

REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for
Tuesday, December 1, 2020 immediately following the close of the Public
Hearing scheduled for 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 17, 2020 be adopted, as circulated.

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.

Recommendation: That the Consent agenda be adopted.

(a) Board of Variance and Public Safety Committee Recruitment

At the November 17, 2020 In Camera Council meeting the following resolution was made:

THAT Council appoint the following individuals as a member of the Board of Variance for the three (3) year commencing January 1, 2021:

1. Mario Piamonte
2. Fiona Cherry
3. Richard Robertson

AND THAT Council appoint the following individual as a member of the Public Safety Committee for the remainder of the two (2) year term ending March 31, 2021:

1. Robert Boies
2. Gord McRae
3. Bryan Mitten
4. Sky Zhu

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(b) Bill C213 The Canada Pharmacare Act

Recommendation: That Council receive the communication dated November 26, 2020 from Peter Julian, MP regarding endorsement of Bill C-213, the *Canada Pharmacare Act*

8. Items Removed from the Consent Agenda

9. Legislative Reports**Page 12 (a) Water Rates and Regulations Bylaw Amendment – Hydrant Use**

Report dated November 27, 2020 from Lance Fortier, Operations Superintendent attached.

Page 18 (b) Zoning Bylaw Amendment – Infill Development

Recommendation: That Council grant third reading and adopt Anmore Zoning Bylaw Amendment Bylaw No. 634-2020.

10. Unfinished Business**11. New Business****(a) Anmore Green Estates – Local Area Service Bylaw**

Verbal update to be provided by Juli Halliwell, CAO.

Recommendation: That Council direct staff to begin the process to initiate a Local Area Service Bylaw for Anmore Green Estates pursuant to Section 213 of the Community Charter to enable the Village to collect \$140,000 over a five year period, on behalf of School District 43, as compensation for the Statutory Right of Way to allow for completion of the David Avenue regional sewer connection project.

Page 23 (b) COVID-19 Village Hall Safety Plan

Recommendation: That Council approve Policy 69 Village Hall Safety Plan as attached to this agenda.

(c) Release of In Camera Items

Verbal update to be provided by Karen Elrick, Manager of Corporate Services.

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

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- Communication dated November 26, 2020 from School District 43 regarding Chair and Vice-Chair appointments.

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

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



ELECTED OFFICIALS PRESENT

Mayor John McEwen
Councillor Polly Krier (via teleconference)
Councillor Tim Laidler
Councillor Kim Trowbridge
Councillor Paul Weverink

ABSENT

OTHERS PRESENT

Juli Halliwell, CAO
Karen Elrick, Manager of Corporate Services
Chris Boit, ISL Engineering
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:

R143/20 That the Agenda be approved as circulated.

Carried unanimously

3. Public Input

Linda Weinberg, Anmore, regarding Works & Services Bylaw and concern about proposed changes to sewer requirements.

4. Delegations

None.

5. Adoption of Minutes**(a) Minutes of the Regular Council Meeting held on November 3, 2020**

It was MOVED and SECONDED:

R144/20 That the Minutes of the Regular Council Meeting held on
November 3, 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****(a) Works and Services Bylaw Review**

Chris Boit, ISL Engineering, provided an overview of the memorandum outlining the review of the Works and Services Bylaw.

Discussion points included:

- Using industry standards
- Ensuring emergency access
- Providing criteria for developer expectations as well as ensuring ease of maintenance for Village operations by setting uniform standards
- Importance of clarity and consistency of process and documentation required for subdivision process
- Whether there was a potential to encourage collection of rainwater for irrigation
- That intention of subdivision regulations would be to apply to newly subdivided lots and not existing lots
- Ensuring adequate road dedication and tools that can be used to achieve the required access
- Provision of sanitary sewer connection for future proofing of infrastructure

It was MOVED and SECONDED:

- R145/20 THAT Council direct staff to prepare a new Bylaw setting out Works and Services regulations for Council's consideration that encompasses the recommendations as set out in the Memorandum dated November 4, 2020 from Chris Boit, ISL Engineering.

Carried unanimously

(b) Zoning Bylaw Amendment – Infill Development

Mr. Richard White, RWPAS Ltd. provided an overview of the report and proposed amendments to set out regulations for the RS1A Zone.

It was MOVED and SECONDED:

- R146/20 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.

Carried unanimously

*Mr. White left the meeting at 7:40 p.m.

10. Unfinished Business

11. New Business

(a) 2021 Council Calendar and Council Appointments

Ms. Karen Elrick, Manager of Corporate Services, provided an overview of the report and proposed calendar for the 2021 Regular Council Meetings.

It was MOVED and SECONDED:

- R147/20 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.

Carried unanimously

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

None.

13. Mayor's Report

Mayor McEwen reported that he:

- Attended a regional meeting regarding systemic racism on November 7
- Attended an announcement regarding the addition of 56 hectares of land to the Codd Wetland Regional Park in Pitt Meadows, on behalf of Metro Vancouver
- Attended a teleconference with Minister Dix, Minister Robinson, and Dr. Bonnie Henry on November 10 regarding the COVID pandemic
- Acknowledged Remembrance Day on November 11 under much different circumstances than usual
- Attended a virtual meeting with BC Hydro regarding Buntzen Lake this summer today and has requested additional resources from BC Hydro for traffic and enforcement
- Has heard many positive comments about the roadworks that are progressing and residents are looking forward to the new pathways and bike routes.

14. Councillors Reports

Councillor Krier reported that:

- She attended a regional meeting regarding systemic racism on November 7
- Attended two virtual Remembrance Day ceremonies
- CECI Committee is accepting holiday donations for 3030 Gordon House until November 30
- Plans are moving ahead for Candy Cane Lane lights on Ravenswood and more details will follow

15. Chief Administrative Officer's Report

Ms. Juli Halliwell, CAO, reported that:

- Newsletter will be distributed by the end of November
- Utility notice bills are due November 24
- Road construction is ongoing and ready for asphalt, weather dependant
- Acknowledging significant COVID increased cases, mask wearing at Village hall is strongly encouraged and any changes to Village Hall operations will be communicated as information becomes available

16. Information Items

(a) Committees, Commissions and Boards – Minutes

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

(b) General Correspondence

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

17. Public Question Period

Pam Blackman, requested an update on the electronic notice boards and it was noted that the process is currently on hold.

18. Adjournment

It was MOVED and SECONDED:

R148/20 THAT the meeting be adjourned at 8:00 p.m.

Carried Unanimously

Karen Elrick
Corporate Officer

John McEwen
Mayor

From: peter.julian@parl.gc.ca <peter.julian@parl.gc.ca>

Sent: November-26-20 2:18 PM

To: Village.hall@anmore.com

Subject: ERRATA w our sincere apologies - Request regarding Bill C-213 The Canada Pharmacare Act

Mayor MCEWEN

ANMORE

Dear Mayor MCEWEN,

We are writing to you today seeking the City Council of ANMORE's formal endorsement of Bill C-213, the *Canada Pharmacare Act*.

Introduced in February 2020, [the Canada Pharmacare Act](#) is ground-breaking new federal legislation based on the recommendations of the Hoskins Advisory Council on the Implementation of National Pharmacare and modelled on the *Canada Health Act*.

The *Canada Pharmacare Act* specifies the conditions and criteria that provincial and territorial prescription drug insurance programs must meet to receive federal funding. This includes the core principles of public administration, comprehensiveness, universality, portability, and accessibility.

Universal public drug coverage has been recommended by commissions, committees, and advisory councils dating as far back as the 1940s. Immediately following the last election, the New Democratic Party of Canada began working to draft a legislative framework to enable the implementation of a universal, comprehensive and public pharmacare program. The *Canada Pharmacare Act* is the first piece of legislation introduced by the New Democrat Caucus in the current Parliament.

As you know, across Canada, people are making impossible choices every day because they cannot afford their prescription medications. Over the past year alone, one-in-four Canadians were forced to avoid filling or renewing a prescription due to cost or take measures to extend a prescription because they could not afford to keep the recommended dosage schedule.

Even those with private coverage are seeing their employer-sponsored benefits shrink – a trend that has accelerated due to the economic impacts of COVID-19. In fact, Canadians are twice as likely to have lost prescription drug coverage as to have gained it over the past year.

Simply put, universal public pharmacare will extend prescription drug coverage to every single Canadian, while saving billions every year. The final report of the Hoskins Advisory Council found that, once fully implemented, universal public pharmacare will reduce annual system wide spending on prescription drugs by \$5 billion. Businesses and employees will see their prescription drug costs reduced by \$16.6 billion annually and families will see their out of pocket drug costs reduced by \$6.4 billion a year.

Although a recent study from Angus Reid Institute found near universal support for pharmacare among the Canadian public, powerful vested interests in the drug and insurance industries are lobbying to block this critical program in order to protect their profits.

Indeed, the *Canada Pharmacare Act* is reaching a crucial period in the legislative process. The first hour of debate on this bill took place in Parliament on November 18, 2020. The second hour of debate and the first vote will be held in February 2021. This legislation could be enacted by next spring, allowing millions of Canadians who are struggling to pay for medication to receive the support they desperately need.

That's why we need your help to secure the adoption of the *Canada Pharmacare Act* in Parliament. We are asking your City Council to join other municipalities across Canada to formally endorse Bill C-213. We will be publicizing this support nationally.

For more information on C-213 and to sign the e-petition, please visit our website:

www.pharmacarec213.ca

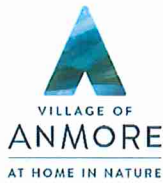
Thank you very much for your consideration. Please feel free to contact us if you require further detail.

We look forward to hearing from you.

Sincerely,
Peter Julian, MP
New Westminster-Burnaby

Jenny Kwan, MP
Vancouver East

Don Davies, MP
Vancouver Kingsway



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: November 27, 2020 File No. 3900-30
Submitted by: Lance Fortier, Operations Superintendent
Subject: Water Rates and Regulations Bylaw Amendment – Hydrant Use

Purpose / Introduction

The purpose of this report is to introduce an amendment to the Water Rates and Regulations Bylaw No. 555-2016 ("Bylaw") to the hydrant use regulations that protect the Villages drinking water distribution system and infrastructure.

Recommended Option

That Council grant first, second, and third reading to Anmore Water Rates and Regulations Bylaw Amendment Bylaw No. 635-2020.

Background

The Village's Bylaw sets out regulations to allow contractors the use of a fire hydrant. In reviewing a recent application for permit, several challenges were identified by staff with regards to the procedures and costs of issuing a permit. Currently, the permit allows contractors to use their own backflow devices, which may or may not be certified, and further there is not sufficient cost recovery for water usage, inspections, and administration.

Discussion

Staff have prepared an amendment to the Bylaw (**Attachment 1**) proposing changes to address this by updating the fees and hydrant use permit application. The proposed permit process is now up to date with industry standards in terms of backflow prevention, and protection of Village infrastructure. Further, the proposed amendment also ensures that adequate fees are now in place to recover costs of staff time and water usage. The Bylaw amendment proposes a \$7.00 per day flat fee as well as a \$100.00 charge per connection/disconnection to a hydrant to cover public works staff time. There is currently also a \$100 permit fee included in the Anmore Fees & Charges Bylaw No. 608-2019 which covers administrative costs associated with issuing the permit.

Report/Recommendation to Council

Water Rates and Regulations Bylaw Amendment – Hydrant Use

November 27, 2020

The required bond for use of a fire hydrant has also been increased from \$500 to \$3500 to better reflect actual costs to repair potential damage to the hydrant.

Other Options

The following options are provided for Council's consideration:

That Council grant first, second, and third reading to Anmore Water Rates and Regulations Bylaw Amendment Bylaw No. 635-2020.

(recommended)

Or

That Council request further information from staff on alternative amendments to the Bylaw.

Financial Implications

None.

Communications / Civic Engagement

The updated Bylaw will be posted on the Village website.

Council Strategic Plan Objectives

To provide responsive, efficient, transparent, and engaged service.

Attachments:

1. Anmore Water Rates and Regulations Bylaw Amendment Bylaw No. 635-2020

Report/Recommendation to Council

Water Rates and Regulations Bylaw Amendment – Hydrant Use

November 27, 2020

Prepared by:



Lance Fortier

Operations Superintendent

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

Chief Administrative Officer's Comment/Concurrence



Chief Administrative Officer

VILLAGE OF ANMORE

BYLAW NO. 635-2020

A bylaw to amend Anmore Water Rates and Regulations Bylaw 555-2016

WHEREAS it is deemed expedient to amend Anmore Water Rates and Regulations Bylaw No. 555-2016.

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 Water Rates and Regulations Bylaw Amendment Bylaw No. 635-2020**".
2. Schedule "B" Section 3 is deleted and replaced with the following:

Developers and contractors requesting the use of the Municipality's hydrants are required to provide notice not less than three (3) working days prior to required access date and shall be charged \$7.00 per day flat fee plus \$100.00 per connection/disconnection to hydrant.
3. Schedule "C" is deleted and replaced with the Schedule "C" attached to this bylaw which forms part of this bylaw.
4. Anmore Water Rates Bylaw No. 555-2016 is hereby amended accordingly.

READ a first time the day of 2020

READ a second time the day of 2020

READ a third time the day of 2020

ADOPTED the day of 2020

MAYOR

CORPORATE OFFICER

SCHEDULE "C"

BYLAW NO. 555-2016

HYDRANT USE PERMIT

NAME: _____

ADDRESS: _____

PHONE NO.: _____

HYDRANT # AND LOCATION: _____

FROM (DATE & TIME): _____ TO (DATE & TIME): _____

The hydrant is to be used only from the purpose of providing water for:

Permission is granted subject to the following conditions:

1. Notice of no less than three (3) working days is provided.
2. Prior to use of the Hydrant, the applicant may have to deposit with the Municipality in the form of cash or Debit:
 - (a) \$3,500.00 as a Security Bond for possible Hydrant repairs.
3. A 2 ½ inch shut-off valve complete with a certified backflow prevention assembly, supplied by the Village, shall be affixed to the Hydrant to control the rate of flow. The Hydrant shall not be used without these valves;
4. Use of the Pumper Port is not permitted;
5. An employee of the Municipality or a person acting as a municipal agent must operate the Hydrant Stem Valve to turn the Hydrant on and off.

6. Immediately after completion of the applicant's use of the Hydrant, or as soon thereafter as possible, a Public Works employee may have to operate all Hydrant Valves to confirm the Hydrant operation and flow.
7. The holder of this permit is responsible for all damages to equipment and property and indemnified the Village against any and all claims associated with the use of the hydrant(s). The permit holder is to be aware that the Villages' water supply is chlorinated and the discharge of water must be controlled and treated so as to not to be detrimental to the natural environment.
8. The permit is good for the dates and location stated only, and are not transferable and is subject to cancellation without notice.

I hereby agree to the Terms and Conditions of this Permit.

Signature of Applicant

Date

Approved for use:

Signature of Village Official

Date

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 17th day of November, 2020

READ a second time the 17th day of November, 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

ADMINISTRATIVE POLICY

Policy: COVID-19 Village Hall Safety Plan	Policy No. 69
Effective Date: June 15, 2020	Approved by Chief Administrative Officer
Date Amended: November 8, 2020	
Date Established: June 15, 2020	

PURPOSE

This Policy is to provide guidance and requirements to employees on how to minimize the risks during the return to work directive while the Province is still in a State of Emergency in response to the COVID-19 pandemic. The Village will continue to take direction on initiatives from the Province of BC and at the direction of the Provincial Health Officer.

DEFINITIONS

“ABHR” means Alcohol Based Hand Run with a minimum of 70% isopropyl alcohol.

“Coronavirus” means a large family of viruses that can cause illness ranging from the common cold to more severe diseases. A new coronavirus named “COVID-19” (previously known as 2019-nCoV) has been identified – one that was not previously found in humans.

“PPE” means personal protective equipment including gloves and face masks (disposable and washable).

“Physical Distancing” means the act of staying at minimum 2 metres apart from any person who does not reside with a person in their household.

“Village” means the Village of Anmore.

“Village Hall” means both the Administrative side of the Village Hall along with the Council Chambers.

“Workplace” means both the Village Hall and the Works Yard.

“Works Yard” means the trailer at the Works Yard.

SCOPE

This policy applies to all anyone who enters the Village Hall or Works Yard, and specifically those who work regularly in the Village Hall or Works Yard, in order to assist in taking precautions to protect themselves and their co-workers from a potential coronavirus infection.

HAZARDS

During the pandemic, there is a risk of transmission whenever people come into contact with one another, share close physical space, and touch common surfaces. Pandemic-related hazards include:

1. **Physical:** touching surfaces that are potentially contaminated with virus particles
2. **Biological:** inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace with easily transmissible viral particles
3. **Chemical:** exposure to disinfectants or latex gloves/environmental sensitivities
4. **Psycho-social:** mental distress/anxiety

POLICY

Policy No. 69 ensures that proper steps are taken before, during, and after an employee's shift during a pandemic response. Procedures include requirements for screening prior to working, actions while at work (hygiene, physical distancing, cleaning, and monitoring) and follow up after work has concluded each day.

Mitigation Step	Task Instruction
SELF-MONITORING	<p>Before entering into a workplace or vehicle, and throughout the day, employees MUST self-monitor for symptoms associated with COVID-19 by using the BC Health COVID-19 Symptom Self-Assessment Tool located here: https://bc.thrive.health/ and answer the prompted questions, which include:</p> <ol style="list-style-type: none">1. Are you displaying symptoms (e.g., fever, cough, sore throat, sneezing), whether or not the illness has been confirmed as COVID-19 (refer to the link above for the most up to date list of symptoms)?2. In the past fourteen (14) days have you been outside of Canada or BC?3. In the past fourteen (14) days have you been in close contact with anyone who is symptomatic, who has be

	<p>advised to self-isolate or has been diagnosed with COVID-19?</p> <p>Before entering the Workplace, employees must contact their supervisor (either the CAO or Operations Superintendent) in order to complete the COVID-19 Screening Tool.</p> <p>If you answer 'yes' to any of the above questions, employees must stay home or if at work, go home immediately and contact their manager for advice.</p> <p><i>Note: As symptoms and information on the pandemic change, other questions may arise in the survey. Follow the advice provided after the survey has concluded and if advised to stay home, notify your manager immediately.</i></p>
PHYSICAL DISTANCING	<p>During all activities, maintain physical distancing from others, including coworkers and members of the public by:</p> <ol style="list-style-type: none"> 1. Remaining a minimum of two (2)-metres or six (6)-feet apart; 2. Not engaging in <u>any</u> physical contact, such as handshaking; and 3. And follow the directional markers in Village Hall corridors.
PERSONAL HYGIENE	<p>Handwashing Employees should either:</p> <ol style="list-style-type: none"> a) Wash your hands often with soap and water for at least 20 seconds; <p>OR</p> <ol style="list-style-type: none"> b) If soap and water are not available, alcohol-based hand sanitizer or rubs (ABHR) can be used to clean hands. <p>Respiratory Employees should either:</p> <ol style="list-style-type: none"> a) Avoid touching your face, including eyes, nose and mouth; AND b) Turn their head away from others when coughing or sneezing and cover their mouths with a sleeve (i.e. cough into elbow); OR c) Use a tissue when coughing or sneezing, and immediately after, discard tissue(s) into a garbage

	receptacle and wash hands immediately afterwards.
<p>CLEANING/DISINFECTING</p> <p>Note: It is important to make the distinction between cleaning and disinfecting:</p> <p>Cleaning refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.</p> <p>Disinfecting refers to using chemicals, for example, Health Canada-registered disinfectants, to kill germs on surfaces.</p> <p>Deep Cleaning refers to disinfecting (kill germs) on a surface <i>after</i> cleaning (removal of germs), it can further lower the risk of spreading infection.</p>	<p>Workspaces and Equipment</p> <p>Employees should follow these steps to clean all personal workstations and equipment at least twice daily (i.e. start and end of day) or more often when visibly soiled throughout the day:</p> <ol style="list-style-type: none"> 1. Wash your hands and then using hand sanitizer, disinfect your hands (and put on gloves if you choose to). 2. If surfaces are visibly dirty, they should be cleaned using a detergent or soap and water prior to disinfection (aka “deep clean”). 3. Use a disinfecting spray or a disposable antiseptic wipe to disinfect hard non-porous surfaces by spraying/wiping the surfaces. These include, but are not limited to: <ul style="list-style-type: none"> • keyboard, mouse • phone, headset • desktop surfaces • chair seats and armrests • cabinet door, drawers • doorknobs, handles • light switches 4. Carefully dispose of the wipe into a garbage receptacle immediately after use (and remove gloves and dispose of also if you have chosen to wear them). 5. Wash your hands with soap and water or an alcohol-based hand sanitizer. <p>High-touch/Common Surfaces</p> <p>Employees must follow these steps to clean all high-touch/common surfaces <u>after each use</u> (by an employee or member of the public):</p> <ol style="list-style-type: none"> 1. Use a disinfecting spray or a disposable antiseptic wipe to disinfect surfaces by spraying/wiping the surfaces. These include, but are not limited to: <ul style="list-style-type: none"> • cash register keyboard, mouse • POS pin pads • front counter surface • drawers

	<ul style="list-style-type: none">• doorknobs, handles• light switches• photocopiers, and any other shared equipment or surfaces <p>Soft (Porous) Surfaces</p> <ol style="list-style-type: none">1. For soft (porous) surfaces such as fabric chairs, remove visible contamination when present and clean with appropriate cleaners for use on the particular material of which it is made.2. After cleaning, dispose of items (such as cleaning cloth) as appropriate in accordance with the manufacturer's instructions. <p><i>Note: Never use a soiled or dirty cloth to clean any surface.</i></p> <p>Vehicles</p> <p>Disinfect high-touch areas every time you enter and leave a commonly shared municipal owned vehicle using these steps:</p> <ol style="list-style-type: none">1. Using hand sanitizer, disinfect your hands.2. Using a disposable disinfectant wipe open the vehicle door.3. Using the same disposable disinfectant wipe, clean the following non-porous surfaces:<ul style="list-style-type: none">• Steering wheel• Seatbelt clasp• Door handles• Visor• Switches and knobs• Seat base and back• Other areas that are commonly touched4. Carefully dispose of the wipe immediately after use (and remove gloves and dispose of them, if you have chosen to wear them).5. Clean your hands with hand sanitizer. <p>Electronic Screens</p> <p>This process is for cell phone screens, laptops, tablets, computer monitors and other sensitive electronic products:</p>
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	<ol style="list-style-type: none"> 1. Moisten a microfiber cloth with a mixture of 70% isopropyl alcohol/30% water. The cloth should be damp, but not dripping wet. 2. Wipe down monitor or computer screen. 3. Dry surfaces thoroughly to avoid streaking or pooling of liquids. <p>Notes: Using any material other than a microfiber cloth could cause damage to the product. Avoid using any of the following chemicals or products containing these chemicals:</p> <ul style="list-style-type: none"> • Any chlorine-based cleaner, such as bleach • Peroxides (including hydrogen peroxide) • Solvents such as; acetone, paint thinner, benzene, methylene chloride or toluene • Ammonia (i.e. Windex) • Ethyl alcohol <p>Ventilation Keep windows and doors (Administrative side only) open when possible in order to allow for and encourage air flow and ventilation, and reduce the number of high touch surfaces being used (i.e. door knobs).</p> <p>Kitchen/Lunch Room No more than one (1) person is allowed in the kitchen or lunch room at any one time. Use of appliances and the staff room are to be minimized. If the toaster oven, dishwasher, kettle, coffee machine, microwave, cupboards or refrigerator are touched, the employee must use a disinfecting wipe or spray to clean the surfaces immediately after each use/contact. Employees should bring their own dishes and utensils for food consumption.</p>
SIGNAGE	<p>Each morning front line employees will set out or ensure the following signage is in place:</p> <ol style="list-style-type: none"> a) Post clear signs outside the entry doors indicating distancing requirements. b) Post clear signs outside all entry points that if anyone is experiences symptoms of COVID-19, that they are not to enter the building.

<p>BUSINESS MEETING PROTOCOLS</p>	<p>Employees should conduct business virtually as much as possible (i.e. conference calls, video conferences, email, telephone) with customers/clients and co-workers.</p> <p>When booking appointments, employees are encouraged to remind visitors to reschedule if they are experiencing COVID-19 symptoms, are sick or are placed in self-isolation.</p> <p>The following are required steps when hosting meetings in Council Chambers:</p> <ol style="list-style-type: none"> 1. Organize meetings by inviting guests through the Outlook Council Chamber calendar ~ if you are not familiar with this process, please ask Michelle or Carmen to do so on your behalf. 2. If there are specific items to be set up such as tables, chairs or equipment, email Michelle or Carmen with details to have the room prepared prior to the meeting 3. Staff and guests are strongly encouraged to wear a face mask ~ if one is required, they are available at the front counter 4. Guests are to enter through the Village Hall's front office door 5. Guests will be asked to sanitize their hands prior to entering the office and directed to council chambers 6. Everyone in attendance shall sit/stand 2 meters (6 feet) apart at all times 7. The washroom closest to the archive room is available for guests only 8. At the end of the meeting, direct guests to exit through the Council Chamber doors 9. Use provided paper towels and disinfectant to sanitize all areas to include tables, chairs, doorknobs and light switches
<p>STRESS, ANXIETY AND MENTAL HEALTH AWARENESS</p>	<p>Anyone who feels they are experiencing negative mental health implications should seek assistance as soon as possible:</p> <ol style="list-style-type: none"> 1. BC Municipal Safety Association (BCMSA) has partnered with workplace mental health expert Diana Vissers, Work to Wellness, to deliver a free multimedia interactive platform with education, tools and resources to support

	<p>the detection and efficient resolution of emerging and anticipated psychological and psycho-social problems. For more information, please visit the BCMSA website.</p> <p>The BCMSA is “an independent, non-profit organization committed to improving worker health and safety in all industries throughout the province. Your safety is our business. We work to improve safety programs and implement effective occupational health and safety management across the province. Our onsite and online courses equip employers and employees with invaluable prevention training that serves to reduce human and financial costs.”</p> <ol style="list-style-type: none"> 2. The BC Government has a webpage dedicated to “Virtual Mental Health Supports During Covid-19”. In particular, BounceBack™ provides free access to online, video and phone-based coaching and skills-building program. 3. HealthLinkBC Directory provides listings for health services provided by the provincial government, provincial health authorities, and non-profit agencies across the province. Program: 310 Mental Health Support in particular provides a toll-free number connecting callers to a BC crisis line, without a wait or busy signal. Offers emotional support, information on appropriate referral options, and a wide range of support relating to mental health concerns.
<p>PPE</p>	<p>Face Masks</p> <p>The wearing of face masks when you are not seated at your workstation or at a meeting table is required. Masks should be worn when entering the Village Hall or Council Chambers and while you are travelling between spaces until such time as you are in your own workspace or sat at a meeting table (i.e. Council table).</p> <p>Employees are responsible for proper disposal or frequent cleaning of face masks, dependent on which type they choose to utilize. Information for the care and disposal of facial masks can be found on the BC Centre for Disease Control website.</p>

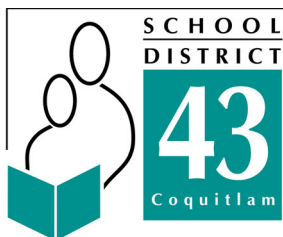
	<ul style="list-style-type: none">a) Fabric masks should be laundered after each day and dried on the highest temperature setting possible. They must be thoroughly dried before re-use.b) Paper masks should be disposed of after each day of use in accordance to the link above. <p>Disposable Gloves</p> <p>These are not required unless an employee is conducting first aid or carrying out duties that regularly require the use of them. Gloves are not to be used as replacement for proper and frequent hand hygiene. Wearing gloves may actually help spread the coronavirus as workers may unintentionally touch something or someone contaminated with the coronavirus with their gloved hand.</p>
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IMPORANT INFORMATION

The employee assumes responsibility and risk of infection if they do not follow the guidelines provided in this document.

MONITORING/AUTHORITY

The Chief Administrative Officer or her designate shall monitor and have authority over this policy, and it shall be in effective for the duration of the Province of British Columbia State of Provincial Emergency and any orders given by the Provincial Health Officer.



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Learning for a Lifetime

November 26, 2020

Mayor John McEwen & Council
Village of Anmore

Via email: village.hall@anmore.com

Dear Mayor and Council,

On behalf of School District No. 43 (Coquitlam) I am pleased to announce that the Board of Education acclaimed Kerri Palmer Isaak as Chair of the Board and Michael Thomas as Vice-Chair of the Board at the November 24th Board meeting.

Contact information is below:

Chair: Kerri Palmer Isaak
Phone: 604-861-0521
Email: kpalmerisaak@sd43.bc.ca

Vice-Chair: Michael Thomas
Phone: 604-715-7320
Email: mithomas@sd43.bc.ca

Yours truly,

SCHOOL DISTRICT NO. 43 (COQUITLAM)

Chris Nicolls
Secretary-Treasurer/CFO

cc: Board of Education
Patricia Gartland, Superintendent/CEO