



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

Tuesday, March 13, 2018  
1:30pm

FVRD Boardroom, 45950 Cheam Avenue, Chilliwack, BC

Members Present      Director Bill Dickey, Electoral Area D, Chair  
Director Terry Raymond, Electoral Area A  
Director Dennis Adamson, Electoral Area B  
Director Alec Niemi, Electoral Area C  
Director Orion Engar, Electoral Area E  
Director Ray Boucher, Electoral Area F  
Director Taryn Dixon, Electoral Area H  
Director Jason Lum, Chair FVRD

Regrets                      Director Al Stobbart, Electoral Area G

Staff Present              Paul Gipps, Chief Administrative Officer  
Mike Veenbaas, Director of Financial Services  
Suzanne Gresham, Director of Corporate Initiatives  
Tareq Islam, Director of Engineering & Community Services  
Margaret Thornton, Director of Planning & Development  
Milly Marshall, Director of EA Special Projects  
Graham Daneluz, Deputy Director of Planning & Development  
Jaime Schween, Manager of Corporate Administration  
Jennifer Kinneman, Manager of Corporate Affairs & Strategic  
Communications  
Sterling Chan, Manager of Engineering & Infrastructure  
Johannes Bendle, Planner I  
Melissa Geddert, Planning Technician  
Greg Price, Building Inspector  
Rudy Wieler, Building Inspector  
Louise Hinton, Bylaw, Compliance & Enforcement Officer  
Adriana Snashall, Bylaw, Compliance & Enforcement Officer  
Amanda Molloy, Executive Assistant to CAO and Board  
Cathy Squires, Recording Secretary  
Tyler Davis, Network Analyst I

There was one member of the public in attendance.

**1. CALL TO ORDER**

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

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

Moved by RAYMOND

Seconded by BOUCHER

**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.

**CARRIED**

Mr. Gipps took a moment to recognize Rudy Wieler, Building Inspector, for his accomplishment of completing his Level 1 Plumbing Inspector Certification.

**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**

Adriana Snashall, Bylaw, Compliance and Enforcement Officer, provided a PowerPoint presentation outlining the historic and current property bylaw infractions, and the efforts of FVRD staff to encourage voluntary compliance by the homeowner.

Chair Dickey asked if any members of the public wished to speak on this matter. No comments offered.

Discussion ensued regarding the voluntary compliance model and progressive enforcement strategy used by FVRD. Mr. Gipps noted that staff have notified Fraser Health and Fisheries and Oceans Canada of the property infractions as well, as there is a creek that runs through the property.

Moved by ENGAR

Seconded by BOUCHER

**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 Westminster District Plan 24441); Parcel Identifier 009-331-247.

**CARRIED**

**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 Westminster District Plan 69714 (Parcel Identifier 001-905-1**

Louise Hinton, Bylaw, Compliance and Enforcement Officer, provided a PowerPoint presentation outlining the historic and current property bylaw infractions, and the efforts of FVRD staff to encourage voluntary compliance by the homeowner.

Robert Panoni, owner of the property 13089 Sylvester Road, spoke in favour of the motion to file a Notice of Title.

Moved by BOUCHER

Seconded by ADAMSON

**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 Westminster District Plan 69714); Parcel Identifier 001-905-147.

**CARRIED**

**4. DELEGATIONS AND PRESENTATIONS**

None.

**5. MINUTES/MATTERS ARISING**

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

Moved by ADAMSON

Seconded by DIXON

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

**CARRIED**

**6. CORPORATE ADMINISTRATION**

**6.1 Deroche Community Christian Fellowship Rental of Deroche Community Access Centre**

Moved by NIEMI

Seconded by BOUCHER

**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.

**CARRIED**

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

Mr. Gipps outlined the new process for mail-in ballots for the October 2018 Local Government Elections.

Discussion ensued regarding the process that will be used to notify the public of this service. Jaime Schween, Manager of Corporate Administration, noted that the option to register for mail-in ballot will be clearly identified as part of the statutory advertising, and information on this new initiative would be provided on all social media channels, the FVRD website, and at the FVRD main office as well. Mr. Gipps noted that staff will also send this information to the Chief Administrative Officers of all local First Nations to ensure they are aware of the option.

Moved by RAYMOND

Seconded by DIXON

**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*.

**CARRIED**

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

Discussion ensued regarding Elections BC and their role in administering campaign financing and advertising rules for local election and assent voting in BC under the *Local Election Campaign Financing Act*.

Discussion took place around use of corporate vehicles, use of newsletters, and engagement of staff, and the upcoming release of information on campaign expense limits.

The Committee was provided with information pertaining to election timelines. Information was also provided with the contact information for Elections BC who can be contacted with any question with respect to campaign expenses and contributions.

**6.4 Staffing Update**

Margaret Thornton, Director of Planning & Development, provided a brief update on the current staffing levels in the planning department. Ms. Thornton noted that at this time, there are some vacation positions in the planning department as a result of staff moving to new positions within the organization. Ms. Thornton also noted that the department will focus on serving the public and keeping up with active files, as well as providing building inspections for the District of Hope as their building inspector is currently unavailable.

Discussion ensued regarding the process the FVRD follows in posting and hiring for new positions.

## 7. FINANCE

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

Moved by RAYMOND

Seconded by DIXON

**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.

**CARRIED**

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

Moved by DIXON

Seconded by NIEMI

**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.

**CARRIED**

**8. ENGINEERING & UTILITIES**

None.

**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.**

Moved by ENGAR

Seconded by BOUCHER

**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.

**CARRIED**

**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.**

Moved by DIXON

Seconded by RAYMOND

**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

**CARRIED**

**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.**

Moved by ADAMSON

Seconded by BOUCHER

**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.

**CARRIED**

**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.**

Moved by BOUCHER

Seconded by RAYMOND

**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.

**CARRIED**

Discussion ensued regarding other development variance permits already granted to properties in the area. Staff noted that they are currently working with a consultant and reviewing the zoning bylaws in each electoral area to create a consolidated rezoning bylaw that will take in to consideration why previous DVP's have been granted, and possibly revise the bylaw for future requests.



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

Moved by BOUCHER

Seconded by ADAMSON

**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*.

**CARRIED**

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

Moved by BOUCHER

Seconded by ADAMSON

**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.

**CARRIED**

**10. ELECTORAL AREA EMERGENCY SERVICES**

None.

**11. ADDENDA ITEMS/LATE ITEMS**

None.

**12. REPORTS BY STAFF**

None.

**13. REPORTS BY ELECTORAL AREA DIRECTORS**

Director Dixon reported that Area H is currently working on a Goose Management Plan with the Province for the Cultus Lake area. Director Dixon also noted the Lakeside Trail and extension of the trail is coming together very nicely. It was also noted that there is a public hearing scheduled for March 13, 2018, for proposed Official Community Plan Amendment and Zoning Amendment to facilitate the redevelopment of the former gravel pit and hillside at 45900 Sleepy Hollow Road, Electoral Area H into a single family residential subdivision.

Director Adamson reported that he attended the Sunshine Valley Ratepayers Association luncheon recently. Director Adamson also noted the Tashme Museum in Sunshine Valley is coming along very well.

Director Raymond reported that he attended the service for the late Grand Chief Rose Charlie. Director Raymond was honoured to attend the ceremony and shared his experience with the Committee. Director Raymond also noted there has been an artifact discovered in Boston Bar by archaeologists that has been dated to over 500 years old.

Director Boucher reported on recent Ratepayers Association meetings in his area.

Director Engar reported that the Ratepayers Association in his area is looking to change their name to Resident's Association.

Director Dickey reported that there is high traffic and construction volume going on in his area.

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

None.

**15. RESOLUTION TO CLOSE MEETING**

Moved by NIEMI

Seconded by ADAMSON

**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*.

**CARRIED**

The open meeting recessed at 2:31pm.

**16. RECONVENE OPEN MEETING**

The open meeting reconvened at 2:50pm.

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

None.

**18. ADJOURNMENT**

Moved by BOUCHER

Seconded by DIXON

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

**CARRIED**

The open meeting adjourned at 2:50pm.

MINUTES CERTIFIED CORRECT:

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Director Bill Dickey, Chair