

## REGULAR COUNCIL MEETING AGENDA

## VILLAGE OF ANMORE

Agenda for the Regular Council Meeting scheduled for  
Tuesday, May 17, 2016 at 7:00 p.m. in the portable classroom  
at Anmore Elementary School 30 Elementary Road, Anmore, BC



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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.*

4. **Delegations**

5. **Adoption of Minutes**

page 1

(a) **Minutes of the Regular Council Meeting held on May 3, 2016**

Recommendation: That the Minutes of the Regular Council Meeting held on May 3, 2016 be adopted as circulated.

6. **Business Arising from Minutes**

7. **Consent Agenda**

*Note: Council may adopt in one motion all recommendations appearing on the Consent Agenda or, prior to the vote, request that an item be removed from the Consent Agenda for debate or discussion, voting in opposition to a recommendation, or declaring a conflict of interest with an item.*

8. **Items Removed from the Consent Agenda**

9. **Legislative Reports**

page 8

(a) **Fees and Charges Amendment Bylaw No. 552-2016**

Recommendation: That Anmore Fees and Charges Amendment Bylaw No. 552-2016 be read a first, second and third time.

10. **Unfinished Business**

**11. New Business**

page 10      **(a)      Formal Decision for Rezoning Application – 3230 Sunnyside Road, Anmore, BC**

Report dated May 12, 2016 from the Chief Administrative Officer is attached.

page 18      **(b)      Access Awareness Day – June 4, 2016**

Letter dated April 27, 2016 from Lorraine Copas, SPARC BC is attached for consideration of proclamation.

page 21      **(c)      City of Cranbrook Resolution re: Fort McMurray**

Email correspondence sent May 10, 2016 from Kelly Thorsteinson, City of Cranbrook, is attached for consideration of providing support for Fort McMurray residents.

**12. Mayor's Report****13. Councillors Reports****14. Chief Administrative Officer's Report****15. Information Items**

pages 23-37      **(a)      Committees, Commissions, and Boards – Minutes**

- Emergency Preparedness Committee Meeting - January 28, 2016
- Emergency Preparedness Committee Meeting - February 4, 2016
- Emergency Preparedness Committee Meeting - March 7, 2016
- Emergency Preparedness Committee Meeting - April 7, 2016
- Sasamat Volunteer Fire Department Board of Trustees Meeting - April 7, 2016

page 40      **(b)      General Correspondence**

- Letter dated April 15, 2016 from Mayor Philip Germuth, District of Kitimat, to Premier Christie Clark, regarding C.O.R.E.Y. Motorcycle Safety GLP-M

**16. Public Question Period**

*Note: The public is permitted to ask questions of Council regarding any item pertaining to Village business.*

**17. Adjournment**

## REGULAR COUNCIL MEETING – MINUTES

## VILLAGE OF ANMORE

Minutes of the Regular Council Meeting held on Tuesday, May 3, 2016 in the portable classroom at Anmore Elementary School, 30 Elementary Road, Anmore, BC



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### ELECTED OFFICIALS PRESENT

Mayor John McEwen  
Councillor Ryan Froese  
Councillor Ann-Marie Thiele  
Councillor Kim Trowbridge  
Councillor Paul Weverink

### STAFF PRESENT

Juli Kolby, Chief Administrative Officer  
Christine Milloy, Manager of Corporate Services

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#### 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:

R103/2016

**“THAT THE AGENDA BE APPROVED AS CIRCULATED.”**

**CARRIED UNANIMOUSLY**

#### 3. Public Input

Nil

#### 4. Delegations

Nil

#### 5. Adoption of Minutes

(a) Minutes of the Regular Council Meeting held on April 19, 2016

It was MOVED and SECONDED:

R104/2016

**“THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD ON APRIL 19, 2016 BE ADOPTED AS CIRCULATED.”**

**CARRIED UNANIMOUSLY**

6. **Business Arising from Minutes**

Nil

7. **Consent Agenda**

Nil

8. **Items Removed from the Consent Agenda**

Nil

9. **Legislative Reports**

(a) **Water Shortage Response Plan Bylaw No. 550-2016**

It was MOVED and SECONDED:

R105/2016                      **“THAT ANMORE WATER SHORTAGE RESPONSE PLAN BYLAW NO. 550-2016 BE FINALLY RECONSIDERED AND ADOPTED.”**

Christine Milloy reported that the requested amendments were not made as there were no errors found. She added that Metro Vancouver will provide municipalities with information to help staff clarify terms used in the bylaw.

**CARRIED UNANIMOUSLY**

It was Moved and Seconded:

R106/2016                      **“THAT STAFF BE DIRECTED TO PROVIDE INFORMATION TO THE ENVIRONMENT COMMITTEE FROM METRO VANCOUVER AND SAVING WATER PARTNERSHIP, REGARDING LAWN AND GARDEN WATERING METHODS, MAINTENANCE, AND RESTRICTIONS, FOR REVIEW AND COMMENTS TO STAFF FOR USE IN PROVIDING FEEDBACK TO METRO VANCOUVER AND FOR DEVELOPING COMMUNICATION FOR ANMORE RESIDENTS.”**

**CARRIED UNANIMOUSLY**

(b) **Tax Rates Bylaw No. 551-2016**

It was MOVED and SECONDED:

R107/2016                      **THAT ANMORE TAX RATES BYLAW NO. 551-2016 BE FINALLY RECONSIDERED AND ADOPTED.**

**CARRIED UNANIMOUSLY**



**10. Unfinished Business**

Nil

**11. New Business**

**(a) National Public Works Week, May 15-21, 2016 – Public Works – Always There**

It was MOVED and SECONDED:

R108/2016                    **“THAT COUNCIL HEREBY PROCLAIMS MAY 15-21, 2016 AS  
NATIONAL PUBLIC WORKS WEEK IN THE VILLAGE OF ANMORE.”**

**CARRIED UNANIMOUSLY**

**(b) Transportation and Accommodation Services in British Columbia**

It was MOVED and SECONDED:

R109/2016                    **“THAT COUNCIL AGREES TO RECEIVE THE LETTER DATED APRIL 8,  
2016 FROM MINISTER FASSBENDER, REGARDING  
TRANSPORTATION AND ACCOMMODATION SERVICES IN BRITISH  
COLUMBIA, WITHOUT ACTION.”**

Council directed staff to keep the letter on file in anticipation of future bylaw interest.

**CARRIED UNANIMOUSLY**

**(c) Village Hall Update**

It was MOVED and SECONDED:

R110/2016                    **“THAT COUNCIL AUTHORIZE STAFF TO ISSUE A CALL FOR  
PROPOSALS FOR THE RELOCATION OF THE ORIGINAL  
HOMESTEAD, AS DESCRIBED IN THE REPORT DATED APRIL 29,  
2016 FROM THE CHIEF ADMINISTRATIVE OFFICER TITLED  
VILLAGE HALL UPDATE; AND THAT COUNCIL AUTHORIZE STAFF  
TO ENTER INTO AN AGREEMENT WITH ATCO TO LEASE AND  
DELIVER AN ADDITIONAL THIRTY-SIX FOOT BY SIXTY FOOT UNIT  
FOR THE PURPOSES OF COUNCIL CHAMBERS, RECORD STORAGE  
AND COMMUNITY USE, AS APPLICABLE.”**

**CARRIED UNANIMOUSLY**

**(d) Rezoning Application – 3230 Sunnyside Road, Anmore, BC**

It was MOVED and SECONDED:

R111/2016

**“THAT THE REPORT DATED APRIL 29, 2016 REFERENCED FROM JULI KOLBY TITLED “REZONING APPLICATION – 3230 SUNNYSIDE ROAD, ANMORE, BC” BE RECEIVED; AND THAT THE APPLICANT BE INSTRUCTED TO REVISE THE APPLICATION, TO CONSULT WITH THE PUBLIC AND TO PROVIDE ADDITIONAL INFORMATION BASED ON THE SUBJECT REPORT AND COUNCIL DISCUSSION TO ENABLE A MORE COMPLETE AND DETAILED EVALUATION THE PROPOSAL.”**

**MOTION DEFEATED**

It was MOVED and SECONDED:

R112/2016

**“THAT THE DEVELOPMENT PROPOSAL BE WITHHELD UNTIL SUCH TIME AS STAFF CAN OBTAIN FURTHER INFORMATION FROM THE APPLICANT, AS DIRECTED BY COUNCIL.”**

**MOTION DEFEATED**

**12. Mayor's Report**

Mayor McEwen reported that:

- Last Thursday he attended the Hard Rock Casino grand re-opening
- The Council of Councils session was held at the Giggle Dam Theatre last week
- He attended a recent TransLink meeting where they discussed funding options ranging from tolls, gas tax, property tax
- Last Wednesday he was a guest at the Regional Prosperity Forum in Vancouver
- Last Tuesday Council hosted Volunteer Appreciation night; he thanked staff for their efforts in preparing the event
- Last Monday Council held a workshop to discuss the village hall
- This upcoming Saturday is the Sasamat Fire Department car wash, adding that the fire hall looks good
- Last weekend he noticed increased lake traffic and some drivers were stuck near village hall
- There are issues with parties being held at Pinnacle Ridge so lock blocks (with chains) will be installed to keep people out
- He has been urged to attend the Lower Mainland Local Government Association conference next week; he is on the waiting list.

**13. Councillors Reports**

Councillor Thiele reported that:

- Emergency Preparedness Committee Meeting on Thursday, planning to recap the stakeholder meeting held
- Protective Services Committee meeting on May 12, hoping to finalize a report to council on the wildfire protection plan
- She will be attending, on May 7, the pancake breakfast and May Day parade
- She will be meeting with Rachel Carrier, the Village's Event Coordinator, on Thursday, regarding Ma Murray Day
- Volunteer appreciation night had a good turnout and a highlight was the Garden Club's donation to the Sasamat Fire Department for the breathing apparatus fundraiser
- Anmore Elementary held their annual walkathon on Friday; firefighters helped direct traffic. The school raised almost \$9,300 for use toward school computers and other classroom needs.
- This week is Emergency Preparedness Week and the Emergency Preparedness Committee put together an initiative to build awareness in the school; this is being done with an emergency supplies checklist and a contest.

Councillor Froese reported that:

- Noxious weeds are becoming a big problem to the point where the Real Estate Board is amending their disclosure statement to include noxious weeds and specifically knot weed. He asked Council to ask the Environment Committee to discuss how to noxious weeds by bylaw or having a policy in place, to control any outbreak of noxious weeds in the municipality.

Council expressed agreement for the request to direct staff to look into what policies/bylaws the Village has in place, and then refer the information to the Environment Committee for review and comments.

Councillor Weverink reported that:

- He attended the Council of Councils meeting, and thought it was a good meeting
- At the last Parks Committee Meeting he said goodbye to Bruce Wall, who is leaving the Committee
- He will be driving the Acting Mayor and Kim Trowbridge in the May Day Parade on May 7, and Kim Trowbridge will be driving Greg Moore's parents, who are the honorary Marshalls.

**14. Chief Administrative Officer's Report**

Juli Kolby reported that:

- The Operations Superintendent position was recently filled by Luke Guerin, who will start with the Village on May 16
- The Village recently hired a co-op student who will help set up the GIS system, working with ISL

- Since the Financial Plan was approved, ISL Engineering has begun work on the Roads Master Plan
- The Asset Management Plan agreement has been signed and a kick-off meeting will be held on May 19. It is expected that the Plan will be before Council in fall 2016.
- She gave authorization to a local contractor to begin clearing the ½ acre lot adjacent to Spirit Park, which was part of the Financial Plan, for use over the summer and into the fall.
- Utility bills are out. The due date is June 3 and a penalty will be applied on June 4. Information on payment options can be found online.

## **15. Information Items**

### **(a) Committees, Commissions, and Boards – Minutes**

- Environment Committee Meeting Minutes of February 1, 2016
- Parks and Recreation Committee Meeting Minutes of December 17, 2015
- Parks and Recreation Committee Meeting Minutes of February 18, 2015

### **(b) General Correspondence**

- Letter dated April 13, 2016 from MLA for Port Moody – Coquitlam regarding DNA Analysis Costs.
- Letter dated April 14, 2016 from BCGEU regarding wine sales in grocery stores.
- Letter dated April 15, 2016 from Metro Vancouver to Ministry of Public Safety & Solicitor General regarding 911 Information Request for Regional Districts  
Note: Attachments filed in the Village office
- Letter dated April 19, 2016 from City of Port Moody regarding Joint Family Court and Youth Justice Committee

## **16. Public Question Period**

Lynn Burton, Sugar Mountain Way, asked a question regarding Anmore vehicle decals to permit access to Buntzen Lake for Anmore residents.

Lynn Burton, Sugar Mountain Way, asked a question regarding a need to borrow money for the new village hall.

## **17. Adjournment**

It was MOVED and SECONDED:

R113/2016

**“TO ADJOURN.”**

**CARRIED UNANIMOUSLY**

The meeting adjourned at 8:37 p.m.



Certified Correct:

Approved by:

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Christine Milloy  
Manager of Corporate Services

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John McEwen  
Mayor



**BYLAW NO. 552-2016**

**WHEREAS** section 194 of the *Community Charter, S.B.C., 2003*, authorizes municipalities, by bylaw, to impose fees and charges for the provision of various services and/or information;

1. This bylaw maybe cited as “Anmore Fees and Charges Amendment Bylaw No. 552-2016”.
2. That Schedule A be amended, by adding the following row to the end of the Water Utility section:

|  |         |
|--|---------|
| Permit to water lawn for Nematode Application, during Stage 1 Restrictions or Stage 2 Restrictions, at the premises described in the permit for 14 days from date of issuance. | \$35.00 |
|--|---------|

**READ** a first time the \_\_\_\_\_ day of \_\_\_\_\_, 2016  
**READ** a second time the \_\_\_\_\_ day of \_\_\_\_\_, 2016  
**READ** a third time the \_\_\_\_\_ day of \_\_\_\_\_, 2016  
**RECONSIDERED, FINALLY PASSED AND ADOPTED** the \_\_\_\_\_ day of \_\_\_\_\_, 2016

CORPORATE OFFICER

CORPORATE OFFICER

**Anmore Fees and Charges Bylaw No. 545-2015**  
**Schedule A**

| <b>Water Utility</b>  |   |
|---|---|
| Installation of a new water service between Village water main and meter box at property line. <i>A deposit will be required for the installation prior to installation</i> | Actual Costs – a deposit may be required      |
| Installation of 2" water meter at property line   | \$1374.00                                     |
| Installation of 1.5" water meter at property line   | \$970.00                                      |
| Installation of 1" water meter at property line   | \$557.00                                      |
| Installation of 5/8" x 3/4" water meter at property line  | \$426.00                                      |
| Temporary cap of water service (Demolition Permit)  | \$100.00                                      |
| Permanent cap of water service (Demolition Permit)  | \$100.00                                      |
| Water valve shut off and opening during normal working hours  | \$100.00                                      |
| Water valve shut off and opening after normal working hours   | \$400.00                                      |
| New service box   | Actual costs                                  |
| Fire Hydrant Use Permit   | \$100.00                                      |
| Fire Hydrant Usage Charge (water meter to be attached to hydrant)   | As per Anmore Water Rates & Regulations Bylaw |
| Fire Hydrant Use Permit – Inspection Fee  | \$100.00                                      |
| Fire Hydrant Use Permit – Security Deposit  | \$3500.00                                     |
| Scheduled Water Main shut down  | Actual Costs – a deposit may be required      |
| Emergency Water Main shut down (not on village property)  | \$400.00                                      |
| Water User Fees (per cubic meter)   | As per Anmore Water Rates & Regulations Bylaw |
| Special Water Meter Reading by request  | \$50.00 per reading                           |
| Permit to water new lawn or landscaping during Stage 1 or Stage 2 Water Restrictions are in force, at the premise described in the permit for 21 days from day of issuance  | \$35.00                                       |
| Water Sprinkling Permit may be extended (optional) one time for an additional 21 days for a total of 42 days calculated from date of issuance of the first permit.          | \$25.00                                       |



## VILLAGE OF ANMORE

### REPORT TO COUNCIL

Date: May 12, 2016

Submitted by: Juli Kolby, Chief Administrative Officer

Subject: Formal Decision for Rezoning Application – 3230 Sunnyside Road, Anmore, BC

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#### Purpose / Introduction

To obtain formal Council direction on the rezoning application for 3230 Sunnyside Road, Anmore, BC.

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#### Resolutions

1. THAT the development proposal be rejected as Council sees no merit in this land use change for the Anmore Campground.

OR

2. THAT the report dated May 12, 2016 referenced from Juli Kolby titled "Follow Up to Rezoning Application – 3230 Sunnyside Road, Anmore, BC" be received;

AND THAT Council supports a public session hosted and funded by the applicant, to obtain feedback on whether Anmore property owners and residents are supportive of the proposed rezoning concept.

3. THAT the development proposal be withheld until such time as staff can obtain further information from the applicant, as directed by Council.
- 

#### Background

At the May 3, 2016 Regular Council meeting, Council considered and defeated the following motions:

*"THAT THE REPORT DATED APRIL 29, 2016 REFERENCED FROM JULI KOLBY TITLED "REZONING APPLICATION – 3230 SUNNYSIDE ROAD, ANMORE, BC" BE RECEIVED; AND THAT THE APPLICANT BE INSTRUCTED TO REVISE THE APPLICATION, TO CONSULT WITH THE PUBLIC AND TO PROVIDE ADDITIONAL INFORMATION BASED ON THE SUBJECT REPORT AND COUNCIL DISCUSSION TO ENABLE A MORE COMPLETE AND DETAILED EVALUATION THE PROPOSAL."*

## Report/Recommendation to Council

Formal Decision for Rezoning Application – 3230 Sunnyside Road, Anmore, BC

May 12, 2016

AND

*"THAT THE DEVELOPMENT PROPOSAL BE WITHHELD UNTIL SUCH TIME AS STAFF CAN OBTAIN FURTHER INFORMATION FROM THE APPLICANT, AS DIRECTED BY COUNCIL."*

## Discussion

In order to ensure clear direction for staff and the applicant, a formal Council decision is being requested in relation to the concept of the redevelopment of the campground.

## Financial Implications

There is no direct financial implications with any of the resolutions. If Council provided such direction, any costs associated with obtaining public input or providing further information to Council would be the sole responsibility of the applicant.

## Communications / Civic Engagement

If Council were to provide direction for the applicant to obtain public input, the Village would promote such a meeting through the website and social media platforms it currently uses.

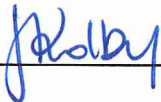
## Corporate Strategic Plan Objectives

A formal decision on this proposal meets the corporate objectives of exploring diversity in land use, housing, parks and recreation.

## Attachments:

1. Proposed Rezoning and Development of 3230 Sunnyside Road document, submitted by McElhanney, dated March 17, 2016.

Prepared by:



Juli Kolby  
Chief Administrative Officer



March 17, 2016

2111-02471-01

Village of Anmore  
2697 Sunnyside Road  
Anmore BC V3H 5G9

Attention: Juli Kolby  
Chief Administrative Officer / Chief Financial Officer

Dear Ms. Kolby:

**Re: Proposed Rezoning and Development of 3230 Sunnyside Road, Anmore, BC**

This letter provides our rationale concerning the proposal to redevelop the Anmore Campground, located at 3230 Sunnyside Road, into a mixed use, CD-zoned development including:

- A half-acre (2209m<sup>2</sup>) Country Bakery / Café commercial portion,
- A 47-lot Bareland Strata Cottage residential portion, and
- Close to half an acre (1980m<sup>2</sup>) of on-site Open Space.

**Project Description**

The proposed mixed use commercial/residential development will create a pleasing node on the northern edge of the Village that provides a much needed community gathering space amenity, and increases Anmore's housing diversity. This node marks the transition between the Village and the forested Buntzen Lake recreation area to the north, and will act as a gateway feature to the park.

The Country Bakery / Café will preserve the Commercial intention for a portion of the site in perpetuity, while the proposed 47 modest Cottage residences will be built to emphasize street presence and promote a pedestrian-friendly enclave. Two existing emergency accesses onto the Village servicing road will continue to be used in the proposed development.

The proposal includes a half-acre (2209m<sup>2</sup>) Commercial portion upon which will be built a 3,000 sq.ft. *Country Bakery / Café*. On the inside, the Country Bakery / Café is envisioned as the social heart of the Village, where community members and visitors can gather and chat over a light meal or a warm drink to *strengthen community ties and social connections*. On the outside, the Café will use appropriate *exterior materials and design standards* to ensure passers-by feel welcome and invited to stop by and experience the Village's *semi-rural character*. As this Commercial lot will be provided to the Village as a *voluntary community amenity* after it has been built, the exterior



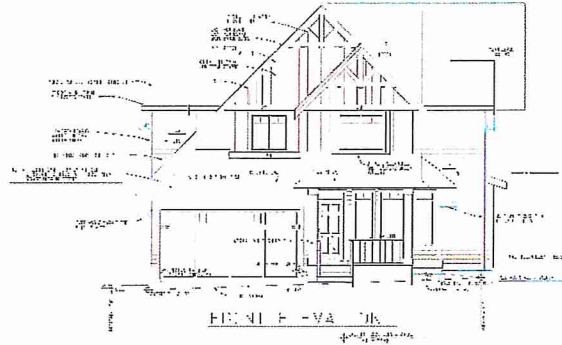
Suite 2300 Central City Tower Tel 604 596 0391  
13450 – 102 Avenue Fax 855 407 3895  
Surrey BC mcelhanney.com  
Canada V3T 5X3





design, interior layout, and commercial lot landscaping design will be developed in consultation with the Village at the developers cost.

The *innovative residential* portion of the site includes the development of 47 strata single family lots (304m<sup>2</sup>-427m<sup>2</sup>) on which will be built modest houses with high Urban Design standards, increasing the choice of housing in the Village. It is anticipated that the residential unit sizes will have a total maximum habitable area of approximately 279 sq m (3,000 sq ft) (includes basement, excludes garage). Units will emphasize street presence by providing front porches and de-emphasize garages by setting them back on the lots. The proposed minimum lot size is 13.79m wide and 22.0m deep (15.0m wide and 22.0m deep for corner lots), with appropriate proposed setbacks for the form and character of the units (front yard 2.5m, rear yard 6m, side yard 1.8m, flanking side yard 2.5m).



The approximately 1980m<sup>2</sup> of on-site Open Space is sufficient for a development of this size, and will be governed by a landscape scheme that prioritizes *native species and water-conserving landscaping*. Landscape buffers along the north side of the site provides screening for the existing Village works yard, and on the south side (Alpine Drive) *provides screening to existing neighbouring developments*.

The applicant believes that this proposal is appropriate and desirable for the Village of Anmore for the following reasons:

- The proposal protects the Village's existing Commercial zoning;
- The proposal increases the Village's tax base;
- The proposal provides an income-generating community amenity to the Village (value >\$3,000,000);
- The proposal increases the diversity of housing choice within the Village, appropriate for those with smaller household sizes, 'downsizers' and/or semi-retired;
- Provision of a more affordable housing option for Anmore residents
- The current C2 zoning allows 108 commercial / RV lots to be developed. The proposed 47 unit strata and one commercial lot provides a significant amenity to the Village in the form of a custom-built Bakery / Café.

### Application Specifics

#### Rezoning

Rezoning from Campground Commercial (C2) Zone to Comprehensive Development Zone for Mixed Use to permit the following uses:

- Commercial uses including retail commercial, café, bakery, art gallery, community centre, recreation use, rental/sale of sporting and recreations equipment
- Residential compact lots as a part of a comprehensively design bareland strata development.



- Maximum commercial floor area: 280 sq m (3000 sq ft) or to be determined; maximum commercial building height: 2 stories; setbacks, parking and site coverage to be determined
- Maximum residential floor area: 195 sq m (2100 sq ft) excluding garage and basement; maximum building height, setbacks and site coverage to be determined.

CD Zone to include a zoning 'block plan' to identify specific portions of the parent lot to be used as commercial or residential.

#### Subdivision

Proposed subdivision into 2 fee simple lots (commercial and residential) with the commercial lot to be conveyed to the Village of Anmore. Residential portion to be subdivided into 47 Bareland Strata lots plus common property (roads and amenity space) lots(s). The proposed bareland Strata may be phased.

Overall subdivision plan is attached.

#### OCP Amendment/Development Permit(s)

Currently, there is no Development Permit Area (DPA) identified for 'form and character' on the subject site. It is proposed that the OCP be amended to include the commercial portion of the site as a mandatory DPA for form and character.

The subject site is included within Schedule F of the OCP for a Watercourse Development Permit Area. A site review will be undertaken by a Qualified Environmental Professional (QEP) to verify the presence or absence of any watercourse/environmental feature(s). Subject to these findings, the need for a Watercourse DP can be confirmed by the Village

Additional information, design drawings etc to support the Development Permit(s) will be provided during the course of the application process pending Council and staff input.

Although the OCP stipulates a maximum unit density of 1.5 to 1.8 upa (OCP Policy RU-6 and RU-8 respectively), the subject site is currently zoned/designated "Commercial". Under the OCPs Commercial designation, there are no policies pertaining to residential use and/or residential unit density maximums. It is proposed that a text amendment of the OCP to include provisions or policy for "Mixed Use" (commercial/residential/community) within the "Commercial" designation be considered in order to facilitate the proposal. As the proposal captures aspects of the "Village Centre", "Residential" and "Commercial" designations of the OCP, no single designation within the current OCP adequately reflects the proposal. Supporting policies within the OCP include:

- RLU-10/11 (secure community amenities),
- CLU-3 (encourage the creation community space),
- CLU-4 (local commercial activities),
- S-3 (encourage and support innovative/affordable housing),
- S-7 (housing to support aging in place) and
- S-9 (develop display venues for art).



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Our File: 2111-02471-01

## Conclusion

Anmore lacks a community focal point. The proposed development would facilitate the creation of a community gathering place to support the cultural and social needs of the Village. More importantly, the proponent is offering to build this commercial/community feature at their cost and transfer the building and land assets to the Village. This innovative and significant proposal necessitates amendments to the current OCP for which existing, supporting policies exist to support the amendments.

Please call if you require any additional information.

Sincerely,

**McElhanney Consulting Services Ltd.**

James Pernu, MSc  
Senior Planner / Project Manager  
Email: [jpernu@mcelhanney.com](mailto:jpernu@mcelhanney.com)  
Phone: 604-424-4889

Enclosures  
Bare Lands Sketch 15 (December 3, 2015)  
Development Concept Information  
Title Search  
Letter of Authorization

cc: City Spaces Consulting (Mr. Brent Elliot)  
client (via email)

March 17, 2016

Village of Anmore  
2697 Sunnyside Road  
Anmore, BC  
V3H 5G9

Attention: Juli Kolby, Chief Administrative Officer

Letter of Authorization concerning the Rezoning, Subdivision, Development Permits and OCP  
Amendment of: **LOT 8 SEC 20 TWP 39 NWMD PL LMP49309**, Anmore BC.

The purpose of this letter is to authorize 379852 B.C. LTD., INC.NO. 379852 AND 379853 B.C. LTD.,  
INC.NO. 379853 and James Pernu of McElhanney Consulting Services Ltd., to represent the application  
for the following properties in the Village of Anmore:

- **Lot 8 SEC 20 TWP 39 NWMD PL LMP49309**

Sincerely,



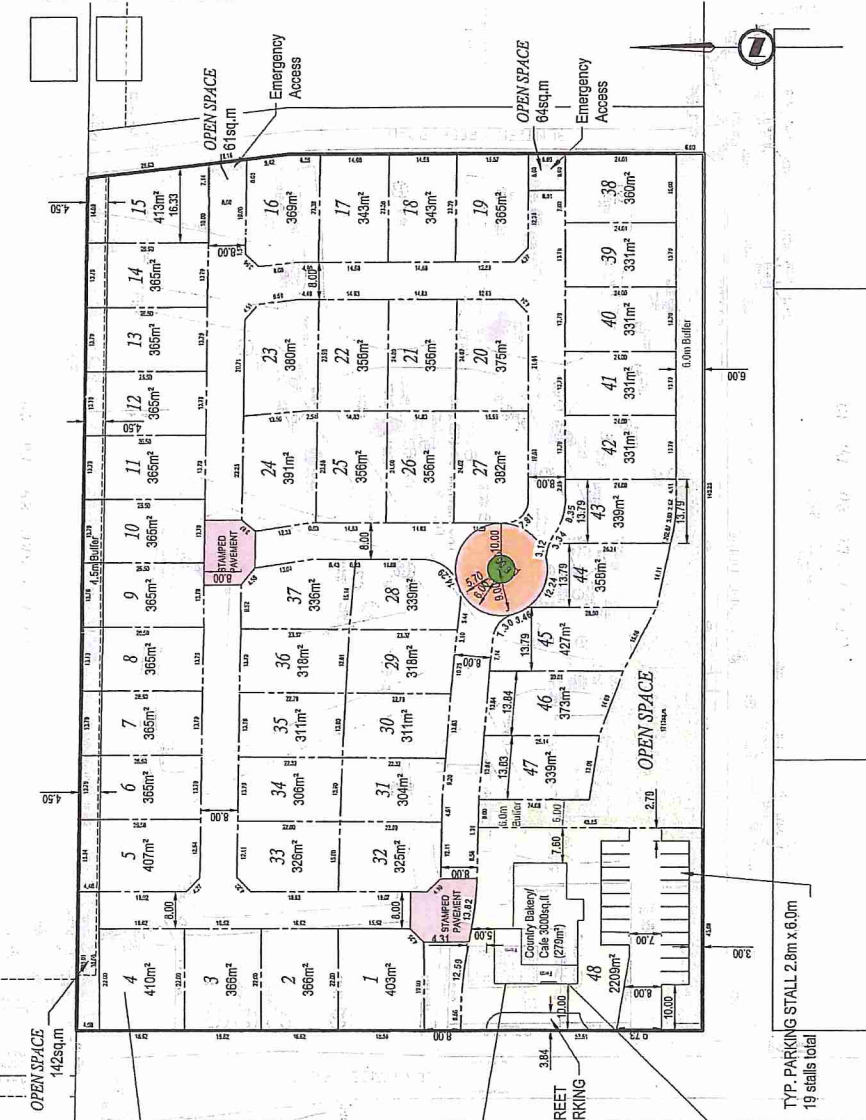
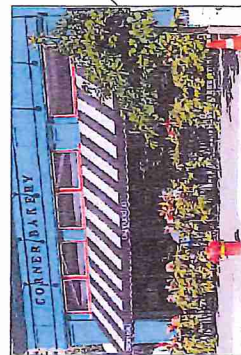
Milt Hunniford  
For 379852 B.C. LTD.



Doreen C. Hunniford  
For 379853 B.C. LTD.



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OPEN SPACE  
TOTAL OPEN SPACE AREA: 1980m<sup>2</sup> (7.82%)

COMMERCIAL LOT

Lot 48 for Country Bakery and Cafe With  
Gathering Area - 3000sq.ft. base floor  
plate/ 279m<sup>2</sup>



## BARE LANDS SKETCH 15

ANIMORE, BC

- NOTES:
- THIS DRAWING IS FOR PRELIMINARY LAYOUT ONLY, AND SUBJECT TO MUNICIPAL APPROVAL.
  - THE AREAS AND DIMENSIONS SHOWN ON THE DRAWINGS ARE SUBJECT TO DETAILED SURVEY AND CALCULATIONS, AND MAY VARY.
  - THIS DRAWING IS NOT TO BE USED FOR LEGAL TRANSACTIONS.

Scale: 1:1000  
December 3, 2015  
Job No.: 2111-02471-1  
Mun. Proj.: -

OVERALL AREA APPROX  
2.53ha (6.26ac)  
Min Lot Size is  
13.79m x 22.0m  
Min Corner Lot Size is  
15.0 x 22.0m  
DENSITY  
18.6UPH / (7.51UPA)

COMMERCIAL LOT:  
FLOOR AREA RATIO  
0.13 (3,000sq.ft)  
SITE COVERAGE  
12.6%

**McElhanney**

McElhanney Consulting Services Ltd.  
SUITE 2300 - CENTRAL CITY TOWER  
13450 102 AVENUE, SURREY, BC  
V3T 5X3  
P: 604-596-0381  
F: 604-584-0050



April 27, 2016

MAYOR AND COUNCIL  
2697 SUNNYSIDE RD  
ANMORE BC V3H 5G9

RECEIVED  
MAY 06 2016  
Village of Anmore

Dear Mayor and Council:

RE: Access Awareness Day – June 4, 2016-Building Accessibility/Creating Community

June 4, 2016 marks SPARC BC's 19th annual Access Awareness Day! Access Awareness Day gives each of us an opportunity to look at our community and to think about what we can do to make our communities more accessible and inclusive for everyone!

The theme for this year's Access Awareness Day is "Building Accessibility/Creating Community". As part of this year's planning, our goal is to draw attention to the needs of individuals with health and activity limitations living in our communities and to highlight the different ways that we can all work together to ensure that our communities are as accessible and inclusive as possible.

Each year, as part of our annual Access Awareness Day campaign, we ask local governments to show their support by passing a proclamation that recognizes the role that we all play in ensuring the rights of everyone to bring their talents, experience and abilities to engage in all aspects of community life. We hope that we can count on your support by adopting a proclamation or sending a letter of support that confirms your on-going commitment to building an accessible and inclusive community.

We have also included a number of different Access Awareness Day posters and materials that we have developed to help build increased public awareness and support around the importance of working to ensure that our communities are accessible and that people with disabilities are included. To request additional posters or materials or to suggest possible ways to partner please do not hesitate to reach out by calling (604) 718-7736 or by sending an email to [mycommunity@sparc.bc.ca](mailto:mycommunity@sparc.bc.ca).

We know that true accessibility and inclusion is something that is achieved by working together and that by building accessibility we are creating better communities. As part of this year's Access Awareness Day activities, our goal is to demonstrate the many different ways that communities have been successful in building accessibility. Please join us in celebrating Access Awareness Day and in helping to ensure that all communities are accessible and that everyone is included!

Thank you for your support. We look forward to hearing from you.

Sincerely,



Lorraine Copas  
Executive Director, SPARC BC

# Access Awareness Day Proclamation

**WHEREAS** Accessibility and inclusion is essential for ensuring that all community members have equity in opportunities, and the ability to fully participate in community life; and,

**WHEREAS** Accessibility affects all aspects of community life—physical, social and economic including employment, transportation, recreation, housing, and other opportunities; and,

**WHEREAS** We all have a role to play in ensuring that our communities are as accessible and inclusive as possible.

## THEREFORE BE IT RESOLVED:

The citizens of this community recognize the rights of all individuals with disabilities and the importance of ensuring that they have equal access to the opportunities that are important to them and that give their lives meaning.

## IN WITNESS WHEREOF:

I hereto set my hand to this signed:

\_\_\_\_\_  
(Mayor/Chairperson)

This \_\_\_\_\_ day of \_\_\_\_\_, 2016.

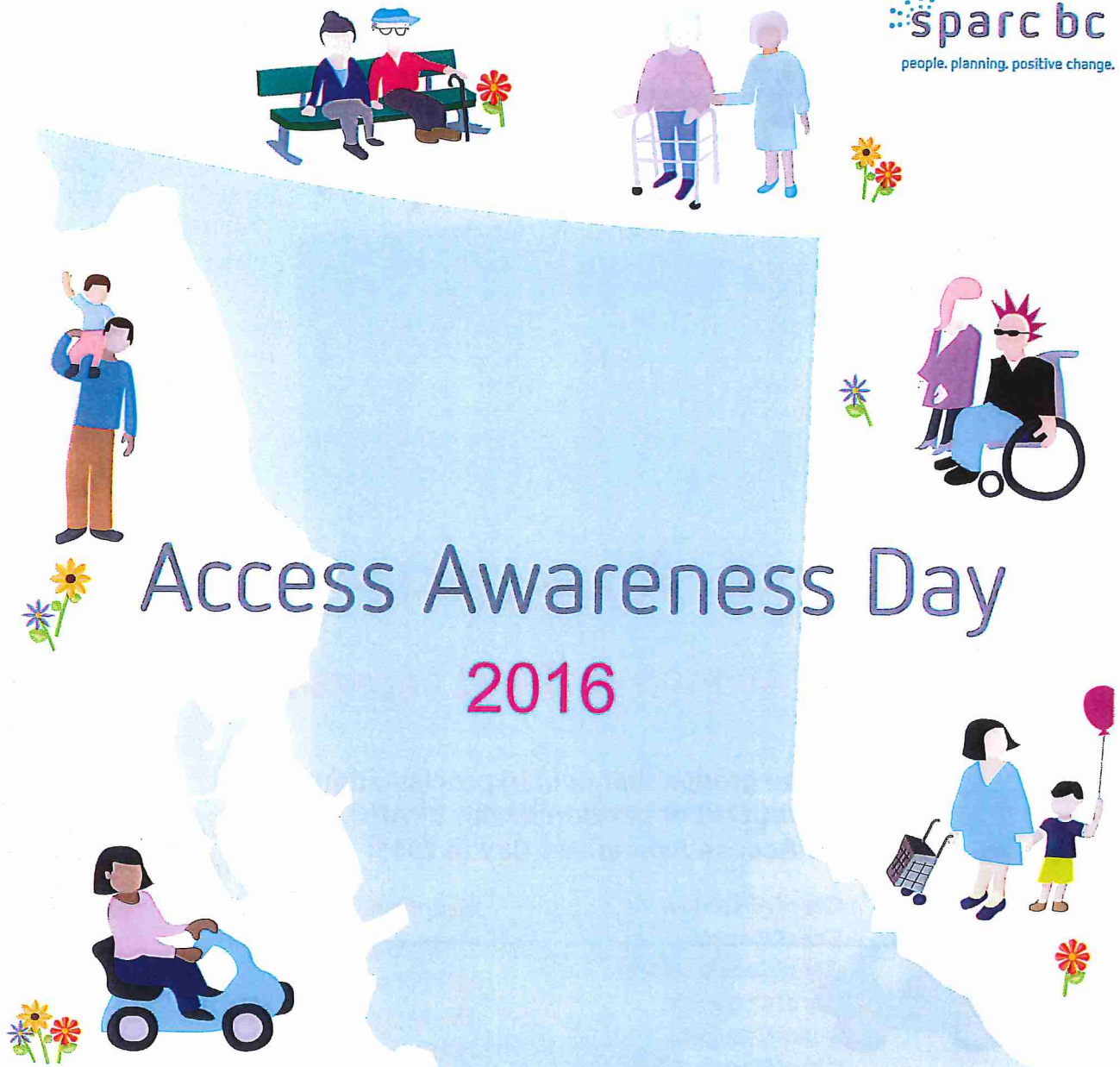
**Building Accessibility  
Creating Community**

celebrating  
**50**  
years

**sparc bc**  
people. planning. positive change







# Access Awareness Day 2016

Show Your Support for Access Awareness Day 2016 !

-  Sign a proclamation !
-  Send a letter of support and acknowledgement !
-  Host an Access Awareness Day event !
-  Work with us to build awareness !
-  Call us to partner -(604)718-7734 !

**Christine Milloy**

---

**From:** Village.hall@anmore.com

**Sent:** May-10-16 9:02 AM

**To:** Christine Milloy <Christine.Milloy@anmore.com>; Juli Kolby <juli.kolby@anmore.com>

**Subject:** FW: City of Cranbrook Resolution re: Fort McMurray

---

**From:** Kelly Thorsteinson

**Sent:** May-10-16 8:06 AM

**To:** [EMAIL ADDRESSES REMOVED]

**Subject:** City of Cranbrook Resolution re: Fort McMurray

The attached Resolution was approved by Cranbrook City Council at their Regular Council meeting on May 9, 2016, encouraging province-wide support from all BC Local Governments for Fort McMurray residents.

Sending on behalf of Cranbrook City Council,

**Kelly Thorsteinson**

Executive Assistant

Office of the Mayor

Resolution – Councillor I. Hockley

May 9, 2016 Regular Mtg.

WHEREAS, on Sunday, May 1, a forest fire of about 1,250 hectares menaced the southwest entrance to Fort McMurray, located about 435 kilometres northwest of Edmonton, putting pockets of the city on evacuation alert. By Tuesday, May 3, the entire population of Fort McMurray was ordered to evacuate as the wildfire threatened the whole community, creating the largest fire evacuation in Alberta's history; and

AND WHEREAS many families across the Province of British Columbia have relocated to Fort McMurray over the years to pursue employment opportunities and are now seeking refuge in their home communities and elsewhere until the crisis is over; and

WHEREAS the devastation caused by the wildfire in Fort McMurray has a far-reaching effect on many Cranbrook citizens and people throughout the Province of British Columbia, who have loved ones in Fort McMurray;

THEREFORE BE IT RESOLVED, that Council approve a donation from Council Contingency to the City of Fort McMurray in the amount of \$1,000 to be used at the City's discretion to benefit its residents in the aftermath of this disaster; and further, that staff be directed to forward a copy of this resolution to all BC Local Governments through UBCM and encourage province-wide support for Fort McMurray residents.



## EMERGENCY PREPAREDNESS COMMITTEE MEETING MINUTES

## VILLAGE OF ANMORE



Minutes of the Emergency Preparedness Committee Meeting held on  
Thursday, January 28, 2016 in the portable classroom at Anmore  
Elementary School, 30 Elementary Road, Anmore BC

---

### **Members Present**

Councillor Ann-Marie Thiele, Co-Chair  
Ken Juvik, Co-Chair  
Henry Bergman  
Dave Speakman  
Bruce Wall

### **Members Absent**

Jim Matthews

### **Staff and Others Present**

Juli Kolby, Chief Administrative Officer and Chief Financial Officer  
Christine Milloy, Manager of Corporate Services and Emergency Program Coordinator  
Scott Raesler – 3Si Risk Strategies Inc.  
Adam Davey – 3Si Risk Strategies Inc.

#### **1. Call to Order**

Chair Thiele called the meeting to order at 7:05 p.m.

#### **2. ADDITIONS AND DELETIONS TO THE AGENDA**

Nil

#### **3. APPROVAL OF THE AGENDA**

It was Moved and Seconded:

That the Agenda be approved.

Carried Unanimously

#### **4. DELEGATIONS**

##### **(a) 3Si Risk Strategies – Village of Anmore Emergency Program Review**

Scott Raesler and Adam Davey reported that an extensive examination and review of the Village's current Emergency Management Program was done to identify gaps and set the foundation for developing an emergency management action plan. 3Si conducted an audit of the program, manuscript and existing documents; followed by meetings with key municipality leaders and staff.

Highlights of the review findings are provided as follows.

- Strengths - Currently meeting Bylaw No. 145-1995 requirements
- Weaknesses - Vulnerabilities for Anmore that potentially render the program as ineffective
- Opportunities - Improvements to maximize existing strengths and exploit weaknesses to improve upon
- Threats - Identify all aspects that could limit the implementation of opportunities identified in support of the emergency program
- AERDS - not sufficiently detailed, hence the reason for the review
- Key stakeholders: committee, SVFD, RCMP, BC Hydro, School District (elementary and middle schools) there is an opportunity to close the gap in communication
- Room for growth in training and experience in Emergency Management within the municipal staff and EPC
- 1 or 2 times per year do periodic training; manager attend course and share learning from course
- Plan written in 2007 and rewritten in 2015 - identify immediate priorities and start checking those off the list
- Put a link on website homepage to push info to visitors – existing emergency info on village and Anmore times sites is passive
- Growth rate of municipality is exceeding resources
- Buntzen Lake related traffic is of major concern (summer traffic surge / fire evacuation)
- Challenge for RCMP
- Planning opportunity for the Village of Anmore, Anmore Elementary, BC Hydro, SVFD, RCMP to perform an exercise to look at how to address the upsurge of traffic to/from Buntzen Lake
- Lengthy dead-end roads prove very challenging
- Flash flooding
- Core group of responders should be prepared in the event of an emergency
- Does everyone have a personal emergency program in place?
- Considerations of child care, pet care, elderly care, etc.

It was recommended that the Committee address the following:

- Allocate necessary resources to build and develop an Emergency Management Plan
- Continue to meet on a monthly or semi-monthly basis; ensuring all stakeholders are present, and prioritize deliverables
- Hire an emergency coordinator (*NB: This was completed prior to the meeting*)
- Conduct a Village-wide vulnerability assessment – find key categories and identify capabilities to manage variations
- Based on above, a re-developed plan should be built specific to Anmore
- Facilitate a walk-through tabletop exercise with all key stakeholders, with the intent of walking away feeling comfortable with what everyone's roles are

- Official Emergency Management training is required for the Emergency Preparedness Coordinator and reinforce skills learned by sharing with other municipal staff and committee members prior to a scheduled emergency training session
- Resource data collection (e.g. who has a backhoe, etc.) and posting locations on a map with pins
- Residents should be self-reliant (for up to five days)
- Increase knowledge by displaying/sharing emergency preparedness presentations and emergency preparedness boxes/kits should be on display
- Provide link on website on how to build an emergency preparedness kit
- Encourage residents to know their neighbors and be involved in local community events
- To specifically meet the bylaw, the village needs to identify roles and responsibilities of committee and staff members
- No ESS plan exists for Anmore
  - Port Moody has an enhanced ESS program
  - Possibility to link with Canadian Red Cross
  - Would like to see a comprehensive plan in place with BC Hydro

Juli Kolby announced that Christine Milloy was appointed as the Emergency Program Coordinator for the Village of Anmore.

Christine Milloy reported the following:

- The Village has an opportunity to create an emergency preparedness campaign
- Must address issue with Village hall staff doors being locked
- Should the EOC should have access to staff computers
- The Committee needs to finalize its Terms of Reference document, to provide clarity and guidance for members and staff

Scott Raesler and Adam Davey left the meeting at 8:30 p.m.

## 5. MINUTES

### (a) Minutes of the Meeting held on June 25, 2015

It was Moved and Seconded:

**“That the Minutes of the Emergency Preparedness Committee Meeting held on June 25, 2015 be adopted as circulated.”**

**Carried Unanimously**



**(b) Minutes of the Meeting held on November 5, 2015**

It was Moved and Seconded:

**“That the Minutes of the Emergency Preparedness Committee Meeting held on November 5, 2015 be adopted as circulated.”**

**Carried Unanimously**

**6. BUSINESS ARISING FROM THE MINUTES**

Christine Milloy reported that the September 3, 2015 meeting minutes were removed from Village records as there was no quorum for the meeting and the meeting should not have been held. The content of discussion from the meeting was captured and forwarded to the Chair and Co-Chair.

**7. UNFINISHED BUSINESS**

Nil

**8. NEW BUSINESS****(a) Update on Committee Membership and Introduction of Staff Liaison**

Juli Kolby again announced the appointment of Christine Milloy as the Emergency Program Coordinator for the Village, and the staff liaison to the Emergency Preparedness Committee. Work done by Christine will be supplemented with support from consultants.

Juli Kolby reported that the draft budget, that has been reviewed by the Finance Committee, includes a recommendation to increase the Emergency Preparedness budget from \$5,000 to \$15,000, annually.

**(b) Prepared and Resilient – A Discussion Paper on the Legislative Framework for Emergency Management of British Columbia**

Committee presented the following concerns regarding the discussion paper titled ‘Prepared and Resilient’, as referred by Council on January 19, 2016.

Members noted:

- Page 20 – Definition of ‘emergency’
- Page 30 – Ad for the environment
- Page 32 – Heavy handed for police to have authority to have right of entry
- Page 33 – Proposal #1, second bullet – Concerns with wording and lack of understanding

Co-Chair Thiele noted that she supports the proposal.

Juli Kolby noted:

- Concerns need to be addressed with downloading from the Province for responding, associated costs, etc.
- Page 29 – Should assess the resources required and recovery from an emergency
- Page 24 – Concerns to be addressed should the scale of an emergency exceed the response and recovery resources of the local authority

**(c) Insurance Bureau of Canada – Quake Cottage during Emergency Preparedness Week (May 1-7, 2016)**

Staff will provide details at the next meeting.

**(d) Outstanding Action Item List - 2015**

Committee performed a review, and updated the list.

**9. ADJOURNMENT**

The meeting adjourned at 9:36 p.m.

Certified Correct:

Approved:

---

Christine Milloy  
Manager of Corporate Services

---

Councillor Ann-Marie Thiele  
Co-Chair, Emergency Preparedness Committee



## EMERGENCY PREPAREDNESS COMMITTEE MEETING MINUTES

## VILLAGE OF ANMORE



Minutes of the Emergency Preparedness Committee Meeting held on Thursday, February 4, 2016 in the portable classroom at Anmore Elementary School, 30 Elementary Road, Anmore BC

---

### **Members Present**

Councillor Ann-Marie Thiele, Co-Chair  
Ken Juvik, Co-Chair  
Henry Bergman  
Dave Speakman  
Bruce Wall

### **Members Absent**

Jim Matthews

#### **1. Call to Order**

Chair Thiele called the meeting to order at 7:00 p.m.

#### **2. ADDITIONS AND DELETIONS TO THE AGENDA**

Nil

#### **3. APPROVAL OF THE AGENDA**

It was Moved and Seconded:

**"That the Agenda be approved."**

**Carried Unanimously**

#### **4. DELEGATIONS**

Nil

#### **5. MINUTES**

Nil

#### **6. BUSINESS ARISING FROM THE MINUTES**

Nil

#### **7. UNFINISHED BUSINESS**

Nil

**8. NEW BUSINESS****(a) Prepared and Resilient**

Committee shared the following comments regarding the discussion paper.

- There are a lot of redundancies within the paper, relating to the prevention and recovery process
- The governing bodies and/or local authorities' responsibilities and actions were not appropriately written or defined
- Anmore should adopt the measures that it believes in can fulfill
- Details are embodied within a number of the regulations where the government body is trying to ensure some level of insistency to ensure certain factors are addressed for knowledge and consistency, and that the process among the levels of government is disjointed.

Committee agreed that:

- A recommendation should be made to Council regarding concerns over the powers being granted to authorities in the case of an evacuation.
- It would be nice to see an in-depth analysis performed on how our community would be impacted and possibly implicated legally during a state of emergency.
- Anmore should utilize Manitoba's emergency definitions

Committee agreed that the following areas need to be further addressed:

- Damage to the property and/or environment should be noted and included within Discussion 9
- Concern with evacuation powers
- Volunteers who volunteer themselves
- What are the criteria and how best to define emergencies
- Collection of information during an emergency
- Extension of the powers to collect more information during an emergency that we concurrently collect
- Municipalities who don't have comprehensive emergency plans in place, will be required to do so
- Areas at risk for flood should develop a flood plan
- Obtain legal review of the terminology

**(b) Insurance Bureau of Canada - Quake Cottage**

Committee agreed that the \$1,500 cost for the earthquake simulator would be better spent in other areas of emergency preparedness.

**(c) Emergency Preparedness Kits Program**

Committee discussed the proposed Program and the plans to create an itemized list for preparing individual emergency preparedness kits, along with additional items of consideration (dependant on individual circumstances/situations).

*Action Item: Councillor Thiele to recommend to Council that staff contact Western Safety to discuss purchasing emergency preparedness kits in bulk, to possibly receive a discounted rate of up to 17%.*

Committee requested that awareness and communication notices get posted on sign boards and the website for residents to order their family's emergency preparedness kits. In addition; information will showcased at the 2016 Ma Murray Day celebration.

**(d) Proposed Elementary School Education Program**

To increase awareness and education regarding emergency preparedness, Committee would like to hold a contest at Anmore Elementary School, where each student would be given an emergency supplies checklist to take home and review with their parents/family. They would check off items that they currently have in their own family's household emergency supplies kit. Those children that return their completed checklist back to school would then be entered into a draw for their chance to win wind-up radios and hand-crank flashlights. The contest will begin a few weeks prior to Emergency Preparedness Week.

*Action Item: Councillor Thiele to contact the school about running the contest either through the school or PAC.*

*Action Item: Councillor Thiele to format the list and bring it to the school.*

*Action Item: Councillor Thiele to talk to staff about purchasing 2-3 prizes per class*

*Action Item: Henry Bergman and Bruce Wall to create the emergency supplies checklist*

**(e) 2016 EPC Priorities**

Committee identified the following priorities for 2016:

- Wildfire Response Plan
  - Invite the following stakeholders to the March 3 meeting, to hold an exploratory discussion around wildfire response in Anmore: RCMP; SVFD Fire Chief; BC Hydro (Park Warden and/or Manager for Emergency Preparedness); Ministry of Forests (Ken Juvik will provide contact name); Fortis BC; City of Port Moody; and City of Coquitlam. Committee agreed that they would like Scott Raesler from 3Si Risk Strategies to facilitate the meeting.
- Update the Emergency Response Disaster Action Plan
- Community Education and Awareness
  - Emergency Preparedness Kits Program for residents

- Anmore Elementary School contest
- Continue to publish Emergency Preparedness tips in the Anmore Times
- Ensure physical emergency items are fully in stock and up-to-date
- Table-top Exercise (target date is May 2016)
- Establish an Emergency Social Services team in the Village (ongoing from 2015)

**9. ADJOURNMENT**

The meeting adjourned at 8:48 p.m.

Certified Correct:

Approved:

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Christine Milloy  
Manager of Corporate Services

---

Councillor Ann-Marie Thiele  
Co-Chair, Emergency Preparedness Committee



## **EMERGENCY PREPAREDNESS COMMITTEE SPECIAL MEETING MINUTES**

**VILLAGE OF ANMORE**



Minutes of the Emergency Preparedness Committee Special Meeting  
held on Thursday, March 7, 2016 in the portable classroom at  
Anmore Elementary School, 30 Elementary Road, Anmore BC

---

### **Members Present**

Councillor Ann-Marie Thiele, Co-Chair  
Ken Juvik, Co-Chair  
Henry Bergman  
Dave Speakman  
Bruce Wall

### **1. Call to Order**

Co-Chair Thiele called the meeting to order at 7:02 p.m.

### **2. ADDITIONS AND DELETIONS TO THE AGENDA**

Nil

### **3. APPROVAL OF THE AGENDA**

It was Moved and Seconded:

**"That the Agenda be approved."**

**Carried Unanimously**

### **4. DELEGATIONS**

Nil

### **5. MINUTES**

Nil

### **6. BUSINESS ARISING FROM THE MINUTES**

Nil

### **7. UNFINISHED BUSINESS**

Nil

**8. NEW BUSINESS****(a) Review Emergency Preparedness Lists**

Committee agreed that an emergency preparedness contest would offer a fun way to encourage students and their families to identify how well prepared they are by checking off how many emergency preparedness kit items they currently have on hand in their household and where they are located. Checklists will not contain any personal information, although defining which municipality they reside in would be helpful. Participating students will submit entry forms into a draw for their chance to win emergency preparedness related items to take home to their families, such as wind-up radios, hand-cranked flashlights, etc. A complete and comprehensive emergency preparedness kit checklist will be provided to all Anmore Elementary students as a guideline for their reference within their households.

Committee agreed to revisions of the two emergency preparedness lists prepared by Bruce Wall and Henry Bergman.

Committee will determine what content and material is appropriate for inclusion within the above mentioned checklists, forms and entry forms prior to final distribution, along with what information will be provided to students and their families following the contest.

*Action Item: Co-Chair Thiele to bring forward the ideas shared and information compiled from the Committee to Nicole Daneault, Principal at Anmore Elementary School, for discussion.*

**9. ADJOURNMENT**

The meeting adjourned at 8:29 p.m.

Certified Correct:

Approved:

---

Christine Milloy  
Manager of Corporate Services

---

Councillor Ann-Marie Thiele  
Co-Chair, Emergency Preparedness Committee

## EMERGENCY PREPAREDNESS COMMITTEE MEETING MINUTES

VILLAGE OF ANMORE



Minutes of the Emergency Preparedness Committee Meeting held on Thursday, April 7, 2016 in the portable classroom at Anmore Elementary School, 30 Elementary Road, Anmore BC

---

### Members Present

Councillor Ann-Marie Thiele, Co-Chair  
Ken Juvik, Co-Chair  
Henry Bergman  
Bruce Wall

### Members Absent

Dave Speakman

### Staff Present

Christine Milloy, Manager of Corporate Services & Emergency Program Coordinator

#### 1. Call to Order

Co-Chair Thiele called the meeting to order at 6:40 p.m.

#### 2. ADDITIONS AND DELETIONS TO THE AGENDA

It was Moved and Seconded:

**"To Table to the next meeting."**

#### 3. APPROVAL OF THE AGENDA

It was Moved and Seconded:

**"Approval of the Agenda."**

**Carried Unanimously**

#### 4. DELEGATIONS

Nil

#### 5. MINUTES

- (a) Minutes of the Meeting held on January 28, 2016
- (b) Minutes of the Meeting held on February 4, 2016
- (c) Minutes of the Meeting held on March 7, 2016

Members agreed to defer items 5(a), (b), and (c) to the next meeting, due to time constraints.

It was Moved and Seconded:

**“To Table these Minutes.”**

**Carried Unanimously**

**6. BUSINESS ARISING FROM THE MINUTES**

Nil

**7. UNFINISHED BUSINESS**

Nil

**8. NEW BUSINESS**

**(a) Discuss School Education Program**

Committee discussed the two emergency preparedness lists prepared by Henry Bergman and Bruce Wall, and agreed to ensure that the appropriate content is included in the forms prior to distribution.

Ken Juvik joined the meeting at 6:47 p.m.

Co-Chair Thiele reported that she had a discussion with Nicole Daneault, Principal of Anmore Elementary School regarding the proposed checklist and contest entry form, and noted that Principal is fine with student names being included on the forms. Co-Chair Thiele also noted that SD43 policies and procedures should be adhered to and the Committee should refrain from collecting any other personal data from students and their families.

On question from Co-Chair Thiele for input, Christine Milloy reported that she disagrees with collecting details of what supplies people have in their homes as it could pose a security issue for some residents and because people may feel ‘shamed’ at not being prepared.

Christine Milloy recommended having the students take the form home for information, without having to return a portion to the school and instead doing a random draw.

Committee agreed to send the latest version of the list to the school, including the tear-off portion at the bottom for students to enter the raffle.

*Action Item: Co-Chair Thiele stated that she would bring the material to the school two weeks in advance.*



9. **ADJOURNMENT**

It was Moved and Seconded:

**“To Adjourn.”**

**Carried Unanimously**

The meeting adjourned at 6:59 p.m.

Certified Correct:

Approved:

---

Christine Milloy  
Manager of Corporate Services

---

Councillor Ann-Marie Thiele  
Co-Chair, Emergency Preparedness Committee

## Sasamat Volunteer Fire Department Board of Trustees

Thursday, April 7, 2016  
7:00-9:00 PM  
Anmore Fire Hall  
2690 East Road, Anmore

|             |                                  |                         |   |
|-------------|----------------------------------|-------------------------|---|
| Chair:      | Councilor Darrell Penner         | MV Board                | A |
| Note Taker: | Diana Bennett                    | Metro Vancouver         | P |
| Members:    | Councilor Bruce Drake            | Village of Belcarra     | P |
|             | Mayor Ralph Drew                 | Village of Belcarra     | P |
|             | Councilor Jennifer Glover        | Village of Belcarra     | A |
|             | Mayor John McEwen                | Village of Anmore       | P |
|             | Councilor Kim Trowbridge         | Village of Anmore       | P |
|             | Councilor Paul Weverink          | Village of Anmore       | P |
| Staff :     | Rob Nicholls                     | Metro Vancouver         | P |
|             | Fire Chief Jay Sharpe            | Fire Chief              | P |
|             | District Fire Chief Dave Gregory | Anmore District Chief   | A |
|             | District Fire Chief Jol Drake    | Belcarra District Chief | A |

### APPROVED MINUTES

Call to order 7:18 pm

| Item # | Item   | Status  |
|--------|--|---------|
| 1.     | <b><u>Meeting Chair Appointment in Chair Penner's Absence:</u></b><br><br>The trustees appointed Mayor Ralph Drew as Chair for this meeting. |         |
| 2.     | <b><u>Approval of Agenda:</u></b><br><br>MOTION: to approve the Agenda as distributed.<br><br>Moved and seconded                             | Carried |

**Sasamat Volunteer Fire Department  
Board of Trustees**

April 7, 2016

Page 2

|           |   |  |
|-----------|---|--|
| <p>3.</p> | <p><b><u>Housekeeping Items and Metro Vancouver Updates:</u></b></p> <p>The final 2015 budget figures have been distributed.</p> <p>Audiometric Testing will be scheduled for the firefighters by the SSEM division.</p> <p>Metro Vancouver has passed our annual WorkSafeBC Certificate of Recognition (COR) Audit of our Safety Management System, and is once again eligible for a significant rebate on our annual WSBC assessment charges. This audit included a review of the SVFD Health &amp; Safety Program that, due to the good work of Chief Sharpe, his Joint Health &amp; Safety Committee, and Metro Vancouver safety support, contributed to this successful outcome.</p>   |  |
| <p>4.</p> | <p><b><u>Fire Chief's Report</u></b></p> <p>2.2 Annual hose testing has identified the need to replace. Some hose is over 30 years old.</p> <p>2.3 The manufacturer of our AED's will no longer supporting the older models that we have. We will need to look at replacing with newer models. The manufacturer has a trade in program. It was suggested that we should budget for 2 replacements in the coming budget cycle.</p> <p>3.2 The Fire Chief has appointed Managers for each Fire Hall. They will be responsible for maintaining supplies at the hall thus relieving the Chief of this duty.</p> <p>3.3 The Anmore Garden Club have asked if they can help with the grounds of the Fire Hall. Mayor McEwen met with Chief Sharpe prior to the meeting and have identified the need to have some of the larger bushes removed prior to the Garden Club working.</p> <p>The Village would like to put signage outside the hall, perhaps with fire messages to the public. It was suggested that a resolution come from Anmore Council to the Board of Trustees.</p> <p>4.1 All training resources are available online for all members. All the new recruits have completed the Exterior Operations Firefighters series of courses. Regular crew members have completed the Interior Operations Firefighters series of courses.</p> <p>5.0 We will soon be conducting the People Saver training for Grade 5 students in the elementary school.</p> |  |

**Sasamat Volunteer Fire Department  
Board of Trustees**

April 7, 2016

Page 3

|    |  |         |
|----|--|---------|
|    | <p>7.1 MOTION: to receive and adopt the Duty Roster</p> <p>Moved and seconded</p> <p>7.2 The Department has already responded to 24 calls this year. We're in line for a busy year.</p> <p>7.3 Dave Anderson has been promoted to Captain by Chief Sharpe. The Playbook spells out criteria for all positions. Chief Sharpe is developing a written procedure for promotion of members.</p> <p>8.1 Chief Sharpe is working on a program that will allow experienced members who feel they can no longer perform as front line firefighters to continue as active members, but with less physically demanding duties.</p>   | Carried |
| 4. | <p><b><u>Report on Procurement of Triple-Combination Pumper, Request for Board of Trustees' Approval:</u></b></p> <p>Metro Vancouver received six responses from the RFP. Three of the responses came from one company. After the initial overview there was a clear leader. After the more in-depth review that truck continued to be the leader.</p> <p>MOTION: that the SVFD Board of trustees approve the acceptance of the lowest bidder who was also the highest scoring in the RFP response matrix be awarded the contract to build and supply a new Engine complete with the equipment that was listed in the request.</p> <p>Moved and Seconded</p> <p>The trustees requested that Rob Nichols please give special thanks to all of the employees that were involved in the entire process. They will be invited to delivery day.</p> | Carried |
| 5. | <p><b><u>Next Meeting</u></b></p> <p>At the call of the Chair sometime in June</p>   |         |

**Meeting Adjourned at 8:20**



File: 1.1.2.0

April 15, 2016

The Honourable Christy Clark  
Premier of British Columbia  
PO Box 9041, Stn, Prov. Govt.  
Victoria, B.C.  
V8V 1X4

Dear Premier Clark:

**Re: C.O.R.E.Y. Motorcycle Safety GLP-M**

We are writing this letter in support of the implementation of the Graduated Licensing Program for Motorcyclists with Training and Power Restrictions.

On March 3, 2005, a motorcycle accident occurred that would forever change the life of Ms. Denise Lodge. Her 21 year old son Corey bought his first motorcycle, a high speed 1000cc racing sport bike. He wrote his Learners License on the same day. In less than 24 hours he was involved in a fatal accident on the Malahat Highway.

Ms. Lodge, a Kitimat resident, has been one of the catalysts for the changes that have already occurred, including increased fines for dangerous behaviour while riding, mandatory approved helmet laws and new seating requirements. Most recently Ms. Lodge worked with a representative from Road Safety BC to develop a presentation which is an introduction to motorcycle safety with a target audience of Grade 9 – 12 High School Students. The presentation has already been made to High School Students in Kitimat, Terrace and Prince Rupert. Ms. Lodge was accompanied on her presentations by Mr. Bowness of Road Safety BC and RCMP Officers from the three communities.

The final implementation of the Graduated Licensing Program for Motorcyclists with Training and Power Restrictions was set for implementation in spring 2013. We understand that it was delayed as it requires modifications to the existing technology and business processes.

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We have provided a grant to Ms. Lodge so that she can continue to share her story and connect with youth throughout BC, to show them first-hand, the reality of how a motorcycle accident impacts the lives of everyone connected to the rider, and how important safety, training and skills are for a safe ride.

The District of Kitimat supports the implementation of the Graduated Licensing Program for Motorcycles with Training and Power Restrictions and respectfully asks that it be set as a high priority. In addition, we hope that the government can continue to support Ms. Lodge's presentations to youth.

Yours truly,

A handwritten signature in black ink, appearing to read "P. Germuth". The signature is fluid and cursive, with the first name "Philip" and last name "Germuth" clearly distinguishable.

Philip Germuth  
Mayor

cc: Minister of Justice and Attorney General  
Minister of Transportation and Infrastructure  
Mr. Robin Austin, MLA – Skeena  
Mr. Nathan Cullen – MP – Skeena Bulkley Valley  
ICBC  
BC School Trustees  
UBCM Member Communities  
Ms . Denise Lodge