

REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for Tuesday, October 1, 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

(a) **Minutes of the Regular Council Meeting held on September 10, 2024**

Recommendation: THAT the Minutes of the Regular Council Meeting held September 10, 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.

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- (a) Letter from the Village of Belcarra dated September 26, 2024, regarding the SVFD Service Review, attached.**

8. Items Removed from the Consent Agenda

9. Legislative Reports

10. Unfinished Business

11. New Business

- (a) Remaining 2024 Annual Events**

Verbal update from the Chief administrative Officer.

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- (b) Anmore Community Hub – Facility Rentals Update**

Report dated September 27, 2024, from the CAO, attached.

Recommendations: THAT Facility Rentals for Meetings Policy No. 78 be amended to include the provision for allowable use on evenings from 3 p.m. – 9 p.m., as available, and on weekends from 9 a.m. to 9 p.m., as available, as outlined in the amended Facility Rentals for Meetings Policy 78 attached to the agenda of the October 1, 2024 Regular Council Meeting.

THAT Community Volunteer Groups Anmore Garden Club, Anmore Youth Group (under the Community Engagement, Culture, and Inclusion Committee), Anmore Scouts, and Sasamat Volunteer Fire Department be affirmed as approved for the purpose of facility rentals.

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(c) Delegation of Development Permits and Minor Variance Permits

Report dated September 27, 2024, from the Planner, attached.

Recommendation: THAT Staff be directed to draft bylaws to amend Delegation of Authority Bylaw No. 615-2020 and Development Procedures Bylaw No. 553-2016 to delegate authority to grant Development Permits and Minor Development Variance Permits (DVPs) to the Chief Administrative Officer.

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(d) Advanced Voting Opportunities Costs

Report dated September 27, 2024, from the Manager of Corporate Services, attached.

Recommendation: THAT the October 1, 2024 Advanced Voting Opportunities Costs report be received for information.

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

At the September 5, 2024 Committee of the Whole meeting, recommendations were made to amend Zoning Bylaw 568-2017.

Recommendation: THAT Council endorse the recommendations in the draft minutes of the Committee of the Whole meeting held on September 25, 2024, as attached to the October 1, 2024 agenda under item 16 (a).

13. Mayor's Report**14. Councillors Reports****15. Chief Administrative Officer's Report****16. Information Items**

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(a) Committees, Commissions, and Boards – Minutes

- DRAFT Committee of the Whole minutes for meeting held on September 25, 2024.

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(b) General Correspondence

- Email dated September 25, 2024 from the Ministry of Children and Family Development regarding Foster Family Month.

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

Minutes for the Regular Council Meeting scheduled for Tuesday, September 10, 2024
at 7:00 p.m. in **Council Chambers** at the **Anmore Community Hub**,
2697 Sunnyside Road, Anmore, BC

**ELECTED OFFICIALS PRESENT**

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

ABSENT**OTHERS PRESENT**

Rhonda Schell, Acting CAO/Manager of Corporate Services
Chris Boit, Manager of Development Services
Josh Joseph, Planner
Jas Rattan, Corporate Services Clerk

1. Call to Order

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

2. Approval of the Agenda

It was MOVED and SECONDED:

R102/24: THAT the Agenda be approved as circulated.

Carried Unanimously

3. Public Input

Members of the public made comments on:

- Support for the renaming of Spirit Park
- Amending the wording of the plaque accompanying Dr. Hal Weinberg's photo installation

4. Delegations

None.

5. Adoption of Minutes**(a) Minutes of the Regular Council Meeting held on July 16, 2024**

It was MOVED and SECONDED:

R103/24: THAT the Minutes of the Regular Council Meeting held July 16, 2024, be adopted, as circulated.

Carried Unanimously

6. Business Arising from Minutes

None.

7. Consent Agenda

Items (a)(i) and (b) were removed for consideration.

It was MOVED and SECONDED:

R104/24: THAT the Consent agenda be adopted.

Carried Unanimously

(a) Release of Resolution from In-Camera Meeting

(ii) At the September 5, 2024 In-Camera Meeting, Council authorized the release of the following resolutions to a future open Council meeting.

“THAT staff be directed to write a letter to the Village of Belcarra in response to their request for a service review and that this letter, along with the letter from the Ministry of Municipal Affairs to the Village of Belcarra, be added to the consent agenda at the next Regular Council Meeting.”

(c) Letter dated September 6, 2024 to the Village of Belcarra regarding the Sasamat Volunteer Fire Department, attached.

(d) Metro 2050 Type 3 Proposed Amendment – City of Surrey (7880 128 St)

Recommendation: THAT the communication dated August 20, 2024 from Metro Vancouver regarding Metro 2050 Type 3 Proposed Amendment – City of Surrey (7880 128 St), be received for information.

(e) Local Government Climate Action Program Survey Report

Recommendation: THAT the Anmore Local Government Climate Action Program Survey Report generated on July 30, 2024, be received for information.

8. Items Removed from the Consent Agenda

(a) Release of Resolution from In-Camera Meeting

Discussion points included:

- Amending the wording of the plaque accompanying Dr. Hal Weinberg’s photo installation

(i) At the July 16, 2024 In-Camera Meeting, Council authorized the release of the following resolutions to a future open Council meeting.

“THAT Council appoint Nancy Maloney to the Public Safety Committee.”

“THAT former Mayor Hal Weinberg be honoured by the Village of Anmore in the following ways:

1. A review of the Dr. Hal Weinberg Scholarship Fund be conducted to include the following:
 - a. Establishment of clear guidelines with a focus on Anmore community contribution criteria
 - b. Recommendations on increase of the annual scholarship amount to \$3,000 to be included in the 2025 budget for consideration
2. Rename “Spirit Park” to “Dr. Hal Weinberg Spirit Park” and to bring forward a budget allocation of \$2,000 to include signage updates and event celebration to an open Council meeting for Council’s consideration.
3. A photo installation of Dr. Hal Weinberg receiving the Order of British Columbia on canvas be installed at the Anmore Community Hub with an accompanying plaque to state Order of British Columbia recipient and Mayor of the Village of Anmore with dates that he served as mayor as well as date of birth and date of death and to bring forward a budget allocation of \$1,000 to an open Council meeting for consideration.”

It was MOVED and SECONDED:

R105/24: THAT staff be directed to conduct a review of the Dr. Hal Weinberg Scholarship Fund and establish clear guidelines with a focus on Anmore community contribution criteria and that the budget for the scholarship be increased to \$3,000 annually, starting in 2025; and,

THAT staff be directed to rename “Spirit Park” to “Dr. Hal Weinberg Spirit Park” and up to \$2,000 be allocated for signage updates and an event celebration, to be funded from operating surplus; and,

THAT staff be directed to install a photo of Dr. Hal Weinberg receiving the Order of British Columbia on canvas at the Anmore Community Hub with an accompanying plaque to state Order of British Columbia recipient and Mayor of the Village of Anmore with dates that he served as mayor as well as date of birth and date of death and up to \$1,000 be allocated for the photo installation, to be funded from operating surplus; as amended, to expand on the plaque to include the following quote: "Hal Weinberg, founding Mayor of Anmore and visionary, whose innovative spirit, love of collaboration and belief in diversity helped shape this community."

Carried Unanimously

(b) Letter dated July 31, 2024 from the Ministry of Municipal Services to the Village of Belcarra regarding the Sasamat Volunteer Fire Department, attached.

Discussion points included:

- Councillor Weverink, Mayor McEwen and Councillor Trowbridge provided an update from the SVFD board of trustees providing context to the letter attached to the agenda
- The letter was received for information

9. Legislative Reports

(a) **2860 Sunnyside Road Zoning Amendment – Bylaw No. 667-2023**

The Manager of Development Services provided an overview of the memo and report dated January 6, 2023, and noted the bylaw is now before Council as the proponent has fulfilled the requirements to complete the subdivision.

It was MOVED and SECONDED:

R106/24: THAT Council adopt Anmore Zoning Amendment Bylaw No. 667-2023.

Carried Unanimously

(b) **Pinnacle Ridge Rezoning Application – Bylaw No. 699-2024**

The Planner provided an overview of the report dated September 6, 2024. The presentation is attached and forms part of the minutes.

Discussion points included:

- Financial sustainability of the development
- Lot coverage and floor area ratio
- Stormwater retention
- Clarifications regarding the proposed road extensions/dedications
- Challenges surrounding the site

It was MOVED and SECONDED:

R107/24: THAT Anmore Zoning Amendment Bylaw No. 699-2024, be given first reading; and,

THAT Bylaw No. 699-2024 be referred to the Advisory Planning Commission and Committee of the Whole with the following items for discussion: Community Amenity Contributions, public engagement strategy, financial sustainability and other topics staff believe to be important for community discussion; and,

THAT staff bring forward a Community Engagement Plan in relation to the rezoning of Pinnacle Ridge Hillside Development.

Carried Unanimously

10. Unfinished Business

None.

11. New Business**(a) Website Redevelopment Preview**

The Manager of Corporate Services provided a verbal update on the website redevelopment project.

(b) EDMA Update – Indigenous Engagement Requirements

The Manager of Corporate Services provided an overview of the report dated September 6, 2024.

It was MOVED and SECONDED:

R108/24: THAT staff be directed to engage a consultant at a cost of up to \$40,000, to be funded by the Indigenous Engagement Requirement grant to meet the objectives of the IER funding program.

Carried Unanimously

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

None.

13. Mayor's Report

Mayor McEwen reported that:

- He attended the SVFD trustees meeting on September 19, 2024
- He attended Ma Murray Day
- He congratulated Julie Mitten on the Community Spirit Award
- He reminded residents of the 1st Anmore Scouts Adult Bingo night fundraiser
- He plans on meeting with BC Hydro to discuss SVFD funding to service Buntzen Lake
- He will attend the 2024 UBCM convention
- He raised concerns about cell coverage in the Village

14. Councillors Reports

Councillor Krier reported that:

- She will attend the 2024 UBCM convention
- She thanked staff and volunteers for their work on Ma Murray Days
- She congratulated Julie Mitten on the Community Sprit Award
- She attended a Tri-Cities Food Council meeting
- She toured the SeaBus

Councillor Weverink reported that:

- He attended a Zero Waste meeting. He informed residents that Metro Vancouver is seeking feedback on the Solid Waste Management Plan and encouraged residents to participate by visiting the Metro Vancouver engagement website.
- He will attend the 2024 UBCM convention
- He congratulated Julie Mitten on the Community Spirit Award
- He mentioned that Anmore was recognized for good financial management
- He attended the SVFD trustee meeting
- He attended Ma Murray Day
- He asked about the potential for fireworks in the Village. The CAO will provide an update at the next council meeting. Councillor Richardson then asked about drone shows as an alternative.

Councillor Richardson reported that:

- He thanked residents for attending the council meeting.

15. Chief Administrative Officer's Report

Ms. Schell reported that:

- The Public Safety Committee meeting has been cancelled
- She congratulated Julie Mitten on the Community Spirit Award
- She thanked staff for their work on Ma Murray Day
- There might be traffic delays accessing Buntzen Lake due to BC Hydro work
- She requested an update from the Manager of Development Services who reported that:
 - Grass will be installed on the multi-use pathway on Sunnyside Road
 - The bus shelter installation is moving forward
 - They are moving forward with the operational yard upgrades
 - They are looking at upgrades to the Village Hall – including sound dampening
 - BC Hydro is working on upgrades at Buntzen Lake

16. Information Items

(a) Committees, Commissions, and Boards – Minutes

(b) General Correspondence

- Letter dated July 22, 2024 from Metro Vancouver regarding the report titled “BC Utilities Commission Decisions and Local Government Interests in the Energy Transition”
- Letter dated July 22, 2024 from Metro Vancouver regarding Metro Vancouver’s Solid Waste Management Plan Update
- Letter dated August 1, 2024 from the Office of the Fire Commissioner regarding the new Fire Safety Act
- Letter dated August 23, 2024 from the Canada Community-Building Fund regarding the first Community Works Fund payment for 2024/2025

17. Public Question Period

None.

18. Adjournment

It was MOVED and SECONDED:

R109/24: That the meeting be adjourned at 8:22 pm.

Carried Unanimously

Rhonda Schell
Corporate Officer

John McEwen
Mayor



VILLAGE OF BELCARRA

"Between Forest and Sea"

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September 20, 2024

File No. 7200-02

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

Via email

Re: Sasamat Volunteer Fire Department Service Review

Dear Mayor and Council:

Thank you for your letter of September 6, 2024.

As you know, prior to giving notice initiating this service review, Belcarra Council attempted on a number of occasions to engage in meaningful discussions with Anmore Council in relation to the modernization of the governance, cost apportionment and recovery structures, and administration of the service. Unfortunately, it appeared to Belcarra Council that Anmore Council was not prepared to discuss those matters.

Belcarra Council did not take the decision to initiate this service review lightly. Like Anmore Council, Belcarra Council very much appreciates the significant efforts of the Sasamat Volunteer Fire Department and in no way wishes to detract from those efforts and the services the Fire Department provides. That being said, Belcarra Council owes a duty to its residents to ensure that the governance, cost apportionment and recovery structures, and administration of the service reflect the best interests of its residents. Those issues have not been reviewed and discussed by Belcarra Council and Anmore Council since the letters patent establishing the service were issued in 1980. Much has changed in Belcarra and Anmore since then, and Belcarra Council believes strongly that a review is warranted.

At this time, Belcarra Council remains committed to proceeding with the service review process. Belcarra Council understands that the review may result in no change to the service or may result in changes that benefit both Belcarra residents and Anmore residents. For example, Belcarra Council appreciates that, to the extent that capital acquisitions for the service benefit Belcarra solely or Anmore solely, the review may recommend that those capital acquisitions be funded solely by the party benefited. Suffice it to say that Belcarra is not looking for a free ride; rather, it is looking for an equitable partnership.

With respect, Belcarra Council does not understand why a review of the service cannot be conducted while we move forward with the much needed replacement of the fire halls.

Finally, Belcarra Council wishes to reiterate that it has no desire for the service to be wound up and for Belcarra and Anmore to establish their own fire departments. Belcarra Council very much appreciates the significant efforts of the Sasamat Volunteer Fire Department, and believes that a single department remains in the best interest of Belcarra residents and Anmore residents.

Sincerely,

A handwritten signature in blue ink that reads "Jamie Ross". The signature is stylized and cursive.

Jamie Ross
Mayor

cc: Belcarra Council
Anmore Council
Metro Vancouver



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: September 27, 2024 File Number: 0860-02
Submitted by: Karen Elrick, Chief Administrative Officer
Subject: Anmore Community Hub – Facility Rentals Update

Purpose / Introduction

To provide a policy update to facilitate rentals at Anmore Community Hub.

Recommended Option

THAT Facility Rentals for Meetings Policy No. 78 be amended to include the provision for allowable use on evenings from 3 p.m. – 9 p.m., as available, and on weekends from 9 a.m. to 9 p.m., as available, as outlined in the amended Facility Rentals for Meetings Policy 78 attached to the agenda of the October 1, 2024 Regular Council Meeting.

THAT Community Volunteer Groups Anmore Garden Club, Anmore Youth Group (under the Community Engagement, Culture, and Inclusion Committee), Anmore Scouts, and Sasamat Volunteer Fire Department be affirmed as approved for the purpose of facility rentals.

Background

At the May 7, 2024 Regular Council meeting, the following resolution was passed:

“That Staff be directed to report to Council with a draft Policy and Fees and Charges Bylaw update to reflect all of the recommendations included in the report dated May 3, 2024 from the Chief Administrative Officer entitled Anmore Community Hub – Facility Use.”

At the June 4, 2024 Regular Council meeting, staff brought forward a draft Policy related to meeting use at the Anmore Community Hub (ACH) and Fees and Charges Bylaw update and the following resolution was passed:

Report/Recommendation to Council

Anmore Community Hub – Facility Rentals Update

September 27, 2024

“THAT Facility Rentals Policy No. 53 and Anmore Community Spirit Park Policy No. 39 be rescinded; and,

THAT Facility Rentals for Meetings Policy No. 78 be approved; As amended to remove evening and weekend rentals, to allow for organizations and businesses to seek facility rental approval through a delegation to council, that the policy, fees, and charges be reviewed by the end of October 2024, and that Elections BC be approved to rent the facility outside of regular operating hours.

THAT a budget of \$6,000 be approved for standby and on call staff costs for facility use; and,

THAT first, second, and third reading be given to Anmore Fees and Charges Bylaw Amendment Bylaw No. 698-2024”

The Fees and Charges Bylaw Amendment Bylaw was subsequently adopted at the June 18, 2024 Regular Council meeting.

Discussion

Staff continue to recommend a phased approach to introducing user groups to the Anmore Community Hub. It is notable that the current approved policy is to allow for meetings and currently does not envision criteria for social events. The staff recommendation to extend hours beyond the current daytime hours, would be an extension of the meetings only policy. Should Council wish to extend rentals to social events or events serving liquor, staff would seek direction to bring back an additional policy for Council’s consideration as additional measures as well as a resourcing review would need to be considered as these events would entail additional oversight than meeting events. In the meantime, the same process of Council approving events outside of the current meeting policy would apply.

The current Council approved policy has included a tiered approach to identifying user group categories which would dictate different rental fees or waiver of rental fees dependant on the type of group:

Community Volunteer Groups – established groups, as approved by council, that benefit the whole community through volunteer work. *

Organizations - governments, nonprofit groups, school districts, strata councils etc.

Private user – individuals using the rental space for non-commercial use.

Report/Recommendation to Council

Anmore Community Hub – Facility Rentals Update

September 27, 2024

Commercial user- individuals or businesses using the rental space for profit.

*Should Council wish to amend the criteria for the various user groups, or identify an additional user group, staff would seek direction to reflect desired changes.

Pursuant to the approved Fees and Charges Bylaw Amendment Bylaw, rental fees have been set as follows:

Facility Rentals						
Rental Space	Room Capacity		Community Volunteer Group	Organization	Private User	Commercial User
	Banquet	Meeting				
Board Room (Afterhours only)	n/a	25	No charge	\$20.00/hr.	\$30.00/hr.	\$40.00/hr.
Community Room (Council Chambers)	50	70	No charge	\$50.00/hr.	\$60.00/hr.	\$70.00/hr.
Community Room (Servery Side)	190	260	No charge	\$80.00/hr.	\$100.00/hr.	\$120.00/hr.
Community Room (Whole Room)	240	330	No charge	\$100.00/hr.	\$150.00/hr.	\$200.00/hr.
Spirit Park or Parking Lot	n/a	n/a	No charge	\$50.00/4hrs \$100.00/day	\$75.00/4hrs \$125.00/day	\$100.00/4hrs \$150.00/day
Cleaning / Maintenance Fee						\$125
Damage Deposit (Regular) A Deposit (in the form satisfactory to the Village) must be made as part of the Rental Agreement and may be drawn down by the Village if the facility is damaged during the Rental Period. The deposit will be refunded (less any draw down) within thirty (30) days of the Rental Period ending.						\$200
Damage Deposit (Recurring Booking) A Deposit (in the form satisfactory to the Village) must be made as part of the Rental Agreement and may be drawn down by the Village if the facility is damaged during the Rental Period. The deposit will be refunded (less any draw down) within thirty (30) days of the last Rental Period ending.						\$400
Audio Visual Deposit (For use of the AV dongle) A Deposit (in the form satisfactory to the Village) must be made as part of the Rental Agreement and may be forfeited by the Village if the AV dongle is damaged or lost during the Rental Period. The deposit will be refunded once the AV dongle is returned.						\$100
Key Holder Deposit (For use of the Keycard) A Deposit (in the form satisfactory to the Village) must be made as part of the Rental Agreement and may be forfeited by the Village if the keycard is damaged or lost during the Rental Period. The deposit will be refunded once the keycard is returned.						\$50

Report/Recommendation to Council

Anmore Community Hub – Facility Rentals Update

September 27, 2024

Staff have created the necessary documentation including a rental contract and keyholder agreement which has been vetted through legal council and the Village's insurance provider. Since the Policy approval and Fees and Charges Bylaw update was adopted in June, 2024, there has been once user group that has requested Council to approve an outside of hours event. This event was held the evening of Friday, September 13 and a staff member was on call for the event with no issues noted or observed.

Since the facility has opened, Community Volunteer Groups including the Anmore Garden Club, Anmore Youth Group, Sasamat Volunteer Fire Department Association, and Anmore Scouts have all used the facility after hours at various times following past practice of use of Village facilities at the previous Village Hall trailers. Additionally, Elections BC will be using the facility as a polling station for the upcoming provincial election. Arrangements have been made for staff to be on call for this event and revenue will be generated from this booking.

In terms of types and number of users that have requested use of the facility since the beginning of the year the following is noted:

Organizations including government, nonprofit groups, and strata councils have inquired about rentals for both meetings and social events after hours. Three of the requests have been related to meetings while there have been four requests for social events (one of which request is for an outdoor event).

There have been five requests for private social events since the facility first opened in January 2024. These requests range from birthday celebrations to wedding to celebration of life events.

In terms of requests for commercial endeavours, there have been five requests thus far, two of which were for social events and three requests which would fall under the meeting criteria within the existing policy.

Following initial approval by Council for facility use for meetings during business hours, interested parties were invited to attend as a delegation to Council for approval and have declined indicating that they would wait for expanded hours and use to consider their meeting/event.

Report/Recommendation to Council

Anmore Community Hub – Facility Rentals Update

September 27, 2024

Financial Implications

Income generated from rental of the community space and park would be dependent on the volume of rentals generated. As there is currently no staff allocated to this service area, a budget of \$6,000 for the remainder of 2024 to fund staff standby or on call compensation for after hours rental use was approved by Council.

Options

1. THAT Facility Rentals for Meetings Policy No. 78 be amended to include the provision for allowable use on evenings from 3 p.m. – 9 p.m., as available, and on weekends from 9 a.m. to 9 p.m., as available, as outlined in the amended Facility Rentals for Meetings Policy No. 78 attached to the agenda of the October 1, 2024 Regular Council Meeting.
2. THAT Community Volunteer Groups Anmore Garden Club, Anmore Youth Group (under the Community Engagement, Culture, and Inclusion Committee), Anmore Scouts, and Sasamat Volunteer Fire Department be affirmed as approved for the purpose of facility rentals.

(recommended)

OR

1. THAT Facility Rentals for Meetings Policy No. 78 be amended to include the provision for allowable use on evenings from 3 p.m. – 9 p.m., as available, and on weekends from 9 a.m. to 9 p.m., as available, as outlined in the amended Facility Rentals for Meetings Policy 78 attached to the agenda of the October 1, 2024 Regular Council Meeting.
2. *THAT the following Community Volunteer groups be approved by Council for the purpose of facility rentals: _____*
3. *THAT an additional user group and fee structure be added to the Facility Rentals for Meetings Policy No. 78 and THAT staff be directed to prepare an updated policy and bylaw amendment to reflect the additional user groups.*
4. *THAT a draft policy be developed for Council's consideration to include criteria for social events, including budget implications for resourcing this activity.*


Report/Recommendation to Council

Anmore Community Hub – Facility Rentals Update

September 27, 2024

Attachments:

1. Draft Facility Rentals for Meetings Policy No. 78, as amended

Prepared by:
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Karen Elrick Chief Administrative Officer



COUNCIL POLICY

Policy	Facility Rentals for Meetings (Anmore Community Hub)	Policy No.	78
Effective Date	June 4, 2024	Approved by	COUNCIL
Date Amended		Resolution No.	073/24
Date Established	June 4, 2024		

PURPOSE

The Facility Rentals for Meetings Policy provides guidelines regarding the rental and use of the Anmore Community Hub (“Rental Space”) in accordance with the applicable fees in the Fees & Charges Bylaw.

SCOPE

This policy establishes the allowable use, prioritization of user groups, terms and conditions of use, the application for use and the requirements of use for facility rentals at the Anmore Community Hub.

DEFINITIONS

Licensee means the individual or organization renting the Rental Space.

Invitee means any person who the Licensee invites or allows to enter the facility during the Rental Period.

Designate means an adult person who the Licensee places in charge on their behalf.

Rental Agreement means the agreement made between the Licensee and the Village regarding the meeting type, duration of use, associated fees, and other conditions of the Rental Space.

Rental Period means the date and time when the Rental Agreement is in effect.

Rental Space means a space located at the Anmore Community Hub, including the parking lots, plaza, and Spirit Park.

User Groups means the different categories of users as defined:

Community Volunteer Groups – established groups, as approved by council, that benefit the whole community through volunteer work.

Organizations - governments, nonprofit groups, school districts, strata councils etc.

Private user – individuals using the rental space for noncommercial use.

Commercial user- individuals or businesses using the rental space for profit.

Village means the Village of Anmore.

POLICY

Allowable Use

The Rental Space will be made available to User Groups for meetings, workshops, classes, and activities during the following hours:

Daytime – Monday to Friday, 9 a.m. to 3 p.m.

~~Evening – Monday to Friday 3 p.m. to 9 p.m. (as available)*~~

~~Weekends – 9 a.m. to 9 p.m. (as available)*~~

~~*As available means there is a staff member to be On Call during the rental period.~~

~~Evening and Weekends—Subject to council approval. Complete the Delegation to Council request form found here: <https://anmore.com/village-hall/municipal-forms/>~~

Spirit Park and the Plaza are open to the public and as such exclusive access is not guaranteed. The lower parking lot may be rented exclusively in the evenings and on weekends.

The Licensee must be 19 years of age or older, represent a properly constituted group or be an individual capable of accepting responsibility for conduct of participants and financial responsibility for any damages.

The Licensee will only have access to the facility during the Rental Period as stated in the Rental Agreement. Access to the facility is not permitted outside of the Rental Period, which must include all setup and clean up time required. Licensees are required to always have the Rental Agreement with them. No other group or organization, unless named on the Rental Agreement, is permitted to use the facility without the authorization of the Village. Sub leasing of the Rental Space is not permitted.

The Village retains the right to cancel the Rental Agreement at any time without refund of any fees paid and will do so if any of the following events occur:

- Unsatisfactory conduct by the Licensee or invitees.
- Damage to the premises or to any facilities therein by the Licensee or invitees.
- Failure of the licensee to comply with any conditions of the Rental Agreement.
- Failure to provide proof of the required insurance coverage prior to the event.
- Failure to pay in full.

Prioritization of Use

The Rental Space, first and foremost, will be used to conduct Village functions (i.e. staff meetings, council meetings, committee meetings, information sessions, public hearings, community events, etc.) When available for User Groups, the Rental Space will be booked on a first come, first serve basis.

The Licensee acknowledges that the Village has the right to cancel or revoke either specific usage or the Rental Agreement under the following conditions:

- Facilities are required for Village functions.

- Unforeseen critical maintenance is required.
- The Village needs to respond to a disaster or enact the Emergency Operations Centre.

In the case of Village function usage, the Village will do its best to provide the Licensee with sufficient notice. Provision of an alternate space in the facility is not guaranteed. A refund or credit will be provided to the Licensee where an alternate space is unavailable.

Terms and Conditions of Use

The Licensee or adult delegate is responsible for the Rental Space, must be present during the Rental Period, and must enforce all Village policies and procedures as set out in the Rental Agreement. The Licensee or adult designate will take all and any action required for the preservation of Village property and ensure that the Rental Space is left in the same condition as it was found. Failure to do so will result in an additional fee for maintenance of \$125 added to the Rental Agreement.

The Village assumes no responsibility for any lost or stolen property, damage to materials or equipment brought in by the Licensee, and any property damage or injuries incurred during the activities authorized in the Rental Agreement. Persons using the facility, grounds or equipment do so at their own risk.

Room set up and take down

- The seating capacity of each Rental Space must be adhered to.
- There are a limited number of tables and chairs, a stage, a podium, and easels available for use and must be set up and taken down by the licensee. Only these items are available.
- Tables are not to be dragged across the floor.
- All furniture must be stored and stacked properly.
- No stationary or supplies (including dishes, kitchen items, linens, décor items, etc.), are available with the Rental Space.
- NO NAILS, TACKS, STAPLES, TAPE OR OTHER ADHESIVES applied on tables or walls.
- The use of confetti, rice or glitter will result in an additional cleaning fee of \$125.
- Audio Visual equipment is available for use with an additional deposit of \$100. Instructions for AV use will be provided to the Licensee.

Food and drink may be served while using the Rental Space, however there is no facility to cook food. The Licensee is required to supply plates, cups, cutlery, and napkins, and is responsible for cleanup of the Rental Space. The Licensee must ensure appropriate disposal of all supplies in the containers provided, including appropriate sorting of kitchen waste, recycling, and garbage. Alcohol is not permitted for this type of rental.

Limited parking is available with the Rental Space. Additional parking may be available at Anmore Elementary School and a permit must be obtained from SD43 Facility Rentals at an additional cost.

All Village owned or operated buildings and public spaces are designated 100% smoke free. *Anmore Smoking Control Bylaw 448-2008.*

Application for Use

Applications for Rental Space must be submitted a minimum of ten (10) business days prior to the Rental Period and may not be made more than twelve (12) months in advance. All rentals will require five (5) business days to process.

All facilities are rented on a first come, first serve basis. The Rental Space will be secured when the signed Rental Agreement and deposit payment have been received. The final payment and requirements are due seven (7) business days prior to the rental date.

Recurring rentals such as a weekly exercise class or club meeting must be paid for in full at the time of the initial application.

Commercial users are required to provide a copy of their Business License with the Village of Anmore if they are booking a public for profit event (i.e. Markets, Classes, Seminars, etc.)

Rental applications can be made via the Village website, www.anmore.com or via email to facilitybookings@anmore.com.

Requirements of Use

As per the Rental Agreement, the following requirements must be met by the Licensee.

Deposit A \$200 damage / cleaning deposit is required for each booking of the Rental Space. If there is damage to the Rental Space or any of the contents within, the deposit, or a portion thereof, will be forfeited to repair or replace such damage. Similarly, if the Village is required to bring in a janitorial service to clean the Rental Space, that amount will be deducted from the deposit.

Recurring rentals (i.e. weekly exercise class) will be charged a \$400 deposit for the entire block of rental dates. The Village retains the right to cancel the Rental Agreement if there is significant damage over and above the value of the damage deposit.

Key holder Agreement For afterhours rentals, the Licensee will be provided a keycard and alarm code for the facility. The Licensee is responsible for locking and securing the building, checking to ensure everyone has exited the building, and ensuring that all interior and exterior doors and windows are locked and secured prior to leaving the premises.

In the event of a facility emergency during the afterhours period, the Licensee will adhere to the emergency protocols outlined in the Rental Agreement and contact the appropriate staff member on call.

The Licensee is responsible for picking up the keycard, alarm code and instructions from the Village during business hours (Monday to Friday 8:30 a.m. to 4:00 p.m.) on the rental day or business day closest to the rental day. The Licensee is also responsible for returning the key on the earliest business day immediately following the rental day. A \$50 deposit must be paid as part of the Key Holder Agreement and will be refunded once the keycard is returned.

Liability Insurance The Licensee is responsible for obtaining commercial general liability insurance in an amount not less than \$3,000,000. The Licensee must provide the Village with a certificate of insurance with the Village of Anmore named as an additional insured, seven (7) business days prior to the rental date. If the certificate is not provided, the Village retains the right to cancel the rental. The Licensee understands that they use the facilities at their own risk.

Any accident or incident should be reported to the Chief Administrative Officer within 48 hours of the event.

Indemnification and Hold Harmless The Licensee shall indemnify and hold harmless the Village of Anmore and its officers, employees, servants, agents, elected officials, and contractors, from any or all loss, liability claims or expenses arising out of the use of the Rental Space by the Licensee and any of its officers, employees, servants, agents, contractors, and volunteers. The Licensee agrees to waive all rights of subrogation or recourse against the Village with respect to use.

Fees The rental rates charged for the Rental Space are in accordance with the Village of Anmore Fees & Charges Bylaw.

Refunds / Cancellations Amendments to the Rental Agreement must be made no later than seven (7) business days prior to the booking date.

For a full refund, cancellations must be made in writing seven (7) business days prior to the rental date otherwise the full rental rate will be charged.

MONITORING/AUTHORITY

The Chief Administrative Officer, or his/her designate has authority in relation to this policy.



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: September 27, 2024 File No. 3900-30
Submitted by: J. Joseph, Village Planner
Subject: Delegation of Development Permits and Minor Development Variance Permits

Purpose

The purpose of this report is for Council to provide Staff with direction regarding proposed amendments to Bylaw 615-2020 Anmore Officer Designation and Delegation of Authority Bylaw regarding the delegation of Development Permits and Minor Development Variance Permits (DVPs) to the Chief Administrative Officer (CAO).

Recommended Option

THAT Staff be directed to draft bylaws to amend Delegation of Authority Bylaw No. 615-2020 and Development Procedures Bylaw No. 553-2016 to delegate authority to grant Development Permits and Minor Development Variance Permits (DVPs) to the Chief Administrative Officer.

Background

Recent amendments to [Part 14, Division 9](#) of the Local Government Act (LGA) allow Council to include the delegation of Minor Development Variance Permits (DVPs) to an officer or employee of the municipality. Similarly, [Part 5, Division 6](#) of the Community Charter allows a Council, through bylaw, to delegate certain powers in the same manner and set any terms and conditions it considers appropriate. The intent of delegation is to streamline services or functions provided by the municipality to improve service standards, increase capacity for staff to focus elsewhere and allow Council to focus on the long-term needs of the community. In consideration of the above, Staff are seeking direction and feedback from Council regarding potential amendments to the Anmore Officer Designation and Delegation of Authority Bylaw No. 615-2020, and corresponding amendments to the Development Procedures Bylaw No. 553-2016 to delegate powers to issue Minor DVPs, and Watercourse Protection Development Permits (DPs) to the Chief Administrative Officer.

Report/Recommendation to Council

Delegation of Development Permits and Minor Development Variance Permits

September 27, 2024

Discussion

Amendments to the Delegation Bylaw and Development Procedures Bylaw

Delegation of permitting powers must be authorized through bylaw, which specifies which decisions Council has authorized to be delegated and to whom, as well as any terms and conditions set by Council. To include Minor DVPs and Watercourse Protection DPs as a delegated authority, amendments to the Anmore Officer Designation and Delegation of Authority Bylaw No. 615-2020 would be required.

Additionally, section 460 of the LGA requires a municipality to establish procedures for accepting and processing applications for permits under part 14 of the LGA, such as DPs and DVPs. Amendments to The Village's Development Procedures Bylaw would be required to include the process and procedures for Minor DVPs.

The following is a summary of Minor Development Variance Permits and Development Permits as they relate to a potential Delegation Bylaw and amendments to the Development Procedures Bylaw.

Minor Development Variance Permits

A Minor DVP is similar to a regular DVP but is differentiated by its definition of 'minor' for which criteria must be established by Council as well as a set of guidelines which a delegate must consider before issuing one. Both the criteria for defining a minor DVP and the guidelines will be at the discretion of Council and must be outlined in a bylaw.

The Village houses all applicable regulations which may be included in the scope of a Minor DVP in the Zoning Bylaw No. 568-2017 Consolidated. The following bylaws and regulations may be varied as part of a Minor Development Variance Permit:

- Regulations respecting the siting, size or dimensions of buildings and structures.
- Off-street parking and loading space requirements (all regulations).
- Regulations of signs (all regulations).
- Regulations for screening and landscaping to mask or separate uses or to preserve, protect, restore, and enhance natural environment.

The definition of a minor variance can be different for each bylaw or regulation. For example, certain percentages may be considered as a minor variance for a sign regulation but not for zoning regulations respecting the siting, size or dimensions of buildings or structures. For instance, a 20% variance in height may be considered minor for signs; however, only a 10% variance to height may be considered minor for buildings and structures.

Report/Recommendation to Council

Delegation of Development Permits and Minor Development Variance Permits

September 27, 2024

Guidelines that must be considered by the Delegate prior to a decision

Prior to deciding on whether to issue a Minor DVP, a delegate must consider established guidelines. General guidelines may insure that proposed Minor DVPs do not conflict with the goals, policies, and objectives of an Official Community Plan, does not result in impacts to the natural environment and does not result in public safety risks or hazards. Council may also choose to establish additional guidelines specific to potential impacts of variances such as shadow impacts on variances to height or snow dumping onto adjacent properties from variances to setbacks, etc.

Appeals to Council

A Delegate's decision on whether to approve or deny a Minor DVP is final; however, in accordance with Section 156 of the LGA an applicant retains the right to appeal a delegate's decision to refuse an application to Council.

Minor DVP Processing Implications

The lengthy timeline for issuing a regular DVP is mainly due to legislated requirements for DVPs to be presented to Council, followed by notice periods and a subsequent Council meeting for a resolution. This could take ~6-8 weeks or more from a complete application to a final decision by Council.

The delegation of Minor DVPs would not go to Council and notice may not be required under [section 499\(1.1\)](#) of the LGA. However, through bylaw, Council may choose to require notification of Minor DVPs. Without the notification requirement, staff believe the delegation of Minor DVPs would save staff time by eliminating the need to prepare draft variances and reports to Council, reducing the processing time for applicants by up to 4 weeks. If Council decides to give notice, processing times may only be reduced by ~2 weeks if current DVP notice procedures are followed. Should Council choose to provide notice, staff recommend only adjacent properties be notified rather than the current 50m radius given the minor nature of the variance.

Development Permits

In accordance with [Section 154](#) of the Community Charter, Council can delegate powers to a designee to issue and amend development permits in respect of Development Permit Areas. Pursuant to the Province's Riparian Areas Protection Regulation (RAPR), local governments are required to follow the RAPR assessment methodology to establish setbacks to protect watercourses from development impacts.

Report/Recommendation to Council

Delegation of Development Permits and Minor Development Variance Permits

September 27, 2024

Subsequently, The Village has established the Watercourse Protection Development Permit Area (DPA) outlined in [Policy E-9](#) of the Official Community Plan and a set of regulations outlined in section [5.21](#) of the Village's Zoning Bylaw. A Development Permit ensures compliance with RAPR for applicable developments through professional reliance of a Qualified Environmental Professional (QEP) to assess habitat and potential impacts, and to develop measures to mitigate any adverse effects on fish and their habitat. A QEP Riparian Assessment methodology must also be approved by the Ministry of Forest, Lands and Natural Resources Prior to Municipal approval.

Watercourse Protection Development Permit Processing Implications

The process for issuing a Watercourse Protection DP is initiated by an application from the land developer to the Village which includes a RAPR assessment report describing recommendations to ensure compliance with the RAPR Act for any works proposed within the Watercourse Protection DPA. Additionally, confirmation that the RAPR assessment report has been submitted to the Ministry of Forest, Lands and Natural Resources is required for a complete application. The Ministry then provides confirmation to the Village that an assessment report was received and lastly a staff report outlining the completion of the above process is presented for a resolution by Council. Alternate approval of a development can be sought through the authorization from Fisheries and Oceans Canada.

A confirmation from the Ministry is typically provided around one to two months after a RAPR assessment report is submitted. It may take an additional 3-4 weeks or more for staff to bring a report to Council for a resolution. The delegation of DPs may cut processing time from upwards of ~3-4 weeks without requiring Council resolution. Delegating DP approval to Staff will still require assurances from a QEP and the Province that RAPR methodology is being followed.

Next Steps

Should Council choose to proceed with a bylaw to include DPs as a delegated power, staff will bring a forward a bylaw for Council's consideration. Should Council wish to include Minor DVPs as a delegated power, Staff recommend bringing a draft bylaw for Council's consideration and to refer the bylaw to the Committee of the Whole for further discussions surrounding the definition for minor variances and proposed guidelines a Delegation Officer must consider prior to approving a minor DVP. A summary of examples for Minor DVP definitions and guidelines throughout the region will be considered to inform the proposed bylaw.

Report/Recommendation to Council

Delegation of Development Permits and Minor Development Variance Permits

September 27, 2024

Other Options

The following options are provided for Council consideration:

1. THAT Staff be directed to draft bylaws to amend Delegation of Authority Bylaw No. 615-2020 and Development Procedures Bylaw No. 553-2016 to delegate authority to grant Development Permits and Minor Development Variance Permits (DVPs) to the Chief Administrative Officer.

Or

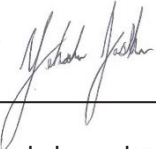

2. THAT Staff not be directed to proceed with bylaws to delegate the issuance of Development Permits and Minor Development Variance Permits (DVPs) to the Chief Administrative Officer.

Financial Implications

None

Attachments

None

Prepared by:
 _____ Josh Joseph, Village Planner
Reviewed for Form and Content / Approved for Submission to Council:
Chief Administrative Officer's Comment/Concurrence  ----- Chief Administrative Officer



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: September 27, 2024 File Number: 4200-20
Submitted by: Rhonda Schell, Manager of Corporate Services
Subject: Advanced Voting Opportunities Costs

Purpose / Introduction

To present Council with information regarding the costs associated with additional advanced voting opportunities in general local elections.

Recommended Option

THAT the October 1, 2024 Advanced Voting Opportunities Costs report be received for information.

Background

At the May 7, 2024 Regular Council meeting, Council passed the following resolution:

“THAT staff be directed to bring back a report on the costs associated with additional voting opportunities.”

Discussion

The Local Government Act (LGA) and Community Charter provide very strict rules and procedures for local general elections. Municipalities with a population of 5,000 or less must provide two voting opportunities (LGA s.107(2)). General Voting Day must occur on the third Saturday in October every four years and an advanced voting day must be held 10 days earlier. In addition to these two legislatively required in-person voting opportunities, the Village provides a mail ballot opportunity, which is an optional provision under the LGA (s.110).

It should be noted that curbside voting (two election officials take a ballot and necessary forms to the curb) is available on both the advanced and regular voting opportunities if an elector is unable to enter the voting place due to mobility or other reasons.

Report/Recommendation to Council

Advanced Voting Opportunities Costs

September 27, 2024

Mail Ballot Voting

Voters are able to return their ballot by mail or dropping it off at the Village Office during office hours or at the voting place on General Election Day before 8:00 p.m. Should Council wish to further promote mail ballot voting, opportunity exists to create additional times for pick up/drop off and/or designated areas for “drop in” option outside of regular office hours. As the voting place will likely be the Anmore Community Hub, incremental costs would primarily include staff over-time pay and additional contractor rates.

Advanced Voting Opportunities

Additional advanced voting opportunities may be provided for by bylaw (LGA s.108). Should Council wish to consider additional advanced in-person voting opportunities, each opportunity would require at least three election officials. The Chief Election Officer and at least one other election official must always be present at the voting place and a third person to cover coffee breaks, meals, and do interior and exterior scans of the voting place to ensure no campaign signs or materials are visible within 100 m. If the Chief Election Officer is also a member of staff, additional voting opportunities would further reduce the time spent on corporate services or if a contractor is used, additional fees would be incurred.

Because each voting opportunity (including mail ballot) must be processed, reconciled and reported separately, additional opportunities create increased administrative overhead dedicated to preparation and post voting responsibilities.

If Council directs that additional advanced voting opportunity are offered, they should occur at least two weeks after the ballots are ordered to ensure sufficient time for printing, delivery, and testing. Timing challenges for printing ballots are a result of the legislative dates set for the end of nomination period and deadline for candidate withdraw in relation to the first required advance voting opportunity which is 10 days prior to General Voting Day. Further, once the ballots are received they must be tested with the programmed voting machines for logic and accuracy before issuance. Staff recommends that any additional voting opportunities be scheduled within the 10 days prior to General Voting Day.

Report/Recommendation to Council

Advanced Voting Opportunities Costs

September 27, 2024

Financial Implications

The 2022 election budget was \$30,000 with approximately \$9,000 allocated to staffing (not including the salary of the Chief and Deputy Chief Election Officers). Regardless of any additional voting opportunities, future election costs are expected to increase due to inflation, increased cost of voting machines, and contracting a Chief Election Officer.

Communications / Civic Engagement

Information regarding voting opportunities were communicated via:

- Mail out to each household in Anmore
- Email notification to subscribers
- Village website
- Village Facebook
- Village Hall notice board
- Village entrance sign boards

Corporate Strategic Plan Objectives

Continue measures to ensure long-term fiscal responsibility.

Maintain and enhance service levels.

Increase community involvement.

Options

THAT the October 1, 2024 Advanced Voting Opportunities Costs report be received for information. (recommended)

OR

THAT staff be directed to increase the election budget to _____ and update the Anmore Local Government Election Procedure Bylaw in the following ways:

Report/Recommendation to Council

Advanced Voting Opportunities Costs

September 27, 2024

Prepared by:

Schell

Rhonda Schell

Manager of Corporate Services

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

Chief Administrative Officer's Comment/Concurrence

Schell

Chief Administrative Officer

COMMITTEE OF THE WHOLE MEETING – MINUTES

Minutes for the Committee of the Whole Meeting scheduled for Wednesday, September 25, 2024 at 6:00 p.m. in the Boardroom at the Anmore Community Hub, 2697 Sunnyside Road, Anmore, BC.



ELECTED OFFICIALS PRESENT

ABSENT

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

OTHERS PRESENT

- Karen Elrick, CAO
- Rhonda Schell, Manager of Corporate Services
- Chris Boit, Manager of Development Services
- Josh Joseph, Planner

1. Call to Order

Mayor McEwen called the meeting to order at 6:04 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 January 9, 2024

It was MOVED and SECONDED:

THAT the Minutes of the Committee of the Whole Meeting held on January 9, 2024 be adopted, as circulated.

Carried Unanimously

4. Business Arising from Minutes

None.

5. New Business

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

A memo dated September 17, 2024 which included recommendations from the report dated May 31, 2024 from the Manager of Development Services was reviewed. The Planner reviewed current zoning regulations regarding Coach Houses.

Discussion points included:

- updates made to the zoning bylaw to comply with Bill 44
- basement exemptions including on sloped lots
- difference in FAR between CD Zones and Infill Zones
- bylaw enforcement challenges
- BC building code definitions
- Stratification laws and restrictions
- Maximum allowable size of coach houses and secondary suites
- Floor area exemption for enclosed parking in coach houses
- Regulations for form and massing of buildings
- Off-street parking

It was MOVED and SECONDED:

THAT the Committee of the Whole recommends to Council that the following amendments be made to Anmore Zoning Bylaw No. 568-2017:

1. The definition of **Basement** be deleted and replaced with a definition that accurately describes a storey having more than one-half it's height below finished grade and clearly defines how this is interpreted on sloped lots.
2. The definition of **Building** be deleted and replaced with a definition that accurately describes a structure wholly or partly covered by a roof or roofs supported by walls, columns, or posts and can not be misunderstood to include tents or temporary shelters.
3. The definition of **Coach House** be deleted and replaced with the following:
Coach House means a **building** containing only one **dwelling unit** and which is located on the same lot as the **principal building**. For clarification, the lot containing the **coach house** and **principal building** cannot be subdivided under the Strata Property Act;

4. The definition of **Dwelling unit** be deleted and replaced with the following: **Dwelling unit** means a self-contained suite of rooms used or intended to be used as a residence by one family and containing both cooking and sanitary facilities;
5. The definition of **Floor area or gross floor area*** be deleted and replaced with the following: **Floor area*** means the area of all storeys of the **building** measured to the exterior surfaces of the walls. For basement floor area calculations see definition for basement exemption section 5.25; and update all areas of the bylaw that related to this definition change.
6. The definition of **Floor area ratio** be deleted and replaced with the following: **Floor area ratio** means the figure obtained when the gross floor area of all buildings on a lot is divided by the legal area of the lot.
7. The definition of **Floor area, below grade, where specified by this Bylaw** be deleted;
8. The definition of **Principal building or structure** be deleted and replaced with a definition that more accurately defines a building or structure and can not be misinterpreted to include structures without walls and aligns with the definition of Building.
9. The definition of **Residential** be deleted and replaced with the following: **Residential** means the use of a **dwelling unit** for the accommodation and home life of a person or family and excludes emergency shelters and transitional housing;
10. The following section be added.

5.24 Garage

In residential use zones, not more than the following table shall be exempt from the computation of gross floor area, in **garage** areas:

Lot Size	Exemption
≥ 3966 m ²	90 m ²
≥ 2024m ² to 3965m ²	70 m ²
≥ 1349m ² to 2023m ²	50 m ²
≤ 1348 m ²	30 m ²

11. The following section be added.

5.25 Basement Exemption

In residential use zones the following will apply, unless expressly provided for in a Zone.

Basement Exemption

In Family Residential Use zones, all or part of the basement floor area shall be exempted from the calculation of **Floor Area** by an area calculated under subsections (a) to (d).

(a) Subject to subsection (b), 100% of the **Floor Area** shall be exempted under where the first storey floor height is less than 1.22 m (4 ft) above finished grade.

(b) The exemption under subsection (a) shall not exceed the lesser of the basement floor area or 25% of the total lot area.

(c) There shall be no exemption of a basement from **Floor Area** where the first storey floor height is greater than 2.22 m (7 ft) above finished grade.

(d) Where the first storey floor height is greater than 1.22 m (4 ft) and less than 2.22m (7 ft) above grade, then the amount of **Floor Area** to be exempted shall be calculated on the basis of the following formula where “A” represents the Area to be exempt (with a figure and example for illustrative purposes).

12. A definition of **Breezeway** be updated to include expanded criteria.

13. Section 6.3 be deleted in its entirety and replaced with the following:

6.3 Secondary Suite

A **Secondary Suite** use, where permitted, must conform to the regulations of this section:

- 6.3.1 Shall be wholly contained within an integral part of the One Family Dwelling.
- 6.3.2 Shall not be connected to the primary dwelling unit by a breezeway or enclosed hallway.
- 6.3.3 The registered owner(s) of the property shall occupy either the primary **dwelling unit** or the **Secondary Suite** dwelling unit as their principal residence.

- 6.3.4 Shall meet all BC Building Code requirements for **Secondary Suite** within newly constructed buildings or the alternate compliance methods for alterations to existing buildings to add a secondary suite.
- 6.3.5 One **Secondary Suite** is permitted per principal residence.
- 6.3.6 A **secondary suite** shall not have a **floor area** that exceeds the following:

Lot Size	Secondary Suite Floor Area Allowed
≥ 3966m ²	The lesser of 180m ² or 50% of the floor area of the Principal building
≥ 2024m ² to 3965m ²	Maximum 95m ²
≥ 1349m ² to 2023m ²	Maximum 80m ²
≤ 1348m ²	Maximum 65m ²

14. The following section be added in sequential order:

6.7 Coach House

A **Coach House**, where permitted, must conform to the regulations of this section:

- 6.7.1 The registered owner(s) of the property shall occupy either the primary dwelling unit or the **Coach house** as their principal residence.
- 6.7.2 One **Coach house** is permitted per lot.
- 6.7.3 A **Coach house** shall not have a **floor area** that exceeds the following:

Lot Size	Coach House Floor Area Allowed	Maximum Dwelling units
≥ 3966 m ²	Maximum 170m ²	3 units
≥ 2024m ² to 3965m ²	Maximum 130m ²	3 units

≥ 1349m² to 2023m² Maximum 100m² 2 units

- 6.7.4 A **Coach house** shall have a minimum separation of 5m from the primary residence and shall adhere to the minimum setbacks for accessory building as stated in the applicable zone.
- 6.7.5 A **Coach house** shall provide a minimum of 1 enclosed parking stall for the dwelling unit.*
- 6.7.6 The area of 1 garage shall not be included in the calculation of floor area of the coach house. However, it will contribute to the FAR of the lot.
- 6.7.7 A **basement** is not permitted within a **Coach House**.
- 6.7.8 A **Coach House** shall be permitted in all residential zones.

*Size maximum to be determined.

15. That Section 9.1 Residential 1 – RS – 1 be deleted in its entirety and replaced with the following:

9.1.2 Permitted Uses and Minimum Parcel Size

Permitted Primary Uses	Permitted Secondary Uses	Minimum Parcel Size
One-Family Dwelling	Accessory Building	4,047 m ²
	Secondary Suite	
	Coach House	
	Home Occupation	
	Bed and Breakfast	

(a) Notwithstanding section 9.1.2 and 9.1.3 or any other sections in this bylaw, **parcels** no larger than 4050m² zoned RS-1 that are wholly or partly within an **urban containment boundary** shall be permitted a maximum of four (4) **dwelling units**;

9.1.3 Maximum Building Size and Height

Permitted Use	Maximum Number	Maximum Size	Maximum Building Height
Principal Building	1	0.25 FAR	11m
Accessory Building	1	180 m ²	7m
Coach House	1	Refer to 6.7.3	7m

- (a) The maximum **gross floor area** of all **buildings** on a **parcel** shall not exceed a **floor area ratio (FAR)** of 0.25.
- (b) For the purposes of determining gross floor area of all accessory buildings on a parcel.
- (c) Maximum number of dwelling units allowed on a parcel shall not exceed 3.
- (d) Maximum number of structures allowed on a parcel not to exceed 3.

9.1.4 Minimum Building Setbacks

Permitted Use	Front Parcel Line Setback	Rear Parcel Line Setback	Exterior Side Parcel Line Setback	Interior Side Parcel Line Setback
Principal Buildings	7.6 m ^(a)	7.6 m	7.6 m	5 m
Accessory Buildings and Structures ^{(b)(c)}	7.6 m	7.6 m	7.6 m	5 m

- (a) For **accessory buildings and structures** less than 10 m² and in-ground **swimming pools**, the rear and interior side **setbacks** may be reduced to 3.0 m.

9.1.5 Maximum Parcel Coverage

The maximum **parcel coverage** shall be 25% of the **parcel**.

9.1.6 Off-Street Parking

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

- (a) 2 spaces per **dwelling unit**;
- (b) 1 space per employee for **home occupation**;

9.1.7 Other Regulations

- (a) For **subdivision** regulations, see Part 7.
- (b) **Home occupation** shall be subject to the requirements of section 6.5.
- (c) **Bed and breakfast** shall be subject to the requirements of section 6.6.

16. That 9.3.3 be deleted in it's entirety and replaced with the following:

9.3.3 Maximum Density

The maximum gross density shall not exceed 8 parcels/acre.

Carried

6. **Public Comments**

None.

7. **Adjournment**

It was MOVED and SECONDED:

THAT the meeting be adjourned at 8:50 p.m.

Carried Unanimously

Rhonda Schell
Corporate Officer

John McEwen
Mayor

From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>
Sent: Wednesday, September 25, 2024 12:20 PM
To: Village of Anmore <Village.hall@anmore.com>
Subject: E-mail from Cory Heavener, Provincial Director of Child Welfare

VIA E-MAIL

Ref: 291266

Mayor John McEwen
Village of Anmore
E-mail: village.hall@anmore.com

Dear Mayor McEwen and Council:

As the Provincial Director of Child Welfare, it is my honour to proclaim October as Foster Family Month in British Columbia. I am delighted to take this opportunity to express my gratitude and sincere appreciation for the important role foster caregivers undertake throughout the province. Since 1990, the Government of British Columbia has declared foster family month as a time to celebrate these caregivers, who have committed to protecting and caring for some of our most vulnerable children and youth.

Fostering is a journey etched in love, hope and memories that last a lifetime. Each year, my respect and admiration for the work of foster families deepens, and I wish to express my sincere gratitude for the daily support, comfort, and guidance that they and their families offer to these children in the most difficult times in their lives.

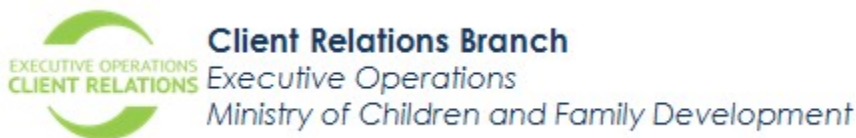
There is no substitute for a caring, trusting relationship in the life of a child. While every child's reason for entering foster care is unique, it is the compassion, patience and understanding provided by foster parents that helps ensure they are able to thrive. The warmth and generosity that they provide, and the resulting benefits for the child's future, are the greatest gifts one can offer.

Please join me in celebrating foster families in your community for the selfless work they do for the children, youth, and families of British Columbia.

Sincerely,

Cory Heavener
Provincial Director

Sent on behalf of the Provincial Director by:



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