EXECUTIVE COMMITTEE

MONDAY, JULY 23, 2018 AT 3:00 PM
MATSQUI CENTENNIAL AUDITORIUM

AGENDA

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1. CALL TO ORDER

2. ADOPTION OF MINUTES

2.1 Executive Committee minutes - July 9, 2018 (0550-02) (attached) *(p. 3)*

3. PRESENTATIONS

None.

4. DELEGATIONS

4.1 Marg Kennedy, Tour Director and Executive Board Member, Fraser Valley Stage - upcoming trip to England and performance of the "Gondoliers", at the International Gilbert and Sullivan Festival

- *PowerPoint presentation* (attached) *(p. 11)*

5. BUSINESS OUT OF MINUTES

None.

6. REPORTS

6.1 AIRPORT

None.

6.2 CITY MANAGER'S OFFICE

None.

6.3 FINANCE AND CORPORATE SERVICES

None.

6.4 FIRE RESCUE SERVICE

None.

6.5 ENGINEERING AND REGIONAL UTILITIES

6.5.1 Report No. ENG 040-2018, dated July 18, 2018, from the Manager, Projects – Safety Improvements to Railway Crossings – Update (5400-10) (attached) *(p. 19)*

6.5.2 Report No. ENG 046-2018, dated July 18, 2018, from the Manager, Engineering Inspections and Permits - Soil Removal Permit #1335 - 28127 Smith Avenue (BDT Enterprises Inc. - Director: B. Loewen) - Results of Public Information Meeting (4520-55) (SRP #1335) (attached) *(p. 22)*

- *PowerPoint presentation*

6.5.3 Report No. ENG 048-2018, dated July 18, 2018, from the Senior Transportation Manager - Memorandum of Understanding - Transit Expansion Commitment (8310-00) (attached) *(p. 33)*

6.5.4 Report No. ENG 049-2018, dated July 19, 2018, from the Senior Engineer, Water - Investing in Canada Infrastructure Program – Grant Application (1820-01) (attached) *(p. 40)*

6.6 INNOVATION, STRATEGY, AND INTERGOVERNMENTAL RELATIONS

None.

6.7 PARKS, RECREATION AND CULTURE

6.7.1 Report No. PRC 020-2018, dated July 19, 2018, from the Acting General Manager, Parks, Recreation and Culture - Abbotsford Collaborative Services Committee - Primary Care Network (5810-01) (attached) *(p. 88)*

6.7.2 Report No. PRC 021-2018, dated July 18, 2018, from the Acting General Manager, Parks, Recreation and Culture - 55+ BC Games Bid Proposal for 2022 (8100-30) (attached) *(p. 101)*

6.8 PLANNING AND DEVELOPMENT SERVICES

6.8.1 Report No. PDS 080-2018, dated July 18, 2018, from the Planner - Urban Infill Study: Stage 3 Update (6430-20) (attached) *(p. 128)*

- *PowerPoint presentation*

6.8.2 Report No. PDS 078-2018, dated July 18, 2018, from the Assistant Planner - Rezoning application for the property located at 31849 Conrad Avenue from Urban Residential Zone (RS3) to Comprehensive Development Seventy Five Zone (N75), to permit a 2 lot subdivision (Owner: H.S. Hehar) (3100-05) (PRJ17-149) (attached) *(p. 136)*

6.8.3 Report No. PDS 079-2018, dated July 18, 2018, from the Planner - Rezoning and Development Variance Permit applications for the property located at 3641 Bulkley Street, to facilitate a four lot bareland strata subdivision (Owner: J. Webster) (3100-05) (PRJ17-007) (attached) *(p. 197)*

7. NEW BUSINESS

8. ADJOURNMENT

Minutes of the Executive Committee of the Council of the City of Abbotsford held July 9, 2018, at 3:00 p.m., in the Matsqui Centennial Auditorium

Council Present: Mayor H. Braun (part); and Councillors L. Barkman; S. Blue; B. Falk; M. Gill (part); D. Loewen; P. Ross; and R. Siemens

Staff Present: City Manager - P. Sparanese; Director, Legislative Services/City Clerk - B. Flitton; Acting General Manager, Engineering and Regional Utilities - R. Isaac; General Manager, Finance and Corporate Services - R. Sharma; Interim General Manager, Parks, Recreation and Culture - K. Houlden; General Manager, Planning and Development Services - S. Bertelsen; Fire Chief - D. Beer; Director, Development Planning - D. Braun Director, Park Services - J. Arden (part); Director, Project Management Office - N. Koning (part); Deputy City Clerk - K. Karn; and Information and Privacy Coordinator - T. Ketola

Media Present: None.

Public Present: ± 10

1. CALL TO ORDER

Mayor Braun called the meeting to order at 3:00 p.m.

2. ADOPTION OF MINUTES

2.1 Executive Committee minutes - June 25, 2018 (0550-02)

Moved by Councillor Loewen, seconded by Councillor Barkman,

THAT the minutes of the Executive Committee meeting held June 25, 2018, be adopted.

CARRIED.

3. PRESENTATIONS

None.

4. DELEGATIONS

None.

5. BUSINESS OUT OF MINUTES

None.

6. REPORTS

6.1 AIRPORT

None.

6.2 CITY MANAGER'S OFFICE

None.

Attachment: July 9, 2018 Executive Committee Minutes (Executive Committee minutes - July 9, 2018)

6.3 FINANCE AND CORPORATE SERVICES

None.

6.4 FIRE RESCUE SERVICE

None.

6.5 ENGINEERING AND REGIONAL UTILITIES

None.

6.6 INNOVATION, STRATEGY, AND INTERGOVERNMENTAL RELATIONS

None.

6.7 PARKS, RECREATION AND CULTURE

None.

6.8 PLANNING AND DEVELOPMENT SERVICES

The Mayor declared an apprehension of bias with the following item, as he has a business relationship with one of the applicants, and excused himself from the meeting at 3:01 p.m. Councillor Siemens assumed the chair.

6.8.1 New Liquor Licence Application for the property located at 3068 Gladwin Road, for Trading Post Brewing Corp. (Owners: Canterra Developments Ltd.; Directors: R. Funk and K. Wiebe) (3100-05) (PRJ18-071)

Moved by Councillor Barkman, seconded by Councillor Falk,

1. THAT the Liquor Primary Licence application as detailed in the report from the Senior Planner, for the property located at 3068 Gladwin Road, be approved in principle and proceed for public comment at an upcoming Council Hearing; and

2. THAT the Mayor and Corporate Officer be authorized to execute all documents relating to this matter.

CARRIED.

Mayor Braun returned to the meeting at 3:06 p.m., and assumed the Chair. Councillor Gill joined the meeting at 3:06 p.m.

Attachment: July 9, 2018 Executive Committee Minutes (Executive Committee minutes - July 9, 2018)

6.8.2 Development Variance Permit application for the property located at 40444 Quadling Road, to allow for the construction of a new home (Owner: J. Grayston) (3100-05) (PRJ18-062)

Moved by Councillor Blue, seconded by Councillor Siemens,

1. THAT Development Variance Permit application 3100-05/PRJ18-062, for the property located at 40444 Quadling Road, to reduce the exterior lot line setback from 9.0m to 4.0m, not be forwarded to the Agriculture, Dyking, Drainage and Irrigation Advisory Committee, given the very minor nature of the proposed variance, the close proximity of the subject property to Sumas River, the small size of the parcel, and as the application is related to allowing a residence to be constructed on vacant property;

2. THAT Development Variance Permit No. 2129 proceed for public comment at an upcoming Council Hearing; and

3. THAT the Mayor and Corporate Officer be authorized to execute all documents related to this matter.

CARRIED.

6.8.3 Rezoning application for the property located at 2871 Upland Crescent, to permit a three lot subdivision (Owners: P.S. and R.K. Brar, and I.S. Grewal) (3100-05) (PRJ17-129)

Moved by Councillor Loewen, seconded by Councillor Siemens,

1. THAT Bylaw No. 2841-2018, "Abbotsford Zoning Bylaw, 2014, Amendment Bylaw No. 203", be given first and second readings at the next Regular Meeting of Council, and be advanced to an upcoming Public Hearing;

2. THAT prior to adoption of Bylaw No. 2841-2018, "Abbotsford Zoning Bylaw, 2014, Amendment Bylaw No. 203", the following conditions be satisfied:

   (a) entering into a Development Agreement to secure the required road dedication and utility upgrades and extensions, in accordance with Development Bylaw, 2011, as detailed in the Works and Services Report;
   (b) road widening dedication to a maximum of 3.9 m along the full frontage of Grandview Crescent, in accordance with Development Bylaw, 2011;
   (c) providing a community benefit contribution of $400 per dwelling unit towards future transit and cycle infrastructure;
   (d) providing a community benefit contribution of $225 per dwelling unit towards park improvements to

Attachment: July 9, 2018 Executive Committee Minutes (Executive Committee minutes - July 9, 2018)

Fishtrap Creek Park; and
(e) resolving all issues of funding for items not budgeted by the City; and

3. THAT the Mayor and Corporate Officer be authorized to execute all documents relating to this matter.

CARRIED.

6.8.4 Rezoning application for the properties located at 2497 and 2511 Stanley Street, from Urban Residential Zone (RS3) to Comprehensive Development Seventy Five Zone (N75), to permit a 4 lot subdivision (Owner: J.S. Mahal) (3100-05) (PRJ17-124)

Moved by Councillor Falk, seconded by Councillor Gill,

1. THAT Bylaw No. 2843-2018, "Abbotsford Zoning Bylaw, 2014, Amendment Bylaw No. 204", be given first and second readings at the next Regular Meeting of Council, and be advanced to an upcoming Public Hearing;

2. THAT prior to adoption of Bylaw No. 2843-2018, "Abbotsford Zoning Bylaw, 2014, Amendment Bylaw No. 204", the following conditions be satisfied:

(a) entering into a Development Agreement to secure the required utility upgrades and extensions, in accordance with Development Bylaw, 2011, as detailed in the Works and Services Report;
(b) providing a community benefit contribution of $400 per dwelling unit towards future transit and cycle infrastructure;
(c) providing a community benefit contribution of $225 per dwelling unit for park improvements;
(d) Ministry of Transportation and Infrastructure approval of Bylaw No. 2843-2018, "Abbotsford Zoning Bylaw, 2014, Amendment Bylaw No. 204"; and
(e) resolving all issues of funding for items not budgeted by the City; and

3. THAT the Mayor and Corporate Officer be authorized to execute all documents relating to this matter.

CARRIED.

Attachment: July 9, 2018 Executive Committee Minutes (Executive Committee minutes - July 9, 2018)

6.8.5 Rezoning application for the properties located at 34295 and 34281 Redwood Avenue, from Urban Residential Zone (RS3) and Duplex Residential Zone (RS4) to Comprehensive Development Seventy Five Zone (N75) and Urban Residential Zone (RS3-A), to permit a 6 lot development (Owners: 1111474 BC Ltd., Inc. No. 1111474; Directors: N. and H. Toor) (3100-05) (PRJ17-094)

Moved by Councillor Blue, seconded by Councillor Falk,

1. THAT Bylaw No. 2859-2018, "Abbotsford Zoning Bylaw, 2014, Amendment Bylaw No. 217", be given first and second readings at the next Regular Meeting of Council, and be advanced to an upcoming Public Hearing;

2. THAT prior to adoption of Bylaw No. 2859-2018, "Abbotsford Zoning Bylaw, 2014, Amendment Bylaw No. 217", the following conditions be satisfied:

   (a) entering into a development agreement to secure the required road dedication and utility upgrades and extensions, in accordance with Development Bylaw, 2011, as detailed in the Works and Services Report;
   (b) providing a road widening dedication to accommodate a 17m Road Right of Way along the full frontage of Redwood Avenue, in accordance with Development Bylaw, 2011;
   (c) providing a community benefit contribution of $400 per dwelling unit ($2,400) towards future transit and cycling infrastructure ;
   (d) providing a community benefit contribution of $225 per dwelling unit ($1,350) for park improvements;
   (e) obtaining Ministry of Transportation and Infrastructure approval of Bylaw No. 2859-2018, "Abbotsford Zoning Bylaw, 2014, Amendment Bylaw No. 217"; and
   (f) resolving all issues of funding for items not budgeted by the City;

3. THAT Development Variance Permit No. 2136 proceed for public comment at an upcoming Public Hearing, in conjunction with the application for rezoning, subject to Bylaw No. 2859-2018, "Abbotsford Zoning Bylaw 2014, Amendment Bylaw No. 217" being adopted prior to the Development Variance Permit being issued; and

4. THAT the Mayor and Corporate Officer be authorized to execute all documents relating to this matter.

CARRIED.

Attachment: July 9, 2018 Executive Committee Minutes (Executive Committee minutes - July 9, 2018)

6.8.6 Official Community Plan Amendment application and site specific text amendment to the Parks, Open Space and School Zone (P2), for a portion of the property located at 2552 McCallum Road, to permit a broader range of uses within the former Centennial Library building (Owner: City of Abbotsford) (3100-05) (PRJ18-028)

Moved by Councillor Loewen, seconded by Councillor Ross,

1. THAT Bylaw No. 2860-2018, "Official Community Plan Bylaw, 2016, Amendment Bylaw No. 004", be given first and second readings at the next Regular Meeting of Council;

2. THAT, following second reading of Bylaw No. 2860-2018, "Official Community Plan Bylaw, 2016, Amendment Bylaw No. 004":

   (a) Council consider the Bylaw in conjunction with the City of Abbotsford's Financial Plan, Wastewater System Master Plan, JAMES Wastewater Master Plan, and the Fraser Valley Regional District's Solid Waste Management Plan; and
   (b) Council consider and resolve that further consultation is not required under Section 475 of the *Local Government Act*;

3. THAT Bylaw No. 2860-2018, "Official Community Plan Bylaw, 2016, Amendment Bylaw No. 004", be advanced to an upcoming Public Hearing;

4. THAT Bylaw No. 2849-2018, "Abbotsford Zoning Bylaw, 2014, Amendment Bylaw No. 207", be given first and second readings at the next Regular Meeting of Council and be advanced to an upcoming Public Hearing;

5. THAT prior to adoption of Bylaw No. 2849-2018, "Abbotsford Zoning Bylaw, 2014, Amendment Bylaw No. 207", Bylaw No. 2860-2018, "Abbotsford Official Community Plan, 2016, Amendment Bylaw No. 004" be adopted; and

6. THAT the Mayor and Corporate Officer be authorized to execute all documents related to this matter.

CARRIED.

Attachment: July 9, 2018 Executive Committee Minutes (Executive Committee minutes - July 9, 2018)

6.8.7 Rezoning application for the property located at 33270 Marshall Road, from Urban Residential Zone (RS3) to Mid Rise Apartment Zone (RMM), to facilitate the construction of two 6 storey apartment buildings (Owners: P. Schendel and D. Hoon) (3100-05) (PRJ18-003)

Moved by Councillor Siemens, seconded by Councillor Ross,

1. THAT Bylaw No. 2858-2018, "Abbotsford Zoning Bylaw, 2014, Amendment Bylaw No. 216", be given first and second readings at the next Regular Meeting of Council and be advanced to an upcoming Public Hearing;

2. THAT, prior to adoption of Bylaw No. 2858-2018, "Abbotsford Zoning Bylaw, 2014, Amendment Bylaw No. 216", the following conditions be satisfied:

   (a) entering into a development agreement to secure the required road and utility upgrades and extensions, in accordance with Development Bylaw, 2011, as detailed in the Works and Services Report;
   (b) providing road dedication of approximately 4.12m along the full frontage of Marshall Road, in accordance with Development Bylaw, 2011;
   (c) demolishing the existing dwellings and accessory buildings with the required demolition permits;
   (d) providing 25% cash-in-lieu for a Pedestrian Count-Down Signal at the intersection of Ware Street and Marshall Road;
   (e) registering a Section 219 covenant prohibiting access on to Marshall Road;
   (f) providing a community benefit contribution of $400 per dwelling unit ($48,000) for future transit and cycling infrastructure;
   (g) providing a community benefit contribution of $225 per dwelling unit ($27,000) for park improvements; and
   (h) resolving all issues of funding for items not budgeted by the City; and

3. THAT the Mayor and Corporate Officer be authorized to execute all documents relating to this matter.

CARRIED.

Attachment: July 9, 2018 Executive Committee Minutes (Executive Committee minutes - July 9, 2018)

7. NEW BUSINESS

None.

8. ADJOURNMENT

Moved by Councillor Gill, seconded by Councillor Barkman,

THAT the July 9, 2018 Executive Committee, be adjourned.
(4:05 p.m.)

CARRIED.

Certified Correct:

_____	_____
Henry Braun	Bill Flitton
Mayor	Director, Legislative Services/City Clerk

Attachment: July 9, 2018 Executive Committee Minutes (Executive Committee minutes - July 9, 2018)

FRASER VALLEY Stage

Vancouver to Harrogate, UK
Presentation to Abbotsford City Council
July 23, 2018

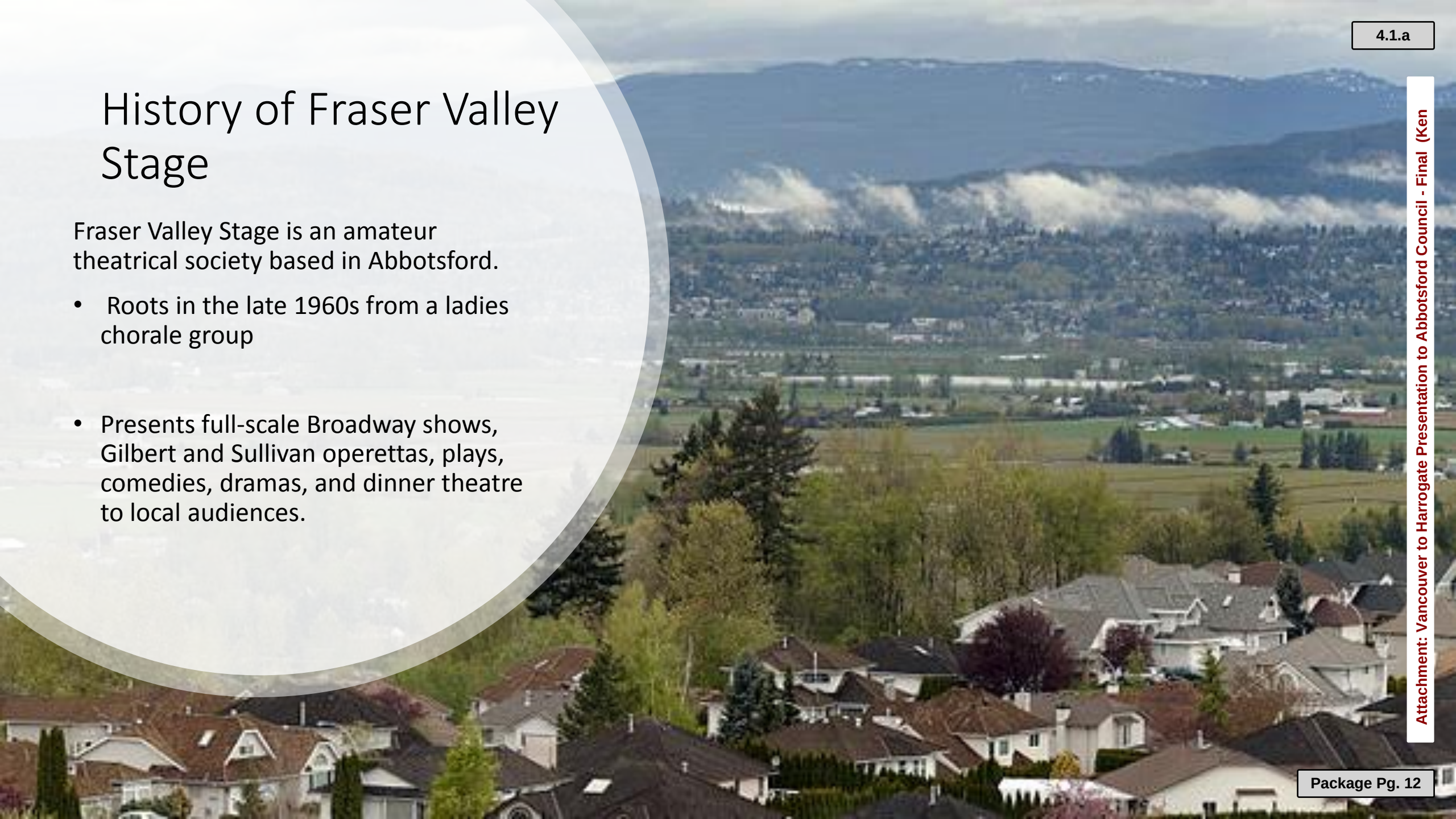
“Then away we go to an Island fair…”

History of Fraser Valley Stage

Fraser Valley Stage is an amateur theatrical society based in Abbotsford.

- Roots in the late 1960s from a ladies chorale group

- Presents full-scale Broadway shows, Gilbert and Sullivan operettas, plays, comedies, dramas, and dinner theatre to local audiences.



Attachment: Vancouver to Harrogate Presentation to Abbotsford Council - Final (Ken

OUR MISSION

to promote and to foster live theatre

to develop and to encourage theatrical arts and skills

to help establish and maintain suitable live theatre facilities

to encourage other forms of artistic endeavours by offering leadership, technical advice and financial assistance

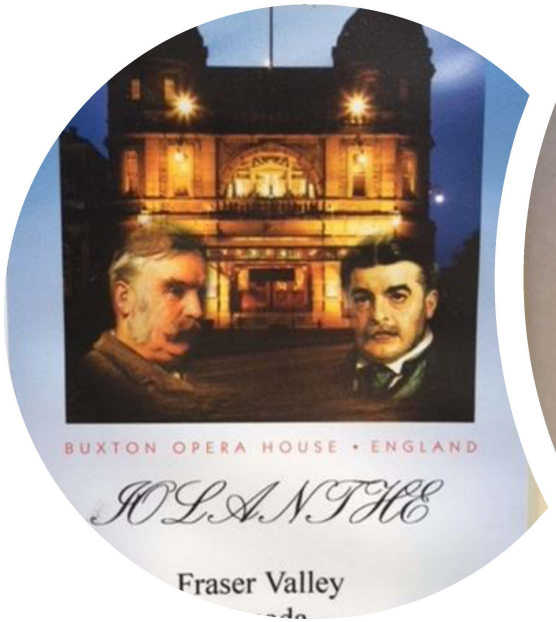
Attachment: Vancouver to Harrogate Presentation to Abbotsford Council - Final (Ken

FVS's Journey to the International Gilbert & Sullivan Festival

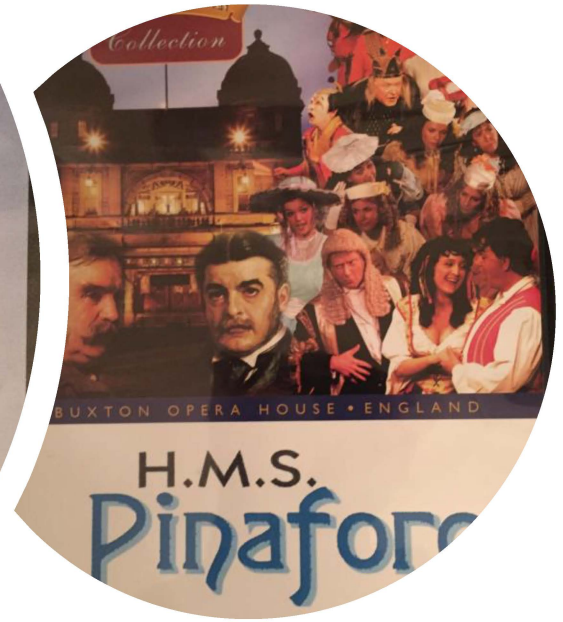
As the Millennium approached it was felt that Fraser Valley Stage might consider participating in the International Gilbert & Sullivan Festival in Buxton, UK.

The Fraser Valley Stage Millennium Project.

Attachment: Vancouver to Harrogate Presentation to Abbotsford Council - Final (Ken







Attachment: Vancouver to Harrogate Presentation to Abbotsford Council - Final (Ken

Fraser Valley Stage's 4th Performance at the 25th Anniversary of the International Gilbert & Sullivan Festival

August 14, 2018



Attachment: Vancouver to Harrogate Presentation to Abbotsford Council - Final (Ken

Planning

- Development of travel forms
- Booking of Flights
- Booking of Accommodation
- Ground Transportation
- Shipping of Costumes & Props
- Re-Blocking of the Production

Attachment: Vancouver to Harrogate Presentation to Abbotsford Council - Final (Ken



fraservalleystage.com

Attachment: Vancouver to Harrogate Presentation to Abbotsford Council - Final (Ken

COUNCIL REPORT

Executive Committee

Report No. ENG 040-2018

Date: July 18, 2018
File No: 5400-10

To: Mayor and Council
From: Jan Loots, Manager, Projects
Subject: Safety Improvements to Railway Crossings - Update

RECOMMENDATION

1. THAT staff be directed to prepare a funding application to Transport Canada for the 2019-2020 Rail Safety Improvement Program for five railway crossing upgrades, at an estimated cost of $492,000; and

2. THAT the Mayor and Corporate Officer be authorized to execute all documents related to this matter.

REPORT CONCURRENCE	
General Manager	**City Manager**
The Acting General Manager concurs with the recommendation of this report.	The City Manager concurs with the recommendation of this report.

SUMMARY OF THE ISSUE

In 2016, an application was made to the Transport Canada (TC) Rail Safety Improvement Program (RSIP) to upgrade 14 major railway crossings at an estimated cost of $1.1M. The upgrades are part of the City's plan to meet compliance with the Grade Crossing Regulations (GCR).

The application was not approved, and TC reassessed the application for the 2018-2019 RSIP funding. TC subsequently informed the City that the projects were not selected. As a result, a new application is proposed to be made to receive funding for the 2019-2020 RSIP.

The City's Financial Plan makes provisions to complete the railway crossing improvements with or without support funding. This report provides an update of the safety improvements completed in 2017, those planned for 2018, and those proposed to be included in the RSIP application.

BACKGROUND

Rail companies and road authorities are responsible for bringing all railway at-grade crossings into compliance with the GCR and Grade Crossing Standards (GCS) within seven years from November 2014. Each of the 52 public at-grade crossings in Abbotsford was assessed and safety improvements to 27 crossings are included in the City's plans to meet compliance.

DISCUSSION

Safety improvements were completed at several of these locations in 2017. The work consisted mainly of vegetation clearing and sign improvements at the following locations:

Owner	Location
SRY	56th Avenue at Baynes Street
SRY	Burgess Avenue
SRY	Townshipline Road
SRY	Fadden Road
CN	Hargitt Street
CN/CPR	Gladwin Road
CPR	Harris Road

Safety improvements at the following locations are planned for 2018, and will be funded from the 2018 Financial Plan:

Owner	Location
CPR	Mile 1.01 (at Matsqui Trail - completed)
SRY	Mile 42.65 (at 4th Avenue)
SRY	Mile 32.32 (at Burgess Avenue)
SRY	Mile 37.94 (at Valley Road)
SRY	Mile 29.02 (at Rand Road)
SRY	Mile 28.77 (at Lefeuvre Road)
SRY	Mile 38.15 (at McCallum Road)
Total 2018	

The locations proposed for the 2019-2020 RSIP application are as follows, and include upgrades and or replacement of crossings and/or approaches:

Owner	Location	Cost Estimate
CPR	Mile 1.31 (at Page Road)	$110,000
CPR	Mile 1.96 (at Fore Road)	$132,000
CPR	Mile 7.64 (at Marshall Road)	$110,000
SRY	Mile 39.06 (at Morey Avenue)	$130,000
SRY	Mile 0.39 (at Industrial Road)	$10,000
Total 2019		**$492,000**

Implementation of these projects is planned for 2019, as projects started in 2018 are not eligible for funding support. The remaining City crossings requiring upgrades are planned to be completed by 2021.

FINANCIAL PLAN IMPLICATION

The Financial Plan makes provisions to complete the railway crossing improvements with or without support funding, and includes $600,000 per year for these upgrades for years 2018 to 2021.

Rajat Sharma

Rajat Sharma
General Manager, Finance and Corporate Services
Signed 7/12/2018 3:06 PM

IMPACTS ON COUNCIL POLICIES, STRATEGIC PLAN AND/OR COUNCIL DIRECTION

Addressing the railway crossing upgrades supports the four cornerstones of the City's 2015-2018 Strategic Plan as follows:

- Vibrant Economy – we understand the impact we have on others and invest in building relationships that facilitate alignment by maintaining movement of goods and services throughout the region;

- Complete Community - supports a multidisciplinary approach to public safety and we capitalize on opportunities around transportation in and through the City. The goal of the new GCR is to save lives by improving railway crossing surfaces, sightlines, roadway and railway signs, traffic signals and warning systems;

- Fiscal Discipline – we understand how important it is to take a long-term view on maintaining and upgrading our City assets. By applying for a federal grant, we are actively managing our City finances; and

- Organizational Alignment – we support the efficient and effective delivery of our City services by working with senior governments and the railway companies.

SUBSTANTIATION OF RECOMMENDATION

It is recommended that the City apply to Transport Canada for rail crossing upgrade funding through the 2019-2020 Rail Safety Improvement Program. All at-grade railway crossing safety improvement upgrades in the City's plan will be completed by 2021.

Jan Loots

Jan Loots
Manager, Projects
Signed 7/10/2018 4:11 PM

Nathan Koning

Nathan Koning
Director, Project Management Office
Signed 7/12/2018 1:48 PM

COUNCIL REPORT

Executive Committee

Report No. ENG 046-2018

Date: July 18, 2018
File No: 4520-55 SRP #1335

To: Mayor and Council
From: Dave Loewen, Manager, Engineering Inspections and Permits
Subject: Soil Removal Permit #1335 - 28127 Smith Avenue (BDT Enterprises Inc. - Director: B. Loewen) - Results of Public Information Meeting

RECOMMENDATION

1. THAT the proposed amendment to soil removal permit SRP #1335 for the property located at 28127 Smith Avenue be approved, pending approval from the Ministry of Energy, Mines & Petroleum Resources; and

2. THAT the Mayor and Corporate Officer be authorized to execute all documents related to this matter.

REPORT CONCURRENCE	
General Manager	**City Manager**
The Acting General Manager concurs with the recommendation of this report.	The City Manager concurs with the recommendation of this report.

SUMMARY OF THE ISSUE

Currently, there is an active approved permit at 28127 Smith Avenue to extract 299,500 m^3 of soil which was approved by Council on August 11, 2008. The permit holder (SRP #1335) is proposing an amendment to the existing permit to extract an additional 275,500 m^3 of soil and deposit 371,000 m^3 of soil over 7.7 ha. Site photos can be found in Attachment A.

Staff facilitated a Public Information Meeting on June 18, 2018 to obtain feedback regarding this proposal.

BACKGROUND

An amendment to Soil Removal and Deposit Permit SRP #1335 application was received by staff from the current permit holder to remove an additional 275,500 m^3 of material (over the originally approved 271,500 m^3 of soil removal) and deposit 371,000 m^3 of material at 28127 Smith Avenue.

Approval from the Ministry and Energy and Mines is required for this application before permit issuance.

Approval from the Agricultural Land Commission has been received.

DISCUSSION

General

28127 Smith Avenue is located east of Lefeuvre Road, on the north side of Smith Avenue (Attachment B) and is within the Soil Removal Eligibility Area. The subject property is bordered by other residential properties and agricultural uses, including greenhouses, cover crops, and a mushroom growing operation (Attachment C).

The applicant wishes to extract down to the 96.3 m elevation from the previously approved 100 m elevation which would bring the proposed pit floor in alignment with the approved pit floor elevation for SRP #1816 at 28025 Smith Avenue, immediately west of the subject lands (Attachment D).

In addition, the applicant wishes to deposit 371,000 m^3 of soil to establish a finish elevation and grade consistent with 28025 Smith Avenue.

The proposal will see the property reclaimed for soil-based agriculture (Class 2) or greenhouse use. This is consistent with the proposed reclamation for the original permit approval.

Effects on the Environment

Currently, soil has been stripped from approximately 3.2 ha in the southern portion of the 7.7 ha property. The soil is stored in stockpiles located at the southern edge of the property. Topsoil and subsoil have been stockpiled separately. The surface soil stockpiles have been seeded to address potential erosion and sedimentation concerns.

Adjacent properties are currently used as farms, greenhouses and residences and will not be negatively affected by the proposed application.

Effects on any Adjacent Highway

Truck access to and from the site will be on Smith Avenue. Truck traffic will then proceed north and south on Lefeuvre Road to Fraser Highway and Huntingdon Road (Attachment E).

Effects on Groundwater

The proposed excavation will be lowered to 96.3 m, which is 2 m above the observed high water table, similar to the approved extraction plan for SRP #1816, immediately west of the subject lands. The permit holder will undertake a groundwater management plan that includes monitoring subsurface groundwater elevation to ensure a 2 m buffer is maintained between the pit floor and water table at all times during extraction activity.

Effects on Neighbouring Properties

The subject lands have slowly progressed over the last 10 years as a developing gravel pit. There are no drainage or erosion and sediment control concerns as all surface ground water is

directed to the pit floor and percolates into the groundwater aquifer. No processing occurs onsite, and extraction has occurred infrequently over the years. There have been no complaints from neighbouring properties regarding soil removal activity during the course of this permit.

Results of Public Information Meeting

A Public Information Meeting (PIM) was held on June 18, 2018 at 7:00 pm at Ross Road Community Church. In attendance was the applicant along with several representatives of the applicant; the site agrologist, Pat Brisbin; the hydrogeologist, David Kneale; and one City staff member.

There were no members of the public present.

The proponents and their representatives remained on site for the estimated time for completion of their presentation. At that time, with no member of the public present, City staff made the decision to close the meeting. City staff remained on site for a while after the proponent left, in the event that a late arriving member of the public could be advised of the status of the PIM.

Staff's decision was based on several factors:

- The application is relatively small for gravel pits in the area, and is located in a sparsely populated area, with few residents living nearby.
- There have been no complaints related to permit activity over the life of this pit.
- The PIM for the original permit only had one member of the public in attendance.

FINANCIAL PLAN IMPLICATION

There is no impact with regard to the Financial Plan. Soil fees will be collected for soil deposit from the site on a monthly basis, should the permit be approved. Estimated revenue from soil deposit and removal is approximately $433,155 over the life of the permit.

Rajat Sharma

Rajat Sharma
General Manager, Finance and Corporate Services
Signed 7/12/2018 3:06 PM

IMPACTS ON COUNCIL POLICIES, STRATEGIC PLAN AND/OR COUNCIL DIRECTION

Operation of a soil removal and deposit site on the subject property will align with several of Council's four cornerstones and strategic goals, including:

- Vibrant Economy – Strengthening agriculture and maximizing aggregate resources within the Soil Removal Eligibility Area for structural and civil infrastructure development.

- Complete Community – Valuing environment, ensuring public infrastructure is protected, and ensuring public engagement.

- Fiscal Discipline – Pursuit of new revenue sources to support City services.

- Organizational Alignment – Staff recommendation derived from long term gravel extraction strategy based on the parameters defined by the Soil Removal Eligibility Area, compliance with Agricultural Land Commission Act, and City bylaws.

SUBSTANTIATION OF RECOMMENDATION

An application to amend SRP #1335 to extract an additional 275,500 m^3 of soil and deposit 371,000 m^3 of soil at 28127 Smith Avenue was forwarded to a Public information Meeting as directed by Council.

There was no public response to the application.

Staff recommends the proposed amendment to SRP #1335 for the property located at 28127 Smith Avenue be approved, pending approval from the Ministry of Energy, Mines & Petroleum Resources.

Dave Loewen

Dave Loewen
Manager, Engineering Inspections and Permits
Signed 7/5/2018 8:40 AM

Rob Isaac

Rob Isaac
Acting GM, Engineering & Regional Utiities
Signed 7/9/2018 8:24 AM

ATTACHMENTS:

Attachment A - Site Photos
Attachment B - Proposed Pit Area
Attachment C - Surrounding Properties
Attachment D - Neighbouring Property
Attachment E - Truck Route

Smith Avenue Photos

February 1, 2018



Attachment: Attachment A - Site Photos (ENG 046-2018 : SRP# 1335 28127 Smith Avenue - Results of Public Information Meeting)







Attachment: Attachment B - Proposed Pit Area (ENG 046-2018 : SRP# 1335 28127 Smith Avenue - Results of Public Information Meeting)

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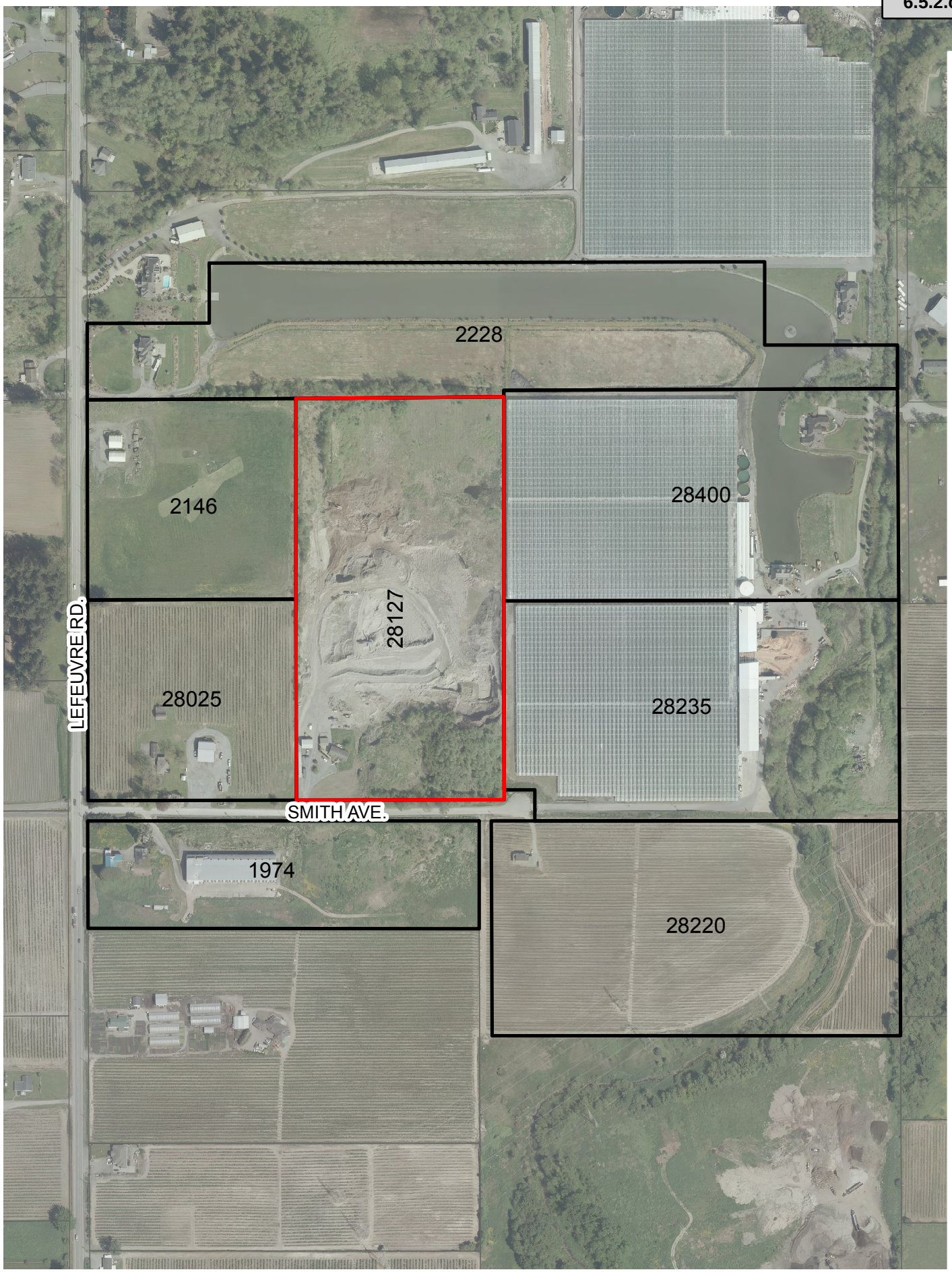
ABBOTSFORD

Proposed Pit Area

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Attachment: Attachment C - Surrounding Properties (ENG 046-2018 : SRP# 1335 28127 Smith Avenue - Results of Public Information Meeting)

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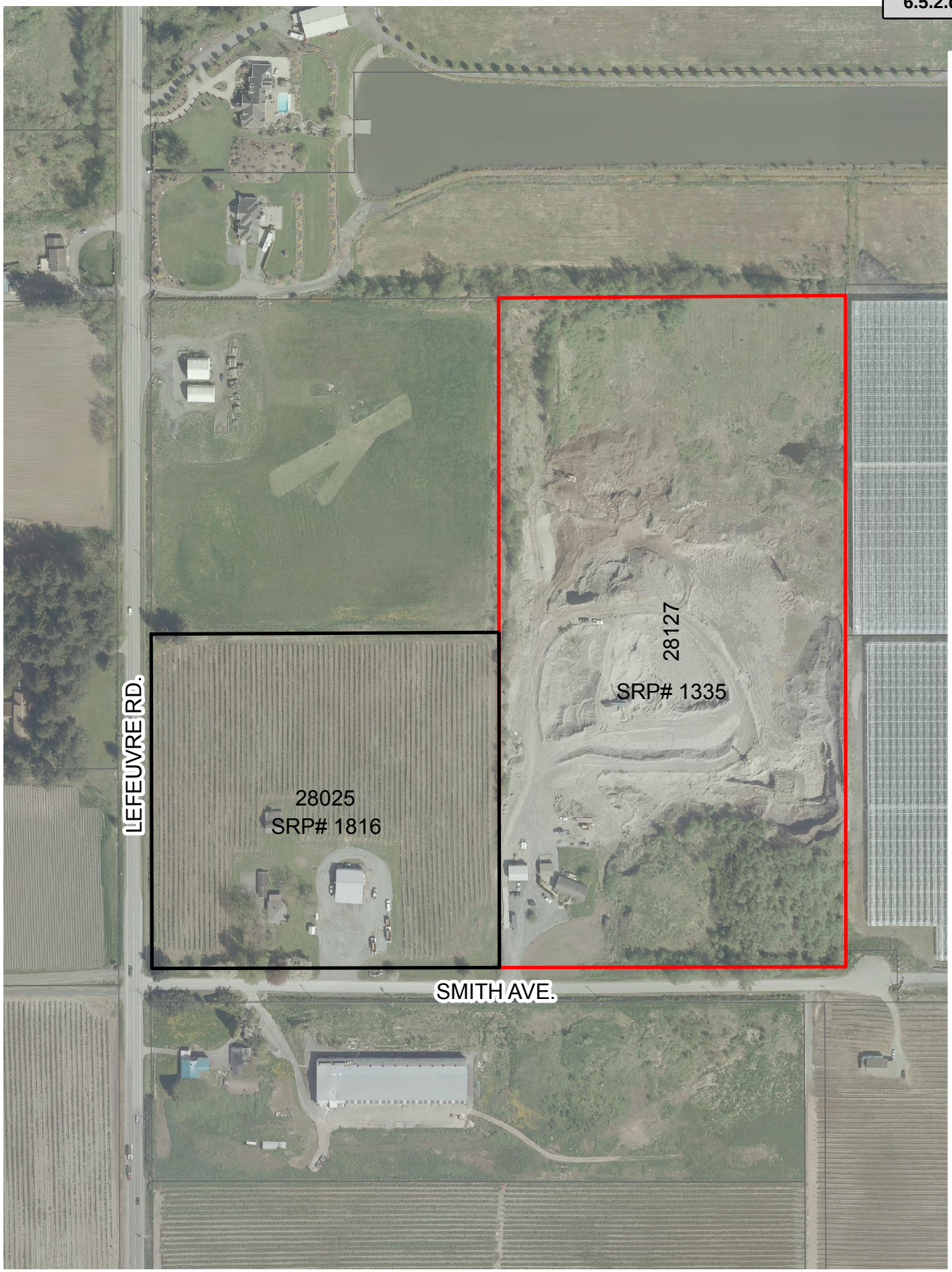
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Surrounding Properties

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Neighbouring Property

ABBOTSFORD

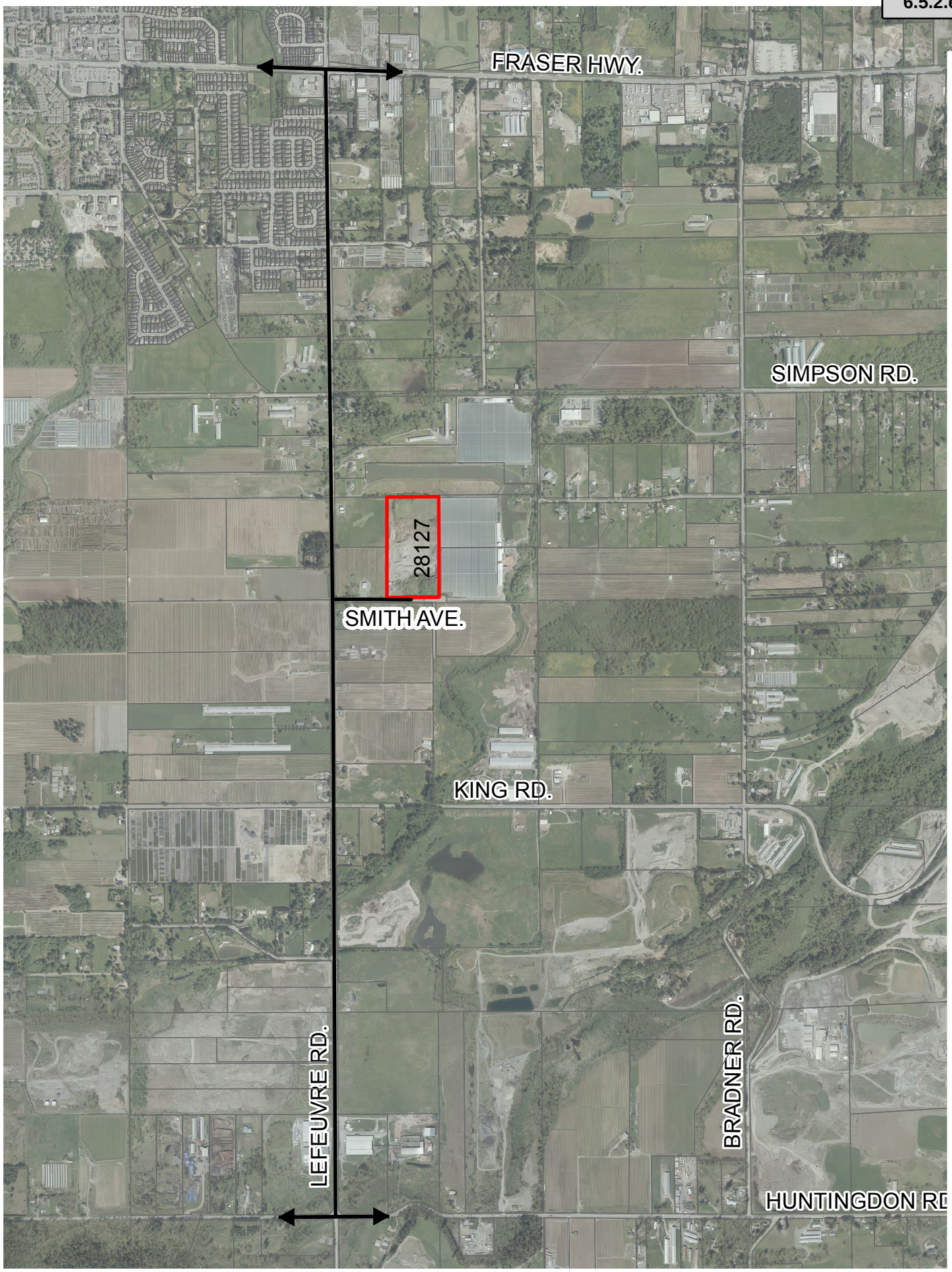
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Attachment: Attachment D - Neighbouring Property (ENG 046-2018 : SRP# 1335 28127 Smith Avenue - Results of Public Information Meeting)



Attachment: Attachment E - Truck Route (ENG 046-2018 : SRP# 1335 28127 Smith Avenue - Results of Public Information Meeting)

ABBOTSFORD

Truck Route

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COUNCIL REPORT

Executive Committee

Report No. ENG 048-2018

Date: July 18, 2018
File No: 8310-00

To: Mayor and Council
From: Mike Kelly, Senior Transportation Manager
Subject: Memorandum of Understanding - Transit Expansion Commitment

RECOMMENDATION

1. THAT the service expansion proposed by BC Transit as a part of the 2017-2020 Transit Improvement Program (TIP), as attached to this report, be approved; and

2. THAT the Mayor and Corporate Officer be authorized to execute all documents relating to this matter.

REPORT CONCURRENCE	
General Manager	**City Manager**
The Acting General Manager concurs with the recommendation of this report.	The City Manager concurs with the recommendation of this report.

SUMMARY OF THE ISSUE

The Provincial government has committed funding for province-wide transit expansion initiatives. BC Transit is proposing initiatives for the Central Fraser Valley Transit System (CFV) outlined in the Transit Improvement Program (TIP) that builds off the recently adopted City Transportation and Transit Master Plans. BC Transit is seeking Council's commitment on the timing and the level of funding support by way of a memorandum of understanding (MOU) that would allow BC Transit to secure sufficient funding for the CFV Transit System within the provincial budget. The MOU would formalize the process of securing provincial funding on the City's behalf.

BACKGROUND

BC Transit's TIP tracks expansion requests from local government partners for the next three fiscal years. This MOU summarizes specific initiatives for the subsequent three operating years of 2019-2020 through to 2021-2022. Expansion requests are informed by priorities identified within a local government's *Transit Future Plans*, Master Plans, as well as major capital initiatives necessary for the development of the transit system and progression towards ridership targets.

Abbotsford and Mission's *Transit Future Plan* outlines the vision for the local area transit network system over a 25 year planning horizon and describes the services, infrastructure and investments that are needed to achieve that vision. As such, the *Transit Future Plan* includes an implementation strategy and action plan based on immediate, short, medium and long term priorities. The implementation priorities feed into BC Transit's MOU process.

With the execution of the MOU, BC Transit will be in a position to proceed with securing funding in the provincial budget on behalf of the CFV Transit System. In return, the City of Abbotsford would commit to update their budget accordingly. Once funding is approved by the provincial government, and provided Council support of the upcoming budget, proposed service changes can then be incorporated into the Annual Operating Agreement, with BC Transit defining actual service levels.

DISCUSSION

Expansion initiatives are an important component to sustaining and growing a successful transit system. This investment in CFV Transit System comes with several considerations. To support Council decision-making, BC Transit has provided order-of-magnitude costing for each initiative based on the estimated annual expansion hours required (Attachment A).

By communicating proposed expansion initiatives as far in advance as possible, BC Transit can better achieve three important goals:

1. Ensure three-year expansion initiatives are aligned with the expectations of the local governments;
2. Attain a commitment from local governments that allow BC Transit to proceed with the procurement and management of resources necessary to implement transit service expansions; and
3. Provide local government partners with enhanced three-year forecasts that identify longer term funding requirements.

FINANCIAL PLAN IMPLICATION

The funding model for the BC Transit System has the local government share set at 53.3% and the provincial government share set at 46.7%. With Council's commitment to expansion initiatives, BC Transit will include the City's request in their draft Service Plan to the Province to seek the funding required for operating and capital costs. It is important to note that in the event the expansion requests from local governments exceed the available provincial funding, a prioritization process, known as the Transit Enhancement Process, will be used.

Once signed, the MOU will commit the City of Abbotsford to funding four new buses and 10,000 hours starting in March 2020, and two new buses and 5,000 hours in each subsequent years of 2020/2021 and 2021/2022. Through the funding model, the City will pay its 53.3% share of the cost for these initiatives, but will retain 100% of the revenues received to further offset costs (Attachment A).

The MOU also includes 2,500 hours allocated towards the District of Mission side of the transit system. Currently, the operating costs of the Central Fraser Valley Transit System are based on service hours prorated between Abbotsford and Mission with the City's share at 78.6% for 2018/2019 contract.

BC Transit will be providing three year budgets based on the in service hours agreed to in the MOU in the fall of 2018. This budget information will include annual operating and leasing costs, the estimated operating costs for the new facility and could change the cost share percentage between Abbotsford and Mission resulting from the MOU. This information will be brought forward at the upcoming 2019 budget discussions, and staff will provide the total impact to the City's budget at that time.

Rajat Sharma

Rajat Sharma
General Manager, Finance and Corporate Services
Signed 7/16/2018 4:33 PM

IMPACTS ON COUNCIL POLICIES, STRATEGIC PLAN AND/OR COUNCIL DIRECTION

- Vibrant Economy – Council's approval of the MOU will result in current transit service levels being increased to meet demand.
- Complete Community – Supports Council's Strategic Plan priority objective for community sustainability and efforts to enhance the quality of life within Abbotsford.
- Fiscal Discipline – Under the legislated funding formula, the transit model share is split by the provincial government at 46.7% and by local governments at 53.3%.
- Organizational Alignment – Supports the OCP vision of increased transportation mode share.

SUBSTANTIATION OF RECOMMENDATION

BC Transit is commencing the process for the next three year budget (2019-2020 through to 2021-2022) and as such is requesting the City of Abbotsford to confirm that the initiatives identified in Attachment A are aligned with Council's expectations for transit service in Abbotsford and that there is an associated funding commitment. It is recommended that Council endorse the request for expansion funding as proposed in order to formalize the process of securing provincial funding on the City's behalf. The TIP expansion will address reliability to the transit network and supports Council's Strategic Plan objective for community sustainability and the efforts to enhance the quality of life within Abbotsford.

Mike Kelly

Mike Kelly
Senior Transportation Manager
Signed 7/13/2018 10:42 AM

ATTACHMENTS:

Attachment A - Transit Improvement Program Memorandum of Understanding

Attachment: Attachment A - Transit Improvement Program Memorandum of Understanding (ENG 048-2018 : Memorandum of Understanding -

BCTransit
Connecting People and Communities

June 24, 2018

Attn: Mike Kelly, B.A.
Senior Traffic Manager
City of Abbotsford

Re: 3 Year Expansion Initiatives

Dear Mike,

As your transit system has service initiatives requiring expansion funding, we have attached a Memorandum of Understanding (MOU) to formalize the process of securing provincial funding on your behalf. This MOU summarizes specific initiatives for the subsequent three operating years of 2019-2020 through to 2021-2022. These initiatives are derived from recommendations outlined in the most recent service plan(s) received by your council/board and validated in collaboration with local government staff.

Expansion initiatives are an important component to sustaining and growing a successful transit system. This investment in your transit system comes with several considerations. To support council/board decision making, we have provided order-of-magnitude costing for each initiative based on the estimated annual expansion hours required. Where proposed expansion is dependent on other infrastructure investment, this dependency will be noted in the proposed expansion initiatives table. If your expansion requires additional vehicles, this is identified and is factored into your estimated total costs. Please keep in mind that should funding be secured to support your expansion initiative and you determine that expansion is no longer desired, the lease fees related to the new buses will still be added to your operating budget for a minimum of a one year period.

By communicating proposed expansion initiatives as far in advance as possible we are trying to achieve three important goals:

1. Ensure 3 year expansion initiatives are aligned with the expectations of local governments
2. Attain a commitment from local governments that allow BC Transit to proceed with the procurement and management of resources necessary to implement transit service expansions
3. Provide local government partners with enhanced 3 year forecasts that identify longer term funding requirements.

Upon confirmation of your council/board's commitment to the expansion initiatives, we will include your request in BC Transit's draft Service Plan to the Province to seek the matching funding required for operating and capital costs. If your proposed expansion requires additional vehicles in 2019-

520 Gorge Road East PO Box 610 Victoria BC Canada V8W 2P3 • T: 250 385 2551 • F: 250 995 5639 • www.bctransit.com

2020, a commitment from your council/board is required by mid-June to ensure sufficient time for BC Transit included your requirements in our procurement process. It is important to note that in the event expansion requests exceed the available funding, a prioritization process is used known as the Transit Enhancement Process.

Following confirmation of the provincial budget, I will confirm with you if sufficient funding is available and initiate an implementation plan, including the development of more detailed costing based on routing and schedules. I look forward to working with you on the continued improvement of your transit service and encourage you to contact me if you have any questions regarding these proposed expansion initiatives.

Yours truly,

Lisa Trotter
Senior Regional Transit Manager
BC Transit

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Attachment: Attachment A - Transit Improvement Program Memorandum of Understanding (ENG 048-2018 : Memorandum of Understanding -

Expansion Memorandum of Understanding

Date	June 24, 2018
Expiry	July 31, 2018
System	Central Fraser Valley Transit System

Expansion Initiatives Agreement

The following outlines expansion initiatives identified for your transit system along with a high level annual costing based on the hourly rates of your system. Please confirm these initiatives are aligned with the expectations of your local government. Upon confirmation of your local government's intent to commit to the expansion and budget, we will proceed with the request to secure funding from the Province on your behalf.

PROPOSED EXPANSION INITIATIVES						
AOA Period	**In Service Date**	**Annual Hours**	**Vehicle Requirements**	**Estimated Annual Revenue**	**Estimated Annual Total Costs**	**Estimated Annual Net Municipal Share**
2019/20	Mar-20	**10,000**	**4**	**$135,149**	**$1,264,802**	**$607,140**
		Description	Address reliability and begin to restructure system to the TFP network with increased focus on the Abbotsford Downtown Exchange and in alignment with the Master Transportation Plan and Transit Future Action Plans.			
2019/20	Mar-20	**2,500**	**0**	**$33,787**	**$279,778**	**$115,362**
		Description	Introduce Sunday service on routes currently without, introduce stat holiday service, replace evening Rte 40 East Mission Night route with dedicated Rte 33 Cedar Valley & Rte 34 East Side service up until 2220 (matching service provision on Rte 32 West Heights)			
2020/21	Sep-20	**5,000**	**2**	**$67,574**	**$662,564**	**$320,670**
		Description	Address reliability and begin to restructure system to the TFP network with increased focus on the Abbotsford Downtown Exchange			
2021/22	Sep-21	**5,000**	**2**	**$67,574**	**$694,192**	**$338,582**
		Description	Address reliability and begin to restructure system to the TFP network with increased focus on the Abbotsford Downtown Exchange			

Attachment: Attachment A - Transit Improvement Program Memorandum of Understanding (ENG 048-2018 : Memorandum of Understanding -

Approval

On behalf of the City of Abbotsford, I am confirming to BC Transit to proceed with the request for funding to the province on our behalf and that we are committed to budget accordingly as per the advice provided and with the knowledge a more detailed budget will follow as service details are confirmed.

On behalf of the City of Abbotsford:

Signature: _____ Date: _____

Name: _____ Position: _____

On behalf of BC Transit, prepared by: Lisa Trotter, Senior Regional Transit Manager

Attachment: Attachment A - Transit Improvement Program Memorandum of Understanding (ENG 048-2018 : Memorandum of Understanding -

COUNCIL REPORT

Executive Committee

Report No. ENG 049-2018

Date: July 19, 2018
File No: 1820-01

To: Mayor and Council
From: Tyler Bowie, Senior Engineer, Water
Subject: Investing in Canada Infrastructure Program – Grant Application

RECOMMENDATION

1. THAT staff be directed to submit a grant funding application for the Collector Well Project through the Investing in Canada Infrastructure Program – Green Infrastructure: Environmental Quality Sub-stream; and

2. THAT Council support the project and commit to provide Abbotsford's share of funding through water reserves included in the council approved 2018-2022 Financial Plan.

REPORT CONCURRENCE	
General Manager	**City Manager**
The Acting General Manager concurs with the recommendation of this report.	The City Manager concurs with the recommendation of this report.

SUMMARY OF THE ISSUE

On May 31, 2018, the details of the Investing in Canada Infrastructure Program Green Infrastructure – Environment Quality Sub-Stream was announced by the Federal and Provincial Governments. The Green Infrastructure grant is to support important drinking water, wastewater and solid waste projects. In review of the application, it is recommended that the Collector Well project be supported as the Grant application for both the District of Mission (Mission) and City of Abbotsford (Abbotsford). The application deadline for the grant is August 29,2018

BACKGROUND

On May 31, 2018, the Provincial Government along with the Federal Government released the details of the Investing in Canada Infrastructure Program (ICIP) Green Infrastructure - Environmental Quality Sub-Stream. The program is a component of the wider ICIP which will provide funding through and Integrated Bilateral Agreement between Canada and British Columbia for Green Infrastructure, Community, Culture and Recreation Infrastructure, Rural and Northern Communities Infrastructure, and Public Transit Infrastructure.

The Canada and British Columbia governments are investing up to $243 million in the initial intake of the ICIP Green - Environmental Quality Sub-Stream to support infrastructure projects in communities across the province. The eligible project must meet at least one of the following outcomes to be eligible:

- Increased capacity to treat and/or manage wastewater and stormwater.
- Increased access to potable water.
- Increased capacity to reduce and /or remediate soil and/or air pollutants.

The ICIP can fund up to 73.33% of the eligible costs with 40% coming from the federal government and 33.33% from the Provincial Government. Project durations should be between five and six years, with projects ultimately have to be completed before March 31, 2027.

The ICIP limits each municipality to one application per intake. As the Abbotsford Mission Water & Sewer Commission (AMWSC) is joint venture between Abbotsford and Mission an application for the Collector Well project would satisfy both Abbotsford's and Mission's grant application.

On July 12th report JSSC 041-2018 was approved by the AMWSC supporting the grant application for the Collector Well project.

DISCUSSION

The joint water system provides water to the District of Mission, City of Abbotsford, Fraser Valley Regional District and Matsqui First Nations. During 2017, the Joint Shared Services Committee (JSSC) embarked on a Water Source Supply Study, to determine the future needs of water for both the City of Abbotsford and District of Mission. The purpose of the study was to review and prioritize known water sources and develop a solution set that included conservation, optimization and source expansion. In considering the preferred option, it was important to consider that the solution needed to be phasable, incrementable, affordable, resilient and flexible.

During the Water Supply Study future demand forecasts were projected based on growth identified in both Abbotsford's and Mission's Official Community Plans (OCP's). By 2041, the system's maximum day demand, including conservation efforts, would be approximately 135 MLD. The current sustainable system capacity is estimated at approximately 123 MLD, leaving a supply gap of approximately 12 MLD during Maximum Day. To ensure that the system is resilient we need to be able to also provide the average day demand with one of the existing sources off for a long duration. It was determined that approximately 25 MLD of supply was required by 2041 with the supply gap emerging within the next 7 to 10 years. Based on these demand projections the supply source expansion needs to initially provide 25 MLD and be expandable to 50 MLD in the future when additional water is required.

In order to complete the grant application the following requirements are needed:

- Council Resolution Supporting the project;
- Detailed Cost Estimate;
- Site Plan/ Map;
- Feasibility Study
- List and status of required licenses, permits and approvals;
- Evidence of Secured Funds; and
- Water Conservation plan and copy of Council endorsement for the plan.

If the project is shortlisted the following additional items could potentially be required:

- Climate lens- Greenhouse gas emissions assessment;
- Climate lens - Climate change resilience assessment;
- Community Employment Benefits Study; and
- Value Engineering assessment.

A council report will also be taken to the District of Mission to in order to get a council resolution in support of the project. Additionally as the project is regional, letters of support will be sought from the Fraser Valley Regional District and Matsqui First Nations as the joint water system provides water to these communities.

FINANCIAL PLAN IMPLICATION

The Water Supply Study estimated phase one of the Collector Well at approximately $59 Million with phase two the expansion of the collector well at $17 Million in 2018 dollars. The $59 million was based on a class “D” estimate. The grant application allows for us to include inflation on the project as it is a multi-year project

The consultant has reviewed and updated the cost estimate reflect adjustments due to tariffs and Inflation. The updated estimate it $66.3 Million.

If Abbotsford and Mission is successful with the grant application contributions of up to 73.33% of eligible costs may be received. The remaining Abbotsford share will provided through water reserves budgeted for in the five year financial plan.

Rajat Sharma

Rajat Sharma
General Manager, Finance and Corporate Services
Signed 7/16/2018 10:36 AM

IMPACTS ON COUNCIL POLICIES, STRATEGIC PLAN AND/OR COUNCIL DIRECTION

The recommendations in this report support all four cornerstones of Council’s Strategic Plan and align with the direction set in the City’s OCP. The proposed initiative promotes a Vibrant Economy and Complete Community by ensuring that the community will continue to have safe reliable drinking water as it grows. It supports Fiscal Discipline through the implementation phasable, affordable solution to water supply that is grantable, and fosters Organizational Alignment by supporting the OCP vision.

SUBSTANTIATION OF RECOMMENDATION

On May 31, 2018, the Provincial Government along with the Federal Government released the details of the Investing in Canada Infrastructure Program (ICIP) Green Infrastructure - Environmental Quality Sub-Stream. The Canada and British Columbia governments are investing up to $243 million in the initial intake of the ICIP Green - Environmental Quality Sub-Stream to support infrastructure projects in communities across the province. The eligible project must meet at least one of the following outcomes to be eligible:

- Increased capacity to treat and/or manage wastewater and stormwater;
- Increased access to potable water; and
- Increased capacity to reduce and /or remediate soil and/or air pollutants.

The Collector Well project meets the eligibility of increased access to potable water and will provide Mission and Abbotsford with additional water to support growth and supply resiliency. It is recommended that the Abbotsford's Council support a grant application for the Collector Well Project.

Tyler Bowie

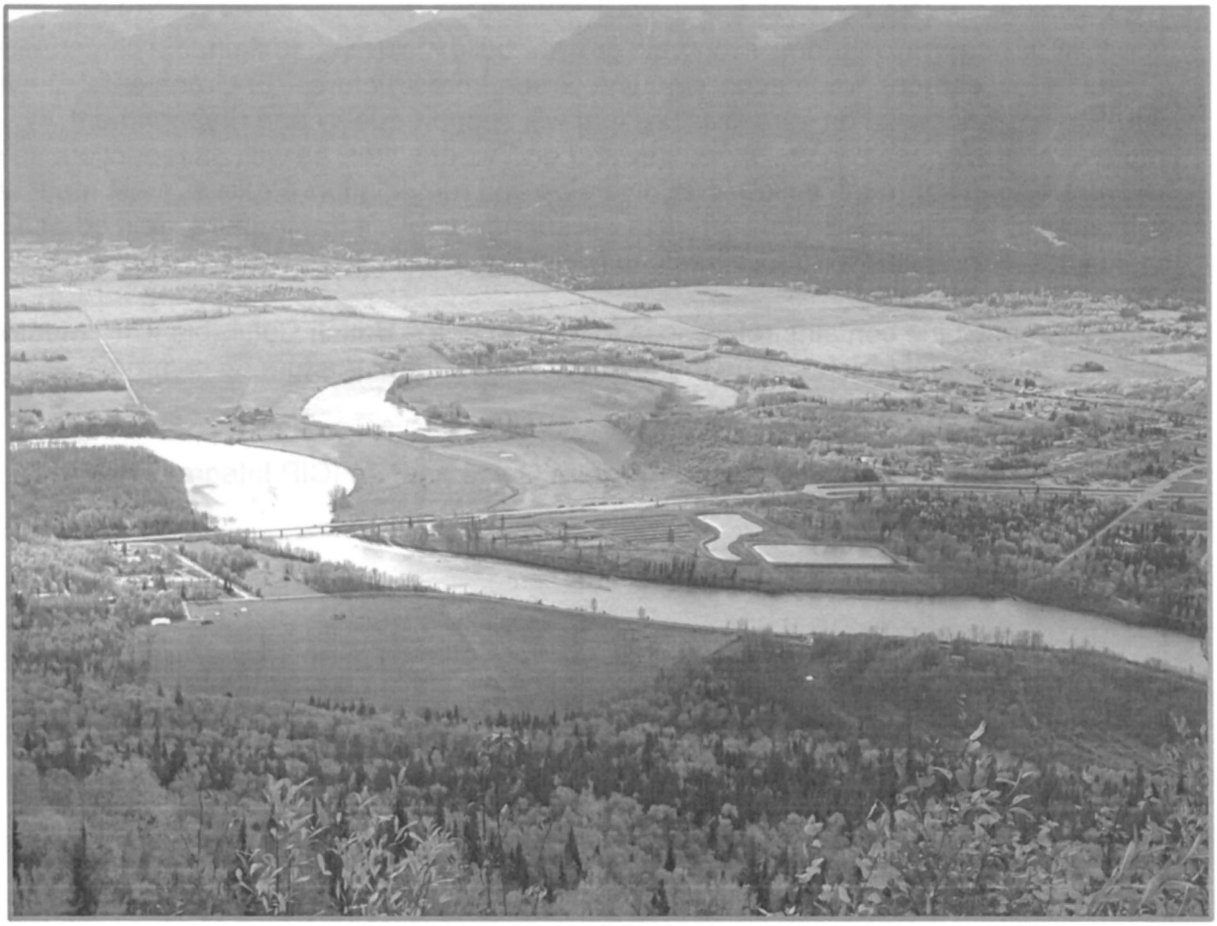
Tyler Bowie
Senior Engineer, Water
Signed 7/14/2018 12:37 PM

ATTACHMENTS:

Grant Infrastructure EQS-S Program Guide

Canada

BRITISH COLUMBIA



Canada-British Columbia Investing in Canada Infrastructure Program

Green Infrastructure – Environmental Quality Sub-Stream

Program Guide

Attachment: Grant Infrastructure EQS-S Program Guide (ENG 049-2018 : Investing in Canada Infrastructure Program – Grant Application)

Foreword

The British Columbia Program Guide provides an overview of the Investing in Canada Infrastructure Program (ICIP) Green Infrastructure – Environmental Quality Sub-Stream requirements. This Guide will walk you through the application process, and provide helpful information to assist in preparing and submitting an application under the ICIP Green Infrastructure - Environmental Quality Sub-Stream.

The ICIP will create long-term economic growth, build inclusive, sustainable communities and support a low carbon, green economy. The Green Infrastructure – Environmental Quality Sub-Stream is focused on infrastructure that will support quality and management improvements for drinking water, wastewater and stormwater, as well as reductions to soil and air pollutants through solid waste diversion and remediation. Projects must meet related outcomes to be eligible. Eligible projects will support public infrastructure, defined as tangible capital assets primarily for public use and benefit.

The Program Guide contains references to the Canada – British Columbia ICIP Integrated Bilateral Agreement which can be found at http://www.infrastructure.gc.ca/prog/agreements-ententes/2018/2018-bc-eng.html.

In the event of a conflict between the Program Guide and the ICIP Integrated Bilateral Agreement, the Agreement prevails.

Program Guide published May 31, 2018.

Attachment: Grant Infrastructure EQS-S Program Guide (ENG 049-2018 : Investing in Canada Infrastructure Program – Grant Application)

Attachment: Grant Infrastructure EQS-S Program Guide (ENG 049-2018 : Investing in Canada Infrastructure Program – Grant Application)

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Attachment: Grant Infrastructure EQS-S Program Guide (ENG 049-2018 : Investing in Canada Infrastructure Program – Grant Application)

1. INTRODUCTION

1.1 ABOUT THE PROGRAM

The Green Infrastructure – Environmental Quality Sub-Stream will fund infrastructure projects that will support quality and management improvements for drinking water, wastewater and stormwater, as well as reductions to soil and air pollutants through solid waste diversion and remediation.

The program is a component of the wider Investing in Canada Infrastructure Program (ICIP) which will provide funding through an Integrated Bilateral Agreement between Canada and British Columbia for Green Infrastructure, Community, Culture and Recreation Infrastructure, Rural and Northern Communities Infrastructure, and Public Transit Infrastructure.

Canada and British Columbia governments are investing up to $243.04 million in the initial intake of the ICIP Green – Environmental Quality Sub-Stream to support infrastructure projects in communities across the province.

A project must meet at least one of the following outcomes to be eligible:

- Increased capacity to treat and/or manage wastewater and stormwater
- Increased access to potable water
- Increased capacity to reduce and/or remediate soil and/or air pollutants

Local Government* and Indigenous applicants are eligible ultimate recipients for this merit-based funding.

It is anticipated that there will be more projects that qualify for funding than there are program funds available. Consequently, eligible projects will be subject to technical evaluation and ranked according to the extent to which they meet the program's objectives and the eligibility criteria.

Projects with total estimated eligible expenditures of $10 million or more will be subject to climate lens assessments (including a greenhouse gas emissions assessment that includes a cost-per-tonne calculation and a climate change resilience assessment) to be completed to British Columbia and Canada's satisfaction prior to Canada's approval of a project for funding.

The projects in receipt of grant awards will be subject to reporting requirements as the projects progress. Applicants are encouraged to familiarize themselves with the requirements described in this guide.

The program targets projects that can be completed in five to six years following approval.

Attachment: Grant Infrastructure EQS-S Program Guide (ENG 049-2018 : Investing in Canada Infrastructure Program – Grant Application)

An Oversight Committee consisting of representatives from the federal and provincial governments will be responsible for administration of the Agreement.

**Local government refers to Regional Districts and Municipalities throughout this Guide. See Section 2.1 on Eligible Applicants for details.*

1.2 Purpose

The ICIP Green Infrastructure – Environmental Quality Sub-Stream will help communities address their infrastructure needs, while supporting environmental quality through infrastructure projects including improvements to treatment and management of drinking water, wastewater and stormwater, as well as reductions to soil and air pollutants through solid waste diversion and remediation.

1.3 Application Deadline

The deadline for the application intake is **August 29, 2018**.

A Business BCeID credential and password are required to access the online application. The deadline to submit your BCeID credentials is August 8, 2018.

See Application Instructions & Tips for more details.

1.4 Limit on Number of Applications

Municipalities may submit **one** application per intake. Applications not approved from an earlier intake may be revised and a new application regarding the same project submitted to a subsequent intake. This will count towards the limit on the number of applications submitted.

Regional Districts may submit **one** application for each community in their area. A community is defined as a settlement area within a regional district electoral area or an established or proposed service area.

Indigenous Ultimate Recipients may submit **one** application per intake. Applications not approved from an earlier intake may be revised and a new application regarding the same project submitted to a subsequent intake. This will count towards the limit on the number of applications submitted.

Applications from improvement districts or water utilities must be made by the sponsoring regional district or municipality. If the application is successful in obtaining program funding, the ownership of the infrastructure and associated assets must be transferred to the sponsoring regional district or municipality. An Improvement District Conversion Guide can be found here: http://www.cscd.gov.bc.ca/lgd/gov_structure/library/improvement_district_conversion_guide.pdf.

Attachment: Grant Infrastructure EQS-S Program Guide (ENG 049-2018 : Investing in Canada Infrastructure Program – Grant Application)

1.5 Cost-Sharing, Stacking and Limits to Funding Award

The funding provided by the federal government towards infrastructure projects is cost shared by other partners, such as provinces, municipalities, regional districts and Indigenous groups. The levels of federal and provincial contribution are:

Ultimate Recipient	*Government of Canada Contribution (up to)*	*Province of British Columbia Contribution (up to)*	*Total Senior Government Contribution (up to)*
Local government projects*	40%	33.33%	73.33%
Indigenous projects	75%	15%**	90%

The remaining eligible project costs, plus all ineligible projects costs, and cost overruns are the responsibility of the applicant. Where applicants plan to use or have applied for funds from other federal or provincial programs, the source of these funds must be indicated on the application form. The disclosure of other funding sources must be provided by the successful recipient up to the completion of the project.

Applicants who have other senior government funding or grants in place for their project should note that the program is subject to stacking rules. Total senior government funding will be reduced to the maximum commitments under this program or may affect funding under other senior government funding programs. Note that Gas Tax Community Works Funds are considered to be a federal contribution for these purposes, and will not be able to be utilized for the ultimate recipient's funding contribution to the project.

Indigenous ultimate recipients may be eligible to access additional funding from federal sources subject to approval from Canada.

* A local government is defined as the council of a municipality or the board of a regional district.

** For off-reserve assets.

Attachment: Grant Infrastructure EQS-S Program Guide (ENG 049-2018 : Investing in Canada Infrastructure Program – Grant Application)

2. APPLICANTS

2.1 ELIGIBLE APPLICANTS

- A local or regional government* established by or under British Columbia statute;
- The following Indigenous Ultimate Recipients:
    - A band council within the meaning of section 2 of the *Indian Act*;
    - A First Nation, Inuit or Métis government or authority established pursuant to a self-government agreement or a comprehensive land claim agreement between Her Majesty the Queen in Right of Canada and an Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation;
    - A First Nation, Inuit or Métis government that is established by or under legislation whether federal or provincial that incorporates a governance structure; and
    - A not-for-profit organization whose mandate is to improve Indigenous outcomes, in partnership with one or more of the Indigenous entities referred to above.

**Considered to be a municipality or regional district for the purposes of this funding.*

2.2 INELIGIBLE APPLICANTS

- Federal entities, including federal Crown Corporations.
- Applicants not defined in section 2.1.
- Applicants not residing within the Province of British Columbia.
- Applications from improvement districts, water utilities, societies or private water systems must be made by a sponsoring regional district or municipality. If the application is successful in obtaining program funding, the ownership of the infrastructure and associated assets must be transferred to the sponsoring local government.

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3. PROJECTS

3.1 ELIGIBLE PROJECTS BY OUTCOME

The Program reflects an outcome based rather than a project category based approach. Project eligibility is based on its ability to meet the following **outcomes** set out by Infrastructure Canada:

- Increased capacity to treat and/or manage wastewater and stormwater
- Increased access to potable water
- Increased capacity to reduce and/or remediate soil and/or air pollutants

3.2 ELIGIBLE PROJECTS

The Program will target primarily public infrastructure, which is defined as "tangible capital assets in British Columbia primarily for public use and/or benefit". To be eligible for funding, a Project must:

a) be put forward by an applicant who demonstrates that they will be able to operate and maintain the resulting infrastructure over the long term;

b) meet one or more of the Program outcomes (see Section 3.1);

c) be for the construction, renewal, rehabilitation or material enhancement of infrastructure, excluding normal maintenance or operation;

d) be supported by all requirements set out in Section 5;

e) the application and supporting documents should be comprehensive, credible, and feasible;

f) stipulate a construction completion date of no later than March 31, 2027;

g) be duly authorized or endorsed by, as applicable:

- in the case of a local government applicant, a resolution of its council/board; or
- in the case of an Indigenous applicant, a resolution of its band council;

h) be for broad public use or benefit and clearly demonstrate this within the application;

i) meet or exceed any applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework on Clean Growth and Climate Change where a building is constructed;

j) for publicly accessible buildings, meet or exceed the requirement of the highest published accessibility standard in a jurisdiction, defined as the requirements in the Canadian Standards Association Technical Standard Accessible Design for the Built Environment (CAN/CSA B651-12), in addition to applicable provincial building codes and relevant municipal bylaws;

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k) demonstrate benefits extending beyond the reserve community, for First Nations projects, located partially or entirely on reserve;

l) be located in the Province of British Columbia; and

m) meet all the program criteria identified in this Guide.

Projects of the following types must also meet these requirements:

a) Wastewater Projects must result in wastewater effluent that meets the Wastewater Systems Effluent Regulations, or provincial regulations where there is a federal equivalency agreement in place.

b) Drinking water quality following completion of a drinking water Project must meet or exceed provincial standards.

c) Solid waste diversion Projects must result in a measurable increase in the quantity of material diverted from disposal as measured against a baseline using the *Generally Accepted Principles for Calculating Municipal Solid Waste System Flow*.

d) Projects that reduce or remediate soil pollutants must be undertaken on properties that are contaminated, as confirmed by a Phase II Environmental Site Assessment.

3.3 Ineligible Projects

A project will be deemed ineligible if:

a) the construction began or a tender has been awarded prior to the date a Shared Cost Agreement between the Province and the Ultimate Recipient is signed;

b) the estimated project start date is more than 2 years after the date of application;

c) the project will be completed after March 31, 2027;

d) the project deals with assets owned by the Government of Canada including federal Crown Corporations;

e) it does not meet one or more of the program outcomes outlined in Section 3.1;

f) it is eligible under the federal Low Carbon Economy Fund;

g) it is an energy retrofit project, unless the energy retrofit project is on an asset that would be considered eligible for funding under the ICIP IBA or under the National Housing Strategy;

h) it includes investment in emergency services infrastructure;

i) it involves relocation of whole communities; or

j) it relates to seismic risks.

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The government endeavors to support projects through the program which are well planned, support local and provincial priorities, and will continue to provide community benefits over the long term supported by sustainable infrastructure management. Projects may not be funded if they present risks to program funders, for example if any of the following are deemed likely:

- a high probability of the project not being able to be completed within the program timeline,
- potential for the project to not proceed due to applicant funding difficulties,
- a high probability that the project will require a significant change in scope to proceed due to limited planning being undertaken prior to application,
- the project may not provide the level of service identified,
- the project does not have public support,
- the project has the potential to cause environmental or social issues, or
- the applicant does not demonstrate they are able to manage, maintain and finance the project over the long term.

The applicant should clearly demonstrate within the application that risks related to the project have been considered and include mitigation measures for these.

Note that this does not preclude the consideration of innovative concepts and technology, and inclusion of these will be viewed positively where their suitability for the purpose is considered through the feasibility study.

3.4 Project Examples

Examples of projects which may meet the outcomes in Section 3.1 may be found on the Environmental Quality Program website. This is not an exhaustive list and is intended as a sampling only. The Program utilizes an outcomes based approach rather than defined categories to allow for innovation and flexibility. Project that support outcomes and align with other eligibility criteria will be considered for funding.

3.5 Project Size and Phasing Projects

Applicants should be aware that there are reporting requirements for this Program, and should be prepared to meet them (See Section 9.5 for requirements).

There is no cap on the maximum allowable funding amount per project; however, consideration will be given to a fair distribution of funding. Applicants should consider whether phasing is an option where project funding would represent more than 10% of the total funding available for the intake. Applicants should submit the project that will give them the best value for the given cost.

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Where a phase is submitted for funding consideration, the phase should independently result in outcomes which align with program objectives.

If applying for a phase of a larger project, identify how the project will be phased. This should be demonstrated in the accompanying Detailed Cost Estimate Template, and the project descriptions must be organized to easily understand each of the distinct phases of the project, highlighting which phase is the subject of the funding request.

It is important to note that the approval of one phase of a project does not guarantee that other phases will receive funding.

4. COSTS

See Appendix B for examples of eligible and ineligible costs.

4.1 ELIGIBLE COSTS

Eligible costs will include the following:

a) all costs considered to be direct and necessary for the successful implementation of an eligible project, in the opinion of Canada and British Columbia, excluding those identified under Section 4.2 (Ineligible Costs);

b) the capital costs of constructing or renovating a tangible asset, as defined and determined according to generally accepted accounting principles in Canada;

c) all planning (including plans and specifications), assessment and design costs specified in the agreement such as the costs of environmental planning, surveying, engineering, architectural supervision, testing and management consulting services, to a maximum of 15% of total funding award;

d) costs related to meeting specific Program requirements, including completing climate lens assessments (as outlined in Section 6) and creating community employment benefit plans (costs for climate lens assessments can be incurred prior to project approval, but can only be paid if and when a project is approved by both the Province and Canada for contribution funding);

e) the costs of engineering and environmental reviews, including environmental assessments and follow-up programs as defined in the *Canadian Environmental Assessment Act 2012* and the costs of remedial activities, mitigation measures and follow-up identified in any environmental assessment;

f) the costs of Aboriginal consultation, and where appropriate, accommodation;

g) the costs directly associated with joint federal and provincial communication activities (press releases, press conferences, translation, etc.) and with federal and provincial project signage; and

h) the incremental costs of the eligible recipient's employees related to construction of the project may be included as eligible costs under the following conditions:

    i. The recipient is able to demonstrate that it is not economically feasible to tender a contract;

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ii. The employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and

iii. The arrangement is approved in advance and in writing by the Province and by Canada.

Eligible costs are limited to the following:

a) costs incurred between the project approval date and the project completion date set out in the Shared Cost Agreement, except for costs associated with completing climate lens assessments and creating community employment benefit plans, which are eligible before project approval, but can only be paid if and when a project is approved by the Province and Canada and a signed Shared Cost Agreement is in place.

4.2 Ineligible Costs

The following are deemed ineligible costs:

a) costs incurred prior to the approval of the project, except for expenditures associated with completing climate lens assessments and creating community employment benefit plans as required (but can only be paid if and when a project is approved by the Province and Canada and a signed Shared Cost Agreement is in place);

b) incurred after the project completion date set out in the Shared Cost Agreement with the exception of expenditures related to audit and evaluation requirements pursuant to the agreement;

c) costs related to developing a funding application and application supporting documentation;

d) costs incurred for cancelled projects;

e) costs of relocating entire communities;

f) land acquisition;

g) real estate and other fees related to purchasing land and buildings;

h) financing charges, legal fees and interest payments on loans, including those related to easements (e.g. associated surveys);

i) costs associated with operating expenses and regularly scheduled maintenance work;

j) leasing land, buildings and other facilities;

k) leasing of equipment other than equipment directly related to the construction of the project;

l) overhead costs, including salaries and other employments benefits, direct or indirect costs associated with operating expenses, administration and regularly scheduled maintenance work, and more specifically any costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by staff, except those indicated in Eligible Expenditures;

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m) costs related to furnishing and non-fixed assets which are not essential for the operation of the asset/project;
n) any goods and services costs which are received through donations or in kind;
o) taxes for which the ultimate recipient is eligible for a tax rebate and all other costs eligible for rebates;
p) all capital costs, including site preparation, vegetation removal and construction costs, until Canada has been satisfied that the federal requirements under the Canadian Environmental Assessment Act, 2012 (CEAA, 2012), other applicable federal environmental assessment legislation that is or may come into force during the term of the Agreement, and other applicable agreements between Canada and Aboriginal groups have been met to the extent possible and continue to be met; and
q) all capital costs, including site preparation, vegetation removal and construction costs, until Canada is satisfied that any legal duty to consult, and where appropriate, to accommodate Aboriginal groups or other federal consultation requirement, has been met and continues to be met.

5. GENERAL REQUIREMENTS

5.1 REQUIRED INFORMATION

Please ensure that your application addresses the following:

- Application form and mandatory documents have been filled out in full and submitted online using the Local Government Information System.
- Application must be submitted by an "eligible applicant" (defined in Section 2).
- Application must be for an "eligible project" (defined in Section 3).
- Application includes an authorization to proceed with the project from all appropriate approval authorities.
- Application includes a commitment to pay the applicant share of the eligible costs and ongoing (operating and other) costs associated with the project.
- Project is consistent with applicable provincial, regional, municipal, or band plans (e.g., land-use, integrated watershed management plan, municipal official plans, Integrated Community Sustainability Plans).
- Major risks with a potential impact on the project during construction or once completed have been considered, and, where applicable, a mitigation plan developed.
- All applicable legislative or regulatory requirements will or have been met. This includes requirements for a Federal Environmental Assessment (FEA) process, provincial Environmental Assessment process and requirements for Aboriginal Consultation. Where a project is excluded from a review under the Canadian Environmental Assessment Act, it may require permits or approvals from local, regional or provincial government agencies. It is the applicant's responsibility to ensure that any additional approvals and permits are identified and/or obtained.

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- The energy efficiency requirements of the National Energy Code of Canada for Buildings 2015 will be met for newly constructed or materially rehabilitated infrastructure intended for use by the public, where applicable (describe the variances and plans to achieve compliance).
- For newly constructed or materially rehabilitated infrastructure intended for use by the public, the project will provide appropriate access for persons with disabilities, including meeting the requirements of the Canadian Standards Association Technical Standard Accessible Design for the Built Environment (CAN/CAS B651-04) or any acceptable or similar provincial or territorial standards (describe the variances and plans to achieve compliance).

Projects that are selected for funding will be required to provide additional information as outlined in Section 5.4 to British Columbia and Canada's satisfaction prior to Canada's approval of a project.

5.2 FUNDING

The applicant must demonstrate that their share of funding has been, or is being secured, and that a plan is in place to recover any cost overruns beyond budgeted contingencies. Further, the application must demonstrate that funds have been committed to operate, maintain and plan for replacement. Also see the "Evidence of Secured Funds" and "Council/Board Resolution" sections under Section 6.

If a local government has accumulated funds in a statutory reserve to finance a share of project costs, please submit evidence of these funds as at application date and supporting information directing the use of reserve funds.

If a local government intends to borrow a share of costs, a bylaw to authorize the borrowing of funds should receive third reading by a local government prior to submitting an application to the program. A copy of that bylaw should accompany the application. Municipalities that intend to borrow should also submit a Liability Servicing Limit Certificate for the amount authorized in the bylaw. Please also submit information about any sources of applicant share of project costs other than reserves or borrowing. Please note that submission of a loan authorization bylaw and supporting information as evidence under the program is separate from submission for approval by the Inspector of Municipalities. That is a separate process that must be completed when approval by the Inspector is desired. A preference may be given to funding projects that demonstrate secured funding.

A financial analysis will be completed as part of the application review. This will include a review of information submitted within the application and in addition, for local governments, a review of the periodic financial information that must be submitted to the Ministry of Municipal Affairs and Housing (the Ministry). This periodic financial reporting information is available on Ministry files, and thus does not need to be submitted with an application. However, local government applicants should recognize that the ranking of

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applications may reflect the extent to which applicants have met financial criteria such as having:

- met the deadlines for legislated financial reporting, including the financial plan, audited financial statements, Local Government Data Entry (LGDE) forms and Statement of Financial Information (SOFI);
- submitted the financial plan to the Ministry to meet requirements of s 165 of the Community Charter for municipalities and section 374 of the *Local Government Act* for regional districts; and
- measures of financial stability and sustainability which may include property tax structures and development costs charge structure.

5.3 Selection Process and Criteria

The Program is merit based and projects are subject to a comprehensive technical ranking assessment and internal provincial review, with a list provided to the Oversight Committee and recommendations submitted to Canada for final approval.

Applicants must ensure that their application demonstrates how the project will be eligible for funding (Section 3.2), how the project benefits align with one or more of the outcomes (Section 3.1), how the project aligns with program criteria described in the application form and in this guide, and how the project is supported by sustainable management and planning.

In addition to consideration of the required information in Section 5.1 and 5.2, projects will be evaluated with regard to the degree to which they meet the following:

- represent good value for money;
- contribute to community objectives and is based on community need for services;
- enhance and protect public health;
- enhance and protect environmental health;
- support sustainability principles;
- are consistent with integrated long-term planning and management;
- demonstrate efficient use of resources throughout the life of the assets created;
- are situated within, and advances, the organization's capital works and financial plans;
- exhibit long-term sustainability, including operational viability, asset management for sustainable service delivery, and environmental sensitivity;
- will be able to be financially supported by the organization over the life of assets created including lifecycle and renewal costs;
- are supported by a high level of planning including identifying appropriate levels of service and demand;

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- contribute towards reduction in demand for natural resources;
- consider adaptation and mitigation to climate change; and
- use the best available economically feasible technology, if applicable.

Projects that support the key actions identified as part of British Columbia's commitments under the *Pan-Canadian Framework on Clean Growth and Climate Change* may also be given additional priority.

Internal provincial review may include consideration of factors such as regional distribution of funding, previous funding, communities in need, and unmitigated project risks.

5.4 Requirements Prior to Approval by Canada

Shortlisted projects will be given initial 'approval in principle' by the Province where additional requirements must be met prior to the project being formally accepted into the program. The following will be required to be completed to BC and Canada's satisfaction prior to Canada's approval of a project into the program:

- For all projects with total estimated eligible expenditures of $10 million or more, a climate lens - greenhouse gas emissions assessment that includes a cost-per-tonne calculation as required by Canada*.**
- For all projects with total estimated eligible expenditures of $10 million or more, a climate lens - climate change resilience assessment*.**
- A federal form to determine if there are any federal environmental assessment requirements that could apply to the project and if there is a requirement to consult with Indigenous Groups
- For all projects with total estimated eligible expenditures of $25 million or more, the expected results for community employment benefits as required by Canada, unless waived at the discretion of British Columbia (see section 9.5 for additional information).***

The following may be required on a case by case basis at the discretion of British Columbia:

- For projects with total estimated eligible expenditures of $15 million or more and a sufficiently complex nature, a Value Engineering assessment

The intent of the Provincial "approval in principle" is to give applicants some assurance that funding will be received prior to having to complete these additional requirements.

Projects that request a contribution of more than $50 million from federal sources, involve federal assets, or involve sole source contracting (contracts over $25,000 or, for

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the acquisition of architectural and/or engineering services, over $100,000), if shortlisted, will be subject to a request for further information to support a federal Treasury Board submission.

*Note that costs associated with greenhouse gas emissions and climate change resilience climate lens assessments will be considered as eligible as part of the funding.

**Information on the requirements for climate lens assessments can be found at: https://www.infrastructure.gc.ca/pub/other-autre/cl-occ-eng.html.

***Information on the requirements for community employment benefits reporting can be found at: http://www.infrastructure.gc.ca/pub/other-autre/ceb-ace-eng.html.

6. APPLICATION PROCESS

All proponents must complete and submit an online application form via the Local Government Information System (LGIS). A Business BCeID is required to set up access in LGIS. this can take up to 15 business days. New users are encouraged to start the process of requesting a BCeID as early as possible. See Application Instructions & Tips for more details.

A statement by a Financial Approver and Project Manager certifying that the information contained in the application is correct and complete will be required as part of the online application submission.

The following mandatory documents must be clearly labeled and uploaded to LGIS as part of your online application by the application deadline:

- Council/Board/Band Council Resolution
- Detailed Cost Estimate
- Site Plan / Map
- Feasibility Study
- List and status of required licenses, permits and approvals (or indicate if not applicable)
- Evidence of Secured Funds
- For all projects related to drinking water or wastewater: Water Conservation Plan (for all Drinking Water and Wastewater projects) and a copy of Council/Board/Band Council endorsement for the plan

Attached supporting documents should be clearly labelled, succinct and submitted in a searchable format where possible. Where attachments are longer in length, specific reference should be made to the sections of documents you wish to be included in the review.

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Applicants are responsible for ensuring full and accurate information is submitted. Applications will not be reviewed unless all necessary information has been submitted, including mandatory documents.

The following documents may be used to support the application; however the relevant information should be referenced within the application:

- Options Assessment
- Business Plan
- Cost Benefit Analysis or Other Study
- Design Drawings or Details
- Letters of Support

Letters of support, partnership agreements, or memorandums of understanding from the other partners are recommended for projects done in partnership with others or that will have joint ownership. Letters from health officers are useful for projects that support public health objectives.

6.1 Council/Board/Band Council Resolution

- A council/board/band council resolution or by-law, committing the proponent to contribute its share of the eligible project costs and all the ineligible costs.

The resolution/bylaw must identify the source of the proponent's share of the projects costs. The resolution should show support for the project from a municipality's Council, a regional district Board, or an Indigenous applicant's band council (or other appropriate authorized body).

Where possible, the resolution should be submitted as part of the application package. Where the applicant is unable to submit the resolution with the application (e.g. due to timing considerations with when the Council/Board meets), it must be submitted within one month after the submission deadline. Please indicate on the application form when submission of the resolution will be expected to occur.

Projects not supported by an appropriate resolution will not be reviewed.

6.2 Detailed Cost Estimate

A detailed cost estimate template has been provided on the Environmental Quality Program website and submission of a completed cost estimate is a mandatory document. Detailed costs estimates must include but are not limited to: an itemized description, cost per unit of measure, number of units, as well as design, engineering, contingency costs, and tax rebate breakdowns. Applicants are to identify which costs are eligible and which are ineligible and to state what class or confidence

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level the estimates are (e.g., class B or the level of confidence of the proposed cost). Cost estimates must be dated.

If the project is part of a larger project, the detailed cost estimate should only include the costs for the project being applied for. If a project can be broken into phases, a separate detailed cost estimate must be submitted for each phase being applied for.

It is important to note that projects will be reviewed in the context of the C*anadian Environmental Assessment Act* (CEAA) 2012 and regulations as discussed in Section 7. Where applicable, project cost estimates should include costs to conduct a CEAA study.

Projects requiring climate lens assessments as outlined in Section 5.4 should include costs to complete these and have them attested to by a qualified assessor.

IMPORTANT: It is necessary to provide **up-to-date, detailed, and complete cost estimates** and identify and account for inflation, increasing construction costs and possible delays in start and completion dates. Factors that may delay construction include: the timing of the grant announcement date, fisheries window, public consent, weather and construction seasons, delays in the CEAA process, right of way negotiations, regulatory applications, etc.

6.3 Site Plan/Map

A site plan/map should include the location and the general layout of the works to be included in the proposed project.

6.4 Feasibility Study

This study should be completed by a professional with expertise relevant to the subject area (i.e. an engineer, architect, etc.) and should identify what the solution is, why it is it being recommended and should address capital and lifecycle expenditures, annual operating costs, emerging technologies, environmental considerations and societal impacts.

6.5 List of Required Licenses, Permits and Approvals

All applicants are required to investigate and submit a list of licenses, permits and approvals which are required for the project to proceed and they must advise on the status of any that have been applied for. This demonstrates that a project is on track and/or that the proponent has considered and commenced applications for these required items.

Note that there is now a requirement under the Water Sustainability Act for a water license for all users who divert and use **groundwater** from a well or dugout for non-

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domestic purposes. The Ministry of Environment & Climate Change's brochure provides information: https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/laws-rules/gw_licensing_brochure.pdf.

6.6 Evidence of Secured Funds

Evidence that the applicant's full share of funding has been or will be secured is required. This evidence may be in the form of recent bank statements showing that the amount is on hand, a line of credit letter of approval (for non-local government entities), staff reports and/or resolutions of board/council directing the use of reserve funds, and for local governments who are recovering their share of funding through borrowing, a Liability Servicing Limit Certificate indicating that borrowing is within a local government's assent free borrowing limit, a loan authorization bylaw that has received third reading, and/or a date that borrowing has been approved through a formal public approval process and a copy of the related bylaw. Other evidence may be accepted at the discretion of the Director or program leads.

The applicant will be prompted for required documents through the online application process.

6.7 Water Conservation Plan

A current, Council, Board, or Band Council endorsed Water Conservation Plan will be required for any project application related to Drinking Water or Wastewater. To meet the requirement, the plan will need to have been updated within the last five years. Please attach or provide a link to the plan and provide a copy of the Council or Board endorsement of the plan. The plan should be relevant to the area which will be served by the project.

Where a water or wastewater system is being transferred to a local government, a commitment should be included to extend the water conservation activities to the transferred system.

It is expected that Drinking Water or Wastewater projects which create new infrastructure will consider how water can be used efficiently or reduced as part of the project design. Advice on creating a water conservation plan can be found here: http://www.obwb.ca/water-conservation-guide-for-bc-now-available/. An additional tool for exploring water conservation options is: http://waterconservationcalculator.ca.

6.8 Contact Information

Applications and mandatory documents will be submitted through the online LGIS application. Questions can be directed to:

Ministry of Municipal Affairs and Housing
Phone: 250-387-4060 Email: infra@gov.bc.ca

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7. *CANADIAN ENVIRONMENTAL ASSESSMENT ACT, 2012* REQUIREMENTS

The *Canadian Environmental Assessment Act 2012* (the Act) and its regulations are the legislative basis for the federal practice of environmental assessment. A Federal Environmental Assessment (FEA) is a process to evaluate the environmental effects and identify measures to mitigate potential adverse effects of a proposed project. The Act ensures that the environmental effects of a project are carefully reviewed before a federal department/agency makes a decision to allow the proposed project to proceed.

Detailed information on the *Canadian Environmental Assessment Act* and regulations can be found at the Canadian Environmental Assessment Agency's website: www.ceaa-acee.gc.ca/.

All projects that receive funding through the Agreement must comply with the Act. However, since not all projects are on federal lands or affect the environment in a significant way, many projects may not require an environmental assessment under the Act. It is the responsibility of the Proponent to determine the FEA requirements and contact the relevant Federal departments, as indicated below.

7.1 HOW TO DETERMINE IF A FEDERAL ENVIRONMENTAL ASSESSMENT (FEA) IS REQUIRED

An FEA will be required under CEAA 2012 if the project meets the definition of a designated project and or it is located on federal lands.

Is it a designated project?

Designated projects can be found on the *Regulations Designating Physical Activities:* *http://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-147/page-1.html#docCont*
Only projects on the designated project list require FEA or projects designated by the Minister due to potential for environmental effects or public concerns. Should the Project meet the definition of a designated project, proponents must provide to the Canadian Environmental Assessment Agency a description of their proposed project to initiate the process.

Is the project on federal lands?

Projects on federal lands are subject to an assessment of environmental effects. Information must be provided to program staff on whether or not the project will be located on federal lands. Proponents must engage with the federal lands' owner to establish the process and requirements to meet CEAA, 2012.

For more information refer to the Operation Policy Statement:

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https://www.canada.ca/en/environmental-assessment-agency/news/media-room/media-room-2015/assessing-cumulative-environmental-effects-under-canadian-environmental-assessment-act-2012.html

7.2 Time and Cost Considerations

Time and Costs involved in completing the FEA and associated studies will depend on site accessibility and the availability of local expertise, the nature and complexity of the project, potential environmental implications and the level of public/First Nations interest. When developing the project cost estimates, please consider the potential expenses involved in preparing a FEA.

7.3 Dialogue with Environmental Agencies

For projects that require a FEA, proponents are encouraged to contact relevant federal departments or provincial ministries (e.g., Fisheries & Oceans Canada, Environment Canada - Canadian Wildlife Service or BC Ministry of Environment). A proactive discussion with such agencies during the project-planning phase will assist in identifying potential environmental impacts and necessary mitigation measures.

IMPORTANT NOTE:

- Where necessary, ICIP funding is conditional upon completion of an environmental assessment review of the project under the Act with a satisfactory outcome.
- Starting BC and Canada environmental assessments early in the planning of a project will assist the British Columbia and the Government of Canada in discharging the legal duty to consult and, if appropriate, accommodate Aboriginal peoples when the Crown contemplates conduct that might adversely impact established or potential Aboriginal or Treaty rights.
- Successful applicants must agree to adhere to mitigation requirements as may be specified in the FEA and/or recommended by federal departments and agencies participating in the review process.
- Any changes to the scope of the project while it is underway could re-open the FEA review and cause the project to have construction delays. In addition, project scope changes need to be brought to the ICIP program staff immediately as they need the Province's approval prior to going forward with any changes to the original approved scope.

7.4 Other Regulatory Considerations

Projects must meet all applicable federal and provincial environmental legislation and standards. Even though a project is excluded from a review under the *Canadian Environmental Assessment Act*, it may require permits or approvals from local, regional

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or provincial government agencies. It is the applicant's responsibility to ensure that any additional approvals and permits are obtained.

7.5 B.C. Environmental Assessment Process

Proposed projects or modifications to existing projects that are subject to the *British Columbia Environmental Assessment Act* (BCEAA) are specified in the Environmental Assessment Reviewable Project Regulations by project type, design capacity, and diversion or extraction rate. All applicants should review a copy of the regulations for information on projects that may be subject to the BCEAA. Information must be provided to CWWF program staff on whether or not the project will be subject to BC Environmental Assessment.

Refer to BC Environmental Assessment Office's website at www.eao.gov.bc.ca or contact their office at:

2nd Floor 836 Yates Street
PO Box 9426 Stn Prov Govt
Victoria, BC V8W 9V1
Email: eaoinfo@gov.bc.ca

8. ABORIGINAL CONSULTATION

Proponents may be required to consult with Aboriginal groups if the project is located in an area where Aboriginal communities have potential or established Aboriginal or Treaty rights. It is the responsibility of the Proponent to determine whether or not the project requires consultation with Aboriginal groups. Information must be provided to program staff on whether or not the project will be subject to Aboriginal Consultation.

If required, Canada must be satisfied that for each Project:

a) Aboriginal groups have been notified and, if applicable, consulted;

b) If applicable, a summary of consultation or engagement activities has been provided, including a list of Aboriginal groups consulted, concerns raised, and how each of the concerns have been addressed, or if not addressed, an explanation as to why not;

c) Accommodation measures, where appropriate, are being carried out by British Columbia or Ultimate Recipient at their own cost; and

d) Any other information has been provided that Canada may deem appropriate.

No site preparation, vegetation removal or construction will occur for a Project and Canada has no obligation to pay any Eligible Expenditures that are capital costs, as

Attachment: Grant Infrastructure EQS-S Program Guide (ENG 049-2018 : Investing in Canada Infrastructure Program – Grant Application)

determined by Canada, until Canada is satisfied that any legal duty to consult, or other federal consultation requirement, and where appropriate, to accommodate Aboriginal groups has been met and continues to be met.

For more information on British Columbia's consultation resources and consultation policy:

https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/consulting-with-first-nations
http://www2.gov.bc.ca/gov/DownloadAsset?assetId=9779EDACB673486883560B59BEBE782E

For more information on Aboriginal Consultation in Federal Environmental Assessment:
http://www.ceaa-acee.gc.ca/default.asp?lang=En&n=ED06FC83-1

9. APPROVED APPLICATIONS

Successful recipients will be notified in writing if their application is approved.

The Province of British Columbia will provide a Shared Cost Agreement* to those proponents approved for funding. The Shared Cost Agreement will outline the terms and conditions associated with the funding. Funding is conditional upon the recipient signing a Shared Cost Agreement with the Province.

Shared Cost Agreements will be prepared only after the requirements described in Section 5.4 have been deemed as met by Canada.

All projects will be expected to be substantially complete within the dates set out in their Shared Cost Agreement. The Program is designed to support projects that can be completed within five to six years of the approval. Where extenuating circumstances outside the proponent's control cause project delays, an approval for extension may be considered (with projects ultimately having to be completed before March 31, 2027).

Shared Cost Agreement or "Ultimate Recipient Agreement" means an agreement between British Columbia and the Ultimate Recipient under the ICIP.*

***"Ultimate Recipient" means an entity identified under sections A.1 a) of Schedule A in Canada – British Columbia ICIP Integrated Bilateral Agreement and identified within this guide as an eligible applicant.*

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9.1 Assets

9.1.1 Disposal of Assets

Within the Shared Cost Agreement, ultimate recipients will need to maintain ongoing operations and retain title to and ownership of an asset for at least five years after substantial completion, except to Canada, British Columbia or a municipal or regional government, or with Canada and the Province's consent.

9.1.2 Revenue from Assets

Senior government contributions are meant to accrue to the public benefit. Within the Shared Cost Agreement, there will be a requirement that funded assets owned by a for-profit Ultimate Recipient will not generate revenues that exceed its operating expenses within the Fiscal Year during the asset disposal period. Where funding is used by a for-profit private sector body for the purpose of the ultimate recipient generating profits or increasing the value of its business, repayment of any contribution funding will be required.

9.2 Shared Cost Agreement

"Shared Cost Agreement" means an agreement between the Province of British Columbia and a Recipient whereby the Province agrees to contribute financially to an approved project.

9.3 Contract Procedures and Provisions

"Contract" means a Contract between a Recipient and a Third Party whereby the latter agrees to contribute a product or service to a project in return for financial consideration which may be claimed as an Eligible Cost.

All contracts will be awarded in a way that is fair, transparent, competitive and consistent with value for money principles.

The following objectives for procurement activity for goods, services and construction are based on the principles of fair and open public sector procurement: competition, demand aggregation, value for money, transparency and accountability:

- proponents receive the best value for money spent on contracts;
- vendors have fair access to information on procurement opportunities, processes and results;
- acquisition opportunities are competed, wherever practical;

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- proponents only engage in a competitive process with the full intent to award a contract at the end of that process;
- proponents are accountable for the results of their procurement decisions and the appropriateness of the processes followed;
- the cost of the procurement process, to both vendors and proponents, is appropriate in relation to the value and complexity of each procurement;
- contracts are awarded in accordance with the Canadian Free Trade Agreement and international trade agreements if applicable; and
- acquisitions are managed consistent with the policy of the Province of British Columbia (The Province of British Columbia Policies can be accessed at: https://www2.gov.bc.ca/gov/content/governments/policies-for-government/core-policy/policies/procurement).

Proponents are responsible for:

- planning, managing and fully documenting the process to acquire goods, services and construction;
- managing solicitation and contract award processes in a prudent and unbiased manner that fairly treats all potential vendors and bidders;
- ensuring that contracts for goods, services and construction are designed to provide the best value; and
- ensuring that all acquisitions are consistent with policy and applicable legislation.

It is expected that all contracts for works associated with projects that are approved for funding will be publicly tendered. Where this is not feasible or practicable, recipients must inform, in writing, the Ministry for approval before proceeding with the project.

The Province reserves the right to review a Recipient's procurement and tendering policies relating to contracts for works associated with projects funded through this program at any time from project approval to a date three years after project completion.

Two resources are available to help applicants to achieve excellence in the awarding of contracts in a way that is transparent, competitive, and consistent with value for money principles:

- The Master Municipal Construction Documents Association (MMCD) provides its members with standardized contract documents and training programs to maximize the benefits of the documents. The Province of British Columbia encourages British Columbia Municipalities to use the Master Municipal Construction Documents for the construction of municipal services. Many B.C. local governments have been, and continue to, subscribe to the MMCD documents, certification, training and

Attachment: Grant Infrastructure EQS-S Program Guide (ENG 049-2018 : Investing in Canada Infrastructure Program – Grant Application)

procedures. For further information about MMCD access its website at: www.mmcd.net/.

- BC Bid, the e-Procurement site of the Province of British Columbia can be accessed at: www.bcbid.gov.bc.ca/open.dll/welcome.

9.4 Changes or Variations to an Approved Project

Applicants need to advise the Ministry, **in writing**, of any variation from the approved project. **Before** any changes are implemented they must be approved by the Ministry. Changes that require written approval are those that deviate from the Shared Cost Agreement, generally project description/scope or project completion date. Costs that are outside of the current terms of the contract may not be able to be reimbursed.

Program staff will adjust future claims and/or require the provincial government to be reimbursed if any costs that have been reimbursed are subsequently found to be ineligible.

9.5 Cost Overruns

The Program will be fully allocated and oversubscribed. Recipients of grant funding will be responsible for managing project risks, including cost increases, as the Program is not designed to deal with cost overruns. Any project cost increases will be the responsibility of the Ultimate Recipient.

9.6 Reporting

A Periodic Progress Report will be required quarterly and a Budget Forecast Report will be required monthly or upon request by the Province. These reports update the federal and provincial agencies regarding timelines, percentage completion, milestones, forecasting and other information regarding the project. Progress reports are required whether or not a claim is made, or whether or not construction has begun. The reports are required for the period between project approval and project completion.

These reports must be completed and submitted online using the Local Government Information System (LGIS). To access the online reporting users must have a Business BCeID credential and password.

For more information on BCeID access requirements, see Application Instructions & Tips.

Conditions will be included in the Shared Cost Agreement which will require the Ultimate Recipient of the grant to conduct activities or prepare documentation related to best practice and sustainable infrastructure management. These will be tied to the payment of interim and final claims.

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Examples of condition requirements that have been included in past programs include*:

- Confirmation that required permits have been received and/or that the design and construction meets associated regulatory requirements;
- A list of energy efficient features and equipment used in the project;
- For projects that develop a new groundwater source, use of best practices as detailed in the Province's Well Head Protection Toolkit, including a Wellhead Protection Plan;
- A summary of the state of asset management practice within the organization in reference to the Asset Management BC Roadmap and/or AssetSMART 2.0
- Confirmation that the system and operators are or will be certified under the BCEOCP;
- Completion of a council or board endorsed Water Conservation Plan;
- A plan demonstrating how the community is working towards and planning for sustainable wastewater management;
- Confirmation that a new building exceeds the energy requirements under the National Energy Code for Buildings by at least 25%;
- Confirmation that bylaws are in place regarding the decommissioning of on-site sewage on properties connected to the community sewage collection system and requiring community sewer for smaller properties or a Liquid Waste Management Plan that identifies decentralized wastewater management;
- A plan or strategy to manage stormwater/rainwater;
- An asset renewal profile for the asset group related to the project.

Applicants will be required to report on the following federal targets which are applicable to the project:

- Reduce by forty percent (40%) the number of long-term drinking water advisories in non-reserve communities
- Increase the number of wastewater systems achieving compliance with federal effluent regulations: from ninety-eight percent (98%) to one hundred percent (100%) for high-risk wastewater systems, and from ninety percent (90%) to one hundred percent (100%) for medium-risk wastewater systems
- Contribute to a national ten mega-tonne (10 mT) reduction of greenhouse gas emissions

Projects with total estimated eligible expenditures of $25 million or more will need to report on community employment benefits provided to at least three (3) federal target groups (apprentices, Indigenous peoples, women, persons with disabilities, veterans, youth, new Canadians, or small- medium-sized enterprises and social enterprises).

Attachment: Grant Infrastructure EQS-S Program Guide (ENG 049-2018 : Investing in Canada Infrastructure Program – Grant Application)

This requirement may be waived at the discretion of British Columbia for applicants with lower capacity to capture this information with specific rationale.

Applicants must ensure that they collect and are able to provide data on the applicable performance indicators related to Outcomes and associated Targets (listed in Appendix A).

A Final Report detailing project performance must be completed and submitted with the final claim upon project completion.

* This is not a comprehensive list of all potential condition requirements and others may be added or substituted at the discretion of the Province.

9.7 Claims

To receive both the federal and provincial governments' contributions for approved projects, claims must be submitted for eligible costs to the Ministry. Only costs incurred, paid and consistent with and comparable to those identified in the signed shared cost agreement are eligible for reimbursement. Where multiple projects are ongoing (e.g. through different grant funding programs or through a phased approach), please ensure that claims are specific to the approved project only.

Claims must be completed and submitted online using the Local Government Information System (LGIS). The online claim form requires summary of expenditures information, including: name of payee, date paid, work rendered start/end dates, invoice number, invoice date, etc. Current progress reports must be submitted online to the Ministry via LGIS for claim reimbursement. All projects are subject to site visits and audit at any time during the project and up to the later of: the end date of the Integrated Bilateral Agreement for ICIP between Canada and British Columbia or up to three years after the final settlement of accounts.

To access LGIS, users must have a Business BCeID credential and password. For more information on BCeID access requirements, see Application Instructions & Tips.

9.8 Accounting Records

Applicants must maintain acceptable accounting records that clearly disclose the nature and amounts of the different items of cost pertaining to the project. These records should include both the records of original entry and supporting documents of the applicant, divisions or related parties, and any third party, named in the application or contract, as appropriate to the project. Applicants must retain accounting records for a minimum of six years after the end date of the Integrated Bilateral Agreement for ICIP between Canada and British Columbia.

Failure to keep acceptable accounting records and tender documents may result in a cessation or interruption in funding and impact future funding.

Attachment: Grant Infrastructure EQS-S Program Guide (ENG 049-2018 : Investing in Canada Infrastructure Program – Grant Application)

The Province can require applicants to provide details of the types and amounts of all fees for consultants and contractors.

9.9 COMMUNICATIONS

Procedures for Communications

An important aspect of the program is to communicate its impact in helping improve the quality of life in British Columbia communities. The purpose of joint communications activities is to provide information on the Program to the public in a well-planned, appropriate, timely and consistent manner that recognizes the benefits of the initiative and the contribution of all parties.

A communications protocol will be set out within the Shared Cost Agreement. Signage recognizing funding contributions will also be required.

Timeline for Public Events

Please contact the provincial Ministry for your project at least **20 working days** prior to any scheduled public events. The federal and provincial Ministers, or their designated representatives, regularly participate in the events, thus need time to schedule for such an occasion.

Attachment: Grant Infrastructure EQS-S Program Guide (ENG 049-2018 : Investing in Canada Infrastructure Program – Grant Application)

APPENDIX A – Federal Program Outcomes & Targets

Ultimate recipients are required to report on outcomes and associated targets through the Province to Canada for the ICIP – Green Infrastructure – Environmental Quality Sub-Stream projects completed in BC. Below are the federal outcomes and targets that are associated with this program for ease of reference.

Environmental Quality Outcomes:
Increased capacity to treat and/or manage wastewater and stormwater
Increased access to potable water
Increased capacity to reduce and/or remediate soil and/or air pollutants

Targets Relevant to the Environmental Quality Sub-Stream*:
Reduce by forty percent (40%) the number of long-term drinking water advisories in non-reserve communities.
Increase the number of wastewater systems achieving compliance with federal effluent regulations: from ninety-eight percent (98%) to one hundred percent (100%) for high-risk wastewater systems, and from ninety percent (90%) to one hundred percent (100%) for medium-risk wastewater systems.
Contribute to a national ten mega-tonne (10 mT) reduction of greenhouse gas emissions.
Ensure one hundred percent (100%) of federally-funded public-facing infrastructure meets the highest published applicable accessibility standard in a respective jurisdiction.

*Not all targets will be applicable to every project. Some projects that are eligible under the program outcomes may not have a corresponding target (i.e. soil remediation).

Attachment: Grant Infrastructure EQS-S Program Guide (ENG 049-2018 : Investing in Canada Infrastructure Program – Grant Application)

APPENDIX B – Examples of Eligible Costs and Ineligible Costs

Please note: The following are examples only and are based on staff knowledge of past federal-provincial programs and program criteria. The determination of whether costs are eligible will ultimately rest with program staff. If a cost is not listed below, contact program staff prior to undertaking associated work. (See Section 6.8 for contact information)

General

ELIGIBLE	INELIGIBLE
• Costs paid under contract for goods or services considered to be direct and necessary to implement the project	• Any unpaid costs including invoices or holdbacks • Accrued costs • Any goods or services costs which are received through donations or in kind
• Costs incurred after approval and on or before the project completion date stipulated in the Shared Cost Agreement and deemed properly and reasonably incurred	• Costs incurred prior to approval date and after project completion date as stipulated in the Shared Cost Agreement (with the exception of costs to complete climate lens assessments which are eligible prior to grant award if the project is successful in obtaining funding through the program)
• Capital costs as defined by Generally Accepted Accounting Principles (except capital costs included in **INELIGIBLE COSTS)**	• Services or works normally provided by the Recipient, including: ○ overhead costs ○ salaries and other employment benefits of any employees of the Recipient unless pre-approved by the Ministry and specifically related to the project ○ leasing of equipment except that directly related to the construction of the project ○ purchasing equipment ○ accounting fees incurred in the normal course of operation ○ auditing fees incurred in the normal course of operation ○ operating expenses and regularly scheduled maintenance
	• Land acquisition and real estate fees: ○ leasing land, buildings and other facilities and related costs

Attachment: Grant Infrastructure EQS-S Program Guide (ENG 049-2018 : Investing in Canada Infrastructure Program – Grant Application)

ELIGIBLE	INELIGIBLE
	• Financing charges, loan interest payments legal fees (including those related to easements)
	• Taxes for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates

Environmental Assessment/Aboriginal Consultation Costs

ELIGIBLE	INELIGIBLE
• Environmental reviews • Environmental costs • Remedial activities • Mitigation measures • Aboriginal consultation	

Climate Change Lens Assessment Costs

ELIGIBLE	INELIGIBLE
• Greenhouse Gas Emissions Assessment when indicated required in Section 5 of the Guide • Climate Resilience Assessment when indicated required in Section 5 of the Guide	

Design / Engineering Costs

ELIGIBLE	INELIGIBLE
• Fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, and engineering of a project	
• Accommodation costs included in consulting fees or disbursement for out of town/province professionals	• Any legal fees including those for land transfers (easements, Right of Way)

Attachment: Grant Infrastructure EQS-S Program Guide (ENG 049-2018 : Investing in Canada Infrastructure Program – Grant Application)

Construction/Materials Costs

ELIGIBLE	INELIGIBLE
	• Cost of purchasing land and associated real estate and other fees • Value of donated land • Interim financing and interest costs • Appraisal fees • Land title fees • Leasing of land or facilities
	• Building permit charged by proponent to itself • Development cost charges
• Insurance related to construction	• Liability insurance for directors
• Project management fees	
• Material testing necessary to prove suitability of soils and specified structural elements	
• Fencing for the construction site • Permanent fencing	
• Towing heavy equipment to and from the construction site	• Towing vehicles
• Security guard & First Aid attendant (contracted for construction project)	• Ambulance for workplace accidents • First aid courses
• Furniture and/or equipment essential for operation of the project	• Tools (e.g. hammer, saw , shovel, rakes, gloves) • Furnishing and non-fixed assets which are not essential for the operation of the asset/project
• Utility, electrical, sanitary sewer, and storm sewer set-up/connection services to the site property line	• General repairs and maintenance of a project and related structures
• Safety equipment to be kept at the project site (e.g. safety goggles, beakers, eye wash bottles, latex gloves, UV lamp, vacuum hand pump, forceps, etc.)	
• Fire protection equipment as required by the fire department	
• Third party (contractor) rental of a trailer/site office	
• Permanently installed 2 way radios, phone system for facility	• Monthly bills for utilities and phone/internet
	• Contributions in kind
• Fuel costs for rental equipment	• Vehicle maintenance and fuel costs

Attachment: Grant Infrastructure EQS-S Program Guide (ENG 049-2018 : Investing in Canada Infrastructure Program – Grant Application)

ELIGIBLE	INELIGIBLE
• Temporary construction or permanent signage, specific to the project	• General construction signs (e.g. detour, street closed)
• Relocation/renovation kiosk signs for public information	• Temporary "Hours of Business" signs
• Surveys necessary to determine the site's suitability for the intended purpose	• Any other surveys except to determine the site's suitability
• Demolition of unwanted structures from the site	
• Landscaping to restore construction site to original state following construction • Installation of landscaping	• Maintaining landscaping
• Newspaper/radio ads related to contract tenders and contract award notifications; or public safety, road closure or service interruption notices related to the project	
• Printing and distribution costs for public information materials regarding the project	
• Printing costs for preparing contract documents or tenders, blue prints, plans/drawings	
• Courier services, specific to project e.g. delivering drawings/designs	
• Paving of access and curb cuts	

Communication Activities Costs

ELIGIBLE	INELIGIBLE
• Any costs reasonably incurred to undertake joint federal and provincial communication activities, such as, but not limited to: - federal or provincial funding recognition signage - permanent commemorative plaques - A/V rental and set up costs - event equipment rental and set up costs, such as stage and podium for joint events - event photography	• Media consultant • Event planners • Gifts • Hospitality costs, such as, but not limited to: - food/beverages - liquor - entertainment

Attachment: Grant Infrastructure EQS-S Program Guide (ENG 049-2018 : Investing in Canada Infrastructure Program – Grant Application)

COUNCIL REPORT

Executive Committee

Report No. PRC 020-2018

Date: July 19, 2018
File No: 5810-01

To: Mayor and Council
From: Kurt Houlden, Interim GM, Parks, Recreation & Culture
Subject: Abbotsford Collaborative Services Committee - Primary Care Network

RECOMMENDATION

THAT Council send a letter of support to the Ministry of Health for the Abbotsford Collaborative Services Committee's submission to the Province.

REPORT CONCURRENCE	
General Manager	**City Manager**
The Interim General Manager concurs with the recommendation of this report.	The City Manager concurs with the recommendation of this report.

SUMMARY OF THE ISSUE

The Primary Care Network is an opportunity for doctors, healthcare providers, community leaders and patients to lead in making significant healthcare changes, in a way that make sense for local health needs. This work will be informed by population health demographics of our community, utilization rates and patient needs.

The new Primary Care Network will include these attributes:

- Access and attachment to quality primary care
- Extended hours
- Same day access to urgent care
- Advice & information
- Comprehensive primary care
- Culturally safe care
- Coordinated care
- Clear communication

A group, (called the Abbotsford Collaborative Services Committee) has been formed to develop a vision of the Primary Care Network for Abbotsford. This committee will be developing and submitting a plan to the Ministry of Health this fall. That committee includes the Abbotsford

Division of Family Practice, the Fraser Health Authority, Abbotsford Community Services, the General Practice Services Committee and others.

BACKGROUND

On May 24, 2018, Premier John Horgan the B.C. government made an announcement they are launching a new primary health-care strategy to deliver faster and improve access to health care for British Columbians in all parts of the province. (Attachment A)

Since this announcement the Abbotsford Collaborative Services Committee has been created to develop the vision for Abbotsford. (Attachment B)

DISCUSSION

The Abbotsford Collaborative Services Committee will be submitting a plan to the Ministry of Health in Fall/Winter 2018 and will begin to shift the model of care next year. The Abbotsford Collaborative Services Committee is looking for a City of Abbotsford senior staff liaison to be a part of this committee.

The Parks, Recreation and Culture Department has been involved in the Healthy Abbotsford initiative and there are some "loose" ties to that program and similar partners involved. Collaboration for Healthy Abbotsford has inspired programs such as Exercise is Medicine, GP for Me, Walk with Your Doc, etc. At least initially, the Interim General Manager will be the senior staff liaison as they develop their plan for submission to the province. The committee sees a number of city department "touch points". (Attachment C)

The Abbotsford Collaborative Services Committee team has also requested that Mayor and Council provide a letter of support which would accompany a submission from the team to the Ministry of Health this fall.

FINANCIAL PLAN IMPLICATION

Beyond the commitment of limited staff time in developing a vision and plan, there are no direct financial implications to this request. Any change to that status would be reported back to Council to consider in future budget discussions.

Rajat Sharma

Rajat Sharma
General Manager, Finance and Corporate Services
Signed 7/18/2018 2:00 PM

IMPACTS ON COUNCIL POLICIES, STRATEGIC PLAN AND/OR COUNCIL DIRECTION

Improving the delivery of health care services through a collaborative multi-disciplinary frame work fits within priorities in the City's Strategic Plan 2015-2018:

- Complete Community; we facilitate action to mitigate social issues that impact our community; and

- Organizational Alignment; we support the efficient and effective delivery of our City services and programs.

SUBSTANTIATION OF RECOMMENDATION

While it is clear that healthcare, including this new initiative, is outside the mandate of local government, it is also evident that available healthcare in Abbotsford is important for our citizens and it helps attract businesses and residents to the community. The nominal request for support in the form of a support letter and a staff liaison seems reasonable at this stage. Should the role become more significant or direct, staff recommend that Council revisit the City's role in this matter. However, at this time, we consider this to be a favourable opportunity for the City as described in this report and attachments.

Kurt Houlden

Kurt Houlden
Interim GM, Parks, Recreation & Culture
Signed 7/18/2018 9:54 AM

Attachment A - B.C. Government's Primary Health-Care
Attachment B - Community Primary Care Network Hand-Out 4-18
Attachment C - Abbotsford Collaborative Services Commitee Presentation

British Columbia News

B.C. government's primary health-care strategy focuses on faster, team-based care

https://news.gov.bc.ca/17220
Thursday, May 24, 2018 11:15 AM

Vancouver - The B.C. government is launching a new primary health-care strategy to deliver faster and improved access to health care for British Columbians in all parts of the province, Premier John Horgan has announced.

At the heart of the strategy is a new focus on team-based care that will see government fund and recruit more doctors, nurse practitioners and other health professionals, to put patients back at the centre of health-care delivery.

"By improving how we connect people to care, we can help make sure that British Columbians get the health care they need faster and closer to home," said Premier Horgan, adding that the expansion of team-based care is a key component of the Confidence and Supply Agreement with the B.C. Green Party caucus.

"The kind of care people need, and how it's delivered, has to change. It's no longer as simple as a doctor-patient relationship," said Premier Horgan. "We need to be looking forward and providing team-based care that better meets the needs of British Columbians. In every community I visit, patients, doctors, nurses and other health-care professionals all say the same thing: 'Health care delivery must become more patient centred.' We're getting the job done."

Government is putting initial priority on addressing the shortage of general practitioners in the province by:

- Providing funding for up to 200 new general practitioners to work in the new team-based care model.
- Offering opportunities for every family medicine resident to work in a renewed primary care system that allows them to focus their time and energy on practising patient-centred medicine.

Joining Premier Horgan for the announcement, Adrian Dix, Minister of Health, said the focus on team-based care builds on many best practices and solutions that exist within the health-care system, but have yet to be fully leveraged throughout the province. As part of the new strategy, government will be putting in place:

- **Primary care networks**: These networks will be the backbone to the team-based approach, allowing patients access to a full range of health-care options from maternity to end of life, streamlining referrals from one provider to another, and providing better support to family physicians, nurse practitioners, and other primary health-care providers. The networks are being rolled out in the first five communities, including Burnaby, Comox, Prince George, Richmond and South Okanagan Similkameen. The networks will be rolled out in at least 15 communities over the next 12 months, and across 70% of B.C. communities (with populations between 50,000 and 100,000 and smaller populations in rural areas) over the next three years.
- **Urgent primary care centres**: These centres will be new to B.C., and will both provide primary care to patients who currently do not have a family doctor or nurse practitioner, and weekend and after-hours care, taking pressure off hospital emergency departments. A total of 10 centres will be established over the next 12 months.
- **Community health centres**: These health centres will bring together health and broader social services to improve access to health promotion, preventive care and ongoing services. Each of these centres will be designed and developed uniquely in line with the needs of their communities and fully integrated into local primary care networks.

"Our priority is to find new ways of working, co-ordinating services and delivering care so that British Columbians don't have to wait so long, travel so far, and search so hard for the care they need," said Dix.

Attachment: Attachment A - B.C. Government's Primary Health-Care (PRC 020-2018 : Abbotsford Collaborative Services Committee - Primary

"We're providing the opportunities and framework for health professionals, stakeholders and organizations to come together at the local level and put in place solutions that work for that community."

Dix added that government will be implementing additional technology solutions that help bring health care even closer to home for people, particularly those in rural and remote areas of the province. This will include more use of telehealth services that bring patient and provider together online, and new digital home health monitoring technology.

The primary health-care strategy dovetails with the recently announced surgical and diagnostic strategies, which will see 9,400 more surgeries and 37,000 more MRIs completed this year, in addition to the work already underway on the renewal of hospitals in British Columbia.

The primary health-care strategy adds to the Wednesday, May 23, 2018, announcement that the Ministry of Health is providing funding to create 200 nurse practitioners' (NP) positions in primary care settings throughout B.C., and create 30 new NP education seats. These NPs will be supported in joining primary care practices, as well as establishing nurse practitioner-led primary and community care clinics.

A backgrounder follows.

Media Contacts

Jen Holmwood
Deputy Communications Director
Office of the Premier
250 818-4881

Ministry of Health
Communications
250 952-1887 (media line)

Backgrounders

What people are saying about B.C.'s new primary health-care strategy

Dr. Trina Larsen Soles, president, Doctors of BC –

"B.C. physicians welcome the promise to hire more doctors and other health professionals to give us more of the supports we need to provide comprehensive primary care services to the people of British Columbia. Networking with other professionals will allow doctors to focus more on direct patient care, enhancing the physician-patient relationship. The bottom line is doctors went into medicine to look after patients, and the more we can work together to accomplish this, the better the results will be for all of us."

Fiona Hutchison, president, British Columbia Nurse Practitioner Association –

"We support government's actions to increase access to team-based primary care. We're thrilled that nurse practitioners will start to play an increased role in helping British Columbians get the health care they need."

Val Avery, president, Health Sciences Association –

"We know that a team approach to health care means that people get all the necessary support they need – from dietitians to physiotherapists, music therapists to psychologists, respiratory therapists to social workers – and that highly trained health science professionals like these will collaborate with doctors and nurse practitioners to provide the best care for each individual. This is a step in the right direction for the health care of all British Columbians."

Attachment: Attachment A - B.C. Government's Primary Health-Care (PRC 020-2018 : Abbotsford Collaborative Services Committee - Primary

Grey Showler, president, BC Association of Community Health Centres –

"The BC Association of Community Health Centres is very pleased that the provincial government is making these important commitments to improve our primary health-care system, and address critical gaps in access to care for British Columbians. In particular, the support for community health centres recognizes the contributions to health, and cost effectiveness of community-based primary health care and social services that support the wellness of individuals and families across their life spans. We look forward to working to ensure that team-based primary care is readily available when and where British Columbians need it."

Christina Krause, chief executive officer, BC Patient Safety & Quality Council –

"We are pleased to see that there is meaningful patient engagement, and inclusion of the patient voice, within this strategy. By working together, we can improve the quality of care provided within our primary care system, realize better health outcomes and experiences, and build a sustainable public health-care system that puts the patient at the centre of their care."

Attachment: Attachment A - B.C. Government's Primary Health-Care (PRC 020-2018 : Abbotsford Collaborative Services Committee - Primary

Primary Care Networks

Building the Future of Primary Care for Abbotsford

Two years ago, the Ministry of Health approached the Divisions and Health Authorities around the province and said, we cannot continue to provide health care in a fragmented system, where people can't get access to the service they need in a timely way. We can't sustain the current system.

They presented their vision for the "Primary Care Network" (PCN), and asked Divisions and local Health Authority partners to work together with community partners and patients to redesign health care in their communities. The goal is to make health care service changes, in order for people to access appropriate care in a timely manner. Each community's collaborative table would develop an agreed service plan for the community, that would be long term and sustainable.

Why is this occurring? 1 in 6 people in BC do not have a family doctor and in Abbotsford that is even higher as 30,000 people do not have a family doctor. Access to supportive services are limited and the hospital is a reactive model of care. This means the time is right to move to a wellness model based in primary care!

The Primary Care Network is an opportunity for doctors, healthcare providers, community leaders and patients to lead in making significant healthcare changes, in a way that make sense for local health needs. This work will be informed by population health demographics of our community, utilization rates and patient needs.

The new Primary Care Networks will include these attributes:

- Access and attachment to quality primary care
- Extended hours
- Same day access to urgent care
- Advice & information
- Comprehensive primary care
- Culturally safe care
- Coordinated care
- Clear communication

Over the next six months we will be developing the vision of the Primary Care Network for Abbotsford. We will be submitting a plan to the Ministry of Health in Fall/Winter 2018 and will begin to shift the model of care next year.

If you are interested in learning more, joining us in this journey or contributing your lens to the design, please contact:

Michelle Favero mfavero@divisionsbc.ca 604-226-3216
or
Tabitha Mclaughlin Tabitha.mclaughlin@fraserhealth.ca 778-242-2918

Abbotsford Division of Family Practice
A GPSC initiative

GPSC General Practice Services Committee

fraserhealth

Abbotsford Community

Attachment: Attachment B - Community Primary Care Network Hand-Out 4-18 (PRC 020-2018 : Abbotsford Collaborative Services Committee -

What does Primary Care Mean to You:



Attachment & Access

Primary Care Network gives opportunity to bridge/connect resources

Open door and access (right service/right time)

Continuity of care

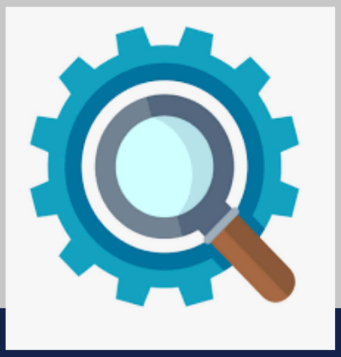
Team Based Care



Sharing and Partnering information, resources, and care

Maximizing the scope/services provided

Integration of what we do for our patients and simplifies the system for patients



Linkages

Exploring population health data in new ways to inform work

Access to knowledge

The visible organization of primary care – a primary care system that has signs and visible understandings

Geographically focused

Abbotsford Division of Family Practice
A GPSC initiative

GPSC General Practice Services Committee

fraserhealth

Abbotsford Community Services

Attachment: Attachment B - Community Primary Care Network Hand-Out 4-18 (PRC 020-2018 : Abbotsford Collaborative Services Committee -



Abbotsford and Health Care Change

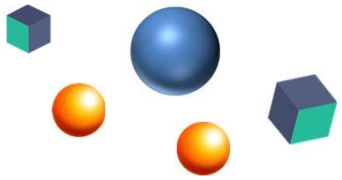
Abbotsford Collaborative Services Committee

Thank you for allowing me to make a short presentation today.

- Apprise you of a transformation that is occurring in BC's health system called the primary care network
- The Abbotsford's Collaborative Services table has been tasked with driving this work here in Abbotsford, similarly in Chilliwack & here in Mission.

Attachment: Attachment C - Abbotsford Collaborative Services Commitee Presentation (PRC 020-2018 : Abbotsford Collaborative Services

Who is the CSC



Dr. Kara Aiton, Co-Chair Co-Lead, Abbotsford Division of Family Practice	Irene Sheppard Executive Director, Community Health Services, Abbotsford & Mission, Fraser Health
Dr. Dan Husband Co-Lead, Abbotsford Division of Family Practice	Rhonda Veldhoen Executive Director, ARHCC & MMH, Fraser Health
Dr. Caroline Cook Director, Abbotsford Division of Family Practice	Dr. Andrew Larder Medical Health Officer, Population & Public Health, Fraser Health
Rod Santiago Executive Director, Abbotsford Community Services	Stan Kuperis Director of Mental Health & Substance Use, Fraser East, Fraser Health
Dr. Mitch Fagan Member, General Practice Services Committee	Connie Abram Community Liaison, Community Partnerships & Integration, GPSC
Michelle Favero Executive Director, Abbotsford Division of Family Practice	Tabitha McLaughlin Strategic Transformation, Fraser Health

Abbotsford Community Services — Abbotsford Division of Family Practice — fraserhealth — GPSC General Practice Services Committee

Each Community CSC is a little different

In Abbotsford it includes representatives from the Division, Local Fraser Leadership, Community Services & our funder GPSC

Across BC all CSCs include the Division & Health Authority partners

Attachment: Attachment C - Abbotsford Collaborative Services Commitee Presentation (PRC 020-2018 : Abbotsford Collaborative Services

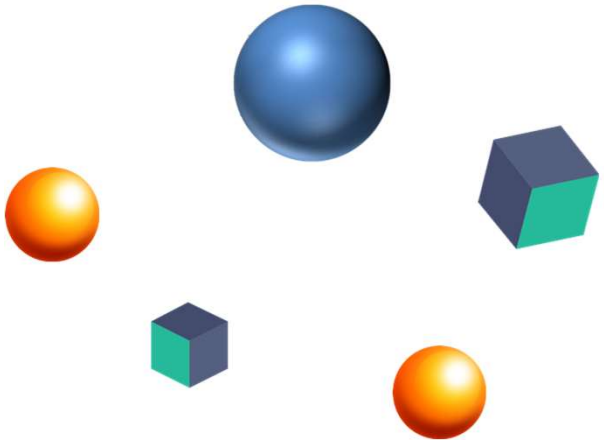
CSC Purpose

To improve the capacity of health care providers the community of Abbotsford to better provide health promotion/disease prevention and management of chronic disease services thru the implementation and strengthening of the Primary Care Network & Patient Medical Home in community

In Abbotsford, our Purpose is:

Attachment: Attachment C - Abbotsford Collaborative Services Commitee Presentation (PRC 020-2018 : Abbotsford Collaborative Services

Our Present System



Our present Healthcare system is siloed care.

As some of you may have experienced or heard about in your work here.

Hospital and community struggle to communicate effectively

Most care is reactive and fractured

Add in the demographic grey tsunami reaching the shores, and the opioid overdose crisis, and homelessness.

There is a perfect storm for change.

So if any time there was a reason to act it is now.

Attachment: Attachment C - Abbotsford Collaborative Services Commitee Presentation (PRC 020-2018 : Abbotsford Collaborative Services

Attachment: Attachment C - Abbotsford Collaborative Services Commitee Presentation (PRC 020-2018 : Abbotsford Collaborative Services

Our Present Realities

Current system:

- 30,000 citizens in Abbotsford without a doctor
- Challenges with access to health care services
- Siloed system of care: doctor, specialist, and hospital
- Current health services are at capacity



Future:

- 200K growth plan
- Integrated system of care

- How do we collectively support the growth to make a vibrant and healthy community?

Case for Change:

Our ability to support the growing needs of patients is limited. More then ever we need to change, and we have the ability and autonomy to design and create something that will respond to these growing needs.

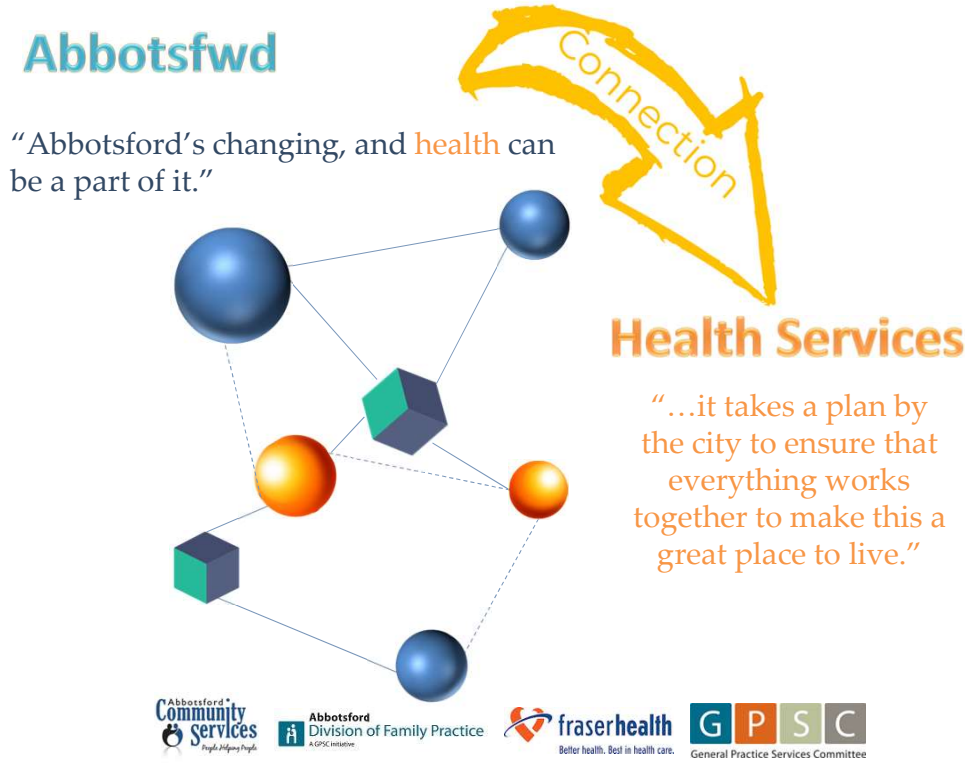
Future:

We will require a better system of primary health care to support the city's 200K growth plan
We've been tasked by the Ministry of Health to create a integrated system of care called A primary care network.
Never has there been a time when the city can participate in

developing a system of care that integrates with it's community plan. Some of the innovations can include:

Urgent Care Center
Mechanisms for better access to health care systems in the community
Team based care- various health professionals working together in integrated teams at your local clinics.

Attachment: Attachment C - Abbotsford Collaborative Services Commitee Presentation (PRC 020-2018 : Abbotsford Collaborative Services



There is great synergy in the City's OCP and the significant opportunity for designing innovation in health care today.

On the city of Abbotsford 's website the video with Sunny and Cliff, Sunny notes, "It takes more than entrepreneurs opening up great places around **town…it takes a plan by the city to ensure that everything works together to make this a great place to live.**

Let's create some synergies around the 200K plan and our local health care reform.

How can we support one another?

Citing Health Research: changes to primary care (your

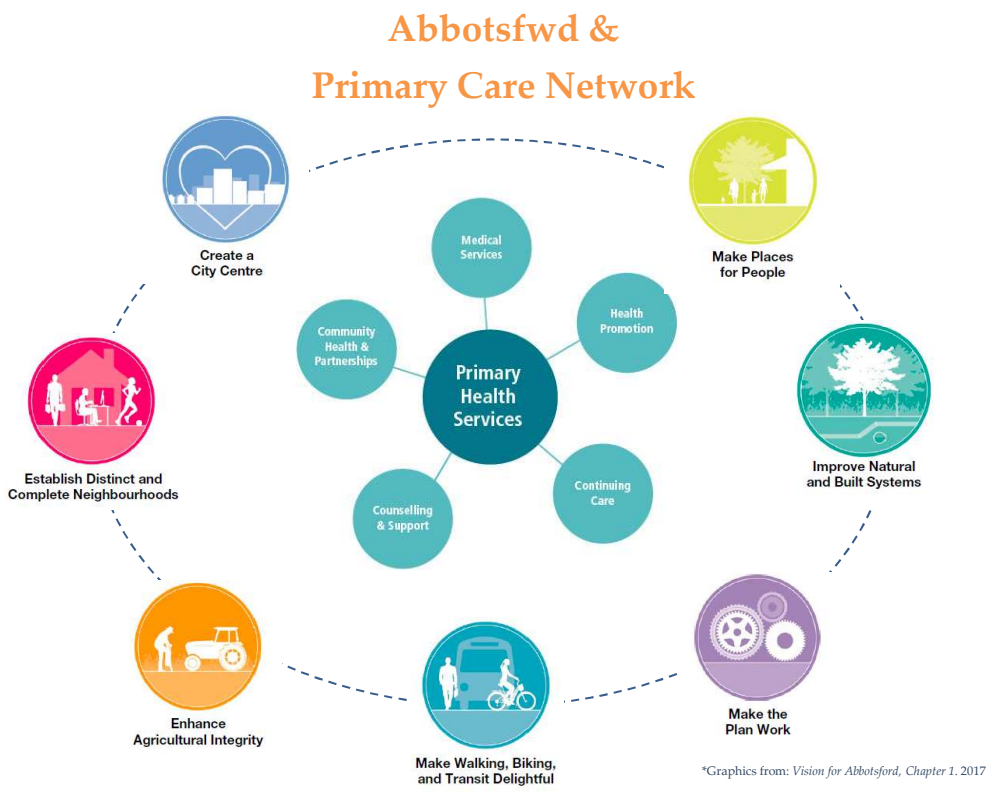
Attachment: Attachment C - Abbotsford Collaborative Services Commitee Presentation (PRC 020-2018 : Abbotsford Collaborative Services

community health system) can enhance the health and welfare of individuals. The literature makes links between socioeconomic factors and health as well as employment and health. It shows that better health has positive effects on improving the economic wellbeing of individuals and families.

More interesting is the link between health and economic growth.

Economic literature suggests that that better health leads to GDP growth.

Attachment: Attachment C - Abbotsford Collaborative Services Commitee Presentation (PRC 020-2018 : Abbotsford Collaborative Services



Abbotsforward's seven big ideas link well with the sustainable system of health we are envisioning.

For example, building upon your "making places for people to live"

If one of Abbotsford's big ideas is housing, or making places for people to live. If we looked at single parent family units…would these housing options be near or accessible to accessing basic medical care and hours conducive managing life and family demands?

This creates distinct and complete neighborhoods.

This is just one example of how our collaboration can create

Attachment: Attachment C - Abbotsford Collaborative Services Commitee Presentation (PRC 020-2018 : Abbotsford Collaborative Services

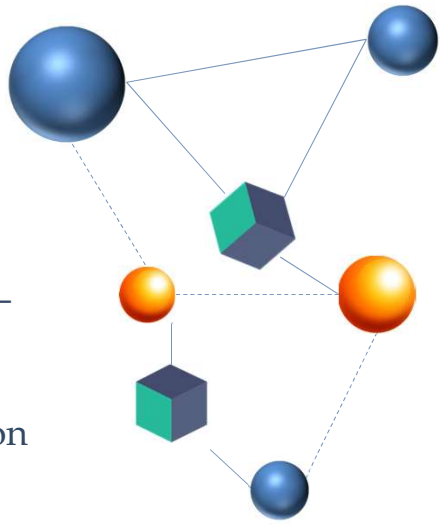
synergies for innovation and improvement.

Attachment: Attachment C - Abbotsford Collaborative Services Commitee Presentation (PRC 020-2018 : Abbotsford Collaborative Services

Attachment: Attachment C - Abbotsford Collaborative Services Commitee Presentation (PRC 020-2018 : Abbotsford Collaborative Services

Next Steps

- Expression of Interest submission - September
- 3 year Service Plan design – September thru December
- Service Plan implementation – February 2019



This is our timeline.

We recognize the city will be kind of busy during this time, but we ask for:

- That the City sees value and relevance in collaborating with the local Health Authority, family physicians, and Abbotsford Community Services in aligning our community based system of health.
- That because of this value, the City appoints a senior staff member to our Abbotsford Collaborative Services Committee with the authority to allocate city participation in design working groups as appropriate.

- That the City would consider providing a letter of support for the service plan design when completed by the end of December given it's participation in the work.

Why is this important to you?

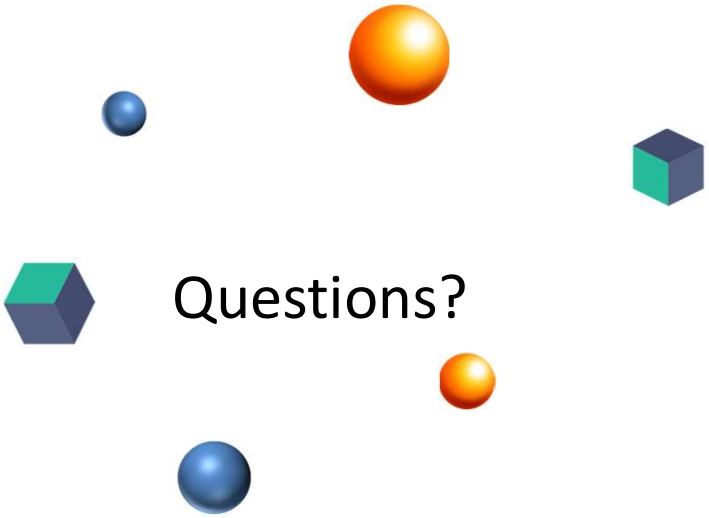
Many aspects of our work will be relevant to the City of Abbotsford.

- It can support your public awareness work,
- offer potential partnerships on bricks and mortar development and
- support other directions that might be relevant to the city's goals/vision
- Healthier patients means a healthier and more vibrant economy.
- Increase your voter interest because health care is something we all can relate to, and we know health care needs to change

So why do we want you involved? What is the opportunity?

- The city has a chance to align and support the extensive changes that are going to happen in Primary Care.
- Aligning this health care change to the Abbotsford plans for growth will support the vision for: a healthy and vibrant community.
- Let this relationships between health services and the city be reciprocal. ….need more value add here…

Attachment: Attachment C - Abbotsford Collaborative Services Commitee Presentation (PRC 020-2018 : Abbotsford Collaborative Services



Questions?

Attachment: Attachment C - Abbotsford Collaborative Services Commitee Presentation (PRC 020-2018 : Abbotsford Collaborative Services

COUNCIL REPORT

Executive Committee

Report No. PRC 021-2018

Date: July 18, 2018
File No: 8100-30

To: Mayor and Council
From: Kurt Houlden, Interim GM, Parks, Recreation & Culture
Subject: 55+ BC Games Bid Proposal for 2022

RECOMMENDATION

1. THAT approval be granted for staff to submit a bid proposal to host the 2022 55+ BC Games August 23-27, 2022, in Abbotsford;

2. THAT the City budget a minimum cash contribution of $60,000 and an additional $55,000 for in-kind support of services and facilities should the bid be successful; and

3. THAT the Mayor and Corporate Officer be authorized to execute all documents related to this matter.

REPORT CONCURRENCE	
General Manager	**City Manager**
The Interim General Manager concurs with the recommendation of this report.	The City Manager concurs with the recommendation of this report.

SUMMARY OF THE ISSUE

City has an opportunity to submit a bid to host the 2022 55+ BC Games. Staff requests Council's approval to proceed with the bid proposal and for the City to contribute $60,000 to the Games, if Abbotsford is successful in winning the bid. The anticipated economic impact to the community is $3.1 million, based on the Economic Impact Study from the Langley 2014 BC Seniors Games, and has a recent history of over $60,000 in legacy funding for BC communities. More than 3,000 participants aged 55+ from across British Columbia will be expected to compete over the four day event and approximately 1,500 local volunteers will be needed for planning and staging the Games.

BACKGROUND

The 55+ BC Games (previously the BC Seniors Games) were first organized in 1987, with the assistance of the Provincial Government, Sport, Recreation and Development branch, for the older adults of BC, as a direct bearing on their quality of life. The 55+ BC Games "the Games"

is an annual multi-sport event produced by the BC Seniors Games Society for 55+ population of BC to participate in the 20 to 34 individual Sports, held in late August or early September. The annual Games are widely recognized for being:

- **Friendly** – offering lively competition in the spirit of fun and camaraderie.
- **Welcoming** – presenting competitive opportunities that are inclusive of all levels and abilities.
- **Supportive** - featuring modified competition rules, where appropriate, to accommodate 55+ participants.
- **Transformative** - participants, volunteers and host communities come away from the Games experience with an inspiring image of what a healthy, active 55+ lifestyle can be in British Columbia.

In recent years, the Games have been held in:

- Vernon and area (September 12-16, 2017 – 3,583 participants)
- Coquitlam (August 20-24, 2016 – 3,198 participants)
- North Vancouver (August 25-29, 2015 – 3,397 participants)
- Langley City and Township (September 9-13, 2014 – 3,936 participants)

In 2018, the Games will be held in Kimberley and Cranbrook and in 2019 they will be held in Kelowna.

The Games could involve at least 3,000 to as many as 4,000 registered participants and supporters from across BC. These athletes will compete in 20 to 34 different sports over four days of competition to be held from Wednesday to Saturday of the Games week.

Bidding Requirements

The following are the minimum requirements for bidding on the Games as provided by BC Seniors Games Society:

- A resolution from City Council indicating support for the bid application, which includes a minimum commitment of a $60,000 financial contribution to the host society and at least $55,000 of in-kind services and facilities that will be provided;
- Capability to support a minimum of 20 sports (see Attachment A) with adequate facilities, including letters of initial confirmation from venue managers of sport facilities;
- A complete listing of accommodations, outlining the minimum of 1,500 beds and 400 RV sites within a 40 km radius of the Games Village. Estimated pricing must be included in this list; and
- A community map identifying sport venues, accommodation and distances from the Games Village.

Abbotsford is capable of meeting these minimum bidding requirements pending Council's

decision and staff will work with Abbotsford Sports Council, Abbotsford Tourism, and other community partners to complete the bid documents and requirements. In 2006, Abbotsford hosted the 19th Annual 55+ BC Games. The 2006 Games attracted 2938 participants who competed in more than 20 recognized sports over four days of competition in Abbotsford.

Hosting the Games again will bring a variety of benefits to the City including showcasing Abbotsford to the Province and inspiring Abbotsford residents to be active through a variety of sports and activities. Abbotsford's various sports and recreation facilities including Abbotsford Exhibition Park, Jubilee Park, Mill Lake Park, Abbotsford Recreation Centre, Matsqui Recreation Centre, and MSA Arena will all play a role in hosting the Games while highlighting the quality of Abbotsford's sport and recreation facilities.

The Games will also showcase other amenities and tourist destinations including Clayburn Village, Historic Downtown and Mill Lake Park, along with Abbotsford's unique restaurant and retail options. The Games will be an engaging tourism event that will highlight the importance for older adults to continue to be active while providing an economic benefit to the community through the more than 3,000 participants taking part in the Games.

Volunteer Requirements

Estimated number of volunteers required to host the Games would minimally require 1,500 volunteers. The number of events held, their complexity and the number of participants who attend determine the volunteer requirements.

DISCUSSION

An invitation to bid on the 2020, 2021 and 2022 55+ BC Games was received by the City. The Games are to be held in August or September. Staff was unable to submit a full bid for the Games by the deadline; however, an Expression of Interest (EOI) for the Games in 2021 or 2022 was provided the bid committee within the deadline. Staff have since been advised by the Games Bid Committee that the City of Abbotsford has the opportunity to complete a bid submission for the 2022 55+ BC Seniors Games.

Staff resources will be required to complete the bid submission and support from key stakeholders (e.g. Tourism Abbotsford) will be required. In order to meet the request before the end of this summer, staff proposes to take a more limited approach to the bid submission (e.g. manage the submission with support, but without a formal bid committee) if the recommendation to pursue a bid submission be approved.

The City is well positioned to host these games again (previously BC Seniors Games 2006) and most recently the 2016 BC Summer Games. As the “Hub of the Fraser Valley”, Abbotsford is accessible and has a prime mix of amenities, accommodations and volunteer base. While there are clear benefits for Sport Tourism and 55+ activities, there are also potential tradeoffs with existing user groups, facility demand and volunteer burnout. Staff recommends pursuing the dates of August 23 to 27, 2022, as they will have the least impact to programming and user groups and will shoulder the annual Abbotsford Air Show and Agrifair events.

It is anticipated that the 55+ Games would have a greater impact on the local hospitality industry as the athletes (seniors) would be responsible for their own lodging and would be staying in hotels, as opposed to being billeted or housed in school facilities as in previous Games.

FINANCIAL PLAN IMPLICATION

The BC Seniors Games Society contributes $85,000 along with all registration fees which on average amount to $105,000 and sport fees of $45,000 which equals $235,000 from the BC Seniors Games Society to the host society. The host city is also required to contribute $60,000 in financial support for a total of $295,000. The host city is also required to commit a minimum of $55,000 of in-kind services to the host society to deliver the games. In addition, the host society and host city are encouraged to pursue sponsorship opportunities to offset Games costs.

There is no standardized expense budget supplied by the BC Seniors Games Society as each society has allocated their expenses differently. On average, the previous three hosts' organizing committees have spent approximately $310,000 on various expenses including: security, first aid, venue rental, promotion, transportation, volunteers, administration staff, food, protocol, communication and ceremonies. These expenses have been offset by the BC Seniors Games contribution, registration, sport fees, sponsorship and host city financial support.

The $310,000 does not include in-kind services provided by the host city which include items such as facility rentals, staffing, equipment, minor capital improvements and administrative support. To facilitate the planning, coordination and execution of hosting the Games, a dedicated staff has been required in previous games. Typically, this contribution, both financially and operationally, is significant and is not factored into the overall costs. These in-kind services are likely to exceed the minimum $55,000 contribution requested. These costs are not currently included in the City's current 5-Year Financial Plan and would have to be considered as part of the future financial planning process.

In addition, some regularly scheduled community activities and programs will be interrupted or displaced to enable the facilitation of the Games. The displacement of regular scheduled activities and programs may result in a loss of revenue for City-operated facilities.

Rajat Sharma

Rajat Sharma
General Manager, Finance and Corporate Services
Signed 7/18/2018 2:00 PM

IMPACTS ON COUNCIL POLICIES, STRATEGIC PLAN AND/OR COUNCIL DIRECTION

This report supports the Council cornerstones of Vibrant Economy and Complete Community, and relates to being a safe, healthy and inclusive community.

SUBSTANTIATION OF RECOMMENDATION

The 2022 55+ BC Games supports active aging by bringing over 3,000 participants from across the province to take part in the Games in Abbotsford. The Games will provide an opportunity to showcase Abbotsford's various sports venues while inspiring Abbotsford residents to be active in their own community.

Kurt Houlden

Kurt Houlden
Interim GM, Parks, Recreation & Culture
Signed 7/17/2018 3:22 PM

ATTACHMENTS:

Attachment A - 2020, 2021 & 2022-55+ BC Games Bid Package

2020, 2021 and 2022 Bid Package

The BC Seniors Games Society invites you to apply to host

The 2020 55+ BC Games

August 18 to 22
or August 25 to 29
or September 15 to 19

The 2021 55+ BC Games

August 17 to 21
or August 24 to 28
or September 14 to 18

The 2022 55+ BC Games

August 16 to 20
or August 23 to 27
or September 13 to 17

Email: bid@55plusbcgames.org
Website: www.55plusbcgames.org

Attachment: Attachment A - 2020, 2021 & 2022-55+ BC Games Bid Package (PRC 021-2018 : 55+ BC Games Bid Proposal for 2022)

To: Potential Host Communities

On behalf of the BC Seniors Games Society (BCSGS), it is our pleasure to invite your community to host the 2020, 2021 or 2022 annual 55+ BC Games to be held in August or September of each year. Your community may bid on any or all of these Games, however, only one will be awarded.

In 2015, the Games were rebranded to the 55+ BC Games, however, the BC Seniors Games Society is the owner, producer and primary funding source for these Games.

The BCSGS has made some changes which will make hosting them more viable for smaller communities and reduce the workload. In order to reduce the financial and organization demands on a community, the BCSGS has implemented the following policies:

- Provide for a conference call for smaller communities who are considering submitting a bid to discuss how they can combine with neighbouring communities to make a submission
- Consult with communities to match the number of sports held to the venues available.
- Reduce the workload of the Host Society Sport Directorate by increased collaboration with the Provincial Sport Organizations (PSOs) with the BCSGS

The 55+ BC Games has become an Economic Tourism Event for any community. The last economic study was completed after the 2014 Games in Langley where 3,800 55+ residents of BC participated in 25 sports, leaving over $3,100,000.00 in the business community of Langley.

The BC Seniors Games Society assists the Host Community and Volunteers by providing Event Management Services along with a portion of all Participant registration and sports fees. Additionally, the Ministry of Tourism, Arts and Culture provides $85,000.00 in funding.

The deadline for the bid proposals is 12 noon on June 29, 2018 to be received at 47-654 N. Fraser Dr., Quesnel, BC, V2J 1Z6.

If you have any questions regarding the bid process, please contact one of the members of the Bid Committee or via email bid@55plusbcgames.org.

Bob Hesketh at 250.255.0181
Paul Kingan at 250.338.2137
Gordon Oates at 250.665.7434

We look forward to receiving your bid proposal.

Sincerely

BCSGS Bid Committee

Attachment: Attachment A - 2020, 2021 & 2022-55+ BC Games Bid Package (PRC 021-2018 : 55+ BC Games Bid Proposal for 2022)

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Attachment: Attachment A - 2020, 2021 & 2022-55+ BC Games Bid Package (PRC 021-2018 : 55+ BC Games Bid Proposal for 2022)

55+ BC Games

INTRODUCTION

Purpose

The BCSGS is an important member of the Provincial Sport Sector, supporting the *Active for Life* stage of the *Canadian Sport for Life* model in British Columbia by championing life-long participation and by providing Zone and Provincial level competitive opportunities that are distinct from the Masters' level sport competitions offered by Provincial Sport Organizations.

The BCSGS has carved out a unique niche within the sector by offering a multi-sport event "designed for seniors by seniors". The annual Games are widely recognized for being:

Friendly – offering lively competition in the spirit of fun and camaraderie.

Welcoming – presenting competitive opportunities that are inclusive of all levels and abilities.

Supportive - featuring modified competition rules, where appropriate, to accommodate 55+ participants.

Transformative - participants, volunteers and host communities come away from the Games experience with an inspiring image of what a healthy, active 55+ lifestyle can be in British Columbia.

Structure

There are two organizations involved in organizing the Games: The BC Seniors Games Society and the Host Society.

The BC Seniors Games Society (BCSGS)

The BCSGS is the Policy Governance Authority for the 55+ BC Games. It sets the Policies and Procedures under which the Games are run and oversees the rules for each sport. The BCSGS is a volunteer-led Registered Charitable Society that has representation from 12 Zones in the Province, as well as an elected Executive. BCSGS will provide Event Management.

The Host Society

Once the 55+ BC Games have been awarded to a community, an Organizing Committee must be formed and registered as a separate non-profit Society, and register for GST. The Host Community will establish this Society, which will operate on the basis of an agreement with the BCSGS. The Host Society will be led by a volunteer Board of Directors. The Host Society will employ an Operations Manager. The remuneration for this position and other employees will come from the budget of the Host Society.

Attachment: Attachment A - 2020, 2021 & 2022-55+ BC Games Bid Package (PRC 021-2018 : 55+ BC Games Bid Proposal for 2022)

Number of Participants and Sports

The 55+ BC Games could involve 3,500 to as many as 4,000 registered participants and supporters from across BC. These athletes will compete in 20 to 34 different sports over four days of competition to be held from Wednesday to Saturday of the Games week. Accreditation for some events takes place on the Tuesday (those that start on Wednesday) the balance accredits on Wednesday.

8 Ball	Fast Pitch	Snooker
Archery	Five Pin Bowling	Soccer - Men
Badminton	Floor Curling	Soccer - Women
Bocce	Golf	Squash
Bridge – Duplicate	Horseshoes	Sturling
Bridge – Social	Ice Curling	Swimming
Carpet Bowling	Ice Hockey - Men	Table Tennis
Cribbage	Ice Hockey – Women	Tennis
Cycling	Karate	Track & Field
Darts	Lawn Bowling	Trapshooting
Dragon Boat Racing	Mountain Bike Racing	Triathlon
Equestrian	Pickleball	Whist
	Slo-Pitch	

*All communities must choose a minimum of 20 sports from the above list. Sports may be deleted from the list if not chosen for 4 consecutive years.

Participants in the 55+ BC Games are responsible for their own travel to and from the Games. They are also responsible for their own accommodation expenses (hotels, motels, and campgrounds) and meal expenses while at the Games.

Financial Support

The Ministry of Tourism, Arts and Culture, through the Sport Branch, provides funding to the BCSGS, which in turn provides funding to the Host Society towards the successful operation of the 55+ BC Games. The BCSGS also provides to the Host Society, Registration Fees for its members who participate (including supporters) in the 55+ BC Games. Other funding for the Games includes municipal financing and support in-kind. Other funding sources include Host Society fund raising initiatives including Corporate Sponsorships and Friends of the Games.

- BCSGS Grant (See Note 1 below) $ 85,000.00
- BCSGS Legacy Grant $ 5,000.00
- Participant/Supporter Registration Fees (See Note 2 below) $ 105,000.00
- Sports Fees (paid by participants) $ 45,000.00
- Municipal Financial Support (not including support in kind) (see Note 3 below) $ 60,000.00
- Other funding sources TBD
- Support in Kind (free rental of venue etc.) is estimated at $ 55,000.00

Note: 1 The BCSGS Grant represents Provincial Government funding provided by the Ministry of Tourism, Arts & Culture and is subject to change based on Provincial budgetary amounts.

Attachment: Attachment A - 2020, 2021 & 2022-55+ BC Games Bid Package (PRC 021-2018 : 55+ BC Games Bid Proposal for 2022)

Note: 2 Participant registration fees (collected by the BCSGS), forwarded to the Host Community, can be budgeted based on an estimated 3,300 registered participants and 100 supporters. Should the actual number of registered participants or supporters change, the amount forwarded will increase or decrease by $30.00 per participant or $20.00 per supporter.

Note: 3 Municipal Financial Support in excess of $60,000 minimum stated above will be given favourable consideration during the Bid Evaluation process**.**

Financial Benefits to the Community

This occurs in two ways: the economic impact and the Games financial legacy

Economic Impact

Cumulative dollars spent in your community during the 55+ BC Games by:

- ❑ Participants and Supporters
- ❑ Spectators (including participants family members as well as friends who accompany the participants)
- ❑ BCSGS, officials and spouses, Corporate and Funding Partners and Friends of the Games representatives and invited guests
- ❑ Volunteers
- ❑ Host Society (approximate expenditure budget of $390,000.00)

Dollars are spent on:

- ❑ Accommodation
- ❑ Meals
- ❑ Transportation (fuel, public transit, and taxis)
- ❑ Shopping (includes souvenirs)
- ❑ Entertainment (shows, movies, golf fees, cultural exhibits, etc.)
- ❑ Host Community needs (for ceremonies, administration, communications, security, lunch venues and Dance, etc.)

All of the above, and more, contribute to the financial success of each community's numerous businesses and other activities; i.e. – the Economic Impact.;

Many communities have the methodology to calculate the economic impact from hosting the 55+ BC Games. If not, or as an alternative, the Chamber of Commerce can assist by making available the Sports Tourism Economic Assessment Model (STEAM).

The Economic Impact completed after the Langley BC Seniors Games in 2014 showed a direct Economic Impact of $3.1 million. In 2009 the Economic Impact on completion of the Richmond Seniors Games was $2.1 million.

Games Financial Legacy

The excess of revenue over expenditures as set out in the audited financial statements becomes the financial legacy. The Legacy is distributed by the Host Society Legacy Committee in accordance with the BC Seniors Games Society's Legacy Policy. The Legacy Policy includes the provision that 50% of the Legacy be forwarded to the BC Seniors Games Society to go towards the staging of future annual 55+ BC Games. The Host Society's legacy will be spent primarily on the development of facilities or services for the 55+ population to promote an Active Healthy Lifestyle within the boundaries of the Host Society.

In 2016, Coquitlam reported a legacy of approximately $60,000.00 which was divided amongst seven community organizations.

Attachment: Attachment A - 2020, 2021 & 2022-55+ BC Games Bid Package (PRC 021-2018 : 55+ BC Games Bid Proposal for 2022)

Insurance
The BCSGS carries some insurance that is used for the benefit of the Host Society. This is a $10 million Commercial General Liability (CGL) policy and the Directors and Officers (D&O) Liability policy which provides coverage to the Host Society. There is also property insurance in place against theft, fire and damage of the travelling Games inventory. The Host Society is expected to acquire some additional insurance such as ICBC Third Party Legal Liability top up.

Volunteers
To stage a successful 55+ BC Games, the Host Society Board of Directors will need to recruit, train, and direct the efforts of approximately 1,200 community volunteers.

APPLICATION COMPONENTS
Bids are evaluated by a bid committee which takes into consideration the following components; the success of your bid depends upon all of these components being present.

Summary:

1. City Council Support
2. School Board Support if schools are used
3. Letters of support from community organizations
4. Information about your community
5. Accommodation Report
6. Core facilities Report
7. Venue Report
8. Venue Distances Report
9. Inclusive Language and Gender Policy commitment statement.

1) City Council Support

The application must contain an official document/formal letter of Resolution from City Council indicating support for the Bid Application. This resolution will include a minimum commitment of a $60,000.00 financial contribution to the Host Society, in addition to at least $55,000.00 of in-kind support.

Due to the magnitude of the 55+ BC Games, municipal support is critical to the success of the event. It is therefore important to indicate the level of financial and in-kind support your municipality is prepared to commit to the Host Society.

A sample of a city resolution is as follows:

"**That the City of XXX applies for the 20XX 55+ BC Games.**

That the City of XXX will commit to the Games a cash contribution of a minimum of $60,000.00 as well as providing in-kind support of services and facilities with a deemed value of $55,000.00 should the bid be successful.

The amount shown above as a cash contribution should be considered a minimum amount and favourable consideration will be given to those Bids where the amount exceeds the minimum.

Attachment: Attachment A - 2020, 2021 & 2022-55+ BC Games Bid Package (PRC 021-2018 : 55+ BC Games Bid Proposal for 2022)

2) School Board Support

If you plan to use School Board facilities or equipment you **must** submit a letter of confirmation/support from the Board.

3) Letters of Support

Include documented interest and support for hosting the 55+ BC Games from:

- ❑ Local service clubs
- ❑ Local seniors clubs
- ❑ Local sports organizations

4) Information about your Community

Please include in your bid:

- ❑ The population demographics as well as items of general interest about your community.
- ❑ The names and contact information of municipal government, recreation department, and school board representatives.
- ❑ Provide a list of major events (including provincial, national, and international sporting events where possible) hosted within the last five years and those awarded, but not yet hosted by your community. Please indicate the following for each event:
    - Name and date of the event
    - Participant numbers
    - Volunteer numbers
    - Approximate budget
- ❑ Include a community map with a central location identified as the Accreditation Centre or Games Hub and identify all the sport venues and accommodation sites.

Attachment: Attachment A - 2020, 2021 & 2022-55+ BC Games Bid Package (PRC 021-2018 : 55+ BC Games Bid Proposal for 2022)

5) Accommodations

The minimum requirement is 1,500 beds and 400 RV sites within a 40-km radius of the Games Village.
Details of available accommodations must be listed in a table format (template below) with columns for facility name, the distance to the Games Village and the number of beds/sites, and estimated average costs.

Distance from Accreditation Centre or Games Hub	Name of accommodation	Type	Number of beds/ sites	Estimated Average cost of room / site
0-10 km				
11-15 km				
16-20 km				
21-25 km				
26-30 km				
31-35 km				
35-40 km				

Total number of beds _____ Total number of RV sites _____

Note: If two or more communities are submitting an application to co-host the Games please submit a table (using landscape layout if necessary) for each community showing the distance accommodations in that community are from the location of a major event (Games Hub, Accreditation Centre, Dance, Opening Ceremony, Closing Ceremony) to be held in that community.

Sample:

0-10Km	Best Western	Hotel	55	**$135**
	Queen Elizabeth	Hotel	160	**$155**
	Chateau Victoria	Hotel	95	**$195**
	Fred's Inn	Motel	46	**$125**
11-15Km	Marriott	Hotel	136	**$200**
	Waddling Duck	Motel	55	**$ 99**
	Percy's Campground	RV	38	**$ 25**
	Georgia Hotel	Hotel	124	**$139**
	Rose Cottage	BB	4	**$150**

Attachment: Attachment A - 2020, 2021 & 2022-55+ BC Games Bid Package (PRC 021-2018 : 55+ BC Games Bid Proposal for 2022)

6) Core Event Venues

Your bid should include a list of the venues that will be used for the core events listed below. **Please provide initial letters of confirmation from each venue manager indicating their facility will be reserved for the duration of the Games.**

❑ **Accreditation Centre**
Provide a list of potential facilities large enough to host the Accreditation Centre for the Tuesday and Wednesday of the Games for 3,500 to 4,000+ participants and supporters. The facility would allow space for a table for each sport (sports with a large number of participants may require 2 or 3 tables), 12 Zone tables and several tables for Accreditation volunteers.

❑ **Games Village**
Previous Host Societies have elected to hold the Games Village in conjunction with the Accreditation Centre or in close proximity and provide a large enough space for artists, sponsors and exhibitors.

❑ **Ceremony Venue**
Identify potential venues for the Opening and Closing Ceremonies, indicating indoor or outdoor seating capacities of these venues. Expect 2,000 to 2,500 at the Opening Ceremony on Wednesday evening. Previous Host Societies have chosen a facility for the Opening Ceremonies that does not conflict with the Track and Field event schedule. Approximately 400 will attend the Closing Ceremony. This could be an opportune time to hold the Volunteer Appreciation Event, thereby increasing the numbers for the Closing Ceremonies.

❑ **Medical Facility**
Provide information on a potential Medical Clinic which should include the provision for first aid at all competition venues and details of the local community health care facilities. The temporary Games Medical Clinic is established in an accessible venue, staffed on a volunteer basis and is intended to meet the medical needs of participants while relieving the pressure on existing community health care system.

❑ **Food Services**
Food vendors will be located at all sport venues to supply adequate healthy food at a reasonable price for lunches (identifying the special diets that may be needed e.g. diabetic, vegetarian) for all participants Wednesday, Thursday, Friday and Saturday. The facility for the Dance must be large enough to facilitate an area for snacks, a no host bar, tables and chairs with an area for dancing to accommodate approximately 2,500 Participants.

Other than these requirements, participants are responsible for their own meals.

Attachment: Attachment A - 2020, 2021 & 2022-55+ BC Games Bid Package (PRC 021-2018 : 55+ BC Games Bid Proposal for 2022)

7) Venue Report and Relevant Information

The bid document is about demonstrating the venue/facility capacity available in each community to host certain sports. The Host Society and Sport Directorate, once assembled, will conduct a thorough sport selection process to determine the sports that will run in these Games in consultation with the Event Managers (a minimum of 20 sports from the BCSGS approved list of sports is required).

In order to assist this process, you are asked to supply the details of all the venues in your community that could host the sports listed on the **Venue Report Form** for sports in the 55+ BC Games (page 13)

In order to make it possible for communities in all regions of the Province to host the Games, the BCSGS is prepared to consider using facilities that do not meet the minimum requirements.

The Bid Evaluation Committee will review the Venue Report to see if your community is able to host a viable Games.

Week at a Glance

Tuesday
Accreditation for sports that begin on Wednesday
Games Village open with Sponsor's Displays and Souvenir Sales

Wednesday
Accreditation for the balance of the sports that begin on Thursday.
Games Village open with Sponsors' Displays and Souvenir Sales
Some sports commence
Opening Ceremonies

Thursday
All sports in competition
BCSGS Annual General Meeting
Host Society Special Event

Friday
All sports in competition
Dance

Saturday
Competition Winds Up
Closing Ceremonies

Attachment: Attachment A - 2020, 2021 & 2022-55+ BC Games Bid Package (PRC 021-2018 : 55+ BC Games Bid Proposal for 2022)

Minimum Venue Requirements for Sports in the 55+ BC Games

Each venue must have adequate parking, room for spectators, washroom facilities and where ever possible be wheelchair accessible

SPORTS	MINIMUM FACILITY REQUIREMENT Additional details for each sport can be found in the Sport Specific Rules on the 55+ BC Games website **www.55plusbcgames.org**	SHOULD ACCOMMODATE at LEAST
8-Ball	• 6 tables required, table size will be 4'x8'	New Sport
Archery	• Flat sport field at least 100m x 85m with facilities to accommodate 900 placement and 2x20 animal targets, unmarked distances in a 3D flat round	60
Badminton	• Gymnasium(s), with a minimum of 10 courts - 20' x 44' (6.1m x 13.4m) for each court • A minimum of 3' and maximum of 5' of clearance should surround each entire court • Lines on the floor should be marked in white or yellow and be 40 mm wide • Hardwood floor • Standard holes in floor for nets • Stage or other adjacent area for officials and draw desk (10' x 10' area) • Ceiling height should be between 20' to 30' • Ceiling and walls preferably green in colour, grey or blue acceptable • Outside windows need to be covered; lights are not to hang below 20' above the height of the court • Temperature of gymnasium should be between 60 to 65 degrees Fahrenheit	200
Bocce	• 2 regulation size courts	36
Bridge, Duplicate	• 10 tables • Bright lighting	40
Bridge, Social	• 10 tables • Bright lighting	24
Carpet Bowling	• Space to accommodate 12 - 16 carpets • Carpets are 30 feet long and 4.5 feet wide • There should be space to walk between carpets • The floor surface must be level	80
Cribbage	• 25 tables • Bright lighting	115
Cycling	• Time trial requires a 16 km loop (start and finish at the same place) • Road race is 40, 50 and 60 km in length • The hill climb is 2 to 3 km in length and should be a grade of 6% to 9%	110
Darts	• Space to accommodate 40 dartboards • Boards are fixed at a height of 5'8" from centre point to the floor • The throwing line should be 7' 9 1/4" from the face of the board • Adjacent boards should have at least 10' between centre spots • Bright lighting	110
Dragon Boat	• Park space for approximately 13 to 20 teams (350 to 500 participants) • Docks or Sandy Beach for crew launching area for 4 dragon boats (200 ft. long) • Space also to accommodate individual team tents • Access to electric power	350 - 500

Attachment: Attachment A - 2020, 2021 & 2022-55+ BC Games Bid Package (PRC 021-2018 : 55+ BC Games Bid Proposal for 2022)

SPORTS	MINIMUM FACILITY REQUIREMENT Additional details for each sport can be found in the Sport Specific Rules on the 55+ BC Games website www.55plusbcgames.org	SHOULD ACCOMMODATE at LEAST
Equestrian	• Two rings to accommodate selected disciplines (same size if possible • A smaller warm up ring	40
Fastpitch	• 4 regulation diamonds preferable with skinned infield • The field should be fenced in with a radius distance of 275 to 300 feet • Bases will be 60 feet apart for all competitions • Pitching distance is 40 – 43 feet	New Sport
Five Pin Bowling	• 12 Lanes – could be in two facilities	120
Floor Curling	• Space that is able to accommodate a minimum of six rinks • Floor surface of hardwood, linoleum, well laid tile or smooth cement floors • Rinks are 36 feet long and 8 feet wide with a minimum of 4 feet between rinks • An additional 8' on each end is required for delivery areas and players seating	70
Golf	• 2 – 18-hole courses • 100% use of shared power carts	260
Horseshoes	• 8 -10 pitches • Must be able to accommodate 30' and 40' distances	60
Ice Curling	• 8 sheets	125
Ice Hockey	• 3 Regulation size Ice Hockey Rinks (Men) • 1 Regulation size Ice Hockey Rink (Women)	350 New Sport
Karate	• Space to accommodate 3 rings 10 meters x 10 meters • 6 to 8 tables and 60 chairs	New Sport
Lawn Bowling	• 6 regulation size Greens • Clubhouse	50
Mountain Bike	• "Senior Friendly" course i.e. no jumps, drop-offs, logs, steep descents, water/mud holes or narrow passages between trees • Cross-Country/Off Road course • Hill Climb course of approximately 2 km • BMX berm track	20
Pickleball	• Minimum of 8 courts • The court dimensions are identical to a doubles badminton court. The court dimensions are 20' x 44' for both doubles and singles • The net is hung 36" on each end of the court and 34" in the middle • A non-volley zone extends 7' • A backspace minimum of 18' and side space of 12'. • Pickleball can be easily adapted to any small size, indoor or outdoor hard surface such as badminton courts or tennis courts	300
Slo-Pitch	• 6 to 8 diamonds, with grass infields preferred and a radius distance of 275 to 300 feet is preferred • The field should be fenced in • Bases will be 65 feet apart for all competitions • The pitching distance is 50 to 65 feet • Facility to include umpires change room, scoreboards and team dugouts / seating for teams	470
Snooker	• 6 tables required, table size may either be 6'x12' or 5'x10' or a mixture of both sizes according to local availability	30
Soccer - Men	• 4 Regulation Soccer Fields	300
Soccer - Women	• 2 Modified Soccer Pitches – 75 yards by 50 yards	New Sport

Attachment: Attachment A - 2020, 2021 & 2022-55+ BC Games Bid Package (PRC 021-2018 : 55+ BC Games Bid Proposal for 2022)

SPORTS	MINIMUM FACILITY REQUIREMENT Additional details for each sport can be found in the Sport Specific Rules on the 55+ BC Games website **www.55plusbcgames.org**	SHOULD ACCOMMODATE at LEAST
Squash	• 2 Regulation Squash Courts • The floor area (playing area) of one singles court is 9.75m x 6.40m. This is 62.4 square m. The minimum height (from floor to ceiling or to anything that projects from the ceiling such as lights, air conditioning ducts, fans, beams etc.) is 5.64m	New Sport
Sturling	• 2 sheets of regulation curling ice	New Sport
Swimming	• Minimum 25-meter pool (indoor pool only) • Minimum depth of 1.2 meters at the shallow end • Minimum of 6 lanes • Able to accommodate starting blocks • Facility to include at least 2 change rooms with showers, official's room, marshalling area, and public-address system	140
Table Tennis	• Gymnasium or other large room • Able to accommodate a minimum of 12 – 14 regulation table tennis tables • Floor space must allow for a minimum of 12 meters long by 6 meters wide by 4 meters high per table • Lights must be at least 4 meters above the floor and provide 60-foot candles of power at the playing surface • A separate room is needed for Officials • A public address system	150
Tennis	• Minimum of 12 courts • The size of the playing surface for singles is 27' x 78' • The playing surface for doubles 36' x 78' • A backspace minimum of 18' and side space of 12'. • The preferred playing surface is plexi pave or equivalent.	150
Track & Field	• 6 or 8 lane certified 400 meter track (rubberized surface preferred) • Approved long jump and high jump pits • Space for throwing events - shot put area, discus throw area with a caged shot put area and a secured javelin area • 10 km run course out of the stadium with no uneven surfaces • Public address system • A separate room for Officials • Storage of equipment • Competition warm-up area	250
Trapshooting	• 2 fully-equipped trap stations with separate machines. Venue to be approved by the British Columbia Trap Shooting Association	New sport
Triathlon	• A pool or 500m open water swim area • A road way to hold a 10k bike ride, presumably 5k in each direction • A 2.5k run area, presumably 1.25k in each direction	New sport
Whist	• 15 tables	30

Facility requirements are accurate at time of printing. Changes may be necessary due to unforeseen circumstances. Sports may be deleted from the list if not chosen for 4 consecutive years.

Attachment: Attachment A - 2020, 2021 & 2022-55+ BC Games Bid Package (PRC 021-2018 : 55+ BC Games Bid Proposal for 2022)

The BCSGS is aware that the requirement for venues is substantial in order to host these Games. Therefore, bidding communities can consider using facilities from neighbouring communities (within 40 km of Games Village) as part of the bid document.

Please include a letter from the owner or manager stating that the facility will be reserved for the duration of the Games.

Example: *I am the Facility Manager responsible for bookings at this facility. I confirm that our organization is in support of our community's bid to host the 20XX 55+ BC Games and this facility will be reserved for the competition. The facility meets the Minimum Facility Requirement.*

Attachment: Attachment A - 2020, 2021 & 2022-55+ BC Games Bid Package (PRC 021-2018 : 55+ BC Games Bid Proposal for 2022)

Venue Report Form for Sports in the 55+ BC Games

If they are available, list more than one venue for each sport

SPORTS	**Give Venue Name and Address**	Meets Minimum criteria Y/ N	Letter of Support	If NO Explain deficiency
8-Ball	Name: Address:			
Archery	Name:			
	Address:			
Badminton	Name:			
	Address:			
Bocce				
Bridge: - Duplicate				
- Social				
Carpet Bowling				
Cribbage				
Cycling				
Darts				
Dragon Boat Racing				
Equestrian				
Fastpitch				
Five Pin Bowling				
Floor Curling				
Golf Venue # 1				
Golf Venue # 2				
Horseshoes				
Ice Curling				
Ice Hockey - Men				
Ice Hockey - Women				
Karate				
Lawn Bowling				
Mountain Bike				
Pickleball				
Slo-Pitch				
Snooker				
Squash				
Soccer - Men				
Soccer - Women				
Sturling				
Swimming				
Table Tennis				
Tennis				
Track & Field				
Trapshooting				
Triathlon				
Whist				

Host Society must pick a minimum of 20 sports.

Attachment: Attachment A - 2020, 2021 & 2022-55+ BC Games Bid Package (PRC 021-2018 : 55+ BC Games Bid Proposal for 2022)

Distance from the Accreditation Centre or Games Hub to each Venue

VENUE	<10km	11-15km	16- 20km	21-25km	26-30km	31-35km	>35km
	====	====	====	====	====	====	====
total							

Note:
If two or more communities are co-hosting the Games submit a table for each community showing the venue distance from the location of a major event (Games Village, Accreditation Centre, Friday Dance, Opening Ceremony, Closing Ceremony) to be held in that community

Example of Distance from the Accreditation Centre or Games Hub to Each Venue Table

VENUE	<10km	11-15km	16- 20km	21-25km	26-30km	31-35km	>35km
Memorial Arena	X						
Finlayson Park					X		
Ted's 5 Pin						X	
Glasgow Park	X						
South Bank School		X					
West High School		X					
Wimbledon Courts				X			
Veterans Hall			X				
Legion Hall	X						
	====	====	====	====	====	====	====
total	3	2	1	1	1	1	0

Attachment: Attachment A - 2020, 2021 & 2022-55+ BC Games Bid Package (PRC 021-2018 : 55+ BC Games Bid Proposal for 2022)

8) Number of Participants by Sport 2014-2017

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Event	2014 Langley		2015 North Vancouver		2016 Coquitlam		2017 Vernon	
	Participants	Zones	Participants	Zones	Participants	Zones	Participants	Zones
8-Ball ◊								
Archery	44	9	45	10	40	8	49	10
Badminton	211	6	179	7	204	8	124	8
Bocce	32	6	NH		NH		27	5
Bridge	64	8	47	6	52	7	42	5
Carpet Bowling	73	11	50	6	68	9	60	9
Cribbage	112	12	72	10	68	11	118	12
Cycling	108	11	91	11	68	11	86	11
Darts	103	10	85	8	85	9	107	9
Dragon Boat	326	9	505	10	357	7	367	7
Equestrian	37	7	17	3	NH		85	12
Fast Pitch **								
Five Pin Bowling	116	11	83	8	92	9	105	11
Floor Curling	63	9	41	6	42	7	78	7
Golf	272	12	200	11	179	11	219	12
Horseshoes	52	9	19	6	NH		35	7
Ice Curling	124	12	121	10	112	9	132	10
Ice Hockey – Men	337	8	275	9	323	9	444	11
Ice Hockey – Women ◊								
Karate **								
Lawn Bowling	47	8	33	6	49	6	42	6
Mountain Bike			NH		NH		19	5
Pickleball	216	8	182	9	270	8	286	10
Slo-Pitch	465	9	432	9	248	7	223	8
Snooker	NH		NH		NH			
Soccer- Men	301	8	263	9	269	9	236	6
Soccer – Women **							32	6
Squash **							8	3
Sturling ◊								
Swimming	134	10	112	11	116	11	110	9
Table Tennis	137	7	113	8	125	6	100	9
Tennis	144	8	124	9	97	8	122	10
Track & Field	243	11	217	12	237	12	209	12
Trapshooting ◊								
Triathlon ◊								
Whist	36	5	20	3	32	4	20	4
	=====		=====		=====		=====	
TOTAL	**3796**		**3326**		**3133**		**3583**	

NH - Not Held ** New sports starting 2017 ◊ New sports available in 2018

Attachment: Attachment A - 2020, 2021 & 2022-55+ BC Games Bid Package (PRC 021-2018 : 55+ BC Games Bid Proposal for 2022)

9) Inclusive Language and Gender Policy

BCSGS believes in the power of sport to bring communities and individuals together. As such, BCSGS is committed to providing a safe and inclusive environment for participation in sport whether that is on the playing field or in the boardroom. We welcome participation by all persons regardless of their gender, sexual orientation, gender identity, or physical challenges. We believe in fostering an environment of respect for the cultural diversity of all British Columbians.

BCSGS requires that all Host Communities will provide opportunities for participation as per the following Policies.

1. The Host Community will demonstrate a commitment to gender equality and representation that reflects the diversity of the community in the following areas:

a) The composition of the Host Society Board of Directors and selection of Committee Chairs;
b) Employment opportunities;
c) Volunteer recruitment.

2. The use of language that is both gender neutral and sensitive to cultural diversity in all publications and documents.

3. The Protocol section of the 55+ BC Games guidelines will include the following statement:

> The Directors will demonstrate a commitment to gender equality and representation that reflects the diversity of the community when selecting the Chairs and will encourage their Chairs to show this same commitment in the recruitment in their volunteers.

Attachment: Attachment A - 2020, 2021 & 2022-55+ BC Games Bid Package (PRC 021-2018 : 55+ BC Games Bid Proposal for 2022)

BID SUBMISSION INFORMATION

Who do I send my bid to?
Please send your Bid Application for the 55+ BC Games to:

Bid Committee
BC Seniors Games Society
47-654 N. Fraser Dr.
Quesnel, BC V2J 1Z6

Please refer to the checklist on page 18 when compiling your application.

How many copies of the bid should I enclose?
Please forward five copies of your Bid Application.

What is the process for determining a winning community?
All Bid Applications will be reviewed by the BCSGS Bid Committee.

Can two or more communities submit a joint bid?
Yes, provided all communities involved and school district, if relevant, sign a formal Letter of Resolution indicating support for the Bid Document. (see City Council support on Page 4).

Who should I call if I have more questions about putting together a bid?
Please contact:
Bob Hesketh at 250.255.0181
Paul Kingan at 250.338.2137
Gordon Oates at 250.665.7434

Or via email bid@55plusbcgames.org.

What is the deadline date for Bid Application submissions?
June 29, 2018 at 12 noon

For more information on the 55+ BC Games check out the web site:
www.55plusbcgames.org.

Attachment: Attachment A - 2020, 2021 & 2022-55+ BC Games Bid Package (PRC 021-2018 : 55+ BC Games Bid Proposal for 2022)

APPLICATION SUBMISSION FORMAT AND CHECK LIST

please place this at the **front** of your bid application

Please place the components of your application in the order listed below when compiling your application. It will greatly assist the people assessing your application. Failure to include requested information can hinder the success of your application.

You are welcome to add any other information in support of your application. Such information may be placed in any location you think appropriate.

ORDER OF CONTENTS	ITEMS	CHECK LIST
1. Local support	Resolution from the City Council supporting the bid including $ amount	
	Letter from School Board **if** using their facilities or equipment	
	Letters of support from community organizations	
2. Information about your community	Details of population demographics	
	List of past and future major events	
	Community map showing venue and accommodation locations	
3. Accommodations	Accommodations Table	
4. Core facilities	Details of Accreditation Centre, Opening and Closing Ceremony venue(s), Medical Facility, Food Services	
5.Venue Report	Venue Report Form supported by a letter from the owner/manager of each sport facility your community hopes to use for the Games, stating that their facility will be reserved for the Games.	
6. Distance Report	Distance from Accreditation Centre or Games Hub to each venue	

Attachment: Attachment A - 2020, 2021 & 2022-55+ BC Games Bid Package (PRC 021-2018 : 55+ BC Games Bid Proposal for 2022)

Appendix 1

History of Host Communities with Total Number of Registrants

The Games have been or will be hosted by the following communities:

1988	Vernon	650
1989	Trail	1000
1990	Comox Valley	1400
1991	Coquitlam	1750
1992	Dawson Creek	1450
1993	Cranbrook	1723
1994	Prince Rupert	1275
1995	Oliver/Osoyoos	2032
1996	Kamloops	2150
1997	New Westminster	2097
1998	Port Alberni	1935
1999	Elk Valley	1878
2000	Kelowna	2475
2001	Surrey	2722
2002	Prince George	2487
2003	Chilliwack	2656
2004	Penticton	3258
2005	Cowichan	3056
2006	Abbotsford	2938
2007	Nanaimo	3575
2008	Prince George	2561
2009	Richmond	3865
2010	Comox Valley and Campbell River	3518
2011	West Kootenay	3186
2012	Burnaby	3652
2013	Kamloops	3745
2014	Langley City and Township	3940
2015	North Vancouver	3397
2016	Coquitlam	3198
2017	Vernon & Area	3583
2018	Kimberley/Cranbrook	
2019	Kelowna	

Attachment: Attachment A - 2020, 2021 & 2022-55+ BC Games Bid Package (PRC 021-2018 : 55+ BC Games Bid Proposal for 2022)

COUNCIL REPORT

Executive Committee

Report No. PDS 080-2018

Date: July 18, 2018
File No: 6430-20

To: Mayor and Council
From: Ryan Beaudry, Planner
Subject: Urban Infill Study: Stage 3 Update

RECOMMENDATION

THAT staff be directed to continue to research, prepare and test draft infill policies and regulations and report back to Council on the findings.

REPORT CONCURRENCE	
General Manager	**City Manager**
The General Manager concurs with the recommendation of this report.	The City Manager concurs with the recommendation of this report.

PURPOSE

This report provides an update on the Urban Infill Study.

SUMMARY OF THE ISSUE

The Urban Infill Study is in Stage 3 and staff have been preparing draft Official Community Plan (OCP) policy, infill zoning regulations and design guidelines. This report provides an overview of the draft materials completed to date and seeks direction for staff to continue to research, prepare and test draft infill policies and regulations.

BACKGROUND

The Urban Infill Study started in November 2017 and is being undertaken in three stages, detailed below.



Stage 1 (Background)

Stage 1 included research, data collection and analysis of existing conditions. Staff presented Stage 1 findings to Council on February 19, 2018 (PDS 020-2018) and received direction to proceed with the Urban Infill Study.

Stage 2 (Options)

Stage 2 included preparation of infill housing options and community engagement. The options were presented and public feedback was collected during three open houses in mid-May, 2018. A total of 468 people attended the events, with representation from all of the neighbourhoods in the study area. A summary of community input was presented to Council on June 18, 2018 (PDS 072-2018).

Stage 3 (Regulations)

Stage 3 is currently underway and includes preparation of draft OCP policy, zoning regulations and design guidelines based on the findings of Stage 2. This work is being led by staff with support from project consultants Urban Systems and Birmingham & Wood. A summary of Stage 3 draft materials completed to date is provided in the Discussion section below. Further work is required to complete the draft policies and regulations prior to introducing the material for bylaw readings.

DISCUSSION

Since June, staff have been preparing draft OCP policy, zoning regulations and voluntary design guidelines for the housing options that were identified as having community support in Stage 2. These options include garden suites, subdivision with conventional and narrow houses, and duplexes. Staff have also been exploring modest reductions in the height and size of houses that can be built with existing RS3 zoning, consistent with community feedback.

Draft materials are summarized below under the following sections: (1) Official Community Plan Policy; (2) Zoning Regulations; and (3) Design Guidelines. A description of the City's existing approach has been included in each section for comparison to the draft materials.

1. Official Community Plan Policy

Draft OCP policy for the Urban 3 Infill land use designation is summarized in Table 1 below and existing policy is included in Table 2. The draft policy generally proposes an increase in minimum lot size, a decrease in maximum density, and a reduction in accessory units associated with single detached houses and duplexes. The draft policy also proposes to remove ground oriented townhouses/rowhouses as a supported land use in Urban 3-Infill, clarifying that the designation is intended for single detached houses, duplexes and accessory units. Additional policy will be included restricting panhandle and bareland strata lots, except in unique cicumstances where they may be appropriate.

Table 1 – Draft OCP Policy

Supported land uses	Minimum lot area	Maximum density	Accessory units
Single detached house	300 m^2	0.45 FSR	No
	400 m^2	0.45 FSR	1 SS
	540 m^2	0.45 FSR	1 DS or SS
Duplex	550 m^2	0.45 FSR	No
Townhouse/rowhouse	Not permitted		

SS = secondary suite (90 m^2 max)
DS = detached suite (55 m^2 max)

Table 2 – Existing OCP Policy

Land Use	Minimum lot area	Maximum density	Accessory units
Single detached house	200 m^2	0.65 FSR	No
	400 m^2	0.55 FSR	1 SS or DS
	600 m^2	0.45 FSR	2 SS or 1 SS and 1 DS
Duplex	400 m^2	0.55-0.65 FSR	No
	800 m^2	0.45 FSR	1 SS per dwelling unit
Townhouse/rowhouse	1 ha	0.45 FSR	No

SS = secondary suite (90 m^2 max)
DS = detached suite (55 m^2 max)

The draft policy proposes to maintain the existing secondary suite criteria, including:

- Not be on a cul-de-sac bulb or in a bare land strata;
- Have a minimum lot frontage of 12 m and a minimum lot size of 400 m^2; and
- Be located on a Collector or Local road.

The draft policy proposes to apply the above criteria to detached secondary suites as well, with the exception that the minimum lot size for detached suites be increased from 400 m^2 to 540 m^2. A height limit of one storey is proposed for detached suites (i.e., garden suites) on lots without existing rear lane access. If a lot has existing rear lane access, and primary access is provided off the lane, the one storey limit may be increased to accommodate a suite above a detached garage (i.e., a coach house).

Details described in this section are being reviewed and tested by Birmingham & Wood to ensure they achieve the intended outcome. Further modifications to the draft OCP policy may be needed based on the consultant's findings.

2. Zoning Regulations

RS3 Regulations

The vast majority of lots in the Urban 3-Infill area are currently zoned RS3. Through community engagement for the Urban Infill Study, staff heard concerns from a number of neighbourhoods about the size and height of new houses built with existing RS3 zoning. Staff responded by exploring modest changes that could reduce the height and break down the visual mass of large houses in this zone, without significantly reducing overall floor area. The resulting draft RS3 zoning changes are included in Table 3 below; provisions that are not proposed to change are also included.

Table 3 – Draft and Existing RS3 Regulations

	Draft Regulations	**Existing RS3 Zone**
Height (max)	8.5 m	9.5 m
Density (max)	0.45 FSR	0.50 FSR
Lot size (min)	No change proposed	540 m^2 - interior 610 m^2 - corner
Lot width (min)	No change proposed	15 m - interior 18 m - corner
Lot depth (min)	No change proposed	25 m
Lot line setbacks (min)	No change proposed	6 m – front and rear 1.5 m – interior 4.5 m - exterior
Upper storey setback	1.2 m from lower storey sides and front	N/A
Upper storey floor area	Max 80% of lower storey	N/A
Basements	Not to extend 0.8 m above finished grade	Must be at least 50% below grade

These draft regulations have been reviewed and tested by Birmingham & Wood. They determined that limiting the basement elevation above finished grade is the best opportunity to reduce massing. They also determined that reducing maximum house height and adding an upper storey setback will result in a reduction of mass. The draft regulations reflect the consultant's comments.

Infill Subdivision Regulations

The City does not currently have a standard zone for subdivision in the Urban 3-Infill area. In the absence of a standard infill subdivision zone, existing zones (e.g., RS5, RS6) and a variety of Comprehensive Development (N) zones, including but not limited to N75, have been used by applicants to date.

Draft regulations have been prepared based on relevant existing zones, with changes to height, density, setbacks, basements and other provisions to incorporate direction from the Urban Infill Study. The draft regulations are described in Table 4 and the existing zones are described in Table 5. These draft regulations are currently being reviewed by Birmingham & Wood. Further modifications may be needed based on their findings.

Table 4 – Draft Infill Regulations

	Draft Regulations ***(if lot width is 10-11.9 m)***	**Draft Regulations** ***(if lot width is ≥ 12 m)***
Height (max)	8.5m	8.5 m
Density (max)	0.45 FSR	0.45 FSR
Lot size (min)	300 m^2 - interior N/A - corner	300 m^2 - interior 375 m^2 - corner
Lot width (min)	10 m - interior N/A - corner	12 m - interior 15 m - corner
Lot depth (min)	22.5 m – interior N/A - corner	22.5 m - interior 25.0 m - corner
Lot line setbacks (min)	6 m – front 6 m – rear 1.2 m – interior 3.0 m - exterior	6 m – front 6 m – rear 1.5 m – interior 4.5 m - exterior
Basements	Not permitted	Not to extend 0.8 m above grade
Max garage and driveway width	4.0 m garage and 3.0 m driveway	6.0 m garage and 6.0 m driveway

Table 5 – Existing Zones

	RS5	**RS6**	**N75**
Height (max)	9.5 m	9.5 m	9.5 m
Density (max)	0.65 FSR	0.65 FSR	0.45-0.65 FSR
Lot size (min)	420 m^2 - interior 480 m^2 - corner	300 m^2	200 m^2
Lot width (min)	13 m – interior 13 m - corner	12 m – interior 12 m - corner	11 m – interior 13 m - corner
Lot depth (min)	22.5 m	22.5 m	N/A
Lot line setbacks (min)	5 m – front 5 m – rear 1.2 m – interior 4.5 m - exterior	3 m – front 4.5 m – rear 1.2 m – interior 3.0 m - exterior	3 or 5 m – front 4.5 m – rear 1.2 m – interior 3.0 m - exterior
Basements	Must be at least 50% below grade		
Max garage and driveway width	N/A		

Duplex Regulations

The City has an existing duplex zone (RS4) that applies to a small number of lots within the Urban 3 – Infill area, and elsewhere in the City in other land use designations. Staff have prepared draft duplex regulations based on RS4, with changes to height, density, setbacks, basements and other provisions to incorporate direction from the Urban Infill Study. The draft regulations and existing duplex zone are included in Table 6 below. These draft regulations are currently being reviewed by Birmingham & Wood. Further modifications may be needed based on their findings.

Table 6 – Draft and Existing Duplex Regulations

	Draft Regulations	**Existing RS4 Zone**
Height (max)	8.5 m	9.5 m
Density (max)	0.45 FSR	0.50 FSR
Lot size (min)	550 m^2	557 m^2
Lot width (min)	18 m	18 m
Lot depth (min)	25 m	25 m
Lot line setbacks (min)	6 m – front 6 m – rear 1.5 m – interior 4.5 m - exterior	5 m – front 8 m – rear 1.2 m – interior 3.0 m - exterior
Basements	Not permitted	Must be at least 50% below grade
Max garage and driveway width	4.0 m garage and 3.0 m driveway per duplex dwelling unit; driveway shall be joined with abutting unit's driveway.	N/A

Accessory Unit Regulations

The City has existing zoning regulations for secondary suites and coach houses, but no existing garden suite regulations. Draft regulations for these three accessory unit types have been prepared for the Urban 3-Infill area and are described in Table 7 below. The draft secondary suite and coach house regulations are based largely on the existing Zoning Bylaw, while the garden suite regulations are based on the draft OCP policy and direction from the Urban Infill Study.

Table 7 – Draft Accessory Unit Regulations

	Secondary Suite	**Coach House**	**Garden Suite**
# of units (max)	Only 1 accessory unit of any type is permitted per eligible lot		
Height (max)	N/A	7.5 m or 2 storeys, whichever is less	4.5 m
Floor area (max)	90 m^2 or 40% of the net floor area of the house, whichever is less	55 m^2 or 100% of the floor area of the detached garage, whichever is less	55 m^2
Included in FSR	Yes, unless in an exempt basement	No	No
Lot frontage (min)	12 m	N/A	12 m
Lot width (min)	N/A	9 m (and must have existing rear lane access)	N/A
Lot size (min)	400 m^2	540 m^2	540 m^2
Not permitted on	Cul-de-sac bulb, bare land strata lots or arterial road	Cul-de-sac bulb, bare land strata lots or arterial road	Cul-de-sac bulb, bare land strata lots or arterial road

3. Design Guidelines

The City does not currently have design guidelines for single lot redevelopment in the Urban 3 Infill area. The OCP's Urban Structure section does however provide general direction for design, referencing "gentle infill" and stating that infill developments are intended to retain existing neighbourhood character.

Staff are preparing draft design guidelines covering a range of topics related to the development of new single detached houses, duplexes and garden suites in the Urban 3 Infill area. Although voluntary, the guidelines are intended to provide design inspiration to applicants while allowing for creativity in individual projects.

The draft guidelines are based on six objectives, listed below. These objectives advance the OCP direction for gentle infill, and incorporate City and community preferences as identified through the Urban Infill Study:

- Retain and enhance the character and respect the context of existing neighbourhoods;
- Promote a high standard of infill design, construction and landscaping;
- Integrate trees and green space on properties;
- Minimize hard surface treatments;
- Ensure parking and other utility functions are accommodated on-site in an attractive manner; and
- Support healthy communities with development that is neighbourly and supports social interaction.

The draft design guidelines are organized into four sections addressing 20 different topics. A list of the sections and topics is provided in Table 8.

Table 8 – Draft Design Guidelines (Sections and Topics)

Neighbourhood	**Site Planning**	**Building Design**	**Landscaping**
Neighbourhood compatibility	Single detached dwellings and duplexes	Front and side elevations	Trees
Privacy	Garden suites	Corner and double fronting lots	Landscaping
Sunlight	Driveways and parking	Grading	
Fencing / hedging	Permeable surfaces	Roof lines	
Exterior lighting	Frontage/streetscape	Front entrance	
	Drainage/stormwater	Garages	
		Exterior finish	

4. Next Steps

Staff are seeking direction from Council on next steps for the Urban Infill Study, and are recommending that Council direct staff to continue to research, prepare and test draft infill policies and regulations, and report back to Council on the findings. Staff note that ongoing testing by Birmingham & Wood may result in new information that may influence the draft policies and regulations. The completion of this work will provide Council with more thorough and complete material prior to considering Bylaw readings.

FINANCIAL PLAN IMPLICATION

Staff do not anticipate financial plan implications, as the Urban Infill Study is being completed with a combination of existing staff resources and existing budget for consulting services related to the broader Zoning Bylaw Update.

Rajat Sharma

Rajat Sharma
General Manager, Finance and Corporate Services
Signed 7/17/2018 10:46 AM

IMPACTS ON COUNCIL POLICIES, STRATEGIC PLAN AND/OR COUNCIL DIRECTION

The Urban Infill Study is based on earlier work completed as part of the 2016 Official Community Plan. It stems from the OCP urban structure map, Urban 3–Infill land use designation and associated policies.

Council's 2015-2018 Strategic Plan identifies four cornerstones: vibrant economy, complete community, fiscal discipline and organizational alignment. The Urban Infill Study is consistent with the complete community cornerstone, as it supports housing diversity, choice and affordability within the Urban 3-Infill land use designation.

SUBSTANTIATION OF RECOMMENDATION

The Urban Infill Study is intended to clarify the City's objectives and intent for the Urban 3-Infill land use designation in the 2016 Official Community Plan. This work advances and implements the current OCP direction and guidelines for infill development.

Ryan Beaudry

Ryan Beaudry
Planner
Signed 7/17/2018 9:29 AM

Mark Neill

Mark Neill
Director, Community Planning
Signed 7/17/2018 10:37 AM

Siri Bertelsen

Siri Bertelsen
General Manager, Planning and Development Services
Signed 7/18/2018 8:20 AM

COUNCIL REPORT

Executive Committee

Report No. PDS 078-2018

Date: July 18, 2018
File No: 3100-05 PRJ17-149

To: Mayor and Council
From: Howie Choy, Assistant Planner
Subject: Rezoning application for the property located at 31849 Conrad Avenue from Urban Residential Zone (RS3) to Comprehensive Development Seventy Five Zone (N75), to permit a 2 lot subdivision (Owner: H.S. Hehar)

RECOMMENDATION

1. THAT Bylaw No. 2851-2018, "Abbotsford Zoning Bylaw, 2014, Amendment Bylaw No. 209", be given first and second readings at the next Regular Meeting of Council, and be advanced to an upcoming Public Hearing;

2. THAT prior to adoption of Bylaw No. 2851-2018, "Abbotsford Zoning Bylaw, 2014, Amendment Bylaw No. 209", the following conditions be satisfied:

   a) entering into a Development Agreement to secure the required road dedication and utility upgrades and extensions, in accordance with Development Bylaw, 2011, as detailed in the Works and Services Report;
   b) road widening dedication approximately 0.9 m along the full frontage of Claudia Court, in accordance with Development Bylaw, 2011;
   c) providing a community benefit contribution of $400 per dwelling unit towards future transit and cycling infrastructure improvements;
   d) providing a community benefit contribution of $225 per dwelling unit for park amenity improvements;
   e) resolving all issues of funding for items not budgeted by the City; and

3. THAT the Mayor and Corporate Officer be authorized to execute all documents relating to this matter.

REPORT CONCURRENCE	
General Manager The General Manager concurs with the recommendation of this report.	**City Manager** The City Manager concurs with the recommendation of this report.

PURPOSE

The applicant proposes to rezone the subject property from Urban Residential Zone (RS3) to Comprehensive Development Seventy Five Zone (N75) to permit a two (2) lot subdivision.

SUMMARY OF THE ISSUE

The applicant proposes to rezone the subject property from RS3 to N75 to facilitate a two (2) lot subdivision, as shown in Figures 3, 4 and 5. The application is consistent with the Urban 3 – Infill land use designation in the Official Community Plan. The existing single detached dwelling will be demolished in conjunction with a future two (2) lot subdivision, if the current rezoning application is adopted.

This application was submitted on (September 17, 2017). Therefore, it is consistent with Council's February 19, 2018, resolution regarding the interim approach for infill applications while the Urban 3 - Infill study is underway to move forward and be considered by Council on a case by case basis.

BACKGROUND

Applicant: Bhinder Hehar

Registered Owner: Harkanwaljit Singh Hehar

Legal Description: Lot 379 Section 19 Township 16 New Westminster District Plan 38325

OCP Designation: Urban 3 – Infill

Existing Zoning: Urban Residential Zone (RS3)

Proposed Zoning: Comprehensive Development Seventy Five Zone (N75)

Site Area: 867.79 m^2 (9,340.81 ft^2)

Site Description: The subject property is located on the northwest corner Conrad Avenue and Claudia Court, within an established single family neighbourhood. There are no trees located on the property. The property contains a single family residence.

Surrounding Uses:

- N: Single family dwellings (zoned RS3);
- S: Single family dwellings and Duplex residential (zoned RS3 and RS4), Parks, Open Space & School (zoned P2);
- E: Single family dwellings and Duplex residential (zoned RS3 and RS4), Ground-orientated townhouses (zoned RM45); and
- W: Single family dwellings and Duplex residential (zoned RS3, RS5-A, and RS4), Parks, Open Space & School (zoned P2).

DISCUSSION

Context

1. The proposed development is located on the northwest corner of Conrad Avenue and Claudia Court. The surrounding neighbourhood consists largely of single-detached dwellings and duplex residential. Columbia Bible College, Colleen & Gordie Howe Middle School and the Matsqui Recreation Centre (MRC) are located approximately 300 m east of the proposed development. Maclure Trail Park, Fishtrap Creek Park, Palm Court Park, and Charlotte Park are all located within 350 m of the proposed development. The proposed development is located within approximately 750 m to the east of City Centre Neighbourhood Plan Area.

Official Community Plan (OCP)

2. The Official Community Plan (OCP) designates the property as Urban 3 – Infill, refer to Figure 3. The purpose of the Urban 3 – Infill land use category is to enable infill residential with density increases near City and Urban Centres and the Primary Transit Corridor, and includes single detached dwellings with accessory units and ground orientated duplexes. Under the Urban 3 - Infill designation, secondary suites are permitted on lots greater than 400 m^2.

3. The proposed development meets the intent of broader OCP objectives, as follows:

    - Support diverse housing types for a variety of household sizes, incomes, tenures, and preferences (2.1);
    - Support mixed affordable housing options which can serve as mortgage helpers for owners while providing affordable options for renters or extended family members (2.2); and
    - Focus residential intensification around the Urban and Neighbourhood Centres (2.9).

Zoning

4. A rezoning application is proposed to allow for a two (2) lot subdivision with a total lot area of 867.79 m^2 (9,340.81 ft^2), refer to Figures 4 and 5. Under the proposed N75 Zone, the minimum lot size which would allow for a secondary suite is 400 m^2 (4,305.56 ft^2) with a minimum lot frontage of 12.0 m (39.37 ft). The proposed lots all have a lot area greater than 400 m^2 and a lot frontage exceeding 12.0 m. Therefore, the proposal complies with the Urban 3 – Infill land use designation within the OCP.

Secondary Suite Policy

5. As identified in Part 2 of the OCP, secondary suites are supported in single detached dwellings, subject to the following criteria:

    - Not be on a cul-de-sac bulb;
    - Not be in a bare land strata (except where road infrastructure meets City bylaw standards);
    - Have a minimum frontage of 12.0 m;
    - Have a minimum lot size of 400 m^2; and
    - Be located on a Collector or Local road.

The proposal is consistent with the above criteria. Therefore, both of the proposed lots would be permitted a secondary suite.

Affordable Housing Strategy

6. The Affordable Housing Strategy, (endorsed by Council November 7, 2011) similar to the OCP objectives and policies, encourages the development of complete, connected and livable neighbourhoods with diverse housing types (Objective 4). With policies that support affordable housing development close to transit, jobs and services and the creation of a variety of housing types to suit different needs related to household type, tenure and income. The applicant's proposal is consistent with this policy.

Tree Protection, Removal and Replacement

7. There are no trees located on the subject property. In conjunction with this development, street trees and yard trees (minimum of 1 tree per lot) are required in accordance with the Development Bylaw, 2011 and will be secured at the subdivision stage.

Subdivision

8. The proposed preliminary subdivision layout (refer to Figure 5) to create a two (2) lot subdivision will be reviewed for acceptability by the Approving Officer, if the rezoning application receives 3rd reading from Council. At that time, staff will conduct a formal subdivision review and exact dimensions of the proposed lots will be finalized.

Driveway and Parking Requirements

9. The proposed development will be required to comply with the Zoning Bylaw, 2014, and the Development Bylaw, 2011, when constructing a driveway and providing off-street parking. The Zoning Bylaw requires a minimum of two (2) parking spaces for a single family house. If a secondary suite is constructed, an additional parking space is required. As per the Development Bylaw, 2011, the maximum driveway width is 6.0 m. In accordance with the Zoning Bylaw, the minimum parking stall width is 2.7 m and the minimum length is 5.5 m.

10. The applicant has not submitted a proposed subdivision survey prepared by a BC Land Surveyor at this stage. However, the approximate lot dimensions are shown on Figure 5. The proposed subdivision plan confirms that the proposed lots exceed the minimum required lot width and depth. Therefore, staff have no concerns with both lots being able to accommodate the required parking spaces.

Site Development Considerations

11. A staff review of the Works & Services (dated June 23, 2017) necessary to support this application has been completed and is outlined within Attachment C, the details of which will be incorporated into the Development Agreement, which is a recommended prerequisite for adoption of the Zoning Bylaw amendment.

12. In addition to the above comments, the Developer is responsible to adhere to all other legislation, which may apply to the land, including:

a) complying with all applicable City bylaws, such as Official Community Plan, 2016, Development Bylaw, 2011, Tree Protection Bylaw, 2010, Building Bylaw, 2016, Sign Bylaw, 2001, Erosion and Sediment Control Bylaw, 2010, and Development Cost Charges Imposition Bylaw, 2010, administered by the City; and

b) obtaining all other necessary approvals and permits on such terms as they may be issued, including but not limited to a development permit, tree removal permit, subdivision approval, building permit, soil removal/deposit permit, Ministry of Health permit, Ministry of Transportation and Infrastructure approval and Ministry of Environment approval.

Communication Plan

If the zoning amendment bylaw is supported by Council, Bylaw No. 2851-2018, "Abbotsford Zoning Bylaw, 2014, Amendment Bylaw No. 209" will proceed to a Regular Meeting of Council, where it will be considered for 1st and 2nd readings. If supported by Council, the Rezoning Bylaw will proceed to a Public Hearing. The City will notify in writing the owners and occupiers of land within a 100 m radius of the property and provide Council with copies of any feedback that is received.

The City received confirmation on May 2, 2018, that the applicant installed the required Development Notification Signage in accordance with the Development Application Procedures Bylaw, which requires the signage to be installed a minimum of three (3) weeks in advance of Council's consideration of the application.

FINANCIAL PLAN IMPLICATION

No financial plan implications are anticipated. Any capital works implications arising from this application have been addressed through the rezoning process.

Rajat Sharma

Rajat Sharma
General Manager, Finance and Corporate Services
Signed 7/6/2018 7:53 AM

IMPACTS ON COUNCIL POLICIES, STRATEGIC PLAN AND/OR COUNCIL DIRECTION

The proposal meets the goals and objectives identified in the OCP and Affordable Housing Strategy. Council's Strategic Plan 2015-2018 identifies four cornerstones: vibrant economy, complete community, fiscal discipline and organizational alignment. The proposal is consistent with the complete community cornerstone by permitting secondary suites which provides affordable housing options for the community.

SUBSTANTIATION OF RECOMMENDATION

Staff supports the rezoning of the subject property from RS3 to N75 to permit a two (2) lot residential subdivision, given that the proposed development is consistent with the Urban 3 – Infill land use designation and is in keeping with the broad objectives of the OCP that encourages densification and the establishment of a mix of housing types within the Urban Development Boundary.

Howie Choy

Howie Choy
Assistant Planner
Signed 6/22/2018 12:53 PM

Darren Braun

Darren Braun
Director, Development Planning
Signed 7/6/2018 7:48 AM

Siri Bertelsen

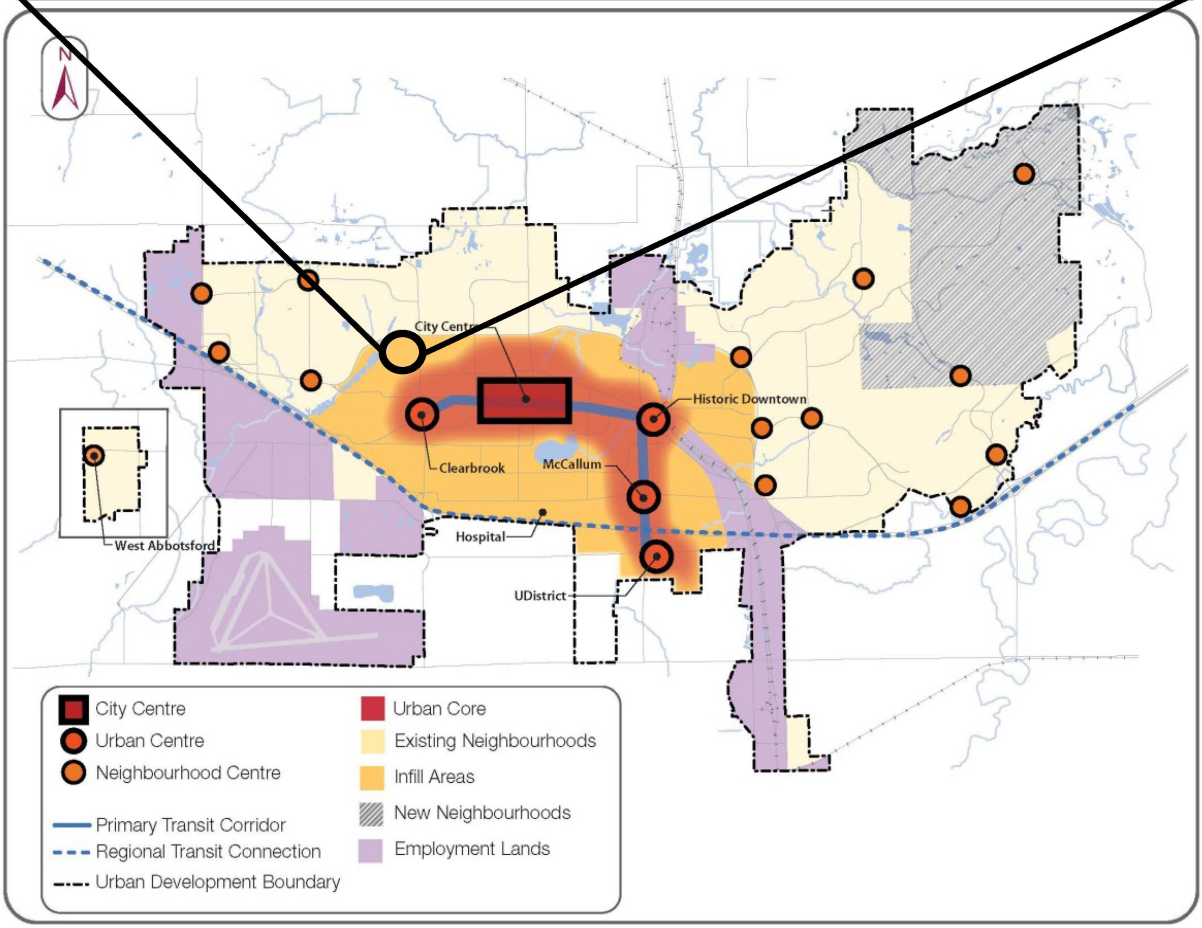
Siri Bertelsen
General Manager, Planning and Development Services
Signed 7/6/2018 4:27 PM

ATTACHMENTS:

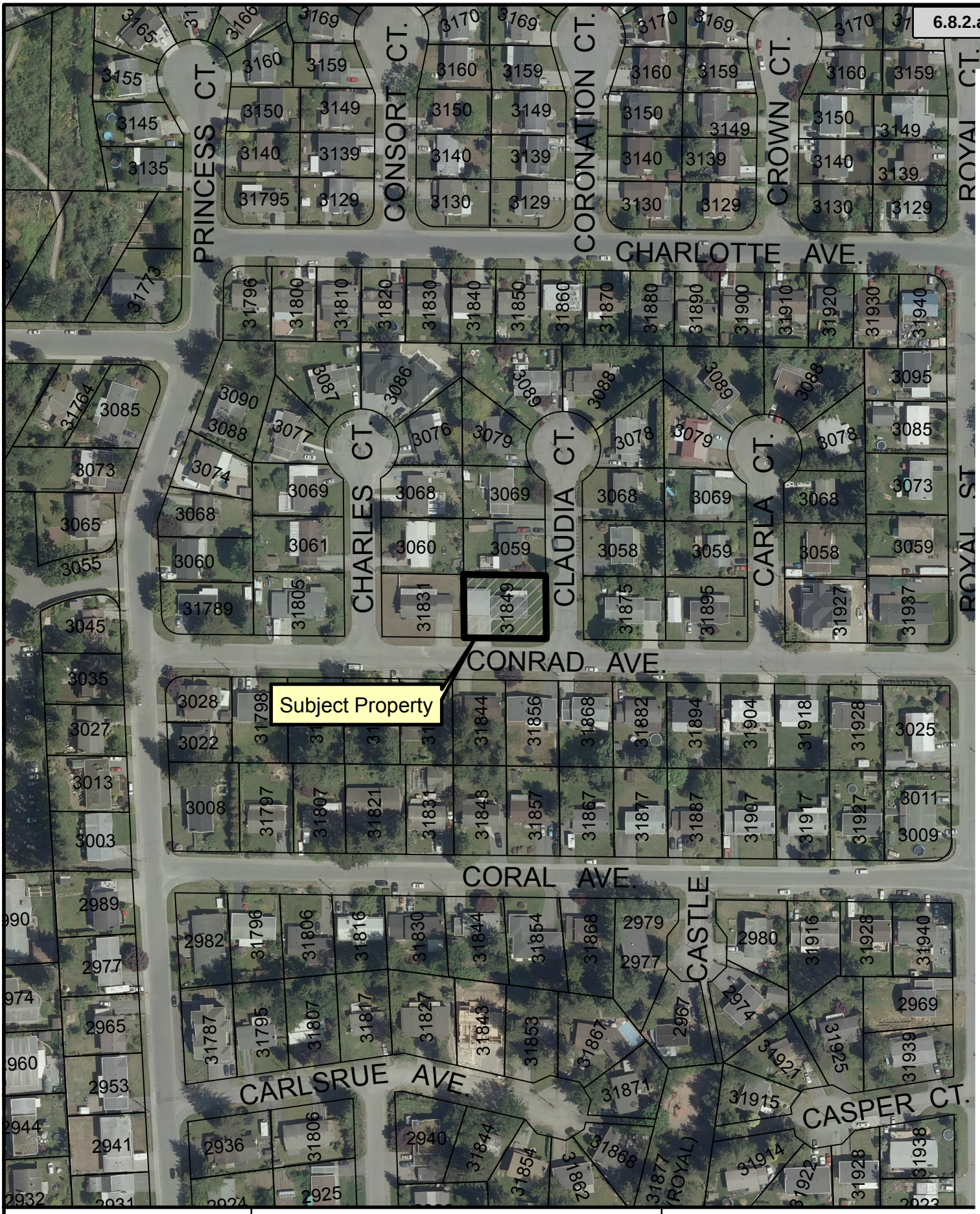
Figures 0 to 6
Attachment A - Letter of Intent
Attachment B - Bylaw 2851-2018
Attachment C - PRJ17-149 - Rezoning Works & Services Report

City Context Plan
File: PRJ17-149 Location: 31849 Conrad Avenue





Attachment: Figures 0 to 6 (PDS 078-2018 : Rezoning application for 31849 Conrad Avenue (PRJ17-149))



Attachment: Figures 0 to 6 (PDS 078-2018 : Rezoning application for 31849 Conrad Avenue (PRJ17-149))

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Planning and Development Services

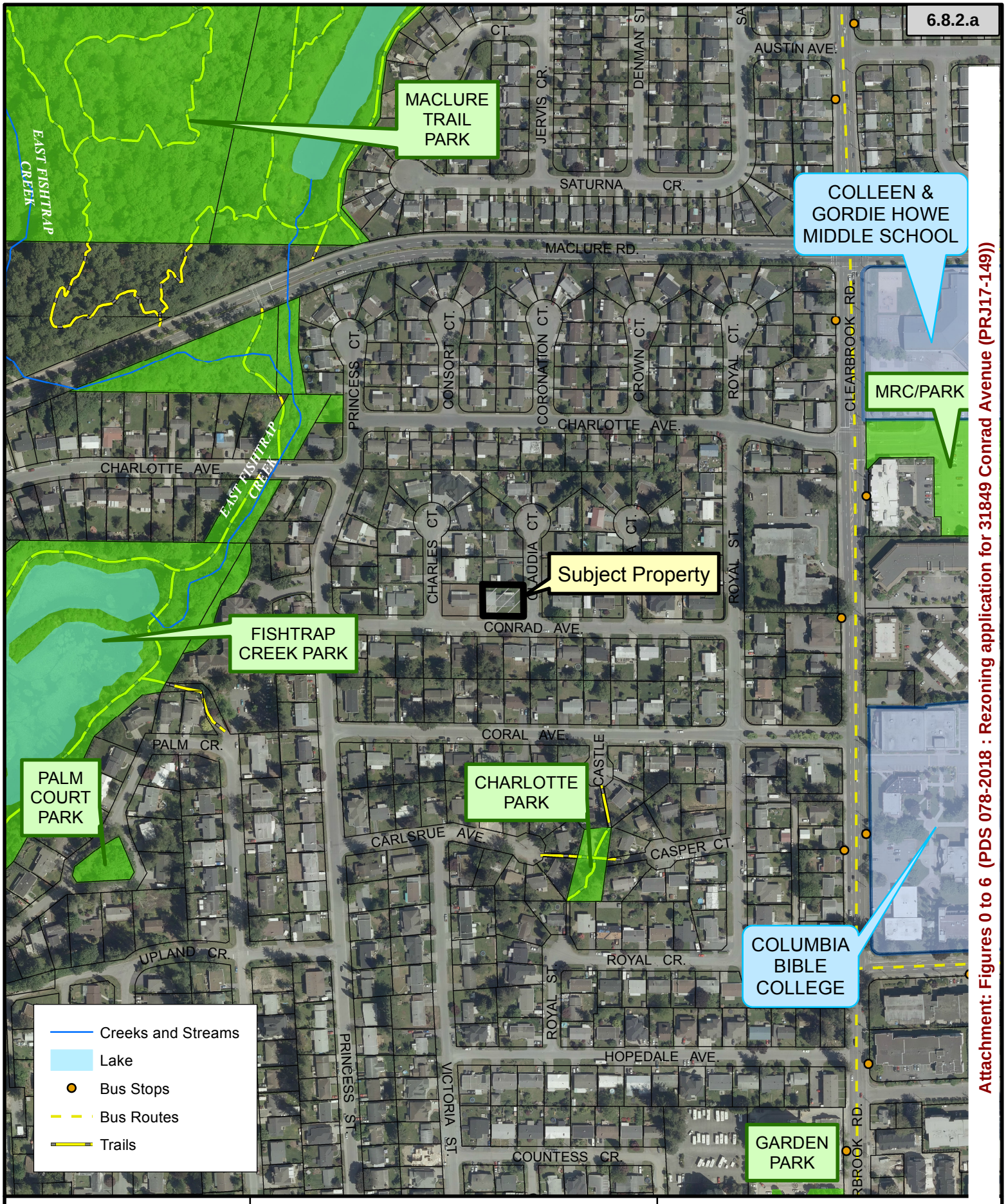
31849 Conrad Avenue

Figure 1 - Location Plan
File No.: PRJ17-149

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Attachment: Figures 0 to 6 (PDS 078-2018 : Rezoning application for 31849 Conrad Avenue (PRJ17-149))

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Planning and Development Services

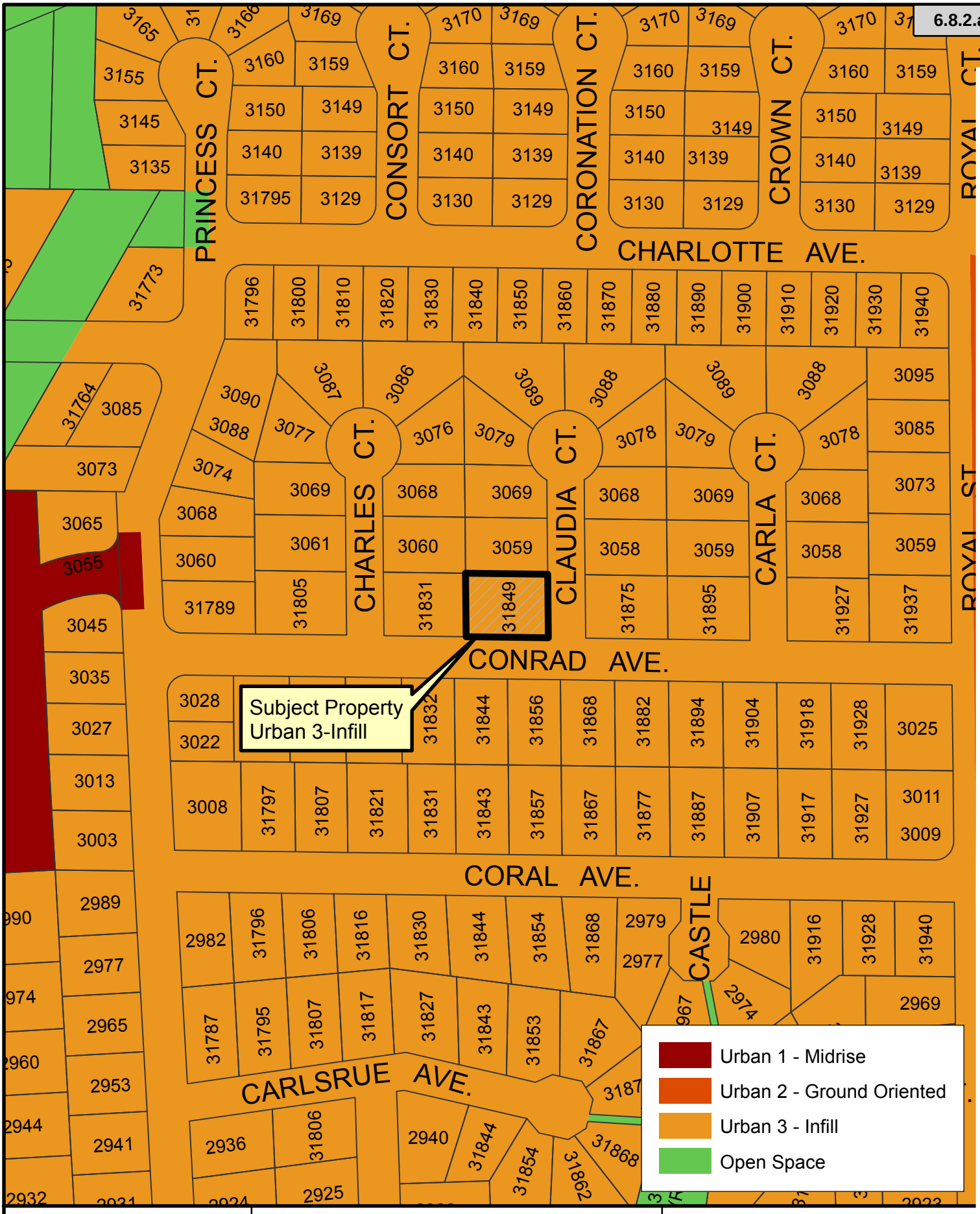
31849 Conrad Avenue

Figure 2 - Context Plan
File No.: PRJ17-149

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Attachment: Figures 0 to 6 (PDS 078-2018 : Rezoning application for 31849 Conrad Avenue (PRJ17-149))

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Planning and Development Services

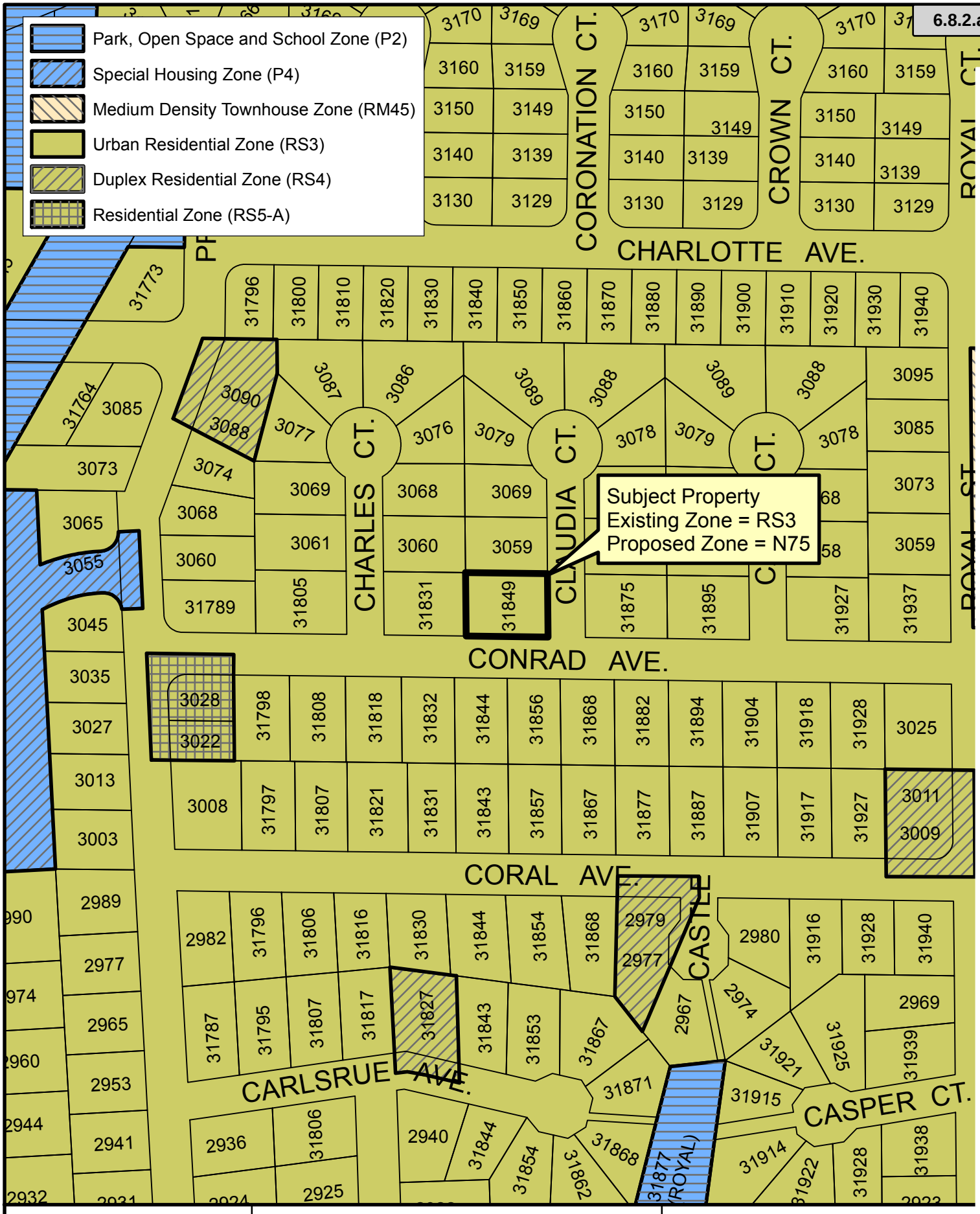
31849 Conrad Avenue

Figure 3 - Official Community Plan
File No.: PRJ17-149

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Attachment: Figures 0 to 6 (PDS 078-2018 : Rezoning application for 31849 Conrad Avenue (PRJ17-149))

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Planning and Development Services

31849 Conrad Avenue

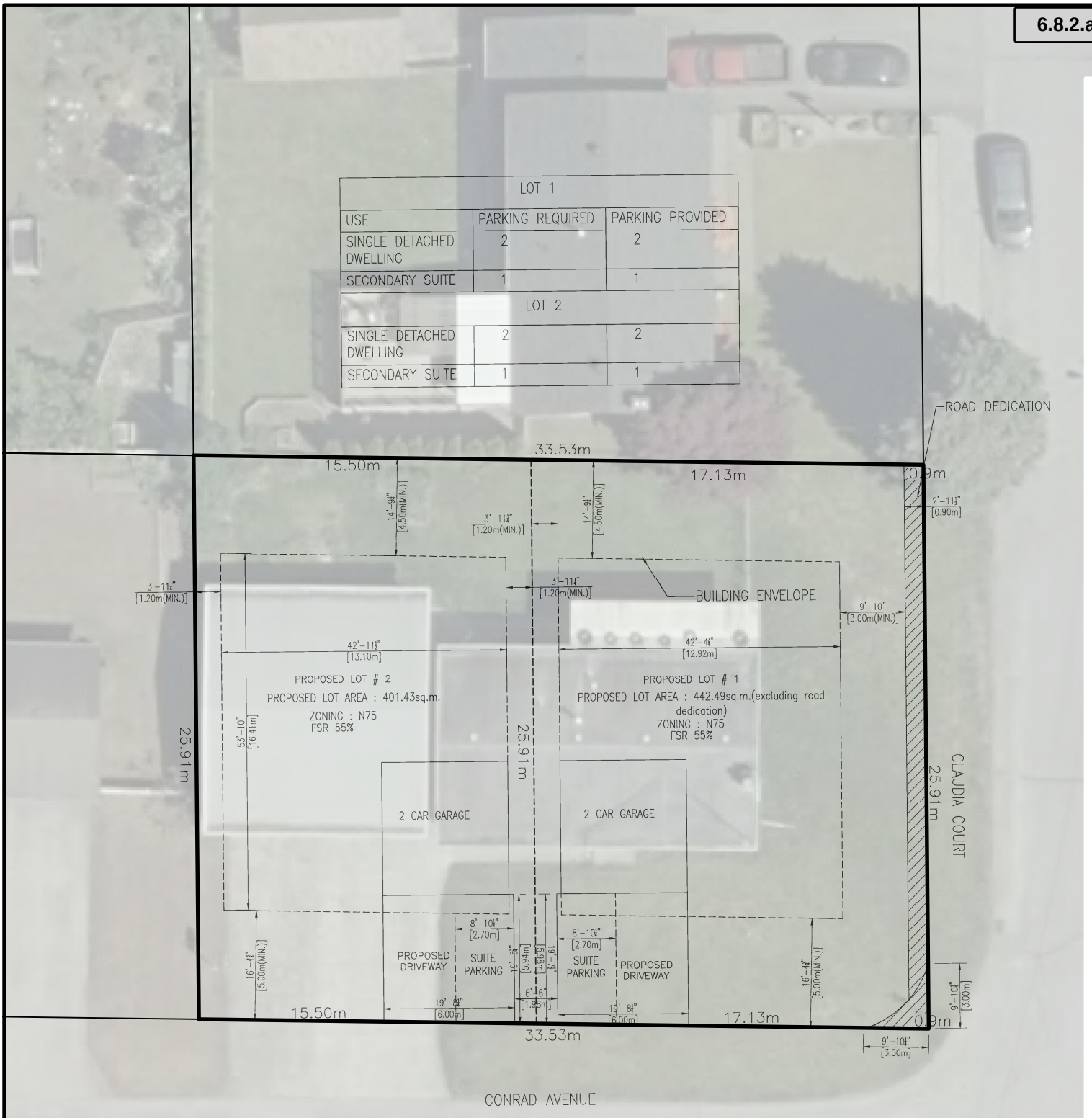
Figure 4 - Existing & Proposed Zonir
File No.: PRJ17-149

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Date

LOT 1		
USE	PARKING REQUIRED	PARKING PROVIDED
SINGLE DETACHED DWELLING	2	2
SECONDARY SUITE	1	1
LOT 2		
SINGLE DETACHED DWELLING	2	2
SECONDARY SUITE	1	1



Attachment: Figures 0 to 6 (PDS 078-2018 : Rezoning application for 31849 Conrad Avenue (PRJ17-149))

ABBOTSFORD
Planning and Development Services

31849 Conrad Avenue

Figure 5 - Proposed Subdivision
File No.: PRJ17-149

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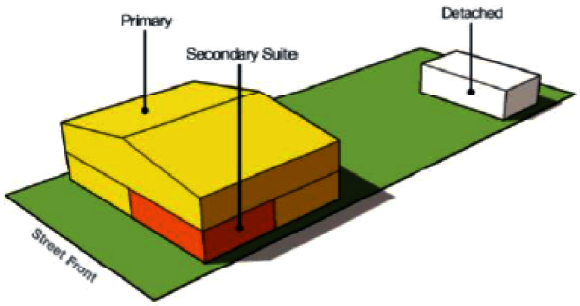
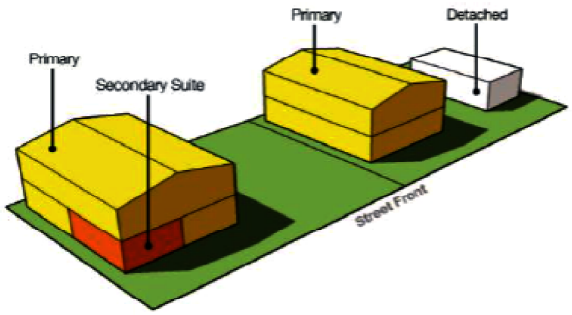
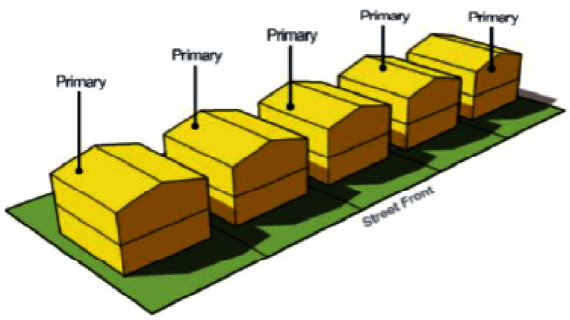
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Table II.2: Urban 3 – Infill density

SINGLE DETACHED

Bylaw No. 2721-2018

Illustration	Minimum lot area	Accessory unit	FSR guide
	600m² or greater	**2 additional units:** secondary suite (1 or 2) **AND/OR** detached suite (1 only, 55m² maximum)	0.45 (not including the detached unit)
	400m² - 599m² (down to 300m² with 9m minimum frontage when lane access)	**1 additional unit:** secondary suite **OR** detached unit (55m² maximum)	0.55 (not including the detached unit)
	200m² - 399m²	no	0.65

Attachment: Figures 0 to 6 (PDS 078-2018 : Rezoning application for 31849 Conrad Avenue (PRJ17-149))

Letter of Intent

Attn: Department of Planning and development services
Property Address: 31849 Conrad Avenue Abbotsford
PID: 008-520-062

I, Harkanwaljit Singh Hehar, owner of the property intends to subdivide my lot (which qualifies for this subdivision) into two lots, making two small family homes In the new lots. This way instead of making a huge monster home, I can raise my small family in a new single family small home and use my big lot into its best use.

Sincerely,

Harkanwaljit Singh Hehar
Date: 21 Sept 2017

HSHEHAR

CITY OF ABBOTSFORD
RECEIVED
SEP 21 2017
Planning & Development
Services Department

Attachment: Attachment A - Letter of Intent (PDS 078-2018 : Rezoning application for 31849 Conrad Avenue (PRJ17-149))

PRJ17-14

CITY OF ABBOTSFORD

ABBOTSFORD ZONING BYLAW, 2014, AMENDMENT BYLAW NO. 209

Bylaw No. 2851-2018 PRJ17-149

The Council of the City of Abbotsford, in open meeting assembled, ENACTS AS FOLLOWS:

1. CITATION

Bylaw No. 2851-2018 may be cited as "Abbotsford Zoning Bylaw, 2014, Amendment Bylaw No. 209".

2. AMENDS ZONING MAPS

Abbotsford Zoning Bylaw, 2014, Schedule "D", Urban Area Zoning, as amended, is further amended by changing the zoning of the lands as shown in the attached Appendix "A" and located at 31849 Conrad Avenue:

From: Urban Residential Zone (RS3)
To: Comprehensive Development Seventy-Five Zone (N75).

READ A FIRST TIME this	day of	, 2018
READ A SECOND TIME this	day of	, 2018
PUBLIC HEARING HELD this	day of	, 2018
READ A THIRD TIME this	day of	, 2018
ADOPTED this	day of	, 2018

I hereby certify this to be
a true copy of the original
bylaw

Henry Braun
Mayor

Katie Karn
Deputy City Clerk

William Flitton
Corporate Officer

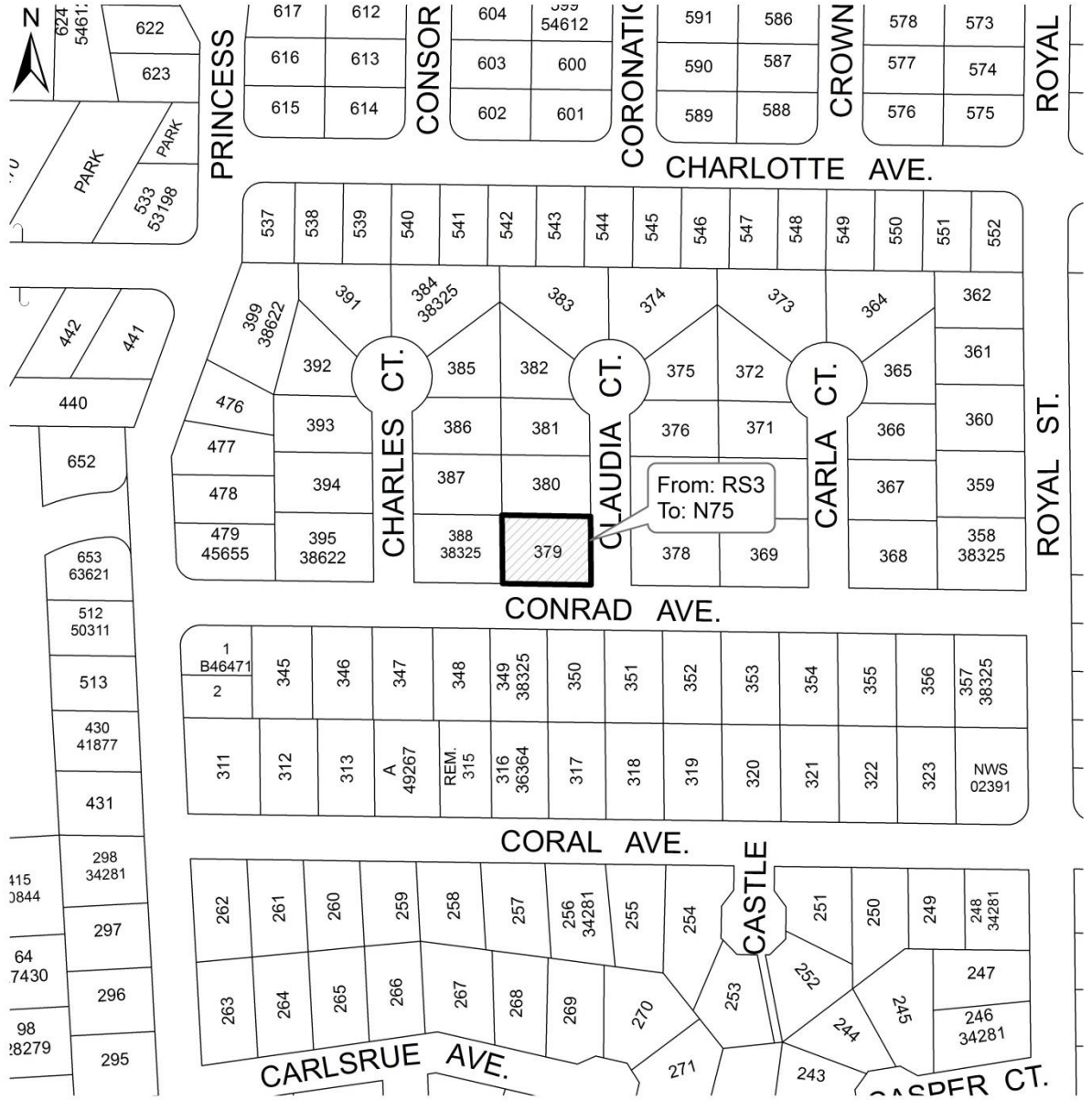
Attachment: Attachment B - Bylaw 2851-2018 (PDS 078-2018 : Rezoning application for 31849 Conrad Avenue (PRJ17-149))

CITY OF ABBOTSFORD

ABBOTSFORD ZONING BYLAW, 2014, AMENDMENT BYLAW NO. 209

APPENDIX "A"

SCHEDULE BYLAW NO. **2851-2018**
BEING ABBOTSFORD ZONING BYLAW, 2014,
AMENDMENT BYLAW NO. **209**
FROM: **Urban Residential Zone (RS3)**
TO: **Comprehensive Development Seventy Five Zone (N75)**



Attachment: Attachment B - Bylaw 2851-2018 (PDS 078-2018 : Rezoning application for 31849 Conrad Avenue (PRJ17-149))

ABBOTSFORD DEVELOPMENT ENGINEERING DIVISION

REZONING WORKS AND SERVICES REQUIREMENTS

File No:	PRJ17-149 (Rezoning)
Planner:	Leah Irvine, Planner
Prepared By:	Kelsey Baldwin, Development Technologist I
Approved By:	18/03/05 Sarb Toor, Manager, Development Engineering
Date:	February 22, 2018
Applicant:	Bhinder Hehar
Development Property:	31849 Conrad Avenue Lot 379 Section 19 Township 16 Plan NWP38325 NWD Part NE 1/4

The Local Government Act authorizes local governments to require development to meet current works and services standards as set out in the City's Development Bylaw and Policies.

This report includes the Works & Services **Requirements** to meet the applicable bylaws.

Please have your consulting engineer email Kelsey Baldwin, Development Technologist 1 at kbaldwin@abbotsford.ca in regard to this report and any other servicing matters relating to this application.

Attachment: Attachment C - PRJ17-149 - Rezoning Works & Services Report (PDS 078-2018 : Rezoning application for 31849 Conrad Avenue

REQUIREMENTS

Highways – Dedications and Rights-of-Ways

The OCP designates Claudia Court as a "Single Family Local" roadway which is required to be a minimum 17 m wide road right-of-way.

On Claudia Court a dedication of 0.9 m is required along the full frontage of the Lands from the north property line to the south property line.

Dedicate a standard 3.0 m x 3.0 m chamfer corner truncation at the south east corner of the lot.

Urban Roadways - Construction

On Conrad Avenue and Claudia Court, along both full frontages of the Lands from the north east property line to the south west property line, construct half of a "Single Family Local" standard road with Urban Highway design features as per Standard Drawing ES-R-7, including;

- Roll over curb and gutter on the north side of Conrad Avenue and the west side of Claudia Court;
- 6 m wide asphalt roadway;
- 1.5 m wide concrete sidewalk on the north side of Conrad Avenue;
- Curb & gutter, sidewalk, boulevard and pavement tapers at both ends to meet existing;
- ornamental street lighting;
- Traffic signage;
- Traffic lane markings;
- soil(s) to support street trees;
- boulevard improvements on the north side of Conrad Avenue and the west side of Claudia Court; and
- associated drainage works.

Transit

Provide a cash contribution of $400 per dwelling unit towards future transit and cycling infrastructure improvements in the general area.

Drainage Collection and Disposal

Construct a storm sewer main on Claudia Court from the north property line of the subject property to the existing 300 mm diameter storm sewer main on Conrad Avenue. The storm sewer is to be designed and built with adequate capacity and depth to convey flows from all upstream properties and road runoff on Claudia Court.

Provide a storm water management plan showing how onsite drainage will be accommodated offsite. All offsite storm water works and services including new installations and upgrades to existing offsite systems required by the storm water management plan shall be designed and constructed in accordance with said storm water management plan.

Prior to any further development on the Lands, provide an updated storm water management plan showing how drainage on the Lands will be accommodated including detention. All storm water works and services including new installations and upgrades to existing offsite systems required by the updated storm water management plan shall be designed and constructed in accordance with said updated storm water management plan.

Attachment: Attachment C - PRJ17-149 - Rezoning Works & Services Report (PDS 078-2018 : Rezoning application for 31849 Conrad Avenue

Portions of the above noted works may be eligible for Latecomer Charges. *(900-9-01)*

Sewage Collection and Disposal

Construct a new 200 mm diameter sanitary sewer main on Claudia Court from the north property line of the subject property to the existing 200 mm diameter sanitary sewer main on Conrad Avenue.

Submit a design drawing for the sanitary sewer main. The main must be as deep as possible to service all of the lots in the Claudia Court Cul-de-sac.

Portions of the above noted works may be eligible for Latecomer Charges. *(900-9-01)*

Water Distribution Domestic and Fire Fighting

There is no City water supply to the Lands. The water supply to the Lands is provided by Clearbrook Water District (CWD). A computer modelling analysis of the CWD system to determine and validate the available domestic and fire flows to this development site is required. A copy of this report must be submitted for review to both the Engineering and Fire Department. The computer modeling analysis report must be sealed by a registered professional engineer experienced in water distribution analysis.

Erosion and Sediment Control

All works shall be performed in substantial conformance with the City's Development By-law, the Provincial 'Land Development Guidelines' and the City's Erosion and Sediment Control Bylaw, in the control and prevention of erosion and sediment during all phases of construction. No release of silt, sediment laden waters or deleterious substances is permitted into any existing City storm or drainage system during any phase of development of the Lands.

The ESC Plan requires 4 drawings, each indicating the ESC methods for that stage of construction;

- site preparation
- site servicing
- building construction
- warranty period

Rezoning Development Agreement Preparation Fee

Pay $500 Development Agreement preparation fee.

Works & Services Security & Warranty Deposit

Provide as Security Deposit, the estimated construction cost plus 10% for engineering (min $25,000) and 5% for as-constructed drawings (minimum $15,000) in cash or letter of credit.

Administration & Inspection Fee

Pay 5% of the first $300,000 + 3% of the remainder of the estimated construction cost for administration and inspections.

Attachment: Attachment C - PRJ17-149 - Rezoning Works & Services Report (PDS 078-2018 : Rezoning application for 31849 Conrad Avenue

City Services Fees
Tie-in inspection fee ($50 per inspection) for water, sanitary, and storm sewer services.

Water and sewer main connections and wet taps are supervised and/or performed by City crews at the developer's expense and payable upon invoice.

Pay to energize street lights at $50 per street light.

Latecomer Charges - receivable *Policy 900-9-01*
The Developer is required to submit an acceptable Latecomer Report prior to Latecomer Charges being enacted.

Attachment: Attachment C - PRJ17-149 - Rezoning Works & Services Report (PDS 078-2018 : Rezoning application for 31849 Conrad Avenue

COUNCIL REPORT

Executive Committee

Report No. PDS 079-2018

Date: July 18, 2018
File No: 3100-05 PRJ17-007

To: Mayor and Council
From: Nick Crosman, Planner
Subject: Rezoning and Development Variance Permit applications for the property located at 3641 Bulkley Street, to facilitate a four lot bareland strata subdivision (Owner: J. Webster)

RECOMMENDATION

1. THAT Bylaw No. 2838-2018, "Abbotsford Zoning Bylaw, 2014, Amendment Bylaw No. 200", be given first and second readings at the next Regular Meeting of Council and be advanced to an upcoming Public Hearing;

2. THAT prior to adoption of Bylaw No. 2838-2018, "Abbotsford Zoning Bylaw, 2014, Amendment Bylaw No. 200", the following conditions be satisfied:

   a) entering into a development agreement to secure the required road dedication and utility upgrades and extensions, in accordance with Development Bylaw, 2011, as detailed in the Works and Services Report;
   b) providing cash-in-lieu of construction contribution of $12,500 to upgrade the pedestrian cross-walk at the intersection of Skeena Avenue and Old Clayburn Road;
   c) providing a community benefit contribution of $400 per dwelling unit for future transit and cycling infrastructure;
   d) providing a community benefit contribution of $225 per dwelling unit for park improvements; and
   e) resolving all issues of funding for items not budgeted by the City;

3. THAT Development Variance Permit No. 2137 proceed for public comment at an upcoming Public Hearing, in conjunction with the application for rezoning, subject to the following condition being satisfied prior to the Development Variance Permit being issued:

   a) adoption of Bylaw No. 2838-2018, "Abbotsford Zoning Bylaw 2014, Amendment Bylaw No. 200"; and

4. THAT the Mayor and Corporate Officer be authorized to execute all documents relating to this matter.

REPORT CONCURRENCE	
General Manager The General Manager concurs with the recommendation of this report.	**City Manager** The City Manager concurs with the recommendation of this report.

PURPOSE

The applicant proposes to rezone the subject property from Urban Residential Zone (RS3) to Residential Zone (RS5-A) to permit a 4 lot bareland strata subdivision with no secondary suites. The applicant also proposes two variances to reconfigure the building envelope on proposed strata lot 4, to allow the future home on this lot to be to be oriented facing the same direction as lots 1-3.

SUMMARY OF THE ISSUE

The applicant proposes to rezone the subject property from Urban Residential Zone (RS3) to Residential Zone (RS5-A) to facilitate a four (4) lot bareland strata single family subdivision with no secondary suites, as shown in Figure 6. The applicant also proposes two variances to reconfigure the building envelope on proposed strata lot 4, to allow the future home on this lot to be to be oriented facing the same direction as lots 1-3. The application is consistent with the Urban 4 – detached land use designation in the Official Community Plan (OCP). The existing single detached dwelling will be demolished in conjunction with the future subdivision, if the current rezoning application is adopted.

BACKGROUND

Owners: Jeffery Grant Webster

Legal Description: Lot 61 District Lot 26 Township 16 New Westminster District Plan LMP48664

OCP Designation: Urban 4 – Detached

Existing Zoning: Urban Residential Zone (RS3)

Proposed Zoning: Residential Zone (RS5-A)

Site Area: 2,264 m^2 (24,370 ft^2)

Site Description: The subject property is located in an established single family residential neighbourhood at the end of the cul-de-sac on Bulkley St. The property backs onto McKee Creek Park to the West, and has some moderate on site slopes. The property contains a single family house.

Surrounding Uses: N: Single family residential (zoned RS3);
S: Townhouse residential (zoned RM16);

E: Panhandle access to the adjacent Townhouse residential, and Bulkey Street; and
W: McKee Creek Park.

DISCUSSION

Context

1. The proposed development is located at the end of the cul-de-sac on Bulkey Street. The area immediately surrounding the subject property is an established single family neighbourhood within the Old Clayburn Neighbourhood. The surrounding area offers numerous services and amenities such as bus routes, McKee Creek Park, Robert Bateman Secondary School, Clayburn Middle School and Sandy Hill Elementary School, refer to Figure 2.

Official Community Plan (OCP)

2. The subject site is designated Urban 4 – Detached in the OCP, the purpose of which is to enable low density single detached housing in neighbourhoods. Single detached dwellings, with some ground oriented duplexes for residential uses with accessory units are permitted in this land use designation. The proposed rezoning from Urban Residential Zone (RS3) to the Residential Zone (RS5-A) to permit the development of four (4) bareland strata residential lots conforms to the Urban 4 – Detached designation.

3. Under the "Density and Development Calculations" of the OCP, the Net Land Area is determined by removing all lands with slopes in excess of 30%, streams and regional utility right-of-ways. As a small portion near the rear of the subject property has slopes in excess of 30%, they have been netted out of the permitted density calculation:

   Gross Site Area of the Subject Property = 0.2264 ha (2,264m²)
   Area with slopes in excess of 30% = 0.0164 (164m²)
   Net Site Area = 0.2100 ha (2,100m²)
   Net Site Area of 0.21 ha x 25 units per hectare = 5.25 units

4. The proposed development meets the intent of broader OCP objectives, as follows:
   - Support diverse housing types for a variety of household sizes, incomes, tenures, and preferences (2.1); and
   - Support mixed affordable housing options which can serve as mortgage helpers for owners while providing affordable options for renters or extended family members (2.2).

Zoning

5. The applicant proposes to rezone the subject property from RS3 to RS5-A to allow for a four (4) lot bareland strata subdivision with a total lot area of ~2,264 m^2 (43,380 ft^2), see Figure 6. Each proposed lot meets the minimum 13.0m lot width and 420m² minimum lot size under the subdivision regulations of the RS5-A Zone, and therefore these lots comply with the Urban 4 – Detached land use designation within the OCP.

Secondary Suites Policy

6. As identified in part 2 of the OCP, secondary suites are supported in single detached dwellings, subject to the following criteria:

    - Not be on a cul-de-sac bulb;
    - Not be in a bare land strata (except where road infrastructure meets City bylaw standards);
    - Have a minimum frontage of 12.0 m;
    - Have a minimum lot size of 400m2; and
    - Be located on a Collector or Local road.

As all four proposed lots will be in a bareland strata, none of the lots will be permitted a secondary suite. Accordingly, the RS5-A Zone proposed does not permit secondary suites.

Affordable Housing Strategy

7. The Affordable Housing Strategy, (endorsed by Council November 7, 2011) similar to the OCP objectives and policies, encourages the development of complete, connected and livable neighbourhoods with diverse housing types (Objective 4). With policies that support affordable housing development close to transit, jobs and services and the creation of a variety of housing types to suit different needs related to household type, tenure and income. The applicant's proposal is consistent with this policy.

Variances

8. In the case of a bareland strata lot, the Zoning Bylaw defines the front lot line as the lot line abutting a driveway common property access route. In this case, the North lot line of proposed strata lot 4 is considered the front lot line, which the RS5-A Zone prescribes a 5.0m setback. To allow the home on lot 4 to be oriented facing the same direction as lots 1-3, the applicant has proposed to reconfigure the building setbacks on the proposed lot 4, which requires two setback variances (see Figure 6):

    - Front lot line (North) setback variance from 5.0m to 1.2m (to match the adjacent proposed strata lot 3's interior lot line); and
    - Rear lot line (South) setback variance from 5.0m to 2.0m. The 2.0m setback along this lot line will ensure a suitable separation between proposed new home on lot 4 and the existing townhouse development to the South.

    The variances will allow for an improved building envelope on proposed strata lot 4, and will allow the home on proposed lot 4 to be oriented in the same direction as lots 1-3. In conjunction with the future subdivision application, a Building Envelope Covenant will be registered on the title of proposed strata lot 4 to secure the increased setbacks along the East and West lot lines 1.2m to 5.0m (to function as front and rear yard), see figure 6. Staff are supportive of both variances, given they improves tree retention efforts near the west of lot 4, and will enable the future home to be oriented in the same direction as lots 1-3.

Tree Protection, Removal and Replacement

9. An Arborist report was submitted in conjunction with this application, which was prepared by Central Valley Engineering, dated July 4, 2018 (see Attachment C). A total of 16 mature trees exist on the subject site. According to the Arborist's recommendations, 3 trees are proposed to be removed as they are located within the proposed building envelope of strata lot 1 (see Figure 7). Although tree #14 has been proposed for removal, it will be reduced to a 3 meter tall wildlife stem to avoid impacts on tree retention efforts of the adjacent trees 12 and 13. The remaining 13 trees will be retained along the adjacent McKee Creek Park, near the rear of the subject properties. The applicant will be required to obtain a tree cutting permit and secure for replacements in accordance with the Tree Protection Bylaw, 2010.

Subdivision

10. The proposed preliminary lot layout plan (refer to Figure 6) to subdivide the property into four (4) lots will be reviewed for acceptability by the Approving Officer, if the proposed rezoning application receives third reading. At that time, staff will conduct a formal subdivision review and the exact dimensions of the proposed lots will be finalized. Prior to final subdivision approval, the existing single detached dwelling will need to be demolished, under the required demolition permits.

Driveway and Parking Requirements

11. The proposed development will be required to comply with the Zoning Bylaw, 2014 and the Development Bylaw, 2011 when constructing a driveway. The Zoning Bylaw requires a minimum of two (2) parking spaces for a single family house. As per the Development Bylaw, 2011, the maximum driveway width is 6.0m and the minimum is 2.7m. In accordance with the Zoning Bylaw, the minimum parking stall width is 2.7m and the minimum length is 5.5m.

12. The applicant has not submitted a proposed subdivision survey prepared by a BC Land Surveyor at this stage, however, the approximate lot dimension are shown on Figure 6. The proposed subdivision plan confirms that the proposed lots meet the minimum required lot width and depth; therefore staff have no concerns with both lots being able to accommodate the required parking spaces with future Building Permit.

13. There is an existing panhandle access directly adjacent along the east side of the subject property, which provides access to the townhouse development to the south (see figure 1). Through the development application review, staff encouraged the applicant to enter into discussions with the adjacent townhouse strata to explore the option to obtain a cross-access easement for the proposed lots to gain access through the existing adjacent panhandle. Although this would have limited the number of accesses in the cul-de-sac, the strata ultimately decided not to pursue the shared access arrangement, and the applicant has therefore proposed a bareland strata road to access the proposed lots.

14. Additionally, the proposed strata road accessing the new lots has been increased from the minimum 6.0m width to 8.7m to accommodate visitor parallel parking spaces on the east side of the drive aisle (See Figure 6).

Steep Slope Development Permit

15. As shown in Figure 5, a portion of the subject property is located within the Steep Slope Development Area, given the grades drop off near the rear of the property towards the adjacent McKee Creek Park to the west. Accordingly, a Geotechnical Report has been provided in conjunction with this application which confirms that the site is safe for the intended use (Refer to Attachment D). In conjunction with the future subdivision, staff will require minor revision to the Geotechnical Report to confirm if any geotechnical setbacks are required from the top of bank, which will be secured for by Section 219 slope protection or building envelope covenant if required.

Site Development Considerations

16. A staff review of the works and services necessary to support this application has been completed and is outlined within Attachment E, the details of which will be incorporated into the Development Agreement, a prerequisite for adoption of the rezoning bylaw.

17. In addition to the above comments, the developer is responsible to adhere to all other legislation, which may apply to the land, including:

    a) complying with all applicable City bylaws, such as Official Community Plan, 2016, Development Bylaw, 2011, Tree Protection Bylaw, 2010, Building Bylaw, 2016, Sign Bylaw, 2001, Erosion and Sediment Control Bylaw, 2010, and Development Cost Charges Imposition Bylaw, 2010 administered by the City; and

    b) obtaining all other necessary approvals and permits on such terms as they may be issued, including but not limited to a development permit, tree removal permit, subdivision approval, building permit, soil removal/deposit permit, Ministry of Health permit, Ministry of Transportation and Infrastructure approval and Ministry of Environment approval.

Communication Plan

If Bylaw No. 2838-2018, "Abbotsford Zoning Bylaw, 2014, Amendment No. 200" are supported by Council, it will proceed to an upcoming Regular Meeting of Council, where it will be considered for first and second readings. If first and second readings are given, the bylaws will be forwarded to an up-coming Public Hearing. Two advertisements for the Public Hearing will be published in the City Page of the local newspaper. The City will notify in writing the owners and occupiers of land within a 100 meter radius of the property and provide Council with copies of any feedback that is received.

The City received confirmation on June 28, 2018, that the applicant installed the required Development Notification Sign in accordance with the Development Application Procedures Bylaw, which requires the sign to be installed a minimum of 3 weeks in advance of Council's consideration of the application.

FINANCIAL PLAN IMPLICATION

No financial plan implications are anticipated. Any capital works implications arising from this application have been addressed through the rezoning process.

Rajat Sharma

Rajat Sharma
General Manager, Finance and Corporate Services
Signed 7/5/2018 10:07 PM

IMPACTS ON COUNCIL POLICIES, STRATEGIC PLAN AND/OR COUNCIL DIRECTION

The proposal meets the goals and objectives identified in the OCP and Affordable Housing Strategy. Council's Strategic Plan 2015-2018 identifies four cornerstones: vibrant economy, complete community, fiscal discipline and organizational alignment. The proposal is consistent with the complete community cornerstone by adding gentle densification to the existing neighbourhood, which provides affordable housing options for the community.

SUBSTANTIATION OF RECOMMENDATION

Staff recommends supports the rezoning of the subject property from Urban Residential Zone (RS3) to Residential Zone (RS5-A) to permit the development of a four lot residential subdivision as the proposal is in keeping with the broad objectives of the OCP that encourages densification and the establishment of a variety of housing types within the urban area, and the guidelines of the Urban 4 - detached land use designation. Staff are also supportive of the proposed variances, which will reconfigure the building envelope to maximize tree retention efforts, and will result in a more suitable building envelope relative to adjacent buildings/uses.

Nick Crosman

Nick Crosman
Planner
Signed 7/5/2018 11:11 AM

Darren Braun

Darren Braun
Director, Development Planning
Signed 7/5/2018 4:48 PM

Siri Bertelsen

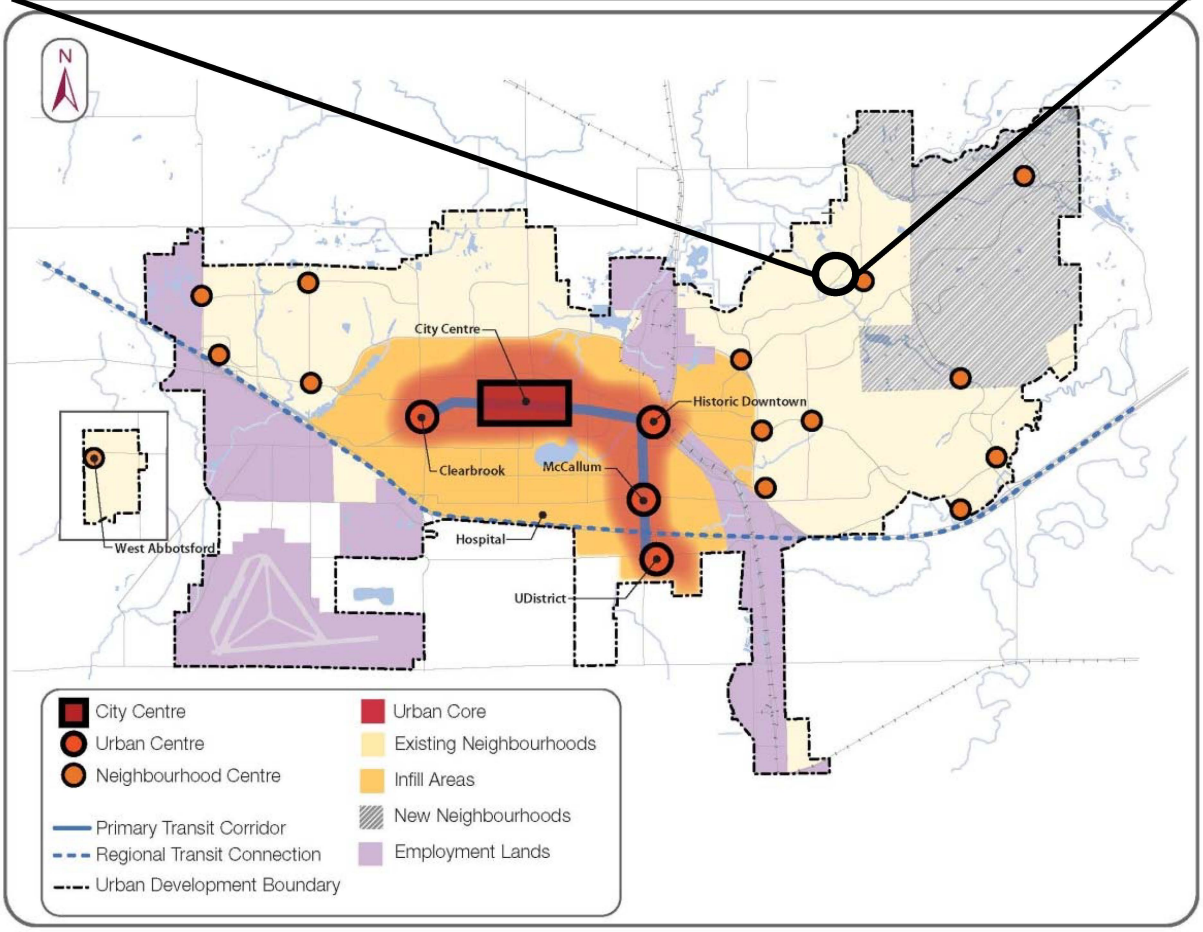
Siri Bertelsen
General Manager, Planning and Development Services
Signed 7/6/2018 4:19 PM

ATTACHMENTS:

Figures 0 to 7
Attachment A: Bylaw 2838-2018
Attachment B: Development Variance Permit 2137
Attachment C: Arborist Report
Attachment D: Geotechnical Report
Attachment E: Rezoning Works & Services Report

City Context Plan
File: PRJ17-007 Location: 3641 Bulkley Street





Attachment: Figures 0 to 7 (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)



ABBOTSFORD
Planning and Development Services

3641 Bulkley Street

Figure 1 - Location Plan
File No.: PRJ17-007

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Meters

N

Date

Attachment: Figures 0 to 7 (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)



ABBOTSFORD
Planning and Development Services

3641 Bulkley Street

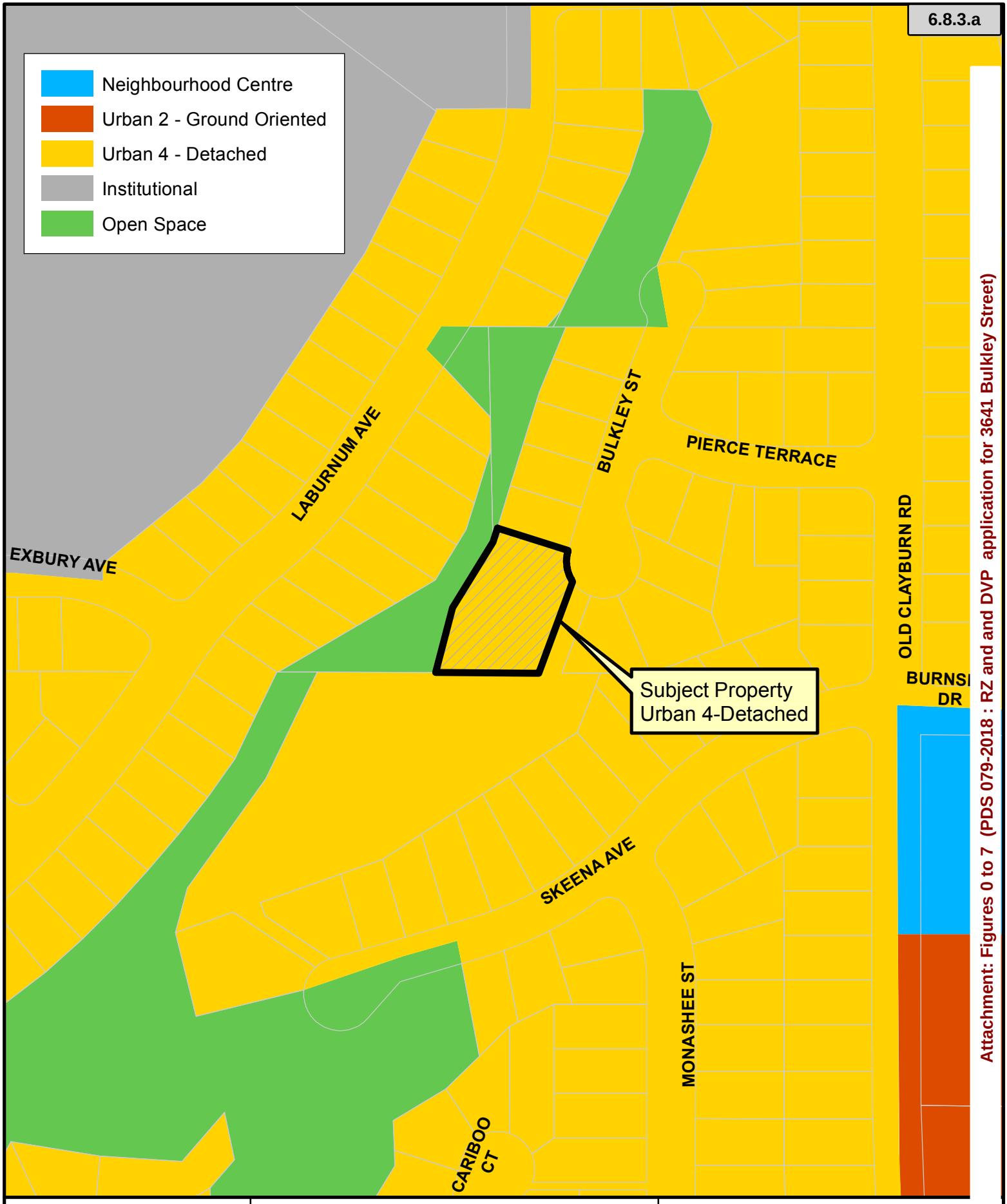
Figure 2 - Context Plan
File No.: PRJ17-007

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Date

Attachment: Figures 0 to 7 (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)



Attachment: Figures 0 to 7 (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)

ABBOTSFORD
Planning and Development Services

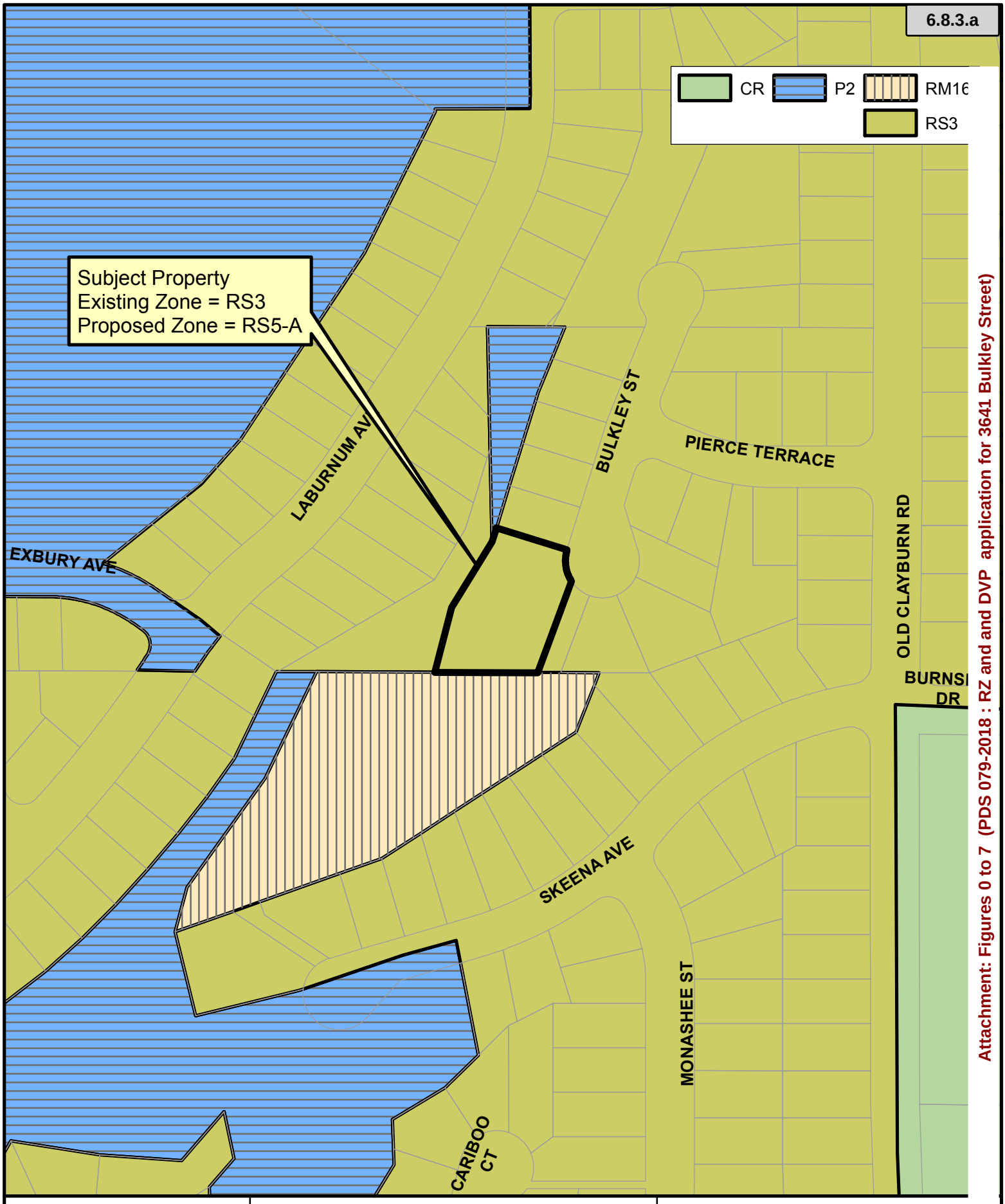
3641 Bulkley Street

Figure 3 - Official Community Plan
File No.: PRJ17-007

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Date



Attachment: Figures 0 to 7 (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)

ABBOTSFORD
Planning and Development Services

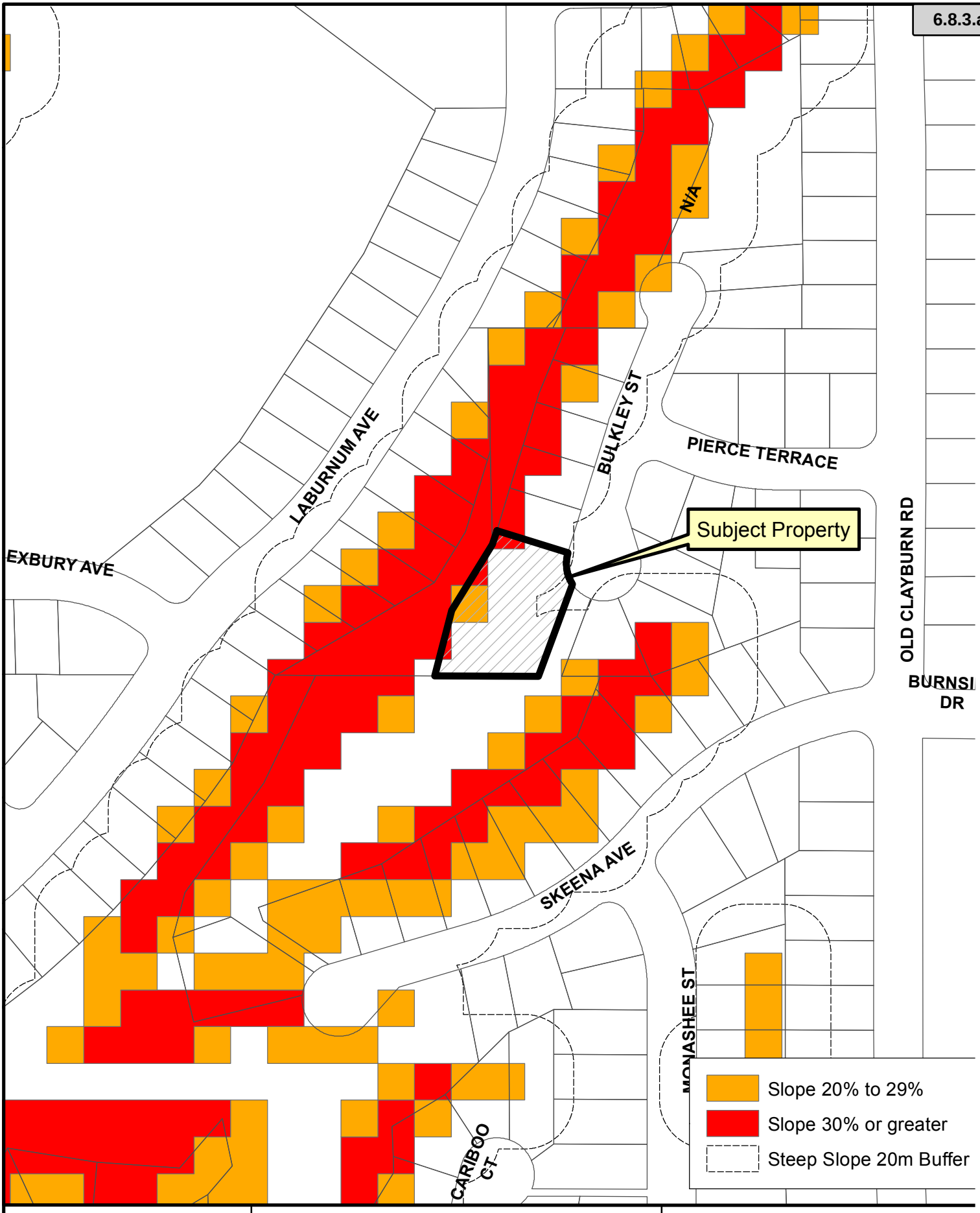
3641 Bulkley Street

Figure 4 - Existing & Proposed Zonir
File No.: PRJ17-007

40 0 40 Meters

N

Date



ABBOTSFORD
Planning and Development Services

3641 Bulkley Street

Figure 5 - Steep Slope Development Permit
File No.: PRJ17-007

40 0 Meters

Attachment: Figures 0 to 7 (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)



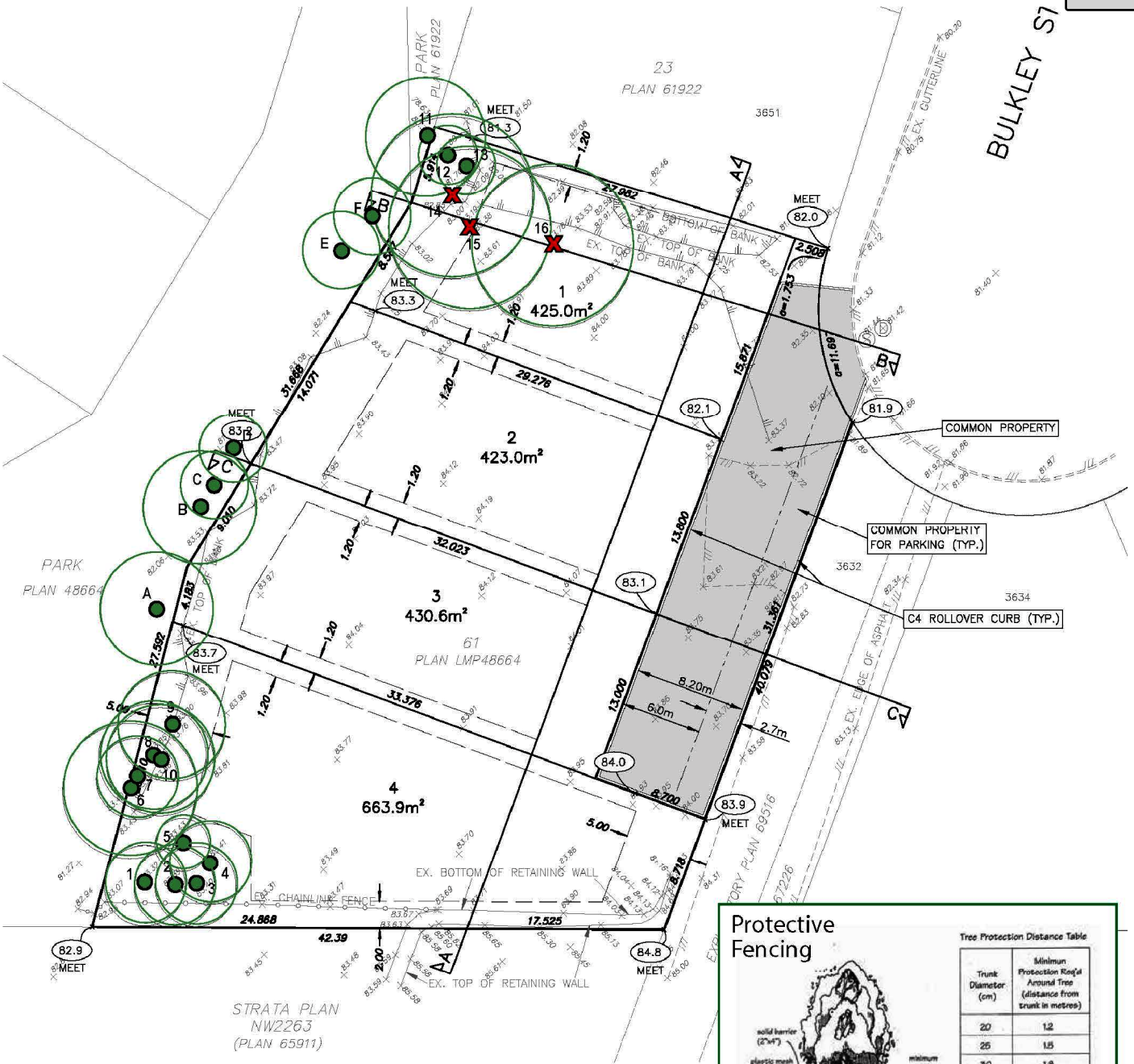
ABBOTSFORD
Planning and Development Services

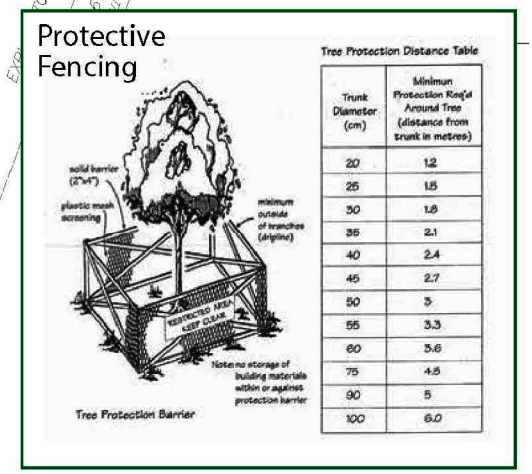
3641 Bulkley Street

Figure 6 - Proposed Subdivision Plan
File No.: PRJ17-007

N | Date

Attachment: Figures 0 to 7 (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)





16		Total tagged trees located on development property 20cm (DBH) or greater
13	●	Total retained trees 20cm (DBH) or greater
3	X	Total trees removed 20cm (DBH) or greater
6	●	Trees A - F located on neighbouring property to the West

ABBOTSFORD
Planning and Development Services

3641 Bulkley Street

Figure 7 - Tree Removal Plan
File No.: PRJ17-007

N

Date

Attachment: Figures 0 to 7 (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)

CITY OF ABBOTSFORD

ABBOTSFORD ZONING BYLAW, 2014, AMENDMENT BYLAW NO. 200

Bylaw No. 2838-2018 PRJ17-094

1. CITATION

Bylaw No. 2838-2018 may be cited as "Abbotsford Zoning Bylaw, 2014, Amendment Bylaw No. 200".

2. AMENDS ZONING MAPS

Abbotsford Zoning Bylaw, 2014, Schedule "D", Urban Area Zoning, as amended, is further amended by changing the zoning of the lands as shown in the attached Appendix "A" and located at 3641 Bulkey Street

From: Urban Residential Zone (RS3)
To: Residential Zone (RS5-A)

READ A FIRST TIME this	day of	, 2018
READ A SECOND TIME this	day of	, 2018
PUBLIC HEARING HELD this	day of	, 2018
READ A THIRD TIME this	day of	, 2018
ADOPTED this	day of	, 2018

I hereby certify this to be
a true copy of the original
bylaw

Henry Braun
Mayor

Katie Karn
Deputy City Clerk

William Flitton
Corporate Officer

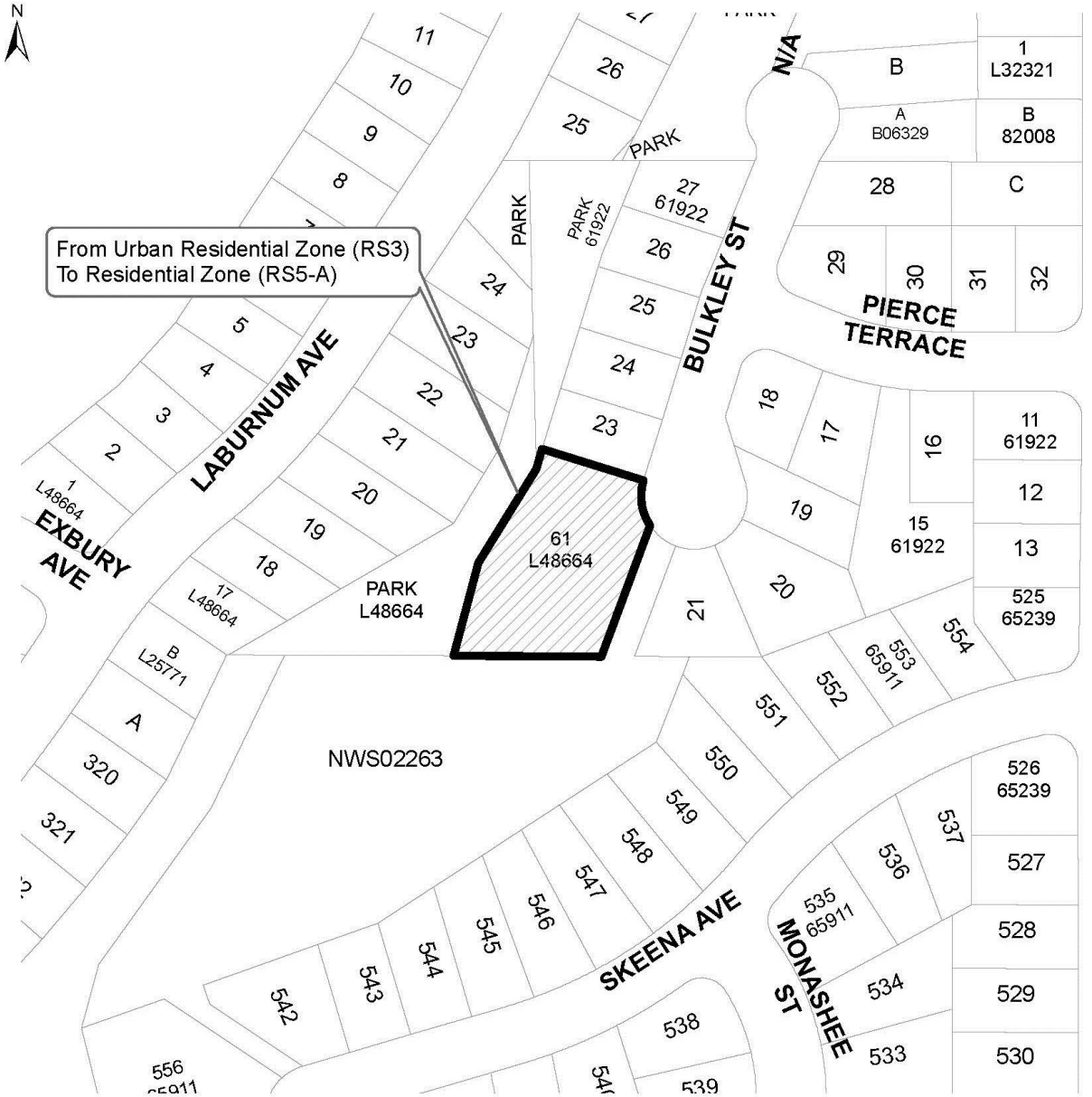
Attachment: Attachment A: Bylaw 2838-2018 (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)

CITY OF ABBOTSFORD

ABBOTSFORD ZONING BYLAW, 2014, AMENDMENT BYLAW NO. 200

APPENDIX "A"

SCHEDULE BYLAW NO. 2838-2018
BEING ABBOTSFORD ZONING BYLAW, 2014,
AMENDMENT BYLAW NO. 200
FROM: Urban Residential Zone (RS3)
TO: Residential Zone (RS5-A)



Final Draft – June 25, 2018

Attachment: Attachment A: Bylaw 2838-2018 (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)

ABBOTSFORD

DEVELOPMENT VARIANCE PERMIT NO. 2137

1. This Development Variance Permit No. 2137 as applied for under File No. PRJ17-007 is issued to the owner (the "Permittee") and shall apply only to ALL AND SINGULAR that certain parcel or tract of land within the City of Abbotsford ("the City") described below, and any and all buildings, structures and other development thereon:

   Parcel Identifier: TBD Lot 4
   Legal Description: TBD Lot 4

   (the "Lands")

2. This Development Variance Permit is issued pursuant to and in accordance with the applicable bylaws of the City and is issued subject to compliance with all of the bylaws of the City except as specifically varied by this Permit.

3. Abbotsford Zoning Bylaw, 2014 Section 375 shall be varied as follows.

   .1 Section 375.3.2 - to reduce the front setback from 5.0m to 1.2m; and

   .2 Section 375.3.3 - to reduce the rear setback from 5.0m to 2.0m.

4. This Permit does not constitute subdivision approval, a Soil Removal/Deposit Permit, a Tree Removal Permit or a Building Permit and does not entitle the Permittee to undertake any work without the necessary approvals or permits. Site work must be in compliance with the Soil Deposit/Removal Bylaw and the Tree Protection Bylaw; other works must be constructed in accordance with engineering plans and specifications acceptable to the City's General Manager of Engineering; and buildings and structures can only be altered, changed in occupancy or constructed in accordance with the B.C. Building Code following issuance of a Building Permit.

5. This Permit expires two years from the date of issuance, as provided for in the *Local Government Act*, Section 504.

AUTHORIZING RESOLUTION PASSED by Abbotsford City Council on the <> day of <>, 2018.

THIS PERMIT IS ISSUED this day of , 20 .

The Corporate Seal of the CITY OF ABBOTSFORD was hereunto affixed in the presence of:

_____
Mayor, Henry Braun

_____
Corporate Officer, William Flitton

DRAFT

Attachment: Attachment B: Development Variance Permit 2137 (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)

CENTRAL VALLEY
ARBORIST CONSULTING LTD.

604-850-4938
P.O Box 82, Station A
Abbotsford, BC V2T 6Z4

Revised

ARBORIST REPORT

For

3641 BULKLEY STREET

ABBOTSFORD, BC

Prepared for: Pacific Preferred Developments Ltd
c/o CVE (2004)
103-2890 Garden Street
Abbotsford, BC
V2T 4W7

Prepared by: Jason Emery
Certified Arborist ISA PN-8228A
Qualified Tree Risk Assessor

Date: July 4, 2018

Attachment: Attachment C: Arborist Report (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)

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- Site Plan 4
- Tree Evaluation Summary..... 5-6
- Tree Preservation Summary 7
- Photographs 8-9
- Protective Fencing 10
- Qualifications of Author 11
- Assumptions and Limiting Conditions 12

Attachment: Attachment C: Arborist Report (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)

CENTRAL VALLEY
ARBORIST CONSULTING LTD.

604-850-49
P.O Box 882 Abbotsford Statio
Abbotsford, BC V2T 7

July 4, 2018

Pacific Preferred Developments Ltd.
c/o CVE (2004)
103- 2890 Garden Street
Abbotsford, BC

Introduction

The following revised arborist report has been prepared by Jason Emery (Certified Arborist) for the proposed development located at 3641 Bulkley Street, Abbotsford BC.

The purpose of this report is a result of changes made to the building envelope in lot 4 of the above proposed development property.

On October 12th 2016, Central Valley Arborist Consulting Ltd was retained by Rick Celinski of CVE (2004) to undertake an assessment of the existing trees located at the proposed development and to give a tree inventory with the intent of making recommendations for removal and preservation. The suitability for tree retention was evaluated based on the health of the trees and their location in relation to the proposed building envelopes and infrastructure. This report also outlines the existing condition of the trees on and adjacent to the property, summarizes the proposed tree removals and retention trees as well as suggested guidelines for protecting the remaining trees during the construction process. (Note: The objective of this report is to ensure the proposed development is in compliance with the City of Abbotsford Tree Preservation Bylaw #1831-2009.)

Site Overview

The subject site is a flat lot with an existing residential home located on it. The proposed development consists of the creation of four new building lots with driveway access from Bulkley Street. (See Site Plan for details)

On Site Evaluation

On July 4, 2018, I re-attended the site to inventory and assess the trees. Information was documented with respect to the common name, diameter at breast height (DBH), overall health and structural condition, retention value and required root zone protection has been suggested. The trees were tagged and are numbered 1 to 16. In total, there are 16 trees with a DBH 20 centimeters or greater located on the proposed development property. Included in this report are 6 City of Abbotsford owned trees located in McKee Park labeled A to F, which have been added to the report because of their proximity to the development property. (See attached Evaluation Summary and Site Plan for details)

Attachment: Attachment C: Arborist Report (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)

Tree Retention and Removal

On-Site Trees to be RETAINED within the Subject Property

- There are a total of 13 trees to be retained (6 trees between 20 and 30 centimeters DBH and 7 trees with a DBH 30 centimeters or greater.)

On-Site Trees to be REMOVED within the Subject Property

- There are a total of 3 trees that require removal (0 between 20 and 30 centimeters DBH and 2 trees with a DBH 30 centimeters or greater.) Of which there are:
  - **3** trees in direct conflict with the proposed development. (Tree tag #14 reduced to 3-meter wildlife stem)
  - **0** trees assessed to have a poor overall health
  - **0** trees assessed to be hazardous/dead (See attached Preservation Summary)

Off-Site Trees with in City Lands:

- Trees labeled A to F is located on the City of Abbotsford's property (McKee Park)

Off Site Trees on Neighboring Private Property:

- **Not applicable to this project**

Tree Replacement

The replacement requirements will be confirmed by the city in relation to their policies. The city requires replacement trees for each bylaw tree 20-30cm to be removed (2 to 1 quota), and three replacement trees for each bylaw tree>30cm DBH to be removed (3 to 1 quota). (See attached Preservation Summary)

The replacement trees must meet city requirements for minimum size at planting (i.e. 6 cm DBH for deciduous species and 3.0 meters height for coniferous species) and criteria.

Construction Guidelines

Six times the diameter was used to determine the optimal root protection zone (RPZ). **The optimal root protection zone is to be measured in the field from the outer edge of the stem of the tree**. The RPZ is the area around the tree in which no grading or construction activity may occur without project arborist approval and is required for the tree to retain good health and vigor.

Attachment: Attachment C: Arborist Report (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)

The following are tree preservation guidelines and standards for the RPZ's

- No soil disturbance or stripping;
- The natural grade shall be maintained within the protection zone;
- No storage, dumping of materials, parking, underground utilities or fires;
- Any plan affecting trees should be reviewed by a consultant including demolition, erosion control, improvement, utility, drainage, grading, landscape and irrigation;
- Special foundations, footings and paving designs are required if within the tree protection zone;
- Utilities should be routed around the RPZ;
- Excavation within the tree protection zone should be supervised by a consulting arborist;
- Surface drainage should not be altered so as to direct water into or out of the RPZ; and
- Site drainage improvements should be designed to maintain the natural water table levels within the RPZ.

Respecting these guidelines will prevent changes to the soil and rooting conditions, wounding of the trees and contamination due to spills and waste. Any plans for work or activities within the RPZ that are contrary to these guidelines should be discussed with the project arborist so that mitigation measures can be implemented.

Tree Protection Fences

Prior to any construction activity on site, tree protection fences must be constructed at the specified distance from the tree trunks. The protection barrier or temporary fencing must be at least 1.2 meters in height and constructed of 2 by 4 lumber with orange plastic mesh screening. This must be constructed prior to tree removal, excavation or construction and remain intact throughout the entire period of construction. (See attached Fencing Instructions)

If there are any further questions, please do not hesitate to contact our office.

Respectfully submitted,



Jason Emery
Certified Arborist PN #8228A
Qualified Tree Risk Assessor (TRAQ)

Attachment: Attachment C: Arborist Report (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)

BULKLEY STREET

3659

PARK PLAN 61922

23 PLAN 61922

3651

EX. GUTTERLINE

EX. TOP OF BANK

EX. BOTTOM OF BANK

MEET 81.3

MEET 82.0

MEET 83.3

MEET 83.8

MEET 83.7

MEET 83.9

MEET 82.9

MEET 84.8

82.1

81.9

83.1

84.0

1 425.0m²

2 423.0m²

3 430.6m²

4 663.9m²

61 PLAN LMP48664

PARK PLAN 48664

STRATA PLAN NW2263 (PLAN 65911)

COMMON PROPERTY

COMMON PROPERTY FOR PARKING (TYP.)

C4 ROLLOVER CURB (TYP.)

3632

3634

EX. EDGE OF ASPHALT

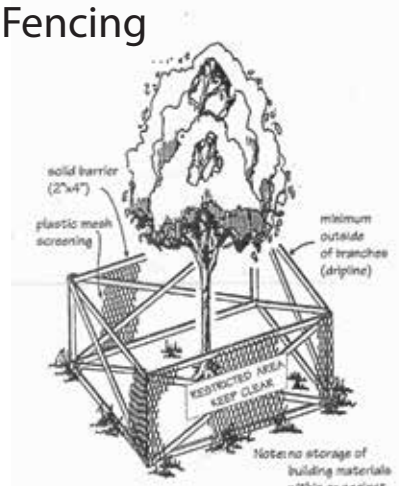
EX. CHAIN LINK FENCE

EX. BOTTOM OF RETAINING WALL

EX. TOP OF RETAINING WALL

27.982 1.20 5.914 8.553 31.668 14.071 1.20 29.276 1.20 32.023 4.183 27.592 1.20 33.376 5.00 42.39 2.00 24.868 17.525 8.718 5.00 8.700 40.079 13.000 8.20m 6.0m 2.7m 31.361 13.800 15.871 9.010 1.20 2.508 α=1.733 α=11.697

Protective Fencing



Tree Protection Distance Table

Trunk Diameter (cm)	Minimum Protection Req'd Around Tree (distance from trunk in metres)
20	1.2
25	1.5
30	1.8
35	2.1
40	2.4
45	2.7
50	3
55	3.3
60	3.6
75	4.5
90	5
100	6.0

Client:
Pacific Preferred Developments

Site Location:
3641 Bulkley Street
Abbotsford, BC

CENTRAL VALLEY
ARBORIST CONSULTING LTD.
604-850-4938

16		Total tagged trees located on development property 20cm (DBH) or greater
13	●	Total retained trees 20cm (DBH) or greater
3	X	Total trees removed 20cm (DBH) or greater
6	●	Trees A - F located on neighbouring property to the West

Attachment: Attachment C: Arborist Report (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)

CENTRAL VALLEY ARBORIST CONSULTING LTD. - TREE EVALUATION SUMMARY

Address: 3641 Bulkley Street, Abbotsford, BC

Date: July 4th 2018

TAG #	SPECIES	LOCATION	# OF TREES	DBH (cm) Diameter at breast height	TREE HEALTH	SUGGESTED ACTION	COMMENTS
1	Cedar	South property line	1	25	Good	Retain	No conflict with proposed development
2	Cedar	South property line	1	25	Good	Retain	No conflict with proposed development
3	Cedar	South property line	1	32	Good	Retain	No conflict with proposed development
4	Cedar	South property line	1	31	Good	Retain	No conflict with proposed development
5	Cedar	South property line	1	23	Good	Retain	No conflict with proposed development
6	Cottonwood	West property line	1	60	Good	Retain	
7	Cottonwood	West property line	1	25	Good	Retain	
8	Cottonwood	West property line	1	45	Good	Retain	
9	Cottonwood	West property line	1	55	Good	Retain	
10	Cottonwood	West property line	1	50	Good	Retain	
11	Fir	North property line	1	130	Good	Retain	
12	Alder	North property line	1	21	Good	Retain	
13	Alder	North property line	1	18	Fair	Retain	
14	Alder	North property line	1	22, 18, 20, 18	Fair	Reduce	Reduce to a 3-meter wildlife stump

Attachment: Attachment C: Arborist Report (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley

CENTRAL VALLEY ARBORIST CONSULTING LTD. - TREE EVALUATION SUMMARY

Address: 3641 Bulkley Street, Abbotsford, BC

Date: July 4th 2018

TAG #	SPECIES	LOCATION	# OF TREES	DBH (cm) Diameter at breast height	TREE HEALTH	SUGGESTED ACTION	COMMENTS
15	Norway Maple	North property line	1	49	Good	Remove	In building lot 1
16	Norway Maple	North property line	1	44	Good	Remove	In building lot 1
A	Big Leaf Maple	West property line	1	52	Good	Retain	In park/ greenbelt area
B	Cottonwood	West property line	1	61	Good	Retain	In park/ greenbelt area
C	Cottonwood	West property line	1	20	Good	Retain	In park/ greenbelt area
D	Fir	West property line	1	25	Good	Retain	In park/ greenbelt area
E	Alder	West property line	1	20	Good	Retain	In park/ greenbelt area
F	Alder	West property line	1	20	Good	Retain	In park/ greenbelt area

Attachment: Attachment C: Arborist Report (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley

TREE PRESERVATION SUMMARY

Project Location:	3641 Bulkley Street Abbotsford, BC
Applicant/Developer: Name, address, telephone:	Pacific Preferred Developments Ltd. c/o CVE (2004) 103- 2890 Garden Street Abbotsford, BC, V2T 4W7
Consultant: Name, address, telephone:	Central Valley Arborist Consulting Ltd. PO Box 82, Station A, Abbotsford, BC, V2T 6Z4 Jason Emery (604) 850-4938

Summary of Proposed Trees Retained, Removed and Replaced

This Tree Protection Summary is a quick reference for the Arborist's Evaluation Report submitted for this development and is to be read in conjunction with that report.

A	Number of trees greater than 20 centimeters DBH	16
B	Number of trees retained (6 between 20-30cm DBH and 7 over 30cm DBH)	13
C	Number of trees to be removed (0 between 20-30cm DBH and 3 over 30cm DBH)	3
D	Number of replacement trees required	*
E	Number of replacement trees proposed to be planted (may differ from number of replacement trees required due to site constraints/opportunities)	*
F	Number of residential units or lots	4

* Unknown at this time (To be advised by City of Abbotsford)

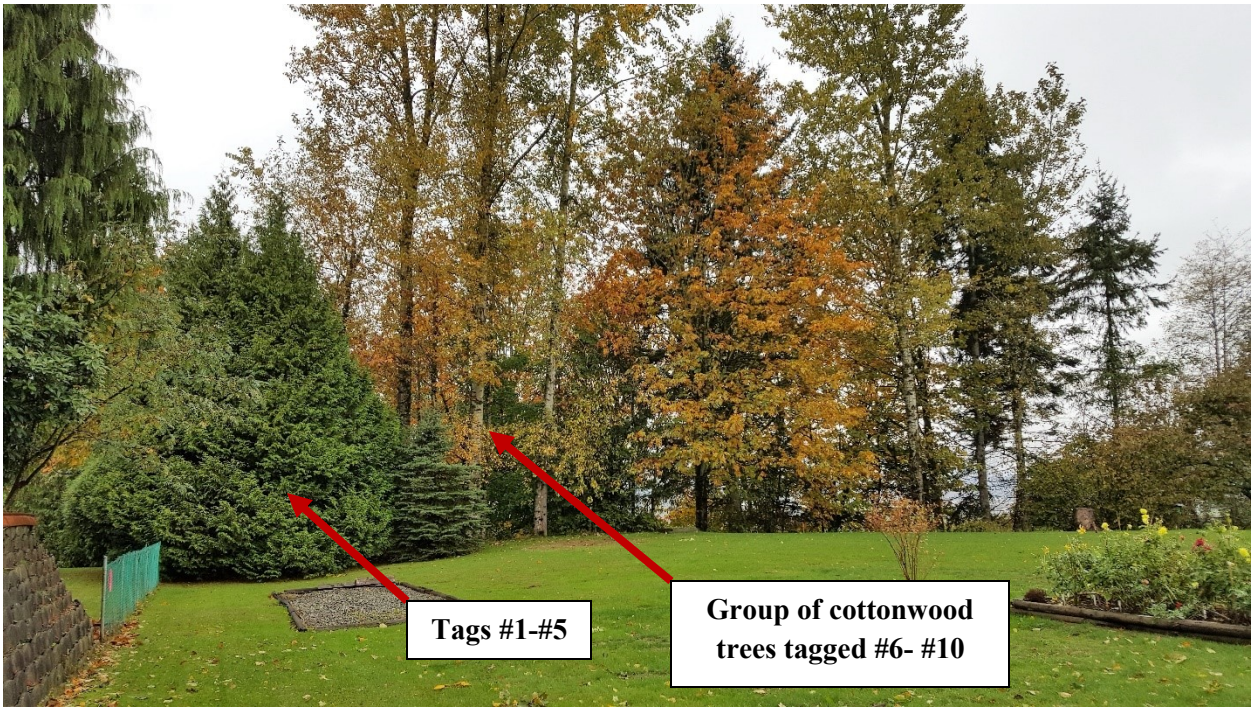
Date: July 4, 2018

Summary Proposed and Submitted by:



Jason Emery
Certified Arborist PN- 8228A
Qualified Tree Risk Assessor

Attachment: Attachment C: Arborist Report (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)



Photograph #1: view facing north



Photograph #2: view of east property line

Attachment: Attachment C: Arborist Report (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)

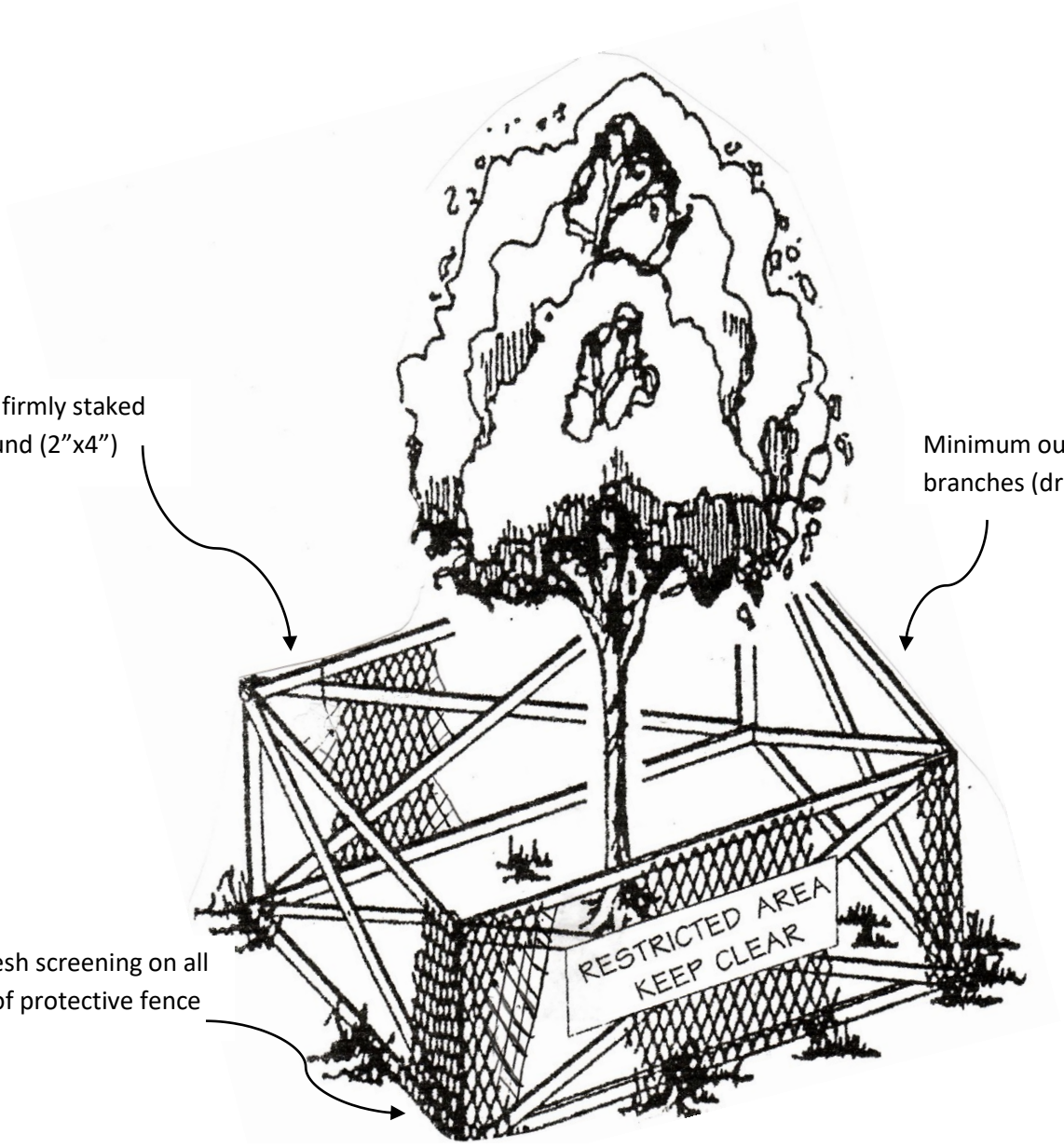


Photograph #3: view of trees that require protective fencing



Photograph #4: view of trees that require protective fencing

PROTECTIVE FENCING INSTRUCTIONS



Note: No storage of building materials within or against protection barrier and no booms or equipment to enter drip-line at anytime. Barrier is not to be moved once erected.

Attachment: Attachment C: Arborist Report (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)

Qualifications of Author

Jason W. Emery

P.O. Box 82, Station A
Abbotsford, BC
V2T 6Z4

Telephone: 604-850-4938
Email: kwak@shaw.ca

- Central Valley Tree and Arborist Services Ltd; 2009 to present
- Certified Utility Arborist #0092-TT-03
- International Society of Arboriculture; Certified Arborist PN-8228A
- Qualified Tree Risk Assessor (International Society of Arboriculture)
- Consulting Arborist; October 2015 – Present
- Member: International Society of Arboriculture (ISA)
  Pacific Northwest Chapter
- Over 25 of years' professional work in the tree industry and land clearing business.
- Insurance policy #040149195 ($5,000,000 Liability) – Saxbee Insurance Agencies Ltd.
- Business License: Abbotsford Intra Municipal #122781
- Work Safe BC – 961482-AA

Attachment: Attachment C: Arborist Report (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)

Assumptions and Limiting Conditions

1. Except as expressly set out in this report and in these Assumptions and Limiting Conditions, Central Valley Arborist Consulting Ltd. (Central Valley) makes no guarantee, representation or warranty (express or implied) with regard to: this report; the findings, conclusions and recommendations contained herein; or the work referred to herein.
2. This report has been prepared, and the work undertaken in connection herewith has been conducted, by Central Valley for **Pacific Preferred Developments for 3641 Bulkley Street, Abbotsford**, **BC**. It is intended for the sole and exclusion use by the Client, for the purpose(s) set out in this report. Any use of, reliance on, or decisions made based on this report by any person other than the Client, for any purpose other than the purpose(s) set out in this report, is the sole responsibility of, and at the sole risk of, such other person or the Client, as the case may be. Central Valley accepts no liability or responsibility whatsoever for any losses, expenses, damages, fines, penalties or other harm (including without limitation financial or consequential effects on transactions or property values, and economic loss) that may be suffered or incurred by any person as a result of the use of or reliance on this report or the work referred to herein. The copying, distribution or publication of this report (except for the internal use of the Client) without the express written permission of Central Valley (which consent may be withheld in Central Valley's sole discretion) is prohibited. Central Valley retains ownership of this report and all documents related thereto both generally and as instruments of professional service.
3. The findings, conclusions and recommendations made in this report reflect Central Valley's best professional judgment in light of the information available at the time of preparation. This report has been prepared in a manner consistent with the level of care and skill normally exercised by arborists currently practicing under similar conditions in a similar geographic area and for specific application to the trees subject to this report as at the date of this report. Except as expressly stated in this report, the finds, conclusions and recommendations set out in the report are only valid for the day on which the assessment leading to such finds, conclusions and recommendations was conducted. If generally accepted assessment techniques or prevailing professional standards and best practices change at a future date, modifications to the findings, conclusions, and recommendations in this report may be necessary. Central Valley expressly excludes any duty to provide any such modification if generally accepted assessment techniques and prevailing professional standards and best practices change.
4. Conditions affecting the trees subject to this report (the "Conditions", including without limitation structural defects, scares, decay, fungal fruiting bodies, evidence of insect attack, discolored foliage, condition of root structures, the degree and direction of lean, the general condition of the tree(s) and the surrounding site, and the proximity of property and people) other than those expressly addressed in this report may exist. Unless otherwise expressed: information contained in this report covers only those conditions and trees that are expressly stated to be subject to this report and only reflects such Conditions and trees at the time of inspection; and the inspection is limited to visual examination of such Conditions and trees without dissection, excavation, probing, or coring. While every effort has been made to ensure that the trees recommended for retention are both healthy and safe, no guarantees, representations or warranties are made (express or implied) that those trees will remain standing or will not fail. The Client acknowledges that it is both professionally and practically impossible to predict with absolute certainty the behavior of any single tree, or group of trees, in all given circumstances. Inevitably, a standing tree will always pose some risk. Most trees have the potential for failure and this risk can only be eliminated if the risk is removed. If Conditions change or if additional information becomes available at a future date, modifications to the findings, conclusions, and recommendations in this report may be necessary. Central Valley expressly excludes any duty to provide any such modification if Conditions change or additional information becomes available.
5. Nothing in this report is intended to constitute or provide a legal opinion, and Central Valley expressly disclaims any responsibility for matters legal in nature (including, without limitation, matters relating to title to and ownership or real or personal property and matters relating to cultural and heritage values). Central Valley makes no guarantee, representation or warranty (express or implied) as to the requirements of or compliance with applicable laws, rules, regulations, or policies established by federal, provincial, local government or first Nations bodies (collectively, "Governmental Bodies") or as to the availability of licenses, permits or authorizations of any Governmental Body. Revisions to any regulatory standards (including by-laws, policies, guidelines and any similar directions of a Government bodies in effect from time to time) referred to in this report may be expected over time. As a result, modifications to the findings, conclusions and recommendations in this report may be necessary. Central Valley expressly excludes any duty to provide any such modification if any such regulatory standard is revised.
6. Central Valley shall not be required to give testimony or to attend court by reason of this report unless subsequent contractual arrangements are made, including payment of an additional fee for such services as described in the fee schedule and contract of engagement.
7. In preparing this report, Central Valley has relied in good faith on information provided by certain persons, Governmental Bodies, government registries and agents and representatives of each of the foregoing, and Central Valley assumes that such information is true, correct and accurate in all material respects. Central Valley accepts no responsibility for any deficiency, misstatement or inaccuracy contained in this report as a result of omissions, misinterpretations or fraudulent acts of or information provided by such persons, bodies, registries, agents and representatives.
8. Sketches, diagrams, graphs, and photographs in this report, being intended as visual aids, are not necessarily to scale and should not be construed as engineering or architectural reports or surveys.
9. Loss or alteration of any part of this report invalidates the entire report.

Attachment: Attachment C: Arborist Report (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)

FRASER VALLEY ENGINEERING LTD.
CIVIL / GEOTECHNICAL / STRUCTURAL

101 – 33465 Maclure Road,
Abbotsford, B.C. V2S 0C4
Tel: 604-850-0364 Fax: 604-557-0390

Our File: 16-0596

October 17th, 2016

Pacific Preferred Developments Ltd.
PO Box 3101
Cultus Lake, BC V2J 5H6

Re: Geotechnical Investigation Report – Proposed 4 lot Residential Subdivision Development
3641 Bulkley Street, Abbotsford, BC

2.0 Introduction

Fraser Valley Engineering Ltd. (FVEL) conducted a geotechnical assessment and soil investigation for the proposed residential development located at the above referenced addresses in Abbotsford, BC. The purposes of the geotechnical assessment were to identify subsurface conditions on the site, to establish drainage properties of the soils for civil design (by others), to assess the stability of the slope located towards the west site of the property, and to provide geotechnical recommendations for design and construction of the proposed development.

This report has been prepared in accordance with the "Guidelines for Legislated Landslide Assessments for Proposed Residential Developments in British Columbia", revised May 2010, by the Association of Professional Engineers and Geoscientists of British Columbia.

The report includes a test pit location layout plan and test pit logs. This report does not address environmental considerations.

3.0 Site Location and Proposed Development

The property identified with the civic address 3641 Bulkley Street, Abbotsford, BC, also identified with the legal description: Lot: 61 Sec: 26 Twn: 16 Plan: LMP48664 is located on the west side of Bulkley Street and a lane. The property has an area of 2264.63 m^2. At the time of the investigation, there was a house located to the Northeast portion of the property.

The site is generally flat but slopes down past the west portion of the property. The slope has an average inclination of 22 or 1V:2.5H. Most of the slope was covered by trees and bushes.

Based on the drawings provided, the proposed development will consist of a 4 lot subdivision development. The access to the proposed new lots will be through the lane.

Attachment: Attachment D: Geotechnical Report (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)

FRASER VALLEY ENGINEERING LTD.
CIVIL / GEOTECHNICAL / STRUCTURAL
101 – 33465 Maclure Road,
Abbotsford, B.C. V2S 0C4
Tel: 604-850-0364 Fax: 604-557-0390

4.0 Background Information

FVEL has collected and reviewed the following documents:

- Surficial Geology Map 1485A, Mission, BC. Geological Survey of Canada
- Hazard acceptability thresholds for development approvals by local government. Dr. Peter W. Cave, revised November 1993
- City of Abbotsford GIS Map
- Proposed 4 lot subdivision layout

5.0 Surficial Geology and soil conditions

Geological Survey of Canada Map 1485A - Surficial Geology, Mission, BC shows that the regional geology consists of recessional glaciofluvial deposits of the Sumas drift, Sa recessional channel and floodplain deposits laid down by proglacial streams mainly sand and gravel up to 40 m thick with a normal range of thickness of 5 to 25 m.

Four test pits were advanced with a track mounted excavator to the maximum depth of approximately 2.44 m shown on the soil test pit logs. A FVEL field representative laid out the test pits and also logged the soil and groundwater conditions. Soil samples were taken for classification.

The subsurface conditions encountered in the test pits are consistent with the surficial geology outlined above and are summarized below:

- Grass over topsoil was found in the rage of .15 m to 0.20 m thick underlain by
- Medium dense fill consisting of sand or sand and gravel. The fill was medium dense in test pits 1, 2 and 4. TP No. 3 presented loose fill containing construction debris. This layer was underlain by,
- Native, dense silty sand with some gravel

A detailed description of stratigraphy of the test pits is given on Table No. 1, attached.

The water table was not found.

6.0 Percolation testing

A percolation test was performed in order to establish the permeability properties of the site soils and to facilitate the infiltration design by the civil engineer.

The testing result is as follows:

PT No./Depth (m)	Percolation rate (min/in)	Soil type
1 – 2.1 m	7.0	Silty Sand, native
2 – 2.1 m	7.5	Silty Sand, native

Attachment: Attachment D: Geotechnical Report (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)

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Abbotsford, B.C. V2S 0C4
Tel: 604-850-0364 Fax: 604-557-0390

7.0 Field Reconnaissance and Geotechnical Investigation

On September 30th, 2016 FVEL conducted a field reconnaissance and field soil investigation. Site surface conditions including surficial soil, slopes, vegetation were visually examined. Field observations are summarized below:

- The site is relatively flat except for the west portion, mainly beyond property line
- The surficial soil exposed onsite generally consists of silty sand or sand and gravel fill and gravel which is generally medium dense
- In the vicinity of TP No. 3, some poor, thicker fill was found
- Dense silty sand and gravel is the predominant native material found
- No evidence of slope instability such as tension cracks, scarps, soil slumping, trees abnormalities and debris tracks was noted on the site

8.0 Slope Stability

As mentioned above, the slope of the property has an average inclination of 40% or 22° (1V:2.5H). This information was verified with a handset inclinometer.

Some poor fill was found in a localized area in the vicinity of TP No. 3. We recommend that the poor fill is replaced with approved fill and compacted to 100 % based on the Standard Proctor Maximum Dry Density Teat (SPMDDT).

Considering the site geometry and the favorable soil conditions found during the test pitting, it is our professional opinion that from a slope stability perspective the land can be used safely for the use intended.

Maintenance after construction is as important as the enhancements that have been incorporated into the construction. Most problems of hillside development are associated with water and changed geometry. Uncontrolled water from broken pipes, excessive landscape watering and wet weather is sometimes the contributing factors to slope failure. Therefore, maintenance including drainage and erosion control is important aspects of hillside stability, and the geometry must not be altered without competent professional advice.

9.0 Discussion

Potential geohazards such as slope instability has been evaluated, as per Cave's report and our site assessment. It is our professional opinion that, the probability of landslide hazard on the site is very Low (<1:10,000 per annum). Using the Cave Criteria, the subject site is therefore considered to be feasible for future residential development, and is safe for the use intended, provided that the recommendations presented in this report are incorporated into the final design and construction.

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9.1 Site Preparation

The site must be cleared of any grass and top soil or any unsuitable material such as loose fill into competent fill or the native silty sand with some gravel. If structural fill is needed, the structural fill must be approved by the geotechnical engineer and must be compacted to a minimum density of 100% based on the Standard Proctor Maximum Dry Density Test (SPMDDT), to the design footings elevation. If during excavation the subgrade is substantially disturbed, it must be recompacted as described on this section.

FVEL must review the sub-grade once the stripping is complete, in order to verify the soil conditions found during the investigation and to provide additional recommendations, if required.

9.2 Bearing Capacity Estimation and Seismic Considerations

Footings founded on competent structural fill or the native silty sand with some gravel can be designed with a factored Ultimate Limit State (ULS) bearing pressure of 179 kPa (3,750 psf), for a resistance factor $\varphi = 0.5$ in accordance with Table 8.2 of the Canadian Foundation Engineering Manual (CFEM). The Serviceability Limit State (SLS) pressure is 120 kPa (2,500 psf).

The above design bearing pressures for soil subgrade assume the following:

- Strip and pad footings have minimum widths of 450mm (18") and 900mm (36"), respectively.
- Footings are founded at least 450mm (18") below final finished adjacent grade (frost protection).
- Site preparation is completed as indicated in preceding sections above and the load-bearing
- Footings are placed below a 1H:1V line projected up from lower footings or buried structures such as utility lines.

In terms of seismic design, the Site Classification for this property is D – Stiff soil (in accordance with the BC Building Code 2012, Table 4.1.8.4.A). The Peak Ground Acceleration (PGA) for this site is 0.469g for a probability of occurrence of 2% in 50 years (0.000404 per annum), which was obtained per 2010 National Building Code Seismic Hazard from the web-site http://www.earthquakescanada.nrcan.gc.ca of National Resources Canada. The Spectral Response Acceleration Values Sa (T), for Site Class C are:

$$S_a(0.2) = 0.951, \quad S_a(0.5) = 0.641, \quad S_a(1.0) = 0.314, \quad S_a(2.0) = 0.167$$

9.3 Footing Drains

From a geotechnical perspective, for at-grade structure, perimeter drainage is not required, provided the slab level is at least 200 mm above the exterior grade.

For buildings with basement, perimeter foundation drainage is required. Drains should also be provided at any steps in the foundations. It should consist of 100 mm (4-inch) perforated drain pipe surrounded by at least 300 mm (12 inches) of nominal 20 mm (¾-inch) clear crushed gravel. Water collected in the footing

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drains and roof drainage should be discharged through separate non-perforated pipes to the onsite storm system.

9.4 Floor Slab-on-grade

Slab-on-grade can be supported on suitably prepared subgrade as described in the site preparation section. Concrete floor slab-on-grade must be underlain by a 100 mm minimum layer of coarse, free draining granular material to provide a drainage layer for potential seepage zone. The gravel drainage layer should be hydraulically connected to the permanent storm system.

A vapour barrier membrane consisting of minimum 0.15 mm thick polyethylene sheeting should be placed between the slab and the bedding layer. A thin layer of sand may be placed on top of the vapour barrier to protect the polyethylene sheeting from tearing during construction of footing forms and concrete pouring.

9.5 Pavement Structure for potential lane widening

All unsuitable fill, topsoil and loose soils should be removed, before placing the pavement structure. The City's 'Local Road' standard may be applicable for the potential lane widening. The minimum requirements for the 'Local Road' pavement structure are provided below:

Road Designation	Minimum Road Structure
Local Road (Onsite Roads)	85mm of Asphalt Concrete in two lifts: 35mm of Upper Course #2 (UC#2) 50mm of Lower Course #2 (LC#2) 100mm of 19mm minus crushed Granular Base 200mm of 100mm minus Pit Run Sand and Gravel Approved Subgrade Fill or Approved native Subgrade

All granular and asphalt materials should meet the requirements provided in the Master Municipal Specifications. The granular base and sub-base materials should be compacted to a minimum of 95% Modified Proctor maximum dry density (ASTM D-1557). Subgrade soil should be excavated neat and should not be compacted unless otherwise directed by the geotechnical engineer. Any disturbed or water softened subgrade soils should be cleaned out just prior to placing structural fill or the sub-base layer.

10.0 Conclusion

- The probability of occurrence of landslides for the subject site is less than 1:10,000
- FVEL has performed a geotechnical assessment, and has observed the adjacent properties, confirming that the land may be used safely for the use intended, provided that the recommendations presented in this report are incorporated into the final design and construction.

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11.0 Review and construction inspections

FVEL should review the final design to ensure that our recommendations have been incorporated into the design. We recommend that FVEL is retained for the following purposes:

- Subgrade field reviews subdivision works and houses construction
- Loose fill replacement
- Subgrade field review for onsite road construction, if required
- Compaction review
- Excavation monitoring

12.0 Limitation

This report is based on the field reconnaissance, review of background information available at the time of our study, and our knowledge of the proposed project site. We have prepared this report in substantial accordance with generally accepted geotechnical engineering practice. No warranty is expressed or implied. This report may be used only by the client and the City of Abbotsford, and only for the purposes stated, within a reasonable time from its issuance.

We trust that this report meets your current inquiries. If you have any questions, please do not hesitate to call.

Yours truly,

Fraser Valley Engineering Ltd.

PROFESSIONAL ENGINEER PROVINCE OF BRITISH COLUMBIA J. PRADA #27980

Jairo Prada, M.Sc., PEng.
Principal October 17, 2016

Reviewed by,

Larry Deng, M.Sc., PEng.
Senior Geotechnical Engineer

Attachments:

Figure No.1. Test Pit Location Plan
Test Pit Logs
Appendix D: Landslide Assessment Assurance Statement

Attachment: Attachment D: Geotechnical Report (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)

ABBOTSFORD DEVELOPMENT ENGINEERING DIVISION

REZONING WORKS AND SERVICES REQUIREMENTS

File No:	PRJ17-007
Planner:	Nick Crosman, Assistant Planner
Prepared By:	Kim Fleming, Development Technologist 2
Approved By:	17/03/24 Sarb Toor, Manager of Development Engineering
Date:	March 20, 2017
Applicant:	Central Valley Engineering
Development Property:	3641 Bulkley Street Lot 61, Section 26, Township 16, NWD Plan LMP48664

The Local Government Act authorizes local governments to require development to meet current works and services standards as set out in the City's Development Bylaw and Policies.

This report includes the **Existing Conditions** of the site, the Works & Services **Requirements** to meet the applicable bylaws and policies and **Future Considerations** that may apply to the next phase of development.

Please have your consulting engineer call Kim Fleming, Development Technologist 2 at 604-864-5689 in regard to this report and any other servicing matters relating to this application.

Attachment: Attachment E: Rezoning Works & Services Report (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)

REQUIREMENTS

The portion of proposed surface works that front neighbouring properties require detailed design to ensure their integration with the existing infrastructure.

Additional dedications, SRWs, works, features or limits of construction may be needed as identified through the design and construction phases.

Urban Roadways - Construction
On Bulkley Street construct missing elements of an Urban Local standard road with Urban Highway design features as per Standard Drawing ES-R-7, including;

- Wheel chair let downs at the northeast and southeast corners of Bulkley Street and Peirce Terrace; as per CS-R-1
- ornamental street lighting;
- Traffic signage;
- Traffic lane markings;
- soil(s) to support street trees;
- boulevard improvements on the west side; and
- associated drainage.

The above noted works are not eligible for Latecomer Charges. *(900-9-01)*

Urban Roadways – Cash-in-lieu of Construction
Provide a cash-in-lieu of construction contribution of $12,500 to upgrade the pedestrian cross-walk at the intersection of Skeena Avenue and Old Clayburn Road (installation of Rectangular Rapid Flashing Beacons (RRFB) and curb bulges).

Drainage Collection and Disposal
Provide a storm water management plan showing how onsite drainage will be accommodated offsite. All offsite storm water works and services including new installations and upgrades to existing offsite systems required by the storm water management plan shall be designed and constructed in accordance with said storm water management plan.

The above noted works are not eligible for Latecomer Charges. *(900-9-01)*

Sewage Collection and Disposal
On Bulkley Street construct a minimum 150 mm sanitary sewer from the existing 200 mm sewer to the property line with a manhole at property line.

The above noted works are not eligible for Latecomer Charges. *(900-9-01)*

Water Distribution Domestic and Fire Fighting
On Bulkley Street construct approximately 75 m of a minimum 200 mm watermain from the 150 mm watermain on Pierce Terrace to the property line at the south end of Bulkley Street looping back into the existing 150 mm watermain.

Abandon the existing 150 mm watermain and transfer all services to the new 200mm diameter watermain within the same segment of watermain mentioned above.

Attachment: Attachment E: Rezoning Works & Services Report (PDS 079-2018 : RZ and and DVP application for 3641 Bulkley Street)

Install a fire hydrant at the south end of Bulkley Street, exact location to be determined.

Portions of the above noted works may be eligible for Latecomer Charges. *(900-9-01)*

Rezoning Development Agreement Preparation Fee
Pay $500 Development Agreement preparation fee.

Works & Services Security & Warranty Deposit
Provide as Security Deposit, the estimated construction cost plus 10% for engineering (min $25,000) and 5% for as-constructed drawings (minimum $15,000) in cash or letter of credit.

Administration & Inspection Fee
Pay 5% of the first $300,000 + 3% of the remainder of the estimated construction cost for administration and inspections.

City Services Fees
Tie-in inspection fee ($50 per inspection) for water, sanitary, and storm sewer services.

Water and sewer main connections and wet taps are supervised and/or performed by City crews at the developer's expense and payable upon invoice.

Street and traffic signs are supplied and installed by the City at the developer's expense and payable upon invoice.

Pay to energize street lights at $50 per street light.

Miscellaneous Requirements
All works shall be performed in substantial conformance with the City's Development By-law, the Provincial 'Land Development Guidelines' and the City's Erosion and Sediment Control Bylaw, in the control and prevention of erosion and sediment during all phases of construction. No release of silt, sediment laden waters or deleterious substances is permitted into any existing City storm or drainage system during any phase of development of the Lands.

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FUTURE CONSIDERATIONS

Upon further development an additional works and services review will apply related to that application. Listed below are some items to consider.

Bylaws

- the applicant is to be familiar with the Development Bylaw to ensure an understanding of possible future Works and services that may impact the development
- the applicant is to review the Works and Services identified in the Development Agreement and how they may impact the building.

Stormwater Management

- detention and infiltration will be required. Ensure that adequate room and proper placement has been reviewed.

Traffic Management

- the increase in vehicle traffic will be reviewed for its impact on the access and nearest intersections. Access may be restricted.
- road dedications, statutory rights-of-way and easements to accommodate the works and lot grading may require adjustments to the placement or size of the building.

Service Connections

- water, sanitary and storm connections may have specific tie in locations. Review and confirm locations prior to design.
- calculations related to the required domestic and fire water demand will be reviewed. There may be a service, meter or flow restrictions.
- Fire Department review may result in geometric changes to onsite roadways, additional fire hydrants, emergency access and building placement.
- Provide underground power and telecommunications services from the distribution system to the proposed building(s).

Development Cost Charges.

- Development Cost Charges are applicable at Subdivision

Lot Grading

- A Lot Grading Plan is required. Final lot grading shall conform to City's Lot Grading Policy and Guidelines. Any retaining walls that the Developer or Consulting Engineer consider are necessary to effectively grade the Lands to prevent negative impacts on finished neighbouring Lands, either existing or proposed, shall be constructed by the Developer. The standard "Lot Grading Covenant shall be registered against title to all proposed lots.

- Lot grading shall also provide for the collection of surface runoff and other drainage that will discharge to the City Drainage system. Lot grading may be designed to allow for surface sheet flows or collected in swales and directed to lawn basins as necessary to the satisfaction of the General Manager, Engineering. All lot grading shall be designed to take care of surface flows emanating from onsite grading.

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