

## REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for  
Tuesday, September 15, 2020 at 7:00 p.m. in Council Chambers at Village  
Hall, 2697 Sunnyside Road, Anmore, BC



**NOTE: The Village Hall/Council Chambers is now open in a limited capacity to the public due to COVID-19. Physical distancing measures have been put in place to allow members of the public to attend in person with a maximum capacity of 20 persons, including staff and council. Alternatively, members of the public may view our Regular Council meeting by accessing the meeting via our new YouTube channel. Questions/comments regarding the agenda may be submitted up to 4:00pm on meeting days by email to [karen.elrick@anmore.com](mailto:karen.elrick@anmore.com) or delivery to Village Hall to be read during the meeting.**

[https://www.youtube.com/channel/UCeLV-BY6qZzAVEKX5cMWcAQ?view\\_as=subscriber](https://www.youtube.com/channel/UCeLV-BY6qZzAVEKX5cMWcAQ?view_as=subscriber)

THIS MEETING'S PROCEEDINGS WILL BE BROADCAST LIVE VIA YOUTUBE AND AVAILABLE AS A  
RECORDED ARCHIVE ON THE VILLAGE WEBSITE

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1. **Call to Order**

2. **Approval of the Agenda**

Recommendation: That the Agenda be approved as circulated.

3. **Public Input**

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

4. **Delegations**

page 4 **Coquitlam Search and Rescue** regarding request to appoint Council liaison.

5. **Adoption of Minutes**

page 5 (a) **Minutes of the Regular Council Meeting held on September 1, 2020**

Recommendation: That the Minutes of the Regular Council Meeting held on September 1, 2020 be adopted, as circulated.

**6. Business Arising from Minutes**

**7. Consent Agenda**

None.

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

**9. Legislative Reports**

**(a) Municipal Approving Officer for the Village of Anmore**

Recommendation: THAT Council appoint \_\_\_\_\_, as the Municipal Approving Officer for the Village of Anmore pursuant to Section 77 of the Land Title Act.

**(b) Rezoning Application for 1130 Mountain Ayre Lane**

Report dated September 10, 2020 from the Richard White, RWPAS Ltd. attached.

**10. Unfinished Business**

**11. New Business**

**(a) Anmore Bear Education Program Report Back**

Report dated September 10, 2020 from the Chief Administrative Officer attached.

**(b) Update to Financial Sustainability Report**

Report dated September 10, 2020 from the Chief Administrative Officer attached.

**12. Items from Committee of the Whole, Committees, and Commissions**

None.

**13. Mayor's Report**

**14. Councillors Reports**

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

**16. Information Items**

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

None.

**(b) General Correspondence**

None.

**17. 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.*

**18. Adjournment**

## Delegation to Council Request Form

### Contact Information

Name of presenter: Tom Zajac + Helena Michelis

Name of organization: Coq. Search + Rescue

Mailing Address: 1300 Pinetree Way

Phone Number: 604 927 3484

Email Address: info@coquitlam-sar.bc.ca

### Presentation Information

Preferred meeting date at which you wish to appear (if known):

Number of person(s) expected to attend: 2

Reason(s) for presentation:

☒ To provide information

☒ To request funding

☐ To request letter of support

☒ Other request to have a canal liaison for a team to provide updates + ask questions

Resources:

☐ Projector and Screen (bring own laptop)

☐ Other \_\_\_\_\_

*\* Request for a council meeting in Sept \**

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 [karen.elrick@anmore.com](mailto:karen.elrick@anmore.com) or delivered to village hall.

For questions regarding this process, please phone Karen Elrick at 604-469-9877.

## REGULAR COUNCIL MEETING – MINUTES

Minutes for the Regular Council Meeting scheduled for  
Tuesday, September 1, 2020 at 7:00 p.m. in Council Chambers at Village Hall,  
2697 Sunnyside Road, Anmore, BC



### ELECTED OFFICIALS PRESENT

Mayor John McEwen  
Councillor Polly Krier  
Councillor Tim Laidler  
Councillor Kim Trowbridge  
Councillor Paul Weverink

### ABSENT

### OTHERS PRESENT

Juli Halliwell, CAO  
Lance Fortier, Operations Superintendent  
Martin Greig, Building Inspector

#### 1. Call to Order

Mayor McEwen called the meeting to order at 7:01 p.m.

#### 2. Approval of the Agenda

It was MOVED and SECONDED:

R110/020          That the Agenda be approved as circulated.

Carried unanimously

#### 3. Public Input

None.

*\*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.**

Strata BCS3635 (Countryside Village) regarding request to adjust water bill due to leakage.

Council identified that there had been similar requests in past that were considered in closed meeting to protect the individual's privacy and that at this time they were not in a position to be able to provide any relief; however, the communication channel will remain open with the Village's CAO.

**5. Adoption of Minutes****(a) Minutes of the Regular Council Meeting held on July 21, 2020 and Minutes of the Special Council Meeting held on July 24, 2020**

It was MOVED and SECONDED:

R111/020            That the Minutes of the Regular Council Meeting held on July 21, 2020 and the Minutes of the Special Council Meeting held on July 24, 2020 be adopted, as circulated.

Carried unanimously

**6. Business Arising from Minutes****7. Consent Agenda**

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

It was MOVED and SECONDED:

R112/020            That the Consent agenda be adopted

Carried unanimously

**(a) Village of Belcarra proposed OCP Amendment Bylaw to enable Recreational Docks in the Highway Encroachment Area**

Recommendation:    That Council receive the communication dated July 20, 2020 from Village of Belcarra regarding proposed OCP Amendment Bylaw

to enable Recreational Docks in the Highway Encroachment Area, for information.

**(b) Approved Metro Vancouver Regional Industrial Lands Strategy**

Recommendation: That Council receive communication from Metro Vancouver dated July 30, 2020 regarding Approved Metro Vancouver Regional Industrial Lands Strategy, for information. Full report available at [http://www.metrovancouver.org/services/regional-planning/PlanningPublications/Regional\\_Industrial\\_Lands\\_Strategy\\_Report.pdf](http://www.metrovancouver.org/services/regional-planning/PlanningPublications/Regional_Industrial_Lands_Strategy_Report.pdf)

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

**9. Legislative Reports**

**(a) Municipal Approving Officer for the Village of Anmore**

It was MOVED and SECONDED:

R113/020 That the appointment of the Municipal Approving Officer be deferred until such time as Council has had an opportunity to discuss the appointment.

Carried unanimously

**10. Unfinished Business**

**11. New Business**

**(a) Purchase of Used Dump Truck**

Staff provided an overview of the report included in the agenda package and fielded questions of Council.

R114/020 That Council approve a budget of \$80,000 for the purchase of a pre-owned single axel dump truck.

Carried unanimously

**(b) Anmore Community Hub – Next Steps**

Staff provided an overview of the report included in the agenda package and fielded questions of Council.

R115/020 That Council approve the current detailed design of the Anmore Community Hub project with changes including a rough in for a commercial kitchen adjacent to the Community Hall, a veranda to wrap around the Community Hall to the south, a second serverly space for future use and finish the basement (not day lighted) to the north;

And That the budget for the Anmore Community Hall project be set at \$8,000,000, which includes a 15% contingency;

And That as the detailed design process is refined that staff report back on appropriate changes to the contingency amount allocated as part of the project budget;

And That staff be directed to apply to the Investing in Canada Infrastructure Program (Community, Culture & Recreation Infrastructure) with the intent to secure Federal and Provincial funding towards the Anmore Community Hub project..

Carried

**12. Items from Committee of the Whole, Committees, and Commissions**

None.

**13. Mayor's Report**

Mayor McEwen reported that:

- The Village has had patrols out on Thursday nights to educate residents who have placed bins at the curbside earlier than allowed and he's hoping compliance has increased.
- Building activity in Anmore has increased recently.
- With incredible sadness, it was reported that a dog on Hemlock was taken by a cougar, thank you to public works for posting warning signage. Conservation is involved.
- Buntzen Lake traffic has been much improved this year due to the Village hiring additional bylaw staff and traffic control persons on weekends. He's looking forward to



Council having a debrief with BC Hydro in the coming weeks.

- Sasamat Volunteer Fire Department (SVFD) has had some challenging times. Both firehalls have been identified as not meeting today's standards. Funding has not been put aside to upgrade/replace the firehalls to date, however now Metro Vancouver has clearly identified that both Anmore and Belcarra would share costs equally at 50/50. At the last meeting, the Board of Trustees have voted to start putting some money towards the firehalls. He can't say enough good things about the SVFD and the work they do.

#### **14. Councillors Reports**

Councillor Weverink reported that:

- Thought parking enforcement was much better this year. Kudos given to Mayor McEwen for being out early on the weekend to assist.
- Thanked Lisa Webster-Johnston for taking on the initiative of collecting for the Share Food Drive. She collected approximately 750 pounds of food for donation.

Councillor Krier reported that:

- She echoed Councillor Weverink's thanks to staff and Mayor McEwen for navigating the parking issues and bear/cougar issues this summer.
- She participated in the Chamber of Commerce golf tournament, which was done very well with COVID safety protocols in place.

#### **15. Chief Administrative Officer's Report**

Ms. Juli Halliwell, CAO reported that:

- Thank you to Martin Greig and Lance Fortier and their teams for their efforts in providing weekend coverage for bylaw enforcement requirements over the summer.
- Bylaw officer preliminary numbers indicate the program was effective. A full report will be coming forward at the next Regular Council meeting.
- Conservation BC has confirmed they will do an information session and staff are working with Environment Committee members to develop the material. Timing is to be confirmed by Conservation BC.

#### **16. Information Items**

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

None.

**(b) General Correspondence**

- Metro Vancouver Board in Brief for meetings held on July 31, 2020

**17. 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.*

**18. Adjournment**

It was MOVED and SECONDED:

R116/020                      THAT the meeting be adjourned at 8:11 p.m.

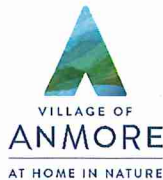
Carried Unanimously

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Juli Halliwell  
Chief Administrative Officer

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John McEwen  
Mayor



# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: September 10, 2020

File No. 3360-20

Submitted by: Richard White, RWAPS Ltd.

Subject: 1130 Mountain Ayre Lane Rezoning Application Withdrawal

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### Purpose / Introduction

This report follows up on a recent application for the development of a portion of the property through rezoning. An application for the development through subdivision of the property at 1130 Mountain Ayre was received in May. Initially Staff determined that this proposal was a rezoning application and the applicant applied accordingly.

A review of the file and current municipal bylaws and regulations reveals that a Zoning Bylaw amendment is not required and that the proposed subdivision, parkland donation and right of way dedication can be handled through subdivision. This report recommends that the current application be referred to the Approving Officer for processing. Staff will also adjust the application fees as provided for in the Fees and Charges Bylaw.

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### Recommended Option

**THAT Council rescind first and second reading of the Village of Anmore Zoning Amendment Bylaw No. 628-2020;**

**AND THAT the land dedication offer be accepted with thanks subject to completion of the subdivision;**

**AND THAT the July 21, 2020 letter from the Burrard Inlet Marine Enhancement Society be referred to the Approving Officer for consideration as part of the subdivision process.**

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### Background

In May 2020, the Village received a rezoning application for 1130 Mountain Ayre Lane. At the July 7, 2020 Regular Council meeting, the following resolution was passed:

*"That Council give first and second reading to Village of Anmore Zoning Amendment Bylaw No. 628-2020;*

## **Report/Recommendation to Council**

1130 Mountain Ayre Lane Rezoning Application Withdrawal

September 10, 2020

*And That Council direct staff to set a date for a public hearing and provide sufficient notice of the public hearing;*

*And That Council direct staff to remove covenant AC250535 from the title of 1130 Mountain Ayre Lane."*

At the July 21, 2020 Regular Council meeting, a subsequent resolution was passed in relation to the rezoning application:

*"That Council direct staff to review and analyze the technical concern raised by a resident in relation to the 1130 Mountain Ayre Lane rezoning application and whether or not there may be impact to other development applications and report back to Council."*

## **Discussion**

Staff engaged a planning consulting firm, Richard White Planning Advisory Services Ltd (RWPAS Ltd.) to undertake the review and analysis. The results reveal that the current proposal to create three lots at the terminating cul-de-sac of Thomson Road and along Mountain Ayre Lane can be processed through staff under the authority granted to the Anmore Approving Officer by the Land Title Act and in accordance with the Village's Official Community Plan (OCP) and Zoning regulations.

Specifically, it is recommended that the offer of a portion of the lot to be given as a park dedication should involve a separate process by the Village to rezone that lot fraction to add to the Park inventory, following subdivision. A separate report on that initiative will be required and should be put in the context of the overall Park acquisition strategy.

Additionally, the potential requirement for widening Mountain Ayre Lane has the potential to negatively impact this subdivision, as well as other future subdivisions, through a taking of lot area for dedicated road right of way. If the proposed resolution is acceptable to Council, staff and the Approving Officer could require a statutory right of way (SROW) to enable a narrow edge of Mountain Ayre Lane to be accessed by the Village if needed for road/public access purposes in the future and to comply with the Village's OCP aspirations for 20 metre rights of way. A separate report may also be warranted in due course about the practicality of this SROW approach on an ongoing basis for impacted subdivisions.

## Report/Recommendation to Council

1130 Mountain Ayre Lane Rezoning Application Withdrawal

September 10, 2020

A third topic that has arisen is the Burrard Inlet Marine Enhancement Society (**Attachment 1**). These concerns will be referred to staff if the foregoing recommendations are approved.

## Other Options

1. That Council direct staff to proceed with the Public Hearing for the rezoning application.

## Financial Implications

The fees for the rezoning application will be adjusted after subdivision fee requirements are taken into consideration.

## Communications / Civic Engagement

None.

## Corporate Strategic Plan Objectives

The processing of this application is in line with creating opportunities to live, work, shop and play within Anmore.

## Attachments:

1. Letter dated July 21, 2020 from the Burrard Inlet Marine Enhancement Society

Prepared by:



Richard White For Richard White  
RWPAS Ltd.



# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: September 10, 2020 File No. 5000-30  
Submitted by: Juli Halliwell, Chief Administrative Officer  
Subject: 2020 Bear Education Program Report Back

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### Purpose / Introduction

To report to Council the results of the 2020 Bear Education Program.

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### Recommended Option

**THAT Council receive the report titled 2020 Bear Education Program Report Back from the Chief Administrative Officer dated September 10, 2020, for information.**

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### Background

At the July 7, 2020 Regular Council Meeting, Anmore Council passed the following resolution:

*"That Council direct staff to engage a part-time bylaw enforcement officer to patrol the Village on Thursday evenings from July 9th for approximately 8 weeks in order to educate and enforce the Village's Solid Waste Management Bylaw No. 554-2016 for a total cost, including educational material, not to exceed \$1,500."*

### Discussion

Beginning on July 9, 2020, Anmore bylaw staff patrolled the Village each Thursday evening in an effort to education residents who had placed their solid waste and green waste bins at the curbside ahead of collection day. The Solid Waste Management Bylaw No. 554-2016 requires that bins not be placed on the curbside until 5:30am on collection day.

The following is a list of dates where the Village was patrolled along with the corresponding number of warnings that were issued to residents:

Date	Warnings
July 9	30
July 16	18
July 23	13

## Report/Recommendation to Council

### 2020 Bear Education Program Report Back

September 10, 2020

July 30	18
August 6	3
August 13	13
August 20	4
August 27	5
September 5 (Saturday morning)	25

The above table shows a significant decrease in the offence of putting carts out too early by residents. All residents that were spoken with directly by staff were very cooperative and took their bins in when asked. As a result, no fines were issued. All warnings have been tracked so that if future contraventions occur, then 2<sup>nd</sup> Offence fine can be issued.

The current fine structure is as follows:

1 <sup>st</sup> Offence	Warning
2 <sup>nd</sup> Offence	\$50
3 <sup>rd</sup> Offence	\$100
4 <sup>th</sup> Offence	\$150

Council may wish to review the fine structure and provide direction to staff to make amendments to the Solid Waste Management Bylaw. Neighbouring municipalities of Port Coquitlam, Port Moody and Belcarra all have initial fines of up to \$500.

It should be noted that the Village's education program will be ongoing, although the dedicated Thursday night patrols have ceased. As part of the Village's ongoing education campaign, staff (at the request of the Environment Committee) have arranged for an information session to be developed by the BC Conservation Office. The date and time of the session is still being confirmed.

## Other Options

1. That Council direct staff to bring back amendments to the Solid Waste Management Bylaw.

## Financial Implications

The budget for the 2020 Bear Education Program was not to exceed \$1,500. The total cost was \$1,357.40, inclusive of staff time and materials.

## Report/Recommendation to Council

2020 Bear Education Program Report Back

September 10, 2020

### Communications / Civic Engagement

None.

### Corporate Strategic Plan Objectives

The education program is aligned with the Council's strategic objective to practice environmental stewardship and to have an engaged community that is immensely proud of Anmore.

### Attachments:

1. Bear Education Postcard

Prepared by:
 _____ Juli Halliwell Chief Administrative Officer

Juli Halliwell

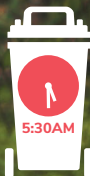
Chief Administrative Officer



# BE BEAR AWARE!

VILLAGE OF  
ANMORE 

Garbage and recycling are a major attractant for bears, and we need to do our part to keep bears and our community safe.



Do not place carts at the curb until 5:30 a.m. on collection day.

Lock and store carts by 10 p.m. that day.



Clean carts regularly to prevent odours.

Store carts in a secure location (e.g. garage/shed).

## IMPORTANT INFORMATION – PLEASE TRANSLATE

**Mandarin** 重要信息，请翻译

**Korean** 중요한 정보는 번역 해주세요

**Farsi** دی‌باش داشته را ترجمه نی لطفاً، مهم اطلاعات

**Polish** Ważne informacje, proszę, przetłumacz to

**Russian** Важная информация, пожалуйста, переведите это

## More tips to reduce bear attractants:

- If carts cannot be stored securely, keep attractants like food scraps in the freezer until collection day.
- Pick all fruit as it ripens and do not leave windfall fruit on the ground.
- Only feed birds during the winter months.
- Feed pets indoors, or if fed outside, take in any leftover food.
- Keep barbecues clean and free from odours. Burn off the grill every use and clean out the grease traps.
- Manage composts so that there are equal amounts of brown and green materials added to reduce odours.

**Cart lids and locks must function properly.**



**For repairs or replacements, email [village.hall@anmore.com](mailto:village.hall@anmore.com)**

LISA McINTYRE PHOTO



**If appropriate action is not taken to reduce bear-human interaction, fines may be issued by the Village under Solid Waste Management Bylaw No. 554-2016, or by the provincial government as per the Wildlife Act.**



# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: September 10, 2020 File No. 1880-20  
Submitted by: Juli Halliwell, Chief Administrative Officer  
Subject: Preliminary Budget for Update to 2013 Financial Sustainability Plan

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### Purpose / Introduction

To provide preliminary budget estimates for an update to the 2013 Financial Sustainability Plan and request Council direction on proceeding with the project.

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### Recommended Option

**THAT Council direct staff to include a project for consideration during the 2021-2025 5-Year Financial Plan deliberations titled “Financial Sustainability Plan Update”**

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### Background

At the July 21, 2020 Regular Council Meeting, Anmore Council passed the following resolution:

*“THAT Council direct staff to obtain a quote to provide an update to the 2013 Van Struth Consulting Financial Sustainability study prepared for the Village and to report back to Council with the cost and scope to provide an update.”*

### Discussion

Through the Village’s Planning Consultant, 2 proposals were solicited in relation to updating the 2013 Financial Sustainability Report.

The general feedback was that the cost could be between \$30,000 and \$50,000 and may involve a new financial sustainability plan being created due to the change to the Official Community Plan and other development related factors since the 2013 report was commissioned.

## Report/Recommendation to Council

Preliminary Budget for Update to 2013 Financial Sustainability Plan

September 10, 2020

### Other Options

1. That Council approve a budget of up to \$50,000 to update the Financial Sustainability Plan and direct staff to issue a formal Request for Proposals so that official proposals could be considered for award at a future date.

### Financial Implications

If Council wishes to pursue the update of the Financial Sustainability Plan with a budget of up to \$50,000, it would be funded from Accumulated Surplus, which had a balance of \$1,602,577, at the end of 2019.


### Communications / Civic Engagement

None.

### Corporate Strategic Plan Objectives

Updating the Financial Sustainability Plan is in line with Council's Strategic Objective to continue measure to ensure long-term fiscal responsibility.

**Prepared by:**



Juli Halliwell

Chief Administrative Officer