

SPECIAL COUNCIL MEETING – AGENDA

Agenda for the Special Council Meeting scheduled for Thursday, July 29, 2021, immediately following the close of the Public Hearing scheduled for 6:00 p.m. in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC



NOTE: The Village Hall/Council Chambers is now open to the public. Members of the public are encouraged to follow public health recommendations to wear a mask in indoor spaces for those who are not fully vaccinated (2 weeks past your second dose). Alternatively, members of the public may view our Special Council meeting by accessing the meeting via our new YouTube channel. For those who are not attending in person, questions/comments under Item 3 Public Input, or Item 6 Public Question Period may be submitted up to 4:00pm on meeting days to juli.halliwell@anmore.com to be read by the during the meeting.

https://www.youtube.com/channel/UCeLV-BY6qZzAVEKX5cMWcAQ?view_as=subscriber

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

1. **Call to Order**

2. **Approval of the Agenda**

Recommendation: That the Agenda be approved as circulated.

3. **Public Input**

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

No input will be permitted with respect to Item 4 (a) as the Public Hearing will precede this meeting and Council may not receive any further information following the close of the Public Hearing.

4. **Legislative Reports**

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(a) **Zoning Bylaw Amendment No. 650-2021 – Bella Terra CD6**

Recommendation: That Council give third reading and adopt Anmore Zoning Amendment Bylaw No. 650-2021.

5. **New Business**

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(a) **Additional Resource Requirements – Anmore Community Hub Project Manager**

Report dated July 26, 2021 from Juli Halliwell, CAO attached.

6. **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.*

7. **Adjournment**

VILLAGE OF ANMORE

BYLAW NO. 650-2021

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

WHEREAS the *Local Government Act* authorizes a municipality to amend its zoning bylaw from time to time;

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

- 1) That this bylaw may be cited for all purposes as “Anmore Zoning Amendment Bylaw No. 650-2021”.
- 2) That Anmore Zoning Bylaw No. 568-2017 be amended by deleting the current section 9.18 and replacing with the Schedule A, which forms part of this bylaw.

READ a first time the 18th day of May, 2021

READ a second time the 18th day of May, 2021

REREAD a second time, as amended, the 6th day of July, 2021

PUBLIC HEARING HELD the day of

READ a third time the day of,

ADOPTED the day of,

MAYOR

MANAGER OF CORPORATE SERVICES

Schedule A

9.18 COMPREHENSIVE DEVELOPMENT – CD-6

9.18.1 Purpose

The intent of this **zone** is to accommodate a **residential subdivision** that clusters **one-family dwellings** on a variety of **parcel** sizes to preserve public open space and ecologically sensitive areas where one-family **residential** housing is the **principal use** and **secondary suites** be permitted.

9.18.2 Permitted Uses, Minimum Parcel Dimensions and Maximum Parcel Number

Permitted Uses	Minimum Parcel Size	Minimum Parcel Width	Maximum No. of Parcels
One-Family Dwelling	840 m ²	24m	27
Secondary Suite	YES		

9.18.3 Maximum Number of Buildings, Size and Height

Permitted Use by Parcel	Maximum Number	Maximum Size	Maximum Building Height
Principal Building:	1	0.30 FAR	10 m
Accessory Buildings and Structures	1	45 m ²	7 m

Notwithstanding the information within table 9.18.3, the minimum allowable FAR on any lot is 269 m².

9.18.4 Minimum Building Setbacks

Permitted Use	Front Parcel Line Setback	Rear Parcel Line Setback	Exterior Side Parcel Line Setback	Interior Side Parcel Line Setback
Principal Buildings	7.6 m	7.6 m	3.0 m	3.0 m
Accessory Building and Structure	18 m	1.8 m	3.0 m	1.0 m

9.18.5 Off-Street Parking

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

- a) 2 spaces per **one-family dwelling**; and
- b) 2 spaces per **secondary suite**.

9.18.6 Maximum Parcel Coverage

The maximum **parcel coverage** shall be 25% per **parcel**.

9.18.7 Open Space Amenity

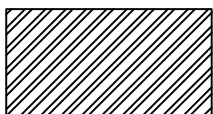
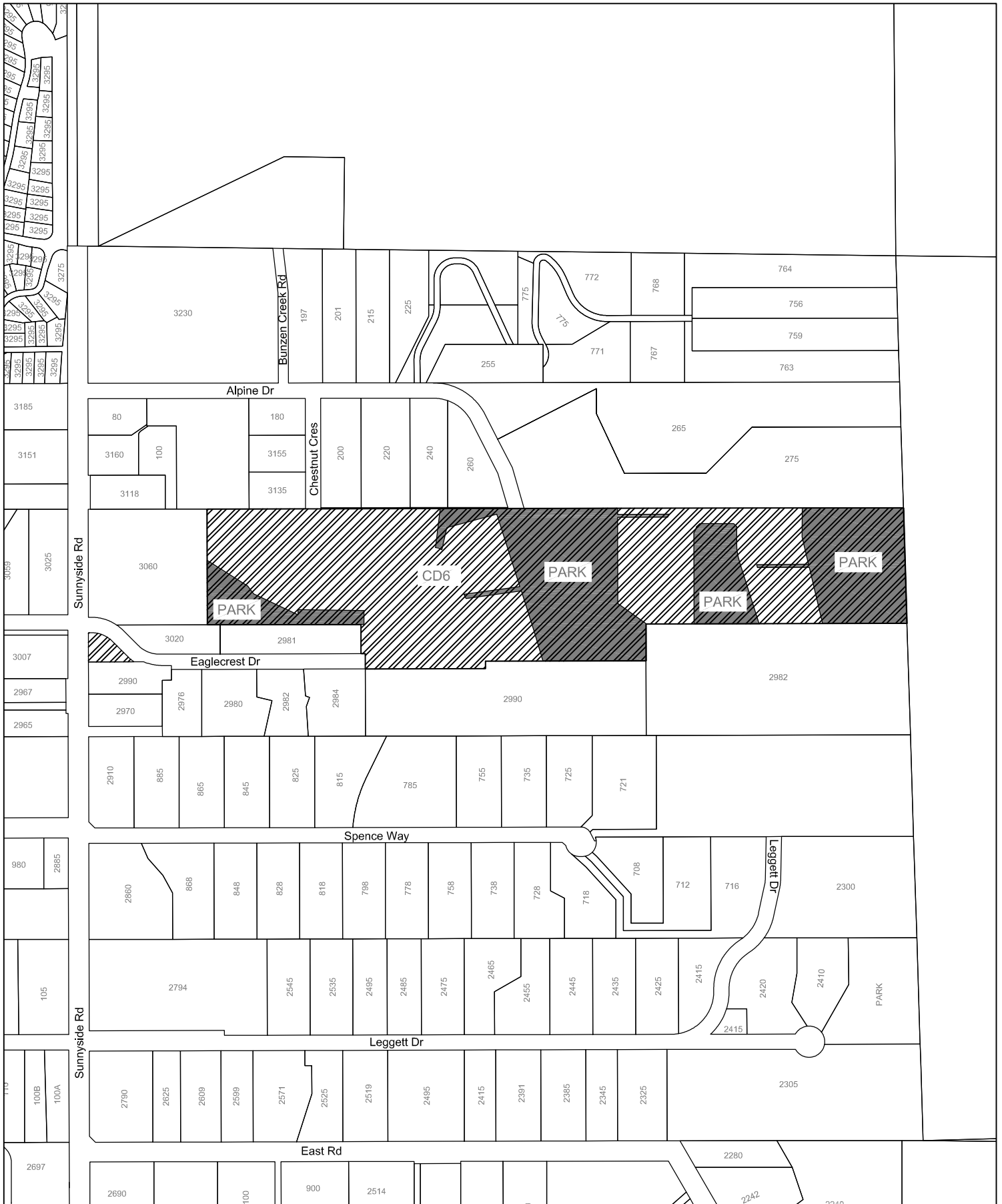
An **open space amenity/park land** shall be provided and not be smaller than 38,193m² and shall include green space and trails.

9.18.8 Other Regulations

All permitted **land uses** shall be connected to community services in accordance with the current Anmore Subdivision and Development Control Bylaw.

9.18.9 Development Plan

The Development Plan contained within this Bylaw forms an integral component of this **zone**.



CD-6

Development Plan 9.18.9

CD-6



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: July 26, 2021 File No. 2770-01
Submitted by: Juli Halliwell, Chief Administrative Officer
Subject: Anmore Community Hub Project Manager

Purpose / Introduction

To seek Council approval of funding and contract award to ARC Projects for a project manager to oversee the Anmore Community Hub construction project.

Recommended Option

That Council approve one-time funding of up to \$120,000 for the Anmore Community Hub Project Manager position for the term of the project to be funded from the Capital Reserve;

And that Council authorize the Chief Administrative Officer, on behalf of the Village, to enter into a contract with ARC Projects for the Anmore Community Hub Project Manager position.

Background

At the July 20, 2021 Regular Council meeting, staff presented a report requesting additional resources, including funding for a temporary project manager position to oversee the construction of the Anmore Community Hub Project. At that meeting, Council requested further detail in relation to the position.

Discussion

ARC Projects has provided the following scope of services for the term of construction:

- Weekly Progress Reports will be provided to the Village steering committee with more detailed Reports as required to updates to Council/public on the project progress.
- Coordinate with the Village and General Contractor to mobilize, setup temporary facilities and designate staging and parking areas for Village employees, Public visitors, General Contractor, Sub-trades and Consultants.
- Review and, if necessary, work with the General Contractor, to amend the Schedule to reflect a realistic Construction Schedule, while maintaining urgency for completion.

Report/Recommendation to Council

Anmore Community Hub Project Manager

July 26, 2021

- As a top priority, the Project Manager will monitor the schedule through the course of the project to ensure the program is kept on track.
- Ensure the work is sequentially performed in such a manner as to provide maximum efficiency and coordination of the work.
- Attend all Site Meetings between the representatives of the any of the following: Village, Consultants, General Contractor and Sub-trade Meetings.
- Attend as required, Site Inspections by Consultants, Village Inspectors and Utility Inspectors.
- It has been noted the Architects may only attend site twice a month. The Project Manager will be attending a minimum of twice a week initially and more frequently as the work progresses.
- Acquire, review and ensure implementation of all Reports initiated by Site Inspections.
- Monitor Site Safety and review any Work Safe BC Reports.
- In tandem with Consultants, review Shop Drawings, material and equipment samples.
- Monitor all Contractor Requests For Information, Change Directives, Contemplated Change Orders and Change Orders.
- Review and discuss with Consultants Monthly Progress Draws from the General Contractor.
- Initiate corrective work as required when quality of workmanship is in question.
- Initiate corrective work as required for deficiencies as soon as observed.
- Assist the Village as needed in retaining Consultants not currently under contract for items such as Furnishings, Fixtures, Kitchen Equipment, Audio systems, Security, etc.
- Frequency of site visits, meetings and administration times will vary during the course of the project. It is anticipated that, on average, the required number of hours will be 16 per week.
- Other administrative items as required.

Village staff have reviewed other project management firm rates and recommend award of the contract to ARC Projects due to the overall value based on cost and experience. ARC Projects provides experience not only in project management, but also construction management which would be very challenging to secure within a single person/firm. Based on industry knowledge, the rates provided by ARC Project are between 10-30% less than other firms for a comparable senior project manager.

Report/Recommendation to Council

Anmore Community Hub Project Manager

July 26, 2021

Other Options

1. That Council direct staff to provide additional information in relation to the Anmore Community Hub Project Manager scope of services.
2. That Council deny approval of additional funding for the Anmore Community Hub Project Manager

Financial Implications

The financial implications of staff recommendations are outlined above.

Communications / Civic Engagement

There are no communications or civic engagement requirements associated with this report or the staff recommendation.

Council Strategic Plan Objectives

The recommendations within this report align with the following Council Strategic Objectives:

- Support the great staff in Anmore
- Create a civic centre

Attachments:

None.

Prepared by:



Julie Halliwell
Chief Administrative Officer