

REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for Tuesday, June 18, 2024 following the close of the Public Hearing scheduled 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

(a) Hal Weinberg Scholarship Presentation

Council to present the scholarship award to the 2024 recipient.

5. Adoption of Minutes

Page 5

(a) Minutes of the Regular Council Meeting held on June 4, 2024

Recommendation: THAT the Minutes of the Regular Council Meeting held June 4, 2024, be adopted, as circulated.

6. Business Arising from Minutes

None.

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 13 (a) Anmore Fees and Charges Bylaw Amendment

Recommendation: THAT Anmore Fees and Charges Bylaw Amendment Bylaw No. 698-2024 be adopted.

8. Items Removed from the Consent Agenda**9. Legislative Reports****Page 16 (a) 2023 Annual Report Presentation**

Recommendation: THAT the draft 2023 Annual Report, as attached to the agenda, be approved.

Page 72 (b) 2023 Management Report and Statement of Financial Information

Recommendation: THAT the 2023 Management Report and Statement of Financial Information, as attached to the agenda, be approved.

Page 111 (c) 110 Hemlock Dr - Zoning Bylaw Amendment- Bylaw No. 695-2024

Recommendation: THAT third reading be given to Anmore Zoning Bylaw Amendment Bylaw No. 695-2024.

Page 112 (d) 120 Hemlock Dr - Zoning Bylaw Amendment- Bylaw No. 696-2024

Recommendation: THAT third reading be given to Anmore Zoning Bylaw Amendment Bylaw No. 696-2024.

Page 113 **(e) Zoning Bylaw Amendment - Coach Houses**

Report dated June 14, 2024 from the Manager of Development Services, attached.

Recommendation: THAT first and second reading be given to Anmore Zoning Amendment Bylaw No. 687-2024.

10. Unfinished Business

None.

11. New Business

Page 129 **(a) Development Variance Permit Request – 3185 Sunnyside Road**

Report dated June 14, 2024, from the Planner, attached.

Recommendation: THAT Development Variance Permit DVP2024-01 be approved as recommended in the report dated June 14, 2024, from the Village Planner regarding 3185 Sunnyside Road, Anmore.

Page 161 **(b) Additional Resource Requirements**

Report dated June 14, 2024 from the Chief Administrative Officer, attached.

Recommendation: THAT on-going funding for additional public works and facility related support of \$80,000 per annum be approved to be funded from accumulated operating surplus for the balance of 2024.

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

13. Mayor's Report

14. Councillors Reports

15. Chief Administrative Officer's Report

16. Information Items**(a) Committees, Commissions, and Boards – Minutes**Page 164 **(b) General Correspondence**

- Metro Vancouver Board in brief for meetings held on May 31, 2024
- Letter dated June 5, 2024 from Metro Vancouver regarding the Where Matters II - Final Report: Walkability and Greenspace Relationships with Health and Climate Change
- Letter dated June 10, 2024 from Metro Vancouver regarding the [2023 Survey of Licenced Childcare Spaces and Policies in Metro Vancouver](#)
- Letter dated June 10, 2024 from Metro Vancouver regarding a Tree Canopy Cover and Impervious Surface – 2020 Update
- Letter dated June 11, 2024 from Metro Vancouver regarding a [Tree Regulations Toolkit Update](#)

17. Public Question Period

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

18. Adjournment

REGULAR COUNCIL MEETING – MINUTES

Minutes for the Regular Council Meeting scheduled for Tuesday, June 4, 2024
at 7:00 p.m. in **Council Chambers** at the **Anmore Community Hub**,
2697 Sunnyside Road, Anmore, BC

**ELECTED OFFICIALS PRESENT**

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

ABSENT**OTHERS PRESENT**

Karen Elrick, Chief Administrative Officer
Rhonda Schell, Manager of Corporate Services
Chris Boit, Manager of Development Services
Josh Joseph, Planner

1. Call to Order

The meeting was called to order at 7:00 p.m.

2. Approval of the Agenda

It was MOVED and SECONDED:

R068/24: THAT the Agenda be approved as circulated.

Carried Unanimously

3. Public Input

Members of the public made comments on:

- Small Scale Multi-Unit Housing legislation affect on existing RS1 zoned properties
- Pinnacle Ridge Hillside – OCP Amendment Application, public input, tree removal, and lot sizes

4. Delegations

None.

5. Adoption of Minutes

(a) Minutes of the Regular Council Meeting held on May 7, 2024

It was MOVED and SECONDED:

R069/24: THAT the Minutes of the Regular Council Meeting held May 7, 2024, be adopted, as circulated.

Carried Unanimously

6. Business Arising from Minutes

None.

7. Consent Agenda

It was MOVED and SECONDED:

R070/24: THAT the Consent agenda be adopted.

Carried Unanimously

(a) Release of Resolution from In-Camera Meeting

At the May 7, 2024 In-Camera Meeting, Council authorized the release of the following resolution to a future open Council meeting.

“THAT staff be directed to provide a summary report(s) of housing legislation and coach house requirements to an open meeting for Council’s consideration and update the Zoning Bylaw to meet Bill 44 requirements.”

8. Items Removed from the Consent Agenda

None.

9. Legislative Reports

(a) Bylaw 697-2024 – Zoning Bylaw Amendment – Bill 35, 44

The Planner provided an overview and presentation of the report dated May 31, 2024. The presentation is attached and forms part of the minutes.

Discussion Points included:

- Clarification on coach house allowances and regulations and having a scale in relation to the size of a lot to determine allowable dwellings
- Parking regulations and enforcement associated with secondary dwellings
- Emergency response implications
- Future development connection to Metro Vancouver water and sewerage
- Strata bylaws subject to the Strata Act, Local Government Act, and municipal bylaws
- Secondary suites being limited to a primary dwelling
- Building code compliance for secondary suites
- Sustainability for TransLink service in rural communities
- Prohibition to public hearings when rezoning is in compliance with the OCP
- Limiting short term rentals to either secondary dwelling or accessory dwelling

It was MOVED and SECONDED:

R071/24: THAT Council grant first, second, third and fourth reading to Anmore Zoning Bylaw Amendment Bylaw 697-2024 as amended to change all references to off street parking to 2 spaces per dwelling unit.

Carried Unanimously

(b) Zoning Bylaw Amendment - Coach Houses

The Manager of Development Services provided an overview of the report dated May 31, 2024.

Discussion Points included:

- Subdivision limitations
- Stratification
- Use of garages as coach houses after inspection
- Maximum allowable size of coach houses
- Scale for lot sizes to allow for secondary dwellings

It was MOVED and SECONDED:

R072/24: THAT staff be directed to bring forward a Zoning Amendment Bylaw for Council's consideration as outlined in the report date May 31, 2024 from the Manager of Development Services entitled "Zoning Bylaw Amendment – Coach House".

Carried Unanimously

(c) **Anmore Community Hub – Facility Rentals for Meetings**

The Chief Administrative Officer provided an overview of the report dated May 31, 2024.

Discussion Points included:

- Organizations and businesses can seek facility rental approval for use outside of the policy as a delegation
- Incremental policy and Fees and Charges Bylaw reviews
- Potential and implications of having residential rates
- Concern regarding independent access to the building when staff is not present

It was MOVED and SECONDED:

R073/24: THAT Facility Rentals Policy No. 53 and Anmore Community Spirit Park Policy No. 39 be rescinded; and,

THAT Facility Rentals for Meetings Policy No. 78 be approved; and,

As amended to remove evening and weekend rentals, to allow for organizations and businesses to seek facility rental approval through a delegation to council, that the policy, fees, and charges be reviewed by the end of October 2024, and that Elections BC be approved to rent the facility outside of regular operating hours.

THAT a budget of \$6,000 be approved for standby and on call staff costs for facility use; and,

THAT first, second, and third reading be given to Anmore Fees and Charges Bylaw Amendment Bylaw No. 698-2024

Carried Unanimously

10. **Unfinished Business**

None.

11. New Business**(a) UBCM Meeting Requests**

It was MOVED and SECONDED:

R074/24: THAT staff be directed to request the following Minister meeting requests at the 2024 UBCM Convention scheduled for September 16 – 20, 2024:

Minister of Transportation regarding connectivity and transportation throughout the region.

Carried Unanimously

(b) Committee Recommendations

The Chief Administrative Office provided an overview of the report dated May 31, 2024.

It was MOVED and SECONDED:

R075/24: That the report dated May 31, 2024 entitled “Council Committee Recommendations” prepared by the Chief Administrative Officer be received for information.

Carried Unanimously

(c) Pinnacle Ridge Hillside – OCP Amendment Application

The Manager of Development Services provided an overview of the report dated May 31, 2024, that indicated this application was in alignment with the OCP and an amendment was not required.

Discussion Points included:

- Existing single-family dwellings subject to Bill 44
- Alignment with OCP
- Charlotte Crescent roadway extension
- Septic provision to be discussed at the rezoning stage and approved by external agencies
- Density requirements for fiscal responsibility
- Housing types and density
- Public engagement opportunities through rezoning process
- CD Zoning purpose

It was MOVED and SECONDED:

R076/24: THAT an Official Community Plan Bylaw Amendment based on the December 2023 Pinnacle Ridge Hillside application be drafted and brought forward for consideration for first reading.

Motion Failed
Opposed Councillor Trowbridge
Opposed Councillor Krier
Opposed Councillor Weverink
Opposed Councillor Richardson

It was MOVED and SECONDED:

R077/24: THAT Staff be directed to bring forward a rezoning amendment bylaw, including housing type and density, for Council's consideration in relation to the Pinnacle Ridge Hillside application.

Carried
Opposed Mayor McEwen

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

None.

13. Mayor's Report

Mayor McEwen reported that:

- He attended PoCo May Days on May 11
- He attended the Tri Cities Chamber of Commerce Economic Summit on May 14
- He attended a Welcome Pole brushing ceremony at tæmtæmíx^wtæn (Belcarra Regional Park) on May 15
- He attended the Eagle Mountain Middle School Entrepreneur Fair on May 28
- The Garden Club completed planting at the Anmore Community Hub on May 29 and thanked volunteers and staff
- Carmen Disiewich is retiring
- He expressed concern about fireworks and suggested potential for drone for events

14. Councillors Reports

Councillor Krier reported that:

- She attended 2 Healthier Community Partnership meetings
- She participated in McHappy Day
- She attended the Tri Cities Chamber of Commerce Economic Summit Poco days
- She attended PoCo May Days
- She commended the Garden Club work at the Anmore Community Hub and thanked volunteers
- She attended a Tri-Cities Food Council meeting
- She will attend a Port Moody Town Hall meeting regarding new legislation
- She will attend a Metro Vancouver Regional Culture Committee meeting

15. Chief Administrative Officer's Report

Ms. Elrick commented on:

- Tax notices have been mailed, payment due date is July 2
- Anmore South Engagement Workshops on June 12, 13, and 19

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

None.

(b) General Correspondence

- Letter dated May 9, 2024 from UBCM regarding the 2023 CEPF grant for the Anmore Emergency Operations Centre

17. Public Question Period

Members of the public asked questions regarding:

- Bylaw Enforcement Officer vacancy and hours of enforcement
- Legislation regarding short term rentals
- Traffic infractions and safety
- Acknowledgement of BC Seniors Week
- Administrative correction on the Village website

18. Adjournment

It was MOVED and SECONDED:

R078/24: That the meeting be adjourned at 9:39 pm.

Carried Unanimously

Rhonda Schell
Corporate Officer

John McEwen
Mayor

VILLAGE OF ANMORE

BYLAW NO. 698-2024

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

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

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

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

- 1. That this bylaw may be cited for all purposes as “Anmore Fees and Charges Bylaw Amendment Bylaw No. 698-2024”.
- 2. That Anmore Fees and Charges Bylaw No. 608-2019 be amended as follows:
 - a) The following section be removed from Schedule A under General Administration and Corporate Services:

Facility Rentals – Council Chambers	
Individuals or groups not providing a service for the community as a whole or on behalf of the Village of Anmore	\$20.00/per hour
Damage Deposit	\$100.00

- b) The following section be added to Schedule A under General Administration and Corporate Services:

Facility Rentals						
Rental Space	Room Capacity		Community Volunteer Group	Organization	Private User	Commercial User
	Banquet	Meeting				
Board Room (Afterhours only)	n/a	25	No charge	\$20.00/hr.	\$30.00/hr.	\$40.00/hr.
Community Room (Council Chambers)	50	70	No charge	\$50.00/hr.	\$60.00/hr.	\$70.00/hr.
Community Room (Servery Side)	190	260	No charge	\$80.00/hr.	\$100.00/hr.	\$120.00/hr.
Community Room (Whole Room)	240	330	No charge	\$100.00/hr.	\$150.00/hr.	\$200.00/hr.
Spirit Park or Parking Lot	n/a	n/a	No charge	\$50.00/4hrs \$100.00/day	\$75.00/4hrs \$125.00/day	\$100.00/4hrs \$150.00/day
Cleaning / Maintenance Fee						\$125
Damage Deposit (Regular) A Deposit (in the form satisfactory to the Village) must be made as part of the Rental Agreement and may be drawn down by the Village if the facility is damaged during the Rental Period. The deposit will be refunded (less any draw down) within thirty (30) days of the Rental Period ending.						\$200
Damage Deposit (Recurring Booking) A Deposit (in the form satisfactory to the Village) must be made as part of the Rental Agreement and may be drawn down by the Village if the facility is damaged during the Rental Period. The deposit will be refunded (less any draw down) within thirty (30) days of the last Rental Period ending.						\$400
Audio Visual Deposit (For use of the AV dongle) A Deposit (in the form satisfactory to the Village) must be made as part of the Rental Agreement and may be forfeited by the Village if the AV dongle is damaged or lost during the Rental Period. The deposit will be refunded once the AV dongle is returned.						\$100
Key Holder Deposit (For use of the Keycard) A Deposit (in the form satisfactory to the Village) must be made as part of the Rental Agreement and may be forfeited by the Village if the keycard is damaged or lost during the Rental Period. The deposit will be refunded once the keycard is returned.						\$50

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

READ a first time the	4 th	day of June, 2024
READ a second time the	4 th	day of June, 2024
READ a third time the	4 th	day of June, 2024
ADOPTED the		day of , 2024

MAYOR

CORPORATE OFFICER

DRAFT

2023 ANNUAL REPORT

FOR THE FISCAL YEAR ENDED DECEMBER 31, 2023





OUR VISION

The Village of Anmore is an independent and fiscally responsible community that values the environment, a social conscience, quality of life and being close to nature.

DRAFT

Select photos submitted to Anmore's Photo Album Contest in 2023 are featured throughout this report. The winning submissions and other entries are displayed at the Anmore Community Hub.

Village of Anmore

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**2022-2026
COUNCIL**

Front row, left to right: Councillor Doug Richardson, Mayor John McEwen and Councillor Polly Krier
Back row, left to right: Councillor Paul Weverink and Councillor Kim Trowbridge

MESSAGE FROM THE MAYOR

This past year marked some significant milestones for our community.

In particular, we completed the construction of the Anmore Community Hub. This amazing new facility provides our community with a place to work, gather and celebrate. It is our Village Hall – where we hold Council meetings along with the workspace for administration staff - but it's also a community facility that will provide an indoor space for events and activities. This was a truly impressive accomplishment for our community.

The Village also made some progress on improvements to Spirit Park. Work began on infrastructure upgrades to improve drainage; however, there is also a broader plan in the works to consider options for a park plan for the area around the Hub. Part of this review will involve engaging the community for input on how we can best utilize Spirit Park and the empty lot on Ravenswood to create a park that surrounds the Hub as part of making this a gathering place for our community.

Another significant project for Anmore is the start of a comprehensive process to consider an application for an Official Community Plan (OCP) amendment related to Anmore South. The application was submitted by icona Properties Ltd., which owns the Anmore South property. While Council gave first reading to OCP Amendment Bylaw No. 686-2023 in 2023, the bulk of the questions raised by Council that require further assessment will be addressed in 2024 as part of the review process to consider this amendment and develop a Neighbourhood Plan.

It is also a pleasure to share that the Village benefitted from several grants in 2023. For a small community, every grant we receive takes the financial pressure off taxpayers and enables us to invest in our community to benefit our residents.

Several of these grants were initiated by staff, who did the research, took steps to ensure we would meet the criteria and submitted the required grant applications.

Continued >



In 2023, we received \$30,000 through the provincial Community Emergency Preparedness Fund for upgrades to the Emergency Operations Centre at the Hub and \$375,000 from Pacific Economic Development Canada for Spirit Park improvements.

We received a \$500,000 provincial Active Transportation Grant to continue to add to the multi-use pathway along Sunnyside Road where there were areas of concern that needed to be addressed as a priority. The pathway is designed for a mix of uses, including cycling, rollerblading, strollers, wheelchairs and pedestrian access. It also helps with connectivity to the Village's existing trail system, which supports our Greenway Strategy. This is a multi-year project, and a portion of the new pathway is expected to be completed in 2024.

We also received \$1.73 million for infrastructure and amenities as part of the provincial Growing Communities Fund that was provided to communities across B.C. Council met to assess how to allocate this grant funding. Two critical priorities were identified: infrastructure improvements at the Public Works Yard and providing a temporary site for the Fire Hall. We allocated \$1 million from this grant for repairs and other upgrades at the Public Works Yard to provide staff and workshop space as well as a structure for vehicles and equipment to protect them from elements, which prolongs equipment life. This funding will also support a temporary location for the Anmore Fire Hall as there is a critical need to replace the existing Fire Hall in Anmore.

The Sasamat Volunteer Fire Department's (SVFD) Fire Hall in Anmore is deteriorating, and an assessment completed in 2019 identified several serious issues. The building does not meet minimum standards related to seismic activity and the current layout is not consistent with operational needs. We are also aware of safety risks to SVFD members as the current building does not meet WorkSafeBC health and safety minimum standards, including a proper decontamination area.

Council has expressed its unanimous support for replacing the Fire Hall as we value the essential emergency response service that SVFD members provide to the Anmore and Belcarra communities.

We have a great team working together in Anmore to serve our community.

The Village of Anmore remains committed to supporting our amazing volunteer firefighters and the incredible work they do to provide emergency response and support community safety. Part of our commitment includes constructing new fire halls to ensure they have a safe workspace that meets their operational needs and WorkSafe BC requirements. This is a priority.

We also saw Anmore come together as a community for our 2023 Photo Album Contest, sharing a total of 83 images of nature, landmarks, architecture and other topics that capture the heart of Anmore. We had one youth and five adult winners in a total of six categories. The entries received an incredible 790 votes through online and in-person voting. We are featuring some of these amazing photos in a wall display at the Hub and in various communication materials – including this report.

Along with these significant projects and achievements, Anmore staff continued to serve this community with dedication and professionalism. The nine-person full-time and part-time Village Hall staff managed multiple projects and special initiatives throughout 2023 while also continuing to deliver all of our core services, and our amazing, five-person Public Works team did a fantastic job again this past winter, working long hours to clear snow and salt our roads and public pathways to make it safer for us to move around the community.

We have a great team working together in Anmore to serve our community, and we look forward to our planned projects and opportunities to serve our community in 2024.



John McEwen
Mayor



MESSAGE FROM THE CHIEF ADMINISTRATIVE OFFICER

Following the start of the new Council term in November 2022, staff facilitated a strategic planning session in early 2023 for Council to set the Council Strategic Plan for the 2022-2026 term. The goals and objectives set by Council in this plan provide a guiding framework for decision-making and priority setting identifying areas of focus during this Council term.

In May 2023, the Village received an Official Community Plan (OCP) Amendment Application for the Anmore South lands (formerly referred to as IOCO Lands) from the property owner, icona Properties Ltd. Staff conducted a preliminary review of the application and in December 2023, presented an OCP Bylaw Amendment, which starts a comprehensive exploratory process to consider the amendment and what it means to Anmore. Staff will continue further assessment and community engagement in 2024 prior to presenting options to Council for consideration of advancing the application.

The past year also included the milestone achievement to complete the construction of the Anmore Community Hub, Anmore's first purpose-built building. Our entire staff team (nine Village Hall staff and five Public Works staff) worked together to relocate staff and resources to the new building. At the same time, a team worked to plan for the official grand opening celebration taking place in the new year. After the relocation to the Hub, the trailer at the works yard became the temporary new office space for the Public Works staff.

The Village benefitted from several grants including \$375,000 from the Canada Community Revitalization Fund for the Spirit Park project, \$500,000 from the BC Active Transportation Infrastructure Grant program for the continuation of the Sunnyside Multiuse Pathway, and \$1,730,000 from the BC Growing Communities Fund for infrastructure and amenities.

To help determine allocation of the BC Growing Communities grant, staff coordinated an assessment of priority projects for Council's consideration and funds were approved for projects including enhancements to the Hub and surrounding areas, water system service planning, Ravenswood Drive realignment and tree management, and Public Works Yard improvements for equipment and vehicles.



The Village also initiated several projects to support emergency preparedness and enhanced community engagement. This included preparing to implement Alertable – an emergency alerting system – and launch a new website, which will include a new e-news application that will allow residents to subscribe and unsubscribe online. These projects are scheduled for completion in 2024.

As the Village explores opportunities to engage and support a welcoming and inclusive community with the opening of our new Anmore Community Hub, the coming year will be an exciting time to continue to support Council and the community in shaping the future of Anmore. It is a pleasure to lead the extraordinary team of staff and contractors who show their passion for supporting this community through their daily activities. Additionally, I look forward to re-engaging with our community groups and volunteers as we look for ways to gather and celebrate at the Anmore Community Hub.

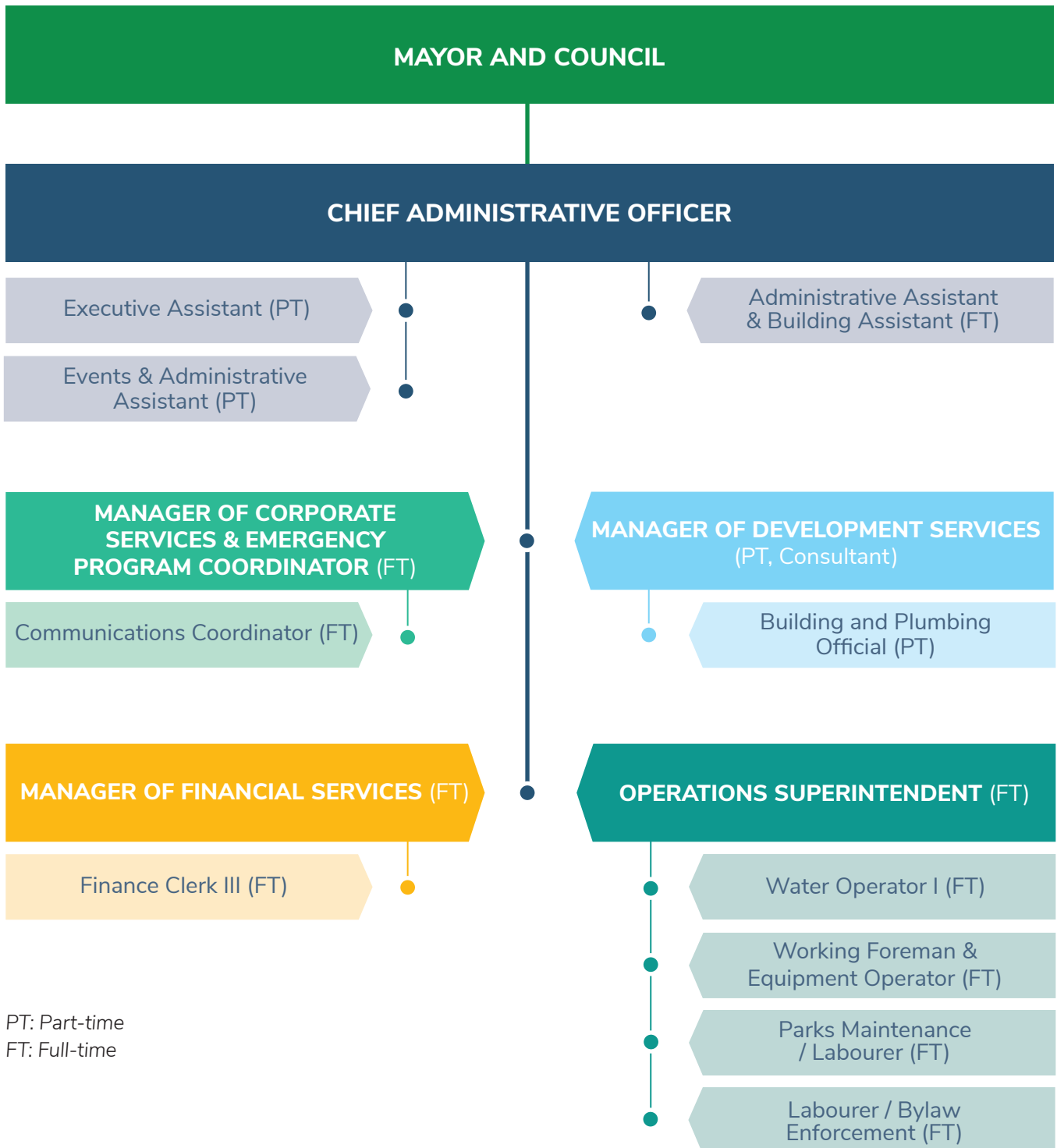
A handwritten signature in black ink, appearing to read 'Karen Elrick', written in a cursive style.

Karen Elrick
Chief Administrative Officer



ORGANIZATION CHART

as at December 31, 2023





VILLAGE DEPARTMENT OVERVIEW

As a small organization, the Village of Anmore only has five departments and most of the managers have multiple responsibilities. The following is an overview of the various departments and their role in the organization.



ADMINISTRATION

The Chief Administrative Officer (CAO) is responsible for the overall management of the Village.

The CAO oversees the day-to-day operations of the Village, including the effective and efficient delivery of services to residents, members of the public and stakeholder groups.

Human resources, economic development, and public land administration are also managed under Administration. In addition, the CAO provides Council with objective, professional advice in relation to municipal governance and community matters.

2023 SNAPSHOT

- > Worked with Integrated Project Delivery team to facilitate completion of the Anmore Community Hub
- > Facilitated preliminary review of Anmore South development application
- > Received three significant grants: a \$1.73 million Growing Communities Fund grant to enhance community infrastructure and amenities, a \$500,000 BC Active Transportation grant for extending the Multi-Use Pathway, and a \$375,000 grant to improve Spirit Park
- > Reallocated staff duties and responsibilities to increase capacity within allocated budget
- > Recruited, hired and onboarded five employees
- > Facilitated the relocation of staff to new Anmore Community Hub administration offices





COMMUNITY PLANNING AND DEVELOPMENT SERVICES

The Community Planning and Development Services department is responsible for both planning activities – including the Official Community Plan (OCP), Zoning Bylaw and other municipal bylaws – and overseeing development projects as part of guiding development in the community.

The Development Services area is responsible for issuing building permits to ensure that development follows all codes, safety standards bylaws and policies. This includes reviewing development applications to ensure community goals and development requirements are met and conducting building inspections. This department is also responsible for bylaws, which involves preparing and enforcing Village bylaws throughout the community, as well as proactive education and awareness, such as the Bear Aware program.

The Manager of Development Services also provides technical and policy advice to Council.

2023 SNAPSHOT

- > Initiated a municipal-wide water model
- > Reported to Council on coach house zoning updates
- > Ongoing review of Anmore South OCP amendment
- > Issued 141 Business Licences
- > Issued 16 Building Permits: 11 single-family homes, 2 coach houses, 2 additions and 2 pools
- > Issued 81 Dog Licences
- > Issued 76 Fire Permits
- > Issued 49 Tree Permits
- > Coordinated three Film Permits





CORPORATE SERVICES AND EMERGENCY MANAGEMENT

Corporate Services is responsible for all of the procedural and process advice related to municipal legislation, along with emergency management.

This includes all statutory and legislative duties assigned to the Corporate Officer under the *Local Government Act* and the *Community Charter*, such as managing all Council and Committee agendas and minutes and supporting Council procedural requirements. Corporate Services leads all communications and community engagement, including the *Anmore Advisor* newsletter, social media and the Village website. Corporate Services also manages records for the Village and coordinates *Freedom of Information and Protection of Privacy Act* requests.

The Emergency Management area is responsible for overseeing emergency response and preparedness measures, and coordination with external agencies. This includes supporting an Emergency Operations Centre activation if needed, as well as coordinating a Reception Centre if there is an evacuation.

2023 SNAPSHOT

- > Developed three privacy impact assessments
- > Updated terms of reference for all Select Committees of Council
- > Held 15 Regular Council meetings and 1 Special Council meeting
- > Held 2 Public Hearings
- > Held 9 Special In-Camera meetings
- > Processed 6 Freedom of Information requests
- > Prepared 20 bylaws for Council adoption
- > Developed policies for emergency notifications and flag protocol
- > Received \$30,000 in grant funding for the Emergency Operations Centre
- > Increased social media engagement on Facebook, leading to more link clicks, page visits and followers
- > Engaged with 639 email notification subscribers
- > Hosted Anmore Photo Album contest, with 83 photo entries and 790 votes
- > Started development of new website





FINANCE

The Finance Department is responsible for the financial leadership of the Village.

This includes receiving and keeping all monies paid to the municipality, investing municipal funds and expending funds in the manner authorized by the Council.

The Manager of Financial Services, who is designated as the Chief Financial Officer (CFO) ensures accurate records are prepared, maintained and kept safe, and is responsible for all other financial affairs of the municipality. The CFO ensures the coordination with each department to establish a five-year financial plan while ensuring spending compliance with the plan.

Examples of the Finance Department duties include billing and collection for a variety of services, including property taxes, water and solid waste.

2023 SNAPSHOT

- > Managed ongoing project analysis of asset management and financial forecasting
- > Completed parcel tax bylaw for Anmore Green Estates sewer users
- > Processed 1,327 utility bills
- > Processed 866 property tax notices
- > Completed reporting requirements for multiple grants totaling \$5 million
- > Completed long-term debt financing bylaw through collaboration with multiple partners including Municipal Finance Authority, Metro Vancouver and the Ministry of Municipal Affairs





PUBLIC WORKS

The Public Works department is responsible for maintaining the water system to support clean drinking water as well as ensuring there is a reliable water source and hydrants for fire protection.

Public Works is also responsible for the Village transportation network, including paving maintenance and sidewalk improvements, plowing and salting winter roads, and ditch and storm sewer maintenance. In addition, staff take care of municipal buildings, land and infrastructure, and manage parks, trails and pathways projects. They also do regular maintenance and control roadside vegetation.

While garbage and recycling are collected through a contracted service, Public Works oversees the contract.

▲ 2023 SNAPSHOT

- > Continued construction of the multi-use path on Sunnyside Road
- > Coordinated with administration to support move to new Anmore Community Hub and repurpose the existing ATCO trailers to serve Public Works
- > Coordinated with the City of Port Moody to achieve connectivity from Strong Road into Bert Flinn Park
- > Facilitated water meter to property line project and update of water meters
- > Serviced and painted all fire hydrants throughout Village
- > Received new water truck and ordered a new dump truck and pickup truck for 2024
- > Completed tree assessments for Ravenswood Drive, Crystal Creek Drive, and Strong Road park land.
- > Continued trail upgrades throughout community
- > Completed road rehabilitation work to Bedwell Bay Road



EMERGENCY SERVICES

Emergency response services for the Village of Anmore are delivered through two separate organizations: the Sasamat Volunteer Fire Department and the Coquitlam RCMP.



FIRE SERVICES

The Village of Anmore's fire protection services are provided through the Sasamat Volunteer Fire Department (SVFD).

The SVFD is a volunteer-based organization that receives funding from Anmore and Belcarra and is administered by Metro Vancouver.

There are currently 39 volunteer firefighters. There were 134 total call outs (104 Anmore and 30 Belcarra) in 2023, showing a rise from last year's 121 call-outs.

2023 SNAPSHOT

- > 39 active responders (26 Anmore)
- > 18 fire calls (7 Anmore)
- > 68 medical emergencies (57 Anmore)
- > 3 motor vehicle accidents (3 Anmore)
- > 7 power line issues (4 Anmore)
- > 27 alarm responses (23 Anmore)
- > 5 burning complaints (5 Anmore)
- > 3 gas leaks (2 Anmore)
- > 3 miscellaneous call-outs (2 Anmore)





POLICE SERVICES

The Village of Anmore's policing services are provided by the Coquitlam RCMP.

This includes both emergency and non-emergency response, as well as crime prevention support. There were 156 calls for service* in 2023, compared to 159 in 2022. Anmore continues to experience one of the lowest crime rates in B.C.



2023 SNAPSHOT*

Property Offences

- > 4 break and enter (residence, business, other)
- > 1 theft from auto
- > 4 theft (vehicle and other)
- > 8 mischief offences
- > 1 fraud

Person Offences

- > 8 assaults (all levels)
- > 8 uttering threats/harassing behaviour

Other Criminal Offences

- > 5 causing a disturbance

Traffic Calls

- > 5 collisions
- > 8 driving complaints

Other Calls

- > 12 bylaw (noise and other)
- > 11 suspicious (person, vehicle, circumstance)
- > 4 Mental Health Act
- > 12 well-being check

* Please note that these statistics do not include any calls for service relating to Buntzen Lake.



2022-2026 COUNCIL STRATEGIC PLAN

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

OBJECTIVES:

- > Create a Village Hub where people work, gather and celebrate.
- > Support community engagement.
- > Increase community involvement.
- > Enhance sense of community.
- > Support a welcoming and inclusive community.

GOAL: Through collaborative relationships with government and stakeholder partners, we seek to ensure that Anmore is self-sufficient in the future.

OBJECTIVES:

- > Protect and enhance the connectivity of neighbouring parks and local recreational areas.
- > Connect to the Metro Vancouver water system or alternative sources.
- > Work collaboratively with neighbouring communities to identify regional priorities.



VISION

The Village of Anmore is an independent and fiscally responsible community that values the environment, a social conscience, quality of life and being close to nature.

GOAL: We provide efficient services and strive for sustainable infrastructure to support a safe, healthy and vibrant community.

OBJECTIVES:

- > Continue to provide an effective and sustainable fire service.
- > Ensure Anmore continues to be an employer of choice.
- > Support the great staff in Anmore.
- > Continue measures to ensure long-term fiscal responsibility.
- > Maintain and enhance service levels.
- > Promote and support emergency preparedness.
- > Apply strategic asset management.

GOAL: We unleash the potential for great development that advances the interests of the community.

OBJECTIVES:

- > Create a complete community with opportunities to live, work, shop and play within Anmore.
- > Establish parameters for future development through community engagement.
- > Consider new approaches to development that support opportunities for less expensive housing, amenities and small commercial services.
- > Leverage Anmore's natural assets.
- > Practise environmental stewardship.

2023 PROGRESS REPORT

ACHIEVEMENTS TOWARD STRATEGIC GOALS

Council and staff achieved a number of key projects and made progress towards achieving the goals in Council's 2022-2026 Strategic Plan. The following is a summary of some of the significant achievements in 2023 aligned with how they support Council's strategic initiatives and priority projects.



We have an engaged community that is immensely proud of Anmore

Strategic Initiatives & Priority Projects	Achievements
Create a Village Hub where people work, gather and celebrate	<ul style="list-style-type: none"> > Completed construction of Anmore Community Hub > Continued to explore opportunities for enhancements and connectivity between Spirit Park and the Anmore Community Hub
Support community engagement	<ul style="list-style-type: none"> > Engaged the community via survey to determine website redesign, use, and priorities
Increase community involvement	<ul style="list-style-type: none"> > Increased social media engagement through a photo contest which garnered 785 online votes, 2,042 page visits and 15 new followers > Continued to explore opportunities for expanded community events and ways for the community to connect and gather in the Anmore Community Hub and revitalized Spirit Park
Enhance sense of community Support a welcoming and inclusive community	<ul style="list-style-type: none"> > Continued to explore opportunities for events and activities to promote and encourage inclusion of a diverse community.



Construction of the Anmore Community Hub was completed at the end of 2023.



Through collaborative relationships with government and stakeholder partners, we seek to ensure that Anmore is self-sufficient in the future

Strategic Initiatives & Priority Projects	Achievements
Protect and enhance the connectivity of neighbouring parks and local recreational areas	<ul style="list-style-type: none"> > Coordinated with City of Port Moody to plan connectivity from Strong Road into Bert Flinn Park > Continued to upgrade trails throughout the community
Work collaboratively with neighbouring communities to identify regional priorities	<ul style="list-style-type: none"> > Mayor McEwen re-elected as Vice Chair of Metro Vancouver Board of Directors and participated in several Metro Vancouver committees > Continued to engage with other local governments and Metro Vancouver to advocate for Anmore and identify synergies to support regional goals > Participated in the annual Tri-Cities Council-to-Council meeting



We provide efficient services and strive for sustainable infrastructure to support a safe, healthy and vibrant community

Strategic Initiatives & Priority Projects	Achievements
Continue to provide an effective and sustainable fire service	<ul style="list-style-type: none"> > Continued to plan for the fire hall replacement
Ensure Anmore continues to be an employer of choice Support the great staff in Anmore	<ul style="list-style-type: none"> > Continued succession planning and identifying opportunities for growth within the organization > Recruited and onboarded five employees
Continue measures to ensure long-term fiscal responsibility	<ul style="list-style-type: none"> > Received \$375,000 grant for Spirit Park improvements > Received \$500,000 grant for Sunnyside Road Multi-Use Pathway > Received \$1.73 million Growing Communities Grant for infrastructure and amenities > Ended the year with a strong reserve balance

Goal continues on next page >





Goal continued from previous page

Strategic Initiatives & Priority Projects	Achievements
Maintain and enhance service levels	<ul style="list-style-type: none"> > Continued assessment to identify opportunities to create efficiencies in productivity and effectiveness of service delivery > Continued to identify and plan for infrastructure needs at Village Public Works yard > Initiated planning for relocation of Village Administration Offices and Council Chambers to the Anmore Community Hub > Responded to five requests for information under the <i>Freedom of Information and Protection of Privacy Act</i> > Developed three Privacy Impact Assessments for projects related to communications and security > Continued to work on the development of a new Village website > Completed purchase of water meters as part of the water meter to property line installation project and began installation of water meters > Upgraded Public Works fleet with the purchase of a new dump truck
Promote and support emergency preparedness	<ul style="list-style-type: none"> > Promoted the Shakeout BC Earthquake Drill > Continued to engage with other local governments, provincial government and stakeholders to identify and address areas of collaboration in emergency management > Received \$30,000 grant for Emergency Operation Centre for audio-visual support > Developed an Emergency Notification policy and initiated planning for implementing Emergency Alerting Notification System
Apply strategic asset management	<ul style="list-style-type: none"> > Continued planning for asset replacement and funding > Completed Long Term Debt Financing Bylaw with multiple partners including the Municipal Finance Authority, Metro Vancouver and the Ministry of Municipal Affairs > Completed review of assets and obligations related to upcoming change in accounting standards of Asset Retirement Obligations > Managed ongoing project analysis of Asset Management and Financial forecasting





We unleash the potential for great development that advances the interests of the community

Strategic Initiatives & Priority Projects	Achievements
<p>Create a complete community with opportunities to live, work, shop and play within Anmore</p> <p>Establish parameters for future development through community engagement</p>	<ul style="list-style-type: none"> > Continued Zoning Bylaw updates and review with a focus on coach houses > Completed preliminary review of the Anmore South development and initiated community engagement planning > Completed Parcel Tax Bylaw for Anmore Green Estates sewer users, including analysis, coordination with Metro Vancouver and communication with users. > Completed Bedwell Bay road rehabilitation project > Began construction of the Sunnyside Road Multi-Use Pathway extension > Initiated municipal-wide water model > Completed tree assessments to identify dangerous trees on public lands
<p>Practise environmental stewardship</p>	<ul style="list-style-type: none"> > Ensured environmental factors were considered when assessing development opportunities > Continued to incorporate and promote good environmental practice in day-to-day activities > Continued to work with the BC Invasive Species Council to help reduce the spread of invasive plants like knotweed > Continued partnership with Tri-Cities Bear Aware to promote ways to keep bears and residents safe



LOOKING AHEAD

2024 WORK PLAN TO SUPPORT STRATEGIC GOALS AND PRIORITIES

Following the 2022 general local election, Anmore’s new Council developed an updated Strategic Plan for its new term of office. The 2024 Work Plan reflects the updated Strategic Plan goals.



We have an engaged community that is immensely proud of Anmore

Objectives	2024 Work Plan
Create a Village Hub where people work, gather and celebrate	<ul style="list-style-type: none"> > Assess opportunities for use of public spaces in the Anmore Community Hub > Continue planning and execution of Spirit Park Upgrades > Consider proposals for use of commercial space within Anmore Community Hub
Support community engagement	<ul style="list-style-type: none"> > Re-establish and orient Council Committees > Engage the community in testing and reviewing a new Village website > Upgrade to an email notification platform to improve the weekly Resident Notification > Increase and diversify engagement and communication methods
Increase community involvement	<ul style="list-style-type: none"> > Provide opportunities for enhanced community involvement > Explore opportunities for expanded community events and ways for the community to connect and gather
Enhance sense of community Support a welcoming and inclusive community	<ul style="list-style-type: none"> > Review Village events and processes and explore opportunities to promote and encourage inclusion of a diverse community





Through collaborative relationships with government and stakeholder partners, we seek to ensure that Anmore is self-sufficient in the future

Objectives	2024 Work Plan
Protect and enhance the connectivity of neighbouring parks and local recreational areas	<ul style="list-style-type: none"> > Connect Michael Rosen Trail to Port Moody's Bert Flinn Park and continue to work on regional connectivity of trails > Continue mapping and identification of areas for potential trail expansion or connection including engaging landowners where access is desired and explore funding opportunities
<p>Connect to the Metro Vancouver water system or alternative sources</p> <p>Work collaboratively with neighbouring communities to identify regional priorities</p>	<ul style="list-style-type: none"> > Continue to engage with other local governments and Metro Vancouver to advocate for Anmore and identify synergies to support regional goals > Explore grants and other funding opportunities from other levels of government



We provide efficient services and strive for sustainable infrastructure to support a safe, healthy and vibrant community

Objectives	2024 Work Plan
Continue to provide an effective and sustainable fire service	<ul style="list-style-type: none"> > Continue to plan for the fire hall replacement
<p>Ensure Anmore continues to be an employer of choice</p> <p>Support the great staff of Anmore</p>	<ul style="list-style-type: none"> > Undertake needs assessment for resourcing and continue staff succession planning
Continue measures to ensure long-term fiscal responsibility	<ul style="list-style-type: none"> > Explore grants and other funding opportunities from other levels of government > Supplement, where possible, revenues from user fees and charges to help to offset the burden on the entire property tax base > All user-fee levels will be reviewed on an annual basis to ensure they adequately meet both the respective service delivery and capital costs
Maintain and enhance service levels	<ul style="list-style-type: none"> > Review Village bylaws and development processes to ensure clarity and consistency is well communicated and maintained > Continue assessment to identify opportunities to create efficiencies in productivity and effectiveness of service delivery > Identify and plan for infrastructure needs at Village public works yard

Goal continues on next page >





Goal continued from previous page

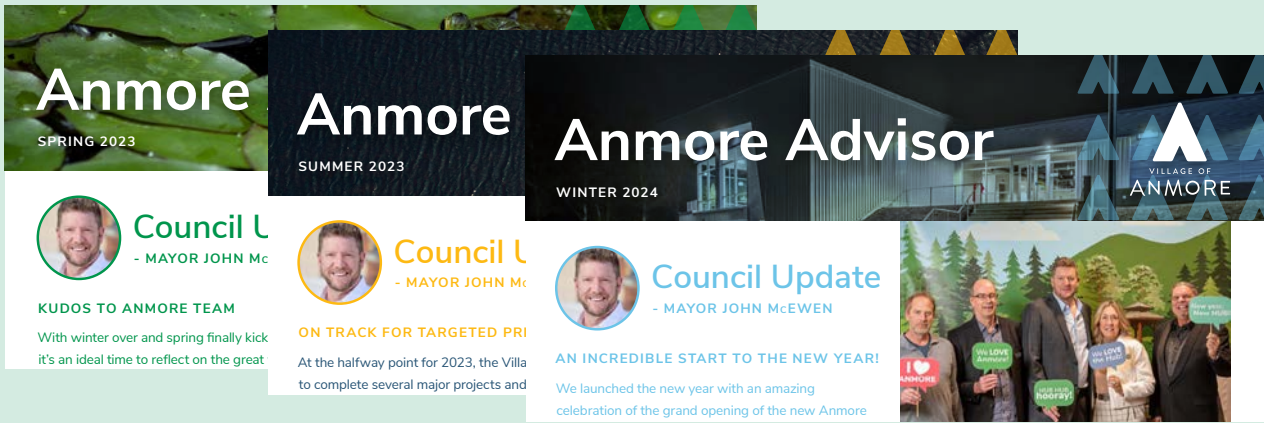
Objectives	2024 Work Plan
<p>Promote and support emergency preparedness</p>	<ul style="list-style-type: none"> > Implement Alertable Emergency Notification System > Increase communications and resources to community for personal preparedness > Apply for a FireSmart Grant to develop a Community Wildfire Resiliency Plan and develop Community Wildfire Resiliency Plan > Continue to engage with other local governments, provincial government, and stakeholders to identify and address areas of collaboration in emergency management
<p>Apply strategic asset management</p>	<ul style="list-style-type: none"> > Continue asset replacement planning and funding > Complete asset management planning update



We unleash the potential for great development that advances the interests of the community

Objectives	2024 Work Plan
<p>Create a complete community with opportunities to live, work, shop and play within Anmore</p> <p>Establish parameters for future development through community engagement</p> <p>Consider new approaches to development that support opportunities for less expensive housing, amenities and small commercial services</p> <p>Leverage Anmore’s natural assets</p>	<ul style="list-style-type: none"> > Engage in business attraction and retention opportunities as they arise > If a development proposal is received, consider the financial impact and engage the community and stakeholders > Review Village Official Community Plan, Zoning and Development Cost Charge bylaws
<p>Practise environmental stewardship</p>	<ul style="list-style-type: none"> > Ensure environmental factors are considered when assessing development opportunities > Look into ways that the Village can incorporate and promote good environmental practice in day-to-day activities





Mailed to residents and posted online, the Anmore Advisor is one of several ways Anmore keeps the community informed about important Village activities.

CONNECTING WITH THE VILLAGE

We encourage Anmore residents to connect with the Village to stay informed about Council decisions, upcoming projects and initiatives, and service updates. There are also opportunities to share input with Council.

Stay informed

- > Council Meetings – Regular Council Meeting dates, agendas, reports and minutes are posted on anmore.com
- > Village Email Notifications – Sign up at anmore.com for notifications customized to your preferred topics, and opt out at any time
- > Anmore Advisor quarterly newsletter – Mailed to Anmore residents and available for download at anmore.com
- > Village of Anmore Facebook page – Visit facebook.com/VillageOfAnmore
- > Village website – Visit anmore.com for events, news, reports and general information
- > Annual Report – Available on anmore.com

Share your input

- > Public hearings
- > Advisory Committees – consider volunteering on a committee
- > Public meetings
- > Open houses
- > Community surveys
- > Community workshops

Contact the Village

Village Hall

Drop by: 2697 Sunnyside Road
 Email: village.hall@anmore.com
 Phone: 604-469-9877

After Hours Public Works Emergencies

Phone: 604-817-7745
 Public works emergencies include water concerns, public safety concerns, trees down, unsafe dumping, etc.

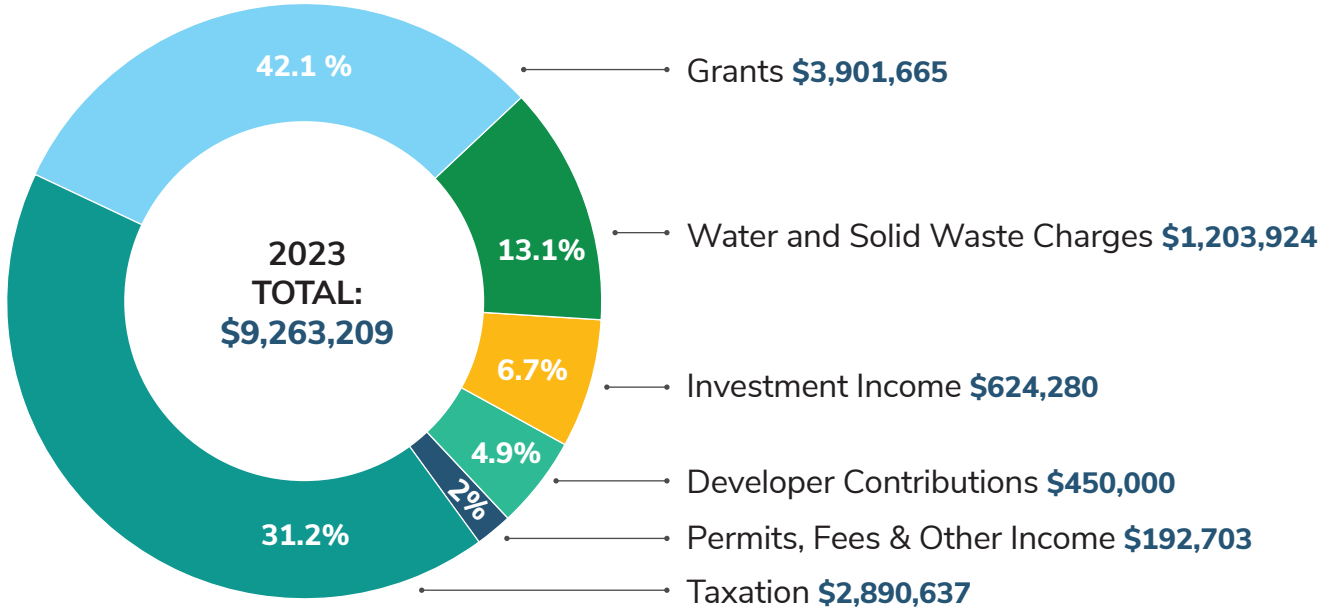
Bylaw Enforcement

Email: village.hall@anmore.com
 Complaint form: anmore.com/village-hall/bylaws

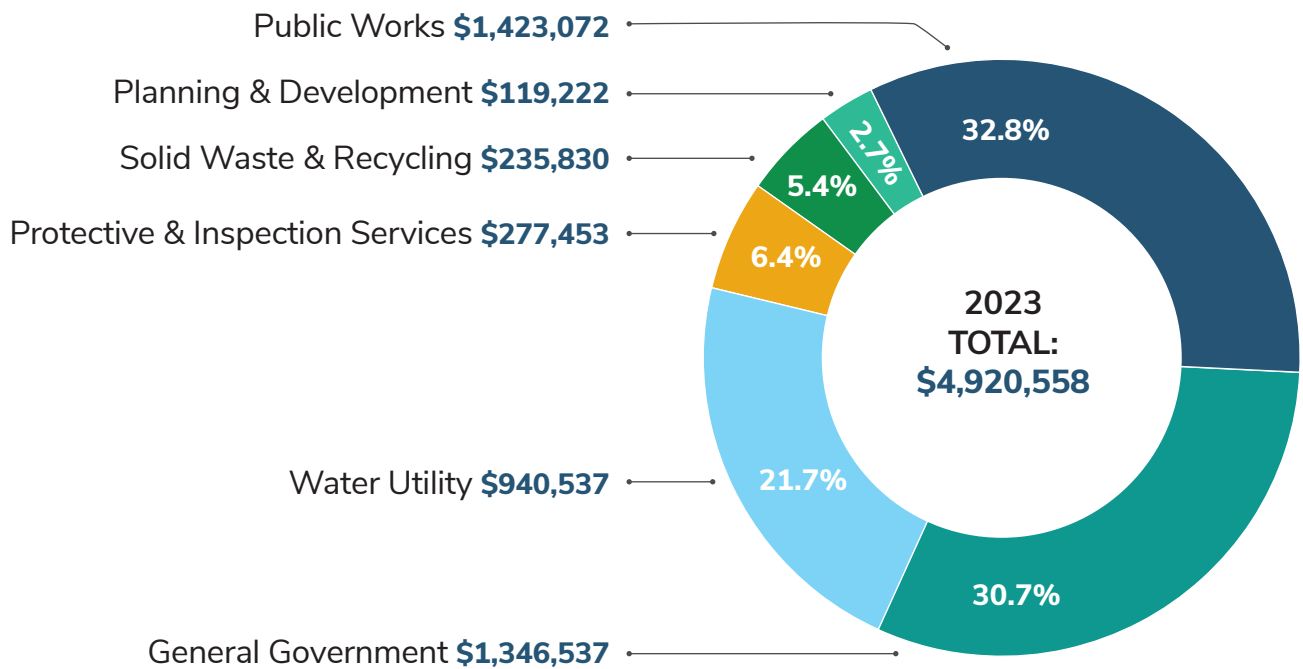


TOTAL REVENUE AND EXPENSES

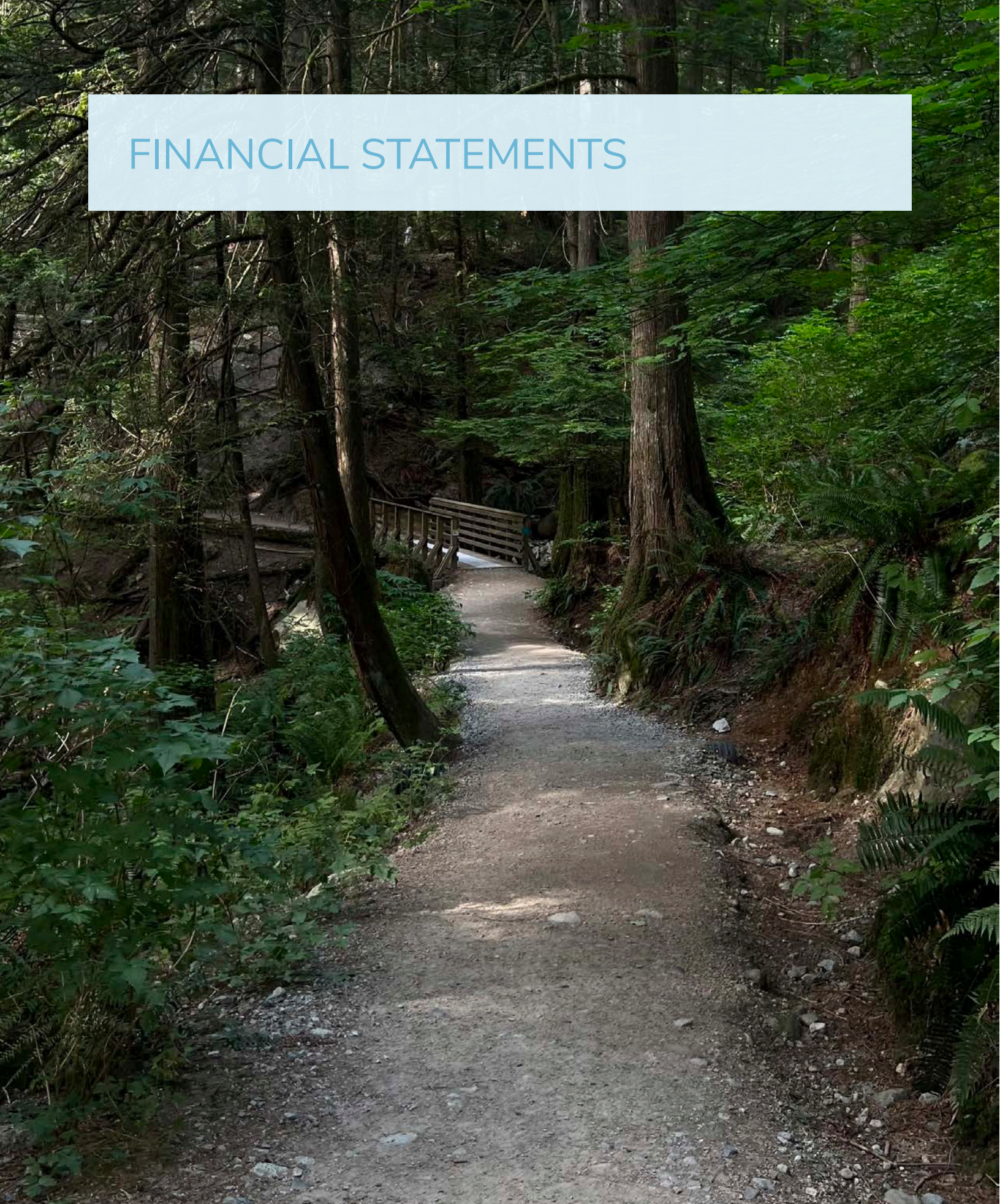
2023 Revenue



2023 Expenses



FINANCIAL STATEMENTS



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.

Lena Martin

Manager of Financial Services

May 13, 2024





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BDO Canada LLP
Unit 1100 - Royal Centre
1055 West Georgia Street
Vancouver, BC V6E 3P3 Canada

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.


BDO Canada LLP

Chartered Professional Accountants
Vancouver, British Columbia
May 13, 2024



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

The accompanying summary of significant policies and notes are an integral part of these financial statements.



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	1,396,627	1,397,850
Interest income	160,000	624,280	278,870
	8,690,241	9,263,209	7,195,159
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	119,222	81,946
Solid Waste & Recycling	227,350	235,830	214,482
Water System	897,446	940,537	865,992
	4,336,187	4,342,651	3,955,742
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

The accompanying summary of significant policies and notes are an integral part of these financial statements.



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

The accompanying summary of significant policies and notes are an integral part of these financial statements.



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
	<u>6,078,873</u>	<u>4,310,552</u>
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
	<u>5,671,775</u>	<u>4,889,079</u>
Capital activities		
Proceeds on sale of tangible capital assets	29,475	-
Acquisition of tangible capital assets	(9,602,077)	(3,718,611)
	<u>(9,572,602)</u>	<u>(3,718,611)</u>
Investing activities		
Purchase of Investments	(921,910)	(53,390)
Loan receivable advances	-	(230,000)
Loan receivable repayments	33,805	50,600
	<u>(888,105)</u>	<u>(232,790)</u>
Financing transactions		
Development cost charges and interest received	128,333	76,881
Debt advances	2,500,000	-
	<u>2,628,333</u>	<u>76,881</u>
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

The accompanying summary of significant policies and notes are an integral part of these financial statements.



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.



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.



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.



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.



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.



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



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>



NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023

8. Debt

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

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:

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

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

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



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	<u>65,897,000</u>	<u>61,730,073</u>
Balance, end of year	<u>\$79,436,663</u>	<u>\$ 74,516,105</u>

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	<u>399,764</u>	<u>346,704</u>
	<u>\$ 8,302,496</u>	<u>\$ 8,428,209</u>

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)	<u>1,408,646</u>	<u>-</u>
	<u>\$ 1,972,009</u>	<u>\$ 2,347,288</u>



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	1,071,135
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.



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.



NOTES TO THE FINANCIAL STATEMENTS

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.



NOTES TO THE FINANCIAL STATEMENTS

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 Village 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 Village historically has not had difficulty collecting receivables, nor have counterparties defaulted on any payments.



NOTES TO THE FINANCIAL STATEMENTS

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.



SCHEDULE 1

COMBINED STATEMENT OF OPERATIONS BY SEGMENT

Tables continue on next page

For the year ended December 31, 2023

	General Government	Public Works	Protective Services	Planning & Development	Solid Waste & Recycling
Revenues					
Taxation	\$ 2,890,637	\$ -	\$ -	\$ -	\$ -
Government transfers-unconditional	2,158,089	347,582	-	-	-
Government transfers-conditional	-	1,365,994	30,000	-	-
Community amenity contribution	-	450,000	-	-	-
Permits, fees and other revenue	29,727	-	133,241	29,735	244,851
Interest income	624,280	-	-	-	-
Total revenue	5,702,733	2,163,576	163,241	29,735	244,851
Expenses					
Goods & services	462,236	215,929	120,035	119,222	227,161
Salaries & benefits	787,272	448,310	157,418	-	8,669
Loss on disposal of TCAs	-	4,461	-	-	-
Amortization on TCAs	97,029	754,372	-	-	-
Total expenses	1,346,537	1,423,072	277,453	119,222	235,830
Excess (deficiency) in revenues over expenses	\$ 4,356,196	\$ 740,504	\$ (114,212)	\$ (89,487)	\$ 9,021

For the year ended December 31, 2022

	General Government	Public Works	Protective Services	Planning & Development	Solid Waste & Recycling
Revenues					
Taxation	\$ 2,669,828	\$ -	\$ -	\$ -	\$ -
Government transfers-unconditional	520,793	323,361	-	-	-
Government transfers-conditional	-	2,004,457	-	-	-
Community amenity contribution	-	-	-	-	-
Permits, fees and other revenue	17,871	-	160,047	108,541	242,038
Interest income	278,870	-	-	-	-
Gain on disposal of TCAs	-	-	-	-	-
Total revenue	3,487,362	2,327,818	160,047	108,541	242,038
Expenses					
Goods & services	457,883	266,036	33,313	93,165	206,304
Salaries & benefits	719,192	319,144	219,213	-	8,178
Amortization on TCAs	39,132	739,409	-	-	-
Total expenses	1,216,207	1,324,589	252,526	93,165	214,482
Excess (deficiency) in revenues over expenses	\$ 2,271,155	\$ 1,003,229	\$ (92,479)	\$ 15,376	\$ 27,556

Continued from previous page

For the year ended December 31, 2023

	Water System	2023 Actual	2023 Fiscal Plan	2022 Actual
Revenues				
Taxation	\$ -	\$ 2,890,637	\$ 2,869,296	\$ 2,669,828
Government transfers-unconditional	-	2,505,671	2,411,793	844,154
Government transfers-conditional	-	1,395,994	1,889,675	2,004,457
Community amenity contribution	-	450,000	-	-
Permits, fees and other revenue	959,073	1,396,627	1,359,477	1,397,850
Interest income	-	624,280	160,000	278,870
Total revenue	959,073	9,263,209	8,690,241	7,195,159
Expenses				
Goods & services	561,511	1,706,094	1,734,018	1,563,640
Salaries & benefits	76,574	1,478,243	1,531,034	1,345,731
Loss on disposal of TCAs	-	4,461	-	-
Amortization on TCAs	302,452	1,153,853	1,071,135	1,057,590
Total expenses	940,537	4,342,651	4,336,187	3,966,961
Excess (deficiency) in revenues over expenses	\$ 18,536	\$ 4,920,558	\$ 4,354,054	\$ 3,228,198

For the year ended December 31, 2022

	Water System	2022 Actual	2022 Fiscal Plan	2021 Actual
Revenues				
Taxation	\$ -	\$ 2,669,828	\$ 2,653,025	\$ 2,592,650
Government transfers-unconditional	-	844,154	673,600	743,756
Government transfers-conditional	-	2,004,457	2,500,000	53,151
Community amenity contribution	-	-	-	1,093,500
Permits, fees and other revenue	880,572	1,409,069	1,348,663	1,302,081
Interest income	-	278,870	99,514	85,326
Gain on disposal of TCAs	-	-	-	44,416
Total revenue	880,572	7,206,378	7,274,802	5,914,880
Expenses				
Goods & services	506,939	1,563,640	1,797,250	1,696,205
Salaries & benefits	80,004	1,345,731	1,441,061	1,237,634
Amortization on TCAs	279,049	1,057,590	920,000	1,077,595
Total expenses	865,992	3,966,961	4,158,311	4,011,434
Excess (deficiency) in revenues over expenses	\$ 14,580	\$ 3,239,417	\$ 3,116,491	\$ 1,903,446

SCHEDULE 2

TANGIBLE CAPITAL ASSETS

Tables continue on next page

For the year ended December 31, 2023

	Land	Building	Equipment & Furniture	Other Infrastructure	Roads
Balance,					
beginning of year	\$ 37,790,548	\$ 3,951,372	\$ 182,140	\$ 7,982,835	\$ 14,485,107
Additions	-	7,231,014	698,540	-	916,845
Disposals & adjustments	-	-	-	-	-
Cost, end of year	37,790,548	11,182,386	880,680	7,982,835	15,401,952
Accumulated amortization,					
beginning of year	-	175,281	114,226	3,635,891	6,965,732
Amortization	-	23,920	70,880	253,764	413,493
Disposals & adjustments	-	-	-	-	-
Accumulated amortization, end of year	-	199,201	185,106	3,889,655	7,379,225
Net book value, end of year	\$ 37,790,548	\$ 10,983,185	\$ 695,574	\$ 4,093,180	\$ 8,022,727

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.

For the year ended December 31, 2022

	Land	Building	Equipment & Furniture	Other Infrastructure	Roads
Balance,					
beginning of year	\$ 37,790,548	\$ 970,498	\$ 169,867	\$ 7,982,835	\$ 14,038,218
Additions	-	2,980,874	12,273	-	446,889
Disposals & adjustments	-	-	-	-	-
Cost, end of year	37,790,548	3,951,372	182,140	7,982,835	14,485,107
Accumulated amortization,					
beginning of year	-	153,920	96,455	3,379,945	6,579,601
Amortization	-	21,361	17,771	255,946	386,131
Disposals & adjustments	-	-	-	-	-
Accumulated amortization, end of year	-	175,281	114,226	3,635,891	6,965,732
Net book value, end of year	\$ 37,790,548	\$ 3,776,091	\$ 67,914	\$ 4,346,944	\$ 7,519,375

Continued from previous page

For the year ended December 31, 2023

	Machinery & Vehicles	Water Infrastructure	2023	2022
Balance,				
beginning of year	\$ 982,650	\$ 12,253,378	\$ 77,628,030	\$ 73,909,419
Additions	66,138	689,540	9,602,077	3,718,611
Disposals & adjustments	(42,800)	-	(42,800)	-
Cost, end of year	1,005,988	12,942,918	87,187,307	77,628,030
Accumulated amortization,				
beginning of year	565,534	4,508,942	15,965,606	14,894,471
Amortization	89,345	302,452	1,153,854	1,071,135
Disposals & adjustments	(8,864)	-	(8,864)	-
Accumulated amortization, end of year	646,015	4,811,394	17,110,596	15,965,606
Net book value, end of year	359,973	\$ 8,131,524	\$ 70,076,711	\$ 61,662,424

For the year ended December 31, 2022

	Machinery & Vehicles	Water Infrastructure	2022	2021
Balance,				
beginning of year	\$ 953,747	\$ 12,003,706	\$ 73,909,419	\$ 73,509,864
Additions	28,903	249,672	3,718,611	606,290
Disposals & adjustments	-	-	-	(206,735)
Cost, end of year	982,650	12,253,378	77,628,030	73,909,419
Accumulated amortization,				
beginning of year	468,202	4,216,348	14,894,471	14,023,612
Amortization	97,332	292,594	1,071,135	1,077,594
Disposals & adjustments	-	-	-	(206,735)
Accumulated amortization, end of year	565,534	4,508,942	15,965,606	14,894,471
Net book value, end of year	417,116	\$ 7,744,436	\$ 61,662,424	\$ 59,014,948

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



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	816,821	840,137
Less: Funds Spent	732,778	27,273
Balance, end of year	\$ 84,043	\$ 812,864

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.



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.





VILLAGE OF
ANMORE 

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Statement of Financial Information – SOFI
For the Fiscal Year Ended December 31, 2023
Pursuant to the *Financial Information Act*

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1. Schedule of Guarantee and Indemnity Agreements
2. Schedule of Remuneration and Expenses
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7. 2023 Audited Financial Statements

Village of Anmore

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

1. Guarantee: A contract of guarantee is one in which there must always be three persons – a principal debtor, whose liability may be either existing or contemplated; a creditor; and a guarantor or surety, who, in consideration of some promise or act of the creditor, promises to discharge the debtor's liability if the debtor should fail to do so. (Anger's Digest of Canadian Law)
2. Indemnity: To indemnify is to make good on a loss which one person has suffered in consequence of the act or default of another; and, the operation of making good on the loss is called indemnification. (Dictionary of English Law)

This organization has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

Prepared under the Financial Information Regulation, Schedule 1, subsection 5 (4)

Village of Anmore

SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID TO OR ON BEHALF OF EACH EMPLOYEE			
1. Elected Officials			
Name	Position	Remuneration	Expenses
John McEwen	Mayor	\$ 52,812	\$ 409
Paul Weverink	Councillor	\$ 23,472	\$ -
Kim Trowbridge	Councillor	\$ 23,472	\$ 700
Polly Krier	Councillor	\$ 23,472	\$ 3,729
Doug Richardson	Councillor	\$ 22,885	\$ -
Total: elected officials		\$ 146,114	\$ 4,838
2. Other Employees			
Name		Remuneration	Expenses
ELRICK	Chief Administrative Officer	\$ 145,926	\$ 6,247
DONALDSON	Operations Superintendent	\$ 100,964	\$ 408
MARTIN	Manager of Financial Services	\$ 115,609	\$ 6,065
Consolidated total of other employees with remuneration of \$75,000 or less		\$ 629,450	\$ 8,010
Total: Other Employees		\$ 991,950	\$ 20,731
3. Reconciliation			
Total remuneration – elected officials,		\$	150,952
Total remuneration – other employees		\$	1,012,680
Subtotal		\$	1,163,632
Reconciling Items*			
Municipal Pension, Employer Paid		\$	83,843
WCB, EI, CPP Employer Paid		\$	102,282
Other Benefits Employer Paid (EHT, Health)		\$	73,887
Reclassified Department Wages		\$	59,670
Total per Statement of Revenue and Expenditure		\$	1,478,243
Variance Rounding/ Timing differences		-\$	5,071
Prepared under the Financial Information Regulation, Schedule 1, section 6(2), (3), (4), (5) and (6)			

Village of Anmore

STATEMENT OF SEVERANCE AGREEMENTS

Definition and Explanation

"Severance" is defined as the severance payment made in lieu of the notice period. (The notice period is the length of time from the date on which the notice of termination is given to an employee until the date on which employment will terminate.)

There were 0 severance agreement made between the Village of Anmore and its non-unionized employees during the fiscal year 2023.

Prepared under the Financial Information Regulation, Schedule 1, subsection 6 (7)

Village of Anmore

2023 SCHEDULE SHOWING PAYMENT MADE FOR THE PROVISION OF GOODS OR SERVICES

1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000

	Name	Amount
	BC Hydro	\$ 69,529
	BC Hydro CAD - 130160	\$ 111,424
	BDO Dunwoody	\$ 64,601
	Blackburn Young Office Solutions	\$ 68,958
	BMO Bank of Montreal Mastercard	\$ 143,100
	Canada Revenue Agency	\$ 352,744
	City of Port Moody	\$ 432,131
	Drake Excavating 2016 Ltd.	\$ 252,011
	Fred SurrIDGE Ltd.	\$ 177,410
	GFL Environmental Inc.	\$ 221,887
	Graphically Speaking Services Inc.	\$ 35,897
	Greg Gardner Motors Ltd.	\$ 69,144
	High Level Construction Services Ltd.	\$ 217,813
	ISL Engineering and Land Services Ltd.	\$ 403,170
	Jacob Bros Construction Inc.	\$ 8,983,425
	K. Spence Trucking	\$ 31,639
	Krahn Engineering Ltd.	\$ 47,664
	Lafarge Canada Inc.	\$ 43,826
	Lidstone & Company	\$ 31,671
	Mickelson Consulting Inc.	\$ 60,893
	Municipal Insurance Association of BC	\$ 59,496
	Municipal Pension Plan	\$ 83,843
	Pacific Blue Cross	\$ 60,298
	Pulver Crawford Munroe	\$ 25,387
	Scott Beck DBA Scott Beck Consulting	\$ 58,486
	Sea to Sky Network Solutions	\$ 81,046
	Telus Communications	\$ 26,568
	Whieldon & Son Logging Ltd.	\$ 82,866
	Workers' Compensation Board of B.C.	\$ 32,393
1.	Payments Made (Vendors Over \$25000)	\$ 12,329,319
2.	Payments Made (Vendors Under \$25000)	\$ 705,951
	Consolidated total of grants paid exceeding \$25,000	\$ -
	Consolidated total of contributions paid exceeding \$25,000	\$ -
	Consolidated total of all grants and contributions exceeding \$25,000	\$ -
3.	Payments Made (Suppliers for Grants and Contributions exceeding \$25,000)	\$ -

Village of Anmore

Total aggregate payments exceeding \$25,000 paid to suppliers	\$	12,329,319
Consolidated total of payments of \$25,000 or less paid to suppliers	\$	705,951
Consolidated total of all grants and contributions exceeding \$25,000	\$	-
Subtotal	\$	13,035,270
Total Expenses per Consolidated Statement of Operations and Accumulated Surplus	\$	4,342,651
	Difference	\$ 8,692,619
Employee and Council Wages not included in payments to suppliers	-\$	1,138,063
Employee and Council portion of Tax, CPP And EI paid to supplier and not expensed	\$	264,120
Employee portion of Benefits paid to supplier and not expensed	\$	5,075
New Capital Additions	\$	9,602,077
Disposal of TCA	-\$	33,936
Less: Amortization - not a Cash transaction	-\$	1,153,854
Change in AP Accruals	\$	2,043,855
Change in AP Trade	-\$	882,714
**Timing variances included in summary	\$	13,940
Variance occurs due to the Financial Statements prepared on an accrual basis and this report on a cash basis		

Prepared under the Financial Information Regulation, Schedule 1, section 7 and the Financial Information Act, section 2.

Village of Anmore

STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements included in this Statement of Financial Information, produced under the Financial Information Act.

Date: _____

Mayor, John McEwen

Date: _____

Chief Financial Officer, Lena Martin

Prepared under the Financial Information Regulation, Schedule 1, subsection 9

Village of Anmore

MANAGEMENT REPORT

The financial statements and other financial information, as well as the financial reporting process that produces such statements and other information 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.

On Behalf of the Village of Anmore

Date: _____

Chief Financial Officer, Lena Martin

Prepared pursuant to Financial Information Regulation, Schedule 1, section 9

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

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

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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.

Lena Martin

Manager of Financial Services

May 13, 2024



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
May 13, 2024

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>

Lena Martin

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	1,396,627	1,397,850
Interest income	160,000	624,280	278,870
	<u>8,690,241</u>	<u>9,263,209</u>	<u>7,195,159</u>
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	119,222	81,946
Solid Waste & Recycling	227,350	235,830	214,482
Water System	897,446	940,537	865,992
	<u>4,336,187</u>	<u>4,342,651</u>	<u>3,955,742</u>
Annual surplus	4,354,054	4,920,558	3,239,417
Accumulated surplus, beginning of year	<u>74,516,105</u>	<u>74,516,105</u>	<u>71,276,688</u>
Accumulated surplus, end of year	<u>\$ 78,870,159</u>	<u>\$ 79,436,663</u>	<u>\$ 74,516,105</u>

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

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 -

2,628,333 **76,881**

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.

Village of Anmore
Notes to the Financial Statements

For the year ended December 31, 2023

1.	Accounts Receivable	2023	2022
		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
		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.

	2023	2022
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
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.

	2023	2022
Balance, beginning of year	\$ 900,737	\$ 829,091
Receipts in the year	203,500	133,201
Refunds issued	(128,417)	(61,555)
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
	<u>4,369,621</u>	<u>60.19</u>	<u>4,056,905</u>	<u>60.32</u>
General municipal taxation	<u>\$ 2,890,637</u>		<u>\$ 2,669,828</u>	

13. Pension Plan

The Village and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trusteesd 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 Village 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 Village 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	29,735	244,851	959,073	1,396,627	1,359,477	1,397,850
Interest income	624,280	-	-	-	-	-	624,280	160,000	278,870
Total revenue	5,702,733	2,163,576	163,241	29,735	244,851	959,073	9,263,209	8,690,241	7,195,159
Expenses									
Goods & services	462,236	215,929	120,035	119,222	227,161	561,511	1,706,094	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	119,222	235,830	940,537	4,342,651	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	\$ 3,228,198

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

For the year ended December 31, 2022

	General Government	Public Works	Protective Services	Planning & Development	Solid Waste & Recycling	Water System	2022 Actual	2022 Fiscal Plan	2021 Actual
Revenues									
Taxation	\$ 2,669,828	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,669,828	\$ 2,653,025	\$ 2,592,650
Government transfers-unconditional	520,793	323,361	-	-	-	-	844,154	673,600	743,756
Government transfers-conditional	-	2,004,457	-	-	-	-	2,004,457	2,500,000	53,151
Community amenity contribution	-	-	-	-	-	-	-	-	1,093,500
Permits, fees and other revenue	17,871	-	160,047	108,541	242,038	880,572	1,409,069	1,348,663	1,302,081
Interest income	278,870	-	-	-	-	-	278,870	99,514	85,326
Gain on disposal of TCAs	-	-	-	-	-	-	-	-	44,416
Total revenue	3,487,362	2,327,818	160,047	108,541	242,038	880,572	7,206,378	7,274,802	5,914,880
Expenses									
Goods & services	457,883	266,036	33,313	93,165	206,304	506,939	1,563,640	1,797,250	1,696,205
Salaries & benefits	719,192	319,144	219,213	-	8,178	80,004	1,345,731	1,441,061	1,237,634
Amortization on TCAs	39,132	739,409	-	-	-	279,049	1,057,590	920,000	1,077,595
Total expenses	1,216,207	1,324,589	252,526	93,165	214,482	865,992	3,966,961	4,158,311	4,011,434
Excess (deficiency) in revenues over expenses	\$ 2,271,155	\$ 1,003,229	\$ (92,479)	\$ 15,376	\$ 27,556	\$ 14,580	\$ 3,239,417	\$ 3,116,491	\$ 1,903,446

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.

Village of Anmore
Schedule 2 - Tangible Capital Assets

For the year ended December 31, 2022

	Land	Building	Equipment & Furniture	Other Infrastructure	Roads	Machinery & Vehicles	Water Infrastructure	2022	2021
Balance,									
beginning of year	\$ 37,790,548	\$ 970,498	\$ 169,867	\$ 7,982,835	\$ 14,038,218	\$ 953,747	\$ 12,003,706	\$ 73,909,419	\$ 73,509,864
Additions	-	2,980,874	12,273	-	446,889	28,903	249,672	3,718,611	606,290
Disposals & adjustments	-	-	-	-	-	-	-	-	(206,735)
Cost, end 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
Accumulated amortization,									
beginning of year	-	153,920	96,455	3,379,945	6,579,601	468,202	4,216,348	14,894,471	14,023,612
Amortization	-	21,361	17,771	255,946	386,131	97,332	292,594	1,071,135	1,077,594
Disposals & adjustments	-	-	-	-	-	-	-	-	(206,735)
Accumulated amortization, end of year	-	175,281	114,226	3,635,891	6,965,732	565,534	4,508,942	15,965,606	14,894,471
Net book value, end of year	\$ 37,790,548	\$ 3,776,091	\$ 67,914	\$ 4,346,944	\$ 7,519,375	\$ 417,116	\$ 7,744,436	\$ 61,662,424	\$ 59,014,948

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

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

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	-
	\$ 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.

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 7th day of May, 2024

READ a second time the 7th day of May, 2024

PUBLIC HEARING HELD the day of

READ a third time the day of,

ADOPTED the day of,

MAYOR

MANAGER OF CORPORATE SERVICES

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 7th day of May, 2024

READ a second time the 7th day of May, 2024

PUBLIC HEARING HELD the day of

READ a third time the day of,

ADOPTED the day of,

MAYOR

MANAGER OF CORPORATE SERVICES



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: June 14, 2024 File No. 3900-30
 Submitted by: C. Boit, P.Eng, Manager of Development Services
 Subject: [Bylaw 687-2024 – Zoning Bylaw Amendment – Coach House](#)

Purpose / Introduction

The purpose of this report is to present Council with a Zoning Bylaw Amendments to Coach House regulations and the associated Zoning Bylaw update.

Recommended Option

THAT first and second reading be given to Anmore Zoning Amendment Bylaw No. 687-2024

Background

At the June 4th 2024, Regular Council Meeting, Council received an information report (ATTACHMENT 1) and provided the following direction:

“THAT staff be directed to bring forward a Zoning Amendment Bylaw for Council’s consideration as outlined in the report date May 31, 2024 from the Manager of Development Services entitled “Zoning Bylaw Amendment – Coach House”. “

Anmore Zoning Amendment Bylaw No. 687-2024 (ATTACHMENT 2) represents Staff’s recommendations to the requested updates.

Discussion

Over the past year, staff have met with Council, Committee of the Whole and Advisory Planning Commission members to review the Zoning Bylaw in relation to coach house allowances as further clarification and input was required by staff to update the Zoning Bylaw. The proposed Zoning Bylaw Amendment has combined the feedback by these bodies.

Report/Recommendation to Council

Bylaw 687-2024 – Zoning Bylaw Amendment – Coach House

June 14, 2024

Public Hearing Requirements

Pursuant to section 464(4) of the Local Government Act (LGA), a Public Hearing is prohibited for proposed zoning bylaws if an Official Community Plan (OCP) is in effect, the bylaw is consistent with the OCP, and the sole purpose of the bylaw is to permit a development that is, in whole or in part, a residential development. Notice has been given in accordance with section 467 of the LGA prior to first reading.

Options

1. THAT first and second reading be given to Anmore Zoning Amendment Bylaw No. 687-2024.
(recommended)

OR

2. That Council advise staff of any further changes they would like incorporated into Anmore Zoning Amendment Bylaw 687-2024 (to be specified) and proceed to grant first and second reading.

OR

3. That Council not proceed with the Zoning Amendment Bylaw 687 - 2024.



Attachments

1. Staff Report to Council presented June 4th, 2024 for Bylaw 687- 2024
2. Anmore Zoning Amendment Bylaw No. 687-2024

Report/Recommendation to Council

Bylaw 687-2024 – Zoning Bylaw Amendment – Coach House

June 14, 2024

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



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: May 31, 2024 File No. 3900-30
Submitted by: C. Boit, P.Eng, Manager of Development Services
Subject: Zoning Bylaw Amendment – Coach House

Purpose / Introduction

The purpose of this report is to provide Council with an update on the Coach House zoning and the associated Zoning Bylaw update.

Recommended Option

THAT staff be directed to bring forward a Zoning Amendment Bylaw for Council's consideration as outlined in the report date May 31, 2024 from the Manager of Development Services entitled "Zoning Bylaw Amendment – Coach House".

Background

At the June 6th 2023 Regular Council Meeting, Council directed staff to amend the current zoning regulations regarding coach houses and make recommendations on how to make coach house sizing easier to understand and regulate. Prior to completion of the review, the provincial government enacted new housing legislation under Bill 44 that required changes to the Village's existing Zoning Bylaw as it relates to small scale multi housing units. At the April 2, 2024 Regular Council Meeting, a Zoning Bylaw amendment was presented with the intent of incorporating both changes as a result of the coach house review and the new housing legislation requirements. Council requested further clarification on the Bill 44 housing requirements as they relate specifically to Anmore and as a result, the Zoning Bylaw Amendment was decoupled and a report regarding the amendments solely for Bill 44 compliance was drafted and proposed Zoning Bylaw Amendment brought forward to Council at the June 4, 2024 Regular Council Meeting. Should Council choose to proceed with enacting the Bill 44 requirements, the amendments outlined below represent Staff's recommendations to the requested update related to coach houses.

Discussion

Report/Recommendation to Council

Zoning Bylaw Amendment – Coach House

May 31, 2024

Over the past year, staff have met with Council, Committee of the Whole (COTW) and Advisory Planning Commission (APC) members to review the Zoning Bylaw in relation to coach house allowances as further clarification and input was required by staff to update the Zoning Bylaw. Staff would propose bringing forward a Zoning Bylaw Amendment incorporating the combined feedback by these bodies.

Zoning Bylaw update

Staff have conducted a comprehensive review of the definitions of the Bylaw and relevant policies that affected the implementation of coach houses, secondary suites and primary uses of land use.

Part 2 – Definitions

The amendment of the definitions is required to ensure a clear definition of what a coach house and secondary suite are. As the current definitions are intertwined which has led to confusion over what is and isn't allowed on a parcel. Proposed amendments would include:

- a. delete the definition for **Basement** and replace it with the following: **Basement** means a storey having more than one-half its height below finished grade;
- b. delete the definition for **Building** and replace it with the following: **Building** means a structure wholly or partly covered by a roof or roofs supported by walls, columns, or posts;
- c. delete the definition for **Coach House** and replace it with the following: means a **building** containing only one **dwelling unit** and which is located on the same lot as the **principal building**. For clarification, the lot containing the coach house and **principal building** cannot be subdivided under the Strata Property Act;
- d. delete the definition for **Dwelling unit** and replace it with the following: Dwelling unit means a self-contained suite of rooms used or intended to be used as a residence by one family and containing both cooking and sanitary facilities;
- e. delete the definition for **Floor area or gross floor area*** and replace it with the following: means the area of all storeys of the **building** measured to the exterior surfaces of the walls. For basement floor area calculations see definition for basement exemption section 5.25
- f. delete the definition for **Floor area ratio** and replace it with the following: means the figure obtained when the gross floor area of all buildings on a lot is divided by the legal area of the lot.
- g. delete **Floor area, below grade, where specified by this Bylaw**
- h. delete the definition for **Secondary Suite** and replace with the following: means a second dwelling unit located within the Principal Building otherwise used for a

Report/Recommendation to Council

Zoning Bylaw Amendment – Coach House

May 31, 2024

single residential use, with sleeping facilities, sanitary facilities, and cooking facilities that are for the exclusive use of the occupant(s) of the suite.

- i. Delete the definition for **Principal building or structure** and replace it with the following: means the **building** or **structure** for the **principal use** of the **parcel** as listed under the **permitted uses** of the applicable **zone**
- j. Delete the definition of **Residential** and replace it with the following: means the use of a dwelling unit for the accommodation and home life of a person or family and excludes emergency shelters and transitional housing;
- k. Delete the definition of **Floor area ratio** and replace it with the following: means the figure obtained when the gross floor area of all buildings on a lot is divided by the legal area of the lot.

Part 5 – General Regulations

Due to the deletion and replacement of floor area, the Bylaw no longer provided an exemption for garages. 5.24 would introduce a sliding scale of exemption based on parcel size. We have maintained the 90m² exemption for larger parcels but have introduced appropriate exemptions for small parcels. Section 5.25 update is in relation to some confusion on how exemptions are calculated for basement. The proposed updates clarify this exemption.

5.24 GARAGE

In residential use zones, not more than the following table shall be exempt from the computation of gross floor area, in **garage** areas:

Lot Size	Exemption
≥ 3966 m ²	90 m ²
≥ 2024m ² to 3965m ²	70 m ²
≥ 1349m ² to 2023m ²	50 m ²
≤ 1348 m ²	30 m ²

5.25 BASEMENT EXEMPTION

In residential use zones the following will apply, unless expressly provided for in a Zone.

Report/Recommendation to Council

Zoning Bylaw Amendment – Coach House

May 31, 2024

Basement Exemption

In Family Residential Use zones, all or part of the basement **floor area** shall be exempted from the calculation of Gross Floor Area by a percentage calculated under subsections (a) to (d).

(a) Subject to subsection (b), 100% of the **Gross Floor Area** shall be exempted under where the first storey floor height is less than 1.22 m (4 ft) above finished grade.

(b) The exemption under subsection (a) shall not exceed the lesser of the basement floor area or 25% of the total lot area.

(c) There shall be no exemption of a basement from Gross Floor Area where the first storey floor height is greater than 2.22 m (7 ft) above finished grade.

(d) Where the first storey floor height is greater than 1.22 m (4 ft) and less than 2.22m (7 ft) above grade, then the amount of Gross Floor Area to be exempted shall be calculated on the basis of the following formula where “P” represents the percentage:

$$P = (2.22 - H_{\text{actual}}) \times 100$$

where H_{actual} = height of first floor above average finished grade

Part 6 – Specific Use Regulations

This section identifies the regulations required for both secondary suites and coach houses. The current Bylaw lacks clarity as it refers to coach houses and secondary suites under the same regulations, but they should be separated as not all regulations apply to each type of dwelling unit.

The main areas that have been updated for secondary suites are:

- Providing clarity to remove the possibility of secondary suites to be constructed with a breezeway to the primary residence, which in essence creates a coach house.
- Increase to the maximum floor area allowed for a suite to 180m² (1937 ft²). Following a recommendation from APC committee.

Report/Recommendation to Council

Zoning Bylaw Amendment – Coach House

May 31, 2024

The main areas that have been updated for coach houses are:

- Coach house size is regulated by parcel size
- Coach houses are to be a minimum of 5m from the primary residence
- Basements are not permitted in a coach house
- Coach houses may be constructed on parcels that are 1/3 acre and above.

Part 8 – Zoning District Schedules

The section is a housekeeping item as staff identified that 3 zones were missing from the schedule.

Part 9 – Zoning Districts

The existing RS-1 zone has a number of areas that introduce ambiguity regarding coach houses and secondary suites. The proposed update will provide clarity in these areas.

The main areas that are proposed for updated are:

- Clarify that an RS-1 parcel can have up to 3 dwelling units
- Decrease the front yard setback to 7.6m which will maintain the same setbacks as Infill (INF) zone.
- Housekeeping in the RCH-1 zone, density was list twice and conflicted with each other

Options

1. THAT staff be directed to bring forward at Zoning Amendment Bylaw for Council's consideration as outlined in the report date May 31, 2024 from the Manager of Development Services entitled "Zoning Bylaw Amendment – Coach House".
(recommended)

OR

2. That staff be directed to incorporate further changes Anmore Zoning Amendment including:
 - a.

Report/Recommendation to Council

Zoning Bylaw Amendment – Coach House

May 31, 2024

b.

OR

3. That Council not proceed with the Zoning Amendment Bylaw.

Attachments

None.

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

Attachment 2

VILLAGE OF ANMORE

BYLAW NO. 687-2024

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

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

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

1. That this bylaw may be cited for all purposes as “Anmore Zoning Bylaw Amendment Bylaw No. 687-2024”.
2. That Anmore Zoning Bylaw No. 568- 2017 be amended under Part 2 – Definitions as follows:
 - a. delete the definition for **Basement** and replace it with the following: **Basement** means a storey having more than one-half its height below finished grade;
 - b. delete the definition for **Building** and replace it with the following: **Building** means a structure wholly or partly covered by a roof or roofs supported by walls, columns, or posts;
 - c. delete the definition for **Coach House** and replace it with the following: means a **building** containing only one **dwelling unit** and which is located on the same lot as the **principal building**. For clarification, the lot containing the coach house and **principal building** cannot be subdivided under the Strata Property Act;
 - d. delete the definition for **Dwelling unit** and replace it with the following: Dwelling unit means a self-contained suite of rooms used or intended to be used as a residence by one family and containing both cooking and sanitary facilities;
 - e. delete the definition for **Floor area or gross floor area*** and replace it with the following: means the area of all storeys of the **building** measured to the exterior surfaces of the walls. For basement floor area calculations see definition for basement exemption section 5.25
 - f. delete the definition for **Floor area ratio** and replace it with the following: means the figure obtained when the gross floor area of all buildings on a lot is divided by the legal area of the lot.
 - g. delete **Floor area, below grade, where specified by this Bylaw**
 - h. Delete the definition for **Principal building or structure** and replace it with the following: means the **building** or **structure** for the **principal use** of the **parcel** as listed under the **permitted uses** of the applicable **zone**

- i. Delete the definition of **Residential** and replace it with the following: means the use of a dwelling unit for the accommodation and home life of a person or family and excludes emergency shelters and transitional housing;
3. That Anmore Zoning Bylaw No. 568- 2017 be amended under Part 5 – General Regulations by adding:

5.24 GARAGE

In residential use zones, not more than the following table shall be exempt from the computation of gross floor area, in **garage** areas:

Lot Size	Exemption
≥ 3966 m ²	90 m ²
≥ 2024m ² to 3965m ²	70 m ²
≥ 1349m ² to 2023m ²	50 m ²
≤ 1348 m ²	30 m ²

5.25 BASEMENT EXEMPTION

In residential use zones the following will apply, unless expressly provided for in a Zone.

Basement Exemption

In Family Residential Use zones, all or part of the basement **floor area** shall be exempted from the calculation of Gross Floor Area by a percentage calculated under subsections (a) to (d).

(a) Subject to subsection (b), 100% of the **Gross Floor Area** shall be exempted under where the first storey floor height is less than 1.22 m (4 ft) above finished grade.

(b) The exemption under subsection (a) shall not exceed the lesser of the basement floor area or 25% of the total lot area.

(c) There shall be no exemption of a basement from Gross Floor Area where the first storey floor height is greater than 2.22 m (7 ft) above finished grade.

(d) Where the first storey floor height is greater than 1.22 m (4 ft) and less than 2.22m (7 ft) above grade, then the amount of Gross Floor

Area to be exempted shall be calculated on the basis of the following formula where “P” represents the percentage:

$$P = (2.22 - H_{\text{actual}}) \times 100$$

where H_{actual} = height of first floor above average finished grade

4. That Anmore Zoning Bylaw No. 568- 2017 be amended under Part 6 – Specific Use Regulations as follows:
 - a. delete Section 6.3 in its entirety and replace it with the following:

6.3 SECONDARY SUITE

A Secondary Suite use, where permitted, must conform to the regulations of this section:

- 6.3.1 Shall be wholly contained within an integral part of the One Family Dwelling.
- 6.3.2 Shall not be connected to the primary dwelling unit by a breezeway or enclosed hallway.
- 6.3.3 The registered owner(s) of the property shall occupy either the primary dwelling unit or the Secondary Suite dwelling unit as their principal residence.
- 6.3.4 Shall meet all BC Building Code requirements for **Secondary Suite** within newly constructed buildings or the alternate compliance methods for alterations to existing buildings to add a secondary suite.
- 6.3.5 One **Secondary Suite** is permitted per primary residence.
- 6.3.6 A **secondary suite** shall not have a **floor area** that exceeds 180 m².
 - b. add the following section after section 6.6:

6.7 COACH HOUSE

A Coach House, where permitted, must conform to the regulations of this section:

- 6.7.1 The registered owner(s) of the property shall occupy either the primary dwelling unit or the **Coach house** as their principal residence.
- 6.7.2 One **Coach house** is permitted per lot.
- 6.7.3 Unless expressly provided for in this bylaw, a **Coach house** shall not have a **floor area** that exceeds the following:

Lot Size	Coach House Floor Area Allowed
----------	--------------------------------

≥ 3966 m ²	Maximum 180m ²
≥ 2024m ² to 3965m ²	Maximum 100m ²
≥ 1349m ² to 2023m ²	Maximum 100m ²
≤ 1348 m ²	0 m ²

6.7.3 Unless expressly provided for in this bylaw, the maximum number of **dwelling units** permitted on a parcel shall not exceed the following:

Lot Size	Maximum Dwelling units
≥ 3966 m ²	3 units
≥ 2024m ² to 3965m ²	2 units
≥ 1349m ² to 2023m ²	2 units
≤ 1348 m ²	2 units

6.7.4 A **Coach house** shall have a minimum separation of 5m from the primary residence and shall adhere to the minimum setbacks for accessory building as stated in the applicable zone.

6.7.5 A **Coach house** shall provide a minimum of 1 parking stall for the dwelling unit.

6.7.6 A maximum of 2 enclosed parking stalls are allowed to be incorporated into the **coach house** structure.

6.7.7 The area of garage shall not be included in the calculation of floor area of the coach house. However, it will contribute to the FAR of the lot.

6.7.8 A **basement** is not permitted within a **Coach House**.

6.7.9 A **Coach House** shall be permitted in all residential zones.

5. That Anmore Zoning Bylaw No. 568- 2017 be amended under add the following to Part 8 Zoning District Schedules by adding:

Zoning District Name	Short Form	Min. Parcel Size
Comprehensive Development 7 (CORDOVADO)	CD-7	n/a
Infill Development	INF	1,349 m ²
Residential 2	RS-2	750 m ²

6. That Anmore Zoning Bylaw No. 568- 2017 be amended under Part 9 ZONING DISTRICTS as follows:

a. by deleting section 9.1 RESIDENTIAL 1 – RS – 1 and replacing it with the following:

9.1 RESIDENTIAL 1 – RS-1

9.1.1 Purpose

This **zone** is intended to provide **land** solely for the purpose of one-family **residential** housing as the **principal use**.

9.1.2 Permitted Uses and Minimum Parcel Size

Permitted Primary Uses	Permitted Secondary Uses	Minimum Parcel Size
One-Family Dwelling	Accessory Building	4,047 m ²
	Secondary Suite	
	Coach House	
	Home Occupation	
	Bed and Breakfast	

Notwithstanding section 9.1.2 and 9.1.3 or any other sections in this bylaw, **parcels** no larger than 4050m² zoned RS-1 that are wholly or partly within an **urban containment boundary** shall be permitted a maximum of four (4) **dwelling units**.

9.1.3 Maximum Building Size and Height

Permitted Use	Maximum Number	Maximum Size	Maximum Building Height
Principal Building	1	0.25 FAR	11m
Accessory Building	1	120 m ²	7m
Coach House	1	Refer to 6.7.3	7m

- (a) The maximum **gross floor area** for the and all **buildings** on the **parcel** shall not exceed a **floor area ratio (FAR)** of 0.25,
- (b) For the purposes of determining **gross floor area** of all **accessory buildings** on a **parcel**:
- (c) Maximum number of dwelling units allowed on a parcel shall not exceed 3.
- (d) Maximum number of structures allowed on a parcel not to exceed 3.

9.1.4 Minimum Building Setbacks

Permitted Use	Front Parcel Line Setback	Rear Parcel Line Setback	Exterior Side Parcel Line Setback	Interior Side Parcel Line Setback
Principal Buildings	7.6 m	7.6 m	7.6 m	5 m

Accessory Buildings
and Structures

7.6 m

7.6 m

7.6 m

5 m

- (a) For **accessory buildings and structures** less than 10 m² and in-ground **swimming pools**, the rear and interior side **setbacks** may be reduced to 3.0 m.

9.1.5 Maximum Parcel Coverage

The maximum **parcel coverage** shall be 25% of the **parcel**.

9.1.6 Off-Street Parking

Off-street parking spaces shall be provided on the same **parcel** as the **use** being served in accordance with the following requirements:

- (a) 2 spaces per **dwelling unit**;
- (b) 1 space per employee for **home occupation**.

9.1.7 Other Regulations

- (a) For **subdivision** regulations, see Part 7.
- (b) **Home occupation** shall be subject to the requirements of section 6.5.
- (c) **Bed and breakfast** shall be subject to the requirements of section 6.6.

- b. by deleting section 9.3.3 and replacing it with the following

9.3.3 Maximum Density

The maximum **gross density** shall not exceed 8 **parcels/acre**.

7. If any Part, Section, Subsection, Sentence, Clause or Phrase of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Bylaw.

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



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: June 14, 2024 File No. 3090-20
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 consider the issuance of Development Variance Permit DVP2024-01 for 3185 Sunnyside Rd.

Recommended Option

THAT Development Variance Permit DVP2024-01 be approved as recommended in the report dated June 14, 2024, from the Village Planner regarding 3185 Sunnyside Road, Anmore.

Background

Staff received a Development Variance Permit (DVP) Application to vary the inner side yard setback from 5m to 0.8m to accommodate an existing accessory building in the rear yard of 3185 Sunnyside Rd in the RS-1 zone (Attachment 1). The construction of a roof and an addition to the north of the existing building was initiated without a building permit. 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

June 14, 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 3) 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, of which none were identified. 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 applicant has since retained a Qualified Environmental Professional (QEP) who provided an Environmental Compliance Memorandum to evaluate adherence to provincial Riparian Areas Protection Regulation (RAPR). The report confirms the building location is 3m away from the Streamside Protection & Enhancement Area (SPEA) identified by the Simple Assessment RAPR methodologies. A Simple Assessment identifies the most conservative SPEA setbacks for fish habitat of 30 m SPEA with +4 m buffer as a precautionary measure. The report concluded that no contravention of the *RAPR*, *Water Sustainability Act* and *Federal Fisheries Act* has occurred. Minor soil may have been deposited in the existing covenant area and the report recommends that any exposed soil be reseeded/replanted with native riparian vegetation. Staff recommend a specific condition to adhere with the recommendation of the QEP report before issuance of a Building Permit.

Easements BB241580, Access from Lot 2 to Lot 1.

This Easement (Attachment 4) grants access in favour of the adjacent parcel to the south (Lot 2) to the subject property (Lot 1) and the agreement is only between the two property owners. The Easement grants Lot 2 owner access to the Lot 1 easement area to install and maintain its stormwater drainage system which connects to the Lot 1 owners' system. Staff have received an amended easement (Attachment 4) granting permission for the accessory building which currently encroaches onto the easement area to remain and to indemnify the owner of Lot 2 of any reasonable additional costs incurred by the Lot 2 owner to access the works that may lie beneath any portion of the accessory building.

Report/Recommendation to Council

3185 Sunnyside Rd – Development Variance Permit DVP2024-01

June 14, 2024

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. Uplands Drive has since been created and this Easement is not applicable and may be dissolved at the discretion of the Village.

Legislative Requirements

In accordance with Section 499 of the Local Government Act, notices were delivered to adjacent properties of Council's intent to consider DVP2024-01 at least 10 days prior to this Council meeting for resolution to issue the DVP.

Financial Implications

None.

Options

1. THAT Development Variance Permit DVP2024-01 be approved as recommended in the report dated June 14, 2024, from the Village Planner regarding 3185 Sunnyside Road, Anmore.

OR

2. THAT Council amend conditions for approval for DVP2024-01.

OR

3. THAT Council does not issue DVP2024-01.

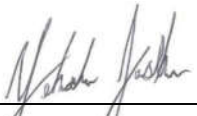

Attachments

1. Site Plan 3185 Sunnyside Rd
2. DVP2024-01
3. Restrictive Covenant BN242866
4. Easements BB241580
5. Easement BN242869

Report/Recommendation to Council

3185 Sunnyside Rd – Development Variance Permit DVP2024-01

June 14, 2024

Prepared by:	
 _____	
Josh Joseph Planner	
Reviewed for Form and Content / Approved for Submission to Council:	
Chief Administrative Officer's Comment/Concurrence	
	 -----
	Chief Administrative Officer

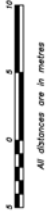


Attachment 1

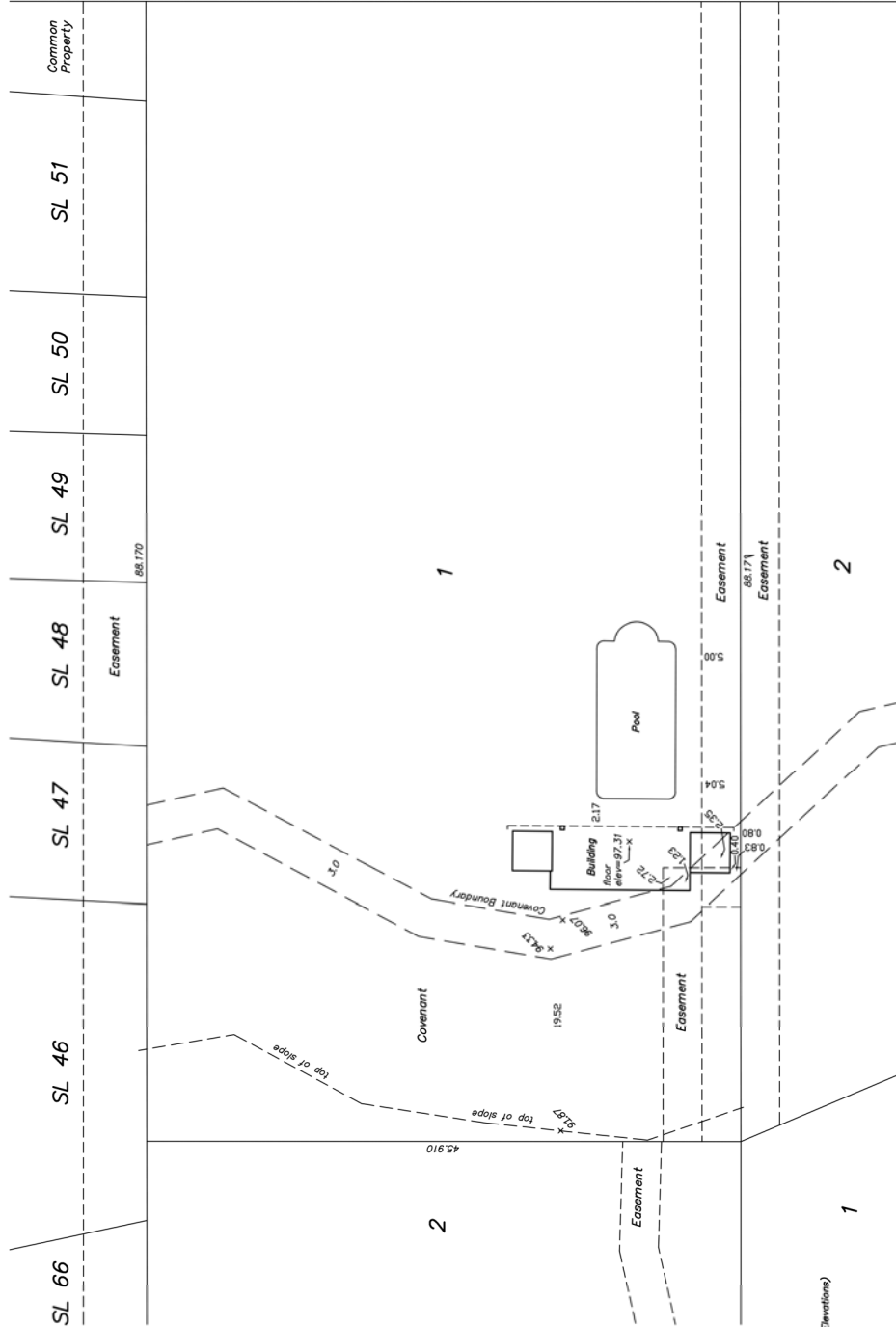
**SURVEY PLAN SHOWING THE LOCATION OF IMPROVEMENTS ON LOT 1,
SECTION 20, TOWNSHIP 39,
NEW WESTMINSTER DISTRICT, PLAN LMP43246**

PARCEL IDENTIFIER 024-495-993
CIVIC ADDRESS 3185 Sunnyside Road
Ammore, B.C.

SCALE:1:250



All distances are in metres



SUNNYSIDE ROAD

45.910

Common Property

SL 51

SL 50

SL 49

SL 48

SL 47

SL 46

SL 66

Easement

Easement

Easement

Easement

Easement

Easement

Easement

Easement

Easement

1

2

2

1

CHARGE NO.	NATURE
BN242865	Covenant
BN242866	Covenant
BN242869	Easement
BN242870	Covenant
BN242899	Covenant

VERNON C. GOUDAL & ASSOCIATES
 PROFESSIONAL LAND SURVEYING INC.
 202 - 1120 WESTWOOD STREET
 COQUITLAM, B.C. V3B 7K8
 TEL : (604) 942-4616
 FAX : (604) 464-5509
 FILE NUMBER : G7071A

LEGEND:
 x Spot Elevation (Assumed Elevations)
 Lot dimensions are based on Plan LMP43246.
 Elevations are assumed, shown in metres.
 This plan does not show all structures or improvements on Lot 1.
 Offsets shown are not to be used to define property lines. This plan was prepared for information only. We assume no responsibility for the unauthorized use of this plan.

CERTIFIED CORRECT
 this 10th day of April, 2024.

W. PAPOVE B.C.L.S.
 THIS DOCUMENT IS NOT VALID UNLESS
 ORIGINALLY SIGNED AND SEALED.

VILLAGE OF ANMORE

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, addition or structure shall comply with the applicable zoning setbacks.
5. This Permit does not constitute a subdivision approval or a building permit.
6. This permit is subject to the following condition: The minor soil deposited in the Restrictive Covenant area (BN242866) must be removed and any exposed soil must be reseeded/replanted with riparian vegetation in accordance with the recommendations of the Environmental Compliance Memorandum dated May 14, 2024.

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

LAND TITLE ACT
FORM C

99 SEP -8 15 11

BN242866

(Section 233)
Province of
British Columbia
GENERAL INSTRUMENT - PART 1

LAND TITLE OFFICE
NEW WESTMINSTER

(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 000-737-399

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
\$35.00

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.

KAREN-ANN COBB

Deputy Clerk - Anmore
2697 Sunnyside Rd.
Anmore, B.C. V3H 3C8

Karen-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:\DK\DOWN02\ANM500\DOCS\COVENANT.DOC

**LAND TITLE ACT
FORM D**

EXECUTIONS CONTINUED

Page 2 of 6 pages

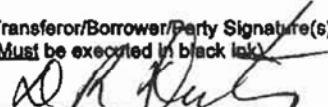
ENTER THE REQUIRED INFORMATION IN THE SAME ORDER AS THE INFORMATION MUST APPEAR ON THE FREEHOLD TRANSFER FORM,
MORTGAGE FORM OR GENERAL DOCUMENT FORM.


Officer Signature(s) 

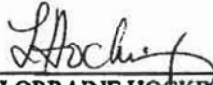
DONALD J. HASLAM
 Barrister & Solicitor
 8100 - 608 Burrard Street
 Vancouver, B.C. V7X 1M5
 Telephone (604) 683-0500
Car to all signatures

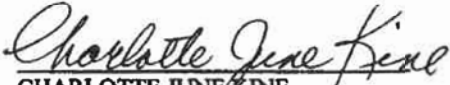
Y	Execution Date	
	M	D
99	6	17
99	6	17
99	6	17
99	6	17

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.

Attachment 4



Land Title Act
Charge
General Instrument – Part 1

1. Application

Judy Wong Law Corporation
205 -3030 Lincoln Avenue
Coquitlam BC
6049456982

2. Description of Land

PID/Plan Number	Legal Description
024-595-993	LOT 1 SECTION 20 TOWNSHIP 39 NEW WESTMINSTER DISTRICT PLAN LMP43246

3. Nature of Interest

Type	Number	Additional Information
MODIFICATION	BB241580	Transferee / Dominant Tenement: Registered Owner PID 024-596-001 Lot 2 Sec 20 Twp 39 NWD Plan LMP43246

4. Terms

Part 2 of this instrument consists of:
(b) Express Charge Terms Annexed as Part 2

5. Transferor(s)

MICHAEL DEAN VINTER
GINA LEE VINTER

6. Transferee(s)

MICHAEL DAVID FRICKER	PORTFOLIO MANAGER
YIYANG PAN	DATA SCIENTIST
3151 SUNNYSIDE ROAD ANMORE BC V3H 4Y7	

7. Additional or Modified Terms



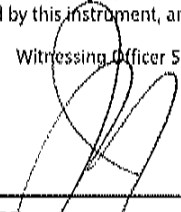
8. Execution(s)

This instrument creates, assigns, modifies, enlarges 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.

Witnessing Officer Signature

Execution Date

Transferor / Transferee / Party Signature(s)




Judy Wong
Barrister & Solicitor
205 - 3030 Lincoln Avenue
Coquitlam BC V3B 6B4

YYYY-MM-DD
2024/5/24



Michael Dean Vinter



Gina Lee Vinter

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.

Witnessing Officer Signature

Execution Date

Transferor / Transferee / Party Signature(s)

YYYY-MM-DD

Michael David Fricker

Yiyang Pan

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.



8. Execution(s).

This instrument creates, assigns, modifies, enlarges 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.

Witnessing Officer Signature

Execution Date

Transferor / Transferee / Party Signature(s)

YYYY-MM-DD

Judy Wong
Barrister & Solicitor
205 - 3030 Lincoln Avenue
Coquitlam BC V3B 6B4

Michael Dean Vinter

Gina Lee Vinter

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.

Witnessing Officer Signature

Execution Date

Transferor / Transferee / Party Signature(s)

YYYY-MM-DD
2024-05-24

NICHOLAS AULD
Barrister & Solicitor
#300 - 906 Roderick Avenue
Coquitlam, B.C. V3K 1R1
604-527-4242

Michael David Fricker

Yiyang Pan

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.



Witnessing Officer Signature

Execution Date

YYYY-MM-DD

Transferor / Transferee / Party Signature(s)

Royal Bank of Canada
By their Authorized Signatory

Name

Name

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.

Electronic Signature

Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the *Land Title Act*, RSBC 1996 c.250, that you certify this document under section 168.41(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.

TERMS OF INSTRUMENT – PART 2

MODIFICATION OF EASEMENT AGREEMENT

WHEREAS:

- A. **MICHAEL DEAN VINTER and GINA LEE VINTER** (together, the "**Transferor/ LOT 1 Owner**") are the registered owner of all and singular that certain parcel of land situate in the Village of Anmore, in the Province of British Columbia, which is more particularly known and legally described as:

Parcel Identifier 024-595-993
LOT 1 SECTION 20 TOWNSHIP 39 NEW WESTMINSTER DISTRICT PLAN LMP43246

(the "**Servient Tenement**");

- B. **MICHAEL DAVID FRICKER and YIYANG PAN** (together, the "**Transferee/ LOT 2 Owner**") are the registered owners of the lands more particularly described as:

Parcel Identifier 024-596-001
LOT 2 SECTION 20 TOWNSHIP 39 NEW WESTMINSTER DISTRICT PLAN LMP43246

(the "**Dominant Tenement**");

- C. The Easement Agreement was filed on May 28, 2008 under BB0241580 allowing the Lot 2 Owner access over the Lot 1 Easement Area as defined therein and shown on Plan BCP36466 (the "Easement Agreement").
- D. The Lot 2 owner has installed pipes within the Easement Area, as part of its stormwater drainage system, that connect to the Lot 1 owner's system. Clause 2(a), (b) and (d) of the Easement Agreement reference "Works" that are not otherwise defined; and the parties agree that Easement Agreement was intended to grant rights to install and maintain stormwater drainage works;
- E. Subsequent to the filing of the Easement Agreement, The Lot 1 Owner erected a poolhouse structure (the "Improvement") over part of the Lot 1 Easement Area (the "**Encroachment**") which encroaches within the Lot 1 Easement Area, see attached Schedule "A"; and
- F. The parties have agreed to modify the Easement Agreement, whereby the Lot 2 Owner has agreed to grant to the Lot 1 Owner certain rights to permit the continuation of the Encroachment for the life of the Improvement, all in accordance with and subject to the terms of this Agreement.

NOW THEREFORE in consideration of the premises, covenants and agreements herein and of the Ten dollars (\$10.00), now paid by the Lot 1 Owner to the Lot 2 Owner, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The grant at Paragraph 1 of the Easement Agreement is hereby modified by the addition of the following, after the words "the "Easement Plan),":

to:

construct, maintain and access stormwater drainage works, including pipes, connections, and fittings ("the Works"),

to pass and repass over the Easement Area for the purpose of constructing, installing, operating, maintaining, cleaning, inspecting, and replacing the Works;

to construct, maintain, and access improvements connecting the Works to the stormwater drainage system on the Servient Lands;

to allow storm drainage waters to flow through the stormwater system constructed on the Servient Lands; and

generally to do all acts reasonably necessary for the purposes set out in this Paragraph 1.

This modification of Paragraph 1 will accommodate only the existing Works (and repair and maintenance thereof) and will not allow the Lot 2 owner to add to or expand the Works.

2. The Lot 2 Owner hereby grants to the Lot 1 Owner:
 - (a) permission for the Improvement over the Encroachment to remain and continue to exist to the same extent and in the same location as it now exists over the Lot 1 Easement Area contrary to section 2(a) of the Easement Agreement; and
 - (b) permitting the ongoing use of Improvement over the Encroachment to the same extent as is now used.
3. The Lot 2 Owner shall not do or permit to be done any act or thing which might interfere with, obstruct or impair the use of the Improvement over the Lot 1 Easement Area, but rather shall permit the Lot 1 Owner to peaceably hold and enjoy the rights hereby granted.
4. The Lot 1 Owner, at its sole cost and expense, shall have the responsibility and obligation for the maintenance and repair of the Improvement on the Easement Area. The Lot 2 Owner will continue, at its sole cost and expense have the responsibility and obligation for the maintenance and repair of the existing pipes previously installed for the benefit of the Lot 2 Owner (the "Works"). The Lot 1 Owner will indemnify the Lot 2 Owner for any reasonable additional costs incurred by the Lot 2 Owner to access the Works that may lie beneath the Improvement.
5. The Lot 1 Owner agrees that, when exercising those rights granted to it by the Lot 2 Owner in Section 1 herein, the Lot 1 Owner will at all times act reasonably and with due consideration for the interests of the Lot 2 Owner and will cause as little disturbance to the Works as is reasonably practicable.
6. This Agreement shall remain in full force and effect until the earliest of the following:
 - (a) the removal of the Encroachment;
 - (b) the destruction or demolition of the Improvement;
 - (c) the written agreement of the parties;

- (d) the Works are no longer required by the Lot 2 Owner and are removed from the Lot 1 Easement Area.
7. On termination of this Agreement the Transferee shall execute such discharges or releases as may be required by the Transferor to fully discharge this Agreement from title to Lot 1.
8. The easement over the Easement Area and the Servient Tenement and the covenants of the Transferor and Transferee in the Easement Agreement and as modified herein shall run with and be registered against the title and be binding upon the registered owners, tenants and occupants thereof for the time being and from time to time and shall enure to the benefit of the registered owners and tenants thereof for the time being and from time to time and shall be enforceable by the Transferee or Transferor as the case maybe and its tenants and successors in title against the other and its tenants and successors in title provided that:
- (a) the obligations of the Transferee herein are only for that period of time during which the Transferee has an interest in the Dominant Tenement and no person shall be liable for any covenant of the Transferee herein contained except during the period in which that person has an interest, either in whole or in part, in the Dominant Tenement; and
- (b) the obligations of the Transferor herein are only for that period of time during which the Transferor has an interest in the Servient Tenement and no person shall be liable for any covenant of the Transferor herein contained except during the period in which that person has an interest, either in whole or in part, in the Servient Tenement.
9. This Agreement will not in any way operate to restrict the Transferor from using the Servient Tenement in any manner, including the constructing, building, installing or placing a building, development or other improvement on the Servient Tenement, inclusive of the Easement Area, provided that such use by the Transferor shall not interfere with or derogate from the rights granted to the Transferee hereunder.
10. Wherever the terms "Transferor" and "Transferee" are used herein, the same shall be construed as meaning the plural, masculine, feminine or body corporate or politic, where the context or the parties so require.
11. The provisions herein contained together with the Easement Agreement constitute the entire agreement between the parties and supersede all previous communications, representations, and agreements, whether oral or written, between the parties with respect to the subject matter hereof, there being no representations, warranties, terms, conditions, undertakings, or collateral agreements (express, implied, or statutory), between the parties other than as expressly set forth in this Agreement.
12. No supplement or amendment, modification or waiver or termination of this Agreement will be binding unless executed in writing by the parties hereto.
13. This Agreement will be governed by and construed in accordance with the laws of British Columbia.
14. Time will be of the essence of this Agreement.
15. No condoning, excusing or waiver by any party hereto of any default, breach or

nonobservance by any of the other parties hereto at any time or times in respect of any covenant, proviso or condition herein contained will operate as a waiver of that party's rights hereunder in respect of any continuing or subsequent default, breach or nonobservance, or so as to defeat or affect in any way the rights of that party in respect of any such continuing or subsequent default, breach or non-observance, and no waiver will be inferred from or implied by anything done or omitted to be done unless such waiver is in writing.

CONSENT AND PRIORITY AGREEMENT

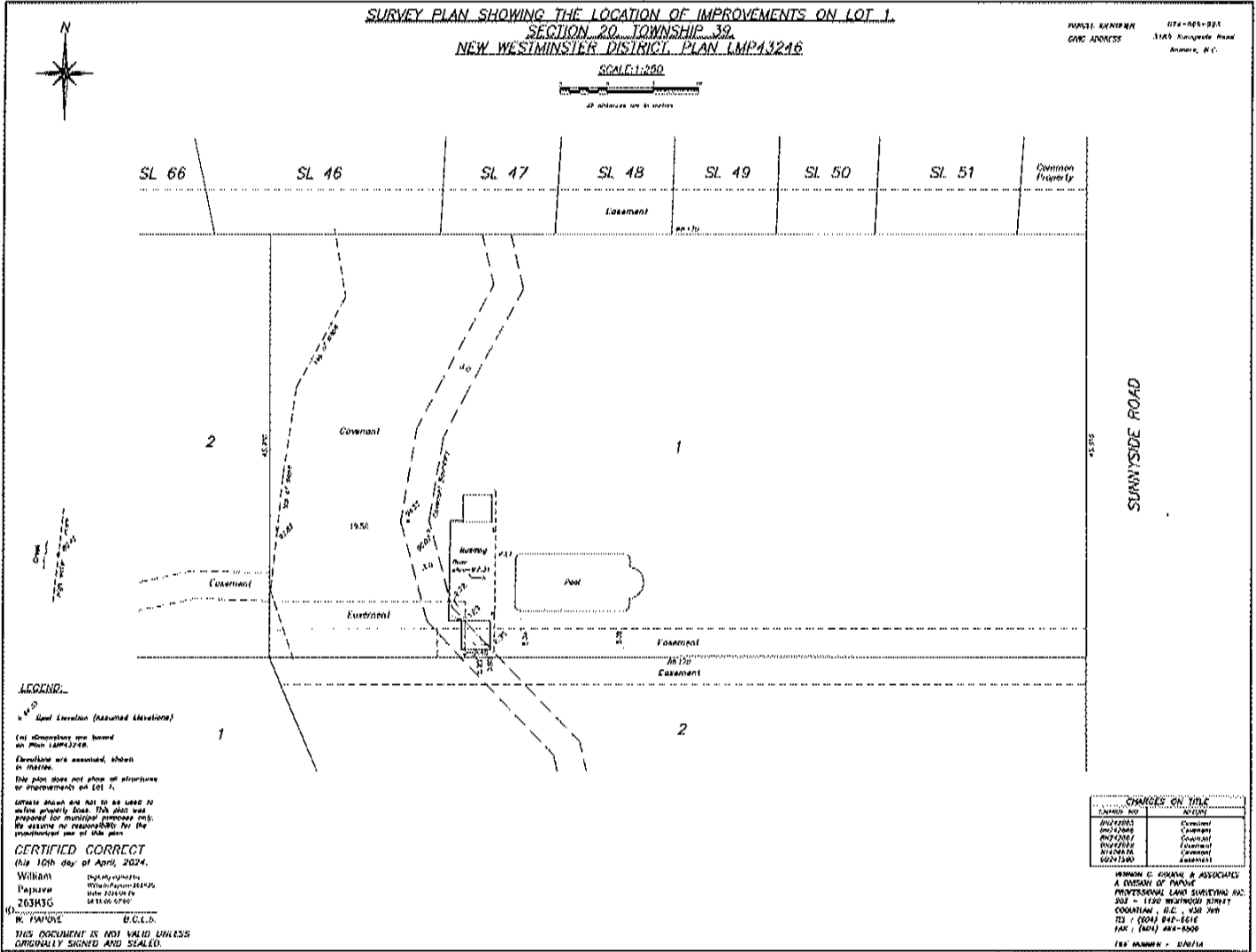
WHEREAS Royal Bank of Canada (the "**Chargeholder**") is the holder of Mortgage No. CA797509 registered against the Lands at the Lower Mainland Land Title Office on May 29, 2008 (the "Interest")

NOW THEREFORE THIS CONSENT AND PRIORITY AGREEMENT WITNESSES THAT:

In consideration of \$1.00 now paid to the Chargeholder and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Chargeholder hereby join in and consent to the granting of this Modification of Easement BB241580 (the "**Modification**"), postpones the Interest to the Modification and covenants that the Modification will bind the Interest in the Lands and rank in priority upon the Lands over the Interest as if the Modification had been executed, delivered and registered prior to the execution, delivery and registration of the Interest and prior to the advance of any funds thereunder.

IN WITNESS WHEREOF the parties hereto have executed this Modification by executing the Form C attached to and forming part of this Modification.

Schedule 'A'



9 SEP -8 15 12

BN242869

99 SEP -8 15 12

BN24287

LAND TITLE ACT
FORM C
(Section 233)

LAND TITLE OFFICE

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, 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:*

(RID) See Schedule
(Legal Description)

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 MW 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

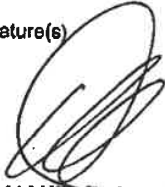
**LAND TITLE ACT
FORM D**

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 43246
 - Not Available Lot 2, Sections 16, 20 and 21, Tp39, NWD, Plan LMP 43246
 - ~~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 (page and paragraph)	PERSON ENTITLED TO INTEREST
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):
 DONOVAN RAYMOND DOWNTON, ^{mechanic} 3151 Steveston Highway, Richmond, B.C. V7E 2J4,
 VELDA ELAINE DORAN, ^{Registered} 7966 Elwell Street, Burnaby, B.C. V5E 1M4, LORRAINE HOCKING, ^{Nurse} 7552 - 113th Street, Delta, B.C. V5C 3B5 and CHARLOTTE JUNE KINE, ^{Nursery Worker} 50 - 27435 - 29A Avenue, Aldergrove, B.C. V5W 3M4

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");

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...

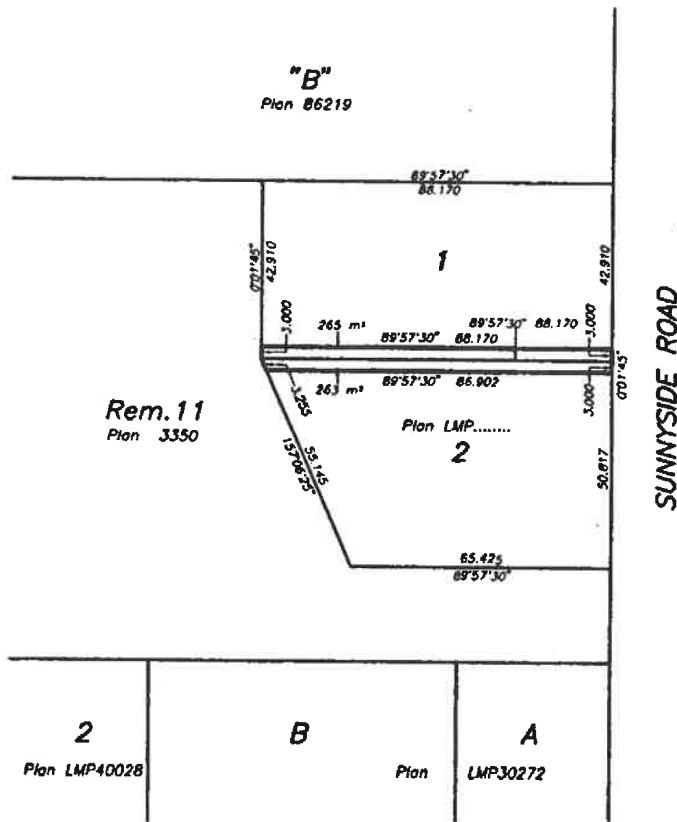
REGISTRAR

This plan lies within the Greater
Vancouver Regional District.

SCALE: 1:1000



All distances are in metres



LEGEND :

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

All distances are in metres.

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

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

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

END OF DOCUMENT

C 5151-08 C



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: June 14, 2024 File No. 2770-01
Submitted by: Karen Elrick, Chief Administrative Officer
Subject: Additional Resource Requirements

Purpose / Introduction

To seek Council approval of additional resources for operational requirements.

Recommended Option

That on-going funding for additional public works and facility related support of \$80,000 per annum be approved to be funded from accumulated operating surplus for the balance of 2024.

Background

The Village has additional resource requirements in the following areas on an ongoing basis:

- Public works labour, standby, on-call, and snow removal
- Facility maintenance coordination

Discussion

Most recently, the Village bylaw enforcement role was contained within the public works department with additional responsibilities related to public works labour. In a continuous effort to identify areas of improvement operationally, the bylaw enforcement function has been moved back to the Village administration area. As a result, gaps have been identified in resourcing in public works, specifically related to general labour, leave coverage, on-call/standby coverage, and seasonal coverage related to snow and ice removal. Having an additional staff member available for rotation duties will also likely result in a cost savings for call out and overtime. Furthermore, with the completion of the Anmore Community Hub, coordination of routine maintenance items, repairs, and other related activities are currently not resourced.

Additionally, the opportunity exists, should there be a suitable candidate, for a Village employee to become and/or maintain membership with the Sasamat Volunteer Fire

Report/Recommendation to Council

Additional Resource Requirements

June 14, 2024

Department (SVFD). The Village has previously supported staff members in their volunteer efforts by creating flexible working arrangements which would allow a SVFD member who is also a Village employee to respond to calls during regular working hours, resulting in increased capacity for SVFD.

Other Options

- 1. That on-going funding for additional public works and facility related support of \$80,000 per annum be approved to be funded from accumulated operating surplus for the balance of 2024. (recommended)**

OR

2. That staff be directed to present additional resource requirements as part of the 2025 budget planning for Council's consideration.

OR

3. That funding for additional resource requirements be declined, at this time.

Financial Implications

The additional staff person which would be funded by accumulated surplus in 2024 would be factored into the 2025-2029 5-Year Financial Plan, which may impact taxation.

Communications / Civic Engagement

None.

Council Strategic Plan Objectives

The recommendations within this report align with the following Council Strategic Objectives:

- Support the great staff in Anmore
- Maintain and enhance service levels


Attachments:

None.

Report/Recommendation to Council

Additional Resource Requirements

June 14, 2024

Prepared by:
 <hr data-bbox="204 636 792 640"/> <p>Karen Elrick Chief Administrative Officer</p>

For Metro Vancouver meetings on Friday, May 31, 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.

Special Joint Board Meeting

B1 May 31, 2024 Board Budget Workshop: 2025 Budget and 5-Year Financial Plan Scenarios for Consideration — Separated Motion **APPROVED**

The MVRD Board directed staff to prepare the 2025 Budget and 2025-2029 Financial Plan.

B1 May 31, 2024 Board Budget Workshop: 2025 Budget and 5-Year Financial Plan Scenarios for Consideration — Separated Motion **APPROVED**

The MVHC Board directed staff to prepare the 2025 Budget and 2025-2029 Financial Plan.

B1 May 31, 2024 Board Budget Workshop: 2025 Budget and 5-Year Financial Plan Scenarios for Consideration — Separated Motion **APPROVED**

The GVWD Board directed staff to prepare the 2025 Budget and 2025-2029 Financial Plan.

B1 May 31, 2024 Board Budget Workshop: 2025 Budget and 5-Year Financial Plan Scenarios for Consideration — Separated Motion **APPROVED**

The GVS&DD Board directed staff to prepare the 2025 Budget and 2025-2029 Financial Plan by allocating the \$2.8 billion required to complete the NSWWTP Program according to Option 3 from Table 6 in the report. The GVS&DD Board also directed staff to phase in the costs over five years for the North Shore Sewerage Area and over one year for the remaining sewerage areas.

Metro Vancouver Regional District

E1.1 Regional Parks 2023 Annual Report **RECEIVED**

In 2023, Regional Parks continued to protect natural areas and connect people to nature, progressing towards the vision of a resilient network of regional parks and greenways that continues to provide important climate, health, and other benefits to park visitors and the wider region. There were 14.5 million visits to regional parks and greenways with records set at four locations.

In 2023, 49,828 people took part in 578 programs, events, and outreach activities, while 4,747 volunteers and park partners contributed 18,022 hours to stewardship, education activities, and interpretive programs

and events. Ninety-nine hectares of land were added to the regional parks system while staff advanced numerous planning, design, and asset management initiatives.

The Board received the report for the information.

E2.1 Reducing Regional Air Contaminant Emissions from Small Non-Road Equipment **APPROVED**

Small non-road equipment used in landscaping and light industrial applications — such as leaf blowers and lawn mowers — generates air contaminants that are harmful to human health and the environment. Across the region, the amount of health-harming air contaminants produced from this sector is about half as much as the nearly 1.5 million light-duty vehicles in the region. Staff have had initial conversations with industry associations, equipment manufacturers, member municipalities, and the provincial government about reducing air contaminant emissions from small non-road equipment through the transition to emission-free alternatives. By July 2023, over 1,200 residents and professionals had responded to an information-gathering questionnaire from Metro Vancouver.

Electric equipment is growing in popularity, availability, and performance, and has the benefit of reducing harmful emissions and noise. A feasibility study is under way to identify types of equipment ready for the transition. Metro Vancouver’s member jurisdictions have expressed interest in a regional approach based on Metro Vancouver’s authority to manage air quality. Engagement with interested audiences would inform the development of a supportive framework for this transition, and would include a dialogue on a potential regulatory approach that could expedite the transition. After the engagement, staff will present a summary of feedback and recommendations for the Board’s consideration and further direction.

The Board directed staff to engage with interested audiences on options for developing a supportive framework and potential requirements to reduce health-harming air contaminant emissions from small non-road equipment.

E2.2 BC Utilities Commission Decisions and Local Government Interests in the Energy Transition **RECEIVED**

Decisions recently issued by the BC Utilities Commission (BCUC) for three proceedings in which Metro Vancouver participated (FortisBC’s long-term resource plan, BC Hydro’s long-term resource plan, and FortisBC’s renewable natural gas (RNG) program) were generally aligned with the positions taken by the local government interveners. In these proceedings Metro Vancouver advocated for fairness in energy rates and coordinated long-term planning. Both of the utilities’ long-term plans were accepted, but the BCUC did not resolve the need for coordinated energy planning between BC Hydro and FortisBC.

The BC Government has communicated, in responses to letters from the Board, that a forthcoming Climate Aligned Energy Framework for BC is expected to address this concern. In the RNG proceeding, the BCUC denied a RNG connections service for new construction due to an unfair rate subsidized by existing ratepayers.

Metro Vancouver’s participation in this proceeding highlighted the value of local government input to provincial energy planning. Staff will continue to seek opportunities for provincial input and advocacy to encourage alignment with regional policies.

The Board received the report for information and directed staff to forward a copy of the report to the mayors and council members of each Metro Vancouver member jurisdiction.

E2.3 Best Practices in Energy and Emissions Benchmarking and Reporting for Existing Large Buildings **REFERRED**

At its January 2024 meeting, the Board chose not to proceed with engagement on a potential regulatory approach to phase in emissions limits for existing large buildings. In response to the Board’s expressed concerns about the approach, including impacts on affordability, staff have been exploring alternative means to support large buildings in the energy transition with an aim to protecting human health and reducing energy waste and associated costs. With the rise in extreme heat events and cold snaps in the region in recent years, every building needs a plan to improve energy efficiency, safeguard occupant health and comfort, and reduce emissions.

Experience in over 60 North American jurisdictions demonstrates that building benchmarking and reporting requirements are a well-accepted practice that can enable these benefits. Benchmarking consists of tracking a building’s energy and emissions performance over time and comparing it with other similar buildings so that owners have more information about their building’s performance. Benchmarking and reporting requirements have become a common approach for jurisdictions seeking to support building owners to retrofit their buildings. Staff will use feedback on this report to seek future direction from the MVRD Board on exploring options for energy and emissions benchmarking and reporting requirements in existing large buildings.

The Board referred the report to the September MVRD Board meeting

E3.1 Metro 2050 Climate Policy Enhancement Study – Recommendations **APPROVED**

The Board directed staff to prepare a bylaw to amend *Metro 2050* for consideration based on the following recommendations:

- develop a revised definition for the regional Rural land use designation
- encourage the development of local hazard and risk data that meets key requirements
- add new climate-related performance monitoring metrics
- increase intersection density and permeability of the urban street grid

E3.2 2024 Agriculture Awareness Grant Recommendations **APPROVED**

The Board awarded the annual Agriculture Awareness Grants in the total amount of \$55,000 as follows:

- BC Agriculture in the Classroom, for “Take a Bite of BC” in the amount of \$4,725
- BC Agriculture Council, for “Speak Up Training” in the amount of \$3,000
- Delta Farmland and Wildlife Trust, for “Day at the Farm” in the amount of \$2,000
- Earthwise Society, for “Tomato Festival” in the amount of \$2,500
- Environmental Youth Alliance, for “Plant Gifts for Community Project” in the amount of \$4,725

- Farm Folk/City Folk, for “Days on the Farm” in the amount of \$4,725
- Fraser North Farmers Market Society, for “The Farmers Who Feed You” in the amount of \$3,400
- Growing Chef’s Society, for “Classroom Gardening & Cooking Program” in the amount of \$3,000
- Hives for Humanity, for “Knowing Our Soils” in the amount of \$5,500
- KPU Foundation, for “Productive Agroforestry Demonstrations Serving Metro Vancouver” in the amount of \$2,500
- Langley Environmental Partners Society, for “Langley Eats Local” in the amount of \$3,000
- BC Chicken Growers, for “Poultry in Motion School and PNE Attendance” in the amount of \$3,500
- Public Health Association of BC, for “Farm to School BC Celebration Farm Field Trips” in the amount of \$1,375
- The Sharing Farm, for “14th Annual Garlic Fest” in the amount of \$3,000
- Trinity Grace, for “Farm-to-Plate Marketplace” in the amount of \$5,050
- UBC Centre for Sustainable Food Systems, for “Agriculture, Food Systems and Food Justice: A Leadership Program for Youth” in the amount of \$3,000

E3.3 Metro 2050 Implementation Guideline – Regional Liquid Waste Services Planning **APPROVED**

Metro Vancouver is developing and updating a suite of implementation guidelines to support the interpretation and implementation of *Metro 2050*. A new Regional Liquid Waste Services Planning Implementation Guideline has just been completed; it is intended to help planners and engineers from member jurisdictions better understand the relationship between anticipated population growth and regional liquid waste infrastructure planning. The implementation guideline provides guidance on when and what type of growth-related data from Regional Planning and member jurisdictions is required to better plan for long-term regional liquid waste infrastructure needed to service such growth.

The Board endorsed the implementation guideline as presented.

E4.1 Alternative Funding Models for E911 and NG911 **APPROVED**

At the Mayors Committee meeting on February 1, 2023, members directed staff to explore potential funding options through the Canadian Radio Telecommunications Commission to offset increased E-Comm costs, including mobile phone user fees. Staff have reviewed this issue and recommend working with the Union of British Columbia Municipalities (UBCM) to explore alternative funding models to cover all costs associated with E911 and NG911.

The Board directed staff to work with UBCM to explore alternative funding models for E911 and NG911 services including, but not limited to, a cellphone levy.

E5.1 Electoral Area A Community Wildfire Resiliency Plan **APPROVED**

Metro Vancouver is the local authority responsible for emergency management in Electoral Area A. The majority of rural and remote communities in Electoral Area A (those outside of UBC and the University Endowment Lands) are either within or adjacent to vegetated/forested landscapes that are susceptible to wildfires. None of these areas are covered by a fire service. To help Metro Vancouver understand how to

reduce the wildfire risk to these communities, B.A. Blackwell & Associates Ltd. was contracted in June 2023 to complete a *Community Wildfire Resiliency Plan* that follows a standard provincial template based on FireSmart disciplines. The Plan contains 35 recommendations for Metro Vancouver to consider. The recommendations fall into the following categories:

- Education (residents, administration, visitors)
- Legislation, Planning, and Development
- Interagency Cooperation
- Cross-Training and Wildfire Response Resources (training and equipment)
- Emergency Planning
- Vegetation Management

The recommendations and action items should be considered a toolbox of options to help reduce the wildfire risk and consequence to the rural and remote communities within Electoral Area A. Considering limited Metro Vancouver staff and budget resources, staff recommend seeking grant funding from the Province and preparing an implementation plan to prioritize the plan’s recommendations.

The Board:

- Endorsed the *Community Wildfire Resiliency Plan* for Electoral Area A (excluding UBC and the University Endowment Lands) for the purposes of *MVRD Open Burning Emission Regulation Bylaw No. 1355, 2022*
- Directed staff to apply for a FireSmart Community Funding and Support grant to help implement the plan, and to confirm Metro Vancouver will provide overall grant management
- Directed staff to prioritize the proposed recommendations and action items in the *Electoral Area A Community Wildfire Resiliency Plan*, and to bring an implementation plan back to the Electoral Area Committee and MVRD Board for consideration.

E5.2 Electoral Area A Zoning Bylaw Amendment – Provincial Housing Legislation

APPROVED

In November 2023, the Province passed legislation to stimulate the infill and intensification of housing in single-detached neighbourhoods and transit-oriented areas throughout BC. For the rural and remote areas of Electoral Area A where Metro Vancouver has local land-use planning jurisdiction (i.e. zoning and official community plan bylaws), the *Housing Statutes (Residential Development) Amendment Act, 2023* requires all single-family and duplex residential zones to allow for secondary suites and/or accessory dwelling units. The *Electoral Area A Zoning Bylaw* already allows this, and therefore complies with the new housing legislation. However, staff have identified revisions to related regulations in the zoning bylaw that would improve alignment with provincial policy guidance for zoning bylaw regulation best practices, and therefore propose the minor amendments summarized in this report. Because no public hearing will be held for this bylaw, Metro Vancouver is required to give notice and allow for the public to submit comments prior to consideration of first reading.

The Board directed staff to prepare a bylaw and give notice that a public hearing will not be held in accordance with section 464(2) of the *Local Government Act*.

E6.1 Regional Talent Accelerator: Workforce Development Needs Assessment and Opportunities

APPROVED

It is essential that a strong pipeline of skilled workers is readily available to support investment growth and prosperity in the Metro Vancouver region. The region’s workforce must meet the immediate and future talent needs of a global economy. It is reported that the province is facing a labour market shortage in key industries. Addressing the risks associated with a skills shortage is crucial for the region’s economic prosperity.

A regional talent accelerator is intended to be a workforce development centre of excellence that will work with employers, investors, levels of governments, and training providers to deliver customized real-time training solutions to build the workforce and provide a foundation for a stronger economy. The concept for a regional talent accelerator was developed as a result of research, stakeholder engagement, industry feedback, and a direction from the Invest Vancouver Management Board. To execute this workforce development solution, this report proposes that a business plan and an outreach and engagement strategy are needed to further develop the workforce development strategy, secure external partnerships, and identify a sustainable funding model.

The Board directed staff to develop a business plan for a regional talent accelerator with the support of additional resources contingent through the budget process, and directed staff to develop an outreach and engagement strategy to secure external support and identify a sustainable funding model for the regional talent accelerator.

E6.2 High-Tech Sector in the Metro Vancouver Region

RECEIVED

The Metro Vancouver Region’s High-Tech Engine: Boosting the Economic Landscape report is complete. The region is home to an emerging technology hub, which encompasses digital media and entertainment, life sciences, high-tech goods, and high-tech services. The sector’s employment grew by 75 per cent from 2009 to 2021, faster than the 33 per cent growth in the broader regional economy during the same period. Investment activity highlights the array of specializations thriving in the region. Occupations data confirms the presence of concentrations of skilled workers and provide compelling evidence of regional competitive advantages.

The report found that while scoring well on many factors critical to international firms looking to expand, including access to talent, established clusters, and competitive costs, these advantages are still not widely recognized globally, underscoring the need to promote the region’s technology sector. The adoption of Artificial Intelligence could create further competitive advantages and spur economic development in the region if combined with expertise in domains such as mining, construction, and health care.

The Board received the report for information.

E6.3 Investment Attraction Update

RECEIVED

In the first quarter of 2024, Invest Vancouver received 32 new expressions of interest in the Metro Vancouver region. The net result is a current roster of 112 companies that have expressed an interest in the region, representing 2,612 jobs and \$2.8 billion in potential direct investment. In the first quarter, Wayve, a UK-based company, announced that it has chosen the region to expand its international operations, bringing over \$18 million in direct investment to the regional economy and generating 20 local jobs. They are considering Vancouver for their first office. Companies that expressed an interest came from a variety of sources, including partner referrals and Invest Vancouver’s in-market activities. The second quarter is expected to include similar activity.

The Board received the report for information

E6.4 Global Promotion and Regional Collaboration

RECEIVED

Invest Vancouver continues to grow its reach through various promotional channels and collaboration initiatives. Aligned with the Invest Vancouver Management Board 2024 Work Plan and the 2024 Annual Plan, Invest Vancouver continues to leverage digital platforms and foster partnership opportunities to bolster economic development. Overall, Invest Vancouver's strategic approach to global promotion and regional collaboration underscores its commitment to fostering economic growth and global connectivity in the region.

Invest Vancouver effectively uses owned digital channels, including social media, website, and newsletter, to reach both a local and global audience. In 2023, Invest Vancouver achieved growth across its digital channels, including a doubling of LinkedIn followers, a 39 per cent increase in website visits, and an email open rate that doubles the industry average. Additionally, Invest Vancouver engaged in 20 regional collaborations, driving awareness and engagement, enhancing the regional economic development ecosystem, elevating industry hubs, increasing capacity and global connectedness, and catalyzing innovation.

The Board received the report for information

E7.1 Metro Vancouver External Agency Activities Status Report – May 2024

RECEIVED

The Board received for information the following submissions from Metro Vancouver representatives to external organizations:

- Agricultural Advisory Committee
- Delta Heritage Airpark Management Committee
- Fraser Valley Regional Library Board
- Ocean Watch Action Committee
-  (Katzie First Nation) Treaty Negotiation Table
- Lower Mainland Local Government Association
- Municipal Finance Authority of BC
- National Zero Waste Council
- Metro Vancouver Regional Parks Foundation

- Sasamat Volunteer Fire Department Board of Trustees
- Solid Waste and Recycling Industry Advisory Committee
- Solid Waste Management Plan Public/Technical Advisory Committee
- Union of BC Municipalities – Indigenous Relations Committee
- Union of BC Municipalities
- Western Transportation Advisory Council
- Zero Emissions Innovation Centre

E7.2 Alternative Approval Process for MVRD Loan Authorization Bylaw No. 1381, 2024 **APPROVED**

On May 3, 2024, the Vancouver Sun failed to publish the first of two statutorily required notices for the alternate approval process (AAP) for *MVRD Loan Authorization Bylaw No. 1381, 2024*. Notices must now be published on June 4 and June 11, with a new certification date of July 12, 2024.

The Board re-established the deadline for receiving responses for the AAP and approved the revised elector response form.

G1.1 MVRD Regional Parks Regulation Amendment Bylaw No. 1384, 2024 – Amends Bylaw No. 1177, 2012 **APPROVED**

In February 2024, the Board approved a pilot program to permit alcohol consumption in designated areas of six regional parks from Friday, June 28 to Monday, October 14, during park hours.

Staff prepared a bylaw amendment to enable the implementation of the pilot program to permit alcohol consumption in regional parks.

The Board gave first, second, and third readings to *Metro Vancouver Regional District Regional Parks Regulation Amendment Bylaw No. 1384, 2024*; then adopted it.

G1.2 MVRD Consumption of Liquor in Regional Parks Bylaw No. 1385, 2024 **APPROVED**

In March 2024, the Board approved a pilot program to permit alcohol consumption in designated areas of six regional parks from Friday, June 28, 2024 to Monday, October 14, 2024, during park hours.

The Province of British Columbia has jurisdiction over possession and consumption of liquor. The *Liquor Control and Licensing Act* makes it unlawful for people to possess open liquor or consume liquor in a number of places, including parks, that are not private places; however, the province has delegated authority to regional districts and other local governments to, by bylaw, designate public places where liquor may be consumed, and it has prescribed how this must be done.

This bylaw ensures compliance with the Province’s requirements and enables the implementation of the Board-approved pilot program to permit alcohol consumption in six regional parks in 2024.

The Board gave first, second, and third readings to *Metro Vancouver Regional District Consumption of Liquor in Regional Parks Bylaw No. 1385, 2024*; then adopted said bylaw.

G2.1 Metro Vancouver Regional District Remuneration Bylaw Update

RECEIVED

The current remuneration bylaw was adopted in 2007 and includes outdated references to the Greater Vancouver Regional District and the one-third non-accountable allowance for elected officials’ work-related expenses, which was eliminated by federal legislation enacted in 2017, and in effect since January 1, 2019. A new remuneration bylaw is proposed to repeal and replace Greater Vancouver Regional District Regional Board and Committee Remuneration Bylaw Number 1057, 2007 to ensure consistency with current legislation and improve ease of interpretation and application. Changes also include to meeting fee caps and meeting eligibility for the Board Chair and Board Vice Chair. There are no changes to remuneration rates or the method or schedule for determining remuneration rates.

The Board received the bylaw for information.

G3.1 Regional Growth Strategy Amendment Bylaw No. 1376, 2024 – City of Maple Ridge (Yennadon Lands)

APPROVED

In January 2024, the Board initiated a Type 2 amendment to *Metro 2050*, and gave first, second, and third readings to an amending bylaw to redesignate 22913 127 Avenue, 22992 127 Avenue, 22870 127 Place, 22948 128 Avenue, 22990 128 Avenue, 23008 128 Avenue, 23154 128 Avenue, 12640 228 Street, 12639 232 Street, 12685 232 Street, 12759 232 Street, 12761 232 Street, and 12791 232 Street from General Urban and Agricultural to Industrial and Conservation and Recreation to accommodate future industrial uses and protect an area for nature on a 25.4 hectare site. The bylaw would also adjust the Urban Containment Boundary to include 23154 128 Avenue and 12791 232 Street (approximately two hectares).

As required by the *Local Government Act* and *Metro 2050*, Metro Vancouver notified affected local governments, local First Nations, and other regional agencies of the proposed amendment to provide an opportunity for comment. Eleven responses were received, with a majority expressing either support or no objection. One public comment was also received through the Metro Vancouver website expressing support.

The Board received for information the comments from the affected local governments and agencies as presented, then adopted *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1376, 2024*.

H1 Notice of Motion

RECEIVED

Director Buchanan provided the following Notice of Motion on May 17, 2024 for consideration at the May 31, 2024 MVRD Board Meeting:

That the MVRD Board direct staff to:

- create a substantive budget engagement process that includes:
 - newspaper ads
 - direct mailers
 - online submissions portal
 - a comprehensive budget information page on Metro Vancouver’s website
 - community stakeholder and resident sessions on the budget for all areas served by Metro Vancouver
 - community stakeholder and resident sessions explaining the budget impacts of the WWTP to those most heavily impacted
- before completion of the budget, report back to the Board with a summary of the engagement activities and feedback by sewer region, including how public engagement changed and improved the budget, Metro’s work plan, and budget allocations

I 1 Committee Information Items and Delegation Summaries

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

Regional Planning Committee – May 10, 2024

Delegation Summaries:

C1 Greg Moore

Subject: *Metro 2050* Climate Policy Enhancement Study – Recommendations

Mayors Committee – May 16, 2024

Information Items:

E2 Smart Waste Program and Draft Tipping Fee Bylaw Updates

Metro Vancouver’s robust policy and regulatory framework is a key contributor to Metro Vancouver’s North America-leading waste reduction and recycling success, and its competitive, tipping-fee-funded, cost-effective solid waste system.

In 2023, Metro Vancouver introduced two initiatives to support compliance with the generator levy’s provisions: the smart waste program and draft updates to the *Tipping Fee Bylaw*. Since 2018, the generator levy ensures that all generators of garbage in the region contribute to the cost of the regional solid waste system, and encourages the use of Metro Vancouver and City of Vancouver solid waste facilities where recycling is promoted through disposal bans.

Metro Vancouver engaged interested parties on the draft *Tipping Fee Bylaw* updates and the smart waste program. Feedback informed further revisions to the draft bylaw updates, as well as the development of a smart waste program implementation plan. Next steps include initiating the smart waste program annual device testing, and bringing the proposed *Tipping Fee Bylaw* updates to the Zero Waste Committee and GVS&DD Board for consideration.

Metro Vancouver Housing

H1 Notice of Motion

RECEIVED

Director Buchanan provided the following Notice of Motion on May 17, 2024 for consideration at the May 31, 2024 MVHC Board Meeting:

That the MVHC Board direct staff to:

- create a substantive budget engagement process that includes:
 - newspaper ads
 - direct mailers
 - online submissions portal
 - a comprehensive budget information page on Metro Vancouver’s website
 - community stakeholder and resident sessions on the budget for all areas served by Metro Vancouver
 - community stakeholder and resident sessions explaining the budget impacts of the WWTP to those most heavily impacted
- before completion of the budget, report back to the Board with a summary of the engagement activities and feedback by sewer region, including how public engagement changed and improved the budget, Metro’s work plan, and budget allocations

Greater Vancouver Water District

H1 Notice of Motion

RECEIVED

Director Buchanan provided the following Notice of Motion on May 17, 2024 for consideration at the May 31, 2024 GVWD Board Meeting:

That the GVWD Board direct staff to:

- create a substantive budget engagement process that includes:
 - newspaper ads
 - direct mailers
 - online submissions portal
 - a comprehensive budget information page on Metro Vancouver’s website
 - community stakeholder and resident sessions on the budget for all areas served by Metro Vancouver
 - community stakeholder and resident sessions explaining the budget impacts of the WWTP to those most heavily impacted
- before completion of the budget, report back to the Board with a summary of the engagement activities and feedback by sewer region, including how public engagement changed and improved the budget, Metro’s work plan, and budget allocations

I 1 Committee Information Items and Delegation Summaries

The Board received information items from a standing committee.

Water Committee – May 8, 2024

Information Items:

E1 Water Services Annual Wildfire Preparedness Update

Metro Vancouver provides high-quality drinking water through its member jurisdictions for 2.8 million residents in the Lower Mainland. An integral component of protecting source water quality is ensuring the forested lands surrounding the Capilano, Seymour, and Coquitlam reservoirs remain intact and protected from wildfires. The water supply areas have a historically low incidence of wildfire largely due to maintaining a restricted access management approach. With this approach, the primary risk of wildfire remains lightning strikes during periods of moderate to extreme fire danger. To ensure fires are discovered and extinguished quickly, staff use patrols, near real-time lightning maps, local smoke reports from the public or air traffic, and rapid crew deployment and response.

Water Services Wildfire Protection Program staff have expertise in wildfire management, specialized equipment for monitoring and strategic deployment, and proven, strong interagency relationships with the provincial wildfire service and local fire departments to ensure fire season readiness.

E2 Water Supply Update for Summer 2024

Metro Vancouver's source reservoirs get filled every winter and spring by precipitation and snowmelt, and the water needs to last through the summer and into fall. The reservoirs are currently at normal seasonal levels and Metro Vancouver has taken proactive steps, including beginning summer water storage operations earlier than usual, to maximize water storage ahead of the dry season. In the summer, daily water use in Metro Vancouver can increase by more than 50 per cent, largely due to lawn watering. Reducing outdoor water use saves water for drinking, cooking, and cleaning, and makes it less likely that restrictions will have to be escalated. Metro Vancouver will continue to proactively monitor the snowpack, weather, and regional drinking water use trends, and manage the infrastructure that delivers the drinking water supply as needed.

The overall rate of decline of the region's average daily water use has slowed in recent years, emphasizing that water conservation remains vitally important. Proactive public education supported by robust local government enforcement is also key to managing the increased demand on the drinking water system in the summer, which is driven by outdoor use.

E3 GVWD Supply System 2023 Annual Update

This report summarizes key initiatives undertaken in 2023 by the GVWD, and was prepared following the Ministry of Health's Guide for Communicating with Water Users and provides transparent and proactive communication with water users. It also promotes awareness of the drinking water program, one of the six elements of Health Canada's Multi-Barrier Approach to Safe Drinking Water.

It takes a tremendous amount of effort to ensure the continued and uninterrupted delivery of billions of litres of high-quality drinking water to the 2.8 million residents and businesses that call this region home. The report includes information about the extensive water quality sampling and testing done annually, water system risk mitigation, long-term infrastructure planning, and water conservation programs. In addition, the report summarizes some of GVWD’s priority maintenance and capital projects completed to increase resiliency and accommodate the region’s growing population.

Greater Vancouver Sewerage and Drainage District

G1.1 GVS&DD Notice of Bylaw Violation Enforcement and Dispute Adjudication Bylaw APPROVED

This proposed bylaw introduces the option of issuing financial penalties for select bylaw contraventions and is designed to change behaviours and encourage compliance with the existing GVS&DD bylaws that protect our regional wastewater system. Metro Vancouver has sought this authority for decades. Affected stakeholders have been informed of the proposed bylaw.

This bylaw allows enforcement officers to issue Notices of Bylaw Violation as an additional enforcement mechanism to encourage compliance with Metro Vancouver’s six liquid waste regulatory bylaws. The change brings the GVS&DD in line with the Metro Vancouver Regional District, which has had authority to enforce its regional parks, air quality, and electoral area bylaws since 2010.

The Board gave first, second, and third readings to *Greater Vancouver Sewerage and Drainage District Notice of Bylaw Violation Enforcement and Dispute Adjudication Bylaw 378, 2024*, then passed and finally adopted said bylaw.

H1 Notice of Motion RECEIVED

Director Buchanan provided the following Notice of Motion on May 17, 2024 for consideration at the May 31, 2024 GVS&DD Board Meeting:

That the GVS&DD Board direct staff to:

- create a substantive budget engagement process that includes:
 - newspaper ads
 - direct mailers
 - online submissions portal
 - a comprehensive budget information page on Metro Vancouver’s website
 - community stakeholder and resident sessions on the budget for all areas served by Metro Vancouver
 - community stakeholder and resident sessions explaining the budget impacts of the WWTP to those most heavily impacted
- before completion of the budget, report back to the Board with a summary of the engagement activities and feedback by sewer region, including how public engagement changed and improved the budget, Metro’s work plan, and budget allocations

I 1 Committee Information Items and Delegation Summaries

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

Zero Waste Committee – May 9, 2024

Delegations:

C1 Sue Maxwell – Chair, Zero Waste BC

Subject: Case Study on Results of the Previous Integrated Solid Waste & Resource Management Plan

Information Items:

E1 North Surrey and Langley Recycling Depots – Project Update

Metro Vancouver is building two new recycling depots at existing recycling and waste centres. Free recycling depots will be added ahead of the scales at the North Surrey and Langley recycling and waste centres. These new facilities will complete the implementation of consistent free recycling service across all the Metro Vancouver recycling and waste centres.

E2 2024 Food Scraps Recycling Campaign “Food Scraps Aren't Garbage” Results

The 2024 “Food Scraps Aren't Garbage” campaign ran from January 15 to March 10. The campaign's objective is to increase the diversion of organic waste into the green bin. The target audience is people living in apartments and condos (couples age 25 – 34 and men 65+), who tend to use their greens bin less than people living in houses. Knowing that people tend to conform to the perceived norm in their community, the strategy was to communicate that using the green bin is now the common and accepted behaviour in the region. The campaign performed strongly, with 16.1 million impressions, over 640,000 reach, 4,350 social media engagements, and high recall among the target audience segments (17 – 25 per cent). The campaign will run again in early 2025.

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

June 5, 2024

File: CR-12-01
Ref: RD 2024 04 26

Mayor John McEwen and Council
Village of Anmore
2697 Sunnyside Rd
Anmore, BC V3H 5G9

Dear Mayor John McEwen and Council:

**Where Matters II – Final Report: Walkability and Greenspace
Relationships with Health and Climate Change**

Transportation investment and land use decisions can have considerable public health consequences. The physical environment where we live, work, and play shapes our activity and travel patterns, which in turn directly impacts vehicle emissions, and our health and wellness. Phase 2 of a research collaboration between Metro Vancouver, Dr. Lawrence Frank, formerly at UBC's Health and Community Design Lab (School of Population and Public Health), and others was recently completed. The "Where Matters II – Final Report: Walkability and Greenspace Relationships with Health and Climate Change" study quantifies the direct and indirect health, climate, and economic related benefits of walkable communities and access to parks in the Metro Vancouver region. The findings confirm that living in more walkable rather than car-dependent neighbourhoods is associated with:

- increased walking, transit use, and fewer motor vehicle trips;
- significantly lower travel-based greenhouse gas emissions;
- higher rates of residents achieving the recommended amount of moderate to vigorous physical activity per week, resulting in reduced levels of obesity and diabetes;
- reduced time spent in cars and increases in walking and biking; and
- residents reporting a higher sense of community belonging.

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At its April 26, 2024 regular meeting, the Board of Directors of the Metro Vancouver Regional District (MVRD) adopted the following resolution:

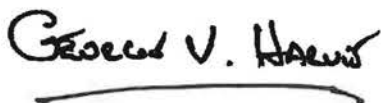
That the MVRD Board:

- a) *receive for information the report dated March 13, 2024, titled "Where Matters II – Final Report";*
- b) *forward the "Where Matters II – Final Report: Walkability and Greenspace Relationships with Health and Climate Change" report to member jurisdictions for information with an offer of presenting the report findings to councils; and*
- c) *direct staff to forward the "Where Matters II – Final Report: Walkability and Greenspace Relationships with Health and Climate Change" report to staff at the Ministry of Health including local Health Authorities, Ministry of Housing, Ministry and Municipal Affairs, and Ministry of Transportation and Infrastructure for information.*

We are pleased to provide you with a copy of the attached *Where Matters II - Final Report* and accompanying staff report for your information. The promotion of public health and well-being is an important objective of community and regional planning in this region, and fundamental to many of the strategies and policy actions in *Metro 2050*. We look forward to continuing to collaborate with you on building complete and healthy communities across the region.

If your Council would like to receive a presentation from Metro Vancouver staff on the *Where Matters II - Final Report*, please contact James Stiver, Division Manager, Regional Land Use Policy & Planning by phone at 778-452-4698 or by email at James.Stiver@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: Metro Vancouver Board report dated April 5, 2024, titled "Where Matters II - Final Report"



To: MVRD Board of Directors

From: Heather McNell, Deputy Chief Administrative Officer, Policy and Planning

Date: April 5, 2024 Meeting Date: April 26, 2024

Subject: **Where Matters II – Final Report**

REGIONAL PLANNING COMMITTEE RECOMMENDATION

That the MVRD Board:

- a) receive for information the report dated March 13, 2024, titled “Where Matters II – Final Report”;
 - b) forward the “Where Matters II – Final Report: Walkability and Greenspace Relationships with Health and Climate Change” report to member jurisdictions for information with an offer of presenting the report findings to councils; and
 - c) direct staff to forward the “Where Matters II – Final Report: Walkability and Greenspace Relationships with Health and Climate Change” report to staff at the Ministry of Health including local Health Authorities, Ministry of Housing, Ministry and Municipal Affairs, and Ministry of Transportation and Infrastructure for information.
-

At its April 5, 2024 meeting, the Regional Planning Committee considered the attached report (Attachment 1) titled “Where Matters II – Final Report”, dated March 13, 2024. The Committee subsequently amended the recommendation as presented above in underline style.

The full “Where Matters II Final Report: Walkability and Greenspace Relationships with Health and Climate Change” was presented as an attachment to the associated Regional Planning Committee staff report but, given its large size, only the executive summary (Attachment 2) is being forwarded to the Board. The full report will be available on the Metro Vancouver website.

This matter is now before the Board for its consideration.

ATTACHMENTS

- 1. “Where Matters II – Final Report”, dated March 13, 2024.
- 2. “Where Matters II – Final Report Walkability and Greenspace Relationships with Health and Climate Change”, dated February 29, 2024, pages 1 to 13.

REFERENCES

- 1. “Where Matters II – Final Report Walkability and Greenspace Relationships with Health and Climate Change”, dated February 29, 2024.

To: Regional Planning Committee

From: James Stiver, Division Manager, Regional Land Use Policy,
Regional Planning and Housing Services

Date: March 13, 2024 Meeting Date: April 5, 2024

Subject: **Where Matters II – Final Report**

RECOMMENDATION

That the MVRD Board:

- a) receive for information the report dated March 13, 2024, titled “Where Matters II – Final Report”; and
 - b) forward the “Where Matters II – Final Report: Walkability and Greenspace Relationships with Health and Climate Change” report to member jurisdictions for information with an offer of presenting the report findings to councils.
-

EXECUTIVE SUMMARY

Transportation investment and land use decisions can have considerable public health consequences. The physical environment where we live, work, and play shapes our activity and travel patterns which in turn directly impacts vehicle emissions and our health and wellness. Since 2016, Metro Vancouver has been part of a research partnership led by Dr. Lawrence Frank, formerly at UBC’s Health and Community Design Lab (School of Population and Public Health), to study and quantify the health and economic benefits of walkable communities and access to parks. Phase 2 of the Where Matters project is now complete and is being presented to the Regional Planning Committee and MVRD Board for information. It documents the direct and indirect health-related impacts and costs of transportation and land development decisions.

The findings confirm that living in more walkable rather than car-dependent neighbourhoods is associated with:

- increased walking (from 5 to 35 percent), transit use (from 3 to 17 percent), and fewer motor vehicle trips (declining from 92 to 44 percent);
- significantly lower travel-based greenhouse gas emissions (from 17 to 6 kilograms per person / day);
- higher rates of residents achieving the recommended amount of moderate to vigorous physical activity per week, resulting in reduced levels of obesity (51 percent lower odds) and diabetes (39 percent lower odds);
- time spent in cars declining from 37 to 19 minutes per day, while walk and bike time rising from 2 to 14 minutes per day; and
- residents reporting a 47 percent higher sense of community belonging.

PURPOSE

To provide the Regional Planning Committee and MVRD Board with the final *Where Matters II – Final Report: Walkability and Greenspace Relationships with Health and Climate Change* project report and a summary of findings for information.

BACKGROUND

Metro Vancouver has been participating 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 the Where Matters Study also included the City of North Vancouver as a partner.

While there is a general recognition of the association between walkability and park access and better health outcomes, the first phase of the Where Matters Study, completed in 2019, explored the extent of that relationship for the first time in the Metro Vancouver region. The Study explored and quantified the relationships between the multiple health-related impacts of two of the determinants of health, the built and natural environments, as well as their collective influence on healthy behaviours. Phase 2 of the Where Matters Study is now complete. It leverages the findings of the first phase of the Study, and further explores the relationships between the built environment, health, and travel data to also assess the impacts of transportation and land use decisions on the prevalence of chronic diseases, travel patterns, and greenhouse gas (GHG) emissions.

WHERE MATTERS STUDY

The promotion of public health and well-being is an important component in building complete, healthy communities and an important objective of community and regional planning in this region. While there are other determinants of health, the Where Matters Study looked at multiple health-related impacts of the built and natural environments, as well as their collective influence on health outcomes and healthy behaviours, separated by age and income.

The promotion of public health and walkability is fundamental to many of the strategies and policy actions in *Metro 2050*, including:

- focusing growth in Urban Centres and Frequent Transit Development Areas (Strategy 1.2);
- developing resilient, healthy, connected, and complete communities with access to a range of services and amenities (Strategy 1.3); and
- coordinating land use and transportation to encourage transit, multiple-occupancy vehicles, cycling, and walking (Strategy 5.1).

At its July 5, 2019 meeting, the Regional Planning Committee received a staff report dated June 11, 2019 titled, “Where Matters: Health and Economic Impacts of Where We Live Final Report” on the research findings of the first phase of the Where Matters Study (Reference 1). Phase I of the Where Matters Study developed a Built Environment Database for the region (Reference 2) that considered how the region’s built environment is related to the prevalence of chronic disease and physical activity behaviours by considering: walkability, access to park space, and neighbourhood

type (ranging from 'car dependent' to 'walkable'). The results of the Study confirmed that higher levels of walkability and access to parks are associated with increased physical activity and lower incidents of chronic disease, hypertension, and stress. When comparing the results from people living in walkable areas to car dependent areas:

- People are 45 percent more likely to walk for transportation;
- People are 17 percent more likely to meet the weekly recommended level of physical activity;
- People are 42 percent less likely to be obese;
- People are 39 percent less likely to have diabetes;
- People are 14 percent less likely to have heart disease;
- People are 23 percent less likely to experience stressful days; and
- People are 47 percent more likely to have a strong sense of community belonging.

WHERE MATTERS STUDY - PHASE II

Phase 2 of the Where Matters Study tracks how Metro Vancouver's communities are changing over time, and how these changes impact public health and climate change. It builds on the previous work and connects the same measures of walkability and place types with climate impacts, and provides the ability to evaluate if health relationships with the built environment are connected (i.e., does a change in neighbourhood results in a change in health?).

The Phase 2 Study utilizes the Vancouver Walkability Index, TransLink's 2017 Travel Diary Survey data, the BC Generations Health Survey, Metro Vancouver's Greenspace data, and air quality data from the Canadian Urban Environmental Health Research Consortium. This data can be used to determine measurable biological responses such as body weight, inflammation, and stress which, over time, can impact the prevalence of chronic disease.

Findings

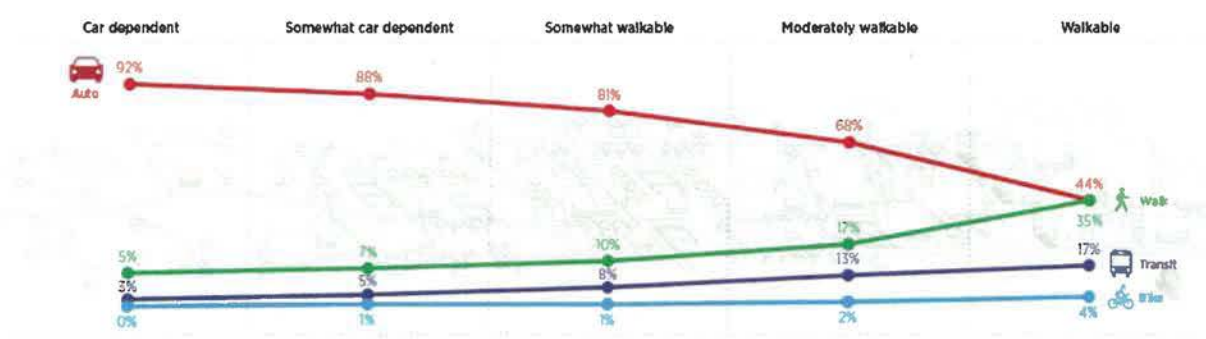
Travel and Climate Change

The Study concludes that higher levels of neighbourhood walkability are associated with increased walking and transit use, and fewer motor vehicle trips. Using travel data from TransLink's 2017 Trip Diary Survey, the region's travel habits were compared with travel-related emissions, walkability and other factors. In particular, when comparing the most car dependent to the most walkable areas of the region:

- the proportion of trips by car declined from 92 to 44 percent;
- walking increased from 5 to 35 percent; and
- transit use rose from 3 to 17 percent.

The Study also demonstrates a strong connection between walkability and travel mode choice. When comparing the most car dependent to the most walkable areas of the region, the average per person vehicle kilometres travelled declined from 11.92 to 5.83 per day (Figure 1).

Figure 1. Proportion of Daily Trips by Mode of Transportation and Place Type

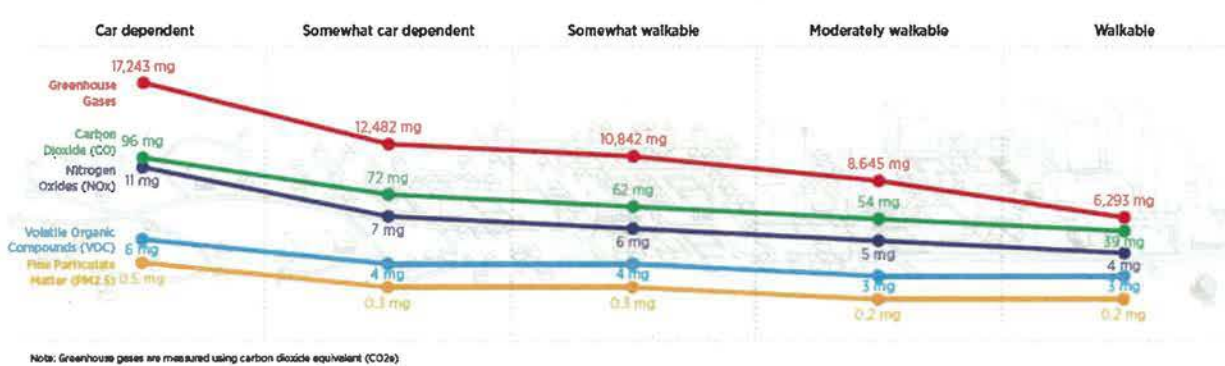


These results provide clear support for encouraging increased development densities and walkability as a GHG emissions reduction measure.

Greenhouse Gas Emissions

Private vehicle trips are responsible for roughly 32 percent of regional GHG emissions, and travel-related vehicle emissions have well-documented adverse human health impacts. Comprehensive lifecycle emissions estimates were generated for each reported trip, and a model was developed of daily GHG emissions on the same variables. The Study’s model results show that emissions were significantly lower in more walkable neighbourhoods when adjusting for regional accessibility, vehicle ownership, income, and other factors. Travel-related GHG emissions declined nearly threefold, from 17 to 6 kilograms per person / day from the least to most walkable Place Type. Overall, those living in the region’s more walkable areas generated between half to a third as many GHG emissions as those in the most car-dependent areas (Figure 2).

Figure 2. Amount of Typical Daily Transportation-Related Emissions by Place Type



Walkability

Walkability is one of the key community variables analyzed by Where Matters II. Walkability is a measure of the physical characteristics of the urban environment at the neighbourhood level that support walking. The results of the Study show that higher levels of walkability are associated with higher rates of walking as a transportation mode, and higher rates of residents achieving the recommended amount of moderate to vigorous physical activity per week (i.e., 150 minutes). The most walkable places in the region have a mix of housing types ranging from moderate to denser

residential development, easy access to retail stores, amenities and services, and highly connected streets; these are referred to as ‘complete communities’ in *Metro 2050*. In general, when neighbourhood walkability is improved, the culmination of these changes has been shown to be a significant factor in living healthier, more environmentally-friendly lifestyles.

The Study summarizes the component indicators by providing regional scale mapping and a summary of the average Metro Vancouver regional values for each of the 5 core components of walkability for 2006, 2011 and 2016. Each of the components show an increasing trend at subsequent time points (noting a slight reduction in land use mix), increasing trends in intersection density and net residential density, and commercial floor area ratio (FAR). Table 1 shows a summary of average walkability component values for Metro Vancouver in 2006, 2011, and 2016.

Table 1. Average Walkability Component Values for Metro Vancouver by Year

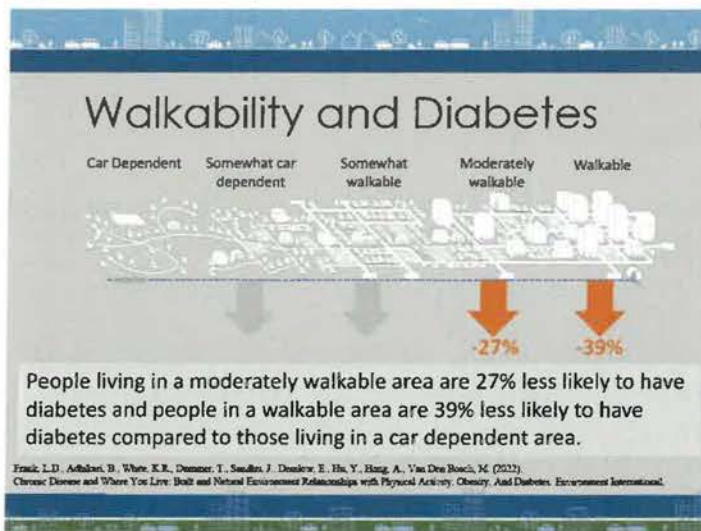
Community Design Characteristic	Year		
	2006	2011	2016
Intersection Density (intersections/km ²)	45	63	65
Net Residential Density (units/acre)	10	16	18
Commercial FAR	0.345	0.348	0.350
Land Use Mix	0.275	0.375	0.325

The region’s walkability mapping is currently being updated by Dr. Frank and his team as a separate project supported by the 2024 Board-approved Regional Planning budget. Later this year we will be able to see these changes between 2006 and 2021.

Community Health Impacts

The relationship between chronic disease and impacts of the built and natural environment were estimated using the BC Generations Project, a database of 30,000 British Columbians aged 35-69. This dataset was established over the past decade as a research platform for evaluating the genetic, behavioural, and environmental causes of chronic disease.

- **Obesity** – Living in walkable neighbourhoods has been linked to significantly higher levels of physical activity. Among the Metro Vancouver sample, obesity showed a 16 percent prevalence rate, with 12 percent being treated for hypertension, and 2 percent being treated for type 2 diabetes. The Where Matters II study found that a 1-unit increase in the walkability score was associated with a 9 percent reduction in the odds of becoming obese. When compared to the least walkable areas, those participants living in the most walkable areas have 51 percent lower odds of becoming obese.
- **Diabetes** – Related to obesity as an indicator, residents in the most walkable areas of the region have a 39 percent lower odds of having diabetes compared with those in the most car-dependent areas (Figure 3).

Figure 3. Relationship Between Walkability and Diabetes

- **Mental Health and Sense of Community** – Sense of community belonging and concern over social isolation has become a major mental health issue in North American cities in recent years. The Where Matters II study found that participants living in the most walkable areas of the region were 47 percent more likely to report having a strong sense of community compared with those in the most car-dependent areas. However, participants in the most walkable areas were also shown to be 1.74 times more likely to report experiencing anxiety and stress compared to those living in the least walkability areas, which could appear to be a counter indicator; more consideration of this data is needed to better understand that relationship.

Summary

The physical environment where we live, work, and play shapes our activity and travel patterns which in turn impacts our wellness and vehicle emissions. Time spent in cars is a sedentary activity while walking and biking are forms of physical activity. When comparing the least to the most walkable areas of the region the time spent in cars declined from 37 to 19 minutes per day, while walk and bike time rose from 2 to 14 minutes per day respectively.

NEXT STEPS

It is recommended that copies of this staff report with the attached “Where Matters II – Final Report: Walkability and Greenspace Relationships with Health and Climate Change” be shared with all member jurisdictions for information with an offer of a staff presentation to councils. The final report will also be posted on the Metro Vancouver website for download and will be promoted broadly in other ways. Joint presentations and webinars with the other project partners that highlight the Study’s results will be explored.

ALTERNATIVES

1. That the MVRD Board:

- a) receive for information the report dated March 13, 2024, titled “Where Matters II – Final Report”; and
 - b) forward the “Where Matters II – Final Report: Walkability and Greenspace Relationships with Health and Climate Change” report to member jurisdictions for information with an offer of presenting the report findings to councils.
2. That the Regional Planning Committee receive for information the report dated March 13, 2024, titled “Where Matters II – Final Report and provide alternative direction to staff.

FINANCIAL IMPLICATIONS

Metro Vancouver was a partner in the Where Matters Study, and contributed \$20,000 towards Phase 2 of the Where Matters project. These funds were included in the 2020 MVRD Board-approved budget for Regional Planning. The project leveraged a \$170,000 grant from the Canadian Institute of Health Research, and the overall budget totaled \$542,000.

CONCLUSION

Transportation investment and land use decisions can have considerable public health consequences. The physical environment where we live, work, and play shapes our activity and travel patterns which in turn impacts our wellness and vehicle emissions. Since 2016, Metro Vancouver has been part of a research partnership led by Dr. Lawrence Frank, formerly at UBC’s Health and Community Design Lab (School of Population and Public Health), to study and quantify the health and economic benefits of walkable communities and access to parks. While there is a general recognition of the association between walkability and park access and better health outcomes, the first phase of the Where Matters Study, completed in 2019, explored the extent of that relationship for the first time in the Metro Vancouver region. Phase 2 of the Where Matters project documents the direct and indirect health-related impacts and costs of transportation and land development decisions as well as the impacts on GHG emissions. The findings confirm that living in more walkable neighbourhoods can be associated with lower emissions, higher rates of physical activity and sense of community belonging, and lower rates of obesity, diabetes, and cardiovascular disease.

The promotion of public health and walkability is fundamental to many of the strategies and policy actions in *Metro 2050*. The connection between walkability and improved health outcomes demonstrates that local governments have a key role to play in supporting health and wellness by:

- building compact residential areas;
- increasing intersection density;
- supporting compact, mixed-use neighbourhoods; and
- improving access to parks.

However, the most walkable parts of the Metro Vancouver region also tend to be the least affordable. More work is needed by Metro Vancouver, member jurisdictions, other levels of government, and other agencies and organizations in this region to ensure that social equity continues to be a consideration of land use and development decision making, and that lower income households are not priced out of the places with the best health outcomes.

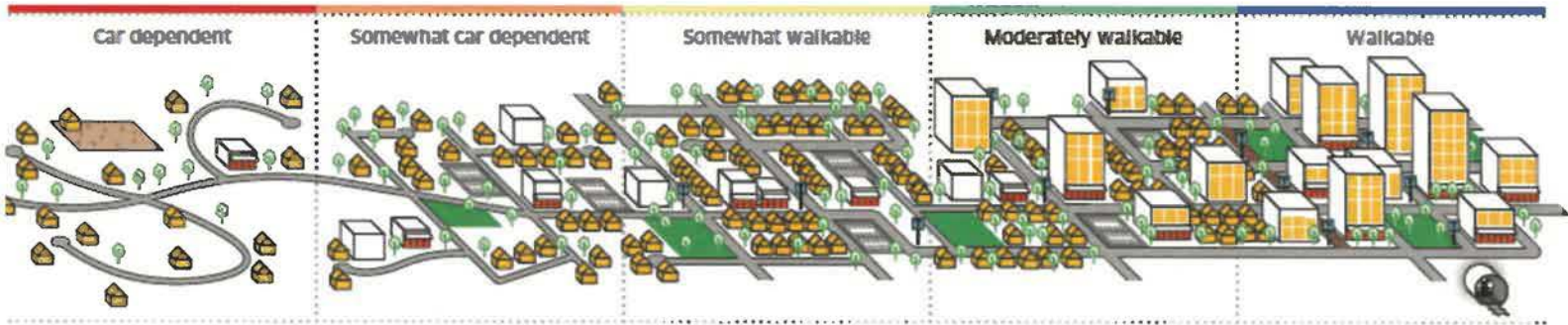
ATTACHMENT

1. ~~Where Matters II – Final Report: Walkability and Greenspace Relationships with Health and Climate Change.~~

REFERENCES

1. [Regional Planning Committee staff report dated June 11, 2019, titled “Where Matters: Health and Economic Impacts of Where We Live Final Report”.](#)
2. [Where Matters: Health and Economic Impacts of Where We Live Policy Brief, May 6, 2019.](#)

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Where Matters II – Final Report Walkability and Greenspace Relationships with Health and Climate Change

Prepared For:



Prepared By:

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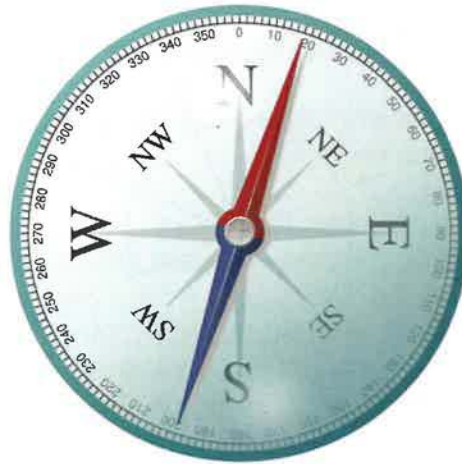
Frank, LD, Bigazzi, A., Dummer, T., White, K., Crist, K., Aravindakshan, A., Berjisian, Wolff, C., Niknej, N., Fox, EH. & Prentice, M. (2024). Final Report – Where Matters II: Walkability and Greenspace Relationships with Health and Climate Change. Prepared by the Health & Community Design Lab, School of Population & Public Health, University of British Columbia. Support provided by the Real Estate Foundation of British Columbia, the British Columbia Ministry of Transportation & Infrastructure, Metro Vancouver, TransLink, and the City of North Vancouver.

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 - Ryan So, Senior Transportation Planner
 - Victor Gasper, Manager, Customer Research & Insights
- City of North Vancouver
 - Michael Epp, Director of Planning
 - Andrew Devlin, Manager Transportation Planning

WHERE MATTERS...



WHEREVER

YOU

GO...

THERE

YOU

ARE

Executive Summary

Where Matters II documents public health and climate change win – win “co-benefits” from creating walkable communities with access to greenspace. *Where Matters II* investigated relationships between the built and natural environment where people live and the prevalence of physical and mental chronic diseases and sense of community. The physical environment where we live, work, and play shapes our activity and travel patterns which in turn impacts our wellness and vehicle emissions. Health and climate change are both impacted by the location and design of transportation and land use decisions. Demand for evidence linking built and natural environment features with our individual health and the health of the planet (e.g. climate change) is featuring more prominently within local, regional, provincial, and federal decision-making contexts to help shape investment priorities.

Where Matters II is a multi-sectoral (government, academia, industry) interdisciplinary (public health, urban planning, transportation) collaboration. Primary funders are the Ministry of Transportation and Infrastructure, and the Real Estate Foundation of BC; who along with Metro Vancouver, TransLink, and the City of North Vancouver sponsored this project. *WMII* leverages and spatially integrates physical environment data with health outcome and travel data to assess causal impacts of transportation and land use actions on chronic disease, and associations with travel patterns and GHG emissions.

Walkability was measured consistently in 2006, 2011, and 2016 creating the ability to document how lower mainland communities have changed over time. This data along with greenspace and other social environment predictors was spatially joined with health outcome and travel data (see Figure 0-1).



Figure 0-1: Health and Climate Impacts of the Built and Natural Environment

Where Matters II provides a blueprint to track how communities are changing over time; and tracking how these changes impact public health and climate change. Tracking physical changes to the built environment over time and linking it with travel and health outcome data provides planners and decision-makers with a tool that links the health of a population and the environment with community design. *WMII* utilizes the Vancouver Walkability Index¹, TransLink’s 2017 travel survey data, the BC Generations Health Survey, Metro Vancouver’s Greenspace data, and air quality

¹ Developed by Dr. Lawrence Frank and researchers at the Health & Community Design Lab (HCDL). Dr. Frank led this work as the Bombardier Chair in Sustainable Transportation over a 17 year period at the University of British Columbia.

data from the Canadian Urban Environmental Health Research Consortium (CANUE). The conceptual study design shown in Figure 0-2 captures how transportation, land use, pedestrian design, and greenspace investments through travel and activity patterns affect our behaviours and exposures. These factors result in biological responses such as weight, inflammation, and stress which through time impact physical and chronic disease and downstream costs.

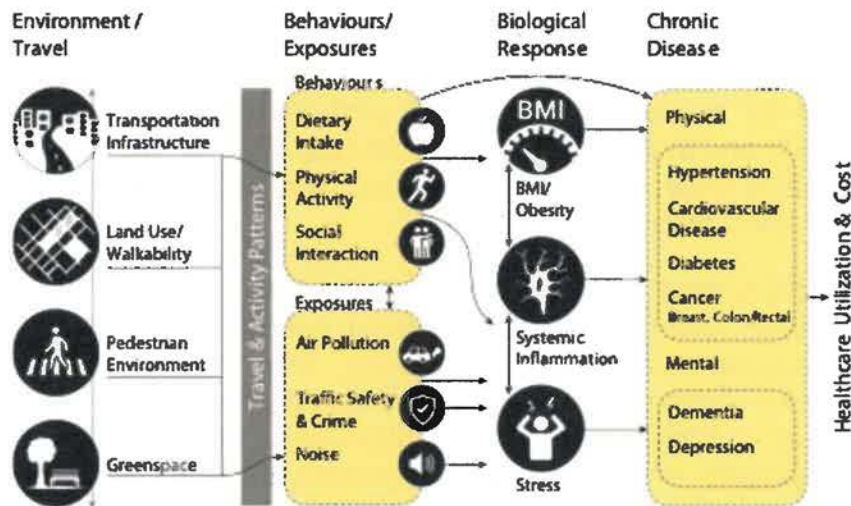


Figure 0-2: Conceptual Framework²

Where Matters found significant reductions in diabetes, and cardiovascular disease rates and increases in sense of community for those living in more walkable areas of the Vancouver region. Where matters II builds on this

work and connects the same measures of walkability and community design with climate impacts. It also provides the ability to evaluate if health relationships with the built environment are causal. We can connect health outcomes more accurately to a person's neighbourhood and assess if a change in neighbourhood results in a change in health.

Tracking Walkability Changes

Figure 0-3 shows changes in the four main components of walkability between 2011 and 2016 across Metro Vancouver. Increases in residential density were largely concentrated in the urban centres and frequent transit development areas in the region. Changes in commercial floor area ratio (FAR) were widespread for areas with existing commercial and retail land uses with concentrated pockets of high change in some outlying areas in Richmond, Surrey, and Langley.³ Land use mix shows relatively stable patterns across existing established mixed-use areas in Vancouver, Burnaby, and New Westminster, with larger changes in outlying and suburban areas. This is due to the fact that these previously single-use areas (e.g., residential subdivisions) are becoming more mixed with floor area from different land uses. Lastly, relatively limited change in intersection density was detected for the region with the exception of those outlying areas with greenfield development and significant new updates to the road network, especially in areas like Burke Mountain in Coquitlam and South Surrey.

² Frank, L. D., Iroz-Elardo, N., MacLeod, K. E., Hong, A. The pathways from built environment to health: Connecting behavior and exposure-based impacts. 2016. *Journal of Transport and Health*.

³ Note that these areas may not exhibit high levels of commercial Floor Space Ratio (FSR); but have become more neighbourhood retail oriented.

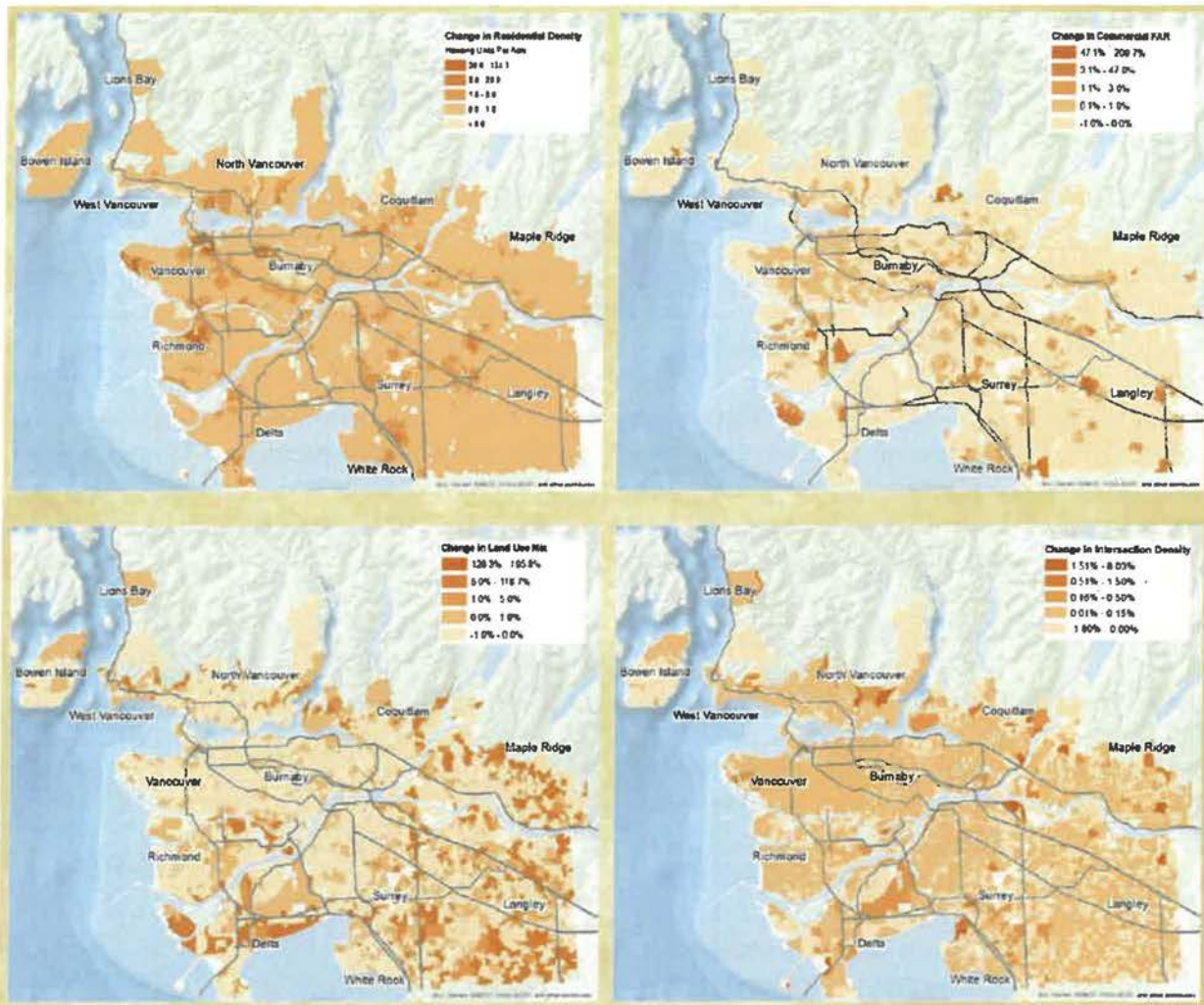


Figure 0-3: Longitudinal changes (2011-2016) by each component of walkability in Metro Vancouver.

Changes in residential density for four key areas experiencing the most population between 2011 and 2016 are shown in Figure 0-4 and include Downtown Richmond, Lonsdale in North Vancouver, False Creek/Olympic Village in Vancouver, and UBC. Similar findings can be mapped and quantified for the other metrics where changes were the greatest.



Figure 0-4: Longitudinal changes (2011-2016) in residential density for four key areas in the region.

The Where Matters II conceptual framework (Figure 0-2) and subsequent analyses show that changes in walkability metrics (e.g. residential density) result in changes in travel and related downstream health and GHG outcomes. Increased density creates demand for

and proximity to shops and services which increases land use mix. Density and mix along with connected street networks and retail built up to the sidewalk without large surface parking lots (higher retail FAR) supports walking and physical activity, less driving and sedentary time, and reduced vehicle emissions.

A 2021 walkability surface is now being created for Metro Vancouver providing measurement of these same walkability metrics at a 4th time points spanning a 15-year period. Tracking how communities are changing around these key walkability metrics supports the potential for piloting a performance-based approach to transportation funding and once again making the Lower Mainland a global leader in progressive land use and transportation planning. This would explore the prioritization of active transportation and transit funding based on local government achievement of performance-based goals to meet health and GHG reduction objectives. This is a form of performance-based funding that has been used in education and public health and can fuse a stronger link between regionally and provincially led transportation funding with local government-controlled land use planning.

Greenspace Access & Exposure

Road-based network buffers were developed to analyze Metro Vancouver's Land Cover data layer which allowed us to more accurately measure the proportion of different types of natural and developed land uses accessible to an individual. Three greenspace indicators were utilized for this study: 1) tree canopy coverage, 2) Normalized Difference Vegetation Index (NDVI), and 3) access to developed parks. Metro Vancouver had a median proportion of about 25% tree canopy coverage varying from <1% to 96% coverage⁴ at the postal code level. Nearly all postal codes evaluated (98.5%) were within 1 kilometre of a park 1-hectare in size or larger. Seventy-four percent of postal codes had a park at least 1-hectare in size within 400 metres. Greenspace was used to predict physical and mental health outcomes.

Figure 0-5: Metro Area Land Cover



Travel & Climate Change

Travel data from TransLink's 2017 travel survey on over 28,000 households containing 200,000 trips reported over a 2-day period was used to evaluate how travel habits and travel-related emissions relate with walkability and other factors. Higher levels of walkability are associated with increased walking and transit use, and fewer motor vehicle

⁴ Median tree canopy coverage for the region was 24% for 400 metre buffer neighbourhoods and 26% for 1-kilometre buffer neighbourhoods.

trips (Figure 0-6). The proportion of trips by car declined from 92 to 44 percent and walking increased from 5 to 35 percent and transit rose from 3 to 17 percent from the least to the most walkable areas of the region. Chapter 4 results convey that overall relationships between travel patterns and walkability remain significant after controlling for regional accessibility, vehicle ownership, income, and other factors. Results also show that mean per capita vehicle kilometers traveled declined from 11.92 to 5.83 per day from the least to the most walkable areas of the region.

Travel Mode Share

Proportion of daily trips by mode of transportation for a typical resident by neighbourhood type

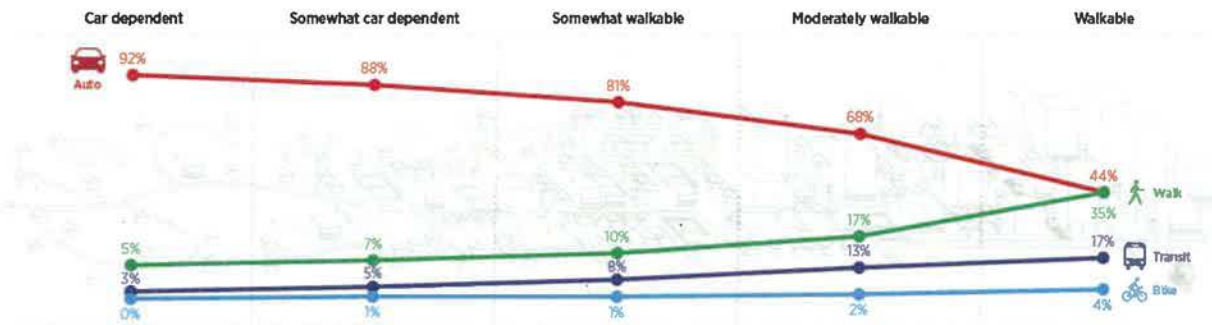


Figure 0-6: Travel mode share by walkability

Time in cars is a sedentary activity while walking and biking are forms of physical activity. Figure 0-7 shows a decline from 37 to 19 minutes of time in cars and a reduction from 23 to 9 kilometres traveled from the least to the most walkable areas. Conversely, walk and bike time rose from 2 to 14 minutes per day from the least to the most walkable areas.

Trip Distance and Duration

Average daily distance travelled and duration spent travelling by mode of transportation for a typical resident by neighbourhood type

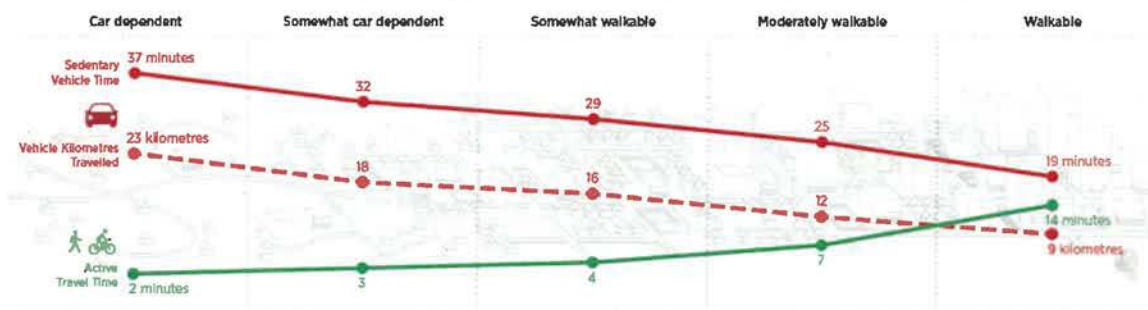


Figure 0-7: Distance and Duration

Comprehensive lifecycle emissions estimates were generated for each reported trip, and models were developed of daily greenhouse gas and local air pollutant emissions, dependent on the same explanatory variables. Model results in Chapter 5 show that emissions were significantly lower in more walkable neighbourhoods when adjusting for regional accessibility, vehicle ownership, income, and other factors. Travel-related GHG emissions declined nearly threefold from 17 to 6 kilograms per person / day (Figure 0-8).

Emissions

Amount of daily transportation-related emissions by pollutant for a typical resident by neighbourhood type

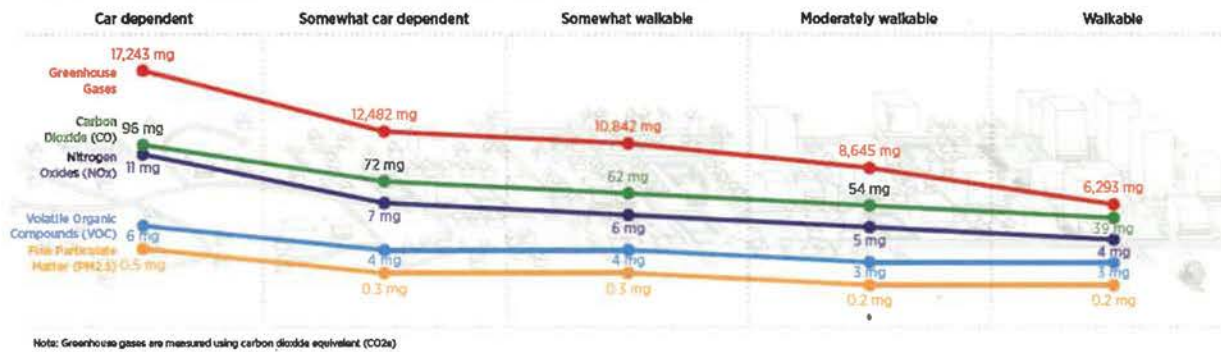


Figure 0-8: Average daily emissions from travel by quintile of walkability

Travel-related vehicle emissions have well-documented adverse health impacts. Where Matters estimated per capita daily travel-related amounts of Volatile Organic Compounds (VOCs), Oxides of Nitrogen (NOx), Small Particulate Matter (PM2.5), and Carbon Monoxide (CO). Overall, those living in walkable areas generated between half to a third as much of these pollutants as those in the most car-dependent areas of the region (see Figure 0-8). CO declined from 96 to 39, NOx declined from 11 to 4, VOC declined from 6 to 3, and PM 2.5 declined from 5 to 2 milligrams per day. Detailed emissions estimates that account for vehicle type and fuel, congestion level, vehicle occupancy, and other key factors.

Community Health Impacts

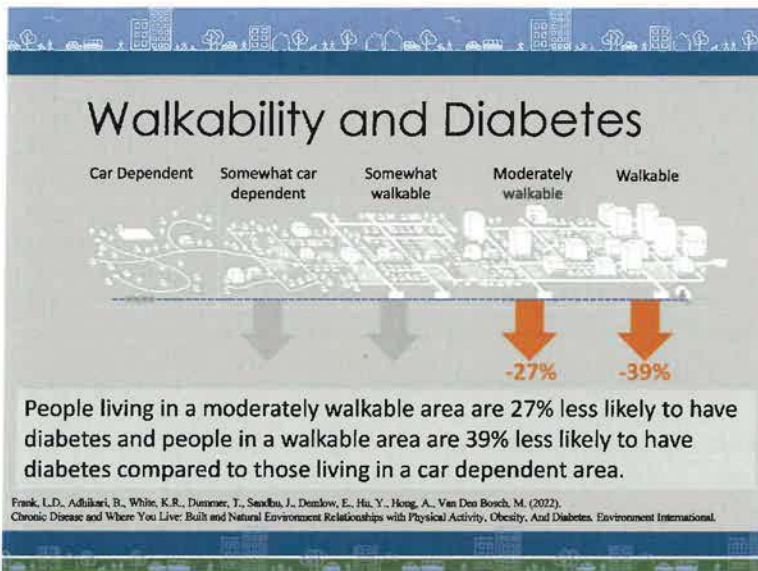
Chronic disease relationships with and impacts of the built and natural environment were estimated using the BC Generations Project (BCGP), a database of 30,000 British Columbians aged 35-69 years which represents. BCGP is a component of the Canadian Partnership for Tomorrow's Health (CanPath) Pan-Canadian prospective health cohort. This dataset was established over the past decade as a research platform for evaluating the genetic, behavioural and environmental causes of cancer and other chronic diseases. BCGP collects health, lifestyle, occupation, residential history, diet and physical activity, socio-demographic, behavioural and health-related data. Walkability datasets were linked with BCGP participants allowing us to investigate the causal impact of exposure to walkable versus car-dependent environments over time and how changes in walkability impact chronic disease and health behaviours.

Obesity, Hypertension & Diabetes

Obesity and obesity-related diseases continue to adversely impact health and economic indicators across low, middle and high income countries. Overweight and obesity are linked to increased risk of numerous chronic conditions including type 2 diabetes mellitus (T2DM) and high blood pressure (HBP), which are leading causes of cardiovascular disease and premature mortality globally. Living in walkable environments has been linked to significantly higher levels of physical activity via active travel. Among the Metro

Vancouver sample, obesity showed a 16% prevalence rate, with 12% being treated for hypertension, and only 2% being treated for type 2 diabetes.

We evaluated how changes in walkability over time impacted obesity. A reduction in the prevalence rate of obesity was observed with increased levels of walkability. **A 1-unit increase in the walkability change score was associated with a 9% reduction in odds of becoming obese.** When compared to the least walkable areas, those participants living in the most walkable areas had a 51% lower odds of becoming obese. This association was further reinforced by now-published evidence from Where Matters I. Figure 0-9 shows residents in the most walkable areas of the region have a 39 percent lower odds of having diabetes compared with those in the most car-dependent areas.



This relationship was tested longitudinally in the current study where change in walkability over a short time frame (5.5 years) was found to be an insufficient duration of exposure to cause downstream chronic health impacts such as type 2 diabetes or hypertension (at the 95% confidence level). However, other studies have begun to document causal relationships.

Figure 0-9: Walkability & Diabetes Risk⁵

Cancer Risk

Cancer is the leading cause of death in Canada with lung, breast, colorectal, and prostate cancer accounting for approximately half of the cancer cases diagnosed. Two out of five Canadians are expected to receive a diagnosis of cancer in their lifetime resulting in one in four cancer-related deaths after diagnosis. Despite advances in detection and treatment, lung cancer is the leading cause of death in Canada with a 5-year survival of 19%. Little research has effectively linked built or natural environment features with Cancer outcomes. We found that increases in walkability were linked with decreasing trends for lung cancer hazards while a decreasing trend in risk for colorectal cancer was observed for participants with higher NDVI exposures but neither result was significant at the 95 percent confidence level. Potential protective trends for greenness and walkability were identified for certain cancer types but more research is needed on a larger sample.

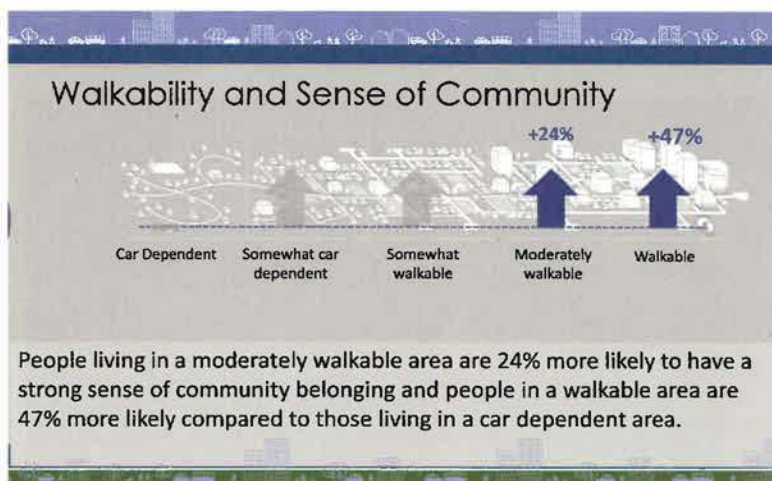
⁵ Frank, L.D., Adhikari, B., White, K.R., Dummer, T., Sandhu, J., Demlow, E., Hu, Y., Hong, A., Van Den Bosch, M. (2022). Chronic Disease and Where You Live: Built and Natural Environment Relationships with Physical Activity, Obesity, And Diabetes. Environment International. <http://doi.org/10.1016/j.envint.2021.106959>

Mental Health and Sense of Community

Mental disorders have a significant impact on the global burden of disease, affecting communities and people of all ages in both high and low-income countries. Sense of community and concern over social isolation has become a major mental issue in recent years.

Figure 0-10: Walkability & Sense of Community

In 2023, the US Surgeon General released a major report on social isolation and similar policy discussions are underway in Canada. Where Matters I found participants living in the most walkable areas of the Vancouver region were 47% more likely to report having a strong sense of community compared with those in the most car-dependent areas. Figure 0-10 reports these statistically significant results.⁶



Depression stands as a significant public health issue affecting 344 million individuals globally in 2019, and 4.7% of Canadians aged 15 and older exhibited it in 2012. Anxiety disorders stand as the second most common mental disorder globally, affecting approximately 301 million individuals in 2019, and 14% of Canadians aged 12 in the same year. We did not observe any significant association between walkability and depression.

However, participants in the most walkability areas were 1.74 times more likely to report experiencing anxiety compared to those living in the least walkability areas. Participants living in areas with very high walkability had statistically significant increased odds of experiencing anxiety, even after adjusting for demographic, lifestyle, and health-related variables. These results are counter to results suggesting a higher sense of community and social capital in more walkable areas. More work is needed to understand the underlying mechanisms of this potential relationship and its generalizability.

⁶ Results are based on My Health My Community Survey Data Collected by Vancouver Coastal Health Authority. Where Matters I: Health & Economic Impacts of Where We Live, University of British Columbia, 2019.

Summary and Conclusions

Findings presented in this report support GHG reduction and health promotion policies at the Provincial and Regional levels. Transportation and public health constitute two of the biggest Provincial responsibilities and perhaps the largest expenditures. These two issues are interrelated; yet institutionally separated. Both benefit from walkability and are adversely impacted by car dependence. Transportation investment decisions have considerable public health consequences. Results support Metro Vancouver's Regional Growth Strategy and TransLink's Transport 2050: Regional Transportation Strategy. Results further underpin the Ministry of Transportation and Infrastructure's CleanBC Roadmap to 2030. Findings support recently enacted Provincial bills 44, 46 & 47 which include a wide range of actions to increase density across most of BC municipalities primarily in association with transit. Bill 44 requires local governments to amend zoning bylaws to increase permitted density in areas currently zoned single-family or duplexes.

Residents within the more walkable areas of the lower mainland generated a third to half as much emissions as those in the most car-dependent areas and are at lower risk of several obesity-related chronic diseases. However, the most walkable parts of the lower mainland are also the least affordable and the less fortunate are priced out of the places with the best health outcomes. The promotion of walkability as a population health and GHG reduction solution requires mechanisms to make it more affordable to the less fortunate. Chronic disease is concentrated in the most underserved and constitutes a massive economic burden in BC and across Canada.

In 2015, the estimated cost of chronic disease was \$7.8 billion and significant portion of the overall provincial budget (BCCDC). Where Matters I documented higher rates of chronic disease in the most car-dependent areas of the lower mainland. The estimated costs of chronic disease are massive. One study by the Chronic Disease Alliance of Canada in 2017 found that the direct cost of Chronic Disease accounts for about 58% of the annual health spending in Canada (CDPAC / APMCC 2017). Transportation and health care constitute two of the biggest Provincial expenditures. Findings from Where Matters I and II studies documents currently externalized direct and indirect health-related impacts and costs of transportation and land development decisions. It presents a dynamic 5-year surveillance approach to quantify and internalize impacts into future decision-making processes.

A broad range of findings presented confirm these relationships built around a dynamic model where changes to walkability over time are captured and related to health and travel-related climate change outcomes. Living in a more walkable environment is associated with generating less harmful emissions, more physical activity, and lower obesity, diabetes, and cardiovascular disease rates. Where Matters provides a model for tracking key features of the physical environment that impact health and climate change – two of the most pressing societal / provincial mandates. Where Matters has measured walkability at the postal code level using parcel-level land use data at what will soon be 4 time points and linked with the census in a consistent manner. This project shows how changes in walkability impact obesity and is presented as a test case. Tracking changes

in access to greenspace can also be done consistently over time and along with walkability can be linked with a broader array of travel, emissions, and health outcomes.

Tracking changes in those features of the built and natural environment that logically impact health and climate change is arguably a necessary form of surveillance given the broad array of population-level consequences of these actions. A dynamic change detection framework is presented that can further be used as a decision support tool to guide infrastructure investments and land use actions. A performance-based approach to transportation funding could be introduced whereby at least some portion of investments in transportation infrastructure is awarded based on the achievement of positive changes to the built and natural environment. This concept is presented as one method to further strengthen the link between local government-led land use decisions and regional and provincially-led transportation investment processes.



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

June 10, 2024

File: CR-12-01
Ref: RD 2024 04 26

Mayor John McEwen and Council
Village of Anmore
2697 Sunnyside Rd
Anmore, BC V3H 5G9

Dear Mayor John McEwen and Council:

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

Metro Vancouver has updated the *Survey of Licensed Child Care Spaces and Policies in Metro Vancouver (Survey)*. The *Survey of Licensed Child Care Spaces and Policies in Metro Vancouver* is updated every few years as a resource for local government planners and policy makers. The 2023 update supports the implementation of policy actions in *Metro 2050* regarding the creation of child care spaces as an important component of complete communities.

At its April 26, 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 March 15, 2024, titled, "2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver"; and*
- b) *forward the "2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver" and its attachment to member jurisdictions for information with an offer for Council presentations upon request.*

The 2023 Survey expands on the 2019 iteration by establishing a Peer Review Group. This group played a crucial role in helping to inform and guide the project; they ensured the accuracy and comprehensiveness of the data, which allowed for a more robust view to be captured and a better understanding of current child care planning challenges in the region. The 2023 Survey includes a current inventory of the total number of child care spaces in the region, and notes that there was a substantial increase in child care spaces in the region between 2019 and 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.

67595309

We are pleased to provide you with a copy of the attached *2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver* and accompanying staff report for your information. If your Council would like to receive a presentation from Metro Vancouver staff about the Survey, please contact James Stiver, Division Manager, Regional Land Use Policy & Planning, by phone at 778-452-4698 or by email at james.stiver@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: Metro Vancouver Board report dated March 15, 2024, titled "2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver"

67595309

To: Regional Planning Committee

From: Stefanie Ekeli, Regional Planner, Regional Planning and Housing Services

Date: March, 15, 2024 Meeting Date: April 5, 2024

Subject: **2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver**

RECOMMENDATION

That the MVRD Board:

- a) receive for information the report dated March 15, 2024, titled, “2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver”; and
 - b) forward the “2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver” and its attachment to member jurisdictions for information with an offer for Council presentations upon request.
-

EXECUTIVE SUMMARY

The 2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver found that there has been a substantial increase in child care spaces in the region, from 18.6 spaces per 100 children under 12 in 2019 to 25.1 in 2023. This is a 35 percent increase. 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. Metro Vancouver updates the Survey every four years. 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.

PURPOSE

To share the results of the 2023 Survey of Licensed Child Care Spaces in Metro Vancouver with the Regional Planning Committee and MVRD Board to support local government planning for child care.

BACKGROUND

The Survey of Licensed Child Care Spaces and Policies in Metro Vancouver is updated every four years. The first two iterations of the Survey were published by Metro Vancouver in 2011 and subsequently updated and released in 2015 and 2019 (References 1,2, and 3). The 2023 Survey update expands on the 2019 iteration by establishing a Peer Review Group to help inform and guide the project, and to ensure data accuracy and comprehensiveness in capturing a more robust view and a better understanding of the challenges of current child care planning in the region (Attachment 1). The 2023 Survey expands analysis to include an assessment on the number of child care spaces per 100 children for the three Group Child Care licence types.

Child Care Planning in British Columbia

In British Columbia, child care planning is a shared responsibility among the BC Government, health authorities, local governments, First Nations, the not-for-profit sector, and the private sector. The role of the BC government has become increasingly important since 2018 with the launch of the ChildCareBC strategy. With this strategy, the Province and the Federal Government have boosted funding for local governments, Indigenous communities, not-for-profit organizations, families, and child care workers to support child care space creation, to make child care more affordable for families, and to increase the recruitment and retention, and enhance wages, of Early Childhood Educators.

Data contained in the 2023 Survey is intended to help support child care planning work, including applications for funding through ChildCareBC, in Metro Vancouver municipalities.

KEY FINDINGS OF THE 2023 SURVEY

The 2023 Survey provides a more robust discussion on the findings of the estimated and projected number of children aged 12 and under, and the number of child care spaces in Metro Vancouver. The following are the key findings:

- The number of children under the age of 12 is expected to continue to grow slightly in the near term by 1.1 percent (from an estimated 323,796 in 2023 to 327,397 in 2028);
- The number of child care spaces in Metro Vancouver grew by 35 percent between 2019 and 2023 (up from 60,970 to 81,264);
- As of 2023, Metro Vancouver has on average 25.1 spaces per 100 children 12 and under, which is an increase of 6.5 spaces per 100 children aged 12 and under from 2019 (35 percent increase, but remains slightly below the 2021 national average of 29 spaces but above the BC average of 21 spaces);
- As of 2023, Metro Vancouver has an average of 13.9 spaces per 100 children aged 0-3 (Group Child Care under 36 months), 38.7 spaces per 100 children aged 3-5 (Group Child Care 30 months to School Age), and 9 spaces per 100 children 5-12 (Group Child Care School Age);
- The survey results show that the major challenges in the provision of child care are mainly:
 - Lack of funding to cover capital operating and maintenance costs and operator lease / rent challenges;
 - Staffing shortages / low wages for child care workers;
 - Insufficient provincial funding to build new spaces; and
 - Persistent demand for new child care spaces;
- 16 respondents support child care through building space (e.g., rent-free, reduced lease, or market lease);
- 16 respondents have staff resources dedicated to child care work and 9 respondents have a dedicated staff person specifically for child care work; and
- 14 of 21 respondents have \$10/day child care facilities within their communities offering affordable child care to families.

MUNICIPAL MAIL-OUT SURVEY RESULTS

Local governments play a key role in enabling an adequate supply of child care spaces. One way that local governments can support the creation of child care spaces could include developing a local child care plan, strategy or bylaw that outlines municipal policies for child care provision. According to the 2023 Municipal Mail-out Survey, 15 of 20 (75 percent) of survey respondents have a stand-alone child care strategy, which is substantially higher than reported in 2019 (8 of 21 respondents, or 38 percent). In addition: 14 of 19 respondents noted addressing child care in Official Community Plans; 7 of 16 respondents address child care in Social Plans; 15 of 21 respondents identify child care as a community amenity; and 4 of 20 survey respondents identified that their local government has a Child Care Bylaw.

Although child care licensing is regulated by the Health Authorities, local governments also play a role in regulating child care through zoning and business licensing. Of the survey respondents, the majority of local governments permit child care in residential, commercial and institutional zones, and approximately half permit child care in industrial zones. The survey results also indicate that local governments often use financial incentives to enhance child care space creation which include the use of municipal grants, property tax exemptions or tax dollars used to support operation and maintenance fees, developer incentives, and the use of municipal building space by child care providers. In some cases, local governments also own child care facilities and/or partner with child care providers for the operation of facilities. The survey results show that the majority of local governments own child care facilities, and roughly half partner with child care providers for their operation.

The results of the Municipal Mail-out Survey signify that local governments have placed a greater emphasis on increasing the number of child care spaces within their communities since the 2019 survey through use of available regulatory tools and financial resources and incentives. While the results from the 2023 Survey show a positive outlook for child care space creation in the region, local governments still face challenges to meet child care needs including lack of funding, staffing shortages / wages, and persistent demand.

ALTERNATIVES

1. That the MVRD Board:
 - a) receive for information the report dated March 15, 2024, titled, "2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver"; and,
 - b) forward the "2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver" and its attachment to member jurisdictions for information with an offer for Council presentations upon request.
2. That the Regional Planning Committee receive for information the report dated March 15, 2024, titled "2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver", and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

There are no financial implications to this report. The report was completed as part of the Board approved Regional Planning 2023 work plan.

NEXT STEPS

It is recommended that copies of the 2023 Survey of Licensed Child Care Spaces in Metro Vancouver be forwarded to all member jurisdictions for information. The final report will also be posted on the Metro Vancouver website for download. Staff are available to present the report to Councils upon request.

CONCLUSION

Regional Planning has prepared the *2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver*. The report updates previous child care surveys prepared by Metro Vancouver in 2011, 2015, and 2019. The 2023 Survey found that there has been a substantial increase in child care spaces in the region, from 18.6 spaces per 100 children under 12 in 2019 to 25.1 in 2023, which is a 35 percent increase. This substantial increase can be correlated to the significant increase in funding provided from the Provincial and Federal Governments under the ChildCareBC strategy. The 2023 Survey also found that local governments are taking a range of approaches to facilitate child care provision and operation in their local context but are still facing various challenges associated with the provision of child care. This information is intended to support member jurisdictions and local governments in planning for complete communities and supporting the economy, thereby supporting the implementation of Goals 1 and 2 of *Metro 2050*.

ATTACHMENT

1. 2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver

REFERENCES

1. [A Municipal Survey of Child Care Spaces and Policies in Metro Vancouver, 2011](#)
2. [A Municipal Survey of Child Care Spaces and Policies in Metro Vancouver, 2015](#)
3. [2019 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver](#)
4. [ChildCareBC, Province of British Columbia](#)

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

June 10, 2024

File: CR-12-01
Ref: RD 2024 04 26

Mayor John McEwen and Council
Village of Anmore
2697 Sunnyside Rd
Anmore, BC V3H 5G9

Dear Mayor John McEwen and Council:

Tree Canopy Cover and Impervious Surface – 2020 Update

At its April 26, 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 March 15, 2024 titled “Tree Canopy Cover and Impervious Surface – 2020 Update”; and*
- b) share the findings and datasets with member jurisdictions with an offer of a staff presentation to Council upon request.*

Metro 2050 requires Metro Vancouver to regularly collect and update tree canopy cover and impervious surface data and share it with member jurisdictions. The attached staff report presents the latest figures for regional tree canopy cover, impervious surface, and potential planting area. The full datasets are available on the Metro Vancouver Open Data Portal. The datasets have been updated with the most recent regional remote sensing data from 2020 and have been compared to measurements taken in 2014.

In 2020, impervious surface covered 54 per cent of lands within *Metro 2050*'s Urban Containment Boundary (a four per cent increase since 2014), and tree canopy covered 31 per cent of lands representing (a one per cent decrease over the same period). Tree canopy cover loss and the increase in imperviousness are primarily associated with the continuing urbanization of the region. Growth and intensification pressures, as well as implementation of the new provincial housing legislation allowing greater intensification of urban residential areas, will likely lead to further tree canopy cover loss and impervious surface in urban areas increases over time.

67603212

Metro 2050 includes a regional target to increase the total regional tree canopy cover within the Urban Containment Boundary to 40 per cent by the year 2050. It is possible to offset the reported losses and increase tree canopy cover with the implementation of progressive tree retention and urban forest expansion strategies and efforts. Mayor and Council will also receive a separate letter regarding a related report about updates to the *Metro Vancouver Tree Regulations Toolkit* (Toolkit), which was also recently received by the Metro Vancouver Board. The Toolkit provides new and updated information about land use-related options that can be used to support tree canopy cover retention and enhancement.

We are pleased to provide you with a copy of attached “Tree Canopy Cover and Impervious Surface - 2020 Update” report and accompanying staff report for your information. We look forward to continuing to collaborate with you on urban forestry efforts across the region.

If your Council would like to receive a presentation from Metro Vancouver staff about the “Tree Canopy Cover and Impervious Surface 2020 Update” report, please contact James Stiver, Division Manager, Regional Land Use Policy & Planning, by phone at 778-452-4698 or by email at james.stiver@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: Metro Vancouver Board report dated March 15, 2024, titled “Tree Canopy Cover and Impervious Surface – 2020 Update”.

67603212

To: Regional Planning Committee

From: Laurie Bates-Frymel, Senior Planner, and Agatha Czekajlo, Senior Policy and Planning Analyst, Regional Planning and Housing Services

Date: March 15, 2024 Meeting Date: April 5, 2024

Subject: **Tree Canopy Cover and Impervious Surface – 2020 Update**

RECOMMENDATION

That the MVRD Board:

- a) receive for information the report dated March 15, 2024 titled “Tree Canopy Cover and Impervious Surface – 2020 Update”; and
 - b) share the findings and datasets with member jurisdictions with an offer of a staff presentation to Council upon request.
-

EXECUTIVE SUMMARY

In 2020, impervious surface covered 54 percent of lands within Metro 2050’s Urban Containment Boundary. This represents an increase of 4 percent since 2014, with most jurisdictions seeing an increase in imperviousness. In 2020, tree canopy covered 31 percent of lands within the Urban Containment Boundary. This represents a decrease of 1 percent since 2014, with the majority of jurisdictions experiencing loss, 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 percent 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.

PURPOSE

To provide the Regional Planning Committee and MVRD Board with the latest data update on the status of tree canopy cover and impervious surface across the urban part of the region.

BACKGROUND

Adopted by the MVRD Board in February 2023, *Metro 2050* commits Metro Vancouver to collect and maintain tree canopy cover and imperviousness data, and to share these datasets with member jurisdictions. *Metro 2050* also includes a regional target to “increase the total regional tree canopy cover within the Urban Containment Boundary from 32% to 40% by the year 2050”.

2020 REGIONAL TREE CANOPY COVER AND IMPERVIOUS SURFACE REPORT

Tree canopy refers to the leaves and branches, and their coverage can be identified by the ground area they cover when viewed from above. Impervious surface, such as paved roads and buildings, are hard surface areas that allow very little or no water to pass through.

Using 5 metre resolution land cover classification data from 2020 (the most recent regional land cover data available), Metro Vancouver has summarized tree canopy cover and impervious surface for various geographies in a technical report titled “2020 Regional Tree Canopy Cover and Impervious Surface in Metro Vancouver” (Reference 1). The 2020 tree canopy cover and impervious surface data were compared to the previous regional datasets to assess change between 2014 and 2020. In addition, the technical report includes projections of future tree canopy cover levels as greenfield and infill development continue, as well as a number of recommendations to retain and enhance tree canopy cover while reducing impervious surface. The technical report and associated data will be posted on Metro Vancouver’s website and Open Data Portal after the Board receives them. It is noted that several Metro Vancouver member jurisdictions have conducted finer-resolution tree canopy analyses within their boundaries, and some have also reported change over time. Metro Vancouver’s analysis complements this work and provides a consistent regional-scale assessment that fills data gaps for municipalities that do not currently have local mapping.

Why are Tree Canopy Cover and Impervious Surface Measurements important?

Trees provide a range of important ecosystem services that benefit humans such as shading, cooling, carbon sequestration, stormwater management, and physical, mental, and social well-being (References 2 and 3). Aside from monitoring progress towards the urban tree canopy target of *Metro 2050*, measuring tree canopy cover is a simple way to determine the extent of the region’s urban forest and the magnitude of services it provides; this is particularly important to measure in the context of this rapidly urbanizing region. In contrast, impervious surface is associated with many of the negative effects of urbanization, such as higher temperatures (i.e., the ‘Urban Heat Island’ effect) and increased flood risk, hydrological cycle disruptions, and poor water quality, all of which can impact ecological and human health. Measuring the level of impervious surface across a landscape gives an indication of the potential extent of these negative effects.

Although tree canopy cover and imperviousness are ecological health indicators, their connection to factors such as urban temperatures and stormwater management also means they are good indicators of how resilient communities may be to climate change-related impacts. Looking more closely at whether these indicators are distributed equitably can also help to identify communities or populations that may be more vulnerable to risks and receiving fewer ecosystem service benefits.

Tree Canopy Cover and Impervious Surface Levels and Change Since 2014

The technical report analyzes change since 2014 and draws the following key conclusions:

- In 2020, tree canopy covered 31 percent of lands within the Urban Containment Boundary (UCB).
- Most of the urban tree canopy cover was located within residential areas (38 percent) and recreation, open space and protected natural areas (36 percent).

- Private lands had a relatively low tree canopy coverage (27 percent), but the majority of tree canopy cover in the UCB (57 percent) was found on private land – primarily because the majority of land in the UCB (69 percent) is privately-owned.
- Between 2014 and 2020, **tree canopy cover decreased by 1 percent** within the UCB (from 32 to 31 percent). Some member jurisdictions saw increases in tree canopy cover, but most experienced loss (Figure 1). Concentrated areas of loss generally corresponded with planned greenfield development and densifying urban areas.
- In 2020, impervious surface covered 54 percent of lands within the UCB.
- Most of the UCB’s impervious surface was located within residential areas (39 percent) and road rights-of-way (27 percent). Impervious surface on private lands was relatively high (57 percent).
- Between 2014 and 2020, **impervious surface increased by 4 percent** within the UCB (from 50 to 54 percent). Some member jurisdictions saw reductions in impervious surface, but impervious surface increased for most. Similar to areas that observed tree canopy cover loss, areas of increasing impervious surface generally corresponded to greenfield and industrial development.
- Approximately 21 percent of the tree canopy cover and 19 percent impervious surface within the UCB was found within single-detached residential neighbourhoods.

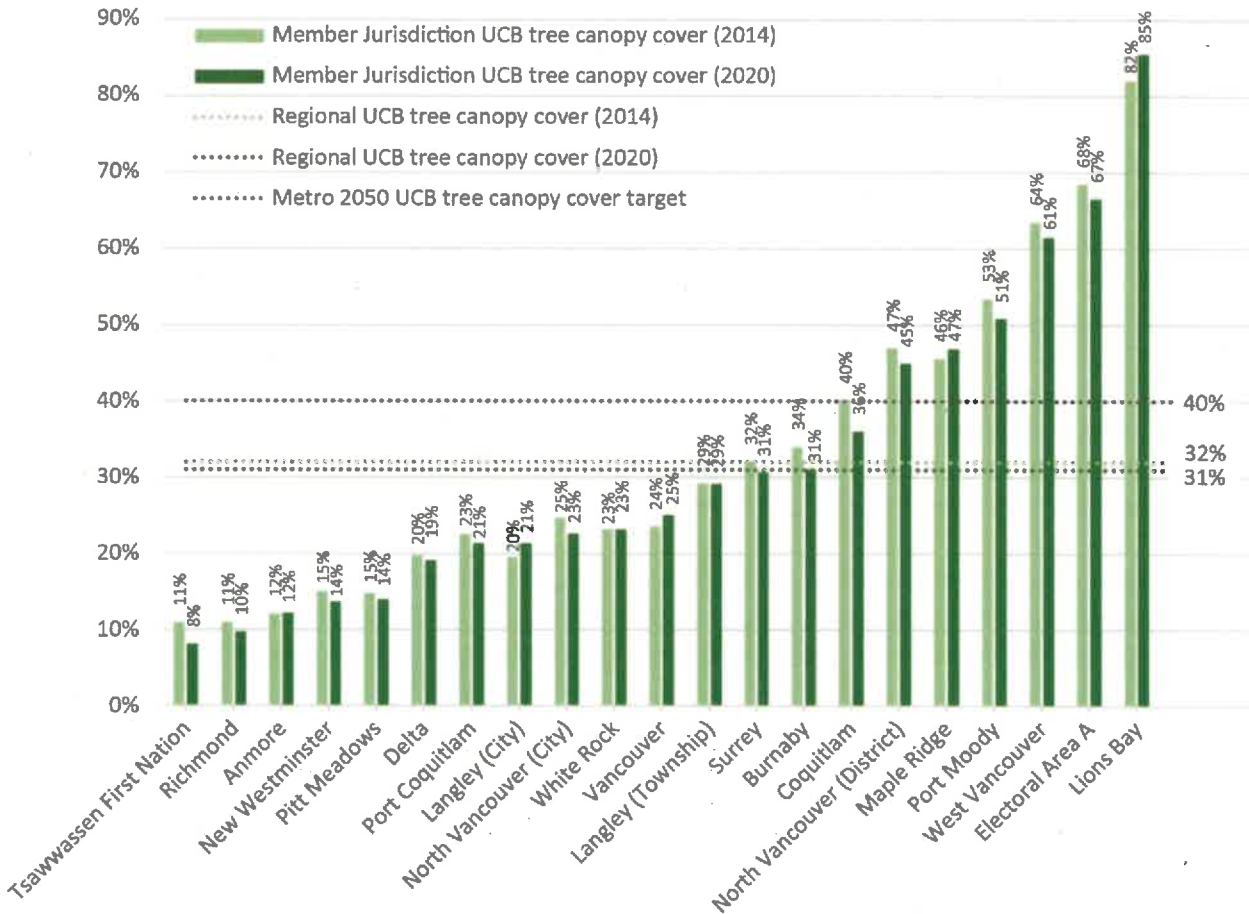
If the region’s remaining greenfield lands within the UCB are developed and single-detached housing stock is redeveloped as expected over the next 20-30 years, tree canopy cover is projected to continue to decrease from 31 percent to 29 percent over this timeframe. However, this estimate did not consider implementation of the newly-adopted provincial housing legislation (see ‘Potential Impact of the New Provincial Housing Legislation’ section below).

Tree Planting to Offset Losses and Achieve the Metro 2050 Tree Canopy Cover Target

Municipalities, including several Metro Vancouver member jurisdictions, often use tree planting programs and policies as a way to maintain or expand tree canopy, which can also help to offset anticipated future losses from development and redevelopment. However, to offset the projected decline in UCB tree canopy cover over the next 20-30 years it is estimated that roughly 1,990 hectares of land within the UCB would have to be dedicated to tree planting. An additional 8,000 hectares (a total of 9,900 ha) of tree canopy cover would be required to achieve the *Metro 2050* UCB tree canopy cover target (i.e., 40 percent).

Achieving the *Metro 2050* UCB tree canopy cover target will be challenging. Metro Vancouver’s analysis indicates that about 30,000 hectares of land within the UCB is currently potentially available for tree planting. This includes non-tree vegetation, soil patches, barren surfaces, and pavement that does not fall on roads, which under the right circumstances, could be modified to increase tree canopy cover. Further site-level assessments would be needed to determine what areas have the greatest potential to increase tree canopy cover through tree planting.

Figure 1. Tree Canopy Cover within the Urban Containment Boundary by member jurisdiction in 2020 and 2014, compared to the Metro 2050 target



Note: Belcarra and Bowen Island are not included because they fall outside the UCB. Lions Bay was removed from the UCB in 2021.

Potential Impact of the New Provincial Housing Legislation

More information about the pace and scale of uptake is needed to fully assess the potential impacts on tree canopy cover from the intensification of single-detached neighbourhoods and transit-oriented areas required by the recently-adopted provincial housing legislation. However, it is anticipated that the recent legislative changes will make it even more challenging for the region to achieve its urban tree canopy target. That will continue to be monitored and will likely be a key consideration during the next update of the tree canopy cover and impervious surface dataset. Staff are considering how best to track intensification trends and will continue to monitor and report out on change over time.

Discussions with Member Jurisdiction Staff

The “2020 Regional Tree Canopy Cover and Impervious Surface in Metro Vancouver” technical report was shared with the Regional Planning Advisory Committee - Environment Subcommittee during its meeting on February 15, 2024, and the Regional Planning Advisory Committee on March 15, 2024. Member jurisdiction staff expressed serious concerns about limited space for trees, particularly in light of other competing space requirements (e.g., stormwater management, utility

infrastructure, housing intensification). They also recognized challenges associated with young tree mortality during drought conditions. Member jurisdiction staff were encouraged to consider the best practices and alternatives provided in the Metro Vancouver Tree Regulations Toolkit, which was recently updated with land use / zoning-related examples and is being presented in a separate staff report on this Regional Planning Committee meeting agenda (Reference 4), as well as Metro Vancouver's Urban Forest Climate Adaptation resources for advice about tree species climate suitability, necessary soil volumes, and other considerations (Reference 5).

NEXT STEPS

It is recommended that the Tree Canopy Cover and Impervious Surface report findings and data should be forwarded to staff from member jurisdiction CAOs and City Managers. Staff will also promote the findings via social media and staff are also available to present the report and findings to Councils upon request. The main objective of the social media outreach will be to increase public awareness about the important benefits of urban forests such as shading, cooling, carbon sequestration, stormwater management, and physical, mental, and social well-being.

The 2020 tree canopy cover and impervious surface data is the most recent regional-scale data available. Regular updates of the data are important to track long-term trends and to support *Metro 2050's* performance monitoring. Regional remote sensing data is collected every 6 years and therefore the next tree canopy cover and impervious surface update is planned for 2026. The collation of remote sensing data from across the region, generation of the regional land cover classification dataset, select site validation, and spatial analysis takes time. Based on previous update timelines, staff anticipate that the next report will be completed in 2028.

ALTERNATIVES

1. That the MVRD Board:
 - a) receive for information the report dated March 15, 2024 titled "Tree Canopy Cover and Impervious Surface – 2020 Update"; and
 - b) share the findings and datasets with member jurisdictions with an offer of a staff presentation to Council upon request.

2. That the MVRD Board receive for information the report dated March 15, 2024 titled "Tree Canopy Cover and Impervious Surface – 2020 Update" and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

There are no financial implications to this report. Work associated with measuring these indicators was completed as part of the Regional Planning annual work program.

CONCLUSION

The 2020 "Regional Tree Canopy Cover and Impervious Surface in Metro Vancouver" technical report concludes that in 2020 tree canopy covered 31 percent of the lands within the UCB, with variations among neighbourhoods and land use types. Impervious surface covered 54 percent of the lands within the UCB. Since 2014, regional tree canopy cover has decreased by 1 percent and impervious surface has increased by 4 percent within the UCB.

As the region’s remaining greenfield lands are developed and single-detached housing stock is redeveloped and intensified over the next 20-30 years, tree canopy cover in the UCB is projected to decrease from 31 to 29 percent. However, with the implementation of progressive tree retention and urban forest expansion strategies, it is possible to offset these losses and work towards the 40 percent tree canopy cover target for the region’s urban areas, as set out in *Metro 2050*. Changes to tree canopy cover and impervious surface will continue to be monitored and reported.

ATTACHMENT

1. Presentation re: Tree Canopy Cover and Impervious Surface – 2020 Update

REFERENCES

1. [2020 Regional Tree Canopy Cover and Impervious Surface in Metro Vancouver - Technical Report](#)
2. [The Urban Forest and Ecosystem Services: Impacts on Urban Water, Heat, and Pollution Cycles at the Tree, Street, and City Scale](#)
3. [Urban natural environments as nature-based solutions for improved public health – A systematic review of reviews](#)
4. [Metro Vancouver Tree Regulations Toolkit](#)
5. [Metro Vancouver’s Urban Forest Climate Adaptation Resources](#)

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Attachment 1



Tree Canopy Cover, Impervious Surface, and Tree Regulations

DATASET AND TOOLKIT UPDATE

Laurie Bates-Frymel
 Senior Planner (Environment),
 Regional Planning & Housing Services

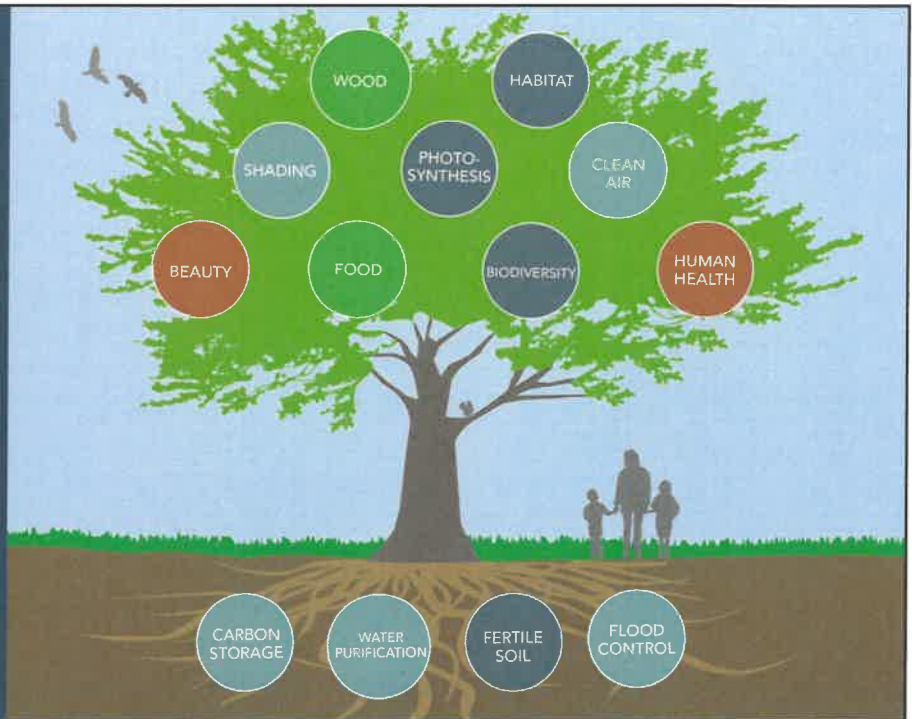
Agatha Czekajlo
 Senior Policy and Planning Analyst,
 Regional Planning & Housing Services

Edward Nichol
 Senior Planner,
 Regional Planning & Housing Services

Regional Planning Committee – April 5, 2024
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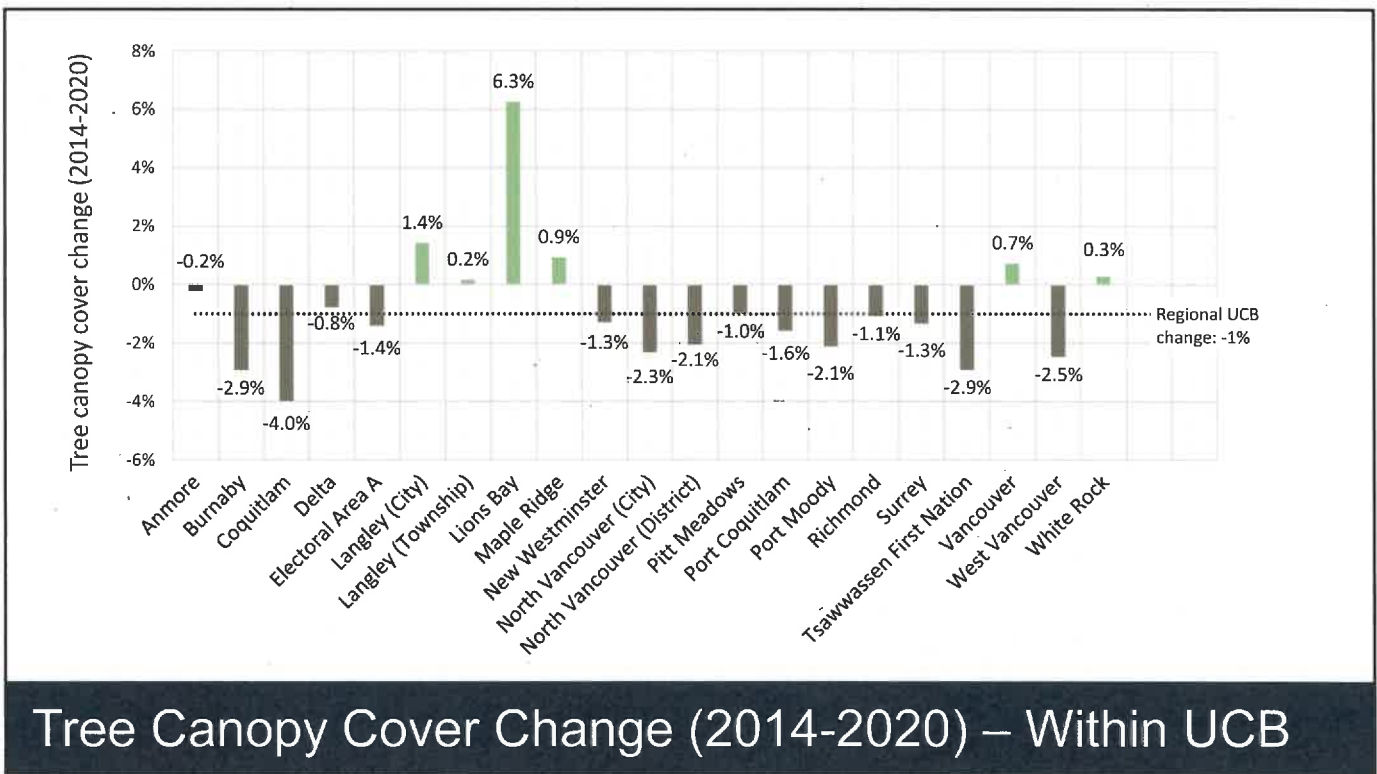
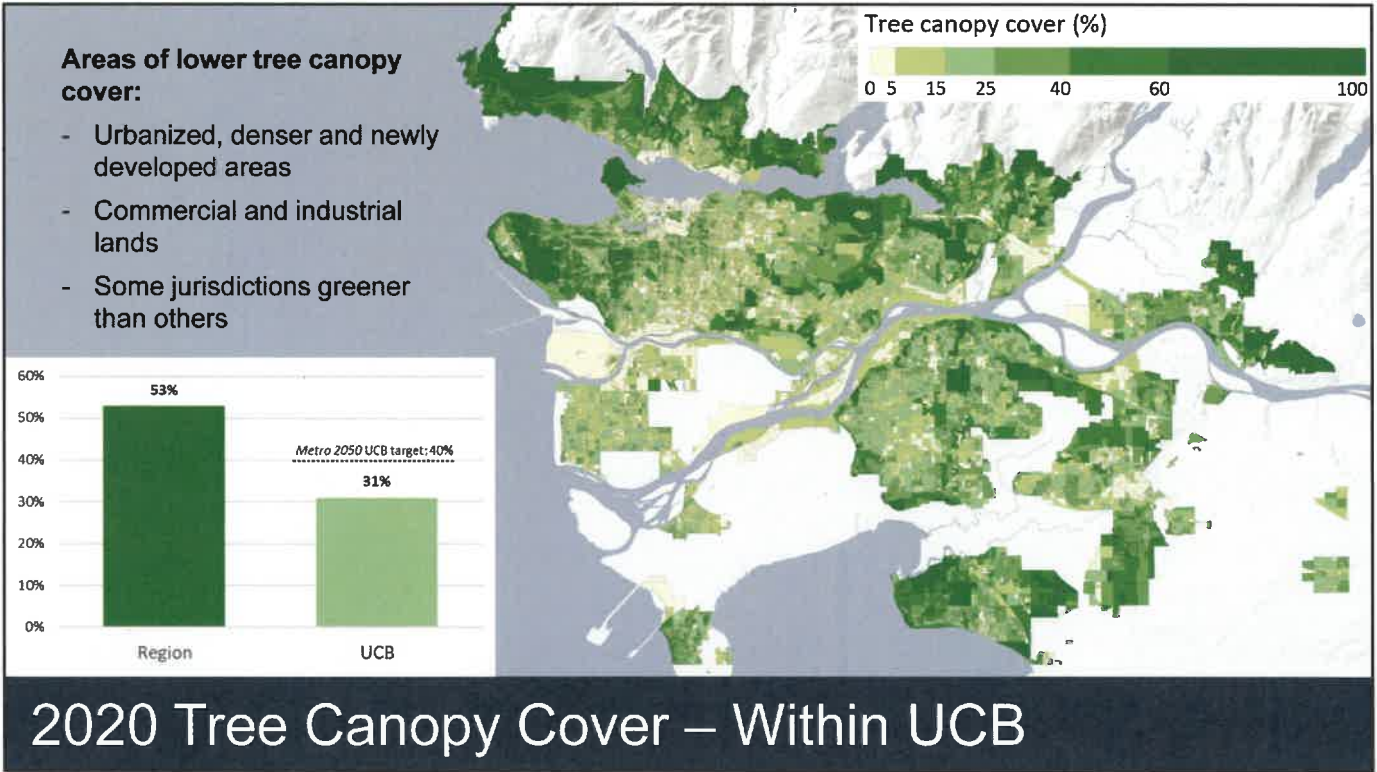
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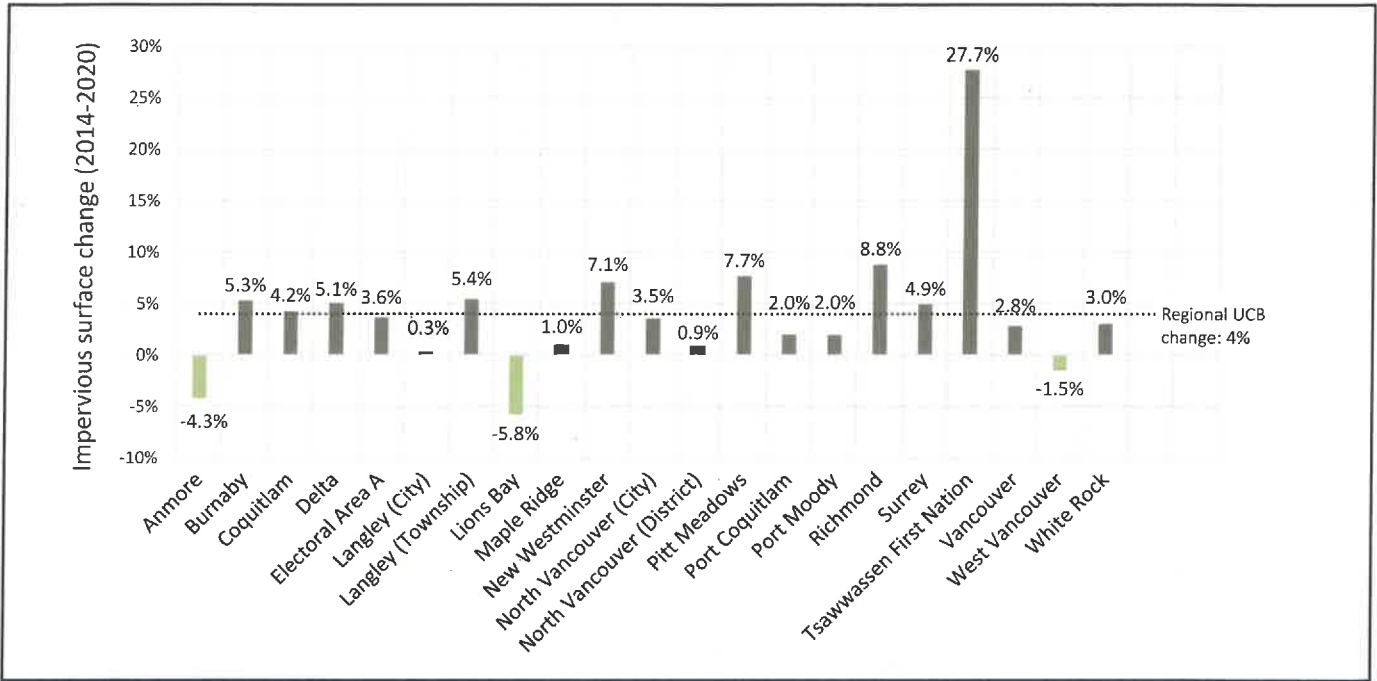
Why measure
 ‘tree canopy
 cover’ and
 ‘impervious
 surface’?



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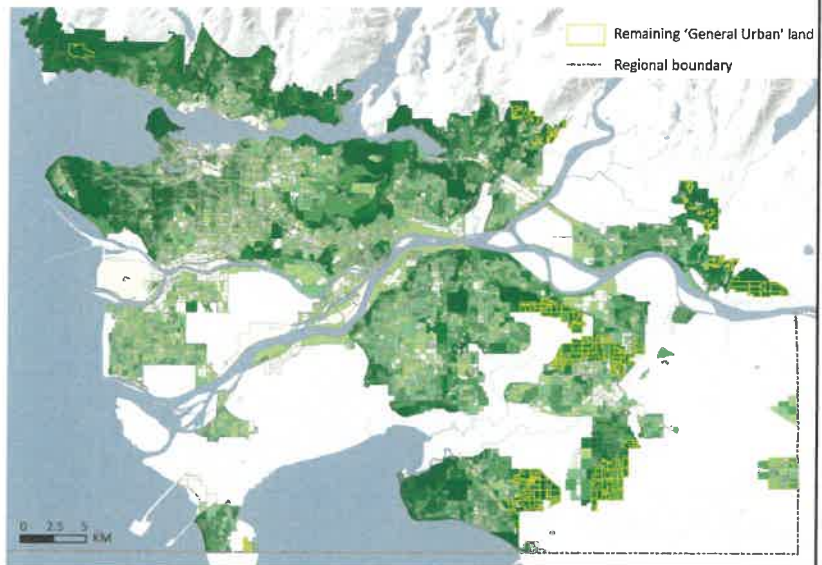
Impervious Surface Change (2014-2020) – Within UCB

FUTURE PROJECTIONS OF TREE CANOPY COVER

Tree canopy cover is projected to **decrease** from 31% to 29% due to continued development within the UCB

+1,990 ha of tree planting required to offset projected loss

+8,000 ha of tree planting required to reach *Metro 2050's* UCB tree canopy cover target of 40%

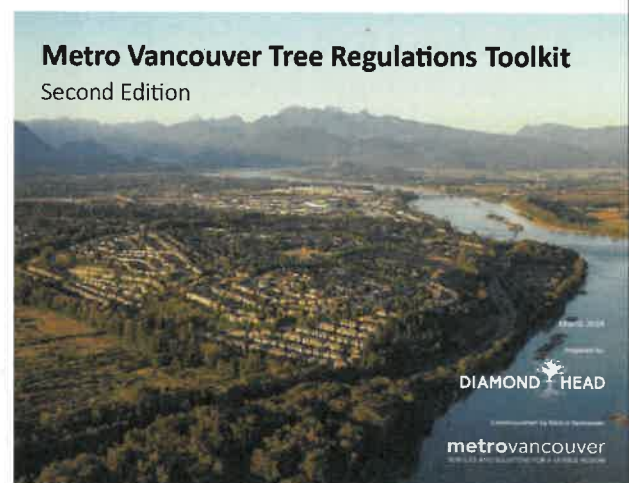


DATA SUMMARY

- Tree canopy cover in the Urban Containment Boundary (UCB)
 - **Decreased by 1%** between 2014 and 2020 (32% to 31%)
 - In 2020 - 38% on Residential lands, 27% on private lands
- Impervious surface in the UCB
 - **Increased by 4%** between 2014 and 2020 (50% to 54%)
 - In 2020 - 39% on Residential lands, 57% on private lands
- Tree Canopy Cover Future Projections for the UCB
 - Expected to **decrease from 31% to 29%***
 - 9,900 ha of tree planting in the UCB needed to offset this loss and reach *Metro 2050's* UCB 40% tree canopy cover target

TREE REGULATIONS TOOLKIT UPDATE

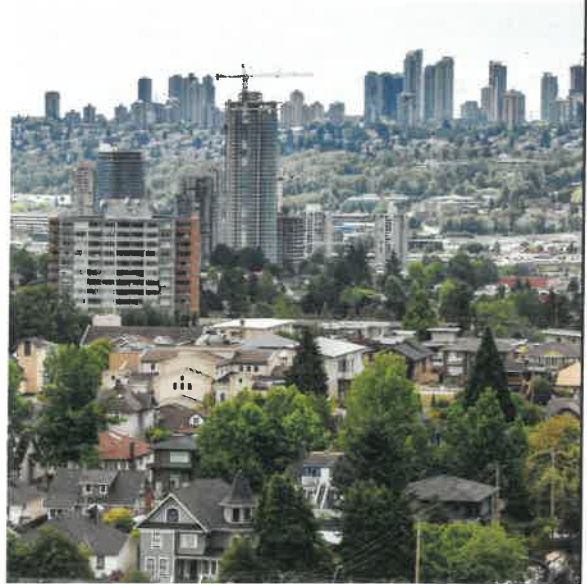
- **Toolkit Purpose:**
 - Guidance on regulatory tools that influence the preservation and growth of trees and tree canopy
- **Structure:**
 - Higher-level plans
 - Tools regulating land use
 - Tools regulating trees



TREE REGULATIONS TOOLKIT UPDATE

New Information On:

- Land use trends and tree canopy cover
- Considerations for canopy cover targets
- Land use bylaws and development permit areas
- Development, subdivision, and servicing bylaws
- Worksheets to assess regulatory framework and identify opportunities for improvement



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Thank you

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June 11, 2024

File: CR-12-01
Ref: RD 2024 04 26

Mayor John McEwen and Council
Village of Anmore
2697 Sunnyside Rd
Anmore, BC V3H 5G9

Dear Mayor John McEwen and Council:

Metro Vancouver Tree Regulations Toolkit Update

At its April 26, 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 March 8, 2024, titled "Metro Vancouver Tree Regulations Toolkit Update"; and*
- b) forward the "Metro Vancouver Tree Regulations Toolkit Update" to member jurisdictions for information with an offer of a presentation to Councils upon request.*

The updated *Metro Vancouver Tree Regulations Toolkit* (Toolkit) provides guidance on regulatory tools that can be used to protect trees and increase tree canopy cover at the local level. The Toolkit, originally developed in 2021, was recently updated to provide greater detail and supporting information in the land use-focused sections of the document. As the region continues to grow, it will be critical to ensure that there is adequate space to retain or grow trees. Therefore, tools such as land use bylaws, development permit areas, and development, subdivision, and servicing bylaws should be used to support the foundation for long-term protection and growth of trees.

The region's urban forests help communities cope with the impacts of climate change and contribute to the health and well-being of residents. Trees cool streets and buildings, improve water quality, intercept stormwater, store carbon, and provide food and shelter for wildlife, among many other important contributions. Metro Vancouver's urban tree canopy is expected to continue to decline, primarily due to growth, development, and the intensification of land uses. This underscores the need to continue to collaborate on innovative regulatory and supportive approaches to protect and retain trees.

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Metro Vancouver supports local urban forestry efforts across the region by providing data and resources, convening practitioners, and advocating for innovative approaches that improve the health and resilience of the region's urban forests. The *Metro Vancouver Tree Regulations Toolkit* provides new and updated information about land use-related options that can be used to support tree canopy cover retention and enhancement. Member jurisdiction staff are encouraged to use the Toolkit as a resource to inform urban forest planning and management, as well as update and strengthen local policies, regulations and tree planting and protection initiatives. This work will be critical for the region to support the shared and ambitious 40 per cent urban area tree canopy cover target set out in *Metro 2050*.

Mayor and Council will also receive a separate letter regarding the related "Tree Canopy Cover and Impervious Surface - 2020 Update" report, which was also recently received by the Metro Vancouver Board. That report presents the latest figures for regional tree canopy cover, impervious surface, and potential planting areas available.

We are pleased to provide you with a copy of the attached updated *Metro Vancouver Tree Regulations Toolkit* and accompanying staff report for your information. We look forward to continuing to collaborate with you on urban forestry efforts across the region.

If your Council would like to receive a presentation from Metro Vancouver staff about the Toolkit, please contact James Stiver, Division Manager, Regional Land Use Policy & Planning, by phone at 778-452-4698 or by email at james.stiver@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: Metro Vancouver Board Report dated March 8, 2024, titled "Metro Vancouver Tree Regulations Toolkit Update".

To: Regional Planning Committee

From: Edward Nichol, Senior Planner, Regional Planning and Housing Services

Date: March 8, 2024 Meeting Date: April 5, 2024

Subject: **Metro Vancouver Tree Regulations Toolkit Update**

RECOMMENDATION

That the MVRD Board:

- a) receive for information the report dated March 8, 2024, titled “Metro Vancouver Tree Regulations Toolkit Update”; and
 - b) forward the “Metro Vancouver Tree Regulations Toolkit Update” to member jurisdictions for information with an offer of a presentation to Councils upon request.
-

EXECUTIVE SUMMARY

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.

PURPOSE

To provide the Regional Planning Committee and MVRD Board with the updated Metro Vancouver Tree Regulations Toolkit.

BACKGROUND

Healthy trees provide communities with important ecosystem services, including shading and cooling, stormwater absorption, habitat, and carbon storage. Collectively, the trees within the public and private lands of a community (including the trees in parks, around buildings, along streets and in backyards) make up the urban forest. Since 2016, Metro Vancouver has supported local urban forestry efforts across the region by providing data and resources, convening practitioners, and advocating for innovative approaches that improve the health and resilience of the region’s urban forests, with the first iteration of the Tree Regulations Toolkit being completed in 2021. The Metro Vancouver Tree Regulations Toolkit has now been updated (Attachment 1).

TOOLKIT UPDATE

At its June 9, 2021 meeting, the Regional Planning Committee received the report “Metro Vancouver Tree Regulations Toolkit” (Reference 1). That report introduced the first iteration of the Toolkit, and noted that it may be updated in the future to add more substantial content to the land use-focused sections of the document.

The 2021 Toolkit focused on tools that primarily regulate trees (e.g., tree bylaws); additional content on tools that primarily regulate land use was included as supplemental information. In 2023 Metro Vancouver retained Diamond Head Consulting, the consultant behind the 2021 iteration, to update the Toolkit with more information on the land use-focused sections. The update was undertaken in response to the ongoing challenges associated with preserving trees in this rapidly growing urban region, and with the objective of updating the information to incorporate current best practices.

Urban Tree Canopy Cover and Impervious Surfaces

In 2024, Metro Vancouver’s Tree Canopy Cover and Impervious Surfaces dataset was updated; this update is also being presented in a separate report to the Regional Planning Committee in this meeting’s agenda package. The results show a decrease of 1 percent tree canopy cover within the region’s Urban Containment Boundary from the years 2014-2020. Metro Vancouver’s tree canopy cover is currently projected to continue to decline within the Urban Containment Boundary, primarily due to urban growth, development, and the intensification of land uses. These projections, in combination with the tree canopy loss observed between 2014-2020, highlight the need for innovative regulatory and supportive approaches to protect and retain trees at the local level through land use and development processes. This work will be critical for the region to reverse the current trends and move us towards a path to achieving the ambitious 40 percent tree canopy cover target set out in *Metro 2050*.

Toolkit Overview

The Metro Vancouver Tree Regulations Toolkit provides guidance on selecting and using regulatory tools that can help preserve trees and increase tree canopy cover based on best practices. Earlier iterations of the Toolkit were informed by survey results from consulting arborists and local staff across the region, as well as a review of scientific literature, practitioner guides, and bylaws from across Canada and the United States. Information is included on higher-level plans (such as regional growth strategies and official community plans), tools that regulate land use and influence the space available to retain or replace trees (such as zoning bylaws and subdivision and servicing bylaws), and tools that regulate trees as their primary purpose (such as covenants and tree bylaws).

The updated Metro Vancouver Tree Regulations Toolkit complements and supports several Metro Vancouver initiatives, plans, and policies, including:

- The *Board Strategic Plan 2022 - 2026*, which includes a priority action to support member jurisdictions to develop and implement effective policies and tools that will help the region achieve its targets to protect 50 percent of lands for nature and achieve 40 percent urban tree canopy (Reference 2);

- The *Climate 2050 Nature and Ecosystems Roadmap*, which includes an action for Metro Vancouver to provide data and resources to support urban forest management (Reference 3); and
- *Metro 2050*, which includes an action for member jurisdictions to adopt Regional Context Statements that include policy statements that: enable the retention and expansion of urban forests using various tools, such as local tree canopy cover targets, urban forest management strategies, tree regulations, development permit requirements, land acquisition, street tree planting, and reforestation or restoration policies, with consideration of resilience (Reference 4).

New Information Included in the Update

The section of the Toolkit dedicated to tools that primarily regulate land use has been updated. This section now includes new information on:

- current land use trends across the region and the implications for tree canopy cover and impervious surfaces;
- considerations for setting tree canopy cover targets;
- land use bylaws and development permit areas (including zoning bylaws, form and character development permit areas, climate change and energy conservation development permit areas, screening and landscaping bylaws, and development procedure bylaws);
- development, subdivision, and servicing bylaws; and
- worksheets to assess a local government's regulatory framework for protecting urban trees and to identify opportunities for improvement.

The Toolkit is organized based on relevancy for the public and private realms, and for tree retention and planting goals. Key bylaw components are described by their general purpose, core (recommended) components, and additional bylaw component options for consideration. Examples of bylaw components that have been successfully implemented by other jurisdictions are also included. The updated Toolkit includes icons and callout boxes to highlight the anticipated impacts and implications of recent provincial housing legislation changes on relevant bylaw components, where applicable.

Since the recent provincial housing legislation changes were announced towards the end of the Toolkit update process, additional work may be required in the future to better understand the impacts of the region's increased intensification of single-detached residential neighbourhoods, and determine how the housing legislation can be implemented in a way that maximizes tree retention.

NEXT STEPS

Staff will promote and share the Toolkit broadly throughout the region as a resource to inform urban forest planning and management, and encourage its use to update and strengthen local policies and regulations. It is recommended that copies of this staff report with the attached updated Metro Vancouver Tree Regulations Toolkit be forwarded to member jurisdictions for information with an offer of a presentation to Council upon request. The final report will also be posted on the Metro Vancouver website for download.

The Toolkit may be updated in the future, as needed. Metro Vancouver will continue to provide data and resources, convene with regional partners and practitioners, and advocate for innovative approaches to ensure a healthy and resilient regional urban forest.

ALTERNATIVES

1. That the MVRD Board:
 - a) receive for information the report dated March 8, 2024, titled “Metro Vancouver Tree Regulations Toolkit Update”; and
 - b) forward the “Metro Vancouver Tree Regulations Toolkit Update” to member jurisdictions for information with an offer of a presentation to Councils upon request.

2. That the MVRD Board receive for information the report dated March 8, 2024 titled “Metro Vancouver Regulations Toolkit Update and provide alternative direction to staff.

FINANCIAL IMPLICATIONS

This work was undertaken as part of Regional Planning’s regular work program and the MVRD Board-approved 2023 Regional Planning budget. The project cost was \$18,000.

CONCLUSION

The first iteration of the Metro Vancouver Tree Regulations Toolkit was developed by Diamond Head Consulting for Metro Vancouver in 2021. The Toolkit was developed to provide guidance on regulatory tools that can help protect trees and increase tree canopy cover at the local level. Metro Vancouver again retained Diamond Head Consulting in 2023 to update the Toolkit with more substantial information in the land use-focused sections of the document. As a next step, Metro Vancouver will promote and share the updated Toolkit broadly throughout the region as a resource to support urban forest planning and management.

ATTACHMENT

1. “Metro Vancouver Tree Regulations Toolkit – Second Edition”, dated March 2024

REFERENCES

1. Metro Vancouver Tree Regulations Toolkit, Regional Planning Committee Report dated May 14, 2021
2. Regional Planning Priority Actions in the Board Strategic Plan 2022-2026
3. Action 4.2 of the Climate 2050 Nature and Ecosystems Roadmap
4. Policy action 3.2.7. c) ii of Metro 2050

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