

REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for
Tuesday, July 3, 2018 at 7:00 p.m. in Council Chambers at
Village Hall, 2697 Sunnyside Road, Anmore, BC

1. **Call to Order**

2. **Approval of the Agenda**

Recommendation: That the Agenda be approved as circulated.

3. **Public Input**

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

4. **Delegations**

page 1

(a) **1st Eagle Mountain Girl Guides**

5. **Adoption of Minutes**

page 2

(a) **Minutes of the Regular Council Meeting held on June 19, 2018**

Recommendation: That the Minutes of the Regular Council Meeting held on June 19, 2018 be adopted as circulated.

6. **Business Arising from Minutes**

7. **Consent Agenda**

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

Recommendation: That the Consent Agenda be adopted.

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

9. **Legislative Reports**

(a) **Official Community Plan Amendment Bylaw No. 576-2018**

page 10

Report dated June 28, 2018 by the Manager of Development Services is attached.

(b) Fire Protection Bylaw No. 578-2018

page 16

Recommendation: That Anmore Fire Protection Bylaw No. 578-2018 be adopted.

(c) Procedure Amendment Bylaw No. 581-2018

page 42

Report dated June 26, 2018 by the Manager of Corporate Services is attached.

(d) Municipal Ticket Information Utilization Amendment Bylaw No. 582-2018

page 71

Report dated June 28, 2018 by the Manager of Development Services is attached.

10. Unfinished Business**11. New Business****12. Mayor's Report****13. Councillors Reports****14. Chief Administrative Officer's Report****15. Information Items****(a) Committees, Commissions and Boards – Minutes****(b) General Correspondence**pages
75 to 77

- Letter dated June 2018 from Port Moody Senior Secondary School 2018 AfterGrad Parent Committee
- Letter dated June 8, 2018 from The Corporation of the Township of Spallumcheen regarding Employer Health Tax Impact on Local Government

16. Public Question Period

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

17. Adjournment



Delegation to Council Request Form

Contact Information

Name of presenter: Aris Murray, supported by Alison Hathaway & Shona Murray

Name of organization: 1st Eagle Mountain Girl Guides

Mailing Address: 1065 Uplands Drive, Anmore, V3H 5G6

Phone Number:

Email Address:

Presentation Information

Preferred meeting date at which you wish to appear (if known): 3rd July 2018

Number of person(s) expected to attend: 3

Reason(s) for presentation:

☐ To provide information

☐ To request funding

☐ To request letter of support

☒ Other request support for Ranger service project. Can some birdboxes that were built be put up in the Village?

Resources:

☐ Projector and Screen (bring own laptop)

☒ Other 2 min speech

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

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

RECEIVED

JUN 20 2018

VILLAGE OF
ANMORE 

2697 Sunnyside Road
Anmore, BC V3H 5G9
anmore.com

REGULAR COUNCIL MEETING and ANNUAL GENERAL MEETING – MINUTES

Minutes of the Regular Council and Annual General Meeting
held on Tuesday, June 19, 2018 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

OTHERS PRESENT

Juli Halliwell, Chief Administrative Officer
Christine Baird, Manager of Corporate Services
Jason Smith, Manager of Development Services

1. Call to Order

Mayor McEwen called the meeting to order at 7:05 p.m.

2. Approval of the Agenda

It was MOVED and SECONDED:

R126/2018

"THAT THE AGENDA BE APPROVED AS AMENDED."

CARRIED UNANIMOUSLY

Council amended the agenda to accept the Addendum, and to move item 11 to immediately following item 4.

3. Public Input

Nil

4. Delegations

(a) **Buntzen Lake Rowing Canada Aviron National Training Centre**

Cedric Burgers, Architect, AIBC, and John Richardson presented information regarding their proposal to Rowing Canada to establish Buntzen Lake as a Rowing Canada Aviron National Training Centre. Copy of the presentation is attached and forms part of these Minutes herein.

Highlights of the presentation included the following points:

- Rowing is an award medal winning sport
- The training facility would be used by the men's, women's and para rowing teams, which includes about 60 athletes plus additional youth rowers (under 23) for brief periods in the summer
- Buntzen Lake is ideal given that it is a big lake that can accommodate all users, there is great nearby access for medical and nutritional needs, with available resident accommodation in and around Anmore
- Beach-to-beach the lake measures 3,000 metres (approx.) and the ideal distance for rowing is about 2,300 metres with the required turnaround
- Rowing is essentially a 'no noise' sport, other than use of quiet, wakeless coach boats and safety boats that use electric motors
- Markers would be used to flag the lanes: 13.5 metres long by 163 metres wide (approx.)
- Lane markers would be permanent, but no obstruction when boats are not there
- Hours of training are typically 7:00-9:00am., 11:00am to 1:00pm and 3:00-5:00pm, six days per week, on-off throughout the year, mainly in fall and winter months
- Men and women may go out at the same times to train together and there could be upwards of 60 people at the rowing club at any time
- Burnaby Lake would remain as the Regatta Centre
- Benefits to Anmore would include a permanent building at Buntzen Lake, a permanent rowing course, creation of an Olympic training atmosphere plus additional intangible benefits.

It was Moved and Seconded

**"THAT ANMORE COUNCIL IS IN SUPPORT OF FURTHERING
DISCUSSION REGARDING THE OPPORTUNITY OF
ESTABLISHING A NATIONAL ROWING TRAINING CENTRE AT
BUNTZEN LAKE."**

CARRIED UNANIMOUSLY

11. New Business

(a) Presentation of Annual Report 2017 [Annual Meeting]

It was MOVED and SECONDED:

R127/2018 **"TO ADOPT THE 2017 ANNUAL REPORT AS AMENDED."**

CARRIED UNANIMOUSLY

(b) Dr. Hal Weinberg Scholarship – Award Presentation

Mayor McEwen presented the 2018 Dr. Hal Weinberg Scholarship to co-recipients Taryn Chang and Clare Heisler.

(c) Glenda Treffry-Goatley – Award Presentation

Mayor McEwen presented accolades to Ms. Treffry-Goatley on announcement of her retirement from Friendly Forest Preschool, where she worked since 1986.

5. Adoption of Minutes

(a) Minutes of the Regular Council Meeting held on June 5, 2018

It was MOVED and SECONDED:

R128/2018 **"THAT THE MINUTES OF THE REGULAR COUNCIL MEETING
HELD ON JUNE 5, 2018 BE ADOPTED AS CIRCULATED."**

CARRIED UNANIMOUSLY

6. Business Arising from Minutes

Nil

7. Consent Agenda

It was MOVED and SECONDED:

R129/2018 **"THAT THE CONSENT AGENDA BE ADOPTED WITH ITEM
7(A) REMOVED."**

CARRIED UNANIMOUSLY

(b) School District No. 43 (Coquitlam) – International Education Programs

R130/2018 **"THAT THE LETTER DATED JUNE 6, 2018 FROM SCHOOL
DISTRICT NO. 43 (COQUITLAM) REGARDING
INTERNATIONAL EDUCATION PROGRAMS BE RECEIVED."**

ADOPTED ON CONSENT

(c) City of New Westminster – Changes to the Strata Property Act

R131/2018 "THAT THE LETTER DATED JUNE 7, 2018 FROM CITY OF NEW WESTMINSTER REGARDING CHANGES TO THE STRATA PROPERTY ACT BE RECEIVED."

ADOPTED ON CONSENT

(d) City of Langley – Strategic Community Investment Fund – Traffic Fine Revenue Sharing

R132/2018 "THAT THE LETTER DATED JUNE 13, 2018 FROM CITY OF LANGLEY REGARDING STRATEGIC COMMUNITY INVESTMENT FUND – TRAFFIC FINE REVENUE SHARING BE RECEIVED."

ADOPTED ON CONSENT

(e) Village of Belcarra – Port Moody's North Shore Traffic Movement

R133/2018 "THAT THE LETTER DATED JUNE 6, 2018, COPIED FROM VILLAGE OF BELCARRA TO CITY OF PORT MOODY REGARDING PORT MOODY'S NORTH SHORE TRAFFIC MOVEMENT BE RECEIVED."

ADOPTED ON CONSENT

8. Items Removed from the Consent Agenda

(a) Fin Donnelly, Member of Parliament for Port Moody-Coquitlam – Funding Opportunities

It was MOVED and SECONDED:

R134/2018 "THAT THE LETTER DATED MAY 17, 2018 FROM FIN DONNELLY, MP FOR PORT MOODY-COQUITLAM REGARDING FUNDING OPPORTUNITIES BE RECEIVED."

Mayor McEwen reported that he received a response from MP Donnelly's office with a breakdown of the federal funding contributions provided from 2008 to 2018 (to-date), and was informed that Village of Anmore received \$306,264, Village of Belcarra received \$2,000,017.63 million and City of Port Moody received \$3,600,000 million.

Council directed staff to issue a letter of response to MP Donnelly with appreciation for the meeting follow-up, and to ask how the federal government is going to make up for the inequity of funding provided to Anmore in the last 10 years in comparison to its neighbouring municipalities.

CARRIED UNANIMOUSLY

9. Legislative Reports

(a) Management Report and Statement of Financial Information

It was MOVED and SECONDED:

R135/2018 **"TO APPROVE BOTH THE MANAGEMENT REPORT AND THE STATEMENT OF FINANCIAL INFORMATION AS CIRCULATED."**

CARRIED UNANIMOUSLY

(b) Fire Protection Bylaw No. 578-2018

It was MOVED and SECONDED:

R136/2018 **"THAT ANMORE FIRE PROTECTION BYLAW NO. 578-2018 BE READ A FIRST, SECOND AND THIRD TIME, AS AMENDED."**

CARRIED UNANIMOUSLY

(c) Local Government Election Procedure Amendment Bylaw No. 583-2018

It was MOVED and SECONDED:

R137/2018 **"THAT ANMORE LOCAL GOVERNMENT ELECTION PROCEDURE AMENDMENT BYLAW NO. 583-2018 BE READ A FIRST, SECOND AND THIRD TIME."**

MOTION DEFEATED

10. Unfinished Business

Nil

12. Mayor's Report

Mayor McEwen reported that:

- On June 6, he attended the Tri-Cities Chamber of Commerce golf tournament. It was a good event and included some Anmore residents.
- On June 7, Council had an In-Camera Council meeting with MLA Rick Glumac and a representative of Ministry of Environment.
- On June 9, he attended a pub night in Belcarra where they had a thin crust pizza oven in an old truck.
- On June 11, he met with Juli Halliwell, Luke Guerin and the electrical contractor regarding Spirit Park electrical upgrades, which will be completed prior to July 7.
- On June 12, he opened the Public Hearing and then left the meeting.
- On June 13, he met with Juli Halliwell, Jol Drake and Sabina Perrin regarding organization and logistics for the July 7 Sasamat Volunteer Fire Department celebration.
- On June 18, he attended the new Moody Middle School opening.
- On June 24, he will be attending Belcarra Days.
- On June 26, he will be attending the Eagle Mountain PAC meeting to field questions regarding the Village's position on possible sewer connection for Anmore Green Estates.
- He received an email message from BC Hydro announcing that they have put a one-year moratorium on the transmission project.
- Last night (June 18 at 4:19 a.m.), his stepdaughter had her car broken into in the driveway and it is very unsettling. He requested that staff post a warning to the Village's website.

13. Councillors Reports

Councillor Weverink reported that:

- He attended the new Moody Middle School opening.
- He attended the Public Hearing on infill.
- He is planning to go to Belcarra Days.
- He is planning to go to the June 26 PAC meeting at Eagle Mountain Middle School.

Councillor Froese reported that:

- The Public Hearing on infill was good; a lot of good feedback.
- He is excited about the new Moody Middle School opening, in part because it focuses on the arts and because it will alleviate pressure from Eagle Mountain Middle School.

Councillor Thiele reported that:

- Her committee is working to secure a date for a seniors open house, and is now looking at holding it in September.
- She will attend the PAC meeting on June 26.

- Her daughter was sad to see that many trees were removed in Spirit Park at the small forested area where she likes to play.
- She will be on vacation July 3 to 19. She will miss the council meetings on July 3 and July 17, but will submit comments regarding the OCP amendment in case she is unable to phone in.
- She offers her regrets to the Sasamat Volunteer Fire Department as she will be away for their 40th Year celebration.

Mayor McEwen presented to Council and Staff the tax insert received with the property tax notice for his business in Port Coquitlam, and asked that Staff consider improvement to the Village's future mailer with additional information and photos.

14. Chief Administrative Officer's Report

Juli Halliwell reported that:

- There has been an increase in bear activity in the last few weeks, especially on garbage collection day. The Village's bylaw enforcement officer might be deployed to investigate problem areas the night before to confirm compliance with carts not being out early.
- She followed up with the conversation officer and with Wildsafe BC and there might be a funded program next year, where a university student could be retained to tag non-compliant bins the night before collection day, rather than have the Village's bylaw enforcement officer do this work.
- Property tax notices should have been received by residents, and payments are due July 3.

15. Information Items

(a) Committees, Commissions and Boards – Minutes

- Finance Committee Meeting Minutes of November 27, 2017
- Finance Committee Meeting Minutes of December 11, 2017

(b) General Correspondence

- Letter dated April 13, 2018 from District of Clearwater regarding Employer Health Tax
Anmore increase \$8100 to \$9400 in 2020
- Letter dated April 25, 2018 from District of Kent regarding Cannabis Production Facilities on Agricultural Land Reserve Lands
- Letter dated May 8, 2018 from Corporation of the Township of Spallumcheen regarding Cannabis Production Facilities on Agricultural Land Reserve Lands
- Letter dated May 16, 2018 from School District No. 43 (Coquitlam) regarding Childcare Resources and Opportunities

- Letter dated May 30, 2018 from Village of Lions Bay regarding New Taxes in our Community

16. Public Question Period

Charles Christie, 3295 Sunnyside Road, asked Council if they know what chlorine does to them and Council responded that it doesn't. Mr. Christie encouraged Council to find out, citing that it is detrimental even in small amounts.

17. Adjournment

It was MOVED and SECONDED:

R138/2018

"TO ADJOURN."

CARRIED UNANIMOUSLY

The meeting adjourned at 8:45 p.m.

Certified Correct:

Approved by:

Christine Baird
Manager of Corporate Services

John McEwen
Mayor



VILLAGE OF ANMORE REPORT TO COUNCIL

Date: June 28, 2018
Submitted by: Jason Smith, Manager of Development Services
Subject: Infill Development – Official Community Amendment Bylaw

Purpose / Introduction

The purpose of this report is to re-introduce the Village of Anmore Official Community Plan Amendment Bylaw ("Bylaw") for Infill Development to ensure procedural fairness.

Recommended Option

WHEREAS Council has considered consultation with all the bodies identified in section 475 of the *Local Government Act* and has determined that no further consultation is required;

AND WHEREAS pursuant to section 476 of the *Local Government Act*, Council has consulted with School District No. 43 and determined that no further consultation is required;

AND WHEREAS pursuant to section 477 of the *Local Government Act*, Council has considered the Bylaw in conjunction with the Village's financial plan and found it to be consistent;

NOW THEREFORE BE IT RESOLVED THAT Village of Anmore Official Community Plan Amendment Bylaw No. 576-2018 be read a first and second time;

AND FURTHER THAT Staff be directed to set the date of the Public Hearing for July 17, 2018 at 7:00 p.m. to be held in Council Chambers at Village Hall.

Background

On April 17, 2018 the Village of Anmore Official Community Plan (OCP) Amendment Bylaw No. 576-2018 was introduced, given first reading and sent out to the neighbouring local governments and the school district for comment. At that meeting one member of Council was absent and the vote was three in favour and one opposed.

At the May 15, 2018 Council meeting second reading was given to the Bylaw and a member of Council recused themselves from the vote to avoid the perception of a conflict of interest.

Report/Recommendation to Council

- Infill Development – Official Community Amendment Bylaw
June 28, 2018

Subsequent to second reading of the Bylaw, Council unanimously voted to seek a legal opinion regarding potential conflicts of interest for all members of Council with regards to potential conflicts of interest in relation to the OCP amendment for infill development.

The legal opinion provided to Council was of the view that one member of Council did have a potential conflict of interest. In advance of the Public Hearing on June 12, 2018, this Council member did declare a conflict of interest as per the Community Charter and recused themselves from the Public Hearing.

Discussion

The declaration of a conflict of interest by the member of Council at the Public Hearing had the effect of nullifying their previous votes with regards to the Bylaw, in this case their vote in favour of the Bylaw on April 17, 2018.

The *Local Government Act* requires that all readings of an OCP bylaw, including amending bylaws, receive an affirmative vote of the majority of all council members, not just the majority in attendance at a given meeting. With the nullifying of one vote in favour giving first reading to the OCP amendment bylaw on April 17, 2018 means that the majority of Council did not vote in favour of the OCP amendment bylaw.

As a result, the legitimacy of the process to date for the Bylaw is in question. To ensure that the process for adopting the Bylaw is completely legitimate, it is staffs' recommendation that the process be re-started.

Staff is of the view that other than this one procedural issue that the process for the Bylaw was fair, open and transparent. Therefore, staff are recommending an expedited process for this re-started process.

Section 475 of the *Local Government Act* requires that Council specifically consider whether consultation is required with the following:

- (i) the board of the regional district in which the area covered by the plan is located;
- (ii) the board of any regional district that is adjacent to the area covered by the plan;
- (iii) the council of any municipality that is adjacent to the area covered by the plan;
- (iv) first nations;
- (v) boards of education, greater boards and improvement district boards;
- (vi) the Provincial and federal governments and their agencies.

Report/Recommendation to Council

Infill Development – Official Community Amendment Bylaw

June 28, 2018

Given all the consultation that has already taken place with regards to this Bylaw with neighbouring municipalities and the regional district, staff recommend that no further consultation is necessary with regards to section 475.

Section 476 of the *Local Government Act* requires that the local school district be consulted regarding this Bylaw, this was completed in the spring and comments were received from School District No. 43 on this Bylaw.

Section 477 of the *Local Government Act* requires that Council consider this Bylaw in conjunction with its financial plan and any waste management plans it might have. This Bylaw is consistent with the financial plan for the Village and will serve to enhance it. The Village does not have any waste management plans so that portion of the section is not relevant to this Bylaw.

If Council chooses to give initial readings to the Bylaw at the July 3, 2018 Regular Council Meeting, a Public Hearing could be held on July 17, 2018 in advance of the regular Council meeting scheduled on that date. Third reading and adoption of the Bylaw could happen at the July 17, 2018 Council meeting subsequent to the Public Hearing.

Other Options

The following options are provided for Council's consideration:

1. WHEREAS Council has considered consultation with all the bodies identified in section 475 of the *Local Government Act* and has determined that no further consultation is required;

AND WHEREAS pursuant to section 476 of the *Local Government Act*, Council has consulted with School District No. 43 and determined that no further consultation is required;

AND WHEREAS pursuant to section 477 of the *Local Government Act*, Council has considered the Bylaw in conjunction with the Village's financial plan and found it to be consistent;

NOW THEREFORE BE IT RESOLVED THAT Village of Anmore Official Community Plan Amendment Bylaw No. 576-2018 be read a first and second time;

AND FURTHER THAT Staff be directed to set the date of the Public Hearing for July 17, 2018 at 7:00 p.m. to be held in Council Chambers at Village Hall.

Report/Recommendation to Council

Infill Development – Official Community Amendment Bylaw

June 28, 2018

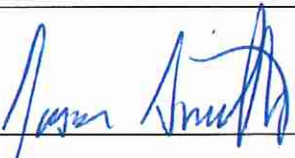

2. That Council take no action and not proceed with enabling Infill Development.

Financial Implications

There will be costs associated with publishing the Public Hearing notice in two editions of the Tri-City News as required by the Local Government Act.

Attachments:

1. Village of Anmore Official Community Plan Amendment Bylaw No. 576, 2018

| |
|--|
| 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 |

VILLAGE OF ANMORE

BYLAW NO. 576-2018

A bylaw to amend the Official Community Plan

WHEREAS the Local Government Act authorizes a municipality to amend its community plan from time to time;

AND WHEREAS the Municipal Council of the Village has determined that it would be in the best interest of the Village to provide provision for infill development;

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

- 1) That this bylaw may be cited for all purposes as "Village of Anmore Official Community Plan Amendment Bylaw No. 576-2018".
- 2) That Village of Anmore Official Community Plan Bylaw No. 532, 2014 be amended by inserting the following text after Policy RLU-15:

"Policy RLU-16

The Village supports infill development and subsequent creation of new residences that maintain the existing semi-rural nature of Anmore. Infill development is the creation of new parcels within the existing developed area of the Village of Anmore that are serviced by existing infrastructure. The intent of infill development is that it will enhance and not take away from the look and feel of the neighbourhood – it is expected that any new infill homes will blend into the existing neighbourhood, minimize the disturbance to natural environment and will adhere to the same setbacks as the existing neighbourhood. Infill development should be guided by an Infill Development Policy that outlines the specific requirements that the community expects from infill development to ensure that it meets the intent of this policy.

The maximum density allowed for infill development is 2.04 parcels per acre.

Parcels that are eligible for consideration under this policy must:

1. Not have been created through a previous comprehensive development plan;
2. Be between 3925 m² and 8094 m² in area;
3. Have an average slope, as determined by a registered surveyor, equal to or less than 20%;
4. Be able to identify a building site(s) that are equal to or less than 20% slope;
5. Not require the extension or expansion of any Village road or water infrastructure;

6. Have at least 50 m of frontage on a public highway; and
7. Have been in existence for a least 10 years."

READ a first time the

READ a second time the

PUBLIC HEARING HELD the

READ a third time the

ADOPTED the

MAYOR

MANAGER OF CORPORATE SERVICES

Certified to be a true and correct copy of the "Village of Anmore Official Community Plan Amendment Bylaw No. 576-2018" adopted by the Municipal Council of the Village of Anmore the [DATE] day of [MONTH, YEAR].

Manager of Corporate Services

VILLAGE OF ANMORE

BYLAW NO. 578-2018

A bylaw for the prevention and suppression of fires, for regulating personal conduct at fires,
and for authorization of permits in the Village of Anmore

TABLE OF CONTENTS

| | | |
|-----|---|----|
| 1. | TITLE AND APPLICATION | 2 |
| 2. | INTERPRETATION | 2 |
| 3. | FIRE DEPARTMENT | 4 |
| 4. | AREA RESTRICTIONS AND ORDERS | 4 |
| 5. | NOTICE AND EFFECTIVE PERIOD | 6 |
| 6. | DUTY TO COMPLY | 6 |
| 7. | RIGHT TO ENTER | 6 |
| 8. | INSPECTIONS | 7 |
| 9. | CONDUCT OF PERSONS | 9 |
| 10. | FALSE INFORMATION | 10 |
| 11. | DUTIES OF OWNERS AND OCCUPIERS | 10 |
| 12. | FIRE & EMERGENCY SERVICES ACCESS | 12 |
| 13. | FIRE DAMAGED BUILDINGS | 13 |
| 14. | STORAGE TANKS, VALVES, STAND PIPES AND HYDRANTS | 13 |
| 15. | HAZARDOUS ACTIVITIES | 14 |
| 16. | SPRINKLER SYSTEMS | 14 |
| 17. | PRIVATE FIRE HYDRANTS | 16 |
| 18. | CONTACT PERSONS | 17 |
| 19. | CIVIC AND UNIT ADDRESS | 18 |
| 20. | FIRE SAFETY PLANS | 18 |
| 21. | OPEN AIR FIRES | 19 |
| 22. | PROHIBITED MATERIALS | 22 |
| 23. | FEES AND COST RECOVERY | 22 |
| 24. | OFFENCE | 23 |
| 25. | SEVERABILITY | 24 |
| 26. | REPEALMENT | 24 |

WHEREAS, pursuant to the provisions of the *Local Government Act*, R.S.B.C., 1996 and amendments thereto, Council may, by bylaw, provide regulations for the protection of persons and property;

AND WHEREAS, the Village Of Anmore deems it expedient and desirable to provide such regulations for provision of fire prevention and fire suppression services;

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

1. TITLE AND APPLICATION

- 1.1 That this Bylaw may be cited for all purposes as "Anmore Fire Protection Bylaw No. 578-2018."
- 1.2 In the event of any inconsistency between the provisions of this Bylaw and the provisions contained in a statute and/or regulation enacted by the Dominion of Canada or the Province of British Columbia, the more restrictive provisions of those statutes and/or regulations shall apply.

2. INTERPRETATION

In this Bylaw,

APPARATUS - means any vehicle provided with machinery, devices, equipment or materials intended for fire protection, fire suppression or assistance response, or motor vehicles used to transport fire fighters or supplies; and includes Members' private vehicles when used for Fire/Rescue Services.

APPROVED means as authorized by the Fire Chief or an Officer of the Sasamat Volunteer Fire Department.

COUNCIL means the Municipal Council of the Village Of Anmore.

EQUIPMENT means any tools, contrivances, devices, appurtenances, hoses or materials used by the Fire Department at an incident or Fire/Rescue Service.

EXPLOSIVE means gunpowder, nitroglycerine, gun cotton, dynamite, blasting gelatin, gelignite, fulminate of mercury or other metals, colored fire, and every other substance used or manufactured to produce a violent effect by explosion, or a pyrotechnic effect; and shall include fireworks, fuses, rockets, percussion caps, detonator, cartridges, and ammunition.

FIRE CHIEF means the person duly appointed to such position by the Greater Vancouver Regional District Sasamat Board of Fire Trustees for the Sasamat Volunteer Fire Department, and in his/her absence means the Acting Fire Chief as designated by the Board of Fire Trustees or by the Fire Chief, until such time as a new Fire chief can be appointed by the Board of Fire Trustees.

FIRE DEPARTMENT means the Sasamat Volunteer Fire Department.

FIRE/RESCUE SERVICES means all aspects of Sasamat Volunteer Fire Department, Fire/Rescue Service including, but not limited to, fire prevention, public service, firefighting or suppression, pre-fire planning, fire investigation, emergency first aid, rescue, public education and information, training, emergency preparedness or other staff development and advising.

GARAGE means any building, premise, structure or any portion thereof used as a place of business for the purpose of placing, keeping, repairing or demolishing one or more motor vehicles.

GARBAGE means household and trade waste.

GAS STATION means any building, premise, structure, or any portion thereof, upon which gasoline, diesel fuel, gasohol, natural gas, kerosene, or propane is kept for distribution or sale.

HOTEL means an apartment house, boarding house, lodging house, club or any other building, except a private dwelling, where lodging is provided, and a residential condominium building that has:

- (a) two (2) or more levels of strata lots as defined in the Condominium Act, and
- (b) one or more corridors that are common property as defined in the Condominium Act.

INCIDENT - means any emergency or non-emergency situation, wherein the attendance of the Sasamat Volunteer Fire Department is dispatched, requested, required or warranted to prevent injury, loss of life, damage or loss to property or damage to the environment.

INCIDENT COMMANDER - means the Fire Chief or an Officer or in the absence of an Officer the Member or Probationary Member who is in charge or has control and management of the Incident

MEMBER - means the Fire Chief, Officer or fire department member that is duly appointed by the Fire Trustees as a Member of the Fire Department and shall be deemed to be a Municipal Public Officer as defined in Section 287 of the Municipal Act.

PROBATIONARY MEMBER - means any person who has completed basic training and is accepted by the Fire Chief to continue as a Probationary Member but has not completed **one year probation** or is not accepted as a Member of the Fire Department and shall be deemed to be a Municipal Public Officer as defined in Section 287 of the Municipal Act.

POLICY - means one or more Fire Prevention Policy as adopted by Council from time to time

RECRUIT IN TRAINING - means any person whose name appears on the department's attendance log and who has been accepted for training, but has not been accepted as a Probationary Member of the Fire Department and shall be deemed to be a Municipal Public Officer as defined in section 287 of the Municipal Act.

OCCUPANT means an owner, tenant, lessee, agent, licensee, and any other person who has the right of access to and control of any private land, building or premises to which this Bylaw applies.

OFFICER - means a Member with authority to assist the Fire Chief in his duties and includes; District Chief, Acting District Chief, Captain, Acting Captain, Lieutenant, Acting Lieutenant, Training Officer, Acting Training Officer, Safety Officer, Acting Safety Officer, Equipment Officer, Acting Equipment Officer and Incident Safety Officer.

OFFICER IN CHARGE means any person designated as Incident Commander for an incident.

OUT OF CONTROL as highlighted within this Bylaw means; when a fire spreads beyond the boundaries of the parcel of land or containment area in which it was first ignited, or threatens to do so, or when it endangers any life, building or property, or when the fly ash or burning brands are causing or have the potential to cause other fires, or when such fire is left unattended. Fires located on private property when no open burning permit has been approved or issued is considered out of control.

PRIVATE DWELLING means any building used exclusively as a place of residence for not more than two families.

REFUSE means any waste from the clearing of land or construction or reconstruction of buildings, and includes trees, branches, roots or stumps.

TRADE WASTE means refuse and accumulation of waste and abandoned materials resulting from the operation of industry, trade or business including paper, boxes and packing cases, wrapping materials, sweepings, building construction waste and all flammable or combustible materials of a like nature other than garbage or ashes.

VEHICLE means all types of motor vehicles, as defined in the Motor Vehicle Act R.S.B.C 1996, Chapter 318, farm tractors and includes mobile machinery.

VILLAGE means the Village Of Anmore.

3. FIRE DEPARTMENT

- 3.1 The Fire Chief or Officers of the Sasamat Volunteer Fire Department are authorized to exercise the powers conferred by this Bylaw for the Village.
- 3.2 The Fire Chief or an Officer, on account of the existence or potential for an incident deems it advisable, the Officer may cancel or suspend for such time as is specified in the order, any permits issued pursuant to this Bylaw, or the Officer may attach to any or all such permits such conditions and restrictions as the officer thinks proper.

4. AREA RESTRICTIONS AND ORDERS

- 4.1 Orders Restricting Burning

If the Fire Chief is of the opinion that conditions exist that present unusual risk to the safety of life or property by exposure to fire, and deems it expedient to take steps to reduce the risk, the Fire Chief may, by written order, restrict or prohibit any of the following within the Village or any area or part of the Village:

- (a) campfires, beach fires, or burning in the open air of any kind;
- (b) burning outdoors for cooking or heating purposes using devices other than gas, propane or electric barbecues or similar cooking or heating devices that meet Canadian Standards Association certification standards;
- (c) lighting and smoking a cigarette, cigar, pipe or other smoking material in or near wooded areas, parks or public places that are vulnerable to catching fire by inappropriate disposal of smoking materials; and

the order may include conditions and impose requirements as to times, locations, purposes, materials, fuel, equipment, supervision, monitoring, size and any other criteria that the Fire Chief considers to be relevant and appropriate in the circumstances.

4.2 Orders Restricting Entry into Parks or Woodland Areas

If the Fire Chief determines that the safety of life or property or both in any area within the Village is endangered through the hazardous condition of the forest cover or the occurrence of spread of fire burning in any forest or woodland, the Fire Chief may, by an order in writing, declare that area or any portion thereof as closed and restrict or prohibit entry by persons into that area.

- 4.3 Without limiting an order under section 4.2, when the fire danger rating of the B.C. Forest Service reaches Extreme, the Fire Chief may, by written order, declare any park or trail system, or part thereof, as closed and restrict or prohibit entry by persons into any parks or trail systems within the Village.

- 4.4 After an inspection, the Fire Chief may order in writing that within a reasonable time set out in the Order, the owner or occupant remove, destroy, repair or alter the use of the occupancy of the premises, or remove or take precautions against any fire hazard as set out in the Order.

- 4.5 Without limiting the power and authority vested in them by the Fire Services Act, the Fire Chief or any Inspector may, in writing, order:

- (a) the correction or removal of any condition or thing in or about any building which is in contravention of this Bylaw; or
- (b) an owner, or the agent of an owner, of a vacant building to secure a building against entry as provided for in section

- 4.6 An order shall be sufficiently served if delivered by hand to the person to whom it is issued and, in the case of an owner, if delivered by registered mail to the address of the owner as it appears on the records of the Assessment Authority of British Columbia, and by posting a copy of it on the building, structure or thing to which it relates.
- 4.7 An order issued under this section shall state a date by which the order shall be complied with or carried out, which date shall, at the discretion of the discretion of the Fire Chief or Inspector, have regard to the degree of urgency involved in correcting or removing conditions which may tend to increase the hazard of fire or danger to life and property.

5. NOTICE AND EFFECTIVE PERIOD

- 5.1 An order made under section 4 of this bylaw comes into effect:
- (a) when the order is delivered to the Corporate Officer and posted to the notice board in Village Hall, or
 - (b) when the order is posted in or near entrances to parks, trails, forest or woodland areas, whichever time is earlier, and remains in effect until the Fire Chief notifies the Corporate Officer that the conditions on which the order is based are no longer present or sufficiently hazardous to warrant the restrictions or prohibitions.
- 5.2 On receiving an order by the Fire Chief, the Corporate Officer may arrange for providing additional notice and related information to the public using any means of communication the Corporate Officer considers appropriate in the circumstances.

6. DUTY TO COMPLY

Every person shall observe the restrictions, prohibitions, conditions and requirements established by an order made under this section.

7. RIGHT TO ENTER

- 7.1 Whenever in any building or premises, there shall exist any flammable, combustible, or explosive material or substance, or any dangerous or unnecessary accumulation of waste materials, or litter, of a nature especially liable to fire, and which materials are so situated, in the opinion of an Fire Chief, so as to endanger life or property, or to obstruct access or egress from such building or premises, in case of fire, or which may be liable to interfere with the operations of the Sasamat Volunteer Fire Department, or where any condition exists which is considered by the Fire Chief to be a fire hazard, the occupant of such building or premises shall forthwith, on the order of the Fire Chief, have such flammable, combustible, or explosive material or substance, or any dangerous or unnecessary accumulation of waste materials or litter removed, disposed of, or otherwise dealt with as may be ordered or directed by the Fire Chief.

- 7.2 It shall be unlawful for any person to obstruct any fire escape, exit door, exit corridor or required exit window, or to obstruct any exit leading to any fire-escape in any building; and all fire escapes and required exits in buildings shall at all times be kept and maintained free and in good order and repair satisfactory to the Fire Chief. All exits in buildings shall be maintained free from obstruction.
- 7.3 In the case of a public or private school, orphanage, nursing home, day care, children's home, or other institution for the education or care of children, the person in charge thereof shall adopt and practice a system of fire drills or exercises as approved by the Fire Chief. On the sounding of the fire alarm in any such building, it shall be the responsibility of the teacher or other person in charge of children at the time of the sounding of the alarm to remove all children clear of the building, to a point of safety, and account for the number of children so removed. The children shall be kept at the point of safety until the Fire Department has investigated the cause of the alarm and given permission to re-enter the building.
- 7.4 The owner of a building shall maintain in good working order or replace all installed or required life safety devices, smoke alarms, carbon monoxide detectors, fire extinguishers, fire sprinkler systems, natural gas leak detectors, propane gas detectors and cook stove suppression systems in accordance with the manufacturer's recommendations and/or Provincial or Municipal regulations.

8. INSPECTIONS

- 8.1 In addition to the powers vested in them by the *Fire Services Act*, the Fire Department may enter into or upon any lands, premises, yards or building to ascertain whether:
- (a) the requirements of this Bylaw are being complied with; and/or
 - (b) conditions exist which may cause or increase the risk of fire.
- 8.2 Every owner and occupant of premises shall provide all information and shall render all assistance required by the Fire Chief or an Inspector in connection with the inspection of such premises.
- 8.3 No person shall obstruct, hinder or prevent an Inspector from entering into or upon any land, premises or property for the purpose of inspecting the same.
- 8.4 The Fire Chief may establish and supervise a self-inspection program for any class of occupancy.
- 8.5 If a self-inspection program is established the owner of premises in the specified occupancy class shall:

- (a) perform or cause to be performed the inspection of the premises in accordance with the requirements of the Fire Chief; and
 - (b) complete and return to the Fire Chief a report in the form specified by the Fire Chief and within the time specified by the Fire Chief.
- 8.6 Every person providing private self-inspection services to owners or otherwise providing private inspection, testing or maintenance of fire safety systems must be approved by the Fire Chief and registered with the Department as a provider of those services.
- 8.7 The Fire Chief, Officer or Incident Commander, including apparatus, equipment, members and Probationary Members deemed necessary by the Incident Commander, at all reasonable times enter any premises, building, structure and onto any real property to mitigate an incident; or to inspect for conditions which may cause an incident, fire or increase the danger of a fire or increase the danger to persons, and no person shall obstruct or refuse to admittance for the purpose of such mitigation or inspection.
- 8.8 The Fire Chief, Officer or Incident Commander, may restrict or bar access to any premises, building, structure or to any real property, as deemed necessary to prevent injury to the public or to preserve evidence until authority is transferred to a Peace Officer or to the Fire Commissioner for the Province of British Columbia.
- 8.9 The Fire Chief, Officer or Incident Commander, in consideration of the appropriate mitigation of an Incident, may elect to allow property to be removed, damaged, altered or destroyed in order to prevent personal injury, damage or loss to other buildings, structures, property or damage to the environment.
- 8.10 The Fire Chief, Officer or Incident Commander, in consideration of the appropriate mitigation of an Incident, may elect to restrict or deny access on any public road or highway within the Village.
- 8.11 No person shall tamper with, damage, disconnect or drive a motor vehicle over any equipment or fire hose unless directed to do so by the Fire Chief, Officer, Incident Commander, Member or Probationary Member of the Sasamat Volunteer Fire Department.
- 8.12 Every owner and occupant of real property shall remove anything and everything from a building or yard, which in the opinion of the Fire Chief is a fire hazard or increases the danger of fire.
- 8.13 The metal covers required on receptacles provided for the storage of combustible material as set forth in the current edition of the British Columbia Fire Code of Canada, shall be kept closed at all times and maintained in good and efficient repair and working order.

- 8.14 Where doors or shutters are installed in any building to prevent the spread of fire within such building, such doors or shutters shall at all times be kept and maintained in good and efficient repair and working order.
- 8.15 It shall be unlawful for any person to deposit, or allow or permit to be deposited, except in a metallic or non-combustible or non-flammable receptacle, ashes, or other material or thing from any stove, furnace or fireplace, or any greasy or oily rags of other material, things, or substances liable to spontaneous combustion.
- 8.16 It shall be unlawful for any person to deposit, or allow or cause to be deposited, any paper, straw, hay, shavings, or any other combustible or flammable material or thing in or among any ashes or other materials or thing taken from any stove, furnace or fireplace.
- 8.17 Every occupant of any building or premises who makes, stores, uses, or has charge or control of any business or trade waste or any other flammable or combustible material, shall at the close of each day, compact, bale or stack, or cause all such material to be compacted, baled or stacked in a safe manner, in accordance with the opinion of any Officer; or the occupant shall store such material in non-combustible receptacles, having tight fitting, noncombustible lids, and such lids shall be at all times kept on such receptacles when in use.
- 8.18 No occupant of any building shall permit any chimney stove pipe or flue therein to become unclean or take fire; provided that such occupant shall not be liable to a charge hereunder if the said chimney or flue has been cleaned by a duly qualified or licensed chimney sweep within a period of twelve months prior to the Fire Chief or Officer's inspection or fire.
- 8.19 No occupant shall use, maintain, suffer, permit or allow the use of any defective stove, heating device or heating appliance in any building, and if, in the opinion of the Fire Chief any defective stove or heating device or heating appliance is used or maintained in any building, the occupant of such building on the order of the Fire Chief shall forthwith remove or cause to be removed, or repair or cause to be repaired to the satisfaction of the Fire Chief, any such defective stove, heating device or heating appliance.
- 8.20 All gas or electric appliances shall be used in accordance with Federal and Provincial regulations.

9. CONDUCT OF PERSONS

9.1 Reporting of Fires

Every owner or occupant of premises where a fire has occurred, which results in destruction or damage to property or as a result of which death has occurred must report the fire immediately to the Fire Department, the Fire Chief, or a police officer.

9.2 Assistance of Public

Every person at or near a fire, emergency, or other incident shall comply with the orders or directions of any Member and provide any information that person may have relating to the fire, emergency or other incident to any Member who requests that information. Any person refusing to comply with an order of a Member may be removed from the scene by a peace officer.

9.3 Restricted Entry at Incident

The Fire Chief or Member in Charge at a fire, emergency, or other incident may establish limited entry areas in the vicinity of the fire, emergency or incident, and no person shall enter that area without the permission of the Fire Chief or Member in charge.

9.4 Non-Interference

Unless authorized by the Fire Chief or a Member in Charge, no person shall:

- (a) drive a vehicle over any line or lines of fire hoses, whether in use or otherwise;
- (b) stand within 9 metres of any fire hose unless authorized to do so by an Officer; or
- (c) except as a Member, ride on any Fire truck or other Fire vehicle or apparatus at any time.

10. FALSE INFORMATION

No person shall:

- (a) purposely withhold or falsify any information required by the Fire Chief or any Officer designated by the Fire Chief; or
- (b) make false representation as to being a Member of the Fire Department, or wear or display any Fire Department badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.

11. DUTIES OF OWNERS AND OCCUPIERS

11.1 Prevention of Fire Hazards - Buildings and Structures (General)

No person, being an owner or occupant of any building or structure shall cause, permit, suffer or allow:

- (a) the building or structure to remain in such a state of disrepair that a fire starting in the building or structure might spread rapidly to endanger life or other property

- (b) the use or occupancy of the building or structure contrary to the *British Columbia Building Code*, enactments related to heating, gas and electrical safety, or the use of related appliances, equipment or infrastructure;
- (c) the use indoors of any cooking or heating device not approved by the Canadian Standards Association for indoor use;
- (d) the use of any defective cooking or heating device in any building or structure;
- (e) the use of an extension cord as a substitute for permanent wiring;
- (f) the use or storage of combustible or explosive material on the premises, except in accordance with the Fire Code, this Bylaw, another applicable enactment, or an order or direction of a Fire Inspector, the Fire Chief or the fire commissioner; or
- (g) any known fire or explosion hazard to exist or remain in or around a building or structure or on any property.

11.2.1 Securing Vacant Buildings and Structures Where Fire Has Occurred

If requested by an Officer, a property owner or occupier shall secure a premise that has been damaged by fire, explosion or similar event to prevent the entry of unauthorized persons. The premise shall be secured in a manner approved by the Officer which may include, but is not limited to, any of the following measures:

- (a) boarding up the building or structure;
- (b) fencing; and
- (c) supplying twenty-four (24) hour security services by a licensed security company.

11.2.2 If the property owner or occupier cannot be located, fails to respond within 45 minutes of being notified by an Officer, or fails to undertake the securing of any premises damaged by fire, the Fire Department may cause the work to be carried out, and all costs incurred by the Village shall be the responsibility of the property owner.

11.3.1 Securing Vacant Premises

Every owner of a vacant premises must promptly act to ensure that, at all times:

- (a) the premises are free from litter and debris or accumulations of combustible or flammable materials except in strict accordance with the Fire Code and this Bylaw; and

- (b) the premises are made and kept secure against unauthorized entry or occupation, or other fire hazards, by one or more of the following methods:
 - (i) boarding up the building or structure;
 - (ii) fencing; or
 - (iii) supplying twenty-four (24) hour security services by a licensed security company.

11.3.2 Where a Fire Inspector has found a premises to be non-compliant with section 11.1, the Fire Inspector may, by notice in writing, order the owner to bring the property into compliance within a time period specified in the notice. If the owner fails to bring the premises into compliance within 24 hours or such further time period set out in the notice, or if the owner cannot be located or contacted within 24 hours of finding the premises in a non-compliant state, the Fire Chief may arrange to have the premises brought into compliance by the Village or a person acting on the Village's behalf, and the owner shall be responsible for all costs incurred by the Village for that work.

12. FIRE & EMERGENCY SERVICES ACCESS

12.1 Emergency Access Route

An owner or occupier of premises must not:

- (a) block or obstruct any primary or secondary emergency access route with a gate; or
- (b) park a vehicle in an emergency access route or interfere with, hinder or obstruct access to an emergency access route by Fire Department apparatus unless authorized to do so by the Fire Chief.

12.2 Every owner or occupier of premises must ensure that an emergency access route, when secured by a gate, bollard, chain or other structure, has a permanent mounted sign, as approved by the Fire Chief, on each side of the emergency access route:

| |
|---|
| EMERGENCY ACCESS ONLY NO PARKING OR OTHER OBSTRUCTIONS ANMORE FIRE PROTECTION BYLAW |
|---|

12.3 Access and Keys

Every owner or occupier of premises having a fire alarm system or an automatic fire sprinkler system, whether located on strata property or a private lot, must:

- (a) ensure that access and required keys to the following areas are readily accessible to the Fire Department at all times:

- (i) the main entrance and all exterior doors
 - (ii) all common floor areas, service rooms and roof areas;
 - (iii) all doors that are locked from the exit stairs to floor areas;
 - (iv) as required to recall elevators and to permit independent operation of each elevator;
 - (v) all fire alarm control and enunciator panels and fire fighter telephone boxes; and
- (b) notify the Fire Department when there has been a change of any access key and provide a copy of the new key to the Fire Department.

13. FIRE DAMAGED BUILDINGS

The owner of a building or other structure that has been damaged due to fire, explosion or similar catastrophic or damaging event must immediately act to ensure that the building is guarded or that all openings and points of entry into the building are kept securely closed and fastened in a manner acceptable to the Fire Chief, so as to prevent the entry of unauthorized persons. If the owner fails to provide security for this purpose within 2 hours of being notified by the Fire Chief, or such further time period as may be determined by the Fire Chief, the Fire Chief may cause security measures to be taken as necessary, and the owner shall be responsible for all costs incurred by the Village for those measures.

14. STORAGE TANKS, VALVES, STAND PIPES AND HYDRANTS

- 14.1 No person, except Sasamat Volunteer Fire Department members and Village employees, shall make use of stand pipes or hydrants without written permission from the Village or the Fire Chief.
- 14.2 All unauthorized attachments found on stand pipes or hydrants may be confiscated by the Village or the Fire Chief or an Officer.
- 14.3 No person shall obscure the visibility of a fire hydrant or standpipe.
- 14.4 No person shall tamper, open, close or adjust any fire protection storage tanks, control valves, fire hydrants or stand pipes without written permission from the Village or the Fire Chief.
- 14.5 No person shall park a motor vehicle within 5 metres of a fire hydrant or stand pipe.
- 14.6 No person shall park or obstruct any road, street, fire access route, or service road located within the Village with a motor vehicle, structure or building.

15. HAZARDOUS ACTIVITIES

- 15.1 The Fire Chief may charge the owner or occupant of lands or premises for the cost of cleaning, repairing or replacing Department equipment where such equipment has been contaminated, damaged, or destroyed by a hazardous substance or dangerous goods or otherwise rendered unusable as a result of an incident involving a hazardous substance or dangerous goods on or about those lands or premises.
- 15.2 Where the Fire Chief is made aware of an activity or situation which, in the opinion of the Fire Chief, is hazardous to life or property, the Fire Chief may:
- (a) require that a fire watch be provided, in accordance with SVFD Operating Guidelines, by the owner or occupier of any lands or buildings where that activity or situation is occurring;
 - (b) order that the activity be stopped;
 - (c) require that the activity be carried out only in compliance with a permit issued by the Fire Chief;
 - (d) evacuate the lands or buildings until such time as the hazard to life or property has been rectified;
 - (e) order the owner, owner's agent or occupant to remove the hazard in a manner approved by the Fire Chief, in default of which the Fire Chief may have the hazard removed at the owner's expense.

16. SPRINKLER SYSTEMS

16.1 Sprinkler Systems - General

Every owner or occupant of a premises where a sprinkler system is installed or required under the Building Code must:

- (a) inspect, test, maintain and repair the sprinkler system in accordance with the requirements of the Fire Code;
- (b) upgrade the sprinkler system to accommodate any material change in use or occupancy that results in a greater fire hazard than that which the sprinkler system was intended to accommodate; and
- (c) if a building or structure equipped with a sprinkler system on the property is to be demolished, ensure the sprinkler system is maintained and operating subject to sequential elimination until the work of demolition is completed.

16.2 Fire Department Connections

Every owner or occupant of a premises for which the Building Code requires Fire Department connections must ensure that:

- (a) the connections are located and installed in accordance with the Building Code and that any equivalent measures or alternative solutions are approved by the Fire Chief;
- (b) all connections and protective caps are kept clean, functional, and in place at all times, and to promptly clean, repair or replace connections or protective caps as necessary;
- (c) accesses to Fire Department connections for sprinklers and standpipe systems are clearly identified, functional and in good repair;
- (d) signs are displayed identifying which Fire Department connection serves a particular sprinkler or standpipe system and the maximum pumping inlet pressure at a Fire Department connection;
- (e) each fire sprinkler and standpipe connection is kept free and clear, by at least one metre, from all shrubbery, trees, other vegetation, structures, buildings or other obstructions, in order to facilitate access to the connections by the Village;
- (f) each connection is clearly visible at all times from the Fire Department access route, or that alternatively approved directional signage to each connection is plainly in sight; and
- (g) where the connection is installed on the exterior face of a building, a minimum clear space of 0.45 metres is provided in the area surrounding the connection.

16.3 Fire Alarm Systems

A person must not activate a fire alarm system unless:

- (a) there is a fire;
- (b) the person reasonably believes that a fire or other incident is occurring or is imminent; or
- (c) the activation is carried out for testing purposes and the Fire Department has been notified prior to the activation.

- 16.4 The owner or occupant of a building that is equipped with a fire alarm system that is not continuously monitored must ensure that each manual fire alarm pull station has a permanent sign, as approved by the Fire Chief, mounted and reading:

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|--|
| LOCAL ALARM ONLY – IN CASE OF FIRE CALL 9 - 1 - 1 |
|--|

- 16.5 Every owner or occupant of premises for which a fire alarm system is installed or required under the Building Code must inspect, test, maintain and repair the fire alarm system in accordance with the requirements of the Fire Code.
- 16.6 The owner or occupant of premises containing a fire alarm system must notify the Fire Department prior to installation, service, testing, repair, maintenance, adjustment, alteration or replacement of a system, and must appoint and maintain a dedicated fire watch for the duration of such work, and in that case, section 9.2 applies.

17. PRIVATE FIRE HYDRANTS

- 17.1 In this section, private hydrant means any hydrant that is not owned by the Village, and is installed on private property as part of a system of fire protection for that property.
- 17.2 The owner or occupier of property that has a private hydrant shall ensure that the hydrant is maintained in good working condition at all times and that inspection, servicing and testing of the hydrant, is carried out by persons recognized as qualified to perform these services by the Office of the Fire Commissioner or a pertinent Standard, or an Officer of the fire department. The qualified person that performs the inspection, servicing and testing of the hydrant shall send a copy of the condition and repairs performed on such hydrants to the Sasamat Volunteer Fire Department in order that the fire department records of private hydrants are kept up to date.
- 17.3 The owner of a private hydrant shall not less than twice each year have the private hydrant flushed, drained and all threads of outlets and caps greased with waterproof grease.
- 17.4 The owner of a private hydrant shall not less than once each year have all components of the hydrant inspected, serviced and tested.
- 17.5 The owner of a private hydrant shall keep the ground surface around the private hydrant clear of shrubs, trees, snow and ice accumulations, structures and other obstructions of any kind, in order to facilitate use of the hydrant by the Fire Department.
- 17.6 Private hydrants and Municipal hydrants shall conform to Schedule "B" to this Bylaw.

18. CONTACT PERSONS

- 18.1 Every owner or occupant of a property or premises for which a fire alarm system or an automatic fire sprinkler system has been installed, must:
- (a) arrange for at least one contact person to attend, upon notice, at the property or premises at any time the system is activated;
 - (b) ensure that any person appointed to be a contact person:
 - (i) is thoroughly familiar with the property or premises and with the operation of all fire protection equipment and any fire fighter elevators thereon;
 - (ii) is in possession of and is authorized and competent to use any and all keys, pass-cards, security codes and other entry devices or information necessary to gain access to and re-secure the property or premises;
 - (iii) is available at all times and is capable of attending at the property or premises within 45 minutes of the Fire Department arriving in response to an incident or activation of the system; and
 - (iv) is fully authorized to take possession and resume control of the property or premises from the Fire Department following the conclusion of its attendance;
 - (c) on a form approved by the Fire Chief, provide the Fire Chief with the name and telephone number of a contact person and an alternate who is available to attend, enter and secure the premises in the event that either system is activated and the Fire Department attends at the property; and
 - (d) promptly notify the Fire Department of any changes to the contact persons or their phone numbers.
- 18.2 If the Fire Department attends a premise where a fire alarm system or automatic fire sprinkler system has been activated and the contact person cannot be reached or has not appeared within 45 minutes, the Fire Department may enter the property or premises and any building or other structure thereon, using such means or force as may be necessary, to determine the cause of the alarm or activation of the system.
- 18.3 In the absence of the owner, occupant or contact person being available during or at the conclusion of the Fire Department's attendance to secure the building as necessary, the Fire Department may arrange to provide a fire watch or 24-hour security until the building can be secured, and the owner of the property shall be liable for all costs incurred by the Village.

19. CIVIC AND UNIT ADDRESS

19.1 The owner or occupier of premises shall ensure that:

- (a) every building or premises is individually addressed with the civic address affixed so as to be plainly visible and legible from the main road or other ordinary access route;
- (b) the letters or numbers of the civic address are of a colour that contrasts with any background colour of the building;
- (c) each unit within a commercial and multi-residential property displays the unit number, in a visible location, at the entry to the unit; and
- (d) all multi-residential complexes post directional signage that is clearly visible upon entry to the complex and that clearly indicate the direction and address or number of each unit within the complex.

20. FIRE SAFETY PLANS

20.1 Fire Safety Plan Requirements

The owner of a premises, building, site, storage area or other property for which the Fire Code requires a fire safety plan must:

- (a) ensure that the plan conforms to the standards and requirements of the Fire Code;
- (b) prepare and reproduce the plan in an electronic format, using a form and diagram template acceptable to the Fire Chief, to be submitted to the Fire Department for review prior to occupancy;
- (c) provide any alternative solutions for the construction of a new building pursuant to an agreement between the owner and the Village to the Fire Department for review in an electronic format acceptable to the Fire Chief; and
- (d) provide copies of as-constructed drawings for any new building to the Fire Department in a format acceptable to the Fire Chief.

20.2 Every owner and occupant of a premises, building, site, storage area or other property for which the Fire Code requires a fire safety plan must review the fire safety plan for that property at least annually, ensure that it continues to meet the standards and requirements of the Fire Code, and submit any updated plans to the Fire Department for review in a format that is acceptable to the Fire Chief.

20.3 Premises Under Construction or Demolition

20.3.1 Every owner of premises under construction or demolition shall have in place, prior to construction or demolition, a fire safety plan in accordance with the Fire Code.

20.3.2 The owner of premises under construction or demolition must ensure that every required emergency access route to a construction or demolition site:

- (a) is finished to a minimum of good compacted gravel or other surface materials acceptable to the Fire Chief;
- (b) provides adequate access for Fire Department apparatus;
- (c) is clearly designated as an emergency access route;
- (d) is maintained free of obstructions at all times; and
- (e) is secured with a gate, bollard, chain or other structure or assembly approved by the Fire Chief prior to installation.

20.3.3 Every owner of premises under construction must ensure that a water supply, with sufficient volume and pressure as approved by the Village Engineer and the Fire Chief, is installed and operational prior to construction and maintained throughout construction for fire protection.

20.3.4 During construction, the owner of the premises must report all fire hydrant conditions affecting fire safety, such as fire hydrants temporarily out of service, or having low water volumes and low water pressures, so that such conditions are immediately made known to the Fire Department.

20.3.5 Every owner of premises under construction must ensure the premise is made and kept secure against unauthorized entry during non-construction times.

21. OPEN AIR FIRES

21.1 No person shall light, ignite, or start any fire in the open air or in any portable incinerator, outdoor fireplace or other portable outdoor burner without first obtaining a permit to do so, from the Fire Chief.

21.2 Section 21.1 shall not apply to:

- (a) natural gas or propane fires contained within barbecues, grills or other outdoor appliances for the sole purpose of cooking food; or

- (b) natural gas or propane fueled outdoor heating appliances used such as umbrella style heaters, fire pits and fire places; provided that any such appliance:
 - (i) is Canadian Standards Association or Underwriters Laboratory of Canada approved; and
 - (ii) is, at all times, used in accordance with the manufacturer's instructions;
- 21.3 The Fire Chief may issue a fire permit for open burning after considering all circumstances.
- 21.4 No person to whom a permit has been issued under subsection (1) shall burn any construction or demolition refuse or materials or any rubber tires, oil, tar, asphalt, shingles, battery boxes, plastic materials or any other materials that would produce heavy smoke.
- 21.5 Without limiting the discretion of the Fire Chief under this section, the Fire Chief may issue a permit for burning involved in theatrical, religious or ceremonial event.
- 21.6 Permits shall not be transferable and must be readily available upon request.
- 21.7 Every person to whom a permit has been issued under this section shall retain a competent adult to be in charge of the fire while it is burning or smoldering and until it is completely extinguished and shall provide that competent person with efficient appliances, communications and equipment, in order to prevent the fire from getting out of control, causing damage or becoming dangerous to life and property.
- 21.8 The Fire Chief may refuse to issue, or withdraw, a fire permit at any time when, in the Fire Chief's opinion, burning would likely be hazardous or create a nuisance.
- 21.9 No permit shall be required by the Department for the purpose of training members in structural fire fighting methods, fire investigation procedures, or for the purpose of the elimination of fire hazards.
- 21.10 Open Air Fire Permits shall be classified as follows:

| Classification | Type of Fire |
|----------------|---|
| Class B2 | Special effects or theatrical effects |
| Class C1a | 1 to 5, Campfires, religious or ceremonial fire |
| Class C1b | more than 5, Camp fires, religious or ceremonial fire |
- 21.11 Fees for Open Air Fire Permits are as set in Schedule A to this Bylaw and as referenced in the *Anmore Fees and Charges Bylaw*.
- 21.12 The Village is exempt from having to obtain a permit for open air fires related to community events.

- 21.13 The Fire Chief may designate authority to an Officer, Member or Village employee to issue a permit, issue a permit with terms and conditions, or deny an open air fire permit application.
- 21.14 The Fire Chief may declare an open air fire ban, for one or more classifications of open air fires. Following declaration of an open air fire ban, all open air fire permits for the specified classification become immediately inactive and any fires burning must be promptly extinguished.
- 21.15 Whenever, in the opinion of the Fire Chief or the Officer a condition of the Open Air Fire Permit is not being complied with the Fire Chief or Officer, may cancel or suspend any Open Air Fire Permit. All suspended or canceled fire burning permits must be extinguished immediately, and any person who fails to comply with an order to extinguish shall be liable for all expenses incurred by the Sasamat Volunteer Fire Department in controlling and extinguishing such fire, and for any other damage originating from such fire; and shall also be liable for the remuneration or wages of all the persons employed in controlling and extinguishing such fire, including remuneration or wages for firefighters from other jurisdictions so employed.
- 21.16 An occupant and owner of private property on which a fire is considered Out of Control, shall be liable for all expenses, remuneration or wages incurred by the Sasamat Volunteer Fire Department in controlling and extinguishing a fire, and any other damage originating from such fire, and shall also be liable for the remuneration or wages of all the persons employed in controlling and extinguishing such fire, including remuneration or wages for firefighters from other jurisdictions so employed.
- 21.17 Any person who sets out, starts, re-starts or kindles any Open Air Fire, or fails to extinguish any Open Air Fire set out, started, re-started or kindled at any time of the year, whether such fire was started under a permit or not, shall be responsible for such fire. If such fire gets Out of Control, the person responsible and the owner of private land where the fire was started, shall be liable for all expenses incurred by the Sasamat Volunteer Fire Department in controlling and extinguishing such fire, and any other damage originating from such fire, and shall also be liable for the remuneration or wages of all the persons employed in controlling and extinguishing such fire, including remuneration or wages for firefighters from other jurisdictions so employed.
- 21.18 For the purposes of this Bylaw, the amount of remuneration or wages paid shall be calculated at the rate set out in section 1 of Schedule "A" to this Bylaw.
- 21.19 For the purposes of this Bylaw, the amount of charges for apparatus, equipment and supplies shall be calculated at the rate set out in section 2 of Schedule "A" of this Bylaw.
- 21.20 For the purposes of this Bylaw, anyone who burns an open air fire without a permit, or who does so at any time contrary to an order by the Fire Chief, shall be liable to pay a fine as set out in the *Anmore Municipal Ticket Information Utilization Bylaw*.

22. PROHIBITED MATERIALS

A person must not, at any time, burn in the open air any of the following:

- (a) garden refuse, in the nature of grass and other clippings, leaves, tree and shrub prunings, cuttings and light material;
- (b) any waste material from construction sites; or
- (c) any land clearing materials or debris.

23. FEES AND COST RECOVERY

23.1.1 Fees - Permit or Services

The fees shall be as set out in the Anmore Fees and Charges Bylaw, under section Fire and Emergency Services, and fees shall be paid to the Village by all applicants for any permit required by this Bylaw, or by the regulations passed pursuant to the provisions of the *Fire Services Act*, R.S.B.C. 1979 and for the inspection of any work or thing for which the said permit is required.

23.1.2 The fees shall be as set out in the Anmore Fees and Charges Bylaw, under section Fire and Emergency Services, and fees shall be paid to the Village for any standby or fire watch services required by this Bylaw or deemed necessary by the Fire Chief, Officer or Officer in Charge, to prevent the spread of fire or safeguarding a property.

23.1.3 The fees shall be as set out in the Anmore Fees and Charges Bylaw, under section Fire and Emergency Services, and fees shall be paid to the Village for any standby or fire watch services required by outside agencies or industries.

23.2 Fees – Investigations

For every incident where injury to persons, or loss or damage to property, arose or resulted from a fire hazard:

- (a) identified in an order or direction under this Bylaw; or
- (b) the order or direction was not acted upon by the person to whom it was directed; and
- (c) a fire investigation and fire investigation report is required under the *Fire Services Act* in relation to the incident,

the person to whom the order or direction was given, or the owner of the premises, must pay the fee set out in the Anmore Fees and Charges Bylaw.

23.3 Attendance on False Activation of Fire Alarm System

The owner of a property having a fire alarm system must pay the fee set out in the Anmore Fees and Charges Bylaw where the Fire Department has attended in response to its activation in the following circumstances:

- (a) the alarm system was activated during the installation, testing, servicing, maintenance, adjustment, alteration, repair or replacement of the fire alarm system, rather than for a fire, and the Fire Department was not notified in accordance with section 167; or
- (b) the fire alarm system has sounded more than two (2) false alarms within a twelve (12) month period.

23.4.1 Fees – General

Where a person to whom an order or direction is given fails to take the required action or complete the required work, and the Fire Department, other Village personnel, or a service provider for the Village takes the action or carries out the work, the Village may recover all of the costs it has incurred and any related expenses from the owner, occupant or person responsible, jointly or severally, as a debt to the Village.

23.4.2 Money owed to the Village under this Bylaw is payable upon delivery of an invoice from the Fire Department or the Village's financial officer. Any disputes over the amount owing must be brought to the attention of the Fire Chief or financial officer within thirty (30) days of the date of the invoice, and may be heard and resolved by the Fire Chief or financial officer or both of them.

23.4.3 If an amount owing under this Bylaw for works or services provided to land or improvements remains unpaid on December 31st of the year in which the debt was incurred, the amount is deemed to be taxes in arrear and may be treated in the same manner as for property taxes under the Community Charter.

23.4.4 Payment of any fees or costs under this Bylaw does not relieve a person from liability to pay a penalty upon conviction of an offence or from a requirement to pay any other fees or costs under another bylaw, the Fire Code, Building Code, Fire Services Act or other applicable enactment.

24. OFFENCE

Every person who violates any of the provisions of this Bylaw or who permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, shall be guilty of an offence punishable on summary conviction and shall be liable to a fine of not more than \$5,000.00 or to imprisonment for not more

than six months, or to both, the penalties being enforced and the fines and costs being recoverable upon summary conviction in the manner provided by the Offense Act R.S.B.C. 1979, Chapter 305, and amendments thereto.

25. SEVERABILITY

If any section, subsection or clause of this Bylaw is declared or held to be invalid by a Court of competent jurisdiction, then that invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been enacted and adopted without the invalid and severed section, subsection or clause.

26. REPEALMENT

On adoption of this Bylaw, Anmore Fire Prevention Bylaw No. 281-2000 is repealed.

READ a first time the 19th day of June, 2018

READ a second time the 19th day of June, 2018

READ a third time the 19th day of June, 2018

ADOPTED this day of , 2018

MAYOR

MANAGER OF CORPORATE SERVICES

Certified as a true and correct copy of "Anmore Fire Protection Bylaw No. 578-2018".

DATE

MANAGER OF CORPORATE SERVICES

ANMORE FIRE PROTECTION BYLAW NO. 578-2018

SCHEDULE "A"

A1. FIRE FIGHTER WAGES/REMUNERATION

- A1.1 SVFD Fire Fighter Wages/ Remuneration as per Sasamat Volunteer Fire Department (SVFD) Operating Guidelines
- A1.2 Other agency Fire Fighter Wages/ Remuneration as per schedules provided from other agencies.

A2. APPARATUS CHARGES

- A2.1 SVFD Apparatus Charges as per SVFD Operating Guidelines
- A2.2 SVFD Equipment Charges as per SVFD Operating Guidelines
- A2.3 SVFD Supplies as per SVFD Operating Guidelines
- A2.4 Other Agency Apparatus Charges as per Charge out Rate Schedules from Other Agency
- A2.5 Other Agency Equipment Charges as per Charge out Rate Schedules from Other Agency
- A2.6 Other Agency Supplies Charges as per Charge out Rate Schedules from Other Agency

A3. FIRE PERMIT APPLICATION/PERMIT FEES

| | |
|--|---------------|
| Class C1a 1 to 5 sites, camp fire permits, ceremonial fires & religious fires | \$25.00/annum |
| Class C1b More than 5 sites, camp fire permits, ceremonial fires & religious fires | \$50.00/annum |
| Class B2 Theatrical and Special Event fire permits | \$50.00/event |

A4. FIRE WATCH CHARGES

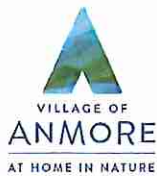
- A4.1 SVFD Fire Watch as per SVFD Operating Guidelines
- A4.2 Other Agency Fire Watch Charges as per Charge out Rate Schedules from Other Agency

ANMORE FIRE PROTECTION BYLAW NO. 578-2018

SCHEDULE "B"

B.1 FIRE HYDRANT STANDARDS

- B1.1 Hydrants shall conform to American Water Works Association Standard for dry barrel fire hydrants (AWWA C502).
- B1.2 Hydrants shall be Mueller / Canada Valve - Century, Model B-50-B-18, or equivalent. Equivalency shall be determined by the Fire Chief.
- B1.3 Hydrants shall be compression type.
- B1.4 Hydrants shall have two 64 mm hose outlets and one 100 mm pumper outlet, complete with caps on each outlet.
- B1.5 The internal main valve opening must be a minimum of 133 mm.
- B1.6 The main operating stem, hose and pumper outlet threads must conform to the British Columbia Standard fire hose thread for 64 mm fire hose couplings and allied fittings. The threads of the 100 mm pumper outlet shall have an outside diameter of 118 mm and six threads per 25 mm.
- B1.7 The hydrant shall be automatic self-draining.
- B1.8 The minimum clearance between finished grade and the hydrant flange shall be 150mm, the minimum clearance between the centre of the lowest outlet must be at least 450 mm.
- B1.9 The main operating stem must operate in a counterclockwise direction.
- B1.10 The Main 100 mm pumper outlet shall have installed, a stortz or equivalent self-locking twist on fitting complete with cap and securing chain. The stortz or equivalent self-locking twist on fitting shall be equipped with Allen set screws to prevent removal without a special tool, special tools must be supplied.
- B1.11 The operating spindle nut must be a 38 mm pentagon nut that operates in a counter - clockwise direction.
- B1.12 The color of the hydrant will be red.



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: June 26, 2018

Submitted by: Christine Baird, Manager of Corporate Services

Subject: Anmore Procedure Amendment Bylaw No. 581-2018

Purpose / Introduction

Council is requested to consider proposed changes to Anmore Procedure Bylaw No. 541-2016.

Recommendation

That Anmore Procedure Amendment Bylaw No. 581-2018 be read a first, second and third time.

Background

Council, at the In-Camera Council Meeting held on May 8, 2018, reviewed committee meeting procedures with Staff. [NB: A resolution to release appropriate information was adopted.]

In particular, discussion focused on committee meeting frequency, meeting agenda deadlines and resource support. At that meeting, Council requested that Staff make two changes to the Procedure Bylaw. Firstly, the meeting schedule for Select Committee Meetings be updated so that meetings are held bi-monthly, rather than monthly, with no meetings held in July and August. Secondly, Council expressed preference for Staff to bear full responsibility for preparing a meeting agenda package.

Discussion

An amendment to the Procedure Bylaw has been drafted to specify the updates requested by Council at the In-Camera Council Meeting held on May 8, 2018 (Attachment 1).

Staff also took the opportunity to include additional updates.

- (a) Reference of 'delegate' to the Manager of Corporate Services was added under sections 21, 139 and 182 to allow alternate staff to assume responsibility for procedural matters should the Manager of Corporate Services not be in attendance at a meeting. In that regard, when it is known that the Manager of Corporate Services will not be in attendance at a Regular Council Meeting, Special Council Meeting, Committee of the Whole Meeting, or Public Hearing, the following recommendation will be included on the meeting agenda for consideration immediately prior to consideration for approval the agenda: *That the Chief Administrative Officer be appointed as the Acting Corporate Officer for the purposes of this meeting.*

Report/Recommendation to Council

Anmore Procedure Amendment Bylaw No. 581-2018

June 26, 2018

The delegate role shall default to the Chief Administrative Officer, and in a rare instance where both the Manager of Corporate Services and Chief Administrative Officer will not be in attendance at a meeting the Manager of Development Services would be delegated as Acting Corporate Officer.

- (b) Subsection 139(c) text was updated to be consistent with similar language provided elsewhere in the bylaw.
- (c) Section 172 text was updated to add reference for a presiding committee member to approve the committee meeting minutes, and to remove reference for the Manager of Corporate Services certifying the minutes as correct. Historically, the presiding committee member and Manager of Corporate Services both 'sign off' the adopted committee meeting minutes; however, it is desired by Staff not to have the Manager of Corporate Services certify committee minutes as she/he is usually not in attendance to confirm that procedures were adhered to.

Please refer to the parent bylaw, which has been marked up to show the proposed changes on pages 4, 5, 18, 21, 22 and 23 (Attachment 2).

Options

1. That Anmore Procedure Amendment Bylaw No. 581-2018 be read a first, second and third time.
2. That Anmore Procedure Amendment Bylaw No. 581-2018 be read a first, second and third time, as amended.
3. That update to Anmore Procedure Bylaw be deferred to a future date.

Should Council be amenable to all proposed changes, option 1 is deemed appropriate.

Financial Implications

There are no financial implications as a result of the bylaw amendment.

Communications / Civic Engagement

Assuming adoption of the amendment bylaw, communication will be issued to all Committee members and information updated on the Village's website. Civic engagement is not required.

Corporate Strategic Plan Objectives

No specific initiatives are met relative to this bylaw update.

Report/Recommendation to Council

Anmore Procedure Amendment Bylaw No. 581-2018

June 26, 2018

Attachments:

1. Anmore Procedure Amendment Bylaw No. 581-2018
2. Anmore Procedure Bylaw No. 541-2016 [marked up]

| |
|---|
| Prepared by: |
|  _____ Christine Baird Manager of Corporate Services |
| Reviewed for Form and Content / Approved for Submission to Council: |
| Chief Administrative Officer's Comment/Concurrence  _____ Chief Administrative Officer |

VILLAGE OF ANMORE

BYLAW NO. 581-2018

A bylaw to amend Anmore Procedure Bylaw No. 541-2016

WHEREAS the *Community Charter* authorizes the local government to enact bylaws respecting council procedures;

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

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

1. That this bylaw may be cited for all purposes as "Anmore Procedure Amendment Bylaw No. 581-2018".
2. That Anmore Procedure Bylaw No. 541-2016 be amended as follows:
 - (a) Under subsection 21(b), all text be deleted and replaced with "certified as correct by the Manager of Corporate Services, or their delegate; and".
 - (b) Under section 28, all text be deleted and replaced with "Following a general local election, the Inaugural Council Meeting shall be held on the first Tuesday in November in the year of the election."
 - (c) Under subsection 139(b), all text be deleted and replaced with "certified by the Manager of Corporate Services, or their delegate;".
 - (d) Under subsection 139(c), all text be deleted and replaced with "approved by the member presiding at the meeting, and".
 - (e) Under section 168, all text be deleted in its entirety.
 - (f) Under section 169, the following text be added to the end of the sentence:
", at minimum."
 - (g) Under subsection 182(b), all text be deleted and replaced with "certified by the Manager of Corporate Services or their delegate;
 - (h) Under subsection 182(c), all text be deleted and replaced with "approved by the member presiding at the meeting and open for public inspection in accordance with *Community Charter* section 97(1)(c)."

READ a first time the day of
READ a second time the day of
READ a third time the day of
ADOPTED the day of

MAYOR

MANAGER OF CORPORATE SERVICES

Certified as a true and correct copy of "Anmore Procedure Amendment Bylaw No. 581-2018".

DATE

MANAGER OF CORPORATE SERVICES

VILLAGE OF ANMORE**BYLAW NO. 541-2016**

A bylaw to regulate the procedure for meetings held by the Village of Anmore

WHEREAS the *Community Charter* authorizes the local government to enact bylaws respecting council procedures;

AND WHEREAS the *Local Government Act* authorizes the 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:

PART 1 – INTRODUCTION**Name of Bylaw**

1. That this bylaw be cited for all purposes as “Anmore Procedure Bylaw No. 541-2016”.

Repealment

2. That Anmore Council Procedure Bylaw No. 510-2011, and any amendments thereto, be repealed in their entirety.
3. If any clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
4. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with the *Community Charter*.

Definitions

5. In this bylaw:

Community Charter means the *Community Charter* S.B.C. 2003, c.26, as amended;

Chief Administrative Officer means the Chief Administrative Officer for the Village;

Commission means a municipal commission established in accordance with *Community Charter* section 143;

Committee means a standing, select, or other committee of council, but does not include Committee of the Whole;

Committee of the Whole means the Committee of the Whole council;

Council means the elected municipal council of the Village of Anmore;

Local Government Act means the *Local Government Act* R.S.B.C. 1996, c.323, as amended;

Manager of Corporate Services means the Corporate Officer of the Village;

Mayor means the Mayor of the Village of Anmore, or the Acting Mayor or the person presiding;

Public Notice Posting Places means the notice board at village hall and the village website;

Village means the Village of Anmore;

Village Hall means the municipal office located at 2697 Sunnyside Road, Anmore, BC;

Village Website means the information resource found at an internet address provided by the village.

Application of Rules of Procedure

6. The provisions of this bylaw govern the proceedings of council, committee of the whole, commissions, and all standing and select committees of council, where applicable.
7. In cases not provided for under this bylaw, the current edition of *Robert's Rules of Order* shall apply, to the extent that those rules are:
 - (a) applicable in the circumstances, and
 - (b) not inconsistent with provisions of this bylaw or the *Community Charter*.
8. If any clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
9. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with the *Community Charter*.

PART 2 – OPEN MEETINGS

Attendance of Public at Meetings

10. Except where the provisions of *Community Charter section 90* apply, all council meetings must be open to the public.

11. Before closing all or part of a council meeting to the public, council must pass a resolution in a public meeting, pursuant *Community Charter section 92*.

Public Input

12. Under this agenda item, persons may present comments to council during Public Input on any item that appears on the council meeting agenda. When recognized by the Mayor, the person shall approach the podium and state their name and address for the record. A two-minute time limit will be applied, and after which time the person must resume their seat. There is no opportunity to engage discussion with council.
13. Further to clause 12, when all other interested persons have had an opportunity to provide their comments, only then can a person request to return to the podium to state additional comments regarding a new matter or the same matter as previously spoken to.

Public Question Period

14. Under this agenda item, persons may ask questions of council regarding any matters pertaining to the Village. When recognized by the Mayor, the person shall approach the podium and state their name and address for the record. A two-minute time limit will be applied, and after which time the person must resume their seat.
15. Further to clause 14, when all other interested persons have had an opportunity to ask questions of council, only then can a person request to return to the podium to ask additional questions regarding either a new matter or the same matter as previously spoken to.

PART 3 – PUBLIC NOTICE AND ACCESS TO RECORDS

Notice of Regular Council Meetings

16. In accordance with *Community Charter section 127*, on an annual basis council will determine a schedule of dates, times and places for regular council meetings.
17. Public notification of the regular council meeting schedule will be provided in accordance *Community Charter section 94*.
18. Where revisions are required to the annual schedule of regular council meetings, the Manager of Corporate Services must, as soon as possible, post a notice at the Public Notice Posting Places, to indicate the revision(s) or cancellation to a date, time or place of the regular council meeting.

Notice of Special Council Meetings

19. Except where notice of a special council meeting is waived by unanimous vote of all council members, pursuant to *Community Charter section 127(4)* notification of the date, time and place of the special council meeting must be given at least 24 hours before the meeting time, by:
 - (a) posting copy of the notice at the Public Notice Posting Places, and;
 - (b) providing copy of the notice to each council member via email.
20. The notice referenced under clause 18 must describe in general terms the purpose of the meeting and be signed by the Mayor or the Manager of Corporate Services.

Minutes of Meetings Held

21. Minutes of the proceedings of council, committees, commissions and other bodies must be maintained and available to the public, and shall be:
 - (a) legibly recorded;
 - (b) certified as correct by the Manager of Corporate Services, or their delegate; and
 - (c) approved by the member presiding at the meeting.
22. Minutes of the proceedings of council, committees, commissions and other bodies must be available for public inspection at the village hall during regular operating hours.
23. Clause 22 does not apply to minutes of a meeting where persons were excluded under *Community Charter section 90*.

PART 4 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

24. Annually in December, council must from amongst its members designate councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act, or when the office of the Mayor is vacant.
25. Each Councillor designated under clause 24 must fulfill the responsibilities of the Mayor in his or her absence.
26. If both the Mayor and the member designated under clause 24 are absent from a council meeting, the council members present must choose a Councillor to preside at that council meeting.
27. The member designated under clause 25 or chosen under clause 26 has the same powers and duties as the Mayor in relation to the applicable matter.

PART 5 – COUNCIL MEETING SCHEDULE

Inaugural Meeting

28. Following a general local election, the Inaugural Council Meeting shall be held on the first Tuesday in November in the year of the election.~~Following a general local election, the first council meeting must be held on the first Tuesday in December in the year of the election.~~
29. If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in clause 28, the first council meeting must be called by the Manager of Corporate Services to be held as soon as reasonably possible after a quorum has taken office.

Regular and Special Council Meetings

30. All meetings must take place within the boundaries of the Village, and only on dates and times for which public notification has been provided.
31. Regular council meetings must:
 - (a) be held on the first and third Tuesday of each month, with exception that one meeting be held in the months of July, August and December;
 - (b) commence at 7:00 p.m.;
 - (c) be adjourned by 10:00 p.m. on the day scheduled for the meeting, unless council resolves to proceed beyond that time in accordance with clause 122; and
 - (d) where the scheduled meeting falls on a statutory holiday, be held on the next business day following the statutory holiday.
32. Regular council meetings may:
 - (a) be cancelled by council, provided that two consecutive meetings are not cancelled; and
 - (b) be postponed to a different day, time and place by the Mayor, provided the Manager of Corporate Services is given at least two days written notice.
33. Pursuant to *Community Charter section 126*, special council meetings may:
 - (a) be called by the Mayor in his or her discretion;
 - (b) be requested of the Mayor, in writing, by two or more council members
 - (c) must give at least 24 hours' notice of a special committee meeting to the members of the committee when the meeting is called.

PART 6 – MEETING PROCEEDINGS

Meeting Called to Order

34. As soon after the time specified for a council meeting as there is a quorum present, the Mayor must take the chair and call the meeting to order. Where the Mayor is absent, the member designated as acting in place of the Mayor must take the chair and call such meeting to order.
35. If a quorum of council is present but the Mayor or his or her designate is not in attendance within 15 minutes of the scheduled time for a council meeting:
 - (a) the Manager of Corporate Services must call to order the members present, and
 - (b) the members present must choose a member to preside at the meeting.

Agenda

36. Prior to each meeting, the Manager of Corporate Services must prepare an agenda setting out all items for consideration at that meeting, noting in short form a summary for each item on the agenda.
37. The Manager of Corporate Services shall review the draft agenda with the Chief Administrative Officer and the Mayor.
38. The deadline for submissions by the public of items for inclusion on the council meeting agenda to the Manager of Corporate Services must be 12:00 p.m. on the Thursday prior to the meeting.
39. The Manager of Corporate Services must make the agenda available to council, staff and the public on the Friday afternoon prior to the meeting.
40. Council must not consider any matters not listed on the agenda, unless a new matter for consideration is properly introduced as an addendum. Where council agrees to consider an addendum to the agenda, information pertaining to the item must be distributed to all members of council.

Order of Proceedings and Business

41. The agenda for all regular council meetings shall be comprised of the following matters in the order in which they are listed below:

- (a) Call to Order
- (b) Approval of the Agenda
- (c) Public Input
- (d) Delegations
- (e) Adoption of Minutes
- (f) Business Arising from Minutes
- (g) Consent Agenda
- (h) Items Removed from the Consent Agenda
- (i) Legislative Reports
- (j) Unfinished Business
- (k) New Business
- (l) Mayor's Report
- (m) Councillors Reports
- (n) Chief Administrative Officer's Report
- (o) Information Items
- (p) Public Question Period
- (q) Adjournment

42. Particular business at a council meeting must in all cases be taken up in the order in which it is listed on the agenda, unless otherwise resolved by council.

Voting at Meetings

43. The following procedures apply to voting at council meetings:

- (a) when debate on a matter is closed the Mayor must put the matter to a vote of council;
- (b) the Mayor must put the matter to a vote by stating, "those in favour raise your hands" and then, "those opposed raise your hands";
- (c) when a matter is put to a vote, a member must not:
 - (i) cross or leave the room;
 - (ii) make a noise or other disturbance; or
 - (iii) interrupt the voting procedure, unless the interruption is to raise a point of order;
- (d) after a matter is put to a vote under, a member must not speak to the question or make a motion concerning it;
- (e) the Mayor's decision about whether a question has been finally put, is conclusive;
- (f) whenever a vote of council is taken, each member present shall signify their vote by raising their hand; and
- (g) the Mayor must declare the voting result by stating that the question is decided in either the affirmative or the negative, and by stating the names of those members who voted in the negative.

Points of Order

44. Without limiting the Mayor's duty under *Community Charter section 132(1)*, the Mayor must apply the correct procedure to a motion:
- (a) if the motion is contrary to the rules of procedure in this bylaw; and
 - (b) whether or not another council member has raised a point of order in connection with the motion.
45. When the Mayor is required to decide a point of order:
- (a) the Mayor must cite the applicable rule or authority, when requested by another member of council;
 - (b) another member must not question or comment on the rule or authority cited by the Mayor; and
 - (c) the Mayor may reserve the decision until the next council meeting.

Conduct and Debate by Council

46. A Councillor may speak to a question or motion at a council meeting only if that member first addresses the Mayor.
47. Councillors must address the presiding member by that person's title of Mayor, Acting Mayor or Councillor.
48. Council must address non-presiding members by the title Councillor.
49. No member must interrupt a member who is speaking except to raise a point of order.
50. If more than one member speaks at the same time, the Mayor must call on the member who, in the Mayor's opinion, first spoke.
51. Members who are called to order by the Mayor:
- (a) must immediately stop speaking;
 - (b) may explain their position on the point of order; and
 - (c) may appeal to council for its decision on the point of order in accordance with *Community Charter section 132*.
52. Members speaking at a council meeting:
- (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must speak only in connection with the matter being debated;
 - (d) may speak about a vote of council only for the purpose of making a motion that the vote be rescinded; and

- (e) must adhere to the rules of procedure established under this bylaw and to the decisions of council in connection with the rules and points of order.
53. (a) If a member does not adhere to clause 52, the Mayor may order the member to leave their seat in accordance with *Community Charter section 133(1)*;
- (b) if the member refuses to leave their seat, the Mayor may request the member to be removed by a peace officer; and
- (c) if the member apologizes to all members of council, the council may by resolution allow the member to retake their seat.
54. A member may require the question being debated at a council meeting to be read at any time during the debate, if that does not interrupt another member who is speaking.
55. The following rules apply to limit speech on matters being considered at a council meeting:
- (a) a member may speak more than once in connection with the same question only:
 - (i) with the permission of Council; or
 - (ii) if the member is explaining a material part of a previous speech without introducing a new matter;
 - (b) a member who has made a substantive motion to Council may reply to the debate;
 - (c) a member who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate; and
 - (d) a member may speak to a question, or may speak in reply, for longer than a total of 15 minutes only with the permission of Council.

Conduct of the Public

56. Members of the public are permitted to speak at a meeting only when recognized by the Mayor.
57. Members of the public will be offered to speak on matters during Public Input or Public Question Period.
58. No member of the public attending a meeting who has been permitted to speak on any manner may use any rude tone or offensive language, express any point of view or opinion or make any allegation that directly or indirectly reflects upon the public conduct or private character of any person.
59. No member of the public attending a meeting may cause a disturbance, disrupt or in any manner delay the conduct of the business at a meeting.
60. Despite clause 10, the Mayor may order that a person acting improperly be expelled from the meeting. If that person refuses the request to leave the meeting, the Mayor may further request a peace officer to enforce the order if the person to be expelled does not leave the meeting.

Delegations

61. Any person, persons or organizations wishing to present a petition to council shall submit to the Manager of Corporate Services a written request addressed to Mayor and Council at least eight days prior to the regular council meeting where Council will consider the petition.
62. Any person, persons or organizations wishing to appear as a delegation before council shall submit a completed written delegation request form, and provide related presentation materials, to the Manager of Corporate Services by 12:00 p.m. on the Thursday prior to the Council Meeting.
63. Only three petition and/or delegation presentations are permitted at each council meeting. Each address must be limited to five minutes unless a longer period is agreed to by unanimous vote of members present.
64. Where a written application has not been received by the Manager of Corporate Services as prescribed in clauses 60 and 61, a person, persons or organization may only address the meeting of council if approved by unanimous vote of the members present.
65. Council must not permit a delegation to reference a bylaw or related matters after a public hearing has been held with respect to that bylaw, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
66. Petition requests must include:
 - (a) the name and address of the petition presenter;
 - (b) the complete petition; and
 - (c) the legible name and address of each person who has signed the petition.
67. Delegation requests must include:
 - (a) the full particulars of the subject matter;
 - (b) the proposed action requested of council, allowable within the jurisdiction of the Village;
 - (c) the name(s) and address(es) of the comprising person(s) or organization; and
 - (d) the name, address and telephone number of the designated speaker(s).
68. Council may defer their decision on a request from a petition or delegation until the next regular council meeting.

Notice of Motion

69. A member may introduce a notice of motion by reading aloud the motion. The notice of motion is not debatable.

70. Subsequent to providing a notice of motion, the member shall provide a written copy, signed by the mover and seconder of the motion, to the Manager of Corporate Services for inclusion on the agenda for the next regularly scheduled council meeting, at which time:
- (a) the motion will be introduced by the Manager of Corporate Services; and
 - (b) the member who moved the motion may make introductory remarks.
71. Council may not proceed with any notice of motion on the agenda in the absence of the member at whose request the item was placed on the agenda, unless:
- (a) written consent of the absent member is presented to the Mayor; or
 - (b) council resolves to proceed with the notice of motion despite the absence of the member.

Motions – General

72. Council may debate and vote on a motion only if it is first moved by one member and then seconded by another.
73. The Mayor may not put forward or second a motion.
74. The Mayor may speak to any motion.
75. A motion may be withdrawn by the mover and the seconder of a motion, with verbal consent of all members present.
76. A motion may not be withdrawn after it has been voted by council.
77. If the Mayor considers that a motion is contrary to a bylaw, the *Community Charter* or the *Local Government Act*, the Mayor must inform council at once and may refuse to permit debate on the motion and may refuse to put the question to a vote.
78. The Mayor must immediately give reasons for any refusal made pursuant to clause 78.
79. The Manager of Corporate Services must record in the minutes the text of every motion that is duly moved and seconded.
80. After a motion has been seconded, it is to be recorded by the Manager of Corporate Services, and if so requested by a member, the Manager of Corporates must read the motion aloud before the motion is debated or put to a vote by the Mayor.
81. A council member may make only the following motions, when the council is considering a question:

- (a) to refer to committee
- (b) to amend
- (c) to lay on the table
- (d) to postpone indefinitely
- (e) to postpone to a certain time
- (f) to move the previous question
- (g) to adjourn.

82. Any motion made under clause 80 (c) to (g) is not amendable or debatable.

Motions to Refer

83. A member may propose a motion to refer on either:

- (a) a matter included on the agenda for a council meeting, but of which a motion has not yet been made; or
- (b) a motion which is on the table.

84. Upon a motion to refer being seconded, such motion:

- (a) is debatable, but only as to the merits of the referral;
- (b) may not be deferred or amended; and
- (c) applies to an amendment or an original motion.

85. Where a motion to refer has been adopted, referring an original motion that has been amended, the referral applies to the original motion as amended.

86. Before the question is called on a referral motion, any member may give direction on such motion on matters which the member feels should be investigated further before the matter is subsequently presented to council.

Motions to Defer

87. A member may propose a motion to defer on a motion which is on the table, either:

- (a) to a later time during the same meeting, where such motion must specify when in the order of business, or after which circumstances, the motion will be dealt with; or
- (b) to another meeting, and in such motion may specify:
 - (i) the date of the meeting at which the deferred motion is to be considered; or
 - (ii) any conditions which must be fulfilled in order for the deferred motion to be considered further; or
 - (iii) both (i) and (ii).

88. A motion to defer is debatable, but only as to the merits of deferral.

Motions to Amend

89. A member, other than the mover of a motion, may propose an amendment to a motion, and that amendment must be disposed of before any subsequent amendments are proposed.
90. When an amendment to a motion has been moved and seconded, debate is limited to the amendment only.
91. If the amendment is defeated, debate may continue on the original motion, and if no further amendments are proposed, the Mayor must call the question on the original motion.
92. If the amendment is accepted and no further amendments are proposed, the Mayor must then call the question on the original motion, as amended.

Sub-Amendments

93. A member may propose a sub-amendment to an amendment.
94. A member may not propose a sub-amendment to a sub-amendment.
95. The Mayor must call the question on a motion which has been amended, in the following order:
 - (a) a sub-amendment, if any
 - (b) an amendment to the original motion
 - (c) the original motion, as amended if applicable.

Scope of Amendments

96. The amendments permitted by clauses 88 to 94 may take the form of deletion, addition or substitution of words or figures, provided such deletions, additions or substitutions do not, in the opinion of the Mayor, negate the intent of the original motion.
97. If a member states that a proposed amendment to a Motion would negate the intent of that motion, the Mayor must at once rule whether that would be the case.
98. A ruling made pursuant to clause 98 may be appealed to council as if the ruling were a point of order.

Division of Motions

99. If requested by a member, the question on a motion which comprises several clearly identified parts, sections or clauses, must be called separately on such parts, sections or clauses, and in such circumstances a new mover and seconder are not required.

100. Where a motion does not contain clearly identified parts, sections or clauses, and where in the opinion of the Mayor, it is not possible to separate such motion into clearly identified components, the question must be called on the entire motion.
101. The provision of clause 98 is applied whether or not such motion has been the subject of amendments.

Questions Put to a Vote after Debate

102. The Mayor must put every question to a vote immediately after debate on that question is closed.

Recording of Votes

103. The Manager of Corporate Services must record in the minutes of a meeting the name of a member who voted in the negative on any motion.
104. A member present at a meeting at the time of a vote who does not indicate his or her vote is deemed to have voted in the affirmative.
105. No member may leave a meeting once a vote on a matter has been called.

Conflict of Interest

106. A member attending a meeting must not participate in discussion and must not vote on a matter, where to do so would be contrary to the *Community Charter*.
107. If a member attending a meeting considers that he or she has a direct or indirect pecuniary interest in a matter, or another interest in a matter that constitutes a conflict of interest, the member must declare this and state in general terms the reason why the member considers this to be the case.
108. After making the declaration, it is the member's responsibility to ensure that they do not:
 - (a) remain at or attend any part of a meeting when the matter is under consideration;
 - (b) participate in any discussion of the matter at such meeting;
 - (c) vote on a question in respect of the matter at such meeting; or
 - (d) attempt in any way, whether before, during or after such meeting, to influence the voting on any question in respect of the matter.
109. When a declaration is made, the Manager of Corporate Services must record the member's declaration or statement, the reasons given, the time of the member's departure from the meeting, and, if applicable, the time of the member's return.

110. Clauses 105 to 108 are applicable to all members of council and persons appointed by council to committees, commissions and other bodies.

Reconsideration

111. Subject to clause 114, a member may, at the next regular council meeting:
- (a) move to reconsider a matter on which a vote has been taken, other than to postpone indefinitely; or
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
112. A member who voted affirmatively for a resolution adopted by council may at any time move to rescind that resolution.
113. Council must not discuss the main matter referred to in clause 110 unless a motion to reconsider that matter is adopted in the affirmative.
114. A vote to reconsider must not be reconsidered.
115. Council may only reconsider a matter that has not:
- (a) been adopted following the approval or assent of the electors;
 - (b) been reconsidered in accordance with *Community Charter section 131*; or
 - (c) been acted on by an officer, employee or agent of the Village.
116. In accordance with clause 114 and with *Community Charter section 131*, the Mayor may at any time within 30 days of the vote, bring back for reconsideration any matter whether adopted or defeated by resolution.

PART 7 – RESOLUTIONS

Copies of resolutions to Council Members

117. A resolution may be introduced at a council meeting only if a copy of it has been delivered to each council member at least 48 hours before the council meeting, or all council members unanimously agree to waive the requirement.

Form of Resolution

118. A resolution introduced at a council meeting must be printed and have a distinguishing number.

Introducing Resolutions

119. The Mayor may:

- (a) have the Manager of Corporate Services read the resolution; and
- (b) request a motion that the resolution be introduced.

Adjournment

120. A council may continue a council meeting past 10:00 p.m. only by unanimous consent of members in attendance.

121. A motion to adjourn a meeting may be made at any time even while business is still pending. If a meeting has been adjourned and there is still business pending, the pending business would be set aside until the next regular meeting, and the pending business would be listed on the agenda under Unfinished Business.

122. If a motion to adjourn has been made and any member:

- (a) informs the Mayor of business requiring attention before adjournment; or
- (b) makes an important announcement; or
- (c) makes a motion to reconsider a previous vote; or
- (d) presents a notice of motion to be made at the next meeting; or
- (e) moves to set a time to adjourn the meeting, the member shall be allowed to do so.

123. Should council complete an action outlined in clause 121, council may then proceed directly to adjournment without making an additional motion to adjourn.

Adjourning Meeting Where No Quorum

124. If there is no quorum of council within 15 minutes of the scheduled time for a council meeting, the Manager of Corporate Services must:

- (a) record the names of the members present and the members absent, and
- (b) adjourn the meeting until the next scheduled meeting.

PART 8 – BYLAWS

Bylaw Introduction

125. Council may not consider a proposed bylaw unless:

- (a) it is on the agenda for the meeting; or
- (b) the Manager of Corporate Services has given a copy to each member.

126. Every proposed bylaw is to be introduced at the meeting by specifying its title and subject matter.

Readings, Amendments and Adoption of Bylaws

127. Subject to this bylaw and any other legislation, council may give up to three readings of a bylaw at one meeting.
128. Every bylaw passed by council, with the exception of an Official Community Plan Bylaw or Zoning Bylaw, shall be considered for final adoption not less than one day after the bylaw has received third reading and before adoption.
129. An Official Community Plan Bylaw or Zoning Bylaw may be adopted at the same meeting where the bylaw receives third reading.
130. A bylaw, except a Zoning Bylaw, may be amended at any time up until it is given final reading, provided that no bylaw, after third reading has been given, may be altered or amended except on a motion of Council.
131. A bylaw comes into force on the latter of:
- (a) the date it is adopted by council; or
 - (b) the date specified in the bylaw.
132. A bylaw adopted by council shall be signed by the Mayor or Acting Mayor and by the Manager of Corporate Services, and the Manager of Corporate Services shall affix thereto the corporate seal of the Village.
133. Subject to other enactments, council may by resolution, rescind the most recent reading of a proposed bylaw and then again give the proposed bylaw that reading with or without the amendment.

Description of Steps in Bylaws

134. On the last page of every bylaw that is enacted by council, the Manager of Corporate Services must record the dates:
- (a) when each reading and adoption of the bylaw occurred;
 - (b) where required, the number of affirmative votes;
 - (c) where required, a public hearing occurred; and
 - (d) where required, the assent of the electors was received.

PART 9 – COMMITTEE OF THE WHOLE

Going into Committee of the Whole

135. At any time during a council meeting, council may by resolution go into committee of the whole.
136. A meeting other than a committee meeting, to which all members of council are invited to consider, but not to decide on matters of Village business shall be deemed a meeting of the committee of the whole.

Notice for Committee of the Whole

137. A notice of the day, time and place of a committee of the whole meeting must be given at least 24 hours before the time of the meeting by:
- (a) posting copy of the notice at the Public Notice Posting Places, and;
 - (b) providing copy of the notice to each council member via email.
138. Clause 136 does not apply to a committee of the whole meeting that is called during a council meeting for which appropriate public notice has been given.

Minutes of Committee of the Whole Meetings

139. Minutes of the proceedings of committee of the whole must be:
- (a) legibly recorded;
 - (b) certified by the Manager of Corporate Services, or their delegate;
 - (c) approved by the member presiding at the meetings~~signed by the Mayor~~, and
 - (d) open for public inspection in accordance with the *Community Charter*.

Presiding Member and Quorum

140. The Mayor shall preside in committee of the whole.
141. Quorum is the majority of council members.

Points of Order at Meetings

142. The Mayor must preserve order at a committee of the whole meeting and, subject to an appeal to other members present, decide points of order that may arise.

Conduct and Debate

143. The following rules apply to committee of the whole meetings:

- (a) a motion is not required to be seconded
- (b) a motion for adjournment is not allowed
- (c) a member may speak any number of times on the same question
- (d) a member must not speak longer than a total of 10 minutes on any one question.

Voting at Meetings

144. Voting at a committee of the whole meeting must be taken by a show of hands, if requested by a member.
145. The Mayor must declare the results of voting.

Reports

146. Committee of the whole may consider reports and bylaws only if:
- (a) they are printed and each member has a copy, or
 - (b) a majority of members present decide without debate that the requirements of clause 145(a) shall not apply.
147. A motion for committee of the whole to rise and report to council must be decided without debate.
148. The committee of the whole's report to council shall be presented by the Manager of Corporate Services.

Rising Without Reporting

149. A motion made at a committee of the whole meeting, rising without reporting:
- (a) is always in order and takes precedence over all other motions;
 - (b) may be debated; and
 - (c) may not be addressed more than once by any one member.
150. If a motion to rise without reporting is adopted by the committee of the whole at a meeting constituted under clause 19, the council meeting must resume and proceed to the next order of business.

PART 10 – STANDING AND SELECT COMMITTEES

Creation of Committees

151. The Mayor may establish standing committees for matters he or she considers would be better regulated and managed by a committee, and he or she may appoint the members of the standing committee, including a Chair and Vice-Chair.

152. Council may, by resolution, establish select committees and may appoint the members, including a Chair and Vice-Chair of those committees.
153. The Mayor is an ex-officio and voting member of all standing and select committees.

Location and Schedule of Regular Committee Meetings

154. The first meeting of a standing committee must be held at the date, time and location specified by the Mayor, after its creation. All regular meetings of a standing committee after its first meeting are to be held at the date, time and location resolved by council.
155. All regular meetings of select committees are to be held at the date, time and location determined by the Manager of Corporate Services in consultation with the Chair of the respective committees.

Notice of Regular Committee Meetings

156. The Manager of Corporate Services will make available to the public a schedule of the date, time and location of regular committee meetings by posting an update to the Village website.
157. Where revisions are necessary to the schedule referred to in clauses 154 and 155 the Manager of Corporate Services will, as soon as possible, revise and repost the schedule, reflecting:
 - (a) any revisions to the date, time and location of a committee meeting; and
 - (b) the cancellation of any committee meetings.

Special Meetings of Committee

158. A Committee may hold a special committee meeting when:
 - (a) its Chair so directs;
 - (b) the Mayor so directs; or
 - (c) directed to meet by a resolution of Council.
159. The Manager of Corporate Services must give at least 24 hours notification of a special committee meeting to the respective committee members.

Quorum

160. Unless otherwise stated in the terms of reference of the committee, a quorum of a committee is a majority of all of its appointed members.
161. The Mayor, when present, shall be counted toward quorum.

162. Where a quorum is not present 15 minutes after the start time established for a committee meeting, the person responsible for taking meeting notes or minutes shall record the names of those members present, and such meeting is deemed to have been cancelled.
163. Should a committee meeting be cancelled for lack of quorum, where there are matters of business declared urgent by the Chair or Chief Administrative Officer, these matters may be placed on the next council meeting agenda by the Manager of Corporate Services without a recommendation by the Committee. Otherwise, the items of business will be considered at the next meeting of the committee.

Attendance at Committee Meetings

164. Council members may attend select committee meetings of which they are not a member and may participate in discussion.
165. Only members or persons appointed to a committee in accordance with this bylaw may move or second Motions or vote at committee meetings.
166. Unless a Meeting or part of a Meeting of a Committee is authorized to be closed by the Manager of Corporate Services, in accordance with *Community Charter section 90*, all committee meetings shall be open to the public.

Agendas for Committee Meetings

167. Prior to each committee meeting, the Manager of Corporate Services must prepare an agenda setting out all items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- ~~168. The deadline for submission of agenda items must be received by the Manager of Corporate Services five days prior to the meeting. Where no agenda items have been received, the Manager of Corporate Services will cancel the meeting and issue notification to members that the meeting was cancelled.~~
169. The Manager of Corporate Services must make the agenda available to committee members and the public 72 hours prior to the meeting, at minimum.
170. Committee members must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item.
171. The Agenda for all Standing Committees and Selects Committees is as follows:
 - (a) Call to Order
 - (b) Approval of the Agenda
 - (c) Minutes
 - (d) Business arising from the Minutes

- (e) Unfinished Business
- (f) New Business
- (g) Adjournment

Minutes of Committee Meetings

- 172. Minutes of the proceedings of a committee meeting must be legibly recorded and, once approved by the committee, approved by the member presiding at the meeting~~certified as correct by the Manager of Corporate Services~~.
- 173. Subject to clause 173, the minutes of the proceedings of a Committee must be open for public inspection at the Village Hall during regular office hours.
- 174. Clause 172 does not apply to minutes of a committee meeting, or part of a committee meeting from which persons were excluded pursuant to *Community Charter section 90*.

Delegations to Committees

- 175. Delegations to committees are permitted by resolution of council or by direction of the Chief Administrative Officer.

Rules of Conduct and Debate for Committees

- 176. Subject to the specific rules for committees set out in this Part, the rules governing the procedure of Council shall be observed in all committee so far as they are applicable, except that:
 - (a) The Chair should be addressed as Chair (followed by their surname);
 - (b) the Chair of a committee may put forward and second motions; and
 - (c) the number of times a committee member may speak on any matter is not limited.

PART 11 – COMMISSIONS

Schedule of Commission Meetings

- 177. At its first meeting after its establishment, a commission must establish a regular schedule of meetings.
- 178. The Chair of a commission may call a meeting of the commission in addition to the schedule meetings or may cancel a meeting.

Notice of Commission Meetings

- 179. Subject to clause 181, after the commission has established the regular schedule of commission meetings, including the times, dates and locations of meetings, notification must be given by:

- (a) posting a copy of the schedule at the Public Notice Posting Places; and
- (b) providing a copy of the schedule to each member of the commission.

180. Where revisions are necessary to the annual schedule of the commission meetings, the Manager of Corporate Services must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place for cancellation of a commission meeting.
181. The Manager of Corporate Services shall post a notice of the day, time and place of a meeting called under clause 179 to be given to all members of the Commission at least 24 hours before the time of the meeting.

Minutes of Commission Meetings to be Maintained and Available to the Public

182. Minutes of the proceedings of a Commission must be:
- (a) legibly recorded;
 - (b) certified by the Manager of Corporate Services or their delegate;
 - (c) approved by the member presiding at the meeting signed by the Chair or a
~~member presiding at the meeting~~ and open for public inspection in accordance with *Community Charter section 97(1)(c)*.

Quorum

183. The quorum of a commission is a majority of all of its members.

Conduct and Debate

184. The rules of the council procedure must be observed during Commission meetings, so far as is possible and unless as otherwise provided in this bylaw.

PART 12 – ELECTRONIC MEETING ATTENDANCE

185. A council or committee meeting may be conducted by means of electronic or other communication facilities in compliance with the statutory requirements for that meeting and notice of that meeting.
186. A member of council or a council committee who is unable to attend a council meeting or a committee meeting may participate in the meeting if in compliance with the statutory requirements for that meeting.
187. No more than two members of council at one time may participate at a council meeting, a special council meeting, or a council committee meeting.

188. The member presiding at the council or committee meeting must not participate electronically.

READ a first time the 19th day of January, 2016

READ a second time the 19th day of January, 2016

READ a third time the 19th day of January, 2016

RECONSIDERED, FINALLY PASSED AND ADOPTED the 16th day of February, 2016

J. McEWEN

MAYOR

C. MILLOY

MANAGER OF CORPORATE SERVICES

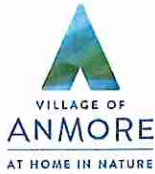
Certified as a true and correct copy of "Anmore Procedure Bylaw No. 541-2016".

MARCH 1, 2016

DATE

C. MILLOY

MANAGER OF CORPORATE SERVICES



VILLAGE OF ANMORE REPORT TO COUNCIL

Date: June 28, 2018
Submitted by: Jason Smith, Manager of Development Services
Subject: Sale of Parking Issues – Amendment to MTI Bylaw

Purpose / Introduction

The purpose of this report is to introduce a proposed change to the Municipal Ticket Information Utilization Bylaw (MTI Bylaw) to assist in addressing the sale of parking primarily during the summer months.

Recommended Options

That Anmore Municipal Ticket Information Utilization Amendment Bylaw No. 582-2018 be read a first, second and third time.

Background

There has been an issue in recent years with residents choosing to sell parking space on their properties to Buntzen Lake park visitors. This is considered to be a safety concern as well as a nuisance to many in the Village and has been a challenge to enforce.

A revised Zoning Bylaw was adopted in October 2017 and it contains new regulations that could be of assistance to enforcing this issue.

Discussion

The new Zoning Bylaw places a limit on the number of vehicles that can be parked outside on a lot, and the limit is five vehicles as per subsection 5.15.5(a) of the Zoning Bylaw.

Staff are proposing that a fine of \$500.00 be added to the MTI Bylaw for violation of this Zoning Bylaw requirement. This would allow Staff or the RCMP to issue tickets to residents who are selling parking space on their properties and/or who have more than five vehicles parked outside.

Report/Recommendation to Council

Sale of Parking Issues – Amendment to MTI Bylaw

June 28, 2018

To implement this the MTI Bylaw would need to be amended to include the Zoning Bylaw and that subsection 5.15.5(a) be identified as an offence with a fine of \$500.00.

Other Options

The following options are presented for Council's consideration:

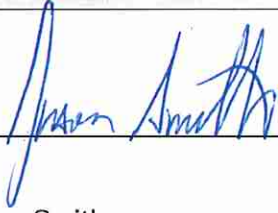
1. That Anmore Municipal Ticket Information Utilization Amendment Bylaw No. 582-2018 be read a first, second and third time.
2. That Council take no action.

Financial Implications

There are no financial implications to any of the options presented.

Attachments:

1. Anmore Municipal Ticket Information Utilization Amendment Bylaw No. ~~582~~-2018

| |
|--|
| 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 |

VILLAGE OF ANMORE

BYLAW NO. 582-2018

A bylaw to amend the Anmore Municipal Ticket Information Utilization Bylaw

WHEREAS, the Council deems it expedient to authorize the use of municipal ticket information for the enforcement of certain bylaws, to authorize the use of certain words or expressions to designate certain bylaw offences and to set certain fine amounts;

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

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

1. That this bylaw may be cited for all purposes as "Anmore Municipal Ticket Information Utilization Amendment Bylaw No. 582-2018".
2. That Anmore Municipal Ticket Information Utilization Bylaw No. 479-2009 be amended as follows:
 - (a) Under Schedule 1, add a new row to the bottom of the table to appear with the following text:

| | | |
|----|----------------------------------|---|
| 10 | Anmore Zoning Bylaw No. 568-2017 | Chief Administrative Officer Bylaw Enforcement Officer Members of the Royal Canadian Mounted Police |
|----|----------------------------------|---|

- (b) Schedule 10 be added with text as follows:

"SCHEDULE 10

Anmore Zoning Bylaw No. 568-2017

| Offence | Section | Fine |
|----------------------------|-----------|----------|
| Parking 6 or more vehicles | 5.15.5(a) | \$500.00 |

READ a first time the day of

READ a second time the day of

READ a third time the day of

ADOPTED the day of

MAYOR

MANAGER OF CORPORATE SERVICES

Certified as a true and correct copy of "Anmore Municipal Ticket Information Utilization Amendment Bylaw No. 582-2018".

DATE

MANAGER OF CORPORATE SERVICES



300 Albert Street
Port Moody, BC V3H 2M5

Village of Anmore

June 2018

RECEIVED

JUN 19 2018

VILLAGE OF
ANMORE

The 2018 Port Moody Secondary School AfterGrad Committee would like to thank you for your generous donation towards this year's AfterGrad celebration, which was held on May 26th. Your donation helped to support a safe and fun-filled evening for graduates after the "Night in Paris" dinner/dance, which took place at the Vancouver Pinnacle Hotel in downtown Vancouver.

The AfterGrad event was very successful and we have received many positive comments from both graduates and parents. The students enjoyed a "Beach Party" complete with food, games, entertainment and prizes. We had many parent volunteers to help make this an unforgettable night.

Your donation was greatly appreciated!

Your support was acknowledged at the event, in the parent/student daily newsletter, on the school website and in an ad in the local newspaper.

We hope that future AfterGrad committees can look forward to your support.
Thanks again!

Sincerely,
The 2018 PMSS AfterGrad Committee

2018 GRADUATING CLASS OF
PORT MOODY SENIOR SECONDARY

PORT MOODY SENIOR SECONDARY
2018 AFTERGRAD PARENT COMMITTEE



IN APPRECIATION

OF THEIR DONATION AND THE CONTRIBUTION THEY HAVE MADE
TO THE SUCCESS OF OUR 2018 AFTERGRAD CELEBRATION
WE PRESENT

Village of Anmore

WITH THIS CERTIFICATE OF APPRECIATION FOR THEIR
SUPPORT OF THE STUDENTS IN OUR COMMUNITY.

THANK YOU!

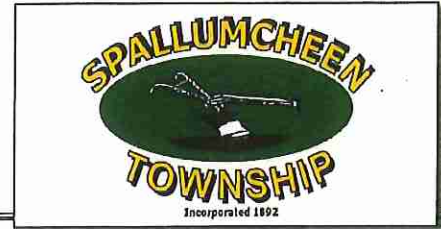


2018 GRADUATING CLASS OF
PORT MOODY SECONDARY SCHOOL

PORT MOODY SENIOR SECONDARY
2018 AFTERGRAD PARENT COMMITTEE

THE CORPORATION OF THE TOWNSHIP OF SPALLUMCHEEN

4144 Spallumcheen Way, Spallumcheen, BC V0E 1B6
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Email: mail@spallumcheentwp.bc.ca • Website: www.spallumcheentwp.bc.ca



June 8th, 2018

Ministry of Finance
Honourable Carole James
PO Box 9048
STN Prov Govt
Victoria, BC
V8W 9E2

Re: Employer Health Tax Impact on Local Government

To Whom It May Concern,

This is to advise that the Township of Spallumcheen Council passed the following resolution at its Tuesday, May 22nd, 2018 Regular Council Meeting:

"THAT the Township of Spallumcheen Council, based on the survey results and the financial impacts identified, inform all Union of British Columbia Municipalities (UBCM) participants and appropriate Ministries that the Council of Spallumcheen opposes the implementation of the Employer Health Tax (EHT);

AND THAT based upon the logic that the imposition of incrementally sustainable increases in taxation to residential, commercial and industrial zones through City and municipal taxation will ultimately negatively affect the very citizens of British Columbia it is purportedly required to assist."

Because Spallumcheen is ultimately a farming community with a very limited tax base due to farming tax breaks, the negative impacts the EHT will have on the few industrial and commercial operations located in our community could adversely damage these industrial partners that make Spallumcheen sustainable for all residents.

If you have any questions in this regard, please contact the undersigned.

Respectfully,

Mayor Janice Brown

cc: UBCM
Member Municipalities
Chief Financial Officer

RECEIVED

JUN 25 2018

VILLAGE OF
ANMORE