

REGULAR COUNCIL MEETING – AGENDA

VILLAGE OF ANMORE

Agenda for the Regular Council Meeting scheduled for
Tuesday, January 24, 2017 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**

(a) **Real Acts of Caring Club**

Representatives of Real Acts of Caring Club are scheduled to appear before Council to promote Real Acts of Caring Week, with request of proclamation.

(b) **Anmore Heritage Society**

Representative(s) of Anmore Heritage Society are scheduled to appear before Council regarding the Canada 150 grant program, with request that Council discuss the opportunity to submit an application for the Canada 150 grant.

5. **Adoption of Minutes**

(a) **Minutes of the Regular Council Meeting held on January 10, 2017**

Recommendation: That the Minutes of the Regular Council Meeting held on January 10, 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 Council adopts the Consent Agenda.

page 1

page 2

(a) Anmore Parks and Recreation Committee Meeting held September 15, 2016

Recommendation: *“That the Village identify locations at bus stops and along community trails for bench locations, and give us a rough number to proceed with looking into a memorial bench program, charges, how many benches we could offer to people, then put it out to the community, and locate those benches in the areas that we identified.”*

(b) 2016 Invasive Plant Management on Village of Anmore Property

page 7

Recommendation: That Council receives the 2016 Village of Anmore Plant Management 2016 report from Invasive Species Council of Metro Vancouver; and that the report be referred to staff to ensure that the report recommendations are implemented.

(c) Metro Vancouver 2040: Shaping our Future Amendment – Sewerage Extension Provisions

page 12

Recommendation: That Council receives the letter dated November 10, 2016 from Metro Vancouver regarding *Metro Vancouver 2040: Shaping our Future* Amendment – Sewerage Extension Provisions; and that the letter be referred to staff for review and response.

(d) ShakeAlarm Earthquake Early Warning System

page 35

Recommendation: That Council receives the letter dated January 12, 2017 from Weir-Jones Engineering Consultants Ltd. regarding ShakeAlarm Earthquake Early Warning System; and that the letter be referred to staff for review and response.

8. Items Removed from the Consent Agenda**9. Legislative Reports****(a) Board of Variance Amendment Bylaw No. 558-2017**

page 38

Recommendation: That Board of Variance Amendment Bylaw No. 558-2017 be finally reconsidered and adopted.

10. Unfinished Business**11. New Business****(a) Sidewalk Inspection Policy No. 56**

page 40

Report dated January 19, 2017 from the Chief Administrative Officer is attached for consideration.

(b) Working Alone Policy No. 57

page 43

Report dated January 19, 2017 from the Chief Administrative Officer is attached for information.

12. Mayor's Report**13. Councillors Reports****14. Chief Administrative Officer's Report****15. Information Items****(a) Committees, Commissions, and Boards – Minutes**pages
48-54

- Advisory Planning Commission Meeting Minutes of November 14, 2016
- Parks and Recreation Committee Meeting Minutes of September 15, 2016

(b) General Correspondencepages
55-62

- Letter undated (received December 9, 2016) from District of Kitimat regarding Open Letter Appealing Canada to Add Value to Natural Resources.
- Circular undated (received January 16, 2017) from Pacific Coast Terminals Co. Ltd. regarding Notice of Construction January 2017.
- Letter dated January 10, 2017 from Linda Reimer, MLA for Port Moody – Coquitlam regarding Letter of Support for Village of Anmore Heritage Canada Legacy Grant Application.
- Letter dated January 16, 2017 from School District No. 43 (Coquitlam) regarding appointment to the Board/Village of Anmore Liaison Committee.

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

PROCLAMATION

- WHEREAS: Real Acts of Caring (RAC) is doing something nice for a complete stranger without expecting any reward. It is the expression of our empathy and compassion for one another;
- AND WHEREAS: The daily acts of caring and kindness of most of the citizens of Anmore often go unrecognized;
- AND WHEREAS: By recognizing these daily acts of caring and kindness during this week, all citizens of Anmore will become more aware of being kind to others throughout the year;
- AND WHEREAS: By recognizing these acts of caring and kindness during this week, everyone will be encouraged to participate in making Anmore a kinder, safer and better place to live;
- AND WHEREAS: A caring and kindness week is being observed in many cities, villages and towns across this nation;
- NOW THEREFORE: I, John McEwen, Mayor of the Village of Anmore, do hereby proclaim the week of February 12 to 18, 2017 as

Real Acts of Caring Week

and I encourage everyone to participate in spreading and practicing generosity, patience, and consideration of others at all times in order to create a better, kinder, safer and more peaceful community.

Mayor John McEwen
Village of Anmore

REGULAR COUNCIL MEETING – MINUTES

VILLAGE OF ANMORE

Minutes of the Regular Council Meeting held on
Tuesday, January 10, 2017 in Council Chambers at
Village Hall, 2697 Sunnyside Road, Anmore, BC



ELECTED OFFICIALS PRESENT

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

ELECTED OFFICIALS ABSENT

Councillor Kim Trowbridge

STAFF PRESENT

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

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:

R1/2017

“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 December 6, 2016

It was MOVED and SECONDED:

R2/2017

“THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD
ON DECEMBER 6, 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) Fees and Charges Bylaw No. 557-2016

It was MOVED and SECONDED:

R3/2017

**“THAT ANMORE FEES AND CHARGES BYLAW NO. 557-2016 BE
FINALLY RECONSIDERED AND ADOPTED.”**

CARRIED UNANIMOUSLY

(b) Board of Variance Amendment Bylaw No. 558-2017

It was MOVED and SECONDED:

R4/2017

**“THAT THE VILLAGE OF ANMORE BOARD OF VARIANCE
AMENDMENT BYLAW NO. 558-2017 BE READ A FIRST, SECOND
AND THIRD TIME, WITH AMENDMENTS.”**

CARRIED UNANIMOUSLY

10. Unfinished Business

Nil

11. New Business

Nil

12. Mayor’s Report

Mayor McEwen reported that:

- James Chang & Associates is no longer involved with the loco Lands. They have been succeeded by Perkins + Will.

- He expresses his gratitude and a big thank you to the Public Works department for their snow removal efforts.
- The Village needs to forecast for future snow removal costs.
- He and Councillor Froese received resident concerns regarding residential access when Crystal Creek is blocked.
- Sasamat Volunteer Fire Department continued to give to the community throughout the holidays.
- On Thursday, he and other local Mayors will attend a meeting with Crossroads Hospice.
- Last night, he attended a great Advisory Planning Commission meeting. He anticipates the draft Zoning Bylaw to be made available in early-spring 2017.
- The infill report is being completed by staff, and it is anticipated that it will be presented to Council in late-February 2017.
- He is very thankful to Devin and the Silent Lights team for their efforts leading up to the Christmas lighting event on December 4, 2016.

Mayor McEwen presented a gift of appreciation to Devin.

13. Councillors Reports

Councillor Weverink reported that:

- The Parks and Recreation Committee met in December, where Luke Guerin, TORCA and Herb Mueckel were in attendance. The Committee will continue the conversation regarding trails in Anmore.
- He was disappointed in the letters in the agenda from Minister Fassbender.
- He was disappointed to hear that James Chang is no longer involved with the loco Lands, but it is encouraging that Perkins + Will will be as they have a good firm.

Councillor Thiele reported that:

- She thanks the fire department and she also thanks the families of the volunteer fire firefighters.
- She thanks the Public Works crew and their families as staff are working all hours of the day and night.
- The Crystal Creek emergency access road was flagged as a priority by Council in previous years.
- She was happy to hear that the Homeowner Grant eligibility was increased to \$1.6 million.

Councillor Froese reported that:

- The Christmas lighting event was great.
- Efforts by the Sasamat Volunteer Fire Department have been great.

14. Chief Administrative Officer's Report

Juli Kolby reported that:

- The letters from Minister Fassbender in the agenda are concerning due to erroneous remarks.
- She echoes the comments made by Council for the efforts of the Public Works department.
- The Village had hired a contractor to clear snow from the sidewalks leading to the two schools.
- She thanks the Village of Belcarra for salting Anmore roads, after the Anmore trucks went down on January 2, 2017.
- A mail drop notice has been issued to recruit support for snow clearing operations; on the reverse is advertising for the Garden Club, who is hosting a speaker to talk about the chafer beetle.

15. Information Items

(a) General Correspondence

- Letter dated November 24, 2016 from the Ministry of Community, Sport and Cultural Development to the Villages of Anmore, Belcarra, Lions Bay and Bowen Island Municipality regarding 2016 UBCM delegation follow up.
- Letter dated November 28, 2016 from the Ministry of Community, Sport and Cultural Development to the Village of Anmore regarding the 2016 UBCM delegation follow up.
- Letter dated December 14, 2016 from Metro Vancouver regarding *Metro Vancouver 2040: Shaping our Future* Minor Amendment to Incorporate Revised Housing Demand Estimates.
- Email received January 4, 2017 from Toni Hall of Canadian Fallen Heroes Foundation requesting a donation.
- Letter received January 5, 2017 from the City of Burnaby regarding Provincial Property Taxes and Home Owner Grants.

16. Public Question Period

Lynn Burton, Sugar Mountain Way, reported that the grant application was delivered to Heritage Canada on December 15, 2016 and an acknowledgement letter has been received.

Lynn Burton, Sugar Mountain Way, asked if there is a requirement in Anmore for residents to clear sidewalks.

Mario Piamonte, Sugar Mountain Way, asked that consideration be given when filling the vacancy on the Advisory Planning Commission as there is no need to rush the process.

Devon Bullock, Burnaby resident, asked if there will be a debrief meeting to discuss the Christmas lighting event.

17. Adjournment

It was MOVED and SECONDED:

R5/2017

"TO ADJOURN."

CARRIED UNANIMOUSLY

The meeting adjourned at 7:46 p.m.

Certified Correct:

Approved by:

Christine Milloy
Manager of Corporate Services

John McEwen
Mayor



2016 Invasive Plant Management on Village of Anmore Municipal Property by the Invasive Species Council of Metro Vancouver

Submitted to: Juli Kolby, Village of Anmore
juli.kolby@anmore.com

Submitted by: Jessica Bayley, Invasive Species Council of Metro Vancouver
778-926-7604 | jbayley@iscmv.ca

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RECEIVED

NOV 29 2016

Village of Anmore

1.0 Introduction

During the 2016 field season, the Invasive Species Council of Metro Vancouver was contracted by the Village of Anmore to conduct invasive plant control and monitoring activities. Target plants for control included knotweed spp. (*Polygonum* spp.), giant hogweed (*Heracleum mantegazzianum*), and orange hawkweed (*Hieracium aurantiacum*).

Treatments were conducted under the ISCMV Pesticide Use License #18943. The ISCMV will submit the required pesticide use information for work conducted on Village of Anmore Municipal property in our annual report to the BC Ministry of Environment. The ISCMV targeted priority species outlined in the [*Invasive Alien Plants Pest Management Plan for Provincial Crown Lands in the South Coastal Mainland Region of British Columbia \(PMP\)*](#). This document guides invasive plant management on crown land within the South Coast Mainland region and provides a species priority list for each regional district.

2.0 Methods

2.1 Chemical Control Methods

Chemical control was used to manage invasive plants. Decisions on treatment methods were based on a number of factors that included, but are not limited to:

- Ecology of the surrounding area
- Stage of growth
- Plant physiology
- Weather
- Proximity to water and public
- Public perception
- Presence of native species
- Establishment/age of infestation
- Economic efficiency
- Assessment of seed bed
- Applicable regulations
- Construction occurring in/around sites
- Threat to infrastructure

Vantage XRT is a non-selective herbicide (active ingredient: glyphosate @ 480 active ingredient/L) that was applied at sites using direct foliar application methods with a hand sprayer. Vantage XRT is often a better choice for plants in a later stage of growth. For additional information, the Vantage XRT product label can be found online or is available from the ISCMV upon request.

2.2 Monitoring Methods

The ISCMV uses an ongoing practice of monitoring sites that have been treated previously, but no longer have invasive plants present. Many invasive plants can lay dormant for multiple years, and this ensures any new growth will be recorded and dealt with accordingly. ISCMV monitored previously treated sites during the 2016 field season.

2.3 Data Collection

Data on herbicide treatment, herbicide use, weather conditions, area covered by invasive plant, treatment method, date and time, coordinates and IAPP number were record using an iPad. ([IAPP is a database](#) containing invasive plant surveys, treatments, and activity plans for the entire province of BC.)

3.0 Results

3.1 Data Collected

Please see Table 1 for a summary of data for 2016. Of the 354 m² that were chemically treated, 282 m² of that was knotweed, 2 m² was giant hogweed, and 70 m² was orange hawkweed.

| Table 1: 2016 field season treatment summary for all species | | | |
|--|---------------------------------|---------------------------------|--------------|
| | <i>1st Treatment</i> | <i>2nd Treatment</i> | <i>Total</i> |
| # monitoring sites* | 18 | 17 | 35 |
| # treatment sites | 15 | 15 | 30 |
| Treatment area (m²) | 171 | 183 | 354 |

*monitoring sites are ones that previously had invasive plants present and were treated, and no longer have plants present

Raw data in CSV, KML and shapefile formats can be supplied upon request.

3.2 Map of Treatment and Monitoring Sites



4.0 Recommendations

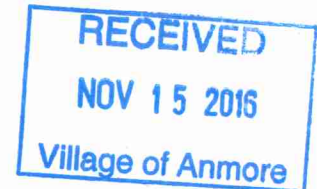
Monitoring should be completed on all sites treated during the 2016 field season to ensure that if knotweed returns it is re-treated. Monitoring of knotweed species can begin in late April and early May. Sites found with re-growth should be retreated as early as possible as the greatest degree of long-term efficacy will be experienced with swift follow-up treatments. The Village of Anmore should expect that for the sites ISCMV treated in 2016, no more than 2 10-hour days should be required for follow up treatments. It is recommended that there be one follow-up treatment in late spring and an additional follow-up treatment in late summer or early fall 2017.



NOV 10 2016

File: CR-12-01
RD 2016 Sep 23

Ms. Carmen Disiewich, Acting Deputy Corporate Officer
Village of Anmore
2697 Sunnyside Road
Anmore, BC V3H 5G9



Dear Ms. Disiewich:

Re: Metro Vancouver 2040: Shaping our Future Amendment – Sewerage Extension Provisions

At its September 23, 2016 regular meeting, the Board of Directors of the Greater Vancouver Regional District ('Metro Vancouver') adopted the following resolution:

That the GVRD Board:

- a) Initiate the regional growth strategy minor amendment process for proposed amendments to *Metro Vancouver 2040: Shaping our Future* provisions for the extension of sewerage services;
- b) Give first reading to "*Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1236, 2016*";
- c) Give second reading to "*Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1236, 2016*"; and
- d) Direct staff to notify affected local governments as per *Metro Vancouver 2040: Shaping our Future* Section 6.4.2.

This letter provides notification to affected local governments and other agencies, in accordance with Section 437 of the *Local Government Act*, and Sections 6.4.2, 6.4.4 and 6.4.5 of *Metro Vancouver 2040: Shaping our Future* (Metro 2040), the regional growth strategy.

Metro 2040 includes policies regarding the coordination of regional sewerage service provision amongst the Metro Vancouver Boards to ensure alignment between *Metro 2040* policies, as governed by the GVRD Board, and Metro Vancouver works and services, governed by the Greater Vancouver Sewerage & Drainage District and Greater Vancouver Water District Boards. The intent is to ensure that all Metro Vancouver works and services are consistent with the goals of the regional growth strategy regarding urban containment, protection of lands with a regional Agricultural, Rural or Conservation and Recreation land use designation, and efficient infrastructure servicing.

Metro 2040 was adopted in July 2011, and the applicable policies have been applied to all sewerage extension applications since then. This experience identified a need to make adjustments to existing *Metro 2040* sewerage extension policies and procedures to enhance the practical application of *Metro 2040*, regional service provision, and improved coordination with member jurisdictions. The adjustments proposed in Amendment Bylaw No. 1236 are intended to maintain firm urban containment objectives, while allowing flexibility for the GVRD Board to determine exceptions for sewerage

extensions where on-site treatment systems are not feasible, or where a specific extension will have no significant impact on *Metro 2040* urban containment goals (Attachment 1). Full background and policy details are provided in the attached GVRD Board report (Attachment 2). *Metro 2040 Implementation Guideline #7: Extension of Regional Sewerage Services* is intended to be a companion document that establishes clear and transparent application procedures and provides detailed review criteria for determining service extension exceptions (Attachment 3). It is anticipated that the implementation guideline will be adopted by resolution of the GVRD Board following adoption of Amendment Bylaw No. 1236.

Metro 2040 Section 6.4.2 'Notification and Request for Comments', states that for all proposed amendments to the regional growth strategy, the GVRD Board will provide written notice of the proposed amendment to all affected local governments; provide a minimum of 30 days for affected local governments, and the appropriate agencies, to respond to the proposed amendment; and post notification of the proposed amendment on the Metro Vancouver website, for a minimum of 30 days.

You are invited to provide written comments on the proposed amendment to *Metro 2040*. Please provide comments in the form of a Council/Board resolution, as applicable, and submit to Chris.plagnol@metrovancover.org by January 13, 2017. Given the detailed nature of the proposed amendment, Metro Vancouver staff is available to provide a presentation to municipal Councils if desired, throughout the notification period. Following the notification period, a regional public hearing will be held to allow opportunity for general public comment on the proposed amendment bylaw.

If you have any questions with respect to the proposed amendment or wish to receive a presentation, please contact Heather McNell, Division Manager of Growth Management, at 604-436-6813 or heather.mcnell@metrovancover.org. More information and a copy of *Metro Vancouver 2040: Shaping our Future* can be found on our website at www.metrovancover.org.

Yours truly,



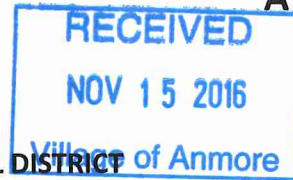
Chris Plagnol
Corporate Officer / Director

CP/EC/HM/

cc: **Juli Kolby, Chief Administrative Officer**

Encl:

1. Amendment Bylaw No. 1236
2. GVRD Board Report titled "*Metro Vancouver 2040: Shaping our Future* Amendment – Sewerage Extension Provisions", dated August 26, 2016
3. Draft *Metro 2040* Implementation Guideline #7: *Extension of Regional Sewerage Services*



**GREATER VANCOUVER REGIONAL DISTRICT
REGIONAL GROWTH STRATEGY AMENDMENT BYLAW NO. 1236, 2016**

A Bylaw to Amend

Greater Vancouver Regional District Regional Growth Strategy Bylaw No. 1136, 2010.

WHEREAS the Board of the Greater Vancouver Regional District adopted the Greater Vancouver Regional District Regional Growth Strategy Bylaw No.1136, 2010 on July 29, 2011;

AND WHEREAS the Board wishes to amend provisions within Greater Vancouver Regional District Regional Growth Strategy Bylaw No.1136, 2010 relating to the extension of regional sewerage services.

NOW THEREFORE, the Board of the Greater Vancouver Regional District in open meeting assembled ENACTS as follows:

1. The "Greater Vancouver Regional District Regional Growth Strategy Bylaw Number 1136, 2010" is hereby amended as follows:

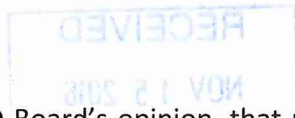
- A) By deleting Section 1.1.1 in its entirety and substituting the following in its place:

1.1.1 Direct the Greater Vancouver Sewerage and Drainage District to not allow connections to regional sewerage services to lands with a Rural, Agricultural or Conservation and Recreation regional land use designation. Notwithstanding this general rule, in the exceptional circumstances specified below, the GVRD Board will advise the GVS&DD Board that it may consider such a connection for existing development or for new development where, in the GVRD Board's opinion, that new development is consistent with the underlying regional land use designation, and where the GVRD Board determines either:

- a) that the connection to regional sewerage services is the only reasonable means of preventing or alleviating a public health or environmental contamination risk; or
- b) that the connection to regional sewerage services would have no significant impact on the goals of containing urban development within the Urban Containment Boundary, and protecting lands with a Rural, Agricultural or Conservation and Recreation regional land use designation.

- B) By deleting Section 1.3.1 in its entirety and substituting the following in its place:

1.3.1 Direct the Greater Vancouver Sewerage and Drainage District to not allow connections to regional sewerage services to lands with a Rural regional land use designation. Notwithstanding this general rule, in the exceptional circumstances specified below, the GVRD Board will advise the GVS&DD Board that it may consider such a connection for existing development or for new development where, in the



GVRD Board's opinion, that new development is consistent with the Rural regional land use designation and where the GVRD Board determines either:

- a) that the connection to regional sewerage services the only reasonable means of preventing or alleviating a public health or environmental contamination risk; or
- b) that the connection to regional sewerage services would have no significant impact on the strategy to protect lands with a Rural regional land use designation from urban development.

C) By deleting Section 2.3.1 in its entirety and substituting the following in its place:

2.3.1 Direct the Greater Vancouver Sewerage and Drainage District to not allow connections to regional sewerage services to lands with an Agricultural regional land use designation. Notwithstanding this general rule, in the exceptional circumstances specified below, the GVRD Board will advise the GVS&DD Board that it may consider such a connection for existing development or for new development where, in the GVRD Board's opinion, that new development is consistent with the underlying Agricultural regional land use designation and where the GVRD Board determines either:

- a) that the connection to regional sewerage services the only reasonable means of preventing or alleviating a public health or environmental contamination risk; or
- b) that the connection to regional sewerage services would have no significant impact on the strategy to protect the supply of agricultural land and promoting agricultural viability with an emphasis on food production.

D) By deleting Section 3.1.1 in its entirety and substituting the following in its place:

3.1.1 Direct the Greater Vancouver Sewerage and Drainage District to not allow connections to regional sewerage services to lands with a Conservation and Recreation regional land use designation. Notwithstanding this general rule, in the exceptional circumstances specified below, the GVRD Board will advise the GVS&DD Board that it may consider such a connection for existing development or for new development where, in the GVRD Board's opinion, that new development is consistent with the underlying Conservation and Recreation regional land use designation and where the GVRD Board determines either:

- a) that the connection to regional sewerage services the only reasonable means of preventing or alleviating a public health or environmental contamination risk; or
- b) that the connection to regional sewerage services would have no significant impact on the strategy to protect lands with a Conservation and Recreation regional land use designation.

E) By deleting the last sentence of Section 6.8.2.

F) By adding a new Section 6.8.3 as follows:

6.8.3 For lands with a Rural, Agricultural, or Conservation and Recreation regional land use designation, policies 1.1.1, 1.3.1, 2.3.1, and 3.1.1 apply regardless of whether the area is within one of the GVS&DD's sewerage areas.

With reference to Sections 1.1.1, 1.3.1, 2.3.1, and 3.1.1, in determining whether, in the circumstances, connection to regional sewerage services is the only reasonable means of preventing or alleviating a public health or environmental contamination risk, the GVRD Board will consider the opinion of a professional, as such term is defined in the Sewerage System Regulation 326/2004 pursuant to the *Public Health Act* (British Columbia), or if appropriate a qualified professional, as such term is defined in Municipal Wastewater Regulation 87/2012 pursuant to the *Environmental Management Act* (British Columbia), submitted by the member municipality as to the technical and economic feasibility of installing and maintaining a private on-site sewage treatment system in accordance with all laws and regulations applicable in British Columbia. The GVRD Board may also obtain its own opinion from a professional and consider such opinion.

G) By adding a new Section 6.9.2 as follows:

6.9.2 All connections to regional sewerage services approved by the GVRD Board as per *Metro 2040* Sections 1.1.1, 1.3.1, 2.3.1, and 3.1.1 will be contained within a sewerage area footprint boundary as determined by the GVRD and GVS&DD Boards. Any sewerage service connection outside of that boundary will require GVRD Board and GVS&DD Board approval.

H) By adding a new Section 6.9.3 as follows:

6.9.3 The GVRD Board has adopted guidelines titled, "*Metro Vancouver 2040: Shaping Our Future* Implementation Guideline #7 - Extension of Regional Sewerage Services" to assist in the implementation of Regional Growth Strategy policies regarding the provision of regional sewerage services.

I) By deleting the words "and Sewerage Areas" from Section 6.12.4.

2. The official Citation for this bylaw is "Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1236, 2016" This bylaw may be cited as "Regional Growth Strategy Amendment Bylaw No. 1236, 2016."

Read a First time this _____ day of _____, 2016.

Read a Second time this _____ day of _____, 2016.

Read a Third time this _____ day of _____, 2016.

Passed and Finally Adopted this _____ day of _____, 2016.

Greg Moore, Chair

Chris Plagnol, Corporate Officer


metrovancover

SERVICES AND SOLUTIONS FOR A LIVABLE REGION

To: GVRD Board

From: Terry Hoff, Senior Regional Planner, Parks, Planning and Environment Department

Date: August 26, 2016

Meeting Date: September 9, 2016

 Subject: ***Metro Vancouver 2040: Shaping our Future Amendment – Sewerage Extension Provisions***

RECOMMENDATION

That the GVRD Board:

- a) Initiate the regional growth strategy minor amendment process for proposed amendments to *Metro Vancouver 2040: Shaping our Future* provisions for the extension of sewerage services;
- b) Give first reading to "Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1236, 2016";
- c) Give second reading to "Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1236, 2016"; and
- d) Direct staff to notify affected local governments as per *Metro Vancouver 2040: Shaping our Future* Section 6.4.2.

PURPOSE

This report provides the GVRD Board with the opportunity to consider a proposed Type 2 amendment to *Metro Vancouver 2040: Shaping our Future* (Metro 2040) to amend Metro 2040 provisions for the extension of regional sewerage services.

BACKGROUND

On April 15, 2016 the Regional Planning Committee received for information a report titled, "Metro 2040 Sewerage Extension Provisions - Implementation Issues and Options". The report provided a detailed description of existing Metro 2040 sewerage extension provision, implementation issues and recommended actions. In that meeting the Committee resolved:

That the Regional Planning Committee direct staff to present the report dated March 30, 2016, titled, "Metro 2040 Sewerage Extension Provisions - Implementation Issues and Options" to the Utilities Committee at its May 19 meeting for input.

On May 19, 2016 the Utilities Committee received for information the report dated April 20, 2016, titled, "Metro 2040 Sewerage Extension Provisions - Implementation Issues and Options". Staff received feedback on both the proposed amendment and associated implementation guidelines from the Regional Planning and Utilities' Committee members, and have updated both documents accordingly. The amendment bylaw is now ready for GVRD Board consideration.

METRO 2040 SEWERAGE EXTENSION PROVISIONS

In accordance with Section 445 of the *Local Government Act*, Metro 2040 Section 6.8.1 establishes that all bylaws, works and services undertaken by Metro Vancouver must be consistent with Metro 2040, the regional growth strategy. Metro 2040 includes provisions for coordination amongst the Metro Vancouver Boards to ensure alignment between Metro 2040 policies as governed by the GVRD Board, and Metro Vancouver works and services governed by the GVS&DD and GVWD 18

Boards. The intent is to ensure that all Metro Vancouver works and services are consistent with key goals of *Metro 2040*, the regional growth strategy, particularly strategies for urban containment, protection of lands with a regional Agricultural or Rural land use designation, and efficient servicing objectives.

Generally, *Metro 2040* provisions establish that the GVS&DD and the GVWD will not authorize connections to regional services where the nature of that development is, in the sole judgment of the GVRD Board, inconsistent with the provisions of the Regional Growth Strategy. More specifically, *Metro 2040* provisions direct the GVS&DD to not extend regional sewage services into areas within Rural, Agricultural or Conservation and Recreation regional land use designations, except where infrastructure is needed to address a public health issue, protect the region's natural assets, or to service agriculture or agri-industry.

In the years since the adoption of *Metro 2040*, there have been a number of applications by member municipalities to extend regional sewerage services into areas with a *Metro 2040* Agricultural land use designation. In an information report to the October 5, 2012 meeting of the Regional Planning and Agriculture Committee, staff advised the Committee of concerns regarding implementation of *Metro 2040* with respect to Sewerage Areas, specifically exception criteria and application procedures. Staff initiated a review process to consider minor amendments to *Metro 2040* policies and the development of an associated implementation guideline to clarify criteria used to define exceptions and Metro Vancouver sewerage extension application procedures.

***Metro 2040* Implementation Issues**

Three key implementation issues were identified through the processing of sewerage extension applications over the past five years:

- *The need to clearly allow the GVRD Board some flexibility in applying Metro 2040 provisions for minor cases that are 'inconsistent' with Metro 2040 provisions, but have no significant impact on Metro 2040 implementation.*
- *The need to reduce ambiguity and overly broad criteria in defining the exceptions to Metro 2040 sewerage extension provisions.*
- *The need to establish decision-making procedures for the roles of the GVRD and GVS&DD Boards, and Metro Vancouver departments, in considering sewerage extension applications .*

Proposed Responses to Implementation Issues

Following consultation with both Metro Vancouver staff and municipal staff, as well as with Regional Planning Committee and Utilities Committee, staff propose that amendments to sewerage extension provisions within *Metro 2040*, along with a companion sewerage extension Implementation Guideline #7, provide a means to address the issues in an effective way. *Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1236, 2016* is Attachment 1 to this report, and the associated implementation guideline is Attachment 2.

The proposed *Metro 2040* amendments and associated implementation guideline will:

- Maintain a clear policy directive to inhibit sewerage service extensions outside of the Urban Containment Boundary;
- Provide the GVRD Board with the guidance and discretion to consider exceptions;

- Establish clear application review procedures and decision making roles for the GVRD Board (*Metro 2040* review) and GVS&DD Board (service provision) regarding future extensions of regional sewerage services;
- Provide greater specificity in defining sewerage extension policy exceptions by linking regional policy with existing provincial regulations that address public health and environmental contamination risks;
- Allow flexibility for considering exceptions to sewerage extension policy for extensions / connections having no significant impact on *Metro 2040* goals related to urban containment, or where a qualified professional (as defined through Provincial regulations) recommends that on-site septic treatment systems are not feasible; and
- Maintain GVRD Board discretion to determine that any particular sewerage service connection or extension is inconsistent with the broader provisions of *Metro 2040*.

The draft *Metro Vancouver 2040: Shaping Our Future* IMPLEMENTATION GUIDELINE #7: Extension of Regional Sewerage Services is an integral component in supporting *Metro 2040* policies by providing the detailed exception criteria and review procedures for those sewerage connections or extensions applicable to *Metro 2040*. The guideline specifies that all sewerage extension applications must be submitted to the GVS&DD Board by the respective municipality following a Council resolution. The Implementation Guideline #7 then provides municipalities and the proponent with rationale and the information necessary in submitting an application, as well as the technical assessment process and the review process that is undertaken by Metro Vancouver Boards.

The Implementation Guideline #7 is directly referenced in the amended *Metro 2040* policy and will be conveyed to the GVRD Board for consideration in conjunction with the staff report providing the GVRD Board the opportunity to consider adoption of the amendment bylaw.

Updates to the proposed amendment and Implementation Guideline #7 reflecting comments

As a result of comments from Regional Planning and Utilities Committee members, Implementation Guideline #7 was updated to include:

- the option for a restrictive covenant (page 11 of Implementation Guideline #7); and
- clearer criteria for meeting the 'exceptional circumstances' to meet the 'has no significant impact on *Metro 2040* provisions' exception (pages 8 and 9 of Implementation Guideline #7) to guide GVRD Board consideration.

In addition, the amendment bylaw received legal review and resulting minor edits, and was also amended to:

- explicitly include the option for the GVRD Board to obtain an opinion from a second Qualified Professional as part of their consideration.

Finally, Committee members expressed a desire to ensure that the amendment emphasizes the importance of the *Metro 2040* Sewerage Extension Provisions as a growth management tool, and strikes a balance between providing reasonable flexibility and maintaining the effectiveness of the regional growth strategy's policy to limit the extension of regional sewerage services into lands with a regional Rural, Agricultural, or Conservation and Recreation land use designation.

ALTERNATIVES

1. That the GVRD Board:
 - a) Initiate the regional growth strategy minor amendment process for proposed amendments to *Metro Vancouver 2040: Shaping our Future* provisions for the extension of sewerage services;
 - b) Give first reading to "*Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1236, 2016*";
 - c) Give second reading to "*Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1236, 2016*"; and
 - d) Direct staff to notify affected local governments as per *Metro Vancouver 2040: Shaping our Future* Section 6.4.2.
2. That the GVRD Board receive for information the report dated August 26, 2016, titled "*Metro Vancouver 2040: Shaping our Future* Amendment – Sewerage Extension Provisions".

FINANCIAL IMPLICATIONS

If the Board proceeds with Alternative 1, there will be financial implications associated with the cost of holding a public hearing. These costs include advertising, additional staff time and potential remuneration of Board directors to attend the public hearing. The proposed amendment will not have any other direct financial implications for Metro Vancouver. Metro Vancouver will assess the technical implications and potential financial implications of all future sewerage extension applications on a case-by-case basis.

SUMMARY / CONCLUSION

Compact urban form, urban containment and the protection of agricultural lands are fundamental goals of *Metro 2040*, the regional growth strategy. To reinforce these goals, *Metro 2040* contains provisions to limit the extension of regional sewage services into areas with a regional Agricultural, Rural and Conservation and Recreation land use designation. While sewerage extension provisions provide an important tool for managing urban containment, implementation to date indicates that the provisions would be enhanced by including more specific policy content and an implementation guideline to address sewerage extension applications.

Following consultation with municipalities and Metro Vancouver Regional Planning and Liquid Waste Services staff, and consultation with Metro Vancouver Legal staff, staff propose that amendments to sewerage extension provisions within *Metro 2040*, along with a companion set of sewerage extension implementation guidelines provide a means to address the issues in an effective way.

On April 15, 2016 the Regional Planning Committee received for information a report titled, "*Metro 2040* Sewerage Extension Provisions - Implementation Issues and Options" (Attachment 3). The report provided a detailed description of existing *Metro 2040* sewerage extension provision, implementation issues and recommended actions. In that meeting the Committee directed staff to present the report to the Utilities Committee at its May 19 meeting for input. On May 19, 2016 the Utilities Committee received for information the report dated April 20, 2016, titled, "*Metro 2040* Sewerage Extension Provisions - Implementation Issues and Options".

Staff received feedback on both the proposed amendment and associated implementation guideline from the Regional Planning and Utilities' Committee members, and have updated both documents accordingly.

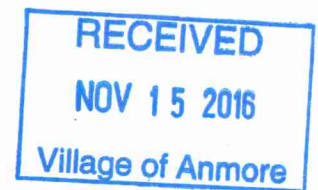
The proposed amendments to *Metro 2040* sewerage extension provisions will maintain the primary policy intent to limit the extension of regional sewerage services to contain urban development within the *Metro 2040* Urban Containment Boundary, but will allow for flexibility for the GVRD Board to determine exceptions for sewerage extensions where on-site treatment systems are not feasible, or where a particular extension has no significant impact on *Metro 2040* urban containment goals. The accompanying Implementation Guideline #7 is integral to *Metro 2040* policy by establishing clear and transparent sewerage extension application procedures and providing detailed review criteria for determining service extension exceptions. Staff recommend Alternative 1.

Attachments:

1. Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1236, 2016.
2. *Metro Vancouver 2040: Shaping Our Future*, Implementation Guideline #7, Extension of Regional Sewerage Services.
3. Report to the April 15 meeting of the Regional Planning Committee dated March 30, 2016, titled, "*Metro 2040* Sewerage Extension Provisions - Implementation Issues and Options.

Metro Vancouver 2040: Shaping Our Future
IMPLEMENTATION GUIDELINE #7
Extension of Regional Sewerage Services

Dated August 26, 2016



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Adopted by the Greater Vancouver Regional District Board XXXX XX, 201X

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Purpose

The purpose of this document is to describe applicable *Metro Vancouver 2040: Shaping our future (Metro 2040)* provisions and application review criteria and procedures for member municipalities requesting a connection to regional sewerage services for lands with a regional Rural, Agricultural or Conservation and Recreation land use designation.

1 Introduction

Metro Vancouver adopted *Metro Vancouver 2040: Shaping our Future (Metro 2040)*, the regional growth strategy, on July 29, 2011, following acceptance by all affected local governments. *Metro 2040* represents consensus among Metro Vancouver and affected local governments to work collaboratively to meet our collective regional planning goals of creating a compact urban area, supporting a sustainable economy, protecting the environment, responding to climate change impacts, developing complete communities and supporting sustainable transportation choices.

Successful implementation of *Metro 2040* depends on cooperation between Metro Vancouver and affected local governments, and the support of local plans, policies and programs that contribute to the regional planning objectives identified in *Metro 2040*.

Metro Vancouver is responsible for preparing guidelines to assist in implementing *Metro 2040* strategies. This guideline should be read in conjunction with *Metro 2040*, and it does not replace or supersede the content of, or the requirements set out in, the regional growth strategy. This document is one in a series of guidelines supporting *Metro 2040* implementation. *Metro 2040*, related documents and a glossary of terms and references for this guideline can be viewed on the Metro Vancouver website:

<http://www.metrovancouver.org/planning/development/strategy/Pages/default.aspx>

1.1 *Metro 2040* Rationale

A primary goal of *Metro 2040* is urban containment, utilizing the Urban Containment Boundary (UCB) to limit the spread of urban development into lands with a regional Rural, Agricultural or Conservation and Recreation land use designation. The UCB establishes a long-term footprint for future urban development, provides predictability for major investments in utility, road and transit infrastructure, and protects the character and viability of lands with a regional Rural, Agricultural, or Conservation and Recreation land use designation. *Metro 2040* anticipates the area within the UCB has capacity to accommodate projected urban growth to 2041, with the majority of future growth concentrated within Urban Centres and along transit corridors within the UCB.

Urban growth typically depends on access to regional sewerage services. To reinforce the urban containment strategy, *Metro 2040* includes policies to coordinate regional growth and utility planning, and to limit the extension of regional sewerage services into lands with a regional Rural, Agricultural, or Conservation and Recreation land use designation.

Metro 2040 Section 6.8.1, which reflects *Local Government Act* Section 445, prevents the Greater Vancouver Regional District, the Greater Vancouver Water District and the Greater Vancouver Sewerage and Drainage District from providing works and services that are inconsistent with *Metro 2040*.

After the Metro Vancouver Board has adopted the Regional Growth Strategy all bylaws adopted and all works and services undertaken by the Greater Vancouver Regional District, the Greater Vancouver Water District or the Greater Vancouver Sewerage and Drainage District must be consistent with the Regional Growth Strategy. The Greater Vancouver Sewerage and Drainage District and the Greater Vancouver Water District will not directly or indirectly supply, agree to supply, or authorize connections that enable the supply of services to a site that is developed or proposed to be developed after the date of adoption of the Regional Growth Strategy where the nature of that development is, in the sole judgment of the Greater Vancouver Regional District, inconsistent with the provisions of the Regional Growth Strategy.

Metro 2040 Section 1.1 'Contain Urban Development within the Urban Containment Boundary', more specifically establishes Metro Vancouver's role as follows:

1.1.1 Direct the Greater Vancouver Sewerage and Drainage District to not allow connections to regional sewerage services to lands with a Rural, Agricultural or Conservation and Recreation regional land use designation. Notwithstanding this general rule, in the exceptional circumstances specified below, the GVRD Board will advise the GVS&DD Board that it may consider such a connection for existing development or for new development where, in the GVRD Board's opinion, that new development is consistent with the underlying regional land use designation, and where the GVRD Board determines either:

- c) that the connection to regional sewerage services is the only reasonable means of preventing or alleviating a public health or environmental contamination risk; or
- d) that the connection to regional sewerage services would have no significant impact on the goals of containing urban development within the Urban Containment Boundary, and protecting lands with a Rural, Agricultural or Conservation and Recreation regional land use designation.

This policy provision is repeated in *Metro 2040* Section 1.3 for lands with a Rural regional land use designation, Section 2.3 for lands with an Agricultural regional land use designation and Section 3.1 for lands with a Conservation and Recreation regional land use designation.

1.2 Roles of Metro Vancouver Boards

The Greater Vancouver Sewerage and Drainage District (GVS&DD) provides members with regional sewerage collection and treatment services. The Greater Vancouver Regional District (GVRD) is responsible for the implementation and administration of *Metro 2040*. The GVS&DD's Board of Directors is distinct from, but has many directors in common with, the GVRD's Board of Directors.

Connections to regional sewerage services are only provided within the GVS&DD's legally defined Sewerage areas. Prior to the adoption of *Metro 2040*, an application for an expansion of the Sewerage Area required only GVS&DD Board approval. Following adoption of *Metro 2040*, the GVS&DD is not permitted to provide services if the GVRD Board determines such services are inconsistent with *Metro 2040* provisions. *Metro 2040* Section 6.8.1 establishes that the GVRD Board must determine whether a proposed sewerage extension or connection is consistent with *Metro 2040* prior to the GVS&DD Board's final decision on an application.

2 Application Review Criteria and Procedures: Regional Sewerage Service Extension

The process for municipalities applying to connect to regional sewerage services for lands with a Rural, Agricultural, or Conservation and Recreation regional land use designation is described in this section and summarized in Figure 1.

2.1 Initiating an Application

Applications for connection to regional sewerage services must be initiated by a resolution of the respective municipal Council. It is expected that the municipality's application will include appropriate documentation addressing *Metro 2040* provisions and guidelines as appropriate for the specific application. It is recommended that municipal staff consider these guidelines and contact Metro Vancouver staff before seeking a Council resolution and submitting an application. It is important that each municipality ensure the project proponent is fully aware of Metro Vancouver policies and procedures, and understands the appropriate documentation to be included with the application.

2.2 Technical Review of GVS&DD System and Regulatory Implications

Upon receipt of an application, Metro Vancouver Liquid Waste staff will prepare an initial technical review of the application to assess service capacity, service levels and financial implications for the GVS&DD system, and compliance with applicable Acts and Bylaws. If it is determined that there are GVS&DD system or regulatory implications the application may be denied by the GVS&DD Board. If there are no such GVS&DD implications, the application would be forwarded to Metro Vancouver Regional Planning staff to assess consistency with *Metro 2040*.

2.3 Metro 2040 Review

Metro Vancouver staff will assess the existing or proposed development and the merits and potential implications of regional sewerage service extension in regard to *Metro 2040* goals and strategies. The primary policies will include, but not be limited to, *Metro 2040* Land Use Designations, Strategy 1.1 *Contain urban development within the Urban Containment Boundary*; Strategy 1.3 *Protect Rural areas from urban development*; Strategy 2.3 *Protect the supply of Agricultural land and promote agricultural viability*; and, Strategy 3.1 *Protect Conservation and Recreation lands*. *Metro 2040* Section 6.9 provides additional provisions for approved sewerage

connections for lands with a Rural, Agricultural or Conservation and Recreation regional land use designation.

On-site systems are the primary method of sewage treatment for lands with a Rural, Agricultural or Conservation and Recreation regional land use designation. *Metro 2040* anticipates that on-site systems will continue to be the primary method of sewage treatment for these lands. However, *Metro 2040* recognizes exceptional circumstances in which regional sewerage service may be extended into lands with a Rural, Agricultural or Conservation and Recreation regional land use designation. Sections 2.3.1 and 2.3.2 of this guideline describe how applications will be categorized and assessed in relation to these exceptions. Even if an application falls within one of the exceptions described in sections 2.3.1 or 2.3.2 the GVRD Board may nevertheless determine that the extension of regional sewerage service is inconsistent with other relevant *Metro 2040* provisions and deny the application.

2.3.1 Exception to Address a Public Health or Environmental Contamination Risk

In accordance with *Metro 2040* Sections 1.3.1(a), 2.3.1(a) and 3.1.1(a), exceptions will be considered to ensure there is appropriate sanitary sewer treatment available to avoid the risk of public health or environmental contamination. Exceptions are applicable for existing development, or new development that, in the GVRD Board's opinion, is consistent with *Metro 2040* provisions, where an on-site sewer treatment system constructed and maintained in accordance with applicable Provincial regulations would not be reasonable. For cases where the daily sewage flow is less than 22,700 litres/day, the *Public Health Act* and *Sewerage System Regulation* include provisions for on-site wastewater disposal and the criteria for defining a related public health hazard. For larger developments where the daily sewage flow is greater than 22,700 litres/day, the *Environmental Management Act* and *Municipal Wastewater Regulation* include the provisions and criteria to determine an environmental risk.

Subject to the provisions of applicable provincial regulations, the applicant would qualify for consideration of a *Metro 2040* exception by providing an Environmental Impact Report, prepared and certified by a qualified professional, establishing that an on-site sewerage treatment system constructed and maintained in accordance with applicable regulations would not be feasible. The application must also include a letter signed by the designated authority responsible for the administration of the applicable *Sewerage System Regulation* or *Municipal Wastewater Regulation*, concurring with the exception rationale contained in the *Environmental Impact Report*.

The report must include the following information:

- a) the existing use of the property, the structures proposed for connection and any anticipated changes to the use or structures on the property;

- b) the circumstances inhibiting the feasible installation, maintenance or repair of an on-site sewerage system in accordance with the *Public Health Act* and *Sewerage System Regulation or Environmental Management Act* and *Municipal Wastewater Regulation*. Such circumstances typically relate to site constraints such as soils, natural features, site configuration, flow capacity that would inhibit an on-site system or prohibitive construction or maintenance costs of an on-site treatment system;
- c) the nature of the public health or environmental risk on or adjacent to the site;
- d) the location of the existing regional or municipal sewer pipes proposed for connection and the proposed routing of the new sewer pipes required for connection to the subject site. Consideration will include the potential for extended sewerage infrastructure to prompt additional demands for connection to regional sewerage services. Proximity to an existing sewer main does not alone establish rationale for a sewerage connection;
- e) the site plan showing the proposed GVS&DD sewerage boundary footprint containing only the structure(s) to be connected within the property;
- f) the servicing plan showing that the works are designed to accommodate a flow capacity no greater than the capacity necessary to service the specified structures and activity located within the proposed GVS&DD Sewerage Area footprint; and
- g) the applicant and property owner acknowledge that Metro Vancouver consideration for exemption is specific to the information contained in the application, and that any works to extend the capacity for collection of liquid waste generated outside of the GVS&DD sewerage boundary footprint, within or outside of the subject property, will require a new sewerage extension application to the GVS&DD.

If the proposed connection is within the Agricultural Land Reserve, Metro Vancouver will consult the Agricultural Land Commission to determine whether the extension of sewerage infrastructure and the service connection are acceptable to the Commission.

All submitted documentation will be reviewed and assessed by Metro Vancouver staff, and is subject to consideration by the GVRD Board and the GVS&DD Board. The GVRD Board will evaluate the *Metro 2040* sewerage extension exemption based on the feasibility rationale provided in the application¹, and whether the potential impacts of service extension on *Metro 2040* provisions can be sufficiently addressed. Potential *Metro 2040* impacts include, but are not limited to, the development potential of the subject site and the potential for the extension of sewerage infrastructure to trigger additional service connection applications and land use speculation. The applicant / property owner and the respective municipality must be prepared to accept that a restrictive covenant be registered on the

¹ Following review of the Environmental Impact Report, Metro Vancouver may request additional information be provided to support feasibility rationale, or Metro Vancouver may retain the services of a Qualified Professional, at the applicant's expense, to prepare a supplemental verification report.

property specifying that access to regional sewerage services is provided subject to agreed upon conditions.

If the GVRD Board concurs that it is not reasonable to construct and maintain an on-site sewerage treatment system to alleviate public health or environmental contamination risk, and determines that the potential impacts of service extension on *Metro 2040* provisions can be sufficiently addressed, the GVRD Board may resolve to accept a limited extension of regional sewerage services into lands with a Rural, Agricultural or Conservation and Recreation regional land use designation.

2.3.2 Connection Exception for Limited Development Determined to Have No Significant Impact on *Metro 2040* Provisions

“No significant impact” is a term applied to regional sewerage service extensions or connections that do not conflict with the intent or implementation of *Metro 2040* Goal 1 urban containment provisions or related *Metro 2040* land use designations, goals and strategies. The intent of this exception is to recognize there may be particular circumstances where a service connection is practical and there are no significant *Metro 2040* implications.

The GVRD Board’s review of the application will consider the following evaluation criteria in determining whether an application is considered “not significant” under *Metro 2040* provisions 1.1.1(b), 1.3.1(b), 2.3.1(b), or 3.1.1(b):

- a) the nature of development, existing or proposed, does not conflict with, or negatively impact, *Metro 2040* Goal 1 urban containment provisions or related regional land use designations, goals and strategies;
- b) extension of GVS&DD sewage services is provided to a single, non-strata, property, with service access to be contained within a specified GVS&DD sewerage boundary footprint comprising the structures proposed for sewerage connection within that property;
- c) the service connection is designed to accommodate a sewage flow capacity no greater than the capacity necessary to service the existing structures and activity located within the specified GVS&DD Sewerage Area footprint on the date of approval; and
- d) the distance and routing of extended sewerage infrastructure to the subject property is proximate and located such that there is limited potential for prompting additional regional sewerage connection requests in the surrounding area. Proximity to an existing sewer main does not alone establish rationale for a sewerage connection.

To be considered under this exception, applications must include documentation specifying:

- a) the existing use of the property, the structures proposed for connection and any anticipated changes to the use or structures on the property;

- b) the rationale for connecting to the GVS&DD sewage treatment system versus an on-site sewage treatment system;
- c) the location of the existing GVS&DD or municipal sewer pipes and the proposed routing of the new sewer pipes required for connection to the subject site;
- d) the site plan showing the proposed GVS&DD sewerage boundary footprint containing only the structure(s) to be connected within the property;
- e) the servicing plan indicating the connection is designed to accommodate a flow capacity no greater than the capacity necessary to service the specified structures and activity to be located within the proposed GVS&DD Sewerage Area footprint; and
- f) the applicant and property owner acknowledge that Metro Vancouver consideration for exemption is specific to the information contained in the application, and that any works to extend capacity for collection of liquid waste generated outside of the GVS&DD sewerage boundary footprint, within or outside of the subject property, will require a new sewerage extension application to the GVS&DD.

The GVRD Board will evaluate the *Metro 2040* sewerage extension exemption based a Metro Vancouver staff assessment of the potential impacts of service extension on *Metro 2040* provisions and whether any potential impacts are sufficiently addressed. Potential *Metro 2040* impacts include, but are not limited to, the development potential of the subject site and the potential for the extension of sewerage infrastructure to trigger additional service connection applications and land use speculation. The applicant / property owner and the respective municipality must be prepared to accept a restrictive covenant be registered on the property specifying that access to regional sewerage services is provided subject to agreed upon conditions.

If the GVRD Board concurs that the service extension has no significant impact on *Metro 2040* provisions, the GVRD Board may resolve to accept a limited extension of regional sewerage services into lands with a Rural, Agricultural or Conservation and Recreation regional land use designation.

2.4 Sewerage Extension Applications within the *Metro 2040* Urban Containment Boundary

There may be locations on lands with a General Urban, Industrial or Mixed Employment regional land use designation that are not included within the GVS&DD sewerage area. As these locations are intended for forms of development that require access to sewerage services, *Metro 2040* Section 6.8.2 states that such locations would be eligible for sewerage services provided that the proposed development complies with applicable policies for those designations.

Application to the GVS&DD Board is required for sewerage extension approvals in these areas. Each application will initially be reviewed by the GVRD Board to determine compliance with applicable *Metro 2040* policies. If consistent with *Metro 2040*, the application would then proceed to the

GVS&DD Board for consideration of approval. If not consistent with *Metro 2040*, the GVRD Board would direct the GVS&DD Board to deny the application (see Section 2.5 below).

2.5 Applications that are Inconsistent with *Metro 2040* Provisions

Any sewerage extension application, including applications that meet the exception criteria described in sections 2.3.1, may nevertheless be determined by the GVRD Board to be inconsistent with the broader provisions of *Metro 2040*, as referenced under *Metro 2040* Section 6.8.1. Determining inconsistency with *Metro 2040* provisions will include, but not be limited to, consideration of the following:

- whether the extension is intended to service new development that is inconsistent with the intent of the existing *Metro 2040* Land Use Designation or applicable *Metro 2040* Goal, Strategy or Action;
- whether the extension of new sewerage infrastructure connecting to the subject site would create opportunity and additional pressures for further extension of regional sewerage services in the surrounding Rural, Agricultural or Conservation and Recreation regional land use designations in a manner that may compromise *Metro 2040* urban containment provisions or the intent of those land use designations.

Where the GVRD Board determines that the nature of development (including the extension of municipal infrastructure providing access to GVS&DD works and services) proposed in the subject application is inconsistent with *Metro 2040* provisions, the GVRD Board would direct the GVS&DD to deny the application.

2.6 Potential Conditions to Support *Metro 2040* Compatibility

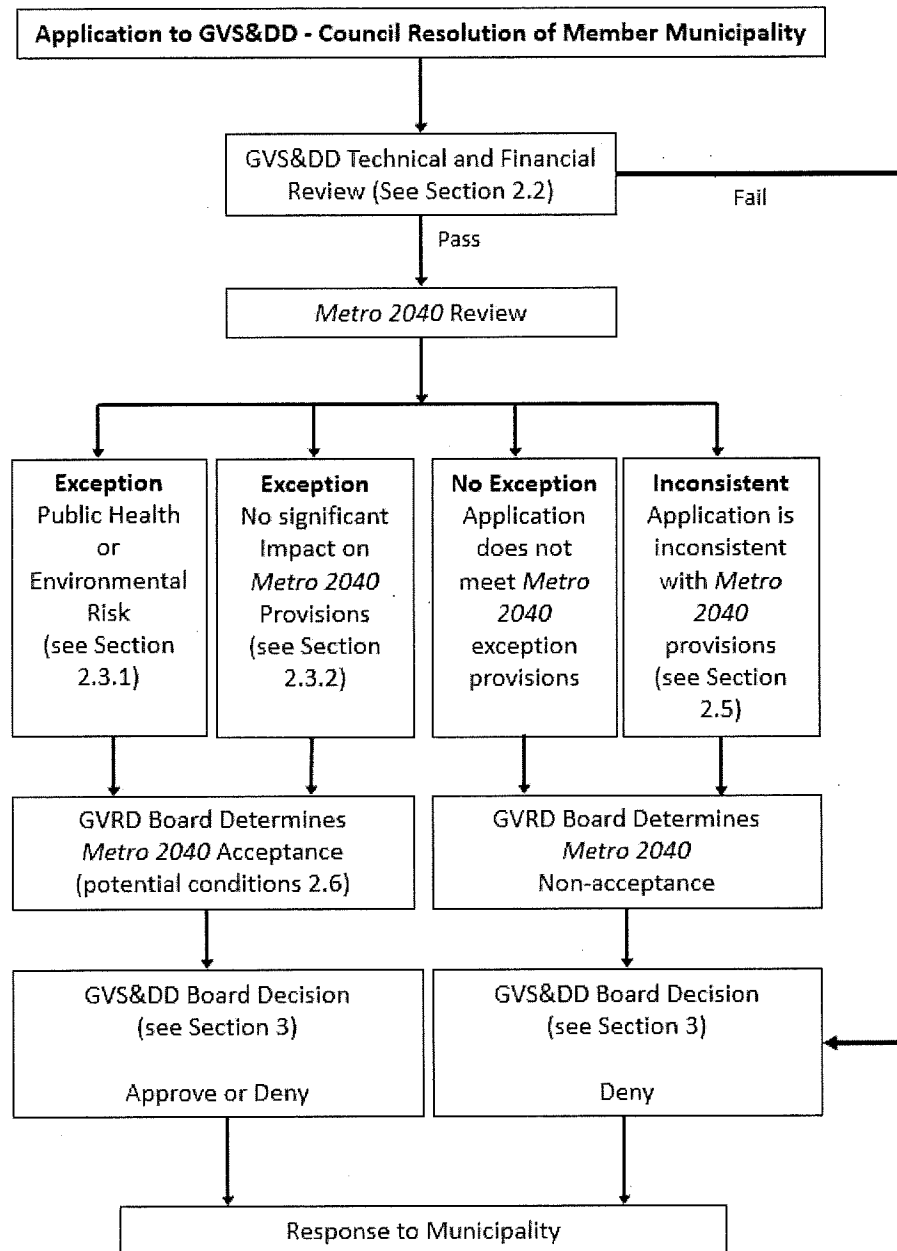
The GVRD Board may additionally determine that the application proceed *with conditions*. Conditions will be determined on a case by case basis and may include, but are not limited to, the following:

- the extension of regional sewerage services is limited by a restrictive covenant registered on the property specifying that sewerage services are provided only within a specified boundary and only for specified land use / structures. In such cases, the municipality must reapply to the GVS&DD for a sewerage extension for any proposed change in the specified boundary, or any change in the land use or development within that boundary as specified by the restrictive covenant.

3 GVS&DD Board Decision

All GVRD Board resolutions pertaining to an application to extend GVS&DD sewerage services will be sent to the GVS&DD Board for final decision. In the cases where the GVRD Board has resolved that an application is not acceptable under *Metro 2040*, the GVS&DD Board is bound by that resolution and must not approve the extension of regional services. In the cases where the GVRD Board has resolved that an application is acceptable under *Metro 2040*, the GVS&DD Board has sole discretion either to approve or deny the application.

Figure 1 *Metro 2040 Application Review Process for Municipalities Requesting Extension of GVS&DD Sewerage Services*



Please Note:

- 1) It is strongly advised that municipal staff consult Metro Vancouver staff prior to formally submitting an application.
- 2) See Section 2.4 for applications to extend the GVS&DD Sewerage Area boundaries located within the Metro 2040 Urban Containment Boundary.

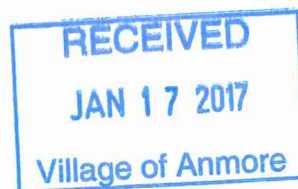


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January 12th, 2017

Mayor John McEwen and Members of Council
Village of Anmore
2697 Sunnyside Road
Anmore, BC V3H 5G9

Dear Mayor McEwen and Members of Council:

On December 27th, 2016, ongoing coverage by The Vancouver Sun of B.C. readiness for a major earthquake noted the *"30 per cent probability of a major earthquake hitting a populated area in southwestern B.C. within the next 50 years."* This followed a series of stories on the CBC along the same lines.

When any emergency happens, most of the burden of dealing with it falls upon the shoulders of local governments, hence my purpose in writing you.

On December 31st, 2016, *The Sun* published my article, attached, about the world-leading skills and expertise of B.C. companies in evidence around the globe. It noted that my company has developed many vibration-sensing technologies now in global use, including our **ShakeAlarm® Earthquake Early Warning System** that's been in use here in B.C. in the Massey Tunnel since 2009, and at other locations in Canada, the US, and Europe.

Following publication of the opinion piece in *The Vancouver Sun*, we've received requests from a range of elected and administrative officials in B.C. seeking more information about our **ShakeAlarm®** technology.

The complex science and engineering behind our **ShakeAlarm®**, serves a simple purpose: to give everyone advance warning of a damaging earthquake, giving them precious seconds to protect themselves. Depending on your community's proximity to a seismic event, this provides a warning of between two and 90 seconds.

In a serious earthquake, every second of advance warning saves lives, reduces damage scenarios, and allows early recovery. A critical part of our **ShakeAlarm® Earthquake Early Warning System** is its ability to shutdown bridges, tunnels and automated transit systems before a seismic event causes damage. It can also shut down gas and electrical systems in hospitals and other institutions and private buildings, while firing up emergency generators. Weir-Jones technology issues school warnings and public notification via civil infrastructure control systems and phone apps.



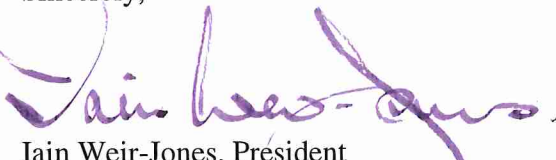
How reliable is our technology? The Société Générale de Surveillance (SGS), with 85,000 employees worldwide is the world's leading inspection, testing, and certification company that insurance companies rely on when determining and assessing risk to public and private buildings and infrastructure. They have chosen to enter into a global agreement with us to place our technology in countries with high seismic risk that don't have effective programs in place to address earthquake response.

This is a tremendous achievement, especially when one considers all the efforts put forward by academic and commercial institutions in B.C. and around the world to develop earthquake early warning systems, one of which we are very proud.

If you've ever wondered about earthquake preparedness during your considerations and discussions about the safety of B.C. and your community, then our technology will be of help to you: Our **ShakeAlarm® Earthquake Early Warning System** is the best in the world for its ability to detect seismic signals, and accurately analyse *and act on them within milliseconds*. We'd be delighted to talk with you on how it can quickly be put in place in your community. Indeed, every installation of Weir-Jones technology around the globe started with a conversation about how we can increase the safety of people in communities.

Please have a look at the "For Policy Makers" area of our website, and please let us know if you'd like to discuss further how we can advance your community's safety, by contacting Kyle Rasmusens at (604) 732-8821 or through kylerr@weir-jones.com.

Sincerely,



Iain Weir-Jones, President
Weir-Jones Engineering Consultants Ltd.

Attachment

OPINION



Early-warning technology for earthquakes, developed by a Vancouver-based company, uses sensors to detect the first seismic waves, analyze them and, if necessary, shut down traffic into the George Massey Tunnel. **RICHARD LAM/FILES**

B.C. BUSINESSES AMONG THE BEST IN THE WORLD

We're global leaders and we should be proud of that, *Iain Weir-Jones* writes.

There has been much talk in 2016 about our trade agreements and trading arrangements. Canadians depend on trade. As events unfolded around the globe — especially those involving our biggest trading partner, the United States — it has caused some to approach the new year with questions about our ability to compete, to create jobs and to grow our economy.

In the face of protectionism abroad, are we really powerless? Without doubt, there are those who hope we'll believe this, as it's that kind of thinking that spawns hopelessness and attracts its close friend pessimism, the ultimate economy-killer.

Canada and British Columbia have no reason to question our place in the world in 2017. There are, and always will be, trade challenges. We overcome them with hard work, innovation and what we have to offer. Our confidence helps, too, but maybe Canadians' brand of quiet confidence needs a rethink.

Canadians compete globally in every sector, but we don't know as much about our strengths or our trade successes as we should, or as times require. We should make more of our international accomplishments and the role they play in keeping people safe, secure and healthy and improving their lives.

I regularly see CEOs of globally successful B.C. companies in airports and hotels around the world. I rarely see them here, however, because, like me, the majority of the goods they sell and the services they provide are far from the comfort of home. That's the way of it when we're a trading nation. Still, we do ourselves a disservice — and make ourselves vulnerable to

those who foster uncertainty — when we don't know what we've got in our own backyard, or what we've accomplished. Put simply, we can all do a better job to let people at home know that we compete and succeed in the world.

I can only talk about what I know, and that involves the engineering company I founded 45 years ago in Vancouver. To date, we have operated in 55 countries around the world. What do we do? In a word: vibrations. Our company specializes in detecting and characterizing vibrations, analyzing vibrations — and doing this work in milliseconds to help protect people and structures

cent of all Canadian and U.S. nuclear power stations use our systems and technologies for post-earthquake structural assessments. In South America, and in European power plants and at dam sites, our seismic monitoring systems are installed.

With earthquakes, every second matters. Whether it's just a couple of seconds before the incoming destructive waves of a local, shallow crustal quake or 90 seconds before a mega-thrust quake, action can be taken — from triggering alarms in schools, protecting hospitals and shutting off gas lines, to the automatic opening of first-responder garage doors so fire trucks and ambulances can help those in need. We're implementing early-warning systems — with accompanying smartphone apps — that

and technicians. The U.S. navy, Washington State Ferries and the Alaska Marine Highway system use our vessel draft-measurement and hull-monitoring technologies. Australian navy submersibles use our strain-analysis technology. Off the coast of Newfoundland and Russia, offshore drilling platforms use our structural-monitoring systems.

India, South Africa, the U.S., South Korea and Taiwan are just a few of the countries whose mining, resource and transportation sectors have used our monitoring and analytical technologies.

All of this has come from engineers and scientists in our B.C. company. And we're all proud of the success we've achieved.

But in writing this article, in light of the recent focus on trade relations and futures, and the uncertainty some are suggesting, it's my hope that we might all embrace these as British Columbian and Canadian achievements, that Vancouver Sun readers remember just one or two of these advances, and declare, "We did this. B.C. did this. Canada did this."

I know there are hundreds of B.C. companies we've likely never heard about that compete and lead around the globe, despite protectionism, parochialism and any number of hurdles. They're just that good, and so are their products, services and people.

As we take on 2017, it would do us all good to hear about these B.C. companies, and how they succeed in a competitive, always-changing world.

These stories will instill warranted confidence in our abilities, our expertise, and our future, and will make quick work of pessimism and those who seek to use it to put us off our game.

Iain Weir-Jones is president of Weir-Jones Engineering Consultants in Vancouver.

I regularly see CEOs of globally successful B.C. companies in airports and hotels around the world.

IAIN WEIR-JONES, president of Weir-Jones Engineering Consultants

from the damage caused by vibrations.

We began with specialized monitoring and testing services in the resource and transportation sectors, then moved into manufacturing sensors and electronic readout equipment for use in environmental, geotechnical and structural industries. Our technology and systems are in operation all over the world.

At home, our earthquake early-warning technology is in the George Massey Tunnel, where our sensors detect the first seismic waves of an earthquake, analyze them and, if necessary, shut down traffic into the tunnel. All these actions are performed in less than half a second. Close to 80 per

cover everything from large geographic regions to people's homes. We're doing it at home and abroad.

In Quebec, B.C. and in the U.S., our seismic rock-fall detection system uses acoustic-signature analysis and recognition to determine when rocks or other debris fall onto railway lines. In pipelines across the U.S. — and in Alberta, Manitoba and Ontario — you'll find the oil-and-gas safety systems developed and built by our engineers in Vancouver.

In Saudi Arabia, you'll find the world's largest permanent seismic monitoring array assessing the response of oil reservoirs, and it, too, was developed, built and deployed by our engineers

VILLAGE OF ANMORE

BYLAW NO. 558-2017

A bylaw to amend the procedures of the Board of Variance Bylaw

WHEREAS the Council of the Village of Anmore has established, by bylaw, a Board of Variance;

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 Board of Variance Amendment Bylaw No. 558-2017".
2. That Anmore Board of Variance Bylaw No. 464-2009 be amended by:
 - (a) inserting the following text at the end of section 7(a):
 - "(iv) a site plan, scaled at minimum 1/8 inch per foot, with the location of required setbacks, any easements and retaining walls, and shall include existing and proposed elevations of grade at the building corners and the top and bottom of all retaining walls;
 - (v) front, side and rear yard elevations of the proposed building scaled at minimum 1/4 inch per foot with all applicable elevations of grade; and
 - (vi) a cross section of the site detailing the floors, roofs, garage slab, foundation wall, average grade and roof mid-point elevations;"
 - (b) inserting the following text after section 21:

"22. The Village of Anmore, through any of its officers or employees, or by its solicitor, is entitled to be heard as a party attending the hearing;" and
 - (c) renumbering all sections after section 22 accordingly.

READ a first time the 10th day of January, 2017

READ a second time the 10th day of January, 2017

READ a third time the 10th day of January, 2017

RECONSIDERED, FINALLY PASSED AND ADOPTED the day of , 2017

MAYOR

MANAGER OF CORPORATE SERVICES

Certified a true and correct copy of
"Anmore Board of Variance Amendment Bylaw No. 558-2017".

DATE

MANAGER OF CORPORATE SERVICES



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: January 19, 2017

Submitted by: Juli Kolby, Chief Administrative Officer

Subject: Sidewalk Inspection Policy No. 56

Purpose / Introduction

The purpose of this report is provide information regarding draft sidewalk inspection policy and to seek Council's approval of the policy.

Recommended Resolutions

1. **THAT Council approve Sidewalk Inspection Policy No. 56 as outlined in the report dated January 19, 2017 from the Chief Administrative Officer regarding Sidewalk Inspection Policy No. 56.**

OR

2. **THAT Council approve Sidewalk Inspection Policy No. 56 as outlined in the report dated January 19, 2017 from the Chief Administrative Officer regarding Sidewalk Inspection Policy No. 56, with amendments.**

OR

3. **THAT Council refer the Sidewalk Inspection Policy No. 56 back to staff for further information.**
-

Background

The Village has followed a consistent practice of responding to complaints as they arise relating to sidewalks, however we have not had a formal policy to outline our practice and outlined a timeframe for when repairs will be completed..

The Municipal Insurance Association of British Columbia (MIABC) is the Village's liability insurer. The MIABC has created a template for sidewalk inspections policies, which the draft policy attached was based on.

Report/Recommendation to Council

Sidewalk Inspection Policy No. 56

January 19, 2017

Discussion

The Local Government Act provides municipal governments with the authority to set policy regarding the level of service they wish to provide. Courts will not challenge a Council policy, however if a policy is not followed and “operational” decisions are made in regards to service level, the Court may decide whether or not the operational decision was reasonable and make a decision in favour of the government or claimant accordingly.

In light of the above, it is best practice to outline the Village’s service levels, where appropriate, in a Council adopted policy. In this case, the level of service has been set to respond to complaints as they are received, as opposed to creating an annual inspection program to identify hazards associated with sidewalks.

Following adoption, staff will be tasked with enforcing the complaints-based policy, which will minimize the Village’s exposure to claims related to sidewalk inspection.

Financial Implications

There are no increased financial implications if this policy is adopted. Village public works staff are currently required to maintain and repair the Village’s sidewalks. Their current practice regarding such repair is simply being formalized into a policy for greater claim defense.

Communications / Civic Engagement

This policy will be posted to the Village’s website for access by the public.

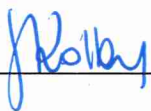
Council Strategic Plan Objectives

This policy strengthen the Village’s defense as it relates to sidewalk related claims (i.e. trip and fall). This will assist in the Village’s Corporate Objective of ensuring financial sustainability and keeping pace with best practices in community safety, and municipal practices.

Attachments:

1. Policy No. 56 – Sidewalk Inspection (DRAFT)

Prepared by:



Juli Kolby
Chief Administrative Officer



| | | | |
|-------------------------|---------------------|-----------------------|-----------|
| Policy | Sidewalk Inspection | Policy No. | 56 |
| Effective Date | TBD | Approved by: | Council |
| Date Amended | n/a | Resolution No. | RXXX/2017 |
| Date Established | TBD | | |

PURPOSE

The primary objective of this policy is to outline the Village's process for maintaining and repairing Sidewalks.

SCOPE

This policy applies to all Village owned Sidewalks.

DEFINITIONS

Sidewalk refers to a structure for pedestrian use including a walkway, footpath, sidewalk, stairs, ramp or curb letdown owned by the Village.

Village means the Village of Anmore.

POLICY

The inspection and maintenance of Village Sidewalks, including those within or adjacent to lanes, parks and public recreation areas shall rely solely on the reports of observed defects by Village staff or members of the public. To ensure that the inspection and repair is carried out in a timely and cost-effective manner, the following process will apply.

Within 24 hours of notification by the public or Village staff that the condition of a Village Sidewalk may require inspection and maintenance:

1. A Village employee will attend the site to inspect the issue reported; and
2. The Village employee will assess the issue and repair based on the following criteria:

| | | |
|---------|--|---|
| Level 1 | A differential of less than 1.25cm (1/2 inch). | No service required. |
| Level 2 | A differential between 1.25cm (1/2 inch) and 2.5cm (1 inch). | List for re-inspection in 6 months' time. |
| Level 3 | A differential greater than 1 inch (2.5 cm). | Marked immediately and scheduled for repair within two weeks or within a reasonable timeframe if extraordinary circumstances exist. |



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: January 19, 2017

Submitted by: Juli Kolby, Chief Administrative Officer

Subject: Working Alone Policy No. 57

Purpose / Introduction

The purpose of this report is to provide Council with the Working Alone Policy No. 57, for information.

Recommended Resolutions

1. **THAT the report dated January 19, 2017 from the Chief Administrative Officer regarding Working Alone Policy No. 57 be received for information.**

OR

2. **THAT Council request further information of staff regarding the Working Alone Policy No. 57.**
-

Background

Previously, the Village of Anmore did not have a formal process or policy relating to Village employees working alone, either during regular business hours, in the evening or on weekends and during call-outs.

Discussion

This policy was designed to ensure that all employees have access to a system where they can check-in while they are working alone. This will ensure assistance is immediately available in the event an employee is injured or met with misfortune (i.e. stranded in their vehicle).

The system that the Village has elected to use is a smart phone app which each employee will install on their phone. When the employee starts their shift working alone, they will be required to "check-in" to the app. The system then requires that the employee checks-in every hour while they are working alone. If the employee does not check in, the system operator will attempt to phone the employee. If the employee does not respond, there are two alternate contact persons (other Village staff) assigned to each employee. The alternates are responsible to take appropriate action (i.e. physically check on the employee's whereabouts themselves or phone the appropriate authority to do so). Employees will also be required to "check-out" of the system at the end of their shift working alone.

Report/Recommendation to Council

Working Alone Policy No. 57

January 19, 2017

Financial Implications

Monthly costs for the program are \$120. There are no other financial implications for the program.

Communications / Civic Engagement

This policy will be communicated to all staff and supervisors will be responsible for ensuring that their direct reports understand the policy and process for checking in/out.

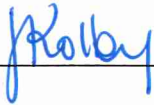
Council Strategic Plan Objectives

This policy assists in ensuring that Village employees are better protected while they are working alone, which aligns with the Corporate Objective of keeping pace with best practices in community safety, and municipal practices.

Attachments:

1. Policy No. 57 – Working Alone (DRAFT)

Prepared by:



Juli Kolby
Chief Administrative Officer



ADMINISTRATIVE POLICY

| | | | |
|-------------------------|------------------|-----------------------|-----|
| Policy | Working Alone | Policy No. | 57 |
| Effective Date | January 25, 2017 | Approved by: | CAO |
| Date Amended | n/a | Resolution No. | n/a |
| Date Established | January 25, 2017 | | |

PURPOSE

The primary objective of this policy is to assert safety for all employees of the Village, and to outline the required procedure to minimize potential harm or injury to employees and to allow for assistance in the event an employee is faced with Misfortune when Working Alone.

SCOPE

This policy is designed to ensure all employees have access to a Check-in system that will ensure assistance is immediately available in the event an employee is injured or met with Misfortune while Working Alone. The program applies to all employees in positions or situations that require them to be Working Alone. This policy applies to all Village employees who are Working Alone during or outside regular office hours.

DEFINITIONS

Alternate Contact means the person(s) listed as the next point of contact if an employee does not Check-in or Check-out and is not reachable by phone. The Alternate Contact shall be a Village employee or elected official. Each employee shall have two (2) Alternate Contacts listed.

Working Alone means a job or task with no one nearby who can see or hear you or where an employee may leave the premises alone following a meeting that occurs outside regular office hours of Monday to Friday, 8:30am to 4:00pm.

Misfortune means an unexpected breakdown of equipment or other unplanned event that would leave an employee stranded.

Disabling Injury means any injury that would prevent an employee from calling for help when working alone or in isolation.

Contact Agency means the agency who will be contacted when a Check-in and Check-out is required, and who will contact the Alternate Contact if the employee who is Working Alone fails to Check-in or Check-out.

Check-in means the act of notifying the Contact Agency that a task is starting or continuing. The Village's service provider will dictate how to notify them of the Check-in (i.e. phone call, app, etc.)

Check-out means the act of notifying the Contact Agency that a task is completed and there is no further requirement for checking the wellbeing of the employee. The Village's service provider will dictate how to notify them of the Check-out (i.e. phone call, app, etc.)

Village means the Village of Anmore.

POLICY

All public works employees are required to Check-in with the Contact Agency while he/she are the sole public works employee on shift. This includes daytime shifts where other public works employees may be on planned or unplanned leaves and during call-outs.

All other employees of the Village shall be required to Check-in with the Contact Agency if they Working Alone during any of the following times:

- Between 5:00pm and 7:30am on weekdays
- Anytime during weekends and statutory holidays or during regularly scheduled office closures

All employees who are Working Alone are required to Check-in at the start of the shift **and every hour thereafter** until the end of the shift, when the employee is required to Check-out.

Following initial Check-in, if an employee does not Check-in at the required interval, the Contact Agency will attempt to call the number associated with his/her registration. If the employee cannot be contacted, the Contact Agency will call the first Alternate Contact listed for that employee. If the first Alternate Contact does not respond, the second Alternate Contact will be contacted. If neither Alternate Contact responds, the Contact Agency will make two additional attempts to contact each Alternate Contact. If the Contact Agency is still unsuccessful, an email will be sent to the Chief Administrative Officer advising of the situation and attempts made. **The Contact Agency will not contact emergency services if there is a failed response from the employee Working Alone or from the Alternate Contacts.** The Alternate Contact will determine whether or not to personally investigate the physical location of the employee, or to advise the appropriate authority.

TRAINING

All employees must understand the Working Alone Policy. Employees shall not be placed at risk because of a lack of understanding of the policy, and they shall contact the Chief Administrative Officer immediately if there are questions or concerns related to this policy.

Departmental training must ensure:

- Employees know when to Check-in and Check-out
- Employees and Alternate Contacts understand the Check-in and Check-out procedures

RESPONSIBILITIES

Chief Administrative Officer

- a) Ensure the Working Alone Policy is implemented and understood.
- b) Ensure specific Working Alone Procedures are developed and made available
- c) Review the policy at least annually, or more frequently if there is
 - i. A change in work environment arrangements that could adversely affect an employee's wellbeing or safety, or
 - ii. A report that the procedures, policy or work environment arrangement, as applicable, are not effective.

Supervisors

- a) Ensure employees are trained and follow policy

Employees

- a) Comply with the Working Alone Policy
- b) Comply with procedures
- c) Check-in when required, as per the Working Along Policy

ADVISORY PLANNING COMMISSION MEETING MINUTES

VILLAGE OF ANMORE



Minutes of the Advisory Planning Commission Meeting held on
Monday, November 14, 2016 in Council Chambers at Village Hall,
2697 Sunnyside Road, Anmore, BC

Members Present

Steve Hawboldt (Vice-Chair)
Ken Juvik
Herb Mueckel
Sandra Parfeniuk
Mario Piamonte (Chair)

Members Absent

Garnet Berg

Others Present

Mayor John McEwen, Council Liaison
Jason Smith, Manager of Development Services

1. Call to Order

Chair Piamonte called the meeting to order at 7:08 p.m.

2. Approval of the Agenda

It was Moved and Seconded:

“That the agenda be approved.”

Carried Unanimously

3. Minutes

(a) Minutes of the Meeting held on April 11, 2016

It was Moved and Seconded:

**“That the Minutes of the Advisory Planning Commission held on
April 11, 2016 be adopted.”**

Carried Unanimously

4. Business arising from the Minutes

Nil

5. Unfinished Business

Nil

6. New Business**(a) Welcome and Introductions**

Members and Jason Smith introduced themselves.

Mayor McEwen explained that the zoning bylaw review is a significant task as the community has evolved so quickly.

Jason Smith reported that infill development was not going to be part of discussion for the zoning bylaw review, adding that the bylaw review is as a technical exercise to address implementation issues.

(b) Zoning Bylaw Review

Jason Smith presented his report dated October 28, 2016, highlighting that he reviewed the current zoning bylaw, past APC minutes, and the report provided by CitySpaces in November 2015, and he spoke with staff to gain an understanding of the key issues. These were identified as:

- Guidelines for CD Zoning
 - minimum parcel size of ¼ acre
 - tweaking the allowable floor area ratio depending on parcel size
 - setbacks remaining the same as an RS-1, even on a smaller lot
 - lot coverage to restrict house size
- Height
 - no real change in actual definition; more about how grade is determined
 - hillsides where there are slopes; how you determine grade and how it relates to the calculation of height can have an impact on build form
 - currently height is off “finished” grade but proposal is for buildings to go “natural” or “existing” grade
 - intention is to have buildings to follow the landscape as opposed to stick out like boxes
- Floor Area
 - no dramatic changes
 - proposing a slight tweak with no reduction, other than Countryside, the allowable floor area in any zone
 - RS-1 currently is 12,000 square feet allowable FAR on a 1 acre parcel
 - proposing some parking area to be included within the FAR calculation
 - currently garage area doesn’t count within the FAR calculation

- Countryside
 - 27 new homes since rezoning went through
 - 3,000 square foot homes was not a vision
 - setbacks increased slightly
 - septic is an issue
 - no basements to be allowed in the future
 - will be a contentious issue
 - current zoning is not working for everyone
- Fence Height
 - reduction of the required height at front and side
 - restriction of materials; barb wire, razor wire and mesh wire fences
 - concerns with these restrictions when owning acreage; would be very costly
 - it was noted that this discussion did not take place with the APC, further discussions will be required
- Retaining Walls
 - current zoning bylaw requirement; max height on each vertical component of a retaining wall be 1.8 meters and a separation on the horizontal plane of 1.2 meters
 - proposed change to a maximum height on a retaining wall system of 3.6 meters (2 vertical components)
 - to build another retaining wall, will need a 3.6 meter separation
 - too many retaining walls previously built too high
 - natural landscaping on the horizontal components to be required
- Landscaping
 - 30% of a site parcel to be landscaped
- Storage and Parking of Vehicles
 - currently a restriction of limiting properties to allow 3 motor vehicles, 1 recreational vehicle and 1 boat
 - 3 motor vehicles might be restrictive
 - wish to receive commissions input at a future meeting
- RS-1 Zone – Garden Sheds, etc.
 - setback currently is 7.6 meters off the back with the side at 5 meters
 - will allow for 10 square meters or less to build essentially a shed to be within a 3.5 meter setback
- C3 Zoning and the creation of a specific zone in Birch Wynde

Herbert Mueckel declared potential conflict and left the meeting at 8:20 p.m.

- zone originally was implemented to allow horses on a 2 acre or more lot
- about 5 acres still remains as “Equestrian” or C3 zoning

- should be a stand-alone process and current owners should go through the rezoning process if and when they wish to do so

Herbert Mueckel returned to the meeting at 8:24 p.m.

Action item: Members to review the zoning bylaw (draft) and bring their thoughts and ideas to the scheduled for December 12, 2016.

Action item: Jason Smith to provide an update to the APC after the technical meeting with the group of architects, builders, and engineers.

7. Adjournment

It was Moved and Seconded:

“That the meeting be adjourned.”

Carried Unanimously

The meeting adjourned at 8:55 p.m.

Certified Correct:

C. MILLOY

Christine Milloy
Manager of Corporate Services

Approved:

M. PIAMONTE

Mario Piamonte
Advisory Planning Commission (Chair)

PARKS and RECREATION COMMITTEE – MINUTES



Minutes of the Parks and Recreation Committee Meeting held on Thursday, September 15, 2016 in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC

MEMBERS PRESENT

Councillor Paul Weverink (Chair)
Mike Dykstra
Susan Mueckel

MEMBERS ABSENT

Bruce Scatchard

1. CALL TO ORDER

Chair Weverink called the meeting to order at 7:25 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) Tri-Cities Off Road Cycling Association (TORCA)

Steve Sheldon, Board Director, described that the association is a registered charity with a goal to be a voice for the mountain bike community within the tri-cities, as well as providing maintenance, advocacy and protection for trail networks. He further presented that TORCA is working with the provincial government on a section 57 agreement, to legitimize all trails on Crown land. He noted that the association has an agreement for trails in the City of Port Moody and that they have worked with the City of Coquitlam and Parks BC for trails located on Burke Mountain.

Mr. Sheldon reported that TORCA wishes to work with Anmore to learn what would add value for residents and provide access for people coming through Anmore.

Chair Weverink noted that trails were universally desired in Anmore at the time the Parks Master Plan was implemented.

Action item: Invite TORCA to the next meeting when all members are present, including Luke Guerin, Operations Superintendent, to continue discussions.

Action item: Invite Herb Mueckel to the next scheduled meeting to provide members with the history and context on trails in the area from his days involved with RAPP.

5. MINUTES

(a) Minutes of the Committee Meeting held on April 21, 2016

It was Moved and Seconded:

“That the Minutes of the Parks and Recreation Committee Meeting held on April 21, 2016 be adopted as circulated.”

Carried Unanimously

6. BUSINESS ARISING FROM THE MINUTES

Nil

7. UNFINISHED BUSINESS

Nil

8. NEW BUSINESS

(a) Memorial Bench Program

Highlights of discussion regarding this matter are noted as follows:

- Possibly place community award winners or memorial benches at bus stop locations.
- Some municipalities offer memorial benches for purchase, with placement at a location for up to a 10-year term.

It was Moved and Seconded:

“That the Village identify locations at bus stops and along community trails for bench locations, and give us a rough number to proceed with looking into a memorial bench program, charges, how many benches we could offer to people, then put it out to the community, and locate those benches in the areas that we identified.”

Carried Unanimously

(b) Adopt-A-Trail Program

Chair Weverink reported that many trails are deteriorating in the Village and he suggested initiating an Adopt-A-Trail Program for residents to take care of trails located on their property.

Action item: Ask Staff to research Adopt-a-Trail Programs in other municipalities and bring forward information for the Committee to review.

9. ADJOURNMENT

It was Moved and Seconded:

“That the meeting be adjourned.”

Carried Unanimously

The meeting adjourned at 8:01 p.m.

Certified Correct:

C. MILLOY

Christine Milloy
Manager of Corporate Services

Approved:

P. WEVERINK

Councillor Paul Weverink
Chair, Parks and Recreation Committee

An Open Letter to Canada

Adding Value to Our Country by Adding Value to Our Resources



Canada, we must seize every opportunity to process, refine, and add value to our natural resources before exporting to foreign markets. The District of Kitimat, BC (Kitimat) appeals to the nation, including First Nations, government, and business leaders, to identify and pursue opportunities to add value to our nation's natural resources.

Kitimat believes that value-added resource development is critical to the vitality and prosperity of our nation. Value-added resource development boosts local, regional, and national economies, and at the same time reduces risks to our natural environments. This is generally true for all natural resource industries such as oil and gas, forestry, mining, fisheries, and agriculture.

Adding value to natural resources attracts investment, delivers additional tax revenue, captures a greater percentage of the inherent economic value of each product, and preserves and creates both direct and indirect employment.

Adding value to natural resources often reduces environmental risks associated with transporting products, minimizes waste by utilizing a greater percentage of products, and ensures processing occurs under Canada's world class environmental regulations.

It is with these sentiments that Kitimat supports the Government of Canada's recent dismissal of the Enbridge Northern Gateway project, and supports a proposed crude oil tanker moratorium for the Northwest BC coast provided that the moratorium excludes refined products. Kitimat believes the environmental risks associated with tidewater shipping of crude oil outweigh potential economic benefits. Kitimat supports value-added opportunities across the nation that benefit our economy at the same time as reducing environmental risks, including proposed oil refineries and LNG terminals in the Kitimat region.

Kitimat encourages all levels of government—federal, provincial, First Nations, regional, and local—to start a serious conversation about value-added resource opportunities for the benefit of their jurisdictions and constituents. Governments must start collaborating to adopt policies and implement regulations that will facilitate and stimulate value-added resource development.

Kitimat encourages all of Canada to work together to protect our environment and strengthen our economy. Together, we can add value to our nation by adding value to our natural resources. For more information or to lend your support to this initiative visit kitimat.ca/value-added or contact Mayor Phil Germuth at mayor@kitimat.ca.

Respectfully,

Phil Germuth
Mayor of Kitimat

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DEC 09 2016

Village of Anmore 55

PRESS RELEASE

270 City Centre
Kitimat, BC V8C 2H7
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Date: December 9, 2016

Pages: 2

Issued by: District of Kitimat

District of Kitimat Releases Open Letter Appealing Canada to Add Value to Natural Resources

KITIMAT, BC – The District of Kitimat (Kitimat) has released an open letter to Canada stating “We Canadians must seize opportunities to add value to our natural resources before exporting to foreign markets.” The open letter will have full page publication in the Saturday, December 10th editions of The Province, Vancouver Sun, Edmonton Journal, and Ottawa Citizen, and for two weeks following will remain on those publications’ online sites.

Kitimat believes that value-added resource development is critical to the vitality and prosperity of our nation. Value-added resource development boosts local, regional, and national economies, and at the same time reduces risks to our natural environments. This is generally true for all natural resource industries such as oil and gas, forestry, mining, fisheries, and agriculture.

Adding value to natural resources attracts investment, delivers additional tax revenue, captures a greater percentage of the inherent economic value of each product, and preserves and creates both direct and indirect employment.

Adding value to natural resources often reduces environmental risks associated with transporting products, minimizes waste by utilizing a greater percentage of products, and ensures processing occurs under Canada’s world class environmental regulations.

It is with these sentiments that Kitimat supports the Government of Canada’s recent dismissal of the Enbridge Northern Gateway project, and supports a proposed crude oil tanker moratorium for the Northwest BC coast provided that the moratorium excludes refined products. Kitimat believes the environmental risks associated with tidewater shipping of crude oil outweigh potential economic benefits. Kitimat supports value-added opportunities across the nation that benefit our economy at the same time as reducing environmental risks, including proposed oil refineries and LNG terminals in the Kitimat region.

Kitimat encourages all levels of government—federal, provincial, First Nations, regional, and local—to start a serious conversation about value-added resource opportunities for the benefit of their jurisdictions and constituents. Governments must start collaborating to adopt policies and implement regulations that will facilitate and stimulate value-added resource development.

In the wake of the Government of Canada’s recent oil pipeline decisions, Kitimat believes that Canadian citizens and governments must start discussing and exploring opportunities to add value to oil products prior to export. Refining and adding value to Canada’s oil resources before export is a viable opportunity that

Kitimat views as the least controversial and best option to gain tidewater access to international markets from Canada's west coast.

Presently, four value-added megaprojects are proposed for the Kitimat area: Kitimat Clean Refinery (www.kitimatclean.ca), Pacific Future Energy Refinery (www.pacificfutureenergy.com), LNG Canada (www.lngcanada.ca), and Kitimat LNG (www.chevron.ca/kitimatlng). Kitimat is supportive of these projects provided they are able to mitigate potential negative environmental impacts.

Kitimat encourages all of Canada to work together to protect our environment and strengthen our economy. Kitimat encourages citizens, organizations, and First Nations, regional, and local governments to visit www.kitimat.ca/value-added to find information and resources to support adding value to Canada's natural resources. For more information contact Kitimat Mayor, Phil Germuth at mayor@kitimat.ca. Together, we can add value to our nation by adding value to our natural resources.

Quotes:

It only makes sense to add value to Canada's natural resources before exporting them to foreign markets; it is in the best interests of all Canadians. Value-added industrial development helps bolster our economy at the same time as reducing risks to our environment – it is win-win.

Phil Germuth
Mayor of Kitimat

Kitimat's slogan is "A Marvel of Nature and Industry". This motto recognizes our past and present assets of pristine natural environments and world class industrial operations. This motto also reflects our present stance on economic development; Kitimat is in favour of industrial development, as long as the development does not pose a significant threat to our natural environments.

Phil Germuth
Mayor of Kitimat

Operating in the global economy, it is natural that industry will seek profit first and foremost. Therefore, it is essential that all levels of government work together to ensure that citizens' best interests are protected. Canada, its provinces, First Nations, and regional and local governments must start collaborating to implement appropriate policies and regulations to guarantee our natural resources are being utilized in an economically and environmentally sustainable manner.

Phil Germuth
Mayor of Kitimat

-30-

Media contact:

Josh Marsh
Business and Communications Officer
District of Kitimat
jmarsh@kitimat.ca
250.632.8900

NOTICE OF CONSTRUCTION

January 2017



As you may be aware, Pacific Coast Terminals (PCT) has received a project permit (PP 2014-096) from Vancouver Fraser Port Authority to construct a potash handling facility as part of PCT's expansion project. Pacific Coast Terminals is committed to providing the community with updates of construction and its potential impacts throughout the duration of the project.

Construction Working Hours

PCT has received additional approval from the port authority to extend construction work hours through to May 2017. In addition to regular work hours, construction activity is anticipated overnight from 8pm-7am seven days a week and all day on Sunday. The extended hours are also required in order to allow the timely completion of the potash project by mid-April 2017.

The scope of works during extended hours include the following:

- **A: Conveyors and Storage Areas**

- o Equipment: Crane, light plants, zoom booms, forklifts, light vehicles and loaders.
- o Scope of Work: Installation of conveyor components, dust collection systems, tanks, piping & pumps.
Installation of electrical equipment, cable trays and cable.
Cleaning and painting of steel, installation of roof membrane and cover.
- o Time: 24/7

- **B: Waste Water Treatment Area**

- o Equipment: Crane, light plants, zoom booms, forklifts, light vehicles and loaders.
- o Scope of Work: Installation of tanks, piping & pumps.
Installation of electrical equipment, cable trays and cable.
Cleaning and painting of steel.
- o Time: 24/7

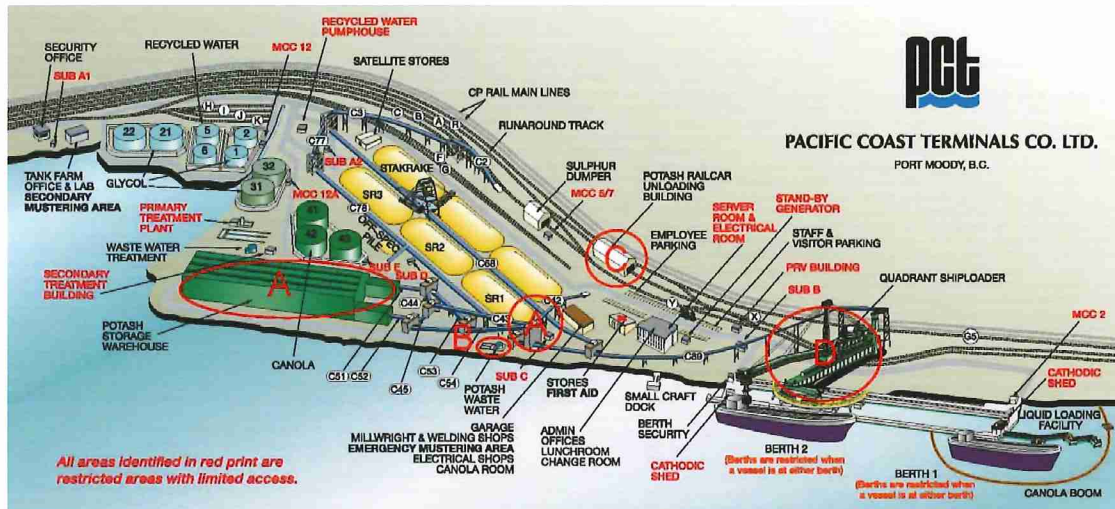
- **C: Railcar Unloading Area**

- o Equipment: Crane, light plants, zoom booms, forklifts, light vehicles and loaders.
- o Scope of Work: Installation of railcar indexer, opener/closer, piping, conveyors, dust collection systems and rail works (normal hours).
Installation of electrical equipment, cable trays and cable.
Cleaning and painting of steel.
- o Time: 24/7

- **D: Shiploader**

- o Equipment: Crane, light plants, zoom booms, forklifts, light vehicles and loaders.
- o Scope of Work: Installation of dust collection systems, piping, chute storage tower, head chute replacement and conveyor covers.
Installation of electrical equipment, cable trays and cable.
Cleaning and painting of steel
- o Time: 24/7; 10-Day shutdown February 2017; 10-Day shutdown March 2017.

Work Site Location



A noise assessment has been completed by an independent noise consulting company for the identified scopes of work. The assessment indicates that minimal noise impact will occur to surrounding communities with minor adjustments to proposed equipment. PCT commits to conduct weekly nighttime noise monitoring to determine noise levels during the proposed work periods. PCT will follow up on noise complaints to identify the potential noise sources and implement additional mitigation measures where required.

- Potential noisy equipment will be identified and noise mitigation measures will be implemented.
- Loud operations will not be performed during the night shift.
- Only work that is specifically required will be executed during off peak hours.
- This includes pneumatic tools, and equipment that will cause a disturbance to the public.
- Back – up beepers will be muffled or modified to reduce nuisance impacts.
- Potential light pollution will be identified and lighting refocused to within the work areas.

PCT will continue to keep the community updated through our website and our Channels newsletter. Should you require additional information on the terminal expansion and construction project, or if you would like to register a concern with the project, please visit our website www.pct.ca or call (604) 939-7371. After business hours please call (604) 931-9211. Alternatively, you may also contact the port authority's Permits Comments Line at (604) 665-9570 or by email at permit.comments@portvancouver.com.



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linda.reimer.mla@leg.bc.ca



BRITISH
COLUMBIA
Parliamentary Secretary
to the
Ministry of Community, Sport and Cultural
Development



Linda Reimer, MLA

January 10, 2017

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JAN 13 2017

Village of Anmore

Janice Sutton

Agente principale de programme

Senior Program Officer Développement des communautés par le biais des arts et du patrimoine

Building Communities Through Arts and Heritage Direction générale de la Participation des citoyens

Citizen Participation Branch Patrimoine canadien

Canadian Heritage Gatineau, Québec K1A 0M5

Re: Letter of Support

– Village of Anmore Heritage Canada Legacy Grant Application

I am pleased to provide a letter of support for the Anmore Welcome Centre, Ma Murray Museum and Gallery, in relation to their Heritage Canada 150, Grant Application to support the restoration of the 100 year-old homestead of MLA/Liberal MP George Murray and his wife, folk hero Margaret 'Ma' Murray.

The legacy of the 'Newspapering Murray's' reaches far beyond the Village of Anmore. Anmore has played a significant role in the publishing and political history of British Columbia and Canada since the early and mid-1900's.

I personally, very much enjoy attending the annual Ma Murray Day celebrations in Anmore, and can attest that the importance of the pioneering Murrays, their homestead, and their pivotal significance to the Village of Anmore continues to live on.

Margaret Lally "Ma" Murray, (1888-1982) was an American-Canadian newspaper editor, publisher, and columnist, and officer of the Order of Canada, and the wife of publisher and British Columbia MLA George Murray.

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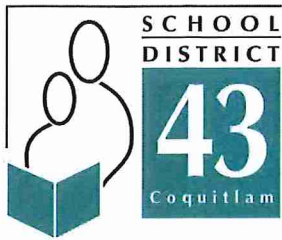
I strongly support the Village of Anmore's application for the Heritage Canada Legacy Grant to assist in the restoration of the historic 'Ma Murray' homestead into a Anmore Welcome Centre, Ma Murray Museum and Gallery which I know will be experienced and treasured it as the heart of the community.

Sincerely,

A handwritten signature in cursive script that reads "Linda Reimer".

Linda Reimer, MLA
Anmore, Belcarra, Port Moody, and Coquitlam

Cc: Dr Lynn Burton, Anmore Heritage Society Interim Chair
Village of Anmore Mayor and Council



Learning for a Lifetime

550 Poirier Street, Coquitlam, BC Canada V3J 6A7 • Phone: 604-939-9201 • Fax: 604-939-6758

January 16, 2017

Ms. Juli Kolby, Chief Administrative Officer
Village of Anmore
Via email

Dear Ms. Kolby,

At a Regular Board meeting held January 10, 2017, the Board of Education appointed its Trustee representatives for 2017.

The appointment to the Board/Village of Anmore Liaison Committee is:

Chair Kerri Palmer Isaak
Phone: 604.861.0521
Email: kpalmerisaak@sd43.bc.ca

Yours truly,

SCHOOL DISTRICT NO. 43 (COQUITLAM)

Chris Nicolls
Acting Secretary-Treasurer

cc: Board of Education
Patricia Gartland, Superintendent of Schools

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JAN 17 2017

Village of Anmore

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