



VILLAGE OF ANMORE

COUNCIL AGENDA

Agenda for the Regular Council Meeting scheduled for Tuesday, January 10th, 2012 at 7:00 p.m. at the Village Hall, 2697 Sunnyside Road, Anmore, B.C.

1. **CALL TO ORDER**
2. **ADDITIONS AND DELETIONS TO THE AGENDA**
3. **APPROVAL OF THE AGENDA**

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

4. **PETITIONS AND DELEGATIONS**

- (a) **Delegation – Members of the Anmore Times Team**

01 Letter dated January 3rd, 2012 from Janet Morrissey, member of the Anmore Times Team regarding ideas on making changes and altering the method of funding for the Anmore Times.

Members of the Anmore Times Team will also be present to discuss their ideas.

- (b) **Delegation – Real Acts of Caring**

Harriette Chang along with students from Maple Creek Middle School to make a presentation about the Real Acts of Caring.

5. **ADOPTION OF MINUTES**

- 02 (a) **Minutes of the Regular Council Meeting held on December 13th, 2011**

RESOLUTION: *"THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD ON DECEMBER 13TH, 2011 BE ADOPTED AS CIRCULATED."*

6. **BUSINESS ARISING FROM THE MINUTES**

7. **BYLAWS**

8. **CORRESPONDENCE**

9. **COMMITTEE REPORTS AND RECOMMENDATIONS**

10. **UNFINISHED BUSINESS**

11. **NEW BUSINESS**

(a) **Water Conservation Plan Review**

08 Tim Harris, Manager of Public Works to discuss the Water Conservation Plan Review.

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

RESOLUTION: *“THAT PURSUANT TO SECTION 90(1) (A) OF THE COMMUNITY CHARTER, [LITIGATIONS OR POTENTIAL LITIGATIONS EFFECTING THE MUNICIPALITY], COUNCIL CONVENE AN IN-CAMERA COUNCIL MEETING IMMEDIATELY FOLLOWING THE REGULAR COUNCIL MEETING JANUARY 10TH, 2011.”.*

12. **MAYOR’S REPORT**

13. **COUNCILLORS’ REPORT**

14. **CHIEF ADMINISTRATIVE OFFICER’S REPORT**

15. **PUBLIC QUESTION PERIOD**

16. **CONCLUSION**

**CONDUCT OF THE PUBLIC DURING
COUNCIL MEETINGS AND
PUBLIC QUESTION PERIOD**

The following are the rules that must be followed:

No member of the public attending a Council Meeting may speak to Council unless that person has been recognized by the Mayor or the person presiding.

When recognized by the Mayor or person presiding, the person shall approach the podium and state their name and address for the record. The person may only ask 1 question to Council and will be allowed 2 minutes to speak. After which the person must resume their seat. When all other people have had an opportunity to ask questions, only then can a person return to the podium to ask an additional question.

No member of the public attending a Council Meeting may cause a disturbance, disrupt or in any manner delay the conduct of the business at a meeting.

No member of the public attending a Council Meeting who has been permitted or invited to speak on any matter coming before Council may use any rude or offensive language, or by tone or manner of speaking, express any point of view or opinion or make any allegation which, directly or indirectly, reflects upon the public conduct of private character of any person.

If a member of the public attending a Council Meeting resists or disobeys an order of the Mayor or other person presiding to leave a meeting of Council, that person may be removed by the Chief Administrative Officer and/or the Manager of Corporate Services or, if necessary by a Peace Officer at the direction of the Mayor or other person presiding.

The purpose of the Public Question Period is to provide the public with an opportunity to ask questions of Council on items that are of concern to them.

Public Question Period will be suspended from the beginning of the nomination period of a General Local Government Election or By-Election, until the meeting of Council following the Election.

Village of Anmore

January 3, 2012

To the Mayor and Council:

For many years, *The Anmore Times* has provided a service to both the community and the local government by publishing and distributing official Village announcements and documents. Traditionally, the Village allotted a grant to the *Times* to cover the costs of this service. At this time the volunteers at the *Times* are looking to make some changes, and among these changes is an alteration in the method of funding.

Members of the *Times* team recognize that in recent years, funding the grant has become controversial, and therefore our request this year is to cancel the grant and to charge the Village a per page cost specifically for publishing Village documents. This approach establishes a more business-like relationship between the paper and the Village for services rendered. Even though the Anmore Times is a non-profit organization it operates as a business and needs to cover the cost of publication and distribution.

At present, the *Times* provides free publishing for information from community groups but if, in the future, advertising revenue is insufficient to cover the publishing needs of these groups, then an application for a community grant can be requested for specific funding to cover those costs. A grant might also be requested in the future to finance a mass email list for the Village for a future communication link for emergency situations and messages.

We would like to appear before the Council and then the Finance Committee to discuss our ideas and, with your agreement, to work out a reasonable per page, annual fee for service for the *Times*.

Thank you for your attention to this matter.

Sincerely,



The Times Team



VILLAGE OF ANMORE

COUNCIL MINUTES

Minutes for the Regular Council Meeting held on Tuesday, December 13th, 2011 at the Village Hall, 2697 Sunnyside Road, Anmore, B.C.

ELECTED OFFICIALS PRESENT

Mayor Heather Anderson
Councillor John McEwen
Councillor Kerri Palmer Isaak
Councillor Tim Laidler
Councillor Tracy Green

STAFF PRESENT

Howard Carley, Chief Administrative Officer

1. CALL TO ORDER

Mayor Anderson called the meeting to order at 7:00 P.M

2. ADDITIONS AND DELETIONS TO THE AGENDA

3. APPROVAL OF THE AGENDA

It was MOVED and SECONDED:

"THAT THE AGENDA BE APPROVED."

CARRIED UNANIMOUSLY

4. PETITIONS AND DELEGATIONS

(a) Delegation – Pam Blackman

Pam Blackman spoke about the Eagle Ridge Hospital and its future plans. Mrs. Blackman also handed out to Council information booklets that described some of the most recent program additions at the facility and some of the future planned programs.

5. **ADOPTION OF MINUTES**

- (a) **Minutes of the Regular Council Meeting held on November 22nd, 2011**

It was MOVED and SECONDED:

“THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD ON NOVEMBER 22ND, 2011 BE ADOPTED AS CIRCULATED.”

CARRIED UNANIMOUSLY

- (b) **Minutes of the Inaugural Council Meeting held on December 5th, 2011**

It was MOVED and SECONDED:

“THAT THE MINUTES OF THE INAUGURAL COUNCIL MEETING HELD ON DECEMBER 5TH, 2011 BE ADOPTED AS CIRCULATED.”

CARRIED UNANIMOUSLY

6. **BUSINESS ARISING FROM THE MINUTES**

7. **BYLAWS**

8. **CORRESPONDENCE**

It was MOVED and SECONDED:

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

CARRIED UNANIMOUSLY

- (a) **LMTAC Restructuring and Next Steps**

8. CORRESPONDENCE (CONTINUED)

(a) LMTAC Restructuring and Next Steps (Cont'd)

It was MOVED and SECONDED:

“THAT COUNCIL IS SUPPORTIVE OF THE LMTAC RESTRUCTURING AND NEXT STEPS SUBJECT TO THE FUNDING FORMULA THAT IS PROPOSED.”

CARRIED UNANIMOUSLY

9. COMMITTEE REPORTS AND RECOMMENDATIONS

10. UNFINISHED BUSINESS

**(a) Proposed New Middle School Status Update – School District 43
Covenant Compliance Submission**

Planning Consultant, Michael Rosen presented his report on the Middle School. Representative from the school district and their consultants were on hand to answer questions.

It was MOVED and SECONDED:

“THAT COUNCIL INFORM GAGE BABCOCK (INDEPENDENT PROFESSIONAL) COMMISSIONED BY THE SCHOOL DISTRICT THAT WHILE THERE ARE A NUMBER OF ITEMS WITHIN RESTRICTIVE COVENANT BB1060004 THAT STILL NEED TO BE WORKED OUT TO THE SATISFACTION OF COUNCIL, A BUILDING PERMIT APPLICATION COULD NOW BE PROCESSED AND BE CONSIDERED FOR ISSUANCE PROVIDED THAT THE SCHOOL DISTRICT COMMITS IN WRITING THAT THE OUTSTANDING ISSUES AS IDENTIFIED IN THIS REPORT WILL BE ADDRESSED DURING THE BP PROCESS.”

CARRIED UNANIMOUSLY

11. NEW BUSINESS

(a) In-Camera Council Meeting

11. NEW BUSINESS(Continued)

(b) In-Camera Council Meeting(Cont'd)

It was MOVED and SECONDED:

“THAT PURSUANT TO SECTION 90(1) (G), OF THE COMMUNITY CHARTER, [LITIGATIONS OR POTENTIAL LITIGATIONS EFFECTING THE MUNICIPALITY], COUNCIL CONVENE AN IN-CAMERA COUNCIL MEETING IMMEDIATELY FOLLOWING THE REGULAR COUNCIL MEETING OF DECEMBER 13TH, 2011.

CARRIED UNANIMOUSLY

12. MAYOR’S REPORT

Mayor Anderson reported that:

- After 17 years of working for the Village of Anmore, Chief Administrative Officer, Howard Carley will be retiring as of January 31st, 2012. Mayor Anderson thanked him for his incredible work and support and wishes him the best of luck.
- She would like to wish everyone a Merry Christmas and to enjoy this holiday season with their friends and families.

13. COUNCILLORS’ REPORT

Councillor John McEwen reported that:

- Councillor Palmer Isaak, Councillor Green and himself met with Sarah Morden with regards to the grant application for the Community Recreation Grant. Ms. Morden will be putting together the grant application. With this grant, we will look at doing a green outdoor recreation area with gym equipment, improving the tennis court, and including a building with possibly washrooms.

It was MOVED and SECONDED:

“THAT COUNCIL APPROVE THE APPLICATION FOR THE COMMUNITY RECREATION GRANT PROGRAM AND BE SUBMITTED SUBJECT TO GRANT FUNDING AND;

AGREE TO PAY SARAH MORDEN HER FEES OF \$95.00 PER HOUR TO PUT TOGETHER THE GRANT APPLICATION.”

CARRIED UNANIMOUSLY

13. COUNCILLORS' REPORT (CONTINUED)

Councillor John McEwen reported that:

- The Sasamat Volunteer Fire Department Awards Social is being held on Friday, December 16th from 7:00 P.M. to 9:00 P.M
- The LGLA Councillors School for newly elected and re-elected officials commencing on January 11th to the 13th in Richmond for Communities fewer than 10,000 and under residents.

It was MOVED and SECONDED:

“THAT COUNCIL IS AUTHORIZED TO ATTEND THE LGLA TRAINING SEMINAR FROM JANUARY 11TH, 2012 TO JANUARY 13TH, 2011.”

CARRIED UNANIMOUSLY

Councillor Tracy Green reported that:

- That Mayor Anderson, Councillors McEwen, Laidler and Green met with a resident about requesting to set up a bin during the holiday's in the lower parking lot to collect Styrofoam and send off to recycle at no cost to residents or the Village of Anmore.
- She had spoken with Carey Chute from School District 43 with regards to the playground grant. \$20,000.00 will be available towards updating the playground equipment.

14. CHIEF ADMINISTRATIVE OFFICER'S REPORT

Chief Administrative Officer, Howard Carley reported that:

- There was an attempted break in at the Public Works Yard. Keys from the tractor were taken and the locks of Ford F150 were destroyed. Increase security should be something to think about in the future.

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

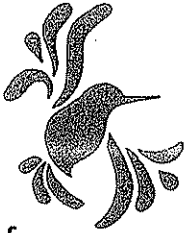
THE REGULAR COUNCIL MEETING WAS CONCLUDED AT 9:06 P.M.

Certified Correct:

Approved:

Howard Carley, CAO

Heather Anderson, Mayor



VILLAGE OF ANMORE

2697 Sunnyside Road
Anmore, B.C.
V3H 5G9



Reference: Village of Anmore – Water Conservation Plan Review

Further to the above noted project, as requested Stantec Consulting Ltd. has reviewed the Village of Anmore current water system and operations as related to water conservation. The object of the review is to determine current water conservation measures and as required water conservation measures intended for implementation in the future. The plan is based upon USEPA Water Conservation Guidelines, as required by the Canada/British Columbia Infrastructure Program.

Based upon the existing Village of Anmore service systems size of approximately 2,000 people, the USEPA would categorize the use of “Capacity-Development Approach” in evaluating and preparing a water conservation plan. The suggested steps to water conservation planning at this level are review of the following area;

1. **Technical capacity**, including water and infrastructure adequacy, knowledge And implementation, universal metering and water accounting/loss control.
2. **Managerial capacity**, including staffing, organization, accountability, information and education.
3. **Financial capacity**, fiscal management and control, costing and pricing.

1. Technical Capacity

The Village of Anmore currently utilizes water from the Greater Vancouver Regional District and its connection to the City of Port Moody water system at East Road. The water system utilizes a system of several kilometers of 150 – 250mm mains to deliver water to Village of Anmore residents. Capacity to serve domestic needs is adequate and the Village is working to upgrade their existing mains to provide fire flows throughout the systems. The water system is comprised on all ductile iron mains and on average most of the system is less than 20 years old.

A Level 2 operator and the Village of Anmore Public Works Department manage operation of the water system. Adequacy of the system has been confirmed by water modeling and flow testing / calibration. Water quality is maintained through frequent testing and maintenance of the system.

The Village of Anmore through voluntary means has adopted universal and source metering. of the 597 connections, 568 are metered. The daily per capita consumption in 2011 was approximately 556.98 cubic meter per capita in Anmore.

Reference: Village of Anmore – Water Conservation Plan Review

In addition, the Village has installed a meter at the boundary of Port Moody to meter all the water delivered to the Village system. This is the only source of water for the Village currently.

All meters are read quarterly. Checks are completed against the metered source water delivered to the Village and water delivered to each property owner. Allowances for flushing and fire fighting are also tracked to account for in the overall flow evaluation. This data is utilized to determine potential for leaks.

Use of hydrants by contractors for filing of new water mains or use in road construction is not currently metered. The Village should contemplate a hydrant use bylaw to provide a metered connection for tracking usage or implementing a daily rate based upon type of work, to limit water waste and aid in tracking of overall use.

2. Managerial Capacity

Management of the water system is handled by the Village of Anmore Public Works Staff and is backed up by outside contractors when required to supplement for maintenance or repairs. Village of Anmore administration staff maintains computerized records for billing, usage, costs, and all other related water system items. Billing to residents is completed semi annually and clearly indicates the quantity of water consumed in an easily readable billing.

Information on water rates, consumption, and conservation are made available to the public at the Village Hall.

3. Financial Capacity

Prior to connection of the water system to Metro Vancouver, a comprehensive capital and operations plan was developed and reviewed at public meetings. All residents were made aware of the costs to deliver water and the proposed cost increases being considered by the Metro Vancouver to provide a higher level of treated water.

Rates have been set to account for the cost of water, maintenance and on-going capital works, in accordance with municipal regulations. User charges for non-metered connections were increased to encourage users to install meters. The Village staff complete on-going cost-of-service accounting to ensure that the water systems is self sufficient.

Reference: Village of Anmore – Water Conservation Plan Review

Summary

The Village of Anmore water system operations are in compliance with current EPA water conservation guidelines. The community should be commended for its conservation of water to date.

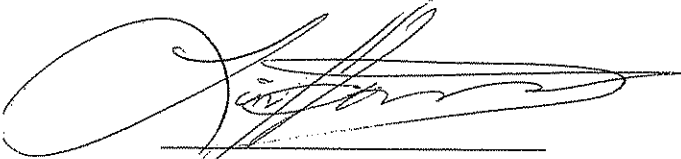
However, with the increased growth and development of CD zoning and smaller lot sizes within the Village, continued water conservation measures must be updated and modified to suit the changing conditions.

The Village may wish to consider the following items with Council for inclusion within their bylaws and operation of the water system;

1. Amend the fire hydrant use charge along with a metered connection or cost effective rate to account for usage.
2. Adopt low flow plumbing devices and mandatory water meter installation as part of the Building Bylaw.
3. Develop a handout to be included with water billings on an annual basis to re-inform the public of conservation measures, costs, and goals.
4. Develop a leak detection program.

Please do not hesitate to contact us if you have any further questions.

THE VILLAGE OF ANMORE



Tim Harris
Manager of Public Works
604-469-9877