

## 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

**“Rhonda Schell”**

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Rhonda Schell  
Corporate Officer

**“John McEwen”**

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John McEwen  
Mayor



VILLAGE OF  
ANMORE 

# **Village of Anmore Report to Council Bylaw No. 687-2024 – Zoning Bylaw Amendment (Coach House)**

NOVEMBER 5TH, 2024



# Agenda

- PURPOSE/INTRODUCTION
- BACKGROUND
- DISCUSSION
  - Definitions
  - Garage regulations
  - Basement exemption
  - Secondary suite
  - Coach house
  - Zoning districts



# Purpose

To provide Council with an update on the Coach House zoning regulations and the associated Zoning Bylaw update



# Background

## **JUNE 18<sup>TH</sup>, 2024, REGULAR COUNCIL MEETING**

Council referred bylaw 687-2024 Zoning Amendment Bylaw to the Committee of the Whole (COTW) for further discussions.

## **SEPTEMBER 25<sup>TH</sup>, 2024, COMMITTEE OF THE WHOLE MEETING**

The COTW recommended a list of amendments (Attachment 1) to be made to Anmore Zoning Bylaw no. 568-2017.



# Discussion

## Zoning Amendment Bylaw 687-2024

Staff have met with Council, COTW, and Advisory Planning Commission to review Zoning Bylaw changes related to coach house allowances.

- Discussions of coach house regulations in consideration of recent Bill 44 updates for the inclusion of secondary suites in all residential zones.
- Definitions, garage exemptions, setbacks, and secondary suite regulations, flexibility in utilizing floor area ratios (FAR).
- Increasing coach house allowances and sizes based on parcel size to support affordable housing options for young families and age friendly housing to help residents age in place.



# Part 2 - Definitions

<b>Basement</b>	means a <b>storey</b> having more than one-half its height below the average <b>finished grade</b> ;
<b>Building</b>	means a <b>structure</b> 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.
<b>Coach House</b>	means a <b>building</b> containing only one <b>dwelling unit</b> and which is located on the same lot as the <b>principal building</b> . For clarification, the lot containing the <b>coach house</b> and <b>principal building</b> cannot be subdivided under the Strata Property Act;
<b>Dwelling Unit</b>	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;
<b>**Delete</b>	the definition for <b>Floor Area, Below Grade</b> , where specified by this bylaw.
<b>Floor Area Ratio</b>	means the figure obtained when the floor area of all buildings on a lot is divided by the legal area of the lot;
<b>Residential</b>	means the use of a <b>dwelling unit</b> for the accommodation and home life of a person or family and excludes emergency shelters and transitional housing;
<b>Storey</b>	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;



## Breezeway

### Current

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

### Proposed

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

### Alternative

means a non-conditioned structural connection between an **accessory building** or **structure**, and a **principal building** where the horizontal width of the **structure** on any side is less than 4 m wide and the adjoining connection shares less than 50% of the total width of the exterior elevation of the **principal building**. For the purposes of this Bylaw, a **breezeway** does not create a single **building** or **structure** out of the two **buildings** or **structures** it connects.



# Part 5 – General Regulations

## 5.24 GARAGE

- Garage exemptions for the calculation of floor area.
- Sliding scale of garage exemptions based on parcel size
- 90m<sup>2</sup> exemption maintained for larger parcels
- Appropriate exemptions for smaller parcels

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

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



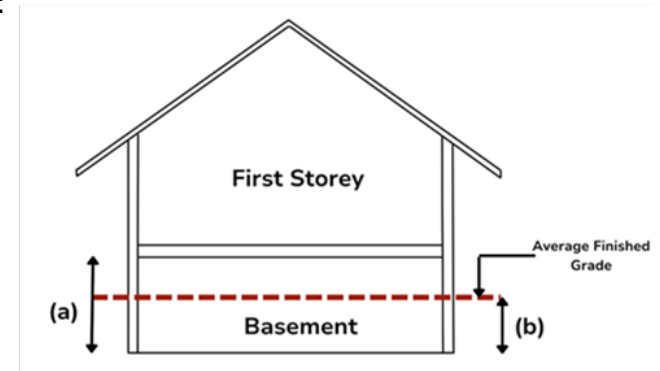


## 5.25 BASEMENT EXEMPTION

- Basement exemptions for the calculation of floor area.
- Average finished grade included in basement definitions and calculations are housed in section 5.5 to calculate exemptions for buildings on sloped lots.
- 100% Exemption for storeys less than 1.22 m (4 ft) above the average finished grade.
- No exemptions for storeys that are more than 2.22 m (7 ft) above average finished grade.
- Formula to calculate propionate basement exemptions for storeys between 1.22 m and 2.22 m where “A” represents area to be exempt:

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

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





# Part 6 – Specific Use Regulations

## SECONDARY SUITE

- Sliding scale of secondary suite floor area based on parcel size
- Increase maximum secondary suite size to 180 m<sup>2</sup>
- Providing clarity to remove possibility of secondary suites to be constructed with a breezeway to the primary residence

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



## COACH HOUSE

- Sliding scale of coach house maximum floor area based on parcel size
- Increase maximum coach house size to 170 m<sup>2</sup> for parcels larger than 3965m<sup>2</sup>
- Coach houses may be constructed on parcels that are 1/3 acre or larger regardless of zone
- Basements are not permitted within a coach house
- Coach houses are to be a minimum of 5m from the principal dwelling unit

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



# Part 9 – Zoning Districts

- Updates to residential zones to permit coach houses in all zones with a minimum parcel size of 1348m<sup>2</sup>
- Providing clarity that parcels may have up to 3 dwelling units (1 Primary dwelling unit, 1 secondary suite and 1 coach house)
- Decrease the front yard setback to 7.6 m in the RS-1 zone (same as Infill)
- Allow up to 2 accessory buildings in zones that permit, except where a lot contains a coach house where only 1 accessory building will be allowed in addition to the coach house.



# Legislative Options

## **LOCAL GOVERNMENT ACT (LGA) SECTION 464(2)**

- Local governments can choose to waive a public hearing for a proposed zoning bylaw that is consistent with the Official Community Plan
- Notice of the decision to waive a public hearing must be provided prior to first reading of the bylaw



# Recommended Option

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

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



# Questions?

