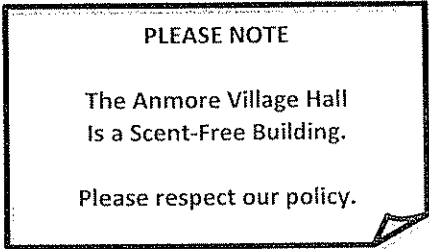


**VILLAGE OF ANMORE**  
**COUNCIL MEETING AGENDA**



Agenda for the Regular Council Meeting scheduled for Tuesday, January 25<sup>th</sup>, 2011 at 7:00 p.m. in the Council Chamber at 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**

**(a) Regular Council Meeting**

**(i) Minutes of the Regular Council Meeting held on December 16<sup>th</sup>, 2011**

RESOLUTION: "THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD ON DECEMBER 16<sup>TH</sup>, 2011 BE ADOPTED AS CIRCULATED."

**(ii) Minutes of the Regular Council Meeting held on January 11<sup>th</sup>, 2011**

RESOLUTION: "THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD ON JANUARY 11<sup>TH</sup>, 2011 BE ADOPTED AS CIRCULATED."

**4. BUSINESS ARISING FROM THE MINUTES**

**5. PETITIONS AND DELEGATIONS**

**(a) Delegation – School District No. 43**

Harriette Chang and Anmore Elementary students are scheduled to present information to Council regarding Real Acts of Caring Week, as well as information regarding green waste collection.

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5. PETITIONS AND DELEGATIONS (CONTINUED)

(b) Delegation – Tri-Cities ECD Community Development

18 Susan Foster and Doug Behm are scheduled to present information to Council regarding early childhood development.

(c) Delegation – Presentation on ShakeOut BC

Members of the Anmore Emergency Preparedness Working Group are scheduled to present information to Council regarding the ShakeOut BC earthquake drill.

6. TABLED ITEMS

7. COUNCIL COMMITTEE REPORTS

(a) Finance Committee

22 (i) Minutes of the Finance Committee Meeting held on November 18<sup>th</sup>, 2010

RESOLUTION: "THAT THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON NOVEMBER 18<sup>TH</sup>, 2010 BE RECEIVED FOR INFORMATION."

(b) Parks Committee

29 (i) Minutes of the Parks Committee Meeting held on November 30<sup>th</sup>, 2010

RESOLUTION: "THAT THE MINUTES OF THE PARKS COMMITTEE MEETING HELD ON NOVEMBER 30<sup>TH</sup>, 2010 BE RECEIVED FOR INFORMATION."

(c) Emergency Preparedness Working Group

31 (i) Minutes of the Emergency Preparedness Working Group Meeting held on December 9<sup>th</sup>, 2010

RESOLUTION: "THAT THE MINUTES OF THE EMERGENCY PREPAREDNESS WORKING GROUP MEETING HELD ON DECEMBER 9<sup>TH</sup>, 2010 BE RECEIVED FOR INFORMATION."

8. **MAYOR’S REPORT**
9. **COUNCILLORS’ REPORT**
10. **ADMINISTRATOR’S REPORT**
11. **CORRESPONDENCE**

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

12. **BYLAWS**
13. **UNFINISHED BUSINESS**
14. **NEW BUSINESS**

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

An In-Camera Council Meeting is required for Council to discuss a letter received from the Ombudsperson’s office.

RESOLUTION:           “THAT PURSUANT TO SECTION 90(2)(C) OF THE COMMUNITY CHARTER, AN IN-CAMERA COUNCIL MEETING SHALL BE HELD IMMEDIATELY FOLLOWING THE JANUARY 25<sup>th</sup>, 2011 REGULAR COUNCIL MEETING.”

15. **PUBLIC QUESTION PERIOD**
16. **CONCLUSION**

**VILLAGE OF ANMORE**  
**COUNCIL MEETING MINUTES**

Minutes of the Regular Council Meeting held on Thursday, December 16th, 2010 in the Council Chamber at Village Hall, 2697 Sunnyside Road, Anmore, B.C. The meeting was called 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

**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 Special Council Meeting held on October 21<sup>st</sup>, 2010**

It was MOVED and SECONDED:

**“THAT THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON OCTOBER 21<sup>ST</sup>, 2010 BE ADOPTED AS CIRCULATED.”**

**CARRIED UNANIMOUSLY**

**3. ADOPTION OF MINUTES (CONTINUED)**

**(b) Minutes of the Public Hearing held on November 23<sup>rd</sup>, 2010**

It was MOVED and SECONDED:

**“THAT THE MINUTES OF THE PUBLIC HEARING HELD ON  
NOVEMBER 23<sup>RD</sup>, 2010 BE ADOPTED AS CIRCULATED.”**

**CARRIED UNANIMOUSLY**

**(c) Minutes of the Regular Council Meeting held on November 23<sup>rd</sup>,  
2010**

It was MOVED and SECONDED:

**“THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD  
ON NOVEMBER 23<sup>RD</sup>, 2010 BE ADOPTED AS CIRCULATED.”**

Council requested that the resolution under Item 3(a) be corrected as follows:

**“THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD ON NOVEMBER  
9<sup>TH</sup>, 2010 BE ADOPTED.”**

**CARRIED UNANIMOUSLY**

**4. BUSINESS ARISING FROM THE MINUTES**

**(a) Item 3(a) – Minutes of the Special Council Meeting held on October  
21<sup>st</sup>, 2010**

Councillor Piamonte asked about the status of direction given to Staff in the first resolution on page 3 of the Minutes.

Councillor Sedergreen asked whether the RCMP has been contacted regarding obtaining quarterly police reports, and put forth the following resolution.

4. **BUSINESS ARISING FROM THE MINUTES**

(a) **Item 3(a) – Minutes of the Special Council Meeting held on October 21<sup>st</sup>, 2010**

It was MOVED and SECONDED:

**“THAT COUNCIL DIRECTS STAFF TO SEND A LETTER TO THE COQUITLAM RCMP EXPRESSING REGRET OF THE CESATION OF RECEIVING QUARTERLY REPORTS, AS ANMORE COUNCIL FINDS THEM NECESSARY TO PURSUE THE DUTIES OF THE COMMUNITY SECURITY COMMITTEE FOR THE BENEFIT OF THE CITIZENS.”**

**CARRIED UNANIMOUSLY**

5. **PETITIONS AND DELEGATIONS**

(a) **Delegation – Ewen Stewart**

Representing Anmore Green Estates Strata, Mr. Stewart presented concerns regarding obtaining a septic field connection. Council will have Staff schedule a Special Council Meeting in 2011 to discuss this matter and invite members of Anmore Green Estates Strata and residents of the strata.

(b) **Delegation – Kathy Roberts**

Ms. Roberts presented concerns to Council regarding commercial filming in Anmore.

It was MOVED and SECONDED:

**“THAT COUNCIL DIRECTS STAFF TO UPDATE THE FILMING POLICY, INCORPORATING MS. ROBERTS’ WRITTEN SUGGESTIONS, AND THAT STAFF PROVIDE THE DRAFT POLICY TO COUNCIL FOR REVIEW.”**

**CARRIED UNANIMOUSLY**

6. **TABLED ITEMS**

Nil

**7. COUNCIL COMMITTEE REPORTS**

**(a) Finance Committee**

**(i) Minutes of the Finance Committee Meeting held on October 19<sup>th</sup>, 2010**

It was MOVED and SECONDED:

**“THAT THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON OCTOBER 19<sup>TH</sup>, 2010 BE RECEIVED.”**

**CARRIED UNANIMOUSLY**

**(b) Emergency Preparedness Working Group**

**(i) Minutes of the Emergency Preparedness Working Group Meeting held on October 14<sup>th</sup>, 2010**

It was MOVED and SECONDED:

**“THAT THE MINUTES OF THE EMERGENCY PREPAREDNESS WORKING GROUP MEETING HELD ON OCTOBER 14<sup>TH</sup>, 2010 BE RECEIVED.”**

**CARRIED UNANIMOUSLY**

**8. MAYOR’S REPORT**

Mayor Anderson reported that:

- She is thankful for everyone who helped with the Anmore Christmas party, including Councillors McEwen and Palmer Isaak, volunteers and Village staff.
- She attended the Sasamat Volunteer Fire Department awards ceremony.
- She attended a TransLink Mayors’ Council meeting last week, and noted that the new Chair is Richard Walton and the Vice-Chair is Pamela Goldsmith-Jones.
- Sasamat Volunteer Fire Department Board of Trustees meeting yesterday.
- She is looking toward a productive year in 2011.
- A few Anmore residents passed away this year, including George Morrison, Dan Launer, and Martin Carey.
- She wishes everyone a Merry Christmas.

**9. COUNCILLORS' REPORT**

Councillor Palmer Isaak reported that:

- The report submitted to the Sasamat Volunteer Fire Department Board of Trustees from the Fire Underwriters Survey was supportive and complementary of the Trustees; they are asking SD43 to pursue the gas line modification, the design modification, and the automatic aid agreement with the City of Port Moody.
- She is thankful to those who volunteered for the Christmas party, especially the youth.

**10. ADMINISTRATOR'S REPORT**

Nil

**11. CORRESPONDENCE**

It was MOVED and SECONDED:

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

**CARRIED UNANIMOUSLY**

**(a) SHARE Family & Community Services**

It was MOVED and SECONDED:

**“THAT COUNCIL RECEIVES THE LETTER FROM MARTIN WYANT, SHARE FAMILY & COMMUNITY SERVICES, DATED NOVEMBER 26<sup>TH</sup>, 2010 FOR INFORMATION; AND THAT STAFF BE DIRECTED TO FORWARD THE LETTER TO THE ANMORE YOUTH COMMITTEE FOR INFORMATION.”**

**CARRIED UNANIMOUSLY**

**12. BYLAWS**

**(a) Anmore Drainage Development Cost Charges Reserve Fund  
Expenditure Bylaw No. 502-2010**

It was MOVED and SECONDED:

**“THAT ANMORE DRAINAGE DEVELOPMENT COST CHARGES  
RESERVE FUND EXPENDITURE BYLAW NO. 502-2010 BE  
RECONSIDERED AND ADOPTED.”**

**CARRIED UNANIMOUSLY**

**(b) Anmore Roads Development Cost Charges Reserve Fund  
Expenditure Bylaw No. 503-2010**

It was MOVED and SECONDED:

**“THAT ANMORE ROADS DEVELOPMENT COST CHARGES RESERVE  
FUND EXPENDITURE BYLAW NO. 503-2010 BE RECONSIDERED  
AND ADOPTED.”**

**CARRIED UNANIMOUSLY**

**(c) Anmore Capital Reserve Fund Expenditure Bylaw No. 504-2010**

It was MOVED and SECONDED:

**“THAT ANMORE CAPITAL RESERVE FUND EXPENDITURE BYLAW  
NO. 504-2010 BE RECONSIDERED AND ADOPTED.”**

**CARRIED UNANIMOUSLY**

**(d) Anmore Water Development Cost Charges Reserve Fund  
Expenditure Bylaw No. 505-2010**

It was MOVED and SECONDED:

**“THAT ANMORE WATER DEVELOPMENT COST CHARGES  
RESERVE FUND EXPENDITURE BYLAW NO. 505-2010 BE  
RECONSIDERED AND ADOPTED.”**

**CARRIED UNANIMOUSLY**

**13. UNFINISHED BUSINESS**

**(a) Day Care Project**

Mayor Anderson presented her memorandum dated December 12<sup>th</sup>, 2010.

It was MOVED and SECONDED:

**“THAT THE VILLAGE OF ANMORE INSTRUCT STAFF TO INITIATE DISCUSSIONS WITH THE COQUITLAM SCHOOL DISTRICT ABOUT THE POSSIBILITY OF INCLUDING THE ANMORE DAY CARE WITHIN THE MIDDLE SCHOOL BEING BUILT IN THE VILLAGE OF ANMORE.”**

**CARRIED**

Councillor Piamonte opposed

Councillor Sedergreen opposed

It was MOVED and SECONDED:

**“THAT COUNCIL REQUESTS THAT VILLAGE STAFF EXPLORE THE ISSUE OF LIABILITY GENERATED BY THE DAY CARE GRANT MONEY AND WHETHER THE VILLAGE WILL HAVE TO HOLD A REFERENDUM IF THE VILLAGE WISHES TO BORROW THE MONEY.”**

**CARRIED UNANIMOUSLY**

**(b) Proposed Middle School Update**

Michael Rosen presented a verbal report.

**14. NEW BUSINESS**

**(a) Towns for Tomorrow Grant Program**

Karen-Ann Cobb presented her report dated December 13<sup>th</sup>, 2010.

**14. NEW BUSINESS (CONTINUED)**

**(a) Towns for Tomorrow Grant Program (Continued)**

It was MOVED and SECONDED:

**“THAT COUNCIL SUPPORTS THE 2010 TOWNS FOR TOMORROW GRANT APPLICATION FOR THE UPGRADE OF MOSSOM CREEK CULVERT CROSSING, AND AUTHORIZES STAFF TO PROCEED IN SUBMITTING THE APPLICATION.”**

**CARRIED UNANIMOUSLY**

**(b) Rezoning Application – Countryside Manufacture Home Park Strata**

Michael Rosen presented his report dated December 7<sup>th</sup>, 2010.

It was MOVED and SECONDED:

**“THAT COUNCIL REQUESTS STAFF TO PREPARE AN AMENDMENT TO THE ZONING BYLAW FOR COUNCIL’S CONSIDERATION AND THEN REFER THE INFORMATION TO THE ADVISORY PLANNING COMMISSION FOR COMMENT.”**

**CARRIED UNANIMOUSLY**  
Councillor Sedergreen Abstained

**(c) Early Development Instrument (EDI) – School District No. 43**

Mayor Anderson presented the letter from Thomas Grant dated November 10<sup>th</sup>, 2010.

It was MOVED and SECONDED:

**“THAT THE LETTER FROM THOMAS GRANT, SCHOOL DISTRICT NO. 43, DATED NOVEMBER 10, 2010 BE RECEIVED; AND THAT THE LETTER BE REFERRED TO THE FINANCE COMMITTEE TO REQUEST WHETHER 2010 GRANT MONEY IS AVAILABLE TO SUPPORT THE SURVEY.”**

**CARRIED UNANIMOUSLY**  
Councillor Sedergreen Abstained

**14. NEW BUSINESS (CONTINUED)**

**(d) Imperial Oil Lands – Technical Study**

Howard Carley presented his memorandum dated December 1<sup>st</sup>, 2010.

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

It was MOVED and SECONDED:

**“THAT PURSUANT TO SECTION 90(1 (A),(C) & (G) OF THE COMMUNITY CHARTER, AN IN-CAMERA COUNCIL MEETING BE HELD ON DECEMBER 16<sup>TH</sup>, 2010 FOLLOWING THE REGULAR COUNCIL MEETING.”**

**CARRIED UNANIMOUSLY**

**15. PUBLIC QUESTION PERIOD**

A member 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 concluded at 9:15 p.m.

Certified Correct:

Approved:

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

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

**VILLAGE OF ANMORE**  
**COUNCIL MEETING MINUTES**

Minutes of the Regular Council Meeting held on Tuesday, January 11<sup>th</sup>, 2011 in the 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  
Max Coupland, Engineering Consultant  
Michael Rosen, Planning Consultant

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

It was MOVED and SECONDED:

**“THAT THE AGENDA BE APPROVED.”**

Council agreed to add Item 14(d) – Water System Renewal and Upgrades – Funding Extension to the agenda after Item 4.

Council agreed to move Item 12(a) – Anmore Zoning Amendment Bylaw No. 506-2011 after Item 6.

**CARRIED UNANIMOUSLY**

**2. COMMENTS FROM THE PUBLIC REGARDING THE AGENDA**

Nil

**3. ADOPTION OF MINUTES**

Nil

**4. BUSINESS ARISING FROM THE MINUTES**

Nil

**14. NEW BUSINESS**

**(d) Water System Renewal and Upgrades – Funding Extension**

Max Coupland presented his report dated January 5<sup>th</sup>, 2011.

It was MOVED and SECONDED:

**“THAT COUNCIL INSTRUCTS STAFF TO MAKE THE NECESSARY  
GRANT EXTENSION APPLICATION FOR THE WATER SYSTEM  
RENEWAL AND UPGRADES PROJECT.”**

**CARRIED UNANIMOUSLY**

**5. PETITIONS AND DELEGATIONS**

**(a) Delegation – Synergy Environmental Strategies**

Carlos da Ponte and Daniel Gorsic of Synergy Environmental Strategies presented their proposal to conduct a Corporate Energy and Emissions and Reduction Plan for Anmore.

It was MOVED and SECONDED:

**“THAT STAFF BE DIRECTED TO MAKE THE NECESSARY  
ARRANGEMENTS TO PROCEED WITH THE PROPOSAL RECEIVED  
FROM SYNERGY ENVIRONMENTAL STRATEGIES.”**

**CARRIED UNANIMOUSLY**

**6. TABLED ITEMS**

Nil

**12. BYLAWS**

**(a) Anmore Zoning Amendment Bylaw No. 506-2011**

Michael Rosen presented his report dated January 4<sup>th</sup>, 2011.

It was MOVED and SECONDED:

**“THAT ANMORE ZONING AMENDMENT BYLAW NO. 506-2011 BE READ A FIRST TIME; AND THAT ZONING AMENDMENT BYLAW NO. 506-2011 BE REFERRED TO THE ADVISORY PLANNING COMMISSION FOR COMMENTS.**

**CARRIED**

Councillor Sedergreen opposed

Councillor Piamonte abstained

**7. COUNCIL COMMITTEE REPORTS**

**(a) Anmore Social and Youth Committee**

**(i) Minutes of the Anmore Social and Youth Committee Meeting held on December 2<sup>nd</sup>, 2010**

It was MOVED and SECONDED:

**“THAT THE MINUTES OF THE ANMORE SOCIAL AND YOUTH COMMITTEE MEETING HELD ON DECEMBER 2<sup>ND</sup>, 2010 BE RECEIVED FOR INFORMATION.”**

**CARRIED UNANIMOUSLY**

**8. MAYOR’S REPORT**

Mayor Anderson reported that:

- In conjunction with School District No. 43, Anmore was successful in obtaining \$30,000 in grant funding. The parent committee is working on a plan to decide on the best use of spending these funds.
- Anmore Scouts held a bottle drive on Sunday, but there was an issue regarding removal of their signs.
- Mrs. Dickson’s grade 3 class had a tour of Village Hall today

## 9. COUNCILLORS' REPORT

Councillor Palmer Isaak reported that:

- The Green Families Working Group hosted a project for families to drop Christmas packaging off at the elementary school to educate families on how much packaging is being used for products. She thanked Tracy Green and Kevin Spence for their involvement.
- She has contacted the Ministry of Environment regarding a workshop for staff regarding storm sewer control and erosion.

## 11. CORRESPONDENCE

It was MOVED and SECONDED:

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

**CARRIED UNANIMOUSLY**  
Councillor Piamonte abstained  
Councillor Sedergreen abstained

### (a) **Heart & Stroke Foundation**

It was MOVED and SECONDED:

**“THAT THE MONTH OF FEBRUARY BE OBSERVED AS ‘HEART MONTH’ IN THE VILLAGE OF ANMORE.”**

**CARRIED UNANIMOUSLY**

Mayor Anderson read the following proclamation as provided by the Heart & Stroke Foundation.

**“THAT, WHEREAS ONE IN THREE CANADIAN DEATHS ARE DUE TO HEART DISEASE AND STROKE EVERY YEAR, MAKING IT THE LEADING CAUSE OF DEATH IN THE COUNTRY;**

**AND WHEREAS, THE HEART AND STROKE FOUNDATION PROTECTS THE LIVES OF ALL CANADIANS BY FUNDING WORLD CLASS SCIENTIFIC RESEARCH WHICH RESULTS IN MEDICAL ADVANCEMENTS, SOCIAL CHANGE AND EDUCATION TO PREVENT AND REDUCE DEATH AND DISABILITY FROM HEART DISEASE AND STROKE;**

**11. CORRESPONDENCE (CONTINUED)**

**(a) Heart & Stroke Foundation (Continued)**

AND WHEREAS, FEBRUARY IS HEART MONTH IN CANADA, DURING WHICH THE HEART AND STROKE FOUNDATION PERSON-TO-PERSON CAMPAIGN TAKES PLACE, TO SUPPORT ONGOING HEART DISEASE AND STROKE RESEARCH AND PROGRAMS;

AND WHEREAS, WE APPLAUD AND COMMEND THE THOUSANDS OF VOLUNTEERS, STAFF AND RESEARCHERS OF THE HEART AND STROKE FOUNDATION OF BRITISH COLUMBIA AND YUKON FOR THEIR DEDICATION AND COMMITMENT AND WISH THEM CONTINUED SUCCESS;

I THEREFORE PROCLAIM THAT THE MONTH OF FEBRUARY BE OBSERVED AS 'HEART MONTH' IN THE VILLAGE OF ANMORE, AND I FURTHER URGE ALL CITIZENS TO COOPERATE WITH THE HEART AND STROKE FOUNDATION OF BRITISH COLUMBIA AND YUKON PERSON-TO-PERSON CAMPAIGN, AND ALL CIVIC SOCIAL AND FRATERNAL ORGANIZATIONS AND BUSINESS ESTABLISHMENTS TO GIVE THIS CAMPAIGN THE GREATEST POSSIBLE SUPPORT. PUT YOUR HEART INTO IT AND MAKE A DIFFERENCE."

**(b) Lower Mainland Treaty Advisory Committee (LMTAC)**

It was MOVED and SECONDED:

**"THAT COUNCILLOR JOHN MCEWEN BE APPOINTED TO THE LOWER MAINLAND TREATY ADVISORY COMMITTEE."**

**CARRIED UNANIMOUSLY**

**11. CORRESPONDENCE (CONTINUED)**

**(c) City of Port Moody – Opposition to TransLink Supplemental Plans**

It was MOVED and SECONDED:

**“THAT ANMORE COUNCIL SUPPORTS PORT MOODY COUNCIL IN OPPOSING ANY TRANSLINK SUPPLEMENTAL PLAN THAT, BEYOND THE EVERGREEN LINE, DOES NOT INCLUDE THE MURRAY CLARKE CONNECTOR PROJECT.”**

**CARRIED UNANIMOUSLY**

**(d) Statistics Canada**

Letter dated December 21<sup>st</sup>, 2010 from Lise Rivais, Western Region and Northern Territories Director, is attached; requesting that Council support the 2011 Census and National Household Survey.

It was MOVED and SECONDED:

**“THAT COUNCIL RECEIVES THE LETTER FROM STATISTICS CANADA DATED DECEMBER 21, 2010 FOR INFORMATION.”**

**CARRIED UNANIMOUSLY**

**(e) City of Coquitlam – Eagle Ridge Hospital**

It was MOVED and SECONDED:

**“THAT ANMORE COUNCIL SUPPORTS COQUITLAM COUNCIL’S RESOLUTION OF DECEMBER 13<sup>TH</sup>, 2010 REQUESTING CLARIFICATION OF THE MANDATE AND ROLE OF EAGLE RIDGE HOSPITAL, AS OUTLINED IN THEIR LETTER DATED DECEMBER 22<sup>ND</sup>, 2010.”**

**CARRIED UNANIMOUSLY**

**10. ADMINISTRATOR’S REPORT**

Howard Carley reported that:

- He thanks Christine Milloy for putting together the agenda in the absence of Karen-Ann Cobb and himself.

**13. UNFINISHED BUSINESS**

Nil

**14. NEW BUSINESS**

**(a) 2011 Council Meeting Schedule**

Council agreed to remove the December 27<sup>th</sup> meeting from the schedule.

It was MOVED and SECONDED:

**“THAT THE PROPOSED 2011 COUNCIL MEETING SCHEDULE BE APPROVED AS AMENDED.”**

**CARRIED UNANIMOUSLY**

**(b) Special Council Meeting – Anmore Green Estates**

It was MOVED and SECONDED:

**“THAT, PURSUANT TO SECTION 127 OF THE COMMUNITY CHARTER, A SPECIAL COUNCIL MEETING SHALL BE SCHEDULED FOR TUESDAY, FEBRUARY 1<sup>ST</sup>, 2011 at 7:00 P.M.”**

**CARRIED UNANIMOUSLY**

Council requested that Staff send a mail drop notice to Anmore households to notify them of this meeting.

**14. NEW BUSINESS (CONTINUED)**

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

An In-Camera Council Meeting is required for Council to discuss employee relations.

It was MOVED and SECONDED:

**“THAT PURSUANT TO SECTION 90(1)(C) OF THE COMMUNITY CHARTER, AN IN-CAMERA COUNCIL MEETING SHALL BE HELD IMMEDIATELY FOLLOWING THE JANUARY 11<sup>TH</sup>, 2011 REGULAR COUNCIL MEETING.”**

**CARRIED UNANIMOUSLY**

**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 concluded at 8:31 p.m.

Certified Correct:

Approved:

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

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

# Tri-Cities Early Childhood Development & Community Accord



## **Tri-Cities Early Childhood Development Community Accord**

***The Communities of Anmore, Belcarra, Coquitlam, Port Coquitlam and Port Moody agree that the Early Years are critical in the healthy development and future well-being of children in our communities.***

### **Amongst the Following Parties:**

- Fraser Health Authority (Public Health), Tri-Cities;
- Ministry of Children & Family Development, Tri-Cities;
- Board of Education, School District #43, Tri-Cities;
- Village of Anmore;
- Village of Belcarra;
- City of Coquitlam;
- City of Port Coquitlam;
- City of Port Moody;
- United Way of the Lower Mainland;
- Coquitlam Public Library
- Port Moody Public Library
- Terry Fox Library, a member of Fraser Valley Regional Library

***Collectively known as the "Early Childhood Public Partners"***

### **1. Purpose:**

The purpose of this Community Accord between the Early Childhood Public Partners (ECPP) is:

- To establish dialogue for a collaborative and cross-community based system of early childhood supports and services
- To continue to build family and community capacity to support early childhood development
- To encourage innovation and shared initiatives
- To encourage multi-sectoral and interdisciplinary approaches

## **2. The Early Childhood Public Partners Agree That:**

- We respect the strengths of families and believe that communities can work in partnership with families, to enhance opportunities for healthy early childhood development
- We are committed to developing initiatives that build on existing community assets and respond to identified community needs
- We value the diversity of our community and respect different approaches to early childhood development
- We will explore innovative approaches in responding to the needs of young children, their families, and their communities
- We are committed to recognizing and acknowledging the elements that are working well for young children and their families in our communities
- A mix of universal, targeted and specialized services will contribute to the well-being of all children in the Tri-Cities

## **3. The role of the Early Childhood Public Partners will be to:**

- Participate as able, taking into consideration capacity of their organization at any given time
- Review and build on the many examples of current shared initiatives such as public events, partnerships between agencies, municipalities and public partners
- Find ways to collaborate and complement what others are doing to support young children and their families through the examination of the supports their organization is currently providing

## **4. Terms and Review:**

- Term of agreement is one year, with an annual review of the partnership and the Accord
- Stakeholders will meet twice a year
- In the event that a partner opts to drop out of the Accord the partner will inform the partners in writing, one month prior to terminating their membership.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2011

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**Denise Anderson**

*Manager, Fraser Health Authority (Public Health), Tri-Cities;*

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**Greg Moore**

Mayor, City of Port Coquitlam;

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**Doug Behm**

*Community Services Manager  
(Operations) Ministry of Children & Family  
Development, Tri-Cities;*

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**Joe Trasolini**

Mayor, City of Port Moody;

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**Tom Grant**

Superintendent of Schools, Board of  
Education, School District #43, Tri-Cities;

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**Alison Bledsoe**

Planner, 0 – 6 years, United Way of the  
Lower Mainland;

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**Heather Anderson**

Mayor, Village of Anmore;

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**Rhian Piprell**

Director, Coquitlam Public Library

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**Ralph Drew**

Mayor, Village of Belcarra;

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**XXXXXXXXXXXX**

Chair, Port Moody Public Library Board

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**Richard Stewart**

Mayor, City of Coquitlam;

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**Patricia Dawson**

Library Manager, Terry Fox Library, a  
member of Fraser Valley Regional Library

Village of Anmore  
**FINANCE COMMITTEE MEETING**

Minutes of the Finance Committee Meeting held on Thursday November 18th, 2010 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 7:00 p.m.

2. **Approval of the Agenda**

It was **MOVED** and **SECONDED**:

“To approve the agenda as presented.”

**CARRIED UNANIMOUSLY**

3. **Minutes**

**(a) Minutes of the Finance Committee Meeting held on October 19<sup>th</sup>, 2010.**

- It was requested that the minutes be corrected on two lines near the bottom of page 5, Item 7 regarding the 2011 Grant Applications for Anmore Alternative News to read “call this man to order”.

*NB: At the request of Councillor Piamonte, the following discussion was transcribed verbatim.*

**Councillor Piamonte:** Yes, I hope to go to page nine first of all, or eight, sorry, eight. Where it starts the verbatim on the discussion with respect to the Arts Connect. I'd like to know why you requested them verbatim.

**Mayor Anderson:** Because you commented about the Arts Connect group supporting an event that was held in your backyard this summer and that could be possibly a conflict of interest. I don't know. So just to have it clarified in case it becomes a problem later on.

**Councillor Piamonte:** No I said loosey goosey. Let me clarify, I would like this put on the next minutes as verbatim so that I have the same chance to put in something. And first of all, the Park in the Garden was the brainchild of Jay Peachy who has dealt with you also since then for the village <inaudible>. And he approached my wife and the Anmore Alternative to see whether or not we would be willing to host at our garden, at our house, okay. The only connection for the Arts Connect was that very late after all of this was done, they were never involved in it at all, they were not involved in the fundraising, they were not involved in anything, other than the lady named Helen came the day of the event and put some big flags along Sugar Mountain Way to let people know where the thing was, okay. They're the same flags that they used at the Ma Murray thing here. Um, if anything, they were probably more of a conflict of interest with Councillor Isaak who is the one that was nominated by the Anmore Council to be on, the ah, representative on the Arts Connect Group. Maybe it would be more in keeping with what you want to do as far as things, so called conflicts of interest, to ask her why she did not recuse herself.

**Mayor Anderson:** Being a member of a non-profit society does not put you in a conflict of interest. You made a comment that led me to believe, and I don't know rightly or wrongly, that they somehow supported the event that happened in your backyard. So...

**Councillor Piamonte:** No. They were never involved in any of the...

**Mayor Anderson:** I'm not finished. I'm not finished. So, I'm not sure. You know, maybe they didn't. But at least this way if its, if we have verbatim, if we have the statements in place, I hope it doesn't become a problem, but I don't know what they, how they supported it or didn't support it, but your statements were concerning to me because you made...it sounded like somehow this group somehow supported your event in your backyard. And I don't know how <inaudible> it or not. So that's fine, if you say they didn't do any advertising, they spent no money, there was nothing that they did to help support that, great.

**Councillor McEwen:** Shouldn't be anything to worry about then.

**Mayor Anderson:** Yeah.

**Councillor Sedergreen:** Couldn't that question not simply been asked at the time?

**Councillor Piamonte:** Yes. That was my next question.

**Mayor Anderson:** I didn't actually...I went home and thought of it afterwards, I thought this could be a problem.

**Councillor Piamonte:** I think that if you go back to the first section...

**Mayor Anderson:** So they didn't do any advertising? They didn't spend any money?

**Councillor Piamonte:** They didn't spend any money on it. They dropped flags. And the only reason they dropped flags was because the day that they arrived...I didn't even know they were coming.

**Mayor Anderson:** No that's fine. Great.

**Councillor Piamonte:** No but you could have asked these things okay. Instead of trying to make it a witch-hunt on myself as far as...

**Mayor Anderson:** No, it's not a witch-hunt. Asking for verbatim is to protect the, this Council and the decisions that are made by this Committee.

**Councillor Piamonte:** There is a definite double standard in how you deal with the whole issue of conflict of interest. We have...

**Mayor Anderson:** I don't think you have...

**Councillor Piamonte:** Hang on, I'm speaking this time and you are interrupting.

**Mayor Anderson:** No excuse me.

**Councillor Piamonte:** Excuse me but your are interrupting me.

**Mayor Anderson:** You are out of order. You are out of order. Because we're not having a discussion about conflict of interest. We are having a discussion right now about passing the minutes of the last meeting.

**Councillor Piamonte:** You just made a statement <inaudible>...

**Mayor Anderson:** No, no...passing the minutes of the last committee meeting. I'm not entering a discussion...

**Councillor Piamonte:** But you just made a statement about conflict of interest. You basically opened the door. You made the statement first.

**Mayor Anderson:** I said...you asked that this discussion right now be put into verbatim and I'm happy to do that. That's fine, it can be. But it's about these minutes and I think we've resolved that issue. We're not going to take that somewhere else. This is what we're talking about right now is these minutes. You have clarified it. It is done.

**Councillor Piamonte:** Madame, you just don't seem to feel that, that it's right...you think it's wrong for me to say that there are problems here, that there are double standards being applied...

**Mayor Anderson:** If you want to have this discussion in another format that would be fine. This is a Finance Committee meeting.

**Councillor Piamonte:** Okay. I will be asking to have an agenda item on the next regular Council meeting on the whole issue of double standards and what has been happening with respect to this Council. I would like that to be, I will put it in writing and I will be asking for an agenda item on that.

**Mayor Anderson:** Fine. And what are you, are you gonna <inaudible>...

**Councillor Piamonte:** I'm sorry....

**Mayor Anderson:** ...I want to finish this conversation; this is just pointless at this point because this is not the time and place to have this discussion. Okay, so are there any other comments about the Finance Committee meeting minutes from October 19<sup>th</sup>? Hearing none, I'd like to call the question. It would be as amended because there was couple changes made. So, <inaudible> amendment?

**Unidentified Speaker:** Yeah.

**Mayor Anderson:** I think so. Any further discussion? It's as amended. All those in favor? Opposed? Carried. Thank you. Our next item is Business Arising from the Minutes.

**Glen Coutts:** Just quickly. I abstained because I wasn't here.

*Mayor Anderson:* That's fine. Thank you for clarifying that.

**It was MOVED and SECONDED:**

"That the minutes from the Finance Committee meeting held on October 19<sup>th</sup>, 2010 be adopted as amended."

**CARRIED – 5 In Favour  
- Glen Coutts Abstained**

**4. Business Arising from the Minutes**

- None

**5. Expenditures Policy**

- Staff confirmed that Expenditures Policy No. 8 is the current policy in place for village expenditures and no amendments have been made since it was enacted in 1992. The policy states that all projects involving expenditures over \$3,000 be put out to tender/bids before work is authorized by Council.
- Members discussed increasing the limit for Expenditure Policy No.8, taking into consideration inflation and flexibility for staff and Council to ensure operationally it does not create a problem while ensuring safety in how tax payer's funds are spent.
- Staff confirmed that when purchases are made on behalf of the village, comparative shopping is done and steps are taken to ensure village funds are spent wisely to obtain the best value.

**It was MOVED and SECONDED:**

"That Expenditure Policy No. 8 be revised to the effect that:

1. For expenditures \$5,000.00 and under, Staff has discretion on the awarding of the Contractor.
2. For expenditures over \$5,000.00 and up to \$20,000.00, Staff must obtain three price quotes (if possible) before awarding to the Contractor.
3. For expenditures over \$20,000, Staff must prepare a Request for Proposal or Tender the project."

**CARRIED UNANIMOUSLY**

- Members and staff discussed a spending limit that had previously been increased for the Chief Administrative Officer (CAO) with respect to the budget line item "Contingency Fund". Staff will inquire and report back to the Finance Committee as to whether there are any conflicts between the CAO's spending limit and the revised Expenditure Policy No. 8.

**6. Sustainability Study**

- Having reviewed Expenditure Policy No. 8, members resumed discussions on the Sustainability Study.
- Members reviewed tasks proposed to be completed by Mr. Vance as per his letter dated July 27<sup>th</sup>, 2010.
- A member expressed some concern as to whether the village will be able to implement the plan after feedback is obtained from the public, however, stated that they felt spending this initial money to identify the plan and concerns of the public is a good step.
- It was suggested that any public process should not start until January 2011 and acknowledged that the sustainability study should be completed prior to review of the Official Community Plan.
- A member questioned whether the sustainability plan would explore the issue of secondary suites and the impact that the additional population from secondary suites has on resources. It was suggested that this could be asked of Mr. Vance when the sustainability study is being prepared.

**It was MOVED and SECONDED:**

"That the contract be awarded to Eric Vance & Associates in the amount of \$4,000.00 plus HST for the purpose of assisting staff with the sustainability study."

**CARRIED UNANIMOUSLY**

## 7. **Secondary Suites**

- Members reviewed a memorandum dated November 15<sup>th</sup>, 2010 prepared by staff in response to a member's request for background information on additional costs for secondary suites in the village.
- Staff explained that water usage was not a concern with respect to secondary suites as residents pay for what they use based on water meter readings. Staff estimates that there are 80 secondary suites in the Village and that secondary suites generate an additional \$7200.00 annually in recycling levies. Staff stated that there are no other charges related to having a secondary suite in the Village.
- The recycling levy for a single family dwelling is \$90.00. Households with secondary suites are charged an additional \$90.00 recycling levy on their taxes.
- A member stated that they felt the estimate of 80 secondary suites in the village is underestimated and that the village may be cheated out of revenues because of it.
- Staff explained that inspections for secondary suites have been done by staff at the request of residents wanting to remove their suites and stop paying the additional recycling levy.
- Members discussed means to identifying illegal suites taking into consideration staff's ability to do so and the City of Port Moody's approach on the issue. Consideration was given to ensure fairness to all residents (with and without suites), bylaw enforcement and that the cost of hiring staff to enforce illegal suites must be weighed with the additional revenue that could be generated by their work.
- Aside from revenue generation, members discussed other areas of concern regarding secondary suites, including: ensuring they are safe, septic system overloads and the need and demand for affordable housing in the village.
- A member stated that the focus of discussion on secondary suites is not about whether members are for or against suites, but rather if the village is getting its revenue due from suites. And if not, if there is something that can or should be done to ensure the appropriate revenue comes to the village.
- It was noted that larger homes with suites are paying their proportionate share in higher property taxes.
- A member estimated that staff time costs would exceed that of any potential revenue that might be obtained from secondary suites.
- Taking into consideration the total number of houses in the village and that additional funds could not be obtained from illegal suites in areas where they are not permitted, a member suggested that staff's estimate of 80 legal suites in Anmore is likely close to the true figure. It was suggested that not many more suites would likely be captured by doing any sort of search or survey.
- A member suggested that any extra money that could be collected from suites that have not been accounted for would be insignificant and that they would be more concerned from a safety perspective than a financial one with respect to suites.

## 8. **2011 Proposed Budget List**

- Members received a list of Proposed Budgeted Items for 2011 as prepared by staff. Items identified as Committed Budget Items were listed as well to remind members that they are included in the budget.
- Village Hall Parking Lot Lighting – members discussed a residents' request to increase lighting between the Village Hall and its secondary parking lot. Tim Harris will look into readjusting the angle of existing lighting or adding a light. Costs for this item were estimated to be under \$500.00 and will be drawn from Village Hall Maintenance funds.
- Archivist – Staff requested a one time item for the hiring of an archivist to assist with the organization of village documents. It was clarified that this is a one time cost request in order to purge, permanently file and setup a destruction policy. Village hall staff will maintain the records on an annual basis thereafter. Electronic archiving was discussed and strongly recommended by several members; staff noted that some original hardcopies will be required to be kept on file. Consideration was given to the appropriate funding source for this item. Additional discussions revolved around the hiring a student to perform this task and the village's computer backup systems. Suggestions were made as to options for alternate backup systems. It was explained that the cost of \$5,000 for this item is a guesstimate and suggested that staff be permitted to determine what the true costs will be.

**It was MOVED and SECONDED:**

“That staff be allocated \$5,000.00 from an appropriate one-time funding source in 2011 as they see fit, to resolve the problem that they see as the backlog of paperwork. Subject to discussions by the Finance Committee today and the fact that there may be some changes in cost that are unknown at this time.”

**CARRIED UNANIMOUSLY**

- Once obtained, staff will bring forward information and costs on the hiring of an Archivist for further discussion by the Finance Committee.
- Online Property Tax and Utility Payments / Online Home Owner Grant Software – stemming from residents’ requests, staff has looked into the option for residents to pay property taxes and utility bills on the Village’s website. Costs to the village would include an annual cost of \$6550.00 to provide online payments and a one time cost of \$3500.00 for the On Line Home Owner Grant software. Staff explained that residents would be required to come in to the village hall to be setup on the system prior to using it for payments. In determining whether to proceed with this item, members noted that the cost is high in relation to Anmore’s population of 600 homes and that the amount of staff time that would be saved is unknown. Total cost of the system represents a 1% tax increase that would be ongoing each year to all residents, whether they use the system or not. Lack of cost savings was a concern expressed by some members. Consideration was given to bill payments through financial institutions’ online banking sites; cost for setup of this is unknown and staff expressed concern with timing issues on tax payments further noting that residents would still be required to come in to the office to pay the home owner grant. Credit card payments were discussed and are currently not accepted due to service fees.

**It was MOVED and SECONDED:**

“That the Finance Committee defer Proposed Budgeted Items 3 and 4 to 2012 and that an online poll or survey be done on the Anmore.com website to determine whether residents would be interested in online payments knowing what the cost would be to the village and per household.”

**CARRIED UNANIMOUSLY**

- In order to direct residents to the poll regarding online payments, staff will place a bulletin on the village’s notice boards and in the Anmore Alternative and Anmore Times. It was suggested that a mail drop be done to residents with the poll question clearly identifying the cost of the service to residents.
- Leak Detection / Water System – staff requested \$2,000.00 for the purchase of two probes that would run off the same system as the radio reads to be installed in the next six weeks. It was explained that the probes would allow staff to run leak detections throughout the village themselves. Staff stated that the system would generate huge savings and pay for itself by helping to locate water loss through leaks and replacing the need to hire out for leak detection services.

**It was MOVED and SECONDED:**

“That the \$2000.00 Leak Detection System be included in the 2011 Water Utility Budget to be funded by a one-time reserve.”

**CARRIED UNANIMOUSLY**

- Garbage Collection – members were advised that the current garbage and recycling contractor’s contract ends in March 2011. Staff reported that the current contractor is willing to renew his contract, is requesting an increase of \$2500.00 per month and is willing to sit down with the municipality to discuss how the village would like to proceed. Members discussed the increasing cost of tipping fees for garbage and recycling; it was suggested that composting be discussed at future date. Timelines were considered for renewal of the existing contract and it was agreed that discussions with the contractor will be held in January 2011. Staff was directed to include a \$2500.00 increase in the preliminary budget for the garbage collection contract.
- Electrical Upgrade / Council Chambers – staff reported that they have received complaints regarding the lack of lighting in Council Chambers and that it would cost \$4,000.00 to upgrade existing electrical

wiring so that all lighting fixtures in the Chambers are functional. Various options were discussed. Howard Carley will look into the options further to determine alternative solutions.

- Fixed Asset Levy Increase – it was confirmed that this line item is to be \$175,000.00 in the 2011 budget and increased by \$50,000 per year thereafter. Initially, the two major projects to be saved up for will be replacement of the Village Hall and rehabilitation of Sunnyside Road. Several members expressed strong support for the increased levy in order to save funds for the replacement of village capital assets; noting that funds from the levy could be used to leverage against grants that come available. A member cautioned that the committee look at what the overall tax increase will be to the taxpayers and suggested that the village hall could be funded through development. Several members reiterated their support for the increased asset levy; that they felt the increase amount is a bare minimum and that the fund not be dipped into for other items as they arise.
- Staff reviewed a list of four Committed Budget Items for 2011 as presented to members.
- It was suggested that composting be looked at as a budgeting item for 2011.
- A member requested that a budget line item be added for the contracting of an events coordinator for village events. It was suggested that the responsibility of organizing all community events by the same two Councillors is unfair and should be changed to make it more equitable to all. A member noted that the Social Committee had previously been formed and given a budget; it was suggested that if a coordinator were needed, to hire them through the committee's budget. Members discussed whether coordination of events falls under a Councillor's responsibility; it was felt by some that it is not a requirement of being on Council and that volunteerism in the community is a personal choice. Members discussed the importance of events for the community; it was suggested that the events be planned to appeal to all age groups. It was suggested to have the Social Committee review its budget and events for the year in order to bring forward more clear information and direction to the Finance Committee for consideration on this item.
- A member requested that a line item be added for the hiring of individuals to offer recreational programming for people in the community. It was suggested that the village do so to subsidize the cost of programs that would benefit residents of all ages. A member expressed that they were not in favour of all tax payers paying for programs that would benefit a very small portion of people in the village. Members considered to what degree other municipalities subsidize their recreational programs/facilities. It was suggested to have ARLA give the Finance Committee some ideas on the type of programs that could be offered and bring forward a late grant application. A member reiterated their request to commit to an ongoing line item in the budget that supports recreation activities in the village. It was suggested that the line item be for approximately \$1,000.00
- Sharleen Karamanian will send members a preliminary budget prior to the next Finance Committee meeting in January 2011.

9. **Conclusion**

- The next Finance Committee meeting was scheduled for Thursday January 6<sup>th</sup>, 2011 at 7:00 PM.

**It was MOVED and SECONDED:**

“To conclude the Finance Committee meeting”

**CARRIED UNANIMOUSLY**

The Meeting concluded at 9:55 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 Tuesday November 30<sup>th</sup>, 2010

**In Attendance:**

John McEwen, Councilor  
Kerri Palmer Isaak, Councilor  
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 7:05 p.m.

**2. Terms of Reference**

- Members discussed a written proposal as to the Terms of Reference for the Parks Committee as follows:  
“To inventory existing parkland and develop a utilization plan that encompasses the village as a whole presently and taking into consideration future growth.”

**It was MOVED and SECONDED:**

“To accept the terms of reference of the Parks Committee as written.”

**CARRIED UNANIMOUSLY**

**3. Inventory of Existing Parks**

- Members received a map of Anmore’s municipal and park land inventory for future reference.
- It was explained that green spaces in the village are not officially registered as park land, however, they were received by the village with the intent to be used as parkland.
- Members discussed the inventory of existing parks. It was noted that the lot on Ravenswood designated for a future daycare should be indicated at Municipal property rather than parkland.
- Questions were raised with respect to liability to the village should injuries or property damage occur from parkland. Councillor McEwen will inquire with Karen-Ann Cob, Manger of Corporate Services, regarding concerns of liability towards the village’s existing parks.

**4. Utilization of Existing Playground Equipment for Spirit Park**

- Members were advised that in connection with the Dogwood subdivision, the Village of Anmore had previously purchased \$20,000 worth of playground equipment that is currently in storage. Installation of the equipment was not done due to the development of plans for a new Middle School in the area.
- It was further reported that Council has instructed Public Works staff to install the playground equipment in Spirit Park and that it should be done by spring 2011.

**5. Park Land Allotment Through Development**

- Members agreed that prior to proceeding with discussions on this item that information is required as to what the developers and the village are each entitled to at present.
- It was suggested that a set of criteria be developed that can be referred to when negotiating park allotment through development.
- Councillor McEwen will obtained information on all that is required of developers at this time and follow up with Michael Rosen on this item.

**6. Park Integration – Proposed Middle School**

- Members were advised that current plans for the proposed Middle School in Anmore do not include a field. At this time, sewer hookup has been approved however issues pertaining to traffic and the Fire Underwriter’s study remain outstanding.
- It was noted that the site for the proposed school has changed from its original intended location.
- A member explained that vandalism is a problem for the park located off Dogwood and suggested that inquiries be made as to what the School District’s intentions are given that the park borders on the middle school site.
- Members explored the possibility of a joint venture between the School District and Village of Anmore in order to have a mutually beneficial field built near the school site.
- It was suggested that committee members may wish to visit the proposed building site.
- Members agreed that the Parks Committee would like to be kept abreast of developments with the proposed middle school and parklands, and that the Committee would like to see if there is any opportunity to include a field with the proposed middle school.
- Councillor Palmer-Isaak will inquire with School Trustee Holly Butterfield on this matter.

**7. Any Other Matters Deemed Expedient**

- Members discussed and agreed to the promotion of a Birchwind Park Cleanup day in spring of 2011. A member suggested inquiring if the Boy Scouts would be available to assist with the cleanup. Members agreed that liability concerns regarding parkland in the village are to be discussed with staff prior to this event.
- Members discussed and are exploring the possibility of realignment of park assets regarding the upper Uplands Park.
- Members agreed that future Park Committee Meetings will be held on the 2<sup>nd</sup> Wednesday of every month, starting on January 12<sup>th</sup>, 2011.

**8. Conclusion**

- The meeting concluded at 8:12 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: \_\_\_\_\_

VILLAGE OF ANMORE  
Emergency Preparedness Working Group  
Meeting Minutes from Thursday December 9<sup>th</sup>, 2010

**In Attendance:**

Mario Piamonte, Councillor  
Chris Sedergreen, Councillor  
Bill Morrison  
David Speakman  
Camille Tribe  
Donna Webber  
Elaine Willis\*  
Cherri Woode

**Members Absent:**

Jim Matthews  
Krista Schofield

**ORDER OF BUSINESS**

**1. Call to Order**

The meeting was called to order by Chairperson, Mario Piamonte at 7:04 p.m.

**2. Approval of the Agenda**

It was MOVED and SECONDED:

“To approve the agenda as written.”

CARRIED UNANIMOUSLY

**3. Adoption of the Minutes**

It was MOVED and SECONDED:

“That the Minutes of the Emergency Preparedness Working Group Meeting held on Thursday October 14th, 2010 be adopted as circulated.”

CARRIED UNANIMOUSLY

**4. Business Arising from Minutes**

- It was reported that the JEPP grant application was submitted in October with a request for \$10,000 toward the purchase of a mobile command unit.
- It was suggested that members determine the size and number of see-through containers required for the temporary storage of supplies at the Public Works Yard.

\*The meeting was temporarily suspended – a member left due to a strong scent in the room which seemed to be emanating from the Christmas decorations.

**5. Update Reports – Action Items**

- Members reviewed a list of Emergency Preparedness supplies to be purchased by staff.
- It was reported that staff has requested a 72hr kit for the main staff members that would remain in the village if there were a disaster. Members suggested that this expense not come from the Emergency Preparedness budget and that staff approach Howard Carley to determine whether it could be funded through administrations’ budget.
- It was reported that not more than five of the Emergency Preparedness handouts from Ma Murray Day have been picked up from the village hall by residents. Members discussed various ways to increase

distribution to residents. Councillor Piamonte offered to provide additional pamphlets to be distributed along with the magnetic sheets on preparing for an emergency and “help/ok” signs. It was proposed that as a starting point, packages be hand delivered to the more than 300 homes signed up for Block Watch and that all residents be notified that copies are available for pickup at the village hall through the notice boards or a notation on future mail drops. A member expressed that every resident should receive the information packages and that all new residents be given one when they move into the village.

It was MOVED and SECONDED:

“To have more pamphlets printed as necessary; to have them handed out through the Block Watch program initially; to have copies available at the village hall for pickup; and to follow up after they’ve been distributed by the Block Watch to see how best to distribute to the rest of the village.”

CARRIED UNANIMOUSLY

- It was suggested that additional emergency food supplies are needed in addition to the ration food bars listed for purchase by staff. Cheri Woode will inquire with other municipalities as to what they are doing with respect to food supplies. It was noted that rations will be needed for 10 people for 3 days, as well as bowls and utensils.
- A member questioned whether tarps from the Scouts are guaranteed to be available at any given time. Members agreed to the purchase of one good quality tarp in order to ensure the village can be self sufficient. Councillor Piamonte will follow up with Jim Matthews with respect to access to tarps from the Scouts.
- Councillor Piamonte will provide administration (prior to the December 16<sup>th</sup> 2010 Council meeting) with a revised list of emergency supplies to be purchased. Members were asked to forward any last minute changes on the list to Councillor Piamonte by the end of the week.

## 6. Other Business

- In response to a member’s questions, it was explained that the timeline for upgrading the fire department’s radio system is unknown. Members discussed the need to determine whether the village’s emergency radios can be reconditioned and ensure working radios are available. Councillor Piamonte will follow up on this item.
- Members were advised that funding to setup a wildfire interface process is no longer available; however, the village does have a study that was completed through that program in 2007. Members of the Community Security Standing Committee have been working through the recommendations in the 2007 study to determine which ones should be implemented in Anmore. It was proposed that the Emergency Preparedness Select Committee be involved in review of the Wildfire Interface Study and noted that additional copies of the report will be required for the members.
- Members were reminded of previous discussions on obtaining an assessment as to what emergencies are priorities and most likely to be a concern for Anmore. Members discussed possible scenarios and supplies/equipment that would be required taking into consideration equipment that may be available within the village itself. It was suggested to obtain an inventory of tools and equipment available in the Public Works yard.

## 7. Question Period

- Denny Arsene, resident of 104 Deer View Lane, inquired as to what supplies are available at the village if a natural disaster were to happen “tomorrow” and commented that several other residents have expressed concern as to whether the village is prepared. In response, it was explained that at this time the village does not have a large amount of supplies due to damage to items that were stored in the village hall basement; noting that items to be purchased will be done so by staff and are for the people that will be working and coordinating the emergency situation, not for the general public. It was further noted that all residents must have their own 72 hour emergency supplies. Discussions followed

revolving around the village's radios, backup generators, future mobile command unit and educating residents on the need to be personally prepared. It was clarified that the mobile command unit can not be purchased prior to April 1<sup>st</sup>, following approval of the JEPP grant application. Reference was made to emergency preparedness seminars that are free through the Cities of Port Coquitlam and Coquitlam for anyone.

**8. Conclusion**

It was MOVED and SECONDED:

“To conclude the Emergency Preparedness Working Group Meeting.”

CARRIED UNANIMOUSLY

The meeting concluded at 8:04 p.m.

**The foregoing Minutes are to be distributed to the Emergency Preparedness Working Group Members by the Chairperson and read at the committee's next regular meeting.**

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

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