

REGULAR COUNCIL MEETING – MINUTES

Minutes for the Regular Council Meeting scheduled for Tuesday, July 16, 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 Kim Trowbridge
Councillor Doug Richardson
Councillor Polly Krier
Councillor Paul Weverink

ABSENT

OTHERS PRESENT

Karen Elrick, Chief Administrative Officer
Rhonda Schell, Manager of Corporate Services
Lena Martin, Manager of Financial Services
Chris Boit, Manager of Development Services
Therese Mickelson, Mickelson Consulting Inc.
John Weninger, JW Infrastructure Planning Ltd.

1. Call to Order

The meeting was called to order at 7:03 p.m.

2. Approval of the Agenda

It was MOVED and SECONDED:

R091/24: THAT the agenda be approved as circulated

Carried Unanimously

3. Public Input

Members of the public made comments on:

- the Anmore South community engagement process and that feedback being included in the development of the Neighborhood Plan

4. Delegations

(a) **icona Properties**

Madison Moore, icona Properties presented a request for the use of Spirit Park.

Discussion Points included:

- Type of movie to be shown, amenities required (chairs, screen, projector, etc.), rain or shine and time of event.

It was MOVED and SECONDED:

R092/24: THAT Council approves the Free Movie Night event to be hosted by icona Properties in Spirit Park on August 22, 2024.; and,

THAT Noise Control Bylaw 517-2011 not be enforced for this event on August 22, 2024 until 10:00pm.

Carried Unanimously

(b) **Asset Management Plan Update – Phase 1 of 4**

John Weninger, JW Infrastructure Planning Ltd. provided an update on Phase 1 of the Village's Asset Management Plan, the presentation is attached and forms part of the minutes.

Discussion Points included:

- Clarification on spending allocation
- Capital asset levy and provincial contributions
- Replacement schedule
- Correlation to Urban Systems Asset Management Investment Plan
- Increasing contribution to meet asset replacement budget projections

5. Adoption of Minutes

(a) **Minutes of the Regular Council Meeting held on June 18, 2024**

It was MOVED and SECONDED:

R093/24: THAT the Minutes of the Regular Council Meeting held June 18, 2024, be adopted, as circulated.

Carried Unanimously

6. Business Arising from Minutes

None.

7. Consent Agenda

It was MOVED and SECONDED:

R094/24: THAT the Consent agenda be adopted.

Carried Unanimously

(b) Village of Anmore 2023 Water Quality Report

THAT the Village of Anmore 2023 Annual Water Quality Report, as attached to the agenda, be received for information.

(c) Sasamat Volunteer Fire Department

THAT the correspondence dated June 19, 2024 from the Village of Belcarra regarding the Sasamat Volunteer Fire Department, be received for information.

8. Items Removed from the Consent Agenda

(a) Status Update RC Resolutions

It was MOVED and SECONDED:

R095/24: THAT Council receive the status update of Regular Council Meeting resolutions for 2024 for information, as amended to change the status of R049/24 to “Not Applicable”.

Carried Unanimously

9. Legislative Reports

(a) 1065 Uplands Drive - Zoning Bylaw Amendment- Bylaw No. 700-2024

Discussion Points included:

- Location of the driveway
- Slope grade of the lot
- History of the lot development

- Schedule A map not showing the creek
- Requiring a Qualified Environmental Professional to review the application

It was MOVED and SECONDED:

R096/24: THAT first and second reading be given to Anmore Zoning Bylaw Amendment Bylaw No. 700-2024; and,

THAT further information on this application from a Qualified Environmental Professional come forward for Council's consideration.

Carried Unanimously

10. Unfinished Business

None.

11. New Business

(a) **Engineering Services**

The Chief Administrative Officer provided an overview of the report dated July 12, 2024.

Discussion Points included:

- CAO confirmed that there was no requirement for an RFP
- ISL services include services from Chris Boit and others in the organization
- Clarification that the salary for the Manager of Development Services is not included in the \$80,000 budget in the agreement
- Mr. Boit commented on his separation from the financial transactions
- Recoverable costs from development projects

It was MOVED and SECONDED:

R097/24: THAT extension of the January 2015 standing offer agreement with ISL Engineering and Land Services Ltd. be approved for an additional 5-year term to January 2030.

Carried Unanimously

(b) Development Variance Permit Request – 2965A Sunnyside Road

The Manager of Development Services provided an overview of the report dated July 12, 2024.

Discussion Points included:

- Request comments from fire chief
- Restricting development in the panhandle
- Clarification on allowable secondary dwellings under current zoning bylaw

It was MOVED and SECONDED:

R098/24: THAT staff be directed to report back to Council on the history of development of 2965A Sunnyside Road; and

THAT staff request comments from the SVFD Fire Chief on the DVP Permit Request.

Carried Unanimously

(c) Anmore Capital Projects Update

The Manager of Financial Services provided an overview of the report dated July 12, 2024.

Discussion Points included:

- Timing of budget increases
- Opportunities for budget reduction to balance budget
- Difference between amending project budgets vs. 5-Year Financial Plan Bylaw

It was MOVED and SECONDED:

R099/24: THAT an additional \$80,000 from capital reserves be allocated to complete capital projects as indicated in the report dated July 12, 2024 from the Manager of Financial Services.

Carried
Opposed Councillor Richardson

(d) Anmore South OCP Amendment Engagement Strategy Summary Report – Phase 1

The Manager of Development Services provided an overview of the report dated July 12, 2024 and Ms. Mickelson provided a summary of the “Anmore South OCP Amendment Application & Neighbourhood Plan Community Engagement Phase 1 Summary Report” completed by Mickelson Consulting Inc, dated July 16, 2024.

Discussion Points included:

- Commendation on efforts to reach residents and thoroughness of the report
- Encouragement to residents to participate in future phases of engagement
- That the report is not intended to indicate support or opposition of the project
- That this phase of engagement completes Phase 1 of the Neighbourhood Plan Terms of Reference

It was MOVED and SECONDED:

R100/24: THAT Council receive the Anmore South OCP Amendment Application & Neighborhood Plan Community Engagement Phase 1 report dated July 16th, 2024, prepared by Mickelson Consulting Inc.

Carried Unanimously

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

None.

13. Mayor’s Report

Mayor McEwen reported that:

- This is the last council meeting of the summer and wished residents a good summer
- The Hub is available during office hours for cooling
- The Fire Ban may be escalated in the coming days
- Rib Fest will be held in Rocky Point Park July 19 - 21
- Bylaw officer starting next week

14. Councillors Reports

Councillor Weverink reported that:

- He attended a Cardiac Crash course at the Village Hall

- He requested an update from staff at the next Environment committee meeting regarding bear aware information. Staff confirmed that would be possible upon a resolution of Council to refer this to the committee.

Councillor Trowbridge reported that:

- He requested a review from staff on work being done in response to bear activity. The CAO commented staff has met with a representative of the Tri-Cities Bear Watch to discuss strategies and education to increase awareness.

Councillor Krier reported that:

- She asked staff if new mics have been ordered, staff clarified that mics are expected by September.
- She asked staff for update on the bus stop to be installed on East Road, staff clarified that the project delay is due to electrical considerations and alternate power or a non-powered installation is being researched
- She attended two Metro Vancouver committee meetings
- She attended a staff retirement lunch
- She is participating in planning for Ma Murray Day
- The CECL committee met to discuss accomplishments and goals
- She attended the Cardiac Crash workshop
- She will be participating in a SeaBus tour next week
- She wished everyone a great summer

Councillor Richardson reported that:

- Attended Cardiac Crash training and clarified the difference between Cardiac Crash and CPR training

15. Chief Administrative Officer's Report

Ms. Elrick commented on:

- A new bylaw enforcement officer will be starting next week
- Announced Jas Rattan as the new Executive Assistant
- Community Spirit Award nomination period open until mid August and form is available on Village website
- Ma Murray Day is scheduled for September 8th and asked that questions be directed to Sabina Perrin
- The campfire ban continuing and encouraged care when handling hot equipment and encouraged residents to check with the village for updates

16. Information Items

(a) Committees, Commissions, and Boards – Minutes

- Minutes of the Public Hearing held on June 18, 2024.

(b) General Correspondence

- Metro Vancouver Board in brief for meetings held on June 28, 2024
- Letter dated July 11, 2024 from Lifesaving Society - BC & Yukon Branch regarding National Drowning Prevention Week

17. Public Question Period

Members of the public asked questions regarding:

- The Village phone system
- Anmore South 2021 community engagement vs. 2024 community engagement, staff commented that this is a separate process and the Village is following best practices
- ISL engineering services

18. Adjournment

It was MOVED and SECONDED:

R101/24: That the meeting be adjourned at 8:51 pm.

Carried Unanimously

“Rhonda Schell”

Rhonda Schell
Corporate Officer

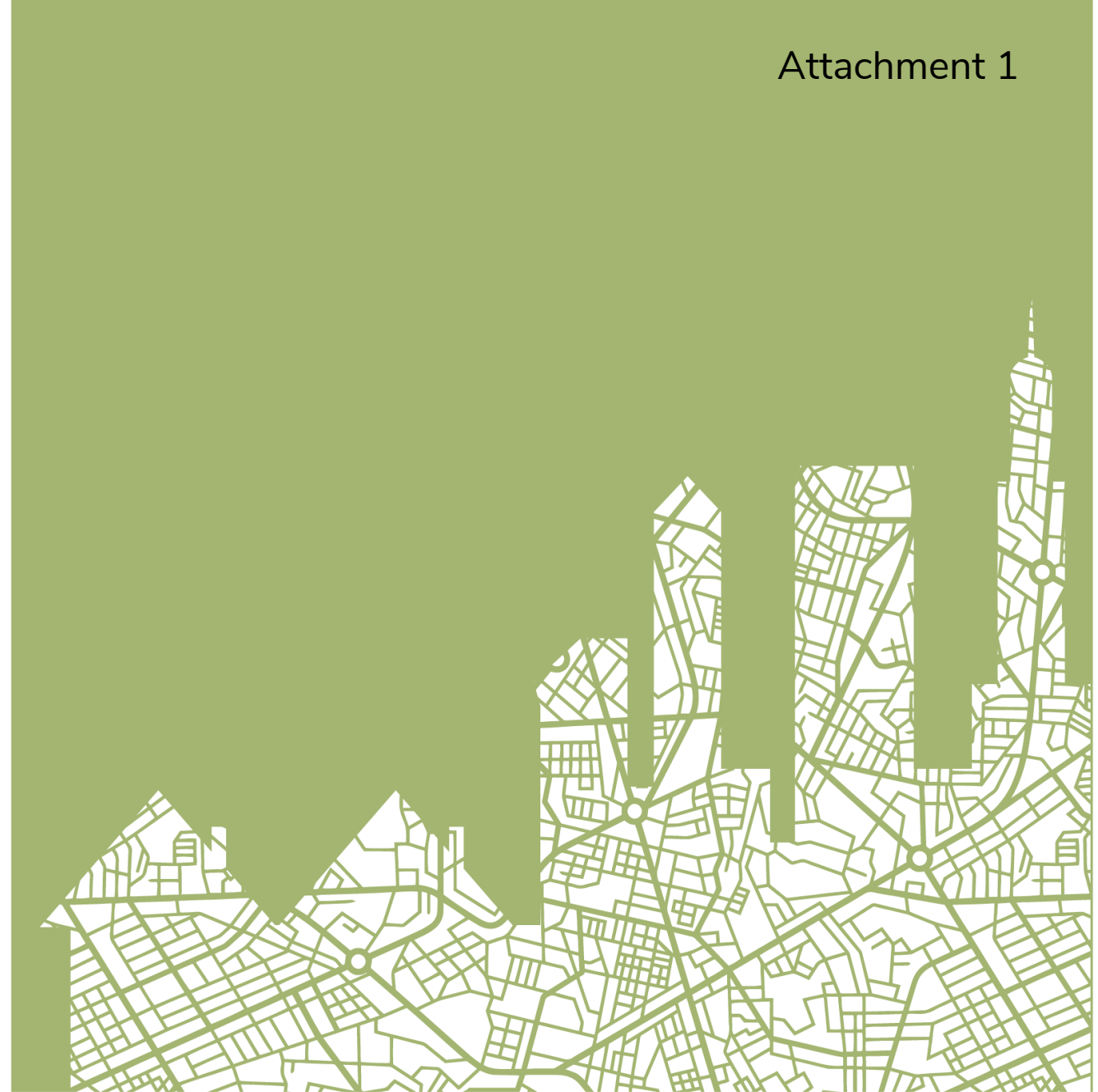
“John McEwen”

John McEwen
Mayor

VILLAGE OF ANMORE ASSET MANAGEMENT PLAN UPDATE

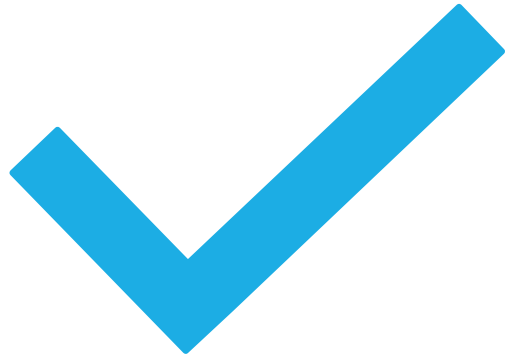
PROGRESS SUMMARY
COUNCIL MEETING
JULY 16, 2024

PREPARED BY:
JW INFRASTRUCTURE PLANNING



BACKGROUND

- 2017 AMIP (ALL ASSET TYPES EXCEPT STORMWATER)
- 2019 UPDATE (STORMWATER ADDED)
- THIS PROJECT:
 1. UPDATE 2017 TO REFLECT 2024
 - UPDATE COSTS BASED ON INFLATION
 - INCLUDE NEW ASSETS POST 2017
 2. REVIEW FUTURE AM FUNDING STATUS FOR ANMORE



ASSET MANAGEMENT REFRESHER

WHAT IS ASSET MANAGEMENT?

“Asset Management is an integrated process, bringing together skills, expertise, and activities of People; with Information about a community’s physical Assets; and Finances; so that informed decisions can be made, supporting Sustainable Service Delivery”

– Asset Management BC

WHAT IS THE ROLE OF COUNCIL IN ASSET MANAGEMENT?

FROM THE BC COMMUNITY CHARTER

7 The purposes of a municipality include

(a) providing for good government of its community,

(b) providing for services, laws and other matters for community benefit,

(c) providing for stewardship of the public assets of its community, and

(d) fostering the economic, social and environmental well-being of its community

GOOD ASSET MANAGEMENT = GOOD STEWARDSHIP

WHAT IS SUSTAINABLE FUNDING?

- Funding that is spread across the life of an asset
- Users pay as their assets are consumed
- Intergenerationally equitable

2024 AMIP UPDATE

UPDATE PROCESS

1. Incorporate new assets (from capital spending)
 - Need to separate “renewal projects” from “new assets” and “service level increases”
2. Update 2017 replacement values to 2024 (based on inflation)



SPENDING ON ASSET RENEWAL

	TOTAL 2017-2023 ADDITIONS	% SPENT ON RENEWAL	RENEWAL SPENDING	SPENDING ON NEW ASSETS
BUILDINGS	\$ 11,571,805	10%	\$ 1,157,180	\$ 10,414,624
EQUIP	\$ 846,657	75%	\$ 634,993	\$ 211,664
OTHER	\$ 799,896	75%	\$ 599,922	\$ 199,974
ROADS	\$ 4,491,429	75%	\$ 3,368,572	\$ 1,122,857
VEH	\$ 855,502	75%	\$ 641,627	\$ 213,876
WATER	\$ 1,578,719	75%	\$ 1,184,039	\$ 394,680
TOTAL	\$ 20,144,009		\$ 7,586,334	\$ 12,557,675

2017	1.90%
2018	2.50%
2019	2.90%
2020	2.50%
2021	2.00%
2022	3.80%
2023	6.40%
2024	*3.60%

IMPACT OF INFLATION

*Approximately 25% cumulative since 2017
Based on Vancouver inflation factors*

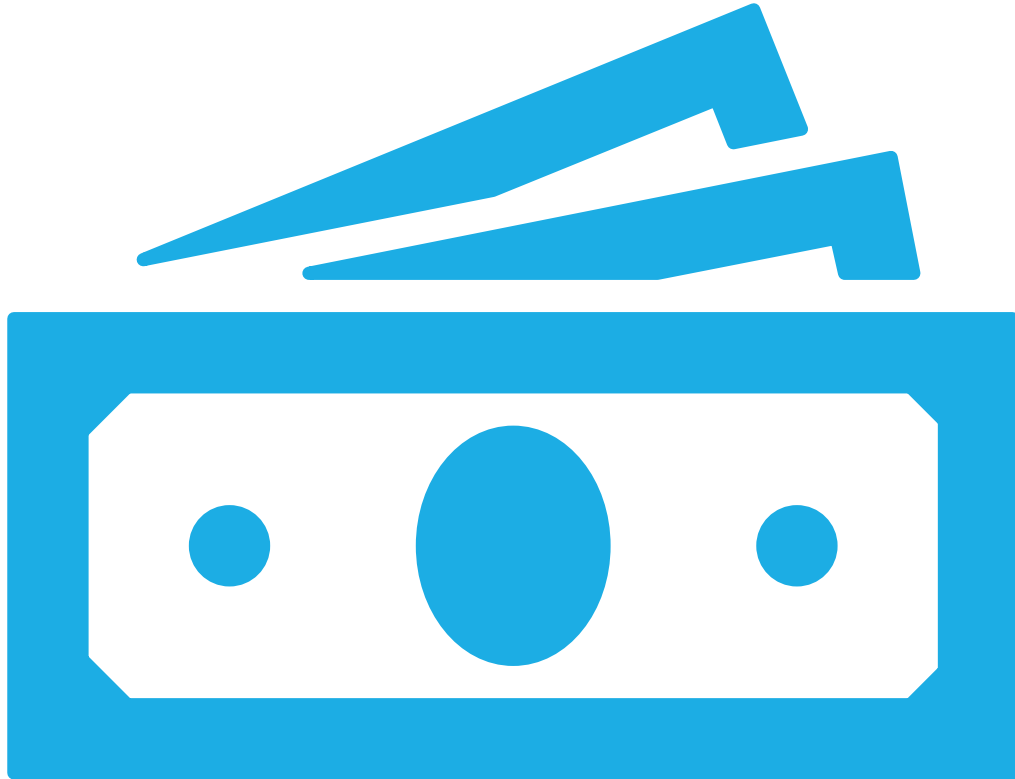
** Projected*

UPDATED REPLACEMENT VALUES

SYSTEM	2019 VALUES	ESCALATED VALUES	ADDITIONS	2024 VALUES
Water System	\$ 20,552,000	\$ 25,930,000	\$ 394,680	\$ 26,325,000
Roads Network	\$ 14,103,000	\$ 17,792,000	\$ 1,122,857	\$ 18,915,000
Stormwater	\$ 12,422,000	\$ 14,859,000	\$ -	\$ 14,859,000
Buildings	\$ 620,000	\$ 782,000	\$ 10,414,624	\$ 11,197,000
Parks and Other	\$ 1,676,000	\$ 2,114,000	\$ 625,514	\$ 2,740,000
	\$ 49,373,000	\$ 61,477,000	\$ 12,557,675	\$ 74,036,000

UPDATED 2019 ANNUAL LIFECYCLE INVESTMENT

SYSTEM	2019 VALUES	ESCALATED VALUES	ADDITIONS	2024 VALUES
Water System	\$ 309,500	\$ 389,000	\$ 5,921	\$ 395,000
Roads Network	\$ 473,000	\$ 597,000	\$ 37,677	\$ 635,000
Stormwater	\$ 228,000	\$ 273,000	\$ -	\$ 273,000
Buildings	\$ 24,000	\$ 30,000	\$ 399,538	\$ 430,000
Parks and Other	\$ 182,000	\$ 230,000	\$ 68,055	\$ 298,000
	\$ 1,216,500	\$ 1,519,000	\$ 511,191	\$ 2,031,000



AM FUNDING

ASSET MANAGEMENT FUNDING =

ANNUAL SPENDING ON CAPITAL
RENEWAL

+

CONTRIBUTIONS TO CAPITAL
RESERVES

Average Annual AM Spending	Average Annual Net Reserve Change	Average Annual AM Funding	2024 AALCI*
\$ 1,083,762	\$ 638,979	\$ 1,722,741	\$ 2,030,191

**AALCI = ANNUAL AVERAGE LIFECYCLE INVESTMENT*

AVERAGE AM SPENDING 2017-2023



NEXT STEPS

- CONSIDER FUTURE AM FUNDING STATUS FOR ANMORE
 - Impact of HUB debt servicing
 - AM funding approach for Community HUB
 - Funding scenario's/options
- REPORT BACK TO COUNCIL



THANK YOU
