

REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for
Tuesday, November 17, 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 or delivery to Village Hall to be read during the meeting.

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

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 November 3, 2020 be adopted, as circulated.

6. Business Arising from Minutes

7. Consent Agenda

None.

8. Items Removed from the Consent Agenda

9. Legislative Reports

Page 9 **(a) Works and Services Bylaw Review**

Memorandum dated November 4, 2020 from Chris Boit, ISL Engineering.

Page 16 **(b) Zoning Bylaw Amendment – Infill Development**

Report dated November 10, 2020 from Eric White, RWPAS Ltd.

10. Unfinished Business

11. New Business

Page 24 **(a) 2021 Council Calendar and Council Appointments**

Report dated November 13, 2020 from Manager of Corporate Services 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

- Page 29
- Minutes of the September 17, 2020 Sasamat Volunteer Fire Department Board of Trustees

(b) General Correspondence

- Page 33
- Communication from Provincial Director of Child Welfare and Provincial Director of Adoption regarding November as Adoption Awareness Month.

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, November 3, 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 (via teleconference)
Councillor Paul Weverink

ABSENT

OTHERS PRESENT

Juli Halliwell, CAO
Karen Elrick, Manager of Corporate Services
Richard White, RPAWS Ltd. *

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:

R139/20 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 20, 2020

It was MOVED and SECONDED:

R140/20 That the Minutes of the Regular Council Meeting held on October 20, 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) **Regulatory Bylaws Review**

Mr. Richard White, RPAWS Ltd. provided an overview the report included in the agenda package and outlined a suggested approach for proposed bylaw changes resulting from a review of the zoning and works and services bylaw reviews.

It was MOVED and SECONDED:

R141/20 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.

Carried unanimously

* Mr. Richard White left the meeting at 7:08 p.m.

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

(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.

Council supported the idea for a Candy Cane Lane drive by encouraging houses to decorate on Ravesnwood and the Community Engagement Culture and Inclusion Committee will continue to work with residents to support this initiative. Staff will continue to install lights at Spirit Park, but no further organized activities will take place that would encourage gatherings against public health recommendations due to COVID.

13. Mayor's Report

Mayor McEwen reported that:

- Transport Canada discussions are continuing and the Village's has made multiple requests for Transport Canada to an open council meeting to provide information regarding the helicopter incident last summer.
- Halloween weather cooperated and when walking around the Village groups were social distancing; he set up a clothesline for safe distancing trick or treaters and although numbers of trick or treaters were down kids were still out enjoying the holiday
- There was a vehicle fire on Leggett which was thankfully was an isolated incident that didn't spread and there was a quick response from SVFD with several members attending
- Roadworks in the Village are continuing and there have been many compliments received on pathway improvements
- Open house for the Village Hub was last night and there will be a call out for residents with knowledge or product opportunities who may want to be involved in the project
- COVID numbers are up and reminded residents to practice social distancing, stay within their bubbles, and support local businesses

14. Councillors Reports

Councillor Weverink reported that:

- He attended the Anmore Community Hub open house last night
- He set up a socially distances Halloween display at his house
- He took part in a vintage car drive by for Mary Ann Cooper's 106 birthday along with Mayor McEwen and Councillor Trowbridge

Councillor Krier reported that:

- She attend the Anmore Community Hub open house last night and Council of Councils last weekend
- She will be attending Metro Vancouver Council of Councils subcommittee on regional systemic racism
- Along with other Council members, participated in a call with SD43 where they provided an overview of COVID protocols implemented since March

15. Chief Administrative Officer's Report

Ms. Juli Halliwell, CAO, reported that:

- Ministry of Environment has confirmed that Anmore Green Estates (AGE) has been given a deadline of April 5, 2020 to connect to regional sewer
- AGE strata membership has endorsed facilitator recommendations and the Village will continue to work to finalize agreements, Local Area Service Bylaw, and Parcel Tax Bylaws
- A letter was received from the Province regarding \$2 billion of COVID recovery grant funding. There are two streams for the grant funding, one being application based, and another a direct grant. Anmore will receive \$882,000 from the direct grant.

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

None.

(b) General Correspondence

None.

17. Public Question Period

None.

18. Adjournment

It was MOVED and SECONDED:

R142/2020 THAT the meeting be adjourned at 7:25 p.m.

Carried Unanimously

Karen Elrick
Corporate Officer

John McEwen
Mayor



To: **Village of Anmore**
Attention: **Juli Halliwell, CAO**
Cc:
Reference: **Works and Services Bylaw review**
From: **Chris Boit, P.Eng**

Date: **November 4, 2020**
Project No.: **32592**

1.0 Introduction

Council's strategic plan for 2019 – 2022 identified several items relating to levels of service, transparency and setting expectations for Developers when working within the Village.

We provide responsive, efficient, transparent and engaged service

- a. Continue to provide an effective and sustainable fire service
- b. Ensure Anmore continues to be an employer of choice
- c. Support the great staff in Anmore
- d. Continue measures to ensure long-term fiscal responsibility
- e. Maintain and enhance service levels

We unleash the potential for great development that advances the interests of the community

- | | |
|---|--|
| <ul style="list-style-type: none">a. Create opportunities to live, work, shop and play within Anmoreb. Ensure that the expectations of potential developers are well definedc. Ensure any development of the IOCO lands is considered in a thoughtful and inclusive mannerd. Create sub-area plans to define the future for the IOCO lands, Hillside, and the Village Centre | <ul style="list-style-type: none">e. Establish Anmore as a destination<ul style="list-style-type: none">i. Gathering spacesii. Village centreiii. Linked trailsiv. Parkingf. Provide guidance on Development amenities<ul style="list-style-type: none">i. Review Community Amenity Contributionsii. Review the Development Cost Charge Bylaw |
|---|--|

In order to meet these requirements, the Village has requested ISL complete a review of the existing Works and Services Bylaw and provide comment on how the Village might amend the Bylaw to help progress the strategic goals as listed by Council.

2.0 Background

The current "*Anmore Works and Services Bylaw 242-1998*" (W&S) has been in place since 1998 and has set out the requirements for most of the Engineering requirements within the Village. The information and standards set out in the bylaw are approximately 25 years old and a number of references and standards listed within the document are; no longer in existence, been replaced, or no longer meet common industry standards. We therefore recommend an update to the Bylaw, so that it meets minimum standards of today and ideally future proof the Bylaw where possible.

Due to the relatively low volume of development within the Municipality, it is unreasonable to expect the Village to dedicate significant resources in updating and managing a Bylaw on a regular occurrence. Therefore, ISL recommends that the Village adopts a Bylaw that is based upon the *Master Municipal Construction Document (MMCD)*. MMCD contains design guidelines and specifications for the construction of civil infrastructure.

We have recently worked with several BC municipalities to help update their bylaws and have made similar recommendation, these municipalities include the District of West Vancouver, Squamish and the City of Fernie.

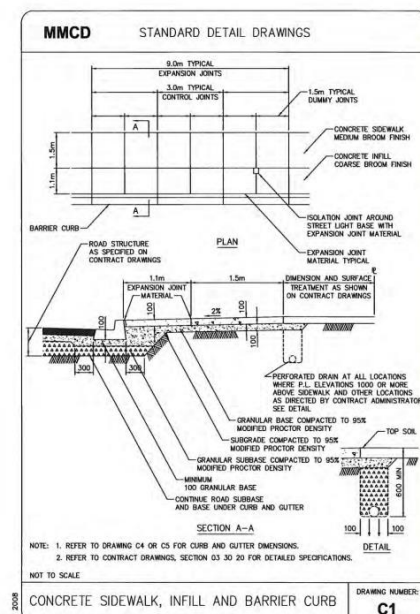
Using MMCD as a backbone for a Bylaw, does not mean the Village can not have unique components. This can be achieved via supplemental specifications and standard details, an example would be supplying a typical road cross section that Developers must follow when creating a new subdivision roadway.

3.0 MMCD History

Over the past 25 years the BC Civil Engineering Industry has been moving towards a standardize set of specification and design guidelines, like the BC Building Code. This resulted in the formation of the MMCD Association.

MMCD is a non-profit society, founded in 1995. Its goal is to help support BC municipalities via creating a standard construction document for roads, sidewalks, sewers, water, traffic signals and street lighting. This document is known as the *Master Municipal Construction Document – MMCD* and roughly 90 municipalities use MMCD on a regular basis for the construction of infrastructure. One of the main goals of the Association is to continue development of the MMCD via new and expanded editions of the document, new publications, training for users, and research into new aspects of construction.

Volunteer sub-committees create, monitor, and improve the documents. Volunteers are drawn from municipal staff, ACECBC members, BCRBHCA members and related industry representatives.



MMCD - Platinum Edition Volume II Copyright Master Municipal Construction Documents Association (c) 2009

Bylaw Updates

The following chapters highlight some changes to the bylaw that require some consideration prior to first readings of the proposed bylaw:

4.0 General Criteria

4.1 Land Dedication

During the subdivision process road right of ways (R/W) are dedicated to Village for municipal infrastructure. Recently the Village has been requesting R/Ws of 20m widths. We would recommend this process continues, but there be wording within the Bylaw to allow for variations of the R/W widths. As there are circumstances that 20m R/W may not be required or may be inadequate for the infrastructure proposed.

4.2 Emergency Access

Future development within the Village will likely occur on steep terrain and this may make it difficult to provide a “looped” road system, therefore Cul-De-Sacs will be created. As Cul-de-Sacs pose safety concerns, we need to identify the Village’s requirements for alternative emergency access during an emergency. As the access would only be used during an emergency, design standards can be relaxed to some degree. This should help Developers achieve suitable egress from a subdivision. In the case of hillside development this normally means steeper grades are allowed for emergency access ways.

4.3 Submission of Subdivision Documents

In the past the Village has not had a standard way of accepting submissions from Developers, this has led to some confusion on some applications. The Bylaw update will help to rectify this by highlighting exactly what is required, how it is to be submitted and who is responsible for the approval process. These requirements will be accompanied with a checklist, that will form part of the submission document.

4.4 Financial Sustainability

The Village should reserve the right to request a financial sustainability report from the Developer. This should identify the life cycle cost of the proposed infrastructure and weighed against the tax revenue generated by the development. The purpose of the report is to ensure the Village is not inheriting a tax burden when accepting a Subdivision. This is particularly important when reviewing Hillside developments.

5.0 Design Criteria

5.1 Water Distribution

Metering

The Bylaw should standardize all aspects of the Village’s metering program. This can be achieved by requiring standard detail drawings that identify individual components of the meter, it’s chamber, the location and clear identification of where the private system starts. This will reduce the burden on operation and maintenance for Village staff.

Strata metering

All Stratas should be metered at one location and will require backflow prevention in order to protect the municipal distribution system.



Service Connections

Currently there is confusion over the standard water service size required by a Developer. This has led to several different meter types, chambers and locations of meters. Therefore, we recommend a minimum service size of 38mm be used for future subdivisions, with the option to upsize, so long as the need is shown via engineering calculations.

5.2 Sanitary Sewers

Currently the Village's sanitary sewer disposal requirements are serviced via private septic treatment system. Historically, this has been an acceptable treatment method for the entire Village. However, recently there have been instances where septic fields have failed, and it has been problematic to renew these systems. Therefore, the Village may want to consider "future proofing" a proposed subdivision for possible connection to a regional system, such as Metro Vancouver.

This does not mean the Developer would have to connect to a regional system, but it would require them to install a municipal line, complete with services to property lines during the construction of the subdivision. This system could be capped and remain dormant until the Village decides to connect to a regional system, at which point the system could be tied to the regional system with limited costs to the Village.

5.3 Stormwater Management

The proposed bylaw should continue with the management of Village's watershed. The update should provide guidance on stormwater management controls, pollution control devices, erosion and sedimentation controls and where applicable larger developments should produce an integrated stormwater management plan.

5.3.1 Detention

As development occurs, it typically decreases the permeable surface areas on a property. These areas typically act as "sinks" for stormwater and naturally filter and detain runoff and the stormwater slowly makes its way to a watercourse. This naturally occurring process helps to mitigate "flash flooding" in watercourses and improves water quality. This process is important in maintaining a healthy watershed, therefore we want to ensure we maintain or improve this process through subdivision.

We can achieve detention via two methods, individual lot detention or a centralized system. Centralized systems typically come in two forms, naturalized above ground systems, such as Pinnacle Ridge or Bella Terra Phase 1 or underground tanks, such as Lancaster Court.

Above ground naturalized systems can improve ecological value, provided they are designed correctly and maintained. However, they typically require a significant area of flat land and require significant ongoing maintenance from Village staff.

Below ground centralized systems are typically placed under roadways and require very little maintenance. However, they offer no ecological value, other than detention of water.

If the Village wishes to pursue above ground detention systems, the bylaw should identify operational and maintenance requirements for each system. This will help lessen the burden on Village operation staff.



5.3.2 Pollution Control

ISL recommends all new developments provide devices that decrease sediments and other contaminants. This helps to safe guard our environment and watersheds.

5.4 Roadways

5.4.1 Cross sections

A new typical road cross section be developed, that aligns with the Village's plans for multi modal transportation. This cross section would likely eliminate ditches for storm water control and replace them with piped systems. It should be noted that this is not inline with the current Official Community Plan (OCP) Policy MS-10. The elimination is required due to width constraints within the right of way.

5.4.2 Hillside Standards

The existing zoning map identifies a number of potential subdivisions on steep grade "hillside" developments. We recommend that special rules and regulations are developed for these zones. Typically, hillside standards provide a method for Developers to achieve access up a steep slope, while providing additional safety considerations, such as snow removal, slope stability and lot grading requirements.

5.4.3 Trail Standards

The Village's existing trails have been constructed without a standard requirement for width, grade, finishing or vegetation control. We recommend that a standard set of regulations and finishes be provided within the Bylaw. This will help provide consistency and lower maintenance for the Village.

5.5 Roadway Lighting

Currently the Village does not require roadway lighting and has a policy statement as part of the OCP (Policy MS-18). We would recommend that a design standard be established with a caveat that the Village may waive the requirement for street lighting on a case by case basis.

5.6 Servicing Agreement

A standardized servicing agreement will be provided within the Bylaw. This agreement will cover in general the following:

- Work that is required by as part of the agreement
- The requirements of inspections and associated costs
- The authority to change to design requirements
- Documentation required
- Maintenance period
- Acceptance of the Works
- Indemnity requirements
- Security requirements
- Site Servicing design drawings
- Covenants
- Subdivision plans
- Sign off

We recommend that the Servicing agreement be executed under the authority delegated by Council by bylaw (CAO) and the Village Engineer. This will help provide checks and balances to the agreement



5.7 Standard Forms

We recommend that a number of standardized forms be created, to ensure a consistent approach to subdivision approval and acceptance. The following are recommended:

5.7.1 Permission to construct

This form acts as a checklist prior to construction and a list of contacts during construction.

_____	Approved plans covering the works are attached.
_____	Certificates of insurance are attached.
_____	Administration fee has been paid.
_____	Security deposit has been paid.
_____	A Servicing Agreement has been completed – No. _____
_____	Fraser Health Approval (or n/a if not required)

5.7.2 Certificate of Inspection

The Developer's Engineer of Record (EoR) will be required to sign and seal the form. It will act as a backstop to help ensure the EoR understands their responsibility. In the past, we have found EoR do not attend site as much as they should.

It should be noted that the Village will still provide independent inspection.

5.7.3 Inspection sign off

This form will act as a checklist to ensure the EoR has performed the inspections as required. The certificate will be accompanied by inspection reports, photos, QA/QC test reports and all other documentation relevant to the installation of the Works.

5.7.4 Certificate of Substantial Performance

This form will provide a record of acceptance by the Municipality for the Works performed, complete with a list of deficiencies.

5.7.5 Certificate of Total Performance

This form will be required prior to the release of the Developer's bond. It confirms that all warranties are complete and that the infrastructure is now in the sole control of the Municipality.

5.8 Approved Product List

The Village in the past has not specified to Developers what materials are allowed to be used, during the construction of subdivisions. This can lead to Developers providing a material/product that meets the engineering purpose, but has a short life cycle, i.e the infrastructure needs to be replaced sooner than other products. To avoid this situation in the future, we recommend a list of approved products/materials as part of the bylaw update. This will ensure the Developers provide a high quality product, that will reduce the burden on the Village's capital asset renewal program.



Typical examples contained within these lists are accepted pipe materials such as concrete, PVC, HDPE. CSP culverts would no longer be accepted, as they have a short lifespan. .

6.0 Recommendation

The proposed Bylaw review will be comprehensive and wide spread, we therefore recommend that the existing Bylaw be repealed and replaced with a new Bylaw that encompasses the aforementioned sections.

If you have any further questions or comments, please contact the undersigned.

Regards

Christopher Boit, P.Eng
Engineering Consultant



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: November 10, 2020 File No. 3900-30
Submitted by: Eric White, RWPAS Ltd.
Subject: Zoning Bylaw Amendment – Infill Development

Purpose / Introduction

To present Council with considerations for the review and update of the Zoning Bylaw No. 568-2017.

Recommended Option

That Council give first and second reading to Zoning Bylaw Amendment Bylaw No. 634-2020;

AND that Council direct staff to set the date of the Public Hearing for December 1, 2020 at 7:00 p.m. to be held in Council Chambers at Village Hall.

Background

At the November 3, 2020 Regular Council meeting, the following resolution was passed:

“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;...”

Discussion

The Planning Consultant has discussed the efficacy of the current Zoning Bylaw with Village staff. Staff have also reviewed the effect of current regulations on recent subdivision and building proposals.

Report/Recommendation to Council

Zoning Bylaw Amendment – Infill Development

November 10, 2020

Outlined below is an overview of the proposed changes to the Zoning Bylaw No. 568-2017:

Amendment	Purpose
Change text in Part 8 Zoning District Schedules to include RS-1A	➤ To create an unique RS-1A Zone in the Zoning Bylaw
Remove text from 9.1.2 pertaining to RS-1A	➤ To have all RS-1A regulations under one section in the Zoning Bylaw
Add Section 9.2 as written in Bylaw No. 634-2020 and renumber subsequent sections and references to sections accordingly	➤ To clarify the RS-1A Zone Regulations ➤ To ensure all other zoning regulations in the Zoning Bylaw remain accurate

As the Zoning Bylaw continues to be implemented, further recommendations for updates will be brought forward to Council for their consideration.

Further changes may also be recommended based on updates to other regulatory bylaws, such as the Works & Services Bylaw.

Other Options

1. That Council direct staff to not make changes at this time and to undertake a broad review of the Zoning Bylaw to be considered in 2021; or
2. That Council direct staff to make further or alternative specific changes to the Zoning Bylaw.

Financial Implications

The financial implications are limited to costs associated with publishing the public hearing ad in the local newspaper, as is required by legislation.

Communications / Civic Engagement

Updates to bylaws occur in open Council meetings. The Zoning Bylaw amendment will require a public hearing to be held and this will take place on December 1, 2020. Following any changes that are adopted, updated documents will be available on the Village's website.

Council Strategic Plan Objectives

Amending the Zoning Bylaw is aligned with Council's Strategic Objective to ensure that the expectation of potential developers are well defined.


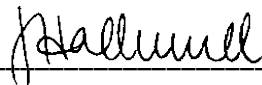
Report/Recommendation to Council

Zoning Bylaw Amendment – Infill Development

November 10, 2020

Attachments:

1. Anmore Zoning Bylaw Amendment Bylaw, No. 634-2020

Prepared by:
 Eric White RWPAS Ltd.
Reviewed for Form and Content / Approved for Submission to Council:
Chief Administrative Officer's Comment/Concurrence <div style="text-align: right;"> _____ Chief Administrative Officer</div>

VILLAGE OF ANMORE

BYLAW NO. 634-2020

A bylaw to amend the Village of Anmore Zoning Bylaw No. 568-2017

WHEREAS the Local Government Act authorizes a municipality to amend its zoning bylaw 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 Zoning Bylaw Amendment Bylaw, No. 634-2020”.
2. That Part 8 Zoning District Schedules be amended to include the text in Schedule A which forms part of this Bylaw after Residential 1;
3. That the following text be deleted from section 9.1.2 : “For parcels zoned Residential 1 (a) the **minimum parcel size** is 1348 sq. m. and any plan of **subdivision** cannot exceed a gross density of 2.04 **parcels/acre**,”
4. That section 9.2 be added and subsequent sections and references to sections be renumbered accordingly as follows:

9.2 RESIDENTIAL 1A – RS-1A

9.2.1 Purpose

This **zone** is intended to provide **land** solely for the purpose of one-family **residential** housing as the **principal use**.

9.2.2 Permitted Uses and Minimum Parcel Size

Permitted Uses	Minimum Parcel Size
One-Family Dwelling	2,023 m ²
Home Occupation	n/a
Bed and Breakfast	n/a
Boarding	n/a
Secondary Suite /Coach House	n/a
Urban Agriculture	n/a

Parcels as small as 1,348 m² will be considered in compelling circumstances such as to enhance tree preservation, the provision of public trails or other community benefit.

9.2.3 Maximum Density

Any plan of subdivision within this **zone** cannot exceed a gross density of 2.04 parcels per acre.

9.2.4 Maximum Building Size and Height

Permitted Use	Maximum Number	Maximum Size	Maximum Building Height
Principal Buildings and Accessory Buildings (a)	1(c)	0.25 FAR	10 m
Accessory Buildings and Structures (b)	2	25% of principal building – up to 120 m ²	

- (a) The maximum **gross floor area** for the **principal building** and all **accessory buildings** on the **parcel** shall not exceed a **floor area ratio** (FAR) of 0.25, except that:
- (i) in cases where all **buildings** are sited on a **parcel** in such a manner that all the **setbacks** for all the **buildings** are increased 1.5 m beyond that which are required pursuant to subsection 9.1.4 for every 152 m² of additional **floor area**;
 - (ii) notwithstanding this restriction, a **principal building** with a **gross floor area** of not more than 232.4 m² will be permitted on any **parcel**; and
- (b) The maximum **gross floor area** of all **accessory buildings** on a **parcel** shall not exceed 25% of the **gross floor area** of the principal dwelling up to a maximum of 120 m². For the purposes of determining **gross floor area** of all **accessory buildings** on a **parcel**:
- (i) for the purposes of determining the **gross floor area** of the **principal building** for the calculation of the 25%, all **garage area** within the principal building can be included (including **garage area** that otherwise is exempted from **floor area** calculations).
 - (ii) up to 30 m² of **coach house floor area** can be exempted from the total. The **coach house** must still meet all the requirements of 6.3.3 with regards to maximum **floor area**;
 - (iii) Notwithstanding this restriction and regardless of **parcel** size, an **accessory building** of not more than 55.7 m² will be permitted on any **parcel**."
- (c) The maximum number of **principal buildings** may be increased to 2 one-family residential dwellings, provided that the **parcel** size is greater than 0.8 ha.

9.2.5 Minimum Building Setbacks

Permitted Use	Front Parcel Line Setback	Rear Parcel Line Setback	Exterior Side Parcel Line Setback	Interior Side Parcel Line Setback
Principal Buildings	10 m ^(a)	7.6 m	7.6 m	5 m
Accessory Buildings and Structures ^{(b)(c)}	10 m	7.6 m	7.6 m	5 m

- (a) For a **parcel** that is less than 4,047 m², the front **setback** may be reduced to 7.6 m.
- (b) For **accessory buildings and structures** less than 10 m² and in-ground **swimming pools**, the rear and interior side **setbacks** may be reduced to 3.5 m.
- (c) For **parcels** less than 1200 m², the rear and interior side **setbacks** may be reduced to 1 m for one **accessory building or structure**.

9.2.6 Maximum Parcel Coverage

The maximum **parcel coverage** shall be 20% of the **parcel**.

9.2.7 Off-Street Parking

Off-street parking spaces shall be provided on the same **parcel** as the **use** being served in accordance with the following requirements:

- (a) 2 spaces per **dwelling unit**;
- (b) 1 space per employee for **home occupation**;
- (c) 1 space per boarder; and
- (d) 2 spaces per **secondary suite**.

9.2.8 Other Regulations

- (a) For **subdivision** regulations, see Part 7.
- (b) **Home occupation** shall be subject to the requirements of section 6.5.
- (c) **Bed and breakfast** shall be subject to the requirements of section 6.6.
- (d) Secondary suite and **coach house** shall be subject to the requirements of section 6.3.

Parcels that are eligible for consideration under this **zone** should review Village of Anmore Policy No. 61 – Infill Development.

READ a first time the day of ,2020

READ a second time the day of ,2020

PUBLIC HEARING held the day of , 2020

READ a third time the day of ,2020

ADOPTED the day of , 2020

MAYOR

CORPORATE OFFICER

Schedule A

Zoning District Name	Short Form	Min. Parcel Size
Residential 1A	RS-1A	2,023 sq. m



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: November 13, 2020 0550-01
Submitted by: Karen Elrick, Manager of Corporate Services
Subject: 2021 Council Calendar and Council Appointments

Purpose / Introduction

The purpose of this report is to provide, for Council's approval, the 2021 Council Meeting Schedule, Acting Mayor Appointments for 2021, and 2021 Appointment to the Sasamat Volunteer Fire Department Board of Trustees.

Recommended Options

THAT Council:

- A. Approve the 2021 Council Calendar as attached to the report dated November 13, 2020 from the Manager of Corporate Services; and
 - B. Approve the following Acting Mayor Schedule for 2021:
 - Nov/Dec/Jan Councillor Krier
 - Feb/Mar/Apr Councillor Laidler
 - May/Jun/Jul Councillor Trowbridge
 - Aug/Sep/Oct Councillor Weverink
 - C. Appoint Mayor John McEwen, Councillor Kim Trowbridge, and Councillor Paul Weverink as Trustees to the Sasamat Volunteer Fire Department for 2021.
-

Background

Pursuant to section 127 of the Community Charter, Council must make available to the public a schedule of the date, time, and place of regular council meetings at least once a year. Acting Mayor appointments are made by Council on an annual basis pursuant to the Village of Anmore Procedure Bylaw to designate a Councillor as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act. Further, under the Sasamat

Report/Recommendation to Council

2021 Council Calendar and Council Appointments

November 13, 2020

Volunteer Fire Department Administration and Regulation Bylaw, the Village of Anmore, by resolution of Council, shall appoint three trustees, on or before January 1 of each year.

Discussion

The Village of Anmore Procedure Bylaw stipulates that Regular Council meetings are generally held on the first and third Tuesday of each month, with the exception of August. For 2021, adjustments to the general schedule have been made in the month of January taking into consideration the holiday closure, the addition of a third meeting in March in order to adjust the meeting schedule for April due to the dates where the Easter holiday falls in 2021, and scheduling one meeting for the month of December which leaves Council with the flexibility to schedule a second meeting as a Special Council meeting should the need arise before the holiday closure for 2021.

Annually, Council must choose from amongst its members, designated Councillors to serve on a rotating basis as the member responsible for acting in place of the Mayor when the Mayor is absent or otherwise unable to act. The proposed rotation is consistent with the rotation that was set for the 2020 calendar year.

Three members of Village of Anmore Council serve as trustees to the Sasamat Board of Fire Trustees and appointment of those members, by resolution of Council, is required on an annual basis. The proposed appointments are consistent with the 2020 trustee appointments.

Other Options

THAT Council:

- A. Approve the 2021 Council Calendar as attached to the report dated November 15, 2019 from the Manager of Corporate Services; and**
- B. Approve the following Acting Mayor Schedule for 2021:**
 - Nov/Dec/Jan Councillor Krier**
 - Feb/Mar/Apr Councillor Laidler**
 - May/Jun/Jul Councillor Trowbridge**
 - Aug/Sep/Oct Councillor Weverink**
- C. Appoint Mayor John McEwen, Councillor Kim Trowbridge, and Councillor Paul Weverink as Trustees to the Sasamat Volunteer Fire Department for 2021.**

(recommended)

Report/Recommendation to Council

2021 Council Calendar and Council Appointments

November 13, 2020

Or

- A. Council may choose to provide alternative dates or amendments to the 2021 Council Meeting Schedule prior to approval.

Or

- B. Council may choose to provide an alternate rotating schedule for Acting Mayor appointments for 2021.

Or

- C. Council may wish to change the current Councillor appointments as Trustees to the Sasamat Volunteer Fire Department.

Financial Implications

There are no financial implications.

Communications / Civic Engagement

Notice of the 2021 Council Meeting Schedule will be advertised in the Tri-City News. Further, the schedule will be shared through the Village's social media outlets, posted at Village Hall, and shared through the Village's email distribution list.

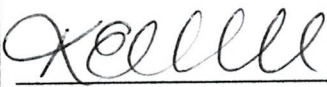
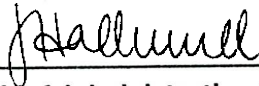
Corporate Strategic Plan Objectives

We provided responsive, efficient, transparent and engaged service.

Attachments:

1. Draft 2021 Council Meeting Schedule

Report/Recommendation to Council
2021 Council Calendar and Council Appointments
November 13, 2020

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

2021 Council Meeting Schedule

Council Meeting Dates by Month

January	12	26
February	2	15
March	2	16, 30
April	20	
May	4	18
June	1	16
July	6	20
August	no meetings	
September	7	21
October	5	19
November	2	16
December	7	



Council Members

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

Acting Mayor Schedule

Nov/Dec/Jan Councillor Krier
Feb/Mar/Apr Councillor Laidler
May/Jun/Jul Councillor Trowbridge
Aug/Sep/Oct Councillor Weverink

JANUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH

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28	29	30	31			

APRIL

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18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY

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23	24	25	26	27	28	29
30	31					

JUNE

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27	28	29	30			

JULY

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25	26	27	28	29	30	31

AUGUST

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28	29	30	31			

SEPTEMBER

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26	27	28	29	30		

OCTOBER

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24	25	26	27	28	29	30
31						

NOVEMBER

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Regular Council Meeting

Statutory & Non-Statutory Holidays Observed

Conferences to Note for 2021 (Council may attend)

Federation of Canadian Municipalities Conference in Montreal, QC
June 3 to June 6, 2021 OR
June 10-13, 2021 TBC

Lower Mainland Local Government Association Conference in Harrison Hot Springs, BC May 12 to May 14, 2021

Union of British Columbia Municipalities Conference in Vancouver, BC
September 13 to September 17, 2021

Council meetings are typically held on the first and third Tuesday of each month. Exceptions apply.

Meetings commence at 7:00 p.m. and are held in Council Chambers at Village Hall, located at:
2697 Sunnyside Road
Anmore BC.

All public are welcome to attend.

2697 Sunnyside Road
Anmore, BC V3H 5G9
Phone 604 469 9877
Email village.hall@anmore.com

**SASAMAT VOLUNTEER FIRE DEPARTMENT (SVFD)
BOARD OF TRUSTEES MEETING**

Minutes of the Regular Meeting of the Sasamat Volunteer Fire Department (SVFD) Board of Trustees held at 7:00 p.m. on Thursday, September 17, 2020 via Zoom and in person at the Anmore Municipal Hall, 2697 Sunnyside Road, Anmore, British Columbia.

MEMBERS PRESENT:

Chair, Councillor Darrell Penner, Port Coquitlam
Mayor Neil Belenkie, Belcarra
Councillor Bruce Drake, Belcarra
Mayor John McEwen, Anmore
Fire Chief Jay Sharpe, SVFD
Councillor Kim Trowbridge, Anmore
Councillor Liisa Wilder, Belcarra
Councillor Paul Weverink, Anmore

STAFF PRESENT:

Greg Smith, Chief Technology Officer, Corporate Services, Metro Vancouver
Jennifer Arabsky, Office Supervisor, Corporate Services, Metro Vancouver

1. ADOPTION OF THE AGENDA

1.1 September 17, 2020 Regular Meeting Agenda

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the agenda for its regular meeting scheduled for September 17, 2020 as circulated.

CARRIED

2. ADOPTION OF THE MINUTES

2.1 August 13, 2020 Regular Meeting Minutes

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adopt the minutes of its regular meeting held August 13, 2020 as circulated.

CARRIED

RESOLUTION TO CLOSE MEETING

2.2

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees close its regular meeting scheduled for September 17, 2020 pursuant to the *Community Charter* provisions, Section 90 (1) (c) as follows:

“90 (1) A part of a board meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
(c) labour relations or other employee relations”

CARRIED

3. INVITED PRESENTATIONS

No items presented.

4. REPORTS FROM COMMITTEE OR STAFF

4.1 Metro Vancouver Assessment of Impacts Regarding the Fire Underwriters Survey Questionnaire

Report dated September 8, 2020 from Greg Smith, Senior Director, Corporate Services, Metro Vancouver, providing information to the SVFD Board of Trustees for a request received at the SVFD Board of Trustees meeting on August 13, 2020, fulfilling the motion “That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees request MVRD Staff to prepare a report on the possible impacts of the Fire Chief completing the Fire Underwriters Survey (FUS) questionnaire”.

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated September 8, 2020 “Metro Vancouver Assessment of Impacts Regarding the Fire Underwriters Survey Questionnaire.”

CARRIED

4.2 Fire Chief's Report

Report dated September 17, 2020 from Jay Sharpe, Fire Chief, SVFD, provided on table, presenting Trustees the Fire Chief's update on the Engine 3 replacement fire engine specifications.

Discussion ensued about the consideration given to the type of chassis to procure for the replacement for Engine 3, it was determined that a Commercial chassis is the best decision. This will allow easier access to steep roads and driveways, but will see the loss of one seat (versus a custom chassis). It was also noted that a four-wheel drive option will be specified allowing winter access. Next steps will be to convert the specification into a tender. Once awarded it could take three (3) months to a year for delivery. It was suggested to add a point into the evaluation process for delivery timelines.

Main Motion

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated September 17, 2020, titled "Sasamat Volunteer Fire Department Fire Chief's Report".

Discussion ensued about the challenges with Engine 1 and the potential to recertify Engine 3 noting it would likely need the pump recertified.

Amendment to the Main Motion

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees amend the Main Motion, at the end of the motion, by adding the phrase "and direct Metro Vancouver staff to provide a quote for Engine 3 on recertification using up to a maximum of \$30,000."

CARRIED

Question on Main Motion as Amended

Question was called and the Main Motion as amended and it was

CARRIED

The Main Motion as amended now reads as follows:

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated September 17, 2020, titled "Sasamat Volunteer Fire Department Fire Chief's Report" and direct Metro Vancouver staff to provide a quote for Engine 3 on recertification using up to \$30,000.

5. INFORMATION ITEMS

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the following Information Items:

5.1 2019 Call-Out Statistics

CARRIED

6. OTHER BUSINESS

6.1 Appreciation to the Fire Chief

The Sasamat Volunteer Fire Department (SVFD) Board of Trustees wanted to express, and have noted, their great appreciation of the work of the Fire Chief.

7. ADJOURNMENT/CONCLUSION

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adjourn its regular meeting of September 17, 2020.

CARRIED

(Time: 7:51 p.m.)

41524866

From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>

Sent: November-02-20 9:13 AM

To: Village.hall@anmore.com

Subject: E-mail from the Provincial Director of Child Welfare and the Provincial Director of Adoption

VIA E-MAIL

Ref: 254717

His Worship Mayor John McEwen

Village of Anmore

E-mail: village.hall@anmore.com

Dear Mayor McEwen:

As the Provincial Director of Child Welfare and the Provincial Director of Adoption, we are honoured to once again acknowledge November as Adoption Awareness month. This month of recognition encourages us to reflect on those families in our province who have opened their hearts and lives through adoption. This November is like no other as we face the challenges of a global pandemic – however, the need for adoptive families for children and youth waiting in foster care remains and the work to find those families continues.

Our wish is that growing up in a permanent and loving home is a reality for all children and youth in British Columbia. Unfortunately, there are hundreds of children and youth in foster care still hoping to find a family to call their own. Adoption can provide some of the most vulnerable young people in our communities with families who will provide support and guidance to grow into adulthood and future citizens.

Celebrating November as Adoption Awareness month is not the only way your community can support adoptive parents and those who might choose to adopt in the future. Even in these times of COVID-19 precautions, you can organize an online information session for prospective parents in your community or a virtual celebration for those who are already adoptive parents. You can explore the variety of virtual adoption awareness events happening around our province in November here: <https://www.bcadoption.com/aam>. If you would like more guidance or information on how to champion and raise awareness about adoption, please connect with Ministry of Children and Family Development (MCFD) staff at MCF.AdoptionsBranch@gov.bc.ca.

An important resource for all those involved in adoptions in British Columbia is [The Adoptive Families Association of British Columbia](#), which has been a support for adoptive families in British Columbia for over forty years. You may wish to [connect with the association](#) to learn more about your community's involvement in virtual adoption events, their contact information, as well as contact information for the licensed adoption agencies in British Columbia and more.

[Adopt BC Kids](#) is an online portal that allows citizens of BC to complete an adoption application 24 hours a day, seven days a week. We encourage you to take the time to explore this resource and provide it to any community members who are interested in adopting a child in foster care.

On behalf of MCFD, thank you for leading your communities and supporting both those who have opened their homes and hearts and those who might do so in the future. With your help and support, more children and youth will find their forever homes.

Sincerely,

Cory Heavener
Provincial Director of Child Welfare

Rena Bacy
Provincial Director of Adoption

Sent on behalf of the Provincial Directors by:

