

REGIONAL AND CORPORATE SERVICES COMMITTEE

OPEN MEETING AGENDA

Thursday, February 15, 2018

9:00 am

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 Regional and Corporate Services Committee Open Meeting of February 15, 2018 be approved;

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

3. DELEGATIONS AND PRESENTATIONS

None

4. MINUTES/MATTERS ARISING

4.1 Minutes of the Regional and Corporate Services Committee Open Meeting - January 10, 2018

5 - 10

MOTION FOR CONSIDERATION

**THAT** the Minutes of the Regional and Corporate Services Committee Open Meeting of January 10, 2018 be adopted.

5. CORPORATE ADMINISTRATION

5.1 Draft Cooperative Agreement with the City of Chilliwack

11 - 16

- Corporate report dated February 15, 2018 from Jennifer Kinneman, Manager of Corporate Affairs and Reg Dyck, Manager of Electoral Area Emergency Services
- Appendix A - Draft Cooperative Agreement with City of Chilliwack

## **MOTION FOR CONSIDERATION**

**THAT** the Fraser Valley Regional District Board approve the draft cooperative agreement with the City of Chilliwack in the resolution of emergency and business continuity incidents;

**AND THAT** the Board direct staff to continue to work with other neighbouring jurisdictions in the development of similar agreements of mutual benefit.

### **5.2      Business Continuity Plan: Steering Committee & Corporate Policy      17 - 22**

- Corporate report dated February 15, 2018 from Jennifer Kinneman, Manager of Corporate Affairs
- Appendix A - Business Continuity Steering Committee - Terms of Reference
- Appendix B - Business Continuity Plan Policy

## **MOTION FOR CONSIDERATION**

**THAT** the Fraser Valley Regional District Board adopt the Terms of Reference for the FVRD's Business Continuity Steering Committee;

**AND THAT** the Corporate Policy for Business Continuity be approved.

### **5.3      2017 Web Site, Media & Social Media Results      23 - 26**

#### ***FOR INFORMATION ONLY***

- Corporate report dated February 15, 2018 from Jennifer Kinneman, Manager of Corporate Affairs

## **6.      FINANCE**

### **6.1      2018-2022 Financial Plan Bylaw No. 1473, 2018      27 - 38**

- Corporate report dated February 15, 2018 from Mike Veenbaas, Director of Financial Services
- Draft Bylaw 1473, 2018

## **MOTION FOR CONSIDERATION**

**THAT** the Fraser Valley Regional District Board consider giving three readings and adoption to the bylaw cited as *Fraser Valley Regional District 2018 – 2022 Financial Play Bylaw No. 1473, 2018*.

## **7.      REGIONAL PROGRAMS AND SERVICES**

### **7.1      ENVIRONMENTAL SERVICES**

No Items.

## 7.2 REGIONAL PARKS

### 7.2.1 Parks Visitation 2017

39 - 46

#### ***FOR INFORMATION ONLY***

- Corporate report dated February 15, 2018 from Christina Vugteveen, Manager of Park Operations

### 7.2.2 Campground Operator for the Vedder River Campground

47 - 48

- Corporate report dated February 15, 2018 from Stacey Barker, Deputy Director, Regional Programs

#### **MOTION FOR CONSIDERATION**

**THAT** the Fraser Valley Regional District Board authorize its signatories to enter into a contract with F.H. Forestry Ltd. for the operation and maintenance of the Vedder River Campground in an amount not to exceed \$214,400 annually (excluding taxes) for a term of up to two years with the option to renew for a further 3 years.

### 7.2.3 Sumas Mountain Interregional Park – Mineral Claims Overlaying the Park Boundary

49 - 58

#### ***FOR INFORMATION ONLY***

- Corporate report dated February 15, 2018 from David Urban, Manager of Outdoor Recreation Planning
- FVRD letter dated December 5, 2017 to Hon. Minister of Energy, Mines and Petroleum Resources
- Response letter dated January 10, 2018 from Hon. Minister of Energy, Mines and Petroleum Resources

## 7.3 STRATEGIC PLANNING AND INITIATIVES

No Items

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

#### **MOTION FOR CONSIDERATION**

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

- Section 90(1)(i) of the *Community Charter* - the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- Section 90(1)(k) of the *Community Charter* - negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the Committee could reasonably be expected to harm the interests of their regional district if they were held in public; and
- Section 90(2)(b) of the *Community Charter* - the consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

#### R E C E S S

13. RECONVENE OPEN MEETING

14. RISE AND REPORT OUT OF CLOSED MEETING

15. ADJOURNMENT

#### MOTION FOR CONSIDERATION

**THAT** the Regional and Corporate Services Committee Open Meeting of February 15, 2018 be adjourned.

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

Wednesday, January 10, 2018  
9:00 am  
FVRD Boardroom, 45950 Cheam Avenue, Chilliwack, BC

Members Present: Director Jason Lum, City of Chilliwack, Chair  
Director Pam Alexis, District of Mission  
Director Ray Boucher, Electoral Area F  
Director Henry Braun, City of Abbotsford  
Director Bill Dickey, Electoral Area D  
Director Alec Niemi, Electoral Area C  
Director John Van Laerhoven, District of Kent  
Director Leo Facio, Village of Harrison Hot Springs  
Director Terry Raymond, Electoral Area A  
Director Chuck Stam, City of Chilliwack

Regrets: Director Sharon Gaetz, City of Chilliwack  
Director Patricia Ross, City of Abbotsford  
Director Wilfried Vicktor, District of Hope

Staff Present: Paul Gipps, Chief Administrative Officer  
Mike Veenbaas, Director of Financial Services  
Barclay Pitkethly, Director of Regional Programs  
Stacey Barker, Deputy Director of Regional Programs  
Jennifer Kinneman, Manager of Corporate Affairs & Strategic Communications  
Alison Stewart, Manager of Strategic Planning  
Jaime Schween, Manager of Corporate Administration  
Matthew Fang, Network Analyst I  
Amanda Molloy, Executive Assistant to CAO and Board  
Cathy Squires, Executive Assistant  
Chris Lee, Recording Secretary

Also Present: Director Al Stobbart, Electoral Area G

## **1. CALL TO ORDER**

Chair Lum called the meeting to order at 9:00 a.m.

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

FACIO/NIEMI

**THAT** the Agenda, Addenda and Late Items for the Regional and Corporate 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.

**[RACS 2018-001]**

**CARRIED**

## 3. DELEGATIONS AND PRESENTATIONS

### 3.1 Agricultural Economy in the Fraser Valley Snapshot Update

Alison Stewart, Manager of Strategic Planning gave a presentation providing an overview of the *Agricultural Economy in the Fraser Valley Regional District*. She pointed out that Agriculture is a 21<sup>st</sup> Century industry and that Agriculture is a key component of the FVRD's economy. She reported that the Snapshot Update looks at Agriculture from an economic perspective rather than merely an inventory of agricultural commodities and incorporates the recently released 2016 Census of Agriculture results and findings of the *Fraser Valley Regional Adaptation Strategies* and the *Freshet Flooding and Fraser Valley Agriculture Study*.

The following key points were noted in the presentation:

#### *High Level Overview*

- Based on the 2016 Census of Agriculture there are 2576 farms reported in the FVRD;
- Total farm area: 61,236 hectares;
- Of total Lower Mainland farm area, 61% are located within FVRD

#### *Economic Driver*

- FVRD is #1 in BC - total gross farm receipts - \$1.5 billion;
- 31% increase from 2011;
- \$500 million more than Metro Vancouver and \$162 million more than the rest of BC combined;
- Generating an estimated \$3.1 billion of economic activity in the FVRD;
- Creating 18,000+ direct in indirect FTE jobs;
- Supports industries – food processors, transporters, wholesalers, suppliers, retailers, manufacturers, and other food services

#### *Challenges*

- Climate Change Adaptation (wetter winters and drier/hotter summers);
- Increasing land costs;
- Internal/external economic pressures (cost of goods & services, labour force and commodity prices)

Data pertaining to FVRD farm business operating expenses (2010 - 2015) was also presented and it was noted that Agriculture in the FVRD is a diverse industry.

Comments were provided by members and it was proposed that this informative presentation be also delivered at the Board meeting.

#### **4. MINUTES/MATTERS ARISING**

##### **4.1 Minutes of the Regional and Corporate Services Committee Open Meeting - December 12, 2017**

STAM/BOUCHER

**THAT** the Minutes of the Regional and Corporate Services Committee Open Meeting of December 12, 2017 be adopted.

**[RACS 2018-002]**

**CARRIED**

#### **5. CORPORATE ADMINISTRATION**

##### **5.1 Boardroom Improvements Update**

CAO Paul Gipps reported that over the coming months, improvements to the Boardroom will take place which will include new flooring for the Boardroom, a new and modern circular Boardroom table to be installed to enable better visibility, as well as technology changes to address ongoing challenges with the audio system and desktop microphones.

##### **5.2 Proposed Amendment to FVRD Travel and Other Expenses Policy**

Mr. Gipps reported that proposed amendments to the Travel and Other Expense Policy have been made to provide an option for Directors to take a per diem while on conference or FVRD business, as quite often the meals at conferences are costly and this option will prove to be more cost effective. The proposed Policy also amends the frequency for submission of claims. Clarification was sought regarding long distance automobile travel and allocation of costs based on interactions between Directors and staff time.

FACO/ALEXIS

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

**[RACS 2018-003]**

**CARRIED**

### **5.3 Installation of Bike Maintenance Station at FVRD/Chilliwack Fire Office**

The report dated January 10, 2018 from the Director of Financial Services pertaining to the installation of a bike maintenance station at the FVRD/Chilliwack Fire office was provided for information.

## **6. FINANCE**

No items.

## **7. REGIONAL PROGRAMS AND SERVICES**

### **7.1 REGIONAL PARKS**

#### **7.1.1 December 29th Ice Storm**

Barclay Pitkethly, Director of Regional Programs reported that there was insignificant damage to regional parks during the December 29th ice storm compared to the last ice storm a couple of years ago. It was noted that some parks remain closed due to safety issues. No extraordinary expenses are anticipated from this recent ice storm.

### **7.2 STRATEGIC PLANNING AND INITIATIVES**

Refer to item 3.1

### **7.3 E911 AND INFORMATION TECHNOLOGY**

#### **7.3.1 Dispatch Call Volumes during the December 29th Ice Storm**

Dave Philp, Manager of E911 and Information Technology provided a verbal update on the recent December 29<sup>th</sup> ice storm. He reported that in the morning around 11 am the dispatcher on duty noticed that the weather was changing rapidly and called in another dispatcher. As the weather got worse, additional dispatchers were called in and altogether there were 5 dispatchers on duty and the 3 dispatch stations were running full scale. An all time record of close to 1,000 calls were received on that day. Mr. Philp noted that a typical busy day would see 250 – 300 calls.

Staff was commended for stepping up and doing an extraordinary job and it was proposed that some form of appreciation be arranged to portray the Board's gratitude and to say thank you to the dispatch team.

In conjunction with that, Director Niemi reported that during the ice storm in Area C, BC Hydro attended to calls immediately and that although the Ministry of Transportation and Highways



cleared the highways, the side streets were not taken care off and residents were unable to get out. He would like this concern to be brought up with the Ministry.

## **9. REPORTS BY STAFF**

None

## **10. REPORTS BY DIRECTORS**

Director Niemi reported that they now have a Kentucky Fried Chicken outlet in Electoral Area C!

Director Raymond reported that he received a phone call from a resident about a 10 year old boy who fractured his arm and broke a femur and after 5 hours at the local hospital he was finally attended to and sent home. The next morning at 9 am he was brought to the Abbotsford Regional Hospital and was attended to at 5:30 pm and operated on the next day. Director Raymond expressed dissatisfaction with the wait time and that he was not impressed with Fraser Health.

Director Alexis reported concerns regarding late agenda items for Board meetings and noted that receiving the items the day before the meeting makes it for difficult for meeting preparation. She referred to the December Board meeting in particular where a large amount of information was provided at the last minute. Mr. Gipps responded that staff will take note of this and will endeavour to rectify this concern.

Director Niemi also reported that he has received a number of calls from residents in his area regarding difficulty placing seniors in extended health facilities due to their rural location.

## **11 PUBLIC QUESTION PERIOD FOR ITEMS RELEVANT TO AGENDA**

None

## **12. ADJOURNMENT**

**ALEXIS/FACIO**

**THAT** the Regional and Corporate Services Committee Open Meeting of January 10, 2018 be adjourned.

**[RACS 2018-004]**

**CARRIED**

The Regional and Corporate Services Committee Open Meeting adjourned at 9:54 a.m.

MINUTES CERTIFIED CORRECT:

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Director Jason Lum, Chair

DRAFT

To: Regional and Corporate Services Committee  
From: Jennifer Kinneman, Manager of Corporate Affairs and  
Reg Dyck, Manager of Electoral Area Emergency Services

Date: 2018-02-15

File No: 7140-20

**Subject: Draft Cooperative Agreement with the City of Chilliwack**

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### RECOMMENDATION

**THAT** the Fraser Valley Regional District Board approve the draft cooperative agreement with the City of Chilliwack in the resolution of emergency and business continuity incidents;

**AND THAT** the Board direct staff to continue to work with other neighbouring jurisdictions in the development of similar agreements of mutual benefit.

### STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services

### BACKGROUND

The FVRD has clear protocols and plans in place for emergency response, and has worked closely with member municipalities when needed. In the event of a major emergency, it is understood that the regional district would likely need to work cooperatively with neighbouring jurisdictions to effectively manage an emergency situation. Similarly, member municipalities expect to receive reciprocity from the FVRD. At this time however, these arrangements are handshake agreements, with no formal documentation in place to outline the type of assistance that might be available to each organization.

### DISCUSSION

As part of the FVRD's business continuity planning currently underway, staff have been working toward the establishment of formal cooperative agreements between the regional district and its municipal partners. These agreements specify the scope of facilities that might be required such as a backup emergency operations centre (EOC), reception centres, group lodging, and alternate work sites. Working with Chilliwack's Deputy Fire Chief and Emergency Coordinator, staff have prepared a draft agreement for the Board's consideration (Appendix A). A key aspect of this draft agreement is that use

of alternate facilities will only be made available to the requesting organization if they are not already in use. There is no legal obligation for either party to make their facilities available. In the event the City of Chilliwack was also undergoing an emergency response and its facilities were not available to the FVRD, the FVRD has capacity at the Recreation Centre in Hope for its emergency operations. In addition, as staff develop the Corporate Business Continuity Plan, additional sites will be explored and identified.

## **COST**

There are no costs associated with this report. In the event of an emergency, it is expected that some costs associated with the event may be recoverable through Emergency Management BC.

## **CONCLUSION**

The FVRD has excellent working relationships with all of its member municipalities. In the event of an emergency, it is understood that both the regional district and its member municipalities would cooperate to ensure public safety and business continuity. The adoption of a formal agreement reflects best practices in emergency management and business continuity management.

## **COMMENTS BY:**

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

Reviewed and supported.

**Mike Veenbaas, Director of Financial Services**

Reviewed and supported.

**Paul Gipps, Chief Administrative Officer**

Reviewed and supported

APPENDIX A

COOPERATIVE AGREEMENT

DATED AS OF JANUARY X, 2018

BETWEEN

FRASER VALLEY REGIONAL DISTRICT

AND

CITY OF CHILLIWACK

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COOPERATIVE AGREEMENT

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COOPERATIVE AGREEMENT

This agreement made as of the X day of MONTH, 2018

**BETWEEN:**

**FRASER VALLEY REGIONAL DISTRICT**  
(hereinafter called "FVRD")

OF THE FIRST

PART

**AND:**

**CITY OF CHILLIWACK**  
(hereinafter called "Chilliwack")

OF THE SECOND

PART

**WHEREAS** the FVRD and Chilliwack each maintains their own emergency management and business continuity operations equipment, facilities, and personnel;

**AND WHEREAS** the two parties consider it to be of mutual benefit to cooperate in the resolution of emergency and business continuity incidents;

**NOW THEREFORE** this cooperative agreement witnesseth that in consideration of the covenants and provisos herein contained; the parties hereto agree as follows:

1. In this Agreement, "Facility" or "Facilities" includes Emergency Operations Centres, Reception Centres, Group Lodging, and Alternative Work Sites owned, maintained, or under the control of either party.
2. In this Agreement, "Director" means the Chief Administrative Officer (CAO), senior manager, or delegate of the party who is in charge of the emergency or business continuity operation or training exercise. A list of approved delegates for both parties is appended to this agreement.
3. In the event that a Director requires Facilities, the Director may request use of said Facilities from the other party to this Agreement.
4. Use of the Facilities shall be provided by the assisting party if the Facilities are not already required for use by the assisting party. The assisting party will physically attend and open the requested Facility and provide access to the assisted party.
5. Equipment and staff of the assisted party shall be under the direction of the Director at all material times.
6. No party to this Agreement shall be liable for any loss or damage occasioned to the equipment of any of the other parties occurring due to or arising from use of Facilities under this Agreement, unless such loss or damage is caused by negligence or wrongful act.
7. No charge shall be levied for use of Facilities under this Agreement between the parties to this Agreement.
8. Subject to section 5 of this Agreement, each party requesting use of Facilities under this Agreement shall be responsible for and indemnify and release and save harmless the party that provided the Facilities, from and against all claims, demands, loss, costs, damages, actions, suits, or other proceedings, or non-performance in relation to or resulting from the performance, purported performance, or non-performance of this Agreement, excepting only where such claim, demand, action, proceeding or liability is based on the sole negligence or wilful misconduct of the assigning party.
9. The rights and obligations of either party to this Agreement may be terminated upon six months' written notice delivered to the other party by prepaid registered mail addressed to the respective address of the party hereto. Any notice given pursuant to the provisions of this paragraph shall be deemed to have been received the day following its mailing at the post office.
10. This Agreement shall be binding upon and shall ensure to the benefit of the parties hereto and their successors and assigns.

**IN WITNESS WHEREOF** the parties hereto have set their hands and seals on the day and in the year first above written.

**THE CORPORATE SEAL OF THE FRASER VALLEY REGIONAL DISTRICT**  
was affixed hereto in the presence of:

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Jason Lum, Chair, FVRD

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Paul Gipps, CAO, FVRD

**THE CORPORATE SEAL OF CITY OF CHILLIWACK**  
was affixed hereto in the presence of:

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Sharon Gaetz, Mayor, City of Chilliwack

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Peter Monteith, CAO, City of Chilliwack



To: Regional and Corporate Services Committee  
From: Jennifer Kinneman, Manager of Corporate Affairs

Date: 2018-02-15  
File No: 7140-20

**Subject: Business Continuity Plan: Steering Committee & Corporate Policy**

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### RECOMMENDATION

**THAT** the Fraser Valley Regional District Board adopt the Terms of Reference for the FVRD's Business Continuity Steering Committee;

**AND THAT** the Corporate Policy for Business Continuity be approved.

### STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services

### BACKGROUND

Business continuity is the capability of organizations to deliver services at an acceptable level both during and after an unexpected business disruption. This disruption might include emergency situations such as natural disasters such as earthquakes or floods, but it may also include threats such as workplace violence, pandemics, or cyber-attacks. By engaging in business continuity management, organizations build resilience, identifying potential threats and how these threats can be effectively managed to reduce risk. Business continuity is a core obligation of good governance.

### DISCUSSION

It is important to understand the difference between emergency management and business continuity management. Emergency management is manifested in the procedures taken immediately after a crisis occurs to ensure public safety. Business continuity is focused on how to restore the organization to its pre-crisis state and deliver key services. While the FVRD has emergency response plans in place and staff regularly participate in training for emergency response, it does not presently have a formalized and clearly documented business continuity management program. Both emergency

management and business continuity can be considered as components within the broader risk management framework of the organization.

To develop a Corporate Business Continuity Plan, the FVRD has assembled a staff work team in the form of a Business Continuity Steering Committee. While each business unit will be actively involved in the development, monitoring, and maintenance of individual business continuity plans, this Committee will be instrumental in developing the Corporate Plan and ensuring its ongoing sustainability and effectiveness. The Terms of Reference for this Committee are attached in Appendix A.

It is anticipated that the FVRD's Corporate Business Continuity Plan will be completed by the end of 2018. The first key milestone in the work plan is Board approval of the Committee's Terms of Reference as well as the Corporate Policy for Business Continuity Management (Appendix B).

## **COST**

There are no direct financial implications to the recommendations within this report. However, it should be noted that in the event of a business disruption, costs may be incurred to maintain services at the level specified in the Corporate Business Continuity Plan. Some of these costs may ultimately be recoverable through Emergency Management BC (i.e. in the event of a natural disaster). However, other costs may have to be managed through the organization's existing and future budgets.

## **CONCLUSION**

Ensuring business continuity is a critical function for the regional district. Staff have developed a work plan, internal steering committee, and corporate policy to achieve the goal of creating a formal framework for business continuity.

## **COMMENTS BY:**

**Mike Veenbaas, Director of Financial Services**

Reviewed and supported.

**Paul Gipps, Chief Administrative Officer**

Reviewed and supported.



## **TERMS OF REFERENCE**

### **BUSINESS CONTINUITY STEERING COMMITTEE**


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The Business Continuity Steering Committee shall meet on a quarterly basis, or more frequently as required, to consider and discuss matters within its mandate and make recommendations to senior management of the Fraser Valley Regional District. Responsibilities include:

1. Develop, implement and maintain the FVRD's Business Continuity Plan (BCP).
2. Act as resources for managers responsible for departmental business continuity throughout the organization.
3. Review the FVRD's critical business processes and evaluate various control mechanisms.
4. Review and debrief after significant incidents and make recommendations as required.
5. Provide direction in key areas of the program including, but not limited to: policy, prioritization of business processes and systems, recovery time expectations, frequency of testing and exercises.
6. Report to the senior management team (SMT) and chief administrative officer (CAO) on plan progress and compliance with policy and industry best practices, and make recommendations as needed.
7. Participate and contribute to the FVRD's emergency management plan, emergency operations centre (EOC) training, and initiatives.
8. Monitor and review the business continuity plan at planned intervals to ensure its sustainability and effectiveness.
9. Other matters at the direction of the CAO.

#### **Membership**

The Business Continuity Steering Committee shall include a cross section of management staff representing key business units and support areas of the organization. Committee members and the committee chair will be selected by the CAO. A quorum of greater than 50 percent of members is required, and in the absence of a quorum, the meeting will be rescheduled. Given the sensitivity of the issues discussed, committee members may not send designates in their absence. Clear mandates, timelines, and responsibilities will be assigned to each committee member based on their areas of expertise.

 <b>FRASER VALLEY REGIONAL DISTRICT</b> <b>POLICIES AND PROCEDURES</b>	
<b>POLICY: Business Continuity Plan</b>	
<b>Date Issued:</b>	<b>Date Amended:</b>

### **PURPOSE**

This policy has been developed to assist the FVRD to prepare for disruptive events to its operations. The policy defines the Board's approach to business continuity management and the principles by which business continuity plans will be developed and maintained.

### **POLICY**

The objective of business continuity management is to protect life, ensure safety, and minimize the impact of a disruptive event on operations and the delivery of services to the community. Examples of disruptive events include, but are not limited to: natural disasters; damage to FVRD assets; IT systems failure; and telecommunications failure.

A key outcome of the business continuity framework is to identify the minimum level of acceptable performance the organization wishes to maintain in the event of a disruption, and to clearly state the infrastructure and resources required to achieve and sustain critical business objectives.

The framework includes the following:

- Business Continuity Management Policy
- Emergency Management Plan
- Corporate Business Continuity Plan

Business Continuity Management will align to the ISO 22301 standard, which was developed to assist organizations maintain continuity of their operations through effective management of disruption-related risk. This will equip the FVRD with the capacity to:

- Stabilize any disruptive effects as quickly as possible;
- Continue and/or quickly resume operations that are most critical to the Board's objectives;
- Expedite return to normal operations and recovery;
- Capitalize on any opportunities created by an event.

## **ROLES AND RESPONSIBILITIES**

The Chief Administrative Officer (CAO) and Senior Management Team (SMT) are responsible for overseeing business continuity management across the FVRD.

All departments within the FVRD must be aware and fully understand the content of this policy. Directors and managers have primary accountability for ensuring compliance with, and consistent application of this policy within their departments. Directors and managers will have the responsibility for undertaking Business Impact Analysis (BIA) and ensuring that all critical functions under their responsibility have business continuity plans established, maintained, and reviewed.

## **MEASUREMENT OF SUCCESS**

- Business Continuity Management is supported across the organization.
- Business Continuity Plans are developed for critical operations and services following business impact analysis.
- Testing of Business Continuity Plans is carried out on a regular basis.
- Minimal interruption to operations during and following a disruptive event.

## **ACCESS TO INFORMATION AND PROTECTION OF PRIVACY**

The implementation and administration of the FVRD Business Continuity Plan may require the collection, use and disclosure of personal information.

As defined under the *Freedom of Information and Protection of Privacy Act, RSBC 1996 Ch. 165*, “personal information” means recorded information about an identifiable individual other than contact information. “Contact information” means information to enable an individual at a place of business to be contacted and includes the name, position name, or title, business telephone number, business address, business email or business fax number of the individual”.

The personal information collected for purposes of implementing and administering the FVRD Business Continuity Plan will be collected in accordance with Sections 26 and 27 of the *Freedom of Information and Protection of Privacy Act, RSBC 1996 Ch. 165*, the *Local Authority Emergency Management Regulation [BC Reg. 380/95]*, and the *Fraser Valley Regional District Business Continuity Plan Policy*. The personal information collected will **only** be collected, used and disclosed for the purpose of implementing and administering the Fraser Valley Regional District’s Business Continuity Plan. Questions with respect to the collection of personal information may be directed to the FVRD Privacy Officer at 45950 Cheam Avenue, Chilliwack, BC V2P 1N6 1-800-528-0061 [FOI@fvrd.ca](mailto:FOI@fvrd.ca).

## **DEFINITIONS**

Acceptable Level of Performance – the lowest acceptable level of service that can be tolerated during a disruption.

Business Continuity – the ability of the FVRD to provide service and support for citizens and stakeholders and maintain critical operations before, during, and after a significant disruption.

Business Continuity Management – the process for managing operations during and following a disruption, to ensure that critical functions can be maintained or restored quickly with minimal impact on staff, the Board, and the community.

**Business Continuity Plan** – an approved and tested document with instructions and procedures that provide guidance on the management of operations to minimize the impact of significant disruption.

**Business Impact Analysis** – a detailed risk analysis that examines the nature and extent of possible disruptions and the likelihood of the resulting consequences in order to gather information about critical functions, dependencies, and resource requirements.

**Significant Disruption** – a sudden, unplanned event resulting in inconvenience and disruption to operations, which requires non-routine management.

To: Regional and Corporate Services Committee

Date: 2018-02-15

From: Jennifer Kinneman  
Manager of Corporate Affairs

File No: 1320-60

**Subject: 2017 Web Site, Media & Social Media Results**

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### **INTENT**

This report is intended to advise the Regional and Corporate Services Committee of information pertaining to the corporate web site, media presence, and social media channels. 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**

Provide Responsive & Effective Public Services

### **BACKGROUND**

This report provides an overview of how the FVRD met its communications objectives via web site and social media channels in 2017.

### **DISCUSSION**

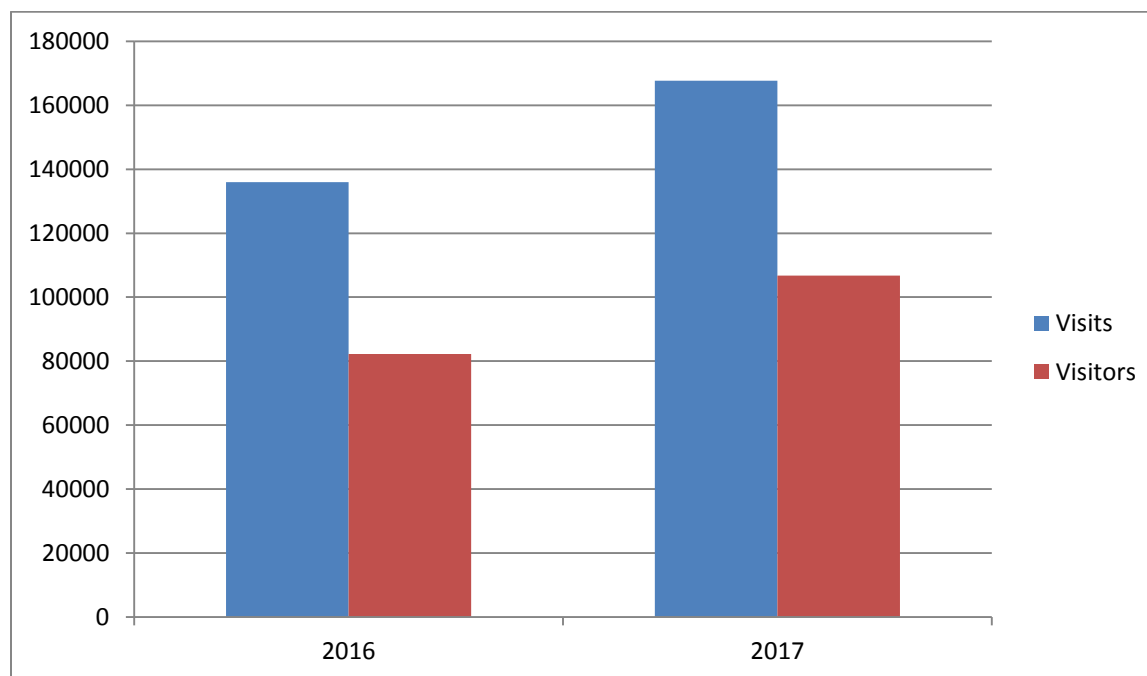
#### **Media Analysis**

There were 653 news stories captured in print for 2017. The issues which garnered broader attention included: the six rescued puppies; flood protection and risk; homelessness; Sumas Mountain gravel extraction; director remuneration; new gun regulations in the electoral areas; the debris flow incident on Hwy. 1; and a number of dog bite incidents.

## Online/Social Media

### Web Site

The FVRD web site was launched in June, 2015 and therefore there is only partial data available for that year. The following table compares web site traffic between 2016 and 2017. From 2016 to 2017, there was a 23.3% increase in visits to the FVRD web site and a 29.7% increase in the number of visitors.



In 2017, the site generated 395,984 page views, a 15.7% increase over the previous year, with each visitor averaging 2.36 pages per session, a 6.1% decrease. After the home page, the most frequently visited pages included the CARE Centre, dog licences, regional information map, and careers.

### Twitter

1,836 Followers, an increase of 11.4% over 2016.

2,061 Engagements, a decrease of 49.7% over 2016.

The tweets with the greatest reach related to the closure of Sumas Mountain Interregional Park due to wildfire risk, followed by the post about the Columbia Valley Volunteer Fire Departments new fire truck.

### Facebook

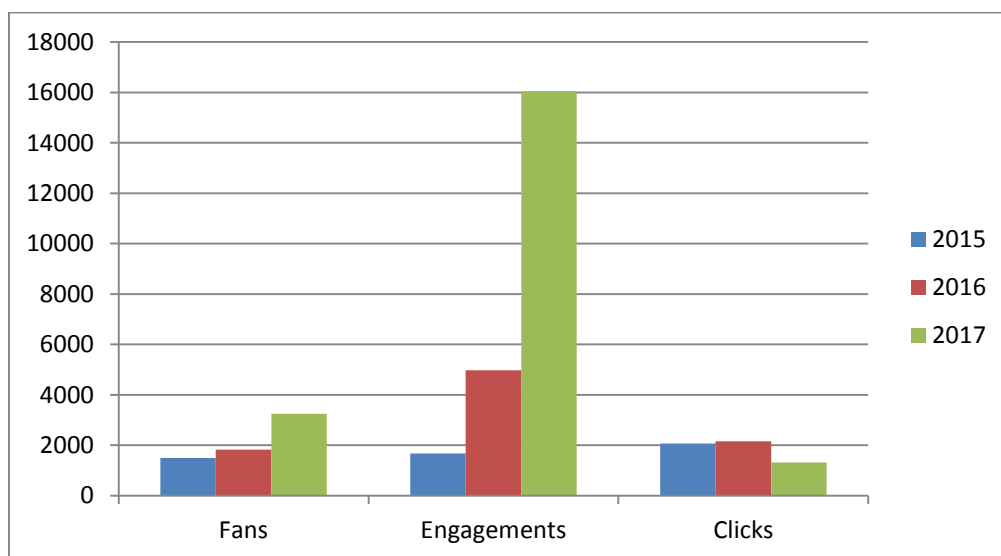


In 2017, the FVRD created several new Facebook pages to better serve particular audiences. The Recreation Centre in Hope and the CARE Centre now have distinct Facebook profiles which have proven to be very successful for overall social media engagement.

2017 Facebook Statistics by Page

	Fans	Impressions	Clicks	Engagements
FVRD	1,974	250,489	850	2,465
CARE Centre	989	566,987	393	12,373
Rec Centre	286	146,922	81	1,207

2016 vs. 2017



### Instagram

598 Followers, an increase of 35.6% over 2016.

935 Total Engagements (Likes and Comments), a 201.6% increase over 2016.

### YouTube

2,459 Views

45 Shares

Top Watched Video: It Takes a Region to Raise a Litter (86o Views)

## **COST**

There are no costs associated with this report.

## **CONCLUSION**

The FVRD will continue to use a variety of communications strategies to support the organization's goals and objectives. Both traditional and digital media will be used to foster continuous improvement in outreach and engagement.

## **COMMENTS BY:**

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

**Paul Gipps, Chief Administrative Officer**

Reviewed and supported

To: Regional and Corporate Services Committee  
From: Mike Veenbaas, Director of Financial Services

Date: 2018-02-15  
File No: 1720-20

**Subject: 2018-2022 Financial Plan Bylaw No. 1473, 2018**

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### RECOMMENDATION

**THAT** the Fraser Valley Regional District Board consider giving three readings and adoption to the bylaw cited as *Fraser Valley Regional District 2018 – 2022 Financial Plan Bylaw No. 1473, 2018*.

### STRATEGIC AREA(S) OF FOCUS

Support Healthy & Sustainable Community  
Provide Responsive & Effective Public Services

### BACKGROUND

The 2018-2022 financial planning process began in July at the Staff level and continued through the Fall with a EASC budget workshop held in September, meetings held in October with individual Electoral Area Directors, a budget workshop held with the Recreation, Culture and Airpark Services Commission in October and a special Committee of the Whole budget workshop in November. In addition information was shared and discussions held with each municipal member's finance department.

### DISCUSSION

The bylaw accompanying this report reflects the direction provided to Staff via the meetings and budget workshops held on the proposed 2018-2022 Financial Plan. The Committee is being asked to recommend the Board give the bylaw three readings and adoption at the February Board meeting.

As the majority of services are allocated based on converted assessed value, the final property tax requisition by member will be confirmed in April upon receiving the 2018 Revised Assessment Roll. Using the 2017 Revised Roll, plus an estimate for development growth it was projected the change in requisition will be directly linked to the specific costs drivers discussed at the November Committee of the Whole meeting.

## **COST**

Generally there is little to no anticipated tax increases expected for the average property with only a few exceptions for those services discussed at the Committee of the Whole meeting.

## **CONCLUSION**

The 2018-2022 Financial Plan bylaw represents the accumulation of feedback and direction received at meetings and budget workshops held at the Staff, Committee and Board levels. The request to consider this bylaw for three readings and adoption is the last step in the financial planning process.

## **COMMENT BY:**

**Paul Gipps, Chief Administrative Officer**

Not available for comment.

**FRASER VALLEY REGIONAL DISTRICT**

**BYLAW No. 1473, 2018**

**A bylaw to adopt the 2018 – 2022 Financial Plan.**

---

**WHEREAS** a regional district is prescribed to adopt a five year financial plan bylaw on an annual basis by March 31;

**THEREFORE** the Board of Directors of the Fraser Valley Regional District (“the Board”) enacts as follows:

**1) CITATION**

This Bylaw may be cited as *Fraser Valley Regional District 2018 – 2022 Financial Plan Bylaw No. 1473, 2018*.

**2) ENACTMENTS**

Schedules A and B attached hereto and an integral part of this bylaw are hereby declared to be the 2018 – 2022 Financial Plan of the Fraser Valley Regional District.

**3) SEVERABILITY**

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

**4) READINGS AND ADOPTION**

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

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

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

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

---

Chair/Vice-Chair

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Corporate Officer/Deputy

**5) CERTIFICATION**

I hereby certify that this is a true and correct copy of *Fraser Valley Regional District 2018 – 2022 Financial Plan Bylaw No. 1473, 2018* as adopted by the Board of Directors of the Fraser Valley Regional District on the

Dated at Chilliwack, B.C. this

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Corporate Officer/Deputy

DRAFT

**FRASER VALLEY REGIONAL DISTRICT****2018-2022 FINANCIAL PLAN****Schedule A of Bylaw No. 1473, 2018**

	<b>2017 Final Budget</b>	<b>2018 Financial Plan</b>	<b>2019 Financial Plan</b>	<b>2020 Financial Plan</b>	<b>2021 Financial Plan</b>	<b>2022 Financial Plan</b>
<b><u>Revenue</u></b>						
Member Requisition	\$13,566,685	\$15,298,035	\$16,099,205	\$16,538,335	\$16,966,525	\$17,364,798
Government Grants	2,794,400	4,565,960	1,606,490	1,643,400	1,682,825	1,731,435
Sales of Service	3,205,425	4,403,934	4,640,620	4,668,976	4,699,926	4,751,147
Other Revenue	12,984,656	13,029,056	12,904,285	12,786,970	12,818,297	12,866,442
Investment Income	75,340	66,900	65,150	64,050	64,050	64,250
Developer Contributions	0	25,620	5,620	5,620	5,620	5,620
<b>Total Revenue</b>	<b>32,626,506</b>	<b>37,389,505</b>	<b>35,321,370</b>	<b>35,707,351</b>	<b>36,237,243</b>	<b>36,783,692</b>
<b><u>Expenses</u></b>						
General Government Services	10,858,975	11,765,984	10,713,089	10,778,690	10,821,155	10,972,030
Protective Services	5,462,835	5,538,805	5,565,265	5,643,535	5,713,135	5,783,025
Transportation Services	2,831,730	3,074,600	3,103,080	3,180,690	3,271,570	3,365,230
Environmental Health Services	2,135,530	2,554,560	2,248,030	2,214,380	2,290,600	2,311,770
Environment Dev. Services	1,860,980	2,038,300	1,957,800	1,997,860	1,979,160	2,013,864
Recreation & Cultural Services	3,883,365	5,378,530	5,172,180	5,128,760	5,182,310	5,271,891
Utilities	1,150,183	1,293,280	1,598,024	1,566,165	1,580,920	1,589,535
<b>Total Expenses</b>	<b>28,183,598</b>	<b>31,644,059</b>	<b>30,357,468</b>	<b>30,510,080</b>	<b>30,838,850</b>	<b>31,307,345</b>
<b>Net Surplus (Deficit)</b>	<b>4,442,908</b>	<b>5,745,446</b>	<b>4,963,902</b>	<b>5,197,271</b>	<b>5,398,393</b>	<b>5,476,347</b>
<b><u>Financial and Reserve Activities</u></b>						
Prior Year Surplus	1,329,750	2,012,661	435,745	2,817,545	5,740,860	578,445
Proceeds from Debenture Debt	1,610,700	8,718,895	0	0	0	0
Reserve Fund Transactions (net)	1,022,332	1,217,285	(1,204,691)	(1,558,126)	(930,941)	(1,982,480)
Principal on Long Term Debt	(3,383,825)	(3,427,622)	(3,655,256)	(3,525,890)	(3,488,312)	(3,488,312)
Capital Acquisitions	(5,021,865)	(14,266,665)	(539,700)	(2,930,800)	(6,720,000)	(584,000)
<b>Total Financing Reserve Fund Activities</b>	<b>(4,442,908)</b>	<b>(5,745,446)</b>	<b>(4,963,902)</b>	<b>(5,197,271)</b>	<b>(5,398,393)</b>	<b>(5,476,347)</b>
<b>Net Budgetary Surplus (Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**FRASER VALLEY REGIONAL DISTRICT****2018-2022 FINANCIAL PLAN****Schedule B of Bylaw No. 1473, 2018**

	<b>2017 Final Budget</b>	<b>2018 Financial Plan</b>	<b>2019 Financial Plan</b>	<b>2020 Financial Plan</b>	<b>2021 Financial Plan</b>	<b>2022 Financial Plan</b>
<b><u>General Government</u></b>						
<b><u>Revenue</u></b>						
Member Requisition	\$2,118,250	\$2,187,360	\$2,225,990	\$2,265,590	\$2,307,810	\$2,349,500
Government Grants	173,000	724,200	186,530	189,390	194,915	208,725
Sales of Service	49,280	47,000	47,500	47,500	48,000	48,000
Other Revenue	11,348,645	11,621,146	11,603,055	11,488,620	11,518,227	11,587,552
Investment Income	35,500	27,000	27,000	27,100	27,100	27,100
<b>Total Revenue</b>	<b>13,724,675</b>	<b>14,606,706</b>	<b>14,090,075</b>	<b>14,018,200</b>	<b>14,096,052</b>	<b>14,220,877</b>
<b><u>Expenses</u></b>						
Salaries & Benefits	3,197,884	3,454,360	3,380,890	3,452,900	3,526,600	3,600,600
Directors Expense	472,130	577,070	584,450	592,040	599,870	607,760
Services and Supplies	6,242,111	6,754,309	5,794,999	5,760,960	5,713,565	5,768,510
Vehicle, Bldg. & Equip Expenses	479,400	492,295	454,850	464,690	462,620	466,060
Internal Services	467,450	487,950	497,900	508,100	518,500	529,100
<b>Total Expenses</b>	<b>10,858,975</b>	<b>11,765,984</b>	<b>10,713,089</b>	<b>10,778,690</b>	<b>10,821,155</b>	<b>10,972,030</b>
<b>Net Surplus (Deficit)</b>	<b>2,865,700</b>	<b>2,840,722</b>	<b>3,376,986</b>	<b>3,239,510</b>	<b>3,274,897</b>	<b>3,248,847</b>
<b><u>Financial and Reserve Activities</u></b>						
Prior Year Surplus	803,875	644,820	93,500	54,690	(21,495)	8,635
Reserve Fund Transactions (net)	198,000	111,800	(51,200)	(171,200)	(261,780)	(135,860)
Principal on Long Term Debt	(3,218,575)	(3,143,442)	(3,086,586)	(2,934,200)	(2,896,622)	(2,896,622)
Capital Acquisitions	(649,000)	(453,900)	(332,700)	(188,800)	(95,000)	(225,000)
<b>Total Financing Reserve Fund Activities</b>	<b>(2,865,700)</b>	<b>(2,840,722)</b>	<b>(3,376,986)</b>	<b>(3,239,510)</b>	<b>(3,274,897)</b>	<b>(3,248,847)</b>
<b>Net Budgetary Surplus (Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



**Schedule B (continued)**

	<b>2017 Final Budget</b>	<b>2018 Financial Plan</b>	<b>2019 Financial Plan</b>	<b>2020 Financial Plan</b>	<b>2021 Financial Plan</b>	<b>2022 Financial Plan</b>
<b><u>Protective Services</u></b>						
<b><u>Revenue</u></b>						
Member Requisition	\$3,320,775	\$3,614,605	\$3,767,855	\$3,917,105	\$4,065,695	\$4,222,305
Government Grants	68,220	61,520	62,220	62,920	62,920	62,920
Sales of Service	979,200	1,042,300	1,053,300	1,064,300	1,076,300	1,086,300
Other Revenue	921,170	805,670	748,670	726,670	729,670	706,670
Investment Income	13,850	14,200	14,350	14,500	14,650	14,800
<b>Total Revenue</b>	<b>5,303,215</b>	<b>5,538,295</b>	<b>5,646,395</b>	<b>5,785,495</b>	<b>5,949,235</b>	<b>6,092,995</b>
<b><u>Expenses</u></b>						
Salaries & Benefits	1,846,040	2,190,030	2,231,070	2,274,150	2,317,730	2,355,311
Services and Supplies	2,492,635	2,410,185	2,369,045	2,411,705	2,433,695	2,468,295
Vehicle, Bldg. & Equip Expenses	593,360	429,090	443,350	425,380	418,710	419,920
Internal Services	530,800	509,500	521,800	532,300	543,000	539,499
<b>Total Expenses</b>	<b>5,462,835</b>	<b>5,538,805</b>	<b>5,565,265</b>	<b>5,643,535</b>	<b>5,713,135</b>	<b>5,783,025</b>
<b>Net Surplus (Deficit)</b>	<b>(159,620)</b>	<b>(510)</b>	<b>81,130</b>	<b>141,960</b>	<b>236,100</b>	<b>309,970</b>
<b><u>Financial and Reserve Activities</u></b>						
Prior Year Surplus	224,370	625,140	515,550	3,057,970	5,557,990	834,930
Reserve Fund Transactions (net)	224,650	748,320	(480,280)	(583,530)	(724,690)	(841,500)
Principal on Long Term Debt	(59,400)	(59,400)	(59,400)	(59,400)	(59,400)	(59,400)
Capital Acquisitions	(230,000)	(1,313,550)	(57,000)	(2,557,000)	(5,010,000)	(244,000)
<b>Total Financing Reserve Fund Activities</b>	<b>159,620</b>	<b>510</b>	<b>(81,130)</b>	<b>(141,960)</b>	<b>(236,100)</b>	<b>(309,970)</b>
<b>Net Budgetary Surplus (Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Schedule B (continued)**

	<b>2017 Final Budget</b>	<b>2018 Financial Plan</b>	<b>2019 Financial Plan</b>	<b>2020 Financial Plan</b>	<b>2021 Financial Plan</b>	<b>2022 Financial Plan</b>
<b><u>Transportation Services</u></b>						
<b><u>Revenue</u></b>						
Member Requisition	\$1,178,240	\$1,262,830	\$1,282,450	\$1,307,740	\$1,330,190	\$1,358,190
Government Grants	1,011,880	1,066,470	1,093,370	1,122,670	1,156,370	1,191,070
Sales of Service	632,180	801,200	816,900	832,400	847,700	863,300
Other Revenue	9,410	4,350	4,010	4,010	4,010	4,010
Investment Income	3,750	2,250	2,250	2,050	1,850	1,850
Total Revenue	2,835,460	3,137,100	3,198,980	3,268,870	3,340,120	3,418,420
<b><u>Expenses</u></b>						
Salaries & Benefits	28,580	27,680	28,390	30,200	31,950	33,620
Services and Supplies	2,621,560	2,857,380	2,879,880	2,958,470	3,042,610	3,129,310
Vehicle, Bldg. & Equip Expenses	85,490	87,540	89,410	83,920	86,510	89,300
Internal Services	96,100	102,000	105,400	108,100	110,500	113,000
Total Expenses	2,831,730	3,074,600	3,103,080	3,180,690	3,271,570	3,365,230
Net Surplus (Deficit)	3,730	62,500	95,900	88,180	68,550	53,190
<b><u>Financial and Reserve Activities</u></b>						
Prior Year Surplus	4,540	(59,890)	(92,150)	(75,180)	(54,300)	(37,690)
Reserve Fund Transactions (net)	(8,270)	(2,610)	(3,750)	7,000	(14,250)	(15,500)
Capital Acquisitions	0	0	0	(20,000)	0	0
Total Financing Reserve Fund Activities	(3,730)	(62,500)	(95,900)	(88,180)	(68,550)	(53,190)
Net Budgetary Surplus (Deficit)	\$0	\$0	\$0	\$0	\$0	\$0

**Schedule B (continued)**

	<b>2017 Final Budget</b>	<b>2018 Financial Plan</b>	<b>2019 Financial Plan</b>	<b>2020 Financial Plan</b>	<b>2021 Financial Plan</b>	<b>2022 Financial Plan</b>
<b><u>Environmental Health</u></b>						
<b><u>Revenue</u></b>						
Member Requisition	\$1,493,440	\$1,582,160	\$1,759,780	\$1,831,210	\$1,888,110	\$1,917,060
Government Grants	67,940	69,190	62,690	62,690	62,690	62,690
Sales of Service	421,350	446,250	396,280	371,310	346,340	346,370
Other Revenue	37,500	44,250	34,500	34,500	34,500	34,500
Investment Income	11,750	15,050	15,600	16,900	16,900	16,900
Developer Contributions	0	0	0	0	0	0
Total Revenue	2,031,980	2,156,900	2,268,850	2,316,610	2,348,540	2,377,520
<b><u>Expenses</u></b>						
Salaries & Benefits	707,560	734,300	753,090	769,700	786,400	802,050
Services and Supplies	1,156,830	1,542,550	1,212,050	1,156,700	1,211,150	1,211,400
Vehicle, Bldg. & Equip Expenses	44,390	45,860	46,030	46,210	46,370	46,530
Internal Services	226,750	231,850	236,860	241,770	246,680	251,790
Total Expenses	2,135,530	2,554,560	2,248,030	2,214,380	2,290,600	2,311,770
Net Surplus (Deficit)	(103,550)	(397,660)	20,820	102,230	57,940	65,750
<b><u>Financial and Reserve Activities</u></b>						
Prior Year Surplus	98,450	393,530	5,330	(74,780)	(13,770)	(16,690)
Reserve Fund Transactions (net)	52,100	9,130	(26,150)	(27,450)	(44,170)	(49,060)
Capital Acquisitions	(47,000)	(5,000)	0	0	0	0
Total Financing Reserve Fund Activities	103,550	397,660	(20,820)	(102,230)	(57,940)	(65,750)
Net Budgetary Surplus (Deficit)	\$0	\$0	\$0	\$0	\$0	\$0

**Schedule B (continued)**

	<b>2017 Final Budget</b>	<b>2018 Financial Plan</b>	<b>2019 Financial Plan</b>	<b>2020 Financial Plan</b>	<b>2021 Financial Plan</b>	<b>2022 Financial Plan</b>
<b><u>Environmental Development</u></b>						
<b><u>Revenue</u></b>						
Member Requisition	\$1,455,330	\$1,535,360	\$1,570,400	\$1,615,260	\$1,660,160	\$1,691,663
Government Grants	70,250	70,250	70,650	74,600	74,800	74,800
Sales of Service	49,500	58,500	59,500	59,500	60,500	60,500
Other Revenue	89,350	94,960	141,850	168,500	174,500	183,500
Total Revenue	1,664,430	1,759,070	1,842,400	1,917,860	1,969,960	2,010,463
<b><u>Expenses</u></b>						
Salaries & Benefits	1,187,430	1,302,390	1,328,700	1,355,400	1,382,300	1,410,303
Services and Supplies	354,050	428,360	314,850	320,310	269,385	269,386
Vehicle, Bldg. & Equip Expenses	22,100	4,250	4,650	6,050	4,875	4,875
Internal Services	297,400	303,300	309,600	316,100	322,600	329,300
Total Expenses	1,860,980	2,038,300	1,957,800	1,997,860	1,979,160	2,013,864
Net Surplus (Deficit)	(196,550)	(279,230)	(115,400)	(80,000)	(9,200)	(3,401)
<b><u>Financial and Reserve Activities</u></b>						
Prior Year Surplus	196,550	279,230	115,400	80,000	9,200	3,401
Reserve Fund Transactions (net)	16,000	16,000	0	0	0	0
Capital Acquisitions	(16,000)	(16,000)	0	0	0	0
Total Financing Reserve Fund Activities	196,550	279,230	115,400	80,000	9,200	3,401
Net Budgetary Surplus (Deficit)	\$0	\$0	\$0	\$0	\$0	\$0

**Schedule B (continued)**

	<b>2017 Final Budget</b>	<b>2018 Financial Plan</b>	<b>2019 Financial Plan</b>	<b>2020 Financial Plan</b>	<b>2021 Financial Plan</b>	<b>2022 Financial Plan</b>
<b><u>Recreational and Cultural Services</u></b>						
<b><u>Revenue</u></b>						
Member Requisition	\$3,197,205	\$4,161,620	\$4,157,020	\$4,221,450	\$4,288,940	\$4,354,770
Government Grants	117,010	121,810	116,810	116,910	116,910	117,010
Sales of Service	567,629	1,083,038	1,087,570	1,106,070	1,124,570	1,142,271
Other Revenue	161,000	327,500	330,500	333,500	336,500	339,500
Investment Income	10,490	8,400	5,950	3,500	3,550	3,600
Developer Contributions	0	25,620	5,620	5,620	5,620	5,620
<b>Total Revenue</b>	<b>4,053,334</b>	<b>5,727,988</b>	<b>5,703,470</b>	<b>5,787,050</b>	<b>5,876,090</b>	<b>5,962,771</b>
<b><u>Expenses</u></b>						
Salaries & Benefits	1,608,080	1,859,730	1,889,020	1,864,990	1,905,440	1,943,721
Directors Expense	2,850	2,850	2,850	2,850	2,850	2,850
Services and Supplies	1,274,055	2,229,925	2,150,370	2,186,170	2,202,980	2,235,850
Vehicle, Bldg. & Equip Expenses	626,230	750,000	585,420	545,960	532,920	541,700
Internal Services	372,150	536,025	544,520	528,790	538,120	547,770
<b>Total Expenses</b>	<b>3,883,365</b>	<b>5,378,530</b>	<b>5,172,180</b>	<b>5,128,760</b>	<b>5,182,310</b>	<b>5,271,891</b>
<b>Net Surplus (Deficit)</b>	<b>169,969</b>	<b>349,458</b>	<b>531,290</b>	<b>658,290</b>	<b>693,780</b>	<b>690,880</b>
<b><u>Financial and Reserve Activities</u></b>						
Prior Year Surplus	119,531	300,671	(41,900)	(124,850)	361,110	(127,441)
Reserve Fund Transactions (net)	571,360	399,071	(339,390)	(368,440)	560,110	(448,439)
Capital Acquisitions	(860,860)	(1,049,200)	(150,000)	(165,000)	(1,615,000)	(115,000)
<b>Total Financing Reserve Fund Activities</b>	<b>(169,969)</b>	<b>(349,458)</b>	<b>(531,290)</b>	<b>(658,290)</b>	<b>(693,780)</b>	<b>(690,880)</b>
<b>Net Budgetary Surplus (Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Schedule B (continued)

	2017 Final Budget	2018 Financial Plan	2019 Financial Plan	2020 Financial Plan	2021 Financial Plan	2022 Financial Plan
<b><u>Utilities</u></b>						
<b><u>Revenue</u></b>						
Member Requisition	\$803,445	\$954,100	\$1,335,710	\$1,379,980	\$1,425,620	\$1,471,310
Government Grants	1,286,100	2,452,520	14,220	14,220	14,220	14,220
Sales of Service	506,286	925,646	1,179,570	1,187,896	1,196,516	1,204,406
Other Revenue	417,581	131,180	41,700	31,170	20,890	10,710
Total Revenue	3,013,412	4,463,446	2,571,200	2,613,266	2,657,246	2,700,646
<b><u>Expenses</u></b>						
Salaries & Benefits	499,440	603,680	612,350	620,920	629,865	632,365
Services and Supplies	444,240	443,330	733,320	686,660	686,160	686,160
Vehicle, Bldg. & Equip Expenses	129,803	153,470	156,904	160,455	164,095	167,520
Internal Services	76,700	92,800	95,450	98,130	100,800	103,490
Total Expenses	1,150,183	1,293,280	1,598,024	1,566,165	1,580,920	1,589,535
Net Surplus (Deficit)	1,863,229	3,170,166	973,176	1,047,101	1,076,326	1,111,111
<b><u>Financial and Reserve Activities</u></b>						
Prior Year Surplus	(117,566)	(170,840)	(159,985)	(100,305)	(97,875)	(86,700)
Proceeds from Debenture Debt	1,610,700	8,718,895	0	0	0	0
Reserve Fund Transactions (net)	(31,508)	(64,426)	(303,921)	(414,506)	(446,161)	(492,121)
Principal on Long Term Debt	(105,850)	(224,780)	(509,270)	(532,290)	(532,290)	(532,290)
Capital Acquisitions	(3,219,005)	(11,429,015)	0	0	0	0
Total Financing Reserve Fund Activities	(1,863,229)	(3,170,166)	(973,176)	(1,047,101)	(1,076,326)	(1,111,111)
Net Budgetary Surplus (Deficit)	\$0	\$0	\$0	\$0	\$0	\$0

To: Regional and Corporate Services Committee  
From: Christina Vugteveen, Manager of Park Operations

Date: 2018-02-15  
File No: 6120-01

**Subject: Parks Visitation 2017**

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### INTENT

This report is intended to advise the Regional and Corporate Service Committee of information pertaining to Parks visitation in 2017. Staff is not looking for a recommendation and has forwarded this information should members want more clarification or to discuss the item further.

### STRATEGIC AREA(S) OF FOCUS

Support Healthy & Sustainable Community  
Provide Responsive & Effective Public Services

### PRIORITIES

Priority #4 Tourism  
Priority #5 Outdoor Recreation

### BACKGROUND

In 2016, counters were installed at all Regional Park facilities to better understand visitation trends in FVRD parks. These counters were in addition to units that had previously been installed in selected parks. These additional counters provide a more detailed picture of park visitation trends, which will assist parks planning for future needs and demands.

### DISCUSSION

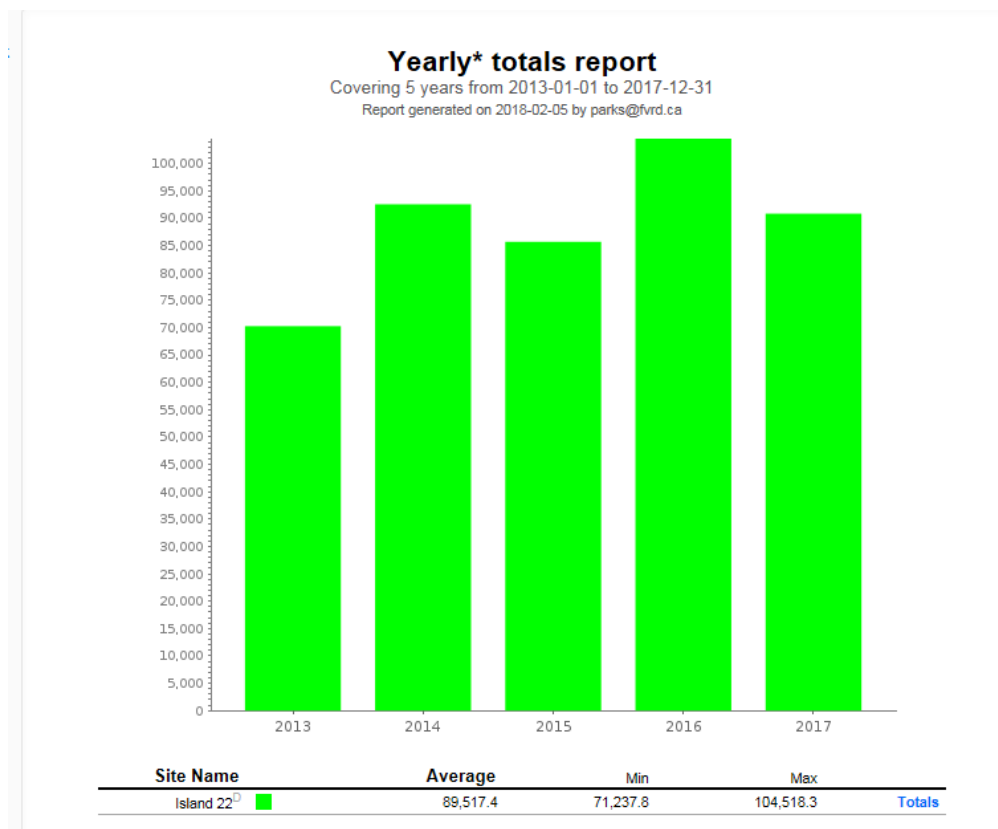
Prior to 2016, the FVRD parks department had been collecting visitation data at a few parks and by the end of 2016 all parks had counters installed. This counter data, which quantifies visitation, has a variety of uses, including helping to effectively allocate resources, such as staff time, required to deliver services and plan for future needs. It also helps to tell the story of what is happening with the parks.

2017 was a year of extremes in terms of weather and as a result we saw an approximate 15% decrease in numbers of people using the parks. In 2017, a total of 800,000 visited FVRD parks.

Factors that created lower visitation most likely included the following:

- Winter was unseasonably cold, and the parks experienced many damaging storms and excessive snow and ice. This resulted in closed parks and trails and lower visitation.
- The spring of 2017 was unseasonably wet resulting in lower number in visitation as fewer people wanted to venture out.
- The summer of 2017 was extremely dry and hot. Additionally, mosquitoes were very heavy in July which saw fewer numbers venturing out particularly to the boat launches and the dog off leash park. The lack of fisheries means less uptake on boat launch use at Island 22 and Dewdney. And to top it off, extreme fire hazard in the province also impacted our area with many smoky days and poor air quality keeping people indoors and away from the parks.
- In September, the weather became nice, and we see the number of visits go up again.

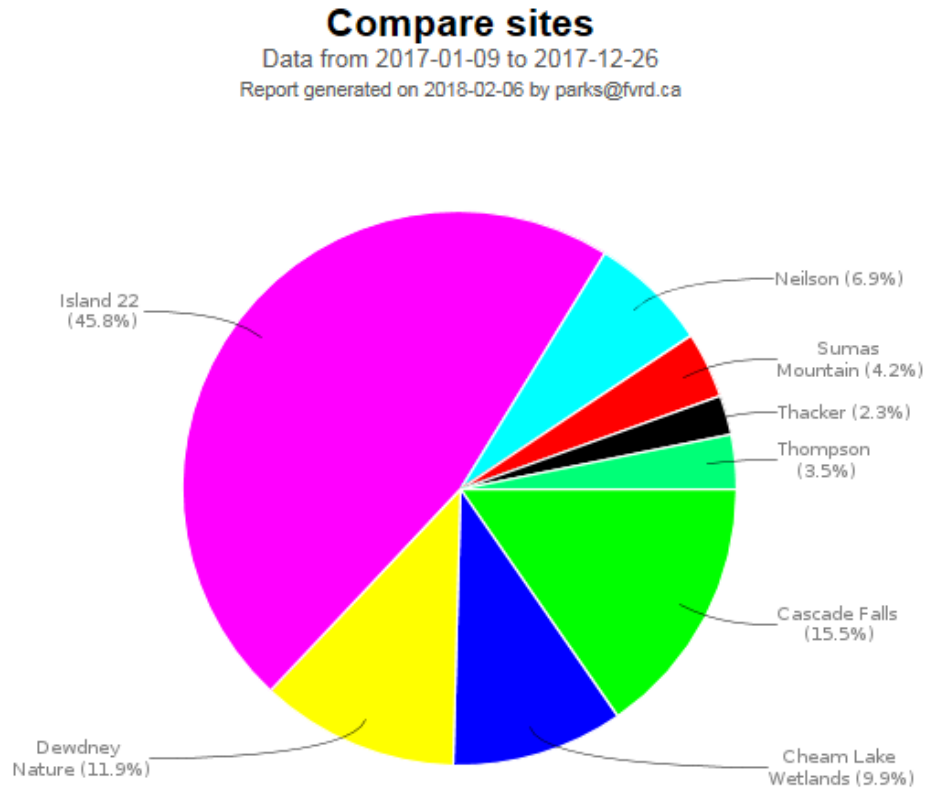
As an example, Island 22 is our busiest park. 2016 was our busiest year to date with excellent weather, and major infrastructure improvements. The graph below demonstrated the vehicle counts for the park.



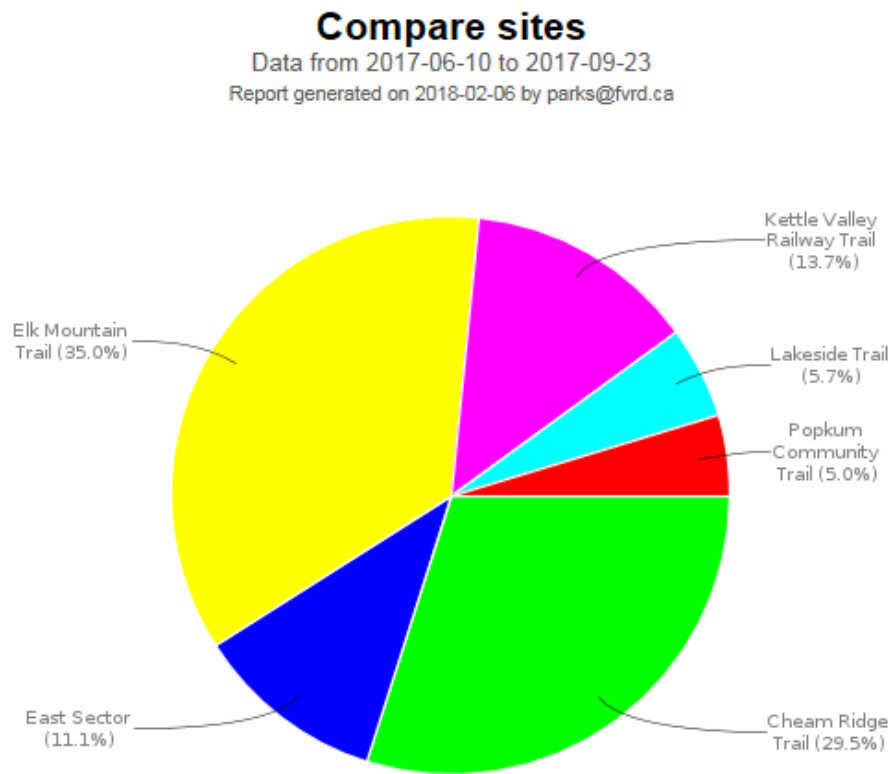


## 2017 Highlights

The graph below demonstrates vehicle counts for the parks in 2017 which gives us a snapshot of how busy the different parks are with vehicle traffic.



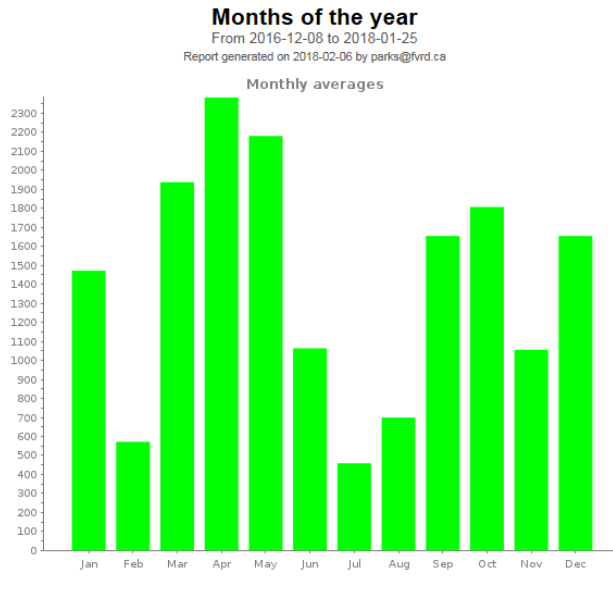
The following graph demonstrates the percentage usage for a variety of trails in 2017.



The data allows us to be able to report out on new initiatives to identify the uptake in usage. Some highlights include Island 22 off-leash Dog Park, Lakeside Trail, Hillkeep Regional Park, Elk Mountain, and Mt. Cheam which is shown in the following graphs.

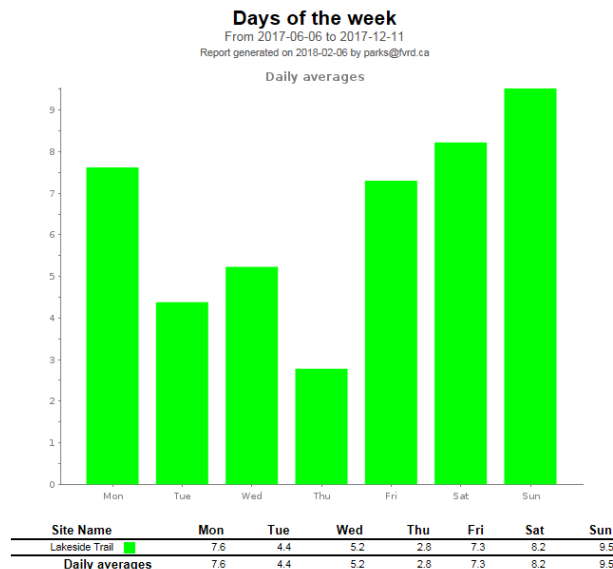
## Island 22 off Leash Dog Park

Through the JCP grant, improvements were made to the dog off Leash Park. The park is seeing an average of 50 users a day and the highest usage month to date was April 2017 with 2,363 users (average of 79 users/day).



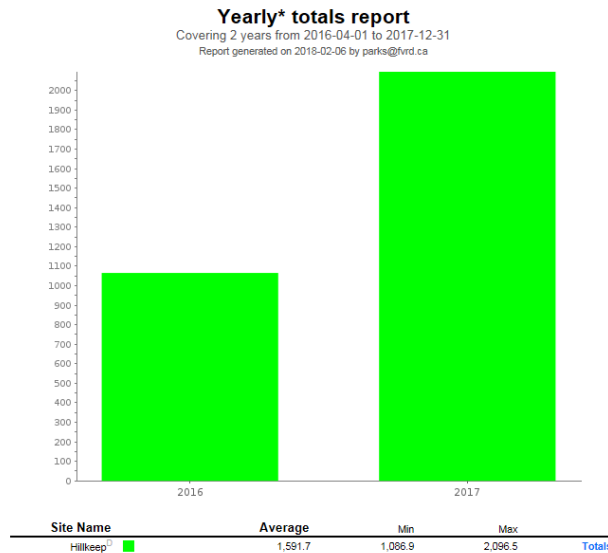
## Lakeside Trail – Area H Cultus Lake

This 1 km of trail was finished in July 2017, and over 2300 users have used the trail. The following graph demonstrates how the usage is spread out over the week with Friday-Monday being the busiest.



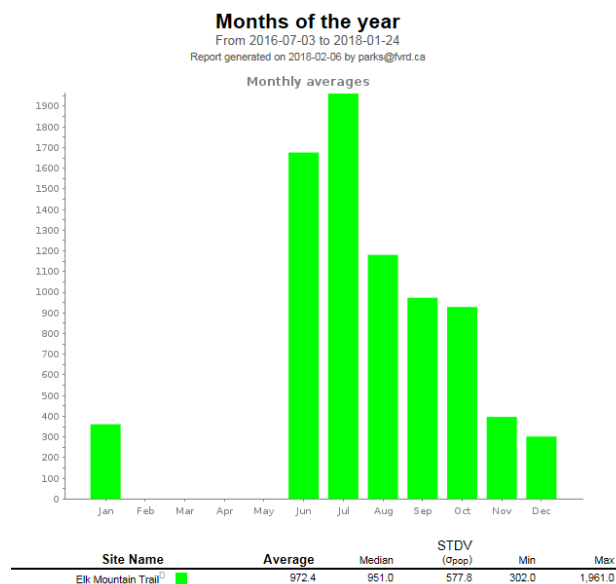
## Hillkeep Regional Park

This park was officially opened in October 2017, and the usage of these trails has doubled in the three months since opening as compared to 2016.



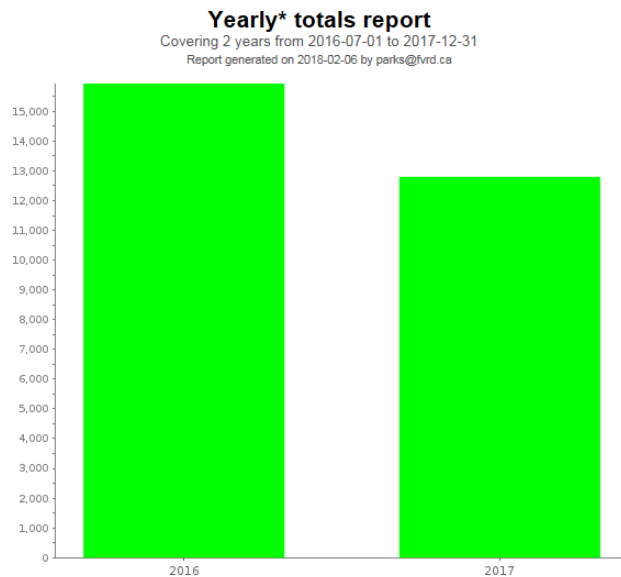
## Elk Mountain

Elk Mountain is getting busier. Despite the weather conditions, 2017 saw 11,409 visitors overall an increase of 1,134 from 2016. This increase is congruent with the increased activity we are noticing on social media relating to the popularity of this hike. One new initiative is that the trail counter was kept in over the winter months starting late 2017. As the following graph shows, we are already capturing usage confirming the growing year-round popularity.



## Mt. Cheam

When comparing July-October, visitation in 2017 is down by 1,000 from 2016 which is likely attributed to the smoky skies. In 2017, visits in September were up 1,000 from 2016 which is likely partially attributed to the smoke clearing and improved weather conditions.



## COST

We have a wide range of counters in place which are working to collect the data. Staff continue to evaluate the need for new data, and could install others if there is a desire to collect more information. The cost of a counter unit installed is \$500 which is included in the existing park budgets. Collection and analysis of data is part of regular operational duties.

## CONCLUSION

Data analysis for park visitation is a very helpful tool to assist in identifying visitation trends and planning for the future.

**COMMENTS BY:**

**Stacey Barker, Deputy Director of Regional Programs**

Reviewed and supported.

**Mike Veenbaas, Director of Financial Services**

Reviewed and supported.

**Paul Gipps, Chief Administrative Officer**

Not available for comment.

To: Regional and Corporate Services Committee  
From: Stacey Barker, Deputy Director, Regional Programs

Date: 2018-02-15  
File No: 6140-60-000

**Subject: Campground Operator for the Vedder River Campground**

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### RECOMMENDATION

**THAT** the Fraser Valley Regional District Board authorize its signatories to enter into a contract with F.H. Forestry Ltd. for the operation and maintenance of the Vedder River Campground in an amount not to exceed \$214,400 annually (excluding taxes) for a term of up to two years with the option to renew for a further 3 years.

#### STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services  
Support Environmental Stewardship

#### PRIORITIES

Priority #5 Outdoor Recreation  
Priority #4 Tourism

### BACKGROUND

The Fraser Valley Regional District (FVRD) recently purchased the Vedder River Campground from the Cultus Lake Parks Board, as it offered a strategic addition to the FVRD's Regional Parks Program. Many preparations are underway for the coming visitor season, including securing a contractor to operate and maintain the campground.

Request for Proposals (RFP) #17020 was issued in late November 2017 to secure the required contractor. The FVRD received 3 complete fee-for-service proposals and have evaluated the submissions as per the terms of the RFP. The proposals ranged in cost from \$214,400 - \$295,600 per year.

### DISCUSSION

F.H. Forestry Ltd. provided the most economical option, while also offering impressive experience in the design, construction, and maintenance of campgrounds and trails. This includes the current management of eleven campsites in the Chilliwack Forest District and three campsites in the Merritt Forest District under a partnership agreement with Recreation Sites and Trails BC. They are designated as a BC Forest Safety Council Safe Company and have substantial experience in providing the services required at the Vedder River Campground.

The F.H. Forestry Ltd. option was also attractive as it offered cost savings with the use of a resident, experienced Camp Host that will significantly reduce security and enforcement costs after hours as well

as offering site supervision while the campground is closed in the winter months. F.H. Forestry is also able to provide the majority of required equipment and will offer further cost savings with its staff having their certification as danger tree assessors and fallers. The company's references were exceptional.

## **COST**

An operations and maintenance contract in the amount of \$214,400 (excluding taxes) could be accommodated in the proposed 2018 budget for the Vedder River Campground.

## **CONCLUSION**

The F.H. Forestry Ltd. proposal for operations and maintenance of the Vedder River Campground is the preferred submission based upon RFP#17020 evaluation criteria. It is recommended that the Board enter into a contract with this proponent as soon as possible as preparations for the coming camping season are underway.

## **COMMENTS BY:**

**Mike Veenbaas, Director of Financial Services**

Reviewed and supported.

**Paul Gipps, Chief Administrative Officer**

Reviewed and supported



To: Regional and Corporate Services Committee

Date: 2018-02-15

From: David Urban, Manager of Outdoor Recreation Planning

File No: 6140-35-009

**Subject: Sumas Mountain Interregional Park – Mineral Claims Overlaying the Park Boundary**

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### INTENT

This report is intended to advise the Regional and Corporate Services Committee that mineral claims overlapping Sumas Mountain Interregional Park have no rights and are a result of an information gap in the Province's information database. 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  
Foster a Strong & Diverse Economy  
Support Healthy & Sustainable Community

### PRIORITIES

Priority #4 Tourism  
Priority #5 Outdoor Recreation

### BACKGROUND

Last year, the Board responded to the Minister of Energy Mines and Petroleum Resources strongly objecting to a referral for the development of a quarry and mining activity on Sumas Mountain adjacent to and within Sumas Mountain Interregional Park. As a result of this referral, the Board was also seeking that all mineral tenures overlapping into the regional park be extinguished.

### DISCUSSION

Sumas Mountain Regional Park was established in 1995 under the New Democratic Party of British Columbia's Lower Mainland Nature Legacy Program and became official in 2001 by way of the Sumas Mountain Regional Park Creation Agreement between the Fraser Valley Regional District and Province. Staff have determined that four mineral claims were issued since then that overlap with the regional park. In December, a letter was written to the Province outlining this concern, see attached letter from Chair Lum. The Province replied last month stating "if a claim appears to partially overlap a park in the Mineral Titles Online Registry, and if the claim was registered after the park was created, the recorded holder of the claim acquires no rights within the

area of apparent overlap with a park. Claims that have such apparent overlaps only confer rights to the area of the claims that are outside a park boundary.” See attached letter from Minister Mungall.

It appears these overlaps are the result of the Province not having the park’s boundary within their geographic information system (GIS) database. Therefore, when applications are reviewed by the Province our regional parks are not shown. Staff is looking into addressing this information gap with the Province since this may be true for all regional parks that interface with Crown land.

## **COST**

There are no cost implications at this time.

## **CONCLUSION**

Mineral claims that overlap with Sumas Mountain Interregional Park have no rights and are a result of an information gap in the Province’s GIS database. Staff is working with the Province to rectify this situation to ensure that future claims don’t overlap with our regional parks.

## **COMMENT BY:**

**Stacey Barker, Deputy Director of Regional Programs**

Reviewed and supported.

**Mike Veenbaas, Director of Financial Services**

No further financial comments.

**Paul Gipps, Chief Administrative Officer**

Not available for comment.

File No.: 6140-35-009

December 5, 2017

Honourable Michelle Mungall  
Minister of Energy, Mines and Petroleum Resources  
PO Box 9380 Stn Prov Govt  
Victoria, BC V8V 9M6

*Sent Via Email: EMPR.Minister@gov.bc.ca*

Dear Minister Mungall,

**Re: Sumas Mountain Interregional Park – Extinguishing Current Mineral Claims Overlaying the Park Boundary**

On November 28, 2017 the Fraser Valley Regional District's (FVRD) Board held their regularly scheduled meeting. At this meeting a staff report was provided regarding the above noted issue, see attachment. This report came about as a result of the Board responded to a Minister of Energy Mines and Petroleum Resources referral a month before regarding a Mines Act Permit amendment (Referral No. 95697866-003) for a mineral exploration type permit authorizing a bulk sample of 6,000 tonne/year to a quarry permit authorizing 59,000 tonnes/year for 10 years and a Mining Lease extension (No. 1046251) from one year to 10 additional years (from Aug. 26, 2017 to August 25, 2027) known as the Golden quarry project which has a subject tenure within and adjacent to the park. The FVRD Board strongly objected to this amendment and extension.

The Board further directed staff to prepare a report on extinguishing the mineral tenure rights based on the Sumas Mountain Interregional Park Creation Agreement between the FVRD and Province under the New Democratic Party of British Columbia's Lower Mainland Nature Legacy Program. At this point in time, staff have identified four current mineral claims that overlap the park that were issued after the park creation agreement came into effect and one mineral claim adjacent to the park boundary where no consultation with the FVRD occurred.

At the November Board meeting the following resolution was passed unanimously:

**THAT** the Fraser Valley Regional District Board send a letter to the Mineral Titles Branch of the Ministry of Energy, Mines and Petroleum Resources stating that there are currently four mineral claims overlaying Sumas Mountain Interregional Park which contravene the Regional Park Creation Agreement that need to

be extinguished and one mineral claim that is adjacent to the park boundary where no consultation with the FVRD occurred.

Should the Ministry have any questions or comments concerning the resolution, please do not hesitate to contact David Urban, Manager of Outdoor Recreation Planning at (604) 702-5051 or by email at [urban@fvr.ca](mailto:urban@fvr.ca).

Sincerely,



Jason Lum  
Chair, FVRD Board

/du

cc: Mark Messmer, Chief Gold Commissioner, Mineral Titles Branch, Ministry of Energy, Mines and Petroleum Resources  
David Urban, Manager of Outdoor Recreation Planning, FVRD

To: Regional and Corporate Services Committee

Date: 2017-11-16

From: David Urban, Manager of Outdoor Recreation Planning

File No: 6140-35-009

**Subject: Sumas Mountain Interregional Park – Extinguishing Current Mineral Claims Overlaying the Park Boundary**

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### RECOMMENDATION

**THAT** the Fraser Valley Regional District Board send a letter to the Mineral Titles Branch of the Ministry of Energy, Mines and Petroleum Resources stating that there are currently four mineral claims overlaying Sumas Mountain Interregional Park which contravene the Regional Park Creation Agreement that need to be extinguished and one mineral claim that is adjacent to the park boundary where no consultation with the FVRD occurred.

### STRATEGIC AREA(S) OF FOCUS

Support Environmental Stewardship  
Foster a Strong & Diverse Economy  
Support Healthy & Sustainable Community

### PRIORITIES

Priority #4 Tourism  
Priority #5 Outdoor Recreation

### BACKGROUND

In September the Board responded to the Minister of Energy Mines and Petroleum Resources strongly objecting to the development of a quarry and mining activity on Sumas Mountain adjacent to Sumas Mountain Interregional Park. The Board further directed staff to prepare a report on extinguishing the mineral tenure rights based on the Sumas Mountain Interregional Park creation agreement. At this point in time, staff has identified four current mineral claims that overlap the park that were issued after the park creation agreement came into effect and one mineral claim adjacent to the park boundary where no consultation with the FVRD occurred.

### DISCUSSION

Sumas Mountain Regional Park (SMRP) was established in 1995 under the New Democratic Party of British Columbia's Lower Mainland Nature Legacy Program and the Sumas Mountain Regional Park Creation Agreement between the FVRD and Province became official in 2001. This agreement made a number of commitments with respect to the SMRP and mineral claims which are notable:

1. New or cancelled mineral claims transfer to the Regional District

The agreement states under Section 3.2 – Mineral Claim Lands, that *“if and when mineral claims lapse or are cancelled, the Province shall, on the terms and conditions of this agreement, enter into a lease with the FVRD on the same terms and conditions as the Provincial Lease for the balance of the term remaining in the Provincial Lease for the Mineral Claims Lands and any renewals thereof in priority to all liens, charges and encumbrances but subject to the Provincial Land Permitted encumbrances”*.

Meaning, when the claims lapse or cancelled they transfer to the Regional District, this would imply no new claims would be issued once lapsed or are cancelled.

2. Adjacent mineral claims require consultation

The Sumas Mountain Regional Park Plan dated January 1998, approved by the Crown, states that *“for lands adjacent to or in the vicinity of the Park, the ‘Region will undertake a detailed review process including, where appropriate, a public information meeting, to determine the impact and compatibility of the proposed tenure with Park and its surrounding environment”*.

Staff has determined that four mineral claims were issued since 2001 overlapping with the park and one mineral claim adjacent to the park boundary where no consultation with the FVRD occurred, see Appendix A. These five mineral claims are:

Overlap the Regional Park

1. Title Number 1050213 – issued on February 22, 2017 for 84.57 ha (208.97 acres)
2. Title Number 1050215 – issued on February 22, 2017 for 63.44 ha (156.76 acres)
3. Title Number 1048339 – issued December 8, 2016 for 63.47 ha (156.83 acres)
4. Title Number 1000062 – issued June 22, 2012 for 528.77 ha (1,306.61 acres)

Adjacent to the Regional Park

5. Title Number 1036851 – issued June 22, 2015 for 190.30 ha (470.24 acres)

## **COST**

There are no cost implications at this time.

## **CONCLUSION**

Four mineral claims and another claim without consultation that is adjacent to the park boundary were established after the park creation agreement came into effect in 2001. Next step is to inform the Mineral Titles Branch of these contravenes of the Regional Park Creation Agreement and begin to rectify this situation.

**COMMENTS BY:**

**Barclay Pitkethly, Director of Regional Programs**

Reviewed and supported.

**Mike Veenbaas, Director of Financial Services**

No further financial comments.

**Paul Gipps, Chief Administrative Officer**

Reviewed and supported







January 10, 2018

Ref.: 103162

Mr. Jason Lum  
Chair  
Fraser Valley Regional District Board

Email: [durban@fvrd.ca](mailto:durban@fvrd.ca)

cc: [Mark.Messmer@gov.bc.ca](mailto:Mark.Messmer@gov.bc.ca)

Dear Mr. Lum:

Thank you for your December 12, 2017 email and December 5, 2017 letter regarding mineral claims adjacent to Sumas Mountain Interregional Park and for taking the time to write and share your views with me.

If a claim appears to partially overlap a park in the Mineral Titles Online Registry, and if the claim was registered after the park was created, the recorded holder of the claim acquires no rights within the area of apparent overlap with a park. Claims that have such apparent overlaps only confer rights to the area of the claims that are outside a park boundary. Sumas Mountain Interregional Park is defined as “alienated land” as per Section 1 of the *Mineral Tenure Act* Regulation.

The *Mineral Tenure Act* defines “mineral lands” as those lands in which minerals or placer minerals or the right to explore for, develop and produce minerals or placer minerals is vested in or reserved to the Government. The four mineral claims noted in your letter that are adjacent to Sumas Mountain Interregional Park are registered on mineral lands and in accordance with the authority of the *Mineral Tenure Act*.

Should you wish to discuss the details of the Sumas Mountain Regional Park Creation Agreement between the Fraser Valley Regional District and the Province, or if you have any further questions on this matter, please contact Mr. Mark Messmer, Chief Gold Commissioner and Executive Director, Mineral Titles Branch, Mines and Mineral Resources Division, Ministry of Energy, Mines and Petroleum Resources, at [Mark.Messmer@gov.bc.ca](mailto:Mark.Messmer@gov.bc.ca) or 604-660-2814.

.../2

Once again, thank you for writing. I appreciate the opportunity to hear from you.

Sincerely,

A handwritten signature in blue ink, reading "Michelle Mungall". The signature is written in a cursive, flowing style.

Michelle Mungall  
Minister