

COMMITTEE OF THE WHOLE MEETING – MINUTES

Minutes for the Committee of the Whole Meeting scheduled for Tuesday, October 24, 2023 at 6:00 p.m. in the Multipurpose Room at Anmore Elementary School, 30 Elementary Road, Anmore, BC.



ELECTED OFFICIALS PRESENT

Mayor John McEwen
Councillor Doug Richardson
Councillor Kim Trowbridge (via teleconference)
Councillor Paul Weverink

ABSENT

Councillor Polly Krier

OTHERS PRESENT

Karen Elrick, CAO
Chris Boit, Manager of Development Services

1. Call to Order

Mayor McEwen called the meeting to order at 6:00 p.m.

2. Approval of the Agenda

It was MOVED and SECONDED:

That the Agenda be approved as circulated.

Carried Unanimously

3. Adoption of Minutes

(a) Minutes of the Committee of the Whole Meeting held on May 30, 2023

It was MOVED and SECONDED:

That the Minutes of the Committee of the Whole Meeting held on May 30, 2023 be adopted, as circulated.

Carried Unanimously

4. Business Arising from Minutes

None.

5. New Business

(a) **Zoning Bylaw Update – Coach House**

Mayor McEwen provided an overview of the background of allowances for suites and coach houses in Anmore.

Mr. Chris Boit, Manager of Development Services provided an overview of the report and sought direction from the committee on options for update. Discussion points included:

Definitions updates were supported as follows:

- Building (Proposed)
- Coach House (Proposed) include comment re strata
- Dwelling Unit (Proposed)
- Secondary Suite (Proposed) removing the word “single”
- Residential (Proposed)
- Floor area (Proposed)
- Basement (Proposed)

Secondary suite and a coach house on a property

- Provide updates to section 6.3 of bylaw for clarity
- Update bylaw to allow for either coach house or secondary suite in following zones if requirements are met:
 - RS-1
 - Infill
 - CD-1
- Update bylaw to allow for secondary suites only in the following zones if requirements are met:
 - CD-2
 - CD-3
 - CD-4
 - CD-5
 - CD-6
 - CD-7
 - RS-2
- Update bylaw to prohibit coach houses and suites in the RCH-1 Zone
- Staff to investigate rationale on why maximum height for CD-7 Zone is 10m while other CD zones are 7m and provide update, if necessary

Location of Coach House

- Consideration of creating allowance for separation based on zone or size of lot
- Staff to consult with SVFD Fire Chief, Jay Sharpe on recommended separation for fire safety and suppression

Parking requirements

- No parking on roadways
- Include exemption for one parking stall garage with an operable door, no windows, no bathroom to detract from conversion of garage space

Height and Massing of Structure

- There was general consensus to include criteria as outlined in the staff report

Size of Coach House

- Staff to develop criteria for a sliding scale for consideration

Design aspects

- No action on this item at this time. Could be considered in future policy development

Occupancy and Use

- Staff to report back on requirements and affect of new legislation regarding short term rentals and how it applies to Anmore

Environmental impacts/tree impacts

- No action at this time. Could be considered in future policy development.

It was MOVED and SECONDED:

THAT the Committee recommend to Council that staff be directed to amend the Zoning Bylaw in accordance with the recommendations provided during the Committee of the Whole meeting - Zoning Bylaw Update - Coach House report from the Manager of Development Services, dated October 20th, 2023.

Carried Unanimously

6. Public Comments

Members of the public were invited to provide input during the round table discussion.

7. Adjournment

It was MOVED and SECONDED:

That the meeting be adjourned at 8:25 pm.

Carried Unanimously

“Rhonda Schell”

Rhonda Schell
Corporate Officer

“John McEwen”

John McEwen
Mayor