

REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for
Tuesday, April 16, 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

None

5. Adoption of Minutes

Page 5 (a) **Minutes of the Regular Council Meeting held on April 2, 2024**

Recommendation: THAT the Minutes of the Regular Council Meeting held April 2, 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.

Page 11 (a) **Sasamat Volunteer Fire Department**

Letter to Village of Belcarra dated April 11, 2024, attached.

Page 13 (b) **Ministry of Housing, Bill 16**

Recommendation: THAT the letter from the Ministry of Housing dated April 8, 2024 regarding Bill 16, be received for information.

Page 16 (c) **Ministry of Housing, Bill 44**

Recommendation: THAT the letter from the Ministry of Housing dated April 10, 2024 regarding Bill 44, be received for information.

(d) **Local Government Management Association Annual Conference**

Recommendation: THAT the Chief Administrative Officer be authorized to register for the 2024 LGMA Annual Conference at a cost of \$765 plus GST, as budgeted for in the 2023 – 2027 Financial Plan.

Page 18 (e) **Asset Retirement Obligation**

Report dated April 12, 2024 from the Manager of Financial Services, attached.

Recommendation: THAT the new Public Sector Accounting Standard, PS3280 Asset Retirement Obligations (“ARO”) be adopted.

8. Items Removed from the Consent Agenda

9. Legislative Reports

Page 31 (a) **Fees and Charges Bylaw Amendment – EV Charging Stations**

Report dated April 12, 2024, from the Chief Administrative Officer, attached.

Recommendation: THAT Anmore Fees and Charges Bylaw Amendment Bylaw No. 692-2024 be given first, second and third reading.

Page 36 **(b) 2024 – 2028 Anmore Five Year Financial Plan**

Report dated April 12, 2024, from the Manager of Financial Services, attached.

Recommendation: THAT Anmore Five-Year Financial Plan Bylaw No. 693-2024 be given first, second and third readings.; and,

THAT Council pre-approves the Capital Project budget for HUB Improvements of \$453,706.; and,

THAT 2024 Anmore Tax Rates Bylaw No. 694-2024 be given first, second and third readings.

10. Unfinished Business

None.

11. New Business

None.

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

(a) DRAFT Five Year Financial Plan 2024 - 2028

At the January 30, 2024 Finance Committee meeting, the following recommendations were made and included in the Five Year Financial Plan, Item 9.b.

“It was MOVED and SECONDED:

THAT the Finance Committee recommends to Council that up to \$100,000 be allocated from the Local Housing Initiative Grant funding from the Province of BC for a DCC Bylaw review and the capital reserve allocation be removed from the 2024 Financial Plan; and,

THAT the Finance Committee recommends to Council that \$50,000 be allocated to an Official Community Plan review, from the Local Housing Initiative Grant funding from the Province of BC, and the capital reserve allocation be removed from the 2024 Financial Plan; and,

THAT the Finance Committee recommends to Council that the \$100,000 allocated to Roof Construction over Hall Portable Project, from the capital reserve, is re-allocated the Public Works Yard Improvements Project; and,

THAT the Finance Committee recommends to Council that \$300,000 be allocated from Community Amenity Contributions to the Community Hub for a dividing wall, building signage, community room finishing, parking, storage for archives and racks, installation of a mail slot and, acoustic and other improvements; and,

THAT the Finance Committee recommends to Council that staff be directed to adjust the property tax impact to less than 10% and use the stabilization reserve to subsidize operational requirements.

Carried Unanimously

It was MOVED and SECONDED:

THAT the Finance Committee refers the DRAFT Five Year Financial Plan 2024 – 2028 to Council for consideration.

Carried Unanimously”

13. **Mayor’s Report**

14. **Councillors Reports**

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

16. **Information Items**

Page 50

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

- Draft minutes of the Finance Committee meeting held on January 30, 2024

Page 54

(b) **General Correspondence**

- Metro Vancouver Board in Brief for meetings held on February 23, 2024
- Letter dated March 27, 2024 from the City of Port Alberni regarding Addressing the Needs of Rural Seniors in British Columbia

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, April 2, 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
 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 7:00 p.m.

2. Approval of the Agenda

It was MOVED and SECONDED:

R036/24: THAT the Agenda be approved as circulated.

Carried Unanimously

3. Public Input

None.

4. Delegations**(a) CPR Accredited Trainer**

Suzanne Wilson, Accredited Trainer and business operator presented the Heart & Stroke Foundation's CardiacCrash™ CPR course overview and expressed interest in offering her services in the Anmore Community Hub in the near future.

Discussion points included:

- Clarification that the delegate is a business operator contracted by Heart & Stroke

Foundation

- Anticipated cost for student participation
- Capacity for attendance
- Potential for doing classes during office hours

(b) Tri-Cities Off Road Cycling Association (Torca)

Juan Pablo Gaviria, Torca, provided an overview of Torca’s mission and projects. The presentation is included as Attachment 1 and forms part of the minutes.

It was MOVED and SECONDED:

R037/24: THAT Council refer the Torca presentation for trail development within Anmore to the Parks and Recreation Committee.

Carried Unanimously

5. Adoption of Minutes

(c) Minutes of the Regular Council Meeting held on March 19, 2024

It was MOVED and SECONDED:

R038/24: THAT the Minutes of the Regular Council Meeting held on March 19, 2024, be adopted, as circulated.

Carried Unanimously

6. Business Arising from Minutes

None.

7. Consent Agenda

It was MOVED and SECONDED:

R039/24: THAT the Consent agenda be adopted.

Carried Unanimously

(a) 2024 Anmore Water Rates and Regulations Bylaw Amendment

Recommendation: THAT Anmore Water Rates and Regulations Amendment Bylaw No. 690-2024 be adopted.

(b) 2024 Anmore Solid Waste Management Bylaw Amendment

Recommendation: THAT Anmore Solid Waste Management Amendment Bylaw No. 691-2024 be adopted.

(c) Request for funds for SVFD Volunteer Appreciation Dinner

Recommendation: THAT Council approve a \$500 donation from the Volunteer Appreciation budget to the Sasamat Volunteer Fire Department Volunteer Appreciation Dinner on behalf of the Village of Anmore.

(d) Metro 2050 Type 3 Proposed Amendment to Reflect Accepted Regional Context Statements and Correct Minor Errors

Recommendation: THAT the communication dated March 21, 2024 from Metro Vancouver regarding a Metro 2050 Type 3 Proposed Amendment to Reflect Accepted Regional Context Statements and Correct Minor Errors, be received for information.

(e) Metro 2050 Proposed Amendments to Reflect the Electoral Area A Official Community Plan

Recommendation: THAT the communication dated March 1, 2024 from Metro Vancouver regarding Metro 2050 Proposed Amendments to Reflect the Electoral Area A Official Community Plan, be received for information.

8. Items Removed from the Consent Agenda

None.

9. Legislative Reports**(a) Zoning Bylaw Review - Coach Houses**

The Manager of Development Services gave an overview of the report dated March 27, 2024.

Discussion points included:

- Updating the bylaw for consistent measurements in metric
- Determining how Bill 44 applies to Anmore specifically

It was MOVED and SECONDED:

R040/24: THAT staff seek clarification on how Bill 44 regulations apply to Anmore specifically and report back to Council.

Carried Unanimously

10. Unfinished Business

11. New Business

(a) Tri Cities Healthier Community Partnership (TC HCP)

It was MOVED and SECONDED:

R041/24: THAT Council appoint Councillor Polly Krier as Council liaison representative to Tri Cities Healthier Community Partnership.

Carried Unanimously

(b) Tri Cities Region Food Council

It was MOVED and SECONDED:

R042/24: THAT Council appoint Councillor Doug Richardson as Council liaison representative to Tri Cities Region Food Council.

Carried Unanimously

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

None.

13. Mayor's Report

Mayor McEwen reported that:

- The Easter Egg Hunt held on March 30th was a success and thanked staff and Anmore Scouts
- He has received complaints regarding septic systems, clarified with staff that residents should call Fraser Health, and requested that Fraser Health attend a future Council Meeting as a delegation
- He has received complaints that contractors were working on Good Friday and that there should be bylaw enforcement patrolling on long weekends
- The TransLink bus schedule seasonal changes begin on April 15th
- He was interested in the Village applying to the federal Housing Accelerator Fund

It was MOVED and SECONDED:

- R043/24: THAT staff invite Fraser Health to be a delegation to Council regarding septic systems, compliance and enforcement.

Carried Unanimously

It was MOVED and SECONDED:

- R044/24: THAT staff be directed to schedule bylaw enforcement on statutory holidays to monitor construction work.

Carried Unanimously

14. Councillors Reports

Councillor Krier reported that:

- She attended a Tri Cities Healthier Community Partnership Leadership meeting and will be attending another meeting on April 3rd.
- The Tri-Cities Foundry will be opening and will be an opportunity for youth to receive services
- She will be attending the Tri Cities Region Food Council meeting on April 3rd
- She attended a Tri Cities Community Action Team meeting and provided statistics for overdose related deaths and emergency callouts in Port Moody and Anmore in 2023 and stated concern for first responders.
- She attended the Easter Egg Hunt on March 30th

Councillor Weverink reported that:

- He shared his personal experience being on Council how municipal leaders and government functionality is affected by defamatory attacks as described in the letter from the City of Osoyoos dated February 29, 2024

15. Chief Administrative Officer's Report

Ms. Elrick commented on:

- The Village has a new full-time Planner, Josh Joseph
- The CECI Committee meeting scheduled for April 4th has been cancelled and will be postponed to a later date to facilitate a guest who will be attending to provide assistance on the Accessibility Plan requirements
- Clarity for the community on the history and process of the tree removal from the public land at Sunnyside Road and Ravenswood Drive Comments are included as Attachment 2 and form part of the minutes.

16. Information Items

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

- Minutes of the Advisory Planning Commission meetings held on January 16, 2024 and February 12, 2024

(b) General Correspondence

- Communication from Town of Osoyoos dated February 9, 2024 regarding Support for Resolution

17. Public Question Period

None.

18. Adjournment

It was MOVED and SECONDED:

R045/24: That the meeting be adjourned at 8:15 pm.

Carried Unanimously

Rhonda Schell
Corporate Officer

John McEwen
Mayor



April 11, 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 and Replacement of Fire Halls

Mayor and Council:

I would first like to emphasize that Anmore remains committed to supporting our amazing volunteer firefighters and the incredible work they do to provide emergency response and support community safety. Part of our commitment includes moving forward with the construction of new fire halls to ensure they have a safe workspace that meets their operational needs and WorkSafe BC requirements.

It's also worth noting that our Council's commitment to replacing the fire halls is shared by the Sasamat Volunteer Fire Department (SVFD) Board of Trustees. The Trustees from both of our municipalities have voted unanimously on several occasions to move this project forward, and they have released \$500,000 to start the process.

We have reviewed for your letter dated February 1, 2024, which included data for our consideration, but we noted that the data is incomplete. Interestingly, you have selected a set of data that starts in 2004, when Anmore's population first started to exceed Belcarra's, rather than 1980, when the cost-sharing agreement was developed. As you know, Anmore's population was significantly less than Belcarra at that time.

Before we do any analysis of the content you sent us, it's important to ensure that we are dealing with complete and accurate information. Please send the data going back to the start of our agreement in 1980.

As we wait to receive the complete data from you, we recommend that you consider the broader ramifications of changing the governance structure of the SVFD. Doing so could mean that decisions about how to move forward would ultimately be made by Metro Vancouver and/or the provincial government. It puts at risk the structure that has been working effectively to serve our communities for the past 44 years. And perhaps more importantly from your perspective, your position may not be as strong as you have assessed. Not only was our agreement found to be a fair and equitable approach when Anmore was at a disadvantage in terms of population served, as you are aware, Belcarra has not been meeting its obligations under the current agreement.

In particular, Belcarra is not meeting requirements for volunteer firefighters from your community, such as age demographics and the availability of your volunteers. Anmore has been filling the gap for you.

As well, Anmore already pays proportionally more for the operational costs to reflect our larger community, and we are providing the training facilities and the bulk of equipment storage space.

The agreement to share capital costs equally for equipment and buildings reflects the fact that we share the benefits equally. Anmore has paid 50% of the cost, even when it has been to purchase equipment that we don't specifically require, as it still benefits both our communities. A recent example is the procurement process currently underway to purchase a water tanker, which is required for Belcarra as you do not have fire hydrants in some areas. Anmore does have all the required hydrants, so on our own, we would not require a tanker. Regardless, we are splitting the cost evenly with Belcarra.

We also need a certain mix of equipment to meet the fire insurance underwriter's requirements. It saves our taxpayers money to split the costs equally and share the equipment. If we didn't share equipment, each municipality would have to purchase its own to ensure we meet the underwriter's requirements, which would double our costs. I think we can agree that maintaining our insurance rating is essential to ensure our residents continue to benefit from the ability to be insured for fire damage.

Overall, by working together and sharing the costs, we are supporting our communities and providing them with essential emergency response services in a responsible and cost-effective manner. Our volunteer firefighters are the foundation of this service, and the Fire Hall replacements must move forward as a priority and without further delays. The health and welfare of our volunteer firefighters is paramount, and it is our responsibility to provide them with a safe workplace and the equipment they need to keep our communities safe.

As part of Anmore's commitment to ensuring that new Fire Halls are built in our communities, we have implemented measures to help support financing the buildings and we have set aside funding for a temporary service area at our Public Works Yard to maintain operations while construction is underway. We trust that Belcarra is taking its own steps to fund the new Fire Halls needed in our communities and make similar arrangements for a temporary service location.

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



VIA EMAIL

Ref: 66489

April 8, 2024

Their Worship John McEwen
 Mayor of the Village of Anmore
 Email: john.mcewen@anmore.com

Dear Mayor John McEwen:

On April 5, 2024, I introduced new legislation, Bill 16, intended to support local governments in their efforts to build more affordable and liveable communities. The proposed legislation strengthens the shift towards pro-active zoning by providing local governments with new authorities to secure affordable housing units and site-level infrastructure in new developments and to enable municipalities to adopt bylaws to help tenants facing eviction from redevelopment.

These changes are part of the broader set of local government changes that started in fall 2023 with Bills 44, 46 and 47 to help get more housing built faster while enabling updated and new tools to effectively fund the costs of infrastructure and amenities to support increased housing supply and growth. Those changes will result in fewer site-by-site rezonings, which many local governments currently rely on to secure key outcomes such as affordable housing, tenant protections, and site-level infrastructure. If passed, Bill 16 will provide authorities to local governments to secure these outcomes within a pro-active zoning framework.

Bill 16 will establish a new **Inclusionary Zoning** tool that allows local governments to require affordable housing in new development without relying on the rezoning process and to accept cash-in-lieu of affordable housing or affordable units on a different site by agreement. Local governments will need to undertake a financial feasibility analysis and consultation when developing Inclusionary Zoning bylaws to ensure that enough density is provided to offset the costs of providing affordable housing. They will also need to report annually on the outcomes of Inclusionary Zoning bylaws for transparency and to support provincial monitoring of implementation.

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**Office of the
 Minister of Housing**

Website:
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 PO Box 9074 Stn Prov Govt
 Victoria BC V8W 9E9
 Phone: 236 478-3970

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 Parliament Buildings
 Victoria BC V8V 1X4
 Email: HOUS.Minister@gov.bc.ca

The **Density Bonus** tool will be updated to clarify how it is used and to help ensure it works effectively with Inclusionary Zoning. Financial feasibility analysis and consultation will now be required to ensure that Density Bonus provisions are achievable and calibrated to local conditions. The proposed legislation clarifies that local governments can accept cash-in-lieu of affordable units and/or units on a different site. It also clarifies use of Density Bonus authorities in Transit-Oriented Areas (TOAs).

By mid-2025 (or a later date prescribed by regulation) local governments will be required to update all existing density bonus bylaws to comply with the new legislation, and density bonus authorities will only be able to be used above the minimum allowable densities in TOAs.

Bill 16 will also provide municipalities with the authority to develop **Tenant Protection Bylaws** that are implemented at the development permit stage. Municipalities will be able to withhold development permits until owners meet the conditions of the tenant protection bylaws. In addition, municipalities will be able to request information about the effect of proposed redevelopments on tenants, which will give municipalities more data to design tenant protection bylaws.

Lastly, Bill 16 proposes new authorities for local governments to secure site-level infrastructure to service new development without relying on the rezoning process. These changes will give local governments clearer authority to require **works and services** for infill developments (i.e. at the building permit stage). As well, the legislation provides local governments with an expanded list of works and services they can require, including, for example, benches, street lamps, parklets, and sustainable design features like rain gardens. Local governments will also be able to require developments provide land adjacent to developments for new or upgraded roads without subdivision to support alternative transportation, accessibility and safety (such as wider sidewalks, bike lanes, and street trees). The legislation also gives local governments a new authority to define and require **Transportation Demand Management** measures within new developments, which can include, for example, charging stations or secure bicycle parking facilities.

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Their Worship John McEwen
Page 3

If Bill 16 is passed, local governments can use the capacity funding distributed in January to adopt these new tools.

The Province will continue to engage and collaborate with local governments to support implementation of the new legislative tools and requirements. Later this year, we will provide guidance for adoption of the new authorities: Inclusionary Zoning and Density Bonus, Works and Services and Transportation Demand Management, and Tenant Protection Bylaws. In the coming months, we will also be providing further guidance to support the implementation of the fall 2023 legislation, including guidance on the Interim Housing Needs Reports and comprehensive guidance on the development finance tools.

I appreciate all the work being undertaken to transition to a pro-active zoning planning framework and to help get more homes built for British Columbians.

Sincerely,



Ravi Kahlon
Minister of housing

pc: The Honourable Anne Kang, Minister of Municipal Affairs
Teri Collins, Deputy Minister, Ministry of Housing
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs
Karen Elrick, City Manager/CAO (karen.elrick@anmore.com)

Links:

Local Government Housing Initiatives Webpage: [Local government housing initiatives - Province of British Columbia](#)

Bill 16 Announcement: <https://news.gov.bc.ca/releases/2024HOUS0049-000471>



VIA EMAIL

Ref. 66386

April 10, 2024

His Worship John McEwen
 Mayor of the Village of Anmore
 Email: john.mcewen@anmore.com

Dear Mayor John McEwen:

British Columbia is facing an unprecedented housing shortage. We need every local government in the province to work with us to enable the development of more housing in every community. We need all types of housing; rental housing, family housing, housing that is appropriate and accessible for seniors and housing that presents real opportunities for ownership to first time buyers. That is why in the 2023 fall legislative session, we passed three legislative packages (Bills 44, 46 and 47) designed to shift land use planning away from site-by-site rezoning decisions that slow down the delivery of housing and amenities toward more 'up-front' planning and zoning practices.

Collectively, these legislative changes will help to address the housing crisis in BC by promoting greater diversification of the housing stock to address the unique needs for homes across a variety of demographics, tenures, household lifecycles, and income ranges. They will enable more efficient and predictable planning for housing need, reduce administrative and negotiation costs, help deliver more housing options for a range of incomes, and contribute to economic growth.

In our consultations on the Small-Scale Multi-Unit Housing legislation with planning staff and home builders, we heard clearly that this type of housing, four to six units on a single-family lot, can be challenging to realize within overly prescriptive site guidelines. Allowing for maximum flexibility on site will ensure we have the best chance of seeing "gentle" density realized in our communities. And because we know this type of development can be challenging and that streamlined development approvals process will help, Bill 44 also requires that you do not unreasonably restrict or prohibit the development of Small Scale Multi-Unit Housing.

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**Office of the
 Minister of Housing**

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His Worship John McEwen
Page 2

We also expect many Small-Scale Multi-Unit Housing Developments will be strata titled and provide more accessible pathways to homeownership for people who would not be able to afford a single-family home in many communities. The Province recommends local governments allow stratification at every opportunity.

Alongside these bills, we also published the [Provincial Policy Manual and Site Standards](#) for Small Scale Multi-Unit Housing. This manual provides a framework that will create a healthy development environment to realize the diverse housing types needed to meet the unit level density required by Bill 44. I would like to remind you that Bill 44 requires that you consider this policy guidance when crafting your zoning bylaw amendments. We strongly encourage you to adopt the provincial site standards around lot coverage, building height and setbacks and to allow as many unit types as possible in as many residential zones as you can so we can build more homes for people.

I know your staff are already working hard to prepare your bylaw amendments to meet the compliance deadline of June 30, 2024, and I appreciate the work and thought that you are putting into this process.

Thank you for working with us to address restrictive zoning and make it easier for people to build small scale, multi-unit homes.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ravi Kahlon', with a stylized flourish at the end.

Ravi Kahlon
Minister of Housing

pc: Karen Elrick, Chief Administrative Officer (karen.elrick@anmore.com)



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: April 12, 2024 1680-01/1880-20
Submitted by: Lena Martin, Manager of Financial Services
Subject: 2024 ARO Adoption

Purpose / Introduction

To meet the Village's compliance obligations, staff are seeking the adoption of the new Public Sector Accounting Standard, PS3280 Asset Retirement Obligations ("ARO") **Attachment 1**

Recommended Option

THAT Council adopt the new Public Sector Accounting Standard, PS3280 Asset Retirement Obligations ("ARO")

Background

PS 3280 is a new accounting standard covering asset retirement obligations that was approved by the Public Sector Accounting Board ("PSAB") at its March 2018 session. The standard must be applied by all public sector entities who prepare their financial statements under PSAB, including all Canadian municipalities. The new standard defines asset retirement obligations as "a legal obligation associated with the retirement of a tangible capital asset". PS 3280 addresses specific guidance to retire certain tangible capital assets at the end of their useful lives, including activities ranging from removal of asbestos to the retirement of landfills.⁽¹⁾

The standard covers retirement obligations associated with tangible capital assets controlled by a public sector entity that are both in productive use, and no longer in productive use. Importantly, the standard limits the scope of the standard to exclude the recognition of asset retirement obligations associated with tangible capital assets which are not controlled by the entity. In other words, a Municipality is not required to recognize a retirement obligation related to an asset of an entity it does not control. The exception to this would be where a Municipality legally assumes a retirement obligation of a non-controlled entity as a matter of public policy or public wellbeing. The standard limits the scope of retirement obligations to those arising from a legal obligation, including obligations created by promissory estoppel. A Municipality must be compelled to retire, dismantle, or remove an asset, through legislation, bylaw,

1. Municipality Asset Retirement Obligations Overview & implementation Guide, KPMG LLP

Report/Recommendation to Council

2024 ARO Adoption

April 12, 2024

regulation, contract, or another binding commitment for it to fall under scope of this section. Routine replacement is excluded from this obligation – for example, the routine replacement of infrastructure assets that are maintained, including life cycle maintenance of certain components of bridges, roads, sewer systems that are not normally removed permanently from service.

Some of the most common retirement obligations that municipalities could encounter include: buildings with asbestos; underground fuel storage tank removal; removal of radiologically contaminated medical equipment (x-rays or MRI's); wastewater or sewage treatment facilities; costs to return properties under lease to original condition; closure and post-closure obligations associated with landfills.

Discussion

A diverse group of team members from three departments reviewed the capital asset listing, lease agreements and other asset types, to determine obligations that require remediation.

The group consisted of

Lena Martin, Manager of Financial Services

Chris Boit, P.Eng., CCA, Manager of Building and Planning, ISL Engineering (Manager)

Scott Donaldson, Operations Superintendent, Water Operator Level 2 certified

Assets were grouped into the following categories.

- Wells - Water Sustainability Act (the Act) and Groundwater Protection Regulation (GWPR)
- Buildings - Environmental Management Act and Hazardous Waste Regulation
- Underground Fuel Tanks - BC Fire Code, Environmental Management Act
- Septic Tanks - Sewerage System Regulation, Environmental Management Act, Wastewater Management Systems Regulation, and the Public Health Act
- Storm Retaining Structures - Encroachment Act 1944 (SA), Building Code
- Linear Assets – Environmental Management Act, Contaminated Sites Regulation
- Lease Obligations and Conditional ARO
- Machinery and Vehicles

Report/Recommendation to Council

2024 ARO Adoption

April 12, 2024

Recognition

PS 3280.09 outlines the criteria for recognition and explains that a liability for asset retirement would be recognized when all the following are met at the financial reporting date:

- There is a legal obligation to incur retirement costs in relation to a tangible capital asset.
- The past transaction or event giving rise to the liability has occurred.
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.

Under the Land Titles Act, a statutory right of way agreement exists between the Village and Parcel Identifier 016-123-204, Lot 5 Sections 16, 20 and 21. Under the agreement the Village has an obligation to remediate the property from water works servicing a decommissioned well on the right of way. The right of way agreement was approved in 1991 and remediation is expected to occur within a calendar year. The Village of Anmore has determined that there is an obligation to remediate the well on the right of way by legal obligation. Remediation is estimated at \$10,000 by Chris Boit (ISL Engineering) and should occur within the next fiscal year. However, since this is the only obligation identified, the dollar value is not material to the Village as a whole, and it will be expensed in a year, the Village has assessed and decided no further asset retirement obligation recognition is needed.

Section PS 3280, Asset Retirement Obligations, is effective for fiscal periods beginning on or after April 1, 2022. The liability is recorded at an amount that is the best estimate of the expenditure required to retire a tangible capital asset at the financial statement date.

As at December 31, 2023, no asset retirement obligations has been identified under the Village of Anmore.

Financial Implications

Financial implications are as outlined in this report.

Communications / Civic Engagement

Future ARO's will be identified in the financial plan bylaw and communicated through budget and finance meetings.

Council Strategic Plan Objectives

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


Report/Recommendation to Council

2024 ARO Adoption

April 12, 2024

Attachments:

1. ARO Memo, to Paul Fripp, CPA, CA (Assurance Partner, BDO)

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  _____
Chief Administrative Officer



Village of Anmore

Memo

File No: 1680-01/1880-20

Date: 3 April 2024

Re: PS3280 - ASSET RETIREMENT OBLIGATIONS

To: Paul Fripp, CPA, CA (Assurance Partner, BDO)

From: Lena Martin, Manager of Financial Services

BACKGROUND

Asset retirement obligations (“ARO”) are costs expected to be incurred because of the retirement or disposal of a tangible capital asset. A liability must be recognized on the statement of financial position when a legal obligation to incur retirement costs in the future exists. A legal obligation is deemed to exist when the Village has a responsibility to another party which can result from signed agreements, government legislations or promises made to a third party. This memo summarizes certain key implementation decisions by the Village with respect to this new standard.

ANALYSIS

Implementation Date

Section PS 3280, Asset Retirement Obligations, is effective for fiscal periods beginning on or after April 1, 2022. The Village will adopt this standard for the fiscal year beginning January 1, 2023, and will report the impact of adoption in the financial statements at December 31, 2023.

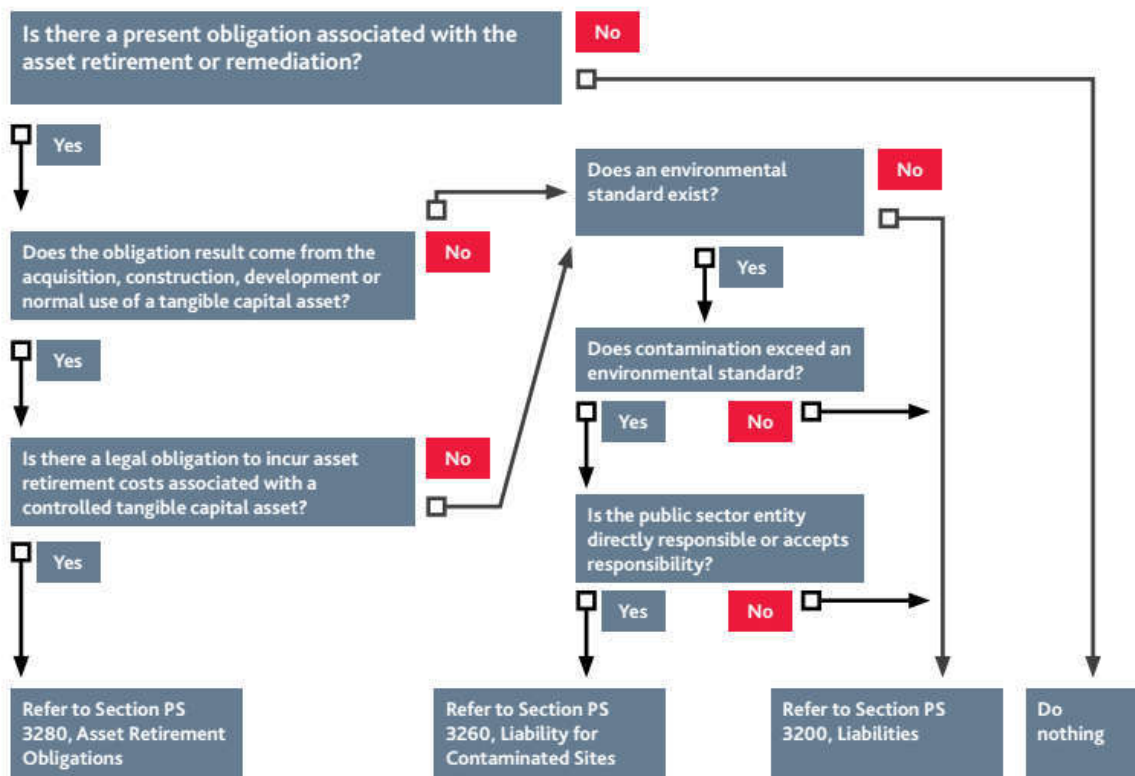
Transition Methods

The standard provides three options in adopting PS 3280 for existing asset retirement obligations: retroactive application, prospective application and modified retroactive application.

Any legal or contractual obligations associated with retirement, decommission, removal, or post-monitoring of tangible capital assets would need to be recognized and disclosed under the financial statements.

This management memo has been prepared in accordance with the Canadian Public Sector Accounting Standards (“PSAS Standards”).

Identification of Assets in Scope



Scope Inclusions & Exclusions

PS 3280 addresses unavoidable and predictable obligations to retire tangible capital assets of a public sector entity and is only applicable to tangible capital assets that a Municipality both has a legal or contractual obligation to permanently remove or dismantle, and for which it controls the tangible capital asset to be retired.

The standard excludes costs of tangible capital assets that are not a legal or contractual requirement, such as: routine replacement and life cycle maintenance; costs arising from the improper use, an unexpected event, the alternative use, or remediation of contamination sites currently covered by PS 3260 "Liability for Contaminated Sites"; waste and by-products (e.g. sewage waste); and costs that arise solely from a plan to sell.

A diverse group of team members from three departments reviewed the capital asset listing, lease agreements and other asset types, to determine obligations that require remediation.

The group consisted of

Lena Martin, Manager of Financial Services

The Manager of Financial Services, who is designated as the Chief Financial Officer, is responsible for the supervision, planning, organizing, direction, and control of the Finance Department and for the efficient and effective administration of the financial affairs of the Village, including all accounting and financial management functions in accordance with Provincial Statutes, Municipal Bylaws and policies of the Village and performs all the statutory duties as required under the Community Charter as the Financial Administrator of the Village.

Chris Boit, P.Eng., CCA, Manager of Building and Planning, ISL Engineering (Manager)

Chris is the Manager of ISL's Burnaby Office with wide-ranging experience in civil engineering spanning more than 21 years. He has worked in different capacities at ISL progressing from Project Engineer to Senior Project Engineer to his current role. He has expertise in all phases of multidisciplinary projects in civil engineering.

Scott Donaldson, Operations Superintendent, Water Operator Level 2 certified

As the Supervisor of the Public Works department Scott supervises the construction, maintenance and operational activities of roads, utilities, buildings, and other assets of the Village. He is responsible for ensuring the efficient operation of all aspects of the Public Works and Parks services, including, but not limited to, municipal utilities, services, equipment, and facilities. As a Water Operator Scott spent time performed a

variety of duties related to general municipal operations including water distribution, road maintenance, drainage system maintenance, and parks maintenance.

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, interest, legal fees, and site preparation costs. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is put into use.

In accordance with Canadian public sector accounting standards management is required to make estimates and assumptions that affect the reported amounts of assets. Actual results could differ from management's best estimates as additional information becomes available in the future. Significant estimates include estimating the fair market value of contributed assets and useful lives of tangible capital assets.

Assets were grouped into the following categories.

Wells - Water Sustainability Act (the Act) and Groundwater Protection Regulation (GWPR)

The GWPR states that if a well has not been used for a period of 5 years it must be deactivated. A deactivated well has a secure cap or cover, has no power to the pump, is maintained in a safe and sanitary condition, and is accessible to inspection. If a well has been deactivated for 5 years, or not in use for 10 years, and if there is no intent to use the well in future, the well must be decommissioned.

Well decommissioning involves completely filling in the well. This work can only be done by, or under direct supervision of, a Registered Well Driller, Registered Pump Installer, or a qualified professional (Professional Engineer or Professional Geoscientist with expertise in hydrogeology).

The Village has no known assets of this type.

Buildings - Environmental Management Act and Hazardous Waste Regulation

Environmental Management Act Part 1 – Interpretation and Application, “hazardous waste” means dangerous goods if they are no longer used for their original purpose, and meet the criteria for Class 2, 3, 4, 5, 6, 8 or 9 of the federal dangerous goods regulations, including those that are recycled, treated, abandoned, stored or disposed of, intended for recycling, treatment or disposal or in storage or transit before recycling, treatment or disposal, such as waste asbestos.

Environmental Management Act Part 4 — Contaminated Site Remediation, "contaminated site" means an area of the land in which the soil or any groundwater lying beneath it, or the water

or the underlying sediment, contains a prescribed substance in quantities or concentrations exceeding prescribed risk based or numerical criteria, standards, or conditions.

Management reviewed the detail asset listing and assessed all the buildings that the Village owns as below:

TCA-Buildings						
<u>Asset Id</u>	<u>Acquired Date</u>	<u>Useful Life (yrs)</u>	<u>2023 Ending Value</u>	<u>2023 Accum. Amort</u>	<u>2023 NBV</u>	<u>Remaining Life (yrs)</u>
Municipal Hall Trailer	April 25, 2013	20	\$ 237,830.00	\$ 127,594.18	\$ 110,235.82	10.31
Public Works Trailer	June 1, 1997	40	\$ 48,168.00	\$ 31,966.40	\$ 16,201.60	14.40
Works Yard Covered Structure	June 13, 2017	15	\$ 46,220.05	\$ 19,487.31	\$ 26,732.74	9.44
Worksyard Fence	February 14, 2017	15	\$ 22,640.00	\$ 10,341.42	\$ 12,298.58	9.12
PW Yard Improvements, Hall Trailer Move	May 31, 2022	40	\$ 247,398.76	\$ 9,811.22	\$ 237,587.54	39.41

The Works Yard covered structure is a portable unit to keep salt dry. A review was done to determine if regulations or legislation exist to remediate the soil for salinity. The Environmental Management Act (EMA) of British Columbia does not specify exact conditions, such as precise contaminant levels or types (including chlorides), that mandate remediation in an industrial area. Instead, the EMA, along with the Contaminated Sites Regulation (CSR), provides a framework for managing contaminated sites, including assessment, reporting, and remediation processes, based on principles of environmental protection and human health risk assessment.

The need for remediation is determined through a risk assessment process, which evaluates the potential risks to human health and the environment based on the type, concentration, and location of the contaminants. The CSR provides detailed protocols for risk assessments. At this point in time the Village does not believe there is a risk to Human health and the environment. However, if the Village were to change the land use of this area a comprehensive environmental assessment should be conducted to determine any potential remediation measures.

The Ministry of Environment and Climate Change has the authority to order remediation if a site poses a risk to human health or the environment and Anmore is not under such an order.

The presence of asbestos was determined from the 1992 ASBESTOS HAZARD ASSESSMENT prepared by HBT Agra. Buildings built after 1990 were considered to not contain asbestos as per the screening criteria. Based on the assessment, all the buildings owned by Village are portable and/or constructed after 1990, therefore, it is unlikely any asbestos remediation costs are associated with the buildings.

Underground Fuel Tanks - BC Fire Code, Environmental Management Act

The BC Fire Code mandates that out-of-service USTs be removed and contaminated soil around USTs must also be replaced with clean fill. If contaminants exceed allowable limits, the property may be deemed a “contaminated site” under the Environmental Management Act.

The Village has no known assets of this type.

Septic Tanks - Sewerage System Regulation, Environmental Management Act, Wastewater Management Systems Regulation, and the Public Health Act

Under Sewerage System Regulation, the owner of every parcel on which a structure is constructed or located must ensure that all domestic sewage originating from the structure is discharged into a public sewer or a holding tank that is constructed and maintained in accordance with Part 2 [Holding Tanks], or a sewerage system that is constructed and maintained in accordance with Part 3 [Sewerage Systems], and does not cause a health hazard.

Public Health Act, A local government must do all the following:

- if the local government becomes aware of a health hazard or health impediment within its jurisdiction, take an action required by a regulation made under section 120 (1) (a) [regulations respecting local governments], or, if no regulation applies, either
 - (i) report the health hazard or health impediment to a health officer, or
 - (ii) take an action the local government has authority to take under this or another enactment to respond to the health hazard or health impediment.
- provide health officers with information the health officers require to exercise their powers and perform their duties under this Act;
- consider advice or other information provided to the local government by a health officer.

An asset retirement obligation exists where a decommissioning of fuel storage tanks, fire water holding tanks, or septic beds exists.

Management listed and assessed all the Septic Tanks that the Village owns as below:

100 Buntzen Creek Rd, Public Works Yard – Works Yard Improvements
Spirit Park – Spirit Park Improvements

Assets are included in grouped asset categories as they are serviceable only to the grouped asset.

The assets are currently in use and not slated for decommission at this time, as such no recovery obligation has occurred.

Storm Retaining Structures - Encroachment Act 1944 (SA), Building Code

A liability may occur by a retaining wall/structure under;

Negligence: Owners may be held liable if they fail to maintain or inspect the retaining wall properly. Negligence in addressing signs of deterioration or instability could lead to accidents.

Property Damage: If a retaining wall collapses and damages neighboring properties, the owner of the wall may be responsible for repair costs.

Personal Injury: If someone is injured due to a retaining wall failure, the property owner could face legal claims for medical expenses, pain, and suffering.

Management reviewed the detail asset listing and assessed all the storm retaining structures that the Village owns as below:

TCA-Other						
<u>Asset Id</u>	<u>Acquired Date</u>	<u>Useful Life (yrs)</u>	<u>Value</u>	<u>2023 Accum. Amort</u>	<u>2023 NBV</u>	<u>Remaining Life (yrs)</u>
Retaining Structures:						
Alpine Drive 1	January 1, 1994	20	\$ 30,112.00	\$ 30,112.00	\$ -	0.00
Crystal Creek 1	January 1, 2009	20	\$ 269,500.00	\$ 195,118.63	\$ 74,381.37	5.99
Crystal Creek 2	January 1, 2009	20	\$ 84,000.00	\$ 60,816.00	\$ 23,184.00	5.99
East Road 2008	January 1, 2008	20	\$ 56,000.00	\$ 43,515.74	\$ 12,484.26	4.99
East Road 2009	January 1, 2009	20	\$ 3,150.00	\$ 2,280.66	\$ 869.34	5.99
East Road 2010	January 1, 2010	20	\$ 4,464.00	\$ 3,003.56	\$ 1,460.44	6.99
East Road 2012	January 31, 2012	20	\$ 62,627.00	\$ 35,552.73	\$ 27,074.27	9.07
East Road 2013	September 18, 2013	20	\$ 26,473.00	\$ 12,785.72	\$ 13,687.28	10.71
Kinsey Drive	January 31, 2012	20	\$ 109,597.00	\$ 62,217.18	\$ 47,379.82	9.07
Leggett Drive 2	January 22, 2013	20	\$ 78,400.00	\$ 40,520.98	\$ 37,879.02	10.05
North Charlotte Road	January 31, 2012	20	\$ 179,182.00	\$ 101,720.27	\$ 77,461.73	9.07
Ridge Mountain Drive	January 31, 2012	20	\$ 182,662.00	\$ 103,695.84	\$ 78,966.16	9.07
Uplands 2	January 1, 2010	20	\$ 452,371.00	\$ 304,406.69	\$ 147,964.31	6.99
Uplands RW01	January 1, 2003	20	\$ 7,571.00	\$ 7,571.00	\$ -	0.00
Uplands RW02	January 1, 2003	20	\$ 7,571.00	\$ 7,571.00	\$ -	0.00

No known legislation exists as an obligation to remediate a retaining wall of concrete and plastic at the retirement of the asset and there are no plans to remediate.

Linear Assets – Environmental Management Act, Contaminated Sites Regulation

Linear assets refer to infrastructure elements that are defined and maintained using a linear referencing method. These assets extend along a linear path, such as roads, pipelines, and railroad tracks. In certain limited instances, roads need to be removed after a certain period. Per PS 3280.35, infrastructure assets such as roads, sewer systems and bridges are normally not permanently removed from service. Rather, they are maintained and, when necessary, replaced at the end of their useful lives. If there is an agreement, contract, legislation, or other circumstance that obligates the municipality to incur asset retirement costs, PS3280 applies.

There are no known asset retirement costs associated with the Village's linear assets.

Lease Obligations and Conditional ARO

Municipalities can have asset retirement obligations from leases, if they have a contractual or legal obligation to change, restore, or otherwise alter the leased asset at the end of the lease term. Instances where a leased asset is modified or changed, such as building modifications in the form of leasehold improvements, can result in an obligation to restore the asset to its prior condition and reverse the changes. A conditional ARO is a legal obligation to perform an asset retirement activity where the timing and/or method of settlement are conditional on a future event that may or may not be with the control of the municipality. Although uncertainty may exist about the timing and/or method of settlement for a conditional ARO, the obligation to perform the asset retirement activities are unconditional and cannot be legally avoided.

Under the Land Titles Act, a statutory right of way agreement exists between the Village and Parcel Identifier 016-123-204, Lot 5 Sections 16, 20 and 21. Under the agreement the Village has an obligation to remediate the property from water works servicing a decommissioned well on the right of way. The right of way agreement was approved in 1991 and remediation is expected to occur within a calendar year.

The Village of Anmore has determined that there is an obligation to remediate the well on the right of way by legal obligation. Remediation is estimated at \$10,000 estimated by Chris Boit (ISL Engineering) and should occur within the next fiscal year. However, since this is the only obligation identified, the dollar value is not material to the Village as a whole, and it will be expensed in a year, the Village has assessed and decided no further asset retirement obligation recognition is needed.

Machinery and Vehicles

No contractual costs are associated with the purchase and disposal of machinery and vehicle assets, as disposal is done through sale of the asset or removal to an appropriate facility.

The Village has no known equipment that include a contractual obligation to remediate.

Recognition

PS 3280.09 outlines the criteria for recognition and explains that a liability for asset retirement would be recognized when all the following are met at the financial reporting date:

- There is a legal obligation to incur retirement costs in relation to a tangible capital asset.
- The past transaction or event giving rise to the liability has occurred.
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.

Once the recognition criteria has been met, a public sector entity will recognize a liability. When the related tangible capital asset is in productive use and not yet fully amortized, the entity will add a corresponding amount to the cost of the asset. The public sector entity will then expense the asset retirement costs in a rational and systematic manner over the remaining useful life of the tangible capital asset. In the instance that the asset is no longer in productive use or there is an unrecognized asset with no cost basis, the asset retirement cost is expensed in the calendar year.

The Village has no other legal or contractual obligations that require remediation.

Conclusion

Financial Statement Disclosure

Effective January 1, 2023, the Village adopted the new Public Sector Accounting Standard, PS3280 Asset Retirement Obligations ("ARO"). Under this standard, a liability for an asset retirement obligation is recognized when there is a legal obligation to incur retirement costs in relation to a tangible capital asset; the past transaction or event giving rise to the liability has occurred; it is expected that future economic benefits will be given up; and a reasonable estimate of the amount can be made. The liability is recorded at an amount that is the best estimate of the expenditure required to retire a tangible capital asset at the financial statement date.

As at December 31, 2023, no asset retirement obligations have been identified under the Village of Anmore.



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: April 12, 2024 File Number: 3900-30
Submitted by: Karen Elrick, Chief Administrative Officer
Subject: Fees and Charges Bylaw Update – Electric Vehicle Charging Station

Purpose / Introduction

To introduce an amendment to the Fees and Charges Bylaw to enable the Village to collect fees for Village-owned electric vehicle charging station.

Recommended Option

That Anmore Fees and Charges Bylaw Amendment Bylaw No. 692-2024 be given first, second and third reading.

Background

As part of the Anmore Community Hub project, the Village installed two electric vehicle charging stations in the upper parking lot for public use. At launch of the electric vehicle charging program, no fees were implemented in order to provide this service to the community and visitors to the Anmore Community Hub, and to be able to properly assess the use before consideration of charging fees.

Discussion

Since activation mid February 2024, staff have reviewed the statistics regarding use of the electric vehicle charging stations and are recommending that Council consider implementing a fee for after hour/weekend use based on the following statistics:

Number of individual users	14
Total charging sessions	103
Cost of electricity (estimated)	\$178
Highest Use Period	6 pm – 12 pm weekdays 12 noon – 6 pm weekends
After Hour and Weekend range of plug in	6 hours - 17 hours

Report/Recommendation to Council

Fees and Charges Bylaw Update – Electric Vehicle Charging Station

April 12, 2024

The intent of offering free use to visitors to the Anmore Community Hub is not being met as a small number of users are charging their vehicles after closing hours and when there are no events at the Anmore Community Hub. Implementing a fee structure that would recover after hours costs, and encourage turnover so that more individuals are able to make use of the infrastructure will allow a more equitable use of the service.

The proposed fee structure will continue to offer free of charge services during regular business hours, while charging a rate of recovery after hours. This rate is consistent with what other local governments with electric vehicle charging stations are charging. Additionally, adding an idling fee when the vehicle is no longer drawing power will detract users from lengthy parking only for the purpose charging and allow greater turnover of the spaces to benefit more users.

Financial Implications

Staff will continue to monitor for fluctuations in the business hour use, as well as the number of individuals using the facilities. The estimated cost to the Village of the first 2 months of activation of the charging stations was \$178 and is currently absorbed into the operating cost of the building. The after-hours charging fee will recoup any costs to the Village during that time period and the idling charge could provide an offset for the business hour use charges.

Options

1. That Anmore Fees and Charges Bylaw Amendment Bylaw No. 692-2024 be given first, second and third reading.

(recommended)

OR

2. That Anmore Fees and Charges Bylaw Amendment Bylaw No. 692-2024 be given first, second and third reading, as amended by removing the no charge fee between 8 am and 4 pm weekdays, and removing the reference to the time of day and weekends to the \$2.00 per hour charging rate.

OR

Report/Recommendation to Council


Fees and Charges Bylaw Update – Electric Vehicle Charging Station

April 12, 2024

3. That Council not proceed with the Fees and Charges Amendment Bylaw.

Attachments:

1. Anmore Fees and Charges Bylaw Amendment Bylaw No. 692-2024.

Prepared by:
 <hr/>
Karen Elrick Chief Administrative Officer

BYLAW NO. 692-2024

A bylaw to amend Anmore Fees and Charges Bylaw No. 608-2019

WHEREAS section 194 of the *Community Charter, S.B.C., 2003*, authorizes municipalities, by bylaw, to impose fees and charges for the provision of various services and/or information;

AND WHEREAS the *Local Government Act* authorizes a local government to amend its bylaws from time to time;

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

1. That this bylaw may be cited for all purposes as “Anmore Fees and Charges Bylaw Amendment Bylaw No. 692-2024”.
2. That Anmore Fees and Charges Bylaw No. 608-2019 be amended as follows:
 - a) The following section be added to Schedule A under General Administration and Corporate Services:

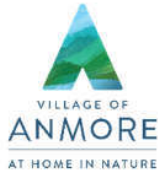
Electric Vehicle Charging Station	
Fee for using Village-owned electric vehicle charging station between 8 am and 4 pm weekdays	No charge
Fee for using Village-owned electric vehicle charging station after 4 pm and before 8 am weekdays and all-day weekends	\$2.00 per hour
Fee for idling at Village-owned electric vehicle charging station (when not drawing power)	\$4.00 per hour after 60 minute grace period

3. Anmore Fees and Charges Bylaw, No. 608-2019, as amended, is hereby amended accordingly.

READ a first time the		day of
READ a second time the		day of
READ a third time the		day of
ADOPTED the		day of

MAYOR

CORPORATE OFFICER



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: April 12, 2024 File No. 1700-02
Submitted by: Lena Martin
Subject: 2024 – 2028 Anmore Five Year Financial Plan

Purpose / Introduction

To present a bylaw to adopt the 2024 - 2028 Five-Year Financial Plan (**Attachment 1**) and a bylaw to levy rates for municipal general and capital purposes (**Attachment 2**) and for regional district purposes for the fiscal year 2024.

Recommended Option

1. **That Anmore Five-Year Financial Plan Bylaw No. 693-2024 be given first, second and third readings.**

AND

That Council pre-approves the Capital Project budget for HUB Improvements of \$453,706.

AND

That 2024 Anmore Tax Rates Bylaw No. 694-2024 be given first, second and third readings. (Recommended)

Background

Section 165 of the *Community Charter* states that a municipality must have a financial plan that is adopted annually, by bylaw, before the annual property tax bylaw is adopted.

(3) The planning period for a financial plan is 5 years, that period being the year in which the plan is specified to come into force and the following 4 years.

(3.1) The financial plan must set out the objectives and policies of the municipality for the planning period in relation to the following:

Report/Recommendation to Council

2024 – 2028 Anmore Five Year Financial Plan

April 12, 2024

- (a) for each of the funding sources described in subsection (7), the proportion of total revenue that is proposed to come from that funding source;
- (b) the distribution of property value taxes among the property classes that may be subject to the taxes;

(4) The financial plan must set out the following for each year of the planning period:

- (a) the proposed expenditures by the municipality;
- (b) the proposed funding sources;
- (c) the proposed transfers to or between funds.

The DRAFT Five Year Financial Plan 2024 – 2028 worksheet was presented to the Finance Committee, on Tuesday, January 30, 2024, at which the following resolutions were passed:

It was MOVED and SECONDED:

THAT the Finance Committee recommends to Council that up to \$100,000 be allocated from provincial grant funding for a DCC Bylaw review and the capital reserve allocation be removed from the 2024 Financial Plan; and,

THAT the Finance Committee recommends to Council that \$50,000 be allocated to an Official Community Plan review, from provincial grant funding, and the capital reserve allocation be removed from the 2024 Financial Plan; and,

THAT the Finance Committee recommends to Council that the \$100,000 allocated to Roof Construction over Hall Portable Project, from the capital reserve, is re-allocated the Public Works Yard Improvements Project; and,

THAT the Finance Committee recommends to Council that \$300,000 be allocated from Community Amenity Contributions to the Community Hub for a dividing wall, building signage, community room finishing, parking, storage for archives and racks, installation of a mail slot and acoustic improvements; and,

THAT the Finance Committee recommends to Council that staff be directed to adjust the property tax impact to less than 10% and use the stabilization reserve to subsidize operational requirements.

Carried Unanimously

It was MOVED and SECONDED:

Report/Recommendation to Council

2024 – 2028 Anmore Five Year Financial Plan

April 12, 2024

THAT the Finance Committee refers the DRAFT Five Year Financial Plan 2024 – 2028 to Council for consideration.

Carried Unanimously

Discussion

The Financial Sustainability Policy provides financial management principles for staff and Council to consider when undertaking financial recommendations and decisions, to guide the Village towards a financially sustainable future.

Guiding Principles

1. Resilience – The Village shall operate in a manner that will allow it to successfully adapt to future challenges or events.
2. Flexible – Financial decisions ensure future flexibility to adapt to opportunities and changing circumstances.
3. Fairness – As far as is reasonably possible, the Village shall operate in a manner that takes into account the financial effects on future generations as well as on the distributional impact on the current population.
4. Value – The Village shall ensure that it provides value for money, that public resources are put to the best possible use and those surplus assets are disposed of.
5. Transparent – Financial strategies, plans and processes are accessible and visible.

2024 Budget notes:

The more significant differences in the various budgeted revenues and expenses are:

General Fund Taxes and Other Revenue Variables

- Additional Grants
- Recoverable Staff Time

General Fund Operating/ Capital Expenses

- Cost of Living & Step Increases Staff
- Staff Overlap for Training and Succession Planning (Staff Retirement)
- HUB Loan future users
- Overall Operational Inflationary Increases (CPI) 3.6%

Report/Recommendation to Council

2024 – 2028 Anmore Five Year Financial Plan

April 12, 2024

The proposed budget includes an overall net budget increase of \$246,108 or 8.2%, an estimated annual tax increase of \$275.27 for the average household (Assessed Value \$2,500,683).

In 2020, Council amended the Reserve & Surplus Policy (64) to set the framework for the establishment and use of reserves. The tax and fee stabilization reserve was established to stabilize and/or phase-in tax and/or fee increases due to significant increases in operating expenses. Currently there is \$399,764 available to streamline the onboarding of the new loan. As inflationary conditions persist, council may apply a value of stabilization reserve, over multiple year(s), reducing in value as inflation recedes.

The HUB future users loan repayment equates to a 6.2% operating increase in 2024, when taking into consideration the principal and interest payment. Utilization of borrowing \$2.5 million for the construction of the HUB allowed for an even distribution of costs, from former (reserves), current and future taxpayers. In 2024, to reduce the impact of the 6.2% operating increase, staff has proposed applying \$124,250 from the tax and fee stabilization reserve, which is equal to the interest portion of the loan for the year. The interest rate on the loan is 4.97%, as an operating expense to the Village, and cash reserves are invested in financial instruments earning a 4-5% rate of return. Other operating increases included are, increased utilities, insurance, and services for the HUB.

Current Capital Projects include ongoing or multi-year projects such as the website, vehicle, and equipment delivery, PRV upgrades, roadwork, Public Works facility improvements, and Spirit Park improvements. Additional projects include phase 1 of an OCP update, Sunnyside MUP upgrades, SCADA and a Looped Watermain.

For 2024 a new full-time planner is added, with the expense offset by cost recovery and surplus reserve. Additionally, a small overlap is budgeted for training of new staff following a retirement.

The change in overall assessment values from 2023 to 2024 is 1.49%, which is made up of new construction assessments (0.97%) and (0.52%) market change. As a result of the increased value of new construction inventory (non-market change, NMC), the available tax base has increased by \$28,193, reducing the tax increase by 1% for all users.

Report/Recommendation to Council

2024 – 2028 Anmore Five Year Financial Plan

April 12, 2024

A budget estimate for HUB ongoing improvements was recommended by finance committee of \$300,000. Based on the assessment of continued enhancements, and Council's Infill Policy 61 which identifies the civic building as a priority item for application of Community Amenity Contributions, staff are seeking direction from Council to increase the budget to the full community amenity contribution grant (CAC) available from 2023, in the amount of \$453,706. The full value of the (CAC) is included in the draft budget for consideration. Additionally, pre-approval of this capital project budget would enable staff to expedite and initiate expenditures related to this project without delay.

During the 2023 fiscal year and audit, a review of tangible capital assets, leases, and contractual agreements was compared against various governing regulations and submitted to the Village's auditors. A conditional ARO was identified, which is a legal obligation to perform an asset retirement activity where the timing and/or method of settlement are conditional on a future event that may or may not be with the control of the municipality. Remediation is estimated at \$10,000 and should occur within the next fiscal year. As such, a \$10,000 legal obligation has been added to the 2024-2028 draft financial plan bylaw and recovered through operating reserves.

General 2024 – 2028 Assumptions:

- Estimated inflationary rates applied; 4% in 2025, 3% in 2026, 2% in 2027 and 2% in 2028.
- Anmore Hub operating costs based on previous council chamber lease budget starting 2024.
- Repayment of Long-Term Loan for Anmore Community Hub starting 2024.
- Fixed Asset Levy increased by inflation annually.
- Investment interest increased for 2024 to fall over 5 years as inflation stabilizes.
- Stabilization reserve allocation allocated in years 2024-2026, reducing in value each year.

Report/Recommendation to Council

2024 – 2028 Anmore Five Year Financial Plan

April 12, 2024

Options

- 1. That Anmore Five-Year Financial Plan Bylaw No. 693-2024 be given first, second and third readings.**

AND

That Council pre-approves the Capital Project budget for HUB Improvements of \$453,706.

AND

That 2024 Anmore Tax Rates Bylaw No. 694-2024 be given first, second and third readings. (Recommended)

or

- 1. That Council provide additional direction by requesting the following changes to the 2024-2028 Five-Year Financial Plan, _____.**

Financial Implications

Municipal financial statements for a fiscal year must be prepared by the financial officer, and presented to Council for its acceptance. By May 15 in each year, a municipality must submit to the inspector its audited financial statements for the preceding year and any other financial information requested by the inspector.

Communications / Civic Engagement

The DRAFT Five Year Financial Plan 2024 – 2028 worksheet was presented to the Finance Committee on Tuesday, January 30, 2024. The Finance Committee referred the DRAFT Five Year Financial Plan 2024 – 2028 to Council for consideration.

Council Strategic Plan Objectives

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


Report/Recommendation to Council

2024 – 2028 Anmore Five Year Financial Plan

April 12, 2024

Attachments

1. Anmore 2024-2028 Five-Year Financial Plan Bylaw No. 693-2024
2. Anmore 2024 Tax Rates Bylaw No. 694-2024

Prepared by:	
<i>Lena Martin</i> _____	
Lena Martin Manager of Financial Services	
Reviewed for Form and Content / Approved for Submission to Council:	
<i>Chief Administrative Officer's Comment/Concurrence</i>	 ----- Chief Administrative Officer

VILLAGE OF ANMORE

BYLAW NO. 693-2024

A bylaw to adopt the 2024 Five-Year Financial Plan

WHEREAS pursuant to section 165 of the *Community Charter*, requires that every municipality must have a five-year financial plan that is adopted annually, by bylaw, before the annual property tax bylaw is adopted;

AND WHEREAS the Municipal Council has caused to be prepared a Five-Year Financial Plan for the period 2024-2028 inclusive;

NOW THEREFORE the Council of the Village of Anmore enacts as follows:

1. This bylaw may be cited for all purposes as “Anmore Five-Year Financial Plan Bylaw No. 693-2024”.
2. Council hereby adopts the Five-Year Financial Plan for the years 2024-2028 inclusive, for each year of the plan, as set out in Schedules A and B, attached hereto and forming part of this bylaw.
3. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, the invalid portion must be severed, and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.
4. That “Anmore Five-Year Financial Plan Bylaw No. 680-2023” is hereby repealed in its entirety.

READ a first time the day of

READ a second time the day of

READ a third time the day of

ADOPTED the day of

MAYOR

CORPORATE OFFICER

SCHEDULE "A"

2024-2028 FINANCIAL PLAN STATEMENT OF OBJECTIVES AND POLICIES

1. In accordance with the *Community Charter*, the Village of Anmore is required to include in the Five-Year Financial Plan, objectives and policies regarding each of the following:
 - (a) The proportion of total revenue that comes from each of the funding sources described in the Community Charter;
 - (b) The distribution of property taxes among the property classes; and
 - (c) The use of permissive tax exemptions.

2. Funding Sources

Table 1, below, shows the proportion of total revenue proposed to be raised from each fund source in 2024.

Property Tax provides the largest proportion of revenue in 2024, and grants sourced from the Major Road Network Fund (MRN), the Small Communities Fund, remaining Investing in Canada Infrastructure grant revenues and other miscellaneous grants make up an additional 27% of cashflows. Additional grants received in 2023 have moved forward to 2024 for capital projects with 50% of expenditures coming from grant funding and 50% from capital reserves.

Tax stabilization reserves of \$124,250 are allocated to offset the interest portion of the new HUB long-term loan, with capital reserves invested in financial instruments, gaining a rate of return between 4-5%.

Property value tax revenues are the largest portion of planned revenues. Property Taxation provides a stable and consistent revenue source for general services that cannot be recovered from user-pay fees. It is simple to administer and easy for residents to understand.

Fees & charges provide the next largest proportion of planned revenue and are sourced from the utility fees collected for water and garbage & organic waste collection, as well as various development and permit fees.

Objectives

- Over the next five years, the Village will increase the portion of revenue received from user fees and charges to reflect service levels and changes in inflation.

Policies

- All user-fee levels will be reviewed, on an annual basis, to ensure they are adequately meeting both the respective service delivery and capital costs.

- Revenues will be recovered from user fees and charges or grants where possible, rather than general taxation, to lessen the burden on the Village’s limited property tax base.

Table 1 – Sources of Revenue

REVENUE SOURCE	% OF TOTAL REVENUE	DOLLAR VALUE
Taxation	47%	\$ 3,139,472
Fees and Charges	23%	1,502,906
Grants	27%	1,820,094
Interest and Other	3%	165,760
TOTAL	100%	\$ 6,628,231

3. Distribution of Property Tax Rates

Table 2 outlines the distribution of property taxes among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate as this class also forms the largest portion of the assessment base and consumes most Village services.

Objectives

- Tax rates maintain tax stability in accordance with the Village’s operational and capital requirements.

Policies

- Supplement, where possible, revenues from user fees and charges to help to offset the burden on the entire property tax base.
- Regularly review and compare the Village’s distributions of tax burden relative to other municipalities having similar property class composition.

Table 2 – Distribution of Property Tax Rates

PROPERTY CLASS	% OF TOTAL PROPERTY TAXATION
Residential (1)	99.8200%
Utilities (2)	0.0011%
Business and Other (6)	0.0395%
Rec/Non Profit (8)	0.1394%
TOTAL	100%

4. Permissive Tax Exemptions

No property in the Village of Anmore is permissively exempt. Village properties do not meet the legislated criteria.

SCHEDULE "B"

Village of Anmore						
Financial Plan						
2024 - 2028						
	2024	2025	2026	2027	2028	
REVENUES						
Property Tax	\$ 3,139,472	\$ 3,352,224	\$ 3,537,727	\$ 3,683,233	\$ 3,763,122	
Permits, Fees and Charges	\$ 1,502,906	\$ 1,505,190	\$ 1,517,883	\$ 1,530,345	\$ 1,542,813	
Grants	\$ 1,820,094	\$ 714,689	\$ 730,757	\$ 741,790	\$ 753,044	
Interest & Other	\$ 165,760	\$ 132,608	\$ 106,086	\$ 106,086	\$ 106,086	
SUBTOTAL REVENUES	\$ 6,628,231	\$ 5,704,711	\$ 5,892,453	\$ 6,061,454	\$ 6,165,065	
EXPENSES						
General Government	\$ 1,588,323	\$ 1,586,751	\$ 1,659,041	\$ 1,658,080	\$ 1,687,699	
Public Works	\$ 902,491	\$ 938,414	\$ 966,435	\$ 985,675	\$ 1,005,301	
Protective Services	\$ 274,790	\$ 197,022	\$ 202,662	\$ 206,536	\$ 210,486	
Planning & Development	\$ 168,393	\$ 173,529	\$ 177,535	\$ 180,285	\$ 183,091	
Water Utility	\$ 632,507	\$ 657,807	\$ 677,542	\$ 691,092	\$ 704,914	
Debt Interest	\$ 124,250	\$ 124,250	\$ 124,250	\$ 124,250	\$ 124,250	
Amortization of TCAs	\$ 1,323,853	\$ 1,323,853	\$ 1,323,853	\$ 1,323,853	\$ 1,323,853	
SUBTOTAL EXPENSES	\$ 5,014,606	\$ 5,001,626	\$ 5,131,317	\$ 5,169,771	\$ 5,239,595	
SURPLUS / (DEFICIT)	\$ 1,613,625	\$ 703,084	\$ 761,136	\$ 891,683	\$ 925,470	
INTERNAL TRANSFERS						
Capital	\$ 5,837,180	\$ 736,050	\$ 354,750	\$ 494,750	\$ 294,750	
Transfer to (from) Reserves	\$ (2,880,771)	\$ 1,253,208	\$ 1,710,359	\$ 1,658,706	\$ 1,892,494	
Transfer to (from) Surplus	\$ (81,427)	\$ (24,400)	\$ (42,200)	\$ -	\$ -	
Debt	\$ 62,496	\$ 62,079	\$ 62,079	\$ 62,079	\$ 62,079	
Investment in TCA	\$ (1,323,853)	\$ (1,323,853)	\$ (1,323,853)	\$ (1,323,853)	\$ (1,323,853)	
SUBTOTAL INTERNAL EXPENSE:	\$ 1,613,625	\$ 703,084	\$ 761,136	\$ 891,683	\$ 925,470	
FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ (0)	\$ -	\$ 0	

VILLAGE OF ANMORE

BYLAW NO. 694-2024

A Bylaw to levy rates for municipal general and capital purposes and for regional district purposes for the fiscal year 2024

WHEREAS pursuant to the provisions of section 197 of the *Community Charter*, after adoption of the five-year financial plan and before May 15, a Municipality must, by bylaw, impose property value taxes for the year;

AND WHEREAS the required bylaw establishes the tax rates for the municipal revenue proposed to be raised in the year from property value taxes as provided in the financial plan;

AND WHEREAS the required bylaw establishes the tax rates for the amounts to be collected in the year by the municipality to meet its taxing obligations to the regional district;

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

1. This bylaw may be cited for all purposes as “Anmore Tax Rates Bylaw No. 694-2024”.
2. The following rates are hereby imposed and levied for the year 2024;
 - a. For all lawful general and debt purposes of the municipality, on the assessed value of land and improvements taxable for general municipal purposes, water and Anmore Green Estates local service area, the rates appearing in Schedule "A" column B, attached to and forming a part of this Bylaw.
 - b. For all lawful general purposes of the capital asset on the value of land and improvements for general municipal purposes rates appearing in column C of Schedule A, attached hereto and forming a part hereof.
 - c. For Metro Vancouver Regional District purposes, on the full assessed value of land and improvements taxable for hospital purposes, the rates appearing in column D of Schedule A, attached hereto and forming a part hereof.
3. The min. amount of taxation upon a parcel of real property will be one dollar (\$1.00).
4. The rates and taxes imposed or levied pursuant to this Bylaw are due on or before July 2, 2024.

5. After July 2, 2024, the Tax Collector will add to the unpaid taxes of the current year, for each parcel of land and its improvements on the property tax roll for which taxes have not been paid, 5% of the current taxes. The unpaid taxes, together with the 5% added, will be deemed to be taxes of the current year due upon those lands and improvements.

After October 1, 2024, the Tax Collector will add to the unpaid taxes of the current year, for each parcel of land and its improvements on the property tax roll for which taxes have not been paid, an additional 5% of the current taxes.

6. An owner may make an election to pay under the alternative tax collection scheme set out above, or the general tax collection scheme established in the Community Charter by giving written notice of the election to the Village before July 2 of the year of which the election applies. If an owner does not make an election, the alternative municipal tax collection scheme set out above shall apply.

READ a first time the day of

READ a second time the day of

READ a third time the day of

ADOPTED the day of

MAYOR

CORPORATE OFFICER

BYLAW NO. 694-2024

“SCHEDULE A”

CLASS	MUNICIPAL (B)	CAPITAL (C)	REGIONAL (D)
1	0.77832	0.685888	0.322091
2	0.77832	0.685888	1.127319
3	0.77832	0.685888	0.322091
5	0.77832	0.685888	1.095110
6	0.77832	0.685888	0.789123
7	0.77832	0.685888	0.966273
8	0.77832	0.685888	0.322091
9	0.77832	0.685888	0.322091

LAS Parcel Tax Levy (average)

\$1,072

Minutes for the Finance Committee Meeting scheduled for Tuesday, January 30, 2024, at 6:00 p.m. in the **Boardroom, Anmore Community Hub, 2697 Sunnyside Road, Anmore, BC**

COMMITTEE MEMBERS PRESENT

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

ABSENT

Celia Chiang

OTHERS PRESENT

Karen Elrick, CAO
Rhonda Schell, Manager of Corporate Services
Chris Boit, Manager of Development Services
Scott Donaldson, Operations Superintendent

1. CALL TO ORDER

Mayor McEwen called the meeting to order at 6:00 p.m.

2. APPROVAL OF THE AGENDA

It was MOVED and SECONDED:

That the Agenda be approved as circulated.

Carried Unanimously

3. PUBLIC INPUT

- None

4. MINUTES

(a) Minutes of the Meeting held on March 9, 2023

It was MOVED and SECONDED:

That the Minutes of the Finance Committee meeting held on March 9, 2023 be adopted, as circulated.

Carried Unanimously

5. BUSINESS ARISING FROM THE MINUTES

None.

6. UNFINISHED BUSINESS

None.

7. NEW BUSINESS**(a) Establish Meeting Schedule**

It was MOVED and SECONDED:

That the Finance Committee meetings be scheduled, as required,
or at the call of the Chair.

Carried Unanimously

(b) Department Overview Reports

Department managers provided overview of reports dated January 26, 2024 detailing department operations.

- i) Administration Overview from the Chief Administrative Officer.
- ii) Financial Services Overview from the Manager of Financial Services.
- iii) Corporate Services Overview from the Manager of Corporate Services.
- iv) Development Services Overview from the Manager of Development Services.
- v) Public Works Overview from the Operations Superintendent.

Discussion points included:

- It was noted that staff priorities come from the Council Strategic Plan, emerging projects and initiatives based on community needs, and legislative requirements.
- Council gave commendation for staff achievements and grant submissions
- Implementation of the Mais PO module and it being used to set aside cash to pay for invoices and track budgets
- Examples of “side of desk projects” – ie. Manage AV at council meetings, facility management, emergency planning, etc.
- New Public Sector Accounting Standard, PS3280 Asset Retirement Obligations
- DCC and CAC requirements and related new legislation including ACC’s
- Clarification on the difference between urban planning and engineering and the need for a full-time planner on staff. It was noted that planning is for density, land uses, neighbourhood amenities.
- Development Services Manager salary recovered through charges to developers, grants, and projects and operating reserves
- Water meter installation updates, infrastructure needs for upgrades, and

- opportunities for future installs
- Water operator training for all Public Works staff

(c) DRAFT Five Year Financial Plan 2024 - 2028

Ms. Lena Martin, Manager of Financial Services, provided an overview of the draft financial plan included in the agenda.

Discussion points included:

- Electronic sign board infrastructure and budget
- Assessment and planning to be done on the Works Yard prior to carrying out any construction work
- Bylaw Enforcement vehicle
- Tax rates of lower mainland municipalities for comparison
- Additional funds needed to complete various Anmore Community Hub improvements such as dividing wall, building signage, community room finishing, parking, storage for archives and racks, mail slot, estimated at \$300,000
- Infrastructure reserve amounts
- Operating costs of the Hub
- Opportunities for rental revenue to offset operational costs of the Hub
- It was noted that the tax stabilization reserve is at approximately \$400,000

It was MOVED and SECONDED:

THAT the Finance Committee recommends to Council that up to \$100,000 be allocated from the Local Housing Initiative Grant funding from the Province of BC for a DCC Bylaw review and the capital reserve allocation be removed from the 2024 Financial Plan; and,

THAT the Finance Committee recommends to Council that \$50,000 be allocated to an Official Community Plan review, from the Local Housing Initiative Grant funding from the Province of BC, and the capital reserve allocation be removed from the 2024 Financial Plan; and,

THAT the Finance Committee recommends to Council that the \$100,000 allocated to Roof Construction over Hall Portable Project, from the capital reserve, is re-allocated to the Public Works Yard Improvements Project; and,

THAT the Finance Committee recommends to Council that \$300,000 be allocated from Community Amenity Contributions to the Community Hub for a dividing wall, building signage, community room finishing, parking, storage for archives and racks,

installation of a mail slot and, acoustic and other improvements;
and,

THAT the Finance Committee recommends to Council that staff be directed to adjust the property tax impact to less than 10% and use the stabilization reserve to subsidize operational requirements.

Carried Unanimously

It was MOVED and SECONDED:

THAT the Finance Committee refers the DRAFT Five Year Financial Plan 2024 – 2028 to Council for consideration.

Carried Unanimously

8. ADJOURNMENT

It was MOVED and SECONDED:

THAT the meeting be adjourned at 7:58 p.m.

Carried Unanimously

Rhonda Schell
Manager of Corporate Services

John McEwen
Chair

For Metro Vancouver meetings on Friday, March 22, 2024

Please note these are not the official minutes. Board in Brief is an informal summary. Material relating to any of the following items is available on request from Metro Vancouver. For more information, please contact: media@metrovancover.org.

Metro Vancouver Regional District

E1.1 Barnston Island Dike Improvement Project – Updated Dike Assessment APPROVED

Metro Vancouver is the local government for Barnston Island and is responsible for emergency management for the island. There is a 10-kilometre ring dike on the island to protect it from flooding that is maintained by the local resident-volunteer Barnston Island Diking District and overseen directly by the Province. Recognizing the longstanding need to make improvements to the dike, the Province provided Metro Vancouver with a grant of \$5.25 million in 2023 to manage the process and implementation of dike improvements.

As a first step, Metro Vancouver retained Northwest Hydraulic Consultants Ltd. to review and update the *2012 Barnston Island Dike Assessment Report*, including updating previously estimated costs of recommended improvements and re-evaluating priority ratings. The updated assessment has been recently completed and is presented as part of this staff report. Staff developed a list of priorities as a guide for implementing individual improvements using the grant amount as a maximum budget, and with the aim of completing all improvements by the March 22, 2026 provincial deadline.

The Board received the report and directed staff to use the cost and priority rating table as presented in this report, as a guide for implementing individual Barnston Island dike infrastructure improvements.

E1.2 Electoral Area A Community Works Fund – University Endowment Lands Project APPROVED

The Community Works Fund is delivered to all local governments in British Columbia through a direct annual allocation to support local eligible priorities, and is distributed within Electoral Area A based on community population. Over the past 10 years, the annual amount Electoral Area A receives has averaged approximately \$130,000. As of the end of 2023, the University Endowment Lands’ (UEL) accumulated portion based on population stands at approximately \$160,000. In 2022 and 2023, the Electoral Area A Director and staff consulted with the UEL Community Advisory Council (CAC) and UEL administration on potential projects that are eligible under the Community Works Fund. In January 2024, the UEL CAC, with support from the UEL administration, endorsed seeking funding for the Chancellor Boulevard Sidewalk Project with an estimated cost of \$157,000. The project involves replacement of the current substandard walkway with a two-metre-wide finished concrete sidewalk.

The Board approved funding from the Electoral Area A Community Works Fund as presented.

E1.3 Electoral Area A Emergency Response Reimbursement – Update

RECEIVED

The *Electoral Area A Emergency Response Reimbursement Temporary Policy* expired December 31, 2022. The temporary policy set out rules (e.g. eligible costs, maximum reimbursement amounts) for reimbursing adjacent local governments for responding to emergencies on their own accord in the portions of Electoral Area A outside of UBC and UEL. Before the temporary policy expired, Metro Vancouver led the development of a Regional Public Works Mutual Aid Agreement that was signed by the MVRD for Electoral Area A, and by all member jurisdictions that are adjacent to the rural and remote areas of Electoral Area A. The agreement enables mutual aid upon request in the event of an emergency that is beyond the capacity of a single local authority and is effective as of December 31, 2022.

Under the mutual aid agreement, Metro Vancouver is able to request assistance for an emergency in Electoral Area A, and would then reimburse the responding local authority for their costs. If a local authority responds to an emergency in Electoral Area A on their own accord, the agreement would not be activated and any reimbursement would be at the discretion of Metro Vancouver. The agreement has yet to be used in Electoral Area A, and staff will keep the Electoral Area Committee and MVRD Board apprised of any instances of its use, along with an evaluation of its effectiveness as a tool to address emergencies in Electoral Area A.

The Board received the report for information.

E2.1 Pilot Program to Permit Alcohol Consumption in Regional Parks

APPROVED

In June 2023, the Regional Parks Committee directed staff to report back on the feasibility of a pilot project to allow for the responsible consumption of alcohol in select areas of some regional parks. Utilizing specific site criteria, staff have developed a proposed pilot program for 2024 that would permit responsible alcohol consumption in designated areas at six regional parks:

- Boundary Bay Regional Park
- Brunette Fraser Regional Greenway
- Campbell Valley Regional Park
- Capilano River Regional Park
- Derby Reach Regional Park
- Iona Beach Regional Park

The 2024 pilot program is proposed to run from Friday, June 28 to Monday, October 14, with alcohol consumption to be permitted at any time during park hours during the duration of the pilot program.

The Board approved the pilot program for the six regional parks, directed staff to report back with any required bylaw amendments, and directed staff to report back with a new draft liquor in parks bylaw to ensure compliance with the *Liquor Control and Licensing Act of the Province of British Columbia*.

E2.2 Amended t̄amt̄m̄ix̄ʷt̄ən/Belcarra South Design Concept

APPROVED

A draft Amended t̄amt̄m̄ix̄ʷt̄ən/Belcarra South Design Concept includes improved trail and road connections, invasive species removal, rehabilitation of an existing creek, improved beach access, a picnic area, small amphitheater, restoration of the Bole House as a bookable multipurpose space, and the removal of the seven cabin structures.

Staff are working closely with s̄əlilw̄ət̄aʷ (Tsleil-Waututh Nation) on all aspects of the project. The Amended t̄amt̄m̄ix̄ʷt̄ən/Belcarra South Design Concept will improve visitor experience and resource management at t̄amt̄m̄ix̄ʷt̄ən/Belcarra Regional Park, and reduce capital and operating expenses.

The Board approved an amended design concept for t̄amt̄m̄ix̄ʷt̄ən/Belcarra South as presented.

E2.3 Manager’s Report – Regional Parks

RECEIVED

The Board received for information a report that includes the Regional Parks Committee Work Plan for 2024 as well as information on:

- Volunteer appreciation and networking event
- Metro Vancouver Regional Parks Foundation – 2023 annual report
- Regional Park at Cape Roger Curtis – project update
- Family Day events, February 19
- Pacific Spirit Regional Park – upcoming event: Night Quest, March 22 and 23

E3.1 Regional Multi-Hazard Mapping Project

RECEIVED

This report highlights the results of the Regional Multi-Hazard Mapping project, which includes the completion of regional single-hazard maps, data quality rating maps, and multi-hazard maps for coastal flooding, riverine flooding, earthquake, and wildfire. Understanding the region’s at-risk and hazard-exposed areas is critical to making informed land-use decisions. The results will allow Metro Vancouver and member jurisdictions to consider and integrate regional-scale hazard information for several hazard types into planning analysis, projects, and models for the first time. The results found that in a high-probability scenario, approximately 63 per cent of Metro Vancouver’s land base would be susceptible to one to three hazard types of the four hazards assessed in this study. The mapping will be shared internally and externally with key partners, and will be made publicly available upon request. Metro Vancouver will update the hazard maps in the future as new data becomes available. The Regional Planning work plan for 2024 includes a project that will explore options to supplement these hazard maps with information related to risk and vulnerability to determine how local and regional resilience efforts can be best supported and coordinated to minimize the risks to people and property.

The Board received the report for information.

E3.2 Metro 2050 Implementation Guideline – Sewerage Area Amendment Applications **APPROVED**

Metro Vancouver is developing and updating a suite of implementation guidelines in an effort to support the interpretation and implementation of *Metro 2050*. This updated implementation guideline is intended to be a resource that member jurisdictions can refer to when considering applying for amendments to regional sewerage areas.

The main changes include describing common sewerage area amendment scenarios and corresponding board procedures, updating the sewerage area amendment application process diagram, and readability improvements.

The Board endorsed the *Metro 2050 Implementation Guideline – Sewerage Area Amendment Applications* as presented.

E3.3 Request for Sanitary Service Connection at 4276 – 248 Street, Township of Langley **APPROVED**

The Township of Langley requested an amendment to the Fraser Sewerage Area boundary to include the building footprints on 4276 – 248 Street. The application is seen to be generally consistent with *Metro 2050*.

The Board resolved that Township of Langley’s requested regional sewer service boundary amendment is generally consistent with the provisions of *Metro 2050*, and shall forward it the to the GVS&DD Board for consideration.

E3.4 Acceptance of the Fraser Valley Regional District Regional Growth Strategy - Bylaw No. 1706, 2023 **APPROVED**

The Fraser Valley Regional District (FVRD) has submitted its *Fraser Valley Future 2050* regional growth strategy (*Bylaw No. 1706, 2023*) to Metro Vancouver for acceptance. Per Section 436 of the *Local Government Act*, before such a bylaw can be adopted, other affected local governments must pass a resolution formally accepting the regional growth strategy. Staff have reviewed the strategy relative to *Metro 2050* and have found the two regional growth strategies to be well aligned.

The Board accepted the FVRD’s *Fraser Valley Future 2050* pursuant to Section 436 of the *Local Government Act* and resolved to send a letter forwarding the Board resolution to the FVRD Board.

E3.5 Inclusionary Housing Policy Review – Final Report and Regional Model Policy Framework **RECEIVED**

The *Inclusionary Housing Policy Review* assesses inclusionary housing policies and practices in the region, and advances a regional inclusionary housing model informed by best practices, economic analysis, and stakeholder feedback for inclusionary housing. Inclusionary housing has been an important tool in the region, contributing approximately 9,200 new below-market units to date. Recent changes to provincial legislation, changing market conditions, and experience in implementing current policies suggest opportunities to better use inclusionary housing tools in the region.

The regional model policy framework is intended to help member jurisdictions seeking to adopt or update inclusionary housing policies and encourage policy consistency across the region, while recognizing the varied housing markets in Metro Vancouver and impacts of inclusionary housing on development feasibility.

The Board received the report for information and resolved to send correspondence to member jurisdictions, requesting that the regional model policy framework be considered when adopting or updating inclusionary housing policies.

E4.1 Metro Vancouver Long-Term Financial Plan Framework and Timeline APPROVED

The draft Metro Vancouver *Long-Term Financial Plan* framework and timeline that was presented in January’s Finance Committee was well received by the regional advisory committees. The framework will include assumptions on long-term trends and potential risks region wide with respect to supply chain, inflation, interest, development revenue and other levels of government funding. With the significant changes to the population planning projections, which have impacts to infrastructure planning, costs and funding sources, the draft *Long Term Financial Plan* will be brought forward in the fourth quarter of 2024.

The Board approved the *Long-Term Financial Plan* framework and timeline as presented.

E5.1 Provincial Housing Legislation: Provincial Advocacy and Supportive Roles APPROVED

In early November 2023, the Province of BC introduced legislation intended to stimulate the infill and intensification of housing in single-detached neighbourhoods and transit-oriented areas. Since the release of the new housing legislation, Metro Vancouver has been working with member jurisdictions and the Province at multiple levels to engage, support, and receive feedback regarding the potential impacts of the legislation and regulations, as well as considering potential roles for Metro Vancouver in supporting the implementation in the region.

Engagement with, and continued advocacy to, the Province will be critical to mitigate the shared concerns that are being raised by local governments. While Metro Vancouver has an important role to play in helping to coordinate a regional response to the legislation, advocacy efforts will be multifaceted, and will involve separate efforts from individual local governments and the Union of BC Municipalities. Feedback from across the region has highlighted three advocacy areas that would be relevant and appropriate for Metro Vancouver to advance to the Province: infrastructure investments; improved alignment with *Metro 2050*, the regional growth strategy; and greater support for non-market or affordable housing.

To support member jurisdictions in implementing the legislation and to make best use of resources, feedback was also sought on areas where Metro Vancouver is able to support its members. Considering that member jurisdictions are sensitive to infringement on local jurisdiction, staff have identified three balanced roles where Metro Vancouver could assist: housings needs reports; cooperative procurement for consulting support; and regional modelling or mapping.

The Board directed staff to provide an “opt in” opportunity for member jurisdictions for Metro Vancouver to undertake the housing needs reports as per the provincial methodology and requirements; directed staff to advance and coordinate “opt in” opportunities for co-operative procurement of consultants for member jurisdictions necessary for implementing the new provincial housing legislation; and resolved to advance

advocacy actions to the Province directed towards: infrastructure programs and funding to ensure that sufficient infrastructure is in place to accommodate the increases in population and housing projected; better alignment with *Metro 2050*; and stronger support for non-market and affordable housing.

G1.1 Metro Vancouver Regional District Loan Authorization Bylaw No. 1381, 2024 **APPROVED**

The Metro Vancouver Housing Corporation (MVHC) is seeking to borrow through MVRD an amount up to \$70 million over the next five years, to fund required building envelope repairs and deep retrofits to reduce greenhouse gas emissions and improve energy efficiency at several of its housing complexes.

Adoption of a loan authorization bylaw is required to allow long-term borrowing from the Municipal Finance Authority on behalf of MVHC up to \$70 million.

The Board approved entering into an agreement with MVHC authorizing borrowing from MFA for the capital programs as requested.

The Board gave first, second, and third readings to *Loan Authorization Bylaw No. 1381, 2024* and forwarded it to the Inspector of Municipalities for approval.

Upon approval from the Inspector of Municipalities, the Board will direct the Corporate Officer to undertake an alternative approval process. Further more the Board specified the extent, form, and deadline for receiving elector responses to obtain participating area approval for the bylaw pursuant to section 407(3)(b) of the *Local Government Act*.

E2.1 Metro Vancouver Regional District Development Cost Charge Bylaw No. 1369, 2023 **APPROVED**

In April 2023, the Board endorsed moving toward a one-per-cent assist factor for water and liquid waste development cost charges (DCCs), and implementing a new parkland acquisition DCC and moving it to a one-per-cent assist factor within the *2024-2028 Financial Plan*, and directed staff to approach the financial plan with targets of 12 per cent for 2024, 11 per cent for 2025, five per cent for 2026, and five per cent for 2027. Engagement with industry, member jurisdictions, First Nations and the public was undertaken in fall 2023, during which feedback and comments were received and addressed.

On October 27, 2023, the GVS&DD, GVWD, and MVRD Boards gave third reading to the three DCC bylaws and subsequently sent them to the Inspector of Municipalities, who granted statutory approval in February 2024. The bylaws will be effective as of January 1, 2025 with a three-year phase-in of the DCC rates to a one-per-cent assist factor to January 1, 2027.

The Board adopted the *Metro Vancouver Regional District Development Cost Charge Bylaw No. 1369, 2023*.

I 1 Committee Information Items and Delegation Summaries

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

Regional Parks Committee – March 6, 2024

Delegations:

C1 Dr. Cheryl Young, Fraser Health Authority

Subject: Pilot Program to Permit Alcohol Consumption in Regional Parks

C2 Dr. Michael Schwandt, Vancouver Coastal Health

Subject: Pilot Program to Permit Alcohol Consumption in Regional Parks

Regional Planning Committee – March 8, 2024

Information Items:

E7 Regional Food System Strategy Update – Scope of Work and Engagement (Phase 2)

Since endorsing its first *Regional Food System Strategy* (RFSS) in 2011, Metro Vancouver and its member jurisdictions have collectively worked to support a sustainable, resilient, and healthy food system. These efforts focused on continuing to protect agricultural land and food production and increase local food security in the face of advancing climate stability, changing socio-economic circumstances, and regional development pressures. During preparation of the *Climate 2050 Agriculture Roadmap*, endorsed by the MVRD Board in 2023, an update to the *Regional Food System Strategy* was identified in order to address ongoing policy gaps. The update to the RFSS, identified in the Board Strategic Plan (2022-2026) as a priority action, is intended to connect with all segments and sectors of the region’s food system, understand the issues, challenges, and successes each sector has experienced over the past 13 years, develop a shared vision and goals, and establish actions and a strategic direction to move forward.

Mayors Committee – March 15, 2024

Information Items:

E2 Report on 2024 Invest Vancouver Management Board Meeting Schedule, Work Plan, and the Invest Vancouver 2024 Annual Plan

The attached report titled 2024 Invest Vancouver Management Board Meeting Schedule, Work Plan, and the Invest Vancouver 2024 Annual Plan was considered by the Invest Vancouver Management Board at its meeting of February 2, 2024 and by the MVRD Board at its meeting of February 23, 2024, and is presented here to the Mayors Committee for its information. Invest Vancouver works closely with member jurisdictions to support local economic development plans. For example, since the MVRD Board’s adoption of the *Invest Vancouver 2024 Annual Plan*, the City of Surrey, at its January 29, 2024 council meeting, approved the Invest Surrey’s 2024 Economic Strategy. This economic strategy focuses on the City of Surrey a modern, highly-livable, world-class city while also positioning it as a recognized investment destination and innovation centre in the region.

Economic development plans support collaboration and coordinated efforts between industries, community partners and stakeholders, and Invest Vancouver works with member jurisdictions to attract foreign direct investments in order to facilitate the creation of high-value jobs to advance broadly shared prosperity for all residents of the Metro Vancouver region. Local economic strategies and Invest Vancouver’s *2024 Annual Plan* are intended to complement each other, and both will help build a future-

focused economy for the region that can compete globally and increase resiliency to endure shocks resulting from times of uncertainty.

Metro Vancouver Housing

E1.1 Award of ITT No. 23-411 for Construction Services for Strathearn Court – Building Envelope Rehabilitation APPROVED

As a part of Metro Vancouver Housing’s Asset Management Program, the Strathearn Court site was identified in 2018 as requiring a full building envelope renewal. The project will be completed with tenants remaining in place, and is focused on exterior renovations to renew, revitalize, and extend the serviceable life (50 years) of the existing townhouses and apartment building. The project is construction ready, with a building permit issued by the City of Vancouver on October 30, 2023. This renewal project provides an excellent opportunity to significantly improve energy performance and sustainability, which directly impacts tenant comfort and affordability. Upon completion, there will be an estimated reduction in energy and GHG by 25 per cent, which will contribute to the *Metro Vancouver Housing 10-Year Plan* as part of MVH’s GHG Reduction Plan.

The Board approved award of a contract for Strathearn Court – Building Envelope Rehabilitation in the amount of up to \$8,160,895 (exclusive of taxes) to Signia Construction Ltd, subject to final review by the CAO.

Greater Vancouver Water District

G1.1 Greater Vancouver Water District Development Cost Charge Amendment Bylaw No. 260, 2023 APPROVED

In April 2023, the Board endorsed moving toward a one-per-cent assist factor for water and liquid waste development cost charges (DCCs), and implementing a new parkland acquisition DCC and moving it to a one-per-cent assist factor within the *2024-2028 Financial Plan*, and directed staff to approach the financial plan with targets of 12 per cent for 2024, 11 per cent for 2025, five per cent for 2026, and five per cent for 2027. Significant engagement with industry, member jurisdictions, First Nations and the public was undertaken in fall 2023, during which feedback and comments were received and addressed.

On October 27, 2023, the GVS&DD, GVWD and MVRD Boards gave third reading to the three DCC bylaws and subsequently sent them to the Inspector of Municipalities, who granted statutory approval in February 2024. The bylaws will be effective as of January 1, 2025 with a three-year phase-in of the DCC rates to a one-per-cent assist factor to January 1, 2027.

The Board adopted the *Greater Vancouver Water District Development Cost Charge Amendment Bylaw No. 260, 2023*.

Greater Vancouver Sewerage and Drainage District

G1.1 Greater Vancouver Sewerage and Drainage District Development Cost Charge Bylaw No. 371, 2023 **APPROVED**

In April 2023, the Board endorsed moving toward a one-per-cent assist factor for water and liquid waste development cost charges (DCCs), and implementing a new parkland acquisition DCC and moving it to a one-per-cent assist factor within the *2024-2028 Financial Plan*, and directed staff to approach the financial plan with targets of 12 per cent for 2024, 11 per cent for 2025, five per cent for 2026, and five per cent for 2027. Significant engagement with industry, member jurisdictions, First Nations and the public was undertaken in fall 2023, during which feedback and comments were received and addressed.

On October 27, 2023, the GVS&DD, GVWD and MVRD Boards gave third reading to the three DCC bylaws and subsequently sent them to the Inspector of Municipalities, who granted statutory approval in February 2024. The bylaws will be effective as of January 1, 2025 with a three-year phase-in of the DCC rates to a one-per-cent assist factor to January 1, 2027.

The Board adopted the *Greater Vancouver Sewerage and Drainage District Development Cost Charge Bylaw No. 371, 2023*.

Date: March 27, 2024
File No: 0390-20-AVICC

RESOLUTION for Consideration by Delegates at the AVICC 2024 AGM & Convention

Addressing the Needs of Rural Seniors in British Columbia

City of Port Alberni

WHEREAS rural B.C. has a proportionately larger and faster growing seniors' population than urban B.C., yet has less infrastructure and resources to support its aging population;

AND WHEREAS a greater and more focused provincial response to ongoing concerns about inequities in services and supports for seniors in rural B.C. is required to address the inadequacies of current approaches to such issues;

THEREFORE, BE IT RESOLVED that AVICC & UBCM endorse the recommendations of the Office of the Seniors Advocate's report titled "Challenges Facing B.C.'s Rural Seniors" and dated February 2024, and calls on the Provincial Government to implement said recommendations beginning with establishing a ministry or minister of state for rural B.C. in recognition of the geographic imbalance of regional representation in the Legislative Assembly;

AND FURTHER that the AVICC request the creation of a rural seniors caucus within the UBCM membership.

Date: March 27, 2024
File No: 0390-20-AVICC

**RESOLUTION for Consideration by Delegates at the AVICC 2024 AGM & Convention
Addressing the Needs of Rural Seniors in British Columbia**

In alignment with Council's *2023-2027 Corporate Strategic Plan* and the goals of "fostering a complete community that is safe, healthy and inclusive" and ensuring the "provision and maintenance of quality services" Council for the City of Port Alberni is submitting the attached resolution for consideration.

The aging population in rural British Columbia (B.C.) is growing at a faster rate than in urban areas, leading to challenges in providing adequate infrastructure and resources to support seniors in these regions. The disparities in services and support for rural seniors have raised concerns about the effectiveness of current approaches. To address these issues, a more targeted and comprehensive provincial response is essential to ensure the well-being of rural seniors in B.C.

Growing Senior Population: Rural B.C. is experiencing a significant increase in the proportion of seniors compared to urban areas. This demographic shift emphasizes the need for tailored services and support to meet the unique needs of rural seniors.

Infrastructure and Resource Challenges: Despite the growing senior population, rural B.C. faces limitations in infrastructure and resources to provide adequate care and services for aging residents. This disparity highlights the urgent need for intervention and support.

Challenges and Inequities:

Inequities in Services: Rural seniors in B.C. often face challenges accessing healthcare, social services, and other essential resources due to geographic isolation and limited infrastructure.

Inadequate Support: The current approaches to addressing the needs of rural seniors are deemed insufficient to address the complexities and nuances of the issues they face. There is a pressing need for a more focused and responsive strategy to ensure equitable access to services and support.

The Association of Vancouver Island and Coastal Communities (AVICC) and the Union of British Columbia Municipalities (UBCM) are called upon to endorse the recommendations outlined in the Office of the Seniors Advocate's report titled "Challenges Facing B.C.'s Rural Seniors" dated February 2024.

The resolution urges the Provincial Government to implement the report's recommendations, starting with the establishment of a ministry or minister of state for rural B.C. This initiative aims to address the geographic imbalance of regional representation in the Legislative Assembly and prioritize the needs of rural seniors.

AVICC is further requested to advocate for the creation of a rural seniors caucus within the UBCM membership. This caucus will serve as a platform for collaboration, advocacy, and policy development to address the specific challenges faced by rural seniors at the local government level.

The resolution acknowledges the growing concerns and challenges faced by rural seniors in British Columbia and proposes concrete steps to address these issues. By endorsing the recommendations of the Seniors Advocate's report and advocating for targeted provincial and local initiatives, AVICC and UBCM are demonstrating their commitment to improving the quality of life and support systems for rural seniors. This collaborative effort aims to create a more equitable and sustainable framework for addressing the needs of aging populations in rural communities across B.C.

Yours truly,
CITY OF PORT ALBERNI



Sharie Minions
Mayor

c: City Council
M. Fox, CAO
D. Monteith, Director of Corporate Services
UBCM Member Municipalities