

# FRASER VALLEY REGIONAL DISTRICT



## ELECTORAL AREA SERVICES COMMITTEE

### OPEN MEETING AGENDA

Wednesday, January 10, 2018

1:30 pm

FVRD Boardroom, 45950 Cheam Avenue, Chilliwack, BC

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#### Pages

1. CALL TO ORDER

2. APPROVAL OF AGENDA, ADDENDA AND LATE ITEMS

**MOTION FOR CONSIDERATION**

**THAT** the Agenda, Addenda and Late Items for the Electoral Area Services Committee Open Meeting of January 10, 2018 be approved;

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

3. MINUTES/MATTERS ARISING

3.1 Minutes of the Electoral Area Services Committee Meeting December 12, 2017

5 - 13

**MOTION FOR CONSIDERATION**

**THAT** the Minutes of the Electoral Area Services Committee Open Meeting of December 12, 2017 be adopted.

4. CORPORATE ADMINISTRATION

4.1 Proposed Amendment to FVRD Travel and Other Expense Policy

14 - 24

- Corporate report dated January 10, 2018 from Paul Gipps, Chief Administrative Officer
- Proposed Travel and Other Expenses as amended
- Travel and Other Expenses Policy as at September 29, 2015

**MOTION FOR CONSIDERATION**

**THAT** the Fraser Valley Regional District Board adopt the amended draft Travel and other Expense Policy.

## 5. FINANCE

### 5.1 Grant-In-Aid Summary Report - 2017 25 - 56

#### *FOR INFORMATION ONLY*

- Corporate report dated January 10, 2018 from Kristy Hodson, Manager of Financial Operations
- Grant In Aid Overview - 2017

## 6. PLANNING, BUILDING INSPECTION AND BYLAW ENFORCEMENT

### 6.1 Development Variance Permit 2017-28 to Reduce the Setback for an Agricultural Building at 36716 Allcott Road, Electoral Area 'G' 57 - 69

- Corporate report dated January 10, 2018 from Johannes Bendle, Planner I
- Draft DVP 2017-28
- Redacted Application

#### **MOTION FOR CONSIDERATION**

**THAT** the Fraser Valley Regional District Board issue Development Variance Permit 2017-28 to vary the side lot line setback from 30 metres to 20 metres to permit the construction of a chicken barn at 36716 Allcott Road, Electoral Area "G", subject to consideration of any comments or concerns raised by the public.

### 6.2 Official Community Plan amendment Bylaw 1460 2017 and Zoning Amendment Bylaw 1461 2017 to facilitate the redevelopment of 45900 Sleepy Hollow Road, Electoral Area 'H' into a single family residential subdivision. 70 - 146

- Corporate report dated January 10, 2018 from David Bennett, Planner II
- Geo-Hazard Assurance Statement
- Draft Bylaw No. 1460, 2017
- Draft Bylaw No. 1461, 2017
- Geotechnical Recommendation - Thurber Engineering Ltd.
- Redacted Application - Zoning
- Redacted Application - Zoning Amendment

#### **MOTION FOR CONSIDERATION**

**THAT** the Fraser Valley Regional District Board consider giving first reading to *Fraser Valley Regional District Official Community Plan Amendment Bylaw No. 1460, 2017* and *Fraser Valley Regional District Zoning Amendment Bylaw No.*

1461, 2017 to facilitate the redevelopment of 45900 Sleepy Hollow Road, Electoral Area H into a single family residential subdivision;

**THAT** *Fraser Valley Regional District Official Community Plan Amendment Bylaw No. 1460, 2017 and Fraser Valley Regional District Zoning Amendment Bylaw No. 1461, 2017* be forwarded to Public Hearing;

**THAT** the Fraser Valley Regional District Board delegate the holding of the Public Hearing with respect to proposed *Fraser Valley Regional District Official Community Plan Amendment Bylaw No. 1460, 2017 and Fraser Valley Regional District Zoning Amendment Bylaw No. 1461, 2017* to Director Taryn Dixon, or her Alternate in her absence;

**THAT** Director Dixon, or her Alternate in her absence, preside over and Chair the Public Hearing with respect to proposed Bylaw 1460, 2017 and Bylaw 1461, 2017;

**THAT** the Chair of the Public Hearing be authorized to establish procedural rules for the conduct of the Public Hearing with respect to proposed Bylaw 1460, 2017 and Bylaw No. 1461, 2017 in accordance with the Local Government Act.

**THAT** in accordance with Section 475 of the Local Government Act and FVRD policy First Nations Engagement on FVRD Land use by-laws and other matters with statutory requirement to engage, a notice and referral of Official Community Plan Amendment Bylaw No. 1460, 2017 be sent to potentially affected First Nations via the Stó:lo Connect referral system where possible;

**THAT** in accordance with Section 475 of the Local Government Act, the Fraser Valley Regional District Board adopt the Official Community Plan consultation strategy as outlined in the staff memorandum dated January 10, 2018 for Bylaw 1460, 2017. The consultation strategy includes a notice and referral to the Stó:lo Connect referral system and the Ministry of Transportation and Infrastructure

**THAT** the Fraser Valley Regional District Board consider that Official Community Plan Amendment Bylaw No. 1460, 2017 is consistent with the FVRD financial plan and FVRD waste management plan

**AND FURTHER THAT** the Fraser Valley Regional District Board authorize its signatories to execute all documents relating to *Fraser Valley Regional District Official Community Plan Amendment Bylaw No. 1460, 2017 and Fraser Valley Regional District Zoning Amendment Bylaw No. 1461, 2017* and any associated applications.

## **7. ENGINEERING AND UTILITES**

### **7.1 Cultus Lake Sewer System Upgrade and Expansion**

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*FOR INFORMATION ONLY*

- Corporate report dated January 10, 2018 from Tareq Islam, Director of Engineering and Community Services

8. **OTHER MATTERS**
9. **ADDENDA ITEMS/LATE ITEMS**
10. **REPORTS BY STAFF**
11. **REPORTS BY ELECTORAL AREA DIRECTORS**
12. **PUBLIC QUESTION PERIOD FOR ITEMS RELEVANT TO AGENDA**
13. **ADJOURNMENT**

**MOTION FOR CONSIDERATION**

**THAT** the Electoral Area Services Committee Open Meeting of January 10, 2018 be adjourned.



**FRASER VALLEY REGIONAL DISTRICT**  
**ELECTORAL AREA SERVICES COMMITTEE**  
**OPEN MEETING MINUTES**

Tuesday, December 12, 2017

1:30 pm

FVRD Boardroom, 45950 Cheam Avenue, Chilliwack, BC

**Members Present**

Director Bill Dickey, Electoral Area D, Chair  
Alternate Director Dufresne, Electoral Area A  
Alternate Director Kassian, Electoral Area B  
Director Alec Niemi, Electoral Area C  
Alternate Director McNary, Electoral Area E  
Director Ray Boucher, Electoral Area F  
Director Al Stobbart, Electoral Area G  
Director Taryn Dixon, Electoral Area H

**Members Absent**

Director Terry Raymond, Electoral Area A  
Director Dennis Adamson, Electoral Area B  
Director Orion Engar, Electoral Area E

**Staff Present**

Paul Gipps, Chief Administrative Officer  
Mike Veenbaas, Director of Financial Services  
Tareq Islam, Director of Engineering & Community Services  
Margaret Thornton, Director of Planning & Development  
Sterling Chan, Manager of Engineering and Infrastructure  
Jennifer Kinneman, Manager of Corporate Affairs & Strategic Communications  
Milly Marshall, Director of EA Special Projects  
Graham Daneluz, Deputy Director of Planning & Development  
Jaime Schween, Manager of Corporate Administration  
Johannes Bendle, Planner I  
Katelyn Hipwell, Planner I  
Melissa Geddert, Planning Technician  
Amanda Molloy, Executive Assistant to CAO and Board  
Cathy Squires, Recording Secretary  
Matthew Fang, Network Analyst I

### **1. CALL TO ORDER by Chief Administrative Officer**

Paul Gipps, Chief Administrative Officer called the meeting to order at 1:30 pm.

### **2. ELECTION OF ELECTORAL AREA SERVICES COMMITTEE CHAIR by Chief Administrative Officer**

Mr. Gipps called for nominations for the position of Electoral Area Services Committee Chair.

Director Niemi nominated Director Dickey.

Director Dickey accepted the nomination.

Mr. Gipps called for nominations for the position of Electoral Area Services Committee Chair a second and third time.

There being no further nominations, Mr. Gipps declared Director Dickey acclaimed as the EASC Chair.

### **3. ELECTION OF ELECTORAL AREA SERVICES COMMITTEE VICE CHAIR by Chief Administrative Officer**

Mr. Gipps called for nominations for the position of Electoral Area Services Committee Vice Chair.

Director Boucher nominated Director Stobbart.

Director Stobbart accepted the nomination.

Mr. Gipps called for nominations for the position of Electoral Area Services Committee Vice Chair a second and third time.

There being no further nominations, Mr. Gipps declared Director Stobbart acclaimed as the EASC Vice Chair.

Director Dickey assumed the Chair.

#### **4. REMARKS BY ELECTORAL AREA SERVICES COMMITTEE CHAIR**

Chair Dickey thanked fellow Directors for their support and expressed his satisfaction with the spirit of cooperation as well as solid staff support.

Chair Dickey welcomed the Alternate Directors in attendance.

#### **5. APPROVAL OF AGENDA, ADDENDA AND LATE ITEMS**

BOUCHER / DUFRESNE

**THAT** the Agenda, Addenda and Late Items for the Electoral Area Services Committee Open Meeting of December 12, 2017 be approved;

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

**[EASC 2017-157]**

**CARRIED**

#### **6. MINUTES/MATTERS ARISING**

##### **6.1 Minutes of the Electoral Area Services Committee Meeting November 16, 2017**

STOBBART / KASSIAN

**THAT** the Minutes of the Electoral Area Services Committee Open Meeting of November 16, 2017 be adopted.

**[EASC 2017-158]**

**CARRIED**

#### **7. CORPORATE ADMINISTRATION**

None.

#### **8. FINANCE**

**8.1 Grant-In-Aid Request - 1789 - The Royal Westminster Regiment Royal Canadian Army Cadet Corp, Electoral Area "B"**

KASSIAN / DIXON

**THAT** the Fraser Valley Regional District Board authorize a grant-in-aid in the amount of \$1,000 to the 1789 - The Royal Westminster Regiment Royal Canadian Army Cadet Corps, funded from the Electoral Area "B" grant-in-aid budget, to help offset the costs of purchasing equipment to be used in the operation of their programs.

**[EASC 2017-159]**

**CARRIED**

**8.2 Grant-In-Aid Request – Hope and District Figure Skating Club, Electoral Area "B"**

KASSIAN / NIEMI

**THAT** the Fraser Valley Regional District Board authorize a grant-in-aid in the amount of \$1,500 to the Hope and District Figure Skating Club, funded from the Electoral Area "B" grant-in-aid budget, to help offset the costs of upgrading their music system as well as replacing supplies for their Pre-Canskate and Canskate programs.

**[EASC 2017-160]**

**CARRIED**

**8.3 Grant-In-Aid Request – Rotary Club of Hope, Electoral Area "B"**

KASSIAN / BOUCHER

**THAT** the Fraser Valley Regional District Board authorize a grant-in-aid in the amount of \$1,000 to the Rotary Club of Hope, funded from the Electoral Area "B" grant-in-aid budget, to fund the construction of a water fountain in Hope.

**[EASC 2017-161]**

**CARRIED**

**8.4 Grant-In-Aid Request – Deroche Elementary School PAC, Electoral Area "C"**

NIEMI / STOBART

**THAT** the Fraser Valley Regional District Board authorize a grant-in-aid in the amount of \$2,000 to the Deroche Elementary School PAC, funded from the Electoral Area "C" grant-in-aid budget, to help offset the costs of providing services to their community such as hot lunches, community meals, Christmas hampers, warm clothing, and bussing for field trips.

**[EASC 2017-162]**

**CARRIED**

**8.5 Grant-In-Aid Request – Leq’a:mel First Nation, Electoral Area “C”**

NIEMI / STOBART

**THAT** the Fraser Valley Regional District Board authorize a grant-in-aid in the amount of \$350 to Leq'a:mel First Nation, funded from the Electoral Area “C” grant-in-aid budget to sponsor their annual Children’s Christmas party.

**[EASC 2017-163]**

**CARRIED**

**8.6 Grant-In-Aid Request – Scenic 7 BC – Co-operative Marketing Partners, Electoral Areas “C” and “F”**

BOUCHER / NIEMI

**THAT** the Fraser Valley Regional District Board authorize a grant-in-aid to Scenic 7 BC Co-operative Marketing Partners (Scenic7BC), to be funded from the Electoral Area “C” grant-in-aid budget in the amount of \$1,000 and the Electoral Area “F” grant-in-aid budget in the amount of \$500, to help build their online presence across their target markets.

**[EASC 2017-164]**

**CARRIED**

**8.7 Grant-In-Aid Request - Deroche Elementary School PAC, Electoral Area "G"**

STOBART / NIEMI

**THAT** the Fraser Valley Regional District Board authorizes a grant-in-aid in the amount of \$3,000 to the Deroche Elementary School PAC, funded from the Electoral Area “G” grant-in-aid budget, to help offset the cost of installing a swing set.

**[EASC 2017-165]**

**CARRIED**

**8.8 Grant-In-Aid Request - Deroche Elementary School PAC, Electoral Area “G”**

STOBART / BOUCHER

**THAT** the Fraser Valley Regional District Board authorize a grant-in-aid in the amount of \$2,150 to the Deroche Elementary School PAC, funded from the Electoral Area “G” grant-in-aid budget, to help offset the cost of providing services to their community such as hot lunches, community meals, Christmas hampers, gardening supplies, and bussing for field trips.

**[EASC 2017-166]**

**CARRIED**

## **8.9 Proposed landscape improvements at FVRD's Deroche Office**

Discussion ensued regarding picnic table design material and cost implications. Clarification was provided regarding the Electoral Area Administration Budget.

NIEMI / STOBART

**THAT** the Electoral Area Services Committee direct Staff to include a budget of \$12,000 in the Electoral Area Administration service to provide for landscape improvements at the Deroche Sub-Office in 2018.

**[EASC 2017-167]**

**CARRIED**

## **9. ENGINEERING & UTILITIES**

### **9.1 Application for Crown Land Tenure for Frosst Creek Flood Protection Works Upper Sediment Basins**

DIXON / KASSIAN

**THAT** the Fraser Valley Regional District Board endorse the application for Crown Land Tenureship for the Frosst Creek Flood Protection Works Upper Sediment Basin, legally known as: Lot 13 of plan NWP64452, located in Sections 9 and 16, in Township 22 East of the Coast Meridian

**[EASC 2017-168]**

**CARRIED**

### **9.2 Subdivision and Development Servicing Bylaw Amendment No. 1459, 2017**

NIEMI / DIXON

**THAT** the Fraser Valley Regional District Board consider giving three readings and adoption to the bylaw cited as *Fraser Valley Regional District Subdivision and Development Servicing Bylaw Amendment Bylaw No. 1459, 2017*.

**[EASC 2017-169]**

**CARRIED**

## **10. PLANNING, BUILDING INSPECTION AND BYLAW ENFORCEMENT**

### **10.1 Turris Telecommunications Tower Proposal for 9792 Gray Road, Electoral Area "D"**

Discussion ensued regarding the implication of voltage and the effects on detonators.

STOBBART / DUFRESNE

**THAT** the Fraser Valley Regional District Board respond to the referral from Turris Communications for the installation of a new telecommunications tower at 9792 Gray Road, Electoral Area `D`, with the following comments:

1. Turris Communications has satisfactorily completed its consultation with the Fraser Valley Regional District.
2. The FVRD Board concurs with the proposal by Turris Communications Inc. to construct a telecommunications tower and facility provided it is constructed substantially in accordance with the plans submitted to the FVRD. The site is located on private property known as 9792 Gray Road – Electoral Area D (PID 013-160-443).
3. Turris Communications will obtain an FVRD building permit prior to construction.

**[EASC 2017-170]**

**CARRIED**

### **10.2 Zoning Amendment for 11223 Stave Lake Road, Electoral Area "F"**

BOUCHER / STOBBART

**THAT** the Fraser Valley Regional District Board defer Zoning Amendment application 2017-01 to the January 2018 EASC meeting and provide the applicants an opportunity to explore consolidating the A-2 zoned agricultural lands.

**[EASC 2017-171]**

**CARRIED**

### **10.3 Development Variance Permit 2017-24 to vary frontage requirement for a two lot subdivision at 36333 Ridgeview Road, Electoral Area "F"**

BOUCHER / KASSIAN

**THAT** the Fraser Valley Regional District issue Development Variance Permit 2017-26 to reduce the minimum required parcel frontage from 10% to 4.5% for a proposed 2 lot subdivision at 36333 Ridgeview Road, Electoral Area `F`, subject to consideration of any comments or concerns raised by the public.

**[EASC 017-172]**

**CARRIED**

## **11. ADDENDA ITEMS/LATE ITEMS**

None

## **12. REPORTS BY STAFF**

Mr. Gipps reported that each Director has been provided with FVRD Christmas cards for sharing and distribution.

## **13. REPORTS BY ELECTORAL AREA DIRECTORS**

Director Niemi, Electoral Area C - Thanked staff for their hard work.

Director Dixon, Electoral Area H - Reported it has been quiet in Electoral Area 'H'. The Annual Cultus Christmas event was successful despite the weather. Lakeside development property road construction is taking place, however workers are doing a good job of keeping corner safe and work should finish by approximately December 31, 2017. Director Dixon is looking forward to presenting at the Parks Board meeting December 13, 2017.

Alternate Director Kassian, Electoral Area B – Reported the Christmas Dinner at Yale Hall with the Volunteer Fire Department and Ratepayers Association had 200 people in attendance. The Volunteer Fire Department will be distributing gifts to children on the 23<sup>rd</sup>. Yale Ratepayers will be distributing food hampers. Alternate Director Kassian reported on recent local efforts to assist with an elderly gentleman after he had been displaced due to a fire. Assistance included site cleanup and moving of another trailer onto the site.

Alternate Director Dufresne, Electoral Area A – Reported on a well-attended Seniors Dinner, and noted a successful 'Stuff the Cruiser' event which raised both funds and food for the local Food Bank.

Director Boucher, Electoral Area F – Reported on a slight improvement in cell phone coverage in the area.

Alternate Director McNeary, Electoral Area E – Reported attending a Ratepayers meeting last night, and noted the appreciation of the Regional District's help with respect to the homeless camp clean up.

Director Dickey, Electoral Area D – Reported there is still a lot of development in Area D, and noted a recent Fraser Valley Regional Library Board meeting which saw an increase in budget.

## **14. PUBLIC QUESTION PERIOD FOR ITEMS RELEVANT TO AGENDA**

None.



## 15. ADJOURNMENT

STOBART / BOUCHER

**THAT** the Electoral Area Services Committee Open Meeting of December 12, 2017 be adjourned.

**[EASC 2017-173]**

**CARRIED**

The meeting was adjourned at 1:55pm.

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MINUTES CERTIFIED CORRECT:  
Director Bill Dickey, Chair

DRAFT

To: Electoral Area Services Committee  
From: Paul Gipps, Chief Administrative Officer

Date: 2018-01-10

**Subject: Proposed Amendment to FVRD Travel and Other Expenses Policy**

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### RECOMMENDATION

**THAT** the Fraser Valley Regional District Board adopt the amended draft Travel and Other Expense Policy.

### BACKGROUND

As part of our year end procedures staff review policies that may be affected by changes in legislation, decisions by the board or requests from directors. This review has identified the Travel and Other Expense Policy requires some changes.

Specifically the following changes are presented for consideration:

- 1) Mileage reimbursement while on FVRD business to be set at the rate as determined by CRA (Canada Revenue Agency) rather than a specific number. This will reduce the need to update this part of the policy as determined by the Federal Government
- 2) Eliminate the need for Directors to identify claim numbers on their claims. This hasn't been done by the Directors for some time as staff generally does this as part of their process of reimbursement
- 3) Change the frequency by which claims may be submitted. Currently monthly claims are identified in the policy however some claims for mileage are ongoing and this will allow flexibility for the directors to submit their claims in a reasonable time frame and not be in conflict with the Policy.
- 4) Provide an option for Directors to take a per diem while on conference or FVRD business. Some Directors do not want to participate in meals offered at conferences and as such they want the option of sourcing their own nutritional needs. This could result in a savings to the service area as quite often the meals at conferences are very expensive.

- 5) Eliminate requiring receipts for nutritional expenses when per diems are chosen.
- 6) Change the Per Diem amount for representation at a Treaty Table from \$150 to \$200.

**COMMENT BY:**

**Mike Veenbaas, Director of Financial Services**

Reviewed and supported



## FRASER VALLEY REGIONAL DISTRICT POLICIES AND PROCEDURES

**POLICY:** TRAVEL AND OTHER EXPENSES

**Date Issued:** July 1, 1998

**Date Amended:**

### **PURPOSE AND INTENT**

To determine appropriate and eligible reimbursement for travel, mileage, meals, accommodation, and other expenses for Fraser Valley Regional District Board Members and Staff while on Fraser Valley Regional District business, or at the express direction of the Fraser Valley Regional District Board.

Fraser Valley Regional District business means business within the “core services” of the Fraser Valley Regional District, or business which the Fraser Valley Regional District Board otherwise expressly directs.

This policy shall be deemed to also apply to Fraser Valley Regional Hospital District business.

Reimbursement will be paid to Fraser Valley Regional District Board Members and Staff in accordance with this policy *only* where expenses are properly claimed and are deemed to be an eligible expense.

### **POLICY AND PROCEDURE**

#### **1. Travel, Transportation and Mileage:**

- 1.1 Mileage is reimbursed at the per kilometer rate as determined by the Canada Revenue Agency annually.
- 1.2 The maximum mileage claim for long distance automobile travel shall be equivalent to economy airfare.
- 1.3 Transportation should be undertaken by the most economical means. Where feasible, long distance travel should be by air at economy rates.
- 1.4. All other travel costs, including but not limited to parking, transit passes, and bus tickets, shall be reimbursed at actual cost and must be supported by receipts in order to be eligible for reimbursement.
- 1.5 (Board members only) Reimbursement for travel, transportation and mileage shall be on the following basis in order to be claimed as an eligible expense:
  - 1.5.1 travel to meetings of the Fraser Valley Regional District Board and Fraser Valley Regional District Board standing or select committees or commissions of which the Board Member is an appointed member;

## Travel and Other Expenses Claim Policy and Procedure

- 1.5.2 travel to public hearings and public information meetings to which the Board Member is required to attend;
    - 1.5.3 travel to meetings of other Boards, groups or associations, or other meetings to which the Board Member has been appointed by the Fraser Valley Regional District Board to represent the Fraser Valley Regional District, and where reimbursement is not otherwise provided to the Board Member;
    - 1.5.4 travel to meetings of FVRD business related to Advisory Bodies (e.g. Advisory Planning Commissions) or local service management committees (e.g. Deroche Water Committee) which function within the Director's electoral area or municipality;
    - 1.5.5 travel on FVRD business by the Vice Chair to FVRD in the absence of the Chair;
    - 1.5.6 travel related to FVRD business, including constituency related meetings provided; however, that the maximum amount of such mileage claimed shall not exceed 400 km in any calendar month.
    - 1.5.7 travel to meetings (on average one (1) trip maximum per week) at the Fraser Valley Regional District Corporate office in Chilliwack, exclusive of Fraser Valley Regional District Board and committees meetings at the FVRD Corporate office in Chilliwack. Board Members are also entitled to be reimbursed for one (1) meal with receipts.
  - 1.6 Any mileage claimed under this Policy must include the following information, i.e. who, why, where, when, what and how many km:
    - Date of travel (when)
    - Each location travelled to (where)
    - Distance travelled (how many)
    - Purpose of the travel (what). If the purpose was to meet with a constituent or group, the name of the people as well as the reason for the meeting is to be included. (who, why)
  - 1.7 Travel expense claims should be submitted monthly for reimbursement, or as soon as reasonably possible.
  - 1.8 The Board may, at its discretion, assign a FVRD vehicle to a Board Director to perform the duties of his/her office when doing so is shown to be of greater financial benefit than paying a per KM reimbursement rate. The allocation of costs associated with the FVRD vehicle will follow the same process as per KM reimbursement.
2. **Accommodation:**
- 2.1 Accommodation is reimbursed at cost and requires that original receipts be submitted.

## Travel and Other Expenses Claim Policy and Procedure

- 2.2 Accommodation allowance in lieu of hotel accommodation is \$40 per night.
- 2.3 (Board members only) Reimbursement for accommodation is approved on the following basis:
  - a. for accommodation within the Fraser Valley Regional District while on Fraser Valley Regional District business;
  - b. for accommodation outside the Fraser Valley Regional District with prior Board approval; or
  - c. the Board Chair shall be entitled to claim for accommodation outside the Fraser Valley Regional District without prior Board approval where travel and accommodation is deemed necessary and in the interests of Fraser Valley Regional District business, whereupon a report will be submitted to the Board at the next Board meeting for information.

### 3. **Meal Allowances:**

- 3.1 Board members or staff may claim per diem or actual costs for nutritional requirements while on FVRD business.
- 3.2 Where a per diem does not apply, meals including gratuities (not exceeding 15%) shall be at cost.
- 3.3 To be eligible for reimbursement for meals, the following criteria must be met:
  - a. Original detailed restaurant receipts are required for all meal expenditures. If paying by credit card please include credit card stub which provides total cost of meal including tip.
  - b. If third parties are involved in the meal, the name of the third party and meeting purpose must be written onto the receipt or expense claim.
  - c. Any meals provided with accommodation, conferences or other events should not be claimed for reimbursement.
  - d. Where the option for per diems is selected, the following meal allowances will be paid:

Breakfast: \$ 15.00

Lunch: \$ 25.00

Dinner: \$ 35.00

- 3.4 Electoral Area Relationship Building Meal Allowance:
  - a. An Electoral Area Director may claim for meal expenses incurred when meeting with local community leaders.
  - b. A maximum of \$250 per annum may be claimed under this section.

- c. All claims under this allowance must follow the criteria noted under Section 3.2.

4. **Other Expenses (Board members only):**

- 4.1 Cell Phone - where a personal cell phone is used for conducting FVRD business, the Director may claim reimbursement for their monthly cellular cost. The reimbursement should reflect the percentage of use attributed to FVRD business.
- 4.2 Home Internet – Directors are expected to have home internet in order to access agendas, reports, information and emails from the FVRD. As such, a Director may claim reimbursement for their monthly home internet cost. The reimbursement should reflect the percentage of use attributed to FVRD business.
- 4.3 Home Office – an Electoral Area Director may incur some cost in setting up a home office for performing the duties of their office. An amount, not to exceed \$500 per 4 year election term, may be claimed with supporting receipts and confirmation that the supplies are being used for an EA Director Home Office.

5. **Fraser Valley Aboriginal Relations Committee – Treaty Table Representative Per Diem**

Fraser Valley Aboriginal Committee members who have been appointed to represent the Fraser Valley Regional District Board at Treaty Tables will be eligible to claim \$200.00 per diem while attending the treaty negotiations and will also be eligible for expense reimbursement.



## FRASER VALLEY REGIONAL DISTRICT POLICIES AND PROCEDURES

**POLICY: TRAVEL AND OTHER EXPENSES**

**Date Issued: July 1, 1998**

**Date Amended: September 29, 2015**

### **PURPOSE AND INTENT**

To determine appropriate and eligible reimbursement for travel, mileage, meals, accommodation, and other expenses for Fraser Valley Regional District Board Members and Staff while on Fraser Valley Regional District business, or at the express direction of the Fraser Valley Regional District Board.

Fraser Valley Regional District business means business within the “core services” of the Fraser Valley Regional District, or business which the Fraser Valley Regional District Board otherwise expressly directs.

This policy shall be deemed to also apply to Fraser Valley Regional Hospital District business.

Reimbursement will be paid to Fraser Valley Regional District Board Members and Staff in accordance with this policy *only* where expenses are properly claimed and are deemed to be an eligible expense.

### **POLICY AND PROCEDURE**

#### **1. Travel, Transportation and Mileage:**

- 1.1 Mileage is reimbursed at \$0.52 per kilometer for the first 5,000 kilometers annually, and \$0.46 for each additional kilometer thereafter.
- 1.2 The maximum mileage claim for long distance automobile travel shall be equivalent to economy airfare.
- 1.3 Transportation should be undertaken by the most economical means. Where feasible, long distance travel should be by air at economy rates.
- 1.4 All other travel costs, including but not limited to parking, transit passes, and bus tickets, shall be reimbursed at actual cost and must be supported by receipts in order to be eligible for reimbursement.
- 1.5 (Board members only) Reimbursement for travel, transportation and mileage shall be on the following basis and the corresponding “claim number” *must* be identified on all expense claims in order to be claimed as an eligible expense:
  - 1.5.1 travel to meetings of the Fraser Valley Regional District Board and Fraser Valley Regional District Board standing or select committees or commissions of which the Board Member is an appointed member;



## **Travel and Other Expenses Claim Policy and Procedure**

- 1.5.2 travel to public hearings and public information meetings to which the Board Member is required to attend;
- 1.5.3 travel to meetings of other Boards, groups or associations, or other meetings to which the Board Member has been appointed by the Fraser Valley Regional District Board to represent the Fraser Valley Regional District, and where reimbursement is not otherwise provided to the Board Member;
- 1.5.4 travel to meetings of FVRD business related to Advisory Bodies (e.g. Advisory Planning Commissions) or local service management committees (e.g. Deroche Water Committee) which function within the Director's electoral area or municipality;
- 1.5.5 travel on FVRD business by the Vice Chair to FVRD in the absence of the Chair;
- 1.5.6 travel related to FVRD business, including constituency related meetings provided; however, that the maximum amount of such mileage claimed shall not exceed 400 km in any calendar month.
- 1.5.7 travel to meetings (on average one (1) trip maximum per week) at the Fraser Valley Regional District Corporate office in Chilliwack, exclusive of Fraser Valley Regional District Board and committees meetings at the FVRD Corporate office in Chilliwack. Board Members are also entitled to be reimbursed for one (1) meal with receipts.
- 1.6 Any mileage claimed under this Policy must include the following information, i.e. who, why, where, when, what and how many km:
  - Date of travel (when)
  - Each location travelled to (where)
  - Distance travelled (how many)
  - Purpose of the travel (what). If the purpose was to meet with a constituent or group, the name of the people as well as the reason for the meeting is to be included. (who, why)
- 1.7 Travel expense claims must be submitted monthly for reimbursement.
- 1.8 The Board may, at its discretion, assign a FVRD vehicle to a Board Director to perform the duties of his/her office when doing so is shown to be of greater financial benefit than paying a per KM reimbursement rate. The allocation of costs associated with the FVRD vehicle will follow the same process as per KM reimbursement.

## **2. Accommodation:**

- 2.1 Accommodation is reimbursed at cost and requires that original receipts be submitted.
- 2.2 Accommodation allowance in lieu of hotel accommodation is \$40 per night.

## Travel and Other Expenses Claim Policy and Procedure

- 2.3 (Board members only) Reimbursement for accommodation is approved on the following basis:
- a. for accommodation within the Fraser Valley Regional District while on Fraser Valley Regional District business; and
  - b. for accommodation outside the Fraser Valley Regional District with prior Board approval.
  - c. the Board Chair shall be entitled to claim for accommodation outside the Fraser Valley Regional District without prior Board approval where travel and accommodation is deemed necessary and in the interests of Fraser Valley Regional District business, whereupon a report will be submitted to the Board at the next Board meeting for information.

### 3. **Meal Allowances:**

- 3.1 Where a “per diem” does not apply, meals including gratuities (not exceeding 15%) shall be at cost.
- 3.2 To be eligible for reimbursement for meals, the following criteria must be met:
- a. Original detailed restaurant receipts are required for all meal expenditures. If paying by credit card please include credit card stub which provides total cost of meal including tip.
  - b. If third parties are involved in the meal, the name of the third party and meeting purpose must be written onto the receipt or expense claim.
  - c. Beverages containing alcohol will not be eligible for reimbursement.
  - d. Individual meal expenses claimable follow the outlined per diem caps set out in Section 3(f) below.
  - e. Any meals provided with accommodation, conferences or other events are not eligible for reimbursement and can not be claimed.
  - f. Per Diems (Staff only): For Staff requiring an overnight stay, the following meal allowances will be paid subject to Section 3€:  

Breakfast: \$ 15.00	Lunch: \$ 25.00	Dinner: \$ 35.00
---------------------	-----------------	------------------
- 3.3 Electoral Area Relationship Building Meal Allowance:

## **Travel and Other Expenses Claim Policy and Procedure**

- a. An Electoral Area Director may claim for meal expenses incurred when meeting with local community leaders.
- b. A maximum of \$250 per annum may be claimed under this section.
- c. All claims under this allowance must follow the criteria noted under Section 3.2.

## **Travel and Other Expenses Claim Policy and Procedure**

### **4. Other Expenses (Board members only):**

- 4.1 Cell Phone - where a personal cell phone is used for conducting FVRD business, the Director may claim reimbursement for their monthly cellular cost. The reimbursement should reflect the percentage of use attributed to FVRD business.
- 4.2 Home Internet – Directors are expected to have home internet in order to access agendas, reports, information and emails from the FVRD. As such, a Director may claim reimbursement for their monthly home internet cost. The reimbursement should reflect the percentage of use attributed to FVRD business.
- 4.3 Home Office – an Electoral Area Director may incur some cost in setting up a home office for performing the duties of their office. An amount, not to exceed \$500 per 4 year election term, may be claimed with supporting receipts and confirmation that the supplies are being used for an EA Director Home Office.

### **5. Fraser Valley Aboriginal Relations Committee – Treaty Table Representative Per Diem**

Fraser Valley Aboriginal Committee members who have been appointed to represent the Fraser Valley Regional District Board at Treaty Tables will be eligible to claim \$150.00 per diem while attending the treaty negotiations and will also be eligible for expense reimbursement.

To: Electoral Area Services Committee  
From: Kristy Hodson, Manager of Financial Operations

Date: 2018-01-10  
File No: 1550-001

**Subject: Grant-In-Aid Summary Report - 2017**

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### INTENT

This report is intended to advise the Electoral Area Services Committee of information pertaining to grant-in-aids that were issued in 2017. Staff are not looking for a recommendation and has forwarded this information should members want more clarification to discuss the item further.

### STRATEGIC AREA(S) OF FOCUS

Support Healthy & Sustainable Community

### BACKGROUND

The Fraser Valley regional District grant-in-aid program provides a framework whereby financial assistance can be provided to groups or individuals who provide services or a benefit to the community, or any aspect of the community.

### DISCUSSION

In taking a look back throughout the year, there were a number of successful events/ projects that were funded through the FVRD's Grant-In-Aid program. Attached is a consolidated report of those who submitted follow up documentation.

Within the Grant-In-Aid Policy, there is a *Financial Accountability & Reporting* section and one item under that section is:

1. Grants over \$1,000 require follow up with the Fraser Valley Regional District upon completion of the capital project or event. Follow up should include a letter to FVRD regarding usage of

funds and their success, including pictures of the project/ event and any other supporting information.

Staff is having difficulty obtaining follow up documents from those who have been awarded grant-in-aids that fit this criteria. As you will see in the attached report, the majority of recipients have not reported back to the FVRD and have been contacted several times throughout the year (highlighted in yellow). The *Eligibility Criteria* section (d) of the Grant-In-Aid Policy notes that:

1. The applicant may be excluded from applying for a grant due to not meeting the reporting requirement for a previously provided grant.

We would like to work toward gaining full compliance for all grant-in-aids over \$1,000 as to prevent exclusion of future grant-in-aids for all applicants.

## **CONCLUSION**

Under the Grant-In-Aid Policy, there were a number of grant-in-aids issued in 2017 that enhanced the communities affected.

## **COMMENTS BY:**

### **Mike Veenbaas, Director of Financial Services**

Reviewed and supported. Staff struggle with the time and effort required to follow up with organizations on the financial reporting component and look to the Electoral Area Directors to help organizations understand this important requirement.

### **Paul Gipps, Chief Administrative Officer**

Reviewed and Supported

**FRASER VALLEY REGIONAL DISTRICT**  
**Grants In Aid Overview - 2017**  
January 1, 2018

	Event Follow Up Reporting?		2017 Budget	Balance Remaining	Comments
<b>Area A - Raymond</b>					
Boston Bar North Bend May Days Committee	n/a	\$ 1,000	\$ 5,270		
		-			
		1,000		\$ 4,270	
<b>Area B - Adamson</b>					
Fraser Canyon Hospice Society	Yes	\$ 2,500	\$ 23,570		
Hope River Monsters Swim Club	Yes	4,000			
Hope & District Arts Council	No	2,000			
Coquihalla Elementary School PAC	No	2,000			
Spuzzum First Nation	No	2,000			
Sunshine Valley Volunteer Fire Department	No	2,500			
District of Hope Ratepayers Association	No	1,570			Went to EASC Nov 16
Royal Canadian Legion Branch 228	n/a	1,000			
Chawathil First Nation	No	2,500			Went to EASC Nov 16
Hope and District Figure Skating Club	No	1,500			Went to EASC Dec 12
Rotary Club of Hope	n/a	1,000			Went to EASC Dec 12
1789 The Royal Westminster Regiment Royal Canadian Army Cadet Corps Sponsoring Committee	n/a	1,000			Went to EASC Dec 12
		23,570		\$ -	
<b>Area C - Niemi</b>					
Tourism Harrison Mills	n/a	\$ 1,000	\$ 25,000		
Deroche Farmers Market	No	2,000			
Fraser Valley Bald Eagle Festival	Yes	2,000			
Hemlock Valley Homeowners Association	Yes	3,000			
Deroche Elementary School	No	2,500			Went to EASC Nov 16
Sts'ailes Community School	No	2,500			Went to EASC Nov 16
Lake Errock Community Association	No	3,000			Went to EASC Nov 16
Sts'ailes Christmas Committee	n/a	350			Went to EASC Nov 16
Deroche Elementary School PAC	No	2,000			Went to EASC Dec 12
Leqamel First Nation	n/a	350			Went to EASC Dec 12
Scenic 7 BC Co-operative Marketing Partnership	n/a	1,000			Went to EASC Dec 12
Eagle Point Community Association	No	2,000			Going to Board Dec 20
		21,700		\$ 3,300	
<b>Area D - Dickey</b>					
Popkum Volunteer Fire Department	n/a	\$ 500	\$ 5,000		
		-			
		500		\$ 4,500	
<b>Area E - Engar</b>					
Chilliwack Community Arts Council	n/a	\$ 200	\$ 9,600		
Chilliwack Fish and Game Club	Yes	5,000			
Chilliwack River Valley Ratepayers Association	n/a	900			
Chilliwack Vedder River Cleanup Society	Yes	1,100			
Chilliwack River Valley Fire Department	n/a	1,000			
		-			
		8,200		\$ 1,400	

	Follow Up Reporting?		2017 Budget	Balance Remaining	Comments
<b>Area F - Boucher</b>					
McConnell Creek Farmers Institute	No	\$ 5,000	\$ 16,000		
Fraser Valley Toy Run	n/a	1,000			
Hatzic Prairie Recreation Commission	No	5,000			Went to EASC Nov 16
Scenic 7 BC Co-operative Marketing Partnership	n/a	500			Went to EASC Dec 12
		11,500		\$ 4,500	
<b>Area G - Stobbart</b>					
Deroche Farmers Market	n/a	500	\$ 12,500		
Deroche Elementary School PAC	No	2,150			Went to EASC Dec 12
Deroche Elementary School PAC	No	3,000			Went to EASC Dec 12
Dewdney Elementary School PAC	No	3,000			Going to Board Dec 20
Dewdney Elementary School PAC	No	2,500			Going to Board Dec 20
		11,150		\$ 1,350	
<b>Area H - Dixon</b>					
Columbia Valley Ratepayers Association	Yes	\$ 5,000	\$ 20,400		
Cultus Lake Events & Activites Committee	Yes	4,000			
Cultus Lake Pike Minnow Derby	Yes	2,500			
Columbia Valley Volunteer Fire Department	n/a	1,000			
Cultus Lake Volunteer Fire Department	n/a	500			
		-			
		13,000		\$ 7,400	
<b>Total</b>		\$ 90,620	\$ 117,340	\$ 26,720	





Fraser Valley Regional District  
c/o Financial Services  
45950 Cheam Avenue  
Chilliwack, BC V2P 1N6

July 21, 2017

Re: Grant in Aid for Cultus Lake Days

What a success! The 2017 Cultus Lake Days event started off with a fabulous parade which led into one of the biggest Markets ever hosted at Cultus Lake Park. The Children's area was hugely popular and the entertainment stage featured many local talented musicians. To cap it all off we had a stunning Fireworks display.

On behalf of the Community Events and Activities Committee and Cultus Lake Park Board, I want to extend a heart-felt thank you for FVRDs Grant in Aid contribution.

FVRDs generous contribution was recognized at the event in our entertainment areas during introductions, in our Thank You ad published in the Chilliwack Progress, on our Park Board Web site and on the Community Events and Activities Facebook page. See attached

The funding was used for entertainment components which were integral in making this event so successful. FVRD helped make our vision a reality by offsetting the cost of holding a free family day full of fun activities. Cultus Lake Days is a longstanding cornerstone event that builds community spirit engages dozens of volunteers and is enjoyed by residents and visitors alike.

As we look forward to continuing tradition and engaging our community with creative successful events, please know that partnerships with our sponsors are vital to our success. You are truly appreciated.

Thanks again.

Sincerely,



Rose Turcasso  
Commissioner  
Cultus Lake Park Board

encl

# Thank You for supporting Cultus Lake Days!

*On behalf of everyone at Cultus Lake Park, a sincere thank you to all the sponsors, contributors and organizers, for making the Cultus Lake Day's event a success.*

*The day was full of free family fun, activities and entertainment - we couldn't have done it without you!*

- Baker Newby
- Cheam Leisure Centre
- Chilliwack and District Real Estate Board
- Chilliwack Ford
- Chilliwack Progress
- Chilliwack Towing
- Cottonwood Veterinary Clinic
- Cultus Lake Fire Department
- Cultus Lake Golf Course
- Cultus Lake Marina
- Cultus Lake Water Park
- Envision Financial
- Fraser Valley Regional District
- Gidney Signs
- Jack's Cycle
- Mr. Pets
- Mt. Waddington's
- McDonalds
- O'Connor Chrysler
- RCMP Summer Patrol
- Sardis Animal Hospital
- Save On Foods, Garrison
- Star 98.3 & Country 107.1
- Stickey's Candy Garrison
- Subway, Garrison
- Tourism Chilliwack
- Whistler Brewing Company
- Valley Veterinary Services
- Vedder Mountain Veterinary Clinic
- Cultus Lake Community Events & Activities Committee
- All the amazing participants and volunteers!



# Cultus Lake Pikeminnow Fishing Derby

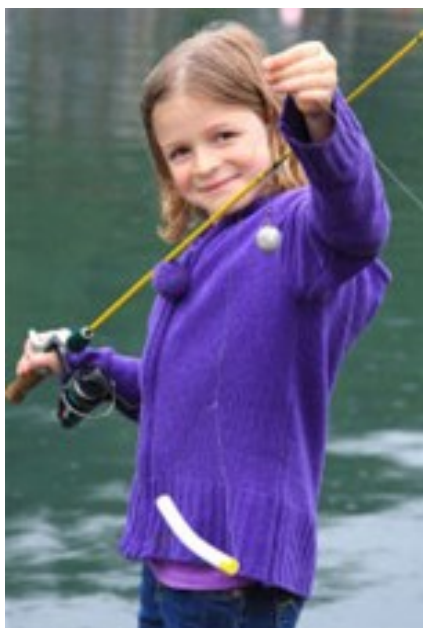
August 10, 2017

**To:** Taryn Dixon, Director FVRD Area H,  
**Cc:** Mike Veenbaas, Director of Financial Services, FVRD  
**From:** Lions Cultus Lake Pike Minnow Derby  
**Re:** Report on the \$2,500 Grant in Aid to the 2017 Pike Minnow Derby

Dear Ms. Dixon,

As you are aware, the Cultus Lake Sockeye Recovery Program was initiated in 2000 and efforts to restore this unique stock of salmon continue today. The Pike Minnow Derby aids the recovery of the Cultus Lake sockeye population by modifying factors affecting their survival in freshwater as studies indicate 70% of juvenile sockeye predation is by pike minnow. The derby also provides invaluable information to lake residents of the ecosystem and the best practices which will ensure long-term viability of the lake environment and the Cultus Lake sockeye!

The derby was originally put in motion with the efforts of the Cultus Lake Park Board and Cultus Lake Aquatic Stewards Society and operated successfully for many years. Following a year's hiatus, five Eastern Fraser Valley Lions Clubs successfully reinstated the derby in 2016 as a Lions Clubs Service Project using the substantial volunteer resources at their disposal.





In 2017, we again partnered with several funding partners which included the Fraser River Salmon Table (\$5,000), Fisheries and Oceans Canada (\$1,000), BC's Family Fishing Weekend (\$300), and of course, Area H of the FVRD with a \$2,500 Grant in Aid.



**Local prize sponsors of the event this year** included Blue Moose Coffee House – Hope, Bicycle Bill – Chilliwack, Bozzini's Restaurant – Chilliwack, Brenner Automotive – Hope, Cabelas- Abbotsford, Canyon Shell – Hope, Carls Jr. Restaurant- Chilliwack, Cats Meow Toy Store – Hope, EZE Rental Centre – Chilliwack, Fountain Tire – Chilliwack, Harley-Davidson – Chilliwack, Hope Mobil 1 Quick Lube and Car Wash, Hope Outdoors, Hope Visitor Center, Jack's Cycle – Chilliwack, Ken's Tire & Wheel – Chilliwack, Little Beetle Bistro – Chilliwack, Lordco – Chilliwack, Lordco – Hope, Martin's Automotive – Chilliwack, O'Connor RV – Chilliwack, SportChek – Chilliwack, Tommy Gun's Barbershop – Chilliwack, White Spot – Chilliwack.

**Weigh in equipment** was generously provided by Chilliwack River Hatchery, Inch Creek Hatchery in Dewdney and Chehalis River Hatchery in Harrison Mills. The PA system was provided by Hatzic Prairie Community Hall, Barbeques and Grills were loaned from the North Fraser Fire Dept.



Cabelas, CLASS, DFO, Fraser Basin Council, Cultus Lake Parks Board, St. Johns Ambulance, Scouts Canada and others graciously assisted during the day and/or had displays on hand to inform the public. All donors and corporate sponsors have been publicly thanked in a newspaper ad in the Chilliwack Progress and on our website ( [www.cultusderby.ca](http://www.cultusderby.ca) ).

The 2017 derby attracted nearly 300 anglers with 298 fish caught by kids and 438 fish caught by adults with \$2,400 in cash prizes evenly split between the two groups.



As Lions, we strive to serve for the betterment of our communities and it took more than 1,000 hours of volunteer time to ensure a successful derby. This is an area-wide event of some significance and we thank you and the FVRD for the financial support in each of the past two years which has helped to make the derby a reality and a fun family day for so many!



Again, we thank you for your support and ask you to mark June 16, 2018 in your planner and come fishing once again!

Sincerely,

Robert Prins  
President,  
Lions Cultus Lake Pike Minnow Derby



# Fraser Valley Bald Eagle Festival



**22<sup>nd</sup> Annual Festival Nov 18/19, 2017**

*"To celebrate the beauty & biodiversity of  
the Fraser River Valley by honouring the  
majestic Bald Eagle & the Cycle of the  
Salmon."*



**c/o Mission Chamber of Commerce  
34033 Lougheed Hwy Mission BC  
V2V 5X8**

## 2017 Report from the Fraser Valley Bald Eagle Festival Society (FVBEFS)

The 2017 Fraser Valley Bald Eagle Festival saw a beautiful Saturday which also brought out record numbers of visitors. Close to 2500 spectators visited the sites, the same number that ventured out during both days in 2016. Sunday saw closer to 1000 participants due to the deluge of rain that continued all day. The highlight, of course, was that there were over 2000 eagles in the area which is a large number of birds for that early in the season.

There was a couple of big changes for the Festival this year as we made a conscious decision to return the exhibitors fair to Harrison Mills Hall after many years of a request from the NGO's and other like-minded organizations to be closer to where all of the eagles (and people) were. This meant downsizing the # of vendors in the hall as the physical location was quite a bit smaller. The vendors were given a choice of being at Tapadera Estates or Kilby Historic Site. The numbers of visitors to the exhibitors greatly improved thanks to this simple change.

The second change was in the way we communicated the activities and festival schedule to the public. For many years we produced thousands of multi-page booklets and handed them out before and during the festival. Each year the cost of the program increased and fewer people wanted to have so much paper in hand. This year the Society opted to create two-sided tear-map which was a huge success and the people that picked it up loved the change.

The FVBEFS continues to promote the "Season of the Eagles" which attracts visitors to the Region before and after the Festival. Destination B.C. promoted the event once again and this year brought out inbound tour operators from the Canada West Market Place to experience the Eagles of the Fraser Valley. This single promotion could bring many more people out year after year to enjoy the incredible natural wonders of the area.

The annual children's colouring contest was sent out to the elementary schools in Mission in early November. The colouring page was available for download from the FVBEF website and at the Exhibitors Hall on the festival weekend. This year there were 47 entries.

The Festival would like to recognize and thank the Fraser Valley Regional District, Mission Community Foundations, Department of Fisheries & Oceans, Inch Creek Hatchery, Nature Trust of BC, Kilby Historic Site, Tapadera Estates, Pretty Estates Resort, Eagle Point Community, River's Reach, Fraser River Safari Eco Tours, Hancock Wildlife Foundations, O.W.L., Tourism Harrison, Conroy & Co, FVRD, Celestron and Destination BC. Media Sponsors include the Mission City Record, Agassiz Observer, Shaw Media, and What's On Magazine.

*Respectfully, Jo-Anne Chadwick on behalf of the Fraser Valley Bald Eagle Festival Society*

## 2017 Report from the Fraser Valley Bald Eagle Festival Society (FVBEFS)

### Financials ( a detailed financial report was sent with the 2017 Grant in Aid application)

2017 FVBEF operating costs were approximately **\$11,000.00.**

### **The Fraser Valley Regional District Financial Contribution and Distribution**

Total received: **\$2000**

#### **FVRD Community Grant**

Signage Costs	\$250.00
First Aid Attendants	\$500.00
Rental of Porta Potties	\$504.00
Souvenir Items for resale	\$400.00
<u>Branded items to give-away</u>	<u>\$350.00</u>
Sub Total	\$2004.00

### Promotional material that highlights the FVRD



Fisheries and Oceans  
Canada  
Pêches et Océans  
Canada



FraserValleyBaldEagleFestival.ca



Fraser Valley Regional District



Mission  
ON THE FRASER

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## Thank you to the Festival Sponsors

Agassiz Observer  
Adcentives  
Celestron  
Conroy & Company  
David Hancock  
Deroche Lions  
District of Mission  
Ducks Unlimited  
Eagle Point Community Park  
Fisheries & Oceans Canada  
Fraser Valley Regional District  
Fraser River Safari  
Fraser Salmon Watershed Program

Gord Gadsden  
Hancock Wildlife Foundation  
Harrison Hot Springs Resort  
Harrison Tourism  
Inch Creek Hatchery  
Kilby Historic Site  
Leq'a:mel First Nations  
Matt Foy  
Mel Waardenberg  
Mission City Record  
Mission Regional Chamber of Commerce  
Mission Municipal Tree Forest  
Mission on the Fraser

O.W.L.  
River's Reach Community  
Robert Schaefer- DFO  
Ross Davies  
Sasquatch Inn  
Sasquatch Crossing Eco Lodge  
Sandpiper Golf Resort  
Stave Valley Salmonid Enhancement Society  
Star FM 98.3  
Sts'ailes (First Nation)  
Tapadera Estates  
Thinksite.ca  
Tom Higgins

22<sup>TH</sup> ANNUAL  
**FRASER VALLEY  
BALD EAGLE FESTIVAL**  
NOV 18<sup>TH</sup>-19<sup>TH</sup>, 2017

Photo © Tom Higgins

Join the  
celebration &  
view hundreds,  
if not thousands  
of eagles in  
their natural  
environment.

Eagle Viewing • Eagle Viewing Boat  
Tours • Exhibitor's Hall Expert  
Speakers • Wildlife Displays • Green  
Businesses Delicious Food Festival  
Souvenirs • and more!

Festival map & program will be  
available at the Mission Info Centre  
Tel: 604-826-6914

Just follow the Scenic 7 Highway 30 minutes east of Mission, BC to the Harrison River/Harrison Mills, BC

DON'T MISS OUT ON THE HARRISON'S HOT SPOTS PROMO  
Grand prize donated by Celestron - a \$450 Value!!

For the latest festival info visit  
**FVBEF.CA**





## 2017 Report from the Fraser Valley Bald Eagle Festival Society (FVBEFS)

### Photos from the event



### Online Presence

[www.fraservalleybaldeaglefestival.ca](http://www.fraservalleybaldeaglefestival.ca)

[www.twitter.com/eaglefestival](https://twitter.com/eaglefestival)

[www.facebook.com/fvbef](https://www.facebook.com/fvbef)

**Mark your calendars for 2018**  
**The 23<sup>rd</sup> Annual Fraser Valley Bald Eagle Festival Nov 17/18, 2017**

# Camp Skylark 2017

## Survey Results

Ken Hurley  
Camp Director  
October 10, 2017

## **Preamble**

Camp Skylark is made possible by the generous support of the community of Hope. This year we saw the following organizations donate funds in support of Camp Skylark, Envision First West Foundation/Envision Financial, Fraser Valley Regional District, Emil Anderson (Construction & Maintenance Companies), Nestle Waters, District of Hope, Lions International – Hope BC, Cloverdale Paint, Canyon Carpets, Eagles FOE #2690, Eagles FOE #2690 Ladies Auxiliary, Royal Canadian Legion Branch #228, McDonalds – Hope BC, Beta Sigma Phi fraternity, Hope Foresters Holding Society, Hope Golden Ages Society, Ruth Hurley, including, parents of children who have attended in past, and the many individuals who supported Hospice events throughout the year.

I must not forget that for every year I have been Director, Ted Soucie of Hope-Sicle has donated his time, product and good nature to come to Camp on the Saturday and distribute his ice cream treats to all the campers and volunteers alike. We are truly appreciative of his commitment. Thank you Ted you are an outstanding example of selfless community giving to this worthy cause.

This Camp is unique amongst Grief & Bereavement Camps and would not be possible without the support of our many volunteers, both new and long-time, who give up their weekend in order to fill the many roles necessary to make Camp Skylark run smoothly and safely.

This the 13<sup>th</sup> annual Camp Skylark Bereavement Camp, facilitated through the Fraser Canyon Hospice Society. held September 15<sup>th</sup> -17th, 2017.

### **Directors Note:**

As this was my fourth year at Camp Skylark , from past year lessons, I tried to build several changes into the program learned from 2016 to give more downtime and create a more relaxed environment. While some of these changes worked effectively we were somewhat challenged due to late changes to our human resources this year.

There were a lot of positives to remark on, our new Music Therapist exceeded all expectations, the Interpretive Nature program was a hit, the Music Video was awesome, the campers loved the Paper Airplanes, great participation at Meal Time activities, and the breaks built into the programming did seem to give some respite to volunteers.

Finally, I must say I am really pleased with the way this group of Volunteers responded to the challenges they faced. The feedback we have received from the post camp briefing and survey responses will serve to help make this an even better camp next year. Thanks to one and all for volunteering at Camp Skylark 2017.

Camp Skylark – *Building memories and hope in our hearts*

**Camp Director 2017 – Ken Hurley – Director**

**From:** [Mike Veenbaas](#)  
**To:** [Kristy Hodson](#)  
**Subject:** FW: FVRD Grant in Aid to Columbia Valley Ratepayers Association  
**Date:** Thursday, December 07, 2017 12:34:14 PM  
**Attachments:** [Columbia Valley Kitchen.docx](#)

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FYI

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**From:** Don Myrol [mailto:myrol@telus.net]  
**Sent:** December 7, 2017 12:27 PM  
**To:** Mike Veenbaas; Taryn Dixon  
**Subject:** Re: FVRD Grant in Aid to Columbia Valley Ratepayers Association

Hi Mike

Sorry this took so long. The whole thing wasn't finalized until well into September. Everything looks and works great. i've enclosed a cost breakdown and a couple of photos to give you an idea of before and after. If you need anything else let me know. Thanks again to you, Taryn and the Regional District for the grant money, without it it would have been one band-aid solution after the other. Now we have an up to date kitchen facility for our functions, emergency facilities as well as an aid to hall rentals.

On May 9, 2017, at 3:46 PM, Mike Veenbaas <[mveenbaas@fvr.ca](mailto:mveenbaas@fvr.ca)> wrote:

Hi Don,

The attached information sheet should have been provided to you along with the second \$5,000 grant from Electoral Area H for the Columbia Valley Ratepayers Association. Essentially, this document just confirms the Association's requirements to report back to FVRD upon completion of the renovation project with a letter and pictures showing how the funding was used, along with recognizing the funding from FVRD.

If you have any questions regarding this, please let me know!

Thanks,  
Mike



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*Mike Veenbaas*, CPA, CMA

Director of Financial Services



From: [Blancsanglier](#)  
To: [Kristy Hodson](#)  
Subject: Electoral Area Grant-In-Aid Policy - let us know how it went!!  
Date: Wednesday, December 20, 2017 11:06:20 AM  
Attachments: [image001.png](#)

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*Dear Board,*

*Thank you for the opportunity to officially thank the FVRD for their assistance with our renovation project and of course thanks to Orion Engar for guiding us along the path.*

*Our renovation will not be complete by your deadline we are only a quarter way into it.*

*We are working on our hall, kitchen and bathrooms .We have removed asbestos from the building, stripped the walls , the bathrooms and the kitchen. We have a couple of other structural issues to deal with and then we will be ready for construction.*

*When finished the hall will be more spacious, energy efficient and will better serve the needs of our members and the residents of the Chilliwack River Valley where our clubhouse has been the de-facto community hall for some time. This was formalized by our agreement with the FVRD in March of 2017.*

*I will update you as we progress towards completion and will send a report to you on completion.*

*Please see attached photos of our progress so far.*

*Yours truly,*

*Nicholas Bolton  
(President CF&GPA)*



















## RiverMonsters Swim Club 2017 Fraser Valley Regional District Grant in Aid Report

The RiverMonster Swim Club has been in operation since Jan. 31, 2016. The Club has been striving to bring a healthy, safe and enjoyable competitive sport for youth 6 -18 back to Hope and the Fraser Valley Regional District Areas served by the Dan Sharrers Aquatic Centre.

In the first year of operation the Club was struggling financially, the Grant in Aid amount of \$1500 put in credit for lane rental fees for Winterfit and BC Summer Swim Competitive training. The aid has enabled the Club, with volunteer coaches, to survive the first year and develop a Club that has a growing reputation for success. This year RiverMonster, Violette Freimark placed 18th in Butterfly at the BCSSA Provincial Championship in Kamloops.

RiverMonsters Swim Club First Annual Swim Meet.Saturday 198 competitors and Sunday 210. There were approximately 25 units camping and many families staying in local hotels. People were impressed with the facilities, location and view from the camping area and many have stated they will camp next year. There has been interest in the 2018 being an Inter- region meet inviting Clubs from the Okanagan.

The BCSSA was amazed and asked Shanon Fischer of Pixel Mountain Studios to take a group shot to commemorate having a swim meet in Hope once again after a 12 year absence.

Support from the community was amazing. The cost for the entire meet was approximately \$8,500. Without the support of the Recreational, Cultural and Airpark Services Commission and the FVRD the RMSC could not have hosted the meet.

It was fabulous to have the backing of MP Mark Strahl, the District of Hope, the FVRD and the Recreation Commission. The value of a swim club in the community is recognized and encouraged.

Shannon Fischer of Pixel Mountain Studios donated her time to be on site both days of the meet to photograph the historic first annual Hope RM Swim Meet.

There are several categories of swimmers The RMCS largest numbers are girls 7-18.

Former Hope Otter and Assistant Coach Anna-Lise Cook is participating in the FINA World Championships in Budapest in August.

The swim meet was held at the Dan Sharrers Aquatic Centre. Mrs. Sharrers and Mrs Hazel attended the meet on Sunday. Mrs. Sharrers was brought to tears that the RMSC is not only striving to bring a swim team back to the community but is honouring her late husband's legacy. Dan Sharrers was a founding member of the Hope Otters, a Director of the BCSSA for more than a decade, a valued coach and a community inspiration. The RMSC would like to bring to the forefront the legacy of the amazing coaches and swimmers from Hope.

Olympian Brent Hayden attended the meet Sunday causing a stampede in the parking lot! Swimmers and families were excited to meet Mr. Hayden and get an autograph. Brent has an remarkable career and it was an honour to have him attend and support the team. Brent's favourite meet was Hope. Many people reminisce that Hope was the favourite meet of the season. Brent has loaned the RMSC his favourite trophy won in Hope when he was child.

Swimming has been proven to increase health, focus, mental well being; all items targeted by Fraser Health as issues in our community. Swimming is a full mind and body workout. Solid bonds and close friendships are being built.

Our swimmers progress is amazing.

There are 10 swimmers on the team, 4 from Area B. The Club is striving to increase membership. The indigenous sport, physical activity and

recreational council attended the meet and is working together with the RMSC to encourage aboriginal participation.

The RMS team is looking forward to your support for the 2018 swim meet and to work together to improve the facilities for a swim club and the entire community.

\$2500

The Capital Grant expenses required for the Club to host the first meet were: a computer, extension cords, rubber carpets, buckets to hold materials, signage, office supplies like clip boards, binders, ropes, stop watches, and banners.

These items were required to enable the host to be held and can be used in subsequent years. The items have all been labelled RMSC and are stowed in the purchased buckets for future use.

\$1500

Held in credit at the Hope and District Recreational Centre for use towards lane rental fees at the Dan Sharrers Aquatic Centre.

The FVRD logo was added to all banners, select signage, brochures, posters and parent handouts.

Thank you again for helping our little Club make big splashes!











January 2, 2018

Fraser Valley Regional District

45950 Cheam Ave,

Chilliwack, BC V2P 1N6

Attention Kristy Hodson

Dear Kristy:

RE: Hemlock Valley Homeowners Association

Grant-In-Aid \$3000 September 2017

On behalf of the Hemlock Valley Home Owners Association (HVHA) I would like to take this opportunity to thank you for the Grant-In-Aid we received in September 2017.

HVHA represents all recreational, residential, home and property owners in the community of Hemlock Valley. As you are aware the Province has approved major expansion plans at the now known, Sasquatch Mountain Resort. The HVHA Executive is aware of the importance to collaborate with the community so that they always feel that they continue to be part of this growing community. We are working hard to serve the community and to ensure we secure improvements in the interest of all parties.

As such, we have several Community events/projects (ex. annual AGM followed with a community BBQ, Seasonal Fireworks Celebrations, our new Retro Ski day, Family Day events, Annual Spring Clean Up, Night Snow Shoe Hikes, snow sculpting event,) planned throughout the year which will encourage family participation and continue to increase community awareness.

At our Executive meeting the board determined how we will spend the funds during the next 12 months which will ensure families stay engaged and provide fun activities for all ages within a family unit. Below is a recap of our planned events along with our current expenditures. As you can see we still have many events which will take place during the ski season at Sasquatch Mountain Resort. All funds will be used by the latest of summer 2018.

If you have any additional questions please let me know.

Again, thank you for the approval of our Grant Request.

Sincerely

Erna Brkich

Treasurer, Hemlock Valley Homeowners Association

BUDGET AND TO DATE EXPENDITURES:

Grant 2018 Authorized Expenses			
Grant Budget		\$3,000	
<b>Events</b>		<b>Funds Paid</b>	<b>Date Paid</b>
New Year's Eve			
Fireworks Celebration	500	500	Dec 26 2017
Hemlock Valley			
Fireman's Casino/Silent			
Auction Event	300		
Hemlock Valley Ski			
Teams Annual			
Valentines Dance/Silent			
Auction	300		
Agm /BBQ (Food and			
Event Prep)	350		
New BBQ for HVHA			
Community Events	600		
New Tables for HVHA			
Community Events	200		
Deroche Elementary			
School Meal Program	184		
<b>Event Prizes</b>			
Snow Sculpture	100		
Retro Ski Day	100		
Dummy Race	200		
Tube Grab it	100		
Nancy Green Race	100		
<b>Total</b>	3034	500	
<b>Funds Remaining</b>		<b>\$2,500</b>	

To: Electoral Area Services Committee

Date: 2018-01-10

From: Johannes Bendle, Planner I

File No: 3090-20 2017-28

**Subject: Development Variance Permit to Reduce the Setback for an Agricultural Building at 36716 Allcott Road, Electoral Area G**

## RECOMMENDATION

**THAT** the Fraser Valley Regional District Board issue Development Variance Permit 2017-28 to vary the side lot line setback from 30 metres to 20 metres to permit the construction of a chicken barn at 36716 Allcott Road, Electoral Area "G", subject to consideration of any comments or concerns raised by the public.

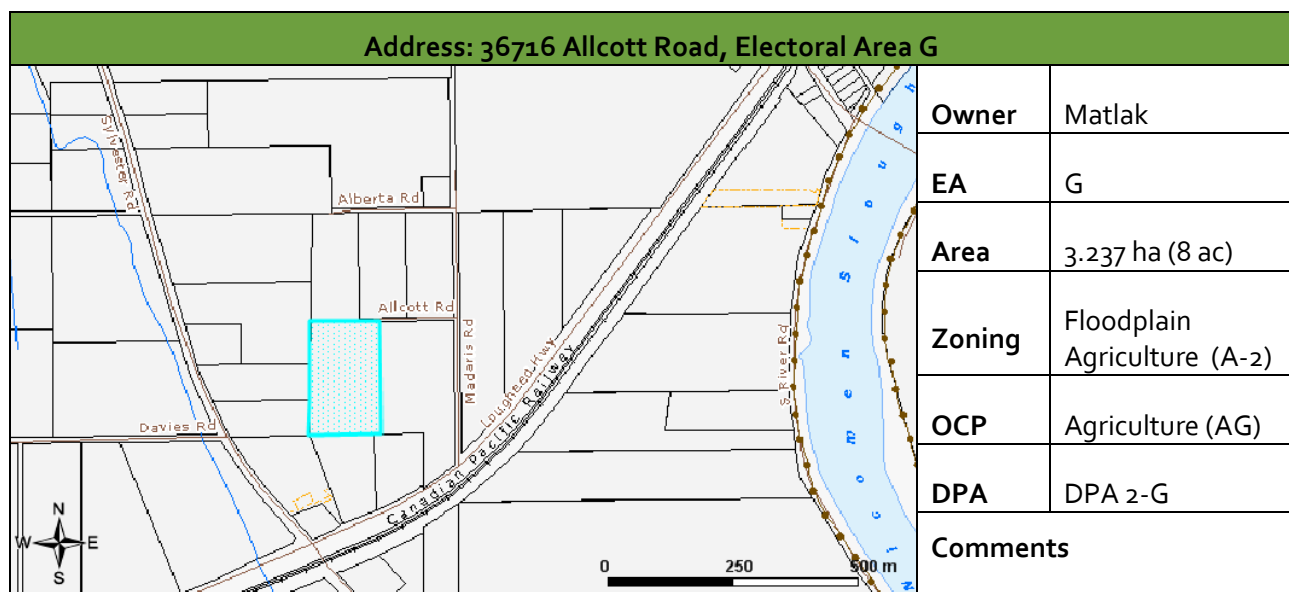
## STRATEGIC AREA(S) OF FOCUS

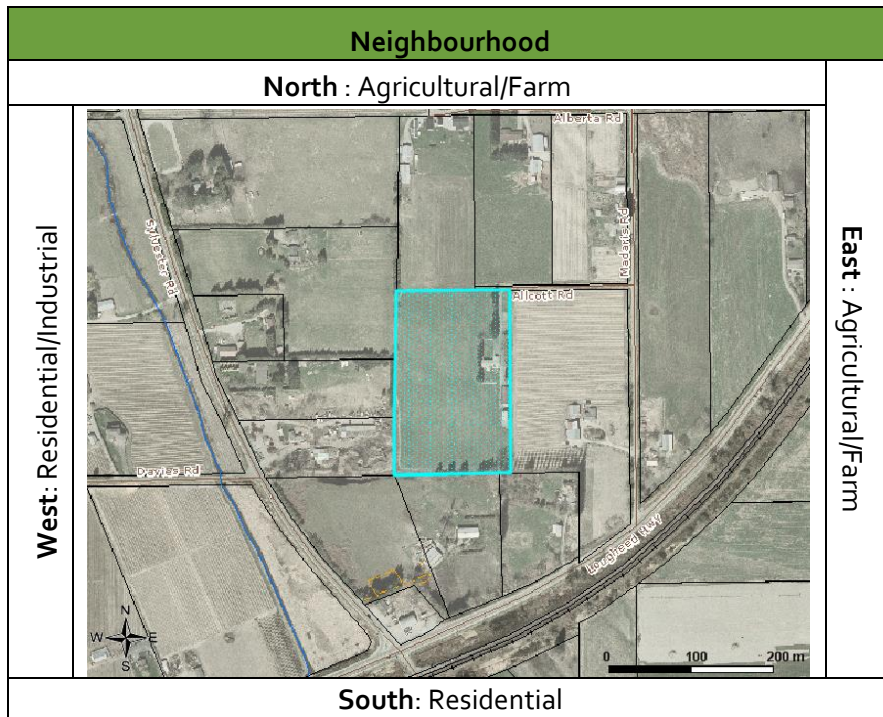
Support Healthy & Sustainable Community

Provide Responsive & Effective Public Services

## BACKGROUND

The subject property is an agricultural parcel located in the Dewdney area between Sylvester Road and Lougheed Highway. The owners operate a chicken farm on the property and are proposing an additional chicken barn. The owners are applying for a variance to the setbacks of the chicken barn.





## **DISCUSSION**

The owners of the subject property are proposing to add an additional chicken barn. The property is currently being used to operate a chicken farm. The owners state in their application that they wish to eliminate the transport of poultry by raising their own pullets (young hens) on their property. Construction of the pullet barn closer to the one side of the property will leave the owners room to one day expand their family farm with an additional breeder barn. The owners would like to vary the side lot line from 30 metres to 20 metres.

The subject property is adjacent to other agricultural parcels, industrial parcel and large residential parcels. The placement of the barn is proposed for the west side of the property. The side setback which is being applied for is for the west lot line. Three properties are adjacent to the subject property on the west side. The uses of the adjacent properties are agricultural, residential and industrial. Residences on the adjacent properties are located in close proximity to Sylvester road and therefore well back from the subject property.

The "Guide for Bylaw Development in Farming Areas" written by the Ministry of Agriculture provides recommended setback distances for farm buildings by use to help prevent nuisance conflicts and safeguard human health. The setbacks for a principle farm building for poultry use is 15 to 30 metres for interior side and rear lot lines. The proposed 20 metre setback falls within this range. The Ministry of Agriculture guide explains that the range in setbacks allows for reduction for enclosed animal facilities. The FVRD has to date not received any building plans but chicken barns are usually enclosed.

The subject property is located within the floodplain and is regulated by the Fraser Valley Regional District Floodplain Management Bylaw 0681, 2005; however, farm buildings fall under the general exemptions from the Bylaw.

The subject property is within Riparian Areas Development Permit Area 2-G; however, there appear to be no streams located on or within 30 metres of the property.

### **Neighbourhood Notification**

The FVRD encourages Development Variance Permit applicants to communicate with and notify their neighbours of their development plans. To date no letters of support or opposition have been received.

All property owners within 30 metres of the property will be notified and given the opportunity to provide written comments or attend the Board meeting to state their comments.

## **COST**

Development Variance Permit application fee of \$350.00 has been paid by the applicant.

## **CONCLUSION**

The setback variance from 30 metres to 20 metres falls within the 15 metre to 30 metre range provide by the Ministry of Agriculture. Therefore, staff recommend that Development Variance Permit 2017-28 be issued by the Fraser Valley Regional District Board, subject to any comments or concerns raised by the public.

## **COMMENTS BY:**

**Graham Daneluz, Deputy Director of Planning & Development**

Reviewed and supported.

**Margaret Thornton, Director of Planning & Development**

Reviewed and supported.

**Mike Veenbaas, Director of Financial Services**

No further financial comments.

**Paul Gipps, Chief Administrative Officer**

Reviewed and supported





## FRASER VALLEY REGIONAL DISTRICT DEVELOPMENT VARIANCE PERMIT

---

**Permit No.** Development Variance Permit 2017-28      **Folio No.** 775.02543.000

---

**Issued to:** Kimberly and Jason Matlak

---

**Address:** 36716 Allcott Road, Dewdney, BC V0M 1H0

---

**Applicant:** Same

---

**Site Address:** Same

---

The lands affected by and subject to this permit are shown on Schedule "A", Location Map, attached hereto, which forms an integral part of this permit, and are legally described as:

LOT 2, SECTION 30, TOWNSHIP 20, NEW WESTMINSTER DISTRICT, PLAN NWP3514  
PID: 004-622-740

---

### LIST OF ATTACHMENTS

Schedule "A": Location Map

Schedule "B": Site Plan

---

### AUTHORITY TO ISSUE

1. This Development Variance Permit is issued under Part 14 – Division 9 of the *Local Government Act*.

---

### BYLAWS SUPPLEMENTED OR VARIED

Dewdney-Alouette Regional District Land Use and Subdivision Regulation Bylaw No. 559-1992 is **varied** as follows:

Section 412 Siting for Buildings, Structures and Uses

Siting for Agricultural Uses

(8)(a) from 30.0 metres to 20.0 metres clear to sky from the western side lot line

---

### SPECIAL TERMS AND CONDITIONS

1. No variances other than those specifically set out in this permit are implied or to be construed.
2. If the holder of this permit does not commence the construction with respect to which the Permit was issued within two (2) years after the date of the permit, this permit shall lapse.
3. Development of the site shall be undertaken in accordance with the Site Plan attached hereto as Schedule "B".

---

**GENERAL TERMS AND CONDITIONS**

1. This Development Variance Permit is issued Pursuant to Part 14 – Division 9 of the *Local Government Act*.
  2. This Development Variance Permit shall not vary the permitted uses or densities of land use in the applicable zoning bylaw nor a flood plain specification designated under Section 524 of the *Local Government Act*.
  3. Nothing in this permit shall in any way relieve the developer's obligation to ensure that the development proposal complies in every way with the statutes, regulations, requirements, covenants and licences applicable to the undertaking.
  4. Nothing in this permit shall in any way relieve the developers obligation to comply with all setback regulations for construction of structures or provision of on-site services pursuant to the *Public Health Act*, the *Fire Services Act*, the *Safety Standards Act*, and any other provincial statutes.
- 

**SECURITY DEPOSIT**

As a condition of the issuance of this Permit, and pursuant to Section 502 of the *Local Government Act*, the Regional Board is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Permit

Should the holder of this permit:

- a. fail to complete the works required to satisfy the landscaping conditions contained herein,
- b. contravene a condition of the permit in such a way as to create an unsafe condition,

The Regional Board may undertake and complete the works required to satisfy the landscaping conditions, or carry out any construction required to correct an unsafe condition at the cost of the holder of the permit and may apply the security in payment of the costs of the works, with any excess to be returned to the holder of the permit.

Security Posted:           (a) an irrevocable letter of credit in the amount of: \$ <N/A> .  
                                      (b) the deposit of the following specified security: \$ <N/A> .

---

Note: The Regional District shall file a notice of this permit in the Land Title Office stating that the land described in the notice is subject to Development Variance Permit Number 2017-28. The notice shall take the form of Appendix I attached hereto.

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AUTHORIZING RESOLUTION PASSED BY THE BOARD OF DIRECTORS OF THE FRASER VALLEY REGIONAL DISTRICT ON THE 24 DAY OF JANUARY, 2018

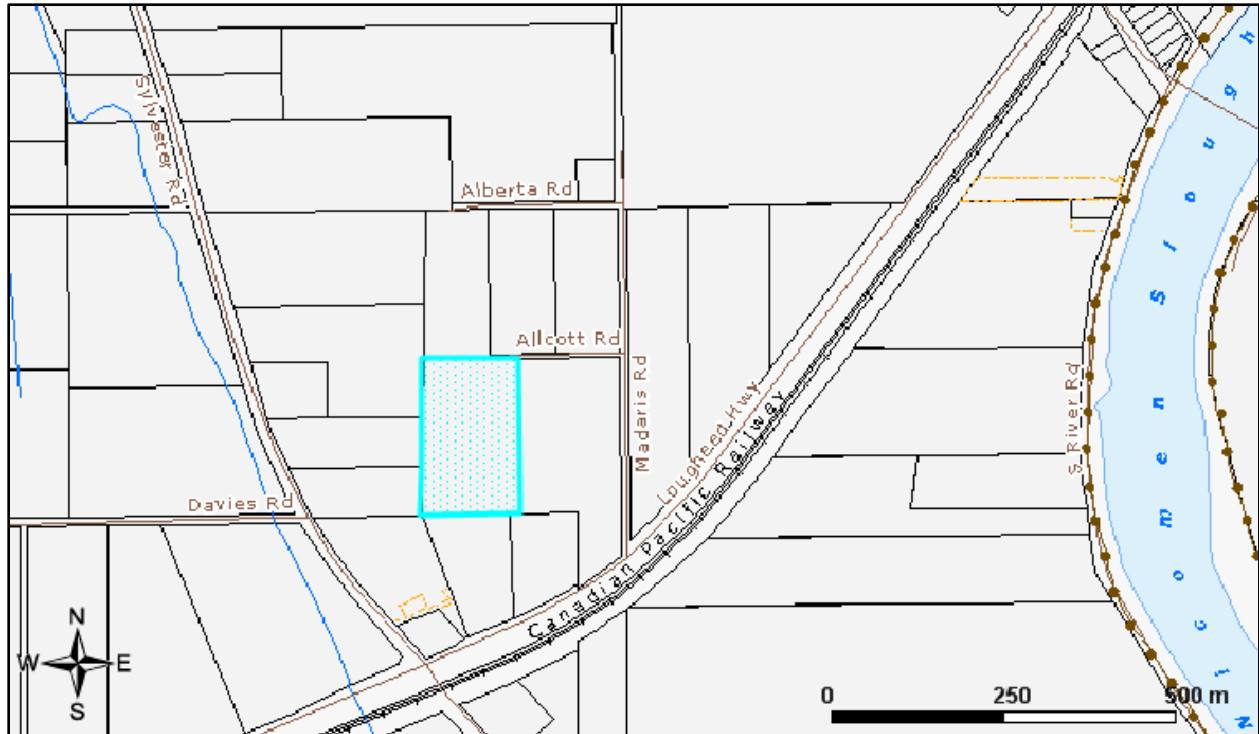
---

Chief Administrative Officer / Deputy

THIS IS NOT A BUILDING PERMIT

DRAFT

**DEVELOPMENT VARIANCE PERMIT 2017-28**  
**SCHEDULE "A"**  
**Location Map**



**DEVELOPMENT VARIANCE PERMIT 2018-28**  
**SCHEDULE "B"**  
**Site Plan**



Google Earth

feet 800  
meters 200



x = Sand point

o = Rock pit

 = property line

 = Proposed chicken barn

**SCHEDULE A-4**

**Permit Application**

I / We hereby apply under Part 14 of the *Local Government Act* for a;

☒ Development Variance Permit

☐ Temporary Use Permit

☐ Development Permit

**RECEIVED**  
DEC 12 2017  
F.V.R.D.  
DEROCHE OFFICE

An Application Fee in the amount of \$ \_\_\_\_\_ as stipulated in FVRD Application Fees Bylaw No. 1231, 2013 must be paid upon submission of this application.

Civic

Address 36716 Alcott road, mission BC PID 0641-622-740

Legal

Description

Lot 2 Block \_\_\_\_\_ Section 30 Township 20 Range \_\_\_\_\_ Plan NW23514  
Part NE 1/4.

The property described above is the subject of this application and is referred to herein as the 'subject property.' This application is made with my full knowledge and consent. I declare that the information submitted in support of the application is true and correct in all respects.

Owner's  
Declaration

Name of Owner (print) <u>Kimberly Matlak</u>	Signature of Owner	Date <u>12/12/17</u>
Name of Owner (print) <u>Jason Matlak</u>	Signature of Owner	Date <u>12/12/17</u>

Owner's  
Contact  
Information

Address <u>36716 Alcott rd.</u>	City <u>Mission</u>
	Postal Code <u>V2V7G8</u>
	Fax

Office Use Only	Date <u>2017-12-12</u>	File No. <u>3090-20 - 2017-18.</u>
	Received By <u>Rudy W</u>	Folio No. <u>775. 02543.000</u>
	Receipt No. <u>500714</u>	Fees Paid: \$ <u>350.00.</u>



**Agent**

I hereby give permission to \_\_\_\_\_ to act as my/our agent in all matters relating to this application.

Only complete this section if the applicant is NOT the owner.

Signature of Owner	Date
Signature of Owner	Date

Agent's contact information and declaration

Name of Agent		Company
Address		City
Email		Postal Code
Phone	Cell	Fax

I declare that the information submitted in support of this application is true and correct in all respects.

Signature of Agent	Date
--------------------	------

**Development Details**

Property Size 8 acres Present Zoning Agriculture

Existing Use Chicken Farm

Proposed Development to Add An Additional Chicken

Barn 66 ft. from Property line

Proposed Variation / Supplement I would like to vary the  
Side property line from 30 meters to 20 meters.

(use separate sheet if necessary)

Reasons in Support of Application

To eliminate the transport of poultry by growing our  
own pullets on our property. Building the pullet barn  
closer to one side leaves us room to one day  
expand our family Farm with an additional  
Breeder barn.

Page 2 of 4

## Provincial Requirements

(This is not an exhaustive list; other provincial regulations will apply)

### Riparian Areas Regulation

Please indicate whether the development proposal involves residential, commercial, or including vegetation removal or alteration; soil disturbance; construction of buildings and structures; creation of impervious or semi-pervious surfaces; trails, roads, docks, wharves, bridges and, infrastructure and works of any kind – within:

yes  
☐

no  
☒

30 metres of the high water mark of any water body

yes  
☐

no  
☒

a ravine or within 30 metres of the top of a ravine bank

"Water body" includes; 1) a watercourse, whether it usually contains water or not; 2) a pond, lake, river, creek, or brook; 3) a ditch, spring, or wetland that is connected by surface flow to 1 or 2 above.

Under the *Riparian Areas Regulation* and the *Fish Protection Act*, a riparian area assessment report may be required before this application can be approved.

### Contaminated Sites Profile

Pursuant to the *Environmental Management Act*, an applicant is required to submit a completed "Site Profile" for properties that are or were used for purposes indicated in Schedule 2 of the *Contaminated Sites Regulations*. Please indicate if:

yes  
☐

no  
☒

the property has been used for commercial or industrial purposes.

If you responded 'yes,' you may be required to submit a Site Profile. Please contact FVRD Planning or the Ministry of Environment for further information.

### Archaeological Resources

Are there archaeological sites or resources on the subject property?

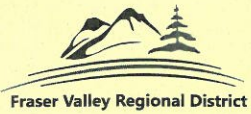
yes  
☐

no  
☒

I don't know  
☐

If you responded 'yes' or 'I don't know' you may be advised to contact the Archaeology Branch of the Ministry of Tourism, Sport and the Arts for further information.





45950 Cheam Avenue  
Chilliwack, BC V2P 1N6  
604-702-5000 | 1-800-528-0061

## Receipt

Date Dec 12/17

Received from JASON MATLAK

Description of Payment and GL Code \_\_\_\_\_

DVP APPLICATION Fee

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

GST #89221 4750 RT0001

**For Office Use Only**  
**Do not write in the space below**

Fraser Valley Regional District  
B 33800

Receipt: 5007/4 M/C Dec 12, 2017  
Dated: Dec 12, 2017 03:07:40 PM  
Station: EA SERVICE/CASH2

1 PLANNING 36716 ALCOTT ROAD 350.00

Total 350.00  
MASTERCARD MATLAK -350.00

A. W12022

White - Cashier | Yellow - Department | Pink - Customer

To: Electoral Area Services Committee

Date: 2018-01-10

From: David Bennett, Planner II

File No: 3360-27-2017-01

**Subject:** Official Community Plan amendment Bylaw 1460 2017 and Zoning Amendment Bylaw 1461 2017 to facilitate the redevelopment of 45900 Sleepy Hollow Road, Electoral Area H into a single family residential subdivision.

---

### RECOMMENDATION

**THAT** the Fraser Valley Regional District Board consider giving first reading to *Fraser Valley Regional District Official Community Plan Amendment Bylaw No. 1460, 2017* and *Fraser Valley Regional District Zoning Amendment Bylaw No. 1461, 2017* to facilitate the redevelopment of 45900 Sleepy Hollow Road, Electoral Area H into a single family residential subdivision;

**THAT** *Fraser Valley Regional District Official Community Plan Amendment Bylaw No. 1460, 2017* and *Fraser Valley Regional District Zoning Amendment Bylaw No. 1461, 2017* be forwarded to Public Hearing;

**THAT** the Fraser Valley Regional District Board delegate the holding of the Public Hearing with respect to proposed *Fraser Valley Regional District Official Community Plan Amendment Bylaw No. 1460, 2017* and *Fraser Valley Regional District Zoning Amendment Bylaw No. 1461, 2017* to Director Taryn Dixon, or her Alternate in her absence;

**THAT** Director Dixon, or her Alternate in her absence, preside over and Chair the Public Hearing with respect to proposed Bylaw 1460, 2017 and Bylaw 1461, 2017;

**THAT** the Chair of the Public Hearing be authorized to establish procedural rules for the conduct of the Public Hearing with respect to proposed Bylaw 1460, 2017 and Bylaw No. 1461, 2017 in accordance with the Local Government Act.

**THAT** in accordance with Section 475 of the Local Government Act and FVRD policy First Nations Engagement on FVRD Land use by-laws and other matters with statutory requirement to engage, a notice and referral of Official Community Plan Amendment Bylaw No. 1460, 2017 be sent to potentially affected First Nations via the Stó:lo Connect referral system where possible;

**THAT** in accordance with Section 475 of the Local Government Act, the Fraser Valley Regional District Board adopt the Official Community Plan consultation strategy as outlined in the staff memorandum dated January 10, 2018 for Bylaw 1460, 2017. The consultation strategy includes a notice and referral to the Stó:lo Connect referral system and the Ministry of Transportation and Infrastructure

**THAT** the Fraser Valley Regional District Board consider that Official Community Plan Amendment Bylaw No. 1460, 2017 is consistent with the FVRD financial plan and FVRD waste management plan

**AND FURTHER THAT** the Fraser Valley Regional District Board authorize its signatories to execute all documents relating to *Fraser Valley Regional District Official Community Plan Amendment Bylaw No. 1460, 2017* and *Fraser Valley Regional District Zoning Amendment Bylaw No. 1461, 2017* and any associated applications.

#### **STRATEGIC AREA(S) OF FOCUS**

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

#### **PRIORITIES**

Priority #1 Waste Mangement

#### **BACKGROUND**

The purpose of Official Community Plan Amendment Bylaw 1460, 2017 (Bylaw 1460) and Zoning Amendment Bylaw No 1461, 2017 (Bylaw 1461) is to facilitate the redevelopment of the former gravel pit and the adjacent hillside at 45900 Sleepy Hollow Road, Electoral Area H into a single family residential subdivision. Approximately 35 new lots are proposed.

The proposed development is a single family residential subdivision involving geotechnical slope hazard mitigation work as well as full servicing, meaning connection to both a FVRD community water system and FVRD community sanitary sewer system.

The lower portion of the lands (the portion adjacent to Sleepy Hollow Road) are currently zoned RS-1 for residential development. The upper portion (hillside) is currently zoned Limited Use (L-1). The geotechnical feasibility studies submitted with this application concluded that both the upper and lower portions of the lands may be used safely for residential development. However, additional review is required to determine the technical aspects of specific mitigation works and infrastructure.

The proposal is to designate the entire property for residential development under the Urban Residential RS-1 zone. Portions of the property would be covenanted to avoid development in areas subject to potential hazards. RS-1 is the same zoning as the adjacent single family neighbourhoods to the west.

The timing of any future residential construction or subdivision of the lands is dependent upon the availability of a new FVRD community sewer system. The developers are proceeding at this time based on the anticipated development of a new FVRD community sewer system located within Cultus Lake Park.

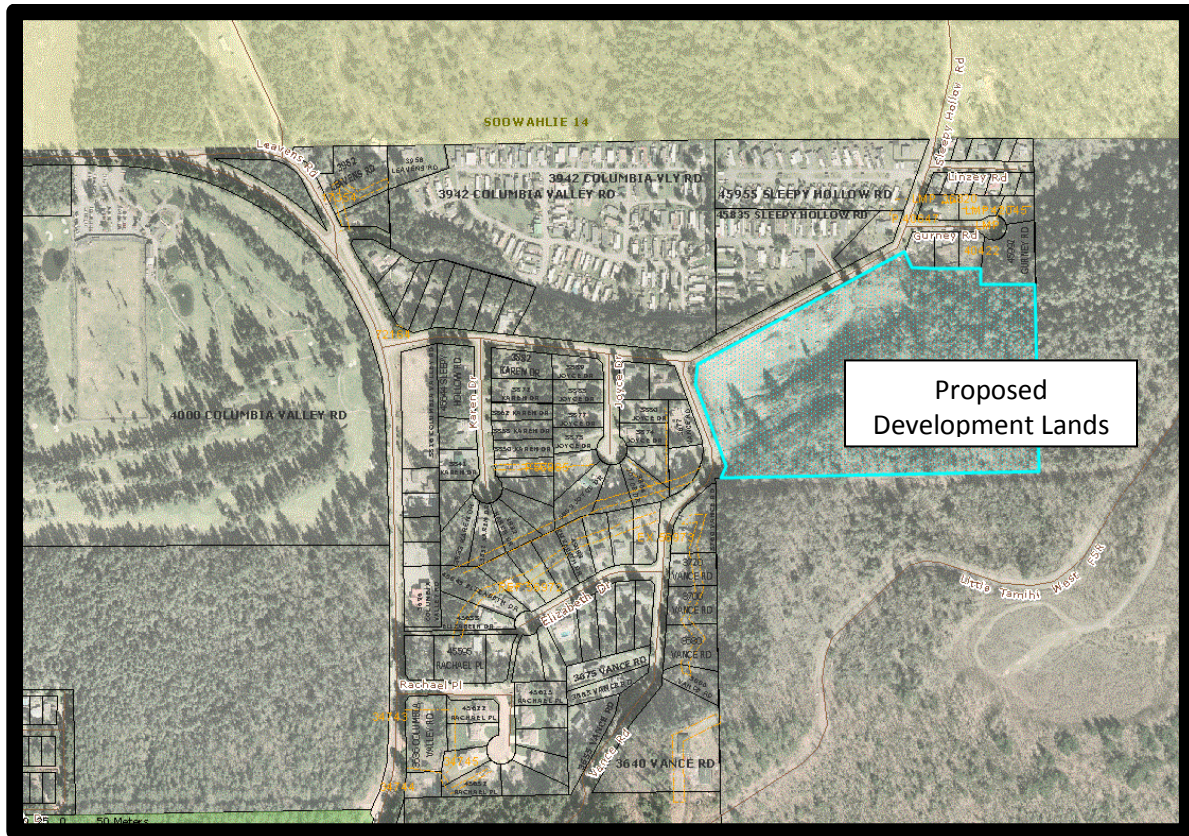
## DISCUSSION

### Property Details

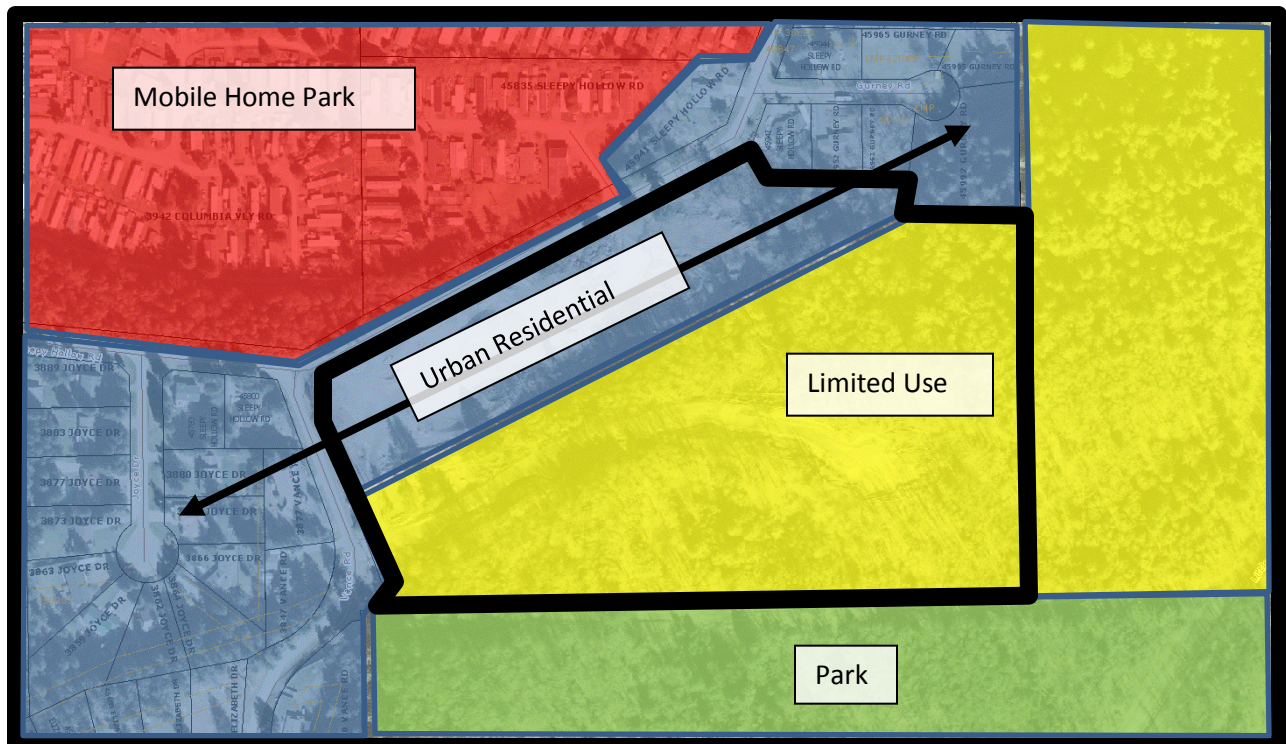
	Existing	Proposed
<b>Official Community Plan</b>	Limited Use	Suburban Residential
<b>Zoning</b>	Lower- Urban Residential (RS-1) Upper – Limited Use	Lower -Urban Residential (RS-1) – no change Upper- Urban Residential (RS-1)
<b>Water Servicing</b>	none	FVRD Community Water System
<b>Sewer Servicing</b>	none	FVRD Community Sewer System
<b>Parcel Size</b>	21.7 acres	557m2 (6000 sq. ft.)
<b>Land Use</b>	Vacant – abandoned gravel pit	Single Family Residential with 1 Single Family Home per lot -approximately 35 lots in total.



## Location Map



## Current Zoning Map



### Surrounding Land Uses

	Use	Zoning	Official Community Plan
North	Sleepy Hollow Mobile Home Parks	Mobile Home Park	Mobile Home Park
East	Crown Land	Limited Use	Forest
West	Single Family Residential	Urban Residential RS-1	Suburban Residential
South	Crown Land	Park	Forest

### **Site Servicing**

The FVRD and the Cultus Lake Park Board are working on approvals to establish a new community sewer treatment and disposal facility in accordance with the FVRD's Cultus Lake Liquid Waste Management Plan. This proposed residential development must be connected to a community sewer system to achieve the RS-1 zoning minimum parcel size of 557m<sup>2</sup> (6000 sq. ft.).

The developer will be responsible for the costs associated with servicing the proposed development. Only the users of the sewer system are responsible for operating and maintenance costs of the system. There will be no costs to area residents that are not connected to the system.

The timing of the proposed new treatment facility is uncertain. The developer is aware of the timing uncertainty and is prepared to wait for the system. In the meantime, it is recommended that as a condition of consideration of adoption of the requested Official Community Plan and zoning amendments, that the developer enter into a covenant that requires connection to a community sewer system and prohibits on-site (septic) disposal.

Should the proposed new FVRD community sewer system fail to be developed, this application will need to be reconsidered at a lower density. Reconsideration by the FVRD Board for approval of an alternative on-site sanitary servicing option would be required. The developers wish to proceed with the known timing and servicing risks.

The FVRD operates an existing water service that was recently upgraded and will service the property. The FVRD water system has existing capacity to service the proposed subdivision.

Complete technical analysis of the site's servicing needs, including sanitary sewer, stormwater, lot grading, pathways, sidewalks, etc. must be completed as part of a development agreement prior to consideration of bylaw adoption.

### **Traffic and Parking**

Approximately 18 new lots are proposed adjacent to Sleepy Hollow Road. These proposed lots may pose challenges for parking and driveways and require particular attention to avoid conflicts with road uses and neighbours. The FVRD is working with the applicants and the Ministry of Transportation and



Infrastructure to review access and parking options from the rear of these proposed lots to avoid conflicts on Sleepy Hollow Road.

The frontage of the development along Sleepy Hollow road will require installation of a new sidewalk and improvements of the travelled portion of the road to address Ministry of Transportation and Infrastructure road standards. Road drainage will also need to be addressed.

### **Columbia Valley Road Traffic**

Through the development of the Official Community Plan for Electoral Area “E”, the Fraser Valley Regional District undertook a traffic and transportation study, prepared by Delcan (2012). This study did not specifically address the potential for additional traffic from developments on Sleepy Hollow Road. Existing Peak Period volumes on Columbia Valley Road are already at over-saturation and existing traffic causes significant delays and long traffic queues at peak times in the summer. Individual developments will incrementally add to the summer peak period congestion on Columbia Valley Highway. The Official Community Plan and the supporting traffic impact assessment’s report prepared for the Plan do not identify the point at which development in Cultus Lake should be reduced or prohibited in relation to failing levels of service. In other words, no clear threshold has been established for the ‘tipping point’ when congestion, and the associated problems with emergency evacuation and emergency vehicle access, become unacceptable.

To address traffic impacts on Columbia Valley Road, the Ministry of Transportation and Infrastructure installed a round-about at Columbia Valley Road and Sunnyside Blvd. The City of Chilliwack replaced the Vedder Bridge and installed a round-about at Chilliwack Lake Road and Vedder Road. An additional round-about is planned for the intersection of Vedder Mountain Road and Cultus Lake Road. The FVRD and Soowahlie have agreements for emergency access through Soowahlie from Sleepy Hollow to the Vedder Bridge. These improvements are expected to ease congestion during peak periods and improve emergency egress from the area.

Prior to public hearing, the developers are required to submit a report to address potential traffic impacts in relation to access roads and Columbia Valley Road. This report must review the Delcan report, and the recent traffic improvements noted above and must assess the cumulative impacts this proposal may have on traffic in the area.

### **Geotechnical Hazards**

The Geotechnical Feasibility assessment prepared for this application includes several recommendations for the safe use of the site and protection of neighbouring properties. Certain areas of the site cannot be disturbed and a significant portion of the site will remain in its current vegetated state. Additional geotechnical reviews will be required at subdivision to address road cuts, drainage, slopes and building sites.

## **Early and Ongoing Public Consultation**

The FVRD encourages applicants to discuss their proposals with neighbours early in the development process. Early neighbourhood consultation where developers host a public open house is a consistent approach taken for rezoning applications in Area H.

The developers are planning on hosting a public information meeting shortly after first reading where they will present the development proposal and provide details about the servicing, hazards and density of the project.

Following the information meeting, the applicant will then have an opportunity to amend their application, if necessary, to respond to community concerns and comments.

## **OFFICIAL COMMUNITY PLAN AMENDMENT CONSULTATION:**

In accordance with the Local Government Act, when adopting or amending an official community plan the Board is obliged to consult with other organizations and agencies. The Board is obliged to consider whether consultation is required with first nations, senior government agencies or other organizations. In accordance with the FVRD First Nations Engagement policy, it is recommended that a notice and referral of the proposed bylaw be referred to the Soowahlie First Nation and the Sto:Lo Nation via Stolo Connect referral system prior to public hearing (referrals were sent November 21, 2017). The proposed bylaw is also recommended to be forwarded to the Ministry of Transportation and Infrastructure. FVRD staff are currently working with Ministry staff to review hazard mitigation, access and parking issues.

In accordance with the Local Government Act, after first reading the regional Board must consider the proposed Official Community Plan amendment in conjunction with Regional District's current financial and waste management plans. With regards to the financial plan this project would be funded by the developer. The proposed bylaw is compatible with and consistent with the FVRD Five Year Financial Plan and Solid Waste Management Plan.

In terms of the FVRD Regional Growth Strategy (RGS), the proposed bylaw is consistent with the RGS.

## **COST**

OCP Amendment - \$2,000.00 - Paid

Rezoning - \$7,500.00 - Paid

The proposed development will add new FVRD owned and operated infrastructure, including water lines, sewer, sidewalk, and storm sewer. The proposed new development will add approximately 35 new parcels and assessment of the new construction to the service areas which will help to either offset these costs increases or reduce the existing service participant's costs.



**COMMENTS BY:**

**Graham Daneluz, Deputy Director of Planning & Development**

Reviewed and Supported

**Tareq Islam, Director of Engineering & Community Services**

Reviewed and Supported

**Margaret Thornton, Director of Planning & Development**

Reviewed and Supported

**Mike Veenbaas, Director of Financial Services**

No further financial comment.

**Paul Gipps, Chief Administrative Officer**

Reviewed and supported

# Geo-Hazard Assurance Statement

for Development Approvals

## A. Project Information

Date December 13, 2017 FVRD File No. \_\_\_\_\_

### Property Information

Project Name & Description 45900 Sleepy Hollow Road  
Legal Description Lot 30 Block NWP 37174 Section 30 Township 25 LD36  
Site Address 45900 Sleepy Hollow Road PID \_\_\_\_\_

### Client Information

Name Brad Geary  
Role ☐ Property Owner ☒ Developer ☐ Other  
Client Address 1649 Columbia Valley Road

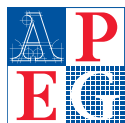
### Qualified Professional Information

Name Christopher Clarke  
APEGBC Designation ☒ P.Eng. ☐ P. Geo. ☐ Eng.L ☐ Geo.L  
Company Name Thurber Engineering Ltd.  
Mailing Address 900 - 1281 West Georgia Street  
Email Address cclarke@thurber.ca Phone # 604-684-4384

### Geo-Hazard Report Reference

Title 45900 Sleepy Hollow Road, Cultus Lake Geotechnical Recommendations Date December 13, 2017

*Personal information on this form is being collected in accordance with Section 27 of the Freedom of Information and Protection of Privacy Act, RSBC 1996 Ch. 165; Part 9, Division 1 [Building Regulation] and Part 14 [Planning and Land Use Management] of the Local Government Act, RSBC 2015 Ch. 1; and Section 56 of the Community Charter, SBC 2003 Ch. 26 and will only be collected, used and disclosed for the purpose of administering geo-technical hazard reviews and assurance statements related to development approvals. Questions? Contact FVRD Privacy Officer at 45950 Cheam Avenue, Chilliwack, BC V2P 1N6; 604-702-5000 or 1-800-528-0061; or [FOI@fvr.ca](mailto:FOI@fvr.ca).*



# Geo-Hazard Assurance Statement

for Development Approvals

## B. Assurance

Based on the contents of this Assurance Statement and the Report, I hereby give assurance that:

(check as applicable)

<input type="checkbox"/>	Development Permit	The Report will “assist the local government in determining what conditions or requirements under it will impose in the permit”, as required by the <i>Local Government Act</i> (Division 7)
<input type="checkbox"/>	Building Permit	
<input type="checkbox"/>	<input type="checkbox"/> Community Charter	“The land may be used safely for the use intended”, as required by the <i>Community Charter</i> (Section 56)
<input type="checkbox"/>	<input type="checkbox"/> Seismic Slope	The Report addresses the requirements of the BC Building Code 2006, 4.1.8.1.6 (8) and 9.4.4.4 (2), as detailed in the BC Building & Safety Policy Branch Information Bulletin B10-01, Jan 18, 2010
<input type="checkbox"/>	Floodplain Management Bylaw Exemption	“The land may be used safely for the use intended”, as required by the <i>Local Government Act</i> . (Section 524)
<input checked="" type="checkbox"/>	Subdivision	“The land may be used safely for the use intended”, as required by the <i>Land Title Act</i> (Section 86).
<input type="checkbox"/>	Other (e.g. Zoning Bylaw Amendment, Official Community Plan Amendment, Temporary Use Permit, etc.)	<Insert statement as appropriate>

## C. APEGBC Professional Practice Guidelines

The Report and this Assurance Statement should be completed in accordance with the current version of one or both of the following Professional Engineers and Geoscientists of BC (APEGBC).

- *Legislated Flood Assessments in a Changing Climate in BC*
- *Legislated Landslide Assessments for Proposed Residential Development in British Columbia, (“APEGBC Landslide Guidelines”).*

These two documents are collectively referred to as the “APEGBC Guidelines”. The italicized words in this Assurance Statement are defined in the APEGBC Guidelines.

The Report has been prepared pursuant to the following APEGBC Guidelines (check one or both as applicable).

- ☐ APEGBC Flood Guidelines
- ☒ APEGBC Landslide Guidelines

If the Report is **not** prepared pursuant to either of the APEGBC Guidelines, please explain.

## D. Background Information

Qualified Professionals **must** confirm and check that each item is included in the Report.

- ☒ 1. Property location map — 8.5 x 11 size
- ☐ 2. Development proposal site plan — 8.5 x 11 size. *If a subdivision, show the parent parcel and all lots to be created, including any remainder.*
- ☒ 3. Description of the proposed development project (including building use) to the extent this is known at the time of Report preparation.
  - ☒ residential
  - ☐ industrial
  - ☐ commercial
  - ☐ institutional
  - ☐ other \_\_\_\_\_

# Geo-Hazard Assurance Statement

for Development Approvals

## E. Technical Requirements

Qualified Professionals **must** review, confirm and check completed items (as applicable).

### Report Content

- ☒ 4. Relevant information pertaining to the Property and pertinent potential hazards from appropriate background sources, including the FVRD online library.
  - ☐ 5. Time limitation or condition statement to describe extent the FVRD may rely on the Assurance Statement and Report for development approvals, and when resubmittal is recommended.
  - ☒ 6. Maps, illustrations and diagrams to illustrate areas referred to in the Report.
  - ☒ 7. Description of field work conducted on and, if required, beyond the Property.
  - ☐ 8. Contact and consultation with the Fraser Valley Regional District. Provide name and title of contact.
- 
- ☒ 9. Review of relevant FVRD bylaws and other statutory requirements.
  - ☒ 10. Restrictive covenants registered against the Property title that pertain to geo-hazards (if registered, the Report provides relevant information about the covenants).
  - ☒ 11. Notation of any visibly apparent natural hazards or other hazards identified in background reports, which are not identified and addressed in this Report. If yes, provide details in Section H: Geo-Hazard Summary Table.
    - ☐ Yes
    - ☒ No
  - ☒ 12. Does the report rely on one or more supporting reports, each of which is independently reviewed, signed and sealed. If yes, provide details in Section H: Geo-Hazard Summary Table.
    - ☒ Yes
    - ☐ No
  - ☒ 13. For subdivision approval, the Report addresses natural hazards for:
    - ☒ the parent parcel prior to subdivision
    - ☐ any lots to be created (including any remainder)

# Geo-Hazard Assurance Statement

for Development Approvals

## Geo-hazard Assessment, Risk Acceptability and Risk Transfer

- ☒ 14. In considering the above-noted potential hazards that may affect the property, I have:
- ☒ reviewed and characterized the potential hazard(s)
  - ☒ estimated the potential frequency and magnitude of the potential hazard(s)
  - ☒ relied on supporting reports as noted above
  - ☒ relied on a pre-existing assessment of hazard frequency and magnitude
  - ☐ considered the potential effects of climate change in the context identified in the Report
  - ☒ considered the potential effects of changed future conditions (upstream watershed changes, forestry activity, land use changes, sea level rise, etc.) in the context identified in the Report
- ☒ 15. This Assurance Statement pertains to all geo-hazards that are assessed in the Report and any supporting reports, and accurately reflects the contents of those documents.
- ☒ 16. The FVRD has adopted “Hazard Acceptability Thresholds for Development Approvals by Local Government”, which provides a specific level of hazard or risk tolerance. I have included a Hazard Summary Table which:
- ☒ lists all the potential hazards addressed by the Report and any supporting reports
  - ☒ provides an annual return frequency and acceptability threshold classification for the unmitigated condition
  - ☒ proposes mitigative measures to appropriately reduce the geo-hazard risk
  - ☒ provides an annual return frequency and acceptability threshold classification for the mitigated condition
- ☒ 17. The Report describes the potential transfer of natural hazard risk to other properties or infrastructure as a result of the proposed project (including any proposed *mitigation works*) and
- ☒ considered the potential for transfer of natural hazard risk
  - ☐ concludes that there is no significant transfer of natural hazard risk
  - ☒ identifies the potential transfer of natural hazard risk and proposes measures to offset such transfer of risk

# Geo-Hazard Assurance Statement

for Development Approvals

## Mitigation and Design Recommendations (if recommended)

The Report contains the following items:

- ☐ 18. Implementation steps for the identified structural mitigation works (in terms of design, construction and approval).
- ☒ 19. Clearly identified safe locations for building(s), ancillary structures, and onsite utility services (as applicable, such as a septic field) out of the natural hazard area as a preferred development alternative.
- ☒ 20. Commentary on the effectiveness of proposed structural mitigation works in terms of ability to reduce the potential hazard impact, and identification of any residual risk that would remain.
- ☐ 21. Proposed Flood Construction Level (FCL) for future development and including specification of an appropriate method of achieving the FCL.
- ☐ 22. Proposed watercourse setback, which is clearly referenced from the natural boundary, top of bank or another suitable basis.
- ☒ 23. Proposed operation and maintenance actions that will be necessary in order for the level of safety to be maintained in the future, with indications of who should be responsible for those actions and when.

## Riparian Area Regulation (if applicable)

- ☐ 24. QP must review RAR assessment report to avoid conflict with Geo-Hazard Report recommendations.

## F FVRD Supplemental Requirements

The following points are understood by the Qualified Professional when submitting a Report:

- ☒ 25. Permission is granted to the FVRD to use the Report in considering approval of the proposed development on the property, provided that such permission is limited only to the proposed development project for which the Report was prepared.
- ☒ 26. Methodology used in the Report is described in sufficient detail to facilitate a professional review of the study by the FVRD when necessary.
- ☒ 27. Professional liability insurance coverage of at least \$1 million per claim is carried by the QP.
- ☒ 28. Third party review or supplemental information may be required by the FVRD where complex development proposals warrant.
- ☒ 29. Permission is granted to the FVRD to include the Report in the online FVRD geo-hazard report library (as background information, not for other parties to rely).

# Geo-Hazard Assurance Statement

for Development Approvals

## G. Qualified Professional (QP)

### Prepared by: (QP of Record)

Name Christopher Clarke

Designation ☒ P.Eng. ☐ P. Geo. ☐ Eng.L ☐ Geo.L

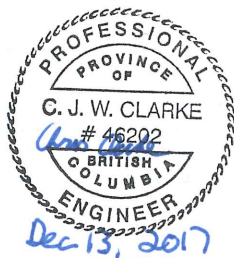
### Reviewed by:

Name David Regehr

Designation ☒ P.Eng. ☐ P. Geo.

The Report has received appropriate technical review which is consistent with both the APEGBC Professional Practice Guidelines, and APGBC Quality Management Guidelines. The name of the reviewer is noted in the Report and below.

### Professional Seal, Signature and Date:



☒ I am a Qualified Professional as defined in the APEGBC Guidelines, and I fulfill the education, training and experience requirements as outlined in the APEGBC Guidelines

☒ I have signed, sealed, dated and thereby certify, this Assurance Statement and the attached report.



H. Geo-Hazard Summary Table

The geo-hazard report and/or any supporting reports addresses the following hazard types.

Geo-Hazard Type #1		Geo-Hazard Type #2	
Small Scale Localized Landslip		Rockfall -Small Scale Detachment	
Annual Return Frequency (Unmitigated)		Annual Return Frequency (Unmitigated)	
1:50-1:200		1:100	
Acceptability Threshold Classification	5	Acceptability Threshold Classification	5
MITIGATION (if necessary)			
Proposed Mitigation Measures	Yes <input checked="" type="radio"/>	Proposed Mitigation Measures	Yes <input checked="" type="radio"/>
	No <input type="radio"/>		No <input type="radio"/>
Annual Return Frequency (Mitigated)		Annual Return Frequency (Mitigated)	
1:500 - 1:10000		1:1000 - 1:10000	
Acceptability Threshold Classification	4	Acceptability Threshold Classification	4
Comments		Comments	
SUPPORTING REPORT			
Was this report prepared by others?	Yes <input type="radio"/>	Was this report prepared by others?	Yes <input type="radio"/>
	No <input checked="" type="radio"/>		No <input checked="" type="radio"/>
If yes, list report name, date and author.		If yes, list report name, date and author.	

Geo-Hazard Type #3		Geo-Hazard Type #4	
Annual Return Frequency (Unmitigated)		Annual Return Frequency (Unmitigated)	
Acceptability Threshold Classification		Acceptability Threshold Classification	
MITIGATION (if necessary)			
Proposed Mitigation Measures	Yes <input type="radio"/>	Proposed Mitigation Measures	Yes <input type="radio"/>
	No <input type="radio"/>		No <input type="radio"/>
Annual Return Frequency (Mitigated)		Annual Return Frequency (Mitigated)	
Acceptability Threshold Classification		Acceptability Threshold Classification	
Comments		Comments	
SUPPORTING REPORT			
Was this report prepared by others?	Yes <input type="radio"/>	Was this report prepared by others?	Yes <input type="radio"/>
	No <input type="radio"/>		No <input type="radio"/>
If yes, list report name, date and author.		If yes, list report name, date and author.	

Indicate which hazards were **NOT** reviewed:

☒ Chilliwack River Valley Erosion or Avulsion

☐ Debris Flow and Debris Torrent

☐ Debris Flood

☒ Fraser River & tributaries flooding

☒ Mountain Stream Erosion or Avulsion

☐ Major Catastrophic Landslide

☐ Seismic Effects/Liquefaction

☐ Rockfall - Small Scale Detachment

☐ Slope Stability

☐ Small Scale Localized Landslide

☒ Snow Avalanche

☒ Tsunami

Hazard Acceptability Thresholds Classification, as per Hazard Acceptability Thresholds for Development Approvals by Local Government dated November 1993 by Dr. Peter Cave.

1 Approval with conditions relating to hazards.

2 Approval, without siting conditions or protective works conditions, but with a covenant including “save harmless” conditions.

3 Approval, but with siting requirements to avoid the hazard, or with requirements for protective works to mitigate the hazard.

4 Approval as (3) above, but with a covenant including “save harmless” conditions as well as siting conditions, protective works or both.

5 Not approvable.

Additional Comments

Fraser Valley Regional District

## **FRASER VALLEY REGIONAL DISTRICT**

### **BYLAW NO. 1460, 2017**

#### **A Bylaw to Amend the Official Community Plan for Electoral Area H**

---

**WHEREAS** the Fraser Valley Regional District Board of Directors ("the Board") has deemed it advisable to amend *Fraser Valley Regional District Official Community Plan Bylaw No. XXXX, YYYY* for [a portion of] Electoral Area X:

**THEREFORE** the Board enacts as follows:

#### **1) CITATION**

This bylaw may be cited as *Fraser Valley Regional District Official Community Plan for Electoral Area E Amendment Bylaw No. 1460, 2017*.

#### **2) TEXT AMENDMENT**

a) That *Fraser Valley Regional District Official Community Plan for Electoral Area E Bylaw No. 1115, 2011*, be amended by:

i. By deleting section 5.11.6 in its entirety and replacing it with the following new section 5.11.6 to read as follows:

"5.11.6 Land in SUBURBAN RESIDENTIAL areas shall only be subdivided in accordance with the standards of the Responsible Authorities except that the minimum parcel size shall not be less than:

- a. two (2) hectare; or,
- b. zero point two (0.2) hectares provided that the proposed development is to be serviced by an approved community water system; or,
- c. zero point two (0.2) hectares where an approved community water and approved community sanitary sewer system is provided; or
- d. five hundred fifty seven square meters (557m<sup>2</sup>) provided that the proposed development is located in Fraser Valley Regional District Electoral Area "H" and serviced by an approved community water system and an approved community sewer system."

#### **3) MAP AMENDMENT**

a) That Schedule 2 – Land Designations of the *Fraser Valley Regional District Official Community Plan for Electoral Area E Bylaw No. 1115, 2011*, be amended by redesignating the lands legally described as:

LOT 30 SECTION 30 TOWNSHIP 25 NEW WESTMINSTER DISTRICT PLAN 37174  
(P.I.D. 008-374-694),

and as outlined in heavy black and hatched on OCP Amendment Map Schedule 1460-A, from Limited Use to Suburban Residential as shown on Schedule 1460-A.

- b) That the map appended hereto as OCP Amendment Map Schedule 1460-A showing such amendments is an integral part of this bylaw.

**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 \_\_\_\_\_

A PUBLIC HEARING WAS HELD 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

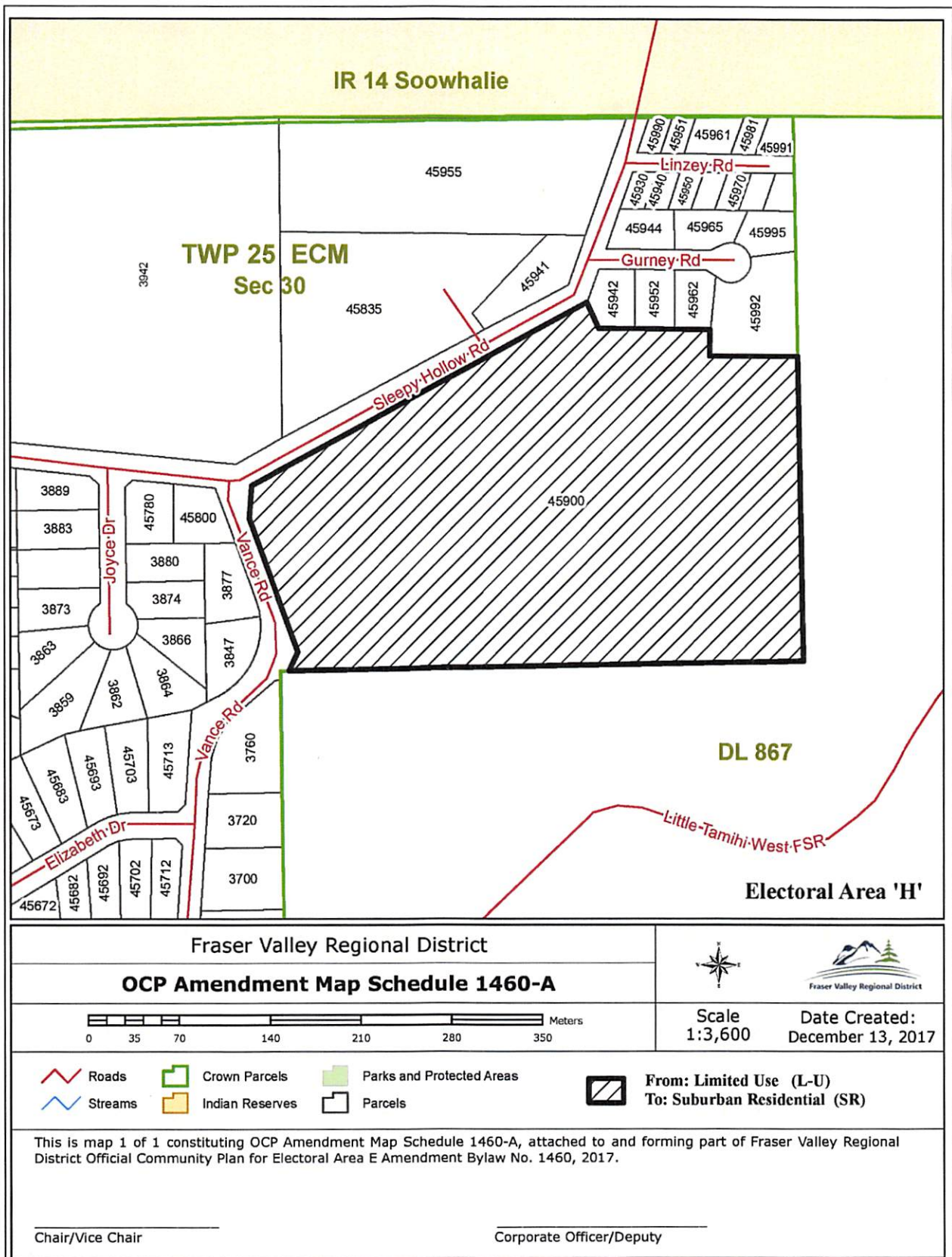
**6) CERTIFICATION**

I hereby certify the foregoing to be a true and correct copy of *Fraser Valley Regional District Official Community Plan for Electoral Area E Amendment Bylaw No. 1460, 2017* as adopted by the Board of Directors of the Fraser Valley Regional District on the \_\_\_\_\_ day of \_\_\_\_\_.

Dated at Chilliwack, B.C. this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Corporate Officer/ Deputy

**FRASER VALLEY REGIONAL DISTRICT BYLAW NO. 1460, 2017**  
**OCP Amendment Map Schedule 1460-A**



## FRASER VALLEY REGIONAL DISTRICT

### Bylaw No. 1461, 2017

#### A Bylaw to Amend the Zoning for Electoral Area H

---

**WHEREAS** the *Zoning Bylaw for Electoral Area E, 1976 of the Regional District of Fraser Cheam* was adopted by the Fraser Cheam Regional District Board of Directors on June 22, 1976;

**AND WHEREAS** the Fraser Valley Regional District Board of Directors ("the Board") has deemed it advisable to amend the *Zoning Bylaw for Electoral Area E, 1976 of the Regional District of Fraser Cheam*, as amended for Electoral Area H:

**THEREFORE** the Board enacts as follows:

1) **CITATION**

This bylaw may be cited as *Fraser Valley Regional District Electoral Area H Zoning Amendment Bylaw No. 1461, 2017*

2) **MAP AMENDMENT**

- a) That Schedule D of *Zoning Bylaw for Electoral Area E, 1976 of the Regional District of Fraser Cheam* be amended by rezoning the lands described as:

LOT 30 SECTION 30 TOWNSHIP 25 NEW WESTMINSTER DISTRICT PLAN 37174  
(P.I.D. 008-374-694),  
comprising 6.66 hectares, more or less,

and as outlined in heavy black outline and cross-hatched on Zoning Amendment Map Schedule 1461-A, from the Limited Use (L-1) zone to the Urban Residential (RS-1) zone, as shown on Map Schedule 1461-A.

- b) That the map appended hereto as Zoning Amendment Map Schedule 1461-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 \_\_\_\_\_

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 H Zoning Amendment Bylaw No. 1461, 2017* as read a third time/adopted by the Board of Directors of the Fraser Valley Regional District on the     day of     .

Dated at Chilliwack, B.C. this                      day of

Corporate Officer/ Deputy



**Fraser Valley Regional District**

**Zoning Amendment Map Schedule 1461-A**

Scale: 1:3,600  
Date Created: December 13, 2017

**From: Limited Use (L-1)**  
**To: Urban Residential (RS-1)**

This is map 1 of 1 constituting Zoning Amendment Map Schedule 1461-A, attached to and forming part of Fraser Valley Regional District Electoral Area H Zoning Amendment Bylaw No. 1461, 2017.



**THURBER** ENGINEERING LTD.



December 13, 2017

File: 14463

Brad Geary  
1649 Columbia Valley Road  
Lindell Beach, BC  
V2R 4X2

**45900 SLEEPY HOLLOW ROAD, CULTUS LAKE  
GEOTECHNICAL RECOMMENDATIONS FOR SITE DEVELOPMENT  
REVISION 1**

Dear Brad:

As requested, Thurber Engineering Ltd. has completed a supplementary site reconnaissance for the proposed subdivision at 45900 Sleepy Hollow Road. Further details regarding our previous work and investigation are provided in our two letters that were addressed to Pan-Canadian Mortgage Group (PCMG) dated July 8, 2015 and December 2, 2016.

This report was prepared for the exclusive use of Brad Geary. Additionally, Thurber grants permission for the Fraser Valley Regional District (FVRD) to use this report for the proposed development project for which it was prepared. Any use which a third part makes of this report, or any reliance on decisions based on it are the responsibility of such third parties.

It is a condition of this letter that Thurber's performance of its professional services is subject to the attached Statement of Limitations and Conditions.

**1. BACKGROUND**

The site has been historically divided into two areas, the "Lower" area along Sleepy Hollow Road and the "Upper" area that is accessed by a gravel road. Previously, Thurber has completed a preliminary geotechnical assessment and has provided recommendations for development to PCMG. The geotechnical assessment and recommendations focused on the Lower Area. A total of four test pits and one test hole were completed in the Lower Area and three test pits and one test hole were completed in the Upper Area. One test hole was completed approximately half way up the gravel access road to the Upper Area.

We understand that you have been given authorization by PCMG to proceed with re-zoning if the property. Further, we understand that you would like to develop the Upper Area and then proceed with development of the Lower Area. We understand that you currently do not have a civil engineer for this project but are considering hiring Creus Engineering Ltd. (Creus).

This letter supplements our previous letters and provides specific comments relating to the development of the Upper Area. This letter also includes recommendations that were made in our previous letters and revisits our previous recommendations regarding geotechnical hazard for the Lower Area with consideration for regrading the slope to reduce the geotechnical hazard for the

Lower Area. We are using base plans that were developed by Creus which show preliminary lot layouts that were developed for PCMG.

## **2. SITE DESCRIPTION AND LOCATION**

The property is roughly 7.7 hectares and is located to the south of Sleepy Hollow Road and east of Vance Road. The Lower Area is sparsely covered with vegetation within the extents of the former gravel pit and moderately treed outside of the former gravel pit. Above (south of) the Lower Area is moderately steep to steep terrain that is moderately to densely treed. The steepest terrain is aligned northeast-southwest through the centre of the site, between the Lower Area and the access road to the Upper Area. The Upper Area is dissected by several ATV trails.

### **2.1 Previous Lot Layout**

Creus' original lot layout, prior to geotechnical input, included 13 lots in the Lower Area and 17 lots within the Upper Area. This layout was revised after our first letter to include 13 lots in the Lower Area and 11 lots in the Upper Area. The number of lots was reduced to 10 in the Lower Area following input from our December 2016 letter. We had only provided Creus very preliminary guidance for the Upper Area as the focus was on the Lower lots at that time and thus their lot layout focuses on the Lower Area.

Thurber has used Creus' original lot layout, excluding their Upper Area lots, for our test hole location plan (Dwg. 14463-1) and our Preliminary Geotechnical Assessment Site Plan (Dwg. 14463-2) which we reference throughout this letter.

## **3. DEFINITIONS**

### **3.1 Landslide**

The APEGBC 2010 Guidelines for Legislated Landslide Assessments for Proposed Residential Developments (Landslide Guidelines) define a landslide to be: A movement of rock, debris [wood] or earth down a slope. Landslides can be a result of a natural sequence of events and/or human activities.

Hungr et al (2014) builds on the common definition of landslides and describes landslides as physical system that develops through time. In essence, a landslide can start as a slow creep, progress to failure, runout along a path and finally be deposited.

For the purposes of this report we will use the term landslides to mean a mixture of soil, rock, debris, and water moving downhill along the ground surface.

### **3.2 Rockfall**

Rockfall would generally be included with the broad definition of landslide as described in the 2010 Guidelines. For the purposes of this report we will use the term rockfall to refer to rock fragments detaching from soil or bedrock and falling, rolling, bouncing and finally deposition.

## **4. BACKGROUND INFORMATION**

### **4.1 Previous Geotechnical Investigation**

Thurber completed seven test pits to approximately 2.5 m depth in 2015 and three test holes to depths between 4.5 m and 24.4 m in 2016. The soil conditions encountered in the test pits and test holes generally comprised sand and gravel. Some test pits encountered silt in the top 1 m to 2.5 m of the test pit. This is consistent with visual observations of exposed soil cuts on site. Detailed logs of the test pits and test holes from our previous reports are attached. The location of the test pits and test holes are shown on Dwg. 14463-1.

### **4.2 Surficial Geology**

The Geological Survey of Canada Map 1487A for Chilliwack (West Half, 1980), shows the lower site area is underlain by Pleistocene Age Sumas Drift comprising till, glaciofluvial and ice-contact deposits consisting of outwash gravels and sands more than 10 m thick. At the northeast corner, the Sumas Drift is in contact with Quaternary Postglacial Salish Sediments comprising mountain stream channel, floodplain and overbank sediments of gravel and sand more than 10 m thick.

The upper sloped property area is underlain by Pre-Tertiary Age bedrock metamorphic siltstone and sandstone overlain by typically less than 2 m of glacial, eolian and colluvial deposits, i.e. mixed cohesive and granular soils.

The soil conditions observed visually at surface and in the test holes and pits confirmed the mapped deposits.

### **4.3 Aerial Photograph Interpretation (API)**

The key observations from the API are discussed below and annotated on Dwg. 14463-2, as appropriate. Further discussion and detail is provided in Thurber's 2015 report.

The earliest available photograph from 1940 shows a landslide scar in the steep slope area near the northeast corner of the site. The landslide transported material north-westwards towards Gurney Road, as shown on Dwg. 14463-2. The landslide scar is visible in the 1946 and 1954 aerial photographs, but is masked by vegetation and indistinct in photographs later than 1954.

All the aerial photographs show steep gullies/watercourses in the northeast corner of the site. However, these gulley features are not observed in the steep slopes above Lots 1 to 10.

The 1973 aerial photograph indicates a possible fill area at the northwest end of the easement between the existing properties on Gurney Road and the northeast edge of the lower lot area.

The approximate extent of the gravel pit activity observed in the 1973 aerial photograph is shown on Dwg. 14463-2. The 1983 aerial photograph shows that about 60 to 70% of the 1973 gravel pit extent is tree covered. The 1993 aerial photograph shows the gravel pit extending marginally to the southeast and southwest of the 1973 aerial photograph extents. Photographs after 1993 show the gravel pit to be inactive and the gravel pit extent is partially masked by vegetation.

## **5. SITE RECONNAISSANCE**

Christopher Clarke, P.Eng., of Thurber completed a site reconnaissance of the property on October 20, 2017. The purpose of the reconnaissance was to review the current conditions of the property, note any observed changes from our previous reconnaissance, and to focus on the Upper Area with emphasis on the road alignment and geotechnical setbacks from toe and crest of slopes.

Select site reconnaissance observations are annotated on Dwg. 14463-2. Vegetation obscured much of the terrain and restricted access to some areas in the northeast portion of the property.

### **5.1 Lower Area**

The site reconnaissance of the Lower Area and the slopes above it to the south served to confirm our previous observations. The slopes above the western portion of the Lower Area (Lots 1 to 9 on Dwg. 14463-2) are steep and comprise colluvium and talus. There is minor bedrock outcrop at the top of the slopes, immediately below the access road to the Upper Area. There is also steep, near vertical, sand and gravel slopes below the access road that are typically 1 m to 2 m high. These near vertical slopes are likely scarps of previous shallow, planar failure and erosion. However, no evidence of previous significant instability was noted within this area.

The slopes above the eastern portion of the Lower Area do not appear to be bedrock controlled and thus are not as steep as the slopes above the western portion. However, these slopes show signs of old landslide features. In addition to the old landslide features, there are other signs of potential and visible slope instability including natural water springs that flow from the slopes, gullying, oversteepened slopes, bowled features / shallow instability and overturned trees. It was previously noted that the lot at the east end of Gurney Road was raised approximately 2 m to 3 m above Gurney Road on coarse granular material indicative of slope deposits and possibly landslide debris.

### **5.2 Access Road**

The western portion of the access road to the Upper Area appears to have followed a bedrock controlled bench that appears to have been cut and locally blasted. The access road grade steepens up to 20° to 25° (36% to 47%) at the end to access the Upper Area. The road appears to have been constructed entirely in cut. Exposures of metasedimentary bedrock were noted along the access road driving surface and along cuts on the uphill side of the road.

### **5.3 Upper Area**

The Upper Area above the access road is moderately to steeply sloped and is dissected by ATV trails. There are occasional rock outcrops along some of the trails and along the Powerline Right-of-Way (RoW). There is a knoll along the southern property line that showed signs of shallow (<1 m deep) slope instability.

Based on our site reconnaissance, we have developed a geotechnical crest and toe of slope for the Upper Area, shown on Dwg. 14463-2.

## 6. ANALYSIS

Our stability and rockfall analyses have been group into two areas; generally bedrock controlled slopes and generally soil controlled slopes. Generally, the slopes on the western part of the property are bedrock controlled whereas the slopes on the eastern part of the property are soil controlled. Dwg. 14463-2 includes an approximate divide between the two areas.

### 6.1 Static Slope Stability Analysis

We have completed limit equilibrium analysis using the software program Slope/W. Three typical cross sections were used and their locations are shown on Dwg. 14463-1 and -2. The cross sections were developed from LiDAR information provided by Creus. The soil stratigraphy was developed based on our test holes, test pits, soil exposures, and bedrock outcrops that were observed during the site reconnaissance.

The required building envelope setback from the geotechnical crest of slope is 20 m for the bedrock controlled slopes and 40 for the soil controlled slopes for a static Factor of Safety (FS) of 1.5. The results of the analysis show that the FS is quite sensitive to the depth of bedrock. If bedrock is in fact closer to the ground surface then it may be possible to reduce this setback, however, the depth to bedrock would need to be confirmed with drilling.

### 6.2 Seismic Slope Stability Analysis

We have updated our limit equilibrium pseudo-static analysis using Slope/W to analyse slope stability during the design 1:2475 seismic event using the same cross sections and stratigraphy described above. Seismic loads are represented as a pseudo-static force, typically equal to 0.5 times peak ground acceleration (PGA). The 2015 National Building Code Seismic Hazard Calculator (NHCSHC) estimates the PGA is 0.275g for a 1 in 2475 year return-period earthquake (probability of exceedance is 2% in 50 years) at this site. The results from the NBCSHC for the site are attached.

When the FS is less than 1 with the pseudo-static force, APEGBC's Landslide Guidelines recommend completing an additional pseudo-static analysis using a tolerable displacement of 15 cm as outlined in Appendix E.

One of two methods can be used by estimating the seismic yield coefficient that would result in 15 cm of displacement. We completed our analysis using Method 2 which estimates the seismic yield coefficient that is comparable to 15 cm of slope displacement as:

$$k_{15} = (0.006 + 0.038M) * S(0.5) - 0.026$$

$M$  = Moment Magnitude of the Design Earthquake  
 $S(0.5)$  = Spectral Response Acceleration at a period of 0.5 seconds.

For our analysis, we assumed a moment magnitude of 7.5 and the NBCSHC estimates  $S(0.5) = 0.496$ . The resultant  $k_{15}$  acceleration is 0.12g.



The results of the analysis indicate that the required building envelope setback from the geotechnical crest of slope for seismic conditions for the Upper Area is 15 m for bedrock controlled slopes and 40 m for soil controlled slopes. If bedrock is in fact closer to the ground surface then it may be possible to reduce this setback, however, the depth to bedrock would need to be confirmed with drilling.

### 6.3 Rockfall Analysis

Rockfall analyses were previously completed for the Lower Area and were not updated as our observations regarding rockfall for the Lower Area are unchanged.

Results of the rock fall analysis are attached and show rock runout approximately 20 m north of the Geotechnical Toe of Slope as discussed below.

## 7. GEOTECHNICAL HAZARD AND RISK

The terms hazard and risk are related yet different. The hazard can be described broadly as what is the probability or likelihood of an event occurring that causes harm to people, property or the environment. Risk is the combination of the hazard and consequence should that hazard occur.

Within Canada there is no commonly defined range of acceptable risk/safety. The APEGBC 2010 Guidelines state that “it is not the role of a Professional Engineer or Professional Geoscientist to define such levels of safety; they must be established and adopted by the local government or the provincial government after considering a range of societal values”. Within B.C. acceptable risk is provided by local governments (e.g. FVRD) and/or Ministry of Transportation and Infrastructure (MoTI) who has jurisdiction over subdivision development outside of areas of local government control. The FVRD has adopted the report by Cave (1993) titled Hazard Acceptability Thresholds for Development Approvals by Local Governments and the APEGBC 2010 Landslide Guidelines in their Geo-Hazard Assurance Statement for Development Approvals.

### 7.1 Geotechnical Hazards on Lower Area

As discussed in our December 2016 report, the Lower Area has been, and will be, subject to small-scale localized landslides and rockfall with a return period of 1:50 to 1:100. Under the acceptance criteria by Cave it would not be permissible for subdivision (infill/extend) on the majority of the Lower Area. Thus, mitigation measures are required for subdivision approval on the site.

Based on the Cave report, the acceptable return period for hazards must be 1:500 to 1:10,000 for approval of a new subdivision. For the purposes of our assessment and this report we have considered a 2,475 year return period hazard as recommended in the APEGBC 2010 Guidelines. For potential larger return period hazards we have considered “what if” scenarios that are possible and have designed and recommended mitigation measures for these longer return period hazards. It is our opinion that this approach satisfies the guidance provided by Cave: **Approval, but with siting requirement to avoid the hazard or with requirements for protective works to mitigate the hazard and with a covenant including “save harmless” conditions as well as siting conditions, protective works or both.**

## 7.2 Geotechnical Hazards on Upper Area

The steeper slopes within the Upper Area, below the geotechnical crest of slope, could be subject to small-scale localized landslides and rockfall with a return period of 1:50 to 1:100. These areas are not permissible for development.

There is a knoll that is situated along the south property line that is subject to small-scale localized landslides with a return period of 1:50 to 1:100. Regrading of the knoll to decrease the return period may be difficult as it is on the property boundary.

Areas that are setback from the geotechnical crest of slope as outlined in Section 6.1 and are setback 6 m from the geotechnical toe of knoll slope are currently subject to small-scale localized landslip with a return period of 1:500 to 1:10,000. Cave provides the following guidance: **Approval, but with siting requirement to avoid the hazard or with requirements for protective works to mitigate the hazard and with a covenant including “save harmless” conditions as well as siting conditions, protective works or both.**

Regrading of the Upper Area is likely to require cuts and fill slopes. It may be necessary to use reinforcement such as geogrid or shotcrete and anchors to safely construct cuts and fills.

**Table 1**  
**Estimated Annual Return Frequencies for Geotechnical Hazards**

Geotechnical Hazard	Estimated Annual Return Frequency		
	Lower Area	Lower Area after Mitigation	Upper Area Outside Setback Areas
Small-Scale Localized Landslip	1:50-1:200	1:500-1:10,000	1:500-1:10,000
Rockfall Small Scale Detachment	1:100	1:1000-1:10,000	N/A

The estimated annual return frequencies in Table 1 are qualitative, rather than quantitative, and were established primarily using engineering judgement based on the information available at this time. The annual return frequencies are subject to change due to construction activities such as regrading, logging and water diversion.

## 8. DISCUSSION AND RECOMMENDATIONS

The following discussion and recommendations are written in the context of and to address the FVRD Geo-Hazard Assurance Statement requirements and the previous work complete by Thurber with Creus for PCMG.

### 8.1 General

General site grading and design should avoid concentration of water near a slope crest. Clearing of existing vegetation should be limited to what is required for site access and building sites and all existing vegetation should be retained on steeply sloping areas of the site.

Precautionary scaling of loose rock blocks from the existing soil and rock slopes above the lots should be completed prior to construction. Boulders that may be supported by vegetation on the hillside should be removed.

No retaining walls or other permanent fills should be placed near the crests of slopes. Grading along crests of slopes may be permissible only if it results in reducing the existing grade.

In general, it should be anticipated that the near-surface silty soil will be removed to expose the gravelly soil or bedrock below. Subsurface drainage measures may also be required in areas of groundwater seepage in the soil and/or bedrock.

Sections 8.2 to 8.4 below provide site specific recommendations for building setbacks, hazard mitigation and drainage. We have used previous drawings prepared by Thurber for our slope gradient maps to convey our required setbacks, location of hazard mitigation requirements and areas where structures are not permitted. Thurber must be given the opportunity to review the site grading plan, lot layout, and housing footprints proposed by your civil engineer to confirm the intent of our geotechnical hazard assessment recommendations are met.

## **8.2 Lower Area**

Geotechnical mitigation measures for the Lower Area are discussed in our December 2016 report. Our mitigation measures for lot development are unchanged and are summarized below.

Small surficial landslides and rockfall is expected to occur from the slopes to the south of the proposed lots. To provide storage for the small frequent events, we recommend a flat (maximum 6H:1V) bench at base of slope before the berm. This area should be allowed to vegetate naturally with no structures or gardens.

To retain smaller landslides and rockfall we recommend a berm be constructed. The berm should have 1.7H:1V or flatter side slopes with a minimum 2 m wide bench on top.

For all lots, the house should be setback from the berm with a minimum 15 m flat (maximum 6H:1V) back yard. No permanent or habitable structures should be located within this area. Small garden features and sheds are acceptable provided they do not interfere with the berm.

Localized landslides and rock fall will require periodic maintenance of the berm and flat areas so they remain at the as-designed geometry. This will most likely consist of periodically removing material that has accumulated behind the berm.

We recommend that all houses be constructed with concrete walls above ground level. The concrete wall should be a minimum of 1.5 m high above ground on the back of the house and 1 m high above ground on the sides. These above grade concrete walls will provide an additional level of protection from upslope hazards.

We had noted that Lots 9 to 11 may be filled to “effectively move the Geotechnical Toe of Slope towards the south”.

Historic landslides were observed on the eastern slopes above the Lower Area in the vicinity of Lots 12 and 13. Within Lots 12 and 13 the proposed house location is likely to be at the south side of the lot near the steep slopes. It is our professional opinion that development of these lots is not feasible due to existing sloping ground and not enough space to setback house sites from the toe of slope. Therefore, we do not recommend house construction on Lots 12 and 13.

Lot specific geotechnical hazard mitigation is provided in Table 2 and shown on Dwg. 14463-3.

**Table 2**  
**Lower Area Mitigation Measures**

<b>Lot</b>	<b>Berm Setback from Geotechnical Toe of Slope (m)</b>	<b>Berm Height (m)</b>	<b>House Setback from Berm Toe (m)</b>	<b>Raised Concrete Foundation Wall</b>
1 to 8	5	2	15	Yes
9 to 11	15	3	15	Yes
12 to 13	House Construction Not Recommended			

You have inquired about regrading / scaling the slopes south of the Lower Area lots to reduce the hazard level or to move the hazard level boundary further to the south. It is our opinion that it is best to leave the slope as is and to construct mitigation measures at the toe of the slope. However, if you elect to regrade the slope it is likely that you will need to excavate to bedrock at the top of the slope to flatten the colluvium soil slope. This would reduce both the risk of rockfall and small-scale landslip but will likely require rock support in the form of rock bolts or wire mesh. Rock outcrops were noted at the top of the slope, immediately below the access road and near the toe of the slope at about the midway point in the property (above Lots 8-10). The depth to bedrock is unknown throughout the rest of the slope.

### **8.3 Access Road**

We understand that the FVRD ideally requires that the road be graded no steeper than 11% (6.3°). The existing road is steeper and thus will require regrading and realignment of the eastern portion to reduce the road grade to 11%. We recommend that the road is aligned so that it is entirely in cut. Filling on the already steep, locally unstable slopes between the access road and the Lower Area should be avoided. This is particularly important where the road will need to traverse along the slopes above the eastern portion of the Lower Area where there are numerous steep gullies, drainage paths, and historic landslides. Drainage will need to be constructed under the road where it crosses gullies.

Fill must not be placed on the eastern slopes as it will increase the risk of landslides that may affect the eastern portion of the Lower Area as well as neighbouring properties on Gurney Road. The road alignment should be expected to be within cut that will encounter both bedrock and sand and gravel. Cuts in rock will require blasting, scaling, and rock stabilization such as rock bolts, mesh, and shotcrete. Cuts in sand and gravel may require stabilization with permanent shotcrete and anchors. Detailed design recommendations for this work should be provided by Thurber once site grading plans have been completed.

## 8.4 Upper Area

Depending on grading and the access road footprint, we believe that lot development is feasible between setbacks. However, we consider it unlikely that lots can be developed east of the existing access road as regrading for the new road in addition to the required building setback will not leave much buildable space. It may be possible to regrade the knoll to obtain more buildable lot space however grading may be difficult to complete along the south property line without impacting the powerlines RoW.

**Table 3**  
**Summary of Geotechnical Setbacks for Upper Area**

<b>Area</b>	<b>Setback (m)</b>
Bedrock Controlled Slopes	20
Soil Controlled Slopes	40

The gravelly sand encountered beneath the silt crust in the Upper Area is generally considered to be adequate as foundation soil for conventional residential units. Removal of the silt crust below buildings and road footprints will be required.

## 8.5 Rock Cut Slopes

We recommend that an allowance is made for a 3 m wide zone of cleaned bedrock above all rock cuts and at soil/rock interface in mixed soil and rock cuts. For preliminary design purposes, all permanent and temporary rock cut slopes should be designed at 1H:4V.

Depending on the actual rock conditions encountered and the effectiveness of the controlled blasting, rock cut slope stabilization may include rock bolting, shotcrete, dental concrete and slope mesh. Rock slopes should be excavated with smooth faces to limit potential for bouncing of rockfall. Fencing between drilled rock anchors along the crest of permanent rock cuts may be required in steeper areas to limit potential for colluvial material and rockfall from the slope above impacting the lots.

## 8.6 Soil Slopes

For preliminary design and grading, permanent, unsupported soil cuts in overburden and permanent fill slopes should be cut steeper than 2H:1V. Less dense soil and areas where groundwater seepage is encountered may require cutting at shallower slope angles and should be reviewed by Thurber. It may also be possible to locally steepen cut and fill slopes depending on their height. We recommend that these slopes be vegetated with a variety of species, including deep rooting species, as soon as possible following completion of excavation. Vegetation will limit the potential for surficial sloughing due to long term weathering of the near surface soils.

## **9. FUTURE WORK**

The next steps to assess the development of the lots should be as follows:

1. Determine if it is feasible to develop in the Upper Area depending on the minimum lot sizing required by FVRD. If feasible, your civil engineer should develop grading and lot layout drawings and cross sections for the Upper Area based on the input provided by Thurber in this report.
2. Develop a lot layout for the Lower Area based on minimum lot sizing required by FVRD that include our hazard mitigation measures. If you elect to regrade the slope above the Lower Area then further investigation may be required to determine the depth to bedrock along the slope.
3. Thurber to review grading and lot layout plans. Additional input will be needed for soil and rock stabilization depending on the requirements for grading.
4. The building setback lines should be surveyed and staked in the field. Allowance should be made to allow Thurber to review the staked setback lines in the field to review that our recommendations were conveyed appropriately.

## **10. CONCLUSION**

The lots should generally be graded flat or gently sloping and mitigation features as described above should be implemented so that small-scale landslides and rockfall can deposit before reaching the houses. The Geotechnical Toe of Slope and berm should be marked out by survey in the field and Thurber should review the location on site to confirm that it is consistent with our recommendations.

It is a condition of the above recommendations that Thurber will be retained to review grading plans and to complete inspections during construction to confirm that construction is in accordance with our recommendations. For the Cave conditions to be satisfied a covenant including "save harmless" conditions will be required. Provided that the above recommendations are followed we estimate that the risk of a small-scale landslide and rockfall reaching the house and causing injury will be between 1:500 and 1:10,000 and 1:1,000 and 1:10,000, respectively. Thus, it is our professional opinion that the Upper Area and the area within Lots 1 to 11 in the Lower Area as shown on Dwg. 14463-2 can be developed such that the site will be safe for the intended use.

We trust that this information is sufficient for your needs. Should you require clarification of any item or additional information, please contact us at your convenience.





Yours truly,  
Thurber Engineering Ltd.  
David Regehr, P.Eng  
Review Principal



Christopher Clarke, P.Eng.  
Project Engineer

Attachments:      Statement of Limitations and Conditions  
                         Test Hole Location Plan (Dwg. 14463-1)  
                         Preliminary Geotechnical Assessment Site Plan (Dwg. 14463-2)  
                         Geotechnical Hazard Mitigation Detail (Dwg. 14463-3)  
                         Property Location Map (Dwg. 14463-4)  
                         Test Hole and Test Pit Logs  
                         Slope Stability Analysis Results  
                         Rock Fall Analysis Results  
                         1940 Aerial Photograph Showing Landslide Scar

## STATEMENT OF LIMITATIONS AND CONDITIONS

### 1. STANDARD OF CARE

This Report has been prepared in accordance with generally accepted engineering or environmental consulting practices in the applicable jurisdiction. No other warranty, expressed or implied, is intended or made.

### 2. COMPLETE REPORT

All documents, records, data and files, whether electronic or otherwise, generated as part of this assignment are a part of the Report, which is of a summary nature and is not intended to stand alone without reference to the instructions given to Thurber by the Client, communications between Thurber and the Client, and any other reports, proposals or documents prepared by Thurber for the Client relative to the specific site described herein, all of which together constitute the Report.

IN ORDER TO PROPERLY UNDERSTAND THE SUGGESTIONS, RECOMMENDATIONS AND OPINIONS EXPRESSED HEREIN, REFERENCE MUST BE MADE TO THE WHOLE OF THE REPORT. THURBER IS NOT RESPONSIBLE FOR USE BY ANY PARTY OF PORTIONS OF THE REPORT WITHOUT REFERENCE TO THE WHOLE REPORT.

### 3. BASIS OF REPORT

The Report has been prepared for the specific site, development, design objectives and purposes that were described to Thurber by the Client. The applicability and reliability of any of the findings, recommendations, suggestions, or opinions expressed in the Report, subject to the limitations provided herein, are only valid to the extent that the Report expressly addresses proposed development, design objectives and purposes, and then only to the extent that there has been no material alteration to or variation from any of the said descriptions provided to Thurber, unless Thurber is specifically requested by the Client to review and revise the Report in light of such alteration or variation.

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### 5. INTERPRETATION OF THE REPORT

- a) Nature and Exactness of Soil and Contaminant Description: Classification and identification of soils, rocks, geological units, contaminant materials and quantities have been based on investigations performed in accordance with the standards set out in Paragraph 1. Classification and identification of these factors are judgmental in nature. Comprehensive sampling and testing programs implemented with the appropriate equipment by experienced personnel may fail to locate some conditions. All investigations utilizing the standards of Paragraph 1 will involve an inherent risk that some conditions will not be detected and all documents or records summarizing such investigations will be based on assumptions of what exists between the actual points sampled. Actual conditions may vary significantly between the points investigated and the Client and all other persons making use of such documents or records with our express written consent should be aware of this risk and the Report is delivered subject to the express condition that such risk is accepted by the Client and such other persons. Some conditions are subject to change over time and those making use of the Report should be aware of this possibility and understand that the Report only presents the conditions at the sampled points at the time of sampling. If special concerns exist, or the Client has special considerations or requirements, the Client should disclose them so that additional or special investigations may be undertaken which would not otherwise be within the scope of investigations made for the purposes of the Report.
- b) Reliance on Provided Information: The evaluation and conclusions contained in the Report have been prepared on the basis of conditions in evidence at the time of site inspections and on the basis of information provided to Thurber. Thurber has relied in good faith upon representations, information and instructions provided by the Client and others concerning the site. Accordingly, Thurber does not accept responsibility for any deficiency, misstatement or inaccuracy contained in the Report as a result of misstatements, omissions, misrepresentations, or fraudulent acts of the Client or other persons providing information relied on by Thurber. Thurber is entitled to rely on such representations, information and instructions and is not required to carry out investigations to determine the truth or accuracy of such representations, information and instructions.
- c) Design Services: The Report may form part of design and construction documents for information purposes even though it may have been issued prior to final design being completed. Thurber should be retained to review final design, project plans and related documents prior to construction to confirm that they are consistent with the intent of the Report. Any differences that may exist between the Report's recommendations and the final design detailed in the contract documents should be reported to Thurber immediately so that Thurber can address potential conflicts.
- d) Construction Services: During construction Thurber should be retained to provide field reviews. Field reviews consist of performing sufficient and timely observations of encountered conditions in order to confirm and document that the site conditions do not materially differ from those interpreted conditions considered in the preparation of the report. Adequate field reviews are necessary for Thurber to provide letters of assurance, in accordance with the requirements of many regulatory authorities.

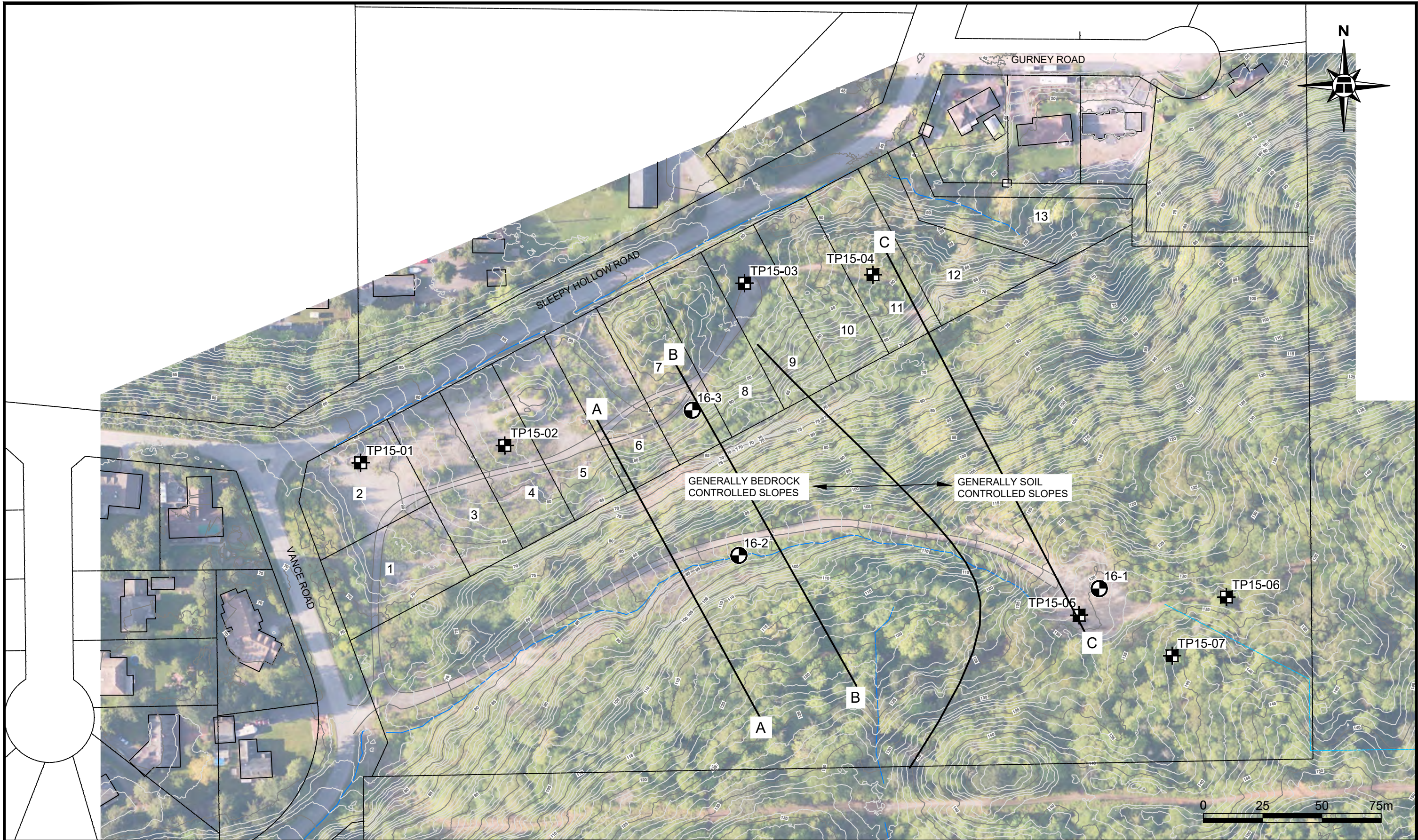
### 6. RELEASE OF POLLUTANTS OR HAZARDOUS SUBSTANCES

Geotechnical engineering and environmental consulting projects often have the potential to encounter pollutants or hazardous substances and the potential to cause the escape, release or dispersal of those substances. Thurber shall have no liability to the Client under any circumstances, for the escape, release or dispersal of pollutants or hazardous substances, unless such pollutants or hazardous substances have been specifically and accurately identified to Thurber by the Client prior to the commencement of Thurber's professional services.

### 7. INDEPENDENT JUDGEMENTS OF CLIENT

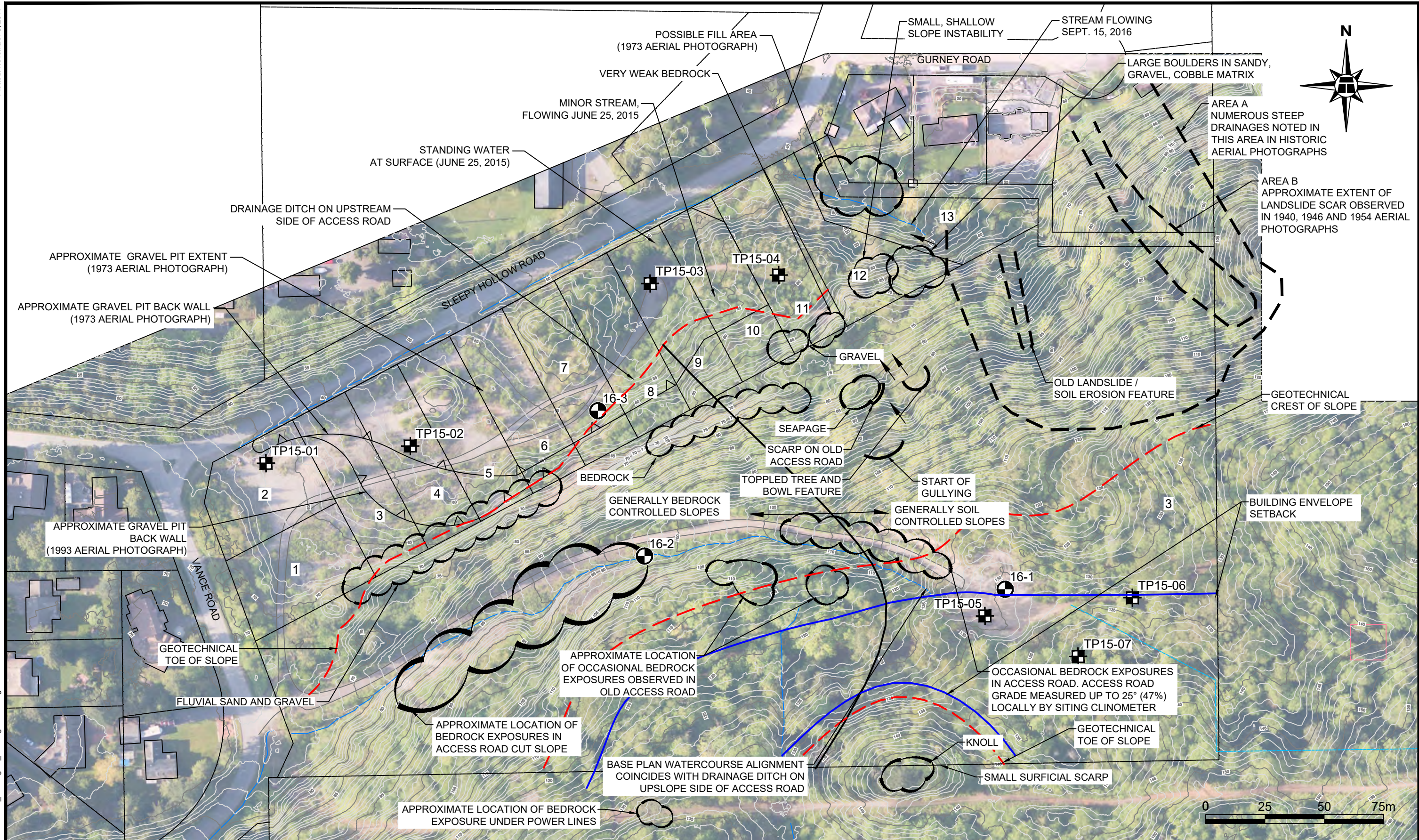
The information, interpretations and conclusions in the Report are based on Thurber's interpretation of conditions revealed through limited investigation conducted within a defined scope of services. Thurber does not accept responsibility for independent conclusions, interpretations, interpolations and/or decisions of the Client, or others who may come into possession of the Report, or any part thereof, which may be based on information contained in the Report. This restriction of liability includes but is not limited to decisions made to develop, purchase or sell land.





<b>LEGEND:</b> TEST HOLE TEST PIT (2015 INVESTIGATION)	<b>NOTES:</b> 1. BASE PLAN PROVIDED BY CREUS ENGINEERING LTD. ON OCTOBER 17, 2016. 2. TEST HOLE LOCATIONS ARE APPROXIMATE.	 <b>THURBER ENGINEERING LTD.</b> 106	CLIENT BRAD GEARY		DESIGNED CJC	DRAWN NAK/MOM	APPROVED
			<b>TEST HOLE LOCATION PLAN</b>		DATE 03/11/17	SCALE 1:1500	
			SLEEPY HOLLOW ROAD SUBDIVISION		PROJECT No. 14463	DWG. No. 1	REV. 1
			CULTUS LAKE, BC				





LEGEND:	
	TEST HOLE
	TEST PIT (2015 INVESTIGATION)
	WATER SEEPAGE OBSERVED ON SLOPE
	GEOTECHNICAL TOE OF SLOPE

NOTES:	
1.	BASE PLAN PROVIDED BY CREUS ENGINEERING LTD. ON OCTOBER 17, 2016.
2.	AERIAL IMAGE BY TERRA REMOTE SENSING INC. DATED MAY 21, 2015.
3.	TEST HOLE LOCATIONS ARE APPROXIMATE.



**THURBER** ENGINEERING LTD.

107

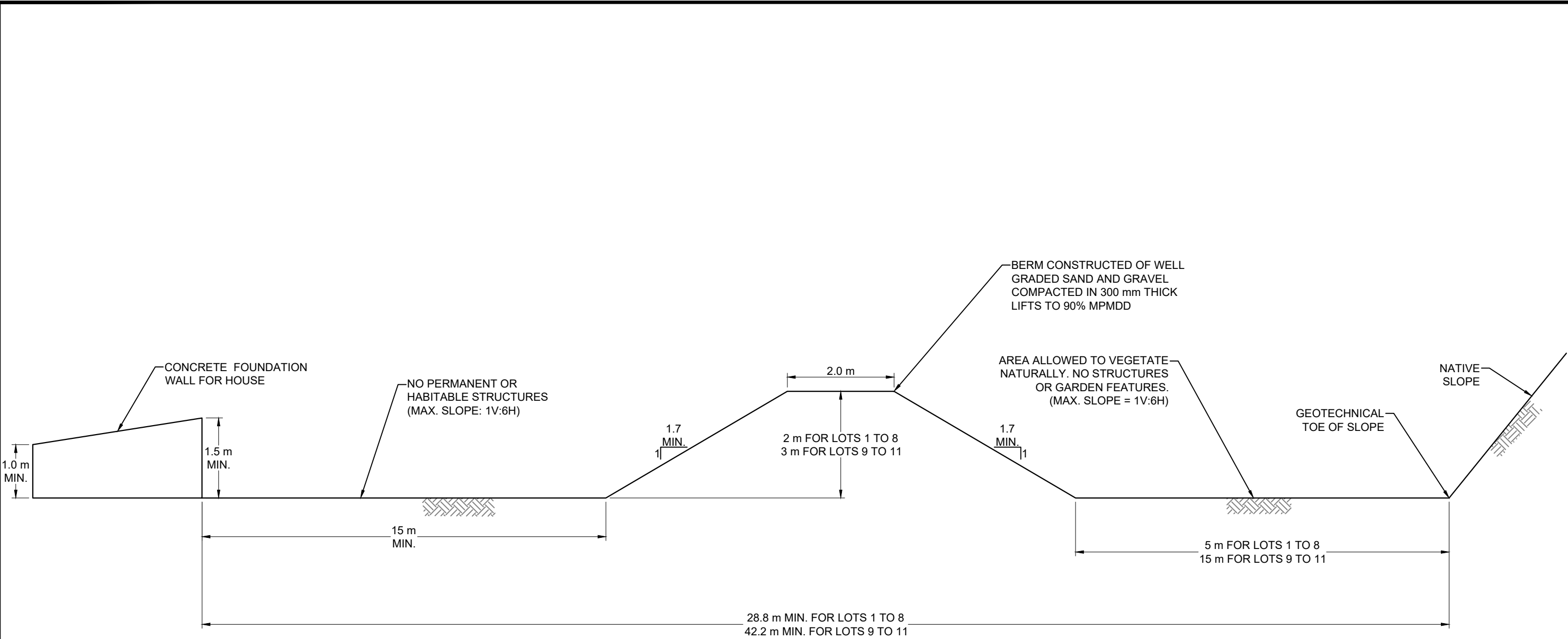
CLIENT	BRAD GEARY
<b>PRELIMINARY GEOTECHNICAL ASSESSMENT SITE PLAN</b>	
SLEEPY HOLLOW ROAD SUBDIVISION	
CULTUS LAKE, BC	

DESIGNED CJC	DRAWN NAK/MOM	APPROVED
DATE 03/11/17	SCALE 1:1500	
PROJECT No. 14463	DWG. No. 2	REV. 1



Plotted: December 2, 2016

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LEGEND:	NOTES:	 THURBER ENGINEERING LTD.	CLIENT	PAN CANADIAN MORTGAGE GROUP		DESIGNED BSP	DRAWN NAK	APPROVED DNR		
			GEOTECHNICAL HAZARD MITIGATION DETAIL	SLEEPY HOLLOW ROAD SUBDIVISION		CULTUS LAKE, BC		DATE 01/12/16	SCALE N.T.S.	
						PROJECT No. 14463	DWG. No. 3	REV. -		



0 125 250 375m



**THURBER ENGINEERING LTD.**

CLIENT

BRAD GEARY

DESIGNED  
CJC

DRAWN  
MOM

APPROVED

DATE  
03/11/17

SCALE  
1:7500

PROJECT No.  
14463

DWG. No.  
4

REV.  
0

### GENERAL SITE LOCATION

SLEEPY HOLOW ROAD SUBDIVISION

CALTUS LAKE B.C.



# SYMBOLS AND TERMS

## FOR SOIL DESCRIPTION AND TEST HOLE LOGS

### BASIC SOIL SYMBOLS

Predominant Material	Secondary Material
GRAVEL	gravelly to some gravel
SAND	sandy to some sand
SILT	silty to some silt
CLAY	clayey to some clay
PEAT / ORGANICS	some organics
Undifferentiated BEDROCK	
ORGANIC SILT	
FILL / DEBRIS	

#### PROPORTION OF MINOR COMPONENTS BY WEIGHT <sup>(2)</sup>

and	35 - 50%
y / ey	20 - 35%
some	10 - 20%
trace	0 - 10%

### SYMBOL VARIATIONS - EXAMPLES <sup>(1)</sup>

SAND and GRAVEL	
SAND, silty	
SILT with some clay	

#### DENSITY OF GRANULAR SOILS

Description	SPT N <sup>(5)</sup> <sup>(6)</sup>
Very Loose	0 - 4
Loose	4 - 10
Compact	10 - 30
Dense	30 - 50
Very Dense	> 50

#### CONSISTENCY OF COHESIVE SOILS

Description	Undrained Shear Strength (kPa) <sup>(6)</sup>
Very Soft	< 12
Soft	12 - 25
Firm	25 - 50
Stiff	50 - 100
Very Stiff	100 - 200
Hard	> 200

#### PENETRATION TESTS

Dynamic Cone Penetration	
Standard Penetration	
Becker Closed Casing	
Becker Open Casing	
Bounce Chamber Pressure	

#### CLASSIFICATION BY PARTICLE SIZE

Name	Size Range <sup>(6)</sup>		
	(mm) <sup>(3)</sup>	U.S. Standard Sieve Size	
		Retained	Passing
Boulders	> 200	8 inch	-
Cobbles	75 - 200	3 inch	8 inch
Gravel: coarse	19 - 75	0.75 inch	3 inch
fine	5 - 19	No. 4	0.75 inch
Sand: coarse	2 - 5	No. 10	No. 4
medium	0.4 - 2	No. 40	No. 10
fine	0.075 - 0.4	No. 200	No. 40
Fines (Silt or Clay) <sup>(4)</sup>	< 0.075	-	No. 200

- (1) Only selected examples of the possible variations or combinations of the basic symbols are illustrated.
- (2) Example: SAND, silty, trace of gravel = sand with 20 to 35% silt and up to 10% gravel, by dry weight. Percentages of secondary materials are estimates based on visual and tactile assessment of samples.
- (3) Approximate metric conversion.
- (4) Fines are classified as silt or clay on the basis of Atterberg limits.
- (5) SPT N values on test hole logs are uncorrected field values.
- (6) Reference Canadian Foundation Engineering Manual 4th Edition, 2006.



## LOG OF TEST HOLE

TEST HOLE NO.

16-1

**LOCATION:** See Dwg. 14463-1  
N 5435991, E 576489

**CLIENT:** Pan-Canadian Mortgage Group  
**PROJECT:** Sleepy Hollow Road Subdivision

**TOP OF HOLE ELEV:** 130.0 m (est.)

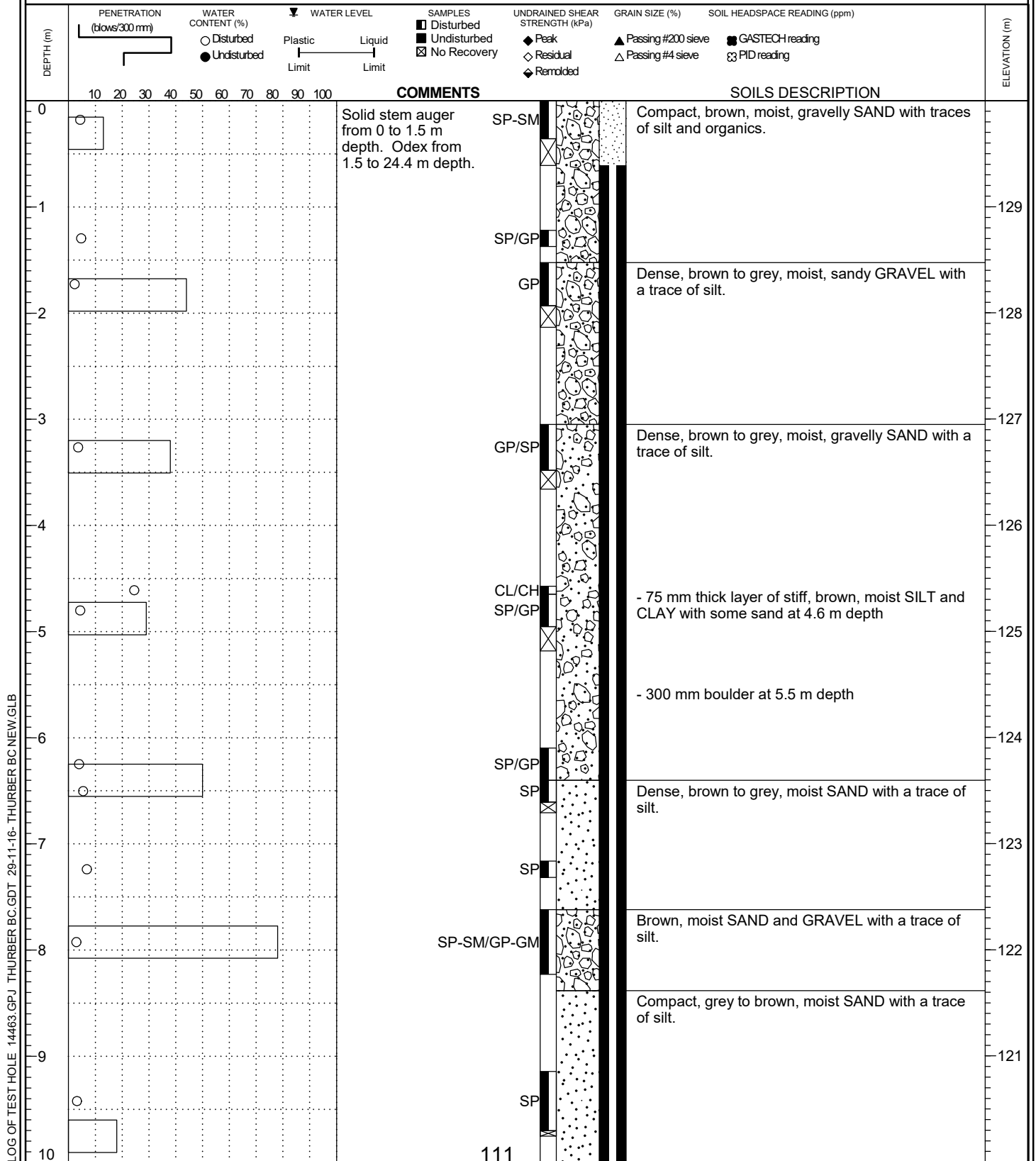
**METHOD:** Auger/Odex

**DATE:** September 27, 2016

**DRILLING CO.:** VanMars Drilling Ltd.

**FILE NO.:** 14463

**INSPECTOR:** SMP



LOG OF TEST HOLE 14463.GPJ THURBER BC.GDT 29-11-16- THURBER BC NEW.GLB

## LOG OF TEST HOLE

TEST HOLE NO.

16-1

**LOCATION:** See Dwg. 14463-1  
N 5435991, E 576489

**CLIENT:** Pan-Canadian Mortgage Group  
**PROJECT:** Sleepy Hollow Road Subdivision

**TOP OF HOLE ELEV:** 130.0 m (est.)

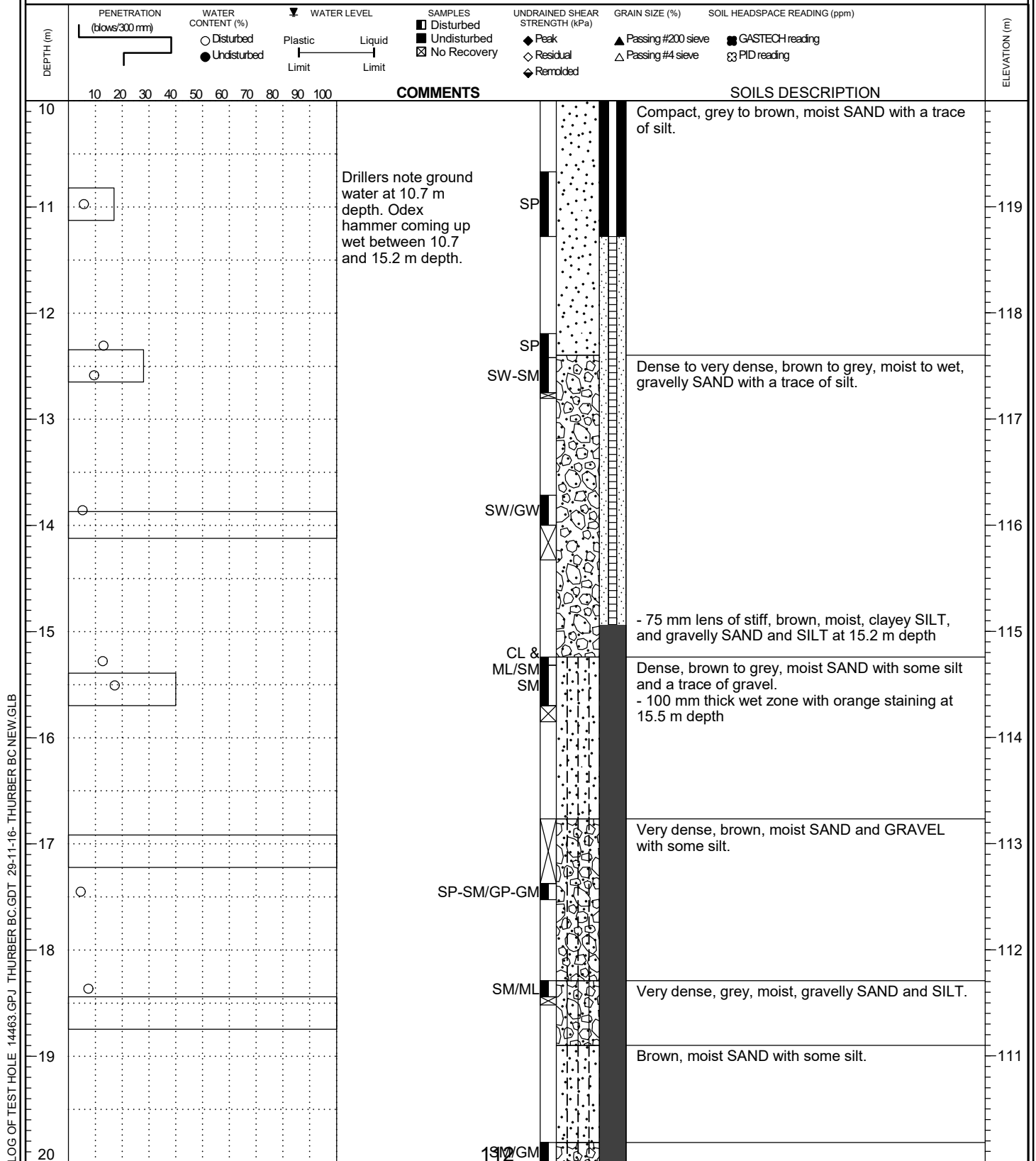
**METHOD:** Auger/Odex

**DATE:** September 27, 2016

**DRILLING CO.:** VanMars Drilling Ltd.

**FILE NO.:** 14463

**INSPECTOR:** SMP



## LOG OF TEST HOLE

TEST HOLE NO.

16-1

**LOCATION:** See Dwg. 14463-1  
N 5435991, E 576489

**CLIENT:** Pan-Canadian Mortgage Group  
**PROJECT:** Sleepy Hollow Road Subdivision

**TOP OF HOLE ELEV:** 130.0 m (est.)

**METHOD:** Auger/Odex

**DATE:** September 27, 2016

**DRILLING CO.:** VanMars Drilling Ltd.

**FILE NO.:** 14463

**INSPECTOR:** SMP



DEPTH (m)	PENETRATION (blows/300 mm)	WATER CONTENT (%) ○ Disturbed ● Undisturbed	WATER LEVEL ▼ Plastic Limit Liquid Limit	SAMPLES ■ Disturbed ■ Undisturbed ☒ No Recovery	UNDRAINED SHEAR STRENGTH (kPa) ◆ Peak ◇ Residual ◆ Remolded	GRAIN SIZE (%) ▲ Passing #200 sieve △ Passing #4 sieve	SOIL HEADSPACE READING (ppm) ■ GASTECH reading ☒ PID reading	COMMENTS	SOILS DESCRIPTION	ELEVATION (m)
20	○							SM/GM	Grey to brown, moist SAND and GRAVEL with some silt.	
21	▼								Hard, grey METAMORPHOSED SILTSTONE.	109
22										108
23										107
24	○							METAMORPHOSED SILTSTONE		106
25									End of test hole at required depth. Hole open to 23 m depth and on completion of drilling, groundwater observed at 21 m depth.	105
26										104
27										103
28										102
29										101
30										

## LOG OF TEST HOLE

TEST HOLE NO.

16-2

**LOCATION:** See Dwg. 14463-1  
N 5436005, E 576337

**CLIENT:** Pan-Canadian Mortgage Group  
**PROJECT:** Sleepy Hollow Road Subdivision

**TOP OF HOLE ELEV:** 100.0 m (est.)

**METHOD:** Odex

**DATE:** September 28, 2016

**DRILLING CO.:** VanMars Drilling Ltd.

**FILE NO.:** 14463

**INSPECTOR:** SMP



DEPTH (m)	PENETRATION (blows/300 mm)	WATER CONTENT (%) ○ Disturbed ● Undisturbed	WATER LEVEL Plastic Liquid Limit Limit	SAMPLES ■ Disturbed ■ Undisturbed ☒ No Recovery	UNDRAINED SHEAR STRENGTH (kPa) ◆ Peak ◇ Residual ◆ Remolded	GRAIN SIZE (%) ▲ Passing #200 sieve △ Passing #4 sieve	SOIL HEADSPACE READING (ppm) ■ GASTECH reading ☒ PID reading	ELEVATION (m)	COMMENTS	SOILS DESCRIPTION
0										Very dense, brown to grey, moist GRAVEL and SAND with a trace of silt.
1										
2										Dark brown to grey, moist GRAVEL and SAND with some silt and trace zones of clayey silt. Hard, grey METAMORPHOSED SILTSTONE.
3										
4										
5										End of test hole in confirmed bedrock. Hole open to 4.4 m depth and no ground water observed upon completion of drilling.
6										
7										
8										
9										
10										

LOG OF TEST HOLE 14463.GPJ THURBER BC.GDT 29-11-16- THURBER BC NEW.GLB



## LOG OF TEST HOLE

TEST HOLE NO.

16-3

**LOCATION:** See Dwg. 14463-1  
N 5436098, E 576318

**CLIENT:** Pan-Canadian Mortgage Group  
**PROJECT:** Sleepy Hollow Road Subdivision

**TOP OF HOLE ELEV:** 55.0 m (est.)

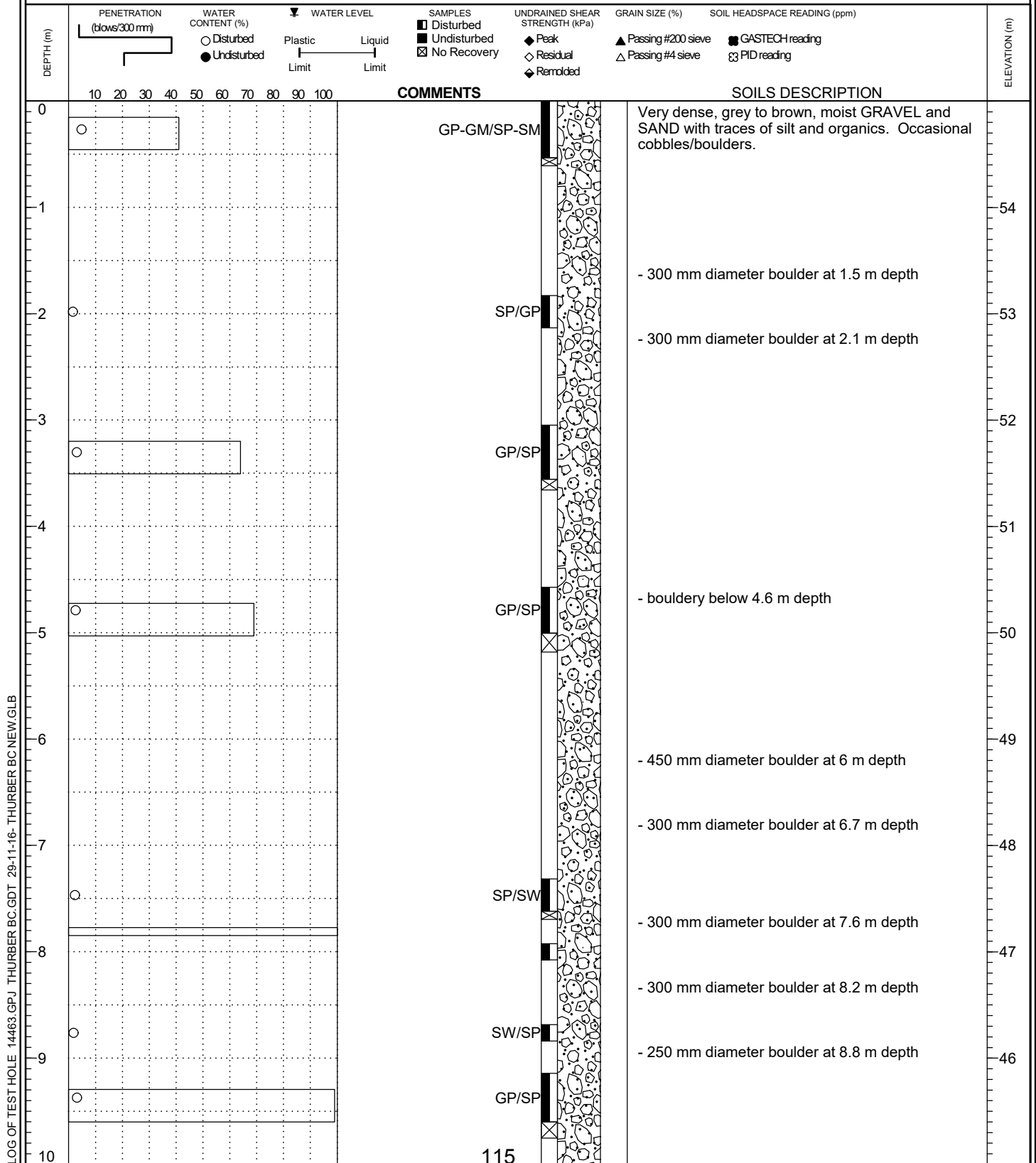
**METHOD:** Odex

**DATE:** September 28, 2016

**DRILLING CO.:** VanMars Drilling Ltd.

**FILE NO.:** 14463

**INSPECTOR:** SMP



## LOG OF TEST HOLE

TEST HOLE NO.

16-3

**LOCATION:** See Dwg. 14463-1  
N 5436098, E 576318

**CLIENT:** Pan-Canadian Mortgage Group  
**PROJECT:** Sleepy Hollow Road Subdivision

**TOP OF HOLE ELEV:** 55.0 m (est.)

**METHOD:** Odex

**DATE:** September 28, 2016

**DRILLING CO.:** VanMars Drilling Ltd.

**FILE NO.:** 14463

**INSPECTOR:** SMP



DEPTH (m)	PENETRATION (blows/300 mm)	WATER CONTENT (%) ○ Disturbed ● Undisturbed	WATER LEVEL ▼ Plastic Limit Liquid Limit	SAMPLES ■ Disturbed ■ Undisturbed ☒ No Recovery	UNDRAINED SHEAR STRENGTH (kPa) ◆ Peak ◇ Residual ◆ Remolded	GRAIN SIZE (%) ▲ Passing #200 sieve △ Passing #4 sieve	SOIL HEADSPACE READING (ppm) ■ GASTECH reading ☒ PID reading	COMMENTS	SOILS DESCRIPTION	ELEVATION (m)
10									Very dense, grey to brown, moist GRAVEL and SAND with traces of silt and organics. Occasional cobbles/boulders.	
11									End of test hole at required depth. Hole open to 10.8 m depth and no groundwater observed upon completion of drilling.	44
12										43
13										42
14										41
15										40
16										39
17										38
18										37
19										36
20										

## LOG OF TEST PIT

TEST PIT NO.  
**TP15-01**

**LOCATION:** See Dwg. 19-5849-1-1  
N 576179,  
E 5436039

**TOP OF HOLE ELEV:** 65.8 m (est.)

**METHOD:** Case 580 Super N Backhoe

**EXCAVATOR:** Ponte Brothers Contracting Ltd

**INSPECTOR:** AGB



**CLIENT:** Creus Engineering Ltd.

**PROJECT:** Sleepy Hollow Road Subdivision,  
Cultus Lake

**DATE:** June 25, 2015

**FILE NO.:** 19-5849-1

DEPTH (m)	PENETRATION (blows/300 mm)	WATER CONTENT (%)	WATER LEVEL	SAMPLES	UNDRAINED SHEAR STRENGTH (kPa)	GRAIN SIZE (%)	SOIL HEADSPACE READING (ppm)	ELEVATION (m)
0								65.8
1								65
2								64
3								63
4								62
5								61
6								60
7								59
8								58
9								57
10								56

**COMMENTS**

Percolation test adjacent to test pit at 1.2 m depth.

GP/SP

SW/GW

**SOILS DESCRIPTION**

Inferred compact to dense, brown fine to coarse SAND and subrounded to rounded GRAVEL and COBBLES, with some subrounded to rounded 600 mm minus boulders. (Probably Reworked Sand and Gravel).

Inferred compact to dense, light brown, fine to coarse SAND and subrounded to rounded GRAVEL, and traces of subrounded cobbles and subrounded minus 600 mm boulders. (Probably Reworked Sand and Gravel).

End of hole at required depth. No groundwater observed.

## LOG OF TEST PIT

TEST PIT NO.  
**TP15-02**

**LOCATION:** See Dwg. 19-5849-1-1  
N 576236,  
E 5436060

**TOP OF HOLE ELEV:** 59.0 m (est.)

**METHOD:** Case 580 Super N Backhoe

**EXCAVATOR:** Ponte Brothers Contracting Ltd

**INSPECTOR:** AGB



**CLIENT:** Creus Engineering Ltd.

**PROJECT:** Sleepy Hollow Road Subdivision,  
Cultus Lake

**DATE:** June 25, 2015

**FILE NO.:** 19-5849-1

DEPTH (m)	PENETRATION (blows/300 mm)	WATER CONTENT (%) ○ Disturbed ● Undisturbed	WATER LEVEL ▼ Plastic Limit Liquid Limit	SAMPLES ■ Disturbed ■ Undisturbed ☒ No Recovery	UNDRAINED SHEAR STRENGTH (kPa) ◆ Peak ◇ Residual ◇ Remolded	GRAIN SIZE (%) ▲ Passing #200 sieve △ Passing #4 sieve	SOIL HEADSPACE READING (ppm) ■ GASTECH reading ☞ PID reading	COMMENTS	SOILS DESCRIPTION	ELEVATION (m)
0									Inferred loose to compact, brown fine to coarse SAND, subrounded to subangular to tabular GRAVEL with traces of minus 125 mm cobbles and organics to 0.3 m depth (Probably Reworked Sand and Gravel).	58
1	○			SW-SM/GW-GM				Percolation test adjacent to test pit at 1.2 m depth.	Inferred dense, brown fine to coarse SAND and subangular GRAVEL with traces to some subrounded to rounded minus 150 cobbles (Probably Native Sand and Gravel).	57
2	○			GW-GM				End of hole at required depth. No groundwater observed.		56
3										55
4										54
5										53
6										52
7										51
8										50
9										
10										

## LOG OF TEST PIT

TEST PIT NO.  
**TP15-03**

**LOCATION:** See Dwg. 19-5849-1-1  
N 576342,  
E 5436113

**TOP OF HOLE ELEV:** 51.0 m (est.)

**METHOD:** Case 580 Super N Backhoe

**EXCAVATOR:** Ponte Brothers Contracting Ltd

**INSPECTOR:** AGB



**CLIENT:** Creus Engineering Ltd.

**PROJECT:** Sleepy Hollow Road Subdivision,  
Cultus Lake

**DATE:** June 25, 2015

**FILE NO.:** 19-5849-1

DEPTH (m)	PENETRATION (blows/300 mm)	WATER CONTENT (%) ○ Disturbed ● Undisturbed	WATER LEVEL ▼ Plastic Limit Liquid Limit	SAMPLES ■ Disturbed ■ Undisturbed ☒ No Recovery	UNDRAINED SHEAR STRENGTH (kPa) ◆ Peak ◇ Residual ◆ Remolded	GRAIN SIZE (%) ▲ Passing #200 sieve △ Passing #4 sieve	SOIL HEADSPACE READING (ppm) ■ GASTECH reading ☒ PID reading	COMMENTS	SOILS DESCRIPTION	ELEVATION (m)
0									Inferred dense, brown fine to coarse, SAND with some subrounded to subangular gravel, subrounded to rounded cobbles and minus 250 mm boulders (Gravel Pit Road).	51.0
1									Inferred compact, brown fine to medium SAND with some subrounded to subangular gravel and traces of minus 100 mm cobbles.	50.0
2								Percolation test adjacent to test pit at 1.2 m depth. Damp below 1.7 m depth.		49.0
3										48.0
4										47.0
5										46.0
6										45.0
7										44.0
8										43.0
9										42.0
10										



## LOG OF TEST PIT

TEST PIT NO.

TP15-04

**LOCATION:** See Dwg. 19-5849-1-1  
N 576378,  
E 5436096

**TOP OF HOLE ELEV:** 61.3 m (est.)

**METHOD:** Case 580 Super N Backhoe

**EXCAVATOR:** Ponte Brothers Contracting Ltd

**INSPECTOR:** AGB



**CLIENT:** Creus Engineering Ltd.

**PROJECT:** Sleepy Hollow Road Subdivision,  
Cultus Lake

**DATE:** June 25, 2015

**FILE NO.:** 19-5849-1

DEPTH (m)	PENETRATION (blows/300 mm)	WATER CONTENT (%)	WATER LEVEL	SAMPLES	UNDRAINED SHEAR STRENGTH (kPa)	GRAIN SIZE (%)	SOIL HEADSPACE READING (ppm)	ELEVATION (m)
0								61
1								60
2								59
3								58
4								57
5								56
6								55
7								54
8								53
9								52
10								

## LOG OF TEST PIT

TEST PIT NO.  
**TP15-05**

**LOCATION:** See Dwg. 19-5849-1-1  
N 576471,  
E 5435979

**TOP OF HOLE ELEV:** 128.8 m (est.)

**METHOD:** Case 580 Super N Backhoe

**EXCAVATOR:** Ponte Brothers Contracting Ltd

**INSPECTOR:** AGB



**CLIENT:** Creus Engineering Ltd.

**PROJECT:** Sleepy Hollow Road Subdivision,  
Cultus Lake

**DATE:** June 25, 2015

**FILE NO.:** 19-5849-1

DEPTH (m)	PENETRATION (blows/300 mm)	WATER CONTENT (%) ○ Disturbed ● Undisturbed	WATER LEVEL ▼ Plastic Limit Liquid Limit	SAMPLES ■ Disturbed ■ Undisturbed ☒ No Recovery	UNDRAINED SHEAR STRENGTH (kPa) ◆ Peak ◇ Residual ◆ Remolded	GRAIN SIZE (%) ▲ Passing #200 sieve △ Passing #4 sieve	SOIL HEADSPACE READING (ppm) ■ GASTECH reading ☒ PID reading	COMMENTS	SOILS DESCRIPTION	ELEVATION (m)
0									Inferred compact to loose fine to medium SAND with traces subrounded to subangular gravel (Probably Reworked Sand).	128.8
1	○				SP			Sidewall spalling below 0.5 m depth.	Inferred compact to loose fine SAND with traces to some subrounded gravel.	128
2								Percolation test adjacent to test pit at 1.2m depth.		127
3	○				SP/GP				End of hole at required depth. No groundwater observed.	126
4										125
5										124
6										123
7										122
8										121
9										120
10										119

## LOG OF TEST PIT

TEST PIT NO.

TP15-06

**LOCATION:** See Dwg. 19-5849-1-1  
N 576533,  
E 5436973

**TOP OF HOLE ELEV:** 138.4 m (est.)

**METHOD:** Case 580 Super N Backhoe

**EXCAVATOR:** Ponte Brothers Contracting Ltd

**INSPECTOR:** AGB



**CLIENT:** Creus Engineering Ltd.  
**PROJECT:** Sleepy Hollow Road Subdivision,  
Cultus Lake

**DATE:** June 25, 2015

**FILE NO.:** 19-5849-1

DEPTH (m)	PENETRATION (blows/300 mm)	WATER CONTENT (%) ○ Disturbed ● Undisturbed	WATER LEVEL Plastic Limit Liquid Limit	SAMPLES ■ Disturbed ■ Undisturbed ☒ No Recovery	UNDRAINED SHEAR STRENGTH (kPa) ◆ Peak ◇ Residual ◆ Remolded	GRAIN SIZE (%) ▲ Passing #200 sieve △ Passing #4 sieve	SOIL HEADSPACE READING (ppm) ■ GASTECH reading ☒ PID reading	COMMENTS	SOILS DESCRIPTION	ELEVATION (m)
0									Firm, brown SILT with traces of fine sand with frequent organics, wood debris and rootlets (Forest Root Mat). Firm, brown SILT with traces sand.	138
1								Percolation test completed in test pit at 1.2 m depth.		137
2									Inferred compact to loose, brown to grey fine SAND.	136
3									End of hole at required depth. No groundwater observed.	135
4										134
5										133
6										132
7										131
8										130
9										129
10										

## LOG OF TEST PIT

TEST PIT NO.  
**TP15-07**

**LOCATION:** See Dwg. 19-5849-1-1  
N 576537,  
E 5436002

**TOP OF HOLE ELEV:** 129.8 m (est.)

**METHOD:** Case 580 Super N Backhoe

**EXCAVATOR:** Ponte Brothers Contracting Ltd

**INSPECTOR:** AGB



**CLIENT:** Creus Engineering Ltd.

**PROJECT:** Sleepy Hollow Road Subdivision,  
Cultus Lake

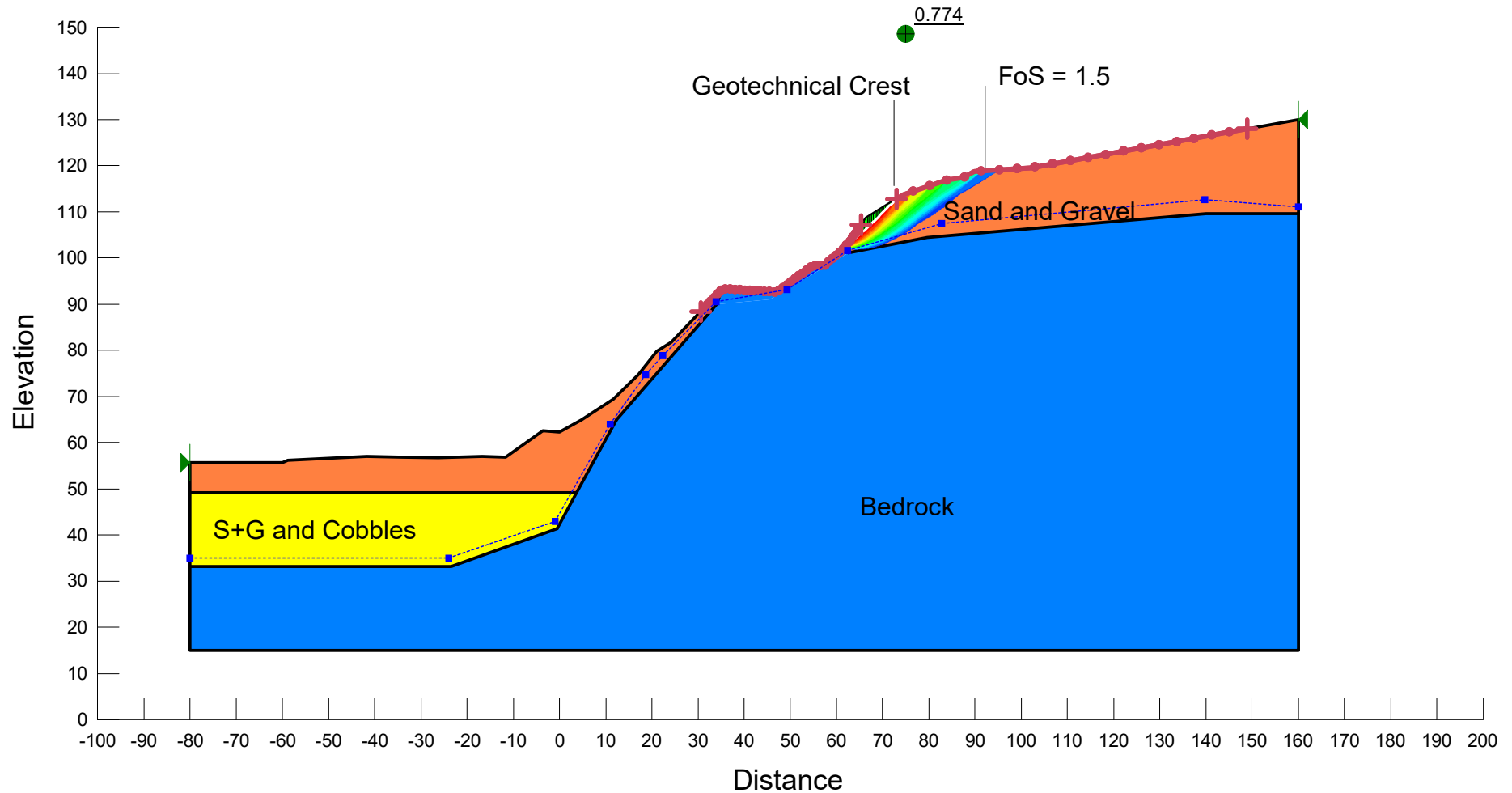
**DATE:** June 25, 2015

**FILE NO.:** 19-5849-1

DEPTH (m)	PENETRATION (blows/300 mm)	WATER CONTENT (%) ○ Disturbed ● Undisturbed	WATER LEVEL ▼ Plastic Limit Liquid Limit	SAMPLES ■ Disturbed ■ Undisturbed ☑ No Recovery	UNDRAINED SHEAR STRENGTH (kPa) ◆ Peak ◇ Residual ◇ Remolded	GRAIN SIZE (%) ▲ Passing #200 sieve △ Passing #4 sieve	SOIL HEADSPACE READING (ppm) ■ GASTECH reading ☼ PID reading	COMMENTS	SOILS DESCRIPTION	ELEVATION (m)
0									Firm, brown SILT with traces of fine sand with frequent organics, wood debris and rootlets (Forest Root Mat). Firm, brown SILT with traces sand.	129
1									Inferred loose to compact, brown to grey fine SAND.	128
2									End of hole at required depth. No groundwater observed.	127
3										126
4										125
5										124
6										123
7										122
8										121
9										120
10										123

Slope Stability  
Morgenstern-Price  
11/1/2017  
Section A-A

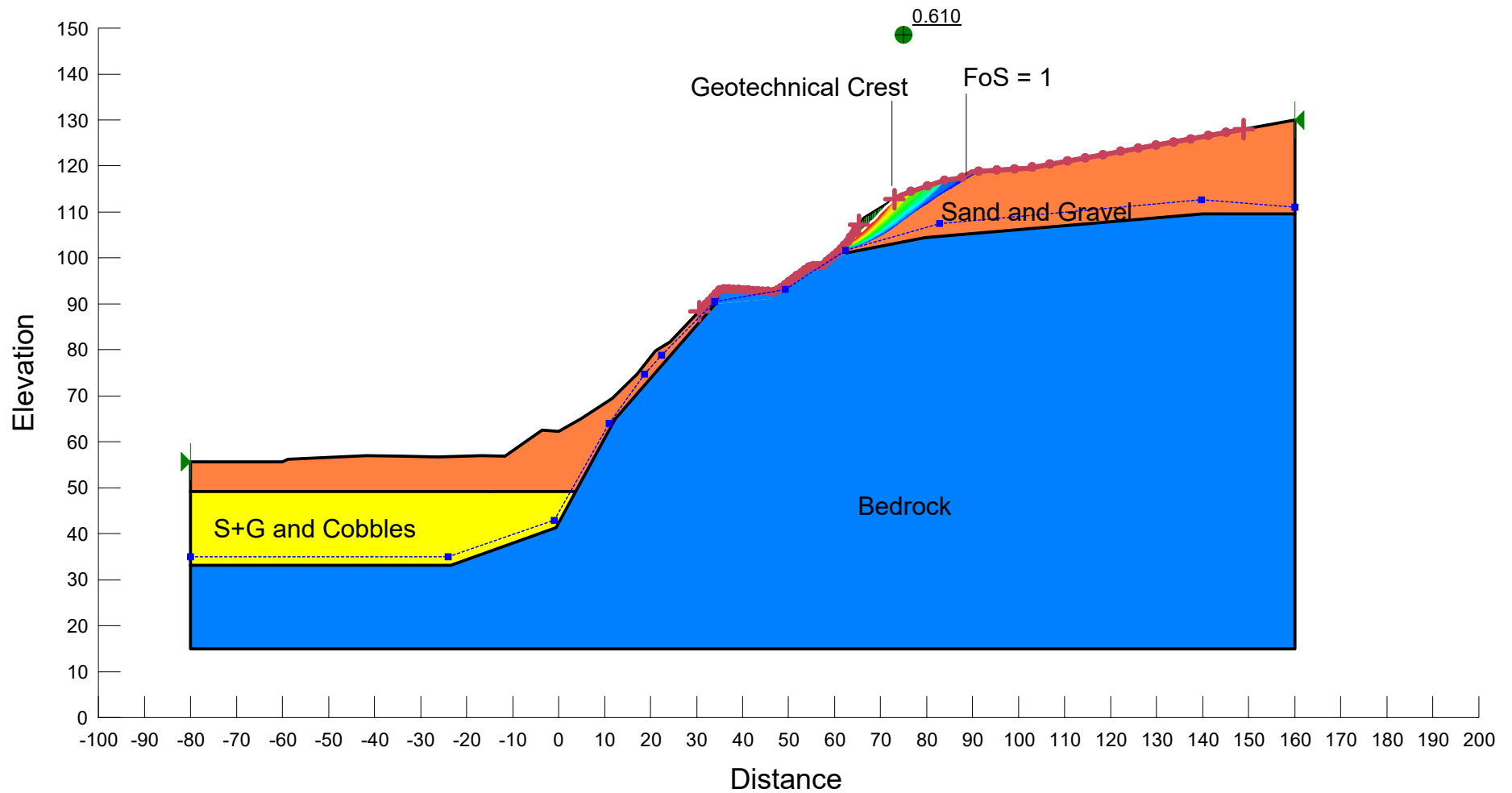
Name: Sand and Gravel Unit Weight: 19 kN/m<sup>3</sup> Cohesion: 0 kPa Phi: 36 °  
Name: S+G and Cobbles Unit Weight: 20 kN/m<sup>3</sup> Cohesion: 0 kPa Phi: 36 °  
Name: Bedrock Unit Weight: 24 kN/m<sup>3</sup> Cohesion: 1e+006 kPa Phi: 1e+006 °





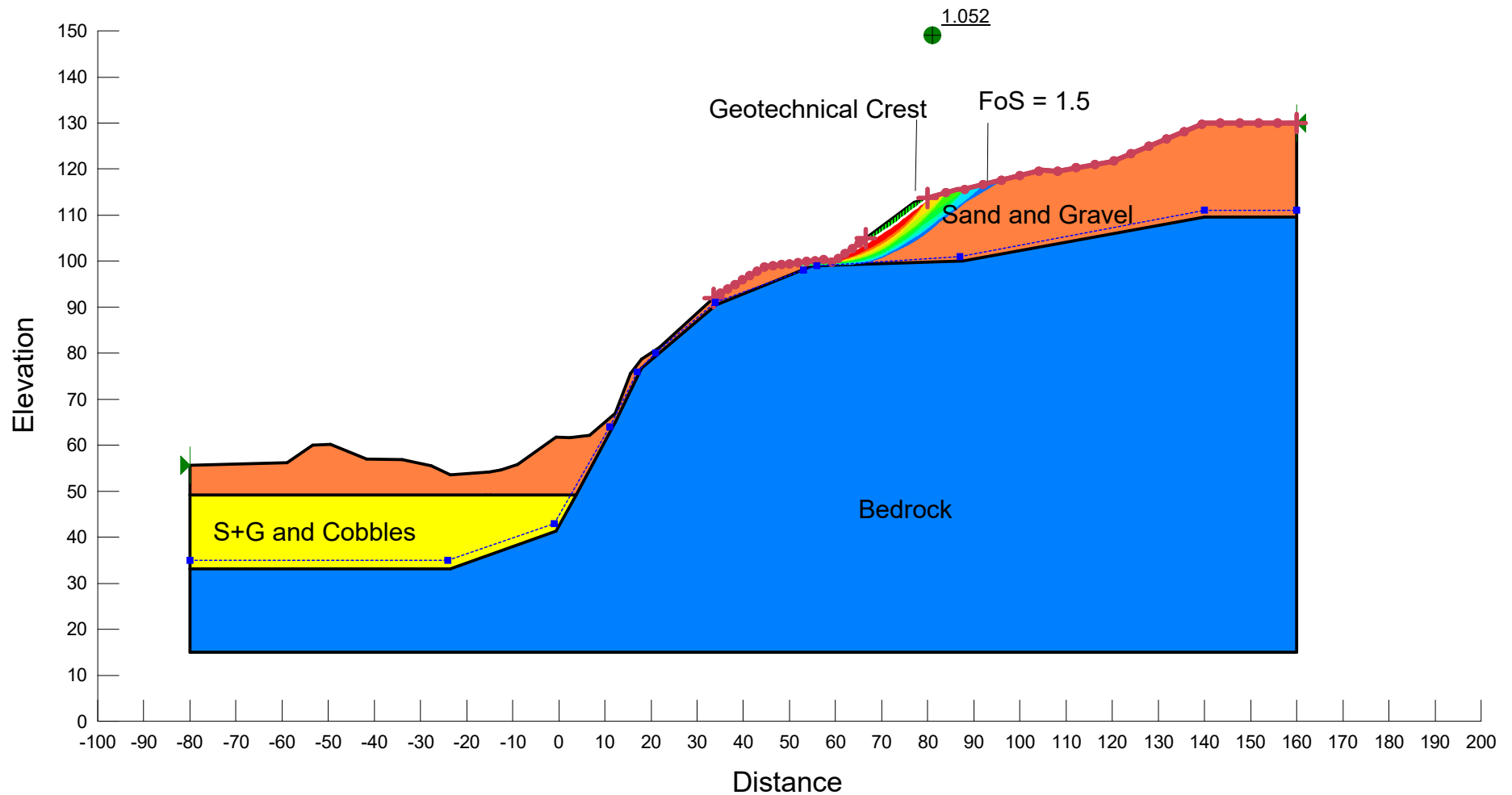
Slope Stability (Seismic -  $k=0.12$ )  
Morgenstern-Price  
11/1/2017  
Section A-A

Name: Sand and Gravel    Unit Weight:  $19 \text{ kN/m}^3$     Cohesion:  $0 \text{ kPa}$      $\Phi$ :  $36^\circ$   
Name: S+G and Cobbles    Unit Weight:  $20 \text{ kN/m}^3$     Cohesion:  $0 \text{ kPa}$      $\Phi$ :  $36^\circ$   
Name: Bedrock    Unit Weight:  $24 \text{ kN/m}^3$     Cohesion:  $1\text{e}+006 \text{ kPa}$      $\Phi$ :  $1\text{e}+006^\circ$



Slope Stability  
Morgenstern-Price  
11/3/2017  
Section B-B

Name: Sand and Gravel    Unit Weight: 19 kN/m<sup>3</sup>    Cohesion: 0 kPa    Phi: 36 °  
Name: S+G and Cobbles    Unit Weight: 20 kN/m<sup>3</sup>    Cohesion: 0 kPa    Phi: 36 °  
Name: Bedrock    Unit Weight: 24 kN/m<sup>3</sup>    Cohesion: 1e+006 kPa    Phi: 1e+006 °



Slope Stability (Seismic -  $k=0.12$ )

Morgenstern-Price

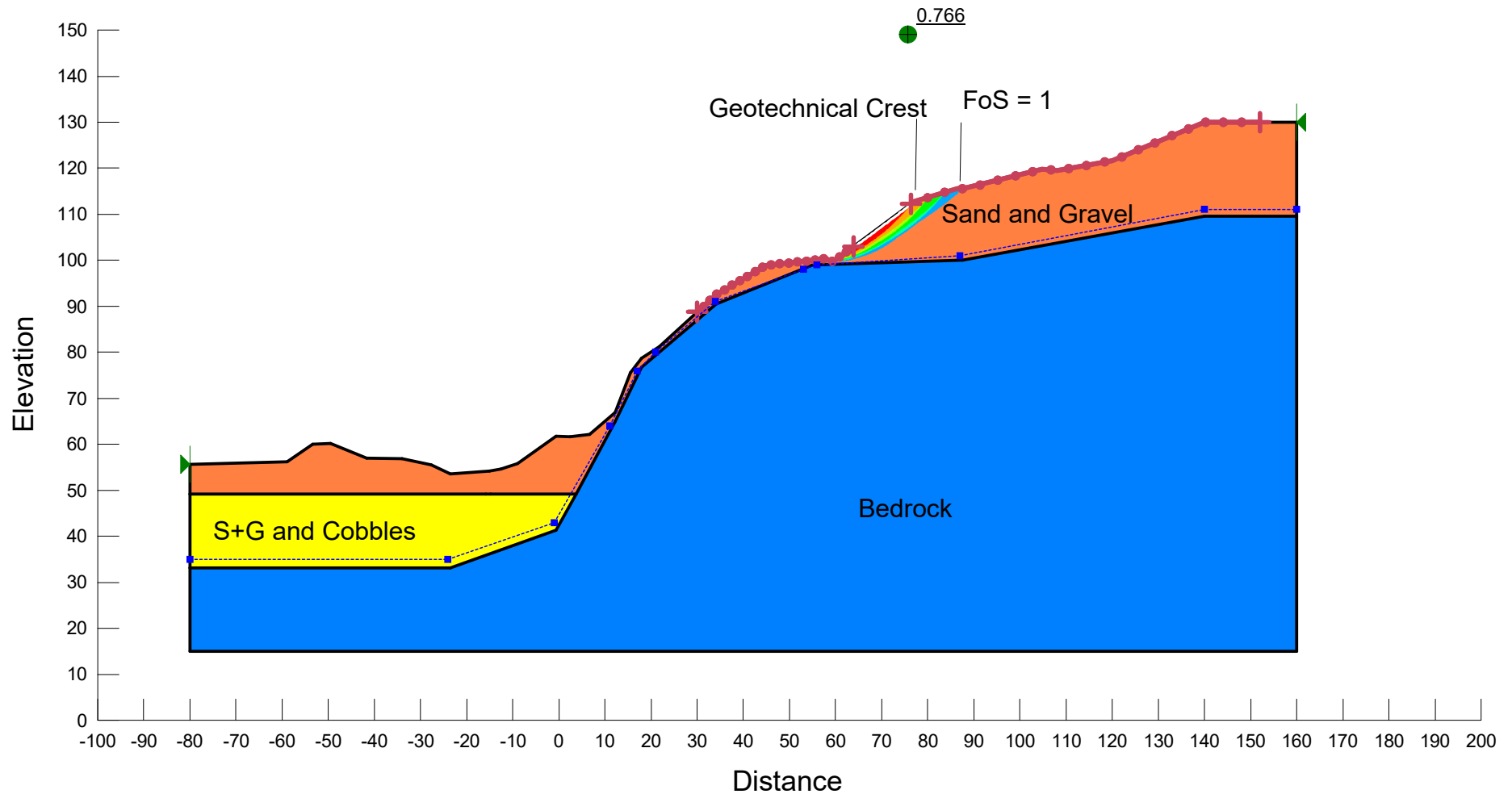
11/3/2017

Section B-B

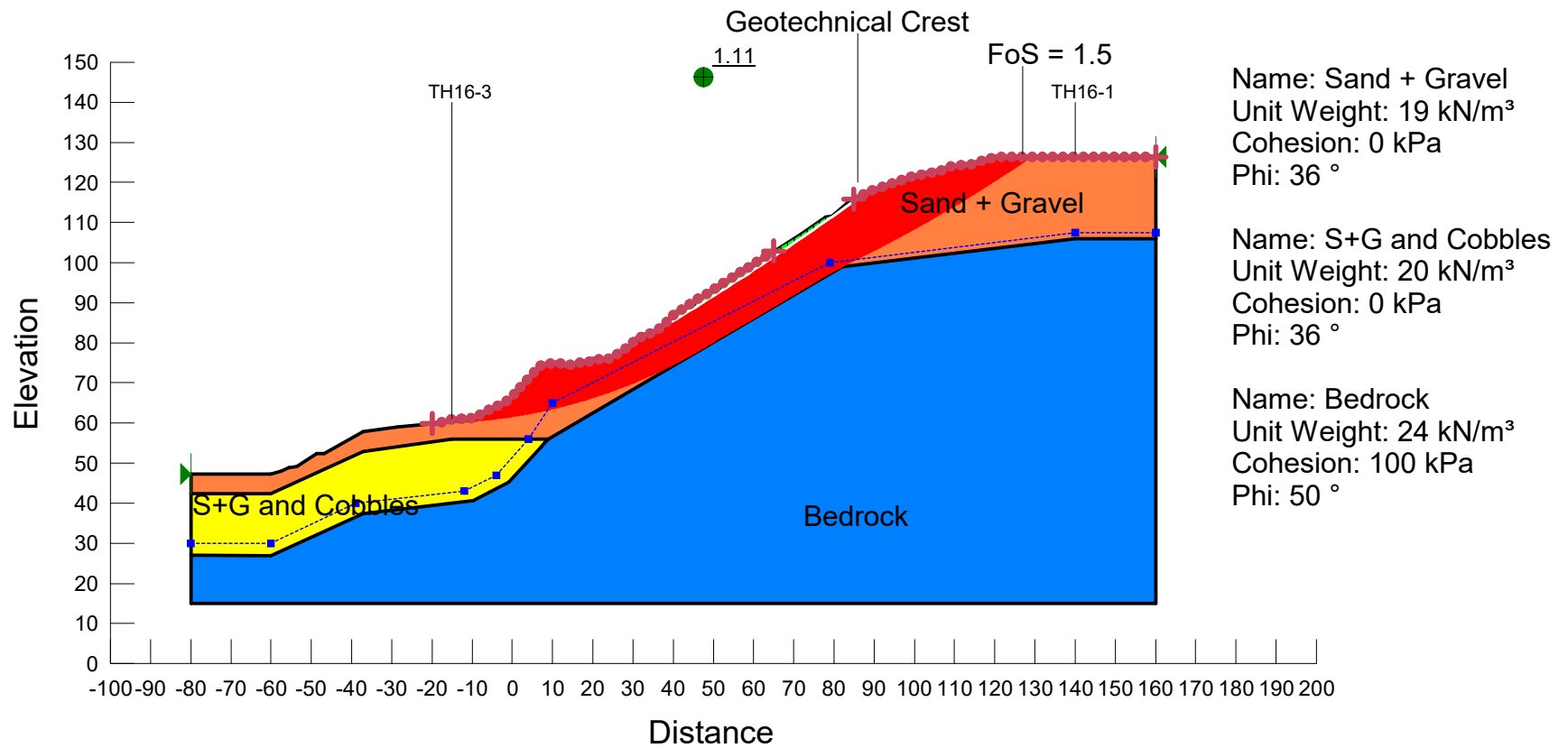
Name: Sand and Gravel Unit Weight:  $19 \text{ kN/m}^3$  Cohesion:  $0 \text{ kPa}$  Phi:  $36^\circ$

Name: S+G and Cobbles Unit Weight:  $20 \text{ kN/m}^3$  Cohesion:  $0 \text{ kPa}$  Phi:  $36^\circ$

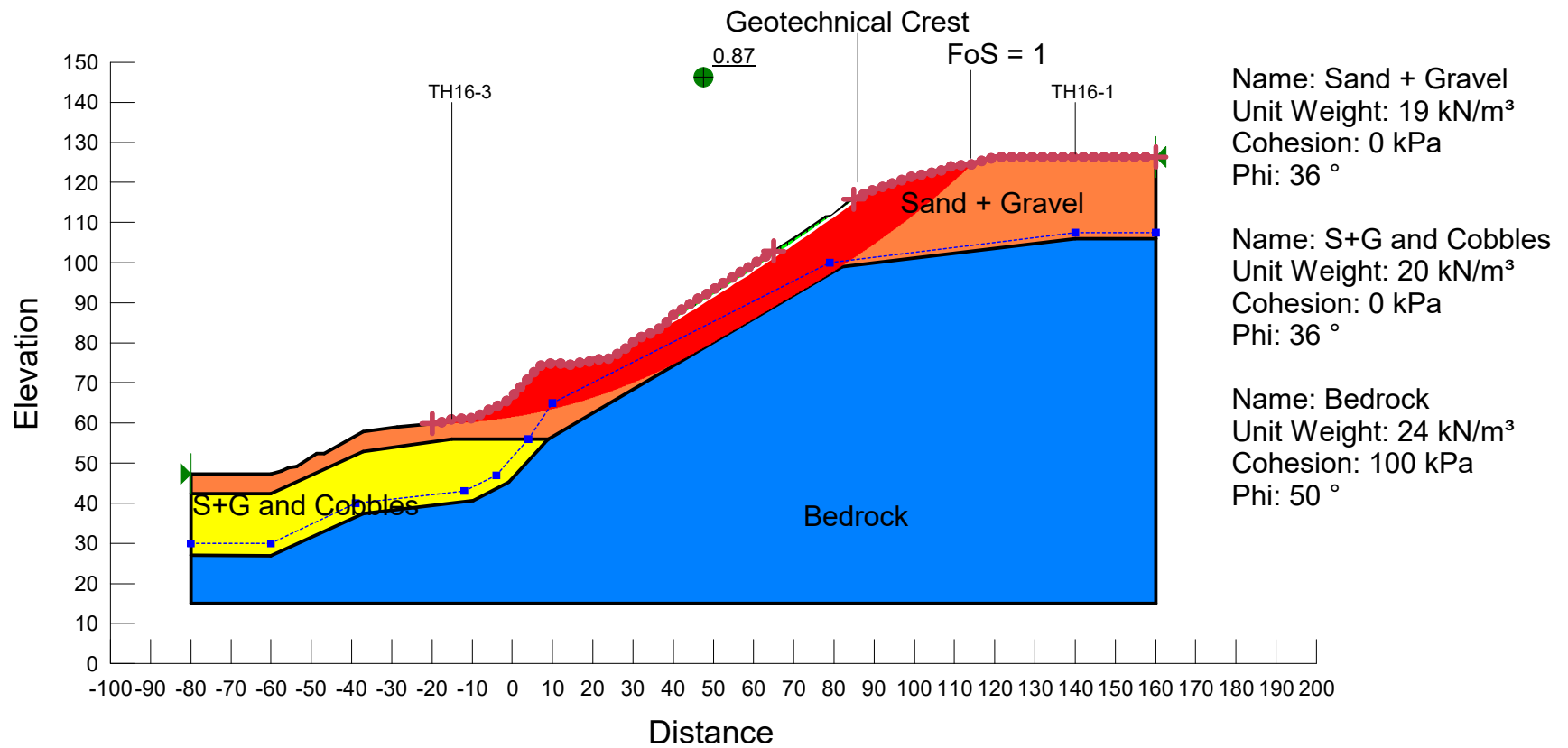
Name: Bedrock Unit Weight:  $24 \text{ kN/m}^3$  Cohesion:  $1\text{e}+006 \text{ kPa}$  Phi:  $1\text{e}+006^\circ$



SLOPE/W Analysis  
Morgenstern-Price  
11/3/2017  
Section C-C



SLOPE/W Analysis - seismic (k=0.12) higher water table  
Morgenstern-Price  
11/3/2017  
Section C-C





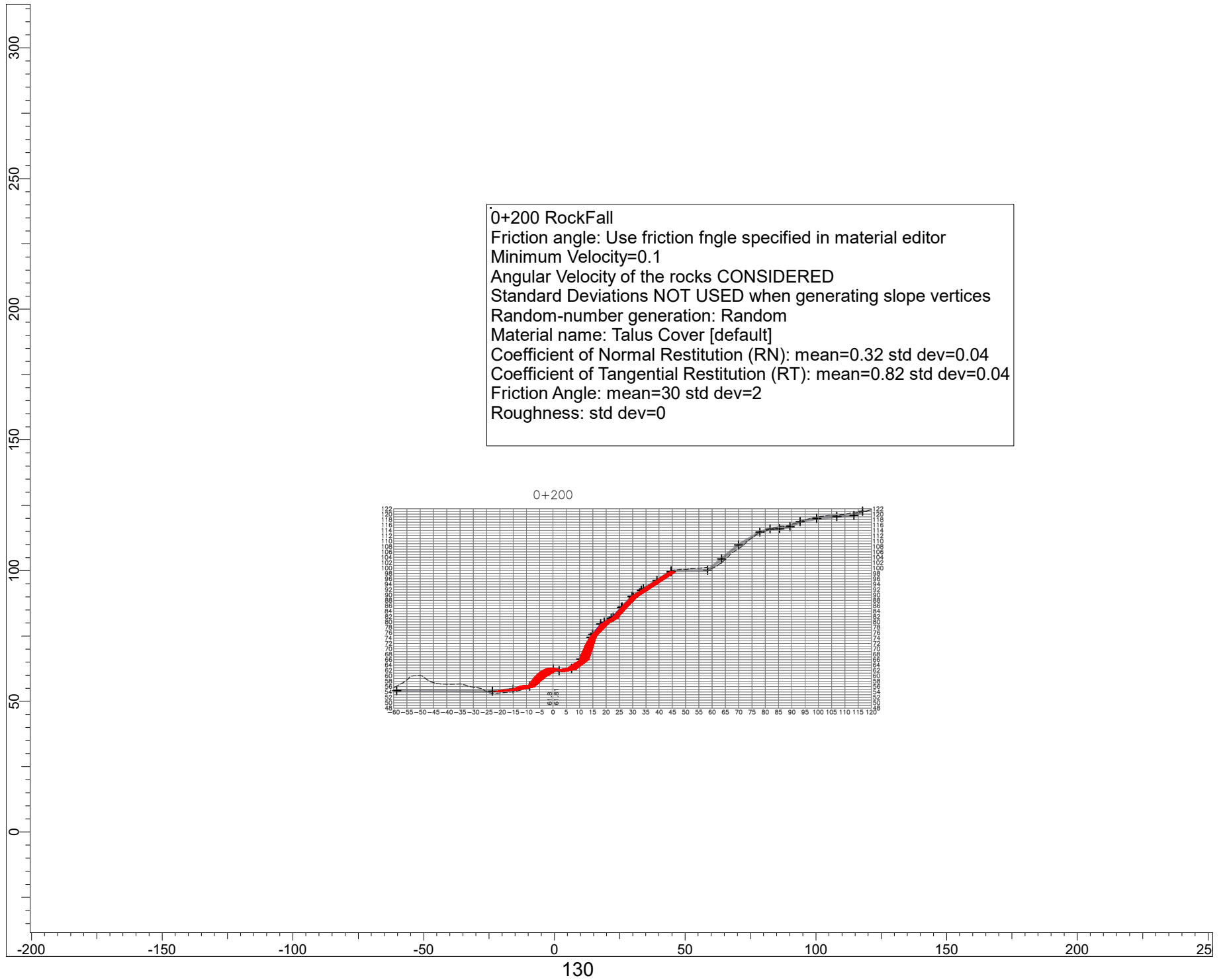
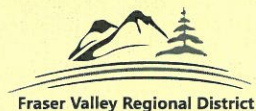






Figure 3. Extract from 1940 aerial photograph BC20740.





45950 Cheam Avenue  
Chilliwack, BC V2P 1N6  
604-702-5000 | 1-800-528-0061

**For Office Use Only**  
**Do not write in the space below**

Fraser Valley Regional District

Receipt: 4450/5      Aug 31, 2017  
Dated: Aug 31, 2017      03:56:56 PM  
Station: EA SERVICE/CASH2

1 REZONING PERMIT 45900 SLEEPY 7,500.00  
1 REZONING PERMIT 45900 SLEEPY 2,000.00

Total 9,500.00  
CHEQUE BRAD GEARY -9,500.00

## Receipt

Date Aug 31/17

Received from Cheque

Description of Payment and GL Code Geary

45900 Sleepy Hollow RD

Rezoning. \$ 2000.00

OCP \$ 7500.00

**SCHEDULE A-1**

**Official Community Plan Amendment Application**

I / We hereby apply to:



Purpose (in brief): **Re-zone from L-1 to RS-1**



Change the Land Use Designation of the 'subject property' in OCP Bylaw No. \_\_\_\_\_

From: \_\_\_\_\_ (current OCP designation)

To: \_\_\_\_\_ (proposed OCP designation)

An Application Fee in the amount of \$ **2000** as stipulated in FVRD Application Fees Bylaw No. 1231, 2013 must be paid upon submission of this application.

Civic  
Address

**45900 Sleepy Hollow Rd** PID **008-374-694**

Legal  
Description

Lot **30** Block \_\_\_\_\_ Section **30** Township **25** Range \_\_\_\_\_ Plan **LD 36**

*The property described above is the subject of this application and is referred to herein as the 'subject property.' This application is made with my full knowledge and consent. I declare that the information submitted in support of the application is true and correct in all respects.*

Owner's  
Declaration

Name of Owner (print)	Signature of Owner	Date
<b>Joel McLean</b>		
Name of Owner (print)	Signature of Owner	Date

Owner's  
Contact  
Information

Address		City
<b>508-333 Seymour St</b>		<b>Vancouver</b>
Email		Postal Code
		<b>V6B 5A6</b>
Phone	Cell	Fax

<b>Office Use Only</b>	Date	File No.
	<b>31 AUGUST 2017</b>	<b>6480-30-62</b>
	Received By	Folio No.
	<b>DB</b>	<b>733.03807.000</b>
	Receipt No.	Fees Paid: \$
	<b>4450/5</b>	<b>2,000.00</b>

Agent

I hereby give permission for **Brad Geary** to act as my/our agent in all matters relating to this application.

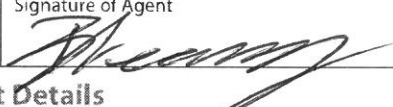
Only complete this section if the applicant is NOT the owner.

Signature of Owner	Date
Signature of Owner	Date

Agent's contact information and declaration

Name of Agent <b>Brad Geary</b>		Company
Address <b>1649 Columbia Valley Road</b>		City <b>Lindell Beach</b>
Email		Postal Code <b>V2R 4X2</b>
Phone	Cell	Fax

I declare that the information submitted in support of this application is true and correct in all respects.

Signature of Agent 	Date <b>Aug 31, 2017</b>
---	-----------------------------

**Development Details**

Property Size **8.8 hectares** (m<sup>2</sup> or ha)

Existing Use **Un-developed**

Proposed Development / Text Amendment **Single family residential homes on .55 acre lots**

Justification and Support **This property borders numerous properties with similar zoning to what we are seeking.**

**The geotechnical report supports residential use in both of the current mixed zones.**

(use separate sheet if necessary)

Anticipated Start Date: **April 1, 2018**

## Services

Services	Currently Existing		Readily Available *	
	Yes	No	Yes	No
Road Access	yes		Yes	
Water Supply			Yes	
Sewage Disposal				No
Hydro	yes		Yes	
Telephone	yes		Yes	
School Bus Service	yes			

\* 'Readily Available' means existing services can be easily extended to the subject property.

**Proposed  
Water Supply**

**FVRD Community Water**

**Proposed  
Sewage Disposal**

**Standard Septic systems on .55 acre lots**

## Provincial Requirements

(This is not an exhaustive list; other provincial regulations will apply)

### Riparian Areas Regulation

Please indicate whether the development proposal involves residential, commercial, or including vegetation removal or alteration; soil disturbance; construction of buildings and structures; creation of impervious or semi-pervious surfaces; trails, roads, docks, wharves, bridges and, infrastructure and works of any kind – within:

yes

☐

no

☒

30 metres of the high water mark of any water body

yes

☐

no

☒

a ravine or within 30 metres of the top of a ravine bank

"Water body" includes; 1) a watercourse, whether it usually contains water or not; 2) a pond, lake, river, creek, or brook; 3) a ditch, spring, or wetland that is connected by surface flow to 1 or 2 above.

Under the *Riparian Areas Regulation* and the *Fish Protection Act*, a riparian area assessment report may be required before this application can be approved.

Pursuant to the *Environmental Management Act*, an applicant is required to submit a completed "Site Profile" for properties that are or were used for purposes indicated Schedule 2 of the *Contaminated Sites Regulations*. Please indicate if:

yes

☐

no

☒

the property has been used for commercial or industrial purposes.

If you responded 'yes,' you may be required to submit a Site Profile. Please contact the FVRD Planning Department or the Ministry of Environment for further information.

### Contaminated Sites Profile

### Archaeological Resources

Are there archaeological sites or resources on the subject property?

yes

☐

no

☒

I don't know

☐

If you responded 'yes' or 'I don't know' you may be advised to contact the Archaeology Branch of the Ministry of Tourism, Sport and the Arts for further information.



## Required Information

When providing Application Forms to the applicant, Regional District staff shall indicate which of the following attachments are required for this application. **Additional information may also be required at a later date.**

	Required	Received	Details
<b>Location Map</b>			Showing the parcel (s) to which this application pertains and uses on adjacent parcels
<b>Site Plan</b>  At a scale of:  1: _____			Reduced sets of metric plans
			North arrow and scale
			Dimensions of property lines, rights-of-ways, easements
			Location and dimensions of existing buildings & setbacks to lot lines, rights-of-ways, easements
			Location and dimensions of proposed buildings & setbacks to lot lines, rights-of-ways, easements
			Location of all water features, including streams, wetlands, ponds, ditches, lakes on or adjacent to the property
			Location of all existing & proposed water lines, wells, septic fields, sanitary sewer & storm drain, including sizes
			Location, numbering & dimensions of all vehicle and bicycle parking, disabled persons' parking, vehicle stops & loading
			Natural & finished grades of site, at buildings & retaining walls
			Location of existing & proposed access, pathways
			Above ground services, equipment and exterior lighting details
			Location & dimensions of free-standing signs
			Storm water management infrastructure and impermeable surfaces
			Other:
<b>Floor Plans</b>			Uses of spaces & building dimensions
			Other:
<b>Landscape Plan</b>  Same scale as site plan			Location, quantity, size & species of existing & proposed plants, trees & turf
			Contour information (_____ metre contour intervals)
			Major topographical features (water course, rocks, etc.)
			All screening, paving, retaining walls & other details
			Traffic circulation (pedestrian, automobile, etc.)
			Other:
<b>Reports</b>			Geotechnical Report
			Environmental Assessment
			Archaeological Assessment
			Other:

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## STRATEGIC FOCUS & PRIORITIES CHECKLIST

**Applicant:** Brad Geary

**Project:** Sleepy Hollow Development

**Date:** August 31, 2017

**This checklist is intended to assist in the Regional Board in considering your application in relation to the Board's Strategic objectives. Please note that there are many factors that are considered when considering applications and this checklist is for information purposes only.**

Foster a Strong & Diverse Economy		
	Y/N/NA	Supporting Evidence (attach info if needed)
1.1 Does the development add lasting jobs to the local community?	Y	
1.2 Does the development contribute to diversifying the local economy?	Y	
1.3 Does the development strengthen tourism or outdoor recreation?	Y	
1.4 Does the development enable home-based work?	Y	
1.5 Is the development supported by high-speed internet and cellular service?	Y	

Provide Responsive & Effective Public Services		
	Y/N/NA	Supporting Evidence (attach info if needed)
2.1 Does the development utilize green alternatives for site services?	Y	
2.2 Does lifecycle cost analysis demonstrate the long-term efficiency of development infrastructure?	NA	
2.3 Does the development contribute to source water protection?	NA	
2.4 Do development services address the needs of local residents?	Yes	
2.5 Does the design of the site incorporate Crime Prevention Through Environmental Design "CPTED" principles?	Yes	

You can view the Strategic Plan at [www.fvrd.ca](http://www.fvrd.ca)

### Support Environmental Stewardship

	Y/N/NA	Supporting Evidence (attach info if needed)
3.1 Does the development support transit, walking, and/or cycling?	Yes	
3.2 Are buildings, facilities or landscaping designed to reduce energy consumption, emissions or water use?	Yes	
3.3 Does the Development contain facilities for recycling and organic waste facilities or programs?	Yes	
3.4 Are environmental features and functions (i.e. trees, streams, habitat) of the site maintained?	Yes	
3.5 Is the development seeking green building certification (i.e. Built Green, Energy Star, Passive House, LEED,)?	Yes	

### Support Healthy & Sustainable Communities

	Y/N/NA	Supporting Evidence (attach info if needed)
4.1 Does the development address an identified community or demographic need?	Yes	
4.2 Does the development include "age-friendly" or accessibility components that support 'aging-in-place" or universal access?	Yes	
4.3 Was the local community engaged in the conceptual design of the development?	Yes	
4.4 Does the development increase the range of housing types or sizes available in the community?	Yes	
4.5 Is the development affordable to residents of the local community?	Yes	
4.6 Does the development address a gap in achieving a compact, complete and sustainable community?	Yes	



PLANNING &  
DEVELOPMENT

www.fvrd.bc.ca | planning@fvrd.bc.ca

**SCHEDULE A-2**

**Zoning Amendment Application**

I / We hereby apply to:

- ☐ Amend the text of Zoning Bylaw No. \_\_\_\_\_  
Purpose (in brief): \_\_\_\_\_
- ☒ Change the Zoning of the 'subject property' in Zoning Bylaw No. \_\_\_\_\_

From: L-1 (current zone)

To: RS-1 (proposed zone)

An Application Fee in the amount of \$ \_\_\_\_\_ as stipulated in FVRD Application Fees Bylaw No. 1231, 2013 must be paid upon submission of this application.

Civic  
Address

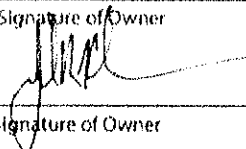
45900 Sleepy Hollow Road PID 008-374-694

Legal  
Description

W.P. 37174  
Lot 30 Block \_\_\_\_\_ Section 30 Township 25 Range \_\_\_\_\_ Plan \_\_\_\_\_ L1 36

The property described above is the subject of this application and is referred to herein as the 'subject property.' This application is made with my full knowledge and consent. I declare that the information submitted in support of the application is true and correct in all respects.

Owner's  
Declaration

Name of Owner (print) <u>CBC Valley Development</u> <u>Properties Limited Partnership</u>	Signature of Owner 	Date <u>Aug 25/2017</u>
Name of Owner (print)	Signature of Owner	Date

Owner's  
Contact  
Information

Address <u>508-333 Seymour St,</u>		City <u>Vancouver</u>
Email		Postal Code <u>V6B 5A6</u>
Phone	Cell	Fax

Office Use Only	Date	File No.
	Received By	Folio No.
	Receipt No.	Fees Paid: \$

**Agent**

I hereby give permission for Brad Geary to act as my/our agent in all matters relating to this application.

Only complete this section if the applicant is NOT the owner.

Signature of Owner	Date
Signature of Owner	Date

Agent's contact information and declaration

Name of Agent <u>Brad Geary</u>		Company	
Address <u>1649 Columbia Valley Road</u>		City <u>Lindell Beach</u>	
Email		Postal Code <u>V2R 4X2</u>	
Phone	Cell	Fax	

I declare that the information submitted in support of this application is true and correct in all respects.

Signature of Agent <u>Brad Geary</u>	Date
---	------

**Development Details**

Property Size 8.8 hectares (m<sup>2</sup> or ha)

Existing Use Vacant - Mixed RS-1 and L-1 Zoning

Proposed Development / Text Amendment \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Justification and Support This property is currently not developable beyond three .55 acre residential lots. The limited zoned portion needs to be re-zoned to RS-1 to allow full development in the current RS-1 section. This will also permit residential development in the mainly upper portion of the current L-1 section.

(use separate sheet if necessary)

Anticipated Start Date: Upon Rezoning Approval - March 2018



## Services

Services	Currently Existing		Readily Available *	
	Yes	No	Yes	No
Road Access	✓		✓	
Water Supply			✓	
Sewage Disposal		✓		✓
Hydro	✓		✓	
Telephone	✓		✓	
School Bus Service	✓			

\* 'Readily Available' means existing services can be easily extended to the subject property.

**Proposed Water Supply** FVRD Community water

**Proposed Sewage Disposal** standard septic systems on .55 acre lots

**Provincial Requirements** (This is not an exhaustive list; other provincial regulations will apply)

### Riparian Areas Regulation

Please indicate whether the development proposal involves residential, commercial, or including vegetation removal or alteration; soil disturbance; construction of buildings and structures; creation of impervious or semi-pervious surfaces; trails, roads, docks, wharves, bridges and, infrastructure and works of any kind – within:

yes ☐ no ☒ 30 metres of the high water mark of any water body

yes ☐ no ☒ a ravine or within 30 metres of the top of a ravine bank

"Water body" includes; 1) a watercourse, whether it usually contains water or not; 2) a pond, lake, river, creek, or brook; 3) a ditch, spring, or wetland that is connected by surface flow to 1 or 2 above.

Under the *Riparian Areas Regulation* and the *Fish Protection Act*, a riparian area assessment report may be required before this application can be approved.

### Contaminated Sites Profile

Pursuant to the *Environmental Management Act*, an applicant is required to submit a completed "Site Profile" for properties that are or were used for purposes indicated Schedule 2 of the *Contaminated Sites Regulations*. Please indicate if:

yes ☐ no ☒ the property has been used for commercial or industrial purposes.

If you responded 'yes,' you may be required to submit a Site Profile. Please contact the FVRD Planning Department or the Ministry of Environment for further information.

### Archaeological Resources

Are there archaeological sites or resources on the subject property?

yes ☐ no ☒ I don't know ☐

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## Required Information

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			Location and dimensions of proposed buildings & setbacks to lot lines, rights-of-ways, easements
1: _____			Location of all water features, including streams, wetlands, ponds, ditches, lakes on or adjacent to the property
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			Archaeological Assessment
			Other:

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## Planning & Development Services

### LETTER OF AUTHORIZATION

#### Registered Authority

Please be advised that I/we, Joel McLean

(Print names of ALL Registered Owners or Corporate Director)

Representing, C&C Valley Development Properties Limited Partnership  
(Corporate name - if applicable)

am/are the registered owner(s);

#### Site Civic Address:

45900 Sleepy Hollow Road  
Lot# 30 Block \_\_\_\_\_ Plan \_\_\_\_\_ PID# C08-374-694  
NWP 37174 Section 30 Township 25 T1D 36

#### Appointed Authorized Agent

Name of Authorized Agent

Company Name

Mailing Address

Brad Leary  
1649 Columbia Valley Road  
City: Lindell Beach Postal Code: V2R 4X2  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature of Authorized Agent

[Signature]

#### Permission to act:

As my/our Authorized Agent in the matter of the following:

- ☐ to view and obtain copies of all plans and permits  
☐ to apply for and obtain building permits for proposed construction to the above reference Civic Address  
☐ to apply for Planning File: Development Permit ☐ Development Variance Permit ☐ Subdivision ☐  
☒ other: zoning amendment, this authorization expires on April 18, 2018

#### Authorized Signature (Registered Owner or Corporate Director)

This document shall serve to notify the Fraser Valley Regional District that I am/we are the legal owner(s) of the property described above and do authorize the person indicated above ("Authorized Agent") to act on my/our behalf on all matters indicated above ("Permission to act") for the above referenced property. In addition, I/we have read and understand the above application and authorize the Authorized Agent to sign the above on my/our behalf.

Sign

Sign

Date: Aug 24, 2017

Print

Print

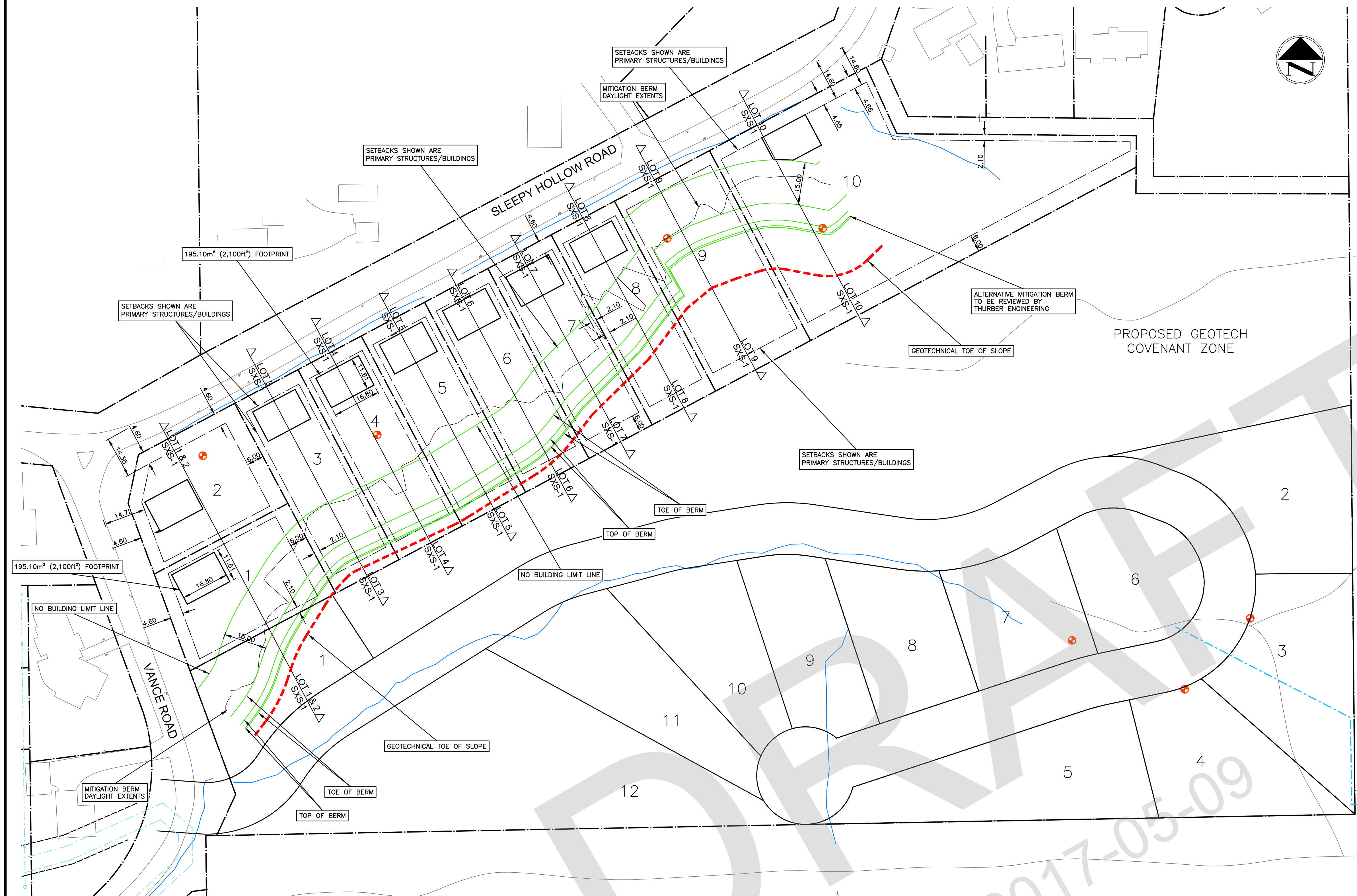
Date: \_\_\_\_\_



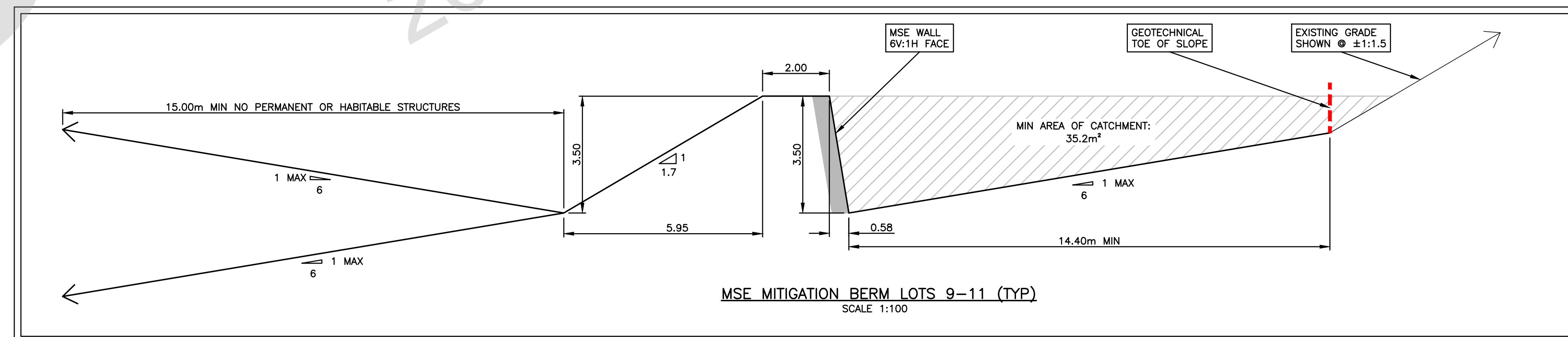
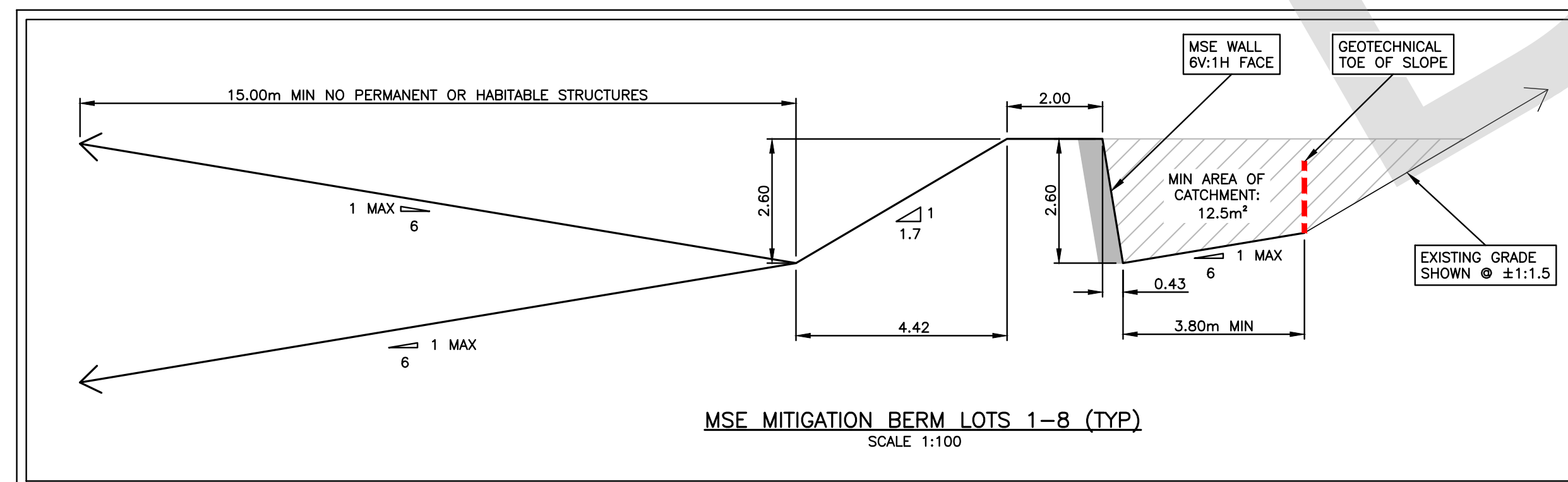




CONTRACTOR TO VERIFY & LOCATE  
EXISTING MAINS & SERVICE  
CONNECTIONS & NOTIFY THE  
ENGINEER OF ANY DISCREPANCIES  
PRIOR TO BEGINNING CONSTRUCTION



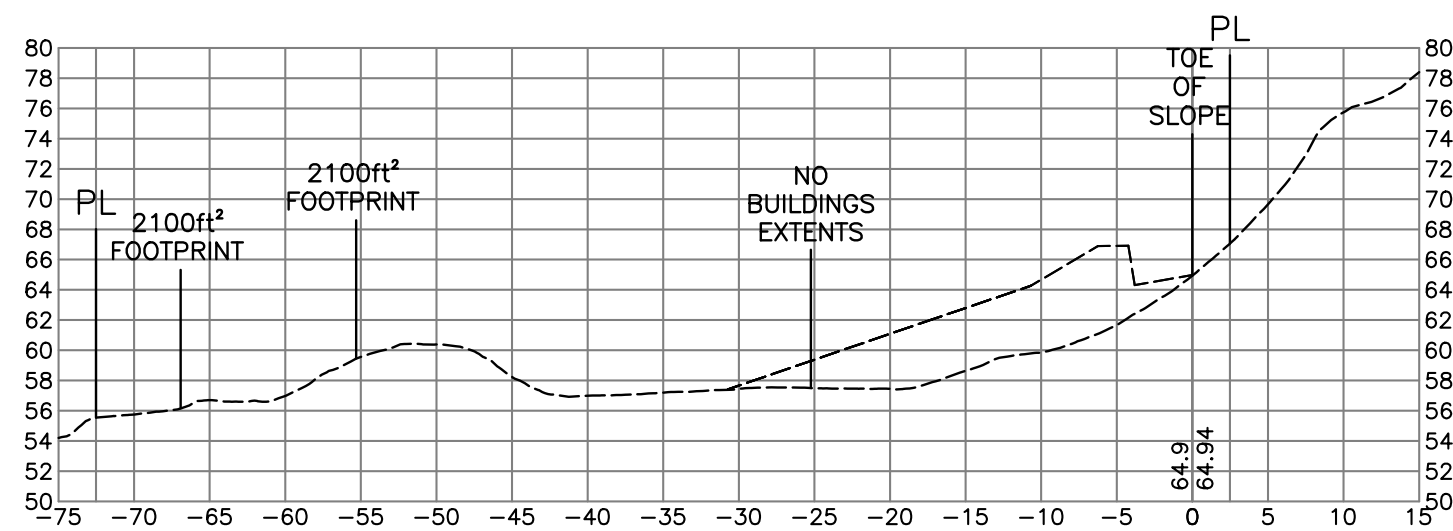
ITEM	REQUIREMENT
MINIMUM SETBACK	
HIGHWAY	
RIGHT OF WAY BOUNDARY OR RD ALLOWANCE	4.6m (15ft)
CENTER LINE OF ROAD ALLOWANCE (WHICH EVER IS GREATER)	14.6m (48ft)
SIDE	
PRINCIPAL STRUCTURE OR BUILDING	2.1m (7ft)
ACCESSORY STRUCTURE OR BUILDING	1.0m (3.2ft)
REAR	
PRINCIPAL STRUCTURE OR BUILDING	6.0m (20ft)
ACCESSORY STRUCTURE OR BUILDING	1.5m (5ft)
FLANKING	
RIGHT OF WAY BOUNDARY OR RD ALLOWANCE	4.6m (15ft)
CENTER LINE OF ROAD ALLOWANCE (WHICH EVER IS GREATER)	13.1m (43ft)



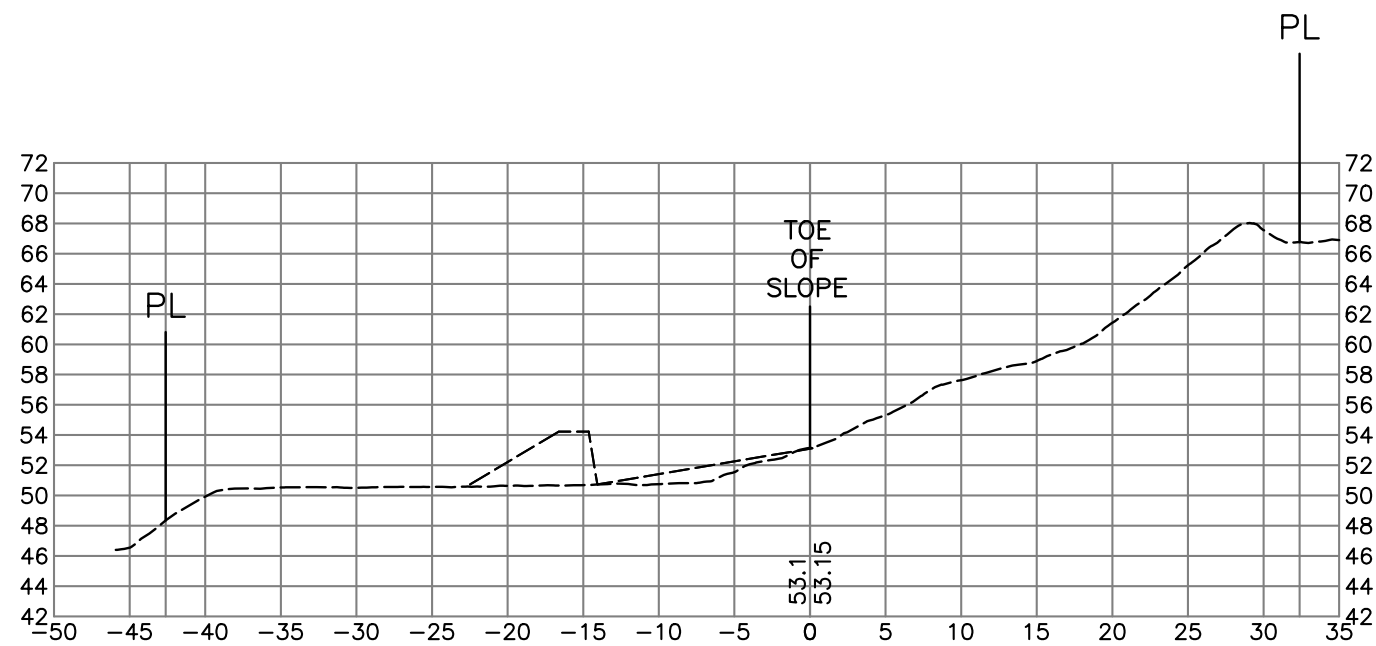
PRELIMINARY - NOT FOR CONSTRUCTION

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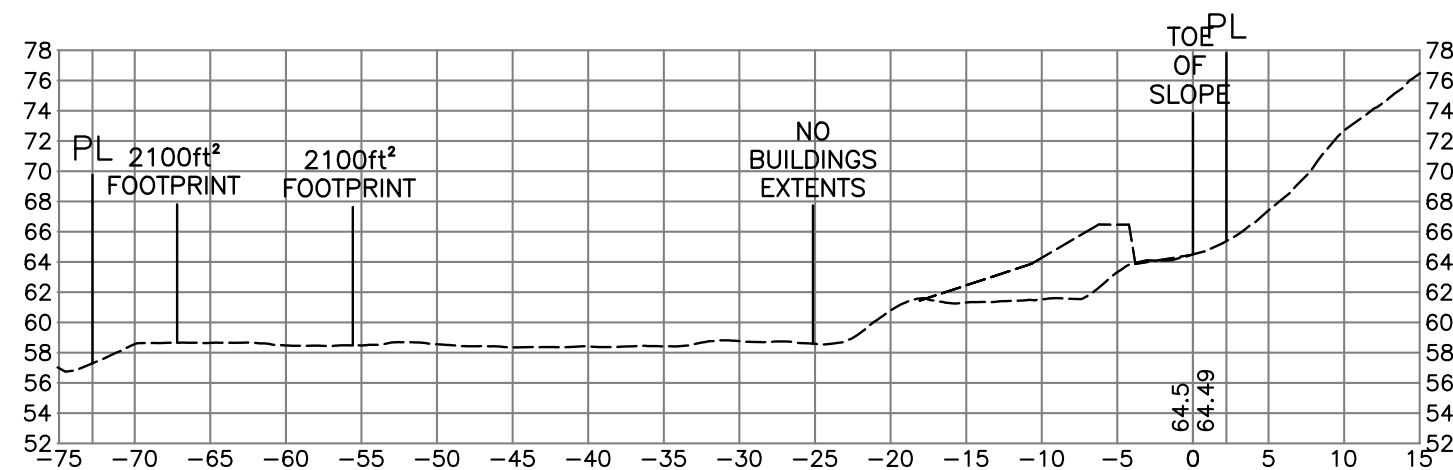




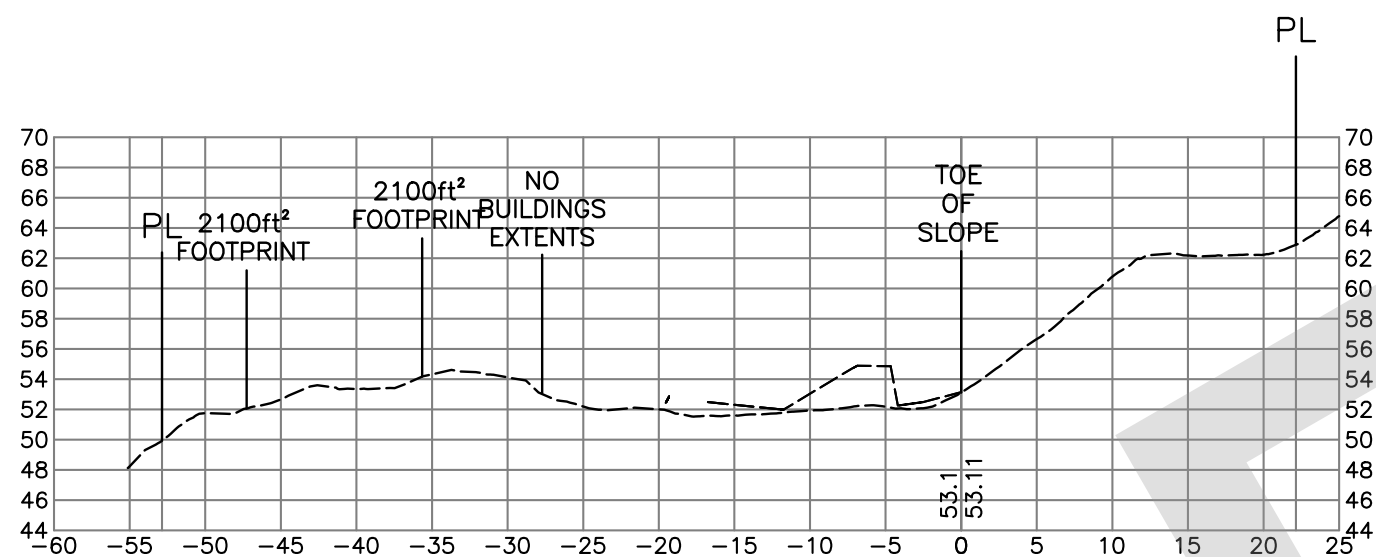
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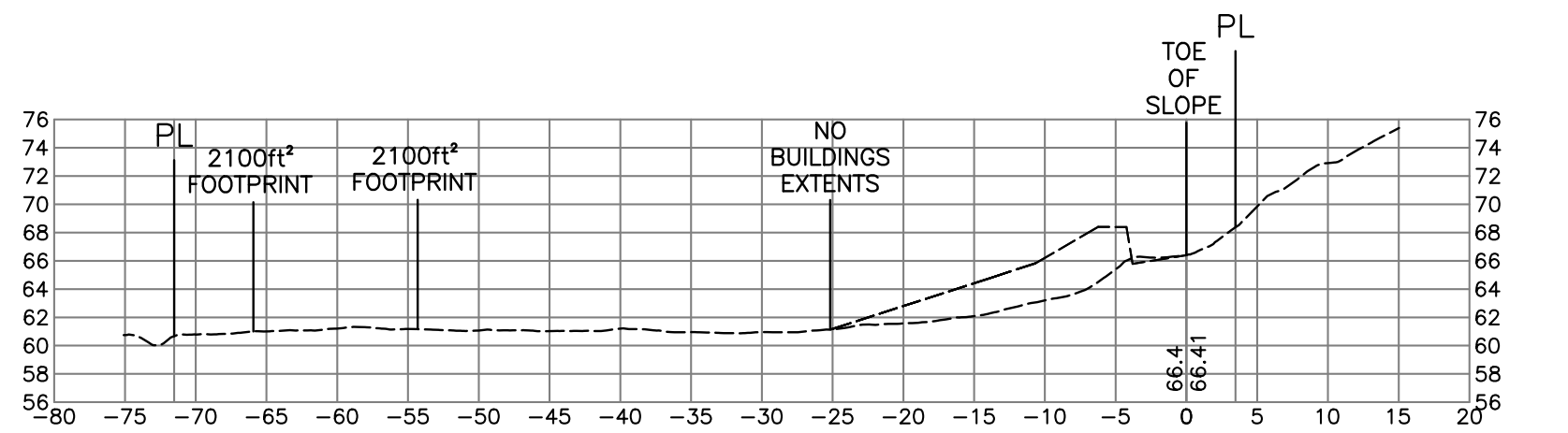
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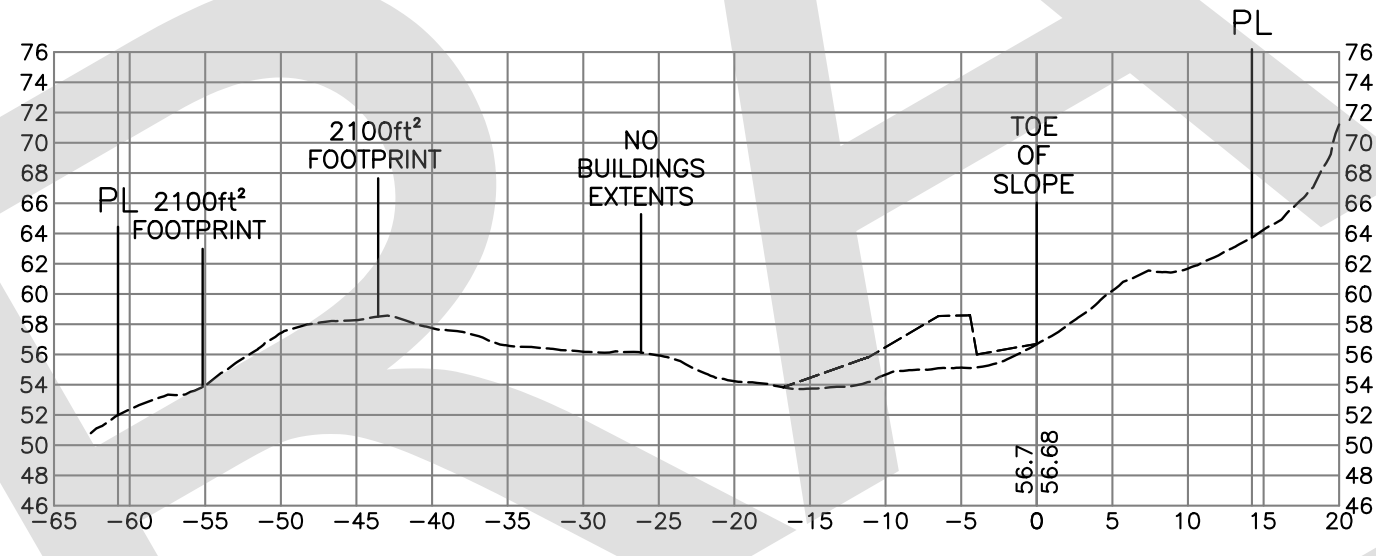
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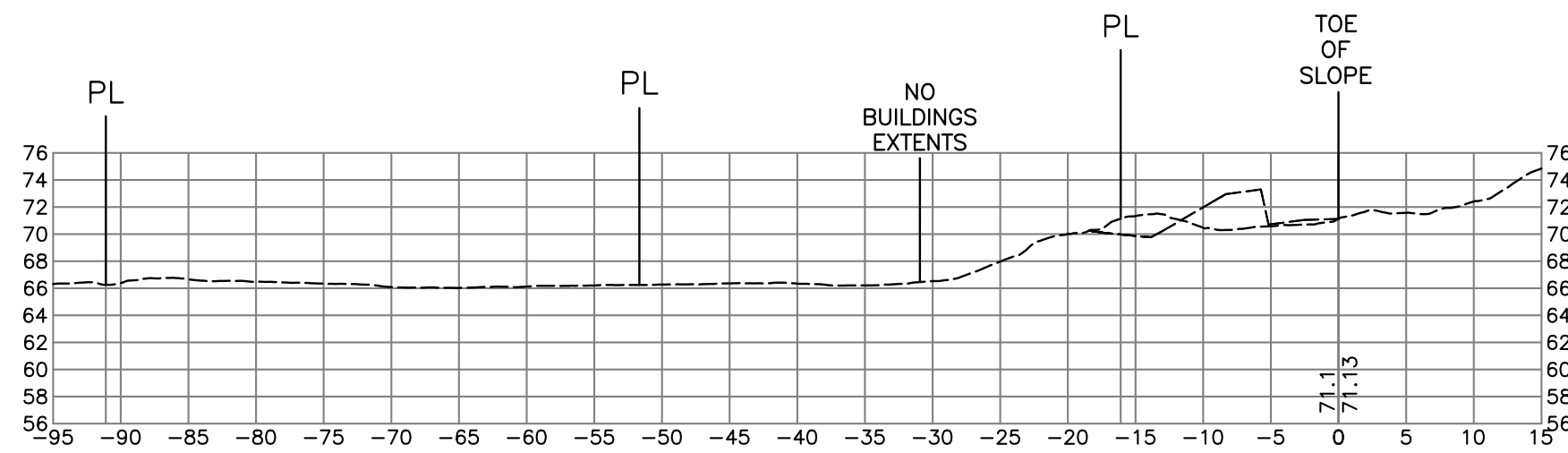
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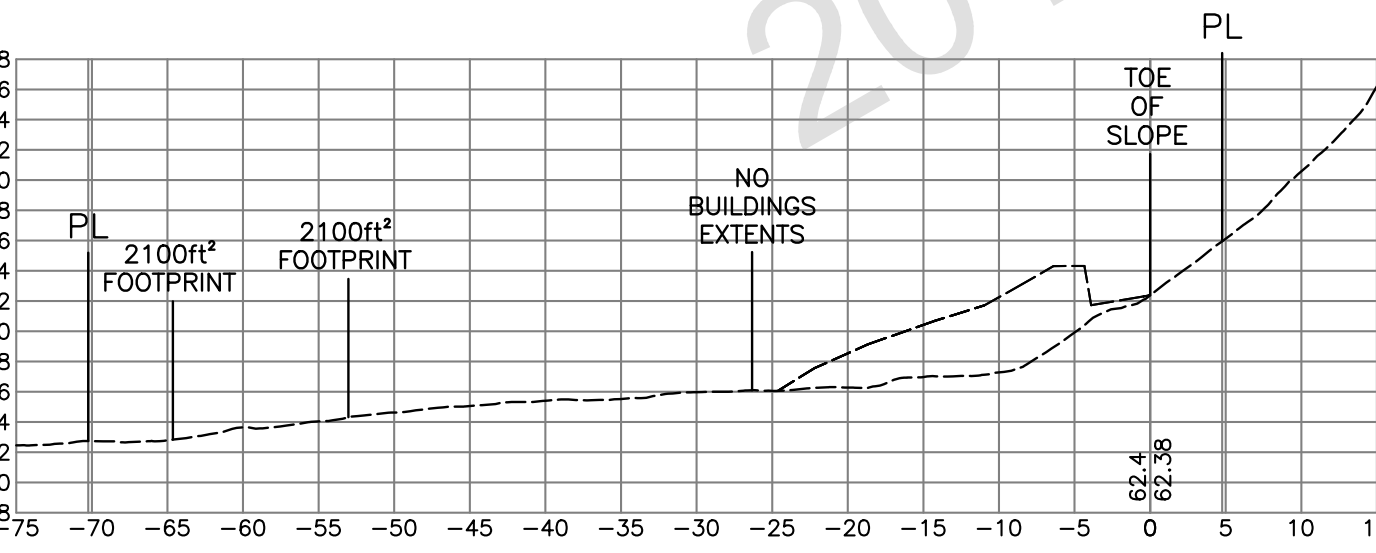
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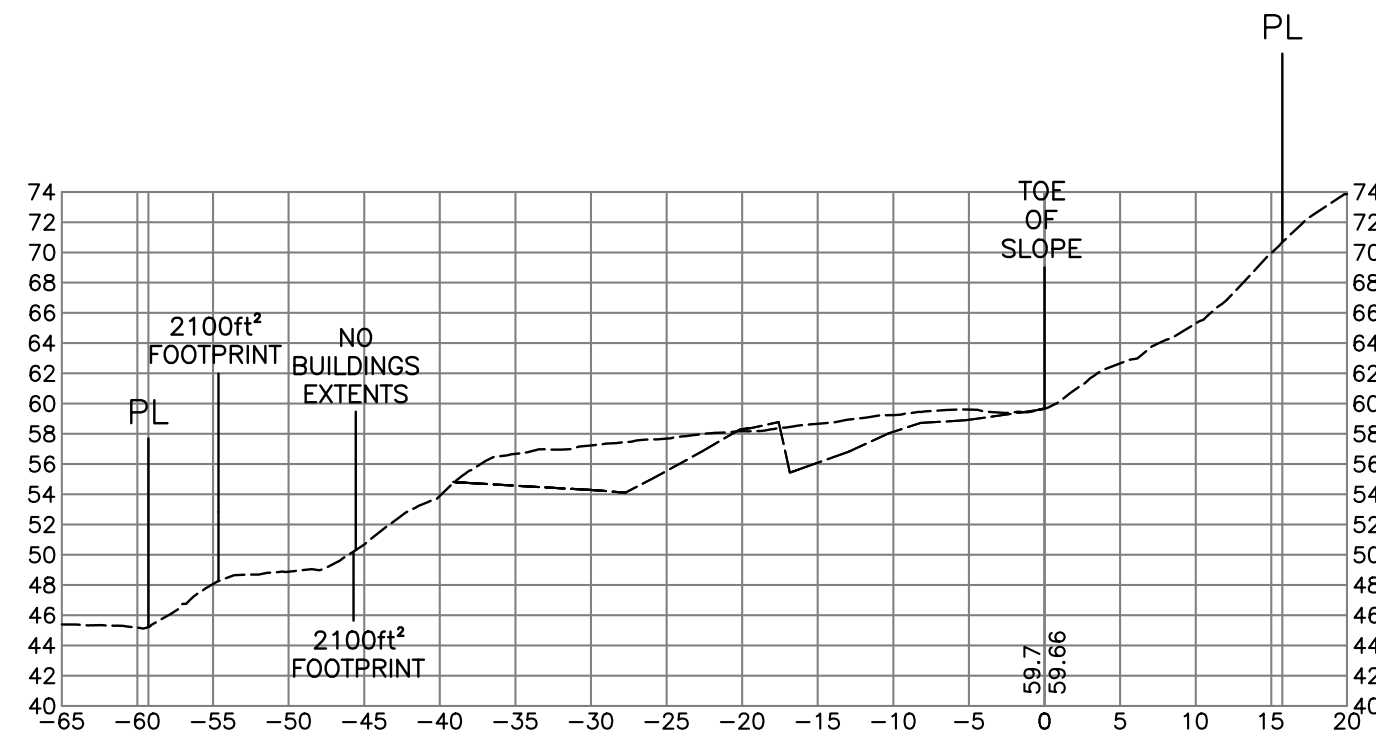
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PRELIMINARY - NOT FOR CONSTRUCTION

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no.	date	revision		chk'd	no.	date	revision		chk'd	PAN-CANADIAN MORTGAGE GROUP					CREUS Engineering Ltd				Civil Engineers		
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Civil Engineers

To: Electoral Area Services Committee

Date: 2018-01-10

From: Tareq Islam, Director of Engineering and Community Services

File No: 2320-22

**Subject: Cultus Lake Sewer System Upgrade and Expansion**

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### INTENT

This report is intended to advise the Electoral Area Services Committee on information pertaining to Cultus Lake Sewer System Upgrade and Expansion. Staff is not looking for a recommendation and has forwarded this information should members want more clarification to discuss the item further.

### STRATEGIC AREA(S) OF FOCUS

Support Environmental Stewardship

Support Healthy & Sustainable Community

Provide Responsive & Effective Public Services

### PRIORITIES

Priority #1 Waste Management

Priority #2 Air & Water Quality

### BACKGROUND

The Cultus Lake Park is served by two sewage collection systems under a single Ministry of Environment Permit. The sewer system is comprised of septic tanks and disposal fields. The system was constructed in 1979 and it was operated by the Cultus Lake Park Board until 2014 and since then FVRD has taken over the operation and maintenance of the sewer system.

The existing sewer systems do not have any treatment of the effluent and there is evidence to suggest that the system infrastructure has not been maintained to the industry standard for many years. Flow monitoring reports and septic sludge haul-out records appear to show that for the given period, the FVRD has been compliant with the Ministry of Environment Permit. However, previous reports have documented the risks associated with contamination of the nearby groundwater wells and the challenges in servicing growth. The accumulation of nutrients (e.g., phosphorus and nitrate levels) in the groundwater is a key concern as is bacteriological impact such as E-coli contamination of the lake water.

In order to address these concerns the existing system is need of a major upgrade. In 2015 FVRD initiated a Liquid Waste Management Plan (LWMP) which is a provincially regulated process. The LWMP included several public consultation processes and evaluated an upgrade based on criteria such as holistic approach to sanitary management including lake impact assessment and monitoring program as well as aquifer protection plan. The LWMP requires that any future upgrade or any new system would be a Class A+ system (the highest classification under Provincial regulation is Class A), the plus (+) is to represent removal of phosphorus and higher level nitrates.

## DISCUSSION

FVRD have been working with the Cultus Lake Park Board on the sewer system upgrade and expansion plan. The existing system does not include Mountain View Road and Park Drive subdivisions. The proposed new sewer system would include these communities. In addition the Sunnyside Campground would be also connected to the future sewer system. FVRD has been working with the Parks Board on the location of the plant and system expansion. The following Figure 1 show the location of existing and future systems/plants.



Figure 1: Existing and Future Sewer System Locations

The capital cost of the project would be approximately \$6.5 million for the plant upgrade and approximately \$1.0 million for the Mountain View Road and Park Drive subdivisions collection system infrastructure.

Staff has already initiated a site assessment and predesign study. Based on the LWMP, this plant would be expandable to include users outside Park boundary to include surrounding communities and BC Parks.

To complete this process, staff would need to bring several bylaws to the Board in the near future that includes service area amendment, expansion, and loan authorization bylaws. Staff will be holding a public information meeting on January 18<sup>th</sup> to inform and consult with residential and commercial lease holders, and residents of the Park. Following the public engagement process Staff will be conducting a petition process as well as a referendum in order to attain the necessary assent. Staff are hoping to bring forward further information relating recommendations in form of report and bylaws to the Board directly this month in order to meet the end of March deadline

## **COST**

No cost to FVRD at this time

## **CONCLUSION**

The proposed upgrade and expansion of the existing system would bring tremendous environmental and health benefit to the community. This initiative is highly supported by regulatory bodies including the Ministry of Environment and Ministry of Health and the surrounding First Nations. Reduction of environmental and other liability of the expiring existing system is also very much in consideration.

## **COMMENT BY:**

**Mike Veenbaas, Director of Financial Services**

Reviewed and supported. All costs associated with the upgrade and expansion will be allocated to those properties included in the service with debt proceeds proposed to be borrowed over a 20 year term.

## **COMMENT BY:**

**Paul Gipps, Chief Administrative Officer**

Reviewed and supported