

# FRASER VALLEY REGIONAL DISTRICT



## ELECTORAL AREA SERVICES COMMITTEE

### OPEN MEETING AGENDA

Tuesday, March 13, 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 March 13, 2018 be approved;

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

3. SHOW CAUSE HEARING(S)

- 3.1 Regional District Building Bylaw Contraventions at 4135 Slesse Road, Electoral Area E, Fraser Valley Regional District, British Columbia (legally described as Lot 5 Section 33 Township 1 Range 29 West of the Sixth Meridian New Westminster District Plan 24

8 - 50

- Corporate report dated March 13, 2018 from Louise Hinton, Bylaw Compliance and Enforcement Officer
- Letter dated February 9, 2018 to Shannon Bauman, Property Owner
- Letter dated January 25, 2018 to Shannon Bauman, Property Owner

#### MOTION FOR CONSIDERATION

THAT the Fraser Valley Regional District Board direct staff to file a Notice in the Land Title Office in accordance with Section 57 of the *Community Charter* due to the contraventions of the *Fraser Valley Regional District Building Bylaw No. 1188, 2013, Zoning Bylaw for Electoral Area "E", 1976 of the Regional District of Fraser-Cheam, and the Fraser Valley Regional District Official Community Plan for Electoral Area E Bylaw No. 1115, 2011* at 4135 Slesse Road, Electoral Area E, Fraser Valley Regional District, British Columbia (legally described as

Lot 5 Section 33 Township 1 Range 29 West of the Sixth Meridian New Westminister District Plan 24441); Parcel Identifier 009-331-247.

3.2 **Regional District Building Bylaw Contraventions at 13089 Sylvester Road Electoral Area F, Fraser Valley Regional District, British Columbia (legally described as Lot 2 Section 30 Township 21 New Westminister District Plan 69714 (Parcel Identifier 001-905-1** 51 - 72

- Corporate report dated March 13, 2018 from Louise Hinton, Bylaw Compliance and Enforcement Officer
- Letter dated February 9, 2018 to Robert Pinoni, Property Owner
- Letter dated January 19, 2018 to Robert Pinoni, Property Owner

**MOTION FOR CONSIDERATION**

**THAT** the Fraser Valley Regional District Board direct staff to file a Notice in the Land Title Office in accordance with Section 57 of the *Community Charter* due to the contraventions of the Fraser Valley *Regional District Building Bylaw No. 1188, 2013*, at 13089 Sylvester Road Electoral Area F, Fraser Valley Regional District, British Columbia (legally described as Lot 2 Section 30 Township 21 New Westminister District Plan 69714); Parcel Identifier 001-905-147.

4. **DELEGATIONS AND PRESENTATIONS**

4.1 **Presentation of Plumbing Level I Certificate to Rudy Wieler, Building Inspector**

- Presentation by Margaret Thornton, Director of Planning and Development.

5. **MINUTES/MATTERS ARISING**

5.1 **Minutes of the Electoral Area Services Committee Meeting - February 15, 2018** 73 - 85

**MOTION FOR CONSIDERATION**

**THAT** the Minutes of the Electoral Area Services Committee Open Meeting of February 15, 2018 be adopted.

6. **CORPORATE ADMINISTRATION**

6.1 **Deroche Community Christian Fellowship Rental of Deroche Community Access Centre** 86 - 87

- Corporate report dated March 13, 2018 from Jaime Schween, Manager of Corporate Administration

**MOTION FOR CONSIDERATION**

THAT the Fraser Valley Regional District Board authorize its signatories to enter into a one year agreement with the Deroche Community Christian Fellowship, for rental of space at the FVRD Deroche Community Access Centre at a cost of \$100 per month.

**6.2 Fraser Valley Regional District Election Procedures Bylaw No. 1442, 2017**

88 - 92

- Corporate report dated March 13, 2018 from Jaime Schween, Manager of Corporate Administration
- Draft Bylaw No. 1442, 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 Election Procedures Bylaw No. 1442, 2017*.

**6.3 Pre-Election Conduct by FVRD Board Members**

[IAC-Feb 2018] THAT the Electoral Area Services Committee engage in a discussion around pre-election conduct of Electoral Area Directors in anticipation of the 2018 general local election and associated requirements under the *Local Elections Campaign Financing Act*.

- Verbal comments by CAO

**DISCUSSION**

1. Use of corporate vehicles for personal use;
2. New initiatives that could be perceived as a form of campaigning;
3. Use of newsletters by Electoral Area Directors which could be perceived as a form of campaigning;
4. Engagement of staff on issues that could be perceived as lending support to a campaign; and
5. Associated timelines

**6.4 Staffing Update**

- Verbal comments by CAO

**7. FINANCE**

**7.1 Community Works Fund – Updated Electoral Area Allocation Model for 2018**

93 - 96

- Corporate report dated March 13, 2018 from Mike Veenbaas, Director of Financial Services.
- Fraser Valley Region District 2017 Voting Table

- Community Works Fund Allocation Model Comparison

**MOTION FOR CONSIDERATION**

**THAT** the Fraser Valley Regional District Board approve the allocation of the 2018 Electoral Area Community Works Funds based on the following formula:

Each Electoral Area receiving a base allocation of \$5,000, and

The remainder allocated on a pro-rata basis, based on the 2016 Census including subsequent population changes certified by the Ministry of Municipal Affairs and Housing.

**7.2 Grant-In-Aid Request – Chilliwack Lions Clubs, Electoral Area “H”**

97 - 99

- Corporate report dated March 13, 2018 from Kristy Hodson, Manager of Financial Operations
- GIA Application - Chilliwack Area Lions Clubs

**MOTION FOR CONSIDERATION**

**THAT** the Fraser Valley Regional District Board authorize a grant-in-aid in the amount of \$2,500 to the Chilliwack Area Lions Clubs, funded from the Electoral Area “H” grant-in-aid budget, to help offset the costs of the Cultus Lake Pike Minnow Fishing Derby.

**8. ENGINEERING & UTILITIES**

No Items

**9. PLANNING, BUILDING INSPECTION AND BYLAW ENFORCEMENT**

**9.1 Application for Development Variance Permit 2018-09 to vary the front lot line setback requirement for a Single Family Dwelling at 50912 Winona Road, Electoral Area E.**

100 - 121

- Corporate report dated March 12, 2018 from Melissa Geddert, Planning Technician
- Draft DVP 2018-09
- DVP Application

**MOTION FOR CONSIDERATION**

**THAT** the Fraser Valley Regional District Board issue Development Variance Permit 2018-09 to vary the front lot line setback requirement from 4.6 meters to 2.16 metres, including eaves, to allow for a covered entry roof overhang, subject to consideration of any comments or concerns raised by the public.

**9.2 Application for Development Variance Permit 2018-10 to vary the rear lot line setback for a proposed single family dwelling at 1-3655 Vance Road, Electoral Area H.**

122 - 134

- Corporate report dated March 13, 2018 from Johannes Bendle, Planner I
- Draft DVP 2018-10
- DVP Application

**MOTION FOR CONSIDERATION**

**THAT** the Fraser Valley Regional District Board issue Development Variance Permit 2018-10 to vary the rear setback from 6 metres to 3 metres for a single family dwelling, subject to consideration of any comments or concerns raised by the public

**9.3 Application for Development Variance Permit 2018-11 to vary the side and front lot line and the gross floor area for a proposed workshop at 30420 Trans-Canada Highway, Electoral Area B.** 135 - 148

- Corporate report dated March 13, 2018 from Johannes Bendle, Planner I
- Draft DVP 2018-11
- DVP Application

**MOTION FOR CONSIDERATION**

**THAT** the Fraser Valley Regional District Board issue Development Variance Permit 2018-11 to vary and side setback from 40 metres to 3 metres, the front setback from 50 metres to 5 metres, and the gross floor area from 140 sq. metres to 232.3 sq. metres for a Cottage Industry Use, subject to consideration of any comments or concerns raised by the public.

**9.4 Application for Development Variance Permit 2018-12 to vary the side lot line setback requirements for a proposed shop at 53709 McGregor Road, Electoral Area D.** 149 - 162

- Corporate report dated March 13, 2018 from Melissa Geddert, Planning Technician
- Draft DVP 2018-12
- DVP Application

**MOTION FOR CONSIDERATION**

**THAT** the Fraser Valley Regional District issue Development Variance Permit 2018-12 to vary the side lot line setback from 25 feet (7.62 m) to 5 feet (1.524 m) clear to sky to permit the construction of an accessory structure, subject to consideration of any comments raised by the public.

**9.5 Bylaw No. 1458, 2017 - Zoning Amendment for 11223 Stave Lake Road, Electoral Area "F"** 163 - 187

- Corporate report dated March 13, 2018 from Johannes Bendle,

Planner I

- Appendix A - Letter from Keith Janzen, Owner
- Appendix B - Staff report dated December 12, 2017 to EASC
- Appendix C - Draft Bylaw No. 1458, 2017
- Zoning Amendment Application

**MOTION FOR CONSIDERATION**

**THAT** the Fraser Valley Regional District Board consider giving first reading to the bylaw cited as *Fraser Valley Regional District Electoral Area F Zoning Amendment Bylaw No. 1458, 2017* for a text amendment for the purpose of facilitating subdivision;

**THAT** the *Fraser Valley Regional District Electoral Area F Zoning Amendment Bylaw No. 1458, 2017* be forwarded to Public Hearing;

**THAT** the Fraser Valley Regional District Board delegate the holding of the Public Hearing with respect to the proposed *Fraser Valley Regional District Electoral Area F Zoning Amendment Bylaw No. 1458, 2017* to Director Boucher or his alternate in his absence;

**THAT** Director Boucher or his alternate in his absence, preside over and Chair the Public Hearing with respect to proposed *Fraser Valley Regional District Electoral Area F Zoning Amendment Bylaw No. 1458, 2017*;

**AND THAT** the Chair of the Public Hearing be authorized to establish procedural rules for the conduct of the Public Hearing with respect to proposed *Fraser Valley Regional District Electoral Area F Zoning Amendment Bylaw No. 1458, 2017* in accordance with the Local Government Act;

**AND FURTHER THAT** in the absence of Director Boucher, or his alternate in his absence at the time of the Public Hearing with respect to proposed *Fraser Valley Regional District Electoral Area F Zoning Amendment Bylaw No. 1458, 2017*, the Fraser Valley Regional District Board Chair is delegated the authority to designate who shall preside over and Chair the Public Hearing regarding this matter;

**AND FINALLY THAT** the Fraser Valley Regional District Board authorize its signatories to execute all documents relating to *Fraser Valley Regional District Electoral Area F Zoning Amendment Bylaw No. 1458, 2017*.

**9.6 Hatzic Island Discussion Paper – Stakeholder Discussions**

188 - 208

- Corporate report dated March 13, 2018 from Johannes Bendle, Planner I
- Hatzic Island Discussion Paper

**MOTION FOR CONSIDERATION**

**THAT** the Fraser Valley Regional District Board authorize staff to distribute the discussion paper to stakeholders to facilitate conversations about planning for Hatzic Island;

**AND THAT** a summary of the stakeholder discussions along with potential options for improving land use and servicing outcomes for Hatzic Island be brought back to the Fraser Valley Regional District Board.

**10. ELECTORAL AREA EMERGENCY SERVICES**

No Items

**11. ADDENDA ITEMS/LATE ITEMS**

**12. REPORTS BY STAFF**

**13. REPORTS BY ELECTORAL AREA DIRECTORS**

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

**15. 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*.

**16. RECONVENE OPEN MEETING**

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

**18. ADJOURNMENT**

**MOTION FOR CONSIDERATION**

**THAT** the Electoral Area Services Committee Open Meeting of March 13, 2018 be adjourned.