

VILLAGE OF ANMORE REPORT TO COUNCIL

Date: March 28, 2025 6480-20

Submitted by: Tim Savoie, Planning Consultant

Subject: Anmore South - Status of OCP Amendment Application - Anmore

South

Purpose / Introduction

The purpose of this report is to provide Council with the status of the Official Community Plan (OCP) Amendment application process associated with the Anmore South proposal.

Recommended Options

THAT Council receive the report dated March 28, 2025 entitled "Anmore South – Status of OCP Amendment Application", for information.

Background

In May 2023 icona Properties (the Applicant) applied to amend the Official Community Plan in relation to the Anmore South lands (formerly referred to as IOCO lands) to facilitate the future development of the subject lands for a mixed-use development. The lands are currently designated as Hillside Residential in Anmore's 2014 Official Community Plan.

The process to review the application is now in Phase 3, which includes completion of technical studies based on the Preferred Land Use Plan determined in Phase 2 followed by community engagement that includes inform and consult as well as a formal referral process that is required under Section 475 of the *Local Government Act*. At the February 4, 2025 Regular Council Meeting, Council considered the OCP Amendment Phase 3 Community Engagement Plan and Consultation Referral Process and passed the following motions:

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

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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 TsleilWaututh 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

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.

Discussion

This report is intended to provide Council with a high-level overview of the status of the OCP amendment application process and identify the anticipated next steps to be undertaken to comply with existing legislation.

Completed to Date

Following Council's direction on February 4, 2025 and in accordance with Section 475 of the *Local Government Act*, the persons, organizations, or authorities identified by Council in the forgoing motion have been notified of the application in order to provide them with the opportunity to provide early and ongoing comments. While the Village has received some feedback as of the writing of this report, some organizations have requested time extensions for their response. These requested extensions should not be problematic provided that all feedback is received prior to the end of the Phase 3 consultation period at the end of April.

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As well, in accordance with Section 476 of the Local Government Act, Anmore has reached out to School District 43 to seek input of the board of education on the following with respect to this application:

- a) the actual and anticipated needs for school facilities and support services in the school districts;
- b) the size, number and location of the sites anticipated to be required for the school facilities referred to in paragraph (a);
- c) the type of school anticipated to be required on the sites referred to in paragraph (b);
- d) when the school facilities and support services referred to in paragraph (a) are anticipated to be required;
- e) how the existing and proposed school facilities relate to existing or proposed community facilities in the area.

Conversations have occurred with SD 43 staff and will continue over the coming months prior to the draft bylaw proceeding to Council.

Majority of Technical Studies and Plans Finalized and Accepted

As per the Terms of Reference approved by Council on March 19, 2024, six technical studies are being completed based on the Preferred Land Use Plan determined in Phase 2 of the process (see the attached Preferred Land Use Plan and Illustrative Land Use Plan as a reference).

The technical studies were initiated by the Applicant, with the work being done by professional firms with recognized expertise in each study area. The draft reports were then reviewed by Village staff and its professional consultants, and comments were provided back to the Applicant outlining changes, requests for clarifications and/or additions to the technical reports to meet the Village's requirements.

The following studies have been finalized, reviewed, and accepted by Village staff and their professional consultants:

- Infrastructure Servicing Report (completed March 20, 2025)
- Retail Analysis (completed February 27, 2025)
- Traffic Impact Assessment (completed March 20, 2025)
- Economic Impact Analysis (completed March 25, 2025)
- Environmental Impact Assessment (completed March 21, 2025)

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As of the writing of this report, the draft Fiscal Impact Analysis, which will assess the long-term costs of infrastructure and services for the development, including impacts on the Village's budget, tax base (including how it affects current taxpayers), and service delivery, has been submitted to and reviewed by the Village; however, this report has yet to be accepted given that clarification is required on several points. Discussion is occurring between the Village's consultant, Coriolis Consulting, and Deloitte the author of the report, to address the requested clarifications. While both parties are working towards finalization of the report a completion date is unknown at this time.

Phase 3 Community Engagement – Material Preparation Underway

Other than the referral letters, which have been issued, the majority of the Phase 3 community engagement is scheduled to begin when the technical studies are complete and can be posted publicly. The engagement is focused on informing the community about the Preferred Land Use Plan, which is the foundation for the Neighbourhood Plan policies and the outcomes from the technical studies that were developed based on the proposed land use. There is also a consultation component to the engagement to provide the opportunity for residents to ask questions and share comments on the technical studies and the Preferred Land Use Plan as the final step in community consultation prior to the Public Hearing.

While the technical studies are being reviewed and completed, the Village engagement team has been preparing materials for the Phase 3 Community Engagement Plan as endorsed by Council on February 4, 2025 to facilitate timely implementation when all of the technical studies are complete. To support broad outreach and participation, the engagement plan includes a mix of communication tactics to notify, inform and consult with the community as described below:

- Apply a variety of communication tactics to share information about the outcomes of the technical studies and the Preferred Land Use Plan, which is the foundation for the development of the Neighbourhood Plan as the key policy document. This includes a direct mail to Anmore residents and information posted online.
- Apply a variety of communication tactics to notify target audiences about opportunities
 to participate in community consultation, including direct mail, subscriber email
 notifications, outdoor signage and online communication via Facebook, the Village's
 website and the HaveYourSayAnmore.com project engagement page.
- Provide a mix of opportunities 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 Preferred Land Use Plan and respond to questions, meetings with

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Advisory Committee members (a Finance Committee to review and discuss the financial studies and a combined Committee workshop to review and discuss the other studies), and a community survey to gain insight into the community's priorities related to the Preferred Land Use Plan for Anmore South as the foundation for the Neighbourhood Plan. The survey would focus on key factors that differentiate the proposed OCP Amendment and Neighbourhood Plan from the existing RS-1 zoning. The inform and consult components of the community engagement would take place within a three week period, and there will be engagement summary report developed.

The Terms of Reference, Preferred Land Use Plan submitted by the Applicant and the Anmore South OCP Amendment Application and Neighbourhood Plan Phase 3 Community Engagement Plan prepared by Mickelson Consulting Inc are attached as Attachments 1, 2 and 3.

Official Community Plan Amendments and the Neighbourhood Plan

The Official Community Plan (OCP) outlines the overall goals and policies of the local government and takes into account the current and future land use characteristics, along with the necessary infrastructure needs within the designated area of the OCP. Once implemented, the Official Community Plan (OCP) becomes the basis for all land use and development policies, regulations, and decisions within a municipality. All bylaws enacted by Council after the adoption of an OCP must be consistent with the plan. The Neighbourhood Plan includes specific development policies and guidelines that will serve to inform any future rezoning application.

Anmore's OCP identifies the subject property as a Special Study Area requiring detailed planning. Existing OCP policy supports the completion of a cost-recovered neighbourhood planning process. This application is consistent with this policy.

While this report is not intended to provide specifics of the OCP Amendment Application and Neighbourhood Plan which is being developed based on the Preferred Land Use Plan, the Anmore South Preferred Land Use Plan proposes a mix of residential, civic, commercial and park uses as follows:

Ground Oriented – 3% Multi-family townhome 26% Multi-family apartment 10%

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Mixed Use – 2%
Civic/Community Centre - 1%
Civic/Development Reserve 1%
Neighbourhood Park - 7%
Protected Natural Area and Greenways - 35%
Road Right of Way - 15%

Given that this proposal differs from the form and density of anticipated development contemplated 11 years ago in the OCP, several adjustments to existing OCP statements and policy will be necessary to create consistency with the proposal. These amendments to the OCP, in addition to a comprehensive Neighbourhood Plan, will form the OCP amending bylaw for this application for Council's future consideration.

The proponents' consultants have initiated the drafting of the Neighbourhood Plan for review and input by the Village's professional planning consultant, Tim Savoie. The Neighbourhood Plan is being drafted based on work completed in Phase 1 and 2 of this planning process, and is being finalized in parallel with community consultation related to the Preferred Land Use Plan and technical studies. The final draft of the Neighbourhood Plan will incorporate this feedback from the community.

As well, the *Local Government Act* requires that the amendment be considered against the most recent housing needs report, provincial policy guidelines and provincial policy guidelines related to transit oriented areas (last point not applicable in this instance).

Next Steps

As outlined above, the next steps in the application process are to complete the Fiscal Impact Analysis, implement Phase 3 community engagement and complete the Neighbourhood Plan and related policy updates to the OCP for consideration by Council. Some of the key tasks to complete these steps includes:

- Review of next draft of Fiscal Impact Analysis to confirm that the Village's requested clarifications have been addressed.
- Initiate community engagement to notify, inform and consult with the community.
- Compile all input received associated with the Section 475 referral process.
- Following the completion of the Phase 3 community engagement, develop a community engagement summary report and submit to Council.

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- Finalize all OCP amendments and Neighbourhood Plan
- Rescind Bylaw No. 686-2023.
- Present 1st and 2nd Readings of a new bylaw that includes all revised statements and policies including the Neighbourhood Plan for Council consideration.
- If the bylaw receives 1st and 2nd Reading, proceed to Public Hearing for the proposed OCP bylaw amendments and Neighbourhood Plan.
- Issue Public Hearing notification to all identified stakeholders.
- Hold Public Hearing to provide an opportunity for public comment on the OCP amendments and Neighbourhood Plan.
- Council considers 3rd Reading of the OCP amendment bylaw and Neighbourhood Plan following the Public Hearing.
- If the bylaw receives 3rd Reading, forward an application to Metro Vancouver for amendments to Metro 2050 (Urban Containment Boundary Adjustment and Land Use Designation).
- Following Metro Vancouver consideration, submit the proposed bylaw to Council for final consideration (4th Reading or adoption).

For the most part, the steps above are necessary legislative requirements based on provincial legislation and Village bylaws.

Other Options

While this report is provided for Council's information, Council may wish to direct staff to adjust any aspect of the process as outlined in this report.

Financial Implications

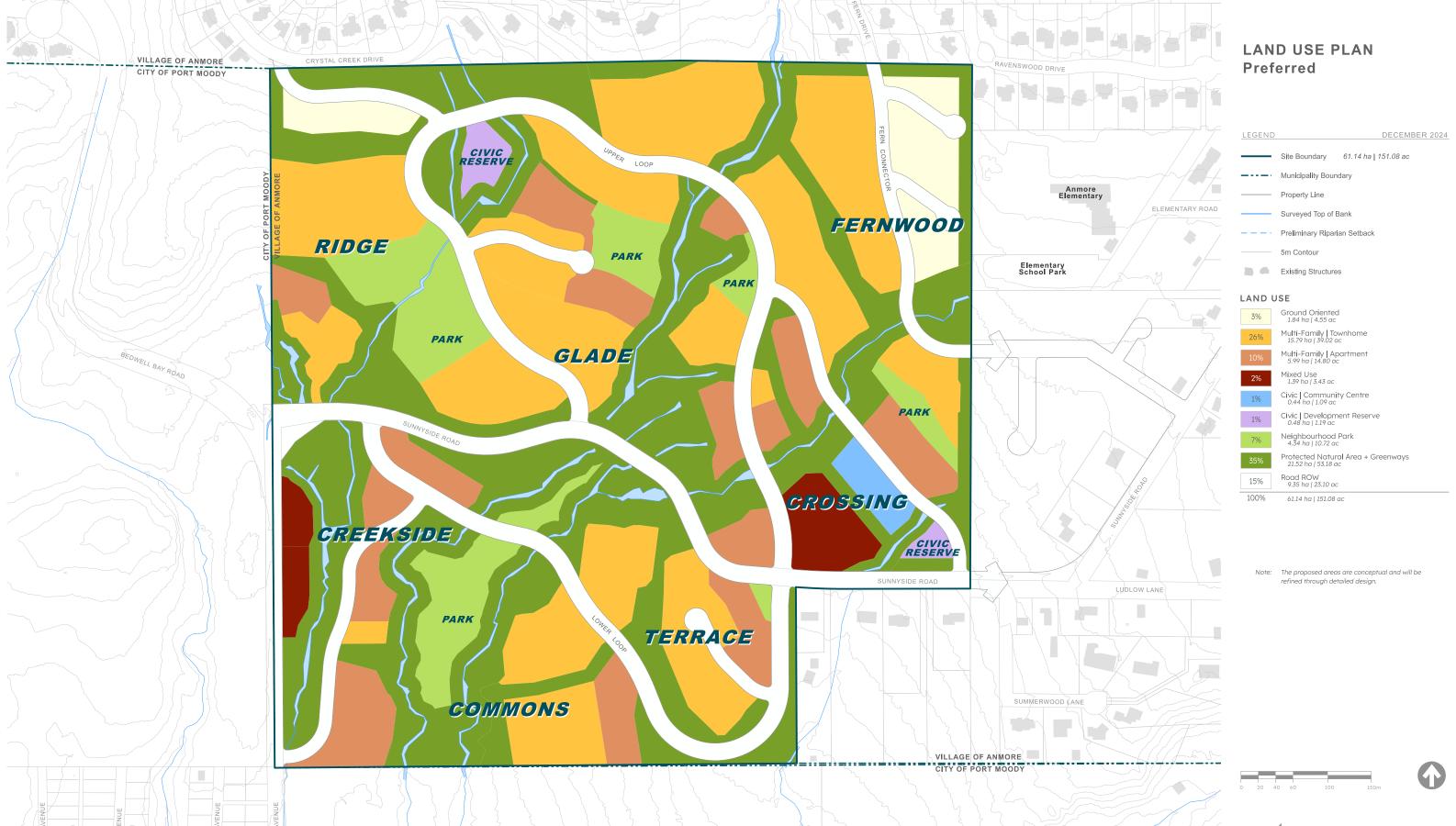
The Applicant is responsible for all financial costs associated with the preparation of the Neighbourhood Plan, professional consulting team, community engagement costs and review by Village staff and consultants in accordance with existing policy.

Attachments:

- 1. Preferred Land Use Plan and Illustrative Map
- 2. Anmore South OCP Amendment Application & Neighbourhood Plan Phase 3 Community Engagement Plan February 4, 2025
- 3. Anmore South Terms of Reference March 2024

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Prepared by:			
Tim Savoie, MCIP, RPP			
Planning Consultant			
Reviewed for Form and Content / Approved for Submission to Council:			
Chief Administrative Officer's Comment/Concurrence	KELULL		
	Chief Administrative	Officer	







ILLUSTRATIVE CONCEPT PLAN Preferred







Council Agenda Information ☐ Regular Council February 04, 2025



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

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.

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

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.

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 help 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

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.

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

• 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

Prepared by:		
Nohah Josh		
Josh Joseph		
Village Planner		
Reviewed for Form and Content / Approved for Submission to Council:		
Acting Chief Administrative Officer's Comment/Concur	rence	
	Lena Martin	
	Acting Chief Administrative Officer	

Attachment 1



Village of Anmore

Anmore South OCP Amendment Application & Neighbourhood Plan Development

Phase 3 Community Engagement Plan

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
 - o Tri-Cities Chamber of Commerce
 - Community Futures
 - Sasamat Volunteer Fire Department
 - Parent Advisory Council (PAC)
 - Burrard Inlet Marine Enhancement Society

- Anmore Garden Club
- o 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:

- 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
- 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

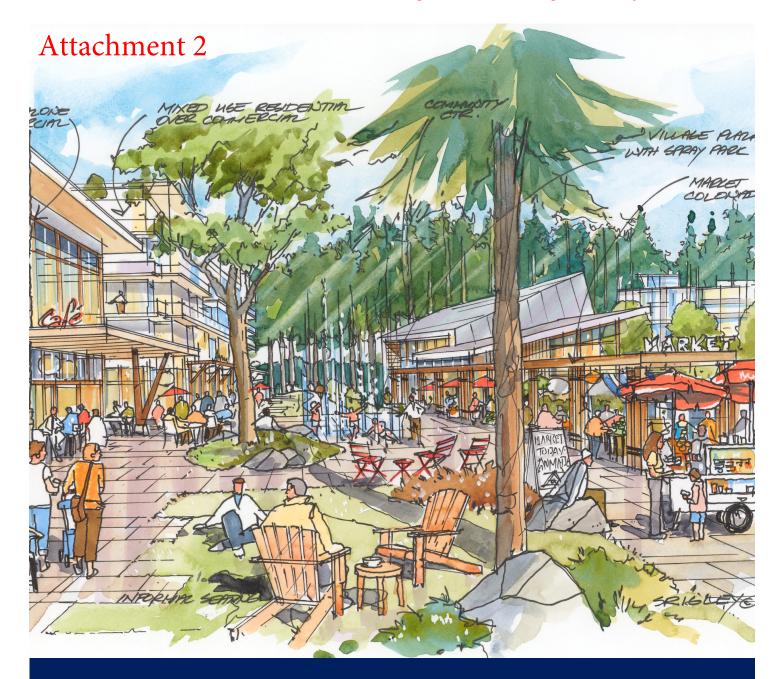
The approach to this phase of engagement will begin with sharing information on the outcomes from the technical studies and assessments to raise awareness in the community about how the preferred land use plan would affect Anmore.

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

icona



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", 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 cofacilitate 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 3rd 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.

¹ Village of Anmore Official Community Plan. Page 24



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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 masterplanned 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 polices 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
- Servicina:
 - · 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 20th 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.



INTERNATIONAL ASSOCIATION FOR PUBLIC PARTICIPATION (IAP2) SPECTRUM

https://www.iap2.org/mpage/Home

IAP2 Spectrum

ARTICIPATION SOAL

PROMISE TO THE PUBLIC



INFORM

To provide the public with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions.

We will keep you informed.



CONSULT

To obtain public feedback on analysis, atternatives and/or decision.

We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the

decision.



INVOLVE

To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.



COLLABORATE

To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.

We will look to you for advice and innovation in formulating solutions and incorporate your advice & recommendations into the decisions to the maximum extent possible.



EMPOWER

To place final decision-making in the hands of the public.

We will implement what you decide.

INCREASING IMPACT ON THE DECISION

© International Association for Public Participation iap2.org



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 archaeological 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 viewscapes.

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



Considered at the Regular Council meeting on February 04, 2025

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





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Anmore South | Neighbourhood PlanTerms 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", 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 cofacilitate 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 3rd 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.

¹ Village of Anmore Official Community Plan. Page 24



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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 masterplanned 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 polices 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 20th 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

VBEIC VARTICIPATION SOAL

> PROMISE TO THE PUBLIC



INFORM

To provide the public with balanced and objective information to assist them in understanding the problem, atternatives and/or solutions.

We will keep you informed.



CONSUL:

To obtain public feedback on analysis, alternatives and/or decision.

We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the

decision.



INVOLVE

To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.



COLLABORATE

To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.

We will look to you for advice and innovation in formulating solutions and incorporate your advice & recommendations into the decisions to the maximum extent possible.



EMPOWER

To place final decision-making in the hands of the public.

We will implement what you decide.

INCREASING IMPACT ON THE DECISION

© International Association for Public Participation

iap2.org



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 archaeological 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 viewscapes.

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



Retail Demand Study Update	
Draft Financial Analysis	
Visual Impact Assessment Update (3D Model)	
Phase 3 Consultation Materials	
Phase 3 Consultation Summary	
Phase 3 Complete	
Phase 4	
Draft NP Document	
Final Civil Engineering Study, including:	
Water Conceptual Master Plan	
Sanitary Conceptual Master Plan	
Rainwater Conceptual Master Plan	
Final Transportation Impact Assessment	
Final Environmental Impact Assessment	
Final Retail Demand Study	
Final Financial Analysis	
Final NP Document	
Phase 4 Complete	П







