

REGULAR COUNCIL MEETING – AGENDA

Agenda for the Regular Council Meeting scheduled for
Tuesday, July 25, 2017 at 7:00 p.m. 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

page 1

(a) Peter Ludeman

Request received July 7, 2017 from Peter Ludeman, Anmore resident, is attached.

5. Adoption of Minutes

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.

page 2

(a) Road Network Plan

Recommendation: That Council endorses the Road Network Plan dated July 2017 from ISL Engineering and Land Services.

8. Items Removed from the Consent Agenda

9. Legislative Reports

page 26

(a) Zoning Bylaw Update

Report dated July 6, 2017 from the Manager of Development Services is attached.

10. Unfinished Business**11. New Business**

page 114

(a) Asset Management Plan

Asset Management Plan dated July 2017 from Urban Systems is attached.

NB: Finance Committee passed the following resolution on June 26, 2017:

“THAT THE FINANCE COMMITTEE ENDORSE THE DRAFT ASSET MANAGEMENT PLAN, AND RECOMMEND COUNCIL’S APPROVAL FOR THE DRAFT ASSET MANAGEMENT PLAN.”

Recommendation: That Council endorse the Asset Management Plan dated July 2017 from Urban Systems.

page 148

(b) Award of Contract – Environmental Consultant for Village of Anmore

Report dated July 18, 2017 from the Chief Administrative Officer is attached.

page 151

(c) Appointment of Chief Election Officer and Deputy Election Officer

Report dated July 18, 2017 from the Chief Administrative Officer is attached.

12. Mayor’s Report**13. Councillors Reports****14. Chief Administrative Officer’s Report****15. Information Items****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: Peter Ludema

Name of organization: Resident

Mailing Address: 16 Mercier Rd

Phone Number: [REDACTED]

Email Address: [REDACTED]

Presentation Information

Preferred meeting date at which you wish to appear (if known): A.S.A.P.

Number of person(s) expected to attend: 1

Reason(s) for presentation:

- ☒ To provide information
- ☐ To request funding
- ☐ To request letter of support
- ☐ Other _____

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.milloy@anmore.com or delivered to village hall.

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



Village of Anmore

Road Network Plan
July 2017





Table of Contents

1.0	Introduction	3
1.1	Location and Setting	3
1.2	Community Profile	4
1.3	Community Vision, Goals and Objectives	5
1.4	Road Network Vision and Guiding Principles	5
2.0	Existing Infrastructure	6
2.1	Road Network	6
2.2	Pedestrian Network	8
2.3	Cycling Network	8
2.4	Transit Network	8
2.5	Collision History	9
3.0	Road Network Plan	15
3.1	Connectivity	15
3.2	Traffic Capacity	15
3.3	Road Safety	15
3.4	Walking and Cycling	16
3.5	Transit	16
3.6	Funding	16
4.0	Recommendations	1
4.1	Charlotte Crescent to North Charlotte Road	1
4.2	Crystal Creek Drive to Fern Drive	1
4.3	Fern Drive Connections	1
4.4	Road Right of Ways	1

APPENDICES

Appendix A	OCP Transportation Section
------------	----------------------------



1.0 Introduction

ISL were retained by the Village of Anmore to develop a road network plan to guide growth and access to new development, determine existing inventory of road network infrastructure, advise on suitable cross sections for future road improvements or new streets and develop an implementation strategy to direct spending on transportation.

1.1 Location and Setting

The Village of Anmore is located on the north side of the Burrard Inlet, it is bound to the north east by Greater Vancouver Electoral Area A, to the east by the City of Coquitlam, to the south by the City of Port Moody, and to the west by Village of Belcarra and Indian Arm as shown in Figure 1-1.

The Village sits high above the surrounding communities on a plateau with neighbourhoods ranging from 150 to 250m above sea level. Its location is important in the context of a road network plan, the elevation difference limits cycling in and out of the community to the more committed of cyclists.

Furthermore, as amenities in the Village are limited, and the Village sits somewhat remotely up on the plateau, most trips for day to day needs are likely to be in the neighbouring communities or Buntzen Lake. These trip are typically made by driving, albeit transit is available.



Figure 1-1: Anmore and Nearby Municipalities (From OCP)



1.2 Community Profile

Based on the 2011 Census, The Village of Anmore comprised an area of 7.8 square kilometers, had a population of 2,092, up 17.2% from 2006, which was itself up 32.8% from 2001. The Village is growing rapidly in percentage terms but in the context of the Lower Mainland, growth is limited.

The Village had 706 private dwellings in 2011 (628 of which were usually occupied), this reflects an increase of 135 from the 571 dwellings in 2006.

As 2006 is the last census with mandatory long form component this provides the most recent reliable travel characteristics for the Village. Figure 1-2 shows the most common mode of travel to work for 915 employed residents in the Village of Anmore with a usual place of work in 2006 was the automobile which account for 87% of trips. Public transit accounted for a respectable 11%, while walking and cycling was just 2%.

Place of work (Figure 1-3) was also reported in the 2006 census, of the total employed labour force of 1,020, 95 worked from home, 10 worked outside of Canada, 10 worked in a different province, and 95 had no fixed place of work. Of those that had a usual place of work, 35 worked within the Village of Anmore, 775 worked outside of the Village.

The census data suggests that the Village is primarily a bedroom community with most residents that work, doing so outside of the Village and choosing to drive to work. The 2016 Census will be collated later this year and will include updates on the above statistics to document any change in population, place of work and mode of travel.

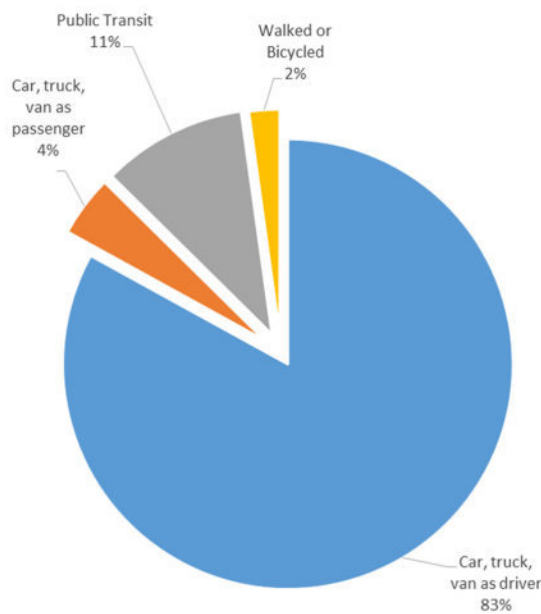


Figure 1-2: Mode of Travel to Work

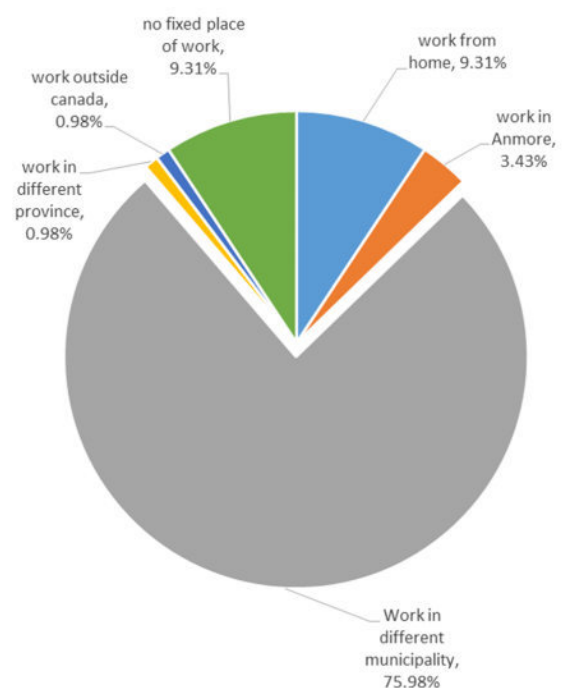


Figure 1-3: Location of Work



1.3 Community Vision, Goals and Objectives

The Village of Anmore Official Community Plan (OCP): Towards a Sustainable Future, Schedule A to Bylaw No. 532, 2014 is the overarching document guiding growth within the community. The Road Network Plan must complement that and support and contribute to the goals and vision of the community.

In addition, if there are outcomes from the Road Network Plan that may influence community growth it must feed back into the OCP update process. Below in italics are selected components of the OCP relevant to the road network plan.

1.3.1 Context

Anmore has one of the most spectacular settings in Metro Vancouver – perched on the North Shore mountains, it is a community surrounded by nature. Many who live here, whether new or long-time residents, cannot imagine living elsewhere. Lush forest, starlit nights and misty mornings help define the ambience of the community.

In reflection of its semi-rural character, the Village of Anmore (“the Village”) aspires to slow growth, largely in step with the prevailing settlement pattern. Unlike its near neighbours – Port Moody and Coquitlam – the Village is not planning for significant change, but remains open to innovative proposals and forms of “small density” development.

1.3.2 Growth

In the next 30 years, Metro Vancouver is expected to grow by 1.2 million residents, reaching 3.4 million by 2041. To varying degrees, this increase will take place in all communities. As a small rural community, Anmore is not expected to absorb a significant portion of this regional growth – although by 2041, our current population of approximately 2,200 is expected to almost double to about 4,000 residents.

1.3.3 Overall Vision

Anmore’s vision for its future is that of a Village that will be fiscally, environmentally and socially responsible community balancing change, appropriate to the size and scale of the community, while maintaining the unique semi-rural character and quality of life.

1.3.4 Policy Objectives

The detailed policies applicable to transportation are reproduced in full in Appendix A. The general objectives are as follows:

- *To provide a safe and convenient transportation system for pedestrians, cyclists and vehicle drivers.*
- *To encourage active and alternative transportation choices.*
- *To advocate for transit services that meet the needs of Anmore residents.*
- *To ensure new roadways accommodate the transportation needs of residents and are designed to be consistent with Anmore’s semi-rural character*

1.4 Road Network Vision and Guiding Principles

The Village of Anmore aspires to retain its rural setting that ultimately relies on a functional road network to provide access, and where possible enhance the road cross section to improve mobility by sustainable modes of travel. The guiding principles of this Road Network Plan are as follows:

- Align with the Official Community Plan
- Manage the portion of the communities limited funds allocated to transportation responsibly
- Enhance safety of all road users
- Enhances connectivity and provide alternative emergency access routes
- Improve access to sustainable modes of transportation.



2.0 Existing Infrastructure

An appropriate Road Network Plan must identify deficiencies in the existing network before we can determine what improvements are required. This section outlines the existing infrastructure and issues that should be addressed through the plan.

2.1 Road Network

The approximate kilometer lengths of roadway and sidewalk as well as number of intersection types are provided below:

- 25.1 km of roadway, all with a posted speed limit of 50 km/h
- 10.8 km of sidewalk, typically less than 1.5m wide
- 30 intersections where one approach is stop controlled
- Seven intersections where two approaches are stop controlled
- Two 3-way stop controlled intersections
- Zero 4-way (or higher) stop controlled intersections
- Zero signal controlled intersections
- Zero roundabouts

2.1.1 Road Network Classifications

Road networks are composed of various road types, each of which provide a particular level of service for the user, specific to their mode of travel, and varying levels of access to adjacent properties. Road networks are typically classified on the basis of the classifications set out in the TAC Geometric Design Guide for Canadian Roads. The purpose of classifying roadways is to:

- Outline its functionality
- Provide appropriate design for volume and speed of traffic
- Determine appropriate access control
- Set design standards for new construction or rehabilitation
- Define features such as sidewalks
- Identify on-street parking provision
- Set priorities for snow clearance

10 types of classification are outlined in the TAC guide as shown in Table 2-1, in addition many municipalities in BC often add “Minor” and “Major” to some classifications where they may serve dual purposes or the reality of the road’s purpose lies somewhere between two classifications. The size, location and population of the Village means that not all of the classifications shown are applicable to the Village. We feel three levels of road classification are appropriate for the village, those not applicable have been crossed through.

Table 2-1: TAC Road Classifications

Rural	Urban
	Lane
Local	Local
Collector	Collector
“Minor” Arterial	Arterial
	Expressway
Freeway	Freeway

Figure 2-1 outlines an appropriate classification system for the Village of Anmore, comprised of local, collector and minor arterial roadways. Figure 2-2 also shows the location of all the stop controlled intersections in the Village.



The following road characteristics are general only descriptions only, the Village has set out its road requirements via its Servicing Bylaws.

Minor Arterial Roads

Given the main routes to and from the Village are Sunnyside Road and East Road, these would typically be classified as Arterial Roads, however both also serve a function to provide access to adjacent properties, therefore a designation of Minor Arterial is most appropriate. Direct access is still permitted but not encouraged, particularly if an alternative is available. Some characteristics for a Minor Arterial Road in the context of the Village include:

- Service Function: Traffic movement is more important than land access, but land access still permitted where no suitable alternative exists.
- Design Speed: 50 km/h (*note: design speeds higher than posted speeds encourages higher travel speeds by making it safer to travel at higher speeds, current best practice design speed = posted speed*)
- Running speed: 50 km/h
- Vehicle Types: Suitable for all vehicle types
- Lane Widths: 3.3m to 3.5m
- Pedestrians: Sidewalk provided on one side, aspire to provide a 3m wide multi-use path
- Cyclists: Cyclists share the road, aspire to provide a 1.5m bike lane on each side.
- Transit: Transit permitted on these roads
- Parking: Parking is prohibited on these roads

Collector Roads

Some characteristics for a Collector Road in the context of the Village include:

- Service Function: Traffic movement and land access of equal importance.
- Design Speed: 50 km/h
- Running speed: 50 km/h
- Vehicle Types: Suitable for all vehicle types, but primarily passenger cars, light to medium trucks, occasional heavy trucks
- Lane Widths: 3.0m to 3.5m
- Pedestrians: Sidewalk provided on one side, ideally in the form of a 3m wide multi-use path
- Cyclists: Cyclists share the road
- Transit: Transit permitted on these roads
- Parking: Parking is prohibited on these roads

Local Roads

Some characteristics for a Local Road in the context of the Village include:

- Service Function: Traffic movement is more important than land access, but land access still permitted where no suitable alternative exists.
- Design Speed: 50 km/h
- Running speed: 50 km/h
- Vehicle Types: Mostly passenger cars, light to medium trucks, occasional heavy trucks
- Lane Widths: 3.0m to 3.3m
- Pedestrians: Sidewalk provided on one side, minimum width 1.5m
- Cyclists: Cyclists share the road
- Transit: Transit permitted on these roads
- Parking: Parking is prohibited on these roads

This plan is focused on the road network, but that road network provides service to more than just automobiles, it must provide access for goods movement, emergency vehicles, transit, walking and cycling also.



2.1.2 Issues

The road network, for the most part serves its purpose for the existing form of development but there are some issues which should be addressed when possible:

- Connect missing links to provide improved connectivity and alternative emergency access routes as well as access to new subdivisions.
- Cul-de-sacs are abundant and longer than desired and should be connected at the far end to provide alternative access.
- Road widths on East Road are narrow in some locations
- Based on anecdotal evidence, vehicle speeds on East Road are higher than desired.
- Driveways and some minor roads have insufficient visibility onto the major roadway.
- Illegal parking on roadways during summer months from people visiting Buntzen Lake

2.2 Pedestrian Network

The pedestrian network of sidewalks and marked crosswalks is relatively well built out in the context of the Village. Figure 2-3 shows the extent of the network. Sidewalks are provided on many roads of differing classifications allowing pedestrians to make local journeys within the Village often separated from motor vehicles. Where they do have to share the roadway with vehicles, roads typically carry lower traffic volumes. Some issues include:

- Remote sections of sidewalks not connected to the rest of the network
- Narrow sidewalk in places
- Poorly maintained sidewalks, i.e., need for more frequent sweeping.
- Grades of sidewalk on some section of Sunnyside Road

2.3 Cycling Network

There are no dedicated cycling facilities within the Village of Anmore, cyclists must share the roadway with other vehicles.

2.4 Transit Network

TransLink provides two community shuttle services to the Village of Anmore, the C25 and C26 service which are shown in Figure 2-4 along with stop locations. The C25 service for the Anmore portion is limited to two services one hour apart late in the evening. The C26 service provides transit service to Port Moody Station. Service is provided at approximately a 30 min frequency, to Port Moody station during the AM peak period and from Port Moody station in the afternoon. Transit Issues include:

- Most stops feature no weather protection
- Some stops have no paved waiting area or connection to the sidewalk
- Some stops are not served by a sidewalk
- Some stops are connected to sidewalk across drainage ditches by way of makeshift bridges



2.5 Collision History

Collision volumes are low; Table 2-2 provides a record of collisions over five years from 2009 to 2013. The two highest collision locations both experienced 7 collisions each over 5 years, while the entire Village experienced 77 collisions in total over five years. No fatalities were recorded, 12 collisions included a casualty, while the remaining 65 were property damage only collisions.

ISL has been provided additional information from the RCMP, which covers a date range of Sept 14th 2011 – September 14 2016. This information identifies 2 fatalities, one at Strong Rd and East Rd and 1200 East Rd.

Table 2-2: ICBC Collision Records 2009-2013

Collision Location	Number of Collisions
Bedwell Bay Rd & First Ave & Sunnyside Rd	7
East Rd & Sunnyside Rd	7
East Rd & Strong Rd	5
East Rd & Hummingbird Dr	3
1000 Blk Ravenswood Dr	3
1000 Blk Sugar Mountain Way	3
Elementary Rd & Sunnyside Rd	3
1400 Blk East Rd	3
1700 Blk East Rd	3
2100 Blk East Rd	3
Bedwell Bay Rd & Crystal Creek Dr & Forestview Lane	2
3200 Blk Sunnyside Rd	2
East Rd & Thomson Rd	2
100 Blk Deerview Lane	2
Anmore Creek Way & Uplands Dr	2
200 Blk Alpine Dr	2
200 Blk Strong Rd	2
00 Blk Strong Rd	2
100 Blk Strong Rd	1
2000 Blk Sunnyside Rd	1
Alder Way & Sunnyside Rd	1
00 Blk Alder Way	1
Charlotte Cres & East Rd	1
2300 Blk East Rd	1
Sunnyside Rd & Park Access Rd	1
2800 Blk Fern Dr	1
1100 Blk Mountain Ayre Lane	1
100 Blk Dogwood Dr	1
100 Blk Seymour View Rd	1
Spence Way & Sugar Mountain Way & Sunnyside Rd	1
100 Blk Sparks Way	1
1400 Blk Crystal Creek Dr	1

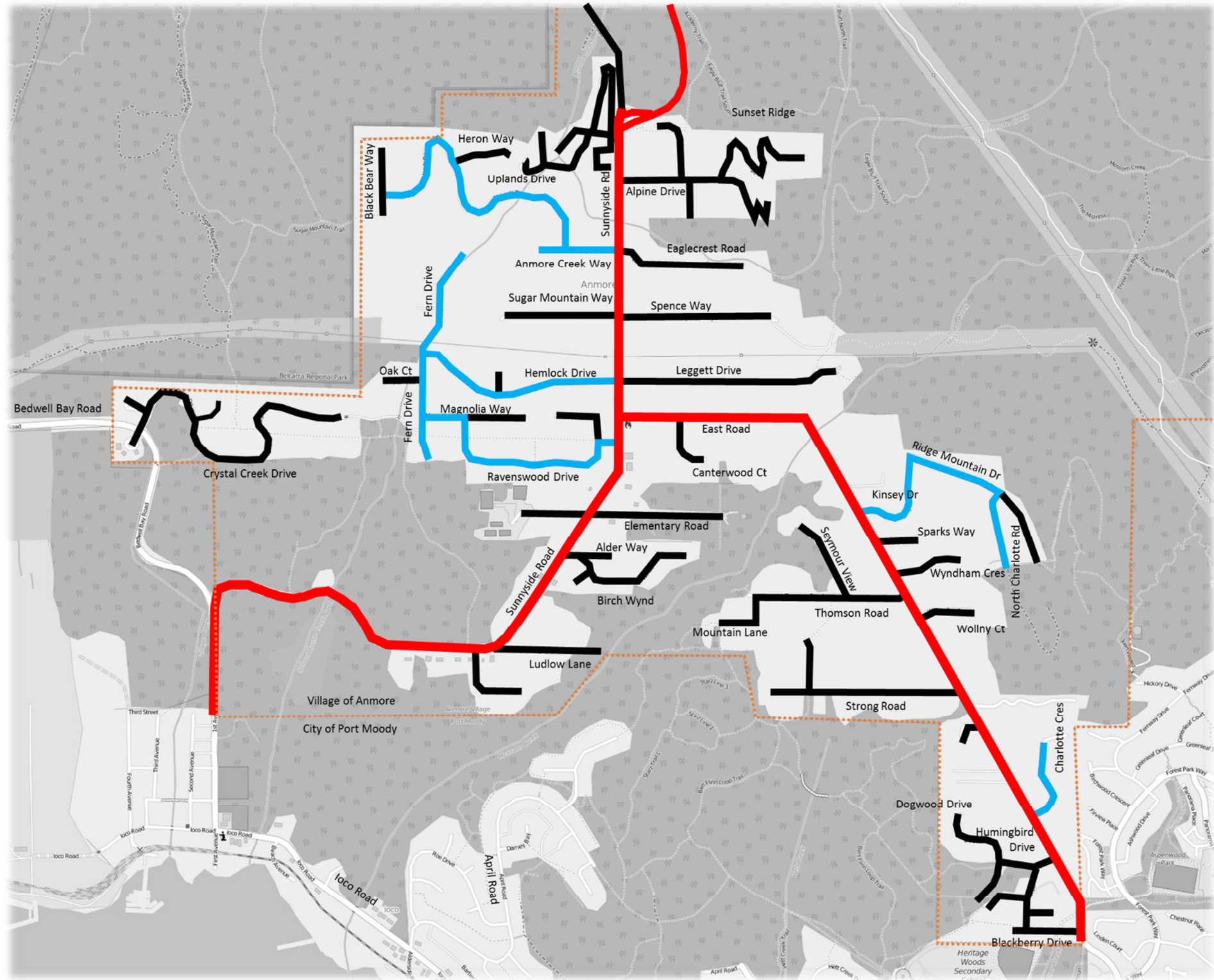


Collision Location	Number of Collisions
00 Blk Elementary Rd	1
800 Blk Spence Way	1
900 Blk Canterwood Crt	1
2900 Blk Fern Dr	1
1000 Blk Uplands Dr	1
2900 Blk Sunnyside Rd	1
2200 Blk East Rd	1
Grand Total	77

Table 2-3: RCMP Records 2011-2016

Date Range: September 14, 2011 - September 14, 2016		
Report Date	Location	Municipality
Fatal Collisions		
2012-Oct-17	Strong Road/East Road	ANMORE
2013-Jan-17	1200 East Road	ANMORE
Injury Collisions		
2012-Mar-15	Sunnyside Road/First Ave	ANMORE
2012-May-26	798 Spence Way	ANMORE
2012-Jul-19	30 Elementary Road	ANMORE
2014-Apr-17	1900 East Road	ANMORE
2014-Apr-28	2242 East Road	ANMORE
2015-Feb-23	Buntzen Lake	ANMORE
2015-Oct-26	Sunnyside Road/Park Access Road	ANMORE
2016-Jan-05	2046 Sunnyside Road	ANMORE
Damage over \$1000		
2011-Sep-23	2700 BLOCK SUNNYSIDE RD	ANMORE
2012-Mar-04	2580 SUNNYSIDE RD	ANMORE
2012-Mar-21	EAST RD / SUNNYSIDE RD	ANMORE
2012-Jul-29	3230 SUNNYSIDE RD	ANMORE
2013-Mar-03	1053 UPLANDS DR	ANMORE
2013-Jul-01	0 BUNTZEN LAKE	ANMORE
2014-Feb-22	EAST RD / KINSEY RD	ANMORE
2014-Mar-20	98 STRONG RD	ANMORE
2015-Sep-13	EAST RD / BLACKBERRY DR	ANMORE
2015-Oct-31	2380 EAST RD	ANMORE
2015-Dec-14	SUNNYSIDE RD / BEDWELL BAY RD	ANMORE
2016-Mar-28	2855 SUNNYSIDE RD	ANMORE
2016-Sep-07	2100 BLOCK SUNNYSIDE RD	ANMORE
Damage under \$1000		
2011-Nov-10	SUNNYSIDE RD / ELEMENTARY RD	ANMORE
2012-Jan-28	SUNNYSIDE RD / SUMMERWOOD LANE	ANMORE
2012-Jul-21	EAST RD / SUNNYSIDE RD	ANMORE
2012-Oct-29	1085 THOMSON RD	ANMORE
2013-May-11	100 BLOCK DOGWOOD DR	ANMORE
2013-Dec-28	128 EVERGREEN CRES	ANMORE
2014-May-18	SUNNYSIDE RD / EAST RD	ANMORE
2014-Dec-20	3060 ANMORE CREEK WAY	ANMORE
2015-Apr-16	EAST RD / STRONG RD	ANMORE
2015-Jun-15	34-3295 SUNNYSIDE RD	ANMORE



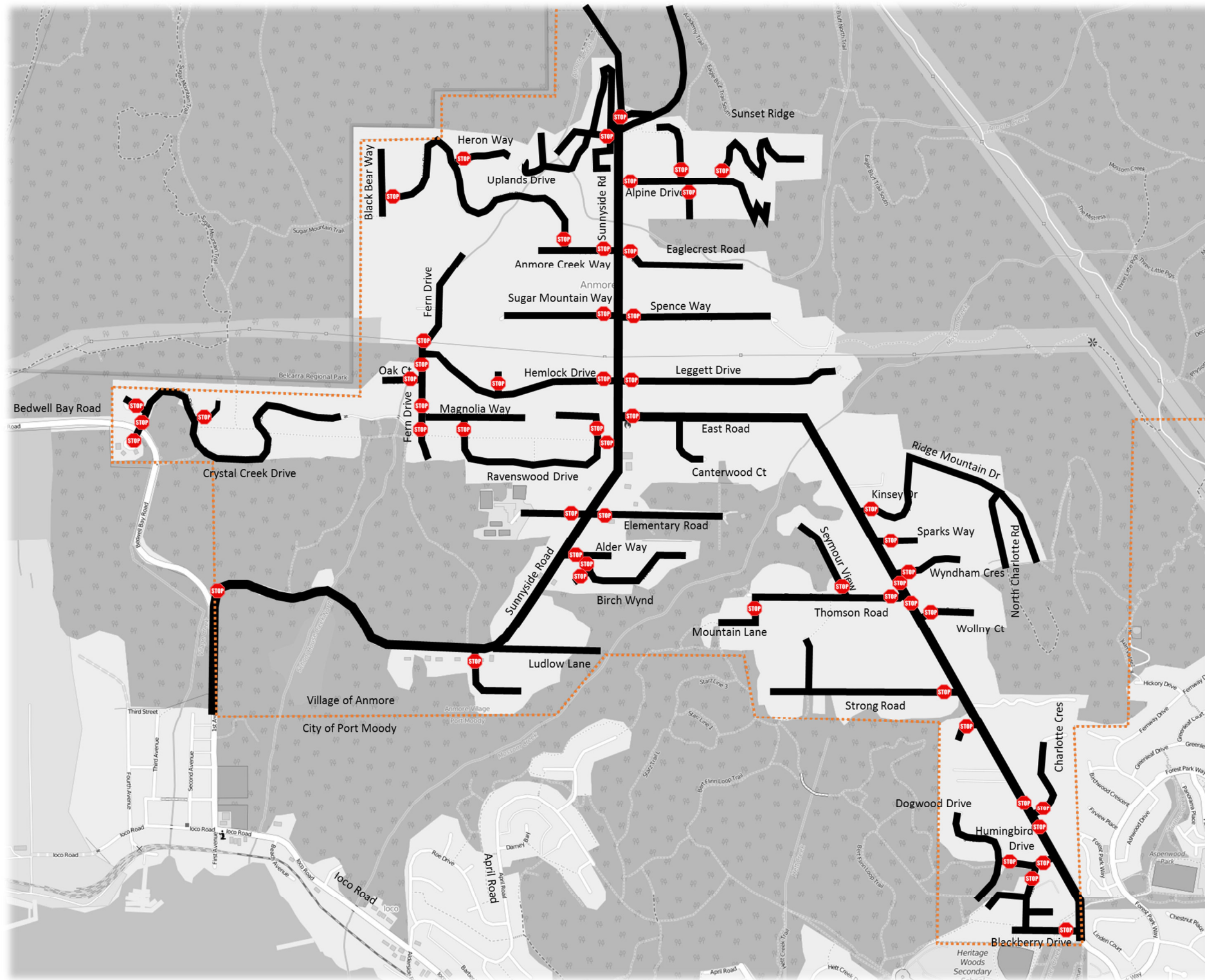


Legend

- Minor Arterial Road —
- Collector Road —
- Local Road —
- Anmore Boundary - - -



Figure 2-1: Existing Road Network Classifications



Legend

Stop Controlled Approach



Anmore Boundary

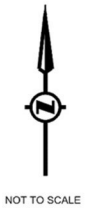
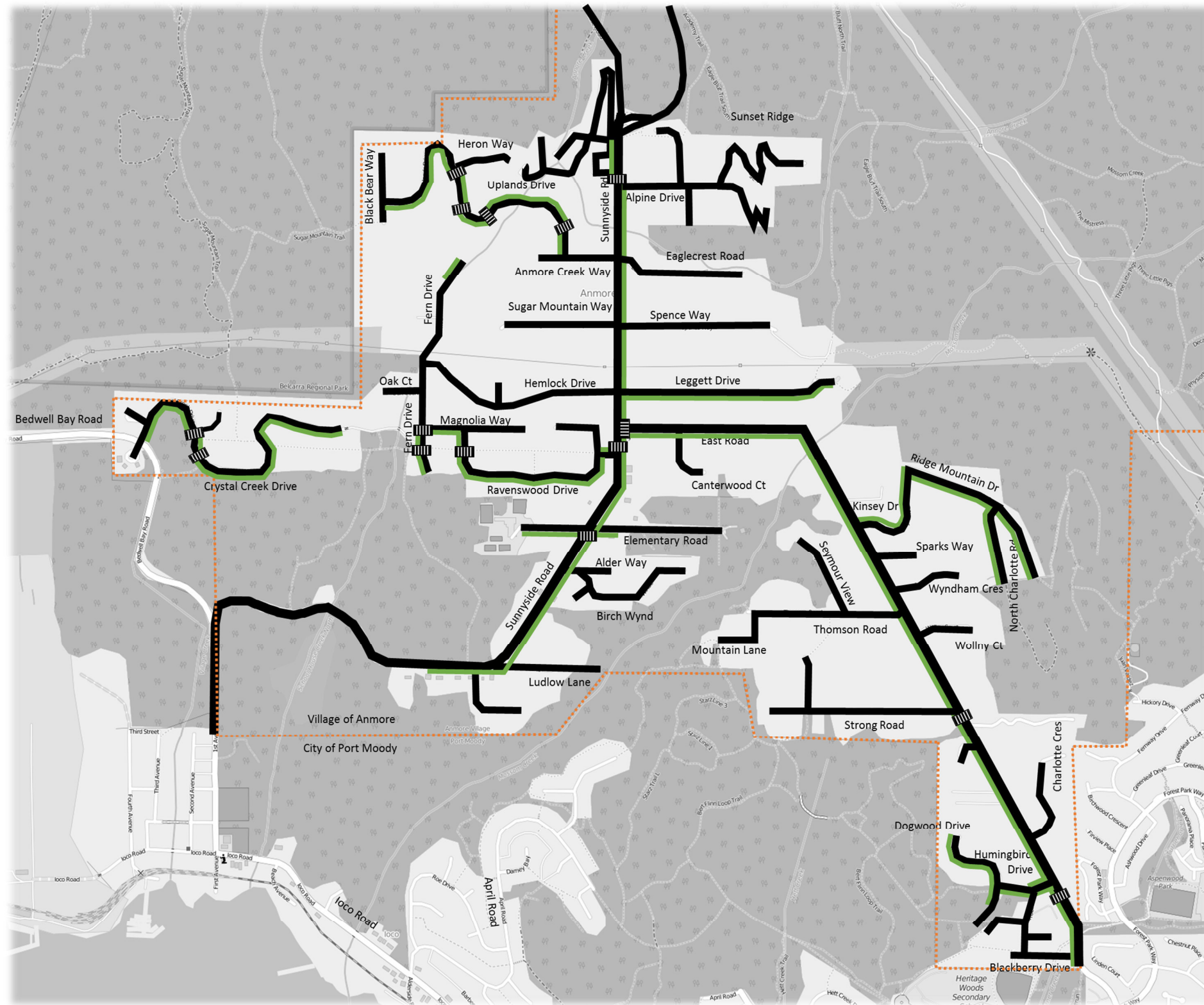


Figure 2-2: Existing Intersection Controls



Legend

Sidewalk



Crosswalk



Anmore Boundary



NOT TO SCALE

Figure 2-3: Existing Pedestrian Network



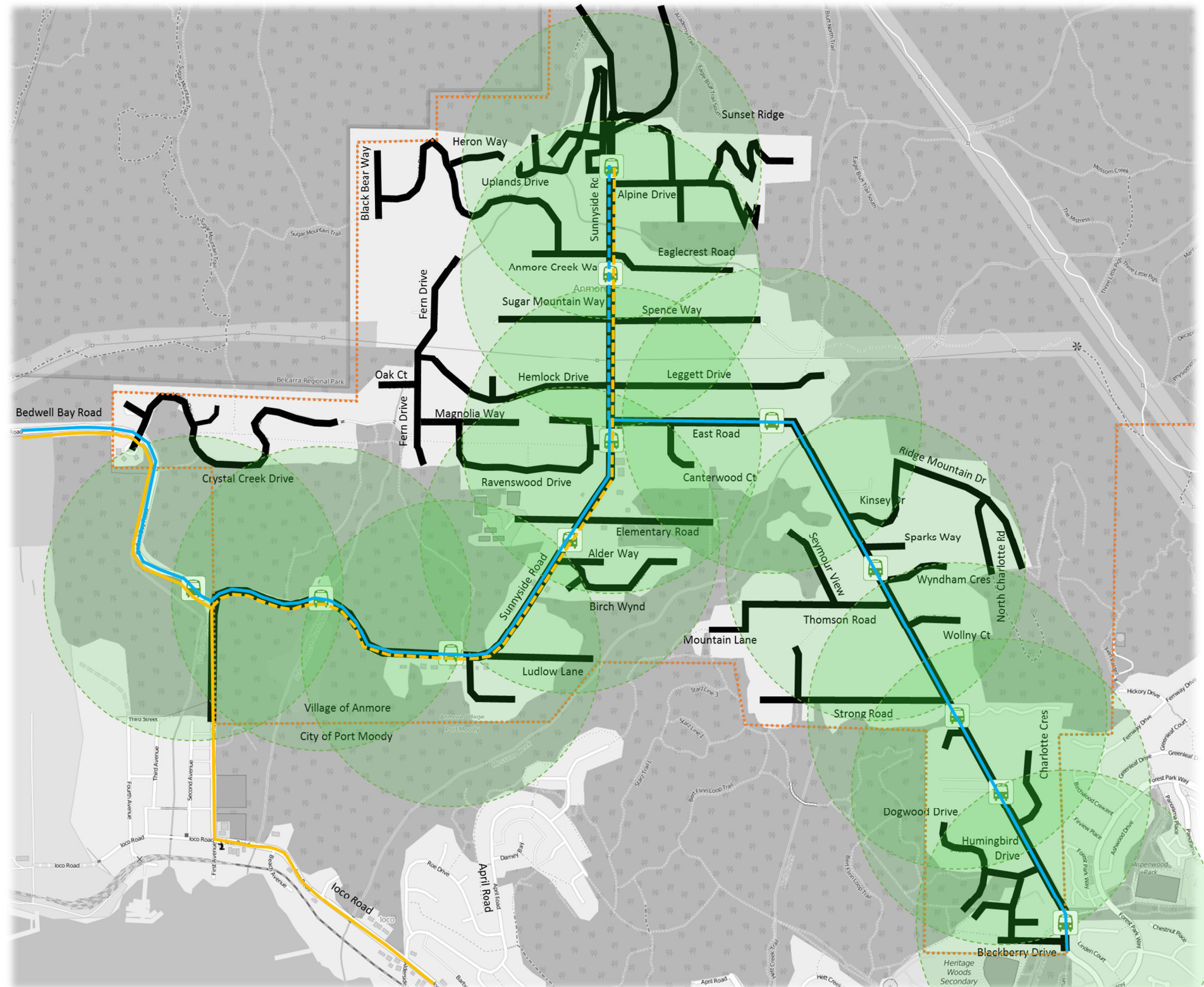


Figure 2-4: Existing Transit Routes and Stops



3.0 Road Network Plan

This section sets out recommendations to address the issues raised in the previous chapter.

3.1 Connectivity

The road network features many cul-de-sacs accessed from two primary routes. This road network layout limits connectivity options within the Village, and reduces options for emergency access in the event of a collision or disaster.

For example, a collision at Sunnyside Road/Leggett Drive would render the entire northern section of the Village inaccessible. Furthermore in the event of a forest fire the potential evacuation routes are limited. Better connectivity of the other streets would allow for detour options and alternate points of access in the event of an emergency.

The following connections are recommended:

- Fern Drive to Anmore Creek Way (as per OCP) – Approximately 300m funded through adjacent development.
- Fern Drive to Black Bear Way – Approximately 260m (straight line) funded through adjacent development.
- Fern Drive to Sunnyside Road (as per OCP) – Approximately 600m funded through adjacent development.
- Crystal Creek Drive to Fern Drive – Approximately 260m funded through Village funds.
- Ravenswood Drive to Sunnyside Road – Approximately 80m funded through Village funds. The realignment would maximize available space for the civic centre.
- Charlotte Crescent to North Charlotte Road – Approximately 600m funded through adjacent development.

The above connections are shown in Figure 3-1. The alignments shown are indicative of the connectivity required and actual alignments could vary to accommodate terrain and development needs.

If all of the above road connections were to be implemented, there would continue to be a weak link north of Anmore Creek Way/Eaglecrest Road/Alpine Drive, as roads north of here would continue to be serviced by just one road. This would include access to and from Buntzen Lake, thus any incident along this roadway could close access until it can be cleared. Likewise, in an evacuation scenario all people would be reliant on this one roadway, potentially slowing egress.

3.2 Traffic Capacity

No capacity analysis has been undertaken as a part of this Road Network Plan. The Village should continue to monitor traffic volumes and queue lengths at key locations and if necessary undertake a study to determine solutions to capacity issues when/if they occur.

3.3 Road Safety

The following road safety issues should be addressed:

- A primary concern for safety is the lack of alternative routes and limited evacuation options, where possible new roads should be connected to multiple existing roads to provide alternative route options as highlighted in Section 3.1.
- Vehicle speeds on Sunnyside Road and East Road should be collected at multiple locations via tube counters, and if necessary enforcement should be considered via physical traffic calming techniques and/or increased police enforcement.



- Driveway accesses on Sunnyside Road and East Road should be checked for compliance with visibility requirements.
- Lane widths on East Road should be increased where necessary to safely accommodate passing truck movements. Lane widths should not be so wide that it encourages higher travel speeds.
- The crest in the roadway south of Kinsey Drive should be reviewed and removed when possible.
- Speed humps while undoubtedly helping to reduce vehicle speeds on East Road are not consistent with the road's intended purpose. Their presence in this location should continue to be monitored and addressed if necessary.

3.4 Walking and Cycling

Sidewalk provision is generally good throughout the Village, particularly given its semi-rural character. There is little immediate need for new sidewalk, but consideration should be given to the following:

- Fund missing links in the sidewalk network.
 - Connection from Uplands Drive to Sunnyside Road
 - Connection on north part of Fern Drive
- All new roads to include sidewalk on at least one side.

3.5 Transit

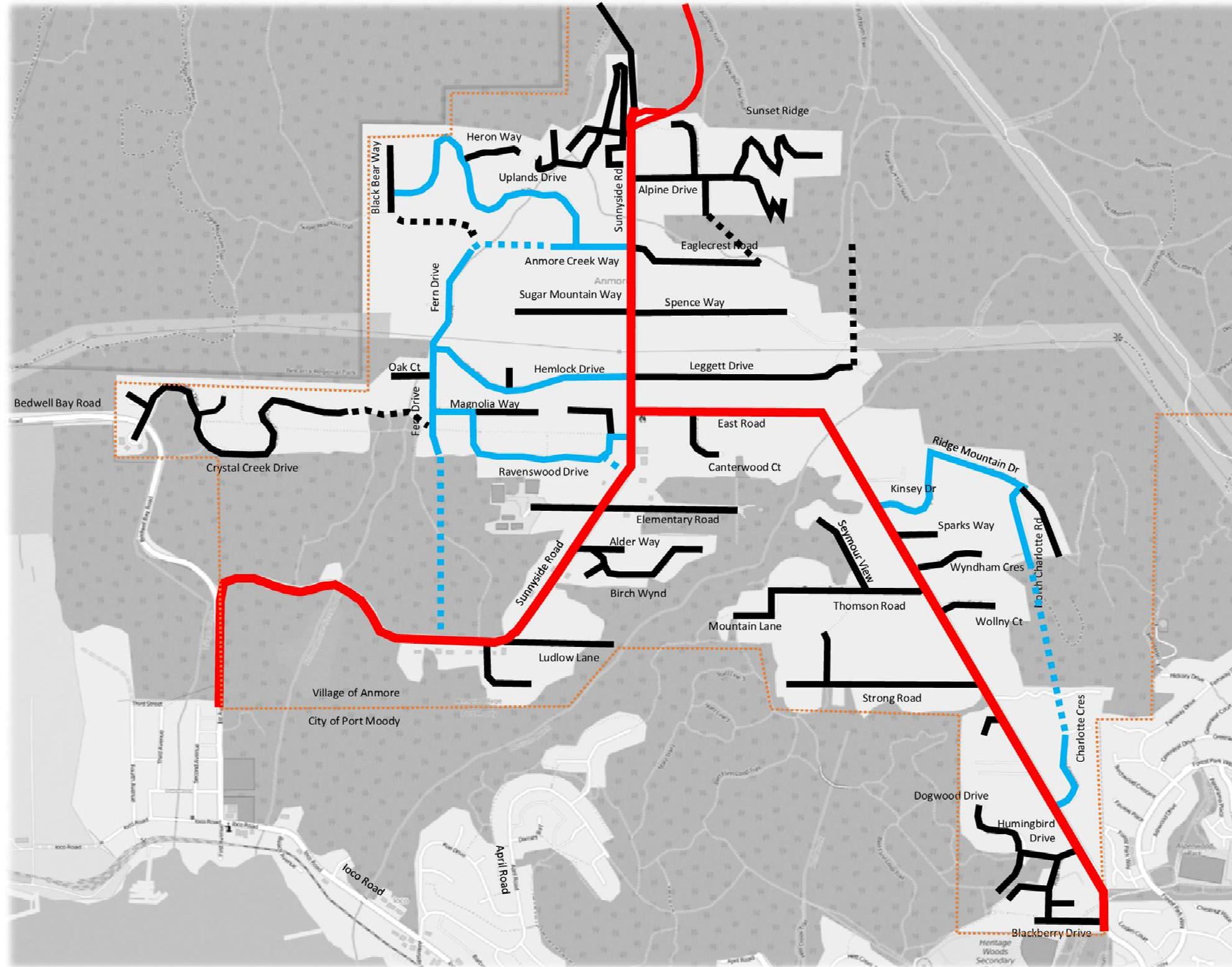
All transit stops should feature the following:

- Paved waiting areas
- Connections to sidewalks
- Shelters at most popular stops to provide weather protection

3.6 Funding

Given that the Village is anticipated to double in population by 2041, the Village must ensure that new development properly contributes appropriate transportation infrastructure to directly serve the development plus contributes additional general funds through a Development Cost Charge towards the community infrastructure as whole that is now required to accommodate increased demand.

The Development Cost Charge could include funds for sidewalk expansion, new road connections not attributable to new development, road safety improvements, transit stop connectivity, and ongoing road maintenance.



Legend

- Minor Arterial Road —
- Collector Road —
- New Collector Road - - -
- Local Road —
- New Local Road - - -
- Anmore Boundary - - -



Figure 3-1: Proposed New Road Connections



4.0 Recommendations

4.1 Charlotte Crescent to North Charlotte Road

The Pinnacle ridge development currently exceeds the allowable Cul-de-Sac length prescribed in the Works and Services Bylaw. Due to the nature of the Hillside development in this area, this connection is essentially the only way to reduce the current Cul-de-Sac length for the entire hillside, therefore this connection should be constructed prior to any further development on the hillside. The connection should intersect Charlotte Crescent and reduce the Cul-de-Sac length to a minimum of 600m.

The existing topography is challenging, as it is steep slope development. It is likely significant rock removal and retaining structures will be required along the corridor, so the proposed connection meets the Village's existing Works and Service Bylaw requirements.

At the time of writing this report, a number of companies/individuals owned the proposed development area. Therefore, the Village should request the proposed roadway/network be completed as an integrated plan and not on a piece by piece, per Developer process. This will help to create a consistent roadway design and minimize retaining structures along the Road Right of Way

4.2 Crystal Creek Drive to Fern Drive

Crystal Creek sub division is cut off from the Village of Anmore's road network. Residents (vehicle travel) currently have to enter leave the Village, enter Port Moody via Bedwell Bay Rd/1st Ave and re-enter the Village via Sunnyside road in order to enter the greater Village road network. A connection between the Crystal Creek and Fern Drive would provide a direct access to the Village. This connection would serve a dual purpose.

Firstly, a connection to Fern Drive would serve as a significant safety boost for the network. It would provide an alternative to enter or leave the Village. This is important to the Village's global network, as it currently only has two points of access to the greater road network. The connection would provide alternate routes for residents entering and leaving the Village and most importantly an alternative egress point is there was an emergency such as a wildfire in the Village.

Secondly, the residents of the Crystal creek are essentially cut off from the Village community; a connection would serve as an access to the Village Hall and the school district, without having to leave the community in which they serve.

4.3 Fern Drive Connections

The proposed connections (see figure 3.1) to Fern Dr are important connection points to the Village's road network, as the majority of the current developments on the North West of Anmore, exceed Cul-de-Sac length allowances as specified in the Works and Services Bylaw. The proposed connections would eliminate the existing Cul-de-Sacs and bring the developments up to existing Works and Services Bylaw standards.

We recommend that existing Cul-de-Sac not be extended on the Hillside due to safety concerns. Prior to any further development in the North West of Anmore, connections should occur to eliminate the existing Cul-de-Sacs and ensure any existing/proposed lengths are below 600m in length. These connections will improve safety for the residents in this area during an emergency.

4.4 Road Right of Ways

We recommend the Village review their current Road Right of Way width requirement. The current 15.25m width makes maintenance and future upgrades challenging. A new standard Right of Way width of 20m should be implemented for future sub divisions. The additional width will help to minimize future upgrades costs and potential land purchases.



Appendix A

OCP Transportation Policies



5. TRANSPORTATION



Anmore's secluded location and dispersed residential settlement pattern results in residents depending on a private vehicle for much of their commuting, daily needs and other trips. The Municipality supports alternative modes of transportation, including public transit, walking, biking, car-pooling and rideshare programs to give residents other options than the car for trips within and outside Anmore.

Translink is in the process of updating the Northeast Sector Area Transit Plan, which includes Anmore, Belcarra and the Tri-Cities. The community shuttle currently serves Anmore residents and is an important link for commuters, students, seniors and, during the summer months when the route extends into Buntzen Lake Recreation Area, providing an alternative access option that can relieve some parking pressures during busy times.



As part of the Major Road Network, Sunnyside Road and East Road will function as the major traffic routes servicing the community and providing access to Buntzen Lake. While roads and vehicle movement largely define the transportation system, the Village will strive to ensure all modes of transportation are viable and safe options for residents and visitors. Transportation policies also contribute to Anmore's efforts to reduce Greenhouse Gas Emissions and support healthy lifestyle choices for residents.

OBJECTIVES – TRANSPORTATION

- To provide a safe and convenient transportation system for pedestrians, cyclists and vehicle drivers.
- To encourage active and alternative transportation choices.
- To advocate for transit services that meet the needs of Anmore residents.
- To ensure new roadways accommodate the transportation needs of residents and are designed to be consistent with Anmore's semi-rural character.

ACTIVE TRANSPORTATION POLICIES

Policy T-1

The Village encourages the development of pedestrian, cycling, and public transit networks as part of an integrated multimodal transportation system.

Policy T-2

The Village recognizes that the roads within the Municipality are community assets, available to all users, not just drivers, and supports the provision of well-connected pedestrian and bicycle routes to key destinations in the community such as local schools, the new Village Hall, the Anmore Grocery Store and Buntzen Lake Recreation Area.

Policy T-3

In future planning and development projects, the Village will consider the potential to enhance Sunnyside Road as an active transportation corridor.

Policy T-4

The Village will explore opportunities to improve the walkability of East Road, considering increased buffers or other measures to enhance pedestrian safety.

Policy T-5

The Village will improve safety for children, pedestrians and cyclists by implementing safe crossings and/or traffic calming measures, where appropriate.

Policy T-6

The Village will promote the use of the carpooling and participation in rideshare programs such as the Jack Bell Rideshare program.

Policy T-7

The Village will explore potential partnerships with the schools to establish educational programs to promote walking and cycling, and will encourage schools to provide high-quality and well-monitored bicycle parking.

Policy T-8

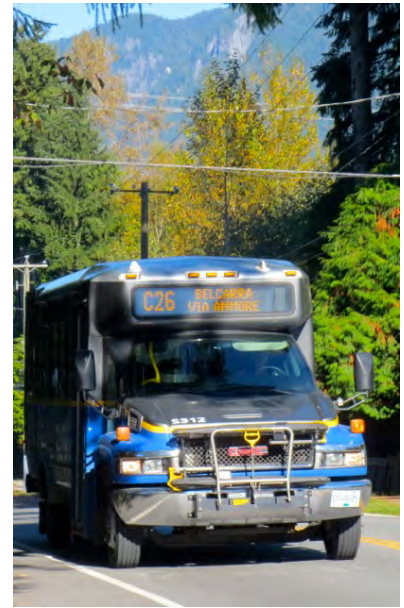
The Village will seek opportunities to work with the City of Port Moody and Translink to explore the potential to provide a safe and well-connected pedestrian and bicycle route from the Evergreen Line station at loco to Anmore.

Policy T-9

The Village will advocate for continued improvements to the Translink community shuttle service in Anmore and provide input into the Northeast Sector Area Transit Plan.

Policy T-10

The Village will ensure access to transit stops reflect accessible and barrier-free design standards, wherever possible.





Sunnyside Road



East Road

Policy T-11

In the design of transit stops, the Village will seek to enhance transit stop comfort and safety through the use of appropriate materials, lighting and weather protection.

Policy T-12

In the development of new subdivisions, the Village will encourage Translink to provide a transit stop located within 400 metres (approximately a five-minute walk) of every housing unit.

MAJOR ROAD POLICIES

The Village supports the ongoing designation of both Sunnyside Road and East Road as part of the regional Major Road Network (MRN), recognizing these two major traffic routes service the needs of residents and provide access to Buntzen Lake Recreation Area (see Schedule C - Road Network Map).

Policy T-13

The Village continues to support, in accordance with Section 933 of the *Local Government Act*, the ongoing practice of Development Cost Charges being collected to assist in the financing of road upgrading.

Policy T-14

At the time when the IOCO Lands are developed, the Village will secure a road allowance that will provide a link between the western and central portions of the Village.

Policy T-15

Where possible, the Village will limit direct driveway access onto Sunnyside Road and East Roads by requiring the use of alternative roads and shared driveways.

MINOR COLLECTOR ROAD POLICIES

Policy T-16

An alignment for the future extension of Charlotte Crescent, generally along the old skid road, will function as a collector road as new subdivisions are developed on the east side of East Road (see Schedule C - Road Network Map).

Policy T-17

An alignment connecting Charlotte Crescent to East Road is identified on Schedule C - Road Network Map. This alignment is intended to establish a looped connection to accommodate municipal services, resident access and emergency response vehicles. Given these priorities, should an extended Charlotte Crescent be required along this alignment, it need not be designed solely as a motor vehicle throughway. Rather, road design options that enhance pedestrian connectivity may be considered. Area-specific Development Cost Charges may be used to finance the construction of a road along this alignment.

Policy T-18

An alignment extending Fern Drive is identified on Schedule C – Road Network Map. As new subdivisions are developed, this alignment may be developed to serve as the north/south minor collector on the west side of Sunnyside Road, providing connection between Fern Drive and Sunnyside Road, where possible. This road will be located on the east side of Schoolhouse Creek. This alignment is intended to establish a looped connection to accommodate municipal services, resident access and emergency response vehicles. Given these priorities, should an extended Fern Drive be required along this alignment, it need not be designed solely as a vehicle throughway. Rather, road design options that enhance pedestrian connectivity may be considered. Area-specific Development Cost Charges may be used to help finance the construction of this road.

Policy T-19

The continued extension of Leggett Drive, as new subdivisions are developed, is anticipated to serve as a minor collector to access properties to the northeast of Sunnyside Road. Area-specific Development Cost Charges may be used to help finance the construction and maintenance of this road.

LOCAL ROAD POLICIES

Policy T-20

As new subdivisions are developed, local roads will be provided in accordance with the standards specified in the Works and Services Bylaw.

ROAD DEDICATION POLICIES

Policy T-21

The Approving Authority will be encouraged to utilize the following guidelines in determining the appropriate locations for roads within subdivisions:

- Locate new roads such that their alignment can facilitate the development of adjacent land in the future.
- Ensure that new roads are located within a subdivision such that they can be extended in a technically feasible manner through adjacent properties, while being cost effective for both the developer to provide and the Village to maintain.
- For corner lots fronting onto major roads and minor collectors, driveway access should be arranged off of the local road where possible.
- Minimize extensive cut and fills.
- Where possible, provide access to subdivisions from more than one (1) local road.
- Create as few intersections as possible.
- Use 3-way intersections rather than 4-way intersections.
- Avoid intersections near crests of hills and on curves.
- Avoid skew intersections, i.e. where the angle between the intersecting roads is outside the range 90 ± 20 degrees.
- Avoid grades greater than 12%.
- Avoid crossing Anmore, Schoolhouse and Mossom Creeks where possible.

Policy T-22

At the time of subdivision, where a new road is being proposed, the Village will seek a 20 metre road dedication. As a means of protecting Anmore's semi-rural character, the Approving Authority may consider allocation of that roadway to enable the paved portion of the roadway to be narrower, provided the following minimal criteria can be satisfied:

- Accommodate two-way traffic and the safe passage of emergency vehicles;
- Provide for adequate drainage ditches, swales or storm sewers;
- Accommodate natural gas, water mains, and/or other utilities;
- Accommodate pedestrian and cycling pathways; and
- Retain or create greenway corridors.

Policy T-23

Where a subdivision is adjacent to an existing Village road, the Village supports the securing of land, the width being the difference between the current road width and 20 metres, for the purposes of facilitating the widening of the existing road.

Policy T-24

The Village may also explore opportunities for increased road allowances where the extra land is to remain treed or used for non-motor vehicle use such as walking, biking or horse trails.

Policy T-25

The Village encourages applicants to consider road designs and form of eventual tenure that minimize the financial implications to the Village related to ongoing maintenance and replacement of any dedicated road.

Policy T-26

The Village will act, to the extent of its authority, to ensure that David Avenue has a minimal impact upon the lifestyle and livelihood of residents that may be affected by any future extension of the road. The Village does not support the David Avenue extension alignment options explored to date by the property owners due, in part, to the potential environmental, community and social impacts to Anmore. The Village encourages the City of Port Moody to explore an alignment that will have minimal environmental impact on Mossom and Schoolhouse Creeks.



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: July 6, 2017

Submitted by: Jason Smith, Manager of Development Services

Subject: Zoning Bylaw Update

Purpose / Introduction

The purpose of this report is to provide Council with an update on the latest version of the draft Zoning Bylaw and to provide Council with an opportunity to provide comment and input on the draft Zoning Bylaw prior to it potentially returning for initial readings in the fall.

Recommended Resolutions

THAT the report dated July 6, 2017 from the Manager of Development Services regarding Zoning Bylaw Update be received for information.

Background

An update to the Zoning Bylaw has been on the Council strategic plan for some time. Over the last several months, considerable work has been undertaken by staff, the development community and the Advisory Planning Commission (APC) to develop, review and improve the Zoning Bylaw.

This phase of the review began with a presentation to Council of a draft Zoning Bylaw in November 2016 that had been generated by CitySpaces Consulting. Council directed staff to move forward with further review of the draft Zoning Bylaw.

Staff worked with the Advisory Planning Commission over several months to extensively review the draft Zoning Bylaw and to improve it. The APC endorsed the draft Zoning Bylaw at their meeting in March 2017.

Concurrent with the APC's review, staff also engaged members of the design and building community to review the draft Zoning Bylaw, to ensure that their concerns and input would also be included.

Report/Recommendation to Council

Zoning Bylaw Update

July 6, 2017

Staff also held a public meeting for members of the Countryside community in March 2017 to hear from them on the zoning changes being proposed for Countryside. As a result of that meeting and subsequent smaller meetings regarding Countryside, further changes were made to the RCH-1 zoning.

The draft Zoning Bylaw (Attachment 1) was presented at a public meeting held in May 2017, which provided an opportunity for the public to comment and express any concerns that they may have had regarding the proposed changes.

Discussion

There are many changes being proposed in the new draft Zoning Bylaw, as outlined in the attached Table of Changes (Attachment 2). This report will not speak to all of the proposed changes, but staff are available to answer any questions about any of the changes. Below is an overview of what staff see as some of the more significant changes being proposed:

1. Floor Area – Changes are being proposed to how floor area is calculated, and will now include parking area above 60 m².
2. Highest Building Face, Average Grade Calculation, Height of Buildings and Structures – Changes to how building height is determined are being proposed in an effort to encourage designs that work with the land and discourage large building faces.
3. Retaining Walls – It is proposed to increase the distance required between sections and the introduction of a grade line in an effort to mitigate some of the visual impacts of retaining walls.
4. Landscaping and Screening Requirements – Requirements for landscaping and screening have been introduced to encourage the preservation of green space and to screening of some uses to limit impacts on neighbours.
5. Storage and Parking of Vehicles, Trailers, Boats, and other equipment – Regulation regarding parking has been proposed to address some community concerns and provide clarity.

Report/Recommendation to Council

Zoning Bylaw Update

July 6, 2017

6. Subdivision – A provision that the area of panhandle not be included in calculation of minimum lot size has been added to discourage panhandle lots and ensure that new lots protect the semi-rural feel of the community.
7. Secondary Suites – The ability to have a larger secondary suite in an accessory building on parcels larger than one acre has been added (increased from 100 m² to 120 m²).
8. RCH-1 Zone (Countryside) – Changes have been proposed to the zoning for Countryside to address scale of the development taking place there and to address concerns regarding storm water management. Changes made are:
 - Increased Interior Side Yard Setback to 2.2 m (from 1.2 m) for anything above the first storey;
 - Increased Exterior Side Yard Setback to 4 m from 3 m;
 - Increased Rear Yard Setback from to 2 m from 1.5 m;
 - Reduced FAR to 0.6 from 0.7; and
 - Restricted basements to area where proper storm water infrastructure is in place.See map below showing lots where basements will be permitted (shown in pink)



Report/Recommendation to Council

Zoning Bylaw Update

July 6, 2017

9. RCH-2 Zone (Anmore Green Estates) – Removed additional development capacity should the community sewage disposal field no longer be required to ensure consistency with the provisions for new development in the Official Community Plan.
10. RS-1 Zone – Increased maximum floor area permitted for accessory buildings from 100 m² to 150 m². Additionally, the ability to have two single family residences on parcels larger than 0.8 hectares (1.97684 acres) has been removed.

Considerable work and review has been undertaken to-date on the draft Zoning Bylaw. Staff invite Council to provide any additional comments or reference other issues to be considered as part of the draft prior to staff returning to Council with a finalized draft that is ready to begin the formal adoption process. At this time, staff is proposing to return to Council in September with a new Zoning Bylaw for Council to consider giving initial readings and to begin moving towards a public hearing process and bylaw adoption later in the fall of 2017.

Other Options

This is an information report so no other options provided.

Financial Implications

There are no financial implications to the options proposed.

Communications / Civic Engagement

The draft Zoning Bylaw has been extensively reviewed by the APC and members of the design/building community. Staff are seeking input from Council as to whether they feel it is necessary to provide the draft Zoning Bylaw for review by other Village committees.

Council Strategic Plan Objectives

The review of the Village of Anmore's regulatory bylaws was identified as a strategic initiative in Council Strategic Plan for 2015-2018, in particular the Zoning Bylaw Update was identified as key milestone. Completing the update will represent a step forward in improving the Village's regulatory regime.

Attachments:

1. Draft Zoning Bylaw.
2. Table of Changes Proposed in Draft Zoning Bylaw.

Report/Recommendation to Council

Zoning Bylaw Update

July 6, 2017

Prepared by:



Jason Smith

Manager of Development Services

TABLE OF CONTENTS

ZONING AMENDMENTS	1-1
PART 1 ENACTMENT	1-1
1.1 TITLE	1-1
1.2 PURPOSE	1-1
PART 2 DEFINITIONS	2-1
PART 3 INTERPRETATION	3-1
3.1 PERMITTED USES	3-1
3.2 MINIMUM PARCEL SIZE	3-1
3.3 MAXIMUM NUMBER AND SIZE	3-1
3.4 MAXIMUM HEIGHTS	3-1
3.5 MINIMUM SETBACKS FROM PROPERTY LINES	3-1
3.6 MAXIMUM PARCEL COVERAGE	3-1
3.7 MAXIMUM FLOOR AREA RATIO OR MAXIMUM FLOOR AREA	3-2
3.8 ZONING DISTRICT BOUNDARIES	3-2
3.9 STATUTES	3-2
PART 4 APPLICATION AND COMPLIANCE	4-1
4.1 APPLICATION	4-1
4.2 COMPLIANCE	4-1
PART 5 GENERAL REGULATIONS	5-1
5.1 SIZE, SHAPE AND SITING OF BUILDINGS & STRUCTURES	5-1
5.2 NUMBER OF BUILDINGS	5-1
5.3 ACCESSORY BUILDINGS AND STRUCTURES	5-1
5.4 HIGHEST BUILDING FACE ENVELOPE	5-1
5-2	
5.5 AVERAGE GRADE CALCULATION FOR BUILDING AND STRUCTURE HEIGHT	5-2
5.6 BUILDING AND STRUCTURE HEIGHT	5-4
5.7 HEIGHT EXEMPTIONS	5-4
5.8 SITING EXCEPTIONS	5-5
5.9 OBSTRUCTION OF VISION	5-5
5.10 ENTRY GATES FOR DRIVEWAYS	5-5
5.11 FENCES	5-6
5.12 RETAINING WALLS	5-6
5.13 SCREENING	5-7

5.14 LANDSCAPING.....	5-8
5.15 STORAGE OR PARKING OF VEHICLES, TRAILERS, BOATS AND EQUIPMENT	5-8
5.16 SIGNS.....	5-10
5.17 SWIMMING POOLS	5-11
5.18 SPORTS COURTS.....	5-11
5.19 RENEWABLE ENERGY	5-11
5.20 SETBACKS FROM WATERCOURSES.....	5-11
5.21 RIPARIAN AREAS PROTECTION	5-11
5.22 WATERSHED PROTECTION	5-12
PART 6 SPECIFIC USE REGULATIONS	6-1
6.1 USES PERMITTED IN ALL ZONES.....	6-1
6.2 USES PROHIBITED IN ALL ZONES	6-1
6.3 SECONDARY SUITE.....	6-1
6.4 ACCESSORY ONE-FAMILY RESIDENTIAL USE.....	6-1
6.5 HOME OCCUPATION USE.....	6-1
6.6 BED AND BREAKFAST.....	6-2
PART 7 REGULATIONS FOR THE SUBDIVISION OF LAND	7-4
7.1 REGULATION OF SUBDIVISION.....	7-4
7.2 MINIMUM PARCEL SIZE AND WIDTH	7-4
7.3 MINIMUM FRONTAGE	7-4
7.4 PARCELS EXEMPT FROM MINIMUM PARCEL SIZE REQUIREMENTS	7-4
7.5 UNDERSIZED PARCELS	7-5
7.6 PARCEL SHAPE	7-5
7.7 BARE LAND STRATA SUBDIVISION	7-5
7.8 SUBDIVISION FOR RELATIVE	7-5
PART 8 ZONING DISTRICT SCHEDULES	8-6
PART 9 ZONING DISTRICTS	9-7
9.1 RESIDENTIAL 1 – RS-1	9-7
9.2 COMPACT HOUSING 1 – RCH-1	9-9
9.3 COMPACT HOUSING 2 – RCH-2	9-11
9.4 COMMERCIAL 1 – C-1.....	9-13
9.5 CAMPGROUND COMMERCIAL – C-2.....	9-15
9.6 EQUESTRIAN COMMERCIAL – C-3.....	9-17
9.7 CIVIC INSTITUTIONAL – P-1	9-19
9.8 PARK – P-2	9-21
9.9 WATERSHED – W-1.....	9-22

9.10 INDUSTRIAL – I-1	9-23
9.11 COMPREHENSIVE DEVELOPMENT – CD.....	9-24
9.12 COMPREHENSIVE DEVELOPMENT 1 (MUECKEL) – CD-1	9-25
9.13 COMPREHENSIVE DEVELOPMENT 2 (KLUMPER) – CD-2	9-27
9.14 COMPREHENSIVE DEVELOPMENT 3 (HAYWOOD) – CD-3.....	9-29
9.15 COMPREHENSIVE DEVELOPMENT 4 (ANMORE WOODS) – CD-4	9-31
9.16 COMPREHENSIVE DEVELOPMENT 5 (ANMORE WOODS-PHASE 3) – CD-5.....	9-33
9.17 COMPREHENSIVE DEVELOPMENT 6 (BELLA TERRA) – CD-6.....	9-35
PART 10 SEVERABILITY AND ENFORCEMENT	10-1
10.1 SEVERABILITY OF BYLAW.....	10-1
10.2 VIOLATIONS	10-1
10.3 PENALTY.....	10-1
10.4 ENTRY.....	10-1
PART 11 REPEAL AND EFFECTIVE DATE.....	11-1
11.1 REPEAL OF PREVIOUS BYLAW.....	11-1

ZONING AMENDMENTS

This document contains a consolidation of the text of the Anmore Zoning Bylaw No. XXXX, 20XX and incorporates amendments pursuant to:

BYLAW NO	DATE	BYLAW NO	DATE	BYLAW NO	DATE

PART 1 ENACTMENT

1.1 TITLE

This Bylaw may be cited for all purposes as "Village of Anmore Zoning Bylaw No. XXX, XXXX"

1.2 PURPOSE

The principal purpose of this Bylaw is to regulate development in the municipality for the benefit of the community as a whole.

PART 2 DEFINITIONS

In this Bylaw:

A

Accessory building or structure	means a <i>building</i> or <i>structure</i> located on a <i>parcel</i> , the <i>use</i> of which is incidental and ancillary to the principal <i>permitted use</i> of the <i>land</i> , <i>buildings</i> or <i>structures</i> located on the same <i>parcel</i> .
Accessory use	means a <i>use</i> that is clearly incidental and ancillary to, the <i>principal use</i> of land, <i>buildings</i> or <i>structures</i> located on the same <i>parcel</i> .
Accessory one-family residential	means a <i>use</i> accessory to a <i>campground use</i> , a <i>civic</i> and <i>assembly use</i> , a <i>commercial use</i> , or a <i>manufactured home park use</i> , where a <i>building</i> is used for one <i>dwelling unit</i> for the accommodation of an owner, operator, manager or employee on the same <i>parcel</i> as that on which the <i>use</i> occurs.
Active floodplain	means an area of <i>land</i> that supports floodplain plant species and is: <ol style="list-style-type: none"> adjacent to a <i>watercourse</i> that may be subject to temporary, frequent or seasonal inundation, or within a boundary that is indicated by the visible <i>high water mark</i>.
Agriculture, urban	means growing or producing flowers, native and ornamental plants, edible berries, fruits, nuts and vegetables as well as the keeping of honey bees (<i>Apis mellifera</i>).
Approving Officer	means the <i>Approving Officer</i> pursuant to the <i>Land Title Act</i> and the <i>Strata Property Act</i> .
Assembly	means a <i>use</i> providing for the <i>assembly</i> of persons for religious, charitable, philanthropic, cultural, private recreational or private educational purposes; includes churches, places of worship, auditoriums, youth centres, social halls, group camps, private schools, kindergartens, play schools, day nurseries and <i>group daycares</i> .

B

Basement	means that portion of a <i>building</i> that is below the first storey.
Bed and breakfast	means an <i>accessory use</i> of a <i>dwelling unit</i> in which bedrooms are rented to paying customers on an overnight basis with no more than one meal served daily and before noon.

Boarding	means an <i>accessory use</i> of one or more sleeping units contained within a <i>dwelling unit</i> for the accommodation of no more than two persons not being members of the family occupying the <i>dwelling unit</i> .
Breezeway	means a structural connection between an <i>accessory building</i> or <i>structure</i> and a <i>principal building</i> . For the purposes of this Bylaw, a <i>breezeway</i> does not create a single <i>building</i> or <i>structure</i> out of the two <i>buildings</i> or <i>structures</i> it connects.
Building	means any <i>structure</i> and portion thereof, including affixed mechanical devices, that is used or intended to be used for the purpose of supporting or sheltering any <i>permitted use</i> or occupancy.

C

Campground	means a <i>use</i> providing designated sites for the temporary accommodation, not exceeding 30 consecutive days, of the travelling public in tents, camper vehicles or travel trailers; and may include personal service facilities to accommodate the needs of the occupants; but specifically excludes the retail sale of the trailers, campers and tents.
Civic institutional	means a <i>use</i> providing for public functions; includes municipal offices, <i>schools</i> , community centres, libraries, museums, parks, playgrounds, cemeteries, fire halls, and works yards.
Commercial	means a <i>use</i> providing for an occupation, employment or enterprise that is carried on for gain or monetary profit by any person.
Community garden	means the non-commercial <i>use</i> of <i>land</i> for the public growing of flowers, native and ornamental plants, edible berries, fruits and vegetables.
Council	means the <i>Council</i> of the <i>Village</i> of Anmore.

D

Daycare, family	means the <i>use</i> of a <i>dwelling unit</i> for the care of not more than seven (7) children, licensed under the <i>Community Care and Assisted Living Act</i> .
Daycare, group	means a <i>use</i> or facility providing for the care of more than seven (7) children in a group setting, licensed under the <i>Community Care and Assisted Living Act</i> , and includes a nursery school and pre-school.
Derelict vehicle	means a car, truck or similar vehicle that has not been licensed for a period of one (1) year and is not enclosed within a <i>structure</i> or <i>building</i> .
Development	means a change in the <i>use</i> of any <i>land</i> , <i>building</i> or <i>structure</i> and shall include the carrying out of any <i>building</i> , engineering, construction or other operation in, on, over or under <i>land</i> or water, or the construction, addition or alteration of any <i>building</i> or <i>structure</i> .
Dwelling unit	means one or a set of habitable rooms used or intended to be used for the <i>residential</i> accommodation of one family and containing only one set of cooking facilities.

E

Equestrian	means the <i>commercial</i> accommodation of horses for the purpose of <i>boarding</i> , training, breeding, riding lessons, community riding functions, rental to the general public, and other such functions associated with the operation of a horse stable or riding academy including an administrative office, customers' lounge, waiting area and restrooms.
------------	--

F

Family	means: <ol style="list-style-type: none"> one person alone, or two or more persons related by blood, marriage, adoption, common law or foster parenthood sharing one <i>dwelling unit</i>; or not more than three unrelated persons sharing one <i>dwelling unit</i>.
Fence	means a type of <i>screening</i> consisting of a <i>structure</i> that is used to form a boundary or enclose an area, but excludes hedges, trees and other types of natural vegetation.
Floor area or gross floor area	means the total of the gross horizontal area of each floor of a <i>building</i> as measured from the outermost perimeter wall of the <i>building</i> and includes <i>below grade floor area</i> . The area of a <i>garage</i> will be included in the calculation of <i>floor area</i> , except for up to 60 m ² of <i>garage</i> located within <i>principal building</i> or <i>accessory building</i> that does not contain a <i>secondary suite</i> .
Floor area, below grade, where specified by this bylaw	means that portion of the <i>floor area</i> of the <i>basement</i> that is situated below the average <i>finished grade</i> , the amount to be determined by the application of the following formula: $\frac{\text{Distance from } \textit{basement} \text{ floor to average } \textit{finished grade}}{\text{Distance from } \textit{basement} \text{ floor to floor level of story above of } \textit{basement}} \times \text{Gross floor area}$
Floor area ratio	means the figure obtained when the <i>floor area</i> of all <i>buildings</i> on a <i>parcel</i> is divided by the area of the <i>parcel</i> .
Forestry and lumbering	means a <i>use</i> providing for the extraction of primary forest resources on a <i>parcel</i> , and in addition, includes only the preliminary grading and/or cutting of such material for shipment and for consumption on the same <i>parcel</i> but specifically excludes all manufacturing and retail sales of products and any processing not specifically included in this definition.

G

Garage	means an <i>accessory building</i> or that portion of a <i>principal building</i> , which is used for the parking of one or more motor vehicles and is totally enclosed with a roof, walls, and one or more doors.
Grade, average	is measured around the perimeter of the building or structure at or directly above or below the outermost projection of the exterior walls or the posts of carports (see section 5.5).
Grade, finished	means the final ground surface after development, excluding: (a) minor planters less than 1.2 metres in width measured out from the wall, or local mounding of soil, and (b) window wells with a clear width measured out from the wall of less than 0.8 metre to a maximum of 3 metres in cumulative length along each building face
Grade, natural	means the elevation of the ground surface existing prior to any disturbance, alteration, excavation or filling, as determined by a registered British Columbia Land Surveyor, but excludes localized depressions in all cases.
Grade Line	in reference to retaining walls and grade buildup, means a line above which retaining walls and finished grade are restricted (see section 5.12).
Grocery retailing	means a <i>use</i> providing for the retail sale of foodstuffs, including groceries, meats, confections, and factory prepared snacks.

Gross density means the number that is determined by dividing the total number of *parcels of land* created by *subdivision* by the area of the *parcel* that is being subdivided.

H

Height, for the purpose of a building or structure, means the vertical height of a *building or structure* (see section 5.6).

Height, for the purposes of measuring wall height, screening or fences, means the vertical distance measured from *finished grade* to the highest point of the vertical wall component.

Highest building face means of the four *building* elevations (front, rear, left or right side) the one which has the building's lowest average *natural grade* or *finished grade* along that face

Highest building face envelope means a three dimensional envelope, within which the entire *building* must be situated (see section 5.4).

High water mark means the visible *high water mark* of a stream or where the presence and action of the water are so common and usual, and so long continued in all ordinary years, as to mark on the soil of the bed of the stream or character distinct from that of its banks, in vegetation, as well as in the nature of the soil itself, and includes the *active floodplain*.

Highway includes a public street, *road*, path, lane, walkway, trail, bridge, viaduct, thoroughfare and any other way, but specifically excludes private rights of way on private property.

Home occupation means an occupation or profession carried on by an occupant of the *dwelling unit* for consideration which is clearly incidental and subordinate to the use of the *parcel* for *residential* purposes, shall be subject to the provisions of Section 6.5, and includes a *family daycare* facility.

Horticulture means the *use of land* for growing grass, flowers, ornamental shrubs and trees.

Hydro industrial means *industrial* activities that are specifically associated with the generation of hydroelectric power at B.C. Hydro's power plant and pumphouse facilities on Buntzen Lake.

I

Industrial means a *use* by a public authority for the intended benefit of the public.

J

Junk yard means any *building or land* used for the wrecking, salvaging, dismantling or disassembly of vehicles, vehicle parts, vehicle frames or vehicle bodies.

L

Land means real property without improvements, has the same meaning as in the *Assessment Act*, and includes the surface of water.

Landscaping means any combination of trees, bushes, shrubs, plants, flowers, lawns, bark mulch, decorative boulders, planters, foundations, sculptures, decorative fences and the like,

arranged and/or maintained to change, modify, or enhance the appearance of a *parcel*. The terms *landscape* and *landscaped* have a corresponding meaning to *landscaping*.

Lane	means a highway more than 3.0 metres but less than 10 metres in width, intended to provide secondary access to <i>parcels</i> of <i>land</i> .
Loading space	means a space for the loading or unloading of a vehicle, either outside or inside a <i>building</i> or <i>structure</i> , but specifically excludes manoeuvring aisles and other areas providing access to the space.
Lot	means the same as <i>parcel</i> .

M

m	means the metric measurement distance of a metre.
m ²	means square metres.
Manufactured home	means: <ol style="list-style-type: none"> a <i>one-family dwelling</i> constructed in a factory to CSA A277 standards, transported to a <i>parcel</i> and placed on a permanent foundation complying with the B.C. Building Code, or a manufactured dwelling unit constructed to CSA Z240 standards, transported on its own chassis and placed on a temporary foundation, and complies with the Manufactured Home Standards Regulations of the <i>Manufactured Home Act</i>, and does not include a <i>recreational vehicle</i> .
Manufactured home park	means <i>land</i> used or occupied by any person for the purposes of providing spaces for the accommodation of two or more manufactured homes and for imposing a charge or rental for the use of such space, and other uses associated with the accommodation of manufactured homes including recreational areas, identification signs, common storage areas for the storage of recreational vehicles, boats and other property of residents, and <i>buildings</i> or <i>structures</i> ancillary to the above as permitted and/or required by the <i>Village of Anmore Manufactured Home Park By-Law</i> .
Marijuana	means all parts of the genus cannabis whether growing or not and the seed or clone of such plants.
Marijuana dispensary	means a business or service which is used for dispensing, selling, or distributing <i>marijuana</i> , and is not licensed or regulated by applicable federal or provincial law pertaining to <i>medical marijuana</i> .
Medical marijuana	means <i>marijuana</i> that is possessed, produced, grown, cultivated from seed or clone to a plant for harvest, stored, packaged, or warehoused, or any combination of these things, pursuant to authorization under applicable federal or provincial law.
Medical marijuana production	means the <i>use</i> of <i>land</i> , <i>buildings</i> or <i>structures</i> , licenced under federal regulations, for the growing, drying, packaging, storage, distribution, and/or sale, of <i>medical marijuana</i> .
Medical Marijuana	means the <i>use</i> of <i>land</i> , <i>buildings</i> or <i>structures</i> for the systematic research, testing, data collection and manipulation, or technical or scientific development of <i>medical marijuana</i> , and may include a research laboratory, but does not include <i>medical marijuana production</i> .

Research and
Development

Municipality means the *Village* of Anmore.

N

n/a means not applicable to this category.

Natural boundary means the visible *high water mark* on any *watercourse* where the presence and action of the water are so common and usual, and so long continued in all ordinary years, as to mark upon the soil of the bed of the *watercourse* a character distinct from that of the banks thereof, in respect to vegetation as well as in respect to the nature of the soil itself, and in cases where there is no visible high water mark shall mean the average *high water mark*.

Net density means the calculation that is determined by dividing the size of the *parcel* proposed to be subdivided exclusive of the area used or intended for roads by the number of proposed *parcels* to be created.

New means subsequent to the adoption of this bylaw.

O

Off-street parking means the *use* of *land* for the parking of vehicles other than on a *highway* including the *parking spaces* and the maneuvering aisle.

Office means the occupancy or use of a *building* for the purpose of carrying out business or professional activities, but specifically excludes retail trade and personal service use.

One-family dwelling means a *building* which is used for only one *dwelling unit*, but may contain a *secondary suite*.

Open space amenity means that portion of a *parcel* that is prohibited from future *development* and maintained as open space for such purposes as recreation, tree retention, stream or wetland preservation, or the protection of other unique and/or significant environmental values, with such land being subject to additional restrictive covenants, or site specific comprehensive development zoning, to be determined by the *Village* on a case by case basis.

Outdoor storage area means an area outside a *building* that is used for the storage of garbage containers, maintenance materials and equipment, and similar activities.

P

Panhandle parcel means any *parcel*, the *building* area of which is serviced and gains street frontage through the use of a relatively narrow strip of *land* which is an integral part of the *parcel*, called "the access strip".

Parcel means any *lot*, block, or other area in which *land* is held or into which it is subdivided, but does not include a *highway*.

Parcel coverage means the total horizontal area at *grade* of all *buildings* or parts thereof, as measured from the outermost perimeter of all *buildings* on the *parcel*, and expressed as a percentage of the total area of the *parcel*.

Parcel depth means the distance between the *front parcel line* and the most distant part of the *rear parcel line* of a *parcel*.

Parcel line, exterior side	means the <i>parcel line</i> or lines not being the <i>front</i> or <i>rear parcel line</i> , common to the <i>parcel</i> and a <i>highway</i> .
Parcel line, front	means the <i>parcel line</i> common to the <i>parcel</i> and an abutting street. Where there is more than one <i>parcel line</i> abutting a street, the shortest of these lines shall be considered the front. In the case of a <i>panhandle parcel</i> , the <i>front parcel line</i> , for the purpose of determining <i>setback</i> requirements, is at the point where the access strip ends and the <i>parcel</i> widens.
Parcel line, interior side	means a <i>parcel line</i> not being a <i>rear parcel line</i> , common to more than one <i>parcel</i> or to the <i>parcel</i> and a <i>lane</i> .
parcel line, rear	means the <i>parcel line</i> opposite to and most distant from the <i>front parcel line</i> or where the rear portion of the <i>parcel</i> is bounded by intersecting side <i>parcel lines</i> , it shall be the point of such intersection.
Parcel size	means the total horizontal area within the boundaries of a <i>parcel</i> .
Parcel width	means the mean distance between <i>side parcel lines</i> , excluding access strips of <i>panhandle parcels</i> (see section 7.2).
Parent parcel	means the original <i>parcel</i> of <i>land</i> that was or is proposed to be the subject of a plan of <i>subdivision</i> .
Park	means public <i>land</i> used or intended for outdoor recreation purposes, and includes an archaeological, historical or natural site.
Parking area	means a portion of a <i>parcel</i> that is used to accommodate off-street parking.
Parking space	means the space for the parking of one vehicle either outside or inside a <i>building</i> or <i>structure</i> , but excludes maneuvering aisles and other areas providing access to the space, and must be not less than 5.5 metres in length and not less than 2.5 metres in width.
Parking use	means providing <i>parking spaces</i> for the temporary parking of vehicles where such use is the <i>principal use</i> of the <i>parcel</i> or <i>building</i> .
Patio, sunken	means a surfaced, open space of land below <i>grade</i> adjacent to a <i>dwelling unit</i> which is used as an extension to the interior of the home for private or semi-private entertainment or leisure activities.
Permitted use	means the permissible purpose for which <i>land</i> , <i>buildings</i> or <i>structures</i> may be used.
Premises	means the <i>buildings</i> and <i>structures</i> located on a <i>parcel</i> of <i>land</i> .
Principal building or structure	means the <i>building</i> or <i>structure</i> for the <i>principal use</i> of the <i>parcel</i> as listed under the <i>permitted uses</i> of the applicable zone.
Principal use	means the primary <i>use</i> of <i>land</i> , <i>buildings</i> or <i>structures</i> on the <i>parcel</i> .
Property line	Property line means <i>parcel line</i> .
Public service	means a use providing for the essential servicing of the <i>Village</i> of Anmore with water, sewer, electrical, telephone and similar services where such <i>use</i> is established by the <i>Village</i> , by another governmental body or by a person or company regulated by and operating under Federal and Provincial utility legislation, and includes broadcast transmission facilities.

R

Recreational vehicle	means a vehicle that is designed to provide temporary living accommodation for travel, vacation or recreational <i>use</i> , and may be self propelled, towed, or transported and may include, but not be limited to, motor homes, campers, travel trailers, tent trailers, but does not include a <i>manufactured home</i> .
Remainder parcel	means the <i>parcel</i> of <i>land</i> that is the residual portion of a larger <i>parent parcel</i> of <i>land</i> that has or is proposed to be subdivided, and has the potential of being further subdivided into two or more <i>parcels</i> in accordance with the minimum <i>parcel</i> size requirements of the applicable <i>zone</i> .
Residential	means a use providing for the accommodation and home life of a person or persons, and domestic activities customarily associated with home life including gardening, recreation, storage and the keeping of animals as household pets when such animals are normally kept within a <i>dwelling unit</i> and when such animals are not kept for financial gain.
Retaining wall	means a <i>structure</i> erected to hold back or support a bank of earth.
Road	means the same as <i>highway</i> .
S	
Screening	means a continuous <i>fence</i> , wall, compact evergreen hedge or combination thereof, supplemented with landscape planting.
School	means a <i>school</i> as defined by the <i>School Act</i>
Secondary suite	means a separate <i>dwelling unit</i> which is completely contained within a <i>principal</i> or <i>accessory building</i> containing bathroom, sleeping and living areas, and cooking facilities and areas, is of a size that is clearly incidental to the size of the principal <i>dwelling unit</i> , and shall comply with the requirements of Section 6.3 of this Bylaw.
Setback	means the minimum permitted horizontal distance measured from the respective <i>parcel line</i> , <i>natural boundary</i> or <i>top-of-bank</i> to the nearest portion of a <i>building</i> or <i>structure</i> .
Solar energy device	means a device designed to collect, store and distribute solar energy.
SPEA	means Streamside Protection and Enhancement Area as designated by a Qualified Environmental Professional, pursuant to the provincial <i>Riparian Areas Regulation B.C. Reg. 376/2005 (RAR)</i> assessment methodology and/or a <i>Village</i> of Anmore Watercourse Development Permit pursuant to this Bylaw.
Strata parcel	means a <i>strata parcel</i> as defined by the <i>Strata Property Act</i> .
Structure	means anything constructed or erected, the <i>use</i> of which requires its permanent location on the ground, or its attachment to something having a permanent location on the ground, and excludes an in-ground sewage disposal tile field.
Subdivision	means the division of <i>land</i> into two (2) or more <i>parcels</i> , or the consolidation of two or more <i>parcels</i> into one, whether by plan, apt description, words, or otherwise.
Sustainable building technologies	means structural or technological elements designed to decrease the carbon footprint of a <i>building</i> or <i>structure</i> . Such features shall include <i>solar energy devices</i> , roof mounted micro wind turbines, infrastructure needed to access and maintain a green roof and the like.
Swimming pool	means any <i>structure</i> or construction, intended primarily for recreation that is, or is capable of being, filled with water to a depth of 0.45 m or more. For the purpose of this definition, a hot tub shall not be considered a <i>swimming pool</i> .

T

Top-of-bank	means : <ol style="list-style-type: none"> the point closest to the boundary of the <i>active floodplain</i> of a stream where a break in the slope of the land occurs such that the <i>grade</i> beyond the break is flatter than 3:1 at any point for a minimum distance of 15 metres measured perpendicularly from the break, and for a floodplain area not contained in a ravine, the edge of the <i>active floodplain</i> of a stream where the slope of the <i>land</i> beyond the edge is flatter than 3:1 at any point for a minimum distance of 15 metres measured perpendicularly from the edge.
-------------	--

Two-family dwelling	means a single building which is used only for two (2) <i>dwelling units</i> , the two (2) <i>dwelling units</i> to be situated side by side sharing a common wall for a minimum of 10 metres.
---------------------	--

U

Use	means the purpose for which any <i>parcel, land, site, surface of water, building or structure</i> is designed, arranged or intended, or for which it is occupied or maintained.
-----	--

V

Village	means the <i>Village</i> of Anmore.
---------	-------------------------------------

W

Watercourse	means any natural or man-made depression with well defined banks and a bed of 0.6 metres or more below the surrounding land serving to give direction to or containing a current of water at least six (6) months of the year and includes the sea or any lake, river, stream, creek, spring, ravine, swamp, gulch, surface source of water supply or source of groundwater supply, whether enclosed or in a conduit.
Water resource	means a <i>use</i> providing for the generation of hydro-electric power and for the extraction, compounding, pumping, filtering and treatment of water for bulk shipment or distribution.

Y

Yard, front	means that portion of a <i>parcel</i> between the <i>front parcel line</i> and a line extending along the front face of a <i>principal building</i> to the <i>side parcel lines</i> .
Yard, rear	means that portion of a <i>parcel</i> , between the <i>rear parcel line</i> and a line extending along the rear face of a <i>principal building</i> to the <i>side parcel lines</i> .
Yard, side	means that portion of a <i>parcel</i> extending from the <i>front yard</i> to the <i>rear yard</i> , between the <i>side parcel line</i> and a line extending along the side face of a <i>principal building</i> .

Z

Zone	means a zoning district established by the Bylaw.
------	---

PART 3 INTERPRETATION

3.1 PERMITTED USES

The list of *uses* under the heading "*Permitted Uses*" in each of the zoning districts set out in this Part 9 shall be interpreted to mean the *uses* listed in that particular zoning district and no others shall be permitted.

3.2 MINIMUM PARCEL SIZE

Any *parcel* created by *subdivision* shall be equal to or greater than the "Minimum *Parcel Size*" specified for the *zone* in which it is located in accordance with Schedule X Zoning Map, whether under the *Land Title Act* or the *Strata Property Act*, unless expressly provided for in this Bylaw.

3.3 MAXIMUM NUMBER AND SIZE

Where a "*Buildings and Structures*" and a "Maximum Number" and "Size of *Buildings and Structures*" regulation applies in a zoning district, such regulation shall be interpreted as meaning that a *parcel* which is designated on the Zoning Map of the *Village* of Anmore as being regulated by that schedule shall not be occupied by:

- (1) a greater number of *dwelling units* than the number specified, and
- (2) a *building* or *structure* that exceeds the amount of *floor area* that is specified.

3.4 MAXIMUM HEIGHTS

The specification of measurements for *buildings, structures* or *accessory buildings* under the general heading of "Maximum *Heights*" in a zoning district schedule shall be interpreted as meaning the greatest *height*, as *height* is defined in this Bylaw, to which a *building, structure* or *accessory building* may be constructed on a *parcel* which is designated on the Zoning Map as being regulated by that schedule.

3.5 MINIMUM SETBACKS FROM PROPERTY LINES

- (1) If this bylaw specifies a distance under the column heading "*Front Parcel Line Setback*", "*Rear Parcel Line Setback*", "*Interior Side Parcel line Setback*", or "*Exterior Side Parcel Line Setback*" in the "Minimum *Building Setbacks*" section of a zoning district schedule table, no portion of a *building* or *structure* may be constructed within the specified distance of the *front, rear, interior side* or *exterior side parcel line*, unless expressly provided for in this Bylaw.
- (2) Where a *permitted land use* or *structure* is specifically referenced with a following measurement, it shall be interpreted as meaning that the minimum *setback* from a *property line* for that *permitted land use* or *structure* shall be the measurement specified.

3.6 MAXIMUM PARCEL COVERAGE

Where a zoning district schedule includes a regulation entitled "Maximum *Parcel Coverage*", such regulation shall be interpreted as meaning that a *parcel* which is designated on the Zoning Map as being regulated by that schedule may not have a *parcel* coverage, as defined in this Bylaw, which exceeds the percentage specified.

3.7 MAXIMUM FLOOR AREA RATIO OR MAXIMUM FLOOR AREA

Where a zoning district schedule includes a regulation entitled "Maximum *Floor Area Ratio*" or "Maximum *Floor Area*", it shall be interpreted to mean that a *parcel* in an area designated as being regulated by that zoning schedule may not have *buildings* erected on that *parcel* that exceed the maximum *floor area* or *floor area ratio*, as defined in this Bylaw.

3.8 ZONING DISTRICT BOUNDARIES

- (1) Where a *zone* boundary is designated as following a *highway* or a *watercourse*, the centreline of the *highway* or the *natural boundary* of the *watercourse* shall be the *zone* boundary.
- (2) Where a *zone* boundary does not follow a legally defined line, and where distances are not specifically indicated, the location of the boundary shall be determined by scaling from the Zoning Map by a surveyor.
- (3) Where a *parcel* is divided by a *zone* boundary, the areas created by such division shall be deemed to be separate *parcels* for the purpose of determining the requirements of each zoning district.

3.9 STATUTES

A reference to a statute refers to a statute of the Province of British Columbia unless otherwise indicated and a reference to any statute, regulation, code or bylaw refers to that enactment as it may be amended or replaced from time to time.

PART 4 APPLICATION AND COMPLIANCE

4.1 APPLICATION

No *land*, water surface, *building* or *structure* shall be used or occupied, and no *building* or *structure* or part thereof shall be erected, moved, altered or enlarged, unless in conformity with this Bylaw, except as otherwise provided for in this Bylaw or in the *Local Government Act*.

4.2 COMPLIANCE

Subject to the provisions of the *Local Government Act* respecting non-conforming uses, no *building*, *structure* or *land*, including the surface of water, shall be used or occupied, and no *building* or *structure* or part thereof shall be erected, constructed, reconstructed, moved or structurally altered except in conformity with this Bylaw.

PART 5 GENERAL REGULATIONS

5.1 SIZE, SHAPE AND SITING OF BUILDINGS & STRUCTURES

- (1) No *building* or *structure* shall be constructed, reconstructed, sited, altered, or extended so as to cause any existing *building* or *structure* on the same *parcel* to violate the provisions of this Bylaw.
- (2) The *interior parcel line setbacks* of this Bylaw shall not apply to adjoining *strata parcels* under a deposited plan pursuant to the *Strata Property Act* where there is a common wall shared by two or more units within a *building*.

5.2 NUMBER OF BUILDINGS

- (1) No more than 1 *principal building* and 2 *accessory buildings* may be sited on one *parcel*, except as otherwise provided for in this Bylaw.
 - a) Notwithstanding Subsection 5.2 (1), where the *parcel* size is greater than 0.8 ha, the number of *principal buildings* sited on the *parcel* may be increased to 2.

5.3 ACCESSORY BUILDINGS AND STRUCTURES

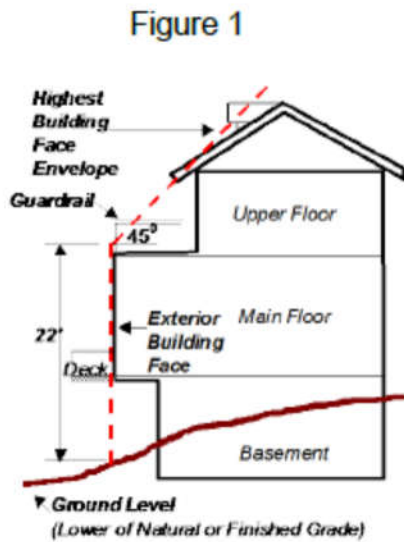
- (1) *Buildings* and *structures* containing an *accessory use* are permitted in each *zone*, unless otherwise provided for in this Bylaw, provided that:
 - a) the *principal use* is being carried out on the *parcel*, or;
 - b) a *building* for the purpose of the *principal use* has been constructed on the *parcel*, or;
 - c) a *building* for the purpose of the *principal use* is in the process of being constructed on the *parcel*.
- (2) An *accessory building* or *structure* shall not contain a *dwelling unit*, except as expressly provided for in this Bylaw.

5.4 HIGHEST BUILDING FACE ENVELOPE

- (1) Highest building face envelope is created by drawing a series of vertical lines at all points along the exterior face of a building, up to the height specified in the zone from ground level then inward over the building at right angles to the plane of the building face at an angle of 45°.
- (2) For purposes of this regulation, ground level:
 - (a) is measured from the outermost extent of the enclosed portion of the building projected to the finished grade.
 - (b) in front of a garage door, is interpreted as a line joining the ground level at each side of the garage door;
 - (c) is based off of finished grade.
- (3) One third of the length of the building need not comply with this requirement.
- (4) All other portions of the building must be within the highest building face envelope, except:
 - (a) decks, eaves, projecting decorative features not enclosing the interior of the building,
 - (b) the pitched roof portion of either gable ends or dormers; and
 - (c) for pitched roof portions:
 - (i) the area above the intersection of the ceiling joist and the exterior wall which encloses a non-habitable attic; and

(ii) the area above the intersection of the vaulted roof joist and the exterior wall.

(5) Highest building face envelope is shown in Figure 1.



5.5 AVERAGE GRADE CALCULATION FOR BUILDING AND STRUCTURE HEIGHT

- (1) Average grade (natural and finished) is measured around the perimeter of:
 - a. A building at or directly above the outermost projections of the exterior walls and includes the dimensions around the posts of an attached carport. A deck attached to a building is not considered in determining the perimeter.
 - b. A structure that is not defined as a building.
- (2) The lower of average natural grade or average finished grade, each calculated separately, will be used in building height and floor area ratio calculations.
- (3) To calculate the average finished grade and natural grade for the building:
 - a. calculate the average grade elevation for each wall section having a constant grade along the finished and natural wall section by dividing the grade elevation at each end by 2 $[(\text{grade 'x'} + \text{grade 'y')} \div 2 = \text{average}]$, then multiply this average grade elevation by the length of that wall section;
 - b. add the resulting numbers for each section of wall;
 - c. divide this total number by the total perimeter wall length of the building.

This will be the average grade, natural or finished.
- (4) Additional calculation points and sections are required along a wall if there is a significant change in elevation or grade slope along that length of the wall (for example, if it is level along half the wall and then drops significantly over the second half, there would be two average grade elevations on that section of wall).
- (5)) Where the undisturbed ground level of natural grade cannot be ascertained because of existing landscaping, buildings or structures, and appears to have been significantly altered, the level of natural grade shall be determined by the District Building Inspector, who may rely on the

professional opinion of a British Columbia Land Surveyor on the determination of natural grade at the cost of the property owner.

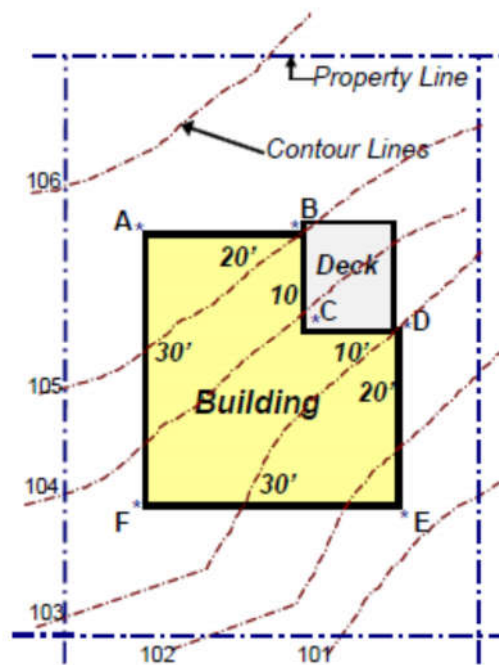
- (6) An example of calculating average grade is shown below (see Figure 1).

Example:

Wall Section Average Grade	X	Length	= Y
A-B $106.5 + 105.0 \div 2$	X	6 m	= 634.50
B-C $105.0 + 104.0 \div 2$	X	3 m	= 313.50
C-D $104.0 + 103.0 \div 2$	X	3 m	= 310.50
D-E $103.0 + 101.5 \div 2$	X	6 m	= 613.50
E-F $105.5 + 104.0 \div 2$	X	9 m	= 942.75
F-A $104.0 + 106.5 \div 2$	X	9 m	= 947.25
Totals:		36 m	= 3744

Total Y \div Total perimeter length = Average grade
 $3744 \div 36\text{m} = 104 \text{ m}$

Figure 1



5.6 BUILDING AND STRUCTURE HEIGHT

- (1) Height is measured from the average natural grade.
- (2) Height is measured up to:
 - a. the highest point of a building with a flat roof (for example, the top of the highest of the roof finish, parapet, or roof deck railing) (see Figure 1);
 - b. the midpoint between the highest point of a building with a pitched roof and a point 2.4 metres above the floor immediately below (see Figure 2); or
 - c. the highest point of all other structures.

Figure 1

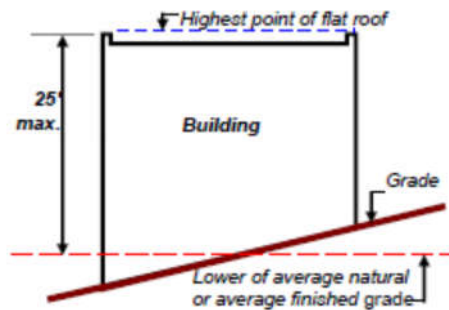
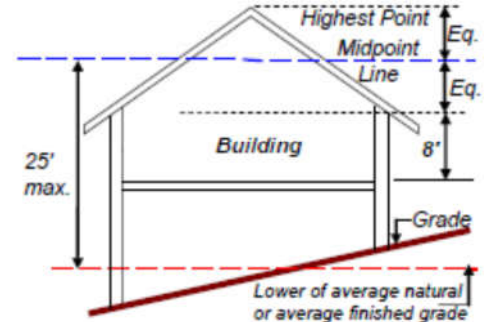


Figure 2



- (3) Where a roof is composed of a combination of pitched and flat elements, height is measured to the higher of:
 - a. the highest point of the flat roof, or
 - b. the midpoint of a pitched roof as described above using the “projected” peak of the pitched roof as the highest point.
- (4) A roof having a slope of less than 2 in 12 is considered to be a flat roof for purposes of this section.
- (5) In calculating height, mechanical equipment and enclosures, and skylights over 0.6 metre in height, shall be included. Skylights less than 0.6 metre in height shall only be exempted, if they are less than 3 metres in horizontal length. Chimneys less than 1.8 metres in horizontal length and vent pipes shall not be included.

5.7 HEIGHT EXEMPTIONS

- (1) The following types of *buildings, structures* or structural parts shall not be subject to the *height* requirements of this Bylaw:
 - a) Church spires; belfries; steeples; monuments; fire and hose towers; transmission towers; chimneys less than 1.8 metres in horizontal length; flag poles; telecommunication antennae; aerials; *sustainable building technologies*; and structures required for a *public service use*.
- (2) Notwithstanding Subsection 5.7(1), no *building* or *structure* listed in Subsection 5.7(1)(a) and located within a *residential zone* shall exceed twice the maximum allowable *height* permitted by the *zone*; the *height* of the *building* or *structure* provided that such *buildings* or *structures* do not cover more than 20

percent of the *parcel area* or more than 10 percent of the roof area if located on a *building or structure*, except in the case of *solar energy devices* which shall have no roof coverage limit.

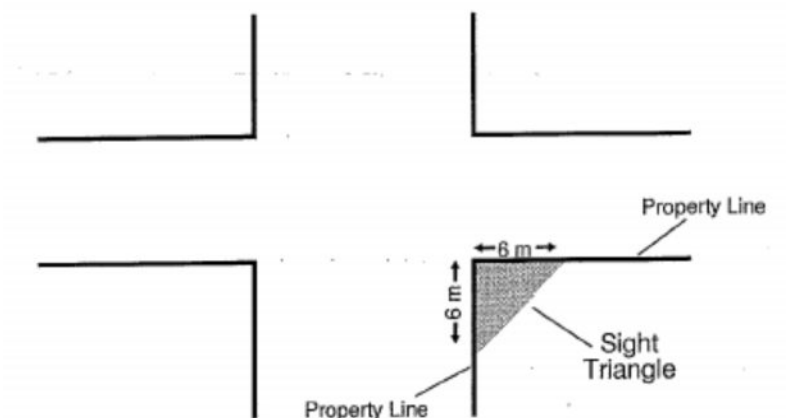
- (3) Notwithstanding Subsection 5.7(1), no structure listed in Subsection 5.7(1)(a) and located within a *residential zone* shall cover more than 20 percent of the *parcel area* or more than 10 percent of the roof area if located on a *building or structure*, except in the case of *solar energy devices* which shall have no roof coverage limit.

5.8 SITING EXCEPTIONS

- (1) Where chimneys, cornices, headers, gutters, pilasters, sills, bay windows or ornamental features project beyond the face of a *building*, the distance of the projection toward an abutting *parcel line* shall be no more than 1.22 metres, unless expressly provided for in this Bylaw.
- (2) Where steps, eaves, sunlight control projections, canopies, balconies, or porches project beyond the face of a *building*, the distance of the projection towards an abutting *parcel line* shall be no more than 1.22 metres, unless expressly provided for in this Bylaw.

5.9 OBSTRUCTION OF VISION

On a corner *parcel* in any *zone* there shall be no obstruction to the line of vision between the *heights* of 1.0 m and 3.0 m above the established *grade* of a *highway* (excluding a *lane*) or an access route within a strata title *subdivision* within the sight triangle, being a triangular area formed by extending a 6.0 m boundary along the *parcel lines* from the point of the exterior corner intersection of the *parcel lines* and a line connecting these two points as illustrated below:



5.10 ENTRY GATES FOR DRIVEWAYS

Private vehicle entry gates are permitted on any *parcel* in *residential zones* provided that the following conditions are satisfied to address road safety and provide access to emergency services:

- (1) The gate is *setback* from the *property line* a minimum distance of 6 m to ensure that vehicles do not obstruct public rights of way;
- (2) the gate has battery backup, if the gate is lockable and electronic;
- (3) electronic gate lock codes are provided to the *Village* of Anmore and the City of Surrey Fire Department Dispatch, if the gate is lockable and electronic; and

- (4) manual gate keys are provided for in an unobstructed and accessible coded lockbox, the location of which is provided to the *Village of Anmore* and the *City of Surrey Fire Department Dispatch*, if the gate has a keyed lock.

5.11 FENCES

- (1) *Fences* shall not exceed a *height* of 1.2 metres in the front *yard* or a *height* of 1.8 metres in the *rear* or *side yards*;
- (2) Where a *fence*, wall or similar *structure* is located on top of a *retaining wall*, the *height* of the *fence* shall include the *height* of the *retaining wall*, except that where their combined *height* exceeds 1.8 metres, the *fence*, wall or similar *structure* by itself may have a *height* of not more than 1.0 metre.
- (3) Barbed wire and razor wire *fences* are prohibited in all *zones* except when expressly provided for in this Bylaw, or for an *industrial, civic institutional, or commercial use*.

5.12 RETAINING WALLS

- (1) The following shall not exceed the elevation of the grade line described below:
 - a. creation of grade above the natural grade whether by retaining walls or otherwise;
 - b. any retaining wall used in the creation of finished grade, including stacked rock walls; or
 - c. garden walls not used for retaining purposes.
- (2) The retaining wall *grade line* is drawn vertically from natural grade, or finished grade where grade has been altered as a result of the construction of a public road, at any and all points on the parcel lines, then inward over the parcel, perpendicular to such parcel lines, in accordance with the following:
 - a. a front parcel line or exterior parcel line - up 1.2 metres and then in towards the property at a 75% slope (See Figure 1).
 - b. all other parcel lines - up 1.2 metres and then in towards the property at a 100% slope (See Figure 2).

Figure 1

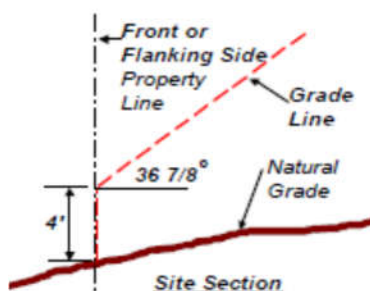
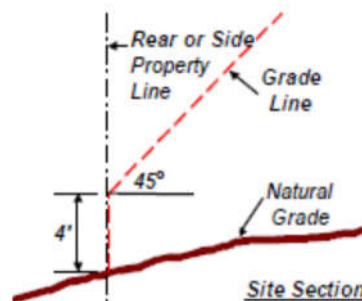


Figure 2



- (3) A *retaining wall* or berm shall not exceed a *height* of 1.8 metres;

- (4) Notwithstanding 5.12(3), a *retaining wall* or berm may exceed a *height* of 1.8 metres in cases where the *retaining wall* or berm consists of more than one vertical component in which case each vertical component shall:
 - a) not exceed a *height* of 1.8 metres; and
 - b) shall be separated from each other by a horizontal component of not less than 1.2 metres wide; and
 - c) in no case shall the entire *retaining wall* or berm exceed a *height* of more than 3.6 metres, unless vertical component is separated by a horizontal component of not less than 3.6 metres.
- (5) In cases where a *fence* is used in combination with a *retaining wall* or berm, the entire *structure* shall not exceed a *height* of 3.6 metres, with the *fence* being offset by not less than 1.2 metres.
- (6) A *landscape screen* is required for *retaining walls* as per Section 5.13 of this Bylaw.

5.13 SCREENING

- (1) Where a *parcel* is developed for a *commercial, industrial, civic institutional or comprehensive development use*, and where such a *parcel* shares a *parcel line(s)* with a *parcel* that is within a *residential zone*, the owner of the *non-residential or more intensive use parcel* shall provide a *fence or landscape screening* along such *property line(s)* of not less than and not more than 1.83 metres (6 feet) in *height*, except where the *screening* consists of plant material in which case there shall be no maximum *height*;
- (2) Notwithstanding Subsection 5.13 (1), a *fence or landscape screening* will not be required along the shared *parcel line* in cases where:
 - a) a *building* is built on the *parcel line*; or
 - b) a *residential use* is developed on a *parcel* that is zoned *commercial, industrial, or civic institutional* at the time of adoption of this Bylaw.
- (3) Where a *parcel* is developed for a *commercial, industrial, or civic institutional use* and where such a *parcel* is separated by a lane from a *parcel* that is:
 - a) within a *residential zone*; or
 - b) occupied with a *one-family dwelling*;

the owner of the non-residential *parcel* shall provide a *fence or landscape screening* along the entire *parcel line* abutting the *lane* of not less than 1.22 metres (4 feet) in *height*, and not more than 1.83 metres (6 feet) in *height*, except where the *screening* consists of plant material, in which case there shall be no maximum *height*.
- (4) Notwithstanding Subsection 5.13 (3), a *fence or landscape screening* will not be required for the points of vehicular ingress and egress and for a distance of 3.05 metres (10 feet) on either side of the points of ingress and egress.
- (5) Garbage containers exceeding 0.5 cubic metres (0.65 cubic yards) in capacity shall be located so as not to be visible from any *highway* other than a *lane*, unless such a container is completely concealed from view by a *fence* with a gate or *landscape screening*.
- (6) A *landscape screen* of a *height* no less than 1.83 metres (6 feet) is required along the entire length of a *retaining wall* at each 1.22 metre (4 feet) horizontal separation component of a *retaining wall* consisting of more than one 1.83 metre (6 feet) vertical component.
- (7) *Landscaped screens* where required by this Bylaw shall be maintained at all times by the owner of the *parcel* on which they are required.

5.14 LANDSCAPING

- (1) On a *parcel* located within a *commercial, industrial, or civic institutional zone*, any part of such *parcel* which is not used for *buildings*, exterior display areas, parking or loading facilities shall be fully *landscaped* and properly maintained in a permeable state.
- (2) On a *parcel* located in a *residential zone* a minimum of 30% of the total surface area of such *parcel* shall be fully *landscaped* (*landscaped* also includes area that it is in its natural vegetative state) and properly maintained in a permeable state.
- (3) For the purposes of Subsections 5.14 (1) and (2), the following surfaces are not permeable:
 - a) *buildings* and *structures*;
 - b) asphalt;
 - c) concrete; and
 - d) pavers.
- (4) For the purposes of Subsections 5.14 (1) and (2), water surfaces of structures designed to retain water, including swimming pools, reflecting pools, and ornamental ponds, are permeable.
- (5) For all *landscape screening, landscaped buffers* or other *landscaped* areas required by this Bylaw for a *Commercial, Industrial, Civic Institutional, or Comprehensive Development zone*, the following *landscape* requirements shall apply:
 - a) Existing *landscaped* areas of healthy woody plants (trees and shrubs) shall be preserved and protected during construction unless demonstrated to the satisfaction of the Building Inspector that removal is required to accommodate a *permitted land use, building or structure* on the *parcel* or if the plants pose a safety hazard. Existing *landscaping* or natural vegetation that is to be retained must be protected to the furthest extent of the drip line and the final grading of the site should not alter the *natural grade* within the root zone more than 20 cm, unless an arborist report indicates otherwise and is approved by the *Village*;
 - b) At installation, planted deciduous trees shall be min. 8 cm caliper in *Commercial zones* and min. 8 cm caliper in *industrial, civic institutional, or comprehensive development zones*;
 - c) At installation, planted coniferous trees shall have a minimum *height* of 3.0 m in *commercial zones* and a minimum *height* of 2.0 m in *industrial, civic institutional, and comprehensive development zones*;
 - d) New *landscape* plantings shall consist of native xeric or water-conserving herbaceous and/or woody plant species proven to be enduring in the *Village* of Anmore area and shall exclude invasive species;
 - e) Appropriate means of irrigation, with an emphasis on high-efficiency water reducing systems, shall be provided by the owner of the *parcel* with particular attention paid to adequate watering during the establishment period to ensure survival of the newly planted areas;
 - f) *Landscaping* shall make special consideration of Bear Aware criteria for plant selection.

5.15 STORAGE OR PARKING OF VEHICLES, TRAILERS, BOATS AND EQUIPMENT

- (1) In all *zones*, storage or parking of *derelict vehicles* is prohibited on any *parcel* except if it is used for fire department training purposes.
- (2) In all *zones*, storage or parking of vehicles, trailers, boats and equipment shall not occupy any portion of the *landscaping* provided and maintained on a *parcel*.

- (3) In all *residential zones* except for *parcels* in the RS-1 *zone* larger than 4047 m², storage or parking of any vehicle, trailer or similar conveyance which exceeds a manufacturer's gross vehicle weight rating of 5,500 kg is prohibited on any *parcel* except for those which are parked for the purposes of delivery or supply of chattels, materials or services to the *parcel*. For *parcels* larger than 4047 m², the storage or parking of any vehicle, trailer or similar conveyance which exceeds a manufacturer's gross vehicle weight rating of 5,500 kg is prohibited in the *front yard* and/or the *exterior side yard*.
- (4) In all *residential zones* except for *parcels* in the RS-1 *zone* larger than 4047 m², storage or parking of any construction equipment is prohibited on any *parcel* except for the purpose of construction in progress on the *parcel*. For *parcels* larger than 4047 m², the storage or parking of any construction equipment is prohibited, except for the purpose of construction in progress on the *parcel*, in the *front yard* and/or the *exterior side yard*.
- (5) In all *residential zones*, storage or parking of vehicles, trailers and boats is permitted on a *parcel* only if they are ancillary to the *permitted uses* thereon and shall be limited to:
 - a) 4 motor vehicles parked outside which do not exceed 3,000 kg licensed gross vehicle weight each;
 - b) One *recreation vehicle* which does not exceed a manufacturer's gross vehicle weight rating of 5,500 kg or one utility trailer which does not exceed a manufacturer's gross vehicle weight rating of 3,000 kg; and
 - c) One pleasure boat kept not for gain, rent or sale.
- (6) In all *residential zones*, storage or parking of a *recreation vehicle*, utility trailer or pleasure boat is permitted on a *parcel* only if it is:
 - d) Licensed and registered to the owner or occupier of the *parcel*;
 - e) Stored or parked at least 1.0 m away from the *front parcel line*, *interior side parcel line* and any *exterior side parcel line*;
 - f) The parking or storage of a *recreation vehicle*, utility trailer or pleasure boat shall be adequately screened by compact evergreen trees or shrubs at least 1.8 metres [6 ft.] in height and located between the said *recreation vehicle*, utility trailer or pleasure boat and any point on the lot line within 7.5 metres [25 ft.] of the said house trailer or boat, in order to obscure the view from the abutting lot or street, except:
 - a. on a corner lot, this required landscape screening shall not be located in an area bounded by the intersecting lot lines at a street corner and a straight line joining points 9 metres [30 ft.] along the said lot lines from the point of intersection of the 2 lot lines; and
 - b. where the driveway or the parking area is used for parking or storage of a house trailer or boat, the landscape screen is not required within the said driveway; and
 - c. screening is not required for the parking or storage of a *recreation vehicle*, utility trailer or pleasure boat for a period less than 15 days within a 6 month period.
 - g) Stored or parked such that it does not obstruct access to and from the adjacent street for motor vehicles using any other *parking spaces* required on the *parcel*.
- (7) Subsection (5) above shall apply to a *parcel* containing a *one-family dwelling* regardless of whether the *one-family dwelling* contains a *secondary suite* or one or more boarders, except that one additional motor vehicle not exceeding 3,000 kg licensed gross vehicle weight may be stored or parked on the *parcel* in lieu of one permitted *recreation vehicle*, utility trailer or pleasure boat.
- (8) Within the C-1, C-2, C-3 and P-1 *zones*, outdoor storage areas within 15 metres of a *highway* shall be bounded on all sides by a *landscape screen* of not less than 1.5 metres or more than 1.8 metres in height.

5.16 SIGNS

- (1) Within the C-1, C-2 and C-3 *zones*, signs and other visual advertising devices shall be limited to:
 - a) an area of 0.9 m² for each lineal metre of wall to which they are affixed, or a maximum area of 4.7 m² where they are not affixed to the wall of a *building*;
 - b) a maximum *height* equal to the eave level of the wall to which they are affixed, or a maximum *height* of 7.5 metres from the nearest *finished grade* of the site upon which they are situated, whichever is the lowest.
- (2) Within the RS-1, RS-2, and CD *zones*, signs and other visual advertising devices shall be limited to one non-illuminated “for rent”, “for sale”, professional practice, homecraft or occupation identity sign not exceeding 0.4 m² in area on any *parcel*; and shall be confined to the same *parcel* as the function, purpose or objects to which they refer.
- (3) Within any *zone*, no backlit signs shall be permitted, except those displaying a property address.
- (4) Notwithstanding Subsection 5.13(2), the size of a sign used for the advertising of a development project may be increased from 0.4 m² to 1.5 m² provided that the following conditions are satisfied:
 - a) No dimension of the sign shall exceed 2 metres;
 - b) The sign shall be removed within 12 months of its erection; and
 - c) A security deposit in the amount of \$500.00 shall be posted with the *Village* to be used should the sign not be removed within 7 days of its required removal date.
- (5) Notwithstanding Subsection 5.16(2), a *sign* providing the name of a *residential* project are permitted provided that:
 - a) The design of the sign shall be aesthetically pleasing and shall not detract from the architectural integrity of any *building* or *structure* to which it is attached, or beside which it is located. The arrangement and grouping of *signs* on a building shall be integrated with the architecture of the said *building* and, notwithstanding the *setback* or location regulations of *signs* in this Bylaw, their *setback* and/or location may be regulated by a development permit issued by *Council*. Structural supports, bracing and ties for signs shall be kept to a minimum number, consistent with structural adequacy and as much as possible shall be concealed within the body of the sign itself.
 - b) All signs together with their supporting *structures* and any electrical equipment shall be kept fully operable, in good repair and maintained in a safe and clean condition.
 - c) No sign shall be erected or lighted in such a manner as to interfere with the visibility or safe operation of a traffic control device or to interfere with motorist visibility at an access to or egress from a *highway* or so as to be unsafe to the public in the vicinity of such sign.
 - d) The sign identifying the residential development’s main entry does not exceed the following:
 - i) 1.22 metre minimum *setback* from any *parcel line*;
 - ii) 0.51 metre maximum width;
 - iii) 6.4 metre maximum length;
 - iv) 1.93 metre maximum *height*;
 - e) The residential development’s corner entry sign does not exceed the following:
 - i) 1.22 metre minimum *setback* from any *parcel line*;
 - ii) 0.51 metre maximum width;

- iii) 2.6 metre maximum length;
- iv) 1.93 metre maximum *height*;

5.17 SWIMMING POOLS

- (1) *Swimming pools* and hot tubs shall not be constructed or located within any required *front* or *exterior side yard* or located within 3.5 metres of any other *parcel line*, unless expressly provided for in this Bylaw.
- (2) *Swimming pools* shall be enclosed in a *structure* or surrounded by a *fence* with a *height* of no less than 1.5 metres, provided that the *fence* does not obstruct visibility through it.

5.18 SPORTS COURTS

- (1) Shall not be constructed or located within any required *front yard* or *exterior side yard* or within any *accessory building* or *structure setback* requirement for that *zone*.

5.19 RENEWABLE ENERGY

- (1) In a *residential* or *commercial zone*, *sustainable building technologies* shall be permitted provided that the technologies shall:
 - a) be attached to a *principal* or *accessory building*;
 - b) not extend beyond the ridgeline of the roof; and
 - c) not extend beyond the outermost edge of the roof.
- (2) In an *industrial* or *civic Institutional zone*, *sustainable building technologies* shall be permitted provided that:
 - a) the technologies are located on or within the either *principal* or *accessory building* in which case the technology shall not extend beyond the outermost edge of the roof, or as a standalone *structure* subject to the zoning requirements for the *principal building* on the *parcel* where the technology is located;
- (3) The production of the renewable energy as well as any device used to produce the energy must comply with all other Municipal, Provincial and Federal Bylaws, Statutes and Regulations including but not limited to a Building Permit and BC Building Code Regulations.

5.20 SETBACKS FROM WATERCOURSES

- (1) Notwithstanding the *setback* requirements specified in each of the *zones*, no *building* shall be constructed, reconstructed, sited, moved, extended, or located within 15 metres of the *natural boundary* and *top-of-bank* of a river, creek or stream, unless a reduced *setback* is substantiated by a report prepared by a professional engineer and a qualified environmental professional.
- (2) No area used for habitation shall be located within any *building* such that the underside of the floor system or top of the concrete slab is less than 1.5 metres above the *natural boundary* of a river, creek, or stream.

5.21 RIPARIAN AREAS PROTECTION

- (1) Words and phrases in this section must be interpreted in accordance with the definitions and meanings established in the *Fish Protection Act* and the *Riparian Area Regulation, B.C. Reg. 376/2005 (RAR)*.
- (2) Despite any other provision in this or another Bylaw of the *Village*, for the purpose of protecting fish habitat in accordance with the *Fish Protection Act* and *RAR*, where land in any *parcel* includes a riparian

assessment area, a person must not, in relation to *residential, commercial or industrial development* within the riparian assessment area do, direct, cause, suffer or allow to be done any of the following:

- a) remove, alter, disrupt or destroy vegetation;
 - b) disturb soils;
 - c) construct, erect or install *buildings, structures*, flood protection works, roads, trails, docks, wharves or bridges;
 - d) create non-structural impervious or semi-impervious surfaces;
 - e) develop drainage systems or utility corridors;
 - f) provide or maintain sewer and water service systems; or
 - g) subdivide, within the meaning of subdivision in the *Land Titles Act* or under the *Strata Property Act*, except in strict accordance with any and all conditions, restrictions, requirements and recommendations of an assessment report completed by a qualified environmental professional under the *RAR*, as received and accepted by the Ministry of Forests, Lands and Natural Resource Operations of British Columbia, of which report the *Village* has received notice from that Ministry; or otherwise only as authorized by the Minister of Fisheries and Oceans (Canada) as set out in Subsection (6).
- (3) Subsection (2) does not apply to developments requiring a permit from the *Village* issued only for the purpose of enabling reconstruction or repair of a permanent *structure* described in Section 532 of the *Local Government Act* if the *structure* remains on its existing foundation.
- (4) Without limiting Subsection (2), for the purpose of protecting the natural environment, its ecosystems and biological diversity in areas of land designated as a Watercourse Protection Development Permit Area under Schedule F of the *Village* of Anmore Official Community Plan Bylaw No. 532, 2014 (*Village OCP*), a development permit is required for any *residential, commercial or industrial development* proposed for any area of *land* that is within those designated areas.
- (5) As a guideline for *development* of areas designated under Schedule F of the *Village OCP*, any proposed *residential, commercial or industrial development* for *land* within a Watercourse Protection Development Permit Area must strictly comply with any and all conditions, restrictions, requirements and recommendations of an assessment report completed by a qualified environmental professional under the *RAR*, as received and accepted by the Ministry of Forests, Lands and Natural Resource Operations of British Columbia, of which report the *Village* has received notice from that Ministry; or otherwise only as authorized by the Minister of Fisheries and Oceans (Canada) as set out in subsection (6).
- (6) Where an assessment report of a riparian assessment area indicates that implementation of a development proposal would result in harmful alteration, disruption or destruction (HADD) of natural features, functions and conditions that support fish life processes in the riparian assessment area, the *Village* may approve or allow the *development* to proceed on receiving evidence to the satisfaction of the *Village* or its designated official that the HADD has been authorized in writing by the Minister of Fisheries and Oceans Canada or specifically by a regulation under the *Fisheries Act* (Canada). In these circumstances, any and all conditions, restrictions, requirements and recommendations of the Minister become a term and condition of a *development* permit, building permit, *subdivision* approval or other permit or approval of *development* by the *Village* within a riparian assessment area.

5.22 WATERSHED PROTECTION

- (1) Agricultural *buildings* and facilities identified by the Agricultural Waste Control Regulation that are considered to have a high risk for causing pollution, such as, but not limited to Solid Agricultural Waste

Field Storage with greater than 2 weeks storage, Confined Livestock Area with greater than 10 agricultural units and Seasonal Feeding Areas must be set back 30 m from *top-of-bank* from any *watercourse* and/or stream.

- (2) Agricultural *buildings* and facilities covered by the Agricultural Waste Control Regulation that are considered to have a lower risk for causing pollution such as but not limited to Agricultural Waste Storage Facilities (engineered manure pits), chemical, compost and wood waste storage, on farm growing media production, mushroom barn, confined livestock area with less than 10 agricultural units, silo, incinerator and petroleum storage must be set back a minimum distance of 15 m from *top-of-bank* from any *watercourse* and/or stream.
- (3) Agricultural *buildings* and facilities that are considered to be a high risk of discharging contaminants and are not covered under the Agricultural Waste Control Regulation, such but not limited to livestock barns, brooder house, fur farming shed, livestock shelter and stable, hatchery and milking facilities are to be setback 15 m from *top-of-bank* of natural and channelized *watercourse* and/or streams and 5 m from constructed channels and ditches.
- (4) Agricultural *buildings* and facilities where the risk of discharging contaminants is unlikely and/or can be easily contained, such as but not limited to greenhouses, machine storage, on farm processing, direct farm marketing, crop storage, granary, shelters, hives, machine and equipment storage, cidery, retention and detention ponds and other impervious surfaces shall have the following *setbacks*, measured from *top-of-bank* of a *watercourse* and/or stream:

Watercourse Type	Setback from Top-of-Bank
Natural Stream	15 m
Channelized Stream	2 m ^(a)
Constructed Channel and/or Ditch	5 m ^(b)

- a) For a channelized stream with a minimum width of 10 metres and maximum width of 15 metres.
 - b) The minimum agricultural *building setback* from a constructed channel or ditch for which a municipality is responsible for maintaining is 7 metres.
- (5) Notwithstanding all of the above, the setback from a domestic water intake for all agricultural *buildings* is 30 m from *top-of-bank* of a *watercourse* and/or stream.
 - (6) Any horse trails which cross such a stream shall do so by means of a bridge having a deck which shall be as watertight as is practicable and having rails or *fences* extending a minimum distance of 15 metres from the bridge on both sides of the trails leading to and from the bridge.

PART 6 SPECIFIC USE REGULATIONS

6.1 USES PERMITTED IN ALL ZONES

- (1) A *public service use* provided that it is contained in a *structure* or a *building* containing less than 5 m² and complies with all the applicable siting and *height* requirements of the *zone* in which the use is located.
- (2) *Park and open space amenity*.

6.2 USES PROHIBITED IN ALL ZONES

- (3) Unless a *zone* expressly provides otherwise, the following *uses* shall be prohibited in all *zones*;
 - c) A tent or trailer used for habitation, except as specifically permitted in this Bylaw;
 - d) The storage of *derelict vehicles* except for fire department training purposes;
 - e) A junk yard; and
 - f) Medical Marijuana Production, Medical Marijuana Research and Development and Medical Marijuana Dispensaries.

6.3 SECONDARY SUITE

- (1) Not more than one *secondary suite* shall be permitted on a *parcel* of *land*.
- (2) A *secondary suite* may be located within a *principal building* or an *accessory building*.
- (3) A *secondary suite* within a *principal building* shall not have a *floor area* that exceeds the lesser of 90 m² or 40% of the *floor area* of the *principal building*.
- (4) For parcels less than 4047 m², a *secondary suite* within an *accessory building* shall not have a *floor area* that exceeds 100 m². For parcels equal to or larger than 4047 m², a *secondary suite* within an *accessory building* shall not have a *floor area* that exceeds 120 m².
- (5) A *secondary suite* shall not be permitted in a *two-family dwelling*.
- (6) For the purposes of this Bylaw, an area of a *principal building* or *accessory building* constructed to include fire separation, rough-in wiring and plumbing, and means of egress for the purposes of a *secondary suite* will be considered as fulfilling the definition requirements of a *secondary suite*.
- (7) Unless expressly provided for in this Bylaw, *secondary suites* in an *accessory building* are prohibited in RCH-1, RCH-2 and CD *zones*, or *parcels* having an area less than 2,024 m².
- (8) Unless expressly provided for in this Bylaw, *secondary suites* are prohibited in RCH-1, RCH-2 and all CD *zones*.

6.4 ACCESSORY ONE-FAMILY RESIDENTIAL USE

An *accessory one-family residential use* shall:

- (1) be limited to one per *parcel*;
 - (2) have a maximum *floor area* of 100 m²; and
- where located within the same *building* as the *principal use*, be provided with a separate entrance.

6.5 HOME OCCUPATION USE

In any *zone* in which a *home occupation* use is permitted, the following conditions shall be satisfied:

- (1) The activities shall be conducted entirely within the *principal building* or *accessory building* except where such activity involves *horticulture* or a *family daycare*.
- (2) The *use* shall not involve the storing, exterior to the *building* or *buildings*, of any materials used directly or indirectly in the processing or resulting from the processing or any product of such craft or occupation.
- (3) The *use* may involve the display and the sale of a commodity that is produced on the premises, however in no case shall the retailing of the commodity be the primary *home occupation use*.
- (4) The use within the *principal building* shall occupy no more than 30% of the *floor area* of the *principal building*, up to a maximum of 100 m².
- (5) The use within one or more *accessory buildings* shall occupy a total of not more than 100 m².
- (6) In no case shall the aggregate floor area of all *buildings* used for *home occupation use* exceed 100 m² on a *parcel* of *land*.
- (7) The total display area of any outdoor advertising sign shall not exceed 0.4 m².
- (8) The *use* or occupation shall be solely operated by a person resident in the *dwelling unit* and shall not involve the employment of more than two full-time employees on the premises.
- (9) Home crafts or occupations shall not discharge or emit the following across *parcel lines*:
 - a) odorous, toxic or noxious matter or vapours;
 - b) heat, glare, electrical interference or radiation;
 - c) recurring ground vibration;
 - d) noise levels exceeding 45 decibels.
- (10) The *use* shall provide parking in accordance with the requirements in the applicable *zone*.
- (11) No automobile, boat, or other machinery servicing repair is permitted as a *home occupation use*.

6.6 BED AND BREAKFAST

- (1) When permitted in a *zone*, a *bed and breakfast* operation shall be required to comply with the following regulations:
 - a) Not more than two (2) bedrooms in a *dwelling unit* shall be used for *bed and breakfast* accommodation;
 - b) *Bed and breakfast* operations may be permitted within either the *principal* or *accessory building*;
 - c) Should a *parcel* be used as a *bed and breakfast* operation, then an *secondary suite* shall not be allowed;
 - d) One off-street *parking space* shall be provided for each bedroom used as *bed and breakfast*, in addition to the parking requirement for the *one-family dwelling*;
 - e) Signage shall be limited to one sign with an area not to exceed 0.4 m² and shall comply with the requirements of Section 5.16 of this Bylaw;
 - f) The *bed and breakfast* operation shall be owned and operated by the resident of the *principal building*;
 - g) No cooking facilities or other facilities for the keeping of food shall be provided for within the bedrooms intended for the said operation;
 - h) No patron shall stay for more than 20 days in a 12-month period;

- i) All *bed and breakfast* operations shall have approved water and sewage disposal systems.
- (2) No *bed and breakfast* operation shall operate without a business license.

PART 7 REGULATIONS FOR THE SUBDIVISION OF LAND

7.1 REGULATION OF SUBDIVISION

The purpose of this Part is to regulate the minimum dimensions and area of *parcels* of land that may be created by *subdivision*.

7.2 MINIMUM PARCEL SIZE AND WIDTH

- (1) The size and width of a *parcel* to be created by *subdivision* and which may lawfully be used as the site for a *building* shall not be less than the minimum dimensions and area for the construction of *buildings* or dwellings, as set out in the “Minimum Parcel Size” and width statement in the applicable zoning district schedule, where such minimum area and width have been specified.
- (2) Notwithstanding 7.2(1), parcels of land may be created that are less than the “Minimum Parcel Size” requirement applicable in a zoning district provided that:
 - a. the parcel shall not be less than 98% of the size of the “Minimum Parcel Size” requirement; and
 - b. not more than one such undersized parcel shall be permitted in a plan of subdivision.
- (3) For the purposes of determining minimum *parcel size*, the area of the access strip of a *panhandle parcel* shall not be included.
- (4) For the purpose of determining *parcel width*:
 - a. Where there are only two *side parcel lines* and both are parallel, the *parcel width* is the perpendicular distance between the *side parcel lines*;
 - b. where at least one of the *side parcel lines* is not perpendicular to the *road*, *parcel width* is the distance between the *side parcel lines*, measured at right angles to the bisector of the angle formed by the *side parcel lines* projected to their intersection;
 - c. if there are more than two *side parcel lines*, or the *parcel* is irregular in shape, the *parcel width* is measured at the *front yard setback* line and is the shortest straight line between the *side parcel lines* at the required *front yard setback* line;

7.3 MINIMUM FRONTAGE

- (1) As required by the *Local Government Act*, no *parcel* of *land* in any proposed *subdivision* shall have less than 10% of its perimeter fronting on a *highway*. This regulation may be relaxed by the *Council* upon application by the property owner.
- (2) Notwithstanding Section 7.3(1), the minimum frontage for *parcels* of *land* in a proposed cul-de-sac *subdivision* may be less than 10% of the perimeter of the *parcel*, provided that the minimum frontage is not less than 15 metres and the width of the *parcel* is not less than 20 metres measured 10 metres back in a perpendicular manner from the front *parcel line*.

7.4 PARCELS EXEMPT FROM MINIMUM PARCEL SIZE REQUIREMENTS

- (1) The consolidation of two or more *parcels* into a single *parcel* may be permitted, notwithstanding that the consolidated *parcel* may not comply with the “Minimum *Parcel Size*” requirement as specified in the zoning district in which the new *parcel* is situated.

- (2) The realignment of *property lines* to create new *parcels* may be permitted provided that:
 - a) the number of new *parcels* created by *subdivision* would be equal to or less than the number of *parcels* that existed prior to the *subdivision*, and;
 - b) the boundary change would not result in the creation of a *parcel* having less than 80% of the area of any of the original *parcels*.
- (3) Within the RS-1 zone, a minimum *parcel* size of 3,240 m² (0.8 acres) may be permitted provided that:
 - a) the average *parcel* size of all *parcels* created by *subdivision*, except the remainder *parcel*, shall not be less than 4,047 m² (1 acre);
 - b) no *parcel* of *land*, except the remainder *parcel*, shall be created that is greater than 8,090 m² (1.99 acres);
 - c) not less than 2 additional *parcels* of *land* shall be created; and
 - d) not more than 2 *parcels* of *land* less than 4,047 m² (1 acre) shall be created.

7.5 UNDERSIZED PARCELS

Notwithstanding Section 7.2, *parcels* of *land* that are shown on a plan deposited in the Land Title Office prior to the adoption of this Bylaw, which have less than the “Minimum Parcel Size” requirement as established in the *zone* in which that *parcel* is situated, may be used for any use permitted in that *zone*, subject to all the regulations for that *zone*.

7.6 PARCEL SHAPE

- (1) Unless the pattern of existing *subdivision* precludes it, and unless it is impracticable, side *parcel lines* shall be perpendicular or radial to the adjoining *highway*.
- (2) No *panhandle parcel* shall be created where the access strip is narrower than 7.5 m.

7.7 BARE LAND STRATA SUBDIVISION

Any *parcel* created under a Bare Land Strata Plan pursuant to the *Strata Property Act* shall be subject to the provisions of this Bylaw.

7.8 SUBDIVISION FOR RELATIVE

No *parcel* less than 1 hectare shall be subdivided pursuant to Section 514 of the *Local Government Act*.

PART 8 ZONING DISTRICT SCHEDULES

INDEX

Zoning District Name	Short Form	Min. Parcel Size
Residential 1	RS-1	4,047 m ²
Compact Housing 1	RCH-1	223 m ²
Compact Housing 2	RCH-2	325 m ²
Local Commercial	C-1	4,047 m ²
Campground Commercial	C-2	2 ha.
Equestrian Commercial	C-3	2 ha.
Civic institutional	P-1	560 m ²
Park	P-2	n/a
Watershed	W-1	n/a
Industrial	I-1	n/a
Comprehensive Development 1	CD-1	n/a
Comprehensive Development 2	CD-2	n/a
Comprehensive Development 3	CD-3	n/a
Comprehensive Development 4	CD-4	n/a
Comprehensive Development 5	CD-5	n/a
Comprehensive Development 6	CD-6	Check

PART 9 ZONING DISTRICTS

9.1 RESIDENTIAL 1 – RS-1

9.1.1 Purpose

This *zone* is intended to provide *land* solely for the purpose of one-family *residential* housing as the *principal use*.

9.1.2 Permitted Uses and Minimum Parcel Size

Permitted Uses	Minimum Parcel Size
One-Family Dwelling	4,047 m ²
Home Occupation	n/a
Bed and Breakfast	n/a
Boarding	n/a
Secondary Suite	n/a
Urban Agriculture	n/a

9.1.3 Maximum Building Size and Height

Permitted Use	Maximum Size	Maximum Building Height
Principal Buildings	0.25 FAR	10 m
Accessory Buildings and Structures	25% - 100 m ²	7 m

- a) The maximum *gross floor area* for the *principal building* and all *accessory buildings* on the *parcel* shall not exceed a *floor area ratio (FAR)* of 0.25, except that:
 - i) in cases where all *buildings* are sited on a *parcel* in such a manner that all the *setbacks* for all the *buildings* are increased 1.5 m beyond that which are required pursuant to Section 9.1.4 for every 152 m² of additional *floor area*;
 - ii) notwithstanding this restriction, a *principal building* with a *gross floor area* of not more than 232.4 m² will be permitted on any *parcel*; and
- b) The maximum *gross floor area* of all *accessory buildings* on a *parcel* shall not exceed 25% of the *gross floor area* of the *principal dwelling* up to a maximum of 150 m². For the purposes of determining *gross floor area* of all *accessory buildings* on a *parcel*, up to 30 m² of a *secondary suite* in an *accessory building* can be exempted from the total. Notwithstanding this restriction, an *accessory building* of not more than 55.7 m² will be permitted on any *parcel*.

9.1.4 Minimum Building Setbacks

Permitted Use	Front Parcel Line Setback	Rear Parcel Line Setback	Exterior Side Parcel Line Setback	Interior Side Parcel Line Setback
Principal Buildings	10 m ^(a)	7.6 m	7.6 m	5 m
Accessory Buildings and Structures	n/a	7.6 m	7.6 m	5 m

- a) For a *parcel* that is less than 4,047 m², the front *setback* may be reduced to 7.6 m.

- b) For *accessory buildings* and *structures* less than 10 m² and in-ground *swimming pools*, the *rear* and *interior side setbacks* may be reduced to 3.5 m.

9.1.5 Maximum Parcel Coverage

The maximum *parcel coverage* shall be 20% of the *parcel*.

9.1.6 Off-Street Parking

- a) Off-street *parking spaces* shall be provided on the same *parcel* as the use being served in accordance with the following requirements:
 - i) 2 spaces per *dwelling unit*;
 - ii) 1 space per employee for *home occupation*;
 - iii) 1 space per boarder;
 - iv) 2 spaces per *secondary suite*.

9.1.7 Other Regulations

- a) For *subdivision* exemptions, see **Section 7.5**.
- b) *Home occupation* shall be subject to the requirements of **Section 4.7**.
- c) *Bed and breakfast* shall be subject to the requirements of **Section 4.24**.
- d) *Secondary suite* shall be subject to the requirements of **Section 4.10**.

9.2 COMPACT HOUSING 1 – RCH-1

9.2.1 Purpose

This *zone* is intended to accommodate the conversion of the Countryside Manufactured Home Park into a bare land strata *subdivision* where one-family *residential* housing is the *principal use*.

9.2.2 Permitted Uses and Minimum Parcel Size

Permitted Uses	Minimum Parcel Size
One-Family Dwelling	223 m ²
Home Occupation	n/a
Urban Agriculture	n/a

9.2.3 Maximum Building Size and Height

Permitted Use	Maximum Size	Maximum Building Height
Principal Buildings	0.6 FAR	9.5 m
Accessory Buildings and Structures	46.5 m ²	3 m

- The maximum number of *one-family dwelling units* shall not exceed 92 and the maximum number of *principal buildings* per *parcel* shall not exceed 1.
- The maximum *gross floor area* for the *principal building* on the *parcel* shall not exceed a *floor area ratio (FAR)* of 0.6, and the maximum *gross floor area* of the second storey of the *principal building* shall not exceed 80% of the *floor area* of the first storey.
- The maximum *gross density* shall not exceed 8 *parcels/acre*.
- The maximum *gross floor area* for an *accessory building* shall not exceed 46.5 m², but in no case shall the combined *floor area* of the *principal* and *accessory building* exceed a *floor area ratio (FAR)* of 0.6.
- In cases where a pitched roof is provided for *accessory buildings* and *structures*, the maximum *height* may be increased to 4 m.

9.2.4 Minimum Building Setbacks

Permitted Use	Front Parcel Line Setback	Rear Parcel Line Setback	Exterior Side Parcel Line Setback	Interior Side Parcel Line Setback
Principal Buildings	3.0 m	2.0 m	4.0 m	1.2 m ^(d)
Accessory Buildings	See (c)	2.0 m	4.0 m	1.2 m

- In the case where there is a *watercourse* on the property, the *setback* requirements outlined in **Section 4.11** shall also apply, except in the case where a new *building* is replacing an existing *building* that does not satisfy this requirement provided that the non conformity is not further exaggerated.
- In the case where there is a garage or carport, the garage or carport shall be located not less than 5.5 meters from the *property line* where driveway access is provided from.
- An *accessory building* and *structure* shall be sited to the rear of the front face of the *principal building*.

- d) The required interior side parcel line setback shall be 2.2 m for all storeys above the first storey.

9.2.5 Maximum Parcel Coverage

- a) The maximum *parcel coverage* shall be:
 - i) 50% for *parcels* with frontages of less than 12.2 meters
 - ii) 55% for *parcels* with frontages of greater than 12.2 meters

9.2.6 Off-Street Parking

- a) *Off-street parking* spaces shall be provided on the same *parcel* as the use being served in accordance with the following requirements:
 - i) 2 spaces per *dwelling unit*;
 - ii) 1 space per employee for *home occupation*;

9.2.7 Other Regulations

- a) For the purpose of *subdivision*, this *zone* shall only be used for the creation of bare land strata *parcels*.
- b) *Home occupation* shall be subject to the requirements of Section 5.7.
- c) *Basements* and *sunken patios* are permitted in Area 1 and prohibited in Area 2 of this *zone* (see Schedule A).

9.3 COMPACT HOUSING 2 – RCH-2

9.3.1 Purpose

The intent of this zone is to accommodate the potential conversion of Anmore Green Estates into a bare land strata subdivision where one-family *residential* housing is the *principal use*.

9.3.2 Permitted Uses

Permitted Uses	Minimum Parcel Size
One-Family Dwelling	325 m ²
Home Occupation	n/a
Urban Agriculture	n/a

9.3.3 Maximum Building Size and Height

Permitted Use	Maximum Size	Maximum Building Height
Principal Buildings	0.5 FAR	9.5 m
Accessory Buildings and Structures	46.5 m ²	3 m

- a) The maximum number of *one-family dwelling units* shall not exceed 39.
- b) The maximum *gross density* shall not exceed 8 *parcels/acre*.

9.3.4 Minimum Building Setbacks

Permitted Use	Front Parcel Line Setback	Rear Parcel Line Setback	Exterior Side Parcel Line Setback	Interior Side Parcel Line Setback
Principal Buildings	5.5 m	1.5 m	3.0 m	1.5 m
Accessory Buildings	See (c)	1.5 m	3.0 m	1.2 m

- a) The minimum distance between *principal buildings* shall be 6 meters except for that portion of a *principal building* that is used for a garage, in which case the minimum distance may be reduced to not less than 2.44 meters.
- b) The *interior parcel line setback* for that portion of the *principal building* that is used for a garage may be reduced to 1 meter.
- c) An *accessory building and structure* shall be sited to the rear of the front face of the *principal building*.

9.3.5 Maximum Parcel Coverage

The maximum *parcel coverage* shall be 50% of the *parcel*.

9.3.6 Off-Street Parking

- a) Off-street *parking spaces* shall be provided on the same *parcel* as the use being served in accordance with the following requirements:
 - i) 2 spaces per *dwelling unit*;

- i) 1 space per employee for *home occupation*;

9.3.7 Other Regulations

- a) For the purpose of *subdivision*, this *zone* shall only be used for the creation of bare land strata *parcels*.
- b) *Home occupation* shall be subject to the requirements of Section 4.7.

9.4 COMMERCIAL 1 – C-1

9.4.1 Purpose

This *zone* is intended to provide land for the purpose of accommodating local *commercial* establishments, where *grocery retailing* is the *principal use*.

9.4.2 Permitted Uses and Minimum Parcel Size

Permitted Uses	Minimum Parcel Size
Grocery Retailing	666.4 m ²
Accessory One-Family Residential ^(a)	n/a
Accessory Uses	n/a

9.4.3 Maximum Floor Space and Height

Permitted Use	Maximum GFA	Maximum Building Height
Principal Building	110 m ²	7.5 m
Accessory Buildings and Structures	50 m ²	4.5 m

9.4.4 Minimum Building Setbacks

Permitted Use	Front Parcel Line Setback	Rear Parcel Line Setback	Exterior Side Parcel Line Setback	Interior Side Parcel Line Setback
Principal Buildings	10 m	7.6 m	7.6 m	5 m
Accessory Buildings	10 m	7.6 m	7.6 m	5 m

9.4.5 Maximum Parcel Coverage

The maximum *parcel coverage* shall be 50% of the *parcel*.

9.4.6 Off-Street Parking

a) Off-street *parking spaces* shall be provided on the same *parcel* as the use being served in accordance with the following requirements:

- i) A building for grocery retail use - 1 space per 38 m² of *gross floor area*;
- ii) *Accessory one-family residential use* - 2 spaces;
- iii) Each *parking space* shall be not less than 2.7 metres wide, 6 metres long, and 2.2 metres high;
- iv) The minimum width of manoeuvring aisles shall be as follows:

Angle between Parking Stall and Aisle	Width of Aisle
30° – 45°	4.6 metres
45° – 60°	5.5 metres
60° – 75°	6.0 metres

75° – 90°

6.7 metres

b) *Parking spaces* shall be free of mud, be graded for proper drainage and be hard surfaced.

9.4.7 Off-Street Loading

Adequate space for loading, unloading, and maneuvering of loads shall be provided on site.

9.4.8 Other Regulations

Accessory one-family residential use shall be subject to requirements of **Section 208**.

9.5 CAMPGROUND COMMERCIAL – C-2

9.5.1 Purpose

This *zone* is intended to provide land for the purpose of accommodating a *campground* as the *principal use*.

9.5.2 Permitted Uses and Minimum Parcel Size

Permitted Uses	Minimum Parcel Size
Campground	2 ha
Accessory One-Family Residential	n/a
Accessory Uses	n/a

9.5.3 Campground Regulation Bylaw

The use of *land, buildings, and structures* shall conform to the regulations of the *Village of Anmore Campground Regulation Bylaw*.

9.5.4 Maximum Height

The maximum *height* for *principal buildings* and structures shall be 7.6 m.

9.5.5 Minimum Building Setbacks

Permitted Use	Front Parcel Line Setback	Rear Parcel Line Setback	Exterior Side Parcel Line Setback	Interior Side Parcel Line Setback
Principal Buildings	10 m	7.6 m	7.6 m	5 m
Accessory Buildings and Structures	10 m	7.6 m	7.6 m	5 m

9.5.6 Off-Street Parking

- a) Off-street *parking spaces* shall be provided on the same *parcel* as the use being served in accordance with the following requirements:
 - i) *Campground use* - as required by the *Village of Anmore Campground Regulation Bylaw*;
 - ii) *Accessory one-family residential use* - 2 spaces;
 - iii) Each *parking space* shall not be less than 2.7 metres wide, 6 metres long, and 2.2 metres high;
 - iv) The minimum width of manoeuvring aisles shall be as follows:

Angle between Parking Stall and Aisle	Width of Aisle
30° – 45°	4.6 metres
45° – 60°	5.5 metres
60° – 75°	6.0 metres
75° – 90°	6.7 metres

- b) *Parking spaces* shall be free of mud, be graded for proper drainage and be hard surfaced except for the *parking spaces* located at each campsite.

9.5.7 Off-Street Loading

Adequate space for loading, unloading, and manoeuvring of trucks shall be provided on site.

9.5.8 Other Regulations

Accessory one-family residential use shall be subject to requirements of **Section 208**.

9.6 EQUESTRIAN COMMERCIAL – C-3

9.6.1 Purpose

This *zone* is intended to provide land for the purpose of accommodating local *commercial* equestrian operations.

9.6.2 Permitted Uses and Minimum Parcel Size

Permitted Uses	Minimum Parcel Size
Equestrian	2 ha
Agriculture	2 ha
One Family Dwelling	2 ha
Boarding	2 ha
Home Occupation	2 ha
Accessory One-Family Residential ^(a)	n/a
Accessory Uses	n/a

9.6.3 Maximum Floor Space and Height

Permitted Use	Maximum GFA	Maximum Building Height
Principal Building	110 m ²	7.5 m
Accessory Buildings and Structures	50 m ²	4.5 m

9.6.4 Minimum Building Setbacks

Permitted Use	Front Parcel Line Setback	Rear Parcel Line Setback	Exterior Side Parcel Line Setback	Interior Side Parcel Line Setback
Principal Buildings	10 m	7.6 m	7.6 m	5 m
Accessory Buildings	10 m	7.6 m	7.6 m	5 m

9.6.5 Maximum Parcel Coverage

The maximum *parcel coverage* shall be 50% of the *parcel*.

9.6.6 Off-Street Parking

- a) Off-street *parking spaces* shall be provided on the same *parcel* as the use being served in accordance with the following requirements:
 - v) Equestrian use – 1 *parking space* per every two horses made available to the public;
 - vi) Accessory one-family residential use - 2 *parking spaces*;
 - vii) Each *parking space* shall be not less than 2.7 metres wide, 6 metres long, and 2.2 metres high;

viii) The minimum width of manoeuvring aisles shall be as follows:

Angle between Parking Stall and Aisle	Width of Aisle
30° – 45°	4.6 metres
45° – 60°	5.5 metres
60° – 75°	6.0 metres
75° – 90°	6.7 metres

b) *Parking spaces* shall be free of mud, be graded for proper drainage and be hard surfaced.

9.6.7 Off-Street Loading

Adequate space for loading, unloading, and maneuvering of loads shall be provided on site.

9.6.8 Other Regulations

a) *An equestrian use* shall be limited as follows:

- i. No more than 28 resident horses shall be accommodated on the first 2 hectares of land developed for pasture and for equestrian use except that non-resident horses shall be brought to the premises for periods of less than 24 hours duration for the purpose of utilizing the equestrian facilities;
- ii. Additional resident horses shall be accommodated on land in excess of the first two hectares at a density of 10 horses per hectare.

b) *Accessory one-family residential use* shall be subject to requirements of **Section 208**.

c) For *subdivision exemptions*, see **Section 7.5**.

d) *Home occupation* shall be subject to the requirements of **Section 4.7**.

e) *Secondary suite* shall be subject to the requirements of **Section 4.10**.

9.7 CIVIC INSTITUTIONAL – P-1

9.7.1 Purpose

This *zone* is intended to provide *land* for the purpose of accommodating facilities owned and operated by a government agency or a non-profit organization, where *civic institutional*, *public service* or *assembly* are the *principal uses*.

9.7.2 Permitted Uses and Minimum Parcel Size

Permitted Uses	Minimum Parcel Size
Civic Institutional	560 m ²
Public Service	560 m ²
Accessory One-Family Dwelling	n/a
Assembly	560 m ²
Community Garden	

9.7.3 Maximum Height

- a) The maximum *height* for *principal buildings* and structures shall be 10 m.
- b) The maximum *height* for *accessory buildings* and structures shall be 4.5 m.

9.7.4 Minimum Building Setbacks

Permitted Use	Front Parcel Line Setback	Rear Parcel Line Setback	Exterior Side Parcel Line Setback	Interior Side Parcel Line Setback
Principal Buildings	10 m	7.6 m	7.6 m	5 m
Accessory Buildings and Structures	10 m	7.6 m	7.6 m	5 m

9.7.5 Maximum Parcel Coverage

The maximum *parcel coverage* shall be 40% of the *parcel*.

9.7.6 Off-Street Parking

- a) Off-street *parking spaces* shall be provided on the same *parcel* as the use being served in accordance with the following requirements:
 - i) *Civic use* - 1 space per 9 m² of *gross floor area*;
 - ii) *School* – 2 spaces per classroom
 - iii) *Public service use* – No spaces required
 - iv) *Accessory one-family residential use* - 2 spaces;
 - v) Each *parking space* shall not be less than 2.7 metres wide, 6 metres long, and 2.2 metres high;
 - vi) The minimum width of manoeuvring aisles shall be as follows:

Angle between Parking Stall and Aisle	Width of Aisle
30° – 45°	4.6 metres
45° – 60°	5.5 metres
60° – 75°	6.0 metres
75° – 90°	6.7 metres

- b) Parking spaces required as a result of the Equestrian Use shall be free of mud, be graded for proper drainage and be hard surfaced.

9.7.7 Other Regulations

Accessory one-family residential use shall be subject to the requirements of **Section 4.9.**

9.8 PARK – P-2

9.8.1 Purpose

This *zone* is intended to provide land for passive parks under the jurisdiction of the Metro Vancouver, B.C. Hydro and the Provincial Government.

9.8.2 Permitted Uses

- a) Park
- b) Accessory Uses

9.8.3 Maximum Building Height

The maximum *height* of *accessory buildings* and structures shall be 7.6 m.

9.8.4 Minimum Setback Requirements

From all *property lines*: 7.5 metres, except in the case where the adjacent property is used for *residential* purposes in which case the minimum *building setback* shall be 30 metres.

9.8.5 Off-Street Parking

Off-street parking shall be provided on the same *parcel* as the use being served.

9.9 WATERSHED – W-1

9.9.1 Purpose

This *zone* is intended to provide for the protection and preservation of land that serves as a watershed for domestic water supply sources.

9.9.2 Special Conditions

- a) *Land* within this *zone* shall not be used for other than the catchment, containment, and diversion of water, and any other activities that are required to maintain a watershed.
- b) No area shall be used or developed for public recreational use or access within the area zoned W-1 on the Zoning Map.

9.10 INDUSTRIAL – I-1

9.10.1 Purpose

This *zone* is intended to provide *land* for the purposes of accommodating facilities associated with B.C. Hydro power plant.

9.10.2 Permitted Uses

- a) *Hydro industrial*
- b) *Accessory uses*

9.10.3 Buildings and Structures

Permitted Use	Maximum Building Height
Principal Building	10 m
Accessory Buildings and Structures	4.5 m

9.10.4 Minimum Building Setbacks

For all *parcel lines* 7.5 metres, except in the case where the adjacent property is used for *residential* purposes in which case the minimum *building setback* shall be 30 metres.

9.11 COMPREHENSIVE DEVELOPMENT – CD

9.11.1 Purpose

This *zone* is intended to accommodate comprehensive *residential* development in accordance with the policies of the Official Community Plan where one-family *residential* housing is the *principal use*. Each zone differentiated by a suffix shall be treated as a separate *zone*.

9.11.2 Permitted Uses and Minimum Parcel Size

Permitted Uses	Minimum Parcel Size
One-Family Dwelling	1,012 m ²

9.11.3 Maximum Number of Buildings, Size and Height

Permitted Use	Parcel Size Range	Maximum Number per Parcel	Maximum Floor Area Ratio	Maximum Building Height
Principal Buildings:	2,023 m ²	1	0.28 FAR	9.5 m
	1,349 m ²		0.30 FAR	
	1,012 m ²			
Accessory Buildings and Structures	n/a	1	45 m ²	7m

- The maximum number of *principal buildings* shall be in compliance with the Comprehensive Development Plan as approved and incorporated into this Bylaw.
- Where located within the same *building* as the *principal use*, be provided with a separate entrance.

9.11.4 Minimum Building Setbacks

The minimum *building setbacks* shall be in compliance with the Comprehensive Development Plan as approved and incorporated into this Bylaw, but in no case shall a *setback* be less than that in the RS-1 *zone*.

9.11.5 Maximum Parcel Coverage

The maximum *parcel coverage* shall be in compliance with the Comprehensive Development Plan as approved and incorporated into this Bylaw, but in no case shall the *parcel coverage* be greater than:

Parcel Size	Maximum Parcel Coverage
2,023 m ²	25%
1,349 m ²	25%
1,012 m ²	20%

9.11.6 Off-Street Parking

Off-street parking shall be provided in compliance with the Comprehensive Development Plan as approved and incorporated into this Bylaw.

9.11.7 Open Amenity Space

An *open space amenity* shall be provided in conjunction with the Comprehensive Development Plan as approved and incorporated into this Bylaw.

9.12 COMPREHENSIVE DEVELOPMENT 1 (MUECKEL) – CD-1

9.12.1 Purpose

The intent of this zone is to accommodate a small *parcel* residential bare land strata subdivision that retains environmentally sensitive land as Common Property where one-family *residential* housing is the *principal use*.

9.12.2 Permitted Uses and Minimum Parcel Dimensions

Permitted Uses	Minimum Parcel Size	Minimum Parcel Width
One-Family Residential	2,023 m ²	20 m
Home Occupation	n/a	n/a
Bed and Breakfast	n/a	n/a
Secondary Suite	n/a	n/a
Accessory Equestrian	n/a	n/a
Accessory Uses	n/a	n/a

9.12.3 Maximum Number of Buildings, Size and Height

Permitted Use	Maximum Number	Maximum Size	Maximum Building Height
Principal Building	1	0.30 FAR	10 m
Accessory Buildings and Structures	2	70 m ²	7 m

- a) Notwithstanding the definition of *floor area* in **Section XX (Definitions)**, for the purpose of this zone, *floor area* or *gross floor area* shall exclude *below grade floor area*.
- b) The maximum *parcel coverage* of all *accessory buildings* on a *parcel* shall not exceed 70 m².
- c) The maximum *height* of a *fence*, other than for an *accessory equestrian use*, shall be subject to **Section 5.17**.

9.12.4 Minimum Building Setbacks

Permitted Use	Front Parcel Line Setback	Rear Parcel Line Setback	Exterior Side Parcel Line Setback	Interior Side Parcel Line Setback
Principal Buildings	10 m	7.6 m	7.6 m	5 m
Accessory Building	10 m	7.6 m	7.6 m	5 m

9.12.5 Off-Street Parking

- a) Off-street *parking spaces* shall be provided on the same *parcel* as the *use* being served in accordance with the following requirements:
 - i) 2 spaces per *dwelling unit*;
 - ii) 1 space per employee for *home occupation*;
 - iii) 2 spaces per *secondary suite*.

9.12.6 Maximum Parcel Coverage

The maximum *parcel coverage* shall be 25% of the *parcel*.

9.12.7 Open Space Amenity

An *open space amenity* shall be provided generally in accordance with the Comprehensive Development Plan.

9.12.8 Special Regulations for an Accessory Equestrian Use

An accessory *equestrian use* shall be subject to the following:

- a) the accessory *equestrian use* shall be limited generally to the area designated *equestrian use* on the Comprehensive Development Plan;
- b) not more than 12 horses may be accommodated within the area designated *equestrian use* on the Comprehensive Development Plan;
- c) notwithstanding the setback requirements of Section 314A.3, all *buildings* used for an accessory *equestrian use* shall be sited in accordance with the Comprehensive Development Plan; and
- d) the accessory *equestrian use* shall comply with the regulations of the Animal Control Bylaw.

9.12.9 Other Regulations

- a) Home occupation shall be subject to the requirements of Section 5.7.
- b) *Bed and breakfast* shall be subject to the requirements of Section 220.
- c) *Secondary Suite* shall be subject to the requirements of Section 210.
- d) Accessory *equestrian use* shall be subject to the requirements of Section 314A.7.

9.12.10 Comprehensive Development Plan

The Comprehensive Development Plan contained within this Bylaw forms an integral component of this *zone*.

9.13 COMPREHENSIVE DEVELOPMENT 2 (KLUMPER) – CD-2

9.13.1 Purpose

The intent of this *zone* is to accommodate a *residential subdivision* that provides green space in accordance with policy framework of the Official Community Plan where one-family *residential* housing is the *principal use*.

9.13.2 Permitted Uses and Minimum Parcel Dimensions

Permitted Uses	Minimum Parcel Size	Minimum Parcel Width
One-Family Residential	1,349 m ²	25 m
Home Occupation	n/a	n/a
Bed and Breakfast	n/a	n/a
Secondary Suite	2,023 m ²	30 m
Accessory Uses	n/a	n/a

9.13.3 Maximum Number of Buildings, Size and Height

Permitted Use	Maximum Number	Maximum Size	Maximum Building Height
Principal Building	1	0.20 FAR	10 m
Accessory Buildings and Structures	2	70 m ²	7 m

- a) Notwithstanding the 0.2 FAR requirement, the FAR for all *principal* and *accessory buildings* on a *parcel* may exceed 0.2, but only in such cases where the *gross floor area* for all *principal* and *accessory buildings* shall not exceed a maximum of 278.8 m² (3,000 ft²).
- b) Notwithstanding the definition of *floor area* in Section XX (Definitions), for the purpose of this *zone*, *floor area* or *gross floor area* shall exclude *below grade floor area*.
- c) The maximum *parcel coverage* of all *accessory buildings* on a *parcel* shall not exceed 70 m².

9.13.4 Minimum Building Setbacks

Permitted Use	Front Parcel Line Setback	Rear Parcel Line Setback	Exterior Side Parcel Line Setback	Interior Side Parcel Line Setback
Principal Buildings	10 m	7.6 m	7.6 m	5 m
Accessory Building	10 m	7.6 m	7.6 m	5 m

9.13.5 Off-Street Parking

- a) Off-street *parking spaces* shall be provided on the same *parcel* as the use being served in accordance with the following requirements:
 - i) 2 spaces per *dwelling unit*;
 - ii) 1 space per employee for *home occupation*;
 - iii) 2 spaces per *secondary suite*.

9.13.6 Maximum Parcel Coverage

The maximum *parcel coverage* shall be 20% of the *parcel*.

9.13.7 Maximum Number of Parcels

Not more than 35 *parcels* may be created as a result of *subdivision*.

9.13.8 Open Space Amenity

An *open space amenity* shall be provided generally in accordance with the Comprehensive Development Plan.

9.13.9 Other Regulations

- a) *Home occupation* shall be subject to the requirements of Section 5.7.
- b) *Bed and breakfast* shall be subject to the requirements of Section 220.
- c) *Secondary suite* shall be subject to the requirements of Section 210

9.13.10 Comprehensive Development Plan

The Comprehensive Development Plan contained within this Bylaw forms an integral component of this *zone*.

9.14 COMPREHENSIVE DEVELOPMENT 3 (HAYWOOD) – CD-3

9.14.1 Purpose

The intent of this *zone* is to accommodate a *residential subdivision* that provides green space in accordance with policy framework of the Official Community Plan where one-family *residential* housing is the *principal use*.

9.14.2 Permitted Uses and Minimum Parcel Dimensions

Permitted Uses	Minimum Parcel Size	Minimum Parcel Width
One-Family Residential	1,500 m ²	25 m
Home Occupation	n/a	n/a
Bed and Breakfast	n/a	n/a
Accessory Uses	n/a	n/a

9.14.3 Maximum Number of Buildings, Size and Height

Permitted Use	Maximum Number	Maximum Size	Maximum Building Height
Principal Building	1	0.20	10 m
Accessory Buildings and Structures	1	70 m ²	7 m

- a) Notwithstanding the definition of *floor area* in Section XX (Definitions), for the purpose of this *zone*, *floor area* or *gross floor area* shall exclude *below grade floor area* (definition?).
- b) The maximum *parcel coverage* of all accessory buildings on a parcel shall not exceed 70 m².

9.14.4 Minimum Building Setbacks

Permitted Use	Front Parcel Line Setback	Rear Parcel Line Setback	Exterior Side Parcel Line Setback	Interior Side Parcel Line Setback
Principal Buildings	10 m	7.6 m	7.6 m	5 m
Accessory Building	10 m	7.6 m	7.6 m	5 m

9.14.5 Off-Street Parking

- a) Off-street *parking spaces* shall be provided on the same parcel as the use being served in accordance with the following requirements:
 - i) 2 spaces per *dwelling unit*;
 - ii) 1 space per employee for *home occupation*;

9.14.6 Maximum Parcel Coverage

The maximum *parcel coverage* shall be 20% of the *parcel*.

9.14.7 Maximum Number of Parcels

- a) Not more than 25 *parcels* may be created as a result of *subdivision*.

- b) Not more than 9 *parcels* may have a “Minimum *Parcel* Size” less than 2,023 m².

9.14.8 Open Space Amenity

An *open space amenity* shall be provided generally in accordance with the Comprehensive Development Plan.

9.14.9 Other Regulations

- a) *Home occupation* shall be subject to the requirements of Section 5.7.
- b) *Bed and breakfast* shall be subject to the requirements of Section 220.

9.14.10 Comprehensive Development Plan

The Comprehensive Development Plan contained within this Bylaw forms an integral component of this *zone*.

9.15 COMPREHENSIVE DEVELOPMENT 4 (ANMORE WOODS) – CD-4

9.15.1 Purpose

The intent of this *zone* is to accommodate a residential subdivision that provides green space in accordance with policy framework of the Official Community Plan where one-family *residential* housing is the *principal use*.

9.15.2 Permitted Uses and Minimum Parcel Dimensions

Permitted Uses	Minimum Parcel Size	Minimum Parcel Width
One-Family Residential	1,860 m ²	25 m
Home Occupation	n/a	n/a
Bed and Breakfast	n/a	n/a
Accessory Uses	n/a	n/a

9.15.3 Maximum Number of Buildings, Size and Height

Permitted Use	Maximum Number	Maximum Size	Maximum Building Height
Principal Building	1	0.20	10 m
Accessory Buildings and Structures	2	70 m ²	7 m

- a) Notwithstanding the definition of *floor area* in **Section XX (Definitions)**, for the purpose of this *zone*, *floor area* or *gross floor area* shall exclude *below grade floor area*.
- b) The maximum *parcel coverage* of all accessory buildings on a parcel shall not exceed 70 m².

9.15.4 Minimum Building Setbacks

Permitted Use	Front Parcel Line Setback	Rear Parcel Line Setback	Exterior Side Parcel Line Setback	Interior Side Parcel Line Setback
Principal Buildings	10 m	7.6 m	7.6 m	5 m
Accessory Building	10 m	7.6 m	7.6 m	5 m

9.15.5 Off-Street Parking

- a) Off-street *parking spaces* shall be provided on the same *parcel* as the use being served in accordance with the following requirements:
 - i) 2 spaces per *dwelling unit*; and
 - ii) 1 space per employee for *home occupation*.

9.15.6 Maximum Parcel Coverage

The maximum *parcel coverage* shall be 15%, and may be increased to 20% for a maximum of 11 *residential parcels* provided the *buildings* are limited to 1 storey – rancher style homes, the specific *parcels* to be identified at the time of *subdivision* through the use of restrictive covenant.

9.15.7 Maximum Number of Parcels

Not more than 44 *residential parcels* may be created as a result of *subdivision*.

9.15.8 Open Space Amenity

An *open space amenity* shall be provided generally in accordance with the Comprehensive Development Plan.

9.15.9 Other Regulations

- a) *Home occupation* shall be subject to the requirements of Section 5.7.
- b) *Bed and breakfast* shall be subject to the requirements of Section 220

9.15.10 Comprehensive Development Plan

The Comprehensive Development Plan contained within this Bylaw forms an integral component of this *zone*.

9.16 COMPREHENSIVE DEVELOPMENT 5 (ANMORE WOODS-PHASE 3) – CD-5

9.16.1 Purpose

The intent of this *zone* is to accommodate a *residential subdivision* that is subject to design controls and provides amenities to the *Village* in accordance with policy framework of the Official Community Plan where one-family *residential* housing is the *principal use*.

9.16.2 Permitted Uses and Minimum Parcel Dimensions

Permitted Uses	Minimum Parcel Size	Minimum Parcel Width
One-Family Residential	2,023 m ²	25 m
Home Occupation	n/a	n/a
Bed and Breakfast	n/a	n/a
Accessory Uses	n/a	n/a

9.16.3 Maximum Number of Buildings, Size and Height

Permitted Use	Maximum Number	Maximum Size	Maximum Building Height
Principal Building	1	0.20 FAR	10 m
Accessory Buildings and Structures	1	70 m ²	7 m

- a) The maximum *parcel coverage* of all *accessory buildings* on a *parcel* shall not exceed 70 m².

9.16.4 Minimum Building Setbacks

Permitted Use	Front Parcel Line Setback	Rear Parcel Line Setback	Exterior Side Parcel Line Setback	Interior Side Parcel Line Setback
Principal Buildings	10 m	7.6 m	7.6 m	5 m
Accessory Building	10 m	7.6 m	7.6 m	5 m

9.16.5 Off-Street Parking

- a) Off-street *parking spaces* shall be provided on the same *parcel* as the use being served in accordance with the following requirements:
- i) 2 spaces per *dwelling unit*; and
 - ii) 1 space per employee for *home occupation*.

9.16.6 Maximum Parcel Coverage

The maximum *parcel coverage* shall be 15% of the *parcel*.

9.16.7 Maximum Number of Parcels

Not more than 5 *residential parcels* may be created as a result of *subdivision*.

9.16.8 Other Regulations

- a) *Home occupation* shall be subject to the requirements of **Section XX**.

b) *Bed and breakfast* shall be subject to the requirements of Section XX.

9.16.9 Comprehensive Development Plan

The Comprehensive Development Plan contained within this Bylaw forms an integral component of this *zone*.

9.17 COMPREHENSIVE DEVELOPMENT 6 (BELLA TERRA) – CD-6

9.17.1 Purpose

The intent of this *zone* is to accommodate a *residential hillside subdivision* that clusters *one-family dwellings* on a variety of *parcel* sizes to preserve public open space and ecologically sensitive areas in accordance with the *Village of Anmore Official Community Plan* where one-family *residential* housing is the *principal use*.

9.17.2 Permitted Uses, Minimum Parcel Dimensions and Maximum Parcel Number

Permitted Uses	Minimum Parcel Size	Minimum Parcel Width	Maximum No. of Parcels
One-Family Dwelling	2,023 m ²	24.0 m	n/a
	1,349 m ²	24.0 m	21
	840 m ²	29.0 m	1
Home Occupation	n/a	n/a	n/a
Bed and Breakfast	n/a	n/a	n/a
Accessory Uses	n/a	n/a	

9.17.3 Maximum Number of Buildings, Size and Height

Permitted Use by Parcel Size	Maximum Number	Maximum Size	Maximum Building Height
Principal Building:			
2,023 m ²	1	0.28 FAR	10 m
1,349 m ²	1	0.30 FAR	10 m
840 m ²	1	0.32 FAR	10 m
Accessory Buildings and Structures	1	45 m ²	7 m

9.17.4 Minimum Building Setbacks

Permitted Use	Front Parcel Line Setback	Rear Parcel Line Setback	Exterior Side Parcel Line Setback	Interior Side Parcel Line Setback
Principal Buildings on Parcels 1 to 18, 23 and 26 as Shown on the Attached Comprehensive Development Plan	10 m	7.6 m	5.0 m	5 m
Principal Buildings on Parcels 9 to 22, and 27 as Shown on the Attached Comprehensive Development Plan	7.6 m	7.6 m	5.0 m	3.5 m
Principal Buildings on Parcels 24 and 25 as Shown on the Attached Comprehensive Development Plan	7.6 m	7.6 m	5.0 m	3.5 m along the <i>parcel line</i> abutting a public open space, otherwise 5.0 m
Accessory Building and Structure	18.0 m	1.8 m	3.5 m	1.0 m

9.17.5 Off-Street Parking

- a) Off-street *parking spaces* shall be provided on the same *parcel* as the use being served in accordance with the following requirements:
 - i) 2 spaces per *one-family dwelling*; and
 - ii) 1 space per employee for *home occupation*; and
 - iii) 1 space per bedroom intended for use by a *bed and breakfast* guest.

9.17.6 Maximum Parcel Coverage

The maximum *parcel coverage* shall be 25% per *parcel*.

9.17.7 Maximum Number of Parcels

The maximum number of *parcels* created by *subdivision* shall be 27.

9.17.8 Maximum Units per Acre

The maximum units per acre shall be 1.20.

9.17.9 Open Space Amenity

An *open space amenity* shall be provided generally in accordance with the attached Comprehensive Development Plan.

9.17.10 Parcel Shape

Notwithstanding **Section** 406, for the purposes of this *zone*, no *panhandle parcel* shall be created where the access strip is narrower than 6.0 m.

9.17.11 Other Regulations

- a) All permitted *land uses* shall be connected to community services in accordance with the Anmore Works and Services Bylaw.
- b) *Home occupation* shall be subject to the requirements of **Section** XX.
- c) *Bed and breakfast* shall be subject to the requirements of **Section** XX.

9.17.12 Comprehensive Development Plan

The Comprehensive Development Plan contained within this Bylaw forms an integral component of this *zone*.

PART 10 SEVERABILITY AND ENFORCEMENT

10.1 SEVERABILITY OF BYLAW

If any Part, Section, Subsection, Sentence, Clause or Phrase of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Bylaw.

10.2 VIOLATIONS

Each person who contravenes any of the provisions of this Bylaw shall commit an offence against the Bylaw; and each day that such contravention continues shall constitute a separate offence.

10.3 PENALTY

Each person who commits an offence shall be liable on summary conviction to the penalties prescribed in the Offence Act.

10.4 ENTRY

The Clerk or his/her designate may enter at all reasonable times premises or lands subject to this Bylaw in order to ascertain whether the provisions of the Bylaw are being observed. Obstruction of the Clerk in the performance of his/her duties shall constitute an offence.

PART 11 REPEAL AND EFFECTIVE DATE

11.1 REPEAL OF PREVIOUS BYLAW

"The Village of Anmore Zoning Bylaw No. 257 (1999)" and all amendments thereto are hereby repealed.

READ A FIRST TIME this XX day of XX, 2016.

READ A SECOND TIME this XX day of XX, 2016.

REREAD A SECOND TIME this XX day of XX, 2016.

PUBLIC HEARING HELD this XX day of XX, 2016.

READ A THIRD TIME this XX day of XX, 2016.

RECONSIDERED AND FINALLY ADOPTED this XX day of XX, 2016.

Table of Proposed Zoning Bylaw Changes

Item Being Changed	Existing Bylaw	Draft Bylaw	Comments
Definition Added: Active Floodplain		means an area of <i>land</i> that supports floodplain plant species and is: <ul style="list-style-type: none"> a. adjacent to a <i>watercourse</i> that may be subject to temporary, frequent or seasonal inundation, or within a boundary that is indicated by the visible <i>high water mark</i> .	Added to support RAR regulation.
Definition added: Basement		means that portion of a <i>building</i> that is below the first storey.	added definition to clarify when referring to exclusion of 'basement' areas in calculation of GFA. Also added 'below grade floor area' – which may be redundant and need to only keep one.
Definition added: Breezeway		means a structural connection between an <i>accessory building or structure</i> and a <i>principal building</i> . For the purposes of this Bylaw, a <i>breezeway</i> does not create a single <i>building or structure</i> out of the two <i>buildings or structures</i> it connects.	to provide clarity and explicitly note the 'construction' of a 'breezeway' does not create one building or structure out of the two it connects.
Definition added: Commercial		means a <i>use</i> providing for an occupation, employment or enterprise that is carried on for gain or monetary profit by any person.	to be consistent in providing <i>use</i> definitions such as residential, assemble, civic, etc

Definition added: Community Garden		means the non- <i>commercial use</i> of <i>land</i> for the public growing of flowers, native and ornamental plants, edible berries, fruits and vegetables.	to permit the use in P1 zone
Definition added: Grade, average		is measured around the perimeter of the building or structure at or directly above or below the outermost projection of the exterior walls or the posts of carports (see section 5.5).	
Definition added: Grade, finished		means the lowest ground elevation existing after construction, as established on a legal survey by a registered British Columbia Land Surveyor, as measured at each of the four outermost exterior corners of the <i>building or structure</i> , or projections thereof	to identify 'finished grade' after, not prior, to construction to aid in establishing 'grade' definition
Definition added: Grade, natural		means the elevation of the ground surface existing prior to any disturbance, alteration, excavation or filling, as determined by a registered British Columbia Land Surveyor, but excludes localized depressions in all cases.	
Definition added: Height, for the purpose of measuring wall		means the vertical distance measured from <i>finished grade</i> to the highest point of the vertical wall component.	(for the purposes of measuring wall 'height'): to determine 'wall height' with a different method of calculating 'height' than that for a 'building' or structure'. Measures

			'height' from where 'wall' meets 'finished grade' to top of 'wall'.
Definition added: Industrial		means a <i>use</i> by a public authority for the intended benefit of the public.	to be consistent in providing <i>use</i> definitions such as residential, assemble, civic, etc
Definition added: Landscaping		means any combination of trees, bushes, shrubs, plants, flowers, lawns, bark mulch, decorative boulders, planters, foundations, sculptures, decorative fences and the like, arranged and/or maintained to change, modify, or enhance the appearance of a <i>parcel</i> . The terms <i>landscape</i> and <i>landscaped</i> have a corresponding meaning to <i>landscaping</i> .	to align with the new section added to the Zoning Bylaw and provide clarity to what the 'landscaping' consists of
Definition added: Marijuana, Marijuana Dispensary, Medical Marijuana, and Medical Marijuana Research and Development		<p>Marijuana: means all parts of the genus <i>cannabis</i> whether growing or not and the seed or clone of such plants.</p> <p>Marijuana Dispensary: means a business or service which is used for dispensing, selling, or distributing <i>marijuana</i>, and is not licensed or regulated by applicable federal or provincial law pertaining to <i>medical marijuana</i>.</p> <p>Medical Marijuana: means <i>marijuana</i> that is possessed, produced, grown, cultivated from seed or clone to a plant for harvest, stored, packaged, or warehoused, or any combination</p>	to identify the plant and its potential uses for the purposes of prohibiting in all 'zones'

		of these things, pursuant to authorization under applicable federal or provincial law. Medical Marijuana Research and Development: means the <i>use</i> of <i>land, buildings</i> or <i>structures</i> for the systematic research, testing, data collection and manipulation, or technical or scientific development of <i>medical marijuana</i> , and may include a research laboratory, but does not include <i>medical marijuana production</i> .	
Definition added: Patio, sunken		means a surfaced, open space of land below <i>grade</i> adjacent to a <i>dwelling unit</i> which is used as an extension to the interior of the home for private or semi-private entertainment or leisure activities.	created to prohibit in RCH-1 zone (Countryside)
Definition added: Recreational Vehicle		means a vehicle that is designed to provide temporary living accommodation for travel, vacation or recreational <i>use</i> , and may be self propelled, towed, or transported and may include, but not be limited to, motor homes, campers, travel trailers, tent trailers, but does not include a <i>manufactured home</i> .	to identify vehicle type used in Bylaw as it relates to storage regulations
Definition added: Screening		means a continuous <i>fence</i> , wall, compact evergreen hedge or combination thereof,	to align with the new Screening Bylaw section and to identify what is included in the term

		supplemented with landscape planting.	
Definition added: Solar Energy Device		means a device designed to collect, store and distribute solar energy.	required to differentiate from other 'sustainable building technologies'
Definition added: Sustainable Building Technologies		means structural or technological elements designed to decrease the carbon footprint of a <i>building</i> or <i>structure</i> . Such features shall include <i>solar energy devices</i> , roof mounted micro wind turbines, infrastructure needed to access and maintain a green roof and the like.	created as a catch all for all devices referenced in the Renewable Energy section of the General Regulations. Included is 'solar energy devices', which also has to be clearly defined to distinguish them having less restrictive regulations, especially pertaining to height exemptions and roof coverage limitations
Definition added: Swimming Pool		means any <i>structure</i> or construction, intended primarily for recreation that is, or is capable of being, filled with water to a depth of 0.6 m or more. For the purpose of this definition, a hot tub shall not be considered a <i>swimming pool</i> .	to establish proper definition to align with newly created Swimming Pool section.
Definition added: Top-of-Bank		means : a. the point closest to the boundary of the <i>active floodplain</i> of a stream where a break in the slope of the land occurs such that the <i>grade</i> beyond the break is flatter than 3:1 at any point for a minimum	created to align with ESC Bylaw

		<p>distance of 15 metres measured perpendicularly from the break, and</p> <p>for a floodplain area not contained in a ravine, the edge of the <i>active floodplain</i> of a stream where the slope of the <i>land</i> beyond the edge is flatter than 3:1 at any point for a minimum distance of 15 metres measured perpendicularly from the edge.</p>	
Definition added: Yard, Front, Rear and Side:		<p>Yard, Front: means that portion of a <i>parcel</i> between the <i>front parcel line</i> and a line extending along the front face of a <i>principal building</i> to the <i>side parcel lines</i>.</p> <p>Yard, Rear: means that portion of a <i>lot</i>, between the <i>rear parcel line</i> and a line extending along the rear face of a <i>principal building</i> to the <i>side parcel lines</i>.</p> <p>Yard, Side: means that portion of a <i>parcel</i> extending from the <i>front yard</i> to the <i>rear yard</i>, between the <i>side parcel line</i> and a line extending along the side face of a <i>principal building</i>.</p>	added to determine how 'yards' are created on a 'parcel' with 'parcel lines' and faces of building.
Definition Revised: Accessory Building	means a building or structure located on a parcel, the use of which building or structure is incidental and ancillary to the	means a <i>building or structure</i> located on a <i>parcel</i> , the <i>use</i> of which is incidental and ancillary to the principal <i>permitted use</i> of	included previously unregulated structures such as, flagpoles, swimming pools, propane tanks, satellite dishes and receivers,

	principal permitted use of the land, buildings or structures located on the same parcel	the <i>land, buildings or structures</i> located on the same <i>parcel</i> .	telecommunication antenna, and wind turbines
Definition Revised: Accessory Suite			changed to Secondary Suite
Definition Revised: Below Grade Floor Area			changed 'space' to 'area' to be more consistent with language – 'gross floor area', GFA
Definition Revised: Development	means a change in the use of any land, building or structure and shall include the carrying out of any building, engineering, construction or other operation in, on, over or under land or water, or the construction, addition or alteration of any building or structure;	means a change in the <i>use</i> of any <i>land, building or structure</i> and shall include the carrying out of any <i>building</i> , engineering, construction or other operation in, on, over or under <i>land</i> or water, or the construction, addition or alteration of any <i>building or structure</i> .	to provide clarity and align with RAR definition
Definition Revised: Floor Area or Gross Floor Area:	means the total of the gross horizontal area of each floor of a building as measured from the outermost perimeter of the building, but excludes for the purpose of a one-family residential , two-family residential dwelling or accessory building, any portion of a floor used for parking purposes;	means the total of the gross horizontal area of each floor of a <i>building</i> as measured from the outermost perimeter wall of the <i>building</i> and includes <i>below grade floor area</i> . The area of a <i>garage</i> will be included in the calculation of <i>floor area</i> , except for up to 60 m ² of <i>garage</i> located within <i>principal building or accessory building</i> that does not contain a <i>secondary suite</i> .	to clarify that 'below grade floor area' (or 'basement' depending on what term to keep) and parking areas are included with some exemptions.
Definition Revised: Height (of a building or structure)	(of a building or structure) means the vertical distance from Grade to the highest	means the vertical height of a <i>building or structure</i> (see section 5.6).	More detail on how height is calculated is now provided in the regulatory section of the Zoning Bylaw.

	point of the roof surface of a flat roof to the deck line of a mansard roof, and to the mean level between the eaves and the ridge of a gable, hip, gambrel or other sloping roof, and in the case of a structure without a roof, to the highest point of the structure;		
Definition Revised: Manufactured Home:	means a dwelling unit designed to be moved from time to time, which arrives at the site where it is to be occupied complete and ready for occupancy except for placing on foundation supports, connection of utilities, and some incidental assembly, and complies with the Manufactured Home Standards Regulations of the Manufactured Home Act, but specifically excludes recreational vehicles;	means: <ul style="list-style-type: none"> a. a <i>one-family dwelling</i> constructed in a factory to CSA A277 standards, transported to a <i>parcel</i> and placed on a permanent foundation complying with the B.C. Building Code, or b. a <i>manufactured dwelling unit</i> constructed to CSA Z240 standards, transported on its own chassis and placed on a temporary foundation, and complies with the Manufactured Home Standards Regulations of the <i>Manufactured Home Act</i>, and does not include a <i>recreational vehicle</i> .	revised definition to explicitly include both mobile homes and modular homes
Definition Revised: One-family Dwelling	means a residential use in a building which is used for only one dwelling unit, and may contain an Accessory Suite, and	means a <i>building</i> which is used for only one <i>dwelling unit</i> , but may contain a <i>secondary suite</i> .	removed reference to 'double wide manufactured home' as it implies permitting 'double wide

	includes a double-wide manufactured home;		mobile homes' anywhere that permits a 'one-family dwelling'
Definition Revised: Parcel Size	lot size means the same as site area	means the total horizontal area within the boundaries of a <i>parcel</i> .	renamed from 'lot size' and provided clarity as to what it actually is. Previous definition stated 'lot size' meant the same as site area and bylaw provided no defined term for site area. Clarified to mean the horizontal area within the boundaries of a 'parcel'
Definition Revised: Remainder Parcel	means the parcel of land that is the residual portion of a larger parcel of land that has or is proposed to be subdivided, and has the potential of being further subdivided into two or more parcels in accordance with the minimum lot size requirements of the applicable zone;	means the <i>parcel of land</i> that is the residual portion of a larger <i>parent parcel of land</i> that has or is proposed to be subdivided, and has the potential of being further subdivided into two or more <i>parcels</i> in accordance with the minimum <i>parcel size</i> requirements of the applicable <i>zone</i> .	clarified language to identify remainder of the parent parcel
Definition Revised: School:	includes public schools and independent schools;	means a <i>school</i> as defined by the <i>School Act</i> .	Changed to ensure consistency with provincial legislation.
Definition Revised: Setback	means the minimum horizontal distance measured from the respective lot line or natural boundary to the nearest portion of a building or structure;	means the minimum permitted horizontal distance measured from the respective <i>parcel line</i> , <i>natural boundary</i> or <i>top-of-bank</i> to the nearest portion of a <i>building</i> or <i>structure</i> .	revised language to include top-of-bank as a feature requiring a separation distance from a building or structure
Definition Revised: Subdivision	means the division of land into two (2) or more parcels, whether by plan, apt description, words, or otherwise;	means the division of <i>land</i> into two (2) or more <i>parcels</i> , or the consolidation of two or more <i>parcels</i> into one, or the adjustment of a <i>parcel line</i>	revised to incorporate language from BC government website

		whether by plan, apt description, words, or otherwise.	
Definition Revised: Top-of-Bank:	means the natural boundary of a watercourse, or if the distance from the high water mark to the toe of the slope is less than 15 metres, then it is the first significant and regular break in slope which is a minimum of 15 metres wide.	<p>means :</p> <ul style="list-style-type: none"> a. the point closest to the boundary of the <i>active floodplain</i> of a stream where a break in the slope of the land occurs such that the <i>grade</i> beyond the break is flatter than 3:1 at any point for a minimum distance of 15 metres measured perpendicularly from the break, and b. for a floodplain area not contained in a ravine, the edge of the <i>active floodplain</i> of a stream where the slope of the <i>land</i> beyond the edge is flatter than 3:1 at any point for a minimum distance of 15 metres measured perpendicularly from the edge. 	Revised to better align with RAR regulation.
Definition Deleted: Building Setback	means the minimum horizontal distance from any portion of a building or structure to a designated lot line;	Deleted	redundant with the existing term 'setback' – potential delete. But may need both definitions to identify 'setback' area for

			'natural boundary' and 'top of bank'
Definition Deleted: Alter	means any change to a <i>building</i> or <i>structure</i> that would result in an increase in floor area.	Deleted	No longer used in bylaw
Definition Deleted: Cellar	means a space between two floors of a <i>building</i> , the elevation of the lower of which is at least 1.5 metres below grade;	Deleted	No longer used in bylaw
Definition Deleted: Grade	(as applying to the determination of building height) means the lowest of the average levels of finished ground adjoining each exterior wall of a building, except that localized depressions such as for vehicle or pedestrian entrances need not be considered in the determination of average levels of finished ground	Deleted	More specific definitions for average, finished and natural grade added.
Definition Deleted: Minimum Site Area	means the smallest contiguous portion of a parcel that is required by law for the development of one permitted use;	Deleted	not used in revised Bylaw
Regulation Change: Fencing	Fences shall not exceed a height of 1.8 metres in the front yard or a height of 2.4 metres to the rear of the front face of a building;	<p>(1) <i>Fences</i> shall not exceed a <i>height</i> of 1.2 metres in the front <i>yard</i> or a <i>height</i> of 1.8 metres in the <i>rear</i> or <i>side yards</i>;</p> <p>(2) Where a <i>fence</i>, wall or similar <i>structure</i> is located on top of a <i>retaining wall</i>, the <i>height</i></p>	Size of fences in front yards is reduced to 1.2 metres and reduced to 1.8 metres in all other locations. Setback required from retaining walls. Restrictions on materials used for fencing also added.

		<p>of the <i>fence</i> shall include the <i>height</i> of the <i>retaining wall</i>, except that where their combined <i>height</i> exceeds 1.8 metres, the <i>fence</i>, wall or similar <i>structure</i> by itself may have a <i>height</i> of not more than 1.0 metre.</p> <p>Barbed wire and razor wire <i>fences</i> are prohibited in all <i>zones</i> except when expressly provided for in this Bylaw, or for an <i>industrial</i>, <i>civic institutional</i>, or <i>commercial use</i>.</p>	
Regulation Change: Highest Building Face		See section 5.4 of Draft Zoning Bylaw for text and graphics. Corresponding definition for highest building face added in definition section.	Part of the new proposed approach to regulating building and structure heights
Regulation Change: Average Grade Calculation for Building and Structure Height		See section 5.5 of Draft Zoning Bylaw for text and graphics	Part of the new proposed approach to regulating building and structure heights
Regulation Change: Building and Structure Height		See section 5.6 of Draft Zoning Bylaw for text and graphics	Part of the new proposed approach to regulating building and structure heights
Regulation Change: Height Exemptions		See section 5.7 for text	Changes to allow for sustainable building technologies.
Regulation Change: Keeping of Animals		Deleted	Regulation is redundant and regulated through the Animal Control Bylaw
Regulation Change: Landscaping		See section 5.14 of proposed bylaw	Added requirements for Landscaping to help mitigate

			impacts of development and retaining walls
Regulation Change: Retaining Walls		See section 5.12 for text and graphics. Corresponding definition for grade line added in definition section.	Increased the required horizontal separation requirement between retaining wall systems to 3.6 metres and introduced grade line concept
Regulation Change: Screening		See Section 5.13 of proposed bylaw	Added requirements for screening to help mitigate impacts of development
Regulation Change: Storage or Parking of Vehicles, Trailers, Boats and Equipment		See Section 5.15	Section added to clarify and address issues with regard to the storage of items.
Regulation Change: Signs		See section 5.16	Greater specificity on sign regulation provided.
Regulation Change: Sport Courts		(1) Shall not be constructed or located within any required <i>front yard</i> or <i>exterior side yard</i> or within any <i>accessory building</i> or <i>structure</i> <i>setback</i> requirement for that <i>zone</i> .	Regulation added to clarify location of sport courts and reduce impact on neighbours.
Regulation Change: Swimming Pools		(1) <i>Swimming pools</i> and hot tubs shall not be constructed or located within any required <i>front</i> or <i>exterior side yard</i> or located within 3.5 metres of any other <i>parcel line</i> , unless expressly provided for in this Bylaw.	Regulation added to clarify location of swimming pools and reduce impact on neighbours.

		(2) <i>Swimming pools</i> shall be enclosed in a <i>structure</i> or surrounded by a <i>fence</i> with a <i>height</i> of no less than 1.5 metres, provided that the <i>fence</i> does not obstruct visibility through it.	
Regulation Change: Subdivision		Added clarification on how parcel width is determined. Added limitation on panhandle parcels that the area of the access strip will not be included in determining minimum parcel size.	
Regulation Change: Secondary Suite		For parcels less than 4047 m ² , a <i>secondary suite</i> within an <i>accessory building</i> shall not have a <i>floor area</i> that exceeds 100 m ² . For parcels equal to or larger than 4047 m ² , a <i>secondary suite</i> within an <i>accessory building</i> shall not have a <i>floor area</i> that exceeds 120 m ²	Added the ability on larger parcels to have larger secondary suites in an accessory building.
Regulation Change: Renewable Energy		See section 5.19	Regulation added to allow for renewable energy technologies to be used.
Regulation Change: Watershed Protection		See section 5.22	Regulation updated to reflect latest requirements relating to Agricultural Buildings.
Compact Housing 1 – RCH-1			Setbacks – Principal Buildings: Increased interior side setback to 2.2 m (from 1.2 m) for anything above the first storey, increased

			<p>exterior side setbacks to 4 m (from 3 m), and increased rear setback to 2 m (from 1.5 m). Setbacks – Accessory Buildings: changed to reflect changes in principal building setbacks.</p> <p>FAR: reduced to 0.6 (from 0.7).</p> <p>Basements prohibited in areas without stormwater management infrastructure and permitted where it has been installed.</p>
Compact Housing 2 – RCH 2			<p>Removed additional development capacity should the community sewage disposal field no longer be required. This was done to ensure consistency with the OCP in terms of permitted density and that there will be no municipal sewer systems.</p>
Comprehensive Development Zones			<ul style="list-style-type: none"> • Minimum parcel size based on APC voting – 1,012 m² (1/4 acre). • Maximum size (FAR) based on APC voting results and the adopted Bella Terra amending bylaw. APC voting was unclear as the voting resulted in a range acceptable. Created a table expressing that range with varying parcel sizes and with

			<p>an interpretation of the APC voting.</p> <ul style="list-style-type: none"> • Maximum height based on discussions with staff (APC voted to have maximum RS-1 height apply to CD's). • Setbacks are minimum established in RS-1 as per APC voting. • Maximum parcel coverage established using APC voting results.
Residential 1 – RS1		Increased maximum amount of floor area permitted for accessory buildings from 100 to 150 m ²	This reflects the changes to calculation of floor area.
Residential 1 – RS1		Provisions for relaxed setback in rear and side yards for small accessory building (less than 10m ²) and in ground swimming pools to have a setback of 3.5 m	
Residential 1 – RS1	Maximum Number of Buildings permitted (a)May be increased to two One-Family Residential dwellings, provided that the lot size is greater than 0.8 ha.	deleted	Only 1 one family residence permitted per parcel. Should a second one family residence be desired than a subdivision should be pursued, as exception only applied to lands with subdivision potential.
Residential 2 – RS2		deleted	Not used in the Village
Residential 3 – RS3		deleted	No longer used in the Village

MEMORANDUM



Date: July 19, 2017
To: Juli Kolby, CAO (Village of Anmore)
From: Cory Sivell and John Weninger (Urban Systems)
File: 1536.001.01
Subject: Asset Management Funding Plan (AMFP) Memorandum

Background

Setting annual funding targets for asset renewal is critical to the long term financial sustainability of a community. Increasing cost pressures and unsustainable funding approaches are driving communities to realize they need to change the way they think about managing their assets, recovering revenues and delivering services. Communities are now embracing the need to integrate asset management principles and thinking into their organizations with the goals of:

- Being financially sustainable over the long term;
- Reducing the need to place large financial burdens on future generations;
- Increasing the likelihood that user fees and property taxes are stable and consistent and reducing the need to have large 'one-off' tax increases; and
- Increasing the likelihood that service levels can be maintained over the long term.

With this understanding, the Village of Anmore (VOA) has invested in developing an Asset Management Investment Plan (AMIP) to assist staff, council and the community with setting their long-term funding targets for asset renewal. Once the funding targets were established, the Village was then interested in understanding the impact the selected funding targets have on their customers' current property taxes and water user fees. The remainder of this memo is focused on summarizing the key findings from the AMIP, documenting the preferred funding scenarios and their respective impact on property taxes and water user fees.

AMIP Summary

The AMIP is a tool that can be used to assist VOA in setting annual funding targets for asset renewal. In order to assist with setting this target, two investment level indicators were presented;

1. Average Annual Life Cycle Investment (AALCI)
2. 20 Year Average Annual Investment (20 Year AAI)

Due to uncertainty on how long assets will last, three service life scenarios were presented for each of the investment indicators;

- **Scenario 1:** Assumes industry standard (rule of thumb) life spans (conservative)
- **Scenario 2:** Assumes assets will last 25% longer than the industry standard
- **Scenario 3:** Assumes assets will last 50% longer than the industry standard

These three service life scenarios are presented below for both the general and water fund.

MEMORANDUM



AALCI			
Fund	Scenario 1	Scenario 2	Scenario 3
General Fund	\$828,000	\$663,000	\$554,000
Water Fund	\$310,000	\$246,000	\$205,000
Total	\$1,138,000	\$909,000	\$759,000

*General Fund includes: Roads, Storm, Parks, Buildings, Equipment other Miscellaneous Assets

20 Year AAI			
Fund	Scenario 1	Scenario 2	Scenario 3
General Fund	\$570,000	\$365,000	\$208,000
Water Fund	\$80,000	\$7,000	\$0
Total	\$650,000	\$372,000	\$208,000

*General Fund includes: Roads, Storm, Parks, Buildings and Equipment Assets

For more details please refer to the "Asset Management Investment Plan, 2017 (Urban Systems)"

Preferred Funding Scenarios and their Impact on Property Taxes and Water User Fee's

The information summarized within the AMIP was presented to staff and the Finance Committee on February 27th, 2017, with the intent of sharing the various asset renewal funding scenarios and obtaining direction on what investment level indicator would be best suited for VOA. Based on the discussions from the meeting, the Finance Committee recommended that VOA take a long term vision to financial sustainability and focus on funding the AALCI. Subsequent to the meeting, staff selected their preferred AALCI funding scenario based on their understanding of the community's infrastructure funding needs. Staff then requested that Urban Systems assess VOA's ability to meet the preferred funding scenarios based on the financial information presented in the 5-Year financial plan for 2017. The preferred funding scenarios were brought forward to the Finance Committee on June 26th, 2017 and supported unanimously.

The preferred funding scenarios and its respective impact on property taxes/infrastructure levy (General Fund) for 2017 is summarized below:

All values are presented in 2017 dollars and do not account for inflation

Impact to Property Tax/Infrastructure Levy (General Fund)		
Asset Category	Preferred Funding Scenario	AALCI
Roads		
MRN Road Surface	1	\$178,000
LRN Road Surface	3	\$86,000
Other Assets (sidewalks, streetlights)	1	\$165,000
Storm	1	\$149,000
Other Assets (Buildings, Parks, Fleet etc...)	1	\$206,000
AALCI Total		\$784,000
Available for Asset Management*		\$825,000
Impact to Property Tax/Infrastructure Levy		No impact

*From 5 Year financial plan in 2017

MEMORANDUM

The result of the financial analysis showed that there was no need to adjust property taxes or the infrastructure levy to meet the preferred AALCI scenario. It is important to note that the AALCI target does not consider new infrastructure, strategic initiatives or increased service levels. Therefore, these investments must be considered on top of the AALCI. For example: The VOA is currently assessing the need to build a new Village Hall. The expenses related to constructing and replacing this building will be above and beyond the \$784,000.

The preferred funding scenario and its impact to water user rates for 2017 (water fund) is summarized below.

Impact to Water User Fee's (Water Fund)		
Asset Category	Preferred Scenario	AALCI
Water System	3	\$205,000
Available for Asset Management*		\$190,000
User Fee Increase		2.1%

*From 5 Year financial plan in 2017

The results of the financial analysis showed that the VOA must increase the revenue obtained from user fees by \$15,000 to meet the selected AALCI funding target. A \$15,000 increase in revenues equates to a 2% increase in the user fee or an 8% increase in funds available for asset management. Its important to note that this funding target assumes like for like replacement and does not take into account changes in level of service, any rate increases for bulk water purchase, or new capital projects.

Infrastructure Deficit

Infrastructure deficit is a measure of the value of infrastructure that has passed its theoretical service life but continues to provide a service to the community (Current year > Year of Replacement). Although the asset is still providing service, it is typically nearing the end of its life and will require field investigation to determine if the asset needs to be replaced or not.

The VOA's infrastructure deficit for each fund (general and water) is summarized below:

Infrastructure Deficit			
Fund	Scenario #1	Scenario #2	Scenario #3
General	\$2,098,000	\$630,000	\$370,000
Water	\$0	\$0	\$0

Since the VOA is a relatively new community and majority of the Village's assets are long lived (>50 years), the infrastructure deficit is relatively small when compared to other communities across British Columbia. Based on the preferred funding levels, the VOA will have sufficient revenues to replace the infrastructure that has passed its theoretical service life within the next 3 to 10 years (depending on selected service life scenario) if desired.

It is important to note that Infrastructure deficits are normal and that the goal is not to eliminate the infrastructure deficit completely. Infrastructure deficits show that assets are beginning to last longer than their estimated service lives which could be a result of good maintenance practices, installation techniques, design or good environmental conditions. Moving forward, the VOA should begin to answer the question, *What is the right infrastructure deficit for our community and how will we measure and manage this over time?*

MEMORANDUM



We would like to thank you for the opportunity to be of service to the Village of Anmore. Please feel free to contact the undersigned should you wish to discuss any aspect of this memo.

Sincerely,

URBAN SYSTEMS LTD.

A handwritten signature in blue ink, appearing to read "Cory Sivell".

Cory Sivell, Asset Management Consultant

A handwritten signature in black ink, appearing to read "John Weninger".

John Weninger, Principal

U:\Projects_KEL\1536\0001\01\R-Reports-Studies-Documents\R1-Reports\2017-07-18 - AMFP - Memo.docx



prepared for
The Village of Anmore

ASSET MANAGEMENT INVESTMENT PLAN

July 2017

TERMS AND DEFINITIONS

The following commonly used terms are defined as they relate to the Asset Management Investment Plan (AMIP).

ASSET

A physical component of a system that has value, enables services to be provided, and has an economic life of greater than1 year.

ASSET CONDITION

Asset remaining life is one indicator that can be used as a proxy for condition when the physical condition of the asset is not known. The remaining life of an asset is calculated using the following formula:

Asset Remaining Life = Asset Remaining Value/Asset Replacement Value

The remaining life is then grouped into a condition rating system using the following criteria:

Remaining Life	Condition Group
<0	Very Poor
0-25	Poor
25-50	Average
50-75	Good
75-100	Very Good

LEVEL OF SERVICE

A measure of the quality, quantity, and/or reliability of a service from the perspective of residents, businesses, and customers in the community.

REPLACEMENT COST

The investment required (in today’s dollars) to replace an asset and ensure it provides the same function as it did before.

Note: The replacement costs used in this report should not be used for capital planning and should only be used for high-level, long-term financial planning.

REVENUE

The income received by the City from taxes, user fees, government transfers and other sources. Own-source revenue refers to income received from taxation, user fees, and any interest income.

RISK(S)

Events or occurrences that will have an undesired impact on services (Risk = Impact x Likelihood).

SERVICE LIFE (SL)

The length of time an asset will theoretically last before it requires replacement or rehabilitation.

SERVICE LIFE SCENARIOS

Three service life scenarios analyzed within the AMIP include:

- [Scenario 1](#): Standard Asset Service Life
- [Scenario 2](#): Service Life Increased by 25%
- [Scenario 3](#): Service Life Increased by 50%

Note: Infrastructure investment refers to investing funds to renew existing infrastructure (capital expenditure) or saving funds in a protected reserve for future asset renewal.

Investment Level Indicators

ANNUAL AVERAGE LIFE CYCLE INVESTMENT (AALCI)

The Average Annual Life Cycle Investment (AALCI) is defined as the summation of each asset’s annual depreciation. It represents the annual investment needed to sustain existing infrastructure over its service life (over the next 20 years and beyond).

Note: AALCI must be considered in conjunction with infrastructure deficit as this is a forward-looking parameter that does not consider the past.

20 YEAR AVERAGE ANNUAL INVESTMENT (20 YEAR AAI)

The 20 Year Average Annual Investment (20 Year AAI) is defined as the summation of expenditures over a 20 year planning horizon divided by 20. It represents the annual investment needed to pay for expected infrastructure replacements over the next 20 years (within the 20 year horizon).

INFRASTRUCTURE DEFICIT

Infrastructure Deficit is a measure of the amount of infrastructure that has passed its theoretical service life but still provides service to the community. This infrastructure should be inspected to determine if replacement is necessary or if replacement timing can be adjusted.

Note: The presented indicators do not take into account level of service, risk, future capital needs, or willingness to take on risk. Over time, as the community gathers more information and further develops their asset management system, these investment figures should be further refined and adjusted.



ASSET MANAGEMENT INVESTMENT PLAN

The Asset Management Investment Plan (AMIP) is an asset renewal forecast that can be used to inform long-term funding decisions. Adequate funding of asset renewal will ensure services can be reliably provided into the future. The AMIP is designed to answer the following questions:

- 1) What assets do we own?
- 2) How much are our assets worth?
- 3) What condition are our assets in?
- 4) When will our assets pass their service life?
- 5) How much do we need to invest in our assets?

Through answering these questions, the community can begin to:

- build awareness with staff, Council and the community on the magnitude and timing of potential infrastructure investments;
- understand revenue requirements over the long term; and
- understand the urgency of investments.

It is important to clarify that the AMIP is not:

- a capital plan that sets out specific projects for the community to undertake;
- an infrastructure cost tool that can be used for construction tenders and predict exact replacement costs; or
- a complete asset management program.

The AMIP is just one component of a larger framework that should be considered in developing an effective asset management program.



Figure1: Asset Management for Sustainable Service Delivery, A BC Framework

Asset management is a continual improvement process which focuses on bringing together the skills and activities of people in combination with information about assets and finances to enable long-term sustainable service delivery. There is no right spot to start on the framework, rather it is up to each community to determine their specific asset management needs and build their program based on their individual priorities.

CANADIAN'S INFRASTRUCTURE CHALLENGE

Communities across Canada are currently faced with infrastructural and organizational challenges. Many are realizing that the majority of their infrastructure was installed decades ago and has continually provided service to the community with little to no service disruption. These assets, which have provided significant value to the community, are now nearing the end of their useful life; however, many local governments have not fully planned for their replacement

FCM recently completed a study that concluded that estimates Canada's infrastructure deficit to be 123 billion and growing. A recent study by BCWWA, titled "Are our water systems at risk?" found that the majority of BC water and sewer systems are not recovering the full cost of service delivery through user fees.

With increasing cost pressures and unsustainable funding approaches, communities are beginning to realize they need to change the way they think about managing their assets, recovering revenues, and delivering services. Communities are now embracing the need to integrate asset management principals and thinking into their organization with the goal to:

- be financially sustainable over the long term;
- reduce the need to place a large financial burden on future generations;
- increase the likelihood that user fees and property taxes are stable and consistent and reduce the need to have large 'one-off' increases; and
- increase the likelihood that service levels can be maintained over the long term

With this understanding, the Village of Anmore has invested in developing an Asset Management Investment Plan (AMIP) as the first step in better understanding their own unique infrastructure challenges.

ASSET QUESTIONS

1

What assets do we own?

Taking stock of assets within a community is foundational to the development of an AMIP. The first step in building an inventory is gathering all available data, then collecting important attributes for each asset such as: quantity, diameter, year of installation, material, etc.

The value of this inventory extends well beyond this project as this database can now be used as the central source of asset information moving forward.

The methodology used to compile this inventory is detailed in Appendix A.

2

How much are our assets worth?

Calculating the replacement cost of a community's assets provides the organization with a deeper understanding of the magnitude of infrastructure that it is responsible for managing and replacing. These cost figures directly affect the asset reinvestment level and are a driver for future revenue requirements. Replacement costs presented in this report represents the magnitude of investment required to replace all assets as they exist today. The asset replacement costs do not account for new investment required to satisfy; regulatory requirements, growth/ expansion, safety improvements, or economic development.

The assumptions and methodologies used to develop replacement cost figures are detailed in Appendix C & E.

3

What is the condition of our asset?

Remaining life of an asset is one indicator that can be used to understand the theoretical condition of an asset. The condition of the asset can then inform asset reinvestment and inspection programs.

Since the actual physical condition of the asset is not known, the age of the asset is used to estimate its condition (refer to Terms and Definitions)

4

When do our assets need to be replaced?

Accurately predicting when infrastructure will need to be replaced is difficult, if not impossible, to do. The service life (how long an asset will last) is a highly uncertain parameter that is affected by many factors such as material, environment, and construction techniques. Nonetheless, mapping replacement timing is valuable in helping communities begin planning for future expenditures. For example, the investment cost forecast may show a significant expenditure in 2025, representing a large number of watermain that are predicted to need replacing. While it is unlikely that all of these watermain would need to be replaced at the same time, replacement timing estimates provide an indication that a large investment might occur and that further investigation is required to confirm the urgency of these investments.

The asset service lives can be found in Appendix D.

5

How much do we need to invest in our assets?

Predicting the right investment level needed for infrastructure renewal requires significant thought and discussion amongst stakeholders. To better understand a community's initial long-term investment needs, three indicators have been calculated.

Investment Level Indicators:

- 1) Average Annual Life Cycle Investment (AALCI)
- 2) 20 Year Average Annual Investment (20 Year AAI)
- 3) Infrastructure deficit

(refer to Terms and Definitions)

Each of these indicators are calculated using replacement costs (Appendix C) and service life estimates (Appendix D). Accurately predicting when infrastructure will need to be replaced is very difficult to do. For this reason, lifespan estimates are generally based on rule of thumb values. Most rule of the thumb lifespans applied by engineers are conservative (on the safe side). In practice, many assets could last much longer (25% longer or possibly more) than these estimates. For these reasons, we have developed three service life scenarios (refer to terms and definitions) which will help highlight how investments level would change depending on the various lifespan assumptions.

Each of these questions (1 to 5) is graphically presented in the body of this report.




WATER SYSTEMS

What assets do we own?



Watermain

23 km




Pumping Station

3



Valves

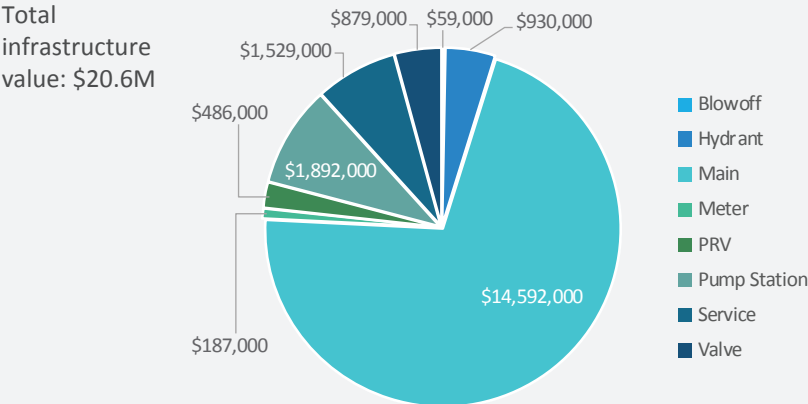
250



Hydrants

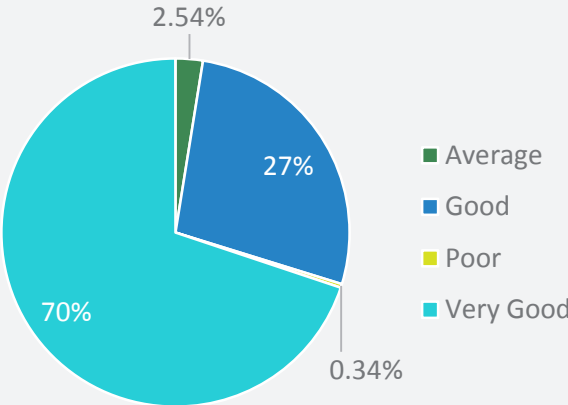
150

How much are our assets worth?



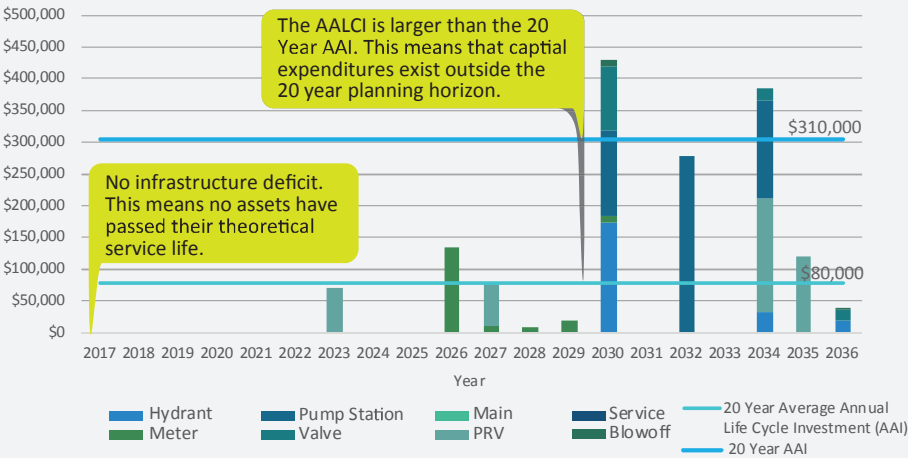
- Comments
- 80% of infrastructure is made up of the watermains and pump stations

What condition are our assets in?



- Comments
- Physical condition of the asset is not known, the age of the asset is used to estimate it condition (refer to terms and definitions)
 - Majority of assets are in very good condition (predominately installed in 1996)

When do our assets need to be replaced?



- Comments
- Confirm the need to replace assets shown in the graph above through performing visual condition assessments
- Note: The graph above is based on service life scenario 1

How much do we need to invest in our assets?

Average Annual Life Cycle Investment (AALCI)

Asset Category	Scenario 1 Standard Service Life (SL)	Scenario 2 SL Increased by 25%	Scenario 3 SL Increased by 50%
Blowoff	\$1,500	\$1,200	\$980
Hydrant	\$24,000	\$19,000	\$16,000
Main	\$147,000	\$117,000	\$98,000
Meter	\$13,000	\$10,000	\$8,400
PRV	\$20,000	\$16,000	\$13,000
Pump Station	\$62,000	\$49,000	\$41,000
Service	\$20,000	\$16,000	\$13,000
Valve	\$22,000	\$18,000	\$15,000
Total	\$310,000	\$246,000	\$205,000

- Comments
- AALCI can be reduced from \$310,000 to 205,000 (33%) if service life is increased by 50%
 - Watermains and pump stations represent majority of the AALCI (70% in scenario 1)

20 Year Average Annual Investment (20 Year AAI)

Asset Categories	Scenario 1 Standard Service Life (SL)	Scenario 2 SL Increased by 25%	Scenario 3 SL Increased by 50%
Blowoff	\$640	\$0	\$0
Hydrant	\$12,000	\$0	\$0
Main	\$0	\$0	\$0
Meter	\$9,400	\$0	\$0
PRV	\$22,000	\$0	\$0
Pump Station	\$29,000	\$6,800	\$0
Service	\$0	\$0	\$0
Valve	\$6,800	\$0	\$0
Total	\$80,000	\$7,000	\$0

- Comments
- 20 Year AAI can be reduced from \$80,000 to \$0 (100%) if service life is increase by 50%. This does not mean the investments disappears but instead they are pushed outside the 20 year planning horizon.
 - PRV and Pump Stations represent majority of the 20 Year AAI (65% in Scenario 1). This means majority of the community's investments over the next 20 years could be expected in these assets.

Infrastructure Deficit

Asset Categories	Scenario 1 Standard Service Life (SL)	Scenario 2 SL Increased by 25%	Scenario 3 SL Increased by 50%
Blowoff	\$0	\$0	\$0
Hydrant	\$0	\$0	\$0
Main	\$0	\$0	\$0
Meter	\$0	\$0	\$0
PRV	\$0	\$0	\$0
Pump Station	\$0	\$0	\$0
Service	\$0	\$0	\$0
Valve	\$0	\$0	\$0
Total	\$0	\$0	\$0

- Comments
- The Village currently has no infrastructure deficit which means no assets have passed their theoretical service life. This is mostly driven by the fact that the community is relatively new and majority of the assets are long lived (>50 years).

Level 1 Summary | Water Systems


Asset Category	Replacement Value	Remaining Value	Infrastructure Deficit	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Blowoff	\$59,000	\$37,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hydrant	\$930,000	\$583,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Main	\$14,592,000	\$12,307,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Meter	\$187,000	\$121,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$135,600
PRV	\$486,000	\$291,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$71,000	\$0	\$0	\$0
Pump Station	\$1,892,000	\$1,588,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Service	\$1,529,000	\$1,210,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Valve	\$879,000	\$577,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$20,554,000	\$16,714,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$71,000	\$0	\$0	\$136,000

Asset Category	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	Total – 20 Years	20 Year AAI	AALCI
Blowoff	\$0	\$0	\$0	\$11,000	\$0	\$0	\$0	\$0	\$0	\$1,900	\$13,000	\$640	\$1,500
Hydrant	\$0	\$0	\$0	\$173,000	\$0	\$0	\$0	\$34,000	\$0	\$20,000	\$226,000	\$12,000	\$24,000
Main	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$147,000
Meter	\$12,000	\$9,200	\$20,000	\$12,000	\$0	\$0	\$0	\$0	\$0	\$0	\$187,000	\$9,400	\$13,000
PRV	\$69,000	\$0	\$0	\$0	\$0	\$0	\$0	\$179,000	\$121,000	\$0	\$438,000	\$22,000	\$20,000
Pump Station	\$0	\$0	\$0	\$135,000	\$0	\$278,000	\$0	\$156,000	\$0	\$0	\$568,000	\$29,000	\$62,000
Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
Valve	\$0	\$0	\$0	\$101,000	\$0	\$0	\$0	\$18,000	\$0	\$16,000	\$135,000	\$6,800	\$22,000
Total	\$81,000	\$9,200	\$20,000	\$432,000	\$0	\$278,000	\$0	\$387,000	\$121,000	\$38,000	\$1,567,000	\$80,000	\$310,000




STORM SYSTEM

What assets do we own?



Main

10 km



Manholes

120



Catch Basins

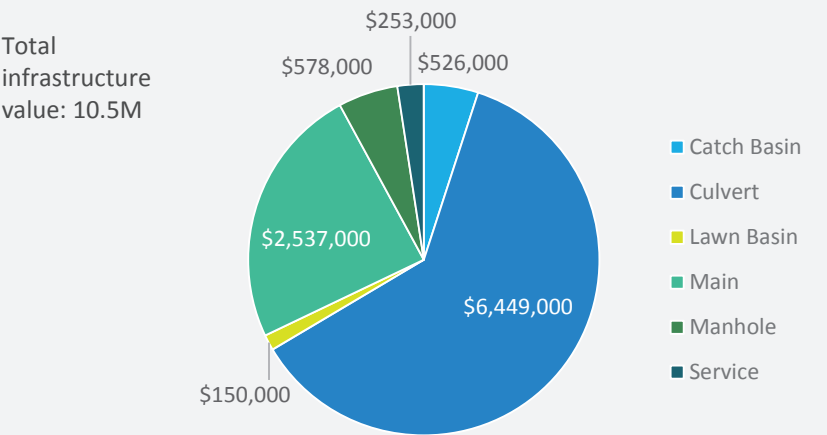
110



Lawn Basins

50

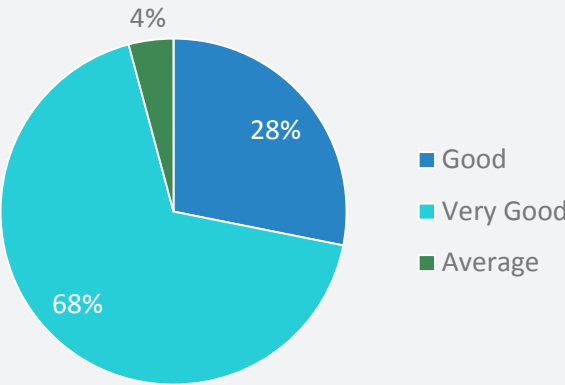
How much are our assets worth?



Comments

- 86% of infrastructure is made up storm pipes (including mains and culverts)

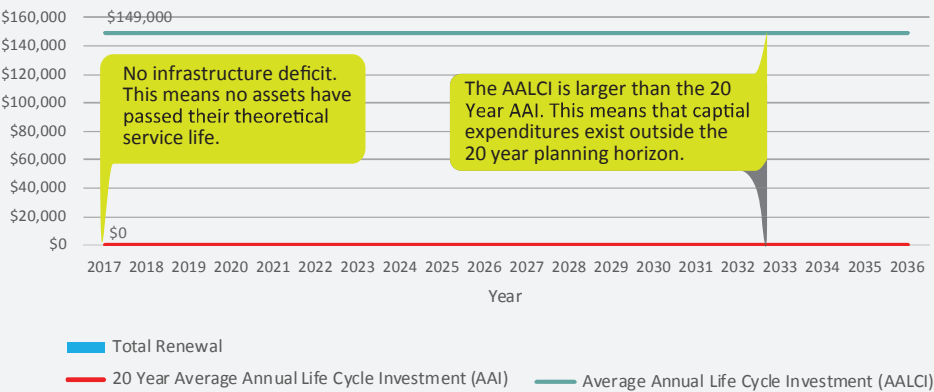
What condition are our assets in?



Comments

- Physical condition of the asset is not known, the age of the asset is used to estimate it condition (refer to terms and definitions)
- Majority of assets are in very good condition as majority of assets were installed in 1996.

When do our assets need to be replaced?



Comments

- See bubbles in diagram above

Note: The graph above is based on service life scenario 1 (Standard Service Life)

How much do we need to invest in our assets?

Average Annual Life Cycle Investment (AALCI)

Asset Category	Scenario 1 Standard Service Life (SL)	Scenario 2 SL Increased by 25%	Scenario 3 SL Increased by 50%
Catch Basin	\$6,600	\$5,300	\$4,400
Culvert	\$89,000	\$71,000	\$60,000
Lawn Basin	\$1,900	\$1,500	\$1,300
Main	\$38,000	\$31,000	\$26,000
Manhole	\$9,700	\$7,800	\$6,500
Service	\$3,300	\$2,600	\$2,200
Total	\$149,000	\$119,000	\$100,000

Comments

- AALCI can be reduced from \$149,000 to 100,000 (33%) if service life is increased by 50%.
- Culverts and mains represent majority of the AALCI. (85% in scenario 1)

20 Year Average Annual Investment (20 Year AAI)

Asset Categories	Scenario 1 Standard Service Life (SL)	Scenario 2 SL Increased by 25%	Scenario 3 SL Increased by 50%
Catch Basin	\$0	\$0	\$0
Culvert	\$0	\$0	\$0
Lawn Basin	\$0	\$0	\$0
Main	\$0	\$0	\$0
Manhole	\$0	\$0	\$0
Service	\$0	\$0	\$0
Total	\$0	\$0	\$0

Comments

- The 20 year AAI is \$0 for all service life scenarios. This means that all assets are relatively new and have a service life which schedules the asset replacement outside the 20 year planning horizon.

Infrastructure Deficit

Asset Categories	Scenario 1 Standard Service Life (SL)	Scenario 2 SL Increased by 25%	Scenario 3 SL Increased by 50%
Catch Basin	\$0	\$0	\$0
Culvert	\$0	\$0	\$0
Lawn Basin	\$0	\$0	\$0
Main	\$0	\$0	\$0
Manhole	\$0	\$0	\$0
Service	\$0	\$0	\$0
Total	\$0	\$0	\$0

Comments

- The Village currently has no infrastructure deficit which means no assets have passed their theoretical service life. This is mostly driven by the fact that the community is relatively new and majority of assets are long lived (>50 years).

Level 1 Summary | Storm System


Asset Category	Replacement Value	Remaining Value	Infrastructure Deficit	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Catch Basin	\$526,000	\$433,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Culvert	\$6,449,000	\$5,112,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lawn Basin	\$150,000	\$123,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Main	\$2,537,000	\$2,052,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Manhole	\$578,000	\$457,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Service	\$253,000	\$203,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$10,493,000	\$8,380,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Asset Category	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	Total – 20 Years	20 Year AAI	AALCI
Catch Basin	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,600
Culvert	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$89,000
Lawn Basin	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,900
Main	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$38,000
Manhole	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,700
Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,300
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$149,000

What assets do we own?



Road Surfaces
20 km

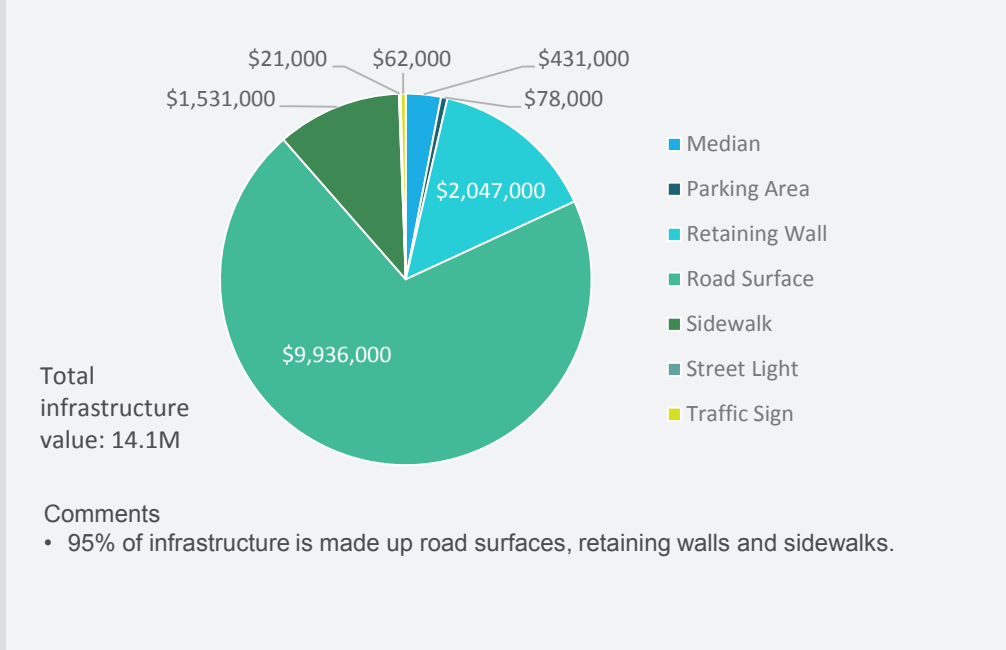


Sidewalk
10 km

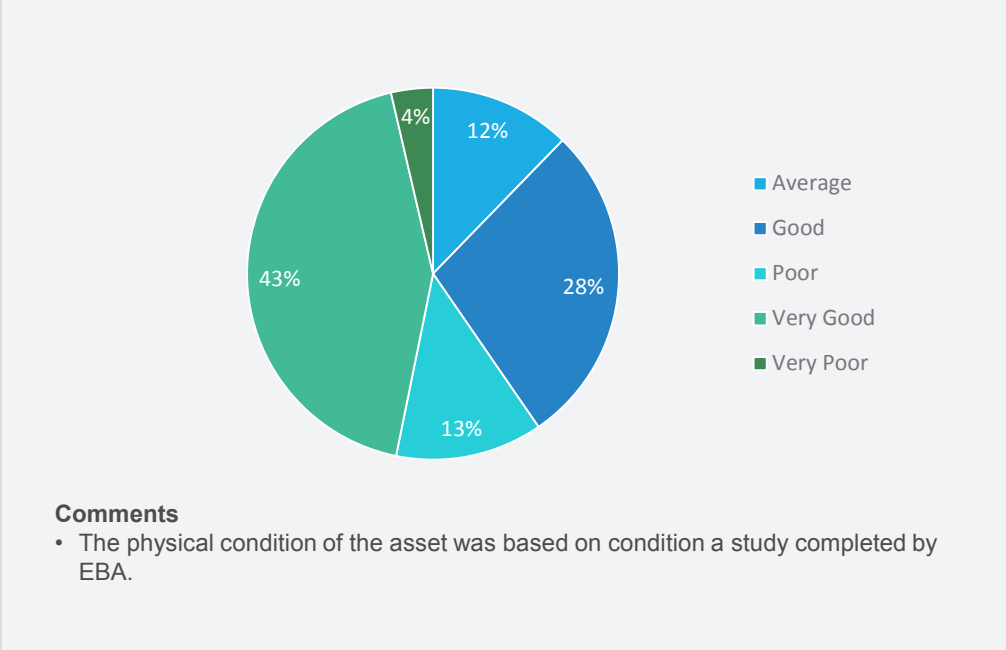


Streetlights and Traffic Signs
Various

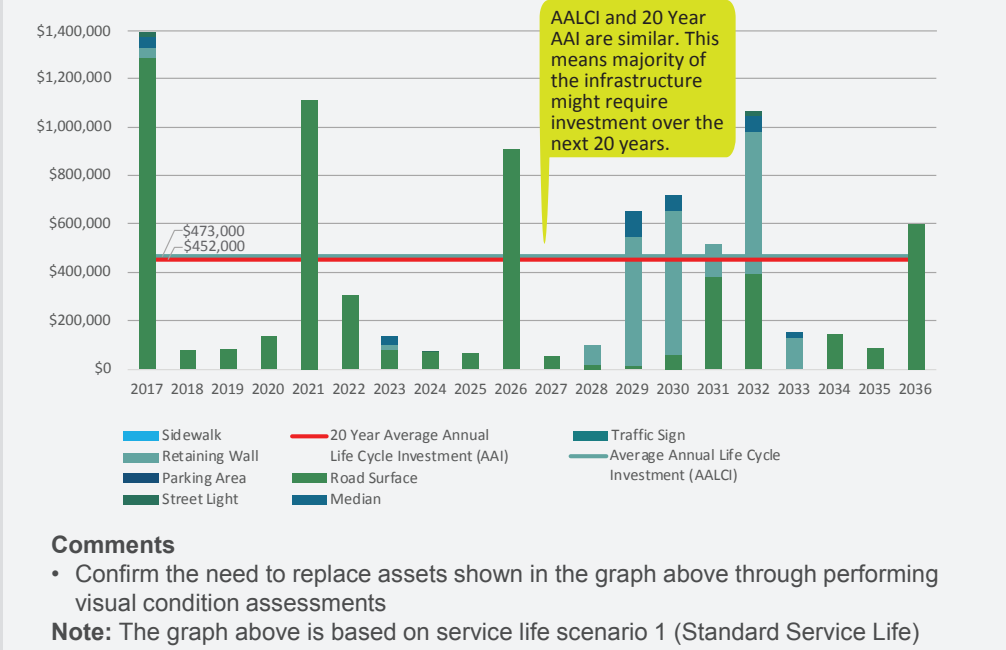
How much are our assets worth?



What condition are our assets in?



When do our assets need to be replaced?



How much do we need to invest in our assets?

Average Annual Life Cycle Investment (AALCI)

Asset Category	Scenario 1 Standard Service Life (SL)	Scenario 2 SL Increased by 25%	Scenario 3 SL Increased by 50%
Median	\$22,000	\$18,000	\$15,000
Parking Area	\$1,600	\$1,300	\$1,100
Retaining Wall	\$103,000	\$82,000	\$69,000
Road Surface	\$310,000	\$247,000	\$207,000
Sidewalk	\$31,000	\$25,000	\$21,000
Street Light	\$1,400	\$1,200	\$930
Traffic Sign	\$4,200	\$3,300	\$2,800
Total	\$473,000	\$378,000	\$317,000

- Comments
- AALCI can be reduced from \$473,000 to \$317,000 (33%) if service life is increased by 50%.
 - Retaining Wall and road surface represent majority of the AALCI (90% in scenario 1)

20 Year Average Annual Investment (20 Year AAI)

Asset Categories	Scenario 1 Standard Service Life (SL)	Scenario 2 SL Increased by 25%	Scenario 3 SL Increased by 50%
Median	\$22,000	\$18,000	\$6,400
Parking Area	\$0	\$1,300	\$0
Retaining Wall	\$103,000	\$82,000	\$4,500
Road Surface	\$322,000	\$205,000	\$116,000
Sidewalk	\$150	\$0	\$0
Street Light	\$1,900	\$1,200	\$0
Traffic Sign	\$3,100	\$3,300	\$0
Total	\$452,000	\$311,000	\$127,000

- Comments
- 20 Year AAI can be reduced from \$452,000 to \$127,000 (72%) if service life is increase by 50%. This does not mean the investments disappears but instead they are pushed outside the 20 year planning horizon.
 - Road Surface and retaining walls represent majority of the 20 Year AAI (95% in Scenario 1). This means majority of the community's investments over the next 20 years could be expected in these assets.

Infrastructure Deficit

Asset Categories	Scenario 1 Standard Service Life (SL)	Scenario 2 SL Increased by 25%	Scenario 3 SL Increased by 50%
Median	\$88,000	\$0	\$0
Parking Area	\$0	\$0	\$0
Retaining Wall	\$63,000	\$0	\$0
Road Surface	\$1,204,000	\$0	\$0
Sidewalk	\$0	\$0	\$0
Street Light	\$17,000	\$17,000	\$0
Traffic Sign	\$0	\$0	\$0
Total	\$1,372,000	\$17,000	\$0

- Comments
- Infrastructure deficit can be reduced from \$1,372,000 to \$0 (100%) if service life is increased by 50%.
 - The Villages infrastructure deficit (service life scenario 1) represent the median, retaining wall, road surface and streetlight assets. It is recommended that these assets get inspected to confirm their condition and the need to replace them.

Level 1 Summary | Road System

Asset Category	Replacement Value	Remaining Value	Infrastructure Deficit	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Sidewalk	\$1,531,000	\$1,070,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Road Surface	\$9,936,000	\$4,664,000	\$1,204,000	\$1,204,000	\$107,000	\$104,000	\$175,000	\$1,109,000	\$329,000	\$94,000	\$85,000	\$82,000	\$950,000
Retaining Wall	\$2,047,000	\$1,331,000	\$63,000	\$63,000	\$0	\$0	\$0	\$0	\$0	\$27,000	\$0	\$0	\$0
Median	\$431,000	\$212,000	\$88,000	\$88,000	\$0	\$0	\$2,700	\$0	\$0	\$34,000	\$1,700	\$1,900	\$0
Parking Area	\$78,000	\$33,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Traffic Sign	\$62,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$43,000	\$2,700	\$1,100	\$0
Street Light	\$21,000	\$1,900	\$17,000	\$17,000	\$0	\$0	\$0	\$0	\$0	\$0	\$4,100	\$0	\$0
Total	\$14,106,000	\$7,342,000	\$1,372,000	\$1,372,000	\$107,000	\$104,000	\$178,000	\$1,109,000	\$329,000	\$198,000	\$94,000	\$85,000	\$950,000

Asset Category	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	Total – 20 Years	20 Year AAI	AALCI
Sidewalk	\$0	\$0	\$0	\$0	\$0	\$3,000	\$0	\$0	\$0	\$0	\$3,000	\$150	\$31,000
Road Surface	\$64,000	\$22,000	\$18,000	\$73,000	\$380,000	\$696,000	\$0	\$184,000	\$109,000	\$610,000	\$6,389,000	\$320,000	\$310,000
Retaining Wall	\$0	\$79,000	\$489,000	\$597,000	\$81,000	\$588,000	\$128,000	\$0	\$0	\$0	\$2,047,000	\$103,000	\$103,000
Median	\$0	\$0	\$146,000	\$65,000	\$0	\$68,000	\$25,000	\$0	\$0	\$0	\$431,000	\$22,000	\$22,000
Parking Area	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,600
Traffic Sign	\$10,000	\$5,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$62,000	\$3,100	\$4,200
Street Light	\$0	\$0	\$0	\$0	\$0	\$17,000	\$0	\$0	\$0	\$0	\$38,000	\$1,900	\$1,400
Total	\$74,000	\$107,000	\$653,000	\$735,000	\$461,000	\$1,372,000	\$153,000	\$184,000	\$109,000	\$610,000	\$8,970,000	\$450,000	\$473,000

OTHER ASSETS

What assets do we own?



Park

Various




Vehicles

Various



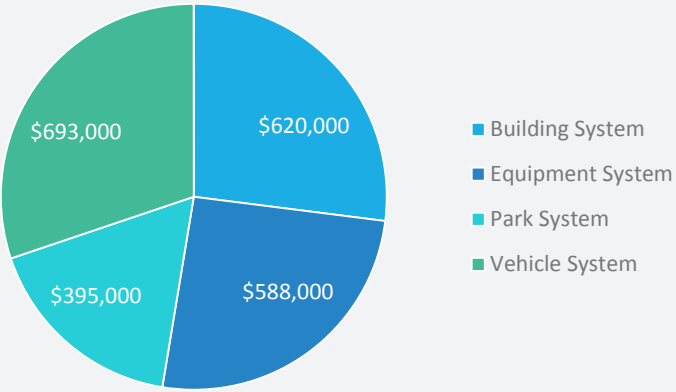
Equipment

Various



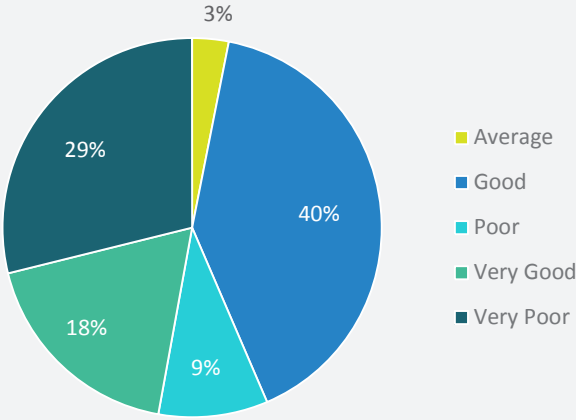
How much are our assets worth?

Total infrastructure value: 2.3M



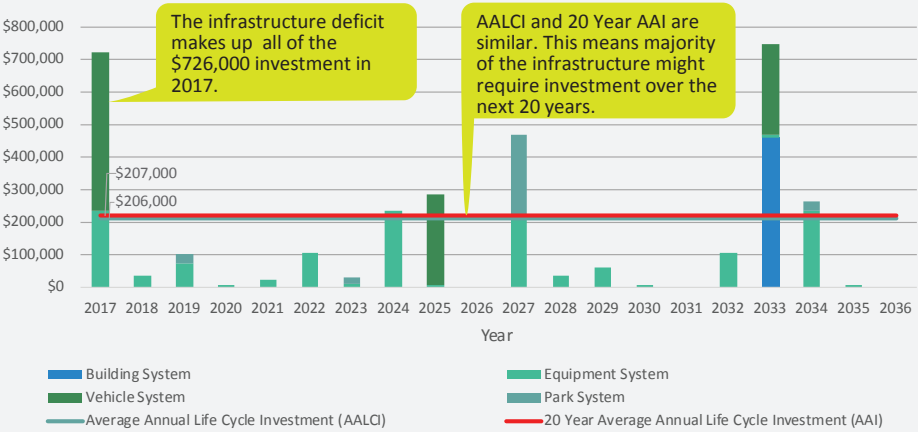
- Comments
- Majority of infrastructure is made up of building, equipment, and parks systems

What condition are our assets in?



- Comments
- Physical condition of the asset is not known, the age of the asset is used to estimate it condition (refer to terms and definitions)

When do our assets need to be replaced?



- Comments
- Confirm the need to replace assets shown in the graph above through performing visual condition assessments.
- Note:** The graph above is based on service life scenario 1 (Standard Service Life)

How much do we need to invest in our assets?

Average Annual Life Cycle Investment (AALCI)

Asset Category	Scenario 1 Standard Service Life (SL)	Scenario 2 SL Increased by 25%	Scenario 3 SL Increased by 50%
Building System	\$24,000	\$20,000	\$16,000
Equipment System	\$75,000	\$60,000	\$50,000
Park System	\$20,000	\$16,000	\$13,000
Vehicle System	\$87,000	\$70,000	\$58,000
Total	\$206,000	\$166,000	\$137,000

- Comments
- AALCI can be reduced from \$206,000 to \$137,000 (33%) if service life is increased by 50%.
 - Equipment and vehicle assets represent majority of the AALCI (80% in scenario 1)

20 Year Average Annual Investment (20 Year AAI)

Asset Categories	Scenario 1 Standard Service Life (SL)	Scenario 2 SL Increased by 25%	Scenario 3 SL Increased by 50%
Building System	\$17,000	\$0	\$0
Equipment System	\$72,000	\$57,000	\$40,000
Park System	\$17,000	\$15,000	\$13,000
Vehicle System	\$101,000	\$70,000	\$28,000
Total	\$207,000	\$142,000	\$81,000

- Comments
- 20 Year AAI can be reduced from \$207,000 to \$81,000 (60%) if service life is increase by 50%. This does not mean the investments disappears but instead they are pushed outside the 20 year planning horizon.
 - Road Surface and retaining walls represent majority of the 20 Year AAI (90% in Scenario 1). This means majority of the community's investments over the next 20 years could be expected in these assets.

Infrastructure Deficit

Asset Categories	Scenario 1 Standard Service Life (SL)	Scenario 2 SL Increased by 25%	Scenario 3 SL Increased by 50%
Building System	\$0	\$0	\$0
Equipment System	\$236,000	\$166,000	\$90,000
Park System	\$0	\$0	\$0
Vehicle System	\$490,000	\$445,000	\$278,000
Total	\$726,000	\$611,000	\$368,000

- Comments
- Infrastructure deficit can be reduced from \$726,000 to \$368,000 (50%) if service life is increased by 50%
 - The Villages infrastructure deficit represent the equipment and vehicle assets (scenario 1). It is recommended that these assets get inspected to confirm their condition and the need to replace them.

Level 1 Summary | Other Assets

Asset Category	Replacement Value	Remaining Value	Infrastructure Deficit	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Building System	\$620,000	\$419,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment System	\$588,000	\$194,000	\$236,000	\$236,000	\$36,000	\$73,000	\$6,700	\$23,000	\$109,000	\$12,000	\$237,000	\$6,700	\$0
Vehicle System	\$693,000	\$66,000	\$490,000	\$490,000	\$140,000	\$0	\$0	\$0	\$0	\$64,000	\$0	\$490,000	\$0
Park System	\$395,000	\$217,000	\$0	\$0	\$0	\$28,000	\$0	\$0	\$0	\$18,000	\$0	\$0	\$140,000
Total	\$2,296,000	\$896,000	\$726,000	\$726,000	\$176,000	\$101,000	\$7,000	\$23,000	\$109,000	\$30,000	\$237,000	\$497,000	\$140,000

Asset Category	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	Total – 20 Years	20 Year AAI	AALCI
Building System	\$0	\$0	\$0	\$0	\$0	\$0	\$340,000	\$0	\$0	\$0	\$340,000	\$17,000	\$24,000
Equipment System	\$219,000	\$36,000	\$62,000	\$6,700	\$0	\$109,000	\$12,000	\$237,000	\$6,700	\$0	\$1,422,000	\$72,000	\$75,000
Vehicle System	\$0	\$0	\$0	\$0	\$0	\$0	\$490,000	\$140,000	\$0	\$0	\$2,015,000	\$101,000	\$87,000
Park System	\$250,000	\$0	\$0	\$0	\$64,000	\$0	\$0	\$28,000	\$0	\$0	\$323,000	\$17,000	\$20,000
Total	\$469,000	\$36,000	\$62,000	\$6,700	\$64,000	\$109,000	\$842,000	\$405,000	\$6,700	\$0	\$4,100,000	\$207,000	\$206,000

CONCLUSION AND NEXT STEPS

FUNDING LEVEL RECOMMENDATIONS

The AMIP provides a comprehensive overview of the replacement costs for all the water, storm, road, building, equipment and fleet assets. In addition, the AMIP provides the approximate timing for the replacement of these assets.

Since it is very difficult (if not impossible) to predict with any certainty when any given asset will fail, we have had to rely on accepted industry standards combined with the valuable input and experience of the Village of Anmore operations staff in order to establish our best approximation of the expected lifespans. This represents the “base case” life spans as presented in Scenario 1. It is possible that the asset may last longer than our base case estimates. To see the impact on funding levels if we assume the assets last 25% longer or even 50% longer than the base case, we have also prepared Scenarios 2 and 3 respectively.

In addition to the three scenarios described above, we have also provided two separate planning horizons; a full asset lifecycle planning horizon which considers expenditures that are 20 years and beyond (AALCI) and a twenty-year planning horizon (20 year AAI) which only considers investments required in the next 20 years

It is now the responsibility of the council to answer two key questions for each asset category in order to set long-term funding targets for each asset category:

1. What planning horizon should the community plan for (AALCI or 20 Year AAI)?
2. What service life scenario is the community going to fund (scenario 1, 2 or 3)?

The best approach for Anmore will be one that balances affordability, inter- generational equity, future risk and desired levels of service. This will require a fulsome discussion by the council and input from the various stakeholders.

To help guide this discussion, the pro’s and con’s of each are provided;

STEP 1

What planning horizon should the community plan for (AALCI or 20 Year AAI)?

AALCI (>20 Years)

- +

Pros

 - Lower risk that service levels could be affected
 - Lower risk that financial burdens are placed on future generations
- Cons

 - Does not directly consider the infrastructure deficit
 - Will require a larger increase to the revenues than funding the 20 Year AAI
 - Stakeholders today will be investing in assets they might not get the benefit of enjoying

20 Year AAI (<20 Years)

- +

Pros

 - Considers the infrastructure deficit
 - Will require less revenue increase than funding the AALC
- Cons

 - Higher risk that service levels could be affected
 - Higher risk that financial burdens could be placed on future generations

STEP 2

What service life scenario is the community going to fund? (scenario 1, 2 or 3)?

Service Life Scenario 1

- +

Pros

 - Fiscally conservative
 - Lower risk that service levels could be affected
 - Lower risk that financial burdens are placed on future generations
- Cons

 - Will require larger revenue increases than in scenario 2 and 3
 - It is possible that the assets will last longer and that users will be over paying
 - May accumulate large reserves that could be better used for other purposes

Service Life Scenarios 2 and 3 (Assume assets large 25% and 50% longer respectively)

+ Pros

- It is possible the assets may last this long or longer
- As an interim measure it could provide some additional time to further investigate, analyze and refined the expected life spans

- Cons

- Higher risk to future service levels than in scenario 1
- Higher risk that financial burdens could be placed on future generations than in scenario 1

For most communities in BC, the AALCI and 20 Year AAI are typically difficult to fund in the short term. Instead communities have used these financial indicators as a long-term funding target that they work towards over the long term. As the community evolves it asset management plan, the long-term funding target can be refined based on better understanding risk (triple bottom line), level of service, ability to borrow and willingness to pay.

APPENDIX A

AMIP
METHODOLOGY

The two main steps followed to develop the AMIP are detailed below:

Step 1: Inventory Details

Through this project, an asset inventory was developed for the community’s major linear and non-linear assets. Inventory data for each major asset category was compiled using CAD and record drawings, TCA records, and staff knowledge. This information is now in a consolidated inventory. Assumptions made in the inventory can be found within the location-based system (GIS) and excel model developed.

Appendix E – Data Assumptions.

Step 2: Develop Asset Management Investment Plan (AMIP)

Once the inventory was developed, it was imported into the Asset Management Investment Plan (AMIP) excel-based model so that each asset could be evaluated. Key information calculated for each asset category is summarized in Table 1 (left.)

Table 1: AMIP Attributes

Attributes	Question Addressed
Asset Service Life	How long will the asset last? (Appendix D)
Replacement Value	How much will it cost to replace the asset? (Appendix C)
Remaining Life	When does the asset need to be replaced?
Infrastructure Deficit	Which assets have passed their theoretical service lives and need to be inspected for condition?
Total 20 Year Total Investment	How much should theoretically be invested over the next 20 years to renew existing infrastructure?
20 Year Average Annual Investment (20 Year AAI)	How much are we theoretically expected to invest on average per year to address the 20 year total investment?
Average Annual Life Cycle Investment (AALCI)	How should we spend annually to sustain infrastructure over the long term? Note: AALCI must be considered in conjunction with infrastructure renewal deficit (backlog) as this is forward looking parameter that does not consider historical expenditures.
Timing of each infrastructure replacement	When should we be anticipating infrastructure expenditures?

Note: If the 20 year AAI is greater than the AALCI, this means that there are many assets that may need replacement after field condition is verified.

APPENDIX B

INVESTMENT LEVEL INDICATORS

Average Annual Life Cycle Investment (AALCI)

The Average Annual Life Cycle Investment (AALCI) is defined as the summation of each asset’s annual depreciation, based on the asset’s replacement cost and service life.

\sum

Replacement Cost

Service Life

The AALCI is the ideal funding level for sustaining existing infrastructure and should be a long-term target for the community. When planned for appropriately, the AALCI can be used to ensure revenue stability, prevent unnecessary risk, and enable a community to apply for one-time funding to support new asset needs (instead of relying on such funding for addressing emergency situations).

AALCI is sensitive to changes in the service life so it’s important to understand how the investment level could change based on how long an asset provides service. Understanding this sensitivity will help decision makers decide on what investment level is best for the community.

Note: AALCI is a forward-looking parameter that does not take into account the infrastructure deficit. Therefore, it is important to consider AALCI and the infrastructure deficit together.

20 Year Average Annual Capital Expenditure

The 20 Year Average Annual Investment (20 Year AAI) is defined as the summation of expenditures over a 20 year planning horizon divided by 20.

20 Year Total Anticipated Capital Expenditure

20

This indicator provides an idea of how much should be spent on an annual basis to fund asset replacements anticipated over the next 20 years and fund the infrastructure deficit (further defined below)

Service life directly affects the 20 year expenditures as it dictates when an asset is scheduled for replacement. For example, if an asset service life is extended, the replacement year might change from 2030 to 2040, which would push the project outside of the 20 year planning horizon and reduce 20 Year AAI. It is important to note that this does not make the expenditure disappear, just postpones it. This is why the AALCI is a better financial indicator because it accounts for replacements outside the planning horizon. Although AALCI takes a longer term vision to funding, it does not account for the infrastructure renewal deficit. Therefore, it is important to consider AALCI and infrastructure renewal deficit together.

Infrastructure Deficit

Infrastructure deficit is a measure of the amount of infrastructure that has passed its theoretical service life but continues to provide service to the community.

Current Year > Year of Asset Replacement

Although the asset is still providing service, it is typically nearing the end of its life and will require field investigation to determine if the asset needs to be replaced or not.

Changes in the asset service life can turn a future expenditure into an infrastructure deficit or vice versa. For example, an asset that is scheduled for replacement in 2016 is now past its theoretical service life and would be recorded as an infrastructure deficit. If that asset’s service life is extended to a future year, it would be recorded as an asset replacement and not a liability.

APPENDIX C

ASSET UNIT COST

Water Pipe Distribution Replacement Costs								
Description	Units	Diameter						
		300	250	200	150	100	75	50
Pipe	\$/m	\$845	\$650	\$650	\$650	\$520	\$520	\$520
Services	each	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600
*Based on Opus Dayton and Knight Water Utility Master Plan Assume PVC pipe will be replaced with PVC								

Other Water Distribution Systems Replacement Costs		
Description	Unit	Unit Cost*
Water Meter	each	Tangible Capital Assets
Hydrant	each	\$6,500*
*Includes engineering and contingency		

Other Storm System Replacement Costs		
Description	Units	Unit Cost
Catch Basin	each	\$4,600
Lawn Basin	each	\$3,200
Manhole	each	\$5,000
*Includes engineering and contingency		

Storm System Pipe Replacement Costs																			
Description	Units	Diameter																	
		200	250	300	350	375	400	450	525	600	650	675	750	900	1150	1200	1500	2000	2500
Main	\$/m	455	510	600	620	620	N/A	760	920	N/A	N/A	1200	1400	1600	N/A	N/A	N/A	N/A	N/A
Culvert	\$/m	390	450	840	875	900	975	975	N/A	1200	1300	N/A	N/A	1800	2200	N/A	2500	3200	4200
* Includes engineering and contingency																			

Note: The replacement costs used in this report should not be used for capital planning and should only be used for high-level,long-term financial planning.

Additional Project Costs				
Asset Category	Planning	Design	CA	Contingency
Water System*				
Storm System System	3%	5%	7%	35%
*Based on Opus Dayton and Knight Water Utility Master Plan				

Asset	Installation Year	Initial Cost	% of Total Costs	Replacement Cost (2017 dollars)*
Pinnacle Ridge Pump station				
Civil	2012	\$802,000	40%	\$320,686
Mechanical			30%	\$240,515
Electrical			25%	\$200,429
Instrumentation/Controls			5%	\$40,086
Uplands Pump Station				
Civil	2010	\$390,000	40%	\$155,969
Mechanical			30%	\$116,977
Electrical			25%	\$97,481
Instrumentation/Controls			5%	\$19,496
Chlorine Booster Station				
Civil	2014	\$450,000	58%	\$260,110
Mechanical			12%	\$53,816
Electrical			7%	\$31,393
Chlorine Dosing and Booster Pump			23%	\$103,147

- Replacement costs are from the Opus Dayton and Knight Water Utility Master Plan
- Replacement costs were based on final progress payment therefore assume engineering and contingency was included in the price

APPENDIX D

ASSET SERVICE LIVES

Pipe Service Lives (Water, Storm)	
Pipe Type	Life Expectancy
AC	70
DI	100
GI	70
PVC	80
HDPE	80

Water System Service Lives	
Hydrant	40
Meter	20
Valve	40
Pumping Station *	
Mechanical	30
Electrical	20
Instrumentation/Controls	20
Civil	50

*Note: based on Opus Dayton and Knight Water Utility Master Plan

Storm System Service Lives	
Manhole	60
Catch Basin	80
Lawn Basin	80

Road System Service Lives
Based on EBA pavement condition assessment & Tangible Capital Assets records

Other Assets (buildings, parks equipment)
Based on Tangible Capital Assets records

APPENDIX E

ASSUMPTIONS

Data Management Tracker	
Asset	Description
Water System	
Mains, Services, Valves, Hydrants etc..	Replacement Costs: Opus Dayton and Knight Water Utility Master Plan Quantity: GIS Year of Install/Size/Material: GIS
Facilities (Pumping Stations, wells, PRV, Reservoirs)	Replacement Costs: Estimated Quantity: Opus Dayton and Knight Water Utility Master Plan Year of Install/Size: Opus Dayton and Knight Water Utility Master Plan
Storm System	
Mains, Service, Manholes etc..	Replacement Cost: Estimated Quantity: GIS Year of Install: GIS
Road System	
Surface, Sidewalk, Culverts	Replacement Cost: EBA pavement condition report/spreadsheet Quantity: EBA pavement condition report/spreadsheet Year of Install: EBA pavement condition report/spreadsheet <ul style="list-style-type: none">Assets not included in EBA's report such as retaining walls, medians, parking areas, traffic signs and streetlights were based on the TCA. Infrastructure replacement costs were developed by indexing TCA costs to 2017 dollars using ENR cost index, 10% was added for contingency / unknowns
Other Assets	
Building, Equipment, Fleet	Replacement Cost: Index'd TCA cost to 2017 dollars using ENR cost index Quantity: TCA Year of Install: TCA

APPENDIX F

OTHER CONSIDERATIONS

The following sections are included to introduce some additional topics related to asset management implementation to support on-going, informed infrastructure decision-making.

1.1 Decision-making through an Understanding of Service, Risk, and Cost

Making good decisions requires that the right people have the right information at the right time. Achieving this requires communication and ongoing information management. Asset management is not about having perfect information; it is about ensuring decisions are informed by the best information available, and then working to improve information where appropriate.

The collection and use of information about services, risk, and cost can be integrated into the existing budget processes based on the Figure 9.1.

Often, the best way to implement asset management is not through building new and complicated processes, but through making incremental improvements to your current processes. The collection and use of information about services, risk, and cost can be integrated into the existing budget processes.

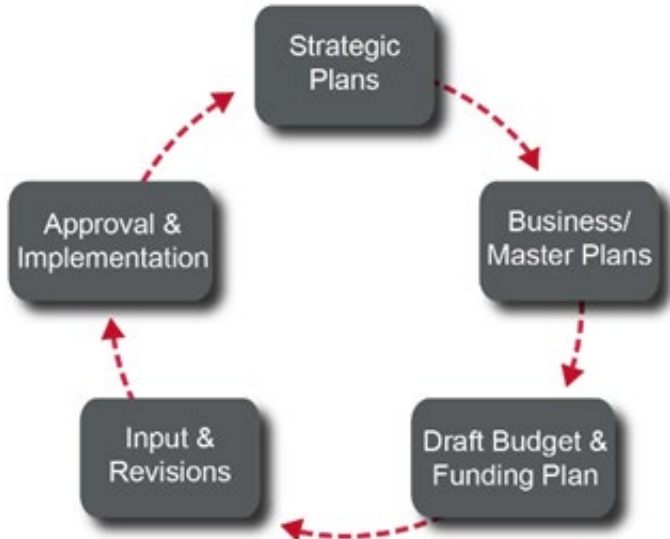


Figure 1: Typical Budget Process

What to do:

- Include considerations of level of service, risk, and cost at each stage of the budget process.
- Service, risk, cost, and revenues cannot be fully understood in isolation—each component should be brought together to understand connections and trade-offs.
- Use the best information available at the time.
- If there are gaps or updates needed in important information, include actions to fill those data gaps (or update information such as master plans) in your budget.

UNDERSTANDING SERVICE AND RISK

Level of service is a measure of the quality, quantity, and/or reliability of a service from the perspective of members, businesses, and customers in the community. Understanding service means having a clear and consistent understanding of:

- 1) the types of services you provide;
- 2) the groups of residents, businesses, and institutions that you provide them to;
- 3) the level of service being delivered currently (your performance); and
- 4) the level of service you’re aiming to provide (your target).

Infrastructure is not inherently valuable; it is only as valuable as the service it provides to the community. Rather than jumping straight to pipe breakage rates or pavement quality index, start with defining the service in terms that residents and businesses would understand—for example, water service outages, driving comfort, etc. This helps to ensure the priorities for limited resources are aligned with what the community values.

Risk(s) are events or occurrences that will have undesired impacts on services ($\text{Risk} = \text{Impact} \times \text{Likelihood}$). Some events that impact delivery of services will have a higher probability or greater impact than others, which make them a bigger risk. Often, with the right planning and actions, the likelihood or impact of these events can be reduced. To understand risk, you need to understand:

- 1) what your risks are and where they are;
- 2) the impacts and likelihood of these risks;
- 3) what can be done to control or mitigate them and what resources are required; and
- 4) whether they are worth mitigating or if they should be tolerated.

Risks are assessed by identifying the impact and the likelihood of the event, and then finding the corresponding level of risk. Doing this for each risk helps you to figure out which are your biggest risks and which risks are not as important to worry about.

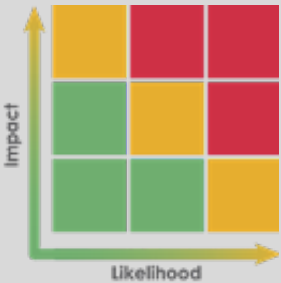




Figure 2: Information Management Process

1.2 Information Management

As circumstances change over time, information needs to be updated or improved. Information updates may be done on an ongoing basis or may be completed as part of an annual process. Updates should reflect new assets, retired assets, refurbished or replaced assets, replacement cost changes, updates to operating costs to repair and maintain, and asset condition information.

Updates may also be made to improve the accuracy of information, such as replacing anecdotal condition information with results from a condition assessment. Collecting more data or more accurate data can be very valuable in decision making, but it can be time consuming and expensive; it's not worth investing in unless you know it will improve your decision making. When working with vendors or consultants, ask them (at the beginning of the project) to provide you information in a format that makes updating your inventory as easy as possible.

1.3 Communication and Engagement

Communication is considered to be a set of ongoing activities that are applied within each stage of the asset management process. The purpose of communicating is to ensure that people and departments within an organization are aligned, working towards the same goals, and efficiently implementing asset management by applying the information and outputs in decision-making and programming. Communication and engagement are also important for obtaining support for asset management from Council, staff, members, and other ratepayers. Common topics for asset management communication and engagement include:

- The importance of infrastructure in service delivery
- State of assets
- State of finances and funding challenges
- Levels of service

- Service delivery costs and trade-offs
- The organization's approach to asset management
- Staff and community members' roles
- The work being done to ensure long-term sustainable service delivery

It is often advisable to develop internal alignment and an understanding of assets, services, and related costs and risks prior to external communication and engagement.

1.4 Natural Assets

There is a growing recognition of the pivotal role that all natural areas play in providing services to communities. Natural Capital Assets are defined as the natural assets which provide a value and service to the community over time and are essential to the delivery of services.

It will be important for community to identify and quantify the economic benefits of protecting its natural assets and understand the costs associated with replicating these natural functions in response to the loss or destruction of any components of these 'eco-assets'. Natural Capital Assets do not have a market value so assessing their importance and assigning an economic value will aid in raising awareness of their importance to the community. The substitutes for natural capital can be much more expensive to duplicate and operate than those provided by nature. Also, there are many services only nature can provide.

We suggest that the community identify all of its significant natural capital assets and the value they provide. This value could be considered in future infrastructure decision-making, planning, and budgeting for the protection of these assets and the services they provide.



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: July 18, 2017

Submitted by: Juli Kolby, Chief Administrative Officer

Subject: Award of Contract – Environmental Consulting Services

PURPOSE / INTRODUCTION

To obtain Council approval to award the contract for environmental consulting services to ISL Engineering and Land Services.

RECOMMENDATIONS

1. THAT Council approve the award of Environmental Consulting Services to ISL Engineering and Land Services, as recommended in the report dated July 18, 2017 from the Chief Administrative Officer regarding Award of Contract – Environmental Consulting Services.

OR

2. THAT Council not award the contract to ISL Engineering and Land Services and direct staff to provide further information regarding the proposals submitted.

BACKGROUND

The Village had not previously issued a request for proposals (RFP) for as and when required environmental consulting services. A RFP was issued on May 8, 2017 and closed on May 31, 2017. There were 15 responses received before the closing date and time.

DISCUSSION

All 15 proposals were evaluated based on the evaluation criteria that was set out in the RFP document (as below):

Criteria	Weighting
Quality of Proposal	5
Experience, Reputation & Resources	20
Approach & Methodology	35
Sustainability	5
Financial	25
References/Interview	10
Total	100

Report/Recommendation to Council

Award of Contract – Environmental Consulting Services

July 18, 2017

The table below shows the ranking of each proposal:

	Proponent	Ranking
1	ISL Engineering and Land Services	1
2	Dillon Consulting	2
3	EBB Environmental Consulting	3
4	Pinchin	4
5	WSP Canada	5
6	Zoetica Environmental Consulting Services	6
7	Stantec Consulting	7
8	G3 Consulting	8
9	Sitka Environmental	9
10	EDI Environmental Dynamics	10
11	JBL Environmental Services	11
12	Sartori Environmental	12
13	EcoLogic Consultants	13
14	SynergyAspen Environmental	14
15	exp Services	15

ISL Engineering and Land Services is being recommended as the Village's new environmental consultant for an initial three (3) year term with the option to renew for two (2) additional 12-month periods. ISL Engineering and Land Services currently provides the Village with Engineering Consultant services and there is expected to be some efficiencies gained by the same firm providing both types of consulting services for the Village.

FINANCIAL IMPLICATIONS

The Village has budgeted \$40,000 annually in 2017 for environmental consulting services.

COMMUNICATIONS / CIVIC ENGAGEMENT

Award and unsuccessful letters will be issued to the proponents who submitted proposals.

COUNCIL STRATEGIC PLAN OBJECTIVES

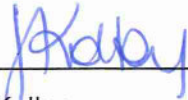
The award of a contract for ongoing environmental consulting services meets the corporate objectives of ensuring financial sustainability and to foster the preservation of the Village's natural environment.

Report/Recommendation to Council

Award of Contract – Environmental Consulting Services

July 18, 2017

Prepared by:



Juli Kolby

Chief Administrative Officer



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: July 18, 2017

Submitted by: Juli Kolby, Chief Administrative Officer

Subject: Appointment of Chief Election Officer and Deputy Chief Election Officer

PURPOSE / INTRODUCTION

To obtain Council approval to appoint Lisa Zwarn as the Village of Anmore's Chief Election Officer and Christine Milloy as Deputy Chief Election Officer for the 2018 General Local Election, to be held on October 20, 2018.

RECOMMENDATIONS

That, pursuant to section 41 of the Local Government Act, Lisa Zwarn is hereby appointed as Chief Election Officer and Christine Milloy is hereby appointed as Deputy Chief Election Officer for the purposes of conducting the 2018 General Local Election in the Village of Anmore.

BACKGROUND

For reference, section 41(1) of the Local Government Act states that 'for the purposes of conducting an election, the local government must appoint a chief election officer and a deputy chief election officer'.

DISCUSSION

Chief Election Officer

Similar to the 2014 General Local Election, the Village has solicited a quote from an experienced consultant to provide the services of a Chief Election Officer.

Lisa Zwarn was approached as she is a corporate administration expert. Lisa was appointed as the Chief Election Officer for the City of Langley in 2002, 2005 and 2008. She was also appointed as the Deputy Chief Election Officer for the Village of Lions Bay for their 2013 by-election.

Lisa is a Member of the Bar of the Law Society of British Columbia and a Professional Registered Parliamentarian of the National Association of Parliamentarians. She also has a long list of academic and professional accolades, including instructing numerous local government courses for Capilano University.

Lisa is very well qualified to take on the role of Chief Election Officer for the Village of Anmore.

Report/Recommendation to Council

Appointment of Chief Election Officer and Deputy Chief Election Officer
July 18, 2017

Deputy Chief Election Officer

Christine Milloy, as the Village's Corporate Officer, is also well qualified to fill the role of Deputy Chief Election Officer. Christine was appointed as the Deputy Chief Election Officer for the 2012 by-election. As the Village's Manager of Corporate Services, Christine is the best staff person to appoint in this role. A staff person is required as there is a need to have an election official at the Village Hall during regular business hours.

FINANCIAL IMPLICATIONS

The cost to the Village is not expected to exceed \$6,400 and may be less if all positions (including Mayor, Councillors and School Trustees) are acclaimed.

COMMUNICATIONS / CIVIC ENGAGEMENT

Staff will advise the consultant regarding Council's decision on the appointment of the Chief Election Officer.

COUNCIL STRATEGIC PLAN OBJECTIVES

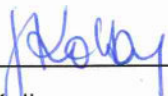
Appointing a Chief Election Officer is required by the Local Government Act for the General Local Elections.

Report/Recommendation to Council

Appointment of Chief Election Officer and Deputy Chief Election Officer

July 18, 2017

Prepared by:



Juli Kolby

Chief Administrative Officer