

## REGULAR COUNCIL MEETING – AGENDA

VILLAGE OF ANMORE

Agenda for the Regular Council Meeting scheduled for  
Tuesday, March 7, 2017 in Council Chambers at  
Village Hall, 2697 Sunnyside Road, Anmore, BC



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1. **Call to Order**

2. **Approval of the Agenda**

Recommendation: That the agenda be approved as circulated.

3. **Public Input**

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

4. **Delegations**

5. **Adoption of Minutes**

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

Recommendation: That the Minutes of the Regular Council Meeting held on February 21, 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.

(a) **Finance Committee Recommendations of January 23, 2017**

Recommendation: *“That the Finance Committee recommends moving forward with the RFP for banking and investment services, as amended.” – Carried Unanimously*

Recommendation: [Records Management] *“THAT the 2017 project number one for \$35,000 be approved as recommended in the report dated January 18, 2017 from the Chief Administrative Officer regarding 2017 Budget Pre-Approval Requests.” – Carried Unanimously*

- Recommendation: [Bylaw Updates] *“THAT the 2017 project number two be approved as recommended in the report dated January 18, 2017 from the Chief Administrative Officer regarding 2017 Budget Pre-Approval Requests.”* – Carried (Mayor McEwen opposed)
- Recommendation: [Office Chairs] *“THAT the 2017 project number three be approved, as amended, as recommended in the report dated January 18, 2017 from the Chief Administrative Officer regarding the 2017 Budget Pre-Approval Requests, to a maximum of Five Thousand Dollars (\$5,000).”* – Carried Unanimously
- Recommendation: [Engineering Design Costs; Kinsey Retaining Wall Relocation] *“THAT Finance Committee refer projects number 4 and 5 for consideration as part of the 2017 5-Year Financial Plan discussions, with input from our engineer, Chris Boit, as to any safety priorities.”* – Carried Unanimously
- Recommendation: [New Website & Platform] *“To direct staff to include a Five Thousand Dollar (\$5,000) annual operating budget line item for website maintenance and development.”* – Carried Unanimously

**(b) BC Communities In Bloom Program**

- Recommendation: That staff be requested to issue a letter to BC Communities In Bloom to communicate that the Village of Anmore declines the offer for participation in their program at this time due to resource limitations.

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

**9. Legislative Reports**

**10. Unfinished Business**

**11. New Business**

**(a) Development Variance Permit Request – 2060 East Road**

Report dated February 28, 2017 from the Manager of Development Services is attached.

**12. Mayor’s Report**

**13. Councillors Reports**

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

**15. Information Items**

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

page 21

- Finance Committee Meeting minutes of January 23, 2017

**(b) General Correspondence**

**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**



## REGULAR COUNCIL MEETING – MINUTES

## VILLAGE OF ANMORE

Minutes of the Regular Council Meeting held on Tuesday,  
February 21, 2017 in Council Chambers at Village Hall,  
2697 Sunnyside Road, Anmore, BC



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### ELECTED OFFICIALS PRESENT

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

### ELECTED OFFICIALS ABSENT

Nil

### OTHERS PRESENT

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:

R26/2017

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

**CARRIED UNANIMOUSLY**

#### 3. Public Input

Pam Blackman, East Road, commented that the infill report is a great report, and noted the following areas of concern: Traffic impact should consider construction vehicles/machinery 2. Where are neighbours going to park? Look at Edmonton; they have had problems with vibrations from infill development. Keep neighbours well informed of what is happening.

Herb Mueckel, Alpine Drive, praised staff on the infill development report, and commented that he would like to see the new infill bylaw and zoning bylaw in place prior to consideration of any new proposal.

Lynn Burton, Sugar Mountain Way, praised staff on the infill development report, and expressed that there are substantial advantages for infill development. Ms. Burton provided to Council and Staff a written copy of her statement, which will be kept on file.

Ken Juvik, Lanson Crescent, commented that he commends Staff and Council for the work gone into the (infill development) plan, but it seems out of sync as it can work and a semi-rural lifestyle be maintained. He added that the big picture has been bypassed in finding out whether the community really wants it.

Jim Irvine, East Road, commented that he thought this (infill) was being addressed during the OCP (review), and then was told to show up at the APC, to then be told he should have been at the OCP (review). He added that he felt dismissed and that he was not given fair opportunity for discussion.

Jay Sheere, Sunnyside Road, commented that the staff report acknowledged process concerns. He added that for an OCP, minor amendments are quite common and done without having to fully open the OCP. He further added that financial benefits for the Village will include water and road services, and regarding the concern on maintaining the semi-rural character in Anmore, there are currently many small lots, and the character can be addressed by house design, landscaping, and tree retention, and these should be addressed for all developments; house design should not be a reason to hold up infill.

**4. Delegations**

Nil

**5. Adoption of Minutes**

**(a) Minutes of the Regular Council Meeting held on February 7, 2017**

It was MOVED and SECONDED:

R27/2017

**“THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD ON FEBRUARY 7, 2017 BE ADOPTED AS CIRCULATED.”**

**CARRIED UNANIMOUSLY**

**6. Business Arising from Minutes**

Nil

**7. Consent Agenda**

It was MOVED and SECONDED:

R28/2017

**“THAT COUNCIL ADOPTS THE CONSENT AGENDA.”**

**CARRIED UNANIMOUSLY**

**(a) West Coast Environmental Law – Request for Action**

R29/2017

**“THAT THE LETTER DATED JANUARY 25, 2017 FROM WEST COAST ENVIRONMENTAL LAW BE RECEIVED FOR INFORMATION.”**

**ADOPTED ON CONSENT**

**(b) BC Government Francophone Affairs Program – Financial Assistance**

R30/2017

**“THAT THE LETTER DATED JANUARY 30, 2017 FROM BC MINISTER OF AGRICULTURE AND BC MINISTER OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT BE REFERRED TO STAFF FOR REVIEW.”**

**ADOPTED ON CONSENT**

**(c) Canadian Fallen Heroes Foundation – Request for Donation**

R31/2017

**“THAT THE E-MAIL DATED FEBRUARY 2, 2017 FROM CANADIAN FALLEN HEROES FOUNDATION BE REFERRED TO STAFF FOR DISCUSSION WITH EAGLE MOUNTAIN MIDDLE SCHOOL, AND THAT STAFF REPORT BACK TO COUNCIL ON THIS MATTER AT A FUTURE MEETING.”**

**ADOPTED ON CONSENT**

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

Nil

**9. Legislative Reports**

Nil

**10. Unfinished Business**

Nil

**11. New Business**

**(a) Infill Development**

It was MOVED and SECONDED:

R32/2017

**“THAT COUNCIL DIRECT STAFF TO PROCEED WITH FURTHER CONSIDERATION OF INFILL DEVELOPMENT BY CONDUCTING A PUBLIC INFORMATION MEETING TO PRESENT THE FINDINGS GATHERED TO-DATE AND SOLICIT FEEDBACK FOR USE IN DEVELOPMENT OF AN INFILL DEVELOPMENT POLICY AND ASSOCIATED POLICY CHANGES, AS PER THE REPORT DATED JANUARY 31, 2017 FROM THE MANAGER OF DEVELOPMENT SERVICES REGARDING INFILL DEVELOPMENT; AND THAT STAFF BE DIRECTED TO REPORT THE PUBLIC FEEDBACK TO COUNCIL PRIOR TO DEVELOPMENT OF AN INFILL DEVELOPMENT POLICY OR DRAFTING CHANGES TO ASSOCIATED POLICIES.**

**CARRIED UNANIMOUSLY**

**12. Mayor’s Report**

Mayor McEwen reported that:

- He attended Metro Vancouver meetings on February 10 and 15 regarding parks and hydro towers near the Deas Island bridge; and they met with a federal minister regarding the housing crisis in Metro Vancouver.
- He attended a TransLink Mobility Pricing Committee meeting; they are hoping to get the provincial government on board as they Mayors’ Council is unable to institute the program; he was disappointed in today’s budget announcement in that no budget was allocated for transit funding, which would include matching funds.
- On Friday, he will attend a Metro Vancouver Strategic Workshop.
- On Thursday, he will attend a grad transitions event, where students of Heritage Woods Secondary will meet with people in the community.

**13. Councillors Reports**

Councillor Weverink reported that:

- He recently attended a home concert in Anmore; home concerts are concerts where artists struggling for a venue are hosted by a homeowner with a venue to play and food and accommodation. He added that about 46 people attended the one he was at.
- There is a new movement to get BC Hydro to not only put the transmission line through Anmore, but to put all lines underground. He added that there is a petition circulating in opposition to this, and he recommended that people sign the petition.

Councillor Thiele reported that:

- There is a Finance Committee meeting on Monday.
- Next Thursday, the Emergency Preparedness Committee will be meeting for the last time; it is a momentous occasion as some members have been involved for upwards of 15 years.
- The committee volunteer call-out went out and she was happy to receive a number of questions.



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

Nil

**15. Information Items****(a) Committees, Commissions, and Boards – Minutes**

Nil

**(b) General Correspondence**

- Letter dated January 30, 2017 (copied) from Coquitlam Public Library Board to Jodie Wickens, MLA, regarding support for inflation-adjusted funding.
- Letter dated February 2, 2017 (copied) from Coquitlam Public Library Board to Linda Reimer, MLA, regarding support for inflation-adjusted funding.
- Letter dated February 2, 2017 from Coquitlam Public Library Board to Selina Robinson, MLA, regarding support for inflation-adjusted funding.

**16. Public Question Period**

Ken Juvik, Lanson Crescent, asked for clarification from Mayor McEwen regarding the statement that he has an acre parcel and that he will recuse himself from future discussion on infill.

Jay Sheere, Sunnyside Road, asked what the timeline for the process would be.

Lynn Burton, Sugar Mountain Way, commented that she obtained information through a BC Hydro access to information request. She also commented that she received information from Juli Kolby that the information regarding the recent grant application should be available in the near future.

Ken Juvik, Lanson Crescent, asked what Council believes the selling feature of 'infill' is to the community, given the small number of identified, potential, properties.

**17. Adjournment**

It was MOVED and SECONDED:

R33/2017

**"TO ADJOURN."**

**CARRIED UNANIMOUSLY**

The meeting adjourned at 8:15 p.m.

Certified Correct:

Approved by:

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Christine Milloy  
Manager of Corporate Services

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John McEwen  
Mayor

Enhancing Green Spaces  
in Communities



Mise en valeur des espaces  
verts au sein des collectivités



# Celebrate

## Canada's 150<sup>th</sup> Anniversary

Showcase your Community  
by participating in the  
Communities in Bloom Program



BC Communities in Bloom – Suite 103 – 19289 Langley Bypass, Surrey, BC V3S 6K1  
Catherine Kennedy T: 604 576-6506 Email: [c.kennedy@telus.net](mailto:c.kennedy@telus.net)  
[www.bccib.ca](http://www.bccib.ca)



**Communities in Bloom is a Canadian non-profit organization committed to fostering civic pride, environmental responsibility and beautification through community involvement and the challenge of a national program with focus on the enhancement of green spaces in communities**

*"People, plants and pride... growing together"*

**Program:** Communities in Bloom is all about greening, through environmental, natural heritage conservation and horticultural actions, our communities by engaging citizens of all ages, businesses and institutions with the municipalities...and showcasing and celebrating our achievements. The program consists of communities receiving information and being evaluated either provincially or nationally by a volunteer jury of trained professionals on the accomplishments of their entire community (municipal, private, corporate and institutional sectors, citizens) on the following criteria: Tidiness, Environmental Action, Heritage Conservation, Urban Forestry, Landscape and Floral Displays.

**History:** Established in 1995, with the guidance of Britain in Bloom, Tidy Towns of Ireland and Villes et Villages Fleuris de France, Communities in Bloom now includes hundreds of communities across the country, and an international challenge involving communities from the United States, Asia and Europe allows participants to compete internationally.

**Benefits:** The pride, sense of community and feeling of accomplishment generated through participation are visible in communities across Canada. These benefits make Communities in Bloom a program where everyone wins. Participants can benefit financially from the program through community tourism initiatives, business opportunities for the entire community, and other related projects. A valuable information exchange network allows communities to share accomplishments, best practices and projects.

All participants are showcased on the Communities in Bloom website through the "Explore our Communities", Resource and CommNews sections. The *Communities in Bloom Magazine* features participants and program results, as well as articles and educational content. Communities in Bloom develops, with its partners and sponsors, initiatives and promotional opportunities.

**Provincial, National and International Awards - Symposium on Parks and Grounds:** The annual Provincial, National and International awards ceremonies along with the Symposium on Parks and Grounds, held jointly in the fall are a unique opportunity for elected officials, parks and grounds professionals and community volunteers to learn and share about current issues, trends and challenges in horticulture and gardening, community tourism and projects, environmental awareness, and to showcase...and celebrate their achievements. Workshops are also held in all provinces throughout the year.

The **Communities in Bloom Foundation**, established to support the educational aspect of its activities, is dedicated to funding, developing and disseminating education and awareness to a wide audience on the value, improvement, importance and sustainable development of green spaces and the natural environment in Canadian society. The foundation also awards bursaries to students in horticulture / environment programs.

His Excellency, the Right Honourable David Johnston, C.C., C.M.M., C.O.M., C.D. Governor General of Canada is the Patron of Communities in Bloom.

***Within the context of climate change and environmental concerns,  
all communities involved in the program can be proud of their efforts, which  
provide real and meaningful environmental solutions and benefit all of society***





# 2017 PROVINCIAL EDITION

## BRITISH COLUMBIA COMMUNITIES IN BLOOM

**FINAL DEADLINE:  
MARCH 31, 2017**

MUNICIPALITY (PLEASE PRINT)		TOTAL POPULATION	MAYOR
NAME OF MUNICIPAL CONTACT		POSITION / TITLE	
ADDRESS		CITY	POSTAL CODE
( )			
PHONE		MUNICIPAL CONTACT EMAIL	
NAME OF COMMUNITY CONTACT OR LOCAL CiB CHAIR		WEBSITE ADDRESS FOR COMMUNITY	
( )			
PHONE		COMMUNITY CONTACT/CHAIR E-MAIL	
<b>PARTICIPATION CATEGORIES</b> (please indicate your level of participation)		<b>REGISTRATION FEE</b> Based on Population Size:	
<input type="checkbox"/> <b>NOVICE</b> Audit program to introduce CiB. Workshop with a pair of BC CiB facilitators in your community. (see other side for more info)	<input type="checkbox"/> <b>FRIENDS</b> (½ Fee) NON-EVALUATED: holds your bloom rating one-year.	<input type="checkbox"/> up to 1000 - <b>\$475</b>	<input type="checkbox"/> 10,001 to 20,000 - <b>\$875</b>
<input type="checkbox"/> <b>PROVINCIAL EDITION</b> EVALUATED Receive a Bloom Rating Award and 18-page report from trained BC CiB Judges	<b>ONLY CATEGORY ELIGIBLE TO WIN A CRITERIA AWARD</b>	<input type="checkbox"/> 1001 to 2000 - <b>\$575</b>	<input type="checkbox"/> 20,001 to 50,000 - <b>\$975</b>
		<input type="checkbox"/> 2001 to 5000 - <b>\$625</b>	<input type="checkbox"/> 50,001 to 100,000 <b>\$1150</b>
		<input type="checkbox"/> 5001 to 10,000 - <b>\$750</b>	<input type="checkbox"/> 100,000+ - <b>\$1450</b> (Plus 5% GST)

### EVALUATED PARTICIPANTS should plan to:

- Create a local 'in Bloom' action committee: citizens, business, service clubs and a municipal representative (Councillor, Public Works, Administrator, Parks/Recreation);
- Prepare for an **Evaluation** to take place in mid to late July;
- Create a **Community Profile Book** (CPB) outlining the community's achievements in the specific evaluation criteria;
- Develop a simple budget to cover registration fee and to create community wide CiB awareness projects, i.e.: parades, tidy up days. Consider planning some fundraising events too;
- Host 2- facilitator (judges) typically 3<sup>rd</sup> week of July. 2-nights maximum in separate rooms (Hotel, B&B or Billeting if certain conditions can be met); with meals during evaluation day.
- Also, budget for sending delegate(s), to the BC CiB Provincial Awards and Conference Event in the fall. Network with other participants and how to maximize your CiB program.

### COMMUNITY RECEIVES:

- Getting Started Package of Information;
- Evaluation by a pair of trained BC CiB facilitators for 1-2 days;
- Bloom Rating Certificate (2 to 5 blooms);
- 18+ page Evaluation Report with Comments & Suggestions;
- 5-Bloom Winners receive a special recognition Street Banner;
- Profile on [www.bccib.ca](http://www.bccib.ca) and Gardens BC tourism website;
- Information about National Competition in future years.

### BENEFITS to Community:

- **Involves People of all ages to be part of the Volunteer Effort**
- **CiB Program is a tool to encourage Tidiness & Beautification**
- **Promotes Excellence in Horticultural Best Practices**
- **Provides Focus & Deadline for new & ongoing Projects**
- **CPB and Evaluation Report showcases Community Assets**
- **Report is a Cost-Effective Measurement of Success**

**Cheque payable to:** BC Communities in Bloom **Mailing Address:** Suite 102, 19289 Langley Bypass, Surrey, BC V3S 6K1

<b>AMOUNT ENCLOSED</b>	\$ Population Fee + 5% GST = \$	GST # 8446 03670 RT0001
<b>PLEASE INVOICE US AT:</b>	<input type="checkbox"/> Above Address	
<b>CANCELLATION POLICY:</b>	Before April 30 <sup>th</sup> a \$50.00 fee may be charged, after that, all registration fees are non-refundable.	

**Request more information:** ☐ Membership ☐ Sponsorship **Catherine Kennedy (604) 576-6506** [c.kennedy@telus.net](mailto:c.kennedy@telus.net)



# Grow your commUnity Pride

## NOVICE PROGRAM

The purpose of this program is to supply information on how to become an 'in Bloom' community. It is an audit process designed to help new participants at an early stage when they are forming committees and to provide an overview to help maximize efforts and resources. Get started today with a proven and cost-efficient community enhancement program. Please see the registration form for additional information.

### A pair of BC Communities in Bloom Judges will:

- Travel to the community (typically third week in July) to supply a direct face to face explanation of the program;
- Workshop with 3-10 people (ideally representatives of each of the evaluation criteria) Facilitator/Judges will show a PowerPoint presentation with some examples of what goes into the Community Profile Book (CPB);
- Explain how the CiB evaluation process helps a community inventory successes and areas for improvement;
- Show how understanding the **Evaluation Form**, planning the **Evaluation Tour** and creating a **Community Profile Book** all work together to maximize points for subsequent years;
- Help the Novice Participant identify potential partnerships and what they can enhance in their community.

### Communities should be prepared to:

- Show their 3-best criteria, so judges can supply a written summary in addition to their onsite comments & suggestions;
- Host an evening reception (or Volunteer Appreciation event) with key stakeholders to profile groups that represent the criteria; Heritage, Environmental, Horticulture, Beautification and other key sectors from municipal, service organizations and businesses. (table displays or speaker presentations);
- Tour in the morning to show the judges around the community (2-4 hours with 2 or 3 people max) and then in the afternoon, attend the Workshop (2-3 hours with up to 10 people who represent some of the criteria: heritage etc).

### Additional Considerations for Community:

- Pay a registration fee based on population size (please see the 2017 Registration form for details);
- Host two people, 2-nights max. in separate rooms, (Hotel, B&B or Billeting if certain conditions can be met), with meals;
- May need to pick-up judges from the nearest airport, otherwise no additional travel costs;
- No Community Profile Binder to create or Judges Evaluation Tour to plan which means a Bloom Rating will not be awarded, but your committee will have a very clear idea of how to proceed for the following year.
- Community will be profiled as a participant in the CiB program: Map, Website and Fall Awards Ceremony.

### Scheduling Timeline:

- **Day 1:** expect Judges to arrive mid-afternoon for evening event;
- **Day 2:** tour/workshop to be finished by dinnertime so that the judges have a minimum 3-hours to work on the summary document in their hotel room (or provide a quiet area for them to work);
- **Optional:** wrap-up breakfast meeting before the judges leave for the next community;
- The Judge's Summary Document will be presented at the British Columbia CiB Awards & Conference in the fall. The Conference provides an excellent opportunity for new participants to network with other communities.

## Communities of all sizes are welcome to participate

BC Communities in Bloom 102 – 19289 Langley Bypass, Surrey BC V3S 6K1

Contact Catherine 604 576-6506 | [www.bccib.ca](http://www.bccib.ca) | [c.kennedy@telus.net](mailto:c.kennedy@telus.net)





## VILLAGE OF ANMORE

### REPORT TO COUNCIL

Date: March 3, 2017

Submitted by: Jason Smith, Manager of Development Services

Subject: Development Variance Permit Application – 2060 East Road

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#### Purpose / Introduction

To inform Council of a recently received Development Variance Permit (DVP) application and provide Council the opportunity to initiate the DVP process.

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#### Optional Resolutions

That Council advise staff to proceed with providing notice to the neighbouring properties of the Development Variance Permit request for 2060 East Road and advise them that Council will be considering approval of the Development Variance Permit at its March 21, 2017 meeting.  
[Recommended]

Or

That Council not proceed with notification and advise staff to notify the applicant that Council is not supportive of this Development Variance Permit application

Or

That Council advise staff of an alternative course of action in responding to this Development Variance Permit application.

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#### Background

The Village of Anmore has received an application for a Development Variance Permit (DVP) to relax the front, rear and side yard setbacks in order to re-construct a home at 2060 East Road that is in the RS-1 Zone (Attachment 1). The property is approximately 0.2 acres in size and is bounded by road-right of way on three sides – it is located at the southeast corner of Kinsey Drive and East Road.

## Report/Recommendation to Council

Development Variance Permit Application – 2060 East Road

March 3, 2017

The applicant is requesting relaxation to all of the setbacks for their property as detailed in the following table (Attachment 2):

Yard	Required Setback	Proposed Setback
Front	10 metres	6.2 metres
Rear	7.6 metres	6.2 metres
Exterior Side Yard (east)	7.6 metres	5 metres
Exterior Side Yard (west)	7.6 metres	7.5 metres

## Discussion

The location of this property at the southeast corner of Kinsey Drive and East Road, which in its current configuration presents poor sight lines for those turning off of Kinsey Drive on to East Road. Village staff, including the Building Inspector and Engineering Consultant, have been working closely with the applicant to address these issues and the applicant has been willing to work with Village staff to reduce the size of the retaining walls on the property and improve the sightlines for traffic thus improving road safety.

In return for this support, Village staff have worked with the applicant to devise a building envelope that would enable the sight line improvements while providing a reasonable base upon which to build a home. The result is what is being proposed as part of the DVP application.

The property is somewhat unique in two ways. Firstly, it is extremely small and thus RS-1 setbacks (devised for 1 acre parcels) are very restrictive. Secondly, it is surrounded on three sides by road right of way thus creating two exterior side yards.

It is staff's professional opinion that granting the setback relaxations will not adversely impact any neighbours, as the only neighbouring house is located a considerable distance from the proposed home location. The Village will also gain the improvement to the sightlines and improved road safety. Staff recommend that Council proceed with this DVP application.

## Financial Implications

There are no financial implications to this application as the Village's costs are covered by the application fee. There would be costs borne by the Village when relocating the retaining wall and some utility poles within the road right of way, if the DVP is approved and construction moves ahead. The cost estimate is \$25,000 for all required works, and a project for said amount has been included in the proposed 2017-2021 5-Year Financial Plan.

## Communications / Civic Engagement

Notice of the DVP application will need to be provided to the neighbouring properties and they will need to be given sufficient time to provide any comments.



**Report/Recommendation to Council**

Development Variance Permit Application – 2060 East Road

March 3, 2017

**Attachments:**

1. Development Variance Permit Applicant Letter.
2. Site Plan for DVP at 2060 East Road.

**Report/Recommendation to Council**

Development Variance Permit Application – 2060 East Road

March 3, 2017

**Prepared by:**



Jason Smith

Manager of Development Services

**Reviewed for Form and Content / Approved for Submission to Council:**

*Chief Administrative Officer's Comment/Concurrence*



Chief Administrative Officer

February 9, 2017

Joe & Silvia Vanderliek  
2060 East Road,  
Anmore BC,  
V3H 4X9

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

**To Whom It May Concern:**

We are writing this letter in support of our application for a variance to the property located at 2060 East Road, Anmore, BC. My wife and I are the owner/residents of the above noted property. Currently the property has an older house on it that is in such a dilapidated state that repairs or renovations are not possible. It is our hope that we can build a new home on the property. Unfortunately the current limitations with respect to the setbacks make building a house restrictive. Due to the Pinnacle Ridge entrance our lot has been redefined as a corner lot. As a result three of our four setbacks are now 25 feet. We are submitting this application in the hope that the setbacks to the north and south of the property can be slightly relaxed, as per the attached sight plan. We have outlined the following facts for your consideration, in support of our application.

Firstly, the proposed house does not affect any environmental issues or concerns. The proposed footprint complies with the necessary setbacks on the west and east sides of the property.

Secondly, our proposed house does not adversely affect or impact the neighboring homes. To support this point, we have attached photographs of the property and the surrounding area. These pictures clearly illustrate the distances from all surrounding homes. The proposed house would be at least one hundred meters away from the homes to the east, west and north. As such, the proposed house does not crowd or infringe on any of the neighboring homes.

Thirdly, it is our understanding that we have one of the smallest lots in Anmore, which in any other city/municipality, would be considered above average in size. Together with the size of the lot and current restrictive setbacks, that are more appropriate for larger acre lots, we do not have a reasonable building envelope. In addition, our lot is an irregular shaped lot that further complicates and restricts the current building envelope. With the development of Kinsey Drive to the west of our property, additional setback requirements were established and thus the lot is now considered a corner lot. We believe this to be a case of 'hardship' which should be considered in this application.

In closing we are asking that you consider relaxing the setbacks at the two locations to the north of the building and the one location to the south as illustrated by the site plan, herein attached.

Yours truly,

Joe & Silvia Vanderliek  
Residents of  
2060 East Road,

2060 East Road,



View of West side of property (front).

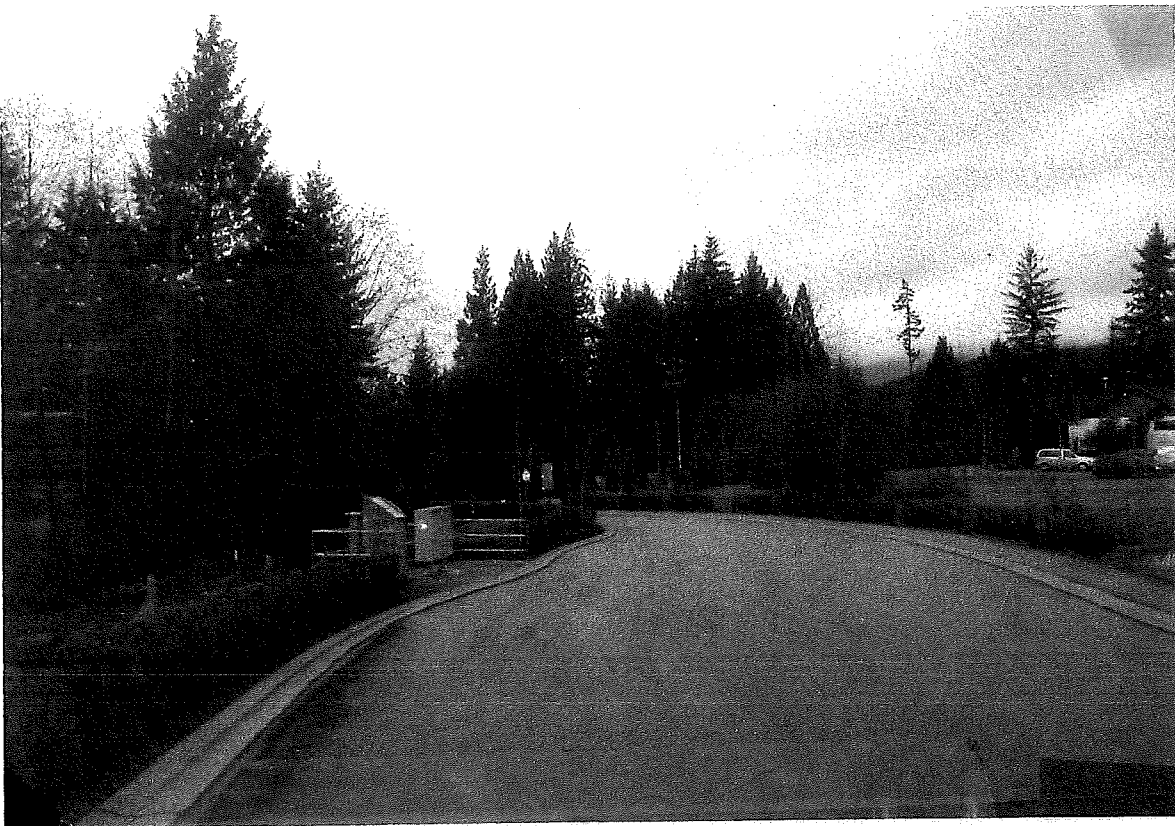


View of South side of property from East Road.

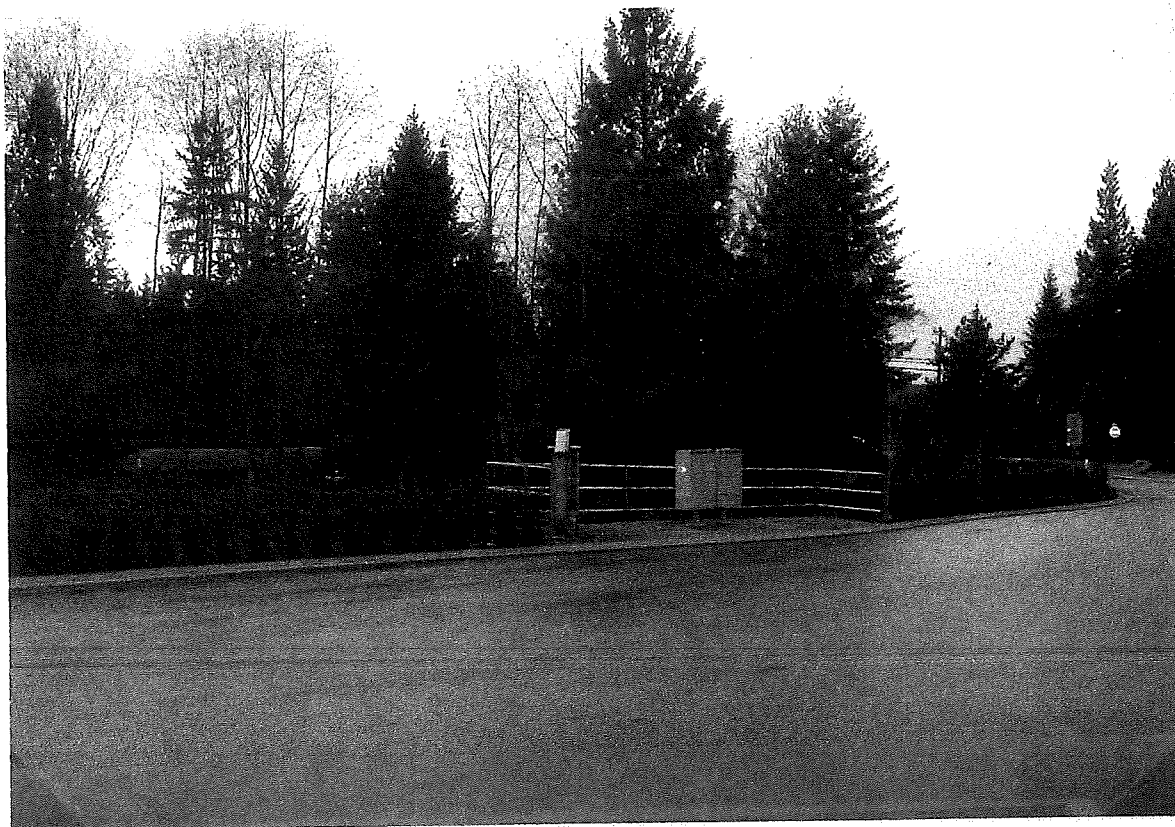




View of North-west side of property and entrance to Pinnacle Ridge Development.



View of North-east side of property from Kinsey Road.



View of East side of property from Kinsey Road.









## FINANCE COMMITTEE MEETING – MINUTES

VILLAGE OF ANMORE

Minutes of the Finance Committee Meeting held on Monday,  
January 23, 2017 in Council Chambers at Village Hall,  
2697 Sunnyside Road, Anmore, BC



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### COMMITTEE MEMBERS PRESENT

Mayor John McEwen  
Councillor Ryan Froese  
Councillor Ann-Marie Thiele  
Councillor Kim Trowbridge  
Councillor Paul Weverink  
Nick Cheng  
Mark Roberts

### COMMITTEE MEMBERS ABSENT

Nil

### OTHERS PRESENT

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

#### 1. CALL TO ORDER

Chair McEwen called the meeting to order at 7:07 p.m.

#### 2. APPROVAL OF THE AGENDA

It was Moved and Seconded:

**“That the Agenda be approved as circulated.”**

**Carried Unanimously**

#### 3. MINUTES

##### (a) Minutes of the Meeting held on October 24, 2016

It was Moved and Seconded:

**“That the Minutes of the Finance Committee Meeting held on  
October 24, 2016 be adopted.”**

**Carried Unanimously**

**4. BUSINESS ARISING FROM THE MINUTES**

Item 4 – Council requested an update on this matter (February 22, 2016 item 8a). Staff replied that final numbers would be available after the year-end audit is complete.

**5. UNFINISHED BUSINESS**

Nil

**6. NEW BUSINESS****(a) Banking and Investment Services – Request for Proposals (Draft)**

Juli Kolby presented the Banking and Investment Services RFP (Draft), to be issued on January 30, 2017. Highlights of discussion with the Committee are noted as follows:

- Committee agreed with the weighting of evaluation criteria (section 3.1)
- Include a disaster and business continuity plan
- Most financial institutions limit insurance to \$100,000; credit unions will provide 100% insurance coverage
- RFP could request proponents to demonstrate economies of scale by outlining why it would be advantageous for them to provide both banking and investment services rather than provide individual services
- Anmore Investment Policy addresses equities exposure and types of equities; Anmore uses GFOA parameters
- Correction needed on page 20 where it references “North Cowichan”
- BC Bid summary will advise applicants that they will have the ability to submit a proposal for offer of one or both services (i.e. banking and investment)
- Cheque scanners are available, but the costs are high
- Should consider different investment strategies
- Meet minimum account balance to receive associated benefits

It was Moved and Seconded:

**“That the Finance Committee recommends moving forward with the RFP for banking and investment services, as amended.”**

**Carried Unanimously**

**(b) 2017 Budget Pre-Approval Requests**

Juli Kolby presented her report dated January 18, 2017. Highlights of discussion with the Committee are noted as follows:

Project 1 – Records Management System Implementation

- A specialized hire/consultant is required; not a basic clerical position
- Will address staff frustrations of not being able to find records
- Will ensure that key permanent records are addressed
- Members expressed consent for the importance of this project

It was Moved and Seconded:

**“THAT the 2017 project number one for \$35,000 be approved as recommended in the report dated January 18, 2017 from the Chief Administrative Officer regarding 2017 Budget Pre-Approval Requests.”**

**Carried Unanimously**

Project 2 – Village Bylaw Updates

- Consider including performance criteria to ensure that the project is completed
- Consider RFP process instead of staff hire, for greater accountability of work
- There is already value in that staff is capable of undertaking this work
- Staff is concerned that the level of building activity is a deterrent to available time for this work to be done by staff
- Outdated bylaws could pose a risk to the Village
- The Village may need to reduce its service levels to builders to ensure that this work can be done by staff
- A hybrid approach may need to be utilized
- Staff anticipates hiring someone who has the specialized knowledge of bylaw enforcement
- The CAO could use the \$40,000 amount at her discretion for this project
- Members expressed dissenting views for this project

It was Moved and Seconded:

**“THAT the 2017 project number two be approved as recommended in the report dated January 18, 2017 from the Chief Administrative Officer regarding 2017 Budget Pre-Approval Requests.”**

**Carried**

Mayor McEwen opposed

Project 3 – Council Chambers & Office Chairs

- Members expressed consent for staff to purchase new chairs for office staff
- Members opposed the purchase of new chairs for Council Chambers, including chairs for meeting participants and the audience

It was Moved and Seconded:

**“THAT the 2017 project number three be approved, as amended, as recommended in the report dated January 18, 2017 from the Chief Administrative Officer regarding the 2017 Budget Pre-Approval Requests, to a maximum of Five Thousand Dollars (\$5,000).”**

**Carried Unanimously**

Project 4 – 2017 Engineering Design Costs

- Staff reported an estimated cost of \$16,000 for engineering design work for the following roadworks:
  - Improvements to Ma Murray Lane and East Elementary Road
  - Paving of small segment of East Road where washouts had occurred, and culvert clean-out
  - Replacement of wooden pedestrian bridge on Sunnyside Road near Eaglecrest Drive
  - Repairing swale that was installed on Heron Way
  - Replacement of retaining wall at East Road and Kinsey Drive
- Members conveyed the following concerns:
  - Strong Road and Thomson Road are not included in the list of priority road works here
  - It is difficult to approve the project not knowing what will happen with other projects
  - It doesn't make sense to focus efforts on roads with only a few houses nearby; Sunnyside Road, from Alder Way to Ludlow Lane, needs to be addressed first
  - Safety should be given to priority areas

Action item: Committee requested staff to report back with additional information.

Project 5 – Kinsey Retaining Wall Relocation

- Staff reported that the lock blocks are confirmed to be on Village property and that there is partial responsibility for the Village to move the retaining wall.

It was Moved and Seconded:

**“THAT Finance Committee refer projects number 4 and 5 for consideration as part of the 2017 5-Year Financial Plan discussions, with input from our engineer, Chris Boit, as to any safety priorities.”**

**Carried Unanimously**

Chair McEwen reported that the Village needs to revisit service levels, and consider allocating funds for purchase of a backhoe. Staff conveyed that the upfront cost of the backhoe and related training costs are quite high.

Action item: Committee requested staff to research the cost of a used machine, related training/certification requirement and costs, and the typical cost to the Village to hire contractor(s) for related works.

#### Project 6 – New Website & Platform

- The previously purchased website platform might not be secure enough for the Village; the fix to make it secure would require enhanced IT resources
- Ion Design provided a rough cost estimate of \$30,000 to move the old website to a secure platform
- Staff cautioned that prior research showed that using a WordPress site would likely involve additional costs and staff time
- The website is an important tool for the Village
- Member proposed adding a new line item to the budget called ‘Website Maintenance and Development’ and creating a long-term plan as websites should not be created and then left alone; they need to be maintained
- Members expressed that the following are the desired upgrade priorities: branding overlay; ability for online payments; and an email distribution list for communication to residents
- Staff conveyed that the desired upgrades can be achieved through the Village’s current website

It was Moved and Seconded:

**“To direct staff to include a Five Thousand Dollar (\$5,000) annual operating budget line item for website maintenance and development.”**

**Carried Unanimously**

#### **(c) 5-Year Financial Plan Update (2017-2021)**

Juli Kolby reported that staff will present the update at the next meeting, and agreed to provide a line-by-line budget for review.

### **7. ADJOURNMENT**

It was Moved and Seconded:

**“To adjourn.”**

**Carried Unanimously**

The meeting adjourned at 9:25 p.m.

Certified Correct:

**C. MILLOY**

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Christine Milloy  
Manager of Corporate Services

Approved:

**J. McEWEN**

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Mayor John McEwen  
Chair, Finance Committee