

REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for
Tuesday, March 19, 2024 at 7:00 p.m. in **Council Chambers** at the
Anmore Community Hub, 2697 Sunnyside Road, Anmore, BC



NOTE: Written submissions directed to Council, for consideration under Public Input or Public Question Period, may be submitted to rhonda.schell@anmore.com, no later than 12:00 noon on meeting days, to be circulated to Council prior to the meeting.

This meeting's proceedings will be live streamed and available as a recorded archive on the Village's YouTube Channel: <https://www.youtube.com/@villageofanmore1199/streams>

1. Call to Order

2. Approval of the Agenda

Recommendation: THAT the Agenda be approved as circulated.

3. Public Input

*Note: To encourage civic engagement, Council welcomes your participation in the public portion of our meeting. We want to remind members of the public that matters raised here are for Council's consideration and should be constructively focused on agenda items only and not individuals. To ensure that we are providing a positive work environment in alignment with Council's Strategic Plan and the Village's Respectful Workplace Policy, we ask that Council is engaged in a manner that is respectful and productive. Please limit comments to two-minutes and save any questions for Question Period later in the meeting.

4. Delegations

5. Adoption of Minutes

Page 5 (a) Minutes of the Regular Council Meeting held on February 20, 2024

Recommendation: THAT the Minutes of the Regular Council Meeting held February 20, 2024, be adopted, as circulated.

6. Business Arising from Minutes

7. Consent Agenda

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

Recommendation: THAT the Consent agenda be adopted.

(a) **Soroptimist International of the Tri-Cities Give Her Wings Awards Gala**

Recommendation: THAT Councillor Krier be authorized to register for the 2024 Soroptimist International of the Tri-Cities Give Her Wings Awards Gala at a cost of \$65, as budgeted for in the 2023 – 2027 Financial Plan.

Page 12 (b) **Government of BC - Emergency and Disaster Management Act Implementation - Indigenous Engagement Requirements Funding Program**

Recommendation: THAT Council receive the letter dated January 12, 2024 from the Ministry of Emergency Management and Climate Readiness regarding the Anmore Emergency and Disaster Management Act Implementation - Indigenous Engagement Requirements Funding Program allocation.

Page 14 (c) **Metro 2050 Type 2 Proposed Amendment City of Maple Ridge (Yennadon Lands)**

Recommendation: THAT the communication dated March 1, 2024 from Metro Vancouver regarding a Metro 2050 Type 2 Proposed Amendment for the City of Maple Ridge (Yennadon Lands), be received for information.

Page 17 (d) **School District 43 – 2024 Eligible School Sites Proposal Resolution**

Recommendation: THAT the communication dated March 14, 2024 from School District 43 regarding the 2024 proposed eligible school sites proposal, be received for information.

8. Items Removed from the Consent Agenda

9. Legislative Reports

Page 19 (a) **2023 Anmore Water Rates and Regulations Bylaw Amendment**

Report dated March 15, 2024, from the Manager of Financial Services, attached.

Recommendation: THAT first, second, and third reading be given to Anmore Water Rates and Regulations Amendment Bylaw No. 690.

Page 37 (b) **2023 Anmore Solid Waste Management Bylaw Amendment**

Report dated March 15, 2024, from the Manager of Financial Services, attached.

Recommendation: THAT first, second, and third reading be given to Anmore Solid Waste Management Amendment Bylaw No. 691.

Page 52 (c) **Anmore South OCP Amendment Neighbourhood Plan Terms of Reference**

Report dated March 15, 2024, from the Manager of Development Services, attached.

Recommendation: THAT the Draft Neighbourhood Plan Terms of Reference in relation to Bylaw 686-2023, attached to the report dated March 15, 2024 from the Manager of Development Services be approved and staff be directed to work with the applicant in moving the consideration of the Anmore South OCP amendment application process forward.

10. Unfinished Business

None

11. New Business

(a) **Motion for Discussion and Decision - Anmore Procedure Bylaw Review**

Submitted by Councillor Krier, Seconded by Councillor Weverink

For discussion and decision:

WHEREAS the 2022-2026 Council Strategic Plan sets an objective to maintain and enhance service levels; and,

WHEREAS the Anmore Procedure Bylaws has not been reviewed since 2021,

THEREFORE be it resolved that Council direct staff to complete a comprehensive review of the Anmore Procedure Bylaw and report back with recommendations to improve the bylaw based on current best practices.

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

13. Mayor's Report

14. Councillors Reports

15. Chief Administrative Officer's Report

16. Information Items

Page 79 (a) Committees, Commissions, and Boards – Minutes

- Minutes of the Community Engagement, Culture, and Inclusion Committee held on May 13, 2021
- Minutes of the Public Hearing held on October 3, 2023

Page 84 (b) General Correspondence

- Metro Vancouver Board in Brief for meetings held on February 23, 2024
- Copy of letter dated March 6, 2024 from the New Westminster & District Labour Council regarding the Day of Mourning for Workers Killed and Injured on the Job
- Copy of letter dated March 7, 2024 from the District of Hudson's Hope regarding support for Bill-34

17. Public Question Period

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

18. Adjournment

REGULAR COUNCIL MEETING – MINUTES

Agenda for the Regular Council Meeting scheduled for
Tuesday, February 20, 2024 at 7:00 p.m. in **Council Chambers** at the
Anmore Community Hub, 2697 Sunnyside Road, Anmore, BC



ELECTED OFFICIALS PRESENT

ABSENT

Mayor John McEwen
Councillor Polly Krier
Councillor Kim Trowbridge (attended electronically)
Councillor Doug Richardson
Councillor Paul Weverink

OTHERS PRESENT

Karen Elrick, Chief Administrative Officer
Rhonda Schell, Manager of Corporate Services
Lena Martin, Manager of Financial Services
Chris Boit, Manager of Development Services
Therese Mickelson, Mickelson Consulting Inc.

1. Call to Order

The meeting was called to order at 7:02 p.m.

2. Approval of the Agenda

It was MOVED and SECONDED:

R017/24: THAT the Agenda be approved as circulated.

Carried Unanimously

3. Public Input

Members of the public provided comments on:

- Agenda item 7 (b) Letter to Mayor and Council from icona Properties
- Agenda item 11 (e) Ravenswood Drive concept

4. Delegations

None.

5. Adoption of Minutes

(a) Minutes of the Regular Council Meeting held on February 6, 2024

It was MOVED and SECONDED:

R018/24: THAT the Minutes of the Regular Council Meeting held on February 6, 2024, be adopted, as circulated.

Carried Unanimously

6. Business Arising from Minutes

None.

7. Consent Agenda

Item (b) was removed from the consent agenda.

It was MOVED and SECONDED:

R019/24: THAT the Consent agenda be adopted.

Carried Unanimously

(a) Release of Resolutions from In-Camera Meetings

At the February 6, 2024, In-Camera Council Meeting, Council authorized the release of the following resolutions to a future open Council meeting:

“THAT staff respond to the Village of Belcarra correspondence dated February 1, 2024 regarding the Sasamat Volunteer Fire Department service and governance structure stating that their February 9th deadline for a response to their letter is unattainable and that staff work on a fulsome response for Council’s approval.”

“THAT Darren Smurthwaite be appointed to the Parks and Recreation Committee and Susan Mueckel be appointed to the Community Engagement, Culture, and Inclusion Committee for the current term ending March 31, 2025.”

8. Items Removed from the Consent Agenda

(b) Copy of letter dated February 2, 2024 and received on February 6, 2024 from

icona Properties

Mayor McEwen made a statement regarding the letter with additional context about when the letter was received and that Council required opportunity to review the letter. In addition, Mayor McEwen reaffirmed that the Village is following community planning best practices in response to the icona Properties Ltd. OCP Amendment application.

It was MOVED and SECONDED:

R020/24: THAT Council direct staff to provide a response to the letter dated February 2, 2024 from icona Properties Ltd. reaffirming that it is not appropriate for Council to provide any assurance requested in the letter as this OCP amendment application is currently under review and consideration by Council and will be considered through a planning process that includes best practice in community planning, legislative requirements and community engagement components.

Carried Unanimously

9. Legislative Reports

(a) Building Relocation Policy No. 77

The Manager of Development Services provided an overview of the report dated February 16, 2024.

Discussion points included:

- Opportunities to have houses repurposed and diverted from the landfill
- Definition of what a building is according to this policy
- Request for additional review of allowable hours and days for building relocation
- Request to issue public communication when building relocation is scheduled

It was MOVED and SECONDED:

R021/24: THAT Council adopt Building Relocation Policy No. 77.; and,

THAT Council approve the movement and placement of a building onto lot 2345 lot B Sunnyside Road, provided the requirements set out in Building Relocation Policy No. 77 are met.; and,

THAT Council direct staff to prepare an amendment for Council's consideration of Anmore Building Bylaw 583-2018 to reflect delegation to staff consistent with Building Relocation Policy No. 77.

Carried Unanimously

10. Unfinished Business

None.

11. New Business

(a) Notice of Motion - Anmore Procedure Bylaw Review

Submitted by Councillor Krier

Councillor Krier provided introductory comments regarding the need for a comprehensive review in light of new legislation and best practices. The following Notice of Motion was received:

WHEREAS the 2022-2026 Council Strategic Plan sets an objective to maintain and enhance service levels; and,

WHEREAS the Anmore Procedure Bylaws has not been reviewed since 2021,

THEREFORE be it resolved that Council direct staff to complete a comprehensive review of the Anmore Procedure Bylaw and report back with recommendations to improve the bylaw based on current best practices.

(b) Anmore South OCP Amendment Engagement Strategy

Ms. Mickelson of Mickelson Consulting Inc. presented the Anmore South OCP Amendment Engagement Strategy and answered Council questions.

Discussion points included:

- The length of time that workshops that might take will be determined by the planning process and they will be dovetailed together
- Tactics and a schedule will be made available once there is a further information on the development proposed
- The difference between proponent and Village led community engagement
- What processes are followed in other municipalities
- Ability to modify the strategy and add additional groups to be engaged
- Capacity of Village staff and consultants to carry out the proposed community engagement

- The need for engagement tactics to be used that make residents feel comfortable to participate and that all should be respectful of others' opinions

It was MOVED and SECONDED:

R022/24: THAT Council endorse the Anmore South OCP Amendment Engagement Strategy dated February 16, 2024, from Mickelson Consulting Inc. and that staff be directed to initiate the plan.

Carried
Opposed Councillor Krier

(c) 2024 Anmore Community Grant Requests

The Manager of Financial Services provided an overview of the grant applications.

Discussion points included:

- Support for the 1st Anmore Scouts fundraising for their 2025 Australia trip
- That the Garden Club proposal for a fairy garden is not eligible for installation in Spirit Park

It was MOVED and SECONDED:

R023/24: THAT Council approve the following community grants as outlined in the report dated February 16, 2024, from the Manager of Financial Services regarding 2024 Anmore Community Grant Requests:

1. 1st Anmore Scouts - \$1,200
2. 1st Anmore Scouts - \$500
3. Anmore Garden Club - \$1,000
4. Communities Embracing Restorative Action (CERA) - \$437
5. Friendly Forest Preschool - \$1,300
6. Coquitlam Search and Rescue - \$1,000
7. Anmore Elementary PAC - \$1,500

Carried Unanimously

(d) Spirit Park Expansion Concept Plan

Manager of Development Services provided update on the Draft Spirit Park Expansion Concept Plan and an update on construction that is currently underway including the plaza area that is expected to be completed in the coming weeks.

Discussion points included:

- Current Anmore Community Hub occupancy max. is 350 and appropriate parking is required. Current plans shows approximately 50-60 stalls.
- Multiple uses for the parking lot such as a farmer's market and staging area for development of a new fire hall
- Safety considerations including traffic calming measures and clearing visual obstructions on Sunnyside Road
- Linear parking along Sunnyside Road
- Maintaining view from the Hub great room overlooking green space
- Park entry signage
- Alternate access points to Ravenswood Drive
- Possible green features being designed into the parking area
- Staging area for fire hall during construction

It was MOVED and SECONDED:

R024/24: THAT Council direct staff to engage with the community regarding the Ravenswood area of the Spirit Park Concept Plan.

Carried Unanimously

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

None.

13. Mayor's Report

Mayor McEwen reported that:

- City of White Rock municipal staff toured the Anmore Community Hub
- At the February 23, 2024 Metro Vancouver Board Meeting, approval to release \$500,000 for design and budgeting for two new SVFD Fire Halls will be coming forth
- The Anmore Advisor is out in the mail and invited residents to join him for Coffee with the Mayor on Fridays and this can be scheduled through the Village Office.

14. Councillors Reports

Councillor Krier reported that:

- CECI Committee meeting will be held on Thursday, February 22nd. She welcomed the new and returning members and provided an overview of the meeting agenda and possible items for discussion for the committee planning.

15. Chief Administrative Officer's Report

Ms. Elrick commented on:

- The Village is currently recruiting members for the Bard of Variance and provided an overview of the purpose of the Board and how to apply.

16. Information Items**(a) Committees, Commissions, and Boards – Minutes**

- SVFD Board of Trustees Minutes of the Regular Meeting held on September 6, 2023.

(b) General Correspondence

- Copy of letter dated October 5, 2023 from the Village of Belcarra regarding the Sasamat Volunteer Fire Department
- Copy of letter dated February 1, 2024 from the Village of Belcarra regarding the Sasamat Volunteer Fire Department
- Copy of letter dated February 8, 2024 from to the Village of Belcarra regarding the Sasamat Volunteer Fire Department

17. Public Question Period

Members of the public asked questions regarding:

- The proposed Ravenswood Drive realignment.
- Spirit Park Concept Plan community engagement tactics.
- The Ma Murray printing press storage location and associated fees.
- icona Properties Ltd. proposed amenities.
- Parking at the Anmore Community Hub. Staff clarified that original parking plans were modified based on budgetary and funding changes.
- Bear Aware and Bear Smart Community initiative. Staff advised that the Village is working with the Tri-Cities Bear Aware Community Group.
- Request for update on the update to honor former Mayor Weinberg. Mayor McEwen advised that the Village is working with the family.
- Provincial accessibility plan requirements for CECI committee.

18. Adjournment

It was MOVED and SECONDED:

R025/24: That the meeting be adjourned at 8:48 pm.

Carried Unanimously



January 12, 2024

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

Dear Chief Administrative Officer:

Re: *Emergency and Disaster Management Act Implementation* - Indigenous Engagement Requirements Funding Program

On behalf of the Province of British Columbia, I am pleased to provide this letter of offer and Contribution Agreement to support implementation of the *Emergency and Disaster Management Act* (EDMA) through the Indigenous Engagement Requirements Funding Program.

Guided by the *United Nations Sendai Framework for Disaster Risk Reduction* and B.C.'s *Declaration on the Rights of Indigenous Peoples Act*, the EDMA includes engagement provisions that promote relationship building and collaboration across jurisdictions. Engagement requirements of municipalities and regional districts include consultation and cooperation with Indigenous governing bodies, the incorporation of available Indigenous knowledge into emergency plans and risk assessments, and consideration of cultural safety across emergency management practices.

The Indigenous Engagement Requirements Funding Program is intended to:

- support relationship-building across jurisdictions through consultation and cooperation with Indigenous governing bodies;
- ensure the incorporation of Indigenous knowledge and cultural safety across emergency management practices;
- support policy improvements that reflect the lived experience of Indigenous Peoples; and
- address the disproportionate impacts on Indigenous Peoples during emergency events.

The Province is providing funding to First Nations, municipalities, and regional districts in response to feedback about capacity requirements to implement the EDMA. This funding is intended to support municipalities and regional districts in meeting their Indigenous engagement requirements, and to support Indigenous governing bodies in participating in such engagement.

This letter of offer is accompanied by a Contribution Agreement which sets out the terms and conditions of the funding, including eligible activities and reporting. The term of the Contribution Agreement begins on the Effective Date and extends to March 31, 2025. Please sign and return the Contribution Agreement

to EMCR.Procurement@gov.bc.ca on or before March 31, 2024 to receive funding.

Further information about the Indigenous Engagement Requirements Funding Program is provided on our [website located here](#) and includes the Indigenous Engagement Requirements Funding Program Guide, fact sheet, and Interim Guidance. The website also contains contact information should you have further questions about the Indigenous Engagement Requirements Funding Program.

Yours truly,



Monica Cox
Assistant Deputy Minister
Partnerships, Engagement and Legislation
Ministry of Emergency Management and Climate Readiness

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

March 1, 2024

File: CR-12-01
Ref: RD 2026 01 26

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

Dear Mayor John McEwen and Council:

**Metro 2050 Type 2 Proposed Amendment
City of Maple Ridge (Yennadon Lands)**

Metro 2050, the regional growth strategy, is the regional federation's plan for managing growth coming to Metro Vancouver in a way that: protects important lands like agriculture, ecologically important and industrial lands; contains growth within an urban containment boundary and directs it to transit oriented locations; and supports the efficient provision of utilities and transit. *Metro 2050* contains six regional and parcel based land use designations that support those objectives. By signing on to *Metro 2050*, if a member jurisdiction aspires to change the land use designation for a site then, as a first step, they have agreed to have the Metro Vancouver Board consider regional implications of the proposed amendment. *Metro 2050* outlines the process for proposed amendments.

The City of Maple Ridge is requesting a Type 2 Amendment to *Metro 2050* for a 25.4-hectare site comprising 13 properties located south-west of the intersection of 232 Street and 128 Avenue. The proposed amendment would adjust the Urban Containment Boundary to include 23154 128 Avenue and 12791 232 Street (approximately 2 hectares in total), as well as redesignate the regional land uses from General Urban and Agricultural to Industrial (18ha) and Conservation and Recreation (7.4ha) to accommodate future industrial uses and protect a portion of the site for nature.

65749007

At its January 26, 2024, regular meeting, the Board of Directors of the Metro Vancouver Regional District (MVRD) adopted the following resolution:

That the MVRD Board:

- a) initiate the Metro 2050 amendment process for the City of Maple Ridge's requested regional land use designation amendment from General Urban and Agricultural to Industrial and Conservation and Recreation for the lands located at 22913 127 Avenue, 22992 127 Avenue, 22870 127 Place, 22948 128 Avenue, 22990 128 Avenue, 23008 128 Avenue, 23154 128 Avenue, 12640 228 Street, 12639 232 Street, 12685 232 Street, 12759 232 Street, 12761 232 Street, and 12791 232 Street;*
- b) give first, second, and third readings to Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1376, 2024; and*
- c) direct staff to notify affected local governments as per section 6.4.2 of Metro 2050.*

As required by both the *Local Government Act* and *Metro 2050*, the regional growth strategy amendment process requires a minimum 45-day notification period to allow all affected local governments, First Nations, and members of the public to provide comment on the proposed amendment. Following the comment period, the MVRD Board will review all comments received and consider adoption of the amendment bylaw.

The proposed amendment is a Type 2 amendment to *Metro 2050*, which requires that an amendment bylaw be passed by the MVRD Board by a two-thirds weighted vote. For more information on regional growth strategy amendment procedures, please refer to Sections 6.3 and 6.4 in *Metro 2050*. Enclosed is a Metro Vancouver staff report dated January 3, 2024, titled "Metro 2050 Type 2 Proposed Amendment – City of Maple Ridge (Yennadon Lands)" providing background information and an assessment of the proposed amendment regarding its consistency with *Metro 2050*.

You are invited to provide written comments on the proposed amendment. If you have any questions or wish to comment with respect to the proposed amendment, please contact Jonathan Cote, Deputy General Manager, Regional Planning and Housing Development, by phone at 604-432-6391, or by email at jonathan.cote@metrovancover.org by **April 18, 2024**.

Yours sincerely,



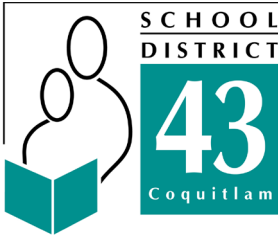
George V. Harvie
Chair, Metro Vancouver Board

GVH/JWD/hm

cc: Karen Elrick, Chief Administrative Officer, Village of Anmore
Jerry W. Dobrowolny, Commissioner/Chief Administrative Officer, Metro Vancouver
Heather McNell, Deputy Chief Administrative Officer, Policy and Planning, Metro Vancouver
Jonathan Cote, Deputy General Manager, Regional Planning and Housing Development, Metro Vancouver

Encl: [MVRD Board report dated January 3, 2024, titled "Metro 2050 Type 2 Proposed Amendment – City of Maple Ridge \(Yennadon Lands\)" \(pg. 462\)](#)

65749007



Learning for a Lifetime

1080 Winslow Avenue, Coquitlam, BC Canada V3J 0M6 • Phone: 604-939-9201

March 14, 2024

Raul Allueva, City Manager
City of Coquitlam
managersoffice@coquitlam.ca

Karen Elrick, Chief Administrative Officer
Village of Anmore
karen.elrick@anmore.com

Anna Mathewson, City Manager
City of Port Moody
amathewson@portmoody.ca

Paula Richardson, Chief Administrative Officer
Village of Belcarra
prichardson@belcarra.ca

Rob Bremner, Chief Administrative Officer
City of Port Coquitlam
bremnerr@portcoquitlam.ca

Dear Chief Administrative Officers and City Managers:

Re: 2024 Eligible School Sites Proposal Resolution

Due to recent changes to Ministry of Education and Child Care processes, it has come to our attention that the timing we have been using to bring forward our Eligible School Sites Proposal and School Site Acquisition Charge has not been fully aligned with the timelines set out in *School Act* and *Local Government Act* regulations. As such, we are going to rectify the timing issue by bringing the Eligible School Sites Proposal forward sooner this year. We would like to assure you that, as our rates have been at the maximum value for a few years now, this change in timing has no impact on the amount of funds collected.

On a go-forward basis, the Board of Education will pass our Eligible School Site Proposal (ESSP) Resolution in advance of our Capital Plan submission to the Ministry of Education and Child Care, which is normally submitted in June of each year. After the adoption of this resolution, we will provide a copy of the resolution along with the corresponding schedules for acceptance.

Pursuant to the Act, local governments have 60 days to:

1. Pass a resolution accepting the Board's proposed eligible school site requirements; or
2. Respond in writing to the Board indicating that it does not accept the Board's proposed site requirements by listing each school site it objects to and the reasons for the objection.
3. Not respond to the Board's eligible school site requirements, in which case the local government will have deemed to accept the proposal.

This accepted ESSP will then be incorporated into the Five-Year Capital Plan which must be submitted to the Ministry annually, by June 30. Upon receipt of approval from the Ministry of that Capital Plan,

typically received in March/April of the following year, SD43 will calculate the School Site Acquisition Charge (SSAC) and the Board of Education will pass the SSAC bylaw, giving the local governments a 60-day grace period before the bylaw comes into effect.

Our past practice was to complete the ESSP portion in June, and then the SSAC bylaw in September, which created some confusion as to which capital plan our ESSP corresponded with. The ESSP that we sent to you in June 2023, will be used for the capital plan that we will be submitting to the Ministry by June 30, 2024. We are going to bring this resolution back to our Board of Education at our April 9th public meeting. This will bring our timing for the ESSP on cycle as described above. It also means that this year, we will not be reaching out to your staff requesting housing start information, as we have already completed that work. We will also be adopting the SSAC bylaw at our April 9th meeting, to correspond with the approval of the 5-Year Capital Plan by the Ministry that was submitted last June. Again, as mentioned, our SSAC fees are already at the legislated maximum, so there will be no changes to fees collected, or dispersed.

We appreciate your understanding as we shift the timing of our process to align with the appropriate legislation. Should you have any questions on the above, please do not hesitate to contact me at 604-939-9201.

Yours truly,

SCHOOL DISTRICT NO. 43 (COQUITLAM)



Randy Manhas
Secretary-Treasurer/CFO

cc: Nita Mikl, Assistant Secretary-Treasurer
Ivano Cecchini, Executive Director – Facilities and Planning Services
Kimberley Wakil, Assistant Director, Financial Services



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: March 15, 2024

File No. 3900-30

Submitted by: Lena Martin

Subject: 2024 Anmore Water Rates and Regulations Bylaw Amendment

Purpose / Introduction

To present Council with a bylaw (**ATTACHMENT 1**) to amend Anmore Water Rates and Regulations Bylaw 555-2016.

Recommended Option

That Council give first, second and third readings to Anmore Water Rates and Regulations Amendment Bylaw No. 690-2024.

Background

Section 194 (1) of the Community Charter states that a council may, by bylaw, impose a fee payable in respect of

(a) all or part of a service of the municipality,

And,

(2b) base the fee on any factor specified in the bylaw and, in addition to the authority under section 12 (1) [variation authority], establish different rates or levels of fees in relation to different factors.

Discussion

Anmore Water Rates and Regulations Bylaw No. 555-2016 (**ATTACHMENT 2**) was established to fix the rates and terms under which water may be supplied to and used by inhabitants of the Municipality. The Consumer pays a fee for a service connection in accordance with the rate set out in Schedule A of the bylaw.

Report/Recommendation to Council

2024 Anmore Water Rates and Regulations Bylaw Amendment

March 15, 2024

Water fees are collected for hydrants and fire use, repairs, maintenance, staff, infrastructure, and purchased water.

In previous fiscal years, water revenues budgeted to support the service were not attained, resulting in a service deficit. In 2022, an increase of the water rate to \$3.30/m³ was adopted, to fund the service and capital projects. The increase represented an immediate need to fund capital projects and match the rate of inflation.

Rates were not increased in 2023 and revenue received for the service ended in a small surplus at year end. With current inflationary rates added to the 2024 budget, the value of the metered rate is not expected to cover those costs. As such, the 2024 metered rate will increase by \$0.9 cents to \$3.39/m³.

With the goal of continuous improvement of services to residents and property owners, the Village undertook a comprehensive review of its water operations and maintenance practices, which included the best methods for servicing properties. A project to replace outdated meters, install meter boxes at property lines and update to a virtual software system (Neptune) started in 2021 and is ongoing. The projected completion of the service upgrades is expected in 2024-2025.

Financial Implications

Financial implications are as outlined in this report.

Communications / Civic Engagement

Updated bylaw will be communicated through the Village's website.

Council Strategic Plan Objectives

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


Attachments

1. Anmore Water Rates and Regulations Amendment Bylaw No. 690-2024
2. Anmore Water Rates and Regulations Bylaw No. 555-2016

Report/Recommendation to Council

2024 Anmore Water Rates and Regulations Bylaw Amendment

March 15, 2024

Prepared by:
<p><u>Lena Martin</u></p> <p>Lena Martin Manager of Financial Services</p>
Reviewed for Form and Content / Approved for Submission to Council:
<p>Chief Administrative Officer's Comment/Concurrence</p> <p> ----- Chief Administrative Officer</p>

VILLAGE OF ANMORE

BYLAW NO. 690-2024

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

WHEREAS the Council may, by bylaw, fix the rates and terms under which water may be supplied and used and may provide for the classification of users and prescribe different rates, terms and conditions for different users;

AND WHEREAS Council wishes to amend the water user fees in Schedule “B” of the Anmore Water Rates and Regulation Bylaw No. 555-2016;

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

1. That this bylaw may be cited for all purposes as “Anmore Water Rates and Regulations Amendment Bylaw No. 690-2024”.
2. That Section 39 be deleted in its entirety.
3. Schedule “B” Section 1 and 2 is amended by changing the per cubic meter of water rate to \$3.39.
4. Anmore Water Rates and Regulations Bylaw No. 555-2016 is hereby amended accordingly.

READ a first time the day of March, 2024

READ a second time the day of March, 2024

READ a third time the day of March, 2024

ADOPTED the day of April, 2024

MAYOR

CORPORATE OFFICER

This is a consolidated copy of the following bylaws, provided for CONVENIENCE.

1. Anmore Water Rates and Regulations Bylaw No. 555-2016
2. Anmore Water Rates and Regulations Amendment Bylaw No. 559-2017
3. Anmore Water Rates and Regulations Amendment Bylaw No. 593-2019
4. Anmore Water Rates and Regulations Amendment Bylaw No. 617-2020
5. Anmore Water Rates and Regulations Amendment Bylaw No. 635-2020
6. Anmore Water Rates and Regulations Amendment Bylaw No. 640-2021
7. Anmore Water Rates and Regulations Amendment Bylaw No. 656-2022
8. Anmore Water Rates and Regulations Amendment Bylaw No. 675-2023

For copies of the individual bylaws, please contact the Manager of Corporate Services.

VILLAGE OF ANMORE BYLAW NO. 555-2016

A bylaw to fix the rates and terms under which water may be supplied to and used by
inhabitants of the Municipality

WHEREAS the Council may, by bylaw, fix the rates and terms under which water may be supplied and used and may provide for the classification of users and prescribe different rates, terms and conditions for different users;

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

1. This bylaw may be cited as "Anmore Water Rates and Regulations Bylaw No. 555-2016".
2. That "Anmore Water Rates and Regulations Bylaw No. 161-1995", and amendments thereto, be repealed in its entirety.
3. In this bylaw, unless the context otherwise requires, the following words and terms shall have the meanings hereinafter ascribed to them:
 - (a) **Collector** means the Treasurer of the Village of Anmore duly appointed by the Council from time to time;
 - (b) **Consumer** means any person, company or strata corporation who is the owner, or agent of the owner of any premises to which water is supplied or made available from any of the works and shall include any person who is the occupier of such premises and any person who is a user of water supplied to any premises or by any service from the said works;
 - (c) **Council** means the Council of the Village of Anmore;

- (d) **Duplex House** means any building used or designed to be used by two families;
- (e) **Dwelling Unit** means one or more rooms constituting a self-contained unit of living accommodation and shall include manufactured homes and duplexes;
- (f) **Engineer** means the Engineer who has been contracted by the Council from time to time;
- (g) **Meter** means a water meter installed by or with the consent of the Municipality to a water connection for the purpose of measuring the quantity of water used or supplied to a dwelling unit or parcel of land;
- (h) **Metered Service** means a service having attached thereto a meter or other measuring device for determining the quantity of water used or supplied through such service;
- (i) **Municipality** means the Village of Anmore
- (j) **Municipal Hall** means the office of the Village of Anmore located at 2697 Sunnyside Road, Anmore, BC
- (k) **Owner** has the same meaning as defined in the Schedule to the *Community Charter*, and in relation to common property under the *Strata Property Act* means the strata corporation.
- (l) **Parcel of Land** means any lot or other area in which real property is held or into which real property is subdivided;
- (m) **Rate** and **Rates** mean the price or sum of money to be paid by any Consumer, either for the quantity of water supplied, or for the service to the premises for a stated period of time;
- (n) **Service** means:
 - (i) the pipe or pipes and appurtenances provided for the supply of water to a Consumer's property line or nearest road boundary line; and
 - (ii) the supply of water to the Consumer;
- (o) **Service Connection** means the connecting pipe between any water main and the property line of the premises served and shall include the necessary corporation stop-cock and shut-off valve;
- (p) **Service Connection (Temporary)** means the connecting pipe between any water main and the property line of premises which do not front upon the water main from which service is provided, and shall include the necessary corporation stop-

cock, shut-off valve and meter;

(q) **Works** means the waterworks system of the Village of Anmore.

4. This bylaw shall have reference and apply to the waterworks system owned and operated by the Municipality.
5. It shall be lawful for the Council from time to time to fix the rates and terms under which water may be supplied and used by the inhabitants of the Municipality.
6. The Municipality through its system of intakes, reservoirs and mains will endeavour to supply its Consumers located in the Municipality with an adequate supply of potable water at all times.
7. All water service pipes, connections or facilities carrying water from a water main to the Consumer's property line or nearest road boundary line which is constructed (whether at the Consumer's expense or the Municipality's expense) in present or future public highways or within the Municipality rights-of-way or property, shall be the property of the Municipality.
8.
 - (a) No work of any kind connected with the water service, either for the laying of new, or repairing of old services shall be permitted to be done upon or under the streets or within the rights of way of the Municipality by any person other than an employee, agent, or contractor of the Municipality and no person shall make any connection with the waterworks system whatever without permission in writing from the Engineer or other employee of the Municipality authorized to grant such permission.
 - (b) No person shall in any manner interfere with the water service in any street or make any addition or alteration in or about or turn on or off any Municipal stop-cock or valve without permission in writing from the Engineer or his duly authorized agent.
 - (c) Except as provided by Section 8 hereof, no person, except an employee of the Municipality in the exercise of his duties, shall turn on, tamper with or in any manner interfere with any hydrant, stand-pipe, valve, meter or other fixture or any property of the works.
 - (d) No person shall destroy, or injure in any manner any hydrant, stand-pipe, valve, meter or other fixture or any property of the works.
9.
 - (a) No person, except an employee of the Municipality, in the course of his employment, shall without written authority of the Engineer or other employee of the Municipality, open any hydrant, stand-pipe or valve or use water there from. The Engineer shall reserve the right to stop such use at any time for any reason without liability for damages resulting there from in any manner

whatsoever.

- (b) Every person who wants access to a hydrant must first complete a Hydrant User Permit with the Municipality and deposit with the Municipality the appropriate fees as established the current Anmore Fees and Charges Bylaw.
 - (c) Every person who uses water from any hydrant, stand-pipe or valve pursuant to the provisions of this section, shall pay to the Municipality on demand the standard rates as determined by meter together with a handling charge as set out in the current Anmore Fees and Charges Bylaw.
- 10. The Municipality shall have the right at all times to shut off temporarily the water supply to any premises in order to make such repairs, renewals, alterations and extensions of the works as shall in the opinion of the Municipality be deemed necessary. Wherever possible, the Municipality will give reasonable advance notice.
- 11. All applications for the installation of water connections shall be made in the form prescribed at the Municipal Hall by the owner or his agent authorized in writing at least ten (10) days before service is required. Each applicant for service shall pay the connection fee prescribed by bylaw and the Municipality will provide a connection to the main within the boundaries of the road allowance, lane or easement where such main is laid.
- 12. No connection shall serve more than one parcel except that a strata title or manufactured home park shall be considered one parcel for the sake of this section.
- 13. The minimum size of pipe used to serve any one Consumer, and the service pipe installed by the Consumer, shall be of sufficient size to provide adequate service, but in no case shall be less than 25mm. The Consumer may select the size, but the Municipality shall give final approval. No service pipes or fittings shall be covered until same have been inspected and approved by the Municipality, and the Municipality shall not turn on the water thereto until such inspection and approval.
- 14. The Consumer shall assume all responsibility on his premises for water supplied by the Municipality. All persons using water shall keep their service pipes, stop-cock and their facilities in good order and repair, and shall protect from frost and other damage at their own risk and expense, and when any premises are vacated the stop-cock shall be turned off. The Municipality will be exempt from all liability from loss or damage caused by leakage; frost break or escape of water furnished by the works after the same has passed a street or road allowance.
- 15. Each new service shall be provided with a stop-cock and drain of a pattern to be approved by the Municipality, and it shall be placed in such a position on the premises supplied as directed by the Municipality. This stop-cock is for the use of the owner or occupant of the premises in case of defective pipes or facilities or in the event that the premises are vacated.

16. When service may be provided from either of two or more mains, the Engineer shall determine the main from which service shall be given.
17.
 - (a) Every Service Connection (Temporary) provided in the Municipality shall be such size, type, length and capacity as may be prescribed by the Engineer who shall determine the location of the main to which the said service shall be connected; provided however, that the Engineer may refuse a temporary connection if such connection would have a detrimental effect on the water supply system. All such Service Connections (Temporary) shall be provided subject to the requirements of the Engineer.
 - (b) Each applicant shall be responsible for the maintenance and upkeep of such pipe from the point of connection to the premises for which such connection is provided.
 - (c) No contractor, builder or other person shall use for building purposes of any kind or description any water from any pipe or main of the waterworks or from any other Consumer without the written permission of the Engineer nor until the amount fixed by the rates in force at that time has been paid and all provisions made for the proper protection of the supply pipe have been complied with.
18. The Municipality may discontinue service in any of the following circumstances:
 - (a) when application is made by any other person or persons for extension of a water main along the street or road allowance upon which the property served by any Service Connection (Temporary) fronts; or
 - (b) when the Municipality decides to proceed with the construction of a water main on the street, lane or road allowance upon which such property has frontage.
19. It shall be lawful for the Municipality to reduce the quantity of water supplied to, or to entirely discontinue the service to any Consumer who has violated any of the provisions of the bylaw, or when, in the opinion of Council, the public interest requires such action.
20. All underground pipes of any premises shall be placed not less than one metre below the surface of the ground and all other pipes exposed to frost shall be properly and sufficiently protected there from. It shall be the duty of every Consumer to provide that all taps, fittings and other things connected with the service within the premises are good and sufficient and installed and connected in accordance with the requirements of the current British Columbia Building Code and British Columbia Plumbing Code and all applicable Village of Anmore bylaws; and every premises shall be equipped with a properly placed stop and waste cock and a separate stop and waste cock shall be placed at the foot of every outdoor stand-pipe or other fixture. The Engineer or any other Officer or employee of the Municipality shall refuse to turn on the water to any premises and may discontinue service to any premises should the provisions not be complied with to the satisfaction of the Engineer. All persons shall maintain their

- service pipes, stop and when a building is vacated, the stop cock on the inside of the building shall be turned off by the person leaving the building or by the owner.
21. Every Consumer shall at the requests of the Engineer provide a pressure regulator and a pressure relief valve for each service connection to his premises.
 22. Every person to whom water is supplied under this bylaw shall at all reasonable times allow, suffer and permit the Engineer or any person authorized by him for such purpose (either generally or in any particular instance) to enter into and upon the premises in respect of which water is supplied, for the purpose of inspecting the same and the water pipes, connections, fixtures, taps, meters and any other apparatus used in connection with such water supply.
 23.
 - (a) In cases of fixtures or pipes containing leaks or imperfections, the Municipality shall inform the Consumer and the Consumer shall repair according to notice within five (5) working days. If the Consumer fails to repair within five (5) working days or if the Municipality deems the condition of the pipes or fixtures such as to be capable of causing serious waste of water or property damage, the Municipality may then, at the Consumer's expense, and without recourse by the Consumer to the Municipality, discontinue service to the Consumer without notice.
 - (b) In the event of the Municipality discontinuing service as described in subsection (a) above, the Municipality shall not resume service until repairs have been effected and the charges of the Municipality for discontinuing and resuming service have been fully paid.
 24. If, at any time, the Engineer shall deem it to be in the public interest, he may direct that any or all services may be reduced or discontinued until it shall be considered advisable to restore the same. In particular, the Engineer may order that restrictions shall be placed on the use of water for garden irrigation or sprinkling or that garden irrigation or sprinkling shall be banned; and following public notification; any person violating such order or direction shall be guilty of an infraction of this bylaw.
 25. The Municipality shall not be liable for the failure of the water supply in consequence of any accident or damage to the Works, or to excessive pressure or lack of pressure, or any temporary stoppage thereof on account of alterations or repairs, whether such failure arises from the negligence of any person in the employ of the Municipality or other person whomsoever, or through the natural deterioration or obsolescence of the Municipality's system, or otherwise.
 26. Where stream or hot water boilers or other equipment is fed with water by pressure direct from the Municipal water mains, the Municipality shall not be liable for any injury or damage which may result from such pressure or from lack of such pressure.
 27. Where any connection or cross connection exists between the Municipality's water

supply system and any other water supply system, or source of water supply, there shall be installed and maintained an efficient back flow preventer of such design, workmanship and material as shall be approved by the Engineer in accordance with the provisions of the Health Act.

28. The Municipality reserves the right to refuse to supply service to any property if the facilities of the applicant are not properly constructed or protected.

WATER METERS

29. Subject to section 30, the Municipality may, upon request by the property owner, install a meter to any dwelling unit and thereafter the Consumer shall pay for the Service in accordance with the meter rates established by the Anmore Fees and Charges Bylaw. Meters are to be installed at the property line of the dwelling unit and shall be fully accessible by the employees of the Municipality at all times. Meter location and make and model shall be determined by the Municipality. All meters are and shall remain the sole property of the Municipality. The Consumer shall pay the cost of the meter and installation of a meter in accordance with the fees set out in the Anmore Fees and Charges Bylaw. **(Bylaw No. 675-2023)**
30. Notwithstanding any other provision of this bylaw, the Municipality will only install one meter for an entire strata, including a bare land strata or multi-family strata property, and will not install individual meters for any of the individual strata lots on or within the strata property. The single meter will measure the combined water consumption for the entire strata. It shall be the responsibility of the strata corporation to determine how the charges will be allocated and collected from the owners of the individual strata lots. **(Bylaw No. 675-2023)**
31. In the case of any individual strata lots on or within a bare land or multi-family strata property which have their own water meters, the Engineer or the Operations Manager may discontinue the practice of reading the individual meters and may begin reading only the main meter for the strata. In such cases, the Municipality will provide notice to the owners of the individual strata lots and to the strata corporation that, commencing the next billing cycle, the Municipality will read only the main meter and the strata corporation will receive one water bill from the Municipality based on the total volume used by the strata. **(Bylaw No. 675-2023)**
32. If any meter ceases to indicate correctly the quantity of water which is provided to a dwelling unit due to the act, neglect, or carelessness of the Consumer, the Municipality shall charge the Consumer for the Service according to the average consumption for the six (6) months immediately preceding the date upon which the meter was last found to be in working order by the Municipality.
33. Where employees of the Municipality are unable to verify the existence of a water meter due to the act, neglect, or carelessness of the Consumer, and where the dwelling is connected to the Municipal water system, the average consumption for the six (6)

months immediately preceding the billing date for all water accounts will be billed to the property owner. Following successful reading of the meter after the billing date, if the consumption is shown to be higher than the average for all water accounts, the property owner will be invoiced for the difference. Refunds will not be provided if the actual consumption is shown to be less than the average for all water accounts.

34. The Municipality shall maintain, repair and replace all meters as it determines necessary due to normal wear and tear. Where the Municipality determines that the maintenance, replacement or repair of a meter is required due to the act, neglect, or carelessness of the Consumer, all maintenance, repair or replacement costs of the Municipality shall be charged to the Consumer, and the Consumer shall pay those charges to the Municipality.
35. Where a Consumer believes that charges levied for the service are in excess of the charges authorized by this bylaw, the Consumer may request that the Municipality re-read the meter and inspect the service. Upon receipt of a written request by a Consumer, the Municipality shall re-read the meter, inspect the service and advise the Consumer of its determination. Secondary requests to re-read a meter will be charged in accordance with the Anmore Fees and Charges Bylaw.
36. Further to section 35, where a Consumer requests that the Municipality test a meter, the Consumer shall deliver a \$400.00 deposit with the Municipality, and the appointed agent shall conduct a test on the meter. Where the test shows an error in registering the quantity of water passing through the meter of over 5% and in favour of the Consumer, the Municipality shall refund the \$400.00 deposit to the Consumer, repair the meter and adjust the account for service accordingly. Where the test shows an accurate measurement of water or an error in favour of the Municipality, the \$400.00 deposit shall be retained by the Municipality to cover, in part, the costs of conducting the test.
(Bylaw No. 559-2017)
37.
 - (a) The Consumer shall pay a fee for a service connection in accordance with Schedule "A" to this bylaw.
 - (b) The Consumer shall pay for a metered service in accordance with the rates set out in Schedule "B" to this bylaw.
38. No person shall in anyway access or take water in such a manner as to avoid or alter the use of a meter.
39. Any charges authorized by this bylaw shall form a charge or lien on the parcel of land or real property on or for which the charge is imposed and shall be collected in the same manner and with the like remedies as ordinary taxes on land and improvements as provided in the *Municipal Act*.
40. A charge specified in Section 35 that is due and payable by December 31 of any year and remains unpaid on that date shall be deemed to be taxes in arrears and shall be so

entered on the tax roll by the Collector.

GENERAL

41. Bills will be issued semi-annually. All bills are due and payable within thirty (30) days from the date shown thereon. Payments of bills may be made by a Consumer or a Consumer's duly authorized representative. Regardless of the name in which the Consumer's account is maintained, the registered owner of the real property serviced by the works will be held responsible for the final payment of all accounts in arrears, and the Municipality may at its discretion, refuse to provide service to a future Consumer until such arrears have been paid in full.
42. All accounts for water service and meter rates shall be due and payable at the office of the Collector at the Municipal Hall.
43. The Municipality shall furnish to any Consumer or ratepayer on request one copy of a statement showing the rates and fees for the time being in force for each type of service.
44. The Consumer shall be required to give at least ten (10) working days notice in writing, at the Municipal Hall, when requesting discontinuance of service, and shall be liable for payment of all water consumed until such notice has been received and/or the service discontinued.
45. It shall be lawful for the Municipality to supply water to the inhabitants of the Municipality who can be served from the Municipality's water mains and the provisions of this bylaw shall extend to and be binding upon all persons so served.
46. Nothing in this bylaw shall obligate the Municipality to supply water to any person when the cost of laying supply mains or service connections to the premises of such would, in the opinion of the Engineer be excessive and create an additional burden upon the revenues of the system, unless such person shall be prepared to pay to the Municipality the cost of laying the supply mains or service connections to his premises and the trunk mains to which such supply mains or service connections are to be connected are of sufficient capacity to provide the additional water required for such service.
47. In July 1999, the Fire Underwriters Survey reclassified the Municipality's Fire Insurance Grading for single family homes within the distance of 300 meters (1000 feet) of a fire hydrant supplied from the water distribution system as being fully protected. Distance is defined as how the fire department lays the firehose. It will be the responsibility of the property owner to determine if they meet the fully protected status for fire insurance purposes.
48. Every person who violates any of the provisions of this bylaw or who suffers or permits any act or thing to be done in contravention of any of the provisions of this bylaw, or who neglects to do or refrains from doing anything required to be done by any of the

provisions of this bylaw, or who does any act, or who violates any of the provisions of this bylaw, shall be deemed to be guilty of an infraction thereof and shall be liable upon summary conviction to a fine or to imprisonment or to both such fine and imprisonment not exceeding the maximum allowed by the “Offence Act”, Revised Statutes of British Columbia.

READ a first time the 13th day of September, 2016

READ a second time the 13th day of September, 2016

READ a third time the 13th day of September, 2016

RECONSIDERED, FINALLY PASSED AND ADOPTED the 20th day of September, 2016

“John McEwen”

MAYOR

“Christine Milloy”

MANAGER OF CORPORATE SERVICES

SCHEDULE "A"**BYLAW NO. 555-2016****WATER CONNECTION FEES**

SIZE	FEE	DEPOSIT
25mm (1") diameter or smaller - same side of street as watermain.	Actual Cost	As per Estimate
25mm (1") diameter or smaller across the street from watermain	Actual Cost	As per Estimate
All other larger sized connections	Actual Cost	As per Estimate

SCHEDULE "B"

BYLAW NO. 555-2016

WATER USER FEES

1. RESIDENTIAL RATE

The Residential Rate, including manufactured homes, is \$3.30 per cubic meter of water. *(Bylaw No. 656-2022)*

2. BUSINESS AND OTHER NONRESIDENTIAL RATE

For each business or other non-residential user including Schools, the rate shall be \$3.30 per cubic meter of water. *(Bylaw No. 656-2022)*

The water meters will be read on or around the 31st day of March and on or around the 30th day of September each year. Invoices will be prepared in April and October and payment will be due and payable 30 days from date of invoice. Where any portion of the charge as set out above remains unpaid 30 days from date of invoice for the period in which it is levied, an amount equal to 10% of such portion of the charge owing shall be added to the said charge and from that date the additional amount shall be part of the charge.

3. HYDRANT USE

Developers and contractors requesting the use of the Municipality's hydrants are required to provide notice not less than three (3) working days prior to required access date and shall be charged \$7.75 per day flat fee plus \$110.00 per connection/disconnection to hydrant. *(Bylaw No. 656-2022)*

(Bylaw No. 656-2022)

SCHEDULE "C"

BYLAW NO. 555-2016

HYDRANT USE PERMIT

NAME: _____

ADDRESS: _____

PHONE NO.: _____

HYDRANT # AND LOCATION: _____

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

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

Permission is granted subject to the following conditions:

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

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

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

Signature of Applicant

Date

Approved for use:

Signature of Village Official

Date



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: March 15, 2024 3900-30
Submitted by: Lena Martin, Manager of Financial Services
Subject: 2024 Anmore Solid Waste Management Bylaw Amendment

Purpose / Introduction

To present Council with a bylaw (ATTACHMENT 1) to amend Anmore Solid Waste Management Bylaw 554-2016.

Recommended Option

THAT Council grant first, second, and third readings to Anmore Solid Waste Management Bylaw Amendment No. 691-2024 Bylaw.

Background

Section 194 (1) of the Community Charter states that a council may, by bylaw, impose a fee payable in respect of

(a) all or part of a service of the municipality,

And,

(2b) base the fee on any factor specified in the bylaw and, in addition to the authority under section 12 (1) [variation authority], establish different rates or levels of fees in relation to different factors.

Discussion

Anmore Solid Waste Management Bylaw No. 554-2016 (ATTACHMENT 2) was established to provide a solid waste disposal service for every owner and occupier of a parcel containing at least one dwelling unit.

The collection service contract for Anmore has increased due to increases in expenses (including tipping fees), fuel prices and other inflationary costs. The collection service contract expense is increased to reflect actual costs from 2023 plus inflation (3.6%).

Report/Recommendation to Council

2024 Anmore Solid Waste Management Bylaw Amendment

March 15, 2024

The rate for the collection is increased to \$380 annually for two collection carts serviced for the year. The budgeted transfer to reserves for future capital costs increased to full value (100%) after two years of reduced transfers, which was utilized to decrease costs affecting residents in 2022 and 2023.

After reviewing our inventory quotes for purchase or replacement, the fee for a 120L or 240L cart is increased to:

	120 Litre	240 Litre
Collection Cart Replacement	\$250.00	\$264.00
Collection Cart Repair	\$15 / per occurrence	
Bear Lock Replacement	\$10 / per occurrence	

Due to the increased cost of a new collection cart and the volume of requests to exchange a cart, the two-year free replacement cart will no longer apply without confirmation of damage by the contractor.

Financial Implications

Financial implications are as outlined in this report.

Communications / Civic Engagement

Updated rates will be communicated through the Village's media platforms.

Council Strategic Plan Objectives

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


Attachments:

1. Anmore Solid Waste Management Amendment Bylaw No. 691-2024
2. Anmore Solid Waste Management Bylaw No. 554-2016

Report/Recommendation to Council

2024 Anmore Solid Waste Management Bylaw Amendment

March 15, 2024

Prepared by:
<i>Lena Martin</i> _____
Lena Martin Manager of Financial Services
Reviewed for Form and Content / Approved for Submission to Council:
<i>Chief Administrative Officer's Comment/Concurrence</i> <div style="text-align: right;"> _____ Chief Administrative Officer</div>

VILLAGE OF ANMORE

BYLAW NO. 691-2024

A bylaw to amend Anmore Solid Waste Management Bylaw No. 554-2016

WHEREAS it is deemed expedient to amend Anmore Solid Waste Management Bylaw No. 554-2016.

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

1. That this bylaw may be cited for all purposes as “**Anmore Solid Waste Management Amendment Bylaw No. 691-2024**”.
2. That Schedule “A” Section 1 items (a) – (d) be deleted and replaced with the following:

Domestic Waste

- (a) Purchase of Collection Carts are the responsibility of the property owners. Ownership is transferred to the Village for wear and tear maintenance and replacement. Each property shall have two Collection Carts, one for Garbage and one for Kitchen Waste and Yard Waste.

	120 Litre	240 Litre
Collection Cart Purchase	\$250.00	\$264.00

- (b) All owners will receive an annual utility notice that shall be payable by the due date, which will be no less than 21 days from the date of mail out.

January 1 to December 31, 2024	\$380.00 for two Collection Carts
--------------------------------	-----------------------------------

Additional organic or garbage Collection Carts may be purchased for homes with secondary suites at the annual rate.

- (c) Upon issuance of an occupancy permit for a building that will be serviced by this bylaw, owners shall pay the pro-rated amount for the remainder of the year.
- (d) Replacement or repair of Garbage Collection Carts or Kitchen Waste and Yard Waste Collection Carts due to damage by Wildlife or anyone other than the Collection Crew will be invoiced to the Owner at the following rates:

	120 Litre	240 Litre
Collection Cart Replacement	\$250.00	\$264.00
Collection Cart Repair	\$15 / per occurrence	
Bear Lock Replacement	\$10 / per occurrence	

3. Anmore Solid Waste Management Bylaw No. 554-2016, as amended, is hereby amended accordingly.

READ a first time the Day of March, 2024

READ a second time the Day of March, 2024

READ a third time the Day of March, 2024

ADOPTED the Day of April, 2024

MAYOR

CORPORATE OFFICER

This is a consolidated copy of the following bylaws, provided for CONVENIENCE.

1. Anmore Solid Waste Management Bylaw No. 554-2016
2. Anmore Solid Waste Management Amendment Bylaw No. 566-2017
3. Anmore Solid Waste Management Amendment Bylaw No. 575-2018
4. Anmore Solid Waste Management Amendment Bylaw No. 592-2019
5. Anmore Solid Waste Management Amendment Bylaw No. 609-2019
6. Anmore Solid Waste Management Amendment Bylaw No. 618-2020
7. Anmore Solid Waste Management Amendment Bylaw No. 629-2020
8. Anmore Solid Waste Management Amendment Bylaw No. 639-2021
9. Anmore Solid Waste Management Amendment Bylaw No. 657-2022
10. Anmore Solid Waste Management Amendment Bylaw No. 676-2023

For copies of the individual bylaws, please contact the Manager of Corporate Services.

ANMORE SOLID WASTE MANAGEMENT BYLAW (CONSOLIDATED)

A bylaw to provide a system for the collection
and disposal of solid waste

VILLAGE OF ANMORE

BYLAW NO. 554-2016

A bylaw to provide a system for the collection and disposal of solid waste

WHEREAS under the *Community Charter S.B.C. c26* authorizes Council to regulate, prohibit and impose requirements in relation to municipal services;

AND WHEREAS Council considers it desirable to regulate solid waste services in the Village of Anmore;

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

1. TITLE

This bylaw may be cited as “Anmore Solid Waste Management Bylaw No. 554-2016”.

2. REPEAL

That “Anmore Solid Waste Management Bylaw No. 534-2014” be repealed in its entirety.

3. DEFINITIONS

Attractant means any substance which could reasonably be expected to attract wildlife or does attract wildlife including but not limited to household refuse, kitchen waste, food products, beverage containers, barbecue grills, pet food, bird feed/feeders, diapers, grease barrels, fruit, honey, salt, oil, other petroleum products, chemical products and compost other than grass clippings, leaves or branches;

Automated Collection means the collection of solid waste using a specially designed vehicle with mechanical apparatus which empties a collection cart directly into the vehicle without requiring manual labour to empty the cart;

Bio-Medical Waste means material that is prescribed as “bio-medical waste” by the *Environmental Management Act*;

Building and Demolition Waste means all earth, debris, rocks, trees, stumps, building materials and anything originating from the construction or demolition of buildings and structures;

Enforcement Officer means a bylaw enforcement officer, a conservation officer, a police officer or a WildSafe BC program staff member;

Collection Cart means garbage or kitchen waste and yard waste containers for automated collection that is owned by the Village and loaned to an owner who receives curbside collection;

Collection Crew means the contractor and its employees and any other person authorized by the Village to provide services pursuant to this bylaw;

Commercial Use means a use providing for the sale of goods and services;

Dwelling Unit means a self-contained residential unit intended for the sole use of family living in either a manufactured home, single-family or two-family home;

Garbage means all solid waste eligible for regular disposal excluding recyclables and kitchen waste and yard waste;

Kitchen Waste means meats, fish, bones, seafood shells, vegetable peelings and seeds, fruit peelings and seeds, eggshells, pasta, rice, baked goods, desserts, dairy, butter, sauces, food-soiled papers such as pizza boxes, ice cream cartons, papers plates and napkins, coffee grounds and coffee filters, tea bags and tea leaves, and similar products as approved for disposal by the Village from time to time;

Land Clearing Waste means all earth, debris, rocks, trees, stumps and anything else originating from land clearing for development purposes;

Operations Superintendent means the Operations Superintendent for the Village of Anmore;

Noxious Waste means any matter or thing natural or manmade, that may be germ or vermin infested, have an offensive odour, be explosive in itself or when mixed with other substances or be injurious to the health of a person handling it and without limitation, acids or other corrosive materials and combustible materials;

Occupier means a person or persons residing at a residence;

Owner means the person(s) whose name appears on the title of property at the Land Titles Office;

Person includes an individual, business, corporation or partnership;

Parcel means any lot, block or other area in which land is held or into which it is subdivided, including strata and bare land strata complexes and individual strata lots;

Recyclables means all materials approved for collection by Multi Material BC;

Scavenge means to separate or remove materials from solid waste which has been set out for collection;

Secondary Suite means a dwelling unit that is ancillary and subordinate to another dwelling unit, such as a basement or attic suite or coach house; **Bylaw 629-2020)**

Solid Waste means garbage, kitchen waste and yard waste eligible for regular disposal excluding recyclables;

Special Waste means material that denotes a regulation as “special waste” by the *Environmental Waste Management Act*;

Village means the Village of Anmore;

Wildlife means birds and any mammals not normally domesticated, including but not limited to bears, cougars, coyotes, wolves, foxes, racoons and skunks;

Wildlife Resistant Locks means a locking device installed on collection carts to protect carts and their contents from wildlife. **(Bylaw No. 629-2020)**

Yard Waste means weeds, plants, leaves, ashes, sawdust, grass, hedge and plant clippings, twigs, branches three inches or less in diameter and less than 40 inches long and may include Christmas trees free of tinsel and chemical sprays, cut to suit, but does not include any land clearing;

4. COLLECTION AND DISPOSAL SERVICE

- 4.1 Every Owner and Occupier of a Parcel containing at least one Dwelling Unit shall make use of the Solid Waste Disposal Services provided by the Village.
- 4.2 Every Commercial Use property shall make use of the Solid Waste Disposal Services provided by the Village.
- 4.3 Notwithstanding the charges for service pursuant to section 5 of this bylaw, the Village shall loan to the Parcel;
 - (a) One 120L or one 240L Garbage Collection Cart, and one 120L or one 240L Kitchen Waste and Yard Waste Collection Cart for a Parcel containing one Dwelling Unit;
 - (b) two 120L or two 240L Garbage Collection Cart, and two 120L or two 240L Kitchen Waste and Yard Waste Collection Cart for a Parcel containing a Dwelling Unit with a Secondary Suite;
 - (c) one 120L or one 240L Garbage Collection Cart, and one 120L or one 240L Kitchen Waste and Yard Waste Collection Cart for a Commercial Use property. **(Bylaw 629-2020)**

5. VILLAGE SERVICES

- 5.1 The Village shall provide the following services by way of Automated Collection to each Parcel under sections 4.1 and 4.2:
 - (a) Garbage collection every other week;
 - (b) Kitchen Waste and Yard Waste collection every week.
- 5.2 The frequency of the provision of the collection services under section 5.1 is subject to change from time to time due to statutory holidays, as determined by the Operations Superintendent.
- 5.3 The Village's collection services listed under section 5.1 is limited to the applicable number and size of Collection Carts supplied.
- 5.4 An owner of a Parcel receiving services under this bylaw may apply to increase the size of a Collection Cart by submitting a written request to the Operations Superintendent. Additional fees, where applicable, will apply.

6. DUTIES OF OWNERS AND OCCUPIERS

6.1 Every Owner or Occupier of a Parcel that receives Solid Waste Services from the Village shall:

- a) Shall keep on the Parcel at all times all Collection Carts supplied to the Parcel;
- b) Place all solid waste intended for collection in Collection Carts;
- c) Separate solid waste for collection into appropriate Collection Carts as designated;
- d) Notify the Operations Superintendent if a Collection Cart is damaged or a cart is stolen;
- e) Maintain all Collection Carts supplied to the Parcel in a clean and sanitary condition at all times;
- f) Maintain all Collection Carts as received without modifying the carts or their components;
- g) On collection day, the collection carts and recyclables must be placed on the driveway of the parcel as near as possible to the travelled portion of the road no earlier than 5:30 a.m. and no later than 7:00 a.m. and ensure that all bear locks are unlocked and that the collection carts do not impeded pedestrian traffic;
(Bylaw 629-2020)
- h) ensure that all Bear Locks are re-locked and all Collection Carts and recyclables are returned to their storage area by no later than 10:00 p.m. on collection day;
(Bylaw 629-2020)
- i) Take steps to secure their Collection Carts against theft or damage. If a Collection Cart is stolen or damaged due to the neglect of an Owner or Occupier, reimburse the Village for its costs of replacing or repairing the cart within 30 days of receiving an invoice;
- j) Ensure that all assigned Collection Carts are accessible for inspection by the Village;
- k) Keep the Collection Carts supplied to the Parcel with the lid securely closed and locked, except to deposit waste or allow for collection and disposal;
- l) Ensure that only solid waste eligible for regular disposal is deposited in the garbage Collection Cart;
- m) Ensure that only recyclable materials are deposited in the recycling Collection Cart and that such materials are clean and dry;
- n) Ensure that only kitchen and yard waste is deposited in the kitchen and yard waste Collection Cart;
- o) Ensure that solid waste has been drained of all liquid and that waste such as ashes, sawdust and other such items are separately contained within the cart;
- p) Set out only the amount of waste that will fit into a Collection Cart with the lid closed and so as not to exceed the weight limit specified on the cart;
- q) Dispose of excessive solid waste to the appropriate waste facility;
- r) Clean up spillage originating from Collection Carts;
- s) No Owner, Occupier, or other person shall keep any Attractant on their premises in such manner as to be accessible to Wildlife, and without limiting the generality of the foregoing, every Owner, Occupier, or other person shall ensure that:

- i. all fruit is removed within three (3) days;
- ii. bee hives and bird feeders are inaccessible to Wildlife;
- iii. petroleum products including grease and motor oil are inaccessible to Wildlife;
- iv. outdoor refrigerators or freezers are either inaccessible to Wildlife or securely locked to prevent access by Wildlife;
- v. Wildlife Attractants, including but not limited to meat, bones, dairy, and oil, are not put into compost piles.

6.2 If an Owner or Occupier of any Parcel has not complied with section 6.1 or other relevant sections contained in this bylaw, the Village's Collection Crew need not collect any Solid Waste from said Parcel.

7. ACCESS TO PARCEL AND COLLECTION CARTS

7.1 An officer or employee of the Village may enter onto any property in accordance with section 16 of the Community Charter S.B.C. c26 to inspect and determine whether this bylaw is being met.

7.2 An Enforcement Officer may enter onto property if Wildlife poses a threat.

7.3 A Person must not interfere with, hinder or obstruct an officer or employee of the Village in the exercise of the performance of their duties or functions.

8. COLLECTION OF OTHER WASTES

8.1 The Village will not provide for the collection and disposition of any wastes other than Solid Waste or Kitchen Waste and Yard Waste. It is the responsibility of any Owner or Occupier to provide for the legal collection and disposition of any other waste products including without limitation, Bio-Medical Waste, Building and Demolition Waste, Land Clearing Waste, Noxious Waste and Special Waste.

8.2 Bio-Medical Waste and Special Waste must be disposed of by an Owner or Occupier in accordance with all applicable Federal and Provincial environmental legislation, including without limitation, the provisions of the Waste Management Act, S.B.C. 1982, c 41 and regulations made hereunder.

9. GENERAL PROHIBITIONS

9.1 No Person other than an Owner or Occupier of a Parcel to whom a Collection Cart has been issued, or a Collection Crew, shall remove the cover from the said Collection Cart or remove or disturb the said Collection Cart or the contents thereof.

9.2 No Person shall Scavenge Solid Waste from a Collection Cart or recyclables.(Bylaw 629-2020)

10. FEES AND CHARGES

- 10.1 All Owners receiving the Solid Waste Collection Service shall be charged the fees set out in Schedule "A" of this bylaw which will be included on the annual spring utility notice and shall be payable by the due date. **(Bylaw No. 592-2019)**
- 10.2 A 10% penalty will apply to all fees left unpaid after the due date.
- 10.3 Any fees not paid by December 31 of the year in which it is payable shall be treated as taxes in arrears and shall be collected in the same manner and with the same remedies as property taxes.
- 10.4 Upon issuance of an occupancy permit for a building to be serviced under this bylaw, the Owner of a Parcel shall purchase one Garbage Collection Cart and one Kitchen Waste and Yard Waste Collection Cart and pay, in advance, the per diem rate under Schedule "A" for the balance of the year. Collection Carts will be delivered by an employee of the Village within 15 days of payment.

11. ENFORCEMENT AND IMPLEMENTATION PROVISIONS

- 11.1 This bylaw may be enforced by the Chief Administrative Officer, the Operations Superintendent, Enforcement Officer, or delegate(s), who may be assisted by other employees of the Village.
- 11.2 A Person who:
- (a) contravenes, violates or fails to comply with any provision of this bylaw;
 - (b) fails or neglects to do anything required to be done under this bylaw; or
 - (c) suffers or allows any action or thing to be done in contravention of this bylaw, or any notice or direction made under this bylaw;
- commits an offence and where the offence is a continuing one, each day that the offence is continued constitutes a separate offence.
- 11.3 A Person convicted of an offence under this bylaw is liable to pay a fine of up to a maximum \$10,000.00 if prosecuted under the Offence Act.
- 11.4 Recurring non-compliance of any provision of this bylaw that may affect the integrity of the Solid Waste Collection System may result in suspension of the service pursuant to the Community Charter, S.B.C. c26.
- 11.5 Persons deemed to be in non-compliance will be provided reasonable notice of the suspension and will have opportunity to make representation to Council pursuant to the Community Charter, S.B.C. c26.

12. SCHEDULES

12.1 That Schedules "A" and "B" are attached hereto and forms part of this bylaw.

SCHEDULE "A"**1. Domestic Waste**

- (a) Purchase of Collection Carts are the responsibility of the property owners. Ownership is transferred to the Village for wear and tear maintenance and replacement. Each property shall have two Collection Carts, one for Garbage and one for Kitchen Waste and Yard Waste.

	120 Litre	240 Litre
Collection Cart Purchase	\$140.00	\$151.00

(Bylaw No. 609-2019)**AMENDED BY BYLAW NO. 566-2017****AMENDED BY BYLAW NO. 575-2018**

- (b) All owners will receive an annual utility notice that shall be payable by the due date, which will be no less than 21 days from the date of mail out.

January 1 to December 31, 2023	\$338.00 for two Collection Carts
--------------------------------	-----------------------------------

Additional organic or garbage Collection Carts may be purchased for homes with secondary suites at the annual rate.

(Bylaw No. 676-2023)

- (c) Upon issuance of an occupancy permit for a building that will be serviced by this bylaw, owners shall pay the pro-rated amount for the remainder of the year.

(Bylaw No. 592-2019)

- (d) Replacement or repair of Garbage Collection Carts or Kitchen Waste and Yard Waste Collection Carts due to damage by Wildlife or anyone other than the Collection Crew will be invoiced to the Owner at the following rates:

	120 Litre	240 Litre	
Collection Cart Replacement	\$140.00	\$151.00	
Collection Cart Repair	\$15 / per occurrence		
Bear Lock Replacement	\$10 / per occurrence		

(Bylaw No. 592-2019)

An Owner will not be invoiced for the first occurrence within a two (2) year period.

- (e) Owner or Occupiers in contravention of this bylaw may be fined in as per the below.

1 st Offence	Warning
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2 nd Offence	\$50
3 rd Offence	\$100
4 th Offence	\$150

SCHEDULE "B"

**APPLICATION FOR SERVICE LEVEL CHANGE
FOR SOLID WASTE COLLECTION**

Name: _____ Phone No. _____

Address: _____

TYPE OF COLLECTION CART	SIZE (LITRE)	COLLECTION CARTS I CURRENTLY HAVE:	I WISH TO CHANGE MY CARTS TO:
Garbage Collection Cart	120 240	_____ _____	_____ _____
Kitchen Waste and Yard Waste Collection Cart	120 240	_____ _____	_____ _____

I agree that any fees as required in Bylaw No. 554-2016 will be paid for the services provided:

Signature_____
Date

You may fax this application to the Village Hall at 604-469-0537 or drop it off at the Village Hall, 2697 Sunnyside Road, during normal office hours – 8:30 a.m. to 4:00 p.m. Monday to Friday.



VILLAGE OF ANMORE REPORT TO COUNCIL

Date: March 15, 2024

File No. 3030-20

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

Subject: *Anmore South – Neighbourhood Plan Terms of Reference*

Purpose / Introduction

This report presents the Draft Terms of Reference (ToR) for the Anmore South Neighbourhood Plan that will be developed in conjunction with the Anmore South OCP Amendment Bylaw # 686-2023.

Recommended Option

That the Draft Neighbourhood Plan Terms of Reference in relation to Bylaw 686-2023, attached to the report dated March 15, 2024 from the Manager of Development Services be approved and staff be directed to work with the applicant in moving the consideration of the Anmore South OCP amendment application process forward.

Background

This report presents the ToR for the Anmore South Neighbourhood Plan. The ToR is based upon the policies outlined in the Village's Official Community Plan (OCP). The OCP recognises the development area as a Special Study Area, with 4 policies relating to the development. The ToR provides a framework for the studies and requirements for the proposed development of the Anmore South lands,.

Discussion

The Anmore South Neighbourhood Plan is a pivotal component in identifying how the area could transition from a Rural (Special Study Area) designation to a diverse neighbourhood that includes various land uses, community amenities, and urban development forms. This transition is outlined as a multi-phase process involving OCP Amendment, a Metro Vancouver Application to change the current land designation from Rural to General Urban via amendment of the Regional Growth statement and the Urban containment boundary. The Neighbourhood Plan (developed by the applicant) will ensure detailed planning policies, infrastructure servicing and community amenities requirements are well-defined.

Report/Recommendation to Council

Anmore South – Neighbourhood Plan Terms of Reference

March 15, 2024

The scope of work under the ToR includes comprehensive biophysical, planning, and infrastructure inventories, along with technical due diligence studies. These studies encompass environmental, archaeological, geotechnical, and transportation assessments, among others. A detailed land use plan, transportation plans, and a range of technical studies will be prepared to support the Preferred Plan for the neighbourhood.

A robust Communication and Public Engagement Strategy will follow the plan presented and endorsed by Council at the February 20th, 2024, regular council meeting. This plan will be conducted collaboratively with the applicant and will utilize various strategies to ensure extensive community involvement and transparent communication.

Council and Staff Involvement

The applicant will be working with Village staff and consultants throughout the planning process. Staff will present the findings of the reports and engagement to Council via Regular Council meetings. This will ensure concerns and aspirations are consistently understood and considered in the context of the Neighbourhood Plan.

The ToR presents a clear and structured approach to developing the Anmore South Lands. Staff have reviewed and provided feedback to the applicant which has been considered and incorporated to form a solid foundation for moving forward with process of considering the OCP amendment application.

Options

That the Draft Neighbourhood Plan Terms of Reference in relation to Bylaw 686-2023, attached to the report dated March 15, 2024 from the Manager of Development Services be approved and staff be directed to work with the applicant in moving the consideration of the Anmore South OCP amendment application process forward.

(recommended)

OR

That the following amendments to the Terms of Reference be incorporated and That staff work with the applicant to amend the Terms of Reference to bring forward for Council's consideration at a later date:

Report/Recommendation to Council

Anmore South – Neighbourhood Plan Terms of Reference

March 15, 2024

OR

That Council decline to approve the Terms of Reference and do not wish to proceed with an OCP amendment.

Attachments

Attachment 1 – Anmore South, Draft Neighbourhood Plan – Terms of Reference – March 2024

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	 _____ Chief Administrative Officer



Anmore South | Neighbourhood Plan Terms of Reference

March 2024

Anmore South | Neighbourhood Plan

Terms of Reference

March 15, 2024

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ANMORE SOUTH NEIGHBOURHOOD PLAN | EXECUTIVE SUMMARY

Special Study Area | Phased Process

Given the Anmore South lands' Special Study Area (SSA) designation within the Official Community Plan and the Metro 2050 Regional Growth Strategy as a "major future development area"¹, the following process is required to realize the OCP vision and associated community benefits:

- **OCP Amendment** | the Village redesignates the Anmore South lands from *Rural (Special Study Area)* to a mix of Neighbourhood Land Uses to enable urban development forms and community amenities – the specifics of which will be determined through a Neighbourhood Plan.
- **Neighbourhood Plan** | the Proponent undertakes the preparation of a Neighbourhood Plan that illustrates and identifies detailed land use, community amenities, infrastructure servicing, and detailed planning policies. As part of the process, the Proponent will co-facilitate a comprehensive Village-led community engagement program to inform the Neighbourhood Plan.
- **Metro Vancouver Application** | the Village makes application to Metro Vancouver to update the Regional Context Statement and redesignate the Anmore South *Special Study Area* from *Rural* to *General Urban*, adjusting the Urban Containment Boundary and permitting connection to regional sanitary sewer and water services. The Metro Vancouver Application is considered following Public Hearing and 3rd Reading of the OCP Amendment.

Specific sequencing of bylaw readings and applications may evolve as the process is underway, once Council is comfortable with the neighbourhood vision, servicing requirements and development metrics anticipated by the Neighbourhood Plan.

Anmore South Neighbourhood Plan

This Neighbourhood Plan (NP) for Anmore South is essential for guiding sustainable growth and preserving the unique character of the community, ensuring that future development aligns with Village objectives and needs. The NP facilitates coordinated infrastructure and service provision within the 151ac planning area, fosters economic development, and encourages community participation, while also addressing environmental sustainability and adaptability to changing conditions.

Neighbourhood Plans serve as a bridging document between the vision of the OCP and the detailed approvals associated with zoning. They provide a site-specific development proposal and linkage to other Village of Anmore strategic plans and policies. A Proponent-led NP provides detailed guidance for managing growth within a given geographic area, structuring land use and infrastructure servicing to effectively direct development towards building a more healthy and complete community.

This Terms of Reference serves as the framework for the preparation of a NP for the Anmore South lands, including the required content, consultation process and technical studies. The NP will identify a policy framework for land use, environmental management, transportation, and requirements for servicing and financing.

¹ Village of Anmore Official Community Plan. Page 24

The NP will be prepared by a Professional Consulting Team and submitted by the Proponent according to the following summary of resources and expertise - for details refer to Schedule A:

- **Proponent's Professional Consulting Team Expertise:**
 - Master Planning and Urban Design | Placemark;
 - Community Consultation and Facilitation | Third Party Facilitator (TBD);
 - Environmental Assessment and Management | AquaTerra Environmental Consultants;
 - Archaeological Assessment and Management | Inlailawatash;
 - Landscape Architecture | SLA;
 - Geotechnical Assessment and Management | GeoPacific;
 - Transportation Engineering | Bunt & Associates;
 - Civil Engineering | Aplin&Martin;
 - Cost Recovery Analysis and Land Economics | Vann Struth Consulting Group;
 - Retail Analysis | CitySquared; and,
 - Community Amenities | RC Strategies.

Initiating the Neighbourhood Plan

Following receipt of First Reading of the OCP Amendment Bylaw for Anmore South, this Proponent-Led Neighbourhood Plan is being initiated to support future urban growth in Anmore South consistent with the intent of the OCP. The Proponent-Led Neighbourhood Plan is the process to determine the substance and detail of the Neighbourhood.

The overall intent of the Neighbourhood Plan is:

- To plan and guide the future development of the Anmore South lands as a livable master-planned neighbourhood within Anmore;
- To determine + illustrate future land uses within the Anmore South SSA for the benefit of the community; and,
- To prepare an economically viable phased neighbourhood development plan.

The Neighbourhood Plan provides:

- An inventory of the existing site and surrounding community conditions;
- Neighbourhood vision and rationale;
- Land Use Plan, neighbourhood metrics, and associated policies;
- Updated Commercial Retail Demand Analysis;
- Parks and Environmental Networks Plan and associated policies relating to provision of public amenities including civic facilities, parks, and trails (including connections to broader community);
- Identifying Ecologically Sensitive Areas to be publicly dedicated;
- Environmental protection, conservation and enhancement policies;
- Street Hierarchy Plan and associated transportation policies;
- Transportation Impact Assessment and Transportation Demand Management strategies;
- Water, sanitary and rainwater management plans and associated servicing policies;
- Infrastructure life-cycle costing information and analysis;

- Updated financial, taxation, and cost recovery analysis;
- Updated economic and jobs analysis; and,
- Development phasing and implementation policies, including prerequisites for construction.

Reference Material

The following government reference materials will be reviewed to ensure coordination with the overall planning framework:

- Village of Anmore Official Community Plan (OCP) | 2014;
- Village of Anmore Council Strategic Plan | 2022-2026;
- Anmore South OCP Amendment Application | 2023;
- Village of Anmore Road Network Plan | 2017;
- Village of Anmore Housing Needs Assessment | 2021;
- Village of Anmore Parks Master Plan | 2014;
- Metro 2050 Regional Growth Strategy | 2023; and,
- Provincial Homes for People Action Plan | 2023.

Neighbourhood Plan Terms of Reference

The Neighbourhood Plan Terms of Reference is structured according to the following:

- Schedule A – Neighbourhood Plan Scope of Work;
- Schedule B – Communication and Public Engagement Strategy;
- Schedule C – Technical Studies Terms of Reference; and,
- Schedule D – Project Checklist.

SCHEDULE A:

NEIGHBOURHOOD PLAN – Scope of Work

PROCESS

OCP Requirements

As outlined in the 2014 Village OCP, the Anmore South lands are identified as a Special Study Area and are “considered as a major future development area”.

“Policy IOLU-3 outlines the Village’s requirement for any future development of the [Anmore South] Lands to be preceded by a comprehensive neighbourhood planning process, with detailed technical analysis and extensive community engagement. The Village also expects a commitment to exceptional neighbourhood performance (Policy IOLU-4) for these lands.”

Village of Anmore Official Community Plan: <https://anmore.com/wp-content/uploads/2017/06/Official-Community-Plan.pdf>

Neighbourhood Planning and Consultation Process

The Neighbourhood Plan scope of work is structured according to the following four-phased process:

PHASE 1

Technical Due Diligence – Biophysical Studies, Planning + Engineering Inventories

Phase 1 of the NP involves completing technical due diligence of the biophysical, planning, and infrastructure attributes of the planning area. The studies completed through Phase 1 will provide the analysis for understanding the opportunities and constraints of the land.

Project Initiation

- Initiation meetings with Village to review Scope of Work, milestones, schedule and resources.
- Understanding concerns and requirements of the Village of Anmore.
- Acquire available digital mapping and technical background information.

Biophysical Assessments

- The following studies will be completed as part of the NP Phase 1 process:
 - Physical: Aerial with Cadastral Overlay, Landform, Slope and Aspect Analysis;
 - Archaeological: Archaeological Impact Assessment;
 - Environmental: Environmental Baseline Assessment; and,
 - Geotechnical: Geotechnical Hazard Assessment.
- Refer to **Schedule C** for further details.

Planning and Engineering Inventories

- Planning: OCP Land Use, Zoning and Land Ownership plans;
- Engineering: public streets, water, sanitary, and drainage infrastructure plans, including utilities;
- Retail Demand Study: identification of Anmore’s commercial catchment and future supportable commercial area within the NP; and,
- Community Facilities Inventory: identification of civic facility requirements (e.g., community centre) within the NP area, including precedent information on comparable facilities.
- Refer to **Schedule C** for further details.

Community Engagement

- The proponent will have information on the NP process and the NP Phase 1 technical studies available to share as part of the community engagement.

PHASE 1 | DOCUMENT SUMMARY:

- Environmental, Geotechnical and Archaeological draft studies and associated GIS mapping;
- Biophysical Assessment Summary with Opportunities and Constraints Plan; and
- Planning, Engineering, Retail Demand, and Community Facilities Inventory Summary.

PHASE 2

Preliminary Land Use Planning + Community Input

The technical assessments and studies undertaken will inform the preparation of the preliminary land use scenarios and will be presented to the Village of Anmore and public as part of Phase 2.

Development of Preliminary Land Use Scenarios

- Based on the work completed in Phase 1, the Proponent will develop multiple Land Use scenarios (not less than 2), with corresponding objectives, statistical summary (density and population projections) and associated neighbourhood amenities.
- The NP Preliminary Land Use Scenarios will include a Visual Impact Assessment in the form of 3D modelling.

Community Engagement

- Neighbourhood Plan engagement builds on the Phase 1 understanding of the land and Anmore's context within the region by presenting Land Development Scenarios that document the potential future vision for the Anmore South lands.
- Following the International Association for Public Participation (IAP2) Spectrum, the following stakeholders will participate in Phase 2 of the NP Process as listed below – refer to **Schedule B** for more information:
 - **Council** | will be presented the Preliminary Land Use Scenarios prior to advancing to Phase 3;
 - **Village Staff** | The Consulting Team will work directly with staff throughout the process to ensure that concerns and aspirations are consistently understood and considered;
 - **School District 43** | The Proponent will engage with the School District to confirm Anmore Elementary enrollment projections and confirm future school requirements; and
 - **General Public** | In accordance with the Council-Approved Anmore South Community Engagement Plan, the Consulting Team, in collaboration with the Village, will facilitate providing the public with balanced and objective information and obtaining feedback on the NP Preliminary Land Use Scenarios, analysis, alternatives and proposed plan direction.

PHASE 2 | DOCUMENT SUMMARY:

- Preliminary Land Use Scenarios and supporting community metrics;
- Engagement and consultation materials; and,
- Documentation of Phase 2 Consultation events and community feedback.

PHASE 3

Preferred Plan, Engineering Studies and Technical Assessments

Reflecting a comprehensive evaluation of the Preliminary Planning scenarios, the Proponent will undertake the preparation of a Preferred Land Use Plan for the neighbourhood. With the preparation of the Preferred Plan and associated development metrics, the required Engineering Studies and Technical Assessments will be prepared; to be finalized as part of Phase 4.

Prepare Preferred Plan

- Based on the feedback and discussion provided during Phase 2 Consultation, the preliminary plan scenarios will be refined towards a Preferred Plan.

Engineering Studies

- The following engineering studies are required to determine the feasibility of the land uses identified in the Preferred Plan:
 - Civil: Street Hierarchy Plan, Water, Sanitary and Rainwater Management Conceptual Master Plans; and,
 - Transportation: Transportation Impact Assessment and Transportation Demand Management strategies.
- Franchise Utility Consultation (i.e., BC Hydro, Fortis, telecoms)
- Refer to **Schedule C** for further details.

Environmental Study

- Environmental Impact Assessment: the Preferred Plan will be reviewed to evaluate potential impacts on identified Valued Ecosystem Components and arrive at a determination on potential of significant adverse effects. The EIA is expected to include avoidance, mitigation and enhancement measures to conserve and promote ecological health.

Financial Study

- Financial Analysis: Assessment of life-cycle costing implications as it relates to planning, finance, engineering, and infrastructure – Refer to **Schedule C** for further details.
- Property Tax, Village Budget + Cost Impact Analysis.
- Economic + Employment Impact Assessment Update.
- Commercial Retail Demand Analysis Update.

Community Engagement

- Neighbourhood Plan engagement builds on Phase 2 towards a preferred Land Use Scenario.
- Following the International Association for Public Participation (IAP2) Spectrum, the following stakeholders will be involved in Phase 3 of the NP Process as follows:
 - **Council** | will be presented the Preferred Plan and Summary of Technical Studies prior to advancing to Phase 4.
 - **Village Staff** | the Consulting Team will work directly with staff throughout the process to ensure that concerns and aspirations are consistently understood and considered.
 - **Agencies** | the Proponent Team will engage with affected agencies to understand additional requirements of the Preferred Plan.
 - **General Public** | In accordance with the Council-Approved Anmore South Community Engagement Plan, the Consulting Team, in collaboration with the Village, will facilitate providing the public with information to assist in understanding of the studies, analysis, and Preferred Plan and obtaining feedback.
- For more information refer to **Schedule B**.

PHASE 3 | DOCUMENT SUMMARY:

- Preferred Plan and statistical summary of Land Uses;
- Visual Impact Assessment in the form of 3D Model Video;
- Draft Civil Conceptual Master Plans;
- Draft Environmental Impact Assessment;
- Draft Transportation Impact Assessment and Transportation Demand Management strategy;
- Draft Financial Analysis;
- Draft Property Tax, Village Budget + Cost Impact Analysis.
- Draft Economic + Employment Impact Assessment.
- Draft Commercial Retail Demand Analysis.
- Engagement and consultation materials; and,
- Documentation of Phase 3 Consultation events and community feedback.

PHASE 4

Neighbourhood Plan Document

The NP document provides a synthesis of all technical findings, Preferred Plan and associated metrics, figures, schedules and policies for staff review and Council consideration. The research, analysis and engagement activities carried out in the earlier phases will inform policy directions and implementation actions.

Final Neighbourhood Plan and Technical Studies

- Finalize NP based on staff feedback and Phase 3 Consultation, as well as potential new findings from Engineering and Financial studies;
- Finalize Engineering and Financial studies to reflect the NP and associated statistical summary.

Neighbourhood Plan document

- Prepare draft NP document with associated figures, schedules and policies according to the content requirements outlined in the Terms of Reference;
- Review draft NP document with Village staff;
- Finalize document.

NP Adoption Process

- Village staff prepare report on Neighbourhood Plan and present to Council;
- Provide NP document and the final Technical Appendices for public review;
- NP bylaw to be adopted as per legislative requirements.

PHASE 4 | DELIVERABLES:

- Final NP document; and,
- Final Technical Studies formatted as a Technical Appendix to the NP.

A Project Checklist will be maintained and shared to ensure all requirements are completed before advancing to the next phase of the process. Refer to **Schedule D** for current Project Checklist.

NEIGHBOURHOOD PLAN DOCUMENT CONTENT

The specific contents of the Neighbourhood Plan may evolve as work is undertaken and community priorities are understood. The Neighbourhood Plan will generally be structured to include the following:

Overview

- Rationale for NP
- Alignment with OCP

Neighbourhood Vision

- A Vision for the Neighbourhood
- Sustainable Planning Principles
- Neighbourhood Character

Neighbourhood Land Uses – Descriptions and Policies

- Residential: Single Family, Duplex, Townhome, Apartment
- Mixed-Use
- Commercial
- Institutional – Civic Centres, Infrastructure, etc.
- Public Parks: Neighbourhood, Community and Natural Parks
- Environmentally Sensitive Areas (ESAs)

Neighbourhood Infrastructure – Descriptions and Policies

- Transportation:
 - Street Network, Cross-Sections and Hierarchy
 - Cycling Network
 - Pedestrian Network
 - Transit Network
 - Transportation Demand Management
- Servicing:
 - Water Conceptual Master Plan
 - Sanitary Conceptual Master Plan
 - Rainwater Conceptual Master Plan

Implementation

- Conceptual Development Phasing
- Neighbourhood Plan Form + Character Guidelines (direction on urban design, public realm, etc.)
- Regulatory Requirements
- Pre and Post Construction Regulations

Schedules

- Land Use Plan
- Park and Trails Plan (including active parks + protected natural open space)
- Street Hierarchy Plan
- Transportation + Transit Network Plan
- Active Transportation Network Plan (pedestrian + cycling)
- Water Conceptual Master Plan
- Sanitary Conceptual Master Plan
- Rainwater Conceptual Master Plan (including stormwater management infrastructure)
- Conceptual Phasing Plan

Figures

- Neighbourhood Plan Context
- Cadastral Base (including Anmore South boundary and ownership)
- Planning Inventory (existing zoning, land use designation, SSA)
- Engineering Inventory (existing streets + civil infrastructure)
- Aerial Plan
- Site Analysis Plans (topographic slope, landform + aspect)
- Environmental Summary Plan (watercourses, wetlands, Environmentally Sensitive Areas, etc.)
- Walkable Neighbourhoods (walkshed and pedestrian network)
- Images and renders of Neighbourhood Character and Form
- Illustrative Site Plan

Technical Appendix

- Neighbourhood Plan Technical Studies
- Community Engagement Summary
- Professional Consulting Team

FILES + DOCUMENT MANAGEMENT

Preparation of the NP will involve a variety of software systems, including AutoCAD, MicroStation, InfraWorks, SketchUp, ArcGIS, MS Word, MS Excel, Adobe Creative Suite, and civil + transportation engineering modelling software. The Consulting Team will coordinate with Village staff to provide files required to support staff review. Following adoption of the NP, PDF + GIS-ready files of approved Schedules + Figures will be submitted.

RESOURCING: PEOPLE AND EXPERTISE

Proponent and Representative

The NP will be submitted by the Proponent and prepared by the Professional Consulting Team. The Proponent is responsible for assembling the Professional Consulting Team, and the financial costs associated with the preparation of the NP and review by Village staff. Once accepted, the NP will become a Village of Anmore advisory document to the OCP.

Professional Consulting Team Expertise

A number of professional disciplines are required to work together to develop the Anmore South NP.

- **Proponent's Professional Consulting Team Expertise:**
 - Master Planning and Urban Design | Placemark;
 - Community Consultation and Facilitation | Third Party Facilitator (TBD);
 - Environmental Assessment and Management | AquaTerra Environmental Consultants;
 - Archaeological Assessment and Management | Inlailawatash;
 - Landscape Architecture | SLA;
 - Geotechnical Assessment and Management | GeoPacific;
 - Transportation Engineering | Bunt & Associates;
 - Civil Engineering | Aplin&Martin;
 - Cost Recovery Analysis and Land Economics | Vann Struth Consulting Group;
 - Retail Analysis | CitySquared; and,
 - Community Amenities | RC Strategies.

Village of Anmore

- **Village of Anmore Staff**

Village staff will review the NP Technical Studies and will consult with Village Departments as required.

- **Council**

The Proponent will be available to meet with Council to present progress on the NP.

SCHEDULE B: COMMUNICATION AND PUBLIC ENGAGEMENT STRATEGY

The Village of Anmore's *Anmore South OCP Amendment Application & Neighbourhood Plan Development Community Engagement Plan* was approved by Council on February 20th 2024. The Proponent will collaborate with the Village of Anmore on public engagement in accordance with the Approved, Village-led engagement framework. This Schedule B: Communication and Public Engagement Strategy (CPES) has been prepared to describe potential public engagement for the Anmore South Neighbourhood Plan process.

The CPES covers the following key elements:

- Consultation Objectives;
- Consultation Formats + Outcomes; and
- Engagement Structure Next Steps.

CONSULTATION OBJECTIVES

The CPES identifies the following objectives for the Anmore South Neighbourhood Plan process:

- Fair Process: accessible and inclusive notification, communication and engagement of stakeholders;
- Equitable Stakeholder Involvement: rational information, communication and response to stakeholder feedback and queries; and,
- Transparent + Timely Communication: easy to understand information provided in a timely manner to permit stakeholders to be informed about the project, ask questions and provide input.

CONSULTATION FORMATS + OUTCOMES

Consultation Formats

The CPES identifies the following range of potential on-line and in-person communication formats:

- Village of Anmore project website and social media notices, plan information + updates;
- Council Workshops;
- Village-hosted Council Advisory Committee Meetings, Workshops, and Small Group Meetings;
- Village-hosted Open Houses with information boards, annotated plans and perspective renderings, 3D models and animated videos; and,
- Public Feedback Surveys.

In addition, regular technical review meetings with Village staff will be used to involve the Village of Anmore in the Neighbourhood Plan process.

Open Houses, Workshops + Meetings

Village-hosted events are expected to be held to engage the Anmore community by providing information on the Neighbourhood Plan and collecting feedback. The specific format and sequencing of events will be determined in collaboration with Village staff and will align with the planning processes underway. Materials prepared for the events will make use of annotated plans and infographics, 3D site models and fly-through videos to communicate complex or technical information and concepts.

The events are expected to conform to the following process:

- Events will be held for the Anmore South Neighbourhood Planning process;
- Events will be advertised through mailouts, newspaper, and on-line notifications;
- Events will be hosted in local facility to ensure an accessible meeting venue; and,
- The Proponent Team will prepare required materials and information, and will co-facilitate events.

Village Staff Meetings

The Proponent Team will work directly with Village staff through regular in-person meetings throughout the Neighbourhood Plan process.

Council Workshops

The Proponent Team will work with staff + Council to provide accurate information and gather feedback regarding the Neighbourhood Plan. Materials prepared to support Council Workshops will make use of annotated plans and infographics, 3D site models and fly-through videos to communicate technical information and concepts.

Committee of Council Working Groups

The Proponent Team will meet with staff + Committees of Council to inform them on the Neighbourhood Plan and to gather feedback. The Working Group Sessions will make use of annotated plans and infographics, 3D site models and fly-through videos to communicate technical information and concepts.

On-line Consultation Options:

- Project page – hosted on Village website. The project page will serve to inform residents and the public and provide the opportunity to:
 - learn more about the project (written, plans, videos);
 - review plans and reports;
 - learn about the status of the project;
 - be notified about upcoming meetings or milestones;
 - provide comments and ask questions.
- Project information may also be shared on the Proponent's project website.

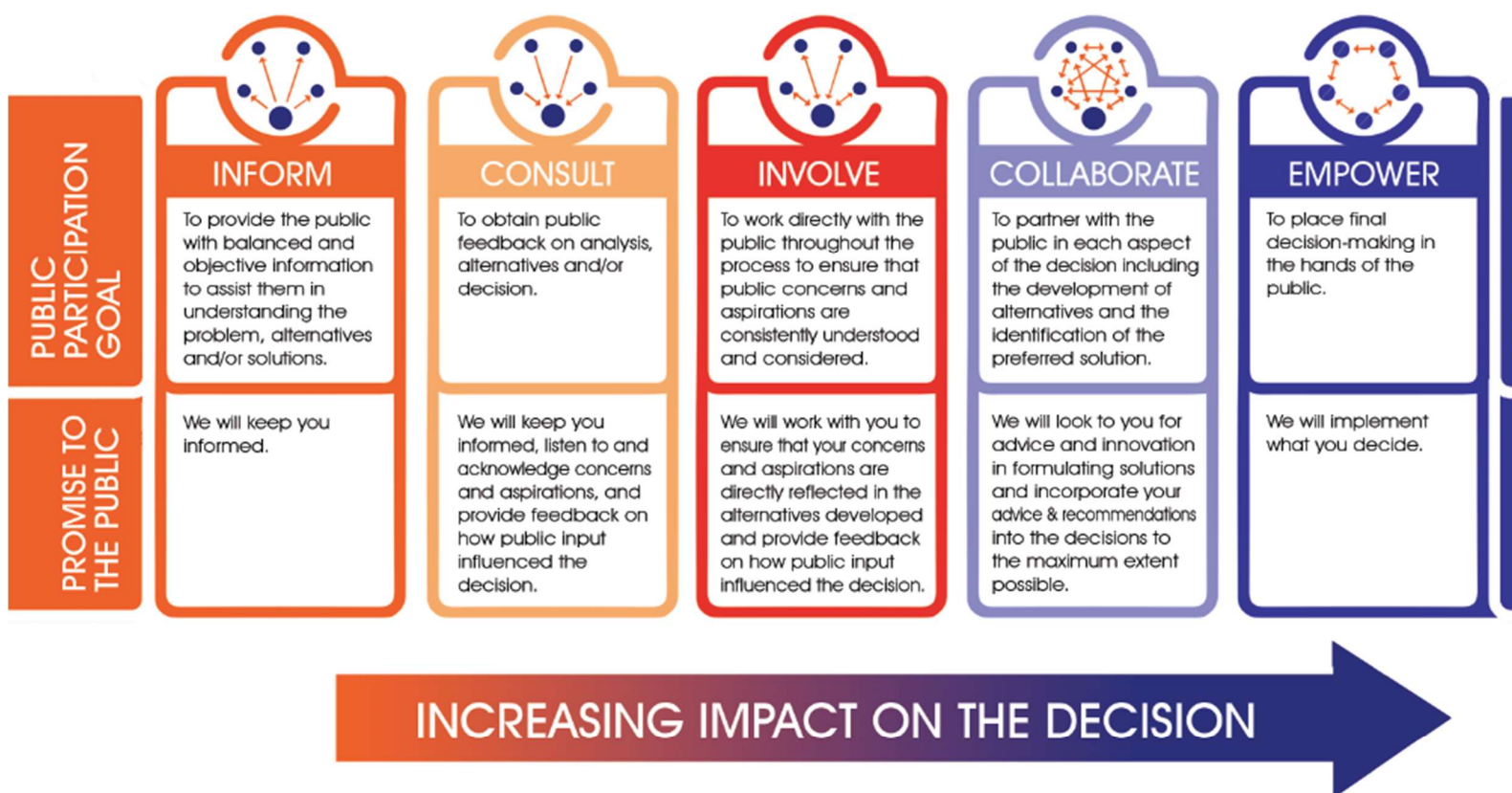
Consultation Outcomes

Through undertaking a range of communication formats, events and methods, the CPES is intended to satisfy the stated objectives for a Fair Process, with Equitable Stakeholder Involvement, and Transparent and Timely Communication.

ENGAGEMENT STRUCTURE NEXT STEPS

The Proponent will collaborate with Village staff to detail the methodology of engagement, the purpose + objectives of each engagement phase, detailed schedule of events, and how input will be used to inform subsequent steps of the process. Each phase of engagement is expected to be flexible to allow for additional engagement for new and emerging topics, as required.

IAP2 Spectrum



SCHEDULE C:

TECHNICAL STUDIES – Terms of Reference

ENVIRONMENT

Environmental Baseline Assessment

An Environmental Baseline Assessment will be conducted in Phase 1 of the NP process. Undertaken by a Registered Professional Biologist (R.P.Bio), and following provincial methodologies and professional standards, the required Environmental Baseline Assessment will identify environmental values and resources on-site to help inform the development opportunities and constraints planning.

The R.P. Bio responsible for the Environmental Assessment will continue to provide support and guidance with respect to environmental issues throughout the neighbourhood design process.

Environmental Impact Assessment

In Phase 3 of the NP process, once direction on the Preferred Plan is confirmed, an Environmental Impact Assessment is required to predict environmental effects of the neighbourhood design concept, including:

- Identifying potential adverse environmental effects;
- Proposing measures to mitigate adverse environmental effects;
- Predicting whether there will be significant adverse environmental effects, after mitigation measures are implemented;
- Identifying habitat compensation opportunities (if required); and,
- Proposing a follow-up program to verify the accuracy of the environmental assessment and the effectiveness of the mitigation measures.

The Environmental Impact Assessment is a planning and decision-making tool, with the following objectives:

- Minimize or avoid adverse environmental effects before they occur; and,
- Incorporate environmental factors into decision making.

GEOTECHNICAL

Geotechnical Hazard Assessment Report

Phase 1 of the NP process will require a high-level geotechnical assessment that identifies major geotechnical limitations in the NP area. The Geotechnical Hazard Assessment will identify and characterize areas where naturally occurring geologic events, in particular slope instabilities and rockfall hazards within or adjacent to proposed development areas, present potential hazards or challenges. Areas where anthropologic changes to the natural terrain have created potential geologic hazards will be identified in the assessment. The report will provide guidance to designers for siting housing and roadways with respect to avoiding the influence areas of identified potential geologic hazards.

ARCHAEOLOGICAL

Archaeological Impact Assessment Report

Phase 1 of the NP process requires preparation of an Archaeological Impact Assessment (AIA). The AIA presents the archaeological research and methodology, including biophysical and cultural setting context, as well as the results of the fieldwork, assessments of potential archeological sites and recommendations for future archaeological management during neighbourhood build-out.

Consideration will be given to include local First Nations in the development of the AIA. This may include hiring a First Nations company to complete the AIA itself.

RETAIL DEMAND

NP Retail Demand Analysis

A Retail Demand Analysis will be undertaken to understand the Village of Anmore's current market for retail and service commercial space in order to determine the composition and magnitude of retail space that may be warranted within the Anmore South NP over the projected buildout of the community. The final Retail Demand Study will reflect potential changes in market trends, built commercial nodes and the proposed NP design. The study will allocate the commercial floor space within the NP and will comment on retail composition, land requirements and building footprint.

Once the Preferred Plan unit mix and population projections have been determined, the Retail Demand Analysis will be updated to reflect the final commercial floor space areas and allocations.

COMMUNITY FACILITIES INVENTORY

NP Community Facilities Inventory

As part of the NP planning inventory, the community facility requirements including, but not limited to, civic centres and parkland will be identified and positioned within the NP area. The Proponent will review, consult and inventory the Community Facilities for the NP. The inventory will include a precedent review of comparable facilities including the major program, area requirements, building size, and approximate cost.

STREET NETWORK + TRANSPORTATION

Street Engineering

As the NP planning proceeds, refinement of proposed street network alignments will be required to achieve planning and development objectives. The Anmore South street network will utilize suitable street standards for hillside development and will strive to reduce the physical, visual and environmental impact of new road construction and better accommodate pedestrian and cycling needs.

NP Transportation Network Design Considerations

Street Network

The neighbourhood street network will be designed to foster easy, convenient and comfortable walking and cycling throughout the community. The street network will be sensitive to topography and have multiple connections with relatively direct routes. With the exception of boulevards, streets will be kept as narrow as possible to limit environmental and topographic impacts. Traffic calming will be employed where appropriate and recommended by the Transportation Engineer.

The pattern of new community streets will ensure each street is tailored to its purpose and connected as a network to allow choice and flexibility in moving through the community. The proposed NP Street Network will:

- Provide Collector + Local Street alignments;
- Adhere to applicable street standards;
- Incorporate cycling and pedestrian routes;
- Incorporate potential transit circulation;
- Incorporate streetscape elements such as trees, vegetation and street furniture;
- Include connections to existing and future neighbourhoods; and
- Include traffic control details - signals or roundabouts.

Cycling Network

The neighbourhood street design will reflect a comprehensive network of pedestrian, cycling and multi-use trails that provide an immediate alternative to auto dependency for local neighbourhood trips.

The Proponent will prepare a Cycling Network that takes into consideration the natural topography and proposed street grades, as well as the integration of on and off-street bike paths, and location of end-of-trip facilities at major neighbourhood destinations, such as shopping nodes, schools and parks.

Pedestrian Network

Providing alternatives to auto dependency for local neighbourhood trips, the NP will create a positive pedestrian realm through the provision of pathways, street trees, and boulevard landscaping that responds to the topography and celebrate scenic viewscales.

The Proponent will prepare a Pedestrian Network that not only includes on-street sidewalks, but also provides an off-street network of trails, greenways and multi-use pathways.

Transit Network

The Proponent will consider transit integration with the NP Transportation Network by which the residents of Anmore South can be adequately served by future transit services. The plan will identify potential future bus connections, and stops and exchanges, as applicable.

Transportation Impact Assessment (TIA) and Transportation Demand Management (TDM)

The Proponent will complete a Transportation Impact Assessment (TIA) to determine the impacts of the full development build-out of the Preferred Plan on the existing road network of the surrounding neighbourhoods. The TIA will recommend phased street network improvements as required to accommodate future build-out of the neighbourhood. The TDM will outline measures to reduce the use of single-occupancy vehicle trips.

SERVICING

Water Engineering Plan

The NP will include a conceptual Water Engineering Plan that:

- Includes a strategy to connect the neighbourhood to regional and existing water trunk infrastructure;
- Includes watermain routing to reflect NP layouts and includes off-site tie-in locations, reservoirs, booster pumps, and PRVs;
- Completes required water modelling; and,
- Includes a written summary of the proposed Water Engineering Plan, along with associated plans and construction and life-cycles cost estimates to a level C.

Sanitary Engineering Plan

The NP will include a conceptual Sanitary Engineering Plan that:

- Includes a strategy to connect the neighbourhood to regional sanitary trunk infrastructure;
- Includes sanitary routing to reflect NP layouts and identifies off-site tie-in locations and pump stations;
- Completes required sanitary modelling; and,
- Includes a written summary of the proposed Sanitary Engineering Plan, along with associated plans and construction cost estimates to a level C.

Rainwater Management Plan

The NP will include a conceptual Rainwater Management Plan that:

- Includes rainwater routing to reflect NP layouts and identifies off-site tie-in and on-site discharge areas;
- Completes required rainwater modelling;
- Includes a written summary of the proposed Rainwater Management Plan, along with associated plans and construction cost estimates to a level C.

Franchise Utility Consultation

Franchise utilities, including but not limited to gas, electricity, and telecommunications are an important part of servicing a neighbourhood, local area, and community. They provide residents and business owners with essential services that are necessary to operating a home, business, or community service. During the planning process it will be important to consult with service providers to ensure that interruptions in service are avoided, services can be extended to new growth areas, and associated costs can be mitigated. In addition to the local distribution systems, planners will consider corridors for trunk gas mains, feeder plants for BC Hydro, trunk fiber optic lines, and cellular tower locations.

NP Infrastructure Cost Recovery Analysis

The NP will include the preparation of a Financial Model that reflects the neighbourhood design with accuracy and resolution in terms of cost, phasing, and forecast housing absorption, providing information relating to the following:

- DCC: Identify eligible DCC projects, estimate associated costs, and calculate DCCs values;
- Community Amenities: Costs and financing for parks and community facilities/improvements;
- Employment: Estimated jobs generated by commercial and institutional land uses; and,
- Taxation Revenue: Additional tax revenue by phase, compared to expenses of new development, accounting for emergency services, operations and replacement funding.

SCHEDULE D: PROJECT CHECKLIST – Terms of Reference

Neighbourhood Plan Component	Status
Phase 1	
Physical Inventory Plan Set with Cadastral Overlay, Landform, Slope and Aspect Analysis	<input type="checkbox"/>
Planning Inventory Plan Set with OCP Land Use, Zoning and Land Ownership	<input type="checkbox"/>
Engineering Inventory Plan Set with Public Streets, Water, Sanitary, Rainwater, Utility Infrastructure, Rights-of-Way, and Easements	<input type="checkbox"/>
Archaeological Impact Assessment	<input type="checkbox"/>
Environmental Baseline Assessment	<input type="checkbox"/>
Geotechnical Hazard Assessment	<input type="checkbox"/>
Biophysical Assessment Summary with Opportunities + Constraints Plan	<input type="checkbox"/>
Commercial Retail Demand Study	<input type="checkbox"/>
Community Facilities Inventory	<input type="checkbox"/>
Phase 1 Complete	<input type="checkbox"/>
Phase 2	
Land Use Scenarios (at least 2) with objectives, statistical summary, and neighbourhood amenities	<input type="checkbox"/>
Visual Impact Assessment (3D Model)	<input type="checkbox"/>
Phase 2 Consultation Materials	<input type="checkbox"/>
Phase 2 Consultation Feedback Summary	<input type="checkbox"/>
Phase 2 Complete	<input type="checkbox"/>
Phase 3	
Preferred Land Use Plan with objectives, statistical summary, and amenities	<input type="checkbox"/>
Street Hierarchy Plan	<input type="checkbox"/>
Draft Civil Engineering Study, including:	<input type="checkbox"/>
Water Conceptual Master Plan	<input type="checkbox"/>
Sanitary Conceptual Master Plan	<input type="checkbox"/>
Rainwater Conceptual Master Plan	<input type="checkbox"/>
Draft Transportation Impact Assessment	<input type="checkbox"/>
Draft Environmental Impact Assessment	<input type="checkbox"/>

Retail Demand Study Update	<input type="checkbox"/>
Draft Financial Analysis	<input type="checkbox"/>
Visual Impact Assessment Update (3D Model)	<input type="checkbox"/>
Phase 3 Consultation Materials	<input type="checkbox"/>
Phase 3 Consultation Summary	<input type="checkbox"/>
Phase 3 Complete	<input type="checkbox"/>
Phase 4	
Draft NP Document	<input type="checkbox"/>
Final Civil Engineering Study, including:	<input type="checkbox"/>
Water Conceptual Master Plan	<input type="checkbox"/>
Sanitary Conceptual Master Plan	<input type="checkbox"/>
Rainwater Conceptual Master Plan	<input type="checkbox"/>
Final Transportation Impact Assessment	<input type="checkbox"/>
Final Environmental Impact Assessment	<input type="checkbox"/>
Final Retail Demand Study	<input type="checkbox"/>
Final Financial Analysis	<input type="checkbox"/>
Final NP Document	
Phase 4 Complete	<input type="checkbox"/>



COMMUNITY ENGAGEMENT, CULTURE AND INCLUSION COMMITTEE MEETING – MINUTES



Minutes for the Community Engagement, Culture and Inclusion Committee Meeting scheduled for Thursday, July 22, 2021 at 5:00 p.m. at Village Hall, Council Chambers 2697 Sunnyside Road, Anmore, BC

MEMBERS PRESENT

Councillor Polly Krier, Chair
Chloe Heisler
Trudy Schneider

MEMBERS ABSENT

Kerri Palmer Isaak
Addie Southam

1. CALL TO ORDER

Chair Krier called the meeting to order at 5:15 p.m.

2. APPROVAL OF THE AGENDA

It was MOVED and SECONDED:

That the agenda be approved as circulated.

Carried Unanimously

3. MINUTES

(a) Minutes of the Meeting held on May 13, 2021

It was MOVED and SECONDED:

That the Minutes of the Community Engagement, Culture and Inclusion Committee meeting held on May 13, 2021 be adopted, as circulated.

Carried Unanimously

4. BUSINESS ARISING FROM THE MINUTES

None.

5. UNFINISHED BUSINESS

None.

6. NEW BUSINESS**(a) 2021 Community Engagement**

The committee discussed 2021 community engagement and key points of discussion were:

- Ma Murray Day
- Bring Your Own Everything Picnic – whether this could go ahead under current Covid restrictions and situation

Action Item: Committee requested that “a celebration of our founding families” tag be added to Ma Murray Day

7. ADJOURNMENT

It was MOVED and SECONDED:

That the meeting be adjourned at 5:45 p.m.

Carried Unanimously

Certified Correct:

Approved:

Karen Elrick
Manager of Corporate Services

Councillor Polly Krier
Chair, Community Engagement, Culture
and Inclusion Committee

PUBLIC HEARING – MINUTES

Minutes for the Public Hearing scheduled for
Tuesday, October 3, 2023, at 7:00 p.m. in **Multipurpose Room at Anmore
Elementary School, 30 Elementary Road, Anmore, BC**



ELECTED OFFICIALS PRESENT

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

ABSENT

OTHERS PRESENT

Karen Elrick, Chief Administrative Officer
Rhonda Schell, Manager of Corporate Services
Lena Martin, Manager of Financial Services
Chris Boit, Manager of Development Services

1. Call to Order

The public hearing was called to order at 7:07 p.m.

2. Opening Statement by Chair – Mayor John McEwen

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

The Manager of Corporate Services confirmed that legislative requirements for notice of the public hearing were met. Ms. Schell confirmed that no submissions were received for the public hearing.

3. Presentation of Zoning Bylaw Amendment Bylaw No. 685-2023 (2301 Sunnyside Road)

The Manager of Development Services provided an overview of the proposed bylaw amendment Proposed Zoning Bylaw Amendment Bylaw to rezone the property to the INF zone – infill.

Mayor McEwen called for speakers for the first, second, and third time and seeing none closed the public hearing for this bylaw.

4. Close of Public Hearing

Mayor McEwen declared the public hearing closed at 7:06 p.m.

Rhonda Schell
Corporate Officer

John McEwen
Chair

Public Hearing Chairperson Statement – October 3, 2023

Good Evening. Thank you all for coming tonight for the Public Hearing on the proposed amendments to the Village of Anmore Zoning Bylaw. This Hearing is being held under the authority of section 464 of the *Local Government Act*.

Council for the Village of Anmore has given first and second readings to Zoning Bylaw Amendment Bylaw No. 685-2023 and directed that this Public Hearing be held.

I will now ask the Ms. Schell to confirm that the public hearing notice has been provided.

Staff will present a summary of the proposed bylaw and following the summary, the floor will be opened to anyone in attendance that wishes to present his or her views on the proposed bylaw. Please note that this is not a question and answer period and it is not an opportunity to debate the merits of the proposed bylaw with Council, staff, or others in attendance.

We want to ensure that all attendees who wish to speak tonight are provided the opportunity to do so. If you wish to provide comments, please come to the podium when invited to do so and begin your presentation by clearly stating your name and address for the official record.

A 3 minute time limit will apply to each speaker, and a second opportunity will be provided after everyone has been given the chance to provide comments for the first time.

Before the Public Hearing concludes I will make a call for speakers three times before concluding the Hearing. Once the Public Hearing is concluded, the *Local Government Act* requires that Council not accept any further input from the public relating to the proposed amendment bylaw prior to consideration of the next reading of the bylaw.

I now ask Mr. Boit, Manager of Development Services, to present the Zoning Bylaw Amendment.

For Metro Vancouver meetings on Friday, February 23, 2023

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

media@metrovancover.org.

Metro Vancouver Regional District

E1.1 2024 Invest Vancouver Management Board Meeting Schedule, Work Plan, and the Invest Vancouver 2024 Annual Plan **APPROVED**

This report contains a summary of the committee work plan, the terms of reference, the Invest Vancouver 2024 Annual Work Plan, and the committee meeting schedule. The committee work plan has been advanced in alignment with the *Board Strategic Plan*, the Board-approved 2024 budget and the *Invest Vancouver 2024 Annual Plan*. The annual plan builds on existing priorities identified in 2023 that aim to position the region for success in a rapidly evolving global economy to advance broadly shared prosperity for residents.

The Board endorsed the *Invest Vancouver 2024 Annual Plan* as presented.

E1.2 Investment Attraction Update **RECEIVED**

Invest Vancouver had a record year for investment attraction, with seven companies expanding in the region, representing 772 jobs and \$1.231 billion in investment. Invest Vancouver worked with 120 leads for companies interested in the Metro Vancouver region. These leads came from a variety of sources including partner referrals, in-market activities which included participating in 15 events outside the region, 12 local business conferences, and hosting 15 delegations. Invest Vancouver also launched a customer relationship management system, and is initiating a new request for information process with member jurisdictions to identify site locations for investors. The Invest Vancouver pipeline for leads now includes 101 opportunities, representing a tenfold increase from this time last year. These opportunities represent the potential for 1,593 jobs and \$1.6 billion in investment. Invest Vancouver will continue to refine processes, improve approaches, target smarter, and add on new initiatives where appropriate in 2024.

The Board received the report for information.

E2.1 UBCM Resolutions Supporting Climate 2050 Priority Advocacy Actions – Provincial Funding for Energy Efficient and Zero Emissions Equipment for Existing Buildings **APPROVED**

The Board endorsed the following resolution, as amended by the Climate Action Committee, to be sent to the LMLGA before the February 28 submission deadline:

Whereas energy-efficient and zero-emissions building equipment provide benefits such as lower annual energy costs and improved resilience to extreme heat events;

And whereas the CleanBC Better Homes and Better Buildings programs provide incentives and rebates to reduce the significant cost barriers to implementing energy-efficiency and zero-emissions retrofits for existing buildings, yet multi-unit residential buildings including affordable housing have limited access to these incentive programs;

Therefore, be it resolved that the UBCM urge the Government of BC to significantly increase funding for provincial incentive programs to support energy-efficient and zero-emissions equipment for existing buildings, to ensure that incentives can leverage pre-2030 replacement cycles for residential and commercial building equipment;

And be it further resolved that UBCM urge the Government of BC to ensure that existing and future incentives and support programs are available for all building types, prioritizing multi-unit rental, affordable, and non-market housing, and building types that are not covered in current incentives and rebates.

E2.2 UBCM Resolutions Supporting Climate 2050 Priority Advocacy Actions – Provincial Funding for Active Transportation Infrastructure **APPROVED**

The Board endorsed the following resolution to be sent to the LMLGA before the February 28 deadline for submissions:

Whereas BC municipalities face significant capital funding challenges in delivering new active transportation infrastructure, which will reduce greenhouse gas emissions, provide lower-cost transportation options to BC residents, bring economic and health benefits to BC communities, and increase resilience of transportation networks, as demonstrated by similar investments in other jurisdictions;

And whereas the Government of BC has invested over \$40 million since 2014 to fund new active transportation infrastructure, has committed an additional \$30 million to fund active transportation infrastructure in *Budget 2022*, and has introduced rebates to support BC residents in choosing e-bikes which were quickly over-subscribed, demonstrating that there is significant latent demand by residents across BC for active transportation options, and *Transport 2050: 10-Year Priorities for TransLink* calls for \$1.5 billion over the next 10 years for capital investments for active transportation infrastructure in the Metro Vancouver region;

Therefore, be it resolved that UBCM urge the Government of BC to expand funding for active transportation infrastructure to at least \$300 million annually over the next 10 years to support the development of protected, connected, and accessible local cycling and walking infrastructure networks across BC, that are integrated into larger regional active transportation and public transit networks.

E2.3 UBCM Resolutions Supporting Climate 2050 Priority Advocacy Actions – Provincial Funding for Electric Vehicle Charger Deployment

APPROVED

The Board endorsed the following resolution to be sent to the LMLGA before the February 28 deadline for submissions:

Whereas Metro Vancouver has identified that by 2035 up to 350,000 existing parking spots in multi-unit residential buildings in the region will be retrofitted to be electric vehicle (EV) charging ready, and 2,200 to 2,900 public direct current fast charging (DCFC) ports and 32,000 to 47,000 public Level 2 ports will be needed to support anticipated demand for EV charging, requiring significant capital investment in both public charging and multi-unit residential buildings retrofits totaling approximately \$1.2 billion in Metro Vancouver alone by 2035;

And whereas the Government of BC has provided funding for the purchase and installation of EV chargers for home and public charging through the Go Electric EV Charger Rebate Program to complement the rapid increase of EV sales required through the BC Zero-Emissions Vehicle Act reaching 100 per cent by 2035;

Therefore, be it resolved that UBCM urge the Government of BC to expand and enhance the funding available through the CleanBC Go Electric Rebate Program to offer sufficient rebates for charging in multi-unit residential buildings and public charging to support the expected rapid uptake of EVs in BC.

E3.1 Continuous Improvement Project Highlights and Updates

RECEIVED

With regional affordability and financial sustainability as key strategic priorities for the Metro Board, it is important that regular reporting is provided to the Finance Committee regarding the status of both qualitative and quantitative impacts that many improvements or innovative measures are having on service levels and affordability for regional rate payers. Continuous improvement (CI) is a systematic and ongoing effort to enhance products, services, or processes within an organization with the primary goal to incrementally improve efficiency, quality, and overall performance over time and is integral within Metro Vancouver. Project tracking and reporting will help to ensure transparency, accountability, and successful project outcomes. Currently there are approximately over 100 CI initiatives underway across Metro Vancouver that will form part of ongoing reporting to the Finance Committee.

The Board received the report for information.

E4.1 2024 Regional District Sustainability Innovation Fund Applications

APPROVED

The Caucus of Committee Chairs is responsible for overseeing the Metro Vancouver Sustainability Innovation Funds, and for making funding recommendations to the respective Metro Vancouver Boards. Staff review and evaluate all proposals that are submitted for consideration. This report presents three projects recommended for funding, totalling \$2,560,000 over three years, through the Regional District Sustainability Innovation Fund. The projects cover a range of climate action areas and affordable housing policy initiatives.

The Board approved the allocation from the Regional District Sustainability Innovation Fund for the following projects:

- Rental Housing Blueprint: Streamlining Multi-Family Affordable Rental Housing Delivery Through Standardization and Modern Construction Methods for \$2,130,000 from 2024 to 2026
- Comprehensive Assessment and Regulation of Expanded Group of Greenhouse Gases (CARE-3G) for \$230,000 from 2024 to 2025
- Feasibility Study for a Pilot Microgrid Project in the Metro Vancouver Region for \$200,000 from 2024 to 2025

E5.1 Sasamat Fire Protection Service – Capital Facility Reserve Fund

APPROVED

The two existing Sasamat Fire Protection Service fire halls are essential infrastructure. At the October 26, 2023 Sasamat Volunteer Fire Department Board of Trustees meeting, the Trustees endorsed releasing up to \$500,000 from the Sasamat Fire Protection Service’s Capital Facility Reserve Fund to help fund a preliminary design for the replacement of the two fire halls.

The Board approved the release of up to \$500,000 from the Sasamat Fire Protection Service’s Capital Facility Reserve Fund to help fund a preliminary design for the replacement of its two fire halls.

E5.2 Provincial Government’s Use of Non-disclosure Agreements during Engagement

RECEIVED

In December 2023, the Mayors Committee discussed challenges local governments face working with confidential information received from the provincial government during engagement on forthcoming legislation/policy changes. Committee members noted that in some cases, the nondisclosure agreements required by the provincial government are sufficiently restrictive that local government staff are unable to disclose essential information to their elected officials; in other cases, local government elected officials are unable to use or disclose information that is essential for making and implementing public policy decisions for matters within local government jurisdiction. The Board, at its January 26, 2024 meeting, directed staff to report back with a resolution regarding provincial non-disclosure agreements for submission to the Lower Mainland Local Government Association Annual Conference.

The Board received the report for information.

G1.1 Metro 2050 Type 3 Proposed Amendment to Reflect Accepted Regional Context Statements and Correct Minor Errors

APPROVED

Metro 2050 was adopted by the Metro Vancouver Regional District Board on February 24, 2023. Over its first year, staff have identified some minor inconsistencies in terminology, formatting, numerical references, and mapping that are proposed to be corrected through a Type 3 amendment.

The proposed amendment also includes mapping revisions that stem from Board-accepted regional context statements, regional land use amendments made under the municipal flexibility clause, updates to *Metro 2050* reference maps based on new data (e.g. new sensitive ecosystem inventory map), and corrections to map text and designation boundaries. The proposed revisions are administrative in nature, and do not alter the intent of *Metro 2050*.

The Board initiated the *Metro 2050* amendment process for the *Metro 2050* Type 3 amendment to reflect accepted regional context statements and correct minor errors, then gave first, second, and third readings to the amendment bylaw, then directed staff to notify affected local governments as per section 6.4.2 of *Metro 2050*.

G1.2 Metro 2050 Proposed Amendments to Reflect the Electoral Area A Official Community Plan

APPROVED

Amendments are proposed to *Metro 2050* that will better align its land use designations with the Metro Vancouver Regional District Board-adopted *2018 Electoral Area A Official Community Plan Bylaw* that applies to the majority of the rural and remote portions of the Electoral Area (excluding UBC, UEL, Bowyer Island, Passage Island, and First Nation reserve lands). Staff have identified *Metro 2050* regional land use designation changes to 92 parcels for the Board's consideration.

These proposed amendments are consistent with *Metro 2050*'s goals and strategies, and bring the *Metro 2050* and OCP land-use designations into closer alignment. They do not alter the intent of *Metro 2050*. These changes are based on a detailed review of the OCP designations relative to *Metro 2050* regional land-use designations and mapping improvements in the rural and remote reaches of the Electoral Area A. Given the nature of the changes, both Type 2 and Type 3 amendments to *Metro 2050* are required. As a result, two separate amendment bylaws are provided to the Committee and Board for consideration. The first requires adoption with a weighted two-thirds majority of the Board and the second requires adoption by a weighted 50-plus-one per cent vote of the Board.

The Board initiated the *Metro 2050* Type 2 and Type 3 amendment processes to reflect the Electoral Area A Official Community Plan; gave first, second, third readings to two amendment bylaws (*No. 1378, 2024* and *No. 1379, 2024*), and directed staff to notify affected local governments as per section 6.4.2 of *Metro 2050*.

G2.1 Metro Vancouver Regional District Temporary Borrowing Bylaw No. 1374, 2023

APPROVED

At the November 24, 2023 meeting, the Board gave three readings to *Metro Vancouver Regional District Temporary Borrowing Bylaw No. 1374, 2023*. Final adoption by the Board is the last approval step in the bylaw process and will provide the authority for temporary borrowing on behalf of GVWD in the amount not exceeding \$1.833 billion, the amount of the *GVWD Borrowing Bylaw No. 261, 2023*, and the maximum borrowing authorized. This will provide Metro Vancouver with borrowing methods equivalent to what is used in municipalities and provides the optimization of cash and investment portfolio decisions which can reduce overall debt servicing costs and provide maximum investment returns.

The Board passed and finally adopted the *Temporary Borrowing Bylaw*.

I 1 Committee Information Items and Delegation Summaries

The Board received delegation summaries from standing committees.

Indigenous Relations Committee – February 1, 2024

Information Items:

E2 Indigenous Cultural Awareness Training Video

Metro Vancouver staff are developing an Indigenous cultural awareness training video. The intent is to make viewing of the video mandatory for all construction crews, contractors, sub-contractors, and staff prior to working on Metro Vancouver infrastructure projects. The purpose of the video is to help create an inclusive, respectful, and welcoming work environment for First Nations representatives visiting or working on Metro Vancouver project sites.

E3 Quarterly Update Report on Reconciliation Activities

This update report provides a summary of reconciliation events and activities undertaken by Metro Vancouver since the last Committee meeting in October 5, 2023 as well as information on upcoming events and activities over the next three months.

Climate Action Committee – February 8, 2024

Information Items:

E2 Climate 2050 Engagement and Public Education Priorities

The Climate 2050 Engagement and Public Education Strategy provides a clear approach for robust engagement, collaboration with others, and broader public support for climate action in support of *Climate 2050*. Priorities in the strategy are described in three spheres — developing the *Climate 2050* roadmaps, implementing specific climate actions, and growing public awareness and support. In 2023, over 500 organizations and agencies were encouraged to participate in the roadmaps development, and over 200 were engaged on the implementation of specific climate actions. Staff estimate over 100 hours of direct delivery through public programs and over 10,000 visits to the climate literacy learning platform. A focus for engagement in 2024 and 2025 is to support the implementation of the priority big moves for *Climate 2050*. This report provides an update on delivery of the Climate 2050 Engagement and Public Education Strategy in its second year of implementation.

E3 Energy Transition Frequently Asked Questions: Public Resource

In response to increasing public attention, and discussions at the Climate Action Committee and MVRD Board, staff have developed a resource of frequently asked questions about the energy transition. The draft resource is included as Attachment 1. It will also be available on the Metro Vancouver website.

Regional Planning Committee – February 9, 2024

Information Items:

E4 Updating Metro 2050 Centres and Corridors Targets – Scope of Work

Metro 2050 commits, as an early action, to updating the dwelling unit and employment targets for Urban Centres and Frequent Transit Development Areas via an amendment. The Updating Centres and Corridors Targets project will undertake the necessary background research and analysis to develop revised targets that are realistic yet ambitious enough to support the achievement of the shared *Metro 2050* goals (e.g., greenhouse gas emission reduction, transit-oriented affordable housing creation, increased transit ridership, putting jobs in transit-friendly and walkable locations), and also provide greater clarity and identify structural improvements to *Metro 2050*'s targets to make them easier to implement. The project will be supported by a consultant and advised by a working group with a targeted completion date of early 2025. Any proposed *Metro 2050* amendments resulting from this project would occur following that in early to mid-2025 at the direction of the MVRD Board.

E5 Regional Industrial Lands Strategy Bring-to-Market Project – Scope of Work

The *Regional Industrial Lands Strategy* was approved by the MVRD Board in mid-2020. It sets out 10 priority actions and 34 recommendations that continue to be implemented. Metro Vancouver is advancing one priority action through the Bring-to-Market project, which entails identifying an underutilized industrial site with the potential to be redeveloped and densified or intensified. The region is experiencing a critical shortage of industrial land. Some of the region's remaining vacant industrial lands suffer from site- or area-specific challenges, such as limited infrastructure, environmental constraints, or under-sized parcels. Where vacant lands have not come to the market due to one or more of these or other challenges, municipalities may support an assessment of the constraints, and the preparation of a Bring-to-Market plan. This project will identify the issues that have prevented the development of the lands for a select site, and prepare a plan to advance development and achieve the host jurisdiction's land use planning and economic development goals.

E6 Invasive Species Best Management Practices – Japanese Beetle Guidebook

Adding to the existing regional library of technical guidance for priority invasive species, Metro Vancouver has worked with the Invasive Species Council of Metro Vancouver, federal and provincial authorities, member jurisdictions, and other local experts to produce a guidebook for the invasive Japanese beetle. This guidebook is designed to introduce local government staff and their contractors to the eradication efforts being undertaken by the multi-agency Japanese beetle response. The document also provides information about current distribution, potential impacts on the agricultural and horticultural sectors in BC, and how to identify, track, report, prevent further spread, and effectively control the Japanese beetle. In addition, the guidebook describes how this species may adapt as our climate changes, increasing the urgency to proactively control and prevent further spread of this high-risk species. An accompanying one-page fact sheet has also been created to raise public awareness.

Caucus of Committee Chairs – February 21, 2024

Information Items:

E2 Climate 2050: Priority Actions to Accelerate Toward our Regional Targets

Metro Vancouver, alongside other similar jurisdictions, is at a critical juncture: The MVRD Board has adopted the necessary targets and plans aligned with the global science to avoid the worst impacts of climate change. The pathway to a zero-emissions and resilient region — the technology, regulations, and investments — is well understood. Metro Vancouver's *Clean Air Plan* and *Climate 2050* strategy and supporting roadmaps outline the necessary actions and roles. The next step is to move swiftly from comprehensive planning to bold leadership through implementation. This report identifies priority Big Moves needed to accelerate toward the Board-adopted greenhouse gas emissions reduction targets.

Metro Vancouver Housing

E1.1 The Steller (Southwynde Avenue) Affordable Housing Development – Project Budget Update **APPROVED**

Metro Vancouver Housing is preparing a building permit submission for the Steller (formerly Southwynde Avenue), a six-storey, 122-unit affordable housing redevelopment located in Burnaby. In October 2020, the Board authorized staff to proceed with design and funding applications for the original design concept for a 122-unit rental building including an integrated child care facility with a project budget of \$45.5 million. From 2021 to 2023, site studies were undertaken, an architect and design team was engaged, a construction management team was engaged, and the design and permitting for new building progressed through schematic design, design development and the rezoning application process. Since the original MVHC Board approval in 2020, estimated project costs have increased to \$93.9 million, based on Class C cost estimates prepared in November 2023.

The Board approved the updated project budget of \$93.9 million based on Class C cost estimates for The Steller and authorized project construction financing and take-out mortgage of up to \$26.6 million and a contribution from MVHC development reserves of up to \$22.5 million to fund the design and construction of this affordable housing project.

E1.2 The Connection (Eastburn Square) Affordable Housing Development – Project Budget Update **APPROVED**

Metro Vancouver Housing is progressing with a site preparation and construction tender for The Connection (formerly Eastburn Square), a six-storey, 174-unit affordable housing redevelopment located on the existing Eastburn Square housing site in Burnaby. In October 2020, the Board authorized staff to proceed with design and funding applications for the original design concept for a 172-unit rental building with a project budget of \$63.8 million. From 2021 to 2023, site studies were undertaken, an architect and design team was engaged, and the design and permitting for new building progressed through schematic design, design development and the rezoning application process.

Through the design development process, the unit count increased from 172 units to 174 units. Since the original Board approval in 2020, the estimated project costs have increased to \$120.8 million, based on Class B construction cost estimates prepared in October and December 2023.

The Board approved the updated project budget of \$120.8 million, based on Class B cost estimates, for The Connection and authorize project construction financing and take-out mortgage of up to \$43.5 million and a contribution from MVHC development reserves of up to \$17 million to fund the design and construction of this affordable housing project.

E1.3 Approval of Borrowing Agreement Between MVHC and MVRD

APPROVED

The Board approved a financial strategy about two years ago to use borrowing for major rehabilitation and retrofit projects to front-end the program and take advantage of currently available grants. MVHC is seeking to borrow from the Municipal Finance Authority (MFA), through MVRD, an amount up to \$70 million over the next five years, to fund required and Board approved building envelope repairs, and deep retrofits to reduce greenhouse gas emissions and improve energy efficiency at several of its housing complexes.

Pursuant to Section 179 of the *Community Charter of British Columbia*, under agreement and through an adopted loan authorization bylaw, MVRD may lend to the MVHC, for the purpose of providing public housing. MVHC Board approval to enter into an agreement with MVRD is the first step in the MFA borrowing process. The next step is for MVRD to adopt a *Loan Authorization Bylaw*, to provide the authority for MVRD to borrow from MFA on behalf of MVHC. Adoption of the bylaw requires approval from the MVRD Board, the Inspector of Municipalities, as well as receive electoral assent.

The Board authorized the MVHC officers to enter into an agreement with MVRD authorizing borrowing on behalf of MVHC from the MFA in order to provide funding for MVHC's capital programs.

Greater Vancouver Water District

E1.1 Lulu-Delta Water Supply Tunnel – Stage Gate 0

APPROVED

The existing Lulu-Delta crossing of the Fraser River between Richmond and Delta near the George Massey Tunnel is a key water main crossing in the region that conveys drinking water from the Seymour Capilano Filtration Plant to Delta and Tsawwassen First Nation.

Following best management practices, a Stage Gate Framework process was implemented for Project Delivery's high value, risk, and consequence capital projects. This process seeks approval of key milestones through five stage gates from the initiation phase through project close-out. The existing Lulu-Delta crossing is nearing the end of its service life and has reduced pressure capacity due to damage previously sustained due to third-party dredging activities in the Fraser River.

The Board approve Stage Gate 0 for the Lulu-Delta Water Supply Tunnel advancing from the initiation stage to the definition stage.

E1.2 Cambie-Richmond Water Supply Tunnel – Stage Gate 1

APPROVED

The Cambie-Richmond crossing of the Fraser River between Vancouver and Richmond near the Oak Street Bridge is one of the critical crossings in the region that conveys water from the Capilano and Seymour water supply areas to Richmond, Delta, and Tsawwassen First Nation.

Following best management practices, a Stage Gate Framework process was implemented for Project Delivery's high value, risk, and consequence capital projects. This process seeks approval of key milestones through five stage gates from the initiation phase through project close-out. The definition, or conceptual design, phase for the Cambie-Richmond Water Supply Tunnel was completed in late 2022. Metro Vancouver subsequently short-listed three design engineering firms to participate in the preliminary design request for proposal.

The Board approved Stage Gate 1 for the Cambie-Richmond Water Supply Tunnel advancing from the definition phase to the preliminary design phase.

E2.1 2024 Water Sustainability Innovation Fund Applications

APPROVED

The Caucus of Committee Chairs is responsible for overseeing the Metro Vancouver Sustainability Innovation Funds, and for making all funding recommendations to the respective Metro Vancouver Board. Staff review and evaluate all proposals that are submitted for consideration. This report presents one project recommended for funding, totaling \$1 million, which would be funded through the Water Sustainability Innovation Fund.

The Board approved the allocation from the Water Sustainability Innovation Fund for the Expansion of the Earthquake Early Warning & Structural Health Monitoring Systems project for \$1 million from 2024 to 2026.

G1.1 GVWD Borrowing Bylaw 261, 2023 and GVWD Temporary Borrowing Request Bylaw 262, 2023

APPROVED

On November 24, 2023 the Board gave a third reading to the *Greater Vancouver Water District Borrowing Bylaw No. 261, 2023* and *Greater Vancouver Water District Temporary Borrowing Request Bylaw 262, 2023* and subsequently sent these two bylaws to the Inspector of Municipalities for statutory approval.

Statutory approval of the bylaws was given on January 2, 2024. The Board finally adopted both bylaws.

I 1 Committee Information Items and Delegation Summaries

The Board received one information item from one standing committee.

Water Committee – February 7, 2024

Information Items:

E1 Watershed Fisheries Initiatives Annual Update

Water Services, Liquid Waste Services, Regional Parks, and other Metro Vancouver teams at large collectively contribute to Pacific Salmon conservation and restoration in the region. The GVWD manages and participates in fisheries management and restoration initiatives both upstream and downstream of the primary dams in each of the three water supply areas in the Capilano, Seymour, and Coquitlam River watersheds. 2023 was a good year for adult salmon return numbers aided with a fall drought ending sooner than in 2022. Two new water supply agreements were developed with BC Hydro for fisheries conservation efforts and Sockeye Salmon restoration at Coquitlam. Metro Vancouver strives to continually improve fisheries protection and enhancement initiatives for the recovery of Pacific Salmon populations while collaborating with stewardship groups, First Nations, and agencies under provincial and federal regulatory regimes.

Greater Vancouver Sewerage and Drainage District

E1.1 Award of a Contract Resulting from ITT No. 23-378: Construction Services – Royal Avenue Pump Station Rehabilitation **APPROVED**

The Royal Avenue Pump Station, located in New Westminster, requires rehabilitation. The scope of work consists of replacing the station electrical equipment, building an expansion to the odour control building for installation of the new electrical equipment above ground, replacing a short forcemain connecting the pump station discharge header to the Royal Avenue control chamber, and replacing the three sewage pumps.

The Board approved award the contract for construction services – Royal Avenue Pump Station Rehabilitation in the amount of up to \$6,845,655 (exclusive of taxes) to Kenaidan Contracting Ltd., subject to final review by the Commissioner.

G1.1 Greater Vancouver Sewerage and Drainage District Sewerage and Drainage Areas Boundaries Amendment Bylaw No. 375, 2024 – Fraser Sewerage Area – Surrey (South Campbell Heights) **APPROVED**

On February 25, 2022, the MVRD Board adopted *Regional Growth Strategy Amendment Bylaw No. 1328, 2021*, which extended the Urban Containment Boundary in Surrey by 223.7 hectares. The bylaw re-designated lands with a Rural regional land use designation to: Mixed Employment; Conservation and Recreation; and Agricultural. It also re-designated 13.4 hectares of existing Mixed Employment lands to Conservation and Recreation.

Surrey requested that the GVS&DD Board consider amending the Fraser Sewerage Area (FSA) by 244.1 ha. The review determined that only 160.6 ha were eligible for sewer services. This request is consistent with the provisions of *Metro 2050*. The *Metro 2050* and Liquid Waste Services technical review indicated a negligible service impact with no material financial impact on the regional sewerage system.

The Board gave first, second, and third readings to the *GVS&DD Sewerage and Drainage Areas Boundaries Amendment Bylaw No. 375, 2024*; then passed, and finally adopted said bylaw.

I 1 Committee Information Items and Delegation Summaries

The Board received a lone information item from a single standing committee.

Zero Waste Committee – February 8, 2024

Delegations:

C1 Mary-Em Waddington, Executive Director, BC Technology for Learning Society

Computers for Schools Plus Program Award

Information Items:

E1 Zero Waste Conference 2023

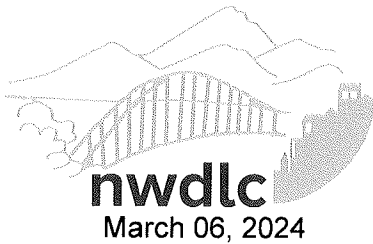
The 2023 Zero Waste Conference occurred November 1 and 2, and was, as with previous events, well-received by participants. Hosted by Metro Vancouver, the conference included international, national, and local speakers and stories, and met its goal of attracting nearly 600 participants. The conference featured the connections between waste prevention, circular solutions, and a heightened emphasis on climate through the theme of “Climate Action through Circularity.” As requested by past participants, the conference included an increase in networking opportunities. In response to input from participants and partnering organizations, this report also introduces the Zero Waste Committee to the intention that in future years, Metro Vancouver shifts to delivering the conference biannually, with the next one in 2025.

Liquid Waste Committee – February 14, 2024

Information Items:

E2 2023 “Wipe It, Green Bin It” Campaign Results

The disposal of fats, oils, and grease (FOG) into the regional sewer system is an ongoing issue that costs the region over \$3 million a year. The 2023 “Wipe It, Green Bin It” campaign ran in the lead-up to Thanksgiving and through November, asking residents to put FOG in their green bins and not down their sinks. The campaign included social media, YouTube, television, transit advertising, Google search, and a website. The campaign produced solid results and delivered over 32 million impressions, 1,050 engagements, one million video views, 7,600 clicks for more information, 6,800 website visits, and reached 940,000 residents through online tactics. Post-campaign survey results show the number of residents who say they dispose of FOG into the drain dropped to 32 per cent in 2023, compared to 45 per cent in 2017. The campaign will run in 2024 using similar timing and refreshed creative.



NEW WESTMINSTER &
DISTRICT LABOUR COUNCIL

Louella Vincent, President
Janet Andrews, Secretary-Treasurer
Chartered By The Canadian Labour Congress

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

Dear Mayor McEwen and members of Council,

The New Westminster & District Labour Council represents over 65,000 affiliated union members in 14 communities in the Lower Mainland. On behalf of our members and their families living and/or working in your community, we request your Council declare **April 28th** as the official "*Day of Mourning for Workers Killed and Injured on the Job*" and that Council **observe one minute of silence** in the Council Chambers at the evening Council meeting **on or before April 28th**.

In 1984 our national organization, the Canadian Labour Congress, introduced the annual day of remembrance for workers killed and injured on the job. April 28th was chosen because this was the day that the third reading took place for the first comprehensive Workers' Compensation Act (Ontario 1914) in Canada. The "Workers Mourning Day Act" (Bill C223) became law on February 1, 1991, an Act which states "the day of April 28th shall be respected as the day of official recognition". The day of recognition was proclaimed by the government of British Columbia in 1989.

Our focus this year is on the CLC's 2024 theme **Safe Work Now!** and will include up-to-date information on workers' health & safety issues, WorkSafeBC regulatory reviews and/or changes that have impacted BC's workplace accident and fatality rates.

There will be remembrances across Canada on April 28th for workers who have been killed on the job, and to recognize those who have suffered from workplace injury, accident or disease. On April 28th we mourn for those who have died from workplace accidents or disease but we also recommit ourselves to fight for the living.

If your Council **issues proclamations**, a copy of our Proclamation is enclosed to assist Council in endorsing the "Workers Day of Mourning".

We thank-you for your leadership in your workplace by encouraging your staff to **observe one minute of silence at 11:00 a.m. on April 28th**.

Sincerely,

Janet Andrews
Secretary- Treasurer

JA/cb
Encl:

moveup

Phone: 604-291-9306 admin@nwdlc.ca
105-3920 Norland Avenue, Burnaby, BC V5G 4K7

NWDLC NWDLC.CA

March 7, 2024

Via email: premier@gov.bc.ca

The Honourable David Eby, MLA
Premier of the Province of British Columbia

Delivered Via Email

Re: Support for Bill-34

Dear Premier,

The District of Hudson's Hope Council supports Bill-34 and the *Restricting Public Consumption of Illegal Substances Act*.

We believe that Bill-34 is a necessary step in addressing the ongoing crisis of drug addiction and overdose in our community. By restricting public consumption of illegal substances, we can create a safer and more welcoming environment for all residents, including children and families.

It is crucial that we continue to prioritize the health and safety of our community members and take action to address the harm caused by drug use in public spaces. We urge the Supreme Court to reconsider their decision and allow Bill-34 to be implemented so that we can better protect our community and prevent further harm.

The District of Hudson's Hope Council stands by its decision to support Bill-34 and will continue to advocate for the well-being of our residents. We are committed to creating a safe and thriving community for all and believe that restricting public consumption of illegal substances is an important step in achieving this goal.

Public spaces should be freely enjoyable by all community members and used for their intended purpose. While Council acknowledges that no person should feel compelled to engage in substance abuse alone and privately, but this should not come at the expense of degrading our public spaces.

Sincerely,

DISTRICT OF HUDSON'S HOPE

Travous Quibell

Travous Quibell, Mayor

TQ/am

cc. B.C. Municipalities and Regional Districts
Bob Zimmer, MP Prince George - Peace River – Northern Rockies
Dan Davies, Peace River North