

REGIONAL AND CORPORATE SERVICES COMMITTEE

OPEN MEETING AGENDA

Wednesday, May 8, 2019

9:00 am

FVRD Boardroom, 45950 Cheam Avenue, Chilliwack, BC

Pages

1. CALL TO ORDER

2. APPROVAL OF AGENDA, ADDENDA AND LATE ITEMS

MOTION FOR CONSIDERATION

THAT the Agenda, Addenda and Late Items for the Regional and Corporate Services Committee Open Meeting of May 8, 2019 be approved;

AND THAT all delegations, reports, correspondence and other information set to the Agenda be received for information.

3. DELEGATIONS AND PRESENTATIONS

None

4. MINUTES/MATTERS ARISING

4.1 Minutes of the Regional and Corporate Services Committee Open Meeting - April 9, 2019

5 - 9

MOTION FOR CONSIDERATION

THAT the Minutes of the Regional and Corporate Services Committee Open Meeting of April 9, 2019 be adopted.

5. CORPORATE ADMINISTRATION

5.1 FVRD Emergency Program Regulations Establishment Bylaw No. 1526, 2019

10 - 15

- Corporate report dated May 8, 2019 from Reg Dyck, Manager of Electoral Area Emergency Services and Jaime Reilly, Manager of Corporate Administration
- Draft Bylaw No. 1526, 2019

MOTION FOR CONSIDERATION

THAT the Fraser Valley Regional District Board consider giving three readings and adoption to the bylaw cited as *Fraser Valley Regional District Emergency Program Regulations Establishment Bylaw No. 1526, 2019*.

6. FINANCE

No Items.

7. REGIONAL PROGRAMS AND SERVICES

7.1 ENVIRONMENTAL SERVICES

7.1.1 Animal Control Shelter Lease

16 - 17

- Corporate report dated May 8, 2019 from Stacey Barker, Director of Regional Services

MOTION FOR CONSIDERATION

THAT the Fraser Valley Regional District Board authorize its signatories to enter into a lease agreement for the continued use of the City of Chilliwack's Animal Control Shelter located at 44860 Wolfe Road in Chilliwack, in the amount of \$40,000 annually for a term of 5 years.

7.1.2 FVRD Animal Control Regulation Amendment Bylaw No. 1527, 2019

18 - 23

- Corporate report dated May 8, 2019 from Stacey Barker, Director of Regional Services
- Draft Bylaw No. 1527, 2019

MOTION FOR CONSIDERATION

THAT the Fraser Valley Regional District Board consider giving three readings and adoption to the bylaw cited as *Fraser Valley Regional District Animal Control Regulation Amendment Bylaw No. 1527, 2019*.

7.2 REGIONAL PARKS

7.2.1 Island 22 Regional Park - Bike Skills Park Upgrades

24 - 28

FOR INFORMATION ONLY

- Corporate report dated May 8, 2019 from Christina Vugteveen, Manager of Park Operations

7.3 STRATEGIC PLANNING AND INITIATIVES

7.3.1 BC Transit Update and Service Expansion Planning 2020-21

29 - 34

- Corporate report dated May 8, 2019 from Alison Stewart, Manager of Strategic Planning
- Fraser Valley Regional Transit - Agassiz Harrison (Rt. 11, Hope (Rt. 22) and FVX (Rt. 66)

MOTION FOR CONSIDERATION

THAT the Fraser Valley Regional District Board confirm support in principle for the 2020/2021 expansion initiative to extend the Fraser Valley Express service to TransLink's Lougheed Sky Train station at an annual net cost of \$494,000 subject to further discussions with BC Transit regarding timing and service levels;

AND THAT BC Transit and the FVRD undertake more detailed costing analysis relating to the potential 2021-2022 service expansions to:

- North Fraser Valley: subject to public engagement and local government support, implement transit service on the north side of the Fraser River between the District of Kent and District of Mission.
- Agassiz-Harrison and Hope: subject to municipal approval, improve and expand regional services in the eastern Fraser Valley based on items identified in the Transit Future Action Plan.
- Cultus Lake: year-round service subject to local government support.

7.3.2 UBCM Resolution Re: Provincial Response to Homeless Camps on Crown Lands

35 - 37

- Corporate report dated May 8, 2019 from Alison Stewart, Manager of Strategic Planning

MOTION FOR CONSIDERATION

THAT the Fraser Valley Regional District Board forward a resolution on the need for a provincial strategy to address rural homelessness and encampments on Crown land to the Union of BC Municipalities for consideration at its September 2019 convention.

7.3.3 Bill 18 – 2018 Local Government Statutes Amendment Act, 2018 – Housing Needs Reports

38 - 59

FOR INFORMATION ONLY

- Corporate report dated May 8, 2019 from Melissa Geddert, Planning Technician
- Appendix A - Bill 18, 2018

- Appendix B - Guide to Requirements for Housing Needs Reports

7.4 OUTDOOR RECREATION AND PLANNING

No Items.

8. **ADDENDA ITEMS/LATE ITEMS**
9. **REPORTS BY STAFF**
10. **REPORTS BY DIRECTORS**
11. **PUBLIC QUESTION PERIOD FOR ITEMS RELEVANT TO AGENDA**
12. **RESOLUTION TO CLOSE MEETING**

MOTION FOR CONSIDERATION

THAT the Meeting be closed to the public, except for Senior Staff and the Executive Assistant, for the purpose of receiving and adopting Closed Meeting Minutes convened in accordance to Section 90 of the *Community Charter* and to consider matters pursuant to:

- Section 90(2)(b) of the *Community Charter* - the consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

13. **RECONVENE OPEN MEETING**
14. **RISE AND REPORT OUT OF CLOSED MEETING**
15. **ADJOURNMENT**

MOTION FOR CONSIDERATION

THAT the Regional and Corporate Services Committee Open Meeting of May 8, 2019 be adjourned.

FRASER VALLEY REGIONAL DISTRICT REGIONAL AND CORPORATE SERVICES COMMITTEE OPEN MEETING MINUTES

Tuesday, April 9, 2019
9:00 am
FVRD Boardroom, 45950 Cheam Avenue, Chilliwack, BC

Members Present: Director Jason Lum, City of Chilliwack, Chair
Director Patricia Ross, City of Abbotsford, Vice Chair
Director Pam Alexis, District of Mission
Director Henry Braun, City of Abbotsford
Director Bill Dickey, Electoral Area D
Director Orion Engar, Electoral Area E
Director Leo Facio, Village of Harrison Hot Springs
Director Ken Popove, City of Chilliwack
Director Sylvia Pranger, District of Kent
Director Terry Raymond, Electoral Area A
Director Peter Robb, District of Hope
Director Al Stobbart, Electoral Area G

Staff Present: Paul Gipps, Chief Administrative Officer
Mike Veenbaas, Director of Financial Services
Jennifer Kinneman, Director of Corporate Affairs
Stacey Barker, Director of Regional Services
Jaime Reilly, Manager of Corporate Administration
Christina Vugteveen, Manager of Parks
David Urban, Manager of Outdoor Recreation Planning
Trina Douglas, Manager of Contracted Services
Marina Richter, Policy Analyst – Environmental Services
Kristy Hodson, Manager of Financial Operations
Matthew Fang, Network Analyst I
Tina Mooney, Executive Assistant to CAO
Chris Lee, Executive Assistant (Recording Secretary)

1. CALL TO ORDER

Chair Lum called the meeting to order at 9:00 a.m. and acknowledged the anniversary of the Battle of Vimy Ridge. He also wished Director Popove a Happy Birthday.

2. APPROVAL OF AGENDA, ADDENDA AND LATE ITEMS

Moved By FACIO
Seconded By ENGAR

THAT the Agenda, Addenda and Late Items for the Regional and Corporate Services Committee Open Meeting of April 9, 2019 be approved;

AND THAT all delegations, reports, correspondence and other information set to the Agenda be received for information.

CARRIED

3. DELEGATIONS AND PRESENTATIONS

None

4. MINUTES/MATTERS ARISING

4.1 Minutes of the Regional and Corporate Services Committee Open Meeting - March 12, 2019

Moved By STOBART
Seconded By PRANGER

THAT the Minutes of the Regional and Corporate Services Committee Open Meeting of March 12, 2019 be adopted.

CARRIED

5. CORPORATE ADMINISTRATION

No items.

6. FINANCE

No items.

7. REGIONAL PROGRAMS AND SERVICES

7.1 ENVIRONMENTAL SERVICES

7.1.1 Radon Awareness in the FVRD

The report dated April 9, 2019 from the Environmental Policy Analyst pertaining to concerns associated with radon exposure within the Fraser Valley was provided for information.

Questions arose with respect to the location of the specific areas identified to have elevated radon exposure, standard practices for home construction and testing mechanisms for homeowners. It was noted that having good ventilation in an existing home can help prevent exposure to

radon. It was reported that the City of Abbotsford has amended their building bylaw to deal with the radon exposure problem.

7.1.2 Corporate Fleet and Electric Vehicle Suitability Assessment

The report dated April 9, 2019 from the Environmental Policy Analyst with respect to the Corporate Fleet and Electric Vehicle Suitability Assessment was provided for information.

Query arose regarding the usage of general fleet gas vehicles. It was also noted that EVs were used more than gasoline vehicles by staff.

7.2 REGIONAL PARKS

7.2.1 Renewal of Glen Valley and Matsqui Trail Regional Parks Operating and Maintenance Agreement

Moved By FACIO
Seconded By BRAUN

THAT the Fraser Valley Regional District Board grant a one (1) year extension to March 31, 2020 to the Glen Valley Regional Park and Matsqui Trail Regional Park Operating and Maintenance Agreement with the City of Abbotsford for the amount of \$527,900.

CARRIED

7.2.2 FVRD Parks Regulations, Fees and Other Charges Amendment Bylaw No. 1520, 2019

Moved By ROSS
Seconded By POPOVE

THAT the Fraser Valley Regional District Board consider giving three readings and adoption to the bylaw cited as *Fraser Valley Regional District Parks Regulations, Fees and Other Charges Amendment Bylaw No. 1520, 2019*.

CARRIED

7.3 STRATEGIC PLANNING AND INITIATIVES

No items.

7.4 OUTDOOR RECREATION AND PLANNING

No items.

8. ADDENDA ITEMS/LATE ITEMS

No items.

9. REPORTS BY STAFF

None

10. REPORTS BY DIRECTORS

None

11. PUBLIC QUESTION PERIOD FOR ITEMS RELEVANT TO AGENDA

None

12. RESOLUTION TO CLOSE MEETING

Moved By FACIO

Seconded By DICKEY

THAT the meeting be closed to the public, except for Senior Staff and the Executive Assistant, for the purpose of receiving and adopting Closed Meeting Minutes convened in accordance with Section 90 of the *Community Charter* and to consider matters pursuant to:

- Section 90(1)(c) of the *Community Charter* – labour relations or other employee relations;
- Section 90(1)(k) of the *Community Charter* - negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the Committee, could reasonably be expected to harm the interests of the regional district if they were held in public; and
- Section 90(2)(b) of the *Community Charter* - the consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

CARRIED

The Open Meeting recessed at 9:15 a.m.

13. RECONVENE OPEN MEETING

The Open Meeting reconvened at 9:17 a.m.

14. RISE AND REPORT OUT OF CLOSED MEETING

None

15. ADJOURNMENT

Moved By PRANGER
Seconded By STOBART

THAT the Regional and Corporate Services Committee Open Meeting of April 9, 2019
be adjourned.

CARRIED

The Regional and Corporate Services Committee Open Meeting adjourned at 9:17 a.m.

MINUTES CERTIFIED CORRECT

.....
Director Jason Lum, Chair

To: CAO for the Regional and Corporate Services Committee

Date: 2019-05-08

From: Reg Dyck, Manager of Electoral Area Emergency Services
And Jaime Reilly, Manager of Corporate Administration

File No: 3920-20-1526, 2019

Subject: Fraser Valley Regional District Emergency Program Regulations Establishment Bylaw No. 1526, 2019

RECOMMENDATION

THAT the Fraser Valley Regional District Board consider giving three readings and adoption to the bylaw cited as *Fraser Valley Regional District Emergency Program Regulations Establishment Bylaw No. 1526, 2019*.

STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services
Support Healthy & Sustainable Community

PRIORITIES

Priority #3 Flood Protection & Management

BACKGROUND

In 1997, the Fraser Valley Regional District Emergency Measures Regulatory Bylaw No. 0127, 1997 was adopted in order to regulate and manage the FVRD's Emergency Management Program.

DISCUSSION

As many years have since passed since the establishment of the FVRD's Emergency Management Program, an updated and modernized bylaw that is reflective of the current practices and legislation is being brought forward for the Board's consideration. The proposed bylaw has been drafted in consultation with the requirements of the *Emergency Program Act*, associated Regulations and the British Columbia Emergency Management System.

Under the *Emergency Program Act*, a Board must establish an Emergency Program which is charged with the development and implementation of emergency plans and other preparedness, response and recovery measures for emergencies and disasters. The Emergency Program is implemented, structured and maintained according to the FVRD Emergency Management Response and Recovery Plan. The proposed bylaw sets out the responsibilities and powers of the Board, the Electoral Area Services

Committee (EASC), the Emergency Program Coordinator, as well as the Emergency Operations Centre Director. These responsibilities and powers are established in legislation.

The Manager of Electoral Area Emergency Services, as the appointed Emergency Coordinator will work with EASC to provide the strategic direction and oversight to the Emergency Program, to prepare annual budgets and to approve the FVRD Emergency Management Response and Recovery Plan.

COST

There are no costs associated with this proposed bylaw

CONCLUSION

The *Fraser Valley Regional District Emergency Program Regulations Establishment Bylaw No. 1526, 2019* is being brought forward to the Board for consideration of three readings and adoption.

COMMENTS BY:

Tareq Islam, Director of Engineering & Community Services

Reviewed and supported.

Mike Veenbaas, Director of Financial Services

No further financial comments.

Jennifer Kinneman, Acting Chief Administrative Officer

Reviewed and supported.

**FRASER VALLEY REGIONAL DISTRICT
BYLAW NO. 1526, 2019**

A bylaw to regulate the Emergency Management Program

WHEREAS the Board of Directors of the Fraser Valley Regional District ("the Board") has, by *Fraser Valley Regional District Emergency Management Program Extended Service Area Establishment Bylaw No. 0136, 1997* established emergency program services for all Electoral Areas:

AND WHEREAS the Board wishes to provide a comprehensive management program to prepare for, respond to and recover from emergencies and disasters;

THEREFORE the Board enacts as follows:

1) CITATION

This bylaw shall be cited as *Fraser Valley Regional District Emergency Program Regulations Establishment Bylaw No. 1526, 2019*.

2) DEFINITIONS

In this bylaw:

"Act" means the Emergency Program Act and associated Regulations. Unless otherwise specifically stated, the words used in this bylaw shall have the same meaning as words have in the Act;

"Board" means the Fraser Valley Regional District Board of Directors;

"Chair" means that person elected by the Board as Chair, or in the absence of the Chair, the person elected as Vice-Chair;

"Emergency Coordinator" means that person appointed by the Board, under Section 6.1, as head of the emergency management program.

"Emergency Program" means the emergency management organization responsible for the development and implementation of emergency plans and other preparedness, response and recovery measures for emergencies and disasters within the Fraser Valley Regional District (FVRD) Electoral Areas;

"Emergency Operations Centre Director" means that person responsible for the overall management of the Emergency Operations Centre as described in the FVRD Emergency Plan.

"Emergency Plan" means the overall FVRD plan which provides a comprehensive emergency management framework to develop, coordinate and manage emergency planning, preparedness, response and recovery within FVRD Electoral Areas.

3. EMERGENCY PROGRAM

- 3.1 In accordance with the provisions of the Act, an Emergency Program is hereby established and charged with the development and implementation of emergency plans and other preparedness, response and recovery measures for emergencies and disasters. The Emergency Program will be implemented, structured and maintained according to the FVRD Emergency Plan.

4. THE BOARD

- 4.1 The Board is responsible for:
- a) the declaration of a state of local emergency under the Act;
 - b) delegating powers available under the Act, as required, and to monitor the use of such powers;
 - c) approving any emergency policies necessary to facilitate the response to an emergency or disaster;
 - d) ensuring that sufficient budget, staff and resources are provided to maintain an essential level of emergency program preparedness.
- 4.2 Despite Section 4.1, the Chair may carry out the responsibilities specified in Sections 4.1 a) and b) where, because of circumstances of an emergency or disaster, it is not possible to assemble a quorum of the Board, and provided the Chair has made every effort to obtain the consent of the other members of the Board. The Chair must, as soon as practicable after making such declaration, convene a meeting of the Board to assist in directing the response to the emergency.

5. ELECTORAL AREA SERVICES COMMITTEE ("EASC")

- 5.1 The Electoral Area Services Committee must:
- a) provide strategic direction and oversight to the Emergency Program;
 - b) finalize the annual strategic plan and budgets for presentation to the Board;
 - c) approve emergency plans developed by the Emergency Program.

6. EMERGENCY PROGRAM COORDINATOR

- 6.1 The Manager of Electoral Area Emergency Services is hereby appointed as the Emergency Coordinator and as head of the Emergency Program.
- 6.2 The Coordinator is responsible for:
- a) preparing and developing emergency plans respecting preparation for, response to and recovery from emergencies and disasters;
 - b) providing leadership to and administration of the Emergency Program;
 - c) coordinating and/or supervising any sub-committees or work groups;
 - d) developing a strategic plan, action plans and budgets;

- e) maintaining all emergency plans and documentation;
- f) maintaining and coordinating a training and exercise program;
- g) coordinating with other governments, non-government agencies, First Nations and the private sector;
- h) establishing and maintaining an Emergency Operations Centre ("EOC");
- i) establishing, coordinating and supporting volunteer programs;
- j) on-going assessment of hazards, risks and vulnerability;
- k) day to day management of the Emergency Program;

7. EMERGENCY OPERATIONS CENTRE DIRECTOR ("EOC DIRECTOR")

7.1 After a declaration of a state of emergency has been made, the EOC Director may do all acts and implement all procedures the EOC Director considers necessary to prevent, respond to or alleviate the effects of an emergency or a disaster, including any or all of the following:

- a) acquiring or using any land or personal property considered necessary;
- b) authorizing or requiring any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required;
- c) controlling or prohibiting travel to or from any area;
- d) providing for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services;
- e) causing the evacuation of persons and the removal of livestock, animals and personal property from any area that is or may be affected by an emergency or disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property;
- f) authorizing the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program or if otherwise considered necessary;
- g) causing the demolition or removal of any tress, structures or crops if considered necessary or appropriate;
- h) constructing works considered to be necessary or appropriate;
- i) procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment for the duration of the state of emergency;
- j) authorize, in writing, any persons involved in the operation of the Emergency Plan or Emergency Program to exercise any power available in this section;
- k) immediately after the termination of a declaration of state of local emergency, causing the details of the termination to be published by a means of communication that the Coordinator considers most likely to make the contents of the termination known to the majority of the population of the affected area.

8. SEVERABILITY

If a portion of this bylaw is found invalid by a court, it will be severed and the remainder of the bylaw will remain in effect.

9. REPEAL

Fraser Valley Regional District Emergency Measures Regulatory Bylaw No. 0127, 1997 and any amendments thereto are hereby repealed.

10. READINGS AND ADOPTION

READ A FIRST TIME THIS _____ day of _____

READ A SECOND TIME THIS _____ day of _____

READ A THIRD TIME THIS _____ day of _____

ADOPTED THIS _____ day of _____

Chair/Vice-Chair

Corporate Officer/Deputy

11. CERTIFICATION

I hereby certify that this is a true and correct copy of *Fraser Valley Regional District Emergency Program Regulations Establishment Bylaw No. 1526, 2019* as adopted by the Board of Directors of the Fraser Valley Regional District on the _____

Dated at Chilliwack, BC this _____

Corporate Officer/Deputy

To: CAO for the Regional and Corporate Services Committee

Date: 2019-05-08

From: Stacey Barker, Director of Regional Services

File No: 0870-35

Subject: Animal Control Shelter Lease

RECOMMENDATION

THAT the Fraser Valley Regional District Board authorize its signatories to enter into a lease agreement for the continued use of the City of Chilliwack's Animal Control Shelter located at 44860 Wolfe Road in Chilliwack, in the amount of \$40,000 annually for a term of 5 years.

STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services

BACKGROUND

The Fraser Valley Regional District (FVRD) currently provides full Animal Control services to the City of Abbotsford, City of Chilliwack, District of Mission, District of Kent and the Village of Harrison Hot Springs, operated under a sub-regional regulatory bylaw. The FVRD also provides a limited aggressive dog investigation/control service to Electoral Areas D, E, G and H, regulated under a separate bylaw, specific to aggressive dogs. Limited dog apprehension and pound services are also provided to several First Nation communities in the local area by way of contract.

The Community Animal Response & Education (CARE) Centre serves as the program's shelter and centre of operations. Upon assuming regulatory authority for Animal Control in 2012, the FVRD entered into a lease agreement with the City of Chilliwack for the use of the City's shelter and premises located at 44860 Wolfe Road, Chilliwack. The portion of the property where the shelter is located is part of a larger parcel of land that houses the City's Waste Water Treatment Facility.

DISCUSSION

The FVRD's lease agreement for the use of the City of Chilliwack's Animal Control shelter and surrounding premises is currently set to expire. The FVRD requires the continued use of the City's shelter to ensure continuity of service for its existing program members.

The City of Chilliwack's animal control shelter provides adequate space for animals in the care of the FVRD and is located in a central setting for operations. The City of Chilliwack works closely with FVRD

staff and addresses any repairs or concerns regarding the building in a prompt and safe manner. The City has also taken the shelter into careful consideration while conducting surrounding construction on the new fire training site that is adjacent to the leased area. When construction work is complete, the City will work with the FVRD to address parking requirements and provide basic landscaping to the entry area to improve its curb appeal to the public.

The FVRD has begun to examine long term needs for its Animal Control program, however this research and exploration of possible infrastructure alternatives is still in its infancy. If a new location or facility was pursued it would be in the considerable future (>5 years) and would be presented to the Board for its consideration through a business case.

COST

The City of Chilliwack is proposing the same rental rate of \$40,000 annually that has been in place for the past 6 years, all on the same terms and conditions. This yearly dollar amount has been accounted for in the approved 5 year financial plan.

CONCLUSION

The City of Chilliwack's shelter provides the FVRD's Animal Control program with adequate kennel space in a location that allows for easy access to all FVRD service areas and is provided at a rental cost that is affordable for its intended purpose. Therefore it is recommended that the FVRD continues its lease agreement with the City for an additional 5 year term.

COMMENTS BY:

Mike Veenbaas, Director of Financial Services

Reviewed and supported.

Jennifer Kinneman, Acting Chief Administrative Officer

Reviewed and supported.

To: CAO for the Regional and Corporate Services Committee

Date: 2019-05-09

From: Stacey Barker, Director of Regional Services

File No: 3920-20

Subject: Animal Control Regulation Amendment Bylaw No. 1527, 2019

RECOMMENDATION

THAT the Fraser Valley Regional District consider giving three readings and adoption to the bylaw cited as *Fraser Valley Regional District Animal Control Regulation Amendment Bylaw No. 1527, 2019*.

STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services

BACKGROUND

The Fraser Valley Regional District's (FVRD) Animal Control Regulation Bylaw No. 1206, 2013 outlines the regulatory requirements for the control and care of dogs within the City of Abbotsford, the City of Chilliwack, the District of Mission, the District of Kent, and the Village of Harrison Hot Springs. Recommendations for amending this bylaw arise from time to time in order to provide updates, clarifications, or distinctions.

DISCUSSION

When issued a fine for a contravention under the Animal Control regulatory bylaw, one is given the opportunity to dispute the ticket by presenting their case to an independent adjudicator. This mechanism is facilitated through the Upper Fraser Valley Bylaw Adjudication System. Animal Control Officers have been present on a few occasions when the lack of clarity of certain terms in the bylaw has resulted in a ticket not being upheld. In some cases due to the lack of penalty it resulted in the dog owner continuing with unsafe practices.

Therefore, through the proposed amendment, clarity has been added to several contraventions that support the intent of the ticket so that there is a better chance of a ticket being upheld. These changes will provide greater clarity to the dog owner, the Screening Officers, the Adjudicators, and public in general. This will also assist staff with clarity on the evidence they are required to gather.

Also in the proposed amendment, staff has separated out the section of the bylaw that refers to dogs that kill other dogs. This allows for the implementation of greater fines for attacks that result in mortality.

The management of aggressive dogs, specifically in transport or transition between house and vehicle, has also been clarified. Now, if an aggressive dog is leaving its enclosure or house to be put into a vehicle, or from its house to its enclosure, it must be muzzled. Also, if the aggressive dog is in a vehicle it must be muzzled. Unfortunately, situations have occurred where an aggressive dog during transition to a vehicle or an enclosure has escaped, or while in a vehicle has jumped out of the window.

The proposed amendment also provides for a greater time period for an owner to prepare an appeal if their dog has been designated as “aggressive” under the bylaw. During this time period dog owners must still abide by the restrictions, but the extra time will allow dog owners the ability to gather information and have all questions addressed by Animal Control, allowing them a reasonable period to submit an appeal.

Lastly, the proposed amendment clarifies the FVRD’s ability to regulate aviaries and apiaries. The FVRD can only regulate the presence of animals within these structures and not the structures themselves. It also allows the FVRD the ability to intervene when someone is hording or breeding certain animals within their home that are not necessarily being kept in an aviary.

Proposed amendments to Bylaw No. 1206, 2013 are summarized in the following table:

Section	Amendment	Rationale
B	Add a definition for “aggressively pursue or harass”	Clarification
B	Add an additional clause to the definition of an “enclosure” so that a house may be considered as an enclosure	Clarification
15	Change <i>Guide Animal Act</i> to <i>Guide Dog and Service Dog Act</i>	Update
16, 17, 18, 36, 39	Change “permit or allow” to “ must ensure”	Clarification
17	Separate out “kill” from “attack, bite, kill or cause injury” and have it added as its own prohibition.	To allow for greater fines for attacks that result in mortality.
23	Change the period of time dog owners can appeal an aggressive dog designation from 10 days to 30 days.	To allow more time for dog owners who wish to submit an appeal.
24	Amend the language so it reflects the concurrent amendment to the definition of “enclosure” to include a house.	Update
35	Amend the language from prohibiting “an aviary or apiary, except as permitted pursuant to all applicable zoning and other regulations” to prohibiting “animals typically requiring the presence of an aviary or apiary...”	To provide consistency that the bylaw is intended to regulate animals, not structures (with the exception of enclosures).

A follow-up amendment to the *Fraser Valley Regional District Bylaw Offence Notice Enforcement Bylaw No. 1415, 2017* will be brought forward to a subsequent Board meeting. This amendment will reflect the proposed changes to Section 17 of this animal control bylaw that relate to higher penalties that may be issued following a dog attack that has resulted in death to another dog.

COST

n/a

CONCLUSION

The proposed amendments will provide greater clarity for enforcement officers and the public, will allow additional time for dog owners receiving notice of an aggressive dog designation to prepare and submit an appeal, and will allow for greater fines to be issued for dogs that attack and kill another dog compared to one that simply bites or causes an injury.

COMMENTS BY:

Mike Veenbaas, Director of Financial Services

No further financial comments.

Jennifer Kinneman, Acting Chief Administrative Officer

Reviewed and supported.

FRASER VALLEY REGIONAL DISTRICT

BYLAW NO. 1527, 2019

A bylaw to amend the regulations established by Animal Control Regulation
Bylaw No. 1206, 2013 for the Sub-Regional Animal Control Service Area

WHEREAS the Board of Directors of the Fraser Valley Regional District ("the Board") has deemed it advisable to amend *Fraser Valley Regional District Animal Control Regulation Bylaw No. 1206, 2013*, as amended.

THEREFORE the Board enacts as follows:

1) CITATION

This bylaw may be cited as the *Fraser Valley Regional District Sub-Regional Animal Control Regulations Amendment Bylaw No. 1527, 2019*.

2) ENACTMENTS

That Fraser Valley Regional District Bylaw No. 1206, 2013 be amended by:

1. Adding the following definition under Part B - INTERPRETATION:
"aggressively pursue or harass" means to persistently or repeatedly annoy or chase a person, a vehicle, or a domestic animal in what may be perceived as an aggressive manner or with intent to cause injury;
2. Under Part B – INTERPRETATION, adding the following clause at the end of the definition of "enclosure":
"For the purpose of this bylaw, an enclosure also includes a house from which the dog is not able to escape and is not able to cause injury to a person or animal located outside of the house."
3. Under Section 15, replacing "Guide Animal Act" with "Guide Dog and Service Dog Act";
4. Under Section 16, replacing "A dog owner must not permit or allow the dog to howl or bark" with "A dog owner, must ensure the dog does not howl or bark:";

5. Deleting Section 17 and replacing it with the following:

"A dog owner must ensure the dog:

 - a) is not at large;
 - b) does not trespass on private property or within a public area defined by local zoning and other regulations as an area where dogs are not permitted;
 - c) is kept under the immediate control of a competent person whenever the dog is on private land and is not sufficiently contained, either by a fence and a gate, an enclosure, or another effective containment mechanism;
 - d) excluding designated off-leash areas, is not in a public place unless the dog is kept on a leash not exceeding three metres in length and is under the immediate control of a competent person;
 - e) does not attack, bite, or cause injury to a person or domestic animal;
 - f) does not aggressively pursue or harass a person, a vehicle, or a domestic animal; or
 - g) does not kill a person or domestic animal."
6. Deleting Section 18 and replacing it with the following:

"The owner of a dog must ensure the dog does not defecate in a public place or on private property other than property owned or occupied by the dog owner, without immediately removing the excrement and disposing of it in a sanitary manner."
7. In Section 23, replacing "within 10 days" to "within 30 days";
8. Deleting Section 24 a) and 24 b) and replacing them with the following:

"The owner of an aggressive dog must:

 - a) keep the dog securely confined in an enclosure; or
 - b) ensure the dog is:
 - i. on a leash not exceeding three metres in length;
 - ii. under the immediate care and control of a competent person; and
 - iii. muzzled to prevent it from biting a person or other animal."
9. Deleting Section 35 and replacing it with the following:

"A person must ensure that, any livestock or poultry or animals typically requiring the presence of an aviary or apiary are not kept on any real property, except as permitted pursuant to all applicable zoning and other regulations."

10. Deleting Section 36 and replacing it with the following:

“An owner of livestock or poultry must ensure the livestock or poultry is not on public land or on the lands or premises of any person other than the owner, without consent of the landowner.”

11. Deleting Section 39 and replacing it with the following:

“A person must ensure any species individual or any exotic animal is not at large.”

3) **SEVERABILITY**

If a portion of this bylaw is found invalid by a court, it will be severed and the remainder of the bylaw will remain in effect.

4) **READINGS AND ADOPTION**

READ A FIRST TIME THIS _____ day of _____

READ A SECOND TIME THIS _____ day of _____

READ A THIRD TIME THIS _____ day of _____

ADOPTED THIS _____ day of _____

Chair/Vice-Chair

Corporate Officer/Deputy

5) **CERTIFICATION**

I hereby certify that this is a true and correct copy of *Fraser Valley Regional District Sub-Regional Animal Control Regulations Amendment Bylaw No. 1527, 2019* as adopted by the Board of Directors of the Fraser Valley Regional District on the _____

Dated at Chilliwack, BC this _____

Corporate Officer/Deputy

To: CAO for the Regional and Corporate Services Committee

Date: 2019-05-08

From: Christina Vugteveen, Manager of Park Operations

File No: 6140-42

Subject: Island 22 Regional Park - Bike Skills Park Upgrades

INTENT

This report is intended to advise the Regional and Corporate Services Committee of information pertaining to the Island 22 Regional Park – Bike Skills Park upgrades. Staff is not looking for a recommendation and has forwarded this information should members want more clarification to discuss the item further.

STRATEGIC AREA(S) OF FOCUS

Support Healthy & Sustainable Community
Provide Responsive & Effective Public Services

PRIORITIES

Priority #4 Tourism
Priority #5 Outdoor Recreation
Priority #5 Outdoor Recreation

BACKGROUND

The Bike Skills Park at Island 22 Regional Park was first created in 2012. It was designed and built by a well-known bike skills park professional, with input from the local riding community, and was intended to challenge riders at every skill level. As a normal part of wear and tear, the Fraser Valley Regional District (FVRD) Parks Department has a regular maintenance routine which includes:

- Basic grooming of the paths to keep surfaces smooth and level
- Inspecting features which get damaged from use, weather, and vandalism
- Managing impacts from the weather:
 - In the summer, hot weather dries out soil surfaces causing shrinkage of features and loss of material from windblown dust
 - In periods of rain the tracks can experience erosion
- Trimming trees and grass, weeding, and collecting debris which may fall on the tracks

This area requires the involvement of a bike skills park professional on a regular basis to ensure that everything is shaped, packed, and functioning properly. Currently the park is receiving a much needed facelift after a time of increasingly heavy use and significant environmental impacts.

DISCUSSION

Island 22 Regional Park is the busiest FVRD park which sees close to 500,000 visitations annually. This number has been increasing over the past number of years with additions like the Dog Off Leash Park and the Bike Skills Park. The Bike Skills Park at Island 22 is hugely popular with families and professional riders alike, and receives use year round. There are riders present at any time of day on a daily basis, and on a good day can see up to 30 riders at a time. It features five main riding zones and one perimeter trail.

Safety is of utmost importance to the FVRD. Bike skills parks are very technical in nature and require the work of professionals to ensure that standards are being met so that its use is both fun and safe. An inspection by the Municipal Insurance Agency of BC outlined some specific instructional and safety signage, which has been implemented, as well as key maintenance items that are routinely attended to. Regular inspections are completed and issues are addressed to maintain the integrity and safety of the park.

A recent review of the Bike Skills Park, which involved the riding community and a bike skills professional, identified that additional maintenance was required to ensure that the park continues to be safe and meets the recreational needs of the riders. This has resulted in the reported facelift work and is anticipated to be completed in the next couple of weeks. Specifically upgrades include (see *Figure 1 on follow page for colour references*):

Advanced Jump Line (white)

A jump line is a set of continuous jumps intended for the more advanced rider. The existing wooden take-offs were beyond repair and have been removed and replaced with dirt ramps. The take-offs and landings of these jumps and the surrounding terrain is being groomed and shaped.



Pump Trail (red)

A pump line uses a rider's own momentum to travel without using pedal force. This feature was not being used as it was too far from the rest of the park and did not give riders the experience they were looking seeking. Additionally, there is a kid's pump track and an advanced pump track which was making this area redundant. The materials from this area are being repurposed for the dirt ramps in the Advanced Jump line and this area is being reclaimed for general trail.

Pump Track (blue)

A pump track is a circuit of rollers, banked turns and features designed to be ridden completely by riders "pumping" (creating momentum by up and down body movements instead of pedaling or pushing). The pump track, located in the centre of the park, is being completely redesigned and reshaped. The new layout will offer a more modern approach which will encourage the development of skills with better shaping, flow, and rolling transitions.



Progression Jumps (green)

Progression jumps are a series of single jumps which get progressively larger and more difficult for users to improve their skills. These jumps are being reshaped, groomed and adjusted in height and length.

**Kids Pump Track (orange)**

This pump track is a beginner's version of the large pump track with the same function of using body momentum to propel one's bike. This is being completely rebuilt to ensure that it performs as it should with the appropriate angles, packing, and dimensions.





Figure 1 – Island 22 Bike Park Work Map

White - Advanced Jumpline

Red - Pump Trail

Blue - Pump Track

Green - Progression Jumps

Orange - Kid's Pump track

COST

The cost for this facelift is \$9,500 as is included in the parks budget for 2019 as a part of maintenance. Moving forward, a local bike skills park professional has been retained as a part of the maintenance plan to utilize expertise in ensuring that the shaping, grooming, and safety of the park are regularly being addressed. This regular maintenance will minimize the need for a future rebuild.

CONCLUSION

The Bike Skills Park at Island 22 Regional Park is a well-used asset for the community and the facelift it is currently receiving will prepare it for summer usage.

COMMENTS BY:

Stacey Barker, Director of Regional Services: Reviewed and supported.

Mike Veenbaas, Director of Financial Services: Not available for comment.

Jennifer Kinneman, Acting Chief Administrative Officer: Reviewed and supported.

To: CAO for the Regional and Corporate Services Committee

Date: 2019-05-08

From: Alison Stewart, Manager of Strategic Planning

File No: 8330-02-19744

Subject: BC Transit Update and Service Expansion Planning 2020-21

RECOMMENDATION

THAT the Fraser Valley Regional District Board confirm support in principle for the 2020/2021 expansion initiative to extend the Fraser Valley Express service to TransLink's Lougheed Sky Train station at an annual net cost of \$494,000 subject to further discussions with BC Transit regarding timing and service levels;

AND THAT BC Transit and the FVRD undertake more detailed costing analysis relating to the potential 2021-2022 service expansions to:

- North Fraser Valley: subject to public engagement and local government support, implement transit service on the north side of the Fraser River between the District of Kent and District of Mission.
- Agassiz-Harrison and Hope: subject to municipal approval, improve and expand regional services in the eastern Fraser Valley based on items identified in the Transit Future Action Plan.
- Cultus Lake: year-round service subject to local government support.

STRATEGIC AREA(S) OF FOCUS

Support Environmental Stewardship
 Foster a Strong & Diverse Economy
 Support Healthy & Sustainable Community
 Provide Responsive & Effective Public Services

PRIORITIES

Priority #4 Tourism

BACKGROUND

Each year BC Transit evaluates numerous expansion requests from Local Government partners throughout the province, including the Fraser Valley Regional District (FVRD). The purpose of this evaluation process is to secure commitment from both the provincial government and local partners, allowing BC Transit to proceed with its strategic planning for the upcoming three year funding cycle.

By communicating proposed expansion initiatives as far in advance as possible, BC Transit is trying to achieve three important goals:

1. Ensure 3 year expansion initiatives are aligned with the expectations of local governments.
2. Attain a commitment from local governments to allow BC Transit to proceed with the procurement and management of resources necessary to implement transit service expansions.

3. Provide local government partners with enhanced 3 year forecasts to identify longer term funding requirements.

DISCUSSION

The FVRD currently coordinates three sub-regional transit services: the Fraser Valley Express (FVX #66), the Agassiz-Harrison Connector (AGH #11) and the Hope service (Hope #22). Two of the services, the FVX and Hope #22 have been implemented in the last four years. There is potential for further expansion within BC Transit's proposed 3 year expansion cycle for the development of additional sub-regional transit services. A summary of the three transit services, and most recent ridership estimates is attached.

In accordance with BC Transit's strategic planning process, the FVRD is considering several service expansions, as outlined below. Some expansions may be identified through the ongoing Transit Future Action Plan (TFAP) process. It is important to note that expansion funding may be used not only for increased service levels (increased frequency, service span or coverage), but also for addressing issues of reliability and on-time performance – all of which are key to sustaining and growing a successful transit system.

The feasibility of any potential transit expansion within the FVRD is dependent on new storage and maintenance facilities in Chilliwack and Abbotsford – both of which are operating beyond their designed capacity. The City of Abbotsford is currently working with the province and BC Transit on the development of a new transit facility for the Central Fraser Valley (CFV) system. While early in the construction phase, this new facility will address existing operational issues and allow for future growth and service expansion on the CFV system.

Initiatives in years 2 and 3 of the expansion planning horizon will require more detailed planning by BC Transit prior to any meaningful consideration by the FVRD and its member municipalities. For example, the implementation of transit service between the District of Kent and District of Mission will include community engagement and surveying, routing and costing analysis, and a summary of the necessary next steps if the service were to proceed. Likewise, any potential expansion of the Cultus service will require similar analysis by BC Transit and community support. Any additional analysis relating to the FVRD will have to align with BC Transit's existing work plan and their ability to undertake additional planning projects.

FVX expansion: The proposed expansion of the FVX to directly serve the Lougheed Sky Train station in Burnaby is the most extensive service expansion since the service's introduction in 2015. The expansion, if supported, is currently planned for January 2021 implementation. The proposal follows on discussions at the February 26, 2019 Committee of the Whole Budget Review, where the Board was informed of ongoing discussions between BC Transit and TransLink to extend FVX service to the Lougheed Sky Train station. This will significantly increase convenience for FVX customers wishing to access TransLink's Sky Train network, including connections to Surrey, Coquitlam, downtown Vancouver and Vancouver International Airport. It will also improve access for Metro Vancouver residents working and visiting the Fraser Valley.

The FVX has been successful from its introduction with double digit gains every year. In 2018, the system carried an average 19,300 rides per month (232,000 riders annually). While it is difficult to predict the take-up of service expansions, the most recent expansion of doubling FVX service on weekends and holidays has resulted in an almost doubling (92%) of ridership on those days, indicating a significant pent up demand for the improved service.

Extending the service to Sky Train has been a repeated request from FVX customers destined for locations in Burnaby and beyond. With few public facilities or amenities at the Carvolth exchange, a direct connection to Sky Train will improve customer experience and make transit a more viable commuting option. Improved customer experience will also come from the introduction of HOV/Bus lanes further into the Fraser Valley which will improve transit reliability.

This proposed expansion will add 6,000 hours of service to the route and will require four additional buses. This represents a 45% increase in the number of hours currently provided on the route. The estimated municipal cost of this expansion is \$494,000, net of estimated additional revenues. With significant ridership growth on the FVX, revenues were approximately \$787,000 in 2018. The service's income statement for 2018 shows there was a total overall surplus of \$262,335 and as of December 31, 2018 the FVX surplus account is sitting at \$376,320. It is possible that additional ridership and resulting revenues will cover the additional cost of the service, but the expansion as currently proposed by BC Transit, may require an additional subsidy from taxpayers. Without more clarity from BC Transit on the proposed level of service and whether there could be an option to phase the expansion in over time, the additional subsidy required is not clear.

Timeline:

2020/21

- Extend the Fraser Valley Express service to TransLink's Lougheed Sky Train station at an annual net cost of \$494,000;

2021/22

- North Fraser Valley: subject to public engagement and local government support, implement transit service on the north side of the Fraser River between the District of Kent and District of Mission.
- Agassiz-Harrison and Hope: subject to local government approval, improve and expand regional services in the eastern Fraser Valley based on items identified in the Transit Future Action Plan.
- Cultus Lake: year-round service, subject to local government support. The net local cost for this expansion has not been determined.

These initiatives will be formalized in a Memorandum of Understanding (MOU) between the FVRD and BC Transit to initiate the work.

COST

With the exception of the 2020/21 FVX expansion to Lougheed Sky Train station in Burnaby (approximately \$494,000), the costs relating to year 2 and 3 are currently unknown and will require further analysis by BC Transit.

Should an expanded FVX service require partial taxation subsidy, it is estimated to cost \$0.15 per \$100,000 of assessed value for every \$100,000 increase in taxation subsidy. The current tax requisition level is \$695,930.

CONCLUSION

The 3 year expansion initiative process helps determine the expectations of local governments and allows BC Transit to proceed with the procurement and management of resources necessary to implement transit service expansions. The BC Transit strategic planning process also allows local governments the ability to identify longer term funding requirements and budget accordingly. Staff will return with more detailed costing analysis when it has been provided by BC Transit.

COMMENTS BY:

Stacey Barker, Director of Regional Services

Reviewed and supported.

Mike Veenbaas, Director of Financial Services

Reviewed and supported.

Jennifer Kinneman, Acting Chief Administrative Officer

Reviewed and supported.

Fraser Valley Regional Transit Agassiz Harrison (Rt. 11), Hope (Rt. 22) and FVX (Rt. 66)

Route 11: Agassiz-Harrison Transit (AGH)

- Chilliwack-Agassiz-Harrison transit service consists of one route (Route 11). This route provides regional service between Harrison Hot Springs, Agassiz, Cheam, Popkum, Bridal Falls, Rosedale and downtown Chilliwack.
- In 2013 the AGH system received an upgrade with the addition of 2 higher capacity “Vicinity buses”. This service expansion was one of the short term priorities in the 2012 Transit Future Plan.
- Connections can be made to the local Chilliwack Transit system and/or the FVX Route 66.
- The route allows “on-request” pick-up and drop-off service as an extension of the fixed-route in certain eligible areas during off-peak times.

Fast facts

- There are 11 trips per weekday (13 on Fridays) outbound from Chilliwack to Harrison Hot Spring and 12 trips per weekday (14 on Fridays) inbound to Chilliwack with a service span between 5:20 am and 7:06. The 2 additional trips on Fridays extend service to 11:12 pm.
- There are 9 two way trips on Saturdays.
- Sunday and holiday service is provided during the summer (July 1 to Labour Day) with 4 trips daily
- The system averages 4,500 rides per month (54,000 rides annually)

Route 22 – Hope Transit

- Transit Service connecting the District of Hope to the Town of Agassiz began in September 2017.
- Hope service was one of the medium to long-term priorities in the 2012 transit plan.
- Route 22 connects to route 11 in Agassiz, where passengers can continue on to Chilliwack (or Harrison Hot Springs) and further connect with the FVX
- The route provides services to Seabird Island Band and in September 2018 service was expanded to include a stop at Chawathil First Nation.

Fast facts

- There are 4 trips daily Monday – Saturday outbound from Agassiz to Hope and 4 trips back.
- Monday to Friday service span is 6:00 am to 6:26 pm and 8:00 am to 5:31 pm on Saturdays. There is currently no service on Sundays or holidays and no mid-day service.
- In 2018, its first full year, the service has carried an average 700 passengers per month (approx. 8,400 rides annually) but more recently is averaging 800 per month.
- The route provides a limited transit service within Hope, providing connections to the Hope Recreation Centre, Fraser Canyon Hospital and Silver Creek neighbourhood.

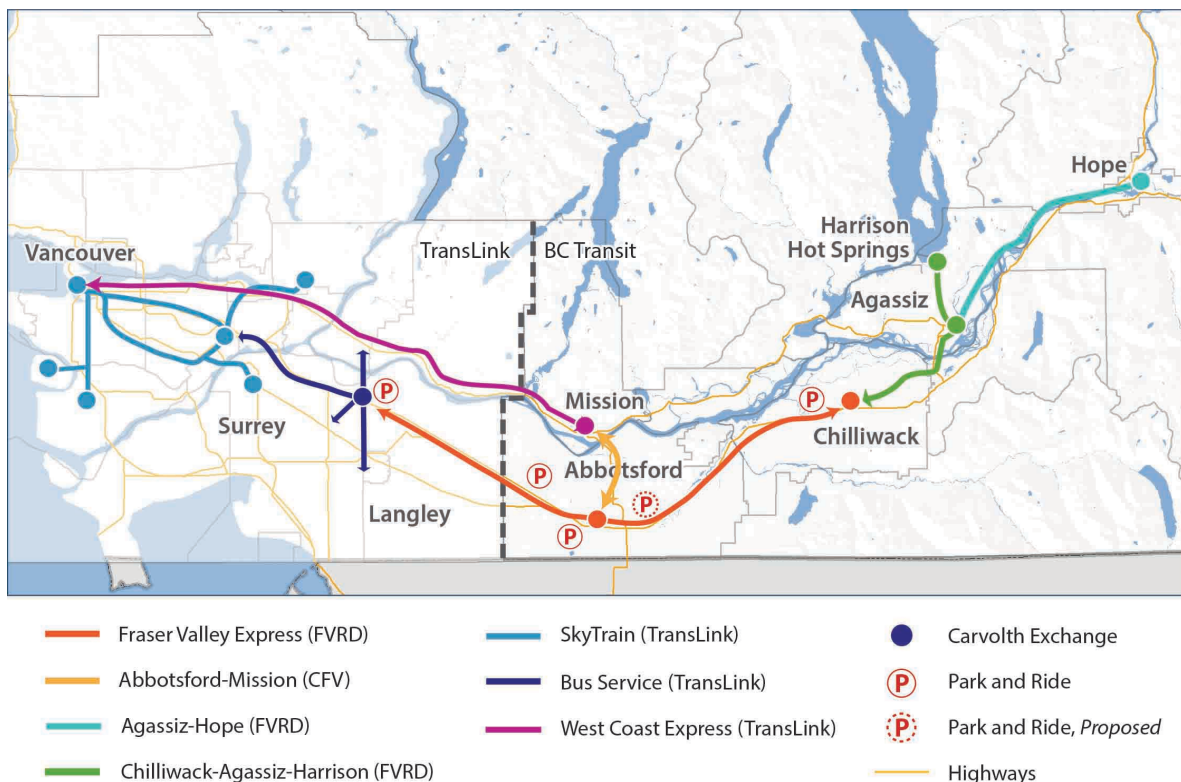
Route 66 – Fraser Valley Express (FVX)

- The FVX was introduced to the Fraser Valley in April 2015. The FVX is a limited stop service connecting Chilliwack, Abbotsford and TransLink services at the Carvolth Exchange in Langley.
- The FVX was one of the short term priorities in the 2012 Transit Future Plan.
- The FVX has been very successful with total ridership growing continuously since it was initiated.
- Ridership has generated enough revenue to finance the expansion of service hours without requiring additional tax requisition.
- Service expansions have included higher frequency trips during peak travel times, introducing Sunday and holiday service and doubling the number of trips on weekends and holidays.

Fast Facts

- In 2018, the system carried an average 19,300 rides per month (232,000 riders annually)
- In September 2018 frequency was doubled on weekends and holidays to eight trips each way between Chilliwack and the Carvolth Exchange in Langley.
- Weekend ridership has almost doubled (92% increase) with this latest expansion.

Combined, the three FVRD regional transit routes carried over 294,000 passengers in 2018.



NOTE: Ridership based on APC (automated passenger counter) data and on-board ride count surveys

To: CAO for the Regional and Corporate Services Committee

Date: 2019-05-07

From: Alison Stewart, Manager of Strategic Planning

File No: 6840-20-010

Subject: UBCM Resolution Re: Provincial Response to Homeless Camps on Crown Lands

RECOMMENDATION

THAT the Fraser Valley Regional District Board forward a resolution on the need for a provincial strategy to address rural homelessness and encampments on Crown land to the Union of BC Municipalities for consideration at its September 2019 convention.

STRATEGIC AREA(S) OF FOCUS

Support Environmental Stewardship

Support Healthy & Sustainable Community

BACKGROUND

In late August 2018, the FVRD became aware, after the fact, of an initiative of the provincial government to relocate a homeless camp (Borden Creek) on Crown Land in the Chilliwack River Valley (Electoral Area E) to a private property in the Columbia Valley (Electoral Area H). An article in the August 31, 2018 Chilliwack Progress provided an outline of the process, which apparently included the RCMP, Ministry of Municipal Affairs and Housing (MAH) and the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD). While the FVRD has generally been aware of homeless camp problems on Crown land in the Chilliwack River Valley, the Region was not consulted on this move.

A number of concerns arose with the province's approach to this problem:

1. Since the province facilitated the move, what supports, if any, were provided to ensure the property owner's and area resident's interests are protected. BC Housing's involvement in this process is unclear.
2. What supports, if any, were provided to camp occupants in order to transition them from homelessness to being appropriately housed.
3. There are several other camps in the Chilliwack River Valley and other rural areas in the region. In this particular case, the private land in question was located in a rural electoral area. If this has become FLNRORD's standard practice, will the ministry continue to relocate homeless camps to private lands in other parts of the FVRD, including municipalities?

Based on the experience in the FVRD there is a need for a provincial strategy to address homelessness on Crown Land in rural electoral areas as it is an issue not unique to the FVRD. The province has recently established an Office of Homelessness Coordination within the Ministry of Poverty Reduction and Social Development, but it is very early in its formation and unclear as to its function and whether the Office will address what is clearly a gap in the province's response to homelessness.

A UBCM resolution asking the province to develop a strategy to address homelessness in rural areas and more specifically address homeless encampments on Crown land may bring this issue to the forefront. A draft resolution will be prepared for consideration at the June 2019 Electoral Area Services Committee and Regional and Corporate Services Committee meetings. The deadline for submitting resolutions to UBCM is June 30, 2019.

DISCUSSION

Need for Provincial Strategy

Homelessness is a challenge facing communities throughout the lower mainland. Increasing numbers of people are choosing to locate in rural areas, on private land, Crown land and First Nations lands. The costs of cleaning Crown land sites are considerable, but downloading such camps onto a regional district is not a solution. Electoral areas have the least ability to address homelessness, in that they are by their very nature remote from health, social, police and other services. The minimal tax bases of rural areas cannot support the hard and soft infrastructure required to address homelessness.

According to the FVRD's 2017 Homeless Count, approximately one third of the FVRD's homeless population live unsheltered. Approximately 16% of that group live in cars/vans or campers and are found in locations both inside and outside the region's municipalities. The issue in this case is that the province, who is ultimately responsible for the provision healthcare, housing and social services has downloaded responsibility of this particular camp onto the regional district with no consultation or consideration of local Zoning bylaws, ALR status or the community's capacity to accommodate such a land use.

The process used by FLNRORD in addressing the homeless camp at Borden Creek is of concern. Homelessness is not only a housing issue. Mental health and addiction issues and related health impacts are significant drivers of homelessness. Based on this most recent response, there appears to be no provincial strategy to address homelessness on provincial Crown lands. Rather, it appears to have been dealt with in an ad hoc manner. To place the onus of this problem onto a small rural community without adequate resources is not an appropriate solution. In addition to the health and homelessness issues, these camps put the environment at risk, with general garbage, human waste, used needles and other dangerous waste in the mix.

The provincial response is especially concerning in that the Borden Creek camp is one of a number of camps in the Chilliwack River Valley. While FLNRORD believes it has resolved the specific problem in

the Chilliwack River Valley, it has merely shifted the problem to another community and has not addressed the fundamental issue of homelessness and related issues, for which the province is ultimately responsible. Rural communities do not have the resources to address these challenges.

COST

No cost

CONCLUSION

Based on the experience in the FVRD there is a need for a provincial strategy to address homelessness on Crown land in rural electoral areas as it is an issue not unique to the FVRD. A draft resolution will be prepared for consideration at the June 2019 Electoral Area Services Committee and Regional and Corporate Services Committee meetings. The deadline for submitting resolutions to UBCM is June 30, 2019.

COMMENTS BY:

Stacey Barker, Director of Regional Services: Reviewed and supported.

Margaret Thornton, Director of Planning & Development: Not available for comment

Mike Veenbaas, Director of Financial Services: Not available for comment.

Jennifer Kinneman, Acting Chief Administrative Officer: Reviewed and supported.

CORPORATE REPORT

To: CAO for the Regional and Corporate Services Committee

Date: 2019-05-08

From: Melissa Geddert, Planning Technician

File No: 6430-01-General

Subject: Bill 18 – 2018 Local Government Statutes Amendment Act, 2018 – Housing Needs Reports

INTENT

This report is intended to advise the Committee of information pertaining to the enactment of *Bill 18 – Local Government Statutes Amendment Act* requiring the preparation of Housing Needs Reports. Staff is not looking for a recommendation and has forwarded this information should members want more clarification to discuss the item further.

STRATEGIC AREA(S) OF FOCUS

Support Healthy & Sustainable Community

Provide Responsive & Effective Public Services

BACKGROUND

In 2018 the Provincial Government introduced *Bill 18 - Local Government Statutes (Housing Needs Reports) Amendment Act, 2018*, amending the *Local Government Act*. The intent of the legislation is to provide local governments with tools to understand the need for more affordable and appropriate housing in British Columbia's tight real estate market.

As of April 16, 2019 Bill 18 has come into force. Bill 18 requires local governments to assess the housing needs of their communities and report on the findings. The reports will help local governments and the Province better understand and respond to long-term housing needs specific to their communities. Per the legislation, Housing Needs Reports must be considered when amending or creating Official Community Plans and Regional Growth Strategies.

DISCUSSION

Bill 18 - Local Government Statutes (Housing Needs Reports) Amendment Act, (attached as Appendix A) is now in effect. Under the requirements of the Act, the Fraser Valley Regional District (FVRD) and each municipality is required to produce a Housing Needs Report within the next three years (April 2022) and

every five years after that. Each municipality and regional district is required to collect data, analyze trends and present reports that describe current and anticipated housing needs.

Provincial Requirements

The legislation and regulations outline specific requirements for local governments to determine current and projected housing needs. Attached as Appendix B is a summary of the legislative and regulatory requirements for housing needs reports, which involves collecting and analyzing distinct types of data about:

- current and project population;
- household income;
- significant economic sectors; and
- currently available and anticipated housing units.

The data for the housing needs reports includes:

- **BC Assessment data** – evaluation of assessed values and sales prices of housing;
- **BC Housing data** – inventory of non-market housing and new homes registered;
- **BC Stats data** – projected population and household demographics from 2018 to 2028;
- **Canada Mortgage and Housing Corporation (CMHC) data** – assessment of primary rental market prices, primary rental vacancy rates and some secondary rental market data;
- **Statistics Canada Census data** – analysis of population and household demographics, labour force, household income, housing units and core housing need.

As part of the legislated requirement to monitor the Regional Growth Strategy, the FVRD holds a large amount of data required for the Housing Needs Report, but there are gaps. In addition to the FVRD's inventory, the province is preparing an accessible database that includes a large proportion of data the FVRD is required to collect. However, information gaps on rental data for the Electoral Areas and smaller communities may need to be addressed through collaboration with community partners.

Community Partnerships

Partnerships between local governments to undertake this work are permitted. If requested, the FVRD could consider coordinating the collection and reporting of housing needs information on behalf of a member municipality, provided that community specific information and reporting is provided for each individual electoral area and participating municipality.

Funding

To assist local governments with meeting the new requirements, the Province is providing a funding program administered by the Union of BC Municipalities. All local governments are eligible to apply. Applications are now being accepted for the 2019 program, the application deadlines are May 31, 2019 and November 29, 2019.

Funding maximums are based on the population of the planning area and are outlined in Table 1. Under the Housing Needs Reports program, eligible costs and activities must be cost-effective and include:

- Development of new or updated housing needs reports (as required by the Local Government Act), including:

- Project management and coordination;
- Data collection (from public agencies and/or other data costs), compilation and analysis, not including data made available via the Ministry of Municipal Affairs & Housing for the purpose of developing housing needs reports;
- Research specific to the development of housing needs reports;
- Community engagement, such as collaboration with neighbouring local governments and partner organizations, community surveys, and engagement activities;
- Publication of housing needs reports including editing, proofing, graphic design, etc.;
- Presentation of housing needs reports to Council, Board, or Local Trust Committee;
- Consultant costs;
- Incremental staff and administration costs;
- Public information costs; and
- Training and capacity building for local government staff specific to developing housing needs reports.

Funding requests for combined planning areas (municipalities, and/or electoral areas) may be submitted as a single application for eligible, collaborative projects. The total funding request for regional projects cannot exceed \$150,000. To qualify for funding, projects must be capable of completion within one year from the date of funding approval.

Table 1 - Planning Area Net Population Funding Maximum (Based on 2016 census of population)

Planning Area	Net Population	Funding Maximum
Fraser Valley A	405	\$15,000
Fraser Valley B	915	\$15,000
Fraser Valley C	1,023	\$15,000
Fraser Valley D	1,529	\$15,000
Fraser Valley E	1,540	\$15,000
Fraser Valley F	1,293	\$15,000
Fraser Valley G	1,776	\$15,000
Fraser Valley H	1,847	\$15,000
Abbotsford, City of	141,397	\$70,000
Chilliwack, City of	83,788	\$50,000
Harrison Hot Springs, Village of	1,468	\$15,000
Hope, District of	6,181	\$20,000
Kent, District of	6,067	\$20,000
Mission, District of	38,883	\$30,000

CONCLUSION

Housing needs reports are a means for the FVRD to better understand the region's current and future housing needs. The report will help identify existing and projected gaps in housing supply and is critical to developing a housing strategy or action plan.

COMMENTS BY:

Alison Stewart, Manager of Strategic Planning: Reviewed and Supported

Stacey Barker, Director of Regional Services: Reviewed and supported.

Mike Veenbaas, Director of Financial Services: No further financial comments.

Jennifer Kinneman, Acting Chief Administrative Officer: Reviewed and supported.

2018 Legislative Session: 3rd Session, 41st Parliament
THIRD READING

The following electronic version is for informational purposes only.
The printed version remains the official version.

Certified correct as passed Third Reading on the 14th day of May, 2018
Craig James, Clerk of the House

HONOURABLE SELINA ROBINSON
MINISTER OF MUNICIPAL AFFAIRS AND HOUSING

BILL 18 – 2018
LOCAL GOVERNMENT STATUTES
(HOUSING NEEDS REPORTS) AMENDMENT ACT, 2018

HER MAJESTY, by and with the advice and consent of the Legislative Assembly of the Province of British Columbia, enacts as follows:

PART 1 – LOCAL GOVERNMENT

Local Government Act

1 Section 429 of the Local Government Act, S.B.C. 2015, c. 1, is amended by adding the following subsection:

(2.1) Unless a board is exempted, or is in a class of local governments exempted, under section 585.11 *[application of this Division]*, the board must consider the most recent housing needs report the board received under section 585.31 *[when and how housing needs report must be received]*, and the housing information on which the report is based,

- (a) when developing a regional growth strategy,
- (b) when amending a regional growth strategy in relation to actions proposed under subsection (2) (c) (i) of this section, or
- (c) when considering a regional growth strategy under section 452 (2).

2 Section 473 is amended by adding the following subsection:

(2.1) Unless a local government is exempted, or is in a class of local governments exempted, under section 585.11 [*application of this Division*], the local government must consider the most recent housing needs report the local government received under section 585.31 [*when and how housing needs report must be received*], and the housing information on which the report is based,

- (a) when developing an official community plan,
- (b) when amending an official community plan in relation to statements and map designations under subsection (1) (a) of this section, or
- (c) when amending an official community plan in relation to housing policies under subsection (2) of this section.

3 The following Division is added to Part 14:

Division 22 – Housing Needs Reports

Definitions for this Division

585.1 (1) In this Division:

"applicable area" means

- (a) in relation to a municipality, the area of the municipality,
- (b) in relation to a regional district, the electoral areas in the regional district other than an area within the trust area, and
- (c) in relation to the trust, the local trust areas;

"local government" includes a local trust committee.

(2) The definitions in section 1 of the *Islands Trust Act* apply for the purposes of this Division.

Application of this Division

585.11 This Division applies to a local government unless the local government

- (a) is exempted by regulation, or
- (b) is in a class of local governments that is exempted by regulation.

Housing needs reports

585.2 A local government must prepare housing needs reports in accordance with this Division.

Collection of housing information

585.21 (1) Subject to the regulations, a local government must collect information in relation to the demand for and supply of housing for the applicable area of the local government for the purpose of preparing a housing needs report.

(2) For the purpose of subsection (1), a local government must collect the following:

- (a) statistical information about current and projected population;
- (b) statistical information about household income;
- (c) information about significant economic sectors;
- (d) information about currently available housing units and housing units that are anticipated to be available, including information about types of housing units;
- (e) any other prescribed information.

Content of housing needs report

585.3 A housing needs report must

- (a) be in a format prescribed by regulation, if any,
- (b) be based on the information collected under section 585.21, and
- (c) include the following, subject to the regulations, in relation to the applicable area for the local government:
 - (i) for each type of housing unit, the number of housing units required to meet current housing needs;
 - (ii) for each type of housing unit, the number of housing units required to meet anticipated housing needs for at least the next 5 years;
 - (iii) any other prescribed information.

When and how housing needs report must be received

585.31 (1) A local government must, by resolution, receive housing needs reports in accordance with this section.

- (2) A local government must receive a housing needs report at a meeting that is open to the public.
- (3) A local government must receive
 - (a) the first housing needs report no later than 3 years after the date this section comes into force, and
 - (b) every subsequent housing needs report no later than 5 years after the date that the most recent housing needs report was received.

Publication of housing needs report

- 585 . 4** As soon as practicable after a local government receives a housing needs report, the local government must publish the housing needs report on an internet site that is
- (a) maintained by the local government or authorized by the local government to be used for publishing the report, and
 - (b) publicly and freely accessible.

Regulation-making powers

- 585 . 41** (1) In relation to this Division, the Lieutenant Governor in Council may make regulations referred to in section 41 of the *Interpretation Act*, including regulations respecting any matter for which regulations are contemplated by this Division.
- (2) Without limiting subsection (1), the Lieutenant Governor in Council may make regulations as follows:
- (a) for the purposes of section 585.11 [*application of this Division*], exempting a local government or a class of local governments from this Division;
 - (b) respecting information that must be collected under section 585.21 [*collection of housing information*], including, without limitation, in relation to the nature, level of detail and type of information that must be collected and prescribing the periods of time for which the information must be collected;
 - (c) providing that information collected under section 585.21 may be collected only for parts of an applicable area and specifying those parts;
 - (d) prescribing types of housing units;

(e) providing that a housing needs report may include the matters described in section 585.3 (c) [*content of housing needs report*] only for parts of an applicable area and specifying those parts;

(f) prescribing the format of a housing needs report;

(g) prescribing when a housing needs report must be received by a local government if the local government was, but is no longer, exempt under section 585.11.

(3) In addition to any other variation authority that is specifically provided in this Act, a regulation that may be made by the Lieutenant Governor in Council under this section may

(a) establish different classes of local governments, parts of an applicable area, matters, circumstances or other things,

(b) make different provisions, including exceptions, for different classes referred to in paragraph (a), and

(c) make different provisions, including exceptions, for different local governments, parts of an applicable area, matters, circumstances or things.

4 Section 1 of the Schedule is amended by adding the following definitions:

"housing information" means the housing information collected under section 585.21 [*collection of housing information*];

"housing needs report" means a housing needs report within the meaning of Division 22 of Part 14; .

Vancouver Charter

5 Section 2. of the Vancouver Charter, S.B.C. 1953, c. 55, is amended by adding the following definitions:

"housing information" means the housing information collected under section 574.2 [*collection of housing information*];

"housing needs report" means a housing needs report within the meaning of Division (6) of Part XXVII; .

6 The following heading is added before section 559.:

Division (1) – Interpretation .

7 The following heading is added before section 560.:

Division (2) – Planning and Development .

8 Section 561. is amended by adding the following subsection:

(3.1) The Council must consider the most recent housing needs report received by the Council under section 574.4, and the housing information on which the report is based,

- (a) when developing a development plan, or
- (b) when amending a development plan in relation to housing policies under subsection (3).

9 The heading before section 565. is repealed and the following substituted:

Division (3) – Zoning .

10 The heading before section 572. is repealed and the following substituted:

Division (4) – Board of Variance .

11 The heading before section 574. is repealed and the following substituted:

Division (5) – Advisory Planning Commission .

12 The following Division is added:

Division (6) – Housing Needs Reports

Housing needs reports

574 . 1 The Council must prepare housing needs reports in accordance with this Division.

Collection of housing information

574 . 2 (1) Subject to the regulations, the Council must collect information in relation to the demand for and supply of housing for the city for the purpose of preparing a housing needs report.

- (2) For the purpose of subsection (1), the Council must collect
 - (a) statistical information about current and projected population;
 - (b) statistical information about household income;

- (c) information about significant economic sectors;
- (d) information about currently available housing units and housing units that are anticipated to be available, including information about types of housing units;
- (e) any other prescribed information.

Content of housing needs report

574.3 A housing needs report must

- (a) be in a format prescribed by regulation, if any,
- (b) be based on the information collected under section 574.2, and
- (c) include the following, subject to the regulations, in relation to the city:
 - (i) for each type of housing unit, the number of housing units required to meet current housing needs;
 - (ii) for each type of housing unit, the number of housing units required to meet anticipated housing needs for at least the next 5 years;
 - (iii) any other prescribed information.

When and how housing needs report must be received

574.4 (1) The Council must, by resolution, receive housing needs reports in accordance with this section.

(2) The Council must receive a housing needs report at a meeting that is open to the public.

(3) The Council must receive

- (a) the first housing needs report, subject to subsection (4), no later than 3 years after the date this section comes into force, and
- (b) every subsequent housing needs report no later than 5 years after the date that the most recent housing needs report was received.

(4) If,

(a) within one year after this section comes into force, the Council

- (i) submits a report to the minister that includes the information described in section 574.3 (c), and

(ii) applies in writing to the minister for a determination whether the report under paragraph (a) (i) of this subsection is an acceptable report, and

(b) the minister notifies the Council that the minister considers that the report submitted under paragraph (a) (i) of this subsection is an acceptable report,

that report is the first housing needs report for the purposes of subsection (3) (a) of this section.

Publication of housing needs report

574 . 5 As soon as practicable after the Council receives a housing needs report, the Council must publish the housing needs report on an internet site that is publicly and freely accessible.

Regulations

574 . 6 (1) In relation to this Division, the Lieutenant Governor in Council may make regulations referred to in section 41 of the *Interpretation Act*, including regulations respecting any matter for which regulations are contemplated by this Division.

(2) Without limiting subsection (1), the Lieutenant Governor in Council may make regulations as follows:

(a) respecting information that must be collected under section 574.2, including, without limitation, in relation to the nature, level of detail and type of information that must be collected and prescribing the periods of time for which the information must be collected;

(b) prescribing types of housing units;

(c) prescribing the format of a housing needs report.

PART 2 – TRANSITIONAL PROVISION

Transition – local government housing needs reports

13 (1) In this section:

"applicable area" means an applicable area as defined in section 585.1, added to the *Local Government Act* by this Act;

"housing needs report" means a housing needs report as defined in section 1 of the Schedule to the *Local Government Act* as amended by this Act;

"interim housing needs report" means a report that sets out the following for an applicable area:

- (a) for each type of housing unit, the number of housing units required to meet current housing needs;
- (b) for each type of housing unit, the number of housing units required to meet anticipated housing needs for the next 5 years;
- (c) any other prescribed information;

"local government" includes a local trust committee as defined in section 1 of the *Islands Trust Act*;

"publish" means publish on an internet site that is

- (a) maintained by the local government or authorized by the local government to be used for this purpose, and
- (b) publicly and freely accessible.

(2) Section 585.31 (3) (a) [*when and how housing needs report must be received*], added to the *Local Government Act* by this Act, does not apply to a local government if one of the following applies:

- (a) on or after January 2, 2018 and before the date this section comes into force, the local government
 - (i) receives, by resolution, or adopts, by bylaw, at a meeting that is open to the public, an interim housing needs report, and
 - (ii) publishes the interim housing needs report;
- (b) the local government
 - (i) substantially starts an interim housing needs report before the date this section comes into force,
 - (ii) receives, by resolution, or adopts, by bylaw, at a meeting that is open to the public, the interim housing needs report no later than one year after the date this section comes into force, and
 - (ii) publishes the interim housing needs report no later than one year after the date this section comes into force;

- (c) within one year after this section comes into force, the local government
- (i) submits an interim housing needs report to the minister,
 - (ii) applies in writing to the minister for a determination whether the interim housing needs report is an accepted report, and
 - (iii) the minister notifies the local government that the minister considers that the interim housing needs report is an acceptable report.

(3) For purposes of section 585.31 (3) (a), added to the *Local Government Act* by this Act, an interim housing needs report of a local government in relation to which

- (a) the local government has taken the actions described in subsection (2) (a) or (b) of this section, or
- (b) the minister has provided notification under subsection (2) (c) of this section

is the first housing needs report.

(4) For the purposes of subsection (2) (b) of this section, the Lieutenant Governor in Council may prescribe criteria that a local government has to meet to establish that it has substantially started an interim report.

(5) The Lieutenant Governor in Council may make regulations for any matter for which regulations are contemplated by this section.

Commencement

14 The provisions of this Act referred to in column 1 of the following table come into force as set out in column 2 of the table:

Item	Column 1 Provisions of Act	Column 2 Commencement
1	Anything not elsewhere covered by this table	The date of Royal Assent
2	Sections 1 to 5	By regulation of the Lieutenant Governor in Council
3	Section 8	By regulation of the Lieutenant Governor in Council
4	Sections 12 and 13	By regulation of the Lieutenant Governor in Council

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Appendix B

Guide to Requirements for Housing Needs Reports

Effective April 16, 2019 provincial requirements require all local governments to complete housing needs reports for their communities by April 2022 and every five years thereafter.

Together, the housing needs reports legislation and regulations specify requirements for:

- **Information Collection** - As a basis for determining current and projected housing needs, local governments are required to collect approximately 50 distinct kinds of data.
- **Report Content** - All housing needs reports are required to contain certain content, based on analysis of the information collected, and a standardized summary form.

This guide is an overview of the requirements in each of these areas.¹

The requirements related to housing needs reports are detailed in legislation and associated regulations:

- The *Local Government Act* (mainly Part 14) and Housing Needs Reports Regulation.
- *Vancouver Charter*, Section 27 and Vancouver Housing Needs Reports Regulation.

Links to the legislation and regulations, as well as implementation supports for local governments to meet the requirements, are available at:

<https://www2.gov.bc.ca/gov/content/housing-tenancy/local-governments-and-housing/policy-and-planning-tools-for-housing/housing-needs-reports>

Local governments who are already working on, or who have recently completed a housing needs report (before April 2019), may be considered to have met the legislated requirement for their first report. Please contact ministry staff about whether these transitional provisions could apply to your local government.

Ministry of Municipal Affairs and Housing
Planning and Land Use Management Branch
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¹ Note: In the event of discrepancy with this document, the meaning of the legislation and regulations prevails.

Required Information (Data Collection)

As a basis for determining current and projected housing needs, local governments are required to collect approximately 50 kinds of data about:

- current and projected population;
- household income;
- significant economic sectors; and
- currently available and anticipated housing units.

In the case of a regional district, this information is required for each electoral area to which the report applies (except for electoral areas with a population of less than 100). In the case of the Islands Trust, the information is required for each local trust area.

Most of the data that local governments are required to collect is provided at: <https://catalogue.data.gov.bc.ca/group/housing-needs-reports>

The tables below detail each of the required kinds of data, its source and the time frame for which it is required.

Understanding trends is an important part of data analysis. Consequently, local governments are required to collect information on previous as well as current years.

- For data that is available from Statistics Canada, the period for which data will be required will be the previous three Census reports. For other information, the required period will be comparable. Local governments may choose to look further back if information is available.
- Information projections will be required to look at least five years forward.

Population <i>Time Frame: previous 3 Census reports, except marked *</i>	Source of Data	Housing Needs Report Regulation
Total population	Statistics Canada Census	Section 3 (1) (a) (i)
Population growth [# and %]	Statistics Canada Census	Section 3 (1) (b)
Age - Average and median age	Statistics Canada Census	Section 3 (1) (a) (ii), (iii)
Age - Age group distribution (0-14, 15-19, 20-24, 25-64, 65-84, 85+) [# and %]	Statistics Canada Census	Section 3 (1) (a) (iv)
Mobility – number of non-movers, non-migrants, migrants	Statistics Canada Census	Section 3 (1) (a) (x)
Number of individuals experiencing homelessness* (if available)	Homeless Counts	Section 3 (1) (d)
Number of students enrolled in post-secondary institutions* (if applicable)	AEST	Section 3 (1) (c)

Households <i>Time Frame: previous 3 Census reports</i>	Source of Data	Housing Needs Report Regulation
Total number of households	Statistics Canada Census	Section 3 (1) (v)
Average household size	Statistics Canada Census	Section 3 (1) (vi)
Breakdown of households by size (1, 2, 3, 4, 5+ people) [# and %]	Statistics Canada Census	Section 3 (1) (vii)
Renter and owner households [# and %]	Statistics Canada Census	Section 3 (1) (viii)
Renter households in subsidized housing [# and %]	Statistics Canada Census	Section 3 (1) (ix)

Anticipated Population <i>Time Frame: next 5 years</i>	Source of Data	Housing Needs Report Regulation
Anticipated population	BC Stats	Section 3 (2) (a)
Anticipated population growth [# and %]	BC Stats	Section 3 (2) (b)
Anticipated age - Average and median age	BC Stats	Section 3 (2) (c), (d)
Anticipated age - Age group distribution (0-14, 15-19, 20-24, 25-64, 65-84, 85+) [# and %]	BC Stats	Section 3 (2) (e)

Anticipated Households <i>Time Frame: for next 5 years</i>	Source of Data	Housing Needs Report Regulation
Anticipated number of households	BC Stats	Section 3 (2) (f)
Anticipated average household size (# of people)	BC Stats	Section 3 (2) (g)

Household Income <i>Time Frame: previous 3 Census reports</i>	Source of Data	Housing Needs Report Regulation
Average and median household income (if available)	Statistics Canada Census	Section 4 (a), (b)
Households in specified income brackets (# and %) (if available)	Statistics Canada Census	Section 4 (c)
Renter household income – Average and median (if available)	Statistics Canada Census	Section 4 (f)
Renter households in specified income brackets (# and %) (if available)	Statistics Canada Census	Section 4 (d)
Owner household Income – Average and median (if available)	Statistics Canada Census	Section 4 (g)
Owner households in specified income brackets (# and %) (if available)	Statistics Canada Census	Section 4 (e)

Economic Sectors & Labour Force <i>Time Frame: previous 3 Census reports. Except for *</i>	Source of Data	Housing Needs Report Regulation
Total number of workers	Statistics Canada Census	Section 5 (a)
Number of workers by industry (North American Industry Classification System – NAICS)	Statistics Canada Census	Section 5 (b)
Unemployment rate and participation rate	Statistics Canada Census	Section 7 (b), (c)
Commuting destination* (within census subdivision; to different census subdivision; to different census division; to another Province/Territory)	Statistics Canada Census	Section 7 (d), (e), (f), (g)

Housing Units – Currently occupied/available	Source of Data	Housing Needs Report Regulation
Total number of housing units	Statistics Canada Census	Section 6 (1) (a)
Breakdown by structural type of units [# and %]	Statistics Canada Census	Section 6 (1) (b)
Breakdown by size – # of units with 0 bedrooms (bachelor); 1 bedroom; 2 bedrooms; 3+ bedrooms	Statistics Canada Census	Section 6 (1) (c)
Breakdown by date built (pre-1960; 1961-80; 1981-90; 1991-00; 2001-10; 2011-16; 2017) [# and %]	Statistics Canada Census	Section 6 (1) (d)
Number of housing units that are subsidized housing	BC Housing/ BCNPHA ²	Section 6 (1) (e)
Rental vacancy rate – overall and for each type of unit (if available)	CMHC	Section 6 (1) (i), (j)
Number of primary and secondary rental units (if available)	CMHC, Various	Section 6 (1) (k) (i), (ii)
Number of short-term rental units (if available)	Various	Section 6 (1) (k) (iii)
Number of units in cooperative housing (if applicable)	Coop Housing Federation of BC	Section 6 (1) (l)
Number of Post-secondary housing (number of beds) (if applicable)	AEST	Section 6 (1) (o)
Shelter beds and housing units for people experiencing or at risk of homelessness (if applicable)	BC Housing	Section 6 (1) (p)

² BCNPHA: BC Non-profit Housing Association

Housing Units – Change in housing stocks (past 10 years)	Source of Data	Housing Needs Report Regulation
Demolished - overall and breakdown for each structural type and by tenure (if available)	Local government	Section 6 (1) (m) (i), (ii), (iii), (iv)
Substantially completed - overall and breakdown for each structural type and by tenure (if available)	Local government	Section 6 (1) (n) (i), (ii), (iii), (iv)
Registered new homes - overall and breakdown for each structural type and for purpose-built rental	BC Housing	Section 6 (3) (a), (b), (c)

Housing Values <i>Time Frame: 2005 onward for first report; past 10 years for subsequent reports</i>	Source of Data	Housing Needs Report Regulation
Assessed values - Average and median for all units	BC Assessment	Section 6 (1) (f) (i)
Assessed values - Average and median by structural type (e.g. single detached, apartment, etc.)	BC Assessment	Section 6 (1) (f) (ii)
Assessed values - Average and median by unit size (0, 1, 2, 3+ bedrooms)	BC Assessment	Section 6 (1) (f) (iii)
Sale Prices – Average and median for all units and for each structural type	BC Assessment	Section 6 (1) (g) (i)
Sale Prices – Average and median by structural type (e.g. single detached, apartment, etc.)	BC Assessment	Section 6 (1) (g) (ii)
Sale Prices - Average and median by unit size (0, 1, 2, 3+ bedrooms)	BC Assessment	Section 6 (1) (g) (iii)
Rental Prices – Average and median for all units and for unit size (# of bedrooms) (if available)	CMHC	Section 6 (1) (h) (i)
Rental Prices - Average and median by unit size (0, 1, 2, 3+ bedrooms)	CMHC	Section 6 (1) (h) (ii)

Households in Core Housing Needs <i>Time Frame: previous 3 Census reports</i>	Source of Data	Housing Needs Report Regulation
Affordability – households spending 30%+ of income on shelter costs (overall # and % of households)	Statistics Canada Census	Section 7 (a) (i)
Affordability – households spending 30%+ of income on shelter costs (# and % of renter and owner households)	Statistics Canada Census	Section 7 (a) (ii)
Adequacy – households in dwellings requiring major repairs (overall # and % of households)	Statistics Canada Census	Section 7 (a) (iii)
Adequacy – households in dwellings requiring major repairs (# and % of renter and owner households)	Statistics Canada Census	Section 7 (a) (iv)
Suitability – households in overcrowded dwellings (overall # and % of households)	Statistics Canada Census	Section 7 (a) (v)
Suitability – households in overcrowded dwellings (# and % of renter and owner households)	Statistics Canada Census	Section 7 (a) (vi)

Required Content for Housing Needs Reports

All housing needs reports are required to contain the following content, based on analysis of the information collected. In the case of a regional district, this content is required for every electoral area to which the report applies. In the case of the Islands Trust, the content is required for each local trust area to which the report applies.

- The number of housing units required to meet current housing and anticipated housing needs for at least the next five years, by housing type.
- Statements about key areas of local need.
- The number and percentage of households in core housing need and extreme core housing need.
- A standardized summary form.

Note that a regional district *does not need* to include the following content for electoral areas with a population of less than 100.

Housing units required – Current and Anticipated (in 5 years)	Legislation
Number of units needed by “type” (unit size): 0 bedrooms (bachelor); 1 bedrooms; 2 bedrooms; and 3+ bedrooms	LGA: 585.3 (c) (i), (ii); VC: 574.3 (c) (i), (ii)

Households in core housing need <i>Time frame: previous 3 Census reports</i>	Housing Needs Reports Regulation
Core housing need, overall and breakdown by tenure [# and %]	Section 8 (1) (a) (i), (ii)
Extreme core housing need, overall and breakdown by tenure [# and %]	Section 8 (1) (a) (iii), (iv)

Statements about key areas of local need	Housing Needs Reports Regulation
<ul style="list-style-type: none"> • Affordable housing • Rental housing • Special needs housing • Housing for seniors • Housing for families • Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness 	Section 8 (1) (b) (i), (ii), (iii), (iv), (v), (vi)

Summary Form	Housing Needs Reports Regulation
<ul style="list-style-type: none"> • Key contextual information (e.g. location, population, median age, unemployment rate, etc.) • Summary of all the required content (tables above) • Summary of housing policies in OCPs and RGSs (if available) • Summary of community consultation, and consultation with First Nations, other local governments and agencies. • Other key housing issues or needs not identified in the required content. 	Section 8 (1) (c)

For more information, please contact ministry staff:

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