

REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for Tuesday, November 05, 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

Page 5

(a) **Anmore Youth Group**

Kerri Palmer Isaak to request funding and letter of support.

Page 6

(b) **Ugly Sweater Dash 5k**

Jordan Birch to request use of Spirit Park and Village Hub facilities.

Page 8

(c) **Tim Laidler**

Tim Laidler to request review of Policy Number 61 – Infill Development.

5. Adoption of Minutes

Page 9

(a) Minutes of the Regular Council Meeting held on October 15, 2024

Recommendation: THAT the Minutes of the Regular Council Meeting held October 15, 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) Release of Resolution from In-Camera Meeting

(i) At the October 15, 2024 In-Camera Meeting, Council authorized the release of the following resolutions to a future open Council meeting.

“THAT Council terminate Nancy Maloney from the Public Safety Committee for breach of the Council Committee Code of Conduct.”

Page 13

(b) Anmore Fees and Charges Bylaw Amendment

Recommendation: THAT Anmore Fees and Charges Bylaw Amendment Bylaw No. 701-2024 be adopted.

Page 14

(c) Letter from the Coquitlam RCMP dated October 25, 2024, regarding a Notice of Intention to Withdraw Primary ESS Level One Support via VSU

8. Items Removed from the Consent Agenda

9. Legislative Reports

Page 16

(a) Zoning Bylaw Amendment – Coach House

Report dated November 1, 2024 from the Planner, attached.

Recommendation: THAT Council grant first and second reading to Anmore Zoning Bylaw Amendment Bylaw No. 687-2024; and,

THAT staff be directed to set a date for a public hearing for

Anmore Zoning Bylaw Amendment Bylaw No. 687-2024.

Page 44

(b) Officer Designation and Delegation of Authority Bylaw Update – Delegation of Development Permits

Report dated November 1, 2024 from the Planner, attached.

Recommendation: THAT Council grant first, second and third reading to Anmore Officer Designation and Delegation of Authority Bylaw Amendment Bylaw No. 702-2024.

10. Unfinished Business**11. New Business**

Page 48

(a) Watercourse Protection Development Permit DP 2024-01 – 500 Canterwood Ct

Report dated November 1, 2024 from the Planner, attached.

Recommendation: THAT Council approve Development Permit DP 2024-01 for the construction of an addition and a coach house at 500 Canterwood Ct.

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(b) 2965A Sunnyside Road – Development Variance Permit

Report dated November 1, 2024, from the Manager of Development Services, attached.

Recommendation: THAT Council authorize staff to issue notice of Council's consideration of DVP2024-02 to affected properties.

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

Page 89

(a) Committee of the Whole

At the October 22, 2024, Committee of the Whole meeting, recommendations were made to direct staff in developing a report to guide amendments to Procedure Bylaw No. 541-2016.

Recommendation: THAT staff bring forward a report to Council with recommendations from the October 22, 2024 Committee of the Whole Meeting.

(b) Community Engagement, Culture, and Inclusion Committee – 2024 Areas of Focus

At the October 3, 2024 Community Engagement, Culture, and Inclusion Committee meeting, the committee made the following recommendation to Council:

Recommendation: THAT staff research funding opportunities and apply for grants to engage a consultant to assist with developing an accessibility plan.

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

Page 92

(a) Committees, Commissions, and Boards – Minutes

- Tri-Cities Healthier Communities Partnership Meeting Minutes for the meeting held May 23, 2024

Page 97

(b) General Correspondence

- Email dated October 30, 2024 from the Ministry of Children and Family Development regarding Adoption and Permanency Awareness 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

Nov 5th



Delegation to Council Request Form

Contact Information

Name of presenter: ANMORE YOUTH GROUP. (KEURI PALMER ISMAIL.)

Name of organization: ANMORE YOUTH GROUP.



Presentation Information

Preferred meeting date at which you wish to appear (if known): NOV 5th 2024

Number of person(s) expected to attend: 5 (?)

Reason(s) for presentation:

- To provide information
- To request funding
- To request letter of support
- Other _____

Resources:

- Projector and Screen (bring own laptop)
- Other _____

Please submit the completed form and related presentation materials to the Manager of Corporate Services by 12:00 p.m. on the Thursday prior to the Council Meeting via email to rhonda.schell@anmore.com or delivered to village hall.

For questions regarding this process, please phone Rhonda Schell at 604-469-9877.



Delegation to Council Request Form

Contact Information

Name of presenter: Jordan Birch

Name of organization: Ugly Sweater Dash 5k Volunteer Committee & Grace Choi

Mailing Address: 407 - 255 Newport Drive Port Moody V3H 5H1

Phone Number: (604) 475-2600

Email Address: uglydash@gracechoievents.com

Presentation Information

Preferred meeting date at which you wish to appear (if known): Nov 5

Number of person(s) expected to attend: 1

Reason(s) for presentation:

- To provide information
- To request funding
- To request letter of support
- Other Spirit Park & Facility Sat Dec 7, 2024 6am-6pm - see Attachment 1

Resources:

- Projector and Screen (bring own laptop)
- Other _____

Please submit the completed form and related presentation materials to the Manager of Corporate Services by 12:00 p.m. on the Thursday prior to the Council Meeting via email to rhonda.schell@anmore.com or delivered to village hall.

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OUR ASK TO THE VILLAGE OF ANMORE

- Reduced or waived rate for Spirit Park rental
- Access to both Hub exterior washrooms and interior basement floor washrooms
- Staff Letter of Support to be added to our liquor license so we do not need to rent fencing for adult beverage area
- Public works support in making sure the sidewalks are clear, salted, and safe
- Public works support providing delineators and barricades
- Public works support in borrowing pop-up tent canopies
- Provision of firewood from the Public Works yard
- 2 Village Sign boards to display event Nov 12 onwards aside Light Spirit Park
- Permission to place 4x4 signs on Village land designate locations
- Representation of Council at the event to participate and hand out awards
- Declare Saturday, Dec 7, 2022 Ugly Christmas Sweater Day in Anmore



Delegation to Council Request Form

Contact Information

Name of presenter: Tim Laidler

Name of organization: N/A

Mailing Address: FOIPPA s.22

Phone Number: FOIPPA s.22

Email Address: FOIPPA s.22

Presentation Information

Preferred meeting date at which you wish to appear (if known): 05 Nov 2024

Number of person(s) expected to attend: 5

Reason(s) for presentation:

- To provide information
- To request funding
- To request letter of support
- Other Policy Number 61 - INFILL DEVELOPMENT - Amend the policy FAR to align with other zoning in the village

Resources:

- Projector and Screen (bring own laptop)
- Other _____

Please submit the completed form and related presentation materials to the Manager of Corporate Services by 12:00 p.m. on the Thursday prior to the Council Meeting via email to rhonda.schell@anmore.com or delivered to village hall.

For questions regarding this process, please phone Rhonda Schell at 604-469-9877.

REGULAR COUNCIL MEETING – MINUTES

Minutes for the Regular Council Meeting scheduled for Tuesday, October 15, 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**

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

2. Approval of the Agenda

It was MOVED and SECONDED:

R121/24: THAT the Agenda be approved as circulated.

Carried Unanimously

3. Public Input

Members of the public made comments on:

- The projected amount of tax revenue proposed in the icona Anmore South land use scenario options and alternatives to Community Amenity Contributions.

4. Delegations

None.

5. Adoption of Minutes**(a) Minutes of the Regular Council Meeting held on October 01, 2024**

It was MOVED and SECONDED:

R122/24: THAT the Minutes of the Regular Council Meeting held October 01, 2024, be adopted, as circulated.

Carried Unanimously

6. Business Arising from Minutes

None.

7. Consent Agenda

None.

8. Items Removed from the Consent Agenda

None.

9. Legislative Reports**(a) Fees and Charges Bylaw Update – Anmore Community Hub – Facility Rentals**

The Chief Administrative Officer provided an overview of the report dated October 11, 2024.

It was MOVED and SECONDED:

R123/24: THAT first, second, and third reading be given to Anmore Fees and Charges Bylaw Amendment Bylaw No. 701-2024.

Carried Unanimously

(b) Anmore South Neighbourhood Plan – Phase 2

The Manager of Development Services provided an overview of the report dated October 11, 2024. The presentation is attached and forms part of the minutes.

Discussion points included:

- Increase to Village expenses related to population exceeding 5000
- Density in relation to infrastructure
- Next steps in community engagement

It was MOVED and SECONDED:

R124/24: THAT the report entitled “Anmore South Neighbourhood Plan – Phase 2” dated October 11, 2024, from the Manager of Development Services be referred to a Committee of the Whole meeting on October 29 and 30, 2024 for further discussion and consideration relating to the land use scenarios as outlined in icona’s Phase 2 submission.

Carried Unanimously

10. Unfinished Business

None.

11. New Business

(a) Council Policy Review

The Chief Administrative Officer provided an overview of the report dated October 11, 2024.

It was MOVED and SECONDED:

R125/24: THAT Staff report back to Council with a policy framework for Council/Administrative categories and to conduct a review of Council policies to reaffirm or consider amendments to current policies.

Carried Unanimously

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

None.

13. Mayor’s Report

Mayor McEwen reported that:

- He will attend a Joint Tri-Cities Council Workshop on October 16th
- He requested a status update from staff regarding a Fraser Health delegation
- The 2024 Halloween event will proceed on October 31st
- He expressed appreciation to MP Ron McKinnon and MLA Selina Robinson for their assistance in securing \$2.5M grant funding for the Anmore Community Hub

14. Councillors Reports

Councillor Krier reported that:

- She will attend a Joint Tri-Cities Council Workshop on October 16th

- She encouraged all to vote in the provincial election
- She thanked the Garden Club for their efforts in planting around the Village Hub

15. Chief Administrative Officer's Report

Ms. Elrick commented on:

- The Hub will be used as a polling station for the provincial election on October 19th
- The Anmore Youth Bingo Night event will be held at the Village Hub on October 20th
- The Village has been awarded a grant from UBCM to develop a Community Wildfire Resiliency Plan

16. Information Items

(a) Committees, Commissions, and Boards – Minutes

- Tri-Cities Healthier Communities Partnership Meeting Minutes for the meeting held April 4, 2024
- Tri-Cities Healthier Communities Partnership Meeting Agenda for the meeting held on May 23, 2024

(b) General Correspondence

- None.

17. Public Question Period

Members of the public asked questions regarding:

- Anmore South lands: potential for construction of towers, future public engagement opportunities and methods, road access to Anmore South lands once developed, and safety and places for youth to gather as the population grows
- Observing Committee of the Whole Meetings

18. Adjournment

It was MOVED and SECONDED:

R126/24: That the meeting be adjourned at 7:53 p.m.

Carried Unanimously

Rhonda Schell
Corporate Officer

John McEwen
Mayor

VILLAGE OF ANMORE

BYLAW NO. 701-2024

A bylaw to amend Anmore Fees and Charges Bylaw No. 608-2019

WHEREAS section 194 of the Community Charter, S.B.C., 2003, authorizes municipalities, by bylaw, to impose fees and charges for the provision of various services and/or information;

AND WHEREAS the Local Government Act authorizes a local government to amend its bylaws from time to time;

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

- 1. That this bylaw may be cited for all purposes as "Anmore Fees and Charges Bylaw Amendment Bylaw No. 701-2024".
- 2. That Anmore Fees and Charges Bylaw No. 608-2019 be amended as follows:
 - a) The category of Community Volunteer Group under Facility Rentals under General Administration and Corporate Services of Schedule A be amended to Community Volunteer Group / Strata AGM.
- 3. Anmore Fees and Charges Bylaw, No. 608-2019, as amended, is hereby amended accordingly.

READ a first time the	15 th	day of October, 2024
READ a second time the	15 th	day of October, 2024
READ a third time the	15 th	day of October, 2024
ADOPTED the		day of , 2024

MAYOR

CORPORATE OFFICER

Royal Canadian Mounted Police



Gendarmerie royale du Canada

October 25, 2024

Ms. Rhonda Schell
 Manager of Corporate Services
 2697 Sunnyside Road
 Anmore, B.C.
 V3H 5G9

RE: Notice of Intention to Withdraw Primary ESS Level One Support via VSU

Dear Ms. Schell,

Please accept this communication as formal written notice of the detachment's intention to no longer provide Emergency Support Services via the RCMP Victim Services Unit. Please be assured, however, that Victim Services will continue to provide these services until such time that a mutual agreement is made between the Coquitlam RCMP and the Village of Anmore. Such an agreement will include time-frames and details of a transitional plan.

Discussion

Emergency Support Service (ESS)¹ provides short-term support to those impacted by disasters in our communities. The program is financed by the provincial government and is administered by Indigenous and local governments. Historically, ESS Level One support has been provided through the detachment's Victim Services Unit to residents of the Village of Anmore.

However, the use of Victim Services to provide ESS Level One support is impacting service delivery standards relative to their specific mandate, which is to provide crisis intervention support and referrals to those impacted by crime and crime related trauma on a 24-hour basis. It is also incumbent on Victim Services members to support clients in their understanding of their rights and assist them in navigating the criminal justice system, pursuant to the Canadian Victims Bill of Rights². Put another way, Victim Services cannot bear primary responsibility for the delivery of ESS Level One services and as such the responsibility to do so ought to fall to the cities as with the delivery of ESS Level Two services.

Moreover, the role of providing victim centric, trauma-informed support is incongruent with the role of providing practical ESS support that may not meet a particular victim's expectations, potentially putting their relationship at jeopardy which could result in secondary trauma and/or could have a negative impact on prosecutions. In short, it is important from a trauma-informed perspective that the roles of

¹ [Emergency Support Service Program](#)

² [The Canadian Victims Bill of Rights](#)

providing trauma support and ESS support be separated to preserve the relationship between the victim and those providing trauma- based support.

Conclusion

It is important to ensure that effective supports are provided to both victims of crime and those impacted by disasters; therefore, in the meantime ESS Level One support will continue to be provided by Victim Services, so long as doing so does not impact the unit's primary mandate. Finally, Victim Services will continue to have a supporting role in the delivery of support to those displaced by disasters.

Please contact me directly with any questions and/or concerns.

Sincerely,



Inspector Aaron Lloyd
Acting Officer-in-Charge
Coquitlam Detachment
Royal Canadian Mounted Police



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: November 1, 2024 File No. 3900-30
Submitted by: Josh. Joseph, Village Planner
Subject: Zoning Bylaw Amendment – Coach House

Purpose / Introduction

The purpose of this report is to provide Council with an update on the Coach House zoning regulations and the associated Zoning Bylaw update.

Recommended Option

THAT Council grant first and second reading to Anmore Zoning Bylaw Amendment Bylaw 687-2024; and,

THAT staff be directed to set a date for a public hearing for Anmore Zoning Bylaw Amendment Bylaw – 687-2024

Background

At the June 18th, 2024, Regular Council Meeting, Council referred Bylaw 687-2024 Zoning Amendment Bylaw to the Committee of the Whole (COTW) for further discussions.

At the September 25th, 2024, Committee of the Whole meeting, the COTW recommended a list of amendments (Attachment 1) to be made to Anmore Zoning Bylaw No. 568-2017.

Anmore Zoning Bylaw Amendment Bylaw 687-2024 (Attachment 2) represents staff's recommendations to the requested update.

Discussion

Over the past year, Staff have met with Council, COTW and Advisory Planning Commission members to review the zoning bylaw in relation to coach house allowances within the Village. Following the recent amendments to the Village's Zoning Bylaw to comply with Bill 44 requirements, staff have engaged with the Council and COTW to discuss and re-evaluate

Report/Recommendation to Council

Zoning Bylaw Amendment – Coach House

November 1, 2024

coach house allowances and regulations that considers the recent inclusion of secondary suites in all residential zones within the Village.

In addition, clarification and input was provided on definitions, garage exemptions, setbacks, secondary suite regulations and basement exemptions among other regulations to provide residents with flexibility in utilizing the floor area ratio (FAR) of each zone. Recommendations regarding the allowance and increase to the size of coach houses in relation to parcel size were made with the aim to create a variety of suitable and affordable accommodations for young families within the Village and to provide an opportunity for existing residents to age in place.

Staff are proposing a Zoning Bylaw Amendment that reflect the feedback and recommendations from the COTW as outlined in Attachment 1.

Zoning Bylaw Update

Staff have conducted a comprehensive review of the definitions of the Bylaw and relevant polices that affected the implementation of coach houses, secondary suites and primary uses of land use. The following are a summary of the proposed changes to the Zoning bylaw:

Part 2 – Definitions

The amendment of the definitions is required to provide a clarity on definitions for coach house, building and basement. Amendments to other definitions relate to regulation of coach houses, basements and buildings which requires amendments to avoid any confusion and uncertainty. Proposed amendment definitions include:

Basement: means a storey having more than one-half it's height below the average finished grade;

Building: means a **structure** wholly or partly covered by a roof or roofs supported by walls, columns, or posts, used or intended for supporting or sheltering any use or occupancy. For the purpose of this bylaw, a building does not include tents or temporary shelters.

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;

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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;

Floor Area: means the greatest horizontal area of all storeys of a **building** within the outside surface of exterior wall, columns, or posts, and the centre line of firewalls. For basement floor area calculations see definition for basement exemption section 5.25;

Delete the definition for **Floor Area, Below Grade, where specified by this bylaw.**

Floor Area Ratio: means the figure obtained when the floor area of all buildings on a lot is divided by the legal area of the lot.

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;

Add the following definition for **Storey:** means that portion of a building that is situated between the top of any floor and the top of the floor next above it, and if there is no floor above it, that portion between the top of such floor and the ceiling above it;

COTW recommended changes to the definition of breezeway to provide more clarity to prevent the structures from connecting an accessory building with a principal dwelling unit. Below is the current definition of breezeway in the Village Zoning Bylaws:

Breezeway means a structural connection between an **accessory building** or **structure** and a **principal building**. For the purposes of this Bylaw, a **breezeway** does not create a single **building** or **structure** out of the two **buildings** or **structures** it connects.

Staff have proposed the following definition for a proposed amendment:

Breezeway: means a non-conditioned **structural** connection between an **accessory building** or **structure**, and a **principal building** where the horizontal width of the **structure** on any side is less than 3 m wide. For the purposes of this Bylaw, a **breezeway** does not create a single **building** or **structure** out of the two **buildings** or **structures** it connects.

Alternative wording may increase the width amount or include a definition based on a shared wall that spans less than a specified percent (X%) of the total width of the adjoining exterior elevation of the existing principal building.

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COTW also recommended changes to the definition of **Principal building or structure** to more accurately define a building or structure that can not be misinterpreted to include structures without walls and aligns with the definition of building. However, the use of this definition is to act as a catch-all definition on how buildings and structures are regulated as a principal use. For example: the principal building will have separate setbacks or heights from an accessory building whether it is a home in a residential zone or a commercial building in a commercial zone. A principal structure may include an attached deck which may not have walls but that are still subject to the regulations of a principal use. Staff recommend keeping the current definition of principle buildings and structure as the definition of **building** and **structure** address any misunderstanding with respect to form.

Part 5 – General Regulations

5.24 Garage

Due to the deletion and replacement of floor area, the Bylaw no longer provided an exemption for garages. The inclusion of section 5.24 would introduce a sliding scale of garage exemption based on parcel size. A 90m² exemption was maintained for larger parcels but have introduced appropriate exemptions for smaller parcels. The proposed updates clarify this exemption.

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

Lot Size	Exemption
≥ 3966 m ²	90 m ² (969 ft ²)
≥ 2024m ² to 3965m ²	70 m ² (753.5 ft ²)
≥ 1349m ² to 2023m ²	50 m ² (538.2 ft ²)
≤ 1348 m ²	30 m ² (322.9 ft ²)

5.25 Basement Exemption

The inclusion of Section 5.25 proposes basement exemptions for the calculation of floor area. These include 100% exemption for basements that are less than 1.22m (4ft) above the average finished grade and eliminates any exemption for storeys that are more than 2.22 m (7ft) above average finished grade. Including average finished grade within the definition and calculation of basement exemption will provide clear regulatory adherence for slope side construction where the finished grades of the building perimeter are not consistent. Storeys between 1.22m and 2.22m above average finished grade will be partially exempt based on a formula that considers the basement height above average finished grade:

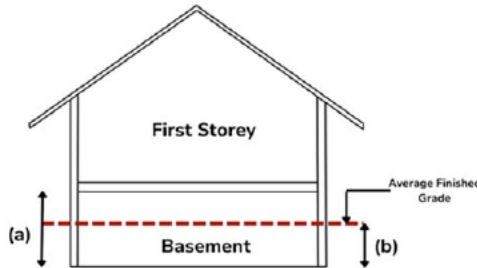
Report/Recommendation to Council

Zoning Bylaw Amendment – Coach House

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$$A = \frac{b}{a} \times \text{Basement Floor Area}$$

$$\frac{b}{a} = \left(\frac{\text{Distance from basement floor to average finished grade}}{\text{Distance from basement floor to first storey floor}} \right) \times \text{Basement Floor Area}$$



Part 6 – Specific Use Regulations

This section identifies the regulations required for both secondary suites and coach houses. The current Bylaw lacks clarity as it refers to coach houses and secondary suites under the same regulations, but they should be separated as not all regulations apply to each type of dwelling unit.

Secondary Suite

The main areas that have been updated for secondary suites are:

- Providing clarity to remove the possibility of secondary suites to be constructed with a breezeway to the primary residence, which in essence creates a coach house.
- Increase to the maximum floor areas allowed for a suite to 180m² (1937 ft²) and provide a sliding scale for the maximum floor area allowed on smaller lots:

Lot Size	Maximum Floor Area
≥ 3966 m ²	180 m ² (1,937.5 ft ²)
2022m ² to 3965m ²	95 m ² (1,022.6 ft ²)
1349m ² to 2021m ²	80 m ² (861.1 ft ²)
≤ 1348 m ²	65 m ² (699.7 ft ²)

Coach House

The main areas that have been updated for coach houses are:

- Coach houses are to be a minimum of 5 m from the primary residence

Report/Recommendation to Council

Zoning Bylaw Amendment – Coach House

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- Basements are not permitted in a coach house
- Coach houses may be constructed on parcels that are 1/3 acre and above.
- Provide a sliding scale for the maximum floor area allowed on smaller lots and increase to maximum floor area for parcels larger than 3966m²:

Lot Size	Maximum Floor Area
≥ 3966 m ²	170 m ² (~1800 ft ²)
2022 m ² to 3965 m ²	130 m ² (~1400 ft ²)
1349 m ² to 2021 m ²	100 m ² (~1100 ft ²)

Part 8 – Zoning District Schedules

The section is a housekeeping item as staff identified that 3 zones were missing from the schedule.

Part 9 – Zoning Districts

The existing residential zones permit secondary suites throughout the Village while currently only certain zones permit coach houses. The proposed updates will provide clarity surrounding allowances of secondary suites and coach houses as well as how they relate to the total permitted buildings on lot.

The main areas that are proposed for updates are:

- Clarify that parcels may have up to 3 dwelling units (primary dwelling unit, secondary suite and coach house) subject to parcel size and coach house allowances.
- Decrease the front yard setback to 7.6m in the RS-1 zone which will maintain the same setbacks as Infill (INF) zone.
- Allow up to 2 accessory buildings in zones that permit, except where a lot contains a coach house where only 1 accessory building will be allowed in addition to a coach house.

Legislative Options

In accordance with Local Government Act (LGA) [section 464 \(2\)](#), local governments can choose to waive a public hearing requirement for a proposed zoning bylaw if the bylaw is consistent with an existing OCP and a notice of the decision to waive the public hearing is provided to the public prior to the first reading of the bylaw.

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Zoning Bylaw Amendment – Coach House

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Options

1. THAT Council grant first and second reading to Anmore Zoning Bylaw Amendment Bylaw 687-2024; and

THAT Staff be directed to set a date for a public hearing for Anmore Zoning Bylaw Amendment Bylaw 687-2024.

(recommended)

OR

2. THAT Council amend section (insert section) of Bylaw 687-2024 as follows: (insert amended text); and

THAT Council grant first and second reading to Anmore Zoning Bylaw Amendment Bylaw 687-2024, as amended; and

THAT Staff be directed to set a date for a public hearing for Anmore Zoning Bylaw Amendment Bylaw 687-2024.

OR

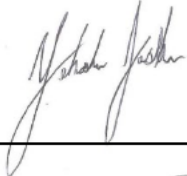

3. THAT Council Direct Staff to issue Notice of Waiver of Public Hearing for Anmore Zoning Bylaw Amendment Bylaw 687-2024.

OR

4. That Council not proceed with the Zoning Amendment Bylaw.

Attachments

1. COTW Minutes – Coach House
2. Anmore Zoning Bylaw Amendment Bylaw 687-2024

Prepared by:
 <hr/> Josh Joseph Village Planner
Reviewed for Form and Content / Approved for Submission to Council:
<i>Chief Administrative Officer's Comment/Concurrence</i> <div style="text-align: right;">  <hr style="border-top: 1px dashed black;"/> Chief Administrative Officer </div>

Attachment 1

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

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

ABSENT

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

Attachment 2

VILLAGE OF ANMORE

BYLAW NO. 687-2024

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

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

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

1. That this bylaw may be cited for all purposes as “Anmore Zoning Bylaw Amendment Bylaw No. 687-2024”.
2. That Anmore Zoning Bylaw No. 568-2017 be amended under Part 2 – Definitions as follows:
 - a. Delete the definition for Basement and replace with the following: means a **storey** having more than one-half it’s height below the average **finished grade**;
 - b. Delete the definition for Breezeway and replace with the following: means a non conditioned structural connection between an **accessory building** or **structure**, and a **principal building** where the horizontal width of the structure on any side is less than 3 m wide. For the purposes of this Bylaw, a breezeway does not create a single building or structure out of the two buildings or structures it connects.
 - c. Delete the definition for Building and replace with the following: means a **structure** wholly or partly covered by a roof or roofs supported by walls, columns, or posts, used or intended for supporting or sheltering any use or occupancy. For the purpose of this bylaw, a building does not include tents or temporary shelters.
 - d. Delete the definition for Coach House and replace with the following: 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;
 - e. Delete the definition for Dwelling Unit and replace it with the following: 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;
 - f. Delete the definition for Floor Area or Gross Floor Area and add the following definition for Floor Area: means the greatest horizontal area of all **storeys** of a **building** within the outside surface of exterior wall sheathing, columns, or posts, and the centre line of firewalls. For **basement floor area** calculations see definition for basement exemption section 5.25;
 - g. Delete the definition for Floor Area, Below Grade, where specified by this bylaw.
 - h. Delete the definition for Floor Area Ratio and replace with the following: means the figure obtained when the **floor area** of all **buildings** on a lot is divided by the legal area of the lot.

- i. Delete the definition for Residential and replace it with the following: 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;
 - j. add the following definition for Storey in alphabetical sequence: means that portion of a **building** that is situated between the top of any floor and the top of the floor next above it, and if there is no floor above it, that portion between the top of such floor and the ceiling above it;
3. That Anmore Zoning Bylaw No. 568- 2017 be amended under Part 5 – General Regulations as follows:
- a. Add section 5.24 with the following:

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
$\geq 3966 \text{ m}^2$	90 m ²
$\geq 2022\text{m}^2$ to 3965m^2	70 m ²
$\geq 1349\text{m}^2$ to 2021m^2	50 m ²
$\leq 1348 \text{ m}^2$	30 m ²

- b. Add section 5.25 with the following:

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 where the first storey floor height is less than 1.22 m (4 ft) above average **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 average **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 (see Figure 1, provided for illustrative purposes only):

$$A = \frac{b}{a} \times \text{Basement Floor Area}$$

$$\frac{b}{a} = \left(\frac{\text{Distance from basement floor to average finished grade}}{\text{Distance from basement floor to first storey floor}} \right) \times \text{Basement Floor Area}$$

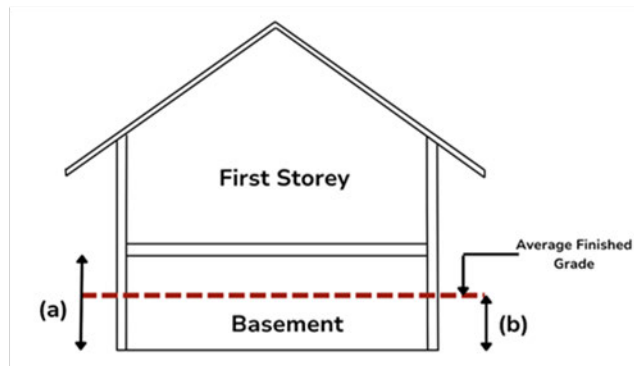


Figure 1

4. That Anmore Zoning Bylaw No. 568- 2017 be amended under Part 6 – Specific Use Regulations as follows:
- a. Delete Section 6.3 in its entirety and replace it 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 either 50% of the floor area of the **principal building** or the following:

Lot Size	Maximum Floor Area
≥ 3966 m ²	180 m ²
2022m ² to 3965m ²	95 m ²
1349m ² to 2021m ²	80 m ²
≤ 1348 m ²	65 m ²

b. Add section 6.7 with the following:

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	Maximum Floor Area
≥ 3966 m ²	170 m ²
2022 m ² to 3965 m ²	130 m ²
1349 m ² to 2021 m ²	100 m ²

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 at a minimum a 25m² garage for the **dwelling unit**.

6.7.6 The area of one 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 adhere to the minimum accessory building setbacks for each respective zone.

5. That Anmore Zoning Bylaw No. 568- 2017 be amended under to Part 8 - Zoning District Schedules as follows:

a. Add the following Zoning District Names in accordance with the order they appear in the Table of Contents:

Comprehensive Development 7	CD-7	n/a
Infill Development	INF	1,349 m ²
Residential 2	RS-2	750 m ²

6. That Anmore Zoning Bylaw No. 568- 2017 be amended under to Part 9 - Zoning Districts as follows:

a. Delete section 9.1 in its entirety and replace it with the following:

9.1 RESIDENTIAL 1 – RS-1

9.1.1 Purpose

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

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 Number, Floor Area and Height

Permitted Use	Maximum Number	Maximum Floor Area	Maximum Building Height
Principal Buildings	1	0.25 FAR	11 m
Accessory Buildings and structure	2 ^(a)	180m ²	7 m
Coach House	1	Refer to 6.7.3	7 m

- (a) Only 1 **Accessory Building** is permitted on a Parcel containing a **Coach House**.
- (b) The maximum **gross floor area** of all **buildings** on a **parcel** shall not exceed a **Floor Area Ratio (FAR)** of 0.25%.

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 Building	7.6 m	7.6 m	7.6 m	5 m
Accessory Buildings and Structures ^(a)	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.
- (d) **Secondary Suite** shall be subject to the requirements of section 6.3.

(e) **Coach House** shall be subject to the requirements of section 6.7

b. Delete section 9.2.4 and replace with the following:

9.2.4 Maximum Building Size and Height

Permitted Use	Maximum Number	Maximum Floor Area	Maximum Building Height
Principal Buildings ^(a)	1 ^(c)	0.25 FAR	11 m
Accessory Buildings ^(b)	2 ^(d)	25% of principal building – up to 120 m ²	7 m
Coach House	1	Refer to 6.7.3	7 m

(a) The maximum **floor area** for the **principal building** and all **accessory buildings** on the **parcel** shall not exceed a **floor area ratio (FAR)** of 0.25.

(b) The maximum number of principal buildings may be increased to 2 one-family residential dwellings, provided that the **parcel** size is greater than 0.8 ha.

(c) Only 1 **Accessory Building** is permitted on a parcel containing a **Coach House**.

c. Delete section 9.13.2 and 9.13.3 and replace with the following:

9.13.2 Permitted Uses and Minimum Parcel Size

Permitted Primary Uses	Permitted Secondary Uses	Minimum Parcel Size	Minimum Parcel Width
One-Family Dwelling	Home Occupation	2,023 m ²	20 m
	Bed and Breakfast		
	Secondary Suite/Coach House		
	Accessory Equestrian		
	Accessory Uses		

9.13.3 Maximum Number of Buildings, Size and Height

Permitted Use	Maximum Number	Maximum Size	Maximum Building Height
Principal Building	1	0.30 FAR	10 m

Accessory Buildings and Structures	2	70 m ²	7 m
Coach House	1	Refer to 6.7.3	7 m

- (a) Notwithstanding the definition of floor area in Part 2, for the purpose of this **zone, floor area or gross floor area** shall exclude **basement**.
- (b) The maximum **parcel coverage** of all **accessory buildings** on a **parcel** shall not exceed 70 m².
- (c) The maximum **height** of a **fence**, other than for an accessory **equestrian use**, shall be subject to section 5.11.
- (d) Only 1 **Accessory Building** is permitted on a **parcel** containing a **Coach House**.

d. Delete section 9.14.2 and section 9.14.3 and replace with the following:

9.14.2 Permitted Uses and Minimum Parcel Dimensions

Permitted Primary Uses	Permitted Secondary Uses	Minimum Parcel Size	Minimum Parcel Width
One-Family Dwelling	Home Occupation	1,349 m ²	25 m
	Bed and Breakfast		
	Secondary Suite		
	Accessory Uses		
	Coach House		

9.14.3 Maximum Number of Buildings, Size and Height

Permitted Use	Maximum Number	Maximum Size	Maximum Building Height
Principal Building (Bylaw No. 697-2024)	1	0.20 FAR	11 m
Accessory Buildings and Structures	2	70 m ²	7 m
Coach House	1	Refer to 6.7.3	7 m

- (a) Notwithstanding the 0.2 FAR requirement, the FAR for all principal and **accessory buildings** on a **parcel** may exceed 0.2, but only in such cases where the **gross floor area** for all principal and **accessory buildings** shall not exceed a maximum of 278.8

m²
(3,000 ft²).

(b) Notwithstanding the definition of **floor area** in Part 2, for the purpose of this **zone, floor area** or **gross floor area** shall exclude **basement**.

(c) The maximum **parcel coverage** of all **accessory buildings** on a **parcel** shall not exceed 70 m².

(d) Only 1 **Accessory Building** is permitted on a **parcel** containing a **Coach House**.

e. Delete section 9.15.2 and section 9.15.3 and replace with the following:

9.15.2 Permitted Uses and Minimum Parcel Dimensions

Permitted Primary Uses	Permitted Secondary Uses	Minimum Parcel Size	Minimum Parcel Width
One-Family Dwelling	Home Occupation	1,500 m ²	25 m
	Bed and Breakfast		
	Secondary Suite		
	Accessory Uses		
	Coach House		

9.15.3 Maximum Number of Buildings, Size and Height

Permitted Use	Maximum Number	Maximum Size	Maximum Building Height
Principal Building (Bylaw No. 697-2024)	1	0.20 FAR	11 m
Accessory Buildings and Structures	1	70 m ²	7 m
Coach House	1	Refer to 6.7.3	7 m

(a) Notwithstanding the definition of **floor area** in Part 2, for the purpose of this **zone, floor area** or **gross floor area** shall exclude **basement**.

(b) The maximum **parcel coverage** of all **accessory buildings** on a **parcel** shall not exceed 70 m².

f. Delete section 9.16.2 and section 9.16.3 and replace with the following:

9.16.2 Permitted Uses and Minimum Parcel Dimensions

Permitted Primary Uses	Permitted Secondary Uses	Minimum Parcel Size	Minimum Parcel Width
One-Family Dwelling	Home Occupation	1,860 m ²	25 m
	Bed and Breakfast		
	Secondary Suite		
	Accessory Uses		
	Coach House		

9.16.3 Maximum Number of Buildings, Size and Height

Permitted Use	Maximum Number	Maximum Size	Maximum Building Height
Principal Building (Bylaw No. 697-2024)	1	0.20 FAR	11 m
Accessory Buildings and Structures	2	70 m ²	7 m
Coach House	1	Refer to 6.7.3	7 m

(a) Notwithstanding the definition of **floor area** in Part 2, for the purpose of this zone, **floor area** or **gross floor area** shall exclude **basement**.

(b) The maximum **parcel coverage** of all **accessory buildings** on a **parcel** shall not exceed 70 m².

(c) Only 1 **accessory building** is permitted on a **parcel** containing a **coach house**.

g. Delete section 9.17.2 and section 9.17.3 and replace with the following:

9.17.2 Permitted Uses and Minimum Parcel Size and Dimensions

Permitted Primary Uses	Permitted Secondary Uses	Minimum Parcel Size	Minimum Parcel Width
One-Family Dwelling	Home Occupation	2,023 m ²	25 m
	Bed and Breakfast		
	Secondary Suite		
	Accessory Uses		
	Coach House		

9.17.3 Maximum Number of Buildings, Size and Height

Permitted Use	Maximum Number	Maximum Size	Maximum Building Height
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Principal Building (Bylaw No. 697-2024)	1	0.20 FAR	11 m
Accessory Buildings and Structures	1	70 m ²	7 m
Coach House	1	Refer to 6.7.3	7 m

(a) The maximum **parcel coverage** of all **accessory buildings** on a **parcel** shall not exceed 70 m².

h. Delete section 9.19.2 and section 9.19.3 and replace with the following:

9.19.2 Permitted Uses, Minimum Parcel Dimensions and Maximum Parcel Number

Permitted Primary Uses	Permitted Secondary Uses	Parcel Size	Maximum Parcel Size	Maximum No. of Parcels
One-Family Dwelling	Secondary Suite	1,349 m ²	2,023 m ²	19
	Coach House			

9.19.3 Maximum Number of Buildings, Size and Height

Permitted Use by Parcel	Maximum Number	Maximum Size	Maximum Building Height
Principal Building (Bylaw No. 697-2024)	1	0.30 FAR	11 m
Coach House	1	Refer to 6.7.3	7 m

i. Delete section 9.20.2 and section 9.20.3 and replace with the following:

9.20.2 Permitted Uses and Minimum Parcel Size

Permitted Primary Uses	Permitted Secondary Uses	Minimum Parcel Size
One-Family Dwelling	Secondary Suite	1,349 m ²
	Coach House	

(a) Refer to Village of Anmore Policy No. 61, as amended from time to time, for guidance on Property line requirements during subdivision.

- (b) Notwithstanding section 9.20.2 or any other sections in this bylaw, parcels zoned Infill Development that are wholly or partly within an **urban containment boundary** shall be permitted a maximum of four (4) dwelling units.

9.20.3 Maximum Number of Buildings and Height

Permitted Use by Parcel	Maximum Number	Maximum Building Height
Principal Building (Bylaw No. 697-2024)	1	11 m
Accessory Buildings and Structures	1	7 m
Coach House	1	7 m

- j. Delete section 9.20.4.2.
1. If any Part, Section, Subsection, Sentence, Clause or Phrase of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Bylaw.

READ a first time the

READ a second time the

READ a third time the

ADOPTED the

MAYOR

MANAGER OF CORPORATE SERVICES



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: November 1, 2024 File No. 3900-30
Submitted by: J. Joseph, Village Planner
Subject: Officer Designation and Delegation of Authority Bylaw Update –
Delegation of Development Permits

Purpose

To introduce an amendment to Anmore Officer Designation and Delegation of Authority Bylaw No. 615-2020 to delegate authority to grant Development Permits to the Chief Administrative Officer (CAO).

Recommended Option

THAT Council grant first, second and third reading to Anmore Officer Designation and Delegation of Authority Bylaw Amendment Bylaw No. 702-2024.

Background

At the October 1st, 2024, Regular Council Meeting, Council provided the following direction:

“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”

The above is a two-part resolution directing staff to prepare draft amendment bylaws to include Development Permits and Minor Development Permits (DVP) as a delegated authority.

In response to the requested update for Development Permits, Staff have proposed the Anmore Officer Designation and Delegation of Authority Bylaw Amendment Bylaw 702-2024 to delegate authority to the CAO to approve and execute Development Permits. The procedures to accept and process Development Permit applications are already included in the Development Procedures Bylaw and no further amendments are necessary.

Report/Recommendation to Council

Officer Designation and Delegation of Authority Bylaw Update – Delegation of Development Permits

November 1, 2024

Staff will bring forward the requested draft bylaw amendments for delegation of Minor Development Variance Permits (DVP) including definitions and guidelines as well as draft amendments to the Development Procedures Bylaw to include procedures to accept and process Minor DVP applications at a later date for Council's consideration.

Discussion

Amendments to the Delegation Bylaw

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. 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 Watercourse Protection Development Permits as a delegated authority, amendments to the Anmore Officer Designation and Delegation of Authority Bylaw No. 615-2020 are required.

Development Permit Processing Implications

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 which may take up to 1-2 months. It may take an additional 3-4 weeks or more for staff to bring a report to Council for a resolution to issue a development permit. The delegation of DPs may cut processing times by up to ~3-4 weeks or more without requiring a Council resolution. Delegating DP approval to Staff will still require assurances from a QEP and the Province that RAPR methodology is being followed.

Appeals to Council

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

Report/Recommendation to Council

Officer Designation and Delegation of Authority Bylaw Update – Delegation of Development Permits

November 1, 2024

Options

1. THAT Council grant first, second and third reading to Anmore Officer Designation and Delegation of Authority Bylaw Amendment Bylaw No. 702-2024.

OR



2. THAT Council not proceed with Anmore Officer Designation and Delegation of Authority Bylaw Amendment Bylaw No. 702-2024.

Financial Implications

None

Attachments

1. Anmore Officer Designation and Delegation of Authority Bylaw Amendment Bylaw No. 702-2024.

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

Attachment 1

VILLAGE OF ANMORE

BYLAW NO. 702-2024

A bylaw to amend Anmore Officer Designation and Delegation of Authority Bylaw No. 615-2020.

WHEREAS the *Community Charter* provides authority to the Municipality, by bylaw, to delegate its powers, duties and functions, including those specifically established by an enactment, to its officers and employees.

AND WHEREAS the *Local Government Act* authorizes a local government to amend its bylaws from time to time;

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

1. That this bylaw may be cited for all purposes as “Anmore Officer Designation and Delegation of Authority Bylaw Amendment Bylaw No. 702-2024”.
2. That Anmore Officer Designation and Delegation of Authority Bylaw No. 615-2020 be amended under Section 9 - Execution of Various Functions, Permits, Agreements and Documents as follows:
 - a) Add “Development Permits” according to alphabetic numeral order.
3. Anmore Officer Designation and Delegation of Authority Bylaw No. 615-2020 is hereby amended accordingly.

READ a first time the day of , 2024

READ a second time the day of , 2024

READ a third time the day of , 2024

ADOPTED the day of , 2024

MAYOR

CORPORATE OFFICER



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: November 1, 2024 File No. 3060-20
Submitted by: J. Joseph, Planner
Subject: Watercourse Protection Development Permit DP 2024-01 - 500
Canterwood Ct

Purpose / Introduction

To bring forward the Watercourse Protection Development Permit, DP 2024-01, for Council's authorization as part of the development approval process to construct an addition to the existing dwelling unit and a coach house at 500 Canterwood Ct.

Recommended Option

THAT Council approve Development Permit DP 2024-01 for the construction of an addition and a coach house at 500 Canterwood Ct.

Background

In accordance with the [Local Government Act \(LGA\), Part 14, Division 7](#), a Municipality has the authority to designate development permit areas (DPA) within the Official Community Plan for the protection of the natural environment, its ecosystems and biological diversity. A local Government may, by resolution, issue a development permit to authorise development within the DPA and may include requirements and conditions or set standards for a specific development. The Village of Anmore Official Community Plan (OCP) established the Watercourse Protection Development Permit Area identified in Schedule F of the OCP (Attachment 1) as well as a set of guidelines set out in the [Village Zoning Bylaw, section 5.21](#), specifying when a development permit is required. These guidelines are consistent with the Province's Riparian Areas Protection Regulation (RAPR) Act.

In late 2023, a building permit application was submitted by Dreamline Construction Inc. on behalf of the owners of 500 Canterwood Ct for the proposed construction of an addition to the existing principal dwelling unit and a coach house as shown in Schedule A of the Development Permit (Attachment 2). The subject property is a ~1 acre lot within the Residential 1 (RS-1) zone. The southern portion of the property, including the development area for the proposed construction of an addition and coach house, are within the Watercourse Protection

Report/Recommendation to Council

Watercourse Protection Development Permit DP 2024-01 - 500 Canterwood Ct

November 1, 2024

Development Permit Area. Following Staff review, the owners submitted a Development Permit Application in August 2024 for Council's consideration. A Development Permit is required prior to issuance of a Building Permit.

Discussion

The Riparian Areas Protection Regulation (RAPR) Act and the Village's OCP and Zoning Bylaws, require a RAPR Assessment Report to be submitted to the Province for any development proposed within an established Development Permit Area. The assessment report is prepared by a Qualified Environmental Professional (QEP) and describes the Streamside Protection and Enhancement Area (SPEA) setbacks and prescribed methodology for ensuring compliance with the report during and after development activities.

A shown in Schedule B of the Development Permit (Attachment 2), A Riparian Areas Report in accordance with the Detailed Assessment Methodology of the RAPR was prepared by Chris Lee, R.P. Bio., a QEP, and submitted to the Province for evaluation in for which the Village has subsequently received the confirmation notification from the Province on July 24, 2024 (Attachment 3). The Report confirms that the proposed construction footprint lies outside of the Streamside Protection and Enhancement Area (SPEA) and provided a set of measures to protect and maintain the SPEA.

A zoning review has been completed and the proposed construction adheres to the Village's Zoning Bylaw and the application meets all the requirements under the Village's watercourse protection policies and associated zoning regulations. Following construction, the QEP will submit a Post-Development Report to the Province verifying site monitoring and post-construction compliance. With assurances form a QEP and Confirmation form the Province, Staff recommend that Council approve DP 2024-01.

Development Permit Specific Conditions

Adherence to the measures and recommendations for the description of the site and proposed construction identified in the RAPR Report will be placed as conditions of the Development Permit.

Legislative Requirements

Pursuant to section 503(1) of the LGA, following the issuance of a Development Permit, a local government must file in the land title office a notice that the land described in the notice is subject to the permit.

Report/Recommendation to Council

Watercourse Protection Development Permit DP 2024-01 - 500 Canterwood Ct

November 1, 2024

Financial Implications

None.

Options

1. THAT Council approve Development Permit DP 2024-01 to allow the construction of an addition and a coach house at 500 Canterwood Ct. (recommended).

OR

2. THAT Council amend the Development Permit DP 2024-01 for a proposed addition and coach house to include the following conditions “insert conditions”; and

THAT Council Issue Development Permit DP 2024-01, as amended, to allow the construction of an addition and a coach house at 500 Canterwood Ct.

OR

3. THAT the Council refuse Development Permit DP 2024-01.



Attachments

1. Watercourse Protection Development Permit Area – Schedule F
2. Development Permit DP 2024-01
3. Provincial RAPR Notification Confirmation

Report/Recommendation to Council

Watercourse Protection Development Permit DP 2024-01 - 500 Canterwood Ct

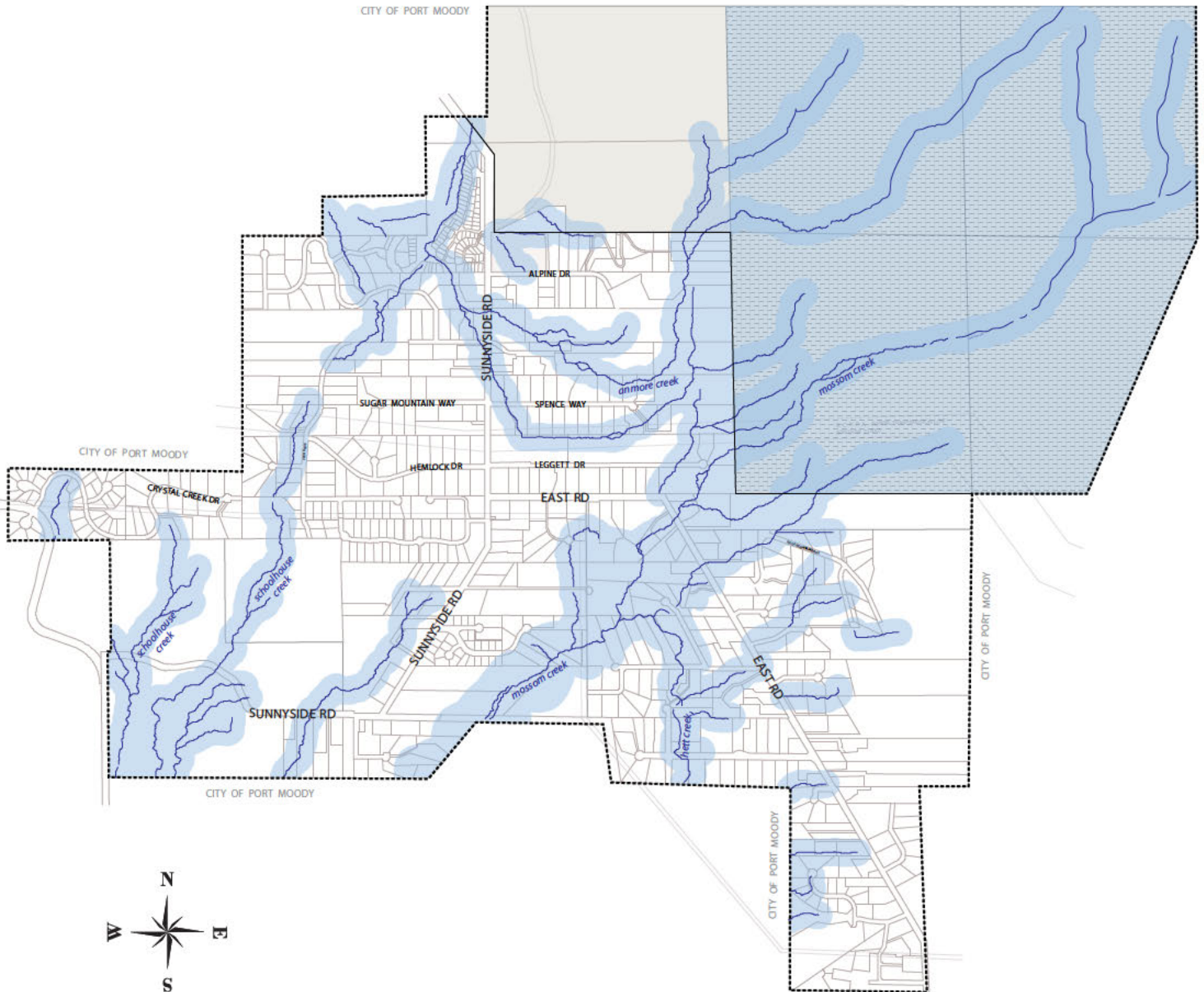
November 1, 2024

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

SCHEDULE F: WATERCOURSE PROTECTION DEVELOPMENT PERMIT AREA MAP

LEGEND

-  Watercourses
-  Watercourse Protection Area
-  Municipal Boundary
-  Right of Way
-  Rural Residential
-  Conservation & Recreation



2697 Sunnyside Road, Anmore, BC, V3H 5G9 Ph: 604-469-9877

THE VILLAGE OF ANMORE DOES NOT ASSUME RESPONSIBILITY FOR THE CORRECTNESS OF THIS MAP AS IT IS INTENDED FOR GENERAL REFERENCE ONLY. LAST UPDATED MARCH 2014.

THIS MAP HAS BEEN COMPILED WITH DATA FROM VARIOUS SOURCES AND IS NOT WARRANTED AS TO ITS ACCURACY OR SUFFICIENCY BY THE VILLAGE OF ANMORE. THE DATA IS PROVIDED FOR INFORMATION PURPOSES ONLY AND IS NOT TO BE SOLELY RELIED UPON TO PROVIDE A DETAILED DEPICTION OF ALL EXISTING NATURAL FEATURES OR CONDITIONS.

Attachment 2

VILLAGE OF ANMORE DEVELOPMENT PERMIT NO. 2024-01

Issued pursuant to section 498 of the *Local Government Act*

Development Permit No. DP 2024-01

This Permit is issued this day of , 2024 to:

1. Name: Dreamline Construction Inc.
Address: 1058 Sugar Mountain Way, Anmore, BC, V3H 4V7
2. This permit applies to, and only to, those lands within the Municipality described as follows, and to any and all buildings, structures and other development thereon:

LEGAL DESCRIPTION: STRATA LOT 5 SECTION 20 TOWNSHIP 39 NEW WESTMINSTER DISTRICT STRATA PLAN LMS2839
TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1

PID: 023-793-376

CIVIC ADDRESS: 500 Canterwood Court, Anmore, BC, V3H 3C8

3. This permit allows for the construction of an addition to the Principal Dwelling Unit, a coach house as shown in Schedule A.
4. CONDITIONS

As provided for under sections 488(1) and 489 of the *Local Government Act*, the following conditions must be adhered to:

- (a) There shall be no disturbance, alteration or destruction of the riparian area within the prescribed Streamside Protection and Enhancement Area (SPEA) as detailed in Schedules A and B;
- (b) Should further Riparian Areas Regulation assessment be required, this DP may be amended to reflect new information.

5. REGISTRATION

Notice of this Permit shall be filed in the Land Title Office of New Westminister under section 503 of *the Local Government Act*, and upon such filing the terms of this or any amendment hereto shall be binding upon all persons who acquire an interest in the land

affected by this Permit.

6. PERMIT EXPIRY

If the Permittee does not substantially start any construction permitted by this Permit within two years of the date of this Permit, as established by the authorizing resolution date, this Permit shall lapse.

7. OTHER PERMITS

This Permit is not a building permit or a development variance permit. While development on the Lands is subject to the conditions and requirements set out in this Permit, the Permit does not authorize development or any construction. Despite issuance of this permit, construction may not start without a Building Permit, Tree Permit or other necessary permits or approvals. It is the owner's responsibility to determine whether such permits or approvals are required.

8. SCHEDULES

Development of the site must be completed in substantial compliance with the attached drawings and documents:

- Schedule A – Topographic Site Plan and Proposed Development (2024-05-27)
- Schedule B - Riparian Areas Assessment Report (July 2024)

AUTHORIZING RESOLUTION PASSED BY COUNCIL THE DAY OF , 2024.

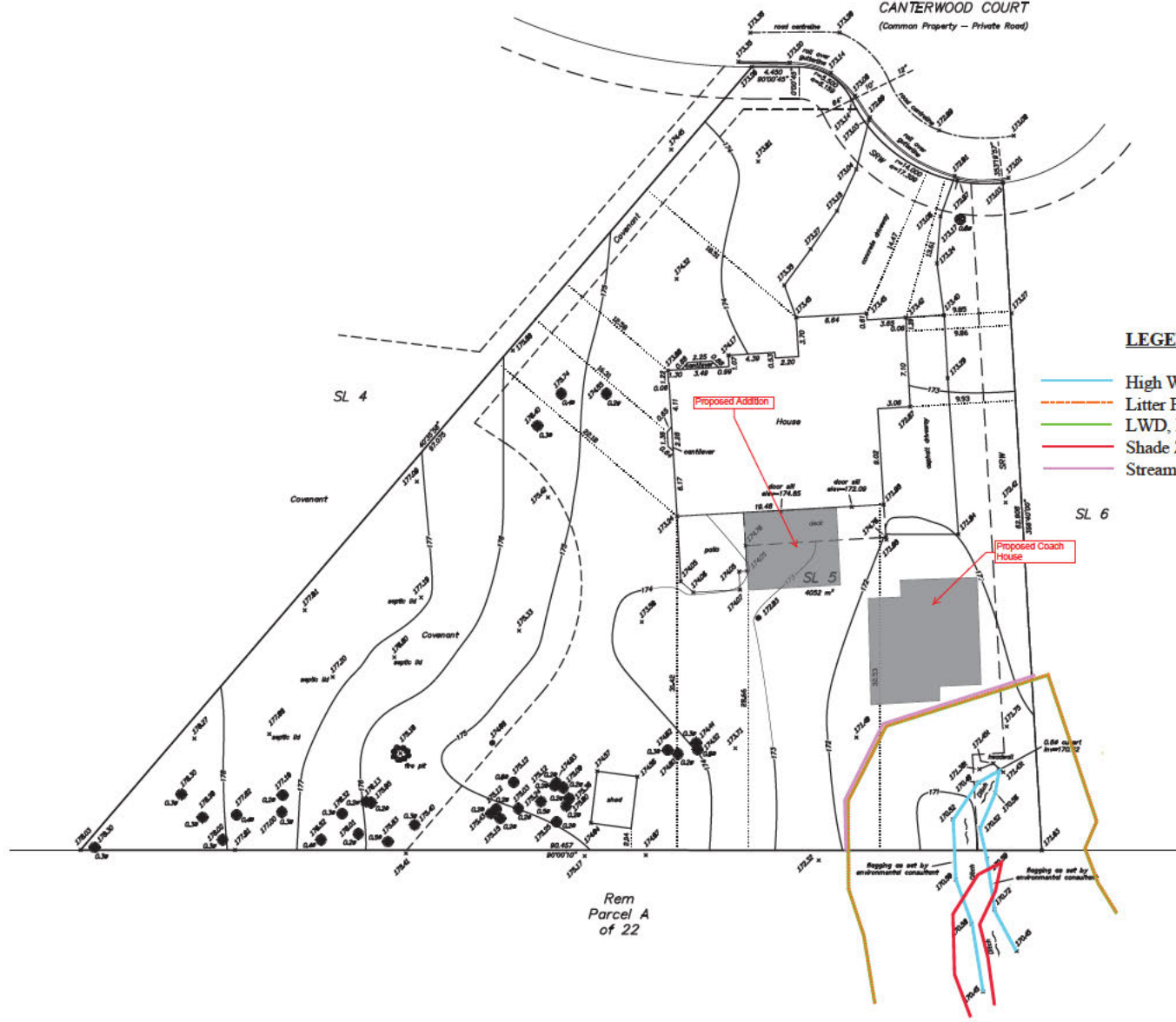
Schedule A

DP 2024-01

**TOPOGRAPHICAL PLAN OF STRATA LOT 5,
SECTION 20, TOWNSHIP 39,
NEW WESTMINSTER DISTRICT, STRATA PLAN LMS2839**

PARCEL IDENTIFIER: 023-793-378
CIVIC ADDRESS: 509 Canterwood Court
Annapolis, B.C.

SCALE: 1:200
All dimensions are in metres



LEGEND

- High Water Mark (HWM)
- Litter Fall / Insect Drop ZOS
- LWD, Bank and Channel Stability ZOS
- Shade ZOS
- Streamside Protection & Enhancement Area (SPEA)

LEGEND

- x 178.0 Spot Elevation
- o 178.0 Elevation of Top of Spot
- Coniferous Tree
- Deciduous Tree
- Cleared LM
- Catch Basin

Elevations are Geoidals, shown in metres.
Lot dimensions are based on Strata Plan LMS2839.

Offsets shown are not to be used to define property lines. This plan was prepared for a specific purpose and is for the exclusive use of our client. We assume no responsibility for the unauthorized use of this plan.

Environmental consultant flagging surveyed May 21st, 2024.

CERTIFIED CORRECT
this 21st day of April, 2024.
William Papowe
263R3G
B.C.L.S.

CHANGES ON TITLE
FOIPPA s.22

PROFESSIONAL LAND SURVEYING INC.
302 - 1120 WESTWOOD STREET
COQUITLAM, B.C. V3B 7H9
TEL: (604) 454-3159
FAX: (604) 454-8509
FILE NUMBER: 7639C

RIPARIAN AREAS ASSESSMENT

DETAILED ASSESSMENT METHODOLOGY

500 Canterwood Court
Anmore, B.C.



Prepared for:
500 Canterwood Crt
Anmore, BC

Prepared by:
AQUATERRA ENVIRONMENTAL LTD.

AquaTerra Project No. 20231081

July 2024

FORM 1

Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

Riparian Areas Regulation: Assessment Report

Please refer to submission instructions and assessment report guidelines when completing this report.

Date

I. Primary QEP Information

First Name	Chris	Middle Name	
Last Name	Lee		
Designation	RPBio	Company	AquaTerra Environmental Ltd.
Registration #	1711	Email	chris@aquaterra.ca
Address	PO Box 18120		
City	Port Moody	Postal/Zip	V3H0A2
Prov/state	BC	Country	Canada
		Phone #	604-357-3475

III. Developer Information

First Name	FOIPPA s.22	Middle Name	
Last Name	FOIPPA s.22		
Company			
Phone #	FOIPPA s.22	Email:	FOIPPA s.22
Address	FOIPPA s.22		
City	Anmore	Postal/Zip	V3H 3C8
Prov/state	BC	Country	Canada

IV. Development Information

Development Type	Construction: Accessory Building (carriage house) and addition		
Area of Development (ha)	0.05	Riparian Length (m)	110 m (primarily off-site)
Lot Area (ha)	0.40	Nature of Development	Re-development
Proposed Start Date	2024-09-01	Proposed End Date	2025-12-31

V. Location of Proposed Development

Street Address (or nearest town)	500 Canterwood Court		
Local Government	Anmore	City	Anmore
Stream Name	Unnamed tributary of Mossom Creek		
Legal Description (PID)	023-793-376	Region	Lower Mainland
Stream/River Type	Stream	DFO Area	South Coast
Watershed Code	900-046300		
Latitude	49°	18'	50.4"N
Longitude	122°	51'	7.2"W

Completion of Database Information includes the Form 2 for the Additional QEPs, if needed. Insert that form immediately after this page

Table of Contents for Assessment Report

	Page Number
1. Description of Fisheries Resources Values	4
2. Results of Riparian Assessment (SPEA width)	7
3. Site Plan	9
4. Measures to Protect and Maintain the SPEA (detailed methodology only)	12
1. Danger Trees	
2. Windthrow	
3. Slope Stability	
4. Protection of Trees	
5. Encroachment	
6. Sediment and Erosion Control	
7. Floodplain	
8. Stormwater Management	
5. Environmental Monitoring	14
6. Photos	15
7. Assessment Report Professional Opinion	18

Section 1. Description of Fisheries Resources Values and a Description of the Development proposal

(Provide as a minimum: Species present, type of fish habitat present, description of current riparian vegetation condition, connectivity to downstream habitats, nature of development, specific activities proposed, timelines)

DESCRIPTION OF PROPOSED PROJECT

AquaTerra understands that the current owner of the site (referenced as 500 Canterwood Court; **Figure 1**) is proposing to construct an addition to the existing residence and a detached coach house within the southeastern portion of the site, bounded by a neighbouring single-family residential property to the east and west and an unnamed tributary of Mossom Creek in the southeast corner of the property, associated with an undeveloped property to the south. As such, AquaTerra has prepared this RAPR report for the client, province, Fisheries and Oceans Canada (DFO) and Village of Anmore review, to assist in project review with the goal of building permit issuance.

For residential, commercial and/or industrial development, a Riparian Areas Assessment is required under the Riparian Areas Protection Regulation of the BC *Riparian Areas Protection Act*, formerly the *Fish Protection Act* (which replaced by the *Riparian Areas Protection Act* in 2016). This detailed RAPR was requested by the owner to confirm that the proposed carriage house building footprint are situated outside of the Streamside Protection & Enhancement Area (SPEA).

Figure 1. Approximate Site Location (Red Arrow).

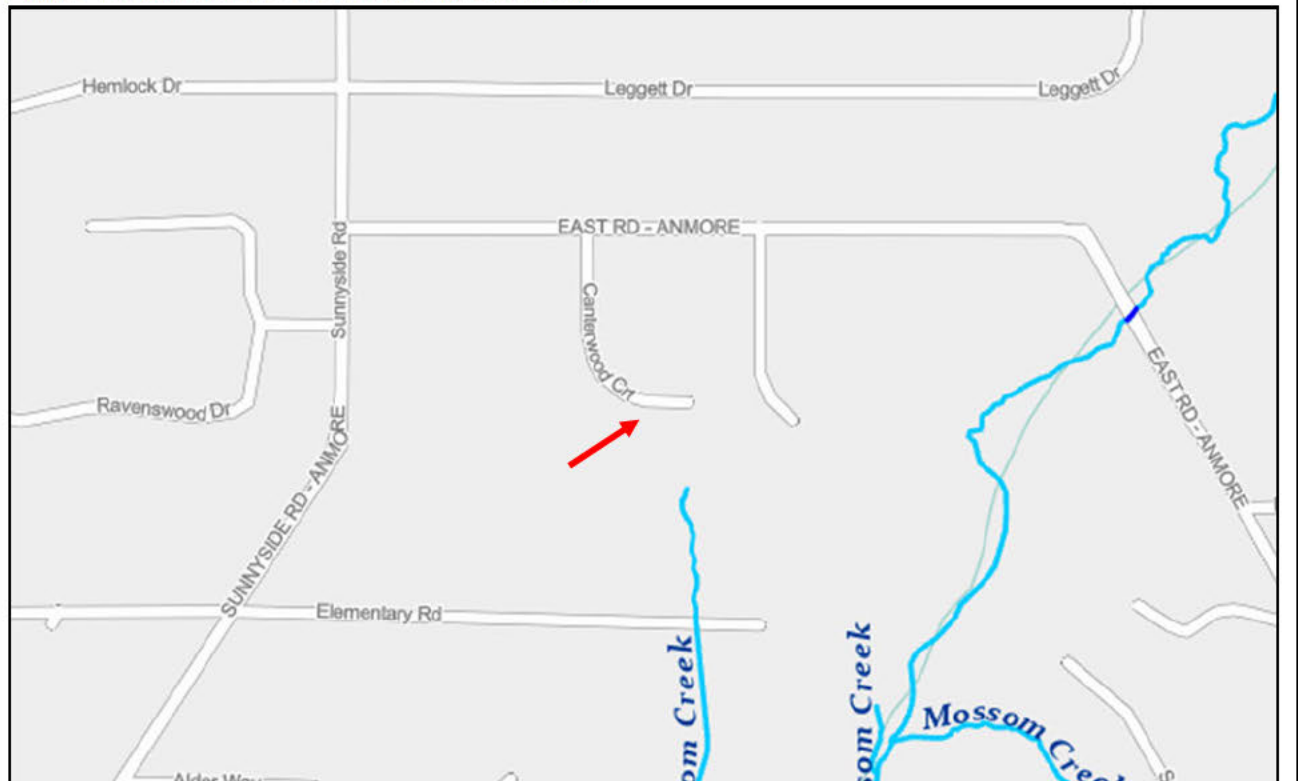
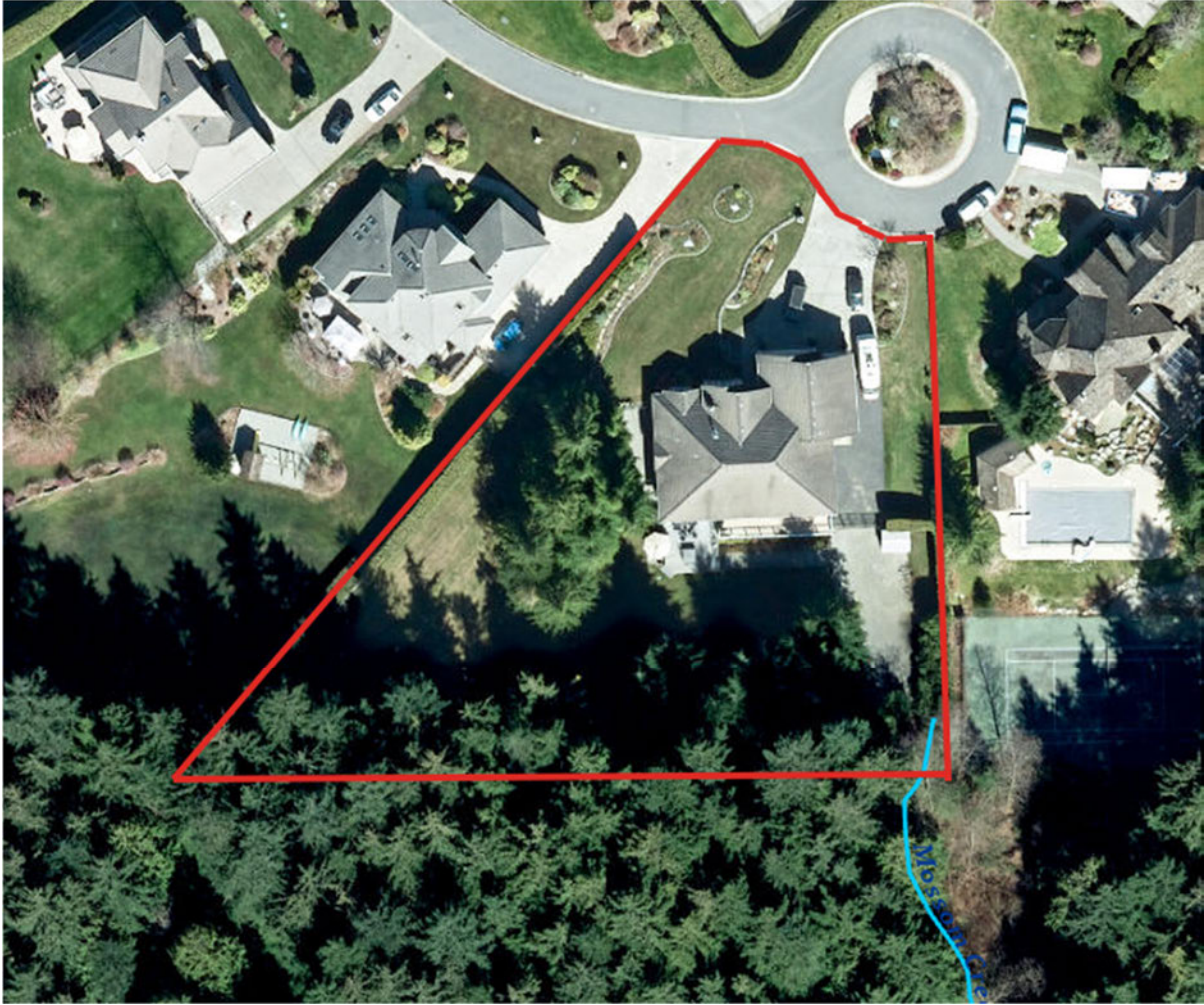


Figure 2. The site location (outlined in RED), with watercourse (approximate location) bisecting the site in LIGHT BLUE.



On 6 May 2024, AquaTerra personnel thoroughly traversed the site to conduct a site assessment, following the detailed RAPR methodology.

STREAM DESCRIPTION(S)

An unnamed tributary of Mossom Creek reaching the southwest corner of the site. At the site, the stream is low gradient (2-3%) and flows to the south, through a culvert beneath Elementary Road. Mossom Creek continues southwest and eventually discharges into the Burrard Inlet.

RIPARIAN VEGETATION

At the time of the site assessment, observed vegetation included but was not limited to Western Redcedar (*Thuja plicata*), Western Hemlock (*Tsuga heterophylla*), Red Alder (*Alnus rubra*), Oval-leaved blueberry (*Vaccinium ovalifolium*), Salal (*Gautheria shallon*), Salmonberry (*Rubus spectabilis*), Thimbleberry (*Rubus parviflorus*), Skunk cabbage (*Lysichiton americanum*), Deer fern (*Blechnum spicant*) and Sword fern (*Polystichum munitum*). The invasive English Ivy (*Hedera helix*) was also present on site.

FORM 1

Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

SUBSTRATE

20% fines

80% organics

FISH PRESENCE

No fish were observed during the site assessment. Due to the elevation of the channel above sea level (180 m ASL) it is not expected for the stream reach to be fish bearing.

FORM 1

Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

Section 2. Results of Riparian Assessment (SPEA width)

Attach or insert the Form 3 or Form 4 assessment form(s). Use enough duplicates of the form to produce a complete riparian area assessment for the proposed development

2. Results of Detailed Riparian Assessment

Refer to Section 3 of Technical Manual

Date: 06 May 2024

Description of Water bodies involved (number, type)

Unnamed tributary of Mossom Creek

Stream	X
Wetland	
Lake	
Ditch	
Number of reaches	1
Reach #	1

Channel width and slope and Channel Type (use only if water body is a stream or a ditch, and only provide widths if a ditch)

	Channel Width(m)	Gradient (%)		
starting point	5.4	2-3%	I, <u>Chris Lee</u> (<i>name of qualified environmental professional</i>), hereby certify that: a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i> ; b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>FOIPPA s.22</u> (<i>name of developer</i>); c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and d) In carrying out my assessment of the development proposal, I have followed the technical manual to the Riparian Areas Protection Regulation.	
upstream	2.4			
	3.3			
	2.7			
downstream	1.8			
	1.6	2-3%		
	4.0			
	2.6			
	2.9			
	2.3			
	4.4			
Total: minus high /low	25.0			
mean	2.8			
	R/P	C/P		S/P
Channel Type	X			

Site Potential Vegetation Type (SPVT)

	Yes	No	
SPVT Polygons		X	Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes I, <u>Chris Lee</u> (<i>name of qualified environmental professional</i>), hereby certify that: a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i> ; b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>FOIPPA s.22</u> (<i>name of developer</i>); c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and d) In carrying out my assessment of the development proposal, I have followed the technical manual to the Riparian Areas Protection Regulation.
Polygon No:	1		Method employed if other than TR
SPVT Type	LC	SH	TR
			X

FORM 1

Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

Polygon No:	<input type="text"/>	Method employed if other than TR
	LC SH TR	
SPVT Type	<input type="text"/> <input type="text"/> <input type="text"/>	

Polygon No:	<input type="text"/>	Method employed if other than TR
SPVT Type	<input type="text"/> <input type="text"/> <input type="text"/>	

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons				
LWD, Bank and Channel Stability ZOS (m)	10					
Litter fall and insect drop ZOS (m)	10					
Shade ZOS (m) max	8.4	South bank	Yes	<input type="text"/>	No	X <input type="checkbox"/>
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)					
Ditch Fish Bearing	Yes	<input type="text"/>	No	<input type="text"/>	If non-fish bearing insert no fish bearing status report	
SPEA maximum	10 m	(For ditch use table3-7)				

I, Chris Lee (*name of qualified environmental professional*), hereby certify that:

- I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*;
- I am qualified to carry out this part of the assessment of the development proposal made by the developer **FOIPPA s.22** [REDACTED] (*name of developer*);
- I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
- In carrying out my assessment of the development proposal, I have followed the technical manual to the Riparian Areas Protection Regulation.

Comments

The watercourse is not mapped as being on-site by available on-line mapping databases; however, there is a short portion of the reach that daylight right near the southeast corner of the site and extends southward off-site. Measurements were recorded to the south with flagging limited to the portion of the reach within the site boundary and three additional pin-flag sets for topographical survey pickup.

TOPOGRAPHICAL PLAN OF STRATA LOT 5,
SECTION 20, TOWNSHIP 39,
NEW WESTMINSTER DISTRICT, STRATA PLAN LMS2839

PARCEL IDENTIFIER: 023-793-378
CIVIC ADDRESS: 509 Canterwood Court
Annapolis, B.C.

SCALE: 1:200
All distances are in metres



LEGEND

- High Water Mark (HWM)
- Litter Fall / Insect Drop ZOS
- LWD, Bank and Channel Stability ZOS
- Shade ZOS
- Streamside Protection & Enhancement Area (SPEA)

LEGEND

- x 178.0 Foot Elevation
- 178.0 Elevation of Top of Spot
- Coniferous Tree
- Deciduous Tree
- Cleared LM
- Catch Basin

Elevations are Geodetic, shown in metres.
Lot dimensions are based on Strata Plan LMS2839.

Offsets shown are not to be used to define property lines. This plan was prepared for a specific purpose and is for the exclusive use of our client. We assume no responsibility for the unauthorized use of this plan.

Environmental consultant flagging surveyed May 21st, 2024.

CERTIFIED CORRECT

this 21st day of April, 2025,
William Papowe
Papowe
263R3G

Digitally signed by
William Papowe 263R3G
Date: 2025.02.27
10:43:41 -07'00'

W. PAPOWE B.C.L.S.

CHANGES ON TITLE
CHANGE NO. REVISION
FOIPPA s.22

PAPOWE
PROFESSIONAL LAND SURVEYING INC.
302 - 1120 WESTWOOD STREET
COQUITLAM, B.C., V3B 7H9
TEL: (604) 454-3159
FAX: (604) 454-8509
FILE NUMBER: 7638C

FORM 1

Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

	<p>after completion of a songbird nesting survey.</p> <p>Temporary and/or permanent fencing along the SPEA is to be established prior to the onset of demolition and construction works. Within the fenced area, no work should be undertaken except to remove invasive species by hand, mitigate tree hazards or conduct restoration work, if required. Measures that should be taken to protect the trees from construction activity include the following:</p> <ul style="list-style-type: none"> • Excavation that takes place within 6 meters of the trunk of any trees to be protected should be done carefully to ensure that roots are not ripped back toward the trees. As soon as roots that are greater than 5 cm in diameter are encountered, the remaining areas around the roots will be excavated with hand tools and the roots pruned off clean. • The excavation and construction activities adjacent to the SPEA can influence the moisture availability to the subject trees. Soil moisture conditions within the tree protection zones should be monitored during hot and dry weather. When soil moisture conditions are dry, supplemental irrigation should be provided. <p>If there are concerns regarding the clearance required for machinery and workers within the tree protection zone or just outside it, the project arborist should be consulted so that a pruning prescription can be developed or a zone surrounding the crowns can be established. All heavy machinery working adjacent to the trees (excavators, cranes, dump trucks, etc.) operating machinery within five (5) meters of the crowns of these trees should be made aware of the proximity of these trees to their activities. If there is to be a sustained period of machinery working within five meters of the crowns of these trees, a line with colored flags should be suspended at the height of the crowns along the length of the protected trees.</p> <p>An Environmental Monitor may perform periodic inspections and will be instructed to watch for practices that could jeopardize SPEA tree health.</p>
	<p>I, <u>Chris Lee</u>, hereby certify that:</p> <ol style="list-style-type: none"> I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i>; I am qualified to carry out this part of the assessment of the development proposal made by the developer FOIPPA s.22 <i>(name of developer)</i>; I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.
<p>5. Encroachment</p>	<p>As per required by the RAPR methodology, a split rail fencing, hedgerow, or rock/boulder wall is proposed along the SPEA to prevent encroachment into the SPEA over time, noting that no activity, construction, landscaping (incl. landscaping disposal) or other activities are to occur in the SPEA setback area. During construction, trenched silt fencing/snow fencing is to be installed along the SPEA and around trees to be protected during construction including the critical root zones (Root Protection Zones [RPZs]) to prevent encroachment or damage during construction.</p>
	<p>I, <u>Chris Lee</u>, hereby certify that:</p>

FORM 1

Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

<p>a. I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [REDACTED] FOIPPA s.22 (name of developer) ;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.</p>	
6. Sediment and Erosion Control	As noted above, to offset potential erosional and sedimentation concerns, an entrenched silt fencing is to be installed along the SPEA for the duration of construction. The proponent will also be responsible to adhere to applicable Best Management Practices (BMPs) and any Village of Anmore ESC requirements, including the provision of a detailed ESC plan and environmental monitoring, as required.
<p>I, <u>Chris Lee</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [REDACTED] FOIPPA s.22 (name of developer) ;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.</p>	
7. Stormwater Management	<p>Given the nature and scale of the development project, a stormwater management plan is not anticipated to be required; however, options to reduce surface water run-off during stormwater events should be considered, including:</p> <ul style="list-style-type: none"> a. Maximizing permeable ground area and using landscaped areas and/or permeable pavers. b. Connecting roof rain leaders to perforated underground pipes, which will encourage the infiltration of stormwater; and/or c. Installing rain water collection cisterns or rain barrels to collect water flowing off the roof via rain leaders. d. If a stormwater outfall is proposed to the Mossom Creek tributary, it is to be designed by an engineer and approved by the province via a <i>Water Sustainability Act</i> (WSA) application to the province.
<p>I, <u>Chris Lee</u>, hereby certify that:</p> <p>a. I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i>;</p> <p>b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [REDACTED] FOIPPA s.22 (name of developer) ;</p> <p>c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.</p>	
8. Floodplain Concerns (highly mobile channel)	The site is situated approximately 180 m Above Sea Level (ASL). Increased flow volumes within Mossom Creek Tributary will not cause water to move onto the site as the headwaters of the creek are located below the top of bank of the ravine. As such, floodplain concerns are not anticipated to be applicable to this site.
<p>I, <u>Chris Lee</u>, hereby certify that:</p>	

FORM 1

Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

- a. I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*;
- b. I am qualified to carry out this part of the assessment of the development proposal made by the developer FOIPPA s.22 [REDACTED] (*name of developer*) ;
- c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.

Section 5. Environmental Monitoring

Attach text or document files explaining the monitoring regimen Use your "return" button on your keyboard after each line. It is suggested that all document be converted to PDF *before* inserting into the PDF version of the assessment report. Include actions required, monitoring schedule, communications plan, and requirement for a post development report.

Periodic environmental monitoring and reporting may be required during development to meet the Village of Anmore guidelines, including ESC requirements. Specifically, prior to the onset of Construction, AquaTerra recommends a site visit to verify that the established SPEA has been demarcated to prevent encroachment during construction. Typically, AquaTerra will attend the site twice as construction progresses to ensure continued compliance with the SPEA boundaries set out in this RAPR report. Following construction completion, the client will notify AquaTerra personnel for a post-construction inspection, at which time AquaTerra personnel will re-measure the distance between the creek and SPEA boundary to verify compliance.

Site monitoring events and the post-construction compliance verification event will be summarized in a QEP Post-Development Report, a RAPR requirement to comply with the conditions set out in the Assessment Method guidelines, to be submitted electronically in PDF format to the RAPR Notification website. This requirement has been conveyed to the developer.

Section 6. Photos

Provide a description of what the photo is depicting, and where it is in relation to the site plan.

Photo 1: Upper section of unnamed tributary of Mossom Creek looking upstream.



Photo 2: Upper section of unnamed tributary of Mossom Creek looking downstream.



FORM 1

Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

Photo 3: Typical substrate conditions – predominantly soft fines and organics.



Photo 4: Unnamed tributary of Mossom Creek looking downstream from site boundary.



Photo 5: Unnamed tributary of Mossom Creek at headwall in southeast corner of property.



Photo 6: Unnamed Mossom Creek tributary looking southward off-site approximately 50 m south of the site.



Section 7. Professional Opinion

Qualified Environmental Professional opinion on the development proposal's riparian assessment.

Date

1. I/We Chris Lee

Please list name(s) of qualified environmental professional(s) and their professional designation that are involved in assessment.)

hereby certify that:

- a) I am/We are qualified environmental professional(s), as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*;
- b) I am/We are qualified to carry out the assessment of the proposal made by the developer, **FOIPPA s.22**, which proposal is described in section 3 of this Assessment Report (the "development proposal");
- c) I have/We have carried out an assessment of the development proposal and my/our assessment is set out in this Assessment Report; and
- d) In carrying out my/our assessment of the development proposal, I have/We have followed the specifications of the Riparian Areas Protection Regulation and assessment methodology set out in the minister's manual; AND

2. As qualified environmental professional(s), I/we hereby provide my/our professional opinion that:

- a) the site of the proposed development is subject to undue hardship, (if **applicable, indicate N/A otherwise**) and
- b) the proposed development will meet the **riparian protection standard** if the development proceeds as proposed in the report and complies with the measures, if any, recommended in the report.

[NOTE: "Qualified Environmental Professional" means an individual as described in section 21 of the Riparian Areas Protection Regulation

FORM 1

Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

Attachment 3

From: [Village of Anmore](#)
To: [Josh Joseph](#)
Subject: FW: Assessment 8893 meets the standards of RAPR
Date: July 24, 2024 11:39:52 AM
Attachments: [image001.png](#)

Michelle Nalleweg
Building Assistant/Administrative Assistant



Office: 604-469-9877 Direct: 604 334-4297|anmore.com
2697 Sunnyside Road Anmore, BC V3H 5G9

Correspondence with any government body, including Village of Anmore Council, staff and consultants, is subject to disclosure under the Freedom of Information and Protection of Privacy Act.

From: Riparian Areas WLRs:EX <RiparianAreas@Victoria1.gov.bc.ca>
Sent: Wednesday, July 24, 2024 11:06 AM
To: chris <chris@aquaterra.ca>; Village of Anmore <Village.hall@anmore.com>
Subject: Assessment 8893 meets the standards of RAPR

RAPR Submission 8893 has been reviewed by the Ministry of Water, Land and Resource Stewardship. This report **meets the assessment and reporting criteria** for the Riparian Areas Protection Regulation. The developer now has the information required of the province under regulation to move forward with the development permit process. The local government will be notified shortly.

Additional Notes:

- The QEP states that no development is to occur in the SPEA setback area and that no tree removal is currently proposed as part of this project.
- The site plan indicates that the eaves of the proposed new coach house are less than 4m away from the SPEA.

Note to the local government: The description of proposed development has been accepted on the basis that this is the final plan for development. If development plans should change, another RAPR assessment must be submitted to the Province for review prior to DP issuance.

From: RiparianAreas@Victoria1.gov.bc.ca <RiparianAreas@Victoria1.gov.bc.ca>

Sent: Saturday, July 6, 2024 2:34 PM

To: chris <chris@aquaterra.ca>; Riparian Areas, Region 2 WLRS:EX <RARReg2@gov.bc.ca>; Riparian Areas WLRS:EX <RiparianAreas@Victoria1.gov.bc.ca>

Subject: Assesment 8893 has been created

This assessment has been created. This notification is sent to you, Fisheries and Oceans Canada (DFO)and the BC Ministry of Environment. Details of this assessment are included in this notification.

Assessment Details

Assessment ID:: 8893 **Creation Date:** 2024-07-06

Status: created **Last Modified:** 2024-07-06

Development Details

Development Type:	Accessory Buildings	Proposed Start Date:	2024-09-01
Area of Development (hectares):	.050	Proposed End Date:	2025-12-31
Lot Area (hectares):	.400	Nature of Development:	Redevelopment
Riparian Length:	110.00	Section 9 Part 7 Activities:	N

Location Details

Local Government:	Anmore, Village of	DFO Area:	South Coast Area
Region:	Lower Mainland	Stream/River Type:	Watercourse
Parcel Identification (PID)/ Parcel Identification Number (PIN):	FOIPPA s.22	Stream/River Name:	Unnamed Tributary of Mossom Creek
Address Line 1:	FOIPPA s.22	Watershed Code:	Trib of 900-046300

Address Line 2:

Postal Code: V3H 3C8

Latitude:

FOIPPA s.22

Longitude:

FOIPPA s.22

Developer Details

Contact First Name:

FOIPPA s.22

Address Line 1:

FOIPPA s.22

Contact Middle Name:

Address Line 2:

Contact Last Name:

FOIPPA s.22

City: Anmore

Province/State: BC

Postal/Zip Code: V3H 3C8

Email Address:

FOIPPA s.22

Country: Canada

Company Name:

Phone #: FOIPPA s.22

Primary QEP Details

Contact First Name: Chris

Address Line 1: PO Box 18120

Contact Middle Name:

Address Line 2:

Contact Last Name: Lee

City: Port Moody

Designation: Biologist

Province/State: BC

Registration #: 1711

Postal/Zip Code: V3H0A2

Email Address: chris@aquaterra.ca

Country: Canada

Company Name: AquaTerra Environmental Ltd.

Phone #: 6043573475

Secondary QEP Details

Name:	Company	Address	Email	Phone
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VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: November 1, 2024 File No. 3090-20
Submitted by: Chris Boit, Manager of Development Services
Subject: 2965A Sunnyside Road – Development Variance Permit

Purpose / Introduction

The purpose of this report is for Council to authorize staff to issue notice to affected properties of Council's intent to consider Development Variance Permit DVP2024-02 for 2965A Sunnyside Rd.

Recommended Option

THAT Council authorize staff to issue notice of Council's consideration of DVP2024-02 to affected properties.

Background

Staff received a Subdivision request to create a 2-lot RS-1 subdivision on a 2.4-acre parcel of land. The existing parcel of land contains 2 principal dwellings and is accessed via a 7.5m panhandle driveway from Sunnyside Road. At the July 16, 2024 Regular Council Meeting, staff presented a report with a recommendation to Council to issue notice of Council's consideration of a Development Variance Permit (Attachment 1) and the following direction was provided:

“THAT staff be directed to report back to Council on the history of development of 2965A Sunnyside Road; and

THAT staff request comments from the SVFD Fire Chief on the DVP Permit Request.”

Report/Recommendation to Council

2965A Sunnyside Road – Development Variance Permit

November 1, 2024



Discussion

The applicant is seeking a DVP to vary the requirement for the minimum frontage on to a highway. The previous staff report (Attachment 1) outlines the purpose for a development variance permit. Following Council's request for additional information, Staff have reviewed records regarding the subdivision of this lot:

1. The existing lot was once part of a larger lot, that was subdivided over time, with parcels being created facing Sunnyside Road, Anmore Creek Way and Fern Drive.
2. This led to the lot nonconforming frontage requirement.
3. The property was purchased from the previous owner of the lot
4. The two existing homes were built under a Building Permit issued by the Village
5. The subject property was issued a Preliminary Layout Review (PLR) in December 2009. However, this subdivision was not achieved, and the PLR elapsed.
6. The applicant informed staff that the elapse was due to lack of direction from the Village
7. The applicant tried to restart the process in 2016 but it appears the process did not proceed to a PLR.

Staff have communicated with the Sasamat Fire Department for input regarding this parcel and they are in favour of creating two parcels on this land, so that two distinct civic addresses are created for the principal dwellings.

Report/Recommendation to Council

2965A Sunnyside Road – Development Variance Permit

November 1, 2024

Recommendation

In accordance with Section 499 of the Local Government Act notice must be sent to adjacent properties of Council's intent to consider DVP2024-02 at least 10 days prior to adoption of a resolution to issue the DVP.

Options

1. THAT Council Authorize staff to issue notices of Council's consideration of DVP 2024-02.
(Recommended)

OR

2. THAT Council not consider DVP DVP2024-02.

Financial Implications

Staff time to prepare and issue notice of DVP2024-02.

Options

3. THAT Council authorize staff to issue notices of Council's consideration of DVP 2024-02 to affected properties.

OR

4. THAT Council does not consider DVP2024-02.



Attachments

1. Initial introductory DVP report dated July 9th
2. Draft DVP

Report/Recommendation to Council

2965A Sunnyside Road – Development Variance Permit

November 1, 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



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: July 9, 2024 File No. 3900-30
Submitted by: Chris Boit, Manager of Development Services
Subject: 2965A Sunnyside Road – Development Variance Permit

Purpose / Introduction

The purpose of this report is for Council to authorize staff to issue notice to affected properties of Councils intent to consider Development Variance Permit DVP2024-02 for 2965A Sunnyside Rd.

Recommended Option

THAT Council Authorize staff to issue notice of Council's consideration of DVP2024-02 to affected properties.

Background

Staff received a Subdivision request to create a 2-lot RS-1 subdivision on a 2.4-acre parcel of land. The existing parcel of land contains 2 principal dwellings and is accessed via a 7.5m panhandle driveway from Sunnyside Road.



Report/Recommendation to Council

2965A Sunnyside Road – Development Variance Permit

July 9, 2024

Discussion

The applicant is seeking a DVP to vary the requirement for the minimum frontage on to a highway. The requirement for minimum frontage is stipulated in by the local government act via section 512 of the Local Government Act and our Zoning Bylaw:

Minimum parcel frontage on highway

512 (1) If a parcel being created by a subdivision fronts on a highway, the minimum frontage on the highway must be the greater of

- (a) 10% of the perimeter of the lot that fronts on the highway, and
- (b) the minimum frontage that the local government may, by bylaw, provide.

(2) A local government may exempt a parcel from the statutory or bylaw minimum frontage provided for in subsection (1).

Figure 1 - Extract from LGA - section 512

The Village's zoning bylaw states the following:

7.3 MINIMUM FRONTAGE

7.3.1 As required by the *Local Government Act*, no **parcel of land** in any proposed **subdivision** shall have less than 10% of its perimeter fronting on a **highway**. This regulation may be relaxed by the **Council** upon application by the property owner.

Figure 2 - Extract from VoA Zoning Bylaw

As the proposed parcel will not meet the frontage requirement, a DVP will be required to satisfy the frontage requirements.

Existing structures

The existing buildings/structures on the parcel meet the required setbacks and FAR requirements as outlined in the Villages zoning bylaw.

Existing servicing

The existing properties are individually serviced and would require no alterations to the existing physical properties.

Access to lands beyond

To provide access to lot 1, an easement will have to be provided to ensure legal access to lot 1, over lot 2.

Emergency service access

The proponent will have to provide adequate documentation to ensure there is reasonable access to lot 1 with fire equipment.

Report/Recommendation to Council

2965A Sunnyside Road – Development Variance Permit

July 9, 2024

Typically, the Approving Officer would not be supportive of this type of relaxation, as it can introduce unfavorable access arrangements. However, as the existing structures are in place and the subdivision would result in an additional taxation parcel of land, there is benefit to the Municipality to allow this subdivision.

Recommendation

In accordance with Section 499 of the Local Government Act notice must be sent to adjacent properties of Council's intent to consider DVP2024-02 at least 10 days prior to adoption of a resolution to issue the DVP.

Financial Implications

Staff time to prepare and issue notice of DVP2024-02.

Options

1. THAT Council Authorize staff to issue notices of Council's consideration of DVP 2024-02.

OR

2. THAT Council not consider DVP DVP2024-02.

Report/Recommendation to Council

2965A Sunnyside Road – Development Variance Permit

July 9, 2024

Attachments

1. Draft DVP

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

VILLAGE OF ANMORE

DEVELOPMENT VARIANCE PERMIT NO. 2024-02

Issued pursuant to section 498 of the *Local Government Act*

1. This Development Variance Permit is issued to:

Owner of the Lot: Gordon Jackson

as the registered owners (hereinafter referred to as the “Permittee” and shall apply only to ALL AND SINGULAR those certain parcels of land and premises (hereinafter referred to as the “Land) situate lying and being in the Village of Anmore, in the Province of British Columbia, and more particularly known and described as:

LOT A, PLAN BCP15670, SECTION 20, TOWNSHIP 39, NEW
WESTMINSTER LAND DISTRICT

PID: 026-180-723

with a civic address of:

2965A Sunnyside Road, Anmore, BC.

2. The said Land is subject to Anmore Zoning Bylaw No. 568-2017 and amendments thereto.
3. That section 7.3.1 Minimum Frontage of Anmore Zoning Bylaw No. 568-2017 be varied by reducing the highway Frontage as follows:
 - (i) The minimum frontage requirement be reduced from 10% of the perimeter to 7.5m
4. This permit shall only apply for the subdivision of the “land” into 2 parcels, as per the subdivision application dated December 2023.
5. This Permit does not constitute a subdivision approval or a building permit.

AUTHORIZING RESOLUTION passed by Council on the __ day of _____, _____

IN WITNESS WHEREOF this Development Variance Permit No. 2024-02 is hereby issued by the Municipality, signed by the Mayor and the Manager of Corporate Services and sealed with the Corporate Seal this _____ day of _____, 2024.

The Corporate Seal of the Village of Anmore was hereto affixed in the presence of:

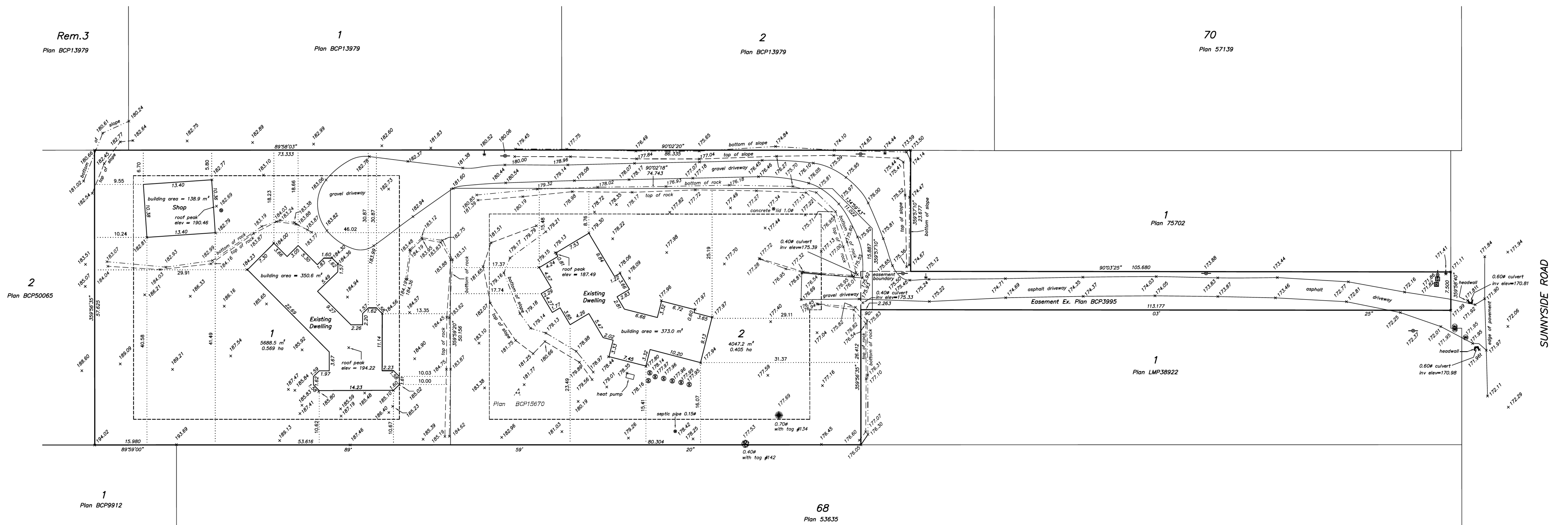
MAYOR

MANAGER OF CORPORATE SERVICES

TOPOGRAPHICAL AND PROPOSED SUBDIVISION PLAN
OF LOT A, SECTION 20, TOWNSHIP 39,
NEW WESTMINSTER DISTRICT, PLAN BCP15670

SCALE: 1:300
All distances are in metres

PARCEL IDENTIFIER 026-180-723
CIVIC ADDRESS 2965A Sunnyside Road
Anmore, B.C.



LEGEND

- + 171.1 Spot Elevation
- + 171.811 Elevation of Top of Wall
- ☘ Coniferous Tree
- ☘ Deciduous Tree
- ⊕ Water Meter
- ⊖ Power Pole
- ⊕ Anchor
- ⊕ Gas Marker
- ⊕ Catch Basin
- ⊕ Septic lid 0.65m

Elevations are Geodetic, shown in metres.
Lot dimensions are based on Plan BCP15670.

Offsets shown are not to be used to define property lines. This plan was prepared for a specific purpose and is for the exclusive use of our client. We assume no responsibility for the unauthorized use of this plan.

Additional roof peaks surveyed on March 20, 2023.

CERTIFIED CORRECT
this 2nd day of April, 2019.

NOTES:
RS-1 Zoning, Residential 1.
Proposed lot dimensions are preliminary and subject to Municipal approval.
----- indicates building envelope
Setbacks (Neighbourhood Attached Residential)
front=10.0 metres, rear=7.6 metres,
interior side=0.0 metres.

CHARGES ON TITLE	
CHARGE NO.	NATURE
BV71938	Easement

VERNON C. GUDAL & ASSOCIATES,
A DIVISION OF PAPAWE
PROFESSIONAL LAND SURVEYING INC.
202 - 1120 WESTWOOD STREET
COQUITLAM, B.C., V3B 7X8
TEL : (604) 942-8816
FAX : (604) 464-5509
FILE NUMBER : G5928V-1

COMMITTEE OF THE WHOLE MEETING – MINUTES

Minutes for the Committee of the Whole Meeting scheduled for Tuesday, October 22, 2024 at 6:00 p.m. in the Boardroom at the Anmore Community Hub, 2697 Sunnyside Road, Anmore, BC.



ELECTED OFFICIALS PRESENT

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

ABSENT

OTHERS PRESENT

Karen Elrick, CAO
 Rhonda Schell, Manager of Corporate Services
 Jas Rattan, Corporate Administration Clerk

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 September 25, 2024

It was MOVED and SECONDED:

THAT the Minutes of the Committee of the Whole Meeting held on September 25, 2024 be adopted, as circulated.

Carried Unanimously

4. Business Arising from Minutes

None.

5. New Business

(a) **Anmore Procedure Bylaw Review**

The Manager of Corporate Services provided an overview of the report dated October 18, 2024.

Discussion points included:

- Legislative requirements in the Community Charter for Procedure Bylaws
- Referencing policies in the revised bylaw.
- Suggestions to limit preamble before questions during Question Period and rules around questions being directed at Council and not of an administrative or operational nature.
- Suggestions to prevent the public from providing input that goes against provincial legislation regarding public hearings by implementing a disclaimer on the agenda.
- Methods of contacting Council and staff outside of council and committee meetings.
- Opportunity for the public to provide their comments if attending in person.
- The need for clearly defined rules during question period and instituting a time limit that may be extended by Council resolution.
- Clarification was sought regarding how the Chair formally recognizes a member to respond to questions.
- Keeping meeting start time at 7:00pm to maintain consistency and convenience for the public to attend, with a possibility for a survey in the future.
- It was noted that public input should generally not be a standing agenda item for COTW meetings, as these meetings function as workshops and allow for Council to have roundtable discussions. However, it was acknowledged that there may be instances where public input could enhance the meeting, depending on the subject matter and be allowed by resolution.
- The need to develop guidelines outlining best practices for providing notice of motion.
- Continuing to allow electronic participation without change to the current practice.
- The need for a staff report clarifying the function of committee's and procedure for committee recommendations to come to Council.

It was MOVED and SECONDED:

THAT the Committee recommend to Council that staff bring forward a report to Council with recommendations from the October 22, 2024 Committee of the Whole Meeting.

Carried Unanimously

6. Public Comments

To allow for sufficient time for the Council round-table discussion, public input was not offered at this meeting (Anmore Procedure Bylaw 541-2016, s.57).

7. Adjournment

It was MOVED and SECONDED:

THAT the meeting be adjourned at 7:39 pm.

Carried Unanimously

Rhonda Schell
Corporate Officer

John McEwen
Mayor

**TRI-CITIES HEALTHIER COMMUNITY PARTNERSHIP
MEETING MINUTES**

LOCATION: Port Coquitlam Community Centre, 2nd Floor Boardroom, 2150 Wilson Ave, Port Coquitlam; or Online Microsoft Teams

Attendees: Not Recorded

CALL TO ORDER

1. Welcome, Territorial Acknowledgement & Introductions

We acknowledge that we are on the traditional, ancestral unceded territory of the k^wik^wəłə^ʔm (Kwikwetlem First Nation). I thank the k^wik^wəłə^ʔm who continue to live on these lands and care for them, along with the waters and all that is above and below.

COMMITTEE BUSINESS

2. Review Agenda & Action Items

3. Adoption of Meeting Minutes from April 4, 2024: Approved

NEW BUSINESS

4. Tri-Cities Pride Allies & Influencing Safe Environments for 2SLGBTQ+ Students in Schools

Presentation from Orion Warje, Tri-Cities Pride Allies Chair and PACEs CHS, and Leah Lyth, Tri-Cities Healthy Schools Public Health Nurse to present on the Tri-Cities Pride Allies and ongoing work in the District and local schools to influence safer environments for 2SLGBTQ+ students.

- History: at TC CYC - lots of interest in inclusivity and LGBTQ+ issues but few actions ongoing, so TC Pride Allies was formed as a community of practice.
- A joint subcommittee of the ECD and MCM tables
- Now 12 members with 5 part of the LGBTQ+ community and 7 allies
- Starting with awareness and info sharing.
- First project - easy to digest info sheets for the community
- Research day every November - TC Pride Allies had a table
- Many ongoing requests for projects!
- Collaborating with TC Pride Society to form a LGBTQ+ Youth Committee
- Book Club for seniors, all invited including allies. Providing support for older age group supports families (e.g. including grandparents of queer kids)
- Gender neutral bathroom awards idea
- SD 43 - FH and the SD collaborated to create teaching resources on sexual orientation and gender identity.
- Language materials in collaboration with TC Pride Society, a middle school staff, and the school's GSA
- Resource sheet created on supports including mental health supports for LGBTQ+ youth and families, adaptable to other communities

- Next: School district website overhaul, increasing displays of support for staff, SOGI policy, increasing opportunities for youth voice
- PoCo – potential interest in a presentation for youth staff?
- Easiest to implement gender neutral bathrooms during building phase. If already built, signage for e.g. “trans folks welcome”, there are workarounds

ACTION - if interested in presentation that Orion/Leah gave, contact Orion

ACTION - Orion to f/u with Graham / Graham to f/u Orion regarding presenting to PoCo staff who work with youth including summer programming

ACTION - Orion to send the info sheets to the group available to be shared widely

ACTION - Leah to send the supports resource sheet for LGBTQ+ youth and families

ACTION - Leah/Orion to share ppt

5. Tri-Cities HCP Priority Setting & Reflect Survey Results

Dr. Young shared the results of the Tri-Cities HCP Priority Setting and Reflection Survey.

Members discussed top actionable priorities for 2024-2026:

Mental Wellness and Social Connectedness

	Google doc	Specific actions
Mental Wellness & Social Connectedness	Existing Efforts/Committees -HCP sub-committee -Foundry -Develop or share resources and information to support navigation and raise awareness of available services -Identify evidence-based policies and programs implemented at the local level that enhance social connections	Standing updates from HCP MW&SC Sub-Cte Standing updates on Foundry (HCP MW&SC Sub Cte?) BC Healthy Communities C&Y Mental Wellbeing for local governments toolkits: <ul style="list-style-type: none"> - Presentation from VCH/BC Healthy Communities - Sub-Cte to review actions

- o See attached powerpoint for Specific actions
- o Claire to provide regular updates on behalf of SHARE re Foundry
- o Vera and Sam - happy to join sub-cte

ACTION: Shaina to add Vera and Sam to MWSC sub-cte

ACTION: MWSC to explore use of the Healthy Communities C&Y Mental Wellbeing for local governments toolkits

Housing and healthy built environment

	Google doc	Specific actions
Housing & Healthy Built Environment	-Presenting equity-related data on built environment (e.g. tree canopy coverage in low vs high income neighbourhoods) -Provide data and recommendations on how much green space, childcare spaces, 3:30:30 Rule, etc. should be incorporated into a neighbourhood plan/new development -Bring health/ equity lens to OCP renewals	FH can support with providing data and interpretation on request ?Any opportunity for action thereafter?
	-Education on core housing needs -Advocating for below market housing; -Coordinated approach to integrating health into housing plans (e.g. planning for health service delivery needs in density planning) -Raising awareness of role housing has on health -Educating community on housing needs	?Any ideas/opportunities for advocacy actions?

- Interest to keep data on housing needs current, working with BC Housing, working on both tables with BC Housing and Metro Van, to keep data on housing needs for the five cities up to date.
- All five cities are required to update housing needs reports. Idea to bring that work together in one place for all five munis? cities trying to deal with legislation coming down from the province.

ACTION: Cathy - to connect with her team to see if they have interest in data

ACTION: Graham to review H&HBE b) (the second row on slide 6) with his council to see if they have any actions

ACTION: Cathy to bring to next meeting, there is a provincial timeline.

Physical activity and literacy

	Google doc	Specific actions

Physical activity & literacy	-Asset map of active park spaces for youth (11-18 yrs) -Engaging middle years/youth in planning for park spaces	- FH can support
	-Education on unstructured, free play and outdoor play -Education on screen time and sedentary behaviour	FH can support with providing evidence and data interpretation on request ?Any ideas/opportunity for action thereafter?

- For the first row, interest in engaging with those in low income housing and teens , to get their take on their needs . Low income housing - working with BC Housing to support youth in those neighborhoods .

ACTION: Graham - will f/u with poco on the parks side

Child and youth engagement

	Google doc	Specific actions
Child & youth engagement	-Sharing youth health data -Education on substance use and overdose crisis	-2023 Adolescent Health Survey data by school district available now. FH available to support with data presentation (with SD43 permission). Discussion on how partners outside of the SD can play a role?
	-Incorporating youth perspectives into municipal and organization plans, e.g. accessibility plans, climate action plans -Engaging children/youth outside of school	? Any ideas/opportunity for action?

- Cities with a youth committee: PoCo, Coquitlam, Port Moody all do
- Idea would be for cities to routinely engage their youth ctes and youth ambassadors into their plans

- Idea: a memo from the HCP to all local governments to routinely include youth ctes on their action plans
-

For other topics:

- Supports for children with support needs – There is a provincial cc committee, may have update in a few months from Vera
- Claire can loop back in after election
- Holly – in regard to the EY mandate - for CYSN - anything for public to see, Holly may be able to present to HCP on contracts for community agencies, present on services available in TC - what initiatives are happening from CYSN .

ACTION: Holly to talk to director if possible.

- Decision to have standing item updates from committees:

HHTG – Polly, Claire and or Cathy

ECD & MCM -

SAS - Ken not here

ACTION: Shaina to f/u with Ken to confirm if he'd like to do a standing update at future HCPs

Others:

ACTION - Shaina to circulate membership list

Reminder for all: Any member can do presentations not just FH! Just let Shaina know and we'll put you on the agenda

STANDING ITEMS

- 6. HCP Sub-committee Updates**
- 7. Emerging Issues Partner Roundtable**

NEXT MEETING

- 8. Date:** Thursday, July 25, 2024, 9:30-11:00 am

From: Village of Anmore
Sent: October 31, 2024 8:48 AM
To: Rhonda Schell
Subject: FW: E-mail from Cory Heavener, Provincial Director of Child Welfare, and Renaa Bacy, Provincial Director of Adoption

From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>
Sent: October-30-24 4:17 PM
To: Village of Anmore <Village.hall@anmore.com>
Subject: E-mail from Cory Heavener, Provincial Director of Child Welfare, and Renaa Bacy, Provincial Director of Adoption

VIA E-MAIL
 Ref: 292555

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

Dear Mayor McEwen and council:

As the Provincial Director of Child Welfare and the Provincial Director of Adoption, we are delighted and honoured to proclaim November as Adoption and Permanency Awareness Month. This annual proclamation offers an opportunity to celebrate the many families in the province who have opened their hearts and homes to welcome children and youth as permanent members of their family.

November is also about recognizing that there are children and youth who need a permanent home to call their own with caring adults who will nurture and support them and champion their successes. It is our hope to see a province where children and youth can grow up in a loving home that encourages them to thrive.

We would be grateful if you shared the following resources and support services with your community members:

- [Adopt BC Kids](#) - an online portal that provides British Columbians wishing to adopt children and youth from foster care with information and guidance through their adoption application.
- The [Ways to adopt in British Columbia Website](#) provides information on adoption in British Columbia, such as infant adoption, relative and step-parent adoption, and adopting a child or youth from another country.
- <https://belongingnetwork.com> (formerly Adoptive Families Association of BC) - provides information and support services for families who wish to adopt now or in the future.
- <https://adoption-bc.com> - a detailed and comprehensive guide to additional adoption resources.

Thank you for your continued leadership and support in helping us raise awareness about adoption, celebrate adoptive families, and find loving, permanent homes for British Columbia's children and youth.

Sincerely,

Cory Heavener
Provincial Director of Child Welfare

Rena Bacy
Provincial Director of Adoption

Sent on behalf of the Provincial Directors by:



Client Relations Branch

Executive Operations

Ministry of Children and Family Development