

FRASER VALLEY REGIONAL DISTRICT ELECTORAL AREA SERVICES COMMITTEE OPEN MEETING AGENDA

Tuesday, May 12, 2020
1:30 pm
FVRD Boardroom, 45950 Cheam Avenue, Chilliwack, BC

Pages

1. CALL TO ORDER
 2. CHAIR'S REPORT ON REGIONAL AND CORPORATE SERVICES COMMITTEE MEETING
 3. APPROVAL OF AGENDA, ADDENDA AND LATE ITEMS

MOTION FOR CONSIDERATION
THAT the Agenda, Addenda and Late Items for the Electoral Area Services Committee Open Meeting of May 12, 2020 be approved;

AND THAT all delegations, reports, correspondence and other information set to the Agenda be received for information.
 4. MINUTES/MATTERS ARISING
 - 4.1 Draft Electoral Area Services Committee Meeting Minutes - April 16, 2020 6 - 11

MOTION FOR CONSIDERATION
THAT the Minutes of the Electoral Area Services Committee Open Meeting of April 16, 2020 be adopted.
 5. CORPORATE ADMINISTRATION
 - 5.1 Quarterly Update, January - April, 2020 12 - 15

FOR INFORMATION ONLY
 - 5.2 Community garden at the Deroche Community Office 16 - 32
 - Corporate report dated May 12, 2020 from Gillian Berger, Communications Coordinator.
- MOTION FOR CONSIDERATION
OPTION 1: THAT the Fraser Valley Regional District Board direct staff to work

with the Province of BC to explore options for Actively Creating an Exceptional Society (ACES) to manage a community garden on the Crown land parcel located at the Deroche Community Office;

AND THAT staff be directed to develop an agreement with ACES regarding management of a community garden located at the Deroche Community Office.

OPTION 2: THAT the Fraser Valley Regional District Board direct staff to work with Actively Creating an Exceptional Society (ACES) to identify alternative locations for a community garden.

6. FINANCE

6.1 2020 Grant-In-Aid Request – Actively Creating an Exceptional Society, Electoral Area “C”

33 - 39

- Corporate report dated May 12, 2020 from Kristy Hodson, Acting Director of Financial Services;
- Grant-in-aid Application;
- Letter from ACES regarding the Community Garden Project;
- Proposed budget.

MOTION FOR CONSIDERATION

THAT the Fraser Valley Regional District Board approve a grant-in-aid to Actively Creating an Exceptional Society (ACES) in the amount of \$4,000 to be funded from the 2020 Electoral Area “C” grant-in-aid budget to help offset the costs associated with developing a community garden/edible forest.

7. PLANNING, BUILDING INSPECTION AND BYLAW ENFORCEMENT

7.1 Changes to the Agricultural Land Commission Act and Agricultural Land Reserve General Regulation

40 - 51

FOR INFORMATION ONLY

- Corporate report dated May 12, 2020 from Katelyn Hipwell, Planner II and Julie Mundy, Planner I;
- ALC Information Update, Bill 15 - Phase 1;
- Ministry of Agriculture Policy Intentions Paper: Residential Flexibility in the ALR.

7.2 Temporary changes to liquor licensing at Sasquatch Inn, Electoral Area C (Second Request)

52 - 68

- Corporate report dated May 12, 2020 from Louise Hinton, Bylaw, Compliance and Enforcement Officer;
- BCLCB Application;
- Ministerial Order No. M082.

MOTION FOR CONSIDERATION

THAT The Fraser Valley Regional District Board endorse the application received March 4, 2020 for temporary changes to the liquor licence for the Sasquatch Inn (46001 Lougheed Highway, Electoral Area C) with the following comments:

The Board has no objection to the planned events and requested changes to the Liquor Licence, subject to the following items being addressed:

1. Special Events are only held in accordance with Provincial Health Ministerial Order M082 banning mass gatherings of 50 and any other public health orders for COVID-19;
2. Temporary provisions for vehicular parking to ensure the requirements identified in the current local *Zoning* for the property are being followed (one parking spot per three seats provided for patron use), as outlined in the *Zoning Bylaw No. 100, 1979* for Electoral Area C.
3. Temporary provision for the existing facilities will be adequate for the proposed increased occupant loads pursuant to the Provincial Sewage Regulation.

7.3 Agricultural Land Commission application – Non-Adhering Residential Use (proposed employee residence) at 781 Blatchford Road, Electoral Area H

69 - 74

- Corporate report dated May 12, 2020 from Julie Mundy, Planner I.

MOTION FOR CONSIDERATION

THAT the ALC application for a non-adhering residential use (employee residence) at 781 Blatchford Road, Electoral Area H, be forwarded to the Agricultural Land Commission for consideration.

AND THAT the Agricultural Land Commission consider the FVRD corporate report dated May 12, 2020.

7.4 Zoning Bylaw No. 1594, 2020 Proposed rezoning of 52655 Yale Road, Electoral Area D to facilitate a future subdivision between 52655 Yale Road and 10159 Caryks Road with the potential for two (2) new lots to be created.

75 - 86

- Corporate report dated May 12, 2020 from David Bennett, Planner II;
- Draft Bylaw No. 1594, 2020.

MOTION FOR CONSIDERATION

THAT the Fraser Valley Regional District Board consider giving first reading to the bylaw cited *Fraser Valley Regional District Electoral Area D Zoning Amendment Bylaw No. 1594, 2020* for the rezoning of 52655 Yale Road, Electoral Area D to facilitate a future subdivision between 52655 Yale Road and 10159 Caryks Road with the potential for two (2) new lots to be created;

THAT the Fraser Valley Regional District Board consider waiving the holding of a public hearing for *Fraser Valley Regional District Electoral Area D Zoning Amendment Bylaw No. 1594, 2020* pursuant to section 464(2) of the Local Government Act;

AND THAT the Fraser Valley Regional District Board authorize its signatories to discharge covenant CA6068062 to facilitate a future subdivision between 52655 Yale Road and 10159 Caryks Road;

AND FINALLY, THAT the Fraser Valley Regional District Board authorizes its signatories to execute all documents relating to *Fraser Valley Regional District Electoral Area D Zoning Amendment Bylaw No. 1594, 2020*.

7.5 Proposed amendments to the Fraser Valley Regional District Development Procedures Bylaw No. 1377, 2016 and Delegation of Authority Bylaw No. 0836, 2007

87 - 96

- Corporate report dated May 12, 2020 from David Bennett, Planner II

MOTION FOR CONSIDERATION

THAT the Fraser Valley Regional District Board direct staff to delay the holding of public hearings until such time that the Order of the Provincial Health Officer, Class Order (mass gatherings) re: COVID-19 is cancelled unless directed otherwise by the Board on a case-by-case basis.

8. OTHER MATTERS

8.1 COVID-19 Impacts on Regional and Community Parks and Trails

97 - 101

FOR INFORMATION ONLY

- Corporate report dated May 12, 2020 from Gord Gadsden, Park Technician II

8.2 Rural Broadband Connectivity Strategy

102 - 106

FOR INFORMATION ONLY

- Corporate report dated May 12, 2020 from Robin Beukens, Planner II;
- Appendix 1 - Working Schedule.

9. FOR INFORMATION AND CORRESPONDENCE

9.1	<u>Trans Mountain Construction Notification (May 2020 - October 2022)</u>	107 - 115
9.2	<u>Trans Mountain Proposed Use Notification (June 2020 - September 2022)</u>	116 - 118

10. ADDENDA ITEMS/LATE ITEMS

11. REPORTS BY STAFF

12. REPORTS BY ELECTORAL AREA DIRECTORS

13. PUBLIC QUESTION PERIOD FOR ITEMS RELEVANT TO AGENDA

Email submissions can be made to info@fvrld.ca before 1 pm, May 11, or you can watch the webcast meeting online and call our reception line at 604-702-5000 when the time for callers is announced.

14. 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 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; and,
- Section 90(1)(i) of the *Community Charter* - the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

R E C E S S

15. RECONVENE OPEN MEETING

16. RISE AND REPORT OUT OF CLOSED MEETING

17. ADJOURNMENT

MOTION FOR CONSIDERATION

THAT the Electoral Area Services Committee Open Meeting of May 12, 2020 be adjourned.

FRASER VALLEY REGIONAL DISTRICT
ELECTORAL AREA SERVICES COMMITTEE
OPEN MEETING MINUTES

Thursday, April 16, 2020
1:30 pm
FVRD Boardroom, 45950 Cheam Avenue, Chilliwack, BC

Members Present: Director Bill Dickey, Electoral Area D, Chair *(via Zoom conference call)*
Director Dennis Adamson, Electoral Area B *(via Zoom conference call)*
Director Wendy Bales, Electoral Area C *(via conference call)*
Director Orion Engar, Electoral Area E *(via Zoom conference call)*
Director Hugh Davidson, Electoral Area F *(via Zoom conference call)*
Director Al Stobbart, Electoral Area G *(via Zoom conference call)*
Director Taryn Dixon, Electoral Area H *(via Zoom conference call)*

Regrets: Director Terry Raymond, Electoral Area A

Staff Present: Jennifer Kinneman, Chief Administrative Officer *(via Zoom conference call)*
Kristy Hodson, Acting Director of Financial Services/Chief Financial Officer *(via Zoom conference call)*
Jaime Reilly, Manager of Corporate Administration/Corporate Officer *(via Zoom conference call)*
Tareq Islam, Director of Engineering & Community Services *(via Zoom conference call)*
Graham Daneluz, Deputy Director of Planning & Development *(via Zoom conference call)*
Julie Mundy, Planner I *(via Zoom conference call)*
Kristen Kohuch, Executive Assistant to CAO and Board of Directors *(Recording Secretary)*
Tyler Davis, Network Analyst II

1. CALL TO ORDER

The open meeting was called to order at 1:31 pm.

2. APPROVAL OF AGENDA, ADDENDA AND LATE ITEMS

Moved By STOBART
Seconded By DAVIDSON

THAT the Agenda, Addenda and Late Items for the Electoral Area Services Committee Open Meeting of April 16, 2020 be approved;

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

CARRIED

3. MINUTES/MATTERS ARISING

3.1 Draft Electoral Area Services Committee Meeting Minutes - March 10, 2020

Moved By ADAMSON
Seconded By DIXON

THAT the Minutes of the Electoral Area Services Committee Open Meeting of March 10, 2020 be adopted.

CARRIED

4. MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

4.1 Community food garden at the FVRD Deroche Office, 10220 North Deroche Road (brought forward by Director Bales)

Moved by BALES
Seconded by STOBART

THAT a portion of the FVRD's Deroche office lawn area be used as a community food garden.

Discussion ensued regarding staff preparing a report addressing concerns such as land use planning, risk management, crown lease considerations, insurance and location, resulting in an amendment. The question was called on the motion as amended:

Moved By BALES
Seconded By DAVIDSON

THAT staff be directed to prepare a report for the Electoral Area Services Committee meeting with respect to a community food garden at the FVRD Deroche Office.

CARRIED

5. FINANCE

5.1 2020 Grant-In-Aid Request – Hope & District Arts Council, Electoral Area “B”

The Committee commented on the positive impact to the community by this organization.

Moved By ADAMSON
Seconded By DIXON

THAT the Fraser Valley Regional District Board authorize a grant-in-aid in the amount of \$2,000 to the Hope & District Arts Council (HDAC), funded from the 2020 Electoral Area “B” grant-in-aid budget, to provide funds for supporting arts and cultural programming attended by residents of Hope, Yale, Sunshine Valley, Laidlaw and surrounding areas.

CARRIED

5.2 2020 Grant-In-Aid Request – Deroche Farmer’s Market, Electoral Areas “C” and “G”

While the Market is still scheduled to take place, staff reported that the organizers were advised the FVRD Deroche Office, which has been used as a reception space in past years, is closed to the public at this time.

Moved By BALES
Seconded By ENGAR

THAT the Fraser Valley Regional District Board approve a grant-in-aid to the Deroche Farmers Market Society in the amount of \$2,450, to be funded from the 2020 Electoral Area “C” grant-in-aid budget in the amount of \$1,450 and the 2020 Electoral Area “G” grant-in-aid budget in the amount of \$1,000 to help offset the costs associated with advertising, new signage and repairs, and supplies.

CARRIED

6. PLANNING, BUILDING INSPECTION AND BYLAW ENFORCEMENT

6.1 Development Variance Permit to reduce the interior lot line setback for a single family dwelling at 216C Lakeshore Drive, Cultus Lake Park, Electoral Area H

Staff noted a Cultus Lake Park Board Meeting resolution dated April 15, 2020 which that was circulated to Directors by email and the Committee voiced support for the resolution as it pertains to the subject DVP.

Moved By DIXON

Seconded By ADAMSON

THAT the Fraser Valley Regional District issue Development Variance Permit 2019-36 to reduce the interior lot line setback from 1.2 metres to 0.6 metres for the exterior wall, from 1.2 metres to 0 metres for the deck, and from 1.05 metres to 0 metres for the eaves/ gutters of a single family dwelling, subject to consideration of comments or concerns raised by the public or by Cultus Lake Park.

CARRIED

6.2 Development Variance Permit to reduce the interior lot line setback for an agricultural structure at 40191 Loughheed Hwy, Electoral Area G

Moved By STOBART

Seconded By ENGAR

THAT the Fraser Valley Regional District issue Development Variance Permit 2020-01 for 40191 Loughheed Hwy to reduce the interior lot line setback from 30 metres to 10 metres for an agricultural structure, subject to consideration of any comment or concerns raised by the public.

CARRIED

6.3 Development Variance Permit to reduce the interior lot line setback for agricultural buildings at 9518 and 9466 Catherwood Road, Electoral Area G

Moved By STOBART
Seconded By ADAMSON

THAT the Fraser Valley Regional District Board issue Development Variance Permit 2020-04 for 9518 and 9466 Catherwood Road, Electoral Area G, to reduce the interior side lot line setback from 30.0 metres to 0.0 metres, for agricultural buildings, subject to consideration of any comments or concerns raised by the public.

CARRIED

7. ADDENDA ITEMS/LATE ITEMS

None.

8. REPORTS BY STAFF

None.

9. REPORTS BY ELECTORAL AREA DIRECTORS

Director Engar reported on a fire in his area and commented on the need for the Province to implement a campfire ban.

Director Dixon thanked Staff for their assistance dealing with a fire in the Cultus Lake area and reported on recent provincial park closures.

Director Adamson reported on creating signs in his area to notify of closures to the public.

Director Stobart reported on the challenges faced by fire departments at this time and concerns surrounding campfires in his area, also thanking staff for assistance dealing with a fire in Sts'ailes.

Director Davidson reported on concerns surrounding burning and the need for campfire bans. Discussion ensued, resulting in the following motion:

Moved by DAVIDSON

Seconded by BALES

THAT the Fraser Valley Regional District Board ask the Province to consider issuing a campfire ban as long as provincial parks are closed.

CARRIED

Director Bales reported on public concerns regarding campfires and physical distancing.

Director Dickey reported that Director Raymond, who was unable to attend the meeting, had requested that he comment on public concern over payment of property taxes.

Comments and concerns were offered regarding staffing, and messaging regarding methods for public questions as part of the April 28, 2020 Board meeting.

10. PUBLIC QUESTION PERIOD FOR ITEMS RELEVANT TO AGENDA

The public was provided an opportunity to speak and no comments were given.

11. ADJOURNMENT

Moved By DIXON

Seconded By ADAMSON

THAT the Electoral Area Services Committee Open Meeting of April 16, 2020 be adjourned.

CARRIED

The Electoral Area Services Committee Open Meeting of April 16, 2020 adjourned at 2:31 pm.

MINUTES CERTIFIED CORRECT:

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Director Bill Dickey, Chair

QUARTERLY UPDATE

JANUARY - APRIL, 2020



ADMINISTRATION

2020 is shaping up to be quite different from what many of us may have imagined. Over the past three months, FVRD staff have been engaged in a number of Emergency Operations Centre (EOC) activations. These activations, including the current global pandemic, has changed the scope of work for most departments. This quarterly update will provide the Board with highlights of projects completed or that are underway.

- » In January, a State of Local Emergency (SOLE) was declared for properties in Electoral Area E after heavy rains caused rockfall and debris flow near Baker Trails. Several properties were evacuated.
- » In February, another rainstorm hit the Fraser Valley and affected many communities with overland flooding caused by an "atmospheric river." The FVRD's EOC was activated for several weeks and worked with the Province of BC to enable recovery funding for affected residents in several Electoral Areas.
- » Currently, the FVRD continues to work through its business continuity plan as it responds to the effects of the COVID-19 global pandemic. While FVRD offices remain closed to the public, most programs and services continue to operate uninterrupted. It is anticipated that the effects of COVID-19 will continue to be felt by all local governments, businesses, and residents for some time to come.

Information Technology & GIS

FVRD's IT & GIS staff have completed several key projects so far in 2020. Ensuring the organization's digital infrastructure is secure and stable has been a significant factor in the FVRD's success in navigating a COVID-19 environment, allowing most processes to occur from remote locations. Highlights include:

- » Completed radio towers upgrade to support E-911.
- » Radio channel backup antenna and equipment project is underway with an expected completion date of May 2020.

Corporate Administration & Corporate Initiatives

The Corporate Administration and Corporate Initiatives divisions have had a number of corporate projects underway in 2020. Key updates include:

- » Working with IT, the organization's records management system, iManage, will soon be updated to a more user friendly platform supported by Windows 10.
- » EV Charging Stations – Staff are working with BC Hydro on twinning the existing DC charger and installing 4 double-sided Level II charging stations, for a total of 8 charging points.
- » RFP - Highline Houses - Staff prepared and issued a proposal call for the redevelopment of the historic homes known as the "Highline Houses" in North Bend, BC (Electoral Area A).

PLANNING & DEVELOPMENT

The Planning & Development department includes the planning, building, and bylaw enforcement divisions. Some highlights for the first quarter of 2020 include:

- » Public consultation for the update of two official community plans continued with a presentation to the Popkum Community Association (Area D) and two discussion tables at Sasquatch Mountain Resort (Hemlock Valley, Area C). Public hearings on cannabis regulations were held in three electoral area communities and the related zoning amendments were adopted.
- » Forty seven building permits were issued for new construction amounting to \$9,851,111. This is down from 76 permits issued in the first quarter of 2019.
- » Bylaw enforcement efforts focused on addressing new complaints and reducing the backlog of old files. Two bylaw contravention Notices to Title were removed this quarter because the bylaw issues were resolved.

- » Notices for annual fees payable under Commercial Gravel Operations Bylaw No. 1181 were sent out and payments in the order of \$280,000 received.
- » Support to the Province of BC for bylaw enforcement activities related to COVID-19.

ENGINEERING & COMMUNITY SERVICES

During this time of global pandemic, Engineering and Community Services staff continue to provide water, wastewater and other essential services to residents throughout the electoral areas. Other project updates include:

- » FVRD has started to complete some maintenance work on the existing Cultus Sewer Collection System. Work on the new wastewater treatment plant remains on pause. This maintenance and construction work will take place over the next several months.

REGIONAL PROGRAMS

Strategic Planning & Initiatives

- » 2020 Homeless Count took place over March 3 and 4, 2020 prior to the COVID emergency response. The FVRD's consultant, Dr. Ron van Wyk, is compiling the data for preparation of a final report in the next few months which will be presented to the Board. FVRD has provided preliminary data to its municipal partners in support of COVID response efforts related to vulnerable populations in their respective communities.
- » As a result of the COVID crisis, transit has been designated an essential service by the Province of BC. Several actions have been undertaken to reduce risk to bus operators including rear-door loading and not collecting fares. Staff are monitoring the status of the FVRD transit services. Route 66, 22, and 11 continue to operate as scheduled, however there have been service impacts such as delays or removal of runs due to operational issues. BC Transit and its partners are working to minimize issues, but the nature of the COVID emergency remains fluid. Service expansions slated for the 2020-21 fiscal year will be delayed until 2021-22. An updated time frame for implementation of FVX expansion has not yet been determined. TransLink is also making significant service cuts which could potentially impact FVX services.

- » Strategic Planning & Initiatives assumed responsibility for the Rural Connectivity project in mid-February. This project was initiated to address long standing concerns about internet and cell phone coverage in the region's electoral areas. The project is focused on determining what services are where and how any identified gaps could be addressed by pursuing federal and provincial funding opportunities as they became available. COVID-19 has added another dimension to this issue as the ability to access high speed internet is essential for enabling residents to work from home, take advantage of on-line schooling, or provide reliable internet access for businesses. The COVID emergency is making such gaps in coverage more evident. The intent is for the FVRD and EAs to be in a position to take advantage of any funding opportunities that arise in the future.

Environmental Services

- » Waste Wise - The FVRD's new regional source separation bylaw, designed to have recycling and organics separated out from residential and commercial garbage prior to it leaving their property, came into effect on April 1, 2020. The impacts of COVID-19 has required the FVRD to amend plans for public engagement and enforcement and revise messaging to ensure public safety.
- » Mosquito Control and Invasive Weed Control: Contractors for both of these programs have been hired, initial start-up meetings have been held, and monitoring and control activities are now underway. The presence of COVID-19 will require some alterations to typical outreach efforts (i.e., no door-to-door communication or public events), but these challenges will be offset by using additional social media presence and email/telephone accessibility.
- » Air Quality Education Program - This was the second full year for the FVRD's "Love our Air" program offered to schools throughout the year to teach students about our local airshed and air quality science. Due to COVID-19 and the cessation of in-person teaching, the FVRD took the opportunity to revise the "Love our Air" curriculum and have been piloting this curriculum via video conferencing with select Grade 5 classes.

Hope Recreation & Airpark Services

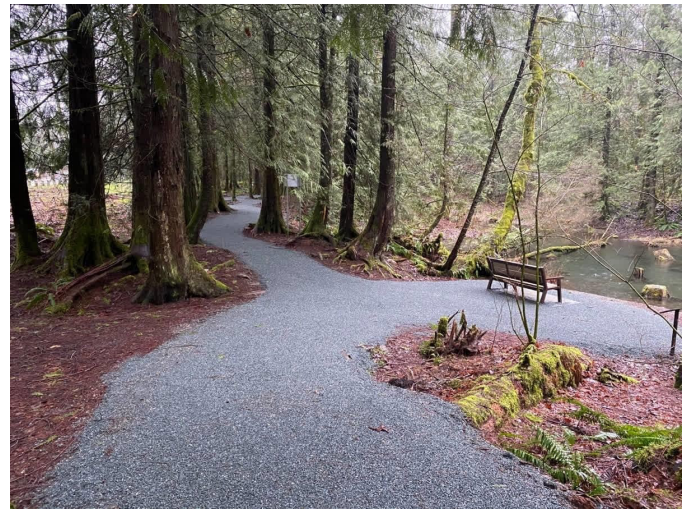
In January, the FVRD welcomed a new Recreation Programmer to the Hope and Area Recreation Centre and the facility was very active. In mid-March, the Centre was closed to the public due to global pandemic concerns, and all programs, rentals were cancelled including the highly anticipated St. Patrick's Day tournament, Spring Break camp, and childcare. Safety of staff and the public along with excellent customer service continues to be the focus. The ice sheet in the arena was removed, and work at the Centre has shifted to annual shutdown so that when the facility is able to be open again, annual maintenance is complete. This closure has also allowed staff to start tackling scheduled capital projects and public outreach to help the community stay connected. Future programming is being developed, and plans are being formed for future re-opening when it is safe to do so.

Regional & Community Parks

Overall usage of parks and trails has been higher than normal as people seek places to safely recreate during this period of physical distancing. The favourable spring weather meant the growing season came a little earlier, focusing efforts on danger tree assessments and removal, annual park inspections, staff recruitment, procurement and contract renewals, general maintenance projects, trail construction projects and planning for this years infrastructure improvements.

First quarter also brought the completion of an ongoing project at Thompson Regional Park. The widened and resurfaced Loop Trail that connects into Chilliwack River Provincial Park was accomplished. Staff have also undertaken trail reconnaissance on the western flank of Sumas Mountain Regional Park to better understand the trail conductivity in this part of the park, and worked with the City of Abbotsford's Planning and Development Services Department to review potential park enhancements for Sumas Mountain Regional Park though proposed subdivisions applications.

The atmospheric river event in February caused several issues for our parks and trails. In particular, a section of the Lakeside Trail in Electoral Area H was obliterated by a creek avulsion near Lindell Beach. This trail segment has since been rebuilt. The Kettle Valley Railway Trail saw significant damage due to multiple landslides from this same weather event. A geotechnical report has been completed which recommends remediation works.



Thompson Regional Park

For the past several years an application to the Job Creation Partnership program has been submitted in the first quarter of the year. Unfortunately, the FVRD's program partner Ecoworks Landscape Services Inc. dissolved this year, so no submission was made. COVID-19 has further complicated the potential for a Job Creation Partnership project, and a review of possible partners or alternate ways forward with this program will be completed before 2021.

Outdoor Recreation

- » Outdoor Recreation Economic Impact Analysis -The data analysis for the economic impact analysis has been completed and the final report is being reviewed.
- » Outdoor Recreation Management Plan - Public input was sought through both a web- based map and survey. In addition, four open houses were hosted throughout the region to collect community knowledge that will inform the plan. Staff presented on both initiatives to the Chilliwack River Valley Residents Association. A University of the Fraser Valley GIS student has a practicum placement with this department for this semester. She has created a digital trails database using ArcGIS for the entire region which will serve as an important resource moving forward. Destination BC has reinvigorating the Fraser Valley Destination Development Strategy's Action Plan and staff have been involved in this process through participation on the working committee.
- » Destination BC has reinvigorated the Fraser Valley Destination Development Strategy's Action Plan and FVRD staff have been involved in this process through participation on the working committee.

Vedder River Campground

Staff are working in partnership with the City of Chilliwack on the entry area to the campground along Giesbrecht Rd. The City's Vedder Rotary Trail expanded last year and now continues through a portion of the campground. This is a beautiful asset to the campground and to offset any disturbance to operations, the City of Chilliwack has been working with the FVRD to reconfigure some parking availability and traffic flow.

Although the campground is not open due to COVID-19, key activities continue including:

- Campground washrooms were painted
- Site delineation project stage one completed offering separation between some of the sites that were unclear and caused confusion and difficulties for campers
- Grounds and tree maintenance
- Electrical, sewer and water line repairs
- Signage development

Animal Control

In early March, thanks to a number of donations and volunteers, phase one of the play yard at the CARE Centre was completed. This vision turned into reality thanks to the generosity of many members of the community. With a network of underground utilities in this area, specialized equipment was required and generously donated by Valley Tank and Container. Riverstone Excavation Ltd. stepped up to the plate, donating funds for the timber needed to create steps and ramps, and sending three employees for one week of work to pull the entire project together. In addition to providing the land, the City of Chilliwack contributed trees, top soil and grass seed to this project, and staff volunteered additional design and coordination services outside of work hours. The Chilliwack Fire Department also donated a fire hydrant and logs from their fire training facility for the dogs to climb up and over.

Staff have been working for the past few months on a review of FVRD Animal Control bylaws to better support community needs and dog owners in a way that brings efficiencies for Animal Control Officers, staff, and dog

owners, in terms of aggressive dog management. These proposed changes will be coming to the Board in the coming months. In addition to regular regulatory enforcement and animal care provision, other projects completed this winter/spring include upgrades to the chicken coop and barn and lighting upgrades in office and kennel.



CARE Centre Play Yard

To: Electoral Area Services Committee
 From: Gillian Berger, Communications Coordinator

Date: 2020-05-12
 File No: 0870-25-Deroche

Subject: Community Garden at the FVRD Deroche Office

RECOMMENDATION

OPTION 1: THAT the Fraser Valley Regional District Board direct staff to work with the Province of BC to explore options for Actively Creating an Exceptional Society (ACES) to manage a community garden on the Crown land parcel located at the Deroche Community Office;

AND THAT staff be directed to develop an agreement with ACES regarding management of a community garden located at the Deroche Community Office.

OPTION 2: THAT the Fraser Valley Regional District Board direct staff to work with Actively Creating an Exceptional Society (ACES) to identify alternative locations for a community garden.

STRATEGIC AREA(S) OF FOCUS

PRIORITIES

Support Environmental Stewardship
 Support Healthy & Sustainable Community

BACKGROUND

In April 2020, the FVRD Board approved a motion from the Electoral Area Services Committee (EASC) to prepare a report that outlines the viability of establishing a community garden at the FVRD's Deroche Community Office. Staff were directed to work closely with the Directors Bales and Stobbert to identify community interest and non-profit groups that might be willing to work toward this goal.

DISCUSSION

Community gardens take different shapes and forms, depending on the needs and desires of the community. However, most community gardens these have common features:

- ② occupy both public and privately-owned land, but are managed publicly, by a coalition of community members and organizations or government agencies.
- ② focus on community development, beautification, food production, ornamental plants, education, or therapeutic purposes, and
- ② are publicly accessible.

There are many benefits associated with community gardens. They create healthier, sustainable and more resilient communities by:

- ☐ addressing food security issues,
- ☐ decreasing greenhouse gas emissions,
- ☐ fostering a sense of community and positive social interaction,
- ☐ providing education about the importance of agriculture and food systems,
- ☐ connecting people to nature and
- ☐ protecting and promoting open space.

Assessing Community Demand, Support and Access

The first step in establishing a community garden is to determine whether there is a need and support for one. Stats Canada data indicates that Area G is 90% single-family dwellings, while Electoral Area C is 75% single-family dwellings and 20% mobile homes.

Community gardens are typically located in urban centres where land is at a premium, and residents do not have many opportunities to connect with nature or grow their own food. In rural areas, where access to nature is less restricted, and more people have access to larger parcels of land for gardening, community gardens can act as gathering places bringing a community together. They also offer an opportunity to share knowledge and resources. In both urban and rural settings, the success of a community garden is based on the demand and willingness of a community to support it. Local governments can assist community groups to assess demand through their community planning processes.

It is important to consider how the community group will provide other members of the public with an opportunity to participate in this community garden, avoiding the situation where access is limited to only those participating in that specific community group.

As part of the May 12, 2020, Electoral Area Services Committee meeting, EASC will be considering a funding request from the Actively Creating an Exceptional Society (ACES) regarding a community garden. ACES is requesting Grant-In-Aid funding for the development of a community garden at the Deroche Community Office that will be developed in collaboration with the Deroche Farmers Market, a weekly event held throughout the summer months.

Management of the community garden

All community gardens involve collaboration and partnerships. A key indicator of success is ensuring an agreement is in place which outlines the rights and responsibilities of each party.

Local governments can indicate a range of commitments to community gardens: from high-level resolutions that support gardens in principle to specific policies that designate land for community

gardens, regulate development, and allocate resources for gardens. Community gardens can also be integrated into many types of planning processes, including official community plans.

Community groups generally assume responsibility for the management of a community garden – deciding on membership requirements, allocating lots, setting and collecting annual fees, agreeing on communal upkeep and maintenance, etc.

Land Use

The FVRD Deroche community office located at 10220 N Deroche Road occupies two parcels of land (illustrated below) that are zoned P-2, Public Service, which is defined in Bylaw 559 as “providing for public activities or public functions within facilities established by a government, and includes public parks, public playgrounds, and public utilities or any other facilities established by a government.”



The parcel outlined in yellow is fee simple land owned by the FVRD. The zoning is P-2 Public Service and would allow for a community garden on this parcel.

The parcel outlined in blue is Crown land, for which the FVRD has a lease until 2032. The terms of the lease stipulate the land can only be used for park purposes. Permission from the Province would be required to create a community garden on this parcel.

Considerations for locating a community garden on FVRD owned parcel

The only available space to locate a community garden on the FVRD-owned parcel is on the east side of the building on top of the septic field. Consideration should be given to the following:

- ☐ health and safety concerns of growing organic food on top of a septic field,
- ☐ potential damage to the drainage system from garden crops with extensive or deep root systems,
- ☐ ensuring continued unrestricted access to the septic tank,
- ☐ potential negative impact to the drainage system from increased soil levels from either building raised beds or amending the soil,
- ☐ ensuring that access to the Deroche Farmer's Market storage container is not impeded,
- ☐ ensuring that access is equitable and that the entire community is given an opportunity to participate in the community garden,
- ☐ water access as the water pump is located on the other side of the building, and
- ☐ installation of a community garden would restrict the use of this land for other activities such as storing the FVRD's emergency response supplies in the event the Deroche community office is designated as a backup emergency response centre.

Considerations for locating a community garden on crown leased land

Locating a community garden on the Crown land parcel directly in front of the Deroche community office avoids the issues associated with the septic field and storage access, and has the added advantage of providing more space and increased sun exposure. However, this location also has issues that need to be considered:

- ☐ permission must be obtained from the Province, which can be a lengthy process,
- ☐ the community sign must not be impeded or blocked by garden plants or structures,
- ☐ water access could require hoses to be stretched across the parking lot and public walkway causing tripping hazards, and
- ☐ a power line runs underneath the turf to the community sign.

Regardless of where the community garden is located, consideration will need to be given to storage requirements for tools and supplies, and potential impacts on the current users of the Deroche Community Office.

Alternative locations for a community garden

As identified as part of the April 28, 2020 Board meeting, there is the possibility for staff to work with a community group in order to identify alternative locations on private land in the Deroche area for a community garden. There are currently some discussions underway with local farmers to canvass interest of having a community group operate their community garden on surplus farm lands.

Locating the community garden on private farm lands, and not on FVRD owned or leased land, would avoid any of the health, safety, risk management and liability concerns outlined below.

Health and safety considerations

As with any public facility, the health and safety of the public and users are of prime concern. Risks to public health and safety can take several forms – personal injury, theft, property damage, and potential illness from contaminated produce. In some community garden models, governments opt to provide insurance coverage under their own policies. In other models, the community group managing the garden is required to carry insurance.

Another safety issue to consider is the potential to attract dangerous wildlife. Bears and cougars are known to be in the area. A community garden featuring berries, fruits and vegetables is an attractant. Sturdy fencing may be required to keep wildlife out, and garden practices designed to reduce wildlife visits, such as removing bird feeders, managing compost, and harvesting promptly, should be followed.

Risk Management and Liability

Staff have engaged the FVRD's insurer, the Municipal Insurance Association of BC (MIABC), in discussions regarding the risk management and liability associated with having a community group operate a community garden on FVRD owned or leased lands.

The MIABC has confirmed that the best way of proceeding is for the FVRD to enter into an agreement with the community group, which would indemnify and hold harmless the FVRD from potential losses. The community group would be required to obtain their own liability insurance policy, naming the FVRD as an additional insured to their policy.

MIABC has also advised that unless the FVRD is providing hands-on direction and control of the community group volunteers, any loss or claim that occurred on FVRD owned or leased lands would not be covered.

Therefore, the recommendation from staff would be for the FVRD to enter into an agreement with the community group, indemnifying the FVRD and requiring the community group to obtain their own liability insurance policy.

COST

Once the community's needs have been assessed and commitment is confirmed, a detailed cost analysis can be undertaken, and funding options explored. The size of the garden, location, whether it is to be wheelchair accessible, etc. all play a role in determining start-up costs.

The Board may want to consider adopting a community garden policy that outlines its level of commitment to community gardens. Many local governments support community gardens in principle but stipulate they must be developed at minimal cost to the local government, whereas other local governments contribute water, staff resources, tools and more.

CONCLUSION

Establishing a community garden is a multi-phased approach involving many partners. If the Board wishes to pursue the establishment of a community garden on the Crown land portion of the Deroche Community Office property, FVRD will need to obtain permission from the Province of BC. Should permission not be granted, the FVRD can still assist the community with exploring alternative locations.

COMMENTS BY:

Jaime Reilly, Manager of Corporate Administration:

Reviewed and supported.

Kristy Hodson, Acting Director of Finance:

If this project is to proceed, ACES would be required to apply each year for a Grant-In-Aid, as there is no guaranteed funding.

Jennifer Kinneman, Chief Administrative Officer:

Reviewed and supported.

Kristen Kohuch

From: Ellen Atkin [REDACTED]
Sent: May 10, 2020 11:23 AM
To: Kristen Kohuch
Subject: Please Support Community Garden in Deroche

Follow Up Flag: Follow up
Flag Status: Flagged

Yes. It is a good idea.
Please pass the motion termed, Option 1.

Thank you.

Ellen Atkin
[Photography](#)
[Resume](#)
[Blog](#)
[REDACTED]
[REDACTED]

Kristen Kohuch

From: Dianne Rose [REDACTED]
Sent: May 10, 2020 12:27 PM
To: Kristen Kohuch
Subject: EASC agenda item 5.2

Follow Up Flag: Follow up
Flag Status: Flagged

Hello, I support option 1 of motion 5.2 and ask that my support be attached to the Tuesday May 12, 2020 EASC agenda.

A few years ago when attending the top floor meeting area at FVRD building in Chilliwack I noticed outside on the balcony some raised beds in which were being grown edibles. I was told that staff had cooperated on this project. What a great idea! Yes, the cooperation, and also the modelling - that growing food in a small space is very achievable, delicious and environmentally friendly.

Let us allow this initial example to grow. Seeing is believing. What better start than at a satellite office.

Thanks from DianneRose [REDACTED]

Kristen Kohuch

From: Murray Brown [REDACTED]
Sent: May 10, 2020 2:39 PM
To: Kristen Kohuch
Subject: Deroche Community Gardens

Follow Up Flag: Follow up
Flag Status: Flagged

To whom it may concern,

It has come to my attention that there is some discussion with regard to the viability of operating a farmers market in the community of Deroche, B.C. We have been supporting this garden and would like to see it continue into the future under the direction of Wendy Bales. We have complete confidence that she has the best interests of all us residents of the upper Fraser Valley and hope you will give her suggestions some serious consideration.

Thank you,

Murray and Ann Brown

Agassiz, B.C.

Kristen Kohuch

From: Lynne [REDACTED]
Sent: May 10, 2020 8:02 PM
To: Kristen Kohuch
Subject: Community garden at /Deroche

Follow Up Flag: Follow up
Flag Status: Flagged

I think this is an excellent idea, as indeed food may be in short supply for many people in different communities. The lawn at the FVRD office is a great space for it for many reasons. A vegetable garden is much more of an asset to any community than a lawn, which require a lot of maintenance for what you get. This location is a great one, with plenty of sun exposure for a variety of edible plants, and a very visible location for the community. Associating it with the weekly Farmers Market makes good sense, and the garden would only encourage more Deroche residents to attend, making this a community hub.

So please do what you need to ensure that this happens.

Lynne Bose
Organic farmer and gardener.
Sent from [Mail](#) for Windows 10



Virus-free. www.avg.com

Kristen Kohuch

From: Herman & Donna [REDACTED]
Sent: May 10, 2020 8:16 PM
To: Kristen Kohuch
Subject: community garden

Follow Up Flag: Follow up
Flag Status: Flagged

We are long time Lake Errock residents, and fully in support of a community garden in Deroche.

Herman & Donna Keats

Sent from [Mail](#) for Windows 10

Kristen Kohuch

From: Fiona Hoey [REDACTED]
Sent: May 10, 2020 9:03 PM
To: Kristen Kohuch
Subject: re Instead of buying guns let's feed each other.

Follow Up Flag: Follow up
Flag Status: Flagged

I would like to support option 1 because I think that it is so important that a person be able to feed themselves. As a group we seem to have forgotten how to do this without boxes of food and things made ready for us. Back to the basics of how to grow food is a vital skill.

Fiona Hoey
[REDACTED]

Kristen Kohuch

From: Wayne Gustason [REDACTED]
Sent: May 11, 2020 6:26 AM
To: Kristen Kohuch
Subject: Garden

Follow Up Flag: Follow up
Flag Status: Flagged

I think a community garden at Deroche is a wonderful idea! The area is not used, it has parking, and a good southern exposure. Encouraging people to grow food has numerous benefits : economically, socially, physically and mentally. I support this motion.

Sonya Gustason
Harrison Mills

Sent from my iPad

Kristen Kohuch

From: [REDACTED]
Sent: May 11, 2020 8:26 AM
To: Kristen Kohuch
Cc: Wendy Bales
Subject: Community Garden and ACES

Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning:
I support option 1 of motion 5.2 presented by Wendy Bales.
Brian Murphy
President
Hemlock Valley Homeowners Association

Kristen Kohuch

From: Pauline J Peters [REDACTED]
Sent: May 11, 2020 10:50 AM
To: Kristen Kohuch
Cc: Bill Dickey; Dennis Adamson; Taryn Dixon; Terry Raymond; oenger@fvrd.ca; Wendy Bales; Al Stobbart; Hugh Davidson
Subject: Upcoming FVRD meetings on May 12, 2020

Follow Up Flag: Follow up
Flag Status: Flagged

In response to your meetings tomorrow (May 12, 2020), please accept my notice of support for Wendy Bales' motion, regarded as Option 1 - 5.2 *Community Garden at the Deroche Community Office*.

Furthermore, I also support the Option 1 - 6.1 *2020 Grant in Aid Request Actively Creating an Exceptional Society, Electoral Area C*.

Since Canada has listed community gardens as an Essential Service, I believe that governments (that includes all municipal, regional, provincial municipalities) should be proactive in their approach to engage in support and sustainable activities, developments partnerships, collective stewardship and community support efforts.

Please include my letter of support for the two aforementioned motions initially brought forward by EA C Wendy Bales.

Pauline J Peters
[REDACTED]
[REDACTED]

Sent from my iPhone

Kristen Kohuch

From: Bruce Edwards [REDACTED]
Sent: May 11, 2020 11:52 AM
To: Kristen Kohuch; Bill Dickey; Dennis Adamson; Taryn Dixon; Terry Raymond; Orion Engar; Wendy Bales; Al Stobbart; Hugh Davidson
Subject: Community garden

Dear EASC Directors;

ACES' proposed community garden provides a unique opportunity for FVRD to show leadership in countering increased food insecurity resulting from supply-chain disruption because of covid-19. It will also be a positive step for personal health and will tend to counter increasing climate chaos.

I therefore urge all Directors to vote for Option 1 below and to direct staff to expedite this since planting season is at hand.

- **MOTION FOR CONSIDERATION:**
OPTION 1: THAT the Fraser Valley Regional District Board direct staff to work with the Province of BC to explore options for Actively Creating an Exceptional Society (ACES) to manage a community garden on the Crown land parcel located at the Deroche Community Office;
AND THAT staff be directed to develop an agreement with ACES regarding management of a community garden located at the Deroche Community Office.

Please add this comment to the Tuesday agenda.

With thanks,

Bruce Edwards
36223 Hartley Rd
Electoral Area F
[REDACTED]

From: [Dehlia Simper](#)
To: [Dennis Adamson](#); [Taryn Dixon](#); [Terry Raymond](#); [Orion Engar](#); [Wendy Bales](#); [Al Stobbart](#); [Hugh Davidson](#); [Bill Dickey](#); [Kristen Kohuch](#)
Subject: Community Garden Deroche Community Office
Date: May 11, 2020 12:55:59 PM

To Whom it May Concern:

Please include my comments in the agenda for Tomorrow Tuesday May 12th

I would like you to support Option #1 for Motion 5.2 to have a community garden at the Deroche Community Office. With the expected rise and scarcity in food this will be a necessity for people to be able to secure a food source or Victory garden

Thanks Dehlia Simper Lake Errock BC



To: Electoral Area Services Committee

Date: 2020-05-12

From: Kristy Hodson, Acting Director of Financial Services

File No: 1850-20 / 007

Subject: 2020 Grant-In-Aid Request – Actively Creating an Exceptional Society, Electoral Area “C”

RECOMMENDATION

THAT the Fraser Valley Regional District Board approve a grant-in-aid to Actively Creating an Exceptional Society (ACES) in the amount of \$4,000 to be funded from the 2020 Electoral Area “C” grant-in-aid budget to help offset the costs associated with developing a community garden/edible forest.

STRATEGIC AREA(S) OF FOCUS

Support Healthy & Sustainable Community

BACKGROUND

This request for funding is eligible under the “Activities/programs which are accessible to a large portion of the electoral area” option.

DISCUSSION

Actively Creating an Exceptional Society (ACES) is a non-profit society whose intention is to unite people with similar concerns and create a strong voice while building an aware, caring, connected community. ACES was formed in 2009, and supports the community through gatherings, events and projects.

This grant-in-aid request has stated that the ideal location for the community garden/ edible forest would be the Fraser Valley Regional District Deroche office. As a report has come to Board to discuss the potential of this location, it is staff’s understanding that this grant-in-aid is contingent on the use of this location.

ACES is requesting a grant-in-aid of \$4,000 to assist with the costs of developing a community garden/ edible forest. Director Bales is in support of this request.

COST

The \$4,000 cost will be funded from the 2020 Electoral Area "C" grant-in-aid budget which has sufficient funds to support this request.

CONCLUSION

A grant-in-aid application has been received from ACES seeking support for funds to offset the cost of a community garden/ edible forest.

COMMENTS BY:

Jennifer Kinneman, Chief Administrative Officer

Reviewed and supported. If the FVRD Deroche office location is not viable, staff are supportive of assisting ACES in identifying an alternative location for a community garden in Electoral Area C.



GRANT-IN-AID APPLICATION

Fraser Valley Regional District, 45950 Cheam Ave, Chilliwack BC, V2P 1N6

Applicant Name: ACES – Actively Creating an Exceptional Society
Mailing Address: ACES, PO Box 2, Lake Errock, BC V0M 1N0
Email Address: info@weareaces.org

Contact:

Kat Wahamaa
Name

[REDACTED]
Telephone/Fax Number

Statement as to eligibility to apply for Grant-In-Aid Funds (Please attach a separate sheet if required):

ACES is a locally based community non-profit organization, financially sound we have been previous recipients of GIA from FVRD.

APPLICATION SUMMARY:

Project or purpose for which you require assistance (Please attach a separate sheet if required):

ACES is applying for a grant in aid to assist with the development of a community garden/edible forest that we will develop in collaboration with the Deroche Farmers Market. (see attached proposal).

Statement as to how these funds will benefit the community or an aspect of the community (Please attach a separate sheet if required):

(see attached proposal).

Amount of Grant Requested: \$ 4,000.00

****Please note: grants over \$4,000 require a financial statement and/or report on the applicant to be provided with the application.**

To the best of my knowledge, all the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is NOT being made on behalf of an individual, industry, commercial or business undertaking.

Kat Wahamaa
ACES Director
Signature of Authorized Signatory and Title

Amount Approved:

Date:

Signature of Electoral Area Director

Please return completed form by fax or e-mail to: Fax: 604-702-5043 (Finance Dept.); Email: info@fvrd.bc.ca; or to your Electoral Area Director.



ACES Email: info@weareaces.org

Phone 604-826-6803

[FB/ActivelyCreatingAnExceptionalSociety](#)

FVRD Grant in Aid Request - Community Garden Project 2020

ACES is applying for a grant in aid to assist with the development of an edible community garden/food forest that we will develop in collaboration with the Deroche Farmers Market (DFM). We will be inviting the participation of local First Nations, community groups, families and individuals from Deroche to Harrison Mills.

Differing slightly in process from typical community gardens, where individuals have their own plots, the raised beds that we intend to build with volunteer assistance will be planted, tended and harvested communally by all the folks engaged in the project. We seek to promote community resiliency with an emphasis on food security. Produce will also be shared with those unable to participate in the growing.

The ideal location to create the garden would be in a section of the public open space at the FVRD site in Deroche. Director Bales put forth a motion to the FVRD for use of the area.

Goals of the Project

- renew our connection to nature
- produce fresh, wholesome, nutritious food to share with community
- encourage healthy outdoor activity, positive social interaction, protection and use of open space
- healthy eating, lower food costs
- knowledge sharing of wild edibles
- community resilience if faced with food shortages or a large-scale emergency.
- Develop environmental stewardship of public space

Benefits to Community

The development of an edible community garden and “food forest” contributes to the overall well-being of the community while helping people of all ages learn about sustainability, food security and develop skills to produce their own food, and insuring there is fresh local produce available to those most vulnerable in our community.

Activities around the building and maintaining of such a garden provide opportunities to build a sense of community, ease social isolation, provide opportunities for community celebrations (seed exchange, planting parties, harvest).

In addition to the garden we will be canvassing the community and developing a resources list of local gardeners that wish to share their produce, give talks on

gardening practices, have other food items to share such as eggs and honey for barter or free. The Deroche Farmers Market is a good starting point for developing the resource list and also provides a mechanism by which local growers/makers can share or sell their wares.

With the grant funding we propose to build 12 - 4'x8' raised beds for a range of plants everything from tomatoes, cucumber, squash, beans, lettuces to root vegetable such as potatoes, turnips, and carrots.

We will also plant fruit and nut bearing trees, raspberry canes and blueberry bushes.

“Local edible trees also enhance a sustainable locally-grown food supply, improving dietary variety and nutrition. Edible trees teach people about the importance of clean eating, such that having access to a reliable source and enough nutritious food improves quality of life. As well, food grown locally saves resources by reducing the amount of fuel used to transport food long distances.”

<https://treecanada.ca/blog/the-benefits-of-edible-trees-planting-for-a-future/>

We will start the project with several small scale basket making sessions where participants will create garden baskets of tomatoes and strawberries to take home. We will also host a series of 4 community talks with guest speakers on subjects pertaining to methods of food growing, preserving food, wild edibles, and beekeeping.

This project builds on activities that ACES has successfully implemented in the area for over the last decade: the popular annual ACES SEED Exchange – which we have co-hosted with the DFM the last few years, Solstice Celebrations, Community Movie Nights, Art & Garden Tour, Speaker Series and Rivers of Peace Eco Arts Festival.

ACES Email: info@weareaces.org Phone 604-826-6803

[FB/ActivelyCreatingAnExceptionalSociety](#)

ACES EDIBLE COMMUNITY GARDEN/FOREST

proposed budget

materials for 12 - 4x8 raised beds	1200
Soil	1000
bedding plants	300
trees/shrubs	400
tools	300
speaker honorariums	300
promo material	100
community celebrations	200
volunteer recognition supplies	200
total	4000

Kristen Kohuch

From: Pauline J Peters [REDACTED]
Sent: May 11, 2020 10:50 AM
To: Kristen Kohuch
Cc: Bill Dickey; Dennis Adamson; Taryn Dixon; Terry Raymond; oenger@fvrd.ca; Wendy Bales; Al Stobbart; Hugh Davidson
Subject: Upcoming FVRD meetings on May 12, 2020

Follow Up Flag: Follow up
Flag Status: Flagged

In response to your meetings tomorrow (May 12, 2020), please accept my notice of support for Wendy Bales' motion, regarded as Option 1 - 5.2 *Community Garden at the Deroche Community Office*.

Furthermore, I also support the Option 1 - 6.1 *2020 Grant in Aid Request Actively Creating an Exceptional Society, Electoral Area C*.

Since Canada has listed community gardens as an Essential Service, I believe that governments (that includes all municipal, regional, provincial municipalities) should be proactive in their approach to engage in support and sustainable activities, developments partnerships, collective stewardship and community support efforts.

Please include my letter of support for the two aforementioned motions initially brought forward by EA C Wendy Bales.

Pauline J Peters
[REDACTED]
[REDACTED]

Sent from my iPhone

To: Electoral Area Services Committee

Date: 2020-05-12

From: Julie Mundy, Planner I & Katelyn Hipwell, Planner II

File No: 3015-01 3042

Subject: For Information – Changes to the Agricultural Land Commission Act and Agricultural Land Reserve General Regulation

INTENT

This report is intended to advise the Electoral Area Services Committee of the recent and upcoming changes to the regulations governing the Agricultural Land Reserve (ALR). Staff are not looking for a recommendation and have forwarded this information should EA Directors want clarification or to discuss the item further.

STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services

BACKGROUND

On March 12, 2020 the provincial government adopted changes to the *Agricultural Land Commission Act* (ALC Act) and to the *Agricultural Land Reserve General Regulation* under Bill 15 which grants greater oversight powers to the Agricultural Land Commission (ALC). Some of the changes came into effect immediately, while others will be brought into force on September 30, 2020. The changes will affect all lands within the ALR.

In addition to the regulation changes, the ALC is currently conducting public engagement on secondary residences in the ALR. Any future policy changes would occur through changes to the Agricultural Land Reserve Use Regulation.

- **ALR General Regulation** – covers procedures for applications, subdivisions, inclusions, exclusions, and general administration.

- **ALR Use Regulation** – categorizes all uses on ALR land as Farm use, Non-farm use, Residential use, and Soil or Fill use, with specific regulations for each.

DISCUSSION

Regulation Changes

Effective March 12, 2020, the provincial government 1) adopted a new Agricultural Land Reserve General Regulation, and 2) renamed the existing Agricultural Land Reserve General Regulation, to the Agricultural Land Reserve Transitional Regulation.

Both regulations include components which have partial force and effect. On September 30, 2020, all portions of the new ALR General Regulation will come into effect, and the transitional regulation will be repealed.

Changes effective immediately

1) Application Fee Process

Previously, an applicant paid the legislated \$1500 application fee to FVRD after making an application. FVRD would keep \$300 and remit \$1200 to the ALC if the application was authorized to proceed. The new process sees the applicant pay only the local government portion (\$300) of the fee upon application. If an application is forwarded the ALC, the applicant pays the remaining \$1200 fee directly to the ALC. This new process creates simpler accounting for FVRD.

2) ALC Decision Making Criteria

The ALC has a mandate to i) preserve agricultural land, ii) encourage farming on agricultural land, and iii) encourage local governments to plan for agriculture. A new clause in the *ALC Act* (Section 6(2)) requires the commission to now give priority to:

- protecting and enhancing the integrity, and continuity of the land base of the ALR, and
- the use of the ALR for farm use

Changes coming into effect September 30, 2020

3) Exclusion applications

Individual land owners will no longer be able to submit an ALR exclusion application. Local Governments, First Nation Governments, the Province of BC, and prescribed public bodies will be the only entities able to make an exclusion application. Exclusion applications have become relatively infrequent; there have been two within FVRD's Electoral Areas in the last five years. This change should

reduce speculation on agricultural land. In the longer term, it may increase pressure on local governments to front-end area-based exclusion applications.

4) Registration of Statutory Right of Ways

Before an applicant can register a statutory right of way in the ALR, the applicant will have to prove the ALC has been notified. The Ministry of Agriculture, ALC, and Land Title Survey Authority are currently working on this process. The change is anticipated to have little impact on FVRD as referrals to the ALC are part of our standard procedures. Staff will, however, work with the ALC on this new process where applicable.

5) Remediation Orders

The ALC will have a new ability to register a remediation notice to a property's title if such an order is issued through ALC compliance and enforcement. This is a significant development that may help the ALC to achieve compliance. FVRD may have a role in ensuring property owners address any ALC requirements prior to issuing building, development, or other permits.

Secondary Residences in the ALR

In February 2019, the Province brought Bill 52, *Agricultural Land Commission Act, 2018* (ALC Act) into force to better protect Agricultural Land Reserve (ALR) land for farming purposes. Bill 52 removed local governments' ability to permit additional residences necessary for farm use without the landowner applying to the ALC. The ALC now decides about applications for new additional residences and the ALC can only grant permission for additional residences that are necessary for a farm use.

Following the legislative changes, the Ministry of Agriculture undertook [public engagement](#) from September to November 2019 in order to provide an opportunity for ALR landowners and stakeholders to express their concerns and views regarding: residential uses of the ALR, economic diversification, and new and young farmers. From the engagement, the Ministry heard that ALR landowners wanted more options for additional residences on ALR parcels.

In response, the Ministry prepared the [Policy Intentions Paper: Residential Flexibility in the ALR](#) (policy paper) that outlines the types of additional residences under consideration. In terms of the options and scope of defining a "small secondary residence", consideration will be given to:

- a manufactured secondary home with conditions such as whether:
 - the foundation type should be limited to a concrete slab and no basement;
 - it can be restricted to a maximum of 9 meters in width and 22.86 meters in length; and
 - it can be restricted to the Canadian Standards Association (CSA) Z240 Manufactured Home (MH) series.

- a garden suite, guest house or carriage suite (e.g. usually meaning a detached dwelling, often no larger than 60m²);
- accommodation above an existing building on a farm with conditions on what type of existing structure it could be built on and whether it can be located on a parcel that already has a suite in the principal residence; and,
- permitting a principal residence to be constructed in addition to a manufactured home that was placed as the first principal residence.

In addition, concepts such as the maximum number of residences, maximum additional house/residence size, siting, and total floor area per parcel may also be considered as part of the policy options. The implementation of options outlined in the policy paper would occur through changes to the ALR Use Regulation.

Prior to any changes to the ALR Use Regulation, the Province is conducting further consultation with local governments to better understand the local governments' authority to regulate and/or prohibit residential uses permitted in the ALR. FVRD is currently participating in this ongoing discussion.

Impacts to FVRD Policies and Bylaws

Zoning Bylaws

There are currently some inconsistencies between FVRD zoning bylaws and ALC requirements for accessory family residences and accessory employee residences. Once new provincial rules are announced regarding secondary residences, FVRD may wish to amend its zoning bylaws.

Official Community Plans (OCP)

The new ALR exclusion regulations which come into effect September 30, 2020, will cause portions of two FVRD OCPs to become inconsistent with the new rules.

- OCP Bylaw 75 Electoral Area D contains policies related to exclusion applications by individual land owners. These policies will be revised as part of the Area D OCP update which is currently underway.
- OCP Bylaw 150 for Yale and Emory Creek, Dogwood Valley, and Choate also contains policy related to support for some ALR exclusion applications. These policies will be superseded by the new provincial legislation.

Secondary Dwellings Policy

The FVRD Secondary Dwellings Policy creates a framework for the introduction of secondary dwellings in the FVRD and provides a guide for the Regional District Board's consideration of future OCP and zoning bylaw amendments in support of secondary dwellings. The policy provides similar consideration

to maximum number of additional dwellings per property, maximum size of additional dwellings, and siting restrictions as is being considered by the Province for changes to the ALR Use Regulation. The considerations of the Secondary Dwellings policy have not yet been implemented through bylaw amendments, and consistency with the updated ALR Use Regulation for lands within the ALR can still be accommodated.

Additionally, the policy acknowledges that where inconsistencies exist between FVRD policy or bylaws and Provincial regulation, the Provincial regulation supersedes that of the FVRD:

- 3.1.7 Notwithstanding the policies contained herein, the Agricultural Land Reserve Use Regulation and the FVRD Floodplain Management Bylaw may contain provisions which supersede those of this Policy.

COST

None

CONCLUSION

This information note summarizes recent and upcoming changes to the *Agricultural Land Commission Act* and to the ALR Regulations that are most relevant to the Fraser Valley Regional District. Additional Information from the ALC and Ministry of Agriculture is attached.

COMMENTS BY:

Graham Daneluz, Director of Planning & Development: Reviewed and supported

Kristy Hodson, Acting Director of Financial Services: Reviewed and supported

Jennifer Kinneman, Chief Administrative Officer: Reviewed and supported.

Attachments:

- 1) ALC Information Update: Bill 15 Phase 1 in Force and Effect
- 2) Ministry of Agriculture Policy Intentions Paper: Residential Flexibility in the ALR



ALC Information Update

March 13, 2020 – Please circulate to all relevant staff

Bill 15 - Phase 1: ALC Act and ALR General Regulation Changes in Effect

On March 12, 2020, Order in Council 131/2020 brought parts of Bill 15 into force and effect as well as made changes to the ALR General Regulation.

As of March 12, 2020 there will be three ALR Regulations that have effect in the ALR:

1. **NEW ALR General Regulation** – OIC 131/2020 partially in effect.
2. **ALR Transitional Regulation** – partially repealed previous ALR General Regulation.
3. ALR Use Regulation - remains unchanged.

Read OIC 131/2020 [here](#).

Please note that the ALC Act, the new ALR General Regulation and the ALR Transitional Regulation have not been consolidated on the BC Laws website yet, so you will need to refer to the OIC for clarification on what has effect.

Effective Immediately, the following topics have force and effect in the ALR:

Flexible Panel Structure (Section 11 ALC Act):

The Commission continues to operate in a regional panel structure, with a panel in each of the six administrative regions of the province, as directed by the ALC Chair Jennifer Dyson.

The flexibility provided in Bill 15 allows for Commission members to serve on more than one panel if quorum or individual members' expertise warrants it; the chair of the Commission may also serve on a panel.

Read the ALC Chair's Panel Directive [here](#).

Application Fee Process (Section 34.1 ALC Act):

- The change to s. 34.1 of the ALC Act modifies the application payment process. Applications submitted to local government after March 12, 2020 will follow the new process:

1. Applicants will pay the local government only their portion of the legislated

application fee (\$300.00) when submitting an application to the local government.

2. If a local government forwards an application to the ALC, the applicant will then pay the remainder of the application fee (\$1,200.00) directly to the ALC.

Note: The Application Portal is in the process of being updated to inform applicants about the new payment process.

Decision Making Criteria (Section 6(2) ALC Act):

The addition of s. 6(2) of the ALC Act requires the Commission to give priority to protecting and enhancing the size, integrity, and continuity of the land base of the ALR, as well as the use of the ALR for farm use.

Applications with the ALC:

All applications currently with the ALC will receive a s.6(2) advisory email providing them the opportunity to review s.6(2) and provide any additional information about their application prior to the Commission making a decision.

Please note that local governments will not be cc'd on every advisory, but a generic copy can be reviewed [here](#).

Applications with Local Governments:

Applications that are currently with local governments will receive the s.6(2) advisory email when an application is forwarded to the ALC. No advisory action is required by local governments at this time.

Note: The Application Portal is in the process of being updated to reflect s.6(2) language.

Reconsiderations (Section 33 ALC Act):

The changes to the reconsideration process have partially been brought into effect.

Please refer to the new ALC Information Bulletin 08 – Request for Reconsideration for a summary of changes. There is a difference between decisions made prior to March 12, 2020 and those that will be made after March 12, 2020.

Read ALC Information Bulletin 08 – Request for Reconsideration [here](#).

Note: There are no substantive changes to s. 33.1 of the ALC Act (“Chair Reconsiderations”).

The following topics will have force and effect in the ALR on September 30, 2020:

Exclusion Applications (Section 29(1) ALC Act):

Local Governments, First Nation Governments, the Province of BC, and prescribed public bodies may make application to exclude land from the ALR. Individual landowners may no longer submit exclusion applications to the ALC.

The ALC is available to work with local governments who wish to discuss what their options are as it relates to adopting exclusion related policies before September 30, 2020. Please contact an ALC Regional Planner for more information [here](#).

Registering a Statutory Right of Way (Section 18.1 ALC Act)

- Before the Land Title Survey Authority (LTSA) can register a statutory right of way in the ALR, an applicant will have to prove that the ALC has been notified. The Ministry of Agriculture, ALC, and the LTSA are currently working on the form of the notice and how it will be requested from and returned to the applicant.

Compliance & Enforcement – Notice of Remediation Orders on Title (Section 52.1 ALC Act):

- The CEO of the ALC will have the ability to register a remediation notice on a property's certificate of title if such an order is issued through ALC compliance and enforcement.

The ALC will continue to send updates through the ALC Information Update email and the ALC website regarding the changes in effect right now, and those coming into effect on September 30, 2020. If you have any questions about a specific process, please contact us.

-

Contact Us:

<https://www.alc.gov.bc.ca/alc/content/contact-us>

January 27, 2020

Introduction

This paper outlines the Ministry of Agriculture's (the Ministry) proposed policy direction to increase residential flexibility in the Agricultural Land Reserve (ALR).

The intentions summarized here have been developed through collaborative work with the Union of BC Municipalities, the Agricultural Land Commission (ALC) and the BC Agriculture Council and are responsive to what the Ministry heard during recent public consultations.¹

The Ministry is publicly sharing this proposed policy direction now in order to ensure those interested have an opportunity to review. As always, input from the public and from stakeholders is appreciated.

Context

In February 2019, the province brought into force amendments to the *Agricultural Land Commission Act* (Act) to better protect ALR land for farming. There were three key changes that:

- Directly address mega-mansions and speculation in the ALR by limiting the size of primary residences and empowering the ALC to approve additional residences for farm use;
- Restrict the removal of soil and increased penalties for dumping of construction debris and other harmful fill in the ALR; and,
- Reunify the ALR as a single zone, ensuring consistent rules with strong protections for all provincial ALR land.

The first change noted above included a phase-out of a long-standing previous rule that had allowed ALR landowners to place a small secondary residence in the ALR without ALC approval, so long as it was a manufactured home for immediate family members.

In response to some public concerns about this phase-out change, in July 2019, the Ministry delayed its implementation to February 22, 2020. This grandfathering period has now been extended a second time to December 31, 2020, in order to allow time for the possible implementation of the policy direction outlined in the paper.

During the September to November 2019 engagement, the Ministry heard a key theme: more flexibility is needed for residences in the ALR. Therefore, this work has been given priority.

The rationale for more residential flexibility is argued in a number of ways. For example, it may be necessary to keep a loved one, especially an aging parent, on the property. It creates options for jointly owning a property (for farming or not). It can provide a residence for a farmer transitioning out of farming, or for a young or new person transitioning into farming. It can create efficiency for small-scale farmers as it could allow for farmer or farm-worker accommodation, without the need to apply to the ALC. Or it could be simply needed as a source of rental revenue (that may or may not be invested back into a farm).

Current and previous legal framework relating to secondary residences

Recent changes to the Act and regulations modified approval processes for residential uses. Under the previous law, local governments (LG) had the authority to approve all principal residences (up to any size

¹ See <https://engage.gov.bc.ca/supportingfarmers/> for more information on the Supporting BC Farmers public engagement.

as stipulated in bylaws) in the ALR, and LG had the authority to approve additional residences if they were necessary for farm use. In practice, if a LG did not want to approve, or was not sure if the additional residence was necessary for farm use, or it wasn't for farm use, the owner then applied to the ALC through a non-farm use application.

The Act and regulations additionally permitted the following dwelling types without a decision from the ALC if local bylaws allowed them to be constructed:

- Zone 1: one secondary suite in the single family dwelling, and either one manufactured home 9 meters wide for immediate family; OR, an accommodation constructed above an existing building on the farm and that has only a single level.
- Zone 2: one secondary suite in the single family dwelling, and either one manufactured home (as above); OR, an accommodation constructed above an existing building on the farm and that has only a single level; and, if parcel is greater than 50 hectares a residence that fits all residential needs into an area of 4,000m².

After the recent amendments, a LG can only approve a principal residence if the total floor area is less than 500m² (5,400ft²) but may also restrict the principal residence to a smaller size by bylaw. A suite within a principal residence's total floor area is still permitted if a LG permits it by bylaw. A principal residence larger than 500m² (5,400ft²) or an additional residence now requires application to the ALC. The ALC may not approve an additional residence unless it is necessary for farm use.

Considerations

The policy work outlined below will maintain the purpose of the Act and its regulations, is also guided by the results of the Minister of Agriculture's Advisory Committee on ALR Revitalization² (the Committee), including the core ALR policy objectives that came out of the Committee's work to:

- Preserve the productive capacity of ALR land.
- Encourage agriculture as the priority use of ALR land.
- Strengthen ALR and ALC administration and governance to increase public confidence and ensure land use regulation and land use decisions preserve agricultural land and encourage farming and ranching in the ALR.

The Ministry will also consider how to incorporate views on residential flexibility that were raised through recent engagement, such as:

- Many participants expressed a desire to allow for a small second residence for all ALR land owners without requiring ALC approval;
- Some ALR landowners felt uncertain over their ability to replace a structure if it is destroyed (75% or more), or needs to be replaced because it is in disrepair;
- Some retiring and new farmers felt disadvantaged because they can't provide a secondary residence for family/workers without approval from the ALC;
- Participants generally wanted to ensure that the needs of LG, First Nation governments and regional districts are considered in the development of any future policy changes;
- It was recognized that some regional districts do not have zoning bylaws and there is a need to consider what this might mean against any policy options; and,

² See <https://engage.gov.bc.ca/agriculturalallandreserve/> for more information on the independent committee's work.

- BC ALR regions have different residential land uses, including the size of properties, population densities, and pressures to use ALR for non-farm uses.

These and potentially other considerations that were brought forward from the Committee's work and the Supporting BC Farmers engagement will help guide the Ministry in its work to increase residential flexibility in the ALR.

Proposed policy direction

In order to support farmers and non-farmers living in the ALR, the Ministry is considering a change to regulations that will enable landowners in the ALR to have both a principal residence and a small secondary residence on their property, provided they have approval from their LG. In other words, there would be no required application to the ALC. Further, the province would not impose restrictions to require this secondary residence be a manufactured home, or be for an immediate family member, or be part of a farming plan.

Farmers have always had the option to build additional residences in the ALR (two, three or more), provided they are needed for farming and have approval from LG and the ALC. The ALC routinely provides this approval for farming purposes.

The primary use of ALR land is, and will continue to be, for agriculture. Residential uses should be developed in a way that minimizes disturbance to agriculture. New secondary residences should be registered with the ALC for long-term land-use planning purposes.

This direction does not include reconsideration of the maximum size of a principal residence; nor changing the ALC as the decision maker for additional residences for farm use.

In terms of defining a "small secondary residence", consideration will be given to:

- a manufactured secondary home with conditions such as whether:
 - the foundation type should be limited to a concrete slab and no basement;
 - it can be restricted to a maximum of 9 meters in width and 22.86 meters in length; and
 - it can be restricted to the Canadian Standards Association (CSA) Z240 Manufactured Home (MH) series.
- a garden suite, guest house or carriage suite (e.g. usually meaning a detached dwelling, often no larger than 90m²).
- accommodation above an existing building on a farm with conditions on what type of existing structure it could be built on and whether it can be located on a parcel that already has a suite in the principal residence.
- permitting a principal residence to be constructed in addition to a manufactured home that was placed as the first principal residence.

Any of these concepts may also consider:

- per parcel, the maximum number of residences, maximum size, siting, and total floor area.
- how to preserve a total cumulative floor area of residential uses on a single parcel (e.g. additional dwellings that may be reintroduced so as not to exceed 500m² when added to principal dwelling).
- options to minimize impact on agriculture.

Next steps

Nothing in this paper should be considered as a final decision; it should be viewed as a policy direction and development guidance document. Its purpose is to inform interested parties and to assist Ministry discussions in further developing and finalizing the policy ideas presented in this document.

This Intentions Paper and links to current legislation are posted on the BC Government website and can be accessed via the following link: <https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/agricultural-land-and-environment/agricultural-land-reserve/the-agricultural-land-reserve>

The Ministry has created a technical review committee that includes the Ministry of Agriculture, ALC, Ministry of Municipal Affairs and Housing, Union of BC Municipalities, and the BC Agriculture Council. As part of the technical review committee process, the Ministry also works directly with local governments from across British Columbia. The Ministry will work through this technical review committee process on the further refinement of these options until April 17th, 2020, in preparation for potential recommendations to government.

Individuals or associations who would like more information on this process, or who want to provide feedback for policy consideration, should contact ALR_ALCRevitalization@gov.bc.ca, write the Minister of Agriculture at PO Box 9043 Victoria BC V8W 9E2, or call the AgriServiceBC line at 1 888 221-7141.

To: Electoral Area Services Committee

Date: 2020-05-12

From: Louise Hinton, Bylaw Compliance and Enforcement Officer

File No: 4300-21-2020-02

Subject: Temporary changes to liquor licensing at Sasquatch Inn, Electoral Area C (Second Request)

RECOMMENDATION

THAT The Fraser Valley Regional District Board endorse the application received March 4, 2020 for temporary changes to the liquor licence for the Sasquatch Inn (46001 Lougheed Highway, Electoral Area C) with the following comments:

The Board has no objection to the planned events and requested changes to the Liquor Licence, subject to the following items being addressed:

1. Special Events are only held in accordance with Provincial Health Ministerial Order Mo82 banning mass gatherings of 50 and any other public health orders for COVID-19;
2. Temporary provisions for vehicular parking to ensure the requirements identified in the current local *Zoning* for the property are being followed (one parking spot per three seats provided for patron use), as outlined in the *Zoning Bylaw No. 100, 1979* for Electoral Area C.
3. Temporary provision for the existing facilities will be adequate for the proposed increased occupant loads pursuant to the Provincial Sewage Regulation.

STRATEGIC AREA(S) OF FOCUS

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

PRIORITIES

Priority #4 Tourism

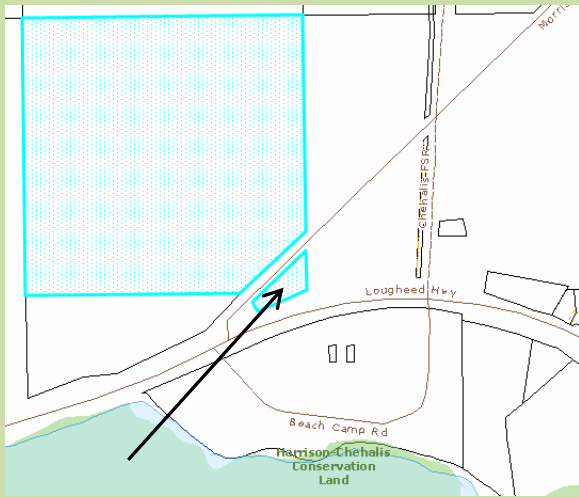
BACKGROUND


The Sasquatch Inn Ltd. is a family-run hotel and restaurant dating back to the 1950s located at 46001 Lougheed Hwy in the heart of Harrison Mills, BC, Electoral Area C. The Sasquatch Inn has submitted an application to the Province for temporary changes to the existing liquor licence to allow for the increased occupant loads and extension of the licenced areas during an additional four (4) special events they plan to host between July and October of 2020. These four (4) events are in addition to the five (5) special events that were previously reviewed and approved at the

committee in March, subject to provisions. The request to hold a wedding was received by the applicant after the March application was already submitted to the FVRD.

This secondary application was submitted to the FVRD for review prior to the enactment of Provincial Health Department Ministerial Order Mo82 banning mass gatherings of 50 people in response to the COVID-19 Pandemic.

PROPERTY INFORMATION

Address: 46001 Lougheed Highway	
	Owner Sasquatch Inn Ltd.
	Agent Nancy Maclean
	EA Electoral Area "C"
	Zoning C-2 (Highway Commercial)
	OCP HC (Highway Commercial)
Comments: <ul style="list-style-type: none"> Property is not located within the ALR. 	

NEIGHBOURING LANDS			
North: Institutional Use/Morris Valley Road and Chehalis Forest Service Road		East: Local Commercial/Residential and Recreational Assembly Use	Potential Impacts: <ul style="list-style-type: none">• Potentially increased noise affecting neighbouring property.• Potentially inadequate parking for temporary increased occupant load.
West: Institutional Use			
South: Lougheed Hwy/Rural/Institutional Use			

DISCUSSION

The application from the Sasquatch Inn that was submitted to the BC Provincial Liquor and Cannabis Regulation Branch for temporary changes to the Sasquatch Inn's existing liquor licence has been provided to the Regional District for review and endorsement. The application was received for review prior to the enactment of the Provincial Ministerial Health Department Order Mo82 banning mass gatherings of 50 people.

The temporary changes to the restaurant's existing liquor licence are to allow for the increased occupant loads and extension of the licence so that they are able to host the following four (4) additional special events in 2020 in accordance with Health Department Regulations:

Event	Date	Event Purpose
Craft Night	Friday, July 10, 2020 6:00pm – 10:00pm	Community Event
Wilson / Fenton Wedding	,Saturday, July 25, 2020 12:00pm – 11:00pm	Private Event
Craft Night	Friday, September 25, 2020 6:00pm – 10:00pm	Community Event
Craft Night	Friday, October 16, 2020 6:00pm – 10:00pm	Community Event

The Regional District provides a review and endorsement of the proposed expansions to the current licence for the applicant, and no further Fraser Valley Regional District approvals, permits, or licences are required for the planned events.

The Sasquatch Inn previously applied for and has held special events under a similar expanded liquor licence area subject to similar comments outlined in the recommendation above, including the five (5) previously applied for in March of 2020. These previous events have never resulted in any complaints from the community.

The [BC Centre for Disease Control](#) strongly discourages all in-person gatherings of any size. Gatherings larger than 50 people, whether they are indoors or outdoors, are prohibited by order of the Provincial Health Officer (see attached Ministerial Order Mo82 - attached) and are subject to penalties under the BC [Public Health Act](#).

Regional District staff has recommended that the applicant re-schedule any of the above events that are affected by the public health order, to occur when the COVID-19 pandemic has passed. Preliminary discussions with the applicant are that they are in full agreement to comply with all health orders at this time; however, they want to follow through with the preliminary paperwork in the case that the Health Department restrictions are lifted later in the calendar year.

COST

Not applicable. There are no fees collected or costs to review liquor licencing branch application requests other than a small amount of staff time.

CONCLUSION

Staff recommends that the Board endorse the current application for the increased occupant loads and temporary extension of the licensed area as has been done previously for the Sasquatch Inn at 46001 Lougheed Hwy, Electoral Area "C" subject to all the above outlined provisions, specifically that they will abide by all Public Health Orders regarding mass gatherings.

COMMENTS BY:

Graham Daneluz, Director of Planning & Development	Reviewed and supported.
Kristy Hodson, Acting Director of Finance	Reviewed and supported.
Jennifer Kinneman, Chief Administrative Officer	Reviewed and supported.

MAR 04 2020



Liquor and Cannabis Regulation Branch
400-645 Tyee Road, Victoria, BC V9A 6X5
Mail: PO Box 9292 Stn Provincial Govt, Victoria, BC V8W 9J8
Phone: 1 866 209-2111 Fax: 250-952-7066

TEMPORARY CHANGE TO A LIQUOR LICENCE FOOD PRIMARY, LIQUOR PRIMARY, LIQUOR PRIMARY CLUBS & MANUFACTURERS ENDORSEMENTS

Liquor and Cannabis Regulation Form LCRB023

Instructions:

Complete all applicable fields and then submit with payment as outlined in Part 11 of this application form. You may complete this form online and then print. If you have any questions about this application, call the Liquor and Cannabis Regulation Branch (LCRB) toll-free at: 1 866 209-2111. A complete application including the supporting documents must be submitted a minimum of three (3) weeks in advance of your event(s); otherwise your application will not be accepted and will be returned to you with the fees.

Applications requesting discretion to policy (see Part 9) must be submitted a minimum of two (2) months prior to your proposed event; otherwise your application will not be accepted and will be returned to you with the fees. LCRB forms and supporting materials referred to in this document can be found at: www.gov.bc.ca/liquorregulationandlicensing

Licensee Information

Office use only

Licence number: 136311

Job No. (C3-LIC)

MAR 04 2020

Type: ☐ Food Primary ☒ Liquor Primary ☐ Liquor Primary Club ☐ Winery

Licensee name (as shown on licence): Sasquatch Inn Ltd

Establishment name (as shown on licence): Sasquatch Inn Ltd

Establishment Address: 46001 Lougheed Hwy

Harrison Mills

BC

VOM 1L0

Street

City

Province

Postal Code

Contact Name: Nancy Maclean

Title/Position: Asst Manager

(last / first / middle)

Business Tel with area code: 604-796-2730

Business Fax with area code: 604-796-2911

Business e-mail: nancy@sasquatchinn@shaw.ca

Business Mail address

Box 26

Harrison Mills

BC

VOM 1L0

(if different from above):

Street

City

Province

Postal Code

Note: An authorized signing authority of a licensee can appoint a representative to interact with the branch on their behalf by completing form LCRB101 Add, Change or Remove Licensee Representative

Part 1: Temporary Change Requested

Please check the appropriate boxes below. You may complete more than one change section on this form as long as the changes are for the same licence number. **Note:** Categories noted by an asterisk (*) require local government/First Nations comment.

Type of change requested

Complete Sections

- | | |
|---|---------------------|
| <input type="checkbox"/> Temporary change to hours of sale | |
| • Liquor-Primary and Liquor-Primary Club licences, and manufacturer lounge or special event endorsements – any hours changes* | 1, 2, 3, 10, 11, 12 |
| • Food-Primary licences – requests for hours of sale later than midnight* | 1, 2, 3, 10, 11, 12 |
| • Food-Primary licences – requests for hours of sale before midnight | 1, 2, 3, 10, 11 |
| <input type="checkbox"/> Temporary patron participation entertainment endorsement* | |
| Food-Primary licences only | 1, 2, 4, 10, 11, 12 |
| <input type="checkbox"/> Temporary extension of licensed area | |
| Food-Primary licences only | 1, 2, 5, 10, 11 |
| <input checked="" type="checkbox"/> Temporary extension of licensed area* | |
| Liquor-Primary and Liquor-Primary Club licences, and manufacturer lounge or special event endorsements. | 1, 2, 6, 10, 11, 12 |
| <input type="checkbox"/> Temporary location change* | |
| Liquor-Primary and Liquor-Primary Club licences only (no increase in patron or person capacity) | 1, 2, 7, 10, 11, 12 |
| <input type="checkbox"/> Temporary location change | |
| Food-Primary licences only (no increase in patron or person capacity) | 1, 2, 8, 10, 11 |
| <input type="checkbox"/> Other | |
| Applies to all change requests other than these listed above | 1, 2, 9, 10, 11 |

Part 2: Reason Temporary Change is Requested

Describe event details including who is holding the event, the hours of the event and its purpose:

Craft Night

Friday, July 10, 2020 6-10pm

Hosted by Sasquatch Inn

Current seating capacity is 144 See attachment - wish to make extended area licensed for 40

Wilson/Fenton Wedding

Saturday, July 25, 2020 12pm-11pm

Wedding and Reception to be hosted by Sasquatch Inn

Current seating capacity is 144 See attachment - wish to make extended area licensed for 100

Craft Night

Friday, September 25, 2020 6-10pm

Hosted by Sasquatch Inn

Current seating capacity is 144 See attachment - wish to make extended area licensed for 40

Craft Night

Friday, October 16, 2020 6-10pm

Hosted by Sasquatch Inn

Current seating capacity is 144 See attachment - wish to make extended area licensed for 40

Date(s) from: (mm/dd/yy) 07/10/2020 To: (mm/dd/yy) 10/16/2020 (inclusive)

Part 3: Temporary Change to Hours of Sale

Fee: \$330

Liquor-Primary and Liquor-Primary Club licences, and manufacturer lounge or special event endorsements – any hours changes*

Fee: \$330

Food-Primary licences – requests for hours of sale later than midnight*

Fee: \$110

Food-Primary licences – requests for hours of sale before midnight (local government/First Nations comment not required)

***Note:** These categories (*) require local government/First Nation comment.

Licensees may apply for a temporary change in hours of sale for a limited period, subject to any restrictions within the Liquor Control and Licensing Act, Regulations, branch policies and/or original terms and conditions of licensing.

See Part 12 for more information on obtaining local government/First Nations comment.

Please provide the following information:

Current hours of sale:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open							
Closed							

Requested hours of sale: (Maximum hours permitted by regulation are between 9:00 am to 4:00 am of the same business day)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open							
Closed							

Part 4: Temporary Patron Participation Entertainment Endorsement

Fee: \$330

(Food-Primary licences only)

Licensees may apply for a patron participation entertainment endorsement for a limited period, subject to any restrictions within the *Liquor Control and Licensing Act*, Regulations, branch policies and/or original terms and conditions of licensing.

Note: This application process requires comment from your local government/First Nation. See Part 12 for more information on this process.

Describe the type of entertainment you are requesting:

Patron participation must end by midnight unless approved by LCRB and local government/First Nations. There are restrictions related to forms of entertainment, sound systems, etc. If you are uncertain about any of the details of your proposal, please consult with licensing staff at LCRB in Victoria (see contact information in Part 11).

Part 5: Temporary Extension of Licensed Area (food-primary licences only)

Fee: \$110

This change enables licensees to apply for a temporary extension of their establishment's licensed areas for a limited period, subject to any restrictions within the *Liquor Control and Licensing Act*, Regulations, branch policies and/or original terms and conditions of licensing. Approval of this temporary change request permits the licensee to operate only at the capacity on the face of their current licence plus the capacity of the extension area. If in doubt, consult with licensing staff at LCRB in Victoria (see Part 11 for contact info). This application process does not require comment from your local government/First Nation.

Please provide the following information and documents:

- ☐ Current total capacity, including patios (as shown on licence);
- ☐ Identify the area (person/patron as shown on licence) to be extended;
- ☐ Floor plan of the extended area showing how perimeter is defined, dimensions and its physical relationship to existing licensed areas:
 - Floor plan must have occupant load of the extended area marked/stamped on the plans by provincial fire or building authority (or designate) where the extension is indoors or within a permanent structure.
 - Provide proposed capacity of extended area if extension is outside; and
- ☐ Where the extension area is not on property owned or controlled by the licensee, provide written approval for such use from the property owner.

Part 6: Temporary Extension of Licensed Area

Fee: \$330

(liquor-primary, liquor-primary club licence and manufacturer lounge and special events endorsements only)

Licensees may apply for a temporary extension of their licensed areas for a limited period, subject to any restrictions within the *Liquor Control and Licensing Act*, Regulations, branch policies and /or original terms and conditions of licensing. Approval of this temporary change request permits the licensee to operate at the capacity on the face of their current licence plus the capacity of the extension area.

Note: This application process requires comment from your local government/First Nation. See Part 12 for more information on this process.

Please provide the following information and documents:

- ☒ Current total capacity, including patios (as shown on licence);
- ☒ Identify the area(s) to be extended;
- ☒ Floor plan of the extended area(s) showing how perimeter is defined, dimensions and its physical relationship to existing licensed areas:
 - Floor plan must have occupant load of the extended area marked/stamped on the plans by provincial fire or building authority (or designate) where the extension is indoors or within a permanent structure.
 - Provide proposed person capacity of extended area(s) if extension is outside; and
- ☐ Where the proposed area is not on property owned or controlled by the licensee, provide written approval for such use from the property owner.

Part 7: Temporary Location Change (liquor-primary and liquor-primary club licences only)

Fee: \$330

(no increase in patron or person capacity)

Licensees may apply for a temporary change of location of one or more licensed areas in their establishment, to accommodate special events but this change permits no increase in licensed capacity. Proposed changes must comply with occupant load limitations.

Note: This application process requires comment from your local government/First Nation. See Part 12 for more information on this process.

Current area capacities, as shown on licence:

Area #1 Area #2 Area #3 Area #4 Patio #1 Patio #2

Proposed temporary changes in capacity (no increase in total capacity permitted):

Area #1 Area #2 Area #3 Area #4 Patio #1 Patio #2

Please attach the following documents:

- ☐ Floor plan of the proposed area(s) showing how perimeter is defined, dimensions and its physical relationship to existing licensed areas.
 - Floor plan must have occupant load marked/stamped on the plans by provincial fire or building authority (or designate), where the extension is indoors or within a permanent structure.
 - Provide proposed capacity of the new area if outdoors.
- ☐ Where the proposed area is not on property owned or controlled by the licensee, provide written approval for such use from the property owner.

Part 8: Temporary Location Change (food-primary licences only)

Fee: \$110

(no increase in patron or person capacity)

Licensees may apply for a temporary change of location of one or more licensed areas in their establishment, to accommodate special events but this change permits no increase in licensed capacity. Proposed changes must comply with occupant load limitations.

Note: This application process does not require comment from your local government/First Nation.

Current area capacities, as shown on licence:

Area #1 Area #2 Area #3 Area #4 Interior lounge

Patio #1 Patio #2

Proposed temporary changes in capacity (no increase in total capacity permitted):

Area #1 Area #2 Area #3 Area #4 Interior lounge

Patio #1 Patio #2

Please attach the following documents:

For food-primary licences:

- ☐ Floor plan of the proposed area showing how perimeter is defined, dimensions and its physical relationship to existing licensed areas.
 - Floor plan must have occupant load marked/stamped on the plans by provincial building or fire authority (or designate), where the extension is indoors or within a permanent structure.
 - Provide proposed capacity of the new area if outdoors.
- ☐ Where the proposed area is not on property owned or controlled by the licensee, provide written approval for such use from the property owner.

Part 9: Other

Fee: \$110 for each request

Complete this section if you are requesting a change other than those listed in Part 1, page 1.
Describe your request in detail, using additional pages if required.

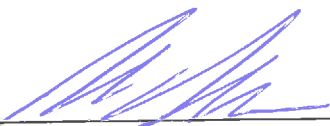
If your request requires an exercise of discretion: provide a written submission detailing why a request for discretion should be approved. All documentation to support your request for discretion must be submitted together in one package; the branch will not consider additional materials submitted after a completed application is received. For more information see your licence specific terms and conditions. Requests for discretion should be submitted at least two months prior to the proposed event.

Date(s) from: To: (inclusive) Time(s):
(mm/dd/yy) (mm/dd/yy)

Part 10: Declaration

Section 57(1)(c) of the *Liquor Control and Licensing Act* states: "A person commits an offence if the person (c) provides false or misleading information in the following circumstances: (i) when making an application referred to in section 12; (ii) when making a report or when required and as specified by the general manager under section 59".

As the licensee or authorized signatory of the licensee, I understand and affirm that all of the information provided is true and complete.

Signature: 
Authorized signatory of the licensee

Name: Position: Date:
(last / first / middle) (if not an individual) (Day/Month/Year)

Note: An agent, lawyer or third party operator may not sign the declaration on behalf of the licensee.

This form should be signed by an individual with the authority to bind the applicant. The Branch relies on the licensee to ensure that the individual who signs this form is authorized to do so. Typically, an appropriate individual will be as follows:

- If the licensee is an individual or sole proprietor, the individual himself/herself
- If the licensee is a corporation, a duly authorized signatory who will usually be an officer or, in some cases, a director
- If the licensee is a general partnership, one of the partners
- If the licensee is a limited partnership, the general partner of the partnership
- If the licensee is a society, then a director or a senior manager (as defined in the *Societies Act*)

If an authorized signatory has completed the *Add, Change or Remove Licensee Representative* form (LCRB101) and they have specifically permitted a licensee representative to sign this form on the licensee's behalf, the branch will accept the licensee representative's signature.

Part 11: Application Fees - Payment OptionsTotal Fee Submitted: \$

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

Payment is by (check ☒ one):

- ☐ Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)
- ☐ Money order, payable to Minister of Finance
- ☒ Credit card: ☐ VISA ☒ MasterCard ☐ AMEX

☒ I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.

☐ I am submitting my application by fax or mail and have given my credit information in the space provided at the bottom of the page.

LCRB023

5 of 6

Temporary Change to a Liquor Licence

Credit Card Information (To be submitted by fax or mail only)

Name of cardholder (as it appears on card):

Credit card number: Expiry date: /
(Month) (Year)

Signature: _____

Part 12: Local Government/First Nation Comments

☐ Objection

☐ No objection

Comments:

Name of Municipality/Regional District/First Nations:

Name (print)

Phone:

Title:

E-mail:

Signature:

Date:

Part 13: What Happens Next?

The temporary change application process:

1. If the requested temporary change(s) require local government/First Nation comment, the applicant must take the completed application form and all required documents to their local government/First Nation and request that the local government/First Nation complete and sign Part 12.

2. The applicant will submit the signed application, all required documents and application fee to the Victoria Head Office (LCRB).

Note: Applicants must ensure they submit their completed application a minimum of three (3) weeks (or two (2) months, if it's a request for discretion - see Part 9) before the proposed change. Otherwise, your application will not be accepted and will be returned to you.

3. The LCRB licensing staff will review the application package and advise the applicant by phone, mail or fax, of any information or documents required before the application can be processed.

4. LCRB licensing staff will request comments from the local liquor inspector.

5. If required, the local liquor inspector will work with the applicant on security and related issues.

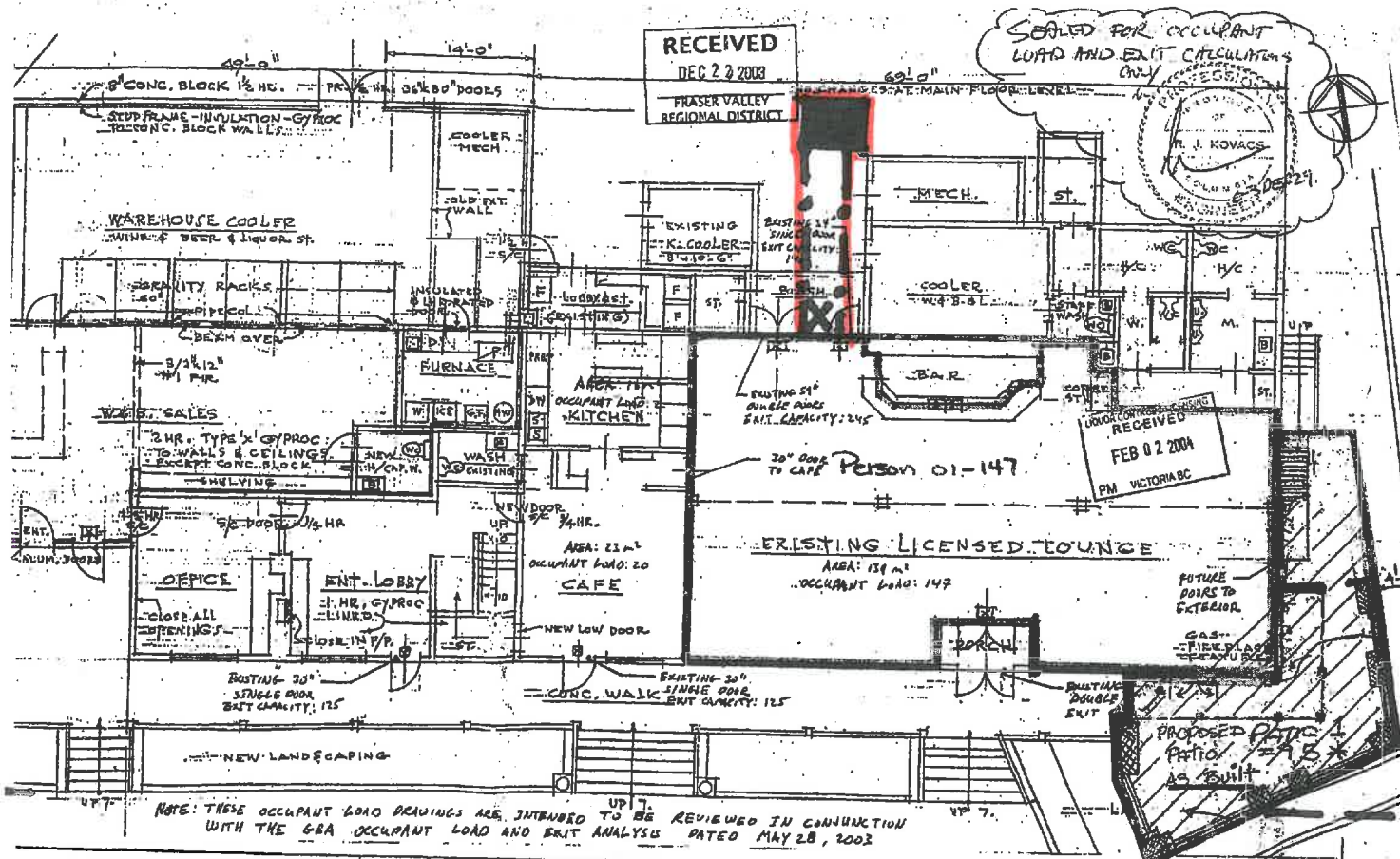
6. LCRB licensing staff will review the comments from the local government/First Nation (if applicable) and local liquor inspector.

7. LCRB staff will contact the applicant by, fax or mail to let them know whether or not the change has been approved. The applicant will receive LCRB's decision in writing.

The information requested on this form is collected by the Liquor and Cannabis Regulation Branch under Section 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of liquor licensing and compliance and enforcement matters in accordance with the *Liquor Control and Licensing Act*. Should you have any questions about the collection, use, or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GVT, Victoria, BC, V8W 9J8 or by phone toll free at 1-866-209-2111.

Craft Night

Black mark indicates two 20'x20' tents, they will be attached. The tent will have barricades around it for the event to ensure that no patrons veer outside the red line area. X marks the door we will be using. The tents in this plan will have security personel to monitor that the patrons stay inside the proper area as well as the waitress.



July 10, 2020

Occupant Load 40

Distance from
Pub door to
Tent is
Appox 20'.

GBA GAGE-BABCOCK AND ASSOCIATES LTD
228 - 1195 W. BROADWAY, VANCOUVER BC
TEL: 732 3781 FAX: 732 1277
Email: info@gbacan.com, www.gbacan.com

SASQUATCH INN
46001 LOUGHEED, HARRISON MILLS

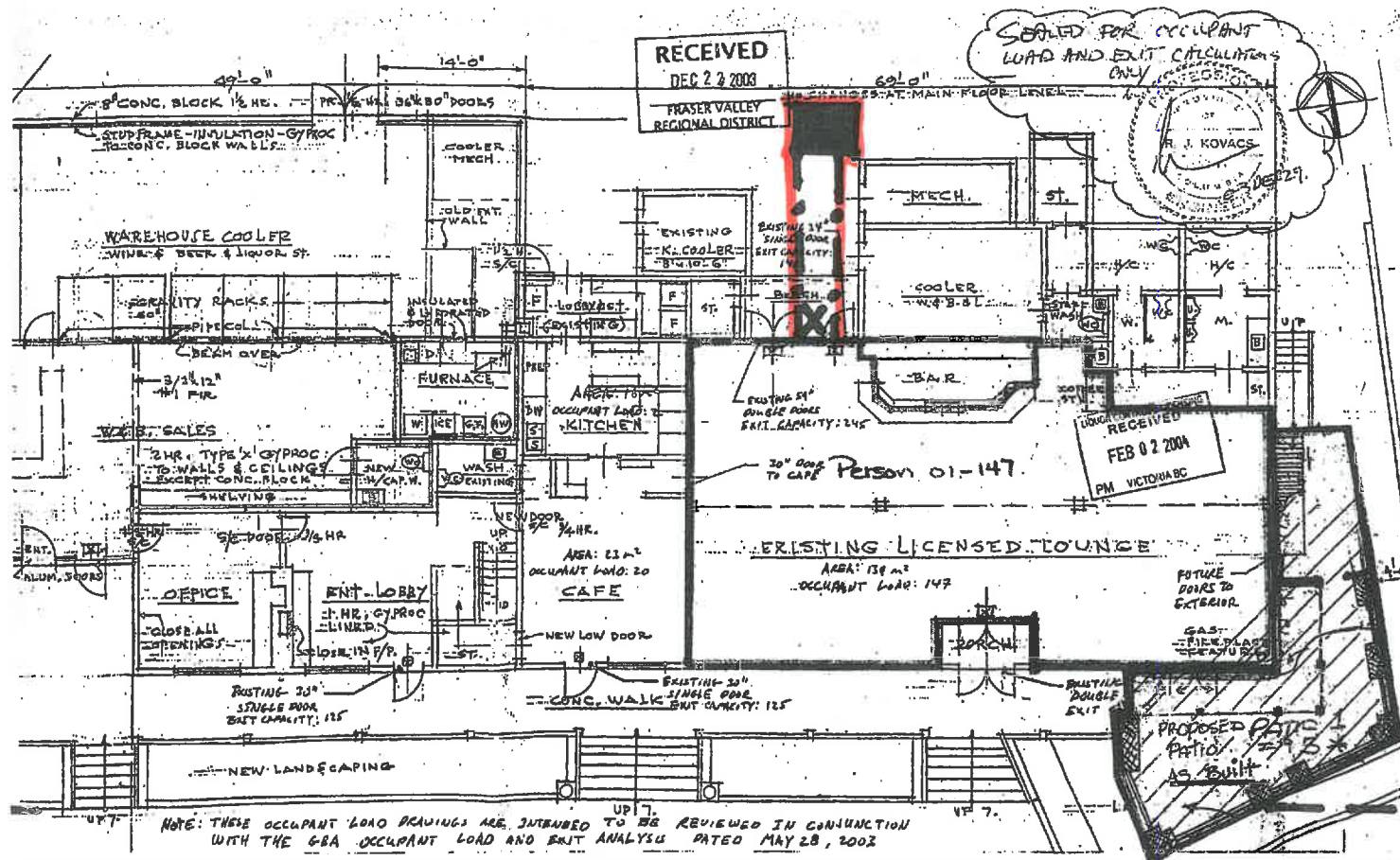
GROUND FLOOR - PLAN VIEW

DATE:	03/12/09
DRAWN:	KL

PARKING LOT

Wilson/Fenton Wedding

Black mark indicates two tents (30' x 20', 20' x 20'), they will be attached. The tents will have barricades around it for the event to ensure that no patrons veer outside the red line area. X marks the door we will be using. The tents in this plan will have security personnel to monitor that the patrons stay inside the proper area as well as the waitress.



July 25, 2020

Occupant Load 100

Distance from
Pub door to
Tent is
Appox 20'.

GBA
GAGE-BABCOCK AND ASSOCIATES LTD
228 - 1005 W. BROADWAY, VANCOUVER BC
TEL 752 5751 FAX 752 1277
email: info@gbacan.com, www.gbacan.com

SASQUATCH INN
46001 LOUGHEED, HARRISON MILLS

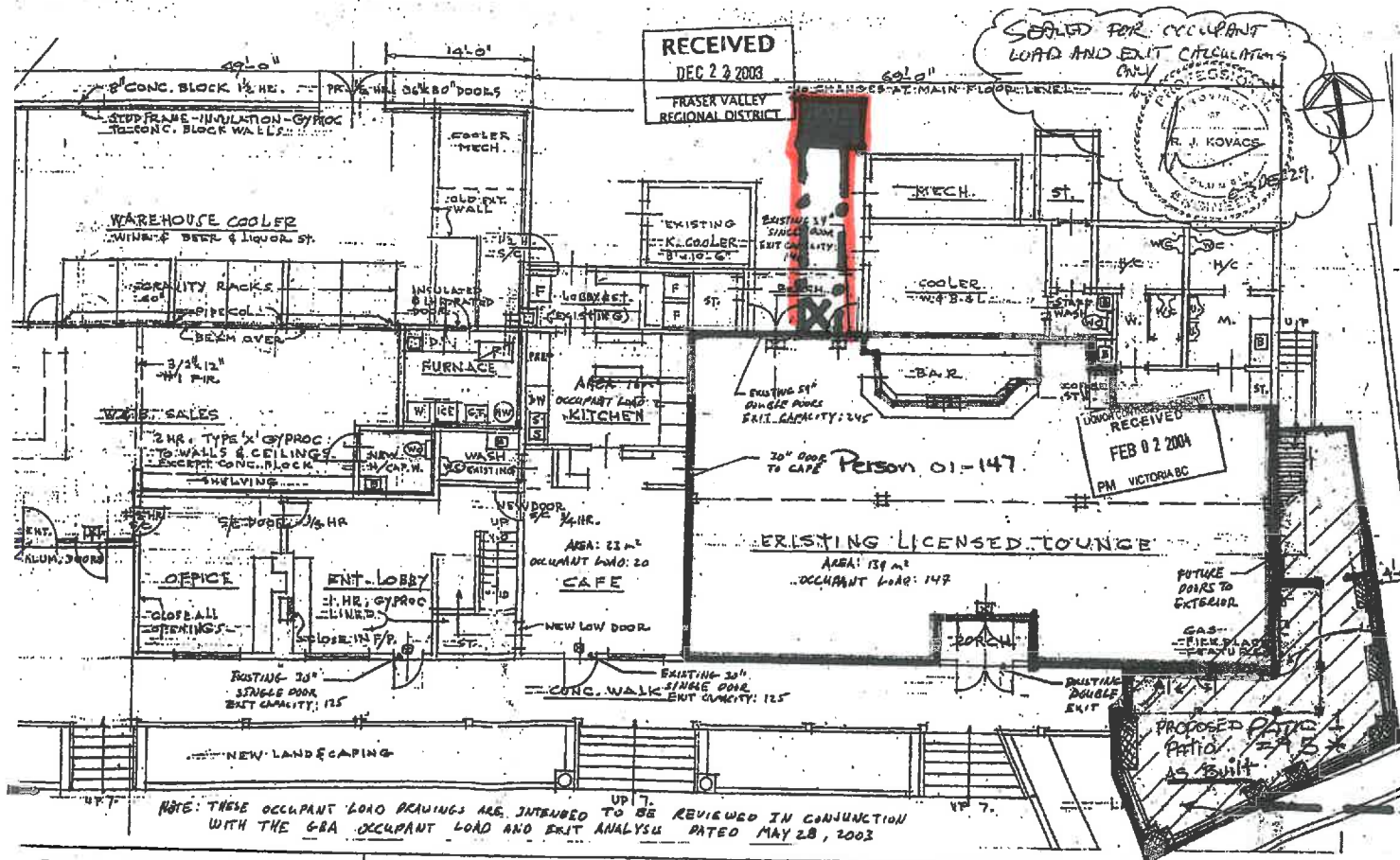
GROUND FLOOR - PLAN VIEW

DATE: 03/12/09
DRAWN: KL

PARKING LOT

Craft Night

Black mark indicates two 20'x20' tents, they will be attached. The tent will have barricades around it for the event to ensure that no patrons veer outside the red line area. X marks the door we will be using. The tents in this plan will have security personel to monitor that the patrons stay inside the proper area as well as the waitress.



September 25, 2020

Occupant Load 40

Distance from
Pub door to
Tent is
Appox 20'.

GBA
GAGE-BABCOCK AND ASSOCIATES LTD
220 - 104 W. BROADWAY, VANCOUVER BC
TEL: 778 570 FAX: 772 1277
email: hlong@gbacan.com, www.gbacan.com

SASQUATCH INN
46001 LOUGHEED, HARRISON MILLS

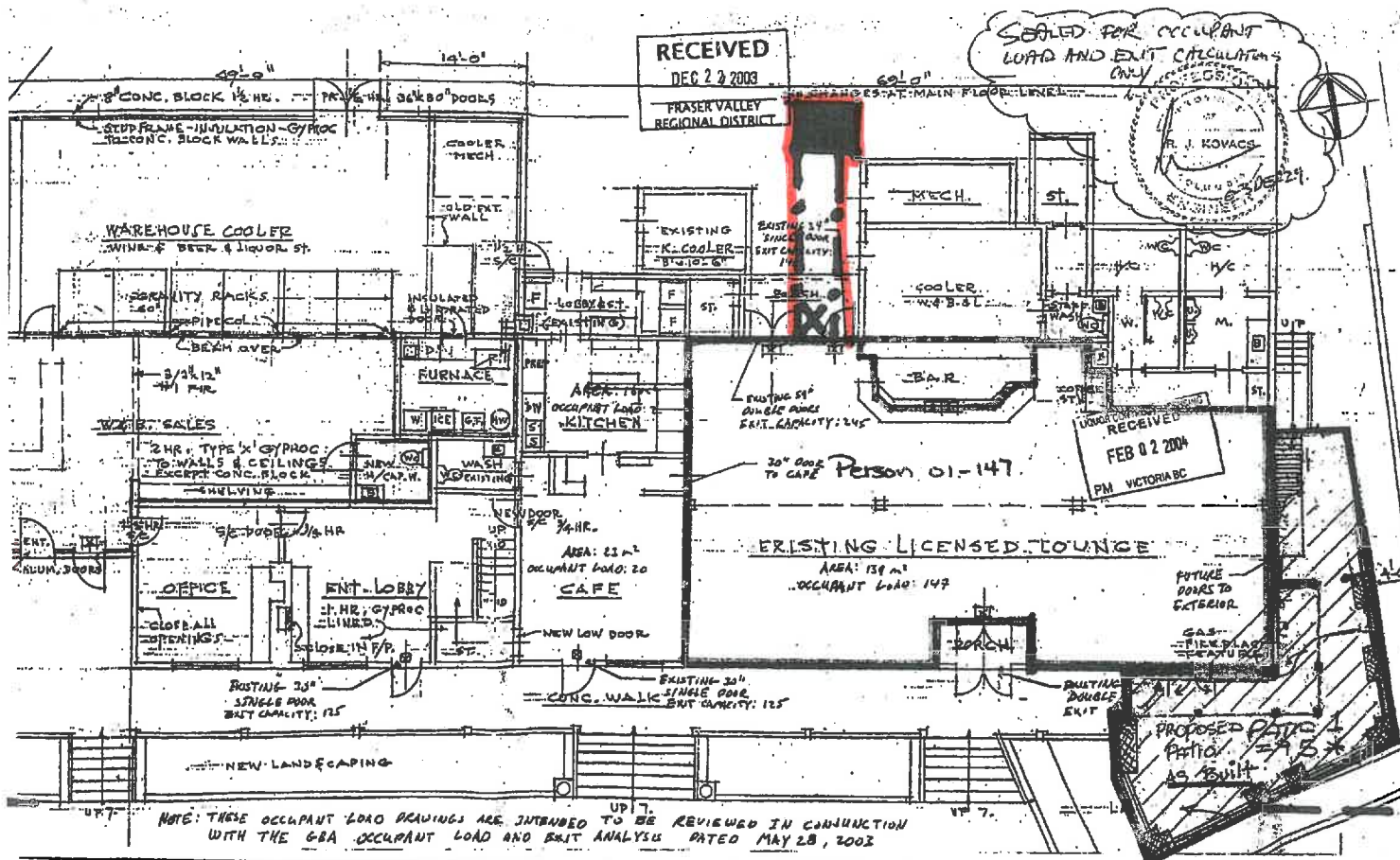
GROUND FLOOR - PLAN VIEW

DATE: 03/12/09
DRAWN: KL

PARKING LOT

Craft Night

Black mark indicates two 20'x20' tents, they will be attached. The tent will have barricades around it for the event to ensure that no patrons veer outside the red line area. X marks the door we will be using. The tents in this plan will have security personel to monitor that the patrons stay inside the proper area as well as the waitress.



October 16, 2020

Occupant Load 40

Distance from
Pub door to
Tent is
Approx 20'.

GBA
GAGE-BABCOCK AND ASSOCIATES LTD
228 - 105 W. BROADWAY, VANCOUVER BC
TEL: 778 3781 FAX: 778 1277
email: info@gbacan.com, www.gbacan.com

SASQUATCH INN
46001 LOUGHEED, HARRISON MILLS

GROUND FLOOR - PLAN VIEW

DATE: 03/12/09
DRAWN: KL

CK.1.17

PARKING LOT

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF PUBLIC SAFETY AND
SOLICITOR GENERAL

Emergency Program Act

Ministerial Order No. M082

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020 because of the COVID-19 pandemic;

AND WHEREAS section 10 (1) of the *Emergency Program Act* provides that I may do all acts and implement all procedures that I consider necessary to prevent, respond to or alleviate the effects of any emergency or disaster;

I, Mike Farnworth, Minister of Public Safety and Solicitor General order that the attached Bylaw Enforcement Officer (COVID-19) Order is made.

March 26, 2020

Date



Minister of Public Safety and Solicitor General

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: *Emergency Program Act*, R.S.B.C. 1996, c. 111, s. 10

Other: MO 73/2020

BYLAW ENFORCEMENT OFFICER (COVID-19) ORDER

Definitions

1 In this order:

“**bylaw enforcement officer**” means the following:

- (a) a person in a class of persons described in section 3 (c), (d) or (f) of the Community Charter Bylaw Enforcement Ticket Regulation, B.C. Reg. 425/2003, who is designated as a bylaw enforcement officer under
 - (i) section 264 (1) (b) of the *Community Charter*, or
 - (ii) section 264 (1) (b) of the *Community Charter* as that section applies to a regional district for the purposes of section 414 of the *Local Government Act*;
- (b) a person in a class of persons described in section 3 (d) of the Vancouver Charter By-law Enforcement Ticket Regulation, B.C. Reg. 189/2007, who is designated as a bylaw enforcement officer under section 482.1 (1) (b) of the *Vancouver Charter*;

“**health officer**” means the provincial health officer or a medical health officer within the meaning of the *Public Health Act*;

“**public health order**” means an order made by a health officer under the *Public Health Act* in respect of the COVID-19 pandemic.

Application

- 2 This order only applies during the period that the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the *Emergency Program Act*, and any extension of the duration of that declaration, is in effect.

Bylaw enforcement officers to provide assistance

- 3 (1) To the greatest extent possible without unduly compromising any other bylaw enforcement objectives of the local authority, each local authority must ensure that the local authority’s bylaw enforcement officers provide such assistance as may be required for the purposes of enforcing public health orders, including, without limitation, the following:
- (a) monitoring facilities and areas closed to the public by a public health order;
 - (b) providing warnings, information and advice to businesses and members of the public in respect of public health orders, including warnings to businesses and members of the public who may be acting in contravention of a public health order;
 - (c) providing health officers with information in respect of potential contraventions of a public health order.
- (2) In providing assistance under this section, a bylaw enforcement officer is not authorized to
- (a) detain an individual as a result of a contravention or suspected contravention of a public health order, or

- (b) issue a fine or penalty, including an administrative penalty, under the *Public Health Act*.
- (3) Nothing in this section is to be construed as limiting any powers or duties of a bylaw enforcement officer under the *Community Charter*, *Local Government Act*, *Vancouver Charter* and related regulations or local authority bylaws, as the case may be.

To: Electoral Area Services Committee

Date: 2020-05-12

From: Julie Mundy, Planner 1

File No: 3015-20 2020-01

Subject: Agricultural Land Commission application – Non-Adhering Residential Use (proposed employee residence) at 781 Blatchford Road, Electoral Area H

RECOMMENDATION

THAT the ALC application for a non-adhering residential use (employee residence) at 781 Blatchford Road, Electoral Area H, be forwarded to the Agricultural Land Commission for consideration.

AND THAT the Agricultural Land Commission consider the FVRD corporate report dated May 12, 2020.

STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services

Foster a Strong & Diverse Economy

BACKGROUND

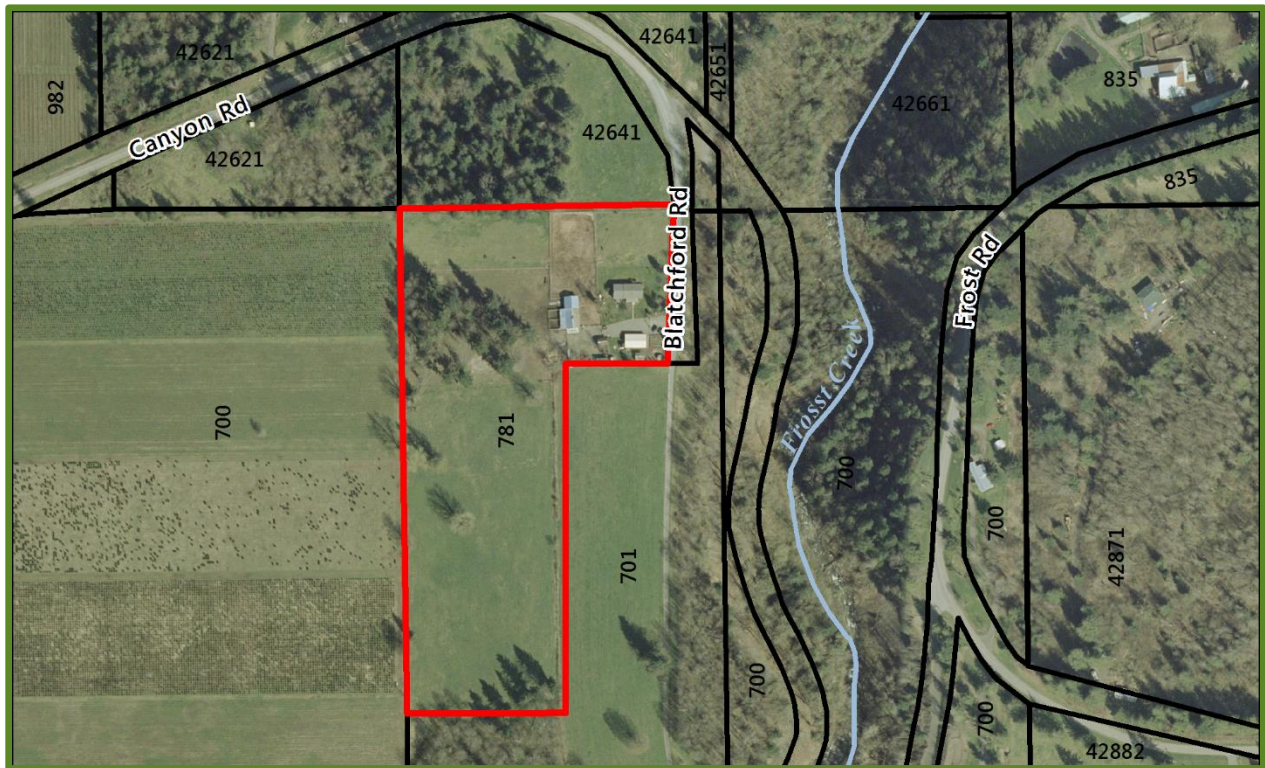
The property owners of 781 Blatchford Road wish to construct a second residence for a farm employee above a building. The property is within the Agricultural Land Reserve and is subject to the provincial *Agricultural Land Commission Act (ALC Act)* and the Agricultural Land Reserve Regulations. The ALC Act and Regulations require an application for a non-adhering residential use to determine if a second residence can be permitted. See the table below for property information.

PROPERTY DETAILS			
Address	781 Blatchford Road, Electoral Area H		
PID	007-369-255		
Folio	733.02909.010		
Lot Size	10 acres		
Owner	Mary & Glen Samson	Agent	n/a
Current Zoning	Rural Agriculture (R-Ag)	Proposed Zoning	No change
Current OCP	Agricultural (AG)	Proposed OCP	No change
Current Use	Farm & Residential	Proposed Use	
Development Permit Areas	n/a		
Agricultural Land Reserve	Yes		

ADJACENT ZONING & LAND USES

North	^	Rural Agriculture (R-Ag), Residential
East	>	Rural Agriculture (R-Ag), Farm & Residential
West	<	Rural Agriculture (R-Ag), Farm & Residential
South	v	Rural Agriculture (R-Ag), Farm & Residential

NEIGHBOURHOOD & PROPERTY MAP



DISCUSSION

ALC Non-Adhering Use Application

The Agricultural Land Commission (ALC) is the provincial agency responsible for administering the Agricultural Land Reserve. In February 2019, the Province amended the *Agricultural Land Commission Act* and the *ALR Regulations*, changing how additional residences in the ALR are approved.

Under the current rules, local governments must not permit construction of a secondary residence for farm employee use in the ALR without ALC approval. This approval is considered through a non-adhering residential use application. The ALC is authorized to approve a non-adhering residential use only when the additional residence is necessary for a farm use. The decision for approving or denying non-adhering residential use is the responsibility of the ALC.

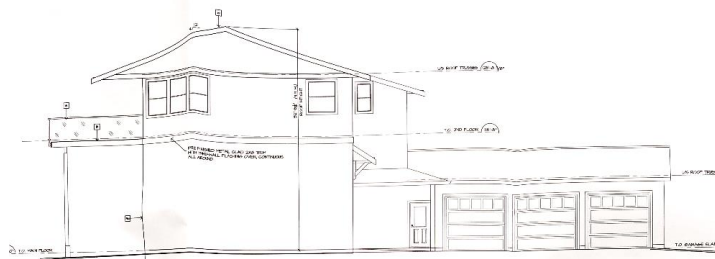
In order for a Non-Adhering Residential Use to be considered by the ALC, the application must be forwarded to them by a local government resolution.

Property Description

The property is 10 acres (4 ha) in size, is in the Agricultural Land Reserve, and is assessed as farm land by BC Assessment. There is currently a single-family residence, a detached garage, and a small livestock barn on the property. Most of the property is currently used for hay. The property owner indicates they also have 6 chickens, 6 turkeys and 4 cows.

Proposed Structure & Application Rational

The property owners are proposing to construct a two-storey, 'L' shaped building. There will be a workshop for farm equipment and a 3-car garage on the first floor. A residence will occupy part of the second floor. The residence has 3 bedrooms, 2 bathrooms, and a total area of 1408 square feet. See the floor plan in Appendix A.



The area of the building components are:

1 st Floor Area	
Workshop	2304 sq. ft
3 car garage	804 sq. ft
Foyer	84 sq. ft
Total	3192 sq. ft

2 nd Floor Area	
Living area	1408 sq. ft
Workshop	896 sq. ft
Balcony	845 sq. ft
Total	3149 sq. ft

The property owners advise the proposed structure will replace an existing barn which is in need of repair. They state the proposed building is more cost-effective than placing a mobile home and makes

more efficient use of the land. The property owners advise the dwelling will provide accommodation for the son who works on the farm and who will be expanding the operation.

FVRD Regulations & Policies

Zoning

The property is zoned Rural Agriculture (R-Ag) under Zoning Bylaw 66 for Electoral Areas E and H. The proposed accessory employee residence use is consistent with the zoning regulations which require: 1) the accommodation to be the residence of a person directly involved in the operation of a farm unit; and, 2) the lot to be classified as "Farm" by BC Assessment. The zoning does not limit the form of an accessory employee residence.

Other Building Options

The uses proposed for the first floor of the proposed structure are permitted under FVRD zoning and the ALC regulations without any further application other than building permits.

The R-Ag zone allows for the placement of a mobile home for accessory personnel care use. This use is for the care or assistance of a person who resides on the same lot for reasons of age or infirmity. A mobile home could be placed on the property without ALC approval if a building permit were to be issued by December 31, 2020. The property owner indicates that this option is not appropriate for their circumstances.

Secondary Dwellings Policy

The Board adopted a policy on Secondary Dwellings in the Electoral Areas in June 2019. This policy is superseded by provincial regulations for residences in the ALR; however, the Secondary Dwellings policy may provide useful form and design considerations. Excerpts from the policy include:

- 3.4.2 The FVRD Board encourages maintaining a relationship between the secondary dwelling and the principal dwelling on the parcel through maximum setback requirements for the purposes of a) discouraging future subdivision rationale; b) maintaining the ancillary nature of the secondary dwelling; c) encouraging natural surveillance; and d) reducing impacts to neighbouring properties.
- 3.4.3 The Board does not support Ministry of Transportation Access Permits being issued to accommodate additional or alternative access for a secondary dwelling. Secondary dwellings should be accessed from the same access as the principal dwelling on the parcel.
- 3.4.4 Secondary dwellings should be restricted in size to: a) a total floor space of not more than 90m²; or b) 40% of the habitable floor space of the principal dwelling, whichever is lesser.
- 3.4.5 Secondary dwellings should be subject to minimum setback and maximum height requirements consistent with the principal dwelling on the parcel.

The proposed structure is consistent with the access and siting policies in the secondary dwellings policy. The proposed residence is not consistent with the size policy.

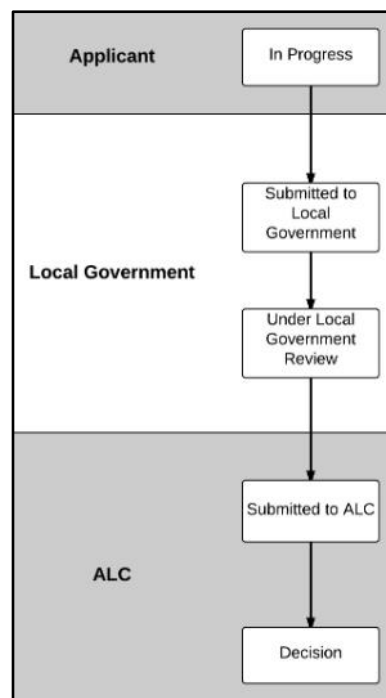
ALC Application Process

Non-adhering residential use applications are submitted by the applicant to the ALC Application Portal, and the application is sent directly to FVRD.

The FVRD Board may either:

1. Forward the application to the ALC with any comments it deems appropriate through an authorizing resolution.
2. Not forward the application to the ALC, in which case the application will not proceed.

If the application proceeds to the ALC and it is approved, the FVRD may then issue a building permit for the construction of the accessory employee residence. Building code matters will be addressed through the building permit process.



COST

The application fee of \$1,500 has been received by the applicant. A remittance of \$1,200 will be forwarded to the ALC if the application moves forward. The \$1,200 will be returned to the applicant if the application is refused and not forwarded to the ALC.

CONCLUSION

Staff recommend that the FVRD Board resolve to forward the application to the ALC. The proposed land use (accessory employee residential use) is consistent with the zoning bylaw, and the property has 'Farm' status under BC Assessment.

If the application is forwarded, the ALC will determine if the dwelling is required for farm purposes in accordance with their Act and Regulations.

OPTIONS

Option 1 – Forward to the ALC – (Staff Recommendation)

MOTION: THAT the Fraser Valley Regional District Board forward the application for a non-adhering residential use (employee residence) to the Agricultural Land Commission.

AND THAT the Agricultural Land Commission consider the FVRD corporate report dated May 12 2020.

Option 2 – Refuse

MOTION: THAT the Fraser Valley Regional District Board decline to forward the application for a non-adhering residential use (employee residence) to the Agricultural Land Commission

COMMENTS BY:

Graham Daneluz, Director of Planning & Development: Reviewed and supported

Kristy Hodson, Acting Director of Finance: Reviewed and supported

Jennifer Kinneman, Chief Administrative Officer: Reviewed and supported.

To: Electoral Area Services Committee

Date: 2020-05-12

From: David Bennett, Planner II

File No: 3360-23-2020-01

Subject: Zoning Bylaw 1594, 2020 Proposed rezoning of 52655 Yale Road, Electoral Area D to facilitate a future subdivision between 52655 Yale Road and 10159 Caryks Road with the potential for two (2) new lots to be created.

RECOMMENDATION

THAT the Fraser Valley Regional District Board consider giving first reading to the bylaw cited *Fraser Valley Regional District Electoral Area D Zoning Amendment Bylaw No. 1594, 2020* for the rezoning of 52655 Yale Road, Electoral Area D to facilitate a future subdivision between 52655 Yale Road and 10159 Caryks Road with the potential for two (2) new lots to be created;

THAT the Fraser Valley Regional District Board consider waiving the holding of a public hearing for *Fraser Valley Regional District Electoral Area D Zoning Amendment Bylaw No. 1594, 2020* pursuant to section 464(2) of the Local Government Act;

AND THAT the Fraser Valley Regional District Board authorize its signatories to discharge covenant CA6068062 to facilitate a future subdivision between 52655 Yale Road and 10159 Caryks Road;

AND FINALLY, THAT the Fraser Valley Regional District Board authorizes its signatories to execute all documents relating to *Fraser Valley Regional District Electoral Area D Zoning Amendment Bylaw No. 1594, 2020*.

STRATEGIC AREA(S) OF FOCUS

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

PRIORITIES

BACKGROUND

The purpose of Bylaw 1594 2020 is to rezone 52655 Yale Road from Country Residential to Suburban Residential 3 to facilitate a subdivision between 52655 Yale Road and 10159 Caryks Road with the potential for two (2) new lots to be created

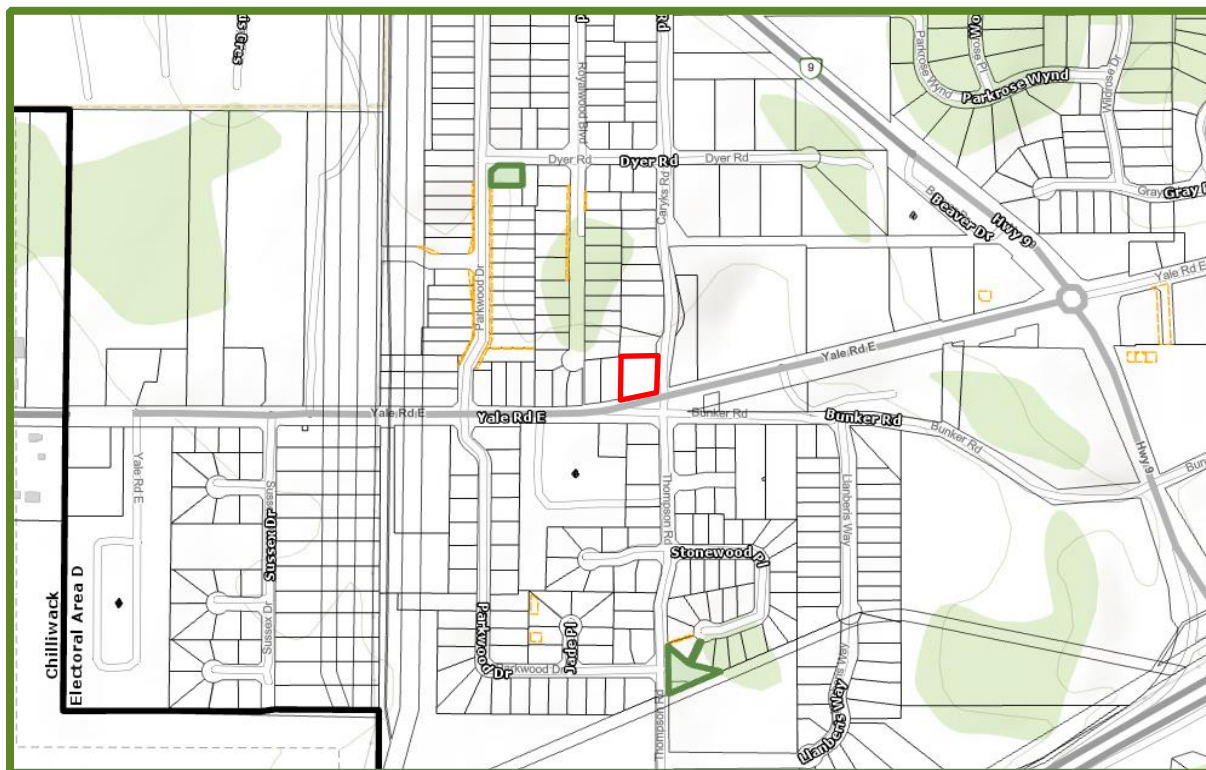
PROPERTY DETAILS

Electoral Area	D		
Address	52655 Yale Rd		
PID	007-420-285		
Folio	733.06645.050		
Lot Size	0.606 acres		
Owner	Glen & Karen Bruniski	Agent	Glen & Karen Bruniski
Current Zoning	Country Residential (CR)	Proposed Zoning	Suburban Residential 3 (SBR-3)
Current OCP	Suburban Residential (SR)	Proposed OCP	No change
Current Use	Residential	Proposed Use	Residential
Development Permit Areas	6-D Riparian Areas		
Agricultural Land Reserve	No		

ADJACENT ZONING & LAND USES

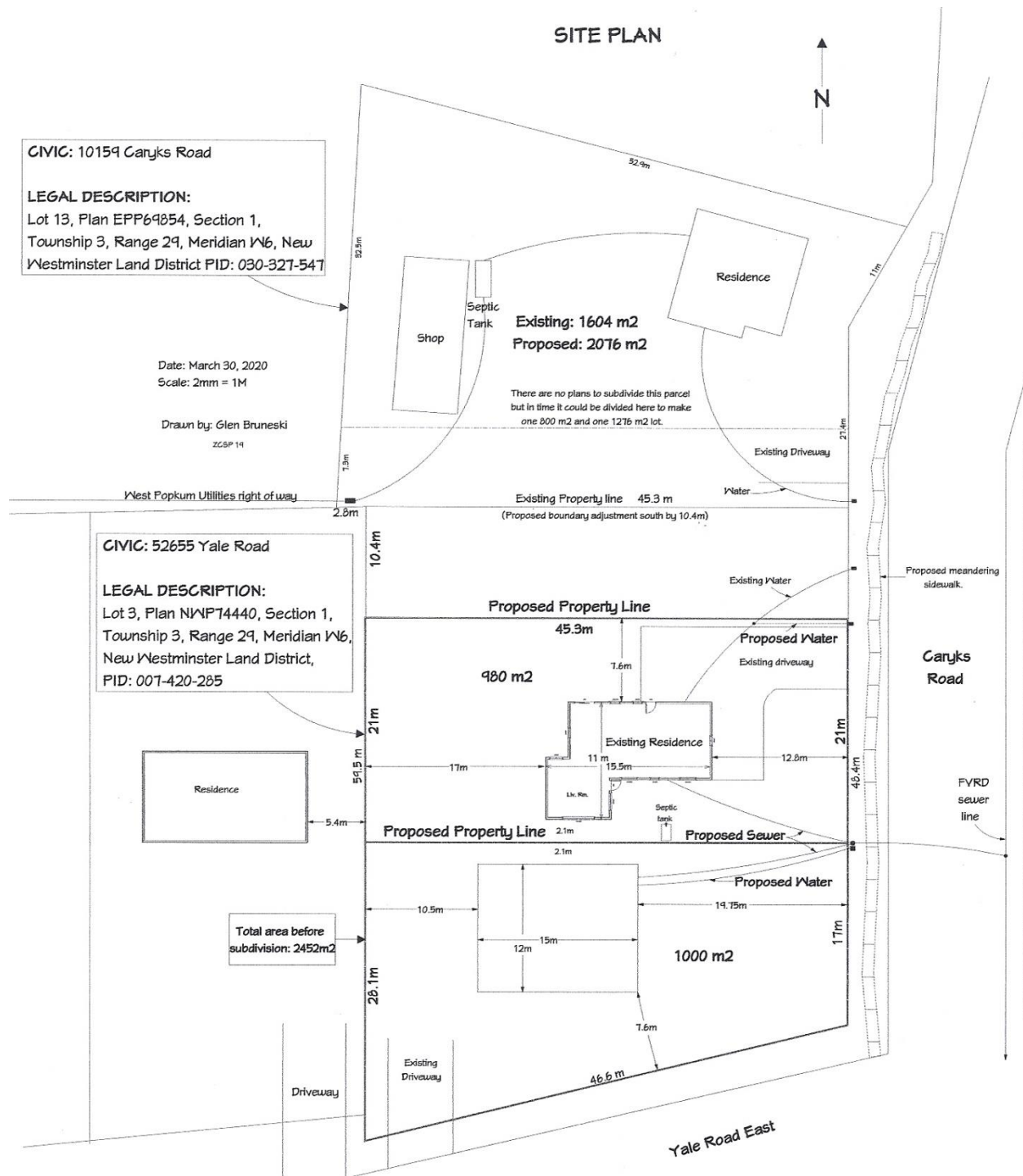
North	^	Suburban Residential 3 (SBR-3); Single-family Residence
East	>	Country Residential (CR); Caryks Rd, Single-family Residence
West	<	Suburban Residential 2 (SBR-2); Single-family Residence
South	v	Suburban Residential 2 (SBR-2); Single-family Residence, Yale Rd East

NEIGHBOURHOOD MAP



PROPERTY MAP





The proposed subdivision involves 10159 Caryks Road and 52655 Yale Road. There are two existing homes on two existing lots. The proposed subdivision would add one (1) lot and one (1) new home next to Yale Road. The northern proposed lot is 2076m². This northern lot is large enough that it could also be subdivided in the future. Therefore, the proposal has the potential for a total of two (2) new lots each with a new home. The developer has indicated that only one (1) of the new lots would be created by subdivision at this time. This proposal may be considered a minor infill subdivision.

DISCUSSION

Proposal Details

	Proposed Lot Size	Water Servicing	Sanitary Servicing	Stormwater Servicing
Lot 1	1000 m ²	FVRD Water	FVRD Sanitary	On-site
Lot 2	980 m ²	FVRD Water	FVRD Sanitary	On-site
Lot 3	2076 m ²	FVRD Water	West Popkum *	On-site

*The existing house on 10159 Caryks Road is connected to the West Popkum private sewer system, this house may remain connected.

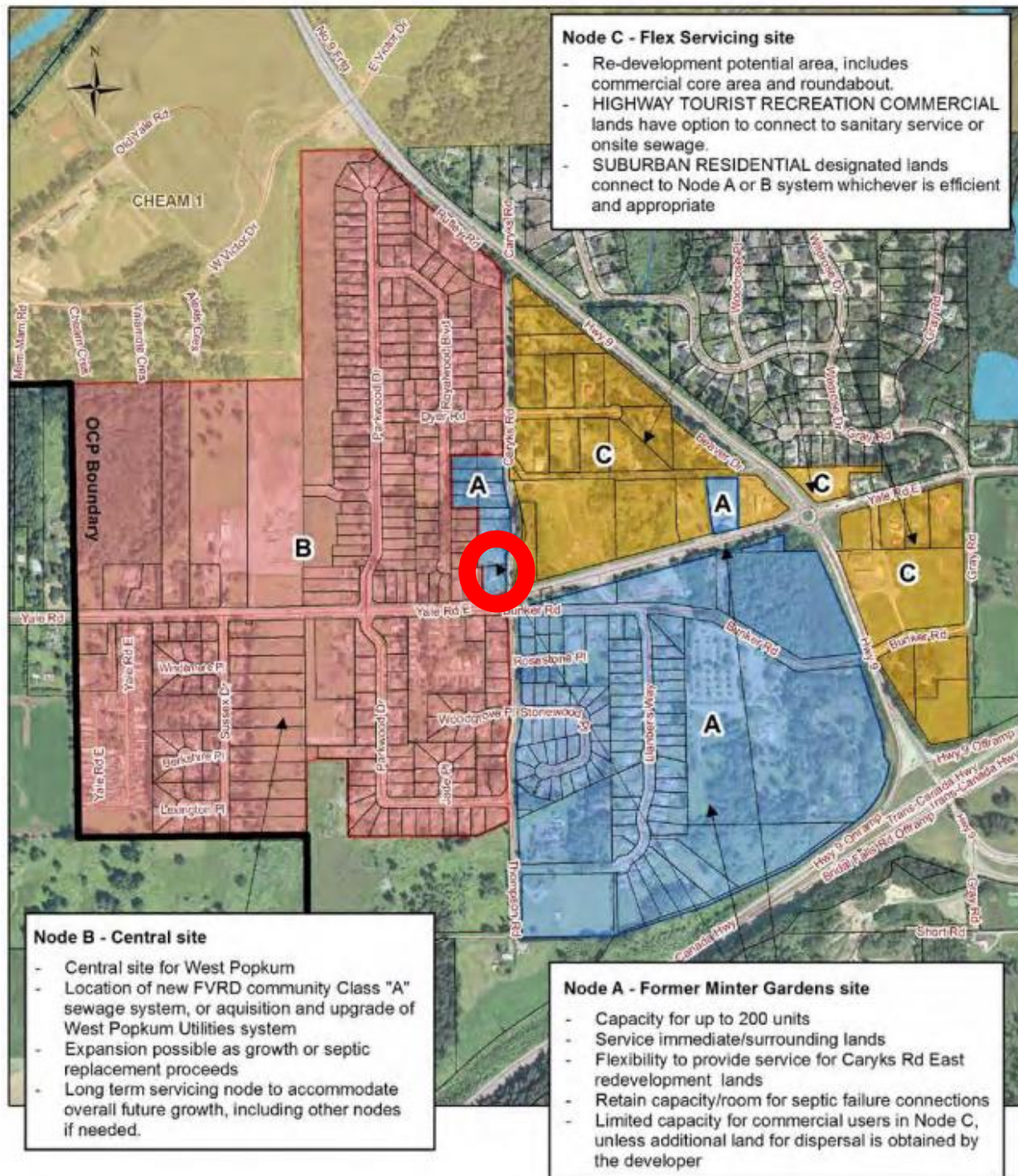
Private West Popkum Utilities Sanitary Servicing

The proposed 2076 m² lot located at 10159 Caryks Road has an existing connection to the private West Popkum utilities sewer system (WPU). This connection was authorized by the FVRD Board in 2017 as part of the rezoning process for a 13-lot subdivision on Royalwood Boulevard. This lot can remain connected to the WPU system. In the future, should an application to subdivide this 2076 m² lot into two lots be received, one of those lots may remain connected to WPU, but the other must connect to the FVRD Sanitary system. A requirement of this application will be to install water and sanitary service connections in anticipation of a future subdivision of this 2076 m² lot.

FVRD Popkum Sewer System Local Service Area

With the exception of the WPU connection noted above, all other lots in this development must connect to the existing FVRD sewer system that is located adjacent to the former Minter Gardens. The infrastructure for this sewer connection is already installed adjacent to this development's frontage on Caryks Road. The subject lands are also identified as within Sanitary Servicing Node A in the draft Official Community Plan for connection to this existing FVRD sanitary system.

Figure 1 - Sanitary Servicing Nodes



Park and Sidewalk

Park dedication, or cash-in-lieu, is not required for this application because fewer than three new lots are being created, and so the subdivision will not trigger the requirement for park dedication under the *Local Government Act*. However, community parks and trails are important features and highly valued in Popkum. As a matter of fairness, all new lots created by subdivision should contribute to the development of park amenities. FVRD staff will discuss opportunities for the developer to voluntarily contribute an equivalent value of funding as a community amenity contribution dedicated to park and trail development, infrastructure, and enhancements in the neighbourhood and report back to the Board.

Sidewalk is required and will be installed on the west side of Caryks Road with curb and gutter. The sidewalk will replace the existing asphalt walkway. The developer will be required to provide street trees.

CA6068062 Covenant Discharge

This covenant was registered on 10159 Caryks Road in 2017 as part of the rezoning process for a 13-lot subdivision on Royalwood Boulevard. The purpose of this covenant was to establish the conditions for permitting the 13-lot subdivision, including a restriction on the subdivision layout. This covenant is no longer required. It is recommended that this covenant be authorized for discharge, and a new comprehensive covenant specific to this application should replace it.

Public Hearing Waiver

The Local Government Act states:

- A local government may waive the holding of a public hearing on a proposed zoning bylaw if
- (a) an official community plan is in effect for the area that is subject to the zoning bylaw, and
- (b) the bylaw is consistent with the official community plan.

This proposed zoning bylaw is consistent with the *Local Government Act* conditions to waive the holding of a public hearing.

The impact on the neighbourhood will be the construction of one (1) new home adjacent to Yale Road. There is also the potential for a second new home to be constructed if the proposed oversized lot at 10159 Caryks Road is subdivided in the future. The condition of Caryks Road and the sidewalk will be improved as it is upgraded to an urban cross-section on the western side of the road.

Public Hearing Waiver Notification

The *Local Government Act* states that if a public hearing is waived, the local government must provide newspaper notification as well as mailed notification to neighbours.

This table summarizes the notification processes when a hearing is required and when the hearing is waived:

	Holding a Public Hearing	Waiving a Public Hearing
Posting a Sign on the Property	Required	Required
Mailed notification to Neighbours	Required	Required
Newspaper Ad	Required	Required
Neighbours express comments or concerns to the FVRD Board	Neighbours may speak at a public hearing, or submit written comments	Neighbours may provide written comments to FVRD staff

If the public hearing is waived, the public notification will inform neighbours that they may address comments or concerns to FVRD staff. FVRD staff will review any comments or concerns and share them with the Area D Director. Depending on any feedback received, FVRD staff may recommend that the public hearing waiver be rescinded and a public hearing be held. This determination would be made prior to consideration of third reading.

The holding of public hearings during the COVID-19 pandemic is complicated by public health orders and guidelines for reducing the spread of this disease. Staff would prefer to delay public hearings until it is safe to do so without putting electoral area residents at risk. Waiving the public hearing would allow this application to proceed without delay. The proposed development is minor infill subdivision in keeping with established development patterns. Staff anticipate that there will not be significant community concerns with the application. For these reasons, we support waiving the public hearing.

COST

Rezoning application fee - \$5,000.00 **Paid**

Connections to the FVRD community water system and sewer system are the responsibility of the developer. The proposed subdivision will be required to petition into required local service areas. These proposed additional parcels and new construction will reduce the existing service area participant's costs.

CONCLUSION

In order to determine whether or not to recommend proceeding to First Reading; FVRD staff's consideration included the following:

- Official Community Plan supports the development of Suburban Residential Lots
- The proposal is limited in scope and scale to a three-lot infill subdivision.
- Each proposed lot is larger than the 800m² minimum parcel size requirement of the SBR-3 zone.
- This proposal may be considered a minor Infill subdivision.
- The developer's immediate plan is only to create one new lot at this time. The proposed subdivision would create one (1) new lot and facilitate the construction of one (1) new home next to Yale Road.
- One oversized lot is proposed, and this lot may be subdivided in the future resulting in the construction of a second new lot and home.

COMMENTS BY:

Graham Daneluz, Director of Planning & Development	Reviewed and supported.
Kristy Hodson, Acting Director of Finance	Reviewed and supported.
Jennifer Kinneman, Chief Administrative Officer	Reviewed and supported.

FRASER VALLEY REGIONAL DISTRICT
Bylaw No. 1594, 2020

A Bylaw to Amend the Zoning for Electoral Area D

WHEREAS the Fraser Valley Regional District Board of Directors ("the Board") wishes to amend *Zoning Bylaw (No. 75) for Electoral Area D, 1976 of the Regional District of Fraser-Cheam*;

THEREFORE the Board enacts as follows:

1) CITATION

This bylaw may be cited as *Fraser Valley Regional District Electoral Area D Zoning Amendment Bylaw No. 1594, 2020*.

2) MAP AMENDMENT

- a) That the zoning map which accompanies and is part of *Zoning Bylaw [No. 75] for Electoral Area D, 1976 of the Regional District of Fraser Cheam*, be amended by rezoning the lands described as:

LOT 3 SECTION 1 TOWNSHIP 3 RANGE 29 WEST OF THE SIXTH MERIDIAN
NEW WESTMINSTER DISTRICT PLAN 74440

and as outlined in heavy black and hatched on Schedule 1594-A, attached to this bylaw, from the Country Residential (CR) zone to the Suburban Residential 3 (SBR-3) zone, as shown on Schedule 1594-A.

- b) That the map appended hereto as Schedule 1594-A showing such amendments is an integral part of this bylaw.

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

PUBLIC HEARING WAS HELD THIS day of

READ A SECOND TIME THIS day of

READ A THIRD TIME THIS day of

APPROVED BY THE MINISTRY
OF TRANSPORTATION AND
INFRASTRUCTURE THIS day of

ADOPTED THIS day of

Chair/Vice Chair

Corporate Officer/Deputy

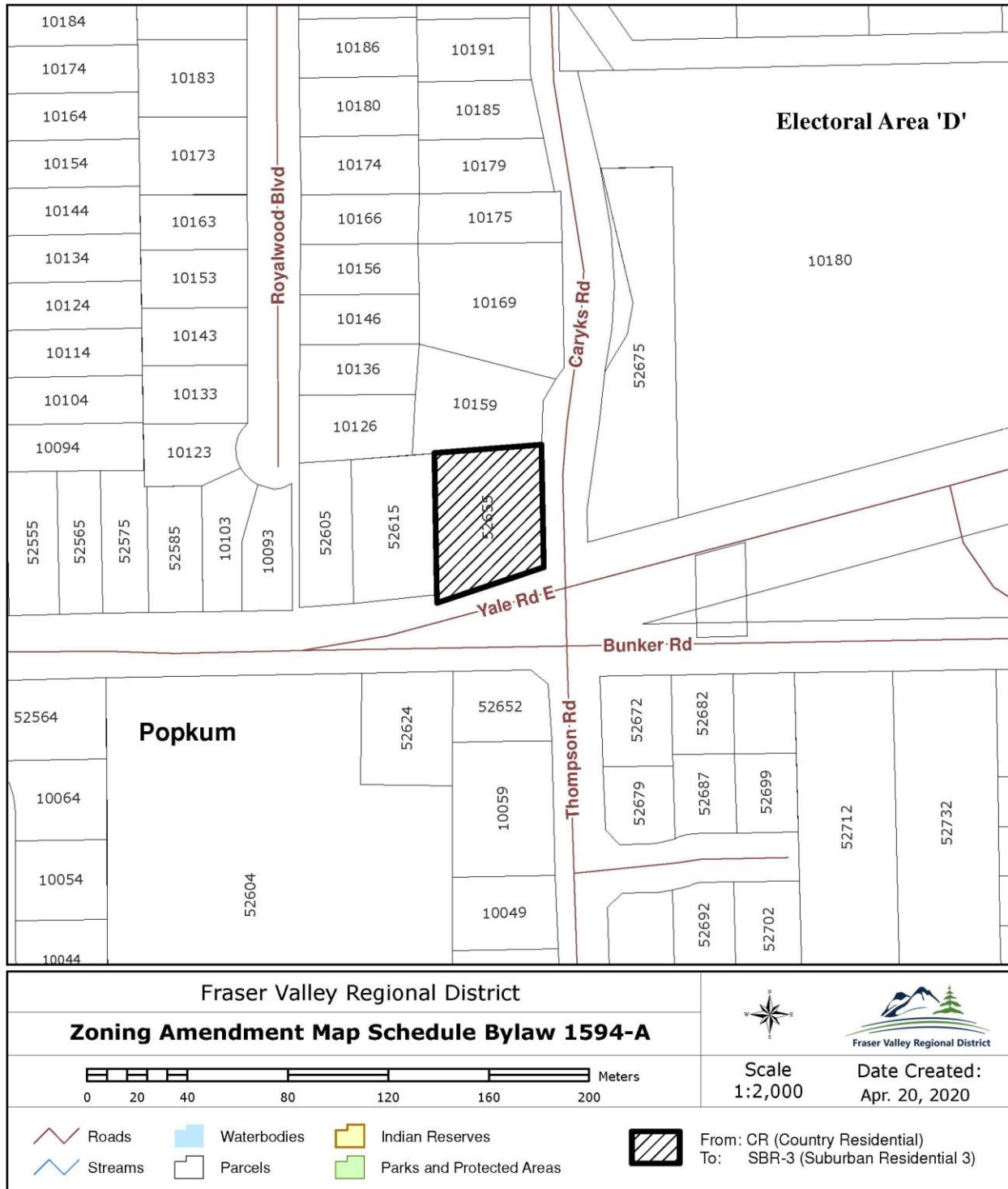
5) CERTIFICATION

I hereby certify the foregoing to be a true and correct copy of *Fraser Valley Regional District Electoral Area D Zoning Amendment Bylaw No. 1594, 2020* as read a third time/adopted by the Board of Directors of the Fraser Valley Regional District on

Dated at Chilliwack, B.C. on

Corporate Officer/ Deputy

FRASER VALLEY REGIONAL DISTRICT BYLAW NO. 1594, 2020
Map Schedule 1594-A



This is map 1 of 1 constituting Schedule 1594-A, attached to and forming part of *Fraser Valley Regional District Electoral Area D Zoning Amendment Bylaw No. 1594, 2020*.

To: Electoral Area Services Committee

Date: 2020-05-12

From: David Bennett, Planner II

File No: 3920-20-1592-2020

Subject: Proposed amendments to the Fraser Valley Regional District Development Procedures Bylaw No. 1377, 2016 and Delegation of Authority Bylaw No. 0836, 2007

RECOMMENDATION

THAT the Fraser Valley Regional District Board direct staff to delay the holding of public hearings until such time that the Order of the Provincial Health Officer, Class Order (mass gatherings) re: COVID-19 is cancelled unless directed otherwise by the Board on a case-by-case basis.

STRATEGIC AREA(S) OF FOCUS

Foster a Strong & Diverse Economy

Provide Responsive & Effective Public Services

SUMMARY

This report addresses

1) Potential amendments to Development Procedures Bylaw No. 1377, 2016 that were intended:

- firstly to support permit approvals during periods of emergency; and,
- secondarily to take the opportunity for various minor clarifications and improvements to development procedures while the bylaw was being amended.

Since the original impetus for bylaw amendments to address emergency conditions is no longer compelling, staff recommend that the bylaw be tabled to a later date when development procedures can be more fully considered.

2) The holding of public hearings during the COVID-19 pandemic. Staff have made the operational decision to generally delay the holding of public hearings until it is safe to do so. We are looking for Board support for this action, with the understanding that some files will be brought to the EASC and Board for consideration on a case-by-case basis where the Board may wish to consider waiving the hearing in accordance with the *Local Government Act* or holding a public hearing by alternative means as enabled by Ministerial Order M139 issued on May 1/20.

BACKGROUND

Amendments to the Development Procedures Bylaw No. 1377, 2016

Provincial State of Emergency

The Province declared a provincial state of emergency to support the province-wide response to the COVID-19 pandemic.

In early April, it was uncertain whether the Electoral Area Services Committee (EASC) would continue to hold meetings. A disruption to EASC meetings would impact FVRD development approvals processes and timelines because Development Procedures Bylaw No. 1377 requires that permits are first considered by EASC before they may be approved by the FVRD Board.

To ensure that development applications could proceed without EASC meetings, an amendment to the FVRD Development Procedures Bylaw was drafted and presented to the Board in April. The amendment would only have enabled the Board to consider issuance of Development Variance Permits and Form and Character Development Permits during declared states of emergency only without the permits first going to the EASC. Public notification of DVP applications would still be required, and input submitted by neighbours would still be considered by the Board. There is no statutory public input process for Development Permits.

The Province has since permitted the EASC to hold open meetings without members of the public, and the committee members now meet remotely. These changes mean that it is unlikely that the committee's meeting schedule will be interrupted. As a result, the original impetus for the procedural change is no longer present. While the proposed amendments would, in the view of staff, have value during other emergencies to reduce approval timelines, there is no longer a need for immediate changes, and staff recommend that the bylaw be withdrawn.

As discussed below, the proposed bylaw also includes consolidations and minor process improvements (discussed below) that staff continue to recommend; these can be considered at a later date when there is an opportunity to work through them in more detail with committee members.

Non-Emergency Bylaw amendments

The proposed bylaw amendment includes additional changes - including the consolidation of Delegation of Authority Bylaw No. 0836, 2007 (which delegates the issuance of most Development Permits) with the Development Procedures Bylaw – which is aimed at improving development procedures.

When FVRD staff undertook the process to amend both the FVRD Development Procedures Bylaw to address emergency issues, we took the opportunity to propose additional process changes that we believe will improve process efficiency and clarity. Five amendments are proposed in order to improve

bylaw clarity, application processing, and eliminate certain proscriptive requirements that are overly detailed.

At this time, staff recommend that the consolidated bylaw be withdrawn and re-written to only address the consolidation of the FVRD Development Procedures Bylaw and the FVRD Delegation of Authority Bylaw and to implement the amendments proposed below. The new bylaw will be brought forward at a future EASC meeting when there is an opportunity to work through the proposed changes in more detail.

Bylaw 1592, 2020: overview of application processing changes (non-emergencies):

Application Type	Current Process	Proposed Process	Discussion
Rezoning and Official Community Plan Amendment Signs	4.8.5 The placement of the sign(s) shall be made by the applicant not less than fourteen (14) days after submitting an application to amend a bylaw or land use contract.	4.8.5 The placement of the signs(s) shall be made by the applicant not less than fourteen (14) days after the Board has given first reading to the subject bylaw(s).	The date of submission of an application is often ambiguous. Application forms often arrive without the complete information, such as technical reports, that enable the application to move forward. The time between submission of the application form and the submission of other information required to advance the application can be months. This raises questions about when the sign must be posted. Furthermore, the current process does not provide applicants, the FVRD, or sign companies with an achievable timeline to install notification signs. Placement of signs after first reading is proposed for the following reasons: a) it provides a clear basis for identifying the date by which the sign must be posted; b) if a bylaw is not given first reading, then the application is denied, and the sign will be removed, there is no further public process for the application; c) after first reading there is certainty of the application specifics because a bylaw was given a reading. An alternative placement timeline could be to place a sign 14 days prior to first reading; this would be consistent with member municipality timelines, including Chilliwack.
Rezoning and Official Community Plan Amendments	4.2.2 The Board shall consider a staff memorandum and recommendations of the Electoral Area Services Committee for every application. The memorandum shall contain:	4.2.2 The Board shall consider a staff memorandum and recommendations of the Electoral Area Services Committee for every application.	<p>The provisions in the current bylaw are overly detailed and prescriptive, which increase opportunities for procedural errors which can invalidate Board approval decision. Much simpler provisions could suffice.</p> <p>It is not the intention of staff to bring less information to the EASC and Board. The intention is to reduce the prescriptive detail of the procedural requirements to reduce opportunities for errors.</p> <p>Staff would continue to follow this process:</p>

	<p>a) a copy of the completed application;</p> <p>b) staff recommendations regarding the proposed amendment;</p> <p>c) where staff recommend first reading or adoption of an amendment bylaw, a copy of the draft amendment bylaw either in hard copy or electronic format except where staff recommend against approval of a bylaw in which case a copy of the draft amendment bylaw need not be attached to the report although staff may attach a draft bylaw for information purposes;</p> <p>d) the recommendations and resolutions of the Electoral Area Services Committee respecting the application, and e) additional relevant information provided by the Director of Planning.</p>		<p>Redacted applications are posted on the FVRD current application webmap.</p> <p>All staff reports to EASC are written with a recommendation section as default by the corporate escribe template.</p> <p>Draft bylaws are prepared.</p> <p>The comments by the Director of Planning are contained with the corporate escribe template.</p> <p>Redacted applications are included in the initial application package to the EASC and Board.</p> <p>These proposed changes would not reduce the information available about an application.</p>
Development Permits	4.3.5 The Director of Planning or Electoral Area Services Committee, as the case may be, shall consider a staff memorandum for every application. The	4.3.5 The Director of Planning or Electoral Area Services Committee, as the case may be, shall consider a staff memorandum for every application.	The great majority of Development Permits are approved by the Director of Planning & Development. Only Form and Character DPs are issued by the EASC - these pertain to some commercial and resort developments and they arise infrequent.

	<p>memorandum shall contain:</p> <ul style="list-style-type: none"> a) a copy of the completed application; b) staff recommendations regarding the proposed permit; c) where staff recommend issuance of a permit, a copy of the draft permit either in hard copy or electronic format; where staff recommend against issuance of a permit, a copy of the draft permit need not be attached to the report, although staff may attach a draft permit for information purposes; d) a statement of the amount of the proposed security to be posted by the permittee, if any, and a rationale for the amount of security recommended; and, e) any additional relevant information. 		<p>The draft permits considered by the Director of Planning or the EASC contain the security amount if one is required. Securities are taken relatively infrequently.</p> <p>The current practices outlined below would continue: Redacted applications are posted on the FVRD current application webmap. All staff reports to EASC are written with a recommendation section as default by the corporate escribe template. Draft permits are prepared except in some instances where staff recommend against issuance. The comments by the Director of Planning are contained with the corporate escribe template. These changes do not reduce the information available about an application.</p>
Development Variance Permits or Temporary Use Permits.	4.4.2 The Board shall consider a staff memorandum and recommendations of the Electoral Area Services Committee for every	4.4.2 The Board shall consider a staff memorandum and recommendations of the Electoral Area Services Committee for every application.	The comments above are generally applicable.

	<p>application. The memorandum shall contain:</p> <ul style="list-style-type: none"> a) a copy of the completed application; b) staff recommendations regarding the proposed Development Variance Permit or Temporary Use Permit; c) where staff recommend issuance of a permit, a copy of the draft permit either in hard copy or electronic format; where staff recommend against issuance of a permit, a copy of the draft permit need not be attached to the report although staff may attach a draft permit for information purposes; d) a statement of the amount of the proposed security to be posted by the permittee, if any; e) the recommendations and resolutions of the Electoral Area Services Committee respecting the application; and f) additional relevant information provided by the Director of Planning. 		
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Bylaws – General	<p>4.9.2 Where an applicant makes a significant change, such as a change in land use, to an amendment application after it has received first reading from the Board, the Board may refuse the original application for an amendment. The original application will be closed and the applicant must make a new application.</p> <p>4.9.3 Re-application for a bylaw amendment, land use contract amendment or permit that has been refused shall not be considered within a six (6) month period immediately following the date of refusal.</p>	<p>4.9.2 Where an applicant makes a significant change, such as a change in land use, to an Amendment application after it has received first reading from the Board, the Board may refuse the original application for an Amendment. The original application will be closed, and the applicant must make a new application. Section 4.9.3 of this bylaw does not apply to applications refused under this section.</p> <p>4.9.3 Re-application for a bylaw amendment, land use contract amendment or permit that has been refused shall not be considered within a six (6) month period immediately following the date of refusal.</p>	This amendment provides clarity.
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The proposed amendments will improve bylaw clarity, application processing, and eliminate certain proscriptive processes.

The bylaw will be redrafted and brought forward to a future EASC meeting.

Public Hearings

In response to the provincial state of emergency, FVRD staff made the operational decision to defer the holding of public hearings. FVRD staff are seeking the FVRD Board's endorsement of this operational decision.

Public Hearings by electronic or other communication facilities

On May 1st, the Province made a new Order regarding Local Government Meetings and Bylaw Process. This order permits conducting public hearings by electronic or other communication facilities.

Implementing alternative public hearing processes to accommodate electronic or other communication facilities will require further review to determine costs, feasibility, logistical requirements and legal requirements. There would be significant effort and cost involved in developing and implementing an alternative hearing process. The costs will decrease as other local governments bring forth solutions appropriate for our context. Staff recommend that implementing a new process for certain applications could be considered on an application by application basis by the FVRD Board.

Waiving Public Hearings

The *Local Government Act* allows local governments to waive the holding of public hearings if a bylaw is consistent with the Official Community Plan. Waiving a public hearing is not a common practice in the FVRD. UBCM's fact sheet on public hearings notes that "although a public hearing is not required for a zoning bylaw which is consistent with an official community plan, some municipalities have chosen to hold hearings on all zoning bylaws to avoid any suggestion that council might be using the provision in s. 464(2) to "sneak through" a zoning change that would face significant opposition at a public hearing if one was held".

During this state of emergency, the FVRD has four (4) rezoning bylaws ready to proceed to a public hearing.

Two of these rezoning bylaws are not expected to generate community concerns or have already held one or more public information meetings. For those proposed bylaws, a resolution to waive the public hearing may be appropriate. Consideration of waiving a hearing can be made at future Board meetings on an application by application basis.

The other proposed bylaws have generated community concern and for those bylaws, waiving a public hearing is not recommended by staff.

COST

There are no costs associated with this memorandum.

CONCLUSION

During this emergency, it is recommended that all public hearings be deferred until provincial orders are cancelled.

On an application-by-application basis, the Board may waive public hearings, or approve a public hearing to be held by electronic or other communication facilities.

The decision to approve a public hearing to be held by electronic or other communication facilities should only be made after a determination of the feasibility and logistics of holding a public hearing by electronic or other communication facilities are presented to the Board.

COMMENTS BY:

Graham Daneluz, Director of Planning & Development: Reviewed and supported

Jennifer Kinneman, Chief Administrative Officer: Reviewed and supported.

To: Electoral Area Services Committee
From: Gord Gadsden, Park Technician II

Date: 2020-05-12
File No: 6120-01-General

Subject: COVID-19 Impacts on Regional and Community Parks and Trails

INTENT

This report is intended to advise the Regional and Corporate Services Committee of information pertaining to the impact COVID-19 has had on the FVRD parks system. Staff is not looking for a recommendation and has forwarded this information should members want more clarification or to discuss the item further.

STRATEGIC AREA(S) OF FOCUS

Support Healthy & Sustainable Community
Provide Responsive & Effective Public Services
Support Environmental Stewardship

PRIORITIES

Priority #5 Outdoor Recreation
Priority #4 Tourism

BACKGROUND

Over the past two months the COVID-19 pandemic has significantly impacted the lives of all residents within the regional district. Related to outdoor recreation, the Province has recommended that people avoid travelling outside of their communities for recreation purposes, and implemented social distancing and group size limitations. To reduce the spread of the virus and ensure compliance with the Provincial Health Officer's Orders some of the Fraser Valley Regional District's (FVRD) parks and amenities have been closed.

To understand FVRD park usages, the Parks Department has a network of counters in our regional and community parks and trails. Traffic counters detect a passing vehicle, and trail counters detect body heat as a user passes by on the trail. These counters provide a detailed picture of park visitation trends, which assist parks planning for future needs and demands. For the purposes of analyzing the data to calculate the number of persons entering the park, traffic counts are multiplied by three which is considered to be the average number of vehicle occupants. Trail counter data accounts for individual persons as they walk by on a trail.

DISCUSSION

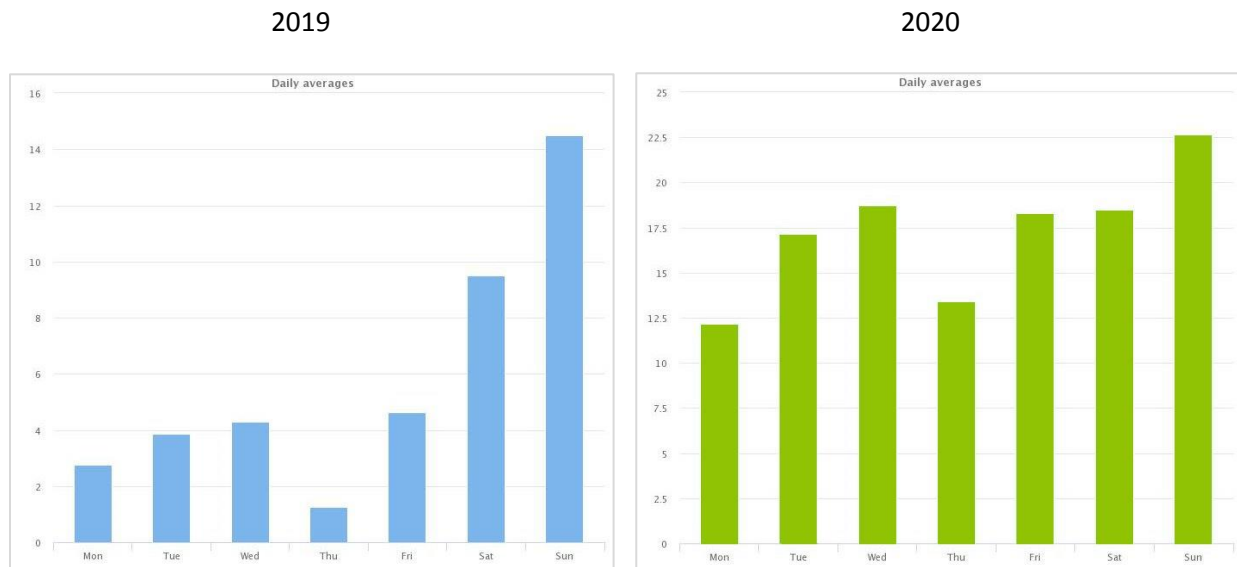
With the recent onset of the COVID-19 pandemic, the Parks Department service model had to change. Parks staff implemented a multitude of measures to reduce the risk of exposure to this virus for both the park user and staff. This meant the closure of all playgrounds and washroom facilities. The dog off-leash park and bike park were also closed at Island 22 Regional Park. As well, Cascade Falls Regional Park, Thompson Regional Park, Elk Mountain Regional Trail, and East Sector Lands were all closed. These closures still require frequent inspections by the Parks Department to ensure compliance.

In addition to these closures, parks were signed with guidelines and reinforced through social media around:

- Maintaining physical distancing by keeping at least 2 metres between yourself and others
- Restricting groups to only those who live in your household
- Wash hands frequently during the day and upon returning home
- Avoid gathering in groups at trailheads, viewpoints, or other places along the trail
- If you feel unwell, please protect others by staying home
- Do not use parks and trails outside of your community
- Play it safe. Now is not the time to push your limits and burden hospitals or Search & Rescue
- Respect and expect closures

Due to the virus's impacts to people's day-to-day lives and activities, it was expected that our park system would see an increase in use and a change in daily usage patterns. Typical park use sees the weekends receiving a higher percent of visitors over the weekdays. British Columbia began to respond to the outbreak in March, and shortly after, park staff began to observe a shift in park use. This observation has been confirmed by the data collected. When comparing March and April 2020 data to the same months last year, it shows that usage has significantly increased and that higher visitation rates are seen during the week days than previously. Chart 1 shows the trends of one of our trails comparing 2019 to 2020. This is representative of most FVRD parks.

Chart 1 – Popkum Community Trail



March and April of this year recorded 356,509 FVRD park users. **This represents an increase of just under 50% (+117,738 users)** over the same months last year. What makes this even more significant is that last year all our amenities and parks were open. Some community trail usage even quadrupled in comparison to last year. Charts 2 and 3 illustrates parks and trails that show this trend. This increase indicates that residents are taking full advantage of local outdoor opportunities and following the direction of the Provincial Health Officer to recreate locally.

Chart 2 – Electoral Area C

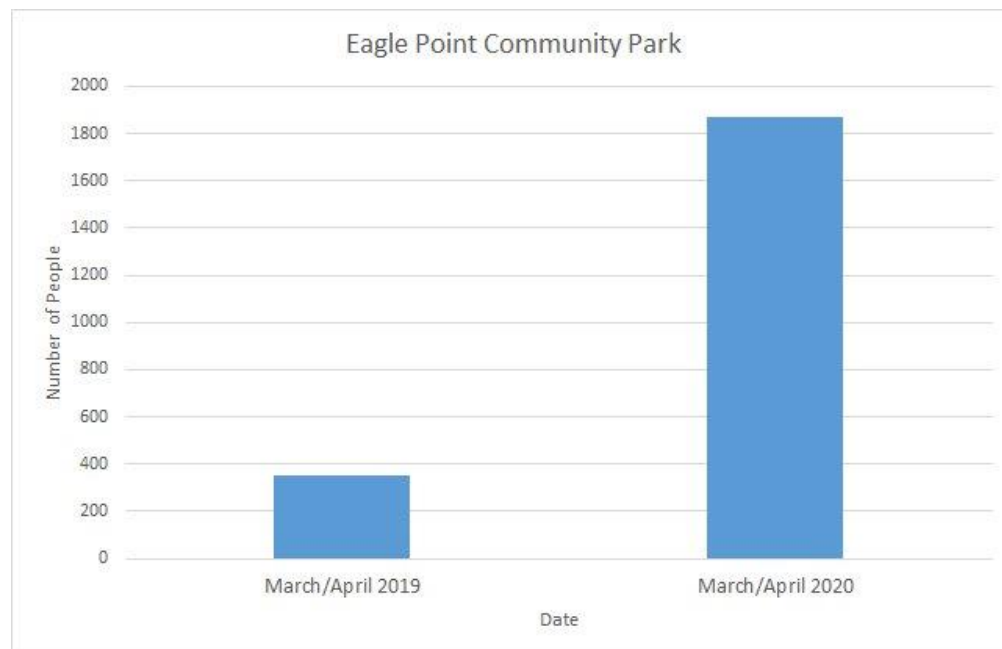
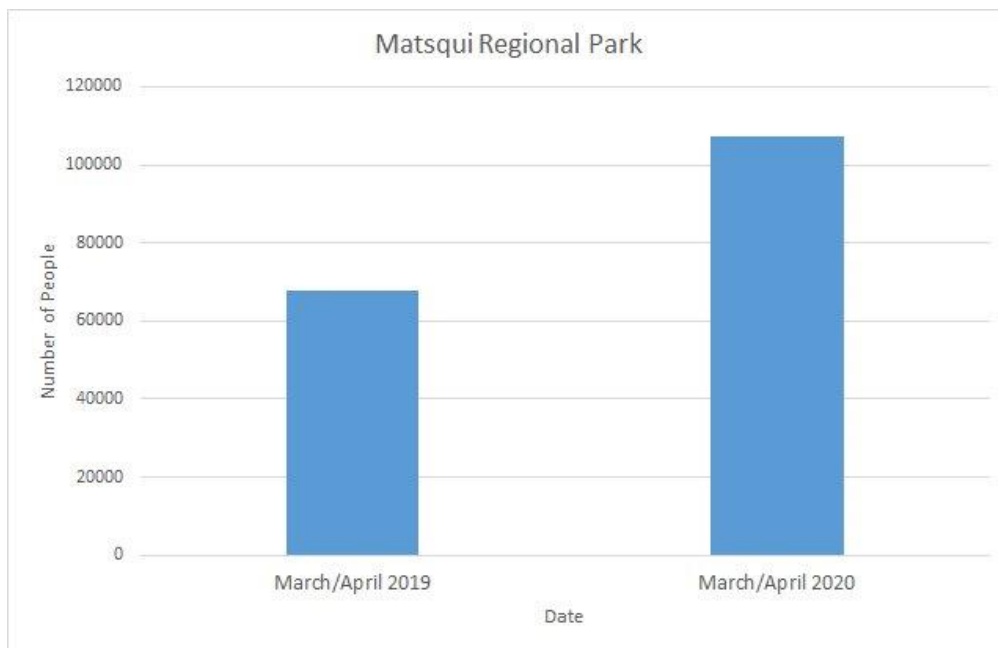


Chart 3 – City of Abbotsford



It is worth noting that weather patterns play a significant role in park use. There was a similar amount of rain for the two periods being compared. This strongly suggests that the weather is not a variable that might have influenced the park use figures.

Such a rapid increase in park use has added a significant demand on existing park staff from both a maintenance and public engagement perspective. Additional staff to deal with increased park needs and to act as park ambassadors to engage users about COVID-19 guidelines would be highly beneficial. The FVRD Emergency Operations Centre (EOC) is currently active for the COVID-19 pandemic. The EOC can apply to the Provincial Regional Emergency Operations Centre (PREOC) by way of an expenditure authorization form for funding to assist with this pandemic. This funding could bolster park staff levels during the peak summer months to better implement preventative measures to reduce the risk of exposure to this virus for both park users and field staff.

The FVRD will be requesting funding for two additional Park Assistants until the end September. These temporary positions would be subject to a successful application for provincial funding. The positions would not be pursued otherwise as they are not within the existing 2020 budget.

COST

The approved 2020 budget has established current staffing levels for this year. The request to PREOC to cover the costs of two temporary Park Assistants until the end of September would be approximately \$35,000. This amount of money would cover staff wages, personal protective equipment, and if needed two short term truck rentals.

CONCLUSION

The service model for FVRD regional parks and trails changed significantly in March to deal with the COVID-19 pandemic and it is expected to remain the same for the foreseeable future. Despite park closures, park usage is up nearly 50% for the months of March and April compared to last year and people are using the parks more during weekdays. A funding request will be made to the Provincial Regional EOC to help offset the increasing demands COVID-19 has created on the FVRD parks system.

COMMENTS BY:

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

Kristy Hodson, Acting Director of Financial Services: Reviewed and supported.

Jennifer Kinneman, Chief Administrative Officer: Reviewed and supported.

To: Electoral Area Services Committee

Date: 2020-05-12

From: Robin Beukens, Planner II

File No: 5500-01

Subject: Rural Broadband Connectivity Strategy

INTENT

This report is intended to provide the Electoral Area Services Committee with an overview of the Rural Broadband Connectivity Strategy project for the FVRD electoral areas that TANEx Engineering is developing on behalf of the Fraser Valley Regional District. 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

Foster a Strong & Diverse Economy

Support Healthy & Sustainable Community

BACKGROUND

The Rural Broadband Connectivity Strategy was initiated to assess current conditions and provide a strategy to improve high-speed broadband internet (50 Mbps download /10 mbps upload) access for increasing business potential in rural areas, educational opportunities, healthcare, public safety, emergency management, and for meeting the personal needs of residents. TANEx Engineering presented to EASC in December 2019 and staff commenced work on the project in January. Since the project began the importance of the Strategy has increased, as the COVID-19 pandemic has made it apparent that having access to high speed internet in rural areas is a necessity and not a luxury.

Many residents are now working from home, schools and universities have switched to online learning, and people are attending meetings and appointments, including medical consults, remotely. Without high speed broadband many of these activities are impossible or limited. The vast majority of rural residents have less access to these options due to poor or unavailable broadband access. Having a connectivity plan for the FVRD's electoral areas will provide a basis for discussions with service providers, support FVRD broadband advocacy efforts, facilitate discussions with potential partners and put the region in a position to respond to future funding opportunities, which often require supporting technical information.

DISCUSSION

Federal and Provincial Governments

High-speed broadband connectivity is an issue in rural areas throughout Canada. To address this challenge, the Federal Government has developed “High-Speed Access For All: Canada’s Connectivity Strategy”. This strategy establishes the goal of providing all residents of Canada with access to high-speed internet. The Strategy was developed by the Ministry of Rural Economic Development and included up to \$6 billion in investments to improve connectivity for Canadians in the 2019 Federal Budget.

The Province of BC produced the BC Connectivity Report in 2019. In Canada as a whole 85% of households have access to 50+ Mbps, in BC 93% of households have access. Rural areas throughout Canada, including BC, have significantly less access. The report notes that only 35% of BC’s rural Indigenous communities and 33% of rural non-Indigenous communities have access to high-speed broadband internet.

FVRD Rural Broadband Connectivity Strategy

The FVRD Rural Broadband Connectivity Strategy will align with these federal and provincial initiatives, providing a local assessment of current conditions and create a strategy for improving broadband connectivity in the FVRD electoral areas. While the strategy is focused on broadband connectivity rather than cellphone coverage, establishing broadband infrastructure can assist in delivering increased cellphone coverage.

As noted while the project began for different purposes, the COVID-19 pandemic has increased the importance of the project and pandemic response and recovery will be a key feature. With social distancing requiring people to stay home, many people now work, learn, run errands, and socialize online. Lack of sufficient internet can inhibit the resiliency of the economy, prevent students from fully engaging at school, and leave people feeling isolated.

The Strategy will also highlight the unique characteristics of the FVRD and build upon some recently completed work related to expanding the clean economy in the region. Extending broadband will facilitate the development of clean economy initiatives in the electoral areas, including the development of the agritech sector. In many of the municipalities and electoral areas, agriculture is a large portion of the local economy. In 2015 the FVRD generated 39% of total provincial gross farm receipts, the highest proportion of any regional district in BC. Providing broadband access to the agricultural sector can continue to encourage the development and adoption of agricultural technology, leading to increased efficiency and productivity. Non-agriculture businesses will also benefit from more robust broadband access.

As part of the project, the following will be completed:

- Assess and document the current state of connectivity in the electoral areas in the FVRD. Member municipalities are not part of the scope.

- Identify current service providers and their offerings.
- Prepare a gap analysis between the current state and where the FVRD wants to be from a connectivity perspective.
- Articulate the need for broadband and the benefits to the region.
- Provide a summary of connectivity technologies and their respective advantages and disadvantages.
- Provide recommendations for the short, medium and long term.
- Identify high level costs estimates for capital and operational costs broken down by electoral area.
- Identify potential projects to be considered by the FVRD.
- Assess cellular service coverage in the FVRD. The strategy does not include improvement of cellular service coverage.

Indigenous Communities

Many rural Indigenous communities throughout the FVRD are facing similar connectivity issues to non-Indigenous rural communities. In the BC Connectivity Report, digital connectivity is noted to be an important step towards reconciliation with Indigenous peoples. Engagement with Indigenous communities on broadband connectivity will occur, although the COVID-19 situation will make this a challenge at least in the short term. As broadband infrastructure is extended as a network, it may be prudent for rural Indigenous and non-Indigenous communities in the FVRD to partner on projects for mutual benefit.

Engagement

Due to the ongoing COVID-19 Pandemic, engagement will be online. Staff and the consultant will interview each Electoral Area Director on the connectivity concerns in their area and receive input on the most effect ways to engage their respective electoral areas during the COVID-19 pandemic. Engagement will include questions about how residents have been affected by the pandemic in terms of internet connectivity.

Workplan

A work schedule is included as Appendix 1.

The initial phase of the project will focus on information gathering – collecting mapping data, reviewing existing plans and bylaws, engaging with service providers on levels of service. During and after the information gathering and assessment phase, staff will commence with engagement. The Strategy is expected to be completed by the early fall of 2020.

Funding

As of the 2019 Federal Budget, \$6 billion dollars have been allocated to improving broadband connectivity in rural areas throughout Canada. There are indications from the Federal Government that there could be sizable amounts of infrastructure stimulus funding post-pandemic. Some of these funds

could be directed towards rural connectivity initiatives in order to enhance the future resiliency of rural communities.

COST

Funding for the strategy will be allocated from appropriate Electoral Area budgets for a total cost not exceeding \$49,515. Unless otherwise notified of an alternative funding source by an electoral area Director, funds will be allocated out of the individual electoral area Community Works Funds as per 2016 census population distribution.

CONCLUSION

The final Strategy report will include an assessment of current conditions, rationale for improved broadband connectivity, and short, medium, and long term recommendations for improving connectivity in the electoral areas of the FVRD. The FVRD will use this information to apply for funding to improve rural broadband connectivity as opportunities arise.

COMMENTS BY:

Alison Stewart, Manager of Strategic Planning: Reviewed and supported

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

Kristy Hodson, Acting Director of Financial Services: Reviewed and supported.

Jennifer Kinneman, Chief Administrative Officer: Reviewed and supported.

Appendix 1

Rural Broadband Connectivity Strategy 2020 Schedule

TASK NAME	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Re-Kickoff Meeting											
Data and Information Gathering											
Assessment of Current Conditions											
Report to Board											
Engagement (timing dependent on COVID-19)											
Draft Rural Broadband Connectivity Strategy											
Draft Strategy and Presentation to Board											
Final Rural Broadband Connectivity Strategy											
Final Strategy to Board											
Share Strategy											

From: Stebbings, Kate <Kate_Stebbing@transmountain.com>

Sent: April 24, 2020 12:00 PM

To: Graham Daneluz <Gdaneluz@fvr.ca>

Subject: Trans Mountain Construction Notification - Spread 5B (May 2020 - October 2022)

Good afternoon Graham – please see attached notification regarding the start of pre-construction activities in Spread 5B between the Coquihalla Summit and Popkum. Pre-construction includes survey and sweep (already underway), preparation of the right-of-way as well as the potential development of temporary worksites.

Pipeline construction Spread 5B is anticipated to begin in Q3 2020. The construction activities are also described in the notification. Trans Mountain is working to confirm the camp community location for Spread 5B and anticipates a decision in the near future.

This notification will be sent to Indigenous communities, key stakeholders, landowners. The information will also be posted on our website. Once construction activity is underway, an auto-generated e-newsletter will be issued to those who are registered to receive community construction updates via www.transmountain.com. A postcard mailout and local advertising will be completed closer to the start of construction.

Please share this information with the FVRD Board and staff as appropriate. Let me know if you have any questions or concerns.

Warm regards,

Kate Stebbings | MA, Accredited Business Communicator
Senior Community Liaison, Stakeholder Engagement and Communications
Trans Mountain Expansion Project
C: 250.318.8487 | 1.866.514.6700 | www.transmountain.com

Le présent message contient des renseignements importants. Si vous avez besoin d'une traduction, veuillez communiquer avec info@transmountain.com



CONSTRUCTION NOTICE

TRANSMOUNTAIN EXPANSION PROJECT COQUIHALLA-HOPE, BC MAY 2020 – OCTOBER 2022*

Trans Mountain plans to proceed with pre-construction field activities to support construction of the Trans Mountain Expansion Project in the Coquihalla-Hope region between the Coquihalla Summit and Popkum this summer (within Construction Spread 5B). Trans Mountain plans to begin construction in this region in late 2020*.

**Activities and dates are subject to change.*

As some regulatory approvals have a long lead time, Trans Mountain is notifying affected parties now regarding these activities. Trans Mountain's first priority has and will always be the health and safety of our workforce, their families and our communities. In response to the evolving COVID-19 pandemic, Trans Mountain and our construction contractors for the Trans Mountain Expansion Project have been working diligently together to ensure adherence to all advice and direction from government and health officials both provincially and federally.

Trans Mountain continues the uninterrupted safe operation of the Trans Mountain Pipeline and construction of the Trans Mountain Expansion Project. We are grateful to all our people who continue to work under these challenging conditions and are committed to taking all appropriate measures to keep everyone safe, healthy and able to work.

For more information on Trans Mountain's COVID-19 response, please visit transmountain.com/covid19

Following the pre-construction activities, construction will begin in late 2020 in a series of phased activities along the pipeline right-of-way through October 2022*. The schedule and map on the following pages provide

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www.transmountain.com

For more information please contact:
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call 24 hours 1.888.876.6711

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more information about the timing of construction activities in each community. Detailed explanations of the pre-construction and construction activities follow. The public's patience is appreciated as we work to minimize any disruptions or inconvenience associated with pre-construction and construction activities.

PRE-CONSTRUCTION ACTIVITIES

WHAT YOU MAY NOTICE

Pre-construction activities include surveying, flagging and staking the right-of-way, and locating underground utilities. During the course of these activities, the public may notice:

- Hand digging and/or hydrovac excavation
- Asphalt cutting and paving/patching
- Associated intermittent construction-type noise
- Site surveying at multiples points
- Intermittent traffic disruptions with control signage and flagging in place

The following measures will be in place to ensure Trans Mountain maintains a safe work environment with minimal impacts to the public and the environment:

- Activities will mainly take place between 7 am and 5 pm, Monday to Friday
- No work is planned on Saturday, Sunday, and statutory holidays
- Potential for temporary interruptions to traffic flow while work is underway
- Dust control measures will be in place
- Site-specific traffic management plans will be used to minimize impacts to the traveling public
- Survey and hydrovac locations will be restored following completion of the studies

SCHEDULE OF PRE-CONSTRUCTION ACTIVITIES*

Communities/Region	Approx. Date Range	Activities
Coquihalla Summit to Popkum	April 2020 – January 2021	<ul style="list-style-type: none"> • Preparing the right-of-way • Utility location (Surface sweeping) • Access points

PRE-CONSTRUCTION ACTIVITIES

Preparing the right-of-way

There are a number of steps involved in preparing the right-of-way for the arrival of construction crews and equipment, including clearing, flagging and installing temporary infrastructure. They include:

- BC One Call, locating and marking of all buried facilities
- Surveying
- Flagging and staking the right-of-way and any temporary workspace required for construction
- Installing signage

CONSTRUCTION NOTICE

- Clearing trees and vegetation from pre-approved areas essential for construction
- Disposing or burning unsalvageable timber, like branches, tree limbs or shrubs left behind from clearing

Throughout these activities, we will implement environmental mitigation measures outlined in our Environmental Protection Plans, including having Environmental Inspectors and Indigenous Monitors on site. For more information, please view our Environmental Protection Plans at transmountain.com/environmental-protection-plans

Utility location

Trans Mountain and its contractors will be locating existing underground utilities and conducting land surveying along the Trans Mountain Expansion Project route between the Coquihalla Summit and Popkum (see map on page 5). Small potholes will be bored at targeted locations using a hydrovac truck and/or hand excavation. This work will help inform construction planning and confirm construction techniques planned in these areas.

CONSTRUCTION ACTIVITIES

WHAT YOU MAY NOTICE

During the course of these activities, the public may notice:

- Construction equipment and vehicles, and workers on-site
- Increased activity and intermittent construction-type noise in proximity to the work-site
- Rock blasting in areas where conventional excavation methods would be ineffective
- Signage in locations where construction activities will take place near recreation areas
- Additional directed lighting at the work-site
- Intermittent, temporary traffic delays or increase in traffic volumes

Trans Mountain's goal is to maintain safe work environments and minimize any impacts of these activities to the public and the environment. When work commences, the following measures will be in place to manage these impacts:

- Hours of work:
 - Activities will mainly take place between 7 am and 7 pm Monday to Saturday
 - Some facility construction work may take place on Sundays
 - Some blasting activities near roadways may take place at night in order to minimize disruption to the travelling public
- Contractors will abide by applicable noise bylaws, variances may be required for unexpected activities
 - Trenchless installation will be conducted under applicable Noise Management Plans as needed. Noise bylaw variances may also be required
- Dust from construction traffic will be controlled using best industry practices, including water trucks and street sweepers
- Lighting will be directed only on areas of work for worker safety
- Tree and vegetation removal work will comply with necessary approvals. Registered professional foresters and certified arborists will be on-site as needed
- Construction-related traffic will follow site-specific traffic management plans to minimize impacts to road users
- Construction vehicles will not occupy off-site public parking spaces
- Work will be monitored by Environmental Inspectors and Indigenous Monitors

CONSTRUCTION NOTICE

Trans Mountain conducts all work under its Environmental Protection and Pipeline Protection Programs to ensure compliance with applicable regulations and requirements.

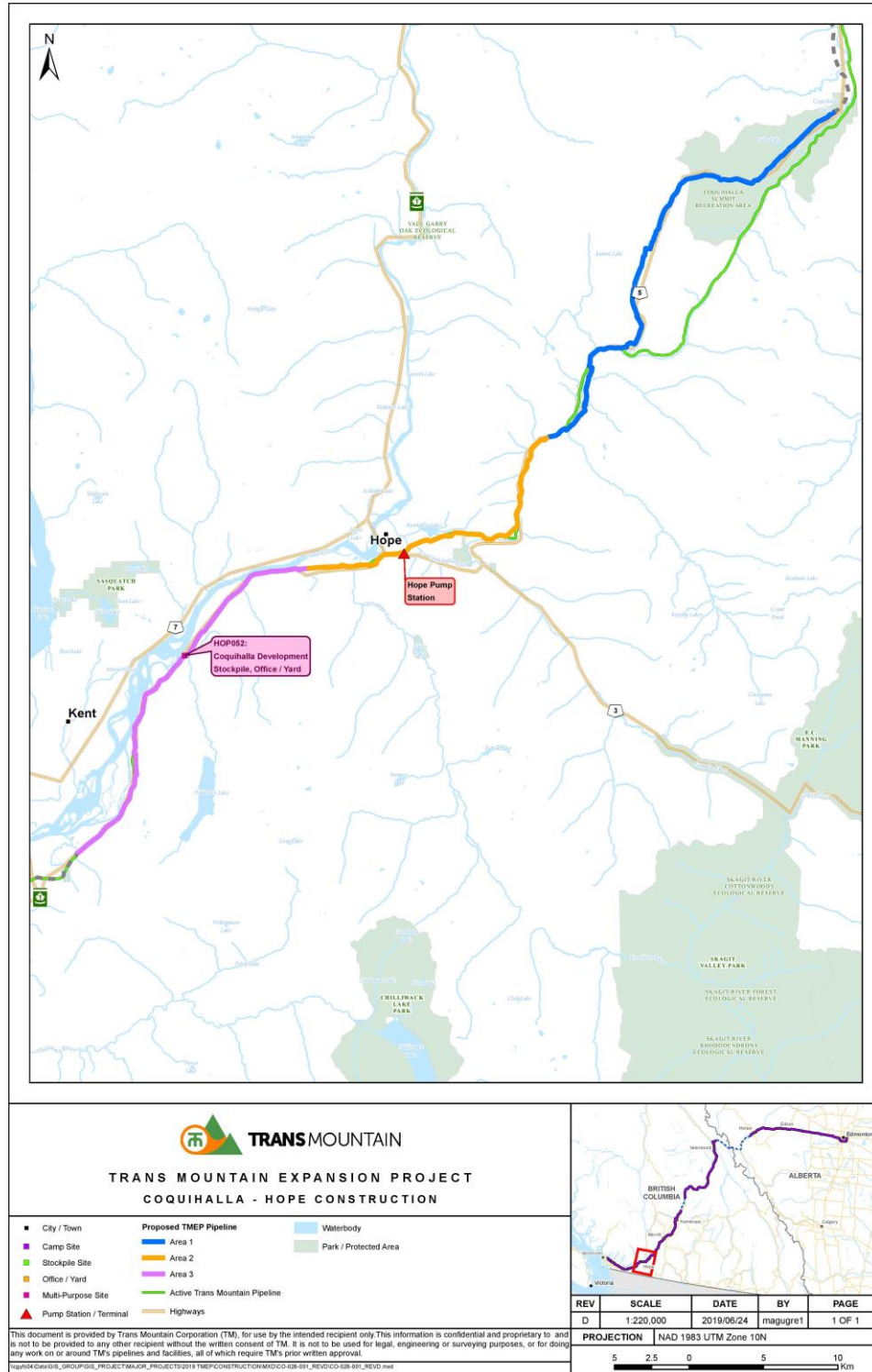
SCHEDULE OF CONSTRUCTION ACTIVITIES*

Communities/Regions	Approx. Date Range	Activities
Laidlaw	Active – October 2022	Stockpile site and construction yard use
Area 1 - see map	August 2020 – October 2021	Construction including: <ul style="list-style-type: none"> ○ Utility relocation ○ Pipeline construction ○ Trenchless installation ○ Watercourse crossings
Area 2 - see map	October 2020– February 2022	
Area 3 - see map	August 2020 – April 2022	
Area 1 - see map	February 2022 – July 2022	
Area 2 - see map	May 2022 – August 2022	Hydrostatic testing and valve installation
Area 3 - see map	May 2022 – October 2022	
Hope	March 2021 – November 2021	Pump station construction

**Dates are subject to change. Commencement of work is subject to necessary regulatory approvals and permits. Activities will start no sooner than the date shown.*

CONSTRUCTION NOTICE

CONSTRUCTION AREA



CONSTRUCTION NOTICE

CONSTRUCTION ACTIVITIES

Environmental protection

As part of the Trans Mountain Expansion Project, extensive work has been conducted to determine environmental impacts and develop mitigation measures to reduce those impacts. Our goal is to protect the environment, have as little impact as possible and, where we do have an impact, ensure we return the land to a similar function following construction.

We completed field studies between 2012 and 2018 along the proposed pipeline corridor studying a wide range of environmental features, including wildlife, fisheries, plants, species at risk or species of special status, soils, heritage resources, traditional land use and air and greenhouse gas emissions. Following the field studies, we conducted extensive analysis to predict the effects associated with the Project, including those that could be caused by construction, operations, decommissioning or abandonment, as well as potential incidents and malfunctions. The information and analysis were used to develop our Environmental Protection Plans.

Mitigation strategies for avoiding or reducing potential environmental effects will be employed at all stages of the Project. For more information about environmental mitigation methods and our Environmental Protection Plans, visit transmountain.com/environmental-protection-plans.

Stockpile sites and construction yards

In 2019 Trans Mountain began preparing and activating pipe stockpile sites to support construction related activity. These sites are being used for:

- Delivery and storage of construction materials and equipment, including stockpiling and staging of pipe
- Installation of temporary office buildings or trailers to support construction crews building the pipeline and associated facilities
- Transportation of materials and equipment to and from the site

One site has been activated in Laidlaw. In the coming months, crews will also prepare an additional construction yard located in the Upper Fraser Valley for use in the near future.

Blasting

Blasting will take place at a number of locations near roadways, waterways, existing underground facilities and geohazard areas. Blasting close to roadways will usually take place at night to minimize impact to the travelling public. Temporary road closures may be required. Residents may notice noise relating to the blast and clean-up activities.

Utility relocation

Trans Mountain will work collaboratively with TELUS and/or BC Hydro to relocate their utilities in some areas, where new right-of-way areas are required. This should not impact your services, but you may see work crews in your area.

Pipeline construction

Once clearing is complete and access to the right-of-way has been established, crews will perform a series of steps within the construction footprint to facilitate installation of pipe in the ground:

- Remove topsoil and grade the surface to prepare for the arrival of bigger equipment and delivery of pipe segments
- Remove pipe from delivery trucks and lay down along right-of-way

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- Weld pipe segments together and apply a protective coating
- Perform non-destructive examinations to ensure quality of welds
- Dig a trench and lower in pipe sections
- Backfill the trench to bed and protect the pipe
- Cleanup and reclamation activities. These include returning the right-of-way to its original grade, replacing any topsoil and replanting vegetation.

Where the pipeline crosses a body of water, one of three construction methods of construction will be used. The techniques for each are site-specific:

- Isolated method
 - The stream is temporarily dammed and rerouted through temporary pumps or using piping often referred to as a flume. The pipe is then installed using conventional construction techniques before the dam is removed and the stream returned to its normal flow path. Great care is taken to preserve the environmental features around the stream, such as the wildlife and aquatic habitat provided within the riparian zone.
- Trenchless method
 - Trenchless construction methods can be used to cross under some watercourses, leaving the bed and banks relatively undisturbed. Trenchless methods are only possible in the right geotechnical conditions and require special environmental measures to be put in place.
- Open-cut method
 - If the other techniques cannot be used for environmental or geotechnical reasons, we will use an open-cut crossing of the watercourse. Open-cut watercourse crossings trench directly through the watercourse following the conventional construction methodology.

Engineering feasibility assessments have been made to determine the most suitable crossing techniques to be used at each water crossing. Regulatory guidelines and standards will apply to all crossing methods, as will appropriate erosion and sediment control measures to ensure the safety of the body of water.

Learn more about pipeline construction and watercourse crossings at transmountain.com/building-a-pipeline

Trenchless installation

Trenchless construction methods can also be used to install the pipe for select road or highway crossings and in places with restricted workspace such as some urban or residential areas. Several different trenchless methods can be employed with the selected methodology based on geotechnical conditions, topography, available working space and length of the crossing. Trenchless installation methods include direct pipe, horizontal directional drilling, and micro tunnelling.

For more information on trenchless construction, please visit transmountain.com/building-a-pipeline

Performing a hydrostatic test

Before the pipeline is ready to transport oil, a hydrostatic test is performed. A hydrostatic test is a way pipelines can be assessed for strength and any potential leaks. The test involves filling the pipe system with water and increasing pressure of the pipe to the specified test pressure. Should there be any leaks or weaknesses, they can be identified through this test and rectified. Hydrostatic testing is the most common method employed for testing pipes.

CONSTRUCTION NOTICE

Valve installations

Valves are installed at intermediate locations as required by the pipeline design and the Canadian Standards Association pipeline code. The valves are used once the line is in operation to shut off and then isolate part of the pipeline. Valve installation will take place along the pipeline route once hydrostatic tests are completed.

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Le présent message contient des renseignements importants. Si vous avez besoin d'une traduction, veuillez communiquer avec info@transmountain.com



NOTICE OF PROPOSED USE

OHAMIL IR #1 CONSTRUCTION YARD AND CAMP COMMUNITY COQUIHALLA – HOPE REGION, BC JUNE 2020 – SEPTEMBER 2022*

In preparation for construction of the Trans Mountain Expansion Project in the Coquihalla-Hope region of BC, Trans Mountain and its contractors are working with Shxw'ōwhámél First Nation to establish a temporary construction yard, as well as a camp community on a portion of Ohamil IR #1 lands.

As some regulatory approvals have a long lead time, Trans Mountain is notifying affected parties now regarding these activities. Trans Mountain's first priority will always be the health and safety of our workforce, their families and our communities. In response to the evolving COVID-19 pandemic, Trans Mountain and our construction contractors for the Trans Mountain Expansion Project have been working diligently together to ensure adherence to all advice and direction from government and health officials both provincially and federally.

Trans Mountain continues the uninterrupted safe operation of the Trans Mountain Pipeline and construction of the Trans Mountain Expansion Project. We are grateful to all our people who continue to work under these challenging conditions and are committed to taking all appropriate measures to keep everyone safe, healthy and able to work.

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Development and use of this site are subject to regulatory approvals by the Canada Energy Regulator and receipt of any permit authorizations.

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*Timeline is subject to change

NOTICE OF PROPOSED USE

The construction yard, as well as the camp community at the Ohamil IR #1 site, are anticipated to be developed and owned by the Shxw'ōwhámél First Nation, with Trans Mountain being its temporary occupant during construction of the Expansion Project. Approximately 350 workers will be housed at the camp community at the peak of construction in this region. Trans Mountain will work with the accommodation owner to ensure Trans Mountain policies and expectations with respect to temporary workforce accommodation will be adhered to during Trans Mountain's occupancy.

The camp community will be self-sustaining and will include:

- Accommodation, laundry, dining, health and medical services, recreation opportunities, power and internet service
- Transportation for workers to and from their worksite
- Orientation to the host region for visiting workers
- Trans Mountain Worker Code of Conduct, which governs expectations of workers on the job site, in camp communities and in host communities

Subject to approvals, the construction yard will be in use no earlier than June 2020 through to completion of Project construction activities in the Coquihalla-Hope region. Under current planning, the camp community will begin to be occupied no sooner than September 2020, and construction will be completed in September 2022.

Refer to the map on page 3 for site details.

WHAT YOU MAY NOTICE

The public may notice the following activities associated with the use of this site:

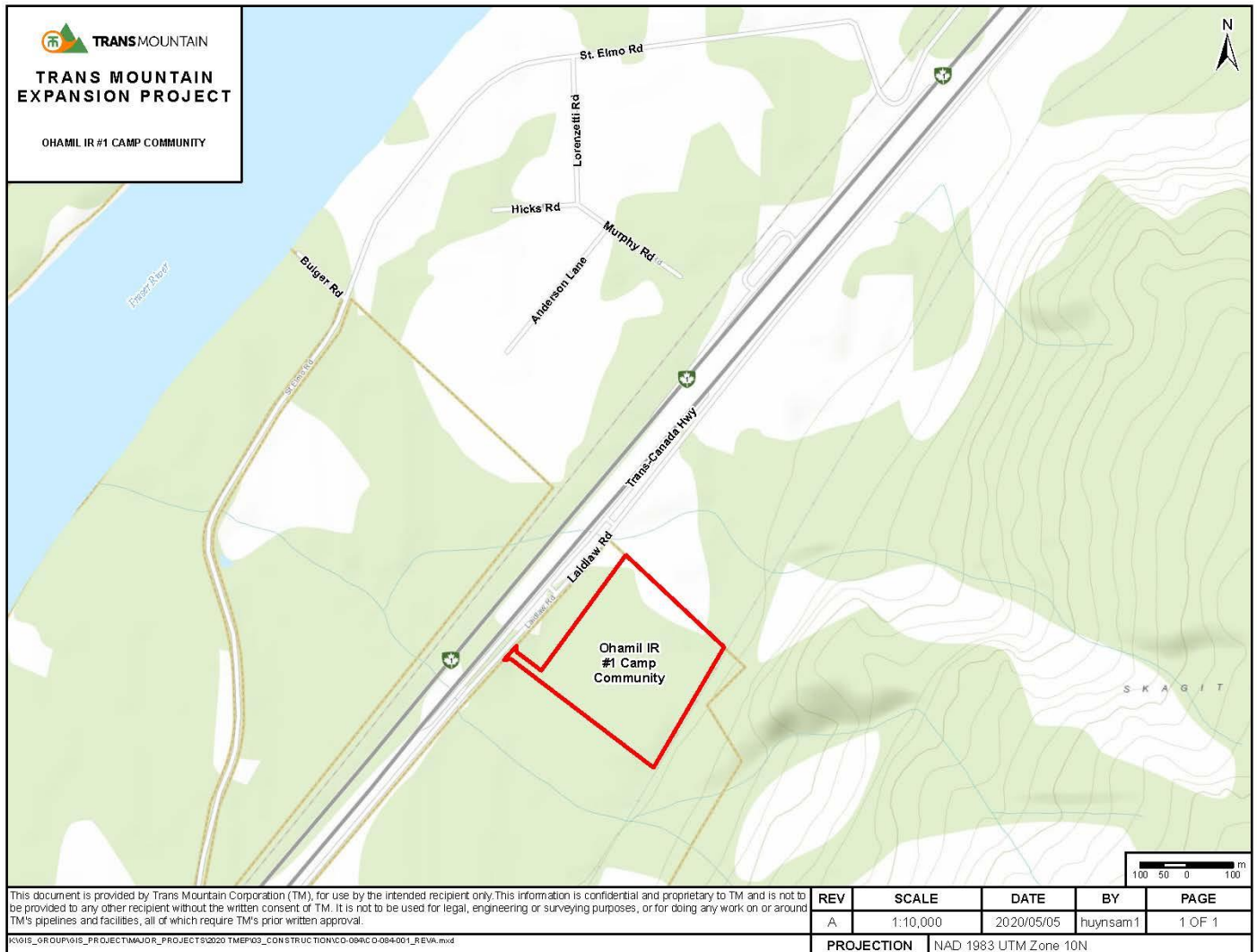
- Installation of security measures
- Installation of lighting where required
- Installation of temporary office trailers to support site operations
- Stored equipment and materials
- Installation of temporary accommodation facilities
- Transportation of materials, equipment, and workers to and from the site:
 - Traffic to and from the site is not expected to add operational pressure on the adjacent road network, and site-specific traffic management plans will minimize impacts during peak hours.
 - Dust from construction traffic will be controlled using best industry practices including a wheel wash, water trucks, and street sweepers.

Trans Mountain is committed to maintaining a safe work environment and to minimizing impacts of Project activities to the public and the environment.

NOTICE OF PROPOSED USE

TEMPORARY CONSTRUCTION YARD AND CAMP COMMUNITY

Site boundaries are approximate



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