REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for Tuesday, November 2, 2021, at 7:00 p.m. in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC



NOTE: The Village Hall/Council Chambers is now open to the public. Members of the public are required to follow public health orders to wear a mask in public indoor spaces. Alternatively, members of the public may view our Regular 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 17 Public Question Period may be submitted up to 4:00pm on meeting days to karen.elrick@anmore.com to be read by the Corporate Officer 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. <u>Call to Order</u>

2. <u>Approval of the Agenda</u>

Recommendation: That the Agenda be approved as circulated.

3. <u>Public Input</u>

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

4. Delegations

Page 4 (a) BC Social Procurement Initiative

Presentation regarding BC Social Procurement Initiative by David LePage, Managing Partner, Buy Social Canada.

5. <u>Adoption of Minutes</u>

Page 6 (a) Minutes of the Regular Council Meeting held on October 19, 2021

Recommendation: That the Minutes of the Regular Council Meeting held on October 19, 2021 be adopted, as circulated.

6. <u>Business Arising from Minutes</u>

7. <u>Consent Agenda</u>

Note: Any Council member who wishes to remove an item for further discussion may do so at this time.

Recommendation: That the Consent agenda be adopted.

Page 11 (a) Paid Sick Leave for Workers – City of Victoria Resolution

Recommendation: That Council receive the communication dated October 14, 2021 from City of Victoria regarding Paid Sick Leave for Workers, for information

Page 13 (b) Anmore South – icona properties

Recommendation: That Council receive the communication dated October 22, 2021 from icona properties regarding Anmore South, for information

8. <u>Items Removed from the Consent Agenda</u>

9. <u>Legislative Reports</u>

Page 15 (a) Zoning Bylaw Amendment No. 651-2021 – Infill Development Report dated October 27, 2021 from Chris Boit, Manager of Development Services

Page 58(b)Anmore Procedure Bylaw – Electronic Meetings

Report dated October 29, 2021 from Karen Elrick, Manager of Corporate Services.

Page 66 (c) Anmore Alternative Municipal Tax Collection Scheme Bylaw

Recommendation: That Council adopt Anmore Alternative Municipal Tax Collection Scheme Bylaw No. 652-2021.

10. Unfinished Business

11. New Business

None.

12. <u>Items from Committee of the Whole, Committees, and Commissions</u>

None.

- 13. <u>Mayor's Report</u>
- 14. <u>Councillors Reports</u>
- 15. <u>Chief Administrative Officer's Report</u>

16. Information Items

(a) Committees, Commissions and Boards – Minutes

Page 68 • Minutes of the Environment Committee Meeting held on July 15, 2021

(b) General Correspondence

- Page 70
 Communication dated September 27, 2021 from Ministry of Education regarding 2021 Premier's Awards for Excellence in Education
- Page 72 Communication dated October 26, 2021 from BC Forestry Workers regarding climate change

17. Public Question Period

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

19. <u>Adjournment</u>

BRITISH COLUMBIA Social Procurement INITIATIVE

Procurement for Community Wellbeing

Why is Social Procurement Important?

Communities today are facing complex social, economic and environmental challenges.

Local governments and other large purchasers spend billions of dollars each year on goods, services and infrastructure projects. When procurement focuses on 'best value for money' beyond just a financial transaction it becomes a tool for building healthy communities.

Social procurement practices create pathways to stronger local economies and unlock additional community benefits that can help meet the social goals of local governments. In just two years BCSPI has helped local governments and institutional purchasers in British Columbia realize over \$200 million in procurement spend with added social value. That means significant community benefits are being generated from existing procurement dollars at a time when local economies need it most. By integrating social procurement practices into their purchasing BCSPI members are mobilizing their spending to create additional social, environmental & ethical value that contributes directly to the social and economic resiliency of their communities.

What is Social Procurement?



Social procurement means leveraging additional social value from existing purchasing. It is an additional way that local governments can direct resources towards community benefit to support and strengthen local economies.



What is the British Columbia Social Procurement Initiative (BCSPI)?

The BCSPI program is a low cost, high value resource that provides local governments and institutional purchasers with the capacity building resources, training and support required to integrate social procurement practices and add social value to their existing purchasing. For a population-based annual membership fee participating members get access to a full suite of professional development and training, expert coaching support, resources & templates, case studies, supplier engagement resources, impact measurement tools and more.

Supplier Engagement

BCSPI is working directly with local suppliers, vendors and economic development organizations in member communities to ensure that they have the resources, training and support necessary to respond to and deliver successfully on government procurement opportunities.

Impact Measurement

BCSPI has partnered with Royal Roads University to develop a robust impact measurement framework that aligns with the United Nations Sustainable Development Goals and takes a region-wide approach to measuring the impact of social procurement across the region.



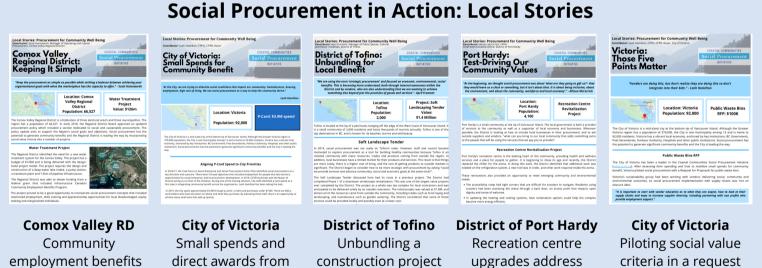
consultation

forums & calls

Toolkits & templates

COVID-19 Recovery

Social procurement is a solution that can help ensure the dollars spent by local governments are aligned with their local community and economic needs during COVID-19 recovery.



in a large construction project

purchasing card spend

to include local

community and environmental needs for proposals (RFP)

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Construction Association





REGULAR COUNCIL MEETING – MINUTES

Minutes for the Regular Council Meeting scheduled for Tuesday, October 19, 2021, at 7:00 p.m. in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC



ELECTED OFFICIALS PRESENT

ABSENT

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

OTHERS PRESENT

Juli Halliwell, CAO Karen Elrick, Manager of Corporate Services Chris Boit, Manager of Development Services Lena Martin, Manager of Financial Services

1. <u>Call to Order</u>

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

2. <u>Approval of the Agenda</u>

IT WAS MOVED AND SECONDED:

R138/21 That the Agenda be approved as circulated.

Carried Unanimously

3. Public Input

None.

4. Delegations

None.

5. Adoption of Minutes

(a) Minutes of the Regular Council Meeting held on October 5, 2021

IT WAS MOVED AND SECONDED:

R139/21 That the Minutes of the Regular Council Meeting held on October 5, 2021 be adopted, as circulated.

Carried Unanimously

6. <u>Business Arising from Minutes</u>

7. <u>Consent Agenda</u>

None.

8. <u>Items Removed from the Consent Agenda</u>

9. <u>Legislative Reports</u>

(a) Anmore Alternative Municipal Tax Collection Scheme Bylaw

IT WAS MOVED AND SECONDED:

R139/21 THAT Council give first, second and third readings to Anmore Alternative Municipal Tax Collection Scheme Bylaw No. 652-2021.

Carried Unanimously

10. Unfinished Business

- 11. New Business
 - (a) Village of Lytton Recovery Contribution

IT WAS MOVED AND SECONDED:

R140/21 THAT Council authorize a contribution equal to the Village of Anmore population census from Statistics Canada in the amount of two thousand, two hundred and ten dollars (\$2,210) to the Lytton Rebuild Fund to be funded by reallocating funds from the Ma Murray Day events budget.

Before the question was called:

IT WAS MOVED AND SECONDED:

That Council amend the contribution to equal to twice the Village of Anmore population census from Statistics Canada in the amount of four thousand, four hundred and twenty dollars (\$4,420)

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

Carried Unanimously

12. <u>Items from Committee of the Whole, Committees, and Commissions</u>

None.

13. <u>Mayor's Report</u>

Mayor McEwen reported that

- On October 8 he attended the renaming ceremony for təmtəmíx[∞]tən/Belcarra Regional Park
- He attended the Tri-Cities Chamber of Commerce Mayors Barbeque on October 14
- He will attend Council of Councils on Saturday, October 23
- The provincial facilitator for the AGE sewer connection project provided an update today and the project is in final stages to be able to begin construction
- As Metro Parks Board Chair, he toured Widgeon Marsh area which is 1.5 times the size of Stanley Park and Metro Vancouver is currently planning and undertaking work to open this area to the public

14. <u>Councillors Reports</u>

<u>Councillor Laidler</u> reported that the Public Safety Committee met last week and their main concern was speed of cars along east road, increased police presence, and lack of room for pedestrians and bicycles on East Road.

<u>Councillor Trowbridge</u> acknowledged local RCMP detachment for their quick response to a car that was reported speeding which later was ticketed for a new speeding offence along with the initial reported speeding offence

15. <u>Chief Administrative Officer's Report</u>

Ms. Juli Halliwell, CAO, reported that:

- Budgeting process is underway and there will be a Finance Committee meeting scheduled in November
- She wanted to thank Public Works staff for their work preparing for heavy rainfall noting there were no issues with ditches and overflows due to rain
- She wanted to thank Chris Boit for his work on moving forward the AGE Sewer connection project

16. Information Items

- (a) Committees, Commissions and Boards Minutes
- Minutes of the Public Safety Committee Meeting held on May 12, 2021

(b) General Correspondence

• Metro Vancouver Board in brief for meetings held on September 24, 2021

17. Public Question Period

<u>Doug Richardson</u>, asked about a Facebook post that stated a CD zone cannot just be used rather it is in the purview of the applicant and if Mayor McEwen believed that statement to be true? It was noted that if not considering community amenity contribution that would be true but not something the Village would do and that the post was referencing an application brought forward by a proponent not initiated by the Village.

<u>Andrew Simpson</u>, requested an update on the Anmore South studies. It was noted that the engineering studies are complete and now financial analysis is taking place with GP Rollo and the hope is that they will be complete in the next month.

<u>Jody Summer-Cooke</u>, asked if the Anmore South analysis report will go to a public meeting? It was noted that it will come forward to a Council meeting and then the hope is to set up workshops with the engineer and GP Rollo to ask questions.

19. Adjournment

It was MOVED and SECONDED:

R141/21 THAT the meeting be adjourned at 7:27 p.m.

Carried Unanimously

Karen Elrick Corporate Officer

John McEwen Mayor THE CITY OF VICTORIA



OFFICE OF THE MAYOR

October 14, 2021

Dear UBCM member local governments,

On behalf of Victoria City Council, I am writing today to share the City of Victoria's resolution entitled *Paid Sick Leave For Workers*.

The City of Victoria endorsed and submitted a motion for debate at the 2021 UBCM convention which called for 10 days of universally accessible, permanent paid sick leave for workers. Unfortunately, the City of Victoria's paid sick leave resolution was not considered at UBCM as time did not allow, meaning the resolution will be forwarded to the UBCM executive for consideration. The resolution reads as follows:

Resolution: Paid Sick Leave For Workers

Whereas one year into a global pandemic that has killed thousands of British Columbians and millions of people worldwide, there is no legislation ensuring adequate, employer-paid sick days with the Canada Recovery Sickness Benefit being temporary, sometimes inaccessible, and not of use for the crucial first few days of an illness;

And whereas if paid sick day legislation had been in place before the global pandemic, lives would have been saved because infection rates would have been reduced; And whereas the lack of legislated paid sick days has especially hurt Black, Indigenous, workers of colour and women workers who are over-represented in frontline jobs, with low pay, few benefits, and without the ability to work from home:

Therefore be it resolved that UBCM ask the Province of British Columbia to legislate a minimum of ten (10) accessible, universal, and permanent, paid sick days for all workers and additional days during public health outbreaks.

Since the time that the City of Victoria's paid sick leave resolution was first submitted, the BC Provincial Government has committed to bringing paid sick leave legislation by the beginning of 2022. On September 22, 2021, the Provincial government released three options for paid sick leave approaches and consultation is being conducted until October 25, 2021.

The City of Victoria recognizes the Songhees and Esquimalt Nations in whose traditional territories we live and work "Hay swx qa"

1 Centennial Square Victoria British Columbia Canada V8W 1P6 Telephone (250) 361-0200 Fax (250) 361-0348 Email mayor@victoria.ca

www.victoria.ca

Therefore, we are requesting favourable consideration and motions of support from all UBCM member local governments, noting the above deadline for consultation from the BC Ministry of Labour.

Thank you in advance for your consideration. Please feel free to reach out should you have any questions relating to this letter.

Sincerely,

2Helps

Lisa Helps Victoria Mayor

The City of Victoria recognizes the Songhees and Esquimalt Nations in whose traditional territories we live and work "Hay swx qa"



Suite 900 - 1111 West Hastings St. Vancouver, BC, Canada V6E 2J3

Village of Anmore 2697 Sunnyside Road Anmore, BC V3H 5G9 Attention: Juli Halliwell, CAO

October 22, 2021

Dear Mrs. Halliwell,

Since 2015 there has been continuous community engagement and discussion about the future of the loco Lands/Anmore South. During this period, there has been two municipal elections, numerous open houses, one on one meetings, and resident visioning sessions. The majority of residents have been engaged in one form or another during this time in what has been the most comprehensive and longest community engagement by any community.

We believe that now is the right time to move forward and create a new era for Anmore, in a thoughtful manner that enhances this extraordinary community. It is worth noting that our vision for Anmore South is also a means of fulfilling several objectives identified in Village Council's 2019-2022 Strategic Plan, including creating opportunities to live, work, shop and play in Anmore; creating housing opportunities for aging in place and for young families, and providing alternative options for sewer collection and treatment, and connection to the Metro Vancouver water system – to name just a few examples.

We would like to provide the Village advanced notice that icona has the full intention of submitting an Official Community Plan amendment and rezoning application at the end of November 2021 for the land which we hold ownership.

Over the past two months, icona has hosted six community visioning sessions, a community showcase-open house event attended by more than 150 people, along with many one-on-one meetings with residents. In total, we have connected with more than 31% (500)¹ of Anmore residents but we are not planning to stop here. Over the next few weeks, we will be establishing six topic-specific Resident Advisory groups that will help guide our application and implementation. In addition, we plan to use many other opportunities to engage as many Anmore residents as possible, throughout the application process. As a comparison, the recently approved Port Moody master planned community of Woodland Park engaged with 1.9% (750) of residents, and Anmore's OCP outreach this past spring reached 105 residents.

We feel the time is right for Anmore Council to decide on a path forward regarding the future of the Anmore South lands. Given today's economic challenges and housing crisis that is impacting the entire greater Vancouver region, we all have a role to play in helping provide a diversity of housing for all segments of society.

We hope the Village of Anmore will look to the best practices of Ontario and Alberta to guide both the review and processing of our applications. A panel established by the Province of British Columbia and the Federal government recently released a discussion paper entitled "Open doors: unlocking housing supply for affordability" (https://www.newswire.ca/news-releases/expert-panel-releases-23-recommendations-to-improve-housing-conditions-for-british-columbians-820925007.html) in which it is recommended the BC Government follow legislation already established in Ontario and Alberta. "In Ontario, this includes a 120-day limit for processing official plan amendments and subdivision applications, as well as a 90-day limit for rezoning applications. In Alberta, this includes a 20-day limit to determine application completeness, a 60-day limit for subdivision applications, and a 40-day limit for development permit applications." Further, we can look to the City of Surrey who this week passed a new regime to mandate timeframe for development applications, like what was outline above.

It is worth pointing out another important recommendation from the discussion paper suggests that "the B.C. government phase out community amenity contributions, as suggested in the Development Approvals Process Review (DAPR) report, while expanding the definition of development cost charges in legislation to include a wider list of infrastructure and amenities directly tied to growth." While this change would provide certainty to land developers, it might limit the ability of municipalities to freely negotiate amenities during a rezoning application. It is icona's intent to offer a host of community amenities with our application, the list of amenities will benefit the whole community.

As per Anmore Policy, which states all development applications must cover the costs associated with an application, icona would propose to the Village that we facilitate the payment process now, to ensure when our application is submitted, the Village has a team in place to review the application in a prompt and proper manner.

We will continue to engage the residents of Anmore and the Village in a thoughtful, respectful way to ensure our application is complete, lays the groundwork to enhance this extraordinary community and provides a benefit to all.

Should you have any questions or concerns, I am available at your convenience.

Sincerely,

Greg Moore, President and CEO icona Properties

C.C. Mayor and Council



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date:	October 27, 2021	File No. 3900-30
Submitted by:	Chris Boit, P.Eng., Manager of Development Services	
Subject:	Zoning Bylaw Amendment No. 6	51-2021 – Infill Development

Purpose / Introduction

The purpose of this report is to provide Council the opportunity to give second reading to the Village of Anmore Zoning Bylaw Amendment No. 651-2021 (**Attachment 1**) and direct staff to set a date for a public hearing for the proposed changes to the zoning bylaw.

Recommended Option

That Council give second reading to Anmore Zoning Bylaw Amendment Bylaw No.651-2021;

And That Council direct staff to advise the applicants of 2345 Sunnyside Road and 2110 Sunnyside Road that a restrictive covenant be placed on title prior to adoption of Anmore Zoning Bylaw Amendment Bylaw No. 651-2021 to address the additional ½ acre lots that could be created following the 5-year moratorium;

And That Staff be directed to set a date for a public hearing for Anmore Zoning Bylaw Amendment Bylaw No. 651-2021.

Background

Council provided 1st reading to the Zoning Bylaw Amendment No. 651-2021 at the September 14th, 2021 Regular Council meeting and referred the amendment to the Advisory Planning Commission (APC) for comment. The initial report is included as **Attachment 2**.

Discussion

The APC reviewed the Bylaw Amendment at their October 18th, 2021 meeting. The draft minutes of the APC meeting held on October 18th are included as **Attachment 3**.

In summary, the APC were supportive of the zoning bylaw amendment, including all four of the infill applications. The APC recommended that Council proceed with the rezoning of the properties.

Zoning Bylaw Amendment No. 651-2021 – Infill Development October 27, 2021

The Village has reached out to each of the property owners to confirm the amount of the community amenity contribution (CAC) they are proposing and received the following responses:

- 1. 2175 East Road confirms a \$150,000 CAC
- 2. 125 Hummingbird Drive intends to submit a letter to Council to negotiate CAC
- 3. 2345 Sunnyside Road confirms a \$150,000 CAC
- 4. 2110 Sunnyside Road confirms a \$150,000 CAC

Following the initial review by staff of the infill applications for 2345 Sunnyside Road and 2110 Sunnyside Road, it was highlighted that additional ½ acre lots could be created following the 5-year moratorium, as outlined in Policy No. 61 – Infill Development (Attachment 4). To ensure Council's policy is upheld, a restrictive covenant could be placed on title at the time of rezoning to ensure further community amenity contributions are provided before the subdivision of the additional lot. This would only be a relevant step for lots that are between 1.5 acres and 2.04 acres.

Other Options

That Council give second reading to Anmore Zoning Bylaw Amendment Bylaw No.651-2021;

And That Council direct staff to advise the applicants of 2345 Sunnyside Road and 2110 Sunnyside Road that a restrictive covenant be placed on title prior to adoption of Anmore Zoning Bylaw Amendment Bylaw No. 651-2021 to address the additional ½ acre lots that could be created following the 5-year moratorium;

And That Staff be directed to set a date for a public hearing for Anmore Zoning Bylaw Amendment Bylaw No. 651-2021. [RECOMMENDED]

Or

That Council give second reading to Anmore Zoning Bylaw Amendment Bylaw No. 651-2021, as amended.

And That Staff be directed to set a date for a public hearing for Anmore Zoning Bylaw Amendment Bylaw No. 651-2021.

Zoning Bylaw Amendment No. 651-2021 – Infill Development October 27, 2021

Or

That Council advise staff of any further information they require before proceeding with Anmore Zoning Bylaw Amendment Bylaw No. 651-2021.

Or

That Council advise Staff they are not supportive of proceeding with Anmore Zoning Bylaw Amendment Bylaw No. 651-2021 and that Staff inform the applicants that their applications have been declined.

Financial Implications

Community Amenity Contributions have been confirmed by three of the four applicants in the amount of \$150,000 per new lot created.

Communications / Civic Engagement

Public hearing notification requirements for all four properties will be adhered to.

Council Strategic Plan Objectives

To provide responsive, efficient, transparent, and engaged service to ensure long term fiscal responsibility.

Attachments:

- 1. Anmore Zoning Bylaw Amendment Bylaw No. 651-2021
- 2. Report dated September 13, 2021 re: Zoning Bylaw Amendment Bylaw Infill Development
- 3. Anmore Advisory Planning Committee draft minutes dated October 18, 2021
- 4. Policy No. 61 Infill Development

Zoning Bylaw Amendment No. 651-2021 – Infill Development October 27, 2021

Prepared by:			
Obsit, P.Eng.			
Manager of Development Services			
Reviewed for Form and Content / Approved for Submission to Council:			
Chief Administrative Officer's Comment/Concurrence	•		
	Halluul Chief Administrative Officer		

VILLAGE OF ANMORE

BYLAW NO. 651-2021

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

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

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

- 1) That this bylaw may be cited for all purposes as "Anmore Zoning Amendment Bylaw No. 651-2021".
- 2) That Village of Anmore Zoning Bylaw No. 568- 2017 be amended by adding the text and maps included in Schedule A which forms part of this bylaw.
- That the Village of Anmore Zoning Bylaw No. 568-2017 Schedule 'A' Zoning Map be amended to change the zoning for 2175 East Road, PID 014-846-756, from Residential 1 to Infill Development – INF.
- 4) That the Village of Anmore Zoning Bylaw No. 568-2017 Schedule 'A' Zoning Map be amended to change the zoning for 125 Hummingbird Drive, PID 023-971-860, from Residential 1 to Infill Development – INF.
- 5) That the Village of Anmore Zoning Bylaw No. 568-2017 Schedule 'A' Zoning Map be amended to change the zoning for 2345 Sunnyside Road, PID 008-921-083, from Residential 1 to Infill Development – INF.
- 6) That the Village of Anmore Zoning Bylaw No. 568-2017 Schedule 'A' Zoning Map be amended to change the zoning for 2110 Sunnyside Road, PID 013-594-940, from Residential 1 to Infill Development – INF.

READ a first time the	day of , 2021	
READ a second time the	day of , 2021	
PUBLIC HEARING HELD the	day of , 2021	
READ a third time the	day of , 2021	
ADOPTED the	day of , 2021	

MAYOR

MANAGER OF CORPORATE SERVICES

Schedule A

9.20 INFILL DEVELOPMENT - INF

9.20.1 Purpose

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

9.20.2 Minimum Parcel Size

Permitted Uses	Parcel Size
One-Family Dwelling	1,349 m ²

Refer to Village of Anmore Policy No. 61 for guidance on Property line requirements during subdivision.

9.20.3 Maximum Number of Buildings and Height

Permitted Use by Parcel	Maximum Number	Maximum Building Height
Principal Building:	1	10 m
Accessory Buildings and Structures	1	7 m

9.20.4 Maximum Floor Area Ratio for Parcel of Land

Parcel Size	Ratio	Bonus Floor Area
>1349m ² to <1799m ²	0.25	0 m ²
>1799m ² to <2200m ²	0.25	60 m ²
>2200m ²	0.30	125 m ²

Example Calculation of Total Floor Area Ratio

A parcel of land totaling $1826m^2$ is created through subdivision the maximum FAR will be:

(1826m² x 0.25) + 100m² = 556.5m² (approx. 5990 ft²)

9.20.4.1 – Accessory Buildings Floor Area

Accessory building floor area shall not exceed 30% of the total allowable Floor Area Ratio for the Parcel of Land.

9.20.4.2 – Coach House

Coach House will only be allowable on parcels of land 2695 m^2 or larger.

9.20.5 Minimum Building Setbacks

Permitted Use	Front Parcel Line Setback	Rear Parcel Line Setback	Exterior Side Parcel Line Setback	Interior Side Parcel Line Setback
Principal Buildings	7.6 m	7.6 m	5.0 m	3.0 m
Accessory Building and Structure	7.6 m	7.6 m	5.0 m	3.0 m

9.20.6 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;
- b) 2 Spaces per secondary suite;
- c) 2 Spaces per **coach house.**

9.20.7 Maximum Parcel Coverage

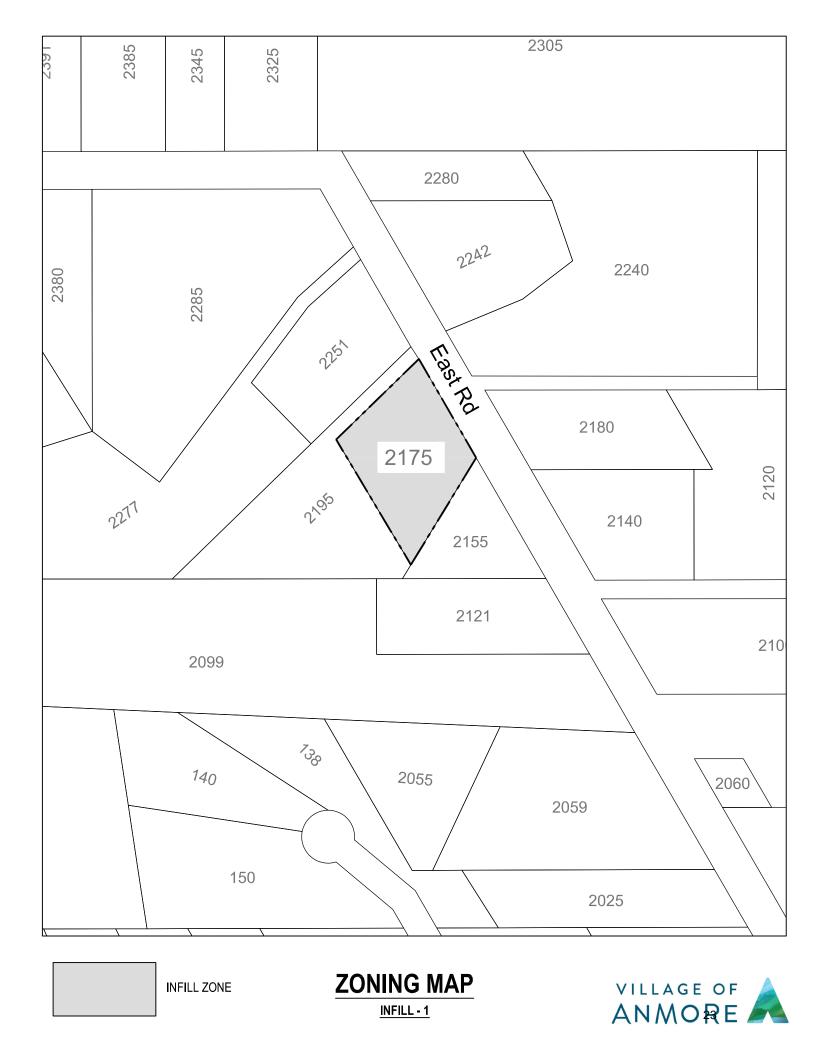
The maximum **parcel coverage** shall be 35% per **parcel**.

9.20.8 Other Regulations

All permitted **land uses** shall be connected to community services in accordance with the Subdivision and Development Control Bylaw NO. 633-2020

9.20.9 Zoning Plan

The Zoning Plan(s) contained within this Bylaw form an integral component of this **zone**.



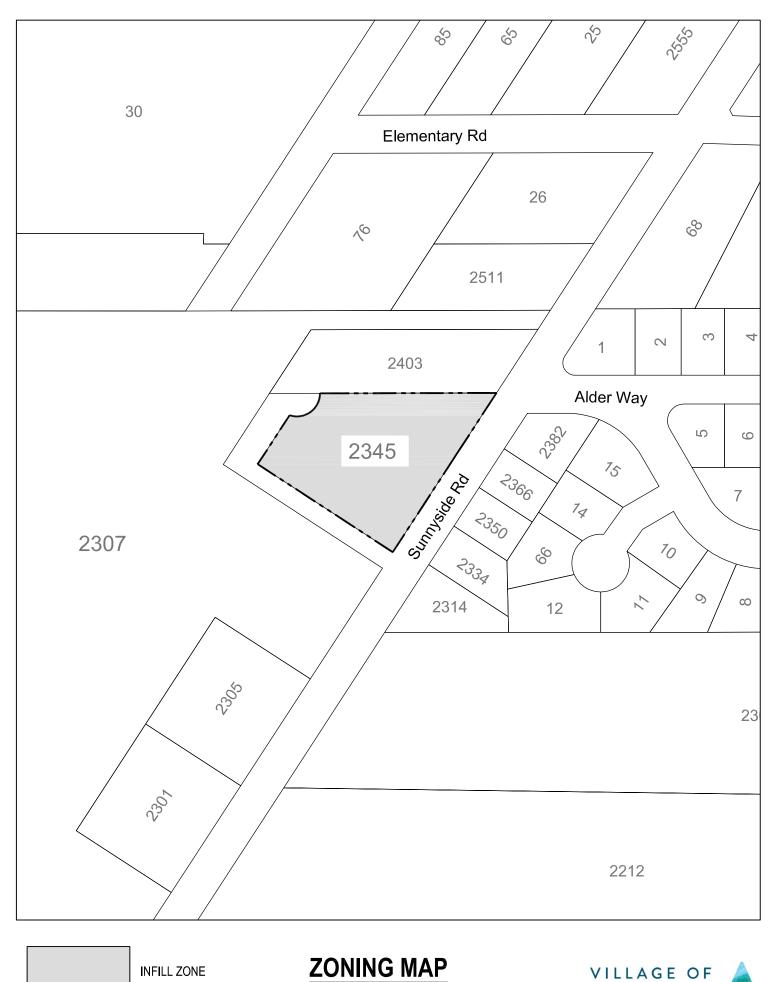




INFILL ZONE

ZONING MAP

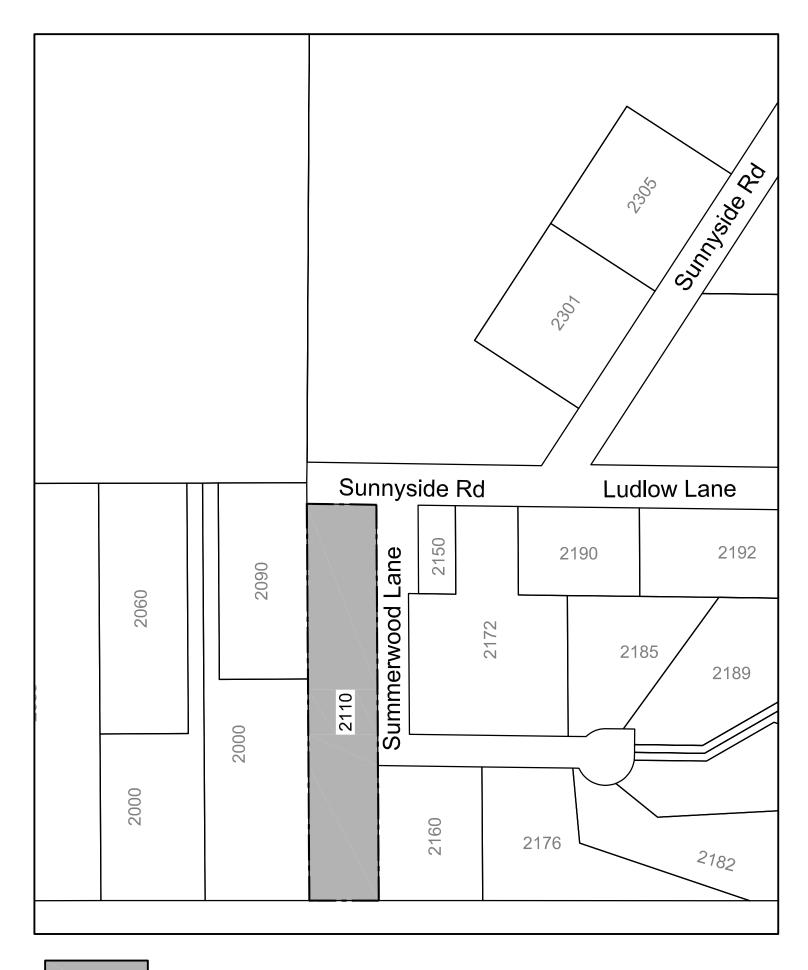




INFILL-3

INFILL ZONE

VILLAGE OF





INFILL ZONE

ZONING MAP INFILL-4





VILLAGE OF ANMORE

REPORT TO COUNCIL

Date:	September 13, 2021	File Number: 3900-30	
Submitted by:	Chris Boit, Manager of Development Services		
Subject:	Zoning Bylaw Amendment Bylaw No 651-2021 – Infill Development		

Purpose / Introduction

The purpose of this report is to present Council with the Zoning Bylaw Amendment Bylaw No. 651-2021 (**Attachment 1**) for Infill Development, as well as four infill development applications.

Recommended Option

That Council give first reading to Anmore Zoning Bylaw Amendment Bylaw No. 651-2021;

And That Council refer the Anmore Zoning Amendment Bylaw 651-2021 and the infill development applications to the Advisory Planning Commission for comment and to report back to Council.

And That Council direct staff to request each applicant to confirm the amount of community amenity charge they are proposing and to report back to Council.

Background

In July of 2018, the Village of Anmore adopted an Official Community Plan (OCP) amendment to enable infill development, OCP Policy RLU -16. The OCP amendment was accompanied by an Infill Development Policy No. 61 that provided further direction and clarity as to what the Village's expectations were for infill development. This policy was recently reviewed and changes are being recommended in relation to where the policy criteria are included.

A zone titled RS-1A was established for previous infill developments. However, following the review of the infill policy, it is recommended that a new zone is established for all future infill applications to be considered under.

The Village is also in receipt of four infill development applications. Letters of intent are included in **Attachments 2-5**.

Zoning Bylaw Amendment Bylaw No 651-2021 – Infill Development September 13, 2021

Discussion

The proposed zone has been developed based upon the approved Infill Policy No. 61. The four infill applications that have been received meet all infill development criteria proposed. If Council wishes to proceed with the applications, Schedule A of the Zoning Bylaw Amendment Bylaw No. 651-2021 includes updated zoning maps.

INFILL DEVELOPMENT ZONE

The following sections are included in the Zoning Bylaw Amendment Bylaw No. 651-2021, with explanatory notes included below:

Purpose

The zone will provide an opportunity for one-family residential housing as the principal use.

Minimum Parcel Size

The minimum allowable parcel size shall be 1349m2 (1/3 acre). However, applicants are reminded of the Policy requirements to make the proposed parcel as large as possible (up to $\frac{1}{2}$ acre).

Floor Area Ratio

There has been a deviation from the previous RS-1 and RS-1A FAR ratios.

Lots larger than 2200m2 will have larger FAR ratio (0.3) than compared to the traditional RS-1 zone (0.25), plus a bonus floor area. This will help facilitate zoning compliance for the existing property. As previous analysis indicated that existing properties were unlikely to meet the FAR requirements and therefore require significant alterations.

Lots larger than 1799m2 but less than 2200 m2 have a proposed FAR of 0.25 plus a bonus of 60m2. It is hoped that the 60m2 bonus provides an incentive to maximize the "infill lot".

Lots larger than 1349m2 but less than 1799m2 shall receive a standard FAR of 0.25.

Accessory building FAR

The allowable FAR for accessory buildings (including coach houses) will now be based upon total allowable FAR for the parcel and not a ratio based on the proposed building FAR. This helps to eliminate the need to maximise principal property FAR in order to construct a reasonable sized accessory building.

Zoning Bylaw Amendment Bylaw No 651-2021 – Infill Development September 13, 2021

Coach Houses

Coach houses will only be allowed on parcels of land larger than 2695 m2. This provision was provided in case a property had an existing coach house and is also eligible for infill. Staff did not feel it was appropriate to allow coach houses on parcels of land smaller than 2695 m2.

Setbacks

Interior setbacks have been reduced to 3m. This is to help maximise "infill lot" size and improve massing of new properties.

Parking

Off-street parking shall be provided for all new parcels.

Maximum Parcel Coverage

The parcel coverage has increased to 35%. There are 2 reasons for this. Firstly, to help keep existing properties compliant without the need for alterations. Secondly, one of the driving factors for Infill development, was to provide a place to age in place. The increase in parcel coverage will allow the development of single story properties which are beneficial to elderly residents.

2175 EAST ROAD

A letter of intent has been provided by the Owner (**Attachment 2**) to help highlight how the proposed development meets the Village's Infill Policy, OCP and Zoning Bylaw.

The proposed property is 4,044.8m² parcel of land and within an RS-1 zone. The proponent wishes to rezone and subdivide their property into 2 parcels under the Village's Infill Policy No. 61. The policy permits 2 units per acre and the proposed development would meet that criteria.

The following is a review for eligibility as per the OCP and Infill Policy requirements:

- 1. Not have been created through a previous comprehensive development plan or subdivided in the past 5 years
 - a. This Parcel of land has not been subject to a CD rezoning or subdivided in the past 5 years
- 2. The Parcel must be between 0.98 Ac to 2.04 acres
 - a. The Parcel is 1.0 acres.

Zoning Bylaw Amendment Bylaw No 651-2021 – Infill Development September 13, 2021

- 3. Does the proposed parcel of land have an appropriate graded area?
 - a. The existing land has adequate area for development
- 4. Is there a requirement to extend or expand Municipal infrastructure?
 - a. The parcel of land fronts an existing road right way that contains all required infrastructure
- 5. Does the property have at least 50 m of frontage on a public highway?
 - a. The property has 60m of road frontage

The parcel meets all of the eligibility requirements that relate to the rezoning of the property. The proponent's applications outlines how the property will meet the requirements of subdivision.

125 HUMMINGBIRD DRIVE

A letter of intent has been provided by the Owner (**Attachment 3**) to help highlight how the proposed development meets the Village's Infill Policy, OCP and Zoning Bylaw.

The proposed property is 4,048.5m² parcel of land and within an RS-1 zone. The proponent wishes to rezone and subdivide their property into 2 parcels under the Village's Infill Policy No. 61. The policy permits 2 units per acre and the proposed development would meet that criteria.

The following is a review for eligibility as per the OCP and Infill Policy requirements:

- 1. Not have been created through a previous comprehensive development plan or subdivided in the past 5 years
 - a. This Parcel of land has not been subject to a CD rezoning or subdivided in the past 5 years
- 2. The Parcel must be between 0.98 Ac to 2.04 acres
 - a. The Parcel is 1.0 acres.
- 3. Does the proposed parcel of land have an appropriate graded area?
 - a. The existing land has adequate area for development
- 4. Is there a requirement to extend or expand Municipal infrastructure?
 - a. The parcel of land fronts two existing road right way that contains all required infrastructure
- 5. Does the property have at least 50 m of frontage on a public highway?
 - a. The property has 171m of road frontage

Zoning Bylaw Amendment Bylaw No 651-2021 – Infill Development September 13, 2021

The parcel meets all of the eligibility requirements that relate to the rezoning of the property. The proponent's letter of intent outlines their commitment to the Community Amenity Contribution (CAC) and the requirements of subdivision.

2345 SUNNYSIDE ROAD

A letter of intent has been provided by the Owner (**Attachment 4**) to help highlight how the proposed development meets the Village's Infill Policy, OCP and Zoning Bylaw.

The owner of 2345 Sunnyside Rd has submitted an application for rezoning under the Infill Policy No. 61 and the proposed INF zone. The applicant is proposing to create 2 lots from the existing 1.504 acre property. There is an existing home on the property that will be retained.

The following is a review for eligibility as per the OCP and Infill Policy requirements:

- 1. Not have been created through a previous comprehensive development plan or subdivided in the past 5 years
 - a. This Parcel of land has not been subject to a CD rezoning or subdivided in the past 5 years
- 2. The Parcel must be between 0.98 Ac to 2.04 acres
 - a. The Parcel is 1.504.
- 3. Does the proposed parcel of land have an appropriate graded area?
 - a. The existing land has adequate area for development
- 4. Is there a requirement to extend or expand Municipal infrastructure?
 - a. The parcel of land fronts an existing road right way that contains all required infrastructure
- 5. Does the property have at least 50 m of frontage on a public highway?
 - a. The property has 93.5m of road frontage

The parcel meets all of the eligibility requirements that relate to the rezoning of the property. The proponent's application outlines their commitment to the Community Amenity Contribution (CAC) and how the parcel will meet the requirements of subdivision.

2110 SUNNYSIDE ROAD

A letter of intent has been provided by the Owner **(Attachment 5)** to help highlight how the proposed development meets the Village's Infill Policy, OCP and Zoning Bylaw

Zoning Bylaw Amendment Bylaw No 651-2021 – Infill Development September 13, 2021

The owner of 2110 Sunnyside Rd has submitted an application for rezoning under the Infill Policy No. 61 and the proposed INF zone. The applicant is proposing to create 2 lots from the existing 1.58 acre property. There is an existing home on the property that will be demolished to make way for a new home on the property.

The following is a review for eligibility as per the OCP and Infill Policy requirements:

- 1. Not have been created through a previous comprehensive development plan or subdivided in the past 5 years
 - a. This Parcel of land has not been subject to a CD rezoning or subdivided in the past 5 years
- 2. The Parcel must be between 0.98 Ac to 2.04 acres
 - a. The Parcel is 1.58 acres.
- 3. Does the proposed parcel of land have an appropriate graded area?
 - a. The existing land has adequate area for development
- 4. Is there a requirement to extend or expand Municipal infrastructure?
 - a. The parcel of land fronts two existing road right of ways that contains all required infrastructure
- 5. Does the property have at least 50 m of frontage on a public highway?
 - a. The property has 159m of road frontage

The parcel meets all of the eligibility requirements that relate to the rezoning of the property. The proponent's letter of intent outlines their commitment to the Infill policy.

Other Options

 That Council give first reading to Anmore Zoning Bylaw Amendment Bylaw No. 651-2021;

And That Council refer the Anmore Zoning Amendment Bylaw 651-2021 and the infill applications to the Advisory Planning Commission for comment and to report back to Council.

And That Council direct staff to request each applicant to confirm the amount of community amenity charge they are proposing and to report back to Council. **[RECOMMENDED]**

Zoning Bylaw Amendment Bylaw No 651-2021 – Infill Development September 13, 2021

 That Council give first and second reading to Anmore Zoning Amendment Bylaw 651-2021 and refer Anmore Zoning Amendment Bylaw 651-2021 and the infill applications to the Advisory Planning Commission for review and comment.

And that Council direct staff to set a date for the public hearing should the Advisory Planning Commission suggest no further changes to Anmore Zoning Amendment Bylaw 651-2021.

And That Council direct staff to request each applicant to confirm the amount of community amenity charge they are proposing and to report back to Council.

3. That Council direct staff not to proceed with the rezoning of this property.

Financial Implications

All infill applications include commitment to the community amenity charges; however, none have identified a specific amount. Staff recommends follow up with each applicant to confirm their intent.

Attachments:

- 1. Anmore Zoning Bylaw Amendment Bylaw No. 651-2021
- 2. Letter of Intent 2175 East Road
- 3. Letter of Intent 125 Hummingbird Drive
- 4. Letter of Intent 2345 Sunnyside Road
- 5. Letter of Intent 2110 Sunnyside Road

Zoning Bylaw Amendment Bylaw No 651-2021 – Infill Development September 13, 2021

Prepared by:

it

Chris Boit, P.Eng. Manager of Development Services

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

Chief Administrative Officer's Comment/Concurrence

Chief Administrative Officer

VILLAGE OF ANMORE

BYLAW NO. 651-2021

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

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

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

- 1) That this bylaw may be cited for all purposes as "Anmore Zoning Amendment Bylaw No. 651-2021".
- 2) That Village of Anmore Zoning Bylaw No. 568- 2017 be amended by adding the text and maps included in Schedule A which forms part of this bylaw.
- 3) That the Village of Anmore Zoning Bylaw No. 568-2017 Schedule 'A' Zoning Map be amended to change the zoning for 2175 East Road, PID 014-846-756, from Residential 1 to Infill Development – INF.
- 4) That the Village of Anmore Zoning Bylaw No. 568-2017 Schedule 'A' Zoning Map be amended to change the zoning for 125 Hummingbird Drive, PID 023-971-860, from Residential 1 to Infill Development – INF.
- 5) That the Village of Anmore Zoning Bylaw No. 568-2017 Schedule 'A' Zoning Map be amended to change the zoning for 2345 Sunnyside Road, PID 008-921-083, from Residential 1 to Infill Development – INF.
- 6) That the Village of Anmore Zoning Bylaw No. 568-2017 Schedule 'A' Zoning Map be amended to change the zoning for 2110 Sunnyside Road, PID 013-594-940, from Residential 1 to Infill Development – INF.

READ a first time the	day of , 2021	
READ a second time the	day of , 2021	
PUBLIC HEARING HELD the	day of , 2021	
READ a third time the	day of , 2021	
ADOPTED the	day of , 2021	

MAYOR

MANAGER OF CORPORATE SERVICES

Schedule A

9.20 INFILL DEVELOPMENT - INF

9.20.1 Purpose

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

9.20.2 Minimum Parcel Size

Permitted Uses	Parcel Size
One-Family Dwelling	1,349 m ²

Refer to Village of Anmore Policy No. 61 for guidance on Property line requirements during subdivision.

9.20.3 Maximum Number of Buildings and Height

Permitted Use by Parcel	Maximum Number	Maximum Building Height
Principal Building:	1 10 m	
Accessory Buildings and Structures	1	7 m

9.20.4 Maximum Floor Area Ratio for Parcel of Land

Parcel Size	Ratio	Bonus Floor Area
>1349m ² to <1799m ²	0.25	0 m ²
>1799m² to <2200m²	0.25	60 m ²
>2200m ²	0.30	125 m ²

Example Calculation of Total Floor Area Ratio

A parcel of land totaling $1826m^2$ is created through subdivision the maximum FAR will be:

(1826m² x 0.25) + 100m² = 556.5m² (approx. 5990 ft²)

9.20.4.1 – Accessory Buildings Floor Area

Accessory building floor area shall not exceed 30% of the total allowable Floor Area Ratio for the Parcel of Land.

9.20.4.2 – Coach House

Coach House will only be allowable on parcels of land 2695 m^2 or larger.

9.20.5 Minimum Building Setbacks

Permitted Use	Front Parcel Line Setback	Rear Parcel Line Setback	Exterior Side Parcel Line Setback	Interior Side Parcel Line Setback
Principal Buildings	7.6 m	7.6 m	5.0 m	3.0 m
Accessory Building and Structure	7.6 m	7.6 m	5.0 m	3.0 m

9.20.6 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;
- b) 2 Spaces per secondary suite;
- c) 2 Spaces per **coach house.**

9.20.7 Maximum Parcel Coverage

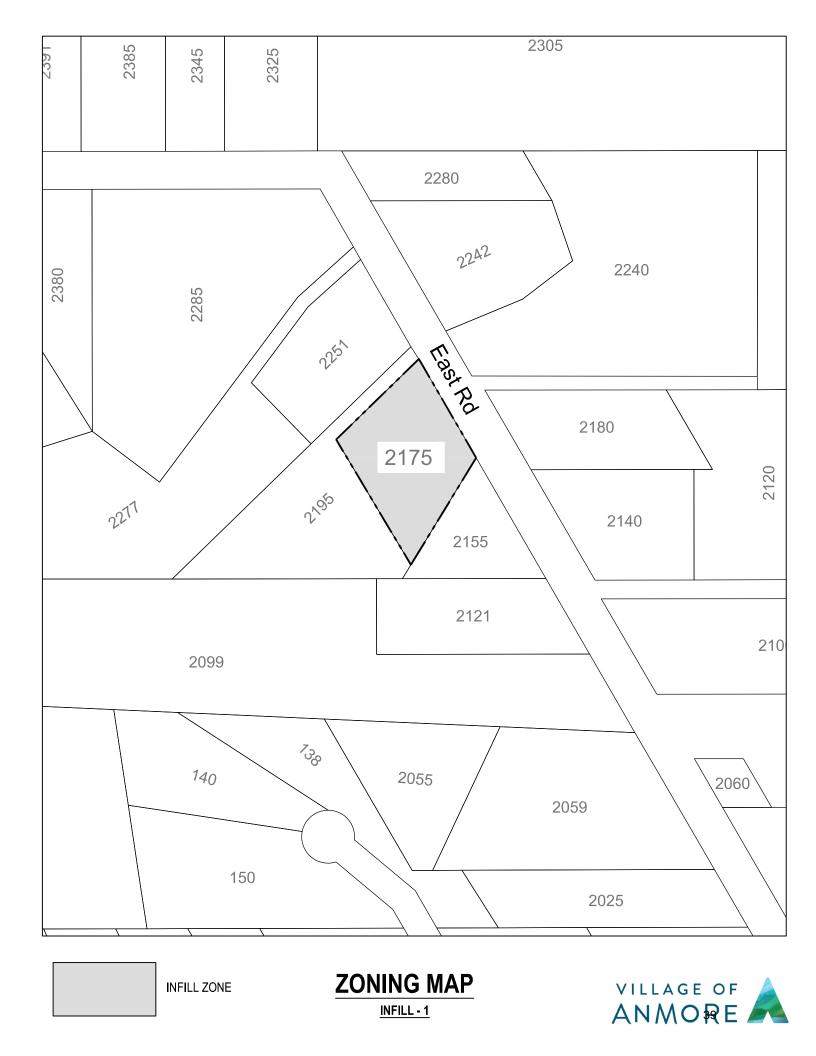
The maximum **parcel coverage** shall be 35% per **parcel**.

9.20.8 Other Regulations

All permitted **land uses** shall be connected to community services in accordance with the Subdivision and Development Control Bylaw NO. 633-2020

9.20.9 Zoning Plan

The Zoning Plan(s) contained within this Bylaw form an integral component of this **zone**.



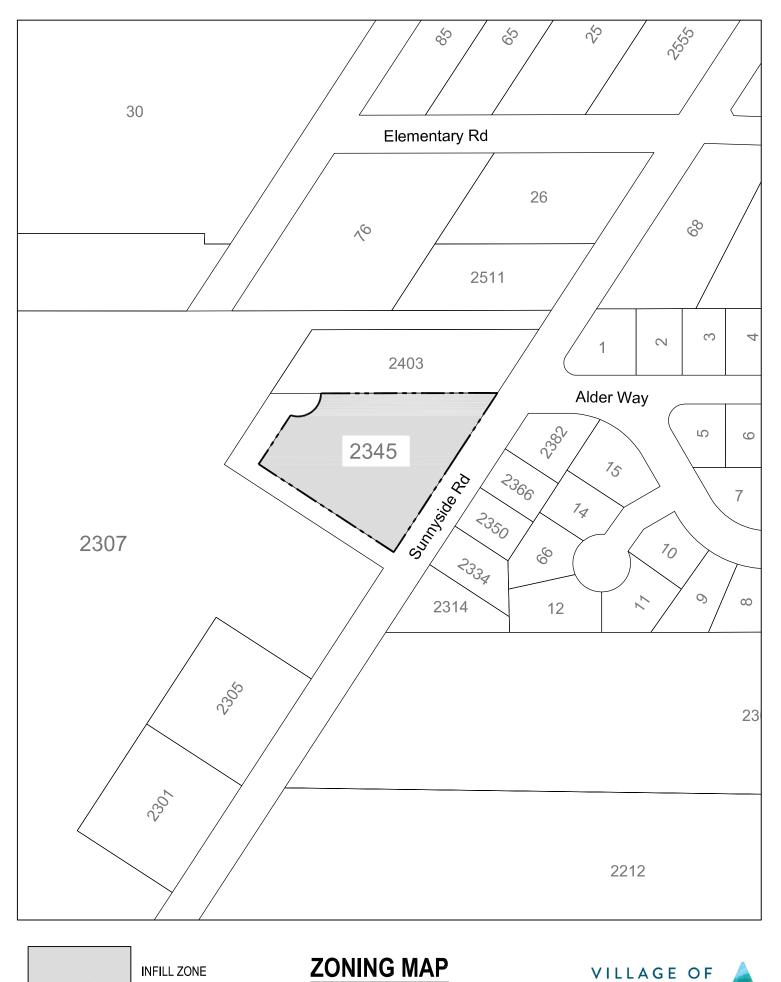




INFILL ZONE

ZONING MAP

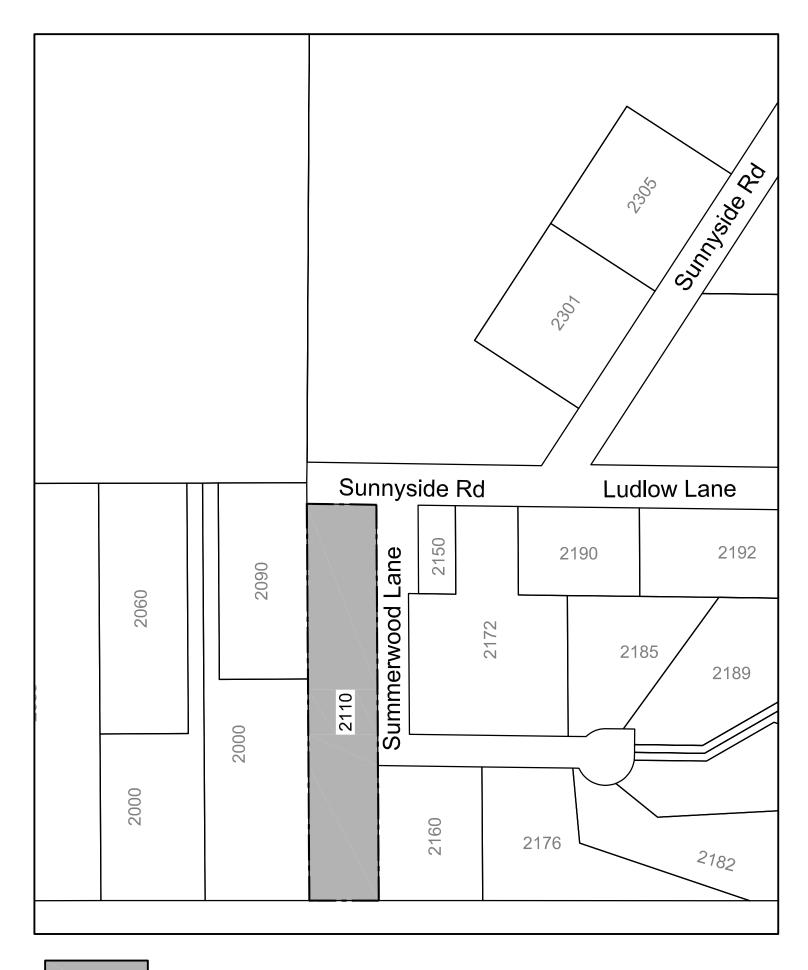




INFILL-3

INFILL ZONE

VILLAGE OF





INFILL ZONE

ZONING MAP INFILL-4



December 1, 2020

City Staff Department of Planning & Community & Economic Development Village of Anmore

RE: Subdivision – Letter of Intent

Dear City Staff,

This Letter of Intent describes our development plan, which is submitted together with the Re-Zoning Application (Infill) and required documentation. The proposed subdivision will include 1 single family home that would be designed to provide an opportunity for us to stay in the Anmore area and raise our family. Having grown up on East Road it is our intent to ensure the home fits with the character of the community. Moreover, my parents live in the existing home and we wish to be close to provide support as they age. The intent is to begin constructing our home in the lot you will find on the Topographical survey in February 2021.

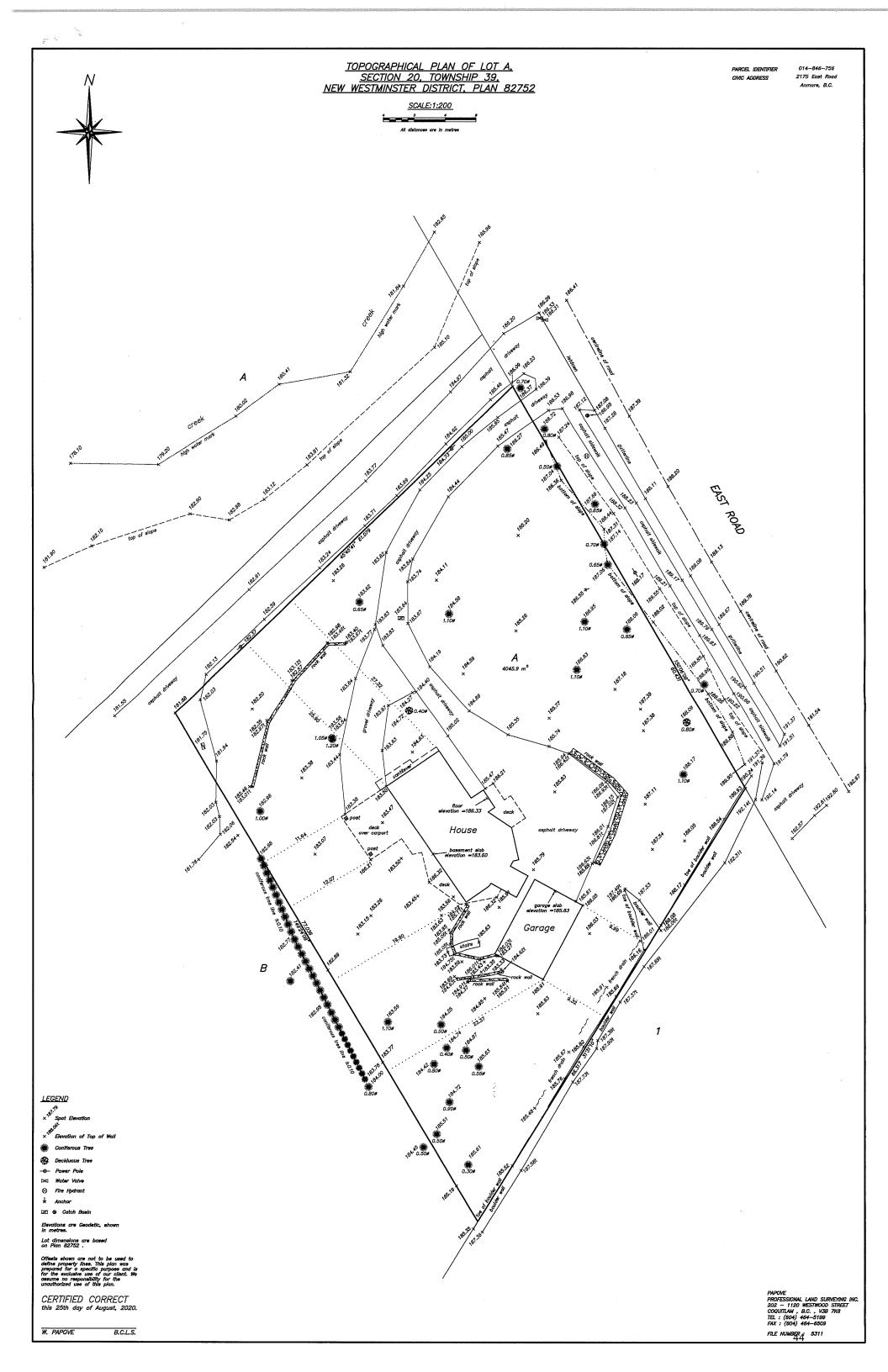
Currently, the property has one home where our parents, sister, bother in-law and nephew reside. As we work through this process we are also currently residing in the main home on the property. The proposed plan is to build our forever home for us to continue to look after our family and begin a family of our own. It is particularly important for our family stays together and for our future children to grow up here. We would like to propose to rezone and subdivide the property.

Bill Papove completed a survey of the property, as you can see in the attached document it includes all the required information for this application. The proposal is inline with all requirements of the infill strategy set out by the Anmore village. Existing frontage is 60 metres, the new lot will have 26 metres and the remaining lot will have 34 metres. The justification of this proposal is to allow us to subdivide the property as this is our only way to stay in the community, stay close to our family and continue to support the local economy.

Thank you for considering our application.

Sincerely,

Tim Laidler and Jamie Sheets (604) 616-5742 timlaidler@gmail.com



May 14, 2021

Village of Anmore 2697 Sunnyside Road Anmore, BC, V3H 5G9



Attention: Chris Boit, P. Eng., Manager of Development Services

Letter of Intent

Re: Rezoning for a 2 Lot Subdivision at 125 Hummingbird Drive

We propose to rezone the current single family lot at 125 Hummingbird Drive from RS-1: "Residential 1" to RS-1A – "Residential 1A" to accommodate for a two lot subdivision.

The property is located at the eastern boundary of Anmore fronting East Road (east p/l) and flanked by Hummingbird Drive (north p/l) and Robin Way (west p/l).

The existing lot is 4,048.5m2, with the proposed subdivision providing two good sized lots at 2,214.1 m2 (west lot with the existing house) and 1,834.4m2 for the new home. Existing Hummingbird Drive frontage is 63.15m, as subdivided, does provide frontages of 29.90m (west lot) and 33.25m (east lot). Lot depths are just over 50m.

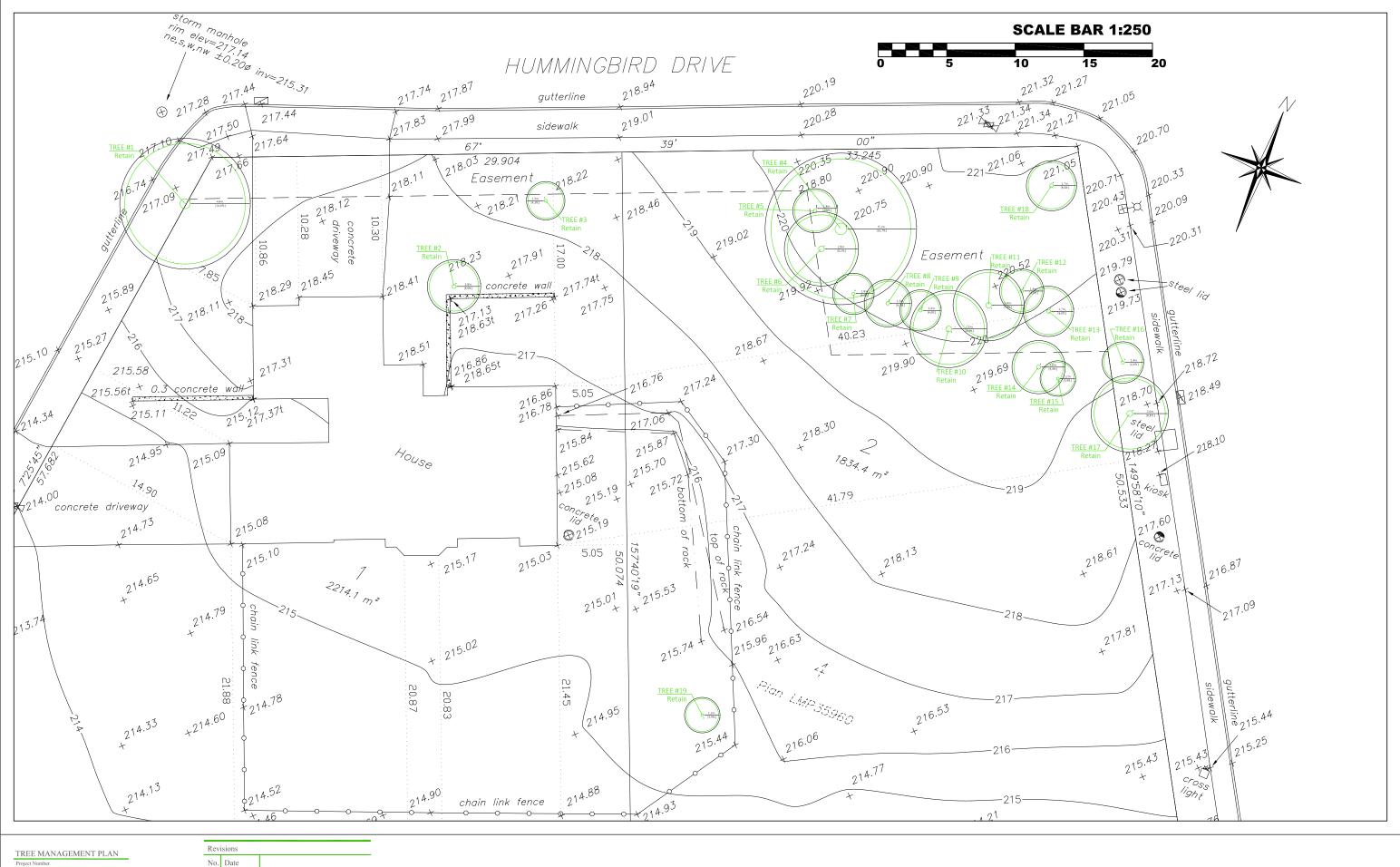
There is an existing watermain easement along the Hummingbird Drive frontage. Existing watermains are on all three road frontages and storm is available for the new lot off of East Road. The existing home is serviced off of Robin Way with sanitary, storm and water, whereas the hydro/tel/cable seem to be coming in from East Road. The area has underground hydro/tel/cable. Access to the new lot would be off of Hummingbird Drive.

This subdivision layout/proposal meets the Village of Anmore's requirements for Infill Development.

We look forward to discussing our application proposal with you in the near future.

Sincerely, Cha litata

Graham S. Watson, P.Eng. Landmark Engineering & Planning Ltd.



TREE MANAGEMENT PLAN	Rev	sions	
Project Number	No.	Date	
Date Sheet #			
April 14, 2021			
Scale 1:250 Drawn			
Checked			
Francis R. Klimo			
ISA Certified Arborist #PN-8149A			
ISA Certified Tree Risk Assessor (TRAQ) BC Wildlife Danger Tree Assessor #7193		Consultants	

125 HUMMINGBIRD DRIVE, ANMORE

Klimo & Associates

The Village of Anmore, 2697 Sunnyside Road, Anmore, BC V3H 5G9

Re: Rezoning and Subdivision Application for 2345 Sunnyside Road

Stephane Mitchell

Please consider our proposal to rezone and subdivide our property under the Infill Development OCP Policy.

Our lot is 1.5 Acres and we have lived on the property for over 12 years. We would like to propose a subdivision of the land that meets the Infill Policy. The parcel size will serve to enhance tree preservation on both the proposed lot and the remaining property.

We have included an Arborist report that identifies the existing trees that would be left on the proposed lot, as well as the remaining property. A half acre lot will benefit the community by providing a more affordable and manageable property for seniors or first time buyers.

The proposal will leave the remaining lot with our existing home meeting all current setbacks. We attach a survey outlining the proposed lot and the remaining lot setbacks.

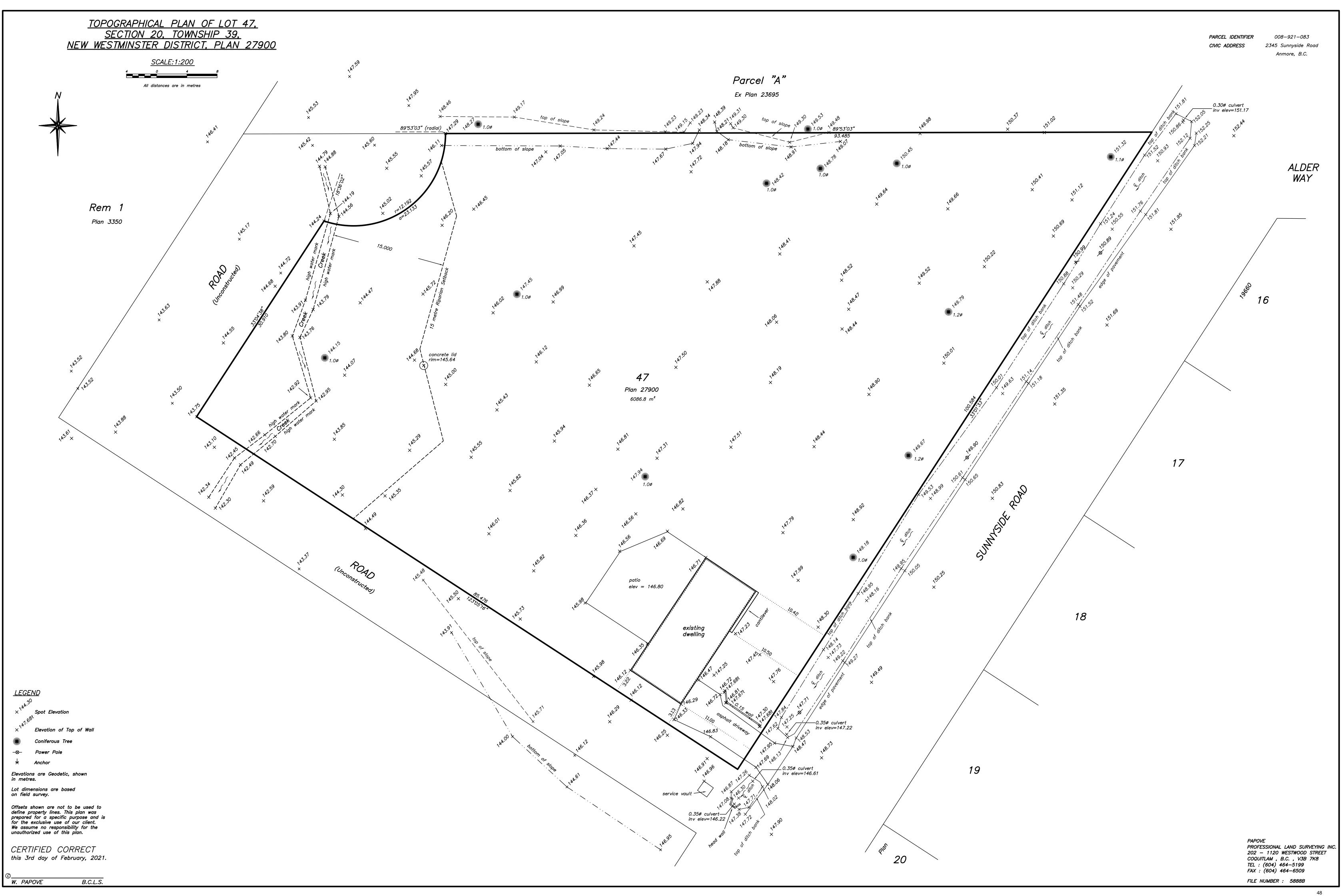
This proposal also allows for both lots to retain the 20% retention requirement outlined in the tree by-law, while maintaining the semi-rural character of the neighborhood.

The proposed lot will have the required road frontage on Sunnyside Road and will not require any expansion of public infrastructure. We understand driveway access can be developed at a later date when building permits are pursued.

The proposed lot has a minimal slope with native trees and natural ground cover. There are no environmentally sensitive areas on the lot. We have attached a geotechnical survey outlining slope and soil content, which is suitable for sewage disposal on all tested areas.

We agree to enter negotiation with the Village regarding a CAC contributions. We understand the CAC will be payable on approval of Rezoning.

Regards



Letter of Intent

Proposed infill Development of 2110 Sunnyside rd.

1 - New lots will be fronting Summerwood lane (safer egress without the main driveway fronting Sunnyside rd and more appealing home locations in respect to the neighbourhood)

2 - Meet all Infill requirements.

3 - Retaining existing stands of evergreen trees and enhancing wildlife corridors and the natural flora in these areas.

4 - Fixing the drainage and runoff issue from municipal property and neighboring development.

5 - Family style homes to fit the neighborhood.

-The parent parcel is a 1.584 acre rectangular lot with a main driveway entrance and an old house off of and close to Sunnyside road with a natural tree line in the middle of the lot with another bluff of trees to the rear of the lot. The lot has been in existence since at least 1958

-The proposed new lots will have main driveways off Summerwood Lane, and will be approx. 3/4 acre each. With approx. 100 m frontage on Summerwood lane for the 1st lot and a 90 m wide lot with a minimum of 25 m of road frontage off of Summerwood lane for the 2nd lot.

-The intent is to have the property line near the middle of the natural tree line, so the trees are protected by being out of the building envelope so no future end user will logically want to remove trees on the property line. Covenant protection can be offered at time of subdivision.

-The importance I see in keeping these trees are many, The stand of Trees is a beautiful specimen with nice ground flora and little to no invasives. Secondly the stand of trees would offer a nice natural wildlife corridor down to more green space and eventually the hatchery. Thirdly, in the infill policy, it is encouraged to keep stands of trees between homes. There are no other evergreen stands of trees on this property other than the middle and rear, with the rest of the trees being alder variety.

-There are currently 3 waterlines to the property from Summerwood lane, One near the building site of Lot 2, one to the North of the middle tree line and one to the existing dilapidated house. The existing home will be demolished.

-The main access to lot 1 will be from Summerwood lane with the house being placed more in the middle of the building envelope, This eliminates the main driveway from sunnyside and creates a safer access point to the property and allows for any future widening of Sunnyside if need be.

-The main access to Lot 2 will be from summerwood lane as it curves east, similar to how houses in cul-de-sacs are. The drive way will be level with the entrance. The roadway frontage will be a minimum of 25 m

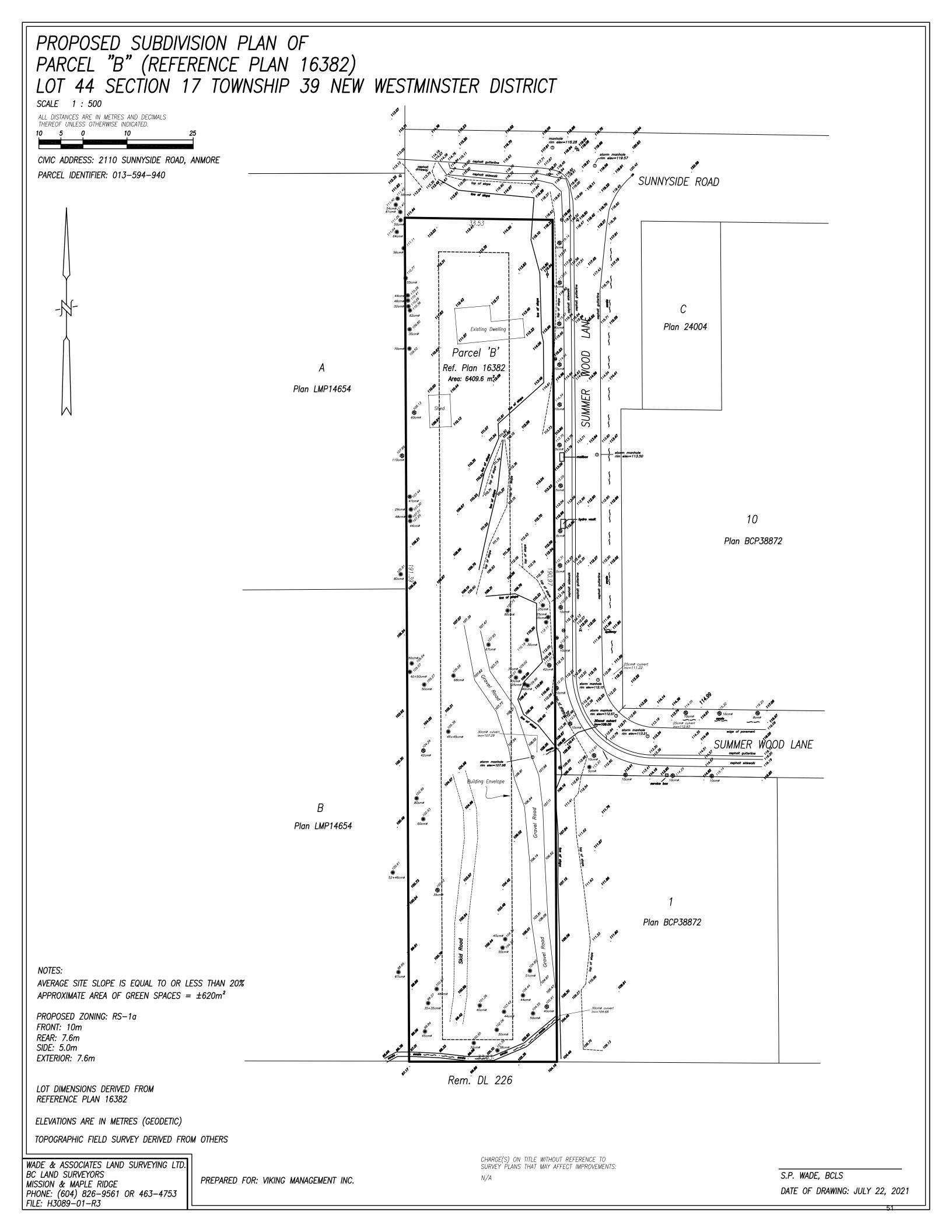
-Both homes will be walk out basement homes with 2 levels in front and 3 levels on the back to achieve a level entrance and a house that fits the natural terrain. Both homes will range in size from approx. 6,000 – 6,800 sqft to be modest sized homes but not too large. Thus helping for future afford ability, while at the same time providing a home for large and growing families.

-Lot 2 has the unregistered drainage run off from municipal property that drains the summerwood lane ditches etc. This will be correctly captured and directed into the existing (or new as needed) runoff pipes and drainage systems that run north south on the east property line and connect to swale drainage running east west of the south property line. Fixing this long standing drainage problem from the previous development.

-The new Homes will be contracted to be built by the applicant and intend to be owner occupied, ensuring the key points are achieved and the site respects nature as much as can be accommodated.

-The summerwood subdivision had been approved and in existence for more than 10 years

-The Current lot has been in existence since before 1958



ADVISORY PLANNING COMMISSION - MINUTES

Minutes for the Advisory Planning Commission Meeting scheduled for Monday, October 18, 2021 at 7:00 p.m. virtually via Zoom



MEMBERS PRESENT

John Burgess, Chair Wayne Keiser (via teleconference) Julia Robertson Olen Vanderleeden MEMBERS ABSENT Tom Albanese Denny Arsene Tony Barone

OTHERS PRESENT

Mayor John McEwen, Council Liaison Chris Boit, Manager of Corporate Services

1. Call to Order

The meeting was called to order at 6:02 p.m.

2. <u>Approval of the Agenda</u>

It was MOVED and SECONDED:

That the agenda be approved as circulated.

Carried Unanimously

3. <u>Business Arising from the Minutes</u>

None.

4. <u>Unfinished Business</u>

None.

5. <u>New Business</u>

(a) Zoning Bylaw Amendment Bylaw No. 651-2021 – Infill Development

Chris Boit, Manager of Development Services, provided an overview of infill zoning bylaw changes and rationale which includes the goal to keep existing homes compliant without requiring significant alterations, and an overview of the four applications.

Discussion points included:

- Minimum lot size and expectation that most new lots will be between 1/3 acre and 1/2 acre as included in the Infill Policy 61
- Floor Area Ratio requirement change is intended to ensure the existing home remains compliant with zone
- Accessory building floor area permits 30% in order to keep any accessory buildings subservient to the main structure
- Whether coach houses would be allowed. It was noted that in theory, yes, but the majority of the infill lots would not meet the requirements
- Rationale for setback reductions
- Parking allocation to be on lots with no street parking allowed
- Parcel coverage has been increased to ensure existing homes are compliant with zone; however, if a large home is already built on the existing lot it would fail the infill requirements

It was MOVED and SECONDED:

That the Advisory Planning Commission recommends to Council that Zoning Bylaw Amendment No. 651-2021, be supported.

Carried Unanimously

6. <u>Adjournment</u>

It was MOVED and SECONDED:

That this meeting be adjourned at 7:05 p.m.

Carried Unanimously

Certified Correct:

Approved:

Karen Elrick Corporate Officer John Burgess Chair, Advisory Planning Commission



COUNCIL POLICY

Policy	Infill Development	Policy No.	61
Effective Date	July 6, 2021	Approved by	Council
Date Amended	July 6, 2021	Resolution No.	R103/21
Date Established	July 17, 2018		

POLICY

Infill development is the creation of new parcels and homes within the already developed area of Anmore. To ensure that this new development maintains and enhances the semi-rural character of the Village the Infill Development Policy has been developed. The policy is intended to provide guidelines and to articulate the community's expectations as to how infill development should take shape. It should be noted that the policy is a framework for determining possible public benefits related to development and does not limit Council's ability to reject or approve such applications based on their merits.

1. Parcel Density

The maximum density shall be 2.04 parcels per acre and only one additional lot shall be allowed. The expectation is that new parcels created through infill development will be ½ acre in size. However, in circumstances where a ½ acre cannot be achieved due to site constraints the infill parcel shall be created as large as possible, as illustrated in Figure 1. The minimum allowable parcel size shall be 1/3 acre. Hooked lots or non-uniform lots will not be considered.

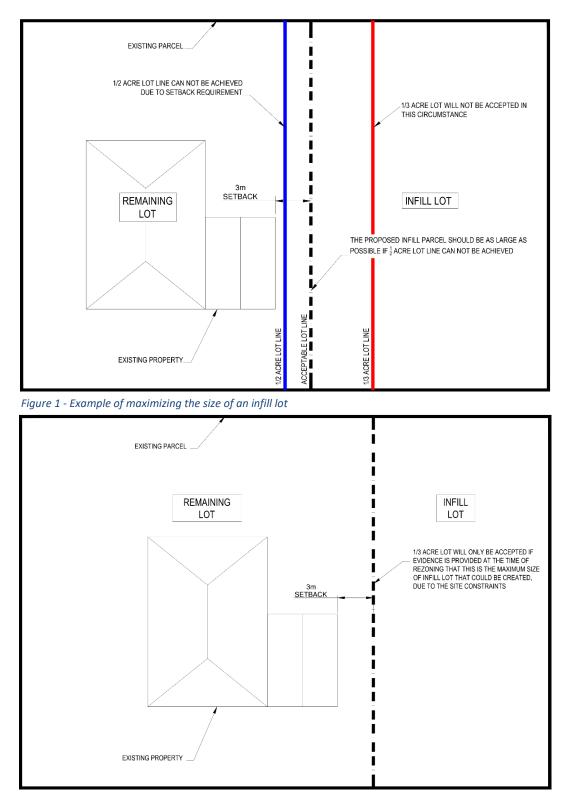


Figure 2 - Example of when a 1/3 acre will be accepted

2. Parcel Size

The expectation is that new parcels created through infill development will be ½ acre in size. However, in circumstances where a ½ acre cannot be achieved due to the location of the existing property the infill parcel should be created as large as possible, as illustrated. The minimum allowable parcel size shall be 1/3 acre. Hooked lots or non-uniform lots will not be considered.

Special consideration will be given to 1/3 acre parcels, if they can demonstrate a compelling circumstance, such as additional tree preservation above that which is required by Anmore's tree preservation bylaw, provide access to public trails or other community benefit.

3. Creation of Parcels

The intent of infill is to allow the creation of one additional parcel every 5 years, no matter the size of the property. This will be enforced via a covenant on title.

4. Road Frontage

To maintain the semi-rural character and to maintain green space between homes, all parcels created through infill development must have a 25 metre frontage on a public highway.

5. Setbacks and parcel coverage

To maintain the Village of Anmore's character and to ensure that new development is consistent with the intent of infill, side yard setbacks will be reduced to 3 metres.

6. House sizes

The allowable Floor Area Ratio (FAR) shall be ratioed on parcel size. The intent is to limit the modification required on existing properties, to ensure they are conforming parcels once they are subdivided.

7. Community Amenity Contributions

To ensure that infill development enhances the larger community, amenities will be expected, the following amenities are seen as particularly desirable for the community:

- Trails provision of trails, dedicated as part of a public right of way, will be considered to enhance connectivity throughout the Village;
- Riparian Areas Protection of the natural environment is an important value for the Village and preserving riparian areas in public ownership is an important component of protecting this valuable resource; and/or

 New Community Space/Municipal Hall – The Village needs a community gathering space and a new municipal hall. This is a costly project for a Village with limited financial means.

To realize these amenities a community amenity contribution target of \$150,000.00 has been established based on an analysis provided by G.P. Rollo and Associates. A combination of land and financial contribution will be considered where feasible and it is in the community's interest.

8. Tree Retention

Trees and green space are an important component of the character of the Village. Trees along the road frontage and between homes are particularly important in maintain the semi-rural character. Tree retention should be in accordance with the current Anmore Tree Management Bylaw.

9. Infrastructure

Financial sustainability is imperative for the Village, therefore any proposed infill development must not require the expansion of public infrastructure, in particular new roads and water lines.

Council Agenda Information Regular Council November 02, 2021



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date:	October 29, 2021	3900-30
Submitted by:	Karen Elrick, Manager of Corporate Services	
Subject:	Anmore Procedure Bylaw – Elect	tronic Meetings

Purpose / Introduction

In response to recent changes to the Community Charter, this bylaw amendment is provided for Council's consideration to accommodate the ability to hold electronic council meetings in emergency circumstances.

Recommended Option

THAT Council give first, second, and third readings to Anmore Procedure Bylaw Amendment Bylaw No. 653-2021.

Background

As outlined in the report to Council presented at the October 5, 2021 Regular Council meeting **(Attachment 1)**, recent legislation changes have been put in place by the provincial government that would allow municipal Councils to hold fully electronic meetings. Amongst other requirements, an amendment to the Council Procedure Bylaw must be enacted in order to implement this provision.

At the October 5, 2021 Regular Council Meeting, the following resolution was passed:

"That Council direct Staff to prepare an amendment to Anmore Procedure Bylaw No 541-2016 to enable electronic council meetings to be held in emergency circumstances."

Discussion

The proposed bylaw amendment would allow Council to meet electronically in emergency circumstances while the current provision for up to two members of Council to participate electronically at an in-person meeting will remain.

58 1

Anmore Procedure Bylaw Amendment – Electronic Meetings October 29, 2021

Financial Implications

None.

Communications / Civic Engagement

An amendment to the Anmore Procedure Bylaw must include notification under section 94 of the Community Charter prior to adoption.

Corporate Strategic Plan Objectives

We provide responsive, efficient, transparent and engaged service.

Attachments:

- 1. Report to Council entitled "Anmore Procedure Bylaw Electronic Meetings" dated October 1, 2021
- 2. Anmore Procedure Bylaw Amendment Bylaw No. 653-2021

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

Council Agenda Information Regular Council October 05, 2021 ATTACHMENT 1



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date:	October 1, 2021	3900-30
Submitted by:	Karen Elrick, Manager of Corporate Services	
Subject:	Anmore Procedure Bylaw – Electronic Meetings	

Purpose / Introduction

In response to recent changes to the Community Charter, this report is provided for Council's consideration of implementation of the ability to hold electronic council meetings.

Recommended Option

THAT Council direct Staff to prepare an amendment to Anmore Procedure Bylaw No 541-2016 to enable electronic council meetings to be held in emergency circumstances.

Background

In response to the COVID pandemic and the varying limits and restrictions that have been imposed over the past 18 months on gatherings, Ministerial Order M192 has provided the mechanism for local governments to hold electronic council meetings under the provincial state of emergency. A provision was made to extend this concession for 90 days beyond the provincial state of emergency which was declared ended on June 30, 2021, the ability to hold electronic meetings under this provision ended as at September 28, 2021.

The provincial government has now enacted legislation, by way of Bill 10, as an amendment to the Community Charter to include criteria under which local governments may conduct fully electronic meetings in the future if authorized in the procedure bylaw which includes the following requirements:

- > Use of technology that enable the meeting participants and the public to hear, or watch and hear each other
- Provide a physical location for the public to attend to hear, or watch and hear the meeting (except for any part of the meeting that is closed to the public)
- > Have a designated municipal officer at the physical location where the public can attend

Anmore Procedure Bylaw – Electronic Meetings October 1, 2021

Discussion

Currently, the Anmore Procedure Bylaw allows for electronic participation at in person council or committee meetings under a hybrid approach as follows:

PART 12 - ELECTRONIC MEETING ATTENDANCE

- 178. A council or committee meeting may be conducted by means of electronic or other communication facilities in compliance with the statutory requirements for that meeting and notice of that meeting.
- 179. A member of council or a council committee who is unable to attend a council meeting or a committee meeting may participate in the meeting if in compliance with the statutory requirements for that meeting.
- 180. No more than two members of council at one time may participate at a council meeting, a special council meeting, or a council committee meeting.
- 181. The member presiding at the council or committee meeting must not participate electronically.

The new legislation allows a council, if authorized by procedure bylaw to conduct electronic meetings where all attendees participate electronically. Under the temporary provisions during the provincial state of emergency, Anmore Council was able to pivot quickly to an electronic meeting model that provided both the benefit of ensuring that council business could continue in a safe and lawful manner; and to introduce the added benefit of providing a live stream and recorded video whereby members of the public could view the council meetings without having to attend in person. It is the intention of staff to continue with the live stream and recorded archive enhancements on an ongoing basis as the Village returns to in person council meetings.

While the provision of the ability for a council to enable conducting fully electronic meetings has benefit in certain situations, in smaller communities with limited staff and technology resources this type of meeting could become challenging to conduct. For example, in Anmore, we are currently streaming through a webcam via YouTube, which would not be conducive to holding as a fully electronic meeting and opportunities to use other platforms in the future are limited to those that store data within Canada. Further, the requirement to have a place for the public to hear, or watch and hear, the meeting with an officer present at the location would require either the Corporate Officer or the CAO (as Chief Financial Officer) to be in attendance in person which would in turn require additional staffing to address health and safety concerns, and the challenge of the officer then also participating in the electronic meeting.

Anmore Procedure Bylaw – Electronic Meetings October 1, 2021

Staff would recommend that Council consider continuation of the existing hybrid approach for council or committee meetings as currently outlined in the procedure bylaw. Further, staff would recommend an amendment to the procedure bylaw to allow for a regular or special council meetings to be held electronically in extraordinary or emergency situations, as determined by the Mayor or Corporate Officer.

Examples of an extraordinary or emergency situation could include:

- > Sudden event such as a natural disaster or pandemic
- > An urgent matter such as a financial or legal issue
- > When meeting in person would be impractical or impossible

Other Options

That Council direct Staff to prepare an amendment to Anmore Procedure Bylaw No 541-2016 to enable electronic council meetings to be held in emergency circumstances. (recommended)

Or

That Council direct Staff to prepare an amendment to Anmore Procedure Bylaw No. 541-2016 to enable electronic council meetings be held.

Or

That Council decline to consider an amendment to Anmore Procedure Bylaw No. 541-2016 in order to enable electronic council meetings.

Financial Implications None.

Anmore Procedure Bylaw – Electronic Meetings October 1, 2021

Communications / Civic Engagement

An amendment to the Anmore Procedure Bylaw must include notification under section 94 of the Community Charter prior to adoption.

Corporate Strategic Plan Objectives

We provide responsive, efficient, transparent and engaged service.

Attachments:

None.

Prepared by:

Elle

Karen Elrick Manager of Corporate Services

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

Chief Administrative Officer's Comment/Concurrence

Chief Administrative Officer

VILLAGE OF ANMORE

BYLAW NO. 653-2021

A bylaw to amend the procedure for meetings held by the Village of Anmore

WHEREAS the Community Charter requires council to enact a bylaw to establish the general procedures to be followed by council and council committees in conducting their business

AND WHEREAS it is deemed expedient to amend the Anmore Procedure Bylaw No. 541-2016

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

- 1. This bylaw may be cited for all purposes as "Anmore Procedure Bylaw Amendment Bylaw 653-2021".
- 2. That Anmore Procedure Bylaw No. 541-2016 be amended as follows:
- 3. To delete PART 12 ELECTRONIC MEETING ATTENDANCE and replace it with the following numbered sequentially to follow the previous section:

PART 12 – ELECTRONIC MEETING AND ELECTRONIC ATTENDANCE AT MEETINGS

A special council or regular council meeting may be conducted by means of electronic or other communication facilities where all members may participate by electronic or other communication facilities under emergency circumstances, as defined by the Mayor or Corporate Officer. Electronic meetings will be conducted in accordance with statutory requirements.

A member of council or a council committee who is unable to attend an inperson council meeting or council committee meeting may participate in the meeting by electronic or other communication facilities provided that no more than two members of council or council committee may participate by electronic or other communication facilities at one time. The chair of an in-person meeting may not participate electronically. 4. In the event that any section of this bylaw is for any reason held invalid by a decision of a court of competent jurisdiction, the invalid section shall be severed from and not affect the remaining provisions of this bylaw.

READ a first time theday of,**READ** a second time theday of,**READ** a third time theday of,**ADOPTED** theday of ,

MAYOR

CORPORATE OFFICE

VILLAGE OF ANMORE

BYLAW NO. 652 -2021

A bylaw to establish an Alternative Municipal Tax Collection Scheme

WHEREAS section 235 of the Community Charter, S.B.C., 2003, authorizes municipalities, by bylaw, to establish one or more dates on which all or part of the property taxes under this Part are due.;

AND WHEREAS the Local Government Act authorizes a local government to amend its bylaws 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 Alternative Municipal Tax Collection Scheme Bylaw No. 652-2021".
- 2. The Collector shall in each year add to the unpaid taxes of the current year, for each parcel of land and its improvements on the property tax roll, five percent (5%) of the amount unpaid as at midnight on the second (2nd) day of July of that year; and shall in like manner add to the unpaid taxes of the current year five percent (5%) of the amount unpaid as at midnight on the thirtieth (30th) day of September of that year.

The aggregate of the above specified percentage additions shall equal ten percent (10%).

- The said unpaid taxes with the penalty amount or amounts added thereto, shall thereafter be deemed to be the balance of the current year's taxes due to December 31st of that year.
- 4. If a portion of this bylaw is found invalid by a court, it will be severed, and the remainder of the bylaw will remain in effect.
- 5. The bylaw shall be established from the 2021 taxation year.

READ a first time the READ a second time the READ a third time the ADOPTED the 19th day of October, 2021 19th day of October, 2021 19th day of October, 2021 day of

MAYOR

CORPORATE OFFICER

ENVIRONMENT COMMITTEE MEETING – Minutes



Minutes of the Environment Committee Meeting held on Thursday, July 15, 2021 at 7:00 p.m. in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC

MEMBERS PRESENT

MEMBERS ABSENT

Councillor Paul Weverink, Chair Bill Cooke Al Harmer Alex Stein Elaine Willis

1. <u>CALL TO ORDER</u>

Chair Weverink called the meeting to order at 7:00 p.m.

2. <u>APPROVAL OF THE AGENDA</u>

IT WAS MOVED AND SECONDED:

That the agenda be approved as circulated.

Carried Unanimously

3. <u>MINUTES</u>

(a) Minutes of the Meeting held on May 20, 2021

IT WAS MOVED AND SECONDED:

That the Minutes of the Environment Committee Meeting held on May 20, 2021 be adopted as circulated.

Carried Unanimously

4. BUSINESS ARISING FROM THE MINUTES

None.

5. <u>UNFINISHED BUSINESS</u>

None.

6. <u>NEW BUSINESS</u>

(a) Committee Round Table

Committee topics for discussion included:

- Committee desire to revisit tree bylaw
 - Option for incentives to save trees
 - Goal of mature tree retention on private property
 - Interested in learning more regarding preserving greenspace through density swap
 - Preservation of green space
 - Interest in reduction of lot coverage

Action: Cllr Weverink to bring forward to Council to see if there is a desire to revisit the Tree Management Bylaw.

- Lack of pesticide bylaw in Anmore
- Potential for use of solar or facilitating for use in future for Anmore Community Hub and whether costs were calculated

7. <u>ADJOURNMENT</u>

It was MOVED and SECONDED:

To adjourn this meeting at 8:30 p.m.

Carried Unanimously

Certified Correct:

Approved:

Karen Elrick Manager of Corporate Services Councillor Paul Weverink Chair, Environment Committee



RECEIVED OCT 1 3 2021 Village of Anmore

September 27, 2021

Ref: 250032

To: All Mayors

I am pleased to announce the launch of the 2021 Premier's Awards for Excellence in Education, effective today. Following the cancellation of the 2020 Awards due to the COVID-19 global pandemic, our government is once again proud to have an opportunity to recognize the enormous contributions of British Columbia's exceptional teachers, administrators and support staff that are vital to the cultural, economic and social well-being of the province. The Awards recognize all outstanding education professionals who have made exceptional contributions to benefit their school, students and their communities.

The Awards are open to all education professionals within the BC K–12 public, independent, and First Nations school systems. This year, Awards will be given in the following categories:

- Community Engagement
- District Leadership
- Extracurricular Leadership
- Indigenous Education
- Outstanding New Teacher
- Outstanding Support (School Community)
- Outstanding Support (Teaching Assistant)
- Outstanding Team Collaboration
- School Leadership
- Social Equity and Diversity

Nominations are now open and are welcomed from all BC citizens, including students, parents, teachers, administrators, trustees and community organizations. The deadline for nominations is January 7, 2022.

Additional information on the Awards, including a downloadable poster, can be found on the Premier's Awards for Excellence in Education website at <u>www.gov.bc.ca/excellenceineducation</u>.

.../2

Thank you in advance for your participation in promoting the Premier's Awards for Excellence in Education, and in assisting to ensure that British Columbia's very best receive the recognition that they deserve.

Sincerely,

stices

Jennifer Whiteside Minister

Enclosure



Forest Enhancement Society of British Columbia

October 26, 2021

Re: B.C. Forestry Workers are Climate Change Heroes

Dear Mayor John McEwen and Anmore (Village) Council,

Climate change is a concern for many people around the world. In British Columbia, there are local people taking action on climate change right here in our forests.

Forestry helps mitigate climate change which makes our forests the biggest nature-based tool we have. – S. Kozuki One approach to tackle climate change is **to adapt** to increases in drought, wildfires, flooding, and other extreme weather occurrences. As a society we could learn to adapt.

The second approach is **to take action** to prevent or at least limit further climate change. To do that, we need to improve the management of greenhouse gases. International carbon accounting standards recognize that forestry helps mitigate climate change which makes our forests the biggest nature-based tool we have.

The government of British Columbia has climate scientists and expert carbon modellers on staff who evaluate projects for potential greenhouse gas benefits and carbon expenditures to determine how much net benefit there will be.

Trees will absorb carbon dioxide once they start growing and will continue to absorb carbon for many years. **Planting trees** that otherwise would not be planted, usually following natural disasters such as insect epidemics or catastrophic wildfires, is a significant way to help mitigate climate change. We can also **fertilize trees** to help them grow faster and therefore absorb carbon dioxide faster. And finally, we can **reduce the burning of wood waste** so there are less greenhouse gas emissions. The emissions profile from the open burning of wood contains not only carbon dioxide but also very potent greenhouse gases including methane and nitrous oxide. Using the wood instead of burning it helps reduce these greenhouse gases.

The enclosed **B.C. Forestry Workers Are Climate Change Heroes** brochure highlights several local climate change heroes working on projects funded by the Forest Enhancement Society of BC. We also invite you to watch our newly released video *B.C. Forestry Workers Are Climate Change Heroes* at <u>www.bit.ly/ClimateChangeHeroes</u> so that you can support the action being taken on climate change by sharing it with the people in your networks. Together, we can <u>all</u> be Climate Change Heroes.

Sincerely,

Steve Koyki

Steven F. Kozuki, RPF Executive Director, Forest Enhancement Society of BC

(027) MC-21188