

PLEASE NOTE

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Is a Scent-Free Building.

Please respect our policy.

VILLAGE OF ANMORE
COUNCIL AGENDA

Agenda for the Regular Council Meeting scheduled for Tuesday, November 9th, 2010 at 7:00 p.m. at the Village Hall, 2697 Sunnyside Road, Anmore, BC.

1. **ADDITIONS AND DELETIONS TO THE AGENDA**

RESOLUTION: "THAT THE AGENDA BE APPROVED."

2. **COMMENTS FROM THE PUBLIC REGARDING THE AGENDA**

3. **ADOPTION OF MINUTES**

01 (a) **Minutes of the Public Hearing held on October 26th, 2010**

RESOLUTION: "THAT THE MINUTES OF THE PUBLIC HEARING HELD ON OCTOBER 26TH, 2010 BE ADOPTED AS CIRCULATED."

03 (b) **Minutes of the Regular Council Meeting held on October 26th, 2010**

RESOLUTION: "THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD ON OCTOBER 26TH, 2010 BE ADOPTED AS CIRCULATED."

4. **BUSINESS ARISING FROM THE MINUTES**

5. **PETITIONS AND DELEGATIONS**

6. **TABLED ITEMS**

11 (a) **RCH-1 Zoning Amendment Request from Countryside Village Strata**

RESOLUTION: "THAT THE LETTER FROM COUNTRYSIDE VILLAGE STRATA COUNCIL REGARDING THE RCH-1 ZONING AMENDMENT REQUEST BE LIFTED FROM THE TABLE."

Letter dated October 21st, 2010 from Ted Littlewood, President of Countryside Village Strata Council

7. COUNCIL COMMITTEE REPORTS

(a) Community Engagement Committee

RESOLUTION: "THAT COUNCIL RESOLVES TO MEET AS THE
COMMUNITY ENGAGEMENT COMMITTEE."

(i) Disbanding Anmore Day Care Working Group

RESOLUTION: "THAT THE ANMORE DAY CARE WORKING GROUP IS
DISBANDED."

(ii) Reconvene Regular Council Meeting

RESOLUTION: "THAT THE REGULAR COUNCIL MEETING BE RECONVENED."

(b) Public Works Committee

**(i) Minutes of the Public Works Committee Meeting held on
August 26th, 2010**

RESOLUTION: "THAT THE MINUTES OF THE PUBLIC WORKS COMMITTEE
MEETING HELD ON AUGUST 26TH, 2010 BE RECEIVED."

(c) Green Families Working Group

**(i) Action Items from the Green Families Working Group
Meeting held on October 3rd, 2010**

**(ii) Action Items from the Green Families Working Group
Meeting held on November 1st, 2010**

8. MAYOR'S REPORT

9. COUNCILLORS' REPORT

10. ADMINISTRATOR'S REPORT

12

15

16

11. CORRESPONDENCE

RESOLUTION: **“THAT ALL CORRESPONDENCE CIRCULATED AND FILED IN THE VILLAGE OFFICE BE RECEIVED.”**

12. BYLAWS

13. UNFINISHED BUSINESS

14. NEW BUSINESS

(a) Council Liaison – Advisory Planning Commission

Mayor Anderson to discuss.

17

(b) Council Honorariums Committee

Report dated November 5th, 2010 from K. Cobb, Manager of Corporate Services

18

(c) Council Procedure Bylaw

Copy of the current Council Procedure Bylaw is attached for Council’s information.

(d) December Council Meeting Schedule

32

(e) School Community Connections – Supporting Neighbourhood Learning Centres – Grant Information

Report dated November 5th, 2010 from K. Cobb, Manager of Corporate Services

(f) In-Camera Council Meeting Rules of Order

Copy of proposed Policy No. 43 is attached for Council’s information.

15. PUBLIC QUESTION PERIOD

16. CONCLUSION

VILLAGE OF ANMORE
PUBLIC HEARING MINUTES

Minutes for the Public Hearing held on Tuesday, October 26th, 2010 at the Village Hall, 2697 Sunnyside Road, Anmore, B.C.

ELECTED OFFICIALS PRESENT

Mayor Heather Anderson
Councillor John McEwen
Councillor Kerri Palmer Isaak
Councillor Mario Piamonte
Councillor Chris Sedergreen

STAFF PRESENT

Karen-Ann Cobb, Manager of Corporate Services (Acting CAO)
Michael Rosen, Village Planning Consultant

1. CALL TO ORDER

Mayor Anderson called the meeting to order at 7:00 p.m.

2. CHAIRPERSON STATEMENT – MAYOR ANDERSON

Mayor Anderson read a prepared statement.

3. PRESENTATION OF BYLAW NO. 498-2010 – VILLAGE PLANNER

Michael Rosen, Village Planner, presented Anmore Zoning Amendment Bylaw No. 498-2010.

4. WRITTEN SUBMISSIONS

Nil.

5. COMMENTS FROM THE PUBLIC

Pam Blackman, resident, commented that she is surprised that the amendment is coming forward; she agrees that the bylaw should be left as-is; and she hopes that future subdivision applications do not allow 1.85 acres to accommodate this amendment.

6. **CONCLUSION**

It was MOVED and SECONDED:

“THAT THE PUBLIC HEARING BE ADJOURNED.”

The Council Meeting concluded at 7:20 p.m.

Certified Correct:

Approved:

Karen-Ann Cobb
Manager of Corporate Services (Acting CAO)

Heather Anderson
Mayor

VILLAGE OF ANMORE

COUNCIL MEETING MINUTES

Minutes for the Regular Council Meeting held on Tuesday, October 26th, 2010 at the Village Hall, 2697 Sunnyside Road, Anmore, B.C. The meeting commenced at 7:20 p.m.

ELECTED OFFICIALS PRESENT

Mayor Heather Anderson
Councillor John McEwen
Councillor Kerri Palmer Isaak
Councillor Mario Piamonte
Councillor Chris Sedergreen

STAFF PRESENT

Karen-Ann Cobb, Manager of Corporate Services (Acting CAO)
Tim Harris, Manager of Public Works
Michael Rosen, Village Planning Consultant

1. ADDITIONS AND DELETIONS TO THE AGENDA

It was MOVED and SECONDED:

“THAT THE AGENDA BE APPROVED.”

CARRIED UNANIMOUSLY

2. COMMENTS FROM THE PUBLIC REGARDING THE AGENDA

Nil.

3. ADOPTION OF MINUTES

(a) Minutes of the Regular Council Meeting held on October 12th, 2010

It was MOVED and SECONDED:

“THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD ON OCTOBER 12TH, 2010 BE ADOPTED AS CIRCULATED.”

Council Palmer Isaak requested that Item 9, Councillor Palmer Isaak’s report, bullet 2 to be changed from ‘literacy lunches at school’ to ‘litter-free lunches at school’.

3. ADOPTION OF MINUTES (CONTINUED)

**(a) Minutes of the Regular Council Meeting held on October 12th, 2010
(Continued)**

Councillor Piamonte requested that there be a council resolution to disband the Day Care Working Group; and requested that Item 6(a) discussion be recorded verbatim.

“THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD ON OCTOBER 12TH, 2010 BE ADOPTED AS AMENDED.”

CARRIED UNANIMOUSLY

4. BUSINESS ARISING FROM THE MINUTES

(a) Minutes of the Regular Council Meeting held on October 12th, 2010

Mayor’s Report – Item 8, bullet 4 – Councillor Piamonte asked what happened to the prepared speech he sent to Staff. Councillor McEwen replied that it was posted where the speeches were held.

Councillors’ Report – Item 9 – UBCM Convention – Councillor Piamonte suggested that council prepare a report after attending conventions.

Administrator’s Report – Item 10 – Councillor Piamonte asked if we had volunteers come forward. Karen-Ann Cobb replied that two applications were received for Council Honorarium Committee and no applications were received for Board of Variance. Mayor Anderson stated that she would like the two applicant names for CHC brought to the next council meeting for discussion, and that she would like Staff to resubmit the request for a Board of Variance volunteer.

Proposed New Middle School – School District No. 43 Preliminary Report – Item 13(b) – Councillor Piamonte asked about the dates for the School District public forums. Michael Rosen replied that a Fire Underwriters Survey and a Traffic Study should be completed before holding the public forums, and as the two studies are just underway the forums won’t likely begin until January 2011.

Library Card Fees – Item 13(d) – Councillor Piamonte asked what happens once the library card fee limit of \$2,000 is reached. Mayor Anderson stated that the issue will be brought to council for decision.

4. **BUSINESS ARISING FROM THE MINUTES (CONTINUED)**

(a) **Minutes of the Regular Council Meeting held on October 12th, 2010
(Continued)**

Beekeeping Bylaw – Item 14(d) – Councillor Piamonte asked about the status of this bylaw. Karen-Ann Cobb replied that she will try to have the bylaw prepared for the next council meeting.

5. **PETITIONS AND DELEGATIONS**

Nil.

6. **TABLED ITEMS**

Nil.

7. **COUNCIL COMMITTEE REPORTS**

(a) **Emergency Preparedness Working Group**

(i) **Minutes of the Emergency Preparedness Working Group
Meeting held on September 9th, 2010**

It was MOVED and SECONDED:

**“THAT THE MINUTES OF THE EMERGENCY
PREPAREDNESS WORKING GROUP MEETING HELD ON
SEPTEMBER 9TH, 2010 BE RECEIVED.”**

CARRIED UNANIMOUSLY

Councillor Sedergreen asked if Staff has updated the front page of the Emergency Preparedness binder. Karen-Ann Cobb replied that part of the update has been completed. Councillor Sedergreen asked if Staff is ready for the January updates. Karen-Ann Cobb replied that Staff will make the update a priority.

7. COUNCIL COMMITTEE REPORTS (CONTINUED)

(b) Finance Committee

(i) Anmore Times

It was MOVED and SECONDED:

“THAT ON THE RECOMMENDATION FROM THE FINANCE COMMITTEE, COUNCIL APPROVES THE 2010 COMMUNITY GRANT REQUEST TO THE ANMORE TIMES IN THE AMOUNT OF \$2,000.00.”

CARRIED

Councillor Piamonte abstained

Councillor Sedergreen abstained

(ii) Community Recreation Association of Belcarra (Summer Program)

It was MOVED and SECONDED:

“THAT ON THE RECOMMENDATION FROM THE FINANCE COMMITTEE, COUNCIL APPROVES THE 2010 COMMUNITY GRANT REQUEST FROM THE COMMUNITY RECREATION ASSOCIATION OF BELCARRA (SUMMER PROGRAM) IN THE AMOUNT OF \$650.00.”

CARRIED

Councillor Sedergreen abstained

(iii) Friendly Forest Preschool Parent Association (Glenda Treffry-Goatley Scholarship)

It was MOVED and SECONDED:

“THAT ON THE RECOMMENDATION FROM THE FINANCE COMMITTEE, COUNCIL APPROVES THE 2010 COMMUNITY GRANT REQUEST FROM THE FRIENDLY FOREST PRESCHOOL PARENT ASSOCIATION (GLENDA TREFFRY-GOATLEY SCHOLARSHIP) IN THE AMOUNT OF \$250.00.”

CARRIED

Councillor Sedergreen abstained

8. MAYOR'S REPORT

Mayor Anderson reported that:

- She met with School District representatives on September 18th, along with Belcarra Mayor Ralph Drew, School Trustee Holly Butterfield, Sasamat VFD Fire Chief Larry Scott and Village Planner Michael Rosen, to review fire department services required for the Middle School. This group will meet again once the Fire Underwriters and traffic studies are complete. The public forums will begin after this follow-up meeting.
- She has recently attended TransLink Mayors' meetings, reviewing funding options for the Evergreen Line project. The Mayors are being told by the provincial government that funds need to be raised by the end of 2010 to secure federal funding, and are being pressured to increase property taxes even though they are more in favour of a vehicle levy. Mayor Anderson stated that she will attend the next meeting on October 28th, and asked for input from Council.

9. COUNCILLORS' REPORT

Councillor Palmer Isaak reported that:

- Halloween fireworks start at 8:00 p.m., rain or shine on October 31st
- She attended the Metro Vancouver budget meeting, along with Councillor McEwen, on October 20th.

Councillor McEwen reported that:

- He will attend the Metro Vancouver Water Committee meeting on November 3rd.

Councillor Piamonte reported that:

- He will attend the Halloween event with other members of the fire department.

10. ADMINISTRATOR'S REPORT

Karen-Ann Cobb reported that:

- Howard Carley, Chief Administrative Officer, is away and will return to the office on November 2nd, 2010.

11. CORRESPONDENCE

It was MOVED and SECONDED:

“THAT ALL CORRESPONDENCE CIRCULATED AND FILED IN THE VILLAGE OFFICE BE RECEIVED.”

CARRIED UNANIMOUSLY

11. CORRESPONDENCE (CONTINUED)

(a) RCH-1 Zoning Amendment Request from Countryside Village Strata

Michael Rosen presented information on this matter.

It was MOVED and SECONDED:

“THAT COUNCIL DECLINES THE REQUEST AS OUTLINED IN THE LETTER FROM COUNTRYSIDE VILLAGE STRATA COUNCIL DATED OCTOBER 21ST, 2010.”

It was MOVED and SECONDED:

“THAT COUNCIL TABLES THE MATTER OF THE LETTER FROM COUNTRYSIDE VILLAGE STRATA COUNCIL DATED OCTOBER 21ST, 2010 FOR FUTURE DISCUSSION.”

CARRIED UNANIMOUSLY

12. BYLAWS

(a) Anmore Zoning Amendment Bylaw No. 498-2010

It was MOVED and SECONDED:

“THAT ANMORE ZONING AMENDMENT BYLAW NO. 498-2010 BE READ A THIRD TIME; AND THAT ANMORE ZONING AMENDMENT BYLAW NO. 498-2010 BE RECONSIDERED AND ADOPTED.”

CARRIED

Councillor Palmer Isaak abstained
Councillor McEwen opposed

13. UNFINISHED BUSINESS

- (a) Rezoning Application – Countryside Village Ventures Ltd. And Parkland Ventures Ltd.**

Michael Rosen, Planning Consultant, presented his report dated October 13th, 2010.

It was MOVED and SECONDED:

“THAT ANMORE ZONING AMENDMENT BYLAW NO. 501-2010 BE READ A FIRST AND SECOND TIME; AND THAT STAFF BE AUTHORIZED TO SCHEDULE A PUBLIC HEARING REGARDING ANMORE ZONING AMENDMENT BYLAW NO. 501-2010.”

CARRIED

Councillor Sedergreen abstained

14. NEW BUSINESS

- (a) 2010 Tri-Cities Spirit of Community Environment Award Winner**

Mayor Anderson announced congratulations to Elaine Willis for winning the 2010 Tri-Cities Spirit of Community Environment Award.

- (b) JEPP GRANT APPLICATION**

Karen-Ann Cobb and Tim Harris presented information on the Village’s Joint Emergency Preparedness Program (JEPP) Grant application.

It was MOVED and SECONDED:

“THAT COUNCIL SUPPORTS THE GRANT APPLICATION FOR PURCHASE OF A MOBILE COMMAND CENTER.”

CARRIED UNANIMOUSLY

14. NEW BUSINESS (CONTINUED)

(c) In-Camera Council Meeting – November 2nd, 2010

It was MOVED and SECONDED:

**“THAT PURSUANT TO SECTION 90(1)(G) OF THE
COMMUNITY CHARTER, AN IN-CAMERA COUNCIL
MEETING BE HELD ON NOVEMBER 16TH, 2010 AT 7:00
P.M. TO DISCUSS LEGAL ISSUES.”**

CARRIED UNANIMOUSLY

15. PUBLIC QUESTION PERIOD

Members of the public asked questions of Council, and Council and Staff responded.

16. CONCLUSION

It was MOVED and SECONDED:

**“THAT THE REGULAR COUNCIL MEETING BE
ADJOURNED.”**

The Council Meeting concluded at 8:40 p.m.

Certified Correct:

Approved:

Karen-Ann Cobb
Manager of Corporate Services (Acting CAO)

Heather Anderson
Mayor



COUNTRYSIDE VILLAGE
THE OWNERS, STRATA PLAN BCS 3635
PO BOX 18128, 250 – 221 IOCO ROAD, PORT MOODY, BC V3H 0A2

October 21, 2010

Mayor and Council
Village of Anmore
2697 Sunnyside Road
Anmore, BC V3H 5G9

Your Worship the Mayor and Members of Council:

Re: RCH-1 Zoning Amendment Request

Further to our letter of August 27, 2010 addressed to Michael Rosen, where we requested a relatively minor change to the existing RCH-1 zoning, we have now come to understand that there is a \$1,500.00 application fee before this amendment will be considered by Council.

Mr. Doug Hallat, Chair of our Building Committee, spoke with Michael Rosen regarding this fee and Mr. Rosen was of the opinion that the fee was warranted because of the amount of work required by both himself and Village Staff. He explained that he would have to write a report and attend several meetings on the subject, including a public hearing.

This is not a re-zoning request by a private developer/owner to satisfy a private initiative; but instead, is a request by the community of Countryside Village through its Strata Council in order to achieve a community objective that would benefit our community today as well as in the years to come as the redevelopment and renewal of the Community takes place.

As pointed out in our previous letter, this zoning change request only addresses whether or not the square footage of a garage, when it is built into the main floor of a two-storey home, should be included or excluded when calculating the main floor square footage. This is an important issue when calculating the second storey square footage because the zoning dictates that this area cannot exceed 80% of the main floor square footage.

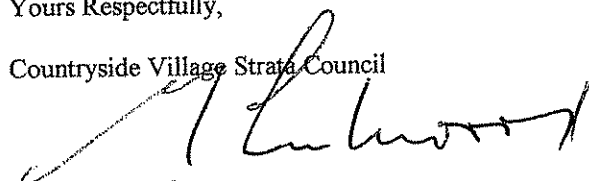
Since this requested change has no impact on site coverage, setbacks or any other zoning requirements, but simply allows a garage to be counted when applying the 80% rule to the second storey, we feel this requested change is more a policy issue than a zoning issue. Therefore, we ask Council to waive the application fee in this case as this issue has no impact – other than a positive one – on the RCH-1 zoning.

Although this requested amendment is a minor one, it has an important implication for the future aesthetics of Countryside. For example, there is a new home under construction on Lot 92 where the owner was forced to convert his planned main floor enclosed garage into a recreation room in order to obtain the desired square footage on the second floor. This means that this owner's vehicles will now be parked outside, in front of the house, instead of inside the enclosed garage; thereby distracting from the overall appearance of the property.

We ask that you consider this matter at your earliest possible convenience as there are at least 3 more new homes in the design stages and this matter will impact those designs. Upon notification, we will be pleased to discuss our request in more detail at the appropriate Council meeting.

Yours Respectfully,

Countryside Village Strata Council


Ted Littlewood,
President

Cc: Howard Carley, CAO
Michael Rosen, Planner

VILLAGE OF ANMORE
Public Works and Transportation Committee
Meeting Minutes from Thursday August 26th, 2010

In Attendance:

Chris Sedergreen, Councillor
Mario Piamonte, Councillor
Bruce Wall
Mike Dykstra

Members Absent:

None.

ORDER OF BUSINESS

1. Call to Order

The meeting was called to order by chairperson, Councillor Sedergreen at 7:05 p.m.

2. Approval of the Agenda

It was MOVED and SECONDED:

“To approve the agenda as presented”

CARRIED UNANIMOUSLY

3. a) Approval of Minutes

It was MOVED and SECONDED:

“To approve the minutes of the January 28th, 2010 Public Works, Parks and Transportation Committee meeting as written”

CARRIED UNANIMOUSLY

b) Matters Arising from the Minutes

- It was clarified that a mailer to residents asking for input on a 3-way stop at the intersection of Sunnyside and East Road has not been sent out.
- A member commented that parking for emergency vehicles at the fire hall has been significantly reduced due to the location of a new bus stop on Sunnyside Road and questioned the need for the stop at that location.

4. East Road Traffic Calming Measures Review

- Members discussed the effectiveness of current speed calming measures on East Road.
- It was noted that the stop signs at Strong Road have been removed and a raised crosswalk installed on the southern side of East Road at that intersection.
- A member noted that there is a speed hump that was grandfathered for East Road and can be installed. It was questioned whether the committee wanted to make a recommendation to Council on this item.
- In order to aid in determining whether any further traffic calming measures are needed on East Road, Councillor Sedergreen will inquire with the RCMP as to what the latest speeding statistics are in the area.
- Members expressed that they felt speeding had significantly reduced along East Road since road improvements have been made and more frequent police presence felt.
- With respect to installing 3-way stop signs at the intersection of East and Sunnyside Road, members agreed that resident input would be requested before taking action. Councillor Piamonte will draft an

announcement to be placed in the Anmore Times and Alternative News requesting residents' suggestions. The draft will be emailed to all members for review prior to being published.

5. Traffic Control on Fern Drive

- It was reported that a resident living on the Fern Drive extension would like to see “no exit” signs erected for the street. Given that Fern Drive is a dead end with no cul-de-sacs; vehicles are using residents' driveways to turn around which is causing safety concerns for the resident.
- Members discussed future potential plans for Fern Drive and reasons as to why it was built without a cul-de-sac.
- Consideration was given as to whether a gate could be erected to eliminate the problem.

It was MOVED and SECONDED:

“To try to alleviate the problem with traffic on the Fern Drive extension by having some sort of no exit signs installed.”

CARRIED UNANIMOUSLY

6. Ravenswood Parking Update

- It was reported that with respect the new parking regulations on Ravenswood, there has been one recent issue that was more of an enforcement issue and dealt with by staff. Other than that, it was reported that the issue seems to be resolved for now.
- It was suggested to keep monitoring the parking situation on Ravenswood in general to see how it unfolds.

7. Traffic Safety at Intersection of Countryside Village/Sunnyside Road/Buntzen Lake Exit

- It was reported that a resident has complained about traffic exiting Buntzen Lake and shooting past the intersection at Countryside Village and Sunnyside road making it difficult to exit Countryside Village.
- Members noted that there is a speed hump only at the lake exit and stop sign at the Countryside Village exit. Members debated the installation of a stop sign at the lake exit, noting that it would be in an area of continuous flow. Consideration was given to the fact that several other residents in the village experience similar delays exiting their driveways due to lake traffic.
- Given that heavy lake traffic is only experienced at certain times of the year, members felt that with the speed hump currently in place at the lake entrance, that a stop sign is not needed.

8. East Road Upgrade Update

- Members discussed current upgrades being done on East Road and understood that the upgrades should be completed in two weeks time (from this meeting).
- A member expressed that they would like to discuss with Tim Harris what is happening with the large headwalls not yet installed at Wyndam and Thompson.
- East Road Upgrade Update was deferred to the next committee meeting with Tim Harris present.

9. Access to Services for People with Disabilities

- Members discussed how to proceed on the issue of accessible bus stops for people with disabilities.
- Members revisited discussions regarding the bus stop located in front of the fire hall's emergency vehicle parking area. Consideration was given to the safety and timing concerns it creates for fire hall volunteers when called out in an emergency and that another stop is located around the corner on East Road. It was proposed that Translink be asked to remove the bus stop in front of the emergency parking area on Sunnyside Road. Members agreed to pass this issue on to Public Works through Council in order to obtain their comments.
- Members expressed a desire to be more proactive with access to services for people with disabilities and agreed to start with a list of their top 5 bus stops to be made more accessible and work through that list as the year progresses with the eventual goal of making all bus stops in the village accessible.

10. **Infrastructure Issues & Concerns (Tripp Grant) – Report from Tim Harris, Manager of Public Works**
- Deferred to next committee meeting with Tim Harris present.
11. **Village Hall Area Lighting**
- It was reported that a resident has expressed concern that they felt unsafe in the dark winter evenings when attending village meetings and walking between the village hall and its parking lot.
 - Members discussed various different lighting options taking into consideration wildlife triggering sensors, vandals damaging unsecured lighting and the village’s preference for no light pollution.
 - Councillor Sedergreen will speak with Tim Harris on this issue.
12. **New Business**
- A member inquired as to when the second lift will be done on Ravenswood. Committee members are unaware of the status at this time.
 - A member commented that visibility is a safety concern on the second sharp turn entering Ravenswood (at the corner of the proposed daycare lot). It was suggested that the member send in their complaint to village staff.
 - A member expressed that they would like to know what’s happening with the raised crosswalk that is half done at Elementary Road. Members commented that many drivers have been seen driving in the oncoming traffic lane to avoid the one hump.
 - A member expressed that they would like to see some statistics as to what the police are doing with enforcement in the village.
13. **Motion for Adjournment**

It was MOVED and SECONDED:

“To adjourn the Public Works and Transportation Committee Meeting.”

CARRIED UNANIMOUSLY

The meeting adjourned at 8:09 p.m.

The foregoing Minutes are to be distributed to the Public Works, Parks and Transportation Committee Members by the Chairperson and read at the committee’s next regular meeting.

Approved by: _____

Date: _____

Green Families Working Group
October 3rd, 2010

Action Items:

- 1) A bin / drop off box for used batteries and light bulbs at the Village Hall. Resident would be able to dispose of these items conveniently therefore increasing the likelihood of batteries and light bulbs remaining out of landfills. Purolator does have a pick up program to assist, please see attached.
- 2) Curb side composting, residents would like to work towards a curb side composting program for the village with bear proof containers as well.
- 3) Litter free lunches at school. Discussion of how to get started.

Green Families Working Group
Nov. 1st, 2010

Action Items From Meeting:

- 1) Bear Proof Bins, group has narrowed down specific choices for bins that council could make available to residents. Group would like to see all residents issued/ using bear proof bins. First to address garbage bins then hopefully composting. The group would like to make a presentation to council at a later date to discuss further.
- 2) 2) Curb Side composting, group still very much in favor of perusing curbside composting program would like to look at next steps.
- 3) Invasive plants management, has council budgeted for this project and or are Metro Board funds available? Is there a partnership that we could look for with Stream Keepers or Mossom Creek Hatchery to co-ordinate at community weeding effort?
- 4) Idle Free zone, look at banners and information for residents. IF banners are available, locations were suggested. Next step would be to refer to green bylaw group.
- 5) WASTE FREE WED. at school, starting December 1st no waste lunches on Wed. will have display and information circulated to student ahead. Raise awareness of recycling and purchasing of pre-packaged foods.

VILLAGE OF ANMORE

M E M O R A N D U M

TO: HOWARD CARLEY, CHIEF ADMINISTRATIVE OFFICER

FROM: KAREN-ANN COBB, MANAGER OF CORPORATE SERVICES

DATE: NOVEMBER 5TH, 2010

SUBJECT: COUNCIL HONORARIUMS COMMITTEE

Council requested that staff send a mail drop to Village residents asking interested residents if they would like to sit on a committee to review Council Honorariums.

The mail drop was sent out on September 20th, 2010 and deadline for applications from interested residents was on October 15th, 2010. The notice circulated to residents was also posted on the Village's web site as well as the Anmore Times and Anmore Alternative Web sites.

Two residents expressed interest on sitting on this Committee. They are Robert Devlin and Elaine Willis.

Karen-Ann Cobb
Manager of Corporate Services

THE VILLAGE OF ANMORE

BYLAW NO. 363-2004

A Bylaw to Regulate the Procedure at Council Meetings
for the Village of Anmore.

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

PART 1 – INTRODUCTION

1. Title

This bylaw may be cited as “Anmore Procedure Bylaw No. 363-2004”.

2. Definitions

In this bylaw:

“**Chairperson**” means the person presiding at a meeting of a standing, select or other committee of Council;

“**Committee**” means a standing, select, or other committee of Council;

“**Corporate Officer**” means the municipal officer assigned the responsibility of corporate administration;

“**Public Notice**”, “**Posting Place**” means the notice board at Village Hall.

“**Village Hall**” means Village Hall located at 2697 Sunnyside Road, Anmore, B.C. V3H 5G9

PART 2 – COUNCIL MEETINGS

3. Inaugural Meeting

The first Council meeting following a general local election must be held on the first Monday of December in the year of the election.

4. Time and Location of Meetings

(1) All Council meetings must take place within Village Hall except when Council resolves to hold meetings elsewhere.

(2) Regular Council meetings must:

- (a) be held on the second and fourth Tuesday of each month; and
- (b) begin at 7:00 pm;

- (c) be adjourned at 11:00 pm on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with Section 21;
- (d) when such meeting falls on a statutory holiday, be held on the next Tuesday that the Village Hall is open that is not a statutory holiday;

5. Notice of Council Meetings

- (1) Council must prepare annually on or before December 31, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public by posting it at the **Public Notice Posting Place**.
- (2) Council must give notice annually on or before December 31 of the time and duration that the schedule of regular Council meetings will be available.
- (3) Where revisions are necessary to the annual schedule of regular Council meetings, the **Corporate Officer** must, as soon as possible, post a notice at the **Public Notice Posting Place**, which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

6. Electronic Meetings

- (1) Subject to the *Community Charter*
 - (a) a special meeting may be conducted by means of electronic or other communication facilities,
 - (b) a member of Council or a Council committee who is unable to attend a council meeting or a council committee meeting, as applicable, may participate in the meeting by means of electronic or other communication facilities,
- (2) No more than 2 members of Council at any one time may participate at a Council meeting under section 6(1)(b).
- (3) The **Corporate Officer** must provide an electronic copy of the Agenda and specific information to the members participating electronically.

PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

7. (1) Annually, before December 31st, Council must from amongst its members designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (2) Each Councillor designated under Section 7(1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under Section 7(1) are absent from the Council meeting, the next designated Councillor for the next three-month period shall take the Chair and call the meeting to order.

PART 4 – COUNCIL PROCEEDINGS

8. Attendance of Public at Meetings

The Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under Section 7, may expel or exclude from a Council meeting, a disruptive person other than a member and:

- (a) if the person refuses to leave, the presiding member may cause the member to be removed by a peace officer; and
- (b) if the person apologizes to the Council, Council may, by resolution, allow the person to return to the place where the Council meeting is being held.

9. Minutes of Meetings to be Maintained and Available to the Public

Minutes of the proceedings of Council must be:

- (a) legibly recorded;
- (b) certified as correct by the **Corporate Officer**; and
- (c) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.

10. Call Meeting to Order

- (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order, however, if the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with Section 7 must take the Chair and call such meeting to order.
- (2) If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under Section 7(1) do not attend within 15 minutes of the scheduled time for a Council meeting, the person designated under section 7(3) shall call the meeting to order.

11. Adjourning Meeting Where No Quorum

If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the **Corporate Officer** must:

- (a) record the names of the members present, and those absent; and
- (b) adjourn the meeting until the next scheduled meeting.

12. Agenda

- (1) Prior to each Council meeting, the **Corporate Officer** must prepare an Agenda setting out all the items for consideration at that meeting, noting in short summary for each item on the agenda.
- (2) The deadline for submissions by the public to the **Corporate Officer** of items for inclusion on the Council meeting Agenda must be no later than 12 noon the Thursday prior to the meeting.
- (3) The deadline for submissions by staff to the **Corporate Officer** of items for inclusion on the Council meeting Agenda must be no later than 12 noon the Thursday prior to the meeting.
- (4) The **Corporate Officer** must make the Agenda available to members of Council by Friday afternoon prior to the meeting and to the public on the Friday afternoon prior to the meeting.
- (5) Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as a Late Item pursuant to Section 14.

13. Order of Proceedings and Business

- (1) The Agenda for all Council meetings contains the matters listed in Schedule "A", Order of Council Business, in the order in which they are listed, attached to this bylaw.
- (2) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the Agenda unless otherwise resolved by Council.

14. Late Item

- (1) An item of business not included on the Agenda must not be considered at a Council meeting unless introduction of the Late Item is approved by Council at the time allocated on the Agenda for such matters.
- (2) If the Council makes a resolution under Section 14(1), information pertaining to Late Items must be distributed to the members.

15. Voting at Meetings

- (1) The following procedures apply to voting at Council meetings:
 - (a) when debate on a matter is closed the presiding member must put the matter to a vote of Council members;
 - (b) when the Council is ready to vote, the presiding member must put the matter to a vote by stating:
"Those in favour raise your hands.", and then
"Those opposed raise your hands."
 - (c) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member must not:
 - (i) cross or leave the room;
 - (ii) make a noise or other disturbance; or
 - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order.
 - (d) after the presiding member finally puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it;
 - (e) the presiding member's decision about whether a question has been finally put is conclusive;

- (f) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand; and
- (g) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.

16. Conduct and Debate

- (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- (2) Members must address the presiding member by that person's title of Mayor, Acting Mayor, or Councillor.
- (3) Members must address other non-presiding members by the title Councillor.
- (4) No member must interrupt a member who is speaking except to raise a point of order.
- (5) If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (6) Members who are called to order by the presiding member:
 - (a) must immediately stop speaking;
 - (b) may explain their position on the point of order; and
 - (c) may appeal to Council for its decision on the point of order in accordance with Section 132 of the *Community Charter [authority of presiding member]*.
- (7) Members speaking at a Council meeting:
 - (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must speak only in connection with the matter being debated;
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be reconsidered; and
 - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.

- (8) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- (9) The following rules apply to limit speech on matters being considered at a Council meeting:
 - (a) a member may speak more than once in connection with the same question only:
 - (i) with the permission of Council; or
 - (ii) if the member is explaining a material part of a previous speech without introducing a new matter;
 - (b) a member who has made a substantive motion to the Council may reply to the debate;
 - (c) a member may speak to a question, or may speak in reply, for longer than a total time of 15 minutes only with the permission of Council.
- (10) Robert's Rules of Order apply to all regular, special and/or committee meetings, unless otherwise provided in, or in conflict with, this bylaw or the *Community Charter*.

17. Motions Generally

- (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) A motion that deals with a matter that is not on the Agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.
- (3) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting, if a motion by a Council member to *Consider Seriatim* is adopted by Council.

18. Amendments Generally

- (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.

- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (4) An amendment may be amended once only.
- (5) An amendment that has been negated by a vote of Council cannot be proposed again.
- (6) A Council member may propose an amendment to an adopted amendment.

19. Reconsideration by Council Member

- (1) Subject to subsection (4), a Council member may, at the next Council meeting:
 - (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken; and
 - (b) move to reconsider an adopted Bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to reconsider that resolution.
- (3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.
- (5) Council may only reconsider a matter that has not:
 - (a) had the approval or assent of the electors and been adopted;
 - (b) been reconsidered under subsection (1) or Section 131 of the *Community Charter [mayor may require Council reconsideration of a matter]*;
 - (c) been acted on by an officer, employee, or agent of the Village.
- (6) The conditions that applied to the adoption of the original Bylaw, resolution, or proceeding apply to its rejection under this Section.

- (7) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or Section 131 of the *Community Charter* [Mayor may require Council reconsideration of a matter] is as valid and has the same effect as it had before reconsideration.

20. Adjournment

A Council may continue a Council meeting after 11:00 pm only by an affirmative vote of the Council members present.

PART 5 – BYLAWS

21. Form of Bylaws

A Bylaw introduced at a Council meeting must:

- (a) be printed;
- (b) have a distinguishing name;
- (c) have a distinguishing number;
- (d) contain an introductory statement of purpose;
- (e) be divided into Sections.

22. Bylaws to be Considered Separately or Jointly

Council must consider a proposed Bylaw at a Council meeting either:

- (a) separately when directed by the presiding member or requested by another Council member; or
- (b) jointly with other proposed Bylaws in the sequence determined by the presiding member.

23. Reading and Adopting Bylaws

- (1) The readings of the Bylaw may be given by stating its title and object.
- (2) A proposed Bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- (3) Subject to the *Local Government Act*, each reading of a proposed Bylaw must receive the affirmative vote of a majority of the Council members present.

24. Bylaws Must Be Signed

After a Bylaw is adopted, and signed by the **Corporate Officer** and the presiding member of the Council meeting at which it was adopted, the **Corporate Officer** must have it placed in the Village's records for safekeeping.

PART 6 – RESOLUTIONS

25. Introducing Resolutions

- (1) The presiding member of a Council meeting may request a motion that a resolution be introduced.

PART 7 – COMMITTEES

26. Duties of Standing Committees

- (1) Standing committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
 - (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned or delegated by Council;
 - (c) matters that are assigned by the Mayor.
- (2) Standing committees must report and make recommendations to Council at all of the following times:
 - (a) in accordance with the schedule of the committee's meetings or as required;
 - (b) on matters that are assigned by Council or the Mayor at the time specified.

27. Duties of Select Committees

- (1) Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.
- (2) Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

28. Schedule of Committee Meetings

- (1) At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.
- (2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

29. Notice of Committee Meetings

- (1) Subject to subsection (2), after the committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
 - (a) posting a copy of the schedule at the **Public Notice Posting Places**; and
 - (b) providing a copy of the schedule to each member of the committee.
- (2) Where revisions are necessary to the annual schedule of committee meetings, the Staff Resource person must, as soon as possible, notify the **Corporate Officer** who will post a notice at the **Public Notice Posting Places** which indicates any revisions to the date, time and place or cancellation of a committee meeting.
- (3) The staff resource person to a committee must cause a notice of the day, time and place of a meeting called under Section 30(2) to be given to all members of the committee before the time of the meeting.

30. Attendance at Committee Meetings

Council members who are not members of a committee may attend the meetings of the committee.

31. Minutes of Committee Meetings to be Maintained and Available to Public

Minutes of the proceedings of a committee must be:

- (a) legibly recorded;
- (b) certified by the Committee Chair;
- (c) signed by the chair or member presiding at the meeting; and
- (d) file with the **Corporate Officer** and be open for public inspection.

32. Conduct and Debate

- (1) The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.
- (2) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of the committee members present.

33. Voting at Meetings

Council members attending a meeting of a committee of which they are not a member must not vote on a question.

PART 8 – ANNUAL MEETING

34. Annual Meeting

The **Corporate Officer** must give notice of the council meeting or other public meeting in respect of which Council has resolved to consider

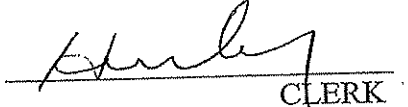
- (1) the annual report prepared under Section 98 of the *Community Charter*, and
 - (2) submissions and questions from the public,
- by giving public notice by
- (3) posting notice of the date, time and place of the annual meeting in the posting locations, and
 - (4) publishing notice of the date, time and place of the annual meeting in accordance with Section 94 of the *Community Charter*.

PART 9 - GENERAL

35. If any Section, subsection or clause of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.
36. This Bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with Section 94 of the *Community Charter* [*public notice*].
37. Village of Anmore Procedure Bylaw No. 269-2000 is repealed.

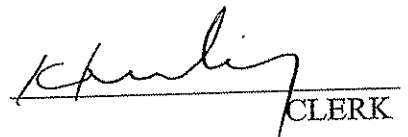
Public Notice given as of this 7th day of April, 2004.
READ a first time this 13th day of April, 2004.
READ a second time this 13th day of April, 2004.
READ a third time this 27th day of April, 2004.
RECONSIDERED AND FINALLY PASSED AND ADOPTED this 11th day of
May 2004.


MAYOR


CLERK

I hereby certify that the foregoing is a true and correct copy of "Anmore Procedure Bylaw No. 363-2004".

May 13, 2004
DATE


CLERK

**VILLAGE OF ANMORE
BYLAW NO. 363-2004**

Schedule "A"

Order Of Business at Regular Council Meetings

Unless the Council otherwise resolves, Council shall deal with business at every regular meeting in the following order:

- (a) Additions and Deletions to the Agenda
- (b) Comments from the Public Regarding the Agenda
- (c) Adoption of the Minutes
- (d) Business Arising from the Minutes
- (e) Petitions and Delegations
- (f) Tabled Items
- (g) Council Committee Reports
- (h) Mayor's Report
- (i) Councillors' Report
- (j) Administrator's Report
- (k) Correspondence
- (l) Bylaws
- (m) Unfinished Business
- (n) New Business
- (o) Public Question Period
- (p) Conclusion

VILLAGE OF ANMORE

M E M O R A N D U M

TO: HOWARD CARLEY, CHIEF ADMINISTRATIVE OFFICER

FROM: KAREN-ANN COBB, MANAGER OF CORPORATE SERVICES

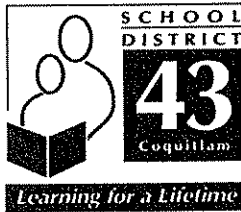
DATE: NOVEMBER 5TH, 2010

**SUBJECT: SCHOOL COMMUNITY CONNECTIONS – SUPPORTING
NEIGHBOURHOOD LEARNING CENTRES – GRANT
INFORMATION**

I was recently approached by Carey Chute from School District No. 43 (Coquitlam) inquiring if the Village of Anmore together with the Village of Belcarra would be interested in partnering with the School District in applying for a grant for to improve the utilization of the play structure at Anmore Elementary School. A meeting was held on November 4th, 2010 at Anmore Elementary School to discuss this grant application with School Board officials, the Principal from Anmore Elementary School as well as the CAO from Belcarra and representatives from Anmore PAC and Friendly Forest Preschool. At this meeting, Mr. Chute explained the grant process and stated that there would be no cost to the Village of Anmore. The School District would look after the program and all they are asking for is a letter of support from the Village of Anmore.

Attached for Council's information is the report that Mr. Chute sent to the School District Board of Trustees' Meeting as well as a letter of support from the Village of Belcarra.

Karen-Ann Cobb
Manager of Corporate Services



SCHOOL DISTRICT NO. 43 (COQUITLAM)

MEMORANDUM

TO: Tom Grant

FROM: Carey Chute/Bob Janzen

DATE: October 21, 2010

SUBJECT: School Community Connections (SCC) – Supporting Neighbourhood Learning Centres - Grant Information

COPIED TO: Rick Humphreys, Julie Pearce

Recommended Action: That the Board approve partnering with the Villages of Anmore and Belcarra for the 2010 School Community Connections grant to improve the utilization of the play structure at Anmore Elementary School

The Union of BC Municipalities and the BC School Trustees Association are offering a second round of grants under the SCC – Supporting Neighbourhood Learning Centres.

The grant will provide funding up to \$25,000 per school district, with the possibility for an additional \$5, 000 grant per school district should the extra money be available.

The intent of the grant is to support the expansion of school use by the community through:

- The co-location of services for students, their families and the community at large
- Making greater utilization of available school facilities
- Encouraging collaboration around long term facilities planning that takes into account the needs of the community

Eligible projects must be joint applications between the Board of Education and the local government. The projects need to support the consultation and planning of neighbourhood learning centres or could include minor renovation projects that support increased community utilization of school facilities.

In the first 2010 SCC grant application, the Coquitlam Board of Education successfully partnered with the City of Coquitlam to install a curtain wall at Summit Middle School for

to increase Coquitlam Parks and Recreation programming, while also enhancing the functionality of the gym space for the middle school students.

Prior SCC grants have also resulted in successful partnerships with the Cities of Port Moody and Port Coquitlam.

School District staff has developed a rotational approach to this grant to include the Board of Education's five municipalities in an equitable way.

The intent for Round 2 of the SCC grant will be to work in partnership with the Villages of Anmore and Belcarra to improve the utilization of the play structure at Anmore Elementary School. This minor renovation project fits the guidelines as laid out in the SCC grant application. Village staff will be carrying forward a request to their respective councils for their consideration.

Attachments:

1. SCC 2010 Program & Application Guide
2. SCC 2010 Application Form



VILLAGE OF BELCARRA

"Between Forest and Sea"

4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8
TELEPHONE 604-937-4100 FAX 604-939-5034
belcarra@belcarra.ca • www.belcarra.ca



November 2, 2010.

File: 0530-01

Attention: Carey Chute
School District #43
Principal Facilities Initiative
550 Poirier St.
Coquitlam, BC V3J 6A7

Dear Carey Chute:

RE: School Community Connections (SCC) – Supporting Neighbourhood Learning Centres – Grant Information

This will acknowledge receipt of your October 27, 2010 correspondence. The Village of Belcarra Council considered your correspondence at its meeting held Monday, November 1st, at which time Council expressed support in improving the utilization of the play structure at Anmore Elementary School recognizing that the improvements, if funded by a 2010 School Community Connections grant, will be a benefit for children who attend the school from Belcarra.

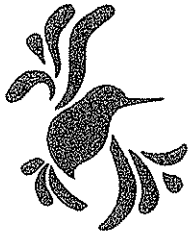
Furthermore, the Village of Belcarra Council agrees to partner with the Village of Anmore and Coquitlam Board of Education for the 2010 School Community Connections grant to improve the utilization of the play structure at Anmore Elementary School.

If you have any questions, please do not hesitate to contact the municipal office at 604-937-4100.

Sincerely,

Lynda Floyd
Chief Administrative Officer

cc: Howard Carley, CAO, Village of Anmore



VILLAGE OF ANMORE

2697 Sunnyside Road
Anmore, B.C.
V3H 5G9



POLICY NO. 43

IN CAMERA COUNCIL MEETING RULES OF ORDER

POLICY STATEMENT

A policy to define the rules of order for In Camera Council meetings.

POLICY DETAILS

1. In Camera Council meetings, for reasons of confidentiality, are to be recorded by the official recorder only. All other recording devices will not be permitted.
2. Documents of a sensitive or confidential nature will be distributed by the supervising staff official at the beginning of the In Camera Council meeting and then retrieved by the supervising staff official at the conclusion of the In Camera meeting.

APPROVED by the Municipal Council on the day of November 2010.

Heather Anderson – Mayor

Howard Carley - CAO