

# FRASER VALLEY REGIONAL DISTRICT

## BOARD OF DIRECTORS

### OPEN MEETING AGENDA

Tuesday, May 26, 2020

( Immediately following the FVRHD Open Meeting )

FVRD Boardroom, 45950 Cheam Avenue, Chilliwack, BC

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#### Pages

1. CALL TO ORDER
2. APPROVAL OF AGENDA, ADDENDA AND LATE ITEMS

*All/Unweighted*

#### MOTION FOR CONSIDERATION

**THAT** the Agenda, Addenda and Late Items for the Fraser Valley Regional District Board Open Meeting of May 26, 2020 be approved;

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

3. DELEGATIONS AND PRESENTATIONS

#### 3.1 Sean Reid, Partner, KPMG Enterprise

Presentation of 2019 Fraser Valley Regional District Audited Financial Statements

#### 3.1.1 2019 Fraser Valley Regional District Financial Statements

9 - 76

- Corporate report dated May 26, 2020 from Kristy Hodson, Acting Director of Financial Services
- Draft 2019 FVRD Financial Statements
- KPMG Audit Findings Report

#### MOTION FOR CONSIDERATION

**THAT** the Fraser Valley Regional District Board approve the 2019 Draft Financial Statements for the Fraser Valley Regional District.

#### 4. BOARD MINUTES & MATTERS ARISING

- 4.1 Draft Fraser Valley Regional District Board Meeting Minutes - April 28, 2020 77 - 90

*All/Unweighted*

##### MOTION FOR CONSIDERATION

**THAT** the Minutes of the Fraser Valley Regional District Board Open Meeting of April 28, 2020 be adopted.

#### 5. COMMITTEE AND COMMISSION MINUTES FOR INFORMATION AND MATTERS ARISING

- 5.1 Electoral Area Services Committee Meeting Minutes - April 16, 2020 91 - 96

#### 6. CORPORATE ADMINISTRATION

- 6.1 Quarterly Update, January - April, 2020 97 - 100

FOR INFORMATION ONLY

#### 7. BYLAWS

- 7.1 Proposed amendments to the Fraser Valley Regional District Development Procedures Bylaw No. 1377, 2016 and Delegation of Authority Bylaw No. 0836, 2007 101 - 110

*All/Unweighted*

- 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.

- 7.2 Almer Carlson Swimming Pool Fees & Other Charges Amendment Bylaw No. 1530, 2020 111 - 116

*Motion No. 1: First Reading - All/Weighted*

*Motion No. 2: Second and Third Reading - All/Weighted*

*Motion No. 3: Adoption - All/Weighted*

- Corporate report dated May 19, 2020 from Jaime Reilly, Manager of Corporate Administration and Christina Vugteveen, Manager of Parks and Recreation
- Draft Bylaw No. 1530, 2020

**MOTION FOR CONSIDERATION**

**MOTION NO. 1:** THAT the Fraser Valley Regional District Board consider giving first reading to the bylaw cited as *Almer Carlson Swimming Pool Fees and Other Charges Amendment Bylaw No. 1530, 2020*.

**MOTION FOR CONSIDERATION**

**MOTION NO. 2:** THAT the Fraser Valley Regional District Board consider giving second and third reading to the bylaw cited as *Almer Carlson Swimming Pool Fees and Other Charges Amendment Bylaw No. 1530, 2020*.

**MOTION FOR CONSIDERATION**

**MOTION NO. 3:** THAT the Fraser Valley Regional District Board consider adopting the bylaw cited as *Almer Carlson Swimming Pool Fees and Other Charges Amendment Bylaw No. 1530, 2020*.

**7.3      Hope and Recreation Centre Fees and Other Charges Establishment Bylaw No. 1559, 2020** 117 - 129

*Motion No. 1: First Reading - Areas A & B/Hope/Weighted*

*Motion No. 2: Second and Third Reading - Areas A & B/Hope/Weighted*

*Motion No. 3: Adoption - Areas A & B/Hope/Weighted*

- Staff report from Jaime Reilly, Manager of Corporate Administration and Christina Vugteveen, Manager of Parks and Recreation
- Draft Bylaw No. 1559, 2020

**MOTION FOR CONSIDERATION**

**MOTION NO. 1:** THAT the Fraser Valley Regional District Board consider giving first reading to the bylaw cited as *Hope and Recreation Centre Fees and Other Charges Amendment Bylaw No. 1559, 2020*.

**MOTION FOR CONSIDERATION**

**MOTION NO. 2:** THAT the Fraser Valley Regional District Board consider giving second and third reading to the bylaw cited as *Hope and Recreation Centre Fees and Other Charges Amendment Bylaw No. 1559, 2020*.

**MOTION FOR CONSIDERATION**

**MOTION NO. 3:** THAT the Fraser Valley Regional District Board consider adopting the bylaw cited as *Hope and Recreation Centre Fees and Other Charges Amendment Bylaw No. 1559, 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.** 130 - 141

*EAs/Unweighted*

- 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*.

### **8. OTHER MATTERS**

#### **8.1 FVRD Transit Services COVID-19 Response**

142 - 145

##### ***All/Unweighted***

- Corporate report dated May 12, 2020 from Alison Stewart, Manager of Strategic Planning.

#### **MOTION FOR CONSIDERATION**

**THAT** the Fraser Valley Regional District Board support BC Transit's efforts to actively work with the Canadian Urban Transit Association (CUTA) to lobby for federal and provincial support to recoup lost revenues already incurred due to COVID-19.

#### **8.2 2020 Gatehouse Operations at Island 22 and Dewdney Regional Parks**

146 - 148

##### ***All/Unweighted***

- Corporate report dated May 12, 2020 from Meghan Jackson, Parks Technician II.

#### **MOTION FOR CONSIDERATION**

**THAT** the Fraser Valley Regional District proceed with regular gatehouse operations at Island 22 and Dewdney Regional Parks for the 2020 season while following the Provincial Health Officer's orders and guidance from the BC Centre for Disease Control.



*All/Unweighted*

- Corporate report dated May 12, 2020 from Christina Vugteveen, Manager of Parks and Recreation.

**MOTION FOR CONSIDERATION**

**THAT** the Fraser Valley Regional Board decline the BC Conservation Foundation grant of \$6,000 intended to assist with funding the annual WildSafeBC program.

8.4 Temporary changes to liquor licensing at Sasquatch Inn, Electoral Area C (Second Request)*All/Unweighted*

- 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.

8.5 Agricultural Land Commission application – Non-Adhering Residential Use (proposed employee residence) at 781 Blatchford Road, Electoral Area H*EAs/Unweighted*

- 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.

**8.6 Community garden at the Deroche Community Office**

175 - 191

***All/Unweighted***

- Corporate report dated May 12, 2020 from Gillian Berger, Communications Coordinator

**MOTION FOR CONSIDERATION**

**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.

**8.7 School District 78 Fraser-Cascade Bursaries**

192 - 197

***All/Unweighted***

- Corporate report dated May 19, 2020 from Stacey Barker, Director of Regional Services

**MOTION FOR CONSIDERATION**

**THAT** the Fraser Valley Regional District Board consider adopting the policy titled "Recreation, Culture & Airpark Services – Bursary Policy".

**9. CONSENT AGENDA**

**9.1 CONSENT AGENDA - FULL BOARD**

***All/Unweighted***

*All staff reports respecting these items are available on the FVRD website.*

**MOTION FOR CONSIDERATION**

**THAT** the following Consent Agenda items 9.1.1 and 9.1.2 be endorsed:

**9.1.1 EASC-MAY 2020**

**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.

*Reference item 6.1 of May 12, 2020 EASC Agenda*

#### 9.1.2 EASC-MAY 2020

**THAT** the Fraser Valley Regional District Board authorize a grant-in-aid in the amount of \$3,000 to the Trails Society of British Columbia (Trails BC), funded from the 2020 Electoral Area “E” grant-in-aid budget to help offset the costs associated with re-establishing the 5.5km trail section known as Tolmie Trail.

*Reference item 10.1 of May 12, 2020 EASC Agenda*

### 10. ADDENDA ITEMS/LATE ITEMS

### 11. REPORTS FROM COMMITTEE MEETINGS - FOR INFORMATION

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11.5	<u>Recreation, Culture and Airpark Services Facilities Update</u>	223 - 225
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### 12. ITEMS FOR INFORMATION AND CORRESPONDENCE

12.1	<u>Trans Mountain Construction Notification (May 2020 - October 2022)</u>	229 - 237
12.2	<u>Trans Mountain Proposed Use Notification (June 2020 - September 2022)</u>	238 - 240
12.3	<u>Fraser Basin Council - Fraser Valley Update, May 2020</u>	241 - 241

### 13. REPORTS BY STAFF

### 14. REPORTS BY BOARD DIRECTORS

### 15. PUBLIC QUESTION PERIOD FOR ITEMS RELEVANT TO AGENDA

Email submissions can be made to [info@fvrd.ca](mailto:info@fvrd.ca) before 1 pm, May 25, or you can

watch the webcast meeting online and call our boardroom line at 604-702-5480 when the time for callers is announced.

**16. RESOLUTION TO CLOSE MEETING**

*All/Unweighted*

**MOTION FOR CONSIDERATION**

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

- Section 90(1)(c) of the *Community Charter* - labour relations or other employee relations;
- Section 90(1)(e) of the *Community Charter* - the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- 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; and,
- Section 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

**R E C E S S**

**17. RECONVENE OPEN MEETING**

**18. RISE AND REPORT OUT OF CLOSED MEETING**

**19. ADJOURNMENT**

*All/Unweighted*

**MOTION FOR CONSIDERATION**

**THAT** the Fraser Valley Regional District Board Open Meeting of May 26, 2020 be adjourned.

To: Fraser Valley Regional District Board  
From: Kristy Hodson, Acting Director of Financial Services

Date: 2020-05-26

File No: 1880-25

**Subject: 2019 Regional District Financial Statements**

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## RECOMMENDATION

THAT the Fraser Valley Regional District Board approve the 2019 Draft Financial Statements for the Fraser Valley Regional District.

## STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services

## BACKGROUND

Section 376 of the Local Government Act and Section 167 of the Community Charter require the annual financial statements for the preceding year be presented and approved by the Board. The statements must then be submitted to the Inspector of Municipalities by May 15th. This submission deadline has been extended to August 31, 2020 due to the COVID-19 pandemic for Regional Districts.

The financial statements for the Fraser Valley Regional District have been audited by KPMG, the District's auditor. Representatives from KPMG, along with staff, will be presenting the 2019 Financial Statements to the board and reviewing the Audit Findings Report.

## DISCUSSION

The audit report received from KPMG states that the 2019 financial statements accurately reflect the financial position of the Regional District at December 31, 2019.

Highlights from the 2019 audit include:

### Financial Position

When compared to 2018, the changes in Financial Assets are mostly connected to a re-distribution of idle cash balances being held in investments. A large portion of these investments remained rather liquid to allow for flexible timing of capital project financing requirements.

The Regional District's 1/3 ownership share in the Cascade Lower Canyon Community Forest on behalf of the residents in Electoral Area B continues to show financial gain as forestry activities continue, providing funding for initiatives in the local community.

The Regional District received a one-time additional payment from Community Works Funds as you will notice as the increase to Financial Liabilities in 2019.

### **Financial Activities**

With an increasing number of services delivered in electoral areas, along with expansion of existing service areas, revenues from requisitions and sales of services realized an increase in 2019 over 2018. Changes in Government Grants and Other Revenues were also tied to electoral area utility system infrastructure changes and service expansion. In some cases budgets for grant revenues are set based on best estimates with actuals reflecting the actual timing of grant revenue receipts, resulting in expected variances. Offsetting the modest revenue estimations for 2019 was the budgeting of a \$2.5 million grant for Cultus Lake Sewer that was not realized. Lastly, the income noted from government business partnerships reflects FVRD's 1/3 share in the Cascade Lower Canyon Community Forest which as shown in 2018 can be expected to be up and down depending on timing of logging activities.

Overall actual expenses recorded approximately \$1.8 million above budget estimates for 2019 which is in line with the amortization of tangible capital assets that are reflected in the actuals but not historically included in the budget preparation process.

### **COST**

There are no costs associated with the report's recommendation.

### **CONCLUSION**

The 2019 Financial Statements are being presented to the Regional District's Board for approval following the completion of a comprehensive audit by KPMG.

### **COMMENTS BY:**

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

# **FRASER VALLEY REGIONAL DISTRICT**

## **CONSOLIDATED FINANCIAL STATEMENTS**

**December 31, 2019**

**Fraser Valley Regional District**  
**Consolidated Financial Statements**

**December 31, 2019**

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## **MANAGEMENT'S RESPONSIBILITY FOR THE CONSOLIDATED FINANCIAL STATEMENTS**

The accompanying consolidated financial statements of the Fraser Valley Regional District (the "Regional District") are the responsibility of the Regional District's management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting principles established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants. A summary of the significant accounting policies are described in the notes to the consolidated financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Regional District's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

The Board of Directors meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters.

The consolidated financial statements have been audited by KPMG, LLP independent external auditors appointed by the Regional District. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Regional District's consolidated financial statements.

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Kristy Hodson, CPA, CMA  
Acting Director of Financial Services/Chief Financial Officer



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Chilliwack BC V2P 4H7  
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Telephone (604) 793-4700  
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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Fraser Valley Regional District

### ***Opinion***

We have audited the accompanying consolidated financial statements of Fraser Valley Regional District (the "District") which comprise:

- the consolidated statement of financial position as at December 31, 2019
- the consolidated statement of financial activities for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the District as at December 31, 2019, and its consolidated results of financial activities, its consolidated changes in net financial assets, and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### ***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.

### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

## ***DRAFT***

Chartered Professional Accountants

Chilliwack, Canada

Date

# Fraser Valley Regional District

## Consolidated Statement of Financial Position

December 31, 2019

	2019	2018
<b>Financial Assets</b>		
Cash and cash equivalents (Note 1)	\$ 3,132,927	\$ 6,444,422
Accounts receivable (Note 2)	5,985,259	4,740,452
Inventories	33,935	26,574
Investments (Note 3)	37,185,108	35,205,598
Investment in government business partnership (Note 4)	540,427	530,124
	<u>46,877,656</u>	<u>46,947,170</u>
<b>Financial Liabilities</b>		
Trade payables and accrued liabilities	3,925,636	4,832,513
Accrued interest	76,848	85,193
Due to Local governments	2,098,854	2,118,380
Landfill retirement costs (Note 5)	507,255	490,102
Municipal Finance Authority equipment financing	12,045	24,092
Municipal Finance Authority debentures (Note 7)	9,191,984	9,691,641
Development levies and deferred revenue (Note 8)	12,581,561	12,350,470
Community Works funds (Note 9)	4,663,195	3,243,102
	<u>33,057,378</u>	<u>32,835,493</u>
<b>Net Financial Assets</b>	<u>13,820,278</u>	<u>14,111,677</u>
<b>Non-Financial Assets</b>		
Prepaid expenses	624,571	684,241
Tangible Capital Assets (Note 10)	47,237,508	43,206,268
Intangible Capital Assets (Note 11)	517,225	547,650
	<u>48,379,304</u>	<u>44,438,160</u>
<b>Accumulated Surplus</b>	<u>\$ 62,199,582</u>	<u>\$ 58,549,837</u>
Commitments (Note 12)		
Subsequent Event (Note 13)		
Contingent Liabilities (Note 14)		

Approved on behalf of the Board:

\_\_\_\_\_  
Chief Financial Officer

**Fraser Valley Regional District**  
**Consolidated Statement of Financial Activities**

**Year Ended December 31, 2019**

	Budget 2019 (Note 16)	Actual 2019	Actual 2018
<b>Revenues</b>			
Member requisitions	\$ 16,861,910	\$ 16,742,211	\$ 15,274,306
Government grants	4,211,630	2,918,670	3,746,047
Utility user fees	1,237,740	1,206,396	831,246
Sale of services	3,902,130	5,570,880	5,416,680
Other	3,162,473	3,574,038	3,433,909
Interest	60,600	480,297	642,226
Income from government business partnerships	-	10,303	245,781
	<u>29,436,483</u>	<u>30,502,795</u>	<u>29,590,195</u>
<b>Expenses</b>			
General government services	3,116,995	3,845,819	4,342,288
Protective services	6,578,090	7,233,455	5,469,133
Transportation services	3,391,300	3,298,841	3,158,304
Environmental health services	2,524,215	2,468,942	2,723,566
Environmental development services	2,287,360	1,732,979	1,557,598
Recreation and cultural services	5,427,310	5,992,201	5,880,152
Utilities services	1,686,660	2,280,813	2,009,356
	<u>25,011,930</u>	<u>26,853,050</u>	<u>25,140,397</u>
<b>Annual Surplus</b>	4,424,553	3,649,745	4,449,798
<b>Accumulated Surplus, Beginning of Year</b>	58,549,837	58,549,837	54,100,039
<b>Accumulated Surplus , End of Year</b>	<u>\$ 62,974,390</u>	<u>\$ 62,199,582</u>	<u>\$ 58,549,837</u>

**Fraser Valley Regional District**  
**Consolidated Statement of Changes in Net Financial Assets**

**Year Ended December 31, 2019**

	2019	2018
<b>Annual surplus</b>	\$ 3,649,745	\$ 4,449,798
Acquisition of tangible capital assets	(5,993,413)	(4,835,288)
Amortization of tangible capital assets	1,939,592	1,828,866
(Gain)/Loss on sale of tangible capital assets	2,831	(4,157)
Proceeds on sale of tangible capital assets	19,750	17,639
Amortization of intangible capital assets	30,425	30,425
Change in prepaid expenses	59,671	(388,303)
<b>Change in Net Financial Assets</b>	(291,399)	1,098,980
<b>Net Financial Assets, Beginning of Year</b>	14,111,677	13,012,697
<b>Net Financial Assets, End of Year</b>	\$ 13,820,278	\$ 14,111,677

# Fraser Valley Regional District

## Consolidated Statement of Cash Flows

Year Ended December 31, 2019

	2019	2018
<b>Operating Activities</b>		
Annual surplus	\$ 3,649,745	\$ 4,449,798
Items not involving cash		
Amortization of tangible capital assets	1,939,592	1,828,866
Gain/(Loss) on sale of tangible capital assets	2,831	(4,157)
Amortization of intangible capital assets	30,425	30,425
Partnership income	(10,303)	(245,781)
	5,612,290	6,059,151
Change in non-cash operating items		
Accounts receivable	(1,244,807)	25,122
Inventories	(7,361)	(567)
Prepaid expenses	59,670	(388,301)
Trade payables and accrued liabilities	(906,877)	190,028
Local governments	(19,526)	(38,361)
Accrued interest	(8,344)	33,627
Landfill retirement costs	17,153	223,309
Development levies and deferred revenue	231,091	216,013
Community works fund	1,420,093	(131,378)
	5,153,382	6,188,643
<b>Investing Activities</b>		
Acquisition of tangible capital assets	(5,993,413)	(4,835,288)
Proceeds on sale of tangible capital assets	19,750	17,639
Increase in portfolio investments	(1,979,510)	(3,723,997)
	(7,953,173)	(8,541,646)
<b>Financing Activities</b>		
Proceeds from debenture debt	-	4,140,000
Repayment of debenture debt	(511,704)	(361,635)
	(511,704)	3,778,365
<b>Change in Cash</b>	(3,311,495)	1,425,362
<b>Cash and cash equivalents, Beginning of Year</b>	6,444,422	5,019,060
<b>Cash and cash equivalents, End of Year</b>	\$ 3,132,927	\$ 6,444,422
<b>Supplementary cash flow information:</b>		
Interest paid	\$ 375,142	\$ 274,807



# Fraser Valley Regional District

## Notes to the Consolidated Financial Statements

Year ended December 31, 2019

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<b>Basis of Presentation</b>	The Fraser Valley Regional District financial statements have been prepared in accordance with the accounting standards of the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Professional Accountants. All material inter-fund transactions have been eliminated.
<b>Basis of Consolidation</b>	<p>The financial statements are presented on a consolidated basis and include the following funds:</p> <p>(a) Operating Fund</p> <p>The operating fund reflects the financial activities associated with the provision of general municipal and utility services during the year.</p> <p>(b) Capital Fund</p> <p>The capital fund reflects the financial activities associated with the acquisition, construction and funding of capital assets.</p> <p>(c) Reserve Fund</p> <p>The reserve fund reflects appropriations of surplus authorized by the Board to be set aside for the funding of future operating or capital expenditures.</p>
<b>Budget Amounts</b>	Budget amounts reflect the statutory annual budget as adopted by the board on March 20, 2019.
<b>Comparative Figures</b>	Certain comparative figures have been reclassified to conform with the financial statement presentation adopted in the current year.
<b>Revenue Recognition</b>	Revenues from member requisitions and grants in lieu of taxes are recognized in the year that they apply. Revenue from sales of services are recognized when the services are provided. Government grants are recognized when they are approved by senior governments and the conditions required to earn the grants have been completed. Development levies are recognized as revenue in the period the funds are expended on a development project. Development levies not expended are recorded as unearned revenue.
<b>Cash and Cash Equivalents</b>	Cash and cash equivalents include cash as well as deposits in term deposits. These investments are highly liquid and are readily convertible to known amounts of cash.
<b>Portfolio Investments</b>	Portfolio investments are recorded at amortized cost plus accrued interest. Discounts or premiums arising on the purchase of portfolio investments are amortized on a straight-line basis over the term of maturity. If it is determined that there is a permanent impairment in the value of the investment, it is written down to net realizable value.

# Fraser Valley Regional District

## Notes to the Consolidated Financial Statements

Year ended December 31, 2019

### Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

#### (i) Tangible Capital Assets

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land and landfill sites, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful Life - Years
Land improvements	3 - 50
Buildings and building improvements	10 - 100
Vehicles	5 - 20
Machinery and equipment	3 - 15
Water and wastewater infrastructure	10 - 100

Landfill sites are amortized using the units of production method based upon capacity used during the year.

Annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the assets is available for productive use.

#### (ii) Intangible Capital Assets

Intangible capital assets are recorded at cost, which includes amounts for the campground license related to the purchase of the Vedder River Campground occupation license. The costs are amortized on a straight-line basis over their estimated useful life as follows:

Asset	Useful Life - Years
Campground license	20

**Fraser Valley Regional District**  
**Notes to the Consolidated Financial Statements**

**Year ended December 31, 2019**

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**Non-Financial Assets (con't)**

(iii) Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(iv) Natural Resources

Natural resources that have not been purchased are not recognized as assets in the financial statements.

(v) Works of Art and Cultural Historic Assets

Works of art and cultural historic assets are not recorded as assets in these financial statements.

**Use of Estimates**

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities and at the date of the financial statements, and reported amounts of revenue and expenditures during the reported period. Actual results could differ from those estimates.

**Financial Instruments**

Financial instruments consist of cash, cash equivalents, accounts receivable, accounts payable, accrued liabilities and other current liabilities. The Regional District classifies its cash and cash equivalents as held-for-trading, accounts receivable as held to maturity and its accounts payable and other current liabilities as other financial liabilities. The Regional District does not currently have any derivative instruments requiring recording on the statement of financial position. The fair values of the Regional District's financial instruments approximate their carrying value unless otherwise noted. It is management's opinion that the Regional District is not exposed to significant interest, currency or credit risk relating to its financial instruments.

**Fraser Valley Regional District**  
**Notes to the Consolidated Financial Statements**

**Year ended December 31, 2019**

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**Liability for Contaminated Sites** Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when a site is not in productive use and all the following criteria are met:

- (a) an environmental standard exists;
- (b) contamination exceeds the environmental standard;
- (c) the Regional District:
  - (i) is directly responsible; or
  - (ii) accepts responsibility
- (d) it is expected that future economic benefits will be given up; and
- (e) a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

The Regional District has determined that as of December 31, 2019, no contamination in excess of an environmental standard exists related to land not in productive use for which the Regional District is responsible.

**Fraser Valley Regional District**  
**Notes to the Consolidated Financial Statements**

**Year ended December 31, 2019**

**1. Cash and cash equivalents**

	<u>2019</u>	<u>2018</u>
Cash	\$ 3,132,927	\$ 6,444,422
Cash Equivalents	<u>-</u>	<u>-</u>
	<u>\$ 3,132,927</u>	<u>\$ 6,444,422</u>

**2. Accounts Receivable**

	<u>2019</u>	<u>2018</u>
Accrued interest - investments	\$ 447,236	\$ 235,567
Local government	689,032	730,266
Provincial Government	763,399	112,871
MFA Debt Reserve - Cash	1,580,249	1,585,843
Regional Hospital District	15,267	102,629
Trade Accounts and User Fees	<u>2,490,076</u>	<u>1,973,276</u>
	<u>\$ 5,985,259</u>	<u>\$ 4,740,452</u>

**Fraser Valley Regional District**  
**Notes to the Consolidated Financial Statements**  
**Year ended December 31, 2019**

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**3. Investments**

The District holds investments in bonds, GICs

Bonds and GICs held at December 31, 2019 are as follows:

		Amount	Effective Interest Rate	Maturity Date
Bonds:	BMO FXD/ FLT	\$ 1,700,000	3.12%	September 19, 2024
	BNS DEP NOTE	1,509,000	1.90%	December 2, 2021
	NTL BK CDA	530,000	2.06%	November 24, 2022
	Discount on purchase of bonds	(6,001)		
GICs:	BLUESHORE CU GIC	3,600,000	2.35%	August 9, 2021
	CCS GIC	1,000,000	2.35%	August 9, 2021
	CCS GIC	2,000,000	2.70%	April 1, 2022
	BLUESHORE CU GIC	1,333,333	2.60%	May 27, 2022
	NTL BK	531,240	3.05%	November 16, 2020
	NTL BK	1,014,400	2.45%	April 30, 2020
	HSBC BK GIC	1,400,000	2.26%	August 9, 2021
	CCS GIC	1,000,000	2.65%	August 29, 2022
	SCOTIA BK GIC	3,697,812	2.40%	March 30, 2020
	NATL BK GIC	1,328,990	2.45%	March 30, 2020
	CCS GIC	1,000,000	2.80%	February 27, 2020
	NATL BK GIC	1,333,334	2.31%	May 26, 2020
	CDN IMPERIAL BK GIC	4,137,000	2.82%	February 6, 2020
	CDN WEST BK GIC	2,032,200	2.57%	April 30, 2020
	CND IMPERIAL BK GIC	<u>3,043,800</u>	2.45%	April 30, 2020
	ENVISION	<u>5,000,000</u>	2.40%	December 21, 2020
		<u>\$ 37,185,108</u>		

Investments held by the Regional District include securities guaranteed for principal and interest by Canada or by a province, and deposits of chartered banks and credit unions.

Investments at December 31, 2019 have a total carrying value of \$37,632,344 (2018 - \$35,441,166), consisting of amortized cost of \$37,185,108 (2018 - \$35,205,598) and related accrued interest of \$447,236 (2018 - \$235,567). The market value of these investments at December 31, 2019 is approximately \$37,602,893 (2018 - \$35,309,800).

# Fraser Valley Regional District

## Notes to the Consolidated Financial Statements

Year ended December 31, 2019

### 4. Investment in Government Business Partnership

- (a) The District owns a 1/3 partnership share in the Cascade Lower Canyon Community Forest LP "CLCCF" or the "Partnership".
- (b) In 2006, the District along with the Yale First Nation and the District of Hope established the CLCCF for the purpose of operating a community forest. The District initially invested \$10,000 for 10,000 units in the Partnership. In 2013, the Partnership acquired a license to forest up to 34,300 cubic meters of timber annually. At this time net revenues are anticipated to remain within the Partnership until such time that the CLCCF Board determines that sufficient reserves exist to fund capital needs related to forestry operations. Should the Partnership cease to exist, the District would be entitled to 1/3 of the accumulated equity.

The Partnership has a March 31 year-end. The condensed results for its year end March 31, 2019 are summarized below.

#### CLCCF Condensed Financial Statements:

Assets	<u>2019</u>	<u>2018</u>
Cash	\$ 1,025,506	\$ 1,019,947
Other Current Assets	<u>666,519</u>	<u>613,644</u>
	<u>\$ 1,692,025</u>	<u>\$ 1,633,591</u>
Liabilities		
Accounts Payable	\$ 77,039	\$ 49,525
Partnership Equity	<u>1,614,986</u>	<u>1,584,066</u>
	<u>\$ 1,692,025</u>	<u>\$ 1,633,591</u>
	<u>2019</u>	<u>2018</u>
Total Revenue	\$ 1,546,650	\$ 2,557,088
Total Expenses	<u>1,215,730</u>	<u>1,804,720</u>
Net Income	<u>\$ 330,920</u>	<u>\$ 752,368</u>

# Fraser Valley Regional District

## Notes to the Consolidated Financial Statements

Year ended December 31, 2019

### 5. Landfill Retirement Costs

Asset retirement obligations consist of landfill closing and post closure costs. Progressive closure costs are estimated at \$1,441,062. Landfill closure costs will be met by annual appropriations and accretion expense based on a plan to fully fund the closure costs by the expected closure date. The Regional District has a statutory obligation to maintain and monitor the landfill site after it is closed. As of 2018, post closure costs were estimated at \$640,000. Post closure costs will be met by annual budget appropriation in the years in which they are incurred. As currently engineered, and based on current waste disposal patterns, the landfill has a total life expectancy of 50 years. The interest rate currently being paid by the Fraser Valley Regional District on MFA debt is 3.5%.

Each year, the Fraser Valley Regional District records an accretion amount such that at the time the retirement obligations arise, they will be offset by the total held in reserves. A liability of \$507,255 has been set aside at December 31, 2019.

### 6. Municipal Finance Authority Debt Fund

- (a) All funds borrowed by the Regional District are upon its credit at large and will, in event of default, constitute an indebtedness of its member municipalities for which they are jointly and severally liable.
- (b) Debenture debt payments (including interest) as at December 31, 2019 are projected for the next five years as follows:

	Member Municipalities	Regional District	Total
2020	\$ 7,608,463	\$ 822,545	\$ 8,431,008
2021	7,452,445	754,232	8,206,677
2022	7,452,446	754,232	8,206,678
2023	7,442,508	748,653	8,191,161
2024	7,416,856	728,081	8,144,937
	<u>\$ 37,372,718</u>	<u>\$ 3,807,743</u>	<u>\$ 41,180,461</u>



# Fraser Valley Regional District

## Notes to the Consolidated Financial Statements

Year ended December 31, 2019

### 7. Municipal Finance Authority Debentures

(a) The Regional District has entered into agreements with member municipalities for the purpose of financing municipal undertakings. Under the terms of these agreements, the municipalities are required to provide for and to pay to the Regional District such amounts as are required to discharge their obligations. Any deficiency that may occur shall be a liability of the municipalities.

(b) Municipal Finance Authority debentures are shown net of debt charges recoverable:

	2019	2018
Debentures	\$ 68,829,136	\$ 74,618,102
Debt charges recoverable	(59,637,152)	(64,926,461)
	<u>\$ 9,191,984</u>	<u>\$ 9,691,641</u>

### 8. Development Levies and Deferred Revenue

Development levies represent amounts received from developers for capital infrastructure expenditures required as a result of their development projects. As these amounts are expended, the deferred revenue will be reduced and the amount expended will be recorded as revenue in the statement of financial activities. The following development levies are restricted for specified purposes.

	2019	2018
West Popkum Drainage	\$ 248,192	\$ 244,245
Lakeside Trail	296,908	303,495
Bell Acres Water	19,685	19,372
Parkview Water	71,529	70,391
Area D Water	123,749	76,955
Deroche Water	135,333	133,181
Area C Parks Cash in Lieu	18,786	18,487
Area D Parks Cash in Lieu	122,723	100,522
Area D Parks VCC	66,280	65,226
Area F Parks Cash in Lieu	41,897	41,231
Area H Parks Cash in Lieu	<u>52,589</u>	<u>26,453</u>
	<u>\$ 1,197,671</u>	<u>\$ 1,099,558</u>

**Fraser Valley Regional District**  
**Notes to the Consolidated Financial Statements**

**Year ended December 31, 2019**

**8. Development Levies and Deferred Revenue (continued)**

Deferred Revenues represent amounts received in advance for services which have not yet been provided.

	2019	2018
Deferred Revenue - Utilities	1,014	4,105
Deferred Revenue	318,885	308,158
Deferred Grants - Capital projects	10,630,728	10,500,247
Deferred Revenue - Vedder Campground	9,120	11,500
Deferred Revenue - Animal Control	311,063	309,653
Deferred Revenue - Hope Recreation	<u>113,080</u>	<u>117,249</u>
	<u>11,383,890</u>	<u>11,250,912</u>
Total development levies and deferred revenue	<u>12,581,561</u>	<u>12,350,470</u>

**9. Community Works Funds**

Community Works Fund Agreement funding is provided by the Government of Canada and use of the funding is established by a funding agreement between the Regional District and the Union of British Columbia Municipalities. Community Works Fund Agreement funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreement.

Schedule of Receipts and Disbursements of Community Works Agreement Funds

	2019	2018
Opening balance of unspent funds	\$ 3,243,102	\$ 3,374,481
Add: Amount received during the year	1,611,287	790,069
Interest earned	74,156	109,521
Less: Amount spent on projects	<u>(265,350)</u>	<u>(1,030,969)</u>
	<u>\$ 4,663,195</u>	<u>\$ 3,243,102</u>

**Fraser Valley Regional District**  
**Notes to the Consolidated Financial Statements**

**Year ended December 31, 2019**

**10. Tangible Capital Assets**

<b>Cost</b>	Balance at December 31, 2018	Additions	Transfers and Disposals	Balance at December 31, 2019
Land	\$ 3,651,553	\$ -	\$ -	\$ 3,651,553
Engineering structures	34,797,735	96,713	-	34,894,448
Buildings and building improvements	14,861,485	-	-	14,861,485
Vehicles, machinery and equipment	11,641,442	1,982,370	(76,516)	13,547,296
Assets under construction	2,484,922	4,280,616	(366,286)	6,399,252
<b>Total</b>	<b>\$ 67,437,137</b>	<b>\$ 6,359,699</b>	<b>\$ (442,802)</b>	<b>\$ 73,354,034</b>

<b>Accumulated amortization</b>	Balance at December 31, 2018	Disposals	Amortization expense	Balance at December 31, 2019
Engineering structures	\$ 8,924,213	\$ -	\$ 663,249	\$ 9,587,462
Buildings and building improvements	7,361,158	-	512,709	7,873,867
Vehicles, machinery and equipment	7,945,498	(53,935)	763,635	8,655,198
<b>Total</b>	<b>\$ 24,230,869</b>	<b>\$ (53,935)</b>	<b>\$ 1,939,593</b>	<b>\$ 26,116,527</b>

	Net book value December 31, 2018	Net book value December 31, 2019
Land	\$ 3,651,553	\$ 3,651,553
Engineering structures	25,873,522	25,306,987
Buildings and building improvements	7,500,327	6,987,618
Vehicles, machinery and equipment	3,695,944	4,892,098
Assets under construction	2,484,922	6,399,252
	<b>\$ 43,206,268</b>	<b>\$ 47,237,508</b>

**(a) Assets Under Construction**

Assets under construction having a value of \$6,339,252 (2018 - \$2,484,922) have not been amortized. Amortization of these assets will commence when the asset is put into service.

**Fraser Valley Regional District**  
**Notes to the Consolidated Financial Statements**

**Year ended December 31, 2019**

**11. Intangible Capital Assets**

The campground license relates to the purchase of the Vedder River Campground occupation license.

<b>Cost</b>	Balance at December 31, 2018	Additions	Transfers and Disposals	Balance at December 31, 2019
Campground license	\$ 608,500	\$ -	\$ -	\$ 608,500
Total	\$ 608,500	\$ -	\$ -	\$ 608,500

<b>Accumulated amortization</b>	Balance at December 31, 2018	Disposals	Amortization expense	Balance at December 31, 2019
Campground license	\$ 60,850	\$ -	\$ 30,425	\$ 91,275
Total	\$ 60,850	\$ -	\$ 30,425	\$ 91,275

	Net book value December 31, 2018	Net book value December 31, 2019
Campground license	\$ 547,650	\$ 517,225
	\$ 547,650	\$ 517,225

# Fraser Valley Regional District

## Notes to the Consolidated Financial Statements

Year ended December 31, 2019

### 12. Pension Liability

The Regional District and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2019, the plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The Regional District paid \$581,607 (2018 - \$574,839) for employer contributions to the plan in fiscal 2019.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

### 13. Subsequent Event

In March 2020, the COVID-19 outbreak has caused governments worldwide to enact emergency measures to combat the spread of the coronavirus. These measures, which include the implementation of facility closures, travel restrictions, self-isolation periods, and social and physical distancing, will have a significant impact on local and global economies.

At the time of approval of these financial statements, the Regional District has experienced the following indicators of financial implications and undertaken the following activities in relation to the COVID-19 pandemic:

- Experienced temporary declines in investment income
- Closure of facilities including recreation and administrative buildings from March 16, 2020 to the date of the auditor's report based on public health recommendations. The Regional District office remains operating but is closed to the public.

At this time it is not possible to reliably estimate the length and severity of the COVID-19 outbreak and how it may impact the regional district's financial results for 2020.

# Fraser Valley Regional District

## Notes to the Consolidated Financial Statements

Year ended December 31, 2019

### 14. Contingent liabilities

#### a) Legal Actions

As at December 31, 2019 certain legal actions are pending against the Fraser Valley Regional District, the outcome of which cannot be reasonably determined. These actions will be settled subsequent to year end and are not of determinable amount. When the amount becomes determinable it will be included in the financial statements.

#### b) Municipal Finance Authority Debt Reserve Fund

With respect to amounts financed through the Authority, the Regional District is required to pay into a debt reserve fund administered by the Authority, an amount equal to one-half the average annual installment of principal and interest relative to any borrowing for its own purposes and on behalf of member municipalities. This amount may be paid either in full or in an amount of cash equal to 1% of the principal amount borrowed together with a non-interest bearing demand note for the balance. If, at any time, the Authority does not have sufficient funds to meet payments of sinking fund contributions due on its obligations, the payments or sinking fund contributions shall be made from the debt reserve fund. The demand notes payable to the Authority and receivable from member municipalities are callable only if there are additional requirements to be met to maintain the level of the debt reserve fund.

#### c) Municipal Insurance Association of B.C.

The District is a member of the Municipal Insurance Association (MIA) which operates under a reciprocal insurance exchange agreement. The main purpose is to pool the risk of third party liability claims against members in order to allow for stable financial planning related to those broad risk management strategies to reduce accidents occurrences against the District. The District is assessed an annual premium based on population, administrative costs, premium tax, and re-insurance oversights by the Provincial government.

### 15. Contractual Rights

In addition to the debenture charges recoverable from member municipalities as disclosed in note 6(b), the Regional District is entitled to the following payments under contract as at December 31, 2019.

	Total
2020	\$ 226,383
2021	160,456
2022	123,033
2023	25,299
2024	18,157
Thereafter	289,409
	<u>842,737</u>

# Fraser Valley Regional District

## Notes to the Consolidated Financial Statements

Year ended December 31, 2019

### 16. 2019 Plan

The budget data presented in these financial statements was included in the Fraser Valley Regional District 2019 - 2023 Financial Plan, adopted through Bylaw No. 1520, 2019 on March 20, 2019. The following table reconciles the approved budget to the budget figures in these consolidated financial statements.

	<u>2019</u>
Revenues:	
Budget	\$ 41,025,198
Less:	
Internal Recoveries/Debt servicing paid on behalf of municipalities	<u>(11,588,715)</u>
Budgeted revenues per Statement of Operations	<u><u>29,436,483</u></u>
Expenses:	
Budget	33,514,045
Less:	
Internal Recoveries/Debt servicing paid on behalf of municipalities	<u>(8,502,115)</u>
Budgeted expenses per Statement of Operations	<u><u>\$ 25,011,930</u></u>

### 17. Segmented Information

Segmented information has been identified based upon lines of service provided by the District. District services are provided by departments and their activities are reported by functional area in the body of the financial statements. Certain lines of service that have been separately disclosed in the segmented information, along with the services they provide are as follows:

i) General Government:

General Government includes services and activities responsible for the overall direction and monitoring of regional initiatives. These include, but are not limited to legislative services, Board operations and remuneration, treaty advisory committee, fiscal services, information technology, geographic information systems, feasibility studies and overall organizational administration.

ii) Protective Services:

Protective Services includes those services that provide protection to the region's inhabitants and their property. Services include seven (7) Volunteer Fire Departments, Emergency Management, 911 Emergency Telephone Services, Regional Fire Dispatch, Search & Rescue and Dyking/Flood controls.

iii) Transportation Services:

Transportation Services includes the operation of certain rural transit services, nine (9) Street Lighting Service areas, and the operation of the Hope and District Airport.

iv) Environmental Health Services:

Environmental Health Services includes the delivery of the Regional Air Quality and Solid Waste Management programs, Mosquito control program, Noxious Weeds program, four (4) drainage systems, three (3) refuse/recycling collection systems, and the Boston Bar Landfill.

**Fraser Valley Regional District**  
**Notes to the Consolidated Financial Statements**

**Year ended December 31, 2019**

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**15. Segmented Information (continued)**

v) Environmental Development Services:

Environmental Development Services includes the delivery of Regional Planning and Electoral Area Planning as well as the administration of the Electoral Area Soil Deposit and removal sites.

vi) Recreation and Culture Services:

Recreation and Culture services includes the Regional Community Parks system and Library services in the Electoral Areas. Recreation and Cultural Services also includes the Hope and District Recreation Commission, Almer Carlson Pool, Boston Bar bowling alley, Boston Bar Television, Harrison Lake Boat Launch and Area A & B Heritage Conservation.

vii) Utility Services:

Utilities includes the construction and operating of twelve (12) water systems and five (5) sanitary sewer systems.



# Fraser Valley Regional District

Audit Findings Report  
for the year ended  
December 31, 2019

*KPMG LLP*

For discussion with Council on  
May 26, 2020

[kpmg.ca/audit](http://kpmg.ca/audit)



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# Executive summary



## Purpose of this report\*

The purpose of this Audit Findings Report is to assist you, as a member of Council, in your review of the results of our audit of the financial statements of the consolidated financial statements of the Fraser Valley Regional District ("Regional District") as at and for the year ended December 31, 2019.



## Audit Materiality

Materiality was determined based on the total expenses of the Regional District. For the year ended December 31, 2019 we determined materiality to be \$680,000.



## Finalizing the audit

As of the date of this report, we have completed the audit of the financial statements, with the exception of certain remaining procedures, which include amongst others:

- Obtaining signed management representation letter;
- Completing our discussions with Council; and
- Obtaining evidence of Council's approval of the financial statements.

We will update Council on significant matters, if any, arising from the completion of the audit, including the completion of the above procedures. Our auditors' report will be dated upon the completion of any remaining procedures.

\*This Audit Findings Report should not be used for any other purpose or by anyone other than Council. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this Audit Findings Report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.





# Executive summary



## Areas of focus

We have not identified any significant financial reporting risks. However, as part of our audit, we identified other areas of audit focus including:

- Deferred revenues;
- Investments;
- Government Business Partnership;
- Chaumox Landfill asset retirement obligation;
- Presumed fraud risk of management override of controls; and
- Impact of COVID-19.

We are satisfied that our audit work has appropriately dealt with these areas of audit focus.  
*See pages 5-10.*



## Independence

We confirm that we are independent with respect to the Regional and Hospital Districts within the meaning of the relevant rules and related interpretations prescribed by the relevant professional bodies in Canada and any other standards or applicable legislation or regulation from January 1, 2019 to the date of this report.

# Executive summary



## Adjustments and differences

Please refer to page 11 regarding adjustments.



## Control and other observations

We did not identify any control deficiencies that we determined to be significant deficiencies in ICFR.



## Significant accounting policies and practices

There are no new accounting standards effective for the 2019 fiscal year end. There have been no other initial selections of, or changes to, significant accounting policies and practices to bring to your attention.

The presentation and disclosure of the financial statements are, in all material respects, in accordance with Canadian public sector accounting standards. Misstatements, including omissions, if any, related to disclosure or presentation items are in the management representation letter.

# Materiality

Materiality determination	Comments	Amount
<b>Benchmark</b>	Total expenses per the prior year audited financial statements. The corresponding amount for the prior year's audit was \$20,447,000.	\$23,311,531
<b>Materiality</b>	Determined to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and of any uncorrected misstatements on the financial statements. The corresponding amount for the prior year's audit was \$610,000.	\$680,000
<b>% of Benchmark</b>	The corresponding percentage for the prior year's audit was 2.98%.	2.92%
<b>Audit Misstatement Posting Threshold (AMPT)</b>	Threshold used to accumulate misstatements identified during the audit. The corresponding amount for the previous year's audit was \$30,500.	\$34,000

Materiality represents the level at which we think misstatements will reasonably influence users of the financial statements. It considers both quantitative and qualitative factors.

To respond to aggregation risk, we design our procedures to detect misstatements at a lower level of materiality.

## We report to Council:



Corrected audit misstatements



Uncorrected audit misstatements



# Areas of audit focus and results

We highlight our significant findings in respect of significant financial reporting risks as identified in the executive summary.

## Significant financial reporting risks

## Why is it significant?

### Deferred Revenues

Public Sector Accounting Standards requires that government grants without eligibility criteria, stipulations, or obligations must be recognized as revenue when the transfer is authorized. The Regional District has a material amount of government grants and unearned revenue deposits in 2019. Development levies and deferred revenues are equal to \$12.6 million as at December 31, 2019.

## Our response and significant findings

- We confirmed the amount of funding through inspection of the funding agreements.
- We inspected the agreement to confirm appropriateness of the deferral of revenues.
- No issues were noted from our testing results.



## Areas of audit focus and results (continued)

### Significant financial reporting risks

Investments

### Why is it significant?

The Regional District has over \$37 million in investments as at December 31, 2019.

### Our response and significant findings

- We confirmed the value of investments at December 31, 2019 with the Regional District's investment advisors at Raymond James and National Bank Financial Wealth Management.
- We performed substantive analytical procedures over investment income.
- No issues were noted from our testing results.





# Areas of audit focus and results (continued)

## Significant financial reporting risks

Government Business Partnership

## Why is it significant?

Public Sector Accounting Standards requires investments in Government Business Partnerships to be accounted for using the modified equity method using the Regional District's share of the partnership.

The Regional District is one of three partners in the Cascade Lower Canyon Community Forest Partnership ("Partnership").

## Our response and significant findings

- We obtained the March 31, 2019 audited financial statements of the Partnership and recalculated the value of the District's 1/3 interest and share of net profit.
- No issues were noted from our testing results.



# Areas of audit focus and results (continued)

## Significant financial reporting risks

### Chaumox Landfill Liability

## Why is it significant?

Public Sector Accounting Standards requires that financial statements should recognized a liability for closure and post-closure costs for all landfill sites operated by the District.

The Regional District operates the Chaumox Landfill in Boston Bar.

## Our response and significant findings

- We obtained and inspected the 2019 engineering report to confirm the estimated current and future closure and post-closure costs.
- We recalculated the liability to confirm the amounts presented on the Consolidated Statement of Financial Position and disclosed in the notes to the consolidated financial statements.
- No issues were noted from our testing results.



# Areas of audit focus and results (continued)

## Professional requirements

Presumed risk of management override of controls

## Why are we focusing here?

Although the level of risk of management override of controls will vary from entity to entity, professional standards presume the risk of management override of controls is present in all entities and requires the performance of specific procedures to address this presumed risk.

## Our response and significant findings

- We performed procedures required by professional standards to address the presumed risk of management override of controls including testing of journal entries, performing a retrospective review of estimates, and evaluating the business rationale of significant unusual transactions.
- No issues were noted from our testing results.



## Areas of audit focus and results (continued)

### Area of audit focus

Subsequent event – COVID-19

### Why are we focusing here?

Subsequent to December 31, 2019, the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial market and social dislocating impact. As such enhanced subsequent events procedures are warranted.

### Our response and significant findings

- Due to the severity of the pandemic and the rapidly changing events, there are a number of factors that give rise to uncertainty. Being a local government, it is critical that the District continue to monitor this situation closely in the coming weeks and months.
- We considered the type of assets the District has and assessed if any valuation concerns existed at year-end.
- It was noted that there is sufficient cash and investments held to fund operations for in excess of one year should all revenue cease.
- We considered the potential for each revenue item to decrease given the changing environment.
- KPMG notes that an estimate of the financial effect is not practicable at this time and the nature of the subsequent event has been disclosed in the financial statements.

# Adjustments and differences



Adjustments and differences identified during the audit have been categorized as “Corrected adjustments” or “Uncorrected differences”. These include disclosure adjustments and differences.

Professional standards require that we request of management and the audit committee that all identified adjustments or differences be corrected. We have already made this request of management.

## Corrected adjustments

KPMG identified one adjustment that has been corrected. The adjustment is to accrue for the total estimated legal fees in regards to the legal claim. Refer to Management’s representation in the Appendices for more information.

## Uncorrected differences

KPMG identified one adjustment that remains uncorrected. The income received from the partnership in the Lower Canyon Community Forest was recorded as miscellaneous income in 2018, whereas the revenue recognition should of occurred in 2019. Refer to Management’s representation in the Appendices for more information.

# Appendices



**Appendix 1: Required Communications**



**Appendix 2: Financial Statement Trend Analysis**



**Appendix 3: Management Representation Letter**



**Appendix 4: Other Information**



**Appendix 5: Audit Quality and Risk Management**



**Appendix 6: Current Developments**



**Appendix 7: PSAB Standard Changes**



**Appendix 8: COVID-19 Preparation**



# Appendix 1: Required Communications



In accordance with professional standards, there are a number of communications that are required during the course of and upon completion of our audit.

These include:



## Auditors' Report

The conclusion of our audit is set out in our draft auditors' report attached to the draft financial statements.



## Management representation letter

In accordance with professional standards, copies of the management representation letter are provided to Council. The management representation letter is attached.



## Independence

In accordance with professional standards, we have confirmed our independence on page 2.



# Appendix 2: Financial Statement Trend Analysis

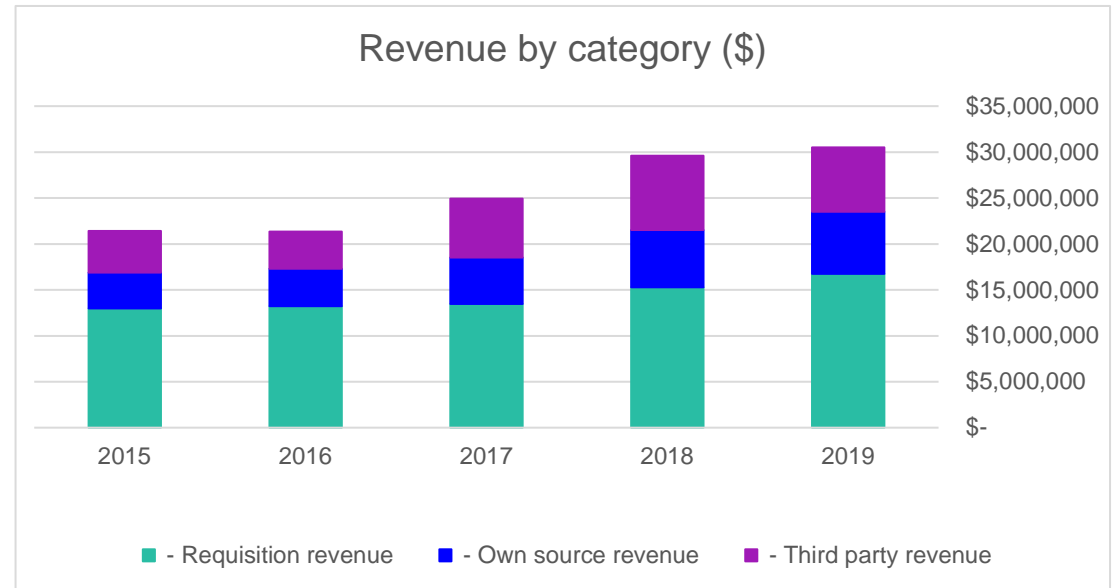
## Fraser Valley Regional District

Overall revenues have increased 3% compared to 2018 and have increased an average of 7% per year.

The greatest growth in revenues was seen in own-source revenue, such as sale of services and utility service fees – these revenues have increased 8% from 2018, with an average increase of 11.7%. Own-source revenue makes up 22% of total revenues (2018 – 21%).

Third party revenues make up 23% of total revenues (2018 – 27%) and have decreased 13% from 2018, with an overall average increase of 9%. Third party revenues increased by an average of 12%. This includes investment income, government grants, developer contributions, and other third party contributions.

Taxation revenues make up 55% of total revenues (2018 – 52%), and has increased an average of 5% per year.





# Appendix 2: Financial Statement Trend Analysis (continued)

## Fraser Valley Regional District

Total expenses have increased 6% over the prior year (2018 – 14%) with an average increase of 8% per year.

The greatest average growth in expenses was seen in protective services, which makes up 27% of total expenses (2018 – 22%) and have increased an average of 8.4% per year.

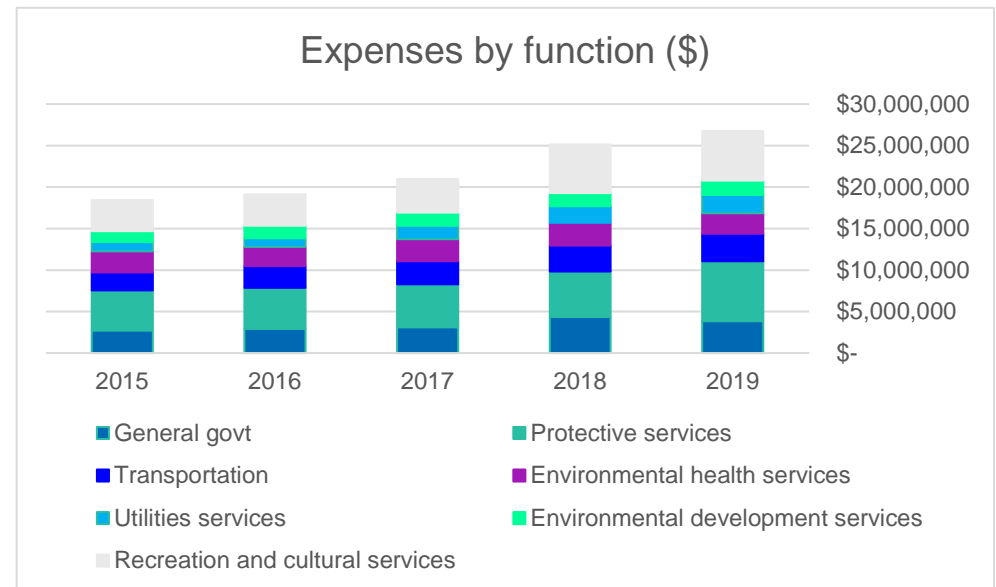
General government services make up 14% (2018 – 17%) of total expenses and have increased an average of 7% per year.

Transportation services make up 12.3% (2018 – 12.6%) of total expenses and have increased an average of 9% per year.

Utilities services, environmental developmental make up 8% of total expenses (2018 – 8%) and has increased an average of 15% per year.

Recreation and cultural services make up 22.4% of total expenses (2018 – 23.4%) and have increased an average of 10% per year.

Environmental development and environmental health services have experienced less growth, with average growth rates of 5.3% and -.8% per year, respectively.



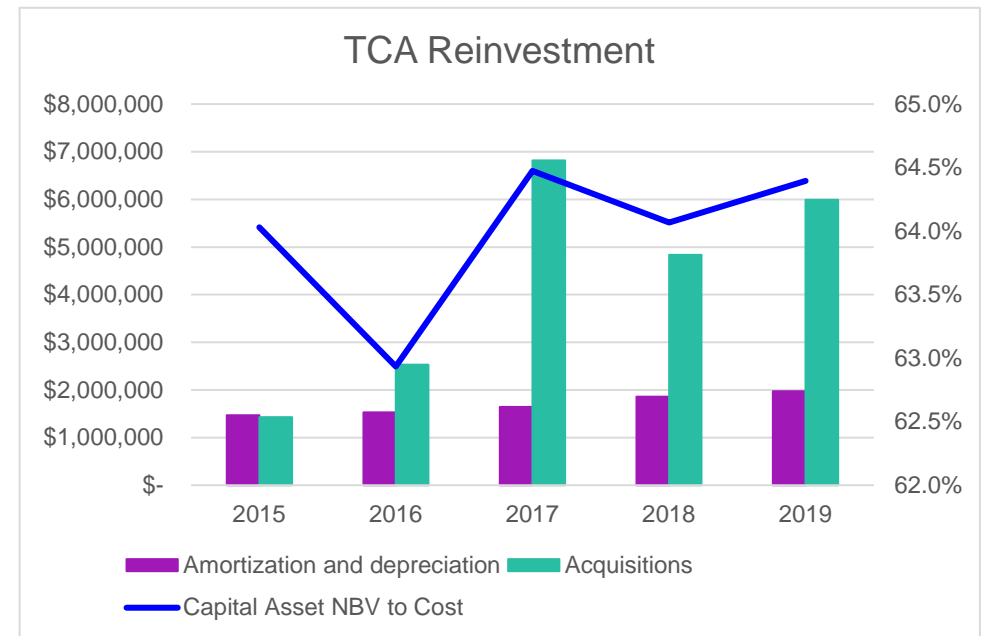
# Appendix 2: Financial Statement Trend Analysis (continued)

## Fraser Valley Regional District

Capital asset net book value to cost is a metric that can be used to analyse the District's infrastructure. The decline in metric indicates aging infrastructure. The District has achieved an average of 64% over the least three years, which is attributable to the District's significant investment in capital assets.

Total annual acquisition of capital assets has increased in recent years due to new projects and upgrades. The significant increase in the current year relate to the Cultus Lake Sewer Project and the Hatzic Water Project, which increased assets under construction by \$2.3M and \$1.2M respectively.

Amortization and depreciation has an average growth rate of 6% per year, which is consistent with the increase in acquisitions.

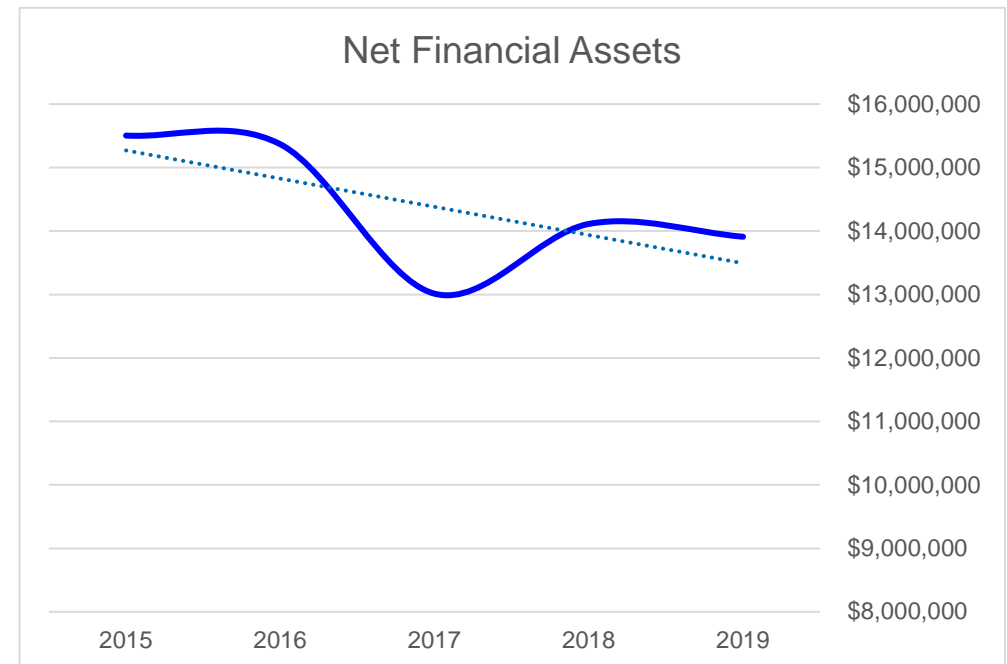


# Appendix 2: Financial Statement Trend Analysis (continued)

## Fraser Valley Regional District

Net financial assets is a measurement of the available financial resources that the Regional District has to finance future operations.

On average, net financial assets has decreased at a rate of 2% per year. In the current year, net financial assets has decreased 1.4% from 2018. This is a result of the Regional District's significant investment in capital assets funded from their own resources or deferred government funding.



# Appendix 3: Management Representation Letter

FRASER VALLEY REGIONAL DISTRICT  
45950 CHEAM AVENUE  
CHILLIWACK, BC V2P 1N6

KPMG LLP  
200-9123 Mary Street  
Chilliwack, BC V2P 4H7  
Canada

May 26, 2020

Ladies and Gentlemen:

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the consolidated financial statements (hereinafter referred to as "financial statements") of Fraser Valley Regional District ("the Entity") as at and for the period ended December 31, 2019.

**GENERAL:**

We confirm that the representations we make in this letter are in accordance with the definitions as set out in **Attachment I** to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

**RESPONSIBILITIES:**

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated May 26, 2020, including for:
  - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
  - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements ("relevant information"), such as financial records, documentation and other matters, including:
    - the names of all related parties and information regarding all relationships and transactions with related parties;
    - the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of shareholders, board of directors and committees of the board of directors that may affect the financial statements. All significant actions are included in summaries.
  - c) providing you with unrestricted access to such relevant information.
  - d) providing you with complete responses to all enquiries made by you during the engagement.
  - e) providing you with additional information that you may request from us for the purpose of the engagement.
  - f) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.

- g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
- h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.
- i) ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that we, and others within the entity, did not intervene in the work the internal auditors performed for you.

**INTERNAL CONTROL OVER FINANCIAL REPORTING:**

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

**FRAUD & NON-COMPLIANCE WITH LAWS AND REGULATIONS:**

- 3) We have disclosed to you:
  - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
  - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
    - management;
    - employees who have significant roles in internal control over financial reporting; or
    - otherswhere such fraud or suspected fraud could have a material effect on the financial statements.
  - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
  - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements.
  - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

**SUBSEQUENT EVENTS:**

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

**RELATED PARTIES:**

- 5) We have disclosed to you the identity of the Entity's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 7) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

**ESTIMATES:**

- 8) Measurement methods and significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

**GOING CONCERN:**

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.

**NON-SEC REGISTRANTS OR NON-REPORTING ISSUERS:**

- 10) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002).
- 11) We also confirm that the financial statements of the Entity will not be included in the group financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

Yours very truly,

---

By: Ms. Kristy Hodson, Acting Director of Financial Services/Chief Financial Officer

## **Attachment I – Definitions**

### **MATERIALITY**

Certain representations in this letter are described as being limited to matters that are material. Misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements. Judgments about materiality are made in light of surrounding circumstances, and are affected by the size or nature of a misstatement, or a combination of both.

### **FRAUD & ERROR**

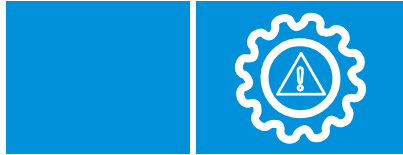
Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.



# Appendix 4: Other information



## **Documents containing or referring to the audited financial statements**

We are required by our professional standards to read only documents containing or referring to audited financial statements and our related auditors' report that are available through to the date of our auditors' report. The objective of reading these documents through to the date of our auditors' report is to identify material inconsistencies, if any, between the audited financial statements and the other information. We also have certain responsibilities, if on reading the other information for the purpose of identifying material inconsistencies, we become aware of an apparent material misstatement of fact.

We are also required by our professional standards when the financial statements are translated into another language to consider whether each version, available through to the date of our auditors' report, contains the same information and carries the same meaning.

# Appendix 5: Audit Quality and Risk Management



KPMG maintains a system of quality control designed to reflect our drive and determination to deliver independent, unbiased advice and opinions, and also meet the requirements of Canadian professional standards.

Quality control is fundamental to our business and is the responsibility of every partner and employee. The following diagram summarizes the six key elements of our quality control system.

Visit our [Audit Quality Resources page](#) for more information including access to our most recent [Audit Quality Report](#).

Other controls include:

- Before the firm issues its audit report, the Engagement Quality Control Reviewer reviews the appropriateness of key elements of publicly listed client audits
- Technical department and specialist resources provide real-time support to audit teams in the field

We conduct regular reviews of engagements and partners. Review teams are independent and the work of every audit partner is reviewed at least once every three years.

We have policies and guidance to ensure that work performed by engagement personnel meets applicable professional standards, regulatory requirements and the firm's standards of quality.

All KPMG partners and staff are required to act with integrity and objectivity and comply with applicable laws, regulations and professional standards at all times.



We do not offer services that would impair our independence.

The processes we employ to help retain and develop people include:

- Assignment based on skills and experience;
- Rotation of partners;
- Performance evaluation;
- Development and training; and
- Appropriate supervision and coaching.

We have policies and procedures for deciding whether to accept or continue a client relationship or to perform a specific engagement for that client.

Existing audit relationships are reviewed annually and evaluated to identify instances where we should discontinue our professional association with the client.

# Appendix 6: Current Developments

The following is a summary of the current developments in the Public Sector Accounting Standards that are relevant to the City of Abbotsford:

Standard	Summary and implications
Asset Retirement Obligations	<ul style="list-style-type: none"> <li>– A new standard has been approved that is effective for fiscal years beginning on or after April 1, 2021.</li> <li>– The new standard addresses the recognition, measurement, presentation and disclosure of legal obligations associated with retirement of tangible capital assets in productive use. Retirement costs will be recognized as an integral cost of owning and operating tangible capital assets. PSAB currently contains no specific guidance in this area.</li> <li>– The ARO standard will require the public sector entity to record a liability related to future costs of any legal obligations to be incurred upon retirement of any controlled tangible capital assets (“TCA”). The amount of the initial liability will be added to the historical cost of the asset and amortized over its useful life.</li> <li>– As a result of the new standard, the public sector entity will have to: <ul style="list-style-type: none"> <li>• consider how the additional liability will impact net debt, as a new liability will be recognized with no corresponding increase in a financial asset;</li> <li>• carefully review legal agreements, senior government directives and legislation in relation to all controlled TCA to determine if any legal obligations exist with respect to asset retirements;</li> <li>• begin considering the potential effects on the organization as soon as possible to coordinate with resources outside the finance department to identify AROs and obtain information to estimate the value of potential AROs to avoid unexpected issues.</li> </ul> </li> </ul>
Revenue	<ul style="list-style-type: none"> <li>– A new standard has been approved that is effective for fiscal years beginning on or after April 1, 2022.</li> <li>– The new standard establishes a single framework to categorize revenues to enhance the consistency of revenue recognition and its measurement.</li> <li>– The standard notes that in the case of revenues arising from an exchange, a public sector entity must ensure the recognition of revenue aligns with the satisfaction of related performance obligations.</li> <li>– The standard notes that unilateral revenues arise when no performance obligations are present, and recognition occurs when there is authority to record the revenue and an event has happened that gives the public sector entity the right to the revenue.</li> </ul>

## Appendix 6: Current developments (continued)

Standard	Summary and implications
Employee Future Benefit Obligations	<ul style="list-style-type: none"> <li>– PSAB has initiated a review of sections PS3250 <i>Retirement Benefits</i> and PS3255 <i>Post-Employment Benefits, Compensated Absences and Termination Benefits</i>. Given the complexity of issues involved and potential implications of any changes that may arise from this review, the project will be undertaken in phases. Phase I will address specific issues related to measurement of employment benefits. Phase II will address accounting for plans with risk sharing features, multi-employer defined benefit plans and sick leave benefits.</li> <li>– Three Invitations to Comment were issued and have closed. The first Invitation to Comment sought guidance on whether the deferral provisions in existing public sector standards remain appropriate and justified and the appropriateness of accounting for various components of changes in the value of the accrued benefit obligation and plan assets. The second Invitation to Comment sought guidance on the present value measurement of accrued benefit obligations. A third Invitation to Comment sought guidance on non-traditional pension plans. PSAB is currently deliberating on the comments received from the three Invitations to Comment.</li> <li>– The ultimate objective of this project is to issue a new employment benefits section to replace existing guidance.</li> </ul>
Concepts Underlying Financial Performance	<ul style="list-style-type: none"> <li>– PSAB is in the process of reviewing the conceptual framework that provides the core concepts and objectives underlying Canadian public sector accounting standards.</li> <li>– A Statement of Concepts (“SOC”) and Statement of Principles (“SOP”) were issued for comment in May 2018 and has closed. PSAB is in the process of developing two exposure drafts for comment.</li> <li>– The SOC proposes a revised, ten chapter conceptual framework intended to replace PS 1000 <i>Financial Statement Concepts</i> and PS 1100 <i>Financial Statement Objectives</i>. The revised conceptual framework would be defined and elaborate on the characteristics of public sector entities and their financial reporting objectives. Additional information would be provided about financial statement objectives, qualitative characteristics and elements. General recognition and measurement criteria, and presentation concepts would be introduced.</li> <li>– The SOP includes principles intended to replace PS 1201 <i>Financial Statement Presentation</i>. The SOP proposes: <ul style="list-style-type: none"> <li>• Removal of the net debt indicator, except for on the statement of net debt where it would be calculated exclusive of financial assets and liabilities that are externally restricted and/or not available to settle the liabilities or financial assets.</li> <li>• Changes to common terminology used in the financial statements, including re-naming accumulated surplus (deficit) to net assets (liabilities).</li> <li>• Restructuring the statement of financial position to present non-financial assets before liabilities.</li> <li>• Removal of the statement of remeasurement gains (losses) with the information instead included on a new statement called the statement of changes in net assets (liabilities). This new statement would present the changes in each component of net assets (liabilities).</li> </ul> </li> </ul>

## Appendix 6: Current developments (continued)

Standard	Summary and implications
Concepts Underlying Financial Performance (continued)	<ul style="list-style-type: none"> <li>– A new provision whereby an entity can use an amended budget in certain circumstances. <ul style="list-style-type: none"> <li>• Inclusion of disclosures related to risks and uncertainties that could affect the entity's financial position.</li> </ul> </li> </ul>
Public Private Partnerships ("P3")	<ul style="list-style-type: none"> <li>– PSAB has proposed new requirements for the recognition, measurement and classification of infrastructure procured through a public private partnership. An exposure draft has been approved by PSAB and will be issued in November 2019, with comments due by February 29, 2020.</li> <li>– The exposure draft proposes that recognition of infrastructure by the public sector entity would occur when it controls the purpose and use of the infrastructure, when it controls access and the price, if any, charged for use, and it controls any significant interest accumulated in the infrastructure when the P3 ends.</li> <li>– The exposure draft proposes that the public sector entity recognize a liability when it needs to pay cash or non-cash consideration to the private sector partner for the infrastructure.</li> <li>– The infrastructure would be valued at cost, with a liability of the same amount if one exists. Cost would be measured by discounting the expected cash flows by a discount rate that reflects the time value of money and risks specific to the project.</li> </ul>
International Strategy	<ul style="list-style-type: none"> <li>– PSAB is in the process of reviewing its current approach towards International Public Sector Accounting Standards. This project may result in changes to the role PSAB plays in setting standards in Canada.</li> <li>– Consultation papers were released for comment in May 2018 and March 2019, and have closed. The consultation papers described the decision-making criteria PSAB expects to consider in evaluating the international strategy that best serves the public sector. It also introduced four proposed international strategies.</li> <li>– PSAB is expected to make a final decision about its international strategy at its March 2020 meeting.</li> </ul>
Purchased Intangibles	<ul style="list-style-type: none"> <li>– In October 2019, PSAB approved a proposal to allow public sector entities to recognize intangibles purchased through an exchange transaction. The proposal does not include guidance on how to account for intangibles. Instead, the definition of an asset, the general recognition criteria and the GAAP hierarchy is expected to provide guidance on how to account for intangibles. The accounting for intangibles may be addressed through future PSAB projects.</li> </ul>

# Appendix 7: PSAB Standard Changes



# Preparing for PSAB Standard Changes

Are you ready to implement PSAB's impactful series of new standards?



Public sector entities are preparing to implement three significant Public Sector Accounting standards through 2022. These standards will impact not only your accounting policies, but also how Finance engages key stakeholders.

## Asset Retirement Obligations

PS3280 addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets and solid waste landfill sites by public sector entities.

PS3280 will apply to fiscal years beginning on or after April 1, 2021. Earlier adoption is permitted. Three transition options are available – retroactive, modified retroactive, prospective.

Asset retirement activities are defined to include all activities related to an asset retirement obligation. These may include but are not limited to:

- decommissioning or dismantling a tangible capital asset that was acquired, constructed or developed
- decontamination created by the normal use of the tangible capital asset
- post-retirement activities such as monitoring
- constructing other tangible capital assets in order to perform postretirement activities

With the introduction of PS3280 PSAB has withdrawn existing Section PS3270, solid waste landfill closure and post-closure liability.

Some examples of asset retirement obligations which fall under scope of proposed PS3280 include:

- end of lease provisions (from a lessee perspective)
- removal of radiologically contaminated medical equipment
- wastewater or sewage treatment facilities
- firewater holding tanks
- closure and post-closure obligations associated with landfills
- septic beds
- fuel storage tank removal

Under PS3280, an asset retirement obligation should be recognized when, as at the financial reporting date, ALL of the following criteria are met:

- there is a legal obligation to incur retirement costs in relation to a tangible capital asset
- the past transaction or event giving rise to the liability has occurred
- it is expected that future economic benefits will be given up
- a reasonable estimate of the amount can be made

Whether you are an education or health institution or a government entity (federal, provincial, municipal or Indigenous) this accounting standard will have implications for your organization if you report under the Public Sector Accounting Standards.

# Are You Ready?

1. *Has a project plan been developed for the implementation of this section?*
2. *Has Finance communicated with key stakeholders, including Council or Board on the impact of this section?*
3. *Does Finance communicate with representatives of the Public Works, Asset Management, Facilities Management or Legal functions through the financial reporting process?*
4. *Has a complete inventory been developed of all inactive or active assets or sites, to provide a baseline for scoping of potential retirement obligations?*
5. *If a complete inventory has been developed, does it reconcile back to information currently reported in the entity's financial statements for tangible capital assets or contaminated sites?*
6. *Does your entity have data on non-recorded assets or sites (ie: assets which were originally expensed on purchase, or recorded at no book value) which could have retirement obligations?*
7. *Does your entity have an active solid waste landfill site?*
8. *If yes, does your entity have an existing estimate of the full costs to retire and monitor the landfill site?*
9. *Is your entity aware of any of its buildings which have asbestos?*
10. *If so, does your entity have information to inform a cost estimate to remove/ treat the asbestos?*
11. *Is your entity aware of underground fuel storage tanks or boilers which must be removed at end of life?*
12. *If so, does your entity have information to inform a cost estimate to remove the tanks?*
13. *Is your entity aware of any lease arrangements where it will be required to incur costs to return the premises to pre-existing conditions at the end of the lease?*
14. *Has your entity determined if it has any sewage or wastewater treatment plants which have closure plans or environmental approvals which require full or partial retirement of the plant at the end of its life?*
15. *Is your entity aware of any other contractual or legal obligations to retire or otherwise dismantle or remove an asset at the end of its life?*

## Revenues

PS3400 outlines a framework describing two categories of revenue – transactions with performance obligations (exchange transactions) and transactions without performance obligations (unilateral transactions).

- This section will apply to fiscal years beginning on or after April 1, 2022, with earlier adoption permitted.
- This Section may be applied retroactively or prospectively.
- This section will not impact the present accounting for taxation revenues and government transfers.

Transactions which give rise to one or more performance obligations are considered to be exchange transactions. Performance obligations are defined as enforceable promises to provide goods or services to a payer as a result of exchange transactions. Revenue from an exchange transaction would be recognized when the public sector entity has satisfied the performance obligation(s), at a point in time or over a period of time.

If no performance obligations are present, the transaction would represent unilateral revenue, and be recognized when the public sector entity has the authority to claim or retain an inflow of economic resources and a past event gives rise to a claim of economic resources.

Public sector entities will need to review their revenue recognition policies for in-scope transaction types. Impacted areas may include:

- Development charges
- Permits
- Licences
- Advertising programs



## Are You Ready?

1. *Has the entity identified any revenue-generating transactions other than taxation or government transfer revenues which create performance obligations (ie: the entity is required to provide a good or service to earn that revenue)?*
2. *If so, has the entity reviewed its accounting policies for these transactions to verify revenue is recognized only as performance obligations are being met?*
3. *Has the entity quantified the impact of any change in accounting policy, or determined that there is no impact?*

## Financial Instruments

PS3450 establishes standards on how to account for and report all types of financial instruments including derivatives.

- This Section applies to fiscal years beginning on or after April 1, 2021. Earlier adoption is permitted.
- Government organizations that applied the CPA Canada Handbook – Accounting prior to their adoption of the CPA Canada Public Sector Accounting Handbook applied this Section to fiscal years beginning on or after April 1, 2012.
- This section must be adopted with Section PS 2601, Foreign Currency Translation.
- Specific transition requirements are outlined in the section.

This section prescribes a fair value measurement framework for derivatives, and equity instruments that are quoted in an active market.

Where an entity manages risks, the investment strategy, or performance of a group of financial assets, financial liabilities or both on a fair value basis, they may also be measured at fair value.

Other financial instruments are measured at cost/ amortized cost.

Changes in the fair value of a financial instrument in the fair value category are recognized in the Statement of Remeasurement Gains and Losses as a remeasurement gain or loss until the financial instrument is derecognized.

- Upon derecognition, the remeasurement gain or loss is realized in the Statement of Operations.

## Are You Ready?

1. *Does the entity hold any financial assets which are equity or derivative instruments?*
2. *Has the entity determined if it has any embedded derivatives that might arise from existing contractual arrangements?*
3. *Does the entity have other financial assets which it assesses performance of based on fair value, and for which it might elect a fair value measure?*
4. *If yes to any of the above three questions, does the entity have readily observable market data to inform a fair value measure?*
5. *Has the entity reviewed existing financial instrument note disclosure in the financial statements to determine any required revisions to meet the requirements of this section?*
6. *Does the entity enter into transactions involving foreign exchange?*
7. *Does the entity hold any monetary assets and monetary liabilities, or non-monetary assets denominated in a foreign currency?*

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*Email Bailey to join his Public Sector Accounting newsletter distribution list.*

# Appendix 8: COVID-19 Preparation

# COVID-19

## What the CIO and CISO can do to help

March 2020



Concern over the scale and impact of the COVID-19 pandemic is growing, leading organizations to consider their response and the actions they need to take to maintain their business. The CIO and CISO have vital roles in making sure an organization can function as pandemic containment measures are implemented. KPMG in Canada has put together a list of key considerations and questions to help navigate these challenging times. We also address five security domains that should be considered in the COVID-19 era.

### Can your business function effectively through remote working?

You need to ensure your business can work remotely and flexibly, and that employees are confident in being able to do so. This may require you to revisit decisions on access rights, entitlements and risk posture. Questions to consider:

- Have you scaled your VPN concentrators, portals and gateways to handle a large number of colleagues who will need to work remotely?
- Have you considered who will need to have access and the additional scale that this will bring in? Have you tested the infrastructure to find out whether it can handle the expected loading?
- Are there single points of failure in the infrastructure, and can you provide additional resilience?
- Do you need to relax access controls or provide additional remote login accounts or credentials?
- Is there sufficient help desk capacity to handle any queries from users who are unable to login, or unfamiliar with remote working?
- Where employees require access to laptops for remote working, is there a pool of laptops available or can more be procured and installed to meet demand, and how should allocation be prioritized?
- In cases where the pool of equipment is limited, have you considered essential services and splitting access to them via alternative access solutions (e.g., O365 and One Drive vs. in-house applications)?

- Have you considered the ability to whitelist only specific applications during this period and block all non-essential services?
- Do you have limitations on video and audio teleconferencing bridges, and can you do anything to scale that infrastructure?
- Do you need to consider alternate cloud-based conferencing and teleworking solutions?
- Do all members of staff have the necessary access numbers/links to allow them to access the bridges; is training material readily available; should you establish a helpline?
- Can you remote your help desk operations if the help desk staff have to work from home?
- Have you prepared simple guides to be distributed to staff on key help desk related queries:
  - How do I login?
  - How do I change my password?
  - How do I access key services?
  - How can I get help from the help desk?
  - Who are my key contacts if I have a crisis?

### Working from home securely amidst COVID-19

Remote workers have access to data, information, and network resources. This will attract imminent attention from bad actors.

- Expect an increase in phishing attempts, especially targeted attempts towards VIP credentials. Be wary of requests that break corporate policy.
- Be wary of anything “urging you” to access information via a third-party or attachment files, especially if it is related to COVID-19.

## Cybersecurity considerations

- 1** Use only trusted Wi-Fi networks, and be mindful of the risk.
- 2** Use precautions when in public; there is increased risk of device and data theft (all connections should be encrypted).
- 3** Only use sanctioned company devices and services for handling company data (use a VPN):
  - Use approved work-from-home technologies.
  - Use a company private network resource (VPN).
  - Do not use third-party services because you can't access your standard systems.
  - Use approved systems and services to communicate and transfer information. For example, do not use Dropbox to transfer a document to a client because you can't access your standard security system or service.
- 4** If you require company devices to work from home, ensure the following:
  - A formal approval from technology staff to borrow devices.
  - An assurance that required security software is properly installed.
  - Use of VPN and encryption where possible to protect data at rest and in transit, for files, systems, and general communications.
- 5** Personal devices are generally against most organizations usage policies, but if special approval has been provided to perform work tasks, ensure the following:
  - Systems are completely updated.
  - Systems and software have current and up-to-date antivirus software.
  - Do not store any unnecessary data (even Office documents).
  - Delete company data from the devices as soon as it is unnecessary.
- 6** Watch for phishing attacks – treat Coronavirus-themed emails with great caution:
  - Be wary of communications provoking a sense of urgency, particularly those with attachments or links that have “added information”.
  - Be wary of the abuse of legitimate brands being used to deliver information related to COVID-19.
  - Be wary of communications purporting to come from the Centers for Disease Control and Prevention (CDC) or World Health Organization (WHO).

## Are you able to scale digital channels to deal with demand?

Restrictions on travel and the spread of the virus may lead to new patterns of demand, and higher traffic on digital channels.

- More customers and clients may expect to transact with you through digital channels, can you scale those systems and services to deal with changing demand?
- How would you monitor loading and performance, and who can make the decisions to scale capacity, or create dynamic choices on prioritization if capacity is an issue?
- Are you clear which services you may need to shed, or how customer journeys may need to alter if systems are overloaded?
- Are you dependent on key call centers, and if those call centers are closed or inaccessible, can customers and clients interact with you through other channels?
- Is there the option to allow call center staff to work remotely, or to transfer their loads to another call center location?
- Have you considered the interactions between call centers and service/help desks and the impact of any outsourcing arrangements?
- Have you discussed the arrangements with key suppliers of those services, and how will they prioritize your needs against those of other clients?

## Are you dependent on key IT personnel?

Sadly, employees may be infected or may find themselves unable to travel or to have to meet family caring commitments; you should plan for a significant level of absenteeism.

- What would happen if key IT personnel (including contractors) are unable to travel, or are ill with the virus... are you dependent on a small number of key individuals?
- How could you reduce that dependency, for example, ensuring that there are “break glass” procedures in place to allow other administrators access to critical systems?
- What about the Security team? Who are the key individuals, and if the CISO is not available, then who will make the calls on the security posture and the acceptable risks to the firm?

## What would happen if disruption to a data center occurs?

- Data centers may be impacted by the virus too. A positive test may result in an evacuation and deep clean of the building; transport infrastructure disruption may prevent access, and data center staff may be unable to work.
- In the event that one of your data centers is evacuated, do you have disaster recovery plans in place to deal with the disruption, and have you tested those plans?
- How quickly can you failover to an alternate site, and who manages that process?
- Are you dependent on key individuals (including contractor support) for the operation of the data center, and how can you manage that dependency?

### Are you able to scale your cloud capabilities?

There may be additional demands on cloud-based services, requiring you to scale the available computing power, which may incur additional costs. Other services may show reduced demand.

- Are you able to monitor the demand for cloud computing services, and manage the allocation of resources effectively?
- Have you made arrangements to meet any additional costs which may be incurred from scaling or provisioning other cloud services?

### Are you dependent on specific suppliers?

Your suppliers and partners will also be under pressure, and their operations disrupted too.

- Who are your critical suppliers, and how would you manage if they are unable to operate, including disruption to your key managed service providers?
- Are there steps you could take now to reduce that dependency, including using your team resources?
- Are you discussing the implications with your key suppliers, and do you have the right points of contact with those suppliers?
- Have you identified which IT suppliers may come under financial pressure, and what would be your alternate sourcing strategy if they did fail?

### What would happen if there's a cyber incident?

Organized crime groups are using the fear of COVID-19 to carry out highly targeted spear-phishing campaigns and set up fake websites, leading to an increased risk of a cybersecurity incident.

- Have you made it clear to employees where to get access to definitive information on the COVID-19 pandemic and your firm's response to COVID-19?
- Have you warned staff of the increased risk of phishing attacks using COVID-19 as a cover story?
- If you're dependent on alternative systems or solutions, including those procured as cloud services, how would you handle a security incident involving those systems?
- Do you need to change your approach to security operations during the pandemic, including arrangements for monitoring of security events?

### What would happen if there's an IT incident?

While COVID-19 dominates the news, you should still be aware of the possibility of an IT failure given the changing demands on your infrastructure, or an opportunistic cyberattack.

- Would you be able to co-ordinate the incident remotely, and do you have the necessary conferencing facilities and access to incident management sites/processes and guides?
- Do you have a virtual war room setup, in case physical access is limited or restricted?
- Are you dependent on key individuals for the incident response, and if so, what can you do to reduce that dependency?
- How does the emergency/incident response crisis management structure change if key incident managers/recovery leads are unavailable?
- Are you confident that your backups are current, and that in the worst case you can restore vital corporate data and systems?
- How would you deal with a widespread ransomware incident, when large parts of your workforce are home working?

### Are you making the best use of your resources?

You will need to be able to function with limited employee numbers and be clear on the priority tasks your team needs to be able to complete.

- Have you prioritized your team's activities, are there tasks which you can defer and release staff for contingency planning and priority preparation tasks?
- Do you have the ability to access emergency funds if you need to source equipment, or additional contractor/specialist support rapidly?
- If you are placed under pressure to reduce discretionary spend to preserve cash, are you clear on which spend must be protected and where to make those savings?

### Are you setting an example?

Amongst all of these organizational considerations, you are still a member of senior management, and your team will look to you for leadership and support.

- Have you made sure your team is implementing sensible hygiene practices, including offering flexible and remote working to meet changing needs?
- Do you have up to date points of contact details for all of your team? Is your team aware of who to contact in an emergency?
- Do you model the behaviors you expect of your team, and what would happen if you were incapacitated? Who would step in for you?

# Functional domains of cyber operations in the COVID-19 era

## 5 security domains to consider

	Incident Command and Control must be maintained under remote work conditions:	Security monitoring must adapt & persevere:	Response capabilities extend to remote working conditions:	Cyber risks introduced due to remote working conditions and persistent threat actors will continue to evolve:	The Cyber Operations function now extends to an expanded threat surface:
ESSENTIAL	<ul style="list-style-type: none"> <li>✓ Ensure redundant communications plan (e.g. employees should be made aware of how to contact security)</li> <li>✓ Ensure ransomware playbook awareness and revision (e.g. should consider working from home scenarios)</li> <li>✓ Integrate cyber into crisis management. (e.g. privacy, public affairs)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Ensure all security controls are updated and logging is enabled properly</li> <li>✓ Ensure remote forensics capability (e.g. remote image collection)</li> <li>✓ Review use cases for effectiveness as network behavior has changed</li> <li>✓ Ensure actioning of any lost network visibility due to working from home (e.g. use IDS/IPS)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Ensure vendor contact information and SLAs are reviewed and understood by security personnel</li> <li>✓ Review emergency change management processes in order to expedite approvals</li> <li>✓ Ensure user termination processes are functioning end to end (e.g. all access drops upon user termination)</li> <li>✓ Ensure all administrative actions are logged</li> </ul>	<ul style="list-style-type: none"> <li>✓ Conduct blue team review of email and VPN access control postures</li> <li>✓ Ensure full review of identity and access management and authentication posture</li> <li>✓ Monitor perimeter for unintended network exposures</li> <li>✓ Communicate guidelines for employees to secure their home networks</li> <li>✓ Ensure all security technologies are being updated as required</li> </ul>	<ul style="list-style-type: none"> <li>✓ Security teams must prepare to operate remotely, but potentially within company infrastructure if cut off from network</li> <li>✓ Ensure security responders have a secure location and redundant infrastructure where they can respond effectively to more serious cyber events.</li> <li>✓ Strictly forbid use of unmanaged personal devices for work duties (e.g. home PC)</li> <li>✓ Review Cyber-Insurance coverage given remote work posture and changing attack surfaces</li> </ul>
ENHANCED	<ul style="list-style-type: none"> <li>✓ Focused defensive planning of most likely and most dangerous threats given the COVID-19 event</li> <li>✓ Better Integrate with industry through ISACs</li> </ul>	<ul style="list-style-type: none"> <li>✓ Enhance User and Entity Behaviour Analytics (UEBA) monitoring to enhance insider threat and anomaly monitoring</li> <li>✓ Review technology portfolios with incumbent vendors to more easily add features instead of new procurement cycles</li> <li>✓ Increase insider threat monitoring due to higher global employment uncertainty</li> </ul>	<ul style="list-style-type: none"> <li>✓ Employ Security Orchestration and Response Automation (SOAR) methodologies</li> <li>✓ Employ Network Access Controls (NAC) through existing technologies or manual processes such as MAC whitelisting</li> </ul>	<ul style="list-style-type: none"> <li>✓ Ensure sensitive/VIP positions have additional over-watch especially in home networks</li> <li>✓ Carry out purple teaming activities to validate that network is secure against known attack patterns</li> </ul>	<ul style="list-style-type: none"> <li>✓ Secure E-supply chain (e.g. container libraries, imported code, vendor widgets)</li> <li>✓ Establish redundant vendor pipeline for critical IT capabilities (e.g. firewall)</li> </ul>
	<b>Command</b> Capabilities to Enable Decision Making and oversee security operations.	<b>Sense</b> Ability to detect cyber events of interest. E.g. Security Controls and SIEM	<b>Act</b> Ability to contain and remediate an incident once it is discovered	<b>Shield</b> Reactive and proactive hardening of the organization. E.g. vulnerability management	<b>Sustain</b> Ability to sustain your cyber posture over the short and long run

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# FRASER VALLEY REGIONAL DISTRICT

## BOARD OF DIRECTORS MEETING

### OPEN MEETING MINUTES

Tuesday, April 28, 2020  
(Immediately following the FVRHD Board Meeting)  
FVRD Boardroom, 45950 Cheam Avenue, Chilliwack, BC

**Members Present:** Director Jason Lum, City of Chilliwack, Chair *(via Zoom conference call)*  
Director Patricia Ross, City of Abbotsford, Vice Chair *(via Zoom conference call)*  
Director Dennis Adamson, Electoral Area B *(via Zoom conference call)*  
Director Pam Alexis, District of Mission *(via Zoom conference call)*  
Director Wendy Bales, Electoral Area C *(via Zoom conference call)*  
Director Henry Braun, City of Abbotsford *(via Zoom conference call)*  
Director Kelly Chahal, City of Abbotsford *(via Zoom conference call)*  
Director Hugh Davidson, Electoral Area F *(via Zoom conference call)*  
Director Bill Dickey, Electoral Area D *(via Zoom conference call)*  
Director Taryn Dixon, Electoral Area H *(via Zoom conference call)*  
Director Orion Engar, Electoral Area E *(via Zoom conference call)*  
Director Leo Facio, Village of Harrison Hot Springs *(arrived at 7:30 pm via Zoom conference call)*  
Director Carol Hamilton, District of Mission *(via Zoom conference call)*  
Director Chris Kloot, City of Chilliwack *(via Zoom conference call)*  
Director Dave Loewen, City of Abbotsford *(via Zoom conference call)*  
Director Bud Mercer, City of Chilliwack *(via Zoom conference call)*  
Director Ken Popove, City of Chilliwack *(via Zoom conference call)*  
Director Sylvia Pranger, District of Kent *(via Zoom conference call)*  
Director Terry Raymond, Electoral Area A *(via Zoom conference call)*  
Director Peter Robb, District of Hope *(via Zoom conference call)*  
Director Ross Siemens, City of Abbotsford *(via Zoom conference call)*  
Director Al Stobbs, Electoral Area G *(arrived at 7:40 pm via Zoom conference call)*

**Regrets:** Director Brenda Falk, City of Abbotsford

**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*)  
Graham Daneluz, Director of Planning & Development (*via Zoom conference call*)  
Tareq Islam, Director of Engineering & Community Services (*via Zoom conference call*)  
Stacey Barker, Director of Regional Services (*via Zoom conference call*)  
Suzanne Gresham, Director of Corporate Initiatives (*via Zoom conference call*)  
Alison Stewart, Manager of Strategic Planning (*via Zoom conference call*)  
Trina Douglas, Manager of Contracted Services  
Kristen Kohuch, Executive Assistant to CAO and Board (*Recording Secretary*)  
Tyler Davis, Network Analyst II

**1. CALL TO ORDER**

Chair Lum called the meeting to order at 7:20 pm.

The Board thanked health care workers, essential workers and FVRD staff for their hard work during this challenging time.

**2. APPROVAL OF AGENDA, ADDENDA AND LATE ITEMS**

Moved By PRANGER

Seconded By DIXON

**THAT** the Agenda, Addenda and Late Items for the Fraser Valley Regional District Board Open Meeting of April 28, 2020 be approved;

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

**CARRIED**  
***All/Unweighted***

**3. BOARD MINUTES & MATTERS ARISING**

**3.1 Draft Fraser Valley Regional District Board Meeting Minutes - March 18, 2020**

Staff noted that the Fraser Valley Regional District Board meeting minutes of March 18, 2020 as presented contained an error under Item 19. The following motion was brought forward:

Moved By DAVIDSON

Seconded By ALEXIS

**THAT** the minutes of March 18, 2020 be amended to include the following wording under Item 19: Fraser Valley Regional Board refuse Director Davidson's Out of Mandate Request.

**CARRIED**  
*All/Unweighted*

Moved By DAVIDSON

Seconded By ALEXIS

**THAT** the Minutes of the Fraser Valley Regional District Board Open Meeting of March 18, 2020 be adopted as amended.

**CARRIED**  
*All/Unweighted*

**4. COMMITTEE AND COMMISSION MINUTES FOR INFORMATION AND MATTERS ARISING**

The following items were received for information:

**4.1 Draft Regional and Corporate Services Committee - March 10, 2020**

**4.2 Electoral Area Services Committee - March 10, 2020**

**5. CORPORATE ADMINISTRATION**

**5.1 Appointment of FVRD Officers**

Staff noted that if the FVRD Officers are not available to serve then the Acting Chief Administrative Officer and Acting Manager of Corporate Administration/Corporate Officer would fill the positions.

Moved By ROSS

Seconded By KLOOT

**THAT** the Fraser Valley Regional District Board appoint and designate the following named individuals as officers of the Fraser Valley Regional District in the following capacities:

Jennifer Kinneman, Chief Administrative Officer and Deputy Corporate Officer responsible for Corporate Administration

Jaime Reilly, Manager of Corporate Administration and Corporate Officer responsible for Corporate Administration

**AND THAT** all previous officer appointments be rescinded.

**CARRIED**  
***All/Unweighted***

## 6. FINANCE

### 6.1 2020 Grant-In-Aid Request – Lake Errock Community Association, Electoral Area “C”

It was noted that if funds are not required this year as result of event cancellations due to COVID-19, the monies will be reconciled at the end of the year.

Moved By RAYMOND

Seconded By BALES

**THAT** the Fraser Valley Regional District Board approve a grant-in-aid to the Lake Errock Community Association in the amount of \$3,500 to be funded from the 2020 Electoral Area “C” grant-in-aid budget to help offset the costs associated with the hosting of several events that encourage community inclusiveness.

**CARRIED**  
***All/Unweighted***

7. **BYLAWS**

7.1 **Zoning Amendment Bylaw No. 1546, 2019 for cannabis land uses in Electoral Area D**

Moved By DICKEY

Seconded By DAVIDSON

**THAT** the Fraser Valley Regional District Board adopt the bylaw cited as *Fraser Valley Regional District Electoral Area D Zoning Amendment Bylaw No. 1546, 2019*.

**CARRIED**  
*EAs/Unweighted*

7.2 **Fraser Valley Express Sub-Regional Transit System Service Area Amendment Bylaw No. 1556, 2019**

The Board asked how the Fraser Valley Express Sub-Regional Transit System has been impacted by COVID-19.

Staff advised that a report is being prepared for the May 12, 2020 Regional and Corporate Services Committee meeting, and noted that the FVRD is monitoring the situation. At present time transit in the region is operating their regular routes although ridership has reduced between 50-60%. It was also noted BC Transit expansions scheduled for 2020-2021 are being postponed to the next fiscal year.

Moved By SIEMENS

Seconded By FACIO

**THAT** the Fraser Valley Regional District Board adopt the bylaw cited as *Fraser Valley Express Sub-Regional Transit System Service Area Amendment Bylaw No. 1556, 2019*.

**CARRIED**  
*All/Unweighted*

7.3 **Cascade-Carratt Creek Flood Control Local Service Area Amendment Bylaw No. 1566, 2020**

Moved By DAVIDSON

Seconded By ENGAR

**THAT** the Fraser Valley Regional District Board adopt the bylaw cited as *Cascade-Carratt Creek Flood Control Local Service Area Amendment Bylaw No. 1566, 2020*.

**CARRIED**  
*All/Unweighted*

**7.4 Popkum Sewer Service Area Amendment Bylaw No. 1567, 2020**

Moved By DICKEY  
Seconded By RAYMOND

**THAT** the Fraser Valley Regional District Board adopt the bylaw cited as *Popkum Sewer Service Area Amendment Bylaw No. 1567, 2020*.

**CARRIED**  
*All/Unweighted*

**7.5 North Bend Sewer Service Area Amendment Bylaw No. 1568, 2020**

Moved By RAYMOND  
Seconded By DIXON

**THAT** the Fraser Valley Regional District Board adopt the bylaw cited as *North Bend Sewer Service Area Amendment Bylaw No. 1568, 2020*.

**CARRIED**  
*All/Unweighted*

**7.6 Rexford Creek Storm Drainage Service Area Conversion and Amendment Bylaw No. 1569, 2020**

Moved By ENGAR  
Seconded By ADAMSON

**THAT** the Fraser Valley Regional District Board adopt the bylaw cited as *Rexford Creek Storm Drainage Service Area Conversion and Amendment Bylaw No. 1569, 2020*.

**CARRIED**  
*All/Unweighted*

**7.7 Sub-Regional Animal Control Service Area Amendment Bylaw No. 1570, 2020**

Discussion ensued regarding the impacts on Animal Control as a result of COVID-19.

It was noted that Directors were advised to report all Animal Control bylaw enforcement complaints to the Director of Regional Services.

Moved By ALEXIS

Seconded By HAMILTON

**THAT** the Fraser Valley Regional District Board adopt the bylaw cited as *Sub-Regional Animal Control Service Area Amendment Bylaw No. 1570, 2020*.

**CARRIED**  
***All/Unweighted***

**7.8 Service Area Amendment Bylaw Nos. 1586, 2020; 1587, 2020; 1588, 2020 and 1589, 2020**

Moved By RAYMOND

Seconded By ROBB

**THAT** the Fraser Valley Regional District Board adopt the bylaws cited as:

- *Fraser Valley Regional District Boston Bar and North Bend Fire Protection Service Area Amendment Bylaw No. 1586, 2020;*
- *Fraser Valley Regional District Area A Garbage Disposal Service Area Amendment Bylaw No. 1587, 2020;*
- *Fraser Valley Regional District Townsite of Yale Water Supply and Distribution Local Service Area Amendment Bylaw No. 1588, 2020; and*
- *Fraser Valley Regional District Deroche Water System Service Area Amendment Bylaw No. 1589, 2020.*

**CARRIED**  
***All/Unweighted***

**7.9 Fraser Valley Regional District Development Procedures and Delegation of Authority Bylaw No. 1592, 2020**

Moved By LOEWEN  
Seconded By KLOOT

**THAT** the Fraser Valley Regional District Board consider giving first reading to the bylaw cited as "*Fraser Valley Regional District Development Procedures and Delegation of Authority Bylaw No. 1592, 2020*".

The Board expressed concerns that there would be less time for public engagement if planning items are not considered first at the Electoral Area Services Committee before being presented at the Fraser Valley Regional District Board Meeting.

Staff advised that the intent of this bylaw is to allow for development permits and development variance permits to be approved more quickly during local or provincial emergencies where response or recovery to emergency incidences are concerned. Such opportunities to expedite the process of permit approvals would be decided on a case-by-case basis.

Discussion ensued resulting in the following motion:

Moved By RAYMOND  
Seconded By DAVIDSON

**THAT** the *Fraser Valley Regional District Development Procedures and Delegation of Authority Bylaw No. 1592, 2020* be referred to the May 12, 2020 meeting of the Electoral Area Services Committee.

**CARRIED**  
***All/Unweighted***

**7.10 FVRD Animal Control Sub-Regional Regulations Amendment Bylaw No. 1593, 2020**

The Board discussed the intent of this bylaw being to provide financial relief by waiving the late fee for dog owners who purchase their dog licenses late this year.



Moved By RAYMOND  
Seconded By ROSS

**THAT** the Fraser Valley Regional District Board give first reading to the bylaw cited as "*Fraser Valley Regional District Animal Control Sub-Regional Regulations Amendment Bylaw No. 1593, 2020*".

**CARRIED**  
***All/Unweighted***

Moved By RAYMOND  
Seconded By HAMILTON

**THAT** the Fraser Valley Regional District Board give second and third reading to the bylaw cited as "*Fraser Valley Regional District Animal Control Sub-Regional Regulations Amendment Bylaw No. 1593, 2020*".

**CARRIED**  
***All/Unweighted***

Moved By FACIO  
Seconded By ENGAR

**THAT** the Fraser Valley Regional District Board adopt the bylaw cited as "*Fraser Valley Regional District Animal Control Sub-Regional Regulations Amendment Bylaw No. 1593, 2020*".

**CARRIED**  
***All/Unweighted***

## **8. PERMITS**

Staff advised that the public was directed to comment on Development Variance Permits items by means of written submission and two emails were received in regards to item 8.1.

### **8.1 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**

Comments were expressed regarding the potential for drainage issues on the subject property. Staff advised that this would be addressed through the building permit application process.

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**  
*EAs/Unweighted*

**8.2     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**  
*EAs/Unweighted*

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

Moved By STOBART

Seconded By ADAMSON

**THAT** the Fraser Valley Regional District issue Development Variance Permit 2020-01 for 40191 Lougheed 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**  
*EAs/Unweighted*

**9. CONTRACTS, COVENANTS AND OTHER AGREEMENTS**

**9.1 Essential Services Mutual Aid Agreement with Hope, Kent and Harrison Hot Springs**

The Board thanked all the respective parties on assisting each other in a time of need, noting that there is still an opportunity for other municipalities to join the Mutual Aid Agreement if they are interested.

Moved By FACIO

Seconded By PRANGER

**THAT** the Fraser Valley Regional District Board authorize its signatories to execute an Essential Services Mutual Aid Agreement with the District of Hope, District of Kent, and Village of Harrison Hot Springs as per Ministerial Order to ensure that wastewater and drinking water services are maintained during the period of the declaration of a state of emergency due to COVID-19 pandemic.

**CARRIED**  
*All/Weighted*

**10. OTHER MATTERS**

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

Discussion ensued about general processes for report writing and staff communications with Director Bales and Director Stobbart regarding this item. The following amendment to the motion resulted:

Moved by BALES

Seconded by ADAMSON

**THAT** staff be directed to work with Director Bales on preparing a report for the Electoral Area Services Committee meeting with respect to a community food garden at the FVRD Deroche Office.

**DEAFEATED**  
**ALL EXCEPT DIRECTORS BALES AND ADAMSON OPPOSED**  
***All/Unweighted***

Moved By BALES  
Seconded By ADAMSON

**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**  
***All/Unweighted***

**10.2 Request for Provincial campfire ban**

The Board raised concerns about campfires on crown land, especially during the upcoming May long weekend, and also the lack of enforcement of provincial park closures. It was noted fire departments have been faced with a number of challenges including a shortage of personal protective equipment. Discussion ensued about the potential impacts of a provincial campfire ban and the required messaging to the Province.

Moved By ENGAR  
Seconded By ADAMSON

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

**CARRIED**  
***All/Unweighted***

**11. CONSENT AGENDA**

**11.1 CONSENT AGENDA - FULL BOARD**

Moved By ADAMSON  
Seconded By POPOVE

**THAT** the following Consent Agenda items 11.1.1 and 11.1.2 be endorsed:

**11.1.1 EASC-APR 2020**

**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.

**11.1.2 EASC-APR 2020**

**THAT** the Fraser Valley Regional District Board approve a grant-in-aid to the Deroche Farmer 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**  
*All/Unweighted*

**12. ADDENDA ITEMS/LATE ITEMS**

None.

**13. ITEMS FOR INFORMATION AND CORRESPONDENCE**

The following items were received for information:

**13.1 Letter Re 911 Call Answer Levy on Cellphones**

**13.2 Letter Re UBCM Resolution for Support: "Sharing Payments from Opioid Class Action Lawsuit"**

**13.3 Fraser Basin Council - Fraser Valley Update, April 2020**

**14. REPORTS BY STAFF**

None.

**15. REPORTS BY BOARD DIRECTORS**

Director Raymond reported on two COVID-19 initiatives in his area including a community bus which delivers groceries to individuals' doorsteps as well as a phone messaging system to check on vulnerable persons.

Director Dixon thanked the Columbia Valley and Cultus Lake Fire Departments for responding quickly and professionally to recent fires.

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

Director Facio reported signage in Harrison Hot Springs has been successful in keeping non-residents out of the community during its closure and that the Village is preparing for its phased reopening when directed by the Province.

**16. PUBLIC QUESTION PERIOD FOR ITEMS RELEVANT TO AGENDA**

The public was provided an opportunity to provide questions by email, and call-in during the meeting; no emails or calls were received.

**17. ADJOURNMENT**

Moved By FACIO

Seconded By PRANGER

**THAT** the Fraser Valley Regional District Board Open Meeting of April 28, 2020 be adjourned.

**CARRIED**  
***All/Unweighted***

The Fraser Valley Regional District Board Open Meeting of April 28, 2020 adjourned at 8:50pm.

MINUTES CERTIFIED CORRECT:

.....  
Director Jason Lum, Chair

.....  
Corporate Officer/Deputy

**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 Stobbs, 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, 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 Lougheed Hwy, Electoral Area G

Moved By STOBART

Seconded By ENGAR

**THAT** the Fraser Valley Regional District issue Development Variance Permit 2020-01 for 40191 Lougheed 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:

.....

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

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

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### 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):**

<b>Application Type</b>	<b>Current Process</b>	<b>Proposed Process</b>	<b>Discussion</b>
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"> <li>a) a copy of the completed application;</li> <li>b) staff recommendations regarding the proposed permit;</li> <li>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;</li> <li>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;</li> <li>and,</li> <li>e) any additional relevant information.</li> </ul>		<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"> <li>a) a copy of the completed application;</li> <li>b) staff recommendations regarding the proposed Development Variance Permit or Temporary Use Permit;</li> <li>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;</li> <li>d) a statement of the amount of the proposed security to be posted by the permittee, if any;</li> <li>e) the recommendations and resolutions of the Electoral Area Services Committee respecting the application; and</li> <li>f) additional relevant information provided by the Director of Planning.</li> </ul>		
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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. <b>Section 4.9.3 of this bylaw does not apply to applications refused under this section.</b></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.

## CORPORATE REPORT

To: Recreation, Culture & Airpark Services Commission  
From: Jaime Reilly, Manager of Corporate Administration and  
Christina Vugteveen, Manager of Parks and Recreation

Date: 2020-05-19  
File No: 3920-20-1530, 2020

**Subject: Almer Carlson Swimming Pool Fees & Other Charges Amendment Bylaw No. 1530, 2020**

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### RECOMMENDATION

THAT the Recreation, Culture & Airpark Services Commission recommend that the Fraser Valley Regional District Board provide three readings and adoption to the draft amendment bylaw *Almer Carlson Swimming Pool Fees and Other Charges Amendment Bylaw No. 1530, 2020*.

#### STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services  
Support Healthy & Sustainable Community

#### PRIORITIES

Priority #5 Outdoor Recreation

### BACKGROUND

In order for a regional district to charge for a service, the *Local Government Act* requires it to adopt a bylaw that clearly outlines and establishes all such fees and charges. For the Fraser Valley Regional District (FVRD), the *Almer Carlson Swimming Pool Fees and Other Charges Bylaw*, includes a list of all rental costs, program fees, as well as the costs of products associated with the Almer Carlson outdoor swimming pool located in North Bend. From time to time, the Bylaw is required to be updated to reflect any changes or new program fees.

### DISCUSSION

The draft amendment bylaw addresses a few changes from the last time it was updated and adopted in 2016. These changes include:

#### Product Sales

Staff has recently obtained a legal opinion which advised that the FVRD is not required to include pricing for individual products which are not "services". With the ever changing nature of the products provided for sale, it is difficult and time consuming for staff to continually update the Bylaw each time

the price increases or decreases, or a new product is introduced for sale. Although these products will continue to be available for sale, the FVRD is not required to list them in the Bylaw. Moving forward, individual product prices will be determined at cost plus 20% to cover FVRD expenses.

### Program Costs

Staff have recently conducted a review of similar size and structured facilities that offer similar programs. As a result of this review staff is recommending that the current rates for:

- Food Safe, will increase from \$85.00 to \$90.00 due to an increase in the contractor's rates
- Red Cross Preschool Swim Lessons increase from \$30.00 to \$45.00
- Private Swim Lessons increase from \$15.00 to \$20.00 per lesson
- For (10) private lessons the discounted rate will be \$160.00 (\$16/ lesson)
- Stay Safe (youth 9-15 years) \$30

Prior to implementing an adjustment to the rates and fees, the local economy, community demographics, cost recovery, and the impact to stakeholders and customers, are all taken into consideration as part of the review process. In order to maintain current levels of operation and to enable potential growth, the rates and fees must remain marketable and competitive with surrounding communities and or facilities.

As part of the rates and fees review, a review comparison, which included like-sized facilities with similar amenities, was conducted. Efforts were made to keep the Hope and District rates and fees comparable to other local communities.

### **COST**

There are no costs associated with this report.

### **CONCLUSION**

Staff are bringing forward the *Almer Carlson Swimming Pool Fees and Other Charges Amendment Bylaw No. 1530, 2020* which addresses changes to program costs and removal of product prices.

### **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.

# FRASER VALLEY REGIONAL DISTRICT

**BYLAW NO. 1530, 2020**

## **A bylaw to amend the fees and charges for the Almer Carlson Swimming Pool**

**WHEREAS** the Board of Directors of the Fraser Valley Regional District has deemed it advisable to amend *Fraser Valley Regional District Almer Carlson Swimming Pool Fees and Other Charges Bylaw No. 0896, 2008*, as amended.

**THEREFORE** the Board of Directors of the Fraser Valley Regional District enacts as follows:

**1) CITATION**

This bylaw may be cited as *Fraser Valley Regional District Almer Carlson Swimming Pool Fees and Other Charges Amendment Bylaw No. 1530, 2020*.

## 2) ENACTMENTS

That *Fraser Valley Regional District Almer Carlson Swimming Pool Fees and Other Charges Bylaw No. 0896, 2008* be amended by deleting Schedule A in its entirety and substituting with Schedule A attached hereto and forming 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

READ A SECOND TIME THIS \_\_\_\_\_ day of \_\_\_\_\_

READ A THIRD TIME THIS \_\_\_\_\_ day of \_\_\_\_\_

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_

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Chair/Vice-Chair

Corporate Officer/Deputy

**5) CERTIFICATION**

I hereby certify that this is a true and correct copy of *Fraser Valley Regional District Almer Carlson Swimming Pool Fees and Other Charges Amendment Bylaw No. 1530, 2020* as adopted by the Board of Directors of the Fraser Valley Regional District on the

Dated at Chilliwack, BC this

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Corporate Officer/Deputy

DRAFT

**FRASER VALLEY REGIONAL DISTRICT BYLAW No. 1530, 2020****SCHEDULE A****Almer Carlson Swimming Pool Fees and Other Charges**

<b>Admission Rates (GST &amp; PST Included)</b>	
Adult	\$4.75
Child	\$0.00
Senior	\$3.75
Student	\$3.75
Youth	\$3.25
Family	\$7.50

<b>Membership Rates (GST &amp; PST Included)</b>	
<b>Adult Membership Rates</b>	
10 Pass	\$39.00
20 Pass	\$78.00
Season	\$60.00
<b>Senior Membership Rates</b>	
10 Pass	\$30.00
20 Pass	\$60.00
Season	\$49.00
<b>Family Membership Rates</b>	
10 Pass	\$60.00
20 Pass	\$120.00
Season	\$86.00
<b>Child Membership Rates</b>	
10 Pass	\$0.00
20 Pass	\$0.00
Season	\$0.00
<b>Youth Membership Rates</b>	
10 Pass	\$26.00
20 Pass	\$ 52.00
Season	\$ 43.00
<b>Student Membership Rates</b>	
10 Pass	\$ 30.00
20 Pass	\$ 60.00
Season	\$49.00

<b>Program Rates</b>	
<b>Special Events</b>	
Birthday Party - 12	\$143.25
Birthday Party - 16	\$182.25
Birthday Party - 20	\$212.50
Dive In Movie Night	Drop In
Schools Out Party	\$3.00
Back to School BBQ	\$4.00
Pool Rental (per hour)	\$71.60
<b>Student/Adult Programs</b>	
Food Safe	\$90.00
NLS Course	\$370.00
Bronze Lifesaving Camp	\$390.00
<b>First Aid Programs</b>	
Red Cross Emergency First Aid	\$80.00
Red Cross Standard First Aid	\$150.00
Red Cross CPR-C & AED	\$75.00
Red Cross Child Safe with CPR-B	\$75.00
Red Cross Babysitting Course	\$65.00
<b>Children/Youth Programs</b>	
Summer Fun Field Trips	\$59.50
Competitive Swim Camp	\$240.00
Introduction to Slacklining	\$10.00
Red Cross Preschool Swim Lessons	\$45.00
Red Cross Swim Lessons (Level 1-6)	\$45.00
Red Cross Swim Lessons (Level 7-10)	\$60.00
Private Swim Lesson (1/2 hour)	\$20.00
10 Private Swim Lessons (1/2 hour)	\$160.00
Semi-Private Swim Lesson (1/2 hour)	\$15.00
Bike Skills Camp	\$30.00
Sports Day Camp	\$30.00
Stay Safe	\$30.00
Home Alone	\$10.00



## CORPORATE REPORT

To: Recreation, Culture & Airpark Services Commission  
From: Jaime Reilly, Manager of Corporate Administration  
Christina Vugteveen, Manager of Parks and Recreation

Date: 2020-05-19  
File No: 3920-20-1559, 2020

**Subject: Hope & District Rec Centre Fees and Other Charges Establish. Bylaw No. 1559, 2020**

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### RECOMMENDATION

**THAT** the Recreation, Culture & Airpark Services Commission recommend that the Fraser Valley Regional District Board provide three readings and adoption to the draft bylaw *Hope and District Recreation Centre Fees and Other Charges Establishment Bylaw No. 1559, 2020*.

### STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services  
Support Healthy & Sustainable Community

### BACKGROUND

In order for a regional district to charge for a service, the *Local Government Act* requires it to adopt a bylaw that clearly outlines and establishes all such fees and charges. For the Fraser Valley Regional District (FVRD), the *Hope and District Recreation Centre Fees and Other Charges Bylaw*, serves this purpose for the Recreation Centre and includes a list of all rental costs, program fees, as well as the costs of products. From time to time, the Bylaw is required to be updated to reflect any changes or new program fees.

### DISCUSSION

The draft Bylaw addresses a few changes from the last time it was updated and adopted in January 2019. These changes include:

Product Sales

Staff have recently obtained a legal opinion which advised that the FVRD is not required to include pricing for individual products which are not "services". With the ever changing nature of the products provided for sale at the Hope Rec Centre, it is difficult and time consuming for staff to continually update the Bylaw each time the price increases or decreases, or a new product is introduced for sale. Although these products will continue to be available for sale at the Hope Rec Centre, the FVRD is not required to list them in the Bylaw. Moving forward, individual product prices will be determined at cost plus 20% to cover FVRD expenses.

#### Mezzanine Rental

The newly remodeled Mezzanine offers a great opportunity for meeting space for the community. There are two meeting areas, and a full teaching kitchen. The proposed rates are based on room size and amenities in comparison to other similar facilities.

Prior to implementing an adjustment to the rates and fees, the local economy, community demographics, cost recovery, and the impact to stakeholders and customers, are all taken into consideration as part of the review process. In order to maintain current levels of operation and to enable potential growth, the rates and fees must remain marketable and competitive with surrounding communities and or facilities.

As part of the rates and fees review, a review comparison, which included like-sized facilities with similar amenities, was conducted. Efforts were made to keep the Hope and District rates and fees comparable to other local communities.

#### **COST**

There are no costs associated with this report.

#### **CONCLUSION**

Staff are bringing forward the *Hope and District Recreation Centre Fees and Other Charges Establishment Bylaw No. 1559, 2020* which addresses changes to the meeting room and mezzanine rental rates, as well as the removal of product prices.

#### **COMMENTS BY:**

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

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

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

## FRASER VALLEY REGIONAL DISTRICT

### BYLAW NO. 1559, 2020

#### A bylaw to establish Hope and District Recreation Centre Fees and Other Charges

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**WHEREAS** the Fraser Valley Regional District delivers recreation and cultural services at the Hope and District Recreation Centre pursuant to *Fraser Valley Regional District Hope and Area B Arena and Swimming Pool Local Service Area Conversion Bylaw No. 103, 1997*;

**AND WHEREAS** the Board of Directors of the Fraser Valley Regional District ("the Board") has deemed it advisable to replace *Fraser Valley Regional District Hope and District Recreation Centre Fees and Other Charges Bylaw No. 0895, 2008* as amended, and establish fees and other charges associated with the delivery of recreation and cultural services;

**THEREFORE** the Board enacts as follows:

1) **CITATION**

This bylaw may be cited as the *Fraser Valley Regional District Hope and District Recreation Centre Fees and Other Charges Establishment Bylaw No. 1559, 2020*.

2) **ENACTMENTS**

There are hereby imposed the fees and other charges related to the provision of recreation and cultural services at the Hope and District Recreation Centre as set out in Schedule A attached hereto and forming and integral part of this bylaw.

3) **REPEAL**

*Fraser Valley Regional District Hope and District Recreation Centre Fees and Other Charges Bylaw No. 0895, 2008* and any amendments thereto are hereby repealed.

4) **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.

5) **READINGS AND ADOPTION**

READ A FIRST TIME THIS

day of

READ A SECOND TIME THIS \_\_\_\_\_ day of \_\_\_\_\_

READ A THIRD TIME THIS \_\_\_\_\_ day of \_\_\_\_\_

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_

Chair/Vice-Chair

Corporate Officer/Deputy

## 6) CERTIFICATION

I hereby certify that this is a true and correct copy of *Fraser Valley Regional District Hope and District Recreation Centre Fees and Other Charges Establishment Bylaw No. 1559, 2020* as adopted by the Board of Directors of the Fraser Valley Regional District on the

Dated at Chilliwack, BC this

Corporate Officer/Deputy

**FRASER VALLEY REGIONAL DISTRICT BYLAW NO. 1559, 2020****Schedule A****Hope and District Recreation Centre Fees and Other Charges**

<b>Drop In Admissions -Pool/Gym/Arena (GST &amp; PST Included)</b>	
Adult	\$5.00
Child	\$2.25
Senior	\$4.50
Super Senior (80+)	Free
Student	\$4.00
Youth	\$3.75
Family	\$9.00
Other Groups	\$2.00
Extra Child	\$1.00
Shower	\$2.25
Family 50% off Sundays	\$4.50
Toonie Wednesdays	\$2.00
50% Off Fridays to 5:00pm	50% off single admissions
Senior Monday to 5:00pm	\$2.00
Last Hour Swim or Gym	\$3.25
School Group Student Rate (swim/skate) min. 40 students	\$2.10

<b>Membership Rates (GST &amp; PST Included)</b>	
<b>Adult Membership Rates</b>	
10 Pass	\$42.50
20 Pass	\$79.50
1 Month	\$50.75
1 Month All Inclusive	\$69.25
3 Month	\$115.50
3 Month All Inclusive	\$157.00
6 Month	\$211.00
6 Month All Inclusive	\$278.00
1 Year	\$400.00
1 Year All Inclusive	\$511.00
<b>Senior Membership Rates</b>	
10 Pass	\$38.00
20 Pass	\$71.25
1 Month	\$45.25
1 Month All Inclusive	\$63.75
3 Month	\$100.75
3 Month All Inclusive	\$142.25

<b>Membership Rates (GST &amp; PST Included) con't</b>	
<b>Senior Membership Rates con't</b>	
6 Month	\$162.50
6 Month All Inclusive	\$229.25
1 Year	\$302.25
1 Year All Inclusive	\$413.00
<b>Family Membership Rates</b>	
10 Pass	\$77.50
20 Pass	\$147.00
1 Month	\$102.50
3 Month	\$231.00
6 Month	\$412.00
1 Year	\$807.50
<b>Child Membership Rates</b>	
10 Pass	\$17.50
20 Pass	\$ 33.25
1 Month	\$ 15.75
3 Month	\$ 36.00
6 Month	\$ 63.75
1 Year	\$ 118.25
<b>Youth Membership Rates</b>	
10 Pass	\$ 31.50
20 Pass	\$ 58.75
1 Month	\$ 36.00
3 Month	\$ 80.50
6 Month	\$ 144.25
1 Year	\$ 265.25
<b>Student Membership Rates</b>	
10 Pass	\$ 33.25
20 Pass	\$ 62.75
1 Month	\$ 38.75
1 Month All Inclusive	\$ 57.25
3 Month	\$ 86.00
3 Month All Inclusive	\$ 127.50
6 Month	\$153.50
6 Month All Inclusive	\$ 220.00
1 Year	\$ 283.75
1 Year All Inclusive	\$394.50

<b>Arena Rates (GST &amp; PST Included)</b>	
55+ Drop In Hockey	\$10.00
Adult Shinny Hockey	\$3.00
Parent and Tot Skate	Drop In Fee
Casual Hockey Day Rate	\$3.00
Student Casual Hockey	\$3.00
Youth Casual Hockey	\$3.00
Family (2 Adult 3 Children)	\$9.00
Helmet Rental	\$2.25
Skate rental	\$3.00
Skate rental (School Rates)	\$2.25
Skate sharpening	\$5.50
Adult Ice Rental - Non Prime Time/hr	\$153.00
Adult Ice Rental - Prime Time/hr	\$162.00
Early Bird/hr	\$55.50
Youth Ice/hr	\$74.00
Youth Ice 1/2 sheet/hr	\$74.00
Arena Dry Floor – Adult/hr	\$41.50
Arena Dry Floor – Youth/hr	\$23.00
Roller Skate Security Deposit	\$40.00
Roller Skate Rental - Day	\$3.00
Roller Skate Rental - Month	\$10.00

<b>Facility Rental Rates (GST &amp; PST Included)</b>	
Meeting Room – Non-Profit/hr	\$25.80
Meeting Room – Commercial/hr	\$38.00
Meeting room - Day Rate	\$129.00
Mezzanine – Non-Profit/hr	\$29.00
Mezzanine – Commercial/hr	\$45.00
Mezzanine – Day Rate (Max. 10 hours – between 6:00am and 12:00am)	\$178.50
Conference Room – Non-Profit/hr	\$64.75
Conference Room – Commercial/hr	\$83.25
Conference Room – Day Rate (Max. 10 hours – between 6:00am and 12:00am)	\$323.50
Dry Floor & Mezzanine – Day Rate (Max. 10 hours – between 6:00am and 12:00am)	\$800.00
Lane Rental/hr	\$14.00
Pool Rental/hr	\$143.25
Locker Rental/month	\$3.00

<b>Equipment Rentals (GST &amp; PST Included)</b>	
Set Up and Takedown Fee /hr	\$28.30
LED Sign - Day Rate	\$20.00
LED Sign - Week Rate	\$110.00
LED Sign - Month Rate	\$400.00
Projector	\$50.00
Projector Screen	\$25.00
TV w VCR or DVD	\$10.00
Microphone	\$10.00
Sound System (amp)	\$25.00
Sound System (sound board)	\$25.00
Folding Table <i>(Applies to External Rental Contract Only)</i>	\$10.00
Folding Chair <i>(Applies to External Rental Contract Only)</i>	\$3.00
Coffee Service (10 Cups)	\$10.00
Kitchen Use – Non-Profit/hr Rate	\$12.00
Kitchen Use – Commercial/hr	\$20.00
Kitchen Use – Non-Profit Day Rate <i>(Max. 10 hours – between 6:00am and 12:00am)</i>	\$50.00
Kitchen Use – Commercial Day Rate <i>(Max. 10 hours – between 6:00am and 12:00am)</i>	\$80.00
Tablecloth Rental (per cloth)	\$10.00

<b>Dan Sharrers Aquatic Centre Rates (GST &amp; PST Included)</b>	
One parent & tot swim lesson with 6 month vaccination	Free
Open Water Diving	\$350.00
Stroke & Endurance for Adults 1/2hr private	\$15.00
Stroke & Endurance for Adults 1/2 hr semi-private	\$12.00
Assistant Water Safety Instructor	\$325.00
Water Safety Instructor	\$345.00
Lifesaving Instructor	\$260.00
National Lifeguard Service	\$250.00
Canadian Swim Patrol	\$50.00
Introduction to Scuba Diving (Youth)	\$90.00
Introduction to Scuba Diving (Adult)	\$120.00
Junior Lifeguard Club	\$50.00
Bronze Star	\$50.00
Bronze Medallion or Cross	\$120.00
8 – Red Cross Preschool Swim Lessons – 1/2 hr	\$45.00
8 – Red Cross Level 1-6 Swim Lessons – 1/2 hr	\$45.00



<b>Dan Sharrers Aquatic Centre Rates (con't)</b>	
8 – Red Cross Level 7-10 Swim Lessons – 45 min	\$60.00
8 – Adult/Senior Swim Lessons – 1/2 hr	\$45.00
Private Swim Lesson – 1/2 hr	\$20.00
Discount *10 Lessons for the price of 8	\$160.00
Semi-Private Swim Lesson – 1/2 hr	\$15.00

<b>Personal Training (GST &amp; PST Included)</b>	
One Hour Personal Training	\$50.00
5 – 1 Hour Personal Training Sessions	\$200.00
10 – 1 Hour Personal Training Sessions	\$380.00
1 – 1 Hour Semi-Private Sessions (per person)	\$30.00
5 – 1 Hour Semi-Private Sessions (per person)	\$160.00
10 – 1 Hour Semi-Private Sessions (per person)	\$300.00
Health/Fitness Consultation	\$36.00
Strength Starter Private	\$55.00
Fitness Evaluation	\$74.00
Body Composition	\$20.00
Strength Trainer Private	\$217.00
Strength Trainer Semi-Private	\$123.00
Food & Nutrition Analysis	\$75.00

<b>DSAC – Program Rates (GST &amp; PST Included)</b>	
<b>Childcare Programs</b>	
Day Camp (Pro-D, Summer, Winter, etc.)	\$29.50
Day Camp – Week Rate	\$118.00
Day Camp - 9 Week Rate	\$824.50
Day Camp - 10 Week Rate	\$940.00
Day Camp - 2nd Child Week Rate	\$110.00
Day Camp - 3rd Child Week Rate	\$103.25
Day Camp - 4th Child Week Rate	\$96.00
Childminding	\$4.00
Busing (Day Camp field trips)	\$15.00
<b>Child Programs</b>	
Parent & Strollers	\$5.00
Merry Music	\$75.00
Survivor Academy for Kids	\$30.00
Christmas Tree Decoration Making	\$5.00
Cookie Decorating	\$5.00
Crafty Kids	\$20.00
Teen Night	\$15.00

<b>Child Programs (con't)</b>	
Extreme Teen Night	\$20.00
Girls Night Out	\$10.00
Clay Sculpting	\$30.00
Rainbow Loom Meet Ups	\$2.00
Kids PJ Party	\$5.00
DIW Sewing	\$30.00
Yoga for Youth	\$20.00
Children's Active Playtime	\$2.00
Learn to Crochet	\$50.00
Tots Skating	\$40.00
Tots Soccer	\$20.00
Movie Night	\$3.25
Pee Wee Gym	\$2.00
Pool Party	\$3.25
Tykes T-Ball	\$25.00
Baby Sign Language	\$115.00
Teddy Bear Storytime and Skate	\$1.00
Infant Massage	\$60.00
Rhythmic Gymnastics – 45 min	\$130.00
Pumpkin Carving Night	\$2.00 + \$5.00/pumpkin
Princess Tea Party	\$5.00
Skate board camp	\$30.00
Music Together	1 <sup>st</sup> Child \$165.00 2 <sup>nd</sup> Child \$105.00
Parent & Tot Gymnastics	\$80.00
Gymnastics Camp – Day Rate	\$35.00
Gymnastics Camp – Half Day Week Rate	\$80.00
Gymnastics Camp – Full Day Week Rate	\$150.00
Kickboxing	\$104.00
<b>Youth Programs</b>	
Birthday Party - 12 kids (birthday cake not included)	\$143.25
Birthday Party - up to 16 kids	\$180.25
Birthday Party - up to 20 kids (includes mezzanine rental)	\$232.75
Dive In Movie Nights	\$3.25
Night Basketball	\$30.00
Tween Dances	\$5.00
<b>Youth Programs (con't)</b>	
Cooking (Jr. Chefs, Cakes Cookies & Cupcakes, etc)	\$40.00
Indoor Soccer	\$30.00
Beginner Guitar Lessons	\$130.00

Bike Skills Camp	\$50.00
Swim & Play	\$7.50
Home Alone Program	\$10.00
Stay Safe (youth 9-15 years)	\$30.00
Stay Safe Manual	\$10.00
Rhythmic Gymnastics – 60 min	\$140.00
Mad Scientists	\$40.00
Wipe Out Nights	Drop In Fee
Make your own Henna Tattoo	\$12.00
Tri-Out Triathlons	\$20.00
Skate Board Camp	\$50.00
Painting Party (8+ years)	\$30.00
Springers & Twisters Gymnastics	\$80.00
Brazilian Jiu-Jitsu	\$75.00
Gymnastics Camp – Day Rate	\$35.00
Gymnastics Camp – Half Day Week Rate	\$80.00
Gymnastics Camp – Full Day Week Rate	\$150.00
Kickboxing	\$104.00
<b>Student/Adult Programs</b>	
Youth/Teen Camp (register for 3 or more camps and save 10%)	
Try Out Slackling	\$15.00
Try Out Rock Climbing	\$50.00
Intro to Rock Climbing (one (1) hour)	\$10.00
Ultimate Frisbee League	\$30.00
Competitive Swim Camp	\$150.00
Try Out Stand Up Paddleboarding	\$40.00
Try Out Stand Up Paddleboard Yoga	\$40.00
Food Safe	\$90.00
Self Defense	\$15.00
Beginner Digital Photography	\$150.00
Osteofit	\$40.00
Bike Skills for Adults	\$250.00
Baby Signs Parent Workshop	\$25.00
Raw Foods	\$50.00
Adult Cooking	\$60.00
Winter Driving Skills	\$115.00
Drop In Sports	\$2.00
Chair Yoga	\$40.00
<b>Student/Adult Programs (con't)</b>	
Cake/Cookie Decorating	\$60.00
Jewelry Designing – Ring Making	\$45.00

Jewelry Designing	\$55.00
Belly Dancing	\$50.00
Tai Chi	\$60.00
Kayaking	\$130.00
Pool Kayak Nights (per session)	\$12.50
Give it a Whirl – Intro to Kayaking	\$60.00
Rec League Sports	\$40.00
Rec League- Basketball	\$20.00
Spanish Lessons	\$97.50
Puppy School	\$160.00
Canine Obedience Training	\$175.00
Bath and Body Product Making Workshop	\$12.00
Chocolate Making Workshop	\$40.00
Beginners Knitting	\$40.00
Beginners Crochet	\$40.00
Adult Swim Nights (19+ Last hour price)	\$3.25
Painting Parties ( 19+ years and up )	\$45.00
Pre-Natal Yoga	\$50.00
Outdoor Distraction Dog Class	\$125.00
Creative Dance	\$6.00/Class (\$24 per month)
Brazilian Jiu-Jitsu ( <i>Teen, 12-18 yrs</i> )	\$75.00
Brazilian Jiu-Jitsu ( <i>Adult 19+, 1.5 hours</i> )	\$90.00
Kickboxing	\$104.00
<b>First Aid Programs</b>	
First Aid Skills for Seniors (CPR-A)	\$35.00
Lifesaving Society Emergency First Aid	\$80.00
Lifesaving Society Standard First Aid	\$150.00
Lifesaving Society Standard First Aid <i>Recertification</i>	\$75.00
Lifesaving Society CPR-C & AED	\$75.00
Lifesaving Society CPR-C & AED <i>Recertification</i>	\$50.00
Lifesaving Society Emergency Childcare First Aid	\$75.00
Red Cross Babysitting Course	\$65.00
Red Cross People Saver 5-6 yrs	\$15.00
Red Cross People Saver 7-8 yrs	\$ 15.00
Red Cross People Saver 9-10 yrs	\$ 20.00
Red Cross People Saver 11-12 yrs	\$ 20.00

<b>Miscellaneous (GST &amp; PST Included)</b>	
Photocopying	\$0.15

Brochure Ad 1/2 page	\$150.00
Brochure Ad 1/4 Page	\$100.00
Brochure Ad Full Page	\$300.00
8 ft. Dasher Board Ad	\$900.00
Dasher Board Ad (price per foot)	\$120.00
NSF Charge	\$25.00

Field Rentals (GST & PST Included)	
Single Use - per game	\$10.00
League - Adult - per team	\$50.00
League - Youth per team	\$25.00
T-Ball	\$0.00
Tournament - per team	\$25.00

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

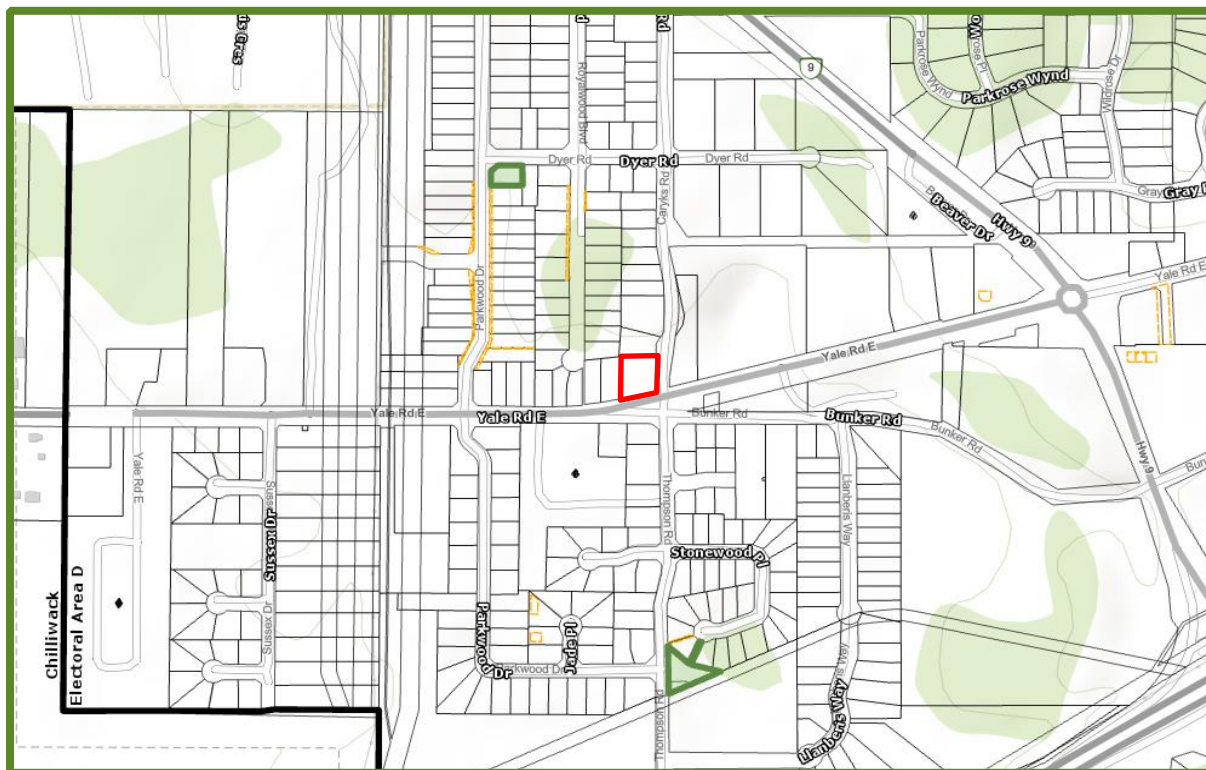
### PROPERTY DETAILS

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

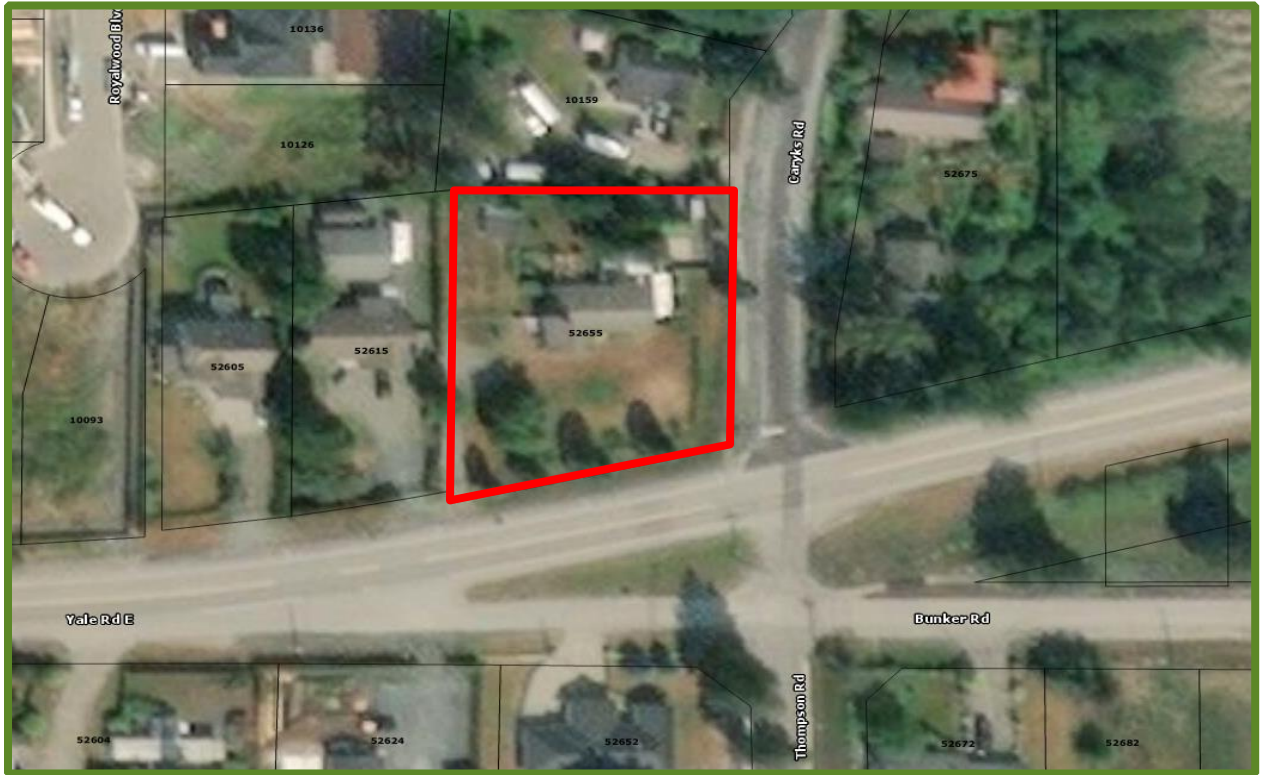
North	^	Suburban Residential 3 (SBR-3); Single-family Residence
East	>	Country Residential (CR); Caryks Rd, Single-family Residence
West	<	Suburban Residential 2 (SBR-2); Single-family Residence
South	v	Suburban Residential 2 (SBR-2); Single-family Residence, Yale Rd East

### NEIGHBOURHOOD MAP

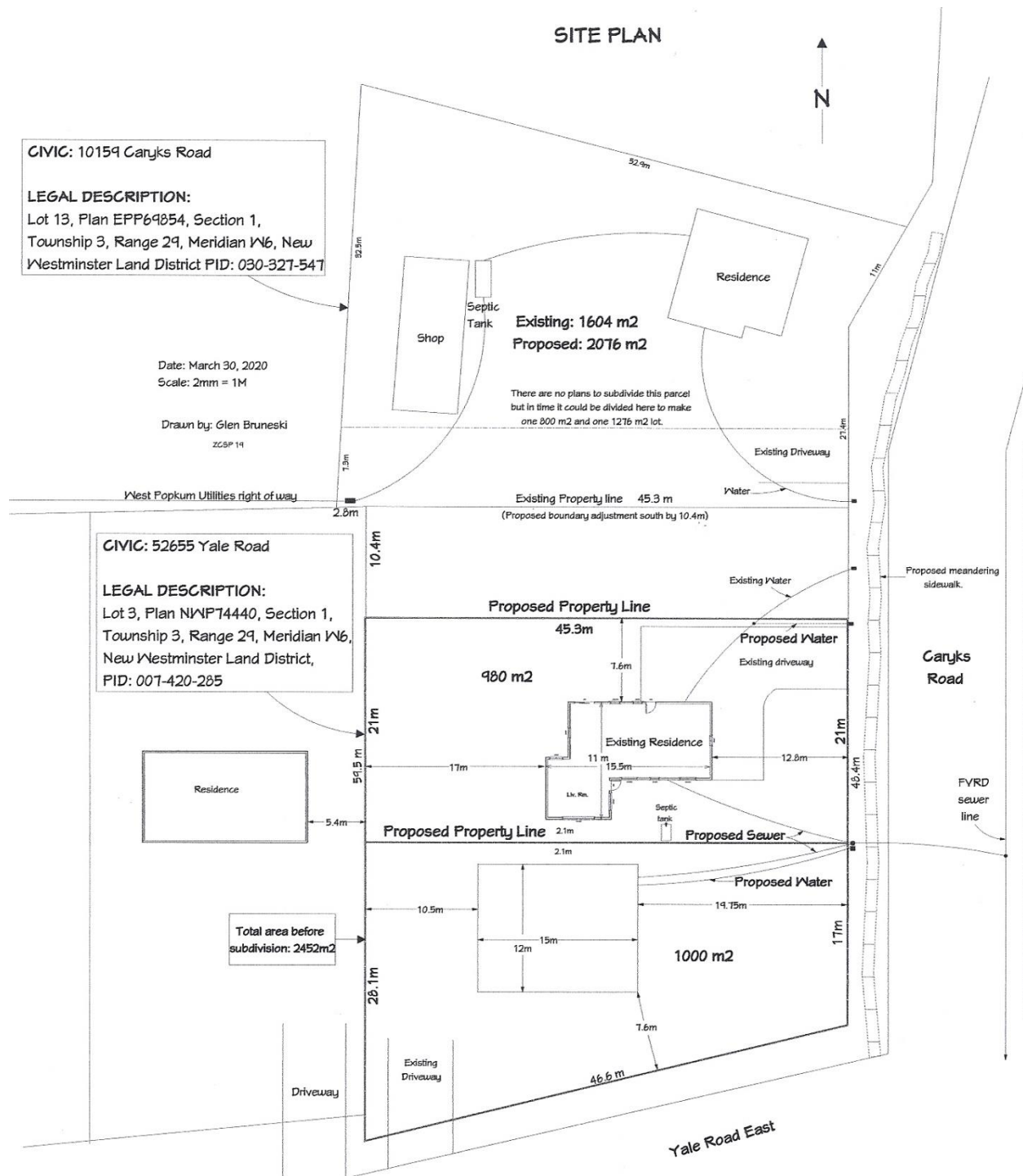




## PROPERTY MAP







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 2076m<sup>2</sup>. 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 <sup>2</sup>	FVRD Water	FVRD Sanitary	On-site
Lot 2	980 m <sup>2</sup>	FVRD Water	FVRD Sanitary	On-site
Lot 3	2076 m <sup>2</sup>	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.

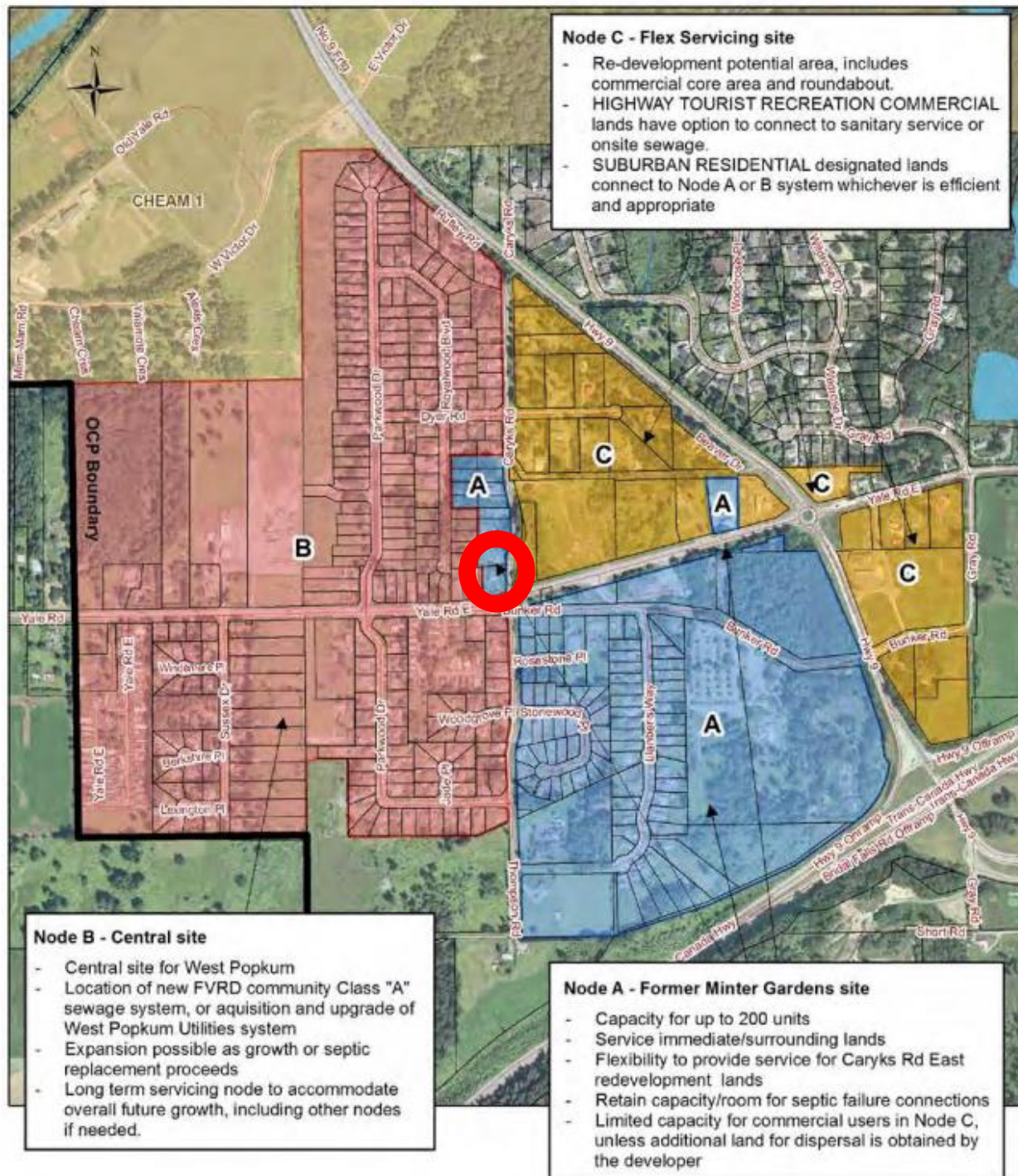
### Private West Popkum Utilities Sanitary Servicing

The proposed 2076 m<sup>2</sup> 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 m<sup>2</sup> 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 m<sup>2</sup> 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:

	<b>Holding a Public Hearing</b>	<b>Waiving a Public Hearing</b>
<b>Posting a Sign on the Property</b>	Required	Required
<b>Mailed notification to Neighbours</b>	Required	Required
<b>Newspaper Ad</b>	Required	Required
<b>Neighbours express comments or concerns to the FVRD Board</b>	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 800m<sup>2</sup> 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:**

<b>Graham Daneluz, Director of Planning &amp; Development</b>	Reviewed and supported.
<b>Kristy Hodson, Acting Director of Finance</b>	Reviewed and supported.
<b>Jennifer Kinneman, Chief Administrative Officer</b>	Reviewed and supported.

**FRASER VALLEY REGIONAL DISTRICT**  
**Bylaw No. 1594, 2020**

**A Bylaw to Amend the Zoning for Electoral Area D**

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**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

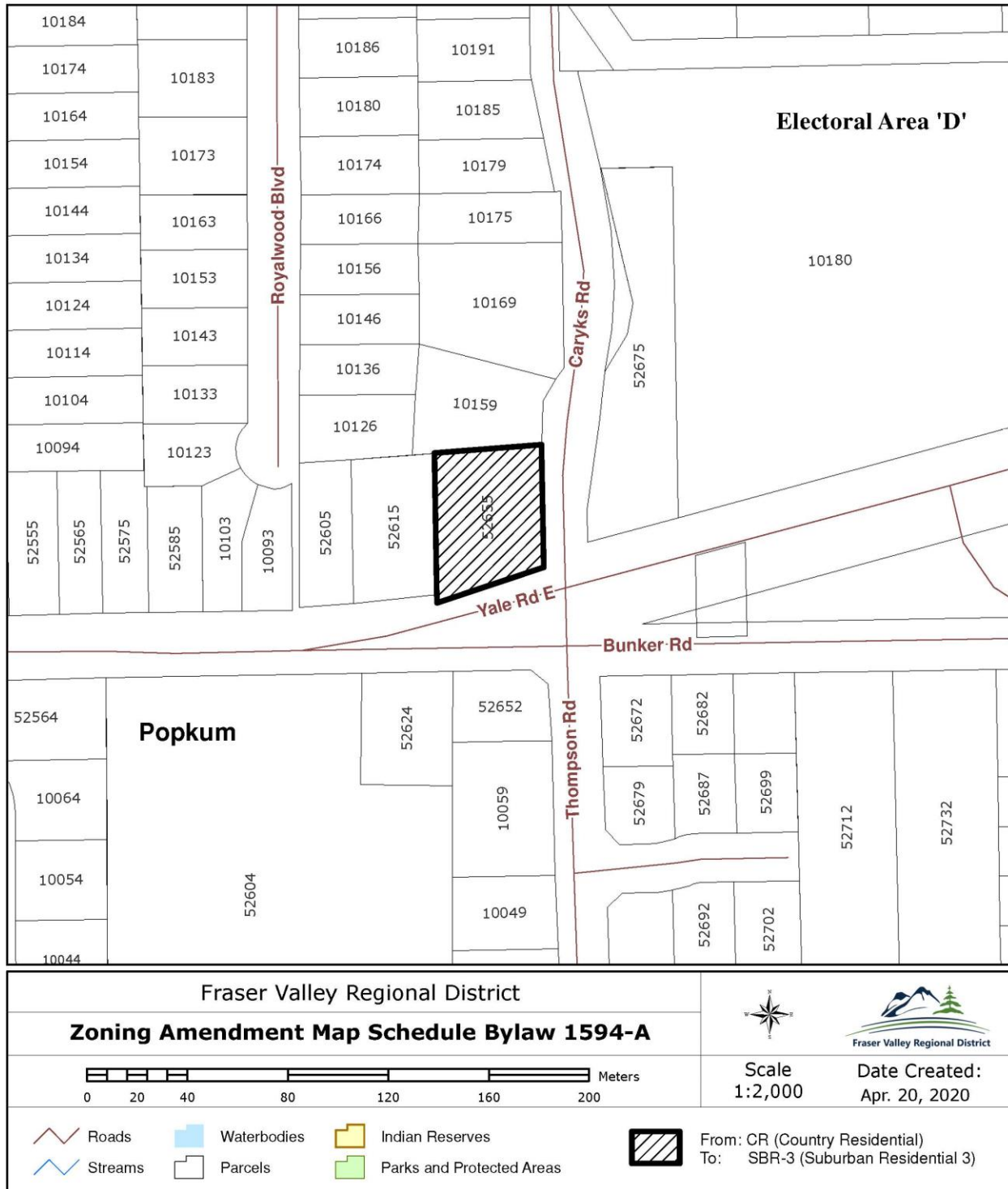
I hereby certify the foregoing to be a true and correct copy of *Fraser Valley Regional District Electoral Area D Zoning Amendment Bylaw No. 1594, 2020* as read a third time/adopted by the Board of Directors of the Fraser Valley Regional District on

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: Regional and Corporate Services Committee  
From: Alison Stewart, Manager of Strategic Planning

Date: 2020-05-12  
File No: 8330-02-19744

**Subject: FVRD Transit Services COVID-19 Response**

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### RECOMMENDATION

**THAT** the Fraser Valley Regional District Board support BC Transit's efforts to actively work with the Canadian Urban Transit Association (CUTA) to lobby for federal and provincial support to recoup lost revenues already incurred due to COVID-19.

### STRATEGIC AREA(S) OF FOCUS

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

### BACKGROUND

On March 11, 2020, the World Health Organization (WHO) announced that the spread and severity of COVID-19 had led it to declare the outbreak a pandemic. While the first COVID-19 cases in BC appeared in late January, the first significant outbreaks began in earnest in the first two weeks of March and progressed from there. The Province declared a Provincial State of Emergency on March 18, 2020, which gave the Province the power to take any action necessary to protect people and communities.

BC Transit had been monitoring the situation, and after discussion with local governments announced on March 20, 2020, that all transit services within the FVRD (FVRD, Chilliwack and Central Fraser Valley) would be implementing rear door boarding to enhance social distancing for drivers and passengers. Rear door entry also meant that fare collection would not be possible, so as a result, through this pandemic period, transit has been free. These were the first of a number of operational changes introduced over the following weeks.

### DISCUSSION

Staff are monitoring the status of the FVRD transit services. Route 66, route 22, and route 11 continue to operate as per scheduled; however, there have been impacts to the services which experienced occasional delays or temporary removal of runs due to operational issues. BC Transit and the transit operating company is working hard to minimize such issues, but the nature of this emergency remains fluid. The FVRD greatly appreciates the work BC Transit and transit operators are doing to maintain this essential service in such a difficult time.

Health Canada and the Province of BC are taking the lead on the response to COVID-19, and BC Transit is following their lead. BC Transit has several actions to improve passenger and transit operator safety:

- Enhanced cleaning on buses and at BC Transit facilities.
- Communication to staff and customers about physical distancing procedures.
- Rear door loading to reduce operator-public interactions – extended to May 30, 2020
- Not collecting fares to reduce operator-public interactions – extended to May 30, 2020
- Limiting passenger capacity to support physical distancing.
- Enhancing the red line for passengers to stand behind.
- Vinyl panels installed on light duty buses.

Transit has been designated an essential service by the Province of BC and is still providing service for those who need transit, including essential service workers and the general public who have no other transportation options but transit. Ridership around the province is down 75 to 80%, although in the Fraser Valley, the drop in comparison to the same period last year is a little over 60%, although it varies between services. At this time, BC Transit has not been notified of any confirmed COVID-19 cases involving BC Transit services in the province.

Provincially, BC Transit has been considering service reductions where requested in systems seeing operational challenges. The FVRD is not considering service reductions at this time but have requested more detailed ridership information to determine that should service reductions be required, that any reductions be made to runs that will least impact customers. Any changes will be discussed with FVRD's partners before being implemented.

### **FVX Expansion**

As a result of the COVID-19 emergency, the BC Transit Board of Directors announced on April 21, 2020, that all transit expansions slated for the 2020-21 fiscal year will be delayed until 2021-22. This means that the FVX expansion to Lougheed Town Centre in Burnaby will not take place in January 2021. An updated time frame for implementation has not yet been determined and shall be discussed with partners as more information becomes available.

### **TransLink**

Externalities may also impact FVX service levels. TransLink is under a significant amount of financial pressure due to a reliance on fares, fuel taxes and parking taxes. TransLink does not receive provincial funding to cover the cost of operations. These pressures have resulted in service cuts with additional cuts announced for mid-May. At this point, TransLink connection issues to the FVX have been limited to longer wait times at off-peak times in the evenings due to low ridership, but connections still exist for passengers. FVRD staff will continue to monitor.

### **COST**

## **Rear door loading and fare collection implications**

A key element of COVID-19 response was the introduction of BC Transit's rear door loading policy to reduce operator-public interactions. In order for this to be implemented, fare collection was cancelled at the same time. Even had fare collection continued, revenues would have been impacted by significant reductions in ridership. As it stands, based on 2019 average monthly revenues, the potential fare box revenue losses from the no revenue collection policy could be approximately:

FVX: \$80,000 per month (total 2019 annual revenues \$965,700)

AGH: \$9,000 per month (total 2019 annual revenues \$108,500)

Hope: \$1,400 per month (total 2019 annual revenues \$16,800)

Staff have received notice from BC Transit that the rear door loading and no fare collection measures will end on June 1, 2020. This will reduce some of the financial pressures affecting BC Transit services across the province. It is likely that ridership levels may take some time to recover as the economy slowly reopens, and public confidence in transit services rebuilds. All other safety measures that have already been implemented will remain in effect. TransLink has also announced that rear door loading and no fare collection measures will end on June 1, 2020.

BC Transit is actively working with the Canadian Urban Transit Association (CUTA) to lobby for federal and provincial support to recoup lost revenues already incurred. It is important to note that under BC Transit's funding formula, the province funds 46.69% of conventional transit systems and local governments 53.31%. Revenues collected from the transit systems are used to reduce the local property tax share of the costs.

## **CONCLUSION**

Transit has been designated an essential service by the Province of BC and is still providing service for those that need transit, including essential service workers and the general public that have no other transportation options but transit. The FVRD's service hours have not been reduced, but public safety measures have significantly reduced ridership, and the temporary elimination of fares have reduced revenues. As the province begins to reduce restrictions and as fare collection is reinstated, it may take some time before ridership and revenues recover to pre-COVID levels.

The FVRD greatly appreciates the work BC Transit and transit operators are doing to maintain this essential service in such a difficult time.

## **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: Regional and Corporate Services Committee

Date: 2020-05-12

From: Meghan Jackson, Parks Technician II

File No: 2320-30-21671

**Subject: 2020 Gatehouse Operations at Island 22 and Dewdney Regional Parks**

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### RECOMMENDATION

**THAT** the Fraser Valley Regional District proceed with regular gatehouse operations at Island 22 and Dewdney Regional Parks for the 2020 season while following the Provincial Health Officer's orders and guidance from the BC Centre for Disease Control.

#### STRATEGIC AREA(S) OF FOCUS

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

#### PRIORITIES

Priority #5 Outdoor Recreation  
Priority #4 Tourism

### BACKGROUND

Annually, during the peak season of June to October, park users are required to purchase a parking pass at both Island 22 and Dewdney Regional Parks. Parking fees help to off-set the cost of staffed gatehouses, which provide on-site support for customer service, boat launch operations, and general site security. During this season, these parks are open from 6 am-sunset, and during an approved fishery, the gates open at 5 am to accommodate those who wish to get an earlier start. Special passes for overnight stays of vehicles on weekends are also permitted during July and August for Island 22 Regional Park. There is overnight security on-site during these times; however, the gate remains closed. In addition to collecting fees for parking passes, the gatehouse operators also provide information to the public and report boating violations and other suspicious activity to the appropriate authorities.

As a result of COVID-19, the Provincial State of Emergency and orders issued by the Provincial Health Officer, FVRD staff are monitoring and adjusting to the situation to determine how best to support the health and safety needs at the gatehouses and of the public in the parks.

### DISCUSSION

In light of COVID-19, staff have reviewed financial and operational implications at both regional parks during these unprecedented times. The benefits of the gatehouses are invaluable to customer service and overall safety and security at these parks. Gatehouse staff provide a presence, monitor onsite

activities, and greet and provide information to park users. This is especially important in peak times to ensure coverage in all the parks, and even more important with the role that parks have in providing a place for people to recreate in the COVID-19 pandemic framework. The Island 22 and Dewdney gatehouses cost over \$80,000 to operate annually. Overall, except for sockeye fishery years (which has recently occurred every four years), staffing the gatehouses at both parks costs more than is collected in parking pass revenue. Last year this represented a net loss of just over \$10,000. Given these figures, FVRD Parks could not afford to staff these sites without the revenue generated from parking passes.

Ensuring a healthy and safe workplace for gatehouse operations is a priority. As such, the Provincial Health Officer's orders and guidance from the BC Centre for Disease Control will be followed, as well as the recommendations being provided by WorkSafeBC. Ultimately, the FVRD will take steps to reduce the risk of exposure to COVID-19 during gatehouse operations. Measures that will be considered include:

- Only allowing one person in the gatehouse at a time to ensure physical distancing is practiced
- Implementing barriers to reduce the spread of the virus such as plexiglass on the gatehouse window, increased frequency of washroom cleaning, and not accepting cash
- Increase gatehouse cleaning, provide the necessary supplies and reinforce personal hygiene messaging
- Educate gatehouse staff on health and safety measures to prevent transmission of infectious disease
- Implementing boat launching and parking protocols to ensure social distancing amongst visitors

These measures will be based on current recommendations and may be subject to change. The latest guidance from public health officials will be followed, and measures adjusted accordingly.

## **COST**

Maintaining seasonal gatehouse operations at Island 22 and Dewdney Regional Parks will not represent a significant change in costs, which were already included as part of the approved 2020 budget. Additional expenses for any physical barriers, cleaning supplies, PPE or additional cleaning will be minimal.

## **CONCLUSION**

Staffed gatehouses are an integral part of park operations at Island 22 and Dewdney Regional Parks, and have been for over a decade. Ensuring a healthy and safe workplace for continued gatehouse operations during this pandemic is a priority, and the FVRD will take the utmost actions to ensure this workplace is as healthy and safe as possible while providing service to the public.

**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: Regional and Corporate Services Committee  
From: Christina Vugteveen, Manager of Parks and Recreation

Date: 2020-05-12  
File No: 6140-01

**Subject: WildSafeBC 2020 – Program Changes**

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### RECOMENDATION

THAT the Fraser Valley Regional Board decline the BC Conservation Foundation grant of \$6,000 intended to assist with funding the annual WildSafeBC program.

### STRATEGIC AREA(S) OF FOCUS

Support Environmental Stewardship

Support Healthy & Sustainable Community

Provide Responsive & Effective Public Services

### PRIORITIES

Priority #4 Tourism

Priority #5 Outdoor Recreation

### BACKGROUND

WildSafeBC is a provincial program administered by the BC Conservation Foundation (BCFF). The program (formerly known as Bear Aware) was initiated in 1999 and has now grown to serve over 50 communities around the province. In 2013, the program expanded to incorporate other species of wildlife, which can also cause conflict with humans, such as cougar, lynx, coyote, raccoon, deer as well as bear.

WildSafeBC teaches communities through active outreach on how to manage wildlife in their neighborhoods and prevent animals from becoming a nuisance or even becoming aggressive. The program is a valuable tool to help inform residents on how to keep not only themselves safe, but also how to keep wildlife safe. 2020 would be the 10<sup>th</sup> year of the program in the Fraser Valley Regional District (FVRD).

### DISCUSSION

The COVID-19 pandemic has resulted in a review of services, which includes the WildSafeBC program. The focus of the WildSafeBC program is "keeping wildlife wild, and communities safe." The program is designed for a Program Coordinator to liaise directly with member municipalities, Conservation Officers, and respond to identified needs in a community. The program focuses on a number of areas including

wildlife calls/reporting to the conservation officers, presentations to school groups, door to door education, community events, and social media outreach.

The FVRD was recently informed from WildSafeBC that only \$6,000 would be available for the matching grant from the BC Conservation Foundation (BCCF) for 2020, which is \$9,000 lower than the anticipated \$15,000 in matching funds which are typically received. In addition, as the WildSafe program is highly focused on presentations to groups and classrooms and door-to-door education, the program would need to be significantly modified with the current COVID-19 pandemic since group gatherings and direct public interactions are not realistic activities anticipated for summer/fall 2020.

If the FVRD were to continue with WildSafeBC, the number of hours available would be reduced by close to 40%. The program would change to more of a web-based format to include a focus on online engagement through technologies such as Zoom, and media messaging platforms.

## **COST**

The WildSafeBC program was included in the 2020 budget as a Regional Grant-in-Aid funded by all the members of the FVRD at a total cost of \$15,000. These funds were intended to match \$15,000 in funding, as in previous years, from the BCCF. Unfortunately, BCCF was only able to secure \$6,000 toward this program in 2020. Less funding, coupled with a program strained to reach its direct public outreach objectives in 2020 due to COVID-19, has called into question the efficacy of running the program in 2020. In addition, with the education and management of wildlife-public interactions being the responsibility of the Province, this drop in funding could be interpreted as further downloading from the Province.

Staff recommend declining the limited \$6,000 in funding from the BCCF and preserving the 2020 \$15,000 in funding from the FVRD Regional Grant-in-Aid program.

## **CONCLUSION**

WildSafeBC provides an active outreach program and teaches wildlife management by keeping both humans and wildlife safe. This program has proven to be a valuable and effective tool for the community; however, COVID-19 and reduced funding has drastically changed the nature of the program. As the Province is responsible for education and management of interactions between wildlife and the public, it is not recommended to move forward with this program if the FVRD has to shoulder a greater proportion of the cost. Staff will still ensure that printed material from the WildSafeBC program is available to communities and will work to post similar wildlife messaging on its digital media channels where appropriate. It is anticipated that this program could be reinstated in 2021, depending on adequate provincial funding and diminished social distancing requirements.

**COMMENTS BY:**

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

**Kristy Hodson, Acting Director of Financial Services:** Please note that matching funds aren't directly provided to FVRD from BCCF. There is an agreement in place that FVRD would reimburse \$15,000 of expenses incurred by BCCF which is at least 50% of the total costs for services provided. Reviewed and supported.

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

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)**

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## 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

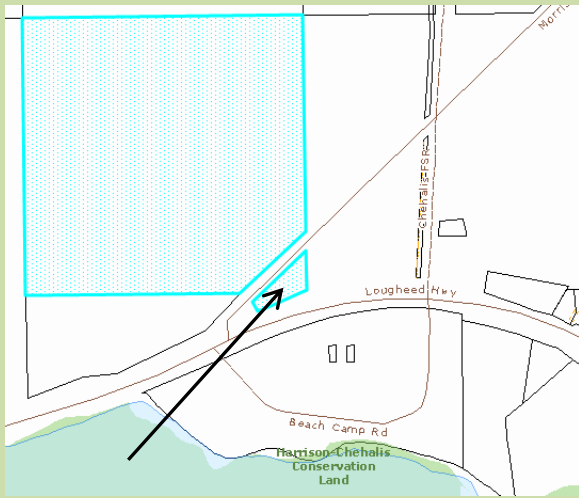
## BACKGROUND


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

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"><li>• Potentially increased noise affecting neighbouring property.</li><li>• Potentially inadequate parking for temporary increased occupant load.</li></ul>
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:**

<b>Graham Daneluz, Director of Planning &amp; Development</b>	Reviewed and supported.
<b>Kristy Hodson, Acting Director of Finance</b>	Reviewed and supported.
<b>Jennifer Kinneman, Chief Administrative Officer</b>	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](http://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"/> <b>Temporary change to hours of sale</b>   |                     |
| • 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"/> <b>Temporary patron participation entertainment endorsement*</b>                                     |                     |
| Food-Primary licences only  | 1, 2, 4, 10, 11, 12 |
| <input type="checkbox"/> <b>Temporary extension of licensed area</b>  |                     |
| Food-Primary licences only  | 1, 2, 5, 10, 11     |
| <input checked="" type="checkbox"/> <b>Temporary extension of licensed area*</b>  |                     |
| Liquor-Primary and Liquor-Primary Club licences, and manufacturer lounge or special event endorsements.                       | 1, 2, 6, 10, 11, 12 |
| <input type="checkbox"/> <b>Temporary location change*</b>  |                     |
| Liquor-Primary and Liquor-Primary Club licences only (no increase in patron or person capacity)                               | 1, 2, 7, 10, 11, 12 |
| <input type="checkbox"/> <b>Temporary location change</b>   |                     |
| Food-Primary licences only (no increase in patron or person capacity)   | 1, 2, 8, 10, 11     |
| <input type="checkbox"/> <b>Other</b>   |                     |
| 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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Closed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Closed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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**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).

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**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.

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**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.

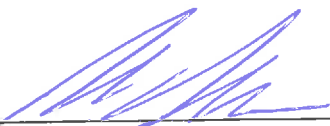
If your request requires an exercise of discretion: provide a written submission detailing why a request for discretion should be approved. All documentation to support your request for discretion must be submitted together in one package; the branch will not consider additional materials submitted after 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 Options**Total 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.

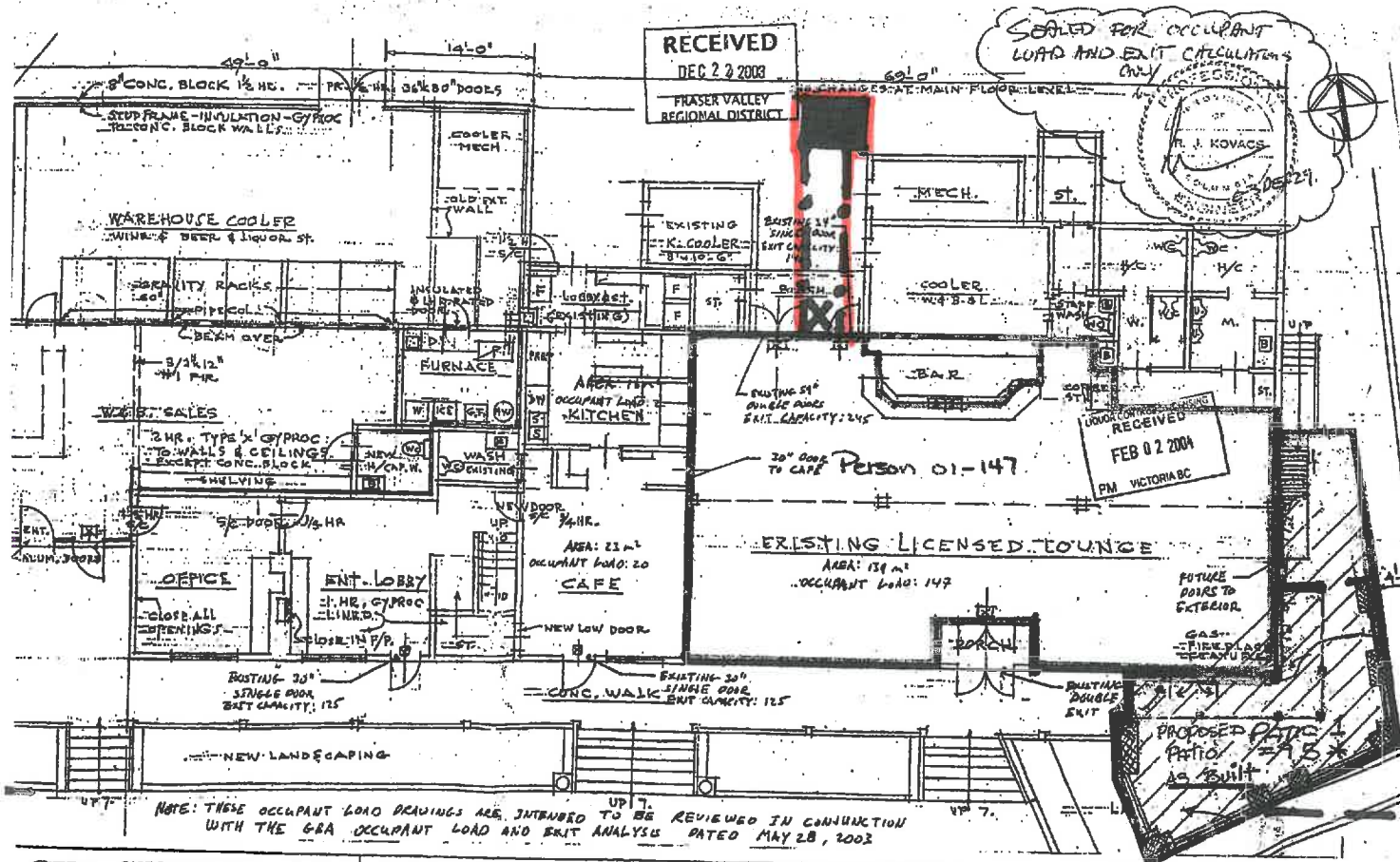
6. LCRB licensing staff will review the comments from the local government/First Nation (if applicable) and local liquor inspector.

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 - 186 W. BROADWAY, VANCOUVER BC  
TEL: 732 9781 FAX: 732 2277  
email: info@gbacan.com, www.gbacan.com

SASQUATCH INN  
46001 LOUGHEED, HARRISON MILLS

GROUND FLOOR - PLAN VIEW

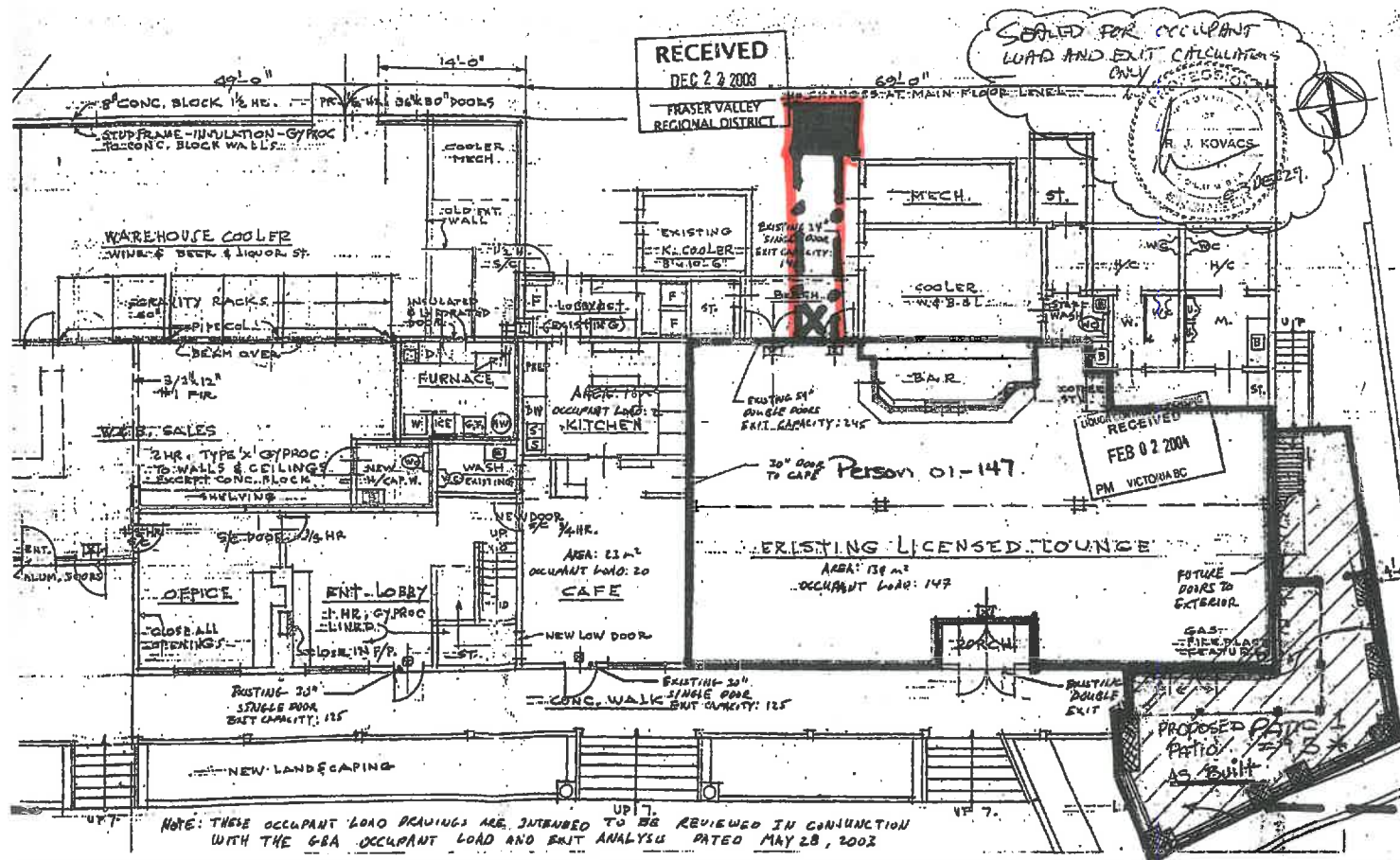
DATE: 03/12/09  
DRAWN: KL

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 - 1055 W. BROADWAY, VANCOUVER BC  
TEL: 752 5751 FAX: 752 1277  
email: info@gbacan.com, www.gbacan.com

SASQUATCH INN  
46001 LOUGHEED, HARRISON MILLS

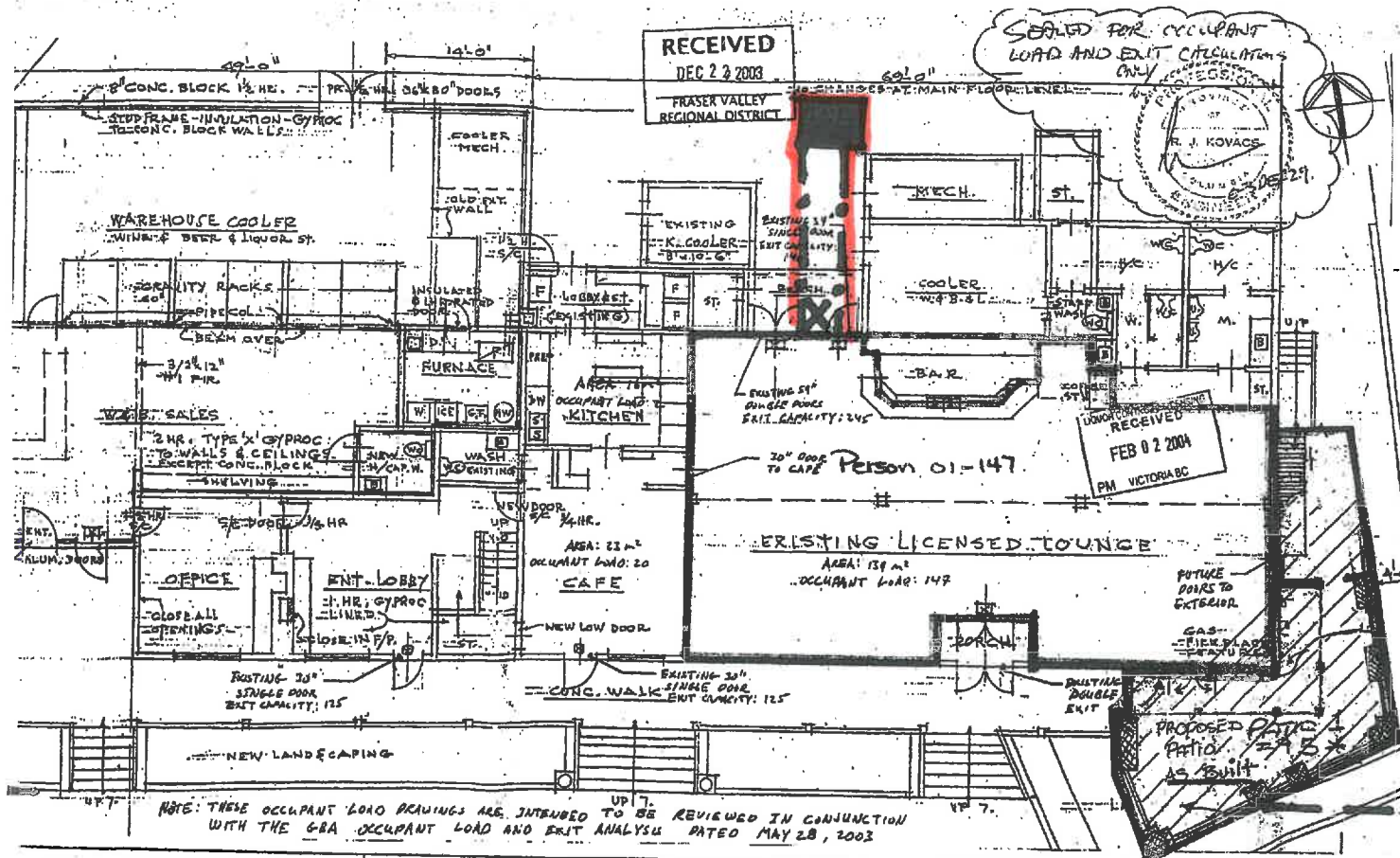
GROUND FLOOR - PLAN VIEW

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  
228 - 104 W. BROADWAY, VANCOUVER BC  
TEL: 778 5701 FAX: 772 1277  
email: hlog@gbacan.com, www.gbacan.com

SASQUATCH INN  
46001 LOUGHEED, HARRISON MILLS

GROUND FLOOR - PLAN VIEW

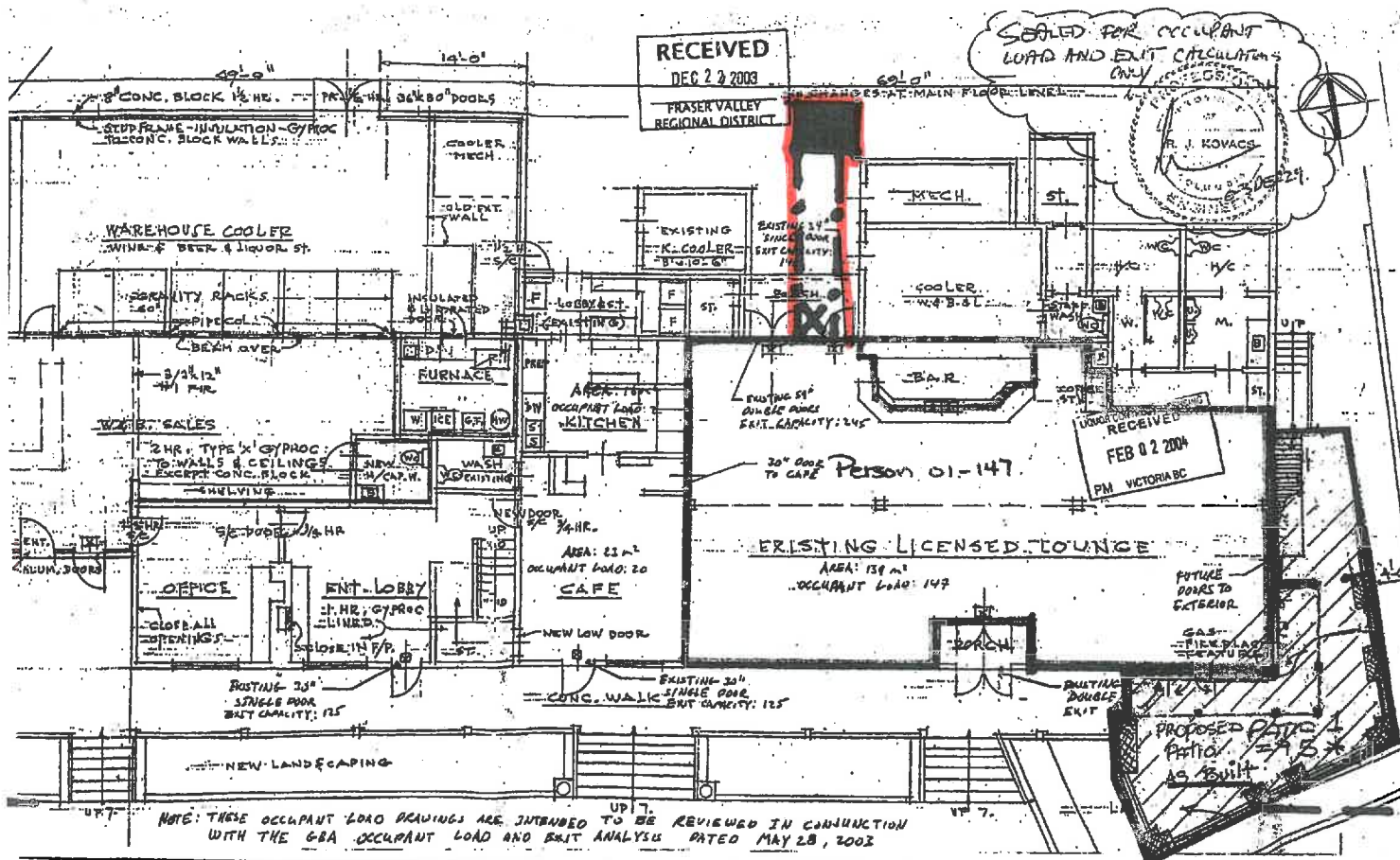
DATE: 03/12/09  
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PARKING LOT



# 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.

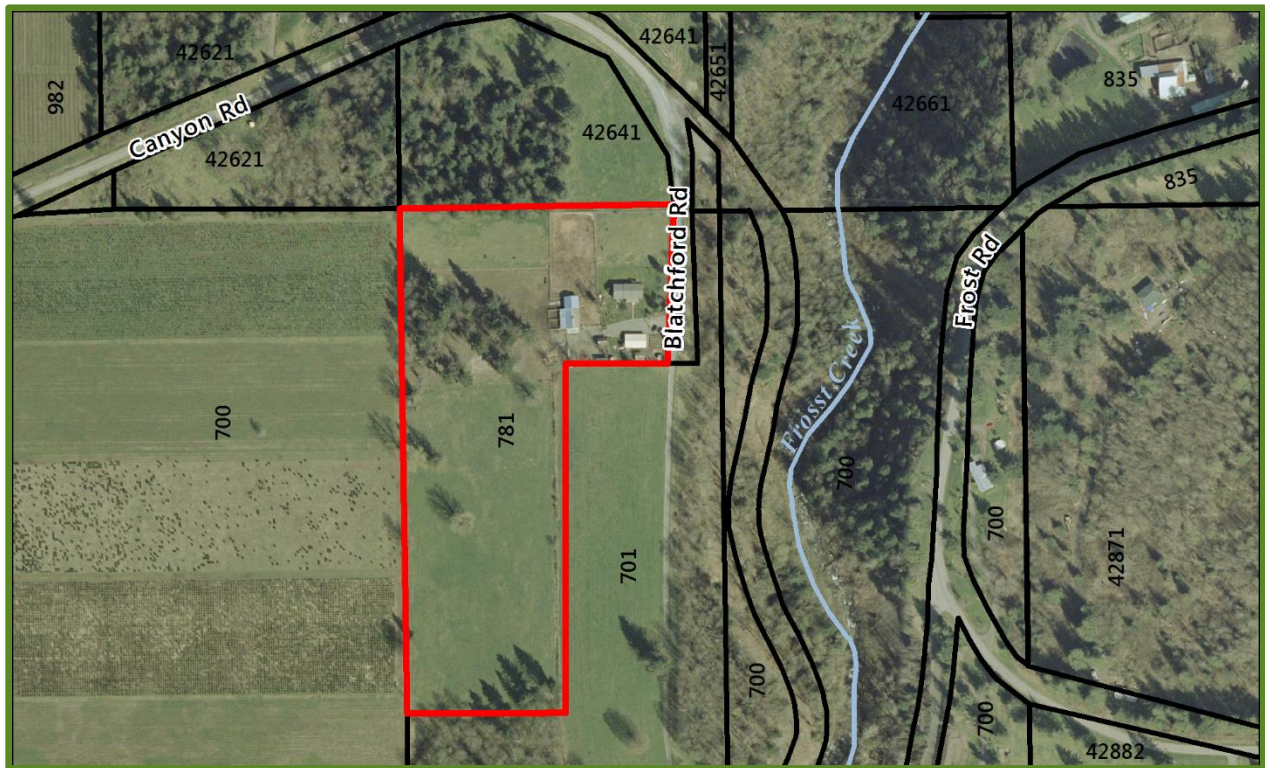
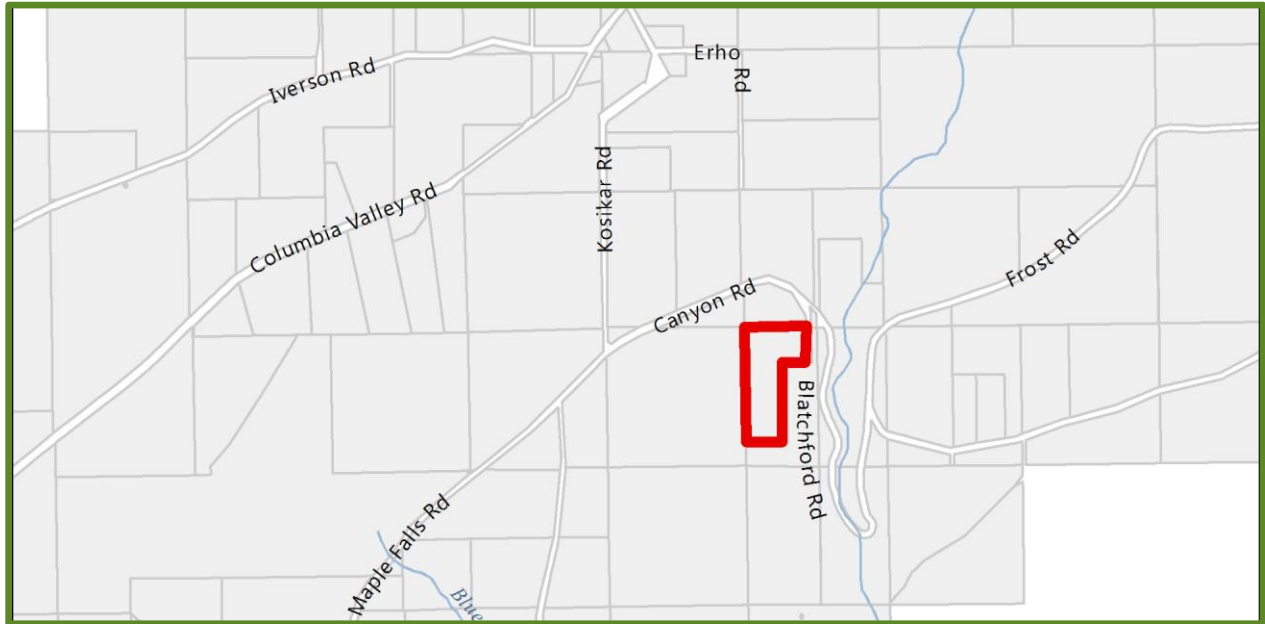
PROPERTY DETAILS			
Address	781 Blatchford Road, Electoral Area H		
PID	007-369-255		
Folio	733.02909.010		
Lot Size	10 acres		
Owner	Mary & Glen Samson	Agent	n/a
Current Zoning	Rural Agriculture (R-Ag)	Proposed Zoning	No change
Current OCP	Agricultural (AG)	Proposed OCP	No change
Current Use	Farm &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

## ADJACENT ZONING & LAND USES



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

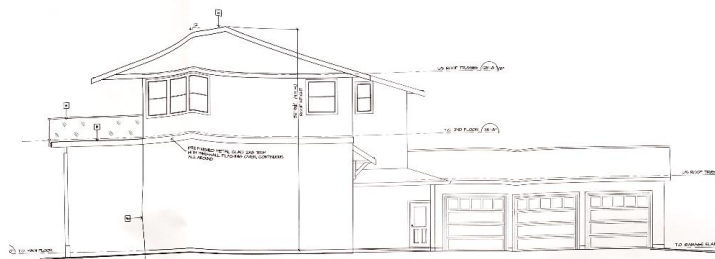
In order for a Non-Adhering Residential Use to be considered by the ALC, the application must be forwarded to them by a local government resolution.

### 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 <sup>st</sup> Floor Area	
Workshop	2304 sq. ft
3 car garage	804 sq. ft
Foyer	84 sq. ft
Total	3192 sq. ft

2 <sup>nd</sup> 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 90m<sup>2</sup>; 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.

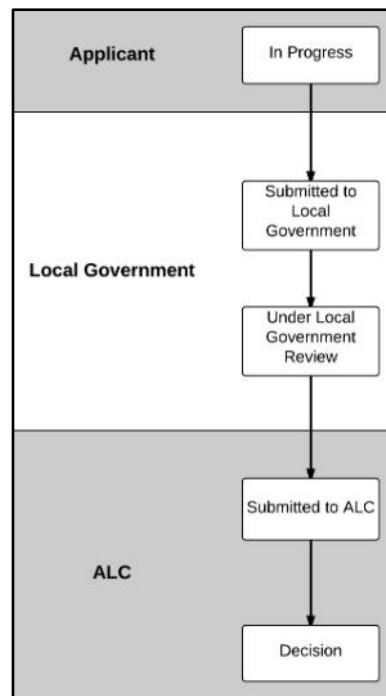
### ALC Application Process

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  
 From: Gillian Berger, Communications Coordinator

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

**Subject: Community Garden at the FVRD Deroche Office**

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## 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 Stobbart 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**

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**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](http://www.avg.com)

## Kristen Kohuch

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**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

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**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

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**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**

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**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**

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**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

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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



## CORPORATE REPORT

To: Recreation, Culture & Airpark Services Commission  
From: Stacey Barker, Director of Regional Services

Date: 2020-05-19  
File No: 7710-21

**Subject: Recreation, Culture & Airpark Services – School District 78 Fraser-Cascade Bursaries**

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### RECOMMENDATION

**THAT** the Recreation, Culture and Airpark Services Commission recommend that the Fraser Valley Regional District Board adopt the policy titled "Recreation, Culture & Airpark Services – Bursary Policy".

### STRATEGIC AREA(S) OF FOCUS

Foster a Strong & Diverse Economy

Support Healthy & Sustainable Community

### BACKGROUND

The Recreation, Culture and Airpark Services (RCAS) Commission provides a \$1,000 bursary to a grade 12 student at Hope Secondary School and to a grade 12 student at Boston Bar Elementary-Secondary School on an annual basis. In 2019, the Commission appointed a Bursary Committee to formalize the criteria, receive and rate applications, and provide an award recommendation to be considered by the Commission.

The criteria developed by the Committee included the following:

- Preference given to a student entering a recreation or health related field (i.e. kinesiology, physiotherapy, nursing, psychology);
- Demonstration of community involvement outside of school programming; and
- Preference given to students attending post-secondary school within BC.

The applicants compete based on the submission of a general letter explaining their intent to pursue post-secondary education, their chosen field of study, their community involvement, and an

explanation of how the funding award would help them pursue their educational plan. Accompanying the letter, the students also submit a transcript of their grades and any letters of recommendation.

Although the quality of grades is included in the comparison between students, it is not weighted as heavily as the relevance of their chosen field of study (i.e. recreation or health) or their community impact through volunteerism. The individual rankings of the members of the Bursary Committee are averaged and both a winner and an alternate is determined.

The evaluation criteria and application process provides a way of adjudicating multiple applications, however it is not meant to be restrictive if there is a limited number of graduating students from a particular school. For example, if there is only one graduate in a particular year and they are pursuing a non-recreation or non-health related field, then the Commission can still consider their application.

The annual RCAS bursaries have been well received in the community and have helped many deserving local students pursue their post-secondary endeavours and obtain training and education that is needed within the local community.

## **DISCUSSION**

The criteria formalized by the Bursary Committee in 2019 was a positive step forward in an effort to clearly define eligibility, evaluation measures and ensure fairness. The additional step of adopting a formal policy (see attached) is recommended that builds on the 2019 Bursary Committee's work with clear guidelines to avoid any perceived conflict of interest, meet local government financial expectation, and protect the Commission's interests in the event that an award is disputed.

The attached draft policy is provided for the Commission's review. Additions from the work that the Bursary Committee completed last year include:

- Referring to the financial award as a bursary, not a scholarship. A scholarship refers to an annual award that a student would receive in each year of their degree, whereas a bursary refers to a one-time award.
- The draft policy states that applicants that are directly related to members of the Commission, FVRD Board, or Bursary Committee are not eligible for the bursary. As this bursary is funded through general tax requisition, this clause is a requirement to avoid any conflict of interest as it would be regarded as a benefit to the personal interest of that member and could be challenged legally. In this particular case it is not sufficient that the member simply recuse themselves from the award recommendation.
- The student recipients must redeem the bursary certificate in the first semester following graduation (before December 31 of the year it is awarded) due to Regional District financial accounting practices.
- The policy provides guidelines should an opportunity exist to publicly present a bursary certificate.
- The student must be a Canadian Citizen, permanent resident, or have refugee status.

## **COST**

Yearly funding for the bursaries is subject to approval of the annual financial plan. Funding for the 2020 bursaries was approved in this year's financial plan.

## **CONCLUSION**

A formal policy which sets out guidelines for the annual RCAS bursaries is being proposed. Due to social distancing and logistical issues amid COVID-19, a Bursary Committee will not be struck until 2021. This year, the school administration teams will forward student recommendations directly. We expect to have both names by the end of May, somewhat delayed due to COVID-19 implications.

## **COMMENTS BY:**

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

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



## FRASER VALLEY REGIONAL DISTRICT POLICIES AND PROCEDURES

**Policy:** Recreation, Culture & Airpark Services – Bursary Policy

**Date Issued:** May 26, 2020

**Date Amended:**

**Approved by:**

### **PURPOSE**

This policy provides guidelines for awarding two annual Recreation, Culture, and Airpark Services bursaries following set criteria and local government financial expectations to students in School District 78 Fraser-Cascade.

### **GENERAL INFORMATION**

Each year, the Recreation, Culture and Airpark Services (RCAS) Commission provides \$1,000 bursaries (pending annual budget approval) to a grade 12 graduating student at Hope Secondary School and Boston Bar Elementary-Secondary School. Applicants apply through the school as is the process with other bursaries awarded in the community. Their submission includes a general letter explaining their intent to pursue post-secondary education, their chosen field of study, their community involvement, and an explanation of how the funding award would help them pursue their educational plan.

Accompanying the letter, students also submit a transcript of their grades and any letters of recommendation. Preference is given to students entering a recreation or health-related field of study and who have demonstrated community involvement outside of school programming.

Every year, the RCAS Commission will appoint a Bursary Committee to evaluate the applications and provide a recommendation for consideration to the RCAS Commission.

### **POLICY**

1. Bursary Program
  - 1.1. The Commission will consider the inclusion of two \$1,000 bursaries during the annual budget planning process and make a recommendation to the Board for acceptance into the yearly financial plan;
  - 1.2. Funding for the Hope Secondary School bursary shall be allocated from budget/account code 10-2-709-2340 representing the service area that funds recreational services provided at both the arena and aquatic centre and funding for the Boston Bar Elementary-Secondary School bursary shall be allocated from budget/account code 10-2-711-2340 representing the service area that funds Almer Carlson swimming pool;
  - 1.3. The RCAS Commission will appoint an annual Bursary Committee before the end of March each year consisting of 4 members (One Commission representative from each of Electoral

Area A, Electoral Area B, and the District of Hope and one RCAS exempt staff member) to adjudicate the student applications;

- 1.4. In the case where there are no applications or students that qualify from a particular school, it is not necessary to have participation on the Bursary Committee from the area representing that particular school.
  - 1.5. In the case where there are limited qualifying graduates (for example one or two), the school administrative staff may instead provide a direct recommendation instead of forwarding the standard applications. In this case, it is not necessary to have participation on the Bursary Committee from the area representing that particular school.
  - 1.6. The Bursary Committee will receive the student applications from the school administrative staff before the end of March each year.
  - 1.7. The Bursary Committee will adjudicate the student applications based on the following criteria and weighting:
    - [30%] Preference will be given to a student entering one of the following fields of study:
      - a recreation-related field (for example recreation and leisure studies, fitness, sports psychology, physical education); or
      - a health-related field (for example kinesiology, physiotherapy, nursing, medical, dental, pharmaceutical, dietetics);
    - [30%] Community involvement outside of school programming;
    - [15%] Academic achievement;
    - [15%] Quality of application;
    - [10%] Financial need.
  - 1.8. The criteria listed in Section 1.7 are not mandatory but are provided for adjudicating multiple applications if received. If limited applications are received, or if a direct recommendation is provided by a school due to limited qualifying students, the Commission may still consider these students for the award of the bursary.
  - 1.9. The individual rankings of members of the Bursary Committee will be averaged and from the results the Bursary Committee will recommend a successful candidate and an alternate to the Commission for each bursary;
  - 1.10. It will be at the discretion of the Committee if they wish to make a recommendation to split the bursary and offer it to two students at \$500 each;
  - 1.11. The Commission will consider the Bursary Committee's recommendation and if in agreement, will formalize the recommendation, through resolution, to the Fraser Valley Regional District Board for approval before the end of May each year.
  - 1.12. The bursaries shall be provided upon receipt of proof of registration at a post-secondary institution;
  - 1.13. Each student recipient must redeem the bursary in the first semester following graduation (before December 31 of the year it is awarded).
  - 1.14. If the Commission is provided with the opportunity to present the bursary certificate at a school's annual awards ceremony then the elected member of the Commission representing the region where the student resides shall first be given the opportunity. If they are not available then the Chair of the Commission shall designate an available Commission member.
2. Applicant Requirements
- 2.1. At a minimum, must be a resident of the District of Hope, Electoral Area A or Electoral Area B for the current school year of their application;
  - 2.2. Apply for the bursary by the annual deadline supplied by their schools;
  - 2.3. Must be a Canadian Citizen, permanent resident or have refugee status;
  - 2.4. Must be a Hope Secondary School or Boston Bar Elementary-Secondary School grade 12



- student graduating in the year of their application;
- 2.5. Preference is given to students attending post-secondary school within BC;
  - 2.6. No member of the RCAS Committee, the FVRD Board or the Bursary Committee can benefit in any way from the award of the bursary and therefore family members of the Committee or FVRD Board will not be considered in the applicant pool. Family members would include children, grandchildren, siblings, nieces, or nephews, whether by blood, adoption, or marriage.
3. Application Process
- 3.1. Applicants shall apply through Hope Secondary School or the Boston Bar Elementary-Secundary School as is the process with other high school bursaries awarded in those communities;
  - 3.2. Applicants shall submit the following:
    - School provided general application form (if the school provides one);
    - A cover letter that at a minimum explains their intent to pursue post-secondary education, their chosen field of study, their community involvement, their financial need, and an explanation of how the funding award would help them pursue their educational plan;
    - A resume (if required by the school);
    - A current report card or copy of their transcript; and
    - Any letters of recommendation.
  - 3.3. In the case where there are limited qualifying graduates (for example one or two), the school administrative staff may instead provide a direct recommendation instead of forwarding the standard applications.

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**

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### 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 60m<sup>2</sup>);
- 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”).

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### **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.

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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.

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### **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.<sup>1</sup>

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

<sup>1</sup> 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 4,000m<sup>2</sup>.

After the recent amendments, a LG can only approve a principal residence if the total floor area is less than 500m<sup>2</sup> (5,400ft<sup>2</sup>) 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 500m<sup>2</sup> (5,400ft<sup>2</sup>) 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 Revitalization<sup>2</sup> (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,

<sup>2</sup> 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 90m<sup>2</sup>).
- 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 500m<sup>2</sup> 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 17<sup>th</sup>, 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](mailto: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  
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**

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### 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

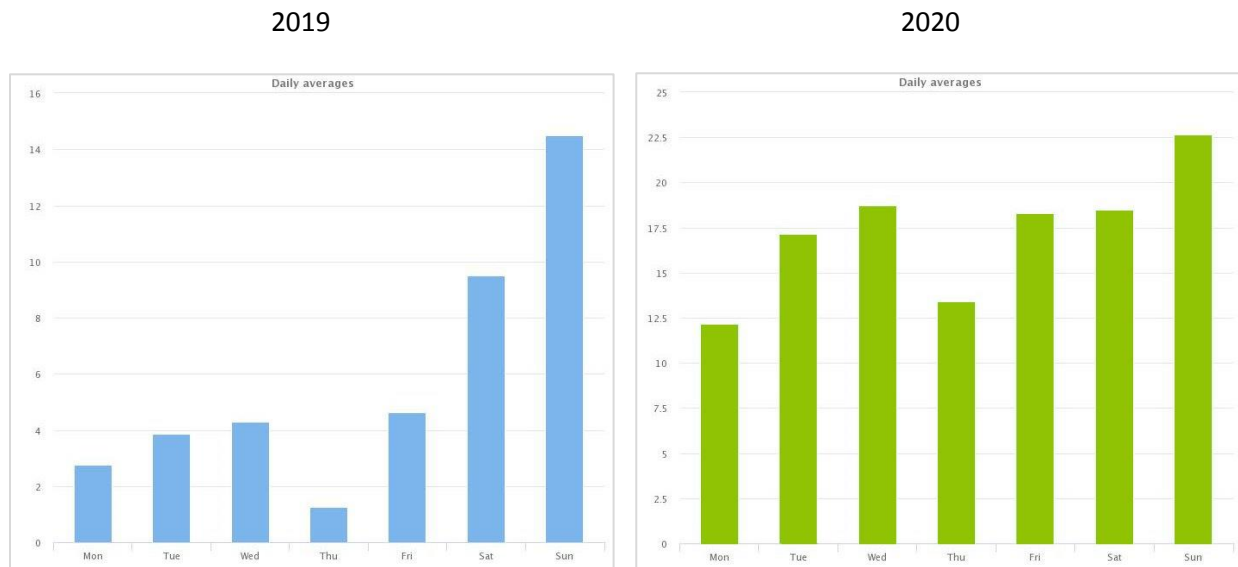
With the recent onset of the COVID-19 pandemic, the Parks Department service model had to change. Parks staff implemented a multitude of measures to reduce the risk of exposure to this virus for both the park user and staff. This meant the closure of all playgrounds and washroom facilities. The dog off-leash 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

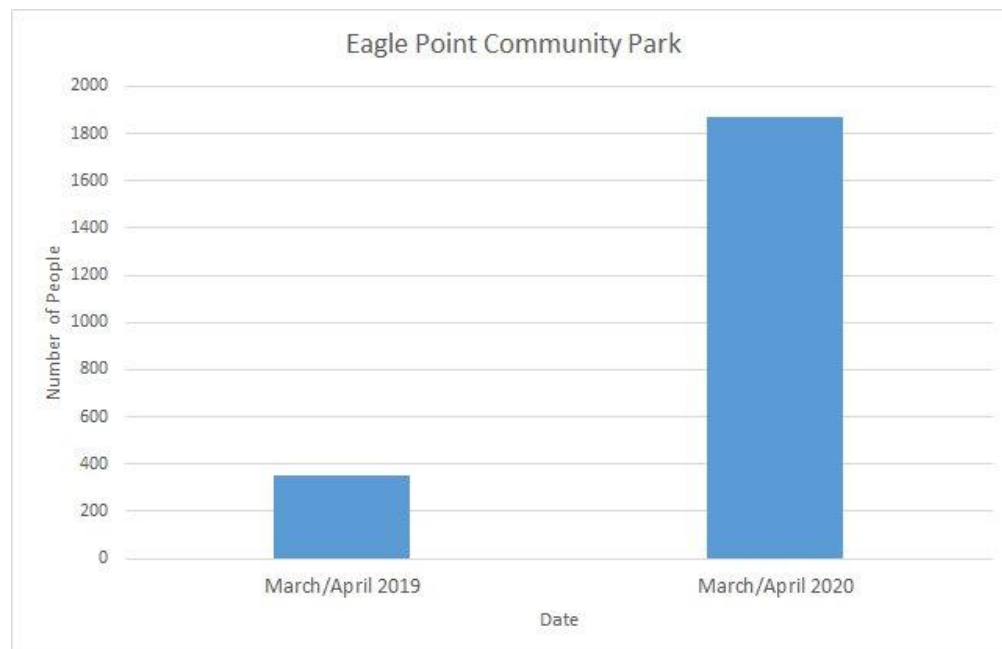
Due to the virus's impacts to people's day-to-day lives and activities, it was expected that our park system would see an increase in use and a change in daily usage patterns. Typical park use sees the weekends receiving a higher percent of visitors over the weekdays. British Columbia began to respond 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



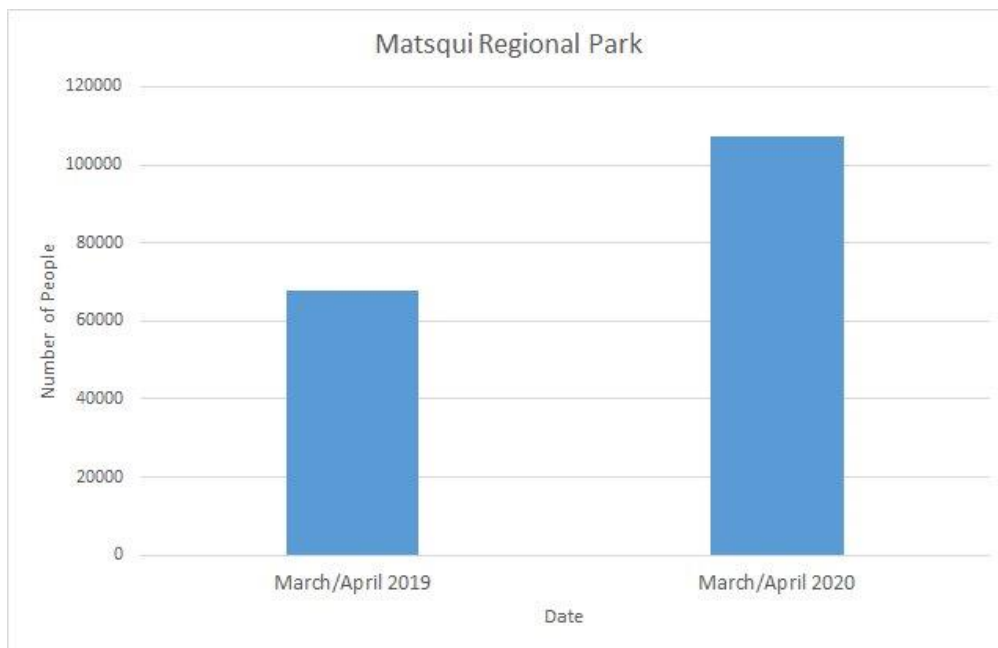
March and April of this year recorded 356,509 FVRD park users. **This represents an increase of just under 50% (+117,738 users)** over the same months last year. What makes this even more significant is that last year all our amenities and parks were open. Some community trail usage even quadrupled in 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**

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### 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 effective 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											

## CORPORATE REPORT

To: Recreation, Culture & Airpark Services Commission  
From: Christina Vugteveen, Manager of Parks and Recreation  
Tamsin Clarke, Recreation Programmer

Date: 2020-05-19  
File No: 7710-01

**Subject: Recreation, Culture & Airpark Services Programming - Summer 2020**

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### INTENT

This report is intended to advise the Recreation, Culture & Airpark Services Commission of information pertaining to recreational programming for summer 2020. Staff is not looking for a recommendation and has forwarded this information should members want clarification or to discuss the item further.

### STRATEGIC AREA(S) OF FOCUS

### PRIORITIES

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

### BACKGROUND

Recreation programming is an integral part of the services offered to the public. Whether it's registered programs, drop-in programs, fitness, aquatics or other classes for participants of all ages, programming is a dynamic part of the activities at the Recreation Centre. Although, Recreation, Culture & Airpark Services (RCAS) typically offers a wide range of innovative programming, COVID-19 has dramatically impacted its agenda since March 2020 forcing programs and events to be cancelled. Future programs and events are dependent on direction from the various health authorities, including the British Columbia Centre for Disease Control, Fraser Health, and WorkSafeBC.

Staff are working closely with the British Columbia Recreation & Parks Association and other related groups to understand and gain insight into alternative programming which could be offered under the restrictions. This report is provided to the Commission to highlight some of the programming considerations for the summer season given the current COVID-19 restrictions.



## DISCUSSION

### Virtual Programing

In response to the COVID-19 shutdown in March, staff created and launched a Hope Recreation YouTube channel and have been adding fitness and health related videos weekly. This has been well received by the community and staff are continuing to record fitness and recreation videos to keep the community engaged (<https://m.youtube.com/channel/UCtvdUlk65kkVWk8pXs8r5Cw>).

Other virtual plans in the works or options being explored include:

- Additional home based and outdoor recorded workout videos on the YouTube channel
- Live online fitness classes (Fitness Express, Boot Camp, Low Impact Fitness)
- Live children's Physical Fitness/ High Five based program
- Science Based Learning Programs (Mad Scientist & Little Einsteins)

### Fitness

For summer 2020, staff are exploring offering fitness classes in a variety of modified spaces including bringing classes outdoors which would make it easier to comply with social distancing requirements. Plans are being made for expected modifications to fitness equipment and capacity limits in fitness rooms to ensure that any requirements set out by the health authorities are met. Guidelines for these types of programs are anticipated to be released in the next month which will provide staff with more direction as what needs to be achieved before these programs can begin again.

### Club Child and Summer Day Camps

After considerable evaluation of current restrictions and related challenges brought on by COVID-19, it is not possible for RCAS to reinitiate its Club Child after-school care program until September. The opening of this service will hopefully align with the opening of public schools across BC. In addition, traditional summer day camps will not be offered due to similar constraints, but staff are looking at other on-line learning programs to fill the gap. Staff are looking forward to the issuance of guidelines from the provincial Restart BC framework to better understand the possibilities for September 2020.

### Aquatics

Guidelines for indoor and outdoor pools, for both registered programs and drop-in, are anticipated within the next couple of months. In the meantime, staff are exploring options of virtual programs including dryland based swimming lessons and virtual water safety for kids.

## **COST**

Any costs for programs would be in line with the Rates and Fees Bylaw and within current budget limitations.

## **CONCLUSION**

Recreation programming is a dynamic part of the services offered at the Hope and Area Recreation Centre. Overall demand for programs is increasing and staff are working to create program offerings to meet the needs of the community during this time of COVID-19 realities.

## **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.

## CORPORATE REPORT

To: Recreation, Culture & Airpark Services Commission  
From: Christina Vugteveen, Manager of Parks and Recreation

Date: 2020-05-19  
File No: 7710-01

**Subject: Recreation, Culture and Airpark Services Facilities Update**

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### INTENT

This report is intended to advise the Recreation, Culture & Airpark Services Commission of important maintenance and improvement activities occurring at its various facilities while dealing with the impacts of COVID-19. Staff is not looking for a recommendation and has forwarded this information should members want clarification or to discuss the item further.

### STRATEGIC AREA(S) OF FOCUS

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

### BACKGROUND

Due to the COVID-19 pandemic, the Hope and Area Recreation Center was closed to the public effective March 16, 2020. Since the closure, staff have been busy and working effectively tending to annual maintenance activities and various projects to ensure that everything is in order when the facilities have permission to re-open.

### DISCUSSION

Depending on the scope of work required, the Dan Sharrers Aquatic Centre (DSAC) pool maintenance shutdown occurs each year for approximately four weeks commencing mid-August. Due to COVID-19 and the facility closure, the annual shutdown instead began in March to ensure that there would not need to be a future disruption of service when the facility reopens. The ice in the area was also removed approximately one month early to facilitate annual shutdown and save on energy costs. The typical shutdowns have been expanded to incorporate a complete maintenance program for both buildings, while undertaking some projects that under normal conditions would be more challenging to complete.

Some of the maintenance items include badly needed improvements to the customer service station, the first aid room, and the lifeguard station and well as improvements to behind the scenes storage areas which will create efficiencies to enhanced customer service. Much painting has been taking place including finishing some of the transitional painting to complete the new colour scheme. An extensive deep clean of the building has also occurred and planned capital upgrades are underway. Some other highlights include:

#### Completed

- Phase II of the Keyless Entry System
- Lane rope replacement
- DSAC speakers replacement
- Removal of the ice and transition to dry floor

#### In Progress

- Replacement of the arena hockey scoreboard with a new LED board
- Mezzanine lift
- Fitness Equipment lifecycle and efficiency review
- Mezzanine lifecycle replacement of the roof top air handling unit
- Arena High Bay lighting upgrade to LED
- DSAC gutter grate replacement
- Annual shutdown maintenance
- Annual maintenance for the Almer Carlson Pool

Staff are also working with the District of Hope, who has recently completed an anticipated corrosion assessment of DSAC structural beams (to be shared and discussed at a later meeting). Expected projects for completion also include exterior façade remedial maintenance and upgrades to the chlorine pipes (chemical feed system) which is past its lifecycle.

The opening of both the Almer Carlson Pool and the Hope and Area Recreation Centre remains unknown, but further guidelines for outdoor pools and recreation facilities are anticipated within the next couple of months. Fortunately, on May 7, 2020, the Province of British Columbia announced its Restart Plan which includes the restoring of some services under enhanced protocols. Ultimately, opening of these facilities is dependent on the direction from various health authorities including the British Columbia Centre for Disease Control, Fraser Health and WorkSafeBC, as the COVID-19 pandemic continues to evolve. The British Columbia Recreation & Parks Association, various aquatics and sports associations and governing bodies, and municipal liaisons are all working together to propose structured guidelines to the Province for re-opening and lifting restrictions. This phased approach to re-opening recreation facilities will continue to develop as more information and direction is obtained from government leaders.

It is expected that requirements will include increased health messaging signage, enhanced cleaning procedures, plexiglass barriers at customer service counters, and public usage protocols to incorporate physical distancing. Supplies will have to be secured, which is challenging in this pandemic as they are in short supply. WorkSafeBC has not yet released the new Personal Protective Equipment (PPE) and safe work procedure requirements for staff. Once in place, PPE will need to be secured and staff will need to be trained. In addition, staff will need to be hired to fill current vacancies. Some staff have not been able to have their certifications renewed due to the pandemic which also needs to be addressed before certain services can be offered. Given current information and expected requirements, it is possible that the Almer Carlson Pool and the Dan Sharrers Aquatic Center could remain closed for the summer of 2020, but staff will continue working towards the best possible outcome.

## **COST**

Capital and maintenance costs are a part of the annual operating budget.

## **CONCLUSION**

The use of recreation facilities is an important part of the Hope, Area A, and Area B communities. With release of the Restart Plan from the provincial government on May 7, 2020, guidelines are anticipated to be in place over the next couple of months to bring more certainty to the future of recreation facilities amid the COVID-19 pandemic. In the meantime, maintenance and capital work continues on various projects at the closed facilities to enhance customer service when they are able to open to the public.

## **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.

## CORPORATE REPORT

To: Recreation, Culture & Airpark Services Commission  
From: Christina Vugteveen, Manager of Parks and Recreation  
Mike Freimark, Assistant Manger

Date: 2020-05-19

File No: 7710-01

**Subject: Canada Day 2020**

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### INTENT

This report is intended to advise the Recreation, Culture & Airpark Services Commission of information pertaining to Canada Day celebrations for July, 2020. Staff is not looking for a recommendation and has forwarded this information should members want clarification or to discuss the item further.

### STRATEGIC AREA(S) OF FOCUS

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

### BACKGROUND

Canada Day in Hope is a highly anticipated event. Recreation, Culture and Airpark Services (RCAS) hosts the annual Canada Day festivities in Hope on July 1 in partnership with the District of Hope, Hope Motorsports Group, and the Lions Club. Unfortunately, the COVID-19 pandemic has changed the framework for public gatherings and provincial health officials have banned all events of more than 50 people in order to combat the spread. This requirement coupled with the difficulty of ensuring social distancing has forced the cancellation of local government Canada Day celebrations across B.C.

It is understood that all municipalities in the Fraser Valley Regional District (FVRD) have either publicly stated the cancelation of their annual in-person events, or will before the end of May. As these restrictions are not expected to be lifted in time for the event, and due to the difficulty it imposes for logistics, securing contracts, and other financial details, the full-day celebration in Hope also cannot proceed. However, this report is provided to the Commission to highlight some of the alternative considerations for Canada Day given the current COVID-19 restrictions to ensure that an active and fun form of celebration can still occur.

## DISCUSSION

Typically, Canada Day in Hope involves a formal opening ceremonies with dignitaries, a Classic Car show, cake cutting, local performers, a market place featuring local artisans, an evening program including mainstage musical performances, and a fireworks show.

Staff are in the process of looking at options to have an alternative celebration in Hope. Given the restrictions of COVID-19, and the parameters which must be followed, Canada Day will look very different in 2020 with the most likely scenario being a virtual celebration of sorts.

With the information currently available, staff are exploring options to see what may be possible including partnering with other municipalities. Some of these options include:

- Tie in to the Federal Virtual Canada Day Celebrations
- Pre-recorded messages from dignitaries
- Pre-recorded main stage concert
- On-line fun activities
- Drive-in style fireworks display where people could remain in their vehicles but come together to watch the fireworks
- Community business and home decorating initiative

Staff are continuing to devise plans to create a meaningful celebration in Hope in a way that maintains the requirements of COVID-19.

## COST

There is \$22,000 budgeted for this event, and the FVRD was successful in receiving a \$12,500 grant from Heritage Canada who is supportive of a modified event. No in-kind donations or community sponsorships have been received for 2020.

## CONCLUSION

Canada Day celebrations are important to the Hope community. The COVID-19 pandemic has forced the cancellation of the event, and staff are working on possible options for an alternate celebration.

## 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.



**From:** Stebbings, Kate <[Kate\\_Stebbing@transmountain.com](mailto:Kate_Stebbing@transmountain.com)>

**Sent:** April 24, 2020 12:00 PM

**To:** Graham Daneluz <[Gdaneluz@fvrd.ca](mailto:Gdaneluz@fvrd.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](http://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](http://www.transmountain.com)

Le présent message contient des renseignements importants. Si vous avez besoin d'une traduction, veuillez communiquer avec [info@transmountain.com](mailto: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](https://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

Learn more about construction in your area and sign up for updates at:  
[www.transmountain.com](https://www.transmountain.com)

For more information please contact:  
1.866.514.6700  
[info@transmountain.com](mailto:info@transmountain.com)

In case of a pipeline emergency or to report odours,  
call 24 hours 1.888.876.6711

## CONSTRUCTION NOTICE

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"> <li>• Preparing the right-of-way</li> <li>• Utility location (Surface sweeping)</li> <li>• Access points</li> </ul>

### 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](https://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.

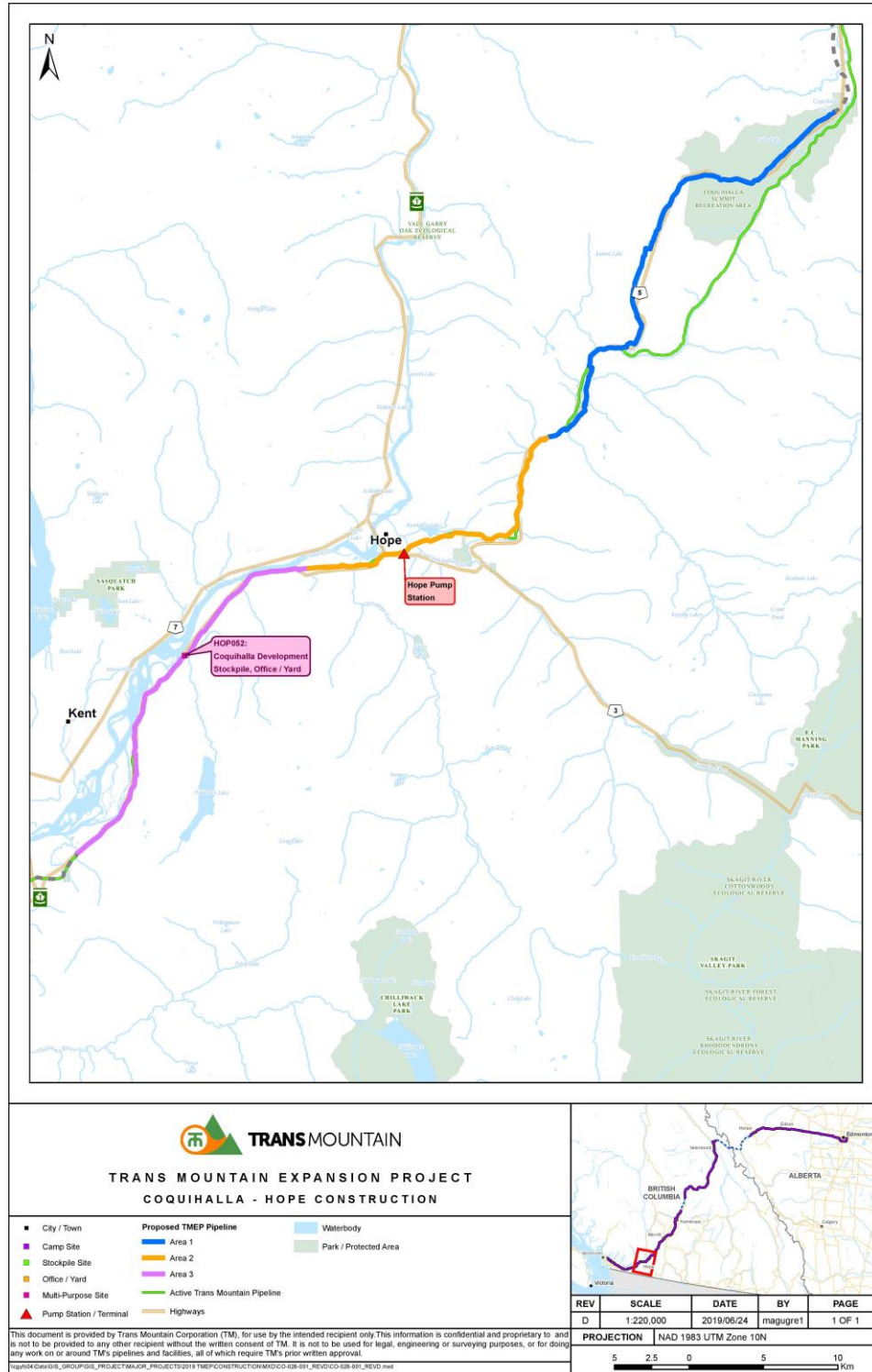
### SCHEDULE OF CONSTRUCTION ACTIVITIES\*

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



## CONSTRUCTION NOTICE

- 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](https://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](https://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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#### CONTACT US: Trans Mountain

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

***For more information on Trans Mountain's COVID-19 response, please visit [transmountain.com/covid19](https://transmountain.com/covid19)***

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

Learn more about construction in your area and sign up for updates at:  
[www.transmountain.com](http://www.transmountain.com)

For more information please contact:  
1.866.514.6700  
[info@transmountain.com](mailto:info@transmountain.com)

In case of a pipeline emergency or to report odours,  
call 24 hours 1.888.876.6711

\*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:

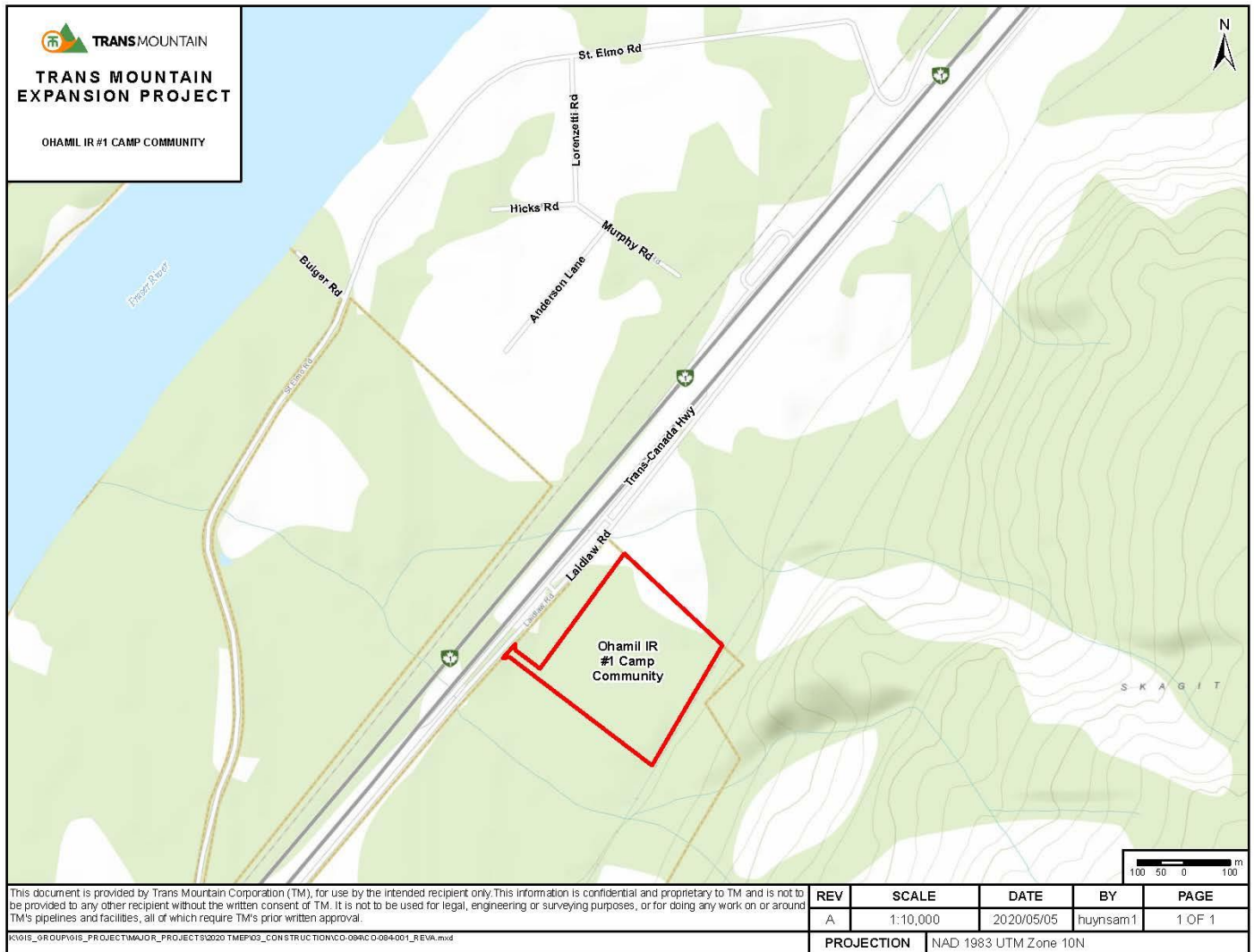
- Installation of security measures
- Installation of lighting where required
- Installation of temporary office trailers to support site operations
- Stored equipment and materials
- Installation of temporary accommodation facilities
- Transportation of materials, equipment, and workers to and from 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*



### CONTACT US: Trans Mountain

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 1.866.514.6700  
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Burnaby, BC V5H 3B0



[youtube.com/transmtn](https://www.youtube.com/transmtn)





Following are highlights of some of Fraser Basin Council's current work in the Fraser Valley.

**Covid-19 pandemic response** – Fraser Basin Council managers and employees continue to work from home to protect our health and safety and that of the community. We want to stay touch with our program partners, advisors and stakeholders – so please continue to reach out to us any time by email, social media, phone or web conferencing. In this 'new normal,' we have adopted more virtual meetings, more electronic tools, and are increasing our online content. For FBC directors, the annual summer FBC board meeting will be held online – a first! – on June 10 and 11, featuring online sessions and guest speakers, including a discussion on forest renewal. FBC is grateful to our fellow citizens who work the front lines of healthcare and other vital services during this pandemic, and we recognize their extraordinary efforts. We sincerely hope everyone at FVRD and your families, friends and community are safe, in good health and good spirits as we move through this experience together.

#### Fraser Valley Illegal Dumping Alliance (FVIDA)

- In April, RBC's new Tech for Nature fund approved FBC for a \$10,000 grant. With these funds, on behalf of FVIDA, FBC will collaborate with Swim, Drink, Fish Canada to expand the SDFC's Swim Guide interactive online platform to Fraser Valley communities. The Swim Guide beach monitor app currently provides its users with real time water quality information about recreational beaches and swimming spots. Working with SDFC, Fraser Basin staff in the Fraser Valley and FVIDA will adopt this platform to record and report illegal waste sites in the region to the SDFC database, to increase public awareness about illegal waste, and to reduce pollution and polluting behaviour in rural and remote waterways and watersheds. This work will also help FBC and FVIDA reach to new groups about the negative impacts of illegal waste, and to inspire more community participation. Prior to FBC taking on FVIDA's administration last year with SDFC funding, SDFC supported FVIDA for several years directly through its Fraser Riverkeeper program.
- While in-person meetings are on hold for the time being, FBC and FVIDA continue active work in the community. In April, FBC and FVIDA sent out a public service announcement reminding the public to be extra cautious during the Fraser River freshet, to not leave behind any waste, and to not camp in low-lying flood-prone areas.
- FVIDA members continue to monitor popular riverfront destinations including Gill and Jespersen Roads for pallet burning and camping, and report their information to local authorities to respond accordingly.
- FVIDA continues to raise public awareness about the negative repercussions of burning pallets along waterfront and remote areas. The wood materials may be toxic if they are treated or painted. The ashes contact nails that can puncture tires, which is particularly troublesome when this happens in a remote location. Fires are sometimes abandoned, while some bring plastics and other trash to add to the fires. Volunteers are cleaning the many sites multiple times. The issue was discussed recently in an opinion piece in a local paper, at [bit.ly/2X1FTow](https://bit.ly/2X1FTow)

#### Lower Mainland Flood Management Strategy – LMFMS highlights

- **Lower Mainland Flood Risk Assessment** – The flood management team has been working hard to complete the Flood Risk Assessment. This is now near completion and final results will be shared with partner organizations after project completion reporting to funders in May.
- **Seismic Vulnerability of Dikes** – FBC is prepared a contract with Engineers and. Geoscientists BC to develop professional practice guidelines for the implementation of the provincial seismic guidelines for flood protection dikes.
- **Communications** – The new FloodWise website is getting its finishing touches and is expected to ready for launch to the public in late May.
- **Ecosystems inventory** – The work to classify and map ecosystem areas in the Fraser Valley floodplain is now complete.
- **Phase 2 Flood Strategy** – For Phase 2 programs, please see [www.fraserbasin.bc.ca/Phase\\_2\\_Projects.html](http://www.fraserbasin.bc.ca/Phase_2_Projects.html)

For more details, please contact:

Christina Toth at 604-864-9295, [ctoth@fraserbasin.bc.ca](mailto:ctoth@fraserbasin.bc.ca) | Bob Purdy at 604-488-5355, [bpurdy@fraserbasin.bc.ca](mailto:bpurdy@fraserbasin.bc.ca)