



# VILLAGE OF ANMORE

## REPORT TO COUNCIL

Date: January 31, 2025

File No. 6480-20

Submitted by: Josh Joseph, Planner

Subject: Anmore South OCP Amendment Community Engagement Plan Phase 3 & Consultation referral Process

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### Purpose / Introduction

To present Council with the Anmore South OCP Amendment Application & Neighbourhood Plan Phase 3 Community Engagement Plan (Attachment 1) and OCP amendment consultation requirements pursuant to Section 475 of the Local Government Act. This process was initiated as part of the Anmore South Official Community Plan Designation Bylaw Amendment No. 686-2023.

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### Recommended Option

**THAT** in relation to Village of Anmore Official Community Plan Bylaw Amendment No. 686-2023 and the development of a Neighbourhood Plan for the site identified as the Anmore South Development, as shown on the attached map affecting PID 031-060-447 Lot 1 DL 269 Group 1 NWD District Plan EPP99431, PID 031-060-455, Lot 2 DL 269 Group 1 NWD District Plan EPP99431 and PID 031-060-463 Lot 3 DL 269 Group 1 NWD District Plan EPP99431, Council will provide the following opportunities it considers appropriate for consultation with persons, organizations, or authorities it considers will be affected including:

- the municipalities of the Village of Belcarra and the City of Port Moody;
- School District 43;
- Affected First Nations being Musqueam Nation, Kwikwetlem First Nation, Squamish Nation and Tsleil-Waututh Nation;
- TransLink;
- the Greater Vancouver Regional District (Metro Vancouver);
- Vancouver Fraser Port Authority;
- Fraser Health;
- BC Ambulance;
- RCMP; and
- the owners and occupiers of the property within 100 metres of the subject property, who are invited to comment on the most recent proposed plan; and

## Report/Recommendation to Council

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**THAT** consultation in the plan development process will include initial contact to apprise persons of the nature of the proposed amendment, and the Council will consider any comments received prior to proceeding to any public hearing; and

**THAT** the proposed the Anmore South OCP Amendment Application & Neighbourhood Plan Phase 3 Community Engagement Plan outlined in the report dated January 21, 2025, from Mickelson Consulting Inc. be endorsed.

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## Background

In March 2024, icona (the “Applicant”) began the process of creating a Neighbourhood Plan (NP) for Anmore South (Figure 1) using the Neighbourhood Plan's Terms of Reference (ToR) (Attachment 2) as approved by Council. The ToR outline each phase and the corresponding tasks that must be completed to ensure a structured and transparent process. The ToR also ensure that the planning process adheres to the Official Community Plan, as well as the Village’s goals and regulatory requirements.



Figure 1. Anmore South Site Context

Phases 1 and 2 of the ToR are complete, and the planning process is currently in Phase 3, which involves the development of the Preferred Land Use Plan and Neighborhood Plan.

At the November 19th, 2024, Regular Council Meeting, Council adopted the following recommendations from the Committee of the Whole meeting held October 29th, 2024:

“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

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the October 29, 2024 Committee of the Whole meeting, which  
will be attached to the minutes.”

Following Council's recommendation, the Anmore South OCP Amendment Application & Neighbourhood Plan Phase 3 Community Engagement Plan has been prepared by the Village's Community Engagement Consultant for endorsement by Council.

[Section 475 of the Local Government Act](#) requires a local government to provide one or more opportunities it considers appropriate for early and ongoing consultation with persons, organizations and authorities it considers will be affected by an amendment of an Official Community Plan. Following legal review, Staff have provided a motion outlining a referral process to ensure that the Village fulfills the consultation requirements for Anmore South Official Community Plan Designation Bylaw Amendment No. 686-2023.

## **Discussion**

### **Community Engagement Phase 3 Summary**

Phase 3 of the Anmore South OCP Amendment Application and Neighbourhood Plan development involves technical studies and analysis of the Preferred Land Use Plan determined in Phase 2. This includes how the proposed vision for this property would affect Anmore in terms of traffic and transportation, utility requirements, environmental impacts and financial considerations, property tax impacts, service requirements, economic and employment impacts, a commercial/retail demand analysis and the draft Neighbourhood Plan. The proposed Phase 3 Community Engagement Plan is aligned with the Anmore South Community Engagement Framework which includes informing and consulting the community and the referral process outlined in the motion before Council.

To support broad outreach and participation, the Phase 3 Community Engagement Plan includes a variety of communication tactics to share information about the outcomes of the technical studies and the draft Neighbourhood Plan, and to notify target audiences about opportunities to participate in community consultation. The plan also applies a mix of tactics to consult with affected audiences, including a referral letter being sent to the list outlined, an open house to share information about the technical studies and draft Neighbourhood Plan, respond to questions, and a community survey to gain insight into the community's priorities related to the Preferred Land Use Plan for Anmore South as proposed. The survey would focus on key factors that differentiate the proposed OCP amendment and Neighbourhood Plan from the existing RS-1 zoning.

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### **Legislative Requirements**

The referral process outlined in the recommended motion is considered to fulfill LGA S.475 for the purpose of early and ongoing opportunities of consultation for Anmore South Official Community Plan Designation Bylaw Amendment No. 686-2023.

### **Next Steps**

Should Council endorse the Anmore South OCP Amendment Application & Neighbourhood Plan Phase 3 Community Engagement Plan and the consultation referral process, staff will proceed with implementing Phase 3 community engagement, including distributing referral letters to persons, organizations or authorities considered to be affected by Village of Anmore Official Community Plan Bylaw Amendment No. 686-2023.

### **Financial Implications**

The applicant is responsible for the financial costs associated with the preparation of the Neighbourhood Plan, professional consulting team, community engagement costs and review by Village staff.

### **Options**

**THAT** in relation to Village of Anmore Official Community Plan Bylaw Amendment No. 686-2023 and the development of a Neighbourhood Plan for the site identified as the Anmore South Development, as shown on the attached map affecting PID 031-060-447 Lot 1 DL 269 Group 1 NWD District Plan EPP99431, PID 031-060-455, Lot 2 DL 269 Group 1 NWD District Plan EPP99431 and PID 031-060-463 Lot 3 DL 269 Group 1 NWD District Plan EPP99431, Council will provide the following opportunities it considers appropriate for consultation with persons, organizations, or authorities it considers will be affected including:

- the municipalities of the Village of Belcarra and the City of Port Moody;
- School District 43;
- Affected First Nations being Musqueam Nation, Kwikwetlem First Nation, Squamish Nation and Tsleil-Waututh Nation;
- TransLink;
- the Greater Vancouver Regional District (Metro Vancouver);
- Vancouver Fraser Port Authority;
- Fraser Health;
- BC Ambulance;
- RCMP; and

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Anmore South OCP Amendment Community Engagement Plan Phase 3 & Consultation  
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- the owners and occupiers of the property within 100 metres of the subject property, who are invited to comment on the most recent proposed plan; and

**THAT** consultation in the plan development process will include initial contact to apprise persons of the nature of the proposed amendment, and the Council will consider any comments received prior to proceeding to any public hearing; and



**THAT** the proposed the Anmore South OCP Amendment Application & Neighbourhood Plan Phase 3 Community Engagement Plan outlined in the report dated January 21, 2025, from Mickelson Consulting Inc. be endorsed.

OR

THAT Council refer the proposed Anmore South OCP Amendment Application & Neighborhood Plan Phase 3 Community Engagement Plan back to Mickelson Consulting Inc. to include the following amendments:\_\_\_\_\_

## Attachments

1. Anmore South OCP Amendment Application & Neighborhood Plan Phase 3 Community Engagement Plan
2. Anmore South Terms of Reference – March 2024

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

# Village of Anmore

## Anmore South OCP Amendment Application & Neighbourhood Plan Development

### **Phase 3 Community Engagement Plan**

January 21, 2025

## Situation Analysis

The process to consider the proposed amendments to Anmore's Official Community Plan and develop a Neighbourhood Plan for Anmore South is now in Phase 3. As per the Terms of Reference approved by Council, Phase 3 involves a comprehensive evaluation of the Preferred Land Use Plan determined in Phase 2, including preparing engineering studies and technical assessments.

In general, these studies provide details on how the Preferred Land Use Plan would affect Anmore in terms of traffic and transportation, utility requirements, environmental impacts and financial considerations, including property tax impacts, service requirements, economic and employment impacts and a commercial/retail demand analysis.

While this phase provides context for how the proposed vision for Anmore South would affect Anmore and will answer many of the questions raised in the Phase 1 community engagement, it is also important to note that this stage of a planning process is focused on overall vision for the area and high level details related to density, housing mix, commercial areas and dedicated area for green space, programmed park and trail space and recreational amenities. If the OCP amendment and Neighbourhood Plan are approved, more detailed planning work is still required as part of rezoning and subdivision planning. This means that there will likely still be questions that cannot be fully addressed at this stage in the planning process.

The recommendations for the Phase 3 community engagement outlined in this plan adhere to the approved *Community Engagement Framework* for this process, including principles for community engagement, target audiences and the general methodology that would be applied.

Details related to scheduling and implementation are pending the completion of the Phase 3 technical studies and assessments, including review by Village staff and any required adjustments by the Applicant. This phase will include a mix of inform and consult tactics.

## Target Audiences

The following is a list of primary audiences for the recommended community engagement process:

- Anmore residents
- Anmore Council Advisory Committees
- Community groups and affected/interested organizations:
  - BC Hydro
  - Destination BC
  - Tri-Cities Chamber of Commerce
  - Community Futures
  - Sasamat Volunteer Fire Department
  - Parent Advisory Council (PAC)
  - Burrard Inlet Marine Enhancement Society



- Anmore Garden Club
- Tri-Cities Bear Aware
- First Nations with traditional territory within Anmore's municipal boundaries

In addition to ongoing discussions with icona as the landowner and proponent for Anmore South, the following is a list of organizations that would be included in the referral process as per Section 475 of the *Local Government Act*. Section 475 notes that "During the development of an official community plan, or the repeal or amendment of an official community plan, the proposing local government must provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected."

The referral process will reflect the motion put forward to Council at the February 4, 2025 Regular Council meeting as follows:

THAT in relation to Village of Anmore Official Community Plan Bylaw Amendment No. 686-2023 with respect to the development of a Neighbourhood Plan for the site identified as the Anmore South Development and shown on the attached map affecting PID 031-060-447 Lot 1 DL 269 Group 1 NWD District Plan EPP99431, PID 031-060-455, Lot 2 DL 269 Group 1 NWD District Plan EPP99431 and PID 031-060-463 Lot 3 DL 269 Group 1 NWD District Plan EPP99431, the Council will provide the following opportunities it considers appropriate for consultation with persons, organizations, or authorities it considers will be affected including:

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- TransLink;
- the Greater Vancouver Regional District (Metro Vancouver);
- Vancouver Fraser Port Authority
- Fraser Health
- BC Ambulance
- RCMP
- the owners and occupiers of the property within 100 metres of the subject property.

who are invited to comment on the most recent proposed plan.

AND THAT consultation in the plan development process will include initial contact to apprise persons of the nature of the proposed amendment, and the Council will consider any comments received prior to proceeding to any public hearing;

AND THAT the proposed Anmore South OCP Amendment Application & Neighbourhood Plan Phase 3 Community Engagement Plan outlined in the report dated January 21, 2025 from Mickelson Consulting Inc. be endorsed.



## Targeted Outcomes

Targeted outcomes for Phase 3:

- Achieve broad representation of Anmore residents in the Village's community engagement activities to support an informed community with the majority of residents sharing their input and feedback.
- Increase awareness and understanding of the technical studies and analysis being completed, including responding to questions to equip Anmore residents and other interested/affected audiences with background information related to how the OCP amendment and Neighbourhood Plan would affect Anmore.
- Gain insight into the community's perspectives on icona's vision for Anmore South and how this vision would be implemented compared to the current RS-1 zoning.
- Achieve an informed community that is aware of the process that was followed and how their input and feedback were considered in conjunction with technical studies and policy requirements to develop the recommendations for Council's decision and direction related to the proposed OCP amendments and a Neighbourhood Plan for Anmore South.

## Phase 3 Tactics

To support broad outreach and participation, Phase 3 will include a variety of communication tactics to share information and notify target audiences about opportunities to participate in community engagement activities, as well as a mix of tactics to consult with affected audiences.

Phase 3 will also include engagement with First Nations, which is being conducted as a separate process.

### Notify and Inform Tactics

The following are examples of communication tactics used to share information and notify audiences about opportunities to participate in community consultation opportunities.

- Direct mail flyers/postcards
- Presentation materials (e.g. handouts, boards)
- Email notifications
- Village Facebook page
- Media relations (news release, media briefing/backgrounders)
- Village website
- HaveYourSayAnmore.com
- Outdoor signs in high traffic areas
- Community Engagement Summary Report

## **Consult Tactics**

- Open House(s)
- Council Advisory Committee meetings
- Notification letter with offer to meet sent to community groups/organizations
- Community survey
- HaveYourSayAnmore.com
- Referral letters for intergovernmental engagement

The approach to this phase of engagement will begin with sharing information on the outcomes from the technical studies and assessments to raise awareness in the community about how the preferred land use plan would affect Anmore.

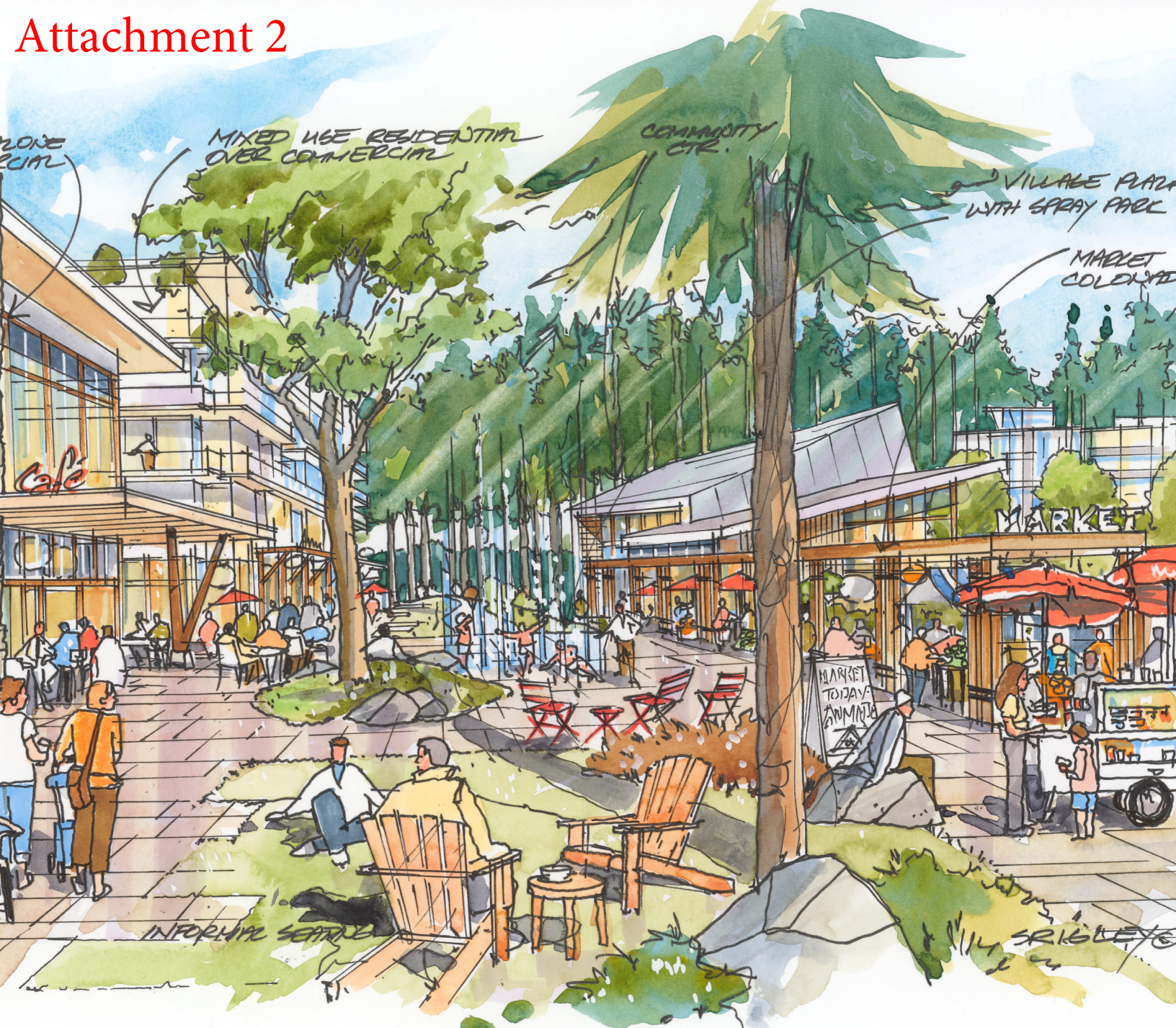
This will include sharing information on the studies through multiple communication methods to support an informed community and providing an opportunity for residents to ask questions.

The next step would involve a community survey to gain insight into the community's priorities related to the preferred land use plan for Anmore South as defined through the proposed OCP amendment and Neighbourhood Plan. The survey would focus on key factors that differentiate the proposed amendment and Neighbourhood Plan from the existing RS-1 zoning.

## **Schedule**

The schedule for the community engagement in Phase 3 will align with the planning processes underway, as well as the completion of the various studies and analysis. Based on current projections for the completion of these planning tasks, it is anticipated that the Phase 3 community engagement process will take place February-March 2025.





## Anmore South | Neighbourhood Plan Terms of Reference

March 2024



# Anmore South | Neighbourhood Plan

## Terms of Reference

March 15, 2024

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# ANMORE SOUTH NEIGHBOURHOOD PLAN | EXECUTIVE SUMMARY

## Special Study Area | Phased Process

Given the Anmore South lands' Special Study Area (SSA) designation within the Official Community Plan and the Metro 2050 Regional Growth Strategy as a "major future development area"<sup>1</sup>, the following process is required to realize the OCP vision and associated community benefits:

- **OCP Amendment** | the Village redesignates the Anmore South lands from *Rural (Special Study Area)* to a mix of Neighbourhood Land Uses to enable urban development forms and community amenities – the specifics of which will be determined through a Neighbourhood Plan.
- **Neighbourhood Plan** | the Proponent undertakes the preparation of a Neighbourhood Plan that illustrates and identifies detailed land use, community amenities, infrastructure servicing, and detailed planning policies. As part of the process, the Proponent will co-facilitate a comprehensive Village-led community engagement program to inform the Neighbourhood Plan.
- **Metro Vancouver Application** | the Village makes application to Metro Vancouver to update the Regional Context Statement and redesignate the Anmore South *Special Study Area* from *Rural* to *General Urban*, adjusting the Urban Containment Boundary and permitting connection to regional sanitary sewer and water services. The Metro Vancouver Application is considered following Public Hearing and 3<sup>rd</sup> Reading of the OCP Amendment.

Specific sequencing of bylaw readings and applications may evolve as the process is underway, once Council is comfortable with the neighbourhood vision, servicing requirements and development metrics anticipated by the Neighbourhood Plan.

## Anmore South Neighbourhood Plan

This Neighbourhood Plan (NP) for Anmore South is essential for guiding sustainable growth and preserving the unique character of the community, ensuring that future development aligns with Village objectives and needs. The NP facilitates coordinated infrastructure and service provision within the 151ac planning area, fosters economic development, and encourages community participation, while also addressing environmental sustainability and adaptability to changing conditions.

Neighbourhood Plans serve as a bridging document between the vision of the OCP and the detailed approvals associated with zoning. They provide a site-specific development proposal and linkage to other Village of Anmore strategic plans and policies. A Proponent-led NP provides detailed guidance for managing growth within a given geographic area, structuring land use and infrastructure servicing to effectively direct development towards building a more healthy and complete community.

This Terms of Reference serves as the framework for the preparation of a NP for the Anmore South lands, including the required content, consultation process and technical studies. The NP will identify a policy framework for land use, environmental management, transportation, and requirements for servicing and financing.

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<sup>1</sup> Village of Anmore Official Community Plan. Page 24

The NP will be prepared by a Professional Consulting Team and submitted by the Proponent according to the following summary of resources and expertise - for details refer to Schedule A:

- **Proponent's Professional Consulting Team Expertise:**
  - Master Planning and Urban Design | Placemark;
  - Community Consultation and Facilitation | Third Party Facilitator (TBD);
  - Environmental Assessment and Management | AquaTerra Environmental Consultants;
  - Archaeological Assessment and Management | Inlailawatash;
  - Landscape Architecture | SLA;
  - Geotechnical Assessment and Management | GeoPacific;
  - Transportation Engineering | Bunt & Associates;
  - Civil Engineering | Aplin&Martin;
  - Cost Recovery Analysis and Land Economics | Vann Struth Consulting Group;
  - Retail Analysis | CitySquared; and,
  - Community Amenities | RC Strategies.

## Initiating the Neighbourhood Plan

Following receipt of First Reading of the OCP Amendment Bylaw for Anmore South, this Proponent-Led Neighbourhood Plan is being initiated to support future urban growth in Anmore South consistent with the intent of the OCP. The Proponent-Led Neighbourhood Plan is the process to determine the substance and detail of the Neighbourhood.

The overall intent of the Neighbourhood Plan is:

- To plan and guide the future development of the Anmore South lands as a livable master-planned neighbourhood within Anmore;
- To determine + illustrate future land uses within the Anmore South SSA for the benefit of the community; and,
- To prepare an economically viable phased neighbourhood development plan.

The Neighbourhood Plan provides:

- An inventory of the existing site and surrounding community conditions;
- Neighbourhood vision and rationale;
- Land Use Plan, neighbourhood metrics, and associated policies;
- Updated Commercial Retail Demand Analysis;
- Parks and Environmental Networks Plan and associated policies relating to provision of public amenities including civic facilities, parks, and trails (including connections to broader community);
- Identifying Ecologically Sensitive Areas to be publicly dedicated;
- Environmental protection, conservation and enhancement policies;
- Street Hierarchy Plan and associated transportation policies;
- Transportation Impact Assessment and Transportation Demand Management strategies;
- Water, sanitary and rainwater management plans and associated servicing policies;
- Infrastructure life-cycle costing information and analysis;

- Updated financial, taxation, and cost recovery analysis;
- Updated economic and jobs analysis; and,
- Development phasing and implementation policies, including prerequisites for construction.

## Reference Material

The following government reference materials will be reviewed to ensure coordination with the overall planning framework:

- Village of Anmore Official Community Plan (OCP) | 2014;
- Village of Anmore Council Strategic Plan | 2022-2026;
- Anmore South OCP Amendment Application | 2023;
- Village of Anmore Road Network Plan | 2017;
- Village of Anmore Housing Needs Assessment | 2021;
- Village of Anmore Parks Master Plan | 2014;
- Metro 2050 Regional Growth Strategy | 2023; and,
- Provincial Homes for People Action Plan | 2023.

## Neighbourhood Plan Terms of Reference

The Neighbourhood Plan Terms of Reference is structured according to the following:

- Schedule A – Neighbourhood Plan Scope of Work;
- Schedule B – Communication and Public Engagement Strategy;
- Schedule C – Technical Studies Terms of Reference; and,
- Schedule D – Project Checklist.



# SCHEDULE A:

## NEIGHBOURHOOD PLAN – Scope of Work

### PROCESS

#### OCP Requirements

As outlined in the 2014 Village OCP, the Anmore South lands are identified as a Special Study Area and are “considered as a major future development area”.

*“Policy IOLU-3 outlines the Village’s requirement for any future development of the [Anmore South] Lands to be preceded by a comprehensive neighbourhood planning process, with detailed technical analysis and extensive community engagement. The Village also expects a commitment to exceptional neighbourhood performance (Policy IOLU-4) for these lands.”*

Village of Anmore Official Community Plan: <https://anmore.com/wp-content/uploads/2017/06/Official-Community-Plan.pdf>

#### Neighbourhood Planning and Consultation Process

The Neighbourhood Plan scope of work is structured according to the following four-phased process:

### PHASE 1

#### Technical Due Diligence – Biophysical Studies, Planning + Engineering Inventories

Phase 1 of the NP involves completing technical due diligence of the biophysical, planning, and infrastructure attributes of the planning area. The studies completed through Phase 1 will provide the analysis for understanding the opportunities and constraints of the land.

##### Project Initiation

- Initiation meetings with Village to review Scope of Work, milestones, schedule and resources.
- Understanding concerns and requirements of the Village of Anmore.
- Acquire available digital mapping and technical background information.

##### Biophysical Assessments

- The following studies will be completed as part of the NP Phase 1 process:
  - Physical: Aerial with Cadastral Overlay, Landform, Slope and Aspect Analysis;
  - Archaeological: Archaeological Impact Assessment;
  - Environmental: Environmental Baseline Assessment; and,
  - Geotechnical: Geotechnical Hazard Assessment.
- Refer to **Schedule C** for further details.

##### Planning and Engineering Inventories

- Planning: OCP Land Use, Zoning and Land Ownership plans;
- Engineering: public streets, water, sanitary, and drainage infrastructure plans, including utilities;
- Retail Demand Study: identification of Anmore’s commercial catchment and future supportable commercial area within the NP; and,
- Community Facilities Inventory: identification of civic facility requirements (e.g., community centre) within the NP area, including precedent information on comparable facilities.
- Refer to **Schedule C** for further details.

## Community Engagement

- The proponent will have information on the NP process and the NP Phase 1 technical studies available to share as part of the community engagement.

### PHASE 1 | DOCUMENT SUMMARY:

- Environmental, Geotechnical and Archaeological draft studies and associated GIS mapping;
- Biophysical Assessment Summary with Opportunities and Constraints Plan; and
- Planning, Engineering, Retail Demand, and Community Facilities Inventory Summary.

## PHASE 2

### Preliminary Land Use Planning + Community Input

The technical assessments and studies undertaken will inform the preparation of the preliminary land use scenarios and will be presented to the Village of Anmore and public as part of Phase 2.

#### Development of Preliminary Land Use Scenarios

- Based on the work completed in Phase 1, the Proponent will develop multiple Land Use scenarios (not less than 2), with corresponding objectives, statistical summary (density and population projections) and associated neighbourhood amenities.
- The NP Preliminary Land Use Scenarios will include a Visual Impact Assessment in the form of 3D modelling.

## Community Engagement

- Neighbourhood Plan engagement builds on the Phase 1 understanding of the land and Anmore's context within the region by presenting Land Development Scenarios that document the potential future vision for the Anmore South lands.
- Following the International Association for Public Participation (IAP2) Spectrum, the following stakeholders will participate in Phase 2 of the NP Process as listed below – refer to **Schedule B** for more information:
  - **Council** | will be presented the Preliminary Land Use Scenarios prior to advancing to Phase 3;
  - **Village Staff** | The Consulting Team will work directly with staff throughout the process to ensure that concerns and aspirations are consistently understood and considered;
  - **School District 43** | The Proponent will engage with the School District to confirm Anmore Elementary enrollment projections and confirm future school requirements; and
  - **General Public** | In accordance with the Council-Approved Anmore South Community Engagement Plan, the Consulting Team, in collaboration with the Village, will facilitate providing the public with balanced and objective information and obtaining feedback on the NP Preliminary Land Use Scenarios, analysis, alternatives and proposed plan direction.

### PHASE 2 | DOCUMENT SUMMARY:

- Preliminary Land Use Scenarios and supporting community metrics;
- Engagement and consultation materials; and,
- Documentation of Phase 2 Consultation events and community feedback.

## PHASE 3

### Preferred Plan, Engineering Studies and Technical Assessments

Reflecting a comprehensive evaluation of the Preliminary Planning scenarios, the Proponent will undertake the preparation of a Preferred Land Use Plan for the neighbourhood. With the preparation of the Preferred Plan and associated development metrics, the required Engineering Studies and Technical Assessments will be prepared; to be finalized as part of Phase 4.

#### Prepare Preferred Plan

- Based on the feedback and discussion provided during Phase 2 Consultation, the preliminary plan scenarios will be refined towards a Preferred Plan.

#### Engineering Studies

- The following engineering studies are required to determine the feasibility of the land uses identified in the Preferred Plan:
  - Civil: Street Hierarchy Plan, Water, Sanitary and Rainwater Management Conceptual Master Plans; and,
  - Transportation: Transportation Impact Assessment and Transportation Demand Management strategies.
- Franchise Utility Consultation (i.e., BC Hydro, Fortis, telecoms)
- Refer to **Schedule C** for further details.

#### Environmental Study

- Environmental Impact Assessment: the Preferred Plan will be reviewed to evaluate potential impacts on identified Valued Ecosystem Components and arrive at a determination on potential of significant adverse effects. The EIA is expected to include avoidance, mitigation and enhancement measures to conserve and promote ecological health.

#### Financial Study

- Financial Analysis: Assessment of life-cycle costing implications as it relates to planning, finance, engineering, and infrastructure – Refer to **Schedule C** for further details.
- Property Tax, Village Budget + Cost Impact Analysis.
- Economic + Employment Impact Assessment Update.
- Commercial Retail Demand Analysis Update.

#### Community Engagement

- Neighbourhood Plan engagement builds on Phase 2 towards a preferred Land Use Scenario.
- Following the International Association for Public Participation (IAP2) Spectrum, the following stakeholders will be involved in Phase 3 of the NP Process as follows:
  - **Council** | will be presented the Preferred Plan and Summary of Technical Studies prior to advancing to Phase 4.
  - **Village Staff** | the Consulting Team will work directly with staff throughout the process to ensure that concerns and aspirations are consistently understood and considered.
  - **Agencies** | the Proponent Team will engage with affected agencies to understand additional requirements of the Preferred Plan.
  - **General Public** | In accordance with the Council-Approved Anmore South Community Engagement Plan, the Consulting Team, in collaboration with the Village, will facilitate providing the public with information to assist in understanding of the studies, analysis, and Preferred Plan and obtaining feedback.
- For more information refer to **Schedule B**.

### **PHASE 3 | DOCUMENT SUMMARY:**

- Preferred Plan and statistical summary of Land Uses;
- Visual Impact Assessment in the form of 3D Model Video;
- Draft Civil Conceptual Master Plans;
- Draft Environmental Impact Assessment;
- Draft Transportation Impact Assessment and Transportation Demand Management strategy;
- Draft Financial Analysis;
- Draft Property Tax, Village Budget + Cost Impact Analysis.
- Draft Economic + Employment Impact Assessment.
- Draft Commercial Retail Demand Analysis.
- Engagement and consultation materials; and,
- Documentation of Phase 3 Consultation events and community feedback.

### **PHASE 4**

#### **Neighbourhood Plan Document**

The NP document provides a synthesis of all technical findings, Preferred Plan and associated metrics, figures, schedules and policies for staff review and Council consideration. The research, analysis and engagement activities carried out in the earlier phases will inform policy directions and implementation actions.

#### **Final Neighbourhood Plan and Technical Studies**

- Finalize NP based on staff feedback and Phase 3 Consultation, as well as potential new findings from Engineering and Financial studies;
- Finalize Engineering and Financial studies to reflect the NP and associated statistical summary.

#### **Neighbourhood Plan document**

- Prepare draft NP document with associated figures, schedules and policies according to the content requirements outlined in the Terms of Reference;
- Review draft NP document with Village staff;
- Finalize document.

#### **NP Adoption Process**

- Village staff prepare report on Neighbourhood Plan and present to Council;
- Provide NP document and the final Technical Appendices for public review;
- NP bylaw to be adopted as per legislative requirements.

### **PHASE 4 | DELIVERABLES:**

- Final NP document; and,
- Final Technical Studies formatted as a Technical Appendix to the NP.

A Project Checklist will be maintained and shared to ensure all requirements are completed before advancing to the next phase of the process. Refer to **Schedule D** for current Project Checklist.

## NEIGHBOURHOOD PLAN DOCUMENT CONTENT

The specific contents of the Neighbourhood Plan may evolve as work is undertaken and community priorities are understood. The Neighbourhood Plan will generally be structured to include the following:

### Overview

- Rationale for NP
- Alignment with OCP

### Neighbourhood Vision

- A Vision for the Neighbourhood
- Sustainable Planning Principles
- Neighbourhood Character

### Neighbourhood Land Uses – Descriptions and Policies

- Residential: Single Family, Duplex, Townhome, Apartment
- Mixed-Use
- Commercial
- Institutional – Civic Centres, Infrastructure, etc.
- Public Parks: Neighbourhood, Community and Natural Parks
- Environmentally Sensitive Areas (ESAs)

### Neighbourhood Infrastructure – Descriptions and Policies

- Transportation:
  - Street Network, Cross-Sections and Hierarchy
  - Cycling Network
  - Pedestrian Network
  - Transit Network
  - Transportation Demand Management
- Servicing:
  - Water Conceptual Master Plan
  - Sanitary Conceptual Master Plan
  - Rainwater Conceptual Master Plan

### Implementation

- Conceptual Development Phasing
- Neighbourhood Plan Form + Character Guidelines (direction on urban design, public realm, etc.)
- Regulatory Requirements
- Pre and Post Construction Regulations

### Schedules

- Land Use Plan
- Park and Trails Plan (including active parks + protected natural open space)
- Street Hierarchy Plan
- Transportation + Transit Network Plan
- Active Transportation Network Plan (pedestrian + cycling)
- Water Conceptual Master Plan
- Sanitary Conceptual Master Plan
- Rainwater Conceptual Master Plan (including stormwater management infrastructure)
- Conceptual Phasing Plan

## Figures

- Neighbourhood Plan Context
- Cadastral Base (including Anmore South boundary and ownership)
- Planning Inventory (existing zoning, land use designation, SSA)
- Engineering Inventory (existing streets + civil infrastructure)
- Aerial Plan
- Site Analysis Plans (topographic slope, landform + aspect)
- Environmental Summary Plan (watercourses, wetlands, Environmentally Sensitive Areas, etc.)
- Walkable Neighbourhoods (walkshed and pedestrian network)
- Images and renders of Neighbourhood Character and Form
- Illustrative Site Plan

## Technical Appendix

- Neighbourhood Plan Technical Studies
- Community Engagement Summary
- Professional Consulting Team

## FILES + DOCUMENT MANAGEMENT

Preparation of the NP will involve a variety of software systems, including AutoCAD, MicroStation, InfraWorks, SketchUp, ArcGIS, MS Word, MS Excel, Adobe Creative Suite, and civil + transportation engineering modelling software. The Consulting Team will coordinate with Village staff to provide files required to support staff review. Following adoption of the NP, PDF + GIS-ready files of approved Schedules + Figures will be submitted.

## RESOURCING: PEOPLE AND EXPERTISE

### Proponent and Representative

The NP will be submitted by the Proponent and prepared by the Professional Consulting Team. The Proponent is responsible for assembling the Professional Consulting Team, and the financial costs associated with the preparation of the NP and review by Village staff. Once accepted, the NP will become a Village of Anmore advisory document to the OCP.

### Professional Consulting Team Expertise

A number of professional disciplines are required to work together to develop the Anmore South NP.

- **Proponent's Professional Consulting Team Expertise:**
  - Master Planning and Urban Design | Placemark;
  - Community Consultation and Facilitation | Third Party Facilitator (TBD);
  - Environmental Assessment and Management | AquaTerra Environmental Consultants;
  - Archaeological Assessment and Management | Inlailawatash;
  - Landscape Architecture | SLA;
  - Geotechnical Assessment and Management | GeoPacific;
  - Transportation Engineering | Bunt & Associates;
  - Civil Engineering | Aplin&Martin;
  - Cost Recovery Analysis and Land Economics | Vann Struth Consulting Group;
  - Retail Analysis | CitySquared; and,
  - Community Amenities | RC Strategies.

## Village of Anmore

- **Village of Anmore Staff**

Village staff will review the NP Technical Studies and will consult with Village Departments as required.

- **Council**

The Proponent will be available to meet with Council to present progress on the NP.



# **SCHEDULE B:**

## **COMMUNICATION AND PUBLIC ENGAGEMENT STRATEGY**

The Village of Anmore's *Anmore South OCP Amendment Application & Neighbourhood Plan Development Community Engagement Plan* was approved by Council on February 20<sup>th</sup> 2024. The Proponent will collaborate with the Village of Anmore on public engagement in accordance with the Approved, Village-led engagement framework. This Schedule B: Communication and Public Engagement Strategy (CPES) has been prepared to describe potential public engagement for the Anmore South Neighbourhood Plan process.

The CPES covers the following key elements:

- Consultation Objectives;
- Consultation Formats + Outcomes; and
- Engagement Structure Next Steps.

### **CONSULTATION OBJECTIVES**

The CPES identifies the following objectives for the Anmore South Neighbourhood Plan process:

- Fair Process: accessible and inclusive notification, communication and engagement of stakeholders;
- Equitable Stakeholder Involvement: rational information, communication and response to stakeholder feedback and queries; and,
- Transparent + Timely Communication: easy to understand information provided in a timely manner to permit stakeholders to be informed about the project, ask questions and provide input.

### **CONSULTATION FORMATS + OUTCOMES**

#### **Consultation Formats**

The CPES identifies the following range of potential on-line and in-person communication formats:

- Village of Anmore project website and social media notices, plan information + updates;
- Council Workshops;
- Village-hosted Council Advisory Committee Meetings, Workshops, and Small Group Meetings;
- Village-hosted Open Houses with information boards, annotated plans and perspective renderings, 3D models and animated videos; and,
- Public Feedback Surveys.

In addition, regular technical review meetings with Village staff will be used to involve the Village of Anmore in the Neighbourhood Plan process.

## **Open Houses, Workshops + Meetings**

Village-hosted events are expected to be held to engage the Anmore community by providing information on the Neighbourhood Plan and collecting feedback. The specific format and sequencing of events will be determined in collaboration with Village staff and will align with the planning processes underway. Materials prepared for the events will make use of annotated plans and infographics, 3D site models and fly-through videos to communicate complex or technical information and concepts.

The events are expected to conform to the following process:

- Events will be held for the Anmore South Neighbourhood Planning process;
- Events will be advertised through mailouts, newspaper, and on-line notifications;
- Events will be hosted in local facility to ensure an accessible meeting venue; and,
- The Proponent Team will prepare required materials and information, and will co-facilitate events.

## **Village Staff Meetings**

The Proponent Team will work directly with Village staff through regular in-person meetings throughout the Neighbourhood Plan process.

## **Council Workshops**

The Proponent Team will work with staff + Council to provide accurate information and gather feedback regarding the Neighbourhood Plan. Materials prepared to support Council Workshops will make use of annotated plans and infographics, 3D site models and fly-through videos to communicate technical information and concepts.

## **Committee of Council Working Groups**

The Proponent Team will meet with staff + Committees of Council to inform them on the Neighbourhood Plan and to gather feedback. The Working Group Sessions will make use of annotated plans and infographics, 3D site models and fly-through videos to communicate technical information and concepts.

## **On-line Consultation Options:**

- Project page – hosted on Village website. The project page will serve to inform residents and the public and provide the opportunity to:
  - learn more about the project (written, plans, videos);
  - review plans and reports;
  - learn about the status of the project;
  - be notified about upcoming meetings or milestones;
  - provide comments and ask questions.
- Project information may also be shared on the Proponent's project website.

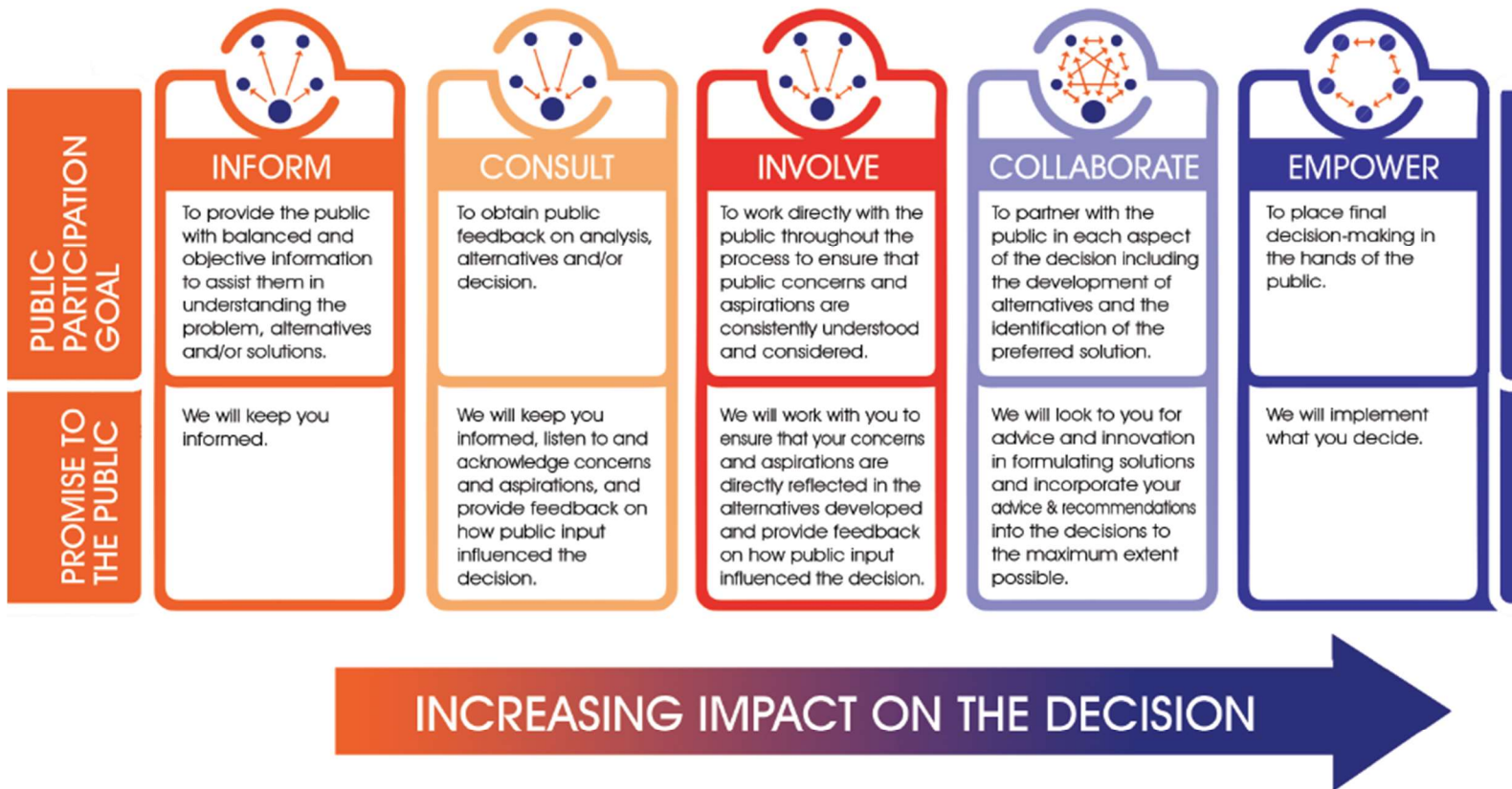
## **Consultation Outcomes**

Through undertaking a range of communication formats, events and methods, the CPES is intended to satisfy the stated objectives for a Fair Process, with Equitable Stakeholder Involvement, and Transparent and Timely Communication.

## **ENGAGEMENT STRUCTURE NEXT STEPS**

The Proponent will collaborate with Village staff to detail the methodology of engagement, the purpose + objectives of each engagement phase, detailed schedule of events, and how input will be used to inform subsequent steps of the process. Each phase of engagement is expected to be flexible to allow for additional engagement for new and emerging topics, as required.

# IAP2 Spectrum



# **SCHEDULE C:**

## **TECHNICAL STUDIES – Terms of Reference**

### **ENVIRONMENT**

#### **Environmental Baseline Assessment**

An Environmental Baseline Assessment will be conducted in Phase 1 of the NP process. Undertaken by a Registered Professional Biologist (R.P.Bio), and following provincial methodologies and professional standards, the required Environmental Baseline Assessment will identify environmental values and resources on-site to help inform the development opportunities and constraints planning.

The R.P. Bio responsible for the Environmental Assessment will continue to provide support and guidance with respect to environmental issues throughout the neighbourhood design process.

#### **Environmental Impact Assessment**

In Phase 3 of the NP process, once direction on the Preferred Plan is confirmed, an Environmental Impact Assessment is required to predict environmental effects of the neighbourhood design concept, including:

- Identifying potential adverse environmental effects;
- Proposing measures to mitigate adverse environmental effects;
- Predicting whether there will be significant adverse environmental effects, after mitigation measures are implemented;
- Identifying habitat compensation opportunities (if required); and,
- Proposing a follow-up program to verify the accuracy of the environmental assessment and the effectiveness of the mitigation measures.

The Environmental Impact Assessment is a planning and decision-making tool, with the following objectives:

- Minimize or avoid adverse environmental effects before they occur; and,
- Incorporate environmental factors into decision making.

### **GEOTECHNICAL**

#### **Geotechnical Hazard Assessment Report**

Phase 1 of the NP process will require a high-level geotechnical assessment that identifies major geotechnical limitations in the NP area. The Geotechnical Hazard Assessment will identify and characterize areas where naturally occurring geologic events, in particular slope instabilities and rockfall hazards within or adjacent to proposed development areas, present potential hazards or challenges. Areas where anthropologic changes to the natural terrain have created potential geologic hazards will be identified in the assessment. The report will provide guidance to designers for siting housing and roadways with respect to avoiding the influence areas of identified potential geologic hazards.

## ARCHAEOLOGICAL

### Archaeological Impact Assessment Report

Phase 1 of the NP process requires preparation of an Archaeological Impact Assessment (AIA). The AIA presents the archaeological research and methodology, including biophysical and cultural setting context, as well as the results of the fieldwork, assessments of potential archeological sites and recommendations for future archaeological management during neighbourhood build-out.

Consideration will be given to include local First Nations in the development of the AIA. This may include hiring a First Nations company to complete the AIA itself.

## RETAIL DEMAND

### NP Retail Demand Analysis

A Retail Demand Analysis will be undertaken to understand the Village of Anmore's current market for retail and service commercial space in order to determine the composition and magnitude of retail space that may be warranted within the Anmore South NP over the projected buildout of the community. The final Retail Demand Study will reflect potential changes in market trends, built commercial nodes and the proposed NP design. The study will allocate the commercial floor space within the NP and will comment on retail composition, land requirements and building footprint.

Once the Preferred Plan unit mix and population projections have been determined, the Retail Demand Analysis will be updated to reflect the final commercial floor space areas and allocations.

## COMMUNITY FACILITIES INVENTORY

### NP Community Facilities Inventory

As part of the NP planning inventory, the community facility requirements including, but not limited to, civic centres and parkland will be identified and positioned within the NP area. The Proponent will review, consult and inventory the Community Facilities for the NP. The inventory will include a precedent review of comparable facilities including the major program, area requirements, building size, and approximate cost.

## STREET NETWORK + TRANSPORTATION

### Street Engineering

As the NP planning proceeds, refinement of proposed street network alignments will be required to achieve planning and development objectives. The Anmore South street network will utilize suitable street standards for hillside development and will strive to reduce the physical, visual and environmental impact of new road construction and better accommodate pedestrian and cycling needs.

## NP Transportation Network Design Considerations

### **Street Network**

The neighbourhood street network will be designed to foster easy, convenient and comfortable walking and cycling throughout the community. The street network will be sensitive to topography and have multiple connections with relatively direct routes. With the exception of boulevards, streets will be kept as narrow as possible to limit environmental and topographic impacts. Traffic calming will be employed where appropriate and recommended by the Transportation Engineer.

The pattern of new community streets will ensure each street is tailored to its purpose and connected as a network to allow choice and flexibility in moving through the community. The proposed NP Street Network will:

- Provide Collector + Local Street alignments;
- Adhere to applicable street standards;
- Incorporate cycling and pedestrian routes;
- Incorporate potential transit circulation;
- Incorporate streetscape elements such as trees, vegetation and street furniture;
- Include connections to existing and future neighbourhoods; and
- Include traffic control details - signals or roundabouts.

### **Cycling Network**

The neighbourhood street design will reflect a comprehensive network of pedestrian, cycling and multi-use trails that provide an immediate alternative to auto dependency for local neighbourhood trips.

The Proponent will prepare a Cycling Network that takes into consideration the natural topography and proposed street grades, as well as the integration of on and off-street bike paths, and location of end-of-trip facilities at major neighbourhood destinations, such as shopping nodes, schools and parks.

### **Pedestrian Network**

Providing alternatives to auto dependency for local neighbourhood trips, the NP will create a positive pedestrian realm through the provision of pathways, street trees, and boulevard landscaping that responds to the topography and celebrate scenic viewscales.

The Proponent will prepare a Pedestrian Network that not only includes on-street sidewalks, but also provides an off-street network of trails, greenways and multi-use pathways.

### **Transit Network**

The Proponent will consider transit integration with the NP Transportation Network by which the residents of Anmore South can be adequately served by future transit services. The plan will identify potential future bus connections, and stops and exchanges, as applicable.



## Transportation Impact Assessment (TIA) and Transportation Demand Management (TDM)

The Proponent will complete a Transportation Impact Assessment (TIA) to determine the impacts of the full development build-out of the Preferred Plan on the existing road network of the surrounding neighbourhoods. The TIA will recommend phased street network improvements as required to accommodate future build-out of the neighbourhood. The TDM will outline measures to reduce the use of single-occupancy vehicle trips.

## SERVICING

### Water Engineering Plan

The NP will include a conceptual Water Engineering Plan that:

- Includes a strategy to connect the neighbourhood to regional and existing water trunk infrastructure;
- Includes watermain routing to reflect NP layouts and includes off-site tie-in locations, reservoirs, booster pumps, and PRVs;
- Completes required water modelling; and,
- Includes a written summary of the proposed Water Engineering Plan, along with associated plans and construction and life-cycles cost estimates to a level C.

### Sanitary Engineering Plan

The NP will include a conceptual Sanitary Engineering Plan that:

- Includes a strategy to connect the neighbourhood to regional sanitary trunk infrastructure;
- Includes sanitary routing to reflect NP layouts and identifies off-site tie-in locations and pump stations;
- Completes required sanitary modelling; and,
- Includes a written summary of the proposed Sanitary Engineering Plan, along with associated plans and construction cost estimates to a level C.

### Rainwater Management Plan

The NP will include a conceptual Rainwater Management Plan that:

- Includes rainwater routing to reflect NP layouts and identifies off-site tie-in and on-site discharge areas;
- Completes required rainwater modelling;
- Includes a written summary of the proposed Rainwater Management Plan, along with associated plans and construction cost estimates to a level C.

## Franchise Utility Consultation

Franchise utilities, including but not limited to gas, electricity, and telecommunications are an important part of servicing a neighbourhood, local area, and community. They provide residents and business owners with essential services that are necessary to operating a home, business, or community service. During the planning process it will be important to consult with service providers to ensure that interruptions in service are avoided, services can be extended to new growth areas, and associated costs can be mitigated. In addition to the local distribution systems, planners will consider corridors for trunk gas mains, feeder plants for BC Hydro, trunk fiber optic lines, and cellular tower locations.

## NP Infrastructure Cost Recovery Analysis

The NP will include the preparation of a Financial Model that reflects the neighbourhood design with accuracy and resolution in terms of cost, phasing, and forecast housing absorption, providing information relating to the following:

- DCC: Identify eligible DCC projects, estimate associated costs, and calculate DCCs values;
- Community Amenities: Costs and financing for parks and community facilities/improvements;
- Employment: Estimated jobs generated by commercial and institutional land uses; and,
- Taxation Revenue: Additional tax revenue by phase, compared to expenses of new development, accounting for emergency services, operations and replacement funding.

## SCHEDULE D: PROJECT CHECKLIST – Terms of Reference

Neighbourhood Plan Component	Status
<b>Phase 1</b>	
Physical Inventory Plan Set with Cadastral Overlay, Landform, Slope and Aspect Analysis	<input type="checkbox"/>
Planning Inventory Plan Set with OCP Land Use, Zoning and Land Ownership	<input type="checkbox"/>
Engineering Inventory Plan Set with Public Streets, Water, Sanitary, Rainwater, Utility Infrastructure, Rights-of-Way, and Easements	<input type="checkbox"/>
Archaeological Impact Assessment	<input type="checkbox"/>
Environmental Baseline Assessment	<input type="checkbox"/>
Geotechnical Hazard Assessment	<input type="checkbox"/>
Biophysical Assessment Summary with Opportunities + Constraints Plan	<input type="checkbox"/>
Commercial Retail Demand Study	<input type="checkbox"/>
Community Facilities Inventory	<input type="checkbox"/>
Phase 1 Complete	<input type="checkbox"/>
<b>Phase 2</b>	
Land Use Scenarios (at least 2) with objectives, statistical summary, and neighbourhood amenities	<input type="checkbox"/>
Visual Impact Assessment (3D Model)	<input type="checkbox"/>
Phase 2 Consultation Materials	<input type="checkbox"/>
Phase 2 Consultation Feedback Summary	<input type="checkbox"/>
Phase 2 Complete	<input type="checkbox"/>
<b>Phase 3</b>	
Preferred Land Use Plan with objectives, statistical summary, and amenities	<input type="checkbox"/>
Street Hierarchy Plan	<input type="checkbox"/>
Draft Civil Engineering Study, including:	<input type="checkbox"/>
Water Conceptual Master Plan	<input type="checkbox"/>
Sanitary Conceptual Master Plan	<input type="checkbox"/>
Rainwater Conceptual Master Plan	<input type="checkbox"/>
Draft Transportation Impact Assessment	<input type="checkbox"/>
Draft Environmental Impact Assessment	<input type="checkbox"/>

Retail Demand Study Update	<input type="checkbox"/>
Draft Financial Analysis	<input type="checkbox"/>
Visual Impact Assessment Update (3D Model)	<input type="checkbox"/>
Phase 3 Consultation Materials	<input type="checkbox"/>
Phase 3 Consultation Summary	<input type="checkbox"/>
Phase 3 Complete	<input type="checkbox"/>
<b>Phase 4</b>	
Draft NP Document	<input type="checkbox"/>
Final Civil Engineering Study, including:	<input type="checkbox"/>
Water Conceptual Master Plan	<input type="checkbox"/>
Sanitary Conceptual Master Plan	<input type="checkbox"/>
Rainwater Conceptual Master Plan	<input type="checkbox"/>
Final Transportation Impact Assessment	<input type="checkbox"/>
Final Environmental Impact Assessment	<input type="checkbox"/>
Final Retail Demand Study	<input type="checkbox"/>
Final Financial Analysis	<input type="checkbox"/>
Final NP Document	
Phase 4 Complete	<input type="checkbox"/>



