

REGIONAL AND CORPORATE SERVICES COMMITTEE

OPEN MEETING AGENDA

Tuesday, April 9, 2019

9:00 am

FVRD Boardroom, 45950 Cheam Avenue, Chilliwack, BC

Pages

1. CALL TO ORDER

2. APPROVAL OF AGENDA, ADDENDA AND LATE ITEMS

MOTION FOR CONSIDERATION

THAT the Agenda, Addenda and Late Items for the Regional and Corporate Services Committee Open Meeting of April 9, 2019 be approved;

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

3. DELEGATIONS AND PRESENTATIONS

None

4. MINUTES/MATTERS ARISING

4.1 Minutes of the Regional and Corporate Services Committee Open Meeting - March 12, 2019

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MOTION FOR CONSIDERATION

THAT the Minutes of the Regional and Corporate Services Committee Open Meeting of March 12, 2019 be adopted.

5. CORPORATE ADMINISTRATION

No Items.

6. FINANCE

No Items.

7. REGIONAL PROGRAMS AND SERVICES

7.1 ENVIRONMENTAL SERVICES

7.1.1 Radon Awareness in the FVRD

9 - 10

FOR INFORMATION ONLY

- Corporate report dated April 9, 2019 from Marina Richter, Environmental Policy Analyst

7.1.2 Corporate Fleet and Electric Vehicle Suitability Assessment

11 - 13

FOR INFORMATION ONLY

- Corporate report dated April 9, 2019 from Marina Richter, Environmental Policy Analyst

7.2 REGIONAL PARKS

7.2.1 Renewal of Glen Valley and Matsqui Trail Regional Parks Operating & Maintenance Agreement

14 - 15

- Corporate report dated April 9, 2019 from Christina Vugteveen, Manager of Park Operations

MOTION FOR CONSIDERATION

THAT the Fraser Valley Regional District Board grant a one (1) year extension to March 31, 2020 to the Glen Valley Regional Park and Matsqui Trail Regional Park Operating and Maintenance Agreement with the City of Abbotsford for the amount of \$527,900.

7.2.2 FVRD Parks Regulations, Fees and Other Charges Amendment Bylaw No. 1520, 2019

16 - 21

- Corporate report dated April 9, 2019 from Christina Vugteveen, Manager of Park Operations
- Draft Bylaw No. 1520, 2019

MOTION FOR CONSIDERATION

THAT the Fraser Valley Regional District Board consider giving three readings and adoption to the bylaw cited as *Fraser Valley Regional District Parks Regulations, Fees and Other Charges Amendment Bylaw No. 1520, 2019*.

7.3 STRATEGIC PLANNING AND INITIATIVES

No Items.

7.4 OUTDOOR RECREATION AND PLANNING

No Items.

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

MOTION FOR CONSIDERATION

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

- Section 90(1)(c) of the *Community Charter* - labour relations or other employee relations;
- Section 90(1)(k) of the *Community Charter* - negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the Committee, could reasonably be expected to harm the interests of the regional district if they were held in public; and
- Section 90(2)(b) of the *Community Charter* - the consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

R E C E S S

13. RECONVENE OPEN MEETING
14. RISE AND REPORT OUT OF CLOSED MEETING
15. ADJOURNMENT

MOTION FOR CONSIDERATION

THAT the Regional and Corporate Services Committee Open Meeting of April 9, 2019 be adjourned.

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

Tuesday, March 12, 2019
9:00 am
FVRD Boardroom, 45950 Cheam Avenue, Chilliwack, BC

Members Present: Director Patricia Ross, City of Abbotsford, Vice Chair
Director Pam Alexis, District of Mission (*via teleconference*)
Director Bill Dickey, Electoral Area D
Director Orion Engar, Electoral Area E
Director Ken Popove, City of Chilliwack
Alt. Director Susan Spaeti, District of Kent
Director Peter Robb, District of Hope
Director Al Stobbart, Electoral Area G

Regrets: Director Jason Lum, City of Chilliwack, Chai
Director Henry Braun, City of Abbotsford
Director Sylvia Pranger, District of Kent
Director Leo Facio, Village of Harrison Hot Springs
Director Terry Raymond, Electoral Area A

Staff Present: Jennifer Kinneman, Director of Corporate Affairs
Mike Veenbaas, Director of Financial Services
Stacey Barker, Deputy Director of Regional Programs
Jaime Reilly, Manager of Corporate Administration
Alison Stewart, Manager of Strategic Planning
Christina Vugteveen, Manager of Parks
Janice Mikuska, Human Resources Manager
Jamie Benton, Environmental Services Coordinator
Kristy Hodson, Manager of Financial Operations
Melissa Geddert, Planning Technician (Strategic Planning)
Matthew Fang, Network Analyst I
Maggie Mazurkewich, Executive Assistant to CAO
Chris Lee, Executive Assistant (Recording Secretary)

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA, ADDENDA AND LATE ITEMS

Moved By POPOVE
Seconded By STOBART

THAT the Agenda, Addenda and Late Items for the Regional and Corporate Services Committee Open Meeting of March 12, 2019 be approved;

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

CARRIED

3. DELEGATIONS AND PRESENTATIONS

3.1 Fraser Valley Food Recovery Project with FoodMesh

Jamie Benton, Environmental Services Coordinator gave a presentation, providing an overview of the Fraser Valley Recovery Project with FoodMesh, noting that in December 2017 FVRD entered into a contract with FoodMesh Exchange to create the FVRD Food Recovery pilot project to help divert waste within the region. He noted that FoodMesh matches unsold food to a verified network of businesses and charities.

Some of the highlights of the presentation are as follows:

- The project helps food businesses to reduce spoilage and feeds communities (food banks and other charitable donations);
- FoodMesh was successful in signing Save On Foods to participate in the program;
- The Salvation Army in Chilliwack food bank was selected by Save-On Foods as they have the required cold storage and space;
- This project has increased the amount of food available at the foodbank, and is accessible by any charity signed up as a member of the FoodMesh program;
- FoodMesh worked with partners to create a platform to record all metrics, such as type, quantity and distribution of all food – helped to provide a chain of custody;
- Pilot project results: FVRD Users: 61, food weight diverted: 99,173 kgs, meals created: 165, 288 meals; value: \$397,780.
- Based on its success, the project has been nominated for a Recycling Council of British Columbia award.

Positive feedback on this initiative was received and interest to have this presentation provided at Council meetings was expressed by some Committee members. Staff was also commended for their work on this project.

Moved By POPOVE
Seconded By ENGAR

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.

CARRIED

4. MINUTES/MATTERS ARISING

4.1 Minutes of the Regional and Corporate Services Committee Open Meeting - February 12, 2019

Moved By ROBB
Seconded By DICKEY

THAT the Minutes of the Regional and Corporate Services Committee Open Meeting of February 12, 2018 be adopted.

CARRIED

5. CORPORATE ADMINISTRATION

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

Moved By STOBART
Seconded By ENGAR

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.

CARRIED

6. FINANCE

No items.

7. REGIONAL PROGRAMS AND SERVICES

7.1 ENVIRONMENTAL SERVICES

7.1.1 New Nuisance Mosquito Control Services Contract for 2019-2021

In response to a question raised regarding concerns with the treatment used for mosquito control impacting wildlife, staff reported that the treatment method used has been well researched and does not affect

wildlife. It was also noted that the mosquito control treatment is not carried out on private lands.

Moved By POPOVE
Seconded By SPAETI

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.

CARRIED

7.1.2 Ford Mountain Correctional Centre to Provide Temporary Foster Care for FVRD Dogs

Staff noted that they will be monitoring this partnership with Ford Mountain Correctional Centre to provide temporary foster care for FVRD dogs and do follow-up. It was noted that inmates for this program will be selected so that both the inmates and the dogs will benefit from the interaction.

7.2 REGIONAL PARKS

No items.

7.3 STRATEGIC PLANNING AND INITIATIVES

7.3.1 Chilliwack Area Transit Future Plan Update and Public Engagement Schedule

The report dated March 12, 2019 from the Planning Technician (Strategic Planning) provided the Chilliwack Area Transit Future Plan and Public Engagement Schedule was provide for information.

In response to ridership data, staff reported that this will be available at the upcoming Open Houses.

7.4 OUTDOOR RECREATION AND PLANNING

No items.

8. ADDENDA ITEMS/LATE ITEMS

No items.

9. REPORTS BY STAFF

None

10. REPORTS BY DIRECTORS

None

11. PUBLIC QUESTION PERIOD FOR ITEMS RELEVANT TO AGENDA

None

12. ADJOURNMENT

Moved By POPOVE
Seconded By ROBB

THAT the Regional and Corporate Services Committee Open Meeting of March 12, 2019 be adjourned.

CARRIED

The Regional and Corporate Services Committee Meeting adjourned at 9:3 a.m.

MINUTES CERTIFIED CORRECT:

.....
Director Patricia Ross, Vice Chair

To: CAO for the Regional and Corporate Services Committee

Date: 2019-04-09

From: Marina Richter, Environmental Policy Analyst

File No: 9050-20-078

Subject: Radon awareness in the FVRD

INTENT

This report is intended to advise the Regional and Corporate Services Committee of information pertaining to concerns associated with radon exposure within the Fraser Valley and an upcoming Health Canada workshop. Staff is not looking for a recommendation and has forwarded this information should members want more clarification or to discuss the item further.

STRATEGIC AREA(S) OF FOCUS

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

PRIORITIES

Priority #2 Air & Water Quality

BACKGROUND

Radon can be found in all regions of British Columbia, including the FVRD. It is a colorless, odorless, radioactive gas created by the normal decay of natural uranium found in underlying bedrock. When radon escapes from the ground and enters a building through the small openings in foundations and walls, it can accumulate. Long-term exposure to high levels of radon results in an increased risk of developing lung cancer. In fact, Health Canada estimates that long-term exposure to radon is the second leading cause of lung cancer after smoking and is linked to 16% of lung cancer deaths in Canada.

A measurable amount of radon could be found in any building; however, radon levels vary significantly from place to place. If radon is detected at the levels above the health guideline threshold of 200 Becquerel per cubic meter (Bq/m³), mitigation measures should be taken to vent the gas to the outdoors. Health Canada recommends taking action within 1-2 years to lower the indoor radon levels above the threshold.

DISCUSSION

New radon data indicates that some areas in the FVRD have radon levels that are of concern. Naturally-emitted radon exists throughout the Fraser Valley, but the data has resulted in some areas being upgraded to either Zone 2 (elevated) or even Zone 1 (high levels). Buildings within those areas, particularly older buildings, have relatively high radon potential. This categorization does not mean

that buildings in lower risk zones are radon-free. The only way to know if the house has high radon levels is to test it, which is what is being recommended by Health Canada.

The upgraded radon levels bring associated new requirements under the 2018 BC Building Code. For example, under the new Code, all new buildings located at the High Risk Zones (Zone1) are required to have a radon rough-in (vent pipe) for a subfloor depressurization system.

Due to radon levels within the Fraser Valley and the potential health concerns associated with it, Health Canada has asked the FVRD to assist it in facilitating an upcoming workshop for local government planners and building inspectors across the region. The workshop will provide information on radon and its associated health concerns, where it is found, how it can be tested, applicable regulations, and what can be done to reduce exposure levels. The FVRD is also seeking to acquire several radon test kits that will be distributed for use amongst interested municipalities.

The workshop is tentatively planned for mid-June. More information will be provided once dates are secured.

COST

n/a

CONCLUSION

Radon is the second leading cause of lung cancer in Canada, but awareness about radon remains relatively low. It is a naturally occurring gas found within Fraser Valley bedrock, and when emitted, can accumulate in buildings resulting in exposure concerns. Health Canada would like to work with the FVRD on an upcoming workshop to raise awareness about radon and protect residents from potentially unsafe exposure.

COMMENTS BY:

Stacey Barker, Director of Regional Services

Reviewed and supported.

Mike Veenbaas, Director of Financial Services

No further financial comments.

Paul Gipps, Chief Administrative Officer

Reviewed and supported

To: CAO for the Regional and Corporate Services Committee

Date: 2019-04-09

From: Marina Richter, Environmental Policy Analyst

File No: 9050-20-018

Subject: Corporate Fleet and Electric Vehicle Suitability Assessment

INTENT

This report is intended to advise the Regional and Corporate Services Committee of information pertaining to the Fraser Valley Regional District (FVRD) corporate fleet and electric vehicle (EV) suitability assessment conducted in 2017-2018. Staff is not looking for a recommendation and has forwarded this information should members want more clarification to discuss the item further.

STRATEGIC AREA(S) OF FOCUS

Support Environmental Stewardship
Support Healthy & Sustainable Community

PRIORITIES

Priority #2 Air & Water Quality

BACKGROUND

The FVRD takes continuous action to expand the use of zero-emission vehicles in the region. In 2017-2018, the FVRD participated in a study looking at the FVRD's vehicle fleet to assess its suitability and identify future opportunities. The study was supported by the Fraser Basin Council's BC Fleet Champions Program at no cost to the FVRD.

Onboard diagnostic devices were installed in each the FVRD's 25 fleet vehicles, including the FVRD's three EVs, to collect data on fleet efficiency, suitability of existing EVs, potential for adopting more EVs, and to understand FVRD driver behaviours. Based on the data analysis, recommendations were developed to reduce both costs and emissions for the FVRD fleet.

DISCUSSION

Fleet baseline data

The metrics monitored during the assessment included details of driving cycles, such as speed, distance and time driven, driving patterns and energy demands from the vehicles for trips made in 2017 and part of 2018. Despite the size of the region, the results show that short and middle-distance trips were quite common for FVRD fleet vehicles. Out of the entire fleet, 32% of vehicles traveled less than 50 km daily,

and 67% of vehicles traveled less than 150 km daily. The average drive distance was longer for conventional gasoline vehicles, both annually (+35%) and daily (+61%) than EVs. Gasoline vehicles also made 18% more trips per car than EVs (Table 1). However, the EVs were driven for more days than gasoline vehicles during the year (+56%).

Overall, the results of the fleet assessment showed that the EVs were vehicles of choice for the shorter trips in 2017-2018. It also means that the EVs have been fully utilized by FVRD drivers and incorporated into FVRD driving routines on a daily basis.

Table 1. The FVRD fleet utilization in 2017-18

	Gasoline vehicles	EVs	Difference
Vehicles monitored	22	3	
Average distance driven (km/car/year)	8231	5324	35% more for gasoline vehicles
Average distance per driving day (km/car)	46	18	61% more for gasoline vehicles
Number of days driven (days/car/year)	88	137	56% more for EVs
Number of trips (trips/car/year)	612	502	18% more for gasoline vehicles

Fuel efficiency

Use of EVs by FVRD staff has improved the overall fuel efficiency of the fleet by 11%. This represents savings of 5,000 litres of gasoline per year and a reduction of almost 12,000 kg of CO₂ from being emitted into the atmosphere (Table 2).

Table 2. The FVRD fleet fuel efficiency in 2017-18

	Without EVs	With EVs	Difference
Fuel efficiency (L/100km equivalent)	12.84	11.53	11%
Total fuel economy from the EV usage			4,972 liters
Total GHG economy from the EV usage			11,660 kg CO ₂

The potential for fleet electrification

The EV suitability assessment used the existing vehicle baseline data as a benchmark and provided recommendations regarding further electrification of the FVRD fleet. The report recommended replacing up to nine existing gasoline vehicles from the FVRD fleet with battery or plug-in EVs. In that scenario, total savings in greenhouse gas emissions could be up to 260 tonnes of CO₂ and in fuel consumption up to 85.5K liters of gasoline (24% reduction).

Driving behaviour

The results of the study show that FVRD drivers, in general, are good drivers with good driving habits. 91% of drivers remained below the hard acceleration threshold of 15% (as a percentage of total acceleration events) and 68% of drivers remained below the 15% hard braking threshold (as a percentage of total braking events). However, of some concern is that 25% of engine-on time within the fleet vehicles is currently spent idling. Reducing this could save up to 3,600 L of fuel annually. Staff are currently discussing an appropriate idle-reduction strategy to help address this matter.

COST

The FVRD EV Suitability Assessment was funded in full by the Province of British Columbia through the Fraser Basin Council and its Fleet Champions Program.

CONCLUSION

The FVRD corporate fleet assessment and EV suitability study helped to evaluate overall fleet efficiency and provided recommendations for further adoption of EVs. It identified opportunities to improve the efficiency of the FVRD fleet, reduce costs, and cut greenhouse gas emissions. These results will be taken into consideration with new fleet purchases or replacements and will be incorporated into orientations provided to new employees.

COMMENTS BY:

Stacey Barker, Director of Regional Services

Reviewed and supported.

Mike Veenbaas, Director of Financial Services

Reviewed and supported.

Paul Gipps, Chief Administrative Officer

Reviewed and supported.

To: CAO for the Regional and Corporate Services Committee

Date: 2019-04-09

From: Christina Vugteveen, Manager of Park Operations

File No: 2320-30

Subject: Renewal of Glen Valley and Matsqui Trail Regional Parks Operating & Maintenance Agreement

RECOMMENDATION

THAT the Fraser Valley Regional District Board grant a one (1) year extension to March 31, 2020 to the Glen Valley Regional Park and Matsqui Trail Regional Park Operating and Maintenance Agreement with the City of Abbotsford for the amount of \$527,900.

STRATEGIC AREA(S) OF FOCUS

Support Healthy & Sustainable Community
Provide Responsive & Effective Public Services

PRIORITIES

Priority #4 Tourism
Priority #5 Outdoor Recreation

BACKGROUND

The Fraser Valley Regional District (FVRD), City of Abbotsford, and Metro Vancouver worked collaboratively to transfer Matsqui Trail Regional Park, Glen Valley Regional Park, and the Western Flank of Sumas Mountain to the FVRD. These three parks operate out of a sub-regional service area which came into effect in March 2018, and includes Abbotsford and a portion of Electoral Area G.

Metro Vancouver continued to operate these parks until July 2018, with the FVRD compensating it for the portion of the year since the FVRD was legally responsible for the lands. The FVRD then entered into an agreement with the City of Abbotsford to continue maintaining and operating Glen Valley and Matsqui Trail Regional Parks, while the responsibility for the Western Flank of Sumas Mountain remained with the FVRD.

The existing *Glen Valley Regional Park and Matsqui Trail Regional Park Operating and Maintenance Agreement* and its existing Service Fee only provided for approximately 6 months of efforts undertaken by the City of Abbotsford. This agreement, which is currently up for renewal, must consider a full year's compensation for the City of Abbotsford.

DISCUSSION

Working closely with City of Abbotsford staff, an operations and maintenance plan and contract was created in order to maintain park assets in a way to best serve the public both operationally and financially. The structure of the agreement allows for yearly extensions and a review of the Service Fee, based on annual budget discussions.

The current renewal will include:

- Extension of the Term to March 31, 2020
- Increase in the Service Fee to a full year's compensation that the FVRD will pay the City of Abbotsford for operating and maintaining the parks.

The FVRD will continue to work closely with the City of Abbotsford to develop long term plans for these parks including finalizing standards of service and outlining future capital improvement requirements. Updates to these discussions and any resulting modifications to the agreement will be brought forward to the Board.

COST

In 2018, the FVRD paid \$577,777 for the operation and maintenance of Glen Valley and Matsqui Trail Regional Parks. Of this \$332,255 was paid to Metro Vancouver and \$245,522.22 was paid to City of Abbotsford. Accordingly, the Service Fee for the *Glen Valley Regional Park and Matsqui Trail Regional Park Operating and Maintenance Agreement* with the City of Abbotsford is proposed to increase to \$527,900 to reflect a full years' worth of work.

This amount is included in the approved 2019 budget for Sub-Regional Parks (West) and was based on discussions held in June 2018 with FVRD directors from Abbotsford and the Director from Electoral Area G. Operational needs were assessed at that time and 2019 priorities for the three parks were determined.

CONCLUSION

Annual contract amendments are required for the agreement between the FVRD and the City of Abbotsford to ensure budget discussions are captured for operations and maintenance of Matsqui Trail Regional Park and Glen Valley Regional Park.

COMMENTS BY:

Stacey Barker, Director of Regional Services: Reviewed and supported.

Mike Veenbaas, Director of Financial Services: Reviewed and supported.

Paul Gipps, Chief Administrative Officer: Reviewed and supported.

To: CAO for the Regional and Corporate Services Committee

Date: 2019-04-09

From: Christina Vugteveen, Manager of Park Operations

File No: 3920-1520, 2019

Subject: FVRD Parks Regulations, Fees and other Charges Amendment 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 Parks Regulations, Fees and Other Charges Amendment Bylaw No. 1520, 2019*.

STRATEGIC AREA(S) OF FOCUS

Support Healthy & Sustainable Community
Provide Responsive & Effective Public Services

PRIORITIES

Priority #4 Tourism
Priority #5 Outdoor Recreation

BACKGROUND

The *Fraser Valley Regional District Parks Regulations, Fees and other Charges Establishment Bylaw No. 1500, 2018* sets forth the rules and fees for all FVRD regional parks, community parks, linear parks, recreation areas, and trails. The bylaw was recently updated in 2018 to reflect the addition of new Electoral Area community parks and the Sub-Regional Parks (West) service area, and to ensure that the practices and terminology were up-to-date to accurately reflect current park operations.

As a second phase of the bylaw update, parks staff have now turned their attention to Schedule A of the bylaw which outlines fees, specifically:

- parking passes at Island 22 Regional Park and Dewdney Regional Park only;
- permits for various activities including, but not limited to special events, picnic shelter use and filming at all locations.

A fee review of the cost of parking passes and park permits was recently completed which included a full assessment of existing fees and a comparison with similar facilities and organizations. Overall, fees were found to be comparable to, or slightly less than, those of similar organizations. As the fees have historically been intended as a method of cost recovery, and not revenue generation, only a few updates are proposed in *Amendment Bylaw No. 1520, 2019* for the Board's consideration.

DISCUSSION

The proposed bylaw amendment includes minor changes for clarification of fee categories, the use of updated terminology, and to allow for greater flexibility and simplification of fee administration.

Parking Passes

Parking passes have been in place at Island 22 Regional Park and Dewdney Regional Park since 2005, and were put in place to offset the costs of having security on site during the busy season. The current fees have been in place since 2007 and are recommended to stay the same. There are no changes recommended to parking pass fees.

Park Permits

Administrative changes to the Parks Permits section of Schedule A are outlined below.

Change	Reason
1. Remove the "Park Permit Application Processing Fee" and include it within the updated "Filming" fee. Also, add "plus liaison wages" to the "Filming" fee.	The application processing fee was only ever applied to "Filming", as all other permits were exempt. Including it within the "Filming" fee allows for easier administration. FVRD staff act as liaisons with the film industry, which often requires providing site access, visits, and being on-site during filming. Charging for liaison wages is common practice to cover costs for filming that requires additional staff time and supervision.
2. Add "Group Event" park permit category and fee options based on group size.	To accommodate park bookings which don't involve the use of specific park infrastructure (like a picnic shelter), but nonetheless require the use of the park (such as a trail race).
3. Remove park permit categories of "Wedding" and "Group Picnic".	These park permit types are redundant, as they are covered by the "Shelter Rental" and "Group Event" categories.
4. Add the "Under 4 hours" option to "Picnic Shelter Rental" allowing the public to rent a picnic shelter for a reduced time period for less cost.	To provide cost-savings and greater flexibility to groups not wanting to book a shelter for the entire day (for example a child's two hour birthday party).
5. Update to "Overnight Security" fee.	To include GST.
6. Remove "Weekday" rental options.	To simplify fee administration, as this option was rarely used and not common practice.
7. Rename "Special Event" permit to "Island 22 Equestrian Area Rental" and add the "cost of security" to this fee.	The title of "Special Event" creates confusion with the <i>FVRD Special Event Bylaw</i> administered through Electoral Area Services and was only ever applied to the rental of the Island 22 Equestrian Area.

	The "cost of security" addition is to reflect the cost of security for groups staying overnight in the park outside of regularly scheduled security coverage.
8. Remove "Commercial Service or Activity".	A commercial service or activity will be managed through a more formal agreement process.

Further waivers or exemptions of park fees, outside of Schedule A, are not recommended. Although the majority of groups using the facilities are not-for-profit (either legally registered or informal community groups), the fees are considered reasonable and comparable, and staff time is required for the administration and preparation of all events. Requests for fee exemptions are not received often, but occasionally they are submitted. As per the bylaw, fee waiver requests will not be granted.

COST

The adoption of Amendment Bylaw No. 1520, 2019 will not result in any significant changes to overall costs or revenue for the Parks Department. The proposed fee changes are minor and there are less than 50 park permits processed annually. Overall, park fees will continue to function as a cost recovery mechanism.

CONCLUSION

Park fees are necessary to offset staff time required to ensure that activities in parks are safe and successful. Park users and permits have been increasing over the past several years, and clarifying and updating park fees will assist staff in making the permitting process more efficient and user-friendly.

COMMENTS BY:

Stacey Barker, Director of Regional Services

Reviewed and supported.

Mike Veenbaas, Director of Financial Services

Reviewed and supported.

Paul Gipps, Chief Administrative Officer

Reviewed and supported

A bylaw to amend the Parks Regulations, Fees and Other Charges Establishment Bylaw

THEREFORE the Board enacts as follows:

This bylaw may be cited as the *Fraser Valley Regional District Parks Regulations, Fees and Other Charges Amendment Bylaw No. 1520, 2019*.

That Fraser Valley Regional District Bylaw No. 1500, 2018 be amended by:

- a. Deleting "Schedule A – Fees and Other Charges" in its entirety and substituting with "Schedule A" attached hereto and forming an integral part of this bylaw.

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.

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 _____

Corporate Officer/Deputy

5) CERTIFICATION

I hereby certify that this is a true and correct copy of *Fraser Valley Regional District Parks Regulations, Fees and Other Charges Amendment Bylaw No. 1520, 2019* as adopted by the Board of Directors of the Fraser Valley Regional District on

Dated at Chilliwack, BC this

Corporate Officer/Deputy

FRASER VALLEY REGIONAL DISTRICT BYLAW NO. 1521, 2019.
Schedule A

Parking Passes – Island 22 and Dewdney Regional Parks	Fee – includes taxes
Single Day	
Vehicle	\$ 5
Vehicle Towing a Horse/Boat Trailer	\$ 10
Overnight (includes single day parking pass)	
Single Night	\$ 20
3 Day Weekend	\$ 50
Season	
Vehicle	\$ 25
Vehicle Towing a Boat Trailer	\$ 50
Vehicle Towing a Horse Trailer	\$ 50
Commercial (Guide) – Vehicle Towing a Boat Trailer	\$ 100
Overnight – Vehicle Towing a Boat Trailer	\$ 100
Overnight Commercial (Guide) – Vehicle Towing a Boat Trailer	\$ 200

Park Permits ¹	Fee (per day) – includes taxes
Filming	\$ 250 + liaison wages ²
Group Event (does not include picnic shelter rental)	
30-50 people	\$ 25
50-100 people	\$ 50
150-199 people	\$ 75
199+ people ³	\$ 100
Overnight Security	\$ 21/hr
Picnic Shelter Rental	
Under 4 hours (including setup and takedown)	\$ 50
Over 4 hours	\$ 100
Island 22 Riding Ring Rental	\$ 100
Island 22 Equestrian Area Rental ⁴	\$ 200 + cost of security

¹ Permit fees will not be charged for educational activities or scientific research.

² Liaison wages are the actual cost of FVRD Staff involvement.

³ Group events in electoral areas with more than 199 participants will be subject to FVRD Special Events Bylaw and fees rather than Group Event Fees in this bylaw.

⁴ If booking for two or more days, the fee includes parking in the First Equestrian Parking Lot and overnight stay for participants up to a maximum of 100 camping units. Additional overnight security fees may apply depending on dates.