

REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for
Tuesday, May 2, 2017 in Council Chambers at
Village Hall, 2697 Sunnyside Road, Anmore, BC



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**

5. **Adoption of Minutes**

(a) **Minutes of the Regular Council Meeting held on April 18, 2017**

Recommendation: That the Minutes of the Regular Council Meeting held on April 18, 2017 be adopted as circulated.

6. **Business Arising from Minutes**

7. **Consent Agenda**

Note: Any Council member who wants to remove an item for further discussion may do so at this time.

Recommendation: That Council adopts the Consent Agenda.

(a) **National Wildfire Community Preparedness Day 2017**

Recommendation: That Council recognizes May 6, 2017 as National Wildfire Community Preparedness Day in the Village of Anmore.

(b) **Emergency Preparedness Week 2017**

Recommendation: That Council recognizes May 7-13, 2017 as Emergency Preparedness Week in the Village of Anmore.

8. Items Removed from the Consent Agenda

9. Legislative Reports

page 7

(a) Anmore Tax Rates Bylaw No. 561-2017

Recommendation: That Anmore Tax Rates Bylaw No. 561-2017 be adopted.

page 10

(b) Anmore Pre-Authorized Debit Plan Bylaw No. 562-2017

Recommendation: That Anmore Pre-Authorized Debit Plan Bylaw No. 562-2017 be read a third time.

10. Unfinished Business

11. New Business

page 13

(a) Infill Development – Public Meeting Summary and Next Steps

Report dated April 26, 2017 from the Manager of Development Services.

page 27

(b) Climate Action Revenue Incentive Program Survey – Public Reporting

Report dated April 26, 2017 from the Manager of Development Services.

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

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

REGULAR COUNCIL MEETING – MINUTES

VILLAGE OF ANMORE

Minutes of the Regular Council Meeting held on
Tuesday, April 18, 2017 in Council Chambers at
Village Hall, 2697 Sunnyside Road, Anmore, BC



ELECTED OFFICIALS PRESENT

Mayor John McEwen
Councillor Ann-Marie Thiele
Councillor Kim Trowbridge
Councillor Paul Weverink

ELECTED OFFICIALS ABSENT

Councillor Ryan Froese

OTHERS PRESENT

Juli Kolby, Chief Administrative Officer
Christine Milloy, Manager of Corporate Services
Jason Smith, Manager of Development Services
Luke Guerin, Operations Superintendent

1. Call to Order

Mayor McEwen called the meeting to order at 7:01 p.m.

2. Approval of the Agenda

It was MOVED and SECONDED:

R72/2017

“THAT THE AGENDA BE APPROVED AS CIRCULATED.”

CARRIED UNANIMOUSLY

3. Public Input

Nil

4. Delegations

Nil

5. Adoption of Minutes

(a) Minutes of the Regular Council Meeting held on April 4, 2017

It was MOVED and SECONDED:

R73/2017

“THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD
ON APRIL 4, 2017 BE ADOPTED AS CIRCULATED.”

CARRIED UNANIMOUSLY

6. Business Arising from Minutes

Nil

7. Consent Agenda

It was MOVED and SECONDED:

R74/2017 **"THAT COUNCIL ADOPTS THE CONSENT AGENDA WITH ITEMS 7(A), (B), (D) AND (E) REMOVED."**

CARRIED UNANIMOUSLY

(c) Vancouver Humane Society – Proclamation Request for "Meatless Monday"

R75/2017 **"THAT COUNCIL PROCLAIMS MONDAY, MAY 15, 2017 TO BE MEATLESS MONDAY IN THE VILLAGE OF ANMORE, TO RAISE AWARENESS OF THE LINKS BETWEEN DIET AND THE ENVIRONMENT, HEALTH, AND ANIMAL WELFARE."**

ADOPTED ON CONSENT

8. Items Removed from the Consent Agenda

(a) Council Meeting Schedule – Request for Change

It was MOVED and SECONDED:

R76/2017 **"THAT COUNCIL AGREES TO MOVE THE SCHEDULED REGULAR COUNCIL MEETING DATE OF JUNE 6 TO MAY 30."**

Council directed to staff to research alternative meeting dates.

(b) SeaLegacy Society – Application to Designate the Salish Sea a UNESCO World Heritage Site

R77/2017 **"THAT COUNCIL IS IN SUPPORT OF SEALEGACY SOCIETY'S APPLICATION TO DESIGNATE THE SALISH SEA A UNESCO WORLD HERITAGE SITE, AND REQUESTS THAT STAFF SUBMIT A LETTER REGARDING THIS MATTER TO MLA LINDA REIMER AND MP FINN DONNELLY."**

CARRIED UNANIMOUSLY

- (c) City of Victoria – Restoration of Land Value Tax
- (d) City of Victoria – Taxation Authority for Vacant and Derelict Buildings

Council agreed to discuss items 8(c) and (d) concurrently.

It was MOVED and SECONDED:

R78/2017 **“THAT COUNCIL IS IN SUPPORT OF CITY OF VICTORIA’S REQUEST THAT THE GOVERNMENT OF BRITISH COLUMBIA RESTORE AUTHORITY TO LOCAL GOVERNMENTS TO INTRODUCE A LAND VALUE TAX, TO INCENTIVIZE IMPROVEMENTS FOR HOUSING AND OTHER PURPOSES, AND TO CREATE A DISINCENTIVE TO HOLDING VACANT PROPERTY FOR SPECULATIVE PURPOSES.”**

MOTION DEFEATED

R79/2017 **THAT COUNCIL IS IN SUPPORT OF CITY OF VICTORIA’S REQUEST THAT THE PROVINCE OF BRITISH COLUMBIA EXTEND THE AUTHORITY TO INTRODUCE A SURTAX ON TAXATION OF VACANT AND DERELICT RESIDENTIAL PROPERTIES TO LOCAL GOVERNMENTS, AND TO ENCOURAGE THE OCCUPANCY, MAINTENANCE, AND IMPROVEMENT OF BUILDINGS TO ADDRESS HOUSING AFFORDABILITY AND PUBLIC SAFETY.**

MOTION NOT VOTED ON

9. Legislative Reports

- (a) Anmore Five-Year Financial Plan Bylaw No. 560-2017**

It was MOVED and SECONDED:

R80/2017 **“THAT ANMORE FIVE-YEAR FINANCIAL PLAN BYLAW NO. 560-2017 BE ADOPTED.”**

CARRIED UNANIMOUSLY

- (b) Anmore Tax Rates Bylaw No. 561-2017**

It was MOVED and SECONDED:

R81/2017 **“THAT ANMORE TAX RATES BYLAW NO. 561-2017 BE READ A FIRST, SECOND AND THIRD TIME.”**

CARRIED UNANIMOUSLY

(c) Anmore Pre-Authorized Debit Plan Bylaw No. 562-2017

It was MOVED and SECONDED:

R82/2017 **“THAT ANMORE PRE-AUTHORIZED DEBIT PLAN BYLAW NO. 562-2017 BE READ A FIRST, SECOND AND THIRD TIME.”**

CARRIED UNANIMOUSLY

It was MOVED and SECONDED:

R83/2017 **“THAT COUNCIL AGREES TO RESCIND THE MOTION TO GIVE THREE READINGS TO BYLAW NO 562-2017.”**

CARRIED UNANIMOUSLY

It was MOVED and SECONDED:

R84/2017 **“THAT ANMORE PRE-AUTHORIZED DEBIT PLAN BYLAW NO. 562-2017 BE READ A FIRST AND SECOND TIME.”**

CARRIED UNANIMOUSLY

Council directed staff to edit wording under section 5(c) to clarify that there would be no negative interest applied for the taxpayer.

10. Unfinished Business

Nil

11. New Business

(a) Corporate Branding Strategy & Website Launch

Rod Roodenburg, ION Design, presented the proposed corporate branding strategy for the Village.

It was MOVED and SECONDED:

R85/2017 **“THAT COUNCIL AUTHORIZE THE ROLL OUT OF THE CORPORATE BRAND STRATEGY.”**

CARRIED UNANIMOUSLY

12. Mayor's Report

Mayor McEwen reported that:

- On April 5, he attended a TransLink Mobility Pricing Steering Committee meeting.
- On April 6, he was a judge at the Heritage Mountain Dog Show for rescue dogs.
- On April 9, he and Councillor Weverink joined the Garden Club for the Clean Up Spirit Park event.
- On April 12, he attended the CIVX conference regarding buying local, and use of Uber, bike share and Modo transportation options.
- On April 15, he attended the Easter event, where 100 (approximate) children participated.

13. Councillors Reports

Councillor Weverink reported that:

- He attended the Spirit Park cleanup and Easter Egg events.

14. Chief Administrative Officer's Report

Juli Kolby reported that:

- Bears are waking up; it is a good reminder for residents to secure their garbage and organic waste carts.
- Public works is making effort to have potholes repaired as soon as possible.
- Staff will be looking to conduct maintenance work on parks and trails this Spring.
- The weather has impacted the finalization of the road projects. Line painting will be done when the weather is dry.
- Anmore Elementary will be doing a fundraising walk, from the school to the corner store, on April 28 from 1:00-3:00 p.m. SVFD and RCMP will be present to ensure safety.

15. Information Items**(a) Committees, Commissions, and Boards – Minutes**

Nil

(b) General Correspondence

- E-mail message received April 3, 2017 from City of Vernon regarding lobbying to eliminate the GST charge on provincial carbon tax.

16. Public Question Period

Nil

17. Adjournment

It was MOVED and SECONDED:

R86/2017

"TO ADJOURN."

CARRIED UNANIMOUSLY

The meeting adjourned at 8:08 p.m.

Certified Correct:

Approved by:

Christine Milloy
Manager of Corporate Services

John McEwen
Mayor

VILLAGE OF ANMORE

BYLAW NO. 561-2017

A bylaw for the levying of rates for municipal general purposes,
water utility and for regional district purposes for the fiscal year 2017

WHEREAS pursuant to the provisions of section 197 of the *Community Charter*, after adoption of the five year financial plan and before May 15, a municipality must by bylaw impose property value taxes for the year;

AND WHEREAS the required bylaw establishes the tax rates for the municipal revenue proposed to be raised in the year from property value taxes as provided in the financial plan;

AND WHEREAS the required bylaw establishes the tax rates for the amounts to be collected in the year by the municipality to meet its taxing obligations to the regional district;

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

1. This bylaw may be cited for all purposes as "Anmore Tax Rates Bylaw No. 561-2017".
2. The following rates are hereby imposed and levied for the year 2017;
 - (a) For all lawful and general purposes of the Municipality on the value of land and improvements for general municipal purposes, rates appearing in column A of Schedule A attached hereto and forming a part hereof.
 - (b) For all lawful and general purposes of the Capital Asset on the value of land and improvements for general municipal purposes rates appearing in column B of Schedule A, attached hereto and forming a part hereof.
 - (c) For all lawful and general purposes of the Metro Vancouver Regional District on the value of land and improvements taxable for regional hospital district purposes, rates appearing in column C of Schedule A, attached hereto and forming a part hereof.
3. The minimum amount of taxation on a parcel of real property shall be one dollar (\$1.00).

READ a first time the 18th day of April, 2017

READ a second time the 18th day of April, 2017

READ a third time the 18th day of April, 2017

ADOPTED this day of , 2017

MAYOR

MANAGER OF CORPORATE SERVICES

Certified as a true and correct copy of "Anmore Tax Rates Bylaw No. 561-2017".

DATE

MANAGER OF CORPORATE SERVICES

**VILLAGE OF ANMORE
BYLAW NO. 561-2017
SCHEDULE "A"**

PROPERTY CLASS	A	B	C
	GENERAL MUNICIPAL	CAPITAL ASSET	REGIONAL DISTRICT
	per \$1,000 assessed value	per \$1,000 assessed value	per \$1,000 assessed value
1. RESIDENTIAL	0.7607	0.6294	0.1980
2. UTILITY	0.7607	0.6294	0.6929
3. SUPPORTIVE HOUSING	0.0000	0.0000	0.1980
4. MAJOR INDUSTRY	0.0000	0.0000	0.6731
5. LIGHT INDUSTRY	0.0000	0.0000	0.6731
6. BUSINESS	0.7607	0.6294	0.4851
7. MANAGED FOREST LAND	0.0000	0.0000	0.5939
8. SEASONAL/RECREATIONAL	0.7607	0.6294	0.1980
9. FARM	0.0000	0.0000	0.1980

VILLAGE OF ANMORE

BYLAW NO. 562-2017

A bylaw to authorize a Pre-Authorized Debit Plan

WHEREAS the Community Charter provides that the Council may, by bylaw, authorize the Finance Officer to receive money for taxes and/or utilities before the due date and may provide the terms for accepting and holding the money including interest on it and its rate;

AND WHEREAS it is desirable to encourage the prepayment of property taxes and utilities, and implement a monthly installment system for the convenience of taxpayers;

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

1. This bylaw may be cited as "Anmore Pre-Authorized Debit Plan Bylaw No. 562-2017".
2. That Anmore Prepayment Plan Bylaw No. 539, 2015 be repealed in its entirety.
3. Any person being liable to the Village of Anmore for property tax and/or utilities may apply to the Finance Officer of the Village to pay taxes and/or utilities on a 10 month installment basis.
4. The payment of taxes and/or utilities on a 10 month installment basis shall commence upon the execution by the taxpayer of a form prepared by the Village authorizing automatic deduction from the taxpayer's bank account to the credit of the Village and the form shall be deposited with the Finance Officer of the Village a minimum of 10 days prior to an installment date. The pre-authorized debit amount is to be determined by the taxpayer who is responsible to ensure it does not create an excessive credit on their account.
5.
 - (a) Payments due under the 10 monthly installment basis will be processed and collected on the 15th day of each calendar month for the months from August to May.
 - (b) Monthly installment payments made after a property tax or utility notice due date shall be designated as a credit against the taxes and/or utilities to be assessed in the next billing cycle.
 - (c) The Finance Officer shall, on the last day of each month, credit interest on the amount paid to that day to the benefit of the taxpayer participating in the 10 monthly installment system at a rate equal to the Prime rate of the Village's principal banker at that date, less 3%. Such interest is to be calculated and credited to the taxpayer's benefit based upon the daily balances in the taxpayer's account during the current month. Interest will not be earned until all

utilities, taxes, penalties and interest are paid and there is a credit balance on the account(s). Interest will be not payable by the taxpayer to the Village.

6. The Finance Officer shall indicate on each annual tax bill and/or utility bill to any participating taxpayer, the total of all payments received plus interest earned and show the amount required to pay the balance of the taxes and/or utilities due on the due date of that year and such tax bill and/or utility bill shall be calculated on the basis that amounts due on the Pre-Authorized Debit plan shall be paid as scheduled. Payment of outstanding taxes and/or utilities and claiming of the Home Owner Grant (if applicable) are required by notice due date to avoid penalty and/or interest on the account.
7.
 - (a) A participating taxpayer may give notice in writing 10 days prior to the installment date, to discontinue participating in the monthly installment system but no monies paid into the plan will be returned or refunded and the Finance Officer shall continue to pay interest as set out in the bylaw on those monies previously paid.
 - (b) In the event of the sale of the property, prepayments are to stay on the property's account and responsibility for adjustment shall be between the vendor and purchaser. Furthermore, it is the taxpayer's responsibility to submit a written request to stop pre-authorized debits 10 days prior to the installment date.
 - (c) The Finance Officer may cancel the privilege of continuing in the monthly installment system if two consecutive installments fail to be honoured. Dishonored payments are subject to the current non-sufficient funds (NSF) fee as per the Fees and Charges Bylaw.
 - (d) In the event of an overpayment after paying property taxes and/or utilities, the overpayment will remain on the account and the Finance Officer shall continue to pay interest as set out in the bylaw on those monies overpaid.
 - (e) In the event that the taxpayer's mortgage company is to pay property taxes, it is the taxpayer's responsibility to submit a written request to stop pre-authorized debits 10 days prior to the installment date.
8. Participation in the monthly installment system shall continue until terminated by either party in writing. The amount will remain unchanged unless the participant submits a written request for change 10 days prior to installment date.
9. In addition to the monthly installment system authorized herein, the Finance Officer is also authorized to accept and to hold monies to be applied at a future date in payment of taxes and/or utilities upon the following terms and conditions:

- (a) when tendering any amount under this bylaw the taxpayer shall, in writing addressed to the Finance Officer, designate the account for which such tendered amount is to be accepted and held;
- (b) any amount accepted hereunder shall be held in the amount for the parcel of land and any improvements designed by the taxpayer, and shall, together with interest accrued on the day taxes and/or utilities are due, be applied on account of the payment of taxes and/or utilities; and
- (c) All current and prior year property taxes and utilities must be paid in full prior to enrolling in the Pre-Authorized Debit Plan.

READ a first time the 18th day of April, 2017

READ a second time the 18th day of April, 2017

READ a third time the day of , 2017

ADOPTED this day of , 2017

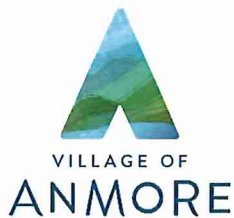
MAYOR

MANAGER OF CORPORATE SERVICES

Certified as a true and correct copy of "Anmore Pre-Authorized Debit Plan Bylaw No. 562-2017".

DATE

MANAGER OF CORPORATE SERVICES



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: April 26, 2017

Submitted by: Jason Smith, Manager of Development Services

Subject: Infill Development – Public Meeting Summary and Next Steps

Purpose / Introduction

The purpose of this report is to report back to Council on the public input received at the information meeting held in March 2017 and to propose next steps for the infill development review.

Recommended Resolutions

THAT Council direct staff to begin drafting an Official Community Plan amendment and an Infill Development Policy, as recommended in the report dated April 26, 2017 from the Manager of Development Services regarding Infill Development;

AND THAT Council authorize a spending limit up to \$7,000, funded from the General Stabilization Reserve, to hire a development finance consultant to provide recommendation on the appropriate approach and amount of Community Amenity Charges that could be expected for each new infill development lot created. [Recommended]

Or

That Council advise staff that they do not want to proceed with consideration of infill development at this time.

Background

The Municipal Council, at the February 21, 2017 council meeting, received a report from staff with further analysis of infill development. This analysis continued the work that began with the Mayor's Task Force on Land Use. Council then directed staff to host a public information meeting on the issue with the intent of sharing this information more broadly with the public, providing the public with an opportunity to ask questions, make comments, and to provide Council with an opportunity to gauge public sentiment.

Report/Recommendation to Council

Infill Development – Public Meeting Summary and Next Steps

April 26, 2017

A public information meeting was held on April 3, 2017, where approximately 100 people were in attendance.

Discussion

Several key issues were raised with regard to infill development. They have been grouped by theme, as follows.

Impacts of Development

There were several concerns raised with regard to the impacts of development. Many comments focussed on the notion of protecting the semi-rural feel of Anmore, with an underlying concern that too much change would lead to Anmore losing what makes it unique.

There was also concern about the impacts of increased traffic, both on an ongoing basis and construction traffic. Related to this, there was also concern raised about parking.

Other concerns related to the impact of development were related to increased noise, the loss of trees, and the scale of homes being built.

This was valuable feedback for staff, and addressing these issues will be an important part of the policy development should infill development proceed.

Finances

There were comments and questions as to what the financial benefit and/or impact of infill development would be. There would be increased tax revenue from additional lots, but it is worth the impacts.

There was also, for some, a question of whether increased density and development leads to increased taxes beyond what would have been required if no development had occurred.

If infill development is to proceed, a clear sense of the financial impact and its role in improving the financial sustainability of the Village will need to be provided. A key unresolved question is what the approach and amount of Community Amenity Charges will be.

Report/Recommendation to Council

Infill Development – Public Meeting Summary and Next Steps

April 26, 2017

Benefits of Development

There were several comments made regarding the benefits of development – namely, increased opportunities to meet new people, new families, and to foster a sense of community.

The notion that smaller lots would offer more affordable housing was also raised, though this was disputed by some pointing to the fact that there is not much difference in terms of price between homes on a one acre or half-acre lot.

There was also the noted possibility that allowing infill development would help community members to age in place, as they would have less land to maintain.

These were some of the issues raised at the public meeting. A key benefit of the comments raised at the public meeting was that they identified some of the key issues that need to be addressed and clarified, should Council wish to proceed with permitting infill development.

Next Steps

The next steps, should Council wish to proceed with considering infill development, remain as laid out in the report to Council at the February 21, 2017 council meeting (**Attachment 1**). In that report, it was recommended that several pieces of work would need to be undertaken to enable infill development:

1. Official Community Plan (OCP) Amendment

An OCP amendment would need to be drafted to define the high level policy intent of infill development, the area where infill development could occur, and increase the density in that area to enable infill development to occur.

2. Infill Development Policy

An infill development policy should be created, that would articulate the specific requirements and community expectations for infill development, such as lot frontage, house size, infrastructure requirements, tree retention and Community Amenity Charges (CACs).

3. Establishing CACs

Staff supports the recommendation of the Mayor's Task Force on Land Use, that the Village retain the services of a development finance consultant to make a recommendation for what would be an appropriate expectation for CACs given the lot sizes being considered.

Report/Recommendation to Council

Infill Development – Public Meeting Summary and Next Steps

April 26, 2017

The intent, should Council choose to proceed, would be to complete the draft OCP amendment and the draft Infill Development Policy during summer and then present these documents to Council and the public for further consideration and consultation in early-fall.

Financial Implications

Should Council choose to proceed with the recommended option there would be a financial implication with regard to the cost of hiring a development finance consultant. Based on preliminary conversations with potential consultants a basic analysis and recommendation could be provided for between \$5,000 to \$7,000, staff recommends that the costs for this project be funded from the General Stabilization Reserve.

Communications / Civic Engagement

Staff would intend to work closely with the Advisory Planning Commission on the development of the OCP amendment and the Infill Development Policy. More public consultation would be anticipated once a working draft is completed.

Council Strategic Plan Objectives

Proceeding with infill development would help realize Council Strategic Plan Objectives with regard to Financial Sustainability, Exploring Diversity in Land Use, and Enriching the Community through enhanced community amenities.

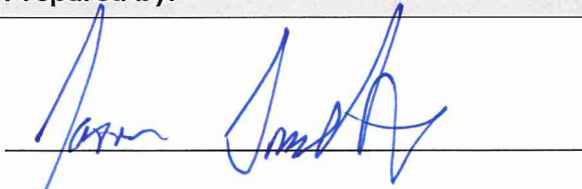
Attachments:

1. February 21, 2017 Council Report on Infill Development.

Report/Recommendation to Council

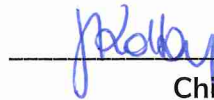
Infill Development – Public Meeting Summary and Next Steps

April 26, 2017

Prepared by:

Jason Smith

Manager of Development Services

Reviewed for Form and Content / Approved for Submission to Council:*Chief Administrative Officer's Comment/Concurrence*

Chief Administrative Officer



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: January 31, 2017

Submitted by: Jason Smith, Manager of Development Services

Subject: Infill Development

Purpose / Introduction

To inform Council on infill development including the implications of proceeding and options for how to move forward.

Recommended Resolutions

1. That Council direct staff to proceed with further consideration of infill development by conducting a public information meeting to present the findings gathered to-date and solicit feedback for use in development of an Infill Development Policy and associated policy changes, as per the report dated January 31, 2017 from the Manager of Development Services regarding Infill Development;

And That staff be directed to report the public feedback to Council prior to development of an Infill Development Policy or drafting changes to associated policies.

OR

2. That Council direct staff not to proceed with further action on the issue of Infill Development.

OR

3. That Council provide alternative direction to staff on how to proceed.
-

Background

Infill development, which allows for additional development within an already developed area, has been discussed in the community for some time. There was some discussion of the possibility of infill development during the creation of the current Official Community Plan (OCP), adopted in 2014, but it was not included as it was indicated by the Village's planning consultant at the time that it would be more appropriately reviewed under the Zoning Bylaw update.

Report/Recommendation to Council

Infill Development

January 31, 2017

There was some continuing interest within the community to see the issue of infill development discussed more widely. As a result, the Mayor's Task Force on Land Use (Mayor's Task Force) was struck in early 2016 and met six times in March and April, 2016.

The mandate given to the Mayor's Task Force is as follows:

The Mayor's Task Force on Land Use shall conduct research for the following specified deliverables:

1. Define "infill"
2. Identify regulatory limitations
3. Identify potential impacts on the Village (e.g. financial, operational)
4. Identify possible Community Amenity Contributions to Village in-lieu
5. Identify how many parcels are potentially affected, and the possible parcel yield(s)

Subsequent to research and discussions, a written report shall be prepared for Council on behalf of the Task Force. The report must address each of the deliverables and any regulatory influences that they might have.

The Mayor's Task Force provided a report with a series of recommendations on how to move forward, should Council so choose, with infill development (Attachment 1). It was clear both in the mandate to the Mayor's Task Force and their recommendations that a blanket rezoning for RS-1 to ½ acre lots was not going to be considered.

The Mayor's Task Force articulated the following a policy statement that captured what they saw as the intent of infill development:

Infill zoning and subsequent development of a new residence will be done in such a way as to support the existing semi-rural nature of Anmore. Homes will blend into the neighbourhood and will be designed and adhere to the same setbacks as the existing neighbourhood. The premise behind infill is that it will enhance or at least not take away from the look and feel of the neighbourhood. Homes will be built in a like manner to existing homes.

The Mayor's Task Force began the process of identifying the area where infill development could be considered, namely properties in the RS-1 zone that are under 2 acres in size (meaning that they do not currently have the ability to subdivide under the existing zoning). An OCP amendment to allow for a density of 2 units per acre would be required. Additionally, the Mayor's Task Force identified the requirement that new lots have a minimum road frontage of 25 m. The 25 m frontage requirement would help to ensure adequate spacing between houses and that the Village's semi-rural character would be preserved.

Report/Recommendation to Council

Infill Development

January 31, 2017

Council received the report at their June 21, 2016 meeting and passed the following resolution:

"That Council receive the report from the Mayor's Task Force on Land Use for information; and that Council provide direction to staff to outline a work plan to analyze the directions outlined by the Mayor's Task Force on Land Use, including a public process."

Discussion

This report and its recommendations are intended to build off of the recommendations that the Mayor's Task Force made.

Number of Potential Infill Development Lots

To determine the number of potential infill development lots, staff engaged the BC Assessment Authority (BCAA) to conduct a property analysis of all the lots in the Village of Anmore and asked them to analyze properties based on the parameters identified by the Mayor's Task Force. The results of this analysis are attached in map form (Attachment 2).

Lot Sizes

The BCAA analysis identified a total of 367 lots between 0.9-1.99 acres in size in the RS-1 zone. The lot size parameter was expanded from 1 acre to 0.9 of an acre, as an earlier analysis excluded lots that many knew to be 1 acre in size. Further staff analysis identified that 5 of those lots were either civic or park, thus there are 362 privately owned lots in the RS-1 zone that are between 0.9-1.99 acres.

Road Frontage

The next parameter was to identify lots between 0.9 and 1.99 acres that have at least 50 m of frontage on an existing public road and thus would be able to be subdivided and create 2 new lots with 25 m frontage. The initial BCAA analysis identified 159 lots that met this requirement but further staff analysis identified the 5 lots that were either park or civic and an additional 7 lots that were either on a strata road or had frontage on an unconstructed road right of way. Removing those lots identifies a total of 147 privately owned lots that meet the size and road frontage parameters.

Hillside Residential or Steep Lots

Staff also considered an additional restriction where infill development could occur by excluding lots that are designated Hillside Residential in the existing OCP. Steeper lots are more challenging to develop and build on, in particular providing safe access and an adequate building site often requires retaining walls. On the steeper sites it is challenging to provide access with retaining walls that meet the existing zoning bylaw restrictions. The challenge of developing on steeper slopes is only exasperated by smaller lots.

Report/Recommendation to Council

Infill Development

January 31, 2017

The Hillside Residential designation is based on lots where a portion or all of the lot includes slopes equal to or greater than 20% and is shown in Schedule B2: Land Use Map in the OCP (Attachment 3). The underlying data used to identify the slopes was based on LIDAR and is accurate for these purposes. Staff have prepared a more detailed slopes map, based on the LIDAR data, that shows where the steepest areas of the Village are and also shows that there are properties that were arbitrarily included in the Hillside Residential designation even though large portions of the lot is under 20% slope. Therefore exceptions could be built into this parameter, for example the consideration of allowing infill lots where it can be shown that the new proposed lot has an average slope less than 20% based on natural grades. Taking the 147 lots that meet the requirements identified by the Mayor's Task Force and excluding those lots that are designated Hillside Residential (as per the current OCP definition), the number of potential infill lots is reduced to 70.

Current Development Potential

Staff conducted air photo and field analysis of these 70 potential lots to consider their current development potential. Nearly all of these lots have an existing home on the site and in many cases the placement of the existing home is such that it would preclude infill development as the placement of the home prevents the creation of 2 lots where the minimum frontage could be met and have both lots meet the setback requirements of the RS-1 zone. Based on this work, staff would estimate that there are 35 lots that would currently be eligible for infill development within all of the parameters without having to move or demolish the existing home.

The results of the BCAA and staff analysis are summarized in the following table:

Parameters	Privately Owned Lots 0.9-1.99 acres
No parameters	362
Minimum 50m frontage on public road	147
50m frontage and not Hillside Residential (as per current OCP definition)	70
50m frontage, not Hillside Residential, existing house location does not preclude subdivision	Approximately 35

Infrastructure Considerations

Roads

If Council chooses to allow infill development only in areas where there is existing public road and therefore no expansion to the existing road network, the impacts of infill development would be minimal in terms of upfront cost and ongoing maintenance. Based on conversations with the Village's engineering consultant, the addition of 30-70 new lots, and the associated vehicle traffic, would not have meaningful impact on increasing the maintenance requirements for the existing roads.

Report/Recommendation to Council

Infill Development

January 31, 2017

Should Council choose to allow infill development to proceed in areas that would see the addition of new public roads, the initial construction cost would be required to be paid for by the proponent (as is typical in all subdivisions) but the ongoing maintenance of the new public road would be borne by the Village.

Water

Currently, all new lots created in the Village of Anmore are required to connect to the community water system for the provision of water services.

If Council chooses to allow infill development only in areas where there is existing public water infrastructure and not in areas that would require the extension of public water mains, then there is sufficient water capacity to service all of the new lots. The water mains are sized to deliver adequate fire flows during an emergency, which far exceeds the typical residential water demand.

Should Council choose to allow infill development to proceed in areas that would require the extension of public water mains to provide the necessary water service, the initial cost of construction would be required to be paid for by the proponent but the ongoing maintenance costs would be borne by the Village.

Septic

Proven septic capacity is a standard requirement for all new lots created in the Village and this would be the same for infill development. The siting of a septic system on a relatively flat ½ acre lot is generally achievable based on past experience.

Financial Implications

Infill development would have financial implications for the Village and could be an important step towards achieving financial sustainability.

Each new lot would be required to pay development cost charges (DCCs) of \$10,719 per lot, which could be used to pay for improved infrastructure.

Community Amenity Contributions (CACs) are commonly included with rezoning applications, such as the Village's current Comprehensive Developments (CD). The consideration of CACs was considered by the Mayor's Task Force and their recommendation was that Council direct staff to hire an outside consultant to assist staff in arriving at a reasonable, defensible amount that assists in the community's interests being achieved. The expectation of CACs could be prescribed in an Infill Development Policy with some consideration given for any in kind contribution of land for improved trails or negotiated on a site by site basis. There are several ways to calculate CACs. The two most common are:

- charging a flat rate per area; or
- negotiating on a portion of the value gained through the rezoning (lift).

Report/Recommendation to Council

Infill Development

January 31, 2017

These options would be considered by staff and a consultant (upon approval of funds). It is important to note that Council may consider any form of CAC on a per rezoning basis. CACs may include any contribution which would benefit the community as a whole and does not need to be in the form of cash. An example of such would include contributions towards the construction of a new Village Hall and other infrastructure improvements not directly related to the rezoning.

There would also be increased property tax revenue generated by each new lot. As a comparison, the typical ½ acre lot in Ravenswood paid an average of \$6,400 per year (2015) in property tax. The Village does not receive all of these funds but typically receives about 38% of the total property tax (including the Fixed Asset Levy). Therefore the Village could expect approximately \$2,400 per new lot created through infill development.

There are costs associated with each new lot created in the Village as there would be increased demand for services that are not covered by fees and charges. These types of services include bylaw enforcement, general enquiries and the managing of billing. While there is currently sufficient capacity to manage these with the existing staffing complement, as the Village grows there may be the need to hire additional staff to maintain a level of service that residents expect. Allowing infill development could potentially result in new staff being required sooner than under existing development conditions. Conversely, technological advances and process efficiencies may result in current staffing levels being sufficient.

As mentioned earlier in this report, infill development restricted to using existing infrastructure would not have a significant impact on infrastructure maintenance costs and the increased revenue from these lots could help defray current infrastructure costs.

It is staff's view that permitting infill development on existing infrastructure would improve the Village's financial sustainability through the collection of DCCs, CACs and ongoing property tax revenue.

Preservation of semi-rural character

The Mayor's Task Force was clear that if infill development were to be permitted in the Village, the development would be required to maintain or enhance the existing semi-rural character of the Village. Minimum road frontages are one means to do so.

Additional ideas that could help preserve the semi-rural character and mitigate impacts on the existing neighbourhood include:

- Tree retention/replanting consistent with other CD developments
- Guidelines on the form and character of the new homes and accessory buildings
- House sizes that are relative to the size of an existing home on the lot
- Rules concerning landscaping and retaining walls

Report/Recommendation to Council

Infill Development

January 31, 2017

Council's and the public's input would be crucial to determine how best to preserve the semi-rural character of the Village, if infill development were to be permitted. To ensure this, staff is proposing that all infill development go through a rezoning process, similar to a Comprehensive Development (CD) rezoning process.

Potential Next Steps

Should Council wish to proceed with further consideration of infill development, the first recommendation by staff would be to present the information gathered to-date to the public in order to solicit their feedback and comments.

Once public feedback is reported back to Council and if Council directs staff to continue with further consideration of infill development, the following policy changes would be recommended:

1. An OCP amendment that captures the broad intent, along the lines of what Mayor's Task Force identified, with some possible additional items added – as discussed later in this report.
2. The development of an Infill Development Policy to be adopted by Council as a means to guide all infill development rezoning applications.

OCP Amendment

The OCP is a high level policy document that guides development in the Village. It is not itself a regulatory tool, but instead provides policy direction to regulatory tools, such as the zoning bylaw. As such, it is common for a local government to make multiple amendments to its OCP in between more significant updates.

The current the maximum density in the OCP is 1.8 units per acre for the creation of CD zones.

If Council would like to proceed with drafting an OCP amendment, then language from the policy statement developed by the Mayor's Task Force would form the basis of the OCP language.

If, as the Mayor's Task Force recommends, Council wishes to enable 1 acre lots in the RS-1 zone to be subdivided into ½ acre parcels then the OCP will need to be amended to allow for densities up to 2 units per acre.

The area where infill development would be permitted will need to be identified. The Mayor's Task Force began to define this area as lots in the RS-1 zone that are less than 2 acres.

As discussed earlier in this report, Council could also consider limiting infill development to properties outside of the Hillside Residential area (as identified in the OCP) or by other criteria.

Another possible limitation, that would address the financial sustainability issue, would be to restrict infill development to areas that do not require any expansion of Village infrastructure, namely roads and water.

Report/Recommendation to Council

Infill Development

January 31, 2017

Infill Development Policy

The intent of an Infill Development Policy would be to make clear Council's and the community's expectations with regards to infill development and would assist in clearly outlining the rezoning process.

While density and land use would be set out in the OCP, an Infill Development Policy could outline expectations around design details (including form and character and house sizing), the requirement to meet RS-1 setbacks, road frontage requirements, the minimum and maximum parcel sizes that would be considered for infill development, approaches to lot and/or road frontage averaging, environmental considerations, and CAC expectations.

Zoning Bylaw Changes

As proposed, all infill development would be required to go through the rezoning process in order to ensure Council oversight and control of the process.

The Mayor's Task Force discussed the possibility of creating a generic infill development zone within the zoning bylaw. It is staff's view that this would be premature at this point as it is challenging to anticipate all of the unique characteristics of potential infill development sites and write a zone that would accommodate all of them. The Infill Development Policy would contain many of the details that would be found in an infill development zone. Should Council choose to proceed with infill development, the first few proposals could have their own unique zones written for them, similar to the CD zones. If consistent patterns emerge as staff monitor development proposals and approvals, an infill development zone could subsequently be drafted.

Financial Implications

See section earlier in the report for a description of the financial implications of infill development.

Communications / Civic Engagement

There is a need for further public consultation on this matter as permitting infill development would be a change from the current development pattern in much of the Village. Should Council desire to move forward with considering infill development, a public meeting(s) presenting this information and soliciting input and opinions from Village residents should be held. The intent of this public engagement would be to gather as wide a range of views as possible to help inform any OCP amendment and Infill Development Policy.

Efforts to inform all residents will be made if Council chooses to proceed by utilizing the website, social media and a mail out to all residents.

Report/Recommendation to Council

Infill Development

January 31, 2017

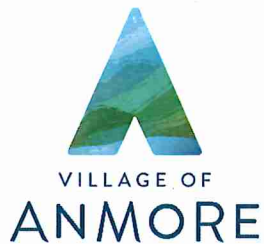
Council Strategic Plan Objectives

Proceeding with infill development would help realize Council Strategic Plan Objectives with regards to Financial Sustainability, Exploring Diversity in Land Use, and Enriching the Community through enhanced community amenities.

Attachments:

1. Mayor's Task Force on Land Use – Infill Zoning Report dated June 10, 2016.
2. BCAA Map – Potential Infill Development
3. OCP Schedule B2: Land Use Map
4. Village of Anmore Slopes Map

Prepared by:	
 _____ Jason Smith Manager of Development Services	
Reviewed for Form and Content / Approved for Submission to Council:	
Chief Administrative Officer's Comment/Concurrence  _____ Chief Administrative Officer	



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: April 26, 2017

Submitted by: Jason Smith, Manager of Development Services

Subject: CARIP Survey Public Reporting

Purpose / Introduction

To make public the Village's response to the Climate Action Revenue Incentive Program (CARIP) Survey and fulfill the grant requirement to make the information public.

Recommended Resolutions

THAT the report dated April 26, 2017 from the Manager of Development Services regarding CARIP Survey Public Reporting be received for information.

Background

The Village of Anmore is a signatory to the BC Climate Action Charter. As a signatory, the Village is eligible for the CARIP program which offsets the 100% of the carbon tax that the Village pays directly. To receive CARIP funding, the Village must complete a survey reporting on the community and corporate actions towards addressing climate change and reducing greenhouse gas emissions.

Discussion

The responses to the survey, as determined by staff, are attached (**Attachment 1**). The total carbon tax paid by the Village is \$672.83, the majority of it comes from the use of bio-diesel (**Attachment 2**).

Financial Implications

This report fulfills part of the requirements for the CARIP program and will entitle the Village to \$672.83.

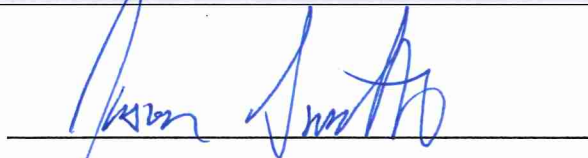
Report/Recommendation to Council

CARIP Survey Public Reporting

April 26, 2017

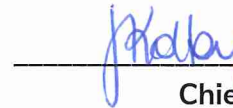
Attachments:

1. CARIP Survey Responses.
2. Carbon Tax Calculation Form.

Prepared by:

Jason Smith

Manager of Development Services

Reviewed for Form and Content / Approved for Submission to Council:*Chief Administrative Officer's Comment/Concurrence*

Chief Administrative Officer

Survey Template

For the 2016 CARIP Climate Action/Carbon Neutral Progress Survey

The 2016 CARIP Climate Action/Carbon Neutral Survey uses SurveyMonkey® software. SurveyMonkey® acquired FluidSurveys™, which is the software that was used for CARIP reporting for the past 2 years.

Local governments are required to submit the 2016 CARIP Climate Action/Carbon Neutral Progress Survey on or before June 1, 2017.

Local governments are also required to publicly report the information submitted in the 2016 CARIP Climate Action/Carbon Neutral Progress Survey. Local governments can generate a report by:

- creating a report based on the populated Survey Template; or,
- creating a report in another format that contains the information submitted in the 2016 CARIP Climate Action/Carbon Neutral Progress Survey.

In response to local government input, the Survey Template has been created to assist with collecting information for the 2016 CARIP Climate Action/Carbon Neutral Progress Survey, and follows the same structure as the survey.

Responses entered into the Survey Template can be cut and pasted into the online survey. The survey asks for up to five actions in each category, and there is a place in the survey to report additional actions if desired. In the Survey Template, simply add more lines to the tables to report more than five actions.

Use of the Survey Template is recommended. Local governments are encouraged to edit the populated Survey Template and use it for their public report, **as the SurveyMonkey® survey will not enable survey respondents to generate a report of their responses.**

Further information on CARIP can be found on the [Ministry of Community Sport and Cultural Development's website](#).

The Government of BC will not collect, use, or disclose personal information using SurveyMonkey®. Please be aware however that IP addresses are collected by SurveyMonkey® itself, and these IP addresses and other information collected will be stored on SurveyMonkey®'s servers located outside of Canada. Please do not provide any third-party information (i.e. talk about others) in your responses to the survey.

Climate Action Revenue Incentive (CARIP) Public Report for 2016

Local Government:

Report Submitted by:

Name: Jason Smith

Role: Manager of Development Services

Email: Jason.smith@anmore.com

Phone: 604-469-9877

Date: April 6, 2017

The [insert Local Government here] has completed the 2016 Climate Action Revenue Incentive Program (CARIP) Public Report as required by the Province of BC. The CARIP report summarizes actions taken in 2016 and proposed for 2017 to reduce corporate and community-wide energy consumption and greenhouse gas emissions (GHG) and reports on progress towards achieving carbon neutrality.

2016 BROAD PLANNING ACTIONS

Broad Planning Actions

Broad Planning refers to high level planning that sets the stage for GHG emissions reductions, including plans such as Official Community Plans, Integrated Community Sustainability Plans, Climate Action Plans or Community Energy Emissions Plans. Land use planning that focuses on Smart Growth principles (compact, complete, connected, centred) plays an especially important role in energy and GHG reduction.

Community-Wide Actions Taken in 2016	
	None
Community-Wide Actions Proposed for 2017	
	Consideration of Infill Development that would create a more compact community.

Corporate Actions Taken in 2016	
	None
Corporate Actions Proposed for 2017	
	None

Broad Planning	
What is (are) your current GHG reduction target(s)?	Reduce 2007 baseline emissions level for buildings by 33% in 2020 and 80% in 2050 and for transportation by 16.5% in 2020 and 40% in 2050.

Has your local government used the Community Energy and Emissions Inventory (CEEI) to measure progress?	Yes/No
What plans, policies or guidelines govern the implementation of climate mitigation in your community?	No No No Yes Yes
• Community Energy and Emissions (CEE) Plan	
• Climate Action Plan	
• Integrated Community Sustainability Plan	
• Official Community Plan (OCP)	
• Regional Growth Strategy (RGS)	
• Do not have a plan	
• Other:	
Does your local government have a corporate GHG reduction plan?	No
Does your local government have a climate reserve fund or something similar?	No

2016 BUILDINGS AND LIGHTING ACTIONS

Building and Lighting Actions

Low-carbon buildings use the minimum amount of energy needed to provide comfort and safety for their inhabitants and tap into renewable energy sources for heating, cooling and power. These buildings can save money, especially when calculated over the long term. This category also includes reductions realized from energy efficient street lights and lights in parks or other public spaces.

Community-Wide Actions Taken in 2016	
	None
Community-Wide Actions Proposed for 2017	
	Consideration of Green Building Policy

Corporate Actions Taken in 2016	
	None

Corporate Actions Proposed for 2017	
	None

2016 ENERGY GENERATION ACTIONS

Energy Generation Actions

A transition to renewable or low-emission energy sources for heating, cooling and power supports large, long-term GHG emissions reductions. Renewable energy including waste heat recovery (e.g. from biogas and biomass), geo-exchange, micro hydroelectric, solar thermal and solar photovoltaic, heat pumps, tidal, wave, and wind energy can be implemented at different scales, e.g. in individual homes, or integrated across neighbourhoods through district energy or co-generation systems.

Community-Wide Actions Taken in 2016	
	Repaired solar photovoltaic system providing energy to the Village Hall.
Community-Wide Actions Proposed for 2017	
	None

Corporate Actions Taken in 2016	
	None
Corporate Actions Proposed for 2017	
	None

Energy Generation	
Is your local government developing, or constructing:	
• A district energy system	No
• A renewable energy system	No
Is your local government operating:	
• A district energy system	No
• A renewable energy system	Yes
Is your local government connected to a district energy system that is operated by another energy provider?	No
Are you aware of the Integrated Resource Recovery guidance page on the BC Climate Action Toolkit ?	No

2016 GREENSPACE/ NATURAL RESOURCE PROTECTION ACTIONS

Greenspace Actions

Greenspace/Natural Resource Protection refers to the creation of parks and greenways, boulevards, community forests, urban agriculture, riparian areas, gardens, recreation/school sites, and other green spaces, such as remediated brownfield/contaminated sites as well as the protection of wetlands, waterways and other naturally occurring features.

Community-Wide Actions Taken in 2016	
	Secured 9.4 acres of new park land through rezoning a property commonly referred to as Bella Terra.
Community-Wide Actions Proposed for 2017	
	Possible new park land acquisitions through other development applications.

Corporate Actions Taken in 2016

Corporate Actions Proposed for 2017	
	None

Solid Waste	
Does your local government have construction and demolition waste reduction policies, plans or programs?	No
Does your local government have organics reduction/diversion policies, plans or programs?	No

2016 TRANSPORTATION ACTIONS

Transportation Actions

Transportation actions that increase transportation system efficiency, emphasize the movement of people and goods, and give priority to more efficient modes, e.g. walking, cycling, ridesharing, and public transit, can contribute to reductions in greenhouse gas emissions and more livable communities.

Community -Wide Actions Taken in 2016	
	Improved bus service provided by TransLink as part of the Mayors` Plan.
Community-Wide Actions Proposed for 2017	
	None

Corporate Actions Taken in 2016	
	None
Corporate Actions Proposed for 2017	
	Sidewalk Improvement Policy Adopted
	Specific budget proposed for improving sidewalks

Transportation	
Does your local government have policies, plans or programs to support:	
• Walking	Yes
• Cycling	Yes
• Transit Use	Yes
• Electric Vehicle Use	No
• Other (please specify)	No
Does your local government have a transportation demand management (TDM) strategy (e.g. to reduce single-vehicle occupancy trips, increase travel options, provide incentives to encourage individuals to modify travel behavior)?	No
Does your local government have policies, plans or programs to support local food production (thus reducing transportation emissions)?	No

2016 WATER AND WASTEWATER ACTIONS

Managing and reducing water consumption and wastewater is an important aspect of developing a sustainable built environment that supports healthy communities, protects ecological integrity, and reduces greenhouse gas emissions.

Community-Wide Actions Taken in 2016	
	None
Community-Wide Actions Proposed for 2017	
	None

Corporate Actions Taken in 2016	
	None

Corporate Actions Proposed for 2017	
	None
Water Conservation	
Does your local government have water conservation policies, plans or programs?	No

2016 CLIMATE CHANGE ADAPTATION ACTIONS

Climate Change Adaptation Actions

For local governments, adaptation to a changing climate can take the form of changes in policy, management, technology and behaviour that minimize negative impacts or exploit opportunities. It can involve both “hard” and “soft” solutions, including: changes in infrastructure engineering, planning, zoning, bylaws, and public education.

Climate Change Adaptation Actions Taken in 2016	
	None
Climate Change Adaptation Actions Proposed for 2017	
	None

Resources you have used to support climate change adaptation (e.g. Plan2Adapt, Preparing for Climate Change: Implementation Guide)	
	None

In 2016 did you consider climate change impacts in any of the following areas? (check if yes)
--

Risk reduction strategies Risk and Vulnerability assessment Asset management Infrastructure upgrades (e.g. stormwater system upgrades) Cross-department working groups Emergency response planning Land-use policy changes (eg. OCP, DPA) Economic diversification initiatives Ecosystem-based approaches (incl. shorelines) Incentives (e.g. property owner reducing stormwater run-off) Public education and awareness Research (e.g. mapping, participation in studies) Other (Please Identify):	
---	--

2016 OTHER CLIMATE ACTIONS

Other Climate Actions

This section provides local governments the opportunity to report other climate actions that are not captured in the categories above.

Community-Wide Actions Taken in 2016	
	None
Community-Wide Actions Proposed for 2017	
	None

Corporate Actions Taken in 2016	
	None

Corporate Actions Proposed for 2017	
	None

Other	
Are you familiar with the Community Lifecycle Infrastructure Costing Tool (CLIC) ?	Yes
Have you used CLIC?	No

INNOVATION AND PEER-TO-PEER LEARNING

Innovation

This section provides the opportunity to showcase an innovative Corporate and/or Community-Wide GHG reduction or climate change adaptation activity that your local government has undertaken and that has had or has the potential to have a significant impact. Projects included here may be featured as success stories on the B.C. Climate Action Toolkit and/or shared with other local governments to inspire further climate action. Please add links to additional information where possible.

Community-Wide Innovative Action
Corporate Innovative Action

Programs, Partnerships and Funding Opportunities

Local governments often rely on programs, partnerships and funding opportunities to achieve their climate action goals. Please share the names of programs and organizations that have supported your local government's climate actions by listing each entry in the box below.

Programs and Funding

2016 CARBON NEUTRAL REPORTING

Local governments are required to report on their progress in achieving their carbon neutral goal under the Climate Action Charter. Working with B.C. local governments, the joint Provincial-UBCM Green Communities Committee (GCC) has established a common approach to determining carbon neutrality for the purposes of the Climate Action Charter, including a Carbon Neutral Framework and supporting guidance for local governments on how to become carbon neutral.

Prior to completing this survey, please ensure that you are familiar with guidance available on the B.C. Climate Action Toolkit website, especially *Becoming Carbon Neutral: A Guide for Local Governments in British Columbia*.

Reporting Emissions

Did you measure your local government's corporate GHG emissions in 2016?	No
If your local government measured 2016 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent) from services delivered <u>directly</u> by your local government:	
If your local government measured 2016 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent) from <u>contracted</u> services:	
TOTAL A: CORPORATE GHG EMISSIONS FOR 2016	tCO2e

Reporting Reductions and Offsets

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions by one or a combination of the following actions:

- undertake GCC-supported Option 1 Projects
- undertake GCC-supported Option 2 Projects (community GHG emissions reduction projects that meet project eligibility requirements)
- purchase carbon offsets from a credible offset provider

If applicable, please report the 2016 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO2e)) being claimed from Option 1 GHG Reduction Projects:

OPTION 1 PROJECTS	REDUCTIONS

Energy Efficient Retrofits	
Solar Thermal	
Household Organic Waste Composting	
Low Emission Vehicles	
Avoided Forest Conversion	
TOTAL B: REDUCTIONS FROM OPTION 1 PROJECTS FOR 2016	tCO2e

If applicable, please report the names and 2016 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO2e)) being claimed from Option 2 GHG Reduction Projects:

OPTION 2 PROJECT NAME	REDUCTIONS
TOTAL C: REDUCTIONS FROM OPTION 2 PROJECTS FOR 2016	tCO2e

If applicable, please report the number of offsets purchased (in tonnes of carbon dioxide equivalent (tCO2e)) from an offset provider for the 2016 reporting year:

(NOTE: DO NOT INCLUDE ANY FUNDS THAT MAY BE SET ASIDE IN A CLIMATE ACTION RESERVE FUND)

OFFSET PROVIDER NAME	OFFSETS

TOTAL D: OFFSETS PURCHASED FOR 2016	tCO₂e
--	-------------------------

TOTAL REDUCTIONS AND OFFSETS FOR 2016 (Total B+C+D) = tCO₂e

Corporate GHG Emissions Balance for 2016

Your local government's Corporate GHG Emissions Balance is the difference between total corporate GHG emissions (direct + contracted emissions) and the GHG emissions reduced through GCC Option 1 and Option 2 projects and/or the purchase of offsets.

CORPORATE GHG EMISSIONS BALANCE FOR 2016 = (A – (B+C+D)) = tCO₂e

**If your Corporate GHG Emissions Balance is negative or zero,
your local government is carbon neutral.
CONGRATULATIONS!**

GCC CLIMATE ACTION RECOGNITION PROGRAM

Green Communities Committee (GCC) Climate Action Recognition Program

The joint Provincial-UBCM Green Communities Committee (GCC) is pleased to be continuing the Climate Action Recognition Program again this year. This multi-level program provides the GCC with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (Charter) signatory.

This year a new recognition level has been added – **Level 3: Accelerating Progress on Charter Commitments**–. Recognition is provided on an annual basis to local governments who demonstrate progress on their Charter commitments, according to the following:

Level 1 – Demonstrating Progress on Charter Commitments: for local governments who demonstrate progress on fulfilling one or more of their Charter commitments

Level 2 – Measuring GHG Emissions: for local governments that achieve level 1, and who have measured their Corporate GHG Emissions for the reporting year and demonstrate that they are familiar with the Community Energy and Emissions Inventory (CEEI)

Level 3 – Accelerating Progress on Charter Commitments: for those local governments who have achieved level 1 and 2 and have demonstrated undertaking significant action (corporately or community wide) to reduce GHG emissions in the reporting year (ie: through undertaking a GHG reduction project, purchasing offsets, establishing a reserve fund).

Level 4 - Achievement of Carbon Neutrality: for local governments who achieve carbon neutrality in the reporting year.

For purposes of Level 3 recognition, if applicable, please identify any new or ongoing corporate or community wide GHG reduction projects (other than an Option 1 or Option 2 project) undertaken by your local government that reflects a significant investment of time or financial resources and is intended to result in significant GHG reductions:

PROJECT NAME:

Based on your local government's 2016 CARIP Climate Action/Carbon Neutral Progress Survey, please check the GCC Climate Action Recognition Program level that best applies:

<input type="checkbox"/>	Level 1 – Demonstrating Progress on Charter Commitments	Level 1
<input type="checkbox"/>	Level 2 – Measuring GHG Emissions	
<input type="checkbox"/>	Level 3 – Accelerating Progress on Charter Commitments	
<input type="checkbox"/>	Level 4 - Achievement of Carbon Neutrality	
<input type="checkbox"/>	Not Sure	

Carbon Tax Calculation Form
Under the Climate Action Revenue Incentive Program

Local Government Name:	Village of Anmore
Contact Information:	
Name:	Juli Kolby
Position:	Chief Financial Officer
Telephone Number:	(604) 469-9877
Email address:	juli.kolby@anmore.com

**Calculation of carbon tax paid directly by the local government
for fuel purchased between January 1 and December 31, 2016**

Fuel Type	Unit measure	Units	Tax Rate per unit, January 1, 2016 to December 31, 2016	Carbon Tax paid
Most common fuels in a local government context:				
Gasoline	Litre	584.35	0.0667	38.976145
Diesel	Litre		0.0767	
Bio-Diesel ²	Litre	6636.4	0.0767	509.01188
Natural Gas	Gigajoule ³	83.8	1.4898	124.84524
Natural Gas	m ³ ³		0.057	0
Propane	Litre		0.0462	0
Other fuels which are taxed:				
Heating Oil	Litre		0.0767	0
Locomotive Fuel	Litre		0.0767	0
Heavy Fuel Oil	Litre		0.0945	0
Aviation Fuel	Litre		0.0738	0
Jet Fuel			0.0783	0
Kerosene	Litre		0.0783	0
Naphtha	Litre		0.0765	0
Methanol	Litre		0.0327	0
Butane	Litre		0.0528	0
Ethane	Litre		0.0294	0
Refinery Gas	m ³		0.0528	0
Coke Oven Gas	m ³		0.0483	0
Coal -- Low Heat Value ⁴	Tonne		53.31	0
Coal -- High Heat Value ⁴	Tonne		62.31	0
Coke	Tonne		74.61	0
Petroleum Coke	Litre		0.1101	0
Tires -- shredded ⁵	Tonne		71.73	0
Tires -- whole ⁵	Tonne		62.4	0
Peat	Tonne		30.66	0

Total Carbon Tax Paid: 672.833265

1. Only list fuels that were purchased for the local government's own use, on which carbon tax was paid, and where that carbon tax was not refunded or recovered from another party (e.g., through a lease arrangement). Also do not include any fuels that were exempted from carbon tax (for more information)
2. Bio-diesel blends must be prorated in order to claim the diesel and bio-diesel portions on the appropriate line. The proportion of the blend (B5, B10, B15 etc) that is conventional hydrocarbon-based diesel is included on the diesel line; consequently, the bio-diesel pro-rated amount must be entered on the bio-diesel line. For example, a 10,000 litre purchase of B10, which is 10% bio-diesel and 90% hydrocarbon-based diesel, would be recorded as 9,000 litres hydrocarbon-based diesel (90% of 10,000)
3. Marketable Natural Gas may be recorded at either Gigajoules or m³
4. Low Heat Value Coal includes Sub-Bituminous Coal; High Heat Value Coal includes Bituminous Coal
5. Only include tires if they are combusted

I declare that the information contained in this Carbon Tax Calculation Form is true and correct and based on actual accounting records and not estimates. I am also aware of the requirement to report publicly by June 1st.

Signature of Financial Officer

Juli Kolby

2017/02/28