

REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for Tuesday, January 13, 2026
at 07:00 PM 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 esin.gozukara@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

4.a Stephen Balnave - Real Acts of Caring (RAC)

Page 5

Stephen Balnave and students from Eagle Mountain Middle School to present regarding Real Acts of Caring.

Recommendation:

THAT February 8-14, 2026 be proclaimed as Real Acts of Caring Week in Anmore;

AND THAT staff be directed to post on the Village signboards and other communication tactics to amplify the message.

5. Adoption of Minutes

5.a Minutes of the Regular Council Meeting held on December 2, 2025

Page 8

Recommendation:

THAT the Minutes of the Regular Council Meeting held on December 2, 2025, be adopted as circulated

6. Business Arising from Minutes**7. Consent Agenda**

Note: Any Council member who wishes to remove an item for further discussion may do so at this time.

Recommendation:

THAT the Consent Agenda be approved

7.a Port Moody 2050 OCP Draft Response Letter

Page 17

Recommendation:

THAT staff be directed to send the response letter regarding Port Moody's Official Community Plan Bylaw, 2026 No. 3522 (Port Moody 2050).

7.b Delegation of Minor Development Variance Permits - Amendment Bylaws No. 728-2025 and No. 729-2025 - Adoption

Page 26

Recommendation:

THAT Anmore Officer Designation and Delegation of Authority Bylaw Amendment Bylaw No. 729-2025 and Anmore Development Procedures Bylaw Amendment Bylaw No. 728-2025 be now adopted as recommended in the memo dated January 13, 2026, from Corporate Services.

8. Items Removed from the Consent Agenda**9. Legislative Reports****9.a Anmore Road Naming Bylaw No. 730-2025 (Village Wide)**

Page 31

Report dated January 9, 2026 from the Planner, attached.

Recommendation:

THAT Council give first, second, and third reading to Anmore Road Naming Bylaw No. 730-2025

AND THAT Road Naming Policy No. 29 be amended as outlined in Attachment 2 to this report.

10. Unfinished Business**11. New Business****11.a 2026 Budget Pre Approval Items**

Page 44

Report dated January 9, 2026 from the Chief Administrative Officer, attached.

Recommendation:

THAT the following 2026 Budget items, as recommended by Finance Committee be pre approved:

1. 80,000 for labour and benefits, stabilized over three years using Taxation and Unrestricted Operating Reserves, for Staff Position - Administration (Attachment 1);

2. Internal salary and benefit adjustments included in the proposed budget including, shifting of external Planning consultant budget to in house salary and benefits, reinstating the Building Official position to Full Time and reinstating the Water Operator 2 Position that was previously filled with a Water Operator 1 position.
3. Up to \$150,000 expenditure from Capital Reserves to upgrade Enterprise Resource Planning Financial Software (Attachment 2).
4. \$275,000 expenditure from general Capital Reserve to 2026 Vehicle Replacement (Attachment 3)

11.b Operations Yard – IPD Contractor Selection

Page 56

Memo dated January 9, 2026, attached.

Recommendation:

THAT Council receive the report titled “Operations Yard – IPD General Contractor Selection” dated October 31st for information;

AND THAT Council direct staff to initiate negotiations with Jacob Bros. Construction Inc. as the top-ranked proponent, in accordance with the Integrated Project Delivery (IPD) framework based on the CCDC 30 contract form;

AND THAT staff prepare a Validation Report in collaboration with the selected IPD partners, outlining the confirmed project scope, schedule, and cost plan and report back to Council.

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

16.a Committees, Commissions, and Boards – Minutes

16.b General Correspondence

- | | | |
|--------|--|---------|
| 16.b.1 | Tri-Cities Healthier Communities Partnership Meeting Minutes for the meeting held on September 25, 2025 | Page 87 |
| 16.b.2 | Regional Housing and Transportation Cost Burden Study Update | Page 90 |
| 16.b.3 | Letter from Town of View Royal - Exploring Judicial Review of provincial housing legislation, including Bills 44, 47, 13, 15, and M216 | Page 92 |
| 16.b.4 | Letter from City of Quesnel re: Bill M216 Professional Reliance Act | Page 95 |

16.b.5	Letter from District of Central Saanich re: Bill M216 Professional Reliance Act	Page 98
16.b.6	Letter from City of Pitt Meadows re: Bill M216 Professional Reliance Act	Page 100
16.b.7	Office of the Ombudsperson Quarterly Report: July 1-September 30, 2025	Page 105
16.b.8	Letter from District of Metchosin re: Bill M216 Professional Reliance Act	Page 111
16.b.9	Metro Vancouver Board in Brief for meetings held on November 28, 2025	Page 113
16.b.10	Letter from the Town of Osoyoos re: Bill (M216) Professional Reliance Act	Page 134
16.b.11	Letter from City of Williams Lake re: Bill M216 Professional Reliance Act	Page 136

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

Delegation to Council Request Form**NAME OF APPLICANT:**

Stephen Balnave

MAILING ADDRESS

[REDACTED] s.22
Anmore, BC V3H [REDACTED]
Canada

PHONE

[REDACTED] s.22

EMAIL

[REDACTED] s.22

Presentation Information

Please choose a Council Meeting date you'd like to present your delegation, and include any helpful information about the reason for the presentation and the number of people to attend as part of the presentation.

NAME OF PRESENTER:

Stephen Balnave

NAME OF ORGANIZATION (IF APPLICABLE)

Real Acts of Caring (RAC)

To view our Council Meeting schedule to determine the date you'd like to present your delegation, click [here](#).

PREFERRED MEETING DATE

01/13/2026

NUMBER OF PERSON(S) EXPECTED TO ATTEND

6

REASON(S) FOR PRESENTATION:

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

IF OTHER, PLEASE NOTE THE REASON FOR YOUR PRESENTATION:

To request a proclamation to recognize RAC Week February 8-14, 2026. We would also like to request that the Anmore notice board at the entrance of Anmore posts RAC Week February 8-14 - Do something caring and kind for others. Thanks!

RESOURCES

- Projector and Screen (bring your own laptop)

IF OTHER, PLEASE NOTE ADDITIONAL RESOURCES NEEDED:

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

COMMENTS

There is will be 4-6 students coming from Eagle Mountain Middle School, as in previous years, to request that a proclamation be passed to recognize RAC Week February 8-14, 2026. Thank you!

Personal information requested on this form is collected under the authority of Section 26 of the Freedom of Information and Protection of Privacy Act, as amended. The information gathered will be used to deliver or evaluate the program or activity of the Village of Anmore that is associated with this form. Questions about the collection, use, and disclosure of this information should be directed to village.hall@anmore.com

TURNSTILE

PROCLAMATION

WHEREAS: Real Acts of Caring (RAC) is doing something nice for a complete stranger without expecting any reward. It is the expression of our empathy and compassion for one another; and

WHEREAS: The daily acts of caring and kindness of most of the citizens of Anmore often go unrecognized; and

WHEREAS: By recognizing these daily acts of caring and kindness during this week, all citizens of Anmore will become more aware of being kind to others throughout the year; and

WHEREAS: By recognizing these acts of caring and kindness during this week, everyone will be encouraged to participate in making Anmore a kinder, safer and better place to live; and

WHEREAS: A caring and kindness week is being observed in many cities and towns across this nation;

NOW THEREFORE: I John McEwen, Mayor of the Village of Anmore, DO HEREBY PROCLAIM the week of February 8th-14th, 2026 as

Real Acts of Caring Week

And I encourage everyone to participate in spreading and practicing generosity, patience, and consideration of others at all times in order to create a better, kinder, safer and more peaceful Village.

J. McEwen
Mayor

REGULAR COUNCIL MEETING – MINUTES

Minutes for the Regular Council Meeting scheduled for Tuesday, December 02, 2025
at 07:00 PM in Council Chambers, 2697 Sunnyside Road, Anmore, BC.



ELECTED OFFICIALS PRESENT:

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

OTHERS PRESENT:

Karen Elrick, Chief Administrative Officer
Esin Gozukara, Manager of Corporate Services
Lena Martin, Manager of Financial Services
Chris Bolt, 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:

R:168/25: THAT the Agenda be approved as circulated.

Carried Unanimously

3. Public Input

Members of the public made comments on:

- Statutory holidays listed in the proposed Noise Control Bylaw Amendment Bylaw.

4. Delegations

4.a Kiana Mahmoudi-Saghalati

Kiana Mahmoudi-Saghalati presented her Eco Energy project.

5. Adoption of Minutes**5.a Minutes of the Regular Council Meeting held on November 4, 2025.**

It was MOVED and SECONDED:

R169/25: THAT the Minutes of the Regular Council Meeting held on November 4, 2025 be adopted as circulated.

Carried Unanimously

6. Business Arising from Minutes

None.

7. Consent Agenda

It was MOVED and SECONDED:

R170/25: THAT the Consent agenda be adopted

Carried Unanimously

7.a Housing 2050: Affordable Housing Gap Analysis

THAT the letter from Metro Vancouver dated November 19, 2025 regarding Housing 2050: Affordable Housing Gap Analysis be received for information.

7.b Anmore Noise Control Bylaw Amendment - Adoption

THAT Bylaw No. 727-2025 Noise Control Bylaw Amendment Bylaw be now adopted as recommended in the memo dated December 2, 2025, from Corporate Services.

7.c Anmore Bylaw Notice Enforcement Bylaw Amendment Bylaw No. 725-2025 - Adoption

THAT Bylaw No. 725-2025 Bylaw Notice Enforcement Bylaw Amendment Bylaw be now adopted as recommended in the memo dated December 2, 2025, from Corporate Services.

7.d Metro 2050 Type 2 Proposed Amendment, Bylaw No. 1429, 2025 City of Surrey (6480-152 Street)

THAT the letter from Metro Vancouver dated November 25, 2025 regarding Metro 2050 Type 2 Proposed Amendment, Bylaw No. 1429, 2025 City of Surrey (6480-152 Street) be received for information.

8. Items Removed from the Consent Agenda

Item 7.e was removed from the Consent Agenda

Councillor Krier recused herself from the meeting at 7:08 p.m. due to a declared conflict of interest.

7.e Port Moody 2050 Draft OCP

Discussion points included:

- Concerns regarding the capacity of loco Road;
- Concerns regarding parks connectivity; and
- Ensuring the Village is involved in discussions regarding development.

It was MOVED and SECONDED:

R171/25: THAT Council direct Staff to request a 60-day extension to provide comments on Port Moody's Official Community Plan Bylaw, 2026, No. 3522 (Port Moody 2050).

Carried Unanimously

Councillor Krier returned to the meeting at 7:12 p.m.

9. Legislative Reports

9.a Pinnacle Ridge Referral Summary

The Planner provided an overview of the report dated November 28, 2025.

Discussion points included:

- Clarification regarding the proposed road grade;
- Water Servicing Agreement with the City of Port Moody;
- Reservoir requirement;
- Timing of the City of Port Moody's system upgrade;
- Clarification regarding setbacks for fire safety;
- Concerns regarding the subdivision approval process;
- Committee input;
- Secondary road access; and
- Future equipment needs for the fire department.

It was MOVED and SECONDED:

R172/25: THAT the report titled "Pinnacle Ridge Referrals Summary", dated November 28, 2025, by the Village Planner be received for information.

Carried Unanimously

9.b Anmore Road Naming Bylaw (Village Wide)

The Planner provided an overview of the report dated November 28, 2025.

It was MOVED and SECONDED:

R173/25: THAT Council direct staff to prepare a Village wide road naming bylaw for Council's consideration in accordance with the recommendations of the report dated November 28, 2025, by the Village Planner;

AND THAT Council direct staff to amend Road Naming Policy No. 29 to include an updated "Road Name Reserve List" as a schedule to the Policy.

Carried Unanimously

9.c Delegation of Minor Development Variance Permits - Amendment Bylaws No. 728-2025 and No. 729-2025

The Planner provided an overview of the report dated November 28, 2025.

Discussion points included:

- Fairness and consistency with the proposed approach; and
- Clarification regarding criteria for considering Development Variance Permit applications.

It was MOVED and SECONDED:

R174/25: THAT Council give first, second, and third readings to the Anmore Officer Designation and Delegation of Authority Bylaw Amendment Bylaw No. 729-2025; and the Anmore Development Procedures Bylaw Amendment Bylaw No. 728-2025, to delegate authority to the Chief Administrative Officer to issue Minor Development Variance Permits in accordance with established criteria and guidelines set out in the bylaws.

Carried Unanimously

10. Unfinished Business

None.

11. New Business

11.a OCP Update – Provincial Housing Legislation/Regional Context Statement Metro 2050 – Engagement Plan/Referral Process

The Planner provided an overview of the report dated November 28, 2025. The presentation is attached and forms part of the minutes.

Discussion points included:

- Clarification regarding development permit areas in an Official Community Plan;
- Clarification regarding the municipal role in housing with respect to Bill 44;
- Clarification regarding gross density;
- Suggestion to distinguish between parks and green space in the OCP;
- Clarification regarding Bill 44 requirements;
- Timeline for a comprehensive update of the Village OCP; and
- Suggestion for the next Council to initiate a comprehensive update.

It was MOVED and SECONDED:

R175/25: THAT Council direct Staff to develop an RFP for the comprehensive update of the Village OCP to be initiated concurrently with the housekeeping amendments required under Bill 44 and the deadline by the end of the year.

Defeated
Opposed Krier, Weverink, Richardson, Trowbridge

It was MOVED and SECONDED:

R176/25: THAT in relation to Village of Anmore Official Community Plan Bylaw amendments included in the report dated November 28, 2025 associated with the Provincial Housing Legislation changes, as well as, updates to the Regional Context Statement associated with the adoption of Metro 2050 in 2023, Council will provide the following opportunities it considers appropriate for consultation with persons, organizations, or authorities it considers will be affected, including:

- the municipalities of the Village of Belcarra and the City of Port Moody;
- School District 43;
- affected First Nations as follows: Musqueam Nation, Kwikwetlem

First Nation, Squamish Nation and Tsleil-Waututh Nation;

-TransLink

-the Greater Vancouver Regional District (Metro Vancouver)

-Vancouver Fraser Port Authority

-Fraser Health

-BC Ambulance; and

-RCMP.

AND THAT consultation in the OCP amendment process will include initial contact to apprise persons of the nature of the proposed amendment, and the Council will consider any comments received prior to proceeding to any public hearing;

AND THAT the proposed engagement framework dated November 20, 2025 prepared by Lucent Quay Consulting be endorsed.

Carried
Opposed McEwen

11.b Village of Anmore Community Wildfire Resiliency Plan (CWRP)

The Manager of Corporate Services provided an overview of the report dated November 28, 2025.

Discussion points included:

- Concerns regarding the Tree Bylaw with respect to FireSmart.

It was MOVED and SECONDED:

R177/25: THAT Council receive the report from the Manager of Corporate Services dated November 28, 2025 for information;

AND THAT Council direct staff to explore and apply for funding opportunities under FireSmart Community Funding and Supports as appropriate.

It was MOVED and SECONDED:

R178/25: THAT the foregoing motion (R177/25) be amended to include “AND THAT Council direct staff to review the Anmore Tree Management Bylaw and report back with recommendations in line with FireSmart

principles.”

Carried Unanimously

The question on the main motion (R177/25), as amended (by R178/25), was put to a vote and the following motion was carried:

R179/25: THAT Council receive the report from the Manager of Corporate Services dated November 28, 2025 for information;

AND THAT Council direct staff to explore and apply for funding opportunities under FireSmart Community Funding and Supports as appropriate.

AND THAT Council direct staff to review the Tree Management Bylaw and report back with recommendations in line with FireSmart principles.

Carried Unanimously

11.c Council Committees' Focus Areas for 2026

The Manager of Corporate Services provided an overview of the report dated November 28, 2025.

It was MOVED and SECONDED:

R180/25: THAT the Committees' focus areas for 2026 be received in the report dated November 28, 2025, from the Manager of Corporate Services regarding Council Committees' Focus Areas.

Carried Unanimously

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

13. Mayor's Report

Mayor McEwen reported that:

- The Light up the Season event will be held on Sunday December 7th at 4 p.m.; and
- He was asked by residents about the Bowen Island Community Centre in comparison to the Anmore Community Hub.

14. Councillors Reports

Councillor Weverink reported that:

- He attended the Zero Waste Conference on November 27th.

Councillor Richardson reported that:

- He looks forward to seeing residents at the Light up the Season event on December 4th.

15. Chief Administrative Officer's Report

Ms. Elrick commented on:

- Committee recruitment is currently underway. More information can be found on the Village website;
- The Community Grant program is open until December 31st. More information can be found on the Village website;
- The SHARE Holiday Giving Tree has been set up in the Village Hall lobby. Food and gift donations are being accepted until December 12th; and
- She wished Therese Mickelson, Communications Consultant, a happy retirement and thanked her for her service to the Village.

16. Information Items**16.a Committees, Commissions, and Boards – Minutes****16.b General Correspondence****17. Public Question Period**

Members of the public asked questions regarding:

- Anmore Procedure Bylaw;
- Error in the agenda; and
- Cancellation of Council meetings.

18. Adjournment

It was MOVED and SECONDED:

R181/25: THAT the meeting be adjourned at 8:41p.m.

Esin Gozukara, Corporate Officer

John McEwen, Mayor



Village of Anmore

Memo

Date: January 13, 2026
Re: Port Moody 2050 OCP Draft Response Letter
From: Administration

At the Regular Council meeting held on December 2, 2025, Council reviewed Port Moody's Official Community Plan Bylaw, 2026, No. 3522 (Port Moody 2050) passed the following resolution:

R171/25: THAT Council direct Staff to request a 60-day extension to provide comments on Port Moody's Official Community Plan Bylaw, 2026, No. 3522 (Port Moody 2050).

Staff requested the 60-day extension as per Council's direction and heard back from the City of Port Moody that the comments deadline will be extended from January 9, 2026, to January 25, 2026, which provides a 60-day review period from the date of the November 25, 2025, referral letter. To meet this deadline, staff prepared a draft response letter (**Attachment 1**) for Council's consideration.

Recommended resolution(s)

THAT staff be directed to send the response letter regarding Port Moody's Official Community Plan Bylaw, 2026 No. 3522 (Port Moody 2050).

Report Approval Details

Document Title:	Port Moody 2050 OCP Draft Response Letter .docx
Attachments:	Attachment 1-2026-01-13 - Port Moody OCP Section 475 Draft Response Letter.pdf
Final Approval Date:	January 08, 2026

This document and all of its attachments were approved and signed as outlined below:

Esin Gozukara

**No Signature - Task assigned to Karen Elrick was completed by Delegate Esin
Gozukara**

Karen Elrick

January 13, 2026

City of Port Moody
100 Newport Drive
Port Moody, BC
V3H 5C3

Attention: Anna Mathewson, City Manager

Email amathewson@portmoody.ca

Dear Ms. Mathewson,

Re. Port Moody 2050 Draft Official Community Plan (November 2025)

Thank you for your November 26, 2025 correspondence and opportunity to provide comments on Port Moody's 2050 Draft Official Community Plan (OCP). The Village appreciates the time extension to January 25, 2026 to provide comments.

The draft OCP was reviewed by Council on December 2, 2025 and the following general concerns regarding Port Moody's Draft OCP were raised at that time:

- the future vehicle capacity of loco Road;
- parks connectivity; and
- future opportunities for Anmore to be involved in discussions regarding development.

This letter elaborates on these points and provides additional comments for Port Moody's consideration. The comments focus on policies that could have a direct impact on the Village and are included in Chapters 5, 6, 8, 13 and 14 of the OCP as identified below.

Chapter 5 - Natural Environment

Objective 1: Protect the City's Natural Areas

1. Protect, acquire and connect sensitive ecosystems, striving to increase the total areas of land protected for nature in Port Moody from 38.5% to 48.7% by 2050, in alignment with Metro 2050

Comment

Environmental policies may have cross jurisdictional impacts and therefore the Village is very much in favour of future discussions to ensure the largest environmental benefit for each of our communities. Given this, Anmore would like to ensure that communication occurs between our two jurisdictions regarding the future planning of lands that are adjacent to the Village boundary.

Objective 4: Wildlife Management

Policies 1, 2 and 5

1. Facilitate wildlife movement by protecting, connecting, and enhancing wildlife corridors, and siting development and capital projects to minimize disruption to known or suspected corridors.
2. Incorporate design measures that mitigate effects on wildlife movement in development projects, capital projects, and other activities such as underpasses, overpasses, fences, and trail placement when designing and siting new developments and roads.
5. Support the efforts of the Conservation Officer Service (COS) in addressing wildlife conflict in urban areas through attractant management and collaboration with neighbouring municipalities.

Comment

Anmore would appreciate discussions with Port Moody with respect to the connection of wildlife corridors and parks between our two communities as indicated in the above policies and the Village is in support of the collaboration efforts identified in Wildlife Management Policy 5.

Objective 5: Protect and Enhance Aquatic Ecosystems

General

Comment

Many of Port Moody's watercourses originate in Anmore and beyond as shown on Map 13 and Map 18 of Port Moody's OCP and as such, Anmore would be happy to participate in any planning discussions that may involve these shared watercourses.

Objective 10: Facilitate and Support Community Partnerships, Outreach and Public Education

Policy 4

4. Collaborate with neighbouring municipalities on environmental issues, including the protection and conservation of natural areas that border Anmore, Belcarra, Burnaby and Coquitlam.

Comment

The Village is very much in favour of **Policy 4** regarding collaboration between our two municipalities on environmental issues and the conservation of natural areas particularly those areas included as part of potential development.

Chapter 6 - Parks, Open Spaces, and Recreation

Objective 4: Enhance Connectivity of the Park System Through and Integrated Trail and Greenway Network

Policy 3, 10 and 15(c)

3. Promote a climate-resilient pedestrian-friendly streets and cycling corridors through the integration of urban forest canopies, green infrastructure, climate-resilient landscaping, and street furnishing. Priority streets and public corridors include St. Johns Street, Murray Street, Clarke Road, and loco Road.

Comment

While Anmore is generally in favour of promoting climate resilient pedestrian friendly streets, the Village wishes to ensure that the capacity of loco Road will not be impacted by Policy 3.

10. Work with Metro Vancouver and other partners to connect Port Moody's trail and greenway network within the broader Regional Greenways system.

Comment

The Regional Greenway system also extends into Anmore and as such the Village would be happy to participate in any discussions that occur with Port Moody and Metro Vancouver on this matter to ensure future connectivity.

- 15 (c) "The City should encourage the Village of Anmore to keep open the road allowance connection to Strong Road as this is the only point of access between Anmore (and surrounding upland areas) and Bert Flinn Park not only for cyclists but for all trail users."

Comment

"The Strong Road allowance was closed by Bylaw No. 197-1997 in 1997. Trail connections through the previous allowance continue to facilitate access to Bert Flinn Park and are identified in the Village's OCP in Schedule E: Parks and Trails Map. Port Moody may wish to consider enhancing access through Bert Flinn Park for pedestrians and cyclists taking into consideration the multiple alignment options previously explored by the City prior to the removal of the right of way".

Chapter 8 - Transportation and Mobility

Objective 5 – Create a safe and liveable community

Policy 4 and 5

4. Minimize the number of vehicles with direct access from residential properties to arterial and collector corridors such as loco Road, St. Johns Street and Glenayre Drive to improve road safety for all users, as well as accessibility, comfort and mobility for pedestrians and cyclists.
5. Reduce the number of driveways on arterials and collector corridors such as loco Road, St. Johns Street and Glenayre Drive to improve road safety for all modes of travel.

Comment

The Village appreciates restricting the number of driveways on loco Road in order to improve safety and facilitate traffic flow through Port Moody.

Transport Moody – 2025 Master Transportation Plan Update

Big Move #3 – Reallocation of Road Space: Reallocate a minimum of 10% of road space from vehicles to sustainable modes of travel, green infrastructure, or public spaces.

Comment

Anmore is assuming that the aspiration to “reallocate a minimum of 10% of road space from vehicles to sustainable modes of travel” would not impact existing capacity of loco Road given its inclusion as part of the regional Major Road Network.

Chapter 13 – Community Infrastructure

Objective 7: Collaborate with Metro Vancouver, neighbouring municipalities and government agencies to manage shared watersheds, conserve water and reduce waste.

Collaboration Policies

Policy 1 and 2

1. Continue to collaborate with Metro Vancouver and other Tri-City municipalities to support regional water conservation efforts.
2. Collaborate with neighbouring municipalities, Metro Vancouver and senior government agencies to develop integrated watershed management approaches for shared watersheds.

Comment

The Village would be happy to collaborate with Port Moody in support of water conservation efforts and other watershed management approaches.

Chapter 14 – Neighbourhood Plan Areas

General

Comment

Anmore appreciates Port Moody's discouragement of "substantive development" in the Pleasantside and April Road Neighbourhoods as indicated in Chapter 14 and that this policy will continue until "alternative access to the Belcarra and Anmore areas is available."

14.4 loco Lands

Policy

1. Prior to any large-scale development, consider the creation of a comprehensive land use plan and full environmental assessment that reflects the following:
 - a. Opportunities to preserve the historical character of the loco Townsite;
 - b. Protection and enhancement of environmentally sensitive areas;
 - c. Potential consolidation of environmentally sensitive areas into Bert Flinn Park;
 - d. Incorporation of an integrated stormwater management plan for Mossom and North

Schoolhouse Creeks;

- e. Integration of climate resilient building technologies (e.g., low-carbon energy systems, and waste and water recycling);
- f. Integration and transition with surrounding neighbourhoods, including Anmore;
- g. Potential traffic impacts on loco Road;
- h. Creation and/or maintenance of employment-generating uses;
- i. Maintaining public access to the waterfront; and
- j. Future recreational needs of the community.

Comment

As Port Moody is aware, the loco lands within Port Moody are located adjacent to a Special Study Area identified in Anmore's OCP in the southwest corner of the municipality. This Anmore Special Study area provides and indication to

Metro Vancouver that Council could consider alternate land uses for this area in the future and includes a number of planning requirements should these lands be identified for any future development. Future joint planning discussions regarding both the Port Moody and Anmore lands could benefit each of our communities in the future as identified in Policy 1 (f) above. As well, Anmore concurs that potential traffic impacts on loco Road, as included in Policy 1 (g) above, should be examined and mitigation measures implemented should development occur.

Thank you again for the opportunity to provide comments on Port Moody's draft OCP. Should you have any questions regarding the comments included in this letter, please contact me and I will connect you with the appropriate planning contact.

Sincerely,

Karen Elrick
Chief Administrative Officer
D: 604-335-7957
karen.elrick@anmore.com



Village of Anmore

Memo

Date: January 13, 2026

Re: Delegation of Minor Development Variance Permits - Amendment Bylaws No. 728-2025 and No. 729-2025 - Adoption

From: Corporate Services

At the Regular Council meeting held on December 2, 2025, Council considered a report regarding Delegation of Minor Development Variance Permits - Amendment Bylaws No. 728-2025 and No. 729-2025 and passed the following resolution:

THAT Council give first, second, and third readings to the Anmore Officer Designation and Delegation of Authority Bylaw Amendment Bylaw No. 729-2025; and the Anmore Development Procedures Bylaw Amendment Bylaw No. 728-2025, to delegate authority to the Chief Administrative Officer to issue Minor Development Variance Permits in accordance with established criteria and guidelines set out in the bylaws.

Draft Anmore Development Procedures Bylaw Amendment Bylaw No. 728-2025 (**Attachment 1**) and the Anmore Officer Designation and Delegation of Authority Bylaw Amendment Bylaw No. 729-2025 (**Attachment 2**) is before Council for consideration of adoption.

Recommended resolution(s)

THAT Anmore Officer Designation and Delegation of Authority Bylaw Amendment Bylaw No. 729-2025 and Anmore Development Procedures Bylaw Amendment Bylaw No. 728-2025 be now adopted as recommended in the memo dated January 13, 2026, from Corporate Services.

BYLAW NO. 728-2025

A bylaw to amend Anmore Development Procedures Bylaw No. 553-2016

WHEREAS it is deemed appropriate to amend Anmore Development Procedures Bylaw No. 553-2016;

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 Development Procedures Bylaw Amendment Bylaw No. 728-2025**”.
2. That Anmore Development Procedures Bylaw No. 553-2016, Section 4 (b) be amended as follows:
 - (a) That the following be added in sequential numeral order:
 - (iv) Minor Development Variance Permits

READ a first time the 2nd day of December, 2025

READ a second time the 2nd day of December, 2025

READ a third time the 2nd day of December, 2025

ADOPTED the day of December, 2026

MAYOR

CORPORATE OFFICER

BYLAW NO. 729-2025

A bylaw to amend Anmore Officer Designation and Delegation of Authority Bylaw No. 615-2020.

WHEREAS the *Community Charter* provides authority to the Municipality, by bylaw, to delegate its powers, duties and functions, including those specifically established by an enactment, to its officers and employees.

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 Officer Designation and Delegation of Authority Bylaw Amendment Bylaw No. 729-2025”.
2. That Anmore Officer Designation and Delegation of Authority Bylaw No. 615-2020 be amended under Section 9 - Execution of Various Functions, Permits, Agreements and Documents as follows:
 - a) Add “Minor Development Variance Permits” according to alphabetic numeral order.
3. That Anmore Officer Designation and Delegation of Authority Bylaw No. 615-2020 be amended as follows:
 - a) Insert the following as section 10 and renumber the current section 10 and subsequent sections accordingly:

10. **MINOR DEVELOPMENT VARIANCE PERMITS**

a) **Criteria for Determining a Minor Variance**

Minor Development Variance Permits may be issued for the following regulations contained in the *Village of Anmore Zoning Bylaw No. 568-2017 (Consolidated)*, in accordance with the following criteria:

- i. Yard Setback Requirements
A variance for the greater of $\leq 25\%$ or 0.3 m of the minimum yard setbacks for principal or accessory buildings and structures.
- ii. Height
A variance of $\leq 10\%$ of the maximum permitted height for buildings and structures.
- iii. Site Coverage
A variance of $\leq 10\%$ of the maximum site coverage.

- iv. Off-Street Parking Requirements
A variance of $\leq 50\%$ of the minimum number of off-street parking spaces required.

b) **Guidelines for the Issuance of Minor Development Variance Permits**

The following guidelines must be considered by the delegate for all Minor Development Variance Permit Applications:

- i. The proposed variance must not conflict with the goals, policies, and objectives of the Official Community Plan.
- ii. The proposed variance does not impose undue impacts to neighboring properties.
- iii. The proposed variance does not result in adverse impact to the natural environment.
- iv. The proposed variance does not result in safety risks or hazards.
- v. The proposed variance must not impose any costs on the Village

In addition to the general guidelines the following must be considered for specific variances as they relate to the following regulations:

- i. The proposed variance to height should not result in significant overshadowing of neighboring properties.
- ii. The proposed variance to yard setback requirements does not result in snow dumping onto an adjacent property.

- 4. Anmore Officer Designation and Delegation of Authority Bylaw No. 615-2020 is hereby amended accordingly.

READ a first time the 2nd day of December, 2025

READ a second time the 2nd day of December, 2025

READ a third time the 2nd day of December, 2025

ADOPTED the _____ day of _____, 2026

MAYOR

CORPORATE OFFICER

DRAFT

Council Agenda Information

☒ Regular Council January 13, 2026

VILLAGE OF ANMORE REPORT TO COUNCIL

Date: January 9, 2026 File No: 3900-30
Submitted by: Josh Joseph, Village Planner
Subject: Anmore Road Naming Bylaw No. 730-2025 (Village Wide)

Purpose / Introduction

The purpose of this report is to present Anmore Road Naming Bylaw No. 730-2025 for Council's consideration and to seek first, second, and third reading of the bylaw. This report summarizes matters previously presented to Council including related updates to Road Naming Policy No. 29 for Council's consideration.

Recommended Options

THAT Council give first, second, and third reading to Anmore Road Naming Bylaw No. 730-2025

AND THAT Road Naming Policy No. 29 be amended as outlined in Attachment 2 to this report.

Background

In accordance with [Section 39 of the Community Charter](#), Council may, by bylaw, assign a name or number to a highway. Historically, some road names within the Village have been established through Council resolutions or continuous usage without being formally enacted through a road naming bylaw.

As previously reported to Council, this results in potential inconsistencies across Village records, mapping systems, road signage, external mapping services, and emergency response references. While individual road naming bylaws, such as the recently adopted Ludlow Lane Road Naming Bylaw, have addressed specific cases, a consolidated approach was identified as best practice.

Report/Recommendation to Council

Anmore Road Naming Bylaw No. 730-2025 (Village Wide)

January 9, 2026

On December 2, 2025, Council passed the following motion:

“THAT Council direct staff to prepare a Village wide road naming bylaw for Council’s consideration in accordance with the recommendations of the report dated November 28, 2025 by the Village Planner;

AND THAT Council direct staff to amend Road Naming Policy No. 29 to include an updated “Road Name Reserve List” as a schedule to the Policy”.

Staff have since prepared a Anmore Road Naming Bylaw No. 730-2025 (**Attachment 1**) to formally assign names to all existing public roads and to ensure a clear and legally established inventory of road names moving forward.

Lastly, Staff have prepared updates to the Road Naming Policy No. 29 (**Attachment 2**) to include the previously established “Road Name Reserve list” within the policy. The list has since been reviewed and revised to ensure the record of pre-approved road names are up to date and in line with the objective of the policy.

Discussion

Village-Wide Road Naming Bylaw

Anmore Road Naming Bylaw No. 730-2025 assigns formal names to all existing public roads within the Village through a single bylaw, supported by a schedule map identifying each road. This approach establishes a legal reference for road names and provides clarity for administrative purposes, emergency services, and the public.

The bylaw also creates a framework whereby future road names can be added through routine bylaw amendments as new roads are created through subdivision or development, ensuring the schedule remains current over time.

Road Naming Policy No. 29

Council has previously confirmed that future road naming practices will continue to be guided by Road Naming Policy No. 29. The policy establishes naming conventions and themes that reflect local history, environmental features, and community identity, while also considering emergency response requirements.

The policy references a Road Name Reserve List, which has been used operationally for several years and reflects the policy’s intended naming themes. As previously supported by Council, the reserve list is being formalized as a schedule to the policy to provide transparency

Report/Recommendation to Council

Anmore Road Naming Bylaw No. 730-2025 (Village Wide)

January 9, 2026

and consistency in future road naming decisions. The list has been updated to reflect all current roads in the Village, and to remove suggested road names that are being used in surrounding municipalities.

While new road names will generally be drawn from the pre-approved reserve list, developers may continue to propose alternative names as part of subdivision applications, subject to policy alignment, staff review, and Council approval.

Other Options

1. THAT Council give first, second, and third reading to Anmore Road Naming Bylaw No. 730-2025

AND THAT Road Naming Policy No. 29 be amended as outlined in attachment 2 to this report.

(recommended)

OR

2. THAT Council provide staff with further direction.

Financial Implications

Should Council proceed with the proposed recommendations, any affected property owners which require changes in addressing will be granted a free-1 year Change of Address with Canada Post and be compensated by the Village for replacement of house numbers at a maximum cost of \$15.00 per number to a maximum of 4 numbers, in accordance with Policy No. 29.

Communications / Civic Engagement

Should Council proceed with the recommendation of this report, Staff will provide notice to affected property owners of the proposed road name change and allow residents to voice any concerns prior to Council's consideration in accordance with the Village Road Naming Policy No. 29.

Corporate Strategic Plan Objectives

Report/Recommendation to Council

Anmore Road Naming Bylaw No. 730-2025 (Village Wide)

January 9, 2026

- Maintain and enhance service levels
- Promote and support emergency preparedness

Attachments:

1. Anmore Road Naming Bylaw No. 730-2025
2. Anmore Road Naming Policy No. 29 (Amended)

Report/Recommendation to Council

Anmore Road Naming Bylaw No. 730-2025 (Village Wide)

January 9, 2026

Item 9.a**Report Approval Details**

Document Title:	2025-12-02 RTC Anmore Road Naming Bylaw No. 730-2025 (Village Wide) First, Second, Third Reading.docx
Attachments:	Attachment 1 - Anmore Road Naming Bylaw No. 730-2025.pdf Attachment 2 - Anmore Road Naming Policy No. 29 (Amended).pdf
Final Approval Date:	January 08, 2026

This document and all of its attachments were approved and signed as outlined below:

Esin Gozukara

Chris Boit

Karen Elrick

VILLAGE OF ANMORE

BYLAW NO. 730-2025

A Bylaw to name all existing roads in Anmore
Bylaw No. 730-2025

WHEREAS Council may, pursuant to the *Community Charter*, by Bylaw, assign a name to a highway, also referred to as a 'street' or 'road', that is vested in the Village;

AND WHEREAS new roads, or roads that will be created, or roads that have been created through subdivision throughout the Village require naming;

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

1. That this bylaw may be cited for all purposes as “**Anmore Road Naming Bylaw No. 730-2025**”
2. That highways shall be named in accordance with Schedules A, B, C and D to this bylaw.
3. Schedules A, B, C and D are attached and forms part of this bylaw.

READ a first time the	day of , 2026
READ a second time the	day of , 2026
READ a third time the	day of , 2026
ADOPTED the	day of , 2026

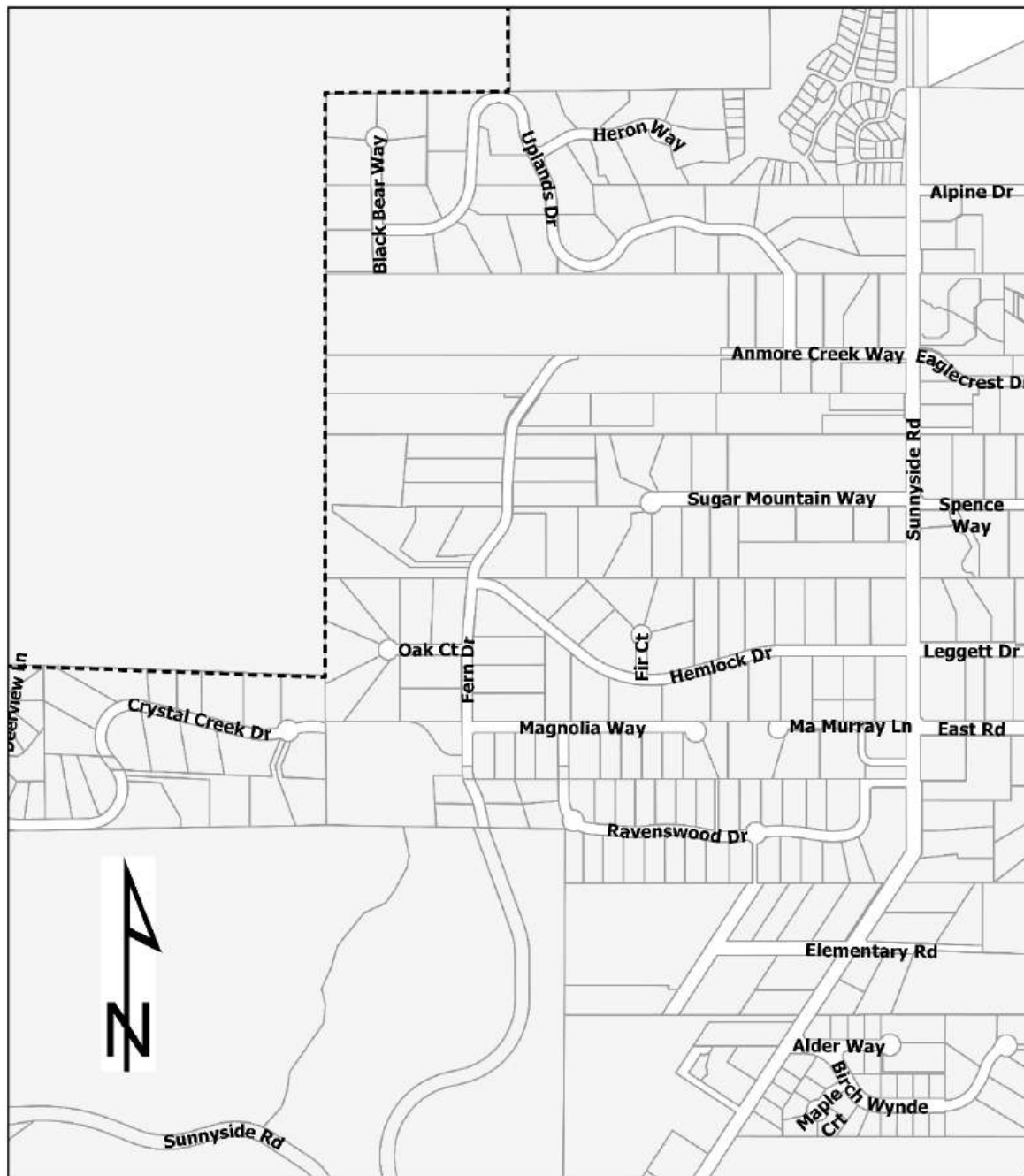
MAYOR

MANAGER OF CORPORATE SERVICES

Schedule A



Bylaw No. 730-2025 Schedule A



Schedule B



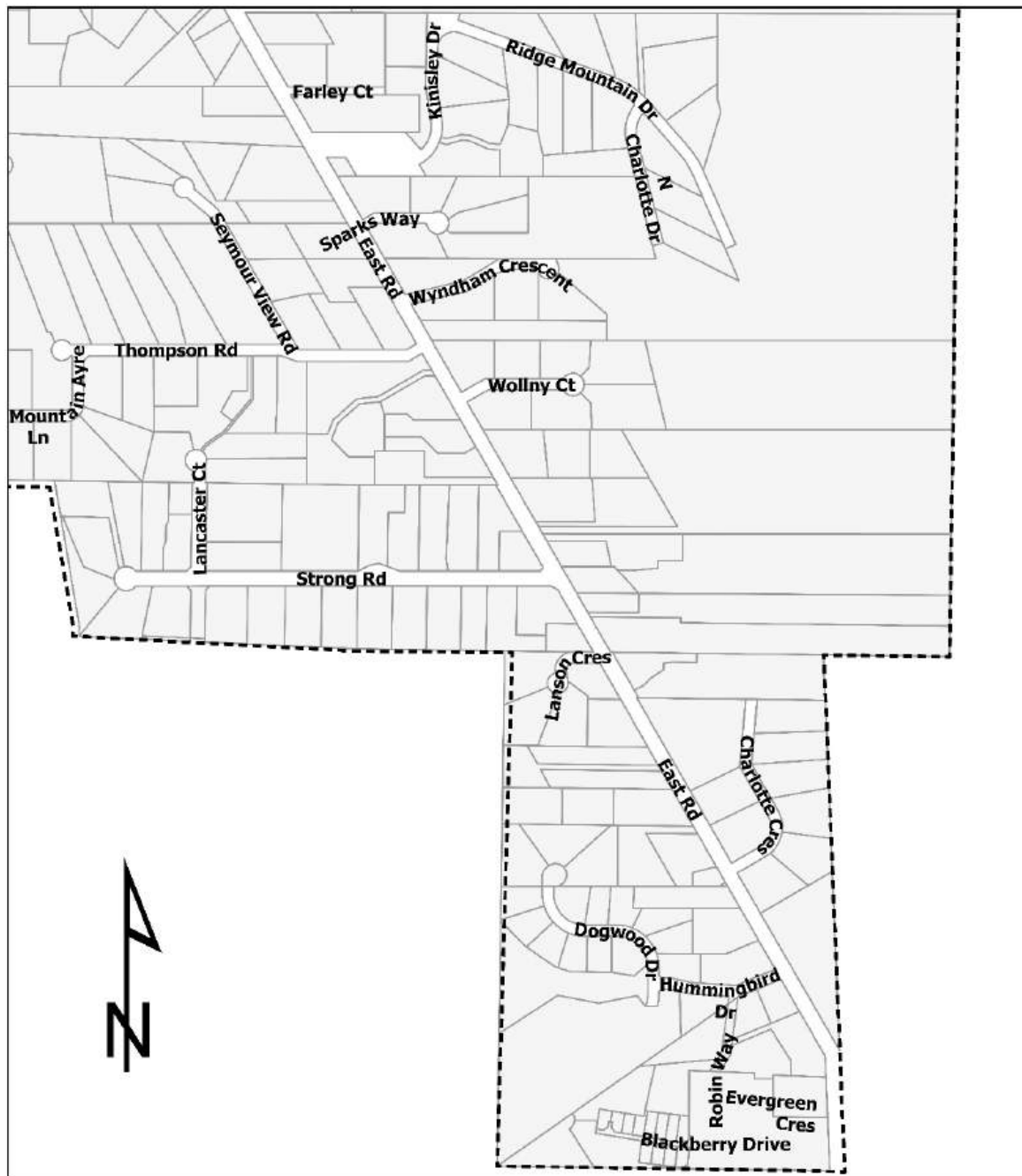
Bylaw No. 730-2025 Schedule B



Schedule C



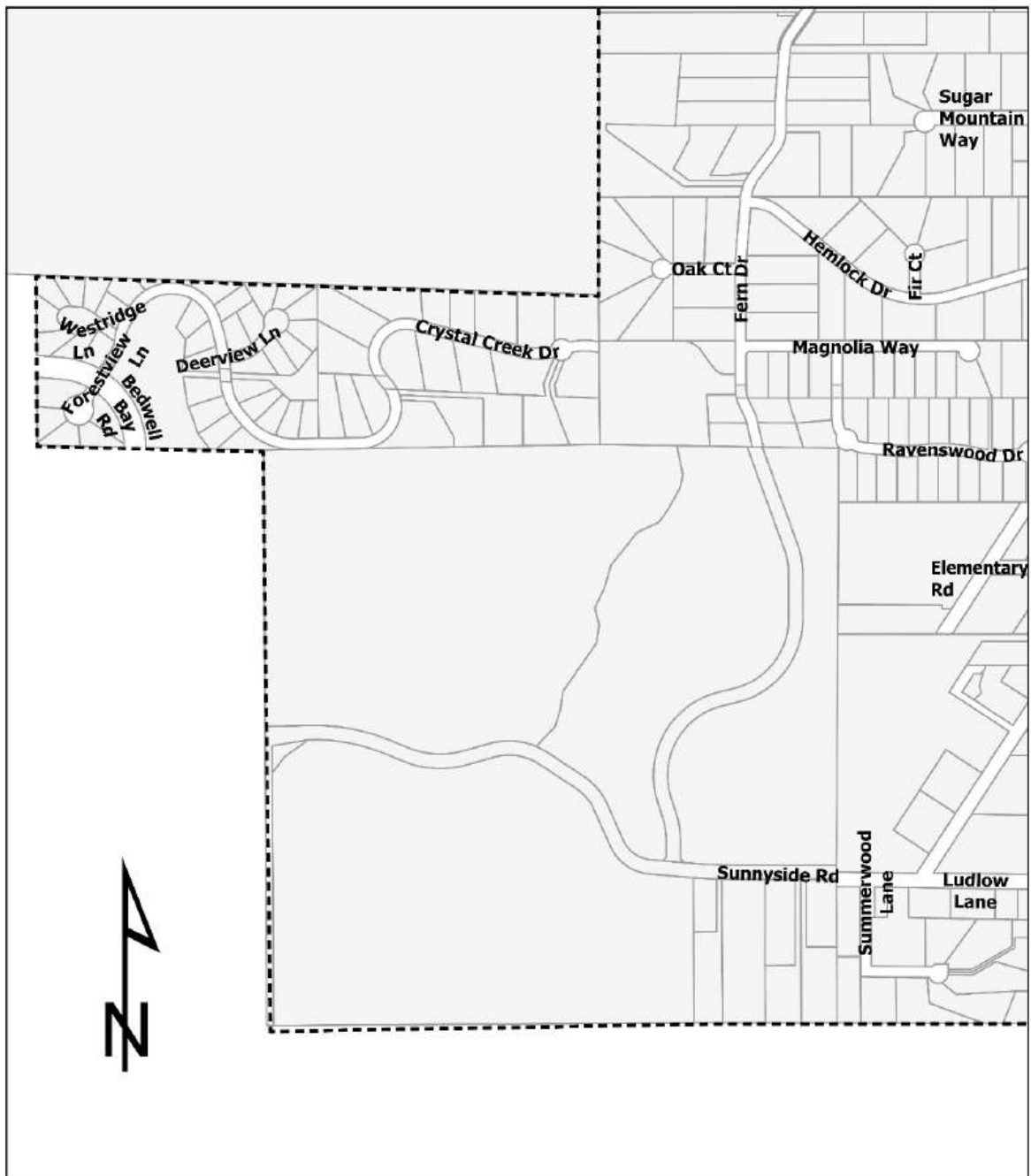
Bylaw No. 730-2025 Schedule C



Schedule D



Bylaw No. 730-2025 Schedule D



COUNCIL POLICY

Policy	Road Naming Policy	Policy No.	29
Effective Date	December 3, 2019	Approved by	
Date Amended		Resolution No.	
Date Established	June 22, 1998		

POLICY

A policy to establish the process for naming newly construction and commissioned roads in the Village of Anmore and for renaming existing roads in the Village of Anmore.

POLICY DETAILS

1. The final decision with respect to the naming of newly construction and commissioned roads and renaming of existing roads ultimately remains at the sole discretion of Council.
2. Proposals for new names will be brought forward to Council from staff.
3. Names will generally be selected from the "Road Name Reserve List" as shown in Schedule A of this policy, which is maintained by the Village's development services department and amended from time to time. Names submitted for Council's consideration should reflect some local relevance such as a local pioneer family, name or a name that reflects a local natural environment, or landscape feature.
4. Names that are phonetically similar to other road names in Anmore or nearby communities are generally to be avoided.
5. Village of Anmore initiated road name changes shall be circulated to the property owners affected and/or publically advertised in order that the citizens of the Village are able to voice their concerns before Council's consideration.
6. Both road name and building numbering changes are sometimes required by the Village of Anmore. Such changes may result from requests by emergency services, government, or development. When a road name or numbering change initiated by the Village of Anmore occurs:

- a. The property owner whose address will change as a result of a Village of Anmore initiated road name or numbering change will be granted a free 1-year Change of Address with Canada Post.
- b. The property owner shall be compensated by the Village of Anmore for replacement of house numbers at a maximum cost of \$15.00 per number (to a maximum of 4 numbers).

Road Naming Policy No. 29
Schedule A**EXISTING ROAD NAMES IN ANMORE**

Alder Way	Chestnut Court	Forestview Lane	Maple Court	Summerwood Lane
Alpine Drive	Crystal Creek Drive	Hemlock Drive	Mountain Ayre Lane	Sunnyside Road
Anmore Creek Way	Deerview Lane	Heron Way	Oak Court	Sunset Ridge
Bedwell Bay Road	Dogwood Drive	Hummingbird Drive	Ravenswood Drive	Thomson Road
Birch Wynde	Eaglecrest Drive	Kinsey Drive	Ridge Mountain Drive	Uplands Drive
Black Bear Way	East Road	Lancaster Court	Robin Way	Westridge Lane
Blackberry Drive	Elementary Road	Lanson Crescent	Seymour View Lane	Wollny Court
Buntzen Creek Road	Evergreen Crescent	Leggett Drive	Sparks Way	Wyndam Crescent
Canterwood Court	Farley Court	Ludlow Lane	Spence Way	
Charlotte Crescent	Fern Drive	Ma Murray Lane	Strong Road	
Chestnut Crescent	Fir Court	Magnolia Way	Sugar Mountain Way	

SUGGESTED FUTURE ROAD NAMES FOR ANMORE

Anderson Close	Daybreak Drive	Hawkridge	Marsh road	Salal Drive
Applewood Court	Denizen Road	Heritage Trail	Meadow Lane	Salamander Drive
Balsam Road	Eagles Nest Way	Hillcrest Lane	Moonlight Place	Salmon Hill
Barkwood Court	Elderberry Road	Hilltop Court	Moonlight Way	Schoolhouse Lane
Bridal Path	Fairhaven Lane	Holly Road	Morrissey Way	Spruce Road
Butterfly Lane	Finley Drive	Honeysuckle Road	Mount Royal Blvd.	Thrush Road
Cedarcrest Ridge	Flicker Road	Horseman's Crescent	Mountain Crest Way	Timber Way
Chatt Lane	Forrest Bluff	Huckleberry Crescent	Owl Way	Towhee Drive
Chickadee Road	Foxglove Court	Jaybird Drive	Park Trail	Valley View
City View	Garden Grove	Junko Road	Pedersen Lane	Waxwing Road
Clover Ridge	Grosbeak Drive	Keen Court	Pigeon Drive	
Cottonwood Court	Hawk Crescent	Lasure Drive	Pine Road	

Council Agenda Information

☒ Regular Council January 13, 2026

VILLAGE OF ANMORE REPORT TO COUNCIL

Date: January 9, 2026 File No: 1700-02
Submitted by: Karen Elrick, Chief Administrative Officer
Subject: **2026 Budget Pre Approval Items**

Purpose / Introduction

The purpose of this report is to seek pre approval for certain 2026 budget items in order to initiate associated projects.

Recommended Options

THAT the following 2026 Budget items, as recommended by Finance Committee be pre approved:

1. 80,000 for labour and benefits, stabilized over three years using Taxation and Unrestricted Operating Reserves, for Staff Position - Administration (Attachment 1);
 2. Internal salary and benefit adjustments included in the proposed budget including, shifting of external Planning consultant budget to in house salary and benefits, reinstating the Building Official position to Full Time and reinstating the Water Operator 2 Position that was previously filled with a Water Operator 1 position.
 3. Up to \$150,000 expenditure from Capital Reserves to upgrade Enterprise Resource Planning Financial Software (Attachment 2).
 4. \$275,000 expenditure from general Capital Reserve to 2026 Vehicle Replacement (Attachment 3)
-

Background

At the December 4, 2025, Finance Committee meeting, the Committee reviewed and made recommendations to Council regarding the 2026 proposed budget.

Discussion

2026 Budget Pre Approval Items

January 9, 2026

In advance of the final budget being brought forward to Council, staff is seeking pre approval from Council on identified projects in order to begin execution of these items and the following recommendations were endorsed by the Committee:

THAT the Finance Committee recommend that Council approve \$80,000 for labor and benefits, stabilized over three years using Taxation and Unrestricted Operating Reserves, for Staff Position – Administration.

THAT the Finance Committee recommend that Council approve a \$275,000 expenditure from general Capital Reserve to 2026 Vehicle Replacement.

THAT the Finance Committee recommend that Council approve up to \$150,000 expenditure from Capital Reserves to upgrade Enterprise Resource Planning Financial Software.

THAT the Finance Committee refers the Draft Five Year Financial Plan 2026 – 2030 to Council for consideration.

Other Options

THAT the following 2026 Budget items, as recommended by Finance Committee be pre approved:

1. 80,000 for labour and benefits, stabilized over three years using Taxation and Unrestricted Operating Reserves, for Staff Position - Administration (Attachment 1);
2. Internal salary and benefit adjustments included in the proposed budget including, shifting of external Planning consultant budget to in house salary and benefits, reinstating the Building Official position to Full Time and reinstating the Water Operator 2 Position that was previously filled with a Water Operator 1 position.
3. Up to \$150,000 expenditure from Capital Reserves to upgrade Enterprise Resource Planning Financial Software (Attachment 2).
4. \$275,000 expenditure from general Capital Reserve to 2026 Vehicle Replacement (Attachment 3)

(Recommended)

OR

THAT the 2026 Budget Pre Approval requests be deferred for Council's consideration at such time that the overall 2026 Budget is brought forward to Council

2026 Budget Pre Approval Items

January 9, 2026

OR

THAT the 2026 Budget Pre Approval requests be declined, and staff be directed to remove the following items from the proposed 2026 Budget prior to Council's consideration of the overall 2026 Budget:_____

Financial Implications

Financial implications are outlined in the attached decision packages included in this report.

Communications / Civic Engagement

None.

Corporate Strategic Plan Objectives

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.

Apply strategic asset management.

Attachments:

1. Administration Department Decision Package – Staff Position
2. Finance Department Decision Package – Upgrade ERP Financial Software
3. Public Works Decision Package – Vehicle Replacement

Report Approval Details

Document Title:	2026-01-09 RTC 2026 Budget Pre-Approval.docx
Attachments:	Attachment 1 - 2026 Budget Decision Administration - Staff Position - A.pdf Attachment 2 - 2026 Budget Decision - Upgrade ERP Financial Software-A.pdf Attachment 3 - 2026 Budget Decision - Vehicle Replacement - A.pdf
Final Approval Date:	January 08, 2026

Report/Recommendation to Council

Item 11.a

2026 Budget Pre Approval Items

January 9, 2026

This document and all of its attachments were approved and signed as outlined below:

Esin Gozukara

Karen Elrick



ADMINISTRATION DEPARTMENT

Decision Package A

Staff Position - Administration

Estimated Capital Cost	One time: n/a	Ongoing: n/a
Estimated Operating Cost	One time: n/a	Ongoing: \$80,000 per annum

Recommendation:

That the Finance Committee recommend that Council approve \$80,000 for labor and benefits, stabilized over three years using Taxation and Unrestricted Operating Reserves, for Staff Position - Administration

Executive Summary

The Village has additional resource requirements in terms of administrative support on an ongoing basis in the following areas:

- General clerical
- Finance (accounts payable processing)
- Customer Service

Currently, the administrative staff team of the Village support all function areas within the Village. There are currently 2 full time and one part time clerk positions who all support the general customer services and cash receiving area while providing specialized support to various departments:

- Building/Administrative Assistant
- Corporate Administration Clerk
- Administrative and Events Assistant (Part-Time)

Additionally, the Accounting Clerk II and Communications Coordinator provide support to the general customer service, cash receiving, and other function areas within the organization in addition to the day-to-day responsibilities of their respective departments.

Background / Description

The Village relies greatly on the administrative support provided by the current staff complement. This highly skilled and agile team support all function areas of the Village by providing a high level of service to meet the needs of the community and the strategic priorities of Council. Staff have identified that needs for support throughout the organization have exceeded capacity of the current staff complement. In an effort to maintain and enhance service levels, staff is recommending that an additional Administration Clerk be resourced noting the following challenges:

- Building/Administration Clerk is assigned to support Finance Department as a .25 resource for processing accounts payable transactions. More recently, the need for support in this area has exceeded .5 of a full time equivalent
- Increased fees, charges and fine revenues in the Planning/Building/Bylaw department has increased the number of financial transactions and increased the administrative support needed for these function areas. Currently, as under resourced, senior staff are executing the daily administrative functions in order to maintain service levels
- Public Works department has no administrative support. Additional requirements related to facility management, procurement requirements and responsibilities, and general record keeping needs are not able to be met
- Customer Service and general office management are shared amongst the group (phones, counter, customer service, mail, general inbox, office supplies, etc) and having one dedicated person for this critical function area would enhance the resident experience in dealing with the Village

If supported, this new position would be the primary customer service and support person for the general functions of the administration team. Additionally, they would report to the Manager of Financial Services and undertake the accounts payable transactions. This would allow current staff to dedicate more focus on their primary function areas as well as provide administrative support to senior staff who do not currently have any dedicated administrative

support. Overall, support of this position would help enable existing staff to ensure that service levels are maintained and enhanced and the priority projects are executed in a timely manner.

Financial Implications

	One Time		Ongoing	
Costs	Capital	Operational	Operational	
Description	n/a	n/a	\$80,000	
Total Costs	\$	\$	\$80,000	

Other Options

That the Finance Committee recommend that Council approve \$80,000 for labor and benefits, stabilized over three years using Taxation and Unrestricted Operating Reserves, for Staff Position – Administration

OR

That the Finance Committee recommend that Council approve \$80,000 funded by _____ for a Staff Position - Administration

OR

That the Finance Committee not support the recommendation that Council approve \$80,000 for labor and benefits, stabilized over three years using Taxation and Unrestricted Operating Reserves, for Staff Position – Administration



FINANCE DEPARTMENT

Decision Package A

Upgrade ERP Financial Software

Estimated Capital Cost	One time: \$150,000	Ongoing: \$
Estimated Operating Cost	One time: \$	Ongoing: \$

Recommendation:

That the Finance Committee recommend that Council approve up to \$150,000 expenditure from Capital Reserves to upgrade Enterprise Resource Planning Financial Software.

Executive Summary

Finance ERP (Enterprise Resource Planning) systems are comprehensive software platforms designed to manage and automate a company's financial functions. They serve as a central hub for financial data, integrating various processes such as accounting, budgeting, forecasting, and reporting. This integration helps organizations improve efficiency, reduce errors, and gain real-time insights into their financial health.

Background / Description

The Village's current ERP system was implemented in 2008, with additional modules added up to 2020. A systems review every five years ensures that the program model reflects the efficiency of the departments and the current needs of the community.

Advances in ERP programing improve the functionality and services available such as, cloud powered systems for automated software updates, faster performance, secure remote access, automated workflows, grant and asset management tracking, custom reporting, remote time keeping, and public page integration where residents may track tax and utility invoices/payments in real time.

Updated services replace disconnected systems with a secure, unified platform, cut maintenance costs, reduce IT overhead and focus staff time on citizen services instead of system upkeep, and ensure continuity.

ERP upgrades include licensing, financial data conversion, web page adaptation and training.

Financial Implications

	One Time		Ongoing	
Costs	Capital	Operational	Capital	Operational
Upgrade ERP Financial Software	\$150,000	\$	\$	\$
Total Costs	\$150,000	\$	\$	\$

The ERP update would be implemented by the finance department and our IT contactor. An RFP for procurement of a new ERP will be conducted to review the current system against any supporting systems.

Other Options

That the Finance Committee recommend that Council approve up to \$150,000 expenditure from Capital Reserves to upgrade Enterprise Resource Planning Financial Software.

(recommended)

OR

That the Finance Committee decline to recommend that Council approve up to \$150,000 expenditure from Capital Reserves to upgrade Enterprise Resource Planning Financial Software



Public Works

Decision Package A

2026 Vehicle Replacement

Estimated Capital Cost	One time: \$275,000	Ongoing: \$
Estimated Operating Cost	One time: \$	Ongoing: \$

Recommendation:

That the Finance Committee recommend that Council approve a \$275,000 expenditure from General Capital Reserve to 2026 Vehicle Replacement.

Executive Summary

As part of the Village's Policy no. 46 – Tangible Capital Assets, vehicles and equipment are listed at an estimated useful life of 8-10 years. Several vehicles have been identified as end of life or beyond end of life and are scheduled for replacement. Funds are contributed to the General Capital Asset Reserve on a yearly basis, through taxation for replacement of Village assets.

Background / Description

Vehicles schedule for replacement in 2026 are the 2017 Ford F-550, The 2007 Ford Ranger, and the 2017 Kubota.

1. 2017 Ford F-550

This vehicle is used year-round by the public works crew for several different purposes. It is critical to winter operations as a key piece of equipment for snow and ice removal with additional wear as a result of salt use. During summer and spring months, this vehicle is used for several applications including boulevard maintenance. Timely replacement will help ensure available equipment to address critical needs.

2. 2017 Kubota

This vehicle is the primary equipment used by the Village's parks staff and is critical to the access for maintenance to trails including gravel delivery to limited access areas. It is also used for snow removal which has resulted in increased yearly maintenance costs due to salt exposure. Alternative options for replacement could include a small truck and a quad for snow removal.

3. 2007 Ford Ranger

This vehicle has primarily been used in the past by the Village Building Official. It is beyond useful life and staff recommends a replacement vehicle similar to the recently purchased bylaw official vehicle which is a small sport utility vehicle with secure and dry area for any tools or equipment required. The Ford Ranger, while still functioning, will continue to be used by the Labourer/Facility Maintenance worker in order to allow the employee dedicated access to a vehicle for times when independent work duties or emergency response is required.

Deferral of vehicle replacement may result in increased maintenance costs in addition to risk of equipment being unserviceable during critical times such as winter snow and ice events.

Financial Implications

	One Time		Ongoing	
Costs	Capital	Operational	Operational	Operational
Description	\$275,000	\$	\$	\$
Description	\$	\$	\$	\$
Total Costs	\$	\$	\$	\$

Other Options

That the Finance Committee recommend that Council approve a \$275,000 expenditure from General Capital Reserve to 2026 Vehicle Replacement.

(recommended)

OR

That the Finance Committee recommend that Council approve partial scheduled 2026 Vehicle Replacement for the following vehicles:_____

OR

That the Finance Committee recommend that no vehicle replacement be considered as part of the 2026 Budget.



Village of Anmore

Memo

Date: January 9, 2026 File No: 1220-20

Re: Operations Yard – IPD Contractor Selection

From: Administration

At the November 4, 2025, Regular Council Meeting, the following resolution was passed:

R166/25: THAT the Operations Yard – IPD General Contractor Selection report be deferred to a subsequent meeting.

The staff report included in the November 4, 2025 Regular Council Meeting Agenda **(Attachment 1)** outlines the tender and evaluation process as well as the financial implications and current allocated budget for the project.

The purpose of this memo is to provide further information to Council regarding the Validation stage of the Integrated Project Delivery (IPD) framework in addition to commentary regarding temporary use of the proposed facility by the Sasamat Volunteer Fire Department (SVFD).

Staff is recommending that the Operations Yard project advance to the validation stage of the IPD framework. Validation is the initial phase of the IPD delivery model. The purpose of validation is to establish certainty and so, to validate that the project can be constructed within the given parameters developed by the Owner, Village of Anmore, within the budget, schedule and identified function.

Following the completion of the Validation phase, a detailed report will be presented to Council to determine an outcome regarding the feasibility of the project:

1. The Validation report is approved at which point the project proceeds to the next phase.
2. The Validation report is not approved at which time parties are released from the IPD Contract.

Currently, the SVFD, which provides fire protection services to the communities of Anmore and Belcarra are planning to execute a firehall replacement project for firehalls located within both communities. While the firehall replacement project is underway, temporary facilities will be required in both communities to support the SVFD fire protection services operations. For the Village of Anmore, the Operations Yard has been identified as a suitable site for temporary use

by the SVFD. Chief Sharpe has reviewed and conducted on site assessment of the proposed Operations Yard facility to ensure that SVFD needs are considered in planning and construction stages of this Operations Yard project. Should the Operations Yard project advance, the Village will continue to consult and consider the temporary needs of the SVFD while ensuring the long-term needs of the Village Operations are also met for this facility.

Recommended resolution(s)

THAT Council receive the report titled “Operations Yard – IPD General Contractor Selection” dated October 31st for information;

AND THAT Council direct staff to initiate negotiations with Jacob Bros. Construction Inc. as the top-ranked proponent, in accordance with the Integrated Project Delivery (IPD) framework based on the CCDC 30 contract form;

AND THAT staff prepare a Validation Report in collaboration with the selected IPD partners, outlining the confirmed project scope, schedule, and cost plan and report back to Council.

Report Approval Details

Document Title:	2026-01-09 Memo Operations Yard - IPD Contractor Selection.docx
Attachments:	Attachment 1 - Operations Yard - IPD General Contractor Selection.pdf
Final Approval Date:	January 09, 2026

This document and all of its attachments were approved and signed as outlined below:

Esin Gozukara

Karen Elrick

Council Agenda Information

☑ Regular Council November 4, 2025



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: October 31, 2025 File No: 1220-20

Submitted by: Chris Boit, Manager of Development Services

Subject: **Operations Yard – IPD General Contractor Selection**

Purpose / Introduction

The purpose of this report is to inform Council that staff have completed the procurement and evaluation process for selecting a General Contractor partner to deliver the Operations Yard Upgrade project using an Integrated Project Delivery (IPD) model.

Recommended Option

THAT Council receive the report titled “Operations Yard – IPD General Contractor Selection” dated October 31st for information;

AND THAT Council direct staff to initiate negotiations with Jacob Bros. Construction Inc. as the top-ranked proponent, in accordance with the Integrated Project Delivery (IPD) framework based on the CCDC 30 contract form;

AND THAT staff prepare a Validation Report in collaboration with the selected IPD partners, outlining the confirmed project scope, schedule, and cost plan and report back to Council.

Background

The Village of Anmore issued a Request for Proposals for the Operations Yard – IPD General Contractor Construction Partner on August 25, 2025, through BC Bid. The RFP invited qualified proponents to partner with the Village in developing and constructing the new Operations Yard facility using an Integrated Project Delivery approach based on the CCDC 30 contractual framework.

The Operations Yard project will address operational limitations at the existing facility and provide upgraded infrastructure to support Village maintenance, fleet storage, and public works operations. The selected contractor will work collaboratively with the Village and the design team to develop the Validation Report, advance detailed design, and carry out construction under a shared IPD framework.

Discussion

**Report/Recommendation to Council
November 4, 2025**

Operations Yard – IPD General Contractor Selection

The evaluation process was conducted in accordance with the procedures and criteria outlined in the Request for Proposals (RFP). Proposals were reviewed against both mandatory requirements and rated criteria, which included:

- IPD Project Team Structure and Commitment;
- Experience and Capabilities in Collaborative Delivery;
- Value Added and Innovative Practices; and
- Pricing.

A total of five (5) proposals were received in response to the RFP, submitted by Jacob Bros. Construction, Drake Excavating, CGI Constructors, HOLACO, and Hilson Construction. Each submission was independently reviewed and scored by the evaluation panel using the weighting framework established in the RFP.

Based on the combined evaluation results, Jacob Bros. Construction achieved the highest overall score and was unanimously ranked first by all evaluators. The firm demonstrated strong alignment with the Integrated Project Delivery (IPD) principles, a well-structured and experienced project team, and a clear understanding of the Village's operational and facility needs.

Prior to proceeding with contract negotiations, staff are seeking Council's direction to initiate discussions with JB in accordance with the CCDC 30 IPD framework. Following Council endorsement, staff will commence negotiations to confirm contractual terms, scope, and budget alignment, and will report back to Council prior to execution of the multiparty agreement.

Staff recommend that Council endorse the outcome of the evaluation process for the Operations Yard and authorize staff to enter into negotiations with Jacob Bros. Construction as the top ranked proponent. Staff will report back to Council with the finalized Validation Report, project

scope, and budget in the first quarter of 2026, prior to executing the multiparty agreement which would initiate the construction phase of the project.

Other Options

1. THAT Council receive the report titled "Operations Yard – IPD General Contractor Selection" dated October 31st for information;

AND THAT Council direct staff to initiate negotiations with Jacob Bros. Construction as the top-ranked proponent, in accordance with the Integrated Project Delivery (IPD) framework based on the CCDC 30 contract form;

AND THAT staff prepare a Validation Report in collaboration with the selected IPD partners, outlining the confirmed project scope, schedule, and cost plan and report back to Council;

OR

Report/Recommendation to Council**November 4, 2025**

Item 11.b

Operations Yard – IPD General Contractor Selection

2. THAT Council receive the report titled “Operations Yard Upgrade – Contractor Selection Update” dated October 31st for information;

AND THAT Council direct staff not to proceed with Operations Yard Upgrade project.

Financial Implications

The Operations Yard Upgrade project has a total allocation of \$1,100,000 within the Village’s financial plan. This amount represents the current anticipated cost of the project, inclusive of design and construction of the operation facility.

At this stage, no contractual commitments have been made, other than the initial conceptual designs and RFP development. Proceeding with negotiations under the Integrated Project Delivery (IPD) model will enable staff and the selected Contractor partner to prepare a Validation Report, which will establish a detailed scope, schedule, and cost plan for the project. This report will provide greater cost certainty and form the basis for Council’s future funding decisions.

The IPD framework promotes transparency in cost development and includes mechanisms for shared risk and reward among the project partners. Once the Validation Report is complete and project funding requirements are confirmed, staff will return to Council for approval prior to entering into the multiparty agreement.

Communications / Civic Engagement

None.

Corporate Strategic Plan Objectives

Maintain and enhance service levels.

Attachments:

1. RFP Document for Operations Yard – IPD Construction Partner – General Contractor

Report Approval Details

Document Title:	Operations Yard - IPD General Contractor Selection.docx
Attachments:	Attachment 1 -RFP document for Operations Yard - IPD Construction Partner – General Contractor.pdf
Final Approval Date:	October 30, 2025

This document and all of its attachments were approved and signed as outlined below:
Esin Gozukara

Report/Recommendation to Council

November 4, 2025

Operations Yard – IPD General Contractor Selection

Karen Elrick

Item 11.b



Request for Proposals
For
Operations Yard - IPD Construction Partner – General Contractor

Request for Proposals No.: P25-02

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PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Proponents

1.1.1 Invitation

This Request for Proposals (the “RFP”) is an invitation by the Village of Anmore (the “Village”) to prospective proponents to submit proposals for **Operations Yard Upgrade Project – General Contractor**, as further described in Section A of the RFP Particulars (Appendix B) (the “Deliverables”).

The Village plans on building a new Operations Yard located at the Village’s north end to address the continued growth of the community. This Project will be delivered using an Integrated Project Delivery (IPD) methodology and contractual arrangement.

This RFP is the first of many RFPs to acquire the design and construction team that will work with the Village as part of the IPD Team for the successful completion of Operations Yard. Further procurement opportunities may be issued by the Village to engage other sub-consultants and key sub-trades to build out the full IPD Team.

It is the Village’s intent that once a full IPD Team is selected through multiple procurement processes, that the Village and each of the selected entities in the IPD will enter into a negotiation to finalize a multiparty agreement. The form of agreement that will be used as the basis for negotiations is the Canadian Construction Documents Committee (CCDC) 30 attached as Appendix A to this RFP. The agreement will require joint, active management by the IPD Team and use of Lean principles and processes to increase value and reduce waste.

1.1.2 Proponent must be Single Entity

The proponent must be a single legal entity that, if selected, intends to negotiate and enter into the contract with the Village. If the proposal is being submitted jointly by two (2) or more separate entities, the proposal must identify only one of those entities as the “proponent”. The proponent will be responsible for the performance of the Deliverables.

1.1.3 Bidding System Registration

All proponents must have a vendor account with the Village’s electronic bidding system at:

https://bcbid.gov.bc.ca/page.aspx/en/rfp/request_browse_public

and must be registered as a plan taker for this opportunity. This will enable the proponent to download the solicitation document, to ask questions, to receive addenda email notifications, download addenda, and submit their proposal electronically through the bidding system.

1.2 RFP Contact and Proponent Questions

1.2.1 RFP Contact

To contact the Village in relation to this RFP, proponents must initiate the communication electronically through the bidding system

https://bcbid.gov.bc.ca/page.aspx/en/rfp/request_browse_public

The Village will not accept any proponent's communications by any other means, except as specifically stated in this RFP.

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of the Village, other than as outlined above, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent's proposal.

1.2.2 Proponent's Questions

Prior to the Deadline for Questions, proponents may ask questions to seek additional information in relation to this RFP through the bidding system. The Village will not accept any proponent's questions or requests for information by any other means, except as specifically stated in this RFP. Any questions about the Agreement, as defined below, including whether changes to any clauses will be permitted, must be asked prior to the Deadline for Questions.

1.3 Contract for Deliverables

1.3.1 Type of Contract

The selected proponent will be requested to enter into direct contract negotiations to finalize an agreement with the Village for the provision of the Deliverables. The terms and conditions found in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between the Village and the selected proponent.

1.3.2 Term of Contract

The term of the agreement will be in effect until the completion of the Deliverables.

1.4 RFP Timetable

1.4.1 Key Dates

Issue Date of RFP	August 25, 2025
Pre-Bid / Site Meeting	September 10, 2025, 10:00:00 AM local time
Deadline for Questions	September 12, 2025, 2:00:00 PM local time
Submission Deadline	September 19, 2025, 2:00:00 PM local time
Interview Date (tentative)	October 1 and October 2, 2025

The RFP timetable is tentative only and may be changed by the Village at any time. For greater clarity, business days means all days that the Village is open for business.

1.4.2 Site Visit / Pre-Bid Meeting

A pre-bid meeting will be held at the Operations Yard site. Attendance at the meeting is mandatory. Please email Tanveer at tbhandal@islengineering.com to be forwarded an invite to the mandatory site meeting.

1.5 Submission Instructions

1.5.1 Submission of Proposals

Proposals must be submitted electronically through the bidding system at:

https://bcbid.gov.bc.ca/page.aspx/en/rfp/request_browse_public

Submissions by other methods will not be accepted.

In the event of any technical issues, proponents should contact the bidding system's technical support at: bcbid@gov.bc.ca

1.5.2 Proposals to be Submitted on Time

Proposals must be finalized and fully uploaded in the bidding system on or before the Submission Deadline. The time of receipt of proposals shall be determined by the bidding system web clock. Late submissions will not be accepted by the bidding system and will be disqualified as late.

Proponents are cautioned that the timing of submission is based on when the proposal is received by the bidding system, not when a proposal is submitted by a proponent. As transmission can be delayed due to file transfer size, transmission speed or other technical factors, proponents should plan to submit proposals well in advance of the Submission Deadline to avoid submitting late due to technical issues. Proponents submitting near the Submission Deadline do so at their own risk.

The bidding system will send a confirmation email to the proponent advising when the proposal was submitted successfully. If you do not receive a confirmation email, contact the bidding system's technical support immediately at: bcbid@gov.bc.ca

1.5.3 Addenda and Acknowledgement of Addenda

It is the responsibility of the proponent to have received all addenda to this RFP issued by the Village through the bidding system. Addenda will typically be issued through the bidding system at least forty-eight (48) hours prior to the Submission Deadline. However, in some cases it may be necessary for the Village to issue an addendum within the forty-eight (48) hours prior to the Submission Deadline. In such cases the addendum will include an extension of the Submission Deadline.

The onus is on the proponents to check the bidding system for addenda up until the Submission Deadline.

1.5.4 Addenda Process in Electronic Submissions

Proponents shall acknowledge receipt of any addenda through the bidding system by checking a box for each addendum and any applicable attachment.

It is the responsibility of the proponent to have received all Addenda that are issued. Proponents should check the bidding system prior to submitting their proposal and up until Submission Deadline in the event additional addenda are issued.

If a proponent submits their proposal prior to the Submission Deadline and any addenda have been issued after the proposal has been submitted, the bidding system shall automatically WITHDRAW the proposal submission, and the proposal status will change to an INCOMPLETE STATUS. The proponent can view this status change in the 'MY BIDS' Section of the bidding system. INCOMPLETE STATUS means that the proposal has not been submitted and will not be evaluated by the Village.

The proponent is solely responsible to:

- Make any required adjustments to their proposal; and
- acknowledge the addenda; and
- Ensure the re-submitted proposal is RECEIVED by the bidding system no later than the stated Submission Deadline.

The proponent accepts complete liability for ensuring the completeness of their proposal until the Submission Deadline. The Village will not be responsible for the withdrawal of a proposal due to the proponent's failure to acknowledge any addenda issued prior to the Submission Deadline.

1.5.5 Proposals to be Submitted in Prescribed Format

Proposal materials should be prepared and submitted in accordance with the instructions in the bidding system, including any maximum upload file size.

Documents should not be embedded within uploaded files, as the embedded files may not be accessible or evaluated.

1.5.6 Amendment of Proposals

Proponents may amend their proposals prior to the Submission Deadline. However, the proponent is solely responsible for ensuring that the amended proposal is received by the bidding system by the Submission Deadline.

1.5.7 Withdrawal of Proposals

At any time throughout the RFP process until the execution of a written agreement for provision of the Deliverables, a proponent may withdraw a submitted proposal. Prior to the Submission Deadline, proponents may withdraw a submitted proposal through the bidding system. To withdraw a proposal after the Submission Deadline, a notice of withdrawal must be sent to the Village through the bidding system and must be signed by an authorized representative of the proponent.

[End of Part 1]

PART 2 – EVALUATION, NEGOTIATION AND AWARD

2.1 Stages of Evaluation and Negotiation

The Village of Anmore will conduct the evaluation of proposals and negotiations in the following stages:

2.2 Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine which proposals comply with all of the mandatory submission requirements. If a proposal fails to satisfy all of the mandatory submission requirements the proposal will be rejected. The mandatory submission requirements are set out in Section C of the RFP Particulars (Appendix B).

2.3 Stage II – Evaluation

Stage II will consist of the following two sub-stages:

2.3.1 Mandatory Technical Requirements

The Village will review the proposals to determine whether the mandatory technical requirements as set out in Section D of the RFP Particulars (Appendix B) have been met. If a proposal fails to satisfy all of the mandatory technical requirements the proposal will be rejected.

2.3.2 Non-Price Rated Criteria

The Village will evaluate each qualified proposal on the basis of the non-price rated criteria as set out under Evaluation Criteria in Section F of the RFP Particulars (Appendix B).

2.4 Stage III – Pricing

Stage III will consist of a scoring of the submitted pricing of each qualified proposal in accordance with the price evaluation method set out in Section G of the RFP Particulars (Appendix B). The evaluation of price will be undertaken after the evaluation of mandatory requirements and rated criteria has been completed.

In the event that a proponent's pricing appears to be abnormally low in relation to the Deliverables, the Village may require the proponent to provide a detailed explanation of the pricing information to account for the low level of price and confirm that all requirements in respect of the Deliverables have been taken into account. If the proponent is unable to satisfactorily account for the abnormally low pricing, the Village may reject the proposal. The Village may also reject any proposal that contains unbalanced pricing. Pricing may be considered unbalanced where nominal or significantly understated prices are proposed for some elements of the Deliverables and inflated prices are proposed for other elements of the Deliverables. Unbalanced pricing includes, but is not limited to, "front-loaded" pricing which contains inflated pricing for Deliverables to be provided or completed at the beginning of the contract, offset by understated pricing for Deliverables to be provided or completed later in the contract.

2.5 Stage IV – Ranking and Contract Negotiations

2.5.1 Ranking of Proponents

After the completion of Stage III, all scores from Stage II and Stage III will be added together and the proponents will be ranked based on their total scores. The top-ranked proponent will receive a written invitation to enter into direct contract negotiations to finalize the agreement with the Village. In the event of a tie, the selected proponent will be the proponent with the highest score in the Interview.

2.5.2 Contract Negotiation Process

Any negotiations will be subject to the process rules contained in the Terms and Conditions of the RFP Process (Part 3) and will not constitute a legally binding offer to enter into a contract on the part of the Village or the proponent, and there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. The terms and conditions found in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between the Village and the selected proponent. Negotiations may include requests by the Village for supplementary information from the proponent to verify, clarify, or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by the Village for improved pricing or performance terms from the proponent.

2.5.3 Time Period for Negotiations

The Village intends to conclude negotiations and finalize the agreement with the top-ranked proponent during the Contract Negotiation Period, commencing from the date the Village invites the top-ranked proponent to enter negotiations. A proponent invited to enter into direct contract negotiations should therefore be prepared to satisfy the pre-conditions of award listed in Section E of the RFP Particulars (Appendix B), provide requested information in a timely fashion and conduct its negotiations expeditiously.

2.5.4 Failure to Enter into Agreement

If the pre-conditions of award listed in Section E of the RFP Particulars (Appendix B) are not satisfied or if the parties cannot conclude negotiations and finalize the agreement for the Deliverables within the Contract Negotiation Period, the Village may discontinue negotiations with the top-ranked proponent and may invite the next-best-ranked proponent to enter into negotiations. This process will continue until an agreement is finalized, until there are no more proponents remaining that are eligible for negotiations, or until the Village elects to cancel the RFP process.

2.5.5 Notification of Negotiation Status

Other proponents that may become eligible for contract negotiations may be notified at the commencement of the negotiation process with the top-ranked proponent.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

3.1 General Information and Instructions

3.1.1 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

A proponent who submits conditions, options, variations, or contingent statements either as part of its proposal or after receiving notice of selection, may be disqualified.

3.1.2 Proposals in English

All proposals are to be in English only.

3.1.3 No Incorporation by Reference

The entire content of the proponent's proposal should be submitted in a fixed format, and the content of websites or other external documents referred to in the proponent's proposal but not attached will not be considered to form part of its proposal.

3.1.4 Past Performance

In the evaluation process, the Village may consider the proponent's past performance or conduct on previous contracts with the Village or other institutions.

3.1.5 Information in RFP Only an Estimate

The Village and its advisers make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

3.1.6 Proponents to Bear Their Own Costs

The proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

3.1.7 Proposal to be Retained by the Village

The Village will not return the proposal, or any accompanying documentation submitted by a proponent.

3.1.8 No Guarantee of Volume of Work or Exclusivity of Contract

The Village makes no guarantee of the value or volume of work to be assigned to the successful proponent. The agreement to be negotiated with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. The Village may contract with others for

goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.2 Communication after Issuance of RFP

3.2.1 Proponents to Review RFP

Proponents should promptly examine all of the documents comprising this RFP and may direct questions or seek additional information in writing through the bidding system on or before the Deadline for Questions. No such communications are to be sent or initiated through any other means. The Village is under no obligation to provide additional information, and the Village is not responsible for any information provided by or obtained from any source other than the bidding system. It is the responsibility of the proponent to seek clarification on any matter it considers to be unclear. The Village is not responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

3.2.2 All New Information to Proponents by Way of Addenda

This RFP may be amended only by addendum in accordance with this section. If the Village, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addendum. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the Village.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If the Village determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Village may extend the Submission Deadline for a reasonable period of time.

3.2.4 Verify, Clarify, and Supplement

When evaluating proposals, the Village may request further information from the proponent or third parties in order to verify, clarify or supplement the information provided in the proponent's proposal. The Village may revisit, re-evaluate, and rescore the proponent's response or ranking on the basis of any such information.

3.3 Notification and Debriefing

3.3.1 Notification to Other Proponents

Once an agreement is executed by the Village and a proponent, the other proponents may be notified directly in writing and will be notified by public posting of the outcome of the procurement process.

3.3.2 Debriefing

The Village will not be hosting any debriefs for this RFP.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

For the purposes of this RFP, the term “Conflict of Interest” includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:
 - (i) having or having access to confidential information of the Village in the preparation of its proposal that is not available to other proponents;
 - (ii) having been involved in the development of the RFP, including having provided advice or assistance in the development of the RFP;
 - (iii) receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the RFP;
 - (iv) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process); or
 - (v) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair;
- (b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the proponent’s other commitments, relationships, or financial interests:
 - (i) could, or could be seen to, exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement; or
 - (ii) could, or could be seen to, compromise, impair, or be incompatible with the effective performance of its contractual obligations.

3.4.2 Disqualification for Conflict of Interest

The Village may disqualify a proponent for any conduct, situation, or circumstances, determined by the Village, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

An existing supplier of the Village may be precluded from participating in the RFP process in instances where the Village has determined that the supplier has a competitive advantage that cannot be adequately addressed to mitigate against unfair advantage. This may include, without limitation, situations in which an existing supplier is in a position to create unnecessary barriers to competition through the manner in which it performs its existing contracts, or situations where the incumbent fails to provide the information within its control or otherwise engages in conduct obstructive to a fair competitive process.

3.4.3 Disqualification for Prohibited Conduct

The Village may disqualify a proponent, rescind an invitation to negotiate, or terminate a contract subsequently entered into if the Village determines that the proponent has engaged in any conduct prohibited by this RFP.

3.4.4 Prohibited Proponent Communications

Proponents must not engage in any communications that could constitute a Conflict of Interest and should take note of the **Conflict-of-Interest declaration** set out in the Submission Form (Appendix C).

3.4.5 Proponent Not to Communicate with Media

Proponents must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission by submitting a question per 1.2 RFP Contact and Proponent Questions.

3.4.6 No Lobbying

Proponents must not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent(s).

3.4.7 Illegal or Unethical Conduct

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Proponents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of the Village; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

3.4.8 Supplier Suspension

The Village may suspend a supplier from participating in its procurement processes for prescribed time periods based on past performance or based on inappropriate conduct, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour its submitted pricing or other commitments;
- (c) engaging in litigious conduct, bringing frivolous or vexatious claims in connection with the Client's procurement processes or contracts, or engaging in conduct obstructive to a fair competitive process; or
- (d) any conduct, situation, or circumstance determined by the Village, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

In advance of a decision to suspend a supplier, the Village will notify the supplier of the grounds for the suspension and the supplier will have an opportunity to respond within a timeframe stated in the notice. Any response received from the supplier within that timeframe will be considered by the Village in making its final decision.

3.5 Confidential Information

3.5.1 Confidential Information of the Village and *Freedom of Information and Protection Act* (“FOIP Act”)

All information provided by or obtained from the Village in any form in connection with this RFP either before or after the issuance of this RFP

- (a) is the sole property of the Village and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from the Village; and
- (d) must be returned by the proponent to the Village immediately upon the request of the Village.

All proposals submitted to the Village become the property of the Village in their entirety. Submissions and the information contained within will be held in confidence as much as is reasonably possible and subject to the disclosure provisions contained in the *Freedom of Information and Protection of Privacy Act* (“FOIP Act”). The selected proponent acknowledges that the *FOIP Act* applies to all information or records, as defined in the *FOIP Act*, which are collected or created for the purposes of the Agreement and within the selected proponent’s custody or control.

3.5.2 Confidential Information of Proponent

A proponent should identify any information in its proposal, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Village. The confidentiality of such information will be maintained by the Village, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Village to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted per 1.2 RFP Contact and Proponent Questions.

3.6 Procurement Process Non-Binding

3.6.1 No Contract A and No Claims

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) this RFP will not give rise to any Contract A–based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the proponent nor the Village will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a proposal submitted in response to this RFP.

3.6.2 No Contract until Execution of Written Agreement

This RFP process is intended to identify prospective suppliers for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service will be created between the proponent and the Village by this RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

3.6.3 Non-Binding Price Estimates

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the proponents. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the Village to enter into an agreement for the Deliverables.

3.6.4 Cancellation

The Village may cancel or amend the RFP process without liability at any time.

3.7 Governing Law and Interpretation

These Terms and Conditions of the RFP Process (Part 3):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the province of British Columbia and the federal laws of Canada applicable therein.

[End of Part 3]

APPENDIX A – FORM OF AGREEMENT

Attached in the document section of this opportunity located in the bidding system

- Pricing Excel Sheet
- Draft CCDC 30 – 2025 (referenced by name)
- CCDC 30 Schedules A to G – 2025 (referenced by name)

[End of Appendix A]

APPENDIX B – RFP PARTICULARS

A. THE DELIVERABLES

General Contractor Services

1.0 Project Background and Description

1.0.1 The Village has a need for an operations yard that includes rearranging their storage and laydown locations, along with regrading, new servicing (electrical, natural gas, watermain) and constructing the new public works building. The building will be for parking equipment and hosting office space on a mezzanine floor with general storage below.

1.1 Project Scope and Phasing of the Services

The general contractor's services are required to complete the initial Validation Report which will include using studies and reports prepared by consultants and the trade partners to prepare a detailed design and construction execution plan complete with cost for the new operations yard. This Validation Report will be used by the Village to procure sufficient funds and contingency to begin the construction phase. The general contractor, and selected trade partners/subtrades, will then execute on the design and construction plan of the work to build the final agreed upon configuration of the facility.

1.1.1 A Statement of Conditions of Satisfaction will be developed collectively

As an IPD project, a statement of conditions of satisfaction will be developed jointly with all IPD partners to the project along with the team values and charter.

1.1.2. This Project will be divided into the following stages of Design Services and Work. Refer to Section 2, Summary of IPD Team Services, Project Phases, of the CCDC 30 2025 IPD Contract Form for further details:

Pre-Validation Phase:

Participation in acquiring additional IPD team members; including evaluation of submissions and attending interviews.

Phase 1 – Validation Phase, includes but not limited to:

- .1 Onboarding of other IPD Team members as agreed by all parties;
- .2 IPD Team Big Room fit-up;
- .3 Detailed requirements analysis;
- .4 Options analysis;
- .5 Geotechnical investigations
- .6 Any additional investigations required to finalize base cost
- .7 Develop the BIM Execution Plan;
- .8 Set Base Design or Preferred option selection and development;
- .9 Validation Report;
- .10 Develop the Task Matrix.
- .11 Sustainability – adherence to the Village's Sustainability Policy;
- .12 FF&E if any
- .13 Moving Services if any;

- .14 IT Infrastructure Design; and
- .15 Building Execution/Commissioning Plan

Phase 2 – Design/Procurement Phase; includes but not limited to:

- .1 Design Services; and
- .2 Procurement of long lead delivery items or sub-trade packages or any other procurement that advances the project.
- .3 Providing documentation to address requirements of Development Permit and Building Permit; and all the regulatory requirements.

Phase 3 – Construction Phase; includes but not limited to:

- .1 Complete the remainder of the Design Services;
- .2 Procure the remainder of the sub-consultants, subcontractors and suppliers;
- .3 Construction;
- .4 Commissioning;
- .5 Completion of final construction documents including as-builts and operation and maintenance manuals

Phase 4 – Warranty Phase; includes but not limited to:

- .1 Address deficiencies;
- .2 Respond to warranty issues in a timely manner; and
- .3 Project financial close-out.

2.0 Contractor Duties

2.0.1 In performing the Services, the general contractor shall:

- a) supply all labour, equipment, materials and other services and things necessary to perform the Services in accordance with this Contract.
- b) perform promptly all its obligations under this Contract.
- c) act honestly and in good faith in the performance of its obligations under this Contract and in its dealings with the Village.
- d) exercise that degree of professional care, skill, and diligence required according to generally accepted professional consulting standards; and
- e) pay all costs and expenses whatsoever associated with performing the Services and its other obligations under this Contract.
- f) target value delivery.

2.0.2 The Village will provide, upon request from the IPD General Contractor, any information or data that is pertinent to and identified in the performance of the Services of this Contract.

3.0 Project Schedule

3.0.1 The project is expected to commence as soon as possible, with a targeted completion date in early 2027.

B. MATERIAL DISCLOSURES

1. The Village has committed \$900,000 CAD for this project in its entirety. This amount is to cover all project costs including but not limited to Validation, Design, Procurement, Construction, Contingency and any other related cash allowances to facilitate the design,

construction and commissioning of this Operations Yard including possible offsite improvements related to this project.

C. MANDATORY SUBMISSION REQUIREMENTS

1. Submission Form (Appendix C)

Proponents should refer to the instructions attached to the solicitation for the Appendix C – Submission Form requirements and provide all required information in accordance with the instructions provided in the bidding system.

2. Pricing

Each proposal must include pricing information that complies with the instructions set out below in Section G of this Appendix B.

3. Other Mandatory Submission Requirements

Proponents shall provide response to each for the following sections in their proposal. Refer to Section F Evaluation Criteria for additional information

- IPD Partner Team
- Experience and Capabilities
- Proposed Project Delivery and Collaboration
- Value Added and Innovative Practices
- Business License; The Contractor will at all times during the Term be in possession of a valid business license issued to it by Village of Anmore.
- Provide Evidence of General Liability Insurance

A proponent shall provide evidence of insurance General Liability Insurance coverage of at least \$2,000,000 and shall be in the form of a complete certificate. Please list in detail what is covered by the General Liability policy.

Proof of WCB

Provide a clearance letter form WCB confirming that they are in good standing for British Columbia.

D. MANDATORY TECHNICAL REQUIREMENTS

To be completed in the bidding system

E. PRE-CONDITIONS OF AWARD

- Village of Anmore Business License
- Certificate of Insurance of General Liability naming the Village of Anmore and its Contractors as insured.
- WCB in Good Standing

Provide a clearance letter from WCB confirming that they are in good standing for British Columbia.

F. EVALUATION CRITERIA

The following sets out the categories, weightings, and descriptions of the rated criteria of the RFP.

In the selection of the successful Proponent for this Project, the Village will use a two-phase evaluation approach.

The Village intends to invite up to three highest evaluated proponents from Phase 1 to Phase 2. The Village of Anmore reserves the right to interview fewer or additional proponents if the scoring value is deemed to be in the best interest of the project.

#	Phase 1 Evaluated Criteria	Weighting (%)
1	Pricing	10
2	IPD Project Team Structure and Commitment	20
3	Experience and Capabilities Project Delivery and Collaboration	35
4	Value Added and Innovative Practices	10
Total Points for Phase 1		75

Phase 2 will consist of short-listed proponent interviews.

At the discretion of the Village, up to two proponent interviews to evaluate the Proponent's ability to successfully contribute to a collaborative environment will be conducted (if required).

#	Phase 2 Evaluated Criteria	Weighting (%)
5	Interview	25
Total points for Phase 2		25
Total Overall Score (Phase 1 + Phase 2)		100

The Total of Phase 1 will be added to Phase 2 to result in the Overall Score.

Response to a proponent's submission to each of the Non-Price Rated Criteria will be evaluated by a committee on a scale of 0-5 as outlined in the following table.

Score	Achievement	Criteria
0	No response	Did not respond
1	Poor response	Response is lacking in critical areas and may have a poor chance of success

2	Meets minimum acceptable	Meets some but not all the critical areas and may have a poor chance of success
3	Average	Meets the requirements but does not show more than needed to comply with requirements and may succeed with help
4	Above Average	Above the standard, showed a history of completing projects well above the baseline, has a good chance of being successful
5	Excellent	Exceeds requirements and will add value to the project and is likely to be successful

Proponents should provide the following with

1. Pricing

See Appendix C – Non-Binding Pricing and refer to Section G for required pricing.

2. IPD Project Team Structure and Commitment (no more than 6 pages)

This section should provide a detailed overview of the team structure, organization, and availability of the key team members. Submitters will be evaluated on the quality and fit of their resource plan, with higher scores awarded to those best positioned to support project success. Scoring will also take into account how the resource plan corresponds with the proposed pricing.

- 2.1 Provide a detailed breakdown of the organizational structure, clearly defining the roles and responsibilities of all proposed team members. This includes members of the Senior Management Team (SMT), Project Management Team (PMT), subject matter experts, and field leadership. Demonstrate the qualifications, relevant expertise, and past experience of each team member to substantiate their ability to fulfill their respective roles within the IPD framework.
- 2.2 Provide clarity on in-house capabilities that the Proponent has and outline the scopes of work that would be subcontracted. Indicate what construction solutions are available to assist with execution of this project.
- 2.3 Include professional resumes for all key team members, limited to one page each person.
- 2.4 List each key team member's current commitments and confirm their availability to be dedicated to this project for its full duration. The IPD model requires consistent engagement from all named personnel throughout the lifecycle of the project. Note that any proposed personnel changes must be approved by the Owner in advance "bait and switch" practices will not be accepted.

- 2.5 Include an organizational chart tailored to this project, showing only those team members who will be directly involved and named in the project's fee structure. This chart should reflect clear lines of responsibility and communication

3. Experience, Capabilities, Project Delivery and Collaboration (no more that 10 pages)

- 3.1 Responses will be evaluated based on their completeness and alignment with the criteria outlined below

- 3.2 In this section, the Village aims to assess the corporate experience and qualifications of the proposed General Contractor for the IPD Team. A Proponent should provide

1. brief corporate overview of the General Contractor, including:
2. Year established
3. Legal structure (corporation, partnership, etc.)
4. Gross revenue for the past three years

Note: Joint ventures are not encouraged for this opportunity.

- 3.3 Within approximately five (5) pages, provide a concise description of three (3) projects completed by the General Contractor using a collaborative delivery model. Each project should have been completed within the past 10 years and should align closely with the scope, value, and complexity of this project, Include the following details:

- i) **Delivery Method:** Identify the collaborative delivery model used.
- ii) **Project Description:** Highlight the facilities delivered and their relevance to the current project, especially those related to operational and civic facilities.
- iii) **Budget Performance:** Detail the projected budget, actual construction cost, and your team's contribution to budget optimization. Explain any notable variances.
- iv) **Schedule Management:** Describe two major scheduling challenges encountered and how they were addressed collaboratively.
- v) **References:** Include client contact information (name, title, organization, phone, email, address).

- 3.4 **Collaborative Design Integration:** Describe your process for collaborative design review and how your team added value to the schedule through stakeholder engagement.

- 3.5 **Quality Assurance and Control:** Provide an overview of your QA/QC systems and how they minimize construction errors and rework.

- 3.6 **Technology for Collaboration:** List software tools and technologies used to support real-time collaboration, visualization, and decision-making.

- 3.7 **Cost Control and Change Management:** Explain your approach to maintaining cost certainty while allowing design flexibility, including how you manage scope changes.

4. Value Added and Innovative Practices

Proponents are encouraged to build on the contents of this RFP to describe any value added and innovation practices that they can offer the project that have not been covered by the requirements of this RFP. This includes, but is not limited to:

- highlighting the unique value your firm and team brings to this project, including any innovative approaches or solutions that could enhance the overall outcomes.
- Share any creative ideas, advanced techniques, or innovative methods your team can offer to deliver added value and project efficiencies.

5. Interview

Interviews will be conducted in mid September. They will be up to 1.5 hours in length with some questions and answers to be included. You will be required to give a brief presentation to answer the following questions:

- What added value would you bring to the project compared to other project teams?
- Explain your capacity and availability to meet the Schedule in this RFP
- How do you manage early contractor involvement to accelerate project delivery?
- Identify any unique challenges that might be foreseen for this project
- Why would your firm suit IPD and how will it benefit the project?
- Is the team ready to start immediately?
- Q&A from the interview panel with questions determined subsequent to RFP submissions.

G. PRICE EVALUATION METHOD

Pricing is worth 10 points of the total score.

Pricing will be scored based on a relative pricing formula using the rates set out in the pricing form. Each proponent will receive a percentage of the total possible points allocated to price, which will be calculated in accordance with the following formula:

Completeness of hourly submission rates and burden rates.

List all items included in the overhead rates. The evaluation will review the completeness of inclusions / exclusions in the overhead list .

Instructions on How to Provide Pricing

- (a) Proponents should submit their pricing information on the fillable form available for download and submission through the bidding system.
- (b) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for GST, which should be itemized separately.
- (c) Unless otherwise indicated in the requested pricing information, rates quoted by the proponent must be all-inclusive and must include all labour costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

Required Pricing Information

1. Cost and Compensation along with Percentage of Profit (Margin) are to be completed on the fillable form available for download and submission through the bidding system.
2. List all items included/excluded in the overhead rate submitted.

[End of Appendix B]

APPENDIX C – SUBMISSION FORM

(To be completed in the bidding system)

1. Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the Village and the proponent unless and until the Village and the proponent execute a written agreement for the Deliverables.

2. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in its proposal.

3. Non-Binding Pricing

The proponent has submitted its pricing in accordance with the instructions in the RFP. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

4. Communication with Competitors

For the purposes of this RFP, the word "competitor" includes any individual or organization, other than the proponent, whether or not related to or affiliated with the proponent, who could potentially submit a response to this RFP.

Unless specifically disclosed in the Disclosure of Communications with Competitors Form, the proponent declares that:

- (a) it has prepared its proposal independently from, and without consultation, communication, agreement or arrangement with any competitor, including, but not limited to, consultation, communication, agreement or arrangement regarding:
 - (i) prices;
 - (ii) methods, factors or formulas used to calculate prices;
 - (iii) the quality, quantity, specifications or delivery particulars of the Deliverables;
 - (iv) the intention or decision to submit, or not to submit, a proposal; or
 - (v) the submission of a proposal which does not meet the mandatory technical requirements or specifications of the RFP; and

- (b) it has not disclosed details of its proposal to any competitor, and it will not disclose details of its proposal to any competitor prior to the notification of the outcome of the procurement process.

Disclosure of Communications with Competitors Form

If the proponent has communicated or intends to communicate with one or more competitors about this RFP or its proposal, the proponent discloses by completing the Disclosure of Communications with Competitors Form in the bidding system the names of those competitors and the nature of, and reasons for, such communications.

5. No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

6. Conflict of Interest

The proponent must declare all potential Conflicts of Interest, as defined in section 3.4.1 of the RFP. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; **AND** (b) were employees of the Village within twelve (12) months prior to the Submission Deadline.

If the **box in the bidding system is left blank**, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, the proponent shall check the box in the bidding system and must set out the details of the actual or potential Conflict of Interest in the bidding system where indicated.

- The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

7. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the Village to the advisers retained by the Village to advise or assist with the RFP process, including with respect to the evaluation of this proposal.

[End of Appendix C]

TRI-CITIES HEALTHIER COMMUNITY PARTNERSHIP MEETING MINUTES

DATE: Sep 25, 2025 9:30-11AM

Attendees: Ann Johannes, Community Development Liaison, Coquitlam Public Library
 Graham Danziger, Recreation Manager, Port Coquitlam
 Lynn Heinrich-Chutskoff, Chair, Middle Childhood Matters Committee
 Ken Kuhn, TC Seniors Action Society
 Claire Maclean, SHARE
 Jeff Stromgren, SD43
 Helen Uyi-Osagie, New View Society
 Brynn Fominoff, Fraser Health
 Councillor Glenn Pollock, City of Port Coquitlam
 Dr. Carolyn Wonneck Co-Chair, Fraser Health Medical Health Officer

CALL TO ORDER

1. Welcome, Territorial Acknowledgement & Introductions

We acknowledge that we are on the traditional, ancestral unceded territory of the kʷikʷəłəʼm (Kwikwetlem First Nation). I thank the kʷikʷəłəʼm who continue to live on these lands and care for them, along with the waters and all that is above and below.

COMMITTEE BUSINESS

2. No action items.
3. Meeting Minutes from July 24, 2025 meeting were adopted.

NEW BUSINESS

4. Foundry Presentation – Kistie Singh & Claire MacLean

- Completion of construction for Foundry in Tricities set to take place in late 2025 in Poco Place- co-location with FHA; on a major bus route, close to skytrain access, other medically oriented services in this space
- FHA has worked very closely with SHARE to open this, co-located with them, which really helps seamless and integrated services. Access youth is partnering as well
- Various planning tables
 - anchor table: includes FHA, school district 43, MCFD, FNW DoFP, SHARE
 - leadership table (more frontline/service oriented) includes institutions at anchor table along with social services, RCMP, police services
 - youth advisory table (helping with physical design of the space and service planning)
 - family advisory table (also helping physical design of the space, service planning)
- Construction should be done by December, plan to open in January – specific dates TBD
 - Open to have tours etc
 - Floor plan includes kitchen spaces, open waiting room, gathering spaces, Indigenous space, Access youth office, family space, separation with social spaces vs medical spaces, physically separated office spaces
- Dr. Amy Weber- medical lead, now onboarded
- Electronic Medical Record (EMR) system selected (MYLE)
- Service integration- most young people come for one visit
 - 9AM-2PM appointments
 - 2-7PM drop-in, including counsellors

- Services include:
- Primary care (sexual and physical health), Mental health services, Substance use services, Peer support, Social services
 - Young men- vulnerability increasing, looking for mentors etc.
 - No youth housing, but has a housing navigator to support and food security services (have a pantry there); Showers/laundry not included in services
- Will be opportunities for fundraising

STANDING ITEMS

5. HCP Priority Area Updates

5.1 Mental Wellness & Social Connectedness

- The HCP mental wellness and social connectedness sub-committee continues to meet monthly to advance the Intergenerational Belonging Project and members are participating in the Tamarack Institute Circle of Action Program. The TC LIP did an arts-based community engagement with seniors on the topic of belonging as part of Port Moody's Seniors' "try it" week. The sub-committee will present its "Plan on a Page" at the November HCP and looks forward to hearing your feedback.

5.2 Housing & Homelessness

- The next Housing and Homelessness Task Group meeting is Oct 3rd
- No updates; lots of conversations about the EWR shelters

5.3 Child and Youth Engagement

- ECD and MCM tables are working towards the shared events, such as Research Day, which is Nov 20 (National child day- wear blue!)
- ECD table looking for a co-chair (Orion is one of the chairs)

5.4 Seniors Wellbeing

Ken Kuhn (ED of Tri-Cities Seniors Action Society)

Oct 1- national seniors day, will have a Connecting Generations Forum in Coquitlam

Same day: Health and wellness fair- different exhibitors

Oct 4- health and wellness fair as well

5.5 Food Security

Notes from Shareen Chin, Port Moody Social Planner (written response)

- The TCFC will restart meetings this week (Sept) and Shareen will provide some information about food recovery for the Tri-Cities, an introduction to Port Moody's Social Well-being Guidelines and an update to a motion that Mayor Lahti tabled in April.

5.6 Physical Activity and Literacy

No updates from Healthy Living Working Group. Paused for the summer

6. Roundtable Partner Updates

- Shareen Chin: Port Moody is focusing on delivering on the OCP, Inclusionary Zoning bylaw, Density Bonus bylaw, Secure Market Rental Policy, Secure Market Rental Renewal, Program and Family Friendly Unit Design Guidelines.
- Glenn: Met the Ministry of Health along with Vera LeFranc from the Fraser Northwest Division of Family Practice, Brynn Fominoff and other representatives of Fraser Health to discuss the possibility of a Community Health Centre in Port Coquitlam; however, based on this discussion, it doesn't appear this initiative will be supported.
- Dr. Carolyn (FH): Richelle Foulkes (Community Health Specialist) is expected back in January
- Lynn (MCM): Start holiday hellos- work with SD cards to seniors, deliver to care homes

- Graham (City of Poco): Terry Fox display in community centre
- Ann (CPL): Brave spaces series in Coquitlam library
- Access Youth: food program is on September hiatus, starting up Sept 7th , bus is doing two outings a week, art journalling group continues to meet

NEXT MEETING

7. **Date:** November 27, 2025

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

December 5, 2025

File: CR-12-01
Ref: RD 2025 10 03

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

VIA EMAIL: john.mcewen@anmore.com; doug.richardson@anmore.com;
kim.trowbridge@anmore.com; paul.weverink@anmore.com; polly.krier@anmore.com

Dear Mayor John McEwen and Council:

Regional Housing and Transportation Cost Burden Study Update

At its October 3, 2025 regular meeting, the Board of Directors of the Metro Vancouver Regional District (MVRD) passed the following resolution:

That the MVRD Board:

- a) receive for information the report dated August 19, 2025, titled "Housing and Transportation Cost Burden Study Update";*
- b) request that the Board Chair forward a copy of the report dated August 19, 2025 titled "Housing and Transportation Cost Burden Study Update" to Member Jurisdictions and TransLink with an offer of a presentation to Council upon request; and*
- c) request that the Board Chair forward a copy of the report dated August 19, 2025, titled "Housing and Transportation Cost Burden Study Update" to the Provincial Minister of Housing and Municipal Affairs and the Federal Minister of Housing and Infrastructure.*

The Regional Housing and Transportation Cost Burden Study (executive summary and study enclosed) analyzes how combined housing and transportation expenses affect household affordability across the Metro Vancouver region, finding that:

- Transportation costs can rival, and sometimes exceed, housing costs;
- Centres and Corridors, especially those along the SkyTrain network, consistently demonstrate lower combined costs;
- Rental tenure greatly scales the affordability benefits of SkyTrain; and
- Population density alone does not materially affect housing and transportation affordability.

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In a region that continues to face challenges with housing affordability, particularly for renters and those with lower incomes, the study underscores the importance of investing in public transit as a key strategy to improve overall affordability — alongside integrated land use, housing, and transportation planning approaches such as transit-oriented development, affordable housing near transit, and enhanced active transportation infrastructure.

Metro Vancouver's Regional Planning staff are available to present the findings of the Housing and Transportation Cost Burden Study to member jurisdiction Councils. To request a Council presentation, please contact Jonathan Cote, Deputy General Manager, Regional Planning and Housing Development, by phone at 604-432-6391 or by email at jonathan.cote@metrovancover.org.

Yours sincerely,



Mike Hurley
Chair, Metro Vancouver Boards

MH/JC/ms

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

Encl: [Executive Summary – Housing and Transportation Cost Burden Study 2025](#)

[MVRD Board report dated Aug 19, 2025, titled "Housing and Transportation Cost Burden Study Update" \(pg. 204\)](#)

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TOWN OF VIEW ROYAL

Item 16.b.3

45 View Royal Avenue, Victoria, BC, Canada V9B 1A6
Ph. 250-479-6800 • E. info@viewroyal.ca • www.viewroyal.ca

December 4, 2025

Sent via Email

LETTER TO ALL BC MUNICIPAL COUNCILS

Dear Mayor and Council,

RE: Judicial Review of Provincial Housing Laws — Bills 44, 47, 13, 15, and M216

Municipalities across British Columbia are now subject to a suite of provincial housing laws — Bills 44, 47, 13, 15, and M216 — introduced and passed at remarkable speed, with limited consultation and, in some cases, under non-disclosure agreements that prevented open discussion. The timing of these Bills, released after the UBCM resolution deadline, removed the only coordinated opportunity for local governments to provide input or seek policy direction. As a result, councils were left without a meaningful role in shaping legislation that fundamentally alters their authority.

These Bills are not simply about housing supply. Individually and collectively, they alter how local democracy functions. Powers traditionally exercised by elected councils have shifted to prescriptive provincial requirements and external decision-makers. The cancellation of public hearings for many zoning decisions has further limited residents' ability to participate in community planning. Taken together, these changes raise serious questions about whether local governments can continue to operate as accountable democratic institutions.

View Royal Council has authorized the Mayor and CAO to explore a coordinated Judicial Review and to invite other municipalities to consider joining. The purpose of such a review is not to oppose housing, but to obtain clarity on whether the Province acted within lawful limits and whether proper democratic and procedural safeguards were respected.

A Judicial Review would seek answers to key questions:

- Whether these Bills, individually or combined, have eroded councils' capacity to govern and consult their residents.
- Whether eliminating public hearings is consistent with procedural fairness.
- Whether the Province exceeded its authority in reshaping core municipal land use powers.
- Whether the speed, secrecy, and timing of the legislative process met principles of responsible governance.
- What limits exist on unilateral changes to local democratic authority.

Without clarity, municipalities are left uncertain about their future role and accountability to their communities.

We invite your council to consider joining a coalition of municipalities to examine these issues together and to share the associated work and costs.

Sincerely,

A handwritten signature in black ink, appearing to be 'Sid Tobias', written over a light blue horizontal line.

Mayor Sid Tobias
Town of View Royal

Email: mayortobias@viewroyal.ca

or

c/o View Royal Town Hall
45 View Royal Avenue, Victoria BC V9B 1A6

Email: mayorandcouncil@viewroyal.ca

Attached: **Appendix with Sample Resolutions**

APPENDIX: SAMPLE RESOLUTION FOR COUNCILS

RE: Judicial Review of Provincial Housing Laws — Bills 44, 47, 13, 15, and M216

- THAT Council express its interest in joining a coalition of British Columbia municipalities and regional districts to evaluate and potentially pursue a coordinated Judicial Review of provincial housing legislation, including Bills 44, 47, 13, 15, and M216;
- AND THAT Council note concerns regarding the lack of consultation, the use of non-disclosure agreements, the timing of legislative release after the UBCM resolution deadline, the removal of public hearings, and the cumulative erosion of local democratic authority;
- AND THAT Council support the creation of a joint municipal working group to identify shared legal issues, coordinate information, and explore cost-sharing;
- AND THAT Council authorize the Mayor or designate to engage with participating municipalities and report back on legal options, partnership structures, and financial implications.

December 3, 2025

Via email: HMA.Minister@gov.bc.ca

The Honourable Christine Boyle
Minister of Housing and Municipal Affairs
Parliament Buildings
Victoria, B.C. V8V 1X4

Re: **Bill M 216 – 2025 Professional Reliance Act**

Dear Minister Boyle;

I am writing to reinforce concerns other municipalities have raised about Bill M 216 – 2025 *Professional Reliance Act*, and to add additional ones that are contextual to rural and northern communities.

Allow me to express our ongoing support for the Province of B.C.'s efforts to modernize legislation that facilitates the timely development of housing in communities throughout British Columbia. The City of Quesnel has been a proactive collaborator to enable new housing development to occur throughout the city. In addition to the timely completion of our Housing Needs Assessment, the City was also the first municipality in the province to adopt policy to enable the construction of accessory dwelling units, including making available design plans, and has effectively utilized its Revitalization Tax Exemption bylaw and accessed Northern Development Initiative Trust's Northern Housing Incentive to spur the development of new units in the City.

Additionally, we want to thank the Province of B.C. for its continued partnership and investment in Quesnel, whether it be through Providence Living's proposed 288-bed long term care facility for West Quesnel, or support through BC Housing for women's transition housing, supportive housing at the Grace Inn site and shelter space. These investments are making a meaningful difference in our community.

Regarding Bill M 216 – 2025, our concerns fit within several broad categories as outlined below.

Misunderstanding of Municipal Review

There appears to be confusion in the province's supporting documents between the proposed Professional Reliance Act, the Certified Professional Program and the common practice of professional reliance.

To a large extent, smaller municipalities already rely on professionals as we do not complete a detailed review of an engineer's plans due to the lack of internal capacity. As such, municipal staff conduct only a high-level review that notes such things as whether a professional's plans meet the municipality's bylaw requirements, whether there is planned use of infrastructure materials the city does not prefer or if there is insufficient information or a lack of important

local information, among other things. It needs to be emphasized that these actions on the part of the municipality do not constitute a detailed technical review.

The Certified Professional Program refers to additional training professionals must obtain to ensure they are competent in the BC Building Code and can replace the building permit process under the Authority Having Jurisdiction. There is a significant lack of these certified professionals available in the north. The supporting documentation for the Bill lists the City of Prince George as a user of the Certified Professional Program. As far as we are aware, Prince George does not currently use this program and does not seem to be listed as a municipality under this program with the Architecture Institute of British Columbia, although it likely applies a high level of professional reliance.

Liability

It remains unclear at this time how the language within the Bill would limit or eliminate municipal liability. For example, if a professional organization ceases to operate, where would the liability for their decisions rest? As it is, municipalities are generally named as co-defendants in legal actions regarding liability. As it is, professional reports always contain a section that limits their own liability while still providing approvals, which necessitates an additional effort on the part of the municipality to ensure the organization does not completely erase accountability for its own work and approvals.

Limited Access to Professionals in the North

Quesnel, similar many other rural and remote municipalities, is experiencing an ongoing shortage of professionals located in or who are familiar with the community and its climate. We tend to see many professionals who provide reviews, approvals and reports in the community without ever being on site.

Related, this Bill would place additional pressure on professionals to take on competencies for which they do not have a scope of practice, which would necessitate further investment by the province in independent, professional regulatory oversight beyond what municipalities already do, which would result in additional costs, time and confusion.

Also, our experience has been that the quality of reports varies widely between professionals. Should this legislation proceed, we would urge the province to define the specific types of reports required for various levels of assurance. For example, the City was recently provided a technical memorandum instead of a geotechnical report for development – these are not the same and should not be relied upon as such to inform investment decisions.

An example of concern to our community is the West Quesnel Land Stability Area. In the past, municipal staff have engaged with several professionals willing to provide approved reports to support development in that area, which is fundamentally unsafe, and their reports frequently contain errors and omissions that would place undue burden on local taxpayers if the city were no longer able to intervene in the development process.

Infrastructure

The language the province has provided to support the Bill is not clear on how these changes would impact municipal discretion regarding infrastructure the municipality will or may eventually own, nor is it clear how professionals will review their reports with consideration to the municipality's growth and development goals, many of which are regulatory requirements set out by the province.

Conclusion

Finally, we are concerned that the use of registered professionals hired and paid for by a development applicant and working on their behalf creates a serious conflict of interest. While professional reliance can be a useful tool, we would remind you of the lessons learned in B.C.'s forestry sector that ultimately led to that structure being repealed to reinforce sustainable management of B.C.'s crown timber resources.

While we appreciate the haste with which the province wishes to move, notably in urban areas, we advise you to apply patience and due diligence when making changes that largely affect another order of government. The City of Quesnel was unaware of the Bill's introduction and has not had meaningful discussions with your ministry regarding it. At the same time, the market for multi-family developments, notably in urban areas, has softened, which suggests other more fundamental economic issues that need to be resolved to spur development, which should take priority over this bill.

We expect respectful treatment from the province regarding legislative changes that fit entirely within the scope of local government. We encourage you to engage with municipalities to create a more meaningful change that achieves provincial goals while safeguarding the liability placed upon local taxpayers.

Thank you for your time.



Mayor Ron Paul
City of Quesnel

Cc:

MLA Sheldon Clare
Cori Ramsay, President, Union of B.C. Municipalities
BC Municipalities



The Corporation of the
District of Central Saanich

November 28th, 2025

Honourable David Eby

Premier of British Columbia

Honourable Christine Boyle

Minister of Housing and Municipal Affairs

Honourable Lana Popham

Member of the Legislative Assembly, Saanich South

Honourable Rob Botterell

Member of the Legislative Assembly, Saanich North & the Islands

Subject: Bill M216 *Professional Reliance Act* – District of Central Saanich Comments

On behalf of the District of Central Saanich, following a motion passed by Council on November 24th, 2025, I am writing to express our strong opposition to Bill M216, the *Professional Reliance Act*. While we recognize the Province's commitment to addressing housing supply challenges, this legislation represents a significant overreach into municipal jurisdiction and undermines the democratic principles that guide local governance.

It appears to us that Bill M216 would erode the decision-making authority of locally elected councils, who are directly accountable to their communities and best positioned to address local needs. It also threatens to bypass the professional expertise of municipal planners and staff, whose knowledge of local context is essential for responsible and sustainable development.

Central Saanich has already met both provincially mandated and locally established housing targets, demonstrating that municipalities can effectively deliver housing solutions without sweeping provincial intervention. A one-size-fits-all approach disregards community diversity and penalizes municipalities that have acted responsibly.

Further, Bill M216 introduces risks to public interest by limiting municipal oversight of technical submissions and creating uncertainty through a dispute resolution process that relies on the Office of the Superintendent of Professional Governance—an entity without the mandate or capacity to adjudicate local planning matters.

We urge the Province to pause Bill M216 and engage in meaningful consultation with local governments and professional organizations before proceeding. Respecting municipal authority and democratic processes is critical to achieving housing goals while safeguarding public trust.

Thank you for your attention to this matter. We look forward to working collaboratively to advance housing solutions that respect local autonomy.

Sincerely,

Item 16.b.5

A handwritten signature in black ink, appearing to read 'Ryan Windsor', with a large, sweeping horizontal stroke at the end.

Mayor Ryan Windsor

cc: Christine Culham, Chief Administrative Officer

Jarret Matanowitsch, Director of Planning, Building and Bylaw Services

BC Municipalities & Regional Districts



City of Pitt Meadows
OFFICE OF THE MAYOR

November 26, 2025

File: 01-0400-20/25

Honourable Christine Boyle
Minister of Housing and Municipal Affairs
Email: HMA.Minister@gov.bc.ca

Dear Minister Boyle,

Re: Concerns Regarding Bill M 216 – 2025 Professional Reliance Act

On behalf of Pitt Meadows City Council, I am writing to express our concerns with Bill M 216 – 2025 Professional Reliance Act. We understand that the intent of the Bill is to streamline approvals and reduce administrative costs for development. The approach proposed in this legislation, however, is likely to have the opposite effect and create unnecessary risks to both human and environmental health.

Bill M 216 mandates that a local government must accept any submission by a certifying professional (e.g., an architect, engineer, agrologist or environmental consultant) as part of a development approval process. It also prohibits a local government from requiring a peer review of those submissions. As a result, Bill M 216 significantly reduces local government oversight over development projects. This will negatively affect public safety and create new liability for the City and, by extension, local taxpayers.

The City of Pitt Meadows, like many local governments, has been working to improve development approval processes in alignment with local and provincial housing goals, while maintaining public safety and environmental sustainability. We support improvements to the development approval process, but efficiencies cannot come at the expense of due diligence, public health and informed local decision-making. Many certifying professionals, despite their expertise, may not be familiar with local conditions, City bylaws, development permit guidelines, and floodplain requirements, or other community-specific regulations, which is a key reason why local government reviews are essential to ensure accuracy and compliance. Local review processes benefit the public

by helping build safer and more sustainable neighbourhoods that reflect community needs and protect the environment over the long-term.

Challenges with the Professional Reliance Model

Reviewing building and infrastructure plans to safeguard public safety, the natural environment and local agriculture is an important role of local government. As part of these processes, our City staff frequently identify errors in plans and reports prepared by certifying professionals. We also note that these professionals often face pressure from their clients to sign-off on projects quickly and within budget.

In addition, while used infrequently, peer reviews can be an important part of the process to reduce risk and mitigate errors, particularly for more complex developments or projects with greater safety and environmental hazards. Under Bill M 216, these critical local safeguards are weakened, if not eliminated. Oversight responsibility shifts from the public sector—where it is transparent and democratically accountable—to the private sector, where the primary duty is to the client rather than the broader community.

Bill M 216 contradicts extensive evidence that demonstrates the limitations and failures of professional reliance. In 2018, the Province received a report on professional reliance in the natural resource sector that explicitly warned of “significant gaps in professional reliance models” and “substandard professional work.”¹ The report noted various high-profile environmental incidents, including the Mount Polley Tailings Storage Facility breach and the contamination of the Hullcar Aquifer, that had drawn public scrutiny and brought to light decreased confidence in professional reliance regulatory regimes. The report noted that when government cannot request information or verify compliance, it “loses its ability to prevent harm from occurring and is left only with enforcement tools after harm has occurred.”

While we understand that changes to the professional reliance framework were made in response to this 2018 report (e.g., the enactment of the Professional Governance Act and establishment of the office of the superintendent of professional governance), these changes were not intended to replace government review and oversight.

To that end, a 2022 report from the Ombudsperson on the Riparian Areas Protection Regulation found persistent non-compliance, high rejection rates and a need for greater

¹ Professional Reliance Review: The Final Report of the Review of Professional Reliance in Natural Resource Decision-Making (professionalgovernancebc.ca/app/uploads/sites/498/2019/05/Professional_Reliance_Review_Final_Report.pdf)

government oversight of qualified professionals.² The report stated that the effectiveness and accountability of the riparian regulation depend on qualified professionals following regulatory requirements. It also noted that, due to ongoing deficiencies, the Province has had to review all submissions from these professionals.

This highlights a clear and deeply concerning contradiction: professional reliance has been shown to require more oversight at the provincial level, yet Bill M 216 shifts the professional reliance model onto local governments without the safeguards the Province itself determined were necessary.

Liability for Local Governments and Taxpayers

Local government reviews of building and infrastructure plans help to prevent safety issues, environmental damage, infrastructure failures and costly problems in the future. If local governments are required to accept professionally certified plans, including plans for City infrastructure provided through development, significant errors and deficiencies may go undetected. This introduces significant and unacceptable risks for local governments and taxpayers who would be left with the cost of resolving any deficiencies, particularly if the professional, or their company, is unavailable to be held accountable.

Although Bill M 216 states that local governments will not be liable for damages caused by professional certification, legal experts have advised that, in the context of existing case law, the City would still carry liability where a builder, owner, subcontractor or qualified professional is dissolved or insolvent. The attempt in Bill M 216 to protect local governments from liability, furthermore, does not prevent a party from naming the City in its claim, and the City would be required to go through a costly court process to be removed from the action.

Inefficiencies and Processing Delays

It appears that the only remedy available under Bill M 216 to a local government who is concerned about the quality or accuracy of a professional certification is to refer the matter to the provincial Superintendent of Professional Governance for dispute resolution.

The Superintendent of Professional Governance is an office established by the Professional Governance Act to provide oversight of professional regulators. The office focuses on professional regulation, not the subject matter expertise applied by regulated

² Final Report on the Implementation of Recommendations from Striking a Balance: The Challenges of Using a Professional Reliance Model in Environmental Protection – British Columbia’s Riparian Areas Regulation (bcombudsperson.ca/wp-content/uploads/2025/08/StrikingABalance-Report-Jan5.pdf)

professionals. The Superintendent does not employ experts who could settle a dispute between two or more professionals about the technical aspects of a development proposal.

Requiring the Superintendent to resolve potential disputes from the 161 municipalities and 27 regional districts across the Province will almost certainly lead to increased inefficiencies and processing delays, exacerbating the very issue Bill M 216 seeks to address.

Loss of Local Knowledge and Authority

Bill M 216 shifts decision-making away from local governments, and places greater authority in the hands of private professionals. Additionally, shifting dispute resolution to the Superintendent of Professional Governance means moving responsibility away from those most familiar with the local geography and community dynamics. Instead, it places it with a provincial government office that would have no such knowledge or understanding.

Bill M 216 exemplifies the ongoing and concerning shift in decision-making powers from local governments to a centralized provincial authority. This shift is eroding the essential role of locally grounded knowledge—which is fundamental to ensuring developments fit their context, respect environmental constraints and meet the unique needs of the community.

Lack of Clarity and Consideration of other Legislation

Many aspects of Bill M 216, including its relationship to existing legislation that governs development approval processes, remain unclear. For example, it is not clear whether the requirement to accept professional submissions would apply to development permit approvals under the *Local Government Act*. Additionally, it is unclear how Bill M 216 might impact the matters to be considered by an approving officer for subdivision under the *Land Title Act*.

We understand that Bill M 216 has not benefited from the input of provincial staff, who could probably assist provincial elected officials in identifying additional concerns with Bill M 216, and its implications for other provincial legislation.

Absence of Consultation with Local Governments

The City of Pitt Meadows was not consulted prior to the introduction of Bill M 216, nor, as we understand, were any of our local government colleagues across the province. Significant legislative changes affecting development, land use and municipal authority

must be developed collaboratively with local governments. Meaningful consultation is essential to avoid unintended consequences and ensure legislation achieves its stated goals.

In closing, the City of Pitt Meadows supports efforts to reduce duplication, improve timeliness and accelerate housing delivery. However, these goals must be achieved through collaborative, evidence-based approaches that do not weaken local government oversight and create public safety concerns.

We urge the provincial government to reconsider this Bill and engage directly with municipalities before moving forward with changes that fundamentally alter local land use authority and the development process.

Sincerely,

Nicole MacDonald
Mayor, City of Pitt Meadows

cc: Pitt Meadows City Council
Mark Roberts, CAO
David Eby, Premier of British Columbia
Brittney Anderson, Minister of State for Local Governments and Rural Communities
Lisa Beare, MLA for Maple Ridge-Pitt Meadows
George Anderson, MLA for Nanaimo-Lantzville
Select Standing Committee on Private Bills and Private Members' Bills
BC Municipalities & Regional Districts
Councillor Cori Ramsay, Union of BC Municipalities President
Councillor Paul Albrecht, LMLGA President



OMBUDSPERSON BRITISH COLUMBIA

The *Ombudsperson Act* requires that investigations be conducted in private. Ombudsperson investigation documents are not available through the *Freedom of Information and Protection of Privacy Act* and may be subject to rules preventing their use in court and tribunal proceedings. **Please contact the Office of the Ombudsperson before disclosing this document, or any responses, to any third parties.**

October 31, 2025

Juli Halliwell
Chief Administrative Officer
Village of Anmore
2697 Sunnyside Rd.
ANMORE BC V3H 5G9

Dear Juli Halliwell:

Re: Office of the Ombudsperson Quarterly Report: July 1 - September 30, 2025

This package of documents details the complaint files the Office of the Ombudsperson closed for Village of Anmore between July 1 and September 30, 2025. Though no action is required on your part, we hope that you will find this information useful and share it within your organization.

These reports provide information about the complaint files we closed regarding your organization within the last quarter, including both files we investigated and files we closed without investigation. Files currently open with the office are not included in these reports.

If you would like further information about the complaints our office received about your organization, or you have identified inaccuracies in the data, please contact our office's Policy, Research and Continuous Improvement team. They can provide further details upon request and can be reached at PRCI@bcombudsperson.ca or by phone at 250-953-4171.

Enclosed you will find detailed reports containing the following:

- A one-page report listing the number of files closed and the category under which they were closed. The categories we use to close files are based on the sections of the *Ombudsperson Act*, which gives the Ombudsperson the authority to investigate complaints from the public regarding authorities under our jurisdiction. A more detailed description of our closing categories is available on our website at: <https://bcombudsperson.ca/assets/media/QR-Glossary.pdf>.
- If applicable: Copies of closing summaries written about the complaint files we investigated. These summaries provide an overview of the complaint received, our investigation and the outcome. Our office produces closing summaries for investigated files only, and not for enquiries or those complaints we chose not to investigate.

Mailing address: PO Box 9039 Stn Prov Govt • Victoria BC V8W 9A5

Phone in Victoria: 250-387-5855 • Toll-Free: 1-800-567-3247 • Fax: 250-387-0198 • bcombudsperson.ca



- If applicable: A summary of the topics identified in the complaint files closed during the quarter. We track general complaint topics for all complaints we receive, and when applicable, we include authority-specific and/or sector-specific topics for your organization and/or sector. Our office tracks the topics of complaints we investigate and those we close without investigation, but not for enquiries. Because complaints to our office are confidential, we do not share complaint topic information if we received too few complaints to preserve the complainants' anonymity.

If you wish to update your organization's contact information, please contact us by email at info@bcombudsperson.ca.

To learn more about educational opportunities on administrative fairness provided by our office, or if you wish to consult with our office to enhance fairness within your organization's policies or procedures, our Public Authority Consultation and Training (PACT) Team can assist you. Please contact them by email at consult@bcombudsperson.ca or by phone at 250-508-2950.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Jay Chalke".

Jay Chalke
Ombudsperson
Province of British Columbia

Enclosures



OMBUDSPERSON BRITISH COLUMBIA

Item 16.b.7

Quarterly Report for 1 July - 30 September, 2025
Village of Anmore

Type of complaint closure for Authority: Village of Anmore	# closed
Enquiries – Many people who contact us are not calling to make a complaint, but are seeking information or advice. These contacts are classified as <i>Enquiries</i> to distinguish them from <i>Complaints</i> , which are requests that our office conduct an investigation.	0
Complaints with No Investigation – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i> . We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i> .	3
Early Resolution Investigations – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.	0
Complaint Investigations – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i> .	0
Reason for closing an Investigation	
Pre-empted by existing statutory right of appeal, objection or review.	0
Investigation ceased with no formal findings under the <i>Ombudsperson Act</i> .	
More than one year between event and complaint	0
Insufficient personal interest	0
Available remedy	0
Frivolous/vexatious/trivial matter	0

Can consider without further investigation	0
No benefit to complainant or person aggrieved	0
Complaint abandoned	0
Complaint withdrawn	0
Complaint settled in consultation with the authority – When an investigation leads us to conclude that action is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration.	0
Complaint substantiated with formal findings under the <i>Ombudsperson Act</i> .	0
Complaint not substantiated under the <i>Ombudsperson Act</i> .	0
Ombudsperson Initiated Investigations – The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.	0



OMBUDSPERSON BRITISH COLUMBIA

Item 16.b.7

Complaints Closed from 1 July - 30 September, 2025
Village of Anmore

The tables below summarize the complaint topics we are tracking for your sector and/or authority and the number of times this topic was identified in the files (investigated and non-investigated complaints) that were closed in the most recent quarter.

If you would like more information on the types of complaints we receive, please contact our Public Authority Consultation and Training Team: email us at consult@bcombudsperson.ca or call us at 250-508-2950.

Sector-Specific Complaint Topics – All Local Government

Billing and Payments	1	1%
Business Licensing	4	2%
Bylaw Enforcement	62	32%
Council Member Conduct (incl. Conflict of Interest)	14	7%
Fees/Charges (incl. Taxes)	17	9%
Official Community Plan/Zoning/Development	35	18%
Open Meetings	4	2%
Other	34	18%
Procurement	5	3%
Response to Damages Claim	2	1%
Services (incl. Garbage, Sewer, Water)	13	7%

General Complaint Topics – All Local Government

Accessibility	10	4%
Administrative Error	9	3%
Communication	42	15%
Delay	9	3%
Disagreement with Decision or Outcome	86	30%

Mailing address: PO Box 9039 Stn Prov Govt • Victoria BC V8W 9A5

Phone in Victoria: 250-387-5855 • Toll-Free: 1-800-567-3247 • Fax: 250-387-0198 • bcombudsperson.ca



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Item 16.b.7

Discrimination	5	2%
Employment or Labour Relations	5	2%
Other	6	2%
Process or Procedure	75	27%
Review or Appeal Process	6	2%
Treatment by Staff	29	10%



DISTRICT OF METCHOSIN

File No. 0400-08

December 16, 2025

Hon. Christine Boyle
Minister of Housing and Municipal Affairs
Parliament Buildings
Victoria, BC V8V 1X4
Via email: hma.minister@gov.bc.ca

BC Municipalities Select Standing Committee on Private Bills and Private Members' Bills
P.MBCcommittee@leg.bc.ca

Dear Minister Boyle and BC Municipalities Select Standing Committee on Private Bills and Private Members' Bills,

Re: Bill M216 - Professional Reliance Act

On behalf of the District of Metchosin Council, I am writing to express our deep concerns and opposition to Bill M216, the *Professional Reliance Act*. We acknowledge the Province's commitment to address housing supply challenges and streamline approvals; however, this legislation challenges municipal authority in its significant overreach into municipal jurisdiction and is likely to create unnecessary risks.

As stated, it appears that Bill M216 would undermine local government decision-making authority and oversight over development projects, bypassing the professional expertise of municipal planners, engineers, and building officials, whose knowledge of local context is essential for responsible and sustainable development. It proposes to weaken local government oversight over approvals, bypassing local government oversight at the expense of due diligence in local decision-making in favour of expedited approvals. Under Bill M216, oversight over development shifts from our realm in the public sector, where it is transparent and democratically accountable, to the private sector, where the primary obligation is to the client rather than the broader community. Essentially, the bill removes authority from local governments potentially causing regulatory deadlock leaving projects entwined in the under-resourced dispute resolution process. Furthermore, local governments will be left in a precarious liability situation.

The lack of consultation on Bill M216 is concerning. The bill was introduced without any substantive discussions with local government officials as part of a clear and transparent process. Several local governments have raised questions and valid concerns about how Bill M216 would impact local government powers as defined in the *Local Government Act* and the *Land Title Act*. We believe that

significant legislative changes affecting development, land use and municipal authority need to be developed through a process of dialogue and engagement with local governments.

We respectfully request that the provincial government pause consideration of Bill M216 and engage in meaningful and substantive consultation with local governments before moving forward with changes that fundamentally alter local land use authority and the development process.

Sincerely



Marie-Térèse Little, PhD
Mayor

cc: Premier David Eby premier@gov.bc.ca
Hon. Brittney Anderson, Minister of State for Local Governments & Rural Communities
MSP.Minister@gov.bc.ca
MLA Lorne Doerkson, Cariboo Chilcotin Lorne.Doerkson.MLA@leg.bc.ca
MLA George Anderson george.anderson.MLA@leg.bc.ca
Cori Ramsay, President, UBCM cori.ramsay@princegeorge.ca
BC Municipalities
Select Standing Committee on Private Bills and Private Members' Bills
P.MBCommittee@leg.bc.ca

For Metro Vancouver meetings on Friday, November 28, 2025

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

Metro Vancouver Regional District

E1.1 Metro 2050 Amendment Request from the Township of Langley (22940 – 48 Avenue) RECEIVED

The Township of Langley submitted a request for a *Metro 2050* amendment to support an Official Community Plan and community plan amendment for 22940 – 48 Avenue. The request is to accommodate a two-storey multi-use church facility and make the site eligible for regional sewer servicing.

As small-scale institutional uses are permitted in the site’s current regional land use designation of Rural, there is no need for a regional land use designation, nor a Regional Context Statement amendment to accommodate the proposed OCP change. Since the subject site is located within the “Rural within the Sewerage Area” overlay, regional sewer servicing may be permitted without a Metro 2050 amendment, provided that the development is consistent with the Rural regional land use designation, and normal GVS&DD technical considerations.

This report notifies the MVRD Board of the application. The next step is for the Township of Langley to apply for regional sewer servicing through the Liquid Waste Municipal Portal.

The MVRD Board received this report for information.

E1.2 Metro 2050 Regional Context Statement – City of Burnaby APPROVED

The City of Burnaby completed the draft update to its Official Community Plan and submitted a revised Regional Context Statement demonstrating that the new OCP is consistent with the regional federation’s goals, strategies and actions as laid out in *Metro 2050*. The MVRD Board considers acceptance of Regional Context Statements to ensure that local aspirations, as expressed in OCPs, align with the regional federation’s goals as expressed in the regional growth strategy.

Although Regional Context Statements were required by the *Local Government Act* to be submitted by February 2025, two years following the adoption of *Metro 2050*, recent changes to provincial housing legislation introduced new requirements for Official Community Plan updates. In response, Metro Vancouver relaxed that requirement to coordinate the timing of Regional Context Statement submissions with housing-related OCP updates, lessening the administrative burden of two separate updates.

Staff have reviewed the City of Burnaby’s Regional Context Statement relative to *Metro 2050*’s goals, strategies, and policy actions, and have assessed it to be consistent. It is recommended that the MVRD Board accept the City of Burnaby’s Regional Context Statement.

The MVRD Board accepted the City of Burnaby’s Regional Context Statement.

E1.3 Metro 2050 Regional Context Statement – District of North Vancouver

APPROVED

The District of North Vancouver has completed a draft update to its Official Community Plan and submitted a revised Regional Context Statement that shows how the new Official Community Plan is consistent with the regional federation’s goals, strategies and actions as laid out in Metro 2050. The MVRD Board considers acceptance of Regional Context Statements to ensure that local aspirations, as expressed in OCPs, align with the regional growth strategy.

Although Regional Context Statements were required by the *Local Government Act* to be submitted by February 2025, two years following the adoption of *Metro 2050*, recent changes to provincial housing legislation introduced new requirements for Official Community Plan updates. In response, Metro Vancouver relaxed that requirement to coordinate the timing of Regional Context Statement submissions with housing-related OCP updates, lessening the administrative burden of two separate updates.

Staff have reviewed the District of North Vancouver’s Regional Context Statement relative to *Metro 2050*’s goals, strategies, and policy actions, and have assessed it to be consistent. It is recommended that the Board accept the District of North Vancouver’s Regional Context Statement.

The MVRD Board accepted the District of North Vancouver’s Regional Context Statement.

E1.4 Extended Reality SIF Project – Completion Update

RECEIVED

This report provides an update on Metro Vancouver’s Extended Reality (XR) Project, which was funded through the Sustainability Innovation Fund (SIF) and approved by the Metro Vancouver Regional District Board in 2023. The SIF project is complete and will be used to produce an XR model that will be shared with member jurisdictions once finalized in 2026.

The XR Project was designed to help Metro Vancouver and member jurisdictions improve their ability to plan in three dimensions. Using advanced stereo mapping and other geospatial technologies, Metro Vancouver has developed a regional 3D model that captures detailed building information across the region, with a special focus on Urban Centres.

This model allows planners to monitor how urban areas are changing over time, tracking things like building height, density, and redevelopment activity. It also supports new tools for scenario modeling and virtual reality experiences, helping planners and decision-makers visualize future development and assess the impacts of new housing and planning policies.

The MVRD Board received this report for information.

E1.5 Urban Tree Canopy Cover and Housing Study: Scope of Work

RECEIVED

Recent changes to provincial housing legislation are expected to impact both local and regional tree canopy cover objectives. However, the extent of these impacts has not yet been quantified, and there is a lack of comprehensive tools to support member jurisdictions to meet both housing and tree canopy cover goals. In response to growing interest and requests from member jurisdictions, Metro Vancouver is undertaking an Urban Tree Canopy Cover and Housing Study which will:

- Research and analyze the potential impacts of provincial housing legislation on the ability to retain, replace, and maintain trees in the urban environment;
- Identify and compile policy tools that can help member jurisdictions to navigate these challenges; and
- Support advocacy for provincial housing legislation amendments that address policy challenges related to urban tree canopy retention, replacement, and maintenance, as identified through the study's findings.

Member jurisdictions will be invited to engage on this project throughout 2026, and results will be shared with the Regional Planning Committee and MVRD Board.

The MVRD Board received this report for information.

E1.6 Dwelling Unit Projections Update

RECEIVED

In October 2025, the MVRD Board received updated regional population projections. Based on this update, corresponding projections for dwelling units have been completed and are being provided for information and regional planning purposes.

Between 2024 and 2051, the region is expected to add an average of approximately 20,500 net new dwelling units annually, reflecting an average annual growth rate of 1.4 per cent. This is a slight decrease from the 1.5 per cent growth rate reported in the 2024 update, primarily due to revised population growth assumptions.

These updated projections incorporate recent reductions to federal immigration targets. However, they do not yet fully reflect the potential impacts of new provincial housing legislation and associated housing targets. Staff will continue to assess the implications of these updated growth forecasts on the distribution of growth across member jurisdictions.

The MVRD Board received this report for information and directed staff to send a copy to member jurisdiction staff.

E2.1 2025 Air Quality Warning Season

RECEIVED

Metro Vancouver issues Air Quality Warnings and updates for Metro Vancouver and the Fraser Valley Regional District to help protect residents' health during periods of degraded air quality. This year's wildfire season had the second-highest area burned on record in Canada, with fires burning across much of the Canadian landscape. Metro Vancouver issued Air Quality Warnings on seven days in the summer of 2025. Smog warnings were issued on August 24 and 26, due to a combination of local emission sources and hot, sunny weather. A fine particulate matter warning was also issued on August 24 due to wildfire smoke. On September 3 wildfire smoke covered the region, and a warning was issued in Metro Vancouver and Central Fraser Valley for four days, and in Eastern Fraser Valley for five days. Wildfires near Hope, Whistler, and many fires in both the Cariboo region and Washington State contributed smoke.

The MVRD Board received this report for information.

E2.2 Prioritization Matrix for Flood-Related Capital Projects

REFERRED

The development of a Prioritization Matrix for Flood-related Capital Projects is part of the work Metro Vancouver is undertaking to support member jurisdictions in prioritizing a list of projects across the region for funding advocacy. The prioritization matrix was developed using existing provincial and federal criteria for flood project grants and has been turned into an Excel-tool that allows users to evaluate future flood risk reduction capital projects by scoring and weighting different criteria. The criteria are grouped into six categories:

1. Risk Assessment and Reduction
2. Financial and Funding
3. Community Equity and Benefits
4. Environment and Climate Change Adaptation
5. Indigenous Leadership and Culture
6. Project Management

Staff are seeking feedback from the MVRD Board, and subsequently will finalize the matrix and share it with member jurisdictions and local First Nations to utilize and identify a list of upcoming flood-related capital projects that require provincial or federal funding to be viable. This would enable staff and advisors to prioritize the list of projects using the tool and other considerations (e.g., regional equity). The list would then be brought back to the Air Quality and Climate Committee and MVRD Board for discussion and endorsement along with a funding strategy. This approach presents an opportunity to strengthen regional coordination by putting together a unified package of projects for infrastructure funding.

Feedback received from the Air Quality and Climate Committee at their meeting held on November 7, 2025 is included in a cover report.

The MVRD Board referred this report back to staff for further consideration.

E3.1 Standing Committees: Considerations for 2026

APPROVED

The Metro Vancouver Board Governance Review identified opportunities to improve the Board Standing Committee structure, composition, meeting frequency, and flow of information to the Boards. In its final report, Deloitte was clear that the driver for considering any improvements would be continuous improvement of governance and efficiency, not to achieve operational savings given the small impact standing committees have on the annual operational budget.

At its November 13, 2025 meeting, the Governance Committee discussed the report dated November 3, 2025 and provided recommendations regarding 2026 committee numbers, sizes, meeting frequency, and terms of reference. The Committee’s recommendations are now before the Board for consideration of forwarding to the Board Chair.

The MVRD Board resolved to forward the Governance Committee’s recommendations to the Chair.

E3.2 Draft Board Orientation Program for late 2026 – early 2027

RECEIVED

The Metro Vancouver Board Governance Review recommended enhancing the Board Orientation Program to strengthen governance. The Local Government Leadership Academy (LGLA) is a leadership development initiative that serve local government elected officials throughout BC. It hosts a local government training series that takes place shortly after local government elections. Metro Vancouver and the LGLA are working together to develop a Metro Vancouver focused program for the Board’s orientation starting in November 2026. This report provides a draft program to support Committee discussion that will help to finalize the program.

The MVRD Board received this report for information.

E3.3 Metro Vancouver Board Governance Review Recommendations from Deloitte for the Province of BC

APPROVED

The Metro Vancouver Board Governance Review contained two recommendations for the Province of BC’s consideration related to reporting of elected official remuneration and total remuneration for local government related appointments. The Governance Committee requested that these recommendations be brought forward for discussion at the November Governance Committee meeting.

At its November 13, 2025 meeting, the Governance Committee considered the report titled “Board Governance Review Recommendations from Deloitte for the Province of BC”, dated October 27, 2025 and discussed how best to address the two recommendations from Deloitte that are outside the scope of Metro Vancouver and directed at the Province of BC. The Committee recommended that MVRD Board request the Board Chair to forward the two recommendations to the Province of British Columbia for information.

The MVRD Board requested that the Board Chair forward the recommendations to the Province of BC for their information.

E4.1 Metro Vancouver's 2025 Financial Performance Report No. 2

RECEIVED

The 2025 Financial Performance Report No. 2 forecasts a year-end net operating surplus to budget of \$7.6 million (0.5% of the total \$1.5 billion operating budget). Overall forecasted surpluses are \$4.2 million in Liquid Waste Services, \$0.4 million in Solid Waste Services, \$5.4 million in Metro Vancouver Housing, and \$4.9 million in Regional District Services, primarily due to delays in staff recruitment, lower than budget operational expenses for liquid waste, and lower contracted services. Water Services is projecting a deficit of \$(7.2) million primarily due to lower water sales (1.8% of the total \$414 million GVWD revenue budget).

Year-end capital expenditures are forecasted at approximately 70% of the annual cash expenditures target of \$1.8 billion. Significant work has progressed on several multi-year projects and will continue for 2025, including the Coquitlam Water Main, Annacis Water Supply Tunnel, and North Shore Wastewater Treatment Plant. Investment returns are currently averaging 3.65%, and are expected to remain favorable for the remainder of the year. Year-to-date procurement activity includes seven awards approved by the Board representing 86% of the total value of awarded contracts. Across the organization there are over 120 continuous improvement initiatives underway.

The MVRD Board received this report for information.

E4.2 Semi-Annual Report on Development Cost Charges for GVS&DD, GVWD and MVRD (Regional Parks)

RECEIVED

Development Cost Charge (DCC) revenues for the first half of 2025 were \$277.35 million (\$175.87 million in cash and \$101.50 million in deferred DCCs), a significant increase from \$86.2 million in the first half of 2024. This growth is primarily driven by the implementation of updated DCC rates for GVS&DD and GVWD, which came into effect on January 1, 2025, increasing the permit activity so developers could take advantage of the in-stream protection and pay the 2024 rates. These rate adjustments were completed to better fund and support major regional infrastructure required to accommodate growth. Residential development continues to represent the largest share, accounting for approximately 67% of total building permit values, with overall permit activity remaining stable and permit values rising to \$8.3 billion from \$7.3 billion in the previous year.

While current revenue levels are strong and exceeding 2025 annual projections of \$182.4 million, several emerging factors, such as the Province's extension of in-stream protection provisions, as well as broader market volatility, may affect future DCC collections. Member jurisdictions have indicated that adjustments for in-stream protection provisions will be made to the contributions in the second half of 2025. Finance staff will continue to monitor these trends and report back to the Committee as part of the regular reporting cycle.

Total DCCs funds available for application against growth related projects on June 30, 2025, was \$462.23 million (\$336.32 million for GVS&DD and \$124.78 million for GVWD and \$1.13 million for Regional Parks).

The MVRD Board received this report for information.

E5.1 Invest Talent Update

RECEIVED

The Metro Vancouver region faces persistent skills misalignment in high-growth and high-potential sectors such as technology and life sciences. This constraint limits potential innovation and economic competitiveness. To address these gaps, Invest Vancouver secured \$480,000 from the Future Skills Centre, funded through the Government of Canada’s Future Skills Program, to pilot Invest Talent, an industry-driven initiative advancing inclusive workforce development. Initially scheduled for April–September 2025, the project has been extended to December 2025 to ensure delivery of outcomes.

Recent milestones include the launch of Invest Talent web properties, hosting a medtech roundtable, and engagement with cybersecurity industry leaders. A grant application to scale Invest Talent’s cybersecurity program is underway. If successful, recommendations for long-term governance and sustainability will be presented at a future date.

The MVRD Board received this report for information.

E5.2 FDI Initiative Roundtables Update

RECEIVED

In 2024, Invest Vancouver received approved funding up to \$37,500 from PacifiCan to conduct five sector and market specific stakeholder roundtables to identify and capitalize on foreign direct investment (FDI) opportunities. The FDI Roundtables are meant to bolster stakeholder collaboration and deepen an understanding of the region’s FDI trends, essential for attracting global investment and catalyzing economic growth in the Metro Vancouver region.

The five FDI Roundtables are to be completed by 2026; Invest Vancouver has already hosted one in partnership with the Greater Vancouver Board of Trade in June of 2025, and planning is underway for another in partnership with the Dutch Consulate.

The MVRD Board received this report for information and directed staff to forward the report to member jurisdictions.

E5.3 Investment Attraction Update Q3 2025**RECEIVED**

As of the end of Q3 2025, Invest Vancouver is managing 178 active investment leads, representing over \$3.8 billion in potential direct investment over three years and over 2,800 projected jobs. One company landed in the region in Q3 2025, contributing \$792,000 in direct investment over three years and three high-quality jobs, with plans to further expand over time.

Through inbound delegations and two targeted outbound missions (Gamescom, a Digital Media & Entertainment conference in Germany and ALL IN, a high-tech event in Quebec), Invest Vancouver added 31 new leads in Q3, representing \$57 million in potential direct investment and 123 projected jobs. In support of business expansion, Invest Vancouver also supported one firm as a designated referral partner for federal immigration programs as of Q3.

In Q3 2025, Invest Vancouver also prepared for four outbound missions expected to generate a significant number of leads.

The MVRD Board received this report for information and directed staff to forward the report to member jurisdictions.

E6.1 Professional Reliance Act (BC Bill M 216)**APPROVED**

At its November 7, 2025 special meeting, the Mayors Committee considered a verbal report on the *Professional Reliance Act* (BC Bill M 216), a private members bill that would require local governments to accept any technical submissions certified by a professional registered under the *Professional Governance Act* (PGA) for a development project approval process, with very limited and pre-defined exceptions. The Committee noted that Bill M216 erodes local governments' ability to ensure compliance with municipal bylaws and regulations and is an example of provincial overreach into local government jurisdiction.

The Committee recommended that the Chair of the MVRD coordinate with Mayors of member jurisdictions to write and co-sign a letter to the Province to express opposition to the Professional Reliance Act.

The MVRD Board voted in favour of the Committee's recommendation.

E6.2 Proposed Metro 2050 Amendment in Response to South of the Fraser Mayors' Request

RECEIVED

In response to MVRD Board direction, Metro Vancouver staff have started to explore potential *Metro 2050* amendments regarding the Urban Containment Boundary in response to the letter to the Board Chair from three South of the Fraser Mayors. Metro Vancouver staff met with staff from the three municipalities to better understand the issues of concern and have developed a set of potential amendments to *Metro 2050*.

The MVRD Board cannot give initial readings to a *Metro 2050* amendment bylaw that affects member jurisdictions without first consulting with them. Prior to initiating that pre-consultation, staff are providing the potential amendments to the MVRD Board to ensure that the proposals have Board support for engagement. Once the pre-consultation with member jurisdictions is complete, staff will bring forward the comments received as well as amendment bylaws for MVRD Board consideration.

The four potential amendment options for pre-consultation are:

1. Add new Special Study Areas in the requesting municipalities;
2. Re-Classify amendments to lands with a Rural regional land use designation from Type 2 to Type 3 Amendments;
3. Expand Amendment Opportunities for properties adjacent to the Urban Containment Boundary; and
4. Expand Use of the Flexibility Clause for properties adjacent to the Urban Containment Boundary.

In addition, staff have identified a number of procedural improvements that can improve *Metro 2050* implementation without an amendment. Staff will implement these changes, with the goal of enhancing the efficiency of the *Metro 2050* amendment process.

The MVRD Board received this report for information.

E6.3 SVFD Hall Replacement – Village of Anmore and Village of Belcarra

APPROVED

That Sasamat Volunteer Fire Department (SVFD) Service is administered by the Metro Vancouver Regional District through the SVFD Board of Trustees, with the Villages of Anmore and Belcarra as the two service participants. The SVFD fire halls in the Village of Anmore and the Village of Belcarra have been assessed for their structural condition, operational capacity, and long-term suitability. Based on this review, replacement of both facilities is recommended to meet current and future emergency service needs, as well as health and safety of firefighters as per WorkSafe BC requirements. The estimated budget for the replacement of both the Anmore Fire Hall and the Belcarra Fire Hall through a design-build process is \$21,914,060.20. The Village of Anmore and the Village of Belcarra would each be responsible for 50% of the total cost of both fire halls as set out in the *Metro Vancouver Regional District Sasamat Volunteer Fire Department Service Bylaw No. 1402, 2024*.

On November 5, 2025, the SVFD Board of Trustees voted unanimously to approve a Design-Build method and proposed budget to replace the two fire halls in the Village of Anmore and Village of Belcarra. The request to approve this capital project was before the Board for consideration. It was recommended that the MVRD Board approve the capital project to replace the Sasamat fire halls and direct staff to prepare all required bylaws to fund the replacement of the two existing SVFD Fire Halls in the Village of Anmore and the Village of Belcarra; noting that the two villages will be solely responsible for funding the project.

The MVRD Board approved the capital project and directed staff to prepare all required bylaws.

G1.1 MVRD Regional Parks Regulation Amendment Bylaw No. 1426 – Amends Bylaw No. 1420, 2025

ADOPTED

This report outlines proposed amendments to Schedule B – Fees and Charges of the *Regional Parks Regulation Bylaw No. 1420, 2025*. The bylaw is reviewed annually to ensure that fees and charges reflect relevant current market conditions. The proposed fee adjustments are intended for implementation in the upcoming calendar year.

Most fee increases are related to inflation and apply to items such as annual bus parking fees, picnic shelter rentals, camping fees, filming, and indoor facility rental rates. New additions proposed include introducing electric vehicle charging fees, creating a separate fee category for nature educators, adding the Kanaka Creek Stewardship Centre and the Davies Orchard Cottage to the list of reservable facilities, implementing a contracted site supervision fee for filming, and requiring a security deposit for buildings during filming.

The proposed adjustments are nominal and are expected to generate approximately \$10,000 in revenue, helping to offset rising operational costs. All changes to Schedule B are included in the proposed *Metro Vancouver Regional District Regional Parks Regulation Amendment Bylaw No. 1426* which is scheduled to take effect on January 1, 2026.

The MVRD Board gave three readings to and adopted *Metro Vancouver Regional District Regional Parks Regulation Amendment Bylaw No. 1426, 2025*.

G2.1 MVRD Temporary Borrowing Bylaw No. 1424, 2025

APPROVED

Metro Vancouver introduced temporary borrowing in 2022 as a cash management strategy for infrastructure financing for GVWD and GVS&DD. Although the GVS&DD Act does not include provisions for temporary borrowing, MVRD can access temporary borrowing on behalf of the GVS&DD, through the *Municipal Enabling and Validating Act (MEVA S.45 No.2)*.

Approval of the *Metro Vancouver Regional District Temporary Borrowing Bylaw No. 1424, 2025* provides the authority for temporary borrowing in the amount not exceeding \$5 billion, the amount of the *Greater Vancouver Sewerage and Drainage District Borrowing Bylaw No. 389, 2025*, and the maximum borrowing authorized. This will provide Metro Vancouver with borrowing methods equivalent to what is used in municipalities and provides the optimization of cash and investment portfolio decisions which can reduce overall debt servicing costs and provide maximum investment returns.

The MVRD Board authorized the temporary borrowing and gave three readings to *Metro Vancouver Regional District Temporary Borrowing Bylaw No. 1424, 2025*.

G2.2 MVRD Geospatial Reference System Fees and Charges Amendment Bylaw No. 1428, 2025 **ADOPTED**

Metro Vancouver provides standardized coordinates and elevations access to all users in the region, in partnership with Local Governments under the Global Positioning System Program, as originally established under *Greater Vancouver Regional District Geospatial Reference System Service Establishment Bylaw No. 1030, 2005*. Non-government users pay for their access to and use of this Service as Other Subscribers under *Greater Vancouver Regional District Geospatial Reference System Fees and Charges Bylaw No. 1226, 2015*. The GPS Program is a user-funded program.

The proposed amendment will enable public authorities, as defined in the *Local Government Act*, to participate in the program on condition that they agree to pay for all associated incremental costs. The University of British Columbia (UBC), as a public authority, has recently recognized the need for the regional geo-spatial standards and are keen to adopt and access the Service by Agreement, under the above conditions. The proposed *Metro Vancouver Regional District Geospatial Reference System Fees and Charges Amendment Bylaw No. 1428, 2025* also updates the Other Subscriber fees to reflect inflation and current market conditions. The fees have not been updated since inception in 2005.

The MVRD Board gave three readings to and adopted *Metro Vancouver Regional District Geospatial Reference System Fees and Charges Amendment Bylaw No. 1428, 2025*.

G3.1 Metro Vancouver Regional District Development Cost Charge Waiver or Reduction for Not-for-Profit Rental Housing Amendment Bylaw No. 1430, 2025 **ADOPTED**

On July 25, 2025, the MVRD, GVWD, and GVS&DD Boards directed staff to bring forward amended Development Cost Charge Waiver Bylaws to add provisions that waive development cost charges (DCCs) for Inclusionary Housing Units, increase the current DCC waiver for Student Housing from 50% to 100%, and other housekeeping amendments as outlined in the report dated February 5, 2025, titled “Consideration of Updating Development Cost Charge Waivers to include Inclusionary Housing Units”. Staff have prepared the bylaw amendments accordingly.

The MVRD Board gave three readings to and adopted *Metro Vancouver Regional District Development Cost Charge Waiver or Reduction for Not-for-Profit Rental Housing Amendment Bylaw No. 1430, 2025*.

G3.2 Results of the Alternative Approval Process for Metro Vancouver Regional District Park Dedication Removal of Certain Land in Deas Island Regional Park Bylaw No. 1382, 2025 **ADOPTED**

Staff conducted an alternate approval process to determine if the electors approve of *Metro Vancouver Regional District Park Dedication Removal of Certain Land in Deas Island Regional Park Bylaw No. 1382, 2025 (MVRD Bylaw No. 1382, 2025)*. This report provides the formal certification of elector approval for *MVRD Bylaw No. 1382, 2025*, and presents the bylaw for consideration of adoption.

The MVRD Board adopted *Metro Vancouver Regional District Park Dedication Removal of Certain Land in Deas Island Regional Park Bylaw No. 1382, 2025*.

I 1 Committee Information Items and Delegation Summaries **RECEIVED**

The Board received six information items from five standing committees and no delegation summaries.

Regional Parks Committee – November 5, 2025

Information Items:

E1 Regional Parks Camping Opportunities Study Results Summary

This report summarizes the results of the Regional Parks Camping Opportunities Study. The aim of this study is to identify potential sites for new campgrounds within the regional parks. The study identified three potential wilderness camping sites, twelve group camping sites and four multi-type camping sites. Additionally, sites in two parks affected by major capital projects were identified for possible long-term consideration. Future work includes business and financial planning, and detailed site feasibility work to determine if an expanded camping program at Metro Vancouver should be prioritized.

E3 Regional Parks Public Programming Strategy – 2025 Implementation Update

The development and delivery of nature-based public programs in regional parks is guided by the Metro Vancouver Regional Parks Public Programming Strategy (Public Programming Strategy). This plan provides strategic direction for public programming that connects people to nature, supports ecological literacy, and fosters environmental stewardship across the regional parks system.

This report provides an update on progress made toward advancing the goals and objectives of the Public Programming Strategy. In 2025, park interpreters delivered a total of 610 public programs, special events, and outreach initiatives, engaging with 49,575 program participants and park visitors. Through these activities, significant progress has been made in advancing the plan’s five strategic directions:

- Broaden Your Base
- Extend Your Reach
- Make a Deeper Connection
- Invest in Children and Youth
- Ensure Financial Sustainability

Regional Planning Committee – November 6, 2025

Information Item:

E5 Project Update – Infrastructure Demand to Support Growth in the Metro Vancouver Region

At the request of the Regional Planning Committee, Metro Vancouver is undertaking a high-level analysis of infrastructure demand and associated costs to better understand the region’s infrastructure needs to support anticipated growth. This study aims to include local, regional, and provincial infrastructure needed to support complete and livable communities to support local planning and to inform advocacy efforts for increased infrastructure funding from provincial and federal governments. The study will quantify existing infrastructure deficits and estimate future investment requirements aligned with regional growth projections. In June 2025, the MVRD Board received the scope of work for the project. This report provides additional detail on the proposed approach and next steps.

As an update, to advance this work, Metro Vancouver has retained Watson & Associates Economists Ltd. to:

- Review existing infrastructure assets and recent investments across local, regional, and provincial levels, supported by data collection from member jurisdictions and public sources.
- Estimate investment needs for future growth through the development of high-level per unit infrastructure investment estimates aligned with regional housing growth projections, including quantification of existing infrastructure deficits.
- Provide recommendations – summarizing total investment needs and providing recommendations to align infrastructure delivery with growth, manage financial pressures, and support advocacy for funding.

Air Quality and Climate Committee – November 7, 2025

Information Item:

E3 Evaluating EV-Ready Bylaws in New Residential Buildings

EV-ready bylaws are expanding access to charging in new single family and multi-unit buildings across the region. A new study, *Charged and Ready: EV-Ready Residential Building Experiences*, evaluated municipal EV-ready bylaws for new buildings across BC including five Metro Vancouver communities. The study included a survey and interviews with residents as well as focus groups with industry professionals to understand the effectiveness of existing bylaws, and to provide recommendations on strengthening these bylaws to meet growing demand for EV charging.

The majority of respondents living in EV-ready single-family and multiplex housing are generally satisfied with their access to charging. However, EV drivers living in multi-unit residential buildings are less satisfied with their home EV charging experience. Improvements in bylaw design and implementation could address challenges faced by residents in multi-unit buildings. The study was funded by BC Hydro after being identified by member jurisdiction staff as an important topic for evaluation, and was co-led by Metro Vancouver and the City of New Westminster. The findings and recommendations will be shared with local government staff to improve EV-ready bylaw implementation across the region.

Finance Committee – November 13, 2025

Information Item:

E1 MVRD Audit Plan from KPMG LLP

Metro Vancouver Regional District, Greater Vancouver Water District, Greater Vancouver Sewerage and Drainage District, and Metro Vancouver Housing Corporation are required under provincial legislation to prepare annual financial statements, audited by a public accounting firm and approved by the Boards by May 15th each year. The 2025 Annual Financial Statements, along with the draft auditor’s report, will be presented to the Finance Committee at its April meeting, prior to Board approval.

KPMG was approved by the Board in 2024 as Metro Vancouver’s external auditors for a five-year period. Fiscal year 2025 is the second year of the five-year contract. Attached for information is the audit planning report prepared by KPMG LLP. This report outlines the audit approach, key audit areas, auditor responsibilities and audit deliverables.

Invest Vancouver Management Board – November 19, 2025

Information Item:

E1 Overview of the Agricultural Land Commission Act “50/50” Regulation

Metro Vancouver’s agricultural sector faces a significant range of interconnected challenges that impact the region’s food system and economy. Understanding these broad, interrelated challenges is at the heart of determining how food processing can be better supported within the region. This report provides an overview of the Agricultural Land Commission Act “50/50” regulation for the Invest Vancouver Management Board’s information including the requirements, purpose, process for exemptions, and broader challenges for food processing in the region.

As food processing challenges are an ongoing issue, the Province is currently reviewing the “50/50” regulation with a Task Force co-chaired by the Ministry of Agriculture and Food, BC Agriculture Council, and BC Food and Beverage, with representatives from across the agriculture and food industry sectors. Before proposing any significant policy changes, it will be important to have an in-depth understanding of existing challenges and implications of any changes.

Metro Vancouver Housing Corporation

E1.1 Metro Vancouver Housing 10-Year Plan Update – Strategic Options – Additional Information **ENDORSED**

At its October 8, 2025 meeting, the Housing Committee considered the report titled, “Metro Vancouver Housing 10-Year Plan Update – Strategic Options”, dated September 29, 2025. The Committee subsequently discussed the report, provided feedback on the five themes and proposed directions through discussion, and referred the report to the next Housing Committee meeting for further consideration. The cover report provided additional information in response to questions and feedback from the Housing Committee.

The Strategic Options Report and feedback from the Housing Committee and Board will be used as the basis for the development of the updated Metro Vancouver Housing 10-Year Plan, which will be brought to the Housing Committee and MVHC Board for review and consideration in early 2026.

The MVHC Board endorsed the directions presented in the report and directed staff to proceed with the update to the Metro Vancouver Housing 10-Year Plan accordingly.

Greater Vancouver Water District

G1.1 Greater Vancouver Water District Development Cost Charge Waiver or Reduction for Not-for-Profit Rental Housing Amendment Bylaw No. 267, 2025

On July 25, 2025, the MVRD, GVWD, and GVS&DD Boards directed staff to bring forward amended Development Cost Charge Waiver Bylaws to add provisions that waive development cost charges (DCCs) for Inclusionary Housing Units, increase the current DCC waiver for Student Housing from 50% to 100%, and other housekeeping amendments as outlined in the report dated February 5, 2025, titled “Consideration of Updating Development Cost Charge Waivers to include Inclusionary Housing Units”. Staff have prepared the bylaw amendments accordingly.

The GVWD Board gave three readings to and adopted *Greater Vancouver Water District Development Cost Charge Waiver or Reduction for Not-for-Profit Rental Housing Amendment Bylaw No. 267, 2025*.

I 1 Committee Information Items and Delegation Summaries

RECEIVED

The Board received six information items from one standing committee and no delegation summaries.

Water Committee – November 12, 2025

Information Items:

E1 GVWD Capital Program Update to September 30, 2025

As of September 30, 2025, the capital expenditure for the year to date for Water Services is \$293.4 million, compared to a planned annual prorated expenditure of \$363.4 million.

The forecasted expenditures for the current water utility capital program are expected to stay within the approved budgets through completion, and the projected annual spending will align with those approved in the 2025 capital plan.

E2 Summer 2025 Water Supply Performance

During the 2025 high-demand season, Metro Vancouver’s water supply system performed reliably despite below-average snowpack, warmer temperatures, and prolonged dry conditions. Stage 1 watering restrictions were activated on May 1 and remained in place through the end of the high demand season on October 15. Although precipitation was below normal through most of the season, a mid-August storm event temporarily boosted inflows. Total water use was slightly higher when compared to 2024; however, member jurisdictions played a key role in managing summer water demand and protecting the limited supply through public education and local enforcement efforts.

E3 Drinking Water Conservation Plan: 2025 Communications and Public Outreach Results

Metro Vancouver’s annual water restrictions promotion, water conservation campaign, and Water Wagon program educates the region’s residents on the value and mindful use of drinking water.

Media placements reached residents across the region, delivering 70.1 million impressions and 50,269 website visits. There were 287 earned media stories, delivering 134 million impressions for an advertisement value equivalent of \$16 million. The Water Wagon outreach program provided 9,486 water bottle refills and fountain uses, and 2,485 conversations with residents.

E4 Factors Influencing Long-Term Water Planning

Metro Vancouver plans for and delivers regional-scale drinking water services to nearly three million people. This requires consideration of the various long-term challenges facing the regional water system, particularly in the face of rapid population growth and climate change impacts.

The Water Supply Outlook 2120, completed in 2019, is a comprehensive regional water supply study that analyzed a range of supply and demand scenarios over a 100-year period. It took into consideration anticipated population growth, climate change impacts, increased adoption of residential water metering, as well as continued water conservation. This study identified the late 2030's as the time when existing supply may no longer meet demand.

Metro Vancouver is planning to address this gap through a two-pronged approach: increasing water supply through the Coquitlam Lake Water Supply project and reducing per capita drinking water demands through policies and measures in the Drinking Water Management Plan update. Metro Vancouver is currently undertaking a Water Supply Plan using Adaptive Pathways project to create updated supply and demand scenarios, confirm timing of source supply gaps, and develop adaptive plans to ensure continued resilience of the regional drinking water system.

E5 Coquitlam Reservoir Turbidity Mitigation Planning

In October 2024, an intense atmospheric river triggered significant turbidity in the Coquitlam Reservoir, Metro Vancouver's largest drinking water source. Elevated turbidity conditions persisted for three days, and while water quality remained high, the event necessitated operational adjustments at the treatment plant, notifications to public health officials, and an increase in sampling frequency within the affected supply area. Field investigations traced the turbidity to two small landslides in a drainage close to the intake, as well as a larger area with potential future landslide risk. Short-term mitigation is underway with long-term stabilization works planned for summer 2026. Updated emergency response plans now include refined operational triggers and enhanced communication protocols to ensure we are better prepared for future similar events. Staff have engaged with k'ik'wəłəm (Kwikwetlem First Nation), səliłwətał (Tsleil-Waututh Nation), the Health Authorities, BC Hydro, and the Provincial Water Comptroller on the current risk, imminent mitigation plans, and future emergency response protocols.

E6 Water Supply Tunnel Projects Updates

Metro Vancouver is upgrading its water transmission system to ensure resilience in the event of an earthquake. Included in these upgrades are six major water supply tunnels being managed and delivered by the Project Delivery department. These high risk, high value, and complex projects are in various stages of design and construction and are being designed to meet current seismic standards, protect against scour and other marine activities, and meet the drinking water needs of the growing region.

Once complete, these projects will significantly contribute to Metro Vancouver's goals to ensure that the transmission components of the drinking water system are expanded and strengthened to allow the continued supply of high-quality drinking water to the region's residents and businesses.

Greater Vancouver Sewage and Drainage District

E1.1 Solid Waste Management Plan - Options Analysis Update

RECEIVED

The regional solid waste management plan is being updated to further reduce waste, reduce greenhouse gas emissions, and advance a circular economy. The options analysis phase assesses ideas from previous research and engagement to determine what will be included in the draft plan to be considered by the Zero Waste Committee and Board in advance of submission to the Minister of Environment. For transparency, all ideas – including those considered inadvisable by staff – have been published.

Engagement with advisory committees showed general support for actions related to waste reduction and recycling. Some advisory committee members advocated for closing the Waste-to-Energy Facility and others advocated for privatizing the regional solid waste system. Closing the Waste-to-Energy Facility and privatizing the regional solid waste system are considered inadvisable by staff. Metro Vancouver's publicly owned solid waste system, including the Waste-to-Energy Facility, is operated with public oversight and contractor expertise and efficiency. The system is cost-effective, environmentally responsible, and delivers North American leading waste reduction performance.

The GVS&DD Board received this report for information.

G1.1 GVS&DD Borrowing Bylaw No. 389, 2025

APPROVED

The Greater Vancouver Sewerage and Drainage District's ("GVS&DD") five-year financial plan (2026 to 2030) estimates long - term borrowing requirements of up to \$5 billion to fund its significant capital program. The existing *Borrowing Bylaw No. 321, 2018*, adopted in 2018 for \$2.1 billion, has a remaining borrowing capacity of \$758.0 million, which is insufficient to meet the requirements of GVS&DD's five - year capital plan. Therefore, Board approval of *GVS&DD Bylaw No. 389, 2025*, authorizing a borrowing capacity for GVS&DD of up to \$5 billion, will provide MVRD with the authority to borrow, when necessary, on behalf of GVS&DD from the Municipal Finance Authority (MFA). GVS&DD does not borrow in advance of spending but borrows only when capital expenditures accumulate to such a level that long - term funding is beneficial relative to funding through working capital. It is important to note that prior to any actual borrowing under this bylaw, the MVRD Board will be required to adopt a Security Issuing Bylaw, similar to the process followed for borrowing on behalf of member jurisdictions. The required debt servicing (principal and interest) for borrowing is included in the 2026 to 2030 financial plan.

The GVS&DD Board approved the borrowing limit, gave three readings to *Greater Vancouver Sewerage and Drainage District Borrowing Bylaw No. 389, 2025*, and forwarded the bylaw to the Inspector of Municipalities for approval. The GVS&DD Board also directed staff to provide additional information regarding long-term financial sustainability.

G1.2 GVS&DD Temporary Borrowing Bylaw No. 390, 2025

APPROVED

Metro Vancouver introduced temporary borrowing in 2022 as a cash management strategy for infrastructure financing for GVWD and GVS&DD. Although the *GVS&DD Act* does not include provisions for temporary borrowing, MVRD can access temporary borrowing on behalf of the GVS&DD, through the *Municipal Enabling and Validating Act (MEVA S.45 No.2)*.

Approval of the *Greater Vancouver Sewerage & Drainage District Temporary Borrowing Bylaw No. 390, 2025* provides the authority for temporary borrowing in the amount not exceeding \$5 billion, the amount of the *Greater Vancouver Sewerage and Drainage District Borrowing Bylaw No. 389, 2025*, and the maximum borrowing authorized. This will provide Metro Vancouver with borrowing methods equivalent to what is used in municipalities and provides the optimization of cash and investment portfolio decisions which can reduce overall debt servicing costs and provide maximum investment returns.

The GVS&DD Board authorized the MVRD to temporarily borrow on behalf of the GVS&DD, gave three readings to *Greater Vancouver Sewerage and Drainage District Temporary Borrowing Bylaw No. 390, 2025*, and forwarded Bylaw No. 390 to the Inspector of Municipalities for approval.

G2.1 Greater Vancouver Sewerage and Drainage District Development Cost Charge Waiver or Reduction for Not-for-Profit Rental Housing Amendment Bylaw No. 394, 2025

ADOPTED

On July 25, 2025, the MVRD, GVWD, and GVS&DD Boards directed staff to bring forward amended Development Cost Charge Waiver Bylaws to add provisions that waive development cost charges (DCCs) for Inclusionary Housing Units, increase the current DCC waiver for Student Housing from 50% to 100%, and other housekeeping amendments as outlined in the report dated February 5, 2025, titled "Consideration of Updating Development Cost Charge Waivers to include Inclusionary Housing Units". Staff have prepared the bylaw amendments accordingly.

The GVS&DD Board gave three readings to and adopted *Greater Vancouver Sewerage and Drainage District Development Cost Charge Waiver or Reduction for Not-for-Profit Rental Housing Amendment Bylaw No. 394, 2025*.

I 1 Committee Information Items and Delegation Summaries

RECEIVED

The Board received six information items from two standing committees and no delegation summaries.

Zero Waste Committee – November 6, 2025

Information Items:

E2 Waste Reduction and Recycling – Materials Collected and Investments

At its September and October 2025 meetings, the Zero Waste Committee asked about the type of materials collected at Metro Vancouver solid waste facilities for recycling and reuse, and Metro Vancouver's investments in waste reduction and recycling activities.

Approximately 88,000 tonnes of recyclable and reusable materials are collected at Metro Vancouver solid waste facilities including, for example, organics, mattresses, and extended producer responsibility materials such as packaging and paper. New recycling depots at North Surrey and Langley recycling and waste centres are being constructed and additional recycling and reuse actions will further increase quantities.

The expected cost of waste reduction and recycling planning and operations in 2026 is approximately \$25 million or approximately 14% of the overall solid waste function budget. Some of these expenditures are recovered through recycling drop-off fees, material revenues, and through contributions from extended producer responsibility programs. Garbage tipping fees fund any deficits for individual recyclable materials, such as mattresses.

E3 Update on Zero Waste Conference, November 27, 2025

Since 2010, Metro Vancouver has delivered the Zero Waste Conference, bringing together governments, businesses, and non-profits to advance waste prevention and the circular economy. The 2025 Zero Waste Conference will be held on November 27 at the Vancouver Convention Centre and online. This year's conference theme is "Innovation and the business case for waste prevention". There will be keynotes and plenary discussions in the morning and concurrent interactive workshops in the afternoon. The workshops focus on three key economic sectors: hospitality and entertainment, housing and construction, and high-technology. The event will wrap up with a closing keynote conversation on regenerative design to achieve a waste-free future.

E4 2025 Single-Use Item Reduction "What's Your Superhabit?" Campaign Results

The 2025 "What's Your Superhabit?" campaign ran from June 16 to August 10, 2025. The objective was to reduce the use and disposal of single-use items among Metro Vancouver residents, particularly those aged 18–44 who are more likely to have received a single-use item. The secondary audience was people who work in offices, who tend to generate a high volume of cups, containers, and utensils. A regional paid media buy was complemented by social media influencers and employee-perspective social media. The paid media performed well with 33.3 million total impressions, 3.1 million video views, and over 5,000 likes, comments, and shares on social media. Post-campaign research showed that 37% of residents recall seeing the campaign, and 57% of those say they've reduced their use of single-use items as a result of the ads.

Liquid Waste Committee – November 12, 2025

Information Items:

E1 Liquid Waste Services Capital Expenditure Update as of September 30, 2025

As of September 30, 2025, the capital expenditures for the year to date for Liquid Waste Services is \$371.3 million, compared to a planned annual prorated Capital Expenditures of \$758 million. This shortfall is primarily due to timing of work.

In addition, three tenders for the collection system were collapsed due to bid prices in excess of our estimates. This work is being rescoped, and one of these is planned to be completed by Metro Vancouver's internal construction crew.

E2 Sewer Use Bylaw Fee Increases for 2026 and Upcoming Fee Model Updates

Industrial sector facilities with significant wastewater discharges are charged Sewer Use Bylaw fees to recover costs of managing industrial wastewater. Since 2012, industrial treatment fees have been updated annually using the previous year's Board approved budget, resulting in a one-year lag. In 2026, fees are expected to bring in \$19.4M in revenue. This represents an increase of 42 per cent, equivalent to the increase in the Liquid Waste Services Levy for taxpayers in 2025. Advanced notification of fee increases was sent to industrial permittees in early November.

Annual revenues from industrial treatment fees typically recover around three per cent of total Liquid Waste Services expenditures, however industrial wastewater makes up between two and nine per cent of total wastewater in the region. Metro Vancouver is reviewing these fees to improve cost recovery and ensure industrial dischargers are paying their share for wastewater services, with a new fee model planned for 2027.

E3 Integrated Liquid Waste and Resource Management Plan – Comments on the 2025 Biennial Report

Metro Vancouver held a comment period for the 2025 Biennial Report on the 2011 Integrated Liquid Waste and Resource Management Plan in summer 2025, as required by the Province. The report was posted on the Metro Vancouver website and First Nations and the public were invited to provide input by the end of September 2025. Three respondents provided comments on the report, expressing interest in improved wastewater treatment filtration and concerns about the increasing cost of wastewater treatment plant upgrades and capital project oversight. This will be the final Biennial Report submitted to the Province under the 2011 Integrated Liquid Waste and Resource Management Plan. The updated Liquid Waste Management Plan is being finalized and will provide a more streamlined reporting process in the future, including online dashboards.

December 9, 2025

Select Standing Committee on Private Bills and Private Members' Bills
c/o Parliamentary Committees Office
Room 224, Parliament Buildings
Victoria, BC V8V 1X4

Dear Chair Amna Shah:

Re: Town of Osoyoos concerns with the proposed *Professional Reliance Act* (Bill M216)

On behalf of the Council of the Town of Osoyoos, I am writing to express concerns regarding the recently introduced *Professional Reliance Act* (Bill M216), currently before the Legislative Assembly as a private member's bill.

While we support provincial efforts to streamline development approvals and improve housing delivery, several aspects of the proposed legislation raise substantial governance, risk management, and operational issues for local governments. More specifically, Council's concerns relate to the following matters:

1. Loss of Local Government Flexibility and Oversight

The Bill proposes to prohibit local governments from requiring peer reviews of professional reports certified under the *Professional Governance Act*, except with authorization from the Office of the Superintendent of Professional Governance (OSPG). As drafted, this restriction applies broadly to "submissions" provided under a development approval process, including rezonings, OCP amendments, development permits, variances, temporary use permits, phased development agreements, heritage permits, and building permit-related assessments.

This approach would effectively impose a one-size-fits-all approval framework across B.C. and remove an important tool that local governments rely on to ensure that professional reports are complete, reliable, and consistent with local bylaws, development guidelines, environmental protection measures, and hazard mitigation standards. Even though the Town of Osoyoos has not historically required third-party reviews, maintaining the authority to do so remains essential to ensure due diligence and uphold public interest.

2. Risk of Increased Delays to Development

Contrary to the Bill's stated intention of accelerating development, the proposed dispute-resolution mechanism—relying on the OSPG to assess disagreements over professional findings—poses a significant risk of introducing new delays. The OSPG is not currently mandated or resourced to adjudicate such disputes, and local governments may experience extended application stalls while awaiting provincial direction. This outcome would be inconsistent with the Province's recent efforts to streamline land-use approvals and increase housing supply.

3. Liability and Risk Exposure

Although the Bill asserts that local governments will be shielded from liability for relying on certified submissions, it does not prevent local governments from being named in legal claims. In cases where the responsible professional is unavailable or underinsured, local governments may face joint and several liability exposure. This represents a material financial risk for the public sector and contradicts the Bill's stated purpose of reducing administrative burdens.

4. Loss of Local Government Flexibility and Oversight

The Union of British Columbia Municipalities (UBCM) has advised that the proposed Act was not subject to the typical policy development or consultation processes associated with government bills. System-wide changes to local government approval authority should not be advanced without meaningful engagement with the municipalities and regional districts who will be responsible for administering the resulting framework. Early consultation ensures policies are practical, aligned with public expectations, and grounded in operational realities.

5. Proposed Mandatory Timelines for Development Processing

The Town is also concerned by the Bill's enabling provisions to establish mandatory processing timelines for development applications through regulation. In other jurisdictions, failure to issue a decision within a prescribed timeline results in deemed approvals. Such an approach does not account for the significant variation in resources, complexity of applications, and statutory obligations across B.C.'s diverse local governments, and may lead to sub-optimal or unsafe development outcomes.

In light of these issues, the Town respectfully requests that:

1. The Province suspend further consideration of Bill M216 pending comprehensive consultation with local governments and UBCM;
2. The Ministry undertake a detailed review of potential liability impacts, dispute-resolution timelines, and operational implications; and
3. Any future professional-reliance reforms be developed collaboratively with local governments to ensure they support both efficient development and public safety.

Thank you for your attention to these concerns and please know that the Town of Osoyoos would welcome the opportunity to participate in further dialogue on this matter and that I can be reached at 250-498-1857 or by email at smckortoff@osoyoos.ca.

Yours truly,


Sue McKortoff, Mayor
Town of Osoyoos

Enclosure(s)

C: The Honourable Christine Boyle, Minister of Housing and Municipal Affairs

CC: Union of British Columbia Municipalities

December 10, 2025

File No. 0530-01

Hon. Christine Boyle
Minister of Housing and Municipal Affairs
Parliament Buildings
Victoria, BC V8V 1X4

Via email: hma.minister@gov.bc.ca

Dear Minister Boyle:

Re: Bill M216 – *Professional Reliance Act*

On behalf of City of Williams Lake Council, I am writing to express our concerns and opposition to Bill M216, the *Professional Reliance Act*. While we acknowledge the Province's commitment to addressing housing supply challenges and streamlining approvals, this legislation represents a significant overreach into municipal jurisdiction and is likely to create unnecessary risks related to both human and environmental health and safety.

It appears to us that Bill M216 would undermine local government decision-making authority and oversight over development projects, bypassing the professional expertise of municipal planners, engineers, and building officials, whose knowledge of local context is essential for responsible and sustainable development.

Protection of Local Knowledge

The City of Williams Lake, like many local governments, has been diligently striving to improve and streamline development approval processes in alignment with local and provincial housing goals, while also ensuring the long-term tenets of public safety and economic and environmental sustainability are protected. Members of the development review staff, regulated by their respective professional bodies, work closely and collaboratively with developers to ensure the above goals are met, and yet frequently find themselves reviewing plans and drawings created by individuals that are unfamiliar with local, regional, or even provincial context. City staff often note omissions and concerns with designs that would have a significant local impact if implemented - for instance related to unique geotechnical or transportation conditions - but would go unnoticed and unaddressed by those unfamiliar with such dynamics. Often developers' professionals face pressure to prioritize budget and schedule constraints over the need to build safer and more sustainable neighbourhoods that reflect community needs and protect the environment over the long-term.

The Opposite Effect – Increased Delays

It is ultimately inevitable that a local government will face a situation where concerns about the quality, accuracy, or assumptions of a professional cannot be left unaddressed in good conscience. Often resolved quickly via open dialogue and comments from staff, Bill M216 will force a new practice of referring the matter to the provincial Superintendent of Professional

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Governance for formal dispute resolution. This office focuses on professional regulation, not deliberation on the unique technical aspects of professional work in settings across the province. As such, requiring the Superintendent to resolve potential disputes from multiple municipalities, each with the potential for many annual developments, will almost certainly lead to increased inefficiencies and processing delays, exacerbating the very issue Bill M216 seeks to address.

In short, British Columbians that live, play, and raise families in local communities expect decisions regarding their safety and health to be made by those with local accountability and vested, personal interest in their neighbours – not delegated to remote consultants or developers that are motivated primarily by financial gain.

Although the City of Williams Lake recognizes the need for increased housing and supports efforts to accelerate delivery, we urge the Province to pause Bill M216 and engage in meaningful consultation with local governments and professional organizations before proceeding. Respecting municipal authority and democratic processes is critical to achieving housing goals while safeguarding public trust.

Yours truly,



Mayor Surinderpal Rathor

c: Premier David Eby premier@gov.bc.ca
 Hon. Brittny Anderson, Minister of State for Local Governments &
 Rural Communities MSP.Minister@gov.bc.ca
 MLA Lorne Doerkson, Cariboo Chilcotin Lorne.Doerkson.MLA@leg.bc.ca
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 BC Municipalities
 Select Standing Committee on Private Bills and Private Members' Bills PMBCCommittee@leg.bc.ca