



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

Tuesday, February 12, 2019

1:30 pm

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 Wendy Bales, Electoral Area C  
Director Orion Engar, Electoral Area E  
Director Al Stobbart, Electoral Area G  
Alternate Director Dave Clyne, Electoral Area H

Also Present: Chair Jason Lum, Chair (*part*)

Regrets: Director Hugh Davidson, Electoral Area F  
Director Taryn Dixon, Electoral Area H

Staff Present: Paul Gipps, Chief Administrative Officer  
Mike Veenbaas, Director of Financial Services  
Tareq Islam, Director of Engineering & Community Services  
Margaret-Ann Thornton, Director of Planning & Development  
Jennifer Kinneman, Director of Corporate Affairs  
Graham Daneluz, Deputy Director of Planning & Development  
Stacey Barker, Deputy Director of Regional Programs  
Trina Douglas, Animal Control Supervisor  
Milly Marshall, Director of Electoral Area Special Projects  
Barry Penner  
Reg Dyck, Manager of Electoral Area Emergency Services  
Kristy Hodson, Manager of Financial Operations  
Beth Klein, Accountant  
Sterling Chan, Manager of Engineering & Infrastructure  
Greg Price, Building Inspector  
Louise Hinton, Bylaw Compliance and Enforcement Officer  
Julie Mundy, Planning Technician  
Matthew Fang, Network Analyst I

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Maggie Mazurkewich, Executive Assistant to CAO  
Chris Lee, Executive Assistant (Recording Secretary)

Also Present; Three members of the public  
Three staff members of the Auditor General for Local Government

### 1. CALL TO ORDER

Chair Dickey called the meeting to order at 1:30 p.m. and acknowledged that Chair Lum was present at the meeting.

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

Moved By RAYMOND  
Seconded By STOBART

**THAT** the Agenda, Addenda and Late Items for the Electoral Area Services Committee Open Meeting of February 12, 2019 be amended as follows:

- Addition of on-table item for item 9.2 – Petition received in favour of DVP 2019-01
- Addition of item 12.1 – Building Covenant for Stonewood Place Subdivision (Thompson Road), Electoral Area D
- That the agenda be varied to consider item 9.1 after item 3.2
- That item 4.1 – Delegation from the Fraser Valley Regional Library be postponed to the March EASC Meeting

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

**AND THAT** the Agenda, as amended, be approved.

**CARRIED**

### 3. SHOW CAUSE HEARING(S)

#### 3.1 Building Bylaw and BC Building Code Contraventions at 31260 Mary Street, Electoral Area B, legally described as Lot 1 Section 14 Township 7 Range 26 West of the 6th Meridian Yale Division Yale District Plan KAP45931 PID 017-499-020.

Louise Hinton, Bylaw Compliance and Enforcement Officer reported that Section 57 of the *Community Charter* provides a tool to local governments to deal with complex bylaw enforcement files and allows a building inspector to recommend that a notice on title be placed on a property.

Louise Hinton provided a PowerPoint presentation outlining the historic and current property bylaw infractions with respect to the property located at 31260 Mary Street, Electoral Area B, and the efforts of staff to encourage voluntary compliance by the property owner.

No comments were offered from the public.

Moved By ADAMSON  
Seconded By ENGAR

**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 and the BC Building Code*, at 31260 Mary Street, Electoral Area B, Fraser Valley Regional District, British Columbia (legally described as Lot 1 Section 14 Township 7 Range 26 West of the 6th Meridian Yale Division Yale District Plan KAP45931). Parcel Identifier: 017-499-020.

**CARRIED**

**3.2 Building Bylaw and BC Building Code Contraventions at 48752 Chilliwack Lake Road, Electoral Area E, FVRD, British Columbia (legally described as Lot 3 District Lot 500 Group 2 Section 34 Township 25 NW District Plan 34285) PID 006-990-291**

Louise Hinton, Bylaw Compliance and Enforcement Officer provided a PowerPoint presentation outlining the historic and current property bylaw infractions with respect to the property located at 48752 Chilliwack Lake Road, Electoral Area E, and the efforts of staff to encourage voluntary compliance by the property owner.

No comments were offered from the public.

Moved By ENGAR  
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 48752 Chilliwack Lake Road Electoral Area E, Fraser Valley Regional District, British Columbia (legally described as Lot 3 District Lot 500 Group 2 Section 34 Township 25 New Westminster District Plan 34285; and Parcel Identifier 006-990-291).

**CARRIED**

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*Item 9.1 was considered at this time.*

**9.1 Non-Farm Use Application for a Cannabis Facility at 59710 Lougheed Hwy, Electoral Area “B”**

Graham Daneluz, Deputy Director of Planning and Development reported that the non-farm use application is for the construction of a facility in the agricultural land reserve for the growing and production of medical marihuana (cannabis) at 59710 Lougheed Highway in Electoral Area “B”.

In response to a question regarding the proposed development of a regional district policy to provide guidance around Board and Committee decisions with respect to the production of cannabis, staff reported that a policy will be brought forward to EASC meeting in March for consideration.

Moved By ADAMSON  
Seconded By STOBART

**THAT** the Fraser Valley Regional District Board forward the Non-Farm Use application for a cannabis production facility at 59710 Lougheed Highway, Electoral Area “B” to the Agricultural Land Commission with support subject to: 1) the two storey 25,000 square foot facility being located entirely within the portion of the parcel zoned Industrial (I-1); and 2) an offer and commitment from the landowner to register a covenant in favour of FVRD regarding outdoor lighting and odours controls as described in the Report dated 2019-02-12;

**AND THAT** the Agricultural Land Commission refer the application to the Skawahlook and Chawathil First Nations prior to making a decision.

**CARRIED**

**4. DELEGATIONS AND PRESENTATIONS**

**4.1 Scott Hargrove, Nancy Gomerich, Heather Scoular and Nicole Glentworth - Fraser Valley Regional Library**

Due to inclement weather, Item 4.1 was postponed to the March EASC Meeting.

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**5. MINUTES/MATTERS ARISING**

**5.1 Draft Amended Minutes of the Electoral Area Services Committee - December 11, 2018**

Moved By RAYMOND

Seconded By BALES

**THAT** the Minutes of the Electoral Area Services Committee Meeting of December 11, 2018, as amended, be adopted.

**CARRIED**

**5.2 Draft Minutes of the Electoral Area Services Committee Meeting - January 9, 2019**

Moved By STOBART

Seconded By ENGAR

**THAT** the Minutes of the Electoral Area Services Committee Open Meeting of January 9, 2019 be adopted.

**CARRIED**

**6. CORPORATE ADMINISTRATION**

**6.1 Electoral Area Director Attendance at UBCM Annual Convention: Vancouver, BC: September 23 to 27, 2019**

Moved By RAYMOND

Seconded By CLYNE

**THAT** the Fraser Valley Regional District Board authorize Electoral Area Directors to attend the 2019 Union of British Columbia Municipalities Annual Convention to be held in Vancouver, BC between September 23 and 27, 2019,

**AND THAT** registration fees, accommodations and travel costs be approved from Budget 102.

**CARRIED**

**7. FINANCE**

**7.1 EA Area Wide Services Proposed Financial Plans for 2019-2023**

Mike Veenbaas, Director of Financial Services provided a presentation on the EA Wide Services Financial Plans, covering the following services:

- Electoral Area Administration
- Regional Library
- Electoral Area Utility Management
- Emergency Management
- Animal Control (Electoral Areas D, E, G and H)
- Building Inspection
- Bylaw Enforcement
- Planning Services
- Soil Deposit and Removal

Some highlights of the presentation were:

- Proposal for a 3% increase for all area wide services;
- Tax Increase cost drivers: Employer Health Tax – 2% benefits increase and increasing cost for administrative support function required to support each service;
- \$33,300 increase on \$3.12 million total EA Wide Services budget = 1%;
- Residential impact of \$0.68 per \$100,000 of assessment;
- Proposal for a new position - Emergency Management Specialist;
- Soil Deposit and Removal – proposal to reduce tax requisition by 100% (\$60,000); it was noted that fees collected annually will be utilized to cover overall costs of the service.

Staff members from various services also provided brief updates on the services.

It was noted that members from the Auditor General for Local Government, who are presently carrying out an audit of the Regional District's Emergency Management Plan, were present at the meeting, Staff are proposing a new position, Emergency Management Specialist, to address the workload challenges being faced in Emergency Management.

Discussion ensued regarding the Electoral Area Wide Services proposed Financial Plans for 2019-2023 and staff responded to questions/comments raised by Committee members regarding animal control, building permit costs and revenue, bylaw enforcement staffing and revenue from gravel.

Moved By STOBART  
Seconded By RAYMOND

**THAT** the Electoral Area Services Committee direct Staff to include the presented EA Area Wide Services Financial Plans, along with feedback received

by EASC, in the 2019-2023 Financial Plan Bylaw that the Regional Board will consider at its March 2019 meeting.

**CARRIED**  
***Director Bales Opposed***

Staff was commended on the work done on the proposed Electoral Area Wide Services proposed Financial Plans for 2019-2013.

**7.2 Impact of Municipal Officer's Expense Allowance Exemption Elimination**

A brief discussion ensued regarding the impact of the elimination of the Municipal Officer's Expense Allowance Exemption. A proposal for a modest or fair increase to offset the loss was raised. It was noted that the impact of this exemption on individuals will vary.

It was noted that this matter will be discussed further at the February Board meeting.

**7.3 Grant-In-Aid Summary Report – 2018**

The Grant-in-Aid Summary report for 2018 was provided for information. In response to a question regarding a wider coverage on our website on projects or events undertaken in Electoral Areas, it was noted that this is in the work plan.

**8. ENGINEERING & UTILITIES**

No Items.

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

**9.2 Application for Development Variance Permit 2019-01 to vary the maximum height requirement for a garage at 45703 Elizabeth Drive, Electoral Area "H"**

Moved By CLYNE  
Seconded By RAYMOND

**THAT** the Fraser Valley Regional District issue Development Variance Permit 2019-01 to increase the maximum permitted height of an accessory building from

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5.0 metres to 6.4 metres, for 45703 Elizabeth Drive in Electoral Area H, subject to consideration of any comment or concerns raised by the public.

**CARRIED**

**9.3 Application for Development Variance Permit 2019-02 to vary the rear setback requirement for an accessory structure at 47052 Snowmist Place, Electoral Area "C"**

Moved By BALES  
Seconded By STOBART

**THAT** the Fraser Valley Regional District issue Development Variance Permit 2019-02 to vary the rear setback for an accessory building at 47502 Snowmist Place in Electoral Area C from 5.0 metres to 1.5 metres, subject to consideration of any comments or concerns raised by the public.

**CARRIED**

**9.4 Comprehensive Zoning Bylaw Consolidation for the Electoral Areas**

The report dated February 12, 2019 pertaining to the project to consolidate the nine existing Electoral Area Zoning Bylaws into one comprehensive and streamlined Zoning Bylaw was provided for information.

**9.5 Development Permits Issued in 2018 by the Director of Planning & Development**

The report dated February 12, 2019 regarding the Development Permits issued in 2018 was provided for information.

**9.6 Electoral Area Planning and Development: 2018 Year End Report**

The Electoral Area Planning and Department 2018 Year End Report was circulated for information.

Planning staff was commended for the great work.



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**10. ELECTORAL AREA EMERGENCY SERVICES**

**10.1 Fraser River Flood Risk Assessment, Mapping and Mitigation Planning - Community Emergency Preparedness Fund (CEPF) Application**

CAO Paul Gipps advised that due to this item being time sensitive, a Board Special Vote will be conducted soon if there is support for this.

Moved By STOBART

Seconded By CLYNE

**THAT** the Fraser Valley Regional District Board direct staff to submit a grant application under the Community Emergency Preparedness Fund (CEPF) administered by the Union of BC Municipalities (UBCM) for the Fraser River Flood Risk Assessment, Mapping & Mitigation Planning project.

**CARRIED**

**11. OTHER MATTERS**

**11.1 Community Living BC Client Management Process and Protocols**

Mr. Gipps reported that as a result of a recent incident that occurred in the North Shore, staff are recommending that Community Living BC be invited to an EASC meeting to discuss about their process and protocols for the care and management of clients in their supervision.

Moved By RAYMOND

Seconded By ENGAR

**THAT** the Electoral Area Services Committee formally request Community Living BC participate in a discussion with EASC about their process and protocols for the care and management of clients in their care.

**CARRIED**

**12. ADDENDA ITEMS/LATE ITEMS**

**12.1 Building Covenant for Stonewood Place Subdivision (Thompson Road), Electoral Area D**

Mr. Gipps reported that additional building permits are required to ensure that the minimum number of homes are built and occupied in order to commence operation of the sewage treatment plant.

Moved by RAYMOND  
Seconded by CLYNE

**THAT**, in accordance with Covenants CA6199207 and CA5744615, the Fraser Valley Regional District Board authorize staff to issue additional building permits for new single family homes between subdivision files 3320-20-2016-04061 and 3320-20-2015-04298 to support the operation of the Waste Water Treatment Plant at 9980 Llanberis Way. The total number of additional building permits to be issued shall be determined by the Director of Engineering and Community Services.

### 13. REPORTS BY STAFF

Mr. Gipps reported that he will be bringing a report and presentation to EASC in the near future regarding rural policing levels.

### 14. REPORTS BY ELECTORAL AREA DIRECTORS

Director Engar reported on the homeless issues in his area and on his attendance at the Residents' Association AGM.

Director Clyne reported on the public consultation on the new driveway at the Cultus Lake Golf Club, the results of milfoil mass experiments done in conjunction with the DFO and aquatic stewards and the two phase economic environmental evaluation of Cultus Lake. Also, working with a consultant to manage the geese population at Cultus Lake.

Director Adamson reported a few meetings that were recently held on the topic of crime, as well as a public skating organized by the Sunshine Valley Ratepayers, and also noted that a Lego show fundraiser at Silver Creek School will be held this weekend.

Director Stobbart thanked the North Fraser Fire Department volunteers for attending to calls during the cold snap.

Director Raymond reported on his attendance at the Boston Bar Fire Department annual dinner which was well attended and Family Day at the Bowling Centre. He thanked BC Hydro crews for working in cold weather conditions to restore power to the community.

Director Bales reported on the cold snap, and noted she lost power and that there were calls made to emergency services. People in the area were without power or water, and it was a good reminder for people in the community, including seniors, to be better prepared. She thanked emergency services.

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Director Dickey reported on the Popkum-Bridal Falls Ratepayers Association AGM meeting and the OCP process.

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

None

**16. RESOLUTION TO CLOSE MEETING**

Moved By RAYMOND  
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* and to consider matters pursuant to:

- 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 the 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 the provincial government or the federal government or both and a third party.

**CARRIED**

The Open Meeting recessed at 3:26 p.m.

**17. RECONVENE OPEN MEETING**

The Open Meeting reconvened at 3:40 p.m.

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

None

**19. ADJOURNMENT**

Moved By RAYMOND  
Seconded By STOBART

**THAT** the Electoral Area Services Committee Open Meeting of February 12, 2019 be adjourned.

**CARRIED**

The Electoral Area Services Committee Open Meeting adjourned at 3:40 p.m.

MINUTES CERTIFIED CORRECT:

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Director Bill Dickey, Chair