

REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for
Tuesday, May 7, 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

Page 7 (a) **2023 Financial Statements – Report on Financial Results for Year**

Paul Fripp, Partner, BDO Canada LLP to present Financial Statements for 2023.
Draft 2023 Financial statements, attached.

Recommendation: THAT the 2023 Financial Statements be received.

Page 37 (b) **Tri-Cities Community Action Team**

Roxanne Saxon and Samantha Chong to present on the Tri-Cities Community Action Team and their response to the emergency health crisis around toxic drugs.

5. Adoption of MinutesPage 38 **(a) Minutes of the Regular Council Meeting held on April 16, 2024**

Recommendation: THAT the Minutes of the Regular Council Meeting held April 16, 2024, be adopted, as circulated.

Page 45 **(b) Minutes of the Special Council Meeting held on April 18, 2024**

Recommendation: THAT the Minutes of the Special Council Meeting held April 18, 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 47 **(a) 2024 – 2028 Anmore Five Year Financial Plan**

Recommendation: THAT Anmore Five-Year Financial Plan Bylaw No. 693-2024 be adopted.; and,

THAT 2024 Anmore Tax Rates Bylaw No. 694-2024 be adopted.

Page 54 **(b) School District 43 2025-26 Eligible School Sites Proposal Resolution**

Recommendation: THAT the School District 43 Board's proposed eligible school site requirements be accepted.

Page 60 **(c) Metro Vancouver Inclusionary Housing Policy Review**

Recommendation: THAT the letter from Metro Vancouver dated April 18, 2024 regarding Inclusionary Housing Policy Review – Final Report and Regional Model Policy Framework, be received for information.

8. Items Removed from the Consent Agenda

9. Legislative Reports**Page 62 (a) 110 Hemlock Dr - Zoning Bylaw Amendment- Bylaw No. 695-2024**

Report dated May 3, 2024, from the Planner, attached.

Recommendation: THAT first and second reading be given to Anmore Zoning Bylaw Amendment Bylaw No. 695-2024; and,

THAT staff be directed to set a date for a public hearing for Anmore Zoning Bylaw Amendment Bylaw No. 695-2024.

Page 68 (b) 120 Hemlock Dr - Zoning Bylaw Amendment- Bylaw No. 696-2024

Report dated May 3, 2024, from the Planner, attached.

Recommendation: THAT first and second reading be given to Anmore Zoning Bylaw Amendment Bylaw No. 696-2024; and,

THAT staff be directed to set a date for a public hearing for Anmore Zoning Bylaw Amendment Bylaw No. 696-2024.

10. Unfinished Business

None.

11. New Business**Page 74 (a) Development Variance Permit Request – 3185 Sunnyside Road**

Report dated May 3, 2024, from the Planner, attached.

Recommendation: THAT staff be authorized to issue notice of Council's consideration of DVP2024-01 to affected properties.

(b) Anmore Community Hub – Facility Use

Page 105 Report dated May 3, 2024, from the Chief Administrative Officer, attached.

Recommendation: THAT Staff be directed to report to Council with a draft Policy and Fees and Charges Bylaw update to reflect all of the recommendations included in the report dated May 3, 2024 from the Chief Administrative Officer entitled Anmore Community Hub – Facility Use.

Page 116 **(c) Future Election Voting Opportunities**

Report dated May 3, 2024, from the Manager of Corporate Services, attached.

Recommendation: THAT the May 3, 2024 Future Election Voting Opportunities be received for information.

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

(a) Community Engagement, Culture, and Inclusion Committee – 2024 Areas of Focus

At the February 22, 2024 Community Engagement, Culture, and Inclusion Committee meeting, there was general consensus on areas of focus for 2024.

Recommendation: THAT the following items be referred to the Community Engagement, Culture, and Inclusion Committee:

Village of Anmore Accessibility Plan, Village of Anmore Archives, Maintain Anmore Heritage/Stories – update storyboards and online, Collect donation items for charity, Candy Cane Lane, May Day Basket Fundraiser, BYOEverything Picnic, Local Phonebook, Beginner Yoga at Village Hall, Scheduling regular Dementia Workshops and focus groups, Community Village Hub rental policies, Re-establishing Youth Bingo events.

(b) Public Safety Committee – 2024 Areas of Focus

At the April 11, 2024 Public Safety Committee meeting, the committee made the following recommendations to Council for their 2024 areas of focus.

Recommendation: THAT the following items be referred to the Public Safety Committee for review: Anmore Emergency Preparedness, FireSmart status, Anmore Tree Bylaws, current and future traffic issues, emergency access, and investigate Speed Watch initiative suitability for Anmore to address speeding and other safety concerns.

Recommendation: THAT the Anmore Procedure Bylaw be amended to allow for public input be added as an agenda item at committee meetings.

Recommendation: THAT if the Tree Bylaw is discussed in the Environment Committee that the Public Safety Committee be included in the meeting.

(c) Environment Committee – 2024 Areas of Focus

At the April 18, 2024 Environment Committee meeting, the committee made the following recommendation to Council for their 2024 areas of focus.

Recommendation: THAT the following items be referred to the Environment Committee: Increasing Bear Awareness, Litter Reduction Signage and Awareness, Development of Wildlife Corridors.

(d) Parks and Recreation Committee – 2024 Areas of Focus

At the May 2, 2024 Parks and Recreation Committee meeting, the committee made the following recommendation to Council for their 2024 areas of focus.

Recommendation: THAT the Parks and Recreation Committee work with Torca to develop a trail connectivity proposal for Council's consideration.; and,

THAT staff be directed to share current trail maps with Torca.

Recommendation: THAT staff be directed to engage with the City of Port Moody and Mossom Creek Hatchery regarding trail connectivity to inform the proposal being developed with Torca.

Recommendation: THAT the following items be referred to the Parks and Recreation Committee: recreation opportunities in the Anmore Community Hub.; and

THAT staff be directed to inquire with SD43 about the original community use agreement with the Anmore Elementary School.

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

16. Information Items

- Page 121 (a) **Committees, Commissions, and Boards – Minutes**
- Minutes of the Community Engagement, Culture, and Inclusion Committee held on July 22, 2021
 - Minutes of the Environment Committee meeting held on November 18, 2021
 - Minutes of the Parks & Recreation Committee meeting held on November 17, 2021
 - Minutes of the Tri-Cities Healthier Communities Partnership meeting held on January 25, 2024
- Page 132 (b) **General Correspondence**
- Letter dated April 16, 2024 from the District of North Vancouver regarding Support for Resolution Black Bear Cub Conflict Response by British Columbia Conservation Officer Service
 - Letter dated April 24, 2024 from the Lung Transplant Housing Support, Transplant Support BC regarding Housing is Healthcare Resolution Support
 - Metro Vancouver Board in Brief for meetings held on April 26, 2024

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

**Village of Anmore
Financial Statements
For the year ended December 31, 2023**

DRAFT

Village of Anmore
Financial Statements
For the year ended December 31, 2023

	Contents
Statement of Management's Responsibility	1
Independent Auditor's Report	2 - 3
Financial Statements	
Statement of Financial Position	4
Statement of Operations	5
Statement of Changes in Net Financial Assets	6
Statement of Cash Flows	7
Summary of Significant Accounting Policies	8 - 11
Notes to the Financial Statements	12 - 21
Schedule 1 - Combined Statement of Operations by Segment	22 - 23
Schedule 2 - Tangible Capital Assets	24 - 25
Schedule 3 - Government Transfers	26
Schedule 4 - Annual Report on COVID-19 Safe Restart Grant Spending (unaudited)	27
Schedule 5 - Annual Report on Growing Communities Fund Spending (unaudited)	28

Statement of Management's Responsibility

The financial statements contained herein have been prepared by management in accordance with Canadian public sector accounting standards as prescribed by the Public Sector Accounting Board. A summary of the significant accounting policies are described in the summary of significant policies which proceed the notes to the financial statements. Management is also responsible for all statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

Mayor and Council meet with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by BDO Canada LLP, independent external auditors appointed by Council. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Village's financial statements.

Manager of Financial Services

REPORT DATE

Independent Auditor's Report

To the Mayor and Council of The Village of Anmore

Opinion

We have audited the financial statements of the Village of Anmore (the "Village") which comprise the Statement of Financial Position as at December 31, 2023 and the Statements Operations, Changes in Net Financial Assets, and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2023 and its results of operations, changes in net financial assets, and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally-accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of this report. We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Unaudited Information

We have not audited, reviewed, or otherwise attempted to verify the accuracy or completeness of Schedule 4 and 5 of the Village's financial statements.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Village, or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally-accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally-accepted auditing standards we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Vancouver, British Columbia
REPORT DATE

Village of Anmore
Statement of Financial Position

December 31	2023	2022
Financial Assets		
Cash	\$ 8,236,985	\$ 10,397,584
Accounts receivable (Note 1)	2,305,343	2,707,678
Loan receivable (Note 2)	145,595	179,400
Property taxes receivable	283,849	205,779
Investments (Note 3)	7,372,998	6,451,088
	<u>18,344,770</u>	<u>19,941,529</u>
Liabilities		
Accounts payable and accrued liabilities (Note 4)	2,774,277	3,100,400
Unearned revenue (Note 5)	935,077	1,375,344
Development cost charges (Note 6)	1,907,346	1,779,013
Deposits (Note 7)	975,820	900,737
Long-term debt (Note 8)	2,500,000	-
	<u>9,092,520</u>	<u>7,155,494</u>
Net Financial Assets	<u>9,252,250</u>	<u>12,786,035</u>
Non-Financial Assets		
Tangible capital assets (Schedule 2)	70,076,711	61,662,424
Prepaid expenses	24,634	25,529
Inventories	83,068	42,117
	<u>70,184,413</u>	<u>61,730,070</u>
Accumulated surplus (Note 9)	<u>\$ 79,436,663</u>	<u>\$ 74,516,105</u>

_____ Manager of Financial Services

_____ Mayor

**Village of Anmore
Statement of Operations**

For year ended December 31	2023 Fiscal Plan (Note 10)	2023	2022
Revenue (Schedule 1)			
Taxation (Note 12)	\$ 2,869,296	\$ 2,890,637	\$ 2,669,828
Government transfers - unconditional (Schedule 3)	2,411,793	2,505,671	844,154
Government transfers - conditional (Schedule 3)	1,889,675	1,395,994	2,004,457
Community amenity contribution	-	450,000	-
Permits, fees and other revenues	1,359,477	1,474,647	1,409,069
Interest income	160,000	624,280	278,870
	8,690,241	9,341,229	7,206,378
Expenses (Schedule 1)			
General Government	1,379,769	1,346,537	1,216,207
Public Works	1,364,593	1,423,072	1,324,589
Protective Services	349,129	277,453	252,526
Planning & Development	117,900	197,242	93,165
Solid Waste & Recycling	227,350	235,830	214,482
Water System	897,446	940,537	865,992
	4,336,187	4,420,671	3,966,961
Annual surplus	4,354,054	4,920,558	3,239,417
Accumulated surplus, beginning of year	74,516,105	74,516,105	71,276,688
Accumulated surplus, end of year	\$ 78,870,159	\$ 79,436,663	\$ 74,516,105

Village of Anmore
Statement of Changes in Net Financial Assets

For year ended December 31	2023 Fiscal Plan (Note 10)	2023	2022
Annual surplus	\$ 4,354,054	\$ 4,920,558	\$ 3,239,417
Acquisition of tangible capital assets	(10,344,759)	(9,602,077)	(3,718,611)
Amortization of tangible capital assets	1,071,135	1,153,854	1,071,135
Disposal of tangible capital assets	-	33,936	-
Change in prepaid expenses	-	895	(1,001)
Change in inventories	-	(40,951)	5,902
Change in net financial assets for the year	(4,919,570)	(3,533,785)	596,842
Net financial assets, beginning of year	12,786,035	12,786,035	12,189,193
Net financial assets, end of year	\$ 7,866,465	\$ 9,252,250	\$ 12,786,035

DRAFT

Village of Anmore
Statement of Cash Flows

For the year ended December 31

2023

2022

Cash provided by (used in)

Operating activities

Annual surplus \$ 4,920,558 \$ 3,239,417

Items not involving cash:

Loss on disposal of tangible capital assets 4,461 -

Amortization of tangible capital assets 1,153,854 1,071,135

6,078,873 **4,310,552**

Changes in non-cash operating balances:

Accounts receivable 402,335 (1,954,693)

Property taxes receivable (78,070) (6,503)

Prepaid expenses 895 (1,001)

Accounts payable and accrued liabilities (326,123) 2,443,250

Unearned revenue (440,267) 19,926

Deposits 75,083 71,646

Inventories (40,951) 5,902

5,671,775 **4,889,079**

Capital activities

Proceeds on sale of tangible capital assets 29,475 -

Acquisition of tangible capital assets (9,602,077) (3,718,611)

(9,572,602) **(3,718,611)**

Investing activities

Purchase of Investments (921,910) (53,390)

Loan receivable advances - (230,000)

Loan receivable repayments 33,805 50,600

(888,105) **(232,790)**

Financing transactions

Development cost charges and interest received 128,333 76,881

Debt advances 2,500,000 -

Increase (decrease) in cash during the year

(2,160,599) **1,014,559**

Cash, beginning of year

10,397,584 **9,383,025**

Cash, end of year

\$ 8,236,985 **\$ 10,397,584**

Village of Anmore

Summary of Significant Accounting Policies

For the year ended December 31, 2023

The Village of Anmore (the "Village") is a municipality in the Province of British Columbia incorporated under the Local Government Act (British Columbia) and operates under the provisions of the Community Charter. The Village provides municipal services such as public works, planning, parks and other general government services.

Basis of Accounting

The Village prepares its financial statements in accordance with Canadian public sector accounting standards for local governments using guidelines developed by the Public Sector Accounting Board (PSAB).

The basis of accounting followed in these financial statements is an accrual method and includes revenues in the period in which the transactions or events occurred that gave rise to the revenues and expenses in the period the goods and services are acquired and a liability is incurred.

Tangible Capital Assets

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.

Contributed tangible capital assets are recorded at fair value at the time of the contribution.

Estimated useful lives of tangible capital assets are as follows:

Roads	5 to 50 years
Buildings	15 to 40 years
Machinery and vehicles	8 to 10 years
Equipment and furniture	5 to 10 years
Water infrastructure	15 to 50 years
Other infrastructure	10 to 50 years

Use of Estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. 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, useful lives of tangible capital assets, and asset retirement obligation.

Revenue Recognition

Taxes are recorded when they meet the definition of an asset, have been authorized and the taxable event has occurred. Annual levies for non-optional municipal services and general administrative services are recorded as taxes for municipal services in the year they are levied. Taxes receivable are recognized net of an allowance for anticipated uncollectible amounts.

Village of Anmore
Summary of Significant Accounting Policies

For the year ended December 31, 2023

Revenue Recognition (continued)

Through the British Columbia Assessment's appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the same time they are awarded. Levies imposed on behalf of other taxing authorities are not included as taxes for municipal purposes.

Charges for water usage are recorded as services are delivered. Connection fee revenues are recognized when the connection has been established.

Building permit revenue is recognized when building inspections have been satisfactorily completed and clearance certificate issued.

Tangible capital assets received as contributions or transfers from developers are recorded at their estimated fair value at the date of receipt.

Sale of services and other revenue is recognized on an accrual basis as the services are delivered.

Government transfers, which include legislative grants, are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that the transfer stipulations give rise to an obligation that meets the definition of a liability. Where stipulations give rise to a liability, transfers are initially recognized as unearned revenue when transferred and subsequently as revenue in the statement of operations as the stipulation liabilities are settled.

Community amenity contributions received by the Village are included on the Statement of Operations. Revenue is recognized on the cash basis in the year the payment was received.

Collection of Taxes on Behalf of Other Taxation Authorities

The Village collects taxation revenue on behalf of other entities. Such levies, other revenues, expenses, assets and liabilities with respect to the operations of the entities are not reflected in these financial statements.

Unearned Revenue

Contributions with stipulations giving rise to a liability and revenues (building permits) pertaining to services required in future years have been deferred. These amounts will be recognized as revenue once the conditions giving rise to the liability have been settled.

Financial Instruments

Effective January 1, 2023, the Village adopted PS 3450 - Financial Instruments. The standard was adopted prospectively and comparative figures were not restated.

The Village's financial instruments consist of cash, accounts receivable, loan receivable, property taxes receivable, investments, accounts payable and accrued liabilities, deposits, and long-term debt. All financial instruments are measured at cost or amortized cost on the statement of financial position, using the effective interest rate method to determine interest revenue or expense. Transaction costs are added to the carrying value for financial instruments.

Village of Anmore
Summary of Significant Accounting Policies

For the year ended December 31, 2023

Financial Instruments (continued)

All financial assets are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations.

Unrealized gains and losses from changes in the fair value of financial instruments would be recognized in the statement of remeasurement gains and losses. Upon settlement, the cumulative gain or loss is reclassified from the statement of remeasurement gains and losses and recognized in the statement of operations. Interest and dividends attributable to financial instruments are reported in the statement of operations. As the Village has no financial instruments reported at fair value, no statement of remeasurement gain or loss is presented in these financial statements.

Municipal Pension Plan

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records liabilities and assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the plan.

Segmented Information

The Village segments its operations for financial reporting purposes based upon areas of managerial responsibility. This information is provided in Note 14 and Schedule 1.

Contaminated Sites

A liability for remediation of a contaminated site is recognized at the financial statement date when an environmental standard exists, contamination exceeds the standard, and it is expected that future economic benefits will be given up and the liability can be reasonably estimated.

Loan Receivable

Loans receivable are initially recorded at cost less any amount for valuation allowance. Valuation allowances are used to reflect collectability and risk of loss and to reflect loans receivable at the lower of cost and the net recoverable value. Changes in valuation allowance are recognized in expenses in the statement of operations. When the loss is known with sufficient precision and there is no realistic prospect of recovery the loan receivable is reduced by the amount of the loss. Interest income is accrued on loans receivable as earned to the extent it is deemed collectable.

Village of Anmore
Summary of Significant Accounting Policies

For the year ended December 31, 2023

Asset Retirement Obligation

Effective January 1, 2023, the Village adopted the new Public Sector Accounting Standard, PS3280 Asset Retirement Obligations (“ARO”). Under the ARO 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 and December 31, 2022, no asset retirement obligations have been identified by the Village.

DRAFT

Village of Anmore
Notes to the Financial Statements

For the year ended December 31, 2023

1. Accounts Receivable

	2023	2022
GST receivable	\$ 385,548	\$ 74,041
Government grants receivable	1,407,075	2,309,064
Interest receivable	37,957	95,182
Other	254,119	44,635
Water levies	220,644	184,756
	\$ 2,305,343	\$ 2,707,678

2. Loan Receivable

Bylaw No. 673-2022 was established as a local area service for the purpose of securing a loan from the Village to Strata Property LMS 3080 (Anmore Green Estates), to allow for completion and operation of the David Avenue regional sewer connection project. The full cost of the project, including borrowing and administration costs, will be paid for by the owners within the local area service.

At the April 26, 2022 Regular Council meeting, Council approved the request on behalf of the owners of Anmore Green Estates requesting financing be provided by the Village in the amount of \$230,000 in order to execute the sewer connection project.

Interest on the loan receivable accrues at the Municipal Finance Authority short-term financing floating daily rate, 4.97% at December 31, 2023 (December 31, 2022 - 5.06%), plus a 2.50% administration fee and is to be recovered equally over 5 years in the form of a parcel tax. In 2023, the loan was repaid by \$33,805 (2022 - \$50,600).

3. Investments

	2023	2022
Guaranteed investment certificates	\$ 5,372,998	\$ 6,451,088
MFA Money Market Fund	2,000,000	-
	\$ 7,372,998	\$ 6,451,088

The Village's investments consist of guaranteed investment certificates ("GICs") held at a Canadian chartered bank and are recorded at amortized cost; and a pooled investment fund held at Municipal Finance Authority of BC, recorded at fair value.

Village of Anmore
Notes to the Financial Statements

For the year ended December 31, 2023

3. Investments (continued)

The GICs earn interest at rates ranging from 4.55% to 5.55% (2022 - 3.45% to 4.10%) with maturities ranging from August 21, 2024 to December 2, 2024.

The MFA Money Market Fund is composed of high-quality money market instruments designed to provide participating investors with interest income. The Fund holds assets with maturities no longer than 366 days and can be withdrawn by the Village with one day of notice. The average yield on the MFA Money Market Fund investment as at December 31, 2023 was 5.9%. The Village did not hold any MFA Money Market Fund investments prior to 2023.

4. Accounts Payable and Accrued Liabilities

	2023	2022
Trade accounts payable and accrued liabilities	\$ 355,732	\$ 304,686
Construction trade accounts payable and holdbacks	2,043,186	2,297,882
School taxes and police services payable	356,616	484,483
Wages and benefits	18,743	13,349
	\$ 2,774,277	\$ 3,100,400

5. Unearned Revenue

Unearned revenue represents revenues and unspent capital contributions to be recognized as revenue in operations in subsequent years when the related expenditures are incurred or services delivered. Unearned revenue is comprised as follows:

	2023	2022
Community centre developer restricted donations	\$ -	\$ 595,236
Outdoor plaza grant	-	124,358
Other deferred government grants	241,743	19,855
Unearned building permits and other	410,540	345,348
Tax prepayments	282,794	290,547
	\$ 935,077	\$ 1,375,344

Village of Anmore
Notes to the Financial Statements

For the year ended December 31, 2023

6. Development Cost Charges

Development cost charges (DCCs) are collected to pay for the general capital and utility expenditures required for developments. In accordance with the *Community Charter*, these funds must be deposited into a separate reserve fund. The Village records DCCs levied as deferred revenues until the related expenditures are incurred, then the DCCs are recognized as revenue.

	<u>2023</u>	<u>2022</u>
Balance, beginning of year	\$ 1,779,013	\$ 1,702,132
Receipts in the year	38,842	42,876
Interest earned and deferred	89,491	34,005
	<hr/>	<hr/>
Balance, end of year	<u>\$ 1,907,346</u>	<u>\$ 1,779,013</u>

7. Deposits

Deposits are collected in respect of development activities as security against potential damage to Village property. Deposits, less any draw down of damage to Village property, are refunded upon satisfactory conditions being met and approved by the Village.

	<u>2023</u>	<u>2022</u>
Balance, beginning of year	\$ 900,737	\$ 829,091
Receipts in the year	203,500	133,201
Refunds issued	(128,417)	(61,555)
	<hr/>	<hr/>
Balance, end of year	<u>\$ 975,820</u>	<u>\$ 900,737</u>

Village of Anmore
Notes to the Financial Statements

For the year ended December 31, 2023

8. Debt

	2023	2022
Issue 160, issued in 2023, accruing interest at 4.97%, maturing in 2048	\$ 2,500,000	\$ -

Pursuant to security issuing by-laws under authority of the Community Charter, the Village obtains debt instruments through the Municipal Finance Authority of British Columbia ("MFA") to finance certain capital expenditures.

The Village is required to pay into the Debt Reserve Fund certain amounts set out in the financing agreements. The interest earned on the Debt Reserve Fund, less administrative expenses, becomes an obligation of MFA to the Village. Upon the maturity of a debt issue, the unused portion of the Debt Reserve Fund established for that issue will be discharged.

As at December 31, the total of the Debt Reserve Fund was comprised of:

	2023	2022
Cash holdbacks	\$ 25,000	\$ -
Demand note	68,274	-
Total	\$ 93,274	\$ -

Future principal payments of debt for the next five years and thereafter are:

	Principal
2024	\$ 62,496
2025	64,808
2026	67,206
2027	69,693
2028	72,271
Thereafter	2,163,526
Total	\$ 2,500,000

Village of Anmore
Notes to the Financial Statements

For the year ended December 31, 2023

9. Accumulated Surplus

The Village segregates its accumulated surplus into the following categories:

	2023	2022
Unrestricted current funds	\$ 3,265,158	\$ 2,010,535
Statutory reserve funds	8,302,496	8,428,209
Non-statutory reserve funds	1,972,009	2,347,288
Invested in non-financial assets	65,897,000	61,730,073
Balance, end of year	\$ 79,436,663	\$ 74,516,105

Unrestricted current funds represent the amount of Accumulated Surplus remaining after deducting the other appropriated surplus balances. It is available to temporarily finance operations until planned revenues (i.e. property taxes, fees, grants etc.) are received, or for other operating or capital purposes as determined by Council, to the extent that it is available as cash.

Non-statutory and statutory reserves are accumulated surplus that has been set aside by decision of Council for a specified purpose. Statutory reserves have been established by bylaw in accordance with the Community Charter and their use is restricted by the related bylaw and legislation. In the normal course of operations, these funds will be used to finance the future services or capital works for which they have been appropriated. Details of Statutory reserve funds are shown below:

	2023	2022
Parks	\$ 446,148	\$ 425,141
Capital	7,023,901	7,244,052
Water storage	42,007	40,030
Water utility	390,676	372,282
Operating	399,764	346,704
	\$ 8,302,496	\$ 8,428,209

Details of Non-statutory reserve funds are shown below:

	2023	2022
Community Works Gas Tax Funds	\$ 3,114	\$ 195,766
General Funds	22,500	-
Community Amenity Contributions	453,706	1,279,576
Climate Action Funds	-	59,082
COVID-19 Restart Grant (Schedule 4)	84,043	812,864
Growing Communities Fund (Schedule 5)	1,408,646	-
	\$ 1,972,009	\$ 2,347,288

Village of Anmore
Notes to the Financial Statements

For the year ended December 31, 2023

9. Accumulated Surplus (continued)

Investment in non-financial assets is equal to the book value of the tangible capital assets, inventories and prepaid expenses less any debt incurred to acquire the non-financial assets. In the normal course of operations the tangible capital assets, inventories and prepaid expenses are not available to finance operations, but will be consumed/used to provide services, and any related debt repaid by future period revenues.

10. Fiscal Plan

The budget figures reported in the Financial Statements represent the 2023 component of the Financial Plan Bylaw adopted by Council on May 2, 2023.

The following reconciles the approved bylaw to the amounts presented in the financial statements:

	<u>2023</u>
Annual surplus per Financial Plan bylaw on a PSAS basis	\$ 4,354,054
Acquisition of tangible capital assets	(10,344,759)
Amortization	<u>1,071,135</u>
Change in net financial assets on a PSAS basis	<u>\$ (4,919,570)</u>

11. Contingent Liabilities

- (a) The Village is partially self-insured through the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible that the Village along with the other participants, would be required to contribute towards the deficit.
- (b) The Village is responsible as a member of Metro Vancouver for its proportion of any operating deficits or long-term debt related to functions in which it participates.
- (c) In the regular course of operations, legal claims are initiated against the Village in varying and unspecified amounts. The outcome of any potential claims cannot reasonably be determined at this time. Any ultimate settlements will be recorded in the year the claim is deemed to be likely to be paid and can be reasonably estimated.

Village of Anmore
Notes to the Financial Statements

For the year ended December 31, 2023

12. Taxation - Net

	2023	%	2022	%
Total taxation	\$ 7,260,258	100.00	\$ 6,726,733	100.00
Collections on behalf of other governments:				
Metro Vancouver	606,405	8.35	518,169	7.70
School District - school tax	2,950,495	40.64	2,796,840	41.58
Municipal Finance Authority	400	0.01	378	0.01
BC Assessment Authority	68,497	0.94	67,178	1.00
TransLink	442,858	6.10	431,827	6.42
Police	300,966	4.15	242,513	3.61
	4,369,621	60.19	4,056,905	60.32
General municipal taxation	\$ 2,890,637		\$ 2,669,828	

13. Pension Plan

The Village and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of the benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2022, plan membership has about 240,000 active members and 124,000 retired members. Active members include approximately 43,000 contributors from local government.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The Village paid \$83,654 (2022 - \$78,004) for employer contributions while employees contributed \$77,364 (2022 - \$72,140) to the plan in fiscal 2023.

The next valuation will be as at December 31, 2024.

For the year ended December 31, 2023

14. Segmented Information

The Village is a diversified municipal government institution that provides a wide range of services to its citizens such as roads, water and drainage infrastructure, garbage collection and parkland. The Village also contributes to the costs of police protection and transit which are under the jurisdiction of the provincial government and of TransLink, respectively. Distinguishable functional segments have been separately disclosed in the segmented information.

The nature of the Village's segments and the activities they encompass are as follows:

General Government

The general government department is the communications link between Council and the other municipal departments and the general public, providing assistance and advice to citizens with respect to Council/Committee processes, reporting procedures and decisions. This department is also responsible for the overall financial and risk management of the Village.

Public Works

Public works is responsible for the essential services of the Village:

- ensuring clean and safe water to the Village, supplied through underground pipes;
- providing and maintaining the Village's roads, sidewalks, street lights, signage and line markings, storm drainage and hydrants; and
- providing other key services including street cleaning and the coordination of residential garbage collection services.

Protective Services

Protection and inspection services are comprised of bylaw enforcement and building inspection.

- Bylaw enforcement administers, monitors and seeks compliance with the bylaws enacted by the Mayor and Council to regulate the conduct of affairs in the Village of Anmore.
- The Village of Anmore's Building Department maintains the quality of life for the Village's citizens by regulating all construction within the Village. This is achieved through the use of the Village of Anmore's Building Bylaw, the British Columbia Building Code, the British Columbia Fire Code and other related bylaws and enactments within the Village of Anmore.

For the year ended December 31, 2023

14. Segmented Information (continued)

Planning and Development

The planning and development department provides short-term and long-term planning services.

- Long-term planning includes work within the community plan on reviewing the Village's Official Community Plan, developing new Neighbourhood Plans, and the review of relevant bylaws.
- Short-term planning includes the processing of subdivision and development applications.

Water Utility

The water utility provides the distribution of water to residents.

Solid Waste and Recycling

The solid waste and recycling department provides curbside garbage and recycling collection services to the residents of the Village.

15. Financial Risk Management

The Village is potentially exposed to credit risk, market and interest risk and liquidity risk. The following analysis provides an assessment of those risks as at December 31, 2023.

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. Credit risk primarily arises from the Village's cash and cash equivalents, accounts receivable and investments. The risk exposure is limited to their carrying amounts at the date of the statement of financial position.

The Village mitigates exposure to credit risk for cash and investments by maintaining its cash with top rated Canadian Schedule I financial institutions, and by maintaining its investments with MFABC which meets the investment requirements of Section 183 of the Community Charter of the Province of BC.

Accounts receivable primarily consist of amounts receivable from government organizations, residents and financial institutions. To reduce the risk, the Regional District regularly reviews the collectability of its accounts receivable and if needed, will establish an allowance based on its best estimate of potentially uncollectible amounts. The Regional District historically has not had difficulty collecting receivables, nor have counterparties defaulted on any payments.

For the year ended December 31, 2023

15. Financial Risk Management (continued)

Market and Interest Rate Risk

Market risk is the risk that changes in market prices and inputs, such as interest rates, will affect the fair value of the Village's investments. The objective of market risk management is to control market risk exposures within acceptable parameters while optimizing the return on risk. The Village manages market risk by holding cash balances with top rated Canadian Schedule I financial institutions. Other portfolio investments are MFABC's money market funds which are composed of high-quality money market instruments with short maturities not exceeding 366 days, and MFABC bond funds, which have been created specifically constructed with appropriate diversification, risk and return characteristics for long term investments.

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. The Village's investments recognized at fair value are impacted by changes in market interest rates. Increases in interest rates result in a decrease of the fair value of the Village's MFA bond funds, while a decrease results in an increase to the fair value. The annual changes to the fair value of these investments are recognized through the statement of remeasurement gains (losses) until realized on disposal.

The exposure to interest rate risk in relation to debt instruments is limited to long-term debt. The risk applies only to long-term debt when amortization periods exceed the initial locked-in term. Short-term financing is subject to daily float rates, which can result in variability over the course of short-term financing. Interest rate risk related to debt instruments is managed through budget and cash forecasts.

Liquidity Risk

Liquidity risk is the risk that the Village will not be able to meet its financial obligations as they become due. The Village manages liquidity risk by continually monitoring actual and forecasted cash flows from operations, anticipated investing, and financial activities to ensure that its financial obligations are met.

Village of Anmore
Schedule 1 - Combined Statement of Operations by Segment

For the year ended December 31, 2023

	General Government	Public Works	Protective Services	Planning & Development	Solid Waste & Recycling	Water System	2023 Actual	2023 Fiscal Plan	2022 Actual
Revenues									
Taxation	\$ 2,890,637	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,890,637	\$ 2,869,296	\$ 2,669,828
Government transfers-unconditional	2,158,089	347,582	-	-	-	-	2,505,671	2,411,793	844,154
Government transfers-conditional	-	1,365,994	30,000	-	-	-	1,395,994	1,889,675	2,004,457
Community amenity contribution	-	450,000	-	-	-	-	450,000	-	-
Permits, fees and other revenue	29,727	-	133,241	107,755	244,851	959,073	1,474,647	1,359,477	1,409,069
Interest income	624,280	-	-	-	-	-	624,280	160,000	278,870
Total revenue	5,702,733	2,163,576	163,241	107,755	244,851	959,073	9,341,229	8,690,241	7,206,378
Expenses									
Goods & services	462,236	215,929	120,035	197,242	227,161	561,511	1,784,114	1,734,018	1,563,640
Salaries & benefits	787,272	448,310	157,418	-	8,669	76,574	1,478,243	1,531,034	1,345,731
Loss on disposal of TCAs	-	4,461	-	-	-	-	4,461	-	-
Amortization on TCAs	97,029	754,372	-	-	-	302,452	1,153,853	1,071,135	1,057,590
Total expenses	1,346,537	1,423,072	277,453	197,242	235,830	940,537	4,420,671	4,336,187	3,966,961
Excess (deficiency) in revenues over expenses	\$ 4,356,196	\$ 740,504	\$ (114,212)	\$ (89,487)	\$ 9,021	\$ 18,536	\$ 4,920,558	\$ 4,354,054	\$ 3,239,417

DRAFT

Village of Anmore
Schedule 2 - Tangible Capital Assets

For the year ended December 31, 2023

	Land	Building	Equipment & Furniture	Other Infrastructure	Roads	Machinery & Vehicles	Water Infrastructure	2023	2022
Balance,									
beginning of year	\$ 37,790,548	\$ 3,951,372	\$ 182,140	\$ 7,982,835	\$ 14,485,107	\$ 982,650	\$ 12,253,378	\$ 77,628,030	\$ 73,909,419
Additions	-	7,231,014	698,540	-	916,845	66,138	689,540	9,602,077	3,718,611
Disposals & adjustments	-	-	-	-	-	(42,800)	-	(42,800)	-
Cost, end of year	37,790,548	11,182,386	880,680	7,982,835	15,401,952	1,005,988	12,942,918	87,187,307	77,628,030
Accumulated amortization,									
beginning of year	-	175,281	114,226	3,635,891	6,965,732	565,534	4,508,942	15,965,606	14,894,471
Amortization	-	23,920	70,880	253,764	413,493	89,345	302,452	1,153,854	1,071,135
Disposals & adjustments	-	-	-	-	-	(8,864)	-	(8,864)	-
Accumulated amortization, end of year	-	199,201	185,106	3,889,655	7,379,225	646,015	4,811,394	17,110,596	15,965,606
Net book value, end of year	\$ 37,790,548	\$ 10,983,185	\$ 695,574	\$ 4,093,180	\$ 8,022,727	\$ 359,973	\$ 8,131,524	\$ 70,076,711	\$ 61,662,424

Included in buildings at December 31, 2023 are assets under construction, from 2020 - 2023, totaling \$10,580,129. These assets include Hub engagement and design costs, building site prep, HUB building construction and Spirit Park Revitalization. The Village will begin amortizing these assets in 2024 when the HUB and park improvements are substantially completed.

DRAFT

Village of Anmore
Schedule 3 - Government Transfers

For year ended December 31	2023 Fiscal Plan (Note 10)	2023	2022
Unconditional			
Community Works Fund - Gas Tax	\$ 64,793	\$ 68,089	\$ 64,793
TransLink - Major Road Network	107,000	111,000	107,000
TransLink - Operation, Maintenance and Rehabilitation	155,000	155,000	150,000
Growing Great Communities	1,730,000	1,730,000	-
Small community grant	355,000	360,000	456,000
Other grants	-	81,582	66,361
Total unconditional	2,411,793	2,505,671	844,154
Conditional			
Canada Infrastructure Grant	1,889,675	1,365,994	2,004,457
COVID-19 Emergency Preparedness	-	30,000	-
Total conditional	1,889,675	1,395,994	2,004,457
Total government transfers	\$ 4,301,468	\$ 3,901,665	\$ 2,848,611

Village of Anmore**Schedule 4 - Annual Report on COVID-19 Safe Restart Grant Spending (unaudited)****For the year ended December 31, 2023**

	<u>2023</u>	<u>2022</u>
COVID-19 Safe Restart Grant		
Balance, beginning of year	\$ 812,864	\$ 824,589
Interest	3,957	15,548
Total Grant Funds Available	<u>816,821</u>	<u>840,137</u>
Less: Funds Spent	<u>732,778</u>	<u>27,273</u>
Balance, end of year	<u>\$ 84,043</u>	<u>\$ 812,864</u>

In November 2020, the Village received a COVID-19 Safe Restart Grant for \$882,000 from the Province of British Columbia. An annual report on the grant spending is a requirement of the Province and will be provided annually until the grant funds are fully spent. COVID-19 Safe Restart Funding is classified as an unconditional Provincial operating government transfer with revenue recognized on the Statement of Operations in the period in which the funds were received.

As at December 31, 2023, \$821,973 in grant funds were spent.

Village of Anmore

Schedule 5 - Annual Report on Growing Communities Fund (GCF) Spending (unaudited)

For the year ended December 31, 2023

	2023	2022
Growing Communities Fund		
Balance, beginning of year	\$ -	\$ -
Grant received	1,730,000	-
Interest	67,385	-
	1,797,385	-
Eligible costs		
Enhancements to Anmore HUB and surrounding area	200,000	-
Ravenswood Drive realignment and tree management	21,875	-
Water System Service Planning	16,864	-
Ma Murray Lane project	150,000	-
Balance, end of year	\$ 1,408,646	\$ -

The Province of British Columbia distributed conditional GCF grants to communities at the end of March 2023 to help local governments build community infrastructure and amenities to meet the demands of population growth. The GCF provided a one-time total of \$1 billion in grants to all 161 municipalities and 27 regional districts in British Columbia.

The Village of Anmore received \$1,730,000 of GCF funding in March 2023.



Delegation to Council Request Form

Contact Information

Name of presenter: _____

Name of organization: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Presentation Information

Preferred meeting date at which you wish to appear (if known): _____

Number of person(s) expected to attend: _____

Reason(s) for presentation:

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

Resources:

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

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

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

REGULAR COUNCIL MEETING – MINUTES

Minutes 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**



ELECTED OFFICIALS PRESENT

ABSENT

- Mayor John McEwen
- Councillor Polly Krier
- Councillor Kim Trowbridge (attended electronically)*
- Councillor Doug Richardson
- Councillor Paul Weverink

OTHERS PRESENT

- Karen Elrick, Chief Administrative Officer
- Rhonda Schell, Manager of Corporate Services
- Lena Martin, Manager of Financial Services
- Chris Boit, Manager of Development Services
- Scott Donaldson, Operations Superintendent

1. Call to Order

The meeting was called to order at 7:02 p.m.

*Councillor Trowbridge left the meeting electronically at 7:03 p.m.

2. Approval of the Agenda

It was MOVED and SECONDED:

R045/24: THAT the Agenda be approved as circulated.

Carried Unanimously

3. Public Input

None.

4. Delegations

None.

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

It was MOVED and SECONDED:

R046/24: THAT the Minutes of the Regular Council Meeting held on April 2, 2024, be adopted, as circulated.

Carried Unanimously

6. Business Arising from Minutes

None.

7. Consent Agenda

It was MOVED and SECONDED:

R047/24: THAT the Consent agenda be adopted.

Carried Unanimously

(a) Sasamat Volunteer Fire Department

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

(c) Local Government Management Association Annual Conference

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

(d) 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

(b) Ministry of Housing, Bill 16

Discussion points included:

- Mayor McEwen discussed challenges that Anmore would have in adhering to Bill 44 small-scale multi-family housing requirements in relation to water supply, sewerage, the Anmore Rural designation in the Metro Vancouver Regional Context, and parking.
- Concern on how this Bill 44 will affect existing neighbourhoods
- Clarification on Anmore stormwater system

*Councillor Trowbridge re-joined the meeting electronically at 7:15 p.m.

It was MOVED and SECONDED:

R048/24: THAT the letter from the Ministry of Housing dated April 8, 2024 regarding Bill 16 and the letter from the Ministry of Housing dated April 10, 2024 regarding Bill 44, be received for information.; and

THAT staff be directed to write a letter to the Ministry of Housing regarding Bill 16 and Bill 44 seeking clarification on how they directly apply to Anmore.

Carried Unanimously

(c) Ministry of Housing, Bill 44

Discussion points were combined with item (b).

9. Legislative Reports

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

The Chief Administrative Office gave an overview of the report dated April 12, 2024.

Discussion points included:

- Use of an app for user to charge and supplying credit card information
- That there should be a charge 24 hrs per day
- Staff having ability to charge Village owned vehicles at no fee

It was MOVED and SECONDED:

R049/24: THAT Anmore Fees and Charges Bylaw Amendment Bylaw No. 692-2024 be given first, second and third reading, as amended, to include a \$2 fee between 8am and 4pm.

Carried Unanimously

(b) 2024 – 2028 Anmore Five Year Financial Plan

The Manager of Financial Services gave an overview of the report dated April 12, 2024.

Discussion points included:

- Asset retirement of public works trailers
- Final costs of Anmore Community Hub and using Community Amenity Contributions towards improvements
- Operating and maintenance costs of the Hub being identified over the first year of occupancy
- Operating costs of public works equipment and year-to-year comparison
- Tax increase partially related to current and future residents both contributing to the construction of the Hub
- Completion of Ma Murray Lane would require an amendment to the Five-Year Financial Plan

The public was invited to provide input and made comments on:

- A request for year-to-year comparison of expenses and more information on planned purchases

It was MOVED and SECONDED:

R050/24: 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.

Carried
Opposed Councillor Richarson

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

Mayor McEwen reported that:

- He attended Hal Weinberg's Memorial Service
- The SVFD Trustees will be going to Bowen Island to tour their new fire hall
- He requested an update from staff on the status of the Fraser Health delegation request. The CAO clarified that staff has reached out but a date has not been confirmed.
- He recently met with two people for Coffee with the Mayor

14. Councillors Reports

Councillor Weverink reported that:

- He attended Hal Weinberg's Memorial Service
- He will be joining SVFD Trustees tour of the Bowen Island fire hall

Councillor Krier reported that:

- She attended Healthier Community Partnership Meetings
- She Chaired a Community, Engagement, Culture and Inclusion meeting
- She attended the Soroptimist International of the Tri-Cities Give Her Wings gala

Councillor Richardson reported that:

- He attended Hal Weinberg's Memorial Service
- Residents concerned about anyone emptying septic fields on private property should contact the RCMP

15. Chief Administrative Officer's Report

Ms. Elrick commented on:

- The water main flushing ongoing to next week
- Environment Committee meeting will be held April 18 and invited public to attend
- Watering restrictions will go in to force starting May 1
- Anmore First Scouts having a bottle drive in the Anmore Community Hub parking lot on April 20
- Update on a clerk or consultant to support council committees and that staff is continuing to recruit for this role

16. Information Items**(a) Committees, Commissions, and Boards – Minutes**

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

(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

Members of the public asked questions regarding:

- Request for historical photo of volunteers who contributed to the construction of Village pathways to be displayed in the Anmore Community Hub Historical
- Request for Community Spirit Pole to be displayed in the Anmore Community Hub
- Metro Vancouver's definition of Rural

18. Adjournment

It was MOVED and SECONDED:

R051/24: That the meeting be adjourned at 8:06 pm.

Carried Unanimously

Rhonda Schell
Corporate Officer

John McEwen
Mayor



SPECIAL COUNCIL MEETING – MINUTES

Minutes for the Special Council Meeting scheduled for Thursday, April 18, 2024 at 5:00 p.m. in the Boardroom at the Anmore Community Hub, 2697 Sunnyside Road, Anmore, BC

ELECTED OFFICIALS PRESENT

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

ABSENT

Councillor Kim Trowbridge

OTHERS PRESENT

Rhonda Schell, Manager of Corporate Services

1. Call to Order

The meeting was called to order at 5:00 p.m.

2. Approval of the Agenda

It was MOVED and SECONDED:

R052/24: THAT the Agenda be approved as circulated.

Carried Unanimously

3. Public Input

None.

4. New Business

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

It was MOVED and SECONDED:

R053/24: THAT Anmore Fees and Charges Bylaw Amendment Bylaw No. 692-2024 be adopted.

Carried Unanimously

5. Adjournment

It was MOVED and SECONDED:

R054/24: THAT the meeting be adjourned at 5:01 pm.

Carried Unanimously

Rhonda Schell
Corporate Officer

John McEwen
Mayor

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 18th day of April, 2024
READ a second time the 18th day of April, 2024
READ a third time the 18th day of April, 2024
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 EXPENSES	\$ 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 18th day of April, 2024

READ a second time the 18th day of April, 2024

READ a third time the 18th day of April, 2024

ADOPTED the _____ day of _____

MAYOR

CORPORATE OFFICER

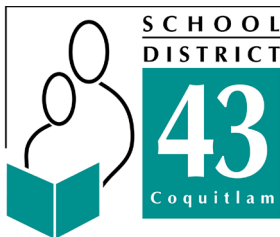
BYLAW NO. 694-2024

“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



Learning for a Lifetime

1080 Winslow Avenue, Coquitlam, BC Canada V3J 0M6 • Phone: 604-939-9201

April 12, 2024

Raul Allueva, City Manager
City of Coquitlam
managersoffice@coquitlam.ca

Karen Elrick, Chief Administrative Officer
Village of Anmore
karen.elrick@anmore.com

Anna Mathewson, City Manager
City of Port Moody
amathewson@portmoody.ca

Paula Richardson, Chief Administrative Officer
Village of Belcarra
prichardson@belcarra.ca

Rob Bremner, Chief Administrative Officer
City of Port Coquitlam
bremnerr@portcoquitlam.ca

Dear Chief Administrative Officers and City Managers:

Re: 2025-26 Eligible School Sites Proposal Resolution

The district's 2025-2026 Eligible School Site Proposal (ESSP) Resolution was passed by the Board of Education on April 9, 2024.

In this package, you will find a copy of the resolution along with the corresponding schedules for acceptance.

Pursuant to the Act, local governments have 60 days to either:

1. Pass a resolution accepting the Board's proposed eligible school site requirements; or
2. Respond in writing to the Board indicating that it does not accept the Board's proposed site requirements by listing each school site it objects to and the reasons for the objection.

If no response is received within 60 days from the date on which the Board of Education passed the resolution, the legislation states that the local government will have deemed to accept the proposal. An amended capital bylaw with the new SSAC rates will be adopted by the Board of Education in April 2025, giving the local governments a 60-day grace period before the bylaw will come into effect.

Should you have any questions on the above, please contact myself or Kimberley Wakil, Manager of Financial Services, at 604-939-9201.

Yours truly,

SCHOOL DISTRICT NO. 43 (COQUITLAM)



Randy Manhas
Secretary-Treasurer/CFO

Attach: ESSP Resolution; Schedule A; Schedule B

cc: Nita Mikl, Assistant Secretary-Treasurer
Ivano Cecchini, Executive Director – Facilities and Planning Services
Kimberley Wakil, Assistant Director, Financial Services

**Board of Education of
School District No. 43 (Coquitlam)**

2025-26 Eligible School Sites Resolution

The Eligible School Sites Proposal is a required component of the capital plan submission, which must be passed annually by Board resolution and referred to local governments in the District for acceptance pursuant to the *Local Government Act*.

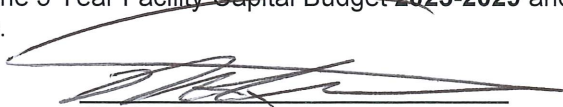
Pursuant to the Act, the school district has consulted with local governments with respect to the following information:

- 1) Projections by municipalities of the number of eligible development units to be authorized or created in School District No. 43 (Coquitlam) in the 10 year time frame, 2025-2035, pursuant to Section 142 of the School Act for school site acquisition planning (Schedule 'A' Table A-1 and A-2 attached);
- 2) A projection of the number of children of school age, as defined in the School Act, that will be added to the school district as the result of the eligible development units projected in paragraph (1) (Schedule 'A' Table A-3, A-4 attached);
- 3) The approximate size and number of school sites required to accommodate the number of children projected under paragraph (2) (Schedule 'B' attached); and
- 4) The approximate location and value of the school sites referred to in paragraph (3) (Schedule 'B' attached).

WHEREAS the Board of Education of School District No. 43 (Coquitlam) has consulted with representatives from the development industry and staff for the City of Coquitlam, City of Port Coquitlam, City of Port Moody, Village of Anmore and Village of Belcarra on these matters;

IT IS RESOLVED THAT:

- 1) Based on information from local government, the Board of Education of School District No. 43 (Coquitlam) estimates that there will be 29,245 **new development units** constructed in the School District over the next 10 years (Schedule 'A');
- 2) These 29,245 new development units will be home to an estimated 5,911 **school age children** (Schedule 'A');
- 3) The School Board expects that **6 new school sites**, over the 10 year period, will be required as a result of the growth within the School District as represented in Schedule 'B';
- 4) According to Ministry of Education and Child Care site standards presented in Schedule 'B' the sites will require a total of **11.1 hectares** of land. These sites are expected to be purchased within 5 years and, at current serviced land cost, the land will **cost approximately \$192,724,900**;
- 5) The Eligible School Site Proposal be incorporated in the 5 Year Facility Capital Budget ~~2025-2029~~ and submitted to the Ministry of Education and Child Care.



Chair of the Board



Secretary-Treasurer

I HEREBY CERTIFY this to be a true original of a resolution passed by the Board of Education of School District No. 43 (Coquitlam) at a regular meeting held April 9, 2024.



Secretary-Treasurer

2025-2035
SCHEDULE 'A'

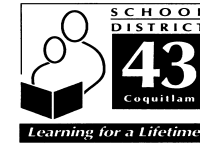


Table A-1: Growth Forecasts -Housing Units By Type - 10 year forecast by school year:

Estimates by school year	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	10 yr. Total	Total Units
VILLAGE OF ANMORE												210
Single Detached	21	21	21	21	21	21	21	21	21	21	210	
Mobile Home	0	0	0	0	0	0	0	0	0	0	-	
Row House	0	0	0	0	0	0	0	0	0	0	-	
Low Rise Apart./suites	0	0	0	0	0	0	0	0	0	0	-	
High Rise Apart.	0	0	0	0	0	0	0	0	0	0	-	
VILLAGE OF BELCARRA												30
Single Detached	3	3	3	3	3	3	3	3	3	3	30	
Mobile Home	0	0	0	0	0	0	0	0	0	0	-	
Row House	0	0	0	0	0	0	0	0	0	0	-	
Low Rise Apart.	0	0	0	0	0	0	0	0	0	0	-	
High Rise Apart.	0	0	0	0	0	0	0	0	0	0	-	
CITY OF COQUITLAM												19,650
Single Detached	25	30	35	40	40	35	30	25	20	20	300	
Mobile Home	0	0	0	0	0	0	0	0	0	0	-	
Row House	325	300	300	300	300	300	300	300	250	250	2,925	
Low Rise Apart./suites	350	325	300	275	275	275	250	250	250	250	2,800	
High Rise Apart.	1350	1400	1400	1400	1375	1375	1350	1350	1325	1300	13,625	
City OF PORT COQUITLAM												2,600
Single Detached	30	30	30	30	30	30	30	30	30	30	300	
Mobile Home	0	0	0	0	0	0	0	0	0	0	-	
Row House	50	50	50	50	50	50	50	50	50	50	500	
Low Rise Apart./suites	180	180	180	180	180	180	180	180	180	180	1,800	
High Rise Apart.	0	0	0	0	0	0	0	0	0	0	-	
CITY OF PORT MOODY												6,755
Single Detached	15	15	15	15	15	15	15	15	15	15	150	
Mobile Home	0	0	0	0	0	0	0	0	0	0	-	
Row House	28	12	39	44	30	30	30	30	30	30	303	
Low Rise Apart./suites	337	456	1001	772	496	240	240	240	240	240	4,262	
High Rise Apart.	0	0	0	220	220	320	320	320	320	320	2,040	

Table A-2: SCHOOL DISTRICT #43 - ELIGIBLE DEVELOPMENT UNIT ANNUAL TOTALS BY TYPE

Estimates by school year	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	10 yr. Total	29,245
Single Detached	94	99	104	109	109	104	99	94	89	89	990	
Mobile Home	-	-	-	-	-	-	-	-	-	-	-	
Row House	403	362	389	394	380	380	380	380	330	330	3,728	
Low Rise Apart./suites	867	961	1,481	1,227	951	695	670	670	670	670	8,862	
High Rise Apart.	1,350	1,400	1,400	1,620	1,595	1,695	1,670	1,670	1,645	1,620	15,665	
Total Units	2,714	2,822	3,374	3,350	3,035	2,874	2,819	2,814	2,734	2,709	29,245	

Table A-3: YIELD CALCULATIONS BY MUNICIPALITY - SD#43

ESTIMATED NUMBER OF NEW SCHOOL AGED POPULATION BASED ON AVERAGE YIELD RATIO ESTIMATES FOR NEW HOUSING IN MUNICIPALITY

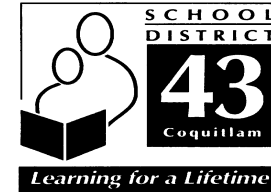
Estimates by school year	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	10 Yr. Yield	Yield Ratio
VILLAGE OF ANMORE												
Single Detached	11	11	11	11	11	11	11	11	11	11	105	0.5
Mobile Home	-	-	-	-	-	-	-	-	-	-	-	n/a
Row House	-	-	-	-	-	-	-	-	-	-	-	n/a
Low Rise Apart./suites	-	-	-	-	-	-	-	-	-	-	-	n/a
High Rise Apart.	-	-	-	-	-	-	-	-	-	-	-	n/a
Total Yield School Age 5-19	11	11	11	11	11	11	11	11	11	11	105	
Estimates by school year	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	10 Yr. Yield	Yield Ratio
VILLAGE OF BELCARRA												
Single Detached	2	2	2	2	2	2	2	2	2	2	15	0.5
Mobile Home	-	-	-	-	-	-	-	-	-	-	-	n/a
Row House	-	-	-	-	-	-	-	-	-	-	-	n/a
Low Rise Apart./suites	-	-	-	-	-	-	-	-	-	-	-	n/a
High Rise Apart.	-	-	-	-	-	-	-	-	-	-	-	n/a
Total Yield School Age 5-19	2	2	2	2	2	2	2	2	2	2	15	
Estimates by school year	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	10 Yr. Yield	Yield Ratio
CITY OF COQUITLAM												
Single Detached	13	15	18	20	20	18	15	13	10	10	150	0.5
Mobile Home	-	-	-	-	-	-	-	-	-	-	-	n/a
Row House	130	120	120	120	120	120	120	120	100	100	1,170	0.4
Low Rise Apart./suites	42	39	36	33	33	33	30	30	30	30	336	0.12
High Rise Apart.	257	266	266	266	261	261	257	257	252	247	2,589	0.19
Total Yield School Age 5-19	441	440	440	439	434	432	422	419	392	387	4,245	
Estimates by school year	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	10 Yr. Yield	Yield Ratio
CITY OF PORT COQUITLAM												
Single Detached	15	15	15	15	15	15	15	15	15	15	150	0.5
Mobile Home	-	-	-	-	-	-	-	-	-	-	-	n/a
Row House	18	18	18	18	18	18	18	18	18	18	175	0.35
Low Rise Apart./suites	29	29	29	29	29	29	29	29	29	29	288	0.16
High Rise Apart.	-	-	-	-	-	-	-	-	-	-	-	n/a
Total Yield School Age 5-19	61	61	61	61	61	61	61	61	61	61	613	
Estimates by school year	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	10 Yr. Yield	Yield Ratio
CITY OF PORT MOODY												
Single Detached	8	8	8	8	8	8	8	8	8	8	75	0.5
Mobile Home	-	-	-	-	-	-	-	-	-	-	-	n/a
Row House	17	7	24	27	18	18	18	18	18	18	185	0.61
Low Rise Apart./suites	37	50	110	85	55	26	26	26	26	26	469	0.11
High Rise Apart.	-	-	-	22	22	32	32	32	32	32	204	0.10
Total Yield School Age 5-19	62	65	141	141	102	84	84	84	84	84	933	

Table A-4: Total School District #43(Coquitlam) School Age Yield (New Development)

Estimates by school year	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	10 Yr. Yield	Yield Ratio
Single Detached	47	50	52	55	55	52	50	47	45	45	495	0.50
Mobile Home	-	-	-	-	-	-	-	-	-	-	-	-
Row House	165	145	161	164	156	156	156	156	136	136	1,530	0.41
Low Rise Apart./suites	108	118	175	147	116	88	85	85	85	85	1,093	0.12
High Rise Apart.	257	266	266	288	283	293	289	289	284	279	2,793	0.18
Total Yield School Age 5-19	576	578	654	654	610	589	579	577	549	545	5,911	0.20
Estimated new SD#43 students	484	486	550	549	512	495	486	484	461	457	4,965	0.17
											Average	

Does not include projections for potential development which are in the ALR and require BC Land Commission approval.
Does not include projections for potential development which may require major changes to an Official Community Plan.

The annual estimate of new development units for each category is based on a ten year average distribution of the ten year total expectation for new housing, provided by each municipality



SCHEDULE 'B' Capital Projects Requiring New Sites

Table B-1: ELIGIBLE SCHOOL SITES REQUIRING APPROVAL - 2025-2029 Five Year Capital Plan

School Site #	112259	109228					TOTALS
<i>Basis of Costs</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>
Type of Project	New	New	New	New	New	New	
Grade Level	Elementary	Elementary	Elementary	Elementary	Elementary	Elementary	
Approximate Location	Riverwalk	Marigold	Port Moody Centre	Fraser Mills	Coquitlam City Centre	Hazel Coy	
Proposed Capacity	455	455	455	455	455	455	2,730
Approx. Size (ha)	2.5	2.5	1.2	1.2	1.2	2.5	11.1
Market Land Costs	\$ 28,380,300	\$ 28,380,300	\$ 35,864,000	\$ 26,000,000	\$ 45,720,000	\$ 28,380,300	192,724,900

Total Acquisition Sites to be included in the 2024-2028 Five Year Capital Plan = 6

Proposed school site sizes are based on an assumption that some sites may be joint school and park sites. Stand alone school sites would require greater site area and market land cost.

Note: This Schedule includes proposed sites only. Approved eligible school sites since the inception of the ESSP are not included on this list.

Note: Approx size of each site has been updated to reflect update to date requirements for a elementary and middle school requirement.

Office of the Chair
Tel. 604-432-6215 or via Email
CAOAdministration@metrovancouver.org

April 18, 2024

File: CR-12-01
Ref: RD 2024 03 22

Mayor John McEwen and Council
Village of Anmore
2697 Sunnyside Rd
Anmore, BC V3H 5G9
VIA EMAIL: john.mcewen@anmore.com; rhonda.schell@anmore.com

Dear Mayor John McEwen and Council:

Inclusionary Housing Policy Review – Final Report and Regional Model Policy Framework

As part of Metro Vancouver’s collective efforts to address the urgent need for non-market rental housing, a study was undertaken to review the effectiveness of existing inclusionary housing policies in our region, and document best practices. Metro Vancouver member jurisdictions have delivered or approved over 9,000 below-market units through inclusionary housing programs, a significant contribution to regional housing supply and affordability. The study found that inclusionary housing is a policy tool that has the potential to be scaled up in our region to deliver much needed affordable housing in otherwise market-rate developments, and to help achieve the *Metro 2050* target of 15% affordable rental housing in Urban Centres and near transit.

At its March 22, 2024 regular meeting, the Board of Directors of the Metro Vancouver Regional District (MVRD) adopted the following resolution:

That the MVRD Board:

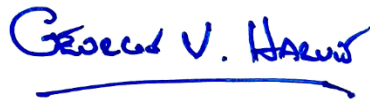
- a) *receive for information the report dated February 20, 2024, titled “Inclusionary Housing Policy Review – Final Report and Regional Model Policy Framework”; and*
- b) *send correspondence to member jurisdictions, requesting that the regional model policy framework be considered when adopting or updating inclusionary housing policies.*

At this time, Metro Vancouver is requesting that member jurisdictions consider the findings and recommendations of the Regional Model Policy Framework for inclusionary housing when adopting or updating local programs. Metro Vancouver staff are additionally available upon request to present the study findings to Councils or staff teams, to discuss potential next steps and opportunities for regional coordination, particularly given that the Province of BC tabled its new Inclusionary Zoning legislation on April 3, 2024.

66895117

Should your jurisdiction be interested in learning more about the Regional Model Policy Framework for inclusionary housing, and how it could be leveraged to deliver below-market rental units in your community, I invite you or your staff to contact Jonathan Cote, Deputy General Manager of Regional Planning and Housing Development via email at jonathan.cote@metrovancover.org.

Yours sincerely,



George V. Harvie
Chair, Metro Vancouver Board

GVH/JWD/hm

cc: Karen Elrick, Chief Administrative Officer, Village of Anmore
Jerry W. Dobrovolny, Commissioner/Chief Administrative Officer, Metro Vancouver
Heather McNell, Deputy Chief Administrative Officer, Policy and Planning, Metro Vancouver

Encl: [MVRD Board report dated February 20, 2024, titled "Inclusionary Housing Policy Review – Final Report and Regional Model Policy Framework" \(pg. 118\)](#)

66895117



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: May 3, 2024

File No. 3900-30

Submitted by: Josh Joseph, Planner

Subject: 110 Hemlock Dr - Zoning Bylaw Amendment – Bylaw No. 695 -
2024

Purpose / Introduction

The purpose of this report is to provide Council the opportunity to give first and second reading to Anmore Zoning Bylaw Amendment Bylaw No. 695-2024 (**Attachment 1**) and direct staff to set a date for a public hearing for the proposed infill property.

Recommended Option

THAT first, and second reading be given to Anmore Zoning Bylaw Amendment Bylaw No. 695-2024; and

THAT staff be directed to set a date for a public hearing for Anmore Zoning Bylaw Amendment Bylaw No. 695-2024.

Background

In July of 2018, the Village of Anmore adopted an Official Community Plan (OCP) amendment to enable infill development, OCP Policy RLU -16. The OCP amendment was accompanied by an Infill Development Policy that provided further direction and clarity as to what the Village's expectations were.

A zone entitled Infill Development – INF was established for infill developments.

Report/Recommendation to Council

110 Hemlock Dr - Zoning Bylaw Amendment – Bylaw No. 695 -2024

May 3, 2024

Discussion

The proposed property is 4047m² parcel of land and within an RS-1 zone. The proponent wishes to rezone and subdivide their property into 2 parcels under the Village's Infill policy 61. The policy permits 2 units per acre and the proposed development would meet that criteria by creating a subsequent 1/3 acre parcel at the south end of the parcel fronting Ma Murray Way.

The following is a review for eligibility as per the OCP and Infill Policy requirements:

1. Not have been created through a previous comprehensive development plan or subdivided in the past 5 years.
 - a. This Parcel of land has not been subject to a CD rezoning or subdivided in the past 5 years.
2. The Parcel must be between 0.98 Ac to 2.04 acres.
 - a. The Parcel is 1.0 acres.
3. Does the proposed parcel of land have an appropriate graded area?
 - a. The existing land has adequate area for development.
4. Is there a requirement to extend or expand Municipal infrastructure?
 - a. The parcel of land fronts existing road right ways that contains all required infrastructure.
5. Does the property have at least 50 m of frontage on a public highway?
 - a. The property has approximately 44m of road frontage onto Hemlock Dr, and 12m onto Ma Murray Lane. However, the parcel to the south containing the Village HUB, is to be subdivided to realign the legal roadway dedications, which will result in the parcel having 44m of frontage onto Ma Murray Lane.

The proposed parcel of land meets the requirements as described in Infill Policy – 61. Supporting assessments and preliminary zoning reviews have been done and staff are prepared to sign a Preliminary Layout Review in support of the subdivision application.

Advisory Planning Commission

This application could be referred to the Advisory Planning Committee (APC). However, this application is consistent with the requirements of the Infill Policy. For context, APC have reviewed several similar infill applications and were supportive of the applications and the Bylaw Amendment as presented.

Staff does not recommend this rezoning application to be referred to the APC for comment.

Report/Recommendation to Council

110 Hemlock Dr - Zoning Bylaw Amendment – Bylaw No. 695 -2024

May 3, 2024

Zoning Amendment

The proposed Zoning Bylaw Amendment (**Attachment 1**) is attached and there are no modifications recommend to this zone, other than amending the maps and schedule A of the Bylaw to include this parcel of land.

Financial Implications

A target community amenity contribution of \$150,000 will be negotiated in good faith with the proponent.

Options

1. THAT first, and second reading be given to Anmore Zoning Bylaw Amendment Bylaw No. 695-2024; and,

THAT staff be directed to set a date for the public hearing for the Anmore Zoning Bylaw Amendment Bylaw No. 695-2024.

(recommended)

OR

2. THAT Council grant first, and second reading to Anmore Zoning Amendment Bylaw 695-2024 and refer Anmore Zoning Amendment Bylaw 695-2024 to the Advisory Planning Commission for review and comment, and THAT Council direct staff to set a date for the public hearing should the Advisory Planning Commission suggest no further changes to Anmore Zoning Amendment Bylaw 695-2024.

OR

3. THAT staff be advised of any further changes Council would like made to Anmore Zoning Bylaw Amendment Bylaw No. 695-2024.

OR

4. THAT the infill rezoning application does not proceed.



Report/Recommendation to Council

110 Hemlock Dr - Zoning Bylaw Amendment – Bylaw No. 695 -2024

May 3, 2024

Attachments

1. Anmore Zoning Bylaw Amendment Bylaw No. 695-2024
2. Infill Rezoning Map 110 Hemlock Dr

Prepared by:	
	
_____ Josh Joseph Planner	
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. 695 - 2024

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

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

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

- 1) That this bylaw may be cited for all purposes as “Village of Anmore Zoning Amendment Bylaw No. 695 - 2024”.
- 2) That the Village of Anmore Zoning Bylaw No. 568-2017 Schedule ‘A’ Zoning Map be amended to change the zoning for the following parcels from Residential 1 – RS1 to INFILL DEVELOPMENT – INF

110 HEMLOCK DRIVE, ANMORE
 PID: 016-999-584

READ a first time the _____ day of _____

READ a second time the _____ day of _____

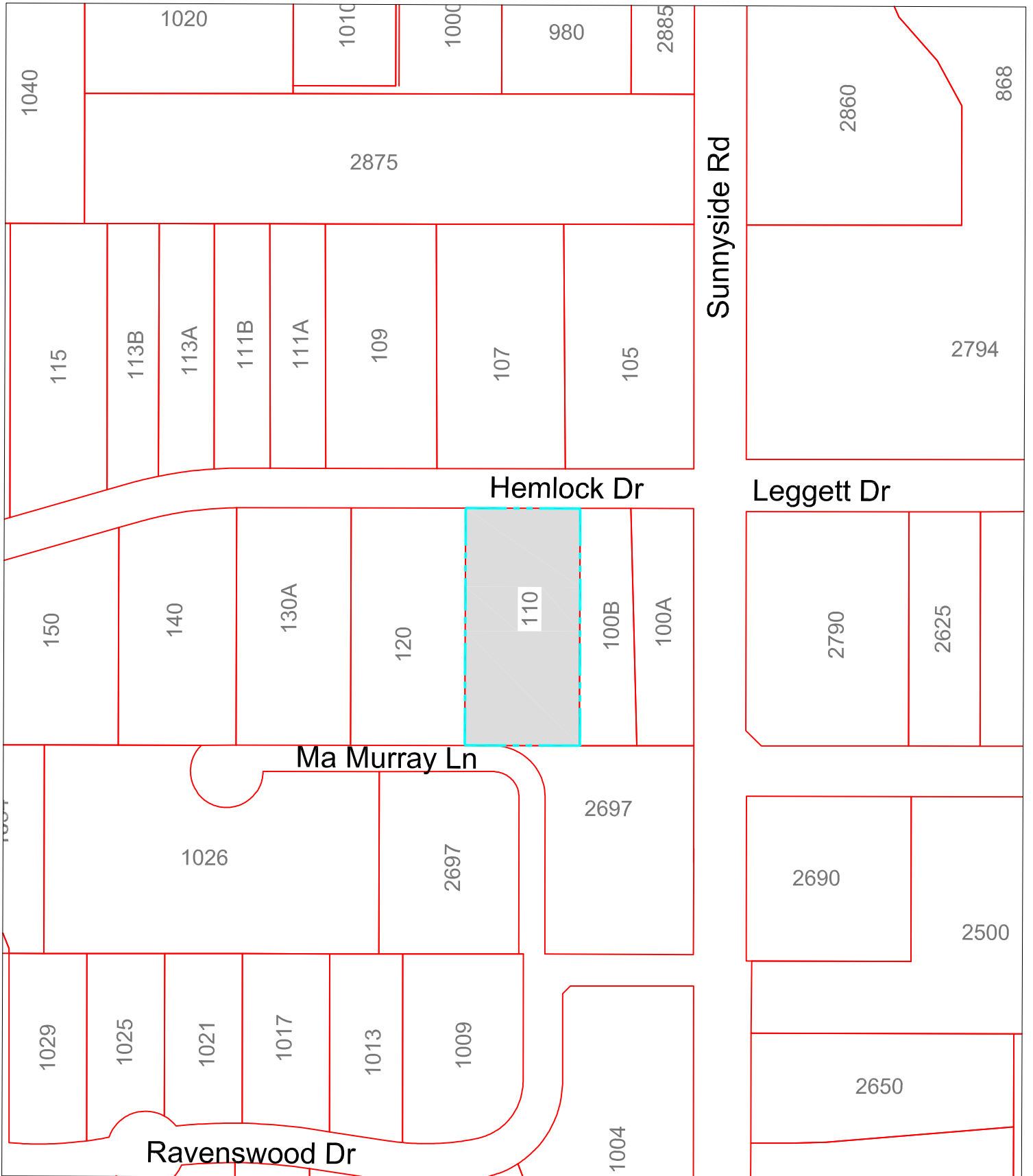
PUBLIC HEARING HELD the _____ day of _____

READ a third time the _____ day of _____

ADOPTED the _____ day of _____

 MAYOR

 MANAGER OF CORPORATE SERVICES



INFILL ZONE

ZONING MAP

110 HEMLOCK DR



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: May 3, 2024 File No. 3900-30
Submitted by: Josh Joseph, Planner
Subject: 120 Hemlock Dr - Zoning Amendment – Bylaw No 696 -2024

Purpose / Introduction

The purpose of this report is to provide Council the opportunity to give first and second reading to the Anmore Zoning Bylaw Amendment Bylaw No. 696-2024 (**Attachment 1**) and direct staff to set a date for a public hearing for the proposed infill property.

Recommended Option

THAT first, and second reading be given to Anmore Zoning Bylaw Amendment Bylaw No. 696-2024; and

THAT staff be directed to set a date for a public hearing for Anmore Zoning Bylaw Amendment Bylaw No. 696-2024.

Background

In July of 2018, the Village of Anmore adopted an Official Community Plan (OCP) amendment to enable infill development, OCP Policy RLU -16. The OCP amendment was accompanied by an Infill Development Policy that provided further direction and clarity as to what the Village's expectations were.

A zone entitled Infill Development – INF was established for infill developments.

Report/Recommendation to Council

120 Hemlock Dr - Zoning Amendment – Bylaw No 696 -2024

May 3, 2024

Discussion

The proposed property is 4047m² parcel of land and within an RS-1 zone. The proponent wishes to rezone and subdivide their property into 2 parcels under the Village's Infill policy 61. The policy permits 2 units per acre and the proposed development would meet that criteria by creating a subsequent 1/3 acre parcel at the south end of the parcel fronting Ma Murray Way.

The following is a review for eligibility as per the OCP and Infill Policy requirements:

1. Not have been created through a previous comprehensive development plan or subdivided in the past 5 years
 - a. This Parcel of land has not been subject to a CD rezoning or subdivided in the past 5 years
2. The Parcel must be between 0.98 Ac to 2.04 acres
 - a. The Parcel is 1.0 acres.
3. Does the proposed parcel of land have an appropriate graded area?
 - a. The existing land has adequate area for development
4. Is there a requirement to extend or expand Municipal infrastructure?
 - a. The parcel of land fronts existing road right ways that contains all required infrastructure.
5. Does the property have at least 50 m of frontage on a public highway?
 - a. The property has approximately 44m of road frontage onto Hemlock Dr, and 44m onto Ma Murray Lane.

The proposed parcel of land meets the requirements as described in Infill Policy – 61. Supporting assessments and preliminary zoning reviews have been done and staff are prepared to sign a Preliminary Layout Review in support of the subdivision application.

Advisory Planning Commission

This application could be referred to the Advisory Planning Committee (APC). However, this application is consistent with the requirements of the Infill Policy. For context, APC have reviewed several similar infill applications and were supportive of the applications and the Bylaw Amendment as presented.

Staff does not recommend this rezoning application to be referred to the APC for comment.

Zoning Amendment

Report/Recommendation to Council

120 Hemlock Dr - Zoning Amendment – Bylaw No 696 -2024

May 3, 2024

The proposed Zoning Bylaw Amendment (**Attachment 1**) is attached and there are no modifications recommend to this zone, other than amending the maps and schedule A of the Bylaw to include this parcel of land.

Financial Implications

A target community amenity contribution of \$150,000 will be negotiated in good faith with the proponent.

Options

1. THAT first and second reading be given to Anmore Zoning Bylaw Amendment Bylaw No. 696-2024; and,

THAT staff be directed to set a date for the public hearing for the Anmore Zoning Bylaw Amendment Bylaw No. 696-2024.

(recommended)

OR

2. THAT Council grant first, and second reading to Anmore Zoning Amendment Bylaw 696-2024 and refer Anmore Zoning Amendment Bylaw 696-2024 to the Advisory Planning Commission for review and comment, and THAT Council direct staff to set a date for the public hearing should the Advisory Planning Commission suggest no further changes to Anmore Zoning Amendment Bylaw 696-2024.

OR

3. THAT staff be advised of any further changes Council would like made to Anmore Zoning Bylaw Amendment Bylaw No. 696-2024.

OR

4. THAT the infill rezoning application does not proceed.



Report/Recommendation to Council

120 Hemlock Dr - Zoning Amendment – Bylaw No 696 -2024

May 3, 2024

Attachments

1. Anmore Zoning Bylaw Amendment 696-2024
2. Infill Rezoning Map 120 Hemlock Dr

Prepared by:	
	
Josh Joseph	
Planner	
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. 696 - 2024

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

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

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

- 1) That this bylaw may be cited for all purposes as “Village of Anmore Zoning Amendment Bylaw No. 696 - 2024”.
- 2) That the Village of Anmore Zoning Bylaw No. 568-2017 Schedule ‘A’ Zoning Map be amended to change the zoning for the following parcels from Residential 1 – RS1 to INFILL DEVELOPMENT – INF

120 HEMLOCK DRIVE, ANMORE
 PID: 016-999-592

READ a first time the _____ day of _____

READ a second time the _____ day of _____

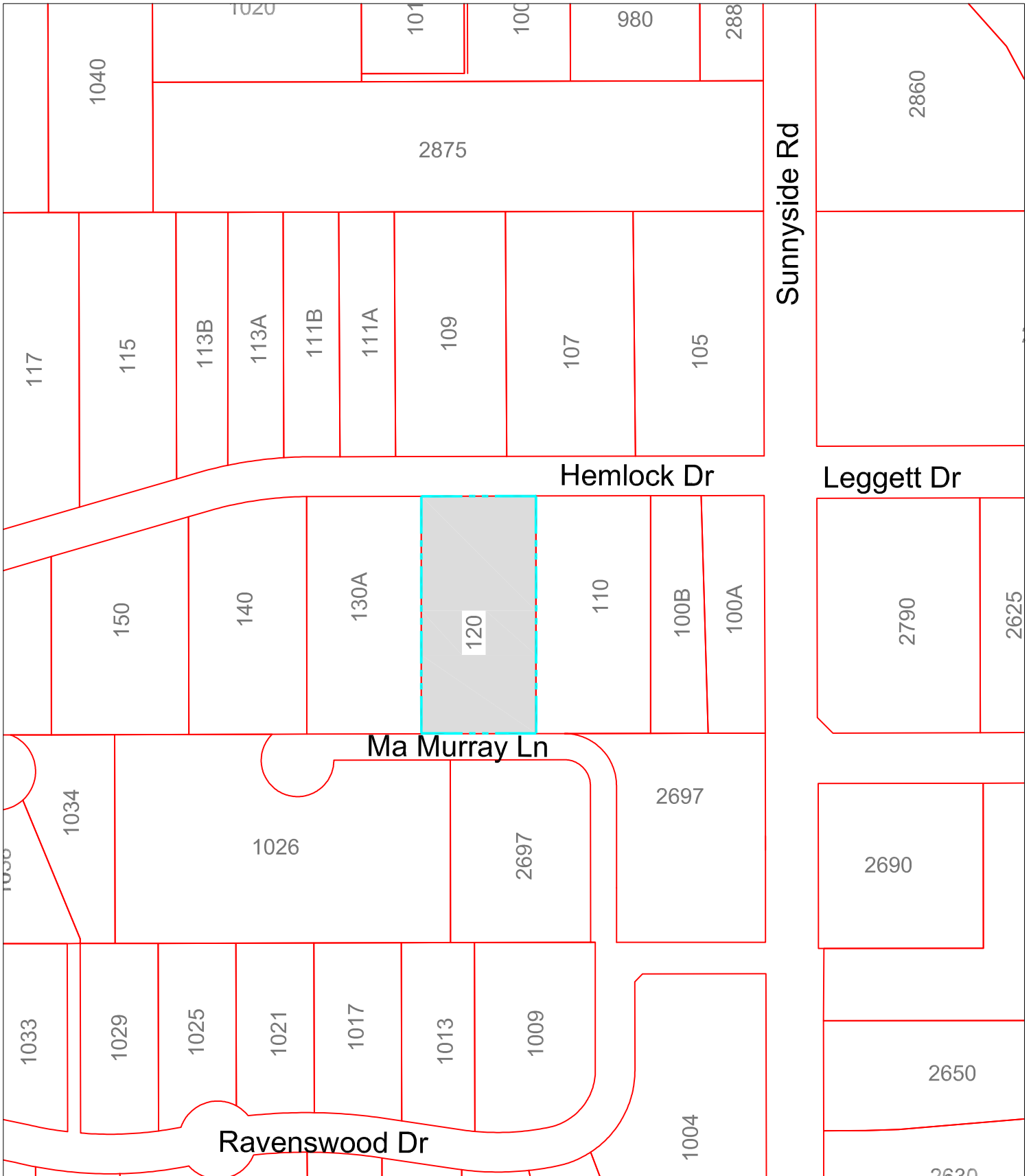
PUBLIC HEARING HELD the _____ day of _____

READ a third time the _____ day of _____

ADOPTED the _____ day of _____

MAYOR

MANAGER OF CORPORATE SERVICES



ZONING MAP
120 HEMLOCK DR



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: May 3, 2024

File No. 3900-30

Submitted by: Josh Joseph, Village Planner

Subject: 3185 Sunnyside Rd – Development Variance Permit DVP2024-01

Purpose / Introduction

The purpose of this report is for Council to authorize staff to issue notice to affected properties of Councils intent to consider Development Variance Permit DVP2024-01 for 3185 Sunnyside Rd.

Recommended Option

THAT staff be authorized to issue notice of Council's consideration of DVP2024-01 to affected properties.

Background

Staff received a Development Variance Permit (DVP) Application to vary the inner side yard setback from 5m to 0.8m to accommodate an accessory building in the rear yard of 3185 Sunnyside Rd in the RS-1 zone. The construction of a roof and an addition to the north of the existing building was initiated without a building permit and staff have issued a Stop Work Order to halt any further construction. Upon inspection, staff noted that a building permit was not found for the existing accessory building which the applicant has said to be in place for approximately 15 years. The foundations of the existing accessory building encroach 4.2m onto the inner side yard setback. The applicant is seeking a DVP to preserve the existing foundation and placement of the building to proceed with a building permit for the entirety of the building and structure.

Report/Recommendation to Council

3185 Sunnyside Rd – Development Variance Permit DVP2024-01

May 3, 2024

Discussion

Covenants and Easements on Title

The subject property has a restrictive covenant and two easements which are relevant and should be considered for the proposed construction.

Restrictive Covenant BN242866 - Watercourse Protection

This 219 Covenant and Legal Plan (Attachment 2) in favour of the Municipality prohibits the construction or reconstruction of buildings or structures within 15m of the top of the ravine bank. An additional 3m protection zone is established from the 15m covenant area to protect the root systems of trees within the area. The building footprints appear to be outside of the 15m Covenant area, but a small portion of the building falls within the 3m protection area.

The covenant was placed in 1999 which was likely based on the Streamside Protection Regulation which has since been superseded by Riparian Areas Regulation in 2004. The Village has adopted a Watercourse Protection Area via our OCP that requires a buffer of 30m on either side of a watercourse. Staff have directed the applicant to obtain a Development Permit for the proposed construction, as it falls within the Watercourse Protection Area, which will trigger the adherence to current provincial Riparian Area Regulation (RAR) Methodology.

Easements BB241580, Access from Lot 1 to Lot 2.

This Easement (Attachment 4) grants access in favour of the adjacent parcel to the south to the subject property and the agreement is only between the two property owners. Any DVP approval for the construction of the building will be conditional to staff receiving a legal agreement or amended covenant authorizing the building which currently encroaches onto the Easement area.

Easement BN242869 – Access to Lot 11

This Easement (Attachment 5) grants access from Sunnyside Rd through the subject parcel to Lot 11 which has since been subdivided into 1043 and 1035 Uplands Drive. The Easement was placed to grant road access to the nearest road which was then Sunnyside Rd. Upland Drive has since been created and this Easement is not applicable and may be dissolved at the discretion of the Village.

Next Steps

In accordance with Section 499 of the Local Government Act notice must be sent to adjacent

Report/Recommendation to Council

3185 Sunnyside Rd – Development Variance Permit DVP2024-01

May 3, 2024

properties of Council's intent to consider DVP2024-01 at least 10 days prior to adoption of a resolution to issue the DVP.

Financial Implications

Staff time to prepare and issue notice of DVP2024-01.

Options

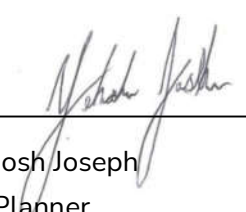

- 1. THAT staff be authorized to issue notices of Council's consideration of DVP2024-01.

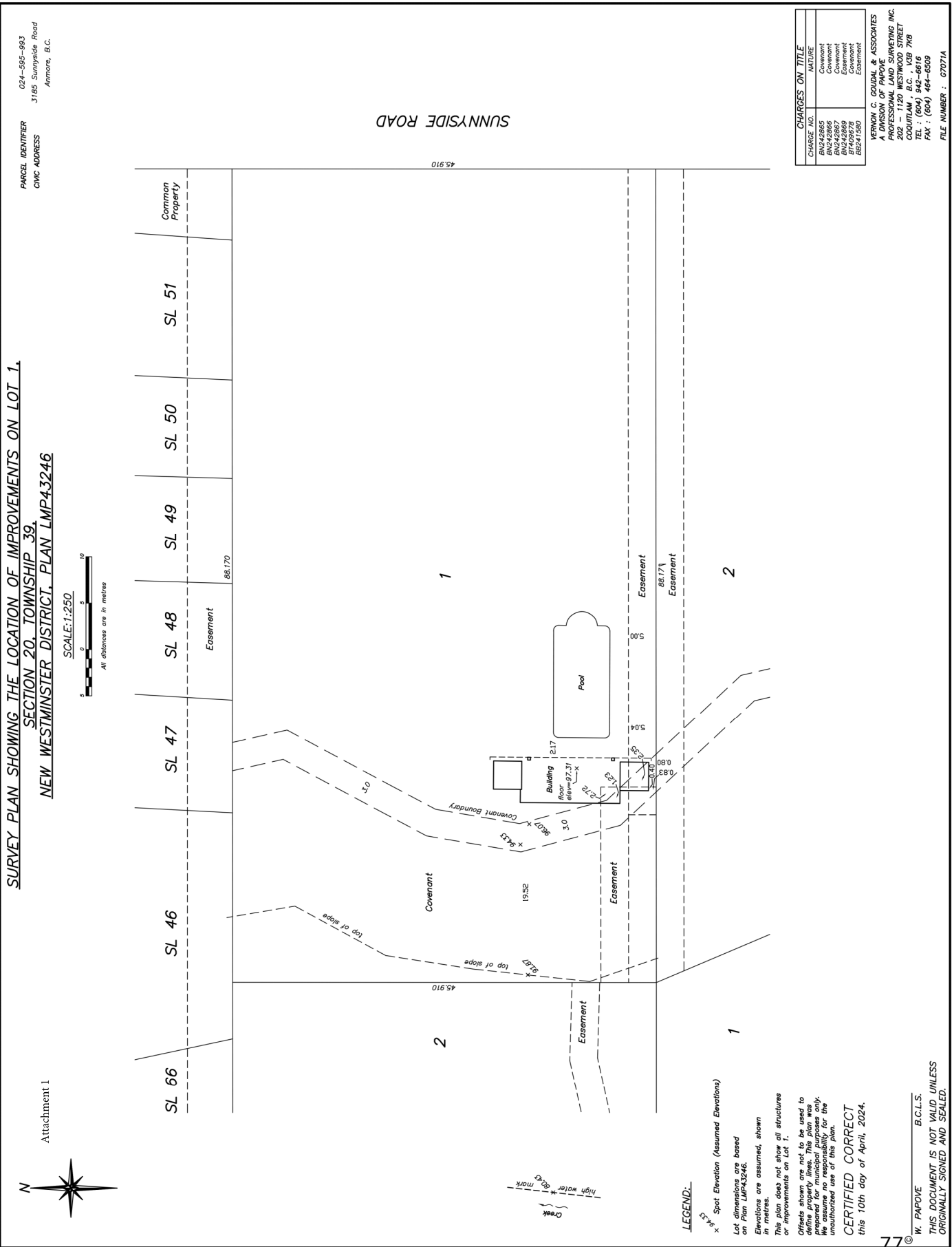
OR

- 2. THAT Council not consider DVP2024-01.

Attachments

- 1. Site Plan 3185 Sunnyside Rd
- 2. Draft DVP
- 3. Restrictive Covenant BN242866
- 4. Easements BB241580
- 5. Easement BN24287

Prepared by:
 <hr style="width: 30%; margin-left: 0;"/> <p>Josh Joseph Planner</p>
Reviewed for Form and Content / Approved for Submission to Council:
<p>Chief Administrative Officer's Comment/Concurrence</p> <div style="text-align: right; margin-top: 20px;">  <hr style="width: 30%; margin-left: auto;"/> <p>Chief Administrative Officer</p> </div>



VILLAGE OF ANMORE

***DRAFT DEVELOPMENT VARIANCE PERMIT NO. 2024-01

Issued pursuant to section 498 of the *Local Government Act*

1. This Development Variance Permit is issued to:

Mike Vinter
Gina Vinter

as the registered owners (hereinafter referred to as the “Permittee” and shall apply only to ALL AND SINGULAR those certain parcels of land and premises (hereinafter referred to as the “Land) situate lying and being in the Village of Anmore, in the Province of British Columbia, and more particularly known and described as:

Lot 1 Plan LMP43246 Section 20 Township 39 Land District 36
PID: 024-595-993

with a civic address of:

3185 Sunnyside Road, Anmore, BC.

2. The said Land is subject to Anmore Zoning Bylaw No. 568-2017 and amendments thereto.
3. That section 9.1.4 - Minimum Building Setbacks of Anmore Zoning Bylaw No. 568-2017 be varied by reducing the setbacks for the interior side parcel as follows:
- (i) The interior side yard setback from 5 metres to 0.8 metres
4. This Permit only pertains to the existing accessory building footprint highlighted in the attached Schedule A. The construction of any new building or structure shall comply with the applicable zoning setbacks.
5. This Permit does not constitute a subdivision approval or a building permit.
6. No development to the existing accessory building subject to this Development Variance Permit be permitted unless granted by legal authorization from all parties subject to Easement BB0241580 on Title is received by the Village.
7. No development that would require a Riparian Area Regulation (RAR) Development Permit be permitted in the Riparian Protection Development Permit Area unless a Development Permit has been issued.

AUTHORIZING RESOLUTION passed by Council on the __ day of _____, _____

IN WITNESS WHEREOF this Development Variance Permit No. 2024-01 is hereby issued by the Municipality, signed by the Mayor and the Manager of Corporate Services and sealed with the Corporate Seal this _____ day of _____, 2024.

The Corporate Seal of the
Village of Anmore was hereto
affixed in the presence of:

MAYOR

MANAGER OF CORPORATE SERVICES

Status: Registered

Doc #: BN242866

RCVD: 1999-09-08 RQST: 2024-04-09 10.47.10

LAND TITLE ACT
FORM C

99 SEP -8 15 11

BN242866

(Section 233)
Province of
British Columbia

LAND TITLE OFFICE
NEW WESTMINSTER

GENERAL INSTRUMENT - PART 1

(This area for Land Title Office use)

Page 1 of 6 pages

1. APPLICATION: (Name, Address, Phone number and signature of Applicant's Agent)

Donald J. Haslam, Kornfeld Mackoff Silber, Barristers and Solicitors, 1100 One Bentall Centre, 505 Burrard Street, Vancouver, British Columbia V7X 1M5. Telephone: (604) 331-8300

West Coast
Client # 10350

Applicant's Agent

2. PARCEL IDENTIFIER(S) AND LEGAL DESCRIPTION(S) OF LAND:*

(PID)

(Legal Description)

N/A
N/A
N/A

Lot 11, Sections 16, 20 and 21, Tp39, NWD, Plan 3350, except portion subdivided by LMP 43246, Lot 1, Sections 16, 20 and 21, Tp39, NWD, Plan 3350, except portion subdivided by LMP 43246 and Lot 2, Sections 16, 20 and 21, Tp39, NWD, Plan 3350, except portion subdivided by LMP 43246

3. NATURE OF INTEREST:*

DESCRIPTION

DOCUMENT REFERENCE
(page and paragraph)

CHARGE
Village of Anmore

Covenant

Page 4, paragraphs 1(a) through (g)

166873
\$55.00

4. TERMS: Part 2 of this instrument consists of (select one only)

- (a) Filed Standard Charge Terms
- (b) Express Charge Terms
- (c) Release

D.F. Number:
Annexed as Part 2
There is no Part 2 of this instrument

A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument. If (c) is selected, the charge described in Item 3 is released or discharged as a charge on the land described in Item 2.

5. TRANSFEROR(S):*

DONOVAN RAYMOND DOWNTON, VELDA ELAINE DORAN, LORRAINE HOCKING and CHARLOTTE JUNE KINE

6. TRANSFEREE(S): (including occupation(s), postal address(es) and postal code(s))*

THE CORPORATION OF THE VILLAGE OF ANMORE, 2697 Sunnyside Road, Anmore, B.C. V3H 3C8

7. ADDITIONAL OR MODIFIED TERMS:*

None

8. EXECUTION(S):** This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

KAHEN-ANN COBB
Notary Public - Anmore
2697 Sunnyside Rd.
Anmore, B.C. V3H 3C8

Kahen-Ann Cobb
A Commissioner for Taking Affidavits
in the Province of British Columbia
(as to both signatures of the Corporation of the
Village of Anmore)

Execution Date

Y	M	D
99	07	08

Transferor/Borrower/Party Signature(s)
(Must be executed in black ink)

THE CORPORATION OF THE VILLAGE
OF ANMORE by its authorized signatories:

Harold Weinberg
Mayor HAROLD WEINBERG

Howard Carley
Clerk HOWARD CARLEY

OFFICER CERTIFICATION: Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1996 c. 124 to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

- * If space insufficient, enter "SEE SCHEDULE" and attach schedule in Form E.
- ** If space insufficient, continue executions on additional page(s) in Form D.

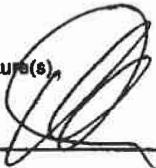
L:\DH\DOH002\ANM500\DOCS\COVENANT.DOC

**LAND TITLE ACT
FORM D**

EXECUTIONS CONTINUED

Page 2 of 6 pages

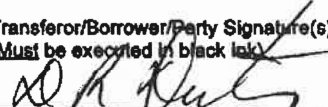
ENTER THE REQUIRED INFORMATION IN THE SAME ORDER AS THE INFORMATION MUST APPEAR ON THE FREEHOLD TRANSFER FORM,
MORTGAGE FORM OR GENERAL DOCUMENT FORM.

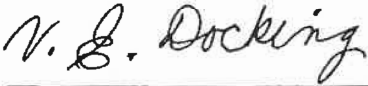
Officer Signature(s) 


DONALD J. HASLAM
Barrister & Solicitor
8100 - 608 Burrard Street
Vancouver, B.C. V7X 1M5
Telephone (604) 683-0500
law to all signatures

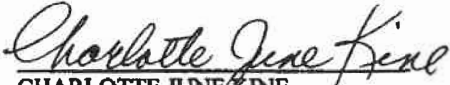
Y	Execution Date	
	M	D
99	6	17
99	6	17
99	6	17
99	6	17

Transferor/Borrower/Party Signature(s)
(Must be executed in black ink)


DONOVAN RAYMOND DOWNTON


VELDA ELAINE DORAN


LORRAINE HOCKING


CHARLOTTE JUNE KINE

OFFICER CERTIFICATION: Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1996, c. 124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

**TERMS OF INSTRUMENT - PART 2
COVENANT
(Section 219 Land Title Act)**

THIS AGREEMENT made the 17th day of June, 1999.

BETWEEN:

DONOVAN RAYMOND DOWNTON,
3251 Steveston Highway,
Richmond, B.C.
V7E 2J4
and
VELDA ELAINE DORAN,
7966 Elwell Street,
Burnaby, B.C.
V5E 1M4
and
LORRAINE HOCKING,
7552 - 113th Street,
Delta, B.C.
V5C 3B5
and
CHARLOTTE JUNE KINE,
50 - 27435 - 29A Avenue,
Aldergrove, B.C.
V5W 3M4

(collectively the "Developer")

OF THE FIRST PART

AND:

VILLAGE OF ANMORE
2697 Sunnyside Road,
Anmore, B.C.
V3H 3C8

(the "Municipality")

OF THE SECOND PART

WHEREAS:

A. The Developer is the owner of that parcel of land and premises in the Municipality described as:

Parcel Identifier: 000-737-399
Lot 11,
Sections 16, 20 and 21,
Township 39, NWD
Plan 3350
Except portion shown on Plan LMP 43246

(the "Remainder 11");

and

Parcel Identifier: N/A
Lot 1,
Sections 16, 20 and 21,
Township 39, NWD
Plan LMP 43246

("Lot 1");

and

Parcel Identifier: N/A
Lot 2,
Sections 16, 20 and 21,
Township 39, NWD
Plan LMP 43246

("Lot 2");

(collectively, the "Lands");

- B. Section 219 of the *Land Title Act* provides that a covenant in favour of the Municipality or the Crown, that land is not to be built on except in accordance with the covenant, may be registered against the title to land; and
- C. There is a water course running through the Lands, the ecological well-being of which the Municipality wishes to protect, conserve and enhance;

THIS AGREEMENT is evidence that in consideration of the promises set out below and the sum of One Dollar now paid to the Developer by the Municipality (the receipt of which is acknowledged by the Developer), the parties agree as follows:

1. **THE DEVELOPER AS OWNER OF THE LANDS COVENANTS** with the Municipality that the Lands are not to be built upon except in accordance with the following restrictions and the creek and its surrounding area is to be kept in its natural or existing state in accordance with and to the extent set forth below:
 - (a) hereafter, no building or structure, fencing or any part thereof, including any fixed equipment, mobile home or modular home shall be constructed, reconstructed, moved, extended or located nor shall any landfill, land clearing or other disturbance take place within 15.0 horizontal metres of the top of the ravine bank, including the ravine of the creek as shown on the explanatory plan attached as page 6 of 6 pages as "Schedule A";
 - (b) the Developer shall not, without the prior written consent of the Municipality, which consent is to be in the Municipality's sole discretion, cut down, trim, prune, defoliate, alter, remove or in any way tamper with or work on any trees, shrubs, plants, bushes, groundcover, vegetation or any other form of plant life within that portion of the Lands within a distance of 15.0 horizontal metres from the top of the ravine bank, including the ravine of the creek as shown on Schedule A (the "Covenant Area"), so that the said trees, shrubs, plants, bushes, groundcover vegetation and other form of plant life remain in a naturally vegetated state in perpetuity;

- (c) the Developer shall ensure that any clearing and/or excavation done on the Lands shall be completed in such a manner to ensure that silt, concrete leachate or any other deleterious substances shall not fall into the said creek via ditches, storm sewers or overland flow. The Developer shall further ensure that all construction and excavation wastes, overburden, soil or other substances deleterious to aquatic life shall be disposed of or placed in such a manner so as to prevent their entry into any watercourse or storm sewer system;
- (d) the Developer shall, at the expense of the Developer, do or cause to be done all acts reasonably necessary to grant priority to this Agreement over all charges and encumbrances which may have been registered against the title to the Lands in the Vancouver/New Westminster Land Title Office, save and except those specifically approved in writing by the Municipality or in favour of the Municipality;
- (e) the Developer shall not construct dwellings within 6.0 metres of the Covenant Area as boldly outlined on Schedule A;
- (f) there is a covenant protection zone established hereby for a distance of 3.0 metres from the boundary of the Covenant Area in order to protect the root systems of trees within the Covenant Area. No excavation, heavy equipment operation or other activities can take place in the said covenant protection area that will impact on the health of the root systems of trees in the Covenant Area; and
- (g) bark mulch, hog fuel and other woodwaste material which produce a leachate toxic to fish and other aquatic organisms will not be used within 30.0 metres of the top of the ravine.

2. **IT IS MUTUALLY AGREED** between the parties that:

- (a) nothing contained or implied in this Agreement shall prejudice or affect the rights and powers of the Municipality in the exercise of its functions under any public and private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised relation to the Lands as if this Agreement had not been executed and delivered by the Developer;
- (b) the covenants set forth in this Agreement shall charge the Lands pursuant to Section 219 of the *Land Title Act* and shall be covenants the burden of which shall run with the Lands.
- (c) the Developer shall, at its expense, do or cause to be done all acts reasonably necessary to grant priority to this Agreement over all charges and encumbrances which may have been registered against title to the Lands in New Westminster Land Title Office except those specifically approved in writing by the Municipality or in favour of the Municipality;
- (d) wherever the singular is used in this Agreement, it shall be construed as meaning the plural, where the context or the parties so require;
- (e) the parties to this Agreement shall do and cause to be done all things and execute and cause to be executed all documents which may be necessary to give proper effect to the intention of this Agreement; and
- (f) the Developer shall fully indemnify and save harmless the Municipality from any costs, expenses, claims, liability or obligations arising from the Municipality having entered into this Agreement.

BN 242866

Information

SURVEY OVERSIZE Plan.

Page number _____ not available at time of scanning.

The plan include with this document is a photocopy of the original mylar. The original plan is available at the land title office.

Page _____ not suitable for scanning, copy may be obtained from the land title office.

Status: Registered

Doc #: BB241580

RCVD: 2008-05-28 RQST: 2024-04-09 10.47.10

28 MAY 2006 14 59

BB0241580

Land Title Act
Form C (Section 233)
Province of British Columbia

GENERAL INSTRUMENT - PART 1 (This area for Land Title Office use)

Page 1 of 8 pages

1. APPLICATION:

James L. Davidson & Company, Barristers and Solicitors, 403-16033-108th Avenue, Surrey
British Columbia, V4N 1P2, Telephone: (604-596-6606)

Authorized Agent

NORRIE E. BELTON
#010372

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:

(PID) (Legal Description)
024-595-993 Lot 1 Township 39 New West Westminster District Plan LMP43246

3. NATURE OF INTEREST:
Description

Document Reference
Page and Paragraph

Person Entitled to Interest

Easement over part of
Lot 1 (PID 024-595-993)
Shown on Plan BCP 364166

Entire Instrument

Transferee/s
Reg Owner not 2.. LMP43246
PID 024-596-001

4. TERMS: Part 2 of this instrument consists of (select one only)

ML 08/05/28 15:01:16 01 LM 841751
CHARGE \$66.15

- (a) Filed Standard Charge Terms D.F. No.
- (b) Express charge Terms Annexed as Part 2
- (c) Release There is no Part 2 of this Instrument

A selection of (a) includes any additional or modified terms referred to in item 7 or in a schedule annexed to this instrument. If (c) is selected, the charge described in item 3 is released or discharged as a charge on the land described in item 2.

5. TRANSFEROR(S):

Reactor, Homemaker
DONALD GEORGE BUTT and GILDA CARO-LEE BUTT (Easement) and HSCB-BANK OF CANADA
(Priority Covenant) *3185 Sonnyside Road, Anmore, B.C. V3H-4Y1*
JOINT TENANTS

6. TRANSFEREE(S):

ZBIGNIEW LATUSSEK, Businessman, of 1561 Parkway Boulevard, Coquitlam, British Columbia
V3E 3M5

7. ADDITIONAL OR MODIFIED TERMS:

None

Cont'd

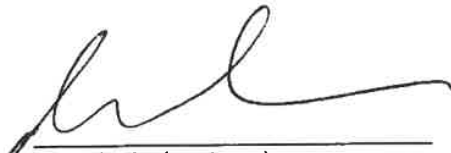
2/2

Land Title Act
Form D

8. EXECUTION(S): This instrument creates, assigns, modified, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Execution Date

Officer Signature(s)


(as to both signatures)

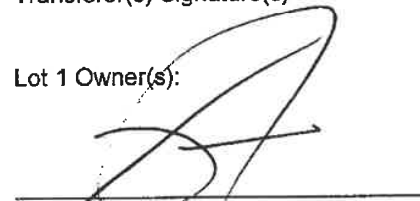
ROSS DAVIDSON
Barrister & Solicitor
403 - 16033 - 108th Ave.
Surrey, B.C. V4N 1P2
Phone: (604) 951-2990

Y M D

08	05	28
08	05	28

Transferor(s) Signature(s)

Lot 1 Owner(s):


DONALD GEORGE BUTT


GILDA CARO-LEE BUTT

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act R.S.B.C. 1996, c. 124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

* If space insufficient, enter "SEE SCHEDULE" and attach schedule in Form E.

TERMS OF INSTRUMENT - PART 2

THIS AGREEMENT is dated for reference March ____, 2008

BETWEEN:

ZBIGNIEW LATUSSEK
1561 Parkway Boulevard, Coquitlam, B.C. V3E 3M5

(hereinafter the "Lot 2 Owner")

OF THE FIRST PART

AND:

DONALD GEORGE BUTT
3185 Sunnyside Road, Anmore, B.C. V3H 4Y7

GILDA CARO-LEE BUTT
3185 Sunnyside Road, Anmore, B.C. V3H 4Y7

(hereinafter collectively referred to as the "Lot 1 Owner")

OF THE SEOCND PART

WHEREAS:

- A. The Lot 2 Owner is the registered owner of the land and premises situate in the City of Anmore, in the Province of British Columbia, more particularly described as:
Parcel Identifier: 024-596-001, Lot 2 Section 20 Township 39, West New Westminster District Plan LMP43246
("Lot 2")
- B. The Lot 1 Owner is the registered owner of the land and premises situate in the City of Anmore, in the Province of British Columbia, more particularly described as:
Parcel Identifier: 024-595-993, Lot 1 Section 20 Township 39, West New Westminster District Plan LMP43246
("Lot 1")
- C. The Lot 2 Owner requires an easement over a portion of Lot 1 for access purposes on the terms and conditions contained herein.

WITNESSETH that in consideration of the mutual covenants and premises herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto covenant and agree as follows:

1. Easement over Lot 1 for Benefit of Lot 2

The Lot 1 Owner hereby grants unto the Lot 2 Owner for the benefit of Lot 2 and the use and enjoyment of the Lot 2 Owner and the owners, tenants and occupants of Lot 2 from time to time and their respective agents, employees, contractors, invitees and licensees, a free uninterrupted and non-exclusive easement, in common with the Lot 1 Owner and the owners, tenants and occupants of Lot 1 from time to time and their respective agents, employees, contractors, invitees and licensees, to go, enter, pass and repass in, over and upon at all times and from time to time with or without workmen, vehicles and equipment that portion of Lot 1 (the "Lot 1 Easement Area") shown as containing 72.6 square metres on the plan signed by Vernon C. Goudal & Associates, B.C.L.S. on February 27, 2008, a photo-reduced copy of which is attached hereto as Schedule A (the "Easement Plan").

TO HAVE AND TO HOLD the Lot 1 Easement Area appurtenant to Lot 2 in perpetuity subject only to the terms and conditions herein contained. (The Lot 1 Easement Area is hereinafter called the "Easement Areas".)

2. Owner Covenants

Each of the Lot 2 Owner and the Lot 1 Owner hereby covenants and agrees:

- (a) not to make, place, erect or maintain any buildings, structure, foundation, excavation, well, pile of material or obstruction, except the Works, upon any portion of the Easement Areas;
- (b) not to do or knowingly permit to be done any act or thing which may unreasonably interfere with or injure the Works or any part thereof;
- (c) not to do or knowingly permit to be done any act or thing which will obstruct access by the other Owner, or any of its agents, employees, tenants, contractors, licensees or invitees, to or over the Easement Areas or any part thereof; and

- (d) at the reasonable request and at the cost of the Lot 2 Owner, to do and execute all such further lawful acts and documents as may be necessary to give full effect to the intent and meaning of this Agreement.

3. Repair and Maintenance

3.1 Owner Covenants – The Lot 2 Owner hereby covenants and agrees:

- (a) to maintain and keep in good condition and repair at all times the Easement Areas and the Works constructed therein;
- (b) to repair all damage caused by the construction, repair, maintenance, inspection and replacement of the Works and to restore the surface of the ground of the Easement Areas or any pavement thereon to substantially the conditions existing immediately prior to the damage as soon as reasonably practical following completion of such construction, repair, maintenance, inspection and replacement;
- (c) to complete construction, repairs, maintenance, inspections and replacements in a good and workmanlike manner with diligence; and
- (d) to pay promptly all of the costs associated with the construction, maintenance, inspection, repair and replacement of the Works.

3.2 Arbitration - In the event of a dispute arising pursuant to section 3.1 of this Agreement, the matter shall be resolved by reference to a single arbitrator pursuant to the *Commercial Arbitration Act* of British Columbia, as amended or replaced from time to time, and the decision of such arbitrator shall be final and binding. The arbitrator shall have the discretion to award the costs of the arbitration as he or she sees fit.

4. Indemnity in favour of the Lot 1 Owner - The Lot 2 Owner shall indemnify the save harmless the Lot 1 Owner from and against any and all liabilities, claims, actions, fees and costs, damages and expenses due to or arising out of:

- (a) any act or omission by the Lot 2 Owner or its agents, employees, contractors, tenants, licensees and invitees, or any of them, in, over or upon the Lot 1 Easement Area; and
- (b) any breach by the Lot 2 Owner of any provisions of this Agreement including any liabilities, claims, actions, fees, costs, damages and expenses for injury or damage

to the person or the property of the Lot 2 Owner or its agents, employees, tenants, contractors, invitees and licensees or to the person or the property of any other person.

5. General

- 5.1 Personal Liability - Notwithstanding anything contained herein, each Owner hereunder shall not be liable under any of the covenants and agreements contained herein where such liability arises by reason of any act or omission occurring after such Owner ceases to have any further interest in its Lot.
- 5.2 Gender and Number - Words importing the masculine gender include the feminine and neuter genders and words in the singular include the plural and vice versa.
- 5.3 Governing Law - This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 5.4 Binding Effect - This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed in Item 8 of the General Instrument - Part 1.

SCHEDULE "A"

PLAN FROM VERNON C GOUDAL AND ASSOCIATES

**EXPLANATORY PLAN OF EASEMENT
OVER A PORTION OF LOT 1,
SECTION 20, TOWNSHIP 39,
NEW WESTMINSTER DISTRICT, PLAN LMP43246.**

Plan BCP
36466

Deposited in the Land Title Office
at New Westminster, B.C., this ... day
of 2008

SCALE: 1:500



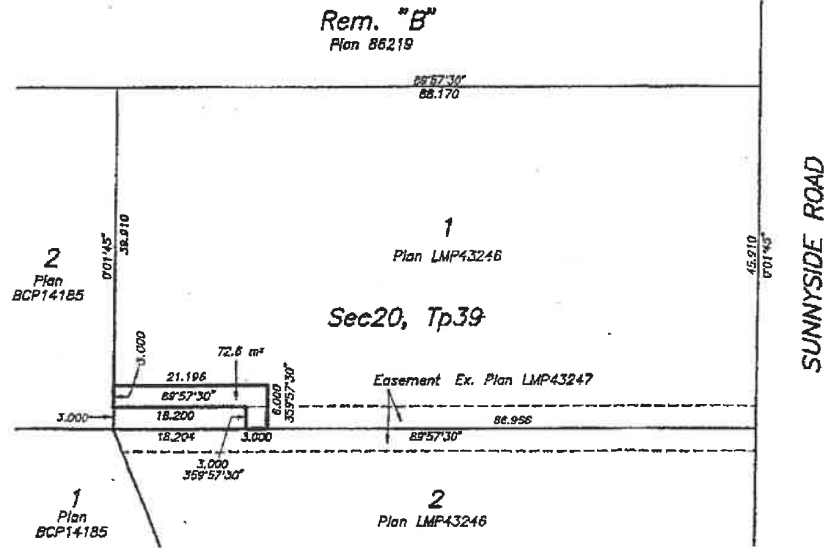
All distances are in metres

PURSUANT TO SECTION 99(1)(e), LAND TITLE ACT

BCGS 92G.036

DEPUTY-REGISTRAR

REF. NO. _____



LEGEND :

Bearings are astronomic and derived
from Plan LMP43246.

All distances are in metres.

VERNON C. GORDAL & ASSOCIATES,
A DIVISION OF RAPOVE
PROFESSIONAL LAND SURVEYING INC.
202 - 1120 WESTWOOD STREET
COQUITLAM, B.C., V3B 7K8
TEL : (604) 842-8818
FAX : (604) 464-8508
FILE NUMBER : G6200D

THIS PLAN LIES WITHIN THE GREATER
VANCOUVER REGIONAL DISTRICT
This plan was completed and checked, and the
checklist filed under # 77742 on the 27th. day
of February, 2008 and is hereby
Certified correct in accordance with Land Title
Office Records this 27th. day of February, 2008.

B.C.L.S.

Status: Registered

Doc #: BN242869

RCVD: 1999-09-08 RQST: 2024-04-09 10.47.10

9 SEP -8 15 12
LAND TITLE ACT
FORM C
(Section 233)

BN242869

99 SEP -8 15 12
LAND TITLE OFFICE
NEW WEST

BN24287

BN242870

Province of
British Columbia

GENERAL INSTRUMENT - PART 1

(This area for Land Title Office use)

PAGE 1 of 10 Pages

1. APPLICATION: (Name, Address, Phone number and signature of Applicant's Agent)

Donald J. Haslam, Cornfeld Mackoff Silber, Barristers and Solicitors, 1100 One Bentall Centre, 505 Burrard Street, Vancouver, British Columbia V7X 1M5. Telephone: (604) 331-8300

West Coast
Client # 10350

Applicant's Agent

2. PARCEL IDENTIFIER(S) AND LEGAL DESCRIPTION(S) OF LAND:*

(PID) (Legal Description)
See Schedule

3. NATURE OF INTEREST:*

DESCRIPTION	DOCUMENT REFERENCE (page and paragraph)	PERSON ENTITLED TO INTEREST
See Schedule		

4. TERMS: Part 2 of this instrument consists of (select one only)

- (a) Filed Standard Charge Terms
- (b) Express Charge Terms
- (c) Release

D.F. Number:
Annexed as Part 2
There is no Part 2 of this instrument

A selection of (a) includes any additional or modified terms referred to in item 7 or in a schedule annexed to this instrument. If (c) is selected, the charge described in item 3 is released or discharged as a charge on the land described in item 2.

02 99/09/08 15:09:49 01 NW 166873
CHARGE \$110.00

5. TRANSFEROR(S):*

See Schedule

6. TRANSFEREE(S): (including occupation(s), postal address(es) and postal code(s))*

See Schedule

7. ADDITIONAL OR MODIFIED TERMS:*

None

8. EXECUTION(S):** This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

OFFICER CERTIFICATION: Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1996 c. 124 to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

* If space insufficient, enter "SEE SCHEDULE" and attach schedule in Form E.

** If space insufficient, continue executions on additional page(s) in Form D.

L:\DH\DOWN\02\ANM500\DOCS\DOWN-FC.DOC

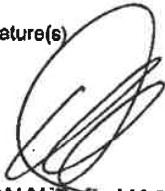
**LAND TITLE ACT
FORM D**

EXECUTIONS CONTINUED

PAGE 2 of 10 pages

ENTER THE REQUIRED INFORMATION IN THE SAME ORDER AS THE INFORMATION MUST APPEAR ON THE FREEHOLD TRANSFER FORM, MORTGAGE FORM OR GENERAL DOCUMENT FORM.

Officer Signature(s)



DONALD J. HASLAM
Barrister & Solicitor
1100 - 608 Burrard Street
Vancouver, B.C. V7X 1M5
Telephone (604) 683-0500

Execution Date

Y M D

Y	M	D
99	6	17
99	6	17
99	6	17
99	6	17

Transferor/Borrower/Party Signature(s)
(Must be executed in black ink)


DONOVAN RAYMOND DOWNTON


VELDA ELAINE DORAN


LORRAINE HOCKING


CHARLOTTE JUNE KINE

OFFICER CERTIFICATION: Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1996, c. 124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

LAND TITLE ACT
FORM E

SCHEDULE

PAGE 3 of 10 pages

ENTER THE REQUIRED INFORMATION IN THE SAME ORDER AS THE INFORMATION MUST APPEAR ON THE FREEHOLD TRANSFER FORM, MORTGAGE FORM OR GENERAL DOCUMENT FORM.

2. PARCEL IDENTIFIER(S) AND LEGAL DESCRIPTION(S) OF LAND:
(PID) (LEGAL DESCRIPTION)

Not Available	Lot 1, Sections 16, 20 and 21, Tp29, NWD, Plan LMP <u>43246</u>
Not Available	Lot 2, Sections 16, 20 and 21, Tp39, NWD, Plan LMP <u>43246</u>
Not Available 000-737-399	Lot 11 Sections 16, 20 and 21, Tp39, NWD;
	Plan 3350 except portion shown on Plan LMP _____

3. NATURE OF INTEREST:
DESCRIPTION DOCUMENT REFERENCE PERSON ENTITLED TO INTEREST
(page and paragraph)

Easement (burdening portion shown outlined in heavy black on Explanatory Plan LMP <u>43246</u> of Lot 1)	Page 5 Paragraph 1.1	Registered Owners of Lot 11, Sections 16, 20 and 21, Tp39, NWD, Plan 3350 except portion shown on Plan LMP <u>43246</u> and Lot 2, Sections 16, 20 and 21, Tp39, NWD, Plan LMP <u>43246</u>
----------------------------------------------------------------------------------------------------------	-------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Easement (burdening portion shown outlined in heavy black on Explanatory Plan LMP <u>43246</u> of Lot 2)	Page 5 Paragraph 1.21	Registered Owners of Lot 11, Sections 16, 20 and 21, Tp39, NWD, Plan 3350 except portion shown on Plan LMP <u>43246</u> and Lot 1, Sections 16, 20 and 21, Tp39, NWD, Plan LMP <u>43246</u>
----------------------------------------------------------------------------------------------------------	--------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

5. TRANSFEROR(S):

DONOVAN RAYMOND DOWNTON, 3151 Steveston Highway, Richmond, B.C. V7E 2J4,
VELDA ELAINE DORAN, 7966 Elwell Street, Burnaby, B.C. V5E 1M4, LORRAINE HOCKING, 7552 -
113th Street, Delta, B.C. V5C 3B5 and CHARLOTTE JUNE KINE, 50 - 27435 - 29A Avenue, Aldergrove,
B.C. V5W 3M4

6. TRANSFEREE(S):

mechanic
DONOVAN RAYMOND DOWNTON, 3151 Steveston Highway, Richmond, B.C. V7E 2J4,
Bookkeeper
VELDA ELAINE DORAN, 7966 Elwell Street, Burnaby, B.C. V5E 1M4, LORRAINE HOCKING, 7552 -
113th Street, Delta, B.C. V5C 3B5 and CHARLOTTE JUNE KINE, 50 - 27435 - 29A Avenue, Aldergrove,
B.C. V5W 3M4 *Nurse*
Nursery Worker

PAGE 4 of 10 PAGES

**PART 2
EXPRESS TERMS**

RECIPROCAL ACCESS AGREEMENT

THIS RECIPROCAL ACCESS AGREEMENT dated for reference the 17th day of June, 1999,

BETWEEN:

DONOVAN RAYMOND DOWNTON,
3251 Steveston Highway,
Richmond, B.C.
V7E 2J4

and

VELDA ELAINE DORAN,
7966 Etwell Street,
Burnaby, B.C.
V5E 1M4

and

LORRAINE HOCKING,
7552 - 113th Street,
Delta, B.C.
V5C 3B5

and

CHARLOTTE JUNE KINE,
50 - 27435 - 29A Avenue,
Aldergrove, B.C.
V5W 3M4

as the owner of Lot 1, Sections 16, 20, and 21,
Township 39, New Westminster District, Plan LMP 43246

(collectively the "Lot 1 Owner")

OF THE FIRST PART

AND:

DONOVAN RAYMOND DOWNTON,

3251 Steveston Highway,
Richmond, B.C.

V7E 2J4

and

VELDA ELAINE DORAN,

7966 Elwell Street,
Burnaby, B.C.

V5E 1M4

and

LORRAINE HOCKING,

7552 - 113th Street,
Delta, B.C.

V5C 3B5

and

CHARLOTTE JUNE KINE,

50 - 27435 - 29A Avenue,
Aldergrove, B.C.

V5W 3M4

as the owner of Lot 2, Sections 16, 20, and 21, Township
39, New Westminster District, Plan LMP 43246
(collectively the "Lot 2 Owner")

OF THE SECOND PART

AND:

DONOVAN RAYMOND DOWNTON,

3251 Steveston Highway,
Richmond, B.C.

V7E 2J4

and

VELDA ELAINE DORAN,

7966 Elwell Street,
Burnaby, B.C.

V5E 1M4

and

LORRAINE HOCKING,

7552 - 113th Street,
Delta, B.C.

V5C 3B5

and

CHARLOTTE JUNE KINE,

50 - 27435 - 29A Avenue,
Aldergrove, B.C.

V5W 3M4

as the owner of Lot 11, Sections 16, 20, and 21,
Township 39, New Westminster District, Plan 3350
except portion shown on Plan LMP 43246
(collectively the "Remainder 11 Owner")

OF THE THIRD PART

PAGE 6 of 10 PAGES

WHEREAS:

- A. The Lot 1 Owner is the registered owner of lands and premises located in the Village of Anmore more particularly known and described as:

Lot 1, Sections 16, 20 and 21,
Township 39, New Westminster District
Plan LMP 43246

("Lot 1");

- B. The Lot 2 Owner is the registered owner of lands and premises located in the Village of Anmore more particularly known and described as:

Lot 2, Sections 16, 20 and 21,
Township 39, New Westminster District
Plan LMP 43246

("Lot 2");

- C. The Remainder 11 Owner is the registered owner of lands and premises located in the Village of Anmore more particularly known and described as:

Lot 11,
Sections 16, 20 and 21,
Township 39, New Westminster District
Plan LMP3350
Except portion shown on Plan LMP 43246

("Remainder 11");

- D. Lot 1, Lot 2, and Remainder 11 (collectively, the "Benefiting Lots") are adjacent lots requiring access onto the closest public road which is "Sunnyside Road" and the Village of Anmore requires that there be only one point of access to and egress from the Benefiting Lots to Sunnyside Road;
- E. The Lot Owners of the Benefiting Lots (except Lot 1) desire to obtain from the Lot 1 Owner the right to pass over those portions of Lot 1 (the "Lot 1 Easement Area") shown outlined in heavy black on Explanatory Plan LMP 43247 to facilitate access to Lots 1 and 2 and Remainder 11 and the adjoining public road; and the Lot Owners of the Benefiting Lots (except Lot 2) similarly desire to obtain from the Lot 2 Owner the right to pass over that portion of Lot 2 shown outlined in heavy black on Explanatory Plan LMP 43247 (the "Lot 2 Easement Area") to facilitate access to Lots 1 and 2 and Remainder 11 and the adjoining public road; and
- F. The parties have agreed to enter into this Agreement in respect of the mutual access rights hereby granted over the Lot 1 Easement Area and the Lot 2 Easement Area (collectively, the "Easement Areas");

PAGE 7 of 10 PAGES

NOW THEREFORE in consideration of the amount of TEN DOLLARS paid by each of the Owners of the Benefiting Lots to the other (the receipt and sufficiency of which is hereby acknowledged by each party) and in consideration of the mutual covenants and agreements hereinafter expressed, the parties agree as follows:

1. ACCESS OVER LOT 1

- 1.1 The Lot 1 Owner hereby grants unto the Remainder 11 Owner and Lot 2 Owner as an easement, the burden of which is to run with the Lot 1 Easement Area the non-exclusive full, free and uninterrupted right for the Remainder 11 Owner and Lot 2 Owner, their licensees, invitees, servants, agents, workmen, machinery and vehicles, in common with the Lot 1 Owner and together with all other persons having a similar right, at all times hereafter by day and night for the benefit of the Remainder 11 Owner and Lot 2 Owner, to enter upon, re-enter, pass and repass over the Lot 1 Easement Area for the purpose of obtaining access to and from Lot 2 and the Remainder 11 and the public road, subject at all times to the terms hereof and provided, however, that the within rights shall be respectively restricted to the surfaced road established from time to time for vehicular and pedestrian passage on the Lot 1 Easement Area.

2. ACCESS OVER LOT 2

- 2.1 The Lot 2 Owner hereby grants unto the Remainder 11 Owner and Lot 1 Owner as an easement, the burden of which is to run with the Lot 2 Easement Area the non-exclusive full, free and uninterrupted right for the Remainder 11 Owner and Lot 1 Owner, their licensees, invitees, servants, agents, workmen, machinery and vehicles, in common with the Lot 2 Owner and together with all other persons having a similar right, at all times hereafter by day and night for the benefit of the Remainder 11 Owner and Lot 1 Owner, to enter upon, re-enter, pass and repass over the Lot 2 Easement Area for the purpose of obtaining access to and from Lot 1 and the Remainder 11 and the public road, subject at all times to the terms hereof and provided, however, that the within rights shall be respectively restricted to the surfaced road established from time to time for vehicular and pedestrian passage on the Lot 2 Easement Area.

3. BENEFITING LOT OWNERS' COVENANTS AND INDEMNITY

- 3.1 Each Owner of a Benefiting Lot hereby covenants and agrees jointly and severally with each other Owner of a Benefiting Lot that:
- (a) subject to Section 3.1(f) below, each of the Lot 1 Owner and the Lot 2 Owner shall bear one-half of all costs associated with establishing, constructing and maintaining in a good and workmanlike manner the road bed, road surface and landscaping area located on the Lot 1 Easement Area and the Lot 2 Easement Area (the "Easement Areas") including, without limitation, the costs of constructing and maintaining a gravelled surface and the road bed, placing and maintaining an interlocking block surface or surface of similar quality and appearance and the costs of any consultants reasonably deemed necessary by any two of the Owners of the Benefiting Lots, and such amounts shall be payable within seven days of receipt of written demand being made by any two of the Benefiting Owners, in any event, accompanied by evidence that such amount is payable;

PAGE 8 of 10 PAGES

- (b) the Lot 1 Owner and the Lot 2 Owner will not be liable in respect of any loss, injury or damage suffered by the Owners of the other Benefiting Lots or others as a result of the exercise or purported exercise of the rights granted herein and, without limiting the generality of the foregoing, the Lot 1 Owner and the Lot 2 Owner will not be liable in respect of loss of or damage to property of the Owners of the other Benefiting Lots or others or physical injury to the Owners or others resulting from the exercise or purported exercise of the aforementioned rights in respect of the Easement Areas;
 - (c) it will at all times maintain with an Insurer or insurers qualified to underwrite general liability insurance in British Columbia comprehensive general liability insurance including, without limitation, non-owned automobile insurance, against claims for personal injury, death or property damage or loss upon, in or about the Easement Areas by it and those for whom it is in law liable or other persons (including their invitees and licensees) authorized by them in the exercise or purported exercise of the rights hereby granted, to the combined limit of not less than what a prudent owner would place, from time to time, in respect of injury or death to a single person and in respect of any one accident concerning property damage and the other Benefiting Lot Owners shall be named as additional named insureds with a cross-liability and severability of interest endorsement on such liability policies;
 - (d) it will not use the Easement Areas in a manner which will hinder or prevent the proper and reasonable use and enjoyment of the Easement Areas by the other parties to this Agreement and it shall not park any vehicle or trailer or allow anyone for whom it is in law responsible to park any vehicle or trailer on the Easement Areas;
 - (e) the surface of the Easement Areas shall be constructed and maintained to a wide width which allows reasonable access and egress by emergency vehicles including fire trucks and to present a unified appearance as if it were located on and maintained by the owner of one lot; and
 - (f) it will be responsible for and will compensate the other parties hereto for any damage caused to the Easement Areas by it, its agents, servants, employees or any person for whom it is liable in law claiming by, through or under it by virtue of the exercise or purported exercise of the rights hereby granted.
- 3.2 Each of the Owners of the Benefiting Lots will at all times indemnify and keep indemnified the other parties hereto and their tenants, occupants, licensees and invitees from and against any and all liabilities, actions, proceedings, expenses, costs, claims and demands whatsoever that may lawfully be brought against them by reason of anything done or omitted to be done by such Owner of a Benefiting Lot, its agents, servants, employees, invitees or licensees or other persons authorized by it or for whom it is in law liable in the exercise or purported exercise of the rights hereby granted, except to the extent arising out of the negligence of such party or those for whom it is in law liable.

PAGE 9 of 10 PAGES

4. INTERPRETATION

4.1 It is mutually agreed by the Lot Owners that:

- (a) subject to obtaining the prior approval of the appropriate Approving Officer and all other necessary governmental approvals, nothing in the rights granted herein shall prevent the subdivision of any of Lot 1, Lot 2 or Remainder 11 from time to time;
- (b) any dispute hereunder including disputes as to cost sharing shall be resolved pursuant to the provisions of the *Commercial Arbitration Act* of British Columbia;
- (c) wherever the singular or masculine is used in this Agreement they shall be construed as being the plural or feminine or body corporate and vice-versa where the context or the parties hereto so require;
- (d) this Agreement shall enure to the benefit of and be binding upon the parties hereto;
- (e) the covenants contained in this Agreement shall run with the Lots and are binding on each Owner of a Lot, and its or his or her successors in title, but only for so long as the same are owners of a Lot; and
- (f) should the Remainder 11 Owner use the Easement Area, it shall bear a proportion of the costs of repairing, maintaining and replacing the road bed and surface of the Easement Areas in an equitable proportion to such use and if the Benefiting Owners cannot agree on such equitable proportion, it shall be resolved by arbitration pursuant to the *Commercial Arbitration Act*.

5. APPROVAL

5.1 Each of the Lot Owners agrees with the Corporation of the Village of Anmore ("Anmore"), for good and valuable consideration paid by Anmore, that it will not discharge or modify the covenants contained herein without first receiving the prior, specific written approval of Anmore.

**EXPLANATORY PLAN OF EASEMENTS
OVER A PORTION OF LOTS 1 AND 2,
SECTION 20, TOWNSHIP 39,
NEW WESTMINSTER DISTRICT, PLAN LMP**

PURSUANT TO SECTION 99(1)(e), LAND TITLE ACT

Page 10 of 10 Pages

Plan LMP

Deposited in the Land Title Office
at New Westminster, B.C., this ... day
of 19...

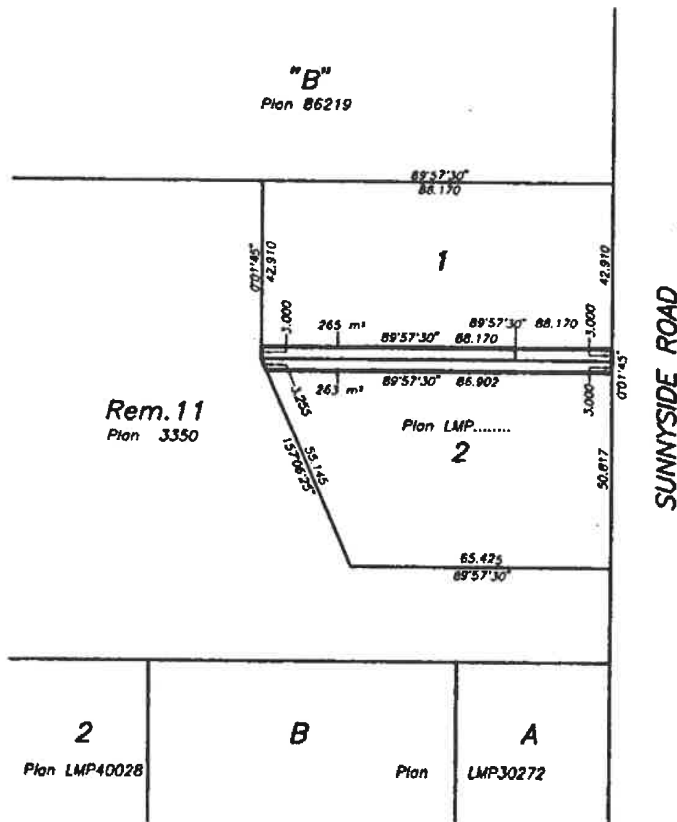
SCALE: 1:1000



All distances are in metres

REGISTRAR

This plan lies within the Greater
Vancouver Regional District.



LEGEND :

Bearings are astronomic and derived from
Plan LMP.....

All distances are in metres.

V.C. Goudal & Associates
British Columbia Land Surveyors
2559 Shaughnessy Street,
Port Coquitlam, B.C., V3C-3G3
Telephone : 942-6616

Certified correct according to Land Title Office
Records this 2nd day of 1999.

Robert M. [Signature] B.C.L.S.

END OF DOCUMENT

C 5151-08 C

**EXPLANATORY PLAN OF EASEMENTS
OVER A PORTION OF LOTS 1 AND 2,
SECTION 20, TOWNSHIP 39,
NEW WESTMINSTER DISTRICT, PLAN LMP**
PURSUANT TO SECTION 92(1)(e), LAND TITLE ACT

Page 10 of 10 Pages

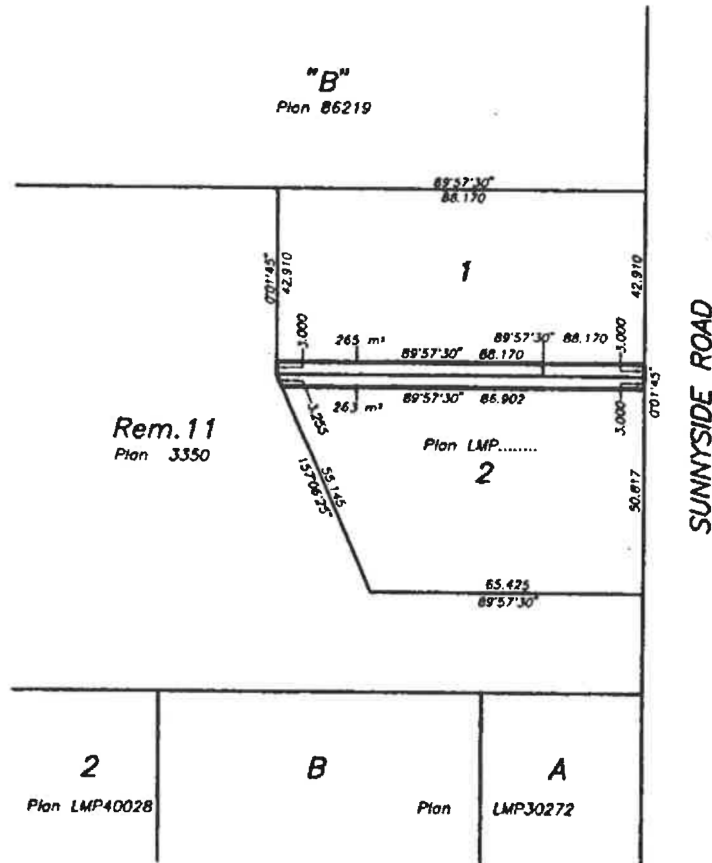
Plan LMP

Deposited in the Land Title Office
at New Westminster, B.C., this ... day
of 19....

REGISTRAR

This plan lies within the Greater
Vancouver Regional District.

SCALE: 1:1000



LEGEND :

Bearings are astronomic and derived from
Plan LMP.....

All distances are in metres.

Certified correct according to Land Title Office
Records this 27th day of 1999.

V.C. Goudal & Associates
British Columbia Land Surveyors
2559 Shaughnessy Street,
Port Coquitlam, B.C., V3C-3G3
Telephone : 942-6616

END OF DOCUMENT

Robert M. Brown B.C.L.S.

C 5151-08 C



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: May 3, 2024 File Number: 0860-02
Submitted by: Karen Elrick, Chief Administrative Officer
Subject: Anmore Community Hub – Facility Use

Purpose / Introduction

To provide options for framework and seek direction from Council on Anmore Community Hub facility community and rental use.

Recommended Option

That Staff be directed to report to Council with a draft Policy and Fees and Charges Bylaw update to reflect all of the recommendations included in the report dated May 3, 2024 from the Chief Administrative Officer entitled Anmore Community Hub – Facility Use.

Background

As part of the newly constructed Anmore Community Hub, there are community spaces which may be utilized as an amenity for the community and/or as a source of income through rental of the space. Additionally, opportunity exists to update current policies and fees and charges as they no longer reflect the current facility.

Discussion

Staff is seeking direction on criteria to incorporate into a new facility policy and fees for rental of community space within the Anmore Community Hub and surrounding area. Additionally, staff is seeking direction on whether Council wishes to identify certain community groups or users that could use the Anmore Community Hub or surrounding area free of charge or at a reduced cost.

Policy Framework

Facility Rentals Policy No. 53 (ATTACHMENT 1) adopted in 2016 sets out criteria related to facility rental of the former Village Hall leased trailers with the following noted:

Report/Recommendation to Council

Anmore Community Hub – Facility Use

May 3, 2024

1. Primary use of the space is reserved for Village use
2. Rental space is only available outside of regular business hours
3. Liability insurance is required for all users

In terms of setting policy staff has reviewed several policies related to facility use and rental from neighbouring communities and recommend the following components be included in the creation of a new policy for use of facilities for Council's consideration:

Terms and Conditions:

- Minimum age requirements
- Minimum and maximum advance booking dates
- Booking deposit/payment schedule and damage deposit requirements
- Use of audio video criteria
- Cancellation criteria
- Minimum and maximum rental time periods and time of day (boardroom versus community room)
- Restrictions related to:
 - Quiet time
 - Smoking
 - Alcohol use
 - Décor (confetti, rice, taping, stapling, candles, etc)
 - Deliveries and advance access
- Other permits required (liquor, gambling, parking)
- Keyholder agreement
- Legal and liability requirements
- Cleaning fees

Recommendation 1: Staff recommend that Policy No. 53 be rescinded and a new policy for Council's consideration be created which incorporates best practice criteria established by other communities as outlined above. Additionally, should Council wish to waive fees for certain community-based organizations, identification of the organizations, or creation of a process by which organizations may apply to Council to be included in the fee waiver should be incorporated.

Report/Recommendation to Council

Anmore Community Hub – Facility Use

May 3, 2024

Anmore Community Spirit Park Policy No. 39 (ATTACHMENT 2) adopted in May 2004 sets out the criteria related to private reservation of Spirit Park with the following noted:

1. Rental of Spirit Park is restricted to Anmore residents and property owners
2. Daily rental fee of \$200 which may be waived for community based organizations

Recommendation 2: Staff recommend that Policy No. 39 be rescinded and the criteria included within this policy be incorporated into a newly created facility rental policy that incorporates both spaces within the Anmore Community Hub and the adjacent Spirit Park. Given that the park is immediately adjacent to the community space within the Anmore Community Hub, it is anticipated that there may be interest in use of both spaces by the same user group. Setting the same policy for both spaces will provide clarity of process and expectations for both users and staff.

Rental Fees

Rental fees currently included in Anmore Fees and Charges Bylaw:

Parking Lot	\$250 per day
Anmore Community Spirit Park	\$200 per day
Facility Rental – Council Chambers (former rented trailer)	\$20.00 per hour
Damage Deposit	\$100.00

These rental fees no longer reflect the current facility and need to be updated.

Currently, there is opportunity for rental of the community room on the upper level, servery area within the community room, the boardroom (after hours use), and Spirit Park (including the plaza and gazebo).

As outfitting of the lower servery/kitchen area is undertaken, staff can provide future recommendations to Council on rental considerations, should Council wish to offer this additional space for community/rental use.

The following is provided as a range of similar spaces offered for rental in local communities. Spaces that are comparable in size to what can be offered at the Anmore Community Hub have been highlighted:

Report/Recommendation to Council

Anmore Community Hub – Facility Use

May 3, 2024

Anmore Community Hub Room Capacity Guide

ROOM	BANQUET SETUP	MEETING SETUP	MAXIMUM CAPACITY
Boardroom	n/a	25	25
Council Chambers	50	70	70
Community Room – Servery side	190	260	260
Community Room – Whole room	240	330	330

VENUE	CAPACITY	DEPOSIT	COMMUNITY GROUP OR NON-PROFIT	RESIDENT OR PRIVATE	NON-RESIDENT OR COMMERCIAL	KITCHEN	OTHER
Pitt Meadows Multipurpose	15-30	none	\$15.54/hr.	\$29.37/hr.	35.50-37.17/hr.	n/a	
PoMo Civic Meeting	25	none	\$18.05/hr.	\$36.05/hr.	\$51.50/hr.	n/a	
PoCo Meeting room (small)	1-50	none	\$17.56/hr.	\$21.94/hr.	\$26.37/hr.	n/a	
Minnehada Lodge (Wedding Venue)	50	\$500	n/a	\$150/hr. (M-Th)	\$200/hr. (Fr-Sun)	included	Additional rooms included
Pitt Meadows Multipurpose	40-60	none	\$18.44/hr.	\$36.27/hr.	\$45.14-45.66/hr.	n/a	
PoMo Heritage Mtn Hall	100	\$500	\$20.60/hr.	39.15/hr.	51.50/hr.	n/a	
PoCo Various rooms (medium)	51-100	none	\$47.59/hr.	\$59.48/hr.	\$71.38/hr.	n/a	Cleaning \$38.70/hr.
Lions Bay Broughton Hall	110 Social event	\$100	\$25/event	110.00-125.00/day	n/a	included	Sound System \$50.00
Lions Bay Broughton Hall	110 Activity	none	\$25/month	\$25/2hrs \$50/4hrs	n/a	included	Setup fee \$55.00
Old Orchard Hall (Wedding)	125	\$500	\$47.75/hr.	\$100.80/hr.	\$212.20/hr.	included	15 hr. 424.20-1591.35
PoMo Glenayre Comm Centre	100	\$500	\$20.60/hr.	\$39.15/hr.	\$51.50/hr.	included	
Pitt Meadows Heritage Hall	100-200	\$1000	\$40.11/hr.	\$66.84/hr.	\$91.52-94.07/hr.	\$51.25-120.30/day	
Pitt Meadows South Bonson	160	\$1000	\$127.27/hr.	212.11/hr.	\$237.33-244.31/hr.	Servery incl, tables/chairs	Additional rooms included
Whonnock Lake (Wedding)	160	\$1000	n/a	\$212.11/hr.	\$237.33/hr.	\$87.12-122.71	Host Fee \$150

Report/Recommendation to Council

Anmore Community Hub – Facility Use

May 3, 2024

Pitt Meadows Heritage Hall	200-300	\$1000	\$56.97/hr.	\$99.70/hr.	\$149.85/hr.	\$51.25-120.30/day	
PoMo Rec Wellness room	225	none	\$41.20/hr.	\$97.85/hr.	\$123.60/hr.	included	\$30/hr. staffing afterhours
PoCo Mabbett Hall	101+	\$500	\$95.17/hr.	\$118.97/hr.	\$142.76/hr.	\$33.35/hr.	Cleaning \$154.80
Poco Park Shelters	n/a	none	\$57.68/4hr.	\$72.10/4hr.	\$86.52/4hr.	n/a	
Belcarra Picnic Shelter	n/a	none	n/a	\$77.00/day (M-F)	\$157/day (S-S+holiday)	n/a	
Pomo Park Shelter	125	none	n/a	\$165.7/4hr. (M-F)	\$177.40/4hr. (Sat-Sun)	n/a	Pricing based on group size

Recommendation 3: Staff recommend that the Anmore Fees and Charges Bylaw be updated to reflect rental fees comparable to other venues in neighbouring communities. Rental Fees to be included for Boardroom, Community Room (whole) Community Room (divided), Spirit Park (including plaza and gazebo area), and Parking Lot (after hours exclusive of facility use).

Resourcing (Staffing) Allocation

Previously, other than use by community groups such as Anmore Garden Club, Scouts, and Anmore Youth (Bingo), facility use and rental of the former rented trailers was limited. On occasion, Spirit Park was rented by residents, however, interest of rental of the space was extremely low. Continuation of this type of facility use is manageable within current staffing resources.

In addition to setting policy and fees, development of process flow will need to be undertaken and assessed as the Village initiates this function. Considerations to include are development of:

- Facility booking guide (description of facilities, booking process, floor plans, equipment guides, etc.)
- Booking request form (contact, event type, room, parking requirements, AV requirements, times, facility tour requests, etc.)
- Booking contract
- Terms and conditions
- Keyholder agreements / waivers
- End of use checklist (including cleaning and lock up procedures)
- Post event inspection, clean-up and repairs, if needed

Report/Recommendation to Council

Anmore Community Hub – Facility Use

May 3, 2024

- After hours staff or contractor to respond to facility emergencies

Depending on the service level and breadth of users that Council wishes to attract to the Anmore Community Hub and surrounding area, additional staff resources would need to be put in place and allocated to this function area. Council may wish to consider a phased approach to introducing user groups to the facility in order to better assess additional required staffing levels and associated costs while implementing this new service. Consideration may include the following:

- Identification of community groups to offer use of space
- Resident rental for own use and enjoyment (event)
- Resident rental for business activities (classes, seminars)
- Outside of community users for events or business activities
- Existing on-site parking and encouragement of user rental of SD43 parking for larger events

Recommendation 4: Following creation and approval of new facilities policy and updated fees for facility rental, staff to undertake creation of process and procedures for implementation of rental. Along with policy and fee approval, staff to seek Council's direction on desired approach for phasing in user groups or implementing a full rental scheme. Following direction on service levels staff to report back to Council on resourcing requirements to meet Council's desired service level.

Financial Implications

Income generated from rental of the community space and park would be dependent on the volume of rentals generated. Additionally, there is currently no staff allocated to the function area of facility booking / management so dependent on the frequency and type of rentals offered, resources will need to be allocated to service this new function area of the Village.

Options

1. That Staff be directed to report to Council with a draft Policy and Fees and Charges Bylaw update to reflect all of the recommendations included in the report dated May 3, 2024 from the Chief Administrative Officer entitled Anmore Community Hub – Facility Use.

(recommended)

Report/Recommendation to Council

Anmore Community Hub – Facility Use

May 3, 2024

OR

2. That Council refer the report dated May 3, 2024 from the Chief Administrative Officer entitled Anmore Community Hub – Facility Use to a future Committee of the Whole Meeting for comment and recommendations to Council.

OR

3. That Council refer the report dated May 3, 2024 from the Chief Administrative Officer entitled Anmore Community Hub – Facility Use to the select committees for comment and recommendations to Council.

Attachments:

1. Facility Rentals Policy No. 53.
2. Anmore Community Spirit Park Policy No. 39

Prepared by:



Karen Elrick
Chief Administrative Officer

COUNCIL POLICY

Policy	Facility Rentals	Policy No.	53
Effective Date	October 19, 2016	Approved by	Council
Date Amended	n/a	Resolution No.	R204/2016
Date Established	October 18, 2016		

PURPOSE

The Facility Rentals Policy is to provide guidelines regarding the rental and use of the leased trailers (“Rental Space”) in accordance with the applicable fees in the Fees & Charges Bylaw.

SCOPE

This policy establishes the allowable use, prioritization of user groups, requirements of users and process for application of use.

DEFINITIONS

Licensee means the individual or organization renting the Rental Space.

Rental Agreement means the agreement made between the Licensee and the Village in regards to type and duration of use of the Rental Space.

Rental Space means the leased trailers adjacent to the Village Hall, also used as Village of Anmore Council Chambers.

Village means the Village of Anmore.

POLICY

Allowable Use

The Rental Space will be made available to community groups and other users for meetings, workshops, events and activities outside of regular business hours (8:30am-4:00pm).

Prioritization of Use

The Licensee must represent properly constituted group or be an individual capable of accepting responsibility for conduct of participants and financial responsibility for any damages.

The Rental Space, first and foremost, will be used to conduct Village functions (i.e. Council meetings, Committee meetings, information sessions, public hearings, etc.) When available for user groups, the Rental Space will be booked on first come, first serve basis.

Use of Facilities

Tables and chairs are available for use, but must be set up and reconfigured by the group. No stationary, supplies (including dishes, kitchen items, etc.), or electronic equipment are available with the meeting space. The Licensee is responsible for setting up their own equipment and remedying technical problems encountered. A projector is available for use upon request.

Assignment of the Rental Agreement is not permitted. The Licensee acknowledges that the Village has the right to cancel or revoke either specific usage or the rental contract when the facilities are required for Village functions. In the case of Village function usage, the Village will do its best to provide the Licensee with appropriate notice. Provision of an alternate space in the Village is not guaranteed. A refund or credit will be provided to the Licensee where an alternate space is unavailable. The Village provides no stated or implied warranty as to the suitability or condition of the facilities for the Licensee's purposes. Any accident or incident should be reported to Juli Kolby, Chief Administrative Officer within 48 hours of the event.

Food and drink may be served while using the meeting room. The Licensee is required to bring and supply their own plates, cups, cutlery, and napkins. Groups are fully responsible for cleaning up following use of Village meeting space. The Licensee must ensure appropriate disposal of all supplies in the containers provided, including appropriate sorting of kitchen waste, recycling and garbage.

Supervision and Rules of Use

The Licensee will place a person in charge of the user group who is responsible for the admission, actions, and behavior of all participants and/or spectators. The individual designated will:

- a) Make himself/herself known to any staff or Council members that may be in the building;
- b) Enforce all Village rules, policies and procedures concerning the use of Rental Space;
- c) Supervise entrance and adjacent areas to prevent unauthorized persons from entering the building;
- d) Limit activities and participants to the Rental Space;
- e) Ensure that all members are out of the Rental Space when the event is completed; and
- f) Take all and any action that may be required for the preservation of the Village's property, and ensure that the Rental Space is left in the same order and condition as it was found.

Application for Use

The Licensee will be required to apply for use of the Rental Space. Applications should be submitted a minimum of five (5) business days prior to the meeting date and may not be made more than twelve (12) months in advance.

Please contact Carmen Disiewich, Executive Assistant and Communications Coordinator to submit a request for use of Village meeting space to: carmen.disiewich@anmore.com.

Deposit

A damage/cleaning deposit of \$100 is required for each booking of the Rental Space. If there is damage to the Rental Space or any of the contents within, the deposit, or a portion thereof, will be forfeited in order to repair or replace such damage. Similarly, if the Village is required to bring in a janitorial service to clean the Rental Space, that amount will be deducted from the deposit.

Deposits are due within 48 hours of booking confirmation, failing which the booking may be cancelled.

Damage

The Village shall not be responsible for any loss or damage to materials or equipment brought in by the Licensee.

Indemnification and Hold Harmless

The Licensee shall indemnify and hold harmless the Village of Anmore and its officers, employees, servants, agents, elected officials and contractors, from any and all loss, liability claims or expenses arising out of the use of the Rental Space by the Licensee and any of its officers, employees, servants, agents contractors and volunteers. The Licensee agrees to waive all rights of subrogation or recourse against the Village with respect to use.

Liability Insurance Coverage Required

The Licensee is responsible for obtaining commercial general liability insurance in an amount not less than \$3,000,000. The Village reserves the right to request additional coverage depending on the type of event being held within the Rental Space. The Licensee shall provide the Village with a certificate of insurance with the Village of Anmore named as an additional insured, prior to the rental date. If the certificate is not provided, the Village reserves the right to cancel the booking. The Licensee understands that they use the Facilities at their own risk.

Access to Facilities

The Rental Space will be made available to the Licensee only for the time and date(s) listed on the Rental Agreement. This includes all setup and clean up required before and after the event. All activities must be confined to the Rental Space, unless otherwise approved by the Village. The Licensee is responsible for picking up the key, alarm code and instructions during business hours at the village hall (on the meeting day/date or closest business day to the scheduled meeting). The Licensee is also responsible for returning the key immediately following the event by placing the key through the mail slot of the Village Hall.

Fees

Fees charged for the Rental Space will be in accordance with the Village of Anmore Fees & Charges Bylaw.

Fees (if applicable) must be paid no later than 1 day prior to the start of the meeting/program.

MONITORING/AUTHORITY

The Chief Administrative Officer, or his/her designate has authority in relation this policy.

VILLAGE OF ANMORE

POLICY NO. 39

ANMORE COMMUNITY SPIRIT PARK


POLICY STATEMENT

A policy to establish the rules for the reservation of the Anmore Community Spirit Park for private functions.

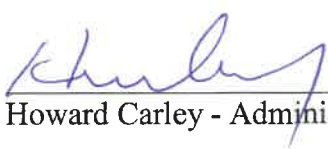
POLICY DETAILS

1. Anmore Community Spirit Park can only be reserved for private functions by residents and landowners of the Village of Anmore.
2. The cost for the reservation of Anmore Community Spirit Park for private functions is a \$200.00 daily rate.
3. Anmore community based organizations such as, but not limited to, Cubs, Scouts and municipal socials, are not required to pay the \$200.00 fee.
4. Anyone reserving the Anmore Community Spirit Park for private functions is required to clean the area afterwards and to ensure that there is no damage to the park facilities.
5. A \$500.00, fully refundable deposit is required to ensure compliance with the clean up/no damage stipulations.
6. Anyone reserving the Anmore Community Spirit Park is required to provide washroom facilities themselves, usually by arranging for a "temporary washroom facility" to be delivered.

APPROVED by the Municipal Council on the 25th day of May, 2004.



Hal Weinberg Mayor



Howard Carley - Administrator

Council Agenda Information

☒ Regular Council May 07, 2024



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: May 3, 2024 File Number: 4200-20

Submitted by: Rhonda Schell, Manager of Corporate Services

Subject: Future Election Voting Opportunities

Purpose / Introduction

To present Council with information regarding the voting opportunities in the 2022 General Local Election.

Recommended Option

THAT the May 3, 2024 Future Election Voting Opportunities Report be received for information.

Background

The Village of Anmore (the Village) Local Government Election was held on October 15, 2022 with an advance poll held on October 5, 2022, as stipulated under the *Local Government Act*. A report from the Chief Election Officer summarizing the election and voter turnout was presented to Council on November 15, 2022.

At the November 15, 2022 Regular Council meeting, Council passed the following resolution:

“THAT Council receive the report dated November 9, 2022 from the Chief Election Officer entitled 2022 General Local Election Results, for information; and That Council direct staff to report back to Council regarding options for streamlining mail ballot processes and additional voting opportunities, including cost considerations.”

Report/Recommendation to Council

Future Election Voting Opportunities

May 3, 2024

Discussion

In 2022, the estimated eligible voter turnout for the Village was 49.2%, which was 20% higher than the average BC municipal turnout of 29.2% (CivicInfo BC).¹ Staff has attached a summary of similar sized communities, their voting opportunities, and voter turnout. (ATTACHMENT 1)

In addition to the two required in person voting opportunities, the Village provides a mail ballot opportunity, which is an optional provision under the Local Government Act (s.110). Updates to improve the provision of a mail ballot opportunity were implemented to the Anmore Local Government Election Procedure Bylaw in advance of the 2022 which included enabling the Chief Election Officer to set procedures and time limits for mail ballot voting and listing candidates in alphabetical order to enable earlier layout and production of ballots.

The challenges associated with providing mail ballot voting for a small organization are in the timing, limited staff resources, and administrative overhead.

Timing challenges for mail ballots are a result of the legislative dates set for the end of nomination period and deadline for candidate withdraw in relation to the first required advance voting opportunity which is 10 days prior to General Voting Day. Further, once the ballots are received they must be tested with the programmed voting machines for logic and accuracy before issuance. For the 2022 election, those dates were as follows:

- September 9, 2022 – close of nomination period
- September 16, 2022 – last day for candidate withdraw (BALLOTS CAN BE ORDERED)
- October 5, 2022 - Required advance voting opportunity
- October 15, 2022 – General Voting Day

While the Village made available applications for mail ballot voting in August of 2022, ballots were not available for distribution until the end of September. In order to maintain the integrity of the voting process, the administration of mail ballot voting is very time intensive as it requires several steps and measures to ensure validity of the ballot. Additionally, due to lack of dedicated resources to this area of the voting process, a cut off date for issuance of mail ballots was implemented. Should Council wish to further enhance this voting opportunity such as allowing for extended timelines, additional opportunities for pick up/drop off and/or designated areas for “drop in” options, a dedicated election official would need to be resourced and assigned to this area. For context, of the 878 ballots cast in 2022, only 37 (or 4.2%) came from

¹ CivicInfo statistics may not match the Chief Election Officer's report due to additional registrants on general voting day.

Report/Recommendation to Council

Future Election Voting Opportunities

May 3, 2024

the mail ballot voting opportunity. For reference, there are 31 municipalities or Regional Districts in British Columbia who do not provide this optional service, according to a survey completed by CivicInfo in 2022.

In terms of offering additional advance voting opportunities, the Village has not historically funded and resourced additional advanced voting opportunities or special voting opportunities as provided for in the Local Government Act (s.108, s.109), which is consistent with practice in other small communities due to available resources. It should be noted that curbside voting (two election officials take a ballot and necessary forms to the curb) is available on both the advanced and regular voting opportunities if an elector is unable to enter the voting place due to mobility or other reasons. Should Council wish to consider additional advance voting opportunities, regardless of the number of voters, the administration process would be the same and would require the same amount of staffing and other resources as the required advance voting opportunity and general voting day as each voting opportunity (including mail ballot) must be processed, reconciled and reported separately.

Financial Implications

Each voting opportunity must have at least three election officials present at all times. If the Chief Election Officer is also a member of staff, additional voting opportunities would further reduce the time spent on corporate services. While staff would recommend that a contractor be engaged for election services, recruitment for the position of Chief Election Officer and Deputy Chief election officer was unsuccessful for the 2022 election and the election was administered under existing staff. If a contractor is used and additional voting opportunities were provided, additional fees would be incurred.

Communications / Civic Engagement

Information regarding voting opportunities were communicated via:

- Mail out to each household in Anmore
- Email notification to subscribers
- Village website
- Village Facebook
- Village Hall notice board
- Village entrance sign boards

Report/Recommendation to Council

Future Election Voting Opportunities

May 3, 2024

Corporate Strategic Plan Objectives

Continue measures to ensure long-term fiscal responsibility.

Maintain and enhance service levels.

Increase community involvement.

Options


THAT the May 3, 2024 Future Election Voting Opportunities Report be received for information. (recommended)


OR

THAT staff be directed to update the Anmore Local Government Election Procedure Bylaw in the following ways:

Attachments

Attachment 1: 2022 General Local Elections Comparison

Prepared by:	
	

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

	Chief Administrative Officer



2022 Local General Election Comparisons

Municipality	Population	Advanced Voting #1	Advanced Voting #2	General Election Day	Mail in Ballot	Eligible Voters vs Total Ballots Cast
Village of Anmore	2,632	October 5		October 15	Apply by Oct 3 for mail, p/u by noon Oct 12 deadline	1,727 878 .508%
Village of Belcarra	687	October 5		October 15	Apply by mail by Sept or in person by Oct 12 4pm deadline	564 421 .746%
Bowen Island	3,680	October 5		October 15	Must be rec'd by mail Oct 7 or request CEO	3,252 1,942 .597%
Village of Cumberland	4,447	October 5	October 12	October 15	Rec'd by mail Oct 7 at 4:30 or request CEO	3,393 1,420 .418%
Village of Keremeos	1,820	October 5		October 15	Rec'd by mail by Oct 1 or request CEO	1,457 559 .383%
Village of Lions Bay	1,390	October 5		October 15	Rec'd by mail Oct 10 or request CEO	1,096 709 .646%
Village of Lumby	2,042	October 5		October 15	curbside only no mail in option	1,602 489 .305%
District of Sicamous	2,613	October 5		October 15	Request by mail Oct 7 or request CEO	2,204 964 .437%

Civic Info BC Election Results 2022 https://localelections.ca/results/index_m.html

COMMUNITY ENGAGEMENT, CULTURE AND INCLUSION COMMITTEE MEETING – MINUTES



Minutes for the Community Engagement, Culture and Inclusion Committee Meeting scheduled for Thursday, July 22, 2021 at 5:00 p.m. at Village Hall, Council Chambers 2697 Sunnyside Road, Anmore, BC

MEMBERS PRESENT

Councillor Polly Krier, Chair
Chloe Heisler
Trudy Schneider

MEMBERS ABSENT

Kerri Palmer Isaak
Addie Southam

1. CALL TO ORDER

Chair Krier called the meeting to order at 5:15 p.m.

2. APPROVAL OF THE AGENDA

It was MOVED and SECONDED:

That the agenda be approved as circulated.

Carried Unanimously

3. MINUTES

(a) Minutes of the Meeting held on May 13, 2021

It was MOVED and SECONDED:

That the Minutes of the Community Engagement, Culture and Inclusion Committee meeting held on May 13, 2021 be adopted, as circulated.

Carried Unanimously

4. BUSINESS ARISING FROM THE MINUTES

None.

5. UNFINISHED BUSINESS

None.

6. NEW BUSINESS**(a) 2021 Community Engagement**

The committee discussed 2021 community engagement and key points of discussion were:

- Ma Murray Day
- Bring Your Own Everything Picnic – whether this could go ahead under current Covid restrictions and situation

Action Item: Committee requested that “a celebration of our founding families” tag be added to Ma Murray Day

7. ADJOURNMENT

It was MOVED and SECONDED:

That the meeting be adjourned at 5:45 p.m.

Carried Unanimously

Certified Correct:

Approved:

“Rhonda Schell”

“Polly Krier”

_ Rhonda Schell
Manager of Corporate Services

Councillor Polly Krier
Chair, Community Engagement, Culture
and Inclusion Committee

ENVIRONMENT COMMITTEE MEETING – Minutes

Minutes of the Environment Committee Meeting held on Thursday, November 18, 2021 at 7:00 p.m. in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC



MEMBERS PRESENT

Councillor Paul Weverink, Chair
Bill Cooke
Al Harmer

MEMBERS ABSENT

Elaine Willis
Alex Stein

1. CALL TO ORDER

Chair Weverink called the meeting to order at 7:00 p.m.

2. APPROVAL OF THE AGENDA

IT WAS MOVED AND SECONDED:

That the agenda be approved as circulated.

Carried Unanimously

3. MINUTES

(a) Minutes of the Meeting held on October 21, 2021

IT WAS MOVED AND SECONDED:

That the Minutes of the Environment Committee Meeting held on October 21, 2021, be adopted as circulated.

Carried Unanimously

4. BUSINESS ARISING FROM THE MINUTES

None.

5. UNFINISHED BUSINESS

None.

6. NEW BUSINESS

(a) **2021 Committee Recap / 2022 Areas of Focus**

Committee members to discuss recap of 2021 activities and meetings held in 2021. Areas of focus for the Environment Committee for 2022 were discussed and points included:

- Consideration by Village of firework ban (other than Village Halloween fireworks)
- Consideration of pesticide bylaw
- Storm water management, particularly on private property
- Fire safety of entire Village

7. ADJOURNMENT

It was MOVED and SECONDED:

To adjourn this meeting at 8:10 p.m.

Carried Unanimously

Certified Correct:

Approved:

“Rhonda Schell”

“Paul Weverink”

Rhonda Schell
Manager of Corporate Services

Councillor Paul Weverink
Chair, Environment Committee

PARKS AND RECREATION COMMITTEE MEETING – MINUTES

Minutes of the Parks and Recreation Committee Meeting held on Wednesday, November 17, 2021 at 7:00 p.m. at Council Chambers Village Hall, 2697 Sunnyside Road, Anmore, BC



MEMBERS PRESENT

Councillor Kim Trowbridge (Chair)
Susan Mueckel
Bruce Scatchard
Jay Sheere

MEMBERS ABSENT

Zahra Zakar

1. CALL TO ORDER

Chair Trowbridge called the meeting to order at 7:05 p.m.

2. APPROVAL OF THE AGENDA

It was MOVED and SECONDED:

That the Agenda be approved as circulated.

Carried Unanimously

3. MINUTES

(a) **Minutes of the Meeting held on July 21, 2021**

It was MOVED and SECONDED:

That the Minutes of the Parks and Recreation Committee Meeting held on July 21, 2021 be adopted as circulated.

Carried Unanimously

4. BUSINESS ARISING FROM THE MINUTES

It was noted that a letter has been received from the Village from the Mossom Creek Hatchery regarding the Summerwood trail with concerns regarding vandalism and slope stability.

Action Item: Anmore Parks & Recreation Committee would like to have a joint meeting with Port Moody Parks & Recreation Committee during their upcoming parks master plan review in 2022.

5. UNFINISHED BUSINESS

(a) Birch Wynde Bike Park Proposal

Community consultation via survey is underway to be completed by the end of November after which survey results will be provided to Council to inform a decision on whether to move forward with project. The committee provided comments and members of the public were invited to provide comments on the proposed project.

Key points of discussion were:

- Lack of public consultation process
- The park is used by kids and the desire to not have a dedicated park in the existing green space
- Concern that adjacent homeowners were not notified in advance of the rest of the Village residents
- Support for the park to remain as is, for kids to be used anyway they want rather than dedicate for a specific bike park use

It was MOVED and SECONDED:

That the Parks and Recreation Committee provide a summary of public input to staff regarding the Birch Wynde Bike Park proposal.

Carried Unanimously

(b) Trail Mapping on Village Website

The committee reviewed the memo dated November 10, 2021 from Chris Boit, ISL Engineering noting that consideration for budget approval will be brought forward to Council.

Key points of discussion were:

- Support from committee for project

- Request to see property boundaries, water ways, slopes as a layer
- Whether Chris Boit could attend a future meeting to provide an explanation of how the GIS mapping will work

It was MOVED and SECONDED:

That the Parks and Recreation Committee request that staff present the GIS trail mapping to Council for funding approval.

Carried Unanimously

6. NEW BUSINESS

(a) 2021 Committee Recap / 2022 Areas of Focus

Committee members to discuss a recap of 2021 activities and areas of focus for the Parks & Recreation Committee for 2022.

Key points of discussion on 2022 priorities included:

- Land dedication to connect trails, and viable connections through adjacent lands
- Actual bike park location
- Formal recreation activities that take advantage of our natural spaces

7. ADJOURNMENT

It was MOVED and SECONDED:

That the meeting be adjourned at 8:18 p.m.

Carried Unanimously

Certified Correct:

“Rhonda Schell”

Rhonda Schell
Manager of Corporate Services

Approved:

“Kim Trowbridge”

Councillor Kim Trowbridge
Chair, Parks and Recreation Committee

**TRI-CITIES HEALTHIER COMMUNITIES PARTNERSHIP
MEETING MINUTES**

Attendees: Glenn Pollock, Co-chair, Port Coquitlam Councillor
 Dr. Cheryl Young, Co-chair, Tri-Cities Medical Health Officer Fraser Health
 Dr. Xuan Zhao, Public Health Resident, Fraser Health
 Graham Danziger, Recreation Manager, Port Coquitlam
 Brynn Fominoff, Director Community Services, Fraser Health
 Ann Johannes, Community Development Liaison, Coquitlam Public Library
 Alison Truelove, Program Coordinator, ACCESS Youth Outreach Society
 Roxanne Saxon, Coordinator, Tri-Cities Community Action Team
 Samantha Chong, Toxic Drug Response PHN, Fraser Health
 Shareen Chin, Social Planner, Port Moody
 David Walker, Manager of Transportation, Port Coquitlam
 Jeff Stromgren, Community Connections Coordinator, SD 43
 Shaunna Martin, Positive Wellbeing & Mental Health Coordinator, SD 43
 Holly Barrington, Early Years Specialist, MCFD North Fraser
 Cathy vanPoorten, Social Planner, City of Coquitlam
 Thabata da Costa, Manager, Tri-Cities Local Immigration Partnership
 Jasmin Chatrath, Injury Prevention Lead, Fraser Health
 Tobin Copley, Injury Prevention Lead, BCCDC & Fraser Health

CALL TO ORDER

1. Welcome, Territorial Acknowledgement and Introductions

The meeting was called to order at 9:35am. We acknowledge that we are on the traditional, ancestral unceded territory of the k^wik^wə^łəm (Kwikwetlem First Nation). We thank the k^wik^wə^łəm who continue to live on these lands and care for them, along with the waters and all that is above and below.

COMMITTEE BUSINESS

2. Adopt Minutes: Minutes from the November 23, 2024 meeting are approved

3. Action Items:

- Richelle to arrange Tri-Cities HCP planning/priority setting session. Partners decided to dedicate time at our next meeting for this session.

NEW BUSINESS

4. Presentation: Road Safety & Intersection Safety Cameras Presentation

Jasmin Chatrath and Tobin Copley, Injury Prevention Leads, presented on road safety and intersection safety cameras. The following discussion ensued:

- “Speed on Green” is speeding through green or yellow traffic lights above a designated threshold.
- The “heat map” of hospital utilization data is an example/draft map. The aim is to have similar maps show where more severe crashes occur instead of just the number of crashes. From a health perspective, the severity of the

crash is critical. The Ministry of Transportation currently does not have direct access to health utilization data so maps can support future planning

- The BCCDC and all BC health authorities identified traffic-related injury as a key priority area for the Injury Prevention Team. Senior falls and youth self-harm are also key priority areas. In Fraser Health, Injury Prevention is under the Population & Public Health Department and works closely with acute sites and the Trauma Network
- Costs to health care are calculated as direct costs; Cost to society or indirect costs include rehabilitation, disability, loss of productivity, mental health impacts, ability to provide for a household, etc., and they are significant
- Evidence and best practice on what to do is clear, there needs to be the political will and system change to prevent crashes
- Current data does not include causation factors (i.e. drug/alcohol impairment), nor does it include detailed location/time factors at the granular level. Vision for the future would be an integrated data system that includes data from ambulance dispatch, health care treatment, ICBC, Traffic Accident System, Police (which includes causation factors).
- Under the current model, the Province determines the location for intersection cameras. It is data-driven based on available budgets.
- Port Coquitlam implemented a number of measures (e.g. raised cross walks, curb jut outs, flashing lights, etc.) to improve pedestrian safety. The data and information from the presentation can be shared with Council
- It is helpful to frame the issue of road safety and traffic intersection cameras as a health issue and not one that is strictly motivated by money
- **Action: Jasmin** to share the powerpoint presentation and accompanying Briefing Note with partners.
- If Council representatives are interested in sending a letter/request to the Province to install more cameras, please connect with Jasmin and Tobin as they are available to support.

5. **Presentation: Anti-Racism Toolkit: How to Report Incidents of Racism**

Thabata da Costa, Tri-Cities Local Immigration Partnership Manager shared the Tri-Cities Local Immigration Partnership's Anti-Racism Toolkit: How to Report Incidents of Racism. The following discussion ensued:

- Human interactions were the most important aspect of the project.
- The tool was developed to support victims. It can be difficult for people who don't often experience racism to understand or recognize the nuisances of it. The tool can also help to identify racism. It highlights what is racism, where it takes place, what information to provide when reporting, and what to expect when reporting. It is important to note the toolkit does not prevent racism, but we hope when a victim of racism receives the toolkit, they feel seen and know where to go to report the incident. The intended audience includes victims, allies and witnesses.
- Police response can be limited because racism is not currently a criminal offence, and as a result, people may feel unseen. It is important for people to understand that still reporting an incident is valuable so the police can collect data on where and how racism is occurring in the community.
- TCLIP partnered with the Port Moody Police on this project. Law Enforcement was a great partner and helped navigate language, police response, and how to help their response

- Voices of people who have been victims of racism were instrumental in the development of the toolkit. A significant amount of work went into bringing together racialized people and local law enforcement.
- TCLIP is looking to partners to help distribute and/or display the toolkit. Thabata can provide printed copies and share the link. TCLIP is also developing a social media kit so organizations can post about the toolkit on their social media accounts.
- **Action: Thabata** to share the Anti-Racism Toolkit with partners and social media kit (when available); **Ask to Partners:** distribute and display the toolkit where appropriate.
- Next steps for the project include working with Port Moody Police to offer anti-racism training to officers.
- Racism is a big issue in schools. How can we be proactive and create a culture of allies? Children may be involved in a racist behaviour without recognizing it. It would be helpful to have resources for school leaders. Training is available for schools, organizations, and allies. Email Thabata for more information on available resources.
- There is worry within organizations and individuals about being perceived as racist, but not identifying racism within an organization is detrimental. Acknowledging racism can be perceived as working towards becoming anti-racists. We need to make a habit out of talking about racism.
- Racism is prevalent in social media. Children are being targeted to uphold white supremacy. We need to collectively act against these larger systems
- Language and racial terms are experienced differently across cultures. It is important for others to understand that terms can be used as empowerment
- These conversations are very important and our HCP needs to continue to have these discussions on racism.

6. **HealthyPlan.City Tool Overview**

Dr. Cheryl Young provided a brief overview of a new resource, the [HealthyPlan: Explore Equity in Your City Tool](#).

- Tool generates city-level maps that show features of the built environment in relation to portion of vulnerable populations. It highlights areas where there is a higher than median portion of the population with less built environment resources.
- Built environment indicators include: air pollution, noise, average summer temperature, flood susceptibility, tree canopy cover, parks, large natural spaces, educational and cultural facilities, recreation and sports facilities, retail services, healthy food outlets, transit stops
- Tool is helpful for city planning, advocacy efforts, writing grants, etc.
- Data for maps includes Census, and other publically available sources, including LandSat, Open Street map, and Statistics Canada. More information is available at [HealthyPlan.City](#)

STANDING ITEMS

7. **HCP Social Connectedness and Mental Health & Wellness Sub-committees**
Update: The next meeting is a joint meeting with both groups on February 16, 2024. Please email Richelle if you would like to attend.

8. Emerging Issues Partner Roundtable

Healthy Living Working Group:

- The HLWG is looking to expand the “How to Speak with Youth about Vaping” training to local sport organizations. Data shows youth who participate in weekly organized sports/extreme sports are more likely to vape than those who do not participate in sports. The group wants to engage local coaches to see how to support them when engaging with young athletes around vaping.

Decriminalization:

- There has been some confusion with the Province’s November 1st proposed legislation and the BC Supreme Court injunction. On November 1st, the Province proposed legislation that would ban the use of drugs in a wide range of public spaces, including sports fields, beaches and transit stops. The BC Supreme Court injunction prevented this legislation from moving forward. The September legislation that bans the use of drugs in spray pools, playgrounds, and skateparks still stands.

NEXT MEETING

- 9. Next Meeting:** Thursday, April 4, 2024, in-person at the Port Coquitlam Community Centre, 9:30-11:00 am.

355 West Queens Road
North Vancouver BC
V7N 4N5

www.dnv.org



Mayor Mike Little
Phone: 604 990 2208
Cell/Text: 604 209 3971
mayor@dnv.org

April 16, 2024

To British Columbia Municipalities

Dear Mayor and Members of Council:

Re: Support for Resolution Black Bear Cub Conflict Response by British Columbia Conservation Officer Service

At it's Regular Meeting held on Monday, February 26, 2024 the District of North Vancouver Council unanimously passed the following motion:

RECOMMENDATION:

THAT the Union of British Columbia Municipalities resolution Black Bear Cub Conflict Response by British Columbia Conservation Officer Service is supported for Lower Mainland Local Government Association consideration:

WHEREAS *the British Columbia Conservation Officer Service currently can independently decide how to handle black bears and cubs in conflict situations, without the oversight of an independent external public board;*

AND WHEREAS *there is no mandate for orphaned black bear cubs to be taken to a Wildlife Sanctuary for health assessment and treatment by a qualified wildlife veterinarian, and be the sole authority to perform a humane euthanasia of black bear cubs if needed.*

THEREFORE BE IT RESOLVED *that the Union of British Columbia Municipalities request the Province of British Columbia to initiate changes to the British Columbia Conservation Officer Service, Human-Black Bear (Single) Conflict Response Guideline, to include a review of actions through an independent civilian-led oversight board, orphaned bear cubs to be transported to a wildlife sanctuary for health assessment of cubs by qualified wildlife veterinarian, for treatment or euthanasia, and an audit done by the Solicitor General on the British Columbia Conservation Officer Service actions, policies and procedures.*

We are anticipating that this will be considered at the upcoming Lower Mainland Local Government Association's Annual Conference, and we would appreciate your support.

Sincerely,

Mayor Mike Little

From: Jacqueline Podewils <jacquelinepodewils@transplantsupportbc.com>

Sent: Wednesday, April 24, 2024 1:35 PM

To: Karen Elrick <Karen.Elrick@anmore.com>; Village of Anmore <Village.hall@anmore.com>

Subject: Housing is Healthcare Resolution Support

Dear Mayor McEwen and Council,

Housing is Healthcare is an advocacy initiative for patients, specifically transplant recipients, who are required to move to Vancouver for life-saving care. It is also a resolution we are seeking your support on. In a city with a housing crisis and hotel shortage, this can be an unfathomable task for those residing outside of the city, to find somewhere to stay for 3 months or longer, furnished, and immediately following the “call” that a transplant is available. It is crucial to consider new housing opportunities and create an inventory specifically proximate to our major health centres. Ideally additional support can be considered for patients as part of their transplant plan to offset the \$35k+ they are currently expected to afford themselves.

Even within the Lower Mainland, there are patients who regularly struggle to access hospital-adjacent care due to transportation and housing logistics. The transplant clinic has specific mandates regarding the distance patients can be from the hospital during their recovery period and this narrows the scope drastically when it comes to accommodation.

Working with health advocates, including remote rural areas of BC, Vancouver has identified that this is an emergent and critical problem for equitable delivery of healthcare for all British Columbians. If we are funneling patients into Vancouver for critical care from across the province, we need to provide housing accordingly to establish a fair playing field for those accessing care. Perhaps you saw Chris Unrau in the news lately, who withheld her placement on the transplant wait list due to these out-of-pocket costs associated with relocating to Vancouver. It gained the attention of the Premier, who invited her to Victoria to hear her story. We look to UBCM as a crucial opportunity to continue our momentum and gain the support of the municipalities province wide.

There are ways to solve patient housing, but we need the attention and interest of the entire province and councils representing our civilians to enforce change. Thank you for taking the time to consider the **Housing is Healthcare** resolution. Please see below a link to the latest CTV coverage; attached is the resolution passed in Vancouver on February 7. Please let me know if you have any questions.

[Eby meets with B.C. patient who took herself off transplant list | CTV News](#)

Sincerely,

Jacqueline Podewils
Lung Transplant Housing Support
Transplant Support BC
(312) 833-1153

Final motion as amended:

A2. Housing is Healthcare

THEREFORE BE IT RESOLVED:

- A. THAT Council direct staff to share with relevant authorities in the Provincial Ministries of Health and Housing respectively, the substance of this motion and City's willingness to consider the needs of British Columbians requiring longer-term accommodations for specialized medical treatment, in our planning and permitting processes, especially in transit oriented areas adjacent and proximate to major medical centres including BC Children's Hospital, Vancouver General Hospital and the new St. Paul's Campus.
- B. FURTHER THAT Council request the Mayor write a letter to the Minister of Health and the Minister of Housing, expressing the City of Vancouver's willingness to help support the creation of this important longer term medical housing stock, provided the provincial government has an interest in funding, and administering housing of this nature.
- C. AND FURTHER THAT the following be submitted to the Lower Mainland Local Government Association for consideration as a resolution at the Union of BC Municipalities 2024 Convention, with the above whereas clauses submitted as background:

Housing is Healthcare

WHEREAS every year hundreds of British Columbians are diagnosed with chronic conditions and diseases that necessitate specialized medical treatment requiring long term stays near but not in hospital, there are disparities in health outcomes between rural and urban patients;

AND WHEREAS residents of rural and remote communities in British Columbia requiring specialized medical treatment for complex care in urban centres face significant challenges including high travel and accommodation costs, the psychosocial impacts of healthcare away from home and community, the loss of income during treatment period, and increasingly limited availability of affordable accommodations, hotel rooms, or short term rentals;

AND WHEREAS the Province of British Columbia, reflected in its 2024 mandate, is committed to both improved health care for British Columbians when they need it, and attainable and affordable housing to deliver more homes for people faster:

THEREFORE BE IT RESOLVED that the UBCM advocate for the Provincial Government of British Columbia to alleviate the financial and logistical burdens associated with seeking specialized medical care far from home by developing and implementing comprehensive policies and programs to assist

patients needing to travel for healthcare, and ensure that patients have access to affordable, comfortable, and convenient accommodations.

AND BE IT FURTHER RESOLVED that UBCM request the Province consider and implement ways to deliver and dedicate subsidized accommodations in and adjacent to large urban health centres specifically purposed for longer term specialized medical treatment.

For Metro Vancouver meetings on Friday, April 26, 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 Regional Greenways 2050 Plan Implementation Update

RECEIVED

The Board received for information a report that summarizes Metro Vancouver’s efforts to advance implementation of the *Regional Greenways 2050* plan. Advancing completion of the regional greenway network requires collaborative action by municipal jurisdictions, TransLink, First Nations, Metro Vancouver, other levels of government, and other regional partners. Since Board adoption of the *Regional Greenways 2050* plan in 2020, Metro Vancouver has advanced 21 projects under seven implementation roles — often in partnership with municipal jurisdictions. Significant projects include hosting the 2023 Regional Greenway Network Implementation Forum and updating the Regional Greenway Network operational status map.

E1.2 Manager’s Report – Regional Parks

RECEIVED

The Board received for information the Manager’s Report for Regional Parks. It included information on the silent trails pilot, community involvement review, and various smaller updates from service areas around the region.

E2.1 Appointment of Enforcement Officers and Assistant District Director

APPROVED

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

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

- appointed Metro Vancouver employee Sonny Johal as assistant district director
- rescinded the appointment of Scott Brown as an officer
- appointed Metro Vancouver employees Sonia Ganjehei and Nicole MacDonald as officers

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

- rescinded the appointment of Scott Brown
- appointed Metro Vancouver employees Sonia Ganjehei and Nicole MacDonald

E3.1 Where Matters II – Final Report

RECEIVED

Metro Vancouver has been participating in and financially contributing to the *Where Matters* study with other partners — including TransLink, Vancouver Coastal Health, the Real Estate Foundation of BC, and UBC’s Health and Community Design Lab — to better understand the relationship between health outcomes and built environment. Phase 2 of *Where Matters* also included the City of North Vancouver as a partner.

The findings confirm that living in more walkable rather than car-dependent neighbourhoods is associated with positive health and environmental outcomes.

The Board received the report for information and forwarded it to member jurisdictions for information with an offer to present the report findings to councils. Furthermore, the Board directed staff to forward the report to staff at the Ministry of Health including local health authorities, Ministry of Housing, Ministry of Municipal Affairs, and Ministry of Transportation and Infrastructure for information.

E3.2 Tree Canopy Cover and Impervious Surface – 2020 Update

RECEIVED

This report presents the latest figures for tree canopy and impervious surface cover. In 2020, impervious surfaces covered 54 per cent of lands within *Metro 2050*’s Urban Containment Boundary, a four per cent increase over 2014. Meanwhile, tree canopy covered 31 per cent of lands within the Urban Containment Boundary, a one per cent decrease. Loss was primarily associated with greenfield development and densifying urban areas. Increased growth and intensification pressures, as well as implementation of the new provincial housing legislation allowing greater intensification of urban lots, will likely lead to further tree canopy cover losses and impervious surface increases.

However, with the implementation of progressive tree retention and urban forest expansion strategies, it is possible to offset these losses. With the adoption of *Metro 2050*, a regional target was introduced to increase the total regional tree canopy cover within the Urban Containment Boundary to 40 per cent by the year 2050. *Metro 2050* also includes an action for Metro Vancouver to collect tree canopy cover and impervious surface data and share it with member jurisdictions. Regional tree canopy cover, impervious surface, and potential planting area datasets have been updated based on the most recent regional data from 2020 and compared with measurements taken in 2014.

The Board received the report for information and resolved to share the findings and data sets with member jurisdictions with an offer of a staff presentation to Council if desired.

E3.3 Metro Vancouver Tree Regulations Toolkit Update

RECEIVED

This report highlights the updated Metro Vancouver Tree Regulations Toolkit. The findings indicate that as the region develops, it is critical to require adequate space to retain or grow trees post-development, and that regulatory tools such as land-use bylaws, development permit areas, and development, subdivision, and servicing bylaws, can support the foundation for long-term protection and growth of trees.

Originally developed by Diamond Head Consulting in 2021, the toolkit provides guidance on regulatory tools that can be used to protect trees and increase tree canopy cover at the local level.

In response to the ongoing challenges associated with preserving trees in this rapidly growing urban region, and working towards the regional urban tree canopy cover target in *Metro 2050*, Metro Vancouver again retained Diamond Head Consulting in 2023 to update the toolkit with more robust information in the land use-focused sections of the document. That work has now been completed.

The Board received the report for information and forwarded it to member jurisdictions for information with an offer to present to councils upon request.

E3.4 2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver

RECEIVED

This report finds that there has been a 35 per cent increase in child care spaces in the region, from 18.6 spaces per 100 children under 12 in 2019 to 25.1 in 2023. The positive results are likely directly related to the significant increase in funding provided from the provincial and federal governments under the ChildCareBC strategy, the notable increase of stand-alone child care strategies in local governments across the region, and other regulatory tools such as zoning and financial incentives.

The 2023 update of the survey reflects the current inventory of the total number of child care spaces in the region. In addition, the municipal mail-out survey that is undertaken in support of the update was expanded to capture a more robust view and a better understanding of the challenges of current child care planning in the region.

The Board received the report for information and resolved to forward it to member jurisdictions for information with an offer for council presentations upon request.

E4.1 Audited 2023 Financial Statements and Annual Financial Results

APPROVED

This report presents the draft Audited 2023 Financial Statements and the 2023 Annual Financial Results.

The 2023 operating surplus was \$12.8 million (1.2 per cent of budget), lower than the four-year average of \$36 million, largely from a challenging economic environment and higher inflation. The surplus is largely attributable to higher water sales related to the warmer spring and summer months and lower consulting and contracted services expenditures in GVWD; slightly higher rental income and lower expenditures in property operations and minor maintenance work in MVHC; and staff vacancies and less spending on consulting and contracted services in the MVRD.

The 2023 Capital expenditures surplus was \$502.4 million, 40.3% of the planned budget of \$1.2 billion. Design and construction delays occurred in projects related to wastewater treatment plants, water mains, and solid waste facilities, as well as and permitting and development delays in housing and parks projects.

Metro Vancouver maintains a healthy liquidity position, with cash 2.5 times higher than its current obligations. This is critical to ensure ongoing capacity to continue to finance infrastructure investments and provide ongoing services.

The Board approve the Audited 2023 Consolidated Financial Statements as presented.

E5.1 UBCM 2024 Community Excellence Awards Nominations

APPROVED

The Union of BC Municipalities (UBCM) Community Excellence Awards recognize members that have implemented projects or programs that demonstrate excellence in meeting the purposes of local government.

The Board supported entries for the UBCM 2024 Community Excellence Award. The nominations include:

- Excellence in Service Delivery: Ferguson Road Upgrades
- Excellence in Asset Management: Earthquake Early Warning System and Strategic Response System
- Excellence in Sustainability: Señákw Development Sewer Heat Recovery District Energy System

E6.1 Proclamation of Clean Transportation Month 2024

APPROVED

The Board proclaimed June 2024 as “Clean Transportation Month” in the Metro Vancouver region.

In 2022 and 2023, Invest Vancouver sought a proclamation of Clean Transportation Month from the Board and the Province of BC to highlight emerging clean tech solutions in the region and to proactively create opportunities for investment and industry growth. More companies and organizations are seeing the value of recognizing June as clean transportation month with events such as Hydrogen International Expo and Conference, Bike to Work Week, and Car Free Days all held in the month of June. Given the number of events and prospective attendees, there is an opportunity to once again promote the clean transportation industry to the general public by designating June 2024 as a month to celebrate and highlight clean transportation.

G1.1 Policy Update: Procurement and Real Property Contracting Authority Policies

APPROVED

The *Procurement and Real Property Contracting Authority Policy* outlines the authorization and competition requirements for the procurement of goods, services, and construction, as well as the authorization and general requirements for the acquisition, disposition, use, or management of real property. The policy was created in 2014 with a minor update in 2017. It is appropriate and best practice for organizations to regularly review policies and delegated authorities to improve accountability and internal controls, risk mitigation, operational efficiency, and overall fairness and transparency related to procurement and real estate activity.

Staff recently conducted a policy review and recommended replacing the policy with two new Board policies and two new corporate policies which take into consideration: benchmarks from other public sector organizations; efficiency impacts; internal financial controls and risk management; business needs and changes in the business; financial and regulatory environment; market conditions; and alignment with the Board strategic priorities.

The Board:

- Adopted the *Procurement and Asset Disposal Authority Policy* and *Real Estate Authority Policy* as presented, effective June 1, 2024
- Rescinded the *Asset Disposal Policy* and the *Procurement and Real Property Contracting Authority Policy* effective May 31, 2024
- Revised the *Fleet Planning and Acquisition Policy* as presented, effective June 1, 2024
- Gave first, second, and third readings to *Metro Vancouver Regional District Officers and Delegation Amendment Bylaw No. 1375, 2024*, then adopted said bylaw

I 1 Committee Information Items and Delegation Summaries

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

Regional Parks Committee – April 3, 2024

Information Items:

E2 Pacific Spirit Regional Park - Wreck Beach Update

Renowned for its natural beauty and its unique social character, Wreck Beach is a popular destination within Pacific Spirit Regional Park. As a result of its remote location and increasing popularity, Metro Vancouver and its partner agencies have been responding to a relatively high number of emergencies and safety incidents in recent years. With input from emergency response providers, strategies have been developed to improve public safety at Wreck Beach. This multipronged action plan uses an integrated approach that takes into consideration site design, education, enforcement, and partnerships.

Climate Action Committee – April 4, 2024

Delegation Summaries:

C1 Joanne McBrinn, Fraser River Community Alliance

Subject: Air quality and human health impacts re: Iona Barge Berth.

C2 Mariko Michasiw, B2E Program Manager, Zero Emissions Innovation Centre (ZEIC)

Subject: Manager’s Report - Retrofit Canada Conference

Information Items:

E2 Regional Multi-Hazard Mapping Project

In March, the Regional Planning Committee and MVRD Board received a report on the Regional Multi-Hazard Mapping Project for information.

Given the content of the report, it is now being presented to the Climate Action Committee for information. The 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 four hazards: 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 of the project 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 mapping will be shared internally and externally with key partners, and will be made available upon request. Metro Vancouver will update the hazard maps in the future as new data becomes available.

E3 Best Practices in Communicating Climate

Staff are studying emerging research and best practices around climate communications. This research supports engagement and can help to build broad support with the public in this rapidly evolving area. Staff have generated a presentation to highlight some of the learnings for the interest of the committee. The presentation includes examples of some current practices being used at Metro Vancouver.

Regional Planning Committee – April 5, 2024

Information Items:

E6 Regional Affordable Housing Strategy Update (Housing 2050: A Roadmap to Implement Metro 2050’s Housing Goal) – Scope of Work

This report presents the scope of work for the update to the *Regional Affordable Housing Strategy*, including policy context, project tasks, and timelines. The update will identify impactful policy interventions to support the housing policies and actions of *Metro 2050*, focusing on the following key areas of impact:

- Non-market/below-market rental housing delivery and preservation
- Achieving the 15 per cent regional affordable rental housing target
- Regional coordination and advocacy (e.g., housing policy alignment and simplification of regulations, centralized/supportive roles for the region, partnerships, etc.)

Since 2016, when the most recent *Regional Affordable Housing Strategy* was adopted, Metro Vancouver and its member jurisdictions have made significant progress toward the high-level housing objectives of the strategy. There have also been substantial changes to the affordable housing policy landscape across the region, the province, and the country. Despite this, an affordable housing gap remains, and quantifiable and coordinated action will be required to meet regional housing needs, and achieve the high-level housing policies outlined in *Metro 2050*, the regional growth strategy.

The Metro Vancouver *Board Strategic Plan (2022-2026)* directs staff to advance *Metro 2050* housing policies through the creation of an action-oriented roadmap that will support the implementation of *Metro 2050* housing policies, and help achieve the regional target of 15 per cent affordable rental housing for newly completed housing units in Urban Centres and along transit corridors.

E7 Regional Hazard, Risk, and Vulnerability Analysis Options Assessment – Scope of Work

This report provides the scope of work for a project to consider and analyze options for a future regional-scale *Hazard, Risk, and Vulnerability Analysis (HRVA)*. Given the new risk assessment requirements for local authorities outlined in the *Emergency and Disaster Management Act*, alignment with *Metro 2050* and *Climate 2050* policy direction, and the significant resources that would be required to develop a regional HRVA, an options analysis will be undertaken to identify how a coordinated regional approach could most effectively provide value, support both local and regional resilience efforts, and fill implementation gaps. The project is expected to be completed by the end of 2024 and the findings will be provided to the Regional Planning Advisory, Regional Emergency Planners, Regional Planning, Climate Action, and Flood Resiliency committees, and MVRD Board.

E8 Economic Value of Industrial Lands Study Update – Scope of Work

Metro Vancouver is now updating the 2019 Economic Value of Industrial Lands Study to incorporate the latest data available, including employment counts from the 2021 Census and land uses from the 2020 Regional Industrial Lands Inventory.

The MVRD Board approved the *Regional Industrial Lands Strategy (RILS)* in 2020. It sets out 34 actions and recommendations that continue to be implemented. To support the development of RILS, Metro Vancouver commissioned the Industrial Lands: Economic Impact and Future Importance Study completed in 2019 documenting the economic value and employment contribution of industrial lands in the region. The study provided a better understanding for Metro Vancouver and its member jurisdictions of the importance of industrial lands to the regional economy, and informed the completion of the RILS, its ongoing implementation, and the development of *Metro 2050*.

Finance Committee – April 10, 2024

Information Items:

E1 2023 Metro Vancouver Regional District Final Audit Findings Report for the Year Ended December 31, 2023

Under provincial legislation, an external audit must be undertaken annually for all Metro Vancouver Districts and the Housing Corporation. The attached report, prepared by Metro Vancouver's external auditors, BDO Canada LLP Chartered Professional Accountants, summarizes the results of the annual audit for fiscal year 2023, which was completed using Canadian generally accepted auditing standards. Two new accounting standards were implemented in 2023: the Asset Retirement Obligation and the Financial Instrument standards. These standards had minimal effect on the 2023 financial results. The 2023 financial statements received a clean audit opinion by the external auditors and will be finalized upon approval by the Board on April 26, 2024.

Indigenous Relations Committee – April 12, 2024

Information Items:

E3 Technical Working Groups with Local First Nations

Metro Vancouver Indigenous Relations staff have initiated staff-level technical working groups with several local First Nations. The intent is to improve overall communication about our engagement processes including discussions on specific Metro Vancouver projects, plans, and initiatives. The purpose of the technical working groups is to strengthen our operational relationships with local First Nations.

E4 Quarterly Update Report on Reconciliation Activities

This update report provides a summary of reconciliation events and activities undertaken by the Metro Vancouver Indigenous Relations Department over the last quarter as well as information on upcoming reconciliation events and activities planned for the next quarter.

Metro Vancouver Housing

E1.1 Award of ITT No. 23-435 for Construction Services for Minato West – Building Envelope Rehabilitation APPROVED

Minato West is a multi-family affordable housing site in Metro Vancouver Housing’s portfolio located in Richmond, with 110 rental homes built in 1977. MVH’s Asset Management Program identified Minato West as a site for building envelope renewal. The building envelope renewal 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 buildings. 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 use and GHG emissions by 30 per cent.

The Board approve award of entering into a contract for Minato West building envelope rehabilitation in the amount of up to \$6,762,920 (exclusive of taxes) to Signia Construction Ltd, subject to final review by the CAO.

E1.2 Metro Vancouver Housing 10-Year Plan Update – Scope of Work RECEIVED

The Board received for information an overview of the scope of work for an update to the *Metro Vancouver Housing 10-Year Plan*.

In November 2019, the MVHC Board approved the *Metro Vancouver Housing 10-Year Plan*, which sets a vision for how Metro Vancouver Housing (MVH) will provide, preserve, and expand its housing portfolio.

To date, MVH has made significant progress toward its actions and targets, and is on track to exceed its original target of adding 1,350 new and redeveloped units over 10 years, and anticipates being able to deliver 2,000-plus units. MVH is also on target to meet its 2030 energy and greenhouse gas emissions reductions targets, and has made significant expansions to the Tenant Programs and Services function. With some targets accomplished and many others underway, it is an opportune time to refresh MVH’s guiding document to: include ambitious new actions and targets; identify strategic directions for the next 10 years; and ensure that the plan remains up to date.

E2.1 Audited 2023 Financial Statements and Annual Financial Results

APPROVED

This report presents the draft Audited 2023 Financial Statements and the 2023 Annual Financial Results.

The 2023 operating surplus was \$12.8 million (1.2 per cent of budget), lower than the four-year average of \$36 million largely from a challenging economic environment and higher inflation. The surplus is largely attributable to higher water sales related to the warmer spring and summer months and lower consulting and contracted services expenditures in GVWD; slightly higher rental income and lower expenditures in property operations and minor maintenance work in MVHC; and staff vacancies and less spending on consulting and contracted services in the MVRD.

The 2023 Capital expenditures surplus was \$502.4 million, 40.3% of the planned budget of \$1.2 billion. Design and construction delays occurred in projects related to waste-water treatment plants, water mains, and solid waste facilities, as well as and permitting and development delays in housing and parks projects.

Metro Vancouver maintains a healthy liquidity position, with cash 2.5 times higher than its current obligations. This is critical to ensure ongoing capacity to continue to finance infrastructure investments and provide ongoing services.

The Board approved the Audited 2023 Consolidated Financial Statements as presented.

G1.1 Policy Update: Procurement and Real Property Contracting Authority Policies

APPROVED

The *Procurement and Real Property Contracting Authority Policy* outlines the authorization and competition requirements for the procurement of goods, services, and construction, as well as the authorization and general requirements for the acquisition, disposition, use, or management of real property. The policy was created in 2014 with a minor update in 2017. It is appropriate and best practice for organizations to regularly review policies and delegated authorities to improve accountability and internal controls, risk mitigation, operational efficiency and overall fairness and transparency related to procurement and real estate activity.

Staff recently conducted a policy review and recommended replacing the policy with two new Board policies and two new corporate policies which take into consideration: benchmarks from other public sector organizations; efficiency impacts; internal financial controls and risk management; business needs and changes in the business; financial and regulatory environment; market conditions; and alignment with the Board strategic priorities.

The Board:

- Adopted the *Procurement and Asset Disposal Authority Policy* and *Real Estate Authority Policy* as presented, effective June 1, 2024.
- Rescinded the *Asset Disposal Policy* and the *Procurement and Real Property Contracting Authority Policy* effective May 31, 2024.
- Revised the Fleet Planning and Acquisition Policy as presented, effective June 1, 2024
- Gave first, second, and third readings to *Metro Vancouver Regional District Officers and Delegation Amendment Bylaw No. 1375, 2024*, then adopted said bylaw.
- Resolved that the Consent Resolution made with effect on September 1, 2014 regarding *Procurement and Real Property Contracting Authority* ceases to have any force and effect on May 31, 2024 and authorizes the Chief Administrative Officer to:
 - establish policies and procedures for such matters as may be necessary or desirable for the efficient management, administration and operation of the Metro Vancouver Housing Corporation, including the corporate policies
 - negotiate and make, enter into, execute and deliver any contracts, agreements, and other documents and instruments to which the *Procurement and Asset Disposal Authority Policy*, or the *Real Estate Authority Policy*, does not apply
 - authorize other appointed officers and employees of the Metro Vancouver Regional District to negotiate and make, enter into, execute and deliver any contracts, agreements, and other documents and instruments to which the *Procurement and Asset Disposal Authority Policy*, or the *Real Estate Authority Policy*, does not apply

I 1 Committee Information Items and Delegation Summaries

The Board received an information item from a standing committee.

Housing Committee – April 5, 2024

Information Items:

E3 Metro Vancouver Housing Unit and Common Area Renovation Standards – Accessibility Update

Metro Vancouver Housing’s Unit Renovation Standards were created in 2018 to provide consistency and standardization of materials, installation quality, and frequency of renovations across the portfolio. In 2023, MVH updated the standards to include greater direction and detail to enhance accessibility and adaptability in existing buildings. To ensure the standards reflect the latest best practices and opportunities to enhance accessibility and adaptability of existing units and common areas, MVH has aligned with leading industry guidelines and standards. In addition, MVH commissioned Sentis Research to conduct a survey with current residents to better understand which accessibility improvements would best support existing and future tenant households.

Greater Vancouver Water District

E1.1 GVWD 2023 Water Quality Annual Report

RECEIVED

All of the water quality parameters monitored by Metro Vancouver for the regional drinking water supply met or exceeded the provincial water quality regulations and the federal *Guidelines for Canadian Drinking Water Quality*. The 2023 Water Quality Annual Report is required under the provincial Drinking Water Protection Regulation, and Metro Vancouver's *Drinking Water Management Plan*. The annual report summarizes the analysis of approximately 166,000 tests conducted on samples collected from the GVWD source reservoirs, water treatment plants, and transmission system, as well as microbiological water quality of member jurisdictions' systems supplied by the GVWD.

The annual report outlines how Metro Vancouver's water quality monitoring program continues to fulfill its role in confirming that the multiple protection barriers are maintaining high quality drinking water for the region. In 2023, the water quality of the treated drinking water was excellent.

The Board received the report for information.

E1.2 Award of RFP No. 23-415 for Construction of Kennedy Newton Main - Phase 3 North Section

APPROVED

A request for proposal was issued on December 15, 2023 to five prequalified contractors for construction of Phase 3 North Section of the Kennedy Newton Main. The procurement was executed in accordance with the terms and condition of *Metro Vancouver's Procurement Policy*.

The Board approved award of a contract in the amount of up to \$26,215,200 (exclusive of taxes) to Matcon Civil Constructors Inc., subject to final review by the Commissioner.

E2.1 Audited 2023 Financial Statements and Annual Financial Results

APPROVED

This report presents the draft *Audited 2023 Financial Statements* and the *2023 Annual Financial Results*.

The 2023 operating surplus was \$12.8 million (1.2 per cent of budget), lower than the four-year average of \$36 million largely from a challenging economic environment and higher inflation. The surplus is largely attributable to higher water sales related to the warmer spring and summer months and lower consulting and contracted services expenditures in GVWD; slightly higher rental income and lower expenditures in property operations and minor maintenance work in MVHC; and staff vacancies and less spending on consulting and contracted services in the MVRD.

The 2023 Capital expenditures surplus was \$502.4 million, 40.3% of the planned budget of \$1.2 billion. Design and construction delays occurred in projects related to wastewater treatment plants, water mains, and solid waste facilities, as well as and permitting and development delays in housing and parks projects.

Metro Vancouver maintains a healthy liquidity position, with cash 2.5 times higher than its current obligations. This is critical to ensure ongoing capacity to continue to finance infrastructure investments and provide ongoing services.

The Board approved the *Audited 2023 Consolidated Financial Statements* as presented.

G1.1 Policy Update: Procurement and Real Property Contracting Authority Policies APPROVED

The *Procurement and Real Property Contracting Authority Policy* outlines the authorization and competition requirements for the procurement of goods, services, and construction, as well as the authorization and general requirements for the acquisition, disposition, use, or management of real property. The policy was created in 2014 with a minor update in 2017. It is appropriate and best practice for organizations to regularly review policies and delegated authorities to improve accountability and internal controls, risk mitigation, operational efficiency, and overall fairness and transparency related to procurement and real estate activity.

Staff recently conducted a policy review and recommended replacing the policy with two new Board policies and two new corporate policies which take into consideration: benchmarks from other public sector organizations; efficiency impacts; internal financial controls and risk management; business needs and changes in the business; financial and regulatory environment; market conditions; and alignment with the Board strategic priorities.

The Board:

- Adopted the *Procurement and Asset Disposal Authority Policy* and *Real Estate Authority Policy* as presented, effective June 1, 2024
- Rescinded the *Asset Disposal Policy* and the *Procurement and Real Property Contracting Authority Policy* effective May 31, 2024
- Rescinded the *Procurement and Real Property Contracting Authority Policy*, effective May 31, 2024
- Gave first, second and third readings to *Greater Vancouver Water District Officers and Delegation Amendment Bylaw No. 263, 2024*, then adopted the bylaw

I 1 Committee Information Items and Delegation Summaries

The Board received information items from a standing committee.

Water Committee – April 3, 2024

Information Items:

E1 Climate Impacts on the Water Supply Areas

This report underscores the increasing influence of climate change on local weather, with 2023 emerging as the second warmest year on record since 1936. The combination of warm and dry conditions in the spring and summer caused extreme seasonal drought for the third consecutive year. Dry conditions led to an extreme wildfire season nationally, provincially, and locally.

Looking ahead, this report emphasizes the importance of climate resilience in managing regional water resources. With climate change exerting increasing pressure, proactive measures are essential to ensure the sustainability of water supply systems. Water Services continues to invest in climate monitoring programs and technological innovations to inform water supply decision-making and mitigate environmental impacts from the changing climate.

2024 is shaping up to be a slightly drier year with snowpack levels at 65 per cent of the normal average for March 15. Metro Vancouver is watching weather conditions closely and will continue to adjust reservoir operations and watering restrictions as conditions warrant.

E2 2023 Contribution Agreement Annual Reports – Seymour Salmonid Society and Coquitlam River Watershed Roundtable

The Seymour Salmonid Society (SSS) operates the Seymour River Hatchery on GVWD land and conducts stewardship activities in the Seymour River Watershed. The GVWD had a three-year (2021 – 2023) Contribution Agreement with the SSS for \$125,000 per year, and a new agreement is now in place for 2024 – 2026. The SSS released 540,000 juvenile salmonids from their hatchery in 2023 and continued to improve fish habitat conditions in the Seymour River Watershed.

The GVWD has a current four-year (2023 – 2026) contribution agreement with the Coquitlam River Watershed Roundtable (CRWR) for \$34,000 annually (plus three per cent per year). The CRWR continues to focus on community outreach and stewardship activities to enhance environmental protection measures in the Coquitlam River Watershed.

The SSS and CRWR have met the requirements of the respective 2023 GVWD contribution agreements.

E3 Drinking Water Conservation Plan: 2023 Summer Support Program Update

The Drinking Water Conservation Plan (DWCP) Summer Support Program, first implemented in 2022, was offered again in 2023 to assist member jurisdictions with the promotion and monitoring of regional lawn watering restrictions, and it will be implemented again in 2024 to interested member jurisdictions.

In 2023, the 11 participating member jurisdictions found the program complemented their existing education and enforcement programs. Program findings, including automatic versus manual watering observations and relationships between non-compliance and time of day, can be useful in developing or refining members' education and enforcement programs. Metro Vancouver will continue working proactively to promote water conservation through public education while supporting the local enforcement efforts of members. Robust enforcement is key to managing the increased demand on the

drinking water system in summer, which is driven by outdoor use. Members are encouraged to continue using the learnings from the program to build and expand their water conservation education and enforcement programs, as opposed to relying solely on this program.

E4 Drinking Water Conservation Plan: 2024 Communications and Public Outreach

Metro Vancouver delivers drinking water communications and public outreach initiatives to support the understanding of and compliance with water conservation policies and programs in the Drinking Water Conservation Plan. On April 8, Metro Vancouver began communicating Stage 1 watering restrictions that come into effect May 1. Promotional materials will be distributed to member jurisdictions for public education and enforcement purposes.

The campaign will educate residents that our drinking water is a limited resource. With an increasing population and climate change driving increased risk of drought in the summer months, emphasis will be placed on reducing water demand to ensure our drinking water is available all summer for where it's needed most: drinking, cooking, and cleaning. A media buy will include digital, social media, broadcast, and outdoor promotions. The Water Wagon will be engaged for approximately 40 event days, plus 15 days at the PNE.

E5 GVWD Electrical Energy Use, Generation, and Management

This report outlines electrical usage by the water utility, as well as energy generation and energy management projects. In 2023, the GVWD has avoided electricity purchases of \$750,000 annually by generating electrical energy at four facilities. Energy management projects completed since 2015 provide an additional estimated annual savings of \$208,000.

E6 Water Use by Sector in Metro Vancouver: 2000 – 2021 Regional Results

This report outlines the trends in water use in the region. The 2021 report analyzes water rates charged by member jurisdictions, overall water use, water use by sector, and per-capita water use. The report is based on metered water data provided by 19 member jurisdictions.

Residential water use accounted for 65 per cent of total drinking water consumption in the region in 2021. The average residential water use is slightly higher than in 2019, up by 2.3 per cent, possibly due to the 2020 and 2021 pandemic lockdowns, remote or hybrid work arrangements, and peak summer events such as the 2021 heat dome.

Water use per capita has generally declined since 2000, although overall water consumption for the region has increased. This is likely due to population growth and will be monitored closely in the coming years as the population is projected to grow at a faster rate than previously projected. Metro Vancouver has one of the highest per-capita drinking water consumption rates in Canada, so there is more work to do. Water use by sector trends in the region provides valuable information for utility planning and developing water conservation and efficiency programs.

Greater Vancouver Sewerage and Drainage District

E1.1 2022 Integrated Solid Waste and Resource Management Plan Biennial Report

APPROVED

This report presents the progress on the implementation of *the Integrated Solid Waste and Resource Management Plan*, as required by the province. This year's report combines the 2021 – 2022 implementation status of initiatives with the 2022 annual summary of recycling and solid waste statistics.

Metro Vancouver is a North American leader in waste reduction and recycling, with a regional recycling rate of 65 per cent and a per-capita disposal rate of 440 kilograms per year: a 23 per cent reduction since the current solid waste management plan was approved in 2011. The source of the majority of waste generated in 2022 continued to shift from the residential sector to the commercial/institutional sector, but decreased overall. The overall recycling rate matches the 2021 rate. Metro Vancouver's is updating the regional solid waste management plan with the goal of identifying and implementing new strategies and actions to continue reducing waste and increasing recycling.

The Board invited feedback on the draft 2022 biennial report from First Nations and interested parties and submitted the report and feedback to the Ministry of Environment and Climate Change Strategy.

E1.2 Waste-to-Energy Facility District Energy System Project Update

RECEIVED

Detailed design work is progressing for Phase 1 of the waste-to-energy facility district energy system. Phase 1 includes an energy centre and a hot water piping network to the River District community. The route for the hot water piping system to River District has been selected. The energy centre will be developed within the street allowance immediately adjacent to the Waste-to-Energy Facility. The energy centre will include an education centre and public amenities in addition to the equipment required to convert steam to hot water and pump the hot water to energy users.

Planning for the Phase 2 connection to the Burnaby District Energy Utility at Metrotown and Edmonds is underway. Engagement with the City of Burnaby, the City of Vancouver, First Nations, and the public will continue as the design process proceeds. The district energy service will be provided through GVS&DD, and as such, an application for a British Columbia Utilities Commission exemption is being submitted.

The Board received the report for information.

E1.3 Appointment of Enforcement Officers and Deputy Solid Waste Manager

APPROVED

Recent changes in staffing have resulted in a need to update staff appointments Board-designated officers under the *Municipal Solid Waste and Recyclable Material Regulatory Bylaw*, the *Environmental Management Act*, and the *Offence Act*.

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

- rescinded the appointment of Michelle Jones as the deputy solid waste manager
- appointed Metro Vancouver employee Nicole MacDonald as the deputy solid waste manager
- rescinded the appointment of Scott Brown as an officer
- appointed Metro Vancouver employees Sonia Ganjehei and Nicole MacDonald as officers

The Board, pursuant to Section 28 of the *Offence Act* for the purpose of serving summons for alleged violations under Bylaw No. 181:

- rescinded the appointment of Scott Brown
- appointed Metro Vancouver employees Sonia Ganjehei and Nicole MacDonald

E2.1 Appointment of Enforcement Officers

APPROVED

Recent changes in staffing at Metro Vancouver and the City of Vancouver have resulted in a need to update staff appointments Board-designated officers under the *Sewer Use Bylaw*, the *Environmental Management Act*, and the *Offence Act*.

The Board, pursuant to the *GVS&DD Sewer Use Bylaw No. 299, 2007* and the *Environmental Management Act*:

- rescinded the appointments of former Metro Vancouver employee Scott Brown, and City of Vancouver employee Jason Koepke as officers
- appointed Metro Vancouver employees Sonia Ganjehei and Nicole MacDonald, and City of Vancouver employee Bruna Botti Cruz as officers

Pursuant to section 28 of the *Offence Act* for the purpose of serving summons for alleged violations under Bylaw No. 299:

- rescinded the appointment of former Metro Vancouver employee Scott Brown
- appointed Metro Vancouver employees Sonia Ganjehei and Nicole MacDonald

E3.1 Audited 2023 Financial Statements and Annual Financial Results

APPROVED

This report presents the draft Audited 2023 Financial Statements and the 2023 Annual Financial Results.

The 2023 operating surplus was \$12.8 million (1.2 per cent of budget), lower than the four-year average of \$36 million largely from a challenging economic environment and higher inflation. The surplus is largely attributable to higher water sales related to the warmer spring and summer months and lower consulting and contracted services expenditures in GVWD; slightly higher rental income and lower expenditures in property operations and minor maintenance work in MVHC; and staff vacancies and less spending on consulting and contracted services in the MVRD.

The 2023 capital expenditures surplus was \$744.1 million, 59.7 per cent of the planned budget of \$1.2 billion. Design and construction delays occurred in projects related to waste-water treatment plants, water mains, and solid waste facilities, as well as and permitting and development delays in housing and parks projects.

Metro Vancouver maintains a healthy liquidity position, with cash 2.5 times higher than its current obligations. This is critical to ensure ongoing capacity to continue to finance infrastructure investments and provide ongoing services.

The Board approved the Audited 2023 Consolidated Financial Statements as presented.

G1.1 Greater Vancouver Sewerage and Drainage District Sewerage and Drainage Areas Boundaries Amendment Bylaw No. 376, 2024 – Fraser Sewerage Area – Langley (4276 248 Street) APPROVED

At its March 22, 2024 meeting, the MVRD Board resolved that an amendment to the Fraser Sewerage Area requested by the Township of Langley is generally consistent with the provisions of *Metro 2050*. A Liquid Waste Services technical review indicated no material financial impact and negligible impact on the regional sewer system.

The Board gave first, second, and third readings to a sewerage and drainage areas boundary amending bylaw then passed and finally adopted it.

G2.1 Greater Vancouver Sewerage and Drainage District Development Cost Charge Reserve Fund Expenditure Bylaw No. 377, 2024 APPROVED

The Board must approve a bylaw to enable use of Development Cost Charges (DCCs). *DCC Expenditure Bylaw No. 377, 2024* provides authority for 2023 annual funding applied for growth capital debt servicing amounts and growth capital project expenditures. In total, \$66.5 million of DCCs were applied for growth capital debt servicing in 2023, which is in line the budgeted amount of \$63.6 million over the four defined sewerage areas and there was a further application to fund growth capital expenditures of \$28.7 million equal to approved budget. Total DCCs collected in 2023 was \$82.0 million, up from \$68.9 million in 2022. Total DCCs held in the deferred revenue reserve balances as at December 31, 2023 were \$272.8 million. The DCC rates are reviewed regularly as part of the budget process to ensure that Metro Vancouver stays current and maximizes this revenue stream to reduce rate impacts of the Liquid Waste growth capital program.

The Board gave first, second, and third reading to the bylaw as presented, then adopted the bylaw.

G2.2 Policy Update: Procurement and Real Property Contracting Authority Policies APPROVED

The *Procurement and Real Property Contracting Authority Policy* outlines the authorization and competition requirements for the procurement of goods, services, and construction, as well as the authorization and general requirements for the acquisition, disposition, use, or management of real property.

The policy was created in 2014 with a minor update in 2017. It is appropriate and best practice for organizations to regularly review policies and delegated authorities to improve accountability and internal controls, risk mitigation, operational efficiency, and overall fairness and transparency related to procurement and real estate activity.

Staff recently conducted a policy review and recommended replacing the policy with two new Board policies and two new corporate policies which take into consideration: benchmarks from other public sector organizations; efficiency impacts; internal financial controls and risk management; business needs and changes in the business; financial and regulatory environment; market conditions; and alignment with the Board strategic priorities.

The Board:

- Adopted the *Procurement and Asset Disposal Authority Policy* and *Real Estate Authority Policy* as presented, effective June 1, 2024
- Rescinded the *Asset Disposal Policy* and the *Procurement and Real Property Contracting Authority Policy* effective May 31, 2024
- Revised the *Fleet Planning and Acquisition Policy* as presented, effective June 1, 2024
- Gave first, second, and third readings to *Metro Vancouver Regional District Officers and Delegation Amendment Bylaw No. 1375, 2024*, then adopted said bylaw
- Rescinded the *Procurement and Real Property Contracting Authority Policy* effective May 31, 2024
- Gave first, second, and third readings to *Greater Vancouver Sewerage and Drainage District Officers and Delegation Amendment Bylaw No. 373, 2024*; then adopted it

I 1 Committee Information Items and Delegation Summaries

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

Zero Waste Committee – April 4, 2024

Delegations:

C1 Glen Furtado, Senior Director, Construction Innovation with the Cement Association of Canada

Subject: Concrete Zero: Canada’s cement and concrete industry action plan to net-zero

Information Items:

E3 Zero Waste Collaboration Initiatives – Future Delivery

The Zero Waste Collaboration Initiatives are a program developed by Metro Vancouver over 2011/2012 to support success in the waste prevention goals of the *Integrated Solid Waste and Resource Management Plan*. Waste prevention continues to be a priority for Metro Vancouver, and the Zero Waste Collaboration Initiatives continue to deliver on the scale of collaboration and cross-sector dialogue required to prevent waste before it becomes an end product for local governments to manage.

In late 2023, staff reviewed and analyzed program delivery, including seeking input from external delivery partners and allies in waste prevention from across Canada. As a result, staff will continue to deliver the Zero Waste Initiatives with a recalibration of that delivery. The outcome is a program that aligns with other organizations in the waste prevention space, and delivers on work plans that fit the niche role of the National Zero Waste Council in the national dialogue around preventing waste.

E4 Create Memories, Not Garbage 2023 Campaign Results

To encourage more mindful gift giving and reduce the amount of unnecessary waste entering our landfill, the “Create Memories, Not Garbage” campaign helps to inspire residents to reduce their waste by giving achievable low-waste gift and wrap ideas. In 2023, Metro Vancouver’s region-wide, three-phase media promotion delivered relevant messages for the buying and disposal stages of the holiday season.

The campaign achieved 27.6 million impressions in 12 weeks. Online banner ads remain a top performing tactic and drove 65 per cent of total traffic to the campaign website. Google AdWords had the most clicked content and covered low-waste gifts. Radio DJs were used to help bring life to the experience ideas in the Merry Memory Maker and both radio and television helped the campaign to achieve additional reach and frequency across the region.

Liquid Waste Committee – April 10, 2024

Delegation Summaries:

C1 Moira Stillwell, MD, on behalf of Fraser River Community Alliance

Subject: Concerns regarding the staging of construction materials during the construction of the new Iona Wastewater Treatment Plant