

FRASER VALLEY REGIONAL DISTRICT



BOARD OF DIRECTORS

MERGED OPEN MEETING AGENDA AND ADDENDA

Wednesday, March 20, 2019

(Immediately following the FVRHD Open Meeting)

FVRD Boardroom, 45950 Cheam Avenue, Chilliwack, BC

Pages

1. CALL TO ORDER

2. APPROVAL OF AGENDA, ADDENDA AND LATE ITEMS

All/Unweighted

MOTION FOR CONSIDERATION

THAT the Agenda, Addenda and Late Items for the Fraser Valley Regional District Board Open Meeting of March 20, 2019 be approved;

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

3. DELEGATIONS AND PRESENTATIONS

None

4. BOARD MINUTES & MATTERS ARISING

4.1 **Board Meeting - February 26, 2019**

13 - 28

All/Unweighted

MOTION FOR CONSIDERATION

THAT the Minutes of the Fraser Valley Regional District Board Open Meeting of February 26, 2019 be adopted.

4.2 **Committee of the Whole - Budget Review Meeting - February 26, 2019**

29 - 36

All/Unweighted

MOTION FOR CONSIDERATION

THAT the Minutes of the Committee of the Whole - Budget Review Meeting of February 26, 2019 be adopted.

5. COMMITTEE AND COMMISSION MINUTES FOR INFORMATION AND MATTERS ARISING

- 5.1 **Draft Recreation, Culture and Airpark Services Commission - March 5, 2019** 37 - 42

6. CORPORATE ADMINISTRATION

- 6.1 **Building Bylaw and BC Building Code Contraventions at 31236 Mary Street, Electoral Area "B" (PID:010-098-283)** 43 - 60

All/Unweighted

- Corporate report dated March 12, 2019 from Louise Hinton, Bylaw Compliance and Enforcement Officer
- Letter dated February 15, 2019 to Property Owner
- Letter dated December 13, 2018 to Property Owner
- Letter dated March 16, 2018 to Property Owner
- Current Title Search
- Current Title Search
- Property Information Map
- Property Report

MOTION FOR CONSIDERATION

[EASC-MARCH 2019] **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 31236, Mary Street, Electoral Area B, Fraser Valley Regional District, British Columbia (Lot 13 Block 5 Section 14 Township 7 Range 26 West of the 6th Meridian Yale Division Yale District Townsite of Yale (PID: 010-098-283) and Lot 12 Block 5 Section 14 Township 7 Range 26 West of the 6th Meridian Yale Division Yale District Townsite of Yale (PID: 010-098-267).

- 6.2 **Building Bylaw and BC Building Code Contraventions at 20568 Edelweiss Drive, Electoral Area "C" legally described as: Lot 19 Dist. Lot 3847 Group 1 New Westminster District Plan 55971 (PID: 005-426-103)** 61 - 85

All/Unweighted

- Corporate report dated March 12, 2019 from Louise Hinton, Bylaw Compliance and Enforcement Officer

- Letter dated February 15, 2019 to Property Owner
- Letter dated June 28, 2018 to Property Owner
- Letter dated November 26, 2015 to Property Owner
- Title Search
- Property Information Map
- Property Report

MOTION FOR CONSIDERATION

[EASC-MARCH 2019] 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 20568 Edelweiss Drive, Fraser Valley Regional District, British Columbia, Electoral Area C, legally described as: Lot 19 District Lot 3847 Group 1 New Westminster District Plan 55971 (PID: 005-426-103).

7. FINANCE

7.1 Board Remuneration - Impact of Municipal Officer's Expense Allowance Exemption

Item postponed to the April 25, 2019 Board meeting.

8. BYLAWS

8.1 FVRD 2019 – 2023 Financial Plan Bylaw No. 1520, 2019

86 - 96

Motion No. 1: First Reading - All/Weighted

Motion No. 2: Second and Third Reading - All/Weighted

Motion No. 3: Adoption - All/Weighted (2/3 Majority)

- Corporate report dated March 20, 2019 from Mike Veenbaas, Director of Financial Services
- Draft Bylaw No. 1520, 2019

MOTION FOR CONSIDERATION

MOTION NO. 1: THAT the Fraser Valley Regional District Board consider giving first reading to the bylaw cited as *Fraser Valley Regional District 2019-2023 Financial Plan bylaw No. 1520, 2019*.

MOTION FOR CONSIDERATION

MOTION NO. 2: THAT the Fraser Valley Regional District Board consider giving second and third reading to the bylaw cited as *Fraser Valley Regional District 2019-2023 Financial Plan bylaw No. 1520, 2019*.

MOTION FOR CONSIDERATION

MOTION NO. 3: THAT the Fraser Valley Regional District Board consider adopting the bylaw cited as *Fraser Valley Regional District 2019-2023 Financial Plan bylaw No. 1520, 2019*.

8.2 FVRD Officers Establishment Amendment Bylaw No. 1516, 2019

97 - 100

Motion No. 1: First Reading - All/Unweighted

Motion No. 2: Second and Third Reading - All/Unweighted

Motion No. 3: Adoption - All/Unweighted (2/3 Majority)

Motion No. 4: All/Unweighted

- Corporate report dated March 12, 2019 from Paul Gipps, Chief Administrative Officer
- Draft Bylaw No. 1516, 2019

MOTION FOR CONSIDERATION

MOTION NO. 1: [RACS-MARCH 2019] THAT the Fraser Valley Regional District Board consider giving first reading to the bylaw cited as *Fraser Valley Regional District Officers Establishment Amendment Bylaw No. 1516, 2019*;

MOTION FOR CONSIDERATION

MOTION NO. 2: [RACS-MARCH 2019] THAT the Fraser Valley Regional District Board consider giving second and third to the bylaw cited as *Fraser Valley Regional District Officers Establishment Amendment Bylaw No. 1516, 2019*.

MOTION FOR CONSIDERATION

MOTION NO. 3: [RACS-MARCH 2019] THAT the Fraser Valley Regional District Board consider adopting the bylaw cited as *Fraser Valley Regional District Officers Establishment Amendment Bylaw No. 1516, 2019*;

MOTION FOR CONSIDERATION

MOTION NO. 4: [RACS-MARCH 2019] THAT the below individuals be appointed and designated as Officers of the Fraser Valley Regional District in the following capacities:

- Paul Gipps, Chief Administrative Officer and Deputy Corporate Officer responsible for Corporate Administration; and
- Jaime Reilly, Manager of Corporate Administration and Corporate Officer responsible for Corporate Administration.

8.3 FVRD Electoral Area Open Fire Regulations Bylaw No. 1386, 2016 - Special Resolution

101 - 101

- Corporate report dated March 20, 2019 from Paul Gipps, Chief

MOTION FOR CONSIDERATION

THAT the Fraser Valley Regional District Board resolve to abstain from any enforcement of the FVRD Electoral Area Open Fire Regulations Bylaw No. 1386, 2016 until further notice.

9. PERMITS

[OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO BE HEARD]

- 9.1 Form and Character and Development Variance Permit amendments to accommodate double garages on 5 lots of the final phase of the 'Cottages at Cultus Lake' development, Electoral Area "H".** 102 - 139

EAS/Unweighted

- Corporate report dated March 12, 2019 from David Bennett, Planner II
- DP Application
- DP Application
- Development Permit 2019-01
- Development Variance Permit 2019-04

MOTION FOR CONSIDERATION

[EASC-MARCH 2019] THAT the Fraser Valley Regional District Board issue Development Permit 2019-01 regarding the form and character of detached garages within the final phase of the "Cottages" development at PID 029-380-839 off Columbia Valley Road, Electoral Area "H";

AND THAT the Fraser Valley Regional District Board issue Development Variance Permit 2019-04 regarding the siting and height of detached garages within the final phase of the "Cottages" development at PID 029-380-839 off Columbia Valley Road, Electoral Area "H" subject to consideration of any concerns raised from neighbourhood notification.

- 9.2 Application for Development Variance Permit 2019-05 to vary the maximum height and area requirements for a garage at 10191 Caryks Road, Electoral Area "D"** 140 - 163

EAS/Unweighted

- Corporate report dated March 12, 2019 from Julie Mundy, Planning Technician
- DVP Application
- Draft DVP 2019-05

MOTION FOR CONSIDERATION

[EASC-MARCH 2019] THAT the Fraser Valley Regional District issue Development Variance Permit 2019-05 to increase the maximum permitted height of an accessory building from 5.0 metres to 7.3 metres and to increase the maximum permitted area of an accessory building from 45 square metres to 53.5 square metres, subject to consideration of any comment or concerns raised by the public.

10. CONTRACTS, COVENANTS AND OTHER AGREEMENTS

10.1 Fraser Valley Food Recovery Project with FoodMesh 164 - 166

All/Weighted

- Corporate report dated March 15, 2019 from Jamie Benton, Environmental Services Coordinator

MOTION FOR CONSIDERATION

[RACS-MARCH 2019] THAT the Fraser Valley Regional District Board direct staff to continue the Fraser Valley Food Recovery pilot project with FoodMesh for \$10,000 per year for both 2019 and 2020.

10.2 New Nuisance Mosquito Control Services Contract for 2019-2021 167 - 168

All/Weighted

- Corporate report dated March 12, 2019 from Lance Lilley, Environmental Planner

MOTION FOR CONSIDERATION

[RACS-MARCH 2019] THAT the Fraser Valley Regional District authorize its signatories to execute a Services Agreement with Morrow BioScience Ltd. for contracted services related to the Nuisance Mosquito Control Program for 2019-2021, for an annual base price of \$140,195 per year.

10.3 Section 219 – Geotechnical Covenant – Proposed two (2) lot subdivision at 54660 Trans Canada Highway, Electoral Area “A” 169 - 172

All/Weighted

- Corporate report dated March 20, 2019 from Andrea Antifaeff, Planner 1

MOTION FOR CONSIDERATION

THAT the Fraser Valley Regional District Board authorize staff to execute all documents relating to a two (2) lot subdivision at 54660 Trans Canada Highway, Electoral Area A, including a Section 219 (*Land Title Act*) covenant relating to geotechnical hazards.

10.4 Letter of Agreement with Deroche Farmers Market Society 173 - 174

All/Weighted

- Corporate report dated March 12, 2019 from Jaime Reilly, Manager of Corporate Administration

MOTION FOR CONSIDERATION

[EASC-MARCH 2019] THAT the Fraser Valley Regional District Board authorize its signatories to enter into an agreement with the Deroche Farmers Market Society for the period June 1 to September 14, 2019, for rental of space at the FVRD Deroche Community Access at a total cost of \$400.

10.5 Deroche Community Christian Fellowship Rental of Deroche Community Access Centre

175 - 176

All/Weighted

- Corporate report dated March 12, 2019 from Jaime Reilly, Manager of Corporate Administration

MOTION FOR CONSIDERATION

[EASC-MARCH 2019] THAT the Fraser Valley Regional District Board authorize its signatories to enter into a one year agreement, with the option of a one year renewal, with the Deroche Community Christian Fellowship, for rental space at the FVRD Deroche Community Access Centre at a cost of \$100 per month.

10.6 Cultus Lake North Wastewater Treatment Plant Headworks, Filtration and Centrifuge Equipment Supply RFP Results

177 - 178

All/Weighted

- Corporate report dated March 20, 2019 from Dave Roblin, Manager of Operations

MOTION FOR CONSIDERATION

THAT the Fraser Valley Regional District Board authorize its signatories to execute a contract with Veolia Water Technologies Canada Inc. to provide the Headworks Screenings and Grit System equipment for the Cultus Lake North Wastewater Treatment Plant for the sum of \$272,830 plus taxes;

AND THAT the Fraser Valley Regional District Board authorize its signatories to execute a contract with Veolia Water Technologies Canada Inc. to provide the Tertiary Filtration System equipment for the Cultus Lake North Wastewater Treatment Plant for the sum of \$264,500 plus taxes;

AND FURTHER THAT the Fraser Valley Regional District Board authorize its signatories to execute a contract with Alfa Laval Inc. to provide the Sludge Dewatering Centrifuge equipment for the Cultus Lake North Wastewater Treatment Plant for the sum of \$220,970 plus taxes.

All/Weighted

- Corporate report dated March 5, 2019 from Milly Marshall, Director of EA Special Projects

MOTION FOR CONSIDERATION

[RCASC-MARCH 2019] THAT the Fraser Valley Regional District Board approve renewal of the Fraser Valley Regional District land lease agreement with the Vancouver Soaring Association (VSA) for the period of March 15, 2019 to November 17, 2019 in the amount of \$984.90 excluding GST with an option for annual renewal up to a maximum of five years;

AND THAT the letter of agreement be forwarded to the Fraser Valley Regional District Board for authorization and execution of the agreement.

10.8 **Restrictive Covenant for Property located at 14770 Sylvester Road, EA "F"**

180 - 215

All/Weighted

- Corporate report dated March 20, 2019 from Margaret-Ann Thornton, Director of Planning and Development

MOTION FOR CONSIDERATION

THAT the Fraser Valley Regional District Board approve the attached Restrictive Covenant wording for the property located at 14770 Sylvester Road, EA "F";

AND FURTHER THAT the Fraser Valley Regional District Board authorize FVRD signatories to execute all legal instruments associated with the Building Permit for 14770 Sylvester Road, EA "F".

11. OTHER MATTERS

No Items.

12. CONSENT AGENDA**12.1 CONSENT AGENDA - FULL BOARD*****All/Unweighted***

All staff reports respecting these items are available in the Directors' Office and on the FVRD website.

MOTION FOR CONSIDERATION

THAT the following Consent Agenda items 12.1.1 to 12.1.6 be endorsed:

12.1.1 EASC-MARCH 2019

THAT the Fraser Valley Regional District Board authorize a grant-in-aid in the amount of \$2,500 to the Read Right Society, funded from the 2019 Electoral Area “B” grant-in-aid budget to help offset the costs of books and materials to provide literacy programs.

Reference item 7.3 of March 12, 2019 EASC Agenda.

12.1.2 EASC-MARCH 2019

THAT the Fraser Valley Regional District Board authorize a grant-in-aid in the amount of \$3,000 to the Sunshine Valley Volunteer Fire Department, funded from the Electoral Area “B” grant-in-aid budget, to help purchase wildfire structure sprinkler protection equipment.

Reference item 7.4 of March 12, 2019 EASC Agenda.

12.1.3 EASC-MARCH 2019

THAT the Fraser Valley Regional District Board authorize a grant-in-aid in the amount of \$1,000 to the District of Hope Ratepayers Association, funded from the 2019 Electoral Area “B” grant-in-aid budget, to help purchase items for their annual Lego Expo. All funds earned at this event will go towards Silver Creek Elementary’s music and library programs as well as making essential repairs to Park St. Manor Senior’s residence.

Reference item 7.5 of March 12, 2019 EASC Agenda.

12.1.4 EASC-MARCH 2019

THAT the Fraser Valley Regional District Board authorize a grant-in-aid in the amount of \$2,500 to the Fraser Canyon Hospice Society, funded from the 2019 Electoral Area “B” grant-in-aid budget, to offset costs of their 15th annual Camp Skylark.

Reference item 7.6 of March 12, 2019 EASC Agenda.

12.1.5 EASC-MARCH 2019

THAT the Fraser Valley Regional District Board approve a grant-in-aid to the Deroche Farmers Market Society in the amount of \$2,450, to be funded from the 2019 Electoral Area “C” grant-in-aid budget in the amount of \$1,450 and the 2019 Electoral Area “G” grant-in-aid budget in the amount of \$1,000 to help offset the costs associated with advertising, signage repairs, and supplies.

Reference item 7.7 of March 12, 2019 EASC Agenda.

12.1.6 EASC-MARCH 2019

THAT the Fraser Valley Regional District Board approve a grant-in-aid to the Sasquatch Lions Club in the amount of \$1,500, to be funded from the 2019 Electoral Area “G” grant-in-aid budget to help offset the costs associated with a “Play Pass” to the Mission Leisure Centre to help low-income persons and or those not eligible for subsidized pass programs.

Reference item 7.8 of March 12, 2019 EASC Agenda.

12.2 CONSENT AGENDA - ELECTORAL AREAS

EAs/Unweighted

MOTION FOR CONSIDERATION

THAT the following Consent Agenda items 12.2.1 to 12.2.4 be endorsed:

12.2.1 EASC-MARCH 2019

THAT consideration of requests for capital expenses by the Fraser Valley Regional Library for the Boston Bar and Yale libraries be brought forward at the April 9 EASC Meeting.

Reference item 7.1 of March 12, 2019 EASC Agenda.

12.2.2 EASC-MARCH 2019

THAT the Fraser Valley Regional District Board approve the allocation of the 2019-2022 Electoral Area Community Works Funds based on the following formula:

1. Each Electoral Area receives a base allocation of \$5,000, and
2. The remainder to be allocated on a pro-rata basis, based on the 2016 census populations as certified by the Minister of Municipal Affairs and Housing

Reference item 7.2 of March 12, 2019 EASC Agenda.

12.2.3 EASC-MARCH 2019

THAT the Fraser Valley Regional District Board decline to forward to the Agricultural Land Commission Non-Farm Use Application 3015-20-2016-05 by Larson Farms Inc. for a bulk water filling station at 56555 Chilliwack Lake Road, Electoral Area “E”;

AND THAT the Corporate Report dated 2019-03-12 regarding the

proposed bulk water filling station at 56555 Chilliwack Lake Road be forwarded to the Ministry of Forests, Lands, Natural Resource Operations & Rural Development for consideration in conjunction with the application by Larson Farms Inc. for a groundwater license.

Reference item 9.1 of March 12, 2019 EASC Agenda.

12.2.4 EASC-MARCH 2019

THAT the Fraser Valley Regional District Board refuse the Site Specific Exemption application to allow the construction of two cabins at an elevation 1.95 m (6.4 feet) lower than the 9.3m flood construction level (FCL) required at Camp Luther Retreat Centre, 9311 Shook Road, Electoral Area "G".

Reference item 9.2 of March 12, 2019 EASC Agenda.

12.3 CONSENT AGENDA - ELECTORAL AREAS A, B AND HOPE

Areas A, B and Hope/Weighted

MOTION FOR CONSIDERATION

THAT the following Consent Agenda items 12.3.1 to 12.3.3 be endorsed:

12.3.1 RACS-MARCH 2019

THAT a Recreation, Culture and Airpark Services strategic planning session be held in 2019.

Reference item 5.1 of March 5, 2019 RCASC Agenda.

12.3.2 RCASC-MARCH 2019

THAT the revised Recreation, Culture and Airpark Services Donation Policy be approved;

AND THAT staff provide quarterly updates of the Community Facility Use Grant to the RCAS Commission.

Reference item 5.3 of March 5, 2019 RCASC Agenda.

12.3.3 RCASC-MARCH 2019

THAT Staff be directed to create a committee for the Community Better Challenge from May 31 - June 16, 2019;

AND THAT Staff track patron physical activity at the recreation centre during the Challenge.

Reference item 5.4 of March 5, 2019 RCASC Agenda.

13. ADDENDA ITEMS/LATE ITEMS
14. REPORTS FROM COMMITTEE MEETINGS - FOR INFORMATION (14.1 - 14.3)
 - 14.1 Corporate report dated March 12, 2019 regarding 'Ford Mountain Correctional Centre to Provide Temporary Foster Care for FVRD Dogs'. [MARCH 2019 RACS] 216 - 217
 - 14.2 Corporate report dated March 12, 2019 regarding 'Chilliwack Area Transit Future Plan Update and Public Engagement Schedule'. [MARCH 2019 RACS] 218 - 220
 - 14.3 Corporate report dated March 12, 2019 regarding 'Fraser Valley Regional Library Service - Electoral Areas. [MARCH 2019 EASC] 221 - 223
15. ITEMS FOR INFORMATION AND CORRESPONDENCE (15.1 - 15.2)
 - 15.1 Victoria City Council Resolutions - for consideration at Association of Vancouver Island Coastal Communities and UBCM. 224 - 228
 - 15.2 Squamish-Lillooet Regional District Update - January 2019 229 - 231
16. REPORTS BY STAFF
17. REPORTS BY BOARD DIRECTORS
18. PUBLIC QUESTION PERIOD FOR ITEMS RELEVANT TO AGENDA
19. ADJOURNMENT

All/Unweighted

MOTION FOR CONSIDERATION

THAT the Fraser Valley Regional District Board Open Meeting of March 20, 2019 be adjourned.

FRASER VALLEY REGIONAL DISTRICT

BOARD OF DIRECTORS MEETING

OPEN MEETING MINUTES

Tuesday, February 26, 2019
(Immediately following the FVRHD Board Meeting)
FVRD Boardroom, 45950 Cheam Avenue, Chilliwack, BC

Members Present:

- Director Jason Lum, City of Chilliwack, Chair
- Director Dennis Adamson, Electoral Area B
- Director Pam Alexis, District of Mission
- Director Wendy Bales, Electoral Area C
- Director Henry Braun, City of Abbotsford
- Director Kelly Chahal, City of Abbotsford
- Director Hugh Davidson, Electoral Area F
- Director Bill Dickey, Electoral Area D
- Director Taryn Dixon, Electoral Area H
- Director Orion Engar, Electoral Area E
- Director Leo Facio, Village of Harrison Hot Springs
- Director Brenda Falk, City of Abbotsford
- Director Carol Hamilton, District of Mission
- Director Chris Kloot, City of Chilliwack
- Director Dave Loewen, City of Abbotsford
- Director Bud Mercer, City of Chilliwack
- Director Ken Popove, City of Chilliwack
- Director Sylvia Pranger, District of Kent
- Director Terry Raymond, Electoral Area A
- Director Peter Robb, District of Hope
- Director Patricia Ross, City of Abbotsford, Vice Chair
- Director Ross Siemens, City of Abbotsford
- Director Al Stobbart, Electoral Area G

Staff Present:

- Paul Gipps, Chief Administrative Officer
- Barclay Pitkethly, Director of Regional Programs
- Tareq Islam, Director of Engineering & Community Services
- Margaret-Ann Thornton, Director of Planning & Development
- Stacey Barker, Deputy Director of Regional Programs
- Jennifer Kinneman, Director of Corporate Affairs
- Milly Marshall, Director of Electoral Area Special Projects

Jody Castle, Manager of Recreation Services
Jaime Reilly, Manager of Corporate Administration
Kristy Hodson, Manager of Financial Operations
Christina Vugteveen, Manager of Park Operations
Matthew Fang, Support Analyst
Chris Lee, Executive Assistant
Maggie Mazurkewich, Executive Assistant to CAO and Board
(Recording Secretary)

There were also 3 members of the public present.

1. CALL TO ORDER

Chair Lum called the meeting to order at 7:02 p.m.

2. APPROVAL OF AGENDA, ADDENDA AND LATE ITEMS

Moved By MERCER
Seconded By PRANGER

THAT the Agenda, Addenda and Late Items for the Fraser Valley Regional District Board Open Meeting of February 26, 2019 be approved;

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

AND FURTHER THAT the Committee of the Whole recommendations be brought forward as item 7.4.

CARRIED

All/Unweighted

Chair Lum acknowledged two plaques presented to the FVRD. One was presented by E-Comm 911 in recognition of the transfer of regional dispatch and the go live date of February 20, 2019. Chair Lum thanked the dispatchers for their service to the FVRD.

The second plaque was presented from Emergency Management BC (EMBC) to the FVRD in recognition of the contribution and support that the FVRD provided to EMBC during the seasonal hazardous response in 2017.

3. DELEGATIONS AND PRESENTATIONS

None.

4. BOARD MINUTES & MATTERS ARISING

4.1 Board Meeting - January 23, 2019

Moved By CHAHAL

Seconded By FACIO

THAT the Minutes of the Fraser Valley Regional District Board Open Meeting of January 23, 2019 be adopted.

CARRIED

All/Unweighted

4.2 Special Minute - Community Emergency Preparedness Fund (CEPF) Application

Moved By POPOVE

Seconded By ENGAR

THAT Special Minute dated February 13, 2019 with respect to the Community Emergency Preparedness Fund (CEPF) application administered by UBCM for the Fraser River Flood Risk Assessment, Mapping and Mitigation Planning project be adopted.

CARRIED

All/Unweighted

5. COMMITTEE AND COMMISSION MINUTES FOR INFORMATION AND MATTERS ARISING

The following Committee and Commission minutes were provided for information:

5.1 Draft Regional and Corporate Services Committee - February 12, 2019

5.2 Draft Electoral Area Services Committee - February 12, 2019

5.3 Electoral Area Services Committee - December 11, 2018 (Amended)

5.4 Draft Fraser Valley Aboriginal Relations Committee - February 14, 2019

5.5 Draft Recreation, Culture and Airpark Services Commission - January 22, 2019

6. MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

6.1 Motion Submitted by Director Bales

Discussion ensued regarding the costs and benefits of hosting a strategic planning session in one day in the FVRD board room versus hosting the strategic planning session off-site over two days.

Moved By BALES
Seconded By ADAMSON

To direct staff to bring back a report on the past 3 to 4 regional strategic planning meetings for comparison, including a full analysis of all costs differences, of having meetings in the board room or in other locations, duration, and future potential for public interaction/webcast for both electoral and regional planning meetings.

DEFEATED

All/Unweighted

7. CORPORATE ADMINISTRATION

7.1 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.

Moved By ADAMSON
Seconded By ROBB

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

All/Unweighted

7.2 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

Moved By LOEWEN
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, 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

All/Unweighted

7.3 INDIGENOUS RELATIONS

7.3.1 Appointments - Table Representatives

Moved By CHAHAL
Seconded By POPOVE

THAT the Fraser Valley Regional District Board approve the following appointments:

Sto-lo Xwexwilmexw Table Representative

Director Al Stobbart

Katzie Table Representative

Director Brenda Falk

CARRIED

All/Unweighted

7.3.2 Metro Vancouver Aboriginal Relations Committee (Observer)

Moved By STOBART
Seconded By DIXON

THAT the Fraser Valley Regional District Board approve the appointment of Director Brenda Falk as Observer Member to the Metro Vancouver Aboriginal Relations Committee.

CARRIED

All/Unweighted

7.3.3 2019 FVARC Proposed Meeting Schedule

Moved By PRANGER
Seconded By HAMILTON

THAT the Fraser Valley Aboriginal Relations Committee hold meetings on April 11, July 11 and October 24, 2019.

CARRIED

All/Unweighted

7.4 Committee of the Whole Recommendations

THAT the Fraser Valley Regional District Board endorse the recommendations adopted at the Committee of the Whole Budget Review meeting on February 26, 2019.

Moved By ALEXIS
Seconded By KLOOT

CARRIED

All/Unweighted

8. FINANCE

8.1 Board Remuneration - Impact of Municipal Officer's Expense Allowance Exemption

Moved By ALEXIS
Seconded By KLOOT

THAT the Board refer the subject of EA Directors' compensation, separate from the Municipal Directors' compensation, to the March EASC meeting.

CARRIED

All/Unweighted

There was discussion regarding the elimination of the Municipal Officer's Expense Allowance Exemption, which was carried forward from the February 12th EASC meeting. Points were discussed regarding the loss of the tax exemption impacting Directors' remuneration.

Moved By DAVIDSON

Seconded by ADAMSON

THAT staff collate information from the member municipalities within the Fraser Valley Regional District to better inform EA Directors of what is consistent practice regarding board remuneration impacts from the Municipal Officer's Expense Allowance Exemption for the March EASC meeting.

CARRIED

All/Unweighted

9. BYLAWS

9.1 FVRD Hatzic Prairie Water Supply and Distribution System Service Area Amendment Bylaw No. 1512, 2019, Electoral Area "F"

Moved By DAVIDSON

Seconded By RAYMOND

THAT the Fraser Valley Regional District Board adopt the bylaw cited as *Fraser Valley Regional District Hatzic Prairie Water Supply and Distribution System Service Area Amendment Bylaw No. 1512, 2019*.

CARRIED

All/Unweighted

9.2 FVRD Hatzic Prairie Water System Capital Construction Service Area Amendment Bylaw No. 1513, 2019, Electoral Area "F"

Moved By DAVIDSON

Seconded By ADAMSON

THAT the Fraser Valley Regional District Board adopt the bylaw cited as *Fraser Valley Regional District Hatzic Prairie Water System Capital Construction Service Area Amendment Bylaw No. 1513, 2019*.

CARRIED

All/Unweighted

9.3 FVRD Bylaw 1487, 2018 - Official Community Plan amendment application for 38447 Bell Road, Electoral Area 'G' to facilitate a 2.0 ha (5 acre) truck parking and storage yard.

Moved By STOBART
Seconded By ADAMSON

THAT proposed *Fraser Valley Regional District Official Community Plan for Electoral Area G Amendment Bylaw No. 1487, 2018* be adopted.

CARRIED

EAs/Unweighted

9.4 FVRD Bylaw 1488, 2018 - Rezoning amendment application for 38447 Bell Road, Electoral Area "G" to facilitate a 2.0 ha (5 acre) truck parking and storage yard.

Moved By STOBART
Seconded By DIXON

THAT proposed *Fraser Valley Regional District Electoral Area G Zoning Amendment Bylaw No. 1488, 2018* be adopted.

CARRIED

EAs/Unweighted

9.5 FVRD Hope and District Recreation Centre Fees and Other Charges Amendment Bylaw No. 1515, 2019

Moved By ROBB
Seconded By ADAMSON

THAT the Fraser Valley Regional District Board give first reading to the bylaw cited as *Fraser Valley Regional District Hope and District Recreation Centre Fees and Other Charges Amendment Bylaw No. 1515, 2019*.

CARRIED

Hope and Area B/Weighted

Moved By ADAMSON
Seconded By ROBB

THAT the Fraser Valley Regional District Board give second and third reading to the bylaw cited as *Fraser Valley Regional District Hope and District Recreation Centre Fees and Other Charges Amendment Bylaw No. 1515, 2019*.

CARRIED

Hope and Area B/Weighted

Moved By ROBB
Seconded By ADAMSON

THAT the Fraser Valley Regional District Board adopt the bylaw cited as *Fraser Valley Regional District Hope and District Recreation Centre Fees and Other Charges Amendment Bylaw No. 1515, 2019*.

CARRIED

Hope and Area B/Weighted (2/3 Majority)

10. PERMITS

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

Chair Lum provided an opportunity for public comments. No comments were offered.

Concerns were raised regarding a letter from the public received with respect to the subject application. Discussion ensued, resulting in the following motion:

Moved By BALES
Seconded By ADAMSON

THAT Application for Development Variance Permit 2019-02 to vary the rear setback requirement for an accessory structure at 47052 Snowmist Place, Electoral Area "C" be referred back to staff.

CARRIED

EAs/Unweighted

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

Chair Lum provided an opportunity for public comments. No comments were offered.

Moved By DIXON
Seconded By STOBART

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

All/Unweighted

11. CONTRACTS, COVENANTS AND OTHER AGREEMENTS

No items.

12. OTHER MATTERS

12.1 Crown Land Tenure Application for Harrison Mills Transfer Station Relocation

Moved By FACIO
Seconded By SIEMENS

THAT the Fraser Valley Regional District Board direct staff to apply for crown land tenure on a parcel of land for the new Harrison Mills Transfer Station.

CARRIED

All/Unweighted

13. CONSENT AGENDA

13.1 CONSENT AGENDA - FULL BOARD

Moved By KLOOT
Seconded By ROBB

THAT the following Consent Agenda items 13.1.1 to 13.1.3 be endorsed:

13.1.1 THAT the Fraser Valley Regional District Board authorize the Board Chair, Board Vice Chair and Chief Administrative Officer to attend the 2019 Union of British Columbia Municipalities 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 101.

13.1.2 THAT the Fraser Valley Regional District Board approve the closure of the FVRD Corporate Offices to the public on December 27, 30 and 31, 2019.

13.1.3 THAT the Fraser Valley Regional District Board direct staff to submit a grant application of up to \$2 million to the Investing in Canada Infrastructure Program for the Hope and Area Recreation Centre Geothermal Heat Recovery Project;

AND THAT the Fraser Valley Regional District Board commit up to \$1.5 million in funding towards the project from Hope and Area Recreation Centre Service Area reserves.

CARRIED

All/Unweighted

13.2 CONSENT AGENDA - ELECTORAL AREAS

Moved By DICKY

Seconded By RAYMOND

THAT the following Consent Agenda items 13.2.1 to 13.2.5 be endorsed:

13.2.1 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.

13.2.2 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.

13.2.3 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 outdoors 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.

13.2.4 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.

13.2.5 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 Lianberis Way. The total number of additional building permits to be issued shall be determined by the Director of Engineering and Community Services.

CARRIED

All/Unweighted

13.3 CONSENT AGENDA - ELECTORAL AREAS A, B AND HOPE

Moved By ROBB
Seconded By RAYMOND

THAT the following Consent Agenda items 13.3.1 to 13.3.5 be endorsed:

13.3.1 THAT the Dan Sharrers Aquatic Centre, Conference Centre and Arena be closed to the public on Sunday, August 25, 2019 for the purpose of hosting the Ride to Conquer Cancer Finish Line event.

13.3.2 THAT the Recreation, Culture and Airpark Services Commission authorize a grant in the amount of \$179.50 to Area B, funded from the community facility use grant program, for the purposes of hosting a volunteer recognition dinner in the Conference Centre.

13.3.3 THAT the Recreation, Culture and Airpark Services Commission authorize a grant in the amount of \$2,756.00 to the RiverMonsters Swim Club, funded from the community facility use grant program, for the purposes of renting the Dan Sharrers Aquatic Centre pool and conference centre to host a two day swim meet on June 8 and 9, 2019;

AND THAT the Recreation, Culture and Airpark Services Commission support the District of Hope special event application for the use of the 6th Avenue Park field to enable overnight camping for the swim meet.

13.3.4 THAT the Recreation, Culture and Airpark Services Commission authorize a grant in the amount of \$129.50 to the Friends of Hope Library, funded from the community facility use grant program, for the purposes of hosting a fundraiser in the Conference Centre.

13.3.5 THAT the Recreation, Culture and Airpark Services Commission authorize a grant in the amount of \$444.00 to the Hope and District Skating Club, funded from the community facility use grant program, for the purposes of hosting the annual ice show scheduled for March 9, 2019.

CARRIED

Areas A, B and Hope/Weighted

13.4 CONSENT AGENDA - ELECTORAL AREA B AND HOPE

Moved By ROBB
Seconded By ADAMSON

THAT the following Consent Agenda items 13.4.1 to 13.4.3 be endorsed:

13.4.1 THAT the arena ice surface be painted green for the period March 13-18, 2019 in recognition of St. Patrick's Day activities taking place at the Recreation Centre.

13.4.2 THAT the annual Dan Sharrers Aquatic Centre maintenance shutdown period be scheduled from August 18 through September 8, 2019.

13.4.3 THAT the ice be prepared for use on August 12, 2019 to accommodate a youth hockey camp with Hockey Ministries International.

CARRIED

Areas B and Hope/Weighted

14. ADDENDA ITEMS/LATE ITEMS

No items.

15. REPORTS FROM COMMITTEE MEETINGS - FOR INFORMATION (14.1 to 14.5)

The following reports were presented for information only:

15.1 Corporate report dated February 12, 2019 from Environmental Services Coordinator regarding 'Electric Vehicle Chargers at the FVRD Main Office Building'.

15.2 Grant-in-Aid Summary Report - 2018

15.3 Report - Comprehensive Zoning Bylaw Consolidation for the Electoral Areas.

15.4 Report - Development Permits Issued in 2018 by the Director of Planning and Development

15.5 Electoral Area Planning and Development: 2018 Year End Report

16. ITEMS FOR INFORMATION AND CORRESPONDENCE

16.1 Fraser Basin Council Fraser Valley Update - February 2019

16.2 Letter dated November 29, 2018 from Peace River Regional District regarding 'Caribou Recovery Update to UBCM resolution B116'.

17. REPORTS BY STAFF

Mr. Gipps announced that Director of Regional Services, Barclay Pitkethley would be moving to the District of Mission as Deputy CAO. The Board expressed appreciation for Mr. Pitkethley's work with the FVRD and his continued work within the region.

18. REPORTS BY BOARD DIRECTORS

Vice Chair Ross: encouraged Board members to sign up for the LMLGA AGM and Conference in Harrison Hot Springs from May 8-10, 2019.

Director Raymond: reported back on a successful event that received a grant-in-aid, the Canyon Lanes Family Day celebration, which achieved a large turnout from across the region.

Director Engar: commented on continued garbage issues in Area E and acknowledged the support of the City of Chilliwack regarding tipping fees from Area E volunteers collecting and disposing of garbage.

Director Hamilton: reported on the excellent presentation from Jessica Morrison regarding Indigenous history at the FVARC meeting on February 14, 2019.

Director Kloot: mentioned that Bill 52 of the ALC is now law, addressing the issue of "mega homes" in the ALR.

19. PUBLIC QUESTION PERIOD FOR ITEMS RELEVANT TO AGENDA

No items.

20. RESOLUTION TO CLOSE MEETING

Moved By FACIO

Seconded By KLOOT

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 to Section 90 of the *Community Charter* and to consider matters pursuant to:

- Section 90(1)(c) of the *Community Charter* - labour relations or other employee relations;
- Section 90(1)(g) of the *Community Charter* - litigation or potential litigation affecting the Regional District;
- 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 Board, could reasonably be expected to harm the interest 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 municipality 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.

CARRIED

All/Unweighted

The Open Meeting recessed at 7:41 p.m.

21. RECONVENE OPEN MEETING

The Open Meeting reconvened at 9:45pm

22. RISE AND REPORT OUT OF CLOSED MEETING

None.

23. ADJOURNMENT

Moved By ROSS

Seconded By KLOOT

THAT the Fraser Valley Regional District Board Open Meeting of February 26, 2019 be adjourned.

CARRIED

All/Unweighted

The Fraser Valley Regional District Board Meeting adjourned at 9:46pm.

MINUTES CERTIFIED CORRECT:

.....

Chair Jason Lum

.....

Corporate Officer / Deputy

FRASER VALLEY REGIONAL DISTRICT
COMMITTEE OF THE WHOLE MEETING - BUDGET REVIEW
OPEN MEETING MINUTES

Tuesday, February 26, 2019

5:00 pm

FVRD Boardroom, 45950 Cheam Avenue, Chilliwack, BC

Members Present:

Director Jason Lum, City of Chilliwack, Chair
Director Patricia Ross, City of Abbotsford, Vice Chair
Director Dennis Adamson, Electoral Area B
Director Pam Alexis, District of Mission
Director Wendy Bales, Electoral Area C
Director Henry Braun, City of Abbotsford
Director Kelly Chahal, City of Abbotsford (*arrived 5:25 p.m.*)
Director Hugh Davidson, Electoral Area F
Director Bill Dickey, Electoral Area D
Director Taryn Dixon, Electoral Area H
Director Orion Engar, Electoral Area E
Director Leo Facio, Village of Harrison Hot Springs
Director Brenda Falk, City of Abbotsford
Director Carol Hamilton, District of Mission
Director Chris Kloot, City of Chilliwack
Director Dave Loewen, City of Abbotsford
Director, Bud Mercer, City of Chilliwack
Director Ken Popove, City of Chilliwack
Director Sylvia Pranger, District of Kent
Director Terry Raymond, Electoral Area A
Director Peter Robb, District of Hope
Director Ross Siemens, City of Abbotsford
Director Al Stobbart, Electoral Area G:

Staff Present:

Paul Gipps, Chief Administrative Officer
Mike Veenbaas, Director of Financial Services
Barclay Pitkethly, Director of Regional Programs
Tareq Islam, Director of Engineering & Community Services
Margaret-Ann Thornton, Director of Planning & Development
Jennifer Kinneman, Director of Corporate Affairs
Stacey Barker, Deputy Director of Regional Programs
Jaime Reilly, Manager of Corporate Administration

Kristy Hodson, Manager of Financial Operations
Christina Vugteveen, Manager of Parks
Alison Stewart, Manager of Strategic Planning
David Urban, Manager of Outdoor Recreation Planning
Jody Castle, Manager of Recreation, Culture & Airpark Services
Matthew Fang, Network Analyst IT
Maggie Mazurkewich, Executive Assistant to CAO
Chris Lee, Executive Assistant (Recording Secretary)

There was one member of the public present.

1. CALL TO ORDER

Chair Lum called the meeting to order at 5:02 p.m.

2. APPROVAL OF AGENDA, ADDENDA AND LATE ITEMS

Moved By FACIO

Seconded by KLOOT

THAT the Agenda, Addenda and Late Items for the Committee of the Whole - Budget Review Meeting of February 26, 2019 be approved;

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

CARRIED

3. NEW BUSINESS

3.1 2019-2023 Regional and Sub-Regional Services Draft Financial Plan

Mike Veenbaas, Director of Financial Services provided a presentation, giving an overview of the proposed budgets for the regional and sub-regional services. He reported that staff met earlier with Electoral Area Directors on Electoral Area Specific Services and Electoral Area Wide Services. Staff also connected with respective Chief Financial Officers of member municipalities to review the budgets as part of the financial planning process.

Mr. Veenbaas reported that since 2012, there has been no general increase in tax funding and for the first time Staff are proposing a 3% increase for all regional services for 2019.

CAO Paul Gipps spoke to the reasons for the tax increase, citing the following cost drivers:

- Employee Health Tax – 2% benefits increase;
- Increased FOIPPA requests;
- Increasing expectations around Records Management;
- IT Infrastructure – security, redundancy, customer expectations;
- Increasing costs for administrative support function required for each service.

Regional Grant-in-Aid Program

Elizabeth's Wildlife Centre

Discussion ensued and the following points/comments were noted:

- In 2018 a \$5,000 regional grant-in-aid was provided to Elizabeth's Wildlife Centre, funded from all members except Abbotsford as they provide funding directly to the Centre;
- What is the process for consideration of regional grants-in-aid for non-profits?
- Suggestion to develop a matrix to provide guidelines as part of the regional grant-in-aid policy;
- Benefit of this facility to the community;
- Even though the Elizabeth Wildlife Centre is located in Abbotsford, they accept injured birds/animals from surrounding areas in the FVRD; and
- FVRD CARE Centre has benefitted from this service.

Discussion ensued resulting in the following motion:

Moved by ROSS

Seconded by KLOOT

THAT the Fraser Valley Regional District Board authorize a regional grant in-aid in the amount of \$10,000 to the Elizabeth Wildlife Centre, to be funded by all members.

DEFEATED

Further discussion ensued, resulting in the following motion being brought forward:

Moved by ENGAR
Seconded by PRANGER

THAT the Fraser Valley Regional District Board authorize a regional grant in-aid of \$5,000 to the Elizabeth Wildlife Centre for 2019, to be funded from all members except for Abbotsford.

CARRIED

Moved by PRANGER
Seconded by FACIO

THAT staff be directed to prepare a draft policy on a regional grant-in-aid for the Board's consideration.

CARRIED

WildSafeBC Program

- 2019 budget includes \$15,000 grant-in-aid for WildSafeBC Program; and
- Recommended that FVRD hold WildSafeBC accountable to set up minimum parameters for which to measure success.

Sub-Regional Parks (West)

Barclay Pitkethly, Director of Regional Programs gave a presentation on the Sub-Regional Parks budget, providing background information and governance structure of this service. He reported that FVRD Directors from City of Abbotsford and Electoral Area G Director held an initial workshop with staff from both local governments in June 2018 to discuss the vision, opportunities and priorities for Glen Valley and Matsqui Trail Regional Parks and Sumas Mountain Regional Park.

Budget Considerations:

- Be fiscally prudent while achieving success;
- Jointly identify and prioritize capital improvements;
- Collectively determine desired park planning efforts;
- Explore park land acquisition opportunities

Four budget options were presented for the Board's (Abbotsford and Area G) consideration:

- Option 1: Taxation decrease - (1.2%)
- Option 2: Tax Neutrality - 0%
(transfer in surplus to offset costs)
- Option 3: Growth from Development - 3.25% increase
(to allow for land acquisition)
- Option 4: Taxation Increase - 6.25% increase

Discussion resulted in the following motion:

BRAUN/STOBBART

THAT staff be directed to include a 3.25% increase for the sub-regional parks budget as part of the 2019-2023 financial plan.

CARRIED

Regional Fire Dispatch

- 2019 will see the full financial impact of moving to a full service (E-Comm) for dispatch services for all fire departments located within the Fraser Valley Regional District.

Transit Services

- Agassiz-Harrison Transit - increased net operational costs with depletion of BC Transit fuel reserve;
- FVX – rising fare revenues offset transit operating contract increases

In response to the question on the possibility of applying growth to the FVX Transit budget without an increase to tax requisition, the following motion was brought forward:

Moved By LUM

Seconded by POPOVE

THAT staff be directed to increase the budget without a resulting increase to the tax requisition for the FVX Transit service budget as part of the 2019-2023 financial plan.

CARRIED

Regional Mosquito Control

- 2019 is the final year of the 6 year plan of annual increases in program budgets by approximately 15%; and
- Region significantly impacted by high water events, requiring significant mosquito control efforts, there is a need to restore program reserves.

Comments were provided as to the significance of the Mosquito Control Program and the consequences and concerns of not continuing with the Program, resulting in the following motion:

Moved by FALK
Seconded by POPOVE

THAT the FVRD Mosquito Control Program taxation requisition be increased by 15%;

AND FURTHER THAT the FVRD Mosquito Control Program be extended for a further 2 years.

CARRIED

Directors Bales and Raymond Opposed

Regional Air Quality Management

- Metro Vancouver is seeking an increase in compensation for its efforts as FVRD's service provider to operate and maintain FVRD's air quality monitoring stations;
- Would be very costly for the FVRD to change service providers or consider taking on this responsibility in-house; and
- Continuity of the agreement with Metro Vancouver will assure continuity, uniformity, compliance and high quality of monitoring operations and data management.

Regional Solid Waste Management

- Decrease in the amount of waste has resulted in the amount of tonnage levy generated to fund this program; and
- Staff had earlier brought forward options for the Board's consideration and will reengage on this topic in order to confirm the Board's direction on future program funding.

It was noted that the budgets for Recreation, Culture and Airpark Services are in draft format and will be presented to the Commission at the March 5, 2019 Commission meeting.

Mr. Veenbaas concluded that the financial plans for the regional and sub-regional services will be included in the five year financial plan bylaw to be considered at the March Board meeting.

Moved by FACIO
Seconded by ROSS

THAT the Committee of the Whole direct Staff to bring forward the regional and sub-regional service budgets, including feedback provided, as part of the 2019-2023 Financial Plan Bylaw that the Regional Board will consider at its March 2019 meeting.

CARRIED

3.2 Electoral Area Emergency Management Specialist

Mr. Veenbaas reported that at the Electoral Area Services Committee meeting of February 12, 2019, the Committee endorsed the motion of support for a new Emergency Management Specialist position to be funded from the Electoral Area Emergency Management service. This position will address the workload challenges faced in Electoral Area Emergency Management.

Moved by DICKEY
Seconded by ADAMSON

THAT the Fraser Valley Regional District Board endorse the Electoral Area Services Committee motion of support for a new Emergency Management Specialist position starting in 2019 and that Staff be directed to begin the recruitment process.

CARRIED

4. ADDENDA/LATE ITEMS

No Items.

5. ADJOURNMENT

Moved by FACIO

Seconded by ENGAR

THAT the Committee of the Whole - Budget Review Meeting of February 26, 2019 be adjourned.

CARRIED

The Committee of the Whole – Budget Review Meeting adjourned at 6:19 p.m.

MINUTES CERTIFIED CORRECT:

.....
Director Jason Lum, Chair

FRASER VALLEY REGIONAL DISTRICT
RECREATION, CULTURE & AIRPARK SERVICES COMMISSION
OPEN MEETING MINUTES

Tuesday, March 5, 2019
6:30 p.m.
District of Hope Council Chambers
345 Wallace Street, Hope, BC

Present:

Terry Raymond, Chair, Electoral Area A
Dennis Adamson, Vice Chair, Electoral Area B
Peter Robb, Director, District of Hope
Shanon Fischer, Member at Large, District of Hope
Peter Adamo, Member at Large, Electoral Area B

Regrets:

Dianne Davies, Member at Large, Electoral Area B
Hilary Kennedy, Member at Large, District of Hope

Staff Present:

Jody Castle, Manager of Recreation, Culture & Airpark Services
Mike Veenbaas, Director of Financial Services
Stacey Barker, Deputy Director of Regional Programs
Jaime Reilly, Manager of Corporate Administration

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

2. APPROVAL OF AGENDA, ADDENDA AND LATE ITEMS

ADAMSON/ADAMO

THAT the Agenda, Addenda and Late Items for the Recreation, Culture and Airpark Services Commission Open Meeting of March 5, 2019 be approved;

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

CARRIED

3. MINUTES/MATTERS ARISING

3.1 Recreation, Culture and Airpark Services Commission Open Meeting - 01 22 19

ADAMSON/ROBB

THAT the Minutes of the Recreation, Culture and Airpark Services Commission Open Meeting of January 22, 2019 be adopted.

CARRIED

4. FINANCE

4.1 DRAFT 2019-2023 Recreation, Culture & Airpark Services Financial Plan

Mike Veenbaas, Director of Financial Services provided a PowerPoint Presentation to the Commission highlighting the following:

- Review of tax requisition formula;
- Non-market change assessment;
- 2019 property assessment review; and
- Presentation of individual proposed financial plans for the Regional Airpark (budget 301), Arena and Dan Sharers Aquatic Centre (budget 709), Recreation (Budget 710), and Almer Carlson Pool (Budget 711).

Mr. Veenbaas noted that the direction from the Commission would be consolidated into the 2019-2023 Financial Plan for the FVRD Board's consideration at the March 2019 Board meeting.

4.2 Recreation, Culture and Airpark Services (RCAS) - Budget 301 (Regional Airpark)

Mr. Veenbaas highlighted this individual proposed budget, noting a slight increase in capital reserve allocation.

ROBB/ADAMSON

THAT the Recreation, Culture & Airpark Services Commission recommend the DRAFT 2019-2023 RCAS Financial Plan for Budget 301 be forwarded to the Fraser Valley Regional District Board for inclusion in the 2019-2023 Five Year Financial Plan Bylaw.

CARRIED

4.3 Recreation, Culture & Airpark Services (RCAS) - Budget 709 (Arena/DSAC)

Mr. Veenbaas highlighted this individual proposed budget, noting a requisition increase of 2.3%.

ADAMSON/FISCHER

THAT the Recreation, Culture & Airpark Services Commission recommend the DRAFT 2019-2023 RCAS Financial Plan for Budget 709 be forwarded to the Fraser Valley Regional District Board for inclusion in the 2019-2023 Five Year Financial Plan Bylaw.

CARRIED

4.4 Recreation, Culture & Airpark Services (RCAS) - Budget 710 (Recreation)

Mr. Veenbaas provided an overview for this proposed budget. Discussion ensued and the Commission provided staff with direction with respect to amending this proposed budget to allow for no increased taxation, rather than a 2.6 decrease.

ADAMSON/FISCHER

THAT the Recreation, Culture & Airpark Services Commission recommend the DRAFT 2019-2023 RCAS Financial Plan for Budget 710, as amended, be forwarded to the Fraser Valley Regional District Board for inclusion in the 2019-2023 Five Year Financial Plan Bylaw.

CARRIED

4.5 Recreation, Culture & Airpark Services (RCAS) - Budget 711 (Almer Carlson Pool)

Mr. Veenbaas highlighted the proposed budget, and noted a slight budget increase due to a number of facility improvement projects planned for 2019.

FISCHER/ROBB

THAT the Recreation, Culture & Airpark Services Commission recommend the DRAFT 2019-2023 RCAS Financial Plan for Budget 711 be forwarded to the Fraser Valley Regional District Board for inclusion in the 2019-2023 Five Year Financial Plan Bylaw.

CARRIED

4.6 RCAS 2019-2023 Capital and Major Maintenance Plan

The 2019-2023 Capital and Major Maintenance Plan and draft 2019 capital and major maintenance timeline was provided for information.

Jody Castle, Manager of Recreation, Culture & Airpark Services highlighted a number of capital projects planned for 2019, including the Recreation Centre mezzanine and arena scoreboard replacements.

5. NEW BUSINESS

5.1 RCAS Commission Strategic Planning Session

It was noted that staff would be scheduling a date for the Strategic Planning Session.

ADAMO/ADAMSON

THAT a Recreation, Culture and Airpark Services strategic planning session be held in 2019.

CARRIED

5.2 Regional Airpark Spring Maintenance

Ms. Castle provided an update to the Commission regarding the Vancouver Soaring Association's (VSA) interest in providing volunteers to assist with Regional Airpark Spring maintenance. Concerns regarding liability were raised, and Ms. Castle advised that she will discuss insurance coverage requirements with the VSA.

5.3 Revised RCAS Donation Policy

Ms. Castle provided an overview of the proposed amendments to the RCAS Donation Policy. Discussion ensued with respect to the provision of individual passes.

ROBB/ADAMO

THAT the revised Recreation, Culture and Airpark Services Donation Policy be approved;

AND THAT staff provide quarterly updates of the Community Facility Use Grant to the RCAS Commission.

CARRIED

5.4 Community Better Challenge

Comments were offered regarding the ParticipACTION Community Better Challenge, and it was noted that this challenge involves online tracking of physical activity. This Challenge involves opportunity for partnerships and is hoped to increase engagement with Recreation Centre users.

ADAMO/FISCHER

THAT staff be directed to create a committee for the Community Better Challenge from May 31 - June 16, 2019;

AND THAT staff track patron physical activity at the recreation centre during the challenge.

CARRIED

5.5 VSA Short Term Land Lease

FISCHER/ADAMO

THAT the Fraser Valley Regional District Board of Directors approve renewal of the Fraser Valley Regional District land lease agreement with the Vancouver Soaring Association (VSA) for the period of March 15, 2019 to November 17, 2019 in the amount of \$984.90 excluding GST with an option for annual renewal up to a maximum of five years;

AND THAT the letter of agreement be forwarded to the Fraser Valley Regional District Board for authorization and execution of the agreement.

CARRIED

6. RESOLUTION TO CLOSE MEETING

ADAMSON/ADAMO

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

- Section 90(1)(c) of the *Community Charter* - labour relation or other employee relations.

CARRIED

The open meeting was adjourned at 7:09 p.m.

7. RECONVENE OPEN MEETING

The open meeting of the Recreation, Culture & Airpark Services Commission was reconvened at 7:22 p.m.

8. REPORTS BY COMMISSION MEMBERS

None.

9. RISE AND REPORT OUT OF CLOSED MEETING

None.

10. NEXT MEETING

Due to a conflict with the scheduled meeting date of May 29, 2019, the May meeting of the Recreation, Culture & Airpark Services Commission has been rescheduled for Tuesday, May 14 at 6:30 p.m.

11. ADJOURNMENT

ADAMO/FISCHER

THAT the Recreation, Culture and Airpark Services Commission Open Meeting of March 5, 2019 be adjourned.

CARRIED

The Open meeting of the Recreation Culture & Airpark Services Commission was adjourned at 7:24 p.m.

MINUTES CERTIFIED CORRECT:

Terry Raymond, Chair

Corporate Officer/Deputy

To: CAO for the Electoral Area Services Committee

Date: 2019-03-12

From: Louise Hinton, Bylaw Compliance and Enforcement Officer

File No: B05594.000/2

Subject: Building Bylaw, and BC Building Code Contraventions at 31236 Mary Street, Electoral Area B, legally described as: Lot 13 Block 5 Section 14 Township 7 Range 26 West of the 6th Meridian Yale Division Yale District Townsite of Yale (PID: 010-098-283), and

RECOMMENDATION

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 31236 Mary Street Electoral Area B, Fraser Valley Regional District, British Columbia (Lot 13 Block 5 Section 14 Township 7 Range 26 West of the 6th Meridian Yale Division Yale District Townsite of Yale (PID: 010-098-283) and Lot 12 Block 5 Section 14 Township 7 Range 26 West of the 6th Meridian Yale Division Yale District Townsite of Yale (PID: 010-098-267).

STRATEGIC AREA(S) OF FOCUS

Support Healthy & Sustainable Community

Provide Responsive & Effective Public Services

BACKGROUND

April 11, 2017

Bylaw Officer receives complaint of a very high and long retaining wall being constructed without permits.

Bylaw Officer and Planner perform site inspection. Large retaining wall around existing former school house / residential structure is mid-construction stage. Stop Work Notice is posted on the property. Bylaw Officer discusses the following with the owner on site: (1) permit requirements and application process; (2) asked if the wall was engineered; and (3) warned that no further work is to occur until a building permit is issued.



April 19, 2017	Bylaw letter mailed to owner, deadline for response to FVRD is May 15, 2017.
Sept. 7, 2017	Bylaw Officers perform site inspection – no change in condition of property, retaining wall is still intact and the stop work notice is lying on a concrete block.
Sept. 27, 2017	Second Bylaw letter mailed to owner, deadline for response to FVRD is Nov. 1, 2017.
Nov. 15, 2017	Bylaw Officer attempts to contact owner by telephone, no response. Third Bylaw letter mailed to owner with a bylaw ticket attached (No. 28673) for building without a permit. New deadline for response to FVRD is <u>Dec. 18, 2017</u> .
Dec 19, 2017	Officer attempts to contact owner by telephone, spoke to relative – left a message.
Jan 23, 2018	Bylaw Officer performs site inspection – fresh gravel is found on the site, the retaining wall remains, and stop work / no occupancy orders are re-posted.
Jan 24, 2018	Fourth Bylaw letter mailed to owner, with a bylaw ticket attached (No. 28678) for building without a permit. New deadline is <u>Feb 26, 2018</u> .
Feb 4, 2018	Bylaw Officer spoke with owner on telephone and discussed the following: (1) building permit requirements; (2) lack of response to enforcement; and (3) the issued bylaw ticket.
Feb 8, 2018	Fourth Bylaw letter is returned to the FVRD, <u>marked as refused</u> . Building Inspector speaks with owner on telephone discusses bylaw file and permit requirements.
Feb 15, 2018	Building Permit Application form and fee submitted to FVRD –no site plan or drawings.
Mar. 14, 2018	Building Inspector performs follow-up site inspection – no change.
March 16, 2018	Building Department mailed letter to owner listing outstanding required items to complete Permit Application. Drawings are still outstanding.
April 12, 2018	Bylaw Officer informed that \$250 has been paid towards outstanding bylaw fines.
July 3, 2018	Bylaw Officer informed that new gravel has been brought onto property in violation of posted stop work order.
July 4, 2018	Building Inspector performs site inspection – postings have been removed, retaining wall remains, and confirms additional gravel works has occurred in violation of posted stop work order.
July 6, 2018	Fifth Bylaw letter mailed to owner, with two bylaw tickets attached (No. 28618 & No. 28619), for disobeying stop work order and building without a permit.

July 13, 2018	Owner contacts Building Department – is concerned about the enforcement tickets.
Oct. 22, 2018	Bylaw Officer receives information from FVRD staff that someone appears to be moving rocks behind a retaining wall on weekends.
Oct 25, 2018	Bylaw Officer attempts to contact owner by telephone, no response.
Oct 30, 2018	Bylaw Officer performs site inspection – confirms significant gravel works, new metal fence posts are in the ground, retaining wall remains, large stop work and no occupancy orders are re-posted. Building Department informs Bylaw Officer that Engineering report has been received, but it has the wrong address on it and needs to be revised.
Nov 7, 2018	Owner attends FVRD office and discussed the following with Building Inspector and Planning Staff: (1) retaining wall does not meet multiple setbacks; (2) intentions to move forward with a Development Variance Permit and a covenant to tie the two lots together for any future sale, as the retaining wall crosses both property lines.
Dec 3, 2018	Bylaw Officer again receives information that the owner is working on site – in violation of the posted orders. Bylaw Officer performs site inspection – retaining wall remains, gravel and posts in place from previous inspection. There are <u>several new concrete lock blocks</u> on the left side of the area fronting the property indicating works on site have continued. Bylaw Officer confirms that Development Variance Permit has not been applied for.
Dec 12, 2017	Bylaw Officer receives additional information from complainant that includes an image of a rear lock block that appears to be out of place indicating the rear portion of the retaining wall may be undermined.
Dec 13, 2018	Sixth Bylaw letter mailed to owner (cease and desist), with two bylaw tickets attached (No. 28894 & No. 28895), for disobeying stop work order and working without a permit.
Jan 22, 2019	Bylaw Officer confirms to date that a Development Variance Permit has not been applied for and that no further required documents have been provided for the building permit application. Bylaw Officer confirms that the remaining amount (\$510) has been paid against the first issued Bylaw Ticket (No. 28678). The remaining five bylaw ticket fines remain outstanding totaling \$2,550 owing to the FVRD.

TOTAL TICKETS ISSUED						
	Ticket No.	Date	Offence	Fine Amount	Disputed	Status
1.	BNE 28673	Nov. 15, 2017	Build without a Permit	\$500 + \$10 late fee	No	Collections
2.	BNE 28678	January 23, 2018	Build without a Permit	\$500 + \$10 late fee	No	Paid
3.	BNE 28618	July 4, 2018	Build without a Permit	\$500 + \$10 late fee	No	Final Notice
4.	BNE 28619	July 4, 2018	Disobey Stop Work Notice	\$500 + \$10 late fee	No	Final Notice
5.	BNE 28894	December 3, 2018	Build without a Permit	\$500 + \$10 late fee	No	Outstanding
6.	BNE 28895	December 3, 2018	Disobey Stop Work Notice	\$500 + \$10 late fee	No	Outstanding
TOTAL FINES OUTSTANDING				\$2,550		

Bylaw Notice Offence tickets that are issued by a Bylaw Enforcement Officer can be cancelled by a Bylaw Officer at his or her discretion at any time in favor of voluntary compliance on the part of the property owner. Bylaw tickets that remain undisputed and unpaid after a two week grace period are levied \$10 late fee per ticket. The property owner is then sent two separate follow-up letters – the first one serves as a reminder of the outstanding fines and the second one is a final notice to pay their outstanding fine owed to the FVRD. If after all the above avenues for payment have been exhausted and the property owner's ticket fines remain outstanding then the tickets are referred to collections for payment.

Inspection Photos

April 2017



December 2017



March 2018October 2018December 2018

April 2017 – December 2018

Images below that depict the neighbouring property that is situated to the lower rear of the subject property. The structure/property to the rear would likely be impacted if the retaining wall had a failure or a slide.



DISCUSSION

Section 57 of the Community Charter allows a Building Inspector to recommend a resolution to place a Notice on the Title of a property if a contravention of a bylaw or another enactment that related to the construction or safety of a building is observed. A Notice on Title serves as notice to anyone searching the title that the property may be in breach of local government bylaws or other enactments; provide disclosure to future owners; and protects against potential claims with regard to the contraventions.

Staff would like you to consider the following information:

Building Bylaw

Staff is authorized to regulate minimum construction standards within electoral areas via the *Fraser Valley Regional District Building Bylaw No. 1188, 2013* (Building Bylaw) for health, safety and the protection of persons and property. The bylaw provides that no person shall commence any construction, alternation, reconstruction, demolition, removal, relocation or change the occupancy of any building.

Section 5.4 (q) of the *FVRD Building Bylaw* states that a building permit is not required for retaining walls if they are below 1.2 meters or (47 inches) above finished graded measured at any point within 1.2m from the face of the wall or structure. Therefore retaining walls built above 1.2 meters (47 inches) in height are required to obtain a building permit prior to start of construction.

A retaining wall over the height of 1.2 m was constructed around the existing school house / residential structure without a required building permit.

The retaining wall is constructed over the property lines. The Building Permit is required to ensure the stability of the wall, and that there will not be a failure of the retaining wall resulting in impact on the property to the south.

A Building Permit is required for the construction works undertaken by the property owner.

Zoning Bylaw

This property is in Electoral Area B, and is zoned Core Commercial (C-1) under the *Zoning Bylaw No. 90, 1977 for the Electoral Area B of the Regional District of Fraser-Cheam* (Bylaw 90). The primary purpose of this zone is to provide locations for those retail and commercial establishments.

The subject property has two separate parcels under the same street address, and the existing former school house / residential structure was historically built across the center property line of the two parcels. The retaining wall was built around the exterior of the existing former school house / residential structure, so in its current location does not meet rear, east interior, or west interior property line setbacks for construction.

A Development Variance Permit (DVP) is an approval from the elected board that is required to be able to vary the regulations of the Zoning Bylaw. An approved DVP is required vary the rear, east interior and west interior property line setbacks for the retaining wall to be permitted in its current location. To date there has been no application for a development variance permit for the unpermitted construction works that have occurred on the subject property.

A Development Variance Permit is required for construction of the retaining wall that has taken place on the property.

COST

Land Titles Office filing fee of approximately \$55.

The owner will be required to pay a removal fee of \$500 for each registration in accordance with the *Fraser Valley Regional Building Bylaw 1188, 2013*, after the unauthorized construction works on the retaining wall structure is either:

1. Demolished with a Building Permit issued by the FVRD, with a successful final inspection; or
2. A fully completed Building Permit for the construction works to the retaining wall is issued by the FVRD and receives a successful final inspection. The application requires the application and approval of a Development Variance Permit to vary the rear, east interior and west interior property line setback regulations of the *Zoning Bylaw No. 90* for the retaining wall to remain in its current location.

CONCLUSION

It is the opinion of the Bylaw Compliance and Enforcement Officer/Appointed Building Inspector that the construction works on the retaining wall around the existing school house / residential structure without a Building Permit violates the Regional District *Building Bylaw*, and the *British Columbia Building Code*. Staff further notes that full compliance will only be achieved with the successful completion of a Building Permit for the works to construct the retaining wall above 1.2m in height or a Building Permit for demolition of the retaining wall, and the issuance of a Development Variance Permit.

Regrettably, but in the interest of full public disclosure and as incentive to achieving voluntary compliance, I, as an Appointed Building Inspector, believe that the filing of Notice is appropriate in this instance and submit the above recommendation in accordance with Section 57 of the *Community Charter*.

Electoral Area Services Committee (EASC) approval and Regional District Board resolution is required to assess Section 57 notices.

The process of filing a Section 57 notice on property title is conducted in accordance with the *Community Charter* and the *Local Government Act*.

Regional District requirements for Building Permit works are being administered in accordance with related Fraser Valley Regional District Building Bylaw, Policies, and the *BC Building Code*.

COMMENTS BY:

Margaret Thornton, Director of Planning & Development

Reviewed and supported.

Mike Veenbaas, Director of Financial Services

No further financial comment.

Paul Gipps, Chief Administrative Officer

Reviewed and supported.

February 15, 2019

REGISTERED MAIL

Mr. Don A. Schmidt
62040 Flood Hope Road
RR2
HOPE BC VOX 1L2

FILE: 4010-20- B05594.000/2
CIVIC: 31236 Mary Street

PID: 010-098-283
LEGAL: LOT 13 BLOCK 5 SECTION 14 TOWNSHIP 7 RANGE 26 WEST OF THE 6TH MERIDIAN
YALE DIVISION YALE DISTRICT TOWNSITE OF YALE

PID: 010-098-267
LEGAL: LOT 12 BLOCK 5 SECTION 14 TOWNSHIP 7 RANGE 26 WEST OF THE 6TH MERIDIAN
YALE DIVISION YALE DISTRICT TOWNSITE OF YALE

Dear Mr. Schmidt

**Re: SHOW CAUSE HEARING SCHEDULED – Section 57 Notice on Title
Contraventions of Building Bylaw No. 1188, 2013 - Construction without a Building
without a Permit – 31236 Mary Street Yale BC (Electoral Area: B)**

Further to our previous correspondence dated December 13, 2018 that was sent to you on the same day, please be advised you are hereby notified that your opportunity to be heard by the Regional District Electoral Area Services Committee is scheduled. The meeting is to show cause why the Regional District Board of Directors should not direct staff to file a Notice against the titles of both parcels on your property at 31236 Mary Street in relation to the outstanding contraventions of the *Fraser Valley Regional District Building Bylaw No. 1133, 2018* and *BC Building Code* pursuant to Section 57 of the *Community Charter*.

The **show cause** hearing is scheduled for **March 12, 2019 at 1:30pm**, in the Boardroom on the fourth floor of the Regional District Office at 45950 Cheam Avenue, Chilliwack, British Columbia.

The Electoral Area Services Committee will consider registration of the Section 57 Notice on the titles of both parcels on your property at 31236 Mary Street whether or not you are in attendance. For your convenience, I have attached relevant extracts from the *Community Charter* and a copy of the staff report which will be considered by the Committee.

If you require further information or clarification on this matter please contact the Louise

Hinton, with our Bylaw Enforcement Department at 604-702-5015 or lhinton@fvrd.ca in advance of this meeting.

Sincerely,



Digitally signed by
Paul Gipps
Date: 2019.02.13
13:35:02 -08'00'

Paul Gipps
Chief Administrative Officer

cc: Dennis Adamson, Electoral Area Director (B)
Margaret-Ann Thornton, Director of Planning & Development
Greg Price, Building Inspector / Bylaw Compliance Coordinator
Louise Hinton, Bylaw Compliant and Enforcement Officer
Review of Registered Property Title – Organizations with interest in property
Bank of Montreal (Application # KP70357)

Attach: March 12, 2019 Staff Report from Bylaw and Appointed Building Inspector
December 13, 2018, Copy of Bylaw Enforcement Letter to Property Owner
March 16, 2018, Copy of Building Department Incomplete Application letter to Owner
January 22, 2019 Land Title Search Results (PID: 010-098-283) (010-098-267)
January 22, 2019 Property Information Report
January 22, 2019 Property Information Map
Notice on Title Information Sheet Including Community Charter, Section 57 and 58

December 13, 2018

Mr. Don A. Schmidt
62040 Flood Hope Road
RR2
HOPE BC VOX 1L2

FILE: 4010-20-B05594.000/2

CIVIC: 31236 Mary Street

PID: 010-098-283

LEGAL: LOT 13 BLOCK 5 SECTION 14 TOWNSHIP 7 RANGE 26 WEST OF THE 6TH MERIDIAN
YALE DIVISION YALE DISTRICT TOWNSITE OF YALE

Dear Mr. Schmidt:

RE: BUILDING BYLAW No. 1188, 2013 – RETAINING WALL CONSTRUCTION WITHOUT PERMIT

Further to our most recent correspondence dated July 6, 2018 and the Regional District's most recent site inspection of your property at 31236 Mary Street (the "property") on December 3, 2018; the retaining wall that was previously discovered to have been erected on your property without obtaining a building permit still remains in place on the property despite our enforcement efforts and repeated requests for compliance (see enclosed photos).



The retaining wall was constructed at a height greater than 1.2 meters (47 inches) above finished grade and as required and detailed below in section 6.1 of the *Fraser Valley Regional District's Building Bylaw No. 1188, 2013*.

Section 6 Prohibition

No person shall commence or continue any construction, alteration, reconstruction, demolition, removal, relocation or change the occupancy of any building or structure, including excavation or other work related to construction until a building official has issued a valid and subsisting permit for the work

Our records indicate that you submitted a building permit application form to our office on February 15, 2018. Since that time you have submitted failed to fully complete any of the required documents for the building permit application as outlined in our March 16, 2018 correspondence. Our Building

Department cannot issue a Building Permit for the retaining wall works on your property until the remaining outstanding items are submitted.

As you are aware one of the items required to complete your building permit application is to obtain a development permit (DVP) because the retaining wall on our property has been built across property lines. Our records indicate that you consulted with the planning department at our Chilliwack Office on November 7, 2018, but to date we have not received an application for a development permit.

Our Regional District Building Inspectors have posted and re-posted Stop Work Notices on your property, and you have been repeatedly advised both in person and in previous correspondence that all work must cease until such time as a required and fully completed building permit was issued by the FVRD. Our most recent site inspection on December 3, 2018 revealed that you have once again continued works on the property despite the re-posted Stop Work Notice. You are required to **cease** and **desist** all works until such time as a building permit is issued and this matter is fully resolved.

In consideration of the above, please find attached two additional Bylaw Enforcement Offence Notice Tickets (No. 28894 and No. 28895); totaling the amount of \$1000 for the offences of building without a required building permit, and disobeying a Stop Work Notice.

The Regional District wishes to work with you to enable you to bring your property into compliance with the *BC Building Code* and Regional District bylaws. However if there continues to be works of any kind on the property without an issued building permit you may be subject to continued enforcement measures which may include additional fines of \$500 per occurrence and or other means of enforcement action on behalf of the Regional District including the registration of a section 57 notice on the title of your property.

We want to convey that we believe your property in its current condition creates a serious safety concern for yourself, your neighbours and or visitors to your property and hope you appreciate the seriousness of the situation. We encourage you to read the *Occupiers Liability Act*, regarding property safety and negligence, available online at: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96337_01

We look forward to your anticipated cooperation in the resolution of this matter. If you have any questions or wish to discuss this matter further, you may contact me by calling toll-free at 1-800-528-0061, directly at 604-702-5015 or by email at lhinton@fvrld.ca. Our office hours are Monday through Friday from 8:30am to 4:30pm.

Respectfully,

Digitally signed
by Louise Hinton
Date: 2018.12.12



Louise Hinton 15:49:47 -08'00'
Bylaw, Compliance and Enforcement Officer

Attach: Bylaw Offence Notice Tickets No. 28894 and No. 28895
Copy of Letter dated July 6, 2018
Section 57 Information Package

cc: Dennis Adamson, Director of Electoral Area B
Margaret Thornton, Director of Planning & Development
Greg Price, Building / Bylaw Compliance Coordinator
Andrea Antifaeff, Planner I

File Number: 3800-30-BP014223B

March 16 2018

SCHMIDT, DON A
62040 FLOOD HOPE RD
RR 2
HOPE BC V0X 1L2

Dear Applicant;

Re: Building Permit Application on property at 31236 MARY ST

Building Permit Application Number:	BP014223
Proposed works:	Retaining Wall
Legally described as:	LOT 13, BLOCK 2, SECTION 14, TOWNSHIP 7, RANGE 26, MERIDIAN 6, MERIDIAN W6, LOT 12, BLOCK 5, SECTION 14, TOWNSHIP 7, RANGE 26, MERIDIAN W6, YALE DIV OF YALE LAND DISTRICT.
Parcel Identifier (PID):	010-098-283

Thank you for submitting a building permit application on Feb 15, 2018 for the project referenced above. Building permits benefit you and your neighbours in many ways. They ensure buildings are safe for you, your family and visitors. They support higher market value for your property by increasing buyer confidence. They reduce your insurance costs because insurers know the building meets the BC Building Code, and building permits reduce lifecycle repair and maintenance costs by ensuring the building is efficient and well-built. Not only do building permits provide value to you, they also benefit your neighbours by enhancing the overall safety and quality of your neighbourhood.

Professional builders know the process inside and out, however, most people only experience building permitting a few times in their lives, so it can be challenging. We carefully reviewed your application and have prepared the checklist below to guide you. Whether you are a pro or a first-timer, this checklist will help you get your building permit quickly and efficiently.

PLANNING REQUIREMENTS

**Check When
Complete**

1. Development Variance Permit - The proposed retaining wall does not comply with Area B Zoning Bylaw No. 90 due to building across property lines. Please contact Regional District Planning staff to discuss the possibility of a Development Variance Permit; call 604-702-5487 or email planning@fvrd.bc.ca.

☐

BUILDING REQUIREMENTS

2. Engineering Design – BC Building Code - Please submit the following information prepared by a *Registered Professional of Record*:
 - a) Schedule B and 3 sets of sealed drawings for the lock block retaining wall

☐

A *Registered Professional of Record* is a person who is registered or licensed to practise as an Architect under the *Architects Act*, or a person who is registered or licensed to practise as a Professional Engineer under the *Engineers and Geoscientists Act*.

3. Location Survey by BC Land Surveyor - Please provide a Location Survey by a BC Land Surveyor to confirm setbacks to each property line.

☐

BYLAW ENFORCEMENT REQUIREMENTS

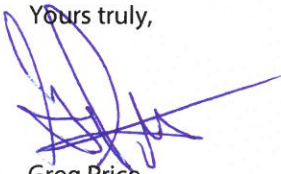
4. Open / Active Bylaw Enforcement File No. <#> - **B05594.000/2**

☐

Once you have submitted all of the items identified in the checklist above, we will review your building plans and move on to the next steps of the permitting process. This may require additional information or clarification. Our goal is to issue your permit within three weeks of receiving a complete application. If you provide complete and timely information we can often do it more quickly.

We know that the building permit process can be difficult and costly. The FVRD will help you through the process quickly and smoothly. Please contact me at 604-702-5020 or toll free 1-800-528-0061 if you need more information or clarification of any of the items in this checklist.

Yours truly,



Greg Price,
Building Official

Enc.

cc: Dennis Adamson, Director of Electoral Area B
Margaret-Ann Thornton, Director of Planning & Development
Louise Hinton, Bylaw, Compliance & Enforcement Officer

TITLE SEARCH PRINT

2019-01-22, 11:32:58

File Reference:

Requestor: Louise Hinton

Declared Value \$SECTION 155

****CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN****

Land Title District	KAMLOOPS
Land Title Office	KAMLOOPS
Title Number	X266719
From Title Number	X242303
Application Received	1988-06-23
Application Entered	1988-06-24
Registered Owner in Fee Simple	
Registered Owner/Mailing Address:	DON ALLEN SCHMIDT, BUSINESSMAN R. R. #2, FLOOD ROAD HOPE, BC V0X 1L0
Taxation Authority	Chilliwack Assessment Area
Description of Land	
Parcel Identifier:	010-098-283
Legal Description:	LOT 13 BLOCK 5 SECTION 14 TOWNSHIP 7 RANGE 26 WEST OF THE 6TH MERIDIAN YALE DIVISION YALE DISTRICT TOWNSITE OF YALE
Legal Notations	NONE
Charges, Liens and Interests	NONE
Duplicate Indefeasible Title	NONE OUTSTANDING
Transfers	NONE
Pending Applications	NONE

TITLE SEARCH PRINT

2019-01-22, 11:43:27

File Reference:

Requestor: Louise Hinton

Declared Value \$8,750.00

****CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN****

Land Title District Land Title Office	KAMLOOPS KAMLOOPS
Title Number From Title Number	X266718 X242302
Application Received	1988-06-23
Application Entered	1988-06-24
Registered Owner in Fee Simple Registered Owner/Mailing Address:	DON ALLEN SCHMIDT, BUSINESSMAN R. R. #2, FLOOD ROAD HOPE, BC V0X 1L0
Taxation Authority	Chilliwack Assessment Area
Description of Land Parcel Identifier: Legal Description:	010-098-267 LOT 12 BLOCK 5 SECTION 14 TOWNSHIP 7 RANGE 26 WEST OF THE 6TH MERIDIAN YALE DIVISION YALE DISTRICT TOWNSITE OF YALE
Legal Notations	NONE
Charges, Liens and Interests	NONE
Duplicate Indefeasible Title To:	ISSUED 2000-08-02 BANK OF MONTREAL 46115 YALE ROAD CHILLAWACK, BRITISH COLUMBIA V2P 2P1
Application Number:	KP70357
Transfers	NONE
Pending Applications	NONE

Property Information Report

Civic Address:	31236 MARY ST	Lot Size:	.331 ACRES
Folio Number:	732.05594.000	Electoral Area:	B
PID:	010-098-283	Map Scale:	1:906
Legal Description:	LOT 13, BLOCK 2, SECTION 14, TOWNSHIP 7, RANGE 26, MERIDIAN W6, YALE DIV OF YALE LAND DISTRICT		



Land-use Information

Zoning Designation:	Contact Planning Department	Zoning Bylaw:	Contact Planning Department
OCP Designation:	Contact Planning Department	OCP Bylaw:	Contact Planning Department
DPA Designation:	Contact Planning Department	ALR:	Contact Planning Department
In Mapped Floodplain:	Contact Planning Department	Watercourse:	Contact Planning Department

Utility Information

Local Service Area:	Contact Planning Department
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This information is provided as a public resource for general information purposes only. The information shown is compiled from various sources and the Fraser Valley Regional District makes no warranties, expressed or implied, as to the accuracy or completeness of the information. This report is not a legal document and is published for information and convenience only. The Fraser Valley Regional District is not responsible for any errors or omissions that may appear on this report.

Folio: 732.05594.000
Civic: 31236 MARY ST
Size: .331 ACRES

Pid: 010-098-283
Legal: LOT 13, BLOCK 2, SECTION 14, TOWNSHIP 7, RANGE 26, MERIDIAN W6, YALE DIV OF YALE LAND DISTRICT

Owner: SCHMIDT, DON A
 62040 FLOOD HOPE RD
 RR 2
 HOPE BC V0X 1L2
 (X266718)

<u>Lto Number</u>	<u>Sales Price</u>	<u>Date</u>	<u>Description</u>
X266719	8,750.00	Jun 23, 1988	MULTIPLE PROPERTY TRANSACTION
X266718	8,750.00	Jun 23, 1988	MULTIPLE PROPERTY TRANSACTION
X242303	0.00	Feb 23, 1988	REJECT - NOT SUITABLE FOR SALES ANALYSIS
X242302	8,000.00	Feb 23, 1988	MULTIPLE PROPERTY TRANSACTION

<u>Attribute</u>	<u>Value</u>	<u>Description</u>
ACTUAL USE	000	SINGLE FAMILY DWELLING
ELECTORAL AREA	B	
ELECTORAL AREAS	B	
LAND TENURE	01	
LAND TENURE	01	CROWN-GRANTED
MANUAL CLASS	0050	1 STY SFD-BEFORE 1930-FAIR
NEIGHBOURHOOD	110	
SCHOOL DISTRICT	78	
SERVICE AREA	245BCTV	
SERVICE AREAS	0245BCTV	
SPECIFIED REGIONAL	C	

<u>Classification</u>	<u>Start Date</u>	<u>Stop Date</u>	<u>Comment</u>
BYLAW ENFORCEM	Jan 1, 2002	Mar 19, 2012	See bylaw enforcement staff for details.B.05594.000

BYLAW ENFORCEM Apr 11, 2017 See BE staff and File B05594.000/2 for further information

<u>Prop.Charge</u>	<u>Type</u>	<u>Sub Type</u>	<u>Project</u>	<u>Discharged</u>	<u>Text</u>
O/653	GEOTECH REPORTS	OVERVIEW			Preliminary Watershed Assessmnet
S/654	GEOTECH REPORTS	SECONDARY			1)Terrain Hazard Assessment Surface Soil Erosion Potential Assessment Windthrow Hazard Assessment Block YA203 - Yale Amendment to Terrain Stability Assesment Road Construction Assessment - Yale Creek Mainline YA1000
S/655	GEOTECH REPORTS	SECONDARY			

To: CAO for the Electoral Area Services Committee

Date: 2019-03-12

From: Louise Hinton, Bylaw Compliance and Enforcement Officer

File No: C01406.219

Subject: Building Bylaw, and BC Building Code Contraventions at 20568 Edelweiss Drive, Electoral Area C, legally described as: Lot 19 District Lot 3847 Group 1 New Westminster District Plan 55971.

RECOMMENDATION

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 20568 Edelweiss Drive Fraser Valley Regional District, British Columbia Electoral Area C, legally described as: Lot 19 District Lot 3847 Group 1 New Westminster District Plan 55971 (PID: 005-426-103).

STRATEGIC AREA(S) OF FOCUS

Support Healthy & Sustainable Community

Provide Responsive & Effective Public Services

BACKGROUND

Sept 10, 2008	Bylaw Officer receives complaint that the dwelling house is only partially built – there was a building permit, but not much work has been completed and the house is sagging in the middle.
Sept.11, 2008	Bylaw Officer and Building Inspector conduct site inspection. There was a large incomplete renovation to the main dwelling which is in a state of disrepair. Main roof line is sagging, broken windows, rotting materials.
May 28, 2009	Bylaw Officers conduct site inspection – no change.
June 5, 2012	Building Inspector conducts follow-up inspection – there is no change in condition of the renovation. The main dwelling roof is now steeply sagging in the middle.
Oct 24, 2013	Bylaw Officer receives information that there has been recent construction works done to the building.

Oct 25, 2013	Building Inspector conducts follow-up inspection – Construction works to the roof and upper floor of dwelling. Stop Work and No Occupancy Orders are posted.
Oct 29, 2013	File review completed – Historical permit (BP4083) for single family dwelling expired without any inspections in 1981. Bylaw letter mailed to owner, deadline for response to FVRD is Dec. 2, 2013.
Nov 28, 2013	Bylaw Officer receives phone call from owner and the following was discussed: (1) Owner doesn't think he needs a permit to renovate; (2) Bylaw Officer explained expiry of original permit without inspections – needs new permit; and (3) Owner has financial restraints, unable to apply for permit. Bylaw Officer located and faxes property plans and application package to Owner.
Dec 4, 2013	Second Bylaw letter mailed to owner, deadline for response to FVRD is Jan. 3, 2014.
Jan 16, 2014	Bylaw Officer phones the Owner and the following was discussed: (1) no permit application received yet; (2) letter was returned to sender; (3) warning of a ticket; (4) extension granted to submit application; and (5) owner states he will retain legal counsel as he doesn't think he needs a permit.
Feb 5, 2014	Owner came into FVRD Office – the following was discussed with Bylaw Officer: (1) Owner did not apply for a permit - paid for a copy of the 1981 house plans; (2) possibility of issuing a fine; (3) Owner says he is going to the Ombudsman as he doesn't believe FVRD has authority to make him get a permit; and (4) Owner states financial restraints.
Mar. 5, 2014	Third Bylaw letter mailed to Owner outlines recommendation of property for a Notice on title. Financial Stakeholders are copied on letter.
March 26, 2014	Owner makes Building Permit Application (BPA) to FVRD.
April 1, 2014	Financial Institution contacts FVRD Officer – Outstanding building permit is discussed.
June 25, 2014	Building Inspector conducts site inspection – A large amount of structural alternations observed, new plumbing, framing, drywall and mold present.
July 9, 2014	Building Department mailed letter to Owner listing outstanding required items to complete Building Permit Application (BPA).
May 15, 2015	Owner contacted Bylaw Officer, enquired if structure was still posted with orders – Bylaw Officer confirms still posted and permit is still in application stage only - not complete.

May 27, 2015	Second letter mailed to Owner by Building Department listing outstanding permit items.
July 14, 2015	Financial Institution contacts FVRD Bylaw Officer – Informed that Permit remains at application stage – requirements not fulfilled.
July 20, 2015	Bylaw Officer phones Owner and the following was discussed: (1) doesn't believe he is legally required to submit the items the Building Inspector as requested to complete application; (2) Bylaw Officer suggested owner speak to Building Inspector directly; and (3) Bylaw Officer reiterated that permit remains in application stage and structure remains posted with stop work and no occupancy orders.
Sept. 24, 2015	Financial Institution contacts FVRD Bylaw Officer – Informed that Permit remains at application stage – unissued.
Oct. 7, 2015	Third letter mailed to owner by Building Department listing outstanding permit items.
Nov. 23, 2015	Letter mailed to Owner by Building Department - closure of application due to inactivity.
Nov. 25, 2015	Financial Institution contacts FVRD Bylaw Officer – Informed that Permit application has been closed and referred back to Bylaw Enforcement Department for follow-up.
Nov. 26, 2015	Fourth Bylaw Letter mailed to Owner with Bylaw Ticket No. 22180 attached for construction without a permit. New deadline to complete BPA is January 5, 2016.
Jan 5, 2016	Bylaw Officer receives voicemail from Owner, attempts to re-contact, no answer.
Mar. 2, 2016	Financial Institution contacts FVRD Bylaw Officer – Informed of building permit closure and recommendation of property for a Notice on title.
April 12, 2016	Fourth Bylaw Letter mailed to owner with Ticket No. 2288g attached for construction without a permit. New deadline to fulfil requirements is May 13, 2016. First ticket remains unpaid and outstanding.
May 17, 2016	Owner had meeting with Chief Administrative Officer (CAO) and Bylaw Staff, the following is discussed: (1) first step is to get a structural engineer to prepare a report on the house; (2) mold specialist needed to access the house and clean up for air quality safety; (3) make house weather tight to prevent further damage; and (4) Owner requires letter from FVRD to renew his financing. Owner and FVRD agree to the action items discussed.
June 27, 2016	Owner provides photos of subject property to FVRD Staff.

June 28, 2016 Fifth letter mailed to Owner, this letter is from the Chief Administrative Officer.

Aug. 26, 2016 Bylaw Tickets are cancelled as good faith in response to action items discussed at May 17, 2016 meeting.

March 20, 2017 Financial Institution contacts FVRD Bylaw Officer – Staff forwarded information of no further action, but provided an open time line for action; and that next step is a Notice to Title.

Oct. 15, 2018 Bylaw Officer speaks with Owner and the following is discussed: (1) confirmed structure is unoccupied; (2) will attempt to waterproof as suggested by CAO; (3) intends to re-start building permit in the spring; and (4) explained Notice on Title process.

Feb 12, 2018 Bylaw Officer confirms no building permit application received for this project.

Bylaw Notice Offence tickets that are issued by a Bylaw Enforcement Officer can be cancelled by a FVRD Bylaw Officer at his or her discretion at any time in favor of voluntary compliance on the part of the property owner.

TOTAL TICKETS ISSUED					
	Ticket No.	Date	Offence	Fine Amount	Status
1.	BNE 22180	Nov. 26, 2015	Build without Permit	\$500	Cancelled
2.	BNE 22889	April 12, 2016	Build without Permit	\$500	Cancelled

INSPECTION PHOTOS OF SUBJECT PROPERTY:



September 2013



June 2014



June 2016



DISCUSSION

Section 57 of the *Community Charter* allows a Building Inspector to recommend a resolution to place a Notice on the Title of a property if a contravention of a bylaw or another enactment that related to the construction or safety of a building is observed. A Notice on Title serves as notice to anyone searching the title that the property may be in breach of local government bylaws or other enactments; provide disclosure to future owners; and protects against potential claims with regard to the contraventions.

Staff requests that the Electoral Services Committee consider the following information:

Building Bylaw

Staff is authorized to regulate minimum construction standards within Electoral Areas via the *Fraser Valley Regional District Building Bylaw No. 1188, 2013* (Building Bylaw) for health, safety and the protection of persons and property. The bylaw provides that no person shall commence any construction, alternation, reconstruction, demolition, removal, relocation or change the occupancy of any building.

The two story renovation works to the single family dwelling, including unsafe conditions within the structure were initially discovered in September 2008.

The unpermitted construction project remains incomplete. The Building Permit Application was cancelled in November of 2015 due to inactivity because building permit application requirements items were never submitted.

A Building Permit is required for the two story renovation works undertaken by the property owner; or a demolition Building Permit is required to remove the two story renovation works.

Official Community Plan

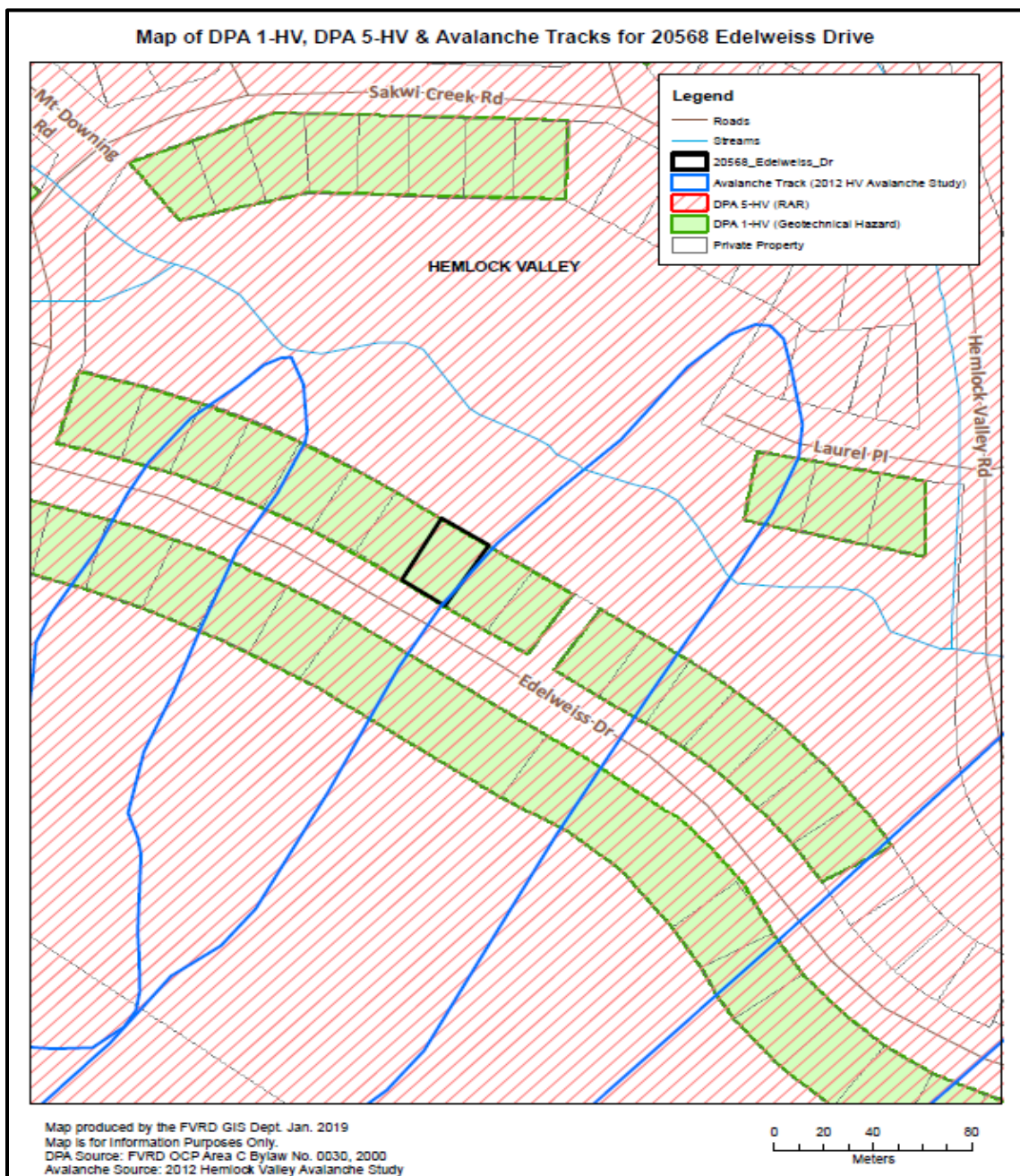
1. The subject property is within Area 1-M of the *Development Permit Area 1-HV* (DPA 1-HV) under the *Fraser Valley Regional District Official Community Plan for Hemlock Valley Bylaw No. 0030, 2000* (Bylaw 0030). This Development Permit area is subject to review for the protection of development from: debris flow, rock fall, landslides, creek floods, creek erosion and deposition, and gullyng. Safe line details are: 8 metre setback from top of the lower erosional or road cut slope. A Development Permit must be obtained prior to alteration of land or construction of, addition to, or alteration of a building or structure.
2. The subject property is within the *Riparian Areas Development Permit Area 5-HV* (DPA 5-HV) under the *Fraser Valley Regional District Official Community Plan for Hemlock Valley Bylaw No. 0030, 2000* (Bylaw 0030). This Development Permit area is designated for the protection of the natural environment, its ecosystems and biological diversity. A Development Permit must be obtained prior to alteration of land or construction of, addition to, or alteration of a building or structure.

3. The Hemlock Valley Avalanche Study written by David McClung, P. Eng. identifies the subject property as being outside of an avalanche site. Properties outside the avalanche site have a reduced risk of being affected by an avalanche event.

A Development Permit must be obtained prior to the alteration of land the disturbance of soil or vegetation; or construction of or addition to a building or structure within a Development Permit or riparian assessment area. To date there has been no completed application for a Development Permit for any of the construction works that have occurred on the subject property.

A completed Development Permit is required for the construction works that have taken place on the property.

DEVELOPMENT PERMIT MAP



COST

Land Titles Office filing fee of approximately \$55.

The Owner will be required to pay a removal fee of \$500 in accordance with the *Fraser Valley Regional Building Bylaw 1188, 2013*, after the unpermitted construction works to the single family dwelling is either:

1. Demolished with Building Permits issued by the FVRD with successful final inspections;
or
2. A fully completed Building Permit for the construction works to the single family dwelling structure is issued by the FVRD and all receives a successful final inspection. The application requires the application and issuance of a Development Permit for the construction works.

CONCLUSION

It is the opinion of the Bylaw Compliance and Enforcement Officer/Appointed Building Inspector that the unauthorized construction works to the Single Family Dwelling, that were done without a Building Permit and the construction works that were done without a Development Permit violate multiple *Regional District Bylaws*, and the *British Columbia Building Code*. Staff further notes that full compliance will only be achieved with the successful completion of a fully completed Building Permit for the construction works to the single family dwelling structure and the issuance of a Development Permit.

Regrettably, but in the interest of full public disclosure and as an incentive to achieving voluntary compliance, I, as an Appointed Building Inspector, believe that the filing of Notice is appropriate in this instance and submit the above recommendation in accordance with Section 57 of the *Community Charter*.

Electoral Area Services Committee (EASC) approval and Regional District Board resolution is required to assess Section 57 notices.

The process of filing a Section 57 notice on property title is conducted in accordance with the *Community Charter* and the *Local Government Act*.

Regional District requirements for Building Permit works are being administered in accordance with related *Fraser Valley Regional District Bylaws*, Policies, and the *BC Building Code*.

COMMENTS BY:

Margaret Thornton, Director of Planning & Development

Reviewed and supported.

Mike Veenbaas, Director of Financial Services

No further financial comment.

Paul Gipps, Chief Administrative Officer

Reviewed and supported.

February 15, 2019

REGISTERED MAIL

Mr. John Retallick
10989 Greenwood Drive
Mission BC V4S 1A9

FILE: 4010-20- C01406.219
CIVIC: 20568 Edelweiss Drive
PID: 005-426-103
LEGAL: LOT 19, DISTRICT LOT 3847, NEW WESTMINSTER DISTRICT, PLAN NWP55971 GROUP 1.

Dear Mr. Retallick:

**Re: SHOW CAUSE HEARING SCHEDULED – Section 57 Notice on Tile
Contraventions of Building Bylaw No. 1188, 2013 - Construction without a Building without a
Permit – 20568 Edelweiss Drive**

Further to our previous correspondence dated June 28, 2016 that was sent to you on the same day, please be advised you are hereby notified that your opportunity to be heard by the Regional District Electoral Area Services Committee is scheduled. The meeting is to show cause why the Regional District Board of Directors should not direct staff to file a Notice against the title of your property at 20568 Edelweiss Drive in relation to the outstanding contraventions of the *Fraser Valley Regional District Building Bylaw No. 1133, 2018* and *BC Building Code* pursuant to Section 57 of the *Community Charter*.

The **show cause** hearing is scheduled for **March 12, 2019 at 1:30pm**, in the Boardroom on the fourth floor of the Regional District Office at 45950 Cheam Avenue, Chilliwack, British Columbia.

The Electoral Area Services Committee will consider registration of the Section 57 Notice on the title of your property at 20568 Edelweiss Drive whether or not you are in attendance. For your convenience, I have attached relevant extracts from the *Community Charter* and a copy of the staff report which will be considered by the Committee.

If you require further information or clarification on this matter please contact the Louise Hinton, with our Bylaw Enforcement Department at 604-702-5015 or lhinton@fvrd.ca in advance of this meeting.

Sincerely,

Paul Gipps
Chief Administrative Officer

cc: Wendy Bales, Electoral Area Director (C)
Margaret-Ann Thornton, Director of Planning & Development
Greg Price, Building Inspector / Bylaw Compliance Coordinator
Louise Hinton, Bylaw Compliant and Enforcement Officer
Review of Registered Property Title – Organizations with interest in property
Prospera Credit Union (Mortgage #CA5768022)

Attach: March 12, 2019 Staff Report from Bylaw and Appointed Building Inspector
June 28, 2016, Copy of Administration letter to Property Owner
November 26, 2015, Copy of Bylaw Enforcement Letter to Property Owner
January 22, 2019 Land Title Search Results
January 22, 2019 Property Information Report
January 22, 2019 Property Information Map
Notice on Title Information Sheet Including Community Charter, Section 57 and 58

June 28, 2016

John Retallick
10989 Greenwood Drive
Mission, BC V4S 1A9

FOLIO: 776.01406.219
CIVIC: 20568 Edelweiss Drive
PID: 005-426-103
LEGAL: Lot 19 District Lot 3847 Group 1 New Westminster District Plan 55971

Dear Mr. Retallick,

RE: Rebuilding the house at 20568 Edelweiss Drive

Further to our meeting on site at 20568 Edelweiss Drive, the Regional District is looking forward to working with you to renew your building permit to complete the reconstruction of your house.

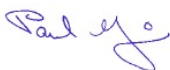
As discussed at our meeting, our most pressing concern is for the health and safety of anyone occupying the house and therefore I would request the following items be dealt with at your earliest convenience.

1. Please provide the FVRD with a report from a Professional Engineer on the structural adequacy of the building. This will include the reconstructed roof and the other structural aspects such as the floor and supporting members. The report should reflect the structure is adequate for the anticipated climatic loading of $S_s=24.2$ kpa & $S_r=0.9$ kpa.
2. Please complete the ridge cap on the roof and make the house weather tight to prevent further deterioration of the structure.
3. Please provide the FVRD with a report from an occupational industrial hygienist that shows remedial measures have been undertaken to ensure the residence is free from any toxic chemicals, moulds and fungi.

Once these key items have been received I am certain we can move forward with your plans to have the building finished and renew your permit.

Should you have any questions or wish to discuss this matter further, you are welcome to contact me by calling toll free at 1-800-528-0061, directly at 604-702-5033, or by email at pgipps@fvrd.ca. Our office hours are Monday through Friday from 8:30am to 4:30pm. Thank you once again for your co-operation.

Yours truly,



Paul Gipps
CAO and Chief Building Inspector

November 26, 2015

John Retallick
10989 Greenwood Drive
Mission, BC V4S 1A9

FILE: 4010-20- C01406.219 (REF BE001384)

CIVIC: 20568 Edelweiss Drive

LEGAL: Lot 19 District Lot 3847 Group 1 New Westminster District Plan 55971 & PID 005-426-103

Dear Mr. Retallick;

RE: CONSTRUCTION WITHOUT A BUILDING PERMIT & ISSUANCE OF BYLAW OFFENCE NOTICE

As you are aware from our letter dated November 23, 2015 the following application has been closed:

Permit Type	Permit No.	Purpose
Building Permit Application	BP01322	Reconstruction of a Single Family Dwelling

Your project remains incomplete and is not covered by a valid building permit as required by the *Fraser Valley Regional District Building Bylaw No.1188, 2013* (Bylaw No. 1188, 2013). Therefore, your file has been referred back to Bylaw Enforcement.

Please find the enclosed Bylaw Offence Notice No. 22180 (BNE) issued to you for failing to comply with Bylaw No. 1188, 2013. On the reverse side of the BNE you will find the methods available to you to pay or dispute the penalty. Payment made by cheque or money order (payable to Upper Fraser Valley Bylaw Adjudication System), credit card or cash by way of:

Mail: 8550 Young Road, Chilliwack BC V2P 8A4 (do not mail cash)
Phone: 604-793-2743 or 1-888-793-2744
In Person: At any of the following Registries:

Registries: City of Chilliwack, 8550 Young Road, Chilliwack
District of Hope, 325 Wallace Street, Hope
District of Kent, 7170 Cheam Ave, Agassiz
FVRD, 45950 Cheam Ave, Chilliwack
Village of Harrison Hot Springs, 495 Hot Springs Road

The Regional District remains committed to work with you to enable you to bring your property into compliance with all current bylaws. In order to accomplish this, we ask that you contact the undersigned immediately and advise us of your intentions with respect to this matter. Further, we request that you re-apply for a building permit or remove the illegal construction no later than **January 5, 2016**.

Regrettably, but in the interest of public disclosure, I am providing you NOTICE that I intend to recommend your file to be presented to the *Regional District Electoral Area Services Committee* to SHOW CAUSE why the *Regional District Board of Directors* should file Notice pursuant to Section 57 of the *Community Charter*. For your

convenience, I have attached relevant extracts from the Community Charter. Further information regarding the date and time of the SHOW CAUSE HEARING will be provided by mail to the above address. Please contact me if you would want the information to go to a different address. I would encourage you to seek legal counsel for a full explanation of how your interests in the subject property could be affected by this proposed action.

You may contact me directly at 604-702-5015 or by email at jwells@fvrd.bc.ca.

Respectfully,



Jennifer Wells
Bylaw, Permits & Licences Technician
and Appointed Building Inspector

encl: Bylaw Offence Notice No. 22180
Community Charter Extracts
Letter dated November 23, 2015
Letter dated March 5, 2015

cc: Alec Niemi, Director of Electoral Area C
Margaret-Ann Thornton, Director of Planning & Development
Registered Interest of Title (Mortgage) Prospera Credit Union BX405364



File Number: 3800-30-BP013122C

November 23, 2015

RETALLICK, JOHN
10989 GREENWOOD DRIVE
MISSION, B.C. V4S 1A9

Dear Mr. Retallick:

Re: Building Permit Application No. BP013122 for the purpose of constructing a reconstruction of single family dwelling on property legally described as LOT 19, DISTRICT LOT 3847, NEW WESTMINSTER DISTRICT, PLAN NWP55971 GROUP 1. known as 20568 EDELWEISS DR.

Further to the attached final letter of requirements sent on October 7, 2015, please be advised that the required items to fulfill the building permit application process remain outstanding and the above noted building permit application has now been closed. Your project remains incomplete and is not covered by a valid building permit as required by "Fraser Valley Regional District Building Bylaw No.1188, 2013". Therefore, your file has been referred back to Bylaw Enforcement.

The Regional District is becoming increasingly aware of difficulties encountered by owners of property when they do not avail themselves of the full service offered by the Building Department. Apart from matters of law and safety, Occupancy Permits have value to property owners because they are frequently requested by prospective purchasers, mortgage lenders and others.

Should you wish to bring your property into compliance with all current bylaws, it will be necessary for you to contact Jennifer Wells, Bylaw and Permits & Licences Technician, with reference to your Bylaw Enforcement file BE001384 to review your options.

In the interim, you are reminded that any construction undertaken in contravention of the Building Bylaw is unauthorized and is an offence contrary to the provisions of the Bylaw.

Please feel free to contact me at 604-702-5016 should you require any further information or assistance.

Yours sincerely,

Christine Cookson
Building & Bylaw Clerk

cc: Alec Niemi, Director of Electoral Area C
Margaret-Ann Thornton, Director of Planning & Development
Bylaw Enforcement File BE001384



FRASER VALLEY REGIONAL DISTRICT

45950 Cheam Avenue, Chilliwack, British Columbia V2P 1N6

Phone: 604-702-5000

Toll Free: 1-800-528-0061 (BC only)

Fax: 604-792-9684

website: www.fvrd.bc.ca

e-mail: info@fvrd.bc.ca

March 5, 2014

File Number: 4010-20-C01406.219

John Retallick
10989 Greenwood Drive
Mission, BC V4S 1A9

Dear Mr. Retallick;

Re: Construction Without a Building Permit at 20568 Edelweiss Drive; legally described as Lot 19 District Lot 3847 Group 1 New Westminster District Plan 55971 (Parcel Identifier: 005-426-103).

I am writing to you in connection with the above noted matter. As recently as February 5, 2014, the Regional District has repeatedly tried to work with you to apply for a building permit in the amount of \$150.00 for the construction that has occurred without the benefit of a building permit (see enclosed). Please be advised that our records indicate that your property remains in breach of Regional District bylaws.

Regrettably, but in the interest of public disclosure, I am providing you **NOTICE** that I intend to recommend this file to be presented to the next meeting of the Regional District Electoral Area Services Committee to **SHOW CAUSE** why the Regional District Board of Directors should not file Notice against the title of the above referenced property pursuant to Section 57 of the *Community Charter*.

For your convenience, I have attached relevant extracts from the Community Charter. I would encourage you to seek legal counsel for a full explanation of how your interests in the subject property could be affected by this proposed action.

Yours truly,

Jennifer Wells
Bylaw, Permits, and Licenses Technician

encl: FVRD letter dated January 16, 2014
Community Charter excerpts

cc: Wendy Bales, Director of Electoral Area C
Margaret Thornton, Director of Planning and Development
Registered Interest of Title (Mortgage) Prospera Credit Union BX405364

NOTICE ON TITLE INFORMATION SHEET

WHAT IS A NOTICE ON TITLE?

A *Notice on Title*, note against land title, or section 57 of the *Community Charter*, was provided to local governments by the province of British Columbia as a tool to administer and enforce the *BC Building Code* and local building bylaws. It involves the registration of a Notice on a property title at the Land Title Office, which, once in place, is documented on the title search under the "Legal Notations" section.

A *Notice on Title* serves as notification to anyone searching a property title that the property may be in breach of bylaws or regulations. The *Notice* itself does not disclose details of the breach but specifies that further information may be obtained from the local government office.

WHAT IS THE PURPOSE OF A NOTICE ON TITLE?

The purpose of a *Notice on Title* is to provide information to potential owners and stakeholders of a breach of bylaws or regulations. It also encourages voluntary compliance to reduce risk to the local government. The filing of a notice is not intended to be a punitive action; rather, it is a method to protect future owners and others with an interest in the property.

WHEN CAN A NOTICE ON TITLE BE FILED?

A *Notice on Title* may be filed by a local government where there is a breach of bylaws or regulations in respect to a property. Specifically, a *Notice on Title* may be filed where a Building Inspector is made aware of any of the following:

- a) construction has occurred without a valid building permit;
- b) construction deficiencies noted have not been corrected;
- c) covering construction without required inspections;
- d) a permit has expired and the owner refuses to reapply for a new permit;
- e) construction that is in contravention of the *BC Building Code* or Building Bylaw; or
- f) any such circumstances as the Building Inspector may deem necessary.

HOW IS A NOTICE ON TITLE FILED?

Step 1 When the Building Inspector is made aware of a breach, a letter is mailed to the registered owner of the property advising of the breach and the required remedial action. The owner is provided approximately thirty (30) days to contact staff and take the necessary steps to resolve the breach. This timeframe may be reduced where there appears to be a serious safety concern.

Step 2 If no action to contact staff and resolve the issue, a second letter is mailed to the owner advising of the breach and the required remedial action. The owner is provided approximately fourteen (14) days to contact staff and take the necessary steps to resolve the breach. This timeframe may be reduced where there appears to be a serious safety concern.

Step 3 If no action to contact staff and resolve the issue, the Building Inspector may forward a report to the Corporate Officer and a "Show Cause Hearing" is scheduled. A Show Cause Hearing is held during an Electoral Area Services Committee (EASC) meeting. An invitation is mailed to the registered owner of the property advising the specific date and time they are to attend the Show Cause Hearing. A copy of the report produced by the Building Inspector will be included.

Step 4 On the day of the EASC meeting, the Show Cause Hearing will be announced. The owner of the property, or their agent, will be asked if they would like to make representation to the Committee. The Committee shall listen objectively to the owner as well as the Building Inspector. Please note that **attendance is not required** if the owner does not wish to challenge the recommendation.

Step 5 After hearing from the registered owner of the property and Building Inspector, the committee will then resolve to:

- a) direct the staff to file a *Notice* in the Land Title Office;
- b) direct staff not to file a *Notice* in the Land Title Office; or
- c) defer filing a *Notice* to allow the registered owner more time to comply.

HOW IS A NOTICE ON TITLE CANCELLED?

Once a *Notice on Title* is filed, it may be cancelled from the title of a property by way of:

- a) the local government after a Building Inspector has provided a report confirming that the condition which caused the notice to be filed has been rectified; or
- b) an Order obtained by the registered owner from the *British Columbia Supreme Court*.

WHAT IS THE COST OF PLACING OR CANCELLING THE NOTICE ON TITLE?

At this time, the Fraser Valley Regional District does not charge the registered owner of the property when a *Notice on Title* is placed or cancelled at the Land Title Office. The fees associated with the registration or removing of the Notices are remunerated by the Fraser Valley Regional District.

Properties with a *Notice on Title* may be sold at any time; however, the presence of the *Notice* may negatively affect a property's potential sale, perceived property value, access to a mortgage, and/or (re)financing. If a Notice is registered or is recommended to be registered upon the title of your property, you are advised to undertake inquiries with your lenders, insurance companies, and any other relevant parties to determine how it may impact you now and in the future.

If you have any questions regarding this process, please email staff at enforcement@fvrld.bc.ca or phone directly at 1-800-528-0061.

This document is provided for informational purposes and does not constitute legal advice. The Fraser Valley Regional District makes no representations or warranties about the accuracy of the information contained in this document. If you have any questions or concerns as to the nature and effect of Notices on Title, please refer to the actual text of sections 57 and 58 of the Community Charter and seek your own independent legal advice.

EXCERPTS FROM COMMUNITY CHARTER

NOTE AGAINST LAND TITLE THAT BUILDING REGULATIONS CONTRAVENED

- 57 (1) A building inspector may recommend to the council that it consider a resolution under subsection (3) if, during the course of carrying out duties, the building inspector
- (a) observes a condition, with respect to land or a building or other structure, that the inspector considers
 - (i) results from the contravention of, or is in contravention of,
 - (A) a municipal bylaw,
 - (B) a Provincial building regulation, or
 - (C) any other enactment
 - that relates to the construction or safety of buildings or other structures, and
 - (ii) that, as a result of the condition, a building or other structure is unsafe or is unlikely to be usable for its expected purpose during its normal lifetime, or
 - (b) discovers that
 - (i) something was done with respect to a building or other structure, or the construction of a building or other structure, that required a permit or an inspection under a bylaw, regulation or enactment referred to in paragraph (a) (i), and
 - (ii) the permit was not obtained or the inspection not satisfactorily completed.
- (2) A recommendation under subsection (1) must be given in writing to the corporate officer, who must
- (a) give notice to the registered owner of the land to which recommendation relates, and
 - (b) after notice under paragraph (a), place the matter before the council.
- (3) After providing the building inspector and the owner an opportunity to be heard, the council may confirm the recommendations of the building inspector and pass a resolution directing the corporate officer to file a notice in the land title office stating that
- (a) a resolution relating to that land has been made under this section, and
 - (b) further information about it may be inspected at the municipal hall.
- (4) The corporate officer must ensure that all records are available for the purpose of subsection (3) (b).
- (5) If the registrar of land titles receives a notice under subsection (3) and payment of the prescribed fee, the registrar must make a note of the filing against the title to the land that is affected by the notice.
- (6) The note of a filing of a notice under this section is extinguished when a new title to the land is issued as a result of the deposit of a plan of subdivision or a strata plan.
- (7) In the event of any omission, mistake or misfeasance by the registrar or an employee of the registrar in relation to the making of a note of the filing under subsection (5), or a cancellation under section 58, after the notice is received by the land title office,

- (a) the registrar is not liable and neither the Provincial government nor the Land Title and Survey Authority of British Columbia is liable vicariously,
- (a.1) the assurance fund or the Land Title and Survey Authority of British Columbia as a nominal defendant is not liable under Part 19.1 of the Land Title Act, and
- (b) the assurance fund or the minister charged with the administration of the Land Title Act as a nominal defendant is not liable under Part 20 of the Land Title Act.

(8) Neither the building inspector nor the municipality is liable for damage of any kind for the doing of anything, or the failure to do anything, under this section or section 58 that would have, but for this subsection, constituted a breach of duty to any person.

(9) The authority under this section is in addition to any other action that a building inspector is authorized to take in respect of a matter referred to in subsection (1).

CANCELLATION OF NOTE AGAINST LAND TITLE

- 58 (1) On receiving a report from a building inspector that the condition that gave rise to the filing of the notice under section 57 (3) has been rectified, the corporate officer must file a cancellation notice and, on receiving the notice, the registrar of land titles must cancel the note against the title to which it relates.
- (2) An owner of land with respect to which a notice has been filed under section 57 (3), may apply to the council for a resolution that the note be cancelled.
- (3) After hearing an applicant under subsection (2), the council may pass a resolution directing the corporate officer to file a cancellation notice.
- (4) If a resolution has been passed under subsection (3), the corporate officer must file a cancellation notice in the land title office and, on receiving the notice, the registrar of land titles must cancel the note against the title to which it relates.
- (5) If the council does not pass a resolution under subsection (3), the owner may apply to the Supreme Court and notify the municipality to attend before the court to show cause why the note should not be cancelled.
- (6) On an application under subsection (5), after reviewing any evidence that the owner and the municipality may adduce, the court may make an order directing the registrar to cancel the note made under section 57 (5) and, on receiving the order, the registrar of land titles must cancel the note accordingly.

UPPER FRASER VALLEY BYLAW ADJUDICATION SYSTEM

- ☐ City of Chilliwack ☐ District of Hope
☐ District of Kent ☒ Fraser Valley Regional District
☐ Village of Harrison Hot Springs

BNE No 22180

BYLAW OFFENCE NOTICE

Local Government Bylaw Notice Enforcement Act

ISSUED TO:

SURNAME OR CORPORATE NAME RETAILLICK		<input type="checkbox"/> YOUNG PERSON
GIVEN NAMES (OR CORPORATE NAME CONTINUED) JOHN		GENDER (M / F)
BIRTHDATE (YY MM DD)		
ADDRESS 10989 Greenwood Drive		
CITY MISSION	PROVINCE BC	POSTAL CODE V4S 1A9

VEHICLE INFORMATION (IF APPLICABLE)

MAKE _____ MODEL _____

CLOUR _____ LICENCE NO. _____ PROVINCE _____

THE BYLAW ENFORCEMENT OFFICER SAYS THAT HE OR SHE HAS REASONABLE AND PROBABLE GROUNDS TO BELIEVE, AND DOES BELIEVE, THAT THE ABOVE NAMED PERSON OR VEHICLE:

ON OR ABOUT

DATE OF OFFENCE
YY MM DD
15 11 06

 AT THE TIME OF

(24hr Clock)
09:47

AT OR NEAR **20568 EDELWEISS AGASSIZ**
STREET ADDRESS, CITY, PROVINCE OF BRITISH COLUMBIA

DID COMMIT THE OFFENCE INDICATED, UNDER THE FOLLOWING BYLAW:

BUILDING BYLAW #1188

BYLAW NAME

DESCRIPTION OF OFFENCE	SECTION	PENALTY
Construction without a permit	6.1	\$ 200
		\$
		\$

EARLY PAYMENT TERMS

THE PENALTY WILL BE REDUCED BY \$10.00 IF PAYMENT IS RECEIVED WITHIN 14 DAYS. A SURCHARGE OF \$10.00 WILL BE APPLIED IF PAYMENT IS NOT RECEIVED WITHIN 28 DAYS.

IF YOU WISH TO DISPUTE THE ALLEGATION CONTAINED IN THIS TICKET, YOU MAY APPEAR AT THE FOLLOWING LOCATION TO FILE AN ADJUDICATION REQUEST:

Upper Fraser Valley Bylaw Adjudication Registry
8550 Young Road, Chilliwack, BC, V2P 8A4

OR DELIVER, HAVE DELIVERED OR MAIL AN ADJUDICATION REQUEST TO THE ADDRESS ON THE REVERSE.

IF YOU WISH TO PAY THE PENALTY, THE PENALTY AMOUNT MAY BE PAID AT THE ABOVE ADDRESS IN ACCORDANCE WITH THE PRESCRIBED INSTRUCTIONS (SEE REVERSE).

DATE SERVED **15/11/06**
☒ BY MAIL/COURIER ☐ HAND DELIVERED ☐ POSTED ON PROPERTY

ISSUING OFFICER **J. Wells**
SIGNATURE **[Signature]**

IF THE PENALTY IS NOT PAID, OR AN ADJUDICATION REQUEST IS NOT SUBMITTED WITHIN 14 DAYS OF RECEIVING THIS NOTICE, THE PENALTY INDICATED WILL BECOME DUE AND PAYABLE.

ALLEGED OFFENDER'S COPY

1. ENQUIRIES

ENQUIRIES MAY BE DIRECTED TO THE UPPER FRASER VALLEY
BYLAW ADJUDICATION SYSTEM REGISTRY OFFICE AT 8550
YOUNG ROAD, CHILLIWACK, BC, BETWEEN 0830 AND 1630
HOURS, MONDAY TO FRIDAY, 604-793-2743 OR 1-888-793-2744 OR
WWW.FVBVLAW.CA.

2. HOW TO PAY OR DISPUTE

IF YOU WISH TO PAY THE PENALTY, YOU MAY PAY BY CASH,
CHEQUE, MONEY ORDER, DEBIT OR CREDIT CARD.

IN PERSON - AT ANY LOCATION OF THE REGISTRY:

CITY OF CHILLIWACK 8550 YOUNG ROAD, CHILLIWACK, BC

DISTRICT OF HOPE 325 WALLACE STREET, HOPE, BC

DISTRICT OF KENT 7170 CHEAM AVENUE, AGASSIZ, BC

FVRD 45950 CHEAM AVENUE, CHILLIWACK, BC;

VILLAGE OF HARRISON

HOT SPRINGS 495 HOT SPRINGS ROAD, HARRISON HOT SPRINGS, BC.

BY MAIL 8550 YOUNG ROAD, CHILLIWACK, BC, V2P 8A4

BY PHONE 604-793-2743 OR 1-888-793-2744

BY FAX 604-793-2715

A COPY OF THIS NOTICE MUST ACCOMPANY PAYMENT. **DO NOT**
MAIL CASH. MAKE CHEQUE OR MONEY ORDER PAYABLE TO
"UPPER FRASER VALLEY BYLAW ADJUDICATION SYSTEM."

FAILURE TO PAY OR DISPUTE WITHIN 14 DAYS WILL RESULT IN THE CORRESPONDING
PENALTY BECOMING DUE AND PAYABLE. A CHARGE WILL BE ADDED FOR
DISHONOURD CHEQUES. DISHONOURD CHEQUES INVALIDATE ANY RECEIPT.
UNPAID PENALTIES MAY BE REFERRED TO OUR COLLECTION AGENT.
RECEIPTS MAILED ONLY ON REQUEST.

3. HOW TO DISPUTE

IF YOU WISH TO DISPUTE THIS NOTICE, **YOU MUST COMPLETE**
THE FORM BELOW, AND DELIVER IT TO THE REGISTRY OFFICE,
8550 YOUNG ROAD, CHILLIWACK, BC, V2P 8A4 WITHIN **14 DAYS**
OF RECEIVING THIS NOTICE. PLEASE PRINT:

BYLAW NOTICE NO. _____

DATE TICKET RECEIVED _____

LICENCE PLATE NO. (if applicable) _____

NAME _____

ADDRESS _____

CITY _____

POSTAL CODE _____

DAYTIME PHONE NUMBER _____

SIGNATURE

4. POSSIBLE CONSEQUENCES OF DISPUTING

A \$25 FEE IS ADDED TO THE PENALTY IF AN ADJUDICATOR FINDS
THAT THE CONTRAVENTION DID OCCUR.

TITLE SEARCH PRINT

2019-01-22, 11:46:39

File Reference:

Requestor: Louise Hinton

Declared Value \$85800

****CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN******Land Title District**

Land Title Office

NEW WESTMINSTER

NEW WESTMINSTER

Title Number

From Title Number

BW208891

S114394E

Application Received

2004-05-17

Application Entered

2004-06-01

Registered Owner in Fee Simple

Registered Owner/Mailing Address:

JOHN DIGHTON RETALLICK, SELF-EMPLOYED
10989 GREENWOOD DRIVE
MISSION, BC
V4S 1A9**Taxation Authority**

New Westminister Assessment District

Description of Land

Parcel Identifier:

005-426-103

Legal Description:

LOT 19 DISTRICT LOT 3847 GROUP 1 NEW WESTMINSTER DISTRICT PLAN 55971

Legal Notations

NONE

Charges, Liens and Interests

Nature:

COVENANT

Registration Number:

P115409

Registration Date and Time:

1978-11-28 10:14

Registered Owner:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH
COLUMBIA

Remarks:

INTER ALIA
LAND TITLE ACT SECTION 215

Nature:

STATUTORY BUILDING SCHEME

Registration Number:

P115422

Registration Date and Time:

1978-11-28 10:20

Remarks:

INTER ALIA
LAND TITLE ACT SECTION 216

TITLE SEARCH PRINT

File Reference:

Declared Value \$85800

2019-01-22, 11:46:39

Requestor: Louise Hinton

Nature:	MORTGAGE
Registration Number:	CA5768022
Registration Date and Time:	2017-01-16 14:22
Registered Owner:	PROSPERA CREDIT UNION
Remarks:	INTER ALIA

Duplicate Indefeasible Title	NONE OUTSTANDING
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Transfers	NONE
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Pending Applications	NONE
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Property Information Report

Civic Address:	20568 EDELWEISS DR	Lot Size:	0.17 ACRES
Folio Number:	776.01406.219	Electoral Area:	C
PID:	005-426-103	Map Scale:	1:814
Legal Description:	LOT 19, DISTRICT LOT 3847, NEW WESTMINSTER DISTRICT, PLAN NWP55971 GROUP 1.		



Land-use Information

Zoning Designation:	Contact Planning Department	Zoning Bylaw:	Contact Planning Department
OCP Designation:	Contact Planning Department	OCP Bylaw:	Contact Planning Department
DPA Designation:	Contact Planning Department	ALR:	Contact Planning Department
In Mapped Floodplain:	Contact Planning Department	Watercourse:	Contact Planning Department

Utility Information

Local Service Area:	Contact Planning Department
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This information is provided as a public resource for general information purposes only. The information shown is compiled from various sources and the Fraser Valley Regional District makes no warranties, expressed or implied, as to the accuracy or completeness of the information. This report is not a legal document and is published for information and convenience only. The Fraser Valley Regional District is not responsible for any errors or omissions that may appear on this report.

Folio: 776.01406.219
Civic: 20568 EDELWEISS DR
Size: 0.17 ACRES

Pid: 005-426-103
Legal: LOT 19, DISTRICT LOT 3847, NEW WESTMINSTER DISTRICT, PLAN NWP55971 GROUP 1.

Owner: RETALLICK, JOHN
10989 GREENWOOD DR
MISSION BC V4S 1A9
(BW208891)

<u>Lto Number</u>	<u>Sales Price</u>	<u>Date</u>	<u>Description</u>
BW208891	85,800.00	May 17, 2004	IMPROVED SINGLE PROPERTY CASH TRANSACTI
S114394E	29,500.00	Oct 15, 1980	VACANT SINGLE PROPERTY CASH TRANSACTION
P115405E	0.00	Nov 15, 1978	REJECT - NOT SUITABLE FOR SALES ANALYSIS

<u>Attribute</u>	<u>Value</u>	<u>Description</u>
ACTUAL USE	000	SINGLE FAMILY DWELLING
DEFINED AREA	A	
ELECTORAL AREA	C	
LAND TENURE	01	CROWN-GRANTED
MANUAL CLASS	8000	NON-MANUALIZED STRUCTURES
NEIGHBOURHOOD	920	
SCHOOL DISTRICT	78	
SERVICE AREA	45A	
SERVICE AREAS	045A	
SUBDIVISION	HEMLOCK V	

<u>Classification</u>	<u>Start Date</u>	<u>Stop Date</u>	<u>Comment</u>
BYLAW ENFORCEM	Dec 9, 2008		See BE staff for details BE001384

To: CAO for the Fraser Valley Regional District Board

Date: 2019-03-20

From: Mike Veenbaas, Director of Financial Services

File No: 1720-20

Subject: 2019 – 2023 Financial Plan Bylaw No. 1520, 2019

RECOMMENDATION

THAT the Fraser Valley Regional District Board consider giving three readings and adoption to the bylaw cited as *Fraser Valley Regional District 2019-2023 Financial Plan bylaw No. 1520, 2019*.

STRATEGIC AREA(S) OF FOCUS

Support Healthy & Sustainable Community

Provide Responsive & Effective Public Services

BACKGROUND

The 2019-2023 financial planning process began in July at the Staff level and continued in January and February of 2019 following the general election. Budget meetings were held with individual Electoral Area Directors, the Electoral Area Services Committee, the Recreation, Culture and Airpark Services Commission and the Board as a Committee of the Whole. In addition, information was shared and discussions were held with municipal member finance departments.

DISCUSSION

The bylaw accompanying this report reflects the direction provided to Staff via the meetings and budget workshops held on the proposed 2019-2023 financial plan and is the consolidation of all regional district services - local, electoral area wide and regional services.

COST

There are no costs specifically associated with this report. If adopted, the bylaw will become the financial plan for 2019-2023.

CONCLUSION

The 2019-2023 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.

COMMENTS BY:

Paul Gipps, Chief Administrative Officer

Reviewed and supported.

**FRASER VALLEY REGIONAL DISTRICT
BYLAW No. 1520, 2019**

A bylaw to adopt the 2019 – 2023 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 2019 – 2023 Financial Plan Bylaw No. 1520, 2019*.

2) ENACTMENTS

Schedules A and B attached hereto and an integral part of this bylaw are hereby declared to be the 2019 – 2023 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

Corporate Officer/Deputy

5) CERTIFICATION

I hereby certify that this is a true and correct copy of *Fraser Valley Regional District 2019-2023 Financial Plan Bylaw No. 1520, 2019* as adopted by the Board of Directors of the Fraser Valley Regional District on the _____ day of _____. Dated at Chilliwack, B.C. this _____ day of _____

Corporate Officer/Deputy

FRASER VALLEY REGIONAL DISTRICT**2019-2023 FINANCIAL PLAN****Schedule A of Bylaw No. 1520, 2019**

	2018 Final Budget	2019 Financial Plan	2020 Financial Plan	2021 Financial Plan	2022 Financial Plan	2023 Financial Plan
<u>Revenue</u>						
Member Requisition	\$15,298,035	\$16,861,910	\$17,574,730	\$18,192,740	\$18,711,940	\$19,204,760
Government Grants	4,565,960	4,211,630	1,730,770	1,771,995	1,815,020	1,855,945
Sales of Service	4,403,934	5,129,260	5,148,780	5,175,450	5,237,000	5,291,660
Other Revenue	13,029,056	14,751,188	15,354,528	13,329,247	13,423,065	13,511,007
Investment Income	66,900	60,600	59,400	57,200	57,950	57,550
Developer Contributions	25,620	10,610	60,630	110,650	103,845	10,740
Total Revenue	37,389,505	41,025,198	39,928,838	38,637,282	39,348,820	39,931,662
<u>Expenses</u>						
General Government Services	11,765,984	11,416,450	11,173,460	11,299,930	11,503,060	11,582,140
Protective Services	5,538,805	6,629,090	6,501,120	6,665,740	6,811,860	7,045,640
Transportation Services	3,074,600	3,391,300	3,490,430	3,588,770	3,685,940	3,779,140
Environmental Health Services	2,554,560	2,524,215	2,517,390	2,651,330	2,701,480	2,753,480
Environment Dev. Services	2,038,300	2,302,320	2,161,360	2,107,860	2,157,240	2,280,820
Recreation & Cultural Services	5,378,530	5,564,010	5,521,340	5,576,950	5,572,960	5,643,280
Utilities	1,293,280	1,686,660	1,670,160	1,698,775	1,728,250	1,758,080
Total Expenses	31,644,059	33,514,045	33,035,260	33,589,355	34,160,790	34,842,580
Net Surplus (Deficit)	5,745,446	7,511,153	6,893,578	5,047,927	5,188,030	5,089,082
<u>Financial and Reserve Activities</u>						
Prior Year Surplus	2,012,661	1,776,073	2,914,382	5,805,835	453,835	450,750
Proceeds from Debenture Debt	8,718,895	3,000,000	0	0	0	0
Reserve Fund Transactions (net)	1,217,285	419,794	(1,169,780)	(568,560)	(1,677,060)	(1,533,130)
Principal on Long Term Debt	(3,427,622)	(3,517,420)	(3,378,040)	(3,340,462)	(3,340,440)	(3,340,462)
Capital Acquisitions	(14,266,665)	(9,189,600)	(5,260,140)	(6,944,740)	(624,365)	(666,240)
Total Financing Reserve Fund Activities	(5,745,446)	(7,511,153)	(6,893,578)	(5,047,927)	(5,188,030)	(5,089,082)
Net Budgetary Surplus (Deficit)	\$0	\$0	\$0	\$0	\$0	\$0

FRASER VALLEY REGIONAL DISTRICT**2019-2023 FINANCIAL PLAN****Schedule B of Bylaw No. 1520, 2019**

	2018 Final Budget	2019 Financial Plan	2020 Financial Plan	2021 Financial Plan	2022 Financial Plan	2023 Financial Plan
<u>General Government</u>						
<u>Revenue</u>						
Member Requisition	\$2,187,360	\$2,319,330	\$2,379,650	\$2,446,920	\$2,516,210	\$2,587,580
Government Grants	724,200	190,000	193,000	195,700	198,700	201,500
Sales of Service	47,000	51,000	51,000	52,000	52,000	52,500
Other Revenue	11,621,146	12,031,965	11,945,655	11,993,167	12,088,385	12,151,527
Investment Income	27,000	21,000	21,000	21,000	21,000	21,000
Total Revenue	14,606,706	14,613,295	14,590,305	14,708,787	14,876,295	15,014,107
<u>Expenses</u>						
Salaries & Benefits	3,454,360	3,941,840	3,831,880	3,914,530	3,999,880	4,085,240
Directors Expense	577,070	577,170	584,280	591,540	598,850	606,310
Services and Supplies	6,754,309	5,880,800	5,696,730	5,689,360	5,755,230	5,698,050
Vehicle, Bldg. & Equip Expenses	492,295	447,360	458,460	467,760	476,190	480,640
Internal Services	487,950	569,280	602,110	636,740	672,910	711,900
Total Expenses	11,765,984	11,416,450	11,173,460	11,299,930	11,503,060	11,582,140
Net Surplus (Deficit)	2,840,722	3,196,845	3,416,845	3,408,857	3,373,235	3,431,967
<u>Financial and Reserve Activities</u>						
Prior Year Surplus	644,820	191,755	(158,645)	(191,735)	(148,635)	(201,845)
Reserve Fund Transactions (net)	111,800	155,200	(120,860)	(175,760)	(130,760)	(86,260)
Principal on Long Term Debt	(3,143,442)	(3,086,600)	(2,934,200)	(2,896,622)	(2,896,600)	(2,896,622)
Capital Acquisitions	(453,900)	(457,200)	(203,140)	(144,740)	(197,240)	(247,240)
Total Financing Reserve Fund Activities	(2,840,722)	(3,196,845)	(3,416,845)	(3,408,857)	(3,373,235)	(3,431,967)
Net Budgetary Surplus (Deficit)	\$0	\$0	\$0	\$0	\$0	\$0

FRASER VALLEY REGIONAL DISTRICT
2019-2023 FINANCIAL PLAN
Schedule B of Bylaw No. 1520, 2019 (continued)

	2018 Final Budget	2019 Financial Plan	2020 Financial Plan	2021 Financial Plan	2022 Financial Plan	2023 Financial Plan
<u>Protective Services</u>						
<u>Revenue</u>						
Member Requisition	\$3,614,605	\$4,362,840	\$4,508,920	\$4,635,630	\$4,767,630	\$4,902,530
Government Grants	61,520	64,095	64,920	65,045	65,170	65,295
Sales of Service	1,042,300	1,215,000	1,237,800	1,260,600	1,273,400	1,285,700
Other Revenue	805,670	843,170	804,770	809,170	787,720	792,370
Investment Income	14,200	15,800	16,000	16,200	16,400	16,500
Total Revenue	5,538,295	6,500,905	6,632,410	6,786,645	6,910,320	7,062,395
<u>Expenses</u>						
Salaries & Benefits	2,190,030	1,934,320	1,687,500	1,724,580	1,763,760	1,798,940
Services and Supplies	2,410,185	3,701,550	3,794,480	3,891,740	3,968,710	4,136,370
Vehicle, Bldg. & Equip Expenses	429,090	405,170	392,730	387,110	389,500	391,600
Internal Services	509,500	588,050	626,410	662,310	689,890	718,730
Total Expenses	5,538,805	6,629,090	6,501,120	6,665,740	6,811,860	7,045,640
Net Surplus (Deficit)	(510)	(128,185)	131,290	120,905	98,460	16,755
<u>Financial and Reserve Activities</u>						
Prior Year Surplus	625,140	745,135	2,897,570	5,417,205	700,620	720,185
Reserve Fund Transactions (net)	748,320	734,150	(422,460)	(478,710)	(505,680)	(443,540)
Principal on Long Term Debt	(59,400)	(59,400)	(59,400)	(59,400)	(59,400)	(59,400)
Capital Acquisitions	(1,313,550)	(1,291,700)	(2,547,000)	(5,000,000)	(234,000)	(234,000)
Total Financing Reserve Fund Activities	510	128,185	(131,290)	(120,905)	(98,460)	(16,755)
Net Budgetary Surplus (Deficit)	\$0	\$0	\$0	\$0	\$0	\$0

FRASER VALLEY REGIONAL DISTRICT
2019-2023 FINANCIAL PLAN
Schedule B of Bylaw No. 1520, 2019 (continued)

	2018 Final Budget	2019 Financial Plan	2020 Financial Plan	2021 Financial Plan	2022 Financial Plan	2023 Financial Plan
<u>Transportation Services</u>						
<u>Revenue</u>						
Member Requisition	\$1,262,830	\$1,274,260	\$1,342,450	\$1,377,600	\$1,420,640	\$1,465,150
Government Grants	1,066,470	1,205,720	1,254,020	1,291,620	1,330,320	1,367,720
Sales of Service	801,200	882,190	894,440	910,990	927,840	945,090
Other Revenue	4,350	4,120	4,010	4,010	4,010	4,010
Investment Income	2,250	2,250	2,050	1,850	1,850	1,850
Total Revenue	3,137,100	3,368,540	3,496,970	3,586,070	3,684,660	3,783,820
<u>Expenses</u>						
Salaries & Benefits	27,680	27,530	28,240	30,010	31,880	33,660
Services and Supplies	2,857,380	3,166,850	3,236,980	3,329,770	3,424,810	3,517,000
Vehicle, Bldg. & Equip Expenses	87,540	89,580	113,220	112,280	107,510	101,480
Internal Services	102,000	107,340	111,990	116,710	121,740	127,000
Total Expenses	3,074,600	3,391,300	3,490,430	3,588,770	3,685,940	3,779,140
Net Surplus (Deficit)	62,500	(22,760)	6,540	(2,700)	(1,280)	4,680
<u>Financial and Reserve Activities</u>						
Prior Year Surplus	(59,890)	39,110	(12,040)	2,620	9,870	13,850
Reserve Fund Transactions (net)	(2,610)	(16,350)	25,500	80	(8,590)	(18,530)
Capital Acquisitions	0	0	(20,000)	0	0	0
Total Financing Reserve Fund Activities	(62,500)	22,760	(6,540)	2,700	1,280	(4,680)
Net Budgetary Surplus (Deficit)	\$0	\$0	\$0	\$0	\$0	\$0

FRASER VALLEY REGIONAL DISTRICT
2019-2023 FINANCIAL PLAN
Schedule B of Bylaw No. 1520, 2019 (continued)

	2018 Final Budget	2019 Financial Plan	2020 Financial Plan	2021 Financial Plan	2022 Financial Plan	2023 Financial Plan
<u>Environmental Health</u>						
<u>Revenue</u>						
Member Requisition	\$1,582,160	\$1,735,970	\$1,977,210	\$2,158,010	\$2,232,380	\$2,299,140
Government Grants	69,190	66,135	66,600	67,200	68,300	68,900
Sales of Service	446,250	482,430	437,980	398,530	399,080	401,860
Other Revenue	44,250	27,500	2,500	2,500	2,500	2,500
Investment Income	15,050	15,600	15,600	14,600	15,100	14,600
Developer Contributions	0	0	0	0	0	0
Total Revenue	2,156,900	2,327,635	2,499,890	2,640,840	2,717,360	2,787,000
<u>Expenses</u>						
Salaries & Benefits	734,300	737,710	758,290	778,120	798,160	817,970
Services and Supplies	1,542,550	1,488,500	1,450,230	1,552,710	1,564,110	1,577,710
Vehicle, Bldg. & Equip Expenses	45,860	39,540	39,700	39,860	40,020	40,180
Internal Services	231,850	258,465	269,170	280,640	299,190	317,620
Total Expenses	2,554,560	2,524,215	2,517,390	2,651,330	2,701,480	2,753,480
Net Surplus (Deficit)	(397,660)	(196,580)	(17,500)	(10,490)	15,880	33,520
<u>Financial and Reserve Activities</u>						
Prior Year Surplus	393,530	500,110	4,820	54,950	31,080	14,390
Reserve Fund Transactions (net)	9,130	(253,530)	12,680	(44,460)	(46,960)	(47,910)
Capital Acquisitions	(5,000)	(50,000)	0	0	0	0
Total Financing Reserve Fund Activities	397,660	196,580	17,500	10,490	(15,880)	(33,520)
Net Budgetary Surplus (Deficit)	\$0	\$0	\$0	\$0	\$0	\$0

FRASER VALLEY REGIONAL DISTRICT**2019-2023 FINANCIAL PLAN****Schedule B of Bylaw No. 1520, 2019 (continued)**

	2018 Final Budget	2019 Financial Plan	2020 Financial Plan	2021 Financial Plan	2022 Financial Plan	2023 Financial Plan
<u>Environmental Development</u>						
<u>Revenue</u>						
Member Requisition	\$1,535,360	\$1,571,020	\$1,618,400	\$1,667,210	\$1,717,560	\$1,769,390
Government Grants	70,250	20,650	21,100	21,300	21,300	21,300
Sales of Service	58,500	59,500	57,100	56,200	56,300	56,400
Other Revenue	94,960	400,860	313,060	241,600	261,600	281,700
Total Revenue	1,759,070	2,052,030	2,009,660	1,986,310	2,056,760	2,128,790
<u>Expenses</u>						
Salaries & Benefits	1,302,390	1,408,200	1,436,000	1,465,000	1,495,100	1,525,501
Services and Supplies	428,360	554,600	366,075	266,945	267,450	340,174
Vehicle, Bldg. & Equip Expenses	4,250	2,450	4,875	5,025	5,250	5,525
Internal Services	303,300	337,070	354,410	370,890	389,440	409,620
Total Expenses	2,038,300	2,302,320	2,161,360	2,107,860	2,157,240	2,280,820
Net Surplus (Deficit)	(279,230)	(250,290)	(151,700)	(121,550)	(100,480)	(152,030)
<u>Financial and Reserve Activities</u>						
Prior Year Surplus	279,230	250,290	151,700	121,550	100,480	152,030
Reserve Fund Transactions (net)	16,000	0	0	0	0	0
Capital Acquisitions	(16,000)	0	0	0	0	0
Total Financing Reserve Fund Activities	279,230	250,290	151,700	121,550	100,480	152,030
Net Budgetary Surplus (Deficit)	\$0	\$0	\$0	\$0	\$0	\$0

FRASER VALLEY REGIONAL DISTRICT
2019-2023 FINANCIAL PLAN
Schedule B of Bylaw No. 1520, 2019 (continued)

	2018	2019	2020	2021	2022	2023
	Final	Financial	Financial	Financial	Financial	Financial
	Budget	Plan	Plan	Plan	Plan	Plan
<u>Recreational and Cultural Services</u>						
<u>Revenue</u>						
Member Requisition	\$4,161,620	\$4,321,860	\$4,417,640	\$4,516,880	\$4,617,720	\$4,707,440
Government Grants	121,810	150,810	116,910	116,910	117,010	117,010
Sales of Service	1,083,038	1,201,400	1,207,320	1,218,370	1,233,670	1,238,870
Other Revenue	327,500	420,200	2,278,750	278,800	278,850	278,900
Investment Income	8,400	5,950	4,750	3,550	3,600	3,600
Developer Contributions	25,620	10,610	60,630	110,650	103,845	10,740
Total Revenue	5,727,988	6,110,830	8,086,000	6,245,160	6,354,695	6,356,560
<u>Expenses</u>						
Salaries & Benefits	1,859,730	1,933,780	1,964,690	1,955,740	1,995,720	2,030,270
Directors Expense	2,850	2,850	2,850	2,850	2,850	2,850
Services and Supplies	2,229,925	2,448,290	2,254,230	2,276,490	2,318,840	2,340,030
Vehicle, Bldg. & Equip Expenses	750,000	594,660	675,850	702,860	583,740	564,500
Internal Services	536,025	584,430	623,720	639,010	671,810	705,630
Total Expenses	5,378,530	5,564,010	5,521,340	5,576,950	5,572,960	5,643,280
Net Surplus (Deficit)	349,458	546,820	2,564,660	668,210	781,735	713,280
<u>Financial and Reserve Activities</u>						
Prior Year Surplus	300,671	197,240	139,200	505,470	(159,530)	(184,200)
Reserve Fund Transactions (net)	399,071	146,640	(963,860)	626,320	(429,080)	(344,080)
Capital Acquisitions	(1,049,200)	(890,700)	(1,740,000)	(1,800,000)	(193,125)	(185,000)
Total Financing Reserve Fund Activities	(349,458)	(546,820)	(2,564,660)	(668,210)	(781,735)	(713,280)
Net Budgetary Surplus (Deficit)	\$0	\$0	\$0	\$0	\$0	\$0

FRASER VALLEY REGIONAL DISTRICT
2019-2023 FINANCIAL PLAN
Schedule B of Bylaw No. 1520, 2019 (continued)

	2018 Final Budget	2019 Financial Plan	2020 Financial Plan	2021 Financial Plan	2022 Financial Plan	2023 Financial Plan
<u>Utilities</u>						
<u>Revenue</u>						
Member Requisition	\$954,100	\$1,276,630	\$1,330,460	\$1,390,490	\$1,439,800	\$1,473,530
Government Grants	2,452,520	2,514,220	14,220	14,220	14,220	14,220
Sales of Service	925,646	1,237,740	1,263,140	1,278,760	1,294,710	1,311,240
Other Revenue	131,180	1,023,373	5,783	0	0	0
Total Revenue	4,463,446	6,051,963	2,613,603	2,683,470	2,748,730	2,798,990
<u>Expenses</u>						
Salaries & Benefits	603,680	718,060	732,820	747,930	763,290	778,970
Services and Supplies	443,330	655,110	612,930	616,140	619,410	622,720
Vehicle, Bldg. & Equip Expenses	153,470	208,800	214,720	219,935	225,290	230,630
Internal Services	92,800	104,690	109,690	114,770	120,260	125,760
Total Expenses	1,293,280	1,686,660	1,670,160	1,698,775	1,728,250	1,758,080
Net Surplus (Deficit)	3,170,166	4,365,303	943,443	984,695	1,020,480	1,040,910
<u>Financial and Reserve Activities</u>						
Prior Year Surplus	(170,840)	(147,567)	(108,223)	(104,225)	(80,050)	(63,660)
Proceeds from Debenture Debt	8,718,895	3,000,000	0	0	0	0
Reserve Fund Transactions (net)	(64,426)	(346,316)	299,220	(496,030)	(555,990)	(592,810)
Principal on Long Term Debt	(224,780)	(371,420)	(384,440)	(384,440)	(384,440)	(384,440)
Capital Acquisitions	(11,429,015)	(6,500,000)	(750,000)	0	0	0
Total Financing Reserve Fund Activities	(3,170,166)	(4,365,303)	(943,443)	(984,695)	(1,020,480)	(1,040,910)
Net Budgetary Surplus (Deficit)	\$0	\$0	\$0	\$0	\$0	\$0

To: CAO for the Regional and Corporate Services Committee

Date: 2019-03-12

From: Paul Gipps, Chief Administrative Officer

File No: 3920-20-1406, 2016

**Subject: Proposed Amendment to the Fraser Valley Regional District Officers Establishment
Amendment Bylaw No. 1406, 2016**

RECOMMENDATION

THAT the Fraser Valley Regional District Board consider giving three readings and adoption to the bylaw cited as *Fraser Valley Regional District Officers Establishment Amendment Bylaw No. 1516, 2019*;

AND THAT the below individuals be appointed and designated as Officers of the Fraser Valley Regional District in the following capacities:

- Paul Gipps, Chief Administrative Officer and Deputy Corporate Officer responsible for Corporate Administration; and
- Jaime Reilly, Manager of Corporate Administration and Corporate Officer responsible for Corporate Administration.
-

STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services

BACKGROUND

In 2016, the Fraser Valley Regional District Board gave three readings and adoption to the Fraser Valley Regional District Officers Establishment Bylaw No. 1406, 2016. This bylaw established the Chief Administrative Officer as the Corporate Officer responsible for Corporate Administration, and the Manager of Corporate Administration as Deputy Corporate Officer responsible for Corporate Administration.

DISCUSSION

Under the *Local Government Act*, the Board must, by bylaw, establish officer positions with respect to corporate administration.

It is recommended that Ms. Reilly be appointed as Corporate Officer as she performs the day to day functions of this role. This amendment bylaw is required to realign the Board's appointment to reflect the current practice.

COST

No costs associated with this bylaw amendment.

CONCLUSION

Fraser Valley Regional District Officers Establishment Amendment Bylaw No. 1516, 2019 is being brought forward for the Board's consideration to realign the Manager of Corporate Administration as the Corporate Officer responsible for Corporate Administration, and the Chief Administrative Officer as the Deputy Corporate Officer responsible for Corporate Administration.

COMMENTS BY:

Mike Veenbaas, Director of Financial Services

Reviewed and supported.

FRASER VALLEY REGIONAL DISTRICT

BYLAW NO. 1516, 2019

A bylaw to amend the officer positions of the Fraser Valley Regional District

WHEREAS the Board of Directors of the Fraser Valley Regional District ("the Board") has deemed it advisable to amend *Fraser Valley Regional District Officers Establishment Bylaw No. 1406, 2016*.

THEREFORE the Board enacts as follows:

1) **CITATION**

This bylaw may be cited as the *Fraser Valley Regional District Officers Establishment Amendment Bylaw No. 1516, 2019*.

2) **ENACTMENTS**

That Fraser Valley Regional District Bylaw No. 1406, 2019 be amended by:

- a. Deleting Section 3.1 (b) and replacing it with the following: "Chief Administrative Officer in the capacity as the Deputy Corporate Officer assigned responsibility for corporate administration";
- b. Deleting Section 3.1 (d) and replacing it with the following: "Manager of Corporate Administration in the capacity as the Corporate Officer assigned responsibility for corporate administration";

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

Corporate Officer/Deputy

5) **CERTIFICATION**

I hereby certify that this is a true and correct copy of *Fraser Valley Regional District Officers Establishment Amendment Bylaw No. 1516, 2019* as adopted by the Board of Directors of the Fraser Valley Regional District on the

Dated at Chilliwack, BC this

Corporate Officer/Deputy

To: CAO for the Fraser Valley Regional District Board

Date: 2019-03-20

From: Paul Gipps, Chief Administrative Officer

File No: 3920-20-1386, 2016

Subject: FVRD Electoral Area Open Fire Regulations Bylaw No. 1386, 2016

RECOMMENDATION

THAT the Fraser Valley Regional District Board resolve to abstain from any enforcement of the FVRD Electoral Area Open Fire Regulations Bylaw No. 1386, 2016 until further notice.

STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services

BACKGROUND

In 2016, the Fraser Valley Regional District Board of Directors adopted the FVRD Electoral Area Open Fire Regulations Bylaw No. 1386, 2016. This bylaw was adopted to provide the Board with the authority to regulate and prohibit open fire and burning in the established fire protection services areas of designated Electoral Areas during extreme fire conditions as determined by the Province of BC.

The bylaw allows Volunteer Fire Chiefs to prevent and suppress fires during times that the Board has imposed prohibitions on open fires during extreme fire conditions, to ensure that permitted open fires are kept under control and are supervised, and to issue tickets to owners and occupiers of land who contravene the bylaw.

This bylaw applies to allow properties within established fire protection service areas in each of the FVRD Electoral Areas, with the exception of fire protection service areas established within Electoral Areas A and B.

DISCUSSION

It has recently been brought to staff's attention by the BC Wildfire Service that the bylaw may be in conflict with the *Wildfire Act*. While staff review the bylaw, staff are recommending that a resolution be passed by the Board to not enforce the bylaw at this time and avoid conflict with Wildfire BC as that organization processes applications for burning.

To: CAO for the Electoral Area Services Committee
From: David Bennett, Planner II

Date: 2019-03-12
File No: 3060-20-2019-01
3090-20-2019-04

Subject: Form and Character and Development Variance Permit amendments to accommodate double garages on 5 lots of the final phase of the 'Cottages at Cultus Lake' development, Electoral Area "H".

RECOMMENDATION

THAT the Fraser Valley Regional District Board issue Development Permit 2019-01 regarding the form and character of detached garages within the final phase of the "Cottages" development at PID 029-380-839 off Columbia Valley Road, Electoral Area "H";

AND THAT the Fraser Valley Regional District Board issue Development Variance Permit 2019-04 regarding the siting and height of detached garages within the final phase of the "Cottages" development at PID 029-380-839 off Columbia Valley Road, Electoral Area "H" subject to consideration of any concerns raised from neighbourhood notification.

STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services

BACKGROUND

Cultus Country Investments has applied for minor amendments to an existing comprehensive Development Permit and a Development Variance Permit to address the siting and size of detached garages on 5 of the final 10 lots of the 'Cottages at Cultus Lake' development.

A comprehensive Development Permit and Development Variance Permit were issued in 2018 for this project, but the developer has requested minor amendments to allow for slightly larger garages on five of the final 10 lots.

Overall, the design, siting of buildings and structures, buffer strips and general layout of this final phase are congruent with the first three phases of the "Cottages" development.

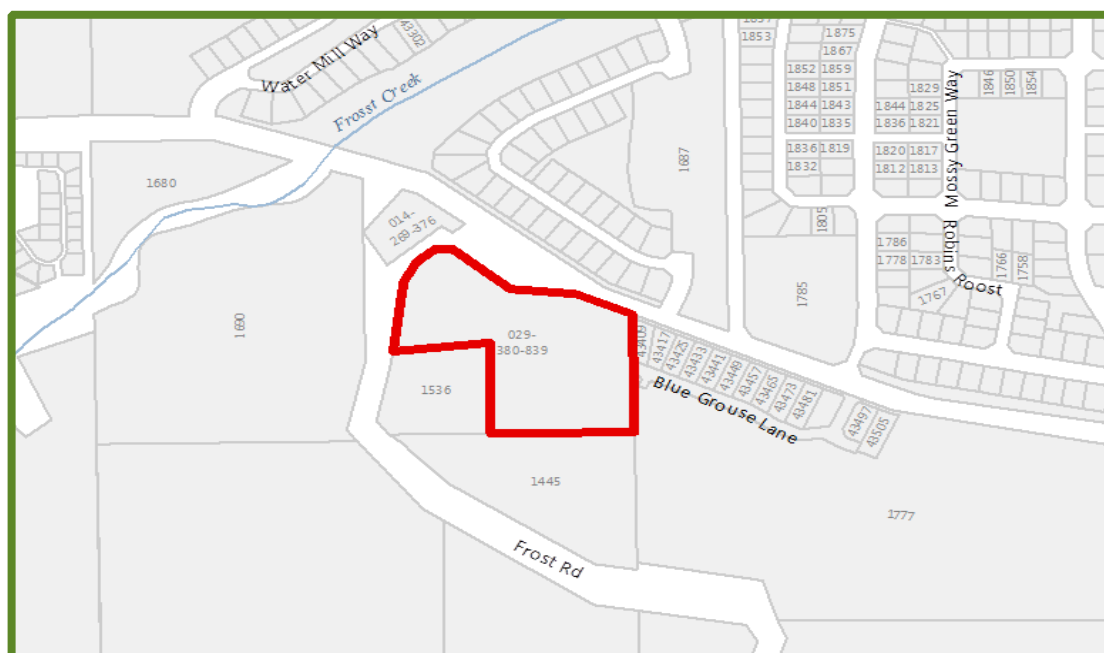
PROPERTY DETAILS

Electoral Area:	H		
Address:	Lot 2, Columbia Valley Rd		
PID:	029-380-839		
Folio:	733.03155.002		
Lot Size:	4.547 acres		
Owner:	Cultus Country Investments Ltd	Agent:	N/A
Current Zoning:	Campground-Holiday Park- CHP	Proposed Zoning:	No change
Current OCP:	Resort - RT	Proposed OCP:	No change
Current Use:	Vacant	Proposed Use:	Residential
Development Permit Areas:	DPA 4-E – Cultus Lake Resort Form & Character DPA 5-E – Riparian Areas DPA 7-E – Cultus Lake South Ground & Lake Water Quality		
Agricultural Land Reserve:	No		

ADJACENT ZONING & LAND USES

North	^	Private Resort Residential (PRD-1), Single Family Homes
East	>	Campground-Holiday Park, CHP; Single family homes, Vacant (forested)
West	<	Rural (R) & Country Residential (CR); Single family home, Vacant (forested)
South	v	Rural (R) & Country Residential (CR); Single family home, Vacant (forested)

NEIGHBOURHOOD MAP



PROPERTY MAP



DISCUSSION

Proposal Details:

The purpose of these amendments to the existing Development Permit and Development Variance Permit is to accommodate the siting of double garages on the 5 largest lots in the final phase of the development.

Proposed Amendments

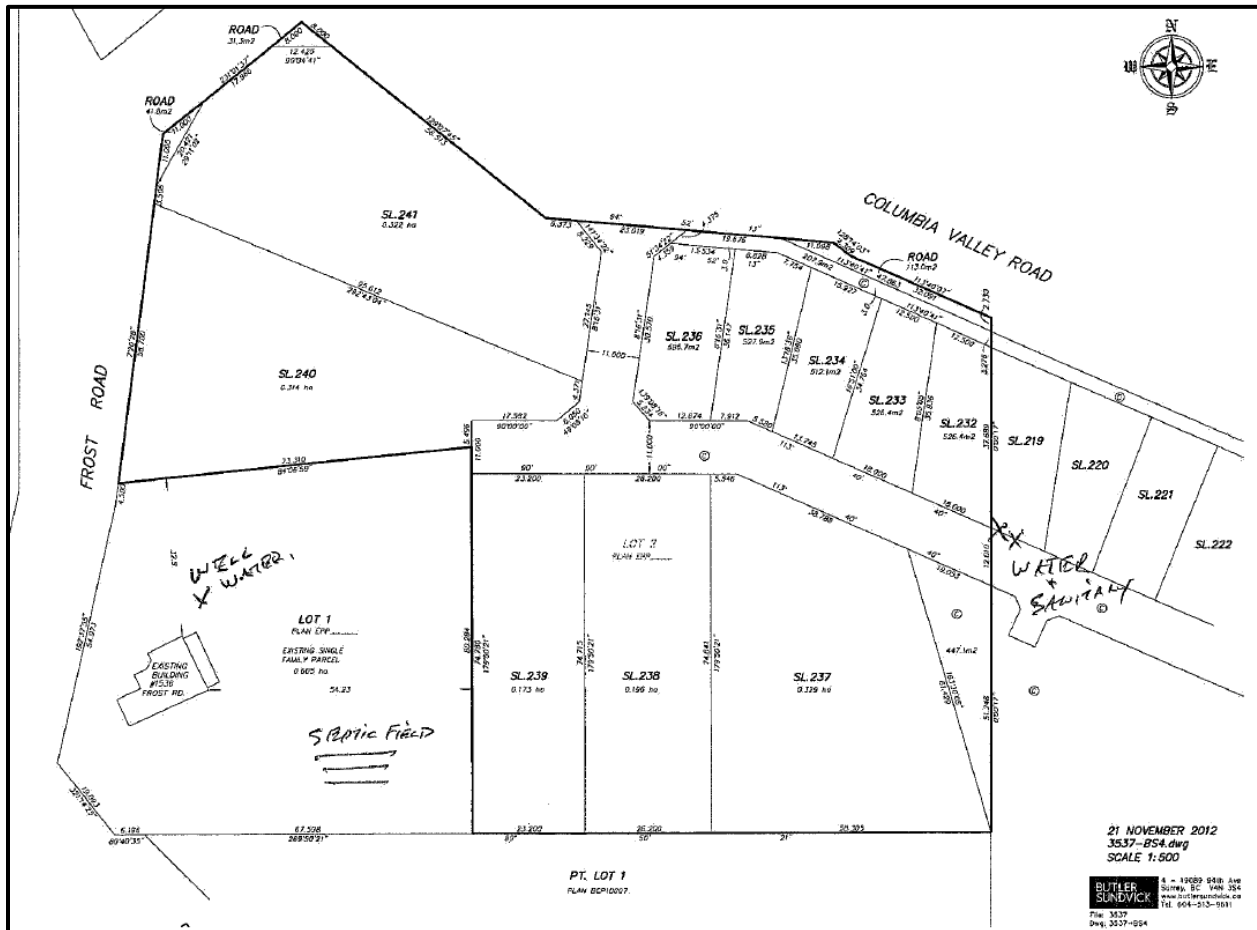
ITEM	2018 PERMIT	2019 PERMIT AMENDMENT	COMMENT
Detached Garage Height	6m	9.1m	A 6m garage height was requested by the developer. They no longer want this reduction and have requested to return to the original 9.1m height.
Garage width	5m maximum width	7.4m	To accommodate double garages on lots greater than 0.17ha (the 5 largest lots in this final phase).
Garage Form and Character	Single door garages	Single or double door	Architectural review confirms that the double garages will match the form and character.
Holiday Home siting on Lot 236	2m flanking road setback	1m flanking road setback	Site is adjacent to an emergency access to Columbia valley road and not a through road.

Additional Project Background

The developer of the 'Cottages at Cultus Lake' has applied to develop the final phase of the "Cottages" project on 4.5 acres adjacent to Phase III. The draft layout of the final 10 lots is shown below. These lots will be served by the private community water system and the private community sewer system owned by Corix Utilities and serves the existing "Cottages" development. The access to the site will be from the existing entrance to Phase III off of Columbia Valley Road. An emergency access to Columbia Valley is proposed near the intersection with Frosst Road. An internal walkway adjacent to Columbia Valley Road will provide owners and guests with a walking trail to access the common amenities (pools, clubhouse) across the street. A decorative fence and vegetation will buffer the lots from the road.

The proposed subdivision received Preliminary Layout Approval from the Ministry of Transportation and Infrastructure who is the Approving Authority for subdivisions in the Electoral Areas of the Regional District.

Proposed Subdivision Layout:



Cultus Lake Resort Form and Character Development Permit Area 4-E

This development is located in an area of high recreational and aesthetic amenities, such as Cultus Lake, and this area experiences high intensity of visitation and recreational use. Development in this area is highly visible, and, in turn, relies on the natural beauty and recreational amenity of the area. Visual values and recreational amenity are integral to the economy and community of these areas. Accordingly, there is a need to ensure that resort development is of a form and character which does not detract from the aesthetic experience of the area or resort uses and visual values on adjacent parcels. Development should reflect, and enhance the natural landscape of the area in which it is located. In addition, the concentration of resort development in nodes such as Cultus Lake South requires that developments are carefully designed to coordinate and be compatible with adjacent developments to create a cohesive functional resort node.

The objectives of Development Permit Area 4-E are to:

- Protect the overall aesthetics of the area by ensuring resort developments demonstrate a high level of design and are integrated into the nature and built environment including maintaining visual values such as views of mountains, lake and the sky; maintaining the aesthetics and experience of a natural setting amongst and within resort developments; and, maintaining the experience of traveling on a scenic road or highway;
- Ensure a gentle and sensitive transition between resort developments and between public and private realms through provisions to protect the aesthetic and amenity values by coordinating the character, form and scale of new development;
- Provide for an integrated resort village of connected and coordinated, but individual and secure, private developments;
- Provide architectural guidelines for buildings and structures that support diversity while maintaining cohesiveness; and,
- Facilitate high-quality site development and landscaping that integrates into the broader community, preserves connections to landscape and natural aesthetics, and maintains visual privacy.

The “Cottages” development meets these objectives.

In addition to meeting the objectives of the Development Permit area, projects must also be consistent with certain Development Permit guidelines. The guidelines for this Development Permit area relate to:

- Pedestrian Linkages
- Borders Landscaping and Screening
- Professional Review and Reporting
- Surfacing
- Siting, Design and Finishing of Buildings

The Cottages development meets these guidelines.

The following documents are submitted in support of the application and are attached as schedules to the draft Development Permit.

- Design Rationale Compliance. Prepared by Keystone Architecture, Dated December 13, 2018.
- Cottage Design Examples

Neighbourhood Notification and Input

All property owners within 30 metres of the property will be notified by the FVRD of the Development Permit and Development Variance Permit application and be given the opportunity to provide written comments or attend the Board meeting to state their comments. FVRD staff encourage the applicant to advise neighbouring property owners, strata corporations and neighbouring residents of the

requested variance in advance of the mail-out notification. To date no letters of support or objection have been submitted.

COST

Development Permit Fee	\$350.00
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Development Variance Permit Fee	\$350.00
---------------------------------	----------

CONCLUSION

The proposed amendments to the existing Development Permit and Development Variance Permit for this final phase of the 'Cottages at Cultus Lake' are considered minor. The larger garages are proposed for only the five largest lots (all of which are greater than 0.17ha (0.42 acres)).

Staff recommend Development Variance Permit 2019-04 and Development Permit 2019-01 be issued by the Fraser Valley Regional District Board, subject to any comments or concerns raised by the public.

COMMENTS BY:

Graham Daneluz, Deputy Director of Planning & Development	reviewed & supported
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Margaret Thornton, Director of Planning & Development	reviewed & supported
--	----------------------

Mike Veenbaas, Director of Financial Services	No further financial comments
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Paul Gipps, Chief Administrative Officer	Not available for comment
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SCHEDULE A-4

Permit Application

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

☐ Development Variance Permit

☐ Temporary Use Permit

☒ Development Permit

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

Civic

Address 1700 BIK COLUMBIA VALLEY RD PID PID 029-380-839

Legal
Description

Lot 2 Block _____ Section 15 Township 22 Range _____ Plan EPP41111

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

Owner's
Declaration

Name of Owner (print) <u>OUTRUS COUNTY TRAIL LTD</u>	Signature of Owner 	Date <u>JAN 30 / 2019</u>
Name of Owner (print)	Signature of Owner	Date

Owner's
Contact
Information

Address <u>216 - 3388 ROSEMARY HEIGHTS CRESENT</u>	City <u>SURREY</u>
Postal Code <u>V3Z 0K7</u>	Fax

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

Agent

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

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

Signature of Owner	Date
Signature of Owner	Date

Agent's contact information and declaration

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

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

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

Development Details

Property Size 1.84 H. Present Zoning CH-1P

Existing Use VACANT

Proposed Development _____

Proposed Variation / Supplement _____

(use separate sheet if necessary)

Reasons in Support of Application _____

Page 2 of 3

December 8th 2017

Variance requirements for cottages phase 4 (10 lots)

File # 2016-03278

Cultus Country Investments LTD.

Zoning amendment requirements as follows;

- 1) for lots 232-236 inclusive - Section 18.4.1(e) (i) front strata lot setback is varied from 6 meters to 0.6 meters clear to sky for detached garage; and lots 237-241 Section 18.4.1(e)(i) varied from 6 meters to 3.0 meters for detached garage
- 2) for lots 232-236 inclusive - Section 18.4.1(e) (i) varied by reducing the rear strata lot setback from 6 meters to 3.5 meters, clear to sky for a holiday home, and to 2.0 meters, clear to sky, for an open sided veranda or porch.
- 3) for lot 236 - the lot line adjacent to a flanking strata road, section 18.4.1 (e)(ii) is supplemented by reducing the side flanking strata lot line setback from 3 meters to ~~1~~^{ONE} meters, clear to sky.
- 4) for lots 232 -241 inclusive , for side strata lot lines other than those adjacent to a flanking road, section 18.4.1 (e)(ii) is varied by reducing the side strata lot setback from 3 meters to 1.2 meters clear to sky for any part of a holiday home and to 0.6 meters clear to sky for a detached garage.
- 5) section 18.4.2 (b) is varied by reducing the minimum area of a strata lot for a holiday home served by both approved water and sewer systems from 560 square meters to 500 square meters.
- 6) Section 18.4.4 (a) is varied by reducing the maximum height of a garage from 9.1meters to 6 meters or one storey whichever is lesser. X
- 7) for lots 237-241 inclusive- Section 18.4.1 (e) (i) is varied by reducing the front strata lot setback from 6 meters to 4.0 meters clear to sky for a holiday home or an open sided veranda or porch.

Holiday park Bylaw amendments as follows:

Section 4.06.01 varied by reducing buffer strip width around a holiday park

- a) along Columbia Valley road from 7.6 meters to 3.0 meters
- b) along all other property boundaries from 7.6 meters to 0.0 meters.

Parking bylaw amendment as follows;

Section 2.4.5 is varied by reducing the distance between off street parking space and any side lot line from 1.5 meters to 0.6 meters.

Special terms and conditions

A solid fence between 1.2m and 1.8m in height shall be installed and maintained within the common lands adjacent to Columbia valley rd extending to the emergency exit at Frosst Rd. entrance..

SCHEDULE A-4

Permit Application

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

☐ Development Variance Permit

☐ Temporary Use Permit

☒ Development Permit

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Civic
Address 1700 BIK COLUMBIA VALLEY RD PID PID 029-380-839

Legal
Description Lot 2 Block _____ Section 15 Township 22 Range _____ Plan EPP 41111

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

Owner's
Declaration

Name of Owner (print) <u>CULTUS COUNTY TOWN LTD</u>	Signature of Owner 	Date <u>JAN 30 / 2019</u>
Name of Owner (print)	Signature of Owner	Date

Owner's
Contact
Information

Address <u>216 - 3388 Rosemary Heights Crescent</u>	City <u>Surrey</u>
	Postal Code <u>V3Z 0K7</u>
	Fax

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

Agent

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

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

Signature of Owner	Date
Signature of Owner	Date

Agent's contact information and declaration

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

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

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

Development Details

Property Size 1.84 H. Present Zoning CH-17

Existing Use VACANT

Proposed Development _____

Proposed Variation / Supplement _____

(use separate sheet if necessary)

Reasons in Support of Application _____

December 8th 2017

Variance requirements for cottages phase 4 (10 lots)

File # 2016-03278

Cultus Country Investments LTD.

Zoning amendment requirements as follows;

- 1) for lots 232-236 inclusive - Section 18.4.1(e) (i) front strata lot setback is varied from 6 meters to 0.6 meters clear to sky for detached garage; and lots 237-241 Section 18.4.1(e)(i) varied from 6 meters to 3.0 meters for detached garage
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- b) along all other property boundaries from 7.6 meters to 0.0 meters.

Parking bylaw amendment as follows;

Section 2.4.5 is varied by reducing the distance between off street parking space and any side lot line from 1.5 meters to 0.6 meters.

Special terms and conditions

A solid fence between 1.2m and 1.8m in height shall be installed and maintained within the common lands adjacent to Columbia valley rd extending to the emergency exit at Frosst Rd. entrance..

December 13, 2018

Project # 13-141

Fraser Valley Regional District
45950 Cheam Avenue
Chilliwack, BC V2P 1N6

Attn: David Bennett

**Re: Proposed DP amendment for Double Garages for lot 237, 238, 239, 240, and 241 of
Phase 4 of The Cottages – 1700 Block Columbia Valley Road**

Dear Sir/Madam,

The developer wishes to apply for a DP amendment for Phase 4 of the Cottages to allow for double garages on five large lots. (See enclosed survey plan). The double garages will meet the existing form and character design rational for the project with the following conditions.

1. Garages to articulate similar roof design pitch and exterior finishes as the residence cottage buildings
2. Maximum width 24 feet at a maximum size of 625 sq. ft.
3. Side elevations of garage to have 1 to 3 windows on street elevation
4. A choice of 1 double door or 2 single doors are acceptable
5. All lots are 18,000 sq. ft in area

I have included two examples of elevation of garages which would meet the design intent. If you have any questions please contact me.

Thank you,

Norm Davis Sr. Architect
Architect AIBC, MRAIC

ND/mf

Enclosures









FROST ROAD

COLUMBIA VALLEY ROAD

SL.241
0.313 ha

SL.240
0.340 ha

LOT 1
PLAN EPP41111

SL.239
0.173 ha

LOT 2
PLAN EPP

SL.238
0.196 ha

SL.237
0.329 ha

SL.236
559.5m²

SL.235
528.0m²

SL.234
526.4m²

SL.233
537.3m²

SL.232
537.3m²

SL.219

SL.220

SL.221

SL.222

PT. LOT 1
PLAN BCP10007

2017-03-10
3537-BS4.dwg
SCALE 1:500

BUTLER SUNDVICK
4 - 19089 94th Ave
Surrey, BC V4N 3S4
www.buttersundvick.ca
Tel. 604-513-9611
File: 3537
Dwg: 3537-BS4



FRASER VALLEY REGIONAL DISTRICT

45950 Cheam Avenue, Chilliwack, British Columbia V2P 1N6

Phone: 604-702-5000 Toll Free: 1-800-528-0061 (BC only) Fax: 604-792-9684
website: www.fvrd.bc.ca e-mail: info@fvrd.bc.ca

Folios: 733.03154.010
733.02962.100

September 8, 2011

Cultus Country Investments Ltd.
216-3388 Rosemary Heights Crescent
Surrey, BC V3S 0K7

Cultus Country Investments Ltd.,

Re: Development Variance Permit 2011-10

The above-noted Development Variance Permit has now been issued by the Regional Board and registered on title in the Land Title Office. Enclosed, for your records, is a copy of your Development Variance Permit, a copy of the Notice of Permit, which shows the notation number, and a copy of a recent title search showing the notation on title.

Should you have any questions or require any other information, please contact David Bennett at (604) 702-5000.

Sincerely,

Chris McBeath
Planning Assistant

Enclosures

26 AUG 2011 14 58

BB1341948



FRASER VALLEY REGIONAL DISTRICT

45950 Cheam Avenue, Chilliwack, British Columbia V2P 1N6

Phone: 604-702-5000

Toll Free: 1-800-528-0061 (BC only)

Fax: 604-792-9684

website: www.fvrd.bc.ca e-mail: info@fvrd.bc.ca

NOTICE OF PERMIT

APPENDIX I

TO: Registrar of Titles
New Westminster

Folios: 733.03154.010
733.02962.100

TAKE NOTICE that the land described below is subject of a permit issued by the Fraser Valley Regional District.

PARTICULARS OF PERMIT

Permit Description

- (a) Type of Permit: Development Variance Permit 2011-10
- (b) Statutory Authority: Section 922 of the Local Government Act R.S.B.C. 1997, Chapter 323

Legal Description of Lands Affected:

LOT 1 SECTION 15 TOWNSHIP 22 NEW WESTMINSTER DISTRICT PLAN BCP41213
PID 027-954-731

LOT 2 EXCEPT: PART ON HIGHWAY PLAN 59985, SECTION 10 TOWNSHIP 22 NEW WESTMINSTER
DISTRICT PLAN 50104 PID 000-909-807

Issue Date: August 19, 2011

Expiry Date (if any): N/A (for Temporary Commercial or Industrial Permits Only)

USE THIS SECTION ONLY FOR AN AMENDMENT TO A LAND USE CONTRACT BY WAY OF PERMIT UNDER SECTION 930 OF THE LOCAL GOVERNMENT ACT:

THIS NOTICE relates to the amendment of Land Use Contract No. (registration no.)


Which is registered as a charge against the above-described land. PARTICULARS OF THE AMENDMENT MAY BE OBTAINED FROM THE ISSUING AUTHORITY.

AND FURTHER TAKE NOTICE that in the case of a Temporary Commercial or Industrial Permit you are hereby authorized to cancel the notation of the filing of this notice against the title to the land affected by it on or after the expiry date specified above without further application from us and we consent to a cancellation of the notation on the basis of effluxion of time.

Dated: AUG. 25, 2011

FRASER VALLEY REGIONAL DISTRICT

BY:


Chief Administrative Officer/Deputy



FRASER VALLEY REGIONAL DISTRICT
DEVELOPMENT VARIANCE PERMIT

Permit No. 2011-10	Folio No. 733.03154.010 & 733.02962.100
Issued to: Cultus Country Investments	Telephone:
Address: 216-3388 Rosemary Heights Crescent Surrey V3S 0K7	
Applicant: same	Telephone:
Site Address: 1760 and 1766 COLUMBIA VALLEY ROAD	

This Permit amends and replaces DVP 2010-02 as issued on June 22, 2010.

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

**LOT 1 SECTION 15 TOWNSHIP 22 NEW WESTMINSTER DISTRICT PLAN
BCP41213 PID 027-954-731**

And

**LOT 2 EXCEPT: PART ON HIGHWAY PLAN 59985, SECTION 10 TOWNSHIP 22
NEW WESTMINSTER DISTRICT PLAN 50104 PID 000-909-807**

LIST OF ATTACHMENTS

- Schedule "A": Location Map
- Schedule "B": Site Plan
- Appendix I: Notice of Permit

AUTHORITY TO ISSUE

This Development Variance Permit is issued under Section 922 of the *Local Government Act*.

BYLAWS SUPPLEMENTED OR VARIED

"Zoning Bylaw for Electoral Area "E", 1976 of the Regional District of Fraser Cheam" is **varied** as follows:

1. Section 18.4.1 (e) (i) is varied by reducing the front strata lot setback from 6 metres to 0.6 metres clear to sky for a detached garage.
2. Section 18.4.1 (e) (i) is varied by reducing the **rear** strata lot setback from 6 metres to 4 metres, clear to sky, for a holiday home, and to 3 metres, clear to sky, for an open-sided veranda or porch.

3. Where a side strata lot line is adjacent to a **flanking** strata road, Section 18.4.1 (e) (ii) is supplemented and varied by increasing the side flanking strata lot line setback from 3 metres to 3.5 metres, clear to sky, for a holiday home, and by reducing the side flanking strata lot line setback from 3 metres to 2 metres, clear to sky, for an open-sided veranda or porch.
4. On lots 220 to 231 inclusive, for **side** strata lot lines, other than those adjacent to a flanking road, Section 18.4.1 (e) (ii) is varied by reducing the side strata lot setback from 3 metres to 1.2 metres clear to sky, for any part of a holiday home, and to 0.6 metres, clear to sky, for a detached garage.
5. On lot 219, the western strata lot line is varied by reducing Section 18.4.1 (e) (ii) for the **side** strata lot setback from 3 metres to 2.2 metres clear to sky, for any part of a holiday home, and to 1.6 metres, clear to sky, for a detached garage. On lot 219, the eastern side strata lot line is varied by reducing Section 18.4.1 (e) (ii) for the **side** strata lot setback from 3 metres to 1.2 metres clear to sky, for any part of a holiday home, and to 0.6 metres, clear to sky, for a detached garage.
6. Section 18.4.2 (b) is varied by reducing the **minimum area** of a strata lot for a holiday home served by both approved water and sewer systems from 560 square metres to 500 square metres.
7. Section 18.4.4 (a) is varied by reducing the maximum **height** of a garage from 9.1m to 6m or one story whichever is lesser.

"Regional District of Fraser Cheam Campground and Holiday Park Bylaw 1190, 1994" is **varied** as follows:

8. Section 4.06.01 is varied by reducing the required buffer strip width surrounding a holiday park as shown on Schedule B and as follows:
 - a. From 7.6 metres to 3.0 metres along Columbia Valley Road.
 - b. From 7.6 metres to 0.0 metres along the western boundary of 1760 Columbia Valley Road extending from the North West corner of proposed lot 219, south approximately 100m
9. Section 4.06.07 and 08 are varied by reducing the maximum height of a fence screen from 2.5m to 1.8m and reducing the minimum height of a fence screen from 1.8m to 1.2m.
10. Section 6.06.01.02 (a) is varied by reducing the required roadway width from 15 metres to 10 metres for the access road connection to Columbia Valley Road.

11. Section 6.06.01.02 (c) is varied by increasing the maximum cul-de-sac length from 90 metres to 160 metres.
12. Section 6.07.01 is varied by reducing the requirement for a turning circle from a radius of 12 metres to a 6.0m by 6.0m by 6.0m "Hammer Head" turning area as shown on Schedule "B", subject to approval by the Approving Officer.

"Regional District of Fraser-Cheam Electoral Area "E" Parking Bylaw No. 1072, 1992" is **varied** as follows:

13. Section 2.4.5 is varied by reducing the distance between an off-street parking space and any rear lot line from 1.5 metres to 0.0 metres and by reducing the distance between an off-street parking space and any side lot line from 1.5 metres to 0.6 metres.

SPECIAL TERMS AND CONDITIONS

1. No variances other than those specifically set out in this permit are implied or to be construed.
2. Notwithstanding the variances granted by this permit, all development shall comply with the density regulations established by section 18.3 of "Zoning Bylaw for Electoral Area "E", 1976 of the Regional District of Fraser Cheam".
3. At least two parking spaces each measuring at least 2.7 meters width and 6.0 meters length shall be provided entirely on each strata lot as a condition of construction of any holiday home on a strata lot. Parking spaces may be contained within a detached garage. All parking spaces on a strata lot shall be orientated substantially at right angles to the fronting or flanking strata road; parking spaces orientated parallel to a strata road shall not be permitted. The required parking spaces may be located length-wise or adjacent to each other on a holiday home lot. Notwithstanding the variances in this permit, no parking space shall be located in a manner that would obstruct access and egress from any holiday home in the event of a fire or other emergency.
4. Where a second storey is provided in holiday home, the floor area of the second floor shall not exceed 75% of the floor area of the first floor of the holiday home. For the purposes of this section, floor area shall include all floor space on a given storey of the building, and shall be measured to the outside of all exterior walls, including any internal floor area plus all verandas, porches, balconies, and similar outdoor areas.
5. One (1) detached garage may be permitted on any holiday home lot. A garage may not be attached to a holiday home. The maximum width of a garage shall be 5m, measured to the furthest projection of the exterior walls.
6. Carports, ramadas, or accessory storage buildings shall not be permitted on any holiday home lot.

7. Unless noted otherwise, all terms used in this permit have the same meaning as defined in the Zoning Bylaw No. 66 for Electoral Area E, 1976. For the purposes of this permit, "veranda" or "porch" shall mean an open-sided structure attached to a holiday home and intended as an outdoor amenity area, which may have a roof overhead, and which may have a hand rail and/or screen up to a maximum height of 1.22 meters above the floor, but which shall otherwise have no walls other than the wall of the adjacent holiday home.
8. No fence on a holiday home lot shall exceed 1.2 meters in height at any location, except that fences on common land or fences on strata lots adjacent to a buffer strip, common land or external boundary of the lands may be between 1.2 and 1.8m in height.
9. A solid fence between 1.2 and 1.8m in height shall be installed and maintained within the common lands adjacent to Columbia Valley Road as shown on Schedule "B"
10. If the holder of this permit does not commence the construction with respect to which the Permit was issued within one (1) year after the date of the permit, this permit shall lapse.

GENERAL TERMS AND CONDITIONS

1. This Development Variance Permit is issued Pursuant to Section 922 of the *Local Government Act*.
2. This Development Variance Permit shall not vary the permitted uses or densities of land use in the applicable zoning bylaw nor a flood plain specification designated under Section 910(2) of the *Local Government Act*.
3. Nothing in this permit shall in any way relieve the developer's obligation to ensure that the development proposal complies in every way with the statutes, regulations, requirements, covenants and licences applicable to the undertaking.
4. Nothing in this permit shall in any way relieve the developers obligation to comply with all setback regulations for construction of structures or provision of on-site services pursuant to the *Health Act*, the *Fire Services Act*, the *Electrical Energy Inspection Act*, and any other provincial statutes.

SECURITY DEPOSIT

As a condition of the issuance of this Permit, and pursuant to Section 925 of the *Local Government Act*, the Regional Board is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Permit

Should the holder of this permit:

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

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

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

Note: The Regional District shall file a notice of this permit in the Land Title Office stating that the land described in the notice is subject to Development Variance Permit Number 2011-10 . The notice shall take the form of Appendix I attached hereto.

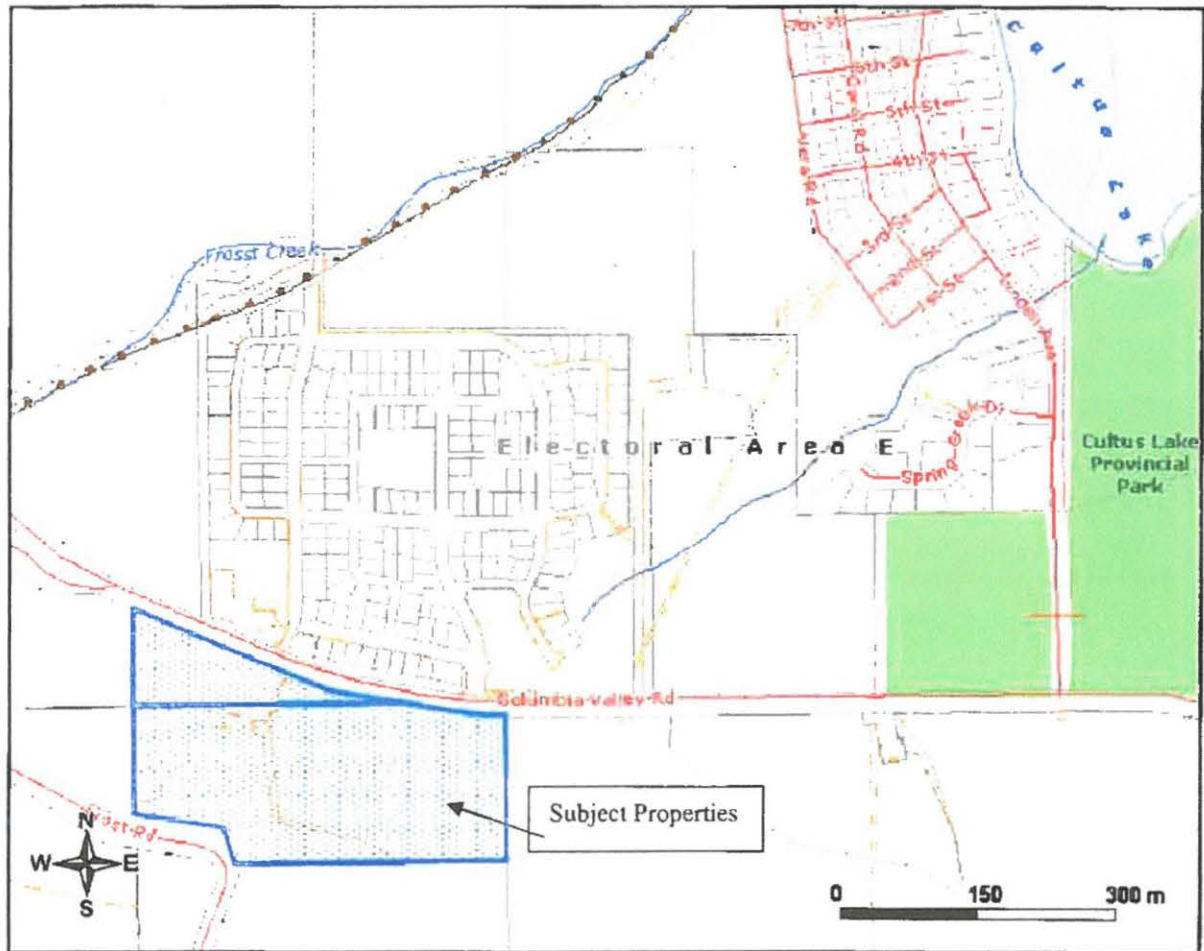
AUTHORIZING RESOLUTION PASSED BY THE BOARD OF DIRECTORS OF THE FRASER VALLEY REGIONAL DISTRICT ON THE 19 DAY OF August, 2011



Chief Administrative Officer / Deputy

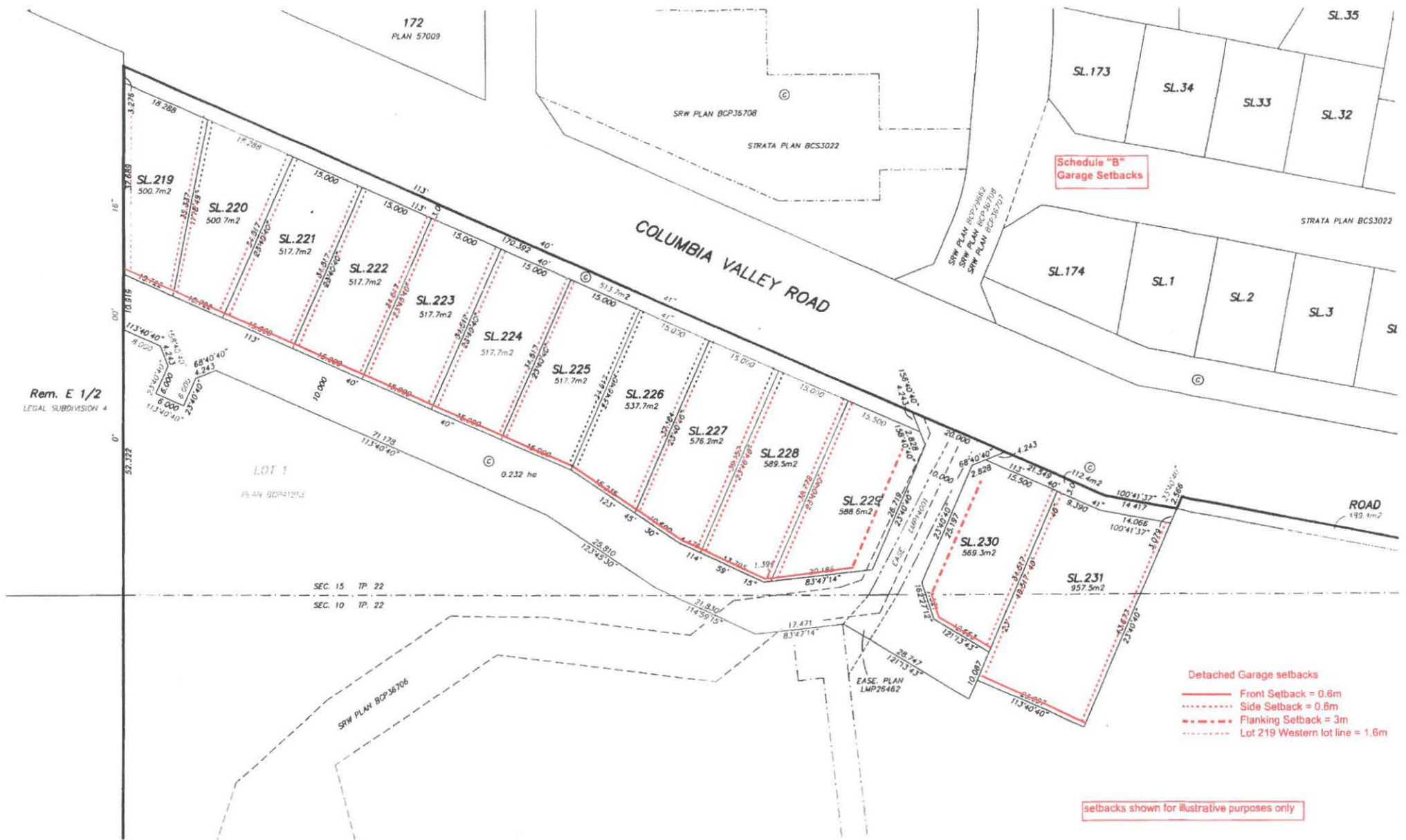
THIS IS NOT A BUILDING PERMIT

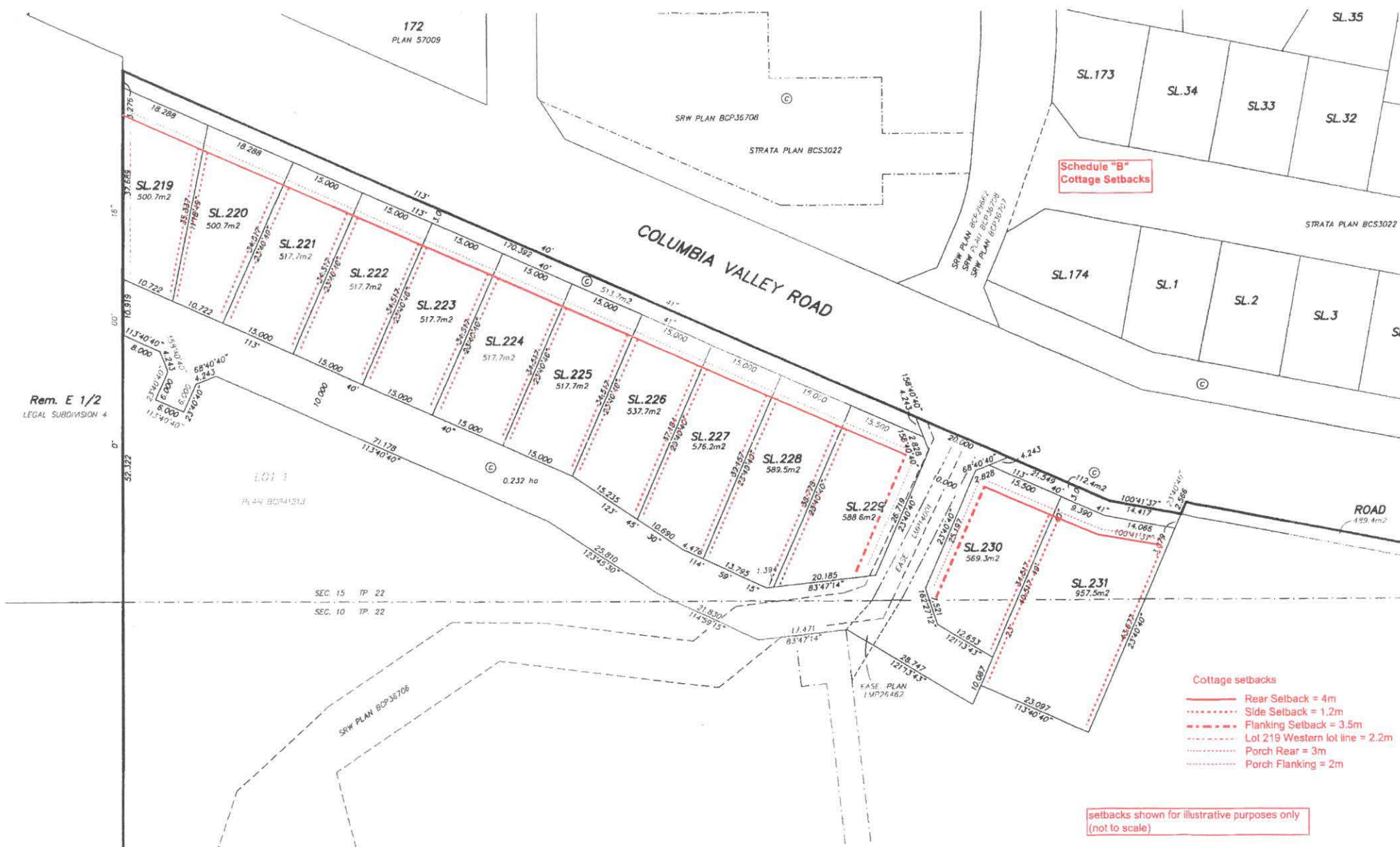
DEVELOPMENT VARIANCE PERMIT 2011 -10
SCHEDULE "A"
Location Map





setbacks shown for illustrative purposes only







FROST ROAD

COLUMBIA VALLEY ROAD

SL.241
0.313 ha

SL.240
0.340 ha

LOT 1
PLAN EPP41111

SRW PLAN
EPP41112

PROPOSED
SRW

LOT 2
PLAN EPP

SL.239
0.173 ha

SL.238
0.196 ha

SL.237
0.329 ha

SL.236
559.5m²

SL.235
528.0m²

SL.234
526.4m²

SL.233
537.3m²

SL.232
537.3m²

SL.219

SL.220

SL.221

SL.222

PT. LOT 1
PLAN BCP10007

2017-03-10
3537-BS4.dwg
SCALE 1:500

BUTLER
SUNDVICK
4 - 19089 94th Ave
Surrey, BC V4N 3S4
www.buttersundvick.ca
Tel. 604-513-9611
File: 3537
Dwg: 3537-BS4



FRASER VALLEY REGIONAL DISTRICT DEVELOPMENT PERMIT

Permit No. Development Permit 2019-01 **Folio No.** 733-03155.002

Issued to: Cultus Country Investments Ltd.

Address: 216-3388 Rosemary Heights Surrey BC

Applicant: Jon Van Geel

Site Address: PID 029-380-839

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

Lot 2 Section 15 Township 22 New Westminster District Plan EPP41111
029-380-839

**THIS PERMIT AMENDS SECTION OF DEVELOPMENT PERMIT 2018-02
RELATING TO THE FORM AND CHARACTER OF DETACHED GARAGES
ONLY ON PROPOSED LOTS 237 – 241 INCLUSIVE**

LIST OF ATTACHMENTS:

Schedule "A": Location Map

Schedule "B": Proposed Subdivision Plan

Schedule "C": Keystone Architecture, Design Rationale Compliance report dated December 13, 2018.

AUTHORITY TO ISSUE

This Development Permit is issued pursuant to Part 14 – Division 7 of the Local Government Act. The above-noted property lies within DEVELOPMENT PERMIT AREA 4-E in Electoral H of the Fraser Valley Regional District. Pursuant to Section 488 of the Local Government Act, R.S.B.C., this area has been designated under the Official Community Plan for Electoral "E", Bylaw No. 1115, 2011 for the:

- ☐ (a) protection of the natural environment, its ecosystems and biological diversity
- ☐ (b) protection of development from hazardous conditions
- ☐ (c) protection of farming
- ☐ (d) revitalization of an area in which a commercial use is permitted
- ☒ (e) establishment of objectives for form and character of intensive residential development
- ☒ (f) establishment of objectives for form and character of commercial, industrial or multi-family residential development

BYLAWS SUPPLEMENTED OR VARIED BY THIS PERMIT:

None

The associated Development Variance Permits are 3090-20-2018-01 and 3090-20-2019-04

The associated Development Permit is 3060-20-2018-02

SPECIAL TERMS AND CONDITIONS OF THIS PERMIT

1. This permit pertains specifically to the form and character of detached garages on proposed strata lots 237 – 241 inclusive at PID 029-380-839, off Columbia Valley Road, representing 5 lots of a 10 lot Holiday Resort bare land strata.
2. No approval of any further Development Permits, Zoning Amendments, Development Variance Permits, Building Permits, or FVRD Bylaw Amendments on the subject property are implied, or construed by issuance of this Development Permit.
3. If the holder of this permit is issued any Development Permits, Zoning Amendments, Development Variance Permits, Building Permits or any other FVRD Regulatory Bylaw approvals, for the subject property, that require any change to the form and character of the proposed development described in this permit, this permit shall become null and void and the applicant shall obtain a new or amended permit.
4. Development of the site shall be undertaken strictly in accordance with the Site Plan attached hereto as Schedule B.
5. No alteration to the natural drainage, construction or excavation shall be undertaken which might cause or contribute to hazardous conditions on the site or on adjacent lands.
6. No alteration to the natural drainage, construction or excavation shall be undertaken on any portion of the subject property except areas identified on the Site Plan attached hereto as Schedule "B".

Subdivision Layout

1. The subdivision of the lands shall be substantially in accordance with Schedule "B" attached hereto.

Siting, Design and Finishing of Buildings

1. All buildings shall be constructed in accordance with Schedules "C" attached hereto.

Future Building Construction including Holiday Homes

1. No additional development permits will be required for the construction of structures within resort, provided that such construction is in accordance with the requirements of this permit, and provided that the conditions present at the time of development do not change from the time of issuance of this permit. However, notwithstanding the foregoing, the Regional District

reserves the right to require an updated reports and a development permit for any construction subject to its applicable bylaws.

GENERAL TERMS AND CONDITIONS

1. This Development Permit is issued Pursuant to Part 14 – Division 7 of the *Local Government Act*.
 2. A development permit shall not vary the permitted uses or densities of land use in the applicable zoning bylaw, except that permitted uses or densities may be varied where the land has been designated under the Official Community Plan for the protection of development from hazardous conditions pursuant to Section 488 of the *Local Government Act*.
 3. Nothing in this permit shall waive the owner's obligation to ensure that the development proposal complies in every way with the statutes, regulations, requirements, covenants and licences applicable to the undertaking.
 4. Nothing in this permit shall in any way relieve the owner's obligation to comply with all setback regulations for construction of structures or provision of on-site services pursuant to the *Public Health Act*, the *Fire Services Act*, the *Safety Standards Act*, and any other provincial statutes.
 5. The owner of the subject property shall provide the general contractor and all professionals associated with this project with copies of this permit as issued by the Regional Board.
 6. The owner of the subject property shall notify the Fraser Valley Regional District in writing of any intention to excavate, construct or alter the subject property or building site thereon.
-

SECURITY DEPOSIT

1. As a condition of the issuance of this Permit, and pursuant to Section 502 of the *Local Government Act*, the Regional Board is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Permit.
 2. Should the holder of this permit:
 - a) Fail to complete the works required to satisfy the landscaping conditions contained herein;
 - b) Contravene a condition of the permit in such a way as to create an unsafe condition;
 3. The Regional Board may undertake and complete the works required to satisfy the landscaping conditions, or carry out any construction required to correct an unsafe condition at the cost of any excess to be returned to the holder of the permit.
 4. Security Posted:
 - (a) an irrevocable letter of credit in the amount of: \$ N/A.
 - (b) the deposit of the following specified security: \$ N/A.
-

Note: The Regional District shall file a notice of this permit in the Land Title Office stating that the land described in the notice is subject to Development Permit Number 3060-20 2019-01. The notice shall take the form of Appendix I attached hereto.

AUTHORIZING RESOLUTION PASSED BY THE BOARD OF DIRECTORS OF THE FRASER VALLEY REGIONAL DISTRICT ON THE ____ DAY OF _____, 2019.

Chief Administrative Officer / Deputy

THIS IS NOT A BUILDING PERMIT



FRASER VALLEY REGIONAL DISTRICT DEVELOPMENT VARIANCE PERMIT

Permit No. Development Variance Permit 2019-04 **Folio No.** 733-03155.002

Issued to: Cultus Country Investments Ltd.

Address: 216-3388 Rosemary Heights Surrey BC

Applicant: Jon Van Geel

Site Address: PID 029-380-839

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

Lot 2 Section 15 Township 22 New Westminster District Plan EPP41111
029-380-839

THIS PERMIT AMENDS SECTION OF DEVELOPMENT VARIANCE PERMIT 2018-01

LIST OF ATTACHMENTS

Schedule "A": Location Map

Schedule "B": Proposed Subdivision Plan

AUTHORITY TO ISSUE

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

BYLAWS SUPPLEMENTED OR VARIED

"Zoning Bylaw for Electoral Area "E", 1976 of the Regional District of Fraser Cheam" is varied as follows:

Holiday Home Setbacks – Lot 236 ONLY

1. for lot 236- the lot line adjacent to a flanking strata road, section 18.4.1 (e)(ii) is supplemented by reducing the side flanking strata lot line setback from 3 meters to 1 meters, clear to sky.

Detached Garage Setbacks –Lots (237 – 241 inclusive)

1. The provision contained in development variance permit 2018-01 that reduced the maximum height of a garage from 9.1 to 6m is eliminated and garages may be constructed to a maximum height of 9.1m or one storey whichever is lesser.
2. One (1) detached garage may be permitted on any holiday home lot. A garage may not be attached to a holiday home. The maximum width of a garage shall be 7.4m (24ft), measured to the furthest projection of the exterior walls.
3. Garages may have single or double garage doors.

SPECIAL TERMS AND CONDITIONS

1. No variances other than those specifically set out in this permit are implied or to be construed.
2. Notwithstanding the variances granted by this permit, all development shall comply with the density regulations established by section 18.3 of "Zoning Bylaw for Electoral Area "E", 1976 of the Regional District of Fraser Cheam" and the provisions of any previously issued development permits or development variance permits.
3. If the holder of this permit does not commence the construction with respect to which the Permit was issued within two (2) years after the date of the permit, this permit shall lapse.

GENERAL TERMS AND CONDITIONS

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

SECURITY DEPOSIT

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

Should the holder of this permit:

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

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

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

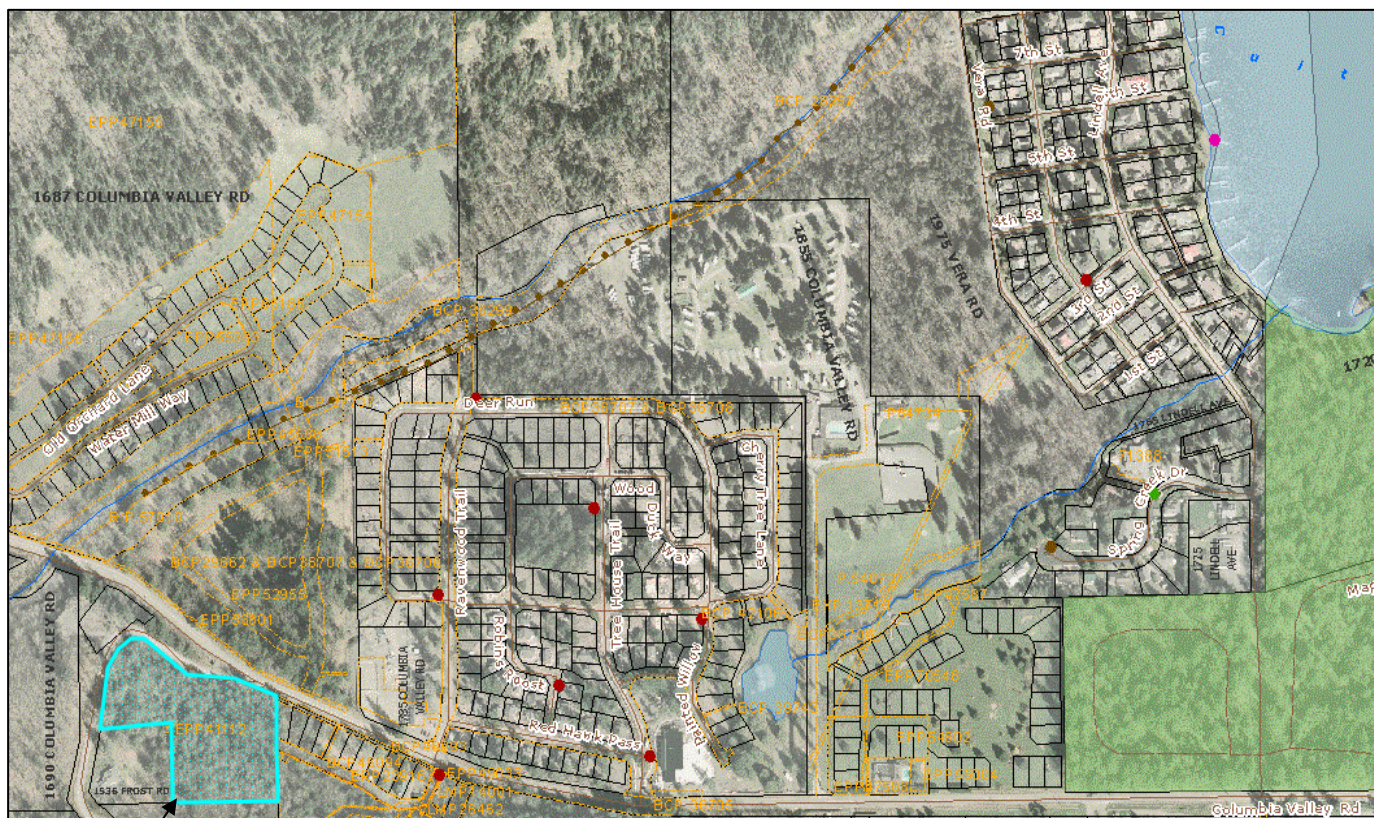
Note: The Regional District shall file a notice of this permit in the Land Title Office stating that the land described in the notice is subject to Development Variance Permit Number 2019-04. The notice shall take the form of Appendix I attached hereto.

AUTHORIZING RESOLUTION PASSED BY THE BOARD OF DIRECTORS OF THE FRASER VALLEY REGIONAL DISTRICT ON THE __DAY OF _____, 2019

Chief Administrative Officer / Deputy

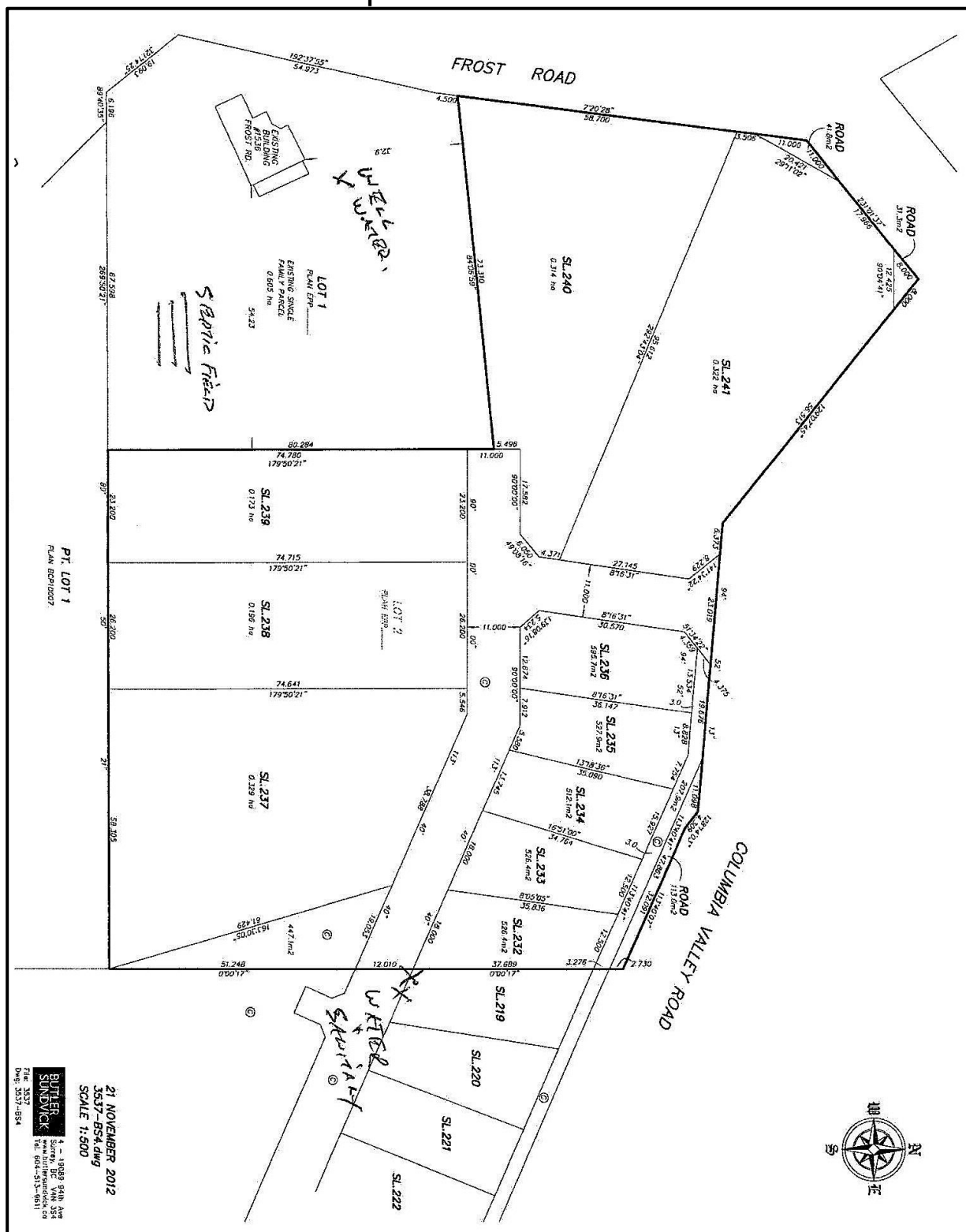
THIS IS NOT A BUILDING PERMIT

DEVELOPMENT VARIANCE PERMIT 2019-04
SCHEDULE "A"
Location Map



PID 029-380-839

DEVELOPMENT VARIANCE PERMIT 2019-04
SCHEDULE "B"
Proposed Subdivision Plan



To: CAO for the Electoral Area Services Committee

Date: 2019-03-12

From: Julie Mundy, Planning Technician

File No: 3090-20 2019-05

Subject: Application for Development Variance Permit 2019-05 to vary the maximum height and area requirements for a garage at 10191 Caryks Road, Electoral Area D

RECOMMENDATION

THAT the Fraser Valley Regional District issue Development Variance Permit 2019-05 to increase the maximum permitted height of an accessory building from 5.0 metres to 7.3 metres and to increase the maximum permitted area of an accessory building from 45 square metres to 53.5 square metres, subject to consideration of any comment or concerns raised by the public.

STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services

BACKGROUND

The property owners have made an application for a Development Variance Permit (DVP) to increase the maximum permitted height and area of an accessory building (garage) as outlined in *Zoning Bylaw for Electoral Area "D", 1976 of Regional District of the Fraser-Cheam*.

PROPERTY DETAILS			
Electoral Area	D		
Address	10191 Caryks Road		
PID	030-594-278		
Folio	733.06644.265		
Lot Size	0.27 acres		
Owner	Morrison, Graeme & Katelyn	Agent	
Current Zoning	Suburban Residential 2 (RS-2)	Proposed Zoning	No change
Current OCP	Suburban Residential (SR)	Proposed OCP	No change
Current Use	Residential	Proposed Use	Residential
Development Permit Areas	DPA 6-D		
Hazards	-		
Agricultural Land Reserve	No		

ADJACENT ZONING & LAND USES

North	^	Suburban Residential 2 (SBR-2), Vacant Lot
East	>	Country Residential (CR), Single Family Home
West	<	Suburban Residential 2(SBR-2), Single Family Home
South	v	Suburban Residential 2(SBR-2), Single Family Home

NEIGHBOURHOOD MAP



PROPERTY MAP



DISCUSSION

The applicant is proposing to construct a detached garage which exceeds the 1) maximum allowable height and 2) the maximum allowable area for an accessory building under the *Zoning Bylaw for Electoral Area "D", 1976 of Regional District of the Fraser Cheam*. The property is currently bare land with the owner planning to build a new residence and a detached garage.

The applicant advises the reason for the variance is to provide extra space for a home gym above the garage. The extra floor space will additionally accommodate the parking of one vehicle and leave room for a workshop / hobby space on the ground floor.

Height and Size Variance

The proposed garage will have a total height of 7.3 metres (24 feet). The owners are seeking a height variance of 2.3 metres (7.5 feet) to allow the building to have a full second storey. The drawings show the first floor will have a ceiling height of 9 feet (2.7 metres) and the second floor will have a ceiling height of 8 feet (2.4 metres). The structure has a steep roof pitch that makes up the remaining height.

Height of Accessory Buildings	
Permitted (zoning)	5.0 metres (16.4 feet)
Proposed	7.3 metres (24 feet)
Requested Variance	2.3 metres (7.5 feet)

The proposed garage will be 24 x 24 feet with a total area of 576 square feet (53.5 square metres). The owners are seeking a size variance of 91.6 square feet (8.5 square metres).

Maximum Size of Accessory Buildings	
Permitted (zoning)	45.0 square metres (484.4 sq feet)
Proposed	53.5 square metres (576 sq feet)
Requested Variance	8.5 square metres (91.6 sq feet)

If the height variance is not granted, the applicant could construct single storey garage. If the size variance is not granted, the applicant could build a 22 x 22 foot structure that complies with the zoning regulation.

Building Permit

The applicant has not yet submitted a building permit application. The submitted preliminary drawings appear to meet all other zoning requirements. A detailed review of setbacks, proposed uses, and other legal requirements will be conducted during the building permit process. This will include ensuring no cooking facilities are present within the accessory building. The applicant has additionally agreed to omit plumbing from the accessory building to provide an assurance the structure will not be used as a dwelling in the future. This will be a condition of the DVP.

Zoning Bylaw Review

A comprehensive review of all zoning bylaws in the Electoral Areas is currently underway. This review includes analysis of recent development variance permits to determine if revised zoning bylaw provisions, including the maximum height restrictions are warranted.

Neighbourhood Notification and Input

All property owners within 30 metres of the property will be notified by FVRD of the Development Variance Permit application and will be given the opportunity to provide written comments or attend the Board meeting to state their comments. FVRD staff encourage the applicant to advise neighbouring property owners and residents of the requested variance in advance of the mail-out notification. To date no letters of support or objection have been submitted.

COST

The application fee of \$350 has been paid by the applicant.

CONCLUSION

Staff recommend Development Variance Permit 2019-05 be issued by the Fraser Valley Regional District Board, subject to any comments or concerns raised by the public.

OPTIONS

Option 1 – Issue (Staff Recommendation)

Staff recommend that the FVRD Board issue Development Variance Permit 2019-05 for the property located at 10191 Caryks Road, Electoral Area D to increase the maximum accessory building height from 5.0 metres to 7.3 metres, and to increase the maximum allowable area of an accessory building from 45 square metres to 53.6 square metres, subject to consideration of any comments or concerns raised by the public.

Option 2 – Refuse

If the Board wishes to refuse the application, the following motion would be appropriate:

MOTION: THAT the Fraser Valley Regional District Board refuse Development Variance Permit 2019-05 for the property located at 10191 Caryks Road, Electoral Area D.

Option 3 – Refer to Staff

If the Board wishes to refer the application back to staff to address outstanding issues, the following motion would be appropriate:

MOTION: THAT the Fraser Valley Regional District Board refer the application for Development Variance Permit 2019-05 for the property located at 10191 Caryks Road, Electoral Area D to FVRD Staff.

COMMENTS BY:

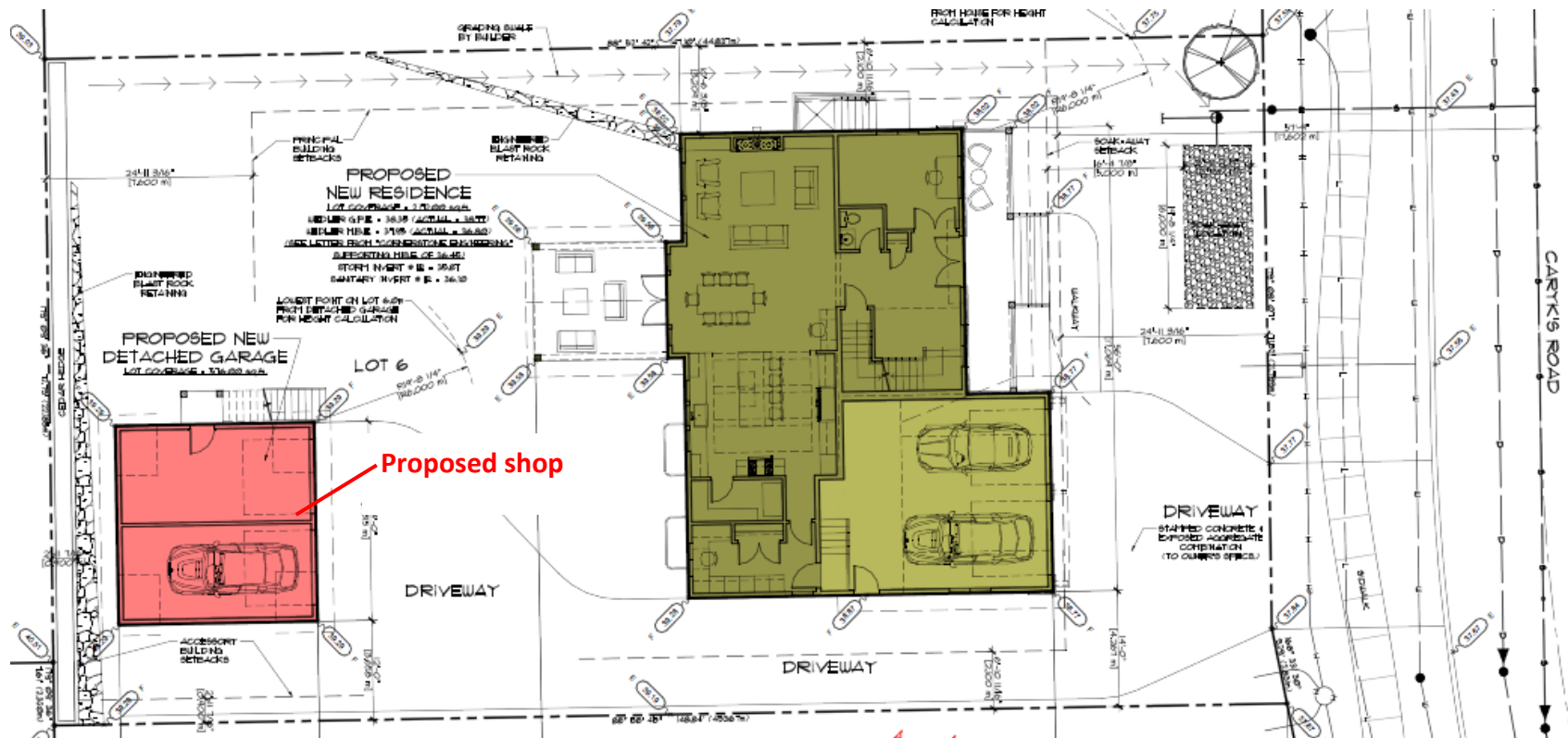
Graham Daneluz, Deputy Director of Planning & Development: Reviewed & supported

Margaret Thornton, Director of Planning & Development: Reviewed & supported

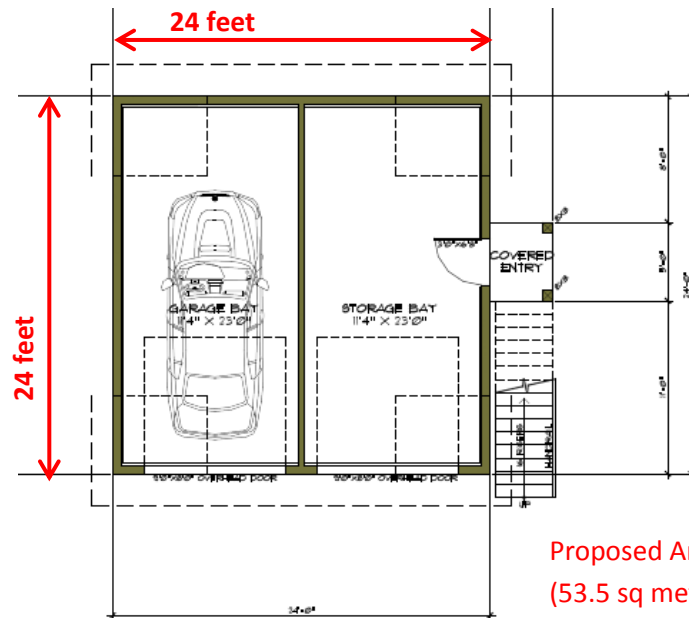
Mike Veenbaas, Director of Financial Services: No further financial comments.

Paul Gipps, Chief Administrative Officer: Not available for comment.

Appendix A – Site Plan



Appendix B – Proposed Building Plans



Proposed Area = 576 sq ft
(53.5 sq metres)



DETACHED GARAGE MAIN FLOOR PLAN

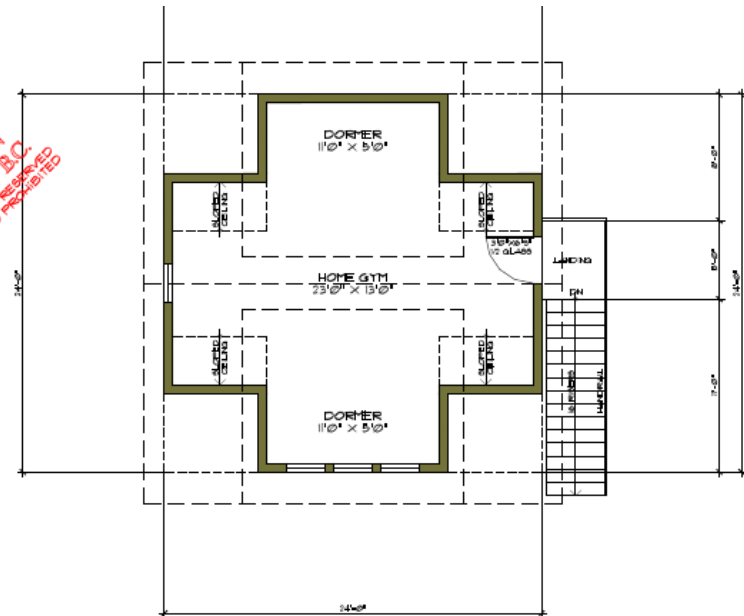
SCALE: 1/4" = 1'-0"

DETACHED GARAGE MAIN FLOOR AREA: 576.00 sq.ft.
DETACHED GARAGE COVERED ENTRY AREA: 20.00 sq.ft.

CEILING HEIGHT: 8' PLUS 10" OF CONCRETE FOUNDATION WALL

DETACHED GARAGE LOT COVERAGE: 576.00 sq.ft.

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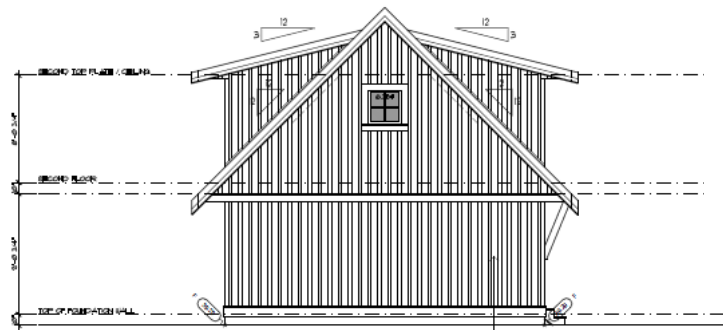
DETACHED GARAGE SECOND FLOOR PLAN

SCALE: 1/4" = 1'-0"

DETACHED GARAGE SECOND FLOOR AREA: 456.00 sq.ft.

CEILING HEIGHT: 8'

Appendix B – Proposed Building Plans



**DETACHED GARAGE
SOUTH ELEVATION**
SCALE: 1/4" = 1'-0"

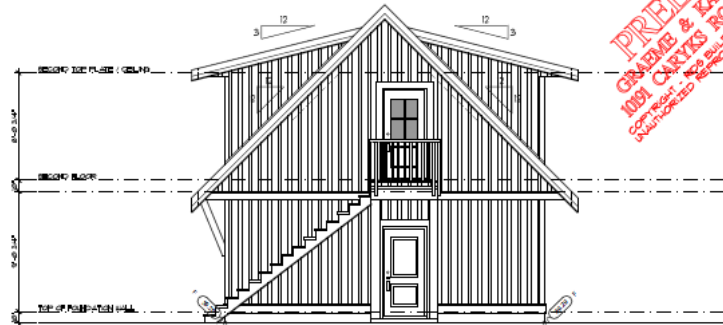
SEAL: ALL DIMENSIONS GIVEN ARE TO FACE UNLESS NOTED OTHERWISE.
NOTES: 1. SOUTH ELEVATION IS TO FACE.
TOTAL EXPOSED BUILDING AREA: 304 sq. ft.
LIVING AREA: 124 sq. ft.
EXPOSED BUILDING AREA PORTION AREA: 114 sq. ft.
PORTION AREA OF EXPOSED: 114 sq. ft. (114 sq. ft. (114 sq. ft.))
ACTUAL AREA OF EXPOSED: 114 sq. ft.
CONTRACTOR: [REDACTED]
NOTE

Proposed
building
height 24
feet (7.3m)



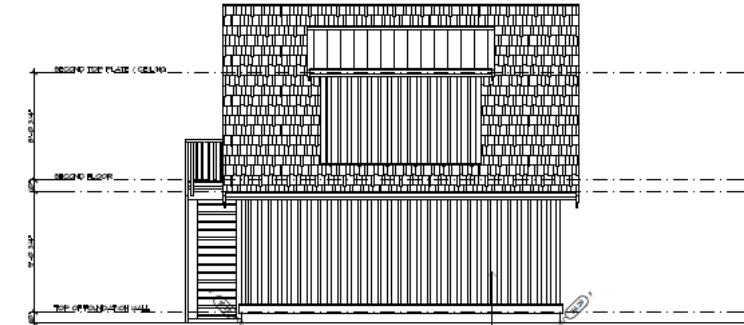
**DETACHED GARAGE
EAST ELEVATION**
SCALE: 1/4" = 1'-0"

LOWEST POINT ON LOT 4.0
NOT TO BE USED FOR
PORTION CALCULATION



**DETACHED GARAGE
NORTH ELEVATION**
SCALE: 1/4" = 1'-0"

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**DETACHED GARAGE
WEST ELEVATION**
SCALE: 1/4" = 1'-0"

SEAL: ALL DIMENSIONS GIVEN ARE TO FACE UNLESS NOTED OTHERWISE.
NOTES: 1. WEST ELEVATION IS TO FACE.
TOTAL EXPOSED BUILDING AREA: 304 sq. ft.
LIVING AREA: 124 sq. ft.
EXPOSED BUILDING AREA PORTION AREA: 114 sq. ft.
PORTION AREA OF EXPOSED: 114 sq. ft. (114 sq. ft. (114 sq. ft.))
ACTUAL AREA OF EXPOSED: 114 sq. ft.
CONTRACTOR: [REDACTED]
NOTE

SCHEDULE A-4

Permit Application

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

☒ Development Variance Permit

☐ Temporary Use Permit

☐ Development Permit

An Application Fee in the amount of \$ 350 as stipulated in FVRD Application Fees Bylaw No. 1231, 2013 must be paid upon submission of this application.

Civic

Address

10191 CARYKS ROAD, ROSEDALE, BRITISH COLUMBIA PID 030-594-278

Legal

Description

Lot 6 Block _____ Section 1 Township 3 Range 29 Plan EPP72713

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

Owner's
Declaration

Name of Owner (print) <u>Graeme Morrison</u>	<u>_____</u>	<u>2019/02/19</u>
Name of Owner (print) <u>Katelyn Morrison</u>	<u>_____</u>	Date <u>2019/02/19</u>

Owner's
Contact
Information

Address <u>10358 Wildrose Dr</u>	City <u>Rosedale</u>
Email _____	Postal Code <u>V6X 1X1</u>
Phone _____	Fax _____

Office Use Only	Date <u>Feb 19 2019</u>	File No.
	Received By <u>JM</u>	Folio No.
	Receipt No. <u>8012/3</u>	Fees Paid: \$ <u>350</u>

Agent

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

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

Signature of Owner	Date
Signature of Owner	Date

Agent's contact information and declaration

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

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

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

Development Details

Property Size 11840.3 sq ft Present Zoning SBR-2

Existing Use _____

Proposed Development Single Family Home

Proposed Variation / Supplement I am asking for an Accessory Building

Height Variance from 5.0m to 7.3m to accommodate a home gym area above the Garage. I am also asking for an Accessory Building Size Variance from 484.37 sqft to 57600 sqft
(use separate sheet if necessary)

Reasons in Support of Application _____

**Riparian
Areas
Regulation**

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

yes
☐

no
☐

30 metres of the high water mark of any water body

yes
☐

no
☐

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

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

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

**Contaminated
Sites Profile**

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

yes
☐

no
☐

the property has been used for commercial or industrial purposes.

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

**Archaeological
Resources**

Are there archaeological sites or resources on the subject property?

yes
☐

no
☐

I don't know

☐

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

Required Information

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

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

The personal information on this form is being collected in accordance with Section 26 of the *Freedom of Information and Protection of Privacy Act, RSBC 1996 Ch. 165* and the *Local Government Act, RSBC 2015 Ch. 1*. It will only be collected, used and disclosed for the purpose of administering matters with respect to **planning, land use management** and related **services delivered**, or proposed to be delivered, by the FVRD. Questions about the use of personal information and the protection of privacy may be directed to the FVRD Privacy Officer at 45950 Cheam Avenue, Chilliwack, BC V2P 1N6, Tel: 1-800-528-0061 FOI@fvrld.ca.



**PLANNING &
DEVELOPMENT**

www.fvrd.bc.ca | building@fvrd.bc.ca

LETTER OF AUTHORIZATION

Registered Authority 0877268 BC Ltd. and DT Unity Ltd.

Please be advised that I/we, _____
(Print names of ALL Registered Owners or Corporate Director)

Representing, _____
(Corporate name - if applicable)

am/are the registered owner(s);

Site Civic Address:

10191 Cary KS Rd. Rosedale, BC VOX 1X1
Lot# 6 Block _____ Plan _____ PID# 030-594-278

Appointed Authorized Agent

Name of Authorized Agent

Company Name

Mailing Address

Graeme and Katelyn Morrison

10358 Wildrose Drive

City: Rosedale, BC Postal Code: VOX 1X1

Signature of Authorized Agent

Permission to act:

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

- ☒ to view and obtain copies of all plans and permits
☒ to apply for and obtain building permits for proposed construction to the above reference Civic Address
☒ to apply for Planning File: Development Permit ☒ Development Variance Permit ☒ Subdivision ☐
 other: _____

Authorized Signature (Registered Owner or Corporate Director)

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

X

Sign

Print

Date: _____

X

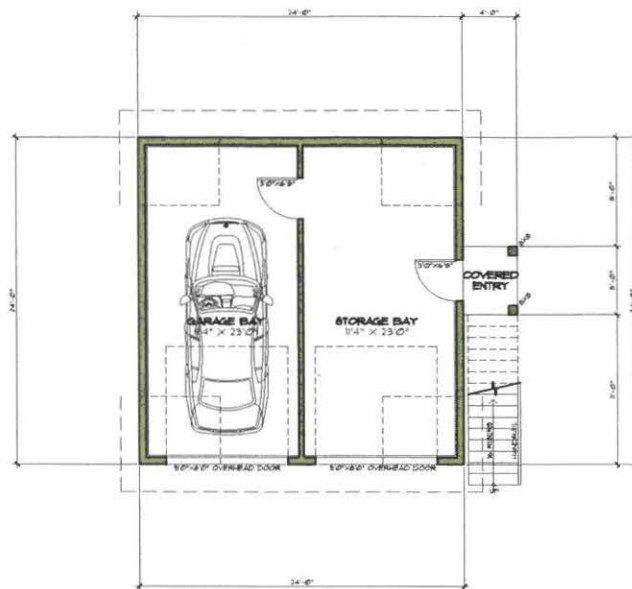
Sign

Print

Natalie Tebrinke

Date: 02/18/2019

The personal information on this form is being collected in accordance with Section 27 of the *Freedom of Information and Protection of Privacy Act, RSBC 1996 Ch. 165* and the *Local Government Act, RSBC 2015 Ch. 1*. It will only be collected, used and disclosed for the purpose of administering matters with respect to planning, land use management and related services delivered, or proposed to be delivered, by the FVRD. Questions about the use of personal information and the protection of privacy may be directed to the FVRD Privacy Officer at 45950 Cheam Avenue, Chilliwack, BC V2P 1N6, Tel: 1-800-528-0061
 FOI@fvrd.ca.

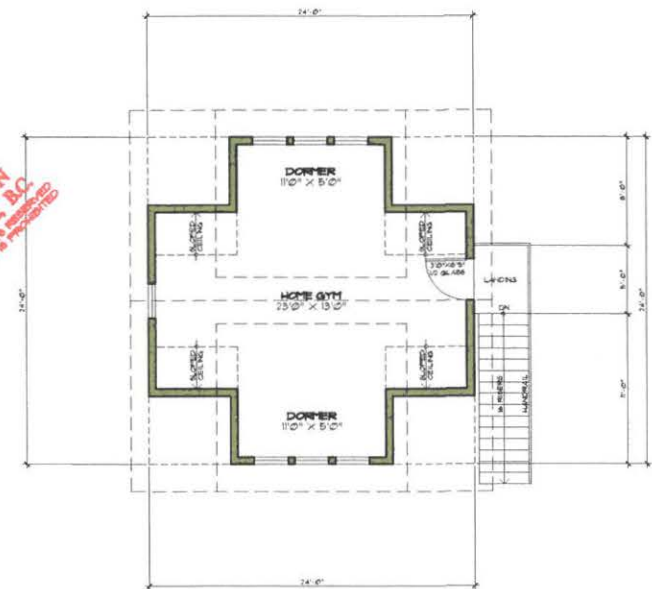


DETACHED GARAGE MAIN FLOOR PLAN

SCALE: 1/4" = 1'-0"

DETACHED GARAGE MAIN FLOOR AREA: 516.00 sq.ft.
DETACHED GARAGE COVERED ENTRY AREA: 20.00 sq.ft.
CEILING HEIGHT: 8' PLUS 10" OF CONCRETE FOUNDATION WALL
DETACHED GARAGE LOT COVERAGE: 536.00 sq.ft.

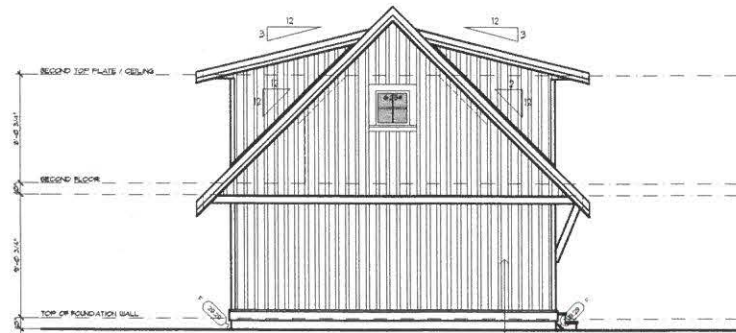
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DETACHED GARAGE SECOND FLOOR PLAN

SCALE: 1/4" = 1'-0"

DETACHED GARAGE SECOND FLOOR AREA: 456.00 sq.ft.
CEILING HEIGHT: 8'



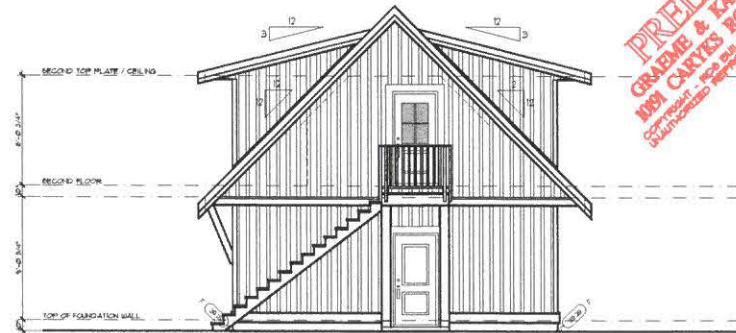
**DETACHED GARAGE
SOUTH ELEVATION**
SCALE: 1/4" = 1'-0"

SPATIAL SEPARATION CALCULATION (OUTSIDE 30 MIN. RESPONSE TIME)
DESCRIPTION: SOUTH EXPOSURE BUILDING FACE
TOTAL EXPOSURE BUILDING FACE AREA: 3141 sq.ft.
SETBACK DISTANCE: 348 ft. (3 + 12 ft.)
EXPOSURE BUILDING FACE PORTION AREA: 1104 sq.ft.
PORTION AREA OF GLAZED OPENINGS: 304 sq.ft. (348 ft. x 8 ft. 6 in.)
ACTUAL AREA OF GLAZED OPENINGS: 8.25 sq.ft.
CONSTRUCTION REQUIREMENTS:
NONE



**DETACHED GARAGE
EAST ELEVATION**
SCALE: 1/4" = 1'-0"

LOOK AT POINT ON LOT AND
FROM DETACHED GARAGE
FOR HEIGHT CALCULATION



**DETACHED GARAGE
NORTH ELEVATION**
SCALE: 1/4" = 1'-0"

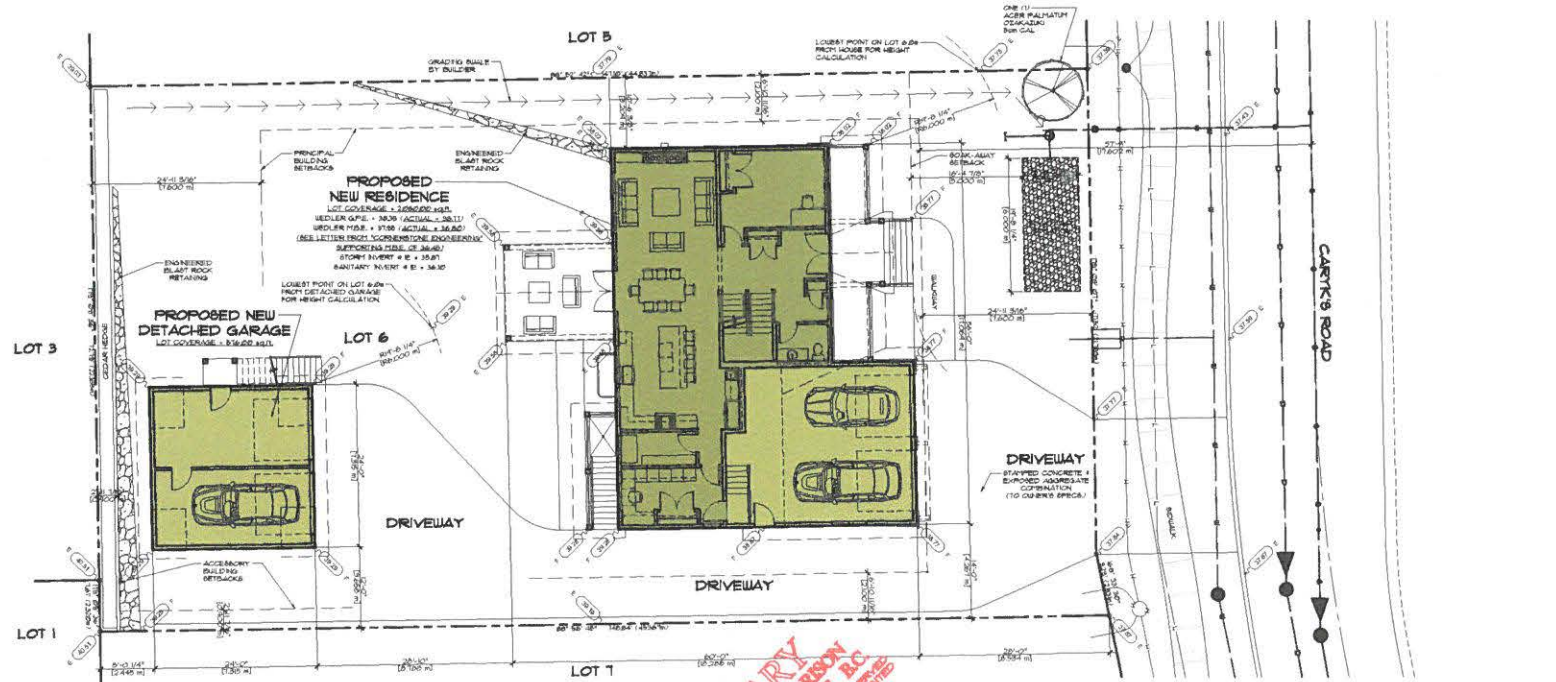
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**DETACHED GARAGE
WEST ELEVATION**
SCALE: 1/4" = 1'-0"

SPATIAL SEPARATION CALCULATION (OUTSIDE 30 MIN. RESPONSE TIME)
DESCRIPTION: WEST EXPOSURE BUILDING FACE
TOTAL EXPOSURE BUILDING FACE AREA: 1086 sq.ft.
SETBACK DISTANCE: 348 ft. (3 + 12 ft.)
EXPOSURE BUILDING FACE PORTION AREA: 1104 sq.ft.
PORTION AREA OF GLAZED OPENINGS: 76 sq.ft. (348 ft. x 8 ft. 6 in.)
ACTUAL AREA OF GLAZED OPENINGS: 8.75 sq.ft.
CONSTRUCTION REQUIREMENTS:
NONE

NEW RESIDENCE & DETACHED GARAGE GRAEME & KATELYN MORRISON 10191 CARYKS ROAD, ROSEDALE, BRITISH COLUMBIA



SITE PLAN
SCALE: 1/8" = 1'-0"

NOTE:
THESE DRAWINGS ARE TO BE READ IN
CONJUNCTION WITH CIVIL DRAWINGS PREPARED
BY "WEDLER ENGINEERING" AND LETTER
PREPARED BY "CORNERSTONE ENGINEERING"

SITE 4 ZONING INFORMATION / CALCULATIONS	
LEGAL DESCRIPTION	LOT 5, SECTION 1, TOWNSHIP 3, RANGE 78, WEST OF THE SIXTH 19
CITY ADDRESS	101 CARYKS ROAD, ROSEDALE, BRITISH COLUMBIA
PID	032-001-078
LOCAL AUTHORITY	FRASER VALLEY REGIONAL DISTRICT
ZONING	MUNICIPAL RESIDENTIAL-2 (RMR-2)
LOT AREA	18,400 SQ. FT. (420 SQ. M)
USE	ONE-FAAMILY RESIDENCE & ACCESSORY BUILDING (DETACHED OR NOT MORE THAN ONE (1) ONE-FAAMILY RESIDENCE ON A LOT
DENSITY (THOUSANDS)	N/A
FLOOR AREA RATIO (FAR)	FOR ALL BUILDINGS AND STRUCTURES: 75% = 2,100 SQ. FT.
LOT COVERAGE (THOUSANDS)	RESIDENCE ACTUAL = 2,000 SQ. FT.
	ACCESSORY BUILDING ACTUAL = 1,500 SQ. FT.
	TOTAL ACTUAL = 3,500 SQ. FT. (100%)
SETBACKS (IN FEET)	FRONT - 10% TO ROW BOUNDARY OR 10% TO CENTRE LINE
	SIDE - PRINCIPAL BUILDING - 3.0M
	SIDE - ACCESSORY BUILDING - 2.0M
	REAR - PRINCIPAL BUILDING - 10M
	REAR - ACCESSORY BUILDING - 3.0M
	FLYWAYS - 45% TO ROW BOUNDARY OR 50% TO CENTRE LINE
BUILDING DIMENSIONS (THOUSANDS)	PRINCIPAL BUILDING HEIGHT - 10.0M
	ACTUAL = 10.0M
	ACCESSORY BUILDING - 8.0M
	ACTUAL = 8.0M (MAXIMUM REQUIRED)
	50% OF ACCESSORY BUILDING = 4,500 SQ. FT. (450 SQ. M)
	ACCESSORY BUILDING ACTUAL = 3,500 SQ. FT. (350 SQ. M)



FRASER VALLEY REGIONAL DISTRICT DEVELOPMENT VARIANCE PERMIT

Permit No. Development Variance Permit 2019-05 **Folio No.** 733.06644.265

Issued to: Graeme & Katelyn Morrison

Address: 10358 Wildrose Drive

Applicant: Graeme & Katelyn Morrison

Site Address: 10191 Caryks Road, Electoral Area D

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

LOT 6 SECTION 1 TOWNSHIP 3 RANGE 29 WEST OF THE SIXTH MERIDIAN
NEW WESTMINSTER DISTRICT PLAN EPP72713
PID: 030-594-278

LIST OF ATTACHMENTS

Schedule "A": Location Map

Schedule "B": Site Plan

Schedule "C": Proposed building plans

AUTHORITY TO ISSUE

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

BYLAWS SUPPLEMENTED OR VARIED

Zoning By-law for Electoral Area "D", 1976 of the Regional District of Fraser-Cheam is **varied** as follows:

1. Division 23 Section 2302.3 (a) (ii): the maximum height of an accessory building is increased from 5.0m (16.4 ft) to 7.3m (24 ft).
 2. Division 23 Section 2302.3 (b): the maximum area of an accessory building is increased from 45 square metres (484 sq.ft) to 53.5 square metres (576 sq ft).
-

SPECIAL TERMS AND CONDITIONS

1. No variances other than those specifically set out in this permit are implied or to be construed.
2. If the holder of this permit does not commence the construction with respect to which the Permit was issued within two (2) years after the date of the permit, this permit shall lapse.

3. Development of the site shall be undertaken in accordance with the Site Plan attached hereto as Schedule "B".
4. A building permit shall be issued by the Fraser Valley Regional District prior to any construction on the property.
5. No cooking facilities and no plumbing shall be permitted within the accessory building.

GENERAL TERMS AND CONDITIONS

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

SECURITY DEPOSIT

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

Should the holder of this permit:

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

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

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

Note: The Regional District shall file a notice of this permit in the Land Title Office stating that the land described in the notice is subject to Development Variance Permit Number 2019-05. The notice shall take the form of Appendix I attached hereto.

AUTHORIZING RESOLUTION PASSED BY THE BOARD OF DIRECTORS OF THE FRASER VALLEY REGIONAL DISTRICT ON THE 20th DAY OF <MONTH>, <YEAR>

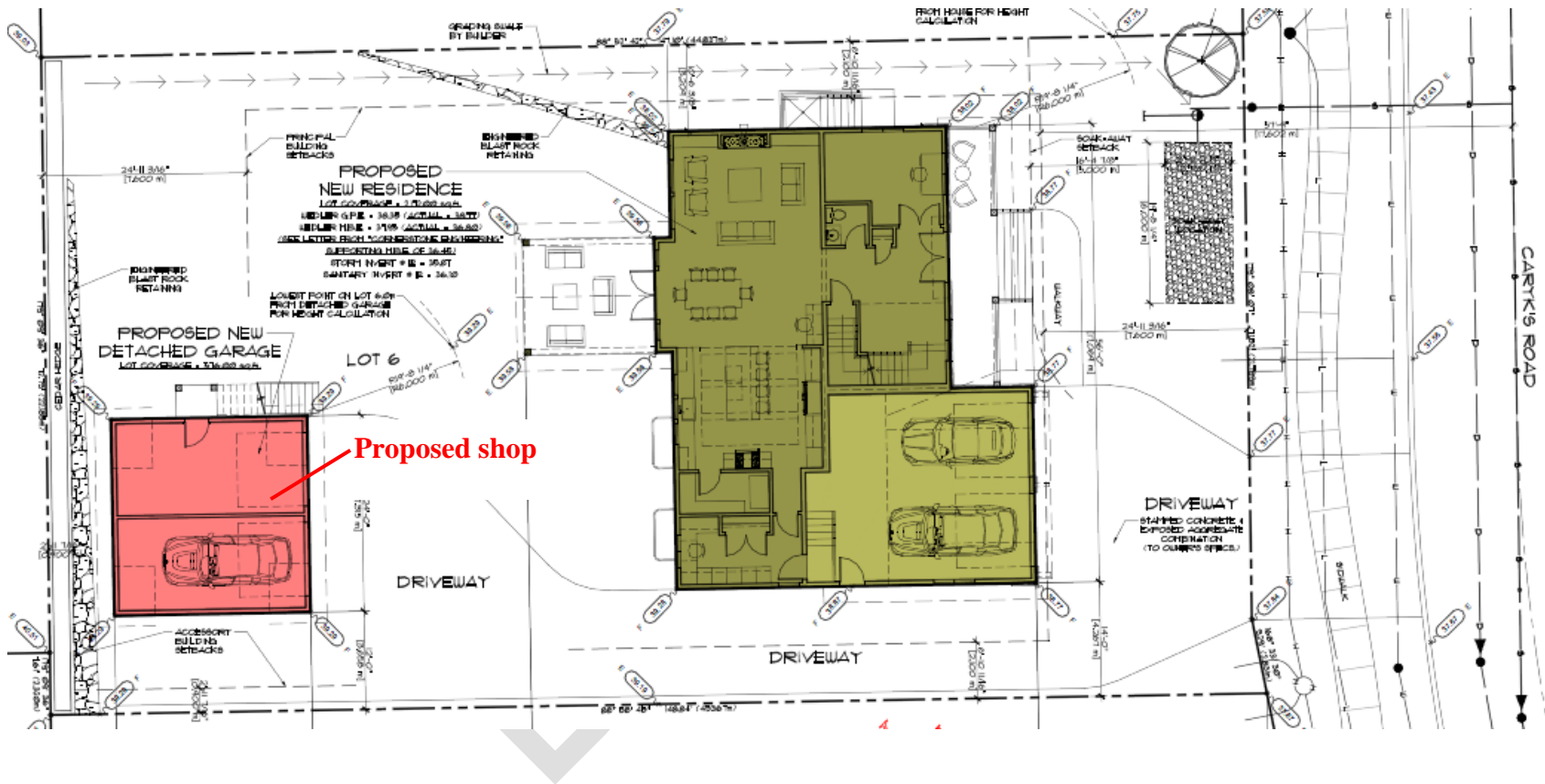
Chief Administrative Officer / Deputy

THIS IS NOT A BUILDING PERMIT

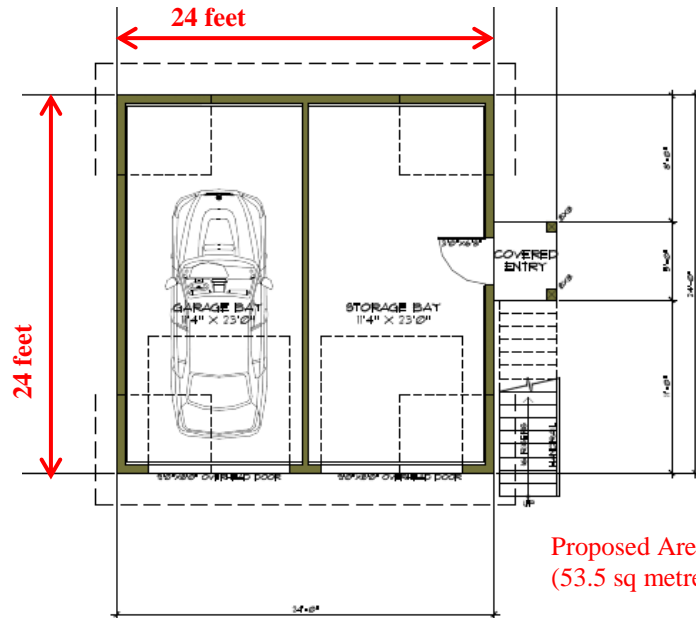
DEVELOPMENT VARIANCE PERMIT 2019-05
SCHEDULE "A"
Location Map



DEVELOPMENT VARIANCE PERMIT 2019-05
SCHEDULE "B"
Site Plan

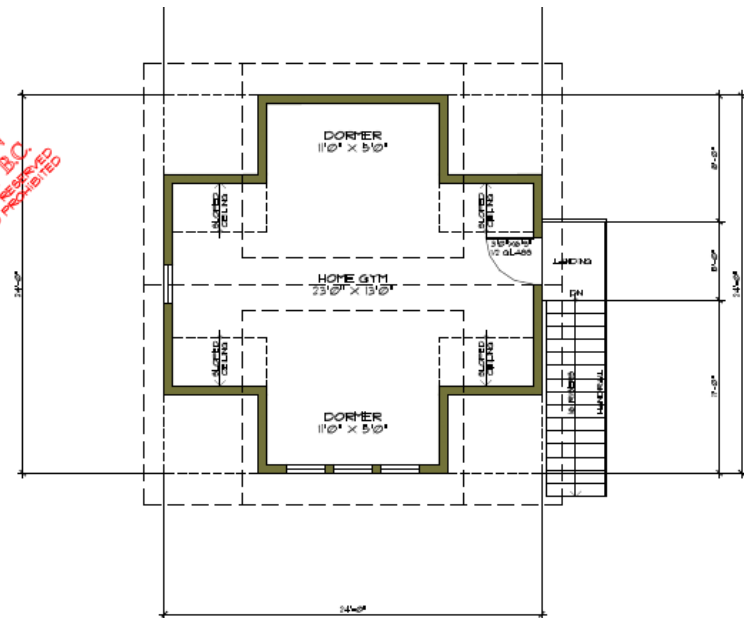


DEVELOPMENT VARIANCE PERMIT 2019-05 SCHEDULE "C" Proposed Building Plans



Proposed Area = 576 sq ft
 (53.5 sq metres)

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DETACHED GARAGE MAIN FLOOR PLAN

SCALE: 1/4" = 1'-0"

DETACHED GARAGE MAIN FLOOR AREA: 516.00 sq.ft.
 DETACHED GARAGE COVERED ENTRY AREA: 20.00 sq.ft.

CEILING HEIGHT: 8' PLUS 10" OF CONCRETE FOUNDATION WALL

DETACHED GARAGE LOT COVERAGE: 516.00 sq.ft.

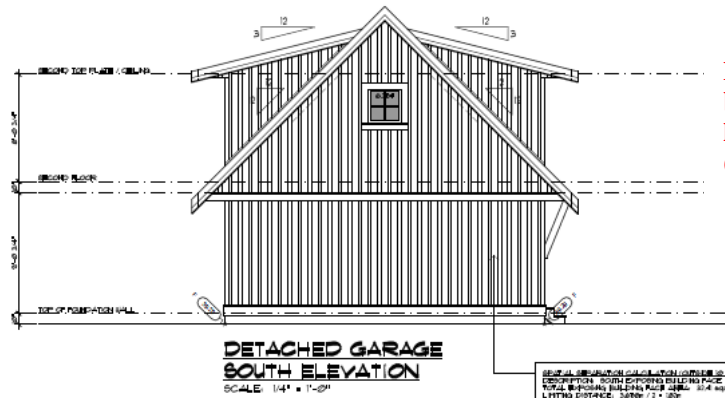


DETACHED GARAGE SECOND FLOOR PLAN

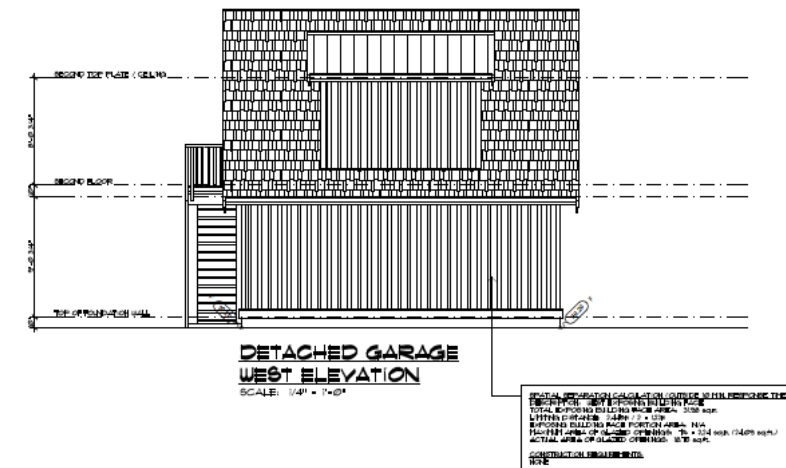
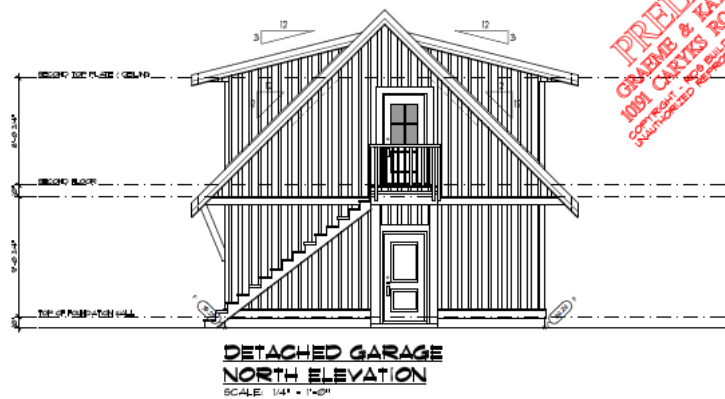
SCALE: 1/4" = 1'-0"

DETACHED GARAGE SECOND FLOOR AREA: 456.00 sq.ft.

CEILING HEIGHT: 8'



Proposed
building
height 24 feet
(7.3m)



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ONLINE & KATELYN MORRISON
1091 CARYS ROAD, ROSDALE BC
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To: CAO for the Regional and Corporate Services Committee

Date: 2019-03-12

From: Jamie Benton – Environmental Services Coordinator

File No: 5368-28

Subject: Fraser Valley Food Recovery project with FoodMesh

RECOMMENDATION

THAT the Fraser Valley Regional District Board direct staff to continue the Fraser Valley Food Recovery pilot project with FoodMesh for \$10,000 per year for both 2019 and 2020.

STRATEGIC AREA(S) OF FOCUS

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

PRIORITIES

Priority #1 Waste Mangement

BACKGROUND

In December 2017 the Fraser Valley Regional District (FVRD) entered into a contract with FoodMesh Exchange to create the Fraser Valley Food Recovery pilot project to help divert waste within the region. FoodMesh is designed to optimise how food moves by matching nutritious unsold food with secondary markets and by match-making users with each other, using computer programming that predicts purchasing behaviour. In so doing, FoodMesh helps food manufacturers, grocery chains, farmers, liquidators, and charities save money by reducing food waste and making more food available to feed people.

DISCUSSION

In February 2018, FoodMesh and the FVRD began a 14 month food recovery pilot project that included the following goals:

1. To recruit 50+ Fraser Valley businesses and charities actively on the FoodMesh Network
2. To recover \$400,000 in food on the network (16 x Return on Investment)
3. To divert 70,000 kg's of organics from landfill to higher uses

The initial phase included community engagement and onboarding/training, which was then followed by platform customization for the FVRD. Through the community engagement and industry working groups FoodMesh reached out to a number of businesses in the food sector, as well as charities and farmers and were able to recruit many of them to participate in the FoodMesh program. This began the active exchanging of surplus food, which was either sold between users at a reduced rate or donated. The main issue to overcome remained the collection or delivery of the food.

FoodMesh was successful in signing Save On Foods to participate in the FoodMesh program. Save On Foods suggested using their Chilliwack stores for a three month pilot. Prior to this, only bread waste and a few other items were being picked up by charities. Save On Foods worked to streamline logistics by having only one charity involved with pickups. The Salvation Army's Chilliwack food bank was selected by Save On Foods as they have the required cold storage and space. FoodMesh worked with the partners to create a platform to record all metrics, such as type, quantity and distribution of all food. This helped to provide a chain of custody. The Program has radically increased the amount of food available at the food bank, and is accessed by any charity signed up as a member of the FoodMesh program.

By late January 2019, FoodMesh had nearly met all goals in Table 1 in half the time expected. Based on the success of the project and the coordination between businesses, government and the not-for-profit sector, the project has been nominated for a Recycling Council of British Columbia award.

Table 1. Fraser Valley Food Recovery Metrics

	Target	Result
FVRD Users	50	61
Weight Diverted	70,000 KG	99,173 KG
Meals Created	116,667	165,288 Meals
Value	\$400,000	\$397,780

Due to the success of the pilot project, the proposal is to extend the project for 2019 and 2020 at a value of \$10k each year. The platform has already been established therefore the funds will be used for community engagement and expanding the project wider within the FVRD.

COST

If approved, \$10,000 for 2019 and \$10,000 for 2020 will be used over two financial years. FoodMesh would utilize these funds to expand the project wider within the region, to increase user training opportunities, to make enhancements to the FoodMesh app, and increase community engagement. These funds will be allocated from the existing Solid Waste budget to extend the pilot project. Staff are also seeking additional grant funding to potentially expand the scope of the proposed project.

CONCLUSION

The Fraser Valley Food Recovery project with FoodMesh has met its deliverables in 12 months. The project has over 60 users who have helped divert 100,000 kgs of food. The Food Recovery Project has diverted food that previously was going for disposal, provided food for those that most need it, and helped to reduce greenhouse gas emissions. Based on the success of the pilot project, Save On Foods has rolled it out to 100 of its 170 stores across BC and is aiming to replicate across Western Canada.

COMMENTS BY:

Barclay Pitkethly, 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: CAO for the Regional and Corporate Services Committee

Date: 2019-03-12

From: Lance Lilley, Environmental Planner

File No: 2320-83-001

Subject: New Nuisance Mosquito Control Services Contract for 2019-2021

RECOMMENDATION

THAT the Fraser Valley Regional District Board authorize its signatories to execute a Services Agreement with Morrow BioScience Ltd. for contracted services related to the Nuisance Mosquito Control Program for 2019-2021, for an annual base price of \$140,195 per year.

STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services
Support Healthy & Sustainable Community
Support Environmental Stewardship

PRIORITIES

Priority #4 Tourism
Priority #5 Outdoor Recreation

BACKGROUND

The Fraser Valley Regional District (FVRD)'s Nuisance Mosquito Control Program is primarily facilitated through a contractor who provides mosquito control services including larvae monitoring, mapping and data collection, responding to public inquiries, providing treatments of mosquito larvae, adult mosquito sampling, and conducting follow-up monitoring and re-treatments. The FVRD's past Services Agreement for this function was from 2014-2018, thereby requiring a procurement process and a new contract for the 2019 mosquito control season.

DISCUSSION

The FVRD issued a Request for Proposals (RFP) for Nuisance Mosquito Control Services on December 7, 2018, which closed on January 16, 2019. As a result of this process, Morrow BioScience Ltd. was identified as the successful proponent.

Morrow BioScience, and its owner Mr. Dirk Lewis, has been the FVRD's mosquito control contractor since 2004. With the local knowledge and experience gained by Mr. Lewis over this time, the FVRD's program has continually improved and refined, resulting in greater mosquito control effectiveness and efficiency. The FVRD will benefit from having continued continuity for the next three to five years.

With the assent of the Board, discussions will be initiated with Morrow BioScience to execute a new Services Agreement for 2019-2021, with an option for the FVRD to extend for an additional two years.

COST

The quoted base price for nuisance mosquito control services for 2019-2021 is \$140,195 per year. This includes all costs for monitoring, reporting, mapping, and responding to public inquiries (not including treatment costs). The base cost of the 2014-18 mosquito control contract was \$139,050/year. Variable costs, which include all costs associated with pesticide product costs and helicopter time, are expected to average an additional \$70,000 per year, but this number may vary year-to-year depending on water levels and mosquito larvae activity. The FVRD's financial plan accounts for the added base price and anticipated variable costs.

CONCLUSION

A Request for Proposals was issued by the FVRD to select a qualified contractor to perform the services required to carry out the FVRD's annual Nuisance Mosquito Control Program. Based on the results from this process, Morrow BioScience Ltd. was identified as the preferred proponent.

COMMENTS BY:

Barclay Pitkethly, Director of Regional Programs

Reviewed and supported.

Mike Veenbaas, Director of Financial Services

Reviewed and supported. Funding for this contract is included in the Mosquito Control service budget.

Paul Gipps, Chief Administrative Officer

Not available for comment.

To: CAO for the Fraser Valley Regional District Board

Date: 2019-03-20

From: Andrea Antifaeff, Planner 1

File No: 3320-20-2016-00792

Subject: Section 219 – Geotechnical Covenant – Proposed two (2) lot subdivision at 54660 Trans Canada Highway, Electoral Area “A”

RECOMMENDATION

THAT the Fraser Valley Regional District Board authorize staff to execute all documents relating to a two (2) lot subdivision at 54660 Trans Canada Highway, Electoral Area A, including a Section 219 (*Land Title Act*) covenant relating to geotechnical hazards.

STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services

BACKGROUND

As part of the subdivision approval process to create two (2) lots, the Approving Officer (Ministry of Transportation and Infrastructure) required that a covenant pursuant to Section 219 of the *Land Title Act* in favour of the Ministry of Transportation and Infrastructure and FVRD be registered, to implement the recommendations of the Cordilleran Geoscience report dated November 30, 2010 and subsequent letter dated October 22, 2016. The report identifies safe building areas on the proposed lots.

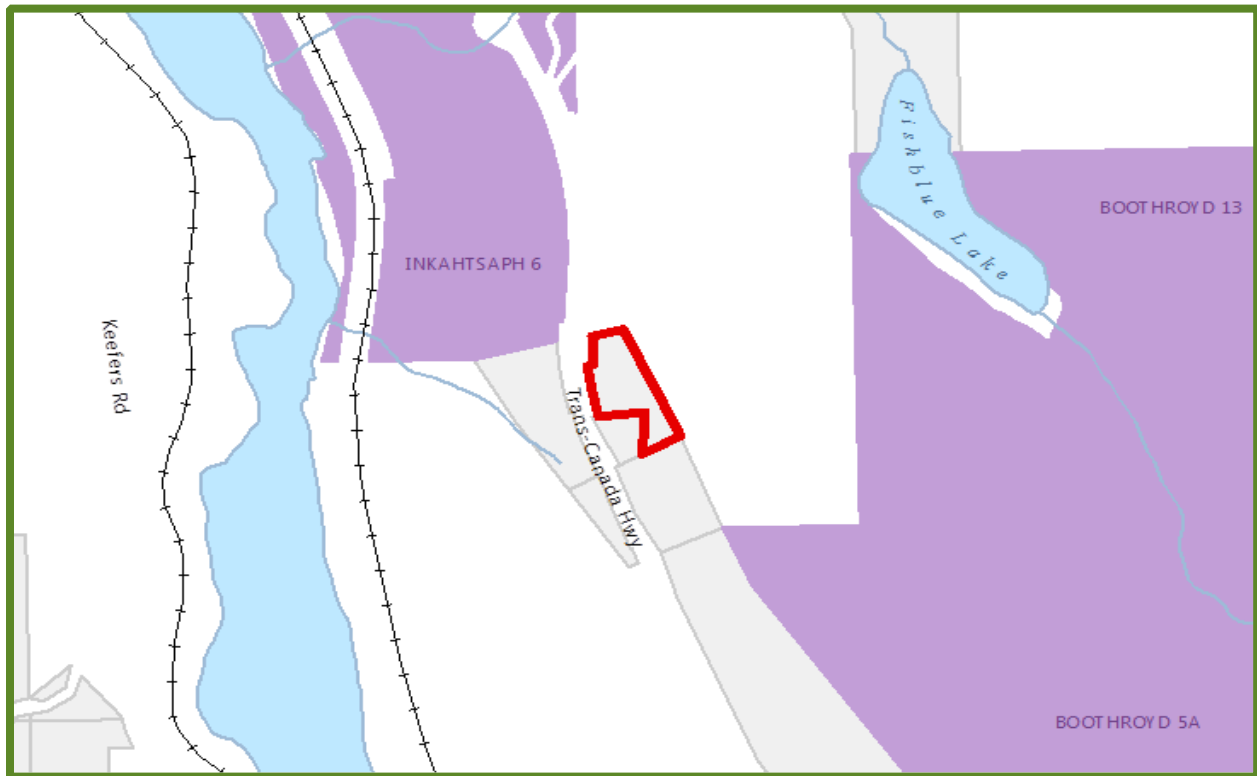
PROPERTY DETAILS			
Electoral Area	A		
Address	54660 Trans Canada Highway		
PID	008-063-338		
Folio	732.00036.110		
Lot Size	6.59 acres		
Owner	Kenneth & Mary Lou Campbell	Agent	Chris O'Connor
Current Zoning	Rural (R-1)	Proposed Zoning	No change
Current OCP	N/A	Proposed OCP	N/A
Current Use	Residential	Proposed Use	No change
Development Permit Areas	N/A		

Agricultural Land Reserve	Yes
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ADJACENT ZONING & LAND USES

North	^	Rural Resource (R-4); Crown Land
East	>	Rural Resource (R-4); Crown Land
West	<	Rural (R-1); Residential/Farm
South	v	Rural (R-1); Vacant

NEIGHBOURHOOD MAP



PROPERTY MAP



DISCUSSION

The purpose of the restrictive covenant is to ensure that future development of each lot will occur within the safelines as recommended by Pierre Friele of Cordilleran Geoscience. The property owners have already had the safelines surveyed (EPP64702) and the survey has been approved by Cordilleran Geoscience. It was noted in the report that the existing houses (one on each proposed lot) are located within the "safe" zone (west of the safe line) and are safe for the use intended (residential). The existing shop on the northern lot lies within the "shadow" zone (east of the safeline) and is not safe for residential use; however, the continuing use as shop is considered an acceptable use.

Section 219 of the *Land Title Act* permits the registration of covenants of a positive or negative nature in favour of the Province and the Regional District in respect of the use of land or the use of a building on, or to be erected on, the land. The Grantors (Kenneth & Mary Lou Campbell) have agreed to enter into a covenant, and the Fraser Valley Regional District may now decide to accept this offer.

COST

Costs associated with the registration of a Section 219 Covenant are borne by the Grantor (the property owners).

CONCLUSION

Staff recommend that the Fraser Valley Regional District Board authorize staff to execute all documents relating to a two (2) lot subdivision at 54660 Trans Canada Highway, Electoral Area A, including a Section 219 (*Land Title Act*) covenant relating to geotechnical hazards.

COMMENTS BY:

Graham Daneluz, Deputy Director of Planning & Development: Reviewed and supported.

Margaret Thornton, Director of Planning & Development: Reviewed and supported.

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

Paul Gipps, Chief Administrative Officer: Not available for comment.

To: CAO for the Electoral Area Services Committee
From: Jaime Reilly, Manager of Corporate Administration

Date: 2019-03-12
File No: 0870-20-Deroche

Subject: Letter of Agreement with Deroche Farmers Market Society

RECOMMENDATION

THAT the Fraser Valley Regional District Board authorize its signatories to enter into an agreement with the Deroche Farmers Market Society for the period June 1 to September 14, 2019, for rental of space at the FVRD Deroche Community Access Centre at a total cost of \$400.

STRATEGIC AREA(S) OF FOCUS

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

PRIORITIES

Priority #4 Tourism

BACKGROUND

The FVRD holds property and operates a satellite office located in Deroche, BC. In 2015, the Board approved the use of the Deroche Community Access Centre by the Deroche Farmers Market Society on a trial basis. The Deroche Office is an ideal location for the farmers market, as it is at the crossroads of the Lougheed Highway and North Deroche Road.

The Deroche Farmers Market has held their markets on Friday nights at the Deroche Office for a number of years, and in 2018 found great success in changing their markets to Saturday mornings. Following the success of these markets, the Society has approached the FVRD requesting the use of the Deroche Office parking lot

The Deroche Community Access Centre Rentals Policy and Procedure sets a flat rental fee of \$25 per day for rentals of the Deroche Office.

DISCUSSION

The farmers markets have been held in the parking lot and grounds of the Deroche Office on Saturday mornings between 8am and 3pm. The Society would be allowed use of the parking lot, grounds, community meeting room, kitchen and common area washrooms of the Deroche Office, and would be responsible for the clean-up of these areas.

COST

No additional cost to the FVRD. This agreement will generate revenue of \$400.

COMMENTS BY:

Mike Veenbaas, Director of Financial Services

Reviewed and supported.

Paul Gipps, Chief Administrative Officer

Reviewed and supported.

To: CAO for the Electoral Area Services Committee
From: Jaime Reilly, Manager of Corporate Administration

Date: 2019-03-12
File No: 0870-25-Deroche

Subject: Deroche Community Christian Fellowship Rental of Deroche Community Access Centre

RECOMMENDATION

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

STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services
Support Healthy & Sustainable Community

BACKGROUND

In November 2017, the Board approved the use of the community meeting room at the Deroche Community Access Centre ("Deroche Office") by the Deroche Community Christian Fellowship (the "Fellowship") on a three month trial basis. Following a successful trial, the Board approved a one year agreement for use between April 1, 2018 and April 1, 2019.

The Deroche Community Access Centre Rentals Policy and Procedure establishes guidelines regarding the requests for rentals for the Deroche Office. A flat rate rental fee of \$25 per day, plus taxes, has been established for the use of the Deroche Office.

DISCUSSION

The Fellowship has been successfully holding their Sunday services in the Deroche office since November 2017. The Fellowship has a small congregation, with members residing in the Deroche and Lake Errock Communities, as well as the rest of the Fraser Valley. Services are held between 9am and 11:30am each Sunday morning.

The Fellowship has expressed interest in continued use of the space at the Deroche Office. The Fellowship would be allowed access to the community meeting room, kitchen and washrooms, and is responsible for the clean-up of those areas.

COST

No additional cost to the FVRD. This agreement will generate revenue of \$1,200 per year.

CONCLUSION

The Deroche Community Christian Fellowship would like to continue holding their Sunday services at the Deroche Community Access Centre. Staff are recommending a one year agreement, with the option of a one year renewal, at a cost of \$100 per month.

COMMENTS BY:

Mike Veenbaas, Director of Financial Services

Reviewed and supported. The revenue generated helps to offset the operational costs for the Deroche Sub-office.

Paul Gipps, Chief Administrative Officer

Unavailable for comment.

To: Fraser Valley Regional District Board
From: Dave Roblin, Manager of Operations

Date: 2019-03-20
File No: 5340

Subject: Cultus Lake North Wastewater Treatment Plant Headworks, Filtration and Centrifuge Equipment Supply RFP Results

RECOMMENDATION

THAT the Fraser Valley Regional District Board authorize its signatories to execute a contract with Veolia Water Technologies Canada Inc. to provide the Headworks Screenings and Grit System equipment for the Cultus Lake North Wastewater Treatment Plant for the sum of \$272,830 plus taxes;

AND THAT the Fraser Valley Regional District Board authorize its signatories to execute a contract with Veolia Water Technologies Canada Inc. to provide the Tertiary Filtration System equipment for the Cultus Lake North Wastewater Treatment Plant for the sum of \$264,500 plus taxes;

AND FURTHER THAT the Fraser Valley Regional District Board authorize its signatories to execute a contract with Alfa Laval Inc. to provide the Sludge Dewatering Centrifuge equipment for the Cultus Lake North Wastewater Treatment Plant for the sum of \$220,970 plus taxes.

STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services
Support Environmental Stewardship

PRIORITIES

Priority #1 Waste Management
Priority #2 Air & Water Quality

BACKGROUND

On April 14th 2018, a referendum was conducted to determine whether to proceed with a plan to build a new wastewater treatment plant (WWTP) for Cultus Lake. The referendum passed and subsequently Fraser Valley Regional District North Cultus Sewer System Loan Authorization Bylaw No. 1468, 2018 was adopted. This bylaw authorizes the FVRD to borrow up to \$6,500,000 for this project.

DISCUSSION

Requests for Proposals (RFPs) were issued by the FVRD to select qualified vendors to supply the Headworks Screenings and Grit System, the Tertiary Filtration System and the Sludge Dewatering

Centrifuge equipment required for the new plant. The RFPs were posted on BC Bid and closed in early February.

Each of the RFPs received responses from three proponents. Each proposal received was evaluated based on the following criteria:

- Technical
- Operation and Maintenance Requirements
- References
- Schedule
- Warranty
- Price

After reviewing the proposals, Veolia Water Technologies Canada Inc. was identified as the preferred proponent for the Headworks Screenings and Grit System equipment, Veolia Water Technologies Canada Inc was identified as the preferred proponent for the Tertiary Filtration System equipment and Alfa Laval Inc. was identified as the preferred proponent for the Sludge Dewatering Centrifuge equipment.

COST

The estimated value of the new Cultus Lake North WWTP is \$6,500,000. The maximum borrowing permitted by the proposed Fraser Valley Regional District North Cultus Sewer System Loan Authorization Bylaw No. 1468, 2018 is \$6,500,000. The total cost of the Headworks Screenings and Grit System equipment to be supplied by Veolia Water Technologies Canada Inc is \$272,830 plus taxes. The total cost of the Tertiary Filtration System equipment to be supplied by Veolia Water Technologies Canada Inc is \$264,500 plus taxes. The total cost of the Sludge Dewatering Centrifuge equipment to be supplied Alfa Laval Inc is \$220,970 plus taxes.

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.

CORPORATE REPORT

To: CAO for the Recreation, Culture & Airpark Services Commission

Date: 2019-03-05

From: Milly Marshall, Director of EA Special Projects

File No:

Subject: VSA Short Term Land Lease

RECOMMENDATION

THAT the Fraser Valley Regional District Board of Directors approve renewal of the Fraser Valley Regional District land lease agreement with the Vancouver Soaring Association (VSA) for the period of March 15, 2019 to November 17, 2019 in the amount of \$984.90 excluding GST with an option for annual renewal up to a maximum of five years;

AND THAT the letter of agreement be forwarded to the Fraser Valley Regional District Board for authorization and execution of the agreement.

STRATEGIC AREA(S) OF FOCUS

Support Healthy & Sustainable Community

Provide Responsive & Effective Public Services

BACKGROUND

There are no significant changes from the 2018 VSA short term agreement with the exception of the lease term dates which have changed from April 1st to October 1st to March 15th ending November 17th (additional 4 weeks).

COST

Additional \$123.11 in land lease revenues from 2018.

COMMENTS BY:

Mike Veenbaas, Director of Financial Services

Reviewed and Supported.

Paul Gipps, Chief Administrative Officer

Reviewed and Supported.

To: CAO for the Fraser Valley Regional District Board

Date: 2019-03-20

From: Margaret-Ann Thornton, Director of Planning & Development

File No: 3060-20-2012-08

Subject: Restrictive Covenant for Property located at 14770 Sylvester Road, EA "F"

RECOMMENDATION

THAT the Fraser Valley Regional District Board approve the attached Restrictive Covenant wording for the property located at 14770 Sylvester Road, EA "F";

AND FURTHER THAT the Fraser Valley Regional District Board authorize FVRD signatories to execute all legal instruments associated with the Building Permit for 14770 Sylvester Road, EA "F".

STRATEGIC AREA(S) OF FOCUS

PRIORITIES

Provide Responsive & Effective Public Services

BACKGROUND

The property owner (Ms. Ogilvie) of 14770 Sylvester Road, EA "F" placed a mobile home and added a garage addition without applying or receiving a Building Permit in 2009. The FVRD has worked diligently with Ms. Ogilvie since 2009 to finalize the Building Permit submitted after the construction occurred. The only outstanding matter for the Building Permit issuance is the registration of a Restrictive Covenant on title of the property pursuant to Section 56 *Community Charter* to require a geotechnical report from a qualified professional that certifies that the land may be used safely for the use intended.

DISCUSSION

The property owner (Ms. Ogilvie) of 14770 Sylvester Road, EA "F" placed a mobile home and added a garage addition without applying or receiving a Building Permit in 2009. Since 2009, FVRD staff have undertaken a number of inspections, and the property owner (Ms. Ogilvie) has now provided all information and documentation to complete the required Building Permit application, including the issuance of a Development Permit for protection from hazards.

The only outstanding matter is the registration on the title of the property a Restrictive Covenant which includes the geotechnical report prepared by a Professional Engineer, detailing the requirements for the building construction and certifying that the building can be used safely for the use intended. Copies of the FVRD proforma Restrictive Covenant document were forwarded to the property owner and the property owner's solicitor has requested revisions to the Restrictive Covenant document. The FVRD solicitor has corresponded directly with the property owner's solicitor and a Restrictive Covenant document acceptable to both the FVRD solicitor and property owner's solicitor was developed and is attached. The FVRD solicitor advises that the proposed changes are minor in nature and clear authority for the FVRD is contained under the *Community Charter*.

As the attached Restrictive Covenant is not in the format approved by the FVRD Board as a proforma document, FVRD Board's consideration and approval of the Restrictive Covenant is required.

FVRD staff are currently reviewing all of the legal document templates used and will bring forward a report to update all legal agreements in 2019.

COST

All costs for the legal review of the Restrictive Covenant wording and the registration of the Covenant on title of the property is funded from the Electoral Area Services Building Inspection budget.

CONCLUSION

Staff recommend approval of the Restrictive Covenant wording as attached, as the document was prepared in consultation with and is acceptable to the FVRD solicitor.

COMMENTS BY:

Mike Veenbaas, Director of Financial Services

No further financial comments.

Paul Gipps, Chief Administrative Officer

Reviewed and supported

Appendix "A"
Restrictive Covenant for 14770 Sylvester Road, EA "F"

LAND TITLE ACT
FORM C (Section 233) CHARGE
GENERAL INSTRUMENT - PART 1 Province of British Columbia

PAGE 1 OF 34 PAGES

Your electronic signature is a representation that you are a subscriber as defined by the Land Title Act, RSBC 1996 c.250, and that you have applied your electronic signature in accordance with Section 168.3, and a true copy, or a copy of that true copy, is in your possession.

1. APPLICATION: (Name, address, phone number of applicant, applicant's solicitor or agent)

Curtis Jones, Barrister & Solicitor

YOUNG ANDERSON

1616 - 808 Nelson Street

Vancouver

BC V6Z 2H2

Phone: (604) 689-7400

File: 83-290

Cov-Geotechnical

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:
 [PID] [LEGAL DESCRIPTION]

Deduct LTSA Fees? Yes ☒

009-341-498

LOT "B" EXCEPT: PART SUBDIVIDED BY PLAN 44451; SECTION 4
TOWNSHIP 4 RANGE 2 WEST OF THE 7TH MERIDIAN NEW WESTMINSTER
DISTRICT PLAN 10524

STC? YES ☐

3. NATURE OF INTEREST

Covenant

CHARGE NO.

ADDITIONAL INFORMATION

S.219

4. TERMS: Part 2 of this instrument consists of (select one only)

(a) ☐ Filed Standard Charge Terms D.F. No.(b) ☒ Express Charge Terms Annexed as Part 2

A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument.

5. TRANSFEROR(S):

SHEILA ELIZABETH OGILVIE

6. TRANSFEREE(S): (including postal address(es) and postal code(s))

FRASER VALLEY REGIONAL DISTRICT

45950 CHEAM AVENUE

CHILLIWACK

V2P 1N6

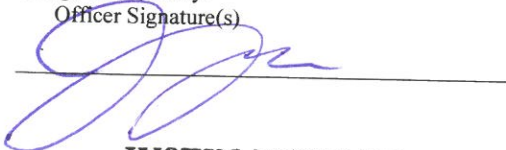
BRITISH COLUMBIA

CANADA

7. ADDITIONAL OR MODIFIED TERMS:

8. EXECUTION(S): This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature(s)



JUSTIN MORGAN
Barrister & Solicitor
 #2-32540 Logan Ave.
 Mission, B.C. V2V 6G3

Execution Date

Y	M	D
19	03	06

Transferor(s) Signature(s)



SHEILA ELIZABETH OGILVIE

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

TERMS OF THE INSTRUMENT - PART 2

THIS AGREEMENT dated the _____ day of _____, 20__.

BETWEEN

OGILVIE, SHEILA ELIZABETH
14770 Sylvester Road
Mission, BC
V2V 0B9

(hereinafter called the "Grantor")

AND:

FRASER VALLEY REGIONAL DISTRICT, a body corporate duly
incorporated under the laws of the Province of British Columbia, and having an office at:
45950 Cheam Avenue
Chilliwack, British Columbia
V2P 1N6

(hereinafter called the "Regional District")

WHEREAS

- A. Pursuant to Section 219 of the Land Title Act there may be registered as a charge against the title to land that is being or has been registered a condition or covenant in favour of the Crown or of a Crown Corporation or agency or of a municipality or a regional district;
- B. The Grantor is the registered owner of ALL AND SINGULAR that certain parcel or tract of land and premises situated in the Fraser Valley Regional District in the Province of British Columbia, and legally described as:

PARCEL IDENTIFIER: 009-341-498

LEGAL DESCRIPTION: LOT "B" EXCEPT: PART SUBDIVIDED BY
PLAN 44451; SECTION 4 TOWNSHIP 4 RANGE
2 WEST OF THE 7TH MERIDIAN NEW
WESTMINSTER DISTRICT PLAN 10524

(hereinafter called the "Lands")

- C. The Grantor has applied to the Regional District for a building permit for the construction of certain buildings and structures, under Building Permit No. 012132;
- E. The Grantor has submitted the Geotechnical Report (as herein defined) in accordance with section 56 of the Community Charter, S.B.C. 2003, c.26, which certifies that the Buildings may be used safely for its intended use if the land is used in accordance with the conditions specified in that report, and has offered a covenant to be registered pursuant to section 56(5) of the Community Charter; and



- F. The building inspector of the Fraser Valley Regional District will only issue the Building Permit in accordance with Section 56(4) of the Community Charter:

NOW THEREFORE THIS COVENANT WITNESSETH that in consideration of the premises, the sum of ONE (\$1.00) DOLLAR of lawful money of Canada paid by the Regional District to the Grantor and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by the Grantor), the Grantor for itself and its successors and assigns, hereby covenants, promises and agrees, pursuant to Section 219 of the Land Title Act, R.S.B.C. 1996, c. 250 and amendments thereto (it being the intention of the Grantor that the covenant herein contained shall be annexed to and run with the Lands), that:

Definitions

1. In this Agreement:

- (a) "Buildings" means the manufactured home and carport, the placement and construction of which is to be authorized by building permit No. 012132;
- (b) "Building Permit" means Fraser Valley Regional District building permit No. 012132, issued for the construction of the Buildings; and
- (c) "Geotechnical Report" means the following documents:

Hydrological Hazard and Flood Level Assessment – 14770 Sylvester Road, Hatzic Prairie, Electoral Area F, dated December 5, 2016, prepared by Statlu Environmental Consulting Ltd., and

Memorandum to the Hydrological Hazard and Flood Level Assessment – 14770 Sylvester Road, Hatzic Prairie, Electoral F, dated October 1, 2018, prepared by Statlu Environmental Consulting Ltd.,

copies of which are attached to this Agreement as Schedule A.

Construction and Use

2. The Grantor shall not build on the Lands, use the Lands, build the Buildings, or use the Buildings except in the manner certified by the Geotechnical Report as enabling the safe use of the Lands for the use intended.

Indemnity

3. The Grantor shall indemnify, including reimbursing, the Regional District for any and all expenses that may be incurred by the Regional District as a result of a breach of this covenant.



No Representations

4. The Grantor acknowledges that the Regional District does not represent to the Grantor or any person that the Lands, the Buildings or any users of the Lands or the Buildings will not be damaged by geotechnical hazards or otherwise, whether or not the actions specified in the Geotechnical Report are carried out.

Runs with the Lands

5. The covenants set forth herein shall charge the Lands pursuant to Section 219 of the Land Title Act and shall be covenants the burden of which shall run with the Lands and bind the Lands and every part or parts thereof and shall attach to and run with the Lands and each and every part to which the Lands may be divided or subdivided whether by subdivision plan, strata plan or otherwise howsoever. The covenants set forth herein shall not terminate if and when a purchaser becomes the owner in fee-simple of the Lands but shall charge the whole of the interest of such purchaser and shall continue to run with the Lands and bind the Lands and all future owners of the lands or any portion thereof.

Municipal Power

6. Nothing contained or implied herein shall prejudice or affect the Regional District's rights and powers in the exercise of its functions pursuant to the Community Charter or the Local Government Act or its rights and powers under all private and public statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Lands as if this covenant had not been executed and delivered by the Grantor. Nothing in this covenant shall be taken as in any way limiting or abrogating the duty of the Grantor to comply with the Regional District's zoning, charging and all other bylaws.

Waiver

7. Waiver of any default by either party shall not be deemed to be a waiver of any subsequent default by that party. Waivers shall be set forth in writing and duly executed by each of the parties hereto.

Miscellaneous

8. Whenever the singular or masculine is used in this covenant, the same is deemed to include the plural or the feminine or the body politic or corporate as the context so requires. Every reference to each party is deemed to include the heirs, executors, administrators, elected officials, successors, assigns, employees, agents, officers, and invitees of such party. If any section, subsection, sentence, clause or phrase of this covenant is for any reason held to be invalid by the decision of a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this covenant. This covenant shall enure to the



benefit of and be binding upon the parties hereto and their respective successors and assigns notwithstanding any rule or law or equity to the contrary. This covenant shall be governed and construed in accordance with the laws of the Province of British Columbia.

IN WITNESS WHEREOF the parties hereto have executed this covenant by executing, and by causing their respective seals to be affixed personally or under the hands of their proper officers duly authorized in that behalf, on the Form C and Form D which forms and constitutes a part hereof.



Schedule "A"



HYDROLOGICAL HAZARD AND FLOOD LEVEL ASSESSMENT

14770 Sylvester Road, Hatzic Prairie, Electoral Area F

Project Number: 16-176
December 5, 2016

Client:
Sheila Ogilvie
14770 Sylvester Road
Electoral Area F, FVRD, V2V 0B9

Joanna Borzecki, B. Sc.
STATLU ENVIRONMENTAL CONSULTING LTD.
1-45950 Cheam Avenue
Chilliwack, BC V2P 1N6

www.statlu.ca

EARTH WATER LAND

RECOMMENDATIONS SUMMARY

The Client proposes to construct several vacation cottages and/or a new primary residence on her property at 14770 Sylvester Road. She plans to construct the buildings on the western side of the property, within 150 m of Sylvester Road. There are no plans for the development of the eastern portion of the property near the Cascade Creek dike. The Client also expressed interest in possibly subdividing the property in the future.

The FVRD, as well as the provincial *Local Government Act* and *Environmental Management Act*, specify the 1-in-200 year flood as the design flood for determining hazards and mitigation measures for proposed development and a 1-in-500 year flood for proposed subdivisions.

Using the regional analysis method, we determined that the 1-in-200 year (Q_{200}) and 1-in-500 year (Q_{500}) flood magnitudes in Cascade Creek are $169 \text{ m}^3/\text{s}$ and $182 \text{ m}^3/\text{s}$, respectively. Based on our calculations, a Q_{200} discharge will result in a water level of 1.1 m with 2.4 m of freeboard from the top of the dike at a location immediately upstream of the property. A Q_{500} will result in a water level of 1.2 m with 2.3 m of freeboard at the same location. Based on these estimates, we conclude that at this cross section the dike has the capacity to withstand the designated floods.

The current FVRD bylaw for flood construction levels (FCL) on the Cascade Creek floodplain is 60 m set back from and 3.0 m above the natural boundary of the creek. After simulating a breach in the dike upstream of the property during a Q_{200} event, we determined the flood water depth at the proposed building sites will be less than 0.5 m. We recommend using a FCL of 0.5 m above the present ground surface at the proposed building sites rather than the general Cascade Creek FCL prescribed in the FVRD bylaw. This recommendation provides a freeboard allowance above the expected water depth and therefore accounts for potential waves, transported wood, and sediment deposition. This FCL is specific to the identified building areas located at the west end of the property and is not uniform across the entire property.

Based on the above calculations and recommendations, the proposed development and subdivision is safe for the use intended as defined by the BC Community Charter.

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1.0 INTRODUCTION

Sheila Ogilvie (the Client) retained Statlu Environmental Consulting Ltd. (Statlu) to conduct a hydrological hazard and flood level assessment to determine the 1-in-200 year flood magnitude and the associated flood construction level (FCL) for the property located at 14770 Sylvester Road in the Fraser Valley Regional District's Electoral Area F, northeast of Mission, BC. The property is located between Cascade Creek and Sylvester Road, with a dike along Cascade Creek crossing through the east end of the lot (Figure 1). The Client wishes to construct a series of cottages and/or a permanent primary residence in addition to the existing mobile home already on the property. The Client also expressed interest in possibly subdividing the property in the future.

This report was produced in accordance with the guidelines for geotechnical hazard assessments adopted by the FVRD (Cave, 1993). The provincial Community Charter and the Fraser Valley Regional District require that any new development on a property subject to, or likely to be subject to geotechnical hazards obtain a geotechnical hazard assessment to characterize the hazards, estimate their probability of occurrence, and certify that the development is safe for the use intended. Statlu determined that the property is only exposed to geotechnical hazards associated with Cascade Creek and this assessment focuses on those hydrologic hazards.

2.0 LOCATION AND SITE DESCRIPTION

The subject property, located at 14770 Sylvester Road, is situated on the east side of the Hatzic Valley adjacent to Cascade Creek (Figure 1). The BC property identification number (PID) is 009-341-498 and the lot encompasses an area of 9.03 hectares. Most of the property is forested and undeveloped. Currently there is one mobile home, located at the west end of the property within 35 m of Sylvester road. The Cascade Creek dike runs north-south through the east end of the property, approximately 600 m east of Sylvester Road.

Cascade Creek drains a catchment area of 19 km² located east of the property (Figure 2). The creek runs through Cascade Falls Regional Park, where it flows over a 30 m waterfall and through a short canyon before flowing onto its alluvial fan. From the parking lot at the regional park to the bridge at Sylvester Road, the creek is confined by a dike on its west side that was constructed in 1984 following a severe flood. This dike runs north-south through the east end of the properties that back onto Cascade Creek, including 14770 Sylvester Road. This dike is considered a 'Standard' dike (Schedule A, FVRD Bylaw 681 2005) and the FVRD has a right-of-way over the dike to perform annual maintenance. The east side of Cascade Creek is confined by a dike that begins south of the Client's property and continues downstream past Sylvester Road.

The reaches downstream of the regional park generally experience significant sediment deposition due to low gradient and confinement of the channel on the fan by dikes, and periodic gravel extraction has been performed over the years to ensure the channel capacity remains suitable to convey a 1-in-200 year flood event. Gravel extraction and channel maintenance of Cascade Creek last occurred in 2006 (Golder, 2006).

2.1 Climate and Weather

The nearest Environment Canada weather station with a long-term record is at Mission, 13 km southwest of 14770 Sylvester Road, at an elevation of 197 m above mean sea level (Environment Canada, 2016). Based on the 1981 to 2010 climate normal data, the mean annual precipitation is 1883 mm, with about 68% of that falling from October through the end of March. Mean annual snowfall is 75 cm and extreme precipitation rate is 123 mm/24 h. I expect that this will be a fairly accurate representation of the climate at 14770 Sylvester Road located at 110 m above mean sea level, but the property may experience higher total precipitation as a result of orographic effects caused by the mountains directly to the north and east of the property. The mean conditions and extreme events relate to observation periods in the recent past, and may not represent conditions in the immediate future.

ClimateWNA is a climate model that uses data from western North America to predict climate characteristics for locations distant from weather stations (Wang et al., 2012). For the subject property, a mean annual precipitation was calculated at 2544 mm with 93 cm of snowfall. Approximately 78% of total precipitation arrives between October and May. When comparing the two estimates of climate, I expect that the ClimateWNA estimate is probably better at characterizing the orographic effects on precipitation in the area.

3.0 REVIEW OF EXISTING REPORTS

I reviewed the Ministry of Water, Land and Air Protection's Dike Design and Construction Guide (2003), along with the Fraser Valley Regional District's (FVRD) Floodplain Management Bylaw 0681, 2005. The east side of Cascade Creek is confined by a dike that begins south of the Client's property and continues downstream past Sylvester Road. The west side of Cascade Creek is contained by a 1.7 km long dike ('Standard Dike' in the Bylaw) from its valley outlet in Cascade Regional Park to the bridge at Sylvester Road and the FVRD owns two properties at either end. The FVRD has a right-of-way over the dike for maintenance purposes.

A comprehensive study to determine the capacity of the Cascade Creek dike was conducted by Sigma Engineering in 1999 following extensive channel excavation the previous year. The study concluded that the dike was generally found to be in adequate protection against a 200 year flood, with the exception of a 40 metre section just upstream of Sylvester Road that needed to be raised (Sigma, 1999). The FVRD currently preforms annual maintenance on the dike.

Other flood protection works include gravel removal from Cascade Creek to ensure the channel capacity remains suitable to convey a 1-in-200 year flood event. The impact of the extraction on downslope resources was assessed by Golder Associates (2006) where they concluded there would be no negative impacts on stream avulsion downstream of the Sylvester Bridge.

The current floodplain specifications that apply to 14770 Sylvester Road as outlined by the Floodplain Management Bylaw 0681, 2005 are that residential structures must be:

- i. 3.0 m above the natural boundary of Cascade Creek
- ii. Set back 60 m from the natural boundary of Cascade Creek and,
- iii. 7.5 m from the inboard toe of any dike or dike right of way structure for flood protection or seepage.

I also reviewed Tom Millard's 2013 overview assessment of the hydrology and watershed stability in the Hatzic region in addition to QCD Geotechnics' 2008 overview geotechnical hazard assessment of Electoral Area F, where both studies suggest that the main hazards associated with Cascade Creek are debris floods, and flood water inundation.

4.0 METHODOLOGY

The FVRD uses the Cave (1993) report to specify acceptable hazard thresholds for development approvals. Cave (1993), as well as the provincial *Local Government Act* and *Environmental Management Act*, specify the 1-in-200 year flood as the design flood for determining hazards and mitigation measures for proposed development and a 1-in-500 year flood for proposed subdivisions. The Association of Professional Engineers and Geoscientists of British Columbia's (APEGBC) 2012 *Guidelines for Legislated Flood Assessments in a Changing Climate in BC* follows this current outlined framework.

Several steps are necessary to evaluate the hydrologic hazards associated floods of these estimated magnitudes. The first step included a field assessment of the dike, the property, and of the creek channel. During the assessment I made observations regarding the condition of dike and made cross sectional measurements at representative locations to determine its dimensions. I assessed the terrain on the property to identify any microscale topography that might convey water towards proposed building sites, and lastly I made observations on the current conditions of the Cascade Creek channel.

Next, to determine the magnitude of the 1-in-200 year and 1-in-500 year flood events of Cascade Creek in m^3/s , (the Q_{200} and Q_{500}), we established the boundary and area of the

catchment basin draining into the creek using a topographic map (Figure 2). Using the area of the catchment basin, the climate and precipitation records from local weather stations, and long-term streamflow records from adjacent gauged streams, we performed a regional analysis to define the Q_{200} and Q_{500} discharge in Cascade Creek. We then used WinXSPro Version 3.0, a hydrologic modeling program, to determine the expected flood water level during these flood events.

In the cases where the dike has sufficient capacity for the projected discharge and therefore would not be overtopped, we simulated a dike breach during a flood of the same magnitude to determine the resultant flood water level on 14770 Sylvester Road for the proposed development.

5.0 SITE INSPECTION AND OBSERVATIONS

Joanna Borzecki, B. Sc. of Statlu conducted a field assessment on October 18, 2016 with Sheila Ogilvie. Approximately two hours were spent on site. Weather conditions during the site assessment were cool and rainy with no limitations to visibility. I met the Client on site and we discussed her development plans for the property. We then drove to Cascade Falls Regional Park to access the dike that runs through her property and borders Cascade Creek. I inspected the condition of the dike, took two cross sectional measurements of the dike upstream of and at the property and made observations of Cascade Creek at both sites. We then returned to the property and walked to the east end where I made observations of any significant topographic features that may affect or convey flood waters.

5.1 Cascade Creek Dike

The Cascade Creek dike was constructed in 1984 following a large flood of uncertain magnitude. It is approximately 1.7 km long and is set back between 30 m and 150 m from the edge of the active channel between Cascade Falls Regional Park and Sylvester Road. The dike is built on the natural alluvial fan of the creek.

I took two measurements of the dike, one upstream of the Client's property, and one at the property. The observations consisted of measuring the width of the top of the dike, the length and slope gradient of its channel-facing sidewall, and examining the dike's structure for any observation of erosion or subsidence. I took photographs and characteristic observations of Cascade Creek at the locations where I conducted the measurements.

The top of the dike was measured to be an average of 10 m across with sideslope gradient of 37% to 40% for a length of 10 m to 13 m to its base. Near the regional park, the sideslope material is composed of riprap with some boulders up to 1 m in diameter and transitions to cobbles and gravels near 14770 Sylvester Road. The entire length of the dike from the regional park to the bridge at Sylvester Road has fully vegetated sidewalls consisting of trees and brush. The vegetation made assessing the dike's condition difficult but I did not observe any obvious points of weakness in the dike's sidewalls or evidence of erosion or subsidence during the assessment.

Cascade Creek upstream of and at the property is braided with multiple channels with a total bankfull channel width, including bars between channels, of 50 m to 60 m. The substrate within the creek consists of cobble to boulder-sized substrate. Sediment is periodically removed from the channel as a response to aggradation to ensure the dike has enough freeboard to withstand a 1-in-200 year flooding event.

5.2 14770 Sylvester Road

The Cascade Creek dike runs in a north-south direction through the east end of the property. The proposed building sites for a new primary residence as well as vacation cottages are located on the western end of the property, within 150 m of Sylvester Road. Development is not planned for the eastern end of the property.

During the assessment, we walked from the current residential structure east towards the dike along or near the southern property line, then trended northeast towards the end of the property, reaching the dike. The terrain on the property has gentle slope gradients averaging between 0% and 5% and is fully forested. I did not observe any channels or swales in the western portion of the property where the development is planned. At the eastern end of the property, I observed a swale that is 5 m to 10 m wide and incised approximately 1 m, oriented in a northeast to southwest direction. There are a few smaller discontinuous swales directly adjacent and to the south. At the northeast end of the property I observed undulating terrain with no definitive swales or channels but some depressions that extend for 3 m to 4 m are present and they are incised up to a meter.

The channels and swales may be old branches of the braided Cascade Creek that occasionally conveyed water before the construction of the dike. In the event of a flood or dike breach these channels could again convey water, but in a direction away from the proposed development site.

The trail that runs along the south boundary and provides access to the west end of the property has been slightly excavated by machinery in sections, resulting in approximately 1 m of fill on either side of the trail. In the event of a flood this trail would convey water towards the west end of the property but south of the proposed building sites.

6.0 CALCULATIONS

6.1 Peak Flow Estimation from Regional Data

I used three methods to determine the 1-in-200 year flood event using regional data. The first method (Brayshaw, 2012) consisted of an eight-station regional hydrologic analysis based on small Water Survey of Canada gauged streams with long periods of record from southwestern BC to estimate expected peak flows in Cascade Creek based on its watershed area. I examined the 1-in-200 year expected peak flows. I was able to obtain good fits against the observed data, fitting power law equations of the form $Q=aA^b$ where Q is expected discharge and A is watershed area; the r-squared values for the calculated regression equations ranged from 0.85 to 0.87. Based on the historic regional data, I estimate that the 1-in-200 year expected peak discharge (Q_{200}) for Cascade Creek is **87 m³/s**.

I used a secondary method to determine the 200-year peak flow in Cascade Creek by determining the ratio of watershed size to the expected Q_{200} discharge of Norrish Creek, the nearest gauged stream to Cascade Creek. Using the ratio and the watershed size of Cascade Creek, I calculated the 200-year peak flow to be **61 m³/s**.

Lastly, I used the regional data analysis outlined by Obedkoff (2003) which consists of data from multiple streams along the western South Coast mountains including drainage area and annual maximum instantaneous discharge for a 1-in-10 year flood event. Using a 10-year peak flow curve, I plotted the drainage area of Cascade Creek and determined the 1-in-10 year peak flow, and then used the provided ratio between the 10 year and 200 year reoccurrence intervals to obtain the Q_{200} for the creek. Using this data set, I estimate that the 1-in-200 year peak discharge is **169 m³/s**.

To determine the 1-in-500 year flood magnitude, I used the data based on small Water Survey of Canada gauged streams and calculated a Q_{500} of $96 \text{ m}^3/\text{s}$. I then compared the Q_{200} of $87 \text{ m}^3/\text{s}$ from the same data set to the Q_{200} obtained from Obedkoff's (2003) analysis and found Obedkoff's Q_{200} was about 1.89 times the calculated Q_{200} , giving a maximum predicted 1-in-500 year peak discharge of $182 \text{ m}^3/\text{s}$. Obedkoff (2003) uses a simple scaling relationship between watershed area and peak discharge which does not account for the observed multiscaling relationships between area and discharge for small and large streams; accordingly, the flood magnitude estimate derived from this method for Cascade Creek is significantly larger than the other two estimates.

During a previous study of the Cascade Creek, Sigma Engineering (1999) conducted a peak flow analysis using regional peak flow mapping data completed by BC Environment in 1998 to determine the Q_{200} discharge. They found that in 1999, Cascade Creek had an expected 1-in-200 year instantaneous peak flow of $157 \text{ m}^3/\text{s}$.

6.1.1 Increased Peak Flow Hazard from Climate Change

APEGBC's 2012 *Guidelines for Legislated Flood Assessments in a Changing Climate in BC* specify that in response to expected climatic changes, flood assessments should incorporate expected effects of climate change when evaluating flood hazard. Climate change can affect flood hazard in two ways. For a given flood magnitude, climate change is expected to make floods more frequent; for a given flood frequency, climate change is expected to lead to floods of larger magnitude.

Ongoing climate change is expected to lead to changes in hydrologic processes across British Columbia. Understanding and anticipating these changes can be used to develop adaptive management strategies for land owners and developers. I used the ClimateWNA model (Wang et al., 2012) to evaluate potential climatic changes in 2085 for the Cascade Creek watershed at 1000 m above mean sea level. The model downscales and applies results from three separate global climate models – the CanESM2, CNRM-CM5, and HADGM ES-2 models – to evaluate potential future climate scenarios.

I used the ClimateWNA model (Wang et al., 2012) to evaluate potential climatic changes in 2085 for the study area. Compared to present conditions, the models predict that by 2085 the climate at the property will have roughly the same annual precipitation amounts, but with less precipitation falling in the summer months and more falling in the winter months. All three models predict a significant decrease in snowfall. Total annual precipitation is expected to remain within 6% of its current value, mean summer precipitation is predicted to decrease between 9% and 26%, mean winter precipitation is predicted to increase by 6% to 9%, and total snowfall is projected to decrease between 71% and 86%.

Currently, the Cascade Creek watershed has peak flow generating processes that are dominated by rain on snow events. As the climate changes, the watershed will transition from a mixed (snow and rain) flood regime to a more pluvial (rain dominated) regime. The results of such a transition in this watershed will include a decreased importance of rain-on-snow events and an increased importance of rainfall events resulting in smaller magnitude snowmelt influenced floods, but an increase in frequency of smaller flood events. Early peaking mixed systems show shifts towards earlier flood occurrences but since the runoff is not concentrated into a single peak, there generally are not changes in regularity. (Burn et al., 2016). The occurrence of the spring freshet is also decreased as flood regimes shift from mixed to pluvial in addition to decreased mid-summer low flows.

Based on the regional data, the estimated Q_{200} flood magnitude for Cascade Creek could lie between $61 \text{ m}^3/\text{s}$ and $169 \text{ m}^3/\text{s}$. It is likely that the true value lies between these magnitudes, and is probably less than $100 \text{ m}^3/\text{s}$. To account for climate change I chose to use the maximum estimated Q_{200} value of $169 \text{ m}^3/\text{s}$ for the flood level calculations, as this almost certainly overestimates the likely flood magnitude even after accounting for the effects of climate change, and a flood construction level derived from this estimate of magnitude will therefore include a significant factor of safety.

6.1.2 Changes in Flood Magnitude from Watershed Land Use

Historically, Cascade Creek floods have been affected by land use in the watershed upstream of the fan. Specifically, in the period between 1950 and the mid-1970s, approximately half of the total drainage area of Cascade Creek's headwaters was logged, resulting in a peak effective clearcut area (ECA) near 50% of watershed area, indicative of high hydrologic hazard. High hydrologic hazards are associated with both increased frequency and magnitude of floods, and Cascade Creek experienced its largest and most destructive floods during and immediately after this pass of logging, with the 1984 flood especially notable. Ongoing afforestation by second-growth plantations following the end of extensive logging in Cascade Creek has reduced the hydrologic hazard, with a recent assessment (Millard, 2013) finding that presently, the hydrologic hazard is low for Cascade Creek. The Ministry of Forests, Lands and Natural Resource Operations (MoFLNRO) has committed to manage future harvesting in Cascade Creek to maintain this low hazard. The flood magnitude estimate we present here incorporates this understanding.

6.2 Cascade Creek Dike Capacity

Using a combination of satellite imagery verified with measurements obtained during the field assessment, I determined the capacity of the Cascade Creek dike at one cross section located near the upstream end of the property using WinXSPro Version 3.0. The results are approximate as I did not use a total station to survey the cross section. To account for this, I chose representative but conservative numbers for the modeling program.

I started by determining the channel gradient of Cascade Creek using satellite imagery, where I measured an elevation difference of 5 m over a channel length of 200 m and calculated an average channel gradient of 2.5% (0.025 m/m). At the cross-section, the creek is braided with a primary and secondary channel and intermitted gravel bars between the flows. Inclusive of the deeper thalweg and the exposed gravel bars, I estimated an average bankfull depth of 0.5 m across the 52 m wide channel. Additionally, in the modeling program I chose the Jarrett resistance equation to estimate the potential bankfull capacity of the channel and the dike because as the method suggests, Cascade Creek has a channel gradient between 0.002 m/m and 0.05 m/m, the channel is fairly stable because the dikes have restricted its ability to move, and the creek predominately experiences floods and debris floods rather than debris flows or mudflows (Jarrett, 1985).

During the assessment, I measured a dike sidewall length of 10 m to 13 m and a slope gradient of 37% to 40%. I selected the conservative measurements of 10 m and 37% for the hydrologic model. Using these dimensions, I determined that the height of the dike is approximately 3.5 m tall near the upstream boundary of the property and I verified this figure in the modeling program.

Next, I used a Q_{200} of 169 m^3/s to determine the capacity of the Cascade Creek channel at the chosen cross section. The model predicted that during an event of this magnitude the water level will reach 1.1 m, resulting in 2.4 m of freeboard between the height of flood water level and the top of the dike at the chosen cross section. For a 1-in-500 year flood discharge of 182 m^3/s , the model predicted a water level of 1.2 m, resulting in 2.3 m of freeboard at the cross section.

A comprehensive study of the Cascade Creek dike was conducted by Sigma Engineering in 1999 following extensive channel excavation the previous year. 12 cross-sections were measured to determine the capacity of the dike. I reviewed the data from the cross-section nearest to the location that I selected (XS-3) and found that in 1999, with a calculated Q_{200} of 157 m^3/s , they estimated the dike would be able to withstand a flood event of the given magnitude with 2.2 m of freeboard (Sigma Engineering, 1999).

My estimation suggest that the existing dike has sufficient capacity to transport the expected Q_{200} and Q_{500} flood at the representative cross section without being overtopped. I did not conduct a comprehensive analysis of the dike in its entirety; its capacity at other locations may vary. Additionally, as Cascade Creek experiences significant channel aggradation and requires periodic sediment removal, the capacity of the dike will change to reflect this trend, with a decrease in capacity occurring as sediment load increases within the channel. The last excavation of gravel from Cascade Creek occurred in 2006.

6.3 Flood Construction Level

Following FVRDs geotechnical hazard assessment guidelines as outlined by Cave (1993), we used the 1-in-200 year flood event to determine the flood construction level at the proposed building sites on 14770 Sylvester Road. Given that the Q_{200} flood will not overtop the dike at the cross section, we chose to simulate a scenario where the dike is breached during an event of the same magnitude. The flood construction level may vary across the property, and will increase with closer proximity to the dike.

In order to do so, we used the Manning's Equation (Manning, 1891):

$$\frac{Q}{A} = V = \frac{R_h^{2/3} S^{1/2}}{n}$$

where

Q = peak runoff rate (m^3/s)

A = flow area of channel (m^2)

V = velocity (m/s)

R_h = Hydraulic radius (m)

S = Slope (m/m)

n = Manning's Roughness Coefficient

To simulate a flow of water that would most likely affect the proposed development area on the Client's property, I chose a breach point in the dike located just upstream of the property's north boundary. Using satellite imagery and elevation contours, I estimated the area of a flood water fan originating at the breach point and extending southwest towards Sylvester Road. I determined that near the western end of the property where development is planned, the distal reaches of the flood water fan would be approximately 600 m wide.

We used the calculated Q_{200} discharge magnitude for the peak runoff rate, a slope of 0.235 m/m for the property calculated from satellite imagery extending from the dike towards Sylvester Road, and a Manning's roughness coefficient of 0.15, representing a forested flood plain. Because flood waters do not flow in a confined channel during a dike breach, we solved for the channel area (A) at a point where the flood water depth (R_h) would be 0.5 m.

We determined that during a Q_{200} event of $169 \text{ m}^3/\text{s}$, the flood depth will be 0.5 m and the velocity will be approximately 0.64 m/s where the width of the unconfined flow is approximately 500 m; therefore we estimate that the proposed flood water level will be less than 0.5 m at the west end of the property where the cottages and residential structure are proposed, because the expected width of flow will be significantly greater than 500 m.

7.0 CONCLUSION AND RECOMMENDATIONS FOR DEVELOPMENT

The Client proposes to construct several vacation cottages and/or a new primary residence on her property at 14770 Sylvester Road. She plans to construct the buildings on the western side of the property, within 150 m of Sylvester Road. There are no plans for the development of the eastern portion of the property near the Cascade Creek dike. The Client also expressed interest in possibly subdividing the property in the future.

The FVRD, as well as the provincial *Local Government Act* and *Environmental Management Act*, specify the 1-in-200 year flood as the design flood for determining hazards and mitigation measures for proposed development and a 1-in-500 year flood for proposed subdivisions.

Using the regional analysis method, we determined that the 1-in-200 year (Q_{200}) and 1-in-500 year (Q_{500}) flood magnitudes in Cascade Creek are $169 \text{ m}^3/\text{s}$ and $182 \text{ m}^3/\text{s}$, respectively. Based on our calculations, a Q_{200} discharge will result in a water level of 1.1 m with 2.4 m of freeboard from the top of the dike at a location immediately upstream of the property. A Q_{500} will result in a water level of 1.2 m with 2.3 m of freeboard at the same location. Based on these estimates, we conclude that at this cross section the dike has the capacity to withstand the designated floods.

The current FVRD bylaw for flood construction levels (FCL) on the Cascade Creek floodplain is 60 m set back from and 3.0 m above the natural boundary of the creek. After simulating a breach in the dike upstream of the property during a Q_{200} event, we determined the flood water depth at the proposed building sites will be less than 0.5 m. We recommend using a FCL of 0.5 m above the present ground surface at the proposed building sites rather than the general Cascade Creek FCL prescribed in the FVRD bylaw. This recommendation provides a freeboard allowance above the expected water depth and therefore accounts for potential waves, transported wood, and sediment deposition. This FCL is specific to the identified building areas located at the west end of the property and is not uniform across the entire property.

Based on the above calculations and recommendations, the proposed development and subdivision is safe for the use intended as defined by the BC Community Charter.

8.0 LIMITATIONS

A geomorphic site investigation can reduce, but not wholly eliminate uncertainty regarding the natural hazards at a site, given reasonable limits of time and cost. Statlu Environmental Consulting Ltd. (Statlu) conducted this investigation and prepared this report in a manner consistent with the level of care normally exercised by environmental professionals currently practicing in the area under similar conditions and budgetary constraints. No other warranties, either expressed or implied, are made. If unexpected environmental conditions are encountered on the site, Statlu must be notified in order that we may determine if modifications to our findings are necessary.

The findings of this investigation and report are based in part on Statlu's visual observations of site conditions. Our opinion cannot be extended to portions of the site that were unavailable for direct observations. We made reasonable efforts to collect information and site observations that are representative of conditions in the relevant portions of the site; however, conditions may vary from place to place and geological conditions may change with the passage of time. Site information pertains specifically to the points and dates of observation.

Statlu has prepared this report for the exclusive use of its client. This report is intended to assist the client in a rezoning, subdivision, and building permit process. This report was prepared considering circumstances applying specifically to the client and applies only to the specific property identified in the report. It is intended only for internal use by the client for the purposes for which it was commissioned and for use by government agencies regulating the specific activities to which it pertains. It is not reasonable for other parties to rely on the observations or conclusions contained herein. The liability of the site, if any, is not transferred to Statlu, and Statlu makes no recommendation regarding the purchase, sale, or investment in the property.

The *Fraser Valley Regional District* may use this report for approval purposes. The report must be considered in its entirety, including appendices, drawings, and figures to understand the recommendations and opinions contained herein.

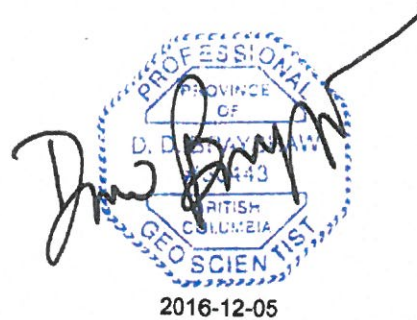
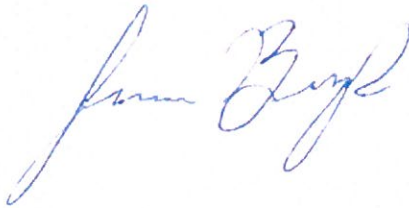
9.0 CLOSURE

Please contact me should you have any questions or if you require further clarification.

Prepared by:

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2016-12-05

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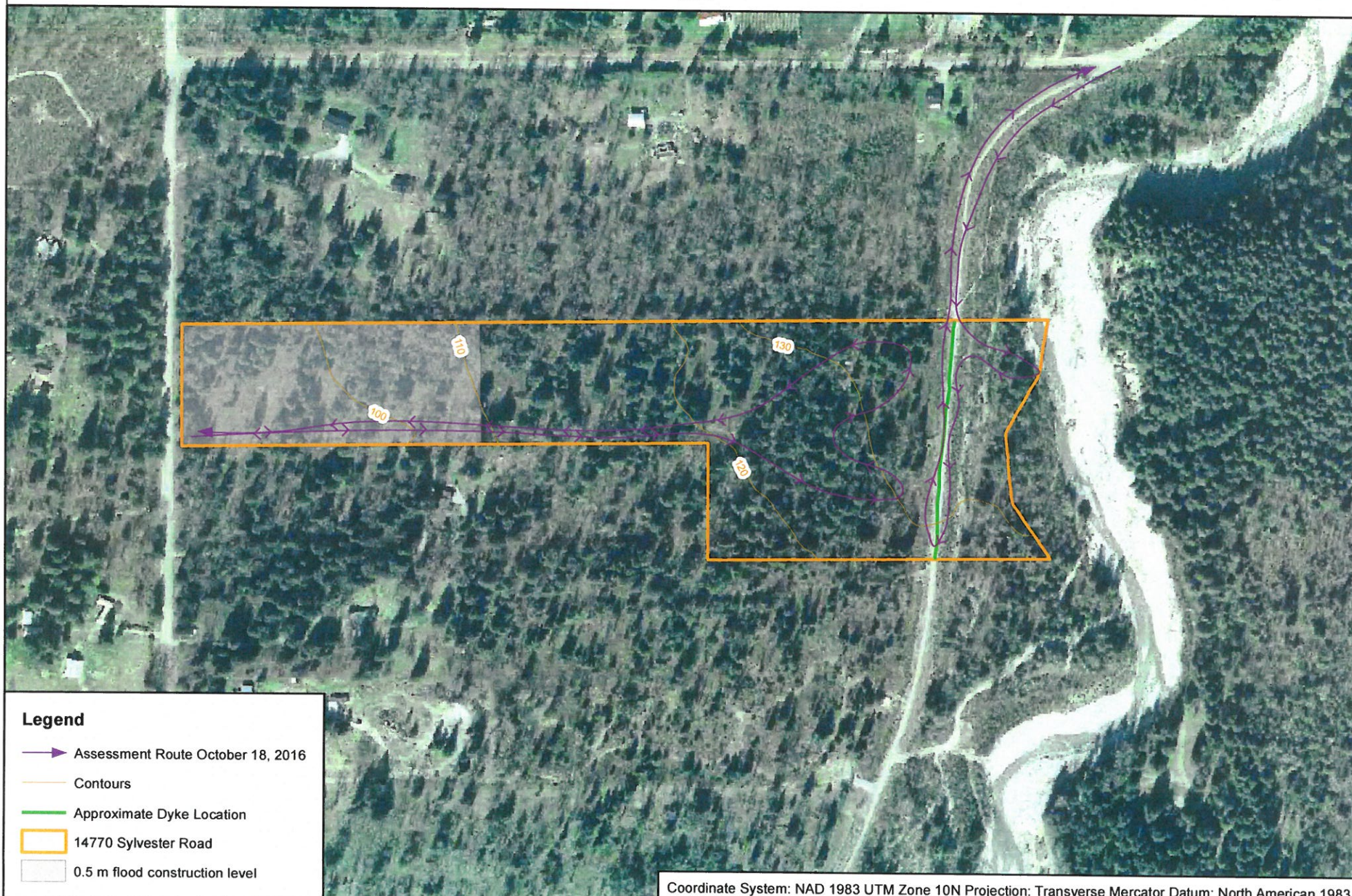
Figure 1: Property Boundary and Flood Construction Level

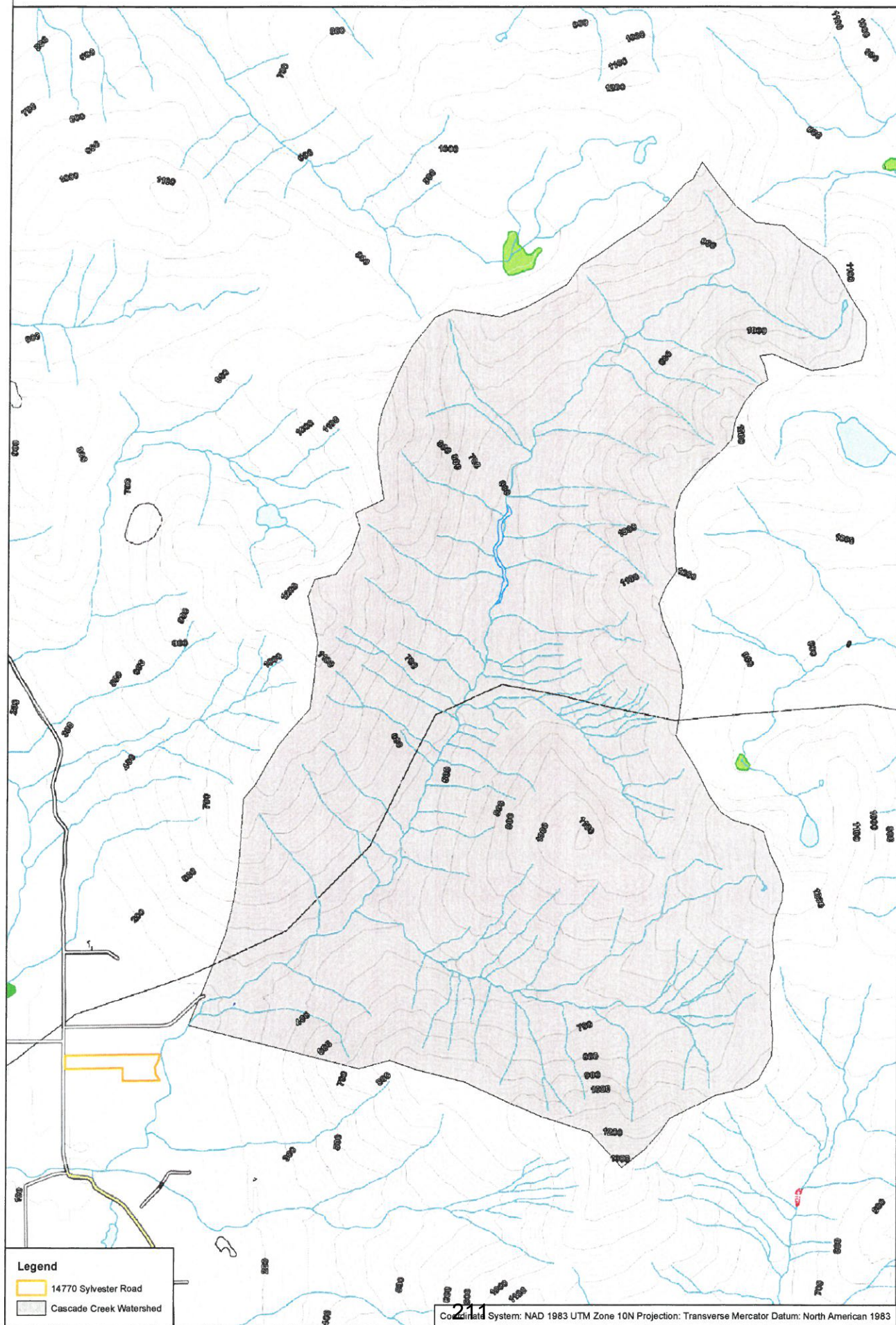
14770 Sylvester Road, Hatzic Valley

1:4,000



Client: S. Ogilvie
Project Number: 16-176
Created by: E. Croquet
Date Saved: Nov 14, 2016





APPENDIX J: FLOOD HAZARD AND RISK ASSURANCE STATEMENT

Note: This Statement is to be read and completed in conjunction with the "APEGBC Professional Practice Guidelines - Legislated Flood Assessments in a Changing Climate, March 2012 ("APEGBC Guidelines") and is to be provided for flood assessments for the purposes of the Land Title Act, Community Charter or the Local Government Act. Italicized words are defined in the APEGBC Guidelines.

To: The Approving Authority

Date:

December 5 2016

Fraser Valley Regional District
45950 Cleam Ave Chilliwack BC V2P 1N6

Jurisdiction and address

With reference to (check one):

- ☐ Land Title Act (Section 86) – Subdivision Approval
- ☐ Local Government Act (Sections 919.1 and 920) – Development Permit
- ☒ Community Charter (Section 56) – Building Permit
- ☐ Local Government Act (Section 910) – Flood Plain Bylaw Variance
- ☐ Local Government Act (Section 910) – Flood Plain Bylaw Exemption

For the Property:

14770 Sylvester Rd, Hatzic Prairie, Electoral Area F

PID 009-341-498

Legal description and civic address of the Property

The undersigned hereby gives assurance that he/she is a *Qualified Professional* and is a *Professional Engineer* or *Professional Geoscientist*.

I have signed, sealed and dated, and thereby certified, the attached flood assessment report on the Property in accordance with the APEGBC Guidelines. That report must be read in conjunction with this Statement. In preparing that report I have:

Check to the left of applicable items

- ☒ 1. Collected and reviewed appropriate background information
- ☒ 2. Reviewed the proposed *residential development* on the Property
- ☒ 3. Conducted field work on and, if required, beyond the Property
- ☒ 4. Reported on the results of the field work on and, if required, beyond the Property
- ☒ 5. Considered any changed conditions on and, if required, beyond the Property
- 6. For a *flood hazard* analysis or *flood risk* analysis I have:
 - ☒ 6.1 reviewed and characterized, if appropriate, floods that may affect the Property
 - ☒ 6.2 estimated the *flood hazard* or *flood risk* on the property
 - ☒ 6.3 included (if appropriate) the effects of climate change and land use change
 - ☒ 6.4 identified existing and anticipated future *elements at risk* on and, if required, beyond the Property
 - ☒ 6.5 estimated the potential *consequences* to those *elements at risk*
- 7. Where the *Approving Authority* has adopted a specific level of *flood hazard* or *flood risk* tolerance or return period that is different from the standard 200-year return period design criteria⁽¹⁾, I have
 - ☒ 7.1 compared the level of *flood hazard* or *flood risk* tolerance adopted by the *Approving Authority* with the findings of my investigation
 - ☒ 7.2 made a finding on the level of *flood hazard* or *flood risk* tolerance on the Property based on the comparison
 - ☒ 7.3 made recommendations to reduce the *flood hazard* or *flood risk* on the Property

⁽¹⁾ *Flood Hazard Area Land Use Management Guidelines* published by the BC Ministry of Forests, Lands, and Natural Resource Operations and the 2009 publication *Subdivision Preliminary Layout Review – Natural Hazard Risk* published by the Ministry of Transportation and Public Infrastructure. It should be noted that the 200-year return period is a standard used typically for rivers and purely fluvial processes. For small creeks subject to debris floods and debris flows return periods are commonly applied that exceed 200 years. For life-threatening events including debris flows, the Ministry of Transportation and Public Infrastructure stipulates in their 2009 publication *Subdivision Preliminary Layout Review – Natural Hazard Risk* that a 10,000-year return period needs to be considered.

8. Where the Approving Authority has **not** adopted a level of flood risk or flood hazard tolerance I have:

☐ 8.1 described the method of flood hazard analysis or flood risk analysis used

☐ 8.2 referred to an appropriate and identified provincial or national guideline for level of flood hazard or flood risk

☐ 8.3 compared this guideline with the findings of my investigation

☐ 8.4 made a finding on the level of flood hazard or flood risk tolerance on the Property based on the comparison

☐ 8.5 made recommendations to reduce flood risks

☒ 9. Reported on the requirements for future inspections of the Property and recommended who should conduct those inspections.

Based on my comparison between

Check one

☒ the findings from the investigation and the adopted level of flood hazard or flood risk tolerance (item 7.2 above)

☐ the appropriate and identified provincial or national guideline for level of flood hazard or flood risk tolerance (item 8.4 above)

I hereby give my assurance that, based on the conditions contained in the attached flood assessment report,

Check one

☐ for subdivision approval, as required by the *Land Title Act* (Section 86), "that the land may be used safely for the use intended".

Check one

☐ with one or more recommended registered covenants.

☐ without any registered covenant.

☐ for a development permit, as required by the *Local Government Act* (Sections 919.1 and 920), my report will "assist the local government in determining what conditions or requirements under [Section 920] subsection (7.1) it will impose in the permit".

☒ for a building permit, as required by the *Community Charter* (Section 56), "the land may be used safely for the use intended".

Check one

☒ with one or more recommended registered covenants.

☐ without any registered covenant.

☐ for flood plain bylaw variance, as required by the *Flood Hazard Area Land Use Management Guidelines* associated with the *Local Government Act* (Section 910), "the development may occur safely".

☐ for flood plain bylaw exemption, as required by the *Local Government Act* (Section 910), "the land may be used safely for the use intended".

Drew Brayshaw

Name (print)

Drew Brayshaw

Signature

1-45950 Cheam Ave

Address

Chilliwack BC V2P 1N9

604 897 3563

Telephone

December 5 / 2016

Date



(Affix Professional seal here)

If the *Qualified Professional* is a member of a firm, complete the following.

I am a member of the firm Statlu Environmental Consulting Ltd.
and I sign this letter on behalf of the firm.

(Print name of firm)

TECHNICAL MEMORANDUM

To: David Bennett, MCIP, RPP
FRASER VALLEY REGIONAL DISTRICT
45940 Cheam Avenue
Chilliwack, BC V2P 1N6

From: Joanna Borzecki, B. Sc., GIT

Date: October 16, 2018

RE: Clarification of the Flood Construction Level at 14770 Sylvester Road, Hatzic Prairie

In 2016, Statlu Environmental Consulting Ltd. (Statlu) completed a hydrologic hazard and flood level assessment for the property located at 14770 Sylvester Road, in Hatzic Prairie¹. The Client (Sheila Ogilvie) planned to construct a new residential building and several vacation cabins on the property.

The property is located on a floodplain immediately west of Cascade Creek and is subject to hydrologic hazards from the creek. Statlu determined the magnitude of the design flood, a 1-in-200 year event, and the resulting flood water depth on the property at the proposed development sites. We recommended a Flood Construction Level (FCL), including a freeboard allowance, of 0.5 m above the natural ground surface for structures located at the west end of the property (Figure 1, Statlu 2016).

In September 2018, the Fraser Valley Regional District (FVRD) requested clarification regarding this recommended FCL. Specifically, FVRD wished Statlu to clarify whether the recommended

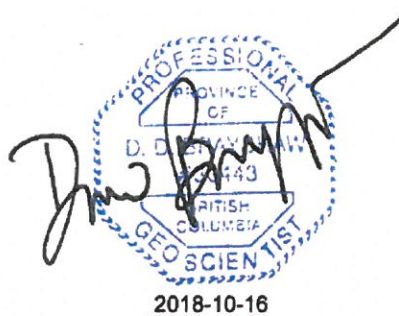
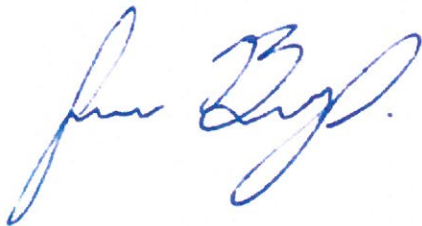
¹ Statlu Project Number 16-176. 14770 Sylvester Road Hydrological Hazard and Flood Level Assessment. Unpublished technical report. Issued December 5, 2016.

FCL was appropriate for existing structures as well as for the proposed new construction that we had assessed.

The recommended FCL of 0.5 m applies to an area that extends approximately 230 m east from Sylvester Road across the property. The existing residential structure, a mobile trailer, was located within 40 m of Sylvester Road at the time of our assessment and the proposed development sites that we assessed are all within 150 m of Sylvester Road. Statlu did not complete a building inspection to determine whether the existing residential structure was constructed to the recommended FCL.

To safeguard against a 1-in-200 year flood event inclusive of potential waves and debris deposition, all structures located on the property within 230 m of Sylvester Road should be constructed to an FCL of 0.5 m above the natural ground surface. Following these recommendations, the proposed development and the existing structures will be safe for the use intended as defined by the BC Community Charter.

Yours truly,
Statlu Environmental Consulting Ltd.



2018-10-16

Prepared by:
Joanna Borzecki, B. Sc., GIT
Hydrologist and Geoscientist

Reviewed by:
Drew Brayshaw, Ph. D., P. Geo.
Senior Hydrologist and Geoscientist

To: CAO for the Regional and Corporate Services Committee

Date: 2019-03-12

From: Lance Lilley, Environmental Planner

File No: 4050-01

Subject: Ford Mountain Correctional Centre to Provide Temporary Foster Care for FVRD Dogs

INTENT

This report is intended to advise the Committee of information pertaining to the Ford Mountain Correctional Centre providing temporary foster care for select dogs under FVRD care. 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

The Ford Mountain Correctional Centre (FMCC), a medium security provincial correctional facility located in Electoral Area "E", is interested in providing temporary foster care for select dogs housed at the Fraser Valley Regional District (FVRD)'s Community Animal Response and Education (CARE) Centre. FVRD staff are currently preparing a Memorandum of Understanding to outline the roles and responsibilities of both the FVRD and the FMCC to initiate this program on a pilot basis.

DISCUSSION

The Ford Mountain Correctional Centre will provide housing, training, and general care for dogs as part of a therapy and rehabilitation program for participating inmates. All activities will be under the direct supervision of correctional officers, and the FMCC will assume all responsibility for the proper care, record-keeping, and well-being of the dogs.

The FVRD will retain ownership of the dogs, will be responsible for identifying suitable dogs for the program, and will provide the necessary food, toys, bedding, medication, training schedules, and transport of the dogs. The partnership with FMCC will benefit the FVRD by reducing labour costs associated with providing animal care and will be particularly valuable for those dogs that have longer stays in our facility.

The program will likely start with only 1 or 2 dogs, but may increase depending on initial success and kennel capacity created at the correctional centre. FMCC will be providing temporary foster care only, and the dogs may be removed if permanent adoption homes are identified for them.

COST

n/a

CONCLUSION

The FVRD and the Ford Mountain Correctional Centre are looking to work together on a pilot program for the correctional centre to provide temporary foster care of select dogs currently under FVRD care. The FVRD benefits by having a partner institution providing all necessary grooming, training, and feeding the dogs require, and the correctional centre benefits with the responsibility and therapy the dogs can offer chosen inmates.

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

Not available for comment.

To: CAO for the Regional and Corporate Services Committee

Date: 2019-03-12

From: Melissa Geddert, Planning Technician

File No: 8330-02-28111

Subject: Chilliwack Area Transit Future Plan Update and Public Engagement Schedule

INTENT

This report is intended to advise the Regional and Corporate Services Committee of information pertaining to updates to the Chilliwack Area Transit Future Plan and scheduled public engagement events. Staff is not looking for a recommendation and has forwarded this information should members want more clarification to discuss the item further.

STRATEGIC AREAS OF FOCUS

Support Healthy & Sustainable Community

Provide Responsive & Effective Public Services

PRIORITIES

Priority #2 Air & Water Quality

BACKGROUND

The Chilliwack Area Transit Future Plan was approved in 2012. The Plan envisions the area's transit network for the next 25 years and sets a planning framework for Chilliwack, Kent, Harrison Hot Springs and Hope. The Plan describes the services, infrastructure and investments required to achieve the goals set out in the plan.

The 2012 Transit Future Plan identified a number of priorities for Chilliwack and the surrounding region. The City of Chilliwack transit service area and the FVRD transit service area operate with separate agreements, yet work together to streamline and integrate the services as much as possible. The Fraser Valley Regional District coordinates three sub-regional services Fraser Valley: Fraser Valley Express (FVX #66), Agassiz-Harrison (AGH #11), and Hope (#22). BC Transit is now in the process of updating the Transit Future Plan with a Transit Future *Action* Plan in recognition of the fact that a majority of the FVRD's short and medium term priorities have been met.

Fraser Valley Express (FVX) Route #66

Highway express service was one of the short term priorities identified in the 2012 Plan. In 2015 FVX transit service was introduced, offering passengers bus service between Chilliwack and Abbotsford to the Carvolth Exchange in Langley where passengers are able to connect to TranLink's transit network serving Metro Vancouver. The impressive FVX ridership numbers have generated enough revenue to finance an expansion of service hours without requiring additional tax requisition. Service expansions have included higher frequency trips, including hourly service during peak travel times, introducing Sunday and holiday service and doubling the number of trips on weekends and holidays.

Agassiz-Harrison (AGH) Route #11

The Agassiz-Harrison transit service offers bus service between Chilliwack and Harrison Hot Springs via Agassiz. In 2013 the capacity of this service was expanded with the introduction of two larger Vicinity buses. In 2018 additional service hours were added at no additional cost to offer Sunday and holiday service during the months of July and August.

Hope Route #22

Transit service in Hope was one of the medium to long term priorities identified in the 2012 Transit Future Plan. In 2017 the transit service was introduced to Hope. The route offers service between Agassiz and Hope via Highway 7, connects to the AGH Route #11, and provides limited internal service to Hope. In 2018 the service was expanded to include a stop at Chawathil First Nation.

DISCUSSION

In the approximately 5 years since the Transit Future Plan was approved, many of the short and medium term priorities outlined in the current plan have been achieved. As such, BC Transit is conducting an update to the plan, called the "Transit Future Action Plan", building on the goals and priorities identified in the 2012 Plan and identifying future transit needs for a growing region. Upcoming public engagement events will help identify the public's vision of the transit's future in the FVRD.

The Transit Future Action Plan will uphold community goals and objectives to strengthen the link between transportation and land-use in support of sustainable growth. The Plan will also serve to inform any future local or regional transportation plans. These goals are consistent with the Regional Growth Strategy.

Public Engagement

The planning process seeks to reflect community desires, and public engagement is critical to ensure service and infrastructure priorities of the Plan will align with the public interest. A series of public engagement events are planned during the first week of April to gain feedback on the future needs of the transit service in Chilliwack, Hope, Agassiz and HHS. Input from the engagement will be reflected in the new Transit Future Action Plan. BC Transit is facilitating all of the engagement sessions. A coordinated plan for advertising and development of the public engagement display boards is

underway. FVRD Board members are invited to attend any of the open houses. The public engagement schedule is as follows:

Chilliwack / FVRD Engagement Schedule		
Date	Location	Time
April 1, 2019 (Mon)	Chilliwack Senior Secondary	8:30 am - 12:30 pm
April 1, 2019 (Mon)	Sardis Public Library	3:30 pm - 8:30 pm
April 2, 2019 (Tues)	District of Kent Council Chambers	9:00 am - 12:00 pm
April 2, 2019 (Tues)	Hope Recreation Centre	3:00 pm - 6:00 pm

COST

No costs incurred at this time.

CONCLUSION

The majority of the priorities set out in the 2012 Transit Future Plan have been met. Stakeholder and public engagement will inform new priorities to address the transit needs of the growing region. Once the engagement period is complete, BC Transit staff will collect all of the feedback and draft a final report. The final report, with a draft of the new Chilliwack Area Transit Future Action Plan, will be presented for review and approval. Once the plan has been approved a final version will be distributed and service change priorities will inform the development of future Service and Financial Strategies and Annual Service Plans.

COMMENTS BY:

Alison Stewart, Manager of Strategic Planning:	Reviewed and supported
Barclay Pitkethly, 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.

To: CAO for the Electoral Area Services Committee
From: Mike Veenbaas, Director of Financial Services

Date: 2019-03-12
File No: 7960-02

Subject: Fraser Valley Regional Library Service – Electoral Areas

INTENT

This report is intended to advise the Electoral Area Services Committee of information pertaining to the Fraser Valley Regional Library Service Area. 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 Healthy & Sustainable Community

BACKGROUND

As a follow up to the budget discussion held at the February EASC meeting, Staff were requested to bring forward a report to provide further information regarding the Fraser Valley Regional Library (FVRL) service that Electoral Areas participate in.

DISCUSSION

Established in 1930, FVRL was the first of its kind in North America. Today it is the largest public library system in British Columbia, with 25 community libraries serving over 700,000 people in its service area. Within the Regional District there are branches in Abbotsford (3), Mission, Chilliwack (3), Agassiz, Hope, Yale and Boston Bar. The Board of FVRL is comprised of 15 elected officials appointed annually from all the member municipalities and regional districts. FVRD's representative is Director Adamson.

The FVRL funding model is based on two ideologies:

- the local government is directly responsible for the library location – capital replacement, utilities, building maintenance.
- FVRL is responsible for the location's operating costs which includes staffing, administration, IT and the library collection.

The local government's costs are directly funded by the specific local government and do not form part of the FVRL budget. As such, FVRD Electoral Areas do not pay into the capital costs of the branches in Abbotsford, Mission, Chilliwack or Hope.

The FVRL operating costs are allocated to members based on a number of methods including direct and indirect costs using formulas as set by their Board. Direct costs include location specific staffing costs whereas indirect costs include administration centre costs and overhead type items. The FVRL requisition for FVRD comprises of the direct staffing costs for operating the Yale and Boston Bar library branches, a share of the administration type costs (admin, HR, payroll, IT, finance, marketing, communications, etc.) and support services (library materials, inter-library loans, etc).

To some extent, the model accounts for electoral area library membership using branches funded by a municipal government (Hope, Agassiz, Mission & Chilliwack). It should be noted that this is only the operating cost of the branches, representing a good financial arrangement for electoral areas.

COST

The requisition received from FVRL is funded via the Electoral Area Wide Regional Library service area. The service area has a legacy capital reserve with a balance of \$144,000 and an operating surplus balance of \$61,000.

CONCLUSION

The purpose of this report is to provide some background information on the Electoral Area Fraser Valley Regional Library service area in an effort to help inform the Electoral Area Services Committee.

COMMENT BY:

Paul Gipps, Chief Administrative Officer

Not available for comment.



March 6, 2019,

Dear Premier Horgan,

I am writing on behalf of Victoria City Council, requesting favourable consideration and resolutions of support for the extension of vacancy taxation authority to local governments.

At the January 17, 2019 Council Meeting, Council approved the following resolution:

WHEREAS the Province of British Columbia responded to a housing affordability crisis in 2016 with legislation empowering the City of Vancouver to introduce a surtax on vacant residential properties, resulting in \$38-million in revenues for that community in 2018 and creating a strong disincentive to leaving properties vacant;

AND WHEREAS communities across British Columbia face housing affordability pressures, while a portion of the housing supply in all communities remains vacant, including properties that have remained derelict for years or decades;

AND WHEREAS vacant and derelict buildings pose substantial risks in terms of public safety in communities, as well as liveability and desirability for nearby and adjoining neighbourhoods and properties;

THEREFORE BE IT RESOLVED THAT the Province of British Columbia extend the authority to introduce a surtax on vacant residential properties to local governments across British Columbia, providing communities with the discretion to decide whether to introduce an additional tax to discourage vacant and derelict buildings, and encourage the occupancy, maintenance, and improvement of buildings to address housing affordability and public safety.

We eagerly look forward to your support on this matter.

Sincerely,

Lisa Helps
Victoria Mayor

THE CITY OF VICTORIA



OFFICE OF THE MAYOR

cc. **Honourable Carole James, Minister of Finance**
 Honourable Selina Robinson, Minister of Municipal Affairs & Housing
 The Association of Vancouver Island and Coastal Communities (AVICC) Annual Convention
 The Union of British Columbia Municipalities (UBCM) Annual Convention
 British Columbia Municipalities and Regional Districts



March 7, 2019,

To All British Columbia Municipalities and Regional Districts;

I am writing on behalf of Victoria City Council, requesting favourable consideration and resolutions of support for recovering municipal costs arising from climate change.

At the January 17, 2019 Council Meeting, Council approved the following resolution:

WHEREAS local governments are incurring substantial costs in relation to the impacts of climate change, including volatile weather patterns, drought, wildfires, erosion and other impacts;

AND WHEREAS it is fiscally prudent to recover these costs from corporations that have profited from the burning of fossil fuels, with knowledge that these economic activities contribute to climate change;

THEREFORE BE IT RESOLVED THAT UBCM explore the initiation of a class action lawsuit on behalf of member local governments to recover costs arising from climate change from major fossil fuels corporations;

AND BE IT FURTHER RESOLVED THAT the Province of British Columbia consider legislation to support local governments in recovering costs arising from climate change from major fossil fuel corporations.

We eagerly look forward to your support on this matter.

Sincerely,

Lisa Helps
Victoria Mayor

cc. The Association of Vancouver Island and Coastal Communities (AVICC) Annual Convention
The Union of British Columbia Municipalities (UBCM) Annual Convention



March 7, 2019,

Dear Premier Horgan,

I am writing on behalf of Victoria City Council, requesting favourable consideration and resolutions of support for the provincial universal school food program.

At the February 7, 2019 Committee of the Whole Meeting, Council approved the following resolution:

WHEREAS almost 500,000 individuals in BC experience food insecurity, and Canada remains one of the only Organization for Economic Co-operation and Development (OECD) nations without a national school food program. And, Canada's current patchwork of school food programming reaches only a small percentage of students.

WHEREAS school food programs have been shown to increase children's consumption of vegetables, fruits and other healthy foods and decrease the consumption of unhealthy ones; improve students' mental health, including reductions in behavioural and emotional problems; improve cognitive skills and increase scholastic success.

THEREFORE BE IT RESOLVED that UBCM advocate to the provincial government for a Universal Healthy School Food Program that will enable all students in BC to have access to healthy meals at school, building on existing programs and including food education to serve culturally appropriate, local, sustainable food to the fullest extent possible.

We eagerly look forward to your support on this matter.

Sincerely,

Lisa Helps
Victoria Mayor

cc. Honourable Rob Fleming, Minister of Education
The Association of Vancouver Island and Coastal Communities (AVICC) Annual Convention
The Union of British Columbia Municipalities (UBCM) Annual Convention
British Columbia Municipalities and Regional Districts



March 7, 2019,

Dear Premier Horgan,

I am writing on behalf of Victoria City Council, requesting favourable consideration and resolutions of support for permanent residents to vote in BC municipal elections.

At the February 14, 2019 Council Meeting, Council approved the following resolution:

WHEREAS the Province of British Columbia has the governing authority to implement electoral legislative changes including allowing for Permanent Residents to vote in municipal elections;

AND WHEREAS more than 45 countries have granted Permanent Residents some form of voting rights — including seven jurisdictions in the U.S. and 25 European Union countries; and 11 municipalities in Canada are working toward extending local election voting rights to Permanent Residents;

THEREFORE BE IT RESOLVED THAT the Province of British Columbia to make the necessary changes to allow Permanent Residents to vote in municipal elections in Victoria and other municipalities.

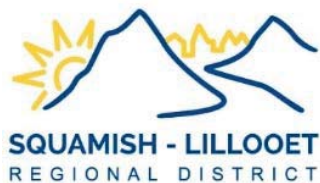
We eagerly look forward to your support on this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa Helps".

Lisa Helps
Victoria Mayor

cc. Honourable Selina Robinson, Minister of Municipal Affairs & Housing
The Association of Vancouver Island and Coastal Communities (AVICC) Annual Convention
The Union of British Columbia Municipalities (UBCM) Annual Convention
British Columbia Municipalities and Regional Districts



Squamish-Lillooet Regional District Update

January 2019

Updates from the Squamish-Lillooet Regional District Board and Committee meetings of January 2019

Note from Chair Rainbow: 2019 has really started with a bang with some exciting projects underway. We are moving closer to seeing major development at Britannia Beach with a mix of residential and commercial properties. This has passed First Reading and if Second Reading is successful at the February meeting, there will be a Public Hearing on March 14th. The Sea to Sky Gondola has received approval to go ahead with raised wooden pathway ending at a 34 metre tower with 360 degree views of the Sound and mountains. It will be the first such structure in B.C., probably in Canada. If you have questions then please contact me at 604 317 7220 or call the director responsible for your area. Contact numbers for all of our ten directors can be found on our website: [slrd.bc.ca/About Us/Regional District Board](http://slrd.bc.ca/About%20Us/Regional%20District%20Board).

2019 SLRD Board and Committee Appointments

The 2019 SLRD Board and Committee Chairs/Vice-Chairs are:

SLRD Board	Chair: T. Rainbow Vice-Chair: J. Ford
Electoral Area Directors Committee	Chair: R. Mack Vice-Chair: V. Birch-Jones
Sea to Sky Regional Hospital District Board	Chair: J. Ford Vice-Chair: R. Mack
Pemberton Valley Utilities & Services Committee	Chair: R. Mack Vice-Chair: R. Zant

For external organizations and other appointments, please go to [SLRD Boards & Committees](http://slrd.bc.ca/Boards%20and%20Committees) on the SLRD website.

BYLAWS

The following bylaw was adopted:

- Squamish-Lillooet Regional District Zoning Bylaw No. 670, 1999, Amendment Bylaw No. 1602-2018 for a private communications site on an unsurveyed parcel of Crown land.

The following bylaw was read a second time and public meetings will be scheduled and advertised:

- Squamish-Lillooet Regional District Electoral Area D Zoning Bylaw No. 1350-2016, Amendment Bylaw No. 1610-2018 regarding changes to Bed & Breakfast zoning.

The following bylaws regarding changes to Bed & Breakfast zoning will be referred to tourism organizations and chambers of commerce in the region before the Board considers second readings:

- Squamish-Lillooet Regional District [Electoral Area A] Zoning Bylaw No. 670, 1999, Amendment Bylaw No. 1607-2018

- Squamish-Lillooet Regional District Electoral Area B Zoning Bylaw No. 1300-2013, Amendment Bylaw No. 1608-2018
- Squamish-Lillooet Regional District Electoral Area C Zoning Bylaw No. 765, 2002, Amendment Bylaw No. 1609-2018

Staff will also develop a communication plan to obtain input from residents regarding the above proposed bylaws regarding Bed and Breakfasts, and regarding short-term rentals.

The Bylaw Enforcement Plan regarding short-term rentals was amended to change enforcement from a proactive/compiling information basis to enforcement on a complaint basis only.

The following bylaws were amended and re-read a first time to address the proposed application changes by the Britannia Beach Oceanfront Developments Corporation pertaining to their rezoning application for a new development on land located at the entry to Britannia Beach North at Copper Drive and Highway 99:

- Electoral Area D Official Community Plan Bylaw No. 1135-2013, Amendment Bylaw No. 1555-2018
- Squamish-Lillooet Regional District Electoral Area D Zoning Bylaw No. 1350-2016, Amendment Bylaw No. 1556-2018

Sea to Sky Gondola - Elevated Tree Walk Structure

The Board approved the issuance of a Development Permit to Sea to Sky Gondola LP for an Elevated Tree Walk Structure.

Britannia Beach Crown Tenure Application for Community Use

The SLRD will apply for tenure over crown land at Britannia Beach for community purposes.

BellaRock Enterprises Inc., Electoral Area D

The SLRD provided the following comments to the Ministry of Energy, Mines and Petroleum Resources regarding BellaRock Enterprises Inc.'s Mines Act Permit application for bulk sampling of rock near Ring Creek (Area D):

That if the BellaRock Enterprises Inc. Mines Act Permit application is approved by the Ministry of Energy, Mines and Petroleum Resources, that the following conditions be a requirement of any approval:

- a. the annual volume of minerals extracted by limited to 900 tonnes;
- b. the Mines Act permit should expressly restrict the volume of material processed annually to 900 tonnes using the hand splitting methods described in the application;
- c. a condition be included in the Mines Act Permit that no further processing beyond that necessary for transportation of the materials to the production facility shall be permitted. Any processing such as use of a stone cutting saw requires a zoning amendment;
- d. if any application is made to increase the scale or scope of the mining operation, at a minimum, a referral be sent to the SLRD with adequate time to review and comment;
- e. inconsistencies identified by Cascade Environmental Resource Group ("Cascade Environmental") regarding the principal individuals associated with the application should be clarified by the Chief Inspector of Mines;
- f. concerns about the adequacy of the access road, including geotechnical considerations, proximity to nearby residences and impact on old growth trees, outlined by Cascade Environmental should be addressed by the province and a geotechnical assessment should be undertaken if considered necessary;
- g. the Chief Inspector of Mines confirm with the Ministry of Transportation and Infrastructure

that bridges on public roads are designed to handle the loads associated with dump trucks loaded with stone;

- h. the Chief Inspector of Mines require a gate at an appropriate location to prevent unauthorized vehicular road access to the site and beyond;
- i. the Chief Inspector of Mines consider the comments submitted by Cascade Environmental regarding site reclamation and decommissioning and include conditions and/or requirements in the permit as considered necessary; and
- j. the use of explosives in the mining operation be prohibited.

Ride Hailing Services

A response letter was sent to the Select Standing Committee on Crown Corporations with the following points regarding Ride Hailing Services:

1. The Provincial government should provide protections for rural areas to ensure that ride hailing services are actually available in rural areas and not just pulled to larger urban areas (i.e. not delivering services in the rural areas that need these services).
2. Class 4 driver licenses for all drivers providing ride hailing services should be a requirement for safety reasons.
3. The data that the Provincial government collects regarding ride hailing services is to be made public.
4. Ride hailing services should be required to develop and implement a system for measuring their greenhouse gas emissions as well as their impact on traffic congestion.
5. The Provincial government should provide a level playing field for the taxi industry and ride hailing services.

Pemberton Meadows Fields

The SLRD will pursue a long-term lease extension with School District No. 48 (Sea to Sky) for the Pemberton Meadows Fields site, for a minimum of 5 years, starting on January 1, 2021.

SLRD 50th Anniversary Time Capsule Project

A memorabilia case to display items commemorating the Squamish-Lillooet Regional District's 50th

anniversary will be placed in the new foyer of the SLRD office.

Squamish Public Library Funding

A one-time payment of \$20,000 be made from Southern Area BC Hydro Payment in Lieu of Taxes (PILT) Funds Reserves to the Squamish Public Library for long-term planning purposes.

Invasive Species Disposal Bin at Sea to Sky Soils Facility

Funding for an Invasive Species Disposal Bin to be placed at the Sea to Sky Soils Facility was directed to come from the SLRD's Regional Invasive Species Management & Control Cost Centre.

Northern Development Initiative Trust: Grant Writing Support - 2019 Funding Opportunities

The SLRD will apply to the 2019 Grant Writing Support program for a grant available through Northern Development Initiative Trust to assist with writing grants regarding Electoral Area A and Area B.

GRANTS IN AID

Pemberton and District Community Fund (SLRD Area C/Village of Pemberton):

- The \$8,000 previously requested and granted to the Pemberton Farmer's Market from the Pemberton & District Community Fund in October 2018 for operating costs for running the 2019 Pemberton Farmer's Market was returned to the available pool of funding, as it will not be required in 2019.

The following were granted from Area B Select Funds:

- \$5,000 to the Lillooet Area Library Association for a Community Coordinator position as one of five priority actions to increase the health of the non-profit sector in Lillooet.
- \$1,000 to the Society of Wellness, Instruction and Mobility through Swimming (SWIMS) for administration foundation strengthening (purchase of a laptop, printer and office supplies) to help expand / gain access to fundraising opportunities to assist in SWIMS' mission to promote wellness in the community of Lillooet.

- \$1,000 to the Lillooet Agriculture & Food Society towards the rental cost of space at the Lillooet REC Centre for the 2019 Annual Seedy Saturday event in partnership with Lillooet Food Matters.
- \$1,000 to the Whistler Centre for Sustainability (WCS) for 2019 costs to support the WCS Food Task Force.

The following were granted from Area C Select Funds:

- \$3,000 to the Pemberton Farmers' Market Association, matching the grant from the Village of Pemberton's Community Initiative & Opportunity Fund, towards the operating cost of running the Pemberton Farmers' Market for 2019.
- \$3,000 to the Pemberton Secondary School for each of the years 2019, 2020, 2021 and 2022 for scholarships and bursaries that will be offered to the 2019, 2020, 2021 and 2022 Graduates of Pemberton Secondary School.
- \$1,000 in the form of a Platinum Sponsorship, to support the PLC 2019 Dine and Dance in the Dark event raising funds to go to a number of recognized charities that support the visually impaired (i.e. CNIB programs and the Lions Foundation of Canada Dog Guides program).
- \$1,000 to the Whistler Centre for Sustainability (WCS) for 2019 costs to support the WCS Food Task Force.
- \$377.90 to the Pemberton Valley Dyking District for 25% of the amounts outstanding from 2018 regarding the Lillooet River Early Warning System.

The following were granted from Area D Select Funds:

- Up to \$5,000 was allocated for engineering costs associated with bringing a propane truck over the Jack Webster Bridge to deliver propane to the residents, and to update the estimate of the cost of construction of a new Jack Webster Bridge.
- \$1,000 to the Whistler Centre for Sustainability (WCS) for 2019 costs to support the WCS Food Task Force.