#### **REGULAR COUNCIL MEETING – AGENDA**

Agenda for the Regular Council Meeting scheduled for Tuesday, January 17, 2023, at 7:00 p.m. in **Gymnasium at Anmore Elementary School, 30 Elementary Road,** Anmore, BC



NOTE: Members of the public not attending in person may view our Regular Council meeting by accessing the meeting via our 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. 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 <u>comments</u> to Council on any item shown on this meeting agenda. A two-minute time limit applies to speakers.

## 4. <u>Delegations</u>

None.

### 5. Adoption of Minutes

### Page 4 (a) Minutes of the Regular Council Meeting held on December 6, 2022

Recommendation: That the Minutes of the Regular Council Meeting held December

6, 2022 be adopted, as circulated.

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

## 7. Consent Agenda

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

Recommendation: That the Consent agenda be adopted.

Page 8 (a) Metro Vancouver – Nominations for Membership on Metro Vancouver's Agricultural Advisory Committee

Recommendation: That Council receive the letter dated December 14,

2022 from the Metro Vancouver regarding nominations for membership on Metro Vancouver's Agricultural

Advisory Committee, for information.

(b) Local Government Leadership Academy – 2023 Elected Officials Seminar

Recommendation: That Council authorize Councillor Polly Krier to attend

the 2023 Elected Officials Seminar LMLGA Region in

Richmond BC at a registration cost of \$450.

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

### 9. <u>Legislative Reports</u>

Page 13 (a) 68 Elementary Zoning Amendment – Bylaw No. 665-2023

Report dated January 6, 2023 from Chris Boit, Manager of Development Services

Page 19 (b) 2519 East Road – Zoning Amendment – Bylaw No. 666-2023

Report dated January 6, 2023 from Chris Boit, Manager of Development Services

Page 25 (c) 2860 Sunnyside Rd Zoning Amendment – Bylaw No 667-2023

Report dated January 6, 2023 from Chris Boit, Manager of Development Services

Page 31 (d) 3060 Anmore Creek Way – Zoning Amendment – Bylaw No 668-2023

Report dated January 6, 2023 from Chris Boit, Manager of Development Services

Page 37 (e) 2192 Sunnyside Rd – Zoning Amendment – Bylaw No 669-2023

Report dated January 6, 2023 from Chris Boit, Manager of Development Services

### 10. Unfinished Business

None.

## 11. New Business

## Page 43 (a) Council Code of Conduct

Report dated January 12, 2023 from Karen Elrick, Manager of Corporate Services.

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

None.

## 13. Mayor's Report

## 14. Councillors Reports

## 15. Chief Administrative Officer's Report

## 16. <u>Information Items</u>

(a) Committees, Commissions and Boards – Minutes

None.

### (b) General Correspondence

Page 5
 Communication from Union of BC Municipalities dated December 9, 2022 regarding
 Community Works Funds payment for 2022/2023

Page 54
 Communication from BCSPCA dated December 13, 2022 regarding Fall/Winter
 2022 magazine and newsletter

## 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.

## 18. Adjournment

## **REGULAR COUNCIL MEETING - MINUTES**

Minutes for the Regular Council Meeting scheduled for Tuesday, December 6, 2022, at 7:00 p.m. in **Gymnasium at Anmore Elementary School, 30 Elementary Road,** Anmore, BC



## **ELECTED OFFICIALS PRESENT**

**ABSENT** 

Mayor John McEwen
Councillor Polly Krier
Councillor Doug Richardson
Councillor Kim Trowbridge
Councillor Paul Weverink

#### **OTHERS PRESENT**

Karen Elrick, Manager of Corporate Services/Acting CAO Lena Martin, Manager of Financial Services Brooke Hovey, Communications Coordinator

## 1. Call to Order

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

## 2. Approval of the Agenda

It was MOVED and SECONDED:

R113/22 That the Agenda be approved as circulated.

Carried Unanimously

### 3. Public Input

None.

## 4. <u>Delegations</u>

None.

## 5. Adoption of Minutes

### (a) Minutes of the Regular Council Meeting held on November 15, 2022

It was MOVED and SECONDED:

R114/22 That the Minutes of the Regular Council Meeting held November

15, 2022 be adopted, as circulated.

Carried Unanimously

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

## 7. Consent Agenda

None.

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

## 9. <u>Legislative Reports</u>

## (a) Anmore Community Hub Loan Authorization Bylaw No. 663-2022

Ms. Lena Martin, Manager of Financial Services provided background information on the bylaw process to date and potential borrowing options to be considered by Council at a future date.

It was MOVED and SECONDED:

R115/22 That Council adopt Anmore Community Hub Loan

Authorization Bylaw No. 663-2022.

Carried Unanimously

#### 10. Unfinished Business

None.

## 11. New Business

### (a) Ugly Sweater Day Proclamation

It was MOVED and SECONDED:

R116/22 That Council proclaim December 10, 2022 as Ugly Christmas

Sweater Day in Anmore.

Carried Unanimously

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

None.

## 13. Mayor's Report

Mayor McEwen reported that:

- Council orientation was conducted at the end of November and included legal aspects, conflict of interest, and staffing overview
- CAO recruitment is in final stages
- He attended the Tri Cities Chamber of Commerce AGM on November 24
- He attended the November 25 Inaugural Metro Vancouver Board Meeting
- He attended the December 4 Light Up Spirit Park event and thanked staff for their work on the event
- He noted that the Village Hub is currently delayed due to some BC Hydro movement of power lines which should be resolved in the next week or two
- He noted that on December 10 at 3 p.m. the Ugly Christmas Sweater dash will be taking place starting at Spirit Park

## 14. Councillors Reports

Councillor Trowbridge reported that:

• For the Village Hub and BC Hydro services it was determined that there would be a cost savings to avoid wrapping the overhead power lines and undertake undergrounding of power at this time which is why there has been a delay

Councillor Weverink reported that:

- He attended light up spirit park
- Looking forward to the Ugly Christmas Sweater Dash

Councillor Richardson reported that:

• He attended the Light up Spirit Park and noted the high quality commercial grade LED lights have not had issues

Councillor Krier reported that:

- She attended the Tri City Chamber of Commerce AGM
- She noted that Spirit Park looks beautiful and Candy Cane Lane will be lit into January
- The Ugly Christmas Sweater Dash is official sold out at 200 participants and thanked staff for their help with details for the event
- Volunteers are still needed for the Ugly Christmas Sweater dash

### 15. Chief Administrative Officer's Report

Ms. Elrick reported that:

- Community Grant applications for 2023 are now being accepted and are open until January 3
- During snow events residents are encouraged to avoid parking on streets and it
  was noted that first priority routes for snow clearing are East and Sunnyside
  Roads as they are emergency and transit routes
- The Village Hall offices will be closed from December 26 reopening January 3. Public works emergency line is listed on the Village Website

## 16. <u>Information Items</u>

(a) Committees, Commissions and Boards – Minutes

None.

## (b) General Correspondence

 Communication from BCSPCA dated November 30, 2022 regarding priorities for animal welfare

## 17. Public Question Period

<u>Jeorge Dyrkton</u>, Anmore, asked Council about Village climate change initiatives. Mayor McEwen noted that the village continues to look for environmentally friendly options for building and development and equipment needs for the Village

## 18. Adjournment

It was MOVED and SECONDED:

R117/22 That the meeting be adjourned at 7:30 p.m.

Carried Unanimously

Karen Elrick John McEwen
Corporate Officer Mayor



PROBVED

Office of the Chair Tel. 604-432-6215 or via Email CAOAdministration@metrovancouver.org

December 14, 2022

File: CR-14-01-AGR

Mayor John McEwen and Council
Village of Anmore
2697 Sunnyside Road RR1
Anmore, BC V3H 5G9
VIA EMAIL: john.mcewen@anmore.com

Dear Mayor McEwen and Council:

# Nominations for Membership on Metro Vancouver's Agricultural Advisory Committee

This letter is to invite you to nominate a member to sit on the Metro Vancouver Regional District's (Metro Vancouver) Agricultural Advisory Committee (AAC) for a four-year term starting in 2023, as the current term has drawn to a close.

Metro Vancouver has had an AAC since 1994 to provide advice and recommendations to the standing committee responsible for matters related to the protection of agricultural land and the viability of agriculture in the region. The AAC also serves as a regional forum for sharing information on local agriculture.

Previous recommendations to the Metro Vancouver Board have contributed to the award of agricultural awareness grants and policy proposals to address climate impacts on agricultural production. The AAC also provides advice to staff on the potential implications of Metro Vancouver's activities and policy decisions for agriculture in the region.

The AAC membership is drawn from nominations received from member jurisdictions, agricultural organizations, and educational institutions. We are seeking individuals who are committed to supporting local farming and the future viability of the region's agricultural industry. The membership will represent a diversity of expertise and a range of agricultural commodities from both urban and rural areas of the region. The AAC Terms of Reference are attached for your consideration.

Please respond with your nomination and their contact information by February 8, 2023, to Carla Stewart, Senior Planner, Regional Planning and House Services. If you have any questions, please contact Carla Stewart, by phone at 604-451-6024 or by email at carla.stewart@metrovancouver.org.

Yours sincerely,

George V. Harvie

EDW V.N

Chair, Metro Vancouver Board

GVH/JWD/hm

Encl: Agricultural Advisory Committee Terms of Reference



# **Agricultural Advisory Committee Terms of Reference**

The Agricultural Advisory Committee (AAC) is a committee comprised of stakeholder representatives that provides advice and recommendations to the standing committee responsible for matters related to the protection of agricultural land and the viability of agriculture in the region ("Standing Committee").

## **Committee Responsibilities**

Within the context of the Board Strategic Plan, MVRD Board policies and Metro Vancouver 2040: Shaping Our Future, the AAC exists to raise, and provide insight on, important agricultural issues in the Metro Vancouver region. The AAC's specific responsibilities include the following:

- Agriculture in the Region The AAC provides advice and recommendations to the Standing Committee on:
  - Actions to protect agricultural land and promote the viability of farming in the region;
  - Recipients for the Agricultural Awareness grants funded by Metro Vancouver;
  - Opportunities to raise awareness of the contributions made by agriculture to the sustainability of the region; and
  - Other matters related to agriculture that the Standing Committee refers to the ACC, or that AAC itself identifies.
- Implications for Agriculture The AAC identifies and provides advice to staff and the Standing Committee on the potential implications of Metro Vancouver's service activities and policy decisions for agriculture in the region.
- Information and Perspectives The AAC serves as a forum for the exchange of technical information and policy perspectives on agricultural issues in the region.

## Committee Membership

The membership is based on nominations from member municipalities, agricultural organizations and educational institutions and selected agencies. Initial appointments are made in the months following the regular local government general elections, and before the AAC's inaugural meeting.

The Chair of the MVRD Board appoints one MVRD Director to the AAC. One representative each from the British Columbia Ministry of Agriculture and the Agricultural Land Commission may also be appointed. All three of these representatives are non-voting members, and do not form part of the quorum calculation. Apart from the one non-voting MVRD Director, local elected officials, including members of municipal councils, are not eligible to serve as members of the AAC.

All members are appointed for a four-year term by the Chair of the Metro Vancouver Regional District (MVRD) Board except the MVRD Director, who is appointed annually. In the event that a member is

no longer able to participate, an alternate representative from the nominating organization can be appointed by the Chair of the MVRD Board for the remainder of the term.

The membership and size of the AAC is determined by the Metro Vancouver Board Chair at the beginning of each term and may include representatives from agricultural producer groups, member jurisdictions, agri-food organizations and educational institutions. Agricultural producers will generally comprise the majority of voting members of the Committee at all times.

The members of the AAC elect a Committee Chair and Vice Chair at the first meeting of each calendar year.

## **Committee Meetings**

The AAC meets four to five times per year. The regular location for meetings will be the Metro Vancouver's Head Office or via a virtual meeting link, but one meeting a year can be held in an alternate location in the Lower Mainland. Meetings of the AAC are generally open to the public, unless there are confidential matters to be discussed in a meeting closed to the public.

A quorum of 50% plus one of the voting members of the AAC membership is required to conduct AAC business. Each voting member of the AAC has one vote on each matter; a simple majority of votes decides every matter.

A meeting room or virtual link and minute taking services shall be provided by Metro Vancouver. Meeting minutes, which will be provided for each meeting, shall be forwarded to the Regional Planning Committee for information.

## **Committee Management**

The AAC Chair, or in the absence of the Chair, the Vice Chair, is the chief spokesperson on matters of public interest within the AAC's purview. If the AAC passes a resolution intended for the Standing Committee, the Agricultural Advisory Committee Chair or the MVRD Director appointed to the AAC will speak on behalf of the AAC to the Standing Committee.

On technical matters or in cases where an initiative is still at the staff proposal level, the Director of Regional Planning is the appropriate spokesperson. Where necessary and practical, the AAC Chair, Standing Committee Chair and the Regional Planning Director confer to determine the most appropriate representative to speak.

The Deputy GM of Regional Planning and Housing Development or their designate is the Committee Manager for the AAC. The Committee Manager is responsible for coordinating agendas and serves as the principal point of contact for AAC members.

#### **Code of Conduct**

The following code of conduct is intended to serve as a framework to guide the spirit and intent of how RAAC members are expected to deliver on the RAAC's purpose, objectives, and intent in an ethical and respectful manner.

 Respect and Collaboration: Discussions and debates will take place in an atmosphere of mutual respect and solutions-oriented collaboration, recognizing the value of different perspectives and seeking to understand the interests and needs of all affected parties.

- 2. Transparency: It is expected that all members speak honestly and transparently, engaging in good-faith dialogue and sharing information openly to encourage fact-based dialogue.
- 3. Disclosure of Connections and Conflicts of Interest: Members must disclose at the beginning of each RAAC meeting if they, or a family member, may have any direct or indirect interest or connection to any of the issues discussed at RAAC meetings, and whether or not any such connections may result in a real, potential, or perceived conflict of interest.
- 4. Confidentiality: Members may discuss or review confidential or sensitive issues and documents, and are not permitted to divulge any information to a third party. As a consequence, members may be required to sign a confidentiality and non-disclosure agreement.
- 5. Treatment of other Members: Members of the committee have a duty to treat other members with respect during RAAC meetings. Specifically, members have a duty to avoid:
  - (i) Disrupting meetings by making continual interruptions or whispered asides;
  - (ii) Making offensive or abusive remarks directed at other members;
  - (iii) Impugning the motives of other members or supporting staff;
  - (iv) Ignoring the legitimate direction of the Chair or Vice Chair.

In the event that a member is unwilling to abide by the Terms of Reference, including the Code of Conduct, the Chair or the Committee Manager may rescind the membership of that person and seek a new member to replace the role.



# VILLAGE OF ANMORE REPORT TO COUNCIL

Date: January 6, 2023 File No. 3900-30

Submitted by: C. Boit, P.Eng, Manager of Development Services

Subject: 68 Elementary Zoning Amendment – Bylaw No 665-2023

# Purpose / Introduction

The purpose of this report is to provide Council the opportunity to give first and second reading to the Anmore Zoning Bylaw Amendment Bylaw No 665-2023 (Attachment 1) and direct staff to set a date for a public hearing for the proposed infill property

## **Recommended Option**

THAT Council grant first, and second reading to Anmore Zoning Amendment Bylaw No. 665-2023; and

That Staff be directed to set a date for a public hearing for Anmore Zoning Bylaw Amendment Bylaw No. 665-2023.

# 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 that provided further direction and clarity as to what the Village's expectations were.

A zone entitled Infill Development – INF was established for infill developments.

68 Elementary Zoning Amendment – Bylaw No 665-2023 January 6, 2023

## Discussion

The proposed property is 4,047m<sup>2</sup> 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 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 existing road right 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 approximately 145m of road frontage

The proposed parcel of land meets the requirements as described in Infill Policy – 61.

## Advisory Planning Commission

This application could be referred to the APC committee. However, this application is consistent with the requirements of the Infill Policy. For context, APC recently reviewed 4 similar infill applications and were supportive of the applications and the Bylaw Amendment as presented

It would be staff's recommendation to not pass this rezoning application to the APC for comment.

68 Elementary Zoning Amendment – Bylaw No 665-2023 January 6, 2023

## **Zoning Amendment**

The proposed Zoning Bylaw Amendment (**Attachment 1**) is attached and there are no modifications recommend to this zone, other than amending the maps and schedule A of the Bylaw to include this parcel of land.

## **Financial Implications**

A target community amenity contribution of \$150,000 will be negotiated in good faith with the proponent

# **Options**

 THAT Council grant first, and second reading to Anmore Zoning Amendment Bylaw 665-2023, and THAT Council direct staff to set a date for the public hearing for the Anmore Zoning Amendment Bylaw 665-2023. (recommended)

OR

2. THAT Council grant first, and second reading to Anmore Zoning Amendment Bylaw 665-2023 and refer Anmore Zoning Amendment Bylaw 665-2023 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 665-2023.

OR

3. That Council advise staff of any further changes they would like made to Anmore Zoning Amendment Bylaw 665-2023

OR

4. That Council not proceed with the infill rezoning.

## **Attachments**

1. Bylaw Amendment 665-2023

68 Elementary Zoning Amendment – Bylaw No 665-2023 January 6, 2023

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

#### VILLAGE OF ANMORE

### BYLAW NO. 665-2023

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 Bylaw Amendment Bylaw No. 665-2023".
- 2) That Anmore Zoning Bylaw No. 568- 2017 be amended by deleting the Example of Calculation of Total Floor Area Ratio under 9.20.4 and replacing with the following:

## Example Calculation of Total Floor Area Ratio

A parcel of land totaling 1826m<sup>2</sup> is created through subdivision the maximum **FAR** will be:

$$(1826m^2 \times 0.25) + 60m^2 = 516.5m^2 \text{ (approx. 5560 ft}^2\text{)}$$

3) That the Anmore Zoning Bylaw No. 568-2017 Schedule 'A' Zoning Map be amended to change the zoning for the following parcel from Residential 1 – RS1 to INFILL DEVELOPMENT – INF

68 ELEMENTARY RD ANMORE PID: 029-145-015

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

MAYOR











# VILLAGE OF ANMORE REPORT TO COUNCIL

Date: January 6, 2023 File No. 3900-20

Submitted by: C. Boit, P.Eng, Manager of Development Services

Subject: 2519 East Road- Zoning Amendment – Bylaw No 666-2023

# Purpose / Introduction

The purpose of this report is to provide Council the opportunity to give first and second reading to the Anmore Zoning Bylaw Amendment Bylaw No 666-2023 (Attachment 1) and direct staff to set a date for a public hearing for the proposed infill property

## **Recommended Option**

THAT Council grant first, and second reading to Anmore Zoning Amendment Bylaw No. 666-2023; and

That Staff be directed to set a date for a public hearing for Anmore Zoning Bylaw Amendment Bylaw No. 666-2023.

# 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 that provided further direction and clarity as to what the Village's expectations were.

A zone entitled Infill Development – INF was established for infill developments.

2519 East Road- Zoning Amendment – Bylaw No 666-2023 January 6, 2023

## Discussion

The proposed property is 4,047m<sup>2</sup> 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 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 existing road right 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 approximately 45m of road frontage on East Road and 45m of frontage onto Leggett Drive. Total frontage = 90m

The proposed parcel of land meets the requirements as described in Infill Policy – 61.

## Advisory Planning Commission

This application could be referred to the APC committee. However, this application is consistent with the requirements of the Infill Policy. For context, APC recently reviewed 4 similar infill applications and were supportive of the applications and the Bylaw Amendment as presented

It would be staff's recommendation to not pass this rezoning application to the APC for comment.

2519 East Road- Zoning Amendment – Bylaw No 666-2023 January 6, 2023

## **Zoning Amendment**

The proposed Zoning Bylaw Amendment (**Attachment 1**) is attached and there are no modifications recommend to this zone, other than amending the maps and schedule A of the Bylaw to include this parcel of land.

## **Financial Implications**

A target community amenity contribution of \$150,000 will be negotiated in good faith with the proponent

# **Options**

 THAT Council grant first, and second reading to Anmore Zoning Amendment Bylaw 666-2023, and THAT Council direct staff to set a date for the public hearing for the Anmore Zoning Amendment Bylaw 666-2023. (recommended)

OR

2. THAT Council grant first, and second reading to Anmore Zoning Amendment Bylaw 666-2023 and refer Village of Anmore Zoning Amendment Bylaw 666-2023 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 666-2023.

OR

3. That Council advise staff of any further changes they would like made to Anmore Zoning Amendment Bylaw 666-2023

OR

4. That Council not proceed with the infill rezoning.

2519 East Road- Zoning Amendment – Bylaw No 666-2023 January 6, 2023

## Attachments

1. Anmore Zoning Bylaw Amendment 666-2023

Prepared by:		
abot.		
Chris Boit, P.Eng		
Manager of Development Services		
Reviewed for Form and Content / Approved for Submission to Council:		
Chief Administrative Officer's Comment/Concurrence	KELUL	
- -	Chief Administrative Officer	

### VILLAGE OF ANMORE

## BYLAW NO. 666-2023

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

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

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

- 1) That this bylaw may be cited for all purposes as "Anmore Zoning Bylaw Amendment Bylaw No. 666-2023".
- 2) That the Anmore Zoning Bylaw No. 568-2017 Schedule 'A' Zoning Map be amended to change the zoning for the following parcel from Residential 1 RS1 to INFILL DEVELOPMENT INF

2519 EAST RD ANMORE PID: 024-652-687

READ a first time the	day of
<b>READ</b> a second time the	day of
PUBLIC HEARING HELD the	day of
READ a third time the	day of,
ADOPTED the	day of,

MAYOR	
ANAGER OF CORPORATE SERVICES	





# VILLAGE OF ANMORE REPORT TO COUNCIL

Date: January 6, 2023 File No. 3900-30

Submitted by: C. Boit, P.Eng, Manager of Development Services

Subject: 2860 Sunnyside Rd - Zoning Amendment – Bylaw No 667-2023

## Purpose / Introduction

The purpose of this report is to provide Council the opportunity to give first and second reading to the Anmore Zoning Bylaw Amendment Bylaw No 667-2023 (Attachment 1) and direct staff to set a date for a public hearing for the proposed infill property

## **Recommended Option**

THAT Council grant first, and second reading to Anmore Zoning Amendment Bylaw 667-2023; and

That Staff be directed to set a date for a public hearing for Anmore Zoning Bylaw Amendment Bylaw No. 667-2023.

# **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 that provided further direction and clarity as to what the Village's expectations were.

A zone entitled Infill Development – INF was established for infill developments.

2860 Sunnyside Rd - Zoning Amendment – Bylaw No 667-2023 January 6, 2023

## Discussion

The proposed property is 7,124m<sup>2</sup> 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 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 1.76 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 existing road right 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 approximately 95m of road frontage onto Sunnyside Road and 52m onto Spence Way. Total Frontage = 147m

The proposed parcel of land meets the requirements as described in Infill Policy – 61.

## Advisory Planning Commission

This application could be referred to the APC committee. However, this application is consistent with the requirements of the Infill Policy. For context, APC recently reviewed 4 similar infill applications and were supportive of the applications and the Bylaw Amendment as presented

It would be staff's recommendation to not pass this rezoning application to the APC for comment.

2860 Sunnyside Rd - Zoning Amendment – Bylaw No 667-2023 January 6, 2023

## **Zoning Amendment**

The proposed Zoning Bylaw Amendment (**Attachment 1**) is attached and there are no modifications recommend to this zone, other than amending the maps and schedule A of the Bylaw to include this parcel of land.

## **Financial Implications**

A target community amenity contribution of \$150,000 will be negotiated in good faith with the proponent

## **Options**

 THAT Council grant first, and second reading to Anmore Zoning Amendment Bylaw 667-2023, and THAT Council direct staff to set a date for the public hearing for the Anmore Zoning Amendment Bylaw 667-2023. (recommended)

OR

2. THAT Council grant first, and second reading to Anmore Zoning Amendment Bylaw 667-2023 and refer Anmore Zoning Amendment Bylaw 667-2023 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 667-2023.

OR

3. That Council advise staff of any further changes they would like made to Anmore Zoning Amendment Bylaw 667-2023

OR

4. That Council not proceed with the infill rezoning.

2860 Sunnyside Rd - Zoning Amendment – Bylaw No 667-2023 January 6, 2023

# Attachments

1. Anmore Zoning Bylaw Amendment 667-2023

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

### VILLAGE OF ANMORE

## BYLAW NO. 667-2023

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

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

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

- 1) That this bylaw may be cited for all purposes as "Anmore Zoning Bylaw Amendment Bylaw No. 667-2023".
- 2) That the Anmore Zoning Bylaw No. 568-2017 Schedule 'A' Zoning Map be amended to change the zoning for the following parcels from Residential 1 RS1 to INFILL DEVELOPMENT INF

2860 SUNNYSIDE ROAD ANMORE

PID: 024-898-988

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

MAYOR

MANAGER OF CORPORATE SERVICES







# VILLAGE OF ANMORE REPORT TO COUNCIL

Date: January 6, 2023 File No. 3900-30

Submitted by: C. Boit, P.Eng, Manager of Development Services

3060 Anmore Creek Way - Zoning Amendment - Bylaw No 668-

Subject: 2023

## **Purpose / Introduction**

The purpose of this report is to provide Council the opportunity to give first and second reading to the Anmore Zoning Bylaw Amendment Bylaw No 668-2023 (Attachment 1) and direct staff to set a date for a public hearing for the proposed infill property

## **Recommended Option**

THAT Council grant first, and second reading to Anmore Zoning Amendment Bylaw 668-2023; and

That Staff be directed to set a date for a public hearing for Anmore Zoning Bylaw Amendment Bylaw No. 668-2023.

# **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 that provided further direction and clarity as to what the Village's expectations were.

A zone entitled Infill Development – INF was established for infill developments.

3060 Anmore Creek Way - Zoning Amendment – Bylaw No 668-2023 January 6, 2023

## Discussion

The proposed property is approximately 4,490m<sup>2</sup> 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 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 1.11 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 existing road right 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 approximately 95m of road frontage.

The proposed parcel of land meets the requirements as described in Infill Policy – 61.

## Advisory Planning Commission

This application could be referred to the APC committee. However, this application is consistent with the requirements of the Infill Policy. For context, APC recently reviewed 4 similar infill applications and were supportive of the applications and the Bylaw Amendment as presented

It would be staff's recommendation to not pass this rezoning application to the APC for comment.

3060 Anmore Creek Way - Zoning Amendment – Bylaw No 668-2023 January 6, 2023

## Zoning Amendment

The proposed Zoning Bylaw Amendment (**Attachment 1**) is attached and there are no modifications recommend to this zone, other than amending the maps and schedule A of the Bylaw to include this parcel of land.

## **Financial Implications**

A target community amenity contribution of \$150,000 will be negotiated in good faith with the proponent

## **Options**

 THAT Council grant first, and second reading to Anmore Zoning Amendment Bylaw 668-2023, and THAT Council direct staff to set a date for the public hearing for the Anmore Zoning Amendment Bylaw 668-2023. (recommended)

OR

2. THAT Council grant first, and second reading to Anmore Zoning Amendment Bylaw 668-2023 and refer Anmore Zoning Amendment Bylaw 668-2023 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 668-2023.

OR

3. That Council advise staff of any further changes they would like made to Anmore Zoning Amendment Bylaw 668-2023

OR

4. That Council not proceed with the infill rezoning.

3060 Anmore Creek Way - Zoning Amendment – Bylaw No 668-2023 January 6, 2023

# Attachments

1. Anmore Zoning Bylaw Amendment 668-2023

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

MANAGER OF CORPORATE SERVICES

### VILLAGE OF ANMORE

## BYLAW NO. 668-2023

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

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

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

- 1) That this bylaw may be cited for all purposes as "Anmore Zoning Bylaw Amendment Bylaw No. 668-2023".
- 2) That the Anmore Zoning Bylaw No. 568-2017 Schedule 'A' Zoning Map be amended to change the zoning for the following parcels from Residential 1 – RS1 to INFILL DEVELOPMENT - INF

3060 ANMORE CREEK WAY ANMORE PID: 026-124-823

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







# VILLAGE OF ANMORE REPORT TO COUNCIL

Date: January 6, 2023 File No. 3900-30

Submitted by: C. Boit, P.Eng, Manager of Development Services

Subject: 2192 Sunnyside Rd - Zoning Amendment - Bylaw No 669 -2023

## Purpose / Introduction

The purpose of this report is to provide Council the opportunity to give first and second reading to the Anmore Zoning Bylaw Amendment Bylaw No 669-2023 (Attachment 1) and direct staff to set a date for a public hearing for the proposed infill property

## **Recommended Option**

THAT Council grant first, and second reading to Anmore Zoning Amendment Bylaw 669-2023; and

That Staff be directed to set a date for a public hearing for Anmore Zoning Bylaw Amendment Bylaw No. 669-2023.

## **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 that provided further direction and clarity as to what the Village's expectations were.

A zone entitled Infill Development – INF was established for infill developments.

2192 Sunnyside Rd - Zoning Amendment – Bylaw No 669 -2023 January 6, 2023

### Discussion

The proposed property is 4047m<sup>2</sup> 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 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 existing road right 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 approximately 95m of road frontage onto Sunnyside

The proposed parcel of land meets the requirements as described in Infill Policy – 61.

#### Advisory Planning Commission

This application could be referred to the APC committee. However, this application is consistent with the requirements of the Infill Policy. For context, APC recently reviewed 4 similar infill applications and were supportive of the applications and the Bylaw Amendment as presented

It would be staff's recommendation to not pass this rezoning application to the APC for comment.

2192 Sunnyside Rd - Zoning Amendment – Bylaw No 669 -2023 January 6, 2023

## **Zoning Amendment**

The proposed Zoning Bylaw Amendment (**Attachment 1**) is attached and there are no modifications recommend to this zone, other than amending the maps and schedule A of the Bylaw to include this parcel of land.

## **Financial Implications**

A target community amenity contribution of \$150,000 will be negotiated in good faith with the proponent

## **Options**

 THAT Council grant first, and second reading to Anmore Zoning Amendment Bylaw 669-2023, and THAT Council direct staff to set a date for the public hearing for the Anmore Zoning Amendment Bylaw 669-2023. (recommended)

OR

2. THAT Council grant first, and second reading to Anmore Zoning Amendment Bylaw 669-2023 and refer Anmore Zoning Amendment Bylaw 669-2023 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 669-2023.

OR

3. That Council advise staff of any further changes they would like made to Anmore Zoning Amendment Bylaw 669-2023

OR

4. That Council not proceed with the infill rezoning.

2192 Sunnyside Rd - Zoning Amendment – Bylaw No 669 -2023 January 6, 2023

# Attachments

1. Anmore Zoning Bylaw Amendment 669-2023

Prepared by:				
about.				
Chris Boit, P.Eng				
Manager of Development Services				
Reviewed for Form and Content / Approved for Submission to Council:				
Chief Administrative Officer's Comment/Concurrence	XELULL			
_	Chief Administrative Officer			

#### VILLAGE OF ANMORE

### BYLAW NO. 669 - 2023

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

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

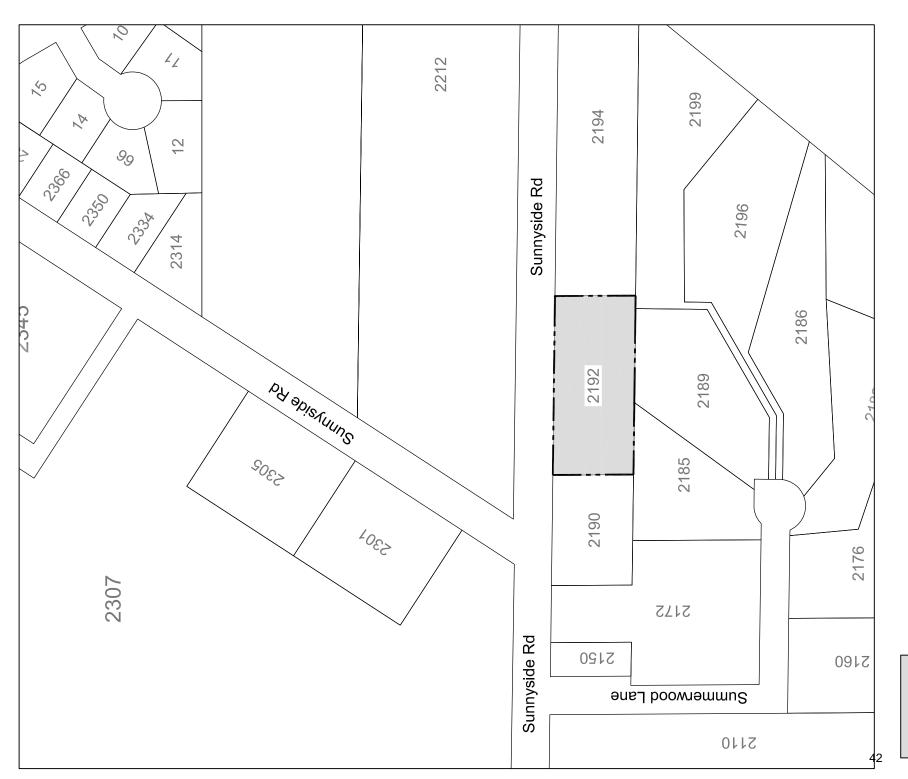
**NOW THEREFORE** the Municipal Council of the Village of Anmore, in open meeting assembled, enacts as follows:

- 1) That this bylaw may be cited for all purposes as "Anmore Zoning Bylaw Amendment Bylaw No. 669 2023".
- 2) That the Anmore Zoning Bylaw No. 568-2017 Schedule 'A' Zoning Map be amended to change the zoning for the following parcels from Residential 1 RS1 to INFILL DEVELOPMENT INF

2192 SUNNYSIDE ROAD, ANMORE PID: 016-135-164

READ a first time the	day of
<b>READ</b> a second time the	day of
PUBLIC HEARING HELD the	day of
READ a third time the	day of,
ADOPTED the	day of,

	MAYOR
MANAGER	OF CORPORATE SERVICES







INFILL ZONE



# VILLAGE OF ANMORE REPORT TO COUNCIL

Date: January 12, 2023 0340-50

Submitted by: Karen Elrick, Manager of Corporate Services

Subject: Council Code of Conduct

## Purpose / Introduction

To provide Council with an opportunity to review the Code of Conduct Policy pursuant to section 113.1 of the Community Charter.

## **Recommended Option**

THAT Council affirm Council Code of Conduct Policy No. 73 and that Council require each individual member to complete the online education course administered by the Working Group on Responsible Conduct.

## Background

In 2021, under, Bill 26, Municipal Affairs Statutes Amendment Act (Bill 26), enacted amendments to various sections in the Community Charter, Local Government Act, and other local government legislation. One of the key changes under this legislation was establishing a new requirement for all local governments to publicly consider the development of a code of conduct.

At the April 26, 2022 Regular Council meeting, Council reviewed and approved the Council Code of Conduct Policy No. 73. (**Attachment 1**) The current Council Code of Conduct was created based on the Model Code of Conduct developed by the Working Group on Responsible Government, a joint initiative of the Union of British Columbia Municipalities, Ministry of Community Sport and Cultural Development, and the Local Government Management Association.

Council Code of Conduct January 12, 2023

### Discussion

Further to the new requirements regarding code of conduct, in Spring 2022 regulations were set to prescribe the following be considered with respect to code of conduct:

- a) council members must carry out their duties with integrity;
- b) council members are accountable for the decisions that they make, and the actions that they take, in the course of their duties;
- c) council members must be respectful of others;
- d) council members must demonstrate leadership and collaboration.

The current Council Code of Conduct is consistent with the requirements prescribed by the regulations. Further under section 113.1 of the Community Charter, within six months of a general local election, a Council must to consider, at an open meeting, whether to establish a code of conduct or revise an existing one. If a local government chooses not to establish or review a code of conduct, they will need to state their reasons for making this decision publicly, and further reconsider their decision before January 1 of the year of the next general local election.

In addition to the legislative requirements, a new online education course is available to elected officials. This eLearning opportunity was developed jointly by UBCM, the Local Government Management Association (LGMA) and the Ministry of Municipal Affairs and explores the themes of integrity, respect, accountability, leadership, and collaboration, and how each of these is essential to effective governance by B.C.'s Councils and Boards. Council may choose to complete this course as part of their commitment to responsible conduct.

## Other Options

THAT Council affirm Council Code of Conduct Policy No. 73 and that Council require each individual member to complete the online education course administered by the Working Group on Responsible Conduct. (recommended)

Or

That Council affirm Council Code of Conduct Policy No. 73 with the following amendments:\_\_\_\_\_\_ and that Council require each individual member to

Council Code of Conduct

January 12, 2023

complete the online education course administered by the Working Group on Responsible Conduct.

Or

That Council decline to consider a review Code of Conduct Policy No. 73 at this time and defer review to a future date before January 1 of the year of the next general local election in 2026.

# Financial Implications

None.

# Communications / Civic Engagement

The policy is posted on the Village website.

## Corporate Strategic Plan Objectives

We provide responsive, efficient, transparent and engaged service.

### Attachments:

1. Council Code of Conduct Policy No. 73

Prepared by:	
KELUUL	
Karen Elrick	
Manager of Corporate Services / Acting CAO	



## **COUNCIL POLICY**

Policy	COUNCIL CODE OF CONDUCT POLICY	Policy No.	73
Effective Date	April 26, 2022	Approved by	
Date Amended		Resolution No.	044/22
Date Established			

#### **PURPOSE**

This policy establishes shared standards and expectations with respect to the conduct, decorum, and behaviour of Council members. This policy is supplemental to existing legislation governing responsibilities and conduct of Council, the Village's Procedure Bylaw and Village policies.

#### PRIMARY GOALS AND OBJECTIVES

As a member of Council, responsible conduct is essential to providing good governance for the Village. The foundational principles of responsible conduct include integrity, accountability, respect, and leadership and collaboration.

#### **DEFINITIONS**

"Complainant" means the member(s) of Council submitting a complaint of a breach of this policy

"Council" means the elected officials of the municipal council of the Village of Anmore.

"Third Party Investigator" means an independent third party who has the necessary professional skills, knowledge and experience to investigate the complaint

"Respondent" means the member(s) of Council which are the subject of a complaint of a breach of this policy

"Village" means the Village of Anmore.

#### **SCOPE**

This policy applies to all members of Council for the Village.

### **POLICY**

#### 1. Principles

- a. Council members will respect the Village as an institution, comply with its bylaws, policies, and procedures and will encourage public respect for same.
- b. Council members must not encourage, permit or accept, disobedience of any bylaw, policy, or procedure of the Village in responding to a member of the public, as this undermines public confidence in the Village and in the rule of law.
- c. Council members have the legislated authority to make decisions that affect the daily lives of its residents, families, businesses and other community stakeholders.
- d. Council members have the authority to establish, or help establish, the long term vision for the communities they serve based upon community and citizen engagement, collaboration, and informed decision making.

Core values provide a basis for how Council members fulfill their roles and responsibilities, including their relationship with each other, staff, and with the public. It is the expectation that Council demonstrate the values of **integrity, respect, accountability, leadership, and collaboration** which includes, but is not limited to modelling the following associated behaviours.

- i. **Integrity** means being honest and demonstrating strong ethical principles. Council members are expected to act with **integrity** by:
  - Being truthful, honest, professional, and open in all dealings;
  - Following through on their commitments, correcting errors in a timely and transparent manner, and engaging in positive communication;
  - Directing their minds to the merits of the decisions before them, ensuring that
    they act on the basis of relevant information and principles and in
    consideration of the consequences of those decisions; and
  - Behaving in a manner that promotes public confidence in all of their dealings.
- ii. Respect means having due regard for others' perspectives, wishes and rights.Council members are expected to act with respect by:
  - Treating every person with dignity, understanding, and respect;

- Showing consideration for every person's values, beliefs, experiences, and contributions to discussions:
- Demonstrating awareness of their own conduct, and considering how their words or actions may be perceived, and
- Not engaging in behaviour that is offensive, demeaning, indecent, insulting, or abusive. This behaviour includes verbal slurs such as racist remarks, unwanted physical contact, or other aggressive actions that are harmful, threatening, humiliating, intimidating or otherwise unbefitting a Council member and Village representative.
- iii. **Accountability** means an obligation and willingness to accept responsibility or to account for one's conduct, behaviour, words, actions, and decisions. Council members are expected to demonstrate **accountability** by:
  - Taking responsibility for the decisions that they make and being accountable for their own actions and the actions of the collective Council;
  - Actively listening to and considering the opinions and needs of the community in all decision-making, and allowing for appropriate opportunities for respectful debate and feedback
  - Carrying out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for making certain decisions
  - Ensuring that information is accessible to the extent possible under law, while
    also protecting privacy and confidentiality where appropriate, necessary or in
    accordance with provincial privacy legislation, and the confidentiality
    provisions of the Local Government Act and Community Charter of British
    Columbia
- iv. Leadership and Collaboration means an ability to lead, listen, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Council members are expected to demonstrate leadership and collaboration by:
  - Behaving in a manner that builds public trust and confidence in the Village, including considering the different interests of the people who make up the community;
  - Considering the issues before them and making decisions as a collective body in the best interest of the community as a whole. As such, members will

proactively participate in debate about the merits of a decision, but once a decision has been made, all members will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision;

- Recognizing that respectful debate is an essential part of the democratic process and encouraging constructive discourse while empowering other Council members and staff to provide their perspectives on relevant issues;
- As leaders, calmly facing challenges, and providing considered direction on issues they face as part of their roles and responsibilities while empowering their staff and Council colleagues to do the same;
- Recognizing, respecting, and valuing the distinct roles and responsibilities
  others play in providing good governance and commit to fostering a positive
  working relationship with and among other Council members, staff, and the
  public; and
- Recognizing the importance of the role of the chair of the meetings, and treating that person with respect at all times.

#### 2. <u>Confidentiality</u>

#### Council members must:

- a. Not use or disclose any confidential information acquired in the course of their duties with the Village, unless to do so is in accordance with the Freedom of Information and Protection of Privacy Act. Examples include:
  - i. Personal information
  - ii. Proprietary information of a third party, individual or group
  - iii. Information reasonably regarded as having been disclosed to the Council member in confidence;
- b. Only access information needed for Village business and as it relates to work as a member of Council;
- Only use confidential information for the purpose for which it is intended to be collected or used;
- Refrain from discussing or disclosing confidential information with or to other Council members, staff, or with persons outside the organization, except as authorized;
- e. Not disclose any detail on Council's closed (in camera) deliberations or specific detail on whether an individual member of Council voted for or against an issue; and

f. Treat any information regarding complaints as outlined in this policy including but not limited to the Complainant(s), Respondent(s), and any witness(es) as in confidence at all times

### 3. <u>Breaches, Complaint Handling and Disciplinary Action</u>

Council members must abide by the requirements of this policy and shall endeavour to resolve disputes in good faith, recognizing that interpersonal rancour does not facilitate good governance.

## 4. <u>Informal Complaint Process</u>

- a. Any Council member who has identified or witnessed conduct by a Council ember that the Council member reasonably believes, in good faith, is in contravention of this policy may address the prohibited conduct by:
  - Advising the Council member the conduct violates this policy and asking or encouraging the Council member to stop;
  - ii. Requesting the Mayor assist in informal discussion of the alleged complaint with the Council member in an attempt to resolve the issue. In the event the Mayor is the subject of, or is implicated in a complaint the Council member may request the assistance of the Acting Mayor.
- b. Individuals are encouraged to pursue this informal complaint process as the first means of remedying conduct that they believe violate this policy; however a Council member is not required to complete this informal complaint procedure prior to pursuing the formal complaint process outlined below.

### 5. Formal Complaint Process

- An alleged breach of this policy may be submitted by a Council member to the Mayor and Chief Administrative Officer (CAO) (or their designate) within six (6) months of the last alleged breach. The Mayor and CAO are authorized to extend this six (6) month deadline if circumstances warrant an extension.
- b. In the event the Mayor is the subject of, or is implicated in the complaint, the complaint shall be addressed to the current Acting Mayor and CAO (or their designate) unless that individual is the subject of, or in implicated in the complaint.
- c. Upon receipt of a complaint, the Mayor, or Acting Mayor, and the CAO shall, if they are not able to resolve the matter informally, within thirty (30) days, retain an

- independent third party who has the necessary professional skills, knowledge and experience to investigate the complaint (the "Third Party Investigator").
- d. The Third Party Investigator must conduct a preliminary assessment of the complaint, at the conclusion of which the investigator may determine whether to continue the investigation or make a written recommendation that the complaint be dismissed as unfounded, beyond jurisdiction of this policy or unlikely to succeed.
- e. If the Third Party Investigator determines to continue the investigation, the Third Party Investigator shall:
  - Conduct an independent and impartial investigation of the complaint in a manner that is fair, timely, confidential and otherwise accords with the principles of due process and natural justice;
  - ii. Provide an investigation update within ninety (90) days of their appointment to the Mayor or Acting Mayor and the CAO (or their designate), as applicable;
  - iii. Provide a written, confidential report (the "Report") of the findings of the investigation, including findings as to whether there has been a breach of this policy, to the Mayor or Acting Mayor and the CAO (or their designate), as applicable, and to the Complainant(s) and the Respondent(s); and,
  - iv. Provide recommendations in the Report as to the appropriate resolution of the complaint. Recommendations may include:
    - dismissal of the complaint;
    - censure, which may include:
      - o removal from committee membership;
      - prohibition from representing the Village at events and/or attending conferences or seminars;
      - o a letter of reprimand be addressed to the Council member
      - a recommendation that a letter of apology be issued by the Council member
      - publication of a letter of reprimand or request for apology and the Council members response;
      - restricting how documents are provided to the Council member;
      - counselling and/or coaching; or,
    - such other recommendations as are deemed appropriate in the judgment of the Third Party Investigator.
- f. The CAO (or their designate) shall provide the Report or a summary of the Report to Council for Council's consideration, including the respondent Council member who is the subject of the complaint.

- g. A Council member who is the subject of a complaint and investigation under this policy shall be afforded procedural fairness, including an opportunity to respond to the conclusions of the investigation report before Council deliberates and makes any decision on culpability or any censure or sanction is considered and imposed.
- h. If a Report or a summary of a Report is presented to Council, Council will decide whether the recommendations in the Report, whether in whole or part, will be accepted and implemented.
- i. Where a Council member alleges a breach of this policy by another Council member all of Council shall refrain from commenting on such allegations at open meetings of Council pending the conclusion of the Report and any decision of Council to report out to the public on the outcome.

## Related Bylaws and Policies

- 1. Anmore Procedure Bylaw No. 541-2016
- 2. Policy No. 70 Communications and Community Engagement



December 9, 2022

Mayor John McEwen and Council Village of Anmore 2697 Sunnyside Road Anmore, BC V3H 5G9



Mayor John McEwen and Council:

RE: CANADA COMMUNITY-BUILDING FUND: SECOND COMMUNITY WORKS FUND PAYMENT FOR 2022/2023

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payment for fiscal 2022/2023. An electronic transfer of \$32,396.73 is expected to occur in December. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see Section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund (Gas Tax Fund) can be found on our <u>website</u>.

For further information, please contact Canada Community-Building Fund Program Services by e-mail at <a href="mailto:ccbf@ubcm.ca">ccbf@ubcm.ca</a> or by phone at 250-356-5134.

Sincerely,

Councillor Jen Ford UBCM President

PC: Lena Martin, Manager of Financial Services







#### PROVINCIAL OFFICE

1245 East 7th Avenue, Vancouver, British Columbia, V5T 1R1
P 604.681.7271 • F 604.681.7022 • Animal Helpline 1-855-622-7722 • spca.bc.ca
Charitable Registration # BN 11881 9036 RR0001

Mayor and Council Village of Anmore 2697 Sunnyside Road Anmore, BC V3H 5G9

December 13, 2022

Dear Mayor and members of Council,

As a follow-up to my recent email, I have enclosed copies of the BC SPCA's Fall/Winter 2022 *AnimalSense* magazine and *Science & Policy Newsletter* for your information.

AnimalSense is sent bi-annually to active BC SPCA supporters, members and other animal welfare organizations and professionals, and is available on our website at <a href="https://spca.bc.ca/news-events/publications/">https://spca.bc.ca/news-events/publications/</a>. The Science & Policy Newsletter is also sent bi-annually, and provides updates on BC SPCA science and academic initiatives, including research collaborations with the UBC Animal Welfare Program, animal policy, legislation and current events. You can subscribe to the newsletter and find the most recent copy at <a href="https://spca.bc.ca/news-events/enewsletters/science-policy/">https://spca.bc.ca/news-events/enewsletters/science-policy/</a>.

I hope you'll find these publications interesting and an opportunity to learn more about animal welfare and the BC SPCA. You can also find more ways to take action for animals at <a href="https://spca.bc.ca/ways-to-help/take-action/">https://spca.bc.ca/ways-to-help/take-action/</a>.

We greatly value local government's important role in animal welfare and are happy to provide support and resources to help your Council adopt enhanced animal-related bylaws for your community. Please don't hesitate to contact me with any questions about the results of our local government priority survey or your bylaws, or to request a presentation from a BC SPCA representative.

We are eager to work with you to make your community and our province a safer, more caring place for animals and people.

Sincerely,

Sarah Herring

**BC SPCA Government Relations Officer**