 2145.08
<u>Van City</u>	Amount: \$
	Amount: \$

To the best of my knowledge, the above statements are true as of the date of this application.

Signature 
Organization's Applicant

Signature 
Organization's President or Chair



Anmore Garden Club - Additional Information

- ①
 - a) tree planting with the Gr 5 students of Anmore Elementary \$ 227.79
 - b) Speaker - Pam Erikson - open to the community \$ 300.00
 - c) Rental of Anmore School multi purpose Room \$ 184.00
 - d) Membership fee for BC Council of Garden Clubs \$ 40.00

- ③ Last year, with the help of our grant from the Village, we organized, planned + supervised the planting of a vine maple and shrubs at Anmore Elementary. This was with the Gr. 5 graduating class. Our group regularly watered during the long hot summer months when school was closed. For 2024 we have once again organized this project for March. Hopefully we can return to Spirit Park for planting as we had always done in the past. In 2023 we had Pam Erikson of Erikson Daylies speak on a variety of gardening topics. This was open to the community. This year, 2024 brings exciting adventures for the Garden Club. With the help of our Grant we will be developing a childrens garden in Spirit Park. Our long term goal is to work with Friendly Forest Preschool, Anmore Elementary + Our Scouting Group to form an area for children to contribute their treasures, ie a home for bats + birds, a fairy garden,

③
cont.

stone pathways etc. The money we receive will go towards project materials that each group does.

Our hope is to put ownership on the community + youth to take pride and help care for Spirit Park.

Our last request helps cover our membership to the B.C Council of Garden Clubs. This is a B.C organization that shares Garden events happening across Canada plus a weath of gardening ideas.

④

We are a non profit organization of local residents with an interest in all aspects of gardening, environmental awareness and Community Spirit. We were established in 2002 after Spirit Park was developed. A group of local residents discussed an interest in developing a group, thus our current group was established.

Anmore Garden Club has help clean up Spirit Park + beautify Anmore Public spaces. in the past One of our main events is supervizing + cleaning Spirit Park. The community is invited to help and get it ready for the annual Easter Egg Hunt.

We have made donations to local groups through fund raising efforts, our fire dept, SARS and Mossom Creek Fish Hatchery.

We invite the community to our Annual Christmas Wreath making evening in Nov.

4
(cont)

This year we worked with the PAC at the school + the children to make lovely green table centre pieces for each child to take home. At the same time they were able to learn to identify the branches of our local coniferous trees!

5

We would recognize the Village's contribution through Social Media, flyers and Verbal Recognition at the time of the event.

6

Providing a Community organization that welcomes residents to share knowledge and friendship
Thus keeping our "Community Spirit Alive"

Community Grant Application Form

Date of application: December 29, 2023

Name of organization/event: Communities Embracing Restorative Action (CERA) Society

Address: 644 Poirier Street, Coquitlam, BC

Main contact person(s):

1. Name: Gurinder Mann Position: Executive Director

Phone (primary): [REDACTED] Phone (alternate): 604-931-3165

Email: gmann@cerasociety.org

2. Name: Mary Hagen Johnstone Position: Administrative Assistant

Phone (primary): 604-931-3165 Phone (alternate): _____

Email: mary@cerasociety.org

PREVIOUS YEAR FUNDING

Did the Village of Anmore provide funding to this same organization last year? ☒ Yes ☐ No

If yes, amount received: \$ 437

Describe project/event/service: Restorative Justice

How were grant funds spent? Please complete the attached 'Financial Statement from Previous Year' form.
Salaries and operational costs

CURRENT YEAR FUNDING REQUEST

Amount requested: \$ 437

Describe your project/event/service:

Restorative Justice Services to the Village of Anmore

How will grant funds be spent? Please also complete the attached 'Budget Projections for Current Year' form.

Salaries and operational costs

Describe your organization and how its efforts do/might benefit the community:

Refer to attachment

How many participants do you expect: from Anmore: _____ from outside Anmore: _____

How will the Village be recognized for its contributions?

Refer to attachment

Identify any long term objectives or goals that the organization is working toward

Refer to attachment

Please provide additional information on separate paper.

**Grant Application to the
Village of Anmore
For Support of the Community Youth Justice Program
2024 Fiscal Year**

Name of Organization: Communities Embracing Restorative Action (CERA) Society
Phone: 604.931.3165 **Fax:** 604.931.3176 **Email:** info@cerasociety.org
Mailing Address: 644 Poirier Street, Coquitlam, BC V3J 6B1
Contact Person: Gurinder Mann, Executive Director

Organizational Goals, Objectives and Activities

The Community Youth Justice Program (CYJP) is a community based initiative of Communities Embracing Restorative Action (CERA) Society. CERA is a non-profit registered charity incorporated in British Columbia in April 1999.

The purpose of the CYJP is to apply the principles of restorative justice in supporting youth and strengthening communities by addressing youth crime in meaningful and durable ways.

These guiding principles acknowledge that:

- Crime is injury.
- Crime hurts individual victims, communities, and young offenders and creates an obligation to make things right.
- All parties should be a part of the response to the crime, including the victim if he or she wishes, the community, and the young offender.
- The victim's perspective is central to deciding how to repair the harm caused by the crime.
- Accountability for the young offender means accepting responsibility and acting to repair the harm done.
- The community is responsible for the well-being of all its members, including both victim and offender.
- All human beings have dignity and worth.
- Restoration – repairing the harm and rebuilding relationships in the community is the primary goal of restorative youth justice.
- Results are measured by how much repair is done rather than by how much punishment is inflicted.
- Crime control cannot be achieved without active involvement of the community.
- The juvenile justice process is respectful of age, abilities, sexual orientation, family status, and diverse cultures and backgrounds – whether racial, ethnic, geographic, religious, economic, or other – and all are given equal protection and due process.

The mission of the CYJP is to enhance the quality of youth justice in the communities we serve through restorative action.

The Program has the following aims :

To Provide an Effective Alternative to the Court System

In the spirit of the Youth Criminal Justice Act (YCJA) it is recognized that youth have not reached maturity and their development needs to be supported. This support will promote long term protection of the public by crime prevention through addressing underlying behaviour, rehabilitation of young persons and reintegrating them back into the community and by ensuring meaningful consequences for offending behaviour.

CERA's vision for a community based approach:

- Support from the community, opportunity to define the harm experienced, and participation in decision making about steps for repair result in increased victim recovery from the trauma of crime.
- Community involvement in preventing and controlling youth crime, improving neighbourhoods, and strengthening the bonds among community members results in community protection.
- Through understanding the human impact of their behaviour, accepting responsibility, expressing remorse, taking action to repair the damage, and developing their own capacities, young offenders become fully integrated and respected members of the community.
- Community justice facilitators organize and support processes in which individual crime victims, other community members, and young offenders are involved in finding constructive resolutions to harmful behaviour.

Some Relevant Outcomes Reported in CERA's Program Evaluation

Participants were overwhelmingly satisfied with:

- The outcome and agreement of their restorative processes.
- Their facilitators.
- The conference itself.
- Their opportunity to speak and be heard.
- Positive impact on their confidence in the justice system.
- The durability of their satisfaction. Almost all, with one exception said they would recommend this process to others.

Services Provided to the Community

The *Community Youth Justice Program* is a conflict resolution initiative in which the police officer who investigates an offence may exercise his/her discretion to resolve the matter without referral to Crown Counsel. Since May of 2006, local Crown Counsel may also refer to the program as an alternative to court proceedings. Youth referred to the program attend a resolution conference with the victim and parents/supporters of both the victim and the youth.

The intent of the conference is to:

- Confront the youth with the personal impact of the offence on the victim and both the victim's and the youth's families and other relationships.
- Start to repair the harm caused by the youth, both to the victim and to the community.
- Provide an opportunity for the youth to understand the harm done and express remorse and apology.
- Fully involve both victim and youth in establishing appropriate responses to the offence.
- Determine whether and what supportive services are required by the victim and the youth and their families.
- Start the process of reconnecting the youth to the community.

The specific services provided by CERA include:

- Initial case review and assignment to a volunteer facilitator.
- Preparatory meetings with affected parties.
- Convening of a resolution conference to resolve the case to the satisfaction of the victim, offender and immediate relationships of both.
- Follow-up with the offender to ensure the terms of the resolution agreement are fulfilled.
- Data collection and program performance monitoring.
- Training community volunteers in the principles of restorative justice, mediation and communication skills, and the procedures of the CYJP.

Fee Requested

The fee requested for the provision of the above services to the Village of Anmore in the 2024 fiscal year is **\$437.00**

Benefits to Community Resulting from the Services

The *Community Youth Justice Program* will create the following *tangible* benefits:

1. Reduced police workload through:
 - Preparation of fewer "Recommendations to Charge" to Crown Counsel.
 - Simplified reporting for the referral of youth to the CYJP.
 - Reduced overtime for court appearances.

Each case processed by the CYJP is estimated to save 9 hours of police time. This reduced workload will free up currently stretched police resources for other more pressing activities.

2. Cost-Effectiveness:
 - A highly conservative estimate is that it costs one tenth the expense to process a case through Restorative Justice as compared to the Criminal Justice System¹.

¹ Based upon discussions with police officials, John Howard Society, Crown Counsel and court related professionals.

3. Strengthened Community Capacity for Addressing Crime and Conflict:
 - Volunteer facilitators receive training and skill development in a variety of relevant areas: communication skills; cross cultural awareness; victim-offender mediation; maintaining confidentiality; report writing; etc.
 - Program participants learn skills in listening to other perspectives, acknowledging and legitimizing the harm caused, and collective problem solving.
4. Safer Communities through Restored Relationships:
 - 100% of accused youth referred to the CYJP, upon gaining a fuller understanding of the harm they caused, indicated that they would not commit future crimes.
 - Community members who participate in restorative processes are more likely to feel invested in the accused youth's success, and regularly serve to encourage the accused youth of his/her potential and opportunity for a new start.

The following *intangible* benefits flow from the *Community Youth Justice Program*:

1. For victim and offender ...
 - i. There are more timely and meaningful consequences for youth who commit criminal offences. Resolution conferences are typically conducted within 4 weeks of referral, as compared to the formal justice system where delays in processing cases of many months are typical. The intent is to create a strong linkage between an offence and its consequence. The consequences (sanctions) address the specific harm that has been done, through restitution to the victim, where appropriate, and/or reparation to the community. Sanctions are not intended as punishment or new harms, and are achievable.
 - ii. The resolution conference confronts the youth with the personal dimension of the harm caused by his/her crime, which is often more distressing and healing, than an experience with the formal justice system. Additionally, the conference tends to foster seeds of empathy. Both family and friends are mobilized as valuable resources to the youth. The youth is encouraged to take ownership of his/her behaviour and to accept responsibility for both having created and for repairing the harm.
 - iii. Both the victim and the offender experience a greater sense of fairness and justice having been done. The victim's needs and concerns are addressed. Victims have an opportunity to be heard and to participate actively in a process of reparation and vindication. Reconciliation with the youth facilitates healing and closure. Reconciliation with the victim promotes reconnection of the youth to the community. The youth gains greater respect for the justice system and the law itself, and a greater understanding of the impact of his/her actions on others.
2. For the wider community ...
 - i. Preparation for a resolution conference and the conference itself provides an opportunity for early intervention with youth at risk through the identification of factors contributing to the offence and the underlying needs of the youth. Early intervention has the potential to prevent a youth from becoming further involved in the criminal justice system, reducing the cost to taxpayers of court and custodial measures.

- ii. A more cohesive community results from a process that seeks to reconcile broken relationships and heal the harms caused by crime. In the process, community members – through volunteering or participating in the program – gain valuable skills to resolve conflicts in their own lives and feel a greater stake in successful conflict resolution outcomes.
- iii. The community gains from a response to youth justice that considers the root causes of crime, and is more timely and cost efficient than the current system.
- iv. The problem solving approach and community orientation of the CYJP complements current community initiatives in problem-oriented and community policing.

Degree of Other Community Support and Sponsorship

The volunteers who are the core of the CYJP not only reflects the level of support for the program within the community, but also constitutes a significant community resource – a group of citizens with an understanding of restorative justice principles and mediation skills that can be taken into the community.

The police, School District 43, School District 40, Ministry of Children and Family Development, Youth Probation, Crown Counsel and ICBC support the CYJP.

CERA's Relationship with Anmore

CERA Society has served the Village of Anmore for two decades. We are proud of our relationship with Anmore. The program is open to receiving referrals involving youth offenders from the Village of Anmore who have been referred by the RCMP or Crown.

It is difficult to project exactly how many referrals we shall receive involving youth from Anmore, although we project we will receive referrals. This option continues to be available to almost any youth offender in Anmore, for whom the RCMP and Crown feel the Program would serve as a better alternative.

We continue to do presentations for the RCMP, informing them of our work. With the RCMP knowing that CERA serves Anmore, they have the information and ability to refer a cases. Furthermore, our service enables Anmore residents the peace of mind to know that there is a community justice organization that promotes safety and peace in their Village.

Sincerely,



Gurinder Mann
Executive Director, CERA Society

COMMUNITIES EMBRACING RESTORATIVE ACTION (CERA) SOCIETY
FINANCIAL INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2022

COMPILATION ENGAGEMENT REPORT

To the Members of Communities Embracing Restorative Action (CERA) Society

On the basis of information provided by management, we have compiled the statement of financial position of Communities Embracing Restorative Action (CERA) Society as at December 31, 2022, and the statements of changes in net assets and operations for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Chartered Professional Accountants
Burnaby, British Columbia
June 14, 2023

COMMUNITIES EMBRACING RESTORATIVE ACTION (CERA) SOCIETY
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2022

	CYJP 2022	Empowering Youth 2022	Total 2022	Total 2021
ASSETS				
CURRENT ASSETS				
Cash and cash equivalents	\$ 116,035	\$ -	\$ 116,035	\$ 93,150
Restricted cash	50,000	12,000	62,000	60,000
GST receivable	588	-	588	628
Prepaid expenses and deposits	2,164	-	2,164	1,951
	\$ 168,787	\$ 12,000	\$ 180,787	\$ 155,729
LIABILITIES				
CURRENT LIABILITIES				
Accounts payable and accrued liabilities	\$ 5,996	\$ -	\$ 5,996	\$ 4,809
Deferred revenue	50,000	12,000	62,000	60,000
	55,996	12,000	67,996	64,809
NET ASSETS				
UNRESTRICTED	112,791	-	112,791	90,917
	\$ 168,787	\$ 12,000	\$ 180,787	\$ 155,726

Approved by the Board

Director

Director

COMMUNITIES EMBRACING RESTORATIVE ACTION (CERA) SOCIETY
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2022

	CYJP - Unrestricted	CYJP - Restricted	Empowering Youth	2022	2021
NET ASSETS - BEGINNING OF YEAR					
Revenues	\$ 90,917	\$ -	\$ -	\$ 90,917	\$ 58,130
Expenditures	109,748	50,000	15,000	174,748	179,241
	(87,874)	(50,000)	(15,000)	(152,874)	(146,454)
NET ASSETS - END OF YEAR	\$ 112,791	\$ -	\$ -	\$ 112,791	\$ 90,917

COMMUNITIES EMBRACING RESTORATIVE ACTION (CERA) SOCIETY
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2022

	CYJP 2022	Empowering Youth 2022	Total 2022	Total 2021
REVENUES				
Grants	\$ 152,556	\$ 10,000	\$ 162,556	\$ 149,343
Private sponsorship	-	5,000	5,000	22,500
Other income	7,192	-	7,192	7,398
	159,748	15,000	174,748	179,241
EXPENDITURES				
Wages and benefits	105,405	9,584	114,989	105,106
Rent	12,457	3,114	15,571	15,367
Telephone	3,738	864	4,602	4,662
Insurance	3,322	823	4,145	3,940
Professional fees	2,050	513	2,563	4,613
Office and miscellaneous	310	51	361	472
Advertising and promotion	607	48	655	509
Repairs and maintenance	12	3	15	-
Training and contract services	9,934	-	9,934	11,602
Licences, dues and fees	39	-	39	40
Interest and bank charges	-	-	-	143
	137,874	15,000	152,874	146,454
EXCESS OF REVENUES OVER EXPENDITURES FOR THE YEAR	\$ 21,874	\$ -	\$ 21,874	\$ 32,787

COMMUNITIES EMBRACING RESTORATIVE ACTION (CERA) SOCIETY
NOTES TO COMPILED FINANCIAL INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2022

1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the statement of financial position of Communities Embracing Restorative Action (CERA) Society as at December 31, 2022, and the statements of changes in net assets and operations for the year then ended is on the historical cost basis and reflects cash transactions with the addition accrual of:

- GST receivable
- accounts payable and accrued liabilities
- deferred revenue

Community Grant Application Form

Date of application: December 29th, 2023

Name of organization/event: Friendly Forest Preschool

Address: 2505 Sunnyside Road, Anmore, BC

Main contact person(s):

1. Name: Miya Mobilio Position: VP Grants

Phone (primary): [REDACTED] Phone (alternate): _____

Email: vpgrants@friendlyforestpreschool.com

2. Name: Julie Silvester Position: President

Phone (primary): [REDACTED] Phone (alternate): _____

Email: president@friendlyforestpreschool.com

PREVIOUS YEAR FUNDING

Did the Village of Anmore provide funding to this same organization last year? ☒ Yes ☐ No

If yes, amount received: \$ 1200

Describe project/event/service: Replacing and repairing outdoor wooden structures

How were grant funds spent? *Please complete the attached 'Financial Statement from Previous Year' form.*
Treated lumber and fascia boards were purchased to repair rotten structures

CURRENT YEAR FUNDING REQUEST

Amount requested: \$ 4000

Describe your project/event/service:

We have been informed we will need to replace our current residential dishwasher with a commercial grade dishwasher

How will grant funds be spent? *Please also complete the attached 'Budget Projections for Current Year' form.*

Money will be put towards purchasing a new commercial grade dishwasher

Describe your organization and how its efforts do/might benefit the community:

Our preschool is an open door inclusive preschool benefitting the young families of Anmore and surrounding communities

How many participants do you expect: from Anmore: 22 from outside Anmore: 40

How will the Village be recognized for its contributions?

We will recognize the financial support of Anmore Village through our school newsletter, AGM and social media channels

Identify any long term objectives or goals that the organization is working toward

To provide a safe and educational place for the young children of Anmore to learn, grow and play

Please provide additional information on separate paper.

BUDGET PROJECTIONS FOR CURRENT YEAR

Attach to Community Grant Application

REVENUE

Other Grant Monies	\$ 9700.00	Contributor: <small>BC Gaming Grant/Anmore Community Grant</small>
Provincial/Federal Monies	\$ 29,706.08	
Participant Fees	\$ 152,360.00	
Donations	\$ _____	
Fund Raising	\$ 844.81	
Other: _____	\$ _____	
T-Shirt Revenue	\$ 200.00	
Cleaning Opt-Out Fee	\$ 600.00	
Total	\$ 193,410.89	

EXPENSES

Venue Rental	\$ 5708.01
Advertising	\$ 1300.00
Speakers	\$ _____
Meals	\$ _____
Refreshments	\$ _____
Equipment Rental	\$ _____
Equipment Purchase	\$ 6500.00
Other: Wage Expense	\$ 158,444.67
Maintenance/Utilities/Insurance	\$ 22,777.90
Program Admin	\$ 7450.00
Total	\$ 202,180.58

PROFIT / SHORTFALL

Revenue less expenses	\$ -8769.69
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FISCAL YEAR-END RESERVE BALANCE:

Description: _____ Amount: \$ _____
 _____ Amount: \$ _____
 _____ Amount: \$ _____

To the best of my knowledge, the above statements are true as of the date of this application.

Signature _____
Organization's Applicant

Signature _____
Organization's President or Chair



FINANCIAL STATEMENT FROM PREVIOUS YEAR

Attach to Community Grant Application

REVENUE

Other Grant Monies	\$ _____	Contributor: _____
Provincial/Federal Monies	\$ 17,248.99	
Participant Fees	\$ 143,398.00	
Donations	\$ _____	
Fund Raising	\$ 1450.00	
Other: <u>Cleaning Opt Out Fee</u>	\$ 500.00	
<u>T-Shirt Revenue</u>	\$ 560.00	
<u>Kinsight Child Service</u>	\$ 31,026.24	
Total	\$ 194,183.23	

EXPENSES

Venue Rental	\$ 5306.77
Advertising	\$ 100.00
Speakers	\$ _____
Meals	\$ 700.00
Refreshments	\$ _____
Equipment Rental	\$ _____
Equipment Purchase	\$ _____
Other: <u>Wage Expenses</u>	\$ 187,908.58
<u>Program/Admin Expenses</u>	\$ 1200.00
<u>_____</u>	\$ _____
Total	\$ 195,215.35

PROFIT / SHORTFALL

Revenue less expenses	\$ -1032.12
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FISCAL YEAR-END RESERVE BALANCE:

Description: _____	Amount: \$ _____
_____	Amount: \$ _____
_____	Amount: \$ _____

To the best of my knowledge, the above statements are true as of the date of this application.

Signature _____
Organization's Applicant

Signature _____
Organization's President or Chair



Village Of Anmore Community Grant Application: December 2023

Friendly Forest Preschool Association

Upgrade of Current Residential Grade Dishwasher to Commercial Grade Dishwasher

Program Information:

Friendly Forest Preschool Association opened its doors in 1985 and since that time our passionate early childhood educators, alongside generations of revolving parent volunteers, have been providing high-quality, enriching, developmentally appropriate programming for preschoolers in our community. The preschool was founded by a dedicated group of Anmore residents, who had a vision of an innovative and developmentally enriching early childhood learning center within their community. As a non-profit, parent cooperative school, the operation and administration of the preschool is shared by the parents of the children enrolled at the preschool. The preschool primarily serves the Villages of Anmore and Belcarra, however, due to Friendly Forest Preschool's outstanding reputation for excellent curriculum, award-winning teachers, and beautiful Anmore location, we also attract families from surrounding communities including Port Moody, Coquitlam, and Port Coquitlam. Friendly Forest Preschool Association has been an integral landmark within the Village of Anmore for over 30 years. While the demographics of the area have shifted over the years, this very special school continues to bring young families into Anmore for their children's foundational years of education.

Friendly Forest is an inclusive preschool, with an open door policy, that welcomes children of all abilities and backgrounds, and enthusiastically invites volunteers and members of the community to share their expertise. The emergent curriculum provides the students the chance to develop an appreciation and respect for the environment around them. The children are immersed with nature both indoors and out and practice environmental stewardship through simple practices such as using washable dishes and hand towels instead of disposable products, composting, and utilizing rain barrels in our play yard. Friendly Forest Preschool provides children with opportunities to learn about cultures from around the world, as well as, traditions within the Anmore community. We value and prioritize outdoor play everyday regardless of the climate. We have an amazing yard including many wooden play structures and our own garden beds that we use to teach the children gardening skills.

Friendly Forest Preschool Association is a proud member of the Anmore community and we value our alliance with the Village. We also provide the community with year-round access to our outdoor play areas which are specifically designed for toddlers.

Grant Request: Dishwasher Upgrade

Friendly Forest Preschool is seeking \$4000 from the Village of Anmore to enable us to upgrade our residential grade dishwasher to commercial grade.

We had our annual health inspection at the preschool in November and passed with zero contraventions; however, we were notified by our health inspector that our dishwasher is no longer up to code. The current regulations state that regular home dishwashers are no longer

sufficient for sanitizing dishes in childcare centres and we require an industrial or restaurant quality high heat unit with a shorter cycle.

Below are a few options of commercial grade dishwashers available. As you can see, the cost associated is very significant and without grant funding, this essential upgrade would greatly impact our preschool's financial position.

We are seeking a grant of \$4000 from the Village of Anmore to help us purchase a commercial grade dishwasher. We understand that this is a significant amount of money, so any contribution the Village would be willing to make would be greatly appreciated. This dishwasher will be a vital improvement that we need to make to ensure the health and safety of our children as they learn, play and explore in our amazing Anmore location.

https://www.bestbuy.ca/en-ca/product/miele-pfd-101-u-built-under-dishwasher-for-large-loads-of-dishware-in-households-offices-and-utility-areas/17399437?cmp=seo-17399437&cmp=knc-s-71700000081505640&gad_source=1&gclid=CjwKCAiA-bmsBhAGEiwAoaQNmn2X2OjGte7MiVOWfZJXAPGadFH9U8Qfiu5IPXQvHUjtzu4gtAnkvxoCEAMQAvD_BwE&gclidsrc=aw.ds

<https://www.sinco.ca/products/jet-tech-high-temperature-undercounter-dishwasher-ev18>

As always, Friendly Forest very much appreciates the opportunity to receive funding from a Community Grant and will continue to recognize the contributions received from the Village of Anmore at our Annual General Meeting, in our newsletter, in our board minutes, and also our website.

Thank you very much for your care and attention,

Miya Mobilio

VP Grant's 2023/2024
Friendly Forest Preschool

Community Grant Application Form

Date of application: November 30, 2023

Name of organization/event: Coquitlam Search and Rescue

Address: 1300 Pinetree way, Coquitlam, BC

Main contact person(s):

1. Name: Tracy Crawford Position: Fundraising

Phone (primary): [REDACTED] Phone (alternate): _____

Email: tracy.crawford@coquitlam-sar.bc.ca

2. Name: Nick Zupan Position: President

Phone (primary): 672-999-9931 Phone (alternate): _____

Email: president@coquitlam-sar.bc.ca

PREVIOUS YEAR FUNDING

Did the Village of Anmore provide funding to this same organization last year? ☒ Yes ☐ No

If yes, amount received: \$ 1200

Describe project/event/service: Truck Canopy

How were grant funds spent? Please complete the attached 'Financial Statement from Previous Year' form.
Purchase of a new truck canopy for our main rescue vehicles - waterproof and secured to keep our gear safe

CURRENT YEAR FUNDING REQUEST

Amount requested: \$ 1000

Describe your project/event/service:

First Aid - Vital Kits

How will grant funds be spent? Please also complete the attached 'Budget Projections for Current Year' form.
To create vital kits for our vehicles and team to use in field such as pulse oximeters, bp cuffs etc.

Describe your organization and how its efforts do/might benefit the community:

We are a dedicated team of 63 volunteers who conduct search and rescue tasks at a moments notice year r

How many participants do you expect: from Anmore: _____ from outside Anmore: _____

How will the Village be recognized for its contributions?

We will include your logo on our website as well as social media mentions & a photo which we will send to m

Identify any long term objectives or goals that the organization is working toward

Long term to secure a permanant location for our team to call home & house all of our gear, equip etc

Please provide additional information on separate paper.

BUDGET PROJECTIONS FOR CURRENT YEAR

Attach to Community Grant Application

REVENUE

Other Grant Monies	\$ _____	Contributor: _____
Provincial/Federal Monies	\$ _____	
Participant Fees	\$ _____	
Donations	\$ _____	
Fund Raising	\$ _____	
Other: _____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total	\$ _____	

EXPENSES

Venue Rental	\$ _____
Advertising	\$ _____
Speakers	\$ _____
Meals	\$ _____
Refreshments	\$ _____
Equipment Rental	\$ _____
Equipment Purchase	\$ _____
Other: _____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

PROFIT / SHORTFALL

Revenue less expenses \$ _____

FISCAL YEAR-END RESERVE BALANCE:

Description: _____	Amount: \$ _____
_____	Amount: \$ _____
_____	Amount: \$ _____

To the best of my knowledge, the above statements are true as of the date of this application.

Signature _____

Organization's Applicant

Signature _____

Organization's President or Chair



FINANCIAL STATEMENT FROM PREVIOUS YEAR

Attach to Community Grant Application

REVENUE

Other Grant Monies	\$ _____	Contributor: _____
Provincial/Federal Monies	\$ _____	
Participant Fees	\$ _____	
Donations	\$ _____	
Fund Raising	\$ _____	
Other: _____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total	\$ _____	

EXPENSES

Venue Rental	\$ _____
Advertising	\$ _____
Speakers	\$ _____
Meals	\$ _____
Refreshments	\$ _____
Equipment Rental	\$ _____
Equipment Purchase	\$ _____
Other: _____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

PROFIT / SHORTFALL

Revenue less expenses \$ _____

FISCAL YEAR-END RESERVE BALANCE:

Description: _____	Amount: \$ _____
_____	Amount: \$ _____
_____	Amount: \$ _____

To the best of my knowledge, the above statements are true as of the date of this application.

Signature _____

Organization's Applicant

Signature _____

Organization's President or Chair



Coquitlam Search and Rescue Society

Balance Sheet

As of June 30, 2023

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1100 Petty Cash	0.00
1110 RBC Op Acct (formerly MCC) - 7217	159,309.75
1115 General Grants Account (BCSARA) 6246	103,172.36
1120 RBC HETS Kit Savings - 8264	49,108.25
1125 RBC Boat Savings - 2704	1.20
1135 RBC Gaming Acct NEW 5560	115,825.30
1140 Stripe	0.00
1145 PayEdge - WayPay Wallet	5,766.72
1150 WayPay Clearing Account (CAD)	-1,995.14
Virtual Wallet (CAD)	0.00
Undeposited Funds	0.00
Total Cash and Cash Equivalent	\$431,188.44
Accounts Receivable (A/R)	
1400 Accounts Receivable	210.00
Total Accounts Receivable (A/R)	\$210.00
1161 Credit - Talon	0.00
1162 Credit - Valley	0.00
1169 Other Credits	0.00
1425 Safety Equipment	0.00
RBC GIC (MC Security)	10,055.00
Total Current Assets	\$441,453.44
Non-current Assets	
Property, plant and equipment	
1500 Cabin on Burke Mtn	31,000.00
Total Property, plant and equipment	\$31,000.00
1300 Coquitlam Foundation (Endowment Fund)	228,307.04
Total Non Current Assets	\$259,307.04
Total Assets	\$700,760.48
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
2000 Accounts Payable (A/P)	24,621.52
Total Accounts Payable (A/P)	\$24,621.52
Credit Card	
2100 RBC MasterCard - 8679	384.04
2115 Shell Fleet Card 4139	0.00
Total Credit Card	\$384.04
2400 Accruals	4,000.00
GST/HST Payable	0.00
GST/HST Suspense	-5,496.29

Coquitlam Search and Rescue Society

Balance Sheet

As of June 30, 2023

	TOTAL
Total Current Liabilities	\$23,509.27
Non-current Liabilities	
2500 Deferred Contribution	187,063.71
Total Non-current Liabilities	\$187,063.71
Total Liabilities	\$210,572.98
Equity	
3000 Opening Balance Equity	0.00
Retained Earnings	405,063.66
Profit for the year	85,123.84
Total Equity	\$490,187.50
Total Liabilities and Equity	\$700,760.48

Coquitlam Search and Rescue Society

Profit and Loss

July - September, 2023

	TOTAL
INCOME	
4010 BCSARA REVENUE	1,000.00
4015 OPERATIONS / EMBC REVENUE	16,955.92
4020 GENERAL DONATIONS - NO TAX RECEIPT	12,268.02
4025 GENERAL DONATIONS - TAX RECEIPT	2,000.00
4050 Interest Income	312.93
Total Income	\$32,536.87
GROSS PROFIT	\$32,536.87
EXPENSES	
6000 CSAR ADMINISTRATION	
6004 Waypay Inc (CAD)	1.00
6005 Bank charges	42.15
6006 Donation Processing Fees	194.04
6015 Field Supplies and Expenses	2,999.59
6020 Office Supplies & Expenses	967.29
6021 Field Supplies & Snacks	624.72
6025 Licenses and Dues	802.66
6030 Professional Fees	4,016.25
6045 Meals & Entertainment	854.05
6050 AUTO AND BOAT EXPENSES	
6055 Fuel	638.09
Total 6050 AUTO AND BOAT EXPENSES	638.09
6065 Telecom Services	1,151.61
Total 6000 CSAR ADMINISTRATION	12,291.45
6060 Mileage	476.20
6200 TECHNOLOGY AND COMMUNICATIONS	106.02
6325 Technology	3,721.42
6330 Radio Communications	1,138.93
Total 6200 TECHNOLOGY AND COMMUNICATIONS	4,966.37
6300 EQUIPMENT	334.21
6305 Small Tools and Hardware	557.16
6315 Safety & Personal	176.40
6320 Rescue General	18,232.61
6355 large equipment	41,260.00
6370 Gear Fund	155.10
Total 6300 EQUIPMENT	60,715.48
6365 Insurance	3,750.00
6375 Travel & Accomodation	225.37
6385 Misc Expenses	160.46
6400 MARINE	709.17
6450 TRAINING	1,388.95
6500 TRUCK & TRANSPORT	1,417.29
6550 SOCIAL	728.44

Coquitlam Search and Rescue Society

Profit and Loss

July - September, 2023

	TOTAL
6600 HETS	28.99
6455 Helicopter Time	9,200.00
Total 6600 HETS	9,228.99
Total Expenses	\$96,058.17
OTHER EXPENSES	
Other Miscellaneous Expense	11.90
Total Other Expenses	\$11.90
PROFIT	\$ -63,533.20

Coquitlam Search and Rescue (SAR) has been serving the communities of Coquitlam, Port Coquitlam, Port Moody, Anmore, Belcarra, Burnaby and New Westminster since 1972. We are a charitable, grassroots organization with dedicated 63 volunteers who perform inland water, wilderness and urban search and rescue in an area bounded by Indian Arm on the west, Pitt Lake on the east, Garibaldi Park to the north and Fraser River to the south.

Coquitlam Search and Rescue volunteers make the commitment to be on call 24 hours a day, 7 days a week, on a year-round basis, and are often called to work in darkness and inclement weather. In 2022, our volunteers responded to 58 incidents, participated in 267 training exercises, scenarios and community events. Over 15,695 volunteer hours!

We are in need to create vitals kits for our search and rescue vehicles and for members when on task. In situations where the person is injured, it is important to be able to take vitals to monitor the injured persons pressure

Vitals display a snapshot of what's going on inside your body. They provide crucial information about your organs. Therefore, the importance of vital signs monitoring is that it allows our team to assess your wellbeing. This is important as we need to monitor a person upon arrival and many times during the task until the person is transported to hospital or to an awaiting ambulance. Vitals are consistently provided to awaiting medical professionals so they are aware of the persons condition upon arrival.

Some items for the vital kits include:

- A glucose meter, also referred to as a "glucometer", is a medical device for determining the approximate concentration of glucose in the blood. It can also be a strip of glucose paper dipped into a substance and measured to the glucose chart.
- Stethoscopes are ideal for taking blood pressure readings and making patient assessments.
- Blood pressure cuffs provide a comprehensive solution that works across blood pressure devices and patient monitors
- pulse oximeter, or Pulse Ox, is an electronic device that measures the saturation of oxygen carried in your red blood cells. One of the most important tools for checking vital signs is a pulse oximeter. This handy device lets you monitor and check the levels of oxygen being carried in the blood. This tool ensures proper oxygen to vital organs such as the brain, heart, and other major organs.



Budget

Budget	
Pulse	
Oximeter	\$195
Glucose	
meter	\$175
Stethoscopes	\$230
BP Cuffs	\$190
Pelican brief	\$210
Total	\$1,000

These kits will be in our main search and rescue vehicles for easy and quick access for our volunteers when deployed. They can grab these kits to bring with them when tasked out to rescue someone who is injured for example.

As our call volume has consistently increased, these kits will provide further life saving equipment and supplies at our members fingertips to use to stabilize a subject until EMS or Fire Department is on scene.

Community Grant Application Form

Date of application: December 30, 2023

Name of organization/event: Anmore Elementary Parent Advisory Council (PAC)

Address: 30 Elementary Rd, Anmore, BC V3H 4Y6, Canada

Main contact person(s):

1. Name: Jamie Pfingsten Position: District PAC Representative

Phone (primary): [REDACTED] Phone (alternate): _____

Email: [REDACTED]

2. Name: Elisa Alexis Position: PAC President

Phone (primary): [REDACTED] Phone (alternate): _____

Email: [REDACTED]

PREVIOUS YEAR FUNDING

Did the Village of Anmore provide funding to this same organization last year? ☐ Yes ☒ No

If yes, amount received: \$ _____

Describe project/event/service: _____

How were grant funds spent? *Please complete the attached 'Financial Statement from Previous Year' form.*

CURRENT YEAR FUNDING REQUEST

Amount requested: \$ 2025

Describe your project/event/service:

A Buddy Bench is an area where a child can go that signals they need a friend or teacher

How will grant funds be spent? *Please also complete the attached 'Budget Projections for Current Year' form.*

For the purchase and installation of a Buddy Bench at Anmore Elementary.

Describe your organization and how its efforts do/might benefit the community:

The PAC provides funds for the purchase of equipment and supplies to benefit students.

How many participants do you expect: from Anmore: 110 from outside Anmore: 0

How will the Village be recognized for its contributions?

We propose to add an acknowledgment of the Village's contribution in a mutually agreea

Identify any long term objectives or goals that the organization is working toward

We hope the bench can be a non-verbal way for students to show they are struggling & r

Please provide additional information on separate paper.

BUDGET PROJECTIONS FOR CURRENT YEAR

Attach to Community Grant Application

REVENUE

Other Grant Monies	\$ 2300	Contributor: <u>Gaming Grant</u>
Provincial/Federal Monies	\$ _____	
Participant Fees	\$ 0.00	
Donations	\$ 0.00	
Fund Raising	\$ 37,000	
Other: <u>Anmore Grant</u>	\$ 2025	
_____	\$ _____	
_____	\$ _____	
Total	\$ 41,300	

EXPENSES

Grade 5 Grad	\$ 850
PAC Operations	\$ 2,000
School Equipment & Activities	\$ 5,200
School Enhancements	\$ 10,400
Teacher Supplies	\$ 1,500
Field Trips	\$ 2,500
Fundraising	\$ 18,000
Other: _____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ 40,450

PROFIT / SHORTFALL

Revenue less expenses	\$ 850.00
------------------------------	------------------

FISCAL YEAR-END RESERVE BALANCE:

Description: <u>Prior year retained earnings</u>	Amount: \$ <u>\$10,445.36</u>
_____	Amount: \$ _____
_____	Amount: \$ _____

To the best of my knowledge, the above statements are true as of the date of this application.

Signature _____
Organization's Applicant

Signature _____
Organization's President or Chair



FINANCIAL STATEMENT FROM PREVIOUS YEAR

Attach to Community Grant Application

REVENUE

Other Grant Monies	\$ 2,160	Contributor: <u>Gaming Grant</u>
Provincial/Federal Monies	\$ _____	
Participant Fees	\$ _____	
Donations	\$ _____	
Fund Raising	\$ 38,572.00	
Other: _____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total	\$ 40,732.15	

EXPENSES

Grade 5 Leave Taking	\$ 850.00
PAC Operation	\$ 75.32
Fundraising	\$ 27,549.00
Meals	\$ _____
Refreshments	\$ _____
Equipment Rental	\$ _____
Equipment Purchase	\$ _____
Other: _____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ 28,474.60

PROFIT / SHORTFALL

Revenue less expenses	\$ 12,257.55
------------------------------	---------------------

FISCAL YEAR-END RESERVE BALANCE:

Description: <u>Fundraising profit</u>	Amount: \$ <u>12,257.55</u>
_____	Amount: \$ _____
_____	Amount: \$ _____

To the best of my knowledge, the above statements are true as of the date of this application.

Signature _____
Organization's Applicant

Signature _____
Organization's President or Chair





- CIVIC PLAZA**
- Public event space
 - Step seating at Community Hub
 - Catenary lighting for night use

- PARK PATH**
- Circulation throughout park to all spaces and features
 - Walking circuit paths

- GAZEBO**
- To be retained
 - Picnic tables added for group picnic shelter

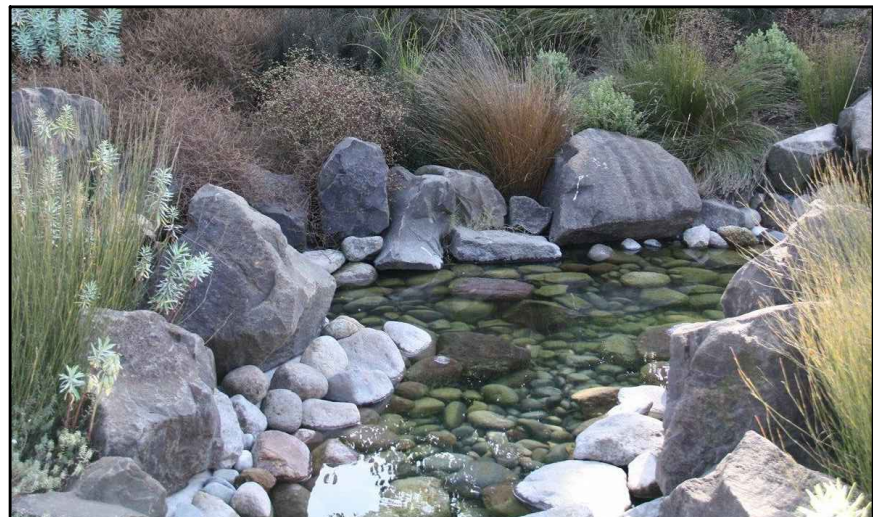
- EXISTING TREE GROVE**
- To be retained and extended
 - Park circuit path introduced



- OPEN LAWN**
- Everyday multi-use lawn
 - Community event space
 - Benches, picnic tables and picnic shelters
 - Disc golf course at lawn edges
 - Existing lawn reggraded to improve drainage



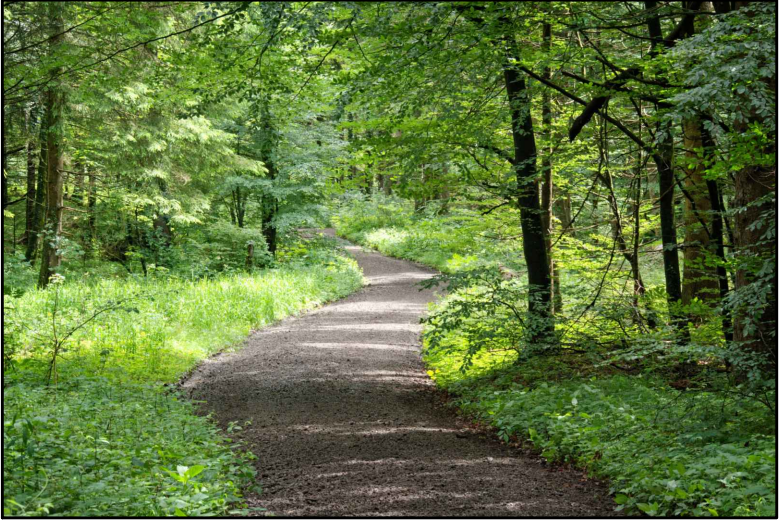
- NATURE PLAYGROUND**
- Nature play equipment
 - Seating decks
 - Bark mulch surfacing
 - Level play area achieved with downslope embankment



- DRAINAGE STREAM**
- Park drainage in wet season
 - Boulder lined dry stream feature in dry season
- REFORESTED AREA**
- Native trees
 - Vegetative buffer for adjacent residential properties



- PUMP TRACK**
- Dirt track through landscape mounds and tree groves
 - Junior and intermediate skill versions

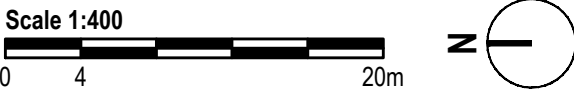


- REFORESTED AREA**
- Native trees
 - Walking trail
 - Vegetative buffer for adjacent residential properties



LEGEND

- EXISTING TREE
- NEW TREE
- LAWN
- MEADOW GRASS
- FOREST
- WOOD DECK
- GRAVEL PAVING
- PLANTING BED
- PATHWAY
- GRASS PATH
- PICNIC TABLE
- BENCH
- BOULDER
- DISC GOLF BASKET
- REMOVABLE BOLLARD



**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.)



VILLAGE OF BELCARRA

"Between Forest and Sea"

4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8

TELEPHONE 604-937-4100 FAX 604-939-5034

belcarra@belcarra.ca • www.belcarra.ca



October 5, 2023

Mayor John McEwen
Village of Anmore
2697 Sunnyside Road
Anmore, BC V3H 5G9

Via email: john.mcewen@anmore.com

Re: Sasamat Volunteer Fire Department

Dear Mayor McEwen:

As you know, the Sasamat Volunteer Fire Department was established for the benefit of both municipalities by Supplementary Letters Patent dated January 10, 1980, as a service of Metro Vancouver. Since its establishment, the SVFD has served Belcarra and Anmore residents well.

That being said, while much has changed in Belcarra and Anmore in the 43 years since 1980, the administration of Metro Vancouver's service has not been updated to recognize those changes, resulting in inequities for both Belcarra and Anmore.

Belcarra Council believes that it would be appropriate for Belcarra and Anmore to discuss the administration of Metro Vancouver's service with a view to updating it to better reflect our current communities needs, and resolving the inequities created by continuing with the historical administration model. Belcarra Council is agreeable to having these discussions facilitated by Metro Vancouver or another qualified entity or individual.

Belcarra Council would appreciate hearing from you whether Anmore Council is interested in moving forward with a discussion, either facilitated or not, of modernizing the administration of Metro Vancouver's service.

Thank you in advance for your consideration of this matter.

Sincerely,

Jamie Ross
Mayor

cc: Belcarra Council
Anmore Council
SVFD Board of Trustees
Jerry Dobrovoly, Commissioner/Chief Administrative Officer, Metro Vancouver
Ravi Chhina, Deputy CAO, Operations, Metro Vancouver



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belcarra@belcarra.ca • www.belcarra.ca



February 1, 2024

Via email:

Village of Anmore
2697 Sunnyside Road
Anmore, BC V3H 5G9

Re: Sasamat Volunteer Fire Department

Dear Mayor and Council:

I am writing as a follow up to our letter dated October 5, 2023, enquiring as to whether Anmore Council is interested in moving forward with discussing the modernization of the governance, cost apportionment and recovery structures, and administration of the Sasamat Volunteer Fire Department service (established by Supplementary Letters Patent dated January 10, 1980, as a service of Metro Vancouver).

Since its establishment, the SVFD has served our communities well. However, while much has changed in our communities over the past 43 years, the governance, cost apportionment and recovery structures, and administration of Metro Vancouver's service have not been updated to recognize those changes, resulting in inequities for both Belcarra and Anmore.

An example of an inequity created by the historical governance, cost apportionment and recovery structures, and administration, of Metro Vancouver's service is shown in the below table:

Year	Operation Costs (Apportioned on Relative Assessment)				Capital Costs (Apportioned in Equal Shares)				Capital Costs (Apportioned on Relative Assessment)			
	Belcarra	%	Anmore	%	Belcarra	%	Anmore	%	Belcarra	%	Anmore	%
2023	\$ 114,621.00	28.58%	\$ 286,448.00	71.42%	\$ 220,146.00	50.00%	\$ 220,146.00	50.00%	\$ 125,835.45	28.58%	\$ 314,456.55	71.42%
2022	\$ 83,165.00	27.87%	\$ 215,194.00	72.13%	\$ 179,970.00	50.00%	\$ 179,970.00	50.00%	\$ 100,315.28	27.87%	\$ 259,624.72	72.13%
2021	\$ 71,965.00	27.25%	\$ 192,089.00	72.75%	\$ 129,750.00	50.00%	\$ 129,750.00	50.00%	\$ 70,713.75	27.25%	\$ 188,786.25	72.75%
2020	\$ 66,291.00	27.43%	\$ 175,398.00	72.57%	\$ 46,050.00	50.00%	\$ 46,050.00	50.00%	\$ 25,263.03	27.43%	\$ 66,836.97	72.57%
2019	\$ 67,998.00	28.71%	\$ 168,830.00	71.29%	\$ 46,050.00	50.00%	\$ 46,050.00	50.00%	\$ 26,441.91	28.71%	\$ 65,658.09	71.29%
2018	\$ 69,386.00	30.29%	\$ 159,671.00	69.71%	\$ 46,050.00	50.00%	\$ 46,050.00	50.00%	\$ 27,897.09	30.29%	\$ 64,202.91	69.71%
2017	\$ 76,175.00	31.33%	\$ 166,958.00	68.67%	\$ 41,050.00	50.00%	\$ 41,050.00	50.00%	\$ 25,721.93	31.33%	\$ 56,378.07	68.67%
2016	\$ 65,244.00	31.06%	\$ 144,802.00	68.94%	\$ 33,550.00	50.00%	\$ 33,550.00	50.00%	\$ 20,841.26	31.06%	\$ 46,258.74	68.94%
2015	\$ 62,135.00	33.17%	\$ 125,201.00	66.83%	\$ 28,500.00	50.00%	\$ 28,500.00	50.00%	\$ 18,906.90	33.17%	\$ 38,093.10	66.83%
2014	\$ 66,717.00	33.14%	\$ 134,608.00	66.86%	\$ 28,500.00	50.00%	\$ 28,500.00	50.00%	\$ 18,889.80	33.14%	\$ 38,110.20	66.86%
2013	\$ 55,376.00	31.34%	\$ 121,312.00	68.66%	\$ 28,500.00	50.00%	\$ 28,500.00	50.00%	\$ 17,863.80	31.34%	\$ 39,136.20	68.66%
2012	\$ 51,472.00	32.99%	\$ 104,545.00	67.01%	\$ 28,500.00	50.00%	\$ 28,500.00	50.00%	\$ 18,804.30	32.99%	\$ 38,195.70	67.01%
2011	\$ 55,066.00	33.54%	\$ 109,128.00	66.46%	\$ 15,900.00	50.00%	\$ 15,900.00	50.00%	\$ 10,665.72	33.54%	\$ 21,134.28	66.46%
2010	\$ 45,523.00	33.71%	\$ 89,507.00	66.29%	\$ 28,500.00	50.00%	\$ 28,500.00	50.00%	\$ 19,214.70	33.71%	\$ 37,785.30	66.29%
2009	\$ 42,312.00	33.71%	\$ 88,211.00	66.29%	\$ 28,500.00	50.00%	\$ 28,500.00	50.00%	\$ 19,214.70	33.71%	\$ 37,785.30	66.29%
2008	\$ 41,129.00	32.42%	\$ 83,778.00	67.58%	\$ 28,500.00	50.00%	\$ 28,500.00	50.00%	\$ 18,479.40	32.42%	\$ 38,520.60	67.58%
2007	\$ 40,218.00	33.68%	\$ 79,195.00	66.32%	\$ 28,500.00	50.00%	\$ 28,500.00	50.00%	\$ 19,197.60	33.68%	\$ 37,802.40	66.32%
2006	\$ 44,109.00	35.73%	\$ 79,335.00	64.27%	\$ 28,903.00	50.00%	\$ 28,903.00	50.00%	\$ 20,654.08	35.73%	\$ 37,151.92	64.27%
2005	\$ 46,267.00	38.50%	\$ 73,917.00	61.50%	\$ 28,750.00	50.00%	\$ 28,750.00	50.00%	\$ 22,137.50	38.50%	\$ 35,362.50	61.50%
2004	\$ 39,572.00	39.11%	\$ 61,612.00	60.89%	\$ 33,500.00	50.00%	\$ 33,500.00	50.00%	\$ 26,203.70	39.11%	\$ 40,796.30	60.89%
	\$ 1,204,741.00		\$ 2,659,739.00		\$ 1,077,669.00	50.00%	\$ 1,077,669.00	50.00%	\$ 653,261.91		\$ 1,502,076.09	

As you can see from this table, over the years, the relative assessment between Belcarra and Anmore has changed from approximately 39.1%:60.9% in 2004 to approximately 28.6%:71.4% in 2023. In this context, the apportionment of capital costs on an equal basis (as opposed to on relative assessment) has resulted in an overall approximately 19.7% subsidization of capital costs by Belcarra residents in favour of Anmore residents.

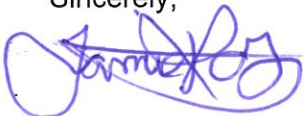
Belcarra Council believes that it is only fair and appropriate for Belcarra and Anmore to discuss the governance, cost apportionment and recovery structures, and administration of Metro Vancouver's service with a view to updating it to better reflect our current communities needs, and resolving the inequities created by continuing with the historical structure as those inequities will only be exacerbated in the future. Belcarra Council is agreeable to having these discussions facilitated by Metro Vancouver or another qualified entity or individual.

Belcarra Council would appreciate hearing by February 9, 2024, as to whether Anmore Council is interested in moving forward with a discussion of modernizing the governance, cost apportionment and recovery structures, and administration of Metro Vancouver's service.

Please be advised that, in the event that Anmore Council advises that it does not wish to move forward with a discussion of modernizing the governance, cost apportionment and recovery structures, and administration of Metro Vancouver's service or Anmore Council does not respond by February 9, 2024, Belcarra Council may initiate a formal service review under Division 6 of Part 10 of the *Local Government Act*.

Thank you in advance for your consideration of this matter.

Sincerely,



Jamie Ross
Mayor

cc: Belcarra Council
Anmore Council
Metro Vancouver

File: 0400-60

February 8, 2024

Mayor and Council
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC V3H 4P8

Via email: jross@belcarra.ca

Re: Sasamat Volunteer Fire Department

Mayor and Council:

We acknowledge receipt of your letter dated February 1, 2024 and your request to provide a reply by February 9, 2024.

Please be advised that this timeline is not attainable for a response and the Village will provide a fulsome response to your letter in due course.

Yours sincerely,



John McEwen, Mayor
T 604 469 9877
john.mcewen@anmore.com

cc: Paula Richardson, CAO Village of Belcarra
SFVD Board of Trustees, Metro Vancouver