

## REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for  
Tuesday, January 23, 2018 at 7:00 p.m. in Council Chambers at  
Village Hall, 2697 Sunnyside Road, Anmore, BC



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1. **Call to Order**

2. **Approval of the Agenda**

Recommendation: That the Agenda be approved as circulated.

3. **Public Input**

*Note: The public is permitted to provide comments to Council on any item shown on this meeting agenda. A two-minute time limit applies to speakers.*

4. **Delegations**

page 1 (a) **Harriette Chang with Leadership students in the TriCities – Real Acts of Caring Week**

5. **Adoption of Minutes**

page 2 (a) **Minutes of the Regular Council Meeting held on January 9, 2018**

Recommendation: That the Minutes of the Regular Council Meeting held on January 9, 2018 be adopted as circulated.

6. **Business Arising from Minutes**

7. **Consent Agenda**

8. **Items Removed from the Consent Agenda**

9. **Legislative Reports**

(a) **Zoning Amendment Bylaw No. 571-2018**

Recommendation: That the Public Hearing for Zoning Amendment Bylaw No. 571-2018 be rescheduled to February 13, 2018 at 7:00 p.m.

(b) **Records Management Bylaw No. 572-2018**

page 9

Recommendation: That Anmore Records Management Bylaw No. 572-2018 be adopted.

- page 12      **(c)      Presentation of Five-Year Financial Plan Bylaw No. 573-2018**
- Staff to present the proposed Five-Year Financial Plan Bylaw for public information and comments.
- Recommendation:      That Anmore Five-Year Financial Plan Bylaw No. 573-2018 be read a first, second and third time.
- page 16      **(d)      Fees and Charges Amendment Bylaw No. 574-2018**
- Memorandum dated January 19, 2018 to the Chief Administrative Officer.
- Recommendation:      That Anmore Fees and Charges Amendment Bylaw No. 574-2018 be read a first, second and third time.
- 10.      Unfinished Business**
- 11.      New Business**
- page 24      **(a)      Metro Vancouver – Transit-Oriented Affordable Housing Study**
- Letter dated December 22, 2017 (received January 8, 2018) from Greg Moore, Chair, Metro Vancouver Board.
- 12.      Mayor's Report**
- 13.      Councillors Reports**
- 14.      Chief Administrative Officer's Report**
- 15.      Information Items**
- (a)      Committees, Commissions and Boards – Minutes**
- (b)      General Correspondence**
- pages 38 to 41      - Letter dated January 4, 2018 from City of Victoria regarding Modernizing the BC Motor Vehicle Act
- Letter dated January 16, 2018 from District of Kent regarding Cannabis Sales Revenue Sharing
- Letter dated January 16, 2018 from Corporation of the Town of Spallumcheen regarding Letter of Support for the Adoption of a Flexible Ride-Sharing Regulation in the Province of BC

**16. Public Question Period**

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

**17. Adjournment**



## Delegation to Council Request Form

### Contact Information

Name of presenter: Harriette Chang with Leadership students in the Tri-cities

Name of organization: Real Acts of Caring (RAC)

Mailing Address: 147 Fern Drive, Anmore, B.C. (home) or Banking Middle School (wk)

Phone Number: 778 847-2491 (cel) or 604 939-9247 wrk

Email Address: hchang@sd43.bc.ca

### Presentation Information

Preferred meeting date at which you wish to appear (if known): Tuesday, January 23 2018

Number of person(s) expected to attend: 4-5

Reason(s) for presentation:

- ☒ To provide information
- ☐ To request funding
- ☐ To request letter of support
- ☒ Other to request that a proclamation supporting RAC Week is passed

Resources:

- ☒ Projector and Screen (bring own laptop)
- ☐ Other \_\_\_\_\_

Please submit the completed form and related presentation materials to the Manager of Corporate Services by 12:00 p.m. on the Thursday prior to the Council Meeting via email to [christine.baird@anmore.com](mailto:christine.baird@anmore.com) or delivered to village hall.

For questions regarding this process, please phone Christine Baird at 604-469-9877.

## REGULAR COUNCIL MEETING – MINUTES

Minutes of the Regular Council Meeting held on  
Tuesday, January 9, 2018 in Council Chambers at  
Village Hall, 2697 Sunnyside Road, Anmore, BC



### ELECTED OFFICIALS PRESENT

Mayor John McEwen  
Councillor Ryan Froese  
Councillor Ann-Marie Thiele  
Councillor Kim Trowbridge (via telephone)  
Councillor Paul Weverink

### ELECTED OFFICIALS ABSENT

Nil

### OTHERS PRESENT

Juli Halliwell, Chief Administrative Officer  
Christine Baird, Manager of Corporate Services  
Jason Smith, Manager of Development Services  
Stuart Rennie, Lawyer and Records Management Consultant  
Bobbi Bishop, Records Management Consultant

#### 1. Call to Order

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

#### 2. Approval of the Agenda

Council agreed to move item 9(b) before item 5; and requested that correction be noted for item 7(e) to change the date in the recommendation to December 13, 2017.

It was MOVED and SECONDED:

R1/2018

**"THAT THE AGENDA BE APPROVED AS AMENDED."**

**CARRIED UNANIMOUSLY**

#### 3. Public Input

Mario Piamonte, 1020 Sugar Mountain Way requested copy of the report from Coquitlam RCMP to be provided to Anmore Alternative and Anmore Times.

#### 4. Delegations

##### (a) **Coquitlam RCMP – New Officer in Charge & 2017 Statistics (Anmore)**

Neil Roemer (sounds like Raymer) introduced himself as the new Officer in Charge, effective October 2017. He reported that:

- There has been a reduction in service calls in Anmore – from 351 in 2016 to 283 in 2017.
- The wildfire season has affected their unit, as members assisted with emergency efforts.
- The most serious event reported in Anmore was an interference involving a minor.
- Overall, Anmore is doing very well and 2017 was a good year for policing in Anmore.

**(b) 1st Anmore Scouts – Request to Waive Room Booking Fee**

Michelle Obedzinski presented a request to Council to waive the required room booking fee.

It was MOVED and SECONDED:

R2/2018                      **"THAT COUNCIL PERMITS THE USE OF COUNCIL CHAMBERS BY 1ST ANMORE SCOUTS FOR THEIR POTLUCK; AND DIRECTS STAFF TO WAIVE THE MEETING ROOM BOOKING FEE."**

**CARRIED UNANIMOUSLY**

**9. Legislative Reports**

**(b) Records Management Bylaw No. 572-2018**

It was MOVED and SECONDED:

R3/2018                      **"THAT ANMORE RECORDS MANAGEMENT BYLAW NO. 572-2018 BE READ A FIRST, SECOND AND THIRD TIME."**

**CARRIED UNANIMOUSLY**

**5. Adoption of Minutes**

**(a) Minutes of the Regular Council Meeting held on December 5, 2017**

It was MOVED and SECONDED:

R4/2018                      **"THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD ON DECEMBER 5, 2017 BE ADOPTED AS CIRCULATED."**

**CARRIED UNANIMOUSLY**

6. **Business Arising from Minutes**

Nil

7. **Consent Agenda**

It was MOVED and SECONDED:

R5/2018                      "THAT ALL ITEMS BE REMOVED FROM THE CONSENT AGENDA."

CARRIED UNANIMOUSLY

8. **Items Removed from the Consent Agenda**

(a)      **Council Meeting Schedule – Update**

It was MOVED and SECONDED:

R6/2018                      "THAT THE REGULAR COUNCIL MEETING SCHEDULED FOR FEBRUARY 6, 2018 BE POSTPONED TO FEBRUARY 13, 2018, TO ALLOW STAFF TO HOLD, IN ITS PLACE, A PUBLIC INFORMATION MEETING ON INFILL DEVELOPMENT."

CARRIED UNANIMOUSLY

(b)      **Environment Committee Recommendations – Wildlife-Human Interaction**

It was MOVED and SECONDED:

R7/2018                      "THAT COUNCIL ENDORSE THE ENVIRONMENT COMMITTEE RECOMMENDATION OF OCTOBER 19, 2017 REGARDING WILDLIFE-HUMAN INTERACTION; AND THAT STAFF BE REQUESTED TO NOTIFY COUNCIL, THE ENVIRONMENT COMMITTEE, AND THE PUBLIC SAFETY COMMITTEE OF FUTURE CONCERNS, REAL OR POTENTIAL, REGARDING WILDLIFE-HUMAN INTERACTION."

CARRIED UNANIMOUSLY

(c)      **Environment Committee Recommendations – Generator Use**

It was MOVED and SECONDED:



R8/2018

**“THAT COUNCIL RECEIVE THE ENVIRONMENT COMMITTEE RECOMMENDATION OF OCTOBER 19, 2017 REGARDING GENERATOR USE;**

**AND THAT STAFF BE DIRECTED TO CONSIDER THESE RECOMMENDATIONS WHEN PREPARING THE UPDATE TO THE NOISE CONTROL BYLAW;**

**AND FURTHER THAT STAFF BE DIRECTED TO CONTACT THE STRATA CORPORATIONS IN ANMORE REGARDING THE PROCESS FOR HANDLING NOISE COMPLAINTS;**

**AND FINALLY THAT ALL STAFF BE INFORMED THAT COMPLAINTS REGARDING NOISE CONCERNS ON STRATA PROPERTIES ARE TO BE REFERRED TO THE RESPECTIVE STRATA CORPORATIONS FOR INFORMATION AND ACTION.”**

**CARRIED UNANIMOUSLY**

**(d) Environment Committee Recommendations – Open Ditches**

It was MOVED and SECONDED:

R9/2018

**“THAT THE ENVIRONMENT COMMITTEE’S RECOMMENDATION OF OCTOBER 19, 2017 REGARDING OPEN DITCHES BE RECEIVED; AND THAT STAFF BE REQUESTED TO SUBMIT A COMPARISON REPORT TO COUNCIL ON USE OF ABOVE GROUND AND UNDERGROUND STORMWATER SYSTEMS IN ANMORE.”**

**CARRIED UNANIMOUSLY**

**(e) District of West Kelowna – Request for Local Governments to Share in Cannabis Tax Revenue**

It was MOVED and SECONDED:

R10/2018

**“THAT STAFF BE REQUESTED TO SEND A LETTER TO THE PROVINCE IN SUPPORT OF THE DECEMBER 13, 2017 LETTER FROM DISTRICT OF WEST KELOWNA FOR 50% CANNABIS TAX SHARING TO BE PROVIDED TO LOCAL GOVERNMENTS TO HELP SUPPORT COSTS AND SERVICES INCURRED WITH CANNABIS SALES.”**

**CARRIED UNANIMOUSLY**



**9. Legislative Reports****(a) Zoning Amendment Bylaw No. 571-2018**

It was MOVED and SECONDED:

R11/2018

"THAT ANMORE ZONING AMENDMENT BYLAW NO. 571-2018 AS PROVIDED ON TABLE BE READ A FIRST AND SECOND TIME; AND THAT STAFF BE AUTHORIZED TO SET THE DATE AND ISSUE NOTIFICATION FOR A PUBLIC HEARING TO BE HELD ON JANUARY 23, 2018 AT 7:00 PM. IN COUNCIL CHAMBERS."

CARRIED UNANIMOUSLY

**10. Unfinished Business**

Nil

**11. New Business**

Nil

**12. Mayor's Report**

Mayor McEwen reported that:

- There was great discussion at the last Finance Committee meeting, including discussions about the Village Centre and Village events.
- He attended the Sasamat Volunteer Fire Department Christmas party, which was a great event.
- On December 15, he and Ms. Halliwell attended a meeting with Coquitlam RCMP to discuss service.
- On December 22, he and most of Council conducted a walk-through of the old village hall to identify items to be preserved.
- An enormous thank you to public works staff for salting and related works during the Christmas break.
- Thank you to Sasamat Volunteer Fire Department for the commemorative shirts that he was given for making a recent donation.

**13. Councillors Reports**

Councillor Weverink reported that:

- He attended many of the same events as the Mayor.
- The Environment Committee would like to review the Tree Management Bylaw and review the Stormwater Master Plan.

Councillor Thiele reported that:

- Merry Christmas and Happy New Year.
- The Community Engagement, Culture and Inclusion Committee would like to discuss age friendly planning and ask staff to seek out funding opportunities.

Council requested that staff work with Councillor Thiele to organize an age friendly open house event, to be advertised to the public by mail drop.

#### **14. Chief Administrative Officer's Report**

Juli Halliwell reported that:

- A public hearing is scheduled for January 23 at 7:00 p.m.
- On January 23 at 6:00 p.m. a Village Centre Site Development open house will be held, to provide information to the public regarding the draft site development plan. Feedback will be gathered and then come to council at the February 13 Regular Council meeting, where we hope to adopt the Plan.
- On February 6, the Village will hold a Public Information Meeting on Infill and Community Amenity Contributions.
- The terms are up for the Advisory Planning Commission and Board of Variance. A mail out notice will go out for recruitment.
- The Village received delivery of the new truck, and we anticipate receipt of the tractor in the near future.
- Christmas trees were dropped off in the lower parking lot; however, the Village no longer provides tree chipping service. Residents are asked to take Christmas trees to the Coquitlam Transfer Station for disposal.
- Staff is reviewing a funding opportunity provided under the Strategic Wildfire Planning Initiative and will bring a report to Council in February in this regard.
- Lights are starting to come down in Spirit Park, following the Christmas event.

#### **15. Information Items**

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

- Minutes of the Environment Committee Meeting held on October 19, 2017

##### **(b) General Correspondence**

- Letter dated December 19, 2017 copied from City of Parksville to Minister of Environment and Climate Change Strategy regarding Prevention of Quagga and Zebra Mussels.

#### **16. Public Question Period**

Nil

**17. Adjournment**

It was MOVED and SECONDED:

R12/2018

**“TO ADJOURN.”**

**CARRIED UNANIMOUSLY**

The meeting adjourned at 8:33 p.m.

Certified Correct:

Approved by:

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Christine Baird  
Manager of Corporate Services

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John McEwen  
Mayor

## **VILLAGE OF ANMORE**

### **BYLAW NO. 572-2018**

#### **A bylaw to authorize a Records Management System**

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WHEREAS section 148 of the Community Charter, S.B.C. 2003, c. 26, requires that the municipal officer, being the Manager of Corporate Services, is responsible for the preparation, maintenance, access and safe preservation of the minute books and other records of the business of the Municipal Council of the Village of Anmore;

AND WHEREAS sections 6(1) and 30 the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165, require that the Village of Anmore must make every reasonable effort to assist applicants and to respond without delay to each applicant openly, accurately and completely and to protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal;

AND WHEREAS the Municipal Council of the Village of Anmore desires to manage and maintain the corporate records system of the Village of Anmore;

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

#### **TITLE**

1. This bylaw may be cited as "Anmore Records Management Bylaw No. 572-2018".

#### **INTERPRETATION**

2. In this bylaw:

"Designated Officer" means the Manager of Corporate Services, who is designated and authorized to act on behalf of the Village of Anmore to manage and maintain the records management system;

"record" includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records; and

"records management system" includes a system used by the Village of Anmore to manage the records of the Village from record creation through to records disposal.

#### **RECORDS MANAGEMENT SYSTEM ESTABLISHED**

3. The records management system currently used by the Village of Anmore is authorized.

#### **COMPLIANCE WITH RECORDS MANAGEMENT SYSTEM**

4. All records in the custody or control of the employees and management of the Village of Anmore are the property of the Village of Anmore. All records of the Village of Anmore must comply with this records management system and this bylaw. All employees, management, the Municipal Council of the Village of Anmore, service providers and volunteers of the Village of Anmore must comply with this bylaw.

#### **DESIGNATED OFFICER**

5. The Designated Officer is responsible for the management and maintenance of the records management system. The Designated Officer is authorized to manage and maintain the records management system.

#### **MANUAL OF PROCEDURES AND POLICY**

6. The Designated Officer is authorized to create and maintain a manual of procedures and policy (the "Manual"). Records of the Village of Anmore are created, accessed, maintained and disposed of only as provided by the Manual. The Manual must provide for management of the records of the Village of Anmore and include provisions regarding:
  - (a) the making, receiving and capturing, and organization of records, including records not authorized for creation;
  - (b) the collection of records (including records not authorized for collection);
  - (c) access to records;
  - (d) disclosure of records;
  - (e) maintenance of records;
  - (f) managing records;
  - (g) using records;
  - (h) retention of records;
  - (i) security of records, including protection;
  - (j) storage of records;
  - (k) preservation of records;
  - (l) disposal of records, including destruction; and
  - (m) any other matter(s) the Designated Officer authorizes to be included in the Manual.

#### **INTEGRITY AND AUTHENTICITY MAINTAINED**

7. The records management system must maintain the integrity and authenticity of records made or kept in the usual and ordinary course of business.

#### **AUTHORIZATION TO AMEND MANUAL**

8. The Designated Officer is authorized to amend the Manual.

#### **COMPLIANCE WITH LAW**

9. The records management system must comply with the Manual, applicable laws and any provincial, national or international standards adopted for use and contained in the Manual.



**SEVERABILITY**

10. If any section, subsection, paragraph, subparagraph or clause of the Records Management Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision does not affect the validity of the remaining portions of the Records Management Bylaw.

READ a first time the 9th day of January, 2018

READ a second time the 9th day of January, 2018

READ a third time the 9th day of January, 2018

ADOPTED the day of \_\_\_\_\_, 2018

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MAYOR

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MANAGER OF CORPORATE SERVICES

Certified as a true and correct copy of "Anmore Records Management Bylaw No. 572-2018".

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DATE

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MANAGER OF CORPORATE SERVICES

**BYLAW NO. 573-2018**

MANAGER OF CORPORATE SERVICES 12



## **SCHEDULE "A"**

### **2018-2022 FINANCIAL PLAN STATEMENT OF OBJECTIVES AND POLICIES**

1. In accordance with the *Community Charter*, the Village of Anmore is required to include in the Five-Year Financial Plan, objectives and policies regarding each of the following:
  - (a) The proportion of total revenue that comes from each of the funding sources described in the Community Charter;
  - (b) The distribution of property taxes among the property classes; and
  - (c) The use of permissive tax exemptions.

2. Funding Sources

Table 1, below, shows the proportion of total revenue proposed to be raised from each fund source in 2018.

Property value tax revenues are the largest portion of planned revenues. Property Taxation provides a stable and consistent revenue source for general services that cannot be recovered from user-pay fees. It is simple to administer and easy for residents to understand.

Fees & charges provide the second largest proportion of revenue and are sourced from the utility fees collected for water and garbage, recycling & organic waste collection, as well as various permit fees.

Government grants provide for the third largest proportion of revenue and are sourced from the Major Road Network Fund (MRN), the Small Communities Fund, grants in lieu of taxes, as well as from miscellaneous grants.

#### **Objectives**

- Over the next five years, the Village will increase the portion of revenue received from user fees and charges to reflect service levels and changes in inflation.

#### **Policies**

- All user-fee levels will be reviewed, on an annual basis, to ensure they are adequately meeting both the respective service delivery and capital costs.
- Revenues will be recovered from user fees and charges where possible, rather than general taxation, to lessen the burden on the Village's limited property tax base.

**Table 1 – Sources of Revenue**

REVENUE SOURCE	% OF TOTAL REVENUE	DOLLAR VALUE
Taxation	41	\$ 2,020,785
Fees and Charges	25	1,215,050
Government Grants	15	755,180
Reserve Transfers	16	799,740
Interest and Other	3	135,290
<b>TOTAL</b>	<b>100</b>	<b>\$ 4,926,045</b>

### 3. Distribution of Property Tax Rates

Table 2 outlines the distribution of property taxes among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate as this class also forms the largest portion of the assessment base and consumes the majority of Village services.

#### Objectives

- Tax rates set maintain tax stability in accordance with the Village's operational and capital requirements.

#### Policies

- Supplement, where possible, revenues from user fees and charges to help to offset the burden on the entire property tax base.
- Regularly review and compare the Village's distributions of tax burden relative to other municipalities having similar property class composition.

**Table 2 – Distribution of Property Tax Rates**

PROPERTY CLASS	% OF TOTAL PROPERTY TAXATION
Residential (1)	97
Utilities (2)	2
Business and Other (6)	1
<b>TOTAL</b>	<b>100</b>

### 4. Permissive Tax Exemptions

No property in the Village of Anmore is permissively exempt. Village properties do not meet the legislated criteria.

**SCHEDULE "B"**

<b>Village of Anmore</b>						
<b>Financial Plan</b>						
<b>2018 - 2022</b>						
		2018	2019	2020	2021	2022
<b>REVENUES</b>						
Property Tax		\$ 2,020,785	\$ 2,203,570	\$ 2,383,990	\$ 2,562,920	\$ 2,742,830
Permits, Fees and Charges		\$ 1,215,050	\$ 1,266,130	\$ 1,322,780	\$ 1,350,620	\$ 1,379,270
Grants		\$ 755,180	\$ 762,070	\$ 769,090	\$ 776,250	\$ 783,550
Interest & Other		\$ 135,290	\$ 135,500	\$ 135,720	\$ 135,940	\$ 136,170
<b>SUBTOTAL REVENUES</b>		<b>\$ 4,126,305</b>	<b>\$ 4,367,270</b>	<b>\$ 4,611,580</b>	<b>\$ 4,825,730</b>	<b>\$ 5,041,820</b>
<b>EXPENSES</b>						
General Government		\$ 1,706,045	\$ 1,552,480	\$ 1,601,600	\$ 1,648,270	\$ 1,719,980
Public Works		\$ 1,446,280	\$ 784,010	\$ 707,870	\$ 778,850	\$ 719,940
Protective and Inspection Services		\$ 18,670	\$ 19,060	\$ 19,450	\$ 19,850	\$ 20,260
Planning & Development		\$ 110,000	\$ 112,200	\$ 114,450	\$ 116,750	\$ 119,100
Water Utility		\$ 712,550	\$ 820,700	\$ 695,780	\$ 710,960	\$ 726,610
Capital		\$ 62,500	\$ 62,500	\$ 62,500	\$ 62,500	\$ 62,500
Amortization		\$ 870,000	\$ 870,000	\$ 870,000	\$ 870,000	\$ 870,000
<b>SUBTOTAL EXPENSES</b>		<b>\$ 4,926,045</b>	<b>\$ 4,220,950</b>	<b>\$ 4,071,650</b>	<b>\$ 4,207,180</b>	<b>\$ 4,238,390</b>
<b>SURPLUS / (DEFICIT)</b>		<b>-\$ 799,740</b>	<b>\$ 146,320</b>	<b>\$ 539,930</b>	<b>\$ 618,550</b>	<b>\$ 803,430</b>
<b>INTERNAL TRANSFERS</b>						
Transfer to (from) Reserves		-\$ 513,260	-\$ 1,010,320	-\$ 1,403,930	-\$ 1,482,550	-\$ 1,706,430
Transfer to (from) Surplus		\$ 43,000	-\$ 6,000	-\$ 6,000	-\$ 6,000	\$ 33,000
Transfer from DCCs		\$ 400,000	\$ -	\$ -	\$ -	\$ -
Investment in TCA		\$ 870,000	\$ 870,000	\$ 870,000	\$ 870,000	\$ 870,000
<b>SUBTOTAL INTERNAL EXPENSES</b>		<b>\$ 799,740</b>	<b>-\$ 146,320</b>	<b>-\$ 539,930</b>	<b>-\$ 618,550</b>	<b>-\$ 803,430</b>
<b>FINANCIAL PLAN BALANCE</b>		<b>-\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



# MEMORANDUM

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To: Juli Halliwell, Chief Administrative Officer

From: Christine Baird, Manager of Corporate Services

Date: January 19, 2018

Subject: Fees and Charges Bylaw - Amendment

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At the request of the Building Inspector & Bylaw Enforcement Officer, I have drafted an amendment to the Fees and Charges Bylaw. The building department is recommending amendment to some user fees to better reflect actual charges for services.

Attached for Council consideration is proposed Anmore Fees and Charges Bylaw No. 574-2018 (Attachment 1).

For reference, a mark-up copy of the proposed Bylaw is also provided (Attachment 2).

If Council agrees with the proposed changes, the following resolution would be appropriate.

Recommendation: That Anmore Fees and Charges Amendment Bylaw No. 574-2018 be read a first, second and third time.

## Attachments

1. Anmore Fees and Charges Bylaw No. 574-2018 (proposed)
2. Anmore Fees and Charges Bylaw No. 574-2018 (proposed, with mark-up)

## VILLAGE OF ANMORE

## BYLAW NO. 574-2018

A bylaw to amend Anmore Fees and Charges Bylaw No. 557-2016

**WHEREAS** section 194 of the Community Charter, S.B.C., 2003, authorizes municipalities, by bylaw, to impose fees and charges for the provision of various services and/or information;

**AND WHEREAS** the Local Government Act authorizes a local government to amend its bylaws from time to time;

**NOW THEREFORE** the Municipal Council of the Village of Anmore, in open meeting assembled, enacts as follows:

1. That this bylaw may be cited for all purposes as "Anmore Fees and Charges Amendment Bylaw No. 574-2018".
2. That Anmore Fees and Charges Bylaw No. 556-2016 be further amended as follows:
  - (a) In Schedule A, pages 4 and 5, all rows shown be deleted in their entirety and be replaced with the following rows.

Permit Fees – Move or Relocation of a Building or Structure	
Moving a building or structure	\$350.00
Inspection Fee for examination of a building or structure to be moved	\$175.00
Additional fees if inspection exceeds 2 hours	\$120.00 per hour
Permit Fees – Chimney Fireplaces and Solid Fuel Appliances	
Fireplaces, solid fuel appliances	\$360.00 per appliance
Natural or propane gas fire heating devices	\$120.00 per appliance
Permit Fees – Building Site Services	
New or replacement of underground water services	\$40.00 per 10 meters of pipe
New or replacement of underground storm sewer pipe	\$40.00 per 10 meters of pipe
On-site catch basins, oil interceptors or sumps	\$40.00 each
Permit Fees – Plumbing Fixtures	
Plumbing fixtures	\$20.00 per fixture (min. \$75.00)
Water Storage Tanks, check valves, outdoor showers	\$20.00 each
Swimming Pool supply, drainage backflow preventer	\$80.00 per pool
Each hot water storage tank or boiler vent	\$20.00 per vent
Installation of soil, waste or drainage pipe	\$40.00 per 20 meters of pipe
Fire Sprinkler heads	\$3.00 per head (min of \$50.00)
Radiant Heat Floors	\$2.50 per 1000 BTU's
Other Fees	

Building Permit Extension – 6 months (may be extended 3 additional times)	\$1,000.00 per extension
Construction prior to issuance of a building permit	Double the permit fees
Transfer a Building Permit to a new owner	\$480.00
Inspection fee for undefined inspections	\$120.00 per hour or part thereof
Re-Inspection Fee after second consecutive inspection (3 <sup>rd</sup> inspection)	\$120.00
Building review (4 <sup>th</sup> inspection)	\$240.00
Building review (5 <sup>th</sup> inspection)	\$360.00
Building review (6 <sup>th</sup> inspection)	\$720.00
Posting a Stop Work Order	\$360.00
Re-posting a Stop Work Order due to unauthorized removal	\$240.00
Posting a Do Not Occupy order	\$240.00
Re-posting a Do Not Occupy order due to unauthorized removal	\$240.00
Plan review for a design modification following building permit review	\$120.00 per hour or part thereof
Equivalency Report review	\$120.00 per hour or part thereof
Copying of building plans	\$240.00 + actual print costs
<b>Security Deposits and Liability Insurance</b>	
The Building Inspector when issuing a Building Permit, may request a bond for more than \$5,000.00 where it has been determined the actual potential damage to Village property may be higher.	
For Building Permits less than \$100,000.00 value of construction, will be required, prior to issuance of a Building Permit, a bond (in a form satisfactory to the Village) must be deposited with the Village to be drawn down by the Village in the event that Village property is damaged during the course of construction. The cash bond will be refunded (less any draw down) when the Occupancy Permit is issued.	\$5,000.00
Prior to issuance of a Building Permit, a bond (in a form satisfactory to the Village) must be deposited with the Village to be drawn down by the Village in the event that Village property is damaged during the course of construction. The cash bond will be refunded (less any draw down) when the Occupancy Permit is issued.	\$10,000.00
When submitting a building application for a building permit, the applicant will be required to submit a Professional Errors and Omissions Liability Insurance Certificate attached to Schedule "B"	\$1,000,000.00
Prior to the issuance of a permit to move a building or structure, a bond must be deposited with the Village to ensure that the exterior of the building or part thereof will be completed within ninety (90) days of the permit issuance. Should the owner not complete the required work within the	\$50,000.00



time frame set out, the Building Inspector shall notify the owner, in writing, of the deficiency directing the owner to remedy the non-compliance within thirty (30) days from the date of the notice. If the non-compliance is not remedied within the thirty (30) day period the deposit shall be forfeited to the Village.	
Prior to the issuance of a permit to move a building or structure, a policy of commercial general liability insurance, in all-inclusive limits (in a form satisfactory to the Village) to indemnify the Village against all bodily injury and property damage, of any kind, howsoever caused by the moving of the building. The Village of Anmore must be named as an additional insured on said policy	\$5,000,000.00

(b) In Schedule A, page 6, delete the seven rows under row titled 'Miscellaneous Permit Fees and Charges' in their entirety and replace them with the following rows.

Driveway Access Permit	\$240.00
Tree Cutting Permit	\$500.00
Blasting Permit	\$240.00
Temporary Parking Permit	\$25.00
Soil Deposit Permit	\$360.00
Sign Permit Bond	\$500.00
Security Bonding for any item above (if required)	\$3,500.00

**READ** a first time the \_\_\_\_\_ day of \_\_\_\_\_, 2018

**READ** a second time the \_\_\_\_\_ day of \_\_\_\_\_, 2018

**READ** a third time the \_\_\_\_\_ day of \_\_\_\_\_, 2018

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MANAGER OF CORPORATE SERVICES

Certified as a true and correct copy of "Anmore Fees and Charges Amendment Bylaw No. 574-2018".

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MANAGER OF CORPORATE SERVICES



## VILLAGE OF ANMORE

## BYLAW NO. 574-2018

A bylaw to amend Anmore Fees and Charges Bylaw No. 557-2016

**WHEREAS** section 194 of the Community Charter, S.B.C., 2003, authorizes municipalities, by bylaw, to impose fees and charges for the provision of various services and/or information;

**AND WHEREAS** the Local Government Act authorizes a local government to amend its bylaws from time to time;

**NOW THEREFORE** the Municipal Council of the Village of Anmore, in open meeting assembled, enacts as follows:

1. That this bylaw may be cited for all purposes as "Anmore Fees and Charges Amendment Bylaw No. 574-2018".
2. That Anmore Fees and Charges Bylaw No. 556-2016 be further amended as follows:
  - (a) In Schedule A, pages 4 and 5, all rows shown be deleted in their entirety and be replaced with the following rows.

<b>Permit Fees – Move or Relocation of a Building or Structure</b>	
Moving a building or structure	\$350.00
Inspection Fee for examination of a building or structure to be moved	\$175.00
Additional fees if inspection exceeds 2 hours	\$120.00 per hour <del>\$80.00 per hour</del>
<b>Permit Fees – Chimney Fireplaces and Solid Fuel Appliances</b>	
Fireplaces, solid fuel appliances	\$360.00 per appliance <del>\$240.00 per appliance</del>
Natural or propane gas fire heating devices	\$120.00 per appliance <del>\$80.00 per appliance</del>
<b>Permit Fees – Building Site Services</b>	
New or replacement of underground water services	\$40.00 per 10 meters of pipe
New or replacement of underground storm sewer pipe	\$40.00 per 10 meters of pipe
On-site catch basins, oil interceptors or sumps	\$40.00 each
<b>Permit Fees – Plumbing Fixtures</b>	
Plumbing fixtures	\$20.00 per fixture (min. \$75.00)
Water Storage Tanks, check valves, outdoor showers	\$20.00 each
Swimming Pool supply, drainage backflow preventer	\$80.00 per pool
Each hot water storage tank or boiler vent	\$20.00 per vent
Installation of soil, waste or drainage pipe	\$40.00 per 20 meters of pipe

Fire Sprinkler heads	\$3.00 per head (min of \$50.00)
Radiant Heat Floors	\$2.50 per 1000 BTU's
<b>Other Fees</b>	
Building Permit Extension – 6 months (may be extended 3 additional times)	\$1,000.00 per extension <del>\$200.00 per extension</del>
Construction prior to issuance of a building permit	Double the permit fees
Transfer a Building Permit to a new owner	\$480.00 <del>\$160.00</del>
Inspection fee for undefined inspections	\$120.00 per hour or part thereof <del>\$80.00</del>
Re-Inspection fee after second consecutive inspection (3 <sup>rd</sup> inspection)	\$120.00 <del>\$80.00</del>
<del>Building review</del> (4 <sup>th</sup> inspection)	<del>\$240.00</del> <del>\$160.00</del>
<del>Building review</del> (5 <sup>th</sup> inspection)	<del>\$360.00</del> <del>\$240.00</del>
<del>Building review</del> (6 <sup>th</sup> inspection)	<del>\$720.00</del> <del>\$480.00</del>
Posting a Stop Work Order	\$360.00 <del>\$80.00</del>
Re-posting a Stop Work Order due to unauthorized removal	\$240.00 <del>\$160.00</del>
Posting a Do Not Occupy order	\$240.00 <del>\$80.00</del>
Re-posting a Do Not Occupy order due to unauthorized removal	\$240.00 <del>\$160.00</del>
Plan review for a design modification following building permit review	\$120.00 per hour or part thereof <del>\$80.00 per hour or part thereof</del>
Equivalency Report review	\$120.00 per hour or part thereof <del>\$80.00 per hour or part thereof</del>
Copying of building plans	\$240.00 + actual print costs
<del>Copying of black and white building plans up to 15 24" X 36" sheets (5 business days)</del>	<del>\$100.00</del>
<del>Copying of black and white building plans in excess of 15 24" X 36" sheets</del>	<del>\$3.50 per additional sheet</del>
<b>Security Deposits and Liability Insurance</b>	
The Building Inspector when issuing a Building Permit, may request a bond for more than \$5,000.00 where it has been determined the actual potential damage to Village property may be higher.	



For Building Permits less than \$100,000.00 value of construction, will be required, prior to issuance of a Building Permit, a bond (in a form satisfactory to the Village) must be deposited with the Village to be drawn down by the Village in the event that Village property is damaged during the course of construction. The cash bond will be refunded (less any draw down) when the Occupancy Permit is issued.	\$5,000.00 <del>\$2,000.00</del>
Prior to issuance of a Building Permit, a bond (in a form satisfactory to the Village) must be deposited with the Village to be drawn down by the Village in the event that Village property is damaged during the course of construction. The cash bond will be refunded (less any draw down) when the Occupancy Permit is issued.	\$10,000.00 <del>\$5,000.00</del>
When submitting a building application for a building permit, the applicant will be required to submit a Professional Errors and Omissions Liability Insurance Certificate attached to Schedule "B"	\$1,000,000.00 <del>\$2,000,000.00</del>
Prior to the issuance of a permit to move a building or structure, a bond must be deposited with the Village to ensure that the exterior of the building or part thereof will be completed within ninety (90) days of the permit issuance. Should the owner not complete the required work within the time frame set out, the Building Inspector shall notify the owner, in writing, of the deficiency directing the owner to remedy the non-compliance within thirty (30) days from the date of the notice. If the non-compliance is not remedied within the thirty (30) day period the deposit shall be forfeited to the Village.	\$50,000.00 <del>\$35,000.00</del>
Prior to the issuance of a permit to move a building or structure, a policy of commercial general liability insurance, in all-inclusive limits (in a form satisfactory to the Village) to indemnify the Village against all bodily injury and property damage, of any kind, howsoever caused by the moving of the building. The Village of Anmore must be named as an additional insured on said policy	\$5,000,000.00

(b) In Schedule A, page 6, delete the seven rows under row titled 'Miscellaneous Permit Fees and Charges' in their entirety and replace them with the following rows.

Driveway Access Permit	\$240.00 <del>\$100.00</del>
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Sign Permit Bond	\$500.00
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\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MANAGER OF CORPORATE SERVICES

Certified as a true and correct copy of "Anmore Fees and Charges Amendment Bylaw No. 574-2018".

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MANAGER OF CORPORATE SERVICES

DEC 22 2017

File: CR-12-01  
Ref: RD 2017 Nov 24

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



Dear Mayor McEwen and Council:

**Re: Transit-Oriented Affordable Housing Study**

In 2017, Metro Vancouver, together with BC Housing, BC Non-Profit Housing Association, TransLink, and Vancity, completed the *Transit-Oriented Affordable Housing Study* (TOAH), undertaken to explore the constraints and opportunities of building new rental housing, particularly affordable housing to lower income households earning less than \$50,000 per year, in transit-oriented locations across Metro Vancouver. We are pleased to provide you with a copy of this study for your reference which can be accessed at the following link: <http://www.metrovancouver.org/services/regional-planning/housing-affordability/transit-oriented/Pages/default.aspx>.

At its November 24, 2017 regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) adopted the following resolution to share the TOAH Study findings with key decision-makers:

*That the MVRD Board:*

- a) *communicate the key findings from the Transit-Oriented Affordable Housing Study to the following parties in an effort to encourage the integration of rental housing in transit-oriented locations, including housing that is affordable to lower income households, as essential elements of equitable and resilient transit-oriented communities and funding decisions:*
  - *the Federal Minister of Infrastructure and Minister of Communities and Families, Children and Social Development;*
  - *the Provincial Minister of Municipal Affairs and Housing, Minister of Transportation and Infrastructure, Parliamentary Secretary for TransLink, and Minister of Environment & Climate Change Strategy;*
  - *Mayors' Council on Regional Transportation;*
  - *member local governments; and,*
  - *the Urban Development Institute, Landlord BC, Co-operative Housing Federation of BC, and Greater Vancouver Home Builders' Association;*
- b) *send a letter expressing its appreciation to BC Housing, BC Non-Profit Housing Association, TransLink, and Vancity for their participation and substantive contribution to the Transit-Oriented Affordable Housing Study; and*



- c) *direct staff to explore Key Finding 5 as outlined in the report dated October 20, 2017, titled “Transit-Oriented Affordable Housing Study”, and report back to the Regional Planning Committee.*

The TOAH study findings are intended to be a resource about increasing the supply of affordable rental housing in transit-oriented locations to advance dialogue and evidence-based decision making. Five key findings emerged from the study (Attachment). The crux of the regional challenge is the mismatch between supply and demand for rental housing affordable to families making less than \$50,000 per year. The study estimates this shortfall will be in the order of 24,000 units over the next 10 years. The TOAH study also quantifies the fact that not all density is equal when it comes to maximizing transit ridership – renters, and particularly lower income renters, have higher transit usage rates. The study presents the evidence to build a strong case for accommodating renters to optimize transit investments and build complete communities.

The primary reason for the undersupply of new affordable housing is the inability of the rents generated to cover the costs of development (construction and land costs), and this challenge is amplified in transit-oriented locations. To alleviate this issue, local governments and housing developers are being creative in using various tools such as varying on-site parking requirements and development charges, finding access to sources of equity and cheaper financing, and pursuing shoulder areas more suitable for lower-cost wood frame construction. On the land side, projects are seeking lands at zero or discounted costs, and utilizing density bonusing to leverage market housing to achieve more affordable rental units.

There are a number of tools identified in the TOAH study that warrant further exploration to either be implemented or scaled up in the region. The certainty is that most of these efforts will require partnerships, and the convergence of resources, expertise and knowledge proportional to the size of the regional challenge. We welcome the opportunity to engage in dialogue with you on the findings of this report to explore new ways that will encourage equitable transit-oriented communities across Metro Vancouver.

Yours truly,



Greg Moore  
Chair, Metro Vancouver Board

GM/CM/RQ/rk

Encl: Report dated October 20, 2017 titled, “Transit-Oriented Affordable Housing Study” (Doc 23664819)

23788408

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To: MVRD Board of Directors

From: Regional Planning Committee

Date: November 3, 2017 Meeting Date: November 24, 2017

Subject: **Transit-Oriented Affordable Housing Study**

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**REGIONAL PLANNING COMMITTEE RECOMMENDATION**

That the MVRD Board:

- a) communicate the key findings from the *Transit-Oriented Affordable Housing Study* to the following parties in an effort to encourage the integration of rental housing in transit-oriented locations, including housing that is affordable to lower income households, as essential elements of equitable and resilient transit-oriented communities and funding decisions:
  - the Federal Minister of Infrastructure and Minister of Communities and Families, Children and Social Development;
  - the Provincial Minister of Municipal Affairs and Housing, Minister of Transportation and Infrastructure, Parliamentary Secretary for TransLink, and Minister of Environment & Climate Change Strategy;
  - Mayors' Council on Regional Transportation;
  - member local governments; and,
  - the Urban Development Institute, Landlord BC, Co-operative Housing Federation of BC, and Greater Vancouver Home Builders' Association;
- b) send a letter expressing its appreciation to BC Housing, BC Non-Profit Housing Association, TransLink, and Vancity for their participation and substantive contribution to the *Transit-Oriented Affordable Housing Study*; and
- c) direct staff to explore Key Finding 5 as outlined in the report dated October 20, 2017, titled "Transit-Oriented Affordable Housing Study", and report back to the Regional Planning Committee.

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At its November 3, 2017 meeting, the Regional Planning Committee considered the attached report titled "Transit-Oriented Affordable Housing Study", dated October 20, 2017. The Committee subsequently amended the recommendation as presented above in underline style.

Attachment:

"Transit-Oriented Affordable Housing Study", dated October 20, 2017



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To: Regional Planning Committee

From: Raymond Kan, Senior Regional Planner, Parks, Planning and Environment

Date: October 20, 2017 Meeting Date: November 3, 2017

Subject: Transit-Oriented Affordable Housing Study

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**RECOMMENDATION**

That the MVRD Board:

- d) communicate the key findings from the *Transit-Oriented Affordable Housing Study* to the following parties in an effort to encourage the integration of rental housing in transit-oriented locations, including housing that is affordable to lower income households, as essential elements of equitable and resilient transit-oriented communities and funding decisions:
- the Federal Minister of Infrastructure and Minister of Communities and Families, Children and Social Development;
  - the Provincial Minister of Municipal Affairs and Housing, Minister of Transportation and Infrastructure, Parliamentary Secretary for TransLink, and Minister of Environment & Climate Change Strategy;
  - Mayors' Council on Regional Transportation;
  - member local governments; and,
  - the Urban Development Institute, Landlord BC, Co-operative Housing Federation of BC, and Greater Vancouver Home Builders' Association.
- e) send a letter expressing its appreciation to BC Housing, BC Non-Profit Housing Association, TransLink, and Vancity for their participation and substantive contribution to the *Transit-Oriented Affordable Housing Study*.
- 

**PURPOSE**

To present the key findings from the *Transit-Oriented Affordable Housing Study* and request that they be forwarded to relevant decision makers as information to support the provision of rental housing in transit-oriented locations, including housing that is affordable to lower income households.

**BACKGROUND**

At its meeting on September 23, 2016, the MVRD Board adopted a resolution to communicate the emerging results of the *Transit-Oriented Affordable Housing Study* to federal provincial, and regional stakeholders. Since that time, the Study has reached substantive completion.

**TRANSIT-ORIENTED AFFORDABLE HOUSING STUDY<sup>1</sup>**

The purpose of the *Transit-Oriented Affordable Housing Study* is to incrementally advance information about the context and tools that could assist in making affordable rental housing projects financially viable in transit-oriented locations. Affordable housing is often defined as housing that

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<sup>1</sup> The original project title, *Mixed Income Transit-Oriented Rental Housing Study*, was updated for ease of communication.

doesn't exceed 30% of a household's pre-tax income. This study focused on rental housing affordable to lower income renter households who earn less than 80% of the regional median household income, or equivalent to approximately \$50,000 based on the 2011 National Household Survey data for the region<sup>2</sup>.

Developing complete and inclusive communities is a goal of *Metro 2040*, the regional growth strategy and an essential principle of the *Regional Affordable Housing Strategy*. The Transit-Oriented Affordable Housing Study is part of a portfolio of research and policy that cuts through several Metro Vancouver work programs. The research and policy products include the following:

Metro Vancouver Research/Policy	Key Findings/Actions
2016 <i>Regional Affordable Housing Strategy</i> (Reference 1)	Goal 4 Increase the Rental Housing Supply along the Frequent Transit Network. Associated actions include advancing research with housing and transportation partners on ways to promote equitable transit-oriented communities.
2015 <i>Metro Vancouver Housing and Transportation Cost Burden Study</i> (Reference 2)	Addressing housing and transportation costs concurrently is a strategic approach to confronting the region's affordability challenges.
2012 <i>Metro Vancouver Apartment Parking Study</i> (Reference 3)	Opportunities to reduce apartment parking requirements near the Frequent Transit Network. Reduced construction cost could potentially support housing affordability and sustainable transportation choices.

Further, TransLink is committed to equitable transit-oriented communities through its *Regional Transportation Strategy* (Reference 4). The RTS includes an action for the regional transportation authority to work with partner agencies to encourage more affordable rental housing near the Frequent Transit Network. TransLink recognizes that improved access to frequent transit will help support transit ridership growth and modal shift, and thereby help reduce greenhouse gas emissions from the transportation sector.

#### STUDY PARTNERSHIP AND ACTIVITIES

To undertake the Study, Metro Vancouver established a partnership comprising BC Housing, BC Non-Profit Housing Association, TransLink, and Vancity. The partners provided in-kind contributions. Staff also consulted with the Regional Planning Advisory Committee in the development of the scope of work, and engaged municipal staff in the various regional staff advisory committees throughout the study period.

The study comprises five major activities as follows:

<sup>2</sup> According to the 2011 National Household Survey, the regional median household income was \$63,000 in 2010. The corresponding income cut-offs for low income households is \$50,000 and for very low income households is \$30,000. With the release of the 2016 National Household Survey data, the income cut-offs for low and very low incomes will be updated for future research and policy initiatives.

Activity	Product	Status
<b>Activity 1</b> – Rental housing supply gap projections; review of current and innovative practices in Canada and United States; interviews in and outside region	Technical report was completed by the BC Non-Profit Housing Association with funding support from Real Estate Foundation of BC and Metro Vancouver. Key findings are referenced in this committee report.	Completed
<b>Activity 2</b> – Quantifying the relationship between household income, tenure (rent or own), and transit use	Findings presented to Regional Planning Committee in September 2016. The MVRD Board approved a resolution to communicate the findings to federal, provincial, and regional stakeholders.	Completed
<b>Activity 3</b> – Mapping inventory of public and non-profit lands in transit-oriented locations	Maps and analysis (to be determined).	Deferred to 2018
<b>Activity 4</b> – Financial viability gap analysis of purpose-built rental housing	Technical report completed by Coriolis Consulting Corp. for Metro Vancouver. Key findings are referenced in this committee report.	Completed
<b>Activity 5</b> – Communications strategy to encourage knowledge transfer	Communications strategy shared with study partners.	Completed

## KEY FINDINGS

The Study provides incremental information about the context and tools that could assist in improving the financial viability of affordable rental housing projects in transit-oriented locations. The study is not intended to capture all of the causal factors and solutions for the housing affordability crisis in the region. In fact, many of the study findings will be already familiar to policy makers and practitioners. Many efforts are underway to increase the supply of rental housing. The value of the study is in collating the familiar as well as lesser known information in one package which can be used as a resource. The key findings are presented below. Supporting information is presented in the Appendix.

**Key Finding 1:** Demand for rental housing, particularly housing affordable to households earning less than \$50,000 per year, is not being met across the region.

**Key Finding 2:** Renter households, especially those earning less than \$50,000, are more likely to use transit. Increased ridership means a higher return on investment in transportation. Access to frequent transit reduces transportation costs and improves access to services and employment.

**Key Finding 3:** The primary reason new affordable rental housing is undersupplied is because the rents generated do not cover the costs of development (land and construction costs). The challenges are amplified in transit-oriented locations.

**Key Finding 4:** There are creative ways to tackle land and construction costs, but it remains very challenging to make new affordable rental housing financially viable.



**Key Finding 5:** There are initiatives in other jurisdictions that may be worth exploring in the Metro Vancouver region, as well as existing initiatives that could potentially be scaled up, to generate new affordable rental housing near frequent transit. Partnerships with other levels of government, non-profit housing providers, and other regional stakeholders will be key.

#### KNOWLEDGE TRANSFER AND NEXT STEPS

With the substantive completion of the Study, the next steps are to communicate the key findings to a broad range of stakeholders who have established, or have the potential to establish, direct or indirect roles in policy, funding, or advocacy for the integration of affordable rental housing in transit-oriented locations. To aid in this knowledge transfer, a number of tools have been prepared in collaboration with the study partners.

- **Communications Strategy** – the strategy sets out the roles and responsibilities amongst the study partners for communicating the study findings in a clear and consistent way to different audiences using different techniques, including social media.
- **Key Messages Document** – the document sets out the key messages and supporting information drawn from the research. The study partners may adapt the content when preparing briefing notes, reports, and, presentations. The study partners will be positioned to communicate the key findings within their respective organizations and with their organizational networks, and to respond to inquiries about the study as appropriate.
- **Webpage** – a dedicated webpage has been created on the Metro Vancouver website to allow study partners and regional stakeholders to link directly to the study documents.

The study partners look forward to future opportunities to share the study findings at relevant conferences, workshops, and webinars, and through publications. Metro Vancouver's Regional Planning and Regional Housing Policy and Planning Divisions will continue to undertake policy research to support the work of member local governments and partner agencies (e.g. parking studies, corridor planning and monitoring). Staff will undertake the mapping of lands under public and non-profit ownership and present findings in early 2018.

#### ALTERNATIVES

1. That the MVRD Board:

- a) communicate the key findings from the *Transit-Oriented Affordable Housing Study* to the following parties in an effort to encourage the integration of rental housing in transit-oriented locations, including housing that is affordable to lower income households, as essential elements of equitable and resilient transit-oriented communities and funding decisions:
  - the Federal Minister of Infrastructure and Minister of Communities and Families, Children and Social Development;
  - the Provincial Minister of Municipal Affairs and Housing, Minister of Transportation and Infrastructure, Parliamentary Secretary for TransLink, and Minister of Environment & Climate Change Strategy;
  - Mayors' Council on Regional Transportation;
  - member local governments; and,
  - the Urban Development Institute, Landlord BC, Co-operative Housing Federation of BC, and Greater Vancouver Home Builders' Association.

- b) send a letter expressing its appreciation to BC Housing, BC Non-Profit Housing Association, TransLink, and Vancity for their participation and substantive contribution to the *Transit-Oriented Affordable Housing Study*.
2. That the MVRD Board receive for information the report dated October 20, 2017, titled "Transit-Oriented Affordable Housing Study".

#### **FINANCIAL IMPLICATIONS**

There are no financial implications to this report.

#### **SUMMARY / CONCLUSION**

The *Transit-Oriented Affordable Housing Study* was led by Metro Vancouver in partnership with BC Housing, BC Non-Profit Housing Association, TransLink, and Vancity. The Study incrementally advances information about the context and tools that could assist in making affordable rental housing projects financially viable in transit-oriented locations. The value of the study is in collating the familiar as well as lesser known information in one package which can be used as a resource by policy makers and practitioners.

The case for fostering equitable transit-oriented communities is compelling – renter households, especially those earning less than \$50,000, are more likely to use transit. Increased ridership means a higher return on investment in transportation. Access to frequent transit reduces transportation costs and improves access to services and employment.

Through the Study, the BC Non-Profit Housing Association estimates that the projected rental housing supply gap for lower income households in the Metro Vancouver over the next 10 years could range from 24,000 to 27,000 units. The scale of the supply gap requires a clear understanding of some of the factors affecting the financial viability of rental projects and the coordinated actions by many actors on par with the scale of problem. The rent levels affordable to lower income households making less than \$50,000 per year do not cover the cost of construction, whether in concrete or wood. The challenges are amplified near frequent transit where in many locations there is an expectation for higher density which can generally be accommodated through concrete construction only. Even if construction costs could be lowered, there is insufficient capital to compete against strata development for land. Alternatively, encouraging rental projects in neighbourhoods designated for medium density would allow for lower-cost wood frame construction to be supportable. The potential trade-off is decreased access to frequent transit for lower income households.

Local governments have creatively applied different combinations of tools to improve the financial viability of market and affordable rental housing projects, such as reductions in parking requirements and development charges, and density bonusing. Additional tools may be worth exploring – tools that could help scale up what many local governments in the region are already doing today by targeting construction costs and/or land costs. These tools include transit-oriented structured loan funds, transit-oriented inclusionary housing policies, zoning for rental housing, integration of funding programs from other levels of government, land trusts, and property tax incentives. Partnerships with other levels of government, non-profit housing providers, and other regional stakeholders will be crucial.

The next steps are to communicate the key findings to a broad range of stakeholders who have established, or have the potential to establish, direct or indirect roles in policy, funding, or advocacy for the integration of affordable rental housing in transit-oriented locations. To aid in this knowledge transfer, a number of tools have been prepared in collaboration with the study partners, including a communications strategy, key findings document, and a dedicated project webpage on the Metro Vancouver website. Staff recommends alternative one.

**Attachments** (*Orbit #23563763*)

1. Transit-Oriented Affordable Housing Study - Activity 1: Supply Gap Analysis, Environmental Scan, and Literature Review – BC Non-Profit Housing Association
2. Analysis of the Financial Viability of New Purpose-Built Rental Housing at Transit-Oriented Locations in Metro Vancouver – Coriolis Consulting Corp.

**References**

1. Regional Affordable Housing Strategy
2. Housing and Transportation Cost Burden Study
3. Apartment Parking Study Summary Booklet
4. TransLink Regional Transportation Strategy (p. 25)
5. Transit-Oriented Affordable Housing Study  
Webpage <http://www.metrovancouver.org/services/regional-planning/housing-affordability/transit-oriented/Pages/default.aspx>



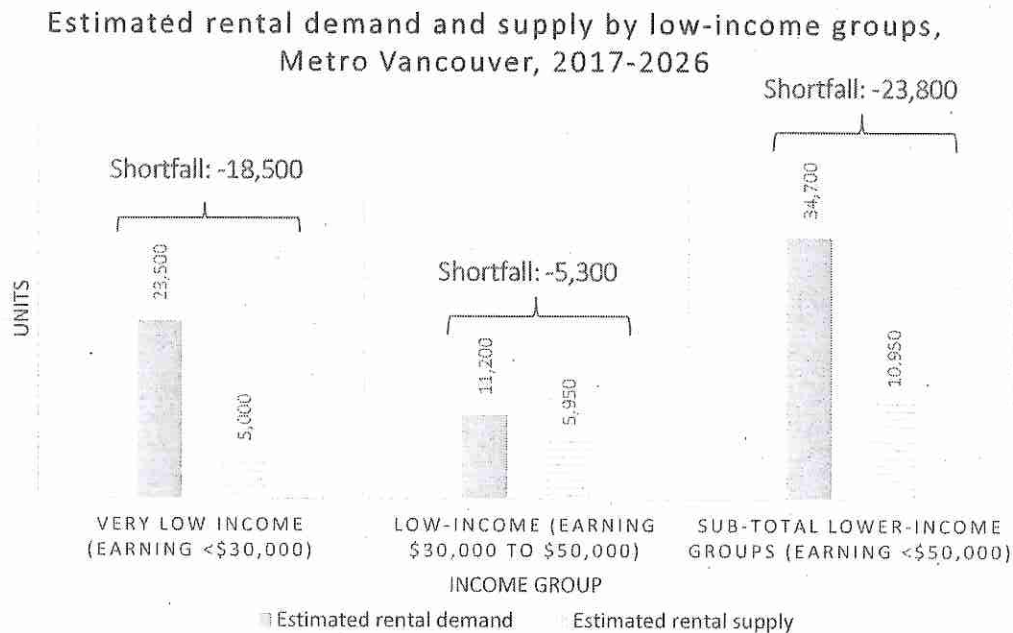
## APPENDIX – KEY FINDINGS AND SUPPORTING INFORMATION

### KEY FINDINGS

The Transit-Oriented Affordable Housing Study provides incremental information about the context and tools that could assist in improving the financial viability of affordable rental housing projects in transit-oriented locations. The study is not intended to capture all of the causal factors and solutions for the housing affordability crisis in the region. In fact, many of the study findings will be already familiar to policy makers and practitioners. Many efforts are underway to increase the supply of rental housing. The value of the study is in collating the familiar as well as lesser known information in one package which can be used as a resource. The key findings, and supporting information, are presented below.

**Key Finding 1: Demand for rental housing, particularly housing affordable to households earning less than \$50,000 per year, is not being met across the region.**

Metro Vancouver analysis of rental housing data from 2011 to 2014 shows that new rental housing supply fell short of total rental demand by about 6,800 units. The new rental housing supply met only two-thirds of the demand for affordable housing for lower income households earning less than \$50,000 per year. Taking into account past trends and recent development activity through 2016, the BCNPHA estimates that over the next 10 years (2017-2026) the total regional housing shortfall for lower income households could reach between 24,000 to 27,000 units.

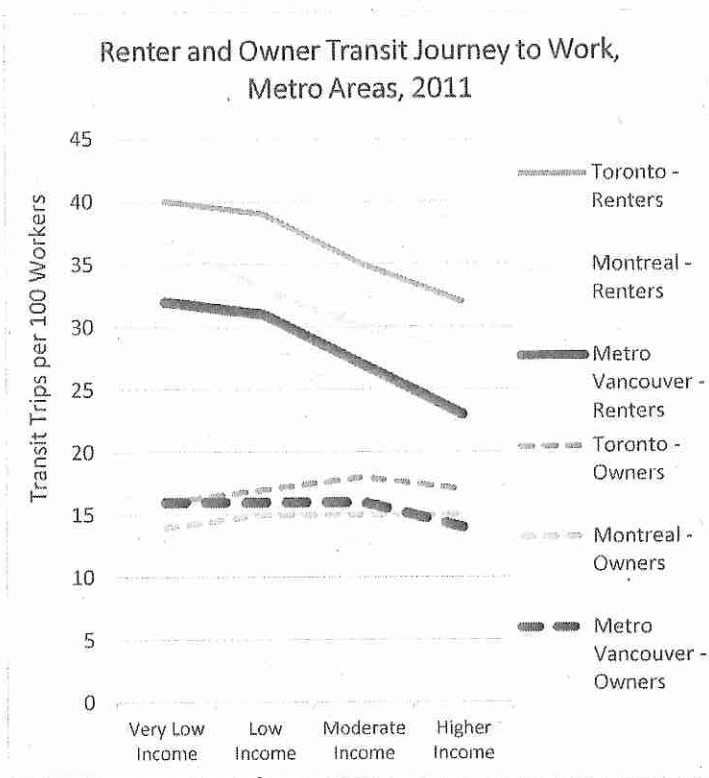




**Key Finding 2: Renter households, especially those earning less than \$50,000, are more likely to use transit. Increased ridership means a higher return on investment in transportation. Access to frequent transit reduces transportation costs and improves access to services and employment.**

Transit usage rates for renters consistently exceed that for owners, even after controlling for density, household income, and location. Transit usage rates for renters generally rise as income declines, but transit usage rates remain generally flat for owners. Lower income households have the highest transit usage rates. These patterns are consistent amongst the big regions in Canada, and within select rapid transit, B-Line, and frequent bus corridors in Metro Vancouver.

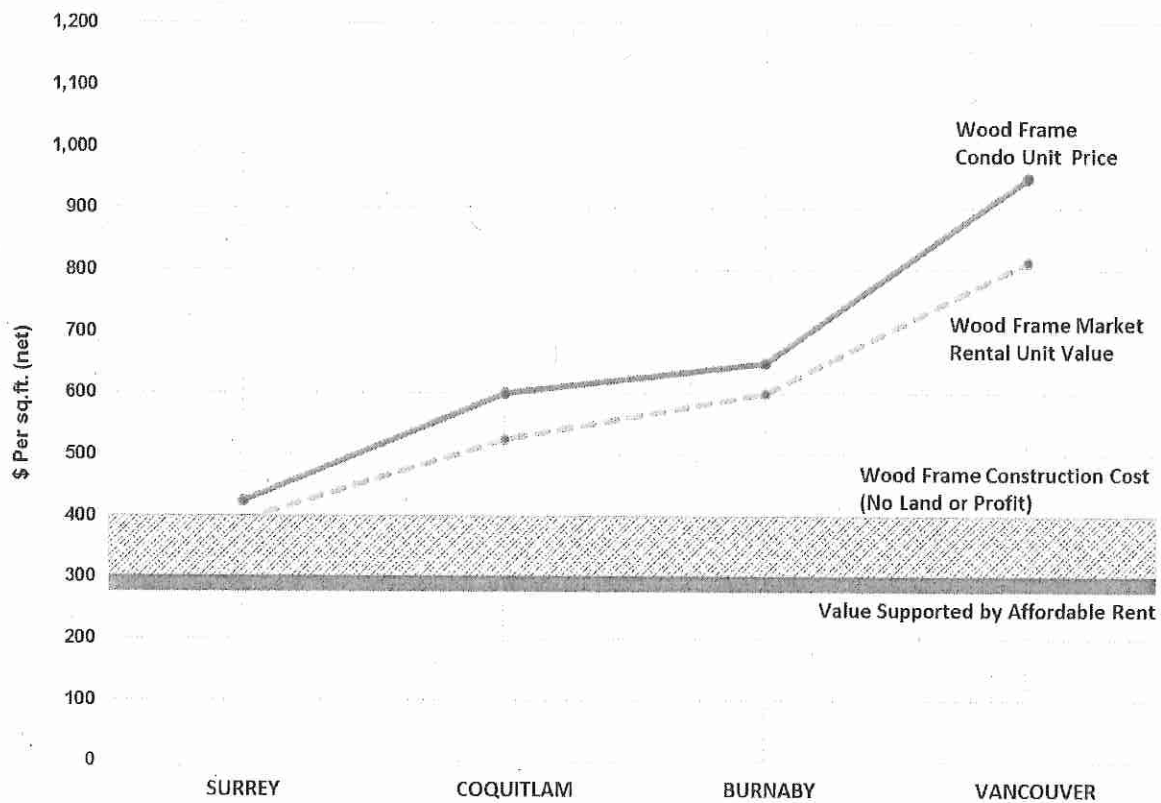
Having access to frequent transit may make it easier to absorb high housing costs. In general, renter households have a higher combined housing and transportation cost burden than do owner households (49% to 40%). Lower income renter households can have a cost burden close to two-thirds of their pre-tax income.



**Key Finding 3: The primary reason new affordable rental housing is undersupplied is because the rents generated do not cover the costs of development (land and construction costs). The challenges are amplified in transit-oriented locations.**

The challenges for purpose-built rental housing were quantified based on an analysis of 13 sites in four housing submarkets in the region. To make a rental housing project financially viable, the expected rental income must be able to cover the construction cost, cost of land, and developer's profit (except in a non-profit project). Rents that are affordable to lower income households cannot even cover the cost of construction for wood frame construction (\$300-400/sqft), which is lower than concrete construction (\$400-500/sqft). For affordable rental housing<sup>3</sup>, even if construction costs could be reduced, the rental income still would not be able enough to pay for land. All in else being equal, a developable parcel will be sold to the highest bidder for either a strata or market rental housing development.

<sup>3</sup> In the analysis, an annual household income of \$50,000 was assumed to support a rent of approximately \$1,300 per month for a 2+ bedroom; and, an annual household income of \$30,000 was assumed to support a rent of \$800 per month for a studio or 1 bedroom.



Market rental housing in wood frame stands a better chance of being financially viable. In three of the housing submarkets examined, full market rent is capable of paying for construction and having remaining capital for land. Even though the competing strata development can outbid for land, the variance is much narrower, meaning it will take less adjustment to construction costs and/or land costs to make these market rental projects financially viable. One trade-off is that the density supportable by wood frame given current regulations is less than that for concrete construction.

These challenges are amplified in transit-oriented locations. Regional and local policies encourage higher density development in locations within walking distance to frequent transit to support modal shift and compact communities. The expectation for higher density generally necessitates concrete construction, which is not a viable option for affordable rental housing and very challenging for market rental housing in many submarkets. In the absence of public intervention, it may be easier financially to orient medium density development in wood frame further away from frequent transit and towards neighbourhoods designated for medium levels of density. The potential drawback to this option is whether access to transit would be reduced. Even then, this scenario is not a silver bullet – medium strata development may still be bidding for the same parcels.



**Key Finding 4: There are creative ways to tackle land and construction costs, but it remains very challenging to make new affordable rental housing financially viable.**

Even within the current funding and regulatory context, many local governments have been able to catalyze new purpose-built rental housing through creative means by targeting construction costs and/or land costs, and by working in partnership with other levels of government and non-profit partners. The following is neither an exhaustive or prioritized list of tools, but rather a representation of the menu of actions that may be selected and combined in different ways to help, depending on a project's context, improve a project's financial viability.

Targeting construction costs:

- *reduce on-site parking requirements*
- *reduce development charges*
- *reduce construction financing costs*
- *encourage wood frame construction in medium density areas*

Targeting land costs:

- *provision of lands under public or non-profit ownership for a discounted price or at zero costs*
- *use density bonus on a strata development project to achieve market rental and/or affordable rental units*

**Key Finding 5: There are initiatives in other jurisdictions that may be worth exploring in the Metro Vancouver region, as well as existing initiatives that could potentially be scaled up, to generate new affordable rental housing near frequent transit. Partnerships with other levels of government, non-profit housing providers, and other regional stakeholders will be key.**

Through Activity 1, BCNPHA reviewed policies and programs in other jurisdictions that could be potentially applicable in the region, as well as existing initiatives that could potentially be scaled up. Their potential acceptability and effectiveness in addressing either construction or land costs will require further research. Several sample initiatives are described below. Partnerships with other levels of government, non-profit housing providers, and other regional stakeholders will be required in most instances.

Transit-oriented affordable housing loan funds: *a dedicated regional pool of funding is made available in the form of loans at below-market rates to affordable housing developers to pay for land acquisition, predevelopment activities, or construction expenses for projects in eligible transit-oriented locations. Once these loans are paid back into the fund, new loans can be issued. In the United States, these funds are capitalized with public, philanthropic, and private monies. Transit-oriented affordable housing loan funds have been established in the Puget Sound region (\$21 million), Denver region (\$24 million), and the San Francisco Bay Area (\$50 million fund).*

Transit-oriented inclusionary housing policies, including zoning for rental housing: *This action sets the expectation for the development community to include affordable rental housing as part of a project application. The certainty provided in policy may work to recalibrate land prices and expectations near*

frequent transit. Zoning lands for rental housing may have a similar effect (municipalities have the authority to zone for affordable housing, provided the affected property owner consents to the zone).<sup>4</sup>

Integration of other government transportation and housing funding: Current provincial and federal funding commitments for transportation do not allow for funds to be spent on land acquisition. These funding programs do not set out expectations or conditions for integrating affordable rental housing in transit-oriented locations either. Conversely, current provincial and federal affordable housing programs use a point-based system to evaluate projects for funding. Even though proximity to transit is typically one criterion, it is weighted lower relative to other attributes such as affordability, sustainability, and building accessibility.

Federal tax incentives: In the United States, the Low Income Housing Tax Credit, created in 1986, has influenced a large proportion of affordable rental housing. Tax credits are issued to state housing agencies, who then allocate the credits to housing providers in a competitive process. The housing providers then sell the tax credits to investors in return for equity contributions toward eligible housing projects. Private investors who contribute equity to the development of new or rehabilitated affordable rental housing receive a dollar-to-dollar reduction in their federal income taxes. The Canadian federal government is not currently contemplating the development of such a program, but rather is focused on the provision of low-cost financing and grants.

Federal grants to facilitate coordination among local stakeholders: From 2011-2015, the US federal government provided \$250 million in Sustainable Communities Initiative grants to local communities to integrate planning processes around housing, transportation, economic development, and other objectives. These grants were used to develop multi-stakeholder planning processes and research that led to defined plans for the preservation and promotion of affordable housing in transit corridors. One example is the Growing Transit Communities Partnership in the Puget Sound area, which brought together over 100 public, private, and non-profit partners to develop individualized plans for 74 transit stations on three transit corridors. No comparable federal programs exist in Canada.

Land trusts: The Vancouver Community Land Trust Foundation of BC was established in 2015 and has a mission to acquire, create, and preserve affordable housing through a land trust structure. This model could potentially be adapted and scaled up to support affordable rental housing near frequent transit.

Property tax incentives: The Community Charter (Section 226) provides municipalities with the ability to reduce property taxes for certain land uses. A reduced property tax burden can allow rents to be lowered, or more of the rental income can be put towards debt servicing. The drawback is that local governments would have to make up the foregone property tax revenue through other means.

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<sup>4</sup> In 2007, the UBCM convention endorsed a resolution from the City of Burnaby requesting that the provincial government amend Section 903 of the *Local Government Act* to authorize local governments, if they should so choose, to enact land use regulations that would regulate residential rental tenure through zoning and other measures.





January 4, 2018

BC Minister of Justice and Attorney General  
1001 Douglas Street  
Victoria, BC V8W 2C5

Dear Honourable David Eby:

**Re: Modernizing the BC Motor Vehicle Act**

On November 23, 2017 Council endorsed the Road Safety Law Reform Group of British Columbia's Position Paper entitled *Modernizing the BC Motor Vehicle Act*.

On behalf of the City of Victoria, I am requesting that the Government of British Columbia review and modernize the BC Motor Vehicle Act to increase safety for all road users and achieve the "Vision Zero" objective of making BC's roads the safest in North America and eliminating road-related injuries and deaths by 2020.

Cycling and walking are important modes of transportation. According to the 2016 census, 37% of Victoria residents walk, cycle or use other forms of active transportation for their journey to work. Benefits of increased active transportation mode share include congestion management, reduced greenhouse gas emissions and air particulates, enhanced transportation affordability and improved community health.

As a part of the City's commitment to increasing active transportation use, we are in support of updating the Motor Vehicle Act to reflect the importance of all road users, to create new rules that improve cyclist and pedestrian safety, and to add fines that threaten vulnerable road users.

Other jurisdictions have modernized their laws to clarify the rights and responsibilities between motorists and cyclists, to align traffic laws with new infrastructure design standards and traffic management practices, and to ensure that the laws remain equitable for vulnerable road users.

Clearly articulated rules, roles and responsibilities can help to increase understanding and compliance with BC traffic laws and reduce conflicts on the road. Additionally, reforms can assist law enforcement agencies in prioritizing enforcement to target activities most likely to result in collisions, injuries and fatalities among vulnerable road users.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

Mayor Lisa Helps

cc. Premier John Horgan  
Minister of Transportation and Infrastructure – Honourable Claire Trevena  
Members of the Legislative Assembly  
AVICC  
UBCM

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JAN 11 2018

Village of Anmore





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January 16, 2018

The Honourable Selina Robinson  
Minister of Municipal Affairs and Housing  
Parliament Buildings  
Victoria, B.C. V8V 1X4

Dear Minister Robinson:

**RE: Cannabis Sales Revenue Sharing**

A letter dated March 16, 2017 (copy attached) was sent from the Union of B.C. Municipalities (UBCM) to The Honourable Suzanne Anton, Minister of Justice and Attorney General, in regards to concerns related to the legalization of marijuana in Canada. Of particular interest, the letter expressed the concerns of B.C. municipalities that marijuana taxation revenue be fairly distributed among all orders of government, including local governments. As it is very troubling that there has been no apparent progress in this regard, I am writing on behalf of the District of Kent Council today to personally reiterate that increased costs and responsibilities related to marijuana legalization without any confirmed source of additional funding will place a huge burden on local governments.

With the legalization of cannabis sales now imminent, the need for a formal agreement that will divide the tax revenue on cannabis sales in a fair and equitable manner is critical for municipalities. From our perspective, smaller municipalities with limited funding opportunities available for new responsibilities will be particularly impacted by these changes. The legalization will result in additional costs for local governments in social and policing costs. A Federation of Canadian Municipalities (FCM) paper is stating that that the impact may affect policing, fire services, building codes, city planning, municipal licencing and standards, public health, social services, and communications.

Current discussions regarding revenue sharing involve the Federal and Provincial governments with no inclusion of local governments. Therefore, we implore you to address this matter soon and present a formal funding agreement for B.C. municipalities. Fifty percent (50%) of the provincial share of the cannabis tax sharing formula being provided to local governments is suggested as an adequate and equitable share to support costs and services incurred by local governments.

Thank you for your time and consideration to this matter of urgent concern to all B.C. municipalities.

A handwritten signature in black ink, appearing to read "J. Van Laerhoven".

John Van Laerhoven  
Mayor

cc: The Honourable David Eby, Attorney General  
UBCM Municipalities

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JAN 17 2018

Village of Anmore

March 16, 2017



The Honourable Suzanne Anton  
Minister of Justice and Attorney General  
Room 232, Parliament Buildings  
Victoria, B.C. V8V 1X4

**RE: Legalization of Marijuana**

Dear Minister,

I write to you today regarding local government concerns related to the legalization of marijuana in Canada. BC local governments have adopted resolutions requesting direct involvement in the process to establish a regulatory approach to marijuana, and that marijuana taxation revenue be fairly distributed among all orders of government, including local governments. I would like to request a meeting at your convenience to discuss these issues, and other local government concerns that we may address through collaborative solutions.

To this point, UBCM has not been presented with an opportunity to directly engage in meaningful discussion with the provincial government regarding a framework for legal access to marijuana, and in particular a marijuana distribution framework. With federal legislation expected in the near future, it is important that local governments and the Province begin discussion on how to best prepare for the ensuing changes.

Potential costs and responsibilities related to marijuana legalization without any confirmed source of additional funding could place a large burden on local governments, who may bear substantial enforcement and oversight costs, and at this point only receive 8-10% of overall taxation revenue. Previous experience with medical marijuana has shown that, without funding, local governments face difficulties in enforcing laws, leading to the unregulated environment that exists today. As such, UBCM would greatly appreciate an opportunity to discuss the concerns of BC local governments as they pertain to marijuana legalization. Bhar Sihota, UBCM Policy Analyst, may be reached at (604) 270-8226 Ext. 114 or [bsihota@ubcm.ca](mailto:bsihota@ubcm.ca) to arrange a meeting.

We look forward to partnering with you in the development of an effective regulatory framework for legal access to marijuana.

Sincerely,

A handwritten signature in dark ink, appearing to read "Murry Krause".

Murry Krause  
President, Union of BC Municipalities

**cc:** *The Honourable Peter Fassbender, Minister of Community, Sport, Cultural Development, and Minister Responsible for TransLink*



THE CORPORATION OF THE  
TOWNSHIP OF SPALLUMCHEEN

TEL. (250) 546-3013  
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OUR FILE NO.



www.spallumcheentwp.bc.ca

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Spallumcheen, B.C. V0E 1B6

Email: mayor@spallumcheentwp.bc.ca

January 16<sup>th</sup>, 2018

OFFICE OF THE MAYOR

Mayor Greg McCune  
City of Enderby  
PO Box 400  
Enderby, BC V0E 1V0

Dear Mayor McCune:

**Re: Letter of Support for the Adoption of a Flexible Ride-Sharing Regulation in the Province of BC**

At the Monday, January 15<sup>th</sup>, 2018 Regular meeting of Spallumcheen Council the following resolution of Council was passed:

***"...THAT the Township of Spallumcheen Council direct staff to provide a letter of support to the City of Enderby regarding their initiatives introduced at the 2017 UBCM for the province to implement legislation for a regulatory framework that provides flexibility for programs such as ride-sharing programs to support small, rural and remote communities where public transportation is limited."***

The Township of Spallumcheen Council agrees there is a need for solving passenger transportation challenges in rural communities where public transit cannot accommodate the needs of residents within our rural communities. There is a great opportunity for increasing jobs related to casual part-time transportation services, like Uber as an example. These types of services allow job expansion for our residents, while supporting transportation for our residents.

As you have noted, ride-sharing programs could enhance our communities so long as there is a provincial regulatory regime that is attainable. Providing regulations and licensing for a safe and reliable service that promotes licensed individuals within the community supporting the community could vastly improve our transportation limitations. Residents could have much needed access for rides to medical and other related appointments as well as reduce impaired driving. This is a great opportunity to also reduce alcohol related impaired driving potential and with the planned legalization of cannabis provides support for better decision making for all British Columbians when operating a motor vehicle.

Thank you for your leadership with regards to bringing this matter forward to the provincial level. Please accept this letter of support for these proactive initiatives that have great potential to improve lives within our area. If you have any questions in this regard please contact the undersigned.

Respectfully,

Janice Brown  
Mayor

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JAN 18 2018

Village of Anmore