

## REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for Tuesday, November 19, 2024 following the close of the Public Hearing 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](mailto: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>*

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### 1. Call to Order

### 2. Approval of the Agenda

Recommendation: THAT the Agenda be approved as circulated.

### 3. Public Input

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

### 4. Delegations

### 5. Adoption of Minutes

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#### (a) **Minutes of the Regular Council Meeting held on November 5, 2024**

Recommendation: THAT the Minutes of the Regular Council Meeting held November 5, 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 November 5, 2024 In-Camera Meeting, Council authorized the release of the following resolutions to a future open Council meeting.

“THAT Council appoint Robin Xu to the Community Engagement, Culture and Inclusion Committee.”

### **(b) Metro 2050 Type 3 Amendment – Regional Affordable Rental Housing Target Implementation Guideline**

Recommendation: THAT the letter dated November 7, 2024 from Metro Vancouver regarding Metro 2050 Type 3 Amendment – Regional Affordable Rental Housing Target Implementation Guideline, be received for information.

### **(c) 2025 Local Government Management Association CAO Forum**

Recommendation: THAT the Chief Administrative Officer be authorized to attend the 2025 Local Government Management Association CAO Forum scheduled to be held in Victoria in February 2025, as budgeted for in the 2024-2028 Financial Plan.

### **(d) Zoning Bylaw Amendment – Coach House**

Recommendation: THAT Council grant third reading and adopt Anmore Zoning Bylaw Amendment Bylaw No. 687-2024.

### **(e) Officer Designation and Delegation of Authority Bylaw Amendment**

Recommendation: THAT Council adopt Anmore Officer Designation and Delegation of Authority Bylaw Amendment Bylaw No. 702-2024.

**8. Items Removed from the Consent Agenda****9. Legislative Reports**

None.

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

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**(a) Council Appointment – Business Licence Inspector**

Report dated November 19, 2024 from Chief Administrative Officer, attached.

Recommendation: THAT Sean Cormier be appointed as the Licence Inspector for the Village of Anmore.

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**(b) 2965A Sunnyside Road – Development Variance Permit 2024-02**

Memo dated November 15, 2024 from the Manager of Development Services, attached.

Recommendation: THAT Council approve Development Variance Permit 2024-02 for 2965A Sunnyside Road.

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**(c) Award of EDMA Indigenous Engagement Requirements Contract**

Report dated November 15, 2024 from the Manager of Corporate Services, attached.

Recommendation: THAT Council approve the award of the contract for implementation of the EDMA Indigenous Engagement Requirements for a maximum contract price of \$40,000, to KPMG.

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**(d) 2024 Interim Housing Needs Report**

Report dated November 15, 2024 from the Planner, attached.

Recommendation: THAT Council receive the Village of Anmore Interim Housing Needs Report dated November 2024 for information; and

THAT Council direct Staff to publicly post the Village of Anmore Interim Housing Needs Report dated November 2024 on the Village of Anmore webpage for viewing.

**(e) 2025 Council Calendar and Council Appointments**

Report dated November 15, 2024 from the Manager of Corporate Services, attached.

Recommendation:

THAT Council:

- A. Approve the 2025 Council Calendar as attached to the report dated November 15, 2024 from the Manager of Corporate Services; and
- B. Approve the following Acting Mayor Schedule for 2025:
  - Nov/Dec/Jan Councillor Krier
  - Feb/Mar/Apr Councillor Richardson
  - May/Jun/Jul Councillor Trowbridge
  - Aug/Sep/Oct Councillor Weverink

**12. Items from Committee of the Whole, Committees, and Commissions****(a) Committee of the Whole**

At the October 29, 2024 Committee of the Whole meeting, the following recommendations were made:

“It was MOVED and SECONDED:

THAT the Committee recommend to Council that staff be directed to complete Phase 2 community engagement using the IAP2 Inform methodology and report back to Council with a Phase 3 community engagement plan; and

THAT the Committee recommend to Council that staff be directed to work with the applicant on Phase 3 of the Anmore South Neighbourhood Plan Terms of Reference based on the preferred land use discussion notes taken by the facilitator at the October 29, 2024 Committee of the Whole meeting, which will be attached to the minutes.

Carried  
Opposed Councillor Richardson”

**13. Mayor’s Report****14. Councillors Reports****15. Chief Administrative Officer’s Report**

**16. Information Items**

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**(a) Committees, Commissions, and Boards – Minutes**

- DRAFT Committee of the Whole Minutes for meeting held on October 29, 2024

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**(b) General Correspondence**

- Tri-Cities Healthier Communities Partnership Meeting Minutes for the meeting held on September 11, 2024
- Metro Vancouver Board in Brief for meetings held on November 1, 2024

**17. Public Question Period**

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

**18. Adjournment**

**REGULAR COUNCIL MEETING – MINUTES**

Minutes for the Regular Council Meeting scheduled for Tuesday, November 05, 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  
Josh Joseph, Planner

**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:

R127/24: THAT the Agenda be approved as circulated.

Carried Unanimously

**3. Public Input**

Members of the public made comments on:

- None

**4. Delegations****(a) Anmore Youth Group**

Kerri Palmer Isaak and youth volunteers from the Anmore Youth Group presented a request to be recognized as an official community group, for funding and in-kind support. They described the mandate and goals of their group.

Discussion Points included:

- Number of youth group members and recruitment
- Youth bingo budget
- Community grant program

It was MOVED and SECONDED:

R128/24: THAT council recognize the Anmore Youth Group as a Community Volunteer Group.

Carried Unanimously

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

Jordan Birch presented a request for use of Spirit Park and Village resources and Hub facilities.

Discussion Points included:

- Cost of services requested of the village
- Cleaning after the event and access to the building

It was MOVED and SECONDED:

R129/24: THAT council approve for the 2024 Ugly Sweater Dash 5K

- Extended hours of spirit park rental beginning at 6am;
- Waived rate for Spirit Park rental;
- Access to interior basement floor washrooms;
- Use of Community Hub parking lot for staging area and accessible parking;
- Village staff support depending on operational needs;
- Donation of firewood;
- Loan of tables and chairs, tents, barricades and delineators;
- Permission to place 4x4 signs on Village land designate locations;
- Letter of Support for liquor license;
- Representation of Council at the event;
- Saturday, Dec 7, 2024 declared Ugly Christmas Sweater Day.

Carried Unanimously

**(c) Tim Laidler**

Tim Laidler presented an overview of how Policy Number 61 – Infill Development has affected his property and requested an increase of the FAR from .25 to .3

Discussion Points included:

- Floor area ratio allowances across zones and different parcel sizes
- Maintaing look and feel of Anmore
- How provincial regulations have changed since this policy was developed

It was MOVED and SECONDED:

R130/24: THAT staff be directed to report back to Council with a comparison of Infill and Comprehensive Development Zones within Anmore.

Carried Unanimously

**5. Adoption of Minutes****(a) Minutes of the Regular Council Meeting held on October 15, 2024**

It was MOVED and SECONDED:

R131/24: THAT the Minutes of the Regular Council Meeting held October 15, 2024, be adopted, as circulated.

Carried Unanimously

**6. Business Arising from Minutes**

None.

**7. Consent Agenda**

Item (c) was removed from the consent agenda.

It was MOVED and SECONDED:

R132/24: THAT the consent agenda be adopted.

Carried Unanimously



**(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.”

**(b) Anmore Fees and Charges Bylaw Amendment**

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

**8. Items Removed from the Consent Agenda****(c) Letter from the Coquitlam RCMP dated October 25, 2024, regarding a Notice of Intention to Withdraw Primary ESS Level One Support via VSU**

Discussion Points included:

- Previous and current capacity to provide ESS Level 1 support
- Budgetary requirements to provide this required service
- Duties that fulfill ESS service requirements

It was MOVED and SECONDED:

R133/24: THAT the letter from the Coquitlam RCMP dated October 25, 2024, regarding a Notice of Intention to Withdraw Primary ESS Level One Support via VSU be received for information.

Carried Unanimously

**9. Legislative Reports****(a) Zoning Bylaw Amendment – Coach House**

The Planner provided an overview of the report dated November 1, 2024. The presentation is attached and forms part of the minutes.

Discussion Points included:

- Regulating the size of secondary suites
- Understanding of the term “unconditioned”
- Basement exemption calculations and threshold
- Clarification of the definition of breezeway
- Maximum size of accessory buildings

It was MOVED and SECONDED:

R134/24: THAT Council grant first and second reading to Anmore Zoning Bylaw Amendment Bylaw No. 687-2024.

The following amendment was MOVED and SECONDED:

THAT the sliding scale from 6.3.6 Secondary Suites, proposed changes to section 5.2.5, and proposed change to definition of Breezeway be removed from the draft bylaw.

Carried Unanimously

The question was called on the main motion, as amended:

THAT Council grant first and second reading to Anmore Zoning Bylaw Amendment Bylaw No. 687-2024, as amended to remove the sliding scale from 6.3.6 Secondary Suites, proposed changes to section 5.2.5, and proposed change to definition of Breezeway; and

THAT staff be directed to set a date for a public hearing for Anmore Zoning Bylaw Amendment Bylaw No. 687-2024.

Carried Unanimously

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

The Planner provided an overview of the report dated November 1, 2024.

It was MOVED and SECONDED:

R135/24: THAT Council grant first, second and third reading to Anmore Officer Designation and Delegation of Authority Bylaw Amendment Bylaw No. 702-2024.

Carried Unanimously

**10. Unfinished Business**

None.

**11. New Business****(a) Watercourse Protection Development Permit DP 2024-01 – 500 Canterwood Ct**

The Planner provided an overview of the report dated November 1, 2024.

Discussion Points included:

- Effects on communal septic system

It was MOVED and SECONDED:

R136/24: THAT Council approve Development Permit DP 2024-01 for the construction of an addition and a coach house at 500 Canterwood Ct.

Carried Unanimously

**(b) 2965A Sunnyside Road – Development Variance Permit**

The Manager of Development Services provided an overview of the report dated November 1, 2024.

It was MOVED and SECONDED:

R137/24: THAT Council authorize staff to issue notice of Council's consideration of DVP2024-02 to affected properties.

Carried Unanimously

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

It was MOVED and SECONDED:

R138/24: THAT staff bring forward a report to Council with recommendations from the October 22, 2024 Committee of the Whole Meeting.

Carried Unanimously

**(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:

Councillor Krier provided an update on committee work that has been done towards compliance with the BC Accessibility Act.

It was MOVED and SECONDED:

R139/24: THAT staff research funding opportunities and apply for grants to engage a consultant to assist with developing an accessibility plan.

Carried Unanimously

**13. Mayor's Report**

Mayor McEwen reported that:

- He thanked volunteers and staff for a successful Halloween event
- He attended the Dr. Hal Weinberg Spirit Park Dedication on November 3rd
- He extend sympathies for the losses of community members Erika Mueckel and Autumn Glowacki

**14. Councillors Reports**

Councillor Weverink reported that:

- He attended the Anmore Halloween event
- He attended the Dr. Hal Weinberg Spirit Park Dedication
- He will be attending the HAVAN Connect Municipal Dinner on November 6<sup>th</sup>

**15. Chief Administrative Officer's Report**

Ms. Elrick commented on:

- Reminder that utility bill payments are due November 22<sup>nd</sup>
- Upcoming events including Light up the Season on December 8th and Christmas Tree Decorating Contest

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

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

**(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**

Members of the public asked questions regarding:

- Member of Parliament representing Anmore

**18. Adjournment**

It was MOVED and SECONDED:

R140/24: That the meeting be adjourned at 8:47 p.m.

Carried Unanimously

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Rhonda Schell  
Corporate Officer

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John McEwen  
Mayor

Office of the Chair  
 Tel. 604-432-6215 or via Email  
[CAOAdministration@metrovancover.org](mailto:CAOAdministration@metrovancover.org)

November 7, 2024

File: CR-12-01  
 Ref: RD 2024 09 27

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

Dear Mayor John McEwen and Council:

### **Metro 2050 Type 3 Amendment – Regional Affordable Rental Housing Target Implementation Guideline**

*Metro 2050*, the regional growth strategy, is the regional federation’s plan for managing growth coming to Metro Vancouver that outlines the protection of important lands like agriculture, ecologically important and industrial lands; contains growth within an urban containment boundary and directs it to transit-oriented locations; and supports the efficient provision of utilities and transit. To support these objectives, *Metro 2050* includes several regional targets for all member jurisdictions to collectively work towards. *Metro 2050* outlines the process for proposed amendments to these targets.

Since *Metro 2050* was adopted on February 24, 2023, Metro Vancouver staff have worked on developing the methodology to measure each of the regional targets contained within the regional growth strategy. At its July 26, 2024 meeting, the Metro Vancouver Regional District (MVRD) Board endorsed the *Regional Affordable Rental Housing Target Implementation Guideline*, which defines the methodology for the *Regional Affordable Rental Housing Target*. In developing the methodology, staff recommended that Major Transit Growth Corridors (MTGCs) be included in the transit-oriented geographies being monitored in addition to Urban Centres and Frequent Transit Development Areas (FTDAs). The addition of MTGCs addresses challenges with data suppression and allows for newly completed affordable rental housing units added within a contiguous geography that is well-served by public transit to be monitored.

To ensure consistency between the endorsed *Regional Affordable Rental Housing Target Implementation Guideline* and *Metro 2050*, a Type 3 amendment to *Metro 2050* is required in three areas pertaining to the regional affordable rental housing target, to add MTGCs to the description of the target geography. The proposed revisions are administrative, and do not alter the policy intent of *Metro 2050*, which is to increase affordable rental housing in regionally significant, transit-oriented geographies.

71062570

At its September 27, 2024 regular meeting, the Board of Directors of the MVRD passed the following resolution:

*That the MVRD Board:*

- a) *initiate the Metro 2050 amendment process for the Metro 2050 Type 3 amendment to align Metro 2050 and the Regional Affordable Rental Housing Target Implementation Guideline;*
- b) *give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1398, 2024"; and*
- c) *direct staff to notify affected local governments as per section 6.4.2 of Metro 2050.*

The proposed amendment is a Type 3 amendment to *Metro 2050*, which requires that an amendment bylaw be passed by the MVRD Board by an affirmative 50% + 1 weighted vote. For more information on regional growth strategy amendment procedures, please refer to Sections 6.3 and 6.4 of *Metro 2050*. Enclosed is a Metro Vancouver staff report dated August 19, 2024, titled "*Metro 2050 Type 3 Amendment – Regional Affordable Rental Housing Target Implementation Guideline*" providing background information and an assessment of the proposed amendment regarding its consistency with *Metro 2050*.

You are invited to provide written comments on the proposed amendment. If you have questions or wish to comment with respect to the proposed amendment, please contact Jonathan Cote, Deputy General Manager, Regional Planning and Housing Development, by phone at 604-432-6391, or by email at [jonathan.cote@metrovancover.org](mailto:jonathan.cote@metrovancover.org) by **December 23, 2024**.

Yours sincerely,



Mike Hurley  
Chair, Metro Vancouver Board

MH/JC/dj

cc: Karen Elrick, Chief Administrative Officer, Village of Anmore  
Jerry W. Dobrovlny, Commissioner/Chief Administrative Officer, Metro Vancouver  
Heather McNell, Deputy Chief Administrative Officer, Policy and Planning, Metro Vancouver

Encl: [Metro Vancouver Board report dated August 19, 2024, titled "Metro 2050 Type 3 Amendment – Regional Affordable Rental Housing Target Implementation Guideline"\(page. 282\)](#)

71062570

**VILLAGE OF ANMORE**

**BYLAW NO. 687-2024**

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

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**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 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.
  - c. 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;
  - d. 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;
  - e. 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.
  - f. Delete the definition for Floor Area, Below Grade, where specified by this bylaw.
  - g. 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.
  - h. 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;
  - i. 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 <sup>2</sup>
$\geq 2022\text{m}^2$ to $3965\text{m}^2$	70 m <sup>2</sup>
$\geq 1349\text{m}^2$ to $2021\text{m}^2$	50 m <sup>2</sup>
$\leq 1348 \text{ m}^2$	30 m <sup>2</sup>

- b. 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 50% of the floor area of the **principal building**.

## 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 <sup>2</sup>	170 m <sup>2</sup>
2022 m <sup>2</sup> to 3965 m <sup>2</sup>	130 m <sup>2</sup>
1349 m <sup>2</sup> to 2021 m <sup>2</sup>	100 m <sup>2</sup>

**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 25m<sup>2</sup> 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.

4. 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:

Infill Development	INF	1,349 m <sup>2</sup>
Residential 2	RS-2	750 m <sup>2</sup>

5. 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 <sup>2</sup>
	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 4050m<sup>2</sup> 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 <sup>(a)</sup>	180m <sup>2</sup>	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 <sup>(a)</sup>	7.6 m	7.6 m	7.6 m	5 m

- (a) For **accessory buildings and structures** less than 10 m<sup>2</sup> 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 <sup>(a)</sup>	1 <sup>(c)</sup>	0.25 FAR	11 m

Accessory Buildings <sup>(b)</sup>	2 <sup>(d)</sup>	25% of <b>principal building</b> – up to 120 m <sup>2</sup>	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 <sup>2</sup>	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 <sup>2</sup>	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 m<sup>2</sup>.

(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 <sup>2</sup>	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 <sup>2</sup>	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 m<sup>2</sup> (3,000 ft<sup>2</sup>).

(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 m<sup>2</sup>.

(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 <sup>2</sup>	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 <sup>2</sup>	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 m<sup>2</sup>.

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 <sup>2</sup>	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 <sup>2</sup>	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 m<sup>2</sup>.

(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 <sup>2</sup>	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
Principal Building (Bylaw No. 697-2024)	1	0.20 FAR	11 m
Accessory Buildings and Structures	1	70 m <sup>2</sup>	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 m<sup>2</sup>.



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 <sup>2</sup>	2,023 m <sup>2</sup>	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 <sup>2</sup>
	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 5<sup>th</sup> day of November, 2024

**READ** a second time the 5<sup>th</sup> day of November, 2024

**READ** a third time the

**ADOPTED** the

---

MAYOR

---

MANAGER OF CORPORATE SERVICES

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 5th day of November , 2024

**READ** a second time the 5th day of November, 2024

**READ** a third time the 5th day of November , 2024

**ADOPTED** the day of , 2024

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: November 19, 2024 File Number: 4320-01  
Submitted by: Karen Elrick, Chief Administrative Officer  
Subject: Council Appointment – Business Licence Inspector

---

### Purpose / Introduction

To seek direction from Council on appointment of a Licence Inspector for the purpose of business licences.

---

### Recommended Option

THAT Sean Cormier be appointed as the Licence Inspector for the Village of Anmore.

---

### Background

The *Community Charter* sets out fundamental powers of a municipality, one of which is that a council may by bylaw, regulate in relation to business. Anmore Business Licencing Bylaw No. 263-1999 (the “Bylaw”) sets out provisions for regulating and licencing businesses. Under this Bylaw, a “Licence Inspector” is defined as “a person appointed from time to time by the Council as Licence Inspector for the Village” and is authorized to grant, issue or transfer licences as provided for in the Bylaw and more generally, to enforce bylaw provisions including collection of information, issuance of invoices, and setting criteria for application process.

Under section 60 (5) of the *Community Charter*, if a municipal officer or employee exercises authority to grant, refuse, suspend or cancel a business licence, the applicant or licence holder who is subject to the decision is entitled to have the council reconsider the matter.

### Discussion

As the Village now has a full time Bylaw Enforcement Officer, whose responsibility includes enforcement of business licence regulations, staff would recommend that Council appoint this staff member as the Licence Inspector in order to provide him with the authority to undertake his duties. While historically, this responsibility has fallen under the purview of the person

## Report/Recommendation to Council

Council Appointment – Business Licence Inspector

November 19, 2024

responsible for bylaw enforcement, staff has been unable to locate record of a formal appointment taking place in accordance with the Bylaw.

## Options

1. THAT Sean Cormier be appointed as the Licence Inspector for the Village of Anmore.  
**(recommended)**

OR

2. THAT \_\_\_\_\_ be appointed as the Licence Inspector the Village of Anmore

OR

3. That Council decline to appoint a Licence Inspector at this time.

## Financial Implications

None.

## Communications / Civic Engagement

None.

## Council Strategic Plan Objectives

Maintain and enhance service levels.


## Attachments:

None.

**Report/Recommendation to Council**

Council Appointment – Business Licence Inspector

November 19, 2024

Prepared by:
 <hr data-bbox="207 483 792 487"/> <p data-bbox="207 556 568 640">Karen Elrick Chief Administrative Officer</p>



# Village of Anmore

## Memo

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**Date:** November 15, 2024  
**Re:** 2965A Sunnyside Road – Development Variance Permit 2024-02  
**To:** Council

---

On November 5, 2024, Council authorized staff to issue notice of Council's consideration of DVP2024-02 to affected properties. Notice has been provided and there have been no responses at the time of publication. The report dated November 1, 2024 from the Manager of Development Services is attached for reference.

**Recommendation:**

THAT Council approve Development Variance Permit 2024-02 for 2965A Sunnyside Road.



# 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

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### **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.

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### **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 9<sup>th</sup>
2. Draft DVP

**Report/Recommendation to Council**

2965A Sunnyside Road – Development Variance Permit

November 1, 2024

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



# 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

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### 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

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

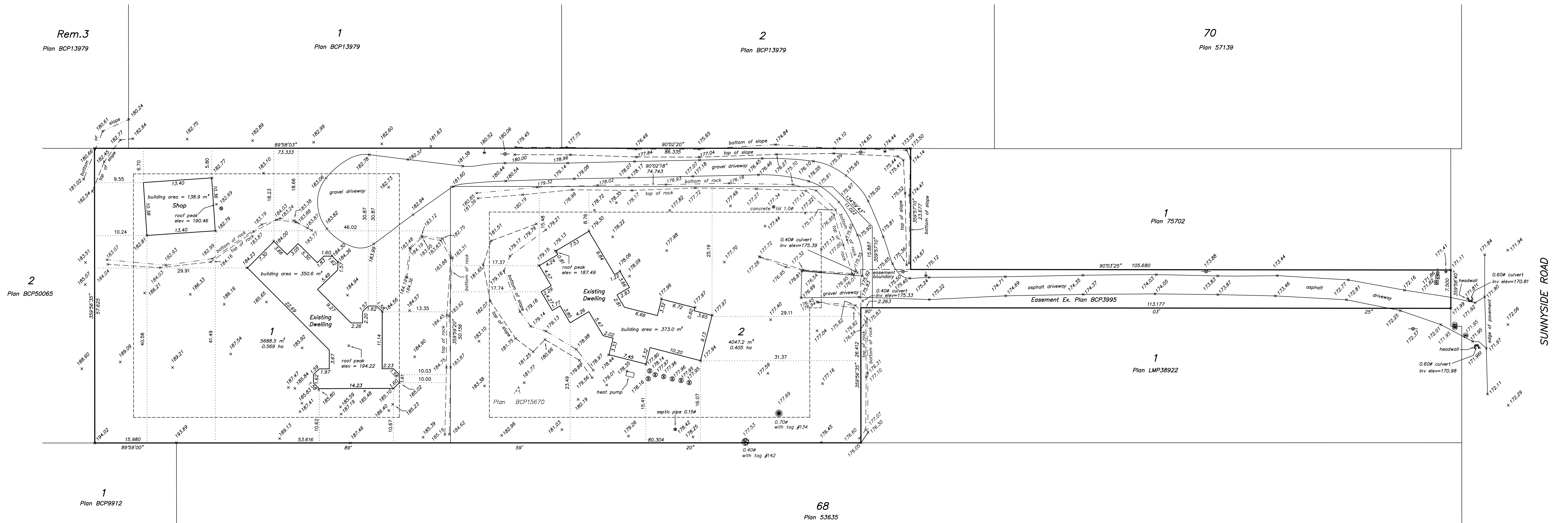
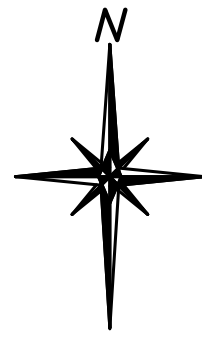
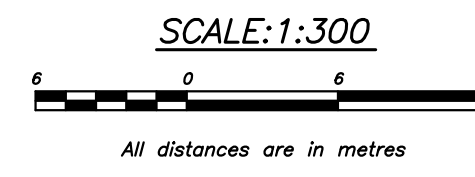
The Corporate Seal of the Village of Anmore was hereto affixed in the presence of:

-----  
MAYOR

-----  
MANAGER OF CORPORATE SERVICES

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

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 PAPPAGE  
PROFESSIONAL LAND SURVEYING INC.  
202 - 1120 WESTWOOD STREET  
COQUITLAM, B.C., V3B 7K9  
TEL : (604) 942-6616  
FAX : (604) 464-6509  
FILE NUMBER : 05928-1



# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: November 15, 2024 File No. 1220-20  
Submitted by: Rhonda Schell, Manager of Corporate Services  
Subject: Award of EDMA Indigenous Engagement Requirements Contract

---

### Purpose / Introduction

To obtain Council approval to award the contract to engage a consultant to assist the Village in meeting the Indigenous Engagement Requirement (IER) component of the Emergency and Disaster Management Act (EDMA).

---

### Recommended Options

**THAT Council approve the award of the contract for implementation of the EDMA Indigenous Engagement Requirements for a maximum contract price of \$40,000, to KPMG.**

---

### Background

On September 10<sup>th</sup>, 2024, Council directed staff to engage a consultant, funded by the Indigenous Engagement Requirement grant, to meet the objectives of the funding program. Staff issued an RFP and four proposals were received and evaluated.

### Discussion

The criteria included in the RFP for evaluation is as follows:

Criteria	Weighting
Quality of Proposal	5
Financial	20
Project Understanding	10
Methodology & Workplan	30
References & Previous Experience	25
Value Added Services	5
Total	100

## Report/Recommendation to Council

Award of EDMA Indigenous Engagement Requirements Contract

November 15, 2024

The table below outlines the ranking following review and evaluation:

Proponent	Ranking
KPMG	1
Elevation	2
Stantec	3
Strategies North	4

## Options

**THAT Council approve the award of the contract for implementation of the EDMA Indigenous Engagement Requirements for a maximum contract price of \$40,000, to KPMG.**

### ***(Recommended Option)***

Option 2: THAT a contract not be awarded and alternate direction to meet the EDMA Indigenous Engagement Requirements be provided to staff.

## Financial Implications

The overall contract that will be awarded is anticipated to be within the approved budget of \$40,000 funded by the Indigenous Engagement Requirement grant.

## Communications / Civic Engagement

Communications and civic engagement will be planned for in the implementation of the Emergency and Disaster Management Act as regulations are released.



## Corporate Strategic Plan Objectives

- To promote and support emergency preparedness.
- Work collaboratively with neighbouring communities to identify regional priorities.

**Report/Recommendation to Council**

Award of EDMA Indigenous Engagement Requirements Contract

November 15, 2024

<b>Prepared by:</b>
 _____
Rhonda Schell Manager of Corporate Services
<b>Reviewed for Form and Content / Approved for Submission to Council:</b>
<b>Chief Administrative Officer's Comment/Concurrence</b>
 _____
<b>Chief Administrative Officer</b>



# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: November 15, 2024 File No. 6440-01  
Submitted by: J. Joseph, Village Planner  
Subject: 2024 Interim Housing Needs Report

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### Purpose

To provide Council with the results of the 2024 Interim Housing Needs Report.

---

### Recommended Option

THAT Council receive the Village of Anmore Interim Housing Needs Report dated November 2024 for information; and

THAT Council direct Staff to publicly post the Village of Anmore Interim Housing Needs Report dated November 2024 on the Village of Anmore webpage for viewing.

---

### Background

Legislated changes in 2019 have required Local Governments to complete a Housing Needs Report (HNR) by April 2022 and every 5 years following the receipt of the report. The Village received its first [Housing Needs Report](#) in 2021. HNR results are produced by analyzing quantitative and qualitative data on local demographics, household incomes, housing availability, and other relevant factors. The intent of the HNR is to highlight existing and anticipated gaps in housing supply to inform housing strategies and land use planning.

In 2023, the Provincial Government introduced a host of changes to the Local Government Act under the Bill 44 Legislation. These changes include updates to the timeline and criteria of HNRs that Local Governments are required to follow. Local Governments must now prepare and receive an Interim Housing Needs Report (IHNR) by January 1, 2025, that use the new HNR Method to identify their 5 year and 20 year housing needs. A subsequent regular HNR is required to be completed by December 31, 2028, and every five years thereafter. Lastly, Local Governments are required to review and update their Official Community Plan and Zoning Bylaw by December 31<sup>st</sup>, 2025, to accommodate the number of units needed over the next 20 years as identified in the IHNR.

## Report/Recommendation to Council

2024 Interim Housing Needs Report

November 15, 2024

Staff have prepared the 2024 Village of Anmore Interim Housing Needs Report (Attachment 1) using the HNR Method which is consistent with the prescribed HNR Method Technical Guidance prepared by the Ministry of Housing (Attachment 2).

## Discussion

The Village completed its first HNR in using regional and local population projections based on previous trends with the most recent Census Data sourced from 2016 and prior. Additionally, existing and anticipated core housing needs were identified, and are defined as the number of households that fall below the indicator thresholds for either housing adequacy, affordability or suitability. The Report found that 175 units were needed to meet the estimated population projection for the Village over the span of a decade (2016-2026). Further, 5.3% of households were found to be in core housing need, while an additional 9 households would be in core need over the span of a decade.

The IHNR is required to include three new, additional items:

- The number of housing units required to meet current and anticipated need for the next 5 and 20 years, as calculated using the HNR Method provided in the Regulation;
- A statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation; and,
- A description of the actions taken by the local government, since receiving the most recent Housing Needs Report, to reduce housing needs.

The new The HNR Method determines the following six components that, when combined, represent the total number of housing units a community will need over the next 5 and 20 years:

1. Supply of units to reduce extreme core housing need (those paying more than 50% of income for housing);
2. Supply of units to reduce homelessness;
3. Supply of units to address suppressed household formation;
4. Supply of units needed to meet household growth over the next 5 or 20 years;
5. Supply of units needed to meet at least a 3% vacancy rate; and,
6. Supply of units needed to meet local demand. This component is only included for municipalities.

## Report/Recommendation to Council

2024 Interim Housing Needs Report

November 15, 2024

HNR Method calculations for each component for the Village have been produced using the [Housing Assessment Resource Tools \(HART\)](#)

Below is summary of the housing units the Village will need over the next 5 and 20 years according to each component:

Anmore VL (CSD, BC)		
Component	5 Year Need	20 Year Need
A. Extreme Core Housing Need	0.00	0.00
B. Persons Experiencing Homelessness	5.23	10.47
C. Suppressed Household Formation	30.94	123.74
D. Anticipated Growth	129.84	425.09
E. Rental Vacancy Rate Adjustment	0.27	1.09
F. Additional Local Demand	49.02	196.09
<b>Total New Units – 5 years</b>	<b>215</b>	
<b>Total New Units – 20 years</b>		<b>756</b>

Housing Needs for the next five years are estimated to be 215 dwelling units, or 43 units per year, and housing need for the next 20 years are estimated to be 756 dwelling units, or roughly 39 units per year.

Note that there are some discrepancies between the metrics in each component for calculating housing need for the 5-year and 20-year projections to address the respective urgency of certain components. These can be viewed in the HNR Method Technical Guidance(Attachment 2).

Calculations of different housing needs derived from the 2021 HNR and the 2024 IHNR result from inconsistencies in criteria and data sources and how they are applied. Several new factors were introduced in the new HNR Method while certain methods and criteria applied previously were not required.

### Next Steps

LGA Division 22 requires local governments to prepare HNRs in accordance with the regulations and prescribes how the HNRs are to be received by Council and shared with the public. Receiving this IHNR prior to January 1<sup>st</sup>, 2024, and publicly posting the report on the Village Webpage would satisfy these requirements.

The Village is required to review and update the OCP and, if applicable, the Zoning Bylaw by December 31<sup>st</sup>, 2025, to accommodate the identified number of units needed over the next 20 years as identified in the IHNR.

A subsequent regular HNR is required to be completed by December 31<sup>st</sup>, 2028, and will supersede the IHNR.



**Report/Recommendation to Council**

2024 Interim Housing Needs Report

November 15, 2024

**Options**

1. THAT Council receive the Interim Housing Needs Report dated November 2024 for information; and

THAT Council direct Staff to publicly post the Report on the Village of Anmore webpage for viewing.

OR

1. THAT Council receive the Interim Housing Needs Report dated November 2024 for information; and

THAT Council direct Staff to publicly post the Report on the Village of Anmore webpage for viewing.


2. That Council request additional information in relation to the Village of Anmore Housing Needs Assessment report.

**Financial Implications**

None

**Attachments**

1. 2024 Village of Anmore Interim Housing Needs Report
2. HNR Method Technical Guidance

<b>Prepared by:</b>
 _____ Josh Joseph, Village Planner

**Report/Recommendation to Council**

2024 Interim Housing Needs Report

November 15, 2024

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

*Chief Administrative Officer's Comment/Concurrence*



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**Chief Administrative Officer**



# INTERIM HOUSING NEEDS REPORT

Village of Anmore



Completed November 2024

## Introduction

As part of the 2023 amendments to the *Local Government Act*, Local Governments must prepare an Interim Housing Needs Report (IHNR) by January 1, 2025, using the Housing Needs Report (HNR) Method to identify their 5 year and 20 year housing needs. A subsequent regular HNR is required to be completed by December 31, 2028, and every five years thereafter.

The IHNR is required to include three new, additional items:

- The number of housing units required to meet current and anticipated need for the next 5 and 20 years, as calculated using the HNR Method provided in the Regulation;
- A statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation; and,
- A description of the actions taken by the local government, since receiving the most recent Housing Needs Report, to reduce housing needs.

The new HNR method is a standardized method for calculating the 5 and 20 year housing needs and can be applied using the [BC HNR Calculator](#) created by [Housing Assessment Resource Tools \(HART\)](#) which is consistent with the [HNR Method Technical Guidelines](#). The HNR Method determines the following six components that, when combined, represent the total number of housing units a community will need over the next 5 and 20 years:

1. Supply of units to reduce extreme core housing need (those paying more than 50% of income for housing);
2. Supply of units to reduce homelessness;
3. Supply of units to address suppressed household formation (new households that would have been formed but are not due to a lack of attainable options.);
4. Supply of units needed to meet household growth over the next 5 or 20 years;
5. Supply of units needed to meet at least a 3% vacancy rate; and,
6. Supply of units needed to meet local demand. This component is only included for municipalities.

Calculations have been completed for this IHNR using the BC HNR Calculator where the results are included in the Appendix: 5-year and 20-year Calculations. The HNR Method Technical Guidance provides an overview of the HNR Method including required data and methodology for each of the six components. The [Hart Housing Glossary](#) includes a list of common definitions used in the HNR Method. This IHNR will amend the 2021 Village of Anmore Housing Needs Assessment Report and data and information outlined in the IHNR, including updates to housing needs in the community, shall be supplemented by and read in conjunction with the 2021 HNR.

## Village of Anmore 5-Year and 20-Year Housing Needs

The Following is the total estimated number of new housing units needed in the next 5 years and 20 years:



The 2021 Anmore Housing Needs Assessment Report determines anticipated future housing requirements based on core housing need, a standardized measure of housing need in Canada designed and implemented by Canada Mortgage and Housing Corp. (CMHC). Additionally, the 2021 HNR identified future growth and housing needs based on The Village's share of Metro Vancouver Regional District's population projections for 2016-2026.

The updated HNR Method requirements incorporate six new components to calculate total housing need, establishing a standardized approach that can be applied consistently across local governments. It applies both local and regional data to estimate the total number of housing units required over the next 5 and 20 years.

In accordance with the *Local Government Act*, the Village of Anmore is required to review and update its Official Community Plan and Zoning Bylaw by December 31<sup>st</sup>, 2025, to accommodate the identified number of units needed over the next 20 years.

## Housing In Proximity to Transportation Infrastructure

As part of the Interim Housing Needs Report, and in compliance with Section 790(3)(iii) of the *Local Government Act*, Local Governments are required to include a statement on the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit, or other alternative forms of transportation.

The Village of Anmore's 2014 Official Community Plan (OCP) emphasizes the need for housing close to such infrastructure. Sunnyside Road and East Road are key transportation routes in the Village and are part of the regional Major Road Network (MRN). These roads provide essential access to and from Anmore, supporting residential needs. TransLink operates regular public transit services along East Road and Sunnyside Road via the No. 182 community shuttle bus route.

### OCP Policies & Objectives

Several policies in the OCP consider the development of an integrated multimodal transportation system, including pedestrian, cycling, and public transit networks, both within Anmore and connecting to surrounding areas, specifically the potential to enhance Sunnyside Road as an active transportation corridor. The Village is currently working on constructing a multi-use pathway along both roads, which will enhance connectivity to future residential areas and ultimately connect to Ioco Road leading to the Inlet Skytrain Station.

The OCP outlines objectives for both Transportation and Land Use that support the development of transportation infrastructure in new residential subdivisions. These policies aim to create pedestrian and cycling pathways within the Village, fostering multimodal connections to the two MRN roads and public transit services. Additionally, the Hillside Residential Land Use Designation consists of substantially undeveloped lands where Residential Land Use Policies strongly encourage clustered housing to situate new residential housing in close proximity to existing infrastructure and access points. This approach ensures that new hillside residential developments are in proximity to the key transportation routes of East Road and Sunnyside Road.

The OCP designates the southwest portion of Anmore as a Special Study Area. This area is dissected by Sunnyside Road and is being considered for major future development, subject to a comprehensive development plan. The plan will address land use, density, community amenities, and transportation needs. Development within this Special Study Area is intended to create a walkable community supported by public transit with the provision of local services, shops and amenities and that integrates well with the existing community.

## Actions Taken Since 2021 to Reduce Housing Needs

As part of the Interim Housing Needs Report, and in compliance with Section 790(3)(B)(ii) of the *Local Government Act*, Local Governments are required to include a description of the actions taken by the Local Government, since receiving the most recent Housing Needs Report, to reduce housing needs.

The Village of Anmore Received its initial Housing Needs Assessment Report in November 2021. The report found that that roughly 14 new homes were constructed per year between 2011-2019 and based on Metro population projections for 2016-2026, an additional 175 households would be required over the decade or 17 homes per year. The 2021 findings highlight that 5.3% of households were found to be in core housing need<sup>1</sup>, while an additional 9 households would be in core need with the expected population growth over the decade between 2016-2026. The Report concludes that the Village needs to plan/build smaller housing types (1-3 bedroom dwelling units) and work with development industry to encourage smaller homes including secondary suites in existing homes. Below are a set of actions taken by the Village since receiving the most recent Housing Needs Report in 2021.

### SSMUH Zoning Updates

In June 2024, The Village updated its zoning bylaws to permit Small Scale Multi-Unit Housing (SSMUH) as part of the legislated Bill 44 requirements. The updates permit secondary suites in all residential zones and up to 4 dwelling units for eligible parcels within the Urban Containment Boundary (UCB). Parcels within the UCB are not constrained to housing type which encourages a more diverse mix of housing to meet the anticipated future housing requirements identified in the 2021 Housing Needs Report.

### Coach House Zoning Updates

The Village is currently considering updates to the zoning bylaw to permit coach houses in all residential zones on parcels that are equal to or larger than 1/3 acre. Currently, coach houses are prohibited in Comprehensive Development zones and on parcels less than 1/3 acre in size. A sliding scale will permit a variety of floor area sizes based on parcel size and will help address the 2021 housing needs requirement for the provision of 1-3 bedroom dwelling units. Additional updates include increases to the maximum floor area for both coach house and secondary suites. At the time of writing this report, the adoption of the amendment bylaw is scheduled for Council's consideration in November 2024.

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<sup>1</sup> Statistics Canada. (2024). *Dictionary, Census of Population, 2016, Core housing need*. <https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/households-menage037-eng.cfm>

## Appendix: 5-year and 20-year Calculations

The following tables calculate 20-year and 5-year housing need according to provincial guidelines.

### Component A: Extreme core housing need calculation

The following tables calculate the new homes required to meet existing Extreme Core Housing Need (ECHN) according to provincial guidelines.

**Table 1a**

The following table shows total owner and renter households in the four previous census years (Step 1).

Anmore VL (CSD, BC)				
Total Households	2006	2011	2016	2021
Owners	490	580	630	675
Renters	45	50	60	65

**Table 1b**

The following table shows the total number and proportion of owners with a mortgage and renter households in ECHN in the four previous census years, to arrive at an average ECHN rate (Step 2). *Please note that data for owners with a mortgage is only available for 2021.*

Anmore VL (CSD, BC)									
Extreme Core Housing Need	2006		2011		2016		2021		Average ECHN Rate
	#	% of total	#	% of total	#	% of total	#	% of total	
Owners with a mortgage	n/a		n/a		n/a		0	0.00%	0.00%
Renters	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0.00%

**Table 2**

The following table shows the estimated total of owners with a mortgage and renter households in ECHN in 2021 (Steps 3 and 4).

Anmore VL (CSD, BC)			
Total Households	2021 Households	Average ECHN Rate	Households in ECHN
Owners	675	n/a	n/a
Owners with a mortgage		0.00%	0.00
Renters	65	0.00%	0.00
<b>Total New Units to Meet ECHN - 20 years</b>			<b>0.00</b>



### Component B: Housing units and homelessness

The following table calculates the number of new homes required to meet the needs of the existing population of people experiencing homelessness (PEH), according to provincial guidelines.

**Table 3**

The following table shows the estimated number of homes required to meet the need of existing PEH households as a proportion of the regional need (Steps 1-3).

Anmore VL (CSD, BC)				
Regional Population	Local Population		Regional PEH	Proportional Local PEH
	#	% of region		
2,607,015	2,395	0.09%	11,392	10.47
<b>Total New Units to Homelessness Needs - 20 years</b>				<b>10.47</b>

### Component C: Housing units and suppressed household formation

The following tables calculate the number of new homes required to meet the demand from households unable to form due to a constrained housing environment, since 2006, according to provincial guidelines.

**Table 4a**

The following table shows the number of owner and renter households in 2006 by age of the primary household maintainer (Step 1).

Anmore VL (CSD, BC)		
Age – Primary Household Maintainer 2006 Categories	2006 Households	
	Owner	Renter
Under 25 years	0	0
25 to 34 years	20	10
35 to 44 years	195	10
45 to 54 years	155	25
55 to 64 years	85	0
65 to 74 years	20	0
75 years and over	0	0

**Table 4b**

The following table shows the number of owner and renter households in 2021 by age of the primary household maintainer (Step 1, cont'd).

Anmore VL (CSD, BC)		
Age – Primary Household Maintainer 2021 Categories	2021 Households	
	Owner	Renter
15 to 24 years	15	0
25 to 34 years	30	0
35 to 44 years	55	20
45 to 54 years	205	15
55 to 64 years	225	0
65 to 74 years	115	0
75 to 84 years	25	10
85 years and over	10	0

**Table 5**

The following table shows the population by age category in 2006 and 2021 (Step 2).

Anmore VL (CSD, BC)					
Age Categories – Household Maintainers	Age Categories – Population	2006		2021	
		All Categories	Summed Categories	All Categories	Summed Categories
15 to 24 years	15 to 19 years	155	240	190	370
	20 to 24 years	85		180	
25 to 34 years	25 to 29 years	65	140	85	210
	30 to 34 years	75		125	
35 to 44 years	35 to 39 years	165	370	85	205
	40 to 44 years	205		120	
45 to 54 years	45 to 49 years	160	310	130	415
	50 to 54 years	150		285	
55 to 64 years	55 to 59 years	100	155	295	500
	60 to 64 years	55		205	
65 to 74 years	65 to 69 years	35	75	140	240
	70 to 74 years	40		100	
75 years and over	75 to 79 years	10	20	40	100
	80 to 84 years	10		25	
	85 years and over	0		35	

**Table 6**

The following table shows the 2006 headship rate of each age category for both renters and owners (Step 3). Headship rate is defined as the ratio of the number of households by age to the population of adults by age in each community.

Anmore VL (CSD, BC)					
Age Categories – Household Maintainers	2006 Households		2006 Population	2006 Headship Rate	
	Owner	Renter	Total	Owner	Renter
15 to 24 years	0	0	240	0.00%	0.00%
25 to 34 years	20	10	140	14.29%	7.14%
35 to 44 years	195	10	370	52.70%	2.70%
45 to 54 years	155	25	310	50.00%	8.06%
55 to 64 years	85	0	155	54.84%	0.00%
65 to 74 years	20	0	75	26.67%	0.00%
75 years and over	0	0	20	0.00%	0.00%

**Table 7**

The following table shows the potential 2021 headship rate of each age category for both renters and owners if the headship rate from 2006 remained constant (Step 4).

Anmore VL (CSD, BC)					
Age Categories – Household Maintainers	2006 Headship Rate		2021 Population	2021 Potential Households	
	Owner	Renter	Total	Owner	Renter
15 to 24 years	0.00%	0.00%	370	0.00	0.00
25 to 34 years	14.29%	7.14%	210	30.00	15.00
35 to 44 years	52.70%	2.70%	205	108.04	5.54
45 to 54 years	50.00%	8.06%	415	207.50	33.47
55 to 64 years	54.84%	0.00%	500	274.19	0.00
65 to 74 years	26.67%	0.00%	240	64.00	0.00
75 years and over	0.00%	0.00%	100	0.00	0.00

**Table 8**

The following table calculates the number of suppressed households by subtracting actual households in 2021 from potential households in 2021 by age category, according to provincial guidelines (Steps 5 and 6).

Anmore VL (CSD, BC)							
Age Categories – Household Maintainers	2021 Potential Households		2021 Households		2021 Suppressed Households		
	Owner	Renter	Owner	Renter	Owner	Renter	Total
15 to 24 years	0.00	0.00	15	0	-15.00	0.00	0.00
25 to 34 years	30.00	15.00	30	0	0.00	15.00	15.00
35 to 44 years	108.04	5.54	55	20	53.04	-14.46	38.58
45 to 54 years	207.50	33.47	205	15	2.50	18.47	20.97
55 to 64 years	274.19	0.00	225	0	49.19	0.00	49.19
65 to 74 years	64.00	0.00	115	0	-51.00	0.00	0.00
75 years and over	0.00	0.00	35	10	-35.00	-10.00	0.00
<b>Total New Units to Meet Suppressed Housing Need - 20 years</b>							<b>123.74</b>

### Component D: Housing units and anticipated household growth

The following tables calculates the number of new homes required to accommodate an increasing population over 20 years according to provincial guidelines.

**Table 9**

The following table shows the 20-year population projection and growth rate for your regional district (Step 1).

Anmore VL (CSD, BC)			
Regional District Projections	2021	2041	Regional Growth Rate
Households	1,043,315	1,580,744	51.51%

**Table 10**

The following table shows the calculated number of new homes needed in the next 20 years according to the provincial guidelines, calculated with the average of the municipal and regional growth projections (Steps 2-5).

Anmore VL (CSD, BC)				
Growth Scenarios	Regional Growth Rate	Households		New Units
		2021	2041	
Local Household Growth	n/a	740	1,209.00	469.00
Regionally Based Household Growth	51.51%	740	1,121.19	381.19
Scenario Average				425.09
<b>Total New Units to Meet Household Growth Needs - 20 years</b>				<b>425.09</b>

### Component E: Housing units and rental vacancy rate

The following table calculates the number of new homes required to restore local vacancy rates to 3% according to provincial guidelines. Please note that in jurisdictions without vacancy rate data, the calculator will default to the provincial vacancy rate, following provincial guidance.

**Table 11**

The following table shows the difference between the existing total number of rental homes and the total number of rental homes required for a 3% vacancy rate (Steps 1-4).

Anmore VL (CSD, BC)				
	Vacancy Rate	Occupied Rate	Renter Households	Estimated Number of Units
Target Vacancy Rate	3.00%	97.00%	65	67.01
Local Vacancy Rate	1.40%	98.60%		65.92
<b>Total New Units to Achieve 3% Vacancy Rate - 20 years</b>				<b>1.09</b>

### Component F: Housing units and demand (the “demand buffer”)

The demand factor is a multiplier used to calculate additional local housing demand (or "demand buffer"), determined by the province.

**Table 12**

The following table calculates additional demand for new housing by applying your demand factor to the total of the other relevant components, according to provincial guidelines (Steps 1 and 2).

Anmore VL (CSD, BC)	
Component	Result
A. Extreme Core Housing Need	0.00
B. Persons Experiencing Homelessness	10.47
C. Suppressed Household Formation	123.74
E. Rental Vacancy Rate Adjustment	1.09
<b>Total</b>	<b>135.30</b>
Demand Factor	1.45
<b>Total New Units to Address Demand Buffer – 20 years</b>	<b>196.09</b>

**Total 5-year and 20-year housing need**

**Table 13**

The following table sums Components A-F and rounds the totals to the nearest whole number to determine the total number of new homes needed in the next 20 years, according to provincial guidelines. It also displays 5-year housing need estimates using the multipliers provided in the provincial guidelines and BC Stats household projections from 2021 to 2026.

Anmore VL (CSD, BC)		
Component	5 Year Need	20 Year Need
A. Extreme Core Housing Need	0.00	0.00
B. Persons Experiencing Homelessness	5.23	10.47
C. Suppressed Household Formation	30.94	123.74
D. Anticipated Growth	129.84	425.09
E. Rental Vacancy Rate Adjustment	0.27	1.09
F. Additional Local Demand	49.02	196.09
<b>Total New Units – 5 years</b>	<b>215</b>	
<b>Total New Units – 20 years</b>		<b>756</b>

## Guidelines for Housing Needs Reports – HNR Method Technical Guidance

### INTRODUCTION

#### 1. Purpose of this Guide

This guidance document is a resource to support local governments in understanding the HNR Method, which is the standardized method for calculating the number of housing units needed over 5 and 20 years, as required by the *Housing Needs Reports Regulation* and the *Vancouver Housing Needs Reports Regulation*.

In the fall of 2023, a comprehensive suite of legislation changed the local government planning and land use framework to enable local governments to deliver more housing, in the right places, faster. New requirements for local government Housing Needs Reports (HNRs) are a key part of these changes.

As a result of these changes, **local governments must complete an Interim HNR by January 1, 2025, using the HNR Method** to calculate the number of housing units needed over 5 and 20 years.<sup>1</sup>

**Municipalities must then update their official community plans<sup>2</sup>(OCPs) and zoning bylaws by December 31, 2025**, to accommodate the identified number of housing units. Regional district electoral areas (EAs) are exempt from these OCP and zoning requirements.

Following this, **the next regular HNR is due by December 31, 2028, and corresponding updates to municipal OCPs and bylaws will be required by December 31, 2030**. Subsequent reports and updates must be completed every five years. This update cycle is timed to correspond with each census data release.

The content of this guidance document is not a substitute for legislation, nor should it be relied upon as legal advice. Users of this manual should seek legal advice as necessary.

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<sup>1</sup> An Interim HNR can simply be a local government's most recent HNR, updated to include 3 new elements: the 5- and 20-year number of housing units needed (based on the HNR Method); a statement about the need for housing near transportation infrastructure; and actions taken to reduce housing needs since the last report.

<sup>2</sup> Local governments are not required to undertake a comprehensive OCP update. The statements and map designations for residential development must permit the number of housing units needed over the next 20 years (as determined by their most recent HNR) and OCPs must include housing policies respecting each type of housing required to be addressed in HNRs.

## 2. Overview of legislated requirements

The first legislative requirements for HNRs took effect in April 2019 and require local governments to collect data, analyze trends, and present reports that describe current and anticipated housing needs in BC communities. Municipalities and regional districts were required to complete their first HNR by April 2022 and every five years thereafter.

Updated legislation and regulations specify new requirements for local governments related to the HNR Method, streamlined information collection, additional content, and a new timing cycle.

The [Summary of Legislative and Regulatory Requirements for Housing Needs Reports](#) lists the updated HNR requirements.

### PART 1 – STANDARD CALCULATION METHOD FOR HOUSING NEEDS

#### 1. Overview of the HNR Method

Requiring a standard method for calculating housing need in HNRs ('HNR Method') will ensure that all local governments produce robust, consistent, and comparable assessments of housing need.

The HNR Method estimates the total number of housing units required to address a community's current and anticipated housing needs over 5- and 20-year timeframes, based on publicly available data sources that can be applied to communities of various scales. It is composed of the following six components (Components A-F) of housing need, **which are summed and rounded to the nearest whole number to determine the total 20-year housing need:**

- A. The number of housing units for households in extreme core housing need
- B. The number of housing units for individuals experiencing homelessness
- C. The number of housing units for suppressed households
- D. The number of housing units for anticipated household growth
- E. The number of housing units required to increase the rental vacancy rate to 3%
- F. The number of housing units that reflects additional local housing demand (the "demand buffer"). This component is only included for *municipalities*. There is no requirement to apply the demand factor to *regional district electoral areas*.

Each of these components is described in detail below, and includes:

- A written description of the component and calculation method
- Links to the relevant sections of the regulation
- A list of required data and sources and associated links



- Step-by-step guidance for calculating housing need using the HNR Method
- Tables illustrating the calculations in practice for a sample community<sup>3</sup>

Note that the following sections describe the housing need calculations required to meet legislated requirements for HNRs. Some local governments may choose to take the analysis a step further, to include additional data and calculations, such as breakdowns of unit size, tenure, or affordability, to provide a more detailed assessment of housing needs. Suggested methods for unit breakdown calculations are included in Appendix A. While not required, the Province encourages local governments to undertake this extra level of analysis as it could lead to more informed decision-making and better planning outcomes for the community.

Links to all required data are included below.

In limited cases, particularly for very small communities and regional district electoral areas (EAs), some components of the HNR Method require alternate calculation methods or assumptions to accommodate data availability challenges. Alternate methods for these cases are described in Part 2 of this guidance.

## 2. Calculating 20-year housing need

HNRR s. 16 (VHNRR s. 11)

For the purposes of calculating 20-year housing need, the total number of new housing units for the applicable municipality or regional district electoral area is the sum of the six components listed above and detailed in the following sections, rounded to the nearest whole number.

*The 5-year calculation is based on the 20-year calculation, and is described in Section #3 below.*

### **COMPONENT A: Housing units and extreme core housing need**      HNRR s. 17 (VHNRR s. 12)

Extreme core housing need (ECHN) for renters and owners with a mortgage is used to estimate the number of new units required for those in vulnerable housing situations. Extreme core housing need, as defined by Statistics Canada, refers to private households falling below set thresholds for housing adequacy, affordability or suitability that would have to spend 50% (as compared to 30% for core housing need) or more of total pre-tax income to pay the median rent for alternative acceptable local housing.

Not all households in core housing need require a new unit to address housing inadequacies; for some households, solutions such as making repairs to an existing unit may be sufficient. With that

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<sup>3</sup> All calculation examples in this guidance reflect a single sample community. The example tables have used rounding to aid in readability – totals reflect calculated results using original numbers prior to rounding.

understanding, the use of ECHN data as a subset of core housing need provides a more conservative estimate of new units required while still relying on consistent and available data.

**Calculation:**

To calculate required new units for ECHN, average ECHN rates (% of households) by tenure, taken from the past four census reports, are multiplied by the total number of households by tenure in the most recent census report. Using the average rate over multiple census years minimizes variations from short term effects, such as the impact of CERB payments during Covid.

**Required data:**

- The number of owner households and the number of renter households for the applicable municipality or EA (i.e., census subdivision) from the *four most recent* census reports<sup>4</sup>
- The number of owner households with a mortgage in ECHN for the applicable municipality or EA from the *four most recent* census reports<sup>5</sup>
- The number of renter households in ECHN for the applicable municipality or EA from the *four most recent* census reports

**Step 1:** Gather data for the total number of households by tenure (owners and renters) and the number of households in ECHN by tenure (owners with a mortgage and renters) from the four most recent census reports (e.g., 2006, 2011, 2016, and 2021). Calculate the rates of households in ECHN (% of total) by dividing the number of households in ECHN for each tenure by total households of the same tenure (Table 1).

**Step 2:** Calculate the Average ECHN Rates for owners with a mortgage and renters across the four census years (Table 1).

*Table 1: Extreme core housing need calculations for sample community, Steps 1 and 2*

Total Households	2006		2011		2016		2021		Average ECHN Rate
Owners	19,367		19,762		19,523		19,942		
Renters	4,373		4,620		5,307		6,153		
Extreme Core Housing Need	#	% of total	#	% of total	#	% of total	#	% of total	
Owners with a mortgage	n/a		n/a		n/a		563	2.8%	<b>2.8%</b>
Renters	447	10.2%	543	11.7%	583	11.0%	575	9.3%	<b>10.6%</b>

**Step 3:** Multiply the Average ECHN Rates calculated in Step 2 for owners with a mortgage and renters by the Total Households of the same tenure from the most recent census report to determine current Households in ECHN (Table 2).

<sup>4</sup> Required census data can be drawn from custom data sets provided by the province for HNRs. This data is available at: <https://catalogue.data.gov.bc.ca/dataset/custom-census-reports-2021-2016-2011-2006>

<sup>5</sup> ECHN data for owners with a mortgage is not currently available prior to 2021. This data is available here: <https://www2.gov.bc.ca/assets/download/6279885F00C945838765836D14773CE5>

**Step 4:** Add the calculated Households in ECHN for owners with a mortgage and renters from Step 3 together to determine the Total New Units needed to address ECHN over 20 years (Table 2).

*Table 2: Extreme core housing need calculations for sample community, Steps 3 and 4*

	2021 Households	Average ECHN Rate	Households in ECHN
Owners	19,942		
Owners with a mortgage		2.8%	563
Renters	6,153	10.6%	650
<b>Total New Units - 20 years</b>			<b>1,213</b>

## **COMPONENT B: Housing units and homelessness** HNRR s. 18 (VHNRR s. 13)

People experiencing homelessness (PEH) is a population not typically captured well in data sources such as the census. This component of housing need quantifies the supply of permanent housing units required for those currently experiencing homelessness.

Data on homelessness is derived from the Province’s Integrated Data Project (IDP), a program initiated through a partnership between the Ministries of Housing, Social Development and Poverty Reduction, Citizen Services, and BC Housing. The IDP provides robust data on people experiencing homelessness at any point during the year, as a complement to the annual, one-day point-in-time counts conducted by many local and regional governments.

To be included in IDP counts, individuals must have received income assistance (i.e., BC Employment Assistance) and had no fixed address for three consecutive months or stayed in a BC Housing-affiliated shelter for at least one night, or both. The data is publicly available at the regional scale, with the most recent year being 2021 as of the writing of this guidance.

### **Calculation:**

Regional homelessness data, as reported by the IDP, is applied to the applicable municipality or EA based on its share of the regional population. A population-based distribution mitigates some of the impacts of historically varied local government investment in supports and housing serving the PEH population. This calculation assumes that one permanent housing unit is required per PEH.

### **Required data:**

- The population for the applicable municipality or EA (i.e., census subdivision) and the associated *regional district* (i.e., census division) from the most recent census report<sup>6</sup>

<sup>6</sup> Required census data can be drawn from custom data sets provided by the province for HNRs. This data is available at: <https://catalogue.data.gov.bc.ca/dataset/custom-census-reports-2021-2016-2011-2006->

- The number of PEH for the associated *regional district* (i.e., census division), using the *Annual Estimate Report* of BC’s Preventing & Reducing Homelessness Integrated Data Project (IDP) published on the date closest to the most recent census<sup>7</sup>

**Step 1:** Calculate the applicable municipality’s or EA’s population as a share (%) of the regional population by dividing the local population from the most recent census report by the regional population (Table 3).

**Step 2:** Gather PEH data from the IDP report published on the date closest to the most recent census, using the number of PEH for the associated regional district census division. For 2021 census data, use the 2021 IDP report (Table 3).

**Step 3:** Multiply the applicable municipality’s or EA’s population share (%) from Step 1 by the number of PEH as determined in Step 2 to estimate the proportional local number of PEH. This method assumes one unit per person, such that the proportional local number of PEH is equal to the number of units required. Include this figure as the Total New Units needed to address PEH over 20 years (Table 3).

*Table 3: People experiencing homelessness calculations for sample community, Steps 1, 2 and 3*

Regional Population	Local Population		Regional PEH	Proportional Local PEH
	#	% of Region		
1,757,479	70,356	4.0%	7,576	303
<b>Total New Units - 20 years</b>				<b>303</b>

### **COMPONENT C: Housing units and suppressed household formation** HNRR s. 19 (VHNRR s. 14)

Suppressed Household Formation (SHF) addresses those households that were unable to form between 2006 and the present due to a constrained housing environment. Households make decisions on housing based on the choices available to them; for example, young people may have difficulty moving out of their parents’ homes to form households of their own, while others may choose to merge households with roommates due to lack of available and affordable housing supply.

#### **Calculation:**

To estimate SHF, 2006 census data – the earliest available data for a time when housing supply was less constrained – is used to determine headship rates by tenure and age cohort. Headship rate is calculated by dividing the number of households by population for a given cohort. 2006 headship rates are then applied to population data from the most recent census report to estimate how many additional households might have formed under more favourable housing conditions.

<sup>7</sup> IDP *Annual Estimate Reports* are available at: <https://www2.gov.bc.ca/gov/content/housing-tenancy/affordable-and-social-housing/homelessness/homelessness-cohort>. To align with 2021 census data, use the 2021 IDP report.

**Required data:**

- The number of households by Primary Household Maintainer age and tenure (owners and renters) for the applicable municipality or EA (i.e., census subdivision) from the 2006<sup>8</sup> and *most recent* census reports.
- The population by age for the applicable municipality or EA from the 2006 and *most recent* census reports.

**Step 1:** Gather Primary Household Maintainer data by age and tenure from the 2006 and most recent census reports. Note that age categories have changed between census reports. For the purposes of this calculation (Table 4):

- “Under 25 years” from 2006 is equivalent to “15 to 24 years” in the most recent census.
- The “75 to 84 years” and “85 years and over” categories from the most recent census must be combined to align with the 2006 category “75 years and over”.

*Table 4: Suppressed household formation calculations for sample community, Step 1*

Age - Primary Household Maintainer 2006 Categories	2006 Households		Age - Primary Household Maintainer 2021 Categories	2021 Households	
	Owner	Renter		Owner	Renter
Under 25 years	64	140	15 to 24 years	36	207
25 to 34 years	1,085	730	25 to 34 years	866	1,149
35 to 44 years	3,818	1,169	35 to 44 years	2,893	1,412
45 to 54 years	5,303	1,097	45 to 54 years	4,265	1,424
55 to 64 years	4,333	523	55 to 64 years	4,936	866
65 to 74 years	2,609	327	65 to 74 years	3,639	579
75 years and over	2,155	379	75 to 84 years	2,402	311
			85 years and over	910	203

**Step 2:** Gather population data by age from the 2006 and most recent census reports. Population age categories will need to be summed to align with Primary Household Maintainer age categories as listed in Table 5.

<sup>8</sup> Required census data can be drawn from custom data sets provided by the province for HNRs. This data is available at: <https://catalogue.data.gov.bc.ca/dataset/custom-census-reports-2021-2016-2011-2006->

Table 5: Suppressed household formation calculations for sample community, Step 2

Age Categories - Household Maintainers	Age Categories - Population	2006		2021	
		All Categories	Summed Categories	All Categories	Summed Categories
15 to 24 years	15 to 19 years	5,043	8,993	4,533	8,295
	20 to 24 years	3,950		3,763	
25 to 34 years	25 to 29 years	2,478	5,394	3,108	6,464
	30 to 34 years	2,917		3,356	
35 to 44 years	35 to 39 years	4,489	10,214	4,285	9,205
	40 to 44 years	5,726		4,920	
45 to 54 years	45 to 49 years	6,472	11,882	5,247	10,733
	50 to 54 years	5,410		5,486	
55 to 64 years	55 to 59 years	4,648	8,259	5,363	10,518
	60 to 64 years	3,611		5,155	
65 to 74 years	65 to 69 years	2,558	4,744	3,954	7,314
	70 to 74 years	2,187		3,360	
75 years and over	75 to 79 years	1,788	4,166	2,661	6,192
	80 to 84 years	1,341		1,720	
	85 years and over	1,037		1,811	

**Step 3:** Calculate the 2006 Headship Rates (%) by age category and tenure. Divide the 2006 number of households by the 2006 population for each Primary Household Maintainer age category and tenure (Table 6).

Table 6: Suppressed household formation calculations for sample community, Step 3

Age Categories - Household Maintainers	2006 Households		2006 Population	2006 Headship Rate	
	Owner	Renter		Owner	Renter
15 to 24 years	64	140	8,993	0.7%	1.6%
25 to 34 years	1,085	730	5,394	20.1%	13.5%
35 to 44 years	3,818	1,169	10,214	37.4%	11.4%
45 to 54 years	5,303	1,097	11,882	44.6%	9.2%
55 to 64 years	4,333	523	8,259	52.5%	6.3%
65 to 74 years	2,609	327	4,744	55.0%	6.9%
75 years and over	2,155	379	4,166	51.7%	9.1%

**Step 4:** Calculate 2021 Potential Households. Potential Households are the households that may have theoretically formed if Headship Rates from 2006 had remained constant. Multiply the 2006 Headship Rates calculated in Step 3 by the population from the most recent census report for each age category and tenure (Table 7).

Table 7: Suppressed household formation calculations for sample community, Step 4

Age Categories - Household Maintainers	2006 Headship Rate		2021 Population	2021 Potential Households	
	Owner	Renter		Owner	Renter
15 to 24 years	0.7%	1.6%	8,295	59	129
25 to 34 years	20.1%	13.5%	6,464	1,300	875
35 to 44 years	37.4%	11.4%	9,205	3,441	1,054
45 to 54 years	44.6%	9.2%	10,733	4,790	991
55 to 64 years	52.5%	6.3%	10,518	5,518	666
65 to 74 years	55.0%	6.9%	7,314	4,023	504
75 years and over	51.7%	9.1%	6,192	3,203	563

**Step 5:** Calculate the number of Suppressed Households. Suppressed Households are the difference between those that could have theoretically formed at 2006 Headship Rates and those that actually formed. Subtract the number of households from the most recent census report, as gathered in Step 1, from the estimated Potential Households for each age category and tenure (Table 8).

**Step 6:** Sum Suppressed Household results (owners plus renters) from Step 5 for each age category to arrive at age category totals. For any categories where the total is less than 0, enter 0 as the total. Sum the totals from each age category to determine the Total New Units needed to address SHF over 20 years (Table 8).

Table 8: Suppressed household formation calculations for sample community, Steps 5 and 6

Age Categories - Household Maintainers	2021 Potential Households		2021 Households		2021 Suppressed Households		
	Owner	Renter	Owner	Renter	Owner	Renter	Total
15 to 24 years	59	129	36	207	23	-79	0
25 to 34 years	1,300	875	866	1,149	435	-274	160
35 to 44 years	3,441	1,054	2,893	1,412	548	-359	189
45 to 54 years	4,790	991	4,265	1,424	525	-433	91
55 to 64 years	5,518	666	4,936	866	582	-200	382
65 to 74 years	4,023	504	3,639	579	384	-74	310
75 years and over	3,203	563	3,312	515	-109	49	0
<b>Total New Units - 20 years</b>							<b>1,133</b>

## **COMPONENT D: Housing units and anticipated household growth** HNRR s. 20 (VHNRR s. 15)

Anticipated household growth (AHG) quantifies the additional households required to accommodate an increasing population over twenty years.

### **Calculation:**

To estimate AHG, data is drawn from the recently updated BC Stats household projections. Two 20-year growth scenarios are developed:

- The Local Household Growth scenario uses household growth projections for the applicable *municipality* to determine the number of housing units needed.
- The Regionally Based Household Growth scenario takes the applicable municipality's or EA's number of households from the most recent census report, and applies the projected 20-year *regional* household growth rate (%), to determine the number of housing units needed.

The average of the two scenarios is taken as the new units required for AHG for housing needs calculations. Regional district EAs will *only* calculate a Regionally Based Household Growth scenario, due to data availability, and no average will be taken.

**Required data:**

- The total number of households for the applicable municipality or EA (i.e., census subdivision) from the most recent census report.<sup>9</sup>
- The total number of households for the associated *regional district* (i.e., census division) from the most recent census report.
- BC Stats household projection data for the applicable *municipality*, for the year 20 years after the most recent census report (e.g., 2041 for the 2021 census)<sup>10</sup>. This data will not be collected for EAs due to data availability.
- BC Stats household projection data for the associated *regional district*, for the year 20 years after the most recent census report (e.g., 2041 for the 2021 census).

**Step 1:** Gather the number of households for the associated *regional district* from the most recent census report and the BC Stats household projection data for the associated *regional district* for the year 20 years after the most recent census. Calculate the percent increase in households at 20 years (Regional Growth Rate) by dividing the difference in households by the number of households from the year of the most recent census report (Table 9).

Table 9: Anticipated household growth calculations for sample community, Step 1

Regional District Projections	2021	2041	Regional Growth Rate
Households	693,684	999,926	44.1%

**Step 2:** Gather the number of households for the applicable *municipality* from the most recent census report and the BC Stats household projection data for the applicable *municipality* for the year 20 years after the most recent census. Use the difference between the two figures as the New Units for the Local Household Growth scenario (Table 10). EAs will not calculate this scenario due to data availability.

**Step 3:** Calculate the Regionally Based Household Growth scenario. Multiply the Regional Growth Rate calculated in Step 1 by the number of households for the applicable municipality or EA from the most recent census report. Use the result as the New Units for the Regionally Based Household Growth scenario (Table 10).

**Step 5:** For *municipalities*, take the average of the New Units calculated for each scenario. Use the average as the Total New Units to address AHG over 20 years (Table 10). For *EAs*, use the results of the Regionally Based Household Growth scenario as the Total New Units to address AGH over 20 years.

<sup>9</sup> Required census data can be drawn from custom data sets provided by the province for HNRs. This data is available at: <https://catalogue.data.gov.bc.ca/dataset/custom-census-reports-2021-2016-2011-2006->

<sup>10</sup> This data is available at: <https://www2.gov.bc.ca/gov/content/data/statistics/people-population-community/population/household-projections>



Table 10: Anticipated household growth calculations for sample community, Steps 2, 3, 4 and 5

Growth Scenarios	Regional Growth Rate	Households		New Units
		2021	2041	
Local Household Growth	n/a	26,095	33,087	6,992
Regionally Based Household Growth	44.1%	26,095	n/a	11,520
Scenario Average				9,256
<b>Total New Units - 20 years</b>				<b>9,256</b>

**COMPONENT E: Housing units and rental vacancy rate** HNRR s. 21 (VHNRR s. 16)

A Rental Vacancy Rate Adjustment (RVRA) adds surplus rental units to restore local vacancy rates to levels representing a healthy and well-functioning rental housing market. Including a RVRA in calculations of housing need has been recommended by multiple sources, including the Expert Panel on Housing Supply and Affordability (BC/Canada) and CMHC. Typically, rates between 3% and 5% are considered healthy rates. These calculations use the more conservative rate of 3%.

**Calculation:**

The RVRA calculation uses Primary Rental Market Vacancy Rate data from CMHC for each applicable municipality or EA. The difference between the units required to reach a healthy vacancy rate of 3% and the estimated existing number of rental units is taken as the additional number of new units required. If Primary Rental Market Vacancy Rate data from CMHC is not available for the applicable municipality or EA, the local government should instead use the provincial vacancy rate, also provided by CMHC. Local governments with vacancy rates above 3% should use zero as the housing need for this component.

**Required data:**

- The number of renter households for the applicable municipality or EA (i.e., census subdivision) from the most recent census report<sup>11</sup>
- The Primary Rental Market Vacancy Rate from CMHC’s Housing Market Information Portal for the applicable municipality or EA (or for British Columbia where local data is not available) for the year closest to the most recent census<sup>12</sup>

**Step 1:** Gather the local Primary Rental Market Vacancy Rate from CMHC. Use the rate for British Columbia if local data is not available. If the applicable Vacancy Rate is 3% or greater this calculation is not required, and the assumed RVRA housing need over 20 years is zero.

**Step 2:** Calculate the local Occupied Rate by subtracting the local Vacancy Rate from 100%. For the target (3%) Vacancy Rate, the Occupied Rate is 97% (Table 11).

<sup>11</sup> Required census data can be drawn from custom data sets provided by the province for HNRs. This data is available at: <https://catalogue.data.gov.bc.ca/dataset/custom-census-reports-2021-2016-2011-2006->

<sup>12</sup> This data is available at: <https://www03.cmhc-schl.gc.ca/hmip-pimh/en#Profile/1/1/Canada>. To align with 2021 census data, use the October 2021 rental vacancy rate.

**Step 3:** Calculate the Estimated Number of Units for the target (3%) and local Vacancy Rates by dividing the number of Renter Households by the target and local Occupied Rates. The Estimated Number of Units is the expected total number of rental units (occupied and vacant) (Table 11).

**Step 4:** Subtract the local Estimated Number of Units from the target Estimated Number of Units to determine the Total New Units needed to address RVRA over 20 years (Table 11).

Table 11: Rental vacancy rate adjustment calculations for sample community, Steps 1, 2, 3 and 4

	Vacancy Rate	Occupied Rate	Renter Households	Estimated Number of Units
Target Vacancy Rate	3.0%	97.0%	6,153	6,343
Local Vacancy Rate	2.8%	97.2%		6,330
<b>Total New Units - 20 years</b>				<b>13</b>

### **COMPONENT F: Housing units and demand (the “demand buffer”) HNR s. 22 (VHNRR s. 17)**

The final component included in the HNR Method is a calculated number of housing units reflecting additional demand for housing within a given community, beyond the minimum units required to adequately house current and anticipated residents. This is called the “demand buffer” and is designed to better account for the number of units required to meet “healthy” market demand in different communities. Accounting for additional local demand helps address the needs of households who require or prefer housing with certain characteristics (e.g., housing location, unit size, transportation options, or amenities), thereby reducing pressure in the housing system. Examples of such demand include households seeking homes closer to jobs and schools, growing families looking for larger homes, and seniors looking to downsize in their existing communities.

For the purposes of HNRs, a demand factor based on a ratio of housing price to housing density is calculated for each applicable *municipality*. This factor is then multiplied by the sum of the housing units calculated for Components A (housing units to address extreme core housing need), B (housing units for persons experiencing homelessness), C (housing units to address suppressed household formation), and E (housing units to increase the rental vacancy rate) to determine the additional local housing demand.

**Note: There is no requirement to apply the demand factor to regional district EAs.**

#### **Required data:**

- The numbers of new units for Components A, B, C, and E, as calculated based on the methods provided in the previous sections.
- The demand factor (multiplier) calculated for the applicable *municipality*. To access the demand factor data, please click this link:

<https://www2.gov.bc.ca/assets/download/3D921D96D12D45D0897222089D1FAE12>

**Step 1:** Take the sum of the results calculated for components A, B, C, and E. Component D (anticipated household growth) is *not* included in this calculation (Table 12).

**Step 2:** Multiply the sum from Step 1 by the demand factor provided for the applicable *municipality* to determine the 20-year additional local demand (Table 12).

**Note:** though calculated using the results from components A, B, C, and E, the results from Component F do not take the place of those other components. Rather, the results from Component F are *in addition to the other components*. See Total 20-Year Housing Need section below.

Table 12: Additional local housing demand calculations for sample community, Steps 1 and 2

Component	Result
A Extreme Core Housing Need	1,213
B Persons Experience Homelessness	303
C Suppressed Household Formation	1,133
E Rental Vacancy Rate Adjustment	13
<b>Total</b>	<b>2,662</b>
Demand Factor	1.18
<b>Total New Units - 20 years</b>	<b>3,138</b>

### TOTAL 20-YEAR HOUSING NEED

To determine the total 20-year housing need, the total new units calculated **for each of the six components (i.e., Components A-F) are summed and rounded to the nearest whole number** for the applicable municipality or regional district electoral area (Table 13).

Table 13: Total 20-year Housing Need

Component	Total Housing Need
A Extreme Core Housing Need	1,213
B Persons Experience Homelessness	303
C Suppressed Household Formation	1,133
D Anticipated Household Growth	9,256
E Rental Vacancy Rate Adjustment	13
F Additional Demand	3,138
<b>Total New Units - 20 Years</b>	<b>15,056</b>

### 3. Calculating 5-year housing need

HNRR s. 15 (VHNRR s. 10)

The calculation of 5-year housing need is based on the 20-year calculation for each of the six components of current and anticipated need described above.

The 5-year *total* number of new housing units for the applicable municipality or regional district electoral area (EA) is the sum of the six components below, rounded to the nearest whole number.

*Note: some components are relatively higher in the first 5 years, reflecting the urgency of addressing them, and so calculating the 5-year total is not as straightforward as simply dividing the 20-year number by 4.*

**COMPONENT A: Housing units and extreme core housing need**      HNRR s. 15 (VHNRR s. 10)

The total number of housing units for this component is distributed over 20 years, therefore the 20-year result is ***divided by 4*** to calculate the 5-year number.

**COMPONENT B: Housing units and homelessness**      HNRR s. 15 (VHNRR s. 10)

The total number of housing units for this component is distributed over 10 years, recognizing the urgent needs of this population, therefore the 20-year result is ***divided by 2*** to calculate the 5-year number.

**COMPONENT C: Housing units and suppressed household formation**      HNRR s. 15 (VHNRR s. 10)

The total number of housing units for this component is distributed over 20 years, therefore the 20-year result is ***divided by 4*** to calculate the 5-year number.

**COMPONENT D: Housing units and anticipated household growth**      HNRR s. 15 (VHNRR s. 10)

The total number of housing units for this component is calculated using the same method as the one described for Component D for the 20-year calculation above, except the references to 20 years will be changed to 5 years. In other words, it uses BC Stats household projection data for the applicable municipality and regional district, for the 5 years after the most recent census report (e.g., 2026 for the 2021 census).

**COMPONENT E: Housing units and rental vacancy rate**      HNRR s. 15 (VHNRR s. 10)

The total number of housing units for this component is considered over 20 years, therefore the 20-year result is ***divided by 4*** to calculate the 5-year number.

**COMPONENT F: Housing units and demand (the “demand buffer”)**      HNRR s. 15 (VHNRR s. 10)

The total number of housing units for this component is distributed over 20 years, therefore the 20-year result is ***divided by 4*** to calculate the 5-year number.

*\*As with the 20-year calculation, this component applies only to municipalities and not to regional district EAs.*

## **PART 2 – CONSIDERATIONS FOR SMALL COMMUNITIES AND REGIONAL DISTRICT ELECTORAL AREAS**

### **1. Data Challenges**

In some cases, small communities and regional district electoral areas (EAs) may find that census data required for the HNR Method has been suppressed by Statistics Canada. Data suppression occurs for two reasons:

- Confidentiality – data is suppressed to ensure that the identity and characteristics of respondents is not disclosed
- Data quality – data is suppressed to limit the dissemination of data of unacceptable quality

Where data has been suppressed and local governments are unable to complete the calculations described by the HNR Method, the alternative calculations and assumptions described in the following sections may be used instead.

Data limitations will also exist for municipalities or EAs that have been incorporated after 2005 or that have had boundary changes after 2005, for which some census data may not be available. In these cases, calculations will use the data that is available:

- For Extreme Core Housing Need, the Average ECHN Rate will take the average of those census reports that are available (e.g., for 2011, 2016, and 2021, if 2006 is not available).
- For Suppressed Household Formation, the earliest available census report will be used to determine headship rates by tenure and age cohort (e.g., 2011 if 2006 is not available).

### **2. Alternative calculation method – Extreme Core Housing Need**

Where data on Extreme Core Housing Need (ECHN) is suppressed in a census report, assume that ECHN for that census report is equal to zero. Suppressed data will be indicated by an “X” in the applicable census data table.

For some local governments, the number of households in ECHN is reported as zero in a census report. This is not the same as the data being suppressed. Rather, no households were found to be in ECHN for that census reporting period. Calculate the number of units required to address ECHN as usual, using the HNR Method

### **3. Alternative calculation method – Suppressed Household Formation**

Where data on Primary Household Maintainer age and tenure is suppressed in a census report, use the following simplified method for Suppressed Household Formation. This method uses only a total

headship rate, calculated as private households divided by population, to arrive at the 2006 headship rate. Calculations for individual age and tenure cohorts are excluded.

**Required data:**

- The number of households for the associated municipality or EA (i.e., census subdivision) from the 2006 and most recent census reports<sup>13</sup>
- The population for the associated municipality or EA from the *2006 and most recent* census reports

**Step 1:** Calculate the 2006 Headship Rate (%). Divide the 2006 number of households by the 2006 population.

**Step 2:** Calculate 2021 Potential Households. Potential Households are the households that may have theoretically formed if Headship Rates from 2006 had remained constant. Multiply the 2006 Headship Rate calculated in Step 1 by the population from the most recent census report.

**Step 3:** Calculate the number of Suppressed Households. Suppressed Households are the difference between those that could have theoretically formed at 2006 Headship Rates and those that actually formed. Subtract the number of households from the most recent census report from the estimated Potential Households calculated in Step 2.

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<sup>13</sup> Required census data can be drawn from custom data sets provided by the province for HNRs. This data is available at: <https://catalogue.data.gov.bc.ca/dataset/custom-census-reports-2021-2016-2011-2006->



# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: November 15, 2024 0550-01  
Submitted by: Rhonda Schell, Manager of Corporate Services  
Subject: 2025 Council Calendar and Council Appointments

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### Purpose / Introduction

The purpose of this report is to provide, for Council's approval, the 2025 Council Meeting Schedule and Acting Mayor Appointments for 2025.

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### Recommended Options

#### THAT Council:

- A. Approve the 2025 Council Calendar as attached to the report dated November 15, 2024 from the Manager of Corporate Services; and
  - B. Approve the following Acting Mayor Schedule for 2025:
    - Nov/Dec/Jan Councillor Krier
    - Feb/Mar/Apr Councillor Richardson
    - May/Jun/Jul Councillor Trowbridge
    - Aug/Sep/Oct Councillor Weverink
- 

### Background

Pursuant to section 127 of the *Community Charter*, Council must make available to the public a schedule of the date, time, and place of regular council meetings at least once a year. Acting Mayor appointments are made by Council on an annual basis pursuant to the *Anmore Procedure Bylaw* to designate a Councillor as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act.

### Discussion

The *Anmore Procedure Bylaw* stipulates that Regular Council meetings are generally held on the first and third Tuesday of each month, with the exception of August. For 2025,

## **Report/Recommendation to Council**

### **2024 Council Calendar and Council Appointments**

November 15, 2024

adjustments to the typical schedule have been made in the month of January taking into consideration the holiday closure and to schedule one meeting for the month of December which leaves Council with the flexibility to schedule a second meeting as a Special Council meeting should the need arise before the holiday closure for 2025.

Annually, Council must choose from amongst its members, designated Councillors to serve on a rotating basis as the member responsible for acting in place of the Mayor when the Mayor is absent or otherwise unable to act.

## **Other Options**

### **THAT Council:**

- A. Approve the 2025 Council Calendar as attached to the report dated November 3, 2023 from the Manager of Corporate Services; and**
- B. Approve the following Acting Mayor Schedule for 2025:**
  - Nov/Dec/Jan Councillor Krier**
  - Feb/Mar/Apr Councillor Richardson**
  - May/Jun/Jul Councillor Trowbridge**
  - Aug/Sep/Oct Councillor Weverink**

**(recommended)**

Or

- A. Council may choose to provide alternative dates or amendments to the 2025 Council Meeting Schedule prior to approval.

Or

- B. Council may choose to provide an alternate rotating schedule for Acting Mayor appointments for 2025.

## **Financial Implications**

There are no financial implications.

## **Communications / Civic Engagement**

Notice of the 2025 Council Meeting Schedule will be provided in accordance with the Village Public Notice Bylaw including email distribution, Facebook, website, and posting at the Village Hall.



**Report/Recommendation to Council**

2024 Council Calendar and Council Appointments

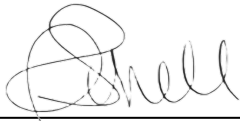

November 15, 2024

**Corporate Strategic Plan Objectives**

*We provided responsive, efficient, transparent, and engaged service.*

**Attachments:**

1. Draft 2025 Council Meeting Schedule

<b>Prepared by:</b>
 _____
Rhonda Schell Manager of Corporate Services
<b>Reviewed for Form and Content / Approved for Submission to Council:</b>
<b>Chief Administrative Officer's Comment/Concurrence</b>
 _____
<b>Chief Administrative Officer</b>

# 2025 Council Meeting Schedule

## Council Meeting Dates by Month

January	21
February	4 18
March	4 18
April	1 15
May	6 20
June	3 17
July	8 22
August	no meetings
September	2 16
October	7 21
November	4 18
December	2

Regular Council Meeting

Statutory & Non-Statutory Holidays Observed

Conferences to Note for 2025 (Council may attend)

**Lower Mainland Local Government Association Conference** in Harrison Hot Springs, BC  
May 7 to May 9, 2025

**Federation of Canadian Municipalities Conference** in Ottawa, ON  
May 29 to June 1, 2025

**Union of British Columbia Municipalities Conference** in Victoria, BC  
September 22 to September 26, 2025

Council meetings are typically held on the first and third Tuesday of each month. Exceptions apply.

Meetings commence at 7:00 p.m. and are held at:  
Anmore Community Hub  
2697 Sunnyside Road  
Anmore BC V3H 5G9

All public are welcome to attend.

Mailing address:  
2697 Sunnyside Road  
Anmore, BC V3H 5G9  
Phone: 604 469 9877  
Web: [anmore.com](http://anmore.com)  
Email: [village.hall@anmore.com](mailto:village.hall@anmore.com)



### \*Council Members\*

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

### \*Acting Mayor Schedule\*

- Nov/Dec/Jan Councillor Krier
- Feb/Mar/Apr Councillor Richardson
- May/Jun/Jul Councillor Trowbridge
- Aug/Sep/Oct Councillor Weverink

## JANUARY

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## FEBRUARY

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16	17	18	19	20	21	22
23	24	25	26	27	28	

## MARCH

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30	31					

## APRIL

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## MAY

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## JUNE

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29	30					

## JULY

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## AUGUST

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24	25	26	27	28	29	30
31						

## SEPTEMBER

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28	29	30				

## OCTOBER

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## NOVEMBER

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23	24	25	26	27	28	29
30						

## DECEMBER

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28	29	30	31			

## COMMITTEE OF THE WHOLE MEETING – MINUTES

Minutes for the Committee of the Whole Meeting scheduled for Tuesday, October 29<sup>th</sup>, 2024 at 6:00 p.m. in Council Chambers 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  
 Lena Martin, Manager of Financial Services\*\*  
 Chris Boit, Manager of Development Services  
 Josh Joseph, Planner  
 Therese Mickelson, Mickelson Consulting Inc.  
 Pam Ryan, Lucent Quay Consulting  
 Kirsty Dick, Lucent Quay Consulting

#### 1. Call to Order

Mayor McEwen provided opening comments regarding the format and purpose of the meeting and called the meeting to order at 6:05 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 October 22, 2024

It was MOVED and SECONDED:

THAT the Minutes of the Committee of the Whole Meeting held on October 22, 2024, be adopted, as circulated.

Carried Unanimously

**4. Business Arising from Minutes**

None.

**5. New Business****(a) Anmore South Neighbourhood Plan – Phase 2**

The mayor provided introductory comments and introduced Pam Ryan, of Lucent Quay Consulting to facilitate the meeting.

Ms. Ryan provided opening comments on the format and purpose of the meeting and invited the proponent to introduce themselves and provide an overview of the Land Use Scenario options that were presented at the October 15<sup>th</sup> Regular Council Meeting.

The proponent and their representatives from Placemark introduced themselves and presented an overview of the community engagement from phase 1 and the proposed land use scenarios for phase 3.

The facilitator's report of the discussion is attached and forms part of the minutes.

\*Ms. Elrick left the meeting from 6:52 p.m. to 6:58 p.m. and 7:38 p.m. to 7:44 p.m.

\*\*Ms. Martin left the meeting from 7:08 p.m. to 7:18 p.m. and 7:53 p.m. to 8:05 p.m.

The meeting was recessed from 8:08 p.m. to 8:20 p.m.

It was MOVED and SECONDED:

THAT the Committee recommend to Council that staff be directed to complete Phase 2 community engagement using the IAP2 Inform methodology and report back to Council with a Phase 3 community engagement plan; and

THAT the Committee recommend to Council that staff be directed to work with the applicant on Phase 3 of the Anmore South Neighbourhood Plan Terms of Reference based on the preferred land use discussion notes taken by the facilitator at the October 29, 2024 Committee of the Whole meeting, which will be attached to the minutes.

Carried  
Councillor Richardson Opposed

**6. Public Comments**

None.

**7. Adjournment**

It was MOVED and SECONDED:

THAT the meeting be adjourned at 8:47 pm.

Carried Unanimously

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Rhonda Schell  
Corporate Officer

---

John McEwen  
Mayor

DRAFT

Anmore South Committee of the Whole  
October 29, 2024  
Speaking Points  
Mayor McEwen

- Tonight's Committee of the Whole is focused on the Phase 2 land use scenario options presented by the Applicant and shared with Council at the October 15, 2024 Regular Council Meeting.
- We will use a workshop format so Council can have an open dialogue with the Applicant and staff to gain a better understanding of the three land use scenarios presented, including what each prioritizes.
- As per staff's recommendation, this Committee off the Whole is for Council, which means the community is invited to attend as **observers**.
- In making this recommendation, staff noted that community members have had several opportunities to share input in Phase 1, and they will have more opportunities to participate in community engagement going forward.
- Staff also recommended that we have a facilitator to lead the discussion so that all of Council – including me – can fully participate.
- We all have questions, and we look forward to the Applicant and staff addressing questions that relate to the land use scenario options as part of tonight's discussion.

- We also all have questions that may not be addressed until we move into Phase 3. The facilitator will document these so they can be tracked for future discussion.
- We appreciate having Pam Ryan, President of Lucent Quay Consulting and a member of the Mickelson Consulting team, here to facilitate our meeting this evening.
- In our terms of reference for this process, Phase 2 is designed to receive clear direction from Council on a preferred land use scenario to be used as the base assumptions for detailed studies and analysis in Phase 3.
- We are **not** selecting the **final** land use plan at this stage. That decision will be made at the end of Phase 3 after **much** more work is done.
- Phase 2 is about reaching agreement as a Council on the land use scenario that **best reflects** the potential future for Anmore South so that we can use it for the detailed studies and the results of those studies – which we know everyone is looking forward to – are meaningful and actionable.
- To support these objectives for Phase 2, we have established the following outcomes for this Committee of the Whole:
- We want to gain insight into Council’s preferred land use scenario based on alignment with Strategic Plan and Council’s priorities, such as density and housing forms, parks and green spaces, transportation and connectivity and community amenities. It may be one of the options presented, or it could be a new or hybrid option that emerges as a result of our discussion.
- More detailed assessments related to financial impacts and options, transportation impacts and mitigation, servicing

requirements, environmental assessments and other factors are done when we have a preferred land use scenario.

- We also will discuss the requirements for Phase 2 community engagement.
- We are not making decisions tonight. Any outcomes from our discussion will need to be brought forward to a future Council meeting.
- However, the facilitator has advised that at time during our discussion, she will invite members of Council to share their preferences so that we can learn where, as future decision-makers, we are leaning and what is important to focus on. These preferences will be documented as part of the workshop but will not be interpreted as consent until decisions are subsequently taken by Council.
- I'd now like to hand the meeting facilitation over to Ms. Ryan.



# Anmore South Committee of the Whole Facilitator Meeting Notes

Date: October 29, 2024  
 Time: 6:00 p.m. to 9:00 p.m.  
 Version: Final

## Attendees

Roles	Personnel
<b>Committee Members</b>	Mayor John McEwen, Councillor Polly Krier, Councillor Doug Richardson, Councillor Kim Trowbridge, Councillor Paul Weverink
<b>Facilitator</b>	Pam Ryan, Lucent Quay
<b>Subject Matter Experts</b>	Placemark/icona: Greg Moore, Paul Fenske, Teo Finseth  Village team: Karen Elrick, Chris Boit, Josh Joseph, Therese Mickelson, Kirsty Dick
<b>Technical support</b>	Village team: Rhonda Schell, Lena Martin

## Phase 2 Objectives

- Achieve clear direction from Council to inform development of a preferred land use plan to move forward to Phase 3
- Address Neighbourhood Plan Terms of Reference requirements

## Targeted Outcomes

- Gain insight into Council's preferred land use scenario option based on alignment with Strategic Plan and Council's priorities related to:
  - density and housing forms
  - parks, greenways and natural areas
  - transportation and connectivity
  - community amenities and civic facilities
  - commercial space
- Achieve clarification on:
  - how the land use scenario options benefit Anmore overall
  - how data points such as financial and servicing impacts were developed
- Gain insight into any additional considerations and/or options for land use required for Phase 2
- Identify Phase 2 community engagement requirements

## Discussion Topics and Notes

### Agenda item

Mayor McEwen called the meeting to order and introduced the facilitator

The facilitator:

- Provided an overview of the agenda
- Reconfirmed the goals for the evening (see above)
- Flagged key intended outcomes:
  - Confirm if Committee members have enough information to make an informed decision on a preferred land use scenario
  - Confirm what else, if anything Committee members require before advancing to phase 3
  - Confirm if individual Committee members' preferred option is the majority preference, are individual members prepared to accept it for the purposes of moving forward
  - No Council decisions, but rather open discussion, and clarity of next steps
- Noted additional requests to facilitate dialogue:
  - Respectful dialogue; one speaker at a time
  - Full participation
  - Creative thinking
  - Clarity of phases – this is phase 2
  - Trust the facilitator's process for the evening

Committee members agreed to continue the meeting as outlined above.

### Review and Discussion of Council and Committee Questions

#### Land use and financial:

The Applicant offered a brief 3D model presentation, summarizing the key similarities and differences between the three draft concepts, and key influencing factors:

- All concepts include development bisected by Sunnyside Road, on hillsides, limited by waterways
- Concept option 1 reflects the current application, in accordance with Anmore's Official Community Plan; concept options 2 and 3 reflect reduced density
- Key differences between the options are housing form and density, park space, amount of commercial space and related services, recreational facility size; there are also minor differences in the connection to Crystal Creek
- Anmore's Neighbourhood Concept Plan (to be developed) will drive the eventual rezoning process for the proposed development

The Applicant confirmed that the budget for each concept option was prepared at a line item level and that subsequent phases would involve additional analysis and refinement once a preferred concept option is selected (Phase 2 budgets were prepared on a per capita basis; phase 3 will involve a full study).

Committee members asked about the assumptions for fire services and policing, concerned that the cost assumptions may be too low.

## Agenda item

**Action:** Applicant to clarify financial assumptions as part of comprehensive financial study in Phase 3.

### Housing forms and density:

- The Applicant did not explore an option with towers in the south, which would have afforded for more green space/park land, because during Phase 1 engagement, participants clearly stated they did not want towers.
- To create Anmore Council's preference for a "transit dense community" in this area – one that would meet the criteria for enhanced transit service – approximately 12-13 homes per acre are needed; all options satisfy this density requirement. Option 3 (lowest density) best offers "transition" zones between higher and lower density areas.
- Each scenario assumes 20% rental, of which 15% is non-market. As a result, option 3 offers the least total number of rental units, whereas option 1 offers the most.
- Option 3 puts least pressure on Village infrastructure and resources.
- Bill 44 does not affect the viability of any of the options.
- There is some flexibility to adjust the ratios of town homes and apartments to allow for the same number of homes with a larger area of designated park space; however, due to the topography of the area, the difference will be limited. There is also opportunity to work with School District #43.

### Parks, greenways and natural areas:

- All options offer a park within 5 minutes of each home. More density means more parks are needed because more people need to be served with greenspace outside of their property.
- More park space can be created with higher density (building up and away from ground level); however, the change – as compared to the relative increase in greenspace available within close proximity of the area (e.g., other municipal and regional parks nearby) – would be minimal. Option 3 represents the lower limit of total greenspace.
- Cost of infrastructure (sewer, water, etc.), as well as achieving the required density for enhanced transit service were important considerations in determining the mix of housing, recreation and greenspace options outlined in the three concepts.
- Committee members expressed preference for an option that would best maximize private and other partners' investments in infrastructure to defray the strain on municipal resources (e.g. Metro Vancouver, Imperial Oil, Burrard Thermal, Port of Vancouver).
- Committee members would like options that include public restrooms and parking.

**Action:** Applicant to consider concept refinements that would provide higher density as compared with options 1 or 2 in exchange for additional greenspace.

**Action:** Applicant to share Task Force report once complete.

### Transportation and connectivity:

- Each land use scenario can accommodate a Crystal Creek connection.
- Current assumptions with respect to traffic flow and related impacts are based on the number of households in each concept.

## Agenda item

- A full Traffic Impact Assessment (TIA) will be conducted as part of Phase 3, once Council provides direction on the preferred draft land use scenario for the purposes of Phase 3 analysis. The TIA will consider impacts on the local and regional network, including transit effects, as well as opportunities to address such effects.
- Committee members expressed concerns with TransLink's current funding challenges, and a strong desire to "future proof" any development to help guarantee transit security for Anmore. It was noted that increased density and favourable zoning requirements (e.g., limited garages and driveway parking) offers a more compelling case for transit usage and correspondence transit investment.

### **Community amenities and civic facilities:**

- Each concept option offers playgrounds, pavilions, flex fields and a recreational facility.
- The potential for a private recreational facility in option 3 was offered to illustrate the range of possibilities include reduced strain on municipal resources/servicing and related taxes; it is not a requirement of option 3.
- Consideration of modifying the proposed community facility in each of the draft options to include additional facilities (e.g., swimming pool, ice rink, etc.), could be discussed in a future phase of planning. This could include Anmore exploring const sharing options with other municipalities to help reduce the Community Amenity Contributions that likely would be required to fund it.

### **Commercial space:**

- Each draft concept option assumes 15-25 year commercial build-out that includes food and pharmacy.
- Market conditions and density will dictate what specific scale and business brand (small scale independent or multi-national chain) will choose to locate here, and when they choose to do so.
- It is anticipated that some turnover will happen through to full build-out, and is generally considered a healthy way to develop, as density and community needs change over time.
- It was noted that careful planning and use of incentives could help influence the timing and type of commercial investments, with a focus on companies with local interest or proven success.
- Several Committee members expressed an interest in professional services as part of the commercial development.
- All options assume that the developer will own and manage the commercial space, leasing to service providers or stratifying/sale as appropriate.
- It was noted that commercial success depends on access, density of the catchment area, and development phasing.

### **Other considerations:**

- All three commercial development concepts assume FireSmart best practices.
- All three concepts incorporate leading drainage standards, new rainwater drainage wells within the right of way.
- All options offer opportunities for Anmore to collect development cost charges.

## Agenda item

**Action:** Anmore staff to arrange follow up presentation/discussion with Council on development cost charges and new provincial amenity cost charges legislation.

*Once all questions had been addressed, including option for each Committee member to ask any follow up questions, the facilitator closed discussion and invited the Committee to share initial perceptions (see below).*

### Discussion of Initial Preferences

The facilitator invited each Committee member to share their initial thoughts based on the previous discussion, as well as any other significant observations. Specifically, the facilitator invited the Committee members to share:

- Which option does the Committee think best serves Anmore?
- Do you have a preferred option? Why?
- Are there changes/additions that would be needed to the preferred option?

In initial comments, four of the Committee members preferred option 3 with modifications that include elements of option two. One member preferred an option not presented that would include significantly higher density in towers and townhomes on 30% of the developable area, offset by 70% park space. The Applicant advised that towers are not an option for this development.

### BREAK

### In-depth Discussion of Committee Comments and Feedback

The facilitator invited Committee members to share additional comments. *Because several members offered the same comments, all comments are summarized below, without attribution to a specific person. Detailed notes are available if required:*

- Desire to ensure sufficient level of density to provide for services needed, including water and sewer connections to Anmore.
- General agreement that the density of option 3 is preferred, and responds to input from community members with no towers, while signaling a shift away from single family housing (one Committee member disagreed, instead preferring towers concentrated in one area, and suggesting that residents may not fully understand the beneficial tradeoffs of increased density).
- General desire to tweak option 3 with a goal of providing more greenspace and connected trail spaces (including suggestions for more apartments and fewer townhomes) – one suggestion to reduce the number of townhomes to 695 and increase the number of apartments to 1,400.
- Mixed preferences for recreational facilities:
  - Some desire for less structured park facilities and more open space
  - Some would like to leverage coordination with SD #43 to maximize use of existing facilities rather than building a new community centre
- Appreciation that there is already a lot of regional green space nearby.
- Appreciate efforts to create a “separate but connected” extension of Anmore; do not want to limit density on the Anmore South lands to only south of Sunnyside Road; one concern that the concepts were too spread out and should have more density within the total space.

## Agenda item

- Strong desire for a Crystal Creek connection.
- Recognition that local commercial space is needed; some interest in early delivery of senior living spaces and a community daycare.
- One Committee member expressed concern that option 3 would not be financially viable for the Village.
- Strong interest in a more detailed feasibility analysis and business case, to follow in Phase 3, confirming required municipal infrastructure costs like water/sewer/septic, a better understanding of fire and policing requirements, and potential cost-sharing/partnerships; questions as to what infrastructure is essential vs. optional.
- Questions as to how this development compares cost-wise with other recent developments in the area (e.g., Hillside and Cypress Village).

## Applicant Response to Committee Comments and Feedback

The Applicant representatives offered the following final comments:

- Option 3 can be tweaked in response to Committee's comments
- The selection of the location of the community centre was intentional – to create synergies with future use; however, there are opportunities to reconsider this
- Each concept was developed in response to community input to date – each create the desired gentle transition from single family areas to higher density areas.
- All three concepts offer significantly more park land than is typical for a development of this size
- Even option 3 offers significantly more density than elsewhere in Anmore.
- Phase 3 financial analysis will include the level of detail that Committee members requested; this will be completed following Council direction on the preferred land use scenario, which is a necessary input to such analysis

## Discussion Recap

There being no further comments or questions, the facilitator asked members of the Committee to reconsider the meeting objectives:

- Do Committee members have enough information to make an informed decision on their preferred land use scenario? *All Committee members agreed that they do.*
- What else, if anything do Committee members need to know for this phase before referring to Council? *Discussion included the need to confirm:*
  - That the Applicant would prepare a modified option 3, with a connection to Crystal Creek, and slightly more density to allow for more park space with programming, including further engagement with SD #43 (one dissenting).
- Is there support to conduct phase 2 engagement and if so, about what?
  - Committee members agreed that Phase 2 public engagement should be an “inform” level of engagement to complete Phase 2, with a more detailed “consultation” level of engagement to follow in Phase 3, once outstanding financial questions and other technical studies are completed.
  - It was suggested that the question of tower height be brought back to the public for input before selecting a preferred land use scenario; however, the Applicant offered

**Agenda item**

that it would not pursue such an option because market analysis shows that it would not be profitable to do so

**Community Engagement Considerations:**

- Ms. Mickelson presented considerations for the next phase of public engagement, based on the intent to provide an “inform” level of engagement to complete Phase 2, including advising of work to date and next steps, including when residents will have answers to outstanding questions:
  - Have Your Say engagement page update once Council confirms the land use scenario to take forward
  - Direct mailer to all residents
  - Display boards at municipal hall for viewing during upcoming holiday events
  - Target engagement period for Phase 2: beginning late November 2024 and as early as January-February 2025 for Phase 3 (subject to completion of required technical studies by the Applicant, and analysis and discussions with Village staff)

**Summary and Next Steps**

- Committee of the Whole to provide report and recommendation to Council at the November 19, 2024 meeting
- Council to confirm decision on preferred land use plan to move to Phase 3 studies and community engagement
- Staff to initiate Phase 2 community engagement as directed and continue meeting with Applicant to advance Phase 3

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

**Attendees:** Glenn Pollock, Co-chair, Port Coquitlam Councillor  
 Dr. Cheryl Young, Co-chair, Tri-Cities Medical Health Officer Fraser Health  
 Ann Johannes, Community Development Liaison, Coquitlam Public Library  
 Holly Barrington, Early Years Specialist, MCFD North Fraser  
 Claire MacLean, CEO SHARE Family & Community Services  
 Graham Danziger, Recreation Manager, Port Coquitlam  
 Brynn Fominoff, Director Community Services, Fraser Health  
 Lynn Heinrich-Chutskoff, Chair, Middle Childhood Matters Committee  
 Cathy vanPoorten, Social Planner, City of Coquitlam  
 Orion Warje, PACEs Community Health Specialist, Fraser Health, Chair, Early Childhood Development  
 Roxanne Saxon, TC CAT Project Coordinator  
 Samantha Chong, Tri-Cities Toxic Drug Response Public Health Nurse, Fraser Health  
 Jennifer Keefe, Director, Community Recreation, Culture, and Facilities  
 Dennis Marsden, Coquitlam Councillor  
 Vera LaFranc, Executive Director, Fraser Northwest Division of Family Practice  
 Jeff Stromgren, Community Connections Coordinator, SD 43  
 Shaina Schafers, Community Health Specialist, Fraser Health

**CALL TO ORDER**

**1. Welcome, Territorial Acknowledgement & Introductions**

We acknowledge that we are on the traditional, ancestral unceded territory of the kʷikʷəłəʼm (Kwikwetlem First Nation). I thank the kʷikʷəłəʼm 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**

Reviewed Action items from May 2024 meeting:

Action Item	Status
<b>Pride Allies</b>	
Orion/Graham to discuss presentation to Port Coquitlam staff who work with youth including summer programming	Complete
Orion to send the info sheets to the group; to be shared widely	Complete
Leah to send the resource sheet for LGBTQ+ youth and families	Complete
Leah/Orion to share ppt	Complete
<b>Housing &amp; HBE</b>	
Cathy - to connect with her team to see if they have interest in equity-related data on built environment	Complete – Cathy connected her colleague Max to Shaina/Suzanna Kaptur Healthy Built Environment Consultant for housing needs assessment
Graham to review H&HBE b) (the second row on slide 6) with his council to see if they have any actions	In progress- Graham/Glenn will follow up
<b>Physical activity &amp; literacy</b>	
Graham – to connect with Port Coquitlam staff regarding parks and youth (e.g., park asset mapping, engaging youth in planning)	In progress - Conversation has started with Youth Services and Parks to figure out how that would look for youth to be involved



<b>Child &amp; Youth Engagement</b>	
Holly to talk to director if possible; may be able to present to HCP on CYSN contracts for community agencies & services available	In progress - Holly can send out a list of resources in the community. MCFD employees cannot do any presentations currently.
<b>Other</b>	
Shaina to circulate HCP membership list	Complete
Shaina to add Vera and Sam to MWSC subcommittee	Complete

**3. Adopt Minutes:** Minutes from May 23, 2024 meeting adopted

**NEW BUSINESS**

**4. HCP Terms of Reference Review**

HCP TOR review is scheduled for 2024; last reviewed September 2022 and is to be completed every two years.

- Shaina/Cheryl will share a copy of the ToR with some initial suggestions after this meeting.
- **Action:** Request for members to provide feedback by October 15, 2024. Shaina/Cheryl will collate/integrate feedback and circulate again for review.
- Review update ToR at Nov 14, 2024 meeting.

**5. Discussion: Child & Youth Engagement - Opportunities to support municipal youth committees**

What is the current situation of youth committees in the Tri-Cities and are there any opportunities for HCP to support increased and effective involvement?

- There are different youth groups/committees associated with non-profits and the school district, in addition to the municipal youth committees. For example, Access Youth; SHARE youth group; Moresport; Foundry just established a youth committee; TC CAT is working on having youth on the committee; student leadership council within the school district has decision making power; Children’s Charter
- It would be interesting to highlight/learn about examples of active and engaged youth committees in TC, in particular situations where youth voices have translated into direct actions (supported by adults) with tangible results. Ex: recent Moresports youth engagement led to 22 new jobs for youth under the age 19
- **Initiative idea through HCP:** to create comprehensive and centralized list of youth committees with contact information, distinguishing between groups comprised of youth versus groups of adults supporting youth.
- **Action: Graham** to connect with Port Coquitlam Youth Coordinator to inquire if a list of youth committees already exists.
- **Action: Orion** to inquire about youth committee list at Youth Community Table and ECD meetings.
- Idea to inquire with youth committees what they may need to more effectively promote health and wellness
  - HCP/FHA could engage in discussions youth committees on broader understandings of health and health promotion (e.g.) built environment, healthy cities, social determinants of health)
  - Coquitlam Youth Council has a new intake of youth and Coordinator - good timing to reach out.
  - **Action: Orion and Jennifer Keefe** to connect re: opportunities to engage Coquitlam Youth Council in discussion/capacity-building around health.
- It is important for the HCP to encourage youth committees to have diverse representation of youth (i.e., across socioeconomic class, including LGBTQ youth, youth with supports needs); HCP can assess barriers to participation and share best practices to make youth committees more inclusive.
- Question: how can HCP support not only the youth committees directly, but also encourage organizations and institutions, including municipal governments, to proactively seek out youth committees
  - Jennifer Keefe has seen good examples of collaboration between Coquitlam City Staff and Youth council; Coquitlam youth council provides feedback on city planning, and staff teams are eager to get their feedback. The youth coordinator supports city staff to know how to engage youth.

**STANDING ITEMS**

## 6. HCP Priority Area Updates

### 6.1 Mental Wellness & Social Connectedness

Update from MWSC subcommittee

- Next meeting is on October 3, 2024, so we'll have more updates at the next HCP
- MWSC to explore use of BC Healthy Communities C&Y Mental Wellbeing for local governments toolkits

### 6.2 Housing & Homelessness

Update from Homelessness Task Group

- Transition in leadership: co-chairs stepped down as part of the strategic planning. Executive committee established:
  - Claire MacLean – CEO, SHARE Family and Community Services and 43 Housing
  - Lenore Mossing – Director of Housing, Progressive Housing Society
  - Reverend David Cathcart – Trinity United Church
  - Craig Savage - Tri-Cities Director & Club Freedom Director, City Reach Care Society
- Polly Krier transitioning out of coordinator role end of December
- Executive committee shared a work plan with the municipalities and was presented to the Housing and Homelessness Task Group.
- Emergency weather and winter shelter: no site secured for EWR in Tri-Cities. BC Housing has funded a winter shelter, and locations are secured for December-March to be managed by Progressive Housing Society.

Other discussion:

- Concerns about 3030 Gordon and the impact on the broader community, including safety concerns (issues with crowding, fire risks, etc.) and management of the space and beds available
- **Action: Glenn** to connect with contact at BC Housing for more information about storage space and bed availability
- **Action: Cheryl** to flag with FHA Housing Consultant, Kelly Vidas
- Request for support from FHA to advocate for more available beds in Tri-Cities

### 6.3 Child and Youth Engagement

Update from Early Childhood Development & Middle Childhood Matters Committees

- Lynn & Holly: Meetings are starting up this month
- **Save the Date:** November 20 research days: EDI & MDI; hosted by Port Coquitlam in the Mabett room
- FHA wrapping up the school data pool; every year FHA packages youth health data for school district with support for interpretation.
  - **Shaina** will circulate when ready.

### 6.4 Seniors Wellbeing

Update From Tri-Cities Seniors' Action Society

- Make A Will Week in BC: October 6 to 12, 2024. The purpose is to encourage the public to write their will or bring an existing will up-to-date.
- Seniors Concerns & BC Provincial Election on October 19:
  - Seniors, have the leverage to get some action, since 42% of the voters are between 45 to 64 years of age. Speak up for seniors' & concerns: Health Care, Public Safety, Mental Health or whatever.
- Falls & Injury Prevention (workshop presented by FHA) and TCSAS AGM – October 17
- As we Age Seniors Showcase on October 24
  - Workshops on Road Safety for Seniors, and Frauds, Scams and Adult Abuse Awareness
  - In person event with refreshments & Prizes
- Sending out Immunization reminders: shingles, pneumonia, influenza, TDaP

### 6.5 Food Security

Update from Tri-Cities Food Council

- Food Council developing sub-committees to become more action oriented

- Peoples Pantry will have to move in March: looking for a 2000 sq ft warehouse space
- Shaina to provide updates at future meetings

### 6.6 Physical Activity & Literacy

#### Discussion: HCP interest in unstructured/active play

- FHA Active Living team presented on outdoor play to HCP last summer. FHA supported The Langley Adventure Playground pilot project summer 2024 with evidence for best practices and leading the evaluation.
- Coquitlam had an adventure playground for a few years with no ongoing funding. Anyone interested to learn more about the logistics and challenges of implementation can connect with Jennifer Keefe. Currently in Coquitlam, rather than having a stand alone adventure playground, they have incorporated active play into other existing recreation offerings.
  - Suggestion that “pop-up parks” initiatives could incorporate active/unstructured play components
- Some hospital foundations might be interested in supporting these initiatives
- **Action: Shaina** to liaise with FHA Active Living team regarding Langley Adventure Playground evaluation results to bring back to HCP.
- BC Alliance for Healthy Living is piloting an After-School Active Play Initiative, with seed funding. Jeff has been in contact, but it is slow moving. Likely there will be two schools in the Tri-Cities selected to pilot.
- Outdoor classrooms (e.g., Meadowbrook, Baker Drive) are a good example
- To learn more about the topic, can look to “Teacher Tom” from the US

#### Play Boxes

- Stalled initiative of Healthy Living Working Group/Live 5210, with three playboxes in storage that need to be installed in City parks. Need to team up with the municipalities to move forward
- **Action: Shaina** to contact Graham/Glenn Mitzel/Glenn Pollock about identifying spaces and next steps for the play boxes across the Tri-Cities.
- City of Port Moody: seems not an ideal location at Rocky Point
- Non-profits may be interested in storage space for their programming at parks

### 7. Roundtable Partner Updates (Time Permitting)

All partners to provide an update on key projects, plans or priorities, and emerging issues

- Glenn was invited by David Young, PCN Advisor for FNW DFP, to join as representative on behalf of HCP to a community advisory group focused on frail elderly care; maternity care
- **Save the Date:** Naloxone Training at City Centre Library October 15<sup>th</sup> @ 6:30PM. No sign-up necessary

### NEXT MEETING

8. **Date:** Thursday, November 14, 2024, 9:30-11:00 am

**From:** Metro Vancouver <[MetroVancouver\\_Media@metrovancover.org](mailto:MetroVancouver_Media@metrovancover.org)>  
**Sent:** November 6, 2024 2:07 PM  
**To:** Rhonda Schell <[Rhonda.Schell@anmore.com](mailto:Rhonda.Schell@anmore.com)>  
**Subject:** Board in Brief - November 1, 2024



# BOARD IN BRIEF

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## Board in Brief - November 1, 2024

An informal summary of this month’s Metro Vancouver Board meetings.  
Please note these are not the official minutes.

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<b>Metro Vancouver Regional District</b>	<a href="#">Agenda</a>	<a href="#">Video</a>
<b>Greater Vancouver Sewerage &amp; Drainage District</b>	<a href="#">Agenda</a>	<a href="#">Video</a>
<b>Greater Vancouver Water District</b>	<a href="#">Agenda</a>	<a href="#">Video</a>
<b>Metro Vancouver Housing Corporation</b>	<a href="#">Agenda</a>	<a href="#">Video</a>

### ITEMS PULLED FOR DISCUSSION

**Metro Vancouver Regional District**

- [E1.1 Public Education about Residential Indoor Wood Burning Requirements](#). Pulled for a question from Director Buchanan.
- All items were passed as presented.

## ITEMS OF NOTE

### Metro Vancouver Regional District

- [H1 Notice of Motion from Director Buchanan and Director Muri](#). The Board voted to consider this item earlier in the agenda and following discussion, each item was voted on separately. Resolution 1 was defeated. A recorded vote was requested for Resolution 2, which was defeated 72-72. Resolution 3 was carried. Resolution 4 was struck because it referred to a meeting that had already taken place. Director Locke recommended the establishment of task forces for the budget and governance, which the Chair said he would take the request under consideration, including adding to governance review work underway.
- [G3.1 MVRD 2025 Budget and 2025 - 2029 Financial Plan and Five-Year Bylaw 1401](#). Recommendations passed. Director Buchanan recorded as opposed to Recommendation 1.

### Greater Vancouver Sewerage & Drainage District

- [G2.1 2025 - 2029 Financial Plan – Liquid Waste Services](#). Passed with Directors Buchanan, Woodward, and Baillie recorded as opposed to all readings and adoption of both bylaws.
- [G3.1 GVS&DD 2025 Budget and 2025 - 2029 Financial Plan](#). Passed with Directors Buchanan, Woodward, and Baillie recorded as opposed.

## LINKS & INFORMATION

**Next Board Meeting:** [November 29, 2024](#)

[Agendas and Minutes](#)

**Previous Board Meeting:** [September 27, 2024](#)

[Board Live Webcast](#)

[Board and Committee Meeting Calendar](#)

[Board Meeting Video Gallery](#)

## Metro Vancouver Regional District

Metro Vancouver is governed by a Board of Directors made up of 41 elected officials from across the region, who are elected by their residents and chosen by their Councils to represent their municipality or Treaty First Nation at the Board. It is standard practice that reports go through a Committee for discussion and direction prior to going to the Board for decision. Committees are made up of elected officials from across the region, and may or may not be members of the Metro Vancouver Board.

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Metro Vancouver is a diverse organization that plans for and delivers regional utility services, including water, sewers and wastewater treatment, and solid waste management. It also regulates air quality, plans for urban growth, manages a regional parks system, provides affordable housing, and serves as a regional federation. The organization is a federation of 21 municipalities, one electoral area, and one treaty First Nation located in the region of the same name. The organization is governed by a Board of Directors of elected officials from each member jurisdiction.

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**For Metro Vancouver meetings on Friday, November 1, 2024**

*Please note these are not the official minutes. Board in Brief is an informal summary. Material relating to any of the following items is available on request from Metro Vancouver. For more information, please contact: [media@metrovancover.org](mailto:media@metrovancover.org).*

**Metro Vancouver Regional District**

**E1.1 Public Education about Residential Indoor Wood Burning Requirements**

**RECEIVED**

Wood smoke from residential indoor wood burning is the most significant source of emissions of fine particulate matter (PM2.5) in the region, contributing more than a quarter of the total annual regional PM2.5 emissions, and is the second top source of toxic air pollutants. The *Metro Vancouver Regional District Residential Indoor Wood Burning Emission Regulation Bylaw No. 1303, 2020* (Bylaw 1303) is designed to reduce emissions of, and exposure to, PM2.5 and its known health impacts by promoting the use of cleaner wood-burning practices and technologies.

A recent survey indicated that most Metro Vancouver residents are unaware of the requirements of Bylaw 1303. To build greater awareness of the requirements of Bylaw 1303, a public education campaign is scheduled for October through December 2024. It will help residential indoor wood burning appliance owners and users understand the actions they need to take to continue using their wood burning stoves and fireplaces after the final phase of Bylaw 1303 comes into effect in September 2025.

The Board received the report for information.

**E1.2 Tilbury Marine Jetty and Tilbury Phase 2 LNG Expansion Projects – Update**

**RECEIVED**

Metro Vancouver, through staff, routinely participates in provincial and federal environmental assessment processes on projects that may impact Metro Vancouver’s plans, assets, infrastructure, and legislated responsibilities. Staff also provide updates to Metro Vancouver Standing Committees and Boards at key process milestones, as this report does for the Tilbury Marine Jetty and Tilbury Phase 2 LNG Expansion Projects.

In July 2024, the Tilbury Marine Jetty Project, comprising new liquefied natural gas (LNG) berthing and loading facilities on Tilbury Island in the Fraser River in Delta, received its final environmental assessment approval from the federal government. This project had already received provincial approval in March 2024, so can now proceed subject to the conditions set out in both approvals, which include requirements to develop air quality and greenhouse gas management plans in consultation with Metro Vancouver.

FortisBC’s Tilbury Phase 2 LNG Expansion Project, which entails adding more storage and vaporization capabilities to an existing facility on Tilbury Island, is going through a provincial environmental assessment process with federal involvement that if successful would grant it approvals from both levels of government. The Project is still in the application development and review phase of the assessment process, and FortisBC expects to submit an application for review in fall 2024, which will be reviewed by the BC Environmental Assessment Office and process participants, including Metro Vancouver.

The Board received the report for information.

**E2.1 Walkability Index Update****RECEIVED**

The Neighbourhood Built Environment and Walkability Surface analysis, including the Walkability Index, have been updated based on 2021 data. The Walkability Index supports the comparison of data from previous analyses from 2006, 2011, and 2016. This analysis enables Metro Vancouver and its members to better understand how the built environment and walkability currently varies across municipalities and neighbourhoods and how it is changing over time. This resource also supports land use and transportation decision-making. Greater walkability is associated with improved traffic flow, reduced air pollution and greenhouse gas emissions, improved physical and mental health outcomes, and greater community wellbeing. Monitoring walkability in the region supports *Metro 2050* goals and policies, specifically the federation's collective goals regarding the development of resilient, healthy, connected and complete communities.

The key findings of the 2021 Walkability Index are:

- The most walkable areas in the region are aligned with Metro Vancouver's Urban Centres and Frequent Transit Development Areas (FTDAs), as set out in *Metro 2050*.
- Greater walkability is attributed mostly to increased net residential density and/or land use mix in Vancouver, Burnaby, New Westminster, the North Shore, western parts of Coquitlam, and northwestern parts of Surrey. In other areas, greater walkability is associated with increased intersection and/or net residential density.
- Walkability improved across the majority of Metro Vancouver from 2016 to 2021 – with more pronounced improvements in Urban Centres and FTDAs.

The Board received the report for information and directed staff to share the findings and report with member jurisdictions, and to offer a staff presentation to Council upon request.



**E2.2 Regional Context Statements – Submission Timelines**

**RECEIVED**

*Metro 2050* was adopted by the MVRD Board on February 24, 2023. The Local Government Act stipulates that member jurisdictions must prepare and submit a regional context statement within two years of the adoption of a regional growth strategy showing the relationship between their official community plan (OCP) and the regional growth strategy. Therefore, regional context statements are due by February 24, 2025. The MVRD Board considers acceptance of regional context statements, and these are one of the most important links connecting local and regional planning.

In November 2023, the Province passed several pieces of housing legislation with deadlines by which local governments are required to amend zoning bylaws, official community plans, and prepare housing needs reports. Member jurisdictions have indicated that they have had to adjust work plans and staff resources to comply with these provincial deadlines. The provincial deadlines do not align with the upcoming deadline for regional context statement submissions, as much of the work required for the provincial housing legislation will be needed to inform the development of regional context statements.

Recognizing the pressures faced by member jurisdictions, and the aim to receive regional context statements that are based on updated OCPs with policies that demonstrate alignment with *Metro 2050*, Metro Vancouver understands that member jurisdictions may choose to submit their regional context statement for consideration by the Metro Vancouver Board in late 2025.

The Board received the report for information.

**E3.1 Metro Vancouver External Agency Activities Status Report – October 2024**

**RECEIVED**

This report provided updates from representatives to the following Metro Vancouver external agencies:

- a) Delta Heritage Airpark Management Committee;
- b) Fraser Basin Council;
- c) Fraser Basin Council, Lower Mainland Flood Management Strategy Leadership Committee
- d) Fraser Valley Regional Library Board;
- e) Lower Mainland Local Government Association;
- f) Metro Vancouver Regional Parks Foundation;
- g) Municipal Finance Authority of BC;
- h) National Zero Waste Council;
- i) Ocean Watch Action Committee;
- j) ąícąý (Katzie First Nation) Treaty Negotiation Table
- k) Sasamat Volunteer Fire Department Board of Trustees;
- l) Solid Waste and Recycling Industry Advisory Committee;
- m) Solid Waste Management Plan Public/Technical Advisory Committee;
- n) Union of BC Municipalities;
- o) UBCM Indigenous Relations Committee
- p) Western Transportation Advisory Council (WESTAC); and
- q) Zero Emissions Innovation Centre (ZEIC);.

The Board received the report for information.

**G1.1 Metro 2050 Type 3 Proposed Amendment – City of Surrey (15238 - 64 Avenue) APPROVED**

The City of Surrey requested a Type 3 *Metro 2050* amendment for a 0.67 hectare parcel located at the southeast corner of 152 Street and 64 Avenue. The proposed amendment would extend the Urban Containment Boundary to include this parcel and amend its regional land use designation from Agricultural to Industrial to accommodate a multi-tenant industrial building with a restaurant and a volleyball facility. The proposed amendment had been assessed in relation to applicable Metro 2050 goals and policies. Staff recommended that, on balance, the proposed amendment is supportable.

The proposed amendment:

- reflects the fact that the subject property has been used for industrial purposes for many years and is not a viable site for agricultural uses; the parcel has been excluded from the Agricultural Land Reserve;
- would add 0.67 hectares of Industrial land to the region, making a contribution to the regional industrial land stock;
- could lead to pressure to expand urban uses onto nearby agricultural lands; and
- would result in higher trip generation, particularly for passenger vehicles. The site is served by several bus routes, although these services do not meet the criteria for the Frequent Transit Network.

The requested *Metro 2050* Type 3 amendment required adoption through an amendment bylaw passed by an affirmative 50% + 1 weighted vote of the MVRD Board. An updated Regional Context Statement (RCS) that reflects the proposed regional land use designation change is required from the City of Surrey prior to final adoption of the amendment bylaw. The amended RCS also needs to be approved by the MVRD Board.

The Board initiated the *Metro 2050* amendment process for this request, gave three readings to *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1396, 2024*, and directed staff to notify affected local governments as required by *Metro 2050*.

**G2.1 MVRD Temporary Borrowing Bylaw No. 1397, 2024**

**ADOPTED**

MVHC is seeking to borrow through MVRD an amount up to \$70 million over the next five years, to fund required building envelope repairs, and deep retrofits to reduce greenhouse gas emissions and improve energy efficiency at several of its housing complexes as contained in the endorsed budget and five-year financial plan.

Pursuant to Section 179 of the *Community Charter*, MVRD may lend to the MVHC. *Metro Vancouver Regional District Loan Authorization Bylaw No. 1381, 2024* (“Bylaw No. 1381”) was adopted by the MVRD Board on July 26, 2024, allowing long-term borrowing by MVRD on behalf of MVHC from the Municipal Finance Authority. However, an additional bylaw is required to authorize MVRD to borrow from MFA on a temporary basis on behalf of MVHC, which will provide flexibility for cash management and allow the same borrowing methods used by municipalities. Adoption of the “*Metro Vancouver Regional District Temporary Loan Authorization Bylaw No. 1397, 2024*” will provide the authority for MVRD to temporary borrow from MFA on behalf of MVHC.

The Board gave consent to the temporary borrowing and adopted *Metro Vancouver Regional District Temporary Borrowing Bylaw No. 1397, 2024*, which will be forwarded to the Municipal Finance Authority of British Columbia as approval for anticipated temporary borrowing applications.

**G3.1 MVRD 2025 Budget and 2025 - 2029 Financial Plan and Five Year Bylaw 1401**

**ADOPTED**

The 2025 Budget and the 2025 - 2029 Metro Vancouver Financial Plan were prepared following direction from the Financial Plan Task Force and from the Board at the Board Budget Workshops in the Spring and on October 16, 2024. The 2025 Budget came under the household impact targets that were recommended by the Financial Plan Task Force and endorsed by the Board, which resulted in an overall consolidated household impact for 2025 of 9.9%, down from the 11.0% projected for 2025 in the prior financial planning cycle.

For all Metro Vancouver Regional District Services, the combined 2025 operating budget is \$152.2 million with a capital cash flow of \$44.4 million for Regional Parks.

In addition, a request was brought forward to authorize the application of 2025 reserve funds, which requires the approval of the MVRD Board pursuant to the Board’s *Operating, Discretionary, and Statutory Reserves Policy*.

The Board approved the 2025 Annual Budget, endorsed the 2025-2029 Financial Plan, approved the 2025 Reserve Applications, and adopted *Metro Vancouver Regional District 2025 to 2029 Financial Plan Bylaw No. 1401, 2024*.

**G3.2 MVRD Electoral Area A Zoning Amendment Bylaw 1399, 2024**

**APPROVED**

This report brings before the MVRD Board the *Metro Vancouver Regional District Electoral Area A Zoning Amendment Bylaw No. 1399, 2024* at the conclusion of a public hearing not held process. Bylaw 1399, 2024 brings the *Greater Vancouver Regional District Electoral Area A Zoning Bylaw No. 1144, 2011* into alignment with the current provincial housing policy guidance. The report recommended that the Board give Bylaw 1399, 2024 three readings and direct staff to forward it to the Ministry of Transportation and Infrastructure for approval.

The Board gave three readings to *Metro Vancouver Regional District Electoral Area A Zoning Amendment Bylaw No. 1399, 2024* and directed staff to seek approval from the Ministry of Transportation and Infrastructure.

**G3.3 Regional Growth Strategy Amendment Bylaw No. 1392, 2024 – City of Surrey (7880 128 St)**

**ADOPTED**

In July 2024, the MVRD Board initiated a Type 3 amendment to *Metro 2050*, and gave first, second, and third readings to *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1392, 2024*. The amending bylaw would redesignate 7880 128 Street from Industrial to Employment to accommodate commercial uses, including retail, office space, and a childcare facility. As required by the *Local Government Act* and *Metro 2050*, Metro Vancouver notified affected local governments, local First Nations, and other regional agencies of the proposed amendment to provide an opportunity for comment. Nine responses were received, and a summary of the responses are provided below. Six of the nine responses indicate either support or no objection to the proposed amendment; however two member jurisdictions and the Port recommend against the amendment.

The Board received the comments from affected local governments and agencies, adopted *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1392, 2024*, and accepted the corresponding amended Regional Context Statement from the City of Surrey.

**H1 Notice of Motion**

The following Notice of Motion was submitted by Director Buchanan and Director Muri at the September 27, 2024 MVRD meeting:

Whereas the proposed 2025-2029 Metro Vancouver Financial Plan currently projects an 11% increase for 2025 and;

Whereas residents and businesses are facing significant affordability challenges;

Therefore be it resolved that the Metro Vancouver Board of Directors direct staff to:

- a) Revise the 2025 Budget to target a maximum 5-7% increase over 2024 levels.
- b) Implement zero-based budgeting for all departments for the 2026 budget cycle.
- c) Identify potential reductions for each department.
- d) Report back to the board with a revised Financial Plan reflecting these directives at the October 23rd Board Budget and Strategy Session for inclusion in the 2025 budget.

The Board considered the motion and directed staff to identify potential reductions for each department.

**I 1 Committee Information Items and Delegation Summaries**

The Board received information items and delegation summaries from standing committees as follows.

**Climate Action Committee – October 3, 2024**

Information Items:

**E2 2025 - 2029 Financial Plan – Air Quality and Climate Action**

At its October 3, 2024 meeting, the Climate Action Committee considered the report dated September 26, 2024, titled “2025 - 2029 Financial Plan – Air Quality and Climate Action”.

After discussing the 2025-2029 Financial Plan and forwarding it to the Board for consideration, the Committee subsequently passed the following recommendation:

That the Climate Action Committee recommend having the Board participate in a facilitated workshop in Q1 2025 on Metro Vancouver's Climate 2050 strategy in order to inform future policy work and the 2026 budget.

This recommendation was presented to the Board for information.

**E3 Addressing Air Contaminant Emissions from Medium and Heavy Trucks**

Medium and heavy trucks emit 10 per cent of diesel particulate matter emissions and 12 per cent of nitrogen oxides emissions in the region, according to Metro Vancouver’s emissions inventory. Diesel particulate matter and nitrogen dioxide (the primary component of nitrogen oxides) are two of the air contaminants with the largest health impacts in our region. Metro Vancouver’s Board adopted Clean Air Plan and Climate 2050 Transportation Roadmap include multiple actions that aim to reduce emissions from this sector. This report outlines current policies targeting these emissions, and identifies potential opportunities to further reduce emissions based on policies in other jurisdictions.

Current policies are already helping to reduce air contaminants from these vehicles, primarily by supporting vehicle owners to transition to cleaner vehicles and use renewable fuels. Additional effort is needed to sustain and accelerate these reductions to meet regional targets. Metro Vancouver is working with the BC Government, TransLink, and the Port of Vancouver to evaluate potential policies to further reduce emissions from medium and heavy trucks, focusing on minimizing tampering with emission controls. Metro Vancouver is also working on several projects to reduce corporate trucking-related emissions: converting fleet vehicles to electric vehicles, and exploring zero emission vehicles for waste hauling.

**Regional Planning Committee – October 4, 2024**

Delegation Summaries:

**C1 Shawn Low, Director of Development Planning, City of Surrey**

Subject: Background and Context on City of Surrey’s Metro 2050 Type 3 Proposed Amendment

**Finance Committee – October 9, 2024**

Information Items:

**E4 Overview of Engagement on 2025 Budget and Five-Year Financial Plan**

From July 31 to September 16, Metro Vancouver invited residents to provide feedback for consideration while finalizing the 2025 Budget. The opportunity was promoted through social media, a news release, media pitching, and paid digital media placements. Overall, we received 422 online responses and 79 hardcopy responses, engaged with 8,483 people through an installation at the PNE, had 1,453 visits to the budget webpage, and had 291,956 views of the budget video on YouTube.

Common themes included concerns of affordability and livability, support for affordable housing, and an interest in seeing Metro Vancouver help reduce financial pressures on households; ensuring that Metro Vancouver is investing in infrastructure while also ensuring major projects are being well managed with strong project oversight, transparency, and efficiency; interest in continued investment in greenspace and climate action, investing in the future, and prioritizing healthy people and a healthy environment; and comments on the North Shore Wastewater Treatment Plant Project and overall organizational fiscal responsibility.

**E5 Semi-Annual Report on GVS&DD (Sewerage) and GVWD (Water) Development Cost Charges**

Total GVS&DD (Sewer) and GVWD (Water) Development Cost Charges (Sewer DCC’s) collected in the 1st half of 2024 were \$86.2 million (up from \$45.5 million for 2023 1st half.) This is primarily due to updated GVS&DD DCC rates coming into effect as instream protection ended in mid 2023 as well as GVWD DCC rates instream protection ended in April 2024.

Building permit activity in the Region has been relatively consistent over the last 18 months with the period of January 2024 to June 2024 permit values approaching \$7.3 billion compared to \$7.1 billion compared to the same time period in 2023. The bulk of this activity has been in the residential development sector (averaging close to 69% of building permit values over the period January to June 2024) with the balance being generated in industrial (2%), commercial (22%), and institutional/governmental (7%) development sectors over the same period.

The total GVS&DD DCC’s that are currently held in reserve at December 31, 2023 are \$273.7 million.

**Indigenous Relations Committee – October 11, 2024**

Information Items:

**E3 Solid Waste Management Plan Update Vision and Guiding Principles**

At its June 28, 2024 meeting, the GVS&DD Board approved the recommendation in the attached Zero Waste Committee report dated June 6, 2024, titled “Solid Waste Management Plan Vision and Guiding Principles”.

The report was provided to the Indigenous Relations Committee at its October 11, 2024 meeting, to highlight First Nations engagement on the solid waste management plan update across multiple phases. This work is still ongoing and Metro Vancouver is committed to providing opportunities for meaningful engagement during all project phases. Metro Vancouver recognizes that the solid waste management plan update presents an opportunity to advance collaboration and reconciliation, as well as strengthen relationships with First Nations.

In 2023, Metro Vancouver sent letters to local First Nations and First Nations located outside Metro Vancouver with interests in the region, as well as the Métis Nation of BC, describing engagement opportunities during the vision and guiding principles phase of engagement. Subsequently, Metro Vancouver met with representatives from seven local First Nations, and received feedback to help identify and understand their priorities related to waste management in their communities, and to explore opportunities to work together to advance waste reduction.

Metro Vancouver is currently engaging with First Nations on idea generation for the solid waste management plan update, and will continue to engage during subsequent phases.

**E4 Quarterly Update Report on Reconciliation Activities**

This update report provided a summary of reconciliation events and activities undertaken or planned by the Metro Vancouver Indigenous Relations Department for the third and fourth quarters up to the end of September 2024.

**Special Mayors Committee – October 17, 2024**

Delegation Summaries:

**B1 Beau Jarvis, President, Wesgroup**

Subject: Industry Input on the Implementation of Development Cost Charges

**B2 Rob Bruno, Executive Vice President, Polygon Homes Ltd.**

Subject: Industry Input on the Implementation of Development Cost Charges

**B3 Rick Johal, President, Zentarra Developments**

Subject: Industry Input on the Implementation of Development Cost Charges

**B4 Rob Blackwell, Executive Vice President, Development, Anthem Properties Group Ltd.**

Subject: Industry Input on the Implementation of Development Cost Charges

**B5 Matthew McClenaghan, President, Edgar Development**

Subject: Industry Input on the Implementation of Development Cost Charges

**B6 Jonathan Cooper, Senior Vice President, Operations, Strand**

Subject: Industry Input on the Implementation of Development Cost Charges

**B7 Evan Allegreto, President, Intracorp Homes**

Subject: Industry Input on the Implementation of Development Cost Charges

**B8 Chris Gardner, Chief Executive Officer/President, Independent Contractors and Business Association**

Subject: Industry Input on the Implementation of Development Cost Charges

**B9 Hani Lammam, Executive Vice President, Cressey Development Group**

Subject: Industry Input on the Implementation of Development Cost Charges

**B10 David Major, AVP, Choice Properties REIT**

Subject: Industry Input on the Implementation of Development Cost Charges

**B11 Pedro Tavares, Senior Vice President, JLL Value and Risk Advisory**

Subject: Industry Input on the Implementation of Development Cost Charges

**B12 Ted Mildon, Vice President, Operations and Leasing, Oxford Properties Group**

Subject: Industry Input on the Implementation of Development Cost Charges



**B13 Dr. Mike P. Moffatt, Founding Director, Smart Prosperity Institute**  
 Subject: Industry Input on the Implementation of Development Cost Charges

**B14 Todd Yuen, President, Beedie**  
 Subject: Industry Input on the Implementation of Development Cost Charges

**B15 Rhiannon Mabberley, Director, Development, Westbank**  
 Subject: Industry Input on the Implementation of Development Cost Charges

**B16 Nick Belmar, Senior Vice President, Sales ONNI**  
 Subject: Industry Input on the Implementation of Development Cost Charges

**Metro Vancouver Housing**

**E1.1 Award of the Construction Contract Component of RFP 22-167 for Construction Management for Services and Construction (At-Risk) for The Steller Affordable Housing and Childcare Development** **APPROVED**

The Steller Affordable Housing and Childcare project is a 122-unit affordable rental development with an integrated commercial childcare facility, located in Burnaby.

This project uses a CCDC-5B contract type that involves hiring a Construction Manager At-Risk (CMAR) early on in the process. The RFP No. 22-167 for Pre-Construction and Construction Management At-Risk (CMAR) services was awarded to Kinetic Construction Ltd. (Kinetic). Kinetic’s proposal ranked highest overall and demonstrated best value overall for Metro Vancouver. Kinetic supported the project pre-construction, and then sought pricing from qualified subcontractors which was reviewed with MVH. Now approaching the construction stage, Metro Vancouver Housing staff sought to award the construction contract component of RFP No. 22-167 to Kinetic for a stipulated price of up to \$69,781,556.

Following a value engineering process with the CMAR, MVH is able to deliver the total project for \$90.7M, 3.4% (\$3.2M) less than the Board approved budget of \$93.9M which was based on a Class C cost estimate. Additionally, given a more favourable funding context with additional grants and lower interest rates, MVH is able to reduce its equity input from the MVH Development Fund by \$10M from the previous estimate. This will allow MVH to further leverage its resources to support more affordable housing projects across the region.

The Board approved the award of contract.

**G1.1 MVHC 2025 Budget and 2025 – 2029 Financial Plan**

**APPROVED**

The 2025 Budget and the 2025 - 2029 Metro Vancouver Financial Plan were prepared following direction from the Financial Plan Task Force and from the Board at the Board Budget Workshops in the Spring and on October 16, 2024. The 2025 Budget came under the household impact targets that were recommended by the Financial Plan Task Force and endorsed by the Board, which has resulted in an overall consolidated household impact for 2025 of 9.9%, down from the 11.0% projected for 2025 in the prior financial planning cycle.

For Metro Vancouver Housing, the 2025 operating budget is \$60.7 million with a capital cash flow of \$186.2 million.

In addition, a request was brought forward to authorize the application of 2025 reserve funds, which requires the approval of the *MVHC Board pursuant to the Board’s Operating, Discretionary, and Statutory Reserves Policy*.

The Board approved the 2025 Annual Budget, endorsed the 2025-2029 Financial Plan, and approved the 2025 Reserve Applications.

**Greater Vancouver Water District**

**E1.1 Drinking Water Management Plan Update and Report on Phase 1 Engagement**

**RECEIVED**

Metro Vancouver is updating the *Drinking Water Management Plan (DWMP)*, the overarching guiding document for Metro Vancouver’s water utility, establishing priorities and setting the strategic direction for drinking water initiatives over the next 10 years. Engagement on Phase 1, establishing draft guiding principles and goals, concluded in July 2024. Local First Nations, member jurisdictions, members of the public, and interest holders were invited to provide feedback.

Key themes that emerged during engagement with First Nations include: reconciliation, conservation, environmental resilience, and water quality. Key themes from interest holders and the public include managing water for future generations, conservation, planning and futureproofing infrastructure, collaboration, environment, water quality, and water security.

Phase 2, developing the plan’s strategies and actions, is underway including ongoing engagement with the Regional Engineers Advisory Committee Water Sub-committee, and an internal working group. Planning for engagement with local First Nations on Phase 2 is also underway. Public engagement will follow in 2025.

The Board received the report for information.

**E1.2 Award of RFP 24-006A Component 1 – Program Management Services for the Coquitlam Lake Water Supply Project (CLWSP) and Consulting Engineering Services for the Treatment Pilot Testing Program** **APPROVED**

Jacobs Consultancy Canada Inc.’s proposal ranked highest overall, provided the lowest cost, had the highest technical score, and demonstrated best value overall for Metro Vancouver.

Metro Vancouver requires Program Management and Consulting Engineering Services to deliver the next increment of regional water supply through the Coquitlam Lake Water Supply Project, which includes a new intake, tunnel and filtration treatment plant. The project will enable the doubling of capacity from the Coquitlam source, which will address growing regional water demand to the later part of the century, and also prepare for the anticipated impacts of climate change. The consultant will be integrated with the Metro Vancouver team to provide industry expertise to develop and execute work plans required to successfully deliver this critical infrastructure.

RFP 24-006A was issued on April 5, 2024 to the two prequalified respondents of RFQ No. 23-164 – Coquitlam Lake Water Supply Projects – Program Management Services. RFP 24-006A was executed in accordance with the terms and conditions of Metro Vancouver’s Procurement Policy. The RFP 24-006A evaluation team considered the proposals received, and on that basis recommended that the GVWD Board award RFP 24-006A Component 1 – Program Management Services for the CLWSP and Consulting Engineering Services for the Treatment Pilot Testing Program to Jacobs Consultancy Canada Inc.

The Board approved the award of contract.

**E1.3 Award of RFP 24-006B Component 2 – Program Management and Consulting Engineering Services for Coquitlam Main No. 4 Project** **APPROVED**

CIMA Canada Inc.’s proposal ranked highest overall, provided the lowest cost, did not have the highest technical score, and demonstrated best value overall for Metro Vancouver.

Metro Vancouver requires Program Management and Consulting Engineering Services to deliver the Coquitlam Main No. 4 Project, a critical upgrade of Metro Vancouver’s Coquitlam water transmission system. The project is being built in four sections with some sections being constructed concurrently. Additional resources are required to manage and coordinate the four sections to ensure efficient and timely completion of this critical regional water main.

RFP 24-006B was issued on April 5, 2024 to the two prequalified respondents of RFQ No. 23-64 – Coquitlam Lake Water Supply Projects – Program Management Services. RFP 24-006B was executed in accordance with the terms and conditions of Metro Vancouver’s Procurement Policy. The RFP 24-006B evaluation team considered the proposals received, and on that basis recommended that the GVWD Board award RFP 24-006B Component 2 – Program Management and Consulting Engineering Services for Coquitlam Main No. 4 Project to CIMA Canada Inc.

The Board approved the award of contract.

**E2.1 Jericho Reservoir Phase 2 – Dissolution of Water Supply Agreements**

**APPROVED**

Prior to the adoption of the *Greater Vancouver Water District Development Cost Charge Bylaw No 260, 2023*, there were separate agreements between the Greater Vancouver Water District (GVWD), Township of Langley, and City of Surrey for the pre-payment of the Jericho Reservoir Phase 2, a future growth project, planned to be paid for upfront.

At the April 17, 2024 Special Joint Board Meeting, staff were directed to bring a report to the Finance Committee on the dissolution of these agreements, now that the funds can be captured via growth/developer contributions through DCCs. Upon approval to dissolve the agreements, funds received in 2023 for Phase 2 of the Jericho Reservoir project will be refunded (\$4,091,573 to the Langley Township and \$2,081,591 to the City of Surrey). In addition, annual amounts for 2024 and 2025 of \$4,091,573 from the Township of Langley and \$2,081,591 from the City of Surrey will no longer be collected. The dissolution of these agreements will have no impact on the 2025 water rates or household impacts as this project will be funded through the Water DCCs and there is no plan to commence this project in the plan until a future date.

The Board approved the dissolution of the Water Supply Agreements.

**G1.1 GVWD 2025 Budget and 2025 - 2029 Financial Plan**

**APPROVED**

The 2025 Budget and the 2025 - 2029 Metro Vancouver Financial Plan were prepared following direction from the Financial Plan Task Force and from the Board at the Board Budget Workshops in the Spring and on October 16, 2024. The 2025 Budget came under the household impact targets that were recommended by the Financial Plan Task Force and endorsed by the Board, which resulted in an overall consolidated household impact for 2025 of 9.9%, down from the 11.0% projected for 2025 in the prior financial planning cycle.

For Water Services, the 2025 operating budget is \$408.9 million with a capital cash flow of \$484.5 million.

In addition, a request was brought forward to authorize the application of 2025 reserve funds, which requires the approval of the GVWD Board pursuant to the Board’s *Operating, Discretionary, and Statutory Reserves Policy*.

The Board approved the 2025 Annual budget, endorsed the 2025-2029 Financial Plan, approved the 2025 Reserve Applications, and set the Water Rate for 2025.

**Greater Vancouver Sewerage and Drainage District**

**E1.1 Award of RFP No. 23-404 for Supply and Delivery of Standby Diesel Generators for Iona Island Wastewater Treatment Plant Projects** **APPROVED**

The proposal from Finning (Canada), a division of Finning International Inc. (Finning), ranked highest overall, had the highest technical score and demonstrated best value overall for Metro Vancouver. The Standby Diesel Generators (SDGs) are critical to ensure resiliency and safe operation of the existing plant while staff evaluate a prolonged use of the plant as directed by the GVS&DD Board in July 2024. Securing this contract with Finning allows Metro Vancouver to install the SDGs in 2026, before construction of the plant rehabilitation scope required to extend the plant’s lifespan commences.

GVS&DD issued a Request for Expressions of Interest and Qualifications (RFEOI) 23-331 in September 2023. Eight responses were received and five proponents were invited to participate in Request for Proposal (RFP) No. 23-404. RFP No. 23-404 was issued on December 13, 2023. The procurement process was executed in accordance with the terms and conditions of Metro Vancouver’s Procurement Policy. The RFP No. 23-404 evaluation team considered the proposals received, and on that basis recommended that the GVS&DD Board award RFP No. 23-404 to Finning.

The Board approved the award of contract.

**E1.2 Annacis Island Wastewater Treatment Plant Digester No. 5 – Stage Gate 0 Approval** **APPROVED**

To accommodate population growth, the Annacis Island Wastewater Treatment Plant is undergoing expansion works to increase treatment capacity to serve 1.5 million people. As part of the expansion works, a new Digester No. 5 is proposed to be constructed, to ensure sufficient regional digester capacity and redundancy to accommodate population growth.

The Long Range Capital Plan identified a total budget of \$456 million for design and construction of the Digester No. 5 project, which will be reviewed further in the Definition Stage. Staff recommended that the GVS&DD Board approve advancing to the Definition Stage (Stage Gate 0) to allow the project definition work to commence for the Annacis Island Wastewater Treatment Plant Digester No. 5.

The Board approved advancing the Annacis Island Wastewater Treatment Plant Digester No. 5 to the Definition Stage.

**G1.1 GVS&DD Tipping Fee and Solid Waste Disposal Regulation Amendment Bylaw No. 383, 2024 - Amends Bylaw 379, 2024** **ADOPTED**

The *Greater Vancouver Sewerage and Drainage District Tipping Fee and Solid Waste Disposal Regulation Bylaw No. 379, 2024* (Tipping Fee Bylaw) sets rates and requirements at Metro Vancouver solid waste facilities.

This report proposed an increase to the 2024 garbage tipping fees of \$7 per tonne, or between a 4.2% and 5.8% increase depending on the load weight, and the generator levy by \$3 per tonne. The proposed 2025 garbage tipping fees increase of \$7 per tonne is equal to the projected tipping fee increase in the previous five-year financial plan. Other changes and proposed revisions are as described in the report.

The Board approved the tipping fees and adopted *Greater Vancouver Sewerage and Drainage District Tipping Fee and Solid Waste Disposal Regulation Bylaw No. 379, 2024*.

**G2.1 2025 - 2029 Financial Plan – Liquid Waste Services** **ADOPTED**

The 2025-2029 Metro Vancouver Financial Plan was prepared following direction from the Financial Plan Task Force and from the Board at the Board Budget Workshops. The 2025 Budget came under the household impact targets that were recommended by the Financial Plan Task Force and endorsed by the Board. The overall consolidated household impact for 2025 is 9.9%, down from the 11.0% projected for 2025 in the prior financial planning cycle.

In 2025, the operating budget for Liquid Waste Services is proposed to increase by \$194.0 million. \$121.2 million is related to the Board approved North Shore Wastewater Treatment Plant (NSWWTP) budget amendment on March 2024. The remaining proposed increase is \$72.8 million for a total of \$681.9 million.

The report also included a cost apportionment bylaw amendment as well as an establishment of reserve funds for the NSWWTP Program budget to reflect the direction received by the Board at the Board Budget Workshop on May 31, 2024, which reduces borrowing over the five years, and results in an estimated \$60 million savings in debt servicing.

The Board adopted *Greater Vancouver Sewerage and Drainage District Cost Apportionment Amendment Bylaw No. 384, 2024* and *Greater Vancouver Sewerage and Drainage District North Shore Wastewater Treatment Plant Reserve Funds Bylaw No. 385, 2024*.

**G3.1 GVS&DD 2025 Budget and 2025 - 2029 Financial Plan**

**APPROVED**

The 2025 Budget and the 2025 - 2029 Metro Vancouver Financial Plan was prepared following direction from the Financial Plan Task Force and from the Board at the Board Budget Workshops in the Spring and on October 16, 2024. The 2025 Budget came under the household impact targets that were recommended by the Financial Plan Task Force and endorsed by the Board, which resulted in an overall consolidated household impact for 2025 of 9.9%, down from the 11.0% projected for 2025 in the prior financial planning cycle.

For Liquid Waste Services, the 2025 operating budget is \$681.9 million with a capital cash flow of \$1.0 billion. For Solid Waste Services, the 2025 operating budget is \$160.0 million with a capital cash flow of \$42.7 million.

In addition, a request was brought forward to authorize the application of 2025 reserve funds, which requires the approval of the GVS&DD Board pursuant to the Board’s *Operating, Discretionary, and Statutory Reserves Policy*.

The Board approved the 2025 Annual Budget, endorsed the 2025-2029 Financial Plan, and approved the 2025 Reserve Applications.

**I 1 Committee Information Items and Delegation Summaries**

The Board received information items from standing committees.

**Zero Waste Committee – October 3, 2024**

Information Items:

**E4 2024 Single-Use Item Reduction "What’s Your Superhabit?" Campaign Results**

The 2024 “What’s Your Superhabit?” campaign ran from June 3 to July 28, 2024. The objective was to reduce the use and disposal of single-use items among Metro Vancouver residents, particularly those aged 18-44 who are more likely to have received a single-use item. A regional paid media buy was complemented by a social media strategy to create and amplify moments of celebration. The campaign performed strongly with 37.2 million total impressions, nearly 500,000 videos views, and over 7,500 likes, comments, and shares on social media. The 2023 full-scale waste composition study showed that single-use item disposal decreased compared to 2022.

**Liquid Waste Committee – October 10, 2024**

Delegation Summaries:

**C1 Mike Phillipof**

Subject: 2025 - 2029 Financial Plan – Liquid Waste Services