

REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for
Tuesday, January 9, 2018 at 7:00 p.m. in Council Chambers at
Village Hall, 2697 Sunnyside Road, Anmore, BC



1. **Call to Order**

2. **Approval of the Agenda**

Recommendation: That the Agenda be approved as circulated.

3. **Public Input**

Note: The public is permitted to provide comments to Council on any item shown on this meeting agenda. A two-minute time limit applies to speakers.

4. **Delegations**

page 1

(a) Coquitlam RCMP – New Officer in Charge & 2017 Statistics (Anmore)

page 2

(b) 1st Anmore Scouts – Request to Waive Room Booking Fee

5. **Adoption of Minutes**

page 4

(a) Minutes of the Regular Council Meeting held on December 5, 2017

Recommendation: That the Minutes of the Regular Council Meeting held on December 5, 2017 be adopted as circulated.

6. **Business Arising from Minutes**

7. **Consent Agenda**

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

Recommendation: That the Consent Agenda be adopted.

(a) **Council Meeting Schedule – Update**

Recommendation: That the Regular Council Meeting scheduled for February 6, 2018 be postponed to February 13, 2018, to allow staff to hold, in its place, a Public Information Meeting on Infill Development.

(b) Environment Committee Recommendations – Wildlife-Human Interaction

page 10

Refer to memorandum dated January 4, 2018 from the Manager of Corporate Services to the Chief Administrative Officer.

Recommendation: That Council endorse the Environment Committee recommendation of October 19, 2017 regarding wildlife-human interaction; and that staff be requested to notify the Environment Committee of future concerns, real or potential, regarding wildlife-human interaction.

(c) Environment Committee Recommendations – Generator Use

page 10

Refer to memorandum dated January 4, 2018 from the Manager of Corporate Services to the Chief Administrative Officer.

Recommendation: That Council endorse the Environment Committee recommendation of October 19, 2017 regarding generator use;

And That staff be directed to consider these recommendations when preparing the update to the Noise Control Bylaw;

And Further That staff be directed to contact the Strata Corporations in Anmore regarding the process for handling noise complaints;

And Finally That all staff be informed that complaints regarding noise concerns on Strata properties are to be referred to the respective Strata Corporations for information and action.

(d) Environment Committee Recommendations – Open Ditches

page 10

Refer to memorandum dated January 4, 2018 from the Manager of Corporate Services to the Chief Administrative Officer.

Recommendation: That the Environment Committee's recommendation of October 19, 2017 regarding open ditches be received; And That staff be requested to submit a comparison report to Council on use of above ground and underground stormwater systems in Anmore.

(e) District of West Kelowna – Request for Local Governments to Share in Cannabis Tax Revenue

page 12

Recommendation: That staff be requested to send a letter to the Province in support of the December 13, 2018 letter from District of West Kelowna for 50% cannabis tax sharing to be provided to local governments to help support costs and services incurred with cannabis sales.

8. Items Removed from the Consent Agenda**9. Legislative Reports**

page 13

(a) Zoning Bylaw Amendment Bylaw No. 571-2018

Report dated January 2, 2018 from the Manager of Development Services is attached.

page 20

(b) Records Management Program Bylaw No. 572-2018

Presentation by Stuart Rennie, Lawyer and Records Management Consultant.

10. Unfinished Business**11. New Business****12. Mayor's Report****13. Councillors Reports****14. Chief Administrative Officer's Report****15. Information Items**

page 23

(a) Committees, Commissions and Boards – Minutes

- Minutes of the Environment Committee Meeting held on October 19, 2017

page 26

(b) General Correspondence

- Letter dated December 19, 2017 copied from City of Parksville to Minister of Environment and Climate Change Strategy regarding Prevention of Quagga and Zebra Mussels

16. Public Question Period

Note: The public is permitted to ask questions of Council regarding any item pertaining to Village business. A two-minute time limit applies to speakers.

17. Adjournment

Delegation to Council Request Form

Contact Information

Name of presenter: Corporal Neil Poerner

Name of organization: RCMP Rural Section

Mailing Address: 2986 Guildford Way, Coquitlam

Phone Number: 604 945 1550

Email Address: _____

Presentation Information

Preferred meeting date at which you wish to appear (if known): January 9, 2018

Number of person(s) expected to attend: 1

Reason(s) for presentation:

☒ To provide information

☐ To request funding

☐ To request letter of support

☐ Other _____

Resources:

☐ Projector and Screen (bring own laptop)

☐ Other _____

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

For questions regarding this process, please phone Christine Milloy at 604-469-9877.

RECEIVED
JAN 03 2018
Village of Anmore



Village of Anmore
Delegation to Council
Request form

CONTACT INFORMATION

Name of presenter:	Michelle Obedzinski
Name of organization:	1 st Anmore Scouts
Number of persons being represented:	Total of 60 people (adult & youth members)
Address:	Contact information provided for office use.
Phone:	
E-mail:	

PRESENTATION INFORMATION

Preferred meeting date at which you wish to appear	Tuesday, Jan. 9, 2018
Reason you wish to appear:	<input type="checkbox"/> Information only <input type="checkbox"/> Requesting letter of support <input type="checkbox"/> Requesting funding <input checked="" type="checkbox"/> Other (please specify) Request rental fees for Council Chamber be waived. Please see attachment for further information. Thank you.

Please submit your completed form to the Manager of Corporate Services, by 12:00 p.m. on the Thursday prior to the Council meeting, in person at Village Hall or by email to christine.milloy@anmore.com.

RECEIVED

DEC 21 2017

Village of Anmore

170 Strong Road,

Anmore, B.C.

V3H 5E9

December 21, 2017.

To Mayor McEwan and Anmore Councillors,

1st Anmore Scouts celebrates the birthday of Lord Baden Powell, the founder of Scouts, by hosting an annual family potluck in February. We also invite members of the 1st Anmore Guild (alumni leaders) and our area group commissioner often attends. Our group watches a slideshow of the various activities that we have done over the past year and awards and recognitions are also distributed. This event is a longstanding tradition and very important to our group. We look forward to it each year.

Unfortunately, we do not have access to the gym for several weeks in February due to gymnastic equipment that will be set up for the school. I have emailed Carmen at the Village office already and was relieved to hear that Council Chambers are available for our potluck on Thursday, Feb. 22nd from 6-9 PM.

As a non-profit group trying to provide as much funding for youth activities as possible as well as considering much needed tent replacement, we would like to request that the rental charges be waived for our potluck celebration. As you know we work very hard at our bottle drives at \$0.05 per can to raise funds for our youth programming. Any opportunity for us to save on our expenses would be greatly appreciated.

Thank you for your consideration,

Laura Wilson

1st Anmore Scouts

Group Commissioner

REGULAR COUNCIL MEETING – MINUTES

Minutes of the Regular Council Meeting held on
Tuesday, December 5, 2017 in Council Chambers at
Village Hall, 2697 Sunnyside Road, Anmore, BC



ELECTED OFFICIALS PRESENT

Mayor John McEwen
Councillor Ryan Froese
Councillor Kim Trowbridge
Councillor Paul Weverink

ELECTED OFFICIALS ABSENT

Councillor Ann-Marie Thiele

OTHERS PRESENT

Juli Halliwell, Chief Administrative Officer
Christine Baird, Manager of Corporate Services
Jason Smith, Manager of Development Services
Luke Guerin, Operations Superintendent
Gerry Mulholland, Vice President, Development Strategies, Rollo and Associates
Stuart Rothnie, Principal, HCMA Architecture + Design

1. Call to Order

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

2. Approval of the Agenda

It was MOVED and SECONDED:

R234/2017

"THAT THE AGENDA BE APPROVED AS CIRCULATED."

CARRIED UNANIMOUSLY

Council agreed to address items 11(a) and 11(b) in reverse order, as the presenter had not yet arrived.

3. Public Input

James Pernu, McElhanney Consulting Services, appearing as a representative for several property owners in Anmore, provided comments regarding item 11(a) that consideration of infill makes good sense for Anmore and amenity contributions as part of development process make sense when agreed to. He added that he is in support of both and he looks forward to seeing the conversation move forward.

4. Delegations

Nil

5. Adoption of Minutes

(a) Minutes of the Regular Council Meeting held on November 21, 2017

It was MOVED and SECONDED:

R235/2017 “THAT THE MINUTES OF THE REGULAR COUNCIL MEETING
HELD ON NOVEMBER 21, 2017 BE ADOPTED AS
CIRCULATED.”

CARRIED UNANIMOUSLY

6. Business Arising from Minutes

Nil

7. Consent Agenda

It was MOVED and SECONDED:

R236/2017 “THAT THE CONSENT AGENDA BE ADOPTED, EXCLUDING
ITEM 7(A).”

CARRIED UNANIMOUSLY

(a) Ambulance Paramedics of British Columbia – Ambulance Services in Your Community

R237/2017 “THAT THE LETTER DATED NOVEMBER 21, 2017 FROM
AMBULANCE PARAMEDICS OF BRITISH COLUMBIA BE
RECEIVED FOR INFORMATION.”

ADOPTED ON CONSENT

(b) District of Sicamous – Prevention of Quagga and Zebra Mussels

R238/2017 “THAT THE LETTER DATED NOVEMBER 29, 2017 TO
HONOURABLE GEORGE HEYMAN FROM DISTRICT OF
SICAMOUS BE RECEIVED FOR INFORMATION.”

ADOPTED ON CONSENT

(c) BC Council of Forest Industries and Coast Forest Products Association – Stronger Together

R239/2017

“THAT THE LETTER DATED NOVEMBER 30, 2017 FROM BC COUNCIL OF FOREST INDUSTRIES AND COAST FOREST PRODUCTS ASSOCIATION BE RECEIVED FOR INFORMATION.”

ADOPTED ON CONSENT

8. Items Removed from the Consent Agenda

(a) **Public Safety Committee Recommendations of June 19, 2017 – Emergency Matters**

- (i) *Committee requested that staff update emergency binders to include all possible contact numbers.*
- (ii) *Committee requested that, in the event of an emergency, staff ensure that the appropriate measures are adhered to and that communications are fully operational.*

Council requested that the foregoing comments be referred to staff for information.

9. Legislative Reports

Nil

10. Unfinished Business

Nil

11. New Business

(b) **Infill / Community Amenity Contributions - Analysis**

It was MOVED and SECONDED:

R240/2017

“THAT THE REPORT DATED NOVEMBER 29, 2017 FROM THE MANAGER OF DEVELOPMENT SERVICES REGARDING INFILL DEVELOPMENT – COMMUNITY AMENITY CHARGES – CONSULTANT’S REPORT BE RECEIVED FOR INFORMATION; AND THAT STAFF BE DIRECTED TO ORGANIZE A PUBLIC MEETING ON INFILL DEVELOPMENT AND COMMUNITY AMENITY CHARGES FOR EARLY-2018; AND FURTHER THAT A REQUEST BE MADE FOR A REPRESENTATIVE FROM GP ROLLO AND ASSOCIATES TO BE IN ATTENDANCE AT THE PUBLIC MEETING.”

CARRIED UNANIMOUSLY

(a) Village Centre Site Development Plan (Draft)

It was MOVED and SECONDED:

R241/2017 **“THAT COUNCIL REFER THE VILLAGE CENTRE SITE DEVELOPMENT AS PRESENTED BY HCMA AT THE DECEMBER 5, 2017 REGULAR COUNCIL MEETING FOR PUBLIC FEEDBACK VIA THE VILLAGE’S WEBSITE, SOCIAL MEDIA PLATFORMS AND WITHIN VILLAGE HALL.”**

CARRIED UNANIMOUSLY

(c) Multi-Function Vehicle Options

It was MOVED and SECONDED:

R242/2017 **“THAT COUNCIL AUTHORIZE THE PURCHASE OF A KUBOTA RTV-X1100C, WITH SALTER AND SNOW PLOW ATTACHMENTS, FOR TOTAL COST OF FORTY-THREE THOUSAND THREE HUNDRED THIRTY-FIVE DOLLARS (\$43,335.00) INCLUDING APPLICABLE TAXES.”**

CARRIED UNANIMOUSLY

(d) Community Emergency Preparedness Fund - Application

It was MOVED and SECONDED:

R243/2017 **“THAT COUNCIL ENDORSE THE REVISED APPLICATION MADE BY STAFF TO THE COMMUNITY EMERGENCY PREPAREDNESS FUND TO SUPPORT BUILDING LOCAL CAPACITY FOR EMERGENCY SOCIAL SERVICES IN ANMORE.”**

CARRIED UNANIMOUSLY

12. Mayor’s Report

Mayor McEwen reported that:

- On November 23, he and Mayor Drew met with TransLink representatives regarding concerns about Phase II of the Transit Plan.
- On November 24, he attended the Metro Vancouver Board meeting in their new location at Metrotown.
- On November 27, a Finance Committee meeting was held.
- On December 2, he attended the Ugly Sweater Dash hosted by Anmore resident Jordan Birch.

- On December 3, the Village Light Up Spirit Park was an amazing event, which was extremely popular as an estimated 400 people attended. Standout features included the food trucks, preparation work done by public works staff, a bonfire, Santa, great sound system. He offers thanks to Susan Mueckel and Kerri Palmer Isaak, and additional thanks to staff for involvement in making the event a success.

13. Councillors Reports

Councillor Weverink reported that:

- The hay bales made the bonfire successful on December 3.
- There is an Environment Committee Meeting on December 7.

14. Chief Administrative Officer's Report

Juli Halliwell reported that:

- Staff focus has been on year-end, and the auditors are in this week.
- As a reminder: village hall will be closed between Christmas and New Year's Day. The hall will be closed at 4:00 p.m. on December 22, 2017 and will reopen on January 2, 2018.

15. Information Items

(a) Committees, Commissions and Boards – Minutes

Nil

(b) General Correspondence

Nil

16. Public Question Period

Charles Christie, 3295 Sunnyside Road, asked why the Village is using smaller trucks for snow clearing and not using a decent size gravel truck to clear the roads. Mayor McEwen responded that the trucks are doing a great job.

17. Adjournment

It was MOVED and SECONDED:

R244/2017

"TO ADJOURN."

CARRIED UNANIMOUSLY

The meeting adjourned at 8:30 p.m.

Certified Correct:

Approved by:

Christine Baird
Manager of Corporate Services

John McEwen
Mayor

MEMORANDUM

To: Juli Halliwell, Chief Administrative Officer

From: Christine Baird, Manager of Corporate Services

Date: January 4, 2018

Subject: Environment Committee Recommendations of October 19, 2017

Further to subject review, as endorsed or referred by Council, the following recommendations and comments were captured by the Environment Committee on October 19, 2017. My recommendations to Council are provided for each subject.

WILDLIFE-HUMAN INTERACTION

“THAT SUBSEQUENT TO REVIEW OF REPORTED WILDLIFE-HUMAN INTERACTION IN ANMORE, THE ENVIRONMENT COMMITTEE RECOMMENDS NO ACTION BE TAKEN AT THIS TIME; AND THAT STAFF BE REQUESTED TO NOTIFY THE ENVIRONMENT COMMITTEE IF THE SITUATION CHANGES.”

Should Council agree with the Committee’s recommendation, the following resolution would be appropriate.

Recommendation: That Council endorse the Environment Committee recommendation of October 19, 2017 regarding wildlife-human interaction; and that staff be requested to notify the Environment Committee of future concerns, real or potential, regarding wildlife-human interaction.

GENERATOR USE

“THAT GENERATOR USE DURING AN EMERGENCY IS NOT AN ISSUE FOR MOST PROPERTIES IN ANMORE; AND THAT THE BYLAW SHOULD INCLUDE AN EXEMPTION TO ALLOW UNRESTRICTED GENERATOR USE DURING A POWER OUTAGE OR EMERGENCY AND; THAT GENERATOR USE MAY BE AN ISSUE IN SOME STRATA DEVELOPMENTS, THE COMMITTEE RECOMMENDS STRATA DEVELOPMENTS DEVELOP THEIR OWN BYLAW TO ADDRESS THIS SPECIFIC ISSUE.”

Committee agreed not to further discuss the issue of decibel levels unless it becomes an issue in the Village.

Should Council agree with the Committee's recommendation, the following resolution would be appropriate.

Recommendation: That Council endorse the Environment Committee recommendation of October 19, 2017 regarding generator use;

And That staff be directed to consider these recommendations when preparing the update to the Noise Control Bylaw;

And Further That staff be directed to contact the Strata Corporations in Anmore regarding the process for handling noise complaints;

And Finally That all staff be informed that complaints regarding noise concerns on Strata properties are to be referred to the respective Strata Corporations for information and action.

OPEN DITCHES

"THAT THE ENVIRONMENT COMMITTEE SUPPORTS THE USE OF OPEN DITCHES AND BIOSWALES IN THE VILLAGE OF ANMORE FOR THE PURPOSES OF STORMWATER MANAGEMENT, AND DOES NOT SUPPORT THE UTILIZATION OF CLOSED UNDERGROUND PIPED STORMWATER SYSTEMS."

Should Council agree with the Committee's recommendation, the following resolution would be appropriate.

Recommendation: That the Environment Committee's recommendation of October 19, 2017 regarding open ditches be received; And That staff be requested to submit a comparison report to Council on use of above ground and underground stormwater systems in Anmore.





Office of the Mayor

2760 Cameron Road, West Kelowna, British Columbia V1Z 2T6

Tel (778) 797.2210 Fax (778) 797.1001

December 13, 2017

Dear Local Governments of British Columbia,

With cannabis sales becoming legal in 2018, there must be a formal agreement that will divide the tax revenue on cannabis sales in a fair and equitable manner. Current discussions regarding revenue sharing involve the Federal and Provincial governments with no inclusion of local governments. Ultimately, the legalization will entail additional costs for local governments both in social and policing costs. A Federation of Canadian Municipalities (FCM) paper is stating that the impact may affect policing, fire services, building codes, city planning, municipal licensing and standards, public health, social services, communications, law, etc.

City of West Kelowna Mayor and Council is requesting your support, by writing to the Province to lobby them to agree to 50% of the provincial share of the cannabis tax sharing formula be provided to local governments. This is an adequate and equitable share to help support costs and services incurred by local governments.

Thank you for your consideration.

Sincerely, on behalf of Council,

A handwritten signature in black ink that reads "Doug Findlater".

Doug Findlater
Mayor

RECEIVED

DEC 15 2017

Village of Anmore



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: January 2, 2018

Submitted by: Jason Smith, Manager of Development Services

Subject: Zoning Bylaw Amendment – Addressing Omissions, Errors and Clarifications

Purpose / Introduction

The purpose of this report is to address some errors and omissions, as well as provide some clarification to the recently adopted zoning bylaw.

Recommended Resolution

THAT Anmore Zoning Amendment Bylaw No. 571-2018 be read a first and second time; AND THAT staff be authorized to set the date and issue notification for a Public Hearing to be held on January 23, 2018 at 7:00 pm. in Council Chambers.

Background

The new zoning bylaw was adopted by Council in October 2017, it represented an extensive re-working of the previous bylaw as the result of an extensive review and consultation process. Since the adoption of the zoning bylaw a few errors, omissions and areas in need of clarification were identified.

Discussion

There have been several errors identified in the new zoning bylaw. Below is a listing of them and the proposed changes to address the errors:

1. Highest Building Face Definition – The definition currently reads that it should be measured from the lowest of natural or finished grade. The intent was that it should be measured from only the lowest finished grade and the reference to natural grade is an error.
2. Floor Area definition – The definition should be updated to use Coach House instead of Secondary Suite in accessory building as that term is not used in the bylaw.

Report/Recommendation to Council

Zoning Bylaw Amendment – Addressing Omissions, Errors and Clarifications

January 2, 2018

3. Maximum Size of all Accessory Buildings in the RS-1 zone – There was a discrepancy between the maximum size of accessory building between the text and table in the RS-1 zone. The maximum size of all accessory buildings should be 120 m² and the error in table showing 130 m² should be corrected.
4. CD-6 Zoning – There were a two errors in the CD-6 zoning: there is a Front Line setback error that should be 7.6 m not 10 m and an error in lot references in second row should read Parcels 19 to 22, not 9 to 22. This reflects the original language in the previous zoning bylaw.
5. In the Countryside RCH-1 zone, garage area should be included, not excluded, for the 80% calculation of floor area for the second floor. This reflects the language in the previous zoning bylaw.

Omissions

1. Gates for Shared Driveways and Strata Subdivisions – Policy 215 of the previous zoning bylaw, prohibiting gating of shared driveways and strata subdivisions, was omitted from the new zoning bylaw and should be included.
2. Definition of crawl space and its exclusion from the calculation of floor area.

Clarifiers

1. There has been some confusion with regards to how the maximum size of accessory buildings is calculated in the RS-1 zone. The intent in the RS-1 zone has been that the floor area of accessory buildings be 25% of the principal buildings floor area. For the purposes of calculating 25% maximum accessory building floor area, the area of garage exempted in the floor area of a principal building can be included in the determination of the maximum FAR for accessory buildings on a parcel.
2. There has been some confusion as to whether garage space in the same accessory building as a coach house counts towards the maximum size of the coach house, it does not and a clarification has been proposed for section 6.3.3 (where the size of coach houses is outlined) in the bylaw.
3. For CD zones where the intent in the previous zoning bylaw was to exclude the basement from floor area calculations should have the reference to below grade floor area changed to basement. This would apply in CD Zones 1 through 4.

Report/Recommendation to Council

Zoning Bylaw Amendment – Addressing Omissions, Errors and Clarifications
January 2, 2018

All of these proposed changes are captured in the proposed Zoning Amendment Bylaw No. 571-2018 (attached).

It is recommended that Council give first and second reading to Bylaw No. 571-2018 and direct staff to set the date for the public hearing at 7:00 p.m. on January 23, 2018. The public hearing would be held prior to the Regular Council meeting scheduled for that date.

Staff is recommending an abbreviated timeline as the changes being proposed are to address errors and omissions, not substantive changes or new policies.

Options

The following options are provided for Council's consideration:

1. THAT Anmore Zoning Amendment Bylaw No. 571-2018 be read a first and second time; AND THAT staff be authorized to set the date and issue notification for a Public Hearing to be held on January 23, 2018 at 7:00 pm. in Council Chambers.

OR

2. That Council advise staff on how to proceed with the proposed changes to the Zoning Bylaw.

Financial Implications

If Council chooses to proceed with the holding of a public hearing, there will be costs associated with the legislative requirement of publishing the notice of the hearing in the Tri-Cities Newspaper.

Attachments:

1. Anmore Zoning Amendment Bylaw No. 571-2018

Report/Recommendation to Council

Zoning Bylaw Amendment – Addressing Omissions, Errors and Clarifications

January 2, 2018

Prepared by:	
 _____ Jason Smith Manager of Development Services	
Corporate Review	Initials
Corporate Officer	cb
Reviewed for Form and Content / Approved for Submission to Council:	
Chief Administrative Officer's Comment/Concurrence  _____ Chief Administrative Officer	

VILLAGE OF ANMORE

BYLAW NO. 571-2018

A bylaw to amend Anmore Zoning Bylaw No. 568-2017

WHEREAS the *Local Government Act* authorizes a local government to enact bylaws respecting zoning and certain other related developmental matters;

AND WHEREAS the *Local Government Act* authorizes a local government to amend its bylaws from time to time;

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

1. This Bylaw may be cited for all purposes as "Anmore Zoning Amendment Bylaw No. 571-2018".
2. That Anmore Zoning Bylaw 568-2017 be amended as follows:

- (a) Part 2 after definition of Council, add the following text

"Crawl Space means that portion of a **building** which is located below the first storey or **basement** and has a height of not more than 1.5 m measured from the floor or surface of the ground to the underside of the floor system directly above it.";

- (b) Part 2 in definition for **floor area or gross floor area** - after the words "below grade floor area" add the text "and/or crawl space", and remove the text "secondary suite" and replace with "coach house";
 - (c) Part 2 in definition for **highest building face** - delete the text "natural grade or";
 - (d) After section 5.22, add the following new section with text:

5.23 GATE AT HIGHWAY

The erection of a gate of any type on either public or private property that obstruct vehicular access from a public **highway** onto either:

- (a) a shared driveway with more than two – one **family dwelling units**; or
 - (b) a strata road including access routes and common property within a strata **subdivision** shall be prohibited.

- (e) Section 6.3.3 - remove the text

"For **parcels** less than 4047 m², a **coach house** shall not have a **floor area** that exceeds 100 m². For **parcels** equal to or larger than 4047 m², a **coach house** shall not have a **floor area** that exceeds 130 m²."

and replace with

"For **parcels** less than 4047 m², a **coach house** shall not have a **floor area** that exceeds 100 m². For **parcels** equal to or larger than 4047 m², a **coach house** shall not have a **floor area** that exceeds 130 m². For the purposes of calculating the floor area of a coach house, if there is **garage** area in the **accessory building** containing a **coach house** – the area of **garage** shall not be included in the calculation of floor area of the **coach house**.";

- (f) Subsection 9.1.3. in table, third row - remove the text "130 m²" and replace with "120 m²";

- (g) Article 9.1.3(b) - remove the text

"The maximum **gross floor area** of all **accessory buildings** on a **parcel** shall not exceed 25% of the **gross floor area** of the principal dwelling up to a maximum of 120 m². For the purposes of determining **gross floor area** of all **accessory buildings** on a **parcel**, up to 30 m² of a **coach house** can be exempted from the total. Notwithstanding this restriction, an **accessory building** of not more than 55.7 m² will be permitted on any **parcel**."

and replace with

"The maximum **gross floor area** of all **accessory buildings** on a **parcel** shall not exceed 25% of the **gross floor area** of the principal dwelling up to a maximum of 120 m². For the purposes of determining **gross floor area** of all **accessory buildings** on a **parcel**:

- i. for the purposes of determining the **gross floor area** of the **principal building** for the calculation of the 25%, all **garage area** within the principal building can be included (including **garage area** that otherwise is exempted from **floor area** calculations).
- ii. up to 30 m² of **coach house floor area** can be exempted from the total. The **coach house** must still meet all the requirements of 6.3.3 with regards to maximum **floor area**;
- iii. Notwithstanding this restriction and regardless of **parcel** size, an **accessory building** of not more than 55.7 m² will be permitted on any **parcel**."

- (h) Article 9.2.3(b) - remove the text "excluding" and replace with "including";
- (i) Article 9.12.3(a) – remove the text "**below grade floor area**" and replace with "**basement**";
- (j) Article 9.13.3(b) – remove the text "**below grade floor area**" and replace with "**basement**";
- (k) Article 9.14.3(a) – remove the text "**below grade floor area**" and replace with "**basement**";
- (l) Article 9.15.3(a) – remove the text "**below grade floor area**" and replace with "**basement**";
- (m) Subsection 9.17.4 in table, second row - remove the text "10 m" and replace with "7.6 m";

and

- (n) Subsection 9.17.4 in table, third row - remove the text "Parcels 9 to 22" and replace with "Parcels 19 to 22".

READ a first time the ___ day of _____

READ a second time the ___ day of _____

PUBLIC HEARING held the ___ day of _____

READ a third time the ___ day of _____

ADOPTED the ___ day of _____

MAYOR

MANAGER OF CORPORATE SERVICES

Certified as a true and correct copy of "Anmore Zoning Amendment Bylaw No. 571-2018".

DATE

MANAGER OF CORPORATE SERVICES **19**

VILLAGE OF ANMORE

BYLAW NO. 572-2018

A bylaw to authorize a Records Management System

WHEREAS section 148 of the *Community Charter*, S.B.C. 2003, c. 26, requires that the corporate officer is responsible for the preparation, maintenance, access and safe preservation of the minute books and other records of the business of the Municipal Council of the Village of Anmore;

AND WHEREAS sections 6(1) and 30 the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165, require that the Village of Anmore must make every reasonable effort to assist applicants and to respond without delay to each applicant openly, accurately and completely and to protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal;

AND WHEREAS the Municipal Council of the Village of Anmore desires to manage and maintain the corporate records system of the Village of Anmore;

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

TITLE

1. This bylaw may be cited as "Anmore Records Management Bylaw No. 572-2018".

INTERPRETATION

2. In this bylaw:

"Designated Officer" means the Manager of Corporate Services, who is designated and authorized to act on behalf of the Village of Anmore to manage and maintain the records management system;

"record" includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records; and

"records management system" includes a system used by the Village of Anmore to manage the records of the Village from record creation through to records disposal.

RECORDS MANAGEMENT SYSTEM ESTABLISHED

3. The records management system currently used by the Village of Anmore is authorized.

COMPLIANCE WITH RECORDS MANAGEMENT SYSTEM

4. All records in the custody or control of the employees and management of the Village of Anmore are the property of the Village of Anmore. All records of the Village of Anmore must comply with this records management system and this bylaw. All employees, management, the Municipal Council of the Village of Anmore, service providers and volunteers of the Village of Anmore must comply with this bylaw.

DESIGNATED OFFICER

5. The Designated Officer is responsible for the management and maintenance of the records management system. The Designated Officer is authorized to manage and maintain the records management system.

MANUAL OF PROCEDURES AND POLICY

6. The Designated Officer is authorized to create and maintain a manual of procedures and policy (the "Manual"). Records of the Village of Anmore are created, accessed, maintained and disposed of only as provided by the Manual. The Manual must provide for management of the records of the Village of Anmore and include provisions regarding:
 - (a) the making, receiving and capturing, and organization of records, including records not authorized for creation;
 - (b) the collection of records (including records not authorized for collection);
 - (c) access to records;
 - (d) disclosure of records;
 - (e) maintenance of records;
 - (f) managing records;
 - (g) using records;
 - (h) retention of records;
 - (i) security of records, including protection;
 - (j) storage of records;
 - (k) preservation of records;
 - (l) disposal of records, including destruction; and
 - (m) any other records management matter(s) the Designated Officer authorizes to be included in the Manual.

INTEGRITY AND AUTHENTICITY MAINTAINED

7. The records management system must maintain the integrity and authenticity of records made or kept in the usual and ordinary course of business.

AUTHORIZATION TO AMEND MANUAL

8. The Designated Officer is authorized to amend the Manual.

COMPLIANCE WITH LAW

9. The records management system must comply with the Manual, applicable laws and any provincial, national or international standards adopted for use and contained in the Manual.

SEVERABILITY

10. If any section, subsection, paragraph, subparagraph or clause of the Records Management Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision does not affect the validity of the remaining portions of the Records Management Bylaw.

READ a first time the day of _____, 2018

READ a second time the day of _____, 2018

READ a third time the day of _____, 2018

ADOPTED the day of _____, 2018

MAYOR

MANAGER OF CORPORATE SERVICES

Certified as a true and correct copy of "Anmore Records Management Bylaw No. 572-2018".

DATE

MANAGER OF CORPORATE SERVICES

ENVIRONMENT COMMITTEE MEETING – MINUTES

Minutes of the Environment Committee Meeting held on
Thursday, October 19, 2017 in Council Chambers at
Village Hall, 2697 Sunnyside Road, Anmore, BC



MEMBERS PRESENT

Councillor Paul Weverink (Chair)
Grace Bergman
Coleen Hackinen
Babak Taghvaei

MEMBERS ABSENT

Nil

1. CALL TO ORDER

Chair Weverink called the meeting to order at 7:10 p.m.

2. APPROVAL OF THE AGENDA

It was MOVED and SECONDED:

"THAT THE AGENDA BE APPROVED AS CIRCULATED."

CARRIED UNANIMOUSLY

3. MINUTES

(a) Minutes of the Meeting held on September 21, 2017

**"THAT THE MINUTES OF THE MEETING HELD ON
SEPTEMBER 21, 2017 BE ADOPTED AS CIRCULATED."**

CARRIED UNANIMOUSLY

4. BUSINESS ARISING FROM THE MINUTES

Item 6(a) – Wildlife – Human Interaction

It was MOVED and SECONDED:

**"THAT SUBSEQUENT TO REVIEW OF REPORTED WILDLIFE-
HUMAN INTERACTION IN ANMORE, THE ENVIRONMENT
COMMITTEE RECOMMENDS NO ACTION BE TAKEN AT THIS
TIME; AND THAT STAFF BE REQUESTED TO NOTIFY THE
ENVIRONMENT COMMITTEE IF THE SITUATION CHANGES."**

CARRIED UNANIMOUSLY

Item 6(b) – Generator Use

It was MOVED and SECONDED:

“THAT GENERATOR USE DURING AN EMERGENCY IS NOT AN ISSUE FOR MOST PROPERTIES IN ANMORE; AND THAT THE BYLAW SHOULD INCLUDE AN EXEMPTION TO ALLOW UNRESTRICTED GENERATOR USE DURING A POWER OUTAGE OR EMERGENCY AND; THAT GENERATOR USE MAY BE AN ISSUE IN SOME STRATA DEVELOPMENTS, THE COMMITTEE RECOMMENDS STRATA DEVELOPMENTS DEVELOP THEIR OWN BYLAW TO ADDRESS THIS SPECIFIC ISSUE.”

CARRIED UNANIMOUSLY

Committee agreed not to further discuss the issue of decibel levels unless it becomes an issue in the village.

5. UNFINISHED BUSINESS

Nil

6. NEW BUSINESS

(a) Review of 2016 Action Items

Committee reviewed the 2016 Action Items list and agreed that all items are complete, and no further actions are required.

(b) Septic Systems

Committee discussed:

- An excerpt from the draft 'Welcome to Anmore Brochure'; and
- Concerns over potential effects of chlorine in potable water in septic system function.

Action item: Chair Weverink to ask staff for information on chlorine concentration ranges in potable water in the Village.

Action item: Babak Taghvaei to search the internet for data on chlorine concentrations which might affect septic system function.

(c) Open Ditches

Highlights of Committee discussion on this matter are:

- In favour of bioswales and/or ditches as they are more shallow, easier to maintain, attractive, and safer for cars.
- Some other benefits of open ditches opposed to closed pipe storm sewers are: water infiltration; opportunity to slow velocity of flow; increase storage of excess rainwater; particulates; pollutants such as gasoline, solvents, metals etc. to be filtered out before entering the stream; reduces downstream erosion; and greater capability to reduce flooding resulting from heavy rainfall.
- A disadvantage of closed pipe storm sewers is the expense to upgrade.
- The Village received a government grant for a Storm Water Management Plan.

It was MOVED and SECONDED:

“THAT THE ENVIRONMENT COMMITTEE SUPPORTS THE USE OF OPEN DITCHES AND BIOSWALES IN THE VILLAGE OF ANMORE FOR THE PURPOSES OF STORMWATER MANAGEMENT, AND DOES NOT SUPPORT THE UTILIZATION OF CLOSED UNDERGROUND PIPED STORMWATER SYSTEMS.”

CARRIED UNANIMOUSLY

7. ADJOURNMENT

The meeting adjourned at 8:40 p.m.

Certified Correct:

Approved:

Christine Milloy
Manager of Corporate Services

Councillor Paul Weverink
Chair, Environment Committee



RECEIVED
DEC 21 2017
Village of Anmore

City of Parksville
Office of the Mayor

December 19, 2017

The Honourable George Heyman
Minister of Environment and Climate Change Strategy
PO Box 9047 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Heyman:

RE: Prevention of Quagga and Zebra Mussels

At the December 18, 2017, regular meeting, Parksville City Council passed a resolution to express concern regarding the threat that quagga and zebra mussels pose to BC lakes.

The District of Sicamous submitted a resolution at UBCM that was endorsed requesting more funding from the provincial government to increase awareness and education regarding this issue. Quagga and zebra mussels are highly invasive; only one mussel can produce one million mussels per year. Should BC become infested with these mussels, the impact will not ever be reversible. All BC lakes would be contaminated and there is currently no solution to destroy the mussel population.

It is our belief that the effects of these mussels would be devastating to BC freshwater eco-systems. Zebra and quagga mussels filter water to the point where food sources such as plankton are removed, altering food webs. This also causes clearer water, allowing sunlight to penetrate deeper, increasing growth of aquatic vegetation. Toxic algal blooms may negatively impact native fish and wildlife. Large mussel colonies affect spawning areas, impacting the survival of fish eggs.

With the eco-system compromised, beaches will be destroyed. Water intakes may become clogged with mussel colonies and there is no research on how these mussel populations may affect water quality. Recreational users may no longer wish to access lakes due to the environmental changes, which would negatively impact the vital tourism industry in BC. The cost to British Columbia government, taxpayers and businesses will be billions if these mussels manage to infiltrate our eco-system.

.../2

Fortunately, there is still time to prevent this disaster. The District of Sicamous submitted a comprehensive list of preventative measures to keep these mussels out of BC waterways, including stricter border patrols, increased conservation staffing, inter-governmental collaboration and improved boater education. It is our hope that the Government of BC will heed this warning and implement some of these suggestions before it is too late.

Yours truly,



MARC LEFEBVRE

Mayor

Cc: Council Members
Mark Zarcharias, Deputy Minister (via email: DM.ENV@gov.bc.ca)
Wendy Booth, UBCM President (via email: wndbooth@gmail.com)
UBCM Members (via email)