

## REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for  
Tuesday, November 3, 2020 at 7:00 p.m. in Council Chambers at Village Hall,  
2697 Sunnyside Road, Anmore, BC



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**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**

None.

**5. Adoption of Minutes**

Recommendation: That the Minutes of the Regular Council Meeting held on October 20, 2020 be adopted, as circulated.

**6. Business Arising from Minutes**

**7. Consent Agenda**

None.

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

**9. Legislative Reports**

None.

**10. Unfinished Business**

**11. New Business**

Page 9 **(a) Regulatory Bylaws Review**

Report dated October 29, 2020 from Richard White, RPAWS Ltd. attached.

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

Page 14 **(a) Community Engagement during COVID**

At the October 8, 2020 Community Engagement, Culture and Inclusion Committee the Committee discussed options for the holiday season including options for Spirit Park. Draft minutes attached for Council discussion and consideration.

**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**

## REGULAR COUNCIL MEETING – MINUTES

Minutes for the Regular Council Meeting scheduled for  
Tuesday, October 20, 2020 at 7:00 p.m. in Council Chambers at Village Hall,  
2697 Sunnyside Road, Anmore, BC

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### ELECTED OFFICIALS PRESENT

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

### ABSENT

### OTHERS PRESENT

Juli Halliwell, CAO  
Karen Elrick, Manager of Corporate Services

#### 1. Call to Order

Mayor McEwen called the meeting to order at 7:00 p.m.

#### 2. Approval of the Agenda

It was MOVED and SECONDED:

R133/20            That the Agenda be approved as circulated.

Carried unanimously

#### 3. Public Input

None.

#### 4. Delegations

None.

#### 5. Adoption of Minutes

(a)    Minutes of the Regular Council Meeting held on October 6, 2020

It was MOVED and SECONDED:

R134/20                      That the Minutes of the Regular Council Meeting held on October 6, 2020 be adopted, as circulated.

Carried unanimously

6.     **Business Arising from Minutes**

7.     **Consent Agenda**

None.

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

9.     **Legislative Reports**

None.

10.    **Unfinished Business**

11.    **New Business**

(a)     **Community Economic Recovery Infrastructure Program Grant Application**

Ms. Juli Halliwell, CAO, provided an overview of the staff report and details on the grant application that if successful would be a 100% contribution for the redevelopment of Spirit Park.

It was MOVED and SECONDED:

R135/20                      That Council direct staff to apply to the Community Economic Recovery Infrastructure Program – Community Economic Resilience Stream for the redevelopment of Spirit Park project for a total project cost of \$450,000 and confirm the Village's willingness to provide overall grant management should the application be successful.

Before the question was called it was MOVED and SECONDED:

That the main motion be amended to include in the project, the road realignment surrounding Spirit Park for a total project cost not to exceed \$1,000,000.

Carried unanimously

The question was then called on the main motion, as amended and it was:

Carried unanimously

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

At the October 19, 2020 Finance Committee meeting, the Committee recommended to Council:

**(a) Strong Road Culvert Replacement**

It was MOVED and SECONDED:

R136/20                      That Council approval of a \$50,000 budget for the replacement of the culvert on Strong Road.

Carried unanimously

**(b) Anmore Community Hub Funding Options**

It was MOVED and SECONDED:

R137/20                      That Council direct staff to begin the process to seek approval for participating in the MFA Spring 2021 Long Term Borrowing, as outlined in the Metro Vancouver letter dated September 23, 2020, for up to \$2,500,000.

AND THAT Council allocate a minimum of \$3,000,000 and a maximum of \$5,500,000 to be funded from the Capital Reserve, developer contributions and approved grants to fund the Anmore Community Hub project.

AND THAT Council supports the Anmore Community Hub project and commits to its share of the Anmore Community Hub total estimated project cost of \$8,000,000 with \$2,500,000 being applied for through the investing in Canada Infrastructure Program.

Carried unanimously

**13. Mayor's Report**

Mayor McEwen and Council offered their congratulations to the 2020 Community Spirit Award recipient, Sheryl Parton recognizing her outstanding dedication to teachers, families, and children of Anmore Elementary School.

Mayor McEwen reported that:

- Translink CAO, Kevin Desmond will be leaving his position at the end of 2020
- Village roadworks are progressing well
- He would request that anyone on Ravenswood who is planning Halloween activities to contact if safety barricades are needed
- Finance Committee meeting was held last night and there was a good discussion regarding Anmore Community Hub and the Village's financial position
- Council of Councils meeting will be held this weekend
- Encouraged residents to get out and vote in the Provincial election

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

Councillor Krier reported that:

- She will attend Council of Councils this weekend with Cllr. Weverink
- She expressed thanks to the community for donations to homeless persons from her outreach through facebook

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

Ms. Halliwell reported that:

- Fall utility notices will be sent out this week
- Open house for Anmore Community Hub will be held on November 2 from 6-9 p.m. at Village Hall and pre registration is required for physical distancing
- Any trades who would like to contribute to the Anmore Community Hub project are encouraged to come to the open house
- Construction roadworks and pathways are continuing

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

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

None.

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

- Communication from Ministry of Children and Family Development regarding Tri-Cities Children's Accord
- Metro Vancouver Board in Brief for meetings held on October 2, 2020

**17. Public Question Period**

Charles Christie regarding nuisance bears and Anmore Community Hub

**18. Adjournment**

It was MOVED and SECONDED:

R138/2020      THAT the meeting be adjourned at 7:28 p.m.

Carried Unanimously

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Karen Elrick  
Corporate Officer

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John McEwen  
Mayor





# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: October 29, 2020 File No. 3360-01  
Submitted by: Richard White, RPAWS Ltd., Planning Consultant  
Subject: Regulatory Bylaws Review

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### Purpose / Introduction

To present Council with considerations for the review and update of the Official Community Plan (OCP) Bylaw, Zoning Bylaw and Works & Services Bylaw.

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### Recommended Option

**That Council direct Staff to prepare and report back with amendments to the Zoning Bylaw and the Works and Services Bylaw to ensure consistency, clarity, and that current standards are being met;**

**AND That Council direct Staff to consider the Village of Anmore Official Community Plan Bylaw as a guide to future development and not a restriction on development proposals that are consistent with the Zoning Bylaw and Works and Services Bylaw rules and regulations;**

**AND That Council direct Staff to propose a process and budget for a review of the Official Community Plan Bylaw, for consideration as part of 2021 5-Year Financial Plan budget deliberations.**

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### Background

The Works and Services Bylaw No. 242-1998 was adopted in 1998, the Zoning Bylaw No. 568-2017 was adopted in 2017 and the OCP Bylaw No. 532-2014 was drafted in the 2013/14, adopted in 2014. The Province, through legislation encourages a review of the OCP every five years. No similar periodic review is required of the works & services or zoning bylaws, however this work was included as part of the 2015-2018 Corporate Strategic Plan.

Recently, Planning were quickly presented with several Village planning, land use and zoning decisions that had or were being made based on the expectations of the current OCP and a newer Zoning Bylaw as well as the older works and services regulations.

## Report/Recommendation to Council

### Regulatory Bylaws Review

October 29, 2020

This report presents a review of the 2014 OCP and is the first of several connected reports that are intended to review and propose clarifications of Village rules and regulations, and, as much as possible, make all of them consistent with current Council strategic direction, most recently stated in the 2019-2022 Council Strategic Plan.

Additionally, on July 21, 2020, Council passed the following resolution:

*“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.”*

This report includes recommendations that are a result of the above mentioned review.

## Discussion

The Local Government Act, Section 471 and Division 4 provides the requirements for municipalities to adopt an OCP. To be legal, an OCP has to be adopted by bylaw after a public hearing, and in 2014 the Anmore Council followed all of the required procedures and adopted a new OCP. The first statement in the introduction states:

*“Anmore is one of the most spectacular settings in Metro Vancouver - perched on the North Shore mountains, it is a community surrounded by nature. Many who live here, whether new or long-time residents, cannot imagine living elsewhere. Lush forest, starlit nights and misty mountains help define the ambience of the community.”*

*“In reflection of its semi-rural character, the Village of Anmore (“the Village”) aspires to slow growth, largely in step with the settlement pattern. Unlike its near neighbours — Port Moody and Coquitlam — the Village is not planning for significant change, but remains open to innovative proposals and forms of “small density” Development.”*

The two excerpts from the OCP above summarize the challenge that Village of Anmore faces in the context of Metro Vancouver. Balancing the existing needs and wants of Anmore's residents, with the aspiration to be environmentally and financially sustainable are juxtaposed in this introduction and throughout the OCP document. It should be noted that it is typical for a municipality's OCP to aspire to hold onto the best of the community's past while adjusting, incorporating, and changing to meet current and expected needs and wants.

## **Report/Recommendation to Council**

### Regulatory Bylaws Review

October 29, 2020

Given competing aspirations and ever-changing demands and limitations, any OCP can raise challenges for the governing body when too much direction is expected from the OCP. An OCP is not intended to be the definitive rules and regulations, but the overarching goals and objectives.

In general, Anmore's current OCP may be too specific and could be interpreted as regulating, when in fact the Province gives other regulatory bylaws paramountcy in that regard. In particular, Zoning and Subdivision and Development Control Bylaws (in Anmore's case entitled Works and Services Bylaw) supersede the overarching policy included in the OCP.

Recently, it was brought to light through a development application review and citizen enquiry that the OCP's aspiration for 20 meter road rights of ways (Policy T-22) was complicating an application otherwise consistent with the Zoning and Works and Services Bylaws. Typical practice in situations like this are that Zoning and Works and Services rules prevail.

In addition to Policy T-22, there are a number of other policies that seem to suggest that Anmore's plan is also intended to replace other existing regulations. In the short term, no action needs to be taken to update the OCP so long as staff and Council is advised that the OCP is a policy document that provides a high level vision of what the community's future looks like.

### NEXT STEPS

Best practice for municipal government is to review bylaws on a regular basis. The OCP was adopted in 2014 and should be reviewed, on average, every five years. Given the timing calls for a more fulsome review of the OCP, Planning is recommending a project be considered during the 2021 5-Year Financial Plan budget deliberations for this work to be undertaken.

The Zoning Bylaw was adopted in 2017, however through implementation of the new bylaw, some challenges have been identified which can be mitigated by the updating of the bylaw. Planning is recommending that Council direct staff to come forward with recommended amendments to the Zoning Bylaw based on recent challenges that have been identified.

The Works & Services Bylaw, which was adopted in 1998, was included in the 2015-2018 Corporate Strategic Plan as it has had few amendments in the past 10 years. A new Subdivision and Development Control Bylaw (to replace the Works & Services Bylaw) has been

## **Report/Recommendation to Council**

Regulatory Bylaws Review

October 29, 2020

developed and is going through final internal review stages before being presented to Council in November/December 2020.

## **Other Options**

That Council direct staff to come forward with recommended changes to the Official Community Plan for consideration in the immediate future.

## **Financial Implications**

None.

## **Communications / Civic Engagement**

Updates to bylaws occur in open Council meetings. The Zoning Bylaw amendment will require a public hearing to be held. Following any changes that are adopted, updated documents will be available on the Village's website.

## **Council Strategic Plan Objectives**

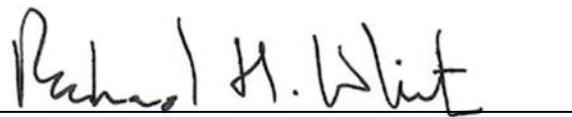
The recommendations in this report support Council's Strategic objective to ensure the OCP aligns with strategic priorities and ensure that the expectations of potential developers are well defined.

## Report/Recommendation to Council

Regulatory Bylaws Review

October 29, 2020

**Prepared by:**



Richard White

RWPAS Ltd., Planning Consultant

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

**Chief Administrative Officer's Comment/Concurrence**

  
Chief Administrative Officer

# COMMUNITY ENGAGEMENT, CULTURE AND INCLUSION COMMITTEE MEETING – MINUTES



Minutes of the Community Engagement, Culture and Inclusion Committee  
Meeting held on Thursday, October 8, 2020 Virtually via Zoom

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## **MEMBERS PRESENT**

Councillor Polly Krier, Chair  
Chloe Heisler  
Kerri Palmer Isaak  
Trudy Schneider

## **MEMBERS ABSENT**

Shaunda Moore

## **GUESTS PRESENT**

Georgia Lyons  
Sabina Perrin

### **1. CALL TO ORDER**

Chair Krier called the meeting to order at 4:03 p.m.

### **2. APPROVAL OF THE AGENDA**

It was MOVED and SECONDED:

That the agenda be approved as circulated.

Carried Unanimously

### **3. MINUTES**

#### **(a) Minutes of the Meeting held on May 21, 2020**

It was MOVED and SECONDED:

That the Minutes of the Community Engagement, Culture and Inclusion Committee meeting held on May 21, 2020 be adopted, as circulated.

Carried Unanimously

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

Nil

**5. UNFINISHED BUSINESS**

Nil

**6. NEW BUSINESS****(a) Welcome to Anmore Guide**

Members discussed and provided feedback on components of the Anmore Guide version #4 and agreed that content and design are the next steps.

ACTION ITEM: Request further direction from staff on next steps.

**(b) Community Engagement during COVID**

Members discussed ideas on how to engage the community during Covid. Discussion points included:

1. Candy Cane Lane on Ravenswood Drive with the following components:

- Encourage residents on Ravenswood Drive to decorate homes to provide a destination for those looking for holiday cheer
- Incorporate a contest for best decorated homes
- Set up trees in Spirit Park for families to decorate
- Light and decorate the pathway to the Anmore Elementary School
- Solicit donations for Eagle Ridge Hospital – how to do safely

ACTION ITEMS:

- Drive through Candy Cane Lane on Ravenswood Drive
- Kerri Palmer Isaak and Georgia Lyons to connect with Eagle Ridge Hospital Foundation in hopes to get clarity around accepting donations
- staff time may be required to set up trees in Spirit Park and lights on the pathway to the school

2. Clothing Drive for 3030 Gordon Transitional House and Shelter

- Members to collect clothing similar to last year during Light Up Spirit Park
- Due to the cancellation of the event this year, members agreed to provide pick ups but would like the option for a drop off point

ACTION ITEM: Ask Staff if Village Hall could be a viable drop off location

3. Halloween

- Members voiced safety concerns about Trick or Treaters on Ravenswood Drive and Alder Way on Halloween

ACTION ITEM: Ask Staff if roads will be blocked off and if Coquitlam RCMP will be monitoring neighbourhoods

7. **ADJOURNMENT**

It was MOVED and SECONDED:

THAT the meeting adjourned at 5:34 p.m.

Carried Unanimously

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Karen Elrick  
Manager of Corporate Services

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Councillor Polly Krier  
Chair, Community Engagement, Culture and  
Inclusion