

REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for
Tuesday, December 15, 2020 at 7:00 p.m. by electronic means via Zoom.



NOTE: Pursuant to the Provincial Health Officer Order regarding Gatherings and Events updated on December 2, 2020, members of the public are not permitted to attend Council meetings in person at this time due to COVID-19. Members of the public may view our Regular Council meeting by accessing the meeting via Zoom.

For members of the public watching, staff will be moderating the meeting, but we ask that you please DO NOT turn on your camera or mic for the meeting until you are invited to do so by the Chair.

*Should you wish to provide a comment or ask a question during Item 3 Public Input, or Item 17 Public Question Period please do so by:

- Using the Chat function in the Zoom meeting
- Sending an email to Karen Elrick before or during the meeting at karen.elrick@anmore.com
- Using the “raise hand” function in the Zoom meeting to indicate you’d like to speak

To access the meeting: <https://us02web.zoom.us/j/81180410497>

THIS MEETING’S PROCEEDINGS WILL BE LIVE STREAMED VIA ZOOM AND AVAILABLE AS A
RECORDED ARCHIVE ON THE VILLAGE WEBSITE

1. **Call to Order**

2. **Resolution re Electronic Meeting**

Recommendation: That pursuant to Minister of Public Safety and Solicitor General of the Province of British Columbia – Emergency Program Act, updated Ministerial Order No. M192 That Council authorize Council meetings be held via electronic means in order to comply with COVID safety measures. In order to allow members of the public to hear and see the proceedings, meetings open to the public will be live streamed and archived for viewing on the Village website. Special (Closed) meetings will not be streamed

or recorded taking into consideration that the resolution to close the meeting under section 90 of the *Community Charter* is the only open portion of the meeting. Meeting notices and information on how members of the public can provide public input or questions will be included in each agenda and posted on the Village website prior to the meeting in accordance with notice requirements.

3. 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

Page 5

(a) Minutes of the Regular Council Meeting held on December 1, 2020

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

6. Business Arising from Minutes

7. Consent Agenda

None.

8. Items Removed from the Consent Agenda

9. Legislative Reports**Page 11 (a) Subdivision and Development Control Bylaw**

Memorandum dated November 4, 2020 from Chris Boit, ISL Engineering as presented at November 17, 2020 Regular Council Meeting attached for reference.

Recommendation: That Council grant first, second, and third reading to Anmore Subdivision and Development Control Bylaw No. 633-2020.

Page 155 (b) Water Rates and Regulations Bylaw Amendment – Hydrant Use

Recommendation: That Council adopt Anmore Water Rates and Regulations Bylaw Amendment Bylaw No. 635-2020.

10. Unfinished Business**11. New Business****(a) Canada-British Columbia Investing in Canada Infrastructure Program**

Recommendation: That Council direct staff to apply to the Canada-British Columbia Investing in Canada Infrastructure Program Grant – COVID-19 Resilience Infrastructure Stream for the construction of a bridge over Mossom Creek project for a total project cost not to exceed \$1,000,000 and confirm the Village's willingness to provide overall grant management should the application be successful.

Page 158 (b) Tri-Cities Food Council

Request from Cllr. Amy Lubik, City of Port Moody, dated November 20, 2020 regarding Tri City Food Council for Council's consideration of endorsement of Anmore's participation and appointment of Council representative.

(c) Parking Strategy Follow-up

Verbal report to be provided by Juli Halliwell, CAO

Page 163 (d) Status Update RC Resolutions

Recommendation: That Council receive the status update of Regular Council Meeting resolutions for the period July 2020 to date, for information.

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 173 • Minutes of the Environment Committee Meeting held on July 16, 2020
- Page 176 • Minutes of the Community Engagement Culture and Inclusion Committee Meeting held on October 8, 2020
- Page 179 • Minutes of the Public Hearing held on December 1, 2020

(b) General Correspondence

- Page 181 • Metro Vancouver Board in Brief for meetings held on October 30, 2020
- Page 192 • Metro Vancouver Board in Brief for meetings held on November 27, 2020
- Page 207 • Ombudsperson Quarterly Report July 1 – September 30, 2020

17. Public Question Period

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

18. Adjournment

REGULAR COUNCIL MEETING – MINUTES

Minutes 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



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 7:07 p.m.

2. Approval of the Agenda

It was MOVED and SECONDED:

R149/20 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 November 17, 2020

It was MOVED and SECONDED:

R150/20 That the Minutes of the Regular Council Meeting held on
November 17, 2020 be adopted, as circulated.

Carried unanimously

6. Business Arising from Minutes

7. Consent Agenda

It was MOVED and SECONDED:

R151/20 That the Consent agenda be adopted.

Carried unanimously

(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 members 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

(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-2134, the Canada Pharmacare Act

8. Items Removed from the Consent Agenda

None.

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

Ms. Juli Halliwell, CAO, provided an overview of the staff report and proposed bylaw amendment to update hydrant use regulations within the Village.

It was MOVED and SECONDED:

R152/20 That Council grant first, second, and third reading to Anmore Water Rates and Regulations Bylaw Amendment Bylaw No. 635-2020.

Carried unanimously

(b) Zoning Bylaw Amendment – Infill Development

Councillor Laidler recused himself at 7:10 p.m. due to conflict of interest with a potential infill application for his property.

It was MOVED and SECONDED:

R153/20 That Council grant third reading and adopt Anmore Zoning Bylaw Amendment Bylaw No. 634-2020.

Carried unanimously

Councillor Laidler returned to the meeting at 7:17 p.m.

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

Ms. Juli Halliwell, CAO provided an update on the Anmore Green Estates Sewer project noting that the intent of the Council initiated Local Area Service Bylaw would be to

facilitate the collection of funds by way of parcel tax to remit directly to School District 43.

It was MOVED and SECONDED:

R154/20 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.

Carried unanimously

(b) COVID-19 Village Hall Safety Plan

Ms. Juli Halliwell, CAO, provided an overview of the policy which had been in place as an administrative policy, and updated as required, for Council's consideration to endorse.

It was MOVED and SECONDED:

R155/20 That Council approve Policy 69 Village Hall Safety Plan as attached to this agenda.

Carried unanimously

(c) Release of In Camera Items

Ms. Karen Elrick, Manager of Corporate Services, provided a verbal update regarding release of In Camera Items noting that since the last update in July 2020, information has been released on an ad hoc basis and that there are no further items to release at this time. Staff will continue with periodic reviews of In Camera items for consideration of release to the public.

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

None.

13. Mayor's Report

Mayor McEwen reported that:

- Christmas lights have been installed and they will be lit for members of the public to

enjoy but there will be no ceremony this year due to the COVID pandemic

- He participated in a Zoom meeting with residents that were interested in contributing from a trades perspective to the new Anmore Community Hub
- He urged residents to follow health protocols and to be careful during this time

14. Councillors Reports

Councillor Krier reported that:

- Donations are still being accepted for 3030 Gordon house and the community has been very generous with donations. Cllr. Krier thanked Mike Londry from Westside Pest Control for his cash donation that will be used to purchase hearing aid for a homeless senior
- She expressed her thanks to Georgia Lyons for her efforts to organize the Candy Cane Lane event and noted that due to current provincial health orders drive through events are not permitted at this time. Cllr. Krier encouraged residents to enjoy the decorations that have been put up on Ravenswood

Councillor Weverink reported that:

- He attended a Metro Vancouver forum on racism and took away that we must all be actively anti-racist to combat this issue
- He attended engineering and design meetings for the new Anmore Community Hub

15. Chief Administrative Officer's Report

Ms. Juli Halliwell, CAO, reported that:

- Paving is complete on pathways on Sunnyside and East and contractors are still working on some deficiencies. Some work, including the pedestrian bridge which is waiting for completion of works from BC Hydro, will be completed in the New Year. Topsoil and planting will take place in the spring to avoid soil being washed away over the rainy season and bus shelters will be delivered in January. Ms. Halliwell expressed thanks to Chris Boit, ISL Engineering for his oversight on the project
- Village Hall is currently closed to the public and access is available by appointment only due to COVID restrictions

16. Information Items

(a) Committees, Commissions and Boards – Minutes

None.

(b) General Correspondence

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

17. Public Question Period

None.

18. Adjournment

It was MOVED and SECONDED:

R156/20 THAT the meeting be adjourned at 7:32 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.

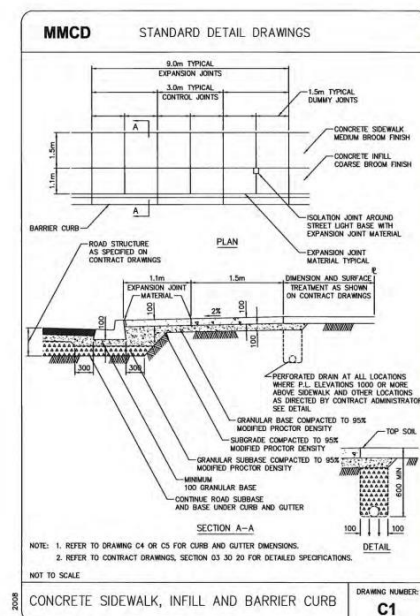
Using MMCD as a backbone for a Bylaw, does not mean the Village can not have unique components. This can be achieved via supplemental specifications and standard details, an example would be supplying a typical road cross section that Developers must follow when creating a new subdivision roadway.

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

**ANMORE SUBDIVISION AND DEVELOPMENT CONTROL
BYLAW NO. 633-2020**

A bylaw to regulate the subdivision and development of land

WHEREAS it is deemed desirable to regulate the Subdivision and Development of land in order to promote the orderly Development of the Village; and

WHEREAS the Local Government Act, as amended, empowers the Council or the Village of Anmore to regulate and require the provision of works and services in respect of the subdivision of land, and require as a condition of approval of a building permit or subdivision that the owner of the land provide works and services on the land being developed or subdivided and on the adjacent highway, all in accordance with the works and services established in the bylaw, and

WHEREAS the Village may, under the Local Government Act, require that the owner of land that is to be subdivided or developed provide excess or extended services; and

WHEREAS the Village may, under the Community Charter, impose requirements on the owners of dikes or the persons undertaking the construction of dikes; and

WHEREAS the Council of the Village may, under the Community Charter, delegate its powers duties and functions to an officer or employee of the Village;

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

SECTION 1 - GENERAL

1.1 CITATION

This Bylaw may be cited as " Anmore Subdivision and Development Control Bylaw No. 633-2020".

1.2 REPEAL

Anmore Works and Services Bylaw No. 242-1998 is hereby repealed.

1.3 PURPOSE

The purpose of this Bylaw is to regulate the Subdivision and Development of land, and to require the provision, design, and construction of Works and Services including Highways. Such regulation is intended to provide orderly and aesthetically pleasing Development; to preserve the established amenities of the Village; and to ensure that Subdivisions and Developments are appropriately serviced and best suited to the use for which they are intended.

1.4 ORGANIZATION

This Bylaw is organized into sections dealing with the following subjects:

Section One	General
Section Two	Definitions and Interpretation
Section Three	Administration
Section Four	Land Dedications - Subdivision
Section Five	Works and Services Required

1.5 BYLAW SCHEDULES

Attached to and forming part of this Bylaw are the following Schedules:

Schedule A	General Requirements
Schedule B	Detailed Design Criteria
Schedule C	Standard Drawings
Schedule D	Servicing Agreement Template
Schedule E	Standard Forms
Schedule F	Approved Products List

SECTION 2 – DEFINITIONS AND INTERPRETATION

2.1 DEFINITIONS

In this Bylaw,

“Administrator” means the Chief Administrative Officer of the Municipality or a person designated to act in the place of that officer;

“Applicant” means the Owner of a Parcel who is applying for the approval of a Subdivision, or a person authorized in writing by the Owner to apply for the approval.

“Approving Officer” means a person appointed by the Village Council to act as Approving Officer pursuant to the provisions of the *Land Title Act* and *Local Government Act*.

“Arterial Road” means a road primarily for through traffic usually on a continuous route. Direct access to abutting land is not a priority.

“Building Permit” means the authorization in writing or permit issued under the current Village Building Bylaw as amended from time to time.

“Boulevard” means a portion of highway between the curb lines or the lateral boundary lines of a roadway (e.g. edge of pavement) and the adjoining property or between curbs on median strips or islands, but does not include curbs, sidewalks, ditches, or driveways.

“Collector Road” means a road that provides for traffic movement between Arterial and other Collectors and Local streets with some direct access to adjacent properties.

“Construction Inspector” means a person, who, under the direction or supervision of the Administrator inspects the construction and installation of the Works and Services.

“Construction Schedule” means a schedule indicating the planned start and completion dates of the major activities involved in constructing and installing the Works and Services.

- “Developer” means the Owner or the Developer who has the express written authority to act on behalf of and represent the Owner in carrying out Works and Services under this Bylaw.
- “Develop or Development” means an activity that requires a Subdivision or Building Permit.
- “Driveway” means access from the a Village Highway to an adjoining Highway or to a Private Property
- “Engineer” means a Professional Engineer, registered under the Association of Professional Engineers and Geoscientists in British Columbia.
- “Estimated Cost” means the total cost of constructing and installing Works and Services estimated by the Owner’s Consulting Engineer and approved by the Village Official.
- “Final Acceptance Certificate (FAC)” means the written document as set out in Schedule E of this Bylaw by which the Village confirms that the Developer has fulfilled the warranty obligations and all other requirements of this Bylaw in relation to Works and Services.
- “Final Subdivision Approval” means the approval granted by the Approving Officer when all relevant requirements of this Bylaw, the *Local Government Act*, the *Land Title Act*, and any other relevant bylaws and legislation have been fulfilled.
- “Good Engineering Practices” means engineering design and construction practices that have been in use for many years and have demonstrated their safety over time, or, design and construction processes and spoken constructability, provided that the processes are based on established engineering principles, including adequate testing of all materials and systems.
- “Highway” includes a street, road, lane, bridge, viaduct and any other way open to public use, other than a private right of way on private property;.
- “Infill Lots” means an undeveloped, surveyed lot located adjacent to or in-between serviced and/or occupied lots.

“MMCD” means the latest edition of the Master Municipal Construction Document published by the Master Municipal Construction Documents Association, in place at the time of the Application.

“Owner” means, in respect of real property:

- (a) the registered Owner of an estate in fee simple;
- (b) the tenant for life;
- (c) the registered holder of the last registered agreement for sale; or
- (d) the holder or occupier of land held in the manner referred to in the relevant sections [taxation of Crown land used by others] or [taxation of municipal land used by others], of the Community Charter.

“Parcel” means any lot, block or other area in which land is held or into which it is subdivided, but does not include a Highway.

“Place of Work” means all physical locations where construction is undertaken as a consequence of the Works and Services agreement.

“Record Drawings” means a documented record of the constructed Works and Services prepared with sufficient due diligence such that adequate care and attention has been allocated to fulfill the requirements of the Association of Professional Engineers and Geoscientists of British Columbia.

“Road Designations” means road classification and construction to be defined as local, arterial, collector with major and minor collectors, as identified in the Geometric Design Guide for Canadian Roads, TAC.

“Shallow or Franchise Utilities” means independent utilities shall mean private companies, crown corporations and regional government utility organizations providing services such as electric power, gas and communications (telephone, cable, microwave and fibre optic lines).

“Small Subdivisions” means subdivisions that meet the following criteria:

- (a) subdivision of one or two lots or a subdivision by which fewer than three additional lots would be created if the parcel proposed to be subdivided was itself created by subdivision within the past five years.
- (b) the consolidation of existing parcels.

“Standard Drawings” means drawings as stipulated under Schedule C.

“Subdivide or Subdivision” means the division of land into two (2) or more parcels, or the consolidation of two or more parcels into one, whether by plan, apt description, words, or otherwise

“Substantial Performance” as defined by MMCD.

“Total Performance” as defined by MMCD.

“Village” means the Corporation of the Village of Anmore or the area within the boundaries of the Village of Anmore as the context requires.

“Village Engineer” means the person appointed by the Administrator as the Engineer for the Village or his or her authorized representative as designated by the Village Council from time to time.

“Village Inspection” means periodic inspections by the person appointed by the Administrator for installation of the Works and Services.

“Village Official” means the Approving Officer, Administrator or other authorized representative of the Village designated by the Village Council.

“Works and Services” includes Highways, sidewalks, boulevards, boulevard crossings, transit bays, street lighting, wiring, electrical distribution systems, water supply and distribution systems, fire hydrant systems, sewage collection and disposal systems, drainage collection and disposal systems and such other infrastructure or systems that are required by this Bylaw in connection with the Subdivision or Development of land.

“Zone” means a zone as defined under the Village of Anmore Zoning Bylaw.

2.2 Unless otherwise defined herein, any word or expression in this Bylaw shall have the same meaning as any similar word or expression in the *B.C. Motor Vehicle Act*, the *Local Government Act*, the *Anmore Zoning Bylaw*, or any regulation or Schedule to the enactment and in case of conflict the *Local Government Act* shall prevail.

2.3 INTERPRETATION

- 2.3.a In this Bylaw whenever words are used implying the Subdividing or Subdivision of land, those words shall be deemed to refer to the division of land into two or more parcels, whether by plan or by meets and bounds description or by a replotting scheme or otherwise.
- 2.3.b Where the text refers to the word “Subdivision” it shall be deemed that the requirements also apply to “Developments”, where applicable, which may not involve the Subdivision of land.
- 2.3.c A reference to a statute in this Bylaw refers to legislation adopted by the Province of British Columbia unless otherwise indicated, and a reference to an enactment, including a statute, regulation code or bylaw refers to that enactment as it may be amended or replaced from time to time.

SECTION 3 - ADMINISTRATION

3.1 COMPLIANCE WITH BYLAW

No person shall Subdivide a Parcel or undertake Development of land in the Village of Anmore except in compliance with the provisions of this Bylaw.

3.2 AUTHORITY TO ENTER LANDS

The Village Official is authorized to enter at all reasonable times on any property or premises to inspect same in connection with their duties under this Bylaw and to ascertain whether the provisions of this Bylaw are being complied with, subject to the Community Charter.

3.3 APPLICANT'S RESPONSIBILITY AND OTHER LEGISLATION

Nothing in this Bylaw shall relieve the Applicant from the responsibility to comply with every enactment applicable to their undertaking. Neither the granting of a permit nor the issuance or review of any plans, specifications or documents or any inspection made by any Village employee shall in any way relieve the Applicant from compliance with all enactments.

3.4 SEVERABILITY

The provisions of this Bylaw are severable. If any provision is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Bylaw.

3.5 DELEGATION

The Council hereby delegates, pursuant to the relevant provisions of the *Community Charter*, to the Administrator or Approving Officer, the following powers of Council under the *Local Government Act* to:

- 3.5.a require the Developer, Owner or Applicant to construct excess or extended services as defined in the *Local Government Act*;
- 3.5.b determine whether the cost to the Village to provide the excess or extended services would be excessive and, in that event, the cost that must be paid by the Developer, Owner or Applicant;
- 3.5.c determine the benefit of the excess or extended services that may be attributed to each of the Parcels that will be served by the services;
- 3.5.d impose latecomer charges as defined under the *Local Government Act*;
- 3.5.e Where the Village Administrator or Approving Officer exercises a power in accordance with subsections 3.5.a to 3.5.d above, the person that is subject to that decision is entitled to have Council reconsider the matter, provided that:
 - i) The person who wishes to have Council reconsider the matter shall give written notice of its request for reconsideration to the Village's Corporate Officer within thirty (30) days of receiving the decision from the Village Official, and such notice must include a description of the grounds upon which the request for Council reconsideration is made;
 - ii) Upon receipt of a written notice for reconsideration by the Village's Corporate Officer within the timeframe noted above, the Corporate Officer shall schedule the time, date, and place for Council to hear the reconsideration and notify the person accordingly; and
 - iii) In reconsideration of a decision made by the Village Official, Council may confirm, amend, or set aside the decision, as it may deem appropriate in the circumstances.

SECTION 4 – LAND DEDICATION - SUBDIVISION

4.1 HIGHWAY ALLOWANCES

- 4.1.a When the Applicant proposes a Highway allowance in a plan of Subdivision, the

Village Official will consider the sufficiency of the Highway allowance or Right of Way by determining the road classification. Road Designations shall be based on a hierarchy of roads integrated into the existing or proposed adjoining road pattern, and are determined in relation to land use, configuration of the land, the classification of the existing or approach Highway, in accordance with this Bylaw.

- 4.1.b The Applicant shall provide, without compensation, land for Highway provisions and widening as identified by the Approving Officer in accordance with the Local Government Act.

4.2 EMERGENCY ACCESS

If an emergency access is deemed necessary by the Administrator, it shall be provided in accordance with the standards set out in Schedule B to this Bylaw.

4.3 PARKLAND DEDICATION ON SUBDIVISION

- 4.3.a The Applicant shall satisfy the requirements of the Approving Officer with respect to the provision of parkland in accordance with the requirements of the Local Government Act and the Official Community Plan.
- 4.3.b If it is determined that cash-in-lieu of parkland dedication is exercised, the amount to be paid shall be equivalent to 5.0% of the current market value of all the land proposed for Subdivision in accordance with provisions of the Local Government Act.

SECTION 5 – WORKS AND SERVICES REQUIRED

5.1 SERVICING REQUIREMENTS - GENERAL

- 5.1.a Except as herein provided, no person shall Subdivide or Develop land except in conformity with the relevant requirements of this Bylaw, unless otherwise agreed upon by the Administrator. All Works and Services required to be constructed and installed and all other requirements of this Bylaw shall be completed at the sole expense of the Developer.
- 5.1.b Except as herein provided, unless otherwise approved by a Development Variance Permit, issued by the Council, servicing shall be as set out in this Bylaw and all construction and installation shall be carried out in conformity with requirements of Schedule D to this Bylaw.

5.1.c The Owner of any lands which are proposed to be Subdivided or Developed shall provide each parcel of land within the proposed Subdivision or Development with the following:

i) **Roads**

All existing Highways immediately adjacent to lands being Subdivided or Developed shall be constructed in accordance with the standards herein and all new Highways within land subject to a proposed Subdivision or Development shall be dedicated and constructed in accordance with the standards herein.

ii) **Sidewalks, Boulevards, Street Lighting**

Sidewalks, Boulevards and street lighting on all Highways in and immediately adjacent to the lands in accordance with the standards contained in Schedules B and C.

iii) **Water Distribution System**

A water distribution system including the standard service connection, which shall be constructed in accordance with the standards contained in Schedules B and C, and shall be connected by trunk water mains to an existing municipal water supply system. If a Subdivision or Development is proposed and is not connected to an existing municipal water supply system, the Developer shall connect the subject land or obtain and demonstrate that all regulatory approvals necessary have been secured.

iv) **Sanitary Sewer System**

A sanitary sewer collection and disposal system including the standard service connection, constructed in accordance with the standards contained in Schedule B and C, and the sewer system shall be connected by trunk sewer mains to an existing municipal treatment and disposal sanitary sewer system. If a Subdivision or Development is proposed and is not connected to an existing municipal system, the Developer shall connect the subject land or obtain and demonstrate that all regulatory approvals have been secured.

v) **Storm Drainage Collection System**

A storm drainage collection system including the standard service connection, constructed in accordance with the standards contained in Schedules B and C, and the municipal drainage system shall be connected by trunk drainage mains to a municipal drainage system of the Village. If a Subdivision or Development is proposed and is not connected to an existing municipal system, the Developer shall connect the subject land or obtain and demonstrate that all regulatory approvals have been secured.

5.1.d The Owner of any lands which are proposed to be Subdivided may be required by

the Approving Officer, prior to the issuance of a preliminary notification, to provide any or all of the requirements outlined in sections 2.2, 2.3, 2.4 and 2.5 of Schedule A.

- 5.1.e If, in the opinion of the Village Official, the installation of the Works and Services in accordance with this Bylaw in respect of the Subdivision or Development of a particular site would not be in accordance with sound civil engineering practice because such Works and Services are best installed on an area-wide basis, the Owner may, in lieu of constructing and installing the Works and Services be permitted, upon Village approval, to make a cash payment to the Village, in the amount estimated by the Consulting Engineer as the design construction and installation value of the Works and Services. The Village shall hold such payments in a reserve fund to be expended on the installation of such area-wide Works and Services at such time as may reasonably be determined by the Village Official. On infill lots and Small Subdivisions if it is not recommended to upgrade the frontage or collect cash in lieu for the Village to complete the Works and Services, and when there are no plans to upgrade the entire Highway, then the Village Official at the time of Preliminary Layout review or the Village Official at the time of the Servicing Agreement or Building Permit has the authority to waive the construction and cash requirements.
- 5.1.f Where a bylaw has been approved by Council, in the form of a sub-area or neighbourhood plan, and the bylaw contains provisions that conflict with this Bylaw, the neighborhood or sub area plan shall take precedence only over the relevant applicable sections of this Bylaw where such conflicts exist.
- 5.1.g The Village may request a financial sustainability report from the Developer. This report should identify the life cycle cost of the proposed infrastructure and potential tax revenue generated by the development. The purpose of the report is to ensure the Village is not inheriting an infrastructure burden when accepting a Subdivision.

5.2 STATUTORY RIGHTS-OF-WAY

For the purpose of constructing and installing or maintaining Works and Services, statutory rights-of-way in the form of the Village's standard agreements and plans shall be provided by the Owner, at the Owner's cost, where Works and Services are not located in Highways and shall be registered in the Land Title Office and shall run with the land. It is the responsibility of the Applicant to negotiate and secure any Rights-of- Way or Easements necessary to the application and to process the legal documentation to its registration in Land Title Office, and pay all direct or indirect costs including:

5.2.a B.C. Land Surveyor costs;

5.2.b Legal fees;

5.2.c Registration costs and fees including Land Titles Office fees.

The Village Official may require the Applicant to provide a lawyer's or notary's undertaking satisfactory to the Village's solicitor to ensure registration of these documents is completed.

5.3 EXCEPTIONS TO SERVICING REQUIREMENTS

5.3.a Where the Works and Services Exist

Without limiting the generality of Section 5.1, the Applicant will not be required to provide a particular Work or Service where that particular work or service exists in accordance with the standards required in Schedules A, B and C to this Bylaw.

5.3.b Subdivisions for Specific Purpose

The Works and Services requirements of this Bylaw do not apply to a Subdivision, which creates only:

- i) a Highway dedication;
- ii) park land;
- iii) a parcel for the installation of public utilities and related structures and equipment;
- iv) a consolidation or a lot line adjustment, in which the number of buildable lots is not increased and the land use is residential single unit dwelling or two unit dwelling only.

5.4 WORKS AND SERVICES IMPRACTICAL TO BUILD

5.4.a If it is not practical to build all or part of the required Works and Services until a project of greater scope proceeds, and

5.4.b If the Work or Service is not immediately required for the Subdivision or the building, the Developer may not be required to build the part so identified by the Village Official. Instead the Developer may be required to provide the Village with cash in lieu of the required works or security, in the form of cash, certified cheque or irrevocable Letter of Credit in an amount, accepted by the Village Official, to equal the cost of designing, constructing and providing the Work or Service. The funds will be placed by the Village in a reserve fund until they are used to provide or complete the Work or Service

5.5 LEVELS OF WORKS AND SERVICES REQUIREMENT

If Development is to be connected to existing servicing, the Developer must provide all municipal services including roads conforming to the typical road cross sections and required standards. The exception to this condition is when a Development is located in a rural area of the Village and cannot be reasonably connected to existing servicing. In these locations, the Developer may provide sanitary services by way of a septic system that conforms with Provincial enactments and water services by way of a well that conforms with Provincial enactments.

5.6 CONSTRUCTION OF THE WORKS

If it is in the Village's opinion that the Contractor selected by the Developer, is not qualified to perform the required Works as described in the Servicing Agreement, the Village will provide a list of acceptable Contractors to perform the Works. The costs associated with an alternative will be borne by the Developer solely.

5.7 ALTERNATE SERVICE LEVELS

The Village Official may, in their sole discretion, require or consider and accept or reject alternate service levels, specifications or designs for Works and Services outlined by this Bylaw that, in the opinion of the Village Official, provide environmental or technical solutions that:

- i) achieve a level of performance that meets or exceeds the level of performance that would be achieved by strict adherence to the service levels, specifications or designs contained in this Bylaw; or
- ii) otherwise meet the service levels, specifications or designs contained in this Bylaw.

ADOPTED the _____ day of _____, 2020

CORPORATE OFFICER

**SCHEDULE A
ANMORE SUBDIVISION AND DEVELOPMENT CONTROL BYLAW NO. 633-2020
GENERAL REQUIREMENTS**

- 1.0 GENERAL INFORMATION**
- 2.0 GENERAL DESIGN CRITERIA**

SECTION 1 – GENERAL INFORMATION

1.1 INTRODUCTION

Schedule A to the Anmore Subdivision and Development Control Bylaw identifies the General Information required by the Village.

1.2 SCOPE AND USE OF SCHEDULE A

Schedule A is prepared for providing guidelines to the Developer and the development industry in the design of engineering servicing facilities and systems to be incorporated in the utilities infrastructure of the Village.

It is intended to provide a minimum design criteria and standard for proposed works. The onus is on the Developer to ensure that their designs meet accepted engineering principles and good engineering practices and are adequate for the site conditions and their accepted uses.

1.2.a Master Municipal Construction Documents (MMCD), Current Edition

The provisions of the Bylaw are to be applied in conjunction with the Master Municipal Construction Documents, most current edition, which otherwise apply to all Works and Services constructed within the Village.

Where the provisions of this Bylaw are in conflict with the Master Municipal Specifications, the provisions of this Bylaw take precedence, unless otherwise agreed to in writing by the Village Engineer.

1.2.b Master Municipal Construction Documents (MMCD), Design Guideline Manual, Current Edition

The provisions of this Bylaw are to be applied in conjunction with the Master Municipal Design Guideline Manual, most current edition, which otherwise applies to all Works and Services constructed within the Village.

Where the provisions of this Bylaw are in conflict with the Master Municipal Design Guideline manual, the provisions of this Bylaw take precedence, unless otherwise agreed to in writing by the Village Engineer.

SECTION 2 – GENERAL DESIGN CRITERIA

2.1 INTRODUCTION, SURVEY INFORMATION, DRAWING SUBMISSION

The purpose of this section is to outline the minimum standards and requirements the Village will accept in the design for Works and Services.

It is the specific intent of the Village to require quality submissions for design of Works and Services and Record Drawings submissions. It is recommended that whenever engineering works are required or proposed, the Consulting Engineer arrange for a pre-design meeting to ensure compliance with the latest Village standards, specifications and policies.

Incomplete or substandard design submissions will be returned to the Consulting Engineer. A subsequent re- submission which remains incomplete or sub-standard will result in a request to meet with the Consulting Engineer, the Developer and the Village Engineer.

Where a question arises, please contact the Village Engineer for clarification, in writing. All submissions shall reflect and comply with the following:

2.1.a All applicable requirements of this Bylaw.

2.1.b All applicable requirements of the Village, including but not limited to:

- i) The Official Community Plan
- ii) The current Zoning Bylaw(s)
- iii) The current Building Bylaw

2.1.c Be designated and dimensioned in Standard Metric units.

2.2 GEOTECHNICAL AND HYDROGEOLOGICAL DESIGN CONSIDERATIONS

The Consulting Engineer shall incorporate Geotechnical and Hydrogeological input into their design such that an appropriate level of Geotechnical Investigations, calculations

SCHEDULE A – GENERAL REQUIREMENTS

and recommendations are performed to confirm that the Works and Services will perform as intended for the duration of the design life.

2.3 SURVEY INFORMATION

- 2.3.a Anyone employed by the Developer must have permission of the registered Owner before entering private property.
- 2.3.b All surveys shall be to elevation and coordinates derived from the Geodetic Datum, Geodetic Survey of Canada CGVD2013 and NAD83. All drawings must confirm which Geodetic Datum is referenced for elevations.

The horizontal coordinates shall be referenced to the NAD83 UTM coordinate system. A minimum of two reference points with coordinates shall be shown on each design drawing. A minimum of one reference bench mark or GPS control point with elevation shall be shown on each design drawing.

- 2.3.c Originating benchmarks and integrated survey monuments shall be noted on all plans as well as those to be established in the work.
- 2.3.d Copies of legible field notes shall be made available to the Village upon request.
- 2.3.e Centre lines (or offset lines) or base lines are to be marked and referenced in the field and all chainages and coordinated layout points shall be keyed to the legal posting.
- 2.3.f All existing items such as manholes, catch basins, valves, fire hydrants, poles, streetlights, sidewalks, ditches, let downs, parking bays, edges of curb/road, existing dwellings, fences, trees, hedges, watercourses and setbacks, and unusual ground conditions shall be noted.
- 2.3.g Where applicable, roadway cross sections and other pertinent features will be required. The section shall include centreline, edge of pavement or gutter line, edge of shoulder, ditchinvert, top of ditch, property line, and an existing ground elevation inside property line.

2.4 DESIGN DRAWING SUBMISSION

- 2.4.a All drawings submitted to the Village shall be prepared in metric, on standard A1

SCHEDULE A – GENERAL REQUIREMENTS

sheets/scales, in accordance with the following requirements and all other applicable requirements of this Bylaw.

- 2.4.b All drawings submitted to the Village shall be signed and sealed by a Professional Engineer registered under the Association of Professional Engineers and Geoscientists of British Columbia.
- 2.4.c All drawings submitted to the Village shall be based on digital coordinates that derive from the project survey information. Design submissions that originate purely from baseline offsets, either physical or otherwise, will not be accepted by the Village.
- 2.4.d A complete set of Engineering Design drawings shall include, in the following sequence:

- i) **Cover Sheet**

- The Cover Sheet shall note the Consulting Engineer's name, the Developer's name, the Village project number in the bottom right corner, if applicable, the legal description of the lands involved, a site plan at a 1:5,000 scale, and an index of plans, with revision numbers.

- The site plan shall note all proposed roads and the proposed subdivision layout. The cover sheet may be utilized to show the drainage catchment area.

- General notes should be located on this sheet.

- ii) **Key Plan**

- The Key Plan shall be at a 1:500 scale and shall note all proposed services, including street lighting. If more than one sheet is required, note the westerly or southerly portion first and identify as Key Plan "A" with additional plans noting "B" and "C", etc.

- iii) **Storm Water Management Plan**

- The Storm Water Management Plan shall be 1:500 scale and identified as per key plan system if more than one sheet is required.

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iv) **Water**

Plan and profile drawings shall show all grades, inverts, curves, radii, valves, hydrants, bends, and other features. The scale shall be 1:500 for plans and 1:50 for profile. The full pipe shall be shown for the watermain on the profile. All cross over points with sewers shall be noted.

v) **Storm Sewers**

Plan and profile drawings shall show grades, inverts, manholes, catch basins, and other features. The scale shall be 1:500 for Plan and 1:50 for profile. Symbols to denote the service connection elevation at the property line shall be shown on the profile plan. Minor and major system hydraulic grade lines may be required at the discretion of the Village Engineer. The full pipe shall be shown on the profile.

vi) **Sanitary Sewers**

Plan and profile drawings shall show grades, inverts, manholes, and other features. The scale shall be 1:500 for Plan and 1:50 for profile. Symbols to denote the service connection elevation at the property line shall be shown on the profile plan. The full pipe shall be shown on the profile.

vii) **Roads**

Plan and profile drawings shall show all driveways, alignments, grades and location of Canada Post Mail Boxes. The scale shall be 1:500 for plans and 1:50 for profiles.

viii) **Road Cross Sections**

Road cross-sections shall be scaled at 1:100 horizontal and 1:50 vertical and shall note the existing ground elevation, the proposed elevations of the road centreline, the curb and gutter (or road edge) and property lines. Cross-sections are required at 20.0 m intervals.

Additional sections may be required where excessive cuts or fills are involved.

ix) **Street Lighting Plan**

Street Lighting plans shall be a plan view (1:500) of the street lighting proposal designed, signed and sealed by a Professional Engineer. There shall be General Notes included on the Plan noting reference(s) to the Village Standards and Specifications and the appropriate design criteria. Any

SCHEDULE A – GENERAL REQUIREMENTS

street lighting plan(s) should be accompanied with the photometric calculations.

x) Construction Details

Construction Details shall show a proposal for construction which are not covered or specifically detailed in the Village Standards and Specifications or as per MMCD. Where there is a Village Standard, it is expected to refer to the Drawing Number. It is not necessary to include or provide drawings for work(s) for which there is a Village Standard Drawing.

xi) Lot Grading Plan

Lot Grading Plan shall be at 1:250 scale and shall generally illustrate pre- and post- development contour lines at a maximum of 1.0 m intervals which shall match the pre- development contour lines at the development boundary, or as designed by the Consulting Engineer and approved by the Village Engineer. Plan can be at 1:500 scale for larger subdivisions when approved by the Village Engineer. Delineate with shading to show cut and fill areas and cut and fill volumes. The topographic information shall extend a minimum of 30.0 m outside of the development boundary. All existing lot corner elevations to be illustrated (not circled) and all proposed lot corner elevations to be illustrated (circled). Plan to illustrate proposed building envelope with the Minimum Building Elevation (MBE) noted along with accesses to lots identified. Proposed lot slopes to be noted and any retaining structures, significant grade breaks and surface drainage infrastructure to be illustrated.

xii) Erosion and Sediment Control Plan

Erosion and Sediment Control Plan shall be at 1:500 scale and shall generally illustrate the extent of lot by lot tree clearing, grubbing and stripping, and location of on-site sediment and erosion control features to restrict the migration of sediments during construction. This includes silt fencing, sediment basins, construction vehicle access points, construction vehicle wash facilities, maintenance stockpile storage locations etc. Drawings shall provide details and notes describing the installation and maintenance of all features and shall provide delineation, with appropriate construction notes of any environmentally sensitive areas and features. Plan shall identify any works and services required by other approval authorities' requirements.

SCHEDULE A – GENERAL REQUIREMENTS

xiii) **Signage**

Signage design to be submitted and included with the line marking road design and boulevard planting drawings.

2.4.e The Consulting Engineer's seal and signature shall be noted on sheets of final design submissions. Digital signatures secured with a digital certificate are acceptable when submitting digital versions of drawings. The Consulting Engineer's seal and signature shall confirm that the Works and Services as proposed are structurally sound, comply with the applicable design criteria of this Bylaw, and Good Engineering Practice.

2.4.f Notwithstanding the previously detailed requirements, the following additional information is to be noted in design submissions to the Village:

- i) The size, grade, inverts, and type of material on profile sections;
- ii) The locations, off-sets, curvatures, size and identification of the mains noted on the Plan sections;
 - the clearance between mains at cross-over points;
 - all existing structures, including houses, sheds, fences, wells, septic tanks and fields, shall be shown on the appropriate drawings(s), with a notation indicating their fate (i.e. to be removed, filled, etc.);
 - in rural subdivisions, with an open ditch drainage system, note the size of (future) driveway culverts required to conform to the design.
- iii) The first complete design submission shall consist of:
 - two complete printed sets of drawings unless directed otherwise by the Village;
 - digital version of drawings;
 - soils investigation report (to verify road structure design);
 - photometrics (lighting calculations) for street lighting plans if specifically required by the Village Engineer;
 - all applicable utility hydraulic calculations and structural (water, sanitary, storm sewer);
 - any additional design briefs identified as necessary by the Village Engineer;
 - Construction and installation cost estimate (under seal of the Consulting Engineer).
- iv) Subsequent design submissions requiring changes to the previous

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submission shall consist of:

- two complete printed sets of drawings unless directed otherwise by the Village;
- digital version of drawings;
- a complete construction cost estimate;
- all submissions subsequent to first submission shall have highlighted, with 'revisions clouded' areas, any changes made by the Consulting Engineer including and in addition to "Red Line" changes required by the Village;
- items 'Red Lined' must be addressed by the Consulting Engineer. Failure to do so will result in submissions being returned.
- failure to highlight changes may render them null and void.

v) The final submission for Village acceptance shall consist of:

- two complete printed sets of drawings unless directed otherwise by the Village;
- digital copies of design drawings in pdf and AutoCAD (latest version) format.

2.4.g All design and record drawings to be submitted based on MMCD standards.

- i) Digital drawing submissions shall follow the latest MMCD standard for AutoCAD symbols, layers & line types, with drawing creation using MMCD AutoCAD templates.

2.5 CONSTRUCTION COST ESTIMATE CALCULATIONS

2.5.a The construction cost estimate shall be broken down in a format as defined in MMCD.

2.5.b Hydro, gas, cable and telephone cost estimates are required and the estimated costs are to be included in the security deposit required under the Subdivision Servicing Agreement. These items and costs will be reviewed and amended where or if necessary.

2.6 SERVICE CONNECTION CARDS

The Consulting Engineer will provide service connection cards for each development where available. These cards are to indicate clearly and accurately, the location, depth and size, and material of construction, of each Village utility connection. The Village

SCHEDULE A – GENERAL REQUIREMENTS

project number shall be required on all cards. Service Connection Cards are considered part of the Record submission and shall be provided in paper copy in addition to pdf and AutoCAD (version as request by the Village) formats.

2.7 RECORD SUBMISSIONS AND ASSET MANAGEMENT SCHEDULE

The following procedures are required in the delivery of Record Submissions and Asset Management Schedules to the Village.

- 2.7.a The Consulting Engineer shall submit two complete sets of paper prints of the revised design drawings reflecting the as-constructed works and services, including hydro, telephone and cable Records, except for the road cross-section sheet(s), and a complete set of Service Connection Cards for Village review.
- 2.7.b One marked-up set of the Record paper prints will be returned to the consultant for revision. If there are minor changes, it may be requested that the prints with the revisions noted, be submitted for Village acceptance. If there are numerous amendments, it is likely that the Consulting Engineer will be required to resubmit two sets of revised paper prints for a second review.
- 2.7.c The Consulting Engineer will be required to submit the following:
 - i) A digital copy of the CAD files containing the Record drawings.
 - ii) A digital .pdf files containing Record Drawings signed and sealed by the Professional Engineer.
 - iii) Two sets of paper prints with the signature and seal by the Professional Engineer who supervised the required inspections.
- 2.7.d The Village shall receive all documentation in 2.7.c prior to issuing Substantial Performance for the project unless otherwise approved by the Village Official.

A Schedule for Asset Management and Costing consisting of quantities and actual unit prices, of all underground and surface works infrastructure to be owned by the Village. Works and Services shall be grouped by road segment between intersections. Where assets might overlap at intersections, the asset is to be assigned to the primary road. An Excel and .PDF copy is to be submitted in a format as prescribed by the Village.

**SCHEDULE B
ANMORE SUBDIVISION AND DEVELOPMENT CONTROL BYLAW NO. 633-2020
DETAILED DESIGN CRITERIA**

- 1.0 GENERAL DESIGN CONSIDERATIONS**
- 2.0 WATER DISTRIBUTION**
- 3.0 SANITARY SEWERS**
- 4.0 STORMWATER MANAGEMENT**
- 5.0 ROADS**
- 6.0 ROADWAY LIGHTING**
- 7.0 STEEP SLOPE, SITE GRADING AND RETAINING WALLS**

SECTION 1.0 – GENERAL DESIGN CONSIDERATIONS

The purpose of the design criteria is to supplement and clarify items as described in the latest edition of the MMCD Design Guidelines and Transportation Association of Canada (TAC). The designer must comply with all requirements included in reference documents unless otherwise noted herein or specifically pre-approved in writing otherwise by the Village Engineer.

1.1 SUSTAINABILITY AND ASSET MANAGEMENT

- 1.1.a The principles of sustainability and asset management shall be based on MMCD methodology as described in Sections 8, 9 and 10 of the current edition of the MMCD Design Guidelines.
- 1.1.b Should any conflicts arise between this Bylaw and the current edition of the MMCD Design Guideline, the written content of this Bylaw shall govern.
- 1.1.c Engineers retained by the Developer shall consult the Village Engineer to determine the appropriate balance of sustainability and asset management principles.

1.2 INDEPENDENT UTILITIES

- 1.2.a Independent utilities such as electrical power, communications and gas are not supplied by the Village and are not included in this design criteria.
- 1.2.b Engineers retained by the Developer shall design infrastructure to avoid

conflicts with independent utilities.

1.3 UTILITY RIGHTS OF WAY

1.3.a Utility right-of-way requirements shall follow MMCD methodology.

1.4 UTILITY SEPERATION

1.4.a Utility separation shall follow MMCD methodology and BC provincial regulations.

1.5 TRENCHLESS TECHNOLOGIES

1.5.a The use of trenchless technology shall follow MMCD methodology.

1.6 SEISMIC DESIGN STANDARDS

1.6.a Seismic considerations for infrastructure design shall follow MMCD methodology.

1.6.b Engineers retained by the Developer shall consult the Village Engineer to confirm the appropriate material and connection specifications prior to designing infrastructure.

1.7 VILLAGE ELECTRICAL DISTRIBUTION AND COMMUNICATIONS

1.7.a All control circuits shall be on circuit breakers, not fuses.

1.7.b All electrical cabinets are to be stainless steel or other approved by the Village Engineer.

1.7.c All electrical distribution equipment shall be located in a separate cabinet from SCADA equipment.

1.7.d All Village facilities connected to the Village SCADA network that are part of a single development shall be interconnected with their own communications conduit.

1.7.e All SCADA sites are to come with indoor and outdoor ambient air and roadway temperature sensors.

SECTION 2.0 – WATER DISTRIBUTION

The purpose of the design criteria is to supplement and clarify items as described in the latest edition of the MMCD Design Guidelines. The designer must comply with all requirements included in reference documents unless otherwise noted herein or specifically pre-approved in writing otherwise by the Village Engineer.

2.1 GENERAL

- a. The water distribution system design shall be prepared under the direction of a design professional who has the appropriate experience and is registered with the Association of Professional Engineers and Geoscientists of British Columbia.
- b. Design professionals retained by the Developer to design the works and services must consult with the Village Engineer to determine what existing information may be of assistance to them.
- c. The water system design is to be done using a calibrated water model acceptable to the Village unless the systems design, as determined by the Village Engineer, is not complex.
- d. Geotechnical reports shall provide review of soil corrosiveness and design submissions shall include recommendations for necessary corrosion protection of all infrastructure susceptible to damage due to soil corrosion, where applicable.
- e. Approval from Fraser Health is required prior to construction, installation, alteration or extension of a water system. Note, the Developer will be required to submit documentation to the Health Authority, once drawings and specifications are approved and provide approval confirmation to the Village Engineer.

2.2 METERING

- a. Strata lots, including bareland strata lots, shall provide the meter at the property line, or as directed by the Village Engineer.
- b. All meters, where required, shall be supplied and installed by the Developer under the direct supervision of the Village staff. Refer to Approved Products List for acceptable meters.

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- c. Where developments require water meters to be installed outside of buildings, the outside meter chambers, vaults or enclosures shall include the same requirements as listed under Chambers

2.3 PER CAPITA DEMAND

The design criteria noted in Table 2.3.1 must be used for most applications. Where the flow characteristics of the development area are substantially different, the criteria may be modified with written approval from the Village Engineer.

Table 2.3.1 – Per Capita Demand	
Average daily demand, domestic flow	550 litres/capita/day
Maximum daily demand, domestic flow	2x average day demand
Peak hour demand, domestic flow	3x average day demand

- a. The population densities in table 2.3.2 are to be used when applicable.

Table 2.3.2 – Population Densities	
Single Family Residence	3.5 people per unit
Townhome	3.1 people per unit
Condo/apartment	2.1 people per unit

2.4 NON-RESIDENTIAL DEMAND

- a. Non-residential demand shall be as indicated by MMCD.

2.5 FIRE FLOWS

- a. Fire flow and storage demand shall follow MMCD methodology and the Fire Underwriter Survey of Canada.
- b. Where a difference arises between MMCD minimum requirements and the current edition of the “Water Supply for Public Fire Protection – A Guide to Recommended Practice” published by Fire Underwriters Survey, the more stringent requirements shall take precedence, unless the Village provides a relaxation.

2.6 DESIGN FLOWS

- a. Design for water distribution systems shall be based on MMCD methodology.

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2.7 WATER PRESSURE

- a. The design criteria noted in this subsection must be used except where, in the opinion of the Village Engineer, the flow characteristics of the development area are substantially different, at which time the criteria may be modified to take into account the differences.
- b. The water system must be designed to provide domestic water at the design building main floor elevation of each parcel in accordance with Table 2.7.1

Table 2.7.1 – Design Pressures	
Minimum pressure at Peak Hour Demand	300 kPa (44 psi)
Maximum allowable pressure	850 kPa* (123 psi)
Minimum pressure in system during design Fire Flow plus Maximum Day Demand	150 kPa (22 psi)

*Subject to approval from the Village Engineer, the maximum allowable pressure may be increased to 1035 kPa (150psi) for systems with multiple pressure zones.

2.8 HYDRAULIC DESIGN

- a. Hydraulic design shall follow MMCD methodology.
- b. Where the existing water system network is inadequate to provide minimum flow and pressure to a property, installation of supplementary mains may be required from the Developer and may necessitate the provision of rights-of-way in favour of the Village.

2.9 MINIMUM PIPE DIAMETER

- a. Minimum watermain size shall be the more stringent of requirements stated in MMCD or as demonstrated by a comprehensive hydraulic network analysis.
- b. Minimum water service size to residential lots shall be 38mm.

2.10 DEAD ENDS

- a. Where dead ends are unavoidable and approved by the Village, the Village will require one or more of the following:
 - i. Permanent automatic flush valve
 - ii. Portable automatic flush valve

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- iii. Fire Hydrant
- iv. Blow Down/Blow Off

2.11 MINIMUM DEPTH OF COVER

- a. Minimum depth of cover shall be 1.0m in addition to meeting all other requirements specified by MMCD.
- b. Cover over pipe above 3.0m requires approval from the Village Engineer and supported by load calculations.
- c. Depth of cover must allow for excavation via open trench with sloped sides in accordance with WorkSafeBC regulations and within the bounds of the right of way. This trench must not interfere structurally or operationally with any other utility or undermine nearby structures.

2.12 GRADE

- a. Criteria for pipe grades shall be as specified by MMCD requirements.

2.13 CORROSION PROTECTION

- a. Corrosion protection and assessment of corrosive soils shall be as indicated in MMCD.

2.14 VALVES

- a. In addition to the location of valves specified by MMCD, valves are required at the following;
 - i. **4** valves at “X” intersection;
 - ii. **3** valves at “T” intersection, including hydrant branch tees;
 - iii. At both ends of a utility Right-of-Way, water course boundary line, Provincial Highway;
 - iv. It must be possible to isolate a section of water main by operating no more than 4 valves;
 - v. Additional valves may be required due to phasing of subdivision development and as determined by the Village Engineer.
- b. Resilient seat gate valves are required on mains smaller than 450 mm diameter.

2.15 HYDRANTS

- a. The Developer's Engineer must consider the existing and intended use in the area, and ensure that adequate spacing is provided in accordance with MMCD requirements.
- b. Hydrants shall be located as specified by MMCD.
 - i. The location of the hydrants shall be a minimum **1.5 m** clear of all existing or proposed utilities and features such as street lights, power poles, transformers or driveways, etc. and shall be 2.0m from back of curb or 0.6m from back of sidewalk
 - ii. In mid-block locations, fire hydrants shall be located at the property line corners, unless otherwise approved.
 - iii. Hydrant access provisions may be required and placed strategically and shall be reviewed and approved by the Village Engineer. Where the road cross-section provides ditched drainage, a culvert crossing shall be provided to permit unobstructed access up to the fire hydrant. Culverts shall be installed per MMCD standard drawings.
 - iv. Minimum distance from the finished ground elevation to a hydrant port is 450 mm (18 inches). The maximum distance for this measurement is 815 mm.
 - v. For cul-de-sac roads, hydrants shall be located at the last lot before the cul-de-sac bulb.

2.16 BLOW OFFS AND BLOW DOWNS

- a. Blow-offs and blow-downs are to be provided as specified by MMCD.
- b. Where practical, and approved by the Village, a hydrant may serve a secondary role as a blow-off or blow-down.

2.17 TEST POINTS

- a. Test Points shall be installed on all watermains as specified by MMCD at strategic locations approved by the Village Engineer and coordinated with Village of Anmore Public Works Department.

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- b. Install test point assemblies as per manufacturers' recommendations.

2.18 AIR VALVES

- a. Air valves must be installed under conditions indicated by MMCD and be dual acting.

2.19 THRUST RESTRAINTS

- a. Mechanical joint restraints shall be provided at all fittings requiring thrust restraint. The Engineer shall indicate on the design drawings the number of joint restraints required to resist the thrust at the fittings as well as type, manufacturer, and model number of the joint restraint.
- b. The Consulting Engineer's design may use concrete thrust blocks with prior approval from the Village Engineer. The design shall give due regard to soil bearing pressures, pipeline pressure transients and expected test pressures. Thrust block design calculations and soil bearing pressures must be shown on the design drawings.
- c. Mechanical joint restraints shall be used on all water main joints designated by the Village Engineer as "lifeline service mains in case of disaster". The decision as to which mains are to be so designated is at the discretion of the Village Engineer.

2.20 CHAMBERS

- a. Chambers shall be designed with provisions as stipulated in MMCD and the following;
 - i. watertight structures;
 - ii. drainage and ventilation;
 - iii. protection against freezing;
 - iv. adequate access and interior space for maintenance and equipment removal;
 - v. Minimum headroom of 2.0 m;
 - vi. full open access to avoid confined space restrictions;
 - vii. permanent ladder to WorkSafeBC regulations;
 - viii. piping primed and painted with a rust-inhibiting paint;
 - ix. meter bypass;
 - x. remote radio reading capability;
 - xi. Structural design to withstand vehicle wheel loadings;
 - xii. additional requirements as identified by the Village Engineer.

2.21 SERVICE CONNECTIONS

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- a. Service connections shall be designed with provisions as stipulated in MMCD and the following:
 - i. Service connection size shall be as indicated under sub-heading “minimum pipe diameter”.
 - ii. All water connections for industrial, commercial and institution land use shall have a double check valve that is certified and installed on the private system. The level of backflow protection shall be based on an assessed risk of potential backflow contamination.
 - iii. Main stops must be staggered and not less than 2.0 m apart, along the main line. All connections to have stainless steel inserts and include poly pipe specifications.
 - iv. Services and curb stops must have a minimum cover of 1.0 m and must not be deeper than 1.5 m.
 - v. All single family detached and single lot duplex housing developments with the exception of bare land strata developments shall require water meter boxes complete with setter and spools. All other developments shall require the installation of water meters for domestic flows.
 - vi. Each unit of a two unit dwelling (duplex) must be serviced individually. An Accessory Dwelling Unit shall be serviced from the existing service connection on private property through the main residence where practical.
- b. All meters, where required, shall be supplied and installed by the Developer under the direct supervision of Village staff.
- c. All meters in excess of 50 mm to be compound meters with strainer.
- d. Meter boxes are to be as indicated on the Approved Products List

2.22 ALIGNMENTS AND CORRIDORS

- a. Curved mains will not be permitted.

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- b. Water main extensions shall extend to and terminate at the furthest property line of the last lot it services complete with blow-off as per standard drawing.
- c. When the utility is required to cross private land(s), the Right-of-Way must be surfaced and graded accordingly to allow access for Village maintenance vehicles and equipment to repair or replace the utility line and be a minimum of 5.0 m wide, or at the discretion of the Village Engineer. The Right-of-Way shall be registered on title.
- d. Vertical deflection must not exceed $\frac{1}{2}$ of the manufacturer's maximum allowable deflection.

2.23 RESERVOIRS

- a. Pre-Design Requirements - The Consulting Engineer retained by the Owner to design the Works must obtain approval from the Village that the siting of the reservoir is acceptable. Prior to commencing detailed design, the Consulting Engineer must submit a pre-design report that addresses the design considerations with stated assumptions. Approval of the pre- design concept from the Village Engineer must be obtained prior to the Consulting Engineer commencing detailed design.
- b. The pre-design (including a pre-design report) and detailed design of a reservoir must incorporate all requirements specified by MMCD and the following;
 - i. Approval from Fraser Health prior to construction;
 - ii. A Programmable Logic Controller (PLC) control system connected to the Village of Anmore SCADA system;
 - iii. Each cell is to have an access opening in the roof for cleaning and maintenance purposes and shall be a minimum dimension of 900mm x 900mm to be located so that the overflow pipe is clearly visible inside the reservoir, when viewed from the access opening
 - iv. Operation and Maintenance manuals to be supplied as per "Manuals" section;

2.24 PUMP STATIONS

- a. Pre-Design Requirements - The Consulting Engineer retained by the Owner to design the Works must obtain approval from the Village that the siting of the pump station is acceptable. Prior to commencing detailed design, the Consulting Engineer must submit a pre-design report that addresses the design considerations with stated assumptions. Approval of the pre- design concept from the Village Engineer must be obtained prior to

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the Consulting Engineer commencing detailed design.

- b. The pre-design (including pre-design report) and detailed design of a pump station must incorporate all requirements specified by MMCD and the following;
 - i. All inlet and outlet piping to accommodate a 19mm sampling port with isolating ball valve.
 - ii. A Programmable Logic Controller (PLC) control system with the ability to connected to a SCADA system;
 - iii. Access hatch to be as per the access requirements of the Pressure Reducing Valve Stations
 - iv. Spring return check valves and testable cross-connection device
 - v. Lockable roof hatches for motor and pump removal
 - vi. Motors must be driven by variable frequency drives. Hard-starts are not permitted;
 - vii. Station to include exterior alarm strobe light with signage. Programing of light to be confirmed by the Village Engineer.
 - viii. Fencing and enclosers are to be agreed with the Village prior to design
- c. Operation and Maintenance Manuals to be provided as per “Manuals” section
- d. Standard Operating Procedure Manuals will be required. The Manual shall identify procedures to rectify alarms and warning on the station.

2.25 PRESSURE REDUCING VALVE (PRV) STATIONS

- a. The predesign and detailed design of a PRV station must incorporate all requirements specified by MMCD and the following:
 - i. Stations shall be above ground unless otherwise approved by the Village Engineer;
 - ii. Forced air ventilation, heat and light;
 - iii. Parallel pressure reducing valves;
 - iv. Air release valves
 - v. Water quality sample points;
 - vi. If underground, access hatch to be an aluminum double door to full length and full width opening complete with stainless steel hardware. Where depth of chamber is over 900mm, provide an aluminum 600mm wide access stairway and removable railings.
 - vii. A Programmable Logic Controller (PLC) control system capable of connecting to a SCADA system;
 - viii. Control valve piloting to be braided stainless steel
 - ix. Manuals to be provided as per “Manuals” section;

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2.26 MANUALS

- a. Supply (3) copies of Operating and Maintenance manuals in the following format:
 - i. Bind contents in a three-ring, hard covered, plastic jacketed binder, name of facility to be embossed onto binder cover and spine;
 - ii. Each section shall be separated from the preceding section with a plasticized cardboard divider with a tab denoting contents of the section;
 - iii. Digital copies of all reports are required.
- b. Contents to include:
 - i. Title sheet, labeled "Operation and Maintenance Instructions", and containing project name and date;
 - ii. Table of contents
 - iii. Reviewed shop drawings of all equipment;
 - iv. Equipment list showing all model and serial numbers;
 - v. All equipment manufacturers' manuals;
 - vi. Record drawings sealed by a Professional Engineer registered in BC of all mechanical, electrical, structural, control and alarm installations, including a digital PDF and AutoCAD (latest version) format;
 - vii. Full description of system operation including: design points, designed pump and system curves, ultimate capacity, area served and any relevant design criteria relevant to the operation of the system;
 - viii. Full description of entire mechanical, electrical and alarm system operation;
 - ix. Names, addresses and telephone numbers of all design professionals, major sub- contractors and suppliers;
 - x. Commissioning report showing pressures, flows, current draw for all possible operating conditions;
 - xi. All SCADA programming shall be provided to the Village in digital format.

2.27 FACILITY ACCESS

- a. All-weather vehicular access must be provided to all reservoirs, PRV's and pump stations. The minimum standard must be as for an emergency access road with positively drained hard surface with asphalt or concrete paved surface, curbing and drainage provisions as may be required. In any case, the maximum facility access grade shall not exceed 12% unless approved by the Village Engineer.

2.28 CROSS CONNECTION CONTROL

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- a. All developments shall meet the requirements of AWWA Canadian Cross Connection Control Manual (latest edition).
- b. All backflow protection assemblies shall be manufactured in accordance with the American Waterworks Standards AWWA/ANSI C510-92 Standard for Double Check Valve Backflow Prevention Assemblies, AWWA/ANSI C511-92 Standard for Reduced Pressure Principle Backflow Prevention Assemblies, and AWWA/ANSI Standard for Dual Check Backflow Prevention Assemblies. Double Check and Reduced Pressure Principle Backflow Prevention Assemblies shall have isolation valves with ports suitable to allow testing.
- c. Crossing of sewer and water mains should be avoided. If absolutely required, a crossing may be constructed as shown in MMCD Standard Detail Drawing G6.

2.29 PRESSURE TESTING AND CHLORINATION

- a. Pressure, chlorination, and water tie-in plans (as per AWWA and MMCD standards) are to be submitted two weeks before work commences for Village staff to review.
- b. Village staff must be notified of all pressure testing, chlorination and all water tie-ins a minimum of one week in advance.
- c. Pressure test to be 200psi with minimum two hour period (as per AWWA standards) and the allowable leakage is to be determined by the MMCD standards.
- d. Flushing velocity to be a minimum of 2.5ft/s (0.76m/s) before chlorination begins to remove all contaminants and debris from construction.
- e. When possible, chlorination should follow the “Continuous Feed Method” with a minimum of 25ppm for 24h and with a chlorine drop of no less than 10ppm (as per AWWA C651-05 “Disinfecting Water Mains”).
- f. Contractor is required to flush to remove high chlorinated water with proper de-chlorination procedures.
- g. Two sets of bacteriological samples are required to be taken 24h apart. The number of samples taken per set is determined by length of water main. Typically there are 3 samples taken from the top, middle, and bottom of a water main installation but refer to

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AWWA C651- 05 “Disinfecting Water Mains” to confirm.

- h. All work to be coordinated through the proper Village Staff and Developer’s Representative with enough time allotted for the testing - a 5-day process.

Village staff will oversee work to make sure it is as per MMCD and AWWA specifications, The Village will witness any testing that occurs but will not be responsible for any testing, sampling, arranging shipment of samples or any positive sample failures.

SECTION 3.0 – SANITARY SEWERS

The purpose of the design criteria is to supplement and clarify items as described in the latest edition of the MMCD Design Guidelines. The designer must comply with all requirements included in reference documents unless otherwise noted herein or specifically pre-approved in writing otherwise by the Village Engineer.

Note

- The requirement for a Sanitary Sewer may be waived by the Administrator in part or in whole for a subdivision.
- A Small Subdivision will not require a Sanitary Sewer

3.1 GENERAL

- a. Engineers retained by a Developer to design the works and services must consult with the Village Engineer to determine what existing information may be of assistance to them.
- b. The sanitary sewer system is to be designed using a calibrated sanitary sewer model acceptable to the Village Engineer unless the Village Engineer determines the system is not complex.
- c. The downstream capacity of the existing system must be confirmed and capable of accepting the proposed flows from the subject development. This may require modelling of the existing system and procurement of modeling may require a deposit paid to the Village by the Developer. The Developer is responsible for all costs to confirm, design and construct sufficient downstream capacity for the subject property without eliminating capacity for other properties.
- d. No development shall be approved unless every parcel contained within the development is capable of either discharging to a regional sanitary system or accommodating on-site sewage disposal as authorized by the Health Region or Ministry of Environment or the Applicant enters into a Restrictive Covenant with the Village acknowledging that the development has not been approved for Sewage disposal.

3.2 PER CAPITAL FLOW

- a. Per capita flow shall be as specified in MMCD except for the following;

- i. Residential Average Dry Weather Flow Rate = **350 L/d/c**

3.3 NON-RESIDENTIAL FLOWS

- a. Non-residential flow shall be as specified in MMCD.

3.4 PEAKING FACTOR

- a. The peaking factor shall follow MMCD methodology.

3.5 INFILTRATION

- a. Infiltration allowance shall follow MMCD methodology.

3.6 DESIGN FLOW

- a. The sanitary sewer system must be designed based on MMCD methodology.

3.7 PIPE FLOW FORMULAS

- a. Design for gravity sewers and forcemains shall be calculated using MMCD methodology.

3.8 FLOW VELOCITIES

- a. The minimum velocity shall be as indicated by MMCD.

3.9 ALIGNMENT

- a. Alignment of sewers shall follow MMCD methodology.

3.10 MINIMUM PIPE DIAMETER

- a. The minimum permitted size of pipe shall be as indicated by MMCD.

3.11 MINIMUM GRADE

- a. The minimum grade of any sewer is governed by MMCD

3.12 CURVED SEWERS

- a. Curved sewers are not permitted.

3.13 DEPTH

- a. The depth of sewers shall follow all MMCD considerations.
- b. If depth of sewer is outside of the MMCD guideline, the Developer's Engineer shall provide detailed analysis to demonstrate mechanical protection from external loads.

3.14 MANHOLES

3.14.1 Locations

- a. Manholes are required as indicated by MMCD.
- b. Manholes are required for all service connections that are 150mm or greater.
- c. Sanitary manhole rim elevations in off-road areas must be designed to be a minimum of 150mm above the surrounding finished grade.
- d. Manholes located outside road right-of-ways must be identified with a steel marker post painted red with offset dimension noted on the post.

3.14.2 Hydraulic Details

- a. Hydraulic flow at manholes shall follow MMCD.

3.15 ODOUR AND CORROSION CONTROL

- a. Dissolved total sulphide maximum limit at any point in the system is to be 0.1 mg/l.
- b. Odour controls shall follow MMCD methodology in addition to meeting the following criteria;
 - i. At 10m from any sewer infrastructure or work site, hydrogen sulfide concentrations shall not exceed $7 \times 10^{-6} \text{ mg/m}^3$ ($4 \times 10^{-6} \text{ ppm}$) within a 30-minute averaging period.
 - ii. At 10 m from any sewer infrastructure or work site (summer conditions, winds between 2-10 km/h), measured odour levels shall not exceed 1.0 odour units within a 10-minute averaging period.

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- iii. Where sewer facilities are closer than 10 m to houses, parks or walkways, measured odour levels shall not exceed 4.0 odour units within a 10-minute averaging period.

3.16 SERVICE CONNECTIONS

- a. Service connections shall meet all MMCD requirements and shall include an inspection chamber 0.3m inside the Right-of-Way with a concrete box and cast iron lid at the surface rated for vehicle loading.
- b. Pump connections, if permitted, shall terminate at property line into a manhole with gravity flow into the sanitary main. Pumped connections will not be permitted to connect directly to a sanitary gravity main or to a sanitary sewage forcemain.
- c. Minimum grade from property line to sanitary sewer main shall be as indicated in MMCD except:
 - i. 100 mm diameter pipe slope to be a minimum of 2.0%

3.17 LOCATIONS AND CORIDORS

- a. The location of sanitary sewers shall follow the requirements specified in MMCD.
- b. Except for conditions noted in 3.17.c, Rights-of-Way shall be surfaced and graded accordingly to allow access for Village maintenance vehicles to repair or replace the utility and shall be registered on title.
- c. Where there is no infrastructure that would require occasional maintenance by the Village of Anmore, such as where only one pipe is present within the utility Right-of-Way or Easement, the requirement for access by maintenance vehicles may be waived by the Village Engineer.
- d. Sewer main extensions shall extend past the furthest property line of the last serviced lot with sufficient distance to eliminate future impact on developed lots and/or temporary cul-de-sacs.

3.18 LIFT STATIONS

- a. Pre-Design Requirements - The Consulting Engineer retained by the Owner to design

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the Works must obtain approval from the Village that the siting of the lift station is acceptable. Prior to commencing detailed design, the Consulting Engineer must submit a pre-design report that addresses the design considerations noted in MMCD with stated assumptions. Approval of the pre-design concept from the Village Engineer must be obtained prior to the Consulting Engineer commencing detailed design.

- b. Both the pre-design, including a pre-design report, and detailed design of the lift station, must incorporate all requirements specified by MMCD and the following;
 - i. A Programmable Logic Controller (PLC) control system connected to the Village of Anmore SCADA system;
 - ii. Manuals to be supplied as per section 2.26 in the water design criteria;
 - iii. Minimum storage between the high level alarm and the start of overflow under the more critical of:
 - Minimum 1 hour in wet well at average wet weather flow; OR
 - Minimum 1 hour in wet well and influent pipes at peak wet weather flow;
 - iv. Station to allow removal of pumps using hoist truck with 1.8 m boom;
 - v. Pumps shall be above-ground. Submersible pumps are allowed upon approval by Village Engineer.
 - vi. Pumps are to be Variable Frequency Drive (VFD) unless specified soft-start by the Village Engineer;
 - vii. Across-the-line starters (Hard-Starts) are not permitted.
 - viii. Station design such that each pump does not cycle more than ten times in one hour under normal operating conditions;
 - ix. Noise control may be required when criteria in Section 3.21 is exceeded;
 - x. Odour control may be required when criteria in Section 3.15 is exceeded;
 - xi. Pumps are able to operate alternately and independently of each other as well as in tandem;
 - xii. Must be able to remove pump power cables from conduit for pump removal;
 - xiii. Check valves must be ball lift check valves or Valmatic swing flex with valve open indicator, manual opener, and electronic sensing equipment, or similar style approved by the Village. Check valves with external arms are not permitted.
 - xiv. All access hatches shall have fall restraint grate or railings.
 - xv. Engineered fall restraint tie-off points must be installed near underground lift station entrances.
 - xvi. Influent line inlets must be designed to prohibit the entrainment of air.
 - xvii. Pump controls must have a test mode in which alarms are silenced for maintenance purposes.

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- xviii. Station communication to be provided via radio transmission and redundantly activated cellular system compliant with the Village's telemetry system, and an antenna must be installed on a suitable mast or pole to ensure reliable transmission
- xix. Station to allow removal of pumps and valves using hoist truck with 1.8 m boom;
- xx. Station to include overhead crane or built-in davit system for removal of pumps and valves;
- xxi. Landscaping acceptable to the Village is to be provided including irrigation;
- xxii. 2.4m high Perimeter fencing made of chain link with security wire (barbed wire) is to be provided complete with concrete barrier per the Ministry of Transportation standard devices to protect lift station. Fencing to include double swing gates that accommodates a 2.4 m wide opening plus one person gate.
- xxiii. Station to have infrastructure to allow for bypass via above ground pumping. This includes and is not limited to: inlet manhole with ability to isolate inlet flow and to provide a suction point, a discharge standpipe on the forcemain or station discharge downstream of a station isolation point, space to install portable pumping system(s), and space to route suction and discharge piping. Bypass pump and piping locations should not interfere with access to the station.
- xxiv. Station to have pump down timers and high-high level alarm strobe light with signage.
- xxv. Station is to be equipped with outdoor security lighting.
- xxvi. Pumps are to be equipped with specialty non-clogging impellers unless otherwise directed by the Village Engineer.
- xxvii. All stations are to come with a spare impeller.
- xxviii. Wetwells with submersible pumps or valving below grade shall come with a frame and subfloor for maintenance access.
- xxix. Stations will be equipped with phase monitor relays and a single phase power failure alarm.
- xxx. Stations will be equipped with an unauthorized entry alarm for all control chamber/building entrances and all kiosk doors.
- xxxi. Station control panel will have pump running lights.
- xxxii. Pressure gauges will be liquid filled compound gauges.
- xxxiii. Above ground pump systems will come with an insulated hood if not located inside a building.
- xxxiv. Station will come with pump and prime failure alarms.

3.19 LOW PRESSURE SEWERS

- a. Low pressure sewers are not permitted by the Village except under special circumstances only and with prior approval by the Village Engineer.

3.20 FORCEMAIN DESIGN

- a. Design of force mains shall follow the methodology stated in other sections as well as the following additional considerations;
 - i. An automatic air relief valve must be placed at high points in the forcemain to prevent air locking;
 - ii. Force mains should enter the gravity sewer system at a point not more than 600 mm above the flow line of the receiving manhole, otherwise outside drop pipe must be incorporated;
 - iii. With the exception of valves, the material selected for force mains must meet the standards specified for water mains and must adapt to local conditions such as character of industrial wastes, soil characteristics, exceptionally heavy loadings, abrasion and similar problems;
 - iv. Valves used on force mains shall be plug valves sufficient for long term use in a corrosive environment.
 - v. All force mains must be designed to prevent damage from superimposed loads, or from water hammer or column separation phenomena.
 - vi. For non-metallic force mains, a trailing wire shall be installed for the purpose of locating the force main.
 - vii. Corrosion protection requirements shall be determined by the Engineer. Geotechnical reports shall provide review of soil corrosiveness and design submissions shall include recommendations for necessary corrosion protection of all infrastructure susceptible to damage due to soil corrosion, where applicable

3.21 NOISE CONTROL CRITERIA

Noise levels for facilities must not exceed 65 dB at property line or 20.0 m away whichever is closer.

3.22 INSPECTIONS

- a. All sanitary mains must be inspected by CCTV inspection, following a standard approved by the Village, prior to commissioning.
 - b. All sanitary mains shall be tested for leakage following MMCD specifications with methodology to be identified by the Village.
-

SECTION 4.0 – STORMWATER MANAGEMENT

The purpose of the design criteria is to supplement and clarify items as described in the latest edition of the MMCD Design Guidelines. The designer must comply with all requirements included in reference documents unless otherwise noted herein or specifically pre-approved in writing otherwise by the Village Engineer.

4.1 GENERAL

- a. All developments:
 - i. Must have a Stormwater Control Plan as per section 4.2.
 - ii. Must have an Integrated Stormwater Management Plan as per section 4.15 if the subdivision or development is greater than 3.0ha.
 - iii. May use the Rational Method for design where tributary areas are less than 10ha.
 - iv. Must use computer modeling software approved by the Village Engineer for design where tributary areas are greater than 10ha.
 - v. Must follow Minor and Major System Design as per 4.9 and 4.10.
 - vi. If sections 4.9 or 4.10 are not possible, must use an Alternative Stormwater Management System as per section 4.16.
 - vii. Must incorporate Runoff Control measures as per section 4.11.
 - viii. Must provide an Erosion and Sediment Control plan as per section 4.12.
- b. The presence of an existing Village drainage facility or natural channel does not imply that such is a suitable or adequate point of discharge. The Developer's Engineer shall confirm that downstream capacity is adequate. Where existing downstream facilities are inadequate to handle the increased flow from the proposed development, an alternate design is required. At no time, however, will direct discharge be permitted without adequately addressing stormwater quality and quantity. It must be shown that all existing or downstream drainage facilities are capable of handling the drainage from the development.
- c. The Developer is responsible for all costs to confirm design requirements and shall construct sufficient downstream capacity for the subject property without eliminating predevelopment capacity for other properties and future developments within the same catchment area. The storm drainage system shall be designed with sufficient capacity to collect and convey anticipated storm runoff from the total catchment area to be served when fully developed.
- d. Suitable on-site or off-site stormwater detention or storage facilities may be

required depending upon the impact of runoff on downstream areas. They shall be designed in accordance with this Bylaw and the most recent Federal and Provincial regulations and guidelines and are subject to the approval of the Village Engineer.

- e. Engineers retained by the Developer to design the works and services must consult with the Village to determine what existing information may be of assistance to them.
- f. It is the Developer's Engineer's responsibility to ensure that they obtain true and accurate elevations for the Development of the site.
- g. All mains must be inspected by CCTV inspection, following a standard approved by the Village, prior to commissioning.

4.2 STORMWATER CONTROL PLAN

- a. All Developments require a Stormwater Control Plan as outlined in MMCD, in addition to considering the following:
 - i. Detention storage volumes;
 - ii. Groundwater infiltration;
 - iii. Proposed lot grading

4.3 MINOR AND MAJOR SYSTEMS

Each drainage system shall follow MMCD methodology except;

The Minor system shall be capable of conveying runoff from the ten-year return period storm.

The Major system shall be capable of conveying that portion of the runoff from the 100-year return storm over and above the capacity of the Minor system.

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Components of the Minor system may be enlarged to accommodate the major flow, but only in cases where an overland flow route or storage system is physically impossible, and only with the approval of the Village Engineer.

4.4 RUNOFF ANALYSIS

- a. Runoff analysis shall follow MMCD methodology.

4.5 SITE AND LOT GRADING

- a. Site and lot grading shall follow MMCD methodology.
- b. The Lot Grading Plan shall be prepared by the Developers Engineer for the review and approval of the Village Engineer.
- c. Grading Plans are to identify driveway locations and driveway grades

4.6 MINIMUM BUILDING ELEVATIONS (MBE)

- a. MBE shall follow MMCD methodology.

4.7 RATIONAL METHOD

- a. Calculation of peak flow using the Rational Method shall follow MMCD methodology.
- b. The rainfall intensity for the Rational Method shall be determined using the following IDF table.

Return Period Duration	Rainfall Intensity (mm/hr)					
	2-yr	5-yr	10-yr	25-yr	50-yr	100-yr
5-min	43.0	61.3	73.4	88.6	100.0	111.2
15-min	26.3	37.6	45.1	54.6	61.7	68.7
30-min	19.8	25.7	29.6	34.6	38.3	41.9
1-hour	13.6	17.7	20.4	23.8	26.4	28.9
2-hour	10.5	13.8	16.0	18.8	20.8	22.8
6-hour	7.7	10.6	12.5	14.9	16.7	18.4
12-hour	5.6	8.0	9.6	11.7	13.2	14.7
24-hour	4.0	5.8	7.0	8.5	9.6	10.7
48-hour	2.7	4.2	5.1	6.3	7.2	8.1
72-hour	2.1	3.2	3.9	4.8	5.5	6.1

Source: Metro Vancouver Rain Gauge QT57 - Westwood Plateau (1997-2014)

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4.8 HYDROGRAPH METHOD

- a. Calculation of peak flow using the Hydrograph Method shall follow MMCD methodology.

4.9 MINOR SYSTEM DESIGN

- a. The Minor system design shall follow MMCD methodology with the following exceptions;

4.9.1 Level of Service

- a. The 1:10 year storm shall be used to design the minor drainage system.

4.9.2 Minimum Pipe Diameter

- a. Minimum pipe diameter shall be as noted in the table below;

Table 4.9.1 - Minimum Pipe Diameter	
Description	Minimum Pipe Diameter (mm)
Storm Drainage Main	300
Catch Basin Leads/Double Catch Basin Leads	150/250

4.9.3 Curved Sewers

- a. Curved storm sewers shall only be considered in exceptional situations to the maximum indicated in MMCD provided a functioning tracer wire is installed over the curved section between manholes and shall require review and approval on a case by case basis by the Village Engineer

4.9.4 Depth

- a. Depth must allow for excavation via open trench with sloped sides in accordance with WorkSafeBC regulations and within the bounds of the Right of Way. This trench must not interfere structurally or operationally with any other utility or undermine nearby structures.

4.9.5 Service Connections

- a. Each legal lot and each unit of a two unit dwelling (duplex) shall include an inspection chamber with a concrete box and lid at the surface rated for vehicle loading.
- b. Service connections may be permitted into manholes if inspection chambers installed to MMCD standards and shall include a backflow prevention device at property line.

4.10 MAJOR SYSTEM DESIGN

- a. The Major system design shall follow MMCD methodology.

4.11 RUNOFF CONTROLS

- a. All developments which are within an approved study boundary for stormwater or drainage plan must conform to the objectives and recommendations of the approved plan.
- b. If necessary, stormwater runoff is to be directed to a regional detention system (whether existing or proposed) in an effort to maximize the tributary area of the regional detention systems. Where an engineering investigation concludes that connection to a regional system is not practical in the long term, independent drainage systems with direct drainage discharge to creek systems may be permitted and shall meet the requirements of Wet Detention Ponds.
- c. Designers shall refer to the publication Stormwater Source Control Design Guidelines, latest edition (Metro Vancouver) or most recent publication for additional Stormwater Source Controls.
- d. Runoff controls are required to meet the objectives indicated in the sections entitled Storm Water Management and Discharge Rates and Quality in the Sustainability section of MMCD.
- e. Location of the maintenance options for control facilities as well as types of storage for the purpose of controlling discharge rates are defined in MMCD.
- f. The use of French Drains shall only be permitted where the topography and soil conditions are proven adequate and approved by the Village Engineer. A soils report prepared by a qualified geotechnical engineer will be required to support the design.
- g. Infiltration-based runoff controls must be supported by a geotechnical engineering report for the site indicating the suitability of soils to accept the design infiltration rates. Under no circumstance shall these controls be used in the following conditions:
 - i. Areas within 30.0 m of a slope that is steeper than 3.0 (horizontal) to 1.0 (vertical) and higher than 6.0 m, or other unstable slopes;
 - ii. Areas where the post-development wet season groundwater table is less than 300 mm below the base of infiltration features;
 - iii. Areas where existing dwellings do not have foundation drains;

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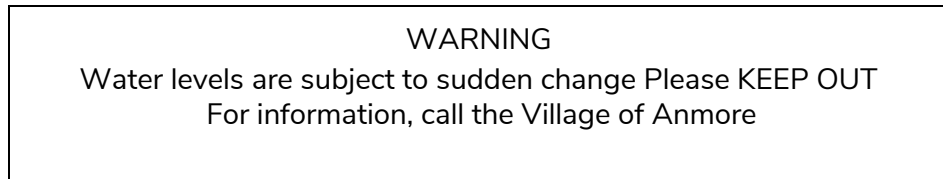
- h. Infiltration rates shall be determined by a Qualified Professional and must include testing completed during times that reflect conditions of wet weather, and where applicable, relatively high river levels and relatively high tides.
- i. If infiltration rates exceed 0.017mm/s, then the runoff should be fully treated prior to infiltration to protect groundwater quality.
- j. Permeable pavers shall be allowed with the Village's approval in appropriate areas.
- k. All stormwater source control measures must come with an operations and maintenance manual complete with maintenance schedules.
- l. Underground detention facilities such as concrete chamber are the preferred method of detention for a subdivision. The Village reserves the right to determine which detention method shall be used by the Developer.
- m. Wet Detention Ponds
 - i. A geotechnical engineering report is required to assess any slope stability risks and impacts to downstream lands related to groundwater recharge.
 - ii. Wet detention ponds, complete with a permanent low level pool, are the preferred method of stormwater detention, however, for small development parcels, where engineering studies have determined that wet detention ponds are not feasible or prone to algae growth, dry detention ponds or pipe-based, stormwater detention systems may be considered, but only if approved by the Village.
 - iii. In general, wet detention pond designs should maximize habitat and structural complexity in order to fully utilize the benefits offered by the wet detention pond with adequate controls for beaver activity or other undesirable habitats resulting from simple wet detention pond designs. Aesthetics and multiple-use aspects should be emphasized throughout the design.
 - iv. All vegetation within the low level pool, pond and surrounding buffer shall be agreed with the Village prior to planting.
 - v. The surface area of the permanent low level pool should represent at least 1.0% of the total developed area.

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- vi. The wet detention pond and outlet structure shall be designed such that the designed post-development discharge rate of the pond outflow does not exceed runoff levels generated by a pre-development 10-year storm event. If development is located within the boundary of a Village approved stormwater or drainage plan, refer to the appropriate plan for approved discharge rates.
- vii. Primary spillway shall be designed to accommodate the post-development run-off generated by a 10-year storm event and an emergency spillway shall be designed to accommodate the post-development run-off generated by a 100-year storm event. The discharge path from the wet detention pond to the receiving environment shall be adequately protected from erosion.
- viii. The flow control structure shall be located within a lockable manhole positioned within the embankment for purpose of maintenance, access, safety and aesthetics. The design of the outfall structure shall be determined based on the exit velocity of stormwater runoff from the wet detention pond.
- ix. Where identified by the Village's OCP or as required by the Village through the development approval process, pedestrian trails shall meet the Village Trail Standards and include a 6.0m wide Right-of-Way around the perimeter of the pond with an all-weather surface and adequate positive drainage. Pedestrian trail access grades shall not be greater than 10%.
- x. Safety is to be provided by managing the contours of the wet detention pond to eliminate drop-offs and other hazards and by discouraging access to the permanent low level pool with appropriate vegetation on an earthen bench. The earthen bench, located at the toe of the side-slopes leading to the permanent low level pool, is to be 2.0 m wide with a maximum slope of 3.0% and is required around the entire perimeter of the wet detention pond.
- xi. Safety fencing may be required for the perimeter of the detention pond, at the discretion of the Village Engineer.

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- xii. A minimum of 4 warning/information signs shall be installed around the perimeter of the wet detention pond to meet the requirements of the Village Signage Bylaw with the following wording:



n. Pollution Control Devices

The requirements for Pollution Control Device such as oil/grit separators and oil/water separators are stipulated in MMCD and must meet the following additional requirements:

- i. Required for all industrial, commercial, institutional, and mixed use zoned parcels, parking lots, and any residential parcels with 50 or more parking stalls.
- ii. Provide an internal high flow bypass that regulates the flow rate into the treatment chamber and conveys high flows (which must total 10.0% or less of the annual runoff volume) directly to the outlet such that scour and re-suspension of material previously collected does not occur.
- iii. For oil/grit separator, be capable of removing a minimum of 80% of the total suspended sediment load (TSS) for particle size of 50 microns and larger during a 24hr precipitation event with a 5-year return period. Chamber design to include provisions to capture floatable debris and oil/grease.
- iv. Maintenance access both to the structure and within the structure shall be provided so that accumulated oils and sediments can be readily removed with a vacuum truck.
- v. The pollution control device shall be enclosed in a separate concrete manhole or vault structure. The structure and lid shall meet H20 loading. Concrete joints shall be oil resistant and water tight.

4.12 EROSION AND SEDIMENT CONTROL (ESC)

- a. An Erosion and Sediment Control Plan is required for all developments and shall

follow MMCD methodology in addition to the following considerations;

- i. The Developer's Engineer will be required to demonstrate how work will be undertaken and completed so as to prevent the release of silt, raw concrete and concrete leachate, and other deleterious substances into any ditch, storm drain, watercourse or ravine. Construction and excavation wastes, overburden soil or other deleterious substances must be disposed of or placed in such a manner as to prevent their entry into any water course, ravine, storm drain system, or restrictive covenant area.
- ii. General notes shall indicate that deposit and release of raw concrete is forbidden
- iii. All sediment control devices must be situated to provide ready access for cleaning and maintenance.
- iv. Proposed sediment control structures must be maintained throughout the course of construction and to the end of the maintenance period (final acceptance). Changes in the design of the structure will be required if the proposed structure is found to be inadequate.

4.13 HYDROGEOLOGICAL INVESTIGATION

A hydrogeological investigation by qualified professionals shall follow MMCD methodology and is required for all developments when stormwater infiltration is proposed or ground water within 1.0m of the surface is prevalent.

4.14 NATURAL WATERCOURSES

All proposals for works affecting natural watercourses must be forwarded to and approved by the appropriate regulatory agencies including, but not limited to, the Village of Anmore.

4.15 INTEGRATED STORMWATER MANAGEMENT PLAN

- a. Subdivisions and Developments that are greater than 3.0 ha. require an Integrated Stormwater Management Plan;
- b. The Integrated Stormwater Management Plan shall be designed based on the principles contained in the Stormwater Planning Guidebook for British Columbia (latest edition);

- c. The Integrated Stormwater Management Plan must:
- i. Demonstrate how site level solutions fit in to a larger watershed context and are complemented by a range of other watershed protection and flood risk management tools.
 - ii. Demonstrate how the ecological values of stream corridors and receiving waters will be protected and enhanced and drainage related problems prevented.
 - iii. Incorporate watershed specific drainage, stream protection, and water quality objectives that encompass the following:
 - Alleviate existing and potential drainage, erosion, and flooding concerns;
 - Protect and restore stream health, including riparian and aquatic habitat;
 - Remediate environmental risks;
 - Remediate existing and potential water quality problems.
 - iv. Integrate stormwater management planning and land use planning.

4.16 ALTERNATIVE STORMWATER MANAGEMENT SYSTEMS (ASMS)

- a. Intended for unusual and innovative developments, Alternative Stormwater Management Systems set out general guidelines that designs must meet, but allow qualified professionals to determine the methods to meet the guidelines, subject to the written approval of the Village. The standards described in the following section should be a starting point for the development of any performance standards.
- b. ASMS requirements for Stormwater Management Systems include:
- i. No discharge from impervious surface areas for storm events with rainfall depths up to one half the 24 hour Mean Annual Rainfall (MAR).
 - ii. Post-development runoff for the 2-year recurrence 24-hour storm shall be 50% of the pre-development runoff and the post-development runoff of the 5-year recurrence 24 hour storm shall not exceed the pre-development runoff.
 - iii. For storm events that exceed the 5-year recurrence, provide safe conveyance of runoff.
 - iv. Proposals for Stormwater Management Systems using the ASMS approach shall

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be in report form, sealed by the responsible professional, and shall include information:

- a. Tributary areas in the catchment with existing and ultimate land uses;
- b. Details indicating how the local catchment area relates to the boundary's ISMP's;
- c. Contours at 1.0 m elevation intervals;
- d. Existing watercourses including environmental classifications and/ or fish presence information;
- e. Continuous flow modeling using currently accepted hydrologic and hydraulic modeling software and practices. Selection of computer programs requires review of the historical application of each program in watersheds similar to those under consideration. Village approval of computer program selection should be obtained before design is commenced;
- f. Layouts of existing and proposed drainage systems;
- g. Major flow paths;
- h. Conceptual lot grading patterns;
- i. Design of proposed infiltration facilities, if appropriate, including location, sizing, detail cross sections and typical profiles. Results of on-site infiltration testing of soils at the elevation of the proposed infiltration;
- j. Locations, sizes and hydraulic grade line (HGL) elevations of proposed detention facilities, if appropriate;
- k. Other proposed mitigation measures, if appropriate;
- l. Proposed minimum building elevations (MBE) and 100 year HGL of major flow path (100-year storm);
- m. Pre and post-development flows, with and without the impact mitigation measures;
- n. Current and future upstream and downstream flows and system capacities;
- o. Plan for erosion and sediment control during all phases of construction;
- p. Plan for monitoring of performance by qualified professionals during construction and maintenance periods;
- q. Plan for maintenance during the maintenance period; and
- r. Plan for maintenance of oil/water and oil/grit separators.
- v. The proposed system shall be 'equivalent' or better to the Conventional Stormwater Systems.

4.17 Points of Discharge

All points of discharge to a natural watercourse must provide ability to isolate the upstream

system.

SECTION 5.0 – ROADS

The purpose of the design criteria is to supplement and clarify items as described in the latest edition of the MMCD Design Guidelines and TAC. The designer must comply with all requirements included in reference documents unless otherwise noted herein or specifically pre-approved in writing otherwise by the Village Engineer.

5.1 GENERAL

- a. All road classifications and designations for vertical and horizontal alignment elements will be designed utilizing information contained in this section and in compliance with the current edition of the Transportation Association of Canada (TAC) – Geometric Design Guide for Canadian Roads and MMCD. When in conflict the higher standard should apply.
- b. Engineers retained by the Developer to design the works and services must consult with the Village Engineer to determine what existing information may be of assistance to them.
- c. The design and arrangement of roads shall consider snow removal and snow storage operations.

5.2 ROAD CLASSIFICATIONS

- a. Prior to commencing detailed design, the Consulting Engineer must consult with the Village Engineer with respect to classification, road cross section, sidewalk, parking and bicycle lane requirements for all streets in or adjacent to the subdivision or development or other road improvements required due to the Development.

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5.3 CROSS-SECTION ELEMENTS

- a. Road cross sections shall follow Schedule C Standard Drawings and the table below.

Table 5.3 – Road Cross Section Elements		
Road Classification	Minimum Right-of-Way Width (m)	Required minimum Lane Width (m)*
Arterial	25.0	Refer to MOTI
Collector – Major	20	3.5
Collector - Minor	20	3.5
Local Street	20.0	3.3
Limited Local Street	15.25 – 20.0	3.3
Unprotected Bike Lane	-	1.8
Protected Bike Lane (not including protective elements)	-	Unidirectional 1.6 Bi-directional 3.0
Multi-Use Pathway	6	3.0m
Parking Lane	-	2.4
Trails	6	Varies
Sidewalks	-	1.8
Laneway	6.0	Varies

* excludes gutter pan.

- b. Where buses and large trucks are expected to regularly use a travel lane, a minimum width of 3.5m, excluding gutter pan, is required regardless of the design speed or traffic volume.
- c. The Developer shall dedicate sufficient right-of-way to cover the road embankments. Where a cut or fill slope exceeds 1.5 m in vertical height, additional right-of-way or easement may be required at the discretion of the Village Engineer.
- d. Boulevards shall be graded to drain towards the curb at a minimum of 2.0% and a maximum of 8.0%

5.4 ALIGNMENTS

- a. Road alignment criteria shall follow MMCD except in the following;

Vertical Curves

- a. Vertical curves shall be provided at all grade changes greater than 2%.

5.5 INTERSECTIONS

- a. Intersection design shall follow MMCD.
- b. Intersections are to be designed as close as possible to right angles with a maximum variation of 20 degrees.
- c. Cross-slopes at intersections shall follow TAC, Geometric Design Guide for Canadian Roads.
- d. The minimum spacing between intersections is:
 - i) Along Collector Streets – 60.0 m.
 - ii) Along Local Streets, 4 Way Intersections – 60.0 m.
 - iii) Along Local Streets, 3 Way Intersections – 40.0 m.

5.6 ROUNDABOUTS

- a. Roundabout design shall follow MMCD and NACTO design guidelines

5.7 TRAFFIC CONTROL DEVICES

- a. Traffic control devices, signs and pavement markings are to be designed in accordance with MMCD and the TAC Bikeway Traffic Control Guidelines for Canada.
- b. Coloured green paint shall be applied to the full width of a bike lane along with dotted line extensions through high conflict areas such as intersections and high traffic crossings. This shall include a minimum of 10m on both sides of the conflict areas. Additional paint markings shall be considered as per the Urban Bikeway Design Guide prepared by the National Association of City Transportation Officials.
- c. Crosswalks to be designed in accordance with the current edition of the Province of British Columbia Ministry of Transportation and Infrastructure - Pedestrian Crossing Control Manual.

5.8 CUL-DE-SACS

- a. Cul-de-sac bulbs shall be used to terminate “no exit” roads and shall have adequate pavement radii to ensure emergency or operations vehicle access.

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- b. Maximum length of cul-de-sac streets to be consistent with MMCD. With special approval from the Village Engineer, maximum length may exceed MMCD requirements.
- c. Roads must be constructed to the end of the furthest property line of the last lot being built. If the road is to continue in the future then a temporary turn around complete with barrier posts must be constructed. The temporary turn around must be constructed to allow emergency vehicles, maintenance vehicles, and garbage trucks to turn around.
- d. Maximum grade for cul-de-sac bulb is 6%.

5.9 EMERGENCY ACCESS

- a. Maximum grade is 17.0%.
- b. Right-of-way width to be a minimum of 6.0 m
- c. Restricted non-emergency vehicles' access through the use of removable restriction posts per MMCD standard drawing C12.
- d. Removable bollards to prevent access by non-emergency vehicles.
- e. Shared use with pedestrian walkway or bikeway

5.10 TRAFFIC BARRIERS

- a. Traffic barriers and the need for barriers shall follow TAC Guidelines.

5.11 SIDEWALK AND PEDESTRIAN CROSSINGS

- a. Concrete sidewalks must be provided on roads in or adjacent to subdivisions in accordance with the Works and Services required, the Standard Drawings of this Bylaw and MMCD. Upon demonstrated need, a Village Engineer may approve an asphalt pathway in place of a concrete sidewalk.
- b. The minimum width for concrete sidewalk shall comply with Table 5.3 of this Bylaw excluding the curb. At occasional locations where conflicts may occur (such as power poles, hydrants, signs, etc.) the width can reduce to 1.5m.
- c. Concrete stairs and ramps are to be installed where required to suit the terrain of the

site, when the grade exceeds 12.0%.

5.12 BIKEWAYS

- a. Bikeway design shall follow the Standard Drawings of this Bylaw and TAC Bikeway Guidelines.
- b. Protected bike lanes shall have a minimum buffer of 0.6m from any street parking or travel lane.
- c. The minimum width for both separated and protected bike lanes shall comply with Table 5.3 of this Bylaw excluding the curb or required buffers. At occasional locations where conflicts may occur (such as power poles, hydrants, signs, etc.) the widths can reduce by 0.2m accordingly.

5.13 TRANSIT FACILITIES

- a. Transit facility design shall follow the BC Transit Infrastructure Design Guidelines and MMCD where applicable.

5.14 DRIVEWAYS

- a. All lots must be provided with a practical access driveway.
- b. Driveway grades are to be set such that minimum cover over utilities within the boulevard is maintained.
- c. Between the back of curb (or road edge in the absence of a curb) and property line, the maximum driveway grade is 15.0%.
- d. Number of Driveways

Urban Residential Areas:

- 1) One driveway per road frontage
- 2) Second driveway may be permitted
- 3) Where residential lot abuts roads of different classifications, the principal driveway should access the road of the lower classification

Upon demonstrated need, the Village may approve more than one access.

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Driveway Location and Widths

- a. Residential Areas
 - i. Driveways located on corner lots should be at least 5.0 m from the lot corner nearest the intersection. Provision of adequate sight distance should be considered in accordance with TAC Geometric Design Guidelines. Minimum and maximum widths of Urban residential driveways are 6.0m and 7.5m respectively.
 - ii. Commercial, Industrial, Institutional, Comprehensive and Multifamily Development Driveways to corner lots should be located no closer than 12.0 m from the property line of the adjoining road. Provision of adequate sight distance should be considered in accordance with TAC Geometric Design Guidelines. The minimum width of a driveway to a property having one or more accesses is 6.0 m for one way access and 7.5m for two way access with a maximum of 9.0 m. Where a corner lot adjoins roads of different classifications, the principal driveway should access from the road of the lower classification, except for commercial sites where access may be provided for both roads, subject to the Village approval.

Table 5.14 – Driveway Widths	
Zone or Land Use	Driveway Widths (not including flares)
Residential and Rural	max. 6.0 m, min. 4.0 m
Comprehensive Development.	max. 6.5 m
Commercial, Institutional	<u>Single D/W:</u> max. 7.5 m unless otherwise approved by Village Engineer <u>More than one D/W:</u> max. 6.5 m unless otherwise approved by Village Engineer
Industrial	<u>Single D/W:</u> max. 12.0 m unless otherwise approved by Village Engineer <u>More than one D/W:</u> max. 9.0 m unless otherwise approved by Village Engineer

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1. Driveway Grades:

- a. For driveways with grades over 8%, a driveway profile drawing is required.
- b. Smooth grade changes shall not exceed 6% for every 6m of horizontal distance without approval from Village Engineer.
- c. The transition grades into private property shall follow MMCD limits.
- d. Driveway grades are to be set such that minimum cover, as described in other sections of the Bylaw, is maintained over utilities within the boulevard.

2. Parking Garage Grades:

- a. The maximum ramp slope allowed in the first 6.0 m from the property line is 10.0%. The maximum slope after the first 6.0 m from the property line is 12.5%.
- b. Slopes up to 15% may be acceptable, at the discretion of the Village Engineer, if a 7.5% to 10% transition ramp or continuous transition curve is provided at the bottom for at least 4m (13') in length. Ramps which have a 15% slope and are exposed to the weather must be heated. The percent of slope, the length of the ramp at the specified slope, and design elevations on both sides of the ramp at all break points (plus along the centre of travel lanes in curves) must be shown on the submitted drawings.

5.15 CLEARANCES

- a. Clearances shall follow MMCD.

5.16 UNDERGROUND UTILITY LOCATIONS

- a. Underground utility locations shall follow MMCD and Schedule C Standard Drawings.

5.17 PAVEMENT STRUCTURES

- a. Pavement structure design shall follow MMCD, except as noted in this section and confirmed adequate for the site by a qualified Geotechnical Engineer.

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Table 5.17.1: Minimum Pavement Structure for Asphaltic Concrete (A.C.) Pavement		
Classification	Minimum Thickness with Subgrade Soil Classification SC & Better	Minimum Thickness with Subgrade Soil Classification ML/CL/OL
Collector - Major	40mm A.C. surface course	40mm A.C. surface course
	60mm A.C. lower course	60mm A.C. surface course
	150mm base course	150mm base course
	300mm subbase	325mm subbase
Collector - Minor	40mm A.C. surface course	40mm A.C. surface course
	45mm A.C. lower course	45mm A.C. surface course
	150mm base course	150mm base course
	300mm subbase	325mm subbase
Local and One Way	40mm A.C. surface course	40mm A.C. surface course
	45mm A.C. lower course	45mm A.C. lower course
	150mm base course	150mm base course
	300mm subbase	300mm subbase

Table 5.17.2 Asphaltic Concrete Sidewalks	
Item	Structure
Sidewalk, Walkway and Driveway	50mm asphaltic concrete
	150mm base course
	150mm subbase

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Table 5.17.3 Portland Cement (P.C.) Concrete	
Item	Structure
Sidewalk, Walkway and Driveway	100mm P.C. concrete
	100mm base course
	150mm subbase
Sidewalk Crossing	120mm P.C. concrete
	150mm base course
	150mm subbase

5.18 BRIDGES

- a. Bridge design shall follow MMCD and be prepared by a qualified Structural Engineer.

5.19 HILLSIDE STANDARDS

- a. Hillside areas are defined as lands in their natural state that have a slope angle of 20% or greater for a minimum horizontal distance of 10m, or there are adjacent offsite areas within 50m where existing or potential sloughing or slope stability warrants concern.
- b. Road design in hillside areas shall follow MMCD except as noted in this section. Maximum road grades cannot be increased without special considerations for cold climate conditions.
- c. Detailed geotechnical, slope stability and hydrological reports shall be required prior to approval of a subdivision or development;
- d. Retaining walls shall be installed for sidewalks as required to suit the site topography. The design shall meet the requirements in Schedule B section 8 of this Bylaw.
- e. For hillside areas, a Pre-Design Study and Report prepared by a qualified Engineer will be required prior to approval and shall provide recommendations for the following:
 - i. Slope stability concerns;
 - ii. retaining walls as required;
 - iii. Lot Grading Plans that mitigate onsite and offsite downstream drainage impacts;
 - iv. Road structure and tack coat requirements;

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- v. Guard rail requirements;
- vi. Driveway access profiles;
- vii. Environmental impact assessment

5.19.1 Roads

- a. Hillside road design shall follow MMCD methodology except as noted in this section
 - i. Maximum road length from the edge of the intersection through road: 400 m provided that a mid-block turnaround is provided;
 - ii. Secondary emergency access is required where cul-de-sac lengths exceed 500 m;
 - iii. At road intersections, cul-de-sacs must be constructed with an approach grade of not greater than 3.0% for a distance of not less than 15.0m from the adjacent edge of asphalt of the major road;
 - iv. The draining grade around the outside curb of a cul-de-sac must be not less than 0.5% and not greater than 5.0%. Longitudinal gradients of cul-de-sac bulbs shall not exceed 4.0%;
 - v. Major flood routes must be provided on down slope cul-de-sac streets;
 - vi. Snow storage areas must be provided in the boulevard and outside of the cul-de-sac bulb.

5.20 TRAFFIC CALMING

- a. Traffic calming measures shall be employed as appropriate and at the direction and approval of the Village Engineer to maximize road safety and are to be designed in accordance with the current edition of the TAC “Canadian Guide to Neighbourhood Traffic Calming” and MMCD.
- b. Traffic control and calming design drawings are to be submitted as part of the Detailed Design Drawing package.

5.21 STREET PARKING

- a. Design of street parking is to follow MMCD.
- b. Allocation of street parking is to follow the Standard Drawings and in consultation with the Village Engineer.

5.22 BOULEVARDS AND STREETSCAPES

SCHEDULE B – DETAILED DESIGN CRITERIA

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- a. The design of streetscape improvements shall consider the items listed below. The determination of what is to be addressed rests with Village Officials. In determining which items are to be included, consideration will be given to the road classification of the street and the zoning of adjacent properties including but not limited to the following:
 - i. Concrete sidewalk;
 - ii. Trees, shrubs and other, bear smart and resilient plant materials;
 - iii. Grass and other bear smart and resilient ground cover vegetation;
 - iv. Saw cut concrete or paving stones in a variety of materials;
 - v. Streetscape Lighting
 - vi. Street furniture such as seating, bike racks, signage and garbage disposal.
 - vii. Bioswales or infiltration trenches as described in other sections of the Bylaw
- b. The type, location and design of street trees shall be agreed with the Village
- c. A minimum depth of 150mm of topsoil is required under all plantings including grass.
- d. Bike racks shall permit securing of both frame and wheel with a single lock. Approved bike rack styles include “Inverted U”, “Post-and-Ring” and “Hanger Rack” with square or triangular brackets.
- e. Invasive species present within boulevards must be managed following all applicable legislation including the Weed Control Act (BC) and municipal bylaws. Direction on removal and disposal of invasive species may be provided by the Village and an Invasive Species Management Plan may be required.

5.23 PAVEMENT PATCHING

- a. Complete all pavement patching as per MMCD unless otherwise specified by the Village Engineer.
- b. Patching along dedicated bike lanes and shoulders typically used by cyclists must be of adequate smoothness so as to not hinder their use.
- c. The Village Engineer may require repaving of a section of road or drive aisle rather than patching depending on existing condition and extent of patching required.
- d. If a utility has been installed as part of offsite works, the Developer will be required to remove and replace the entire driving lane. The pavement restoration requirement will

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be as per Table 5.17.3.1: Minimum Pavement Structure for Asphaltic Concrete (A.C.) Pavement

5.24 CURBS

- a. All curbs, except those in laneways, are to be barrier type as per MMCD unless otherwise approved by the Village
- b. Minimum curb return radii to conform to MMCD standards and shall be provided at all intersections.
- c. The minimum property corner cut shall follow MMCD standard.

5.25 TRAIL STANDARDS

Table 5.25.1 –Trail Standards	
Trail Surface Width	Minimum – 3 m
Cleared width for drainage	Minimum – 6 m to allow for drainage and buffers
Right of way setbacks from cleared width	1 – 2 m/side as topography indicates and/or as required for future growth.
Surface	Minimum - Highly compacted screenings. Preferred – Asphalt or alternative (closer to Corridor trail connections).
Gradients	Average 0 - 10%, Max. 15% or 20% over 30 m Hillside trails to follow existing grades
Cross-slope	2 - 3%
Clearance: Width – Brush – Height – Branches	Cleared Width plus min.1.5 m/side Height - 3.5 m to branches Retain trees when practical
Sightlines	Good visibility for 10 m.
Buffers	Maintain natural buffers where they do not compromise safety. Buffer from homes and businesses to mitigate impacts (ex. fencing, landscaping).
Landscaping	Landscape appropriately between trail and adjacent facilities and amenities. Landscape at appropriate trailheads with native vegetation.
Lighting	As determined by the Village Engineer
Maintenance Access	Some trails may require gates to control vehicle access.
Signage / Markers	Includes trailhead posts and appropriate signage/markers. Interpretive signs where appropriate.

SCHEDULE B – DETAILED DESIGN CRITERIA

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Where a trail intersects with a highway a baffle gate per MMCD Drawing C10, C11 and/or C12 shall be provided.

SECTION 6 – ROADWAY LIGHTING AND ELECTRICAL POWER

NOTE

The Village Engineer should be consulted regarding the requirement for lighting. Not all subdivisions will require street lighting

The purpose of the design criteria is to supplement and clarify items as described in the latest edition of the MMCD Design Guidelines. The designer must comply with all requirements included in reference documents unless otherwise noted herein or specifically pre-approved in writing otherwise by the Village Engineer.

6.1 GENERAL

- a. The Designer shall minimize light pollution and avoid over-lighting. The lighting shall not exceed the recommended light levels by more than 15%;
- b. All lighting shall be LED type, and Unit Power Density (UPD) of luminaire shall not exceed 0.2 W/m². The designer shall refer to “Section 10 – Sustainability Considerations 2014 – Lighting & Signalization” of MMCD Design Guidelines 2014, for further clarifications in this regard
- c. Documents and drawings are to be submitted to the Village Engineer for review and approval. The Village’s review and approval process shall begin with submission of shallow electrical utilities notification and approval documents by the Developer, including:
 - Hydro;
 - Telephone;
 - Communications; and
 - Cable / Television
- d. All power wiring and communications cabling in new subdivisions shall be underground. In areas with existing over-head electrical utilities, these shall be transitioned to an underground system for all new developments. All developments shall be required to construct on-parcel ducting and in-building provisions for underground connections to power and communications utilities, unless otherwise approved by the Village Engineer. A variance may be required if underground installation is unavailable or cost prohibitive.
- e. A variance to 6.1 (d) shall be required if underground installation is cost prohibitive. Substantiation of the costs of underground installation shall be provided by the Developer from BC Hydro to the Village Engineer.

SCHEDULE B – DETAILED DESIGN CRITERIA

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- f. A variance to 6.1 (d) will not be required if underground installation is not possible, regardless of costs.
- g. Developer shall be required to submit a copy of service agreements, including proof of payment, for all electrical utilities, noting any non-compliance issues as required.
- h. Developer shall be required to submit engineering drawings, depicting the proposed alignments and locations for the underground electrical cables, junction or pull boxes, transformer vaults, pad-mount transformers, above-ground switching cubicles, electrical pedestals and other electrical distribution appurtenances, for review and approval by the Village Engineer. All drawings are to be signed and sealed by a qualified Engineer registered in the Province of British Columbia

6.2 CODES, RULES, STANDARDS AND PERMITS

- a. Street lighting systems shall be designed as per MMCD and the following requirements;

6.2.3 Permits

- a. The lighting installer shall obtain electrical permit, from nearest BC Safety Authority (BCSA) office and associated utility companies prior to the start of construction.

6.3 ROADWAY AND PEDESTRIAN CRITERIA

- a. The criteria shall follow MMCD methodology.

6.4 LIGHTING MEASUREMENTS

- a. The design shall follow MMCD methodology.

6.5 VARIABLE LIGHTING CRITERIA

- a. Lighting criteria shall follow MMCD except the following;

6.5.1 Light Sources and Luminaires

- a. The Luminaire shall be LED, no higher than 3000K color temperature, and maximum 450mA driver current.
- b. The Designer shall use the lowest possible BUG (Backlight, Uplight & Glare) rating for outdoor luminaire, preferably no worse than B2-U0-G1.

6.5.2 Light Loss Factor

- a. The Designer shall use the light-loss-factor (LLF), for 20 year maintenance cycle per the manufacturer's recommendations.

6.6 STREET LIGHTING

- a. Street lighting levels shall follow MMCD methodology

6.7 SIDEWALK LIGHTING

- a. Sidewalk lighting shall follow MMCD methodology.

6.8 INTERSECTION LIGHTING

- a. Intersection lighting shall follow MMCD methodology

6.9 CROSSWALK LIGHTING

- a. Crosswalk lighting shall follow MMCD methodology

6.10 WALKWAYS

- a. Walkway lighting shall follow MMCD methodology

6.11 ROUNDABOUT LIGHTING

- a. Roundabout lighting shall follow MMCD methodology

6.12 TUNNEL LIGHTING

- a. Tunnel lighting shall follow MMCD methodology

6.13 POLES

- a. Pole design shall follow MMCD methodology and the following considerations;

SCHEDULE B – DETAILED DESIGN CRITERIA

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- i. All poles must be galvanized with powder-coat finish, colour to be confirmed by the Village Engineer to improve appearance for local neighborhood;
- ii. The standard pole heights and application are to be as shown on the Standard Drawings.
- iii. For approved pole davit and luminaire see Approved Products List.

6.14 POLE FOUNDATIONS

- a. Pole foundations shall follow MMCD methodology

6.15 LUMINAIRES

- a. Luminaires shall follow MMCD requirements except:
 - i. Colour temperature shall not exceed 3000k.
- b. Products shall be consistent with the Approved Products List;
- c. Alternative luminaire requires approval from Village Engineer.

6.16 POWER SUPPLY AND DISTRIBUTION

- a. Power Supply and Distribution shall follow MMCD requirements except the following;
 - i. 347/600v (3 phase) power systems are not permitted due to the additional risk to maintenance personnel;
 - ii. RPVC conduits shall be provided for all underground wiring. No direct bury wiring is permitted.
 - iii. A terminal control switch is required for each circuit and all poles to include separate switch for manual operation to turn power on/off.
 - iv. The Designer shall refer to 'Section 10 – Sustainability Considerations 2014 – Lighting & Signalization' of MMCD Design Guidelines 2014, for further clarifications if Adaptive lighting systems are considered for a project.

6.17 DESIGN

- a. Lighting Design shall follow MMCD methodology and additional requirements stipulated below;
 - i. The design of underground electrical utilities shall conform in general to the Canadian Electrical Code as revised and adopted by the Province of British Columbia, as well as to the specific requirements of the electrical utilities. The designer shall adhere to the stricter standards in the event of conflict among

SCHEDULE B – DETAILED DESIGN CRITERIA

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various design standards. All electrical design drawings are to be sealed by a Professional Engineer registered in British Columbia.

- ii. All electrical utilities shall be installed in accordance with the standard road cross sections unless otherwise approved by the Village Engineer.
 - iii. The minimum separation between underground electrical ducts / cables must be acceptable to the respective electrical utilities. A minimum horizontal clearance of 1.0 m shall be maintained between underground electrical utilities and street lighting wiring.
 - iv. All underground ducts / cables shall be laid in a straight line at a constant offset and a uniform grade. At the curved road allowance, the ducts / cables may be laid on a horizontal curve at a constant offset. The ducts / cables at road-way crossings shall be laid in a straight line at right angles to the center-line of the road-way.
 - v. All electrical surface and sub-surface appurtenances shall be designed and located a minimum of 1.0m from other street fixtures, landscaping and infrastructure. Electrical appurtenances must not be located directly above water mains or water service connections.
 - vi. All control circuits shall be on circuit breakers, not fuses.
-

SECTION 7–STEEP SLOPE, SITE GRADING AND RETAINING WALLS

7.1 GENERAL

This section applies to the review and approval process for all site grading plans and the design and use of retaining walls for all building permits and subdivisions. Steep slopes are defined as lands in their natural state that have a slope angle of 20% or greater for a minimum horizontal distance of 10 metres.

7.2 GENERAL REQUIREMENTS

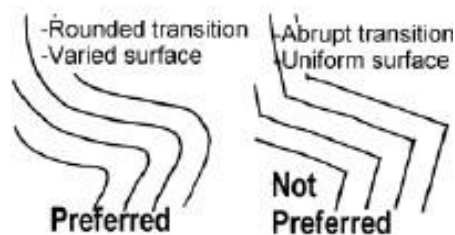
- i. The development of lands with steep slopes shall be undertaken in accordance with the Village's Official Community Plan as amended from time to time.
- ii. The design intent is that engineers work as closely as possible with the existing landscape and minimize the use of large, and visually prominent retaining walls to create developable areas.
- iii. Any adjustments made to the existing natural grade of a property or lands, through site grading or retaining, shall be in accordance with an approved site grading plan where relevant, and all modifications and retaining walls shall be the responsibility of the person undertaking the site grading or construction of the retaining wall.
- iv. The design of site grading and any retaining walls shall integrate or protect unique or significant natural features of the site such as landforms, rock outcroppings, mature trees and vegetation, drainage courses, hilltops and ridgelines.
- v. Site grading and development shall avoid unstable or hazardous portions of the site and protect lives and property from hazardous conditions such as landslides or erosion.
- vi. These requirements apply to all forms of retaining structures, including structural retaining walls of all materials, including but not limited to rock stack walls, rammed earth or gabion structures, geotextile reinforced soil structures, and precast unit or Allan block structures.
- vii. For retaining walls in excess of 1.0m in height, an appropriate and qualified geotechnical or structural engineer shall prepare all designs for site grading and any retaining wall(s) and shall inspect and approve final installations.
- viii. Once constructed, an appropriate and qualified geotechnical or structural engineer shall verify that all site grading and any retaining wall(s) have been constructed in

accordance with the approved designs, including wall drainage.

- ix. Underground infrastructure installed in steep slope areas and in proximity to retaining walls shall be capable of being replaced and maintained without the need for extraordinary measures.

7.2.a Site Grading and Design Requirements

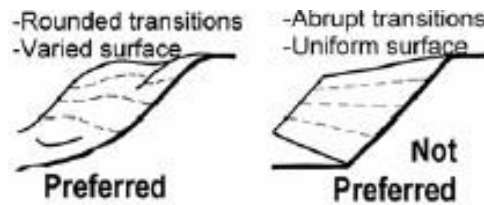
- i. Every proposed subdivided lot or parcel shall have sufficient building area for the use intended. In determining whether suitable building area exists, the Zoning Bylaw will stipulate the calculations for lot area, building siting and access.
- ii. When calculating lot area within a proposed subdivision, it should be exclusive of any lands with a slope of 30% or greater. Where the minimum lot size cannot be achieved on lands with slopes less than 30%, a larger lot size shall be required.
- iii. Every proposed subdivided lot or parcel shall be provided with safe and functional access from a municipal street or strata road, that meets the standards of this Bylaw (Schedule B, section 5) and avoids driveways with significant elevations, limited visibility when accessing the road, tight corners or where access would be difficult in winter conditions. Common or shared driveways are encouraged when significant site grading can be reduced.
- iv. Site design and grading should avoid substantial regrading or alteration of key topographic features (e.g. knolls, ridgelines, rock outcrops, cliffs, ravines etc.).
- v. Site design and grading shall avoid a manufactured appearance for graded slopes. Avoid sharp cuts and long or wide slopes with a uniform grade, as illustrated.



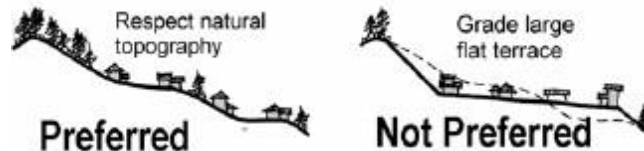
- vi. Site design and grading shall establish contours and gradients that resemble the naturally occurring terrain. Site design shall round out slope transitions and blend transitions between lots or adjacent to undisturbed areas, as illustrated.

SCHEDULE B – DETAILED DESIGN CRITERIA

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- vii. Site design and grading shall refrain from grading large flat terraces on hillside sites in order to expand developable area or to develop housing or other uses characteristic of flat or gently-sloped sites. Developing smaller terraces (e.g. for building pads, lawn areas, patios, stepped retaining walls, etc.) is preferable, as illustrated.



- viii. Site design and grading in the vicinity of ridgelines shall retain trees and other vegetation on ridgelines as much as possible, so that the ridgeline is seen predominately as a continuous line of natural terrain or vegetation.
- ix. Site grading and design should ensure that where there are gaps or interruptions in the ridgeline caused by site development (e.g. buildings, road cuts, site clearing, earthworks, etc.) trees and vegetation shall be planted in front of and behind the disturbance to screen and restore a naturally appearing ridgeline.
- x. Site grading and design should ensure that where there are ridgeline interruptions, they occur in several smaller components rather than one continuous interruption.
- xi. Site grading and design shall ensure that building envelopes are sited below the ridgeline. Avoid the placement of roads, clear cuts, and large or continuous buildings on or over ridgelines.
- xii. Site grading and design shall ensure that municipal infrastructure buildings are appropriately and accessibly located and are not visually obtrusive or create a significant visual impact on adjacent properties. Exterior infrastructure building materials should complement those of the adjacent structures and be appropriately screened with landscaping.

7.2.b Road Design Requirements

- i. Proposed roads shall be designed to promote small street grid plans characterized by small blocks and numerous local roads connecting to collector roads that follow the topography as much as possible. Where street grids are not possible due to topography, adequate space should be reserved to ensure alternative transportation infrastructure such as walking and cycling pathways are still able to achieve the grid-like pattern.
- ii. Site design shall align roads to conform to the natural topography. Gentle horizontal and vertical curves are preferable to straight line grid patterns that require significant earthmoving, or create exceptionally steep grades.
- iii. Split roads with 1-way access on each portion, may be utilized where:
 - a. A minimum pavement width of six metres and a minimum right-of-way of nine metres is provided;
 - b. Does not exceed 200 metres in length to the nearest cross-road;
 - c. Special features or significant natural habitat can be protected;
 - d. The amount of slope disturbance or the amount of cut and fill compared to a standard two-way road is reduced;
 - e. The pre-development cross-slope on the road right-of-way exceeds 15%;
 - f. Using a conventional road on very steep sections makes parcel access difficult;
 - g. Through traffic can continue to a conventional road connection, or a turnaround can be provided;
 - h. Intersection clearance is maintained before the split is allowed to occur; and
 - i. Pedestrian safety and emergency access is maintained.
- iv. Where cul-de-sacs are contemplated, pedestrian connections linking the cul-de-sac to other streets and open spaces shall be incorporated where possible as per Section 8.1.c.i.
- v. Alternative road-ends (reduced cul-de-sac radii or hammerhead configurations) may be utilized on a site specific basis where:
 - a) There is lack of sufficient land for a cul-de-sac or very steep slopes would require excessive cutting and filling;
 - b) The road serves fewer than 16 lots and/or is less than 100 metres in length; and
 - c) The road end accommodates the turning of service and emergency vehicles.
- vi. Design water service valve and meter boxes with flexible offsets to property lines to maintain ease of access and maintenance. Locate boxes where future grading or

landscaping of boulevards will not make access difficult.

- vii. Design roads and road rights-of-way to allow flexible offsets for utility trenches and other facilities such as transformers. This will allow more flexibility to grade rights-of-way to match existing ground within the road rights-of-way, which will reduce physical impacts and provide easier servicing in steep slope neighbourhoods.
- viii. Where practical, install power, telephone and cable services in a common trench in accordance with the Village's Standards. Installation of these services under sidewalks is encouraged where this can reduce the effective right-of-way required on a steep slope.
- ix. Road designs shall accommodate alternative transportation infrastructure (sidewalks, multi-use path, bike lanes, transit routes etc.) to the approval of the Village Engineer.

7.2.c Retaining Wall Design Requirements

- i. The maximum height for a retaining wall shall be 4.0m above existing or natural grade, when measured from the existing or natural grade on the low side of the retaining wall to the top of the retaining wall. Retaining wall grades should only exceed 4.0m in height when they are not visible from public lands or have no visual impact on neighbouring properties.
- ii. The maximum height for a retaining wall provided in subsection (i) above does not apply to excavations or bedrock cuts below existing natural grade. Bedrock cuts should exceed no more than 4.0m in vertical height, unless the horizontal distance between the top of the lower bedrock cut and the base of the upper bedrock cut is no less than 2.0m (i.e. if there are two 4.0m high bedrock cuts, then they must be horizontally separated by a distance of no less than 3.0m.)
- iii. When retaining structures are used in combination, to manage or create vertical grade differences in excess of 4.0m, then the horizontal distance between the top of the lower retaining wall and the base of the upper retaining wall shall be no less than the vertical height of the larger vertical height of the two retaining walls (i.e. if is a 3.0 and 2.0m high retaining walls, then they must be horizontally separated by a distance of no less than 3.0m.)
- iv. A building envelope shall not be created artificially through the use of retaining walls in excess of the standards contained herein.

SCHEDULE B – DETAILED DESIGN CRITERIA

- v. A retaining wall in excess of 1.0m in height shall be located no less than an equivalent horizontal distance from any property line.
- vi. All retaining walls shall be located a sufficient distance from a property line to allow for repair and maintenance of the retaining wall, or require an easement on the adjacent property to allow for such repairs and maintenance.
- vii. The vertical surface of any retaining wall in excess of 1.0m shall be screened with landscaping such as trees and shrubs.
- viii. The design and construction of any retaining wall must allow for both ongoing repair and maintenance, and replacement of the structure following potential failure.
- ix. Pre-existing sites where grading and retaining in excess of these standards has been constructed prior to the adoption of this Bylaw, shall be allowed to maintain, repair and replace those structures in accordance with the approval granted to allow their initial construction, and do not need to comply with these standards, except that an appropriate geotechnical or structural engineer shall be engaged to undertake the maintenance, repair and replacement of the retaining wall.
- x. In the formation of the highway infrastructure the Village Engineer may provide relaxation to the requirements as set out in this section.

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SCHEDULE C – STANDARD DRAWINGS

SCHEDULE C

ANMORE SUBDIVISION AND DEVELOPMENT CONTROL BYLAW NO. 633-2020

STANDARD DRAWINGS

Use Table 1.1 to determine the status of the Standard Drawings contained in the MMCD.
For the most part the Village adopts them however there are some that are deleted and some that the Village has added for further clarification.

Drawing Number	Drawing Name	Reference
GENERAL DETAILS		
G0	DRAWING INDEX – GENERAL DETAILS	MMCD
G1	GENERAL LEGEND FOR CONTRACT DRAWINGS	MMCD
G2	LEGEND FOR MATERIALS	MMCD
G3	LEGEND FOR STREET LIGHT AND TRAFFIC SIGNAL DRAWINGS	MMCD
G4	UTILITY TRENCH	MMCD
G5	PAVEMENT RESTORATION	MMCD
G6	CONCRETE ENCASEMENT FOR WATERMAIN/SEWER SEPARATION	MMCD

SCHEDULE C – STANDARD DRAWINGS

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Drawing Number	Drawing Name	Reference
STORM AND SANITARY SEWERS		
S0	DRAWING INDEX – STORM AND SANITARY SEWERS	MMCD
S1	STANDARD AND SUMP MANHOLES	MMCD
S2	STANDARD MANHOLE CONNECTION DETAILS	MMCD
S3	MANHOLE CONNETION DETAILS-DROP AND RAMP TYPE	MMCD
S4	INSIDE DROP MANHOLE	MMCD
S5	PRECAST RISER MANHOLE	MMCD
S6	SEWER CLEANOUT	MMCD
S7	SANITARY SEWER SERVICE CONNETION	MMCD
S8	STORM SEWER SERVICE CONNECTION	MMCD
S9	INSPECTION CHAMBER FOR 100 TO 200 SANITARY SEWERCONNECTION	MMCD
S10	INSPECTION CHAMBER FOR 250 TO 375 STORM SEWER CONNECTION	MMCD
S11	TOP INLET CATCH BASIN	MMCD
S12	LAWN DRAINS	MMCD
S13	STORM SEWER INLET WITH SAFETY GRILLAGE	MMCD
S14	CONCRETE BLOCK ENDWALL	MMCD
S15	DRIVEWAY CULVERT WITH CONCRETE BLOCK ENDWALLS	MMCD

SCHEDULE C – STANDARD DRAWINGS

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Drawing Number	Drawing Name	Reference
WATERWORKS		
VoA-W01	INSTALLATION DETAIL FOR 16mm TO 50mm WATER SERVICE AND METER	VILLAGE
W0	DRAWING INDEX – WATERWORKS	MMCD
W1	TYPICAL THRUST BLOCK ARRANGEMENTS	MMCD
W2a	WATER SERVICE CONNECTION – SERVICE BOX DELETE	MMCD
W2b	WATER SERVICE CONNECTION – VALVE BOX DELETE	MMCD
W3	GATE VALVE INSTALLATION	MMCD
W4	FIRE HYDRANT INSTALLATION	MMCD
W5	TEST POINT INSTALLATION	MMCD
W6	AIR VALVE ASSEMBLY – 25 AND 50MM VALVES	MMCD
W7	AIR VALVE ASSEMBLY – 100MM VALVE CT	MMCD
W8	BLOW OFF FOR WATERMAIN	MMCD
W9	BLOW DOWN CHAMBER	MMCD
W10	WATERWORKS CHAMBER DRAIN	MMCD

SCHEDULE C – STANDARD DRAWINGS

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Drawing Number	Drawing Name	Reference
CONCRETE AND MISCELLANEOUS DETAILS		
C0	DRAWING INDEX – CONCRETE AND MISCELLANEOUS DETAILS	MMCD
C1	CONCRETE SIDEWALK, INFILL AND BARRIER CURB	MMCD
C2	CONCRETE SIDEWALK AND BARRIER CURB	MMCD
C3	CONCRETE SIDEWALK AND ROLLOVER CURB	MMCD
C4	CONCRETE CURB – NARROW BASE	MMCD
C5	CONCRETE BARRIER CURB – WIDE BASE	MMCD
C6	CONCRETE MEDIAN CURB AND INTERIM CURBS	MMCD
C7	DRIVEWAY CROSSING FOR BARRIER CURBS	MMCD
C8	WHEELCHAIR RAMP FOR SIDEWALK, INFILL AND BARRIER CURB	MMCD
C9	WHEELCHAIR RAMP FOR SIDEWALK AND BARRIER CURB	MMCD
C10	CONCRETE WALKWAY	MMCD
C11	BICYCLE BAFFLE	MMCD
C12	REMOVABLE RESTRICTION POST	MMCD
C13	CHAIN LINK FENCE FOR WALKWAY	MMCD
C14	HANDRAIL FOR CONCRETE RETAINING WALL	MMCD

SCHEDULE C – STANDARD DRAWINGS

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Drawing Number	Drawing Name	Reference
CONCRETE AND MISCELLANEOUS DETAILS		
CE1.1	CONCRETE BASE INDEX	MMCD
CE1.2	TYPE A AND B SONOTUBE CONCRETE BASES	MMCD
CE1.3	TYPE C, C1, C2 & C3 TRAPEZOIDAL SHAPE CONCRETE BASES	MMCD
CE1.4	TYPE C, C1, C1 & C3 TRAPEZOIDAL SHAPE CONCRETE BASES	MMCD
CE1.5	TYPE C4 & C5 SPREAD FOOTING SHAPE CONCRETE BASES	MMCD
CE1.6	TYPE C4 & C5 SPREAD FOOTING CONCRETE BASES	MMCD
CE1.7	TYPE C4 & C5 SPREAD FOOTING CONCRETE BASES	MMCD
CE1.8	TYPE E2 TRAPEZOIDAL SHAPE CONCRETE BASE	MMCD
CE1.9	TYPE E2 TRAPEZOIDAL SHAPE CONCRETE BASE	MMCD
CE1.10	TYPES F1, L1 & S1 SPREAD FOOTING SHAPE CONCRETE BASES	MMCD
CE1.11	TYPES F1, L1 & S1 SPREAD FOOTING SHAPE CONCRETE BASES	MMCD
CE1.12	TYPES F1, L1 & S1 SPREAD FOOTING SHAPE CONCRETE BASES	MMCD
CE1.13	TYPES F2, L2 & S2 TRAPEZOIDAL SHAPE CONCRETE BASES	MMCD
CE1.14	TYPES F2, L2 & S2 TRAPEZOIDAL SHAPE CONCRETE BASES	MMCD
CE1.15	1" DIAMETER ANCHOR BOLTS	MMCD
CE1.16	ANCHOR BOLT CAGE FOR TYPE 6, 7 AND S POLES	MMCD
CE1.17	ANCHOR BOLT CAGE FOR TYPE L POLES	MMCD
CE1.18	CONCRETE BASE FOR POST MOUNTED FLASHER LUMINAIRE (PRECAST)	MMCD
CE1.19	POLE BASE INSTALLATION DETAILS	MMCD
CE1.20	POLE BASE INSTALLATION DETAILS	MMCD

SCHEDULE C – STANDARD DRAWINGS

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Table 1.1

Drawing Number	Drawing Name	Reference
ROADWORKS		
VoA – R01	TYPICAL 20m ROAD RIGHT-OF- WAY	VILLAGE

SCHEDULE C – STANDARD DRAWINGS

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Drawing Number	Drawing Name	Reference
ELECTRICAL		
E1.1	TYPE M (NEMA CABINET) CONCRETE CONTROLLER BASE	MMCD
E1.2	TYPE P (NEMA CABINET) CONCRETE CONTROLLER BASE	MMCD
E1.3	MODEL 170 CONCRETE CONTROLLER BASE	MMCD
E1.4	CONTROLLER INSTALLATION (FOR TYPE P & M CABINETS)	MMCD
E1.5	CONTROLLER INSTALLATION (FOR MODEL 170 CABINETS)	MMCD
E1.6	TYPE F CONTROLLER PEDESTAL	MMCD
E1.7	TYPE F CONTROLLER PEDESTAL	MMCD
E2.1	ROUND PLASTIC JUNCTION BOXES	MMCD
E2.4	LARGE CONCRETE JUNCTION BOXES	MMCD
E2.5	CONCRETE VAULT	MMCD
E2.2	TYPE 37 AND 66 CONCRETE JUNCTION BOXES	MMCD
E2.3	LARGE CONCRETE JUNCTION BOXES	MMCD
E2.6	CONCRETE VAULT	MMCD
E3.1	UNDERGROUND CONDUIT IN PAVED AREAS	MMCD
E3.2	UNDERGROUND CONDUIT IN NON-PAVED AREAS	MMCD
E4.1	LUMINAIRE POLE (TYPE 2 SHAFT)	MMCD
E4.2	LUMINAIRE POLE (TYPE 2 CHAFT)	MMCD
E4.3	SIGNAL POLE (TYPE 1 SHAFT)	MMCD
E4.4	SIGNAL POLE (TYPE 1 SHAFT)	MMCD
E4.5	SIGNAL POLE (TYPE 3 SHAFT)	MMCD
E4.6	SIGNAL POLE (TYPE 3 SHAFT)	MMCD
E4.7	SIGNAL POLE (TYPE 6 SHAFT)	MMCD
E4.8	SIGNAL POLE (TYPE 6 SHAFT)	MMCD
E4.9	SIGNAL POLE (TYPE 7 SHAFT)	MMCD
E4.10	SIGNAL POLE (TYPE 7 SHAFT)	MMCD
E4.11	SIGNAL POLE (TYPE S SHAFT)	MMCD
E4.12	SIGNAL POLE (TYPE S SHAFT)	MMCD
E4.13	SIGNAL POLE (TYPE S SHAFT)	MMCD
E4.14	SIGNAL POLE (TYPE L SHAFT)	MMCD

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E4.15	SIGNAL POLE (TYPE L SHAFT)	MMCD
E4.16	SIGNAL POLE (TYPE L SHAFT)	MMCD
E4.17	SIGNAL POSTS (TYPE 4, 4A AND 5 SHAFTS)	MMCD
E4.18	SIGNAL POSTS (TYPE 4, 4A AND 5 SHAFTS)	MMCD
E4.19	POST TOP LUMINAIRE POLES	MMCD
E4.20	POST TOP LUMINAIRE POLES	MMCD
E4.21	SERVICE BASE	MMCD
E4.22	POLE ACCESSORIES	MMCD
E5.1	POST TOP SIGNAL HEAD MOUNTING	MMCD
E5.2	SIDE POLE SIGNAL HEAD MOUNTING (METHOD 1)	MMCD
E5.3	SIDE POLE SIGNAL HEAD MOUNTING (METHOD 2)	MMCD
E5.4	SIDE POLE SIGNAL HEAD MOUNTING (METHOD 3)	MMCD
E5.5	OVERHEAD SIGNAL HEAD MOUNTING (SPRING CUSHION END HANGER METHOD)	MMCD
E5.6	OVERHEAD SIGNAL HEAD MOUNTING (SPRING CUSHION MID HANGER METHOD)	MMCD
E5.7	OVERHEAD SIGNAL HEAD MOUNTING (PLUMPIZER METHOD)	MMCD
E5.8	OVERHEAD SIGNAL MOUNTING (PLUMBIZER METHOD)	MMCD
E5.9	OVERHEAD SIGNAL HEAD MOUNTING (ADJUSTABLE BRACKET METHOD)	MMCD
E5.10	OVERHEAD SIGNAL HEAD MOUNTING ON POLE ARM (BALL HANGER METHOD)	MMCD
E5.11	OVERHEAD SIGNAL HEAD MOUNTING ON (BALL HANGER METHOD)	MMCD
E5.12	AUDIBLE SIGNALS	MMCD
E6.1	PEDESTRIAN PUSHBUTTON WITH SEPARATE SIGN	MMCD
E6.2	PEDESTRIAN PUSHBUTTON WITH INTEGRAL SIGN	MMCD
E6.3	PEDESTRIAN PUSHBUTTON POST	MMCD
E7.1	UNDERGROUND DIP SERVICE	MMCD
E7.2	SERVICE PANEL IN SERVICE BASE (MOUNTING DETAILS)	MMCD
E7.3	SERVICE PANEL IN SERVICE BASE (MOUNTING DETAILS)	MMCD
E7.4	60A STREETLIGHTING AND 100A STREET LIGHT/TRAFFIC SIGNAL SERVICE PANEL IN	MMCD

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	SERVICE BASE (PANEL DETAILS)	
E7.5	60A (120/240V) STREET LIGHTING SERVICE PANEL IN SERVICE BASE (WIRING DIAGRAM)	MMCD
E7.6	100A (120/240V) TRAFFIC SIGNAL/STREET LIGHTING SERVICE PANEL IN SERVICE BASE (WIRING DIAGRAM)	MMCD
E7.7	100A TRAFFIC SIGNAL/STREETLIGHTING SERVICE PANEL ON POLE (MOUNTING DETAILS)	MMCD
E7.8	100A TRAFFIC SIGNAL/STREETLIGHTING SERVICE PANEL ON POLE (MOUNTING DETAILS)	MMCD
E7.9	100A (120/240V) TRAFFIC SIGNAL/STREETLIGHTING SERVICE PANEL (WIRING DIAGRAM)	MMCD
E7.10	SERVICE GROUND PLATE INSTALLATION DETAIL	MMCD
E7.11	LUMINAIRE WIRING IN POLE HANDHOLE	MMCD
E7.12	SIGNAL CABLE WIRING IN POLE HANDHOLE	MMCD
E7.13	SIGNAL CABLE COLOUR CODE SAMPLE (ONTARIO SPEC METHOD)	MMCD
E7.14	MINIMUM CLEARANCES TO OVERHEAD POWERLINES	MMCD
E7.15	POLE MOUNTED RECEPTACLE	MMCD
E7.16	TELEPHONE DEMARCATION ENCLOSURE MOUNTING DETAILS ON CONTROLLER OR POLE	MMCD
E7.17	TELEPHONE CONDUIT ON UTILITY POLE	MMCD
E7.18	CONDUIT TIE-IN TO TELEPHONE VAULT, MANHOLE JUNCTION BOX	MMCD
E8.1	TYPICAL DETECTOR LOOP TYPES	MMCD
E8.2	DETECTOR LOOPS	MMCD
E8.3	DETECTOR LOOPS	MMCD
E8.4	DETECTOR LOOP TO SHIELDED CABLE SPLICES	MMCD
E8.5	DETECTOR LOOP PROCEDURES AND RULES	MMCD
E8.6	DETECTOR LOOP PROCEDURES AND RULES	MMCD
E8.7	TYPICAL LAYOUT FOR DIAMOND AND ROUND TRAFFIC SIGNAL DETECTOR LOOPS	MMCD
E8.8	PRE-FORMED DIAMOND DETECTOR LOOP INSTALLATION DETAILS	MMCD
E8.9	PRE-FORMED DIAMOND DETECTOR LOOP INSTALLATION DETAILS	MMCD
E9.1	FLASHER LUMINAIRE AND SIGNS ON	MMCD

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	PERFORATED STEEL TUBING	
E9.2	FLASHER LUMINAIRE AND SIGNS ON PERFORATED STEEL TUBING	MMCD
E9.3	FLASHER LUMINAIRE AND SIGNS ON STEEL POLE	MMCD
E9.4	FLASHER LUMINAIRE AND SIGNS ON STEEL POLE	MMCD
E10.1	OVERHEAD EXTRUDED ALUMINUM ADVANCE WARNING SIGN ASSEMBLY DETAILS	MMCD
E10.2	OVERHEAD EXTRUDED ALUMINUM ADVANCE WARNING SIGN INSTALLATION DETAILS	MMCD
E10.3	OVERHEAD EXTRUDED ALUMINUM ADVANCE WARNING SIGN INSTALLATION DETAILS	MMCD
E10.4	OVERHEAD EXTRUDED ALUMINUM SIGN INSTALLATION DETAILS	MMCD
E10.5	OVERHEAD EXTRUDED ALUMINUM SIGN INSTALLATION DETAILS	MMCD
E10.6	OVERHEAD EXTRUDED ALUMINUM SIGN ASSEMBLY DETAILS	MMCD
E10.7	OVERHEAD EXTRUDED ALUMINUM SIGN ASSEMBLY DETAILS	MMCD
E10.8	OVERHEAD EXTRUDED ALUMINUM SIGN ASSEMBLY DETAILS	MMCD
E10.9	OVERHEAD EXTRUDED ALUMINUM SIGN LUMINAIRE INSTALLATION DETAILS	MMCD
E10.10	JUNCTION BOX INSTALLATION DETAILS ON SIGN ARMS	MMCD

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GENERAL

The appended Servicing Agreement template is typical of the agreement that will be executed between the Village and the Developer for the work. The template will be amended from time to time as conditions warrant and will have specific amendments for each individual agreement prepared.

THIS AGREEMENT made this day of , 20xx

BETWEEN: Village of Anmore, a Village incorporated under the Local Government Act of British Columbia, and having its Municipal offices 2697 Sunnyside Road Anmore, BC, V3H 5G9

(hereinafter called the “Village”)

AND:

(hereinafter called the “Developer”)

WHEREAS:

- A. The Developer is the registered Owner of lands within the Village of Anmore in the Province of British Columbia, more particularly known and described as follows:

PID:

(hereinafter called the “Lands”)

- B. The Developer desires to subdivide the Lands or develop the Land;
- C. The Developer has requested approval of the building permit or Subdivision (as defined in the Bylaw) prior to the construction and installation of the Works and Services in their entirety and is agreeable to entering into this Agreement pursuant to the Local Government Act and the Developer will deposit the Security Deposit, as defined herein and specified by this Agreement; and
- D. the Developer has voluntarily agreed to construct and install the Works and Services which are necessary to serve the proposed Development.

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NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the promises, covenants and agreements hereinafter set forth, the parties hereto covenant, agree, represent and promise as follows:

APPENDICES: 1. The following Appendices are attached to and form part of this Agreement:

- a) Appendix “A” – A list of the Works and Services and the Developer’s Consulting Engineer’s estimate of their respective construction costs;
- b) Appendix “B” – Construction drawings to be used for the construction of the Works and Services;
- c) Appendix “C”- A copy of the subdivision plan of the Lands or of the Building Permit application;
- d) Appendix “D” – List of Section 219 Covenants, Statutory Rights of Way and other charges as may be required by the Village or the Approving Officer.
- e) Appendix “E” – Standard Forms

DEVELOPER TO DO WORK:

- 1. The Developer acknowledges, covenants and agrees with the Village:
 - a) to construct, install and provide all the Works and Services listed and shown on Appendices A and B hereto, as approved by the Village, in accordance with the standards contained in the Village’s Subdivision and Development Control Bylaw No. 633-2020 (hereinafter called the “Bylaw”).
 - b) that the Developer shall from time to time and at all times so long as it exercises any rights of ownership in the Lands upon the request of the Village, and to the satisfaction of the Village make, do and execute or cause or procure to be made, done and executed, all such further acts, deeds, rights-of-way, covenants, easements and assurances in favour of the Village as are required for the more effectual carrying out of this Agreement , including, without limiting the generality of the foregoing, all documents referenced in Appendix “D
 - c) that Appendices A and B identify and illustrate both ‘On-Site Works and Services’ and/or ‘Off-Site Works and Services’.
 - d) that the Developer relies exclusively on its own Professional Engineer, who shall be registered with Engineers and Geoscientists BC (the “Consulting Engineer”), contractors and staff, and that the Village does not, by its approvals,

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inspections or acceptance of the Works and Services warrant or represent that the Works and Services are without fault or defect, and that all approvals and inspection of the Works and Services given or made by the Village are for the sole benefit of the Village and shall in no way relieve or excuse the Developer from construction and installing the Works and Services in strict compliance with the provisions of this Agreement and the Subdivision Development Control Bylaw No. 633-2020.

TRANSFER OF INTEREST IN WORKS AND SERVICES:

2. The Developer covenants and agrees with the Village to assign, transfer and convey to the Village all of its rights, title and interest in the Works and Services on any and all of the Lands, upon or in which the Works and Services are situated, upon the completion of the Works and Services, (as witnessed by the issuance of a Certificate of Substantial Performance).

PERMISSION TO DO WORK:

3. The Village covenants and agrees to permit the Developer to construct the Works and Services, on the terms and conditions herein, and in the manner required by and at the places specified in the Plans and Specifications in Appendix B; provided that nothing in this Agreement shall be construed as to make available the use of or access to the Works and Services for any purpose, and without limiting the foregoing, for the purpose of serving the Lands or any other real property whatsoever either Owner or controlled by the Developer or its associates or otherwise, but rather the Village reserves the right in its sole and absolute discretion to make available, operate, alter, use, extend, diminish, discontinue, tear up, sell, rent or otherwise dispose of the Works and Services as its Administrator from time to time deems fit.

CHANGES TO THE LAW:

4. The Developer covenants and agrees to comply with any changes in subdivision requirements or standards enacted by Bylaw prior to the actual commencement upon the lands of the Works and Services Contemplated by this Agreement.

START OF WORK:

5. The Developer covenants and agrees not to commence work until the Village Engineer provides the Developer with written permission to proceed with construction in the form provided in Appendix E.

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COMPLETION OF WORK:

6. The Developer shall complete the construction of the Works and Services, specified in Appendices “A” and “B” to the satisfaction of the Village, within **one (1) year** from the date of this Agreement. The term maybe extended on the authority of the Administrator, as evidenced in writing.

DEVELOPER TO GRANT RIGHTS OF WAY:

7. The Developer shall grant to the Village all necessary road dedications, statutory rights-of-way and easements over the said Lands (in conformity with the Village’s standard form documents) to accommodate the said Works and Services and, where the said Works and Services are located upon or under privately owned lands other than the Lands, to obtain at the Developer’s expense, all necessary road dedications, statutory rights-of-way and easements over such lands, in favour of the Village where applicable, to accommodate the Works and Services, and to register the dedications, rights of way and easements in the Land Title Office.

DESIGN:

8. a) The Developer covenants and agrees that all Works and Services required herein shall be designed by a Consulting Engineer, and retained by the Developer. Plans and Specifications for the Works and Services shall be prepared by or under the direct supervision of the Consulting Engineer and all plans shall bear his or her professional seal and signature.

b) The Developer covenants and agrees to ensure that the Developer’s Consulting Engineer maintains professional liability and errors and omissions insurance to a minimum value of two million dollars (\$2,000,000) per occurrence, which insurance shall provide coverage in respect of any claims arising out of the Consulting Engineer’s services in connection with this Agreement regardless of when the claim is made. The professional liability insurance shall be provided for a duration of two years beyond the date of substantial completion of the Works and Services. Written proof of coverage will be provided to the Village upon request of the Approving Officer.

SCHEDULE:

9. a) The Developer covenants and agrees to provide an updated work schedule,

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at a minimum on a weekly basis, to the Village.

b) The Developer covenants and agrees to provide at least 1 week notice and 48 hours notice to the Village for the following works: trenching, tie-ins, paving, decommissioning of utilities, and backfilling.

c) The Developer covenants and agrees to provide a disinfection plan to the Village at least 2 weeks in advance of scheduled disinfection work.

Field Reviews:

10. a) The Developer covenants and agrees to retain the Consulting Engineer during the construction period for the purpose of on-site field reviews to ensure compliance with the approved design and to provide certification of the construction documentation and Record Drawings of the Works and Services, as defined by this Bylaws.

b) Further, the Developer's Consulting Engineer and/or their appointed site inspector(s) shall visit the Place of the Work at intervals as defined by this bylaw and to remain familiar with the progress and quality of the Works and Services and to determine if the Works and Services are proceeding in general conformance with the plans and specifications. The level of on-site field review to be provided by the Developer's Consulting Engineer shall be a minimum of 60% of the time the Developer's Contractors are carrying out on-site or off-site Works and Services and shall include, and not be limited to, field reviews of tie-ins, pressure tests, compaction of backfill, and laying of permanent asphalt.

d) The Village, the Developer's Consulting Engineer, their authorized representatives and /or their appointed site inspector(s), shall, at all reasonable times during the performance of the Works and Services, have access to the Works and Services, including any parts of the Works and Services that are in progress at locations other than where the Works and Services are being installed.

d) The Village Engineer and the Developer's Consulting Engineer and their representatives have the authority to reject Works and Services that, in their opinion, does not conform to the requirements of the Works and Services.

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ENGINEERING DRAWINGS:

11. a) The Developer covenants and agrees that the intent of this Agreement is that the Developer shall construct fully completed Works and Services, and grant all necessary dedications, rights of way and easements as shown in the following plans and specifications prepared by the Developer's Consulting Engineer:

Under Drawings Numbers:

Drawing Number	Drawing Title	Revision

And as received for the purposes of this Agreement by the Village on the xx day of, 20xx:

DESIGN CHANGES:

12. a) The Approving Officer, the Village's Engineer may alter the plans because of conditions on site so that the Works and Services function and operate in a manner satisfactory to the Approving Officer or Village's Engineer. Should the Works and Services, as provided herein, prove to be in any way defective or should they not operate to the satisfaction of the Approving Officer or the Village's Engineer, then the Developer shall, at his own expense modify and reconstruct the Works and Services so that the works shall be fully operative and function to the satisfaction of the Approving Officer or Village's Engineer.
- b) The Developer covenants and agrees that the Developer's Consulting Engineer shall obtain the prior written approval of the Village Engineer for any changes to the design and specifications of the Works and Services set out in the Construction Drawings.

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d) All changes to the design drawings shall be submitted to the Village Engineer for review and approval in advance of completing revised Works and Services in the field. Drawings shall be revised and denoted with revision numbers and 'clouded' areas surrounding specific changes or revisions.

d) In carrying out the Works and Services, the Developer covenants and agrees not to damage any of the Village's works, services or property, or remove, alter, or destroy any survey pins, posts or monuments, and in default shall replace, repair and restore any damage of whatsoever nature to the satisfaction of the Administrator.

SUBSTANTIAL PERFORMANCE:

13. A Certificate of Substantial Performance shall be provided by the Village's Engineer on the completion of the construction listing all the deficiencies. This certificate of Substantial Performance shall not be construed as acceptance of the Works and Services. Substantial Performance is defined in section 16, below.

CONSTRUCTION DOCUMENTATION AND RECORD DRAWING SUBMISSIONS:

14. The Developer covenants and agrees to submit to the Village final Record Drawings, service connection cards and construction documentation, test results and digital asset management information, as accepted by the Village's Engineer as identified in Schedule A, Section 2.7 of the Bylaw prior to issuing a Certificate of Substantial Performance.

MAINTENANCE PERIOD AND RESPONSIBILITY:

15. The Developer covenants and agrees to maintain every part of the Works and Services in good order and in complete repair for a period of one (1) year from the date shown on the Certificate of Substantial Performance (the "Maintenance Period").

Should the Developer fail to maintain the Works and Services, then the Village's Engineer, at its option, after giving the Developer seven (7) days written notice (emergencies excepted), may do so, and the whole costs, charges and expenses so incurred by the Village will be payable by the Developer, as

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provided for herein. The decision of the Village's Engineer will be final with respect to the necessity for repairs, or the adequacy of any work done.

Once any Works and Services covered by this Agreement are connected to the Village's infrastructure, only Village crews or Contractors under the direct supervision of the Village may undertake work on such Village infrastructure. As such, Village crews or contractors retained by the Village may correct any defects, imperfections, settlements and/or re-chlorination and flushing which is deemed by the Village's Engineer to be necessary during the one (1) year period from the date shown on the Certificate of Substantial Performance and the whole of such costs, charges and expenses so incurred by the Village in undertaking such work including but not limited to contractor costs will be payable by the Developer as provided for herein.

CERTIFICATES OF SUBSTANTIAL PERFORMANCE AND FINAL ACCEPTANCE:

16. a) The Administrator shall provide a Certificate of Substantial Performance to the Developer upon the Substantial Performance of the Works and Services. Substantial Performance shall only be approved when proper inspection of the Works and Services has been carried out, an updated schedule for asset management and costing consisting of quantities and actual unit prices of all underground and surface works infrastructure to be owned by the Village is provided, and when all remaining work as certified to the satisfaction of the Village by the Developer's Consulting Engineer upon the submission of a Certificate of Inspection, is capable of completion or correction at a cost of not more than:
 - i. 3% of the first \$500,000 of the Total Construction Cost;
 - ii. 2% of the next \$500,000 of the Total Construction Cost;
 - iii. 1% of the balance of the Total Construction Cost.
- b) The date of the Certificate of Substantial Performance is the date of commencement of the Maintenance Period under Section 14 of this Agreement.
- c) Within the Maintenance Period, the Administrator may provide a Certificate of Total Performance to the Developer provided that all the Works and Services and outstanding deficiencies identified in Sections 12 and 16.a

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(above) are completed to the satisfaction of the Village upon the submission of a Certificate of Inspection by the Developer's Consulting Engineer.

d) The Administrator shall issue a Certificate of Final Acceptance upon the expiry of the Maintenance Period provided that all outstanding deficiencies identified by the Administrator with respect to the Off-Site Works and Services and On-Site Works and Services have been remedied and Record Drawings, service record cards, construction documentation and test results have been provided.

e) On issuance of the Certificate of Final Acceptance and upon the expiration of the Maintenance Period, the Developer may apply to the Village for discharge of this covenant, at their cost, by submitting the appropriate Form. The Village will execute the discharge and return the Form to the Developer for deposit with the Registrar.

DEVELOPER INDEMNIFIES VILLAGE:

17. The Developer covenants and agrees to save harmless and effectually indemnify the Village, its elected officials, officers and employees, contractors, agents, successors and assigns from and against:

- a) All actions and proceedings, costs, damages, expenses, claims and demands whatsoever and by whomsoever brought by reason of the construction, installation, maintenance or repair of the Works and Services provided by the Developer;
- b) All expenses and costs which may be incurred by reason of the construction, installation, maintenance or repair of the Works and Services resulting in damage to any property owned in whole or in part by the Village for which the Village by duty or custom is obliged, directly or indirectly, in any way or to any degrees, to construct, install, maintain or repair;
- c) All expenses and costs which may be incurred by reason of liens for non-payment of labour or materials, Workers Compensation, Unemployment Insurance Federal or Provincial tax, check-off or encroachments owing to mistakes in survey;
- d) All expense and costs which may be incurred by the Village as a result of faulty workmanship and defective material in any of the Works and Services installed by the Developer.

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- e) The above clauses shall not be construed as to extinguish any rights which the Village would have were it not for the inclusion of Clause 17 in this Agreement. This indemnification obligation owed by the Developer to the Village shall survive the termination or earlier cancellation of this Servicing Agreement.

INSURANCE BY DEVELOPER:

- 18. The Developer will at its sole expense throughout the term of this Agreement until the Village has accepted the Works and Services under Clause 16(c) carry Comprehensive Liability Insurance acceptable to the Village in the amount of at least Five Million Dollars (5,000,000.00) with insurance companies licensed to carry on business in the Province of British Columbia in partial discharge of its obligation under Clause 16 (a), (b), (c) and (d).

INSURANCE COVERAGE:

- 19. The Developer covenants and agrees to provide the following insurance coverage, and to provide the Village with a copy of the insurance policy prior to the commencement of any construction of the Works and Services:
 - a) To protect the Developer and the Village against all claims arising out of:
 - i. Death or injury to persons; and
 - ii. Damage to or loss of, any property of third persons, including without limiting the foregoing; the following classes of property; Real property, chattels, land, works, buildings, structures, wires, boilers, and pressure vessels, conduits, pipes, mains, shafts, sewers, tunnels, and apparatus in connection therewith, even when the damage or loss of use is caused by vibration , moving, shoring, underpinning, raising, rebuilding or demolition of any building, structure or support, or by excavation, tunneling or other work below the surface of the ground or water; and
 - iii. damage to or loss of all building, structures, stores, equipment and materials included in or required to the carrying out of the Works and Services.
 - b) Every policy of insurance required will:
 - i. Name “The Village of Anmore” and any named appointed third party, such as Contracted Employees as an additional insured; and
 - ii. State that the policy applies to each insured in the same manner and to the same extent as if a separate policy had been issued to each insured; and

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- iii. State that the policy cannot be cancelled, lapsed or materially changed without at least thirty (30) days written notice to the Village, delivered to the Village's Corporate Officer.

SECURITY DEPOSIT:

20. As security for the due completion of the construction and installation of the Works and Services and the performance of all the covenants and promises contained in this Agreement, the Developer shall concurrently with the execution of this Agreement deposited 120% of estimated cost of the Works and Services, in the amount of \$ xxx.xx as determined by the cost estimate of the Developer's Consulting Engineer and as attached as Appendix A, in the form of cash or an irrevocable and automatically renewing Letter of Credit acceptable to the Village (herein called the "Security Deposit").

FORFEIT OF SECURITY:

21. In the event that the Developer fails to construct and install the Works and Services prescribed herein within the time specified in Clause 6, the Security Deposit will be forfeited to the Village.

Should the Village agree to an extension of the time required to complete the Works and Services, the Village reserves the right to have the value of the Works and Services re-estimated, and the Security Deposit adjusted.

The Developer shall be deemed to be in default of this Agreement if the Developer files a voluntary petition of bankruptcy, or is adjudicated bankrupt or insolvent, or files any petition or answer seeking any reorganization, arrangement, liquidation, dissolution or similar under any enactment respecting bankruptcy, insolvency or other relief for debtors.

USE OF SECURITY DEPOSIT AND MAINTENANCE HOLDBACK:

22. If the Developer is in default of any of its obligations in respect to the construction and installation or maintenance of the Works and Services or any portion thereof, the Village may draw down on the Security Deposit or the Maintenance Holdback, as the case may be, to secure completion or maintenance of all or a portion of the Works and Services in compliance with the terms of this Agreement and any payment obligations of the Developer in respect of the Works and Services that remain unpaid including the discharge

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of any builders' liens, and such monies shall be applied to remedy the default and complete all or any portion of the Works and Services and to satisfy the Developer's warranties in respect of same in place and stead of the Developer and ensure compliance with the terms of this Agreement. In addition, the Village may cash, retain and use the Security Deposit to remedy any emergency condition which, in the sole opinion of the Village Engineer, is associated with, arises from or is a result of the Works and Services and requires expedient action. Despite the foregoing, the Village may cash, retain or use the Security Deposit or the Maintenance Holdback, as the case may be, to pay, settle or compromise any claim against the Village for which the Developer indemnified the Village pursuant to Clause 16. If the proceeds from the Security Deposit or the Maintenance Holdback, as the case may be, are not sufficient to pay all costs and expenses incurred by the Village in completing or maintaining all or a portion of the Works and Services including the Village's normal overhead charges and satisfying the warranties thereof,

curing other default by the Developer, or satisfying any amounts owing to the Village pursuant to Clause 16, the Developer shall forthwith pay to the Village the difference upon receipt from the Village of invoices for the same together with all interest thereon at the commercial prime rate of interest plus two percent from the date of receipt by the Developer of the invoices for the same and continuing until payment in full. The amount required to be paid by the Developer is a debt owing to the Village, and may be collected in the same manner as property taxes in arrears.

RELEASE OF SECURITY DEPOSIT, MAINTENANCE HOLDBACK:

23. If the Village's Engineer is of the opinion that the Works and Services or any portion thereof have been adequately completed and the Developer's covenants performed in compliance with this Agreement, and if there is no litigation pending by any third party against the Village as a result of, or arising from, the construction and installation of the Works and Services, the Village's Engineer shall be authorized to return all, or any portion of the Security Deposit to the Developer at such times and in such amounts as he may deem proper but in no case shall be more frequently than once per month, provided that he will retain an amount equal to 10% of any released funds for a total of 10% of the total Security Deposit at the completion of the construction and installation of the Works and Services to secure the performance of the maintenance required for the Developer for the Maintenance Period (hereinafter called the "Maintenance Holdback").

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RELEASE OF MAINTENANCE HOLDBACK:

24. Upon expiration of the Maintenance Period outlined in Clause 14 and provided that the Village's Engineer is satisfied that the Developer has complied with the covenants contained in this agreement and if there is no litigation pending by any third party against the Village as a result of, or arising from, the construction of the Works and Services, the Village's Engineer be authorized to return the Maintenance Holdback to the Developer and thereafter the Developer's responsibility for the Works and Services shall cease.

INSPECTION AND ADMINISTRATION FEE:

25. The Developer covenants and agrees to pay to the Village an Inspection and Administration non-refundable fee in the amount indicated in the Fees and Charges Bylaw.

NO OTHER REPRESENTATIONS:

26. It is understood and agreed that the Village has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with the Developer other than those in this agreement.

NO WAIVER:

27. The Developer covenants and agrees that nothing contained or implied herein shall prejudice or affect the rights and powers of the Village in the exercise of its functions under any public and private statutes, bylaws, orders and regulations, of all which may be fully and effectively exercised in relation to the said Lands as if the Agreement had not been executed and delivered by the Developer.

SOLE COST:

28. Every obligation of the Developer under this Agreement shall be performed by the Developer at its sole cost.

TIME OF ESSENCE:

29. Time shall be of the essence of this Agreement.

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SEVERABILITY:

30. If any section or portion of this Agreement is declared or held invalid for any reason, such invalidation shall not affect the validity of the remainder of that section or of this Agreement and this Agreement shall continue to be in force and effect and be construed as if it had been executed without the invalid portion.

SUCCESSION:

31. This Agreement shall ensure to the benefit of and be binding upon the parties hereto, their successors and assigns. Any assignment by the Developer is subject to the Village's prior written consent, not to be unreasonably withheld.

FORCE MAJEURE:

32. All obligations of the parties shall be suspended so long as the performance of such obligations is prevented or hindered in whole or in part, by reason of labour dispute, fire, act of God, unusual delay by common carriers, earthquake, act of the elements, riot or civil commotion.

VILLAGE'S OPINION:

33. Any opinion which the Village is entitled by virtue of this Agreement to form may be formed on behalf of the Administrator, in which event the opinion of the Administrator shall be deemed to be the opinion of the Village for the purposes of this Agreement.

REFERENCE TO THE LANDS:

34. Any reference to the Lands shall be deemed to be a reference to each and every parcel comprising the Lands and any reference to the Developer shall be deemed to be a reference to the Developer or Developers of each of the parcels comprising the Lands, all unless the context or the parties otherwise require.

NOTICE:

35. Any notice or other communication required or contemplated to be given or made by any provision of this Agreement shall be given or made in writing and mailed by prepaid registered mail in any Canada Post Office in the Province of

SCHEDULE D – SERVICING AGREEMENT TEMPLATE

Page 109

British Columbia (and if so shall be deemed to be delivered on the fourth business day following such mailing, except that in the event of interruption of mail service notice shall be deemed delivered only when actually received by the party to whom it is addressed), so long as the notice is addressed as follows:

To the Developer at:

To the Village at: Village of Anmore
2697 Sunnyside Road
Anmore, BC, V3H 5G9
Attn: Manager of Corporate Services

or to such other address of which a party hereto from time to time notifies in writing the other party hereto.

As evidence of their agreement to be bound by the above terms, the parties each have executed and delivered this Agreement under seal by executing Part 1 of the Land Title Act Form C to which this Agreement is attached and which forms part of this Agreement.

WHENEVER the words “will” and “shall” are used in this Agreement it will be construed as imperative (mandatory).

WHENEVER the singular or the masculine is used in the Agreement it will be construed as meaning the plural or feminine or body corporate or politic where the context or the parties hereto so require.

THIS CONTRACT shall ensure to the benefit of and be binding upon the parties hereto, their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have executed this contract the day and year first above written.

SCHEDULE D – SERVICING AGREEMENT TEMPLATE

Page 110

Please refer to Form C for signatories.

Signatory page if the servicing agreement with FORM C, D, E, is NOT being registered on title:

SIGNED, SEALED AND DELIVERED

DATE (MMM/DD/YYYY)

DEVELOPER / PROPERTY OWNER

LAWYER OR NOTARY

SIGNED, SEALED AND DELIVERED

The Corporate Seal of the Village of Anmore was hereunto affixed In
the presence of:

Administrator

DATE (MM/DD/YYYY)

Village Engineering

DATE (MM/DD/YYYY)

Appendix “A” – Cost Estimate

Appendix “B” – Site Servicing Design Drawings

<u>Drawing Number</u>	<u>Drawing Name</u>	<u>Revision #</u>
------------------------------	----------------------------	--------------------------

Appendix “C” – Subdivision Plan

Appendix “D” – Section 219 Covenants to be registered on title

- Off-site storm drainage, including storm sewers, manholes, catch basins and lawn basins, piping and trenches, swales, outlets and erosion protection measures, and raised traffic island, road sightings and signage with asphalt paving included in the approved Construction Drawings;
- Environment area / Riparian zone setbacks.

END OF DOCUMENT

Appendix “E” – Standard Forms

Schedule E-1 Permission to Construct

Schedule E-2 Certificate of Inspection

END OF DOCUMENT

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SCHEDULE E

SUBDIVISION AND DEVELOPMENT CONTROL BYLAW NO. 633-2020

STANDARD FORMS

Schedule E-1 Permission to Construct

Schedule E-2 Certificate of Inspection

Schedule E-3 Certificate of Substantial Performance

Schedule E-4 Certificate of Total Performance

Schedule E-5 Final Acceptance Certificate

Schedule E-6 List of Inspections

VILLAGE OF ANMORE



PERMISSION TO CONSTRUCT

File No. _____

Authorization to proceed with construction is hereby granted to:

Name of Developer _____

Address _____

For the works described generally as:

Authorized Start Date _____

Completion Date _____

Authorized Hours of Work: From _____ hrs. to _____ hrs. Monday to Saturday inclusive.

Check the following: (all must be completed)

- _____

- 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. _____
 - VCH Approval (or n/a if not required)

Consultant: _____

Contact: _____

Phone No. _____ **bus.** _____

Special Conditions:

Village Official's Approval

VILLAGE OF ANMORE



CERTIFICATE OF INSPECTION

I hereby certify that all engineering and construction services, required under the Subdivision and Development Control Bylaw of the Village of Anmore for the subdivision of:

Legal Description: _____

Project No. _____

which services were designed by:

Name of Firm: _____

Address: _____

and approved for construction on drawing numbers:

drawing number	date	drawing number	date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have been installed and inspected by or under the direction of:

I further certify that the “Record” drawings hereby submitted represent the works and services as installed for the aforementioned subdivision.

ENGINEER’S SEAL

Consulting Engineer
(signature and name of the Professional Engineer responsible for design)

VILLAGE OF ANMORE



CERTIFICATE OF SUBSTANTIAL PERFORMANCE

Developer: _____

Contractor: _____

Project No: _____

Servicing Agreement No: _____

Date: _____

This certificate is issued pursuant to Clause 12 and Clause 14 of Schedule D to the Subdivision and Development Control Bylaw.

The Maintenance Period for the Works will begin on _____

The Maintenance Period for the Works will end on _____

The attached is a List of Deficiencies related to the Works.

The Total Performance Certificate will be issued when all deficiencies have been cleared, the Maintenance Period expired, and the Village Official has been satisfied all conditions of the Servicing Agreement have been fulfilled.

This Certificate has been made to the best of the Village Official's knowledge, information and belief. It does not constitute acceptance of any Work not in accordance with the requirement of the Subdivision and Development Control Bylaw, and not listed as a deficiency herein, whether or not such defect(s) could have been observed or discovered during construction.

Cc: Contractor

Village Official's Approval

VILLAGE OF ANMORE

CERTIFICATE OF TOTAL PERFORMANCE



Date: _____

Owner: _____

Consulting Engineer: _____

Dear Sirs:

Re: _____

This is to certify that to the best of our knowledge all works and services in connection with the above noted project were completed as of _____ in accordance with the approved engineering and record drawings including inspections, testing, and acceptance as per Subdivision and Development Control Bylaw.

This does not exempt the Owner from any further requirements or agreement responsibilities which may come to the knowledge of the Village during the one year Maintenance Period.

Based on the above Total Performance date, the Maintenance Period shall extend to _____ and the Maintenance Holdback in the amount of \$_____ will be confirmed for release on this date, in compliance with issuance of a Final Acceptance Certificate.

Consulting Engineer

ENGINEER'S SEAL

Village Official's Approval

Schedule E-5

VILLAGE OF ANMORE



FINAL ACCEPTANCE CERTIFICATE

Date: _____

Owner: _____

Consulting Engineer: _____

Contractor: _____

Dear Sirs:

Re: _____

This is to certify that to the best of our knowledge all works and services in connection with the above noted project achieved Final Acceptance as of _____.

Based on the above date, it is recommended that the Village accept the works and services and release the Maintenance Holdback in the amount of \$_____.

Consulting Engineer

ENGINEER'S SEAL

Village Official's Approval

Schedule E-6



VILLAGE OF ANMORE - Inspection List – Sign-Off

Inspection requirements to include:

- Regular and appropriate level of inspection;
- That Village staff be permitted to attend the site to independently view and inspect the quality and progression of the works;
- Take samples of all imported granular materials (pipe / zone / bedding, pit run gravels for replacement compacted back fill, sub-base and base course gravels) be sampled, tested and reported by the Engineer or Contractor (and paid for by the Developer) for gradation limits in comparison to MMCD specs and Village Engineering and bylaw standards;
- All materials requiring compaction in the design or as specified in MMCD and Village standards shall be tested as arranged by the Engineer or the Contractor or a Geotechnical Engineer (and paid for by the Developer) for compliance to compaction specifications found in the design requirements and/or MMDC specifications;
- Daily engineering inspection reports be compiled by the Professional Engineer and copies be made available to the Village Engineer on a weekly basis;
- All QA / QC material and compaction test results be collected and reviewed by the Professional Engineer for completeness and copies be made available to the Village Engineer on a weekly basis;
- The watermains are to be flushed, pressure tested and disinfected in accordance with AWWA and MMCD/Village standards and specifications before use – all written pressure test results and documentation of bacterial sampling/testing be provided to the Village Engineer;
- Conduct final inspections with the participation of Village Engineering and Operations rep.

Project Number with Project Location: _____

Date of inspection: _____

Consulting Engineer

ENGINEER'S SEAL

Village Official's Approval

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SCHEDULE F

SUBDIVISION AND DEVELOPMENT CONTROL BYLAW NO. 633-2020

APPROVED PRODUCTS LIST

SCHEDULE F – APPROVED PRODUCT LIST

Page 123

1.0 Approval

- .1 This Approved Products List was revised and approved by the Village Engineer to supersede all previous oral and written approvals and all lists of an earlier date.
- .2 Subject to the restrictions contained herein, materials and products named in this List are approved for use in the Village of Anmore.
- .3 In the context of this Section, a product is approved when the vendor obtains a letter from the Village Engineer stating that such product is approved for use in the Village of Anmore, and that the name of the product is entered into the Approved Products List.
- .4 Where brand names are specified for a product, any proposal for an alternate product requires the approval of the Village Engineer.
- .5 A product is acceptable when it meets all the requirements stipulated in the MMCD. It refers to a “generic” product which may be incorporated into the works without specific approval. Names of “generic” products are not entered into the Approved Products List.

2.0 Exclusions

- .1 This List contains products which are specifically excluded by the Village Engineer for use in the Village of Anmore, even though such products may be listed as approved in MMCD.
- .2 Unless specifically excluded by the Village Engineer, all approved products listed in MMCD are acceptable for use in the Village of Anmore subject to the restrictions on use as listed.

3.0 Revisions

- .1 The Village Engineer may revise this list at any time without prior notice by adding or removing listed products or by making any other changes to the specifications or restrictions.

4.0 List of Approved Materials and Products

Generic = Acceptable products meeting specifications but not specifically approved by name.

SCHEDULE F – APPROVED PRODUCT LIST

Page 124

Product	Specifications MMCD Section	Approved Material Type	Standards	Approved Product	Comments
WATERMAIN					
Water Main	33 11 01 2.2	Ductile Iron PVC Steel	AWWA C900/C905/ C909 C151 C200 CSA 137.3	IPEX “Blue Brute” Royal Pipe Rehau Bionax	No HDPE unless approved by Village Engineer
Water Fittings	33 11 01 2.2.4	Cast Iron Ductile Iron Compact Ductile Iron	AWWA C900/C605/ C110/C153 CSA B137.5	Terminal City Mueller Robar Clow Smith Blair Romac	5 degree PVC C900 Pressure Class 235 approved. Flanged or push on only. No other PVC fittings for mainline water mains.
Water Service	33 11 01 2.5.1	Polyethylene Copper Type K	AWWA C901, C904 CSAB137.5	IPEX Rehau Municipex	No polybutylene pipe.
Gate Valves	33 11 01 2.3.2	Resilient Seated Gate Valve	AWWA C509 NSF-61	Clow Mueller AVK Terminal City	Flanged or push on only (50mm- 300mm)
Butterfly Valve	33 11 01 2.3.3		AWWA C504, C207- 01	Mueller Pratt Dezurik	Not to be used unless approved by DOS
Blowoff Valve	33 11 01 2.3.4				To be approved by DOS
Air Valve	33 11 01 2.3.5		ASTM A126, Class B ANSI/AWWA C512	ARI Apco Val-matic Crispin	Combination air valves 25- 100mm.
Check Valve			NSF/ANSI 61,372 Lead-Free AWWA C508, C550	Valmatic or equivalent	Resilient Seat (silent)
Control Valve		Pressure reducing Pressure relief	AWWA C530-12	Singer Cla-Val	(50mm- 300mm) To be approved

SCHEDULE F – APPROVED PRODUCT LIST

Page 125

		Pressure sustainable altitude			VoA
Hydrant	33 11 01 2.6	Compression – 150mm inlet	AWWA C502-94	Canada Valve (preferred) Terminal City Mueller	All hydrants must be equipped with a 100mm Stortz nozzle, painted black. Hydrant to be painted red
Corporation Stop	33 11 01 2.7.2	IP to Compression - Full port, Full flow		Mueller Ford Cambridge McDonald	19 to 50 mm
Curb Stop	33 11 01 2.7.3	Full flow, full port ball valve Compression		Ford McDonald Mueller Cambridge	19 - 50 mm only. Use mainline gate valve for larger sizes. No cylinder type.
Coupling	33 11 01 2.2.3.12	Plain end		CAN-PAC COB Dresser 38 or 162 Robar Romac Hymax	No repair clamp allowed.
		Flanged		Dresser 128 Robar Romac Hymax	
		Compression (19-50mm)	ASTM B62, No lead	Mueller Ford Cambridge McDonald	
Couplings		AC PVC Ductile Iron Cast Iron	AWWA C219, C213, C210, C550	Robar Romac XR501 Smith Blair Hymax	
Restrained Coupling		PVC HDPE Ductile Iron Cast Iron	AWWA C219 AWWA A536	Alpha restrained coupling	
Joint	33 11 01	Ductile Iron		Uni-Flange	To be
Restrainer	2.2.3.13			series Clow	approved by VoA

SCHEDULE F – APPROVED PRODUCT LIST

Page 126

Product	Specifications MMCD Section	Approved Material Type	Standards	Approved Product	Comments
Joint Protection Tape	Bylaw Schedule B Section 3.0	AWWA C214 AWWA C209 AWWA C217- 90		Trenton Tec Tape Denso Tape HDPE Shrink wrap	To be used when minimum clearance with a sewer cannot be achieved.
Saddle	33 11 01 2.5.3	For PVC	ASTM D 2000 AA4 15	Robar Romac Canpac Smith Blair Cambridge	Saddle to come with stainless steel straps
Saddle	33 11 01 2.5.3	For Ductile Iron, Cast Iron, Steel (100-300mm)	AWWA C800, C210, C213, C111 NSF-61	Robar Romac Canpac Smith Blair Cambridge	Saddle to come with stainless steel straps
Saddle	33 11 01 2.5.3	AC (100- 300mm)	AWWA C223, C111 ASTM A194 ASTM A240	Robar Romac Canpac Smith Blair Cambridge	Saddle to come with stainless steel straps
Test Point	33 11 01 2.7.1			Eclipse #88 Sampling Station	Permanent Test point
Water Valve Box	33 11 01 2.3.6	Mainline		ACS 0-7 Dobney 0-5 K Casting 1977 Terminal City UIF 85 Mr10 Mueller	Nelson type. Cover marked "WATER".
Curb Stop Box	33 11 01 2.3.7			Daigle Box Dobney 0-10 Mueller A- 726 Mueller A- 728 Terminal City Trojan VSB1, 2	Nelson type. Cover marked "WATER"
Bolt and Nut	33 11 01 2.2.3.9	Type 304 Grade A Stainless Steel		"Generic"	

SCHEDULE F – APPROVED PRODUCT LIST

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Product	Specifications MMCD Section	Approved Material Type	Standards	Approved Product	Comments
Tie Rod	33 11 01 2.2.3.10	Type 304 Grade A Stainless Steel		"Generic"	
Backflow Devices		Reduced pressure backflow assembly/ Double check valve assembly	CAN/CSA B64.10-17	Watts Febco Wilkins/Zurn Conbraco	All sizes
Meter Boxes		Concrete	H-20 Loading CSA A23.4	T266 Mueller	
Meter Box Lids		Ductile Iron	H20 Loading 65-45-12 Ductile Iron	T266 Mueller	Must have recessed hole for water meter antenna
Water Meter		16-50mm Greater than 50mm		Neptune T-10 E-coder R900i	Must be compatible with VoA radio reader. (>50mm) to be approved by VoA
Sampling Station				Eclipse #88	To be painted green
Pressure Transmitters/Flow meters					To be approved by VoA

SCHEDULE F – APPROVED PRODUCT LIST

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Product	Specifications MMCD Section	Approved Material Type	Standards	Approved Product	Comments
STORM SEWERS					
Storm Sewer	33 42 13 2.0	Concrete pipe, PVC Pipe DR35, HDPE; PVC Profile Pipe		“Generic” KWH Weholite Boss 2000	
Storm Service	33 40 01 2.6	PVC DR28		“Generic”	
PIPE CULVERTS					
Pipe Culverts -road crossings	33 42 13 2.0	Concrete Pipe, PVC Pipe DR35 HDPE PVC Profile Pipe		“Generic” KWH Weholite Boss 2000	No Corrugated Steel Pipe
Pipe Culverts -driveways	33 42 13 2.0	Concrete Pipe, PVC Pipe DR35 HDPE PVC Profile Pipe		“Generic” KWH Weholite Boss 2000	No Corrugated Steel Pipe

SCHEDULE F – APPROVED PRODUCT LIST

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Product	Specifications MMCD Section	Approved Material Type	Standards	Approved Product	Comments
SANITARY SEWERS					
Sanitary Sewer	33 30 01 2.0	Concrete Pipe, PVC Pipe DR35		"Generic"	No PVC profile pipe
Sanitary Force Main	33 34 01 2.0	Pipes, fittings, mainline valves, boxes, couplings, bolts and nuts, and tie-rods same as for water applications		"Generic"	Valve box cover marked "SANITARY SEWER:. Air valves to be specially designed for sewage applications.
Sanitary Service Connection	33 30 01 2.3	PVC DR28		"Generic"	

SCHEDULE F – APPROVED PRODUCT LIST

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Product	Specifications MMCD Section	Approved Material Type	Standards	Approved Product	Comments
MANHOLES AND CATCHBASIN					
Manhole Frame and Cover	33 44 01 2.1			ACS C-18 Dobney C-18 K Casting CK18 Sierra Dist	Cover marked "STORM SEWER" or "SANITARY SEWER".
				SD18 UIF 1AC, UIF, 1LAF Westview TR18	
Catch Basin and Other Castings	33 44 01 2.1	CB Frame		ACS B-24 Dobney B-24 Dobney B- 39B K Casting BJ24D Sierra Dist SD24 UIF 60CBFD Westview TR24	
		CB Grate		ACS B-23 Dobney B-23 K Casting BJ23 Sierra Dist SD23 UIF 60CBG Westview TR23	
		Lawn Basin Grate		ACS B-22A Dobney B- 22A	
Inspection / Valve Chamber				LeRon 70A 4x8 WLP-1	
Sanitary Lift Stations		Pumps			Submersible pumps are allowed if approved by Village Engineer
Product	Specifications	Approved	Standards	Approved	Comments

SCHEDULE F – APPROVED PRODUCT LIST

Page 131

	MMCD Section	Material Type		Product	
TRANSPORTATION					
Traffic Signal	34 41 13 2.0	Controller		Econolite Intrex	NEMA
		Primary Head		"Generic"	300 mm diam red, yellow, green
		Signal Head		Astro Brac	4 head unit
		Mount			
		Pedestrian Heads		ICC Model No. 7090	460x450 mm illuminated display c/w 2- crate visor, full silhouette
		Pedestrian Button		Rees Model No. 1371	Mushroom type plunger
		Pre-emption		Opticom	
		Safety Cable		"Generic"	3.5 mm stranded SS aircraft cable secured with C crimps.

SCHEDULE F – APPROVED PRODUCT LIST

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Product	Specifications MMCD Section	Approved Material Type	Standards	Approved Product	Comments
LANDSCAPING					
Irrigation		Pipe		Schedule 40	
		Solenoid		TBOS Potted Latching Solenoid	
		Moisture Monitor		TBOS Rain Shutoff Device	
		Valve Controller		Rainbird TBOS – multi station, battery operated	
		Nipples and fittings		Brass is approved	
		Irrigation Heads			Permanent heads
		Quick coupler		#5RC	
		Temporary head			Rotary nozzles
		Valve Box		NDS Model 1324	Drop in stainless steel bolt down cover
		Valve		PGA solenoid	

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SCHEDULE F – APPROVED PRODUCT LIST

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END OF DOCUMENT

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 1st day of December, 2020

READ a second time the 1st day of December 2020

READ a third time the 1st day of December 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

From: Amy Lubik <alubik@portmoody.ca>
Sent: November 20, 2020 10:11 AM
To: Polly Krier; Bonita Zarrillo; LAURA DUPONT
Subject: Please endorse the Food Council ToR

Dear Friends,

Please find the Food Council terms of reference. I think we are asking that your council appoint a rep and alternate, provide some staff support and officially endorse participation in the Tri-Cities Food Council (which is already super successful in getting grants, and bringing people together that were not collaborating previously).

Polly, if you could send this to your contact in Belcara we'd love to someone.

With gratitude,
Amy

Amy Lubik, PhD
Port Moody City Councillor

I respectfully acknowledge that I live, work, and play on unceded Coast Salish Territory, the traditional territories of the Kwikwetlem xʷməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwatał (Tsleil-Waututh) Nations. This response is provided by Councillor Lubik and may not reflect the City of Port Moody's official position or that of Council.

CONFIDENTIALITY NOTICE: This message, including any attachments, contains information intended for a specific individual and purpose. It is the property of the City of Port Moody and should be treated as confidential. If you are not the intended recipient, or a person responsible for delivering it to the intended recipient, please notify the sender immediately and destroy all copies of this e-mail and any attachments. Please be advised that correspondence with any government body, including City of Port Moody Council and staff, is subject to disclosure under the Freedom of Information and Protection of Privacy Act.

Tri-Cities Food Council Terms of Reference 2020-2022

Background: As described in Canada's Food Policy, food systems are "integral to the wellbeing of communities, including northern and Indigenous communities, public health, environmental sustainability, and the strength of the economy." (3)¹ A food system is understood as "the production, harvesting, processing, distribution, consumption and waste management of food... [and] can occur at multiple geographical levels, including (but not limited to) provincial, bio-regional, and community levels. It can include social, economic, and biophysical processes that influence food systems." (19)² Building a healthier, resilient food system that supports all residents requires collaborations at the national, provincial and local levels.

In 2019, in recognition of the value of cross-sector partnership, members of the Tri-Cities Healthier Community Partnership put out a call of interest to establish a partnership to work collaboratively to improve community food security and strengthen the local food system. The City of Port Moody's 2016 Resolution to form a Food Security Task Force, and previous policy-related work in this area led by local stakeholders catalyzed the formation of the Tri-Cities Food Council (TCFC).

With support from the Cities of Port Moody, Port Coquitlam, Coquitlam and the Village of Anmore, and key stakeholders, the TCFC works collaborative to enhance our local food system to support a healthy, vibrant community.

Purpose: The TCFC provides leadership and works collaboratively to support and strengthen a resilient, sustainable local food system where all residents can access safe, nutritious, affordable and culturally appropriate food in a dignified manner. The group brings together knowledge, expertise and connections to share information, align efforts, and catalyze the ongoing development of policies, programming and partnerships for a thriving, equitable Tri-Cities food system.

Goals: The work of the TCFC is guided by the following strategic, interconnected goals:

- Access: Expand access to healthy, affordable, and culturally appropriate food for all residents in a dignified manner
- Food Culture: Promote and celebrate a Tri-Cities food culture where residents feel connected to and interact with the local food system, and where local food traditions, skills, initiatives and eating together is valued.
- Economy: Strengthen and local our Tri-Cities food economy by raising awareness about food security, food sovereignty and food justice; facilitating opportunities and empowering residents and organizations to participate in and engage with our local food economy; and by promoting and expanding connections between residents and those who grow and produce food.
- Capacity Building: Enhance local knowledge, awareness and engagement around food and the local food system through education, transformative leadership, collaboration and innovation.
- Community Connections: Strengthen our local food system as an asset and mechanism through which to promote social connectedness, health and wellbeing within individual municipalities and across the Tri-Cities.

¹ Canada. Ministry of Agriculture and Agri-Food Canada. *Food Policy for Canada. Everyone at the Table*. 2019. <https://www.canada.ca/content/dam/aafc-aac/documents/20190614-en.pdf>, p.3

² BC Centre for Disease Control. *Conceptual framework for food security indicators in British Columbia: Summary report*. Vancouver, B.C.: BC Centre for Disease Control, Population and Public Health, p. 19.

- **Political Will:** Develop, grow and maintain political commitment to improving food security and strengthening the local food system by serving as an advisory body that encourages governments and local decision-makers to develop and support policies, programs and best practices to accomplish the above goals.

Equity: The TCFC understands equity as a state of inclusive, diverse, fair, respectful and dignified treatment and consideration of all people. We acknowledge that there are disparities and systemic barriers that reduce opportunities and optimal health outcomes for diverse populations and communities within the Tri-Cities. We will continue to strive to better understand these disparities which are deeply rooted in our colonial and western narratives and institutions that continue to perpetuate injustices in our communities, and recognize that full participation of equity-seeking groups (including women, visible minorities, Indigenous peoples, LGBTQ+, people with disabilities, seniors, low-income families, people who are homeless) remain at the forefront of our commitment.

We will apply an equity lens in any policy recommendations, processes and initiatives to identify and mitigate barriers and biases that arise from this group. Working towards a more equitable food system, we will continue to learn, measure, reflect and engage with our community, and will look to address gaps in our understanding and perspectives.

Role & Scope: The TCFC works collaboratively to support a healthy local food system, including food production, distribution, access, consumption, processing and waste handling. Our efforts in these areas aim to strengthen this local system and enhance community food security where food is:³

- Local, safe, nutritious, and culturally appropriate
- Affordable, available and accessible to all in a dignified manner
- Produced, processed, marketed, consumed and celebrated, and where food products intended for the waste stream are reused, redistributed and managed in a manner that:
 - Protects the health and dignity of people
 - Minimally impacts the environment

Membership & Composition: The TCFC is open to individuals and organizations who share common goals related to strengthening our local food system. We function on the basis of inclusiveness, diversity and non-discrimination.

Meetings are open to any members of the public who wish to attend. Anyone who has attended three (3) meetings is considered a voting member. Membership will be reviewed on an annual basis. The TCFC will actively seek representation from the following groups and others:

- | | |
|---|---|
| • Municipalities | • School Districts, post secondary institutions |
| • First Nations communities | • Community garden groups |
| • Non-profit organizations | • Property developers |
| • Health Authorities | • Seniors |
| • Community and neighbourhood associations | • Youth |
| • Food producers, processors and distributors | • Students, young professionals |
| • Chefs, restaurateurs, retailers | • Educators, researchers |

³ "Mandate & Terms of Reference." Vancouver Food Policy Council, accessed July 2020. <http://www.vancouverfoodpolicycouncil.ca/about/terms-of-reference/>

Table Co-chairs: There will be two co-chairs elected by members of the group for a two-year term. Terms will overlap by one year to maintain continuity. The co-chairs are responsible for setting the agenda and facilitating meetings. Co-chairs are also responsible for setting meeting dates and distributing important information to the group.

Municipal Representation: Council members from the Cities of Port Moody, Port Coquitlam, Coquitlam, Village of Anmore and the Village of Belcarra are invited to all meetings. One member of Council (Councillor) from each of the Cities/Villages can participate as a voting member.

At least one staff representative from the Cities of Port Moody, Port Coquitlam, and Coquitlam is requested to be present at the meetings. The TCFC may call upon the resources of Cities to support projects, as needed.

Sub-committees: At times, an issue or topic may arise that requires further discussion or follow-up action. The TCFC may form a subcommittee to undertake this work. Subcommittees can be ad hoc (they form for a limited time to address a specific issue) or can be long-standing, and can include TCFC members and members of the public on a volunteer basis.

Subcommittees will meet outside of regular TCFC meetings and report back to the group at regularly scheduled meetings.

Meetings: The TCFC will meet at least six (6) times per calendar year at the discretion of the chairs. Co-chairs are responsible for setting the agenda and sending it to group members prior to the meeting. Members are encouraged to provide input on the agenda at the start of each meeting. Minutes will be taken by members on a rotating, volunteer basis.

Decision-making: Decisions will be made by consensus. Where consensus is not possible, a vote can be called by the co-chairs to facilitate decision-making. If a vote is called by the co-chairs, each participating organization or group is entitled to one vote. The TCFC is an autonomous group; decisions may not necessarily run consistent with positions taken by participating municipalities or organizations.

Reporting: Members of the TCFC are responsible for reporting back to their respective organizations, as appropriate. The TCFC will provide advice and reports to municipal Councils on food security-related issues. When necessary, municipal representatives will advise on appropriate municipal reporting structures and procedures for submitting policy-related requests to Councils.

Although the TCFC is autonomous, regular updates on group efforts will be provided by a member of the group at other relevant community network meetings, for example, the Tri-Cities Healthier Community Partnership meetings.

Resources: The TCFC will operate through in-kind resources provided by participating members. The group will actively seek funding opportunities to support activities and collective efforts.

Approval of the Terms of Reference: The Terms of Reference may be terminated, modified or amended in writing after consultation and agreement by members. The Terms of Reference will be reviewed by the group every two years.

Date	Changes	Next Review
July 24, 2020	Approval of TOR	July 2022

REGULAR COUNCIL MEETINGS – 2020

MEETING DATE	MINUTES ADOPTED ON	RESOLUTIONS actionable by, or for reference by, Staff or an advisory body R#/2020	STATUS	AGENDA POSTED TO WEB; FILED	MINUTES POSTED; SIGNED; FILED
July 7	July 21	079/20 That the Minutes of the Regular Council Meeting held on June 16, 2020 be adopted, as circulated		X X	X X X
		082/20 That Council give first and second reading to Village of Anmore Zoning Amendment Bylaw No. 628-2020; And That Council direct staff to set a date for a public hearing and provide sufficient notice of the public hearing; And That Council direct staff to remove covenant AC250535 from the title of 1130 Mountain Ayre Lane.	See Sep 15/20 meeting minutes		
		083/20 THAT Council grant first, second, and third readings to Anmore 2020 Property Tax Sale Date Deferment Bylaw No. 630-2020.	Complete -July 21		
		084/20 THAT Council grant first, second, and third readings to Anmore Solid Waste Management Bylaw Amendment Bylaw No. 629-2020.	Complete -July 21		
		085/20 That Council rescind third reading of the Anmore Municipal Ticket Information Utilization Bylaw Amendment Bylaw No. 627-2020 AND That Council amend Schedule 14 as follows: (Regular Council Meeting Minutes – July 7, 2020 Page 6) Anmore Smoking Control Bylaw No. 448-2008 Section Offence Fine 4 Smoking in a place of public assembly, within 7.5 meters of any doorway, window or	Complete – July 21		

REGULAR COUNCIL MEETINGS – 2020

MEETING DATE	MINUTES ADOPTED ON	RESOLUTIONS actionable by, or for reference by, Staff or an advisory body R#/2020	STATUS	AGENDA POSTED TO WEB; FILED	MINUTES POSTED; SIGNED; FILED
		<p>air intake of a place of public assembly, or outdoor public space 1st offence Up to \$75</p> <p>4 Smoking in a place of public assembly, within 7.5 meters of any doorway, window or air intake of a place of public assembly, or outdoor public space 2nd offence Up to \$150</p> <p>4 Smoking in a place of public assembly, within 7.5 meters of any doorway, window or air intake of a place of public assembly, or outdoor public space 3rd offence Up to \$2000</p> <p>AND That Council grant Anmore Municipal Ticket Information Utilization Bylaw Amendment Bylaw No. 627-2020 third reading as amended.</p>			
		<p>086/20 That Council receive the report dated July 3, 2020 from the Manager of Corporate Services entitled Release of In Camera (Closed) Resolutions, for information;</p> <p>AND THAT Council direct staff to prepare a periodical report for Council's consideration of In Camera (Closed) resolutions to release to the public.</p>	ongoing		
		<p>087/20 That Council direct staff to engage a part-time bylaw enforcement officer to patrol the Village on Thursday evenings from July 9th for approximately 8 weeks in order to educate and enforce the Village's Solid Waste</p>	Complete		

REGULAR COUNCIL MEETINGS – 2020

MEETING DATE	MINUTES ADOPTED ON	RESOLUTIONS actionable by, or for reference by, Staff or an advisory body R#/2020		STATUS	AGENDA POSTED TO WEB; FILED		MINUTES POSTED; SIGNED; FILED		
			Management Bylaw No. 554-2016 for a total cost, including educational material, not to exceed \$1,500						
		088/20	That Council direct staff to prepare an application to request the Metro Vancouver Board to amend the regional growth strategy land use designation for the loco Lands special study area from Rural to Urban and include those lands within the Urban Containment Boundary.	ongoing					
		089/20	That subject of regulating campfires in the Village be referred to Environment Committee, for discussion.	complete					
July 21	Sept 1	091/20	THAT the agenda be approved as amended to include the addition of Item (f) Anmore Parking Regulation and Enforcement Bylaw Amendment and Municipal Ticket Information Utilization Bylaw Amendment.		X	X	X	X	X
		092/20	That the Minutes of the Regular Council Meeting held on July 7, 2020 be adopted, as circulated.	Complete					
		093/20	THAT Council direct staff to obtain a quote to provide an update to the 2013 Van Struth Consulting Financial Sustainability study prepared for the Village and to report back to Council with the cost and scope to provide an update.	Deferred- See Sep 15/20					
		094/20	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	Complete					

REGULAR COUNCIL MEETINGS – 2020

MEETING DATE	MINUTES ADOPTED ON	RESOLUTIONS actionable by, or for reference by, Staff or an advisory body R#/2020	STATUS	AGENDA POSTED TO WEB; FILED	MINUTES POSTED; SIGNED; FILED
			whether or not there may be impact to other development applications and report back to Council		
		097/20	THAT Council approve the Management Report and Statement of Financial Information, as attached to the agenda.	complete	
		098/20	THAT Council approve the 2019 Annual Report, as attached to the agenda	Complete	
		099/20	That Council adopt Anmore Municipal Ticket Information Utilization Bylaw Amendment Bylaw No. 627-2020.	Complete	
		100/20	THAT Council adopt Anmore 2020 Property Tax Sale Date Deferment Bylaw No. 630-2020	Complete	
		101/20	THAT Council adopt Anmore Solid Waste Management Bylaw Amendment Bylaw No. 629-2020.	Complete	
		102/20	THAT Council grant first, second, and third readings to Anmore Parking Regulation and Enforcement Bylaw Amendment 631-2020; AND THAT Council grant first, second and third reading to Anmore Municipal Ticket Information Utilization Amendment Bylaw No. 632-2020	Complete – July 24	
		104/20	THAT Council direct staff to cancel the 2020 Ma Murray Day due to the COVID-19 pandemic	Complete	
July 24	Sept 1	106/20	That the Agenda be amended to include Public Input and approved as amended.		X X X X X
		107/20	THAT Council adopt Anmore Parking Regulation and Enforcement Bylaw Amendment No. 631-2020 and THAT Council adopt Anmore Municipal Ticket	Complete	

REGULAR COUNCIL MEETINGS – 2020

MEETING DATE	MINUTES ADOPTED ON	RESOLUTIONS actionable by, or for reference by, Staff or an advisory body R#/2020		STATUS	AGENDA POSTED TO WEB; FILED		MINUTES POSTED; SIGNED; FILED		
			Information Utilization Bylaw Amendment No. 632-2020.						
Sept 1	Sept 15	110/20	That the Agenda be approved as circulated		X	X	X	X	X
		111/20	That the Minutes of the Regular Council Meeting held on July 21, 2020 and the Minutes of the Special Council Meeting held on July 24, 2020 be adopted, as circulated.						
		113/20	That the appointment of the Municipal Approving Officer be deferred until such time as Council has had an opportunity to discuss the appointment.	Complete -Sep 15/20					
		114/20	That Council approve a budget of \$80,000 for the purchase of a pre-owned single axel dump truck.	Ongoing					
		115/20	That Council approve the current detailed design of the Anmore Community Hub project with changes including a rough in for a commercial kitchen adjacent to the Community Hall, a veranda to wrap around the Community Hall to the south, a second servery space for future use and finish the basement (not day lighted) to the north; And That the budget for the Anmore Community Hall project be set at \$8,000,000, which includes a 15% contingency; And That as the detailed design process is refined that staff report back on appropriate changes to the	Complete					

REGULAR COUNCIL MEETINGS – 2020

MEETING DATE	MINUTES ADOPTED ON	RESOLUTIONS actionable by, or for reference by, Staff or an advisory body R#/2020	STATUS	AGENDA POSTED TO WEB; FILED	MINUTES POSTED; SIGNED; FILED
		contingency amount allocated as part of the project budget; And That staff be directed to apply to the Investing in Canada Infrastructure Program (Community, Culture & Recreation Infrastructure) with the intent to secure Federal and Provincial funding towards the Anmore Community Hub project.			
Sept 15	Oct 6	117/20	That the Agenda be approved as circulated	X	X
		118/20	That the Minutes of the Regular Council Meeting held on September 1, 2020 be adopted, as circulated.		
		119/20	That Council appoint Martin Greig, as the Municipal Approving Officer for the Village of Anmore pursuant to Section 77 of the Land Title Act.	complete	
		120/20	That Council rescind first and second reading of the Village of Anmore Zoning Amendment Bylaw No. 628-2020	Complete	
		121/20	That Council accept the land dedication offer be with thanks subject to completion of the subdivision; That Council Refer the July 21, 2020 letter from the Burrard Inlet Marine Enhancement Society to the Approving Officer for consideration as part of the subdivision process.	Complete	
		123/20	That Council direct staff to include a project for consideration during the 2021-2025 5-Year Financial	pending	

REGULAR COUNCIL MEETINGS – 2020

MEETING DATE	MINUTES ADOPTED ON	RESOLUTIONS actionable by, or for reference by, Staff or an advisory body R#/2020	STATUS	AGENDA POSTED TO WEB; FILED	MINUTES POSTED; SIGNED; FILED
			Plan deliberations titled “Financial Sustainability Plan Update”		
Oct 6	Oct 20	125/20	That the Agenda be approved as circulated.	X	X
		126/20	That the Minutes of the Regular Council Meeting held on September 15, 2020 be adopted, as circulated		
		128/20	That Council direct staff to cancel the 2020 Halloween Fireworks and 2020 Light Up Spirit Park Events due to the COVID pandemic and refer an alternative holiday event to the Community Engagement Culture and Inclusion Committee for consideration.	Complete	
		129/20	That Council establish a Public Safety Committee under the Terms of Reference included as Attachment 2 to the report dated October, 2, 2020 entitled “Public Safety Committee / Community Block Watch Program”, and That Council direct staff to undertake a process to recruit up to four volunteer committee members. .	Complete	
		130/20	That Council direct staff to apply to the Union of British Columbia pursuant to the requirements of the BC Housing Needs Reports Program for a grant to offset the costs of Anmore’s Housing Needs Report. That Council direct Staff to combine efforts with other interested jurisdictions in order to most effectively complete the Housing Needs Report.	Complete	
		131/20	That Council endorse Greenway Strategy Policy No. 65.	Complete	
Oct 20	Nov 3	133/20	That the Agenda be approved as circulated.	X	X

REGULAR COUNCIL MEETINGS – 2020

MEETING DATE	MINUTES ADOPTED ON	RESOLUTIONS actionable by, or for reference by, Staff or an advisory body R#/2020	STATUS	AGENDA POSTED TO WEB; FILED	MINUTES POSTED; SIGNED; FILED
		134/20 That the Minutes of the Regular Council Meeting held on October 6, 2020 be adopted, as circulated.			
		135/20 That Council direct staff to apply to the Community Economic Recovery Infrastructure Program – Community Economic Resilience Stream for the redevelopment of Spirit Park project and road realignment surrounding Spirit Park for a total project cost not to exceed \$1,000,000 and confirm the Village's willingness to provide overall grant management should the application be successful.	complete		
		136/20 That Council approval of a \$50,000 budget for the replacement of the culvert on Strong Road.	Complete		
		137/20 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	ongoing		

REGULAR COUNCIL MEETINGS – 2020

MEETING DATE	MINUTES ADOPTED ON	RESOLUTIONS actionable by, or for reference by, Staff or an advisory body R#/2020		STATUS	AGENDA POSTED TO WEB; FILED		MINUTES POSTED; SIGNED; FILED		
			\$8,000,000 with \$2,500,000 being applied for through the investing in Canada Infrastructure Program.						
Nov 3		139/20	That the Agenda be approved as circulated.		X	X	X	X	X
		140/20	That the Minutes of the Regular Council Meeting held on October 20, 2020 be adopted, as circulated.						
		141/20	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.	ongoing					
Nov 17		143/40	That the Agenda be approved as circulated.		X	X	X		
		144/20	That the Minutes of the Regular Council Meeting held on November 3, 2020 be adopted, as circulated.						

REGULAR COUNCIL MEETINGS – 2020

MEETING DATE	MINUTES ADOPTED ON	RESOLUTIONS actionable by, or for reference by, Staff or an advisory body R#/2020	STATUS	AGENDA POSTED TO WEB; FILED	MINUTES POSTED; SIGNED; FILED
		145/20 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.	Pending		
		146/20 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.	Complete – Dec 1		
		147/20 A. THAT Council: B. Approve the 2021 Council Calendar as attached to the report dated November 13, 2020 from the Manager of Corporate Services; and C. 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 Appoint Mayor John McEwen, Councillor Kim Trowbridge, and Councillor Paul Weverink as Trustees to the Sasamat Volunteer Fire Department for 2021.	Complete		

ENVIRONMENT COMMITTEE MEETING – MINUTES

Minutes for the Environment Committee Meeting scheduled for
Thursday, July 16, 2020 at 7:00 p.m. in Via Zoom



MEMBERS PRESENT

Councillor Paul Weverink, Chair
Grace Bergman
Trudy Schneider
Patricia Van Der Lingen
Elaine Willis

MEMBERS ABSENT

1. CALL TO ORDER

Chair Weverink called the meeting to order at 7:05 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 Environment Committee Meeting held
on May 21, 2020 be adopted as circulated.

Carried Unanimously

4. BUSINESS ARISING FROM THE MINUTES

None.

5. UNFINISHED BUSINESS

None.

6. NEW BUSINESS**(a) Regulation of Campfire**

Committee members discussed issues regarding regulation of campfires. Discussion points included:

- Pollution and breathing concerns
- Bylaw enforcement
- Strategies for education, monitoring and enforcement
- Data collection of residents views on campfires

ACTION ITEM: Cllr. Weverink to bring forward discussion points to next Council meeting.

(b) Bears in Village

Committee members discussed nuisance bears in the Village. Discussion points included:

- Environment Committee would be supportive of a webinar provided by the local Conservation Officer
- Questions could be emailed beforehand

ACTION ITEM: Cllr. Weverink to bring forward discussion points to the next Council meeting.

7. **ADJOURNMENT**

It was MOVED and SECONDED:

To adjourn this meeting at 8:05 p.m.

Carried Unanimously

Certified Correct:

Approved:

“Karen Elrick”

“Paul Weverink”

Karen Elrick
Manager of Corporate Services

Councillor Paul Weverink
Chair, Environment Committee

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

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

“Karen Elrick”

Karen Elrick
Manager of Corporate Services

“Polly Krier”

Councillor Polly Krier
Chair, Community Engagement, Culture and
Inclusion

PUBLIC HEARING– MINUTES

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



ELECTED OFFICIALS PRESENT

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

ABSENT

OTHERS PRESENT

Juli Halliwell, CAO
Karen Elrick, Manager of Corporate Services

1. Call to Order

The public hearing was called to order at 7:00 p.m.

2. Opening Statement by Chair – Mayor John McEwen

Mayor John McEwen read the public hearing statement which is included as Attachment 1 and forms part of these minutes.

The Corporate Officer confirmed that legislative requirements for notice of the public hearings were met and that no written submissions were received for this public hearing.

3. Presentation of Zoning Bylaw Amendment Bylaw No. 634-2020 (Zoning Bylaw Amendments)

Ms. Juli Halliwell, CAO, provided an overview of the proposed bylaw amendment.

Mayor McEwen called for speakers, and none came forward. Mayor McEwen confirmed with the Corporate Officer that no further submissions were received by email.

4. Close of Public Hearing

Mayor McEwen declared the public hearing closed at 7:05 p.m.

Karen Elrick
Corporate Officer

John McEwen
Mayor

For Metro Vancouver meetings on Friday, October 30, 2020

Please note these are not the official minutes. Board in Brief is an informal summary. Material relating to any of the following items is available on request from Metro Vancouver. For more information, please contact:

Greg.Valou@metrovancouver.org.

Metro Vancouver Regional District**E 1.1 Responding to Funding Request for Fraser River Waterfront Revitalization Initiative RECEIVED**

At its meeting on September 11, 2020, the Surrey Board of Trade presented the proposed Fraser River Waterfront Revitalization Initiative to the Regional Planning Committee. The presentation included a request for staff participation in the initiative as well as a funding contribution towards the project budget. The proposal as presented, does not provide enough scope or information to assess its alignment with Metro Vancouver's various long range strategies and Metro 2040, the regional growth strategy. When this information is available and assessed for policy alignment, opportunities for funding support, if directed, can be considered.

The Board received the report for information.

E 1.2 Metro 2040 Industrial and Mixed Employment Policy Review Recommendations RECEIVED

To inform the update to Metro 2040, Metro Vancouver has undertaken an Industrial and Mixed Employment Policy Review. To improve the regional growth strategy policies for industrial and mixed employment lands and support the vision for the region's industrial lands as outlined in the recently approved Metro Vancouver Regional Industrial Lands Strategy, staff recommended the following directions to guide the development of new and amended policy language:

1. Update and clarify the definition of industrial uses;
2. Strengthen regional policies to protect industrial lands for industrial uses, through:
 - a. Establishing a higher voting threshold to amend the regional land use designation for industrial lands;
 - b. Developing a new regional overlay for trade-oriented lands, which may include restricting strata tenure and unit sizes;
 - c. Clarifying and strengthening the definition of industrial uses;
3. Introduce some flexibility for mixed employment lands by rail rapid transit stations to accommodate higher job density and other regional growth strategy objectives;
4. Encourage industrial lands intensification / densification, where contextually appropriate to the activity and location, and while also considering interface with other uses;
5. Undertake a regional land use assessment; and
6. Improve climate action.

The Board passed an amended resolution to receive the report for information.

E 1.3 Metro 2040 Agriculture Policy Review Recommendations**APPROVED**

The Metro 2040 Agriculture Policy Review is nearing completion. Staff recommended five directions for updates to Strategy 2.3, including:

1. Adding policies to enhance distribution avenues for locally produced food;
2. Enhancing policies to prevent conflicts with agricultural operations;
3. Enhancing policies to discourage non-farm uses of agricultural land and encourage actively farmed land;
4. Addressing the gaps in Strategy 2.3 by including actions for climate change adaptation, ecosystem services, agriculture awareness; and
5. Revising wording to enhance and clarify the intention of the existing policies and actions.

The Board endorsed the Agriculture Policy Review recommendations as presented as the basis for updating Strategy 2.3 of the regional growth strategy.

E 2.1 2020 Declaration for Resilience in Metro Vancouver Communities**RECEIVED**

At its October 20, 2020 meeting, the COVID-19 Response Task Force discussed the 2020 Declaration for Resilience in Metro Vancouver Communities, expressing concern about lack of clarity between the higher level, aspirational preamble and the more prescriptive language in the declaration actions.

The task force discussed referring it back to the Regional Planning Committee for additional work and the alignment of the declaration with ongoing work to update the regional growth strategy, Metro 2040. A motion was made to refer it back to the Regional Planning Committee, but this was defeated in a tie vote. Subsequently, the Regional Planning Committee recommendation to advance the declaration to the Board for endorsement was defeated and the task force passed a resolution to receive the report for information. On October 9, 2020 the Regional Planning Committee considered the same report and endorsed the recommendation to forward the report to the COVID-19 Response Task Force for its consideration.

The Board received the report for information.

E 3.1 Reconciliation Discussion**APPROVED**

The Board directed staff to review the Truth and Reconciliation Commission's 94 Calls to Action and report back to the Indigenous Relations Committee with information and recommendations regarding reconciliation for consideration in anticipation of the Board's upcoming strategic planning session in early 2021.

E 4.1 Metro Vancouver External Agency Activities Status Report – October 2020**RECEIVED**

The Board received for information the following reports from Metro Vancouver representatives to external organizations:

- a) Delta Heritage Airpark Management Committee
- b) Fraser Valley Regional Library Board (FVRL)
- c) Fraser Basin Council Society
- d) Lower Mainland Local Government Association (LMLGA)
- e) Municipal Finance Authority of BC
- f) Pacific Parklands Foundation – Update from May 1, 2020 to October 1, 2020
- g) Sasamat Volunteer Fire Department Board of Trustees
- h) UBCM
- i) Western Transportation Advisory Council (WESTAC)

G 1.1 Amending Metro Vancouver 2040: Shaping our Future to Re-Designate Regional Parks Lands to Conservation and Recreation**APPROVED**

Metro Vancouver has an ongoing land acquisition program that adds lands to the regional parks system. Over recent years, Metro Vancouver has been acquiring properties throughout the region to add to the regional parks inventory. Of these property interests, 71 are currently designated either General Urban, Industrial, Rural, or some combination thereof in Metro Vancouver 2040: Shaping our Future (Metro 2040), the regional growth strategy. Regional Parks is requesting to update the maps in Metro 2040 to better reflect the current use of these lands as regional park or a greenway, therefore Metro Vancouver is initiating a Type 3 Minor Amendment to Metro 2040 to re-designate these property interests to a Conservation and Recreation regional land use.

The Board:

- a) initiated the Metro Vancouver 2040: Shaping our Future amendment process for a Type 3 Minor Amendment to the regional growth strategy to incorporate 71 individual regional land use designation changes to Conservation and Recreation to reflect the acquisition of these property interests by Metro Vancouver Regional Parks;
- b) gave first, second and third readings to “Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1310, 2020”; and
- a) directed staff to notify affected local governments and appropriate agencies as per Section 6.4.2 of Metro Vancouver 2040: Shaping our Future.

G 2.1 MVRD Notice of Bylaw Violation Enforcement and Dispute Adjudication Amending Bylaw No. 1311, 2020**APPROVED**

A range of tools, including notices of bylaw violation and municipal tickets, can be used to promote compliance with Metro Vancouver’s bylaws.

The Greater Vancouver Regional District (GVRD) Notice of Bylaw Violation Enforcement and Dispute Adjudication Bylaw No. 1117, 2010 (Bylaw 1117) allows contraventions to be addressed through a Notice of Bylaw Violation where enforcement is needed, as an initial enforcement measure.

The Board gave first, second and third readings to Metro Vancouver Regional District Notice of Bylaw Violation Enforcement and Dispute Adjudication Amending Bylaw No. 1311, 2020; then passed and finally adopted said bylaw.

G 2.2 MVRD Ticket Information Utilization Amending Bylaw No. 1312, 2020

APPROVED

A range of tools, including municipal tickets and notices of bylaw violation, can be used to achieve compliance with Metro Vancouver Bylaws. The Greater Vancouver Regional District (GVRD) Ticket Information Utilization Bylaw No. 1050, 2006, as amended, (Bylaw 1050) allows offences to be addressed by issuing Municipal Ticket Information (MTI). Officers can consider the use of an MTI where the enforcement matter is serious but where the possibility of a more expedited prosecution is appropriate.

New offences were created with the adoption of the residential indoor wood burning bylaw and amendments to the automotive refinishing bylaw. Proposed amendments to Bylaw 1050 identify the new offences for which an MTI may be issued and authorize officers to issue an MTI with the accompanying fine. Additional amendments to Bylaw 1050 are also proposed in relation to offences under other emission regulation bylaws to enhance the tools available for enforcement action.

The Board gave first, second and third readings to Metro Vancouver Regional District Ticket Information Utilization Amending Bylaw No. 1312, 2020; then passed and finally adopted said bylaw.

G 3.1 MVRD 2021 Budget and 2021 – 2025 Financial Plan and Five Year Bylaw

APPROVED

Following the planning process outlined at the June 5 Board Budget Workshop, the MVRD 2021 Annual Budget and 2021–2025 Financial Plan was brought forward for consideration and approval. The financial plan was developed based on a detailed budgeting process designed to forecast anticipated future revenue requirements to cover operating expenditures, capital expenditures, and debt servicing costs over the next five years. Staff also brought forward a request to authorize the application of 2021 reserve funds which required the approval of the MVRD Board pursuant to the Board's Operating, Discretionary, and Statutory Reserves Policy.

The Board:

1. Approved the 2021 Annual Budget and endorse the 2021–2025 Financial Plan as presented in the following schedules:
 - Revenue and Expenditure Summary
 - Air Quality
 - E911 Emergency Telephone Service
 - Electoral Area Service
 - General Government Administration
 - General Government Zero Waste Collaboration Initiatives
 - Housing Planning and Policy

- Regional Economic Prosperity
- Regional Emergency Management
- Regional Employer Services
- Regional Global Positioning System
- Regional Parks
- Capital Programs & Project Totals - Regional Parks
- Regional Planning

2. Approved the 2021 Annual Budget and endorsed the 2021–2025 Financial Plan presented for the Sasamat Fire Protection Service, and shown in the following schedules:

- Revenue and Expenditure Summary
- Sasamat Fire Protection Service

3. Approved the 2021 Reserve Applications as presented; and

4. Gave first, second and third readings to Metro Vancouver Regional District 2021 to 2025 Financial Plan Bylaw No. 1313, 2020; then passed and finally adopted said bylaw.

I 1 Committee Information Items and Delegation Summaries

RECEIVED

The Board received information items from Standing Committees.

Indigenous Relations Committee – October 8, 2020

Information Items:

5.3 Quarterly Report on Reconciliation Activities

This report provided a summary of reconciliation activities undertaken by Metro Vancouver over the past several months as well as information on upcoming events and activities planned for 2020.

Performance and Audit Committee – October 15, 2020

Information Items:

5.2 Interim Financial Performance Report – August 2020

The projected overall operational surplus for 2020 for Metro Vancouver's functions is at \$5.7 million on an approved budget of \$894.3 million (or slightly less than 0.7% of the approved budget.) Historically, Metro Vancouver has observed a surplus of 3%–5% per annum. For the 2020 year, alongside the ratepayers and the residents and businesses of the Region, Metro Vancouver is facing extraordinary circumstances and financial pressures as a result of the COVID-19 pandemic. As the year progresses and financial impacts to Metro Vancouver are monitored, work plans will be adjusted as might be required to adapt to the changing circumstances along with any substantial financial pressures that may arise to minimize financial impacts to final results while also examining all opportunities for mitigation while maintaining service levels.

5.3 Capital Program Expenditure Update as at August 31, 2020

This is the second report for the 2020 fiscal year and covers the eight months ending August 31, 2020. For the 2020 year, alongside the ratepayers and the residents and businesses of the region, Metro Vancouver has faced extraordinary circumstances and financial pressures as a result of the COVID-19 pandemic event. Work plans have been adjusted as required to adapt to the changing circumstances and to minimize financial impacts while also examining all opportunities for mitigation while maintaining service levels.

For the eight months of 2020, Metro Vancouver's capital expenditures were approximately 47.9% of prorated budget, and are forecast to finish the year at 71% of budget. Any surplus resulting from capital program variance at the end of the year, per policy, will be used in future years to fund capital and avoid debt.

5.5 Investment Position and Returns – June 1 to August 31, 2020

The estimated annualized return for Metro Vancouver's investment portfolio as at August 31, 2020 was 1.60% for Short-Term, 2.43% for Long-Term, and 2.58% for the Cultural Reserve Fund. Investment performance has met policy expectations for the current period and exceeded all its benchmarks. As the previous report included results and balance information up to May 31, 2020, the current report covers June through August 2020. The interest rates are expected to remain low for the foreseeable future. Metro Vancouver's overall rate of return will continue to be pressed lower as a significant portion of the portfolio will be placed in short-term products and held in cash for liquidity.

5.6 Tender/Contract Award Information – June 2020 to August 2020

During the period June 1, 2020 and August 31, 2020, the Purchasing and Risk Management Division issued 13 new contracts, each with a value in excess of \$500,000 (exclusive of taxes). In addition, there were 8 existing contracts requiring contract amendments which necessitate further reporting to the Performance and Audit Committee. All awards and amendments were issued in accordance with the "Officers and Delegation Bylaws 1208, 284 and 247 – 2014" and the "Procurement and Real Property Contracting Authority Policy." For this same period year over year, awards made in excess of \$500,000 continue to trend down by approximately 38%.

Climate Action Committee – October 16, 2020

Information Items:

5.5 Summary of Feedback on Proposals to Regulate Emissions from Cannabis Production and Processing

Emissions from cannabis production and processing include volatile organic compounds (VOC) which contribute to the formation of harmful ground-level ozone. Metro Vancouver has been exploring proposals to manage VOC emissions from cannabis production and processing. A discussion paper that summarized potential regulatory proposals to reduce air emissions from the cultivation, harvesting, and processing of cannabis was published in May 2019, and used as the basis for consultation with a wide range of stakeholders from June to November 2019. Based on the feedback received, an additional period of engagement with several key stakeholders is planned, in order to reach a clearer understanding of key issues, better align with Provincial initiatives, and explore industry-based solutions.

Greater Vancouver Water District

E 1.1 Award of Contract Resulting from Request for Proposal No. 20-098: Water Design & Construction Projects - Project Management Services (2020) **APPROVED**

On June 22, 2020, GVWD issued Request for Proposal (RFP) No. 20-098: Water Design & Construction Projects – Project Management Services (2020). RFP No. 20-098 was a result of a Request for Qualifications (RFQ) No. 19-329 in which five proponents were pre-qualified. All five proposals were received in response to the RFP. The Board approved the award of a contract in the amount of up to \$6,236,880 (exclusive of taxes) to ColliersProject Leaders Inc., subject to final review by the Commissioner.

G 1.1 GVWD 2021 Budget and 2021 – 2025 Financial Plan **APPROVED**

Following the planning process outlined at the June 5 Board Budget Workshop, the GVWD 2021 Annual Budget and 2021–2025 Financial Plan was brought forward for consideration and approval. The financial plan was developed based on a detailed budgeting process that is designed to forecast anticipated future revenue requirements to cover operating expenditures, capital expenditures, and debt servicing costs over the next five years.

The water rate increase to the peak season is expected to pay dividends over the next few years by supporting the transition to a stronger culture of water conservation regionally (especially during summer months). Staff also brought forward a request to authorize the application of 2021 reserve funds which required the approval of the GVWD Board pursuant to the Board's Operating, Discretionary, and Statutory Reserves Policy.

The Board:

1. Approved the 2021 Annual Budget and endorsed the 2021–2025 Financial Plan as presented in the following schedules:

- Revenue and Expenditure Summary
- Water Services
- Capital Programs Project Totals — Water Services

2. Approved the 2021 Reserve Applications as presented; and

3. Set the Water Rate for 2021 at:

- \$0.9546 per cubic metre for June through September; and
- \$0.7119 per cubic metre for January through May and October through December.

I 1 Committee Information Items and Delegation Summaries**RECEIVED**

The Board received an information item from a Standing Committee.

Water Committee – October 15, 2020

Information Items:

5.5 Water Services Capital Program Expenditure Update to August 31, 2020

The capital expenditure reporting process as approved by the Board provides for regular status reports on capital expenditures three times per year. This is the second report for 2020 which includes both the overall capital program for Water Services with a multi-year view of capital projects and the actual capital spending for the 2020 fiscal year to August 31, 2020 in comparison to the prorated annual budget. In 2020 the annual capital expenditures for Water Services are \$148.1 million to date compared to a prorated annual capital budget of \$265.0 million. Forecasted expenditures for the current Water Services capital program remain within the approved budgets through to completion.

Greater Vancouver Sewage and Drainage District**E 1.1 Grant Funding Application for Effluent Heat for Renewable Natural Gas Project****APPROVED**

The proposed Lulu Island Wastewater Treatment Plant (LIWWTP) Effluent Heat for Renewable Natural Gas project will reduce regional greenhouse gas emissions and generate ongoing revenues, in support of Climate 2050 and Integrated Liquid Waste and Resource Recovery Plan goals. The project will install effluent heat recovery equipment that will displace on-site biogas use. Displaced biogas will instead be cleaned and sold to FortisBC as renewable natural gas (RNG), for use throughout the region, reducing regional greenhouse gas emissions.

The Board endorsed the grant funding application of \$3,926,000 for the Lulu Island Wastewater Treatment Plant Effluent Heat for Renewable Natural Gas Project through the CleanBC Communities Fund.

G 1.1 GVS&DD 2021 Budget and 2021 – 2025 Financial Plan**APPROVED**

Following the planning process outlined at the June 5 Board Budget Workshop, the GVS&DD 2021 Annual Budget and 2021–2025 Financial Plan was brought forward for consideration and approval. The financial plan was developed based on a detailed budgeting process that is designed to forecast anticipated future revenue requirements to cover operating expenditures, capital expenditures, and debt servicing costs over the next five years.

Staff also brought forward a request to authorize the application of 2021 reserve funds which requires the approval of the GVS&DD Board pursuant to the Board's Operating, Discretionary, and Statutory Reserves Policy.

The Board:

1. Approved the 2021 Annual Budget and endorsed the 2021–2025 Financial Plan as presented in the following schedules:
 - Revenue and Expenditure Summary
 - Liquid Waste Services
 - Capital Programs Project Totals – Liquid Waste Services
 - Solid Waste Services
 - Capital Programs Project Details – Solid Waste Services; and
2. Approved the 2021 Reserve Applications as presented.

G 2.1 GVS&DD Tipping Fee and Solid Waste Disposal Regulation Amendment Bylaw No. 341, 2020 **APPROVED**

The Board:

1. Approved the following amendments to the Tipping Fee Bylaw, effective January 1, 2021:
 - a. Tipping fees to change as follows:
 Tipping fees for garbage (per tonne):
 - i. Municipal garbage \$117
 - ii. Up to 1 tonne \$151
 - iii. 1 tonne to 9 tonnes \$129
 - iv. 9 tonnes and over \$103
 - b. Generator levy at \$48 per tonne (included in tipping fee);
2. Gave first, second and third readings to Greater Vancouver Sewerage and Drainage District Tipping Fee and Solid Waste Disposal Regulation Amendment Bylaw No. 341, 2020; then passed and finally adopted said bylaw.

I 1 Committee Information Items and Delegation Summaries

RECEIVED

The Board received information items from Standing Committees.

Performance and Audit Committee – October 15, 2020

Information Items:

5.4 Semi-Annual Report on GVS&DD Development Cost Charges

Total GVS&DD Development Cost Charges (DCCs) collected in the first half of 2020 were \$33.4 million (up from \$23.7 million in the prior year.) This is due primarily to the rate increase which came fully into effect in May 2019 combined with a steady stream of developments in the region. Building permit activity in the region has been relatively consistent over the last 18 months with the January–June 2020 permit value being close to \$5.8 billion. The bulk of this activity has been in the residential development sector (averaging close to 70% of building permit values over the period January 2019 to June 2020) with the balance being generated in the industrial (3%), commercial (21%) and institutional/governmental (6%) development

sectors over the same period. The total GVS&DD DCCs that are currently held in reserve at December 31, 2019 are \$227.6 million.

Zero Waste Committee – October 16, 2020

Information Items:

5.4 Waste Composition Program Plan

Metro Vancouver monitors waste composition annually to obtain valuable estimates of the types and quantities of material disposed in the region. Metro Vancouver is proposing a waste composition schedule to align with and provide baseline data for Metro Vancouver's new solid waste management plan, while building upon existing waste composition data. Under the new schedule, full-scale waste composition studies and studies focusing on the multi-family and commercial/institutional sectors, which represent the greatest opportunities for increasing recycling, would be conducted annually for the next three years during the solid waste management plan development process. Studies would be completed every other year thereafter. A consistent waste composition study schedule will allow for effective monitoring of trends in waste disposal for all types of waste generators.

5.5 Solid Waste Services Capital Program Expenditure Update as of August 31, 2020

The capital expenditure reporting process as approved by the Board provides for regular status reports on capital expenditures three times per year. This is the second report for 2020 which includes the overall capital program for Solid Waste Services with a multi-year view of capital projects and the actual capital spending for the 2020 fiscal year to August 31, 2020 compared to the prorated annual budget. To date in 2020, the annual capital expenditures for Solid Waste Services are \$22.3 million compared to a prorated Capital Budget of \$59.0 million. Forecasted expenditures for the current Solid Waste Services capital program remain within the approved budgets through to completion.

Metro Vancouver Housing Corporation

E 1.1 MVHC Financing of Heather Place Phase 1 Redevelopment

APPROVED

A revised resolution for the Heather Place redevelopment project was required to allow the British Columbia Housing Management Commission (BCHMC) to proceed with the tendering of the take-out loan.

The Board:

1. Approved the borrowing of up to \$17,500,000 as required to facilitate the construction of a housing project located at 733/773 14th Avenue West, Vancouver, B.C. in accordance with the loan commitment letter dated April 28, 2020 issued by BCHMC to MVHC; and
2. Approved the execution and delivery of all documents required by BCHMC or the lender of the monies, as applicable, in such form and containing such terms, covenants, provisos and conditions as are satisfactory to or required by any of them, including without limitation a mortgage, assignment of rents, security agreement, assignment of project agreements (and any assignments

and modifications thereto as approved by BCHMC) and affordable housing agreement (if applicable); and

3. Directed that any two officers or directors, or any one director together with any one officer of the MVHC, for and on behalf of the MVHC be and are hereby authorized to execute and deliver under the seal of the MVHC or otherwise, all such deeds, documents and other writings and to do all such acts and things in connection with the Property, the Project or the financing as they, in their discretion, may consider to be necessary or desirable for giving effect to this resolution and for the purpose of fulfilling the requirements of BCHMC or the lender of the monies.

G 1.1 VHC 2021 Budget and 2021 – 2025 Financial Plan

**APPROVED
RECEIVED**

Following the planning process outlined at the June 5 Board Budget Workshop, the MVHC 2021 Annual Budget and 2021–2025 Financial Plan was brought forward for consideration and approval. The financial plan was developed based on a detailed budgeting process that is designed to forecast anticipated future revenue requirements to cover operating expenditures, capital expenditures and debt servicing costs over the next five years. Staff also brought forward a request to authorize the application of 2021 reserve funds which required the approval of the MVHC Board pursuant to the Board’s Operating, Discretionary, and Statutory Reserves Policy.

The Board:

a) Approved the 2021 Annual Budget and endorse the 2021–2025 Financial Plan as presented in the following schedules:

- Revenue and Expenditure Summary
- Housing
- Capital Programs Project Totals – Housing; and

b) Approved the 2021 Reserve Applications as presented.

For Metro Vancouver meetings on Friday, November 27, 2020

Please note these are not the official minutes. Board in Brief is an informal summary. Material relating to any of the following items is available on request from Metro Vancouver. For more information, please contact:

Greg.Valou@metrovancouver.org.

Metro Vancouver Regional District**Election of Board Chair**

The Board elected Sav Dhaliwal to the position of Board Chair, by acclamation.

Election of Board Vice Chair

The Board elected Linda Buchanan to the position of Board Vice Chair, by acclamation.

E 1.1 Metro 2040 Housing Policy Review - Recommendations**APPROVED**

The Metro 2040 Housing Policy Review is one of several themed policy reviews being undertaken to inform Metro 2050, the update to the regional growth strategy. To improve the regional growth strategy actions relating to housing and guide the development of new and amended policy language in Metro 2050, staff proposed the following eight recommendations:

1. Create a stand-alone housing goal area in Metro 2050;
2. Expand the regional growth strategy's role with regards to housing;
3. Introduce a regionally endorsed, shared definition of housing affordability or affordable housing;
4. Introduce more robust requirements for the adoption of Housing Action Plans;
5. Add housing performance measures and indicators with improved data availability to promote regular monitoring;
6. Reference the Metro Vancouver Housing 10-Year Plan (2019);
7. Apply a social equity lens to the housing policy framework; and
8. Incorporate policy language to address the impacts of climate change and natural hazards.

The MVRD Board endorsed the Metro 2040 Housing Policy Review recommendations as presented as the basis for updating the housing related policies in the regional growth strategy.

E 1.2 Metro 2040 Transport Policy Review - Policy Options and Recommendations**APPROVED**

The Metro 2040 Transport Policy Review is one of several themed policy reviews being undertaken to inform Metro 2050, the update to the regional growth strategy. To update and improve the regional growth strategy actions relating to transportation and guide the development of new and amended policy language in Metro 2050, staff proposed the following six recommendations:

1. Include policy actions to increase the development of affordable, rental housing near transit;
2. Develop a regional parking strategy;
3. Ensure that planned transportation investments support Metro 2050, including by updating the shortlist of priority transit corridors and transit-oriented growth overlays that guide development around the frequent transit network and aligning land uses with the goods movement network;
4. Ensure land use and transportation planning processes in adjacent regional districts consider the inter-regional impacts on growth patterns and transportation outcomes;
5. Increase opportunities for active transportation by accelerating the buildout of regional and municipal active transportation infrastructure; and
6. Explore opportunities to manage air quality and noise impacts of the transportation system on adjacent residential land uses.

The Board endorsed the Metro 2040 Transport Policy Review recommendations as presented as the basis for Metro 2050 transportation policy updates.

E 1.3 Metro 2040 Complete Communities Policy Review Recommendations

APPROVED

The Metro 2040 Complete Communities Policy Review explored the policy research, current practices, emerging trends and challenges, and engaged the public and municipal planning, health authority, provincial staff and select non-profit organizational staff in the region, to identify areas of possible policy improvements. Five directions for making minor, yet important, updates to Strategy 4.2 were recommended, including:

1. Complete Community Definition – Update and clarify the definition of a complete community, to ensure the concept can be applicable throughout the region;
2. Emerging Priorities – Update Strategy 4.2 to reflect emerging priorities such as climate change, resiliency, social equity, health outcomes, seniors, and child care;
3. New Performance Measures – Introduce new performance measures to monitor equitable access to important community services and amenities at a regional level;
4. Health Impact and Social Needs Assessment – Encourage member jurisdictions to prepare health impacts assessments and social needs assessments for new local area plans; and
5. Urban Design and Accessibility – Encourage better use of urban design to facilitate community social connections, improve accessibility, and respond to the needs of children, seniors and those experiencing disabilities.

The Board endorsed the Metro 2040 Complete Communities Policy Review recommendations as presented as the basis for updating Strategy 4.2 of the regional growth strategy.

E 1.4 Metro 2040 Rural Policy Review Recommendations

APPROVED

Lands with a “rural” regional land use designation in Metro Vancouver make up 2.6% of the regional land base. These lands are located outside the Urban Containment Boundary and the defining feature is that they do not require the provision of urban services such as sewer or transit. Rural areas are not intended as future urban development areas, and generally will not have access to regional sewer services.

In Metro 2040, a lack of clarity of what constitutes “rural use” has created expectations for urban densities that put the well-established growth management principle of urban containment at risk and can erode the cost efficiencies of providing utilities and other community services. During the Metro 2040 Rural Policy Review, no consensus was reached on changes to rural policies except for two minor updates to Strategy 1.3 including the following:

1. Improve the definition of the “rural” regional land use designation to support the growth management principles of urban containment; and
2. Consider actions to retain sensitive ecosystems in rural areas.

However, there is ongoing pressure for cluster development and small lot subdivision in the region’s rural areas, as well as a misconception regarding their role in accommodating future urban development, which is of significant concern and risk in terms of the integrity of the region’s urban containment boundary and the efficient provision of urban infrastructure including utilities and transit.

The Board endorsed the Rural Policy Review recommendations as presented as the basis for updating Strategy 1.3 of the regional growth strategy.

E 1.5 The Future of B.C.’s Food System Report - Alignment with Metro Vancouver Policies APPROVED

At the June 2020 Regional Planning Committee, staff were directed to assess the alignment of the B.C. Food Security Task Force’s report, *The Future of B.C.’s Food System*, with current Metro Vancouver policies and plans. One of the actions resulting from this work identified the use of lands within the Agricultural Land Reserve to be used for the purposes of expanding agriculture technology and industrial activities. Presently, Metro Vancouver’s policies and plans support agri-industrial, but not the conversion of agricultural land to an agri-industrial zone in the ALR, as it would lead to undesirable impacts such as increased speculation, demand for regional sewerage services outside the Urban Containment Boundary and potential loss of the region’s capacity to produce food.

The Board resolved to send correspondence to the Premier of British Columbia and the Minister of Agriculture to express:

- a) Support for the first three B.C. Food Security Task Force recommendations in The Future of B.C.’s Food System report;
- b) That it does not support the proposal to establish an agri-industrial zone in the Agricultural Land Reserve; and
- c) Support for maintaining the authority of the Agricultural Land Commission to determine the appropriateness of agri-tech uses in the Agricultural Land Reserve.

E 1.6 Metro Vancouver 2040: Shaping our Future - 2019 Annual Performance Monitoring Report RECEIVED

The Local Government Act and Metro 2040 require the preparation of an annual report on the regional growth strategy’s progress. The 2019 Annual Performance Monitoring Report provides a summary update on the performance measures with relevant annual change and available data.

A complete profile of Metro 2040 performance measures with a detailed data breakdown is available in the Metro 2040 Performance Monitoring Dashboard on the Metro Vancouver website. The region is doing well in terms of containing growth within the Urban Containment Boundary as well as directing residential growth to urban centres and along the Frequent Transit Network. However, the region is challenged to focus employment growth to these same locations, and is not on track to meet its GHG reduction targets. In addition, attention needs to be paid to the ongoing loss of sensitive ecosystems, primarily in areas within the UCB slated for growth.

The Board received the report for information and will forward a copy to the Province of BC's Ministry of Municipal Affairs and Housing, Local Government Division.

E 2.1 Consultation on Proposed Amendments to Air Quality Permit and Regulatory Fees **RECEIVED**

An engagement process is underway to amend Metro Vancouver's air quality management fees bylaw (Bylaw 1083), which was adopted in 2008 to assess fees for the discharge of air contaminants. Public opinion research was carried out as a first phase of this work, and sought to understand public opinions on how Metro Vancouver residents feel the air quality regulatory services should be funded.

Respondents indicated that businesses that emit pollutants should cover most or all of the cost for regulating their emissions, and that fees should be scaled in accordance with the amount and degree of harm of the pollutants discharged. To inform the next phase of engagement, staff have prepared a discussion paper with proposed amendments to Bylaw 1083, and will seek feedback from a broad range of stakeholders and interested parties.

The Board received the report for information.

E 3.1 Kanaka Creek Regional Park – Contribution Agreement for Operation of the Kanaka Creek Bell-Irving Hatchery 2021 – 2023 **APPROVED**

The Board approved a contribution agreement between the Metro Vancouver Regional District and the Kanaka Education and Environmental Partnership Society toward the operation of the Kanaka Creek Bell Irving Hatchery for a three-year term in the amount of \$21,000 annually, commencing January 1, 2021 and ending on December 31, 2023.

This contribution agreement supports the society's operations at Kanaka Creek Bell-Irving Hatchery, with respect to fish production, conservation and community involvement activities. Metro Vancouver's contribution is combined with an annual contribution of \$25,000 from the Canadian Federal Department of Fisheries and Oceans to fund a hatchery manager and related fish production and administration costs.

E 3.2 Regional Greenways 2050 **APPROVED**

Regional Greenways 2050 is the region's shared vision for a network of recreational multi-use paths for cycling and walking that connects residents to parks, protected natural areas, and communities to support regional liveability.

The Regional Greenways 2050 plan identifies benefits, current challenges, provides an updated vision for a gap-free system of regional greenways, and contains an implementation framework that focuses on actions that can be undertaken in the next five years that will enable measurable progress toward this long term vision.

The Board approved the Regional Greenways 2050 plan and directed staff to include the Regional Greenways Network and supporting policies, as appropriate, in the update of the regional growth strategy, Metro 2050.

E 3.3 Campbell Valley Regional Park – Engagement Results and Management Plan

APPROVED

In 2019, work commenced to update the 1989 Campbell Valley Regional Park Management Plan and the 1998 Management Plan Review. The management plan expresses a long term vision to guide the park over a 20-year horizon and is based on the existing park program and uses.

This report reviews the results of the second phase of engagement on the draft management plan and recommends adoption of the management plan. Second phase of engagement showed overall support for the areas of focus, vision and plan. Detailed feedback relating to trail-use resulted in refinements to the final Campbell Valley Regional Park Management Plan.

The Board approved the Campbell Valley Regional Park Management Plan as presented.

E 4.1 Fraser Basin Council – Contribution Agreement 2021-2023

APPROVED

The Fraser Basin Council and Metro Vancouver have worked together since 1997 on environmental and community resiliency initiatives. The current three-year contribution agreement with the Fraser Basin Council expires on December 31, 2020.

The Board approved a three-year contribution agreement with the Fraser Basin Council for an annual amount of \$300,000 for the term January 1, 2021 to December 31, 2023.

E 4.2 Environmental, Social and Governance (ESG) and Socially Responsible Investment (SRI) Strategy

APPROVED

Metro Vancouver is well positioned to take advantage of the growing trend of environmental, social and governance (ESG) investing, and is taking a relatively early look at its inclusion in the investment portfolio. While the ESG landscape is still immature and rapidly evolving, it was proposed that Metro Vancouver take incremental, steady and measured steps to include ESG investments in its portfolio over a lengthy period of time. This strategy will allow Metro Vancouver to take advantage of potentially higher yields from ESG which may be anticipated in time, without the increased risk within the portfolio which has the potential to create unanticipated shocks.

The Board endorsed the recommended strategy to gradually implement ESG/SRI (socially responsible investment) practices in Metro Vancouver's investments and endorsed the proposed update to the Corporate Investment Policy to reflect exclusion of investments in fossil fuels.

E 4.3 2020 Budget – Status of Reserves

APPROVED

This report outlines Metro Vancouver's reserve application and transfer update for the 2020 budget, as the original budget contains reserve allocations based on forecasts and estimates. The Operating, Statutory and Discretionary Reserve Policy sets out the principles and requirement that guide the establishment, use and management of Metro Vancouver's reserves.

Metro Vancouver uses historical operating surpluses and excess reserve funds over the thresholds outlined in the policy to avoid future capital debt requirements, to fund future equipment purchases, or fund other approved expenditures. The total Metro Vancouver 2019 annual surplus of \$21.3 million has been used to ensure that the operating reserves for the entities and functions meet the policy requirements, and then applied for debt avoidance and other one-time projects.

The Board approved the application and transfer of reserves related to the expenditures and provisions as set out in Schedule 1 of the report.

G 1.1 MVRD Regional Parks Regulation Amending Bylaw No. 1314, 2020 – Amends Bylaw 1177, 2012

APPROVED

The Regional Parks Regulation Bylaw sets out prohibitions and a system for permitted use designed to regulate park visitor behaviour and activities. It also includes a schedule of fees and charges.

Regulatory amendments were being proposed to address a number of definitions described in the report including a "regional park," and age categories including "child," "young person," "adult," "senior," a "youth group," and "youth." An amendment was recommended to affirm that dogs, horses and other domestic animals will be prohibited at the new Widgeon Marsh Regional Park. Recommended amendments to Schedule A – Fees and Charges also addressed parking permits, commercial use permitting, the rental of outdoor and indoor facilities, special events, and cancellations. And finally, an amendment was recommended to provide clarification regarding the mooring of watercraft.

The Board gave first, second and third readings to Metro Vancouver Regional District Regional Parks Regulation Amending Bylaw No. 1314, 2020; then passed and finally adopted said bylaw.

G 1.2 MVRD Notice of Bylaw Violation Enforcement and Dispute Adjudication Amending Bylaw 1315, 2020 – Amends Bylaw 1117, 2010

APPROVED

A range of tools, including notices of bylaw violation and municipal tickets, can be used to promote compliance with Metro Vancouver's bylaws. The Greater Vancouver Regional District (GVRD) Notice of Bylaw Violation Enforcement and Dispute Adjudication Bylaw No. 1117, 2010 (Bylaw 1117) allows

contraventions to be addressed through a Notice of Bylaw Violation where enforcement is needed, as an initial enforcement measure.

Recommended amendments to Schedule A adjust the wording under “Authorized Words or Expressions” for Section 9.3 from “Mooring Where Not Allowed” to “Unauthorized Mooring.” This amendment is meant to better align with the proposed amendment to the Regional Parks Regulation Bylaw No. 1177.

The Board gave first, second and third readings to Metro Vancouver Regional District Notice of Bylaw Violation Enforcement and Dispute Adjudication Amending Bylaw No. 1315, 2020; then passed and finally adopted said bylaw.

G 1.3 MVRD Ticket Information Utilization Amending Bylaw 1316, 2020 – Amends Bylaw 1050, 2006

APPROVED

A range of tools, including municipal tickets and notices of bylaw violation, can be used to achieve compliance with Metro Vancouver bylaws. The Greater Vancouver Regional District (GVRD) Ticket Information Utilization Bylaw No. 1050, 2006, as amended, (Bylaw 1050) allows offences to be addressed by issuing Municipal Ticket Information (MTI). Officers can consider the use of an MTI where the enforcement matter is serious but where the possibility of a more expedited prosecution is appropriate.

A recommended amendment to Schedule B adjusted the wording under “Authorized Words or Expressions” for Section 9.3 from “Mooring Where Not Allowed” to “Unauthorized Mooring” to better align with amendments to the Regional Parks Regulation Bylaw No. 1177.

The Board gave first, second and third readings to Metro Vancouver Regional District Ticket Information Utilization Amending Bylaw No. 1316, 2020; then passed and finally adopted said bylaw.

I 1 Committee Information Items and Delegation Summaries

RECEIVED

The Board received information items from Standing Committees.

Regional Planning Committee – November 6, 2020

Information Items:

5.1 Metro 2050 Q3/Q4 2020 Status Update

This report presents the Q3/Q4 2020 update including recent policy review technical updates, policy review recommendations, and engagement activity. Staff note that while some engagement audiences, municipal staff in particular, have expressed concern about a limited capacity to engage in light of the COVID-19 pandemic situation, most engagement activities have been effectively adapted to online formats and there is no need at this time to pause or delay the Metro 2050 process.

To date, the following Policy Review Recommendations have been endorsed by the Regional Planning Committee: Urban Centre and Frequent Transit Development Area, Industrial and Mixed Employment, Agriculture, and Environment.

Climate Action Committee – November 13, 2020

Information Items:

5.1 Update on Engagement for Clean Air Plan and Related Climate 2050 Roadmap Development

This report provides a summary of the climate action and air quality engagement program to support development of both Metro Vancouver's Clean Air Plan and the Climate 2050 Roadmap series. It highlights feedback received, and outlines how that feedback will be incorporated into the draft Clean Air Plan and Climate 2050 Roadmaps, currently being prepared by staff. Six discussion papers published throughout 2019 and 2020 outline potential goals and targets, and initial policies and actions for reducing emissions and adapting to the impacts of a changing climate in this region. Staff used these as the basis for engagement with the public, sector stakeholders, and other governments on opportunities and considerations.

5.3 Climate 2050 Discussion Paper on Water and Wastewater Infrastructure

In October 2019, the MVRD Board directed staff to begin an engagement process for a series of issue area discussion papers to support developing the Climate 2050 Roadmaps. Staff have developed a draft discussion paper on climate change issues related to managing water and wastewater infrastructure, including ways to reduce greenhouse gas emissions and adapt to a changing climate.

This discussion paper will support public, stakeholder and government engagement for Climate 2050 and the upcoming updates to the Drinking Water Management Plan and the Liquid Waste Management Plan. The draft Climate 2050 Discussion Paper on Water and Wastewater Infrastructure is being presented to the Climate Action Committee for information, and feedback provided will be incorporated into the final paper.

5.5 Air Aware: Air Quality and Citizen Science Project Results

Air Aware, a Sustainability Innovation Fund project, studied the strengths and limitations of small low-cost air quality monitoring sensors, how they might play a role in Metro Vancouver's air monitoring network, why the public are using them, and how Metro Vancouver can support sensor users. Volunteers measured outdoor air quality at their homes with small sensors provided by Metro Vancouver and gave feedback about their experience and reasons for measuring. The project found that small sensors can be easy to buy, set up, operate, and can help users understand how activities affect local air quality. However, there is limited guidance on small sensor performance and use, which can result in misleading air quality data. A website was created to help guide the public in the use and interpretation of small sensor data. Metro Vancouver sees potential in these sensors to supplement current air monitoring capabilities and continues to support small sensor initiatives.

5.6 Metro Vancouver Electric Vehicle Programs and DC Fast Charger Project Update

Accelerated electric vehicle (EV) adoption is a key greenhouse gas (GHG) reduction opportunity in the transportation sector, and Metro Vancouver's EV Programs aim to increase EV uptake as part of the Climate 2050 Transportation Roadmap. These programs include public outreach campaigns, online resources, and workplace info-sessions to promote public knowledge and use of EVs. Due to COVID-19, regular programming has been impacted and staff are developing a web-based program delivery strategy. To better understand EV charging needs and challenges, Metro Vancouver installed a direct current (DC) fast charger — funded by the Regional District Sustainability Innovation Fund — with the objectives of filling a gap in the regional network of charging stations and testing an innovative two-tiered pricing system. This report

presents the findings of the DC fast charger demonstration project, which incentivized quicker turnover between users. Going forward, staff will continue to deliver a suite of programs that support an EV-ready region.

Finance and Intergovernment Committee – November 18, 2020

Information Items:

5.4 School and Youth Leadership Program: Engaging K-12 Audiences Through Curriculum and Leadership Programs

The Metro Vancouver School and Youth Leadership Program aims to increase awareness about Metro Vancouver and its core services among the kindergarten through grade 12 (K–12) audience. Through this program, K–12 teachers and students are equipped with the understanding, skills, inspiration, and BC curriculum-connected tools to integrate Metro Vancouver content with their ongoing teaching, learning, and leadership initiatives. Resources, field trips, facility tours, teacher professional development workshops, and youth leadership programs are offered to engage K-12 audiences and promote understanding of regional sustainability topics including water, wastewater, waste, air quality, climate change, regional planning, and ecological health.

In 2019, the School and Youth Leadership Program reached approximately 1,200 K–12 teachers through professional development and 2,300 high school student leaders through youth leadership programs. In 2020, due to COVID-19, the program has focused on enhancing and developing new K–12 resources and pivoting to digital and virtual platforms.

Greater Vancouver Water District

E 1.1 Summer 2020 Water Supply Performance

RECEIVED

Significant water system improvements such as the Port Mann Main No. 2 North, South Delta Main No. 1 Replacement and Tilbury Valve chamber increased the capacity of the transmission system to efficiently meet peak summer demands over the 2020 summer season. These improvements helped to ensure that the water supply system performed without any significant stresses. Metro Vancouver must continue to focus on conservation initiatives as any sustained decrease in per capita consumption has the potential to have positive impacts on both system planning and operation. A sustained reduction in water use will also allow for the deferral of a number of growth-related projects as current assessments indicate that the new infrastructure will only be needed on the current timelines if summertime demand for drinking water continues to increase.

The Board received the report for information.

E 2.1 Project Delivery Best Practice Response – Project Estimating Framework

RECEIVED

In February 2020, Metro Vancouver formed the Project Delivery Department to respond to the complex challenges presented by the unprecedented scale of capital projects, the layers of complexity, and market influences. A high level review of Metro Vancouver practices related to project delivery was undertaken

shortly thereafter by an independent consultant and a group of experts with expertise in reviewing and constructing multibillion dollar projects. They identified strategic areas of opportunities within the areas of leadership, governance, commerce, stakeholder engagement, and technical knowledge.

The Board received the report for information.

E 2.2 2020 Budget – Status of Reserves

APPROVED

This report outlines Metro Vancouver’s reserve application and transfer update for the 2020 budget, as the original budget contains reserve allocations based on forecasts and estimates. The Operating, Statutory and Discretionary Reserve Policy sets out the principles and requirement that guide the establishment, use and management of Metro Vancouver’s reserves.

Metro Vancouver uses historical operating surpluses and excess reserve funds over the thresholds outlined in the policy to avoid future capital debt requirements, to fund future equipment purchases, or fund other approved expenditures. The total Metro Vancouver 2019 annual surplus of \$21.3 million has been used to ensure that the operating reserves for the entities and functions meet the policy requirements, and then applied for debt avoidance and other one-time projects.

The Board approved the application and transfer of reserves related to the expenditures and provisions as set out in Schedule 1 in the report.

I 1 Committee Information Items and Delegation Summaries

RECEIVED

The Board received an information item from a Standing Committee.

Water Committee – November 12, 2020

Information Items:

5.1 Regional Water Conservation Campaign and Water Regulations Communications 2020 Results

Metro Vancouver undertakes several communications initiatives annually to ensure water resources are used efficiently throughout the region. Key initiatives in 2020 included communication of the region-wide watering regulations and a regional communications campaign — the We Love Water campaign — to increase awareness of Metro Vancouver’s water system and the need for residential water conservation. The media strategy for both initiatives included broad reach through television, radio, print, and outdoor advertising, as well as targeted and weather-triggered digital tactics. In total, broadcast and digital promotions delivered over 40.5 million impressions. Post-campaign results revealed a significant increase in campaign awareness, with a regional survey confirming that 50% of the campaign’s target audience recalled seeing campaign advertising. Despite the campaign’s success, in 2021 Metro Vancouver will re-examine water conservation communications, recognizing that regional decreases in per capita water use have plateaued and that sustained reductions in water demand and an even stronger culture of water conservation throughout the region could potentially defer the need for additional water supply projects.

5.3 Next Generation Snowpack Monitoring

The Next Generation Snowpack Monitoring project started in 2019 with a goal to investigate emerging remote sensing technologies for measuring snowpack in the water supply areas. Funding for this project is provided through the corporate Sustainability Innovation Fund at a total value of \$160,000 over three years.

New remote sensing technologies will greatly improve our understanding of the extent and variability of the snowpack in a changing climate. Given its importance to the regional water supply, having a complete and accurate understanding of snow conditions in the watersheds will assist Water Services to effectively manage future demands, promote water conservation, and develop plans to ensure the short and long-term resilience of the source water supply.

5.4 Watershed Fisheries Initiatives Annual Update

Metro Vancouver manages and participates in fisheries initiatives both upstream and downstream of the dams that define the three water supply areas in the Capilano, Seymour and Coquitlam River watersheds. A number of successful initiatives were completed over the past year, however, the Capilano Fish Trap and Truck Program was postponed for the 2020 field season due to COVID-19. Metro Vancouver strives to ensure fisheries protection and enhancement initiatives are evaluated, planned and implemented in a manner which consistently meets the Capilano Seymour Joint Water Use Plan and the Board Strategic Plan goal to work with First Nations and fisheries agencies in supporting the restoration of fish populations in the watersheds while maintaining the delivery of clean, safe drinking water.

Greater Vancouver Sewage and Drainage District

E 1.1 Coffee Cup Revolution Funding Support

APPROVED

The Binners' Project. The Binners' Project organizes the Coffee Cup Revolution event, enlisting the marginalized population of local binners to collect discarded coffee cups and redeem them for a small cash 'refund.' The program is overseen by the charity known as MakeWay Charitable Society (formerly named Tides Canada). The Coffee Cup Revolution highlights the importance of reducing single use coffee cups while raising awareness of marginalized populations and green communities. Metro Vancouver has supported the event under a three-year funding agreement which expires in 2020.

The Board approved an agreement with the MakeWay Charitable Society in support of the Binners' Project Coffee Cup Revolution for a three-year period in the amount of \$10,000 per year, commencing January 1, 2021 and ending December 31, 2023.

E 1.2 Metro Vancouver Solid Waste Facility Names

RECEIVED

This report presents updated names for Metro Vancouver's current solid waste facilities and names for two new facilities currently under construction and scheduled to open in 2021. The term "recycling and waste centre" will replace the term "transfer station" for Metro Vancouver solid waste facilities.

The names were selected following feedback received from external and internal audiences, through online surveys and polls at municipal staff committees. The Tipping Fee Bylaw will be updated for 2022 to include the new facility names.

The updates to Metro Vancouver solid waste facility names are as follows:

- United Boulevard Recycling and Waste Centre (new facility at 995 United Boulevard, Coquitlam)
- Central Surrey Recycling and Waste Centre (new facility at 6711 – 154 Street, at 154 Street and 67 Avenue, Surrey)
- North Surrey Recycling and Waste Centre (existing Surrey Transfer Station)
- North Shore Recycling and Waste Centre
- Maple Ridge Recycling and Waste Centre
- Langley Recycling and Waste Centre

The Board received the report for information.

E 2.1 Award of Contract Resulting from Standing Request for Expression of Interest SRFEOI No. 19-283: Biosolids Management

APPROVED

Metro Vancouver biosolids have been beneficially used at OK Ranch since 2000 to restore and fertilize degraded rangeland. SYLVIS Environmental Services Inc. submitted a proposal to continue the beneficial use of biosolids at OK Ranch in response to the standing request for expressions of interest (SRFEOI) No. 19-283: Biosolids Management. SYLVIS has demonstrated successful management of biosolids for Metro Vancouver and proposed a reasonable price.

The Board approved award of a contract in the amount of up to \$7,548,000 (exclusive of taxes) to SYLVIS Environmental Services Inc. for biosolids management at OK Ranch, subject to final review by the Commissioner.

E 3.1 Project Delivery Best Practice Response – Project Estimating Framework

RECEIVED

In February 2020, Metro Vancouver formed the Project Delivery Department to respond to the complex challenges presented by the unprecedented scale of capital projects, the layers of complexity, and market influences. A high level review of Metro Vancouver practices related to project delivery was undertaken shortly thereafter by an independent consultant and a group of experts with expertise in reviewing and constructing multibillion dollar projects. They identified strategic areas of opportunities within the areas of leadership, governance, commerce, stakeholder engagement, and technical knowledge.

The Board received the report for information.

E 3.2 2020 Budget – Status of Reserves

APPROVED

This report outlines Metro Vancouver's reserve application and transfer update for the 2020 budget, as the original budget contains reserve allocations based on forecasts and estimates.

The Operating, Statutory and Discretionary Reserve Policy sets out the principles and requirement that guide the establishment, use and management of Metro Vancouver's reserves.

Metro Vancouver uses historical operating surpluses and excess reserve funds over the thresholds outlined in the policy to avoid future capital debt requirements, to fund future equipment purchases, or fund other approved expenditures. The total Metro Vancouver 2019 annual surplus of \$21.3 million has been used to ensure that the operating reserves for the entities and functions meet the policy requirements, and then applied for debt avoidance and other one-time projects.

The Board approved the application and transfer of reserves related to the expenditures and provisions as set out in Schedule 1 of the report as presented.

**E 3.3 Establishment of a Task Force to Consider Reinstatement of Burrard Inlet
Environmental Action Program – Fraser River Estuary Management Program
(BIEAP – FREMP) Partnership**

APPROVED

Since disbanding of the Burrard Inlet Environmental Action Program – Fraser River Estuary Management Program Partnership in 2013, there has been no central coordinating body for environmental management initiatives in the Metro Vancouver region and the former partnership agencies have continued to pursue various environmental initiatives independently of each other. The benefits of a coordinated planning, prioritization, inter-agency collaboration and information sharing have been widely recognized for efficiency and cost-effective management of public resources.

The Board resolved to write letters to the provincial minister of Environment and Climate Change Strategy; the provincial Minister of Forests, Lands, Natural Resource Operations and Rural Development; the federal Minister of Environment and Climate Change Canada; the federal Minister of Fisheries and Oceans Canada; the Vancouver Fraser Port Authority; and local First Nations to request their participation in a task force to consider feasibility of reinstating the Burrard Inlet Environmental Action Program – Fraser River Estuary Management Program Partnership, or the establishment of an equivalent multi-stakeholder partnership for coordinated environmental management in the Metro Vancouver region.

**G 1.1 Greater Vancouver Sewerage and Drainage District Sewerage and Drainage Areas
Boundaries Amending Bylaw No. 340, 2020 – Fraser Sewerage Area – Township of
Langley**

APPROVED

Metro Vancouver received a council resolution from the Township of Langley requesting that the Fraser Sewerage Area (FSA) be amended to include the property located at 1241 200 Street in the Township of Langley to facilitate a new sewer connection to the property. The property is currently serviced by an on-site treatment system. The property meets the provisions for sewer services under Metro 2040 as it is located within a Metro 2040 designated Sewerage Extension Area. A GVS&DD technical review indicates no financial impact on the FSA and negligible impact on the regional sewerage system.

The Board gave first, second and third readings to the Greater Vancouver Sewerage and Drainage District Sewerage and Drainage Areas Boundaries Amending Bylaw No. 340, 2020; then passed and finally adopted said bylaw.

I 1 Committee Information Items and Delegation Summaries**RECEIVED**

The Board received information items from Standing Committees.

Zero Waste Committee – November 6, 2020

Information Items:

5.1 Recycling and Solid Waste Management 2019 Report

Metro Vancouver produces an annual report on progress towards the waste reduction and recycling goals outlined in the Integrated Solid Waste and Resource Management Plan (ISWRMP). In 2019 the region's recycling rate dropped 1% from 64% to 63%, while the per capita disposal rate stayed constant at 0.48 tonnes. The recycling rate drop was primarily due to reduced recycling in the construction and demolition and commercial/institutional sectors. Construction and demolition recycling quantities dropped by approximately 65,000 tonnes, largely due to the closure of two large construction and demolition recycling facilities in the region at the end of 2018. Both facilities have since reopened. Metro Vancouver continues to be among the most successful communities in North America with respect to waste reduction and recycling. An update to the region's solid waste management plan has been initiated with the goals of accelerating waste reduction and recycling, reducing greenhouse gases, and promoting a circular economy maximizing local benefit.

Liquid Waste Committee – November 12, 2020

Information Items:

5.1 Liquid Waste Services Capital Program Expenditure Update as at August 31, 2020

The capital expenditure reporting process as approved by the Board provides for regular status reports on capital expenditures three times per year. This is the second report for 2020 which includes the overall capital program for Liquid Waste Services with a multi-year view of capital projects, and the actual capital spending for the 2020 fiscal year to August 31, 2020 in comparison to the prorated annual budget. As of August 31, the 2020 capital expenditures for Liquid Waste Services are \$270.7 million, compared to a prorated annual capital budget of \$588.9 million.

Forecasted expenditures for the current Liquid Waste Services capital program remain within the approved budgets. Expenditures for the year are expected to be about \$657.2 million, which represents approximately 74% of the approved capital budget. This is partially due to delays in some projects earlier in the year due to COVID-19.

5.4 2020 Regional Unflushables Campaign Results

The flushing of wipes and other items is an ongoing issue for the wastewater system, leading to clogs, damaged equipment and sewer overflows. The Regional Unflushables Campaign addresses seven problematic items for the wastewater system: wipes, paper towels, hair, dental floss, tampons and applicators, condoms, and medications. The campaign started March 16, earlier than its original planned May launch date, in response to the increased demand for wipes and paper towels because of COVID-19. The campaign ran in two phases between March and November. Campaign tactics were adjusted to focus

mainly on channels that reach people at home, including social media, television, a Daily Hive article and quiz, and Google Search, with some out-of-home messaging in hair salons, medical offices, and elevators later in the campaign. The campaign delivered over 30 million impressions and reached over 651,000 residents through social media, showing solid levels of engagement on those platforms.

Metro Vancouver Housing Corporation

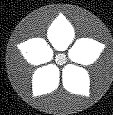
E 1.1 2020 Budget – Status of Reserves

APPROVED

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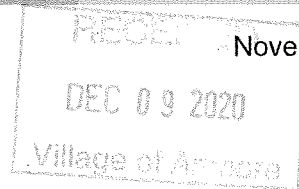
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The Board approved the application and transfer of reserves related to the expenditures and provisions as set out in Schedule 1 of the report.



OMBUDSPERSON
BRITISH COLUMBIA

Ms. Juli Halliwell
Chief Administrative Officer
Village of Anmore
2697 Sunnyside Rd.
ANMORE BC V3H 5G9



Dear Ms. Halliwell,

RE: Quarterly Reports: July 1 – September 30, 2020

This package of documents details the complaint files the Office of the Ombudsperson closed for **the Village of Anmore** between July 1 and September 30, 2020. No action is required on your part, however we hope that you will find this information useful and share it within your organization.

These reports provide information about the complaint files we closed regarding your organization within the last quarter, including both files we investigated and files we closed without investigation. Files currently open with the office are not included in these reports.

Enclosed you will find detailed reports containing the following:

- A one-page report listing the number of files closed and the category under which they were closed. The categories we use to close files are based on the sections of the *Ombudsperson Act*, which gives the Ombudsperson the authority to investigate complaints from the public regarding authorities under our jurisdiction. A more detailed description of our closing categories is available on our website at: <https://bcombudsperson.ca/assets/media/QR-Glossary.pdf>.
- *If applicable:* Copies of closing summaries written about the complaint files we investigated. These summaries provide an overview of the complaint received, our investigation and the outcome. Our office produces closing summaries for *investigated* files only, and not for enquiries or those complaints we chose not to investigate.
- *If applicable:* A summary of the topics identified in the complaint files closed during the quarter. We track general complaint topics for all complaints we receive, and when applicable, we include authority-specific and/or sector-specific topics for your organization and/or sector. Our office tracks the topics of complaints we investigate and those we close without investigation, but not for enquiries. Because complaints to our office are confidential, we do not share complaint topic information if we received too few complaints to preserve the complainants' anonymity.

If your organization received too few complaints to produce a summary of complaint topics but you would like further information about the complaints our office received about your organization, our Public Authority Consultation and Training (PACT) Team can provide further details upon request.

Ms. Juli Halliwell

Page 2

Finally, we have been tracking complaints related to the COVID-19 pandemic under the general heading of "COVID-19." If you would like more detailed information about those complaints, please contact our PACT Team.

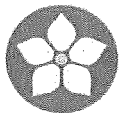
If you have questions about our quarterly reports, or if you would like to sign up for our mailing list to be notified of educational opportunities provided by our Public Authority Consultation and Training Team, please contact us at 250-508-2950 or consult@bcombudsperson.ca.

Yours sincerely,

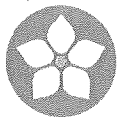
A handwritten signature in black ink, appearing to read "Jay Chalke".

Jay Chalke
Ombudsperson
Province of British Columbia

Enclosures



Type of complaint closure	# closed
Enquiries – Many people who contact us are not calling to make a complaint, but are seeking information or advice. These contacts are classified as <i>Enquiries</i> to distinguish them from <i>Complaints</i> , which are requests that our office conduct an investigation.	0
Complaints with No Investigation – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i> . We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i> .	2
Early Resolution Investigations – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.	0
Complaint Investigations – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i> .	Total: 0
Reason for closing an Investigation:	
Pre-empted by existing statutory right of appeal, objection or review.	0
Investigation ceased with no formal findings under the <i>Ombudsperson Act</i> .	
More than one year between event and complaint	0
Insufficient personal interest	0
Available remedy	0
Frivolous/vexatious/trivial matter	0
Can consider without further investigation	0
No benefit to complainant or person aggrieved	0
Complaint abandoned	0
Complaint withdrawn	0
Complaint settled in consultation with the authority - When an investigation leads us to conclude that action is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration.	0
Complaint substantiated with formal findings under the <i>Ombudsperson Act</i> .	0
Complaint not substantiated under the <i>Ombudsperson Act</i> .	0
Ombudsperson Initiated Investigations – The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.	0



The tables below summarize the complaint topics we are tracking for your sector and/or authority and the number of times this topic was identified in the files (investigated and non-investigated complaints) that were closed in the most recent quarter.

If you would like more information on the types of complaints we receive, please contact our Prevention Initiatives Team: email us at consult@bcombudsperson.ca or call us at 250-508-2950.

Sector-Specific Complaint Topics - All Local Government

Business Licensing	1	0%
Bylaw Enforcement	54	19%
Council Member Conduct (incl. Conflict of Interest)	138	48%
Official Community Plan/Zoning/Development	31	11%
Fees/Charges (incl. Taxes)	14	5%
Open Meetings	4	1%
Services (incl. Garbage, Sewer, Water)	11	4%
Response to Damages Claim	5	2%
Other	28	10%

General Complaint Topics - All Local Government

COVID-19	2	1%
Disagreement with Decision or Outcome	80	23%
Accessibility	4	1%
Delay	12	3%
Administrative Error	3	1%
Treatment by Staff	15	4%
Communication	34	10%
Process or Procedure	188	53%
Review or Appeal Process	5	1%
Employment or Labour Relations	1	0%
Other	9	3%