

PLEASE NOTE

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Is a Scent-Free Building.

Please respect our policy.

VILLAGE OF ANMORE

COUNCIL AGENDA

Agenda for the Regular Council Meeting scheduled for Tuesday, March 22<sup>nd</sup>, 2011 at 7:00 p.m.  
at the Village Hall, 2697 Sunnyside Road, Anmore, B.C.

1. ADDITIONS AND DELETIONS TO THE AGENDA

RESOLUTION: "THAT THE AGENDA BE APPROVED."

2. COMMENTS FROM THE PUBLIC REGARDING THE AGENDA

3. ADOPTION OF MINUTES

01 (a) Minutes of the Regular Council Meeting held on March 8<sup>th</sup>, 2011

RESOLUTION: "THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD  
ON MARCH 8<sup>TH</sup>, 2011 BE ADOPTED AS CIRCULATED."

4. BUSINESS ARISING FROM THE MINUTES

5. PETITIONS AND DELEGATIONS

08 (a) Delegation – Synergy Environmental Strategies Inc.

Representatives from Synergy Environmental Strategies Inc. to be present to discuss the  
2007-2010 Corporate Energy & Emissions Inventory Report for the Village of Anmore.

6. TABLED ITEMS

(a) TransLink Bus Stop at East Road and Sunnyside Road

This item was tabled at the last Council Meeting for further information regarding the  
TRIPP Grant.

(b) Mail Drop – Suggested Three-Way Stop at East Road and Sunnyside  
Road

This item was tabled at the last Council Meeting for further information to be received  
from the Fire Chief and TransLink MRN staff.

7. COUNCIL COMMITTEE REPORTS

09 (a) Finance Committee

(i) Minutes of the Finance Committee Meeting held on February 3<sup>rd</sup>, 2011

RESOLUTION: "THAT THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON FEBRUARY 3<sup>RD</sup>, 2011 BE RECEIVED."

(ii) Records Management Contract

RESOLUTION: "THAT ON THE RECOMMENDATION OF THE FINANCE COMMITTEE COUNCIL APPROVE IN PRINCIPLE THE AWARDDING OF THE RECORDS MANAGEMENT CONTRACT TO JANINE JOHNSON IN THE AMOUNT OF \$4,838.40 PLUS HST."

14 (b) Parks Committee

(i) Minutes of the Parks Committee held on January 12<sup>th</sup>, 2011

RESOLUTION: "THAT THE MINUTES OF THE PARKS COMMITTEE MEETING HELD ON JANUARY 12<sup>TH</sup>, 2011 BE RECEIVED."

8. MAYOR'S REPORT

9. COUNCILLORS' REPORT

10. ADMINISTRATOR'S REPORT

11. CORRESPONDENCE

16

RESOLUTION: "THAT ALL CORRESPONDENCE CIRCULATED AND FILED IN THE VILLAGE OFFICE BE RECEIVED."

(a) Bed and Breakfast Sign

Letter dated March 14<sup>th</sup>, 2011 from Susan Butterson requesting a B&B Sign be installed on Sunnyside Road for her Bed and Breakfast.

**11. CORRESPONDENCE (CONTINUED)**

**17 (b) Trail located on Summerwood Lane**

Letter dated March 16<sup>th</sup>, 2011 from Kathryn and Greg Zeitler regarding concerns with the trail located on Summerwood Lane.

**12. BYLAWS**

**13. UNFINISHED BUSINESS**

**14. NEW BUSINESS**

**(a) In-Camera Council Meeting**

RESOLUTION:                   “THAT, PURSUANT TO SECTION 90(1) (M) OF THE  
COMMUNITY CHARTER, COUNCIL CONVENE AN IN-  
CAMERA COUNCIL MEETING IMMEDIATELY FOLLOWING  
THE REGULAR COUNCIL MEETING OF MARCH 22<sup>nd</sup>, 2011.”

**15. PUBLIC QUESTION PERIOD**

**16. CONCLUSION**

VILLAGE OF ANMORE

REGULAR COUNCIL MEETING MINUTES

Minutes of the Regular Council Meeting held on Tuesday, March 8<sup>th</sup>, 2011 at 7:00 p.m. in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, B.C.

Mayor Anderson called the meeting to order at 7:00 p.m.

**ELECTED OFFICIALS PRESENT**

Mayor Heather Anderson  
Councillor John McEwen  
Councillor Kerri Palmer Isaak  
Councillor Mario Piamonte  
Councillor Chris Sedergreen

**STAFF PRESENT**

Howard Carley, Chief Administrative Officer  
Karen-Ann Cobb, Manager of Corporate Services  
Michael Rosen, Planning Consultant

Mayor Anderson read out a statement.

Councillor Sedergreen would like to challenge the chair on the adjournment of the regular council meeting on February 22, 2011.

Mayor Anderson left the Council Chambers at 7:06 p.m. Councillor Palmer Isaak assumed as Acting Mayor.

It was MOVED and SECONDED:

**"THAT WHETHER THE DECISION OF THE MAYOR SHALL BE SUSTAINED".**

**SUSTAINED**

Acting Mayor Palmer Isaak moved the meeting to recess at 7:20 p.m. Council agreed. The meeting resumed at 7:28 with Mayor Anderson assuming the chair.

**1. ADDITIONS AND DELETIONS TO THE AGENDA**

It was MOVED and SECONDED:

**"THAT THE AGENDA BE APPROVED."**

**CARRIED UNANIMOUSLY**

2. COMMENTS FROM THE PUBLIC REGARDING THE AGENDA

Nil

3. ADOPTION OF MINUTES

(a) Minutes of the Regular Council Meeting held on February 22, 2011

It was MOVED and SECONDED:

“THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD ON FEBRUARY 22<sup>ND</sup>, 2011 BE ADOPTED AS CIRCULATED.”

CARRIED

Councillor Piamonte opposed

Councillor Sedergreen opposed

4. BUSINESS ARISING FROM THE MINUTES

Nil

6. TABLED ITEMS

(a) TransLink Bus Stop at East Road and Sunnyside Road

It was MOVED and SECONDED

“THAT THE MATTER OF TRANSLINK BUS STOP AT EAST ROAD AND SUNNYSIDE ROAD BE LIFTED FROM THE TABLE”.

CARRIED UNANIMOUSLY

It was noted that Council was still waiting for information.

It was MOVED and SECONDED:

“THAT THE MATTER OF TRANSLINK BUS STOP AT EAST ROAD AND SUNNYSIDE ROAD BE TABLED FOR FUTURE DISCUSSION”.

CARRIED UNANIMOUSLY

6. TABLED ITEMS CONT'D

(b) **Mail Drop – Suggested Three-Way Stop at East Road and Sunnyside Road**

It was MOVED and SECONDED:

**“THAT THE MATTER OF THE MAIL DROP SUGGESTING THREE-WAY STOP AT EAST ROAD AND SUNNYSIDE ROAD BE LIFTED FROM THE TABLE.”**

**CARRIED UNANIMOUSLY**

It was MOVED and SECONDED:

**“THAT STAFF OBTAIN INFORMATION FROM TRANSLINK REGARDING THE FEASIBILITY OF 3-WAY STOP SIGNS AT EAST ROAD AND SUNNYSIDE ROAD IN CONJUNCTION WITH MRN AND TO CONTACT THE FIRE DEPARTMENT FOR THEIR COMMENTS/CONCERNS.”**

**CARRIED UNANIMOUSLY**

It was MOVED and SECONDED:

**“THAT THE MATTER OF THE MAIL DROP SUGGESTING A THREE-WAY STOP SIGN AT EAST ROAD AND SUNNYSIDE ROAD BE TABLED UNTIL INFORMATION IS PROVIDED BY STAFF”.**

**CARRIED UNANIMOUSLY**

7. COUNCIL COMMITTEE REPORTS

(a) **Advisory Planning Commission**

(i) **Minutes of the Advisory Planning Commission Meeting held on February 17<sup>th</sup>, 2011.**

It was MOVED and SECONDED:

**“THAT THE MINUTES OF THE ADVISORY PLANNING COMMISSION MEETING HELD ON FEBRUARY 17<sup>TH</sup>, 2011 BE RECEIVED.”**

**CARRIED UNANIMOUSLY**

## 8. MAYOR'S REPORT

Mayor Anderson reported that:

- Mayor Anderson intended to go to the meeting on Eagle Ridge Hospital in Coquitlam, but was not able to attend. A resident of Anmore did attend and was asked to speak about it later on in the meeting.
- Mayor Anderson spoke with Mayor Richard Walton who is the chair of the Mayors Council for TransLink. There will be upcoming series of regional meetings in April for Mayors and Councils to discuss the funding strategy for TransLink. There will be five different regional meetings coming up. Mayor Anderson would like herself and Councillors to attend as many meeting as they can to be able to comment on the types of funding possibilities for projects like the Evergreen Line and any other types of transportation initiatives.

## 9. COUNCILLORS' REPORT

Councillor Palmer-Isaak reported that:

- Councillors Palmer Isaak and McEwen attended the SWANA item that the Metro Board held last Thursday in regards to food waste items and how to integrate it into a composting plan for communities. They have been working with staff to try to implement this program. Plan to get together with staff to share the ideas that came up at the Metro Board.
- The Zero Waste Challenge is this Thursday for Metro Board. There will be about 500 people attending talking about reducing waste and the waste challenge for Metro Vancouver. There will be a delegation of students from Anmore Elementary attending the Zero Waste Challenge in the morning and they have been asked to come as guest presenters to talk about the garbage, recycling and packaging program at Anmore Elementary School.

## 10. ADMINISTRATOR'S REPORT

Chief Administrative Officer Howard Carley reported that:

- There was an attempt to jimmy the lock on the door of the back office in the Village Hall, where secure documents are held. Minor damage was done to the door frame. Would like to revisit our current security situation may have to change keys to the Village Hall.

**1. CORRESPONDENCE**

It was MOVED and FORWARDED:

**“THAT ALL CORRESPONDENCE CIRCULATED AND FILED IN THE VILLAGE OFFICE BE RECEIVED.”**

**CARRIED UNANIMOUSLY**

**(a) Anmore Renewable Energy Foundation**

It was MOVED and SECONDED:

**“THAT A LETTER BE SENT TO MR. MICHAEL FISHER, SENIOR BUSINESS OFFICER, WESTERN ECONOMIC DIVERSIFICATION CANADA ADVISING THAT THE VILLAGE OF ANMORE DOES NOT CLAIM PRIORITY OF THE SOLAR PANELS ERRECTED BY THE ANMORE RENEWABLE ENERGY FOUNDATION ON VILLAGE PROPERTY.**

**AND; FURTHER ADVISE WESTERN ECONOMIC DIVERSIFICATION CANADA THAT MR. DAVID ROMANIUK OF ELWORTHY ELECTRICAL SERVICES LTD. HAS NOT BEEN PAID FOR THE INSTALLATION OF THE SOLAR PANELS.”**

**CARRIED**

**Councillor Piamonte abstained  
Councillor Sedergreen opposed**

**12. BYLAWS**

Nil

**13. UNFINISHED BUSINESS**

**(a) Metro Vancouver – Regional Growth Strategy Bylaw No. 1136, 2010**

It was MOVED and SECONDED:

**“THAT PURSUANT TO SECTION 857 OF THE LOCAL GOVERNMENT ACT, THE VILLAGE OF ANMORE ACCEPTS GREATER VANCOUVER REGIONAL DISTRICT GROWTH STRATEGY BYLAW NO.1136, 2010 AND;**

**13. UNFINISHED BUSINESS CONT'D**

**“THAT THE ABOVE NOTED RESOLUTION BE FOWARDED TO METRO VANCOUVER PRIOR TO 20 MARCH 2011 IN ORDER TO SATISFY THE 60 DAY DEADLINE PERIOD.**

**CARRIED**

Councillor Piamonte abstained

Councillor Piamonte would like it noted that he has concerns with this issue.

**(b) Policy No. 43 – In-Camera Council Meeting Rules of Order**

It was MOVED and SECONDED:

**“THAT COUNCIL RESCIND POLICY NO. 43 REGARDING IN-CAMERA COUNCIL MEETING RULES OF ORDER DUE TO THE ADOPTION OF ANMORE PROCEDURE AMENDMENT BYLAW NO. 507-2011.”**

**CARRIED**

Councillor Piamonte abstained

**14. NEW BUSINESS**

**(a) In-Camera Council Meeting**

It was MOVED and SECONDED:

**“THAT PURSUANT TO SECTION 90(1)(F) AND (G), COUNCIL CONVENE AN IN-CAMERA COUNCIL MEETING IMMEDIATELY FOLLOWING THE REGULAR COUNCIL MEETING OF MARCH 8<sup>TH</sup>, 2011.”**

**CARRIED UNANIMOUSLY**

5. PETITIONS AND DELEGATIONS

(a) Delegation – Mr. Denny Arsene

Denny Arsene read a statement regarding Emergency Preparedness Working Group and suggested that everyone should be working together as a team.

Mr. Arsene has purchased supplies as a gift to the village for the Emergency Preparedness Working Group. He has requested that the funds that were designated last year be used for additional supplies that are still needed.

15. PUBLIC QUESTION PERIOD

Members of the public asked questions of Council, and Council responded.

16. CONCLUSION

It was MOVED and SECONDED:

“THAT THE REGULAR COUNCIL MEETING BE CONCLUDED.”

CARRIED UNANIMOUSLY

THE REGULAR COUNCIL MEETING WAS CONCLUDED AT 9:14 P.M.

Certified Correct:

Approved:

\_\_\_\_\_  
Howard Carley  
Chief Administrative Officer

\_\_\_\_\_  
Heather Anderson  
Mayor

VILLAGE OF ANMORE  
REGULAR COUNCIL AGENDA  
MARCH 22<sup>ND</sup>, 2011

5. PETITIONS AND DELEGATIONS

(a) Delegation – Synergy Environmental Strategies Inc.

A report entitled “2007 – 2010 Corporate Energy & Emissions Inventory Report” has been printed separately from this Agenda.

Village of Anmore  
**FINANCE COMMITTEE MEETING**

Minutes of the Finance Committee Meeting held on Thursday February 3<sup>rd</sup>, 2011 at the Village Hall, 2697 Sunnyside Road, Anmore, B.C.

**COMMITTEE MEMBERS PRESENT:**

Mayor Heather Anderson  
Councilor Kerri Palmer Isaak  
Councilor John McEwen  
Councilor Mario Piamonte  
Councilor Chris Sedergreen  
Mark Roberts  
Glen Coutts

**COMMITTEE MEMBERS ABSENT:**

None

**STAFF PRESENT:**

Howard Carley, Chief Administrative Officer  
Karen-Ann Cobb, Manager of Corporate Services  
Sharleen Karamanian, Manager of Financial Services  
Tim Harris, Manager of Public Works

**ORDER OF BUSINESS:**

**1. Call to Order**

Chairperson, Mayor Heather Anderson, called the meeting to order at 7:05 p.m.

**2. Approval of the Agenda**

It was MOVED and SECONDED:

**“THAT THE AGENDA BE APPROVED.”**

**CARRIED UNANIMOUSLY**

**3. Minutes**

**(a) Minutes of the Finance Committee Meeting held on January 6<sup>th</sup>, 2011.**

It was MOVED and SECONDED:

**“THAT THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON JANUARY 6<sup>TH</sup>, 2011 BE ADOPTED AS CIRCULATED.”**

**CARRIED UNANIMOUSLY**

**4. Business Arising from the Minutes**

- None.

## 5. Reserve Funds and Accumulation Surplus

- Members reviewed spreadsheets as presented by Finance Committee member, Mark Roberts. It was proposed that if endorsed by the committee, that they be updated annually as part of the budget process.
- Vehicle Replacement Reserve – it was proposed that \$177,579.00 be allocated to this reserve from the Capital Reserve Fund for the purposes of having sufficient replacement provisions set aside for years past (regarding vehicles as listed). The reserve includes an annual vehicle replacement provision of \$45,000 per year to continue in perpetuity to ensure replacement funding is available when needed.
- It was proposed that Useful Life as indicated on the Vehicle Replacement Listing be reviewed annually by staff and adjusted accordingly as better information is known and history is experienced.
- Major Road Network Pavement Rehabilitation Reserve – it was proposed that 5/12<sup>th</sup> of TransLink Revenue be placed annually in the reserve and noted that funding from taxation revenue will resume in 2014 as previously agreed by the committee. Sunnyside Road Pavement Rehabilitation in 2020 is the only proposed expenditure for the reserve at this time.
- Major Road Network General Rehabilitation Reserve – it was proposed that 2/12<sup>th</sup> of TransLink Revenue be placed annually in this reserve. No projects are identified for the reserve at this time.
- Capital Reserve – opening balance of \$446,183.00 is the reserve balance that remains following the redirection of \$177,000 to the Vehicle Reserve fund. The Capital Reserve includes an annual asset levy amount to be increased annually and funded through taxation. Expenditures listed include an estimated net amount needed for each project.
- Roads DCC Reserve and Drainage DCC Reserve - Balance and expenditure amounts as indicated on the two spreadsheets were reviewed. It was suggested that balances in the reserves should be sufficient to fund expenditures that may arise.
- Accumulated Surplus – Staff advised that the 2010 Estimated Surplus will be approximately \$104,000 rather than the \$60,000 indicated on the Accumulated Surplus spreadsheet. As per committee members' previous requests, the proposed spreadsheet shows one-time cost items being funded from the Accumulated Surplus. Staff clarified that "Estimated Growth" is based on BC Assessment data and is a conservative estimate on the amount of additional taxation revenue to come from new rolls.
- Staff noted that \$6,500 for an HR Consultant will be amended to be funded from surplus.
- Staff explained that costs for the OCP Review and DCC Review were removed from the 2011 budget as it was proposed that the sustainability plan be completed first.
- Several members expressed a desire to reduce the estimated tax increase for 2011 and debated possible ways of doing so. Consideration was given to the tax impact on residents and weighed against the need for funding of certain items and levels of reserves.
- Discussions with staff revolved around the deterioration of Sunnyside Road and whether \$100,000 is sufficient to sustain the road until 2020. It was agreed that a better horizon plan is needed for the road as to what will be done when.
- A member expressed concern regarding the expense for an Emergency Command Centre and proposed that funds could perhaps be better spent in other areas in order to prepare residents. Staff clarified that funds for this item will come from reserves and not operating funds, therefore would not affect the 2011 tax rate if removed from the budget.
- Revenue figures were reviewed; it was suggested not to increase revenue amounts in the 2011 Budget.
- It was noted that Public Works supplies were lower in 2010 due to milder winter conditions experienced and not recommended to reduce the budgeted amount for 2011.
- Discussions revolved around the determination of useful life for vehicles and factors taken into consideration thereof.
- A member suggested moving forward with the budget as presented and determining whether any tangible changes can be made for the next Finance Committee meeting. It was suggested that a general operating budget rate increase of 3.8% is reasonable in comparison to other municipalities.
- Members expressed differing opinions with respect to the palatability of an anticipated total tax increase of 6.8% and the necessity to scrutinize the 2011 budgeted line item amounts further.

- Some members expressed that the primary increase to taxes is due to the Asset Levy which was felt to be a required expense. A member suggested that more reserves are needed in the Water Utility Budget.
- Staff advised that 28% of taxes collected are going to reserve funds.

6. **2011 Draft 2 – General Operating Budget & Water Utility Budget**

- Sharleen Karamanian reported that there were no additional changes from the last meeting to the Water Utility Budget. The budget is still based on an increase of \$1.36 per cubic meter.
- A member expressed that the amount of funding set aside into water utility reserves is insignificant and should be increased in order to build up a fund for the replacement of aging infrastructure.
- It was asked that staff provide estimated replacement costs for water utility infrastructure at the next Finance Committee meeting.
- A member suggested that the village can not rely on debt as a solution should infrastructure fail.

It was MOVED and SECONDED:

**“THAT THE FINANCE COMMITTEE LOOK INTO THE REPLACEMENT COST OF THE WATER CAPITAL AND THEREBY FIGURE OUT A REASONABLE FIGURE FOR AN ASSET LEVY TO BE STRUCK.”**

**CARRIED UNANIMOUSLY**

- Records Management Contract – quotations received for the securing of a consultant were discussed. Staff recommended that a contract be awarded to applicant, J. Johnston. The applicant’s qualifications were discussed. Staff requested approval in principal to award the contract to J. Johnston so that the unsuccessful applicant could be notified. Staff elaborated on the work to be performed by the consultant and explained that the only items to be stored electronically at this time will be the bylaws, minutes and agendas. It was asked that staff follow up with the applicant to inquire as to additional costs and requirements to store archive information electronically.

It was MOVED and SECONDED:

**“THAT APPROVAL BE GIVEN IN PRINCIPAL TO AWARD THE RECORDS MANAGMENT CONTRACT TO J. JOHNSTON AND THAT ONCE THE BUDGET IS MORE FINALIZED, THAT THE CONTRACT BE AWARDED.”**

**CARRIED – 5 For**

**Councillor Sedergreen Abstained**

- Councillor Sedergreen expressed that he abstained from the vote as he was not quite comfortable regarding this item.
- With respect to grant funds received for the building of a daycare, a member inquired as to whether the funds would have to be repaid with interest if not used. Staff suggested that review of the grant contract would be required to determine an answer.
- Staff Salary Review – members were presented with information as forwarded by Council to the Committee regarding a \$6500.00 cost for this item in relation to the 2011 annual budget.
- Garbage and Recycling Materials Agreement with K. Spence Trucking – members were presented with a memorandum from Karen-Ann Cobb, Manager of Corporate Services dated February 1<sup>st</sup>, 2011 regarding a request received from K. Spence Trucking to increase the base rate due to an increase in dump fees at the transfer stations.

It was MOVED and SECONDED:

**“THAT THE MEMORANDUM DATED FEBRUARY 1<sup>ST</sup>, 2011 FROM KAREN-ANN COBB, MANAGER OF CORPORATE SERVICES BE RECEIVED”**

**CARRIED UNANIMOUSLY**

**7. Debt Liability Assertion**

- Members were presented with copies of a spreadsheet as presented by resident Mr. Larry Barron to Council at the December 16<sup>th</sup>, 2010 regular Council meeting. The document was referred by Council to the Finance Committee for review and possible comment.
- A member suggested that staff prepare their own calculations of debt servicing limit based on village data and that the results be compared with those as presented by Mr. Barron. Mark Roberts offered to provide staff with a template and assist with the calculations.
- A member suggested that part of the reason for Mr. Barron’s request was that it was felt that \$50,000 should be listed as a liability pertaining to the Daycare Grant.
- Members discussed the process of preparing debt servicing calculations and the significance of the results as to determining how much debt capacity a municipality has with current commitments and what can be done within its own authority (assent free) versus going to a referendum.
- A member questioned as to whether the auditors would consider repayment of the daycare grant funds (due to default on terms of the grant) as part of the village’s liabilities. Staff stated that an inquiry could be made with the auditors.
- A member suggested that wording of the Daycare Grant contract would be the determinnig factor as to how repayment would be categorized and that an accounting (and possibly legal) review of the Daycare Contract would be required in order to determine whether a true future debt obligation exists for the village.
- A member posed questions with respect to how funding would be obtained if there were a major water utility break.

It was MOVED and SECONDED:

**“TO DEFER THE ITEM TO THE NEXT FINANCE COMMITTEE MEETING ONCE VILLAGE STAFF HAS HAD AN OPPORTUNITY TO PREPARE ACTUAL DATA”**

**CARRIED UNANIMOUSLY**

**8. In-Camera Finance Committee Meeting**

It was MOVED and SECONDED:

**“THAT PURSUANT TO SECION 90 (1) (E) & (K) OF THE COMMUNITY CHARTER, THE FINANCE COMMITTEE HOLD AN “IN CAMERA” MEETING FOLLOWING THE FINANCE COMMITTEE MEETING OF FEBRUARY 3<sup>RD</sup>, 2011.”**

**CARRIED UNANIMOUSLY**

9. **Conclusion**

It was MOVED and SECONDED:

**“TO CONCLUDE THE FINANCE COMMITTEE MEETING.”**

**CARRIED UNANIMOUSLY**

The Meeting concluded at 8:50 p.m.

**The foregoing Minutes are to be distributed to the Finance Committee Members by the Chairperson and read at the next regular Finance Committee meeting.**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

VILLAGE OF ANMORE  
Parks Committee  
Meeting Minutes from Wednesday January 12<sup>th</sup>, 2011

**In Attendance:**

John McEwen, Councillor  
Kerri Palmer Isaak, Councillor  
Bruce Wall  
Mike Dykstra

**Members Absent:**

None.

**ORDER OF BUSINESS**

**1. Call to Order**

The meeting was called to order by chairperson, Councillor John McEwen at 7:08 p.m.

**2. Approval of Past Meeting Minutes**

- Add to Item 6.) Park Integration/Proposed Middle School, that the “Fire Underwriter’s study” remains outstanding.

**It was MOVED and SECONDED:**

“To approve the minutes of the November 30<sup>th</sup>, 2010 Parks Committee meeting as amended.”

**CARRIED UNANIMOUSLY**

**3. Business Arising from the Minutes**

- With respect to liability concerns towards park spaces, it was reported that staff has confirmed that there is liability insurance on all Village owned land.

**4. Map of Existing Trail Network**

- It was reported that a map of the existing trails in Anmore is not available.
- Members received maps of trails at Buntzen Lake.
- Councillor McEwen will follow up with Tim Harris to identify all existing trails in the village.
- A member suggested that a complete map of Anmore’s trails should be posted on the village website.

**5. Clean-Up of Birch Wynd Park**

- Members discussed plans for a Birch Wynd Park cleanup event in April. Consideration was given to promotion of the event to encourage community participation. It was suggested that a barbeque could be held and that the Scouts be asked to participate.
- Prior to determining a day for the clean-up, Councillor Palmer-Isaak will inquire with Darleen Bemister of the 1<sup>st</sup> Anmore Scouts as to their availability.

**6. Maintenance and Brush Cutting**

- Members were advised that brush is growing in on the walkway to Spirit Park and the walkway from Ravenswood Drive to Anmore Elementary School.
- It was suggested that brush should be cut back on both walkways on an annual basis; adding that the path to Anmore Elementary be done in September before the start of school.
- Members discussed the walkway to Anmore Elementary, noting that it is heavily used and requires improvement. It was questioned whether the pathway was to have originally been paved by the developer.

- Councillor McEwen will follow up with Tim Harris as to who is responsible for clearing the pathways and if the pathway to Anmore Elementary should be paved.

7. **Park Land Allotment Through Development**

- Councillor McEwen will contact Michael Rosen, the Village Planner, to inquire as to his availability to attend an upcoming Parks Committee meeting.
- Members were informed on Bowen Island's Greenway Program. It was suggested that a model such as theirs could be followed by Anmore in order to set up the village's own strategy for parkland. Members were encouraged to view the "Greenway Strategy" on Bowen Island's municipal website.
- Members discussed the need to preplan trail network connections and be proactive in order to preserve access to pathways through areas yet to be developed. Consideration was given to the use of easements to allow for such connections.
- Members discussed existing trail and park accesses that were blocked by development. It was suggested to ask the Village Planner as to why some past connections were not done.
- Members discussed the realignment of park assets regarding the upper Uplands Park; time constraints and the need for a clear plan were noted.
- Members discussed possible future parkland locations within the village that might accommodate a playing field or trail networks.

8. **New Business**

- Members discussed the Spirit Park clean up and anticipate that it will be done prior to the July 1<sup>st</sup> Canada Day Celebration.
- Members discussed funds on hold regarding previously planned stairs to the Mossom Creek fish hatchery.
- Members discussed trail connections desired between existing trails in the village. A member proposed the possibility of creating trail networks through the used of right of ways or easements.
- Councillor McEwen will inquire with Michael Rosen regarding the trail from Thompson to Mountain Ayre and maintaining its access through new development.
- It was confirmed that playground equipment will be installed in Spirit Park by the spring. A member suggested that if funds remain in the reserve that was used to purchase the equipment, that the village could purchase more equipment to be installed at the same time.
- Members were advised that Anmore Elementary received a \$30,000 grant to repair playground equipment that had been vandalized in the spring of 2010.
- As per discussions with Holly Butterfield, it was recommended that the Committee wait to see the School District's plans for the new middle school prior to inquiring further regarding a playing field.
- The next Parks Committee meeting is scheduled for Wednesday February 9<sup>th</sup>, 2011 - 7:00 p.m. at the Village Hall.

9. **Conclusion**

- The meeting concluded at 7:56 p.m.

**The foregoing Minutes are to be distributed to the Parks Committee Members by the Chairperson and read at the committee's next regular meeting.**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

1065 Uplands drive  
Anmore BC V3H 5G6  
March 14<sup>th</sup> 2011

Re Bed and Breakfast sign

Dear Mayor and Council

I recently obtained a business license for a B&B and have approached Tim Harris re the installation of a B&B sign on Sunnyside road (pointing in the direction of Anmore creek way/ uplands drive), similar to the one on east rd/Thompson rd junction.

Tim informed me that the owners of the B&B on Thomson paid for this sign/installation, approx \$200.00. He also mentioned that I should write to Council requesting the same process be repeated, hence this letter. Tim has said that as the current B&B premises on Thompson is for sale, the sign there may be available for removal and installation on Sunnyside (at my cost) but he was unsure yet and awaited confirmation from the present owners.

In either scenario can I please request Councils approval to move ahead with a B&B sign installation on Sunnyside?

Thank you

Sincerely

Susan Butterson

RECEIVED  
MAR 17 2011  
Village of Anmore

March 16,2011

To the Mayor and Council Members of the Village of Anmore,

I am writing this letter to express my concerns about the trail currently situated beside my home. I live in the Chartwell Greens complex at 2176 Summerwood Lane, Anmore.

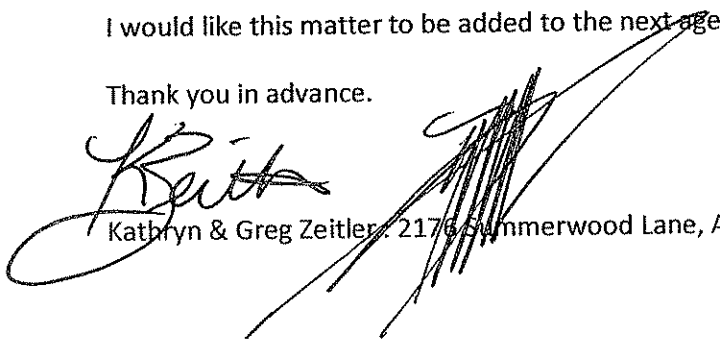
The path is an easy access for theft, vandalism and loitering. Over the past couple of months the trail has become more of a concern, with odd looking individuals lurking the path and scoping out both my home and the neighbors. In addition, this past weekend we had some young teenagers loitering and trying to hop the fence, when they were scared off by our two dogs.

Most importantly, both myself and our neighbors (Travis and Amy Karr) have young children and the trail is a huge hazard, as there is a extremely steep cliff at the end of the trail. This is not only dangerous for children, but for anyone that attempts to hike the trail. It is extremely unsafe.

I ask that this trail be closed, and be blocked off on both ends of the trail so that it can no longer be accessed.

I would like this matter to be added to the next agenda and discussed at the upcoming meeting.

Thank you in advance.

  
Kathryn & Greg Zeitler, 2176 Summerwood Lane, Anmore

