METRO VANCOUVER REGIONAL DISTRICT (MVRD)
BOARD OF DIRECTORS

BOARD MEETING
Friday, September 29, 2023
8:30 am
28th Floor Boardroom, 4515 Central Boulevard, Burnaby, British Columbia
Webstream available at https://metrovancouver.org

Membership and Votes

A G E N D A[1]

A. ADOPTION OF THE AGENDA

1. September 29, 2023 Meeting Agenda
That the MVRD Board adopt the agenda for its meeting scheduled for September 29, 2023 as circulated.

B. ADOPTION OF THE MINUTES

1. July 28, 2023 Meeting Minutes *pg. 7*
That the MVRD Board adopt the minutes for its meeting held July 28, 2023 as circulated.

C. DELEGATIONS

D. INVITED PRESENTATIONS

1. The Honourable Bowinn Ma, MLA, Minister of Emergency Management and Climate Readiness
Subject: Provincial Infrastructure Projects & Regional Priorities

[1] *Note: Recommendation is shown under each item, where applicable. All Directors vote unless otherwise noted.*

E. CONSENT AGENDA

Note: Directors may adopt in one motion all recommendations appearing on the Consent Agenda or, prior to the vote, request an item be removed from the Consent Agenda for debate or discussion, voting in opposition to a recommendation, or declaring a conflict of interest with an item.

1. MAYORS COMMITTEE REPORTS

1.1 Code of Conduct for Elected Officials Policy *pg. 22*

That the MVRD Board adopt the *Code of Conduct for Elected Officials Policy* as presented in the report dated July 20, 2023, titled "Code of Conduct for Elected Officials Policy".

2. CLIMATE ACTION COMMITTEE REPORTS

2.1 Appointment of Enforcement Officers *pg. 123*

That the MVRD Board:

a) pursuant to the *Greater Vancouver Regional District Air Quality Management Bylaw 1082, 2008* and the *Environmental Management Act*:
   i. rescind the appointment of Ana Nic Lochlainn as an officer; and
   ii. appoint Metro Vancouver employees Jason Assam, Karnjit Bains, Cynthia Barros, Amanda Craft, and Mike Mijares as officers; and

b) pursuant to section 28 of the *Offence Act* for the purpose of serving summons for alleged violations under the *Greater Vancouver Regional District Air Quality Management Bylaw 1082, 2008*:
   i. rescind the appointment of Ana Nic Lochlainn; and
   ii. appoint Metro Vancouver employees Jason Assam, Karnjit Bains, Cynthia Barros, and Amanda Craft.

2.2 Metro Vancouver's Climate 2050 Agriculture Roadmap *pg. 125*

That the MVRD Board:

a) endorse the Climate 2050 Agriculture Roadmap as attached to the report dated July 27, 2023, titled "Metro Vancouver's Climate 2050 Agriculture Roadmap" as the initial Roadmap to achieve the Climate 2050 vision, goals, and targets for a net-zero and resilient agricultural sector; and

b) direct staff to continue working with member jurisdictions and other partners to implement the actions in the Climate 2050 Agriculture Roadmap; and

c) direct staff to update the Roadmap, as needed, in response to new information.

2.3 Metro Vancouver Climate 2050 Annual Report 2022/2023 *pg. 197*

That the MVRD Board receive for information the report dated July 24, 2023, titled "Metro Vancouver Climate 2050 Annual Report 2022/2023".

2.4 Initial Engagement Outcomes on Developing GHG Emission Reduction Requirements for Existing Large Buildings *pg. 245*

That the MVRD Board receive for information the report dated August 22, 2023, titled "Initial Engagement Outcomes on Developing GHG Emission Reduction Requirements for Existing Large Buildings".

2.5 Metro Vancouver's Application to Intervene in the BC Utilities Commission Proceeding Related to BC Hydro's 2021 Integrated Resource Plan *pg. 252*

That the MVRD Board receive for information the report dated August 16, 2023, titled "Metro Vancouver's Application to Intervene in the BC Utilities Commission Proceeding Related to BC Hydro's *2021 Integrated Resource Plan*".

3. REGIONAL PLANNING COMMITTEE REPORTS

3.1 Streamlining the Delivery of Rental Housing Through Pre-Approved Plans and Off-Site Construction *pg. 255*

That the MVRD Board:

a) receive for information the report dated August 14, 2023, titled, "Streamlining the Delivery of Rental Housing Through Pre-Approved Plans and Off-Site Construction"; and

b) direct staff to send correspondence to member jurisdictions, in an effort to identify municipalities interested in joining a project led by the Province to explore pre-approved building plans and off-site construction to streamline the delivery of rental housing.

3.2 Sensitive Ecosystem Inventory 2020 Update – Change Summary *pg. 262*

That the MVRD Board receive for information the report dated August 15, 2023, titled, "Sensitive Ecosystem Inventory 2020 Update - Change Summary".

3.3 Regional Coordination on Provincial Housing Initiatives and Targets *pg. 290*

That the MVRD Board receive for information the report dated August 21, 2023, titled "Regional Coordination on Provincial Housing Initiatives and Targets".

3.4 Metro Vancouver 2040: Shaping our Future – 2022 Annual Performance Monitoring Report *pg. 295*

That the MVRD Board:

a) receive for information the report dated August 18, 2023, titled "Metro Vancouver 2040: Shaping our Future - 2022 Annual Performance Monitoring Report"; and

b) direct staff to forward a copy to the Province of BC's Ministry of Municipal Affairs, Local Government Division.

4. FINANCE COMMITTEE REPORTS

4.1 Tree Management on Metro Vancouver Lands – Revised Board Policy *pg. 302*

That the MVRD Board approve the revised Tree Management on Metro Vancouver Lands Policy as presented in the report dated August 11, 2023, titled "Tree Management on Metro Vancouver Lands Policy – Revised Board Policy."

5. CHIEF ADMINISTRATIVE OFFICER REPORTS

5.1 2024 Schedule of Board Meetings *pg. 310*

That the MVRD Board receive for information the schedule of board meetings, as follows:

a) Regular Meeting Dates
- Friday, January 26, 2024
- Friday, February 23, 2024
- Friday, March 22, 2024
- Friday, April 26, 2024
- Friday, May 31, 2024
- Friday, June 28, 2024
- Friday, July 26, 2024
- Friday, September 27, 2024
- Friday, October 25, 2024
- Friday, November 29, 2024
- Friday, December 13, 2024

b) Special Meeting Dates
- Wednesday, April 17, 2024
- Wednesday, October 16, 2024

c) Time
All meetings are scheduled for 9:00 am, unless otherwise specified on the meeting notice.

d) Place
All regular meetings will take place in the Metro Vancouver Boardroom on the 28th Floor, 4515 Central Boulevard, Burnaby, BC, and may include the simultaneous use of electronic facilities.

5.2 2022 General Local Election for Electoral Area A – Notice of Elector Organization Deregistration and Candidate Disqualification *pg. 313*

That the MVRD Board receive for information the report dated September 13, 2023, titled "2022 General Local Election for Electoral Area A – Notice of Elector Organization Deregistration and Candidate Disqualification".

F. ITEMS REMOVED FROM THE CONSENT AGENDA

G. REPORTS NOT INCLUDED IN CONSENT AGENDA

1. MAYORS COMMITTEE REPORTS

1.1 Board Procedure Bylaw *pg. 315*

That the MVRD Board:

a) give first, second, and third reading to *Metro Vancouver Regional District Procedure Bylaw No. 1368, 2023*; and

b) adopt *Metro Vancouver Regional District Procedure Bylaw No. 1368, 2023*.

2. CHIEF ADMINISTRATIVE OFFICER REPORTS

2.1 Regional Growth Strategy Amendment Bylaw No. 1365 – 23699 and 23737 Fraser Highway, Township of Langley *pg. 433*

That the MVRD Board:

a) receive for information the comments from the affected local governments and agencies as presented in the report dated September 18, 2023, titled "Regional Growth Strategy Amendment Bylaw No. 1365 – 23699 and 23737, Township of Langley";

b) adopt *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1365, 2023;* and

c) accept the Township of Langley's amended and corresponding Regional Context Statement showing, for the lands located at 23699 and 23737 Fraser Highway, regional land use designation amended from "Rural" to "Industrial".

2.2 Regional Growth Strategy Amendment Bylaw No. 1366 – City of Surrey (Fraser Heights) *pg. 561*

That the MVRD Board:

a) receive for information the comments from the affected local governments and agencies as presented in the report dated September 19, 2023, titled "Regional Growth Strategy Amendment Bylaw No. 1366 – City of Surrey (Fraser Heights)"; and

b) adopt *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1366, 2023.*

H. MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

I. OTHER BUSINESS

1. MVRD Board Committee Information Items and Delegation Summaries *pg. 661*

J. BUSINESS ARISING FROM DELEGATIONS

K. RESOLUTION TO CLOSE MEETING

Note: The Board must state by resolution the basis under section 90 of the Community Charter on which the meeting is being closed. If a member wishes to add an item, the basis must be included below.

That the MVRD Board close its meeting scheduled for September 29, 2023 pursuant to section 226 (1) (a) of the *Local Government Act* and the *Community Charter* provisions as follows:

90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and

(g) litigation or potential litigation affecting the municipality.

L. RISE AND REPORT (Items Released from Closed Meeting)

M. ADJOURNMENT/CONCLUSION

That the MVRD Board adjourn/conclude its meeting of September 29, 2023.

METRO VANCOUVER REGIONAL DISTRICT
BOARD OF DIRECTORS

Minutes of the Regular Meeting of the Metro Vancouver Regional District (MVRD) Board of Directors held at 9:00 am on Friday, July 28, 2023, in the 28th Floor Boardroom, 4515 Central Boulevard, Burnaby, British Columbia.

MEMBERS PRESENT:

Delta, Chair, Director George V. Harvie
Anmore, Vice Chair, Director John McEwen
Belcarra, Director Jamie Ross
Bowen Island, Director Andrew Leonard
Burnaby, Director Pietro Calendino
Burnaby, Director Sav Dhaliwal
Burnaby, Director Mike Hurley (arrived at 9:33 am)
Coquitlam, Director Craig Hodge
Coquitlam, Director Teri Towner
Delta, Director Dylan Kruger
Electoral Area A, Director Jen McCutcheon
Langley City, Director Paul Albrecht*
Langley Township, Director Eric Woodward
Langley Township, Director Steve Ferguson*
Lions Bay, Director Ken Berry* (arrived at 9:06 am)
Maple Ridge, Director Dan Ruimy
New Westminster, Director Patrick Johnstone
North Vancouver City, Director Linda Buchanan*
North Vancouver District, Alternate Director Mike Little
Pitt Meadows, Director Nicole MacDonald
Port Coquitlam, Director Brad West*
Port Moody, Director Meghan Lahti*
Richmond, Director Malcolm Brodie
Richmond, Director Bill McNulty
Richmond, Director Chak Au
Surrey, Director Mike Bose
Surrey, Director Gordon Hepner
Surrey, Director Pardeep Kooner
Surrey, Director Brenda Locke
Surrey, Director Rob Stutt
Vancouver, Director Rebecca Bligh*
Vancouver, Director Adriane Carr
Vancouver, Director Lisa Dominato
Vancouver, Director Sarah Kirby-Yung (arrived at 9:18 am)
Vancouver, Director Mike Klassen
Vancouver, Director Ken Sim
Vancouver, Director Lenny Zhou
West Vancouver, Director Mark Sager
White Rock, Director Megan Knight

MEMBERS ABSENT:

Surrey, Director Harry Bains
scəwaθən məsteyəxʷ (Tsawwassen First Nation), Director Laura Cassidy
Vancouver, Director Ken Sim

STAFF PRESENT:

Jerry W. Dobrovolny, Chief Administrative Officer
Dorothy Shermer, Corporate Officer
Morgan Mackenzie, Legislative Services Coordinator, Board and Information Services

* denotes electronic meeting participation as authorized by Section 3.6.2 of the *Procedure Bylaw*

A. ADOPTION OF THE AGENDA

1. July 28, 2023 Meeting Agenda

It was MOVED and SECONDED
That the MVRD Board amend the revised agenda for its meeting scheduled for July 28, 2023 by adding the following delegations:

- C1 – Loc Dao, DigiBC;
- C2 – Roderick Louis;
- C3 – Nathan Davidowicz; and
- C4 – Doug Slater, Vice President, Indigenous Relations & Regulatory Affairs, Fortis BC and Jason Wolfe, Director, Energy Solutions, Fortis BC.

CARRIED

It was MOVED and SECONDED
That the MVRD Board adopt the revised agenda for its meeting scheduled for July 28, 2023 as circulated.

CARRIED

B. ADOPTION OF THE MINUTES

1. June 30, 2023 Meeting Minutes

It was MOVED and SECONDED
That the MVRD Board adopt the minutes for its meeting held June 30, 2023 as circulated.

CARRIED

9:06 am Director Berry arrived at the meeting.

C. DELEGATIONS

1. Loc Dao, DigiBC

Loc Dao, DigiBC, spoke to the MVRD Board regarding Item 4.2 on the agenda, providing members with a presentation on DigiBC—the Creative Technology Association of British Columbia—and their partnership with Invest Vancouver. Mr. Dao encouraged continued engagement and collaboration by Invest Vancouver, in supporting investment attraction and global promotion of the region.

Members were shown a DigiBC video on examples of animation work created in British Columbia. This video is not retained with the agenda.

Presentation material titled "DigiBC Metro Vancouver Presentation" is retained with the July 29, 2023 MVRD Board agenda.

2. Roderick Louis

Roderick Louis spoke to the MVRD Board regarding Items 3.1, 3.2, and 3.3 on the agenda, and provided members with a presentation outlining concerns with the accuracy of information provided to members regarding Translink's funding and financial practices, and with the lack of fresh air on buses and in SkyTrain cars.

Presentation material titled "Roderick V. Louis – To speak to agenda Items E 3.1, E3.2 and E 3.3" is retained with the July 29, 2023 MVRD Board agenda.

3. Nathan Davidowicz

Nathan Davidowicz spoke to the MVRD Board regarding Item 3.1 on the agenda, outlining concerns with the accessibility standards for Skytrain stations, and the need for an independent analysis of Translink's capital expenditures.

9:18 am Councillor Kirby-Yung arrived at the meeting.

4. Doug Slater, Vice President, Indigenous Relations & Regulatory Affairs, and Jason Wolfe, Director, Energy Solutions, Fortis BC

Doug Slater, Vice President, Indigenous Relations & Regulatory Affairs, Fortis BC, and Jason Wolfe, Director, Energy Solutions, Fortis BC, spoke to the MVRD Board regarding Item 2.2 on the agenda, outlining Fortis BC's feedback on the recommendations outlined in body of the report and the need for an integrated approach to energy planning.

In response to questions, members were informed about a decarbonized gas system and the transition from a mixed methane gas system to a low-carbon, renewable gas model in the future.

9:33 am Mayor Hurley arrived at the meeting.

D. INVITED PRESENTATIONS

No items presented.

E. CONSENT AGENDA

At the request of the Directors, the following item was removed from the Consent Agenda, for consideration under Section F. Items Removed from the Consent Agenda:

2.2 Changes in Provincial Legislation Needed to Address Gas Utilities in British Columbia
2.3 Phase 2 Engagement Summary and Next Steps on Managing Emissions from Cannabis Production and Processing
5.1 Invest Vancouver Update

It was MOVED and SECONDED

That the MVRD Board adopt the recommendations presented in the following items as presented in the July 28, 2023 MVRD Board Consent Agenda:

1.1 Contribution Funding Request – Derby Reach Brae Island Parks Association
1.2 Contribution Funding Request – Minnekhada Park Association
1.3 Contribution Funding Request – Burnaby Lake Park Association
1.4 Contribution Funding Request – Colony Farm Park Association
1.5 Regional Park at Cape Roger Curtis – Park Planning and Municipal Update
2.1 Annual Regional Greenhouse Gas Emissions for Onroad Transportation and Buildings
3.1 Greater Vancouver Regional Fund – Application for Scope Change to Previously Approved Project
3.2 Greater Vancouver Regional Fund – 2022 Annual Report
3.3 Greater Vancouver Regional Fund – Program Overview and Renewal Process
3.4 Sasamat Fire Protection Service – Communication Upgrades
4.1 Water Tech Cluster Initiative Update
4.2 Investment Attraction Update – Second Quarter 2023
4.3 Invest Vancouver Communications Update
5.2 2022-2026 Board Strategic Plan
5.3 Due Diligence Improvements for Major Projects

CARRIED

The item and recommendation referred to above is as follows:

1.1 Contribution Funding Request – Derby Reach Brae Island Parks Association

Report dated June 13, 2023, from David Leavers, Division Manager, Visitor and Operations Services, Regional Parks, requesting MVRD Board approval to enter into a 3-year contribution agreement with the Derby Reach Brae Island Parks Association.

Recommendation:

That the MVRD Board approve the Contribution Agreement between Metro Vancouver Regional District and the Derby Reach Brae Island Parks Association for a three-year term in the aggregate amount of $45,000 ($15,000 in 2024, $15,000 in 2025 and $15,000 in 2026), commencing January 1, 2024, and ending December 31, 2026.

Adopted on Consent

1.2 Contribution Funding Request – Minnekhada Park Association

Report dated June 13, 2023 from David Leavers, Division Manager, Visitor and Operations Services, Regional Parks, requesting MVRD Board approval to enter into a three-year contribution agreement with the Minnekhada Park Association.

Recommendation:
That the MVRD Board approve the Contribution Agreement between Metro Vancouver Regional District and the Minnekhada Park Association for a three-year term in the aggregate amount of $45,000 ($15,000 in 2024, $15,000 in 2025 and $15,000 in 2026), commencing January 1, 2024, and ending December 31, 2026.

Adopted on Consent

1.3 Contribution Funding Request – Burnaby Lake Park Association

Report dated June 13, 2023, from David Leavers, Division Manager, Visitor and Operations Services, Regional Parks, requesting MVRD Board approval to enter into a three-year contribution agreement with the Burnaby Lake Park Association.

Recommendation:
That the MVRD Board approve the Contribution Agreement between Metro Vancouver Regional District and the Burnaby Lake Park Association for a three-year term in the aggregate amount of $36,000 ($6,000 in 2024, $15,000 in 2025 and $15,000 in 2026), commencing January 1, 2024, and ending December 31, 2026.

Adopted on Consent

1.4 Contribution Funding Request – Colony Farm Park Association

Report dated June 13, 2023, from David Leavers, Division Manager, Visitor and Operations Services, Regional Parks, requesting MVRD Board approval to enter into a three-year contribution agreement with the Colony Farm Park Association.

Recommendation:
That the MVRD Board approve the Contribution Agreement between Metro Vancouver Regional District and the Colony Farm Park Association for a three-year term in the aggregate amount of $45,000 ($15,000 in 2024, $15,000 in 2025 and $15,000 in 2026), commencing January 1, 2024, and ending December 31, 2026.

Adopted on Consent

1.5 Regional Park at Cape Roger Curtis – Park Planning and Municipal Update

Report dated June 21, 2023, from Jeffrey Fitzpatrick, Division Manager, Design and Development, Regional Parks, providing the MVRD Board with an update on the park planning, municipal rezoning, and Official Community Plan (OCP) amendment processes for the new regional park at Cape Roger Curtis, on Bowen Island.

Recommendation:
That the MVRD Board receive for information the report dated June 21, 2023, titled "Regional Park at Cape Roger Curtis - Park Planning and Municipal Update".

Adopted on Consent

2.1 Annual Regional Greenhouse Gas Emissions for Onroad Transportation and Buildings

Report dated June 23, 2023, from Shelina Sidi, Senior Project Engineer, Air Quality and Climate Change and Derek Jennejohn, Lead Senior Engineer, Air Quality and Climate Change, providing the MVRD Board with an inventory of Greenhouse Gas Emissions from onroad transportation and buildings in Metro Vancouver.

Recommendation:
That the MVRD Board receive for information the report dated June 23, 2023, titled "Annual Regional Greenhouse Gas Emissions for Onroad Transportation and Buildings".

Adopted on Consent

3.1 Greater Vancouver Regional Fund – Application for Scope Change to Previously Approved Project

Report dated June 21, 2023, from Mark Seinen, Senior Planner, Regional Planning and Housing Services, seeking MVRD Board approval of TransLink's proposed scope change to a previously approved Greater Vancouver Regional Fund project.

Recommendation:
That the MVRD Board approve the proposed scope change to TransLink's January 29, 2021 Greater Vancouver Regional Fund application as set out in the report dated June 21, 2023, titled "Greater Vancouver Regional Fund – Application for Scope Change to Previously Approved Project".

Adopted on Consent

3.2 Greater Vancouver Regional Fund – 2022 Annual Report

Report dated June 19, 2023, from Mark Seinen, Senior Planner, Regional Planning and Housing Services, presenting the MVRD Board with TransLink's 2022 Annual Report on active projects funded through the Greater Vancouver Regional Fund.

Recommendation:
That the MVRD Board receive for information the report dated June 19, 2023, titled "Greater Vancouver Regional Fund – 2022 Annual Report."

Adopted on Consent

3.3 Greater Vancouver Regional Fund – Program Overview and Renewal Process

Report dated June 21, 2023, from Mark Seinen, Senior Planner and James Stiver, Division Manager, Regional Land Use Policy, Regional Planning and Housing Services, providing the MVRD Board with an overview of the Greater Vancouver Regional Fund Program, and proposing a process for program renewal prior to its upcoming expiration in March 2024.

Recommendation:
That the MVRD Board direct staff to organize an MVRD Board workshop in September 2023 to review options for the renewal of the Greater Vancouver Regional Fund program.

Adopted on Consent

3.4 Sasamat Fire Protection Service – Communication Upgrades

Report dated June 20, 2023, from Bill Duvall, Director, Corporate Safety, seeking MVRD Board approval to release up $30,000 from the Sasamat Fire Protection Service Communications Capital Equipment Reserve Fund to be used for radio communications infrastructure at the Belcarra and Anmore Fire Halls.

Recommendation:
That the MVRD Board approve the release of up to $30,000 from the Sasamat Fire Protection Service Communications Capital Equipment Reserve Fund to be used for communication upgrades at Belcarra and Anmore Fire Halls.

Adopted on Consent

4.1 Water Tech Cluster Initiative Update

Report dated June 30, 2023, from Lejla Uzicanin, Vice President, Data, Research and Policy, Invest Vancouver, providing the MVRD Board an update on Invest Vancouver's Water Tech Cluster Initiative.

Recommendation:
That the MVRD Board receive for information the report dated June 30, 2023 titled "Water Tech Cluster Initiative Update".

Adopted on Consent

4.2 Investment Attraction Update – Second Quarter 2023

Report dated July 4, 2023, from Bryan Buggey, Executive Vice President, Invest Vancouver, providing the MVRD Board with an update on investment attraction activities for the second quarter of 2023.

Recommendation:
That the MVRD Board receive for information the report dated July 4, 2023 titled "Investment Attraction Update – Second Quarter 2023".

Adopted on Consent

4.3 Invest Vancouver Communications Update

Report dated June 6, 2023, from Katie Fitzmaurice, Vice President, Collaboration, Invest Vancouver and Peyton Winslade, Marketing and Partnerships Advisor, Collaboration, Invest Vancouver, providing the MVRD Board with an update on Invest Vancouver's communications activities.

Recommendation:
That the MVRD Board receive for information the report dated June 6, 2023 titled "Invest Vancouver Communications Update".

Adopted on Consent

5.2 2022-2026 Board Strategic Plan

Report dated July 12, 2023, from Heather McNell, Deputy Chief Administrative Officer, Policy and Planning and Amanda McCuaig, Director, Communications, External Relations, seeking MVRD Board approval of the *2022-2026 Board Strategic Plan.*

Recommendation:
That the MVRD Board approve the *2022-2026 Board Strategic Plan* as presented in the report dated July 12, 2023 titled "*2022-2026 Board Strategic Plan*".

Adopted on Consent

5.3 Due Diligence Improvements for Major Projects

Report dated July 10, 2023, from Cheryl Nelms, General Manager, Project Delivery and Nick Kassam, General Manager, Procurement and Real Estate, providing the MVRD Board an update on due diligence and continuous improvement measures undertaken since 2020 to strengthen the management of capital project delivery.

Recommendation:
That the MVRD Board receive for information the report dated July 10, 2023, titled "Due Diligence Improvements for Major Projects."

Adopted on Consent

F. ITEMS REMOVED FROM THE CONSENT AGENDA

Items removed from the Consent Agenda for consideration under Section F were considered in numerical order.

2.2 Changes in Provincial Legislation Needed to Address Gas Utilities in British Columbia

Report dated June 19, 2023, from Nicole Change, Project Engineer, Air Quality and Climate Change, providing the MVRD Board with an opportunity to support Richmond City Council's recommendation to the Province relating to changes in provincial legislation needed to address gas utilities in British Columbia.

Main Motion
It was MOVED and SECONDED
That the MVRD Board:

a) send letters to the Premier, the Minister of Municipal Affairs, the Minister of Environment and Climate Change Strategy, and the Minister of Energy, Mines and Low Carbon Innovation, in response to Richmond City Council's request for support, asking the Government of British Columbia to reform the British Columbia Utilities Commission in the context of a changing climate and urgently enact legislation that regulates greenhouse gas emissions from gas utilities, in alignment with the strategies and actions in the *Climate 2050 Energy Roadmap*; and
b) request meetings between Metro Vancouver staff and the appropriate provincial ministries, to discuss the issues raised in the letters.

Amendment to the Main Motion
It was MOVED and SECONDED
That the foregoing motion be replaced with the following:

That the MVRD Board:

a) send letters to the Premier, the Minister of Municipal Affairs, the Minister of Environment and Climate Change Strategy, and the Minister of Energy, Mines and Low Carbon Innovation, in response to Richmond City Council's request for support, supporting Recommendations 1, 2, 4, and 5 in the original letter, given their alignment with the strategies and actions in the Climate 2050 Energy Roadmap, to ask the Government of British Columbia to:
    1. expedite development of the natural gas emissions cap announced in the CleanBC Roadmap to 2030;
    2. direct the BCUC to coordinate the long-term resource plans of BC Hydro and FortisBC;
    4. develop tracking, verification, and reporting requirements for renewable gas supply; and
    5. revise existing legislation to provide a strong climate mandate to the BCUC;
b) request meetings between Metro Vancouver staff and the appropriate provincial ministries, to discuss the issues raised in the letters; and
c) invite BC Hydro to a future Board Meeting to discuss future energy capacity.

Recorded Vote
A member requested that a recorded vote on the Motion be conducted.

	Number of Votes	
Name	**For**	**Against**
Paul Albrecht		2
Chak Au		3
Ken Berry	1	
Rebecca Bligh		5
Mike Bose	4	
Malcolm Brodie		4
Linda Buchanan		3
Pietro Calendino		4
Adriane Carr		4
Sav Dhaliwal		4
Lisa Dominato		5
Steve Ferguson	3	
George Harvie		3
Gordon Hepner	5	
Craig Hodge	4	
Mike Hurley		5
Patrick Johnstone		4
Sarah Kirby-Yung		5
Mike Klassen		5
Megan Knight	2	
Pardeep Kooner	5	
Dylan Kruger	3	
Meghan Lahti		2
Andrew Leonard		1
Brenda Locke	5	
Nicole MacDonald	1	
Jen McCutcheon		1
John McEwen	1	
Bill McNulty		4
Alt. Dir. Mike Little		5
Jamie Ross		1
Dan Ruimy		5
Mark Sager	3	
Rob Stutt	5	
Teri Towner	4	
Brad West	4	
Eric Woodward	4	
Lenny Zhou		5
Total Votes	**54**	**80**

DEFEATED

Question on the Main Motion
The question was then called on the Main Motion and the motion was

CARRIED

2.3 Phase 2 Engagement Summary and Next Steps on Managing Emissions from Cannabis Production and Processing

Report dated June 23, 2023, from Esther Berube, Division Manager, Air Quality and Climate Change and Laura Taylor, Senior Engagement Specialist, External Relations, seeking MVRD Board support for enhanced collaboration with the Ministries of Agriculture and Food, Environment and Climate Change Strategy, and Public Safety and Solicitor General on developing a concerted approach for managing emissions from cannabis production and processing.

Main Motion
It was MOVED and SECONDED
That the MVRD Board:

a) send a letter to the Ministers of Agriculture and Food, Environment and Climate Change Strategy, and Public Safety and the Solicitor General requesting collaboration with Metro Vancouver on developing a concerted approach for managing emissions from cannabis production and processing in the Metro Vancouver region in a manner that protects public health and regional economic prosperity; and
b) direct staff to continue developing options to manage emissions from cannabis production and processing as described in the report dated June 23, 2023, titled "Phase 2 Engagement Summary and Next Steps for Managing Emissions from Cannabis Production and Processing".

Distinct Propositions
At the request of a member, the Main Motion was separated into distinct propositions as amended by considering part a) separate from part b).

The first proposition was before the Board at this point, as follows:

> *That the MVRD Board:*
> *a) send a letter to the Ministers of Agriculture and Food, Environment and Climate Change Strategy, and Public Safety and the Solicitor General requesting collaboration with Metro Vancouver on developing a concerted approach for managing emissions from cannabis production and processing in the Metro Vancouver region in a manner that protects public health and regional economic prosperity.*

The question was called on proposition a) and it was

CARRIED

The second proposition was before the Board at this point, as follows:

That the MVRD Board:
b) direct staff to continue developing options to manage emissions from cannabis production and processing as described in the report dated June 23, 2023, titled "Phase 2 Engagement Summary and Next Steps for Managing Emissions from Cannabis Production and Processing".

The question was called on proposition b) and it was

DEFEATED

5.1 Invest Vancouver Update

Report dated July 12, 2023, from Heather McNell, Deputy Chief Administrative Officer, Policy and Planning and Jacquie Griffiths, President, Invest Vancouver, providing the MVRD with an update on Invest Vancouver and its recent activities.

Members were presented with an overview of Invest Vancouver's role, functions and objectives, including economic growth and investment attraction goals and recent activities.

Presentation material titled "Invest Vancouver Overview and Update on Strategic Investment" is retained with the July 29, 2023 MVRD Board agenda.

It was MOVED and SECONDED
That the MVRD Board receive for information the report dated July 12, 2023, titled "Invest Vancouver Overview and Update".

CARRIED

G. REPORTS NOT INCLUDED IN CONSENT AGENDA

1.1 MFA Fall 2023 Borrowing for Village of Anmore - MVRD Security Issuing Bylaw No. 1367, 2023

Report dated June 29, 2023, from Linda Sabatini, Director, Financial Operations, Financial Services, seeking MVRD Board adoption of the Metro Vancouver Regional District Security Issuing Bylaw No. 1367, 2023.

It was MOVED and SECONDED
That the MVRD Board:

a) give consent to the request for financing from the Village of Anmore in the amount of $2,500,000 pursuant to Sections 182(1)(b) and 182(2)(a) of the *Community Charter*;
b) give first, second and third reading to *Metro Vancouver Regional District Security Issuing Bylaw No. 1367, 2023* being a bylaw to authorize the entering into an Agreement respecting financing between the Metro Vancouver Regional District and the Municipal Finance Authority of British Columbia; and

CARRIED

It was MOVED and SECONDED
That the MVRD Board pass and finally adopt *Metro Vancouver Regional District Security Issuing Bylaw No. 1367, 2023* and forward it to the Inspector of Municipalities for Certificate of Approval.

CARRIED

2.1 Regional Growth Strategy Amendment Bylaw No. 1364 – Gloucester Industrial Park, Township of Langley

Report dated July 10, 2023, from Dorothy Shermer, Corporate Officer, and Heather McNell, Deputy Chief Administrative Officer, Policy and Planning, providing the MVRD Board with a summary of comments received as a result of the notification to affected local governments and agencies; an opportunity to consider adoption of *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1364, 2023* (Attachment 1); and an opportunity to consider the Township of Langley's amended Regional Context Statement.

It was MOVED and SECONDED
That the MVRD Board:

a) receive for information the comments from the affected local governments and agencies as presented in the report dated July 10, 2023, titled "Regional Growth Strategy Amendment Bylaw No. 1364 – Gloucester Industrial Park, Township of Langley";
b) adopt *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1364, 2023;* and
c) accept the Township of Langley's amended, and corresponding, Regional Context Statement showing, for the lands located at 26477, 26695, 26601, 26575, 26713 – 56 Avenue; 26500 Block of 56 Avenue; 5670 – 264 Street; and 5625 – 268 Street, amended from an "Agricultural" to "Industrial" regional land use designation.

CARRIED
Mayor Johnstone voted in the negative.

2.2 COVID-19 Vaccination Policy, Governance Group

Report dated July 18, 2023, from Dorothy Shermer, Corporate Officer, providing the MVRD Board with information on the status of the COVID-19 Vaccination Policy, Governance Group.

It was MOVED and SECONDED
That the MVRD Board rescind Policy No. HR-025 titled "COVID-19 Vaccination Policy, Governance Group".

CARRIED

2.3 Public Engagement on Development Cost Charges

Report dated July 25, 2023, from Jerry W. Dobrovolny, Commissioner/Chief Administrative Officer, seeking authorization from each of the GVS&DD, GVWD and MVRD Boards for undertaking a consultation process in September with member jurisdictions, the Urban Development Institute and other parties on proposed updates to Development Cost Charges.

It was MOVED and SECONDED

That the MVRD Board direct staff to consult with member jurisdictions, the Urban Development Institute and other parties on proposed updates to Development Cost Charges as recommended in the report dated July 25, 2023 titled "Public Engagement on Development Cost Charges".

CARRIED

H. MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

No items presented.

I. OTHER BUSINESS

1. MVRD Board Committee Information Items and Delegation Summaries

J. BUSINESS ARISING FROM DELEGATIONS

No items presented.

K. RESOLUTION TO CLOSE MEETING

It was MOVED and SECONDED

That the MVRD Board close its meeting scheduled for July 28, 2023 pursuant to section 226 (1) (a) of the *Local Government Act* and the *Community Charter* provisions as follows:

"90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(g) litigation or potential litigation affecting the municipality; and

(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*."

CARRIED

L. RISE AND REPORT (Items Released from Closed Meeting)

No items presented.

M. ADJOURNMENT/CONCLUSION

It was MOVED and SECONDED
That the MVRD Board adjourn its meeting of July 28, 2023.

CARRIED
(Time: 11:20 am)

CERTIFIED CORRECT

Dorothy Shermer, Corporate Officer

George V. Harvie, Chair

61430394 FINAL

To: Mayors Committee

From: Dorothy Shermer, Corporate Officer

Date: July 20, 2023 Meeting Date: September 6, 2023

Subject: **Code of Conduct for Elected Officials Policy**

RECOMMENDATION

That the MVRD Board adopt the *Code of Conduct for Elected Officials Policy* as presented in the report dated July 20, 2023, titled "Code of Conduct for Elected Officials Policy".

EXECUTIVE SUMMARY

On April 28, 2023, the Board directed staff to bring forward a code of conduct based on the Model Code of Conduct produced by the Working Group on Responsible Conduct (WGRC). The WGRC is a joint initiative of the Union of BC Municipalities (UBCM), the Ministry of Community Sport and Cultural Development (the Ministry) and the Local Government Management Association (LGMA). The establishment—or consideration of establishment—of a Code of Conduct is a requirement introduced in the *Community Charter* in June 2022. The *Code of Conduct for Elected Officials Policy* (Attachment 1) has been prepared in accordance with the recommendations from the WGRC, and is now presented to the Board for discussion and consideration of adoption.

PURPOSE

To present the Code of Conduct for Elected Officials Policy for Board discussion and consideration of adoption.

BACKGROUND

At its meeting held on April 28, 2023, the Board considered a report dated March 17, 2023 titled "Board Procedure Bylaw Review Findings" (Attachment 2) and passed the following resolution:

> *That the MVRD board direct staff to bring forward a code of conduct based on the Model Code of Conduct produced by the Working Group on Responsible Conduct, as outlined in the report dated March 17, 2023, titled "Board Procedure Bylaw Review Findings".*

Following this direction, this report brings forward the *Code of Conduct for Elected Officials Policy* for Board discussion and consideration of adoption.

POLICY

The *Code of Conduct for Elected Officials Policy* establishes guidelines for the conduct of Board and Committee members and assists in providing for the good governance of the Metro Vancouver Regional District. The Policy applies to the members of the Metro Vancouver Regional District, including its boards, committees, and advisory bodies. The Policy sets out the four foundation principles of responsible conduct—integrity, respect, accountability, and leadership and collaboration—and provides general standards of conduct that reflect the foundation principles.

While it is possible to include enforcement processes to address violations of the code, such as by adding provisions for informal resolution processes, formal resolution processes, and sanctions, the *Code of Conduct for Elected Officials* is intended to be self-enforcing. In the absence of a codified complaint process, members retain the primary responsibility to ensure that the general standards of conduct are understood and met so that the public can continue to have full confidence in the integrity of the governance of the Regional District.

The *Code of Conduct* is intended to be reviewed regularly. The *Community Charter* requires that the *Code* be reviewed at minimum after each general local election. The Board may choose to include additional provisions in the policy prior to its adoption, and may amend the policy during future reviews.

ALTERNATIVES

1. That the MVRD Board adopt the *Code of Conduct for Elected Officials Policy* as presented in the report dated July 20, 2023, titled "Code of Conduct for Elected Officials Policy".
2. That the MVRD Board refer the report dated July 20, 2023 titled "Code of Conduct for Elected Officials Policy" back to staff for inclusion of additional provisions in the policy.

FINANCIAL IMPLICATIONS

There are no financial implications or budgetary impacts associated with the adoption of the *Code of Conduct for Elected Officials Policy*.

CONCLUSION

The *Code of Conduct for Elected Officials Policy* has been prepared in accordance with the recommendations from the Working Group on Responsible Conduct as directed by the Board on April 28, 2023. The *Code of Conduct for Elected Officials* establishes guidelines for the conduct of Board and Committee members and assists in providing for the good governance of the Metro Vancouver Regional District. The *Code of Conduct for Elected Officials* is intended to be self-enforcing; members have the primary responsibility of ensuring that these ethical standards are understood and met. Adoption of the policy meets the *Community Charter* requirement to establish a Code of Conduct.

Attachments

1. Draft *Code of Conduct for Elected Officials Policy*.
2. Mayors Committee report dated March 17, 2023 titled "Board Procedure Bylaw Review Findings".

CODE OF CONDUCT FOR ELECTED OFFICIALS

Effective Date: September 29, 2023

Approved By: MVRD Board

Policy No. XX-XXX

PURPOSE

The *Code of Conduct for Elected Officials* establishes guidelines for the conduct of Board and Committee members and assists in providing for the good governance of the Metro Vancouver Regional District.

INTRODUCTION

As elected representatives ("members"), we recognize that responsible conduct is essential to providing good governance for the Metro Vancouver Regional District. We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration.

In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

HOW TO APPLY AND INTERPRET THIS CODE OF CONDUCT

This *Code of Conduct* applies to the members of the Metro Vancouver Regional District, including its boards, committees, and advisory bodies. It is each member's individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other members, staff, and the public.

Elected officials must conduct themselves in accordance with the law. This *Code of Conduct* is intended to be developed, interpreted, and applied by members in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the Regional District, the common law, and any other legal obligations which apply to members individually or as a collective board.

FOUNDATIONAL PRINCIPLES OF RESPONSIBLE CONDUCT

The four foundation principles of responsible conduct are integrity, respect, accountability, and leadership and collaboration.

1. **Integrity** – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, and is truthful and honourable.

2. **Respect** – means having due regard for others' perspectives, wishes, and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a member fosters an environment of trust by demonstrating due regard for the perspectives, wishes, and rights of others and an understanding of the role of the local government.

3. **Accountability** – means an obligation and willingness to accept responsibility or to account for one's actions. Conduct under this principle is demonstrated when board members, individually and collectively, accept responsibility for their actions and decisions.

4. **Leadership and Collaboration** – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when a board member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

STANDARDS OF CONDUCT

The following section provides general standards of conduct that reflect the foundational principles identified above.

Integrity

Integrity is demonstrated by the following conduct:

- Members will be truthful, honest, and open in all dealings, including those with other members, staff, and the public.
- Members will ensure that their actions are consistent with the shared principles and values collectively agreed to by the Board.
- Members will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
- Members will direct their minds to the merits of the decisions before them, ensuring that they act on the basis of relevant information and principles and in consideration of the consequences of those decisions.
- Members will behave in a manner that promotes public confidence in all of their dealings.

Respect

Respect is demonstrated through the following conduct:

- Members will treat every person with dignity, understanding, and respect.
- Members will show consideration for every person's values, beliefs, experiences, and contributions to discussions.
- Members will demonstrate awareness of their own conduct, and consider how their words or actions may be, or may be perceived as, offensive or demeaning.

- Members will not engage in behaviour that is indecent, insulting, or abusive. This behaviour includes verbal slurs such as racist remarks, unwanted physical contact, or other aggressive actions that are harmful or threatening.

Accountability

Accountability is demonstrated through the following conduct:

- Members will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective council or board.
- Members will listen to and consider the opinions and needs of the community in all decision-making, and allow for appropriate opportunities for discourse and feedback.
- Members will carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.

Leadership and Collaboration

Leadership and collaboration is demonstrated through the following conduct:

- Members will behave in a manner that builds public trust and confidence in the local government, including considering the different interests of the people who make up the community.
- Members will consider the issues before them and make decisions as a collective body. As such, members will actively participate in debate about the merits of a decision, but once a decision has been made, all members will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.
- Members will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspectives on relevant issues.
- As leaders of their communities, members will calmly face challenges, and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same.
- Members will recognize, respect and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other members, staff, and the public.
- Members will recognize the importance of the role of the Chair of meetings, and treat that person with respect at all times.

COMPLIANCE AND ENFORCEMENT

The *Code of Conduct for Elected* Officials expresses standards of ethical conduct expected for members. Members themselves have the primary responsibility to ensure that these ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of the governance of the Regional District.

The *Code of Conduct for Elected Officials* is intended to be self-enforcing. Members should view the *Code* as a set of guidelines that express collectively the standards of conduct expected of them. The *Code* is most effective when members are thoroughly familiar with the *Code* and embrace its provisions.

To: Mayors Committee

From: Dorothy Shermer, Corporate Officer

Date: March 17, 2023 Meeting Date: April 5, 2023

Subject: **Board Procedure Bylaw Review Findings**

RECOMMENDATION

That the MVRD board:

a) direct staff to bring forward a new Metro Vancouver Regional District Board Procedure Bylaw to replace *Metro Vancouver Regional District Procedure Bylaw Number 1205, 2014* that incorporates the recommended changes as presented in the report dated March 17, 2023, titled "Board Procedure Bylaw Review Findings"; and

b) direct staff to bring forward a code of conduct based on the Model Code of Conduct produced by the *Working Group on Responsible Conduct*, as outlined in the report dated March 17, 2023, titled "Board Procedure Bylaw Review Findings.

EXECUTIVE SUMMARY

On February 25, 2022, the Board requested a comprehensive review of the *Metro Vancouver Regional District Procedure Bylaw Number 1205, 2014,* as amended (*Procedure Bylaw*), and directed staff to report back with suggested changes. The review was completed by a consultant in August 2022. It found the current *Procedure Bylaw* to be legislatively compliant and largely in keeping with best practices. The consultant report recommends a series of amendments to provide greater procedural clarity, reduce redundancies, and facilitate interpretation through the use of plain language. This report 1) brings forward amendments proposed in the consultant report; 2) outlines the newly legislated requirement for considering the establishment of a code of conduct and recommends establishing such code; and 3) proposes additional amendments to the *Procedure Bylaw* to differentiate electronic meetings from electronic participation, which will enable greater flexibility in determining the appropriate meeting type for each meeting.

PURPOSE

To bring forward recommendations for the MVRD Board to update its *Procedure Bylaw* and recommend the establishment of a code of conduct.

BACKGROUND

At its meeting held on February 25, 2022, the Board requested a review of the *Procedure Bylaw* and adopted the following:

> *That the MVRD Board request staff to conduct a comprehensive review of the Metro Vancouver Regional District Procedure Bylaw and report back with suggested changes.*

In June 2022, the BC Government amended the *Community Charter* to require all local governments in the province to consider establishing a code of conduct for its members.

Following this direction, this report brings forward for board consideration the findings of the comprehensive review of the *Procedure Bylaw* that was completed in August 2022*,* including the consideration for establishing a code of conduct.

PROCEDURE BYLAW REVIEW

The Board's *Procedure Bylaw* establishes the general meeting procedures to be followed by the Boards and Committees in conducting business. The *Procedure Bylaw* has been amended six times since it was adopted in 2014 to respond to changing circumstances, but has not undergone a thorough review since then. Therefore, a review of the *Procedure Bylaw*, including consideration for including a code of conduct, is warranted at this time.

Scope of the Review

An independent consultant reviewed the current *Procedure Bylaw* against the following:

- Procedure bylaws and codes of conduct from 23 member jurisdictions and other regional districts;
- Ministry and Local Government Management Association's model *Procedure Bylaw Guide*, including the new electronic meeting framework, public notice changes, and responsible conduct;
- Applicable provisions of the *Local Government Act* and *Community Charter*; and
- Other meeting best practices and procedural authorities.

Findings of the Review

The consultant's report is provided for information in Attachment 1. The report finds the current *Procedure Bylaw* to be legislatively compliant and largely in keeping with best practices. The report recommends a series of amendments to provide greater procedural clarity, reduce redundancies, and facilitate interpretation through the use of plain language. A summary of the recommendations is provided in the table below.

Section	Consultant Recommendations
Part 1 – Introduction	• Update address • Replace references to specific sections of legislation with general references to legislation
Part 2 – Election of Chair and Vice Chair	• Add a provision requiring the Board Chair candidate to consent to the nomination • Add a section permitting a candidate to address the board after being nominated, including the allotted speaking time • Add a provision allowing candidates to be nominated if not present • Consider including a section that specifies how the election is to be conducted by secret ballot if the meeting is held electronically • Simplify determination of election results in case of three(or more)-way ties

Section	Consultant Recommendations
Part 3 – Meetings	• Add a new section before 3.1.3 to specify requirements for cancelling or rescheduling meetings • Clarify requirements for calling special meetings – 24-hour notice • Move and renumber sections addressing in person meetings and electronic meetings • Replace quotation of *Community Charter* sections with references to the *Charter* • Replace references to specific sections of legislation with general references to legislation • Specify that the Corporate Officer may send designates to attend meetings
Part 4 – Quorum	• Specify the Chair's duty to preside upon arrival
Part 5 – Order of Business	• Add standard order of business for closed meetings • Add section to address agenda preparation and circulation • Replace references to specific sections of legislation with general references to legislation • Specify that minutes are available to the public • Add ability to correct minor errors in adopted minutes • Clarify order of precedence of motion to adjourn
Part 6 – Keeping Order	• Replace references to specific sections of legislation with general references to legislation • Clarify language for challenging Chair rulings • Add requirements for respectful language and conduct, and procedures for addressing conduct issues
Part 7 – Debate	• Replace confusing terms with plain language terms
Part 8 – Motions	• Update terms to conform with Robert's Rules of Order
Part 9 – Notice of Motion	• Clarify definition of "new matter" • Add section to allow members' notices of motion to proceed in their absence with the mover's written consent
Part 10 – Reconsideration, Rescission of a Resolution	• Replace references to specific sections of legislation with general references to legislation • Correct section reference • Clarify that executed matters are excluded from reconsideration • Specify time limit for reconsideration of the same matter
Part 11 – Voting	• Replace quotation of *Community Charter* sections with references to the *Charter*
Part 12 – Bylaws	• Replace references to specific sections of legislation with general references to legislation • Specify that Public Hearings, where required, are held after second reading • Remove requirement to seal bylaws

Section	Consultant Recommendations
Part 13 – Delegations	• Clarify limit of speaking once per subject matter and add minimum timeframe for repeated delegations • Clarify retention of delegation presentations • Provide clarification on prohibited items (e.g. item for which Public Hearing has been held, subject of litigation, commercial promotions, etc.) • Limiting the number of delegations at each meeting • Replace confusing terms with plain language terms
Part 14 – Committees	• Replace references to specific sections of legislation with general references to legislation • Clarify committee responsibility to consider staff reports

Code of Conduct

In June 2022, the *Community Charter* was amended to include new sections (113.1 and 113.2) that require a board, within six months after its first regular meeting following a general local election, to decide whether to establish a code of conduct or review an existing code of conduct. A code of conduct is a written document that sets shared expectations for conduct or behavior, and establishes shared expectations for how members should conduct themselves while carrying out their responsibilities and in their work as a collective decision-making body for their community.

The Work Group on Responsible Conduct (WGRC) is a joint initiative of the Union of BC Municipalities (UBCM), the Ministry of Community Sport and Cultural Development (the Ministry) and the Local Government Management Association (LGMA). The WGRC has developed a Model Code of Conduct that provides local government council or board members with a set of principles and general standards of conduct that can be used to develop their own code of conduct.

Per the *Community* Charter, in considering whether to establish a code of conduct for members, the Board must review the following prescribed principles for codes of conduct:

1. Integrity – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, and is truthful and honourable.
2. Respect – means having due regard for others' perspectives, wishes, and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a member fosters an environment of trust by demonstrating due regard for the perspectives, wishes, and rights of others and an understanding of the role of the local government.
3. Accountability – means an obligation and willingness to accept responsibility or to account for one's actions. Conduct under this principle is demonstrated when council or board members, individually and collectively, accept responsibility for their actions and decisions.

4. Leadership and Collaboration – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when a council or board member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

In the event that the Board decides not to establish a code of conduct, the Board must make available to the public a statement explaining this decision. It should be noted that the six-month time limit (May 25, 2023 for the Metro Vancouver Board) is for deciding whether to establish a code of conduct, not for establishing such a code. As the process of developing and adopting a code of conduct is essential to establishing shared expectations, the Board is encouraged to undertake a considered, thorough process. If directed, staff will bring forward a draft code of conduct for the Board's consideration and discussion; this draft code of conduct would be based on the Model Code of Conduct produced by the Working Group on Responsible Conduct.

ELECTRONIC MEETINGS AND ELECTRONIC PARTICIPATION

The Consultant's review of the *Procedure Bylaw* was completed while Board and Committee meetings were still, in response to the pandemic, being held electronically with or without in-person attendance. Since that time, a shift to in-person meetings has occurred, which has highlighted the need for greater clarity in differentiating between in-person, electronic, and hybrid meetings.

The current *Procedure Bylaw* does not differentiate between electronic meeting and electronic participation, nor between electronic meetings and hybrid meetings. Any meeting in which a remote participant is to be accommodated, even if intended to be an in-person meeting, must be held as an electronic meeting, which removes the ability to require other members to attend in-person. Under the current *Procedure Bylaw*, the Board may, by resolution, specify that a meeting requires in-person attendance by members, and the Chair may make this determination independently as long as seven days' notice is provided. Members may waive the notice requirement by a unanimous vote, or the Chair can remove the requirement if unsafe conditions exist. The *Procedure Bylaw* does not address the authority or method of converting an in-person meeting to an electronic one aside from situations where unsafe conditions exist for the members to meet in person.

In response to the need for clarity on conversion between meeting types, and the need for Board and Committee Chairs and members to determine how their meetings are best held, staff propose adding clear differentiations between in-person meetings, hybrid meetings, and electronic meetings, as well as a mechanism for allowing electronic participation in in-person meetings. The proposed framework is laid out in the table below.

	In-Person Participation	Electronic Participation
In-Person Meeting (A)	Mandatory	Not available
In-Person Meeting (B)	Mandatory	Available for exceptional circumstances
Hybrid Meeting	Available option	Available option
Electronic Meeting	Not available	Mandatory

Under the new framework, Board and Committee Chairs will have the ability to specify whether meetings should be electronic, hybrid, or in-person; and, in the case of in-person meetings, specify whether electronic participation should be available under exceptional circumstances. In cases where electronic participation in an in-person meeting is permitted for members experiencing exceptional circumstances that prevents them from attending in person, the process of allowing the specific members to participate electronically can be handled administratively. The new framework will provide procedural certainty for establishing meeting types as well as for converting meeting types.

SUGGESTED PROCEDURE BYLAW CHANGES

Since recommended amendments include reordering sections and adding new sections, *Metro Vancouver Regional District Procedure Bylaw Number 1205, 2014* should be replaced rather than amended. The recommended changes to the Procedure Bylaw are as follows:

- **Housekeeping changes** – updating address; replace references to specific sections of legislation with general references to legislation; replace quoted sections of legislation with general references to legislation; replacing confusing terms with plain language terms; update terms to conform with Robert's Rules of Order; correct section references.
- **Add clarity by specifically including long-standing practices and interpretations** – specify that the Corporate Officer may send designates to attend meetings; specify the Chair's duty to preside upon arrival; add standard order of business for closed meetings; add section to address agenda preparation and circulation; specify that minutes are available to the public; specify that 24-hour notice is required for calling special meetings; clarify order of precedence for motions to adjourn; clarify that executed matters are excluded from reconsideration; specify that Public Hearings, where required, are held after second reading; clarify committee responsibility to consider staff reports.
- **Chair Elections** – clarify requirement to consent to nominations for position of Board Chair or Vice-Chair; add provisions for allowing absent candidate to be nominated and to consent to the nomination; specify allotted time for candidate to address the Board; specify how the election is to be conducted by secret ballot if the meeting is held electronically; simplify determination of election results in the case of three (or more) way ties by using the same method for determining two-way ties.
- **Rescheduling or Cancelling Meetings** – add provisions to specify how meetings can be rescheduled or cancelled.
- **Notice of Motion** – clarify "new matter" as "matter that is not listed on the meeting agenda"; add provision to allow members' notices of motion to proceed in their absence with the mover's written consent.
- **Reconsideration** – add six-month waiting period for repeating reconsideration motions.
- **Bylaws** – remove requirement to place corporate seal on bylaws.
- **Delegations** – clarify that delegations cannot appear more than once "on the same subject matter" instead of "on the same agenda item" within six months; specify that only the executive summary of up to two pages from delegations is retained; limit the maximum number of delegations at each meeting to three, except with unanimous board approval; add list of prohibited delegations (e.g. item for which Public Hearing has been held, subject of litigation, commercial promotions, and other commonly prohibited delegations).

- **Electronic Meetings and Electronic Participation** – add clear differentiations between in-person meetings, hybrid meetings, and electronic meetings, as well as a mechanism for allowing electronic participation in in-person meetings; add provisions for administrative handling of request for electronic participation in in-person meetings; add procedures for establishing meeting types and converting meeting types.

ALTERNATIVES

1. That the MVRD board:
   a) direct staff to bring forward a new Metro Vancouver Regional District Board Procedure Bylaw to replace *Metro Vancouver Regional District Procedure Bylaw Number 1205, 2014* that incorporates the recommended changes as presented in the report dated March 17, 2023, titled "Board Procedure Bylaw Review Findings"; and
   b) direct staff to bring forward a code of conduct based on the Model Code of Conduct produced by the *Working Group on Responsible Conduct*, as outlined in the report dated March 17, 2023, titled "Board Procedure Bylaw Review Findings.

2. That the MVRD board refer the report dated March 17, 2023, titled "Board Procedure Bylaw Review Findings," back to staff for inclusion of additional changes to the bylaw provisions.

3. That the MVRD board provide the following statement respecting the reasons for not establishing a code of conduct: [insert statement].

FINANCIAL IMPLICATIONS

There are no financial implications or budgetary impacts associated with any of the proposed changes to the meeting procedures outlined in this report.

CONCLUSION

This report brings forward proposed amendments resulting from a comprehensive *Procedure Bylaw* review undertaken at the request of the Board in 2022, as well as additional amendments to differentiate between electronic meetings and electronic participation, which will enable greater flexibility in determining the appropriate meeting type for each meeting. The report also outlines the newly legislated requirement for considering the establishment of a code of conduct and recommends establishing such code. Should the Board proceed with Alternative 1, staff will bring forward a new *Procedure Bylaw* and a code of conduct for the Board's consideration. Should the Board require additional changes to the *Procedure Bylaw*, they may provide this direction at the meeting in addition to Alternative 1, or refer the report back to staff for additional changes as laid out in Alternative 2. If the Board opts not to establish a code of conduct, it must adopt a statement respecting the reasons for not establishing a code of conduct as laid out in Alternative 3. Staff recommend Alternative 1.

Attachments

1. "Metro Vancouver Procedure Bylaw Review", August 2022, Prepared by Sonia Santarossa.
2. *Metro Vancouver Regional District Procedure Bylaw Number 1205, 2014*, unofficial consolidation.

51798990

METRO VANCOUVER

PROCEDURE BYLAW REVIEW

August 2022

Prepared by: Sonia Santarossa, MA

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TABLE OF CONTENTS

Table of Contents

TABLE OF CONTENTS 3

1. INTRODUCTION 4

i. Project Overview 4
ii. Methodology 4

2. BACKGROUND 5
i. Metro Vancouver Regional District Procedure Bylaw No. 1205, 2014 (Consolidated) 5

3. GAP ANALYSIS AND RECOMMENDATIONS 7
i. Part 1 - Introduction 7
ii. Part 2 – Election of Chair and Vice Chair 10
iii. Part 3 - Meetings 13
iv. Part 4 - Quorum 26
v. Part 5 – Order of Business 28
vi. Part 6 – Keeping Order 33
vii. Part 7 - Debate 36
viii. Part 8 - Motions 38
ix. Part 9 – Notice of Motion 39
x. Part 10 – Reconsideration, Rescission of a Resolution 41
xi. Part 11 - Voting 45
xii. Part 12 - Bylaws 47
xiii. Part 13 - Delegations 50
xiv. Part 14 - Committees 56

4. ADDITIONAL SECTIONS FOR CONSIDERATION 58

In addition to some of the additional sections already noted in the report, staff may wish to consider adding the following sections to the Bylaw if applicable: 58

5. PUBLIC NOTICE REQUIREMENTS 58

6. RESPONSIBLE CONDUCT OF LOCALLY ELECTED OFFICIALS 61

7. APPENDICES 63

1. INTRODUCTION

i. Project Overview

In February 2022, Metro Vancouver Board directed staff to undertake a review of its current Procedure Bylaw 1205, 2014 (the "Bylaw").

> *"That the MVRD Board request staff to conduct a comprehensive review of the Metro Vancouver Regional District Procedure Bylaw and report back with suggested changes."*

Metro Vancouver retained Sonia Santarossa (the "Consultant") to undertake this review in accordance with the Project Scope (the "Project") attached in Appendix A.

ii. Methodology

In keeping with the Project Scope, the Consultant conducted the following review:

- Metro Vancouver Procedure Bylaw No. 1205, 2014 (consolidated)
- "Procedure Bylaw Guide: For B.C.'s Local Governments" (the "Ministry/LGMA Guide") - Ministry of Municipal Affairs and Local Government Management Association (LGMA): Procedure Bylaw Guide: For B.C.'s Local Governments
- "Guidance for Adapting to the New Electronic Meetings Framework" – Ministry of Municipal Affairs: Guidance for Adapting to the New Electronic Meetings Framework (gov.bc.ca)
- "Public Notice Guidance Materials: For B.C. Local Governments" – Ministry of Municipal Affairs: Public Notice Guidance Materials: For B.C. Local Governments
- Public Notice Regulation B.C. Reg. 52/2022: Public Notice Regulation (gov.bc.ca)
- Responsible Conduct of Locally Elected Officials: Responsible conduct of locally elected officials - Province of British Columbia (gov.bc.ca)
- *Local Government Act* and *Community Charter* – applicable provisions
- Roberts Rules of Order and other similar meeting rules authority – select provisions
- Member jurisdictions and other Regional District Procedure Bylaws and Code of Conduct

In addition to the Project Scope, the Consultant met with the Director of Board and Information Services/Corporate Officer to identify specific areas of focus in the current Procedure Bylaw.

2. BACKGROUND

i. Metro Vancouver Regional District Procedure Bylaw No. 1205, 2014 (Consolidated)

Section 225 of the *Local Government Act* stipulates that a board must, by bylaw:

"1(a) establish the general procedures to be followed by the board and by board committees in conducting their business, including the manner by which resolutions may be passed and bylaws adopted;
(b) provide for advance public notice respecting the date, time and place of board and board committee meetings and establish the procedures for giving that notice;
(c) identify places that are to be public notice posting places for the purposes of the application of section 94 [requirements for public notice] of the Community Charter to the regional district.
2. A bylaw adopted under this section must not be amended, or repealed and substituted, unless the board first gives notice in accordance with section 94 of the Community Charter describing the proposed changes in general terms."

The current Metro Vancouver Regional District Procedure Bylaw No. 1205, 2014 was adopted in 2014. Since then, the Bylaw has been amended six times to respond to changing circumstances. The following is a summary of the Procedure Bylaw amendments:

- January 2017 – changing December 1 date to November 1 to reflect new election cycle; updating new legislative section numbers
- January 2018 – update definition of "posting place" and location of Board meetings; replacing references to "Greater Vancouver Regional District" with "Metro Vancouver"
- February 2020 – majority of the members of a committee, except Council of Councils' Committee responsible for the Regional Economic Prosperity Service, shall be directors
- March 2020 – authority for a board or board committee member to participate electronically due to a public health event as determined by the Chair
- June 2021 – adding a new section to Part 13 (Delegations) restricting a delegation request in relation to a public procurement process that has been initiated
- September 2021 – addition and amendment of definitions; replacing sections 3.1 to 3.6.2 and replacing with new sections

In addition to the above, the Consultant met with the Corporate Officer where the following areas of focus for the review were identified:

- Delete sections where language already included in legislation
- Part 1: Introduction:
  - Update address noted in "posting place" definition
- Part 2: Election of Chair and Vice Chair
  - Section 2.8 (Tie Vote) – review procedures
- Part 3: Meetings:
  - Section 3.15 (Corporate Officer to attend) – include "or designate"
  - Special meetings that occur on an annual basis, i.e. budget consideration, are

    - included on annual meeting schedule – are they now considered regular meetings and the agenda should follow the prescribed order of business?
    - Electronic Meeting provisions
- Part 5 – Order of Business:
    - Section 5.1.1(l) – Rise and Report – clarify intention and use of this section
    - Section 5.7.1 (Adjourn) – clarify language and intent of section
- Part 6: Keeping Order:
    - Section 6.2 (Use of audio and or video recording devices) – determine if provision is still required
    - Section 6.4 (Appeal) – clarify language
- Part 7 – Debate:
    - Section 7.4(b) (Debate) – clarify language
- Part 8 Motions:
    - Section 8.2 (Motion) – clarify "to table" – intent and proper usage of term
- Part 9 – Notice of Motion:
    - Section 9.1 (Notice of Motion) – clarify definition of 'new matter' –
- Part 10: Reconsideration, Rescission of a Resolution:
    - Section 10.2(Director, other than the chair, may propose board reconsideration of a matter) – does this include committee members? – can reconsideration occur at committees?
- Part 11 – Voting:
    - Section 11.5 (Conflict of Interest) – delete? Repeated in legislation
- Part 12: Bylaws:
    - Section 12.11 (Certification and storage) – delete reference to "sealed with the seal of the Board" – seal no longer required and not a common practice
- Part 13 – Delegations:
    - Section 13.1 (General Provisions – Delegations) clarify intent of 'same agenda item" – does this mean "subject matter"? Can delegations attend more than once – repeat delegations at different bodies?
    - Section 13.3 – what does keeping the material on 'the record' mean? Should the information be attached to the minutes or kept on file?
    - Section 13.4.2 – consider additional restrictions on what a delegation can speak to
    - Section 13.8 (Delegation – board) – clarify definition of "emergency". Is this the same as urgent?
- Part 14 – Committees:
    - Section 14.5 (Matters Referred to Committee by the Board) – does this include staff reports to committee?

3. GAP ANALYSIS AND RECOMMENDATIONS

The following gap analysis includes a comprehensive review of each section of Metro Vancouver Regional District Procedure Bylaw No. 1205, 2014 in relation to the documents noted in Part 1(ii) – Methodology.

In addition to the procedures bylaws of the member jurisdictions, the Consultant also reviewed the Capital Regional District and Fraser Valley Regional District procedure bylaws.

Each part of the Bylaw was cross-referenced with the Ministry/LGMA Guide to confirm if the legislated requirements for the procedure bylaw were included along with the best practice provisions. The legislated requirements that are not included in the Bylaw are highlighted in yellow and the best practices that are not included are highlighted in blue.

i. Part 1 - Introduction

a. Title

1.1 This bylaw shall be cited as "Metro Vancouver Regional District Procedure Bylaw Number 1205, 2014."

b. Definitions

See section 1.2 of the Bylaw.

Comments:

The **"**posting place" definition includes reference to the former address of the Metro Vancouver Regional District Offices.

The Bylaw makes reference to specific sections of the *Local Government Act* or *Community Charter.* In the event the sections to the legislation change over time, the Bylaw would need to be amended to update the section references.

Recommendations:

1. Revise "posting place" definition by replacing "4730 Kingsway" with "4515 Central Boulevard".
2. Remove reference to specific sections of the legislation in the following definitions:
    a. If a "select committee" – replace "pursuant to section 218 *[Appointment of select and standing committees]* of the *Act..."* with "pursuant to the *Act".*

c. Application of Rules of Procedure

1.3 The rules of procedure as set out in this bylaw apply to all meetings of the Board and committees except as otherwise provided.

1.3.1 The Standing Orders of the Legislative Assembly of British Columbia, not including the House of Commons of the United Kingdom of Great Britain and Northern Ireland, shall as far as they may be applicable, apply to all unprovided cases of the proceedings of the Board and committees

Comments:

Application of Procedural Rules:

Procedural rules are commonly agreed upon rules and customs for deliberation and debate and are not legislated. In some cases, procedural matters are not explicitly set out in the procedure bylaw and in these instances, the procedure bylaw would defer to another parliamentary resource. The inclusion of this section is not a legislated requirement.

Metro Vancouver refers to the Standing Orders of the Legislative Assembly of British Columbia for all unprovided cases of the proceedings of Boards and committees and this has been the case for many years, possibly since the incorporation of the Regional District. The other local governments consulted for this review refer to the latest edition of Robert's Rules of Order.

Recommendation:

No change required.

d. Motion to Suspend the Rules

1.4 Any member may give notice of a motion to temporarily suspend any one or more of the rules contained in this Bylaw, provided that such suspension is not inconsistent with or in contravention of any statutory requirement, by providing the Corporate Officer with a written copy of such motion no later than two working days prior to the scheduled meeting, and the Corporate Officer shall add the motion to the agenda for said meeting. The notice must specify which rule is to be temporarily suspended and the item on the agenda to which that suspension will apply.

1.5 At a meeting, any member may at any time introduce a motion to temporarily suspend any one or more of the rules contained in this Bylaw provided that such suspension is not inconsistent with or in contravention of any statutory requirement, but such motion may only be adopted by at least two thirds vote of the members present.

Comments:
The Bylaw allows a member to introduce a motion at the meeting or to give notice of motion to temporarily suspend a rule in the Bylaw by providing written notice.

Approximately 1/3 of the procedure bylaws consulted included a section to temporarily suspend the rules with at least 2/3 vote of the members present. This is consistent with Metro Vancouver's Procedure Bylaw. This provision is not a legislated requirement to be included in the procedure bylaw.

Recommendation:
No change required.

ii. Part 2 – Election of Chair and Vice Chair

2.1 As provided in section 215 [Chair and vice chair of board] of the Act:

(1) At the first meeting held after November 1 in each year, the Board must elect a Chair and a Vice Chair.
(2) The Vice Chair has, during the absence, illness or other disability of the Chair, all the powers of the Chair and is subject to all rules applicable to the Chair.
(3) If the Chair and the Vice Chair are not present at a meeting of the Board, the directors present may elect an acting Chair who, during that meeting, has all the powers of the Chair and is subject to all rules applicable to the Chair.
(4) For the purposes of elections under this section, each director present at the meeting has one vote in each election for an office.

2.2 The call for nominations for the office of Board Chair shall be conducted by the Corporate Officer, and the call for nominations for the office of Board Vice Chair shall be called by the Board Chair.

2.3 If only one candidate is nominated for an office, that candidate shall be declared elected by acclamation.

2.4 If more than one candidate is nominated for an office, an election by voting shall be held and voting shall be conducted by secret ballot.

2.5 The counting of ballots shall be conducted by the Corporate Officer together with the Treasurer or Corporate Solicitor. Immediately thereafter the ballots shall be destroyed.

2.6 The candidate with the most votes for an office shall be declared elected to that office.

Tie Vote

2.7 In the event of a tie vote for the most votes of two candidates, the candidates who are tied remain in the election. If a definitive election result cannot be declared after three elections have been held, then the result of the election is determined by lot between those candidates as follows:
(a) the name of each candidate is to be written on a separate piece of paper, as similar as possible to all other pieces prepared for the determination;
(b) the pieces of paper are to be folded in a uniform manner in such a way that the names of the candidates are not visible;
(c) the pieces of paper are to be placed in a container that is sufficiently large to allow them to be shaken for the purpose of making their distribution random, and the container is to be shaken for this purpose;
(d) a person who is not a candidate shall be asked to withdraw one paper;
(e) the candidate whose name is on the paper that was drawn shall be declared elected to that office.

2.8 In the event of a tie vote for the most votes of more than two candidates, the candidates who are tied remain in the election. If a definitive election result cannot be declared after three elections have been held, then the result of the election is determined by preferential ballot system

Comments:

The Ministry/LGMA Guide notes the following with respect to the election of the Chair and Vice Chair:

Legislative Requirements – LGA s. 215	**Metro Vancouver Procedure Bylaw**
At the first meeting held after November 1 each year, the board must elect a chair and vice chair	s. 2.1
The same rules and powers apply to the vice chair in the absence of the chair	s. 2.1(2)
If the chair and vice chair are not present the directors must elect an acting chair	s. 2.1(3)
Each director present at the meeting has one vote in each election for an office	s. 2.1(4)
Best Practices	
Outline the process to elect the chair and vice chair in the procedure bylaw, which may include: • How nominations are made • If the candidate is not present at the meeting how their nomination can be provided • Conducting the vote by secret ballot using a ballot box • Whether time (and how much) is provided for candidates to address the board • Process for a tie	 s. 2.2 s. 2.4 s. 2.7 & s. 2.8

The Bylaw includes procedures for all of the above with the exception of the following:

- how nominations can be provided if a candidate is not present; and
- whether candidates can address the board after their nomination.

Absence of Candidate:

The Capital Regional District Procedure Bylaw s. 5(3) states *"If a candidate is not present at the meeting, his or her written consent to the nomination must be provided to the Corporate Officer at the meeting."*

Candidates May Address the Board:

The Capital Regional District Procedure Bylaw s. 5 states the following:

"(4) At the close of nominations, if more than one candidate has been nominated, each candidate will be given a maximum of four (4) minutes to address the Board in favour of his/her candidacy in the order of his/her nomination. If a candidate is not present at the meeting, he or she may have their nominator deliver a prepared speech on his or her behalf not to exceed three minutes in duration."

The Fraser Valley Regional District Procedure Bylaw s. 4.10.8 states the following:

"Prior to the vote being conducted, persons running for office of Board Chair shall be afforded the opportunity to address the Board for one(1) minute prior to the vote on the first ballot being taken."

Tie Vote: Section 2.8 of the Bylaw refers to the procedures for a tie vote for the most votes of more than two candidates. Similar to s. 2.7 of the Bylaw, up to three elections are to be held to determine a definitive election result. In the event a definitive result cannot be achieved after three elections, then the result of the election is to be determined by preferential ballot system. It is unclear what is meant by this and it is unlike the 'determination by lot' as referenced in s. 2.7.

Other Procedures for Consideration

Candidate's Consent:
Both the CRD and FVRD Procedure Bylaws note the requirement for the candidate to consent to the nomination. This is not included in the Metro Vancouver Bylaw.

Electronic Voting by Secret Ballot:
The FVRD Procedure Bylaw includes the following s. 4.10.15:
"For elections that take place while a meeting is being held by electronic or other communication facilities, if voting by secret ballot is not practical, Board Members may place their vote by way of an individual, confidential phone call to the Corporate Officer."

Recommendations:

1. Section 2.1 - remove reference to the specific section of the legislation

2. Add a provision requiring the candidate to consent to the nomination.
   "2.2.1 A candidate must consent to the nomination."

3. Add a provision allowing candidates to be nominated if not present.
   "2.2.2 If a candidate is not present at the meeting, his or her written consent to the nomination must be provided to the Corporate Officer at the meeting."

4. Add a section permitting a candidate to address the board after being nominated including the amount of time.
   "2.4.1 At the close of nominations, each candidate will be given a maximum of four (4) minutes to address the Board in favour of his/her candidacy in the order of his/her nomination. If a candidate is not present at the meeting, he or she may have their nominator deliver a prepared speech on his or her behalf not to exceed four (4) minutes in duration."

5. Consider including a section that specifies how the election is to be conducted by secret ballot if the meeting is held electronically.
   "2.4.2 For elections that take place while a meeting is being held by electronic or other communication facilities, if voting by secret ballot is not practical, Board Members may place their vote by way of an individual, confidential phone call to the Corporate Officer."

6. Delete s. 2.8 and amend s. 2.7 to add the words "or more" in between "two…candidates."

iii. Part 3 - Meetings

a. Regular Board Meetings – Date, Time and Place

3.1 No later than the last board meeting in November, the Corporate Officer shall provide an annual schedule of regular board meetings for the upcoming year, including the date, time and place of meetings, and meetings shall be held accordingly unless otherwise determined by resolution of the Board.

3.1.1 For the purposes of advance public notice, the Corporate Officer shall post the annual schedule of regular board meetings at the posting place.

3.1.2 In the case of regular board meetings conducted as Electronic Meetings, advance public notice must include:

(a) the way in which the Electronic Meeting will be conducted; and

(b) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.

3.1.3 In the event of a change to a regular board meeting date, time, place, way in which the Electronic Meeting will be conducted, or place where the public may attend to hear, or watch and hear, the proceedings of an Electronic Meeting that are open to the public, the Corporate Officer shall as soon as possible post the change at the posting place

Comments:

The Ministry/LGMA Guide notes the following with respect to providing notice of regular meetings:

Legislative Requirements – LGA s. 225(1)(b) and (c)	**Metro Vancouver Procedure Bylaw**
Provide advance public notice of the date, time and place of board meetings and establish the procedures for giving notice	s. 3.1
Identify places to be public notice posting places	s. 1.2
Best Practices	
May provide notice in accordance with the *Community Charter* s. 94 public notice requirements of the availability of the schedule of regular meetings at least once a year in the public notice posting places	
Outline a process to give notice of postponed/cancelled meetings or revised meeting schedules	s. 3.1.3
Identify whose role it is to post notice to the public notice posting places	s. 3.1.1
Provide how the public may access the meeting remotely, if available.	s. 3.1.2

Unlike municipalities, regional districts are not required to provide annual notice of the schedule of regular meetings in accordance with s. 94 of the *Community Charter,* however, it is recommended that a regional district do so. The Bylaw provides for the posting of an annual schedule of meeting at the posting place including providing advance notification of whether the meeting is to be conducted by electronic means. The Bylaw also includes procedures in the event of any changes to the regular schedule or how the meeting is to be conducted.

The procedure bylaws that were reviewed include similar provisions.

Schedule of Meetings
Most of the procedure bylaws reviewed indicate the date, time and place for the meetings, e.g. on the !st and 3rd Monday of the month at 7:00 pm in the Council Chambers unless otherwise resolved by Council.

The Bylaw does not specify the date, time or place for time board meetings but requires the Corporate Officer to provide an annual schedule before the end of November in each year. This schedule is then posted in the public notice posting places.

Included in the annual schedule are "special" meetings to deal with one specific item only such as the budget. Because these meetings form part of the annual schedule, it has been asked whether these meetings are considered "special" or "regular" meetings. The distinction is important to determine the order of business as set out in section 5.1.

A special meeting is a board meeting other than a regular or statutory meeting and are typically held to address specific items outside of the regular meeting schedule. The Ministry website states:

- *A council or board may choose to schedule special meetings at budget time to allow members to focus solely on their review of the municipality or board's proposed financial plan.*
- *Councils and boards may choose to hold special meetings to debate important development projects or the implications of major events to the municipality or regional district.*

Additional notice requirements are required for special meetings.

Because these meetings are scheduled in advance and form part of the annual schedule, it could be argued that they are a regular meeting and therefore the Order of Business for regular meetings would apply. Legal review may be required in this instance to ensure the meeting is not challenged.

Cancelled or Rescheduled Meetings
The Bylaw does not include provision on how a meeting may be cancelled or rescheduled. The majority of the procedure bylaws that were reviewed include a process on who and how a meeting may be cancelled or rescheduled such as:

- Council resolution
- Mayor may request
- Corporate Officer may in consultation with the Mayor

Recommendations:

1. Add a new section before 3.1.3 as follows:
   "Regular board meetings may:
   (a) Be cancelled by a majority vote of the Board;
   (b) Be postponed to a different day, time and place by the Chair, provided that the Corporate Officer is given at least two days written notice;
   (c) Be cancelled, postponed or rescheduled by the Corporate Officer in consultation with the Chair and Chief Administrative Officer

   OR

   "The regular Board meeting schedule may be altered from time to time by resolution of the Board and with advance public notice."

b*. Regular Committee Meetings – Date, Time and Place*

3.2 As soon as possible after the Board Chair has established committees, the Corporate Officer shall establish an annual schedule of committee regular meetings including the date, time, and place of the meetings and provide the annual schedule of committee regular meetings to each member of each committee.

3.2.1 For the purposes of advance public notice, the Corporate Officer shall post the annual schedule of committee regular meetings at the posting place.

3.2.2 In the case of regular committee meetings conducted as Electronic Meetings, advance public notice must include: (a) the way in which the Electronic Meeting will be conducted; and (b) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.

3.2.3 A committee Chair may call additional meetings, or cancel a meeting, change the date, time, or place of a regular meeting where circumstances require.

3.2.4 In the event of a change to a regular committee meeting date, time, place, way in which the Electronic Meeting will be conducted, or place where the public may attend to hear, or watch and hear, the proceedings of an Electronic Meeting that are open to the public, the Corporate Officer shall as soon as possible post the change at the posting place

Comments:
The Ministry/LGMA Guide notes the following with respect to providing notice of committee meetings:

Legislative Requirements – LGA s. 225(1)(b) and (c)	**Metro Vancouver Procedure Bylaw**
Provide advance public notice of the date, time and place of board meetings and establish the procedures for giving notice	s. 3.2
Identify places to be public notice posting places	s. 1.2
Best Practices	
Outline a process to give notice of postponed/cancelled meetings or revised meeting schedules	s. 3.2.3 & s. 3.2.4
Identify whose role it is to post notice to the public notice posting places	s. 3.2.1
Provide enough notice time for the public to be aware of committee meetings	s. 3.2
Provide written notice of committee meetings to each committee member	s. 3.1.3
Post regularly scheduled committee meeting dates, times and locations in the public notice posting place	s. 3.2.1
Provide how the public may access the meeting remotely, if available.	s. 3.2.2

Recommendations:
No changes required.

c. Special Meetings – Calling and Conduct

3.3 Pursuant to section 220 [Calling of special board meetings] of the Act, a special meeting shall be called by the Corporate Officer on the request of the Chair or any two members, by notice mailed to each member at least five days before the date of the meeting to the address given by each member to the Corporate Officer for that purpose.

3.4 The notice shall state the general purpose of the meeting and the day, time and place of the meeting, as well as whether the meeting is to be conducted as an Electronic Meeting or an In-Person Meeting.

3.4.1 In the case of Special Meetings conducted as Electronic Meetings, notice must include:
(a) the way in which the Electronic Meeting will be conducted; and
(b) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.

3.5 The notice of any special meeting may be waived by a unanimous vote of the Board or committee, as the context requires.

3.6 In an emergency, notice of a special meeting may be given with the consent of the Chair and two members, less than five days before the date of the meeting, and notice of the meeting does not need to be given in writing.

Special Meeting – Advance Public Notice

3.7 At least one working day before a special meeting the Corporate Officer must give advance public notice of the day, hour and place of the meeting by way of a notice posted at the posting place.

3.8 Section 3.7 does not apply when notice to the members has been waived under section 3.5 or given under section 3.6 and it is otherwise impractical to provide the advance public notice under section 3.7

Comments:

A special meeting is a board meeting other than a regular or statutory meeting and are typically held to address specific items outside of the regular meeting schedule. Examples include review of the proposal financial plan or a major project.

New Provisions:

New Public Notice Posting Requirements were recently introduced and as such the notice for special board meetings as outlined in section 220 of the *Local Government Act* has been amended to include the same requirements as that of municipalities under section 127 of the *Community Charter*. See Section 5 of this report for further information on the new Public Notice Posting Requirements.

This means that notice of a special board meeting must be given at least 24 hours before the time of the meeting by:

- Posting a copy of the notice at the regular board meeting place
- Posting a copy of the notice at the public notice posting place; and
- Leaving one copy of the notice for each board member at the place where the member has directed that notice be provided (this can be by email).

The notice must include the date, time and place of the meeting and describe in general terms the purpose of the meeting. The notice must be signed by the chair or corporate officer. Notice of the meeting may be waived by unanimous consent.

In addition to the above, the Ministry/LGMA Guide notes the following with respect to public notice of special meetings:

Legislative Requirements – LGA s. 220, s. 222 and *Regional District Special Voting Regulation B.C. Reg 41/91*	**Metro Vancouver Procedure Bylaw**
On the request of the chair or two directors, the Corporate Officer must call a special meeting	s. 3.3
The Corporate Officer must provide notice of the special meeting to each director by mail at least five days before the meeting date	s. 3.3 – to be amended

Notice must state the general purpose, date, time and place of the meeting	s. 3.4 including whether the meeting will be held in person or electronically
Notice of a special meeting may be waived by unanimous vote of all directors; and	s. 3.5
In the case of an emergency, with consent of the chair and two directors, notice of a special meeting may be given less than five days before the date of the meeting and does not have to be written	s. 3.6
Best Practices	
Outline a process to provide public notice of special meetings	s. 3.3
If the special meeting notice requirements are waived by the board, clearly document the reasons in the minutes and try to provide some notice to board members and the public	

Recommendations:

1. Amend s. 3.3 as follows:

   "Pursuant to the Act, a special meeting shall be called by the Corporate Officer on the request of the Chair or any two members at least 24 hours in advance by posting a copy of the notice at the regular board meeting place and public notice posting places, and by leaving one copy for each member at the place given by each member to the Corporate Officer for that purpose."

2. Add new subsection 3.4.2 as follows:

   "3.4(a) The notice of special meeting must be signed by the Chair or Corporate Officer."

3. Delete section 3.7 – redundant with amended section 3.3 and new section 3.4.1

4. Amend section 3.8 by replacing reference to 3.7 with section 3.4.

d. Electronic Meetings

3.6.1 A meeting may be conducted as an Electronic Meeting or an In-Person Meeting.

3.6.2 Electronic Meetings must abide by the rules established by Board policies pertaining to Electronic Meetings

e. In-Person Meetings

3.6.3 Subject to Section 3.6.4, certain meetings throughout the calendar year may be determined to require in-person attendance by members, when:

(a) established as In-Person Meetings on the annual Board and committee schedules referred to in Part 3;
(b) carried by resolution of the Board or committee; or
(c) given the nature of one or more items on the agenda, the Chair determines in-person attendance as a requirement, subject to members being provided with seven (7) of

advance notice of the requirement to attend in person. The advance notice of any change of a scheduled meeting to an In-Person Meeting may be waived by a unanimous vote of the Board or committee, as the context requires.

3.6.4 If the Chair determines that Unsafe Conditions exist that have the potential to cause risk to the health and/or safety of members scheduled to attend an In-Person Meeting, then notwithstanding Section 3.6.3, the Chair may permit members to participate by means of electronic or other communication facilities.

Comments:

Previously, the *Local Government* Act s. 221 and *Regional District Electronic Meetings, B.C. Reg. 271/2005* only permitted special board meetings to be held electronically provided they were permitted by bylaw.

Ministerial Order M192 authorized all meetings and public hearings to be conducted electronically during the pandemic. M192 expired on September 28, 2021. Since then the *Local Government Act* has been amended to permit all a board or committee meetings to be conducted by electronic means, including members of the board who wish to participate electronically. Should a local government choose to allow for electronic meetings, provisions must be included in their procedure bylaw.

The "Guidance for Adapting to the New Electronic Meetings Framework" document prepared by the Ministry of Municipal Affairs notes that while electronic meetings may be a useful tool for board in certain circumstances, they should not be a substitute for all in-person meetings. Boards may want to consider under what circumstances to allow electronic meetings in their community.

The Ministry/LGMA Guide notes the following with respect to electronic meetings and participation:

Legislative Requirements – LGA s. 221, *Regional District Electronic Meetings B.C. Reg. 271/2005*	**Metro Vancouver Procedure Bylaw**
Authorized in the procedure bylaw	s. 3.6.1
Provide notice of the way in which the meeting is to be conducted and the place where the public may attend the electronic meeting	s. 3.1.2, s. 3.2.2, s. 3.4.1
Provide a location for the public to attend	s. 3.1.2, s. 3.1.3, s.3.2.2
Facilities that enable the meeting's participants and the public to hear, or watch and hear, each other	s. 3.1.2, s. 3.1.3, s. 3.2.2
Attendance of a designated officer at the meeting;	
The meeting must be conducted in accordance with the procedure bylaw.	
Best Practices	
Develop guidelines to assist with electronic meeting process	Board Policy
Allow for electronic meetings in the event meeting in person is impractical or impossible or in the event of an emergency	
Outline a process to follow if there is equipment failure or loss of quorum during an electronic meeting	Board Policy – tech issues only

Consider how to deal with declarations of conflict of interest or closed meeting issues	Board Policy

Metro Vancouver Board Policy No. GV-037 sets out the procedures for the administration of, and participation at, electronic Board and committee meetings.

While the Bylaw and the Policy are clear in that they permit electronic meetings, it is not clear if a hybrid approach is permitted, i.e. some members participating electronically while others attend in-person.

The following legislated requirements items do not appear to be included in the Bylaw:

- The requirement for a designated officer to be present at the meeting at the place where the public can attend; and
    - Note: This does not appear to be a requirement for electronic committee meetings.
- That the meeting be conducted in accordance with the procedures set out in the Bylaw.

In addition, the sections referring to electronic and in-person meetings are placed in between the Special meeting sections. As such, it is not clear if all meetings, regular and special, of the Board can be held electronically or if it is only limited to special meetings.

Recommendations:

1. Amend section 3.6.3(c) by adding the word "days" after "seven (7)".

2. Amend section 3.1.2 and s. 3.4.1 by adding (c) as follows:
   "(c) The designated officer who must be in attendance at the specified place shall be the Corporate Officer or designate."

3. Amend section 3.6.2 by adding the phrase "the Procedure Bylaw and" after the phrase "abide by the rules established by…".

4. Move sections 3.6.1 to 3.6.4 after section 3.1 to clarify the applicability of those sections to all regular and special meetings of the Board and committees.

f. Attendance of Public at Meetings

3.9 Pursuant to section 226(1)(a) [Board proceedings: application of Community Charter] of the Act and section 89 [open meetings] of the Charter, a meeting must be open to the public, except as provided in section 3.10.

Requirements before meeting is closed

3.10 As provided in section 92 [Requirements before meeting is closed] of the Charter, before holding a meeting or part of a meeting that is to be closed to the public, the Board or committee must state, by resolution passed in a public meeting, (a) the fact that the meeting or part is to be closed, and (b) the basis under the applicable subsection of section 3.11 on which the meeting or part is to be closed

Comments:
The Ministry/LGMA Guide notes the following with respect to the attendance of public at meetings:

Legislative Requirements – LGA s. 226(1)(a), CC s. 89	**Metro Vancouver Procedure Bylaw**
Meetings must be open to the public unless the subject matter relates to one of the items listed in the closed meetings section of the legislation.	s. 3.9
Bylaws must only be read and voted on in open meetings	s. 12.9
A resolution to close a meeting must be passed in the open part of a meeting and include the basis for that closure.	s. 3.10

Recommendation:
1. Move section 3.10 under section 3.11 Meetings that may or must be closed to the public.

g. Meetings that may or must be closed to the public

*3.11 As provided in section 90 [*Meetings that may or must be closed to the public*]* of the Charter:

(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(a)personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

(b)personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;

(c)labour relations or other employee relations;

(d)the security of the property of the municipality;

(e)the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(f)law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

(g)litigation or potential litigation affecting the municipality;

(h)an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council;

(i)the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

(j)information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;

(k)negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could

reasonably be expected to harm the interests of the municipality if they were held in public;

(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];

(m) a matter that, under another enactment, is such that the public may be excluded from the meeting;

(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

(o) the consideration of whether the authority under section 91 [other persons attending closed meetings] should be exercised in relation to a council meeting.

(2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

(a) a request under the Freedom of Information and Protection of Privacy Act, if the council is designated as head of the local public body for the purposes of that Act in relation to the matter;

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

(c) a matter that is being investigated under the Ombudsperson Act of which the municipality has been notified under section 14 [Ombudsperson to notify authority] of that Act;

(d) a matter that, under another enactment, is such that the public must be excluded from the meeting.

(3) If the only subject matter being considered at a council meeting is one or more matters referred to in subsection (1) or (2), the applicable subsection applies to the entire meeting.

Comments:

There are certain circumstances where a board meeting may or must be closed to the public by resolution. The Ministry/LGMA Guide notes that prior to adjourning a closed meeting, it is best practice to determine if any of the decisions made during the meeting could be made public by agreeing to "rise and report" at the next regular meeting.

The Provincial Guide notes the following with respect to closed meetings:

Legislative Requirements – LGA s. 226(1)(a) & s. 205(1)(d), CC. s. 90	**Metro Vancouver Procedure Bylaw**
A resolution to close a meeting must be passed in an open meeting	s. 3.10
The resolution must outline the applicable subsection of section 90 of the *Community Charter* for which the meeting is to be closed	s. 3.10(b)
Best Practices	
Provide that when an item arises during a closed meeting, which in the opinion of the board, do not meet the criteria to be held in a closed meeting, it be referred to an open meeting or to staff	
Provide public notice of closed meetings	

In the agenda, include the applicable subsection of the *Community Charter* under which the meeting or part of the meeting is being closed and a general description of the item to be discussed without compromising the reason for closing the meeting	

Recommendations:

1. Replace this section with:
   "3.11 A meeting, or part of a meeting, may or must be closed to the public only if the matter falls under section 90 of the Charter."

2. Move section 3.10 under section 3.11 Meetings that may or must be closed to the public.

h. Other Persons Attending Closed Meetings

3.12 As provided in section 91 [Other persons attending closed meetings] of the Charter:

(1) If all or part of a meeting is closed to the public, the Board or committee may allow one or more regional district officers and employees to attend or exclude them from attending, as it considers appropriate.

(2) If all or part of a meeting is closed to the public, the Board or committee may allow a person other than regional district officers and employees to attend,

(a) in the case of a meeting that must be closed under section 3.11 (2), if the Board or committee considers this necessary and the person
(i) already has knowledge of the confidential information, or
(ii) is a lawyer attending to provide legal advice in relation to the matter, and

(b) in other cases, if the Board or committee considers this necessary.

(3) The minutes of a meeting or part of a meeting that is closed to the public must record the names of all persons in attendance.

Comments:

The Ministry/LGMA Guide notes the following with respect to attendance at closed meetings:

Legislative Requirements – LGA s. 226(1)(a) & CC s. 91	**Metro Vancouver Procedure Bylaw**
Minutes of closed meetings must include the names of all attendees (boards may have some limited discretion as to who may attend a closed meeting).	s. 3.12(3)

Section 3.12 of the Bylaw is a duplicate of s. 91 of the *Community Charter* which also applies to regional districts. It specifies applicability of the section to the Board and committees therefore for clarity, it may be beneficial to not make any substantial changes to this section.

Recommendation:

1. Section 3.12 – delete specific reference to legislation.

i. *Meetings and Hearings Outside Regional District*

3.13 As provided in section 224 [Meetings and hearings outside regional district] of the Act, the following meetings may take place outside the boundaries of the regional district:
(a) board meetings;
(b) committee meetings;
(c) other public meetings conducted by or on behalf of the Board or a board committee;
(d) board hearings that are required by law or authorized by an enactment; and
(e) board proceedings in which a person is entitled under the Act to make representations to the Board

Comments:

The Ministry/LGMA Guide notes the following with respect to meetings held outside the regional district boundaries:

Legislative Requirements – LGA s. 224	**Metro Vancouver Procedure Bylaw**
Boards may by bylaw allow for meetings or other proceedings to be held outside boundaries	s. 3.13

This section is required to permit meetings and hearing to be held outside of the regional district boundaries.

Recommendation:

1. Section 3.13 – delete specific reference to legislation.

j. Duty to Respect Confidentiality

3.14 Pursuant to section 117 [Duty to respect confidentiality] of the Charter, a member or former member must, unless specifically authorized by the Board or committee:
(a) keep in confidence any record held in confidence by the regional district, until the record is released to the public as lawfully authorized or required, and
(b) keep in confidence information considered in any part of a meeting that was lawfully closed to the public, until the Board or committee discusses the information at a meeting that is open to the public or releases the information to the public.

Comments:

The Ministry/LGMA Guide notes the following with respect to the duty to respect confidentiality:

Legislative Requirements – LGA s. 205(1)(d) & CC s. 117(1)(b)	**Metro Vancouver Procedure Bylaw**
Board members must keep information from closed meetings confidential until such a time the board decides the information can be released or discussed at an open meeting.	s. 3.13

While this section is a duplication of s. 117 of the *Community Charter* and in the absence of a Code of Conduct, it may be beneficial to keep this section in the Bylaw as stated

Recommendations:

1. Section 3.14 – delete specific reference to legislation

k. Corporate Officer to Attend

3.15 The Corporate Officer shall attend all meetings and record the business, proceedings and reports thereof.

Comments:

Because the Corporate Officer is unable to attend all meetings, the Bylaw should specify that their designate, i.e. Deputy or committee clerk, may attend on their behalf.

Recommendation:

1. Section 3.15 - Add “or their designate” after “Corporate Officer”.

iv. Part 4 - Quorum

a. Chair to Preside at Meetings

4.1 The Chair, if present, shall preside at all meetings. In the absence of the Chair from a meeting, the Vice Chair shall preside.

4.1.1 In the absence of both the Chair and Vice Chair, the Corporate Officer shall call the meeting to order and call for a motion from the members present to appoint a member to preside as acting Chair pursuant to section 215(3) of the Act.

Comments:

The Ministry/LGMA Guide notes the following with respect to the duty to the chair presiding at meetings:

Legislative Requirements – LGA s. 215(3) & s. 216(2)(c)	**Metro Vancouver Procedure Bylaw**
The chair is to preside at board meetings when in attendance	s. 4.1
The same rules and powers apply to the vice chair in the absence of the chair	s. 4.1
If the chair and vice chair are not present the directors present must elect an acting chair	s. 4.1.1

Some of the procedure bylaws that were reviewed included procedures in the event the Chair or Vice Chair showed up after the meeting has commenced.

Recommendations:

1. Consider adding a section 4.1.2 as follows:
   "If the Chair or Vice Chair arrives after commencement of a meeting at which an acting chair is presiding, he or she shall preside on arrival."

b. Quorum

4.2 A quorum of the Board is a majority of all the directors having among them a majority of all the votes and a quorum of a committee is a majority of the members appointed to that committee.

4.2.1 If a quorum is not present within thirty minutes after the time established for a meeting, the Corporate Officer shall record the names of the members present and the meeting shall stand adjourned.

4.2.2 As soon after the hour of meeting as there shall be a quorum present the Chair will call the meeting to order.

Comments:
The Ministry/LGMA Guide notes that "quorum is the minimum number of members that must be present to make the considerations of a meeting valid." It is necessary for a quorum at board meetings to ensure agenda items are properly considered by the elected officials. For regional districts, the quorum is determined in accordance with s. 18 of the *Interpretation Act.*

The Ministry/LGMA Guide notes the following with respect to quorum:

Best Practices	**Metro Vancouver Procedure Bylaw**
Provide a specific time period to wait for board members to arrive.	s. 4.2.1
Corporate officer records the names of those members present	s. 4.2.1
Include a procedure for adjourning the meeting until the next meeting date or until another meeting is held if quorum is not met for the current meeting	s. 4.2.1
Include a clause that sets out the quorum requirements for committees	s. 4.2

The time periods to wait for members varies in the procedure bylaws from 15-30 minutes. The Bylaw notes a time of 30 minutes.

Recommendations:
No change required.

v. Part 5 – Order of Business

a. Order of Business

5.1 Unless otherwise determined by resolution of the Board or committee, the order of business for meetings shall be as follows:

5.1.1 For board regular meetings:
(a) Adoption of the Agenda
(b) Adoption of the Minutes
(c) Delegations
(d) Invited Presentations
(e) Consent Agenda
(f) Items Removed from the Consent Agenda
(g) Reports from Committee or Chief Administrative Officer (not included on the Consent Agenda)
(h) Motions for Which Notice Has Been Given
(i) Other Business
(j) Business Arising from Delegations
(k) Resolution to Close Meeting
(l) Rise and Report (Items Released from Closed Meeting)
(m) Adjournment or Conclusion.

5.1.1.1 Subsections 5.1.1(e), (f), and (k) do not apply to a board regular closed meeting.

5.1.2 For committee regular meetings:
(a) Adoption of the Agenda
(b) Adoption of the Minutes
(c) Delegations
(d) Invited Presentations
(e) Reports from Committee or Chief Administrative Officer
(f) Information Items
(g) Other Business
(h) Business Arising from Delegations
(i) Resolution to Close Meeting
(j) Adjournment or Conclusion.

5.1.2.1 Subsection 5.1.2(i) does not apply to a committee regular closed meeting.

5.1.3 For special board or committee meetings:
(a) Adoption of the Agenda
(b) Reports from Committee or Chief Administrative Officer
(c) Resolution to Close Meeting
(d) Rise and Report (Items Released from a Board Closed Meeting)
(e) Adjournment or Conclusion.

5.1.3.1 Subsection 5.1.3(c) does not apply to special board or committee closed meetings.

5.1.3.2 Subsection 5.1.3 (d) does not apply to committees.

b. Addition of Agenda Items by a Member

5.2 At a meeting, a member may, at the time adoption of the agenda is being considered, propose to place an additional item on the agenda. The item must be added to the agenda only if the resolution is adopted by at least two thirds vote of the members present.

5.2.1 Notwithstanding section 5.2, after the meeting agenda has been adopted, a member may propose to place an item of an urgent matter on the agenda. The item must be added to the agenda only if the resolution is adopted by at least two thirds vote of the members present.

Comments:

The Ministry/LGMA Guide notes the following with respect to order of business and agendas:

Best Practices	**Metro Vancouver Procedure Bylaw**
Include a standard order of business for regular, closed and special meetings.	s. 5.1
Provide a time frame and method for acceptance of agenda items and whether/how late items may be added	
Provide a reasonable time frame for how far in advance agendas are provided to the board, staff and the public	
Indicate whether members will receive a hardcopy or electronic versions of the agenda	
Outline where regularly scheduled meeting agendas are available to the public (e.g. public notice posting places or website)	s. 3.1.1
Provide a procedure for how a board member can bring forward an item of business that is not on the agenda and how it is dealt with – Notice of Motion	s. 5.2 and Part 9

The Order of Business section in the Bylaw sets out the order for board regular meetings, committee regular meetings and special meetings. It does not address the order of business for a closed meeting.

The Order of Business is specific to each local government and includes both similar and different sections.

Rise and Report:
The Order of Business for both the regular and special meetings includes a "Rise and Report" section for the release of items from a Closed Meeting.

Rise and report means to report publicly the decisions of the Board made in a closed meeting. While some of the items discussed in a closed session must remain confidential, there are some items that should be released once the decision has been made in order for staff to act on them or items that overtime, no longer need to remain confidential.

Examples of decisions that can be released immediately include appointments to a committee. Other decisions that may be released over time include a land acquisition once the negotiations have been completed and the purchase has been finalized.

Inclusion of this section allows for the Board to take a more proactive approach to releasing items that no longer remain confidential to the public.

Agenda
Unlike the majority of the procedure bylaws reviewed, the Bylaw does not include an "Agenda" section that sets out the responsibility for compiling agenda, typically the Corporate Officer. It also does not include a time frame and method for accepting agenda items from the public, staff or board members. The Bylaw does address how a member may add an item to the agenda at the meeting.

The Bylaw also does not address how far in advance the agendas should be made available to the board and public.

Recommendations:

1. Add an Agenda section as follows (from CRD Bylaw):
   "5.0 The Corporate Officer, under the direction of the Chair, shall prepare an agenda and shall circulate a copy of the agenda to each member at least four(4) days before the meeting. If necessary, a supplementary agenda for a meeting of the Board will be circulated at least 24 hours before the meeting."

c. Minutes

5.3 As provided in sections 223 (1) [Minutes of board meetings] and 223 (2) [Minutes of a board committee meeting] of the Act:
(1) Minutes of board meetings must be
(a) legibly recorded,
(b) certified as correct by the Corporate Officer, and
(c) signed by the Chair or other member presiding at the meeting or at the next meeting at which they are adopted; and

(2) Minutes of a committee meeting must be (a) legibly recorded, and (b) signed by the Chair or member presiding at the meeting.

Comments:
The legislation requires minutes to be taken for open and closed board and committee meetings.

The Ministry/LGMA Guide notes the following with respect to minutes:

Legislative Requirements – LGA s. 223	**Metro Vancouver Procedure Bylaw**
Regional district board meeting minutes must be legibly recorded, certified as correct by the designated regional district officer and signed by the chair or acting chair at the meeting or at the next meeting at which they are adopted.	S. 5.3
Copies of board minutes must be made available to the public.	
Best Practices	
Outline where the minutes of all open meetings are posted for the public (e.g., public notice posting places and/or website)	
In the procedure bylaw, provide a reasonable timeframe or refer to a policy for when the draft minutes are available to the board, staff and the public before the next regular meeting.	
Provide a reasonable time from for provision of the certified minutes to the board and the public	
If appropriate establish alternate procedures for minute taking for commissions and other bodies, e.g. allow for less formal methods of record-keeping that may be more cultural appropriate	
Refer to the applicable policy for administrative fixes to allow the corporate officer to make minor corrections to the certified minutes, such as minor typos and sequential numbering errors.	

The Bylaw does not include a provision that states the board minutes must be made available to the public. In addition, the Bylaw does not include any of the best practice provisions noted above.

Some of the procedure bylaws include a provision to allow for the Corporate Officer to make minor corrections to the minutes after they have been approved such as correcting typos and grammatical errors.

Recommendations:
1. Amend section 5.3 :
    a. removing the specific reference to the legislation; and
    b. Adding "(d) made available to the public."

2. Consider adding a section 5.3.1 as follows:
    "The Corporate Officer may, after the minutes have been approved, correct errors in grammar, spelling, and punctuation in the minutes or may insert words necessary to the meaning or continuity of a sentence, but must not make any other change to the minutes which would alter or affect, in a material way, the actual decision made by the Board."

d. Consent Agenda

5.4 The consent agenda portion of a board agenda shall consist of staff or committee report items that contain clear 'take action, give approval, or receive for information' recommendations.

5.5 Directors may vote on and adopt in one motion all recommendations appearing on the consent agenda portion of a board agenda.

5.6 At any time prior to the vote under section 5.5, a director may for the purposes of: (a) debate or discussion, (b) voting in opposition to a recommendation on the consent agenda, or (c) declaring a conflict of interest with respect to an item on the consent agenda, request that an item be removed from the consent agenda. The item will be considered immediately after the consideration of the consent agenda

Comments:

Local governments with extensive agendas such as the Metro Vancouver agenda, may implement a process for putting items on a consent agenda to increase efficiency. Items typically included in the consent agenda include non-controversial items where no further debate is required. Members may separate out an item from the consent agenda if they wish to discuss the matter further or vote against the item.

Metro Vancouver implemented the consent agenda in 2014 and more than half of the procedure bylaws utilize a consent agenda.

Recommendations:

No changes required.

e. Adjourn

5.7 A meeting which has been in session for four hours from the time the meeting was convened is deemed to be adjourned unless the Board or committee resolves to extend the meeting.

5.7.1 Notwithstanding section 5.7, a motion to adjourn shall always be in order, but no second motion to the same effect shall be made until some intermediate proceeding shall have been taken.

Comments:

It may be necessary to clarify the intent of section 5.7.1 with respect to "no second motion to the same effect shall be made." It is felt that the intent is that in the event to adjourn fails, members are not permitted to put the same motion on the floor until additional business has taken place. This prevents a member for trying to advance an action that is not the will of the majority.

Recommendations:

1. Section 5.7.1 – add the words "if said motion fails" after "shall always be in order…"

vi. Part 6 – Keeping Order

a. Expelling a Person

6.1 The Chair may expel a person from a meeting as provided in section 133 [expulsion from meetings] of the Charter as follows:

(a) If the Chair considers that another person at the meeting is acting improperly, the person presiding may order that the person is expelled from the meeting.

(b) If a person who is expelled does not leave the meeting, a peace officer may enforce the order under subsection (1) as if it were a court order

b. Use of Audio or Video Recording Devices

6.2 No person shall use or operate any audio and or video recording devices at a meeting unless audio and or video recording devices are placed in a location designated by the Chair for that purpose and remain in that location during the course of the meeting.

6.2.1 Notwithstanding section 6.2, audio and or visual recording devices must not be used or operated during a closed meeting unless expressly permitted by the Board or committee.

c. Points of Order

6.3 The Chair shall preserve order and decide all points of order which may arise.

d. Appeal

6.4 Any decision of the Chair made under Section 6.3 may be appealed by a member and on an appeal by a member from the decision of the Chair, the question shall be immediately put by the Chair and decided without debate, "Shall the Chair be sustained?" and the Chair shall be governed by the vote of the majority of the members then present excluding the Chair.

6.4.1 In the event of the votes being equal, the question shall pass in the affirmative.

6.4.2 The names of the members voting for or against the question shall be recorded in the minutes.

6.4.3 If the Chair refuses to put the question "Shall the Chair be sustained?", the Board or committee shall immediately appoint a member to preside temporarily and the member so temporarily appointed shall proceed in accordance with Section 6.4 and Subsections 6.4.1 and 6.4.2..

6.5 Any resolution or motion carried under the circumstances mentioned in Section 6.4.3 is as binding as if carried out with the Chair presiding

Comments:
The Ministry/LGMA Guide notes that the legislation sets out the roles of regional district directors including:

- Accountability of boards through meetings and procedures
- Public engagement processes; and
- Rules to guide the deliberations of elected officials

Legislative Requirements – LGA s. 215, s. 216, s. 226(1)(b) and s. 226(3)	**Metro Vancouver Procedure Bylaw**
Presiding member must preserve order and decide on points of order	s. 6.3
If a member appeals the decision of the presiding member, the question of whether the presiding members' decision will stand must be asked by the presiding member and voted on without debate and without the presiding member voting.	s. 6.4, s. 6.4.1 & s. 6.5
If the presiding member refuses to ask the question appealing the presiding members' decision the board must appoint another member to act as presiding member temporarily	s. 6.4.3
If the expelled person does not leave a peace officer may enforce the order	s. 6.1(b)
Best Practices	
Discuss and decide what "acting improperly" means for the board, staff and public and how it will be captured in the procedure bylaw	
Provide expectations for board member behaviour in the conduct and debate section of the procedure bylaw: • Respectful language and conduct • A reasonably length of time a board member can speak on a matter • Use of electronic devices at meetings • Restrict debate to the motion on the floor	 s. 7.2 s. 7.1
Connect existing policies that are related to the responsibilities of board members, such as social media policies and codes of conduct into the procedure bylaw	
Make provision for a member who has been expelled to apologize and, by resolution of the board, provide them to retake their seat at the meeting	
Outline how the conduct and debate section applies to public delegations and invited presenters	

Audio and Video Recording:
Very few of the procedure bylaws that were reviewed included a section regarding the use of audio or video recording devices. Given the ability for cellphones to record, both audio and video, this section may no longer be relevant for the most part. Where this section could be useful is for the media or others in attendance with larger recording devices.

Other procedure bylaws include a specific section that no recording devices may be used in closed meetings.

You may wish to retain this section in this entirety so that it is very clear what is permitted.

Appeal:
Section 6.4 could be amended to clarify the intent of "Shall the Chair be sustained?" The common term in Robert's Rules of Order is "Shall the decision of the Chair be sustained?"

Additional Sections for Consideration:
This Part of the Bylaw does not include any provisions regarding the following which are sections in most of the procedure bylaws that were reviewed.

- Respectful language and conduct
- Making provision for a member who has been expelled to apologize, and by resolution of the board, provide them to retake their seat at the meeting
- Outline how the conduct and debate section applies to public delegations and invited presenters.

Recommendations:

1. Amend s. 6.1 by deleting specific reference to legislation.

2. Amend sections 6.4 and 6.4.3 by inserting the words "decision of the" be inserted in the phrase "Shall the Chair be sustained?"

3. Add new section 6.0 as follows:
   "6.0 Members speaking at a Board or committee meeting must:
   (a) Use respectful language;
   (b) Not use offensive gestures or signs;
   (c) Must not engage in bullying or harassing behaviour;
   (d) Must adhere to the rules of procedures established under this Bylaw and to the decisions of the presiding member and the Board in connection with the rules and points of order."

4. Add new sections 6.1.1. and 6.1.1.1 as follows:
   "6.1.1 If a person who has contravened the general rules of conduct as set out in section 6.0, the presiding member may permit the person to apologize and if the member does so apologize, the presiding member may:
   (a) Permit the person to remain in the meeting; or
   (b) Order the person to leave the meeting immediately if the presiding member is of the opinion that the apology was inadequate.

   6.1.1.1 Section 6.1.1 applies to delegations and invited presenters."

(Note: Language could be included in the above to require a Board resolution to allow the person to remain and/or leave the meeting.)

vii. Part 7 - Debate

7.1 Where there is a motion under debate a member shall not speak other than on that motion under debate and the matters relating to that motion as set out in Section 8.2.

7.2 No director shall speak on any question for longer than three minutes without leave of the Chair.

7.2.1 Section 7.2 does not apply to committees.

7.3 Any member may require the motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.

7.4 No director shall speak more than once to the same motion without leave of the Chair except:
(a) in explanation of a material part of his or her speech which may have been misunderstood, provided in doing so that director does not introduce any new matter, and no debate shall be allowed upon such explanation; or
(b) in reply by a director who moved the substantive motion to the Board, but not to any director who has moved an amendment or a non substantive motion.

7.4.1 Section 7.4 does not apply to committees.

7.5 If, during debate on a motion, a motion to refer or defer that motion is put while there remain members who have indicated an intention to speak, the Chair may refuse to accept the seconding of such motion of deferral or referral until those on the list of speakers for the first motion have been heard. No other names shall be added to the said speakers list and, following the hearing of those entitled to speak, the Chair shall ask if there be a seconder to the motion to defer or refer and, receiving an affirmative response, shall call the question on such motion.

7.6 At any time during debate on a motion, a director may move "That the vote on the motion be called" and that motion shall be decided without amendment or debate. If the motion "That the vote on the motion be called" is adopted by at least two thirds vote of the members present, the motion consequent thereon shall be immediately called and voted upon without further debate or amendment.

7.6.1 Section 7.6 does not apply to committees.

Comments:

Section 7.4(b) refers to a 'substantive' motion; a term used in the Standing Orders of the Legislative Assembly. A substantive motion is also known as a "main motion" which is a term more commonly used in local government.

It is not clear what a "non-substantive" motion is; it could be interpreted as a "secondary motion" defined as follows by Robert's Rules of Order:

- Subsidiary motion – applies directly a pending main motion, e.g. amend, refer, postpone etc.
- Privileged motion – related to the comfort of the assembly and that are so important that they may interrupt pending business and decided on immediately without debate, e.g. motion to adjourn while a motion is under consideration.
- Incidental motion – generally deal with procedures, e.g. Point of Order

Recommendations:

1. Amend section 7.4(b) be replacing the word "substantive" with "main" in the first instance and with "secondary" in the second instance.

viii. Part 8 - Motions

8.1 A motion shall be made and seconded before being debated or finally put by the Chair.

8.2 When a motion is under debate it is deemed to be in possession of the Board or committee and no motion shall be received unless to amend it, to refer it, to table it, to defer it, to withdraw it, to adjourn, or to call the question

a. Amendments

8.3 Amendments shall be voted on in the reverse order to that in which they are moved.

8.3.1 Every amendment submitted shall, when requested by any member, be reduced to writing and be decided upon or withdrawn before the main question is called.

8.3.2 Amendments shall be allowed to the main motion but only one amendment shall be allowed to an amendment, provided that such amendments shall be a modification and not a nullification of the main motion

b. Referral

8.4 A motion to refer, until it is decided, shall take precedence over the main motion and motions to amend the main motion.

c. Chair Determines Contrary to Rules

8.5 When the Chair is of the opinion that a motion put before the Board is contrary to the rules of the Board or committee, the Chair shall declare the motion to be not in order and cite the rule or authority applicable in the circumstances

Comments:

Section 8.2 refers to subsidiary motions that would be permissible when a motion is under debate. One of the subsidiary motions that is noted is “to defer” more commonly known as a “motion to postpone to a certain time.”

Recommendations:

1. Amend section 8.2 by replacing the word “defer” with the phrase “postpone it to a certain time.”

ix. Part 9 – Notice of Motion

9.1 Any director desiring to bring before the Board any new matter, other than a point of order or of privilege, shall do so by way of motion; provided however, that any new matter of major import, which may require further information than could or would normally be available to the Board at such meeting, may be ruled by the Chair as a notice of motion and shall be dealt with as provided by Section 9.1.1.

9.1.1 Any director may give notice of a motion to the Board by:

(a) providing the Corporate Officer with a written copy of such motion during a meeting of the Board and the Corporate Officer shall, upon the director being acknowledged by the Chair and the notice of motion being read to the meeting, include it in the minutes of that meeting as notice of motion and shall add the motion to the agenda of the next regular board meeting, or to the agenda of a special board meeting scheduled for that purpose; or

(b) providing the Corporate Officer with a written copy of such motion, no later than nine working days prior to the scheduled meeting, and the Corporate Officer shall add the motion to the agenda for said meeting.

Comments:

The Ministry/LGMA Guide notes the following with respect to Notice of Motion:

Best Practices	**Metro Vancouver Procedure Bylaw**
Provide a procedure for how a board member can bring forward an item of business that is not on the agenda and how it is dealt with – commonly referred to as a Notice of Motion: • May be made in writing to the corporate officer • Whether the motion needs to be seconded by another member of the board • Provided to the corporate officer in advance of the meeting by a certain timeline • If the notice of motion is made during a meeting it is added to the agenda of the next regular board meeting, or the agenda of a special board meeting for that purpose; • Inclusion of background materials • Whether consideration of the notice of motion is postponed if the member who introduced it is not present at the meeting and it is on the agenda, unless they have provided written consent	Part 9
Provide that the board can proceed with a notice of motion on the agenda if the member adding the item is not present if the majority of the board resolves to proceed.	

Section 9.1 indicates that a director who wishes to bring forward a "new matter" may be required to provide a notice of motion. "New matter" is not defined and could be deemed as an item that has never been before the Board or an item that is not currently on the meeting agenda. Clarification of this section is required.

The procedure bylaws that were reviewed require a Notice of Motion for matters that are:

- A new matter
- Resulting from an agenda item or other business that is not listed as Council action
- Any matter that is not listed on the agenda to Council for consideration

The Bylaw does not include a provision as to whether the Notice of Motion may proceed in the absence of the mover. Some of the procedure bylaws include such a provision.

Recommendations:

1. Amend section 9.1 by replacing "any new matter" with "a matter that is not listed on the meeting agenda."

2. Consider adding a new section 9.2 as follows:
   "*9.2 A Notice of Motion may not proceed in the absence of the mover, unless the mover has provided the Corporate Officer with written notification that the Notice of Motion may proceed in their absence."*

x. Part 10 – Reconsideration, Rescission of a Resolution

a. Chair May Propose Board Reconsideration of a Matter

10.1 Notwithstanding section 5.2, as provided in 217 [Chair may require board reconsideration of a matter] of the Act and section 131 [Mayor may require council reconsideration of a matter] of the Charter, the Chair may require Board reconsideration of a matter as follows:

(1) Without limiting the authority of a Board to reconsider a matter, the Chair may require the Board to reconsider and vote again on a matter that was the subject of a vote.

(2) In exercising the power under subsection (1), the Chair may return the matter for reconsideration at the meeting of the Board following the original vote.

(3) A matter may not be reconsidered under this section if
(a) it has had the approval of the electors or the assent of the electors and was subsequently adopted by the Board, or
(b) there has already been a reconsideration under this section in relation to the matter.

(4) On a reconsideration under this section, the Board (a) must deal with the matter as soon as convenient, and (b) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.

(5) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

b. Director, Other than the Chair, May Propose Board Reconsideration of a Matter

10.2 After a vote has been taken on any motion, a director (except the Chair), who voted with the majority for or against that resolution may, at the regular meeting of the Board following the original vote, introduce a motion to reconsider that resolution in accordance with section 5.2 or section 9.1 (b).

c. General provisions for board reconsideration

10.3 When a motion to reconsider has been presented, no discussion of the main question shall be allowed unless the motion to reconsider has been adopted.

10.4 No resolution shall be reconsidered more than once on the same question, nor shall a vote to reconsider be reconsidered.

d. Rescission/Amendment of a Previously Decided Resolution

10.5 At a board meeting, any director may at any time introduce a motion to rescind or amend a previously decided resolution which has been adopted in the affirmative or negative in accordance with section 5.2 or section 9.1 (b), and at a committee meeting, any member may do so in accordance with section 5.2.

10.5.1 Notwithstanding section 10.5, a member may at any time introduce a motion to rescind or amend a previously decided resolution if the motion is made at the same meeting as the previously decided resolution.

10.5.2 Notwithstanding section 10.5, a motion to rescind or to amend a resolution is not in order under the following circumstances:
(a) If some action integral to the resolution now being rescinded or amended has been taken as a result of the previous decision and that action is impossible to undo; or
(b) If the resolution is so intimately connected with another resolution that the resolution cannot be considered as a distinct proposition.

Comments:
The Ministry/LGMA Guide notes the following with respect to reconsideration:

Legislative Requirements – LGA s. 217	**Metro Vancouver Procedure Bylaw**
A chair may require the board to reconsider and vote again on a matter that was the subject of a vote	s. 10.1(1)
A matter may not be reconsidered if it has received the approval or assent of the electors and subsequently been adopted or it has already ben reconsidered by the board	s. 10.1(3)
The matter under reconsideration must be dealt with as soon as convenient, ad the board has the same authority it had in its original consideration of the matter	s. 10.1(4)
If the original decision to adopt a bylaw or resolution is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed	s. 10.1(5)
Best Practices	
Following procedure rules referenced in the procedure bylaw, provide that a director who voted with the majority either for or against to put forward a motion for reconsideration	s. 10.2
Include the process and circumstances under which reconsideration would be permitted by other board members, similar to those required of the chair	s. 10.2
Provide a specific time from for when a motion could be reconsidered, typically at the same meeting as the vote took place	s. 10.2
Notice of motion to be required and seconded by another member	
Number of times the item can be reconsidered within a specific time period, typically once	
Matters may not be reconsidered if they have been acted on irreversibly by an officer, employee or agent of the regional district	

The Ministry/LGMA Guide notes that at times, the Board may wish to bring back a decision for reconsideration due to new information that has been brought forward or a motion that has been defeated. The legislation allows for the chair to bring a decision back for reconsideration, with some restrictions as noted in the Bylaw.

A director must be authorized by bylaw, to bring a matter back for reconsideration.

It was unclear whether section 10.2 applies to committees as it is not specifically noted. Section 14.1 – Conduct of business for Committees however, notes that Part 10 of the Bylaw applies to the Committees.

Section 10.5 references a director may introduce a motion to rescind or amend a previously decided resolution adopted in the affirmative or negative in accordance with section 5.2 or 9.1(b). It seems the section references may be incorrect as section 5.2 refers to the addition of an agenda item by a member and section 9.1(b) does not exist.

Restriction on Matters that can be Reconsidered:
In addition to items listed in s.10.1(3), the Ministry/LGMA Guide recommends including the following restriction:

- Matters may not be reconsidered if they have been acted on irreversibly by an officer, employee or agent of the regional district.

This restriction applies for a motion to rescind or amend some a previously decided resolution (s. 10.5.2) but it does not apply to a reconsideration motion.

The same restrictions noted in 10.1(3) should apply to Directors who propose Board reconsideration of a matter (s. 10.2).

Number of Times a Matter can be Reconsidered:
The Bylaw does not limit the number of times an item can be reconsidered. Some of the procedure bylaws limit reconsideration of the same motion for a period of 6 months or a year.

Recommendations:

1. Amend section 10.1 by removing specific reference to the legislation.

2. Amend section 10.5 by correcting the reference to sections of the Bylaw.

3. Consider amending section 10.1(3) by adding:
   "(c) some action integral to the resolution to be reconsidered has been taken as a result of the previous decision and that action is impossible to undo.

4. Consider adding new section 10.2.2 and 10.5.3 as follows:
   "10.2.2 If a motion to reconsider is defeated, the same or substantially the same motion may not be brought before the Board for at least six months, unless the Board permits this by unanimous resolution."

"10.5.3 If a motion to rescind or amend a previously decided resolution is defeated, the same motion or substantially the same motion may not be brought before the Board for at least six months, unless the Board permits this by unanimous resolution."

xi. Part 11 - Voting

a. Tie Vote

11.1 In all cases where the votes of the members present and entitled to vote, including the vote of the Chair, are equal for and against a question, the question shall be declared in the negative, and it shall be the duty of the Chair or other member presiding to so declare.

11.1.1 Any member then present who abstains from voting shall be deemed to have voted in the affirmative.

b. Recorded Vote

11.2 At a board meeting, a director may call for a recorded vote, and if so called, the Corporate Officer shall record in the minutes the names of each director present, the manner in which that director has voted, and the number of votes assigned to such director.

11.2.1 Section 11.2 does not apply to committees.

c. Distinct Propositions

11.3 When the motion under debate contains several parts, each of which is capable of standing as a complete proposition if the others are removed, a separate vote upon each such proposition shall be taken if requested by any member.

d. Members Attendance for Vote

11.4 Members who are in the room shall always take their place when a vote is called for and shall not leave until the vote has been taken unless a member has declared a conflict of interest.

e. Conflict of Interest

11.5 Pursuant to section 100 [Disclosure of conflict] of the Charter, if a member attending a meeting considers that he or she is not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has (a) a direct or indirect pecuniary interest in the matter, or (b) another interest in the matter that constitutes a conflict of interest, the member must declare this and state in general terms the reason why the member considers this to be the case.

11.5.1 After making a declaration under section 11.5, the member must not do anything referred to in section 101 (2) [Restrictions on participation if in conflict] of the Charter.

11.5.2 As an exception to section 11.5.1, if a member has made a declaration under section 11.5 and, after receiving legal advice on the issue, determines that he or she was wrong respecting his or her entitlement to participate in respect of the matter, the member may (a) return to the meeting or attend another meeting of the same body, (b) withdraw the declaration by stating in general terms the basis on which the member

has determined that he or she is entitled to participate, and (c) after this, participate and vote in relation to the matter.

11.5.3 For certainty, a member who makes a statement under section 11.5.2 remains subject to section 101 [Restrictions on participation if in conflict] of the Charter.

11.5.4 When a declaration under section 11.5 or a statement under section 11.5.2 is made, (a) the Corporate Officer must record in the minutes the member's declaration or statement, the reasons given for it, and the time of the member's departure from the meeting room and, if applicable, of the member's return, and (b) unless a statement is made under section 11.5.2, the person presiding at that meeting or any following meeting in respect of the matter must ensure that the member is not present at any part of the meeting during which the matter is under consideration.

11.5.5 Pursuant to section 101 [Restrictions on participation if in conflict] of the Charter, if a member has a direct or indirect pecuniary interest in a matter, whether or not the member has made a declaration under section 11.5, the member must not: (a) remain or attend at any part of a meeting referred to in section 100 (1) [Disclosure of conflict] of the Charter during which the matter is under consideration, (b) participate in any discussion of the matter at such a meeting, (c) vote on a question in respect of the matter at such a meeting, or (d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.

Comments:

Section 11.5 – Conflict of Interest – is a duplication of the legislation. One third of the procedure bylaws that were reviewed include similar language in their procedure bylaws. While it is not recommended that legislation be duplicated in a procedure bylaw, you may wish to retain this section for clarity and in the absence of a Code of Conduct.

Recommendations:

1. Consider deleting section 11.5 in its entirety OR delete reference to specific legislation in sections 11.5, 11.5.1, 11.5.3 and 11.5.5.

xii. Part 12 - Bylaws

12.1 Bylaws shall be read and adopted in accordance with section 225 [Procedures, bylaws and enforcement] of the Act.

a. Copies of Proposed Bylaws

12.2 Every proposed bylaw shall be in written form before it is considered by the Board and a copy shall be provided to each director when it is under discussion.

b. Introduction, Reading and Adopting Bylaws

12.3 Every proposed bylaw shall be introduced by motion.

12.4 A proposed bylaw may be debated or amended at any time during the first three readings unless prohibited by the Act.

12.5 A bylaw shall be deemed to be read when its title or bylaw number is stated.

12.6 Every proposed bylaw must be given first, second and third reading before it is passed and finally adopted.

12.7 Every proposed bylaw may be introduced and given first, second and third readings at the same meeting by one motion for all three readings.

12.8 A separate motion that a proposed bylaw be passed and finally adopted must be made at a subsequent meeting, except that as provided in section 228 of the Act, a bylaw that does not require approval, consent or assent under the Act or any other act before it is adopted may be adopted at the same meeting at which it passes third reading if the motion for adoption receives at least two thirds vote of the directors present.

12.9 As provided in section 89 [Open meetings] of the Charter, a Board must not vote on the reading or adoption of a bylaw when its meeting is closed to the public.

c. Certification and Storage

12.10 When a bylaw is read at a board meeting, the Corporate Officer shall certify the readings and dates at the end of such bylaw. After a bylaw has been adopted the Corporate Officer shall be responsible for its correctness, including any amendments.

12.11 Every bylaw which has been adopted by the Board shall be signed without delay by the Chair and the Corporate Officer, sealed with the seal of the Board, and retained by the Corporate Officer for safekeeping.

12.12 After their adoption by the Board, all bylaws shall be filed in their regular order and shall have an index prepared for the same.

d. Repeal of a Bylaw

12.13 The repeal of any bylaw or part of any bylaw shall not, unless a contrary intention appears, revive any bylaw or Part thereof not in force or existing at the time at which a bylaw takes effect or prevent the effect of any saving clause therein.

Comments:

As noted in the Ministry/LGMA Guide, boards may only make decisions by bylaw or resolution. In some cases the legislation specifies that the local government power can only be exercised by bylaw. The legislation requires that the procedure bylaw include the manner in which resolutions may be passed and bylaws adopted (LGA s. 225(1)(a)).

The Ministry/LGMA Guide highlights the following regarding Bylaws and Resolutions:

Legislative Requirements – LGA s. 207, s. 225, s. 226, s. 227, s. 228, s. 465	**Metro Vancouver Procedure Bylaw**
Before a bylaw is adopted it must be given three readings	s. 12.6
A bylaw must may be given up to three readings in one meeting	s. 12.7
There must be at least one full day between third reading and the adoption of a bylaw with the following exceptions: • OCP and zoning bylaws may be adopted at the same meeting as third reading provided the bylaw does not require Provincial approval; and • Regional district bylaws that do not require approval, consent or assent before they are adopted may be adopted at the same meeting as third reading, if the motion for adoption receives at least 2/3 of the votes cast	s. 12.8
Bylaws that require the approval of Cabinet, a Minister, the Inspector of Municipalities or the electors must receive Provincial approval between third reading and adoption in a specified sequence	s. 12.8
If a public hearing is required for a land use bylaw, the hearing must be held after first reading and before third reading	
Once the bylaw is adopted, the chair at the meeting where the bylaw was adopted, and the corporate officer must sign the bylaw	s. 12.11
Best Practices	
Outline how a resolution or bylaw may be introduced at a meeting	s. 12.3
Provide the corporate officer with a written copy of a notice of motion bringing forward a bylaw or resolution before a meeting	
Provide a copy of the proposed bylaw or resolution being introduced to each member at leas 24 hours before the meeting	s. 12.2 (no time limit)
Provide that a motion to waive the 24 hours requirement may be passed by unanimous vote of all board members	
Allow for the corporate officer to consolidate one or more of the regional district bylaws for official use	
Refer to an administrative fix policy to allow the corporate officer to make minor corrections to bylaws at third reading and adopted bylaws, such as spelling mistakes and sequential numbering errors;	
Provide that an adopted and signed copy of the bylaw be kept on record	s. 12.11, s. 12.12

Bylaws Subject to a Public Hearing:
The Bylaw does not provide for when a bylaw that is subject to Public Hearing shall be referred to Public Hearing. Many of the procedure bylaws make this reference.

Application of Corporate Seal to Bylaws:
Section 12.11 states the bylaw should be "sealed with the seal of the Board." Use of the corporate seal is no longer a legislated requirement and more of a corporate practice. Approximately 1/3 of the local governments included in this review continue to seal their bylaws.

Given this is no longer a legislated requirement and may pose a legal challenge to the bylaw in the event the seal was inadvertently missed from being applied to the bylaw, you may wish to consider removing this from the Bylaw.

Recommendations:

1. Amend sections 12.1 and 12.8 by deleting specific reference to the legislation.

2. Add new section 12.7.1 as follows:
   "12.7.1 Bylaws that require statutory public hearings prior to their adoption shall be read for the first and second time only at a Board meeting prior to the holding of the public hearing."

3. Amend section 12.11 by deleting the phrase "sealed with the seal of the Board,"

xiii. Part 13 - Delegations

a. General Provisions

13.1 No person, persons or organization shall appear as a delegation more than once to the same agenda item except to introduce new and material information.

13.2 Each delegation shall be limited to a maximum time of five minutes to make a presentation to the Board or a committee unless otherwise determined by leave of the Chair.

13.2.1 The Board or committee shall be limited to a maximum of five minutes in which to direct questions to the respective delegation unless otherwise determined by leave of the Chair.

13.3 Each delegation:

(a) may provide the Corporate Officer with an executive summary, of up to two pages, of the delegation's presentation for inclusion in the applicable committee and board agenda package; and

(b) may provide the Corporate Officer with a copy of the delegation's complete presentation and other relevant background material for the record.

13.4 The subject matter upon which a delegation wishes to speak must: (a) be within the jurisdiction of the regional district; and (b) be within the terms of reference of the committee for which the delegation wishes to appear.

13.4.1 A request to appear as a delegation at a Council of Councils Committee will not be accepted unless a meeting of the Councils of Council's Committee has been called for the express purpose of hearing delegations on a matter.

13.4.2 A request to appear as a delegation at a board or committee meeting will not be accepted if it relates to a public procurement process for the provision of goods, services or construction for Metro Vancouver Regional District between the time that such procurement process has been posted and the time any resulting contract or proposal call has been awarded, or other final decision made.

b. Regular Delegation - Committee

13.5 Any person, persons or organization wishing to appear as a regular delegation before a committee shall submit a written request to the Corporate Officer at least seven working days prior to the scheduled meeting.

13.5.1 The written request must stipulate: (a) the subject matter upon which the delegation wishes to speak; (b) the name of the designated speaker; and (c) the specific action which is being requested of the committee by the delegation.

13.5.2 Each delegation may, at least seven working days before a scheduled meeting, provide the Corporate Officer with an executive summary, of up to two pages, of the delegation's presentation for inclusion in the applicable committee agenda package.

13.5.3 The Corporate Officer shall, at a time reasonably in advance of the meeting, notify the delegation of the date, time and place of the meeting at which the delegation is scheduled to appear.

13.5.4 The delegation appearance and the subject of the delegation will be included on the meeting agenda.

c. Late Delegation - Committee

13.6 Any person, persons, or organization who deems their interests to be affected by a report on a committee agenda and who, because of circumstances, could not have been expected to give earlier notice pursuant to section 13.5, may request to appear as a late delegation before the committee by submitting a written request, before the meeting is convened, to the Corporate Officer, stipulating:
(a) the circumstances preventing the delegation from giving earlier notice;
(b) how the delegation's interests are affected by a report on a committee agenda;
(c) the name of the report that the delegation wishes to speak to;
(d) the name of the designated speaker; and
(e) the specific action which is being requested of the committee by the delegation.

13.6.1 The Corporate Officer shall advise the committee Chair of the late delegation request and circulate the written request and the executive summary, if available, to the committee members on table at the committee meeting.

13.6.2 The committee shall, at the time adoption of the agenda is being considered, determine if the delegation will be heard, by proposing to place the late delegation request as an additional item on the agenda in accordance with section 5.2.

d. Delegation – Board

13.7 Any person, persons or organization who deems their interests to be affected by a report on a board agenda may request to appear as a delegation before the Board by submitting a written request to the Corporate Officer no later than forty-eight hours prior to the scheduled board meeting stipulating: (a) how the delegation's interests are affected by a report on a board agenda; (b) the name of the report that the delegation wishes to speak to; (c) the name of the designated speaker; and (d) the specific action which is being requested of the Board by the delegation.

13.7.1 The Corporate Officer shall, at a time reasonably in advance of the meeting, notify the delegation of the date, time and place of the meeting at which the delegation is scheduled to appear.

13.7.2 The Corporate Officer shall advise the Board Chair of the delegation request and circulate the written request and the executive summary, if available, to the Board members on table at the board meeting.

13.7.3 The Board shall, at the time adoption of the agenda is being considered, determine if the delegation will be heard, by proposing to place the delegation request as an additional item on the agenda in accordance with section 5.2.

13.8 Any person, persons or organization who wishes to appear before the Board with respect to an emergency matter may, before the meeting is convened, request the Chair to grant approval to the person, persons, or organizations to appear before the Board, by clearly demonstrating the emergency nature of the request. The Chair shall not be obliged to grant approval of any such late delegation request unless the Chair is satisfied that the nature of the emergency prevented the person, persons or organizations from giving earlier notice of their desire to appear before the Board.

e. Invited Presentation – Board or Committee

13.9 The Chair may, under exceptional circumstances, invite a person, persons, or organizations to make a presentation to the meeting. Time permitting, the Corporate Officer shall include the subject of the presentation and the designated speaker on the meeting agenda.

13.9.1 The Corporate Officer shall, at a time reasonably in advance of the meeting, notify the designated speaker of the date, time and place of the meeting at which the designated speaker is scheduled to appear.

Comments:

Boards may establish rules in their procedure bylaw to allow speakers to present to the board and/or committees. Specific requirements are not included in the legislation and it is up to each local government to establish their own procedures. The reviewed procedure bylaws included many similar and differing procedures for their respective local government.

The Ministry/LGMA Guide highlights the following regarding delegations:

Best Practices	**Metro Vancouver Procedure Bylaw**
Outline in the procedure bylaw how the conduct provisions of the procedure bylaw apply to public delegations and presentations	Proposed new section
Establish the section of a meeting when the public will be permitted to address the board	s. 5.1
Communicate a process to the public for how to address the board at meetings and include: • The process for a member of the public to request to speak at a meeting • Information required from the public in advance of the meeting (if any) • Time frame for submissions for inclusions on the agenda • Limits on the frequency and length of presentations by delegations • How request to address the board are handled by the corporate officer • How many presentations or delegations may be heard per meeting and whether more may be added by resolution during the meeting	Part 13 ss. 13.5, 13.6 ss. 13.3, 13.5.1, 13.5.2, 13.7.1, ss. 13.5, 13.7 ss. 13.1, 13.2 ss. 13.5.3, 13.7.1

• Whether someone may replace the person or delegation who requested to speak • How the speaking order of presentations or delegations is determined • Expectations around respectful conduct; and • How disrespectful conduct is managed	
Outline what the public may speak to and restrictions on certain topics at meetings	ss. 13.4, 13.4.2
If a topic comes before the board that might affect the financial or operational plan allow for it to be referred to staff for a report before it is considered by the board	
If a new request to address the board is received at a meeting, provide an option for the presenter to address the board if approved by the unanimous vote of the members present	ss. 13.6, 13.8
Provide an option for written submissions for those who are unable or do not want to speak at a meeting	
Ask delegations to specify what they are seeking from the board	ss. 13.5.1, 13.6(e), 13.7(d)
Clearly state that items of a time sensitive nature may be heard first by the board	
Provide alternate ways for the public to provide input on agenda topics	

Appearing More than Once to the Same Item:
Section 13.1 states that a delegation cannot appear as a delegation more than once to the same agenda item. It is not clear how agenda item is defined, e.g. is the "agenda item" restricted to that same meeting or does it also apply when that same matter appears on a future agenda? This should be clarified for transparency.

Copies of Presentations:
Section 13.3 notes that the current practice is to include in the committee and board agenda packages an executive summary of up to two pages. Delegations are invited to provide a copy of their complete presentation for the record (s. 13.3(b)). Staff have advised this is not in keeping with current practice of records management related to the Board agenda. Some options to consider around filing the complete presentation are:

- with the written request from the delegation
- with a copy of the complete Board package
- with the agenda item it is addressing

Restrictions:
Staff asked that further restrictions on what a delegation may not address the Board about be considered in addition to those already noted in section 13.4.2. Some of the procedure bylaws that were reviewed include the following additional restrictions:

- if it relates to a bylaw for which a public hearing has already been held and where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
    - Applicants submitting delegation requests prior to the bylaw's public hearing will be advised that Councill will accept a written submission

- If it relates to a matter to be dealt with as a grievance under a collective agreement, or that is within the exclusive mandate of the Metro Vancouver Labour Relations Association Board.
- An item that is before the courts or on which the Board has authorized legal action
- A matter in respect of which the Regional District-led public consultation process is planned or in progress
- The promotion of commercial projects or services
- The promotion of a political party or of a candidate for elected office
- Publicly tendered contracts or proposal calls for the provision of goods and services for the Regional District, between the time that such contract or proposal call has been authorized and the time that such a contract or proposal call has been awarded; either by the Board or staff
- Any matter on which the delegate has already spoken to the Board and where no new significant information is provided
- Individuals or organizations that have previously appeared during the annual quarter (Jan – Mar, April – June, July – Sept, Oct – Dec) unless the individual or organization is statutorily authorized to be heard by the board, or required by law to be heard by the Board
    - The submission has not been made to the Board in the last 12 months
- Applications, permits or licenses not yet considered by the Board
- Information considered in closed meetings, unless the information has been released
- A request for access to information under FOI
- Compliance with regional district bylaws or policies
- Requesting financial assistance of any kind
- In relation to any potential or current development application

Maximum Number of Delegations
There are currently no restrictions on the number of delegations at a meeting in the Bylaw, i.e. maximum of three. The standard number in most of the procedure bylaws is three per meeting. This has not been identified as an area of concern but staff may wish to consider including a maximum number.

Late Delegation – Emergency Matter
Section 13.8 allows a delegation to request to appear before the Board on "an emergency matter" and forego the deadline to request to appear as a delegation

The *Emergency Program Act* defines an emergency as follows:

> **"emergency"** means a present or imminent event or circumstance that
>
> (a)is caused by accident, fire, explosion, technical failure or the forces of nature, and
>
> (b)requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of a person or to limit damage to property;"

The intent of this section may be to allow for a delegation to speak to an item that is timely or urgent in nature rather than an emergency as technically defined. Section 5.2.1 allows a member to propose to place an "item of an urgent matter on the agenda" and requires a 2/3 vote of the members present.

Recommendations:

1. (a) Amend section 13.1 by replacing “agenda item” with “subject matter”; and
   (b) Consider adding a time frame for which a delegation can return to speak to the same matter.

2. Amend section 13.3(b) in keeping with the current records management practices of the Regional District.

3. Consider amending section 13.4.2 to add additional restrictions on items a delegation can speak to.

4. Consider adding a maximum number of delegations that can appear at a meeting.

5. Amend section 13.8 by replacing the word “emergency” with “urgent” or “urgent matter” as applicable.

xiv. Part 14 - Committees

a. Conduct of Business

14.1 Committees shall conduct business under the rules of procedure as set out in Parts 1, 3, 4, 5, 6, 7, 8, 10, 11, 13, and 14 as the context requires and unless otherwise provided.

b. Appointment of Select and Standing Committees

14.2 Select and standing committee appointments may be made pursuant to section 218 [Appointment of select and standing committees] of the Act as follows:

(1) A board may appoint a select committee to consider or inquire into any matter and report its findings and opinion to the board.

(2) The Chair may establish standing committees for matters the Chair considers would be better dealt with by committee and may appoint persons to those committees.

(3) Subject to subsection (4), persons who are not directors may be appointed by the board to a select committee or by the Chair to a standing committee.

(4) A majority of the members of a committee, except the Council of Councils' Committee and the Committee responsible for the Regional Economic Prosperity Service, shall be directors.

c. Membership

14.3 The Board Chair and Board Vice Chairshall be ex-officio members of all standing committees but shall not be entitled to vote, and shall not constitute quorum.

d. Voting

14.4 At a committee meeting, a member of a committee shall have one vote only.

e. Matters Referred to Committee by the Board

14.5 A committee shall consider and report respectively within the time period established by the Board, on every matter referred to it by the Board and the committee Chair shall raise the matter before the Board.

14.5.1 Any committee member shall have the right to submit a minority report.

14.5.2 Where delegations are heard by a committee, the committee's report to the Board shall include the committee recommendation, notification of the appearance of delegations, and a synopsis of the delegations submissions to the committee.

14.5.3 No action of any committee shall be binding on the Board unless the committee has delivered its report to the Board and the Board has adopted such action.

Comments:
The Ministry/LGMA Guide notes the following with respect to Committees:

Legislative Requirements – LGA s. 226(1)(a)-(c), CC, Part 4: Div 3, s. 145, s. 282(2)(c), s. 97	**Metro Vancouver Procedure Bylaw**
Open and closed meeting rules and the rules around expulsion from meetings apply to other bodies;	s. 14.1
The rules established by procedure bylaw for taking minutes apply to meetings of commissions or other bodies, unless the procedure bylaw provides other procedures for minutes of other bodies	s. 14.1
The record of minutes for other bodies must be available for public inspection unless the meeting has been closed to the public	
Best Practices	
In most cases, applying existing board meeting procedures will be the simplest approach. There may be reasons for the board to establish customized rules of procedure for commissions and other bodies, for example: • In some communities there may be advantages to establishing rules for a staff member other than the corporate officer to have overall responsibility for commission meeting minutes; or • it may be appropriate to establish procedures that allow any member of the board to participate in discussions and debate (not vote) in a commission meeting	s. 14.3 (ex-officio)

Matters Referred to Committee by the Board:
Section 14.5 states that the committees shall consider and report in the time period established on items referred to them by the Board. It is not clear if this includes staff reports that have been forwarded for the committee's recommendation prior to Board consideration. The way in which the section is currently written could imply that any staff reports would first need to be considered by the Board before being referred to the committee. This could be challenging from an operational perspective.

Recommendations:
1. Amend section 14.2 by deleting the specific reference to the legislation.

2. Amend section 14.5 by adding the phrase "including staff reports" after the phrase "referred to it by the Board".

4. ADDITIONAL SECTIONS FOR CONSIDERATION

In addition to some of the additional sections already noted in the report, staff may wish to consider adding the following sections to the Bylaw if applicable:

i. P*rocedures for Council of Councils Committee:*
Many of the procedure bylaws include a section for procedures related to Committee of the Whole

ii. Communications/Correspondence:
Some of the procedure bylaws include procedures on how written correspondence will be managed, i.e. included with the agenda package, circulated to Council for information only etc.

5. PUBLIC NOTICE REQUIREMENTS

The *Community Charter* and *Local Government Act* required local governments to provide advance public notice for certain matters of public interest such as public meetings, elections, public hearings etc.

New public notice requirements came into effect in February 2022 amending section 94 of the *Community Charter* and adding new sections 94.1 and 94.2. The Ministry of Municipal Affairs developed the following document outlining the changes to section 94 of the *Charter* and options for local governments: Public Notice Guidance Materials: For B.C. Local Governments

The new legislation gives local governments two options to provide public notice:

1. continue to use the default publication requirements to publish in a newspaper once a week for two consecutive weeks, s. 94.1; or
2. Adopt a public notice bylaw to provide for alternative methods of publication, s. 94.2.

The two options are summarized below.

Option 1 – Default Publication Requirements for Public Notice (s. 94.1)

The default publication provision requires a local government to:

- Publish notice in a newspaper that circulates to the community once each week for two consecutive weeks.
- If publication by newspaper is not possible, notice may be provide by alternative means as determined by the Board such as direct mail or posting to a community bulletin board. Notice must be given within the required time period and frequency as set out in the *Charter.* It is recommended that the Board provide a rationale for use of alternative means and that this rationale be documented in the minutes.

Option 2 – Bylaw to Provide for Alternative Methods of Publication (s. 94.2)

If a local government regularly uses alternative means to provide notice as outlined above, they may wish to adopt a public notice bylaw so that the public consistently knows where to find the public notices.

If a public notice bylaw is adopted, then the local government must publish notice by all methods specified in the bylaw for all public notices and must also post the notice to the public notice posting places.

The bylaw must also:

- Specify at least two methods of notice (e.g. newspaper and website). Note: this does not include the public notice posting place so if your website is referenced in the public notice posting place, an alternative second method must be identified.
- Consider the principles of effective public notice (reliable, suitable and accessible) as outlined in the *Public Notice Regulation* before adopting the bylaw.

Under the public notice bylaw, the notice must be published at least seven days before the matter for which notice is required is being considered.

In addition to the bylaw, a local government may wish to adopt a public notice policy that would:

- Set out additional methods of public notice in addition to the required notices
- The additional methods that could be used if directed by the Board
- Allow for a public notice e- mail subscription service for residents to sign-up for
- Note the specific name of the primary newspaper to be used if not included in the bylaw along with alternative newspapers that would be used if the primary newspaper is not available
- How notice will be provided to First Nations communities
- Set out records management practices for public notices.

Application to Regional Districts

Public Notice Bylaw:
Because regional districts encompass large areas with a mix of rural and urban needs, finding a method of public notice that is suitable for all will be challenging. One approach suggested in the Guidance document is for the regional district to specify methods that are consistent with the principles of effective public notice and are widely available within the region, e.g. the website and Facebook. It is then recommended that a policy be adopted that specifies additional methods to be used for different electoral areas and municipalities.

Procedure Bylaw:
Previously when a procedure bylaw was amended, repealed or substituted, notice was required to be mailed to each director five days before the meeting at which the amendment was to be introduced. Section 225 of the *Local Government Act* has been amended to require that notice be given in accordance with s. 94 of the *Community Charter.*

The Guidance document does not recommend that the public notice bylaw be combined with the procedure bylaw as keeping the information separate makes it more accessible to the public. Reference can be made in the procedure bylaw to the public notice bylaw if applicable.

In addition, any changes to the public notice bylaw do not require the same notification requirements as for an amendment to the procedure bylaw.

Special Meetings:
The notice for special board meetings as outlined in section 220 of the *Local Government Act* has been amended to include the same requirements as that of municipalities under section 127 of the *Community Charter*.

This means that notice of a special board meeting must be given at least 24 hours before the time of the meeting by:

- Posting a copy of the notice at the regular board meeting place
- Posting a copy of the notice at the public notice posting place; and
- Leaving one copy of the notice for each board member at the place where the member has directed that notice be provided (this can be by email).

The notice must include the date, time and place of the meeting and describe in general terms the purpose of the meeting. The notice must be signed by the chair or corporate officer. Notice of the meeting may be waived by unanimous consent.

Publication in a Newspaper:
The *Local Government Act* has been amended to remove the reference to "publication in a newspaper" and replaced with the requirement to publish notice in accordance with section 94 of the *Community Charter.* All local governments now that the same requirements and options for public notice. Page 12 of the Guidance document details the sections of the *Local Government Act* that have been amended to remove reference to publication in a newspaper.

In addition, regional districts are now required to also post notice in the public notice posting place. Metro Vancouver includes a definition of public notice posting place in the Bylaw.

6. RESPONSIBLE CONDUCT OF LOCALLY ELECTED OFFICIALS

The Working Group on Responsible Conduct (WGRC), a staff level committee with membership from UBCM, LGMA and the Ministry of Community, Sport and Cultural Development (CSCD) was formed in 2016 to undertake research and policy work on the framework and approaches related to conduct. The Policy Report was endorsed by UBCM in September 2017.

The WGRC identified and defined four Foundational Principles to guide the conduct of individual elected officials as well as councils and board.

A Model Code of Conduct was developed to that sets out shared principles and standards of conduct to help local governments get started on developing a code of conduct. A Companion Guide was also developed to facilitate council/board conversations to develop a code of conduct.

In addition to the above, the WGRC developed a guide, Forging the Path to Responsible Conduct in your Local Government, about fostering responsible conduct, maintaining good governance, resolving conduct issues informally and the essentials of code of conduct enforcement.

In June 2022, the *Community Charter* was amended to include new sections 113.1 and 113.2 that now require a board, within six months after its first regular meeting following a general local election to decide whether to establish a code of conduct or review an existing code of conduct. Before making a decision, the Board must consider the prescribed principles for codes of conduct, consider the other prescribed matters and comply with the prescribed requirement regarding public notice or consultation. The Lieutenant Governor in Council may make regulations regarding the above.

Should the Board decide not to establish a code of conduct, it must make available to the public, on request, a statement explaining the reasons for its decision. The Board must then reconsider their decision before January 1 in the year of the next general local election and consider the same principles and prescribed matters noted above.

The member jurisdictions that have an established Code of Conduct for their Council and/or committees include:

- Village of Anmore:
  - Council Code of Conduct
  - Council Committees' Code of Conduct
- Village of Lions Bay Council Code of Conduct
- City of Maple Ridge Council Code of Conduct
- District of North Vancouver Council Code of Ethics
- City of Pitt Meadows Council Code of Conduct
- City of Port Moody Council Code of Conduct
- City of Surrey Council Code of Conduct
- City of Vancouver Council Code of Conduct
- City of White Rock Code of Conduct for Committee Members

Other regional districts that have an established Code of Conduct include:

- Cariboo Regional District Code of Conduct and Ethics
- Regional District of Central Okanagan Board Code of Conduct
- Comox Valley Regional District Board Code of Conduct
- Cowichan Valley Regional District Code of Conduct for Elected Officials Policy
- Regional District of Nanaimo Board Code of Conduct
- Regional District of Okanagan-Similkameen Board Code of Ethics
- qathet Regional District Board Code of Conduct
- Squamish-Lillooet Regional District Board Code of Conduct

7. APPENDICES

Appendix A: Procedure Bylaw Review Project Scope

Appendix B: "Procedure Bylaw Guide: For B.C.'s Local Governments" (the "Ministry/LGMA Guide") - Ministry of Municipal Affairs and Local Government Management Association (LGMA): Procedure Bylaw Guide: For B.C.'s Local Governments

Appendix C: **"**Guidance for Adapting to the New Electronic Meetings Framework" – Ministry of Municipal Affairs: Guidance for Adapting to the New Electronic Meetings Framework (gov.bc.ca)

Appendix D: "Public Notice Guidance Materials: For B.C. Local Governments" – Ministry of Municipal Affairs: Public Notice Guidance Materials: For B.C. Local Governments

Appendix E: Public Notice Regulation B.C. Reg. 52/2022: Public Notice Regulation (gov.bc.ca)

Appendix F: Responsible Conduct of Locally Elected Officials: Responsible conduct of locally elected officials - Province of British Columbia (gov.bc.ca)

Appendix G: Member jurisdictions and other Regional District Procedure Bylaws:

- Village of Anmore Procedure Bylaw No. 541-2016
- Village of Belcarra Council Procedure Bylaw No. 593,2021
- Bowen Island Municipality Council Procedure Bylaw No. 529, 2020
- City of Burnaby Procedure Bylaw No. 11714, 2004
- City of Coquitlam Council Procedure Bylaw No. 5200, 2022
- City of Delta Council Procedure Bylaw No. 5000, 2000
- City of Langley Council Procedure Bylaw, 2021, No. 3193
- Township of Langley Council Procedure Bylaw 2016, No. 5199
- Village of Lions Bay Council Procedures Bylaw No. 476, 2015
- City of Maple Ridge Council Procedure Bylaw No. 7799-2021
- City of New Westminster Council Procedure Bylaw No. 6910, 2004
- City of North Vancouver Council Procedure Bylaw, 2015, No. 8500
- District of North Vancouver Council Procedure Bylaw 7414
- City of Pitt Meadows Council Procedure Bylaw No. 2834, 2019
- City of Port Coquitlam Council and Committee Procedures Bylaw, 2015, No. 3898
- City of Port Moody Council Procedure Bylaw, 2015, No. 3013
- City of Richmond Council Procedure Bylaw No. 7560
- City of Surrey Council Procedure By-Law No. 15300
- City of Vancouver Procedure By-Law No. 12577
- District of West Vancouver Council Committee Procedure Bylaw No. 5020, 2019
- City of White Rock Council and Committee Procedure Bylaw, 2021, No. 2393
- Capital Regional District Board Procedures Bylaw, 2012, No. 3828
- Fraser Valley Regional District Board and Committee Procedures Bylaw No. 1600, 2020

APPENDIX A

PROCEDURE BYLAW REVIEW
Project Scope

Prepared by: Chris Plagnol Date: 2002 March 28

BACKGROUND

The current *Procedure Bylaw* (Bylaw 1205) was adopted in 2014, and has been amended six (6) times since then to respond to changing circumstances. Staff are aware of additional revisions that could benefit the proceedings of the board and its committees, and are aware of new statutory requirements that must be considered, as well. As a result, an overall review of the *Procedure Bylaw* at this time is warranted.

For reasons that are not entirely clear, the board requested a complete review of the *Procedure Bylaw*. It is assumed that the driver for the review was related to delegation provisions. At its meeting held February 25, 2022, the board passed the following resolution:

> *That the MVRD Board request staff to conduct a comprehensive review of the Metro Vancouver Regional District Procedure Bylaw and report back with suggested changes.*

This document outlines the scope of effort to conduct a comprehensive review.

APPROACH

It is recommended that staff engage a local government consultant with expertise in local government corporate administration (ideally corporate officer experience in a regional district) and with experience with local government meeting procedures.

SCOPE

The review of the Procedure Bylaw will comprise three (3) parts, as outline below. Given the regional district is a federation of 23 jurisdictions, the review should be all encompassing including local rules in use at municipal councils as set out in their Procedure Bylaws.

1. Prepare a gap analysis to compare with existing authorities
    - LGMA-Ministry of Municipal Affair Bylaw Guidelines
    - Local Government Act and Community Charter – select provisions
    - Bill 26 Provisions, notably consideration of “code of conduct” and “modernized notice”
    - Roberts Rules of Order or similar meeting rules authority – select provisions
    - Member Jurisdictions’/ other Regional Districts’ Procedure Bylaws and Codes of Conduct
2. Identify options for changes:
    - keep status quo (no change),
    - insert a new provision,
    - remove an irrelevant provision, and
    - revise an existing provision (with one or more proposed options).
3. Present recommendations
    - Prepare recommendations in a written report for consideration by staff. Still will comment, seek clarification, and prepare, as appropriate, for committee and board (in such a way to foster discussion and feedback) consideration

- Consultant may, as requested by staff, present to the committee
- Further, it is expected that the recommendation will include:
  - a net new bylaw (repealing previous)
  - adopt a plain language writing style

TASKS AND EFFORT

Tasks
1. review existing Procedure Bylaw
2. meet with CO to discuss project
3. meeting with staff to identify known issues with the bylaw
4. develop gap analysis grid, with all PB provisions.
5. review existing provision (about 50) against the following and include on gap grid:
a. LGMA-Ministry Guidelines
b. LGA-CC Provisions – Selected Only
c. Bill 26 Provisions
d. Industry Standard Rule Authorities (ie. RONR) – Selected only
e. Member Jurisdictions' select Regional Districts' Procedure Bylaws and Codes of Conduct Note: about 21+ jurisdictions
6. identify options for change, if any, on the gap grid.
7. prepare summary of recommendations for change (based on the gap analysis)
8. Present to committee (if requested)

SCHEDULE

This project must be undertaken in a timely fashion to meet the request by the Board, and ensure that the project is completed prior to the October general local elections. On that basis, the following is the preferred or suggested scheduled:

Month	Activity
April – May	Research phase / Information collection and analysis
June	Consultant reports out findings
July	Staff reports to Finance Committee and Board with report, and seek direction for bylaw
September	Staff brings draft bylaw to Finance Committee and Board for adoption
October	If the committee refers back bylaw with requests for change, staff will bring back revised bylaw for adoption in October (final chance)

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SERVICES AND SOLUTIONS FOR A LIVABLE REGION

PROCEDURE BYLAW
CONSOLIDATED

THIS IS A CONSOLIDATION, FOR REFERENCE PURPOSES, OF:

- "Metro Vancouver Regional District Procedure Bylaw Number 1205, 2014".This bylaw may be cited as "Procedure Bylaw".
  (Adopted May 2, 2014)
  - (Prior citation "Greater Vancouver Regional District Procedure Bylaw Number 1205, 2014", amended by Bylaw 1257, 2018.)

- "Greater Vancouver Regional District Procedure Amending Bylaw Number 1239, 2017".
  (Adopted January 27, 2017)

- "Metro Vancouver Regional District Procedure Amending Bylaw Number 1257, 2018".
  (Adopted January 26, 2018)

- "Metro Vancouver Regional District Procedure Amending Bylaw Number 1297, 2020".
  (Adopted February 28, 2020)

- "Metro Vancouver Regional District Procedure Amending Bylaw Number 1305, 2020".
  (Adopted March 25, 2020)

- "Metro Vancouver Regional District Procedure Amending Bylaw Number 1322, 2021".
  (Adopted June 25, 2021).

- "Metro Vancouver Regional District Procedure Amending Bylaw Number 1325, 2021".
  (Adopted September 24, 2021).

As of September 24, 2021

COPIES OF THE ORIGINAL BYLAWS MAY BE INSPECTED AT
BOARD AND INFORMATION SERVICES, METRO VANCOUVER.

METRO VANCOUVER REGIONAL DISTRICT
BYLAW NUMBER 1205, 2014

A Bylaw to regulate the proceedings of the Metro Vancouver Regional District Board and Committees

Revised by Bylaw 1239, 2016

WHEREAS the *Local Government Act*, RSBC 2015, Chapter 1, as amended (the "*Act*") requires the Board to establish the general proceedings to be followed by the Board and Board committees in conducting their business;

NOW THEREFORE the Board of the Metro Vancouver Regional District, in open meeting assembled, ENACTS AS FOLLOWS:

PART 1 - INTRODUCTION

Revised by Bylaw 1257, 2018

Title

1.1 This bylaw shall be cited as "Metro Vancouver Regional District Procedure Bylaw Number 1205, 2014".

Definitions

1.2 In this bylaw:

"*Act*" means the *Local Government Act;*

"audio and video recording devices" means any equipment enabling the recording and or transmission of sound and or visual images;

Revised by Bylaw 1257, 2018

"Board" means the Board of Directors of the Metro Vancouver Regional District;

"Chair" means, where the context requires, the Chair of the Board elected pursuant to the *Act*, or the person appointed as the Chair, Vice Chair or other person presiding at a meeting of the Board or committee;

"Charter" means the *Community Charter*;

"committee" means, as the context requires, a select committee established by the Board, or a standing committee established by the Board Chair;

Revised by Bylaw 1239, 2016

"Corporate Officer" means the officer assigned corporate administration responsibilities under section 236 [*corporate administration*] of the *Act* and includes that officer's designate;

"director" means a member of the Board, whether as a municipal director, as an electoral area director, or as a Treaty First Nation director pursuant to the *Act*;

Added by Bylaw 1325, 2021

"Electronic Meeting" means a meeting where some or all members are Electronic Participants;

"Electronic Participant" means a member who participates in a meeting by means of electronic or other communication facilities;

"In-Person Meeting" means a meeting where all members attend in-person;

Revised by Bylaw 1325, 2021

"Meeting" means a meeting of the Board, or a meeting of a committee, as the context requires, and includes an Electronic Meeting and an In-Person Meeting;

"member" means a director of the Board, or a person appointed to a committee, as the context requires;

Added by Bylaw 1325, 2021

"Unsafe Conditions" means any one or more of epidemics, pandemics, extreme weather conditions, fires, explosions, natural disasters, floods, riots or road blockages.

Revised by Bylaw 1257, 2018

"posting place" means the public notice board located on the 28th floor at the offices of the Metro Vancouver Regional District, 4730 Kingsway, Burnaby, British Columbia, and the MVRD website;

Revised by Bylaw 1257, 2018

"regional district" means the Metro Vancouver Regional District;

"regular meeting" means all regularly scheduled meetings;

Revised by Bylaw 1239, 2016

"select committee" means a committee established by the Board, pursuant to section 218 *[Appointment of select and standing committees]* of the *Act*, to consider or inquire into any matter and report its findings and opinion to the Board, after which the select committee disbands.

"special meeting" means a meeting other than a statutory, regular, or statutory or regular adjourned meeting.

"standing committee" means a committee established by the Board Chair, pursuant to section 218 [*Appointment of select and standing committees*] of the *Act*, that meets regularly to deliberate on matters the Chair considers would be better dealt with by committee.

Application of rules of procedure

1.3 The rules of procedure as set out in this bylaw apply to all meetings of the Board and committees except as otherwise provided.

1.3.1 The Standing Orders of the Legislative Assembly of British Columbia, not including the House of Commons of the United Kingdom of Great Britain and Northern Ireland, shall as far as they may be applicable, apply to all unprovided cases of the proceedings of the Board and committees.

Motion to Suspend the Rules

1.4 Any member may give notice of a motion to temporarily suspend any one or more of the rules contained in this Bylaw, provided that such suspension is not inconsistent with or in contravention of any statutory requirement, by providing the Corporate Officer with a written copy of such motion no later than two working days prior to the scheduled meeting, and the Corporate Officer shall add the motion to the agenda for said meeting. The notice must specify which rule is to be temporarily suspended and the item on the agenda to which that suspension will apply.

1.5 At a meeting, any member may at any time introduce a motion to temporarily suspend any one or more of the rules contained in this Bylaw provided that such suspension is not inconsistent with or in contravention of any statutory requirement, but such motion may only be adopted by at least two thirds vote of the members present.

PART 2 - ELECTION OF CHAIR AND VICE CHAIR

Revised by Bylaw 1239, 2016

2.1 As provided in section 215 [*Chair and vice chair of board*] of the *Act*:

(1) At the first meeting held after November 1 in each year, the Board must elect a Chair and a Vice Chair.

(2) The Vice Chair has, during the absence, illness or other disability of the Chair, all the powers of the Chair and is subject to all rules applicable to the Chair.

(3) If the Chair and the Vice Chair are not present at a meeting of the Board, the directors present may elect an acting Chair who, during that meeting, has all the powers of the Chair and is subject to all rules applicable to the Chair.

(4) For the purposes of elections under this section, each director present at the meeting has one vote in each election for an office.

2.2 The call for nominations for the office of Board Chair shall be conducted by the Corporate Officer, and the call for nominations for the office of Board Vice Chair shall be called by the Board Chair.

2.3 If only one candidate is nominated for an office, that candidate shall be declared elected by acclamation.

2.4 If more than one candidate is nominated for an office, an election by voting shall be held and voting shall be conducted by secret ballot.

2.5 The counting of ballots shall be conducted by the Corporate Officer together with the Treasurer or Corporate Solicitor. Immediately thereafter the ballots shall be destroyed.

2.6 The candidate with the most votes for an office shall be declared elected to that office.

Tie vote

2.7 In the event of a tie vote for the most votes of two candidates, the candidates who are tied remain in the election. If a definitive election result cannot be declared after three elections have been held, then the result of the election is determined by lot between those candidates as follows:

(a) the name of each candidate is to be written on a separate piece of paper, as similar as possible to all other pieces prepared for the determination;

(b) the pieces of paper are to be folded in a uniform manner in such a way that the names of the candidates are not visible;

(c) the pieces of paper are to be placed in a container that is sufficiently large to allow them to be shaken for the purpose of making their distribution random, and the container is to be shaken for this purpose;

(d) a person who is not a candidate shall be asked to withdraw one paper;

(e) the candidate whose name is on the paper that was drawn shall be declared elected to that office.

2.8 In the event of a tie vote for the most votes of more than two candidates, the candidates who are tied remain in the election. If a definitive election result cannot be declared after three elections have been held, then the result of the election is determined by preferential ballot system.

PART 3 – MEETINGS

Replaced by Bylaw 1325 2021

Regular board meetings – date, time and place

3.1 No later than the last board meeting in November, the Corporate Officer shall provide an annual schedule of regular board meetings for the upcoming year, including the date, time and place of meetings, and meetings shall be held accordingly unless otherwise determined by resolution of the Board.

3.1.1 For the purposes of advance public notice, the Corporate Officer shall post the annual schedule of regular board meetings at the posting place.

3.1.2 In the case of regular board meetings conducted as Electronic Meetings, advance public notice must include:

(a) the way in which the Electronic Meeting will be conducted; and

(b) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.

3.1.3 In the event of a change to a regular board meeting date, time, place, way in which the Electronic Meeting will be conducted, or place where the public may attend to hear, or watch and hear, the proceedings of an Electronic Meeting that are open to the public, the Corporate Officer shall as soon as possible post the change at the posting place.

Regular committee meetings – date, time and place

3.2 As soon as possible after the Board Chair has established committees, the Corporate Officer shall establish an annual schedule of committee regular meetings including the date, time, and place of the meetings and provide the annual schedule of committee regular meetings to each member of each committee.

3.2.1 For the purposes of advance public notice, the Corporate Officer shall post the annual schedule of committee regular meetings at the posting place.

3.2.2 In the case of regular committee meetings conducted as Electronic Meetings, advance public notice must include:

(a) the way in which the Electronic Meeting will be conducted; and

(b) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.

3.2.3 A committee Chair may call additional meetings, or cancel a meeting, change the date, time, or place of a regular meeting where circumstances require.

3.2.4 In the event of a change to a regular committee meeting date, time, place, way in which the Electronic Meeting will be conducted, or place where the public may attend to hear, or watch and hear, the proceedings of an Electronic Meeting that are open to the public, the Corporate Officer shall as soon as possible post the change at the posting place.

Special meetings – calling and conduct

3.3 Pursuant to section 220 [*Calling of special board meetings*] of the *Act*, a special meeting shall be called by the Corporate Officer on the request of the Chair or any two members, by notice mailed to each member at least five days before the date of the meeting to the address given by each member to the Corporate Officer for that purpose.

3.4 The notice shall state the general purpose of the meeting and the day, time and place of the meeting, as well as whether the meeting is to be conducted as an Electronic Meeting or an In-Person Meeting.

3.4.1 In the case of Special Meetings conducted as Electronic Meetings, notice must include:

(a) the way in which the Electronic Meeting will be conducted; and

(b) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.

3.5 The notice of any special meeting may be waived by a unanimous vote of the Board or committee, as the context requires.

3.6 In an emergency, notice of a special meeting may be given with the consent of the Chair and two members, less than five days before the date of the meeting, and notice of the meeting does not need to be given in writing.

Electronic Meetings

3.6.1 A meeting may be conducted as an Electronic Meeting or an In-Person Meeting.

3.6.2 Electronic Meetings must abide by the rules established by Board policies pertaining to Electronic Meetings.

In-Person Meetings

3.6.3 Subject to Section 3.6.4, certain meetings throughout the calendar year may be determined to require in-person attendance by members, when:

(a) established as In-Person Meetings on the annual Board and committee schedules referred to in Part 3;

(b) carried by resolution of the Board or committee; or

(c) given the nature of one or more items on the agenda, the Chair determines in-person attendance as a requirement, subject to members being provided with seven (7) of advance notice of the requirement to attend in person. The advance notice of any change of a scheduled meeting to an In-Person Meeting may be waived by a unanimous vote of the Board or committee, as the context requires.

3.6.4 If the Chair determines that Unsafe Conditions exist that have the potential to cause risk to the health and/or safety of members scheduled to attend an In-Person Meeting, then notwithstanding Section 3.6.3, the Chair may permit members to participate by means of electronic or other communication facilities.

Special meeting - advance public notice

3.7 At least one working day before a special meeting the Corporate Officer must give advance public notice of the day, hour and place of the meeting by way of a notice posted at the posting place.

3.8 Section 3.7 does not apply when notice to the members has been waived under section 3.5 or given under section 3.6 and it is otherwise impractical to provide the advance public notice under section 3.7.

Revised by Bylaw 1239, 2016

Attendance of public at meetings

3.9 Pursuant to section 226(1)(a) [*Board proceedings: application of Community Charter*] of the *Act* and section 89 [*open meetings*] of the Charter, a meeting must be open to the public, except as provided in section 3.10.

Requirements before meeting is closed

3.10 As provided in section 92 [*Requirements before meeting is closed*] of the Charter, before holding a meeting or part of a meeting that is to be closed to the public, the Board or committee must state, by resolution passed in a public meeting,

(a) the fact that the meeting or part is to be closed, and

(b) the basis under the applicable subsection of section 3.11 on which the meeting or part is to be closed.

Meetings that may or must be closed to the public

3.11 As provided in section 90 [*Meetings that may or must be closed to the public*] of the Charter:

(1) A part of a meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district;

(b) personal information about an identifiable individual who is being considered for a regional district award or honour, or who has offered to provide a gift to the regional district on condition of anonymity;

(c) labour relations or other employee relations;

(d) the security of the property of the regional district;

(e) the acquisition, disposition or expropriation of land or improvements, if the Board or committee considers that disclosure could reasonably be expected to harm the interests of the regional district;

(f) law enforcement, if the Board or committee considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

(g) litigation or potential litigation affecting the regional district;

(h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the regional district, other than a hearing to be conducted by the Board or committee or a delegate of the Board or committee;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act;*

(k) negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the Board or committee, could reasonably be expected to harm the interests of the regional district if they were held in public;

(l) discussions with regional district officers and employees respecting regional district objectives, measures and progress reports for the purposes of preparing an annual report under section 98 *[annual municipal report]* of the Charter;

(m) a matter that, under another enactment, is such that the public may be excluded from the meeting;

(n) the consideration of whether a meeting should be closed under a provision of this subsection or subsection (2);

(o) the consideration of whether the authority under section 91 *[Other persons attending closed meetings]* should be exercised in relation to a meeting.

(2) A part of a meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

(a) a request under the *Freedom of Information and Protection of Privacy Act,* if the Board is designated as head of the local public body for the purposes of that *Act* in relation to the matter;

(b) the consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

(c) a matter that is being investigated under the *Ombudsman Act* of which the regional district has been notified under section 14 *[ombudsman to notify authority]* of that *Act*;

(d) a matter that, under another enactment, is such that the public must be excluded from the meeting.

(3) If the only subject matter being considered at a meeting is one or more matters referred to in subsection (1) or (2), the applicable subsection applies to the entire meeting.

Other persons attending closed meetings

3.12 As provided in section 91 [*Other persons attending closed meetings*] of the Charter:

(1) If all or part of a meeting is closed to the public, the Board or committee may allow one or more regional district officers and employees to attend or exclude them from attending, as it considers appropriate.

(2) If all or part of a meeting is closed to the public, the Board or committee may allow a person other than regional district officers and employees to attend,

(a) in the case of a meeting that must be closed under section 3.11 (2), if the Board or committee considers this necessary and the person

(i) already has knowledge of the confidential information, or

(ii) is a lawyer attending to provide legal advice in relation to the matter, and

(b) in other cases, if the Board or committee considers this necessary.

(3) The minutes of a meeting or part of a meeting that is closed to the public must record the names of all persons in attendance.

Revised by Bylaw 1239, 2016

Meetings and hearings outside regional district

3.13 As provided in section 224 [*Meetings and hearings outside regional district*] of the *Act*, the following meetings may take place outside the boundaries of the regional district:

(a) board meetings;

(b) committee meetings;

(c) other public meetings conducted by or on behalf of the Board or a board committee;

(d) board hearings that are required by law or authorized by an enactment; and

(e) board proceedings in which a person is entitled under the *Act* to make representations to the Board.

Duty to respect confidentiality

3.14 Pursuant to section 117 [*Duty to respect confidentiality*] of the Charter, a member or former member must, unless specifically authorized by the Board or committee:

(a) keep in confidence any record held in confidence by the regional district, until the record is released to the public as lawfully authorized or required, and

(b) keep in confidence information considered in any part of a meeting that was lawfully closed to the public, until the Board or committee discusses the information at a meeting that is open to the public or releases the information to the public.

Corporate Officer to attend

3.15 The Corporate Officer shall attend all meetings and record the business, proceedings and reports thereof.

PART 4 - QUORUM

Chair to preside at meetings

4.1 The Chair, if present, shall preside at all meetings. In the absence of the Chair from a meeting, the Vice Chair shall preside.

Revised by Bylaw 1239, 2016

4.1.1 In the absence of both the Chair and Vice Chair, the Corporate Officer shall call the meeting to order and call for a motion from the members present to appoint a member to preside as acting Chair pursuant to section 215(3) of the *Act.*

Quorum

4.2 A quorum of the Board is a majority of all the directors having among them a majority of all the votes and a quorum of a committee is a majority of the members appointed to that committee.

4.2.1 If a quorum is not present within thirty minutes after the time established for a meeting, the Corporate Officer shall record the names of the members present and the meeting shall stand adjourned.

4.2.2 As soon after the hour of meeting as there shall be a quorum present the Chair will call the meeting to order.

PART 5 - ORDER OF BUSINESS

Order of business

5.1 Unless otherwise determined by resolution of the Board or committee, the order of business for meetings shall be as follows:

5.1.1 For board regular meetings:

(a) Adoption of the Agenda
(b) Adoption of the Minutes
(c) Delegations
(d) Invited Presentations

(e) Consent Agenda
(f) Items Removed from the Consent Agenda
(g) Reports from Committee or Chief Administrative Officer (not included on the Consent Agenda)
(h) Motions for Which Notice Has Been Given
(i) Other Business
(j) Business Arising from Delegations
(k) Resolution to Close Meeting
(l) Rise and Report (Items Released from Closed Meeting)
(m) Adjournment or Conclusion.

5.1.1.1 Subsections 5.1.1(e), (f), and (k) do not apply to a board regular closed meeting.

5.1.2 For committee regular meetings:
(a) Adoption of the Agenda
(b) Adoption of the Minutes
(c) Delegations
(d) Invited Presentations
(e) Reports from Committee or Chief Administrative Officer
(f) Information Items
(g) Other Business
(h) Business Arising from Delegations
(i) Resolution to Close Meeting
(j) Adjournment or Conclusion.

5.1.2.1 Subsection 5.1.2(i) does not apply to a committee regular closed meeting.

5.1.3 For special board or committee meetings:
(a) Adoption of the Agenda
(b) Reports from Committee or Chief Administrative Officer
(c) Resolution to Close Meeting
(d) Rise and Report (Items Released from a Board Closed Meeting)
(e) Adjournment or Conclusion.

5.1.3.1 Subsection 5.1.3(c) does not apply to special board or committee closed meetings.

5.1.3.2 Subsection 5.1.3 (d) does not apply to committees.

Addition of agenda items by a member

5.2 At a meeting, a member may, at the time adoption of the agenda is being considered, propose to place an additional item on the agenda. The item must be added to the agenda only if the resolution is adopted by at least two thirds vote of the members present.

5.2.1 Notwithstanding section 5.2, after the meeting agenda has been adopted, a member may propose to place an item of an urgent matter on the agenda. The item must be added to the agenda only if the resolution is adopted by at least two thirds vote of the members present.

Revised by Bylaw 1239, 2016

Minutes

5.3 As provided in sections 223(1) [*Minutes of board meetings*] and 223(2) [*Minutes of a board committee meeting*] of the *Act*:

(1) Minutes of board meetings must be
   (a) legibly recorded,
   (b) certified as correct by the Corporate Officer, and
   (c) signed by the Chair or other member presiding at the meeting or at the next meeting at which they are adopted; and

(2) Minutes of a committee meeting must be
   (a) legibly recorded, and
   (b) signed by the Chair or member presiding at the meeting.

Consent agenda

5.4 The consent agenda portion of a board agenda shall consist of staff or committee report items that contain clear 'take action, give approval, or receive for information' recommendations.

5.5 Directors may vote on and adopt in one motion all recommendations appearing on the consent agenda portion of a board agenda.

5.6 At any time prior to the vote under section 5.5, a director may for the purposes of:
(a) debate or discussion,
(b) voting in opposition to a recommendation on the consent agenda, or
(c) declaring a conflict of interest with respect to an item on the consent agenda,
request that an item be removed from the consent agenda. The item will be considered immediately after the consideration of the consent agenda.

Adjourn

5.7 A meeting which has been in session for four hours from the time the meeting was convened is deemed to be adjourned unless the Board or committee resolves to extend the meeting.

5.7.1 Notwithstanding section 5.7, a motion to adjourn shall always be in order, but no second motion to the same effect shall be made until some intermediate proceeding shall have been taken.

PART 6 - KEEPING ORDER

Expelling a person

6.1 The Chair may expel a person from a meeting as provided in section 133 [*expulsion from meetings*] of the Charter as follows:

(a) If the Chair considers that another person at the meeting is acting improperly, the person presiding may order that the person is expelled from the meeting.

(b) If a person who is expelled does not leave the meeting, a peace officer may enforce the order under subsection (1) as if it were a court order.

Use of audio and or video recording devices

6.2 No person shall use or operate any audio and or video recording devices at a meeting unless audio and or video recording devices are placed in a location designated by the Chair for that purpose and remain in that location during the course of the meeting.

6.2.1 Notwithstanding section 6.2, audio and or visual recording devices must not be used or operated during a closed meeting unless expressly permitted by the Board or committee.

Points of order

6.3 The Chair shall preserve order and decide all points of order which may arise.

Appeal

6.4 Any decision of the Chair made under Section 6.3 may be appealed by a member and on an appeal by a member from the decision of the Chair, the question shall be immediately put by the Chair and decided without debate, "Shall the Chair be sustained?" and the Chair shall be governed by the vote of the majority of the members then present excluding the Chair.

6.4.1 In the event of the votes being equal, the question shall pass in the affirmative.

6.4.2 The names of the members voting for or against the question shall be recorded in the minutes.

6.4.3 If the Chair refuses to put the question "Shall the Chair be sustained?", the Board or committee shall immediately appoint a member to preside temporarily and the member so temporarily appointed shall proceed in accordance with Section 6.4 and Subsections 6.4.1 and 6.4.2.

6.5 Any resolution or motion carried under the circumstances mentioned in Section 6.4.3 is as binding as if carried out with the Chair presiding.

PART 7 - DEBATE

7.1 Where there is a motion under debate a member shall not speak other than on that motion under debate and the matters relating to that motion as set out in Section 8.2.

7.2 No director shall speak on any question for longer than three minutes without leave of the Chair.

7.2.1 Section 7.2 does not apply to committees.

7.3 Any member may require the motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.

7.4 No director shall speak more than once to the same motion without leave of the Chair except:
(a) in explanation of a material part of his or her speech which may have been misunderstood, provided in doing so that director does not introduce any new matter, and no debate shall be allowed upon such explanation; or
(b) in reply by a director who moved the substantive motion to the Board, but not to any director who has moved an amendment or a non substantive motion.

7.4.1 Section 7.4 does not apply to committees.

7.5 If, during debate on a motion, a motion to refer or defer that motion is put while there remain members who have indicated an intention to speak, the Chair may refuse to accept the seconding of such motion of deferral or referral until those on the list of speakers for the first motion have been heard. No other names shall be added to the said speakers list and, following the hearing of those entitled to speak, the Chair shall ask if there be a seconder to the motion to defer or refer and, receiving an affirmative response, shall call the question on such motion.

7.6 At any time during debate on a motion, a director may move "That the vote on the motion be called" and that motion shall be decided without amendment or debate. If the motion "That the vote on the motion be called" is adopted by at least two thirds vote of the members present, the motion consequent thereon shall be immediately called and voted upon without further debate or amendment.

7.6.1 Section 7.6 does not apply to committees.

PART 8 - MOTIONS

8.1 A motion shall be made and seconded before being debated or finally put by the Chair.

8.2 When a motion is under debate it is deemed to be in possession of the Board or committee and no motion shall be received unless to amend it, to refer it, to table it, to defer it, to withdraw it, to adjourn, or to call the question.

Amendments

8.3 Amendments shall be voted on in the reverse order to that in which they are moved.

8.3.1 Every amendment submitted shall, when requested by any member, be reduced to writing and be decided upon or withdrawn before the main question is called.

8.3.2 Amendments shall be allowed to the main motion but only one amendment shall be allowed to an amendment, provided that such amendments shall be a modification and not a nullification of the main motion.

Referral

8.4 A motion to refer, until it is decided, shall take precedence over the main motion and motions to amend the main motion.

Chair determines contrary to rules

8.5 When the Chair is of the opinion that a motion put before the Board is contrary to the rules of the Board or committee, the Chair shall declare the motion to be not in order and cite the rule or authority applicable in the circumstances.

PART 9 - NOTICE OF MOTION

9.1 Any director desiring to bring before the Board any new matter, other than a point of order or of privilege, shall do so by way of motion; provided however, that any new matter of major import, which may require further information than could or would normally be available to the Board at such meeting, may be ruled by the Chair as a notice of motion and shall be dealt with as provided by Section 9.1.1.

9.1.1 Any director may give notice of a motion to the Board by:

(a) providing the Corporate Officer with a written copy of such motion during a meeting of the Board and the Corporate Officer shall, upon the director being acknowledged by the Chair and the notice of motion being read to the meeting, include it in the minutes of that meeting as notice of motion and shall add the motion to the agenda of the next regular board meeting, or to the agenda of a special board meeting scheduled for that purpose; or

(b) providing the Corporate Officer with a written copy of such motion, no later than nine working days prior to the scheduled meeting, and the Corporate Officer shall add the motion to the agenda for said meeting.

PART 10 - RECONSIDERATION, RESCISSION OF A RESOLUTION

Chair may propose board reconsideration of a matter

Revised by Bylaw 1239, 2016

10.1 Notwithstanding section 5.2, as provided in 217 [*Chair may require board reconsideration of a matter*] of the *Act* and section 131 [*Mayor may require council reconsideration of a matter*] of the Charter, the Chair may require Board reconsideration of a matter as follows:

(1) Without limiting the authority of a Board to reconsider a matter, the Chair may require the Board to reconsider and vote again on a matter that was the subject of a vote.

(2) In exercising the power under subsection (1), the Chair may return the matter for reconsideration at the meeting of the Board following the original vote.

(3) A matter may not be reconsidered under this section if

(a) it has had the approval of the electors or the assent of the electors and was subsequently adopted by the Board, or

(b) there has already been a reconsideration under this section in relation to the matter.

(4) On a reconsideration under this section, the Board

(a) must deal with the matter as soon as convenient, and

(b) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.

(5) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

Director, other than the chair, may propose board reconsideration of a matter

10.2 After a vote has been taken on any motion, a director (except the Chair), who voted with the majority for or against that resolution may, at the regular meeting of the Board following the original vote, introduce a motion to reconsider that resolution in accordance with section 5.2 or section 9.1 (b).

General provisions for board reconsideration

10.3 When a motion to reconsider has been presented, no discussion of the main question shall be allowed unless the motion to reconsider has been adopted.

10.4 No resolution shall be reconsidered more than once on the same question, nor shall a vote to reconsider be reconsidered.

Rescission/Amendment of a previously decided resolution

10.5 At a board meeting, any director may at any time introduce a motion to rescind or amend a previously decided resolution which has been adopted in the affirmative or negative in accordance with section 5.2 or section 9.1 (b), and at a committee meeting, any member may do so in accordance with section 5.2.

10.5.1 Notwithstanding section 10.5, a member may at any time introduce a motion to rescind or amend a previously decided resolution if the motion is made at the same meeting as the previously decided resolution.

10.5.2 Notwithstanding section 10.5, a motion to rescind or to amend a resolution is not in order under the following circumstances:

(a) If some action integral to the resolution now being rescinded or amended has been taken as a result of the previous decision and that action is impossible to undo; or

(b) If the resolution is so intimately connected with another resolution that the resolution cannot be considered as a distinct proposition.

PART 11 - VOTING

Tie vote

11.1 In all cases where the votes of the members present and entitled to vote, including the vote of the Chair, are equal for and against a question, the question shall be declared in the negative, and it shall be the duty of the Chair or other member presiding to so declare.

11.1.1 Any member then present who abstains from voting shall be deemed to have voted in the affirmative.

Recorded vote

11.2 At a board meeting, a director may call for a recorded vote, and if so called, the Corporate Officer shall record in the minutes the names of each director present, the manner in which that director has voted, and the number of votes assigned to such director.

11.2.1 Section 11.2 does not apply to committees.

Distinct propositions

11.3 When the motion under debate contains several parts, each of which is capable of standing as a complete proposition if the others are removed, a separate vote upon each such proposition shall be taken if requested by any member.

Members attendance for vote

11.4 Members who are in the room shall always take their place when a vote is called for and shall not leave until the vote has been taken unless a member has declared a conflict of interest.

Conflict of interest

11.5 Pursuant to section 100 [D*isclosure of conflict*] of the Charter, if a member attending a meeting considers that he or she is not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has

(a) a direct or indirect pecuniary interest in the matter, or

(b) another interest in the matter that constitutes a conflict of interest,

the member must declare this and state in general terms the reason why the member considers this to be the case.

11.5.1 After making a declaration under section 11.5, the member must not do anything referred to in section 101 (2) *[Restrictions on participation if in conflict] of the Charter*.

11.5.2 As an exception to section 11.5.1, if a member has made a declaration under section 11.5 and, after receiving legal advice on the issue, determines that he or she was wrong respecting his or her entitlement to participate in respect of the matter, the member may

(a) return to the meeting or attend another meeting of the same body,

(b) withdraw the declaration by stating in general terms the basis on which the member has determined that he or she is entitled to participate, and

(c) after this, participate and vote in relation to the matter.

11.5.3 For certainty, a member who makes a statement under section 11.5.2 remains subject to section 101 *[Restrictions on participation if in conflict] of the Charter*.

11.5.4 When a declaration under section 11.5 or a statement under section 11.5.2 is made,

(a) the Corporate Officer must record in the minutes the member's declaration or statement, the reasons given for it, and the time of the member's departure from the meeting room and, if applicable, of the member's return, and

(b) unless a statement is made under section 11.5.2, the person presiding at that meeting or any following meeting in respect of the matter must ensure that the member is not present at any part of the meeting during which the matter is under consideration.

11.5.5 Pursuant to section 101 [Restrictions on participation if in conflict] of the Charter, if a member has a direct or indirect pecuniary interest in a matter, whether or not the member has made a declaration under section 11.5, the member must not:

(a) remain or attend at any part of a meeting referred to in section 100 (1) [*Disclosure of conflict*] of the Charter during which the matter is under consideration,

(b) participate in any discussion of the matter at such a meeting,

(c) vote on a question in respect of the matter at such a meeting, or

(d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.

PART 12 - BYLAWS

Revised by Bylaw 1239, 2016

12.1 Bylaws shall be read and adopted in accordance with section 225 [*Procedures, bylaws and enforcement*] of the *Act*.

Copies of proposed bylaws to directors

12.2 Every proposed bylaw shall be in written form before it is considered by the Board and a copy shall be provided to each director when it is under discussion.

Introduction, reading and adopting bylaws

12.3 Every proposed bylaw shall be introduced by motion.

12.4 A proposed bylaw may be debated or amended at any time during the first three readings unless prohibited by the *Act*.

12.5 A bylaw shall be deemed to be read when its title or bylaw number is stated.

12.6 Every proposed bylaw must be given first, second and third reading before it is passed and finally adopted.

12.7 Every proposed bylaw may be introduced and given first, second and third readings at the same meeting by one motion for all three readings.

Revised by Bylaw 1239, 2016

12.8 A separate motion that a proposed bylaw be passed and finally adopted must be made at a subsequent meeting, except that as provided in section 228 of the *Act*, a bylaw that does not require approval, consent or assent under the *Act* or any other act before it is adopted may be adopted at the same meeting at which it passes third reading if the motion for adoption receives at least two thirds vote of the directors present.

12.9 As provided in section 89 [*Open meetings*] of the Charter, a Board must not vote on the reading or adoption of a bylaw when its meeting is closed to the public.

Certification and storage

12.10 When a bylaw is read at a board meeting, the Corporate Officer shall certify the readings and dates at the end of such bylaw. After a bylaw has been adopted the Corporate Officer shall be responsible for its correctness, including any amendments.

12.11 Every bylaw which has been adopted by the Board shall be signed without delay by the Chair and the Corporate Officer, sealed with the seal of the Board, and retained by the Corporate Officer for safekeeping.

12.12 After their adoption by the Board, all bylaws shall be filed in their regular order and shall have an index prepared for the same.

Repeal of a bylaw

12.13 The repeal of any bylaw or part of any bylaw shall not, unless a contrary intention appears, revive any bylaw or Part thereof not in force or existing at the time at which a bylaw takes effect or prevent the effect of any saving clause therein.

PART 13 - DELEGATIONS

General provisions

13.1 No person, persons or organization shall appear as a delegation more than once to the same agenda item except to introduce new and material information.

13.2 Each delegation shall be limited to a maximum time of five minutes to make a presentation to the Board or a committee unless otherwise determined by leave of the Chair.

13.2.1 The Board or committee shall be limited to a maximum of five minutes in which to direct questions to the respective delegation unless otherwise determined by leave of the Chair.

13.3 Each delegation:

(a) may provide the Corporate Officer with an executive summary, of up to two pages, of the delegation's presentation for inclusion in the applicable committee and board agenda package; and

(b) may provide the Corporate Officer with a copy of the delegation's complete presentation and other relevant background material for the record.

13.4 The subject matter upon which a delegation wishes to speak must:

(a) be within the jurisdiction of the regional district; and

(b) be within the terms of reference of the committee for which the delegation wishes to appear.

13.4.1 A request to appear as a delegation at a Council of Councils Committee will not be accepted unless a meeting of the Councils of Council's Committee has been called for the express purpose of hearing delegations on a matter.

Revised by Bylaw 1322, 2021

13.4.2 A request to appear as a delegation at a board or committee meeting will not be accepted if it relates to a public procurement process for the provision of goods, services or construction for Metro Vancouver Regional District between the time that such procurement process has been posted and the time any resulting contract or proposal call has been awarded, or other final decision made.

Regular delegation – committee

13.5 Any person, persons or organization wishing to appear as a regular delegation before a committee shall submit a written request to the Corporate Officer at least seven working days prior to the scheduled meeting.

13.5.1 The written request must stipulate:

(a) the subject matter upon which the delegation wishes to speak;

(b) the name of the designated speaker; and

(c) the specific action which is being requested of the committee by the delegation.

13.5.2 Each delegation may, at least seven working days before a scheduled meeting, provide the Corporate Officer with an executive summary, of up to two pages, of the delegation's presentation for inclusion in the applicable committee agenda package.

13.5.3 The Corporate Officer shall, at a time reasonably in advance of the meeting, notify the delegation of the date, time and place of the meeting at which the delegation is scheduled to appear.

13.5.4 The delegation appearance and the subject of the delegation will be included on the meeting agenda.

Late delegation – committee

13.6 Any person, persons, or organization who deems their interests to be affected by a report on a committee agenda and who, because of circumstances, could not have been expected to give earlier notice pursuant to section 13.5, may request to appear as a late delegation before the committee by submitting a written request, before the meeting is convened, to the Corporate Officer, stipulating:

(a) the circumstances preventing the delegation from giving earlier notice;
(b) how the delegation's interests are affected by a report on a committee agenda;
(c) the name of the report that the delegation wishes to speak to;
(d) the name of the designated speaker; and
(e) the specific action which is being requested of the committee by the delegation.

13.6.1 The Corporate Officer shall advise the committee Chair of the late delegation request and circulate the written request and the executive summary, if available, to the committee members on table at the committee meeting.

13.6.2 The committee shall, at the time adoption of the agenda is being considered, determine if the delegation will be heard, by proposing to place the late delegation request as an additional item on the agenda in accordance with section 5.2.

Delegation – board

13.7 Any person, persons or organization who deems their interests to be affected by a report on a board agenda may request to appear as a delegation before the Board by submitting a written request to the Corporate Officer no later than forty-eight hours prior to the scheduled board meeting stipulating:

(a) how the delegation's interests are affected by a report on a board agenda;
(b) the name of the report that the delegation wishes to speak to;
(c) the name of the designated speaker; and
(d) the specific action which is being requested of the Board by the delegation.

13.7.1 The Corporate Officer shall, at a time reasonably in advance of the meeting, notify the delegation of the date, time and place of the meeting at which the delegation is scheduled to appear.

13.7.2 The Corporate Officer shall advise the Board Chair of the delegation request and circulate the written request and the executive summary, if available, to the Board members on table at the board meeting.

13.7.3 The Board shall, at the time adoption of the agenda is being considered, determine if the delegation will be heard, by proposing to place the delegation request as an additional item on the agenda in accordance with section 5.2.

13.8 Any person, persons or organization who wishes to appear before the Board with respect to an emergency matter may, before the meeting is convened, request the Chair to grant approval to the person, persons, or organizations to appear before the Board, by clearly demonstrating the emergency nature of the request. The Chair shall not be obliged to grant approval of any such late delegation request unless the Chair is satisfied that the nature of the emergency prevented the person, persons or organizations from giving earlier notice of their desire to appear before the Board.

Invited presentation – board or committee

13.9 The Chair may, under exceptional circumstances, invite a person, persons, or organizations to make a presentation to the meeting. Time permitting, the Corporate Officer shall include the subject of the presentation and the designated speaker on the meeting agenda.

13.9.1 The Corporate Officer shall, at a time reasonably in advance of the meeting, notify the designated speaker of the date, time and place of the meeting at which the designated speaker is scheduled to appear.

PART 14 - COMMITTEES

Conduct of business

14.1 Committees shall conduct business under the rules of procedure as set out in Parts 1, 3, 4, 5, 6, 7, 8, 10, 11, 13, and 14 as the context requires and unless otherwise provided.

Revised by Bylaw 1239, 2016

Appointment of select and standing committees

14.2 Select and standing committee appointments may be made pursuant to section 218 [*Appointment of select and standing committees*] of the *Act* as follows:

(1) A board may appoint a select committee to consider or inquire into any matter and report its findings and opinion to the board.

(2) The Chair may establish standing committees for matters the Chair considers would be better dealt with by committee and may appoint persons to those committees.

(3) Subject to subsection (4), persons who are not directors may be appointed by the board to a select committee or by the Chair to a standing committee.

Revised by Bylaw 1297, 2020

(4) A majority of the members of a committee, except the Council of Councils' Committee and the Committee responsible for the Regional Economic Prosperity Service, shall be directors.

Membership

14.3 The Board Chair and Board Vice Chair shall be ex-officio members of all standing committees but shall not be entitled to vote, and shall not constitute quorum.

Voting

14.4 At a committee meeting, a member of a committee shall have one vote only.

Matters Referred to Committee by the Board

14.5 A committee shall consider and report respectively within the time period established by the Board, on every matter referred to it by the Board and the committee Chair shall raise the matter before the Board.

14.5.1 Any committee member shall have the right to submit a minority report.

14.5.2 Where delegations are heard by a committee, the committee's report to the Board shall include the committee recommendation, notification of the appearance of delegations, and a synopsis of the delegations submissions to the committee.

14.5.3 No action of any committee shall be binding on the Board unless the committee has delivered its report to the Board and the Board has adopted such action.

PART 15 - MISCELLANEOUS PROVISIONS

15.1 "Greater Vancouver Regional District Procedure Bylaw Number 1009, 2005", "Greater Vancouver Regional District Procedure Amending Bylaw Number 1059, 2007", "Greater Vancouver Regional District Procedure Amending Bylaw Number 1066, 2007", "Greater Vancouver Regional District Procedure Amending Bylaw Number 1067, 2007", and "Greater Vancouver Regional District Procedure Amending Bylaw Number 1106, 2009" be and are hereby repealed.

To: Climate Action Committee

From: Julie Saxton, Program Manager, Enforcement and Regulation Air Quality, Parks and Environment

Date: August 16, 2023 Meeting Date: September 7, 2023

Subject: **Appointment of Enforcement Officers**

RECOMMENDATION

That the MVRD Board:

a) pursuant to the *Greater Vancouver Regional District Air Quality Management Bylaw 1082, 2008* and the *Environmental Management Act*:
   i. rescind the appointment of Ana Nic Lochlainn as an officer; and
   ii. appoint Metro Vancouver employees Jason Assam, Karnjit Bains, Cynthia Barros, Amanda Craft, and Mike Mijares as officers; and

b) pursuant to section 28 of the *Offence Act* for the purpose of serving summons for alleged violations under the *Greater Vancouver Regional District Air Quality Management Bylaw 1082, 2008*:
   i. rescind the appointment of Ana Nic Lochlainn; and
   ii. appoint Metro Vancouver employees Jason Assam, Karnjit Bains, Cynthia Barros, and Amanda Craft.

EXECUTIVE SUMMARY

Recent changes in staffing have resulted in a need to update staff appointments as Metro Vancouver Regional District (MVRD) Board-designated officers under the *Greater Vancouver Regional District Air Quality Management Bylaw 1082, 2008*, the *Environmental Management Act*, and the *Offence Act*. Staffing changes are a result of retirements and promotions within Metro Vancouver. Staff recommend that the MVRD Board appoint staff and rescind appointments accordingly.

PURPOSE

To appoint five Metro Vancouver employees as Board-designated officers, and to rescind the appointment of one former officer.

BACKGROUND

Metro Vancouver's Air Quality Regulatory Program supports the goals of the *Clean Air Plan* by promoting compliance with air quality management bylaws and regulating the discharge of air contaminants.

Employment status changes for Metro Vancouver environmental regulatory staff have resulted in a need to update staff appointments to ensure appropriate authority to advance air quality management goals. Three retirements and two promotions within Metro Vancouver resulted in five vacancies recently being filled. Section 31 of the *Environmental Management Act* and the *Greater*

Vancouver Regional District Air Quality Management Bylaw No. 1082, 2008 grant authority to Board-designated officers.

ROLE OF ENFORCEMENT OFFICERS

Officers may enter property, inspect works, and obtain records and other information to promote compliance with the *Environmental Management Act* and MVRD air quality management bylaws.

The *Offence Act* allows regional districts to appoint enforcement officers for the purpose of serving summons for bylaw violations. Officers, if appointed for that purpose, may serve a summons in respect of alleged offences under the *Greater Vancouver Regional District Air Quality Management Bylaw 1082, 2008*.

ALTERNATIVES

1. That the MVRD Board:
   a) pursuant to the *Greater Vancouver Regional District Air Quality Management Bylaw 1082, 2008* and the *Environmental Management Act*:
      i. rescind the appointment of Ana Nic Lochlainn as an officer; and
      ii. appoint Metro Vancouver employees Jason Assam, Karnjit Bains, Cynthia Barros, Amanda Craft, and Mike Mijares as officers; and
   b) pursuant to section 28 of the *Offence Act* for the purpose of serving summons for alleged violations under the *Greater Vancouver Regional District Air Quality Management Bylaw 1082, 2008*:
      i. rescind the appointment of Ana Nic Lochlainn; and
      ii. appoint Metro Vancouver employees Jason Assam, Karnjit Bains, Cynthia Barros, and Amanda Craft.
2. That the MVRD Board receive for information the report dated August 16, 2023, titled "Appointment of Enforcement Officers" and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

There are no additional financial implications as the MVRD appointees are already employed by Metro Vancouver and there are no costs associated with rescindments.

CONCLUSION

Recent changes in staffing have resulted in a need to update staff appointments as the MVRD Board-designated officers under the *Greater Vancouver Regional District Air Quality Management Bylaw 1082, 2008*, the *Environmental Management Act*, and the *Offence Act*. Staff recommend that the MVRD Board adopt Alternative 1.

To: Climate Action Committee

From: Carla Stewart, Senior Planner, Regional Planning and Housing Services

Date: July 27, 2023 Meeting Date: September 7, 2023

Subject: **Metro Vancouver's Climate 2050 Agriculture Roadmap**

RECOMMENDATION

That the MVRD Board:

a) endorse the Climate 2050 Agriculture Roadmap as attached to the report dated July 27, 2023, titled "Metro Vancouver's Climate 2050 Agriculture Roadmap" as the initial Roadmap to achieve the Climate 2050 vision, goals, and targets for a net-zero and resilient agricultural sector; and
b) direct staff to continue working with member jurisdictions and other partners to implement the actions in the Climate 2050 Agriculture Roadmap; and
c) direct staff to update the Roadmap, as needed, in response to new information.

EXECUTIVE SUMMARY

The *Climate 2050 Agriculture Roadmap* is one in a series of 10 *Climate 2050* Roadmaps that present a pathway to achieving a carbon neutral and resilient region by the year 2050. Agriculture in Metro Vancouver contributes approximately 4 percent of the region's total GHG emissions from using fertilizer, farm equipment, and fossil natural gas to heat greenhouses. The *Agriculture Roadmap* establishes a target of reducing GHG emissions by 35 percent, relative to 2010 levels, by 2030. This will be achieved by maximizing carbon sequestration and by implementing the best management practices and technologies available to support powering agricultural operations, equipment and machinery with clean, renewable energy. The long-term resilience of the region is the biggest climate challenge facing the sector, and therefore, increasing the resilience of local agriculture is a significant focus.

The *Agriculture Roadmap* sets out 4 strategies and 68 actions to help agricultural producers transition to clean, renewable energy and to increase their resilience. Of these, 12 have been identified as 'big moves', focusing on the most impactful actions to support nature-based solutions, address soil health, support using new technology and reduce emissions from agricultural sources. The majority of these 'big moves' support increasing the overall resilience of the agricultural sector, but five in particular focus on what Metro Vancouver has the most influence over:

- Prepare an agricultural land protection and viability strategy;
- Implement soil movement tracking within agricultural areas;
- Reduce the encroachment of urban uses into agricultural areas;
- Build a long-term payment for ecosystem services funding mechanism for agriculture; and
- Explore innovative sources and new technologies for water use and water conservation for long-term agricultural use.

The *Agriculture Roadmap* will be a dynamic document that evolves over time to stay responsive to advancements in technology and production methods, and responds to new challenges that arise. This report seeks endorsement of the *Agriculture Roadmap* by the MVRD Board.

PURPOSE

This report presents the *Climate 2050 Agriculture Roadmap*, seeking endorsement by the MVRD Board.

BACKGROUND

Following the MVRD Board adoption of the *Climate 2050 Strategic Framework* in September 2018, staff began an integrated engagement process for *Climate 2050*, using a series of issue area discussion papers (Reference 1). A discussion paper on the *Agriculture Roadmap* was received by the Climate Action Committee at its May 2020 meeting, followed by a draft *Agriculture Roadmap* at its November 2021 meeting (References 2 and 3). With the completion of engagement, staff have finalized the *Agriculture Roadmap* and are seeking endorsement by the MVRD Board (Attachment 1).

CLIMATE 2050 STRATEGIC FRAMEWORK

Climate 2050 is an overarching long-term strategy that will guide the region's policies and collective actions to transition to a carbon neutral and resilient region over the next 30 years (Reference 1). Metro Vancouver is implementing *Climate 2050* through a series of 10 issue area Roadmaps, which describe long-term goals, targets, strategies and actions to reduce regional greenhouse gases (GHGs) and ensure that the region is resilient to climate change impacts.

Implementation of the Roadmaps will be driven by Metro Vancouver's management plans, including the *Clean Air Plan*, *Metro 2050*, and updated management plans in the areas of liquid waste, solid waste, drinking water, and regional parks (Reference 4). For actions that are within the jurisdiction or responsibility of others, Metro Vancouver can play supporting, convening, and advocacy roles, working closely with other orders of government, First Nations, and member jurisdictions, along with other key stakeholders to advance implementation.

METRO VANCOUVER'S CLIMATE 2050 AGRICULTURE ROADMAP

The agricultural sector contributes approximately 4 percent of the region's total GHG emissions. The *Agriculture Roadmap* sets out Metro Vancouver's pathway to a net-zero, resilient agriculture sector. It establishes a target of reducing GHG emissions by 35 percent from the agriculture sector, relative to 2010 levels, by 2030. This will be achieved by maximizing carbon sequestration where opportunities exist, and by implementing the best available management practices and technologies available to support powering agricultural operations, equipment and machinery with clean, renewable energy.

The agriculture sector is highly vulnerable to climate change, and therefore increasing the resilience of local agriculture is a significant focus of the *Agriculture Roadmap*. One important action to support resilience is to increase the degree to which ecosystem services are utilized and protected by agricultural producers on their lands by developing a regional program that supports the use of these areas over the long-term, both financially and administratively (Reference 5).

Strategies, Actions and Big Moves in the Agriculture Roadmap

To support a net-zero, resilient agricultural sector, the *Agriculture Roadmap* sets out 4 strategies, 68 actions, and identifies 12 'big moves' to help agricultural producers transition their operations to using clean, renewable energy and increase resilience to climate change by embracing nature-based solutions, addressing soil health, and supporting new technologies. The *Agriculture Roadmap* is intended to be updated over time to stay responsive to advancements in technology and production methods, and respond to new challenges that arise related to extreme weather events.

The *Agriculture Roadmap* identifies the following 12 big moves, which are foundational actions needed to achieve the goals and targets:

1. Prepare an Agricultural Land Protection and Viability Strategy.
2. Implement soil movement tracking within agricultural areas.
3. Reduce the encroachment of urban uses into agricultural areas.
4. Explore opportunities to reduce emissions from greenhouses.
5. Develop actionable programs specific to carbon storage on agricultural lands.
6. Support and streamline the operation of anaerobic digestion facilities in the region.
7. Prepare a regional vulnerability assessment of agricultural lands.
8. Build a long-term payment for ecosystem services funding mechanism for agriculture.
9. Explore innovative sources and new technologies for water reuse and water conservation.
10. Integrate climate change considerations into agricultural business operations.
11. Establish pilot projects that carry the financial and operational burden of testing new agri-tech systems.
12. Establish a cost-sharing or group purchase program to reduce the risks of adopting new agri-tech processes and systems.

Nine out of the twelve 'big moves' support increasing the overall resilience of the agricultural sector. Five of those 'big moves' focus on areas Metro Vancouver has the most influence over including protecting agricultural land, tracking soil movement, reducing urban use encroachment, supporting payment for ecosystem services and exploring options for access to water.

Relationship Between the Agriculture Roadmap and *Clean Air Plan*

The *Clean Air Plan*, approved by the MVRD Board in September 2021, supports *Climate 2050*'s vision by identifying the initial actions needed to meet an overall 45 percent reduction in GHG emissions from 2010 levels by 2030 and achieve carbon neutrality for the region by 2050 (Reference 4). The *Agriculture Roadmap* advances the *Clean Air Plan's* GHG reduction target of 35 percent for agricultural-sourced emissions by 2030. There are additional actions in the Roadmap that are not included in the *Clean Air Plan* but were added as a result of engagement feedback related to soils, testing zero-emission agriculture equipment, and supporting anaerobic digestion facilities.

Relationship between the Agriculture Roadmap and *Metro 2050*

Metro 2050, adopted by the MVRD Board in February 2023, is the region's collective vision for how growth will be managed to support complete, connected and resilient communities, while also protecting important lands such as those that support agricultural operations (Reference 6). While *Metro 2050* includes many policies supportive of the long-term protection of agricultural land, some policy improvements to *Metro 2050* are proposed in the *Agriculture Roadmap* intending to reduce

the pressures on agricultural land, which is often viewed as an easy and suitable location to accommodate the region's increasing residential and industrial growth.

ENGAGEMENT PROCESS

A draft *Agriculture Roadmap* was presented to the Climate Action Committee and MVRD Board in November 2021. Between February 2022 and May 2023, staff completed an extensive engagement process including: hosting workshops, offering online surveys, and providing multiple presentations with opportunities for feedback. Engagement focused on providing the Metro Vancouver Agricultural Advisory Committee (AAC) the opportunity to comprehensively review the proposed strategies and actions. Staff also engaged with several Metro Vancouver departments, with team leads preparing other *Climate 2050* Roadmaps intersecting with agriculture including the *Nature & Ecosystems, Energy, Industry & Business, Land Use & Urban Form*, and *Human Health & Well-being Roadmaps,* and with the members of the Regional Planning Advisory Committee and its Environment and Social Issues Sub-committees. Combined, all feedback received from the AAC, First Nations participants, member jurisdictions, Metro Vancouver staff, and the general public, produced over 50 pages of comments, all of which were reviewed, considered and, where appropriate, incorporated into the *Agriculture Roadmap*.

Agriculture Sector Engagement

Metro Vancouver's AAC membership comprises local farmers, representatives from agriculture industry associations and commodity groups, and agriculture and food-focused researchers from local post-secondary institutions. The AAC was instrumental in supporting the preparation of the *Agriculture Roadmap* as the members are best positioned to clarify and provide solutions to the production and climate change issues the sector is challenged with, including how best to support net-zero agriculture and other new action items that do not appear in the *Clean Air Plan*. In addition, the feedback obtained from the AAC, summarized in Table 1, resulted in a higher number of action items and big moves and a different format for the *Agriculture Roadmap* as compared to the other completed Roadmaps.

Table 1: Agricultural Advisory Committee Roadmap Engagement Summary

Interest	How We're Responding
Strategy 1: Protect Agricultural Land	*What we heard:* - Need stronger land use regulatory tools and enforcement penalties for illegal uses on agricultural land; - Agricultural Impact Assessments should be required for any development adjacent to agricultural land; and - Support via incentives, tax breaks, education, and investment coming from all orders of government is vital. *Proposed response:* - Strengthen protection of agricultural land through the preparation of an Agricultural Protection and Viability Strategy; - Re-examine soil movement and tracking on agricultural land; and - Strengthen regional policy in *Metro 2050* to protect agricultural and rural lands from urban encroachment.

Strategy 2: Support Farmers as Climate Action Leaders	*What we heard:* - Cost to transition is a huge barrier; - Knowledge sharing and access to data is a big hurdle; - Existing government programs are under-resourced; and - Anaerobic digestion expertise and cost of maintenance is a challenge. *Proposed response:* - Advocate to the Province to adjust the Environmental Farm Plan program requirements; and - Address the barriers to utilizing anaerobic digestion including: economies of scale; access to waste materials; lack of guidance and understanding from member jurisdictions; and coordinated regulations, policies, and guidelines.
Strategy 3: Support Long-term Farm Health and Resilience	*What we heard:* - Education and lack of understanding is a barrier for farmers; - Financial incentives and investments from all orders of government is needed; - Cost-sharing with farmers to adjust production is necessary; and - Stronger water management is needed. *Proposed response:* - Commit to expanding communication materials and styles; - Advance a project on payment for ecosystem services; and - Examine alternate sources of water including water recycling.
Strategy 4: Support a Viable, Profitable, and Stable Agricultural Sector	*What we heard:* - More investments from all levels of government are needed; and - Lack of understanding that agriculture is a business that needs to be profitable. *Proposed response:* - Support the agriculture sector in testing new agri-tech systems; and - Recognize the business component of agricultural operations by adjusting Strategy 4 to "Support a Viable, Profitable, and Stable Agricultural Sector".

First Nations Engagement

During engagement on the *Agriculture Roadmap*, staff met with the Tsawwassen First Nation Agricultural Advisory Committee and staff to tour their farm site and discuss and better understand the challenges affecting agriculture practices, particularly from a resilience perspective. The valuable information shared about Tsawwassen's farming programs and partnerships was used to inform the final content of the Roadmap. Staff also presented to Kwantlen First Nation in December 2022, and received information about how they are affected by nearby commercial agricultural operations, an issue intended to be reviewed in greater depth as part of the upcoming Regional Food System Strategy update project.

Combined, all feedback received from the AAC, First Nation participants, member jurisdictions, Metro Vancouver staff, and the general public, was reviewed, considered, and where appropriate, applied to the *Agriculture Roadmap*.

ALTERNATIVES

1. That the MVRD Board:
   a) endorse the *Climate 2050 Agriculture Roadmap* as attached to the report dated July 27, 2023, titled "Metro Vancouver's *Climate 2050 Agriculture Roadmap*" as the initial Roadmap to achieve the *Climate 2050* vision, goals, and targets for a net-zero and resilient agricultural sector;
   b) direct staff to continue working with member jurisdictions and other partners to implement the actions in the *Climate 2050 Agriculture Roadmap*; and
   c) direct staff to update the Roadmap, as needed, in response to new information.

2. That the MVRD Board:
   a) endorse the *Climate 2050 Agriculture Roadmap* as attached to the report dated July 27, 2023, titled "Metro Vancouver's *Climate 2050 Agriculture Roadmap*" as the initial Roadmap to achieve the *Climate 2050* vision, goals, and targets for a net-zero and resilient agricultural sector, with amendments proposed by the Climate Action Committee; and
   b) direct staff to update the Roadmap, as needed, in response to new information and as directed.

3. That the MVRD Board receive for information the report dated July 27, 2023, titled "Metro Vancouver's *Climate 2050 Agriculture Roadmap*" and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The resources required to develop and engage on the *Climate 2050* Roadmaps were approved in the 2021 and 2022 program budgets, including staff time and consulting expenditures. Current and ongoing Regional Planning projects that align with actions in the *Agriculture Roadmap*, include the Ecosystem Services on Agricultural Land Scoping Project, Agricultural Land Use Inventory, and Regional Food System Strategy Update, all of which were included in the Board-approved 2022 and 2023 Regional Planning budgets. Additional implementation actions from the *Agriculture Roadmap* will be advanced through subsequent annual budgets and five-year work plans.

CONCLUSION

The *Climate 2050 Agriculture Roadmap* presents a robust plan for the region to achieve a net-zero, resilient agricultural sector by the year 2050. In laying out that pathway, it identifies key issues, including supporting the region's agricultural operations to reduce their GHG emissions and reducing their vulnerability to climate change including significant changes in temperature and rainfall, managing new shifts in pests and diseases, and adapting to extreme flooding events. Staff recommend Alternative 1, that the MVRD Board endorse the *Climate 2050 Agriculture Roadmap* and direct staff to continue working with member jurisdictions and other partners to implement the actions.

ATTACHMENTS

1. *Climate 2050 Agriculture Roadmap*, dated July 2023
2. Presentation re: *Climate 2050 Agriculture Roadmap*, dated September 7, 2023

REFERENCES

1. *Climate 2050* Strategic Framework
2. Climate Action Committee staff report dated April 17, 2020, titled "Clean Air Plan and Climate 2050 Discussion Paper on Agriculture".
3. Climate Action Committee Staff report dated October 13, 2021, titled "Draft Climate 2050 Agriculture Roadmap".
4. *Clean Air Plan, Issue Area 4: Agriculture*
5. Climate Action Committee Staff report dated May 15, 2023, titled "Agricultural Ecosystem Services in Metro Vancouver".
6. *Metro 2050,* Strategy 2.3 – Protect the supply of agricultural land and strengthen agricultural viability



CLIMATE **2050 Roadmap**

Agriculture

A pathway to a net-zero carbon, resilient Agriculture in Metro Vancouver

July 2023

FRONT COVER: FARMING IN METRO VANCOUVER

Metrotower III,
4515 Central Boulevard,
Burnaby, BC, V5H 0C6
www.metrovancouver.org

July 2023

Metro Vancouver acknowledges that the region's residents live, work, and learn on the shared territories of many Indigenous peoples, including 10 local First Nations: **q́ićəý** (Katzie), **q́ʷɑːńƛ̓əń** (Kwantlen), **kʷikʷəƛ̓əm** (Kwikwetlem), **máthxwi** (Matsqui), **xʷməθkʷəýəm** (Musqueam), **qiqéyt** (Qayqayt), **se'mya'me** (Semiahmoo), **Sḵwx̱wú7mesh Úxwumixw** (Squamish), **scəẃaθən məsteyəxʷ** (Tsawwassen), and **sə́lílwətaʔɬ** (Tsleil-Waututh).

Metro Vancouver respects the diverse and distinct histories, languages, and cultures of First Nations, Métis, and Inuit, which collectively enrich our lives and the region.



CRANBERRY PRODUCTION IN PITT MEADOWS

Metro Vancouver

Metro Vancouver is a federation of 21 municipalities, one electoral area, and one treaty First Nation that collaboratively plans for and delivers regional-scale services. Metro Vancouver's core utility services include drinking water, sewage treatment, and solid waste management, along with regional services like regional parks, affordable housing, regional land use planning, and air quality and climate action that help keep the region one of the most livable in the world.

Mission

Metro Vancouver's mission is framed around three broad roles:

1. **Serve as a Regional Federation**

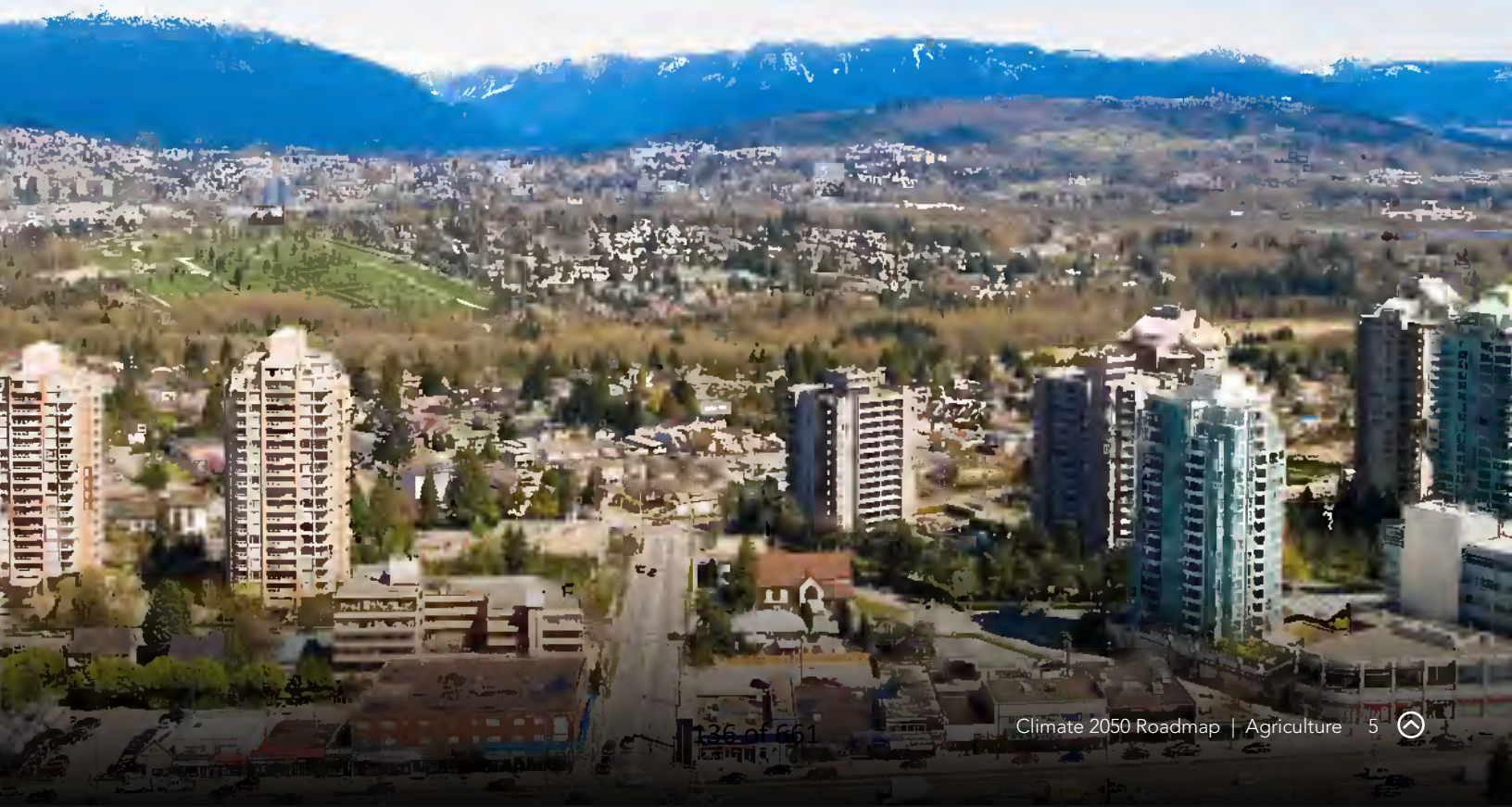
Serve as the main political forum for discussion of significant community issues at the regional level, and facilitate the collaboration of members in delivering the services best provided at the regional level.

2. **Deliver Core Services**

Provide regional utility services related to drinking water, liquid waste, and solid waste to members. Provide regional services, including parks and affordable housing, directly to residents and act as the local government for Electoral Area A.

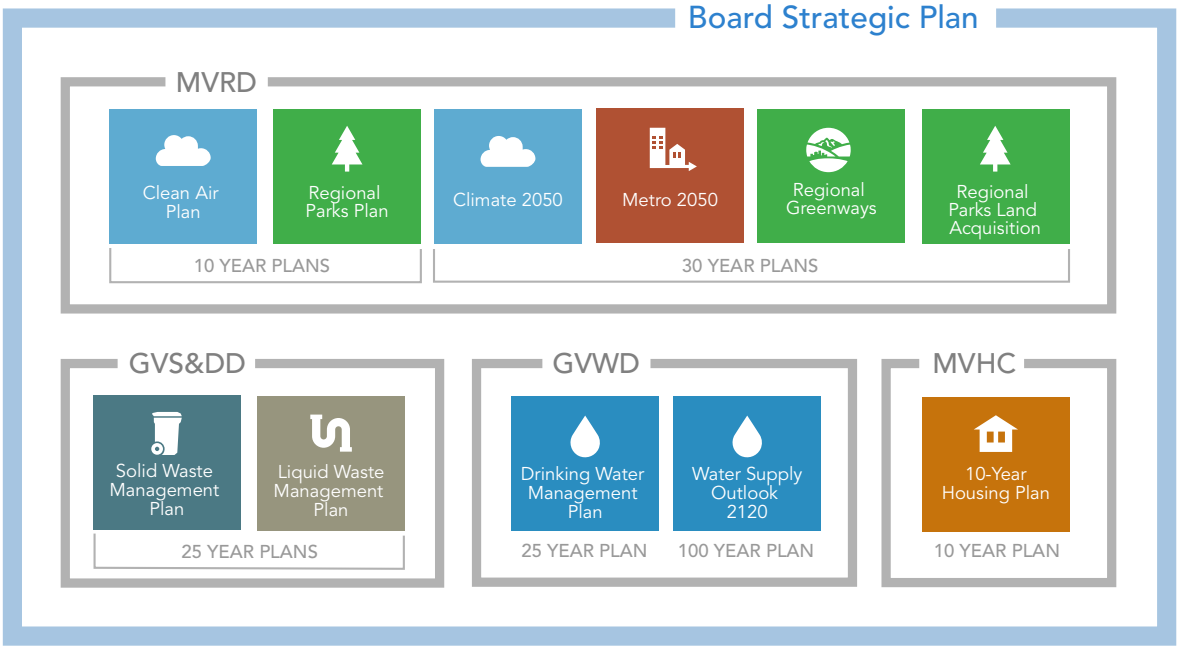
3. **Plan for the Region**

Carry out planning and regulatory responsibilities related to the three utility services as well as air quality, regional planning, regional parks, Electoral Area A, affordable housing, labour relations, regional economic prosperity, and regional emergency management.



Building a Resilient Region

Building the resilience of the region is at the heart of Metro Vancouver's work. Each of Metro Vancouver's regional plans and strategies adopts a vision, guiding principles, goals, strategies, actions and key performance measures that will support a more resilient, low carbon, and equitable future. Metro Vancouver's interconnected plans and strategies are guided by the *Board Strategic Plan*, which provides strategic direction for each of Metro Vancouver's legislated areas of responsibility, and the *Long-Term Financial Plan* which projects total expenditures for capital projects and operations that sustain important regional services and infrastructure. Together these documents outline Metro Vancouver's policy commitments and specific contributions to achieving a resilient region.




AGRICULTURAL LANDS IN SURREY

Metro Vancouver's Roles and Responsibilities for Climate Action

The three broad roles outlined in Metro Vancouver's mission demonstrate responsibilities related to climate change. More specifically, under the *Environmental Management Act*, Metro Vancouver has the delegated authority to provide the service of air pollution control and air quality management and may, by bylaw, prohibit, regulate and otherwise control and prevent the discharge of air contaminants, including greenhouse gas emissions. Through *Metro 2050*, the Regional Growth Strategy, Metro Vancouver and its members, plan for compact, complete communities that are foundational to enabling a carbon neutral, resilient region. As part of delivering its core services, Metro Vancouver also generates and uses clean, renewable energy from its facilities and is working to ensure core regional services and infrastructure are prepared for and resilient to climate change.

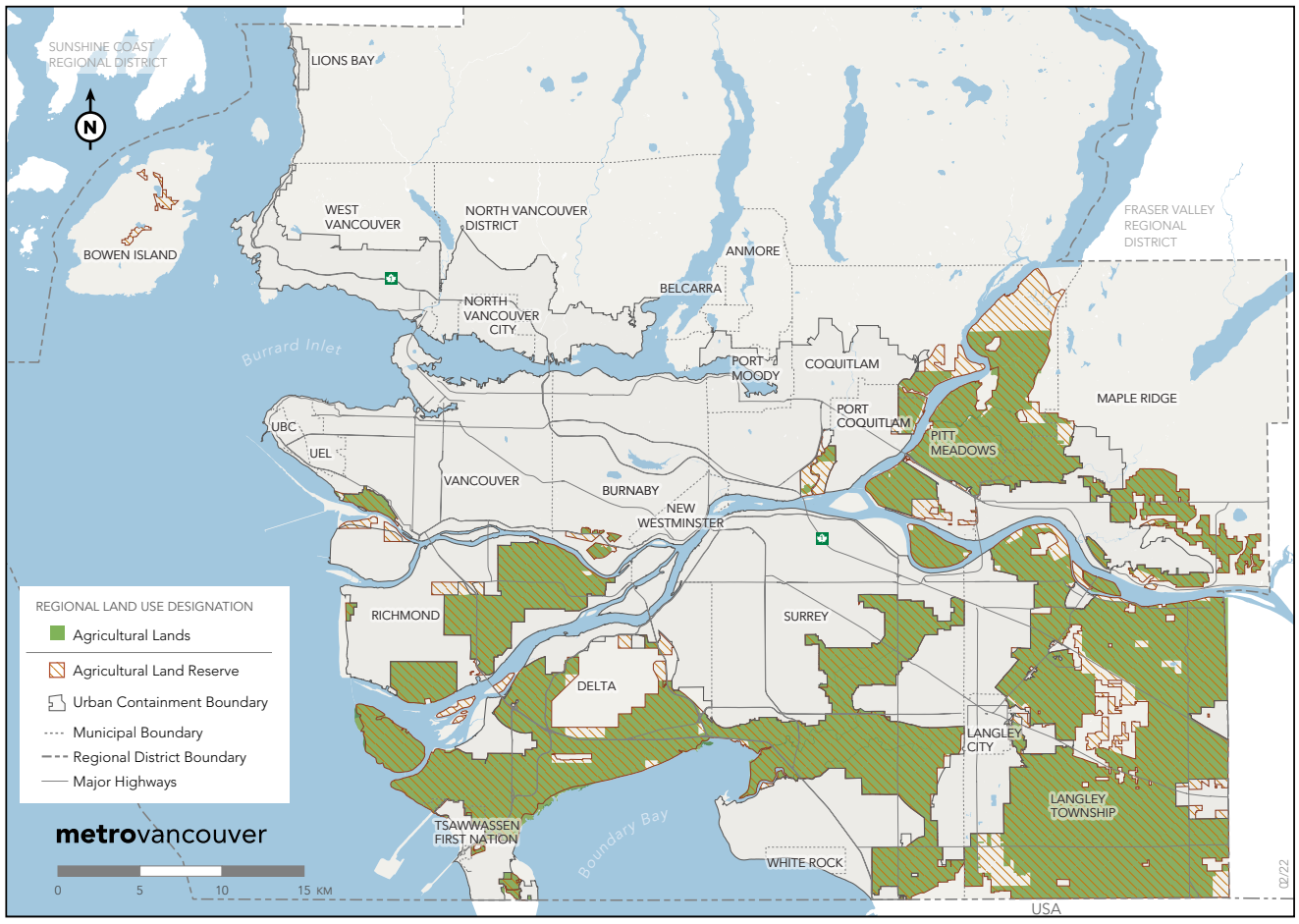
In its role as a regional forum, Metro Vancouver builds and facilitates collaborative processes which engage the public and build partnerships to address significant regional issues like climate change. As part of this role, Metro Vancouver coordinates with and advocates to other governments and regional partners on behalf of its member jurisdictions on greenhouse gas management and climate change adaptation initiatives. Many regional partners will be looked toward to lead the implementation of key actions in the *Climate 2050 Roadmaps*, highlighting the importance of ongoing collaboration with other governments and partners.

The Roadmap at a Glance

Supporting the viability and long-term productivity of agricultural land in Metro Vancouver is incredibly important to the region's urban population. Comprising approximately 20% of the land base in the region, agricultural land supports the local economy (12,148 direct farm jobs (2020, Census Canada)), supplies residents with healthy, fresh food ($1.3 billion annual operating revenues (2020, Census Canada)), and provides valuable ecosystem services such as flood control, wildlife habitat, and clean air. Additionally, agricultural producers rely on healthy ecosystems, balanced soils, and predictable growing conditions in order to manage and support a healthy and complete food system. The agricultural sector, however, has increasingly been facing difficult challenges due to the effects of climate change.

Like many sectors, agriculture is affected by higher temperatures, shifting precipitation patterns, severe weather events, and ongoing sea level rise. In response to these complicated and challenging climate change impacts, this Roadmap focuses on supporting new technologies, using renewable energy sources, supporting healthy soils, conserving ecosystem services, and encouraging adaptation as a method to support a resilient agricultural community that will survive, thrive, and also contribute to reducing the effects of climate change.

The *Climate 2050 Agriculture Roadmap* is about taking the necessary steps to ensure the agricultural sector is supported in its journey to resilience and enabling the long-term production of the food this region relies on. This Roadmap lays out four key strategies and actions that will reduce the region's greenhouse gas emissions and create a strong, adaptive agricultural community in Metro Vancouver by 2050.



METRO VANCOUVER'S DESIGNATED AGRICULTURAL LANDS



BLUEBERRY FIELD

The *Agricultural Roadmap* sets out actions reducing emissions and increasing resilience, organized under the following 4 strategic areas:

1. Protect Agricultural Land
2. Support Farmers as Climate Action Leaders
3. Support Long-Term Farm Health and Resilience
4. Support a Viable, Profitable and Stable Agricultural Sector

To achieve a carbon neutral agricultural sector in this region, farmers will need support to transition their operations to use sustainable technologies (e.g., solar power) and to incorporate regenerative agriculture and nature-based solutions into their daily practices. Farmers should not be left to manage this transition on their own, as the food availability in this region, both today and well into the future, relies on making these adjustments as a collective whole, with each stakeholder playing a vital and unique part:

- **For Farmers** – this includes using climate smart, ecologically-minded regenerative agriculture to increase resilience and investing in new available technologies to take advantage of digital systems and processes;
- **For Industry** – this includes funding new research and embracing digital innovations or supporting information sharing to create new low-carbon options (e.g., electric farm equipment);
- **For Consumers** – this includes increasing awareness (e.g., connection between agriculture and climate change resilience), adjusting personal choices (e.g., eating more local food and reducing food waste), and becoming stronger advocates (e.g., supporting structural and regulatory change that protects agricultural land and the longevity of farming in the region); and
- **For Government** – this includes collectively establishing policies, creating programs, and providing financial assistance to support needed changes in the agricultural sector in order for it to become resilient to the climate challenges ahead.





Contents

The Roadmap at a Glance 8

The Vision: Net-Zero Carbon, Resilient Agriculture by 2050 13

The Challenge 14

The Goals 15

- The Connection Between Climate and Air Quality 16

The Impacts: Climate and Agriculture 17

The Emissions: Agriculture in Metro Vancouver 20

An Overview: Net-Zero Emissions, Resilient Agriculture 21

- Lower Emissions: Clean, Renewable Energy and New Technology 23
- Ecosystem Services: Understand, Benefit From, and Support 25
- Food Systems: Adaptation and Resilience 27
- Long-Term Investment: Enable and Support Resilience and Economic Opportunities 30
- Barriers and Opportunities 32
- The Journey: Net-Zero Emissions, Resilient Agriculture 34

Strategies and Actions 36

- Strategy 1: Protect Agricultural Land 38
- Strategy 2: Support Farmers as Climate Action Leaders 40
- Strategy 3: Support Long-Term Farm Health and Resilience 44
- Strategy 4: Support a Viable, Profitable and Stable Agricultural Sector 47

Setting the Path Ahead 49

- Measuring Our Progress 52
- Feedback and Engagement Process 53

Glossary 54

Navigate back to the Table of Contents by clicking this button.



AGRICULTURAL LAND IN LANGLEY TOWNSHIP



The Vision: Net-Zero Carbon, Resilient Agriculture by 2050

In 2050, agriculture is a key contributor to a low-carbon future having embraced clean, renewable energy sources, switched to regenerative farming practices, and utilized farm land for both carbon capture and local food production.

Agriculture continues to significantly contribute to Metro Vancouver's regional economy, provides fresh, healthy food for local use and export markets, and operates in a sustainable and resilient capacity. Agricultural land is protected for future farming needs, and it helps to manage floods, captures carbon and provides habitat for pollinators and other wildlife while also benefitting from these ecosystem services.

Agricultural production practices have evolved and continue to adapt to the vulnerabilities of climate change. Farmers are able to adapt operations to manage changes in temperature and rainfall and modify farming practices to extreme weather events by using technological innovations and by taking advantage of new or expanded capacity and financial support systems. The agricultural community has seen noticeable improvement and maintenance of soil health and has increased and expanded its agricultural viability overall, ensuring a long-term succession of farming and sustainable local food production for future generations.

The Challenge

A pathway to net-zero carbon, resilient Agriculture in Metro Vancouver

Agriculture in the Metro Vancouver region contributes to the regional economy and provides fresh, healthy food for residents, visitors, businesses, and export markets. In addition, agricultural land provides an aesthetic landscape and other public benefits referred to as ecosystem services, including wildlife habitat, carbon sequestration, water infiltration, and flood management. At the same time, some agricultural activities cause greenhouse gas (GHG) and health-harming air contaminant emissions. These typically come from livestock production, farm equipment, excess fertilizer applications, burning of organic residues, and the heating of greenhouses with fossil natural gas and other fossil fuels.

From an emissions perspective, compared to other, more significant contributors of greenhouse gases (GHG) in the region, agriculture sources make up approximately 4% of the total, largely from three main areas: 1. carbon dioxide produced from fossil fuel combustion to heat greenhouses and to run farm equipment; 2. methane from livestock and manure storage; and 3. nitrous oxide from fertilizer and manure soil treatments. While the agricultural community is not a significant contributor to the region's overall GHG emissions, for Metro Vancouver to achieve carbon neutrality by 2050, all sectors will need to do their part to lower emissions or eliminate them entirely.

From a climate change perspective, agricultural activity is vulnerable to and continuously impacted by the worsening effects of extreme weather events including atmospheric rivers and extended droughts. Farmers are subjected to such things as flooding, salt intrusion into soils, and an increase in new pests and plant diseases - all of which affect local food production. To increase agricultural resilience, we need to support farming practices that embrace nature-based solutions, improve soil health, including reducing contamination and the spread of invasive species, strengthen agricultural viability, and sustain local food production for future generations.

This Roadmap is being created to help the region reach a low-carbon, resilient future while also improving air quality. By 2050, the agricultural sector can become carbon neutral and be powered with clean, renewable energy. Farmers can use regenerative farming practices to capture carbon and build the soil for long-term productivity. Agricultural land can be protected and invested in to enable food production and provide secure tenure to farmers to sustain the agricultural community over the long term.

What is a Carbon Neutral Region?

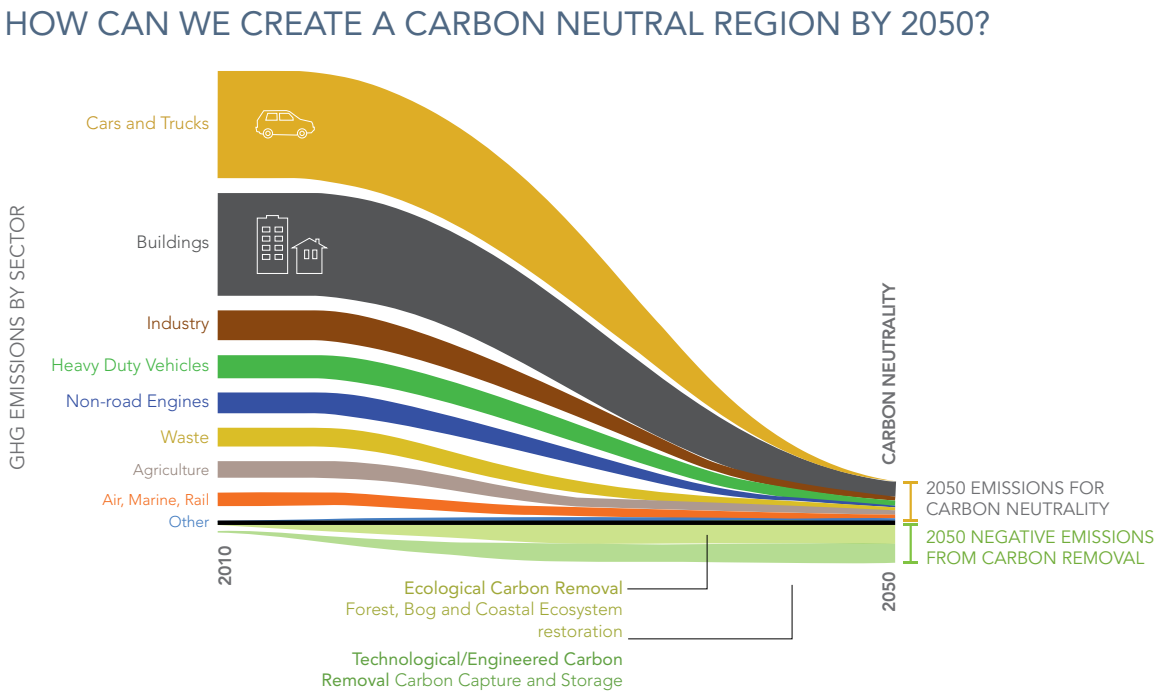
A carbon neutral region generates no net greenhouse gas emissions. This is achieved through the deepest greenhouse gas emission reductions possible across all economic sectors. Any remaining emissions are balanced out by the carbon dioxide that the plants, trees, and soil in the region remove and capture from the atmosphere, or potentially through technological means.

A carbon neutral region is the best option for future generations to maintain a good quality of life beyond 2050. Some difficult decisions and investments have to be made today to not pass these challenges onto upcoming generations at higher costs and consequences. Metro Vancouver, and many of its member jurisdictions, has committed to ambitious targets and bold leadership to respond to the climate crisis. This Roadmap responds to the specific issues and ideas raised by the region's agricultural sector and responds to the global challenge to come together, think big, and act now.

The Goals

GOALS	TARGETS AND MEASURABLE OUTCOMES
GOAL: The agricultural sector is carbon neutral and maximizes carbon sequestration.	**TARGET:** 35% reduction in greenhouse gas emissions from the agricultural sector by 2030, relative to 2010 levels.
GOAL: All agricultural operations minimize greenhouse gas emissions using best available management practices and technologies, and are powered by clean, renewable energy.	
GOAL: The agriculture community consistently applies its knowledge of the benefits of ecosystem services to support the resilience of local farming operations.	**MEASURABLE OUTCOMES:** To Be Determined. Measurable climate-resilient outcomes are currently unknown for the agricultural community. Additional review and consultation will be required to determine what outcomes are attainable and measurable on how well the region's agricultural producers are adapting to climate change impacts.
GOAL: Metro Vancouver's complete food system is adaptable and resilient.	
GOAL: Long-term investment in the agriculture community is coordinated and successful.	

While the agriculture sector is one of the lowest GHG emission sources in the region, efforts to reduce these emissions are required from all sectors in order to reach the 2050 carbon neutrality goal.

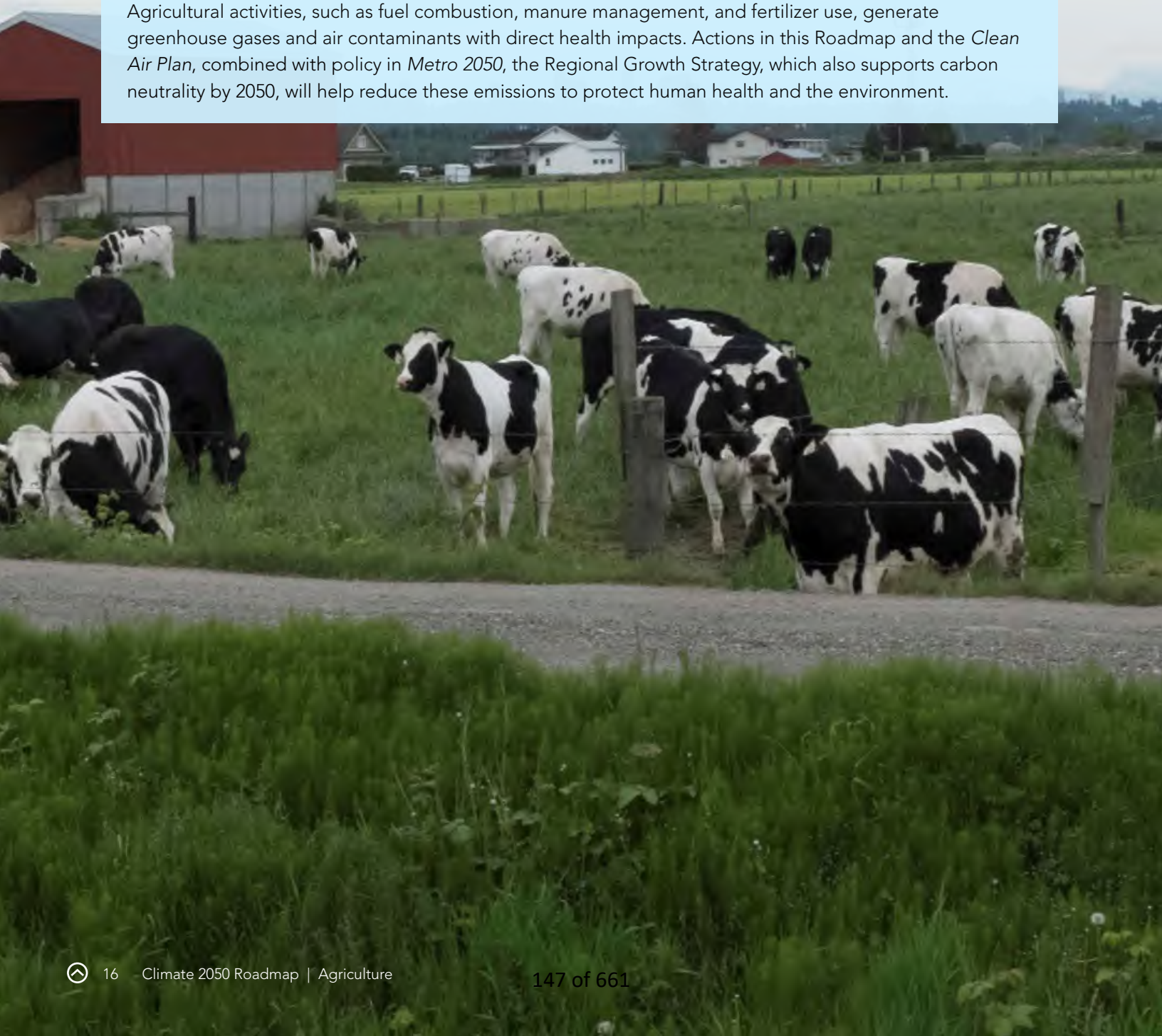


DAIRY FARM

The Connection Between Climate and Air Quality

The *Clean Air Plan* is Metro Vancouver's air quality and greenhouse gas management plan. Actions in the Plan will reduce air contaminant emissions and impacts, including greenhouse gases in our region, to 2030. Implementing these actions also supports the 2030 target of reducing total regional greenhouse gas emissions by 45%, including a 35% reduction within the agricultural sector, compared to 2010 levels, and establishes the foundation for the 30-year commitment of a carbon neutral region by 2050. The *Clean Air Plan* also includes air quality targets for the region.

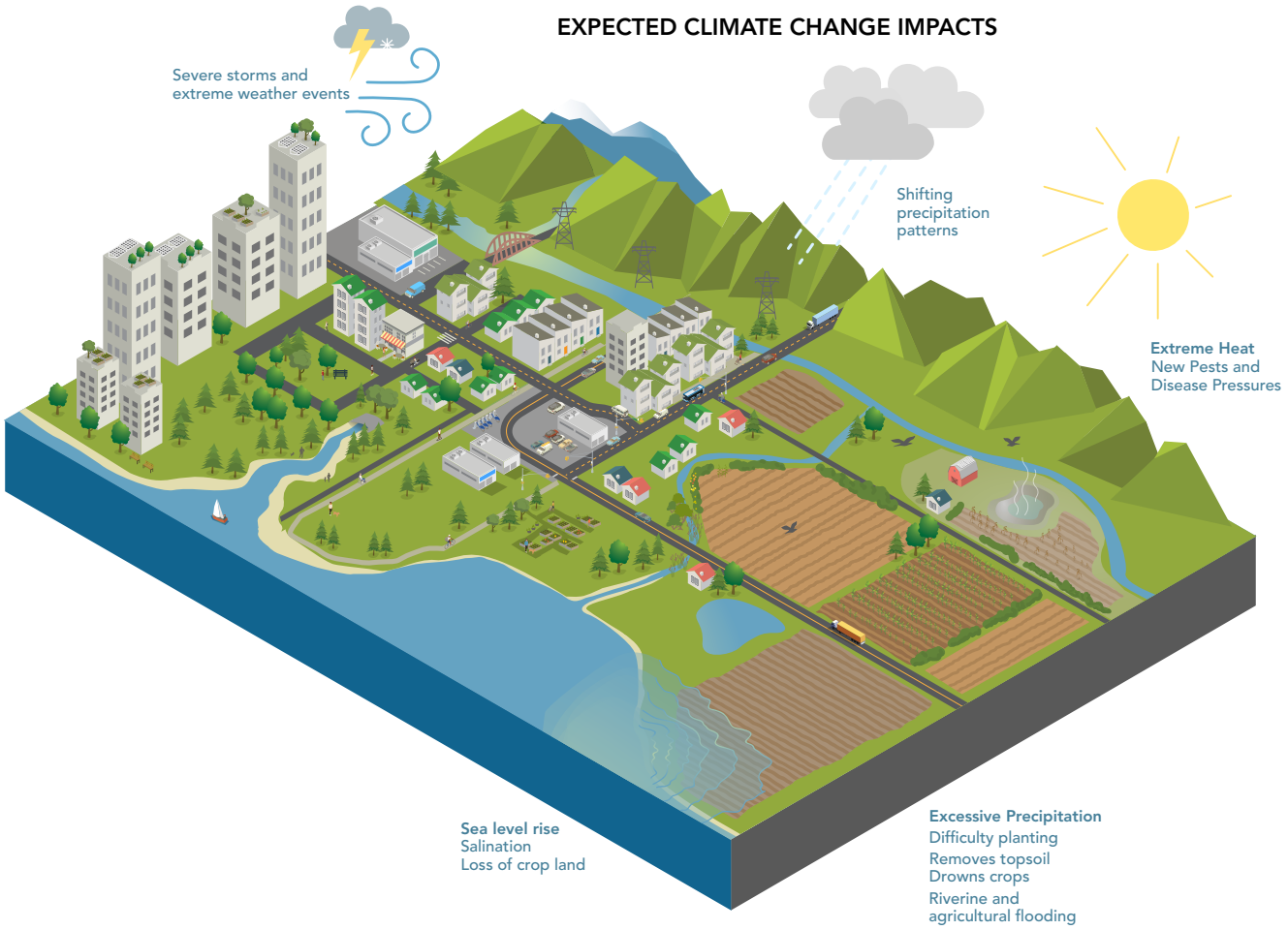
Agricultural activities, such as fuel combustion, manure management, and fertilizer use, generate greenhouse gases and air contaminants with direct health impacts. Actions in this Roadmap and the *Clean Air Plan*, combined with policy in *Metro 2050*, the Regional Growth Strategy, which also supports carbon neutrality by 2050, will help reduce these emissions to protect human health and the environment.



The Impacts: Climate and Agriculture

The agricultural sector is one of the most vulnerable sectors to the impacts of climate change. Farmers manage their operations and grow high quality local food while continually dealing with significant changes in temperature and rainfall, extended droughts, shifting pests and diseases, and extreme weather events that can drastically affect their businesses and production yields. These impacts are not unique to this region; all parts of the world, including areas that grow food that residents of Metro Vancouver rely on, have been and will continue to be affected by changes in climate.

While climate change-caused temperature increases may benefit agriculture by expanding the growing season and enabling a wider variety of crops that can be produced locally, overall, there is more uncertainty about how these significant climate risks will negatively affect agriculture. Ultimately, regardless of what the exact impacts are, the ripple effects result in an increase in the costs of crop and livestock production, a reduction of the economic viability of the agricultural sector, and an increase in food insecurity for the region as a whole.



Based on climate projections to the 2050s we can expect the following climate changes and the resulting impacts felt on the agricultural sector in the Metro Vancouver region:

Climate Changes



Hotter temperatures, overall, with higher daytime and nighttime temperatures, and more hot summer days. This will lead to increased frequency and severity of heatwaves, wildfires and droughts.



Shifting precipitation patterns, including more rainfall in every season except the summer, and less precipitation falling as snow.



Severe storms and extreme weather events, including high winds and heavy rainfall.



Sea level rise, with 0.5 m expected by 2050, which will impact coastal communities in our region. Sea level rise is an important aspect of climate change with significant regional impacts.



Drought, increasing in length during summer months, is exacerbated with an increase in hotter temperatures.

Impacts Felt



Adjustments in temperature disrupt expected seasonal temperature changes affecting livestock and crop mortality and the increase in the prevalence of new parasites and diseases. A longer growing season can lead to earlier harvests, a greater range of crop suitability, and a decrease in heating costs for greenhouses in cooler months; however, warmer temperatures will lead to an increase in demand for water for irrigation during the growing season and exacerbate pest and disease problems that are often controlled by cooler temperatures.



Variations in temperature increase the variability in growing conditions which can impact crop quality, pollination, and the life-cycle of pests and disease. These changes create challenges in aligning production with processing schedules. Hotter summers and heat waves also decrease crop productivity and quality and increase losses. Heat stress may require more heat-tolerant plants which may not currently be in use and may increase stress on limited water resources placing additional demands for irrigation. Energy use increases for the cooling and ventilation of greenhouses, crop storage and livestock.



Changes in precipitation increases the demand for supplementary irrigation that could put pressure on local water supplies and on adjacent ecosystems and riparian areas. Unreliable rainfall during the growing season increases irrigation requirements that didn't previously exist and waterlogged soils lead to delayed planting, soil compaction, and nutrient leaching. Crop damage, crop loss, livestock relocation, and soil erosion are all additional challenges agricultural producers are facing due to the changes in precipitation experienced within this region.

Riverine and field flooding from periods of extreme rainfall and increased runoff from adjacent urban development reduces ground permeability and causes long-term inundation of water into agricultural lands. This water intrusion reduces and limits agricultural production potential and causes root rot damage to year-round crop varieties.

More incidences of coastal flooding from higher tides and more severe storm surges causes immediate and long-term damage to agricultural land and operations including increased salinization of soils from brackish water, increased coastal erosion, loss of livestock and crops, reduced fish passage and a decrease in water quality used for irrigation and ecosystems. Coastal flooding also places additional pressures on ensuring flood prevention mechanisms, such as dykes, spillways and pumps, are all adequately maintained.

Food loss from climate change impacts affects the availability and pricing of local food and international food markets, to produce enough food for human consumption. Local food systems impacted by climate change also experience disruptions to regional infrastructure, supply and delivery lines, a skilled agricultural labour force, and trade markets. This may lead to food price increases, food shortages of some agricultural products, distribution disruptions, and an overall increase in food insecurity.



SMALL LOT FARMING IN METRO VANCOUVER



HORTICULTURAL OPERATION IN METRO VANCOUVER

The Emissions: Agriculture in Metro Vancouver

Metro Vancouver's 2015 regional emissions inventory estimates that agricultural activities generate 4% of total GHG emissions in the region. Sources of agriculture-related GHG emissions in this region include: carbon dioxide from fuel combustion in greenhouses and farm equipment; methane from livestock and manure storage; and nitrous oxide from fertilized and manured soils (Note: Greenhouses referenced in this Roadmap also include licensed cannabis greenhouses).

Agriculture emits approximately 10% of the total GHGs in Canada, with similar estimates for agriculture globally. While this figure measures emissions from agricultural production (including for food and non-food products) it does not reflect the full spectrum of emissions caused by a complete food system from upstream fertilizer and farm equipment manufacturing, nor downstream from food transportation, refrigeration, processing and food waste disposal.

Opportunities to reduce GHG emissions from agriculture in Metro Vancouver include using cleaner, more renewable fuels, reducing energy demands and improving the energy efficiency of greenhouses, improving fertilizer and manure management, and altering livestock diets. Agriculture can also contribute to carbon sequestration by supporting ecosystem services through natural vegetation and forests, planting trees and hedgerows, and using regenerative farm practices that add carbon to soil. Protecting agricultural land for farming also prevents land conversion and development that generally emits more GHGs.

An Overview: Net-Zero Emissions, Resilient Agriculture

Reaching net-zero emissions and resilience in the agriculture sector involves considering and balancing, wherever possible, necessary elements of climate change action:

- **Reducing Greenhouse Gas Emissions** that accelerate climate change; and
- **Increasing resilience** and the agriculture sector's ability to prepare, respond, and recover from the effects of climate change that cannot be avoided.

A "net-zero emissions and resilient" agricultural sector is one that emits low-to-no GHG emissions and is able to withstand the negative effects of a changing climate, ensuring farm yield and business livelihoods are maintained. Looking to 2050, this Roadmap seeks to support the continued transition of agriculture toward a net-zero emissions future where renewable energy systems, innovative farm practices, and grazing and crop techniques support a sustainable and thriving future. By aiming for all of these desired outcomes simultaneously, we can identify ways to reduce emissions and vulnerability to climate change impacts at the same time.

For meaningful change to take place within the agriculture community, it is helpful to examine how it is connected to the three pillars of sustainability: economic, environmental and socio-cultural. These three pillars can also be used to structure and support necessary solutions and actions for change.

1. Economic – agricultural operations are businesses that need to make profits to survive and continue to function; these businesses can be difficult to adjust and may rely on expensive innovations and new technologies that still need to be developed in other sectors. For example, farmers cannot stop using diesel tractors until alternative fuel source (e.g., electric) tractors have been developed, commercialized, and made widely available. When appropriate funding, incentives and technologies are offered to the agricultural sector, farmers can begin to implement these new innovations while still maintaining profitable businesses.

2. Environmental – farming relies on and is affected by the environment. Producers can transition to new fertilizer types and application methods, incorporate new irrigation systems, and adjust soil quality to increase carbon sequestration, but such adjustments to farming practices may take multiple growing seasons before success can be determined. Using nature-based solutions to solve problems is likely the best case scenario; however, outcomes are hard to determine in the short term.

3. Socio-cultural – many farms are family-run businesses with generational ties to farming practices and many farms operate within a region where most residents have limited experience with the challenges and realities of running a farm. While these can be difficult to overcome, farming is faced with the need to adjust its practices and generational knowledge as well as recognize that residents want to have a closer connection to their food.



POTATO FIELD

What is the difference between "Zero Carbon", "Zero Emissions", and "Net-Zero"?

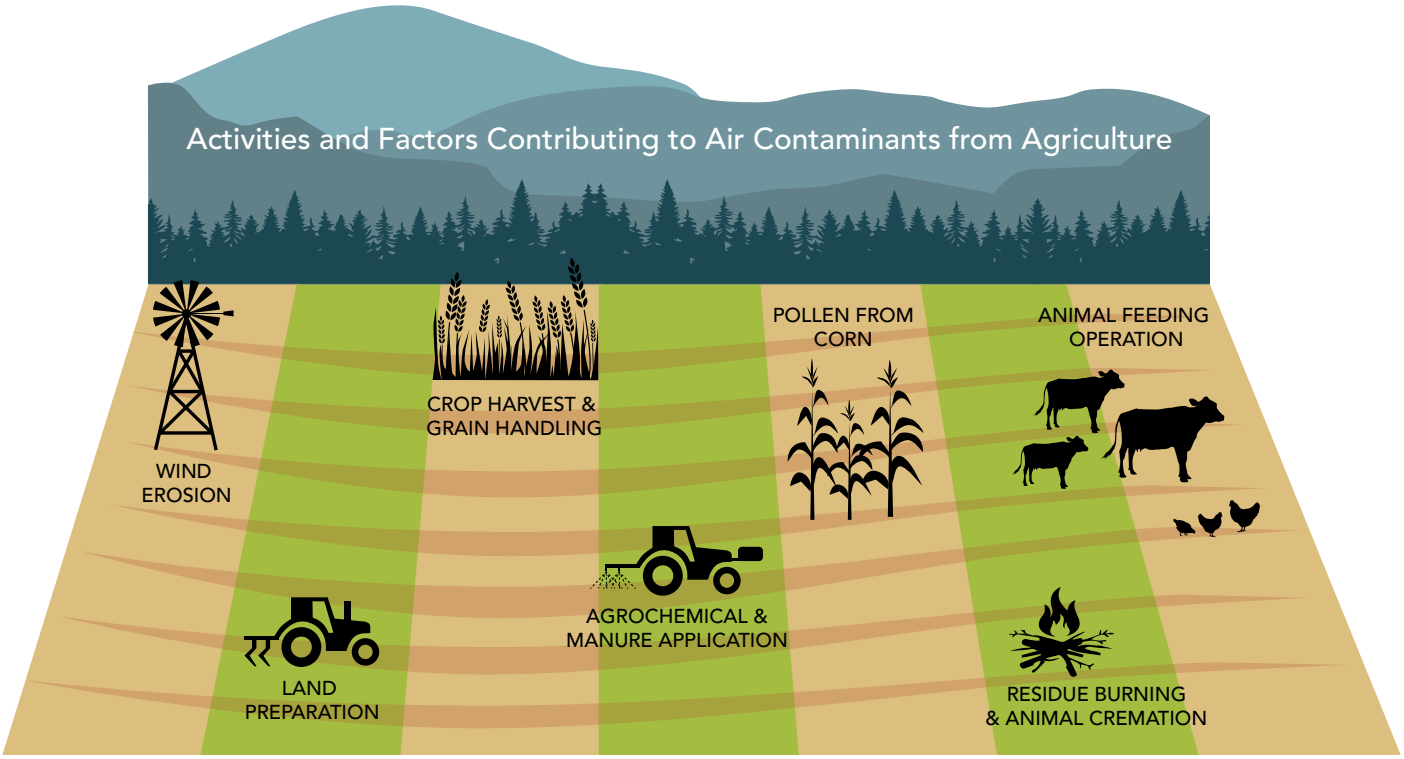
"Zero Carbon" also known as Zero Carbon Emissions, is reached when no greenhouse gas emissions exist at the point of use. A zero carbon fuel source either produces no GHG emissions, or the emissions produced are offset by renewable energy (either generated onsite or purchased).

"Zero Emissions" are reached when no greenhouse gases or other air contaminants are generated at the point of use. Zero emissions include zero carbon and the elimination of or non-existence of health-harming air contaminants (e.g., fine particulate matter and nitrogen oxides).

"Net-Zero" is reached when there is a balance between the whole amount of greenhouse gases that are released into the atmosphere and the amount that is taken out.

Lower Emissions: Clean, Renewable Energy and New Technology

Some agricultural operations emit air contaminants that can impact human health and the environment. These contaminants are sourced from a variety of farming practices including: poultry and cattle manure use, greenhouse heating by-products, types of livestock feed, fertilizer application, and pesticide application.



Each of these contributors to air contaminants can be mitigated and addressed, with varying levels of success, by using a combination of renewable energy sources, new technologies, new management practices, and new input application methods.

1. Renewable Energy Sources

Adjusting fuel sources used by trucks, tractors, greenhouses, and agricultural buildings and equipment represent opportunities for the agricultural sector to transition to the use of clean, renewable energy sources. This transition, however, comes with significant challenges that cannot be managed or funded solely by agricultural producers. For example, while farmers do need to replace vehicles or equipment and modify buildings with clean or renewable fuel sources, much of the required technology to do so is not currently available, let alone within reach financially.

2. New Technologies

New technologies across all components of the agricultural sector are being invented, tested and applied to mainstream uses on a regular basis (e.g., through support from the BC Agri-tech Grant Program). New energy sources such as renewable natural gas, hydrogen energy, biogas from manure digesters, and re-using captured carbon dioxide are all options that have potential to transform agricultural operations into carbon neutral producers. Greenhouses have the most to gain from these new technologies; however, more

work is required to fully understand how fuel is used and released, how different technologies and fuel types can be applied to existing buildings and production systems, and how the costs and financial feasibility of retrofitting existing structures can be managed. These new technologies can be used in conjunction with improving the energy efficiency of greenhouses (e.g., improving thermal performance) to increase the overall sustainability of the agriculture sector.

3. New Management Practices

Adjusting farm management practices to support lowering agriculture-based air emissions is an area where the agricultural community has more direct control, including:

- enhancing grazing practices and optimizing grass and forage to reduce methane emissions from cattle;
- expanding the practice of on-farm crop and food waste composting solutions; and
- using regenerative agricultural practices to increase carbon storage in soils.

Additional data collection to support these practices is vital to understanding the degree to which the agricultural community can contribute to a reduction in GHG emissions in the region and also contribute to the long-term resilience of agricultural operations.

4. New Input Application Methods

In farming, field crops use nutrients, or inputs, such as potassium, phosphorous, and nitrogen to increase yields. These nutrients are replaced back into the soil for each growing cycle through the use of mineral fertilizers. As these fertilizers are applied to crops, often through a standardized application process regardless of plant need, GHG emissions (e.g., nitrous oxide) are released into the atmosphere. Research, and the application of agri-tech solutions, has shown that slow-release fertilizers and precision applications (e.g., field mapping captured from drones) can more specifically determine which parts of the crop need the fertilizer resulting in an overall reduction of emissions from this input type.



FIELD MAPPING CAPTURED BY DRONES

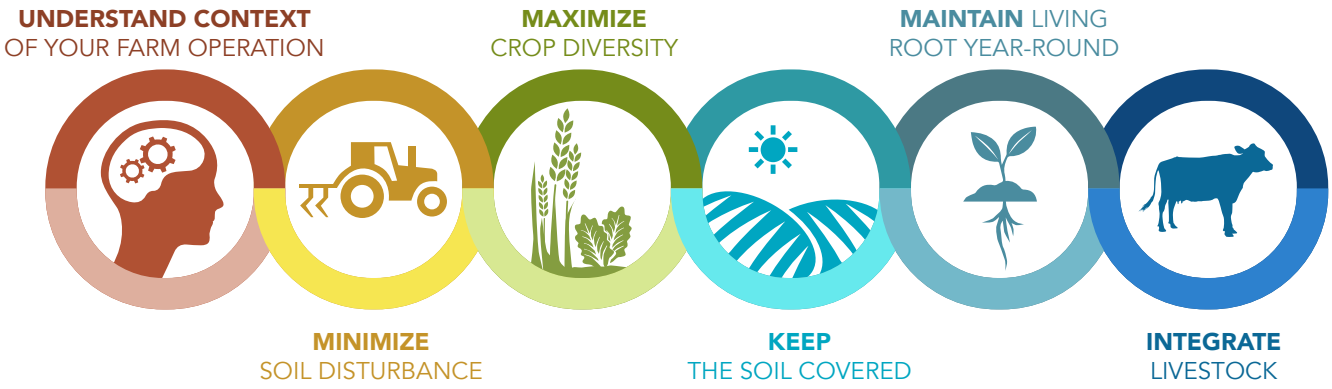
Ecosystem Services: Understand, Benefit From, and Support

The agriculture sector within the Metro Vancouver region, British Columbia, Canada and across the globe is at a turning point of needing to adapt to the increasingly extreme effects of climate change. When they occur, floods, rainfall events, heat waves, and droughts are lasting longer or are more severe. Crop losses are becoming more extensive, pest management is more difficult, and production costs are more expensive. Through all of this, farmers are relied upon and expected to increase production yields while maintaining crop quality even though it becomes harder and more challenging to do so. In order to continue to fill this economic and social demand, farms must become as healthy and resilient as possible. This is best achieved by understanding and benefiting from the ecosystem services provided by nature and working with those systems to ensure the long-term viability of agricultural producers (see page 34).

1. Regenerative Agriculture

The agricultural sector is affected by and relies upon the natural environment. As the negative effects of climate change continue to increase and take their toll on farming operations, natural systems are increasingly being identified as something farmers can turn to, not only to help them adjust to the changing conditions, but to also counteract the impacts of climate change. Regenerative agriculture focuses on restoring high-quality soils and the biodiversity and water resources on land focusing on working in sync with nature. Regenerative land management practices such as agroecology and agroforestry are increasingly being applied by farmers globally and show promising signs of success.

6 Core Principles of Regenerative Agriculture



2. Ecosystem Services

On farmland throughout the region, existing healthy ecosystems and their natural processes provide benefits to humans known as "ecosystem services".These services help farmers manage against the uncertainty of extreme weather conditions (e.g., wetlands can store excess water during a flood event), help combat against invasive species, provide habitat for pollinators, create shade areas for livestock, beneficial insects and animals, reduce wildlife conflicts with field crops, and provide an opportunity to increase the overall resilience of agricultural operations. Identifying the best ways to enhance ecosystem services on farmland, as well as natural areas adjacent to farmland in Metro Vancouver, depends on understanding the unique landscapes that exist here (e.g., rain, wind and sun microclimates, ocean and riverine environments, species-at-risk locations, and soil composition) so they can be collectively leveraged to create a resilient agricultural sector.



SOIL-BASED AGRICULTURE

3. Payment and Programs for Ecosystem Services

To increase the resilience of the region's agricultural sector, adaptation will need to take place at the farm level. A viable and increasingly common adaptation strategy is the retention and restoration of natural areas such as forests, wetlands, streams, hedgerows, and fallow or "old fields", which provide important ecosystem services that benefit producers, biodiversity, and regional resiliency. Accommodating ecosystem services at the farm level requires individual farmers to take some land out of production and place them in "set-asides" which can result in the loss of production and loss of income. Organizations such as Delta Farmland & Wildlife Trust and Farmland Advantage provide payment for ecosystem services on farmland in Metro Vancouver but these programs rely on short-term payment programs and are not guaranteed from year-to-year. For long-term resilience to be achieved, a stable region-wide program with payment options is required.

4. Soil Health

Healthy soil is the backbone to a sustainable, resilient agricultural sector. Healthy soil helps to:

- retain water and increase infiltration;
- reduce the effects of drought;
- reduce fertilizer application needed for crops;
- reduce the proliferation of invasive species;
- improve soil nutrients; and
- support deeper plant root growth which helps sequester carbon and reduce carbon dioxide release into the atmosphere.

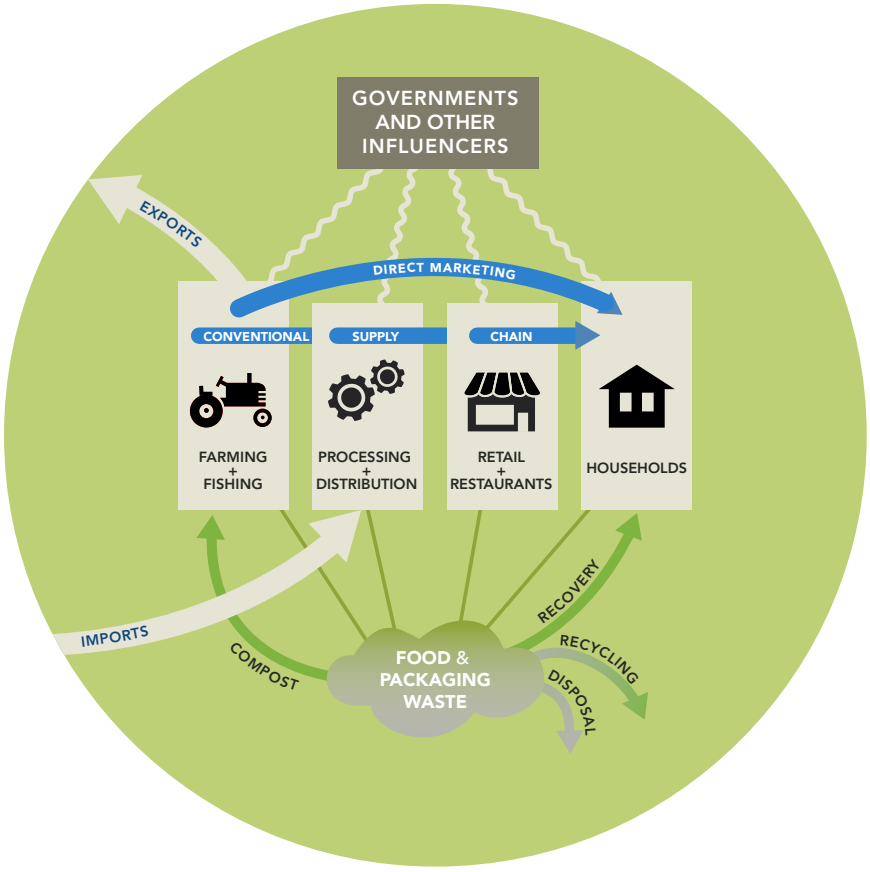
Research is ongoing at all levels, including at local universities, to determine the benefits of healthy soils, which is imperative to help all aspects of the agricultural sector understand how it can benefit from the soil it depends on. Addressing soil degradation, including hydrological changes, contamination, and an increasing prevalence of invasive species, is also important to address to ensure overall optimum soil health for agricultural production is achieved.

Food Systems: Adaptation and Resilience

The Metro Vancouver region is one of the most important food producing areas in British Columbia. The systems that support food production in this region are comprised of a myriad of players engaged in farming, processing, transporting, distributing, and consuming food as well as managing packaging and food waste and nutrient recovery. These players function as individual units yet are simultaneously part of a larger natural, social, economic, and political system that is incredibly complex, layered, and multi-jurisdictional. Food systems that are sustainable and able to adapt to changing climate, economic and societal conditions are energy efficient, protect ecosystems as part of their operations, build and bind a local community, and provide for sustained and attainable economic development opportunities.

In the context of this Roadmap, sustainable food systems are not just about providing local, healthy food, they are about ensuring the resilience of the farm system in the context of significant major driving forces such as development pressures, climate change impacts, GHG emissions reductions, increasing transportation costs, pandemics and global health crises, international conflicts, and droughts, floods and an increased incidence of severe weather events, to name a few. Transitioning to a sustainable, adaptable, and resilient food system will require a multitude of interventions, decisions and changes in business and consumer practices both at the community and individual level.

FOOD SYSTEM COMPONENTS





FARMLAND AFFECTED BY SEA LEVEL RISE

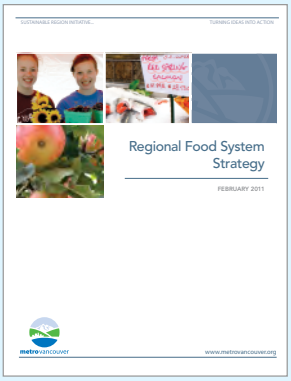
1. Food System Strategy

A key step in examining the resilience of Metro Vancouver's food system is to update the existing *Regional Food System Strategy*. This would allow for a separate process to answer the challenging questions about sustainability, adaptability, and resilience solely from the perspective of food. New experiences such as a global pandemic and exacerbated experiences such as extended heat waves and droughts can be examined cohesively with other issues such as vulnerabilities in the food chain, Indigenous access to traditional foods, Indigenous knowledge of food biodiversity and its cultural significance, inefficiencies in the transportation system, reducing agricultural and pre- and post consumer waste, and Agri-tech and the role of technology and innovation.

2. Systemic Agricultural Changes

Large portions of the region's most productive agricultural lands that occupy low-lying reclaimed coastal regions are susceptible to coastal flooding and are at risk from increased soil salinization, widespread water inundation, and crop loss. A significant amount of work has already been done to examine how communities can manage sea level rise; however, on-going frequent coastal flooding has driven new research to focus on how this is impacting the agricultural community. A general lack of understanding is still present however, on what systemic changes are needed to ensure the long-term viability of the region's farms. Focusing on cover crops, improving soil structure, switching to salt-tolerant crops and ensuring long-term protection of agricultural areas from the negative impacts of adjacent urban development (e.g., on farm changes in hydrology and drainage patterns) are all elements that need to be examined in more detail and applied at a regional scale.

Regional Food System Strategy



In 2011, the MVRD Board endorsed the *Regional Food System Strategy* to create a collaborative approach to a sustainable, resilient and healthy food system. Since that time, the Metro Vancouver region has experienced a significant amount of change including:

- A considerable increase in region-wide urban growth placing unprecedented pressure on agricultural lands to accommodate non-farm uses, urban transportation overflow, and space for recreational uses;
- An increase in food insecurity among vulnerable populations as well as new demographic sectors as a result of a global pandemic, military conflicts, and inflation;
- A change to local weather patterns such as heat domes and extended droughts resulting in crop damage and food unavailability.

These changes place substantial pressures on the regional food system increasing food insecurity for all residents.

These issues, as well as a gap in the acknowledgement and strengthening of Indigenous food sovereignty, will need to be examined within the broader framework and context of the complete regional food system. To accomplish that effectively, the *Regional Food System Strategy* will require an audit to determine if its policies are still relevant and are broad enough to address the identified gaps.

Of particular note, the following items should also be explored from a food system point of view:

i. examine the Milan Urban Food Policy Pact to determine what regional monitoring frameworks can be implemented to evaluate gaps in policy and resource mobilization and reveal overall food system improvements;

ii. examine the entire food system chain from a regional level to determine where emissions can be reduced and what efficiencies can be achieved;

iii. examine the Food and Agriculture Organization of the UN to determine what sustainability indicators can be applied regionally to Metro Vancouver;

iv. work with First Nations, the BC Government and the Indigenous Advisory Council on Agriculture and Food, to identify opportunities to strengthen Indigenous food systems and increase Indigenous participation in the agriculture and food sectors;

v. examine how the local agriculture community can diversify, including: new, more resilient crop species; appropriate locations for crops based on soil type and hazard vulnerabilities (e.g., coastal flooding); and new adaptive agricultural management and production models;

vi. establish inter-municipal learning opportunities for staff, administration and council to learn from each other, and understand how municipal interests and activities intersect with food systems planning and decision-making;

vii. determine the content for a step-by-step instructional toolkit to be used by new or young farmers interested in starting a farm operation within Metro Vancouver; and

viii. address the tension that exists between food safety (e.g., health protection that places restrictions on food processing) and food security (e.g., health promotion that can be disconnected from food safety requirements) activities.

Long-Term Investment: Enable and Support Resilience and Economic Opportunities

Agricultural producers understand and largely support the need to adapt and adjust their processes to remain viable as a sector; however, they have experienced many gaps in knowledge, financial support, policy structure or understanding of what these adjustments should be, how to go about making them happen, and how and when they can be applied to their business practices.



1. Champions and Strong Leadership

For the agricultural sector to make the necessary adjustments to manage for climate change, long-term investment in agriculture and farming operations is necessary at all levels and through multiple streams, including: financial, support services, leadership, innovation, education, policy, and regulation. While climate adaptation requires changes to business practices, these changes are often unsuccessful without the necessary champions and leaders (e.g., BC Climate and Agricultural Initiative). For agricultural producers to be successful, regulators will need to show leadership and an understanding that conventional farming models will likely require adjustments in the future and that alternative models with new and multiple objectives should be pursued. Tax reform, incentive programs, learning opportunities, research funding, and an overall recognition and understanding of the importance of supporting the agricultural sector as it adjusts and adapts to the new climate realities, will go a long way.

2. Policy, Regulatory and Financial Support

For the agriculture sector to remain viable and to continue to adapt to changing climate conditions, all levels of government in Canada will need to ensure there are adequate policies and regulations established to support innovation and to create opportunities for businesses to be flexible to adjust to changing international, national, local, and sector needs. These adjustments will likely require new policy, regulatory, and financial support mechanisms and support structures will include simplifying and adjusting complicated tax structures, finding ways to reduce the impact of the high cost of land in the Metro Vancouver region, and offering programs that provide specialized agricultural advice to primary producers to support new technology or pilot program trials, and to supply extension services that support marketing and distribution commitments.

3. Extension Services

The agricultural sector is governed by extensive regulations and licensing requirements and is abundant with ideas on how to adjust production practices or use new ag-focused technologies and resources. Many of these new practices however, require data collection or testing services that are often not available to producers in an accessible or cost-effective manner. Many farmers are keen to implement new practices or try new equipment but lack the resources to determine if a new farming method is viable. Online programs like AgPal (Government of Canada) allow farmers and agri-businesses to find relevant resources and information (e.g., funding and grants, licensing and regulations, business practices, science, environment and sustainability) in an easy to access platform that can be used at a time that is suitable to them. Expanding and supporting these types of resources goes a long way in increasing a farmer's ability to be self-sufficient and able to adjust and pivot to outside changes and pressures.



GREENHOUSE FOOD PRODUCTION

4. Technological Solutions

The agricultural sector is making great strides in using regenerative agricultural practices and ecosystem services to create sustainable farming operations and in using technology to play a vital part in helping farmers adjust to climate change and increase overall operational resilience. Supporting technology to optimize fertilizer application, generating renewable energy from agricultural residues, and assisting with pest, water and soil management are great examples of how farming is benefiting from high-tech innovations. Continuing to innovate and use new technology, combined with Provincial programs such as Agritech, which supports agriculture and food and seafood processing, will help the agriculture sector in Metro Vancouver, and throughout the province, remain competitive, diverse, resilient, and adaptive.

Barriers and Opportunities

Barriers to achieving a net zero carbon and resilient agricultural sector are plentiful and challenging to overcome. In some instances, great effort re-imagining solutions beyond what we are aware of in the present day will be required to meet the vision and goals established for farming in this region. While it's important to get a clear picture of the challenges ahead, it is also beneficial to determine if there are opportunities that can be leveraged to reduce the negative impact of the barriers that have been identified to-date.

INTERNATIONAL PRESSURES

	BARRIER	OPPORTUNITY
1.	Farm businesses are expected to accommodate all climate-related policy and regulatory changes while working with global commodity prices and competing with cheaper imports.	▶ Solutions can be shared across the globe by those actively engaged in the research and development of sustainable farming practices.

SEA-LEVEL RISE AND EXTREME WEATHER EVENTS

	BARRIER	OPPORTUNITY
2.	Salt water intrusion is an on-going issue and drainage problems and flooding pose great risks to agricultural production; the extreme land shortage in the Metro Vancouver region doesn't provide opportunities to "move" farmland somewhere else. (Note: See also *Nature & Ecosystems Roadmap*)	▶ On-going challenges necessitate collaborative solution development between the agricultural sector, researchers and all levels of government. ▶ Supporting salt-resistant crop diversification in flood plains is an opportunity to increase resilience. ▶ Vertical farming production may create opportunities to replace some vulnerable crops in flood plains.
3.	Consumers lack a deeper knowledge and understanding of how extreme weather events affect their own food security. Crop damages due to extended droughts and high temperatures not only affect crop production, they affect a farmer's livelihood, decrease the amount of food available for consumption, and increase food costs.	▶ Using imaginative educational information campaigns can memorably connect with consumers about the challenges of the farming sector.
4.	Significant rainfall events are increasing in frequency in the region, particularly at the end of farming season when fields are harvested and soil is left bare and susceptible to rain erosion and runoff. Continued and ongoing erosion degrades soil quality overtime reducing yields and significantly affecting overall productivity.	▶ Expanding cover crop programs on agricultural land is an opportunity to improve soil structure and retain the viability and productivity of open field farming.
5.	Ongoing insufficient access to water for irrigation for agricultural purposes.	▶ Utilizing regenerative agricultural practices is an opportunity to better manage water resources more efficiently.

LOCAL DECISION MAKING

	BARRIER	OPPORTUNITY
6.	Financial costs from the effects of climate change hinder the agricultural sector's ability to produce food in the long term.	▶ Adjusting policies, regulations, and financial structures collectively can cohesively support the agricultural sector in becoming more resilient to the climate challenges ahead.
7.	Urban development impacts and the effects of climate change have neither been factored into managing and protecting local agricultural land, nor into managing water shortages on farmland.	▶ Complex challenges create opportunities to showcase leadership in collaborative solution development and strategy execution.
8.	The agricultural sector faces significant financial and operational challenges that are often misunderstood by consumers who are not aware of risks that go into local farming.	▶ Communicating with surrounding urban residents about the realities of agricultural production is an opportunity to establish a relationship with local farmers.
9.	Agricultural production is often impeded due to the lack of access to irrigation for a myriad of reasons including: water licences being over prescribed; water removed from waterways without a licence; marginal ground water quality; and difficulty accessing ground water sources.	▶ Utilizing alternative water storage and recycling methods can showcase leadership in collaborative solution development and strategy execution.
10.	Agricultural producers are impeded in being able to fully integrate adaptability and sustainability into their farm operations due to their limited capacity to manage these types of process changes and due to lengthy, costly, and prohibitive application and permitting processes.	▶ Supporting existing programs or expanding extension services exponentially increase the capacity of agricultural producers.
11.	The high percentage of non-farm landowners in the Agricultural Land Reserve (ALR) restricts the ability for local farmers to expand operations and restricts comprehensive use of agricultural land for climate change management. Absentee landlords in the ALR make it difficult to access underused, idle agricultural land.	▶ Adjusting policies, regulations, and financial structures collectively to increase the viability of agriculture can cohesively support the sector in becoming more resilient.
12.	Ongoing tension and pressure from urban areas to expand into and convert agricultural land to ease regional industrial land and housing shortages.	▶ Complex challenges create opportunities to showcase leadership in collaborative solution development and strategy execution.
13.	Ongoing degrading of soil and changes in hydrology of farm land adjacent to urban land uses due to increases in runoff and changing drainage patterns supports continued expansion of urban uses into farmland.	

ONGOING RESEARCH AND SUPPORT

	BARRIER	OPPORTUNITY
14.	Switching to high-value crops may be challenged by exposure to pests, soil salinization, etc.	▶ Creates opportunities to utilize research and / or technology to support adjustments in agricultural production.

The Journey: Net-Zero Emissions, Resilient Agriculture

Agriculture contributes to the regional economy and provides fresh, healthy food for local consumption and export. Protecting agricultural land supports regional food security and provides ecosystem services, and other important public benefits including flood management, carbon sequestration and wildlife habitat; however, some agricultural activities also generate emissions of GHGs and other air contaminants.

Linkages to Other Issue Areas

There are several climate linkages between agriculture and other issue areas and Metro Vancouver is exploring which linkages must be considered when developing policies and actions. This Roadmap primarily addresses agriculture within our region and the impacts and actions related to climate change. Other climate related issues connected to agriculture are addressed in the following:

Land Use & Urban Form Roadmap – Containing urban growth protects agricultural land for farming over the long term. Agriculture is vulnerable to impacts from adjacent land uses, new development, and the expansion of transportation infrastructure.

Human Health & Well-being Roadmap – Fresh local and imported food, especially fruits and vegetables, support healthy communities; food choices affect health, emissions, and agricultural viability.

Transportation Roadmap – Transporting imported and exported foods and food distribution within the region are sources of GHG emissions.

Waste Roadmap – Food loss and food waste increase greenhouse gases.

Energy and Industry & Business Roadmaps – Production of renewable natural gas from agricultural organic residues has the potential to supply energy to the agriculture sector as well as other industries thereby reducing GHG emissions from manure and industrial energy use.

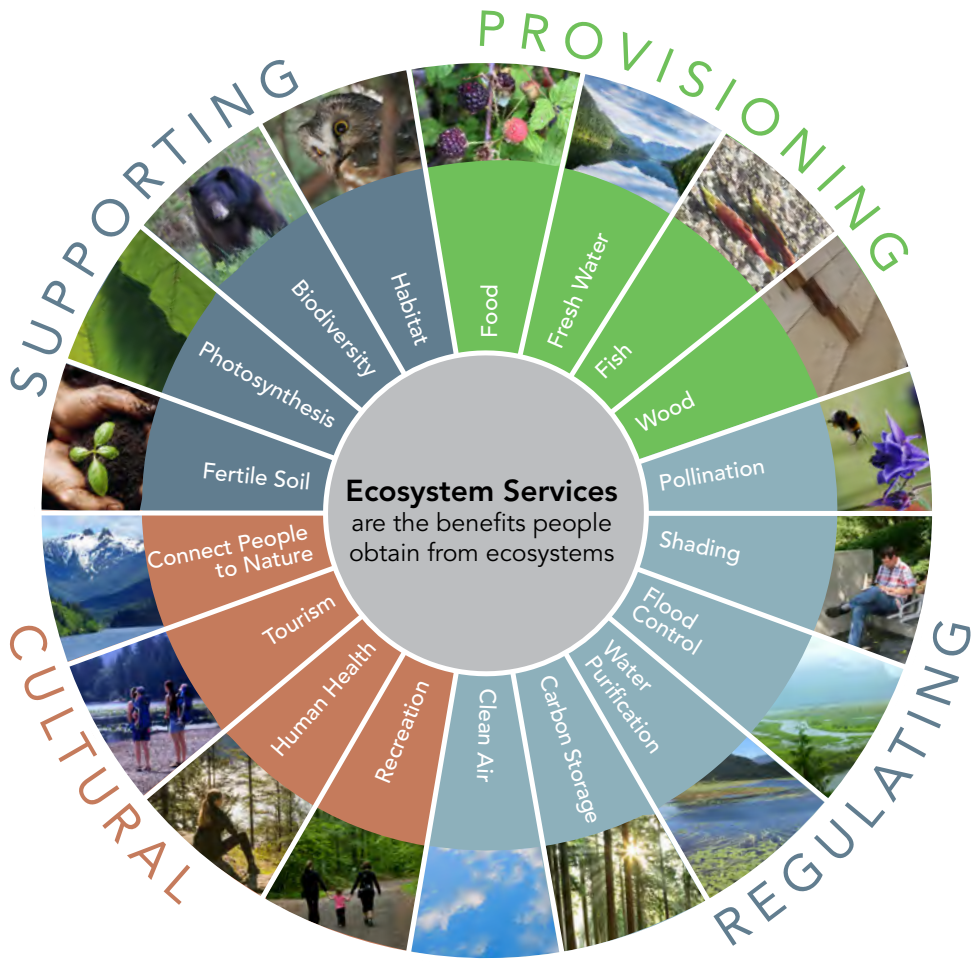
Nature & Ecosystems Roadmap – Protecting, restoring and connecting natural areas, and enhancing ecosystem services on agricultural land support a climate resilient agriculture sector. The significant connection the *Nature and Ecosystems Roadmap* has to the agricultural sector is explored in more detail on the next page.

Climate 2050 Nature & Ecosystems Roadmap - Connection To Agriculture

While there are several linkages between the *Agriculture Roadmap* and the other issue areas of *Climate 2050,* more than any of the others, the *Nature & Ecosystems Roadmap* is the most inter-connected and related to the *Agriculture Roadmap*.

The *Nature & Ecosystems Roadmap* and *Agriculture Roadmap* largely connect through the co-benefits each provides the other:

- **Ecosystems** provide crop pollinator habitat, flood and erosion control and natural pest management; and
- **Agricultural lands** support ecosystems by providing a wide range of bird and wildlife habitat, hosting regional park space, supporting natural asset management (e.g., stormwater and flood control overflow), and providing potential connections and linkages to the Regional Green Infrastructure Network.



ECOSYSTEM SERVICES PROVIDED BY HEALTHY ECOSYSTEMS

Strategies and Actions

Roles and Responsibilities

Under authority delegated by the BC Government through the *Environmental Management Act*, Metro Vancouver is responsible for managing and regulating air quality and GHG emissions in the region, including air contaminants from agricultural sources. Metro Vancouver is also responsible for developing, implementing, and stewarding *Metro 2050*, the Regional Growth Strategy. *Metro 2050* contains Metro Vancouver's GHG reduction targets and includes strategies to protect agricultural land and promote agricultural viability through the Agricultural regional land use designation and through policies such as the Urban Containment Boundary.

While Metro Vancouver plays a pivotal role in advancing climate strategies and actions for the agricultural community in response to climate change issues, air quality management and climate action require close coordination among all governments, as well as private businesses, utilities, institutions, and residents. The government agencies and organizations that fill key roles in reducing agricultural emissions and that are helping increase the resilience of Metro Vancouver's agricultural community are outlined below:

KEY STAKEHOLDER ROLES AND RESPONSIBILITIES

ENTITY	ROLE
BC Ministry of Agriculture, Food and Fisheries	Supports the production, marketing, processing, and merchandising of agricultural products, provides guidance for agricultural operations and secures agricultural production through the mandate of the Agricultural Land Commission.
Agricultural Land Commission	Preserves agricultural land, encourages farming in British Columbia, and encourages local governments to enable and accommodate farm use of agricultural land.
BC Ministry of Environment and Climate Change Strategy	Responsible for the protection, management, and conservation of BC's water, land, air, and living resources, and leads climate action through various policies, legislation, regulation, and programs.
Government of Canada	Establishes standards for agricultural operations and agricultural equipment as well as supports agricultural research.
Member Jurisdictions	Have authority over local land use decisions and support agriculture through zoning, environmental policies, and engaging with residents. Some member jurisdictions can manage agriculture through Farm Bylaws approved by the BC Ministry of Agriculture.
Energy Utilities	Provide rebates, infrastructure, and energy for agricultural operations as well as access to market for renewable energy sources.
Farm Industry Review Board	An independent administrative tribunal that is responsible for hearing complaints from persons aggrieved by odour, noise, dust, or other disturbances arising from agriculture; may also study and report on farm practices.
Industry Associations	Support agricultural producers with the latest information on technologies, policies, and regulations.
Academic Institutions	Conduct research and provide education and training as well as advocate and inform others about ways to transition to a low-carbon and resilient future.
Non-Profits	
Other Organizations	
Local Residents	Make food choices that sustain agricultural operations by buying and supporting local food.



AGRICULTURAL LAND IN METRO VANCOUVER

BIG Move **Big Moves** are foundational to achieving the 2030 and 2050 targets, and should lead to the most significant greenhouse gas reductions and/or climate resilience.

METRO 2050 **Metro 2050** identifies actions that are already adopted through *Metro 2050*, the regional growth strategy.

Corporate LEADERSHIP **Corporate Leadership** actions are ones Metro Vancouver will implement in its corporate operations to demonstrate leadership and support regional actions.

CAP **Clean Air Plan** actions are ones adopted within Metro Vancouver's *Clean Air Plan*.

Strategy 1: Protect Agricultural Land

Agricultural land in Metro Vancouver is increasingly threatened from urban impacts and encroachment, including from: the piecemeal accommodation of commercial and industrial uses; soil degradation; changes in ground hydrology from urban-sourced runoff; and a proliferation of non-farm uses in agricultural and rural areas such as estate-style housing. Currently, there are more non-farm landowners in the Agricultural Land Reserve (ALR) than there are farm owners and development applications to re-purpose farmland, whether in or outside of the ALR, are ever increasing as land pressures within the Urban Containment Boundary spill onto agricultural areas which are typically cheaper to purchase and develop. A collective, on-going region-wide effort will be required to reduce this pressure and safeguard agricultural land for agricultural purposes to ensure that it continues to supply residents with healthy, fresh food, and continues to support valuable ecosystem services for flood control, wildlife habitat, and clean air.

The constant pressures on agricultural land to accommodate urban uses is a significant barrier to: turning unused or non-productive land into operating farms; to ensuring the ALR is cohesively used to support and expand farming operations; to providing new or young farmers access to farmland on a long term basis; and to ensuring natural areas on agricultural land can be appropriately leveraged to increase the overall resilience of farming and food production in the region. The following actions are intended to protect agricultural land and support a resilient agriculture sector for the long-term within the Metro Vancouver region:

Protect Agricultural Land From the Impacts of Urban Land Development

1.1 Prepare an Agricultural Land Protection and Viability Strategy to identify how to protect and increase the active production of agricultural land within the region including:

BIG Move

- Identifying the most feasible and beneficial opportunities for regional, inter-governmental and industry collaboration;
- Supporting and expanding land matching initiatives; and
- Increasing long term access to farmland for young and new farmers.

1.2 Advocate to member jurisdictions to limit the extension of water, sewer and communication utility services through agricultural land.

METRO 2050

1.3 Work with member jurisdictions, the BC Government, the Agricultural Land Commission, and industry to require and implement soil movement tracking within agricultural areas.

BIG Move

Corporate LEADERSHIP

1.4 Advocate to the BC Government for changes to the tax structure for agricultural properties to include the nuances of production types, yields and sizes into the farm status calculation to reduce incentives for non-farm use development in the Agricultural Land Reserve.

Enable Long-term Soil-based Use of Agricultural Lands

1.5 Work with member jurisdictions, the BC Government, and industry to incentivize, increase the viability of, and prioritize the use of soil-based agriculture in the region.

1.6 Work with member jurisdictions, the BC Government, industry and educational institutions to determine appropriate agricultural-focused and agricultural-supportive uses (e.g., planting woody perennials to capture carbon or supporting ecosystem services to manage flooding) on land classified as having limited potential for soil-based agricultural uses.

Strengthen Regional Land Use Policy

1.7 Work with member jurisdictions to review how regional and local land use policy can be strengthened to reduce the encroachment of urban uses into agricultural areas including:

BIG Move

- Ensuring existing or future agricultural uses are not negatively affected by an extension to regional sewerage services;
- Protecting agricultural uses within the Rural regional land use designation from urban development expansion and impacts;
- Ensuring an analysis of the regional effects of the loss of agricultural land is included with any regional land use amendment application involving the Agricultural or Rural land use designations; and
- Updating policy 6.3.4 of *Metro 2050* to discourage the conversion of Agricultural or Rural designated lands to support urban uses.

1.8 Work with member jurisdictions to review how regional and local land use policy can be strengthened to reduce the negative impacts of urban development on adjacent agricultural uses through the use of agricultural impact assessments.

METRO 2050

1.9 Update Section 2.2 of *Metro 2050* to be consistent with the November 29, 2019 MVRD Board decision specifying that the Regional Industrial Land Strategy support solutions to the shortage of industrial lands that do not include encroachment onto agricultural land.

1.10 Work with the BC Government, Agricultural Land Commission, and member jurisdictions to better define agricultural uses, define agricultural-supporting uses, and clarify the role of rural lands to the viability of the agricultural sector across the region.

1.11 Work with the BC Government, Agricultural Land Commission, and member jurisdictions to develop a comprehensive strategy on how to manage parcels less than 0.4 hectares (2 acres) in the ALR that may fall within the potential exceptions from the restrictions of use in the Agricultural Land Commission Act.

1.12 Work with First Nations, the BC Government, member jurisdictions and the agricultural sector to review how regional policy can recognize and support Indigenous food sovereignty throughout the region.

Corporate LEADERSHIP

Community Efforts...

YOUNG AGRARIANS

The BC Land Matching Program provides personalized land matching and business support services to farmers looking for land to start or expand their farm, and landowners interested in finding someone to farm their land. The program is delivered by Young Agrarians and addresses the high cost of land as a significant barrier for those seeking to enter the agriculture industry in BC.

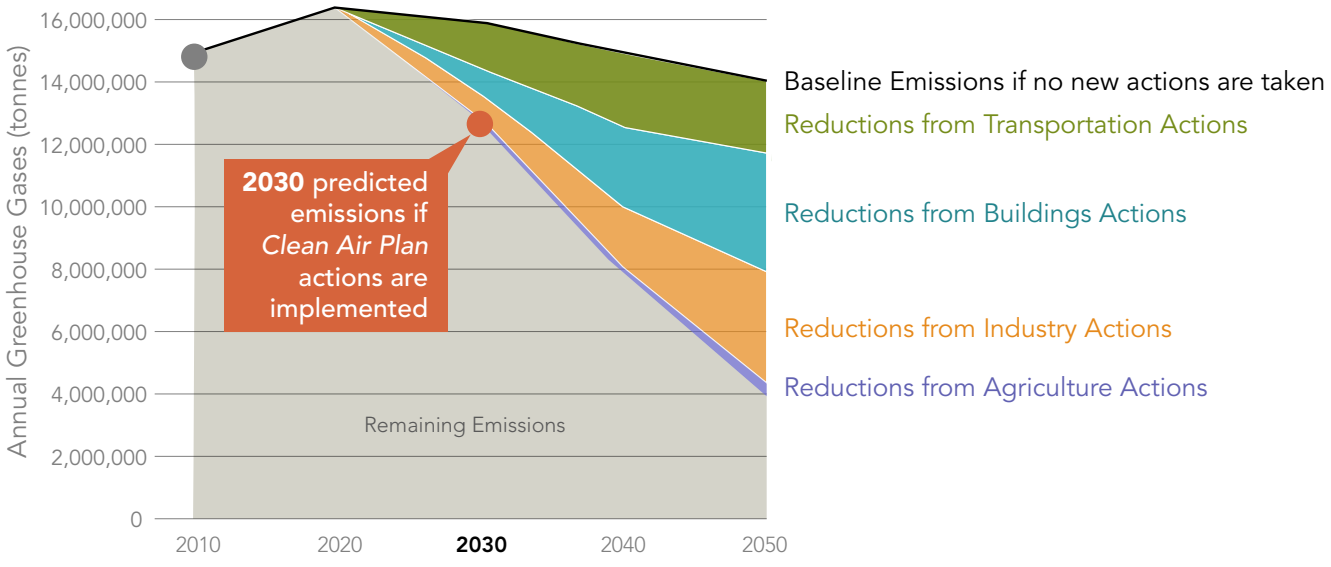
Strategy 2: Support Farmers as Climate Action Leaders

Some agricultural activities generate 4% of regional GHG emissions, including heaters and boilers in greenhouses, agricultural equipment, and the keeping of livestock. Improving energy efficiency and switching to clean, renewable energy for greenhouses and agricultural equipment and using enhanced Beneficial Management Practices will help achieve 2030 agriculture emission targets for GHGs. Expanding smaller-scale composting solutions in conjunction with producing renewable natural gas through anaerobic digestion of agricultural (crop and food) and other waste will help to displace natural gas from fossil fuels in the agricultural sector where zero emission solutions are more challenging.

The agricultural sector has demonstrated its leadership in continually looking at ways to adjust production methods to increase efficiencies and has demonstrated its willingness to continue to innovate and make adjustments to remain competitive, viable, and be a positive, contributing factor to a healthy future. Supporting farmers and the agricultural sector in continuing this tradition of leadership is an essential step in reaching a net-zero GHG emissions future. The following actions, largely identified in the *Clean Air Plan*, are intended to support the farming community expand its role as a climate action leader within the Metro Vancouver region:

STRATEGY 2	Potential Impacts of Strategy	Key Partners
	• Reduce annual greenhouse gases by up to 100,000 tonnes by 2030	• Government of Canada • BC Government • Agriculture Community • Member Jurisdictions

Potential Reductions in Regional Greenhouse Gases



Reduce Emissions from Greenhouses

2.1 Work with the BC Government and industry to explore opportunities to reduce emissions from greenhouses, including:

- improving energy performance; and
- transitioning to clean, renewable energy while also considering the need for supplemental carbon dioxide to support plant growth.

2.2 Prepare passive design standards specific to greenhouse operations.

2.3 Provide online decision support tools to help greenhouse operators manage upgrades.

2.4 Update the regional emissions inventory with greenhouse-specific data.

2.5 Work with the greenhouse industry to collect data on greenhouse carbon dioxide requirements.

Improve Soil Health to Help Address Carbon Emissions

2.6 Expand our collective knowledge and understanding of the role of soil health in supporting long-term agricultural viability and resilience and as a local source that can be used to help reduce carbon emissions within the Lower Mainland.

2.7 Work with the BC Government, member jurisdictions, the agricultural industry and other regional partners to support the long-term collection and open source provision of soil carbon data.

2.8 Work with the BC Government and other key stakeholders to develop actionable programs specific to soil carbon storage and wood perennial sequestration on agricultural lands, including providing benchmarking data.

Industry Efforts...

Dairy Farmers of Canada are committed to reaching net-zero greenhouse gas emissions from farm-level dairy production by the year 2050. Dairy farmers will reach net-zero through emissions reduction, carbon removals and carbon capture. This transition includes using renewable energy through anaerobic digestion, improving animal nutrition to reduce methane emissions, and implementing crop rotation and cover cropping to improve soil health.

Strengthen Outreach Program on Reducing Agricultural Emissions

2.9 Work with the agriculture sector, member jurisdictions and the BC Government, to supplement and expand on existing programs by developing and implementing an awareness and outreach program specific to reducing agricultural GHG emissions (e.g., adjusting cattle feed to reduce methane emissions).

Enhance Funding and Access to Environmental Farm Plans

2.10 Advocate to the Federal Government and the BC Government to enhance funding to develop and implement Environmental Farm Plans to support the reduction of nitrous oxide, methane, carbon dioxide, and other air contaminant emissions from agricultural operations. CAP

2.11 Advocate to the Federal Government and the BC Government to continue to develop and promote Beneficial Management Practices in the application of an Environment Farm Plan. CAP

2.12 Advocate to the Federal Government and the BC Government to continue to provide reliable incentives and technical guidance to farms to support adoption of low emission practices and technologies. CAP

2.13 Advocate to the BC Government to increase awareness of and accessibility to the Environment Farm Plan program including expanding application deadlines, aligning reporting deadlines with production schedules, increasing capacity of program advisors, and adjusting current messaging to better communicate the benefits of the program.

Establish Incentives to Transition to Lower Emission Agricultural Equipment

2.14 Advocate for funding programs (e.g., incentives, tax credits, loans, etc.) that make accelerating the use of cleaner-running agricultural equipment more financially viable to agricultural producers. CAP

2.15 Establish incentives or programs that help decommission old equipment in place of zero emission equipment to make the transition more financially viable to agricultural producers. CAP

Develop Pilot Studies to Test Zero Emission Agricultural Equipment

2.16 Work with the BC Government, industry, and the agriculture community to develop a pilot study to test the feasibility and logistical requirements for the wide-spread use of zero emission agriculture equipment (e.g., electric tractors).

Expand, Support and Streamline the Use of Anaerobic Digestion of Agricultural Waste

2.17 Advocate to the Federal Government, BC Government, energy utilities and member jurisdictions to expand development of anaerobic digestion facilities to process manure, other agricultural waste and commercial food waste. CAP

2.18 Advocate to the Federal Government, BC Government, energy utilities and member jurisdictions to establish financial incentives that help establish new anaerobic digestion facilities, ensuring that any expansion avoids the loss of agricultural land in the Metro Vancouver region. CAP

2.19 Advocate to the Federal Government, BC Government, energy utilities and member jurisdictions to create financial incentives and remove barriers to ensure the successful operation of existing, agricultural waste anaerobic digestion facilities in the Metro Vancouver region. CAP

2.20 Support and streamline the operation of anaerobic digestion facilities in the region by developing an emission regulation for anaerobic digestion of agricultural and commercial food waste that is simple and maintains existing permitting processes while also ensuring equivalent protections for regional air quality and human health. CAP


GREENHOUSE OPERATION

2.21 Support and streamline the operation of anaerobic digestion facilities in the region by developing a multi-stakeholder centralized agricultural waste collection facility in the Metro Vancouver region to support meeting the Provincial Agricultural Environment Management Code of Practice and improve the cost-benefit return on running anaerobic digestors for agricultural producers.

BIG Move | Corporate LEADERSHIP

2.22 Support and streamline the operation of anaerobic digestion facilities in the region by creating a comprehensive information package for the agricultural sector that communicates all permitting and regulatory requirements for the successful operation of an anaerobic digestion facility. (See also Strategy 4.3)

Corporate LEADERSHIP

2.23 Support and streamline the operation of anaerobic digestion facilities in the region by creating a comprehensive information package for member jurisdictions on how to accommodate anaerobic digestors in their community including sample land use policies and zoning regulations that can be applied at the local level.

Corporate LEADERSHIP

Encourage and Prioritize Local Agriculture

2.24 Advocate to member jurisdictions and other regional partners to address regional food security, encourage more local food production, and prioritize agricultural practices that reduce emissions or help maintain or sequester carbon.

CAP

Strategy 3: Support Long-Term Farm Health and Resilience

Farmers and agricultural producers have successfully adapted and evolved over time accommodating changes in economics, consumer choices, weather patterns, technology, transportation, and market demands. Resilience, while not a new concept, is becoming increasingly important to plan for and accommodate in agricultural operations as the degree to which farmers need to adapt to continue to succeed in the face of an ever-changing climate is evolving rapidly.

Farmers and their businesses will be significantly challenged to withstand the effects of climate change, feed present and future populations, and provide ecosystem services to adjacent urban areas without adjusting practices to ensure the long-term health and resilience of their farms. These adjustments, coordinated with the use of conventional farming practices, will need to better incorporate and connect to natural ecosystems, biological-focused applications and regenerative techniques more than ever before. This involves first understanding a farm's specific vulnerabilities and second, pursuing actions so that they can directly benefit from the ecosystem services (e.g., soil nutrient and organic matter, pollinator habitat, and flood management) provided by or adjacent to their agricultural land. The following actions are intended to support and increase the long-term health and resilience of the agricultural sector within the Metro Vancouver region:

Plan for Climate Change Impacts on Agricultural Land

3.1 In conjunction with the BC Government's Pilot Extreme Weather Preparedness for Agriculture Program, prepare a regional vulnerability assessment of agricultural lands to identify which areas are the most at risk to specific climate change impacts (e.g., flooding, extreme heat). BIG Move

3.2 Determine how the agricultural sector can benefit from the protection and rehabilitation of natural areas that provide ecosystem services to farms. METRO 2050

3.3 Prepare a comprehensive regional high resolution map of ecosystem services locations on agricultural land identifying the highest opportunities for focused stewardship efforts to support the long-term resilience of the agricultural sector. (See also Strategy 3.7)

3.4 Work with the Federal Government, BC Government and agricultural sector to introduce and support the use of biovigilance by local farmers to increase resilience against the impacts of new pests and invasive species.

Industry Efforts...

FARMLAND ADVANTAGE

Farmland Advantage (FLA) is a research and development program that works with farmers to protect and conserve critical natural lands, streams, and habitats in British Columbia. FLA helps farmers identify natural values, or ecosystem services, on their land which can be protected and enhanced. FLA also develops recommendations and plans for preservation and ensures farmers are compensated for stewardship actions and regenerative agricultural practices that support ecosystem services. FLA is an Investment Agriculture Foundation of BC program.



Support Long-term Use of Ecosystem Services

3.5 Estimate the financial value of ecosystem services on agricultural land in the Metro Vancouver region and determine how farmers and land owners can be compensated for setting aside natural areas for the benefit of ecosystem services.

3.6 Collaborate with the BC Government and member jurisdictions to explore and build a long-term funding mechanism that includes payment for ecosystem services on agricultural land.

BIG Move | Corporate LEADERSHIP

3.7 Review and assess options to align with the ongoing work to establish a Regional Green Infrastructure Network to support ecosystem services on agricultural land.

3.8 Develop guidance materials to support natural asset management and provide a forum to share best practices among member jurisdictions. (Note: See also *Nature & Ecosystems Roadmap*; Action 3.4)

Expand the Use of Regenerative Agriculture

3.9 Work with the BC Government and member jurisdictions to address the knowledge gap between the agricultural sector and the benefits and applications of regenerative farming practices including providing examples of its economic benefits and how they can be applied and combined with conventional farming practices.

3.10 Work with the BC Government and member jurisdictions to establish and support pilot projects or demonstration projects that illustrate how regenerative agriculture can be applied to agricultural operations, both large and small, and how transitions to regenerative practices can be supported from a financial risk perspective.

3.11 Monitor the outcome of the Agricultural Climate Solutions BC Living Lab research and pilot projects to determine alignment with regional policies and projects.

3.12 Work with the BC Government, member jurisdictions and the agricultural sector to develop a pilot program focused on expanding pollinator populations (e.g., honey bees) in the region.

Ensure Long-term, Reliable Access to Water

3.13 Work with the BC Government, water districts and member jurisdictions to develop a comprehensive analysis of the sub-regional sources of water used by the agricultural sector in Metro Vancouver and the ongoing challenges with accessing that water for agricultural purposes.

3.14 Work with the BC Government, water districts and member jurisdictions to provide viable and tangible solutions to ensuring water resources needed by the farming community are provided in a sustainable, consistent, and reliable manner.

Corporate LEADERSHIP

3.15 Explore innovative sources and new technologies for water reuse (e.g., municipal waste water, agricultural drainage water) and water conservation (e.g., applying mulches to field crops).

BIG Move

3.16 Explore ways to take advantage of rainfall collection when it is abundant to be used during periods of low or no rainfall during the growing season.

3.17 Update the agricultural water demand model to incorporate current climate conditions, crop irrigation systems and soil information data to contribute to the discussion of water availability for the agricultural community.

3.18 Develop a toolkit on how a circular water economy can be supported within the Metro Vancouver farming community, including new technologies and techniques for water reuse.

Corporate LEADERSHIP

Help Farmers Build Capacity to Adapt to Climate Change

3.19 Work with the BC Government, member jurisdictions, industry, and other regional partners to increase the agricultural community's capacity to integrate climate change considerations into business operations, including:

BIG Move

- Aiding in the farm-level preparation of emergency plans;
- Helping producers implement water back-up plans;
- Increasing producer access to programs, tools, practices, equipment and finances to help them self-monitor and manage soil (e.g., US Department of Agriculture online COMET carbon sequestration evaluation tool); and
- Helping farmers prepare business continuation plans for prolonged extreme weather events and disruptions to water and energy supplies.

3.20 Work with member jurisdictions to examine the feasibility and benefits of committing to established reporting frameworks that use measurable targets to determine the effectiveness of adaptation policy for agricultural operations, for example:

- The Mexico City Pact; and
- Milan Food Policy Pact.

Strategy 4: Support a Viable, Profitable and Stable Agricultural Sector

The agricultural sector requires long-term investment, financial support, and leadership from all levels of government (federal, provincial, regional, and local), from private industry (transportation, finance, support services, logistics, retail, and research), and from society (consumers, education, non-profits, and places of worship). Farming, as the cornerstone to the agricultural sector, is a vital component of the local and regional economies and stimulates links with restaurants, retail businesses, food processors, transportation companies and tourism, making its long-term viability and profitability a regional priority.

The current imbalance of land ownership of agricultural land by non-farmers, the encroachment of urban uses into the ALR for non-farm purposes, and the significant costs and barriers borne by producers to adjust their practices to meet resilience and GHG emissions reduction goals, represents a loss of economic prosperity for the region. The following actions are intended to support a viable, profitable and stable agricultural sector for the long-term within the Metro Vancouver region:

Continue Long-term Financial Investment in the Agricultural Sector

4.1 Work with the Federal Government and BC Government to support financial investment in the agricultural sector by:

- Providing incentive programs to help farmers adjust their operations to become more sustainable;
- Supporting long-term, consistent and reliable funding for agricultural producers to advance the resilience of farming operations in the Metro Vancouver region; and
- Designating resources for testing practices and technology to help farmers effectively use soil as a means to store carbon.

Collaborative Efforts…

Sustainable Canadian Agricultural Partnership
Competitive. Innovative. Resilient.

The Sustainable Canadian Agricultural Partnership brings together federal, provincial and territorial governments with a $3.5 billion, 5-year agreement to strengthen and grow Canada's agricultural sector.

Increase Access to Information for Local Farmers and Agricultural Producers

4.2 Work with the BC Government to develop an agricultural information network that provides peer-to-peer knowledge sharing opportunities about research and pilot project outcomes focusing on the cost benefit analysis needed for farmers to make decisions about implementing new innovations into farming operations.

4.3 Work with the BC Government, educational institutions and industry partners to prepare an interactive information resource toolkit that brings together Federal, Provincial, Regional, and Municipal legislation, bylaws, regulations and permitting requirements applicable to agriculture to help the farming community navigate through the array of regulatory information that applies to agricultural operations in the Metro Vancouver region.

Corporate LEADERSHIP

4.4 Collaborate with the BC Government, member jurisdictions and the agricultural sector to support farmers in overcoming the challenges identified as part of the Provincial Stewarding Agricultural Watercourse study.



Support Long-term Local Food Production

4.5 Work with the BC Government, member jurisdictions, industry, First Nations and other regional partners to undertake a review of the Regional Food System Strategy to address:

Corporate LEADERSHIP

- Climate-related food-specific challenges, gaps and opportunities;
- Local food production vulnerability and longevity within the region;
- Role of urban agricultural in regional food security;
- Lack of succession planning and labour shortage and living wage challenges;
- Indigenous food sovereignty;
- Impacts of the global COVID-19 pandemic; and
- Impacts of international conflicts on local agriculture production capacity.

4.6 Work with the BC government, member jurisdictions, and agricultural producers to support pilot projects that focus on diversifying food production in the region to reduce the reliance on food imports (e.g., local citrus fruit production).

Corporate LEADERSHIP

Bridge the Gap Between the Agricultural Community and the Consumer

4.7 Work with the BC Government and member jurisdictions to develop engaging and approachable educational campaigns aimed on connecting consumers more closely with the realities and challenges of producing food in the Metro Vancouver region, including:

- How agriculture is affected by climate change;
- What costs and processes go into producing food (e.g., the farm-to-food cost spectrum);
- What actions farmers are taking to adapt to significant regional climate issues; and
- How consumers can be a positive contributor to agricultural resilience through their actions and decision making.

4.8 Work with member jurisdictions to develop a coordinated regional signage campaign to raise awareness and showcase the location and benefits of locally-grown crops.

Increase Entry to Local Farming

4.9 Advocate to the BC Government for changes to the tax structure for agricultural properties to reduce the incentives for non-farm use development in the Agricultural Land Reserve.

Support Innovations in Agricultural Operations

4.10 Work with the Federal Government, BC Government, and industry to establish pilot projects that carry the financial and operational burden of testing new technological and agri-tech systems (e.g., GPS-guided machinery, drone monitoring, and data collection) that can work to increase the resilience and longevity of agricultural operations in the region.

4.11 Work with the BC Government to establish a cost-sharing or group purchase program to spread the risks of the purchasing and operating costs associated with new agri-tech innovations across the agricultural sector.

4.12 Collaborate with agricultural-focused research and innovation entities (e.g., Agri-Food Innovation Council, Agritech BC, Canadian Food Innovation Network) to advance the use of technological innovations into local agricultural production.

Setting the Path Ahead

The "Setting the Path Ahead" section will eventually be found on Metro Vancouver's Climate 2050 webpage under "Agriculture" and will serve as a companion to the *Agriculture Roadmap*. This will allow Metro Vancouver to track progress towards targets and add and adjust strategies and actions in response to performance measurements.

The timeline below includes all of the actions in this Roadmap: some actions are already underway, some will be initiated over the next several years and some require an ongoing, consistent infusion of resources to ensure their effectiveness over the long-term.

CLIMATE 2050 AGRICULTURE ROADMAP ACTION TIMELINE

STRATEGY	2023-2025	2026-2030	ONGOING
STRATEGY 1 Protect Agricultural Land	Prepare Agricultural Land Protection and Viability Strategy		
		Advocate to limit utility services extension	
	Implement soil movement tracking within agricultural areas		
		Change tax structure to reduce incentives for non-farm use development in ALR	
	Incentivize, increase viability of and prioritize soil-based agriculture		
		Determine appropriate agricultural-focused uses on land with limited potential for soil-based agriculture	
	Review how regional policy can be strengthened to reduce encroachment of urban uses		
	Review how regional policy can be strengthened to reduce negative impacts of urban development on adjacent agricultural uses		
	Update Section 2.2 of *Metro 2050* to be consistent with November 2019 MVRD Board decision		
		Better define agricultural uses, agricultural-supporting uses and clarify role of rural lands	
		Develop a comprehensive strategy to manage small lot agricultural lands potentially exempt from the ALCA	
		Review how regional policy can recognize and support Indigenous food sovereignty	
STRATEGY 2 Support Farmers as Climate Action Leaders	Explore opportunities to reduce emissions from greenhouses		
		Prepare passive design standards specific to greenhouse operations	
		Provide on-line decision support tools to help greenhouse operators manage upgrades	
		Update regional emissions inventory with greenhouse-specific data	
		Collect data on greenhouse carbon dioxide requirements	
	Expand knowledge and understanding of role of soil health in agricultural viability		
		Support long-term collection and open source provision of soil carbon measuring data	
		Examine ways to financially support data collection of soil carbon measuring	
		Examine actionable programs on soil carbon storage and provide benchmark data.	
		Develop and implement an awareness outreach program specific to reducing agricultural GHG emissions.	
	Expand awareness and outreach programs focusing on reducing agricultural emission		
	Determine how agricultural practices can be adjusted to reduce agricultural emissionss		
		Enhance funding to develop and implement Environmental Farm Plans	
		Enhance funding and develop and promote BMPs to support using Environmental Farm Plans	
		Provide reliable incentives and technical guidance to support low emission practices	
	Increase awareness and accessibility to the Environment Farm Plan		
		Funding for programs that accelerate the use of cleaner agricultural equipment	
		Incentives or programs that help to decommission old equipment in place of zero emission equipment	
		Develop pilot study to test wide-spread use of zero emission agriculture equipment	
		Expand development of anaerobic digestion facilities	
		Help establish new anaerobic digestion facilities	
		Support successful operation of existing anaerobic digestion facilities	
		Develop simple anaerobic digestion emission regulation	
		Develop multi-stakeholder centralized agricultural waste collection facility in the region to support anaerobic digestion	
		Create comprehensive information package for the agricultural sector to support anaerobic digestion facilities	
		Create comprehensive information package for member jurisdictions on how to support anaerobic digestion facilities	
	Address regional food security, encourage local food production and prioritize agricultural practices that reduce emissions or help to sequester carbon		

CLIMATE 2050 AGRICULTURE ROADMAP ACTION TIMELINE – Continued

STRATEGY	2023-2025	2026-2030	ONGOING
STRATEGY 3 Support Long-Term Farm Health and Resiliency	Prepare a regional vulnerability assessment of agricultural lands specific to climate change impacts		
	Determine how agriculture can benefit from restoration and protection of ecosystems		
		Prepare a comprehensive, regional high resolution map of ecosystem services locations on agricultural land	
		Introduce and support biovigilance programs to local farmers	
	Estimate financial value of ecosystem services on agricultural land and determine compensation for farmers		
	Explore and build a long-term funding mechanism to support payment for ecosystem services		
	Align with the Regional Green Infrastructure Network project		
		Develop guidance materials to support natural asset management	
		Address knowledge gap between agricultural sector and the benefits and applications of regenerative agriculture	
	Support pilot projects to illustrate regenerative agriculture		
	Monitor outcomes of the BC Living Lab projects to determine alignment with regional projects		
		Pilot program to expand local pollinator populations	
	Develop a comprehensive analysis of the sub-regional sources of water used by agricultural sector		
	Provide viable and tangible solutions to ensuring water resources needed by agriculture are sustainable		
		Explore innovative sources and new technology for water re-use	
		Explore ways to take advantage of rainfall collection opportunities	
		Update water demand model	
		Develop a toolkit about a circular water economy	
			Increase the agricultural community's capacity to integrate climate change into their business operations
		Examine feasibility and benefits of committing to programs that address the effects of climate change on agricultural operations	
STRATEGY 4 Support a Resilient, Robust, and Healthy Urban Forest	Support financial investment in the agricultural sector through incentive programs and funding sources		
		Develop an agricultural information network focusing on cost benefit analysis needed for farmers	
		Prepare an interactive information resource toolkit	
	Determine how the agricultural community can address issues raised during the Provincial Stewarding Agricultural Watercourse study		
	Undertake a review of the Regional Food System Strategy		
		Support pilot projects that focus on diversifying local food production.	
			Develop engaging and approachable educational campaigns aimed at consumers and the realities of food production
		Develop regional signage campaigns to showcase local food production	
		Advocate for changes to the tax structure for agricultural properties	
		Establish pilot projects that carry the financial and operational burden of testing new technological and agri-tech systems	
		Establish a cost-sharing or group purchase program to share new agri-tech innovations across the agricultural sector	
		Collaborate with agricultural-focused research and innovation entities	



AGRICULTURAL LANDS ON BARNSTON ISLAND

Measuring Our Progress

The table below lists examples of some of the data performance indicators that could be used to help Metro Vancouver measure regional progress towards supporting a net-zero, resilient agricultural sector. The performance indicators used will depend on the availability of this information from other organizations. Because the *Climate 2050 Agriculture Roadmap* is calling for actions from many different partners and stakeholders, and because, in some instances, it is suggesting using technology that either does not currently exist or that is not readily available at a consumer level, data availability may be limited until technologies advance and industry markets further advance toward full operational sustainability. Additionally, data sharing from partner organizations will be foundational to understanding the pace of progress towards our common goals and will help governments to continue to shape equitable and cost-effective pathways to a zero emission and resilient future.

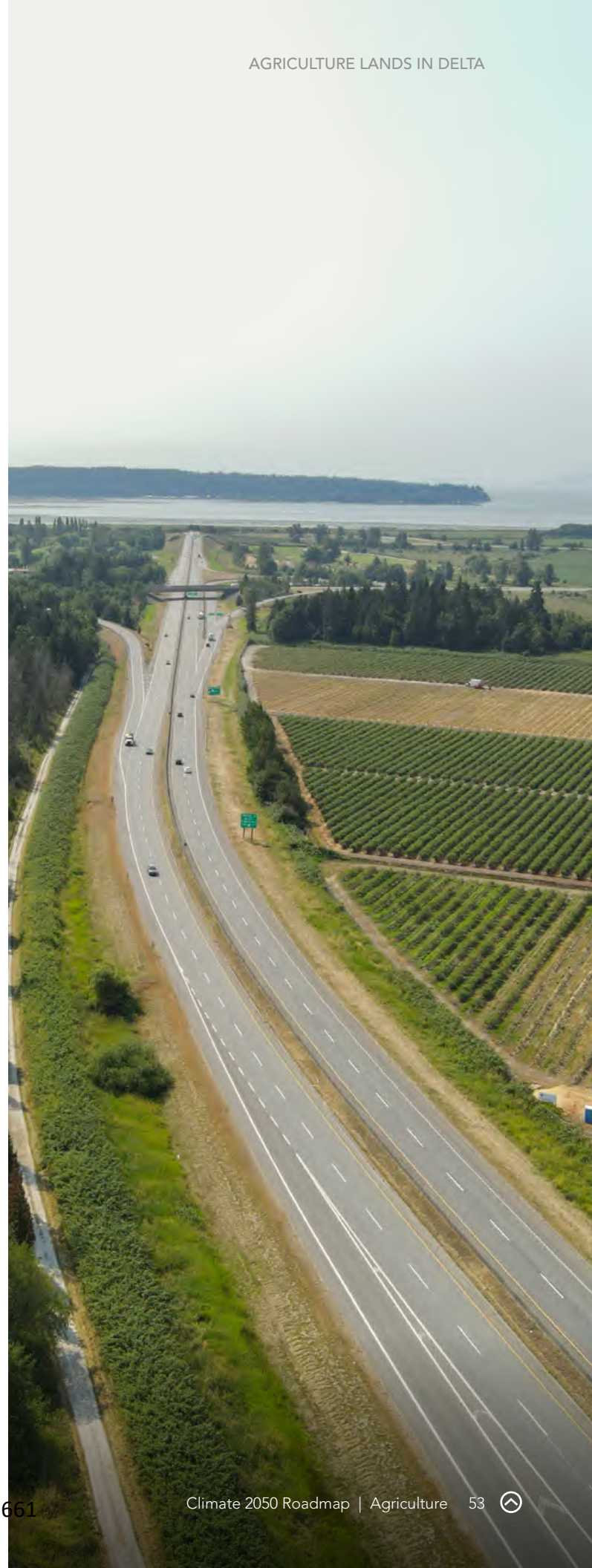
ROADMAP ELEMENT	KEY PERFORMANCE INDICATOR	DATA SOURCE	DATA IS CURRENTLY COLLECTED
Resilient Agriculture	% ALR used for long-term set aside ecosystem services	Agricultural Land Use Inventory	no
Protected Agricultural Land	% ALR actively farmed	Agricultural Land Use Inventory	yes
Regional GHG Impact	The agricultural sector is carbon neutral by 2050	various	yes
	% regional greenhouse gas emissions from greenhouses	various	no
	The agricultural sector produces clean, renewable energy to meet all its production needs by 2050	various	no
	The agricultural sector provides clean, renewable energy to other energy users by 2050	various	no

Feedback and Engagement Process

This Roadmap was generated with input from many organizations, including multiple levels of government, the agricultural sector, and residents across the region. The project team is continuously assessing that input, and many of the recommendations are reflected in the structure and content of this Roadmap.

This Roadmap reflects current policies and the best ideas, approaches and technologies available at the time of writing. As with all climate planning, it must be viewed as an iterative, dynamic path forward. The goals remain clear, and new policies, ideas, approaches and technologies must be considered as they arise and reflected through updates to the Roadmap over time.

The project team continues to be open to feedback, at any time, in this *Climate 2050 Agriculture Roadmap* and any other aspect of the climate action initiatives led or coordinated through Metro Vancouver. Send any comments direct to the Project Team through Climate2050@metrovancouver.org or phone 604-432-6200.



AGRICULTURE LANDS IN DELTA

Glossary

Adaptation means anticipating, planning for, and responding to the adverse effects of climate change and taking appropriate action to prevent or minimize the damage it can cause, or taking advantage of opportunities that may arise. It has been shown that well planned, early adaptation action saves money and lives later.

Adaptive capacity means the ability of ecosystems, economies, infrastructure, and communities to adjust to climate change (including climate variability and extremes) by moderating potential damages, taking advantage of potential opportunities, or coping with consequences.

Agroecology applies ecological principles to agriculture ensuring a regenerative use of natural resources and ecosystem services while addressing the need for food sovereignty. While the practices can be wide-ranging, agroecology is characterized by diversifying farms and farming landscapes, replacing chemical inputs with organic materials and processes, optimizing biodiversity, and stimulating interactions between different species.

Agroforestry is a collective name for land-use systems and technologies where woody perennials (trees, shrubs, palms, bamboos, etc.) are deliberately used on the same land-management units as agricultural crops and/or animals, in some form of spatial arrangement or temporal sequence.

Air contaminants refer to any substance that is emitted into the air that (a) injures or is capable of injuring the health or safety of a person; (b) injures or is capable of injuring property or any life form; (c) interferes or is capable of interfering with visibility; (d) interferes or is capable of interfering with the normal conduct of business; (e) causes or is capable of causing material physical discomfort to a person; or (f) damages or is capable of damaging the environment.

Biovigilance describes an innovative, multi-disciplinary approach to understanding and combating the negative effects of newly introduced pests, new agricultural farming practices, new crops, and climate change on plant health. Relies on a continuous cycle of awareness, identification, assessment, understanding, mitigation, and appropriateness to ensure that solving one problem doesn't lead to another. The goal is to proactively mitigate potential threats from plant diseases, weed species, and insects before they impact the agricultural sector on a larger scale.

Carbon dioxide is the primary driver of climate change, and is produced primarily by burning fossil fuels. In agriculture, carbon dioxide is primarily generated by fuel combustion by greenhouses, and agricultural equipment. Carbon dioxide is also released from farm fields during soil cultivation as organic materials undergo biological decomposition. Plants, trees and soils can sequester carbon in stable organic matter.

Carbon neutral region is a region that has achieved the deepest greenhouse gas emissions reductions possible across all economic sectors, and removes or captures sufficient carbon dioxide to balance any remaining regional greenhouse gas emissions.

Carbon sequestration is the removal of carbon dioxide from the air and the long-term storage of carbon to mitigate climate change. Carbon enriched soils on farmland are healthier, have better resilience to extreme weather, better water permeability, microbial diversity, higher yields, and reduced input requirements.

Carbon sinks are natural systems that absorb more carbon dioxide than they release. The main natural carbon sinks are plants, the ocean and soil.

Clean, renewable energy is low or zero emissions energy that is replenished over days or years. In Metro Vancouver, clean, renewable energy is primarily electricity from renewable sources such as hydro or solar.

Climate change adaptation means anticipating, planning for and responding to the adverse effects of climate change and taking appropriate action to prevent or minimize the damage it can cause, or taking advantage of opportunities that may arise. It has been shown that well planned, early adaptation action saves money and lives later.

Ecosystem services are the benefits people obtain from ecosystems. Ecosystem services provided by farmland include nutrient and organic matter recycling (from food waste), food for pollinators, wildlife habitat, flood control, and carbon sequestration.

Greenhouse gases are air contaminants that trap heat and are the cause of climate change. Greenhouse gases include carbon dioxide and nitrous oxide, as well as short-lived climate forcers such as methane, halocarbons, black carbon, and ozone. Limiting or preventing greenhouse gas emissions and removing these gases from the atmosphere is critical to avoiding catastrophic climate change (generally referred to as climate change mitigation).

Green Infrastructure is the natural, enhanced, and engineered assets that collectively provide society with ecosystem services required for healthy living.

Hazard refers to a dangerous phenomenon, substance, human activity, or condition. In this context, hazards are caused or made worse by climate change. Examples include rainstorms, extreme weather, wildfires, storm surges, and landslides.

Health-harming Air Contaminants are air contaminants that can harm public health and reduce residents' quality of life and life expectancy by causing heart and lung diseases, cancer, asthma, and other impacts. Health-harming air contaminants include fine and coarse particulate matter, diesel particulate matter, ground-level ozone, nitrogen dioxide, sulphur dioxide, volatile organic compounds, and ammonia.

Impacts refers to the consequences of realized risks on ecosystems, economies, infrastructure, and communities. Impacts may be referred to as consequences or outcomes, and can be adverse or beneficial.

Methane is a short-lived greenhouse gas and is 25 times more effective than carbon dioxide at trapping heat in the atmosphere. Methane emissions from agriculture are produced by ruminant animals such as cattle and sheep through a bacterial process called enteric fermentation, as well as being released from manure storage sites, especially when wet because of the lack of oxygen during decay. Fossil natural gas is mostly composed of methane.

Natural assets are the stock of natural resources and ecosystems (including geology, soil, air, water and all living things) that provide benefits to people. Examples include forests, wetlands, and streams. It is from these natural assets that humans derive a wide range of services, often called ecosystem services, which make human life possible.

Nature-based solutions are actions that protect, sustainably manage, and restore natural or modified ecosystems but also address societal challenges (such as climate change), thereby providing both human well-being and biodiversity benefits.

Nitrous oxide is a long-lived greenhouse gas, and is 298 times more effective than carbon dioxide at trapping heat in the atmosphere. Nitrous oxide emissions from agriculture is primarily produced by microbes as they process nitrogen in soils from fertilizers, manures, and other inputs.

Regenerative agriculture can rebuild soil organic matter, restore degraded land, and improve the water cycle by utilizing natural nutrient cycles, restoring soils, raising carbon levels, protecting water, and enhancing biodiversity and ecosystem services.

Resilience capacity to withstand and/or recover from hazards, risks, and challenges associated with a changing climate. Also referred to as adaptive capacity which is the capacity of ecosystems, economies, infrastructure, and communities to absorb the impacts of climate change while maintaining essential services and functions needed to support health and well-being. In some cases, resilience involves changing services and functions so they are more sustainable.

Sensitivity is the degree to which a community or system is affected (positively or negatively) by climate variability or change. The effect may be direct or indirect.

Vulnerability is the degree to which ecosystems, economies, infrastructure, and communities are susceptible to, or unable to cope with, the adverse effects of climate change. Vulnerability varies based on exposure, sensitivity, and adaptive capacity. Geographic location, socio-economic conditions, and other factors can impact susceptibility to harm and adaptive capacity.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SERVICES AND SOLUTIONS FOR A LIVABLE REGION

ATTACHMENT 2



Climate 2050 Agriculture Roadmap

A PATHWAY TO NET-ZERO CARBON, RESILIENT AGRICULTURE IN METRO VANCOUVER

Carla Stewart

Senior Planner (Agriculture and Food Security), Regional Planning and Housing Services

Climate Action Committee | September 7, 2023

60762913

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VISION

In 2050…

Net-Zero, Resilient Agriculture

- Contributes to low-carbon future
- Clean renewable energy
- Regenerative farming
- Sustainable, adaptive and resilient
- Long-term food production









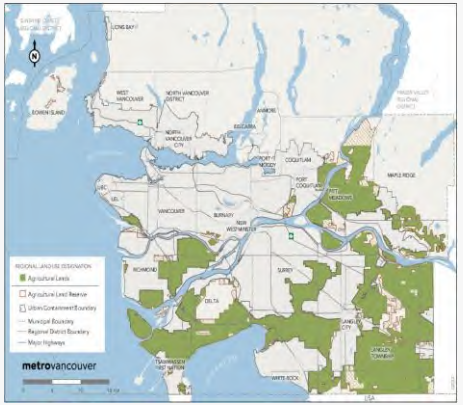
GOALS AND TARGETS

GOAL: The agricultural sector is net-zero; minimizes GHG emissions and is powered by clean, renewable energy.

- **By 2050:**
- 35% reduction in greenhouse gas emissions from the agricultural sector by 2030, relative to 2010 levels

STRATEGIES FOR ACTION

1. Protect Agricultural Land
2. Support Farmers as Climate Action Leaders
3. Support Long-Term Farm Health and Resilience
4. Support a Viable, Profitable and Stable Agricultural Sector









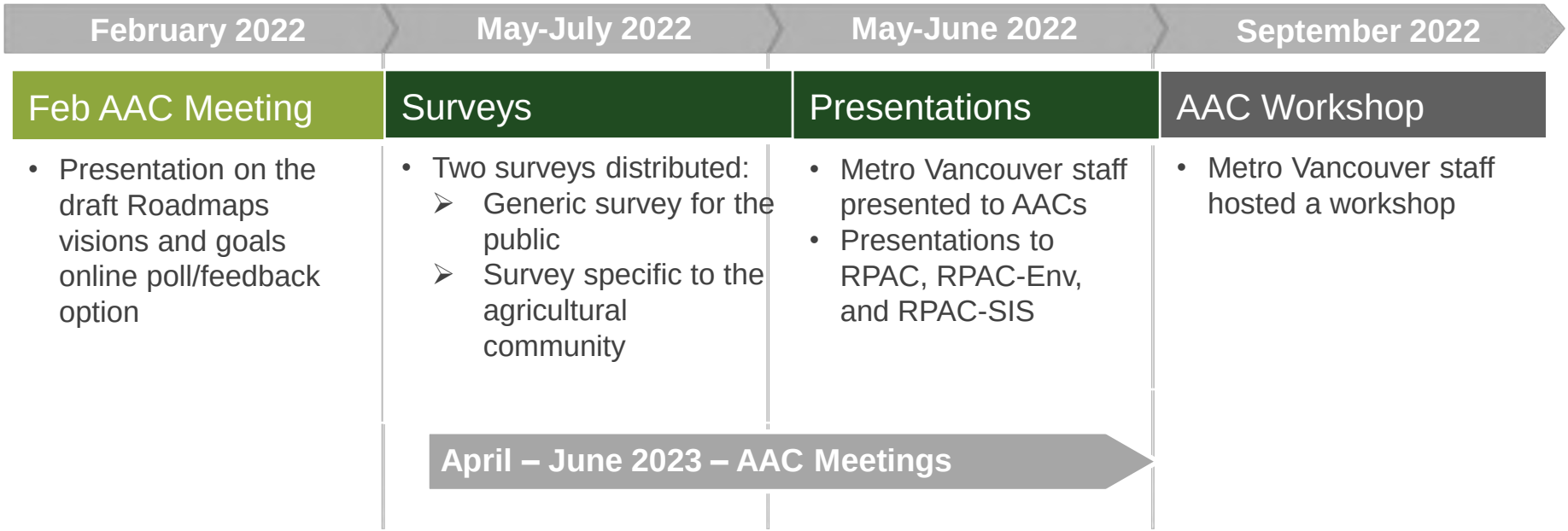
BIG MOVES

- 12 Big Moves
  - 25% Emissions Focused
  - 75% Resilience Focused



ENGAGEMENT TIMELINE

Extensive engagement occurred in 2022 on the contents of the draft Roadmap



KEY ENGAGEMENT FEEDBACK

- Stronger use of land use regulatory tools and enforcement / penalties / Agriculture Impact Assessments
- Stronger role for the Province; review farm tax program
- Farmers need incentives, tax breaks, education, and investment
- Cost, knowledge sharing and access to data are huge barriers
- Existing government programs are under-resourced
- Stronger water management is needed



NEXT STEPS

- Ecosystem Services on Agricultural Land
- Agricultural Land Use Inventory
- Regional Food System Strategy Update
- Agriculture Protection and Viability Strategy
- Soil Tracking Pilot Project





Greenhouse Operation in Metro Vancouver

Thank you

metrovancouver
Together we make our region strong

To: Climate Action Committee

From: Johann Zerbe, Policy Analyst, Air Quality and Climate Action Services

Date: July 24, 2023 Meeting Date: September 7, 2023

Subject: **Metro Vancouver Climate 2050 Annual Report 2022/2023**

RECOMMENDATION

That the MVRD Board receive for information the report dated July 24, 2023, titled "Metro Vancouver Climate 2050 Annual Report 2022/2023".

EXECUTIVE SUMMARY

The *Climate 2050 Annual Report 2022/2023* reports progress toward Metro Vancouver's approved climate targets, the status of *Climate 2050* Roadmap development and implementation of their actions, and project highlights addressing both regional and corporate climate action. The actions in the *Climate 2050* Roadmaps are expected to achieve over 80% clean, renewable energy by 2050, but accelerated, scaled-up and coordinated action is needed by Metro Vancouver and others to meet the 2030 and 2050 emissions reduction targets.

This annual report highlights projects that have the potential to significantly reduce regional and corporate emissions and improve resilience to climate impacts. Among these, proposed requirements for existing large buildings, the Driving Down Emissions initiative for transportation, and various corporate emissions reduction initiatives are critical for meeting Metro Vancouver's climate commitments.

PURPOSE

To inform the Climate Action Committee and MVRD Board about work completed in 2022/2023 in implementing *Climate 2050*. This is the second annual progress report on *Climate 2050* and replaces the *Climate 2050 Snapshot*, reflecting a shift to more comprehensive progress reporting.

BACKGROUND

In September 2018, the MVRD Board adopted *Climate 2050* and directed staff to initiate development of 10 issue-based *Climate 2050* Roadmaps. *Climate 2050* is an overarching, long-term strategy that guides the region's policies and collective actions to transition to a carbon-neutral and resilient region by 2050. The *Climate 2050* Roadmaps represent near-term actions to make progress towards meeting the 2030 and 2050 targets and will be driven by Metro Vancouver's management plans and other policies including the *Clean Air Plan* and *Metro 2050*.

Climate 2050 also includes public outreach with regular reporting on progress. The Climate Action Committee 2023 Work Plan identifies reporting on Metro Vancouver's progress on *Climate 2050* Roadmap implementation as a priority for the year. The *Climate 2050 Annual Report 2022/2023* is the second annual progress report on *Climate 2050* Roadmap implementation, providing

information on specific roadmap actions being advanced, and other climate action projects supporting progress in the *Climate 2050* issue areas.

CLIMATE 2050 ANNUAL REPORT 2022/2023

The *Climate 2050 Annual Report 2022/2023* provides an overview of *Climate 2050*, and context on the challenges of reducing emissions and adapting to climate impacts in our region. It provides a status update on GHG emissions for 2022, including corporate energy-related emissions as well as regional GHG emissions. For each of the ten *Climate 2050* issue areas, the report covers:

- An update on *Climate 2050* Roadmap development
- Status of regional emissions inventory and modelled emissions reduction for *Climate 2050* Roadmap implementation
- (For board-endorsed roadmaps only): A status update for actions which are complete or in-progress
- Highlights of key climate action projects implemented during 2022 and 2023 year-to-date
- Corporate and regional key performance indicators, where data is available

The *Climate 2050 Annual Report 2022/2023* is one of several reports providing information and progress updates on Metro Vancouver's climate action programs. This report is intended to update elected officials, residents, and other stakeholders on *Climate 2050* implementation, inclusive of both regional and corporate progress. The report supports Metro Vancouver's *Climate 2050* Engagement and Public Education Strategy. The report is complementary to Metro Vancouver's other public reporting commitments and obligations, including submissions for the *Carbon Disclosure Project (CDP)* as well as the *Local Government Climate Action Program (LGCAP)* survey, which is a requirement for receiving provincial funding under the program.

The *Climate 2050 Annual Report 2022/2023* also includes a summary of corporate emissions, which will be reported in more detail through an annual technical report "Managing Metro Vancouver's Corporate Energy and Emissions*"* forthcoming in fall 2023, and completion of Metro Vancouver's regional emissions inventory, which will be released as it is completed.

The *Climate 2050 Annual Report 2022/2023* emphasizes the need for coordinated and accelerated action across governments and other organizations. It highlights a number of actions and projects being undertaken by Metro Vancouver, and in partnership with member jurisdictions, TransLink, BC Hydro, and other partners in the region. It also includes a number of key performance indicators, measuring corporate and regional progress across the various *Climate 2050* issue areas. These indicators will be further refined as *Climate 2050* actions are implemented, and as new data becomes available.

ROADMAP PROGRESS

As of June 2023, five *Climate 2050* Roadmaps have been endorsed by the Metro Vancouver Board*:* Buildings, Transportation*,* Nature and Ecosystems*,* Energy*,* and Industry and Business*.* The Agriculture Roadmap is in *draft* status and is included in the September 2023 Climate Action Committee Agenda Package. Metro Vancouver staff are currently working on the drafts of four

additional Roadmaps: *Waste*; *Water & Wastewater Infrastructure*; *Land Use & Growth Management;* and *Human Health & Wellbeing*.

REGIONAL EMISSIONS TRENDS

An update to Metro Vancouver's regional emissions inventory is currently in progress. To date, updated emissions inventories from on-road transportation and buildings have been provided with annual totals from 2010 to 2022. Transportation emissions have decreased slightly over this time, while buildings emissions have increased. As the *Climate 2050* Roadmaps are implemented, regional emissions are expected to decline.

Staff have also modelled the expected greenhouse gas emissions reductions from implementing the *Climate 2050* Roadmaps. These actions represent a substantial reduction compared to current policies in place or confirmed, including those of senior governments. However, they are not sufficient to meet the 2030 and 2050 targets.

Significant emissions reductions across the *Climate 2050* sectors are needed to meet the 2030 and 2050 targets. In addition to implementing the *Climate 2050* Roadmaps, expanded, accelerated, and coordinated action will be needed by Metro Vancouver and at all levels of government, in collaboration with partner organizations and the community.

CLIMATE 2050 ACTION STATUS

Each *Climate 2050* Roadmap includes a timeline for implementation of actions. For each Roadmap, action status is provided as an indicator of implementation progress. As implementation of the *Climate 2050* Roadmaps requires coordinated action across multiple organizations and governments, many actions will remain "in-progress" until the *Climate 2050* targets are achieved. Similarly, Metro Vancouver will continue to advance work related to many actions after they are marked "complete".

Climate 2050 Action Status as of Q2 2023 (for board-endorsed Roadmaps):

- Complete: 5
- In-progress: 73
- Not started (denotes actions that are expected to start by 2023): 43
- Planned for future years (denotes actions that are expected to start in 2024 or later): 64

Projects and actions are also highlighted in the following ways in the report:

- Big Move: Actions that are foundational to achieving the 2030 targets set out in *Climate 2050*, and which should lead to the most significant emission reductions or progress on adaptation and resilience;
- Corporate Leadership: Actions implemented by Metro Vancouver in its corporate operations to demonstrate leadership and support regional actions;
- GHG reduction: Actions that reduce greenhouse gas (GHG) emissions; and
- Adaptation & Resilience: Actions that will support adaptation and resilience in a changing climate.

CLIMATE ACTION PROJECT HIGHLIGHTS

Projects highlighted in the *Climate 2050 Annual Report 2022/2023* representing Big Moves and/or that address multiple actions identified in the *Climate 2050* Roadmaps with the potential to significantly reduce regional emissions and/or improve resilience to climate impacts include:

- **Buildings – Action by Others:** In May 2023, the Government of BC enacted the *Zero Carbon Step Code*, which provides tools for local governments to set lower or zero emissions requirements for new buildings, and updated the Energy Step Code for higher levels of energy efficiency. Several member municipalities are in the process of updating their requirements. Metro Vancouver played a role in advocating for these regulatory changes.
- **Buildings – Action by Metro Vancouver:** Metro Vancouver is in the process of developing greenhouse gas performance requirements for existing large buildings, a Big Move in the *Climate 2050 Buildings Roadmap*. An update on engagement to date is provided in the September 2023 Climate Action Committee Agenda Package.
- **Transportation – Action by Others:** The pending provincial *Zero Emissions Vehicle Act* will require 100% of light-duty vehicle sales to be zero-emission by 2035. The Province is also consulting on a *Clean Transportation Action Plan* to support shifting to sustainable modes.
- **Transportation – Action by Metro Vancouver and Others**: Metro Vancouver is working with TransLink on the Driving Down Emissions project, to explore policies to reduce GHG emissions from light-duty vehicles by 65% by 2030.
- **Ecosystems – Action by Metro Vancouver and Others**: To support the implementation of *Metro 2050*, Metro Vancouver is collaboratively planning for a regional green infrastructure network, a network of habitat hubs and corridors that supports the movement of species across the landscape, maximizing resilience, biodiversity, and human health benefits.
- **Metro Vancouver's Corporate Emissions:** Metro Vancouver is taking action to reduce its own emissions from operations and services, including through the production and provision of renewable energy, transitioning the corporate fleet to zero emissions vehicles, and deep retrofits of buildings owned by Metro Vancouver Housing. More details will be advanced for the Committee and Board's information in a forthcoming report.

ALTERNATIVES

This is an information report. No alternatives are presented.

FINANCIAL IMPLICATIONS

The resources to develop the *Climate 2050 Annual Report* as well as to maintain an ongoing web presence, are approved within current program budgets. Implementing *Climate 2050* to meet the targets with the urgency demanded by the climate crisis is likely to require additional resources in some areas, and may confer long-term economic benefits in others, necessitating innovative approaches and partnerships. As specific proposals are developed such costs and benefits will be clarified and Board approval for expenditures will be sought as per current financial practices.

CONCLUSION

The *Climate 2050 Annual Report 2022/2023* provides an overview of *Climate 2050* Roadmap development and implementation in 2022 and 2023 year-to-date, including updates on key actions and projects that support progress towards the *Climate 2050* objective of a carbon neutral, resilient region. As work on *Climate 2050* continues to shift from roadmap development to implementation, the *Climate 2050 Annual Report* will continue to report progress on action implementation along with corporate and regional indicators of progress towards the targets in the various Roadmaps.

Expanded and accelerated action on the part of Metro Vancouver in collaboration with other levels of government and partners is needed to meet the 2030 and 2050 targets.

ATTACHMENTS

1. Metro Vancouver Climate 2050 Annual Report 2022/2023, dated June 2023
2. Presentation re: Metro Vancouver Climate 2050 Annual Report 2022/2023, dated September 7, 2023

REFERENCES

1. Climate 2050 Roadmaps
2. Clean Air Plan
3. Climate 2050 Strategic Framework



Climate 2050

Annual Report

2022/2023

Indigenous Territorial Recognition

Metro Vancouver acknowledges that the region's residents live, work, and learn on the shared territories of many Indigenous peoples, including 10 local First Nations: qícəý (Katzie), qʷɑ:ńx̌əń (Kwantlen), kʷikʷəx̌əm (Kwikwetlem), máthxwi (Matsqui), xʷməθkʷəýəm (Musqueam), qiqéyt (Qayqayt), se'mya'me (Semiahmoo), Sḵwx̱wú7mesh Úxwumixw (Squamish), scəẃaθən məsteyəxʷ (Tsawwassen), and sə́lílwətaʔɬ (Tsleil-Waututh).

Metro Vancouver respects the diverse and distinct histories, languages, and cultures of First Nations, Métis, and Inuit, which collectively enrich our lives and the region.

About Metro Vancouver

Metro Vancouver is a federation of 21 municipalities, one electoral area and one treaty First Nation that collaboratively plans for and delivers regional-scale services. Metro Vancouver's core utility services include drinking water, sewage treatment, and solid waste management, along with regional services like regional parks, affordable housing, regional land use planning and air quality and climate action that help keep the region one of the most livable in the world.

4515 Central Boulevard, Burnaby, BC, V5H 0C6
metrovancouver.org
June 2023

Contents

Climate 2050 Annual Report 2022/2023 4

- Climate 2050 5
- Metro Vancouver Regional Emissions 6
- Metro Vancouver Corporate GHG Emissions 7
- *Climate 2050* Roadmaps 8
- Progress Towards Targets 9
- *Climate 2050* Implementation Update- 2022/2023 10
- Measuring Our Progress 12

Buildings 14

Transportation 16

Energy 18

Industry & Business 20

Nature & Ecosystems 22

Agriculture 24

Water and Wastewater Infrastructure 26

Waste 28

Human Health & Well-Being 30

Land Use & Urban Form 32

Conclusion 34

Climate 2050 Annual Report 2022/2023

Climate change is both a global and a local challenge, and it is already affecting our planet and our region in profound ways, making our summers hotter and drier, our winters warmer and wetter, and increasing the occurrence of extreme weather events. Recognizing the need for urgent and transformative action, Metro Vancouver takes an "action while planning" approach, implementing climate actions while at the same time progressing development of the Climate 2050 Roadmaps, which lay out the strategies and actions needed to reach a low carbon, resilient region.

The *Climate 2050 Annual Report* is intended to meet Metro Vancouver's commitment to regular and transparent reporting on *Climate 2050* progress, and progress towards Metro Vancouver's established climate commitments and targets. For each of the 10 Climate 2050 Roadmap issue areas, the *Climate 2050 Annual Report 2022/2023* highlights climate actions implemented by Metro Vancouver, and key performance indicators to help measure progress towards our targets. The report supports Metro Vancouver's objectives to build strong awareness and support for climate action from key stakeholders and the public in the region.

Climate 2050

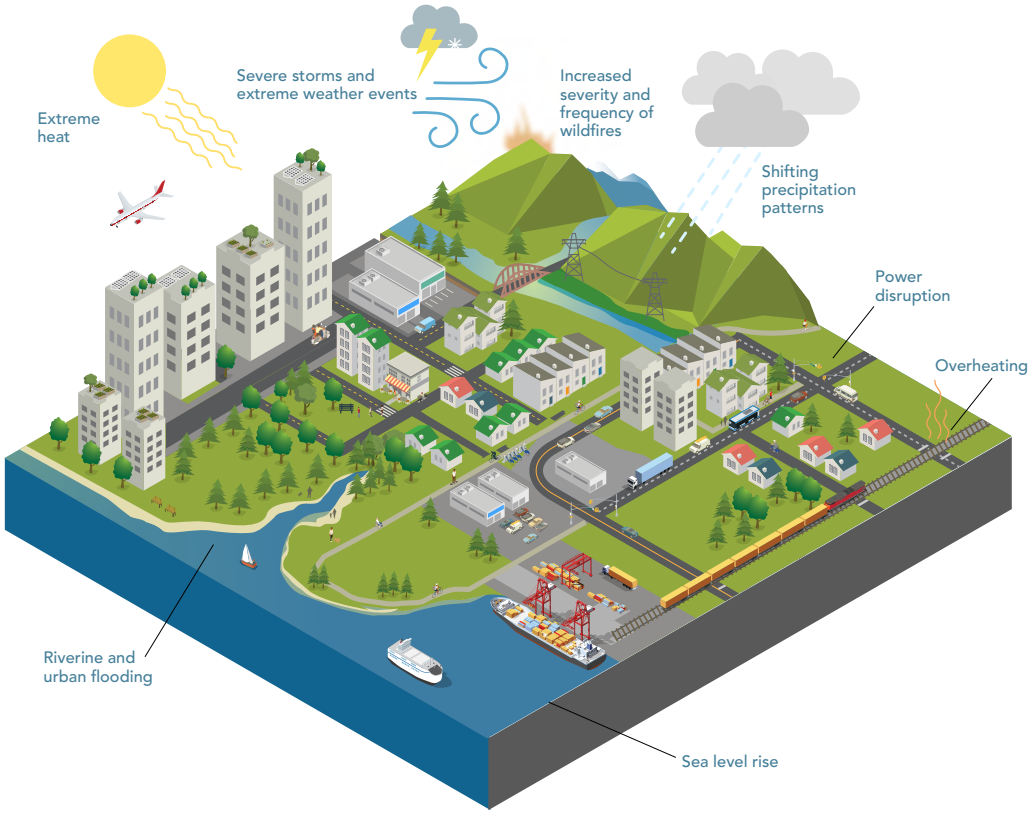
While Metro Vancouver and its 23 member jurisdictions have been taking action for over 20 years to address climate change mitigation and adaptation, we recognize the need to do more and move more quickly. In 2018, the Metro Vancouver Board of Directors adopted Climate 2050, a regional climate strategy. Climate 2050 commits to bold leadership to reduce greenhouse gas emissions and ensure that our infrastructure, ecosystems, and communities are resilient to the impacts of climate change. Climate 2050 includes the following commitments:

- Achieving a carbon neutral region by 2050
- Ensuring that infrastructure, ecosystems, and communities are resilient to the impacts of climate change
- Achieving an interim target of 45% reduction of GHG emissions from 2010 levels by 2030

Achieving a carbon neutral region by 2050 will require unprecedented greenhouse gas reductions across most sectors. Many sectors must become "zero emissions", and any remaining greenhouse gas emissions will need to be balanced with ecological and technological carbon removal approaches. Initial modeling as a part of Metro Vancouver's Carbon Neutral Modeling Study, and research across the international community shows us that the 2020s needs to be a decade of urgent action on climate solutions.

Climate change impacts are already evident in our region, and will become more marked in the near future. Metro Vancouver's Climate Projections Report provides details of the projected impacts of climate change in this region. Every fraction of a degree of warming avoided by taking collective action to reduce human-caused greenhouse gas emissions will save lives and avoid damage to infrastructure and ecosystems.

EXPECTED CLIMATE CHANGE IMPACTS



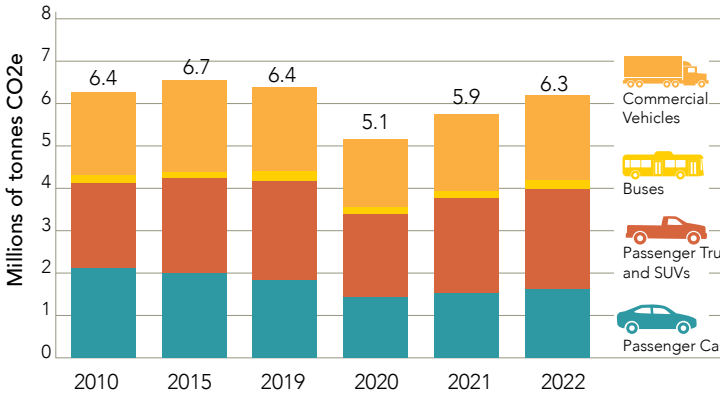
Metro Vancouver Regional Emissions

Metro Vancouver has historically compiled a regional emission inventory every five years, covering greenhouse gas and other air contaminants emitted in the region. Metro Vancouver is moving towards an annual emissions inventory, which will improve our ability to track and measure the impacts of Climate 2050 and other climate actions taking place in the region. Metro Vancouver will be updating the 2019-2022 regional emission inventory throughout 2023. As of July 2023, Metro Vancouver has updated regional emissions inventories for on-road transportation and buildings. See the below figures for more information. As annual GHG inventories for other sectors are completed, results will be available through a publicly accessible platform.

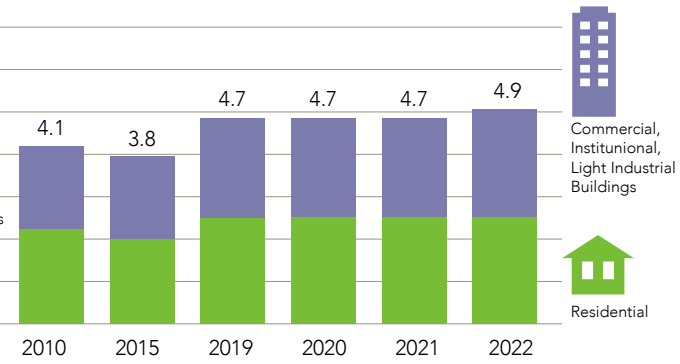
Regional GHG emissions from on-road transportation were 6.3 million tonnes carbon dioxide equivalent (Mt CO_2e) in 2022, which is relatively unchanged from 2010. Despite significant increases in both vehicle population (29% increase) and distance travelled (25% increase), regional GHG emissions have held steady, due to improvements in vehicle fuel efficiency and increasing uptake in zero emission technology. GHG emissions from buildings increased from 2010 to 2022, although emissions have been relatively constant from 2019 to 2022; these trends reflect the continued use of fossil fuels for heating and hot water in buildings.

These emissions are expected to decline in future years, as actions in the Climate 2050 Roadmaps are implemented and new policies and market shifts take effect, however, accelerated and expanded action will be needed to achieve the approved 2030 and 2050 climate commitments.

Onroad Emissions by Category



Buildings Emissions by Category



Metro Vancouver Corporate GHG Emissions

Metro Vancouver is a diverse organization that plans for and delivers regional utility services, including water, sewers and wastewater treatment, and solid waste management. It also regulates air quality, plans for urban growth, manages a regional parks system and provides affordable housing. The delivery of these services generates emissions from the use of energy as well as process related emissions at our solid waste and liquid waste facilities. In addition to using purchased energy, Metro Vancouver generates energy itself. Most of the self-generated energy is used by Metro Vancouver (e.g. biogas at wastewater treatment plants) while some is sold to others (e.g. electricity generated at the Waste-to-Energy facility sold to BC Hydro, or renewable natural gas sold to Fortis). Metro Vancouver tracks GHG emissions resulting from generation and consumption of all of these forms of energy.

In 2022, Metro Vancouver's total corporate GHG emissions from all energy use was approximately 28,000 tonnes CO_2e. Metro Vancouver reports annually on corporate GHG emissions, with reporting for 2022 forthcoming in fall 2023.

In addition to GHG emissions originating from corporate energy use, Metro Vancouver's other GHG emissions include industrial process emissions of approximately 130,000 tonnes CO_2e annually. This includes combustion of solid waste at the Waste-to-Energy Facility, the majority of which is plastics. Metro Vancouver is investigating methods for more accurately quantifying and reporting process emissions from its operations (e.g. emissions from wastewater treatment plants).

Metro Vancouver has a Corporate Energy Management Program aimed at reducing its operational carbon footprint through energy efficiency improvements, energy recovery initiatives, and transitioning to lower-carbon energy sources. Metro Vancouver is advancing a number of initiatives to reduce its corporate carbon footprint and provide renewable energy to the region, including:

- Providing clean, renewable energy to the region, including plans to provide waste heat from Metro Vancouver's sewer collections system, wastewater treatment plants, and the Waste-to-Energy facility to communities in the region, and production of renewable natural gas at our wastewater treatment plants.
- Electrification of Metro Vancouver fleet vehicles, and planning and deploying electric vehicle charging infrastructure at our operations to support this transition.
- Switching to lower-carbon fuel sources in our operations, including transitioning to renewable natural gas at our Parks, wastewater treatment plants, and Waste-to-Energy Facility.
- Implementing deep energy retrofits to Metro Vancouver Housing Corporation (MVHC) buildings, and designing new MVHC buildings to be fully electric, helping to reduce GHG emissions in these buildings by up to 98%.

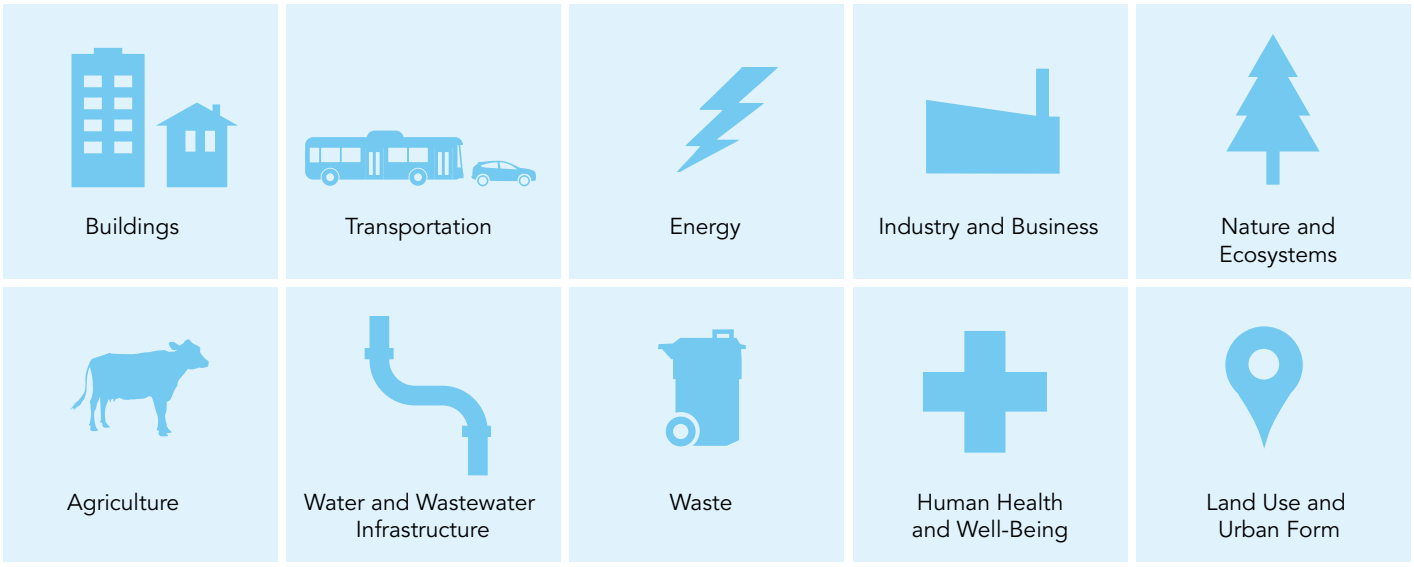
Metro Vancouver also implements a portfolio of non-energy related projects that have emissions reductions benefits, including avoided forest conversion, ecological area restoration, landfill gas capture, and solid waste reduction projects.

Climate 2050 Roadmaps

Climate 2050 is organized around ten issue areas, intended to provide groupings of climate goals, targets, and actions. They reflect the functions and responsibilities under Metro Vancouver's mandate and the range of climate related challenges and initiatives affecting the region. For each issue area, Metro Vancouver is developing a *Climate 2050 Roadmap* that outlines regional and corporate goals, strategies, actions, and performance metrics. Together, these Roadmaps will provide a comprehensive view of the path towards a low carbon, resilient region.

The Climate 2050 Roadmaps are being developed by Metro Vancouver with input from governments, partner organizations and residents and business across the region. The Roadmaps include a call to action for other jurisdictions and key partners across the region including: member jurisdictions, residents, businesses, academic institutions, First Nations and others. Metro Vancouver will take a strategic approach to assessing fairness, equity and affordability in the *Climate 2050 Roadmaps*.

Many of the goals, targets, and actions in the Climate 2050 Roadmaps are also reflected in other Metro Vancouver management plans, including the *Clean Air Plan* and *Metro 2050*, and are being developed to align with other municipal, regional, provincial and federal climate policies.



Progress Towards Targets

Local governments have taken action on climate for many years, but we need to do more. Cumulatively, the actions across the Climate 2050 Roadmaps represent a substantial reduction compared to current policies. This includes actions from senior governments. However, they are not sufficient to meet the 2030 and 2050 targets. Expanded action will be needed at all levels of government, in collaboration with partner organizations.

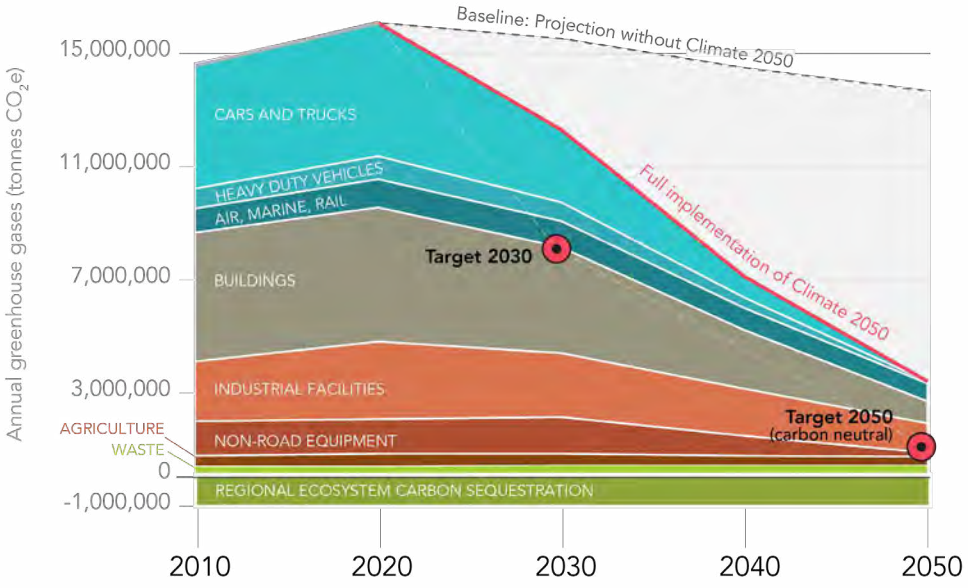
The transition to a low carbon future is likely to be accelerated by;

- technological advancements such as solar energy, batteries and heat pumps;
- electrification across many sectors including vehicles, buildings and industry; and,
- societal shifts such as the rise of micromobility (e.g e-bikes and e-scooters) supported by strong action by local governments to build protected cycling networks; and improvements in land use planning and consumption patterns.

Conversely, challenges include; expansion and subsidies for fossil fuel industries, a divisive political climate, and low climate literacy and/or misinformation.

The Climate 2050 Roadmaps reflect current knowledge and technology. Meeting the targets will depend on advancing the actions in the roadmaps as quickly as possible, while continuing to expand and collaborate with partner organizations.

Climate 2050 Roadmaps: **GHG Emissions Reductions (2021 estimate)**



Climate 2050 Implementation Update- 2022/2023

Achieving a carbon neutral, resilient region will require urgent and coordinated action on the part of Metro Vancouver, its member jurisdictions, and other governments and partners. Metro Vancouver has a long history of working with other governments and partners towards common goals. Reflecting this need for collaboration, the *Climate 2050 Roadmaps* include actions which Metro Vancouver will lead, as well as actions where Metro Vancouver's role is to support other organizations leading an action, or advocate to other governments and partners for an action or policy change to take place.

For each of the ten *Climate 2050* issue areas, the *Climate 2050 Annual Progress Report* includes highlights on: 1) Roadmap development and 2) implementation of Roadmap actions and other climate action projects.

The icons below indicate the outcomes supported by these actions:

BIG Move	Actions that are foundational to achieving the 2030 targets set out in *Climate 2050*, and which should lead to the most significant emission reductions or significant progress on resilience and adaptation
GHG	Actions that reduce greenhouse gas (GHG) emissions
	Actions that will support adaption and resilience in a changing climate
Corporate LEADERSHIP	Actions implemented by Metro Vancouver in its corporate operations to demonstrate leadership and support regional actions

Climate 2050 Roadmap Status

Climate 2050 Under Development	***Climate 2050*** Draft Roadmaps	***Climate 2050*** Board endorsed Roadmaps
Waste	Agriculture	Transportation
Water & Wastewater Infrastructure		Buildings
Land Use and Urban Form		Industry & Business
Human Health & Well-being		Energy
		Nature & Ecosystems

Carbon Neutral Region by 2050





Measuring Our Progress

Climate 2050 Action Status

Each *Climate 2050 roadmap* includes a timeline for implementation of actions. The *Climate 2050 Annual Report* reflects the status of that implementation. For each roadmap, action status is provided as an indicator of implementation progress. As implementation of the *Climate 2050 roadmaps* require collaboration and ambitious action across organizations and governments, many actions will remain 'in-progress' until the *Climate 2050* targets are achieved. Similarly, Metro Vancouver will continue to advance work related to many actions after they are marked 'complete'.

Climate 2050 Roadmap Action Status- Q2 2023 (Board-endorsed Roadmaps)	
Complete	**5**
In Progress	**73**
Not Started [1]	**43**
Planned for Future Years [2]	**64**

1 Denotes actions that are expected to start by 2023.

2 Denotes actions that are expected to start in 2024 or later.



Key Performance Indicators:

6.3 million tonnes CO_2e: Total regional on-road transportation emissions (2022)

4.9 million tonnes CO_2e: Total regional buildings emissions (2022) [3]

For each issue area, Metro Vancouver will be developing Key Performance Indicators (KPIs) to help us track progress on implementation of the *Climate 2050 Roadmaps*, and progress towards our targets of a carbon neutral, resilient region by 2050. Metro Vancouver will develop KPIs to measure progress at a corporate level and at a regional level to measure the impacts of actions by Metro Vancouver, other governments, and partners, towards achieving our regional targets. KPIs will be refined and added as data becomes available.

3 Includes buildings emissions from natural gas heating only; does not include residential fuel oil or wood heating emissions, which make up less than 1% of building emissions.

2022/2023 Implementation:

Complete	3
In Progress	15
Not Started	18
Planned for Future Years	2

Buildings

Buildings will shape our low-carbon future by using clean and renewable energy, becoming highly energy efficient, and improving human health through design and retrofits.

Climate 2050 Roadmap Development:

Final ***Climate 2050* Buildings Roadmap** endorsed by the Metro Vancouver Board in November 2021

	IN-PROGRESS & COMPLETE ACTIONS	STATUS
BIG Move	New Buildings are Highly Efficient and Electric	Complete
BIG Move	Building Electrification Mandate for BC Hydro	Complete
	Building Decarbonization Coalition	Complete
	High Performance Heating and Cooling Equipment Import and Sale Standards	In progress
BIG Move	GHG Requirements for Existing Large Buildings	In progress
BIG Move	GHG Performance Requirements for Existing Houses and Townhomes	In progress
BIG Move	Require Greenhouse Gas Reductions During Renovations	In progress
	Energy Labels for Homes and Buildings	In progress
	Energy Advisor Services for Homes and Large Buildings	In progress
	Make Electricity Upgrades Faster and Cheaper	In progress
Corporate LEADERSHIP	Share Lessons from Transitioning Metro Vancouver Corporate Buildings to Zero Emissions	In progress
	Low Carbon District Energy Policies	In progress
Corporate LEADERSHIP	Strengthen Metro Vancouver's Corporate Sustainable Design Requirements	In progress
	Broaden Applications of Non-Potable Water Use in Buildings	In progress
	Support Capacity Building of Non-Potable Water Use Applications on Building Sites	In progress
	Require Cooling Measures in New Buildings and Major Retrofits	In progress
	Expand the Network of Public Buildings that can serve as Cool, Clean Air Centres	In progress
	Understand Climate Risk and Resilience for Public Buildings Across the Region	In progress



Heather Place

2022/2023 Project Highlights

Zero Carbon Step Code

In May 2023, the Government of BC enacted the Zero Carbon Step Code, which provides tools for local governments to set lower or zero emissions requirements for new buildings. Changes were also introduced to require 20% better energy efficiency in most new homes and buildings in BC as part of the **BC Energy Step Code**. The changes meet commitments in the *CleanBC Roadmap to 2030* to gradually lower emissions from buildings until all new buildings are zero carbon by 2030 and are net-zero energy ready by 2032. Metro Vancouver with its member jurisdictions strongly advocated for the establishment of GHG requirements for new buildings, including enabling local governments to voluntarily establish zero emission targets earlier than the BC-wide requirements, which will come into force in 2030. GHG requirements to make new buildings highly efficient and electric is a Big Move in the Buildings Roadmap and this action is now complete.

Building 2 Electrification Coalition

In 2022, Metro Vancouver joined the **Building 2 Electrification Coalition** (B2E), Canada's first building electrification coalition, based in British Columbia. B2E brings together industry, housing providers, researchers, policy makers, electric utilities and other stakeholders, to identify and address barriers to electrification and take actions that contribute to a meaningful market shift to low carbon building electrification. B2E aims to build demand for building electrification technologies, and support the transformation of policy, workforce, and supply chains to deploy these technologies widely across BC. B2E is a program area of the Zero Emissions Building Exchange (ZEBx), and part of the **Metro Vancouver Zero Emissions Innovation Centre** (ZEIC), an independent non-profit and charitable organization that is part of the Low Carbon Cities Canada (LC3) network.

Metro Vancouver's Approach to Managing Emission from Large Buildings

In 2022, Metro Vancouver completed engagement on an **approach to manage GHG emissions from large buildings over 25,000 ft²**. In 2023, Metro Vancouver is developing more detailed GHG reporting and performance requirements for existing large buildings, and will be seeking feedback on this proposal in late 2023 and into 2024.

Transitioning Metro Vancouver Housing Buildings to Zero Emissions

Metro Vancouver Housing (MVH) buildings are being retrofit to reduce GHG emissions by up to 98%, with some new MVH buildings designed to be fully electric. In 2022, Metro Vancouver Housing also progressed the **Reframed Initiative**, a multi-partner project to undertake deep energy retrofits on existing multi-unit residential buildings (MURBs) to reduce both energy use and GHG emissions. These projects demonstrate the feasibility of electric buildings today, and illustrate the benefits of low carbon buildings such as reduced GHG emissions, reduced energy use and costs, and increased resilience to extreme weather.

Key Performance Indicators

4.9 million tonnes tCO_2e – total regional GHG emissions from buildings [4]

1,957 new residential heat pumps installed in region through the CleanBC Better Homes Program (2022) replacing natural gas systems

Total corporate GHG emissions from buildings in 2022 (tCO_2e)- data forthcoming in 2023.

4 Includes buildings emissions from natural gas heating only; does not include residential fuel oil or wood heating emissions, which make up less than 1% of building emissions.

2022/2023 Implementation:

Complete	1
In Progress	18
Not Started	25
Planned for Future Years	8

Transportation



Transportation will help shape our low-carbon future by prioritizing zero-emission vehicles, increasing active and public transportation, and making improvements that increase system resilience.

Climate 2050 Roadmap Development:

Final ***Climate 2050* Transportation Roadmap** endorsed by the Metro Vancouver Board in November 2021.

	IN-PROGRESS & COMPLETE ACTIONS	STATUS
BIG Move	Accelerate Sales Targets for New Electric Passenger Vehicles	Complete
	More Stable Infrastructure Funding for Regional Active Transportation Networks	In progress
	More Stable Funding for Regional Transit	In progress
	Support Residents and Businesses in Active Transportation	In progress
BIG Move	Enhance and Improve Regional Transit	In progress
BIG Move	Use Pricing to Reduce Driving and Emissions	In progress
	Regional Parking Strategy to Reduce Driving	In progress
Corporate LEADERSHIP	Support Low Emissions Commuting by Staff	In progress
BIG Move	Develop Regional Emission Requirements for Passenger Vehicles	In progress
BIG Move	Make Electric Vehicles More Affordable	In progress
	Regional Electric Vehicle Charging Strategy	In progress
	Electric Vehicle Outreach Programs	In progress
Corporate LEADERSHIP	Transition the Corporate Fleet to Zero Emissions	In progress
BIG Move	Regulate Existing Medium and Heavy Trucks	In progress
BIG Move	Require Zero Emission Sales Targets for New Medium and Heavy Trucks	In progress
BIG Move	More Stringent Low Carbon Fuel Standards	In progress
	Long-term Emissions Strategy for Medium and Heavy Trucks	In progress
	Reduce Refuse Trucks Emissions	In progress
	Identify Regional Climate Hazards, Risks, and Vulnerabilities Impacting Transportation Networks	In progress

2022/2023 Project Highlights

Strengthening the BC Zero Emissions Vehicle Act

In 2022, the BC Government consulted on proposed regulatory changes to the *BC Zero Emissions Vehicles Act* (ZEVA), to come into effect in 2023. The accelerated sales targets in ZEVA will require 26% of light-duty vehicle sales to be zero-emission by 2026, 90% by 2030, and 100% by 2035. Previously, the ZEVA had required sales to reach 100% zero-emission by 2040. The changes to BC's ZEVA will help accelerate the transition to a low-carbon transportation system, and improve availability of electric vehicles to British Columbians. Metro Vancouver and its member jurisdictions provided input and advocated for the ZEVA to be strengthened, and continues to advocate for similar requirements at the federal level. Accelerating the Sales Targets for new electric passenger vehicles is a Big Move in the Transportation Roadmap and is now complete.

Driving Down Emissions: Developing a Policy Bundle to Reduce Light Duty Vehicle Emissions

Light-duty vehicles (e.g., cars, light trucks, SUVs) are the largest source of GHG emissions in the region, at about 35%. Solutions exist to reduce these emissions, including supporting low or zero emission modes of transport (e.g., walking, rolling, biking and public transit), switching to zero emission vehicles, and building complete, compact communities to support reduced driving. The Driving Down Emissions project, which is being undertaken in partnership with TransLink, aims to develop recommendations for policies to reduce GHG emissions from light-duty vehicles, targeting a 65% reduction by 2030, from 2010 levels. Currently, the project team is conducting technical research and analysis of a list of policy options, and researching public attitudes towards those policies. This project advances several actions in the Transportation Roadmap.

Regional Electric Vehicle Charging Strategy and Guidance Document

This project aims to determine what electric vehicle (EV) charging infrastructure is needed in the Metro Vancouver region to support charging needs for the rapid uptake of light-duty EVs over the next 30 years. The final deliverable for this project will be a publicly available regional EV charging guidance document, as well as regional EV uptake projections. This work will support investments in the regional EV charging network by key EV charging providers including local governments, utilities, private companies, and other governments and public sector organizations by developing recommendations and guidance on charging locations, costs, and policy. The project is being undertaken in partnership with BC Hydro and TransLink.

Transition the Corporate Fleet to Zero Emissions

Metro Vancouver Fleet Climate Action Strategy will support a goal of transitioning Metro Vancouver's corporate on-road fleet to use only zero emission or low carbon fuels between 2035 and 2040, and to be fully zero emission by 2050. In 2022, progress included the acquisition of 10 EV pickup trucks and cargo vans; deployment of fleet EV charging infrastructure at our facilities, continuing to conduct a feasibility studies for EV infrastructure upgrades, and assessing the use of renewable fuels for Fleet vehicles. From 2016 to 2021, the size of the corporate fleet increased by 13% while the percentage of vehicles fueled only by fossil fuels decreased by 7%. Total emissions from the corporate fleet decreased by 14% during this time.

Key Performance Indicators

6.3 million tonnes tCO_2e – total annual regional GHG emissions from on-road vehicles (2022)

22.5% – new passenger vehicles sold in region that are electric (2022)

2,177 publicly available EV Chargers in region[5] (cumulative as of 2023)

68 – Annual public transit journeys per capita in region (2022)

2,349 tCO_2e- total corporate GHG emissions from vehicles (2021). Note: 2022 data forthcoming in 2023

5 Cumulative regional total as of June 2023: 2,177 EV chargers; includes 1,904 level 2 chargers and 273 DCFC (Fast Chargers).

2022/2023 Implementation:

Complete	0
In Progress	11
Not Started	21
Planned for Future Years	4

Energy

Energy will help shape our low-carbon future through reduced energy use, enhanced energy efficiency and transitioning to clean, renewable energy.

Climate 2050 Roadmap Development:

Final ***Climate 2050* Energy Roadmap** endorsed by the Metro Vancouver Board in April 2023.

	IN-PROGRESS & COMPLETE ACTIONS	STATUS
	Regional Climate Action in Energy Utility Regulatory Processes	In progress
	Implement Tracking, Verification, and Reporting Requirements for Renewable Natural Gas Supply	In progress
Corporate LEADERSHIP	Transition Corporate Energy Use to 100% Clean, Renewable Energy	In progress
BIG Move	Electrification Rates	In progress
	High Performance Heating and Cooling Equipment Import and Sale Standards	In progress
BIG Move	More Stringent Low Carbon Fuel Standards	In progress
	Regional Hydrogen Hub	In progress
	Regional Sources of Liquid Biofuels	In progress
Corporate LEADERSHIP	Metro Vancouver as a Regional Clean, Renewable Energy Provider	In progress
Corporate LEADERSHIP	Innovative Research on Optimizing Energy Recovery from Waste Streams	In progress
	Eliminate Subsidies and Public Financing for Fossil Fuels	In progress



Lulu Island Renewable Natural Gas Facility

2022/2023 Project Highlights

Participating in Energy Utility Regulatory Processes

Metro Vancouver is participating as an intervener in three BC Utilities Commission proceedings related to renewable natural gas rate design and FortisBC's long term gas resource plan, and BC Hydro's Integrated Resource Plan. These proceedings will have a significant role in guiding the transition away from fossil natural gas, and planning for the transition to clean, renewable sources of energy.

Metro Vancouver as a Regional Clean, Renewable Energy Provider

Metro Vancouver is developing a **Waste-to-Energy Facility District Energy system** to supply heat and hot water to up to 30,000 homes in Vancouver, Burnaby and potentially New Westminster. As of 2023, Metro Vancouver is in the early design phase of this project. Construction is expected to take place from 2024 to 2026, in multiple phases. See more on this initiative in the Waste Roadmap section of this report.

Turning Wastewater into Renewable Natural Gas

Metro Vancouver's wastewater treatment plants produce biogas as part of their treatment processes. Biogas is a valuable resource that can be used instead of conventional natural gas, reducing greenhouse gas emissions. See more on this initiative in the Water and Wastewater Infrastructure Roadmap section of this report.

Using Sewage for Heating and Cooling

There is enough excess heat in Metro Vancouver's wastewater to heat about 700 high rises. Recovering heat from sewage can provide renewable, fossil fuel-free heat to residents and businesses in the region, reducing greenhouse gas emissions. Several projects to recover heat from wastewater are currently under design or in construction:

- The new North Shore wastewater treatment plant, currently under construction, will recover 5 MW of heat and sell it to the nearby Lonsdale Energy Corporation, which is owned by the City of North Vancouver.
- In Richmond, a project is being designed to recover heat that can be used by residents and businesses in the Richmond Oval area.
- Metro Vancouver is helping to invest in fund a project within the City of New Westminster that will recover heat and use it at the Royal Columbia Hospital and in the Sapperton District.
- In Surrey, Metro Vancouver is also investing in a project that will recover heat to service the expansion of district energy in Surrey City Centre.
- The Effluent Heat for RNG project at Lulu Island wastewater treatment plant, currently in detailed design, will utilize heat pump technology to recover heat from the Plant's effluent which will be used for process heating, thus allowing additional quantities of biogas to be cleaned and sold to FortisBC.

Preliminary Feasibility Study of Green Hydrogen Production from Hydropower at Cleveland Dam

In 2023, Metro Vancouver initiated a project to assess the feasibility of producing hydrogen from electrolysis at the Cleveland Dam, located in the Capilano watershed. The project will also explore the market potential for green hydrogen in the region.

Key Performance Indicators

KPI's for this issue area are under consideration for future reporting. This might include clean energy provided by Metro Vancouver to the region (MW).

2022/2023 Implementation:

Complete	1
In Progress	5
Not Started	10
Planned for Future Years	12

Industry & Business

Industry will help shape our low-carbon future by reducing emissions with better technology, using clean and renewable energy, and setting high standards for products and their manufacturing processes

Climate 2050 Roadmap Development:

***Climate 2050* Industry & Business Roadmap** endorsed by Metro Vancouver Board in June 2023.

IN-PROGRESS & COMPLETE ACTIONS	STATUS
Tighten Emissions Regulation for Non-Road Diesel Engines	Complete
Integrate Greenhouse Gases into Emission Regulations and Permits	In progress
Develop Sector-Specific Regulations	In progress
Emission Standards for New Non-Road Equipment	In progress
Encourage Cleaner Non-Road Equipment through Municipal Approvals	In progress
Carbon Capture in Metro Vancouver Region	In progress

2022/2023 Project Highlights

Tighten Emissions Regulation for Non-Road Diesel Engines

Diesel particulate matter (DPM) contributes to climate change and reduced visibility and is associated with both short and long-term health effects, including asthma, heart and respiratory diseases and cancer. To further reduce DPM emissions and address harmful nitrogen oxides (NOx) produced by all tiers of non-road diesel engines, in October 2021 the Metro Vancouver Board adopted MVRD Non-Road Diesel Engine Emission Regulation Bylaw No. 1329. The new Bylaw includes provisions to eliminate operation of Tier 0 and Tier 1 engines within 100 meters of hospitals, elementary schools, and other community care facilities, and includes registration and labelling requirements for Tier 2, 3, and 4 non-road diesel engines, starting in 2023.

Assessment of Carbon Capture Technology in the Metro Vancouver Region

Industrial facilities contribute approximately 17% of the 15 million tonnes of greenhouse gas emissions in the Metro Vancouver region, next to buildings and transportation emissions. With support from the Government of BC, UBC Clean Energy Research Center, and Metro Vancouver's Solid Waste Services, this project aims to evaluate technological approaches for capturing carbon dioxide (CO_2) from flue gas streams in large industrial facilities in the region, and storing the collected CO_2 in a way that prevents its release into the atmosphere. The project involves assessing carbon capture, utilization, and storage (CCUS) systems that may play a role in decarbonizing industrial sources of CO_2 emissions in the region. It also includes identifying risks and opportunities as well as a review of the policy and regulatory landscape associated with CCUS that may be relevant to the region.



Kennedy Newton Water Main Construction

Lights, Camera, Climate Action!

This project aims to explore alternative solutions to portable diesel generators which are extensively used in the film industry, with the aims of reducing GHG emissions, improving air quality, and reducing ambient noise while continuing to meet film production needs. The initial phase of the project includes a report that makes several recommendations for Metro Vancouver and member jurisdictions to promote the use of clean power alternatives. A second phase of the project will include the installation of a permanent clean power kiosk at a Metro Vancouver regional park site to demonstrate the benefits of clean power use by the film industry.

Key Performance Indicators

Total regional emissions from industrial sector in 2022 (tCO_2e) – Data forthcoming in 2023

2022/2023 Implementation:

Complete	0
In Progress	24
Not Started	2
Planned for Future Years	5

Nature & Ecosystems

Nature and ecosystems will help shape our low-carbon future by capturing carbon, cooling our streets, and enhancing livability.

Climate 2050 Roadmap Development:

***Climate 2050* Nature & Ecosystems Roadmap** endorsed by Metro Vancouver Board in June 2023.

	IN-PROGRESS & COMPLETE ACTIONS	STATUS
BIG Move, GHG, Nature	Protect an Additional 10% of the Region for Nature	In progress
Corporate Leadership, GHG, Nature	Protect, Restore, and Enhance Natural Areas at the Regional Scale	In progress
GHG, Nature	Protect, Restore, and Enhance Nature at the Local Scale	In progress
GHG, Nature	Support Ecosystem Protection, Enhancement, and Restoration	In progress
Corporate Leadership, Nature	Manage invasive species	In progress
BIG Move, Nature	Develop a Regional Green Infrastructure Network	In progress
GHG, Nature	Green Urban Areas	In progress
Corporate Leadership, Nature	Green the Regional Greenways Network	In progress
Nature	Minimize Ecosystem Fragmentation	In progress
Nature	Develop Data and Resources to Support Ecosystem Connectivity	In progress
BIG Move, Nature	Incorporate Natural Assets into Asset Management and Financial Planning	In progress
Corporate Leadership, BIG Move	Integrate Ecosystems and their Services into the Design of Major Infrastructure	In progress
Nature	Consider Ecosystems and their Services in Major Development Decisions	In progress
Nature	Support Natural Asset Management at the Local Level	In progress
BIG Move, Nature	Achieve 40% Tree Canopy Cover Within the Region's Urban Areas	In progress
GHG, Nature	Provide Data and Resources to Support Urban Forest Management	In progress
Nature	Improve Local Regulations and Management Practices	In progress
	Convene Partners on Urban Forestry Issues	In progress
	Consider Equity and Human Health in Urban Forestry Planning	In progress
BIG Move, Nature	Explore Innovative Funding and Incentive Programs	In progress

Support the Implementation of Nature-based Solutions	In progress
Manage Forests in the Context of a Changing Climate	In progress
Advance Nature-Based Solutions to Address Flood Hazards	In progress
Partner with Others to Address Climate Change Issues in Coastal and Marine Ecosystems	In progress

2022/2023 Project Highlights

Develop a Regional Green Infrastructure Network

To support the implementation of Metro 2050, Metro Vancouver is collaboratively planning for a regional green infrastructure network, a network of habitat hubs and corridors that supports the movement of species across the landscape, maximizes resilience, biodiversity and human health benefits. Key work streams will include First Nations engagement, collaborative network identification, mapping, research and design, and the development of Metro 2050 guidelines to support member jurisdictions in implementation the network.

Provide Data and Resources to Support Urban Forest Management

To support member jurisdictions in identifying and achieving local tree canopy cover targets, Metro Vancouver is updating the regional tree canopy cover and impervious surfaces database. Work is also underway to update the Metro Vancouver Tree Regulations Toolkit, which provides regulatory guidance and best practices for member jurisdictions to retain trees and increase tree canopy cover. The update will provide information on the land-use-focused sections of the document.

Protect, Restore, and Enhance Natural Areas at the Regional Scale

In 2022, Metro Vancouver protected over 21 hectares of new regional parkland, resulting in over 7,300 Tonnes CO_2e of avoided emissions as a result of newly protected forested land. In 2023, Metro Vancouver completed the acquisition of 97 hectares of land at Cape Roger Curtis on Bowen Island for the purpose of establishing a new regional park. The proposed park would preserve a large area of ecologically important and sensitive forest and dry coastal bluff ecosystem and provide opportunities for residents of the region and the Bowen Island community to connect with nature. Protecting these ecosystems also results in over 40,000 tonnes CO_2e of avoided emissions.

In 2022, Metro Vancouver implemented 27 restoration projects in 15 regional parks including riparian and wetland enhancement at Crippen, Capilano River, and ƛ̓éxətəm (pronounced tla-hut-um) regional parks, coastline restoration and wetland habitat creation at Pacific Spirit Regional Park, and dune protection at Boundary Bay Regional Park. In total, over 11,765 native trees and plants were planted in regional parks in 2022.

Burns Bog Ecological Restoration

In partnership with the City of Delta, Metro Vancouver has been working to restore the Burns Bog Ecological Conservation Area (BBECA) to its former condition as an open heath raised bog ecosystem, after decades of industrial peat extraction and human disturbance. The BBECA is a globally significant bog ecosystem, and an important carbon sink in the region. The main objective of the restoration work is to raise the water table to be similar to typical healthy bog conditions. This work includes blockage of drainage ditches, construction of peat berms along unpaved service roads, and tree and seedling removal, and monitoring of water levels utilizing a network of piezometers to observe and quantify the effectiveness of measures taken. Since measurement of GHG emissions reductions started in 2008, restoration of the Bog has led to over 120,000 tonnes CO_2e of avoided emissions.

Key Performance Indicators:

21 – hectares protected for regional parkland by Metro Vancouver in 2022

32% – proportion of region/urban containment boundary with tree canopy cover

11,765 – native trees and plants planted in regional parks in 2022, to support restoration work

Agriculture

Agriculture will help shape our low-carbon future by using clean and renewable energy and using regenerative farming practices. We all need to protect agricultural land for future food production and carbon storage.

Climate 2050 Roadmap Development:

Draft *Climate 2050* Agriculture Roadmap published October 2021.

2022/2023 Project Highlights – Action While Planning:

Ecosystem Services on Agricultural Lands Study
A study was conducted to identify ecosystem types on agricultural land and determine the benefits residents and the agricultural community receive from them. The study also examined ways in which the region can continue to benefit from these ecosystem services in the long-run including through policy and regulation and through a payment for ecosystem services program. The study was completed in January 2023, endorsed by the Board in May, and is now proceeding to a white paper phase to support additional research of the study's final recommendations.

Protecting and Strengthening the resilience of Agricultural Land in Metro 2050
Adopted by the MVRD Board in February 2023, Metro 2050, the regional growth strategy, supports the on-going protection of agricultural land in the region to ensure the on-going viability and resilience of farming within Metro Vancouver. It includes policies to prioritize the protection of farm land for food production, encourage land management practices that reduce GHG emissions, maintain ecosystem services from agricultural land, and support climate change adaptation and resilience.

Agricultural Land Use Inventory (ALUI)
The most comprehensive land use analysis for agriculture in the region. The ALUI is completed every five years, in partnership with the Ministry of Agriculture, and identifies changes in use including crop types, construction, and natural areas. The ALUI is an invaluable data source that is used to prepare agriculture land protection policies and used to determine sector diversification. The ALUI has been under preparation since 2022 and is expected to be completed by end of 2023.



Westham Island, Delta

Agricultural Industry Efforts Showcase

Many stakeholders and participants in the agriculture sector are engaged in direct action that helps to reduce agriculture-sourced GHG emissions, increase resilience and transition farming to the next generation. Some of these efforts are highlighted as follows:

- **Dairy Farmers of Canada Net-Zero by 2050 Campaign** – actions initiated by this association are also reflected in the actions within the Roadmap including expanding the use of anaerobic digestions, reducing methane outputs from animals, and implementing cover crop use.
- **Young Agrarians** – supports a BC land matching program that connects agricultural land owners with farmers looking for land helping to reduce the high and costly barrier new farmers experience trying to access land for farming in the region.
- **Farmland Advantage and Delta Farm & Wildlife Trust** – provide support to the farming community by restoring ecosystems, creating projects that use cover crops, and providing payment for ecosystem services programs. These programs work directly with the farming community to increase their resilience against the impacts of climate change such as increased flooding and a reduction in pollinators.

Key Performance Indicators:

Total regional emissions from agricultural sector in 2022 (tCO_2e) – Data forthcoming in 2023

Water and Wastewater Infrastructure

Water and wastewater infrastructure will help shape our low-carbon future by protecting and conserving water resources, generating low-carbon energy, and planning for resilience across the region.

Climate 2050 Roadmap Development:

***Climate 2050* Water & Wastewater Discussion Paper** approved for engagement in January 2021.
Draft Roadmap under development in 2023.

Metro Vancouver takes an "action while planning" approach, implementing actions to reduce greenhouse gas emissions and increase resilience, while progressing development of the roadmaps. Development of the roadmaps is being coordinated with ongoing updates to the Drinking Water and Integrated Liquid Waste Management Plans, which are the overarching strategic plans for the regional water and wastewater utilities.

2022/2023 Project Highlights – Action While Planning:

Using Sewage for Heating and Cooling

There is enough excess heat in Metro Vancouver's wastewater to heat about 700 high rises. Recovering heat from sewage can provide renewable, fossil fuel-free heat to residents and businesses in the region, reducing greenhouse gas emissions. Several projects to recover heat from wastewater are currently under design or in construction:

- The new North Shore wastewater treatment plant, currently under construction, will recover 5 MW of heat and sell it to the nearby Lonsdale Energy Corporation, which is owned by the City of North Vancouver.
- In Richmond, a project is being designed to recover heat that can be used by residents and businesses in the Richmond Oval area.
- Metro Vancouver is helping to invest in fund a project within the City of New Westminster that will recover heat and use it at the Royal Columbia Hospital and in the Sapperton District.
- In Surrey, Metro Vancouver is also investing in a project that will recover heat to service the expansion of district energy in Surrey City Centre.
- The Effluent Heat for RNG project at Lulu Island wastewater treatment plant, currently in detailed design, will utilize heat pump technology to recover heat from the Plant's effluent which will be used for process heating, thus allowing additional quantitiesof biogas to be cleaned and sold to FortisBC.

Turning Wastewater into Renewable Natural Gas

Metro Vancouver's wastewater treatment plants produce biogas as part of their treatment processes. Biogas is a valuable resource that can be used instead of conventional natural gas, reducing greenhouse gas emissions. Biogas is currently used at our wastewater treatment plants in a range of ways:

- At the Annacis Island and Iona Wastewater Treatment Plants, the biogas is used to produce both heat and electricity ("co-generation") that is used at the plants. The new North Shore Wastewater Treatment Plant will do this as well.
- At the Lulu Island Wastewater Treatment plant, the biogas is used to generate all plant heating needs. A facility was installed at the Lulu Island Wastewater Treatment Plant in 2021 to clean up excess biogas and sell the resulting renewable natural gas to Fortis BC.
- Metro Vancouver is assessing how best to use the biogas at its other facilities, including the upgraded Northwest Langley and Iona Island Wastewater Treatment Plants.



Snowpack Monitoring

Hydrothermal Liquefaction to Produce Low-Carbon Fuels from Wastewater

In 2022, detailed design progressed for the world's first hydrothermal liquefaction facility to process sewage sludge at Metro Vancouver's Annacis Island Wastewater Treatment Plant. Hydrothermal liquefaction uses temperature and pressure to convert wastewater sludge into biocrude, which can be refined into low-carbon transportation fuels. The biocrude from the demonstration facility will be sent to project partner Parkland's nearby refinery for processing.

Next Generation Snowpack Monitoring – Phase 3

This project involves reviewing and applying new technologies to measure snow in the watersheds and quantify the amount of stored water in the seasonal snowpack. Metro Vancouver has historically used helicopters to transport crews to manually collect snowpack measurements throughout the year. This involves flying to three sites at least eight times per year. This project aims to reduce Water Service's GHG emissions by replacing the conventional fossil fuel-intensive methods historically used to complete the snowpack monitoring with new technologies such as satellite imagery and machine learning/artificial intelligence algorithms.

Hydrodynamic Modelling of Sewer Outflows

Building on previous hydrodynamic models generated for the Burrard Inlet and the Fraser River, modelling will be performed to evaluate potential management options for the region's sewer network to reduce environmental and human health impacts of storm events on regional wastewater management. Options such as opening and closing of storm gates will be tested within the model, improve the region's storm and flooding resilience.

Biorock for Shore Protection, Habitat Creation and Carbon Sequestration

Biorock is an innovative underwater building material formed by running a mild electric current through a submerged metal frame, which causes naturally occurring ingredients in sea water to accumulate a concrete-like material. In 2022, Metro Vancouver began to evaluate the feasibility of using biorock for shore protection, habitat creation and carbon sequestration near our coastal infrastructure.

Climate Change Monitoring

Metro Vancouver manages a robust climate monitoring network with streamflow and snowpack datasets dating back to the early 1900s. Monitoring conditions in the water supply areas, including the use of remote sensing tools such as satellites and aerial LiDAR surveys, tells a clear story of how our climate is rapidly changing, presenting increasing challenges for the utilities in drought, fire conditions, record high temperatures and extreme precipitation events.

Pilot Digestion Optimization Facility to Improve Biogas Production

The recently commissioned Pilot Digestion Optimization Facility at the Lulu Island Wastewater Treatment Plant consists of three small digesters that allow testing of different operating parameters for improving biogas production without disrupting the plant's full-scale digesters. The facility's modular design also allows pilot testing of emerging technologies including Metro Vancouver's patented SEED Reactor, which promotes the growth of specific microbes to produce additional biomethane that can be used as renewable natural gas. In addition, this facility will test the production of green hydrogen from ammonia in wastewater effluent.

Key Performance Indicators:

8,339 tCO_2e- Total corporate energy-related GHG emissions from Liquid Waste Services (2021)

2,074 tCO_2e- Total corporate energy-related GHG emissions from Water Services (2021)

Note: 2022 data forthcoming in 2023.

Waste

Waste management will help shape our low-carbon future by reducing and diverting waste, promoting a circular economy, and generating low-carbon energy.

Climate 2050 Roadmap Development:

***Climate 2050* Waste Discussion Paper** approved for engagement in June 2020.
Draft Roadmap under development

Metro Vancouver takes an "action while planning" approach, implementing actions to reduce greenhouse gas emissions and increase resilience, while progressing development of the Roadmaps.

2022/2023 Project Highlights – Action While Planning:

Opened two new Recycling and Waste Centres in Surrey and Coquitlam

In 2022, Metro Vancouver opened the Central Surrey and the United Boulevard Recycling and Waste Centres. These facilities will make waste management and recycling more convenient for residents and play an important role in achieving the region's waste reduction goals. The new facilities use energy efficient lighting and heating systems, and offer electric vehicle charging opportunities on-site. The Central Surrey Recycling and Waste Centre will reduce travel distances by about two million kilometers per year and in turn reduce greenhouse gas emissions by about 500 tonnes CO_2e.

Waste-to-Energy District Energy System

Metro Vancouver is developing a Waste-to-Energy Facility District Energy system to supply heat and hot water to up to 30,000 homes in Vancouver, Burnaby and potentially New Westminster. Metro Vancouver is in the early design phase of this project. Construction is expected to take place from 2024 to 2026, in multiple phases. The first phase will be the construction of an approximately 6 km heat transmission piping system from the Waste-to-Energy Facility to the River District community in Vancouver. The energy centre and piping systems will be sized to support future district energy systems in Burnaby and potentially other municipalities.

Coquitlam Landfill Gas Capture

Since 2012, Metro Vancouver has implemented a project to capture and reduce methane emissions from the closed Coquitlam Landfill, which Metro Vancouver manages. By flaring the captured methane instead of letting it be released to atmosphere, the project reduces greenhouse gas emissions by approximately 1,000 tonnes CO_2e annually.

Non-Ferrous Metals Recovery

Metro Vancouver also works to advance the region's zero waste goals, through projects such as the Non-Ferrous Metals Recovery project at the Waste-to-Energy Facility. The project uses magnetic separators and an eddy current separator to recover valuable non-ferrous metals such as aluminum and copper from bottom ash collected at the Waste-to-Energy Facility. Greenhouse gas emissions are reduced by allowing these materials to stay in use. In 2022, this project recovered 286 tonnes of non-ferrous metals.



Central Surrey Recycling and Waste Centre

Construction and Demolition Waste Reduction and Recycling Toolkit

In 2021, about a third of the 1.3 million tonnes of waste disposed in the region came from the construction and demolition sector. 79% percent of the construction and demolition waste generated is recycled. With the recently updated Construction and Demolition Waste Reduction and Recycling Toolkit, Metro Vancouver is helping boost reuse and recycling of building materials such as wood. This toolkit provides practical information for contractors, designers and homeowners on the reuse and recycling of building materials, including a contact directory of service providers and facilities. It also highlights the benefits of alternative demolition methods such as home relocation and deconstruction, which can salvage and redistribute up to 95% of building materials for reuse or recycling. Almost 50% of the carbon emissions of new construction are embodied carbon while the other half is operational carbon. Restoration, reuse and salvage could play a big part in reducing embodied carbon from buildings.

Key Performance Indicators:

2,351,848 tonnes of waste diverted from landfill in the region (2021) [6]

79% – Diversion rate of construction and demolition waste in the region (2021) [6]

70,383 tonnes of reduced CO_2e emissions in 2022 as a result of municipal household organic waste programs in the region

160,150 MWh of electricity generated at Waste to Energy Facility in 2022

10,685 tCO_2e - total corporate energy-related GHG emissions from Solid Waste Services (2021). Note: 2022 data forthcoming in 2023.

6 Metro Vancouver Recycling and Solid Waste Management 2021 Report

Human Health & Well-Being

Anticipating and preparing for climate change impacts including storms, flooding, heat waves, and wildfires, protects our health and safety.

Climate 2050 Roadmap Development:

Climate 2050 Human Health & Wellbeing Roadmap under development in 2023.

Metro Vancouver takes an "action while planning" approach, implementing actions to reduce greenhouse gas emissions and increase resilience, while progressing development of the Roadmaps.

2022/2023 Project Highlights – Action While Planning:

Expand the Network of Public Buildings that can serve as Cool, Clean Air Centres

To prepare for and respond to the increased risk of extreme heat and air quality events in the region, Metro Vancouver is working to develop a guidance document for municipalities to identify, select, implement, and expand availability to cooler and cleaner air centres in their communities to protect residents during these events with a focus on vulnerable and equity-denied residents.

Improved Climate Resilience of Metro Vancouver Housing buildings

Completed full building envelope renewals in 2022 to Metro Vancouver Housing (MVH) buildings, including improvements to building insulation, and addition of electric air-source heat pumps to provide heating and cooling. These upgrades lead to reduced GHG emissions of up to 51%, and are important for health & well-being as we anticipate more extreme heat events in the region.

Key Performance Indicators:

22 Air Quality Advisory Days in Fraser Valley Airshed (2022)



Coneflowers in Urban Garden

Land Use & Urban Form

The location of new homes and businesses strongly influences both GHG emissions and exposure to risks associated with climate change.

Climate 2050 Roadmap Development:

Climate 2050 Land Use & Urban Form Roadmap under development in 2023. Metro Vancouver takes an "action while planning" approach, implementing actions to reduce greenhouse gas emissions and increase resilience, while progressing development of the Roadmaps. ***Metro 2050*** is the regional growth strategy and the primary land use plan for the region, and is supported by *Climate 2050*.

2022/2023 Project Highlights – Action While Planning:

Regional Parking Strategy

Metro Vancouver is collaborating with TransLink and member jurisdictions to jointly develop a regional parking strategy to right-size the supply of parking, reduce the number of vehicles, and improve efficiency in land use. All of these have greenhouse gas benefits, from the construction stage (using less concrete for underground parking) through to Transportation Demand Management (enabling residents to use active transportation, transit and other alternative modes). The strategy will take the form of guidance to inform municipal parking requirements (e.g. eliminating parking minimums or introducing maximums) and will include complementary on-street parking management approaches. *The Regional Parking Strategy* is identified as an action in the *Transportation Roadmap*, and also supports priorities related to *Land Use and Urban Form*.

Natural Hazard Data Inventory and Multi-Hazard Mapping

In 2022, Metro Vancouver developed a Natural Hazard Data Inventory, which provides a high-level desktop analysis of available natural hazard and climate change impact data across the region. This project can inform future work on climate adaptation and resilience, in alignment with the regional growth strategy. In 2023, Metro Vancouver will build on the results of the inventory to develop regional multi-hazard mapping. Metro Vancouver is also working to incorporate natural hazard data into its land use model, which forecasts land use change in the region annually from 2020 to 2050. Incorporating the hazard data into the growth model is a first step in developing the Metro Vancouver Hazard Model, which will be developed in future years.

Enhancing Climate Policy in Metro 2050

Metro 2050, the updated regional growth strategy, was adopted by the Metro Vancouver Board in February 2023. *Metro 2050* contains stronger climate policy than the previous iteration of the regional growth strategy, including new climate actions throughout each Goal area. Building on this work, Metro Vancouver has initiated a *Metro 2050* Climate Policy Enhancement Study to identify additional opportunities for stronger climate action policies in *Metro 2050*.

Key Performance Indicators:

98% of Regional growth within the Urban Containment Boundary (2021)

40% of dwelling unit growth in Urban Centres and 27% of dwelling unit growth to frequent transit corridors (2021)

68 – Public transit journeys per capita in region in 2022



King Tide West Vancouver Seawall

Conclusion

The *Climate 2050 Annual Report 2022/2023* provides an overview of *Climate 2050* Roadmap development and implementation in 2022 and 2023 year-to-date, including updates on key actions and projects that support progress towards the *Climate 2050* objective of a carbon neutral, resilient region. As work on *Climate 2050* continues to shift from roadmap development to implementation, the Climate 2050 Annual Report will report progress on action implementation along with corporate and regional indicators of progress towards the targets in the various Roadmaps.

The *Climate 2050* Roadmaps reflect current knowledge and technology. Meeting the targets will depend on advancing the actions in the roadmaps as quickly as possible, while continuing to expand and collaborate with partner organizations.



Burnaby Lake Regional Park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SERVICES AND SOLUTIONS FOR A LIVABLE REGION

ATTACHMENT 2



Climate 2050 Annual Report - 2022/2023

Johann Zerbe
Policy Analyst, Air Quality & Climate Action Services

Lise Townsend
Division Manager, Air Quality and Climate Change Policy,
Air Quality and Climate Action Services

Climate Action Committee | September 7, 2023
61423136

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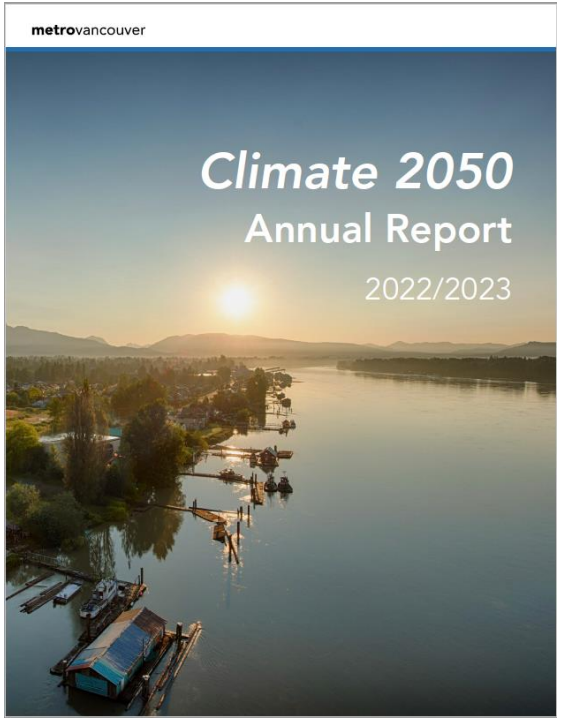
INSIDE THE CLIMATE 2050 ANNUAL REPORT

- Overview of Climate 2050 strategy, targets, and modelled emissions reductions
- Update on corporate and regional GHG emissions
- Update on roadmap development

- For board-endorsed Climate 2050 roadmaps:
  - Status update for *complete* and *in-progress* actions
  - Highlights on key roadmap actions and climate action projects implemented during 2022 and 2023 YTD
  - Corporate and regional key performance indicators, where data is available



INSIDE THE CLIMATE 2050 ANNUAL REPORT

Climate 2050 Roadmap Status

Climate 2050 Under Development	***Climate 2050*** Draft Roadmaps	***Climate 2050*** Board endorsed Roadmaps
Waste	**Agriculture**	**Transportation**
Water & Wastewater Infrastructure		**Buildings**
Land Use and Urban Form		**Industry & Business**
Human Health & Well-being		**Energy**
		Nature & Ecosystems

INSIDE THE CLIMATE 2050 ANNUAL REPORT

- Status update for all Climate 2050 actions in board-endorsed Roadmaps, as an indicator of implementation progress
- Reporting on corporate and regional Key Performance Indicators (KPIs) for each issue area

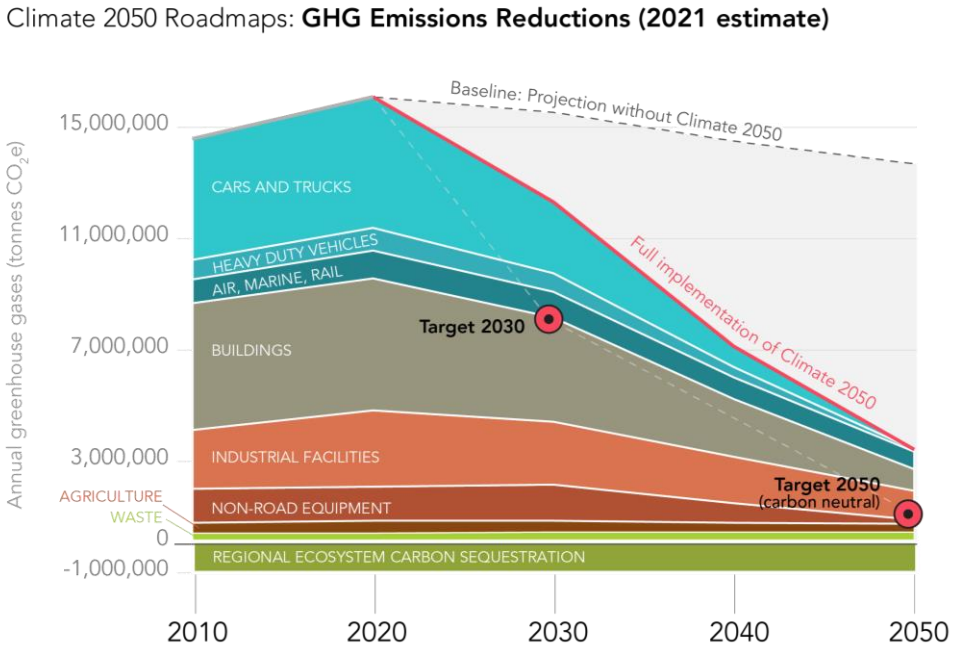
Climate 2050 Roadmap Action Status- Q2 2023 (Board-endorsed Roadmaps)	
Complete	**5**
In Progress	**73**
Not Started [1]	**43**
Planned for Future Years [2]	**64**

1 Denotes actions that are expected to start by 2023.

2 Denotes actions that are expected to start in 2024 or later.

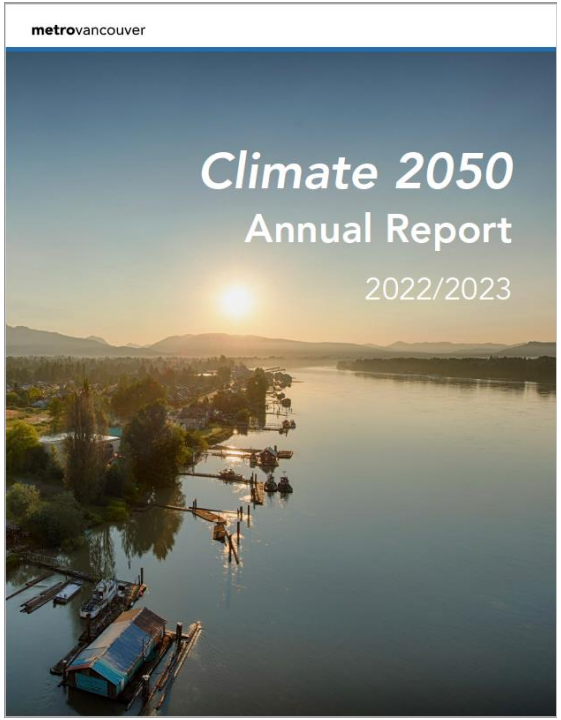
CLOSING THE GAP

- Roadmaps represent current knowledge and technology.
- Meeting the targets requires more rapid and expanded action in collaboration with others.
- Critical projects with large potential emissions reduction include large existing buildings regulations and Driving Down Emissions.



ALIGNMENT WITH OTHER CLIMATE REPORTING

- Climate 2050 Annual Report is complementary to other climate action reporting, including:
    - BC Local Government Climate Action Program
    - Carbon Disclosure Project
    - Managing Metro Vancouver's Corporate Energy and Emissions (fall 2023)
    - Regional emissions inventory reporting (ongoing)





Thank you! Questions?

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To: Climate Action Committee

From: Navjot Hundle, Senior Policy and Planning Analyst, Air Quality and Climate Action Services
Lucy Duso, Division Manager, Collaboration and Engagement, External Relations

Date: August 22, 2023 Meeting Date: September 7, 2023

Subject: **Initial Engagement Outcomes on Developing GHG Emission Reduction Requirements for Existing Large Buildings**

RECOMMENDATION

That the MVRD Board receive for information the report dated August 22, 2023, titled "Initial Engagement Outcomes on Developing GHG Emission Reduction Requirements for Existing Large Buildings".

EXECUTIVE SUMMARY

This report provides an update on work to date to develop requirements to reduce greenhouse gas (GHG) emissions from existing large buildings (over 2,322 m^2 or 25,000 ft^2). Buildings comprise a quarter of the region's GHG emissions, and large buildings make up approximately 35% of this amount, while representing less than 2% of the region's building stock. Reducing this source of emissions is a priority climate action, and referred to as a 'big move' in Metro Vancouver's *Clean Air Plan* and *Climate 2050 Buildings Roadmap*. This action would have the largest impact on reducing GHG emissions from the building sector and address a gap in GHG emission reduction policy for existing buildings across the region.

From June through November 2022, staff engaged with audiences connected to the building sector, focusing on those most likely to comment, be impacted by, or have a role in reducing emissions from large buildings. Engagement was supported by a discussion paper, which described a proposed approach to develop reporting requirements and GHG emission limits for buildings. There was broad general support for the proposal, but there were also concerns identified. Concerns were related to implementation, financial and affordability implications, and jurisdictional alignment. Staff are developing a regulatory intentions paper with more details that will reflect input heard to date. Later in 2023, staff will seek direction from the Board to use the intentions paper as the basis for a second phase of engagement.

PURPOSE

To share the results of initial engagement and next steps for the development of Metro Vancouver GHG emission reduction requirements for existing large buildings over 2,322 m^2 (25,000 ft^2).

BACKGROUND

In May 2022, the Board authorized staff to proceed with engaging with the building sector to develop an approach for managing greenhouse gas emissions from existing large buildings

(Reference 1). This report highlights input staff received and how it is being considered in developing a detailed proposed regulatory approach in the form on an intentions paper. This priority climate action is in both the *Clean Air Plan* (2021) and *Climate 2050 Buildings Roadmap* (2021) as, "develop greenhouse gas performance requirements for existing large buildings".

EMISSIONS FROM BUILDINGS AND REGULATORY ACTION

Buildings make up a quarter of Metro Vancouver's regional GHG emissions and they have risen by almost 10% since 2010, as described in the staff report received by the Board, titled "Annual Regional Greenhouse Gas Emissions for On Road Transportation and Buildings" dated June 23, 2023 (Reference 2). These emissions are largely due to the growing use of fossil natural gas for space and water heating in buildings.

Reducing GHG emissions from buildings is central to responding to the climate emergency and to meeting the Board's regional climate targets of a 45% reduction in GHG emissions from 2010 levels by 2030 and achieving carbon neutrality by 2050. Actions in the *Clean Air Plan* and *Climate 2050 Buildings Roadmap* ("the Plans") will contribute to significantly reducing GHG emissions from buildings, and both documents include the following GHG emission reduction targets:

- By 2030: A 35% reduction in GHG emissions from buildings, relative to 2010 levels
- By 2050: All buildings are zero emissions in their operations, deriving all energy needs from 100% clean and renewable sources

The plans outline the strategies and actions needed to transition our buildings to zero emissions, including an action to develop requirements for existing buildings. This action is described as a 'big move' in Metro Vancouver's *Clean Air Plan* and *Climate 2050 Buildings Roadmap*, that would result in major GHG emission reductions. It will contribute significantly to meeting the MVRD Board endorsed climate targets, as well as the emissions targets for member jurisdictions and the Province. The transition to zero emissions is also an opportunity to prevent the discharge of health-harming air contaminants, such as nitrogen oxides associated with fuel combustion, which is regulated under the *Greater Vancouver Regional District Boilers and Process Heaters Emission Regulation Bylaw No. 1087*.

It is important for Metro Vancouver's strategies and actions to align with provincial and municipal policies for the building sector. Current provincial policy focuses on reducing emissions from new buildings through the newly enacted *BC Zero Carbon Step Code* that will require buildings constructed after 2030 to be zero carbon in their operation. However, there is a gap in addressing emissions from the larger pool of existing buildings across the region. The Metro Vancouver Regional District has delegated authority from the Province to manage the discharge of air contaminants within the region, including GHG emissions. Under this authority, Metro Vancouver can regulate emissions from existing large buildings. Municipalities do not have this authority, with the exception of the City of Vancouver that has adopted its *Annual Greenhouse Gas and Energy Limits By-Law No. 13472*. A Metro Vancouver requirement to reduce GHG emissions from existing buildings would address this gap in a consistent manner at a regional scale.

This work also complements pending provincial regulations that would apply to new and existing buildings. The *CleanBC Roadmap to 2030* states that after 2030, all new space and water heating equipment sold and installed in BC will be at least 100% efficient. This will create a market shift in the supply of efficient equipment and gradually reduce the use of conventional gas equipment in favour of heat pumps over time. A Metro Vancouver requirement would go further to ensure that buildings are implementing measures proactively within a timeframe that is necessary to achieve the Board-approved climate targets. Metro Vancouver's work also complements the *BC Zero Carbon Step Code*. Like the *BC Energy Step Code*, member municipalities have the option to enact the *Zero Carbon Step Code* before 2030.

Buildings can also become more resilient to climate impacts such as extreme heat and wildfire smoke through the installation of zero-emission space heating and cooling systems that offer better ventilation, filtration, and cooling.

REDUCING GHG EMISSIONS FROM EXISTING LARGE BUILDINGS

Large buildings, as defined in this report, account for about 40% of the gross floor area and about 35% of building sector emissions. They also make up less than 2% of the region's building stock, meaning that a small number of buildings can make a big impact on regional emissions.

Initial Proposed Approach

Metro Vancouver's proposed approach to developing GHG emission reduction requirements for existing large buildings is outlined in the discussion paper titled, "Potential Approaches for Managing Greenhouse Gas Emissions from Large Buildings in Metro Vancouver", dated June 2022 (Reference 3). The discussion paper focuses on the following elements, which align with regulatory best practices from jurisdictions across North America and with the City of Vancouver's *Annual Greenhouse Gas and Energy Limits By-Law No. 13472*:

1. Annual GHG emission **reporting requirements** for building owners.
2. Setting and phasing-in increasingly stringent **GHG emission limits** tailored to building types, to achieve zero emissions by 2050.
3. **Compliance pathways** for building owners to achieve compliance with emission limits.
4. **Exemptions and flexibility** for certain building types or circumstances.
5. **Program fees** that would encourage emission reductions and recover program costs fairly and efficiently.
6. **Technical support** that would assist building owners with planning for cost-effective transitions to zero-emission technology.

ENGAGEMENT TO DATE

Staff undertook initial engagement from June to November 2022, to seek input from those likely to be interested, impacted, or have a role in implementation of an approach to reduce GHG emissions from large buildings. The opportunity to provide input was also shared to in-region First Nations, member jurisdiction staff, a project mailing list, and was promoted publically through social media. The purpose was to listen, learn, and ask for input to help shape Metro Vancouver's approach. This was done in parallel with engagement on potential amendments to Bylaw 1087, which focused on

reducing nitrogen dioxide emissions from boilers and process heaters in buildings and other facilities.

Engagement activities included introductory webinars, one-on-one meetings with key audiences, six industry and organization meetings, and a series of six roundtables with building owners, building facility managers, equipment manufacturers, non-profit housing representatives, and others. Additional sessions were delivered in partnership with the Building Owners and Managers Association (BOMA) for some members who were interested in providing input. All participants were encouraged to provide input directly or through an online feedback form, with 80 forms received. The engagement was supported by a project website, introductory video, and promotions on social media, and was amplified through professional and industry associations, such as the Urban Development Institute (UDI) and BOMA.

The table below summarizes the key findings from the engagement summary (Reference 4).

Interest	What we Heard and How we're Responding
Climate Impacts	**What we heard:** There is general support for setting GHG limits for large buildings to meet climate targets. A majority of participants who completed a feedback form agreed with the approach. Those who disagreed expressed a desire for a stronger approach (e.g., faster implementation or stronger compliance). **How we're responding:** Staff will consider proposing GHG limits that significantly reduce emissions to meet regional climate targets. Staff are also considering equity and affordability in the approach taken to achieve GHG reductions.
Financial & Affordability Impact	**What we heard:** For some building types (i.e., multi-unit residential), there are greater financial constraints to reporting and reducing GHG emissions. There is also a concern that increased costs could result in increased rent for tenants. **How we're responding:** Metro Vancouver is working to develop a Retrofit Accelerator program, which will act as a one stop support service for building owners. The Retrofit Accelerator will be delivered in partnership with the Zero Emissions Innovation Centre (ZEIC) and will look at feasible options to reduce financial barriers for building owners. There are also government and utility incentives available. Metro Vancouver will continue its advocacy to identify additional incentives and grant opportunities. Staff are also conducting an equity analysis to identify impacts and consider regulatory design options to address concerns such as increased rent in the development of a more detailed proposal.

Interest	What we Heard and How we're Responding
	With respect to technical supports to reduce additional administrative costs to a building owner, staff are researching best practices in other jurisdictions that are implementing reporting and GHG emission requirements. For example, many jurisdictions have call centres that provide technical support for registration and reporting of building emissions data.
Implementation Considerations	**What we heard:** The main pathways for buildings to transition to zero-emissions are through electrification and zero-emission district energy. This raised questions about whether there is enough electricity supply to respond to the demand and whether BC Hydro will reduce the cost of extending electrical distribution to new or under-served areas. There was also feedback that, for some buildings, the only feasible option may be to transition to hybrid (gas and electric) heating and hot water systems to satisfy peak heating demand and that property managers may not be able to access utility data for energy purchased by tenants. The range of input indicated more complexity for building types near the threshold of 2,322 m^2 to respond to requirements for reporting and reducing their GHG emissions. **How we're responding:** BC Hydro submitted an updated Integrated Resource Management Plan (Reference 5) to the BC Utilities Commission (BCUC) on June 15, 2023, which includes near-term actions to meet the demand resulting from an accelerated electrification scenario. Some near-term actions include a call for power to acquire approximately 3,000 GWh/year from clean and renewable energy sources and work to accelerate demand-side management actions. BC Hydro is also seeking input on proposed changes to its electrical distribution extension policy that will share costs across all new projects and existing building electrical load improvement projects, subject to approval from the BCUC. In response to feedback on collecting data from building tenants, a proposed regulatory approach would accept aggregated data directly from utilities. The concerns related to complexity for buildings of the smaller threshold (2,322 m^2) to meet requirements is being considered in the development of a more detailed proposal. Some reporting may still be needed so that staff can gain a better understanding of building attributes and associated GHG emissions.
Coordination and Alignment (Provincial, Local Jurisdictions)	**What we heard:** Feedback emphasized the need to align with other orders of government that have or may develop requirements for building GHG emission reductions. Some specific examples included provincial *Clean BC* commitments and the

Interest	What we Heard and How we're Responding
	City of Vancouver's *Annual Greenhouse Gas and Energy Limits By-Law No. 13472* that was adopted under authority from the *Vancouver Charter*. There were also questions raised on how to reduce the risk of creating an over-regulated environment and conflicting requirements. **How we're responding:** Regulatory alignment is being carefully considered in the development of a proposed regulatory approach. For example, Metro Vancouver staff are working closely with staff from the City of Vancouver and other member jurisdictions to ensure alignment and reduce redundancy where feasible. Current legislative requirements from the Province relate only to new building construction. Through the newly established *Zero Carbon Step Code*, there is a pathway for new construction to meet zero GHG emission requirements by 2030. Additionally, the *Clean BC Roadmap to 2030* proposes to address some of the operational emissions of large buildings through creating point-of-sale equipment replacement standards that would require all space and water heating equipment sold in British Columbia to be 100% efficient by 2030. Metro Vancouver's proposed regulatory approach to reduce GHG emissions during the operational life of a building would be a complementary initiative to those being pursued by other governments, that ensures buildings are continuously reducing GHG emissions and achieve zero emissions before 2050.

NEXT STEPS

Staff intend to present a regulatory intentions paper informed by the initial engagement feedback presented in this report to the Climate Action Committee and MVRD Board in 2023, and seek direction to conduct a second phase of engagement. The regulatory intentions paper will set out the details of a proposed regulatory approach.

ALTERNATIVES

This is an information report. No alternatives are presented.

FINANCIAL IMPLICATIONS

This is an information report, and there are no financial implications presented.

CONCLUSION

Staff undertook a first phase of engagement from June through November 2022 on a proposed approach to reduce GHG emissions for existing large buildings, defined as those over 2,322 m^2. This report provides an update on input received to date and how this input is being considered in the forthcoming intentions paper.

The proposed approach included GHG emission reporting requirements and GHG emission limits for buildings. Staff engaged with key audiences, largely in the buildings sector, who were likely to comment, be impacted, or have a role in implementation. Input identified concerns but also broad general support for the proposal. Much of the input received related to implementation, financial and affordability implications, and jurisdictional alignment. Staff are taking this input into consideration in developing a regulatory intentions paper that will describe a detailed proposed regulatory approach. This intentions paper and a plan for a second phase of engagement will be brought to the MVRD Board in a subsequent report for consideration in 2023.

REFERENCES

1. "Initial Engagement to Develop an Approach for Managing Greenhouse Gas Emissions from Large Buildings in Metro Vancouver", dated April 20, 2022
2. "Annual Regional Greenhouse Gas Emissions for On Road Transportation and Buildings", dated June 23, 2023
3. Potential Approaches for Managing Greenhouse Gas Emissions from Large Buildings, June 2022
4. Metro Vancouver: Large Buildings Emissions Reduction (LBER) Phase 1 Report, January 2023
5. BC Hydro and Power Authority 2021 Integrated Resource Plan – 2023 Update

To: Climate Action Committee

From: Nicole Chan, Project Engineer, Air Quality and Climate Action Services

Date: August 16, 2023 Meeting Date: September 7, 2023

Subject: **Metro Vancouver's Application to Intervene in the BC Utilities Commission Proceeding Related to BC Hydro's 2021 Integrated Resource Plan**

RECOMMENDATION

That the MVRD Board receive for information the report dated August 16, 2023, titled "Metro Vancouver's Application to Intervene in the BC Utilities Commission Proceeding Related to BC Hydro's *2021 Integrated Resource Plan*".

EXECUTIVE SUMMARY

In December 2021, BC Hydro submitted its *2021 Integrated Resource Plan* (IRP) to the BC Utilities Commission (BCUC). On July 25, 2023, the BCUC re-scoped this proceeding to focus on BC Hydro's load forecast scenarios and their near-term acquisition of 3,700 GWh of clean power, and opened the process to late intervener registration. BC Hydro's demand forecast and energy acquisitions could potentially impact the ability of Metro Vancouver to achieve its greenhouse gas reduction and air quality improvement targets, as it directly relates to the ability of BC Hydro to supply sufficient clean electricity to the region.

Metro Vancouver has applied as a late intervener in the BCUC proceeding, and is coordinating with member jurisdictions that are also interveners, to evaluate the potential impacts of BC Hydro's plan on Metro Vancouver's and member jurisdictions' interests. Staff will report back to the Board, through the Climate Action Committee, with an evaluation of BC Hydro's plan for alignment with *Climate 2050*, and seek direction on Metro Vancouver's position.

PURPOSE

To provide information to the Board regarding Metro Vancouver's application as an intervener in the BC Utilities Commission (BCUC) proceeding related to BC Hydro's 2021 Integrated Resource Plan (IRP) and describe the process by which staff will evaluate the Plan for alignment with *Climate 2050*.

BACKGROUND

In 2023, the Board endorsed the *Climate 2050 Energy Roadmap*, which established a target that 60% of the energy used in the region be derived from clean, renewable sources by 2030, and 100% by 2050. The Roadmap includes key strategies to plan for the transition to clean, renewable, and resilient energy, and accelerate electrification, including an action for "Regional Climate Action in Energy Utility Regulatory Processes".

At its meeting on September 9, 2022, the Board directed staff to participate as interveners in FortisBC's *2022 Long Term Gas Resource Plan* (LTGRP), and report back with a recommended position. There are numerous interlinkages between this Proceeding and FortisBC's 2022 LTGRP,

which staff are analyzing. This report describes BC Hydro's *2021 Integrated Resource Plan* and Metro Vancouver's application to intervene in this proceeding, in line with the strategies and actions of the *Climate 2050* Roadmaps.

BC HYDRO 2021 INTEGRATED RESOURCE PLAN

On December 21, 2021, BC Hydro submitted its *2021 Integrated Resource Plan* for the BCUC's review, in accordance with the BCUC's Resource Planning Guideline and Section 44.1(2) of the *Utilities Commission Act*. The BC Hydro IRP covers a 20-year time frame and will guide decisions related to BC Hydro's system to ensure that it can meet the future electricity needs of its customers. BC Hydro is seeking acceptance of its IRP through this Proceeding. At the time when BC Hydro submitted its IRP, Metro Vancouver did not register as an intervener.

On July 25, 2023, the BCUC limited the scope of the proceeding to a recent update to BC Hydro's load forecast scenarios and BC Hydro's resulting near-term planned acquisition of approximately 3,700 GWh of clean, renewable energy. The increase in the load forecast after fiscal 2030 is largely due to increased electrification of the oil & gas sector (including new liquefied natural gas projects) and the mining sector, as well as enhanced electrification in new buildings and medium- and heavy-duty vehicles.

In line with the revised scope, the BCUC also opened the process to late intervener registrations, with a deadline of August 18, 2023. As a late intervener, Metro Vancouver staff can ask questions, submit evidence, and convey to the BCUC panel the implications of BC Hydro's IRP load forecast scenarios and near-term energy acquisitions on Metro Vancouver's interests. Staff will be unable to provide comment on evidentiary phases of the proceeding that have already passed prior to the late intervener registration deadline, which limits Metro Vancouver's scope of participation; however in the view of staff it is still worthwhile to participate so that staff can develop a deeper understanding of future electricity supply.

Alignment with Climate 2050 and Provincial Plans/Legislation

The Proceeding directly relates to the ability of BC Hydro to supply sufficient clean electricity to the region, and could therefore potentially impact the ability of Metro Vancouver to achieve its goals and targets related to greenhouse gas emissions and air quality, as articulated in the *Clean Air Plan*, *Climate 2050* and *Metro 2050*. As an intervener, staff plan to evaluate:

- The interaction of BC Hydro's plan with municipal, regional, and provincial climate policy, including but not limited to Metro Vancouver's *Clean Air Plan*, the *Climate 2050* Roadmaps, and the Province's *CleanBC Roadmap to 2030*;
- The impact of BC Hydro's plan on greenhouse gas reduction targets and climate change policies in the Metro Vancouver region;
- Demand for electricity to meet the Province's greenhouse gas reduction targets, the supply required to meet that demand, and the impacts of new electrical infrastructure projects, as it relates to Metro Vancouver's regional interests;
- Impact on emissions of health-harming air contaminants associated with use of electricity in place of combustion fuels;

- The interlinkages between the BC Hydro's plan and FortisBC's Long Term Gas Resource Plan; and
- Other issues that are raised by the BCUC or interveners that may be relevant to Metro Vancouver's or its member jurisdictions' interests.

BC UTILITIES COMMISSION PROCESS

Metro Vancouver filed its application to participate in the BCUC proceeding as a late intervener, in accordance with the August 18, 2023 deadline. Metro Vancouver staff will work closely with member jurisdiction staff to coordinate participation in the BCUC Proceeding. Three member jurisdictions (City of Richmond, City of Surrey, and City of Vancouver) have also applied as interveners. Staff will report back to the Board, through the Climate Action Committee, with an evaluation of the potential impact of BC Hydro's plan on achievement of regional greenhouse reduction targets and air quality improvement targets, and to seek direction on Metro Vancouver's position.

ALTERNATIVES

This is an information report. No alternatives are presented.

FINANCIAL IMPLICATIONS

The costs for participation in the proceeding is difficult to estimate at this stage, but staff anticipate the costs to be manageable, through funds in approved budgets for the implementation of actions associated with the *Climate 2050* Roadmaps. There is the potential to incur additional costs for legal support or technical experts, but staff will explore cost sharing opportunities with member jurisdictions that are also interveners. Staff will monitor resource implications and update the Climate Action Committee and Board accordingly.

CONCLUSION

Staff have applied to participate as a late intervener in the BC Utilities Commission related to BC Hydro's *2021 Integrated Resource Plan*. Staff will analyze BC Hydro's plan with respect to its potential impact on Metro Vancouver's ability to achieve the goals and targets outlined in the *Climate 2050* Roadmaps and the *Clean Air Plan*. Staff will report back to the Board, through the Climate Action Committee, with an evaluation of the BC Hydro's plan, and seek direction on Metro Vancouver's position.

REFERENCE

BCUC Proceeding relating to BC Hydro's *2021 Integrated Resource Plan*

To: Regional Planning Committee

From: Jessica Hayes, Acting Program Manager, Housing Policy and Planning, Regional Planning and Housing Services

Date: August 14, 2023 Meeting Date: September 7, 2023

Subject: **Streamlining the Delivery of Rental Housing Through Pre-Approved Plans and Off-Site Construction**

RECOMMENDATION

That the MVRD Board:

a) receive for information the report dated August 14, 2023, titled, "Streamlining the Delivery of Rental Housing Through Pre-Approved Plans and Off-Site Construction"; and
b) direct staff to send correspondence to member jurisdictions, in an effort to identify municipalities interested in joining a project led by the Province to explore pre-approved building plans and off-site construction to streamline the delivery of rental housing.

EXECUTIVE SUMMARY

There is a significant and urgent need for rental housing in the Metro Vancouver region, and the Province as a whole. In recent years, housing delivery (particularly affordable rental housing) has been challenged by unprecedented construction cost escalation, a result of multiple factors including rising interest rates and labour shortages. Exploring new technologies and methods for delivering rental housing such as off-site construction has the potential to drive housing supply, affordability, climate action, and construction sector innovation in the region. The Province, in anticipation of the launch of BC Builds, is seeking municipal partners to advance these efforts in the Metro Vancouver region.

PURPOSE

To seek MVRD Board direction to send correspondence to member jurisdictions in an effort to identify municipal partners interested in exploring the use of standardized zones and guidelines, and pre-reviewed building plans that will enable increased use of off-site construction, in collaboration with Metro Vancouver and the Province. In addition, to seek direction to continue to advance conversations with member jurisdictions, the Province, and industry partners to implement coordinated measures that will streamline the delivery of rental housing.

BACKGROUND

In recent years, housing delivery has been affected by unprecedented construction cost escalation. These rising costs and uncertainty, combined with rising interest rates and skilled trade labour shortages, are driving the cost of housing higher. This year, the economic feasibility of constructing new rental housing has been particularly challenged, as evidenced by the reduced level of housing starts in early 2023. As the region's population continues to grow, more pressure is being placed on an already strained rental supply. The effects of climate change are also becoming more impactful in our region, and events such as extreme heat, wildfire smoke and poor air quality, and increasing

frequency and intensity of storms and flooding are emphasizing the need for more resilient buildings and communities, and improvements to the way housing is designed and delivered.

Metro Vancouver has been engaged with the Province and industry leaders who have indicated their preliminary interest in jointly advancing supportive policies, investments, and actions to stimulate and grow British Columbia's capacity for off-site construction. With common challenges and housing needs across the Metro Vancouver region, there is an opportunity to streamline the delivery of rental housing through standardized zones and guidelines, pre-reviewed building plans, and by enabling increased use of off-site construction.

STREAMLINING RENTAL HOUSING CONSTRUCTION

The demand for rental housing is significantly outpacing the growth in the supply of purpose-built rental units. In 2022, the average vacancy rate for purpose-built rental apartments and townhouses in the Metro Vancouver region was very low, at just 0.9%. Also, between the 2016 and 2021 Census periods, total renter households increased by 13.2% (from 348,700 to 394,710 households, or a growth of 46,010 renter households), while the purpose-built rental stock increased by just 5.6% (from 110,973 to 117,168 purpose-built rentals, a net increase of just 6,195 units).

The population is growing at a faster rate than new housing supply is being delivered, exasperating access to housing, and housing affordability challenges in all communities within the Metro Vancouver region, and across the province. At the same time, significant inflation, rising interest rates, and labour shortages are posing additional challenges for the delivery of new housing. Current trends will result in these challenges continuing to mount in the coming years including: planned increases in immigration, a slowdown in the number of new rental housing projects initiated due to challenges posed by rising interest rates, and a skilled trade shortage that is expected to worsen as a significant portion of the current labour force retires.

Given these significant factors, there is increased recognition that new approaches are required to facilitate the expedient and efficient delivery of rental housing. Recent initiatives include:

- As part of the recently announced *Homes for People* plan, a provincial commitment to supply focused actions with the launch of BC Builds to use public land to deliver affordable homes for middle-income people; the expansion and spurring innovation in BC's construction workforce; and building more homes and government-funded buildings with mass timber;
- The federal Housing Accelerator Fund which invites applicants to put forward innovative proposals to increase housing supply. Several members are incorporating streamlining of approvals and design for rental buildings as aspects of their applications;
- UBCM resolutions put forward by several BC local governments, seeking to advance a program to streamline the delivery of housing through off-site construction as well as an event being held concurrently to build on this resolution by convening interested parties (Reference 1).
- The National Housing Accord (Reference 2), a set of 10 recommendations to the federal government put forward by a collective of housing industry experts includes creating an

industrial strategy, a national workforce and immigration strategy on housing, an innovation strategy that includes procurement policy and innovation centres for construction, and funding programs that include a catalogue of pre-approved designs.

With common challenges and housing needs across the Metro Vancouver region, shared approaches can be advanced. Staff have had initial conversations with the Province and industry leaders who have indicated their preliminary interest in jointly advancing supportive policies, investments, and actions to stimulate and grow the Province's capacity for off-site construction.

This includes two key components:

1. **Incenting and growing the off-site construction industry.**
   The average number of months to complete an apartment project in BC is greater than most other provinces and has been trending upwards over the past decade. It currently requires 22 months of construction on average for an apartment project to complete, in addition to time required prior to start for planning approvals. Off-site construction (including prefabrication, building component parts off-site, panelized construction, and modular construction), can reduce project delivery times, and can reduce costs by 30 percent. Only a small proportion of housing projects are currently built off-site in BC (~5% of new construction), significantly less than in European countries, like Sweden, for example, which has the world's highest rate of off-site construction (80% of single-detached projects, and 10% of multi-family projects, with up to 50% pre-fabricated components).

2. **Creating standardized zones and guidelines, and pre-reviewed designs for rental apartment development.**
   While each site is unique and projects must be adapted to fit their context, a unified, opt-in, regulatory approach which aims to drive consistency and reduce customization could create a sustained pipeline of similar projects, and further enable economies of scale. Standardized guidelines and zoning regulations, including pre-approved reference plans could be made available open source, and wouldn't need to go through additional design review. These pre-reviewed designs could be well tailored to being realized by off-site construction, but could also be realized using traditional woodframe construction. Actions to drive consistency would simplify and expedite the delivery of six-storey rental buildings in the Metro Vancouver region.

Benefits of Off-Site Construction

Substantially reducing construction times and costs is essential if Metro Vancouver is going to meet the significant demand for rental housing. This will require new approaches. There are many benefits related to off-site construction, prefabrication, and modular construction, including:

- **Housing supply and affordability:** using prefabricated components, including mass timber used in modular applications, has the potential to significantly accelerate construction schedules (20-50% schedule compression) and speed up overall housing supply and affordability as it greatly reduces timelines compared to strictly site-built projects (i.e. conventional woodframe or concrete construction). The use of building components prefabricated offsite in factories / warehouses creates significant efficiencies and eliminates costly delays, as they can be

manufactured in advance, and rapidly assembled on site, minimizing disruption in established neighbourhoods. In addition, prefabricated components are designed to last longer, and costs are less or on par with conventional materials. As local manufacturing increases, costs are expected to reduce further.

- **Climate action and environment:** off-site construction can help decarbonize the building sector, with the potential to significantly reduce carbon emissions. Off-site and modular construction reduces waste, as materials are prefabricated exactly to specifications. As well, it reduces vehicle and truck traffic to construction sites.

- **Economic development and innovation:** the shrinking construction labour force is a significant housing supply constraint that must be addressed to ensure that housing targets can be met in Metro Vancouver and the Province. Fostering innovation within the construction sector and embracing new technologies such as off-site construction and prefabrication will contribute to cutting down construction time and on-site labour needs, while creating new regional and provincial jobs in a new and growing industrial sector.

Growing Demand and Capacity for Off-site Construction

Using industrial technologies and approaches that move construction processes off-site can enable large-scale, low-cost housing production by enabling standardization, improving quality, and reducing construction schedules. These methods can further streamline purchasing and other processes, reducing costs by up to 30 percent. Encouraging uptake through standardized guidelines and zoning regulations, including pre-approved reference plans, has the potential to broaden these practices. Governments can use their purchasing power to build scale for this type of industrial production, therefore growing the demand for a consistent pipeline of rental housing projects that could be supported by the off-site construction industry.

Following a recent Housing Forum "Accelerating Housing", Metro Vancouver staff and Provincial staff discussed growing the region's capacity for off-site construction by attracting manufacturers of modular and pre-fabricated housing components to the Metro Vancouver region. Metro Vancouver, with support from the Province, can continue to advance these efforts in various capacities, with the aim of developing off-site construction as an innovative economic sector in BC. For example, through Invest Vancouver; by encouraging manufacturers to locate or expand operations in the region. Additionally, through Metro Vancouver Housing; by partnering with member jurisdictions who standardized guidelines and zoning regulations, and considering off-site construction methods for future projects. Furthermore, Metro Vancouver can support its member jurisdictions by providing best practices and research, and supporting the implementation of standard zones, and pre-approved plans and designs for rental housing that could in turn generate demand for off-site construction.

In addition, Metro Vancouver will advocate to the Province for supportive policies and programs, including potential grants and incentives (e.g. to enhance local government staff and resourcing capacity) and facilitate the use of pre-approved plans and off-site construction. As well, the Province has committed to building innovation and encouraging off-site construction as part of the

roll out of the *Homes for People* plan, and is seeking municipal partners to assist with advancing this strategy.

NEXT STEPS

To identify participants interested in streamlining the delivery of rental housing through pre-approved building plans and off-site construction, and move forward to the planning stages of several initiatives to streamline the delivery of rental housing in the region, several actions are proposed (see Table 1).

These actions would grow the off-site construction industry, and generate demand for a consistent pipeline of rental housing projects, with the aim of driving housing supply and affordability, climate action, and construction sector innovation in the region.

Action	Lead(s)	Desired outcome
Identify Early Adopters – Member jurisdictions	Metro Vancouver Province of BC	Convene and advance conversations with Metro Vancouver member jurisdictions interested in creating demand for the use of off-site and modular construction in their communities by exploring standardized guidelines and zoning regulations for six-storey rental buildings, including the use of pre-approved reference plans. Identify and support a coalition of local government champions committed to modelling public sector innovation by supporting off-site construction as a way to achieve housing targets, and increase housing supply and affordability.
Identify Early Adopters – Industry	Metro Vancouver (Invest Vancouver) Province of BC	Through Invest Vancouver, and with support from the Province, seek to develop off-site construction as an innovative economic sector in Metro Vancouver, supporting manufacturers to locate or expand operations in the region, and encouraging opportunities for job creation, growth, and transformation within the construction sector.
Research, document, and promote best practices	Metro Vancouver Province of BC	Communicate best practices and benefits of off-site prefabrication and modular construction to combat negative perceptions of quality and unclear understanding of economic benefits. Encourage industry transformation and support increased market demand through actions such as implementation of standard zones, pre-approved plans and designs, and modernization of public sector procurement.
Develop regional policy guidance and tools – Member jurisdictions	Metro Vancouver	Support municipal early adopters by co-developing tools such as template guidelines, regulations, building plans, pre-approved designs, opt-in land use policies, and/or standard zones

Pilot the use of Pre-Approved Plans and Off-Site Construction in Metro Vancouver	Metro Vancouver (Metro Vancouver Housing) Province of BC	Advance a program to increase housing supply by harnessing off-site prefabrication and modular construction, in partnership with the Province. Develop industry capacity, support planning and regulatory implementation, and explore funding support for pilot buildings championed by early adopters. Through Metro Vancouver Housing, provide guidance from a non-profit housing provider perspective in terms of alignment with funding partner requirements and program criteria. Seek to partner with member jurisdictions who adopt standardized guidelines and zoning regulations to pilot the approach on specific sites.

ALTERNATIVES

1. That the MVRD Board:
   a) receive for information the report dated August 14, 2023, titled, "Streamlining the Delivery of Rental Housing Through Pre-Approved Plans and Off-Site Construction"; and
   b) direct staff to send correspondence to member jurisdictions, in an effort to identify municipalities interested in joining a project led by the Province to explore pre-approved building plans and off-site construction to streamline the delivery of rental housing.

2. That the MVRD Board receive for information the report dated August 14, 2023 titled "Streamlining Delivery of Rental Housing Through Pre-Approved Plans and Off-Site Construction", and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

There are no immediate financial implications associated with this report. Metro Vancouver departments can accommodate regional convening and support as part of its core services and within its existing resources and budget.

Should the MVRD Board direct staff to advance conversations with member jurisdictions, the Province, and other sector partners to streamline the delivery of rental housing, staff will report back to the Regional Planning Committee and MVRD Board in terms of any required resources.

CONCLUSION

There is an urgent need for rental housing in the Metro Vancouver region and the rest of the Province, yet, housing supply has been challenged by several external factors, resulting in escalating costs and timelines that threaten the ability to rapidly deliver the homes that are needed. This report identifies actions that could expedite the delivery of rental housing by growing the off-site construction industry, and generating demand for a consistent pipeline of rental housing projects, with the aim of driving housing supply and affordability, climate action, and construction sector innovation in the region. Staff recommend Alternative 1, to send correspondence to member jurisdictions in order to identify municipal partners that will advance actions to streamline the delivery of rental housing through the use of pre-approved building plans and off-site construction,

and advance this work alongside Metro Vancouver and the Province. If given direction, Staff will continue to advance conversations with member jurisdictions, the Province, and industry partners, and report back to the Regional Planning Committee, the Regional Administrators Advisory Committee, and MVRD Board on the status of the actions identified in this report.

REFERENCES

1. 2023 UBCM Resolutions Book
2. The National Housing Accord: A Multi-Sector Approach to Ending Canada's Rental Housing Crisis

59058817

To: Regional Planning Committee

From: Laurie Bates-Frymel, Senior Planner, Regional Planning and Housing Services

Date: August 15, 2023 Meeting Date: September 7, 2023

Subject: **Sensitive Ecosystem Inventory 2020 Update - Change Summary**

RECOMMENDATION

That the MVRD Board receive for information the report dated August 15, 2023, titled, "Sensitive Ecosystem Inventory 2020 Update - Change Summary".

EXECUTIVE SUMMARY

This report summarizes the results of the 2020 Sensitive Ecosystem Inventory update, which identifies and maps ecologically important areas in Metro Vancouver as part of *Metro 2050* performance monitoring. Between 2014 and 2020, approximately 900 ha (0.5%) of Sensitive and Modified Ecosystems were lost due to human activity in the region, with over 600 ha (67%) of that loss occurring within the regional core (the majority of which was 'modified' ecosystems). The region experienced significant population growth, economic activity, and development during this period, and although ecosystem loss was not unexpected in areas planned for development, the speed and scale of the loss observed is concerning, given the associated loss of the critical ecosystem services (e.g., carbon storage and sequestration, cooling, floodwater absorption, pollination, recreation, human health benefits) that support community resilience, and the loss of habitat connectivity. The 2020 SEI update supports the urgent need to take collective action toward the *Metro 2050* target to "increase the area of lands protected for nature from 40% to 50% of the region's land base by the year 2050", and implement the associated policy actions that seek to protect, enhance, restore, and connect ecosystems.

PURPOSE

This report provides the Regional Planning Committee and the MVRD Board with the results from the latest update to the Regional Sensitive Ecosystem Inventory.

BACKGROUND

During its meeting on January 14, 2022, the Regional Planning Committee received a report titled "Land Cover Classification and Sensitive Ecosystem Inventory Update – Scope of Work", which provided an overview of the process to update the regional Land Cover Classification (LCC) dataset and the Sensitive Ecosystem Inventory (SEI) (Reference 1). Metro Vancouver retained a consultant to update these datasets using full feature LiDAR (where available), multispectral satellite imagery and orthophotos from 2020, as well as several ancillary datasets. The LCC informs other Regional Planning geospatial analyses, such as tree canopy cover and impervious surfaces, carbon storage, ecosystem connectivity, and the SEI. This report focuses on the 2020 SEI update and change over time as compared to the 2014 SEI.

THE METRO VANCOUVER SENSITIVE ECOSYSTEM INVENTORY

The SEI was first created in response to the need for up-to-date, standardized ecological information to inform land use and conservation planning in the Metro Vancouver region, and to increase awareness of ecosystem presence and declines. Employing provincial inventory standards, the SEI identifies and maps ecosystems to support the use of ecological data in decision making. 'Sensitive Ecosystems' are ecologically fragile, rare or at-risk (e.g., wetland, estuarine, old and mature forest, riparian, alpine, woodland). The SEI also includes 'Modified Ecosystems' that have been altered (e.g., young forest, old field), but that have significant ecological value and importance for biodiversity, particularly in fragmented landscapes where Sensitive Ecosystems have been lost. In the SEI, both Sensitive and Modified Ecosystems are further categorized into ecosystem classes and subclasses, and the quality of each polygon is rated. References 2, 3 and 4 provide additional technical information about the SEI.

Use of the Sensitive Ecosystem Inventory

Several *Metro 2050* policy actions refer to the SEI (Map 11 – Reference 5), and it is critical for *Metro 2050's* performance monitoring and reporting. Two indicators are currently being tracked:

- Change in hectares of land identified as a Sensitive or Modified Ecosystem; and
- Change in hectares of identified Sensitive and Modified Ecosystems rated high quality.

Other levels of government, industry, non-profit groups, academia, and several Metro Vancouver plans refer to the SEI data, including the: *Ecological Health Framework*, *Natural Resource Management Framework*, *Regional Parks Land Acquisition 2050 Strategy*, *Regional Parks Plan*, and the *Climate 2050 Nature and Ecosystems Roadmap* (References 6-10).

UPDATING THE SENSITIVE ECOSYSTEM INVENTORY

To ensure that the SEI continues to be an effective and relevant land use and conservation planning tool, it must be updated regularly. This inventory is updated every 6 years, in alignment with the collection of regional remote sensing data. These updates report changes to the region's Sensitive and Modified Ecosystems over time and quantify the amount, rate, and type of ecosystem loss. The 2020 SEI update employed the same methodology as the 2014 update, using automation where possible to improve efficiency. Using 2020 regional orthophotos, ecosystem polygons were reviewed, and any loss or disturbance was documented. Polygons within Metro Vancouver Regional Parks were also updated using detailed mapping.

SENSITIVE ECOSYSTEM INVENTORY RESULTS

Region and Regional Core

Map 1 shows the two SEI reporting areas (Map 1):

- The Region, which includes the region's drinking water supply, estuarine and intertidal areas. As of 2020, 53% of the Region was considered Sensitive or Modified Ecosystem; and
- The Regional Core, which is the more urbanized southern part of the region and excludes the large parks and estuaries under provincial management, watersheds and other higher elevation areas. The Regional Core is most relevant for local policy and land use planning, and it is where local decisions and actions typically have the most impact. As of 2020, 20% of Regional Core was Sensitive or Modified Ecosystem.

Ecosystem Loss Between 2014 and 2020

Tables 1 and 2 below summarize ecosystem losses for the Region and the Regional Core. Between 2014 and 2020, just over 900 ha (0.5%) of the region's Sensitive and Modified Ecosystems were lost due to human activity, and over 600 ha (67%) of that loss occurred within the Regional Core, where Modified Ecosystems experienced the most loss (e.g. Young Forest, Old Field, Mature Forest and Freshwater).

Map 1 – The SEI's Region and Regional Core Extents

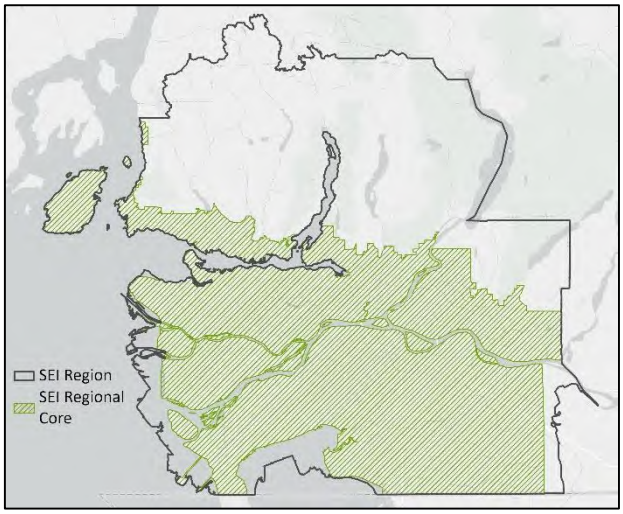


Table 1 - Sensitive and Modified Ecosystem loss between 2014 and 2020

	Sensitive Ecosystems (SE)				Modified Ecosystems (ME)				Totals – SE and ME			
	2014 (ha)	**2020 (ha)**	**Loss (ha)**	**% Loss**	**2014 (ha)**	**2020 (ha)**	**Loss (ha)**	**% Loss**	**2014 (ha)**	**2020 (ha)**	**Loss (ha)**	**% Loss**
Region	149,952	149,617	335	0.2%	27,378	26,811	566	2.0%	177,330	176,429	901	**0.5%**
Regional Core (subset)	24,785	24,578	207	0.8%	9,376	8,977	399	4.2%	34,161	33,554	607	**1.8%**

As shown in Table 2 below, losses for the 5-year period were highest for young forest, old field, mature forest, riparian, and wetland ecosystems.

Table 2 – Loss by Ecosystem Type and Class between 2014 and 2020

	Region				Regional Core			
Ecosystem *Type* Class	**2014 (ha)**	**2020 (ha)**	**Loss (ha)**	**% Loss**	**2014 (ha)**	**2020 (ha)**	**Loss (ha)**	**% Loss**
Sensitive Ecosystems								
Alpine	14,573	14,573	0	0.0%	0	0	0	0.0%
Estuarine	8,581	8,580	0.5	0.0%	1,211	1,210	0.5	0.0%
Freshwater (SE)[1]	7,094	7,093	0.9	0.0%	401	399	0.9	0.2%
Herbaceous	109	109	0	0.0%	85	85	0	0.0%
Intertidal	8,154	8,154	0	0.0%	223	223	0	0.0%
Mature Forest (SE)[2]	21,719	21,524	196	0.9%	7,517	7,435	82	1.1%
Old Forest	34,322	34,318	4	0.0%	118	118	0	0.0%

[1] Freshwater Ponds and Lakes are classified as Sensitive Ecosystems, while Freshwater Reservoirs are Modified Ecosystems.
[2] Mature Forests are classified as Sensitive Ecosystems if they are coniferous or mixed and over 5 ha in size. Coniferous or mixed Mature Forests less than 5 ha, and broadleaf of any size, are considered Modified Ecosystems.

Riparian	30,604	30,526	77	0.3%	7,902	7,835	67	0.8%
Sparsely Vegetated	9,125	9,125	0.1	0.0%	98	98	0	0.0%
Woodland	5,689	5,689	0.5	0.0%	314	314	0.5	0.1%
Wetland	9,983	9,927	56	0.6%	6,917	6,861	56	0.8%
Total - Sensitive Ecosystems (SE)	**149,952**	**149,617**	**335**	**0.2%**	**24,785**	**24,578**	**207**	**0.8%**
Modified Ecosystems								
Freshwater (ME)[1]	141	141	0.3	0.2%	139	139	0.3	0.2%
Mature Forest (ME)[2]	4,478	4,428	49	1.1%	2,180	2,139	41	1.9%
Old Field[3]	1,745	1,528	216	12.4%	1,745	1,528	216	12.4%
Young Forest	21,014	20,714	300	1.4%	5,312	5,170	142	2.6%
Total – Modified Ecosystems (ME)	**27,378**	**26,811**	**566**	**2.1%**	**9,376**	**8,977**	**399**	**4.2%**
Total – SE and ME	**177,330**	**176,428**	**901**	**0.5%**	**34,161**	**33,555**	**607**	**1.8%**

CHARACTERIZING ECOSYSTEM LOSS

The nature of ecosystem loss observed over the last five years ranges widely, from the clearing of large, high quality ecosystems, to small, disturbed remnant patches. This loss often involved the removal of relatively small pieces from the edges of larger areas, best described as 'nibbling'. Further analysis into the nature and causes of ecosystem loss will enable policymakers to make informed conservation and land use planning decisions. Attachment 1 includes details about the causes of loss and further detail is provided below for the ecosystem classes that experienced the greatest losses within the regional core.

Mature and Young Forest Ecosystems

The Provincial parks and protected watersheds in the northern part of the region are home to large amounts of 'Old Forest' (>250 years old), but outside of these areas, the remaining forests are categorized as 'Mature Forest' (80-250 years old) or 'Young Forest' (30-80 years old). Between 2014 and 2020, Young Forests saw the greatest losses of all ecosystem classes across the region. Only patches of Young Forest greater than 5 ha are considered as part of the standard provincial SEI process. However, Metro Vancouver also maps 'Small Young Forest' because smaller patches of Young Forest are still important, particularly given the rate and extent of forest loss across the region. Small Young Forest is included in Table 3 below to provide a more complete picture of regional forest loss.

As summarized in Table 3, almost 700 ha (or 1%) of the region's Mature and Young Forests were converted to other land uses over the 5-year period, and nearly 400 ha (or 60%) of that loss occurred within the Regional Core. The main causes of Mature and Young Forest losses in the regional core were residential development, followed by clearing / mowing, commercial and services, and agriculture.

[3] Although this is reported as a 'loss' in the SEI, Old Field ecosystems may be actively farmed and then left fallow, or planted with cover crops during the winter. This snapshot in time does not capture the temporal variation in Old Field ecosystems.

Table 3 – Loss of Mature and Young Forest Ecosystems between 2014 and 2020

	Region				Regional Core			
	2014 (ha)	**2020 (ha)**	**Loss (ha)**	**% Loss**	**2014 (ha)**	**2020 (ha)**	**Loss (ha)**	**% Loss**
Mature Forest (SE and ME)	26,197	25,952	245	0.9%	9,697	9,574	123	1.3%
Young Forest (ME)	21,014	20,714	300	1.4%	5,312	5,170	142	2.7%
Small Young Forest (non SE or ME)	4,965	4,816	149	3.0%	2,821	2,690	131	4.6%
Total	**52,176**	**51,481**	**694**	**1.3%**	**17,830**	**17,434**	**396**	**2.2%**

Old Field Ecosystems

Old Field ecosystems are found on agricultural lands that were formerly cultivated or grazed but have since been left fallow and now feature well-developed herbaceous vegetation, some shrubs and a few young trees. Old Fields may revert back to active agriculture over time based on the producer's management decisions. Table 2 shows that over 210 ha of Old Field ecosystems were lost in the region, all of which occurred in the regional core. The main causes of change in Old Field ecosystems in the regional core were agriculture, clearing or mowing, and industrial.

Riparian Ecosystems

Riparian areas are generally located along rivers, streams, and creeks, and for the purposes of the SEI, they also include fringes around lakes. Nearly 80 ha of Riparian ecosystems were lost in the region, and nearly 70 ha (or 87%) of that loss occurred within the regional core. The main drivers of Riparian loss in the regional core were agriculture, residential development, clearing or mowing, and transportation and communications.

Wetland Ecosystems

Wetlands are found where soils are saturated by water for enough time that the excess water and resulting low oxygen levels influence the vegetation and soil. Over 55 ha of the region's freshwater Wetland ecosystems were lost between 2014 and 2020 and most of those losses occurred in the regional core. The main causes of Wetland losses in the regional core included clearing or mowing, industrial, agriculture, residential development, and commercial and services.

Ecosystem Loss and The Regional Growth Strategy

Charts 1 and 2 below summarize the losses within each of the *Metro 2040* regional land use designations and the causes of loss. Note that the focus of this analysis is on the *Metro 2040* regional land use designations, not those from *Metro 2050*, since the SEI was updated using imagery from 2020, which is prior to the adoption of *Metro 2050* in February of 2023.

Chart 1 – Ecosystem Loss by Metro 2040 Land Use Designation (2014-2020)

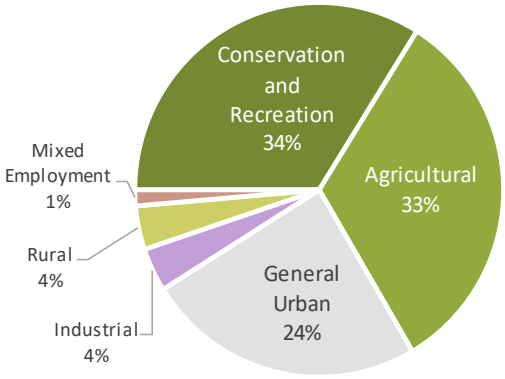
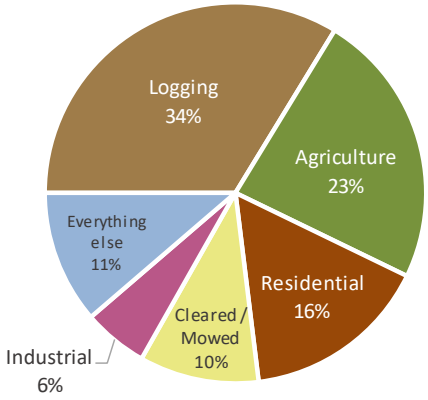


Chart 2 – Causes of Ecosystem Loss in the Region (2014-2020)



The results show that 34% of the ecosystem losses occurred within lands designated as Conservation and Recreation, with the majority of loss due to logging of mature and young forests in the Ridge-Meadows sub-region. Ecosystem change is expected within the Conservation and Recreation lands 'Natural Resource Areas' overlay, which contains "existing provincially-approved natural resource uses within the Conservation and Recreation regional land use designation that may not be entirely consistent with the designation, but continue to reflect its long-term intent. These uses include a landfill; quarries; lands with active forest tenure managed licences; and wastewater and drinking water treatment facilities". The expectation is that harvested forests within the Conservation and Recreation land use designation will move through natural succession and they will be returned to the SEI as Young Forest after they reach 30 years of age.

Approximately 33% of loss occurred within lands with an Agricultural regional land use designation, and although most of that loss (57%) was from conversion of Old Field ecosystems to active agriculture, young forests, wetlands and riparian areas were also lost on agricultural lands. Roughly 24% of losses occurred within the General Urban designated lands, where residential development was the top cause of loss, followed by mowing and clearing (which may not be permanent loss).

Sub-regional breakdowns

Staff have also produced summaries of ecosystem presence, loss, and proportions by sub-region (Attachment 2). This information can also be generated by specific member jurisdiction and provided on request.

SEI Trends and Policy Implications

2020 SEI update is the second time ecosystem loss has been quantified at the regional level, with the 2009 SEI as the baseline for comparison. Table 4 compares the losses between 2009 and 2014 to the losses between 2014 and 2020.

Table 4 – Sensitive and Modified Ecosystem Change between 2009-2014 and 2014-2020

Area	Change 2009-2014	Change 2014-2020
Region	- 1,600 ha (0.9%)	- 900 ha (0.5%)
Regional Core	- 1,200 ha (3.4%)	- 600 ha (1.8%)

Between 2014 and 2020, the overall loss was significantly less pronounced than the previous 5-year interval. The region experienced significant population growth, economic activity, and development during this period and although ecosystem loss was not unexpected, the speed and scale of the loss observed is concerning, given the associated loss of the critical ecosystem services (e.g., carbon storage and sequestration, cooling, floodwater absorption, pollination, recreation, human health benefits) that support community resilience, and the loss of habitat connectivity.

In 2020, 53% of the region was Sensitive or Modified Ecosystem. Over the next thirty years, it is projected that the region's population will grow by approximately one million people and it is understood that member jurisdictions have plans to develop additional lands to accommodate housing, support local food security, and foster a sustainable economy. However, *Metro 2050* has also set a science-based regional target to "**increase the area of lands protected for nature from 40% to 50% of the region's land base by the year 2050**", recognizing the need to set aside additional space for the region's growing population to access and recreate in nature, and support community and individual health and well-being. It is recognized that in this land constrained and rapidly urbanizing region, competing priorities will have to be considered. Meeting this target will involve making trade-offs between land use choices, but the federation is well positioned to work collaboratively toward this target by implementing key policy actions in *Metro 2050*, as well as other regional and local strategies, including:

2014-2020 SEI trend	**Relevant Policy in Regional Plans**
34% of total losses occurred on **Conservation and Recreation lands** **Ecosystems lost** - Mature Forests - Young Forests **Main cause of loss** - Logging	Metro Vancouver will: • Advocate to the Province to make ecosystem health and biodiversity conservation the overarching priority of forest management (*Climate 2050 Nature and Ecosystems Roadmap* Action 1.5) • Monitor ecosystem gains and losses on lands with a Conservation and Recreation regional land use designation and the Natural Resources Areas[4] therein, as identified in Map 9 (*Metro 2050* Policy Action 3.1.4) Member jurisdictions will: • Adopt Regional Context Statements that include policies that support the protection and enhancement of lands with a Conservation and Recreation land use designation (*Metro 2050* Policy Action 3.1.9b))
33% of total losses occurred on **Agricultural lands** **Ecosystems lost** - Old Field - Young Forests - Riparian - Wetland	Metro Vancouver will: • Advocate to the Province to provide incentives to encourage land management practices that … protect natural assets, and maintain ecosystem services from agricultural land (*Metro 2050* Policy Action 2.3.10) • Collaborate with the Province and member jurisdictions to explore and build a long-term funding mechanism that includes payment for ecosystem services on agricultural land (Draft *Climate 2050 Agriculture Roadmap* Action 3.6)

[4] Based on new information about private managed forests in the region, updates to 'Natural Resource Areas' overlay will be proposed as part of the next *Metro 2050* housekeeping amendment.

2014-2020 SEI trend	Relevant Policy in Regional Plans
Main causes of loss - Agriculture - Cleared / mowed - Residential	• Protect and Enhance Ecosystem Goods and Services (*Regional Food System Strategy* Action 5.1) • Identify a regional green infrastructure network that connects ecosystems and builds on existing local networks, while maximizing resilience, biodiversity, and human health benefits; and prepare implementation guidelines to assist with the protection, enhancement, and restoration of ecosystems (*Metro 2050* Policy Action 3.2.3 c) and d))
24% of total losses occurred on **General Urban lands** **Ecosystems lost** - Mature Forests - Young Forests - Riparian **Main causes of loss** - Residential - Cleared or mowed - Transportation and Communications	Metro Vancouver will: • Manage Metro Vancouver assets and collaborate with member jurisdictions, First Nations, and other agencies to protect, enhance, and restore ecosystems as identified on Map 11 (*Metro 2050* Policy Action 3.2.3a)) • Champion the protection of the region's important natural areas a) Promote the regional parks land acquisition strategy with others who have interest in or responsibility for land protection b) Review potential acquisitions with pertinent member jurisdictions and other stakeholders during the annual review (*Regional Parks Land Acquisition 2050 Strategy* Action 4.1) Member jurisdictions will: • Adopt Regional Context Statements that: a) identify local ecosystem protection … targets, and demonstrate how these targets will contribute to the regional targets in Action 3.2.1 b) refer to Map 11 or more detailed local ecological and cultural datasets and include policies that: i) support the protection, enhancement, and restoration of ecosystems through measures such as land acquisition, density bonusing, development permit requirements, subdivision design, conservation covenants, land trusts, and tax exemptions ii) seek to acquire, restore, enhance, and protect lands, in collaboration with adjacent member jurisdictions and other partners, that will enable ecosystem connectivity in a regional green infrastructure network iii) discourage or minimize the fragmentation of ecosystems through low impact development practices that enable ecosystem connectivity iv) indicate how the interface between ecosystems and other land uses will be managed to maintain ecological integrity using edge planning, and measures such as physical buffers, or development permit requirements (*Metro 2050* Policy Action 3.2.7)

Next Steps

Further analysis of the SEI dataset will be undertaken, including:

- Identifying which sensitive ecosystems are protected and which are not. As part of *Metro 2050's* performance monitoring, staff are collating protection status information from

various organizations. A report on the new *Metro 2050* 'Change in hectares of land protected for nature' measure will be shared with the Regional Planning Committee when complete.

- Assessing changes in ecosystem quality (e.g., condition, size) at the regional, regional core, and sub-regional levels.

The findings produced from the SEI update will be disseminated to staff from member jurisdictions and others on request, and the spatial dataset will be published on Metro Vancouver's open data portal. Updates to *Metro 2050* Map 11 (SEI Map) and the Natural Resource Areas overlay in Map 9 will be proposed as part of the next *Metro 2050* housekeeping amendment.

ALTERNATIVES

This is an information report. No alternatives are presented.

FINANCIAL IMPLICATIONS

Costs associated with updating the Regional Land Cover Classification and Sensitive Ecosystem Inventory were included in the Board-approved 2022 Regional Planning budget.

CONCLUSION

The 2020 Sensitive Ecosystem Inventory update provides key insights into the state of the region's most important ecological areas and changes that occurred between 2014 and 2020. The amount, rate and type of ecosystem loss was quantified for both the region and regional core. While the losses were less pronounced between 2014-2020 than the previous 5-year interval, the speed and scale of ecosystem loss observed is concerning, given the associated loss of critical ecosystem services (e.g., carbon storage, cooling, stormwater absorption, pollination) and habitat connectivity. The 2020 SEI update supports the urgent need to take collective action toward the *Metro 2050* regional target to "increase the area of lands protected for nature from 40% to 50% of the region's land base by the year 2050" and to implement *Metro 2050's* policy actions that seek to protect, enhance, restore and connect ecosystems. Further analysis of the SEI dataset will be completed, including identifying the protection status of sensitive ecosystems, and assessing changes in ecosystem quality over the 5-year period. The information produced from the SEI update will be finalized and disseminated to staff from member jurisdictions and others, on request. The spatial dataset will also be posted on Metro Vancouver's open data portal.

ATTACHMENTS

1. Sensitive and Modified Ecosystem Loss by Ecosystem Class (2014-2020)
2. 2020 Sensitive Ecosystem Inventory - Sub-regional Profiles
3. Presentation re: Sensitive Ecosystem Inventory 2020 Update – Change Summary

REFERENCES

1. "Land Cover Classification and Sensitive Ecosystem Inventory Update – Scope of Work" report
2. Sensitive Ecosystem Inventory for Metro Vancouver and Abbotsford - Technical Report (2009)
3. Update of the Sensitive Ecosystem Inventory for Metro Vancouver (2014)
4. Metro Vancouver Regional District Regional Land Cover Classification and Sensitive Ecosystem Inventory Update – Summary Report (2020)

5. *Metro 2050* Map 11 Sensitive Ecosystem Inventory
6. *Ecological Health Framework*
7. *Regional Parks Land Acquisition 2050 Strategy*
8. *Natural Resource Management Framework*
9. *Regional Parks Plan*
10. *Climate 2050 Nature and Ecosystems Roadmap*

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Causes of Ecosystem Loss

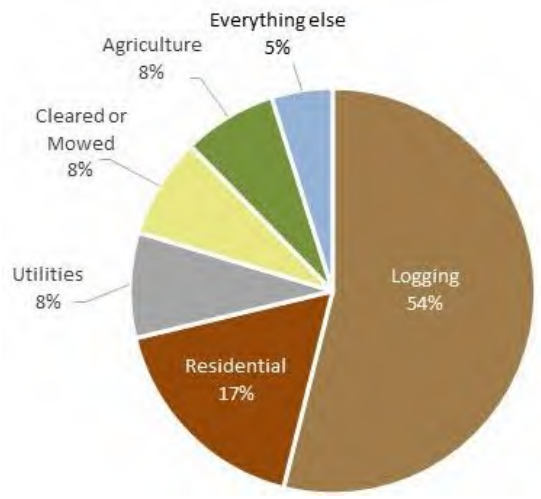
2020 Sensitive Ecosystem Inventory

The following charts present the causes of loss for the Sensitive and Modified Ecosystem classes that experienced the most loss between 2014 and 2020.

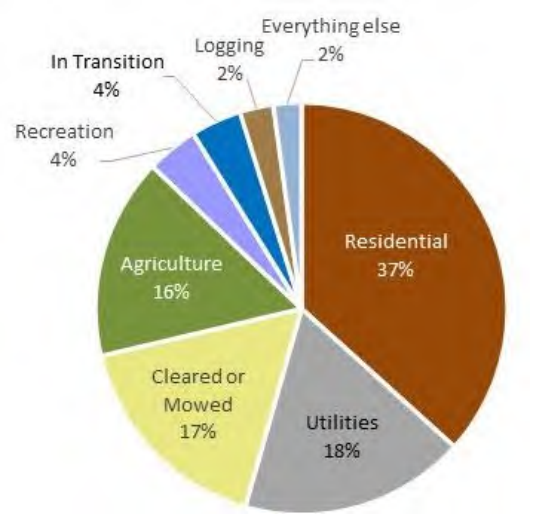
Region

Regional Core

Young Forest

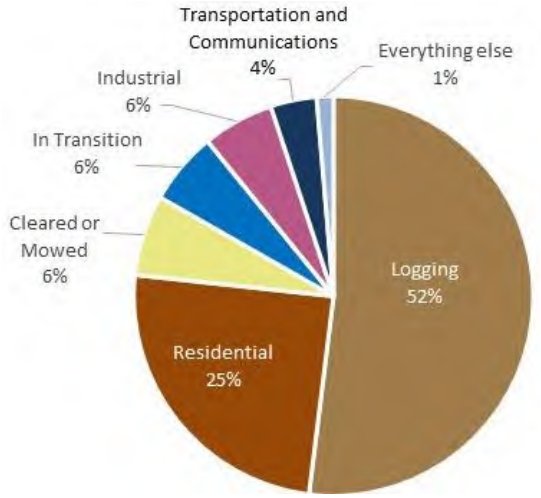


Causes of loss for Young Forest (30-80 years) ecosystems in the Region
Loss = 300 ha

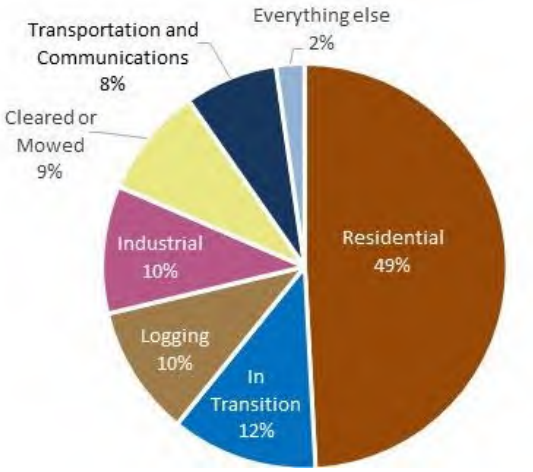


Causes of loss for Young Forest (30-80 years) ecosystems in the Regional Core
Loss = 142 ha

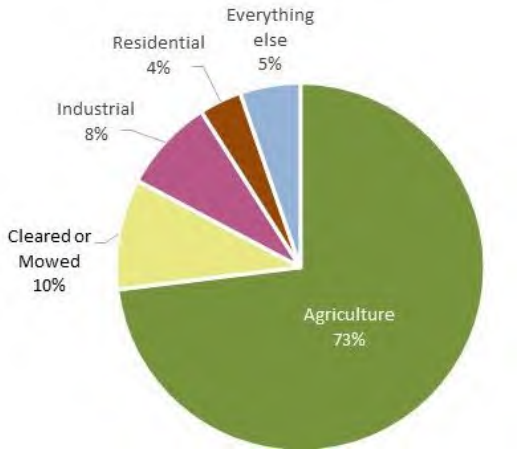
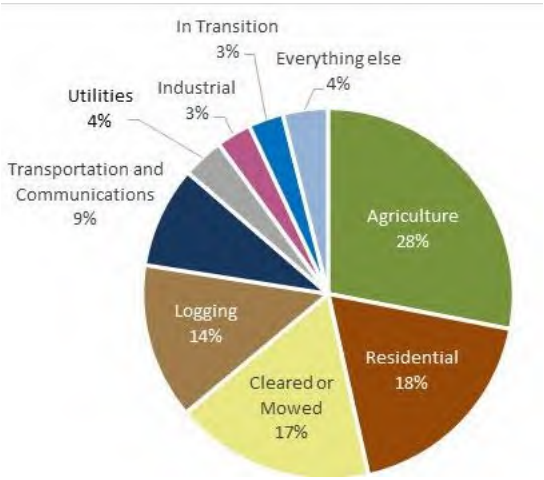
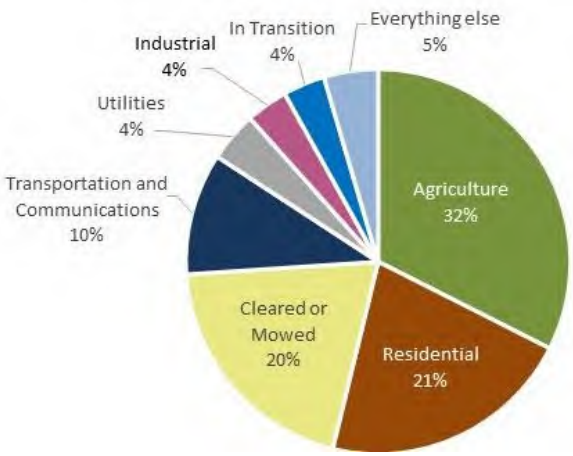
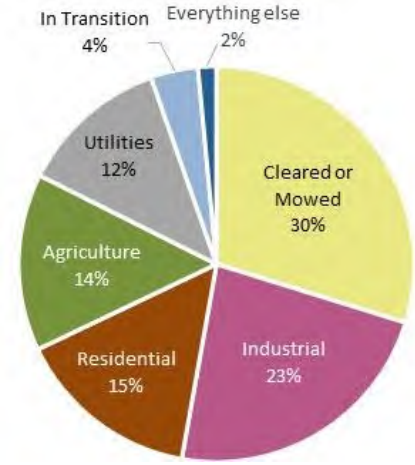
Mature Forest



Causes of loss for Mature Forest (80-250 years) ecosystems in the Region
Loss = 245 ha



Causes of loss for Mature Forest (80-250 years) ecosystems in the Regional Core
Loss = 123 ha

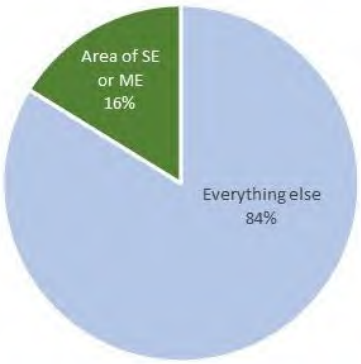
	Region	Regional Core
Old Field	Same as Regional Core (i.e., all losses occurred in the Regional Core)	 Causes of loss for Old Field ecosystems in the Regional Core Loss = 216 ha
Riparian	 Causes of loss for Riparian ecosystems in the Region Loss = 78 ha	 Causes of loss for Riparian ecosystems in the Regional Core Loss = 67 ha
Wetland	Same as Regional Core (i.e., all losses occurred in the Regional Core)	 Causes of loss for Wetland ecosystems in the Region Loss = 56 ha

Burrard Peninsula

2020 Sensitive Ecosystem Inventory Sub-regional Profile

Map of Sub-region



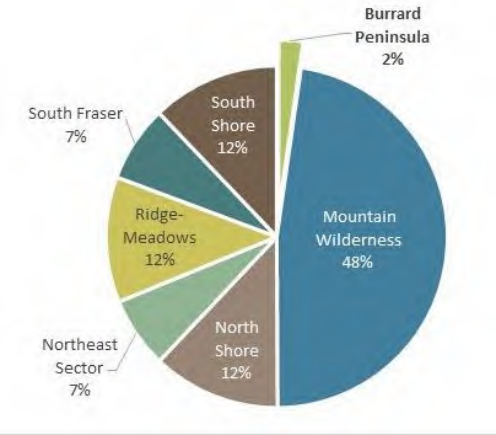


Proportion of the Burrard Peninsula that is Sensitive (SE) or Modified Ecosystem (ME)

Ecosystems in 2020

Top 3 Sensitive or Modified Ecosystems (area)

Mature forest	1,246 ha
Riparian	1,001 ha
Young forest	499 ha



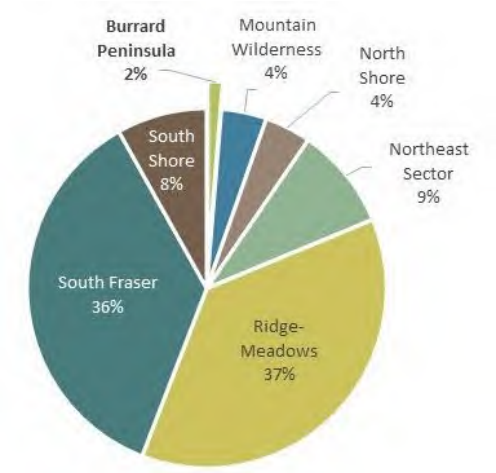
Proportion of regional Sensitive and Modified Ecosystems within the Burrard Peninsula Sub-region

Ecosystem Loss (2014-2020)

- **12 ha** of SE and ME were lost in the Burrard Peninsula

- Top 3 ecosystems lost (area, % loss for this sub-region)
  - Young Forest (-7 ha, -1.3%)
  - Riparian (-3 ha, -0.3%)
  - Wetland (-2 ha, -0.3%)

- Top 3 causes of loss in the Burrard Peninsula
  1. Commercial and services (-7 ha)
  2. In transition (construction was in progress but the purpose was unclear) (-3 ha)
  3. Industrial (-3 ha)

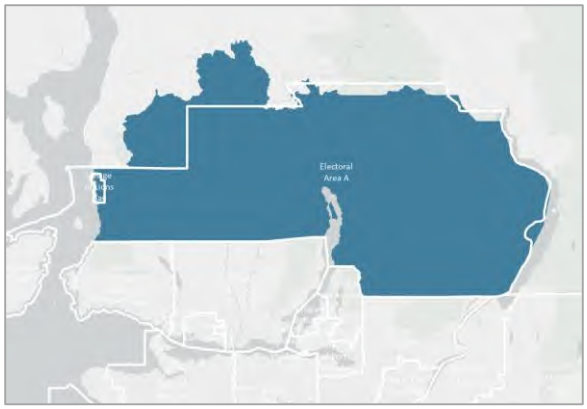


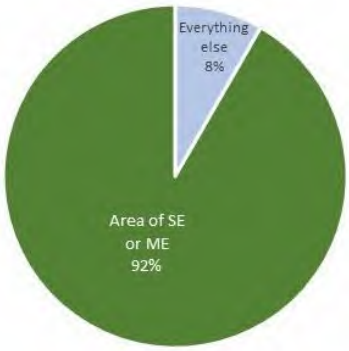
Proportion of regional loss that occurred within the Burrard Peninsula Sub-region

Mountain Wilderness

2020 Sensitive Ecosystem Inventory Sub-regional Profile

Map of Sub-region



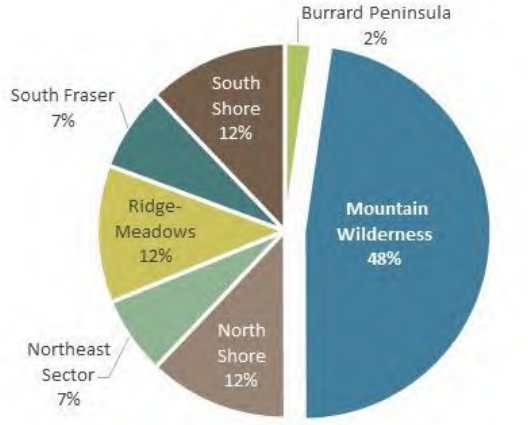


Proportion of the Mountain Wilderness that is Sensitive (SE) or Modified Ecosystem (ME)

Ecosystems in 2020

Top 3 Sensitive or Modified Ecosystems (area)

Old forest	28,708 ha
Alpine	13,672 ha
Riparian	10,539 ha



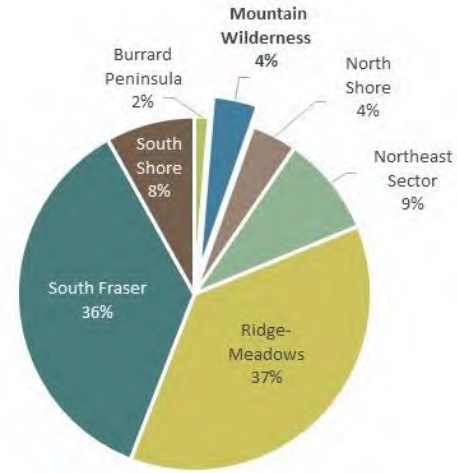
Proportion of Regional Sensitive and Modified Ecosystems within the Mountain Wilderness Sub-region

Ecosystem Loss (2014-2020)

- **37 ha** of SE and ME were lost in the Mountain Wilderness

- Top ecosystems lost (area, % loss for this sub-region)
    - Young Forest (-37 ha, -0.6%)

- Cause of loss in the Mountain Wilderness
    - Logging (-37 ha)



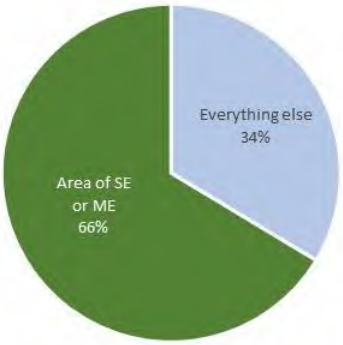
Proportion of regional loss that occurred within the Mountain Wilderness Sub-region

North Shore

2020 Sensitive Ecosystem Inventory Sub-regional Profile

Map of Sub-region



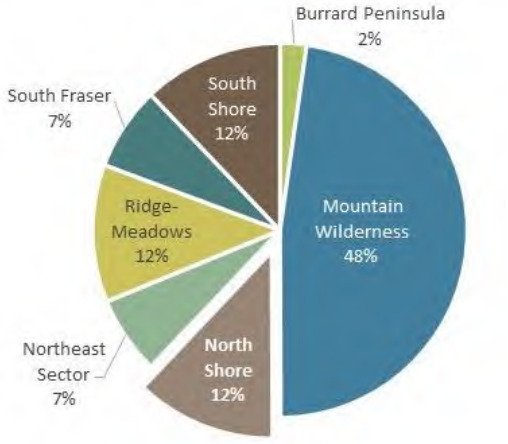


Proportion of the North Shore that is Sensitive (SE) or Modified Ecosystem (ME)

Ecosystems in 2020

Top 3 Sensitive or Modified Ecosystems (area)

Mature forest	6,863 ha
Young forest	4,100 ha
Old forest	3,751 ha



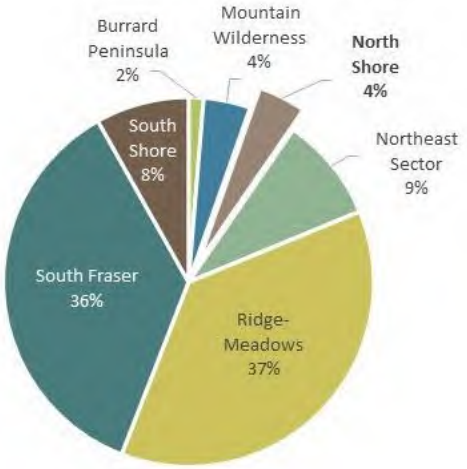
Proportion of Regional Sensitive and Modified Ecosystems within the North Shore Sub-region

Ecosystem Loss (2014-2020)

- **38 ha** of SE and ME were lost on the North Shore

- Top ecosystems lost (area, % loss for this sub-region)
    - Mature Forest (-27 ha, -0.4%)
    - Riparian (-10 ha, -0.1%)

- Top 3 causes of loss on the North Shore
    1. In transition (construction was in progress but the purpose was unclear) (-16 ha)
    2. Residential (-11 ha)
    3. Transportation and Communications (-8 ha)

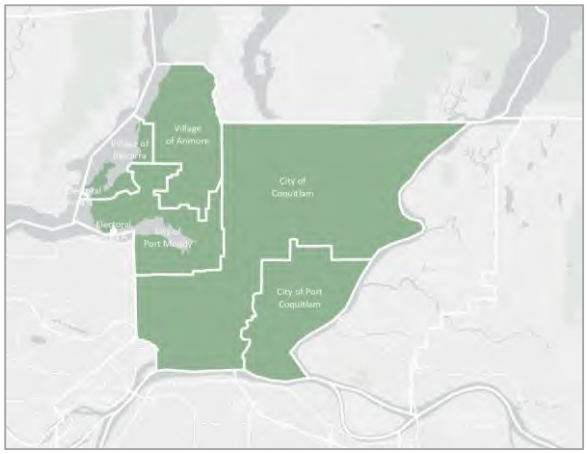


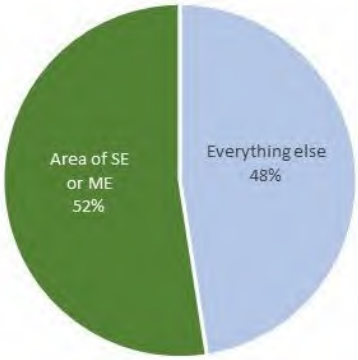
Proportion of regional loss that occurred within the North Shore Sub-region

Northeast Sector

2020 Sensitive Ecosystem Inventory Sub-regional Profile

Map of Sub-region



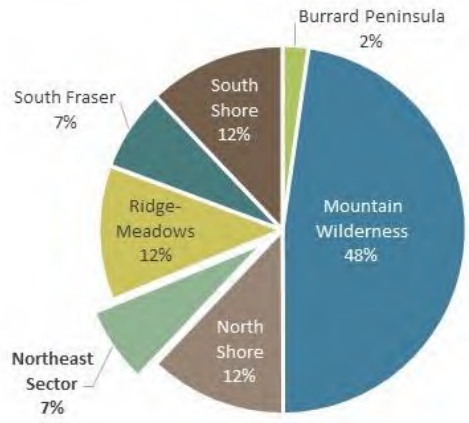


Proportion of the Northeast Sector that is Sensitive (SE) or Modified Ecosystem (ME)

Ecosystems in 2020

Top 3 Sensitive or Modified Ecosystems (area)

Mature forest	4,082 ha
Riparian	2,679 ha
Young forest	2,442 ha



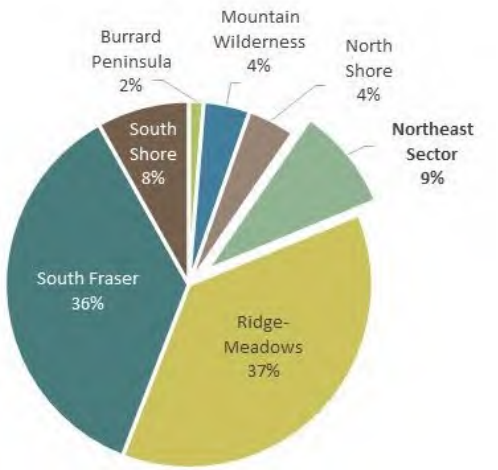
Proportion of Regional Sensitive and Modified Ecosystems found within the Northeast Sector Sub-region

Ecosystem Loss (2014-2020)

- **83 ha** of SE and ME were lost in the Northeast Sector

- Top 3 ecosystems lost (area, % loss for this sub-region)
  - Mature Forest (-51 ha, -1.2%)
  - Young Forest (-17 ha, -0.7%)
  - Riparian (-8 ha, -0.2%)

- Top 3 causes of loss in the Northeast Sector
  1. Residential (-67 ha)
  2. Industrial (-9 ha)
  3. Transportation and Communications (-9 ha)

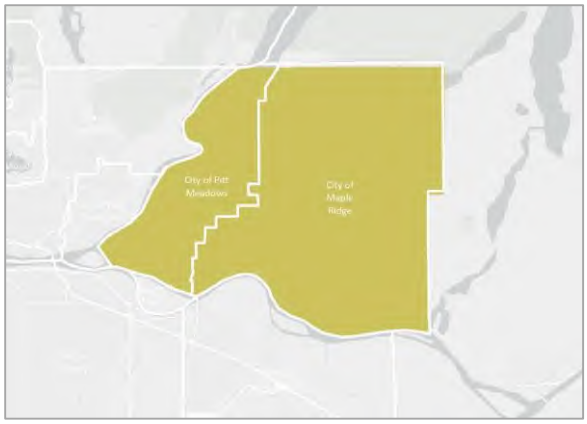


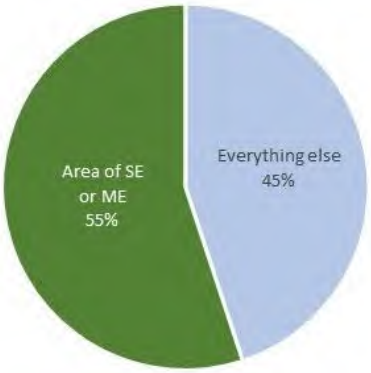
Proportion of regional loss that occurred within the Northeast Sector Sub-region

Ridge-Meadows

2020 Sensitive Ecosystem Inventory Sub-regional Profile

Map of Sub-region



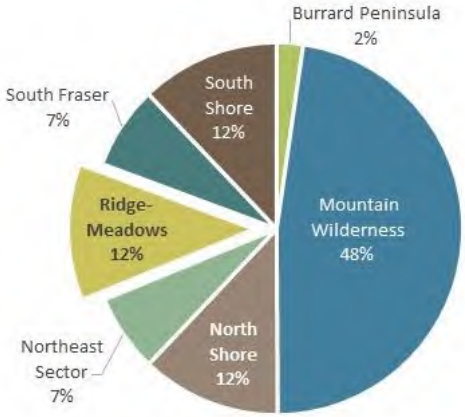


Proportion of Ridge-Meadows that is Sensitive (SE) or Modified Ecosystem (ME)

Ecosystems in 2020

Top 3 Sensitive or Modified Ecosystems (area)

Mature forest	6,603 ha
Young forest	4,953 ha
Riparian	4,413 ha



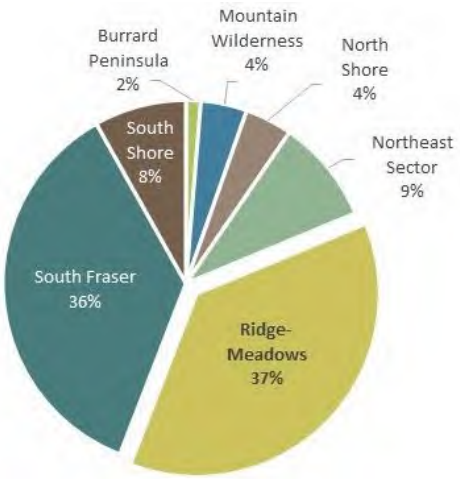
Proportion of Regional Sensitive and Modified Ecosystems found within the Ridge-Meadows Sector Sub-region

Ecosystem Loss (2014-2020)

- **334 ha** of SE and ME were lost in Ridge-Meadows

- Top 3 ecosystems lost (area, % loss for this sub-region)
    - Mature Forest (-149 ha, -2.3%)
    - Young Forest (-133 ha, -2.7%)
    - Old field (-31 ha, -29.6%)

- Top 3 causes of loss in Ridge-Meadows
    1. Logging (-283 ha)
    2. Agriculture (-23 ha)
    3. Cleared or Mowed (-21 ha)



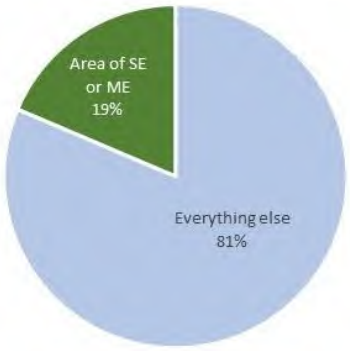
Proportion of regional loss that occurred within the Ridge Meadows Sub-region

South Fraser

2020 Sensitive Ecosystem Inventory Sub-regional Profile

Map of Sub-region



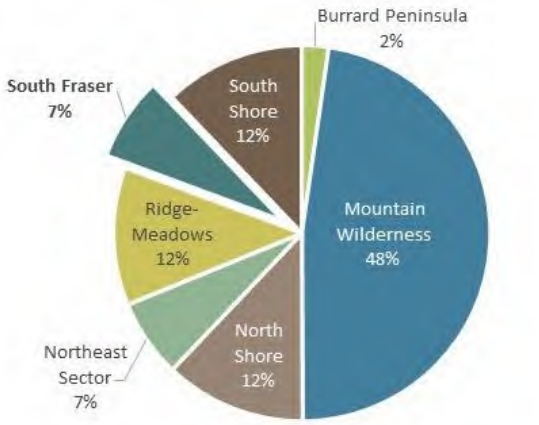


Proportion of South Fraser that is Sensitive (SE) or Modified Ecosystem (ME)

Ecosystems in 2020

Top 3 Sensitive or Modified Ecosystems (area)

Riparian	4,713 ha
Young forest	2,063 ha
Wetland	1,944 ha



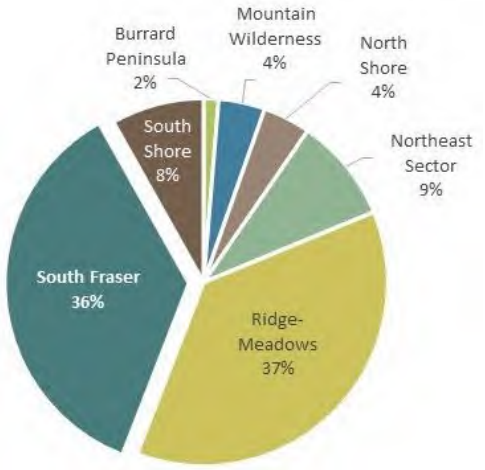
Proportion of Regional Sensitive and Modified Ecosystems found within the South Fraser Sub-region

Ecosystem Loss (2014-2020)

- **324 ha** of SE and ME were lost in South Fraser

- Top 3 ecosystems lost (area, % loss for this sub-region)
  - Old field (-131 ha, -17.2%)
  - Young Forest (-107 ha, -5.2%)
  - Riparian (-37 ha, -0.8%)

- Top 3 causes of loss in South Fraser
  1. Agriculture (-171 ha)
  2. Residential (-108 ha)
  3. Cleared or Mowed (-79 ha)



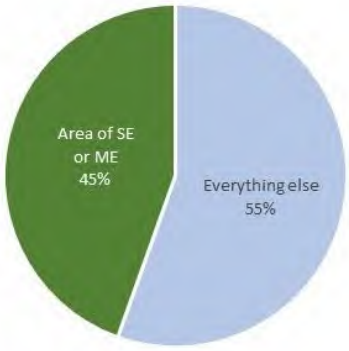
Proportion of regional loss that occurred within the South Fraser Sub-region

South Shore

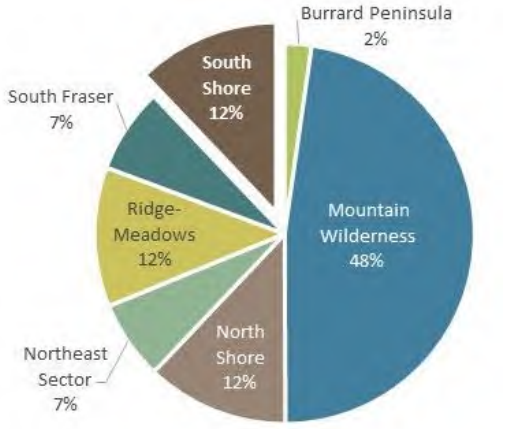
2020 Sensitive Ecosystem Inventory Sub-regional Profile

Map of Sub-region





Proportion of South Fraser that is Sensitive (SE) or Modified Ecosystem (ME)



Proportion of Regional Sensitive and Modified Ecosystems found within the South Shore Sub-region

Ecosystems in 2020

Top 3 Sensitive or Modified Ecosystems (area)

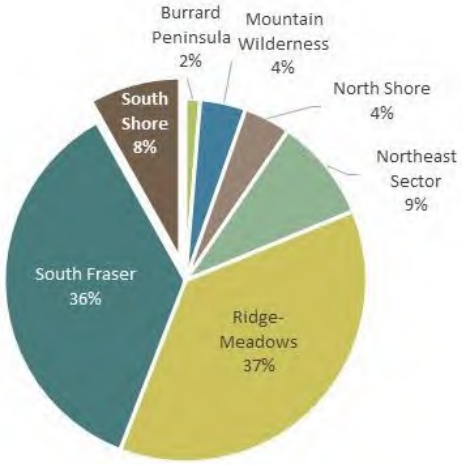
Estuarine	7,105 ha
Intertidal	6,561 ha
Riparian	3,657 ha

Ecosystem Loss (2014-2020)

- **73 ha** of SE and ME were lost on the South Shore

- Top 3 ecosystems lost (area, % loss for this sub-region)
    - Old field (-54 ha, -14.9%)
    - Wetland (-18 ha, -0.5%)

- Top 3 causes of loss on the South Shore
    1. Agriculture (-43 ha)
    2. Industrial (-15 ha)
    3. Cleared or Mowed (-5 ha)



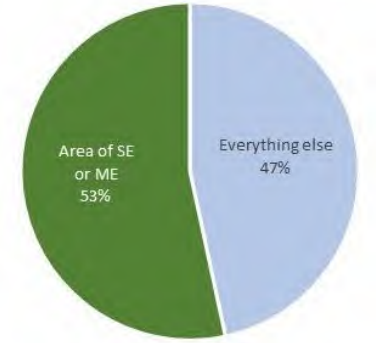
Proportion of regional loss that occurred within the South Shore Sub-region

Region

2020 Sensitive Ecosystem Inventory Regional Profile

Map of Region





Proportion of the Region that is Sensitive (SE) or Modified Ecosystem (ME)

Ecosystems in 2020

Top 3 Sensitive or Modified Ecosystems (area)

Old forest	34,318 ha
Riparian	30,526 ha
Mature forest	25,952 ha

Ecosystem Loss (2014-2020)

- **901 ha** of Sensitive and Modified Ecosystems were lost in the Region

- Top 3 ecosystems lost (area, % loss for this ecosystem in the Region)
    - Young forest (-300 ha, -1.4%)
    - Mature forest (-245 ha, -0.9%)
    - Old field (-216 ha, -14.1%)

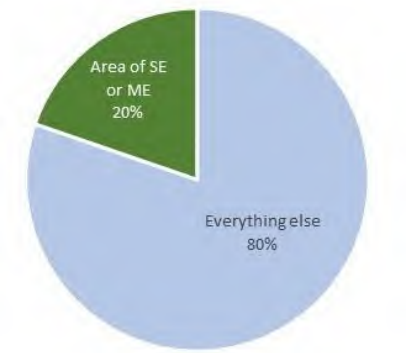
- Top 3 causes of loss
    1. Logging (-320 ha)
    2. Agriculture (-238 ha)
    3. Residential (-204 ha)

Regional Core

2020 Sensitive Ecosystem Inventory Regional Core Profile

Map of Regional Core





Proportion of the Regional Core that is Sensitive (SE) or Modified Ecosystem (ME)

Ecosystems in 2020

Top 3 Sensitive or Modified Ecosystems (area)

Mature forest	9,574 ha
Riparian	7,835 ha
Wetland	6,861 ha

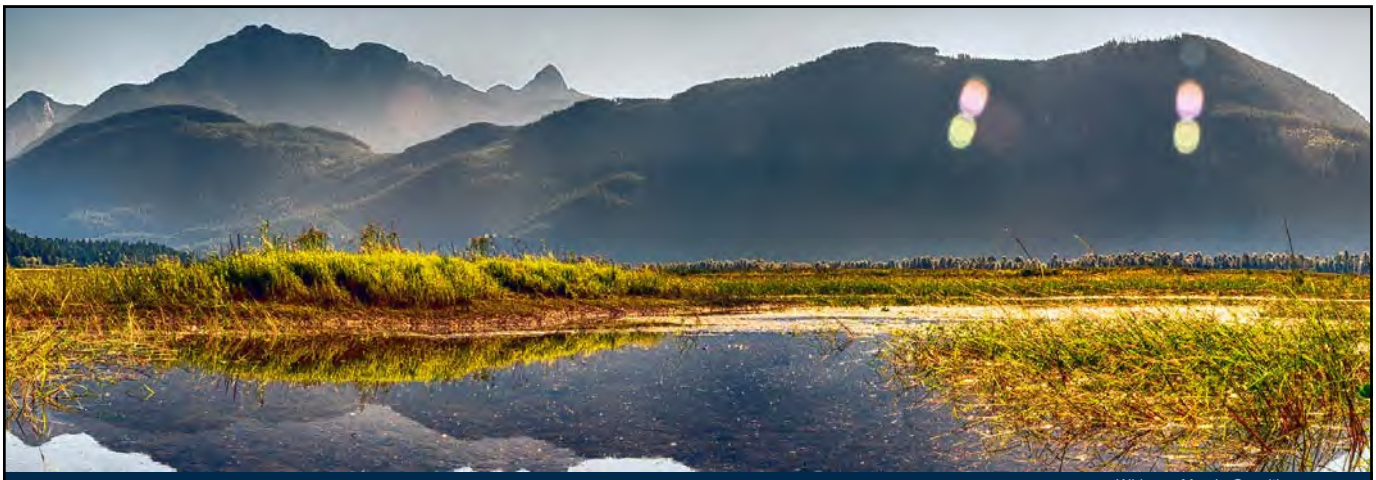
Ecosystem Loss (2014-2020)

- **607 ha** of SE and ME were lost in the Regional Core

- Top 3 ecosystems lost (area, % loss for this ecosystem in the Regional Core)
    - Old field (-216 ha, -14.4%)
    - Young forest (-142 ha, -2.7%)
    - Mature forest (-123 ha, -1.3%)

- Top 3 causes of loss
    1. Agriculture (-238 ha)
    2. Residential (-204 ha)
    3. Cleared or Mowed (-108 ha)

ATTACHMENT 3



Widgeon Marsh, Coquitlam

Sensitive Ecosystem Inventory Update

2014-2020 CHANGE SUMMARY

Laurie Bates-Frymel
Senior Planner (Environment), Regional Planning and Housing Services

Regional Planning Committee | September 7, 2023

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SENSITIVE ECOSYSTEM INVENTORY (SEI)

- GIS dataset
- Identifies and classifies ecologically-important areas
- Quality

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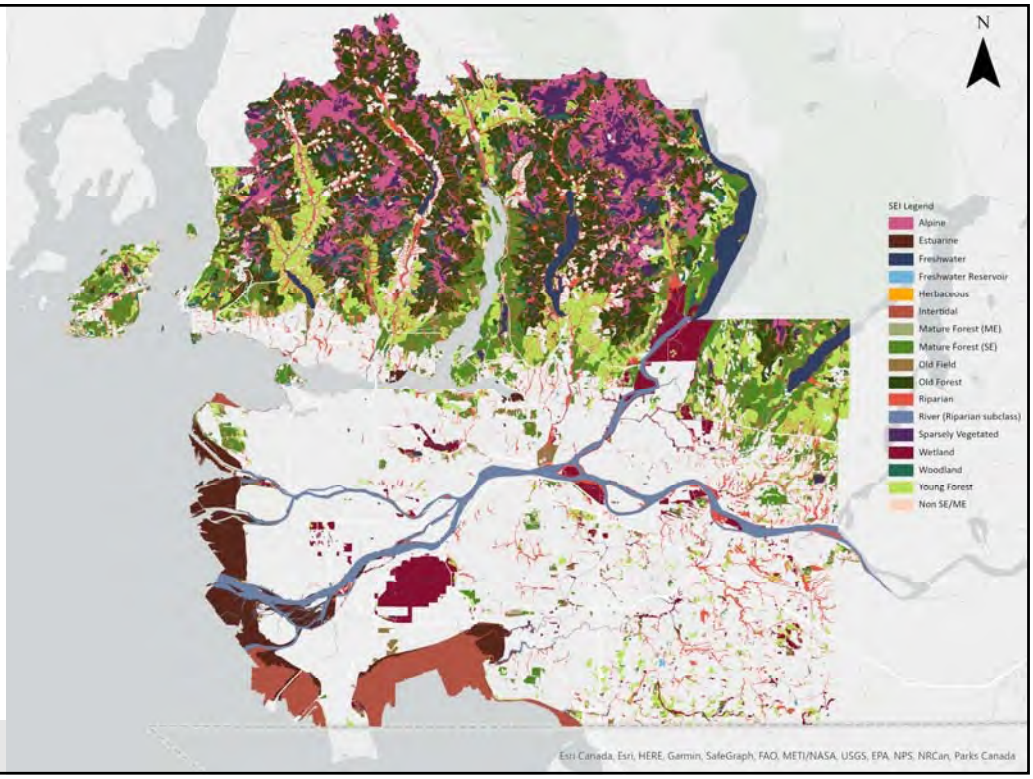
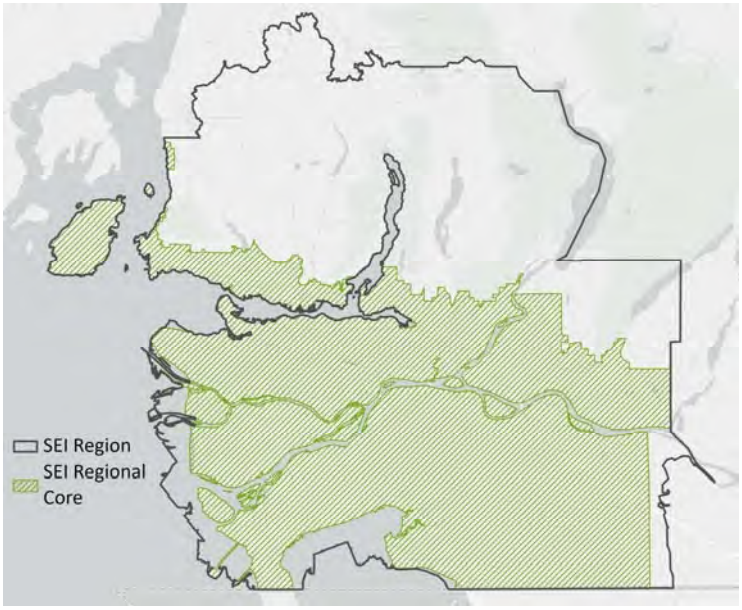




REPORTING AREAS

- Region
  - **53%** is Sensitive or Modified Ecosystem
- Regional Core
  - **20%** is Sensitive or Modified Ecosystem



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SENSITIVE ECOSYSTEM CHANGE

- Losses:

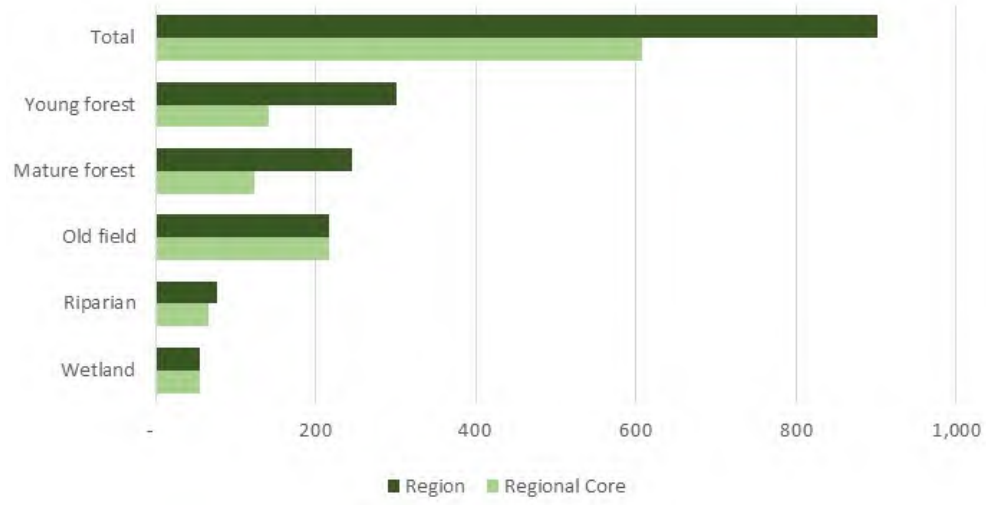
Area	Change 2009-2014	Change 2014-2020
Region	- 1,600 ha (-0.9%)	- 900 ha (-0.5%)
Regional Core	- 1,200 ha (-3.4%)	- 600 ha (-1.8%)

- Gains: 8 ha



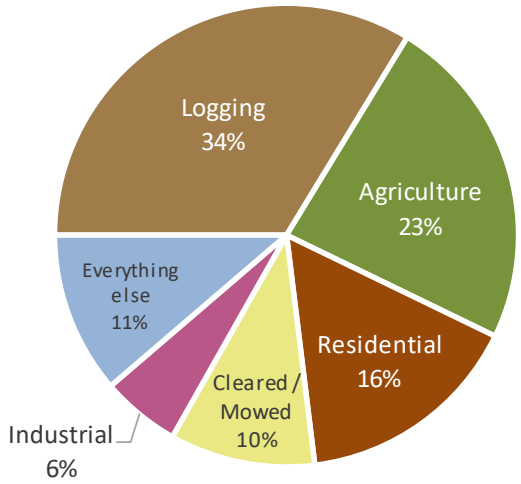
Burnaby Lake, Burnaby

Sensitive and Modified Ecosystem Loss Between 2014 and 2020 - Total and Top 5 Classes*



CAUSES OF SENSITIVE AND MODIFIED ECOSYSTEM LOSS IN THE REGION (2014-2020)

1. Logging of young and mature forests
2. Old fields converted to active agriculture
3. Residential development



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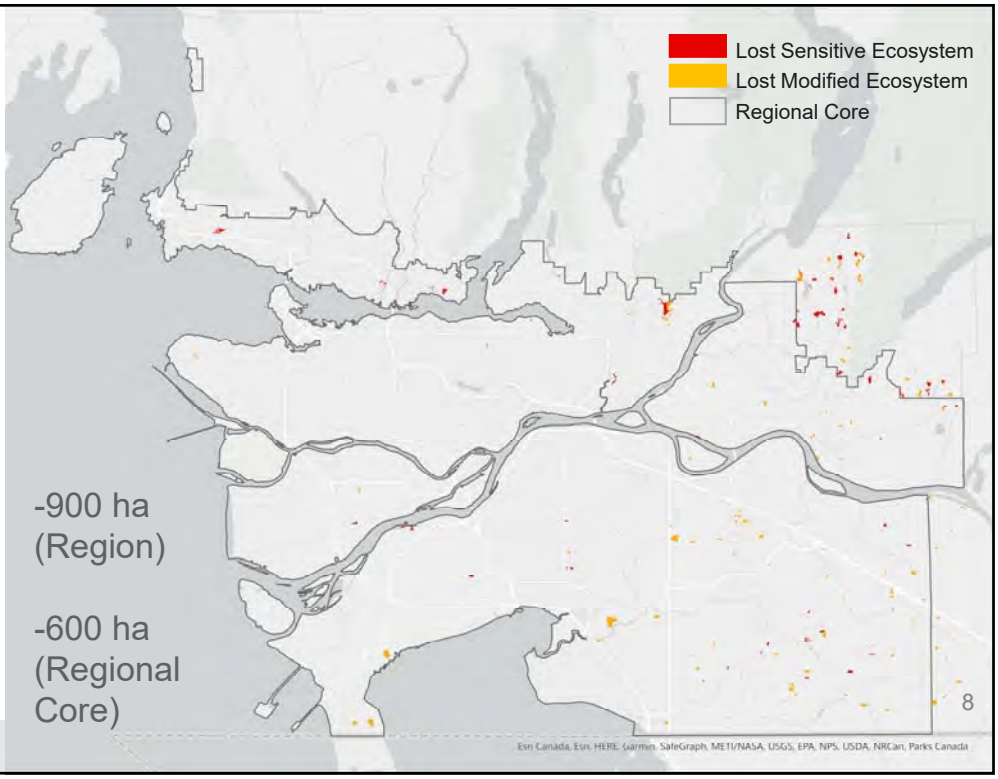
ECOSYSTEM LOSS

2014-2020



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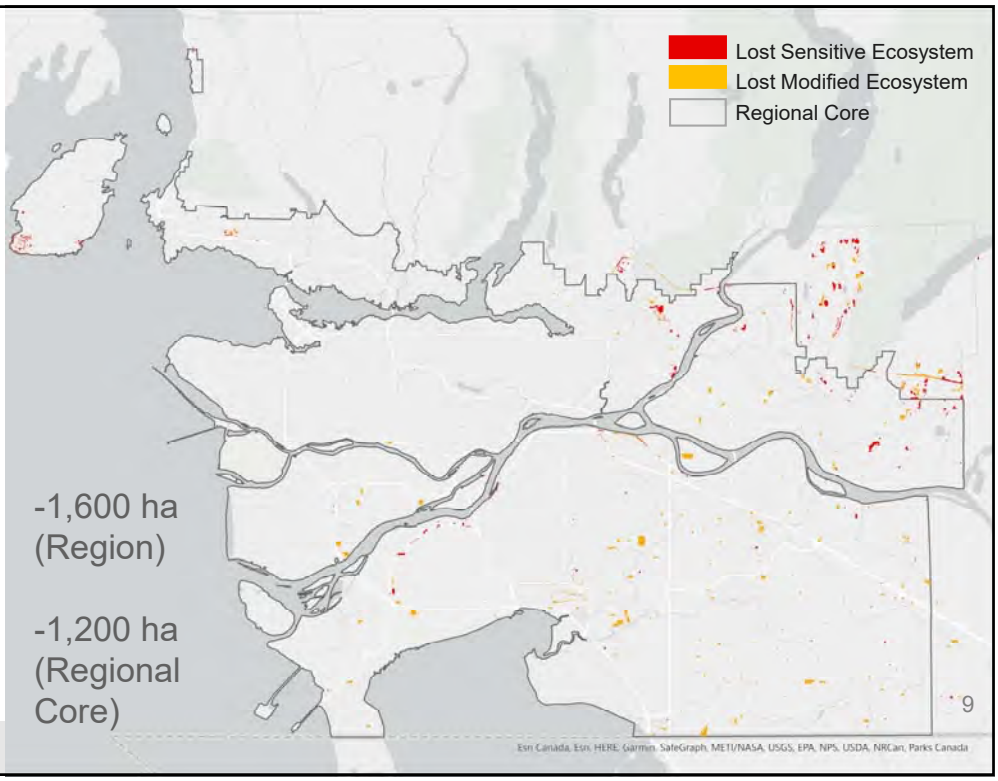
ECOSYSTEM LOSS

2009-2014



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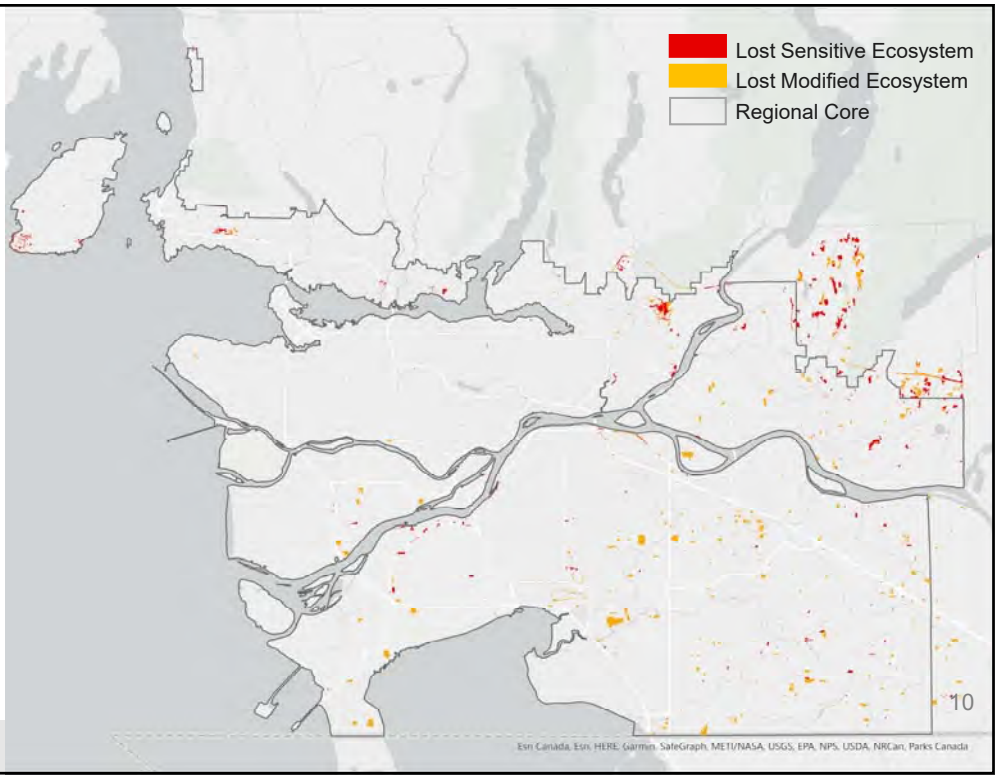
ECOSYSTEM LOSS

2009-2020
=
2,500 ha
(~1.5%) in the Region

1,800 ha (~5%) in the Regional Core over 10 years



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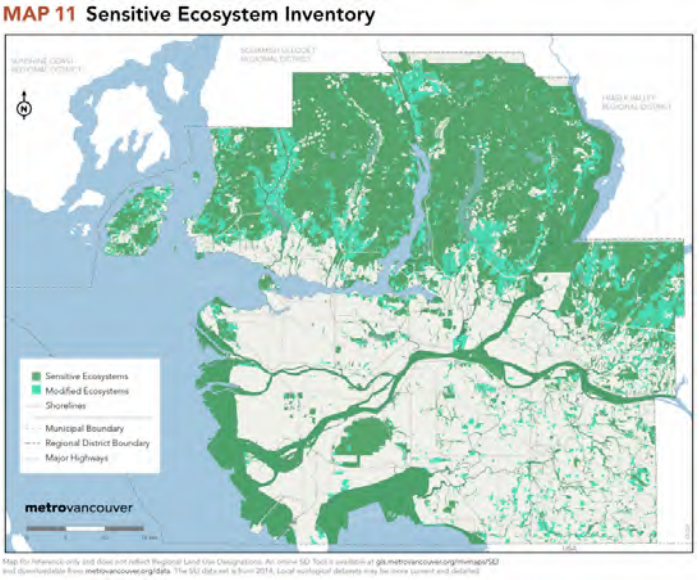
Aldergrove Regional Park, Langley Township

IMPLICATIONS OF LOSS

- Ecosystem service provision
  - Carbon storage
  - Mitigation of natural hazards
  - Human health
- Climate change resiliency
- Habitat and connectivity

NEXT STEPS

- Share data
- Additional data analyses
- *Metro 2050* Map 11
- Policy implementation
  - *Metro 2050*
  - *Regional Parks Land Acquisition 2050*
  - *Climate 2050*





Burns Bog, Delta

Thank you

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To: Regional Planning Committee

From: Jessica Hayes, Acting Program Manager, Housing Policy and Planning, Regional Planning and Housing Services

Date: August 21, 2023 Meeting Date: September 7, 2023

Subject: **Regional Coordination on Provincial Housing Initiatives and Targets**

RECOMMENDATION

That the MVRD Board receive for information the report dated August 21, 2023, titled "Regional Coordination on Provincial Housing Initiatives and Targets".

EXECUTIVE SUMMARY

To address housing supply and affordability challenges, the Province of BC has introduced a number of new measures to proactively encourage housing supply and accelerate housing approvals, including legislation that enables the Province to set housing targets for specified municipalities. Metro Vancouver recognizes the potential for regional coordination and collaboration to ensure the most effective implementation of new housing initiatives. This report outlines various options for a regional role given recent and forthcoming provincial policy and regulatory changes, and summarizes input received from the Regional Planning Advisory Committee (RPAC) regarding how Metro Vancouver can best support its members to successfully respond to provincial housing initiatives and targets going forward.

PURPOSE

To inform the Regional Planning Committee and MVRD Board regarding options for regional coordination when responding to recent and forthcoming provincial housing initiatives and targets, and opportunities for Metro Vancouver to support its member jurisdictions in doing so.

BACKGROUND

On May 31, 2023 the Province of BC identified all Metro Vancouver member jurisdictions, except for Bowen Island Municipality and Tsawwassen First Nation, as specified municipalities that may be subject to housing target orders under the *Housing Supply Act.* The first cohort of ten municipalities subject to housing target orders includes five Metro Vancouver municipalities, with additional local governments expected to be selected in the fall. Metro Vancouver aims to support its member jurisdictions to meet new requirements set by the Province. At its June 9, 2023 meeting, the Regional Planning Committee was advised of Metro Vancouver staff's intention to engage with the Regional Planning Advisory Committee (RPAC) to offer support for regional coordination on provincial housing initiatives and targets. Staff are now reporting back to the Regional Planning Committee based on discussions with RPAC.

SUMMARY OF PROVINCIAL LEGISLATIVE CHANGES

To address housing supply and affordability challenges, the Province has endeavoured to reform the planning framework in BC by introducing measures to proactively encourage housing supply and accelerate housing approvals. To this end, in 2019, the Province introduced the requirement for local governments to prepare Housing Needs Reports, and completed the Development Approvals Process Review (DAPR). In 2021, several legislative changes were enacted as a result of the DAPR findings, such as authorizing electronic meetings and public hearings, removing the need for public hearings on zoning bylaws consistent with Official Community Plans, and granting authority to delegate minor development variance permits to staff. The Province also provided funding for local governments to review their development approvals processes.

More recently, the Province released the *Homes for People* plan, supported by Budget 2023 investments of $4B over the next three years and a commitment to invest $12B over the next 10 years. Key actions include:

- encouraging more small-scale, multi-unit housing, including townhomes, duplexes and triplexes through zoning changes that will allow up to 4 units on a single-detached lot (or 3 depending on size/type of lot), with additional density permitted in areas well-served by transit;
- legalizing secondary suites in all communities in BC and offering forgivable loans for homeowners to build and rent secondary suites below market rates to increase affordable rental supply;
- launching BC Builds to use public land to deliver affordable homes, particularly near transit;
- introducing a flipping tax to discourage short-term speculation;
- providing an annual income-tested tax credit of up to $400 per year for renters;
- streamlining and modernizing permitting to reduce costs and speed up approvals; and
- strengthening enforcement of short-term rentals.

Housing Supply Act

In November 2022, the Province of BC announced the *Housing Supply Act* (Bill 43 – 2022) (Reference 1). The legislation enables the Province to, by order, set housing targets for specified municipalities in an effort to increase housing supply, availability, and affordability. A housing target order sets a housing target for the specified municipality, as well as the reporting period, performance indicators, and timeline by which the municipality's progress towards the housing target will be assessed. The minister is required to consult with the specified municipality and consider a variety of sources when setting a housing target, including housing needs reports, official community plans, regional growth strategies, transportation investments, and other statistical information and data relating to the demand and supply of housing.

On May 31, 2023, the Province announced the first cohort of ten municipalities that have been selected for housing targets, based on a methodology that evaluated measures related to housing need, availability of housing supply, and projected growth. All Metro Vancouver member jurisdictions, except for Bowen Island Municipality and Tsawwassen First Nation, have been identified as specified municipalities that may be subject to housing target orders under the *Housing Supply Act.*

Five of the 10 initially selected municipalities are Metro Vancouver member jurisdictions and include:

- City of Delta
- District North Vancouver
- City of Port Moody
- City of Vancouver
- District of West Vancouver

The Province has stated that it will consult with the selected municipalities over summer 2023 before setting housing targets. A second group of eight to 10 municipalities will be selected for housing target orders and notified in late 2023. Metro Vancouver staff have engaged with all member jurisdictions via RPAC to offer support for regional coordination, recognizing that other members may also be subject to future housing target orders, as noted in the Housing Supply Regulation (Reference 2). There is also an opportunity to further engage with member jurisdictions through the Regional Administrators Advisory Committee (RAAC), or a subgroup of RAAC that is working on housing policy actions and coordination across several Metro Vancouver municipalities.

POTENTIAL FOR REGIONAL COORDINATION

Current and planned provincial reforms, when considered together, result in a significant change to the current planning and land use framework in BC. Metro Vancouver aims to support its member jurisdictions to meet the requirements of new legislation set by the Province, and recognizes the potential for regional coordination and collaboration to ensure the most effective and efficient implementation of new housing initiatives.

Regional coordination may be achieved through a variety of means including: data provision, policy, research, and advocacy measures. Metro Vancouver is well-positioned to convene and assist members to coordinate with the Province and to help overcome barriers that members may face in meeting requirements under new provincial legislation such as the *Housing Supply Act*, similar to the data and information gathering support already provided to member jurisdictions in the preparation of provincial Housing Needs Reports. There is also an opportunity for Metro Vancouver to take a more active approach by assisting with monitoring and reporting, or assisting in developing or coordinating programs to encourage housing supply. These options are outlined in greater detail below.

Options for Regional Coordination – Feedback Received

Outlined in Table 1 are various options for a regional role given recent provincial legislative changes. Staff have received input from RPAC, and welcome further input from the Regional Planning Committee, to understand how Metro Vancouver can best support its members to successfully respond to provincial housing initiatives and targets going forward.

Options	Level of Collaboration
1. Data and information gathering Metro Vancouver will provide data, and assist with information collection to support creation of housing targets and performance indicators. Similar to the approach taken with Housing Needs Reports, Metro Vancouver will compile the required data in relation to the demand for and supply of housing within the municipality that is required by the minister, including: • statistical information about current and projected population; • statistical information about household income; • information about significant economic sectors; • information about currently available housing units and housing units that are anticipated to be available, including information about types of housing units; • any other prescribed information. In addition, Metro Vancouver may suggest regionally significant data to supplement or replace certain sources, for example Metro Vancouver population, household, and employment projections (available by municipality and sub-region), rather than BC Stats population and household projections.	**Slight**
2. Monitoring and reporting support Metro Vancouver may assist with monitoring progress toward housing targets, and providing a standard template or assisting with the preparation of housing target progress reports required by the Province. In doing so, Metro Vancouver would ensure alignment with the regional affordable rental housing target and Housing Needs Reports.	**Moderate**
3. Housing supply pilot program or other policy guidance Metro Vancouver would work collaboratively with member jurisdictions to develop coordinated program and policy approaches to meeting housing supply targets. With similar housing needs and market context in many jurisdictions, there are potential efficiencies in developing coordinated actions to meeting Provincial directives.	**Significant**

FEEDBACK RECEIVED

RPAC members expressed general interest in each of the options outlined, depending on the local context and capacity of each jurisdiction. There was broad support expressed for Option 1, given the success of similar data and information gathering support provided by Metro Vancouver to assist with Housing Needs Reports.

For Option 2, the discussion included consideration of whether or not the Province would provide a standardized format or template for housing target progress reports. It was noted that in the absence of a prescribed format, regional coordination to arrive at a common regional methodology and reporting format would be useful.

For Option 3, RPAC members expressed general interest in sharing resources to support and communicate best practices to expedite housing supply and to support rapid rental housing development. Member jurisdiction staff expressed a desire to discuss policy options further, including the potential of coordinated policy tools to encourage the supply of rental housing. Depending on the jurisdiction and existing programs, access to template guidelines, regulations,

building plans, and zones to could be useful to increase speed of rental construction and work toward housing targets.

NEXT STEPS

Metro Vancouver staff will compile the required data that is required for housing target reporting under the *Housing Supply Act* for all member jurisdictions, and offer monitoring and reporting support as needed, potentially by developing a standard housing target progress reports template, and ensuring alignment of the report methodology with *Metro 2050*, the regional affordable rental housing target, and Housing Needs Reports.

Additionally, Metro Vancouver will proceed with the exploration of coordinated program and policy approaches to meeting housing supply targets, for example, model guidelines, regulations, building plans, and zones to encourage the supply of rental housing. Given that RPAC members also expressed preliminary interest in exploring a housing supply pilot program for rapid rental housing construction in the Metro Vancouver region, staff will be convening further discussions with member jurisdictions and the Province to identify next steps and required resources, and report back to the Regional Planning Committee, the Regional Administrators Advisory Committee, and the MVRD Board.

ALTERNATIVES

This is an information report. No alternatives are presented.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated, as Regional Planning and Housing Services can accommodate the provision of regional coordination and support as part of its core services and within its existing resources and budget.

CONCLUSION

Since 2019, the Province of BC has introduced a number of new measures to proactively encourage housing supply and accelerate housing approvals, including Housing Needs Reports, regulatory changes resulting from the DAPR, housing targets under the *Housing Supply Act*, and a number of key housing actions outlined in the *Homes for People* plan. This report outlines options available for regional collaboration on provincial housing initiatives and targets, and summarizes input received from the Regional Planning Advisory Committee (RPAC). Metro Vancouver staff welcome additional input from the Regional Planning Committee, the Regional Administrators Advisory Committee, and MVRD Board, and will work with member jurisdiction staff and the Province to implement the approaches that will best support the efforts of Metro Vancouver's member jurisdictions to meet new and forthcoming requirements under provincial legislation. Metro Vancouver staff will undertake further discussions with member jurisdictions and the Province to further define the parameters of a potential housing supply pilot program, and report back to the Regional Planning Committee and MVRD Board.

REFERENCES

1. Bill 43 – 2022: Housing Supply Act (gov.bc.ca)
2. Order in Council 328/2023 (gov.bc.ca)

61131864

To: Regional Planning Committee

From: Meng Ma, Senior Policy and Planning Analyst, Regional Planning and Housing Services

Date: August 18, 2023 Meeting Date: September 7, 2023

Subject: **Metro Vancouver 2040: Shaping our Future – 2022 Annual Performance Monitoring Report**

RECOMMENDATION

That the MVRD Board:

a) receive for information the report dated August 18, 2023, titled "Metro Vancouver 2040: Shaping our Future - 2022 Annual Performance Monitoring Report"; and

b) direct staff to forward a copy to the Province of BC's Ministry of Municipal Affairs, Local Government Division.

EXECUTIVE SUMMARY

The *Local Government Act* and *Metro Vancouver 2040: Shaping our Future (Metro 2040)* require the preparation of an annual report on progress towards the Regional Growth Strategy's goals and actions. The 2022 Annual Performance Monitoring Report provides a summary update on the performance measures with relevant annual change and available data. Within the spectrum of twenty-nine performance measures, twenty-five indicators are either on track or under observation, including directing housing growth to Urban Centres and Frequent Transit Development Areas. However, indicators concerning employment growth in Urban Centres, loss of sensitive ecosystems or modified ecosystems, and reducing regional greenhouse gas emissions require close monitoring. This will be the last report on the performance measure of *Metro Vancouver 2040: Shaping our Future* given that it was replaced with the adoption of *Metro 2050* in February of 2023.

PURPOSE

To provide the Regional Planning Committee and MVRD Board the 2022 annual performance monitoring report of the region's performance toward the goals of *Metro 2040*. This is based on the key summary and context measures in Section G of the Regional Growth Strategy, from plan adoption in 2011 to 2022, and the policy and land use designation amendments to date.

BACKGROUND

Annual reporting on the Regional Growth Strategy's progress is required by Subsection 452(1)(b) of the *Local Government Act* and Section 6.13.3 of *Metro 2040*. The preparation of an annual report is also essential to ensure that the Regional Growth Strategy, its indicators, and policies are actively monitored and assessed as the region continues to grow and change.

METRO 2040 PERFORMANCE MONITORING

Metro Vancouver recognizes the important role that performance monitoring plays in the implementation of *Metro 2040* and collective decision-making. The *Progress Toward Shaping Our Future* monitoring program provides a framework for discussing *Metro 2040* implementation among MVRD Board members, member jurisdictions, TransLink, other regional agencies, and the general public. With this process, the MVRD Board is able to review and evaluate the state of growth management in the region, progress being made, and any issues that may need further attention.

Performance Monitoring Dashboard

To better convey the status of *Metro 2040's* performance measures and associated information in a clear and easy to understand way, the *Metro 2040* Performance Monitoring Dashboard on the Metro Vancouver website was created and launched in May 2017. The webpage replaces the previous large, static *Metro 2040 Progress Toward Shaping Our Future* hard copy annual report, and provides a complete profile of *Metro 2040* performance measures that are updated regularly as data becomes available. As of July 7, the dashboard is currently offline and not accessible on the Metro Vancouver website as the new *Metro 2050* dashboard is being prepared. The data remains available on request.

As of April 30, 49,225 unique users have accessed the online Dashboard locally, as well as nationally and internationally. Over the past year, 11,140 users have accessed the Dashboard, which increased by 7% compared to the same period in the previous year (see Table 1). The overall utilization of the Dashboard continues to remain strong and consistent.

Table 1. Web Analytics of the Metro 2040 Dashboard

	Launch date to April 30, 2023	May 1, 2022 to April 30, 2023
Dashboard Users	49,225	11,140
National Users Percentage	70%	68%
International Users Percentage	30%	32%
Returning User Percentage	14%	15%
User Session Totals	74,243	15,164

Metro 2040 Performance Monitoring Program

The *Metro 2040* performance monitoring program consists of 38 performance measures in total. There are 15 Key Summary Measures, 11 Strategy Performance Measures and a range of context and participation measures where the role of monitoring is simply to observe, not meet targets. Detailed information on data source and methodology for each performance measure can be found in the *Metro Vancouver 2040: Shaping our Future Performance Monitoring Guideline* (Reference 1).

Tables 2 to 7 below provide a status highlight of some of the *Metro 2040* performance measures. More detailed information on each performance measure's vision, intent, performance, and data files are available on request.

In terms of the status column:

- for context measures, the status is observing 
- for directional measures with a target, the status will either be on track  or may not be on track / area of concern 

It is important to note that most of these performance measures are in response to long range objectives, and one year's information can be misleading. Many of the performance measures can only be assessed every 5 years because of the release of new Census data or because inventories are undertaken every 5 years.

Table 2. Performance Measures for Regional Land Use Designations

Measure	Performance	Status
Total and cumulative change in land by regional land use designation	1,721 ha of land, 0.6% of the regional area changed regional land use designation since 2011. • Agricultural: 55,162 ha (net loss of 186 ha) • Conservation & Recreation: 137,059 ha (net gain of 921 ha) • Industrial: 10,189 ha (net gain of 63 ha) • Mixed Employment: 3,538 ha (net gain of 146 ha) • Rural: 8,452 ha (net loss of 115 ha) • General Urban: 69,902 ha (net loss of 824 ha) Note: the land totals are calculated based on available GIS data, and may differ from other previously published totals given adjustments and improvements to digital mapping over time.	
Total and cumulative change in land within Urban Containment Boundary (UCB)	The land area within the UCB has slightly increased. 2011: 90,400 ha, 31.80% of regional area 2022: 90,539 ha, 31.85% of regional area There were 2 amendments to the UCB in 2022 (i.e., Surrey and Lions Bay).	
Total and cumulative change in number and hectares of Urban Centre (UC)	There were no changes to Urban Centres in 2022. • 1 Metro Core, Downtown Vancouver & Central Broadway (1,907 ha) • 1 Surrey Metro Centre (473 ha) • 5 Regional City Centres (2,981 ha in total) • 19 Municipal Town Centres (2,199 ha in total) The 26 Urban Centres in the region have a total area of 7,560 ha, or 2.7% of the region's land area.	
Total and cumulative change in number and hectares of Frequent Transit Development Areas (FTDAs)	There were no changes to Frequent Transit Development Areas in 2021. • 16 FTDAs (967 ha in total)	

Table 3. Performance Measures for Metro 2040 Goal 1: Create a Compact Urban Area

Measure	Performance	Status
Percentage of regional dwelling units growth within UCB	98% of growth occurred within the UCB between 2011 and 2021.	
Percentage of regional dwelling units growth in UCs	From 2006 to 2016, 40% of the regional dwelling unit growth was within the region's 26 Urban Centres. New custom data from 2021 Census will be available in 2024 to update this performance measure.	
Annual regional population growth	Metro Vancouver's population in 2021 was 2,642,825 according to the 2021 Census of Population (this figure does not include census undercounts, which will be estimated in late 2023). This represented an average growth of 35,879 people per year since 2016.	
Annual regional dwelling unit growth	Metro Vancouver's total dwelling unit count in 2021 was 1,104,532 according to the 2021 Census of Population (this figure does not include census undercounts, which will be estimated in late 2023). This represented an average growth of 15,384 units per year since 2016.	
Annual regional employment growth	In 2021, there were 1,341,570 employed individuals in Metro Vancouver, which was lower than the employment estimate of 1,438,416 for 2021. The average growth per year was 12,934 jobs, which was also lower than the estimated annual growth of 19,247 jobs.	
Average number of dwelling units per ha within UCs	In 2016, there were an average of 36.7 dwelling units per hectare within Urban Centres. New custom data from 2021 Census will be available in 2024 to update this performance measure.	
Average number of dwelling units per ha within FTDAs	In 2016, there was an average of 15.8 dwelling units per hectare within FTDAs. New custom data from 2021 Census will be available in 2024 to update this performance measure.	
Number and status of regional sewerage service connection application	In 2022, MVRD Board received two requests to extend sanitary service connection beyond the UCB in the City of Maple Ridge. Both requests were approved and deemed consistent with the provisions of *Metro 2040*.	

Table 4. Performance Measures for Metro 2040 Goal 2: Support a Sustainable Economy

Measure	Performance	Status
Percentage of regional employment growth in Urban Centres	33% of the regional employment growth was within the region's Urban Centres from 2006 to 2016. This growth trend is not on track with the regional target of 50%. New	

	custom data from 2021 Census will be available in 2024 to update this performance measure.	
Employed labour force in retail trade sector in UCs & FTDAs	In 2016, 48% of employment in the retail trade sector is located in UCs and FTDAs. New custom data from 2021 Census will be available in 2024 to update this performance measure.	
Average number of kilometres travelled to commute region-wide	The region-wide average trip length to work / post secondary school is 13.1km according to the 2017 TransLink Trip Diary. TransLink conducts a regional trip diary approximately every 5 years; the next survey will likely be in 2023 with results available in late 2024 or early 2025.	
Average number of mins travelled for commute region-wide	In 2021, 56% of the regional employed labour force travelled less than 30 mins for work. 36% travelled for 30 to 59 mins, and 8% travelled for an hour or longer.	
Percentage of residents living and working in the same subregion	In 2021, 46% of the regional employed labour force with a usual place of work lived and worked within the same municipality, while 52% worked at a different municipality within Metro Vancouver.	

Table 5. Performance Measures for Metro 2040 Goal 3: Protect the Environment and Respond to Climate Change Impacts

Measure	Performance	Status
Hectares of land inventoried as 'sensitive ecosystem' (SE) or 'modified ecosystem' (ME)	The 2018 Sensitive Ecosystem Inventory (SEI) reported a loss of 1,640 hectares of sensitive and modified ecosystems for region from 2009 to 2014. 1,190 ha of the loss was within the regional core area (mostly aligned with UCB). The SEI is updated every 6 years; the next update is underway and will be completed in 2023.	
Percentage of inventoried SE and ME rated high quality	The 2018 SEI found that 84.7% of the identified sensitive / modified ecosystems in the region are rated higher quality, but the percentage drops significantly when looking at just the regional core (39.1%). The SEI is updated every 6 years; the next update is underway and will be completed in 2023.	
Track the number of pollutant exceedances of regional and national objectives and standards	Using data from the Lower Fraser Valley Air Quality Monitoring Network, Metro Vancouver continues to track air quality and report on the number of exceedances of regional air quality objectives.	
Tonnes and percentage of regional greenhouse gas (GHG) emissions produced	Regional GHG emissions will be reported later in 2023. Approximately 65% of the region's GHG emissions are from on-road transportation and buildings. Significant	 additional

by building and on-road transportation sources	action by all levels of government is needed for Metro Vancouver to achieve its 2030 target, and become a carbon neutral region by 2050.	policies being developed as part of *Climate 2050,* and strengthened policy for Metro 2050 will be considered.
Regional baseline and change projections for relevant climate variables	The 2016 Climate Change Projections for Metro Vancouver study anticipates that Metro Vancouver will have warmer temperatures in all seasons, wetter winters, drier summers, and a significant decrease in snowpack year-round.	

Table 6. Performance Measures for Metro 2040 Goal 4: Develop Complete Communities

Measure	Performance	Status
Status of municipal Housing Action Plans	As of April 2023, 16 municipalities have adopted housing action plans or strategies.	
Composition of housing stock by type, tenure and cost	New dwelling unit completion by type in 2022 • Single detached: 2,667 • Semi-detached (duplex): 570 • Row house: 2,186 • Apartment: 16,017 New dwelling unit completion by tenure in 2022 • Freehold ownership: 2,717 • Condominium ownership: 12,641 • Co-op: 0 • Rental: 6,082 Total of 21,440 new dwelling units in 2022.	
Percentage of hours with Air Quality Health Index (AQHI) in high and low health risk categories	In 2021, air quality was in the low health risk category over 98% of the time. While the region did experience impacts from wildfire smoke from outside the region, there were more hours in the low health risk category than in other years affected by wildfires (e.g., 2017, 2018).	
Walkability	The Walkability Index was updated in 2020 to allow for cross comparison between the three-research periods, 2006, 2011, and 2016. The five indicators that contribute to the Walkability Index are residential density, intersection density, land use mix, commercial floor area ratio, and sidewalk completeness. The Walkability Index is planned to be updated in early 2024 using 2021 data.	

Table 7. Performance Measures for Metro 2040 Goal 5: Support Sustainable Transportation Options

Measure	Performance	Status
Percentage of total trips that are private vehicle based	In comparison to the 2011 Trip Diary, the 2017 Trip Diary shows a clear shift from motorized trips to walking. Trips by automobile driver decreased from 59% to 55%, while walking trips increased from 10% to 14%. TransLink conducts a regional trip diary approximately every 5 years; the next survey is planned for the fall of 2023 with results available in late 2024 or early 2025.	
Percentage of population living within walking distance of the Frequent Transit Network (FTN)	50.2% of the Metro Vancouver population live within a five-minute walk to the FTN or a ten-minute walk to a rapid transit station, according to 2016 Census data. New custom data from 2021 Census will be available in 2024 to update this performance measure.	
Number of actively insured vehicles	Metro Vancouver had approximately 1,323,340 actively insured passenger vehicles in 2021 (2022 data is not released as of April 30, 2023). The number of actively insured passenger vehicles decreased by 44,330 compared to 2020 data. The decrease in vehicle count is likely impacted by the COVID-19 pandemic.	

ALTERNATIVES

This is an informational report. No alternatives are presented.

FINANCIAL IMPLICATIONS

Data acquisition and development for performance monitoring is a regular component of the annual Regional Planning budget.

CONCLUSION

The *Local Government Act* and *Metro 2040* require the preparation of an annual report on the Regional Growth Strategy's progress. This will be the last report on the performance measure of *Metro 2040* given that it was repealed in February of 2023 with the adoption of *Metro 2050*, the updated Regional Growth Strategy. The 2022 Annual Performance Monitoring Report provides a summary update on the performance measures with relevant annual change and available data for the year 2022. Recognizing the important role that performance monitoring plays in the implementation of the Regional Growth Strategy and collective decision-making, Metro Vancouver is updating the online Dashboard to reflect the adoption of *Metro 2050.* It is planned to be publicly available early in 2024 and, as data becomes available, will be updated with the *Metro 2050* performance measures in the near future.

REFERENCES

1. *Metro Vancouver 2040: Shaping our Future* Performance Monitoring Guideline

59320633

To: Finance Committee

From: David Leavers, Division Manager, Regional Parks, Visitor & Operations Services
Mike Mayers, Division Manager, Water Services, Watershed Operations & Protection

Date: August 11, 2023 Meeting Date: September 14, 2023

Subject: **Tree Management on Metro Vancouver Lands – Revised Board Policy**

RECOMMENDATION

That the MVRD/GVS&DD/GVWD/MVHC Boards approve the revised Tree Management on Metro Vancouver Lands Policy as presented in the report dated August 11, 2023, titled "Tree Management on Metro Vancouver Lands Policy – Revised Board Policy."

EXECUTIVE SUMMARY

In February, 2018, a *Tree Management on Metro Vancouver Lands* board policy was approved by the Boards of MVRD, GVS&DD, GVWD, and MVHC (Metro Vancouver). The policy directs that Metro Vancouver maintain a consistent approach regarding the inspection and management of trees to ensure that its processes are aligned and standardized for risk assessment across all operating departments.

This report recommends a number of revisions to the *Tree Management on Metro Vancouver Lands* policy to continuously improve Metro Vancouver's tree management practices. Proposed changes include new/revised definitions, an updated policy statement, and the removal of procedure based language (now that a new set of corporate procedures has been developed to support the policy). New to the policy is the inclusion of a section that imbeds direction regarding tree replacement requirements while managing for hazard trees, or when accommodating new development on Metro Vancouver lands in urban settings. The policy will require that Metro Vancouver replace any trees removed at a minimum replacement ration of 2:1 or the standard set by the local municipality, whichever is higher.

PURPOSE

To seek approval of the revised *Tree Management on Metro Vancouver Lands* policy (Attachment 1) regarding the inspection and management of trees to manage associated risks, and to establish tree replacement requirements for trees removed.

BACKGROUND

Under the *Occupier's Liability Act*, occupiers of land and premises have a duty to take reasonable care that people and their property will be reasonable safe in using the premises. That duty of care includes the management of trees.

Metro Vancouver has extensive landholdings in urban settings with frequent interface between inhabitants, assets, and Metro Vancouver trees; in forested areas such as regional parks and

conservation areas where the public is invited to recreate; and, in wilderness areas in which there are rare interfaces between the public or staff and assets and Metro Vancouver trees.

On February 23, 2018, a *Tree Management on Metro Vancouver Lands* board policy was approved by MVRD, GVS&DD, GVWD, and MVHC (Metro Vancouver). The policy was approved to provide staff with guidance regarding the inspection and management of trees wholly or in part on Metro Vancouver Lands to ensure that processes are aligned and standardized for risk assessment across all Metro Vancouver departments.

POLICY RELATED WORK (2018-2023)

Over the past five years, staff from across the organization have worked with consultants, focused on the development of a set of corporate procedures to support the *Tree Management on Metro Vancouver Lands* policy. Procedures have been created to ensure that processes are aligned and standardized for risk assessment across all Metro Vancouver operation departments, as required by the Board policy. The procedures include direction for all operating departments including Water Services, Regional Parks, Liquid Waste Services, Metro Housing and Solid Waste Services. The procedures cover topics including:

1. Tree Risk Zoning
2. Site Types
3. On-demand Inspections
4. Scheduled Inspections
5. Tree Removal and Hazard Mitigation
6. Staff Roles and Responsibilities
7. Tree Risk Assessment Process

In addition, staff recently launched a standardized approach to managing hazard tree data throughout all Metro Vancouver operations. A database, accessed by staff through a cloud-based application and online desktop portal, was developed in-house to collect and retain all hazard tree information in order to maintain an inventory of trees and their respective inspection schedules, as required by the policy. All operating departments are required to transfer all existing records into the new database.

Over the past five years, a desire has been identified to imbed clear direction regarding tree replacement requirements while managing for hazard trees, or when accommodating new development on Metro Vancouver lands in urban settings.

PROPOSED REVISIONS TO THE POLICY

Proposed revisions to the *Tree Management on Metro Vancouver Lands* policy reference much of the work that has been completed in the last five years to continuously improve Metro Vancouver's tree management practices. These revisions are illustrated in the red-line version of the policy, included in the report as Attachment 2.

The following is a summary of proposed revisions to the policy:

Definitions

- Updated definition of "Hazard Tree" to introduce a time element;
- Introduced definition of "Metro Vancouver";
- Updated definition of "Metro Vancouver Lands" to include lands without tenure where there is a legal assignment of the lands to Metro Vancouver; and
- Eliminated definition of "Tree Risk Rating" as it has been included in the new corporate procedures.

Policy Statement

A new policy statement is proposed that references the types of interfaces Metro Vancouver has with inhabitants, assets, and trees on Metro Vancouver Lands. The new statement introduces language regarding the priorities of public and employee safety, environmental protection, property and critical infrastructure and prudent financial management in managing a hazard tree program. The statement notes that trees will be inspected and maintained in accordance with the policy, as well as by any procedures that are in effect from time to time. The statement "in accordance with the annual budget" is added in recognition that Metro Vancouver's ability to manage risk is limited by the financial resources available through operating budgets.

Inspection and Management of Metro Vancouver Trees

Section 1 of the policy has been revised to remove procedural language that has been moved to the new corporate procedures. The proposed policy states more emphatically that "Metro Vancouver will inspect and maintain Trees on Metro Vancouver Lands in accordance with its corporate procedures."

Hazard Tree Abatement Actions

Section 2 of the policy has been revised to state that abatement actions will be undertaken "in accordance with corporate procedures" rather than "in accordance with the recommendations of a Qualified Tree Assessor" to be consistent with the removal of procedural language for this revised policy.

Tree Replacement

Section 3 of the policy imbeds direction for staff and consultants regarding tree replacement requirements while managing for hazard trees, or when accommodating new development on Metro Vancouver lands in urban settings. Through this revision, Metro Vancouver commits to maintaining or providing a replacement ratio of a minimum 2:1 or the standard set by local municipality, whichever is higher.

ALTERNATIVES

1. That the MVRD/GVS&DD/GVWD/MVHD Boards approve the revised Tree Management on Metro Vancouver Lands Policy as presented in the report dated August 11, 2023, titled "Tree Management on Metro Vancouver Lands Policy – Revised Board Policy."

2. That the MVRD/GVS&DD/GVWD/MVHD Board receive for information the report dated August 11, 2023, titled "Tree Management on Metro Vancouver Lands Policy – Revised Board Policy.

FINANCIAL IMPLICATIONS

Subject to the approval of alternative 1, staff will proceed to manage its hazard tree management program with new corporate procedures in place and within current approved 2023 budgets and bring forward any required cost increases to future budgets.

Regional Parks has proposed an additional $150,000 increase in 2024 operating budget to become fully compliant, and currently has over $400K to continue to manage the hazard tree management program. The relative costs for Liquid Waste Services, Regional Housing, and Solid Waste Services will be less than for Regional Parks and increases for these divisions will be proposed in future years.

Additional funding will be required in most operating departments to become fully compliant with the *Tree Management on Metro Vancouver Lands* policy over the next 15 years (the minimum inspection cycle / schedule of assessment) as different operating departments are at different stages with respect to policy implementation. Individual departments will be required to complete a tree risk zoning mapping exercise for all properties under their authority, and illustrate all urban settings. Each zoning map will identify the site type of each property (urban settings / wilderness settings). Scheduled inspections will be required for all urban settings identified with potential targets in accordance with a minimum 15-year inspection cycle. Cost estimates related to tree removal and hazard mitigation will be determined year-to-year and will be built into future budget requests. Re-occurring assessment and reduced mitigation work requirements will reduce the need for cost increases for the ongoing program over future years.

CONCLUSION

The proposed revisions to the Tree Management on Metro Vancouver Lands Policy provide increased clarity and direction on the management of trees, specifically addressing tree risk assessment practices, specific references to new operating procedures and the implementation of the new hazard tree management system. New tree replacement requirements are imbedded in the revised policy. The proposed amended policy will further align and standardize processes for tree risk assessment across all Metro Vancouver departments. Alternative 1 is recommended.

Attachments

1. Revised *Tree Management on Metro Vancouver Lands* policy
2. Current *Tree Management on Metro Vancouver Lands* policy – Red-Line Version

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SERVICES AND SOLUTIONS FOR A LIVABLE REGION

BOARD POLICY

TREE MANAGEMENT ON METRO VANCOUVER LANDS

Effective Date: February 23, 2018 (revised September 29, 2023)

Approved By: MVRD/MVHC/GVWD/GVS&DD Boards

Policy No. GV-017

PURPOSE

To provide direction on the inspection and management of trees wholly or in part on Metro Vancouver lands.

DEFINITIONS

"Hazard Tree" means a Tree, identified in writing by a Qualified Tree Risk Assessor, to be in such a condition that there is a substantial likelihood that all or part of the Tree will fail within the schedule of assessment, resulting in the risk of personal injury or property damage;

"Metro Vancouver" means, collectively, the Metro Vancouver Regional District, the Greater Vancouver Sewerage and Drainage District, the Greater Vancouver Water District and the Metro Vancouver Housing Corporation;

"Metro Vancouver Lands" means fee-simple and leasehold properties held by one or more of the entities comprising Metro Vancouver, but does not include lands covered by statutory rights of way, licence agreements, permits or other land tenure or access agreements, unless responsibility for Tree management is specifically assigned to Metro Vancouver in the relevant instrument;

"Qualified Tree Risk Assessor" refers to a Metro Vancouver staff person or external party who is qualified and certified under a WorkSafeBC approved program to conduct a Tree risk assessment and make recommendations for abatement of risks where a Tree is assessed as a Hazard Tree; and

"Tree" means a woody perennial plant usually having a single trunk or stem which has a diameter of at least 10 centimetres when measured from a height of 1.4 metres above the natural grade of the land and with an overall height of at least 4.5 metres.

POLICY

Metro Vancouver has extensive landholdings in urban settings with frequent interface between inhabitants, assets, and Trees; in forested areas such as regional parks and conservation areas where the public is invited to recreate; and, in wilderness settings with rare interfaces between the public or Metro Vancouver staff, assets and Trees. In managing the risks associated with its Trees, Metro Vancouver prioritizes public and employee safety, environmental protection, property and critical infrastructure and prudent financial management of the organization. Trees will be inspected and maintained in accordance with this Policy, and any procedures in effect from time to time, in a manner that reflects the priority and urgency necessary to manage the risks, in accordance with the annual budget.

This Policy guides the inspection and management of Trees on Metro Vancouver Lands by ensuring that processes are aligned and standardized for risk assessment across all Metro Vancouver departments.

1. Inspection and Management of Metro Vancouver Trees:

a) Where Metro Vancouver Lands contain Trees for which a failure could result in one or more of:

i. personal injury while using sites that are authorized for use by Metro Vancouver staff, contractors, and the public;

ii. damage to Metro Vancouver or adjacent property owner assets; or

iii. interruption in the provision of Metro Vancouver services to the public,

Metro Vancouver will inspect and maintain Trees on Metro Vancouver Lands in accordance with its corporate procedures.

b) Where Metro Vancouver Lands contain Trees which have not yet been part of a scheduled assessment, Metro Vancouver will assess and manage Trees upon receipt of a notice, whether from Metro Vancouver staff or the public, setting out a concern regarding perceived dangers posed by the Tree and the location of the Tree.

2. Hazard Tree Abatement Actions:

Where a Tree has been assessed as a Hazard Tree, abatement actions will be undertaken in accordance with corporate procedures in order to achieve the following broad objectives:

i. to reduce/address risk to Metro Vancouver staff and the public;

ii. to protect Metro Vancouver infrastructure and other assets; and

iii. to enhance and maintain healthy forested ecosystems in urban settings and wilderness settings.

3. Tree Replacement:

Metro Vancouver will maintain a Tree replacement program to ensure successional replacement by defining the number of appropriate replacement Trees required for every Tree removed in urban settings. While managing for Hazard Trees or when accommodating new development in urban settings, Metro Vancouver will maintain or provide a replacement ratio of a minimum of 2:1 or the standard set by local municipality, whichever is higher.

TREE MANAGEMENT ON METRO VANCOUVER LANDS

Effective Date: February 23, 2018 (revised September 29, 2023)

Approved By: MVRD/GVS&DD/GVWD/MVHC Boards

PURPOSE

To provide direction on the inspection and management of trees wholly or in part on Metro Vancouver lands.

DEFINITIONS

"Hazard Tree" means a Tree, identified in writing by a Qualified Tree Risk Assessor, to be in such a condition that there is a substantial likelihood that all or part of the Tree will fail within the schedule of assessment, resulting in the risk of personal injury or property damage;

"**Metro Vancouver"** means, collectively, the Metro Vancouver Regional District, the Greater Vancouver Sewerage and Drainage District, the Greater Vancouver Water District and the Metro Vancouver Housing Corporation;

"Metro Vancouver Lands" means fee-simple and leasehold properties held by one or more of the entities comprising Metro Vancouver, but does not include lands covered by statutory rights of way, licence agreements, permits or other land tenure or access agreements, unless responsibility for Tree management is specifically assigned to Metro Vancouver in the relevant instrument;

"Qualified Tree Risk Assessor" refers to a Metro Vancouver staff person or external party who is qualified and certified under a WorkSafeBC approved program to conduct a Tree risk assessment and make recommendations for abatement of risks where a Tree is assessed as a Hazard Tree; and

"Tree" means a woody perennial plant usually having a single trunk or stem which has a diameter of at least 10 centimetres when measured from a height of 1.4 metres above the natural grade of the land and with an overall height of at least 4.5 metres.

POLICY

Metro Vancouver has extensive landholdings in urban settings with frequent interface between inhabitants, assets, and Trees; in forested areas such as regional parks and conservation areas where the public is invited to recreate; and, in wilderness settings with rare interfaces between the public or Metro Vancouver staff, assets and Trees. In managing the risks associated with its Trees, Metro Vancouver prioritizes public and employee safety, environmental protection, property and critical infrastructure and prudent financial management of the organization. Trees will be inspected and maintained in accordance with this Policy, and any procedures in effect from time to time, in a manner that reflects the priority and urgency necessary to manage the risks, in accordance with the annual budget.

This Policy guides the inspection and management of Trees on Metro Vancouver Lands by ensuring that processes are aligned and standardized for risk assessment across all Metro Vancouver departments.

1. Inspection and Management of Metro Vancouver Trees:

(a) Where Metro Vancouver Lands contain Trees for which a failure could result in one or more of:

i. personal injury while using sites that are authorized for use by Metro Vancouver staff, contractors, and the public;

ii. damage to Metro Vancouver or adjacent property owner assets; or

iii. interruption in the provision of Metro Vancouver services to the public,

Metro Vancouver will inspect and maintain Trees on Metro Vancouver Lands in accordance with its corporate procedures.

(b) Where Metro Vancouver Lands contain Trees which have not yet been part of a scheduled assessment, Metro Vancouver will access and manage Trees upon receipt of a notice, whether from Metro Vancouver staff or the public, setting out a concern regarding perceived dangers posed by the Tree and the location of the Tree.

2. Hazard Tree Abatement Actions:

Where a Tree has been assessed as a Hazard Tree, abatement actions will be undertaken in accordance with corporate procedures in order to achieve the following broad objectives:

i. to reduce/address risk to Metro Vancouver staff and the public;

ii. to protect Metro Vancouver infrastructure and other assets; and

iii. to enhance and maintain healthy forested ecosystems in urban settings and wilderness settings.

3. Tree Replacement:

Metro Vancouver will maintain a Tree replacement program to ensure successional replacement by defining the number of appropriate replacement Trees required for every Tree removed in urban settings. While managing for Hazard Trees or when accommodating new development in urban settings, Metro Vancouver will maintain or provide a replacement ratio of a minimum of 2:1 or the standard set by local municipality, whichever is higher.

To: MVRD Board of Directors

From: Dorothy Shermer, Corporate Officer

Date: September 11, 2023 Meeting Date: September 29, 2023

Subject: **2024 Schedule of Board Meetings**

RECOMMENDATION

That the MVRD Board receive for information the schedule of board meetings, as follows:

a) Regular Meeting Dates
- Friday, January 26, 2024
- Friday, February 23, 2024
- Friday, March 22, 2024
- Friday, April 26, 2024
- Friday, May 31, 2024
- Friday, June 28, 2024
- Friday, July 26, 2024
- Friday, September 27, 2024
- Friday, October 25, 2024
- Friday, November 29, 2024
- Friday, December 13, 2024

b) Special Meeting Dates
- Wednesday, April 17, 2024
- Wednesday, October 16, 2024

c) Time
All regular meetings are scheduled for 9:00 am, unless otherwise specified on the meeting notice.

d) Place
All regular meetings will take place in the Metro Vancouver Boardroom on the 28th Floor, 4515 Central Boulevard, Burnaby, BC and may include the simultaneous use of electronic facilities.

EXECUTIVE SUMMARY

The 2024 schedule of board meetings has been prepared in accordance with the provisions of the *Procedure Bylaw*. The schedule includes the date, time, and place for thirteen (13) board meetings, mostly to be held on Fridays at the end of most months which will avoid conflicts with the standing committee schedule, municipal council meetings, and other conflicting events. Additional special board meetings may be scheduled if required. Meetings on the 2024 Schedule of Meetings will be conducted as in-person meetings or hybrid electronic meetings.

PURPOSE

To provide the Board with its 2024 schedule of regular board meetings.

BACKGROUND

The Board *Procedure Bylaw* requires the Corporate Officer to provide the Board with an annual schedule of regular board meetings for the upcoming year, including the date, time, and place of the meetings. This report brings forward the schedule of regular and anticipated special board meetings for 2024.

As the GVSDD, GVWD, and MVHC Boards operate in accordance with the MVRD Board *Procedure Bylaw*, the meeting schedule also applies to those entities, whose meeting together usually comprises a sitting of the Boards.

BOARD MEETING SCHEDULE

To accommodate the business of the Board, eleven (11) regular business meetings have been scheduled on a Friday at the end of most months (with the exception of August where there are no board meetings scheduled). Scheduling the board meetings on Friday avoids meeting conflicts with municipal council meetings, and holding such meetings at the end of the month accommodates standing committee meetings which are generally scheduled during the first two weeks of the month.

In addition, the schedule includes two (2) additional special meetings, anticipated to be called, to consider items related to the budget (Wednesday, April 17, 2024 and Wednesday, October 16, 2024). In accordance with the *Local Government Act*, the November 29, 2024 meeting will be the inaugural meeting of the term.

Furthermore, the meeting schedule avoids conflicts with statutory holidays, conferences, and conventions for elected officials (FCM, UBCM and LMLGA), and accommodates other regional events and meetings where possible.

In addition to the meetings on this schedule, special board meetings may be called.

Meeting Place

All meetings on this schedule will take place in the Metro Vancouver Boardroom on the 28th Floor, 4515 Central Boulevard, Burnaby, BC and may include the simultaneous use of electronic facilities to facilitate electronic participation by members.

Public Notice

For the purposes of public notice, the 2024 schedule will be made available on the Metro Vancouver website and on the public notice board.

ALTERNATIVES

This is an information report. No alternatives are presented.

FINANCIAL IMPLICATIONS

Board meeting expenses and remuneration have been allocated in the annual budget.

CONCLUSION

Pursuant to the Board *Procedure Bylaw*, an annual schedule of regular board meetings for 2024 has been prepared. The schedule establishes regular meetings on a monthly basis, usually on Fridays, in order to support the Boards' business, and accommodate committee meetings and other events. Notwithstanding the regular schedule, additional special meetings may be scheduled if needed. All meetings on this schedule will take place in the Metro Vancouver Boardroom and may include the simultaneous use of electronic facilities.

To: MVRD Board of Directors

From: Janis Knaupp, Chief Election Officer

Date: September 13, 2023 Meeting Date: September 29, 2023

Subject: **2022 General Local Election for Electoral Area A – Notice of Elector Organization Deregistration and Candidate Disqualification**

RECOMMENDATION

That the MVRD Board receive for information the report dated September 13, 2023, titled "2022 General Local Election for Electoral Area A – Notice of Elector Organization Deregistration and Candidate Disqualification".

EXECUTIVE SUMMARY

The *Local Elections Campaign Financing Act* ("the Act") requires all elector organizations and candidates in a general local election to file documents by a compliance deadline. During the 2022 General Local Election, Progress Vancouver (elector organization) registered Jonah Gonzales as a candidate for the position of Director, Electoral Area A, Metro Vancouver Regional District. Elections BC notified Metro Vancouver that Progress Vancouver failed to file a supplementary report to address reporting deficiencies by May 29, 2023 as required under the Act, with the result that effective July 4, 2023, Progress Vancouver is deregistered, and candidate Jonah Gonzales is disqualified from being nominated for, elected to, or holding office on a local authority until after the 2026 General Local Elections. Elections BC has opened an investigation of Progress Vancouver's finances and will notify Metro Vancouver of the outcome of the investigation once concluded.

PURPOSE

This report is to comply with the *Local Elections Campaign Financing Act* ("the Act") which requires the Chief Election Officer to present to the Board, in open meeting, as soon as practicable, the name of any candidate or elector organization that has failed to file required information with Elections BC by the compliance deadline.

BACKGROUND

Under section 64(3) of the Act, any elector organization that fails to file a disclosure statement, annual report, or supplementary report with the required information is deregistered. Further, under 65(1) of the Act, any candidate endorsed by that elector organization is disqualified from being nominated for, elected to, or holding office on a local authority until after the next general local election. These penalties apply to any election in which the Act is applicable, and continues until after the 2026 General Local Elections.

REPORTS TO LOCAL AUTHROITY RESPECTING NON-COMPLIANCE

Progress Vancouver registered candidate Jonah Gonzales in Metro Vancouver's 2022 Local Government Election for the position of Director, Electoral Area A. On November 29, 2022, Metro Vancouver sent written notice to Electoral Area A candidates of their responsibility to submit a Disclosure Statement to Elections BC no later than January 13, 2023.

On January 11, 2023, Elections BC notified Metro Vancouver that Progress Vancouver and Jonah Gonzales failed to file a Disclosure Statement for the 2022 General Local Election. Elections BC sent written notice to both parties directly reminding them of the requirements.

On March 10, 2023, Elections BC notified Progress Vancouver that they were required to file a corrective supplementary report within 30 days. Elections BC sent multiple additional notifications on their legal responsibilities to correct deficiencies in financial reporting. On July 5, 2023, Elections BC notified Metro Vancouver that pursuant to Section 61.1 of the Act, Progress Vancouver failed to file a supplementary report by May 29, 2023 as required, and was therefore deregistered effective July 4, 2023. Elections BC has notified Progress Vancouver of their deregistration penalties.

On July 12, 2023, Elections BC notified Metro Vancouver that an investigation has been opened into Progress Vancouver's finances and that further enforcement actions may be taken depending on the results of this investigation. This investigation is ongoing and Elections BC will notify Metro Vancouver of the outcome once the investigation is concluded. The lists of disqualified candidates and deregistered elector organizations are maintained by Elections BC.

ALTERNATIVES

This is in information report. No alternatives are presented.

CONCLUSION

The Chief Election Officer is required under the Act to notify the Board of any candidate or elector organization that did not meet legal responsibilities associated with a Local Government Election by the compliance deadline set by Elections BC. Metro Vancouver was advised by Elections BC that effective July 4, 2023, Progress Vancouver (elector organization) did not meet these requirements and is deregistered, and that Jonah Gonzales (candidate) is disqualified from running in local elections until after the 2026 General Local Election. Elections BC has opened an investigation into Progress Vancouver's finances and further enforcement actions may be taken. Elections BC will update Metro Vancouver on the outcome of the investigation once concluded.

This report is provided to comply with legislative requirements and is for the Board's information.

61175330

To: Mayors Committee

From: Dorothy Shermer, Corporate Officer

Date: July 19, 2023 Meeting Date: September 6, 2023

Subject: **Board Procedure Bylaw**

RECOMMENDATION

That the MVRD Board:

a) give first, second, and third reading to *Metro Vancouver Regional District Procedure Bylaw No. 1368, 2023*; and

b) adopt *Metro Vancouver Regional District Procedure Bylaw No. 1368, 2023*.

EXECUTIVE SUMMARY

On April 28, 2023, the Board directed staff to bring forward a new *Metro Vancouver Regional District Board Procedure Bylaw* (Attachment 1) to replace *Metro Vancouver Regional District Procedure Bylaw Number 1205, 2014*. This report presents for the Board's consideration the new *Procedure Bylaw*, prepared according to the recommendations endorsed by the Board in April, and includes updates that 1) provide greater procedural clarity, 2) reduce redundancies, 3) facilitate interpretation through the use of plain language, and 4) allow for differentiation between electronic meetings and electronic participation which enables greater flexibility in determining the appropriate meeting type for each meeting.

PURPOSE

To present *Metro Vancouver Regional District Board Procedure Bylaw No. 1368, 2023* for Board consideration.

BACKGROUND

At its meeting held on April 28, 2023, the Board considered a report dated March 17, 2023 titled "Board Procedure Bylaw Review Findings" (Attachment 2) and passed the following resolution:

> *That the MVRD board direct staff to bring forward a new Metro Vancouver Regional District Board Procedure Bylaw to replace Metro Vancouver Regional District Procedure Bylaw Number 1205, 2014 that incorporates the recommended changes as presented in the report dated March 17, 2023, titled "Board Procedure Bylaw Review Findings.*

Following this direction, this report brings forward for Board consideration *Metro Vancouver Regional District Board Procedure Bylaw No. 1368, 2023*.

PROCEDURE BYLAW CHANGES

Metro Vancouver Regional District Board Procedure Bylaw No. 1368, 2023 includes the following updates:

- **Housekeeping changes** – updating address; replace references to specific sections of legislation with general references to legislation; replace quoted sections of legislation with general references to legislation; replacing confusing terms with plain language terms; update terms to conform with Robert's Rules of Order; correct section references.
- **Add clarity by specifically including long-standing practices and interpretations** – specify that the Corporate Officer may send designates to attend meetings; specify the Chair's duty to preside upon arrival; add standard order of business for closed meetings; add section to address agenda preparation and circulation; specify that minutes are available to the public; specify that 24-hour notice is required for calling special meetings; clarify order of precedence for motions to adjourn; clarify that executed matters are excluded from reconsideration; specify that Public Hearings, where required, are held after second reading; clarify committee responsibility to consider staff reports.
- **Chair Elections** – clarify requirement to consent to nominations for position of Board Chair or Vice-Chair; add provisions for allowing absent candidate to be nominated and to consent to the nomination; specify allotted time for candidate to address the Board; specify how the election is to be conducted by secret ballot if the meeting is held electronically; simplify determination of election results in the case of three (or more) way ties by using the same method for determining two-way ties.
- **Rescheduling or Cancelling Meetings** – add provisions to specify how meetings can be rescheduled or cancelled.
- **Notice of Motion** – clarify "new matter" as "matter that is not listed on the meeting agenda"; add provision to allow members' notices of motion to proceed in their absence with the mover's written consent.
- **Reconsideration** – add six-month waiting period for repeating reconsideration motions.
- **Bylaws** – remove requirement to place corporate seal on bylaws.
- **Delegations** – clarify that delegations cannot appear more than once "on the same subject matter" instead of "on the same agenda item" within six months; specify that only the executive summary of up to two pages from delegations is retained; limit the maximum number of delegations at each meeting to three, except with unanimous board approval; add list of prohibited delegations (e.g. item for which Public Hearing has been held, subject of litigation, commercial promotions, and other commonly prohibited delegations).
- **Electronic Meetings and Electronic Participation** – add clear differentiations between in-person meetings, hybrid meetings, and electronic meetings, as well as a mechanism for allowing electronic participation in in-person meetings; add provisions for administrative handling of request for electronic participation in in-person meetings; add procedures for establishing meeting types and converting meeting types.

ALTERNATIVES

1. That the MVRD Board:
    a) give first, second, and third reading to *Metro Vancouver Regional District Procedure Bylaw No. 1368, 2023*; and
    b) adopt *Metro Vancouver Regional District Procedure Bylaw No. 1368, 2023*.
2. That the MVRD Board refer the report dated July 19, 2023 titled "Board Procedure Bylaw" back to staff for inclusion of additional changes to the bylaw provisions.

FINANCIAL IMPLICATIONS

There are no financial implications or budgetary impacts associated with the adoption of *Metro Vancouver Regional District Board Procedure Bylaw No. 1368, 2023* aside the nominal cost of providing public notice as required by section 94 of the *Community Charter*.

CONCLUSION

Draft *Metro Vancouver Regional District Board Procedure Bylaw No. 1368, 2023* has been prepared according to the recommendations endorsed by the Board in April, and includes updates that 1) provide greater procedural clarity, 2) reduce redundancies, 3) facilitate interpretation through the use of plain language, and 4) allow for differentiation between electronic meetings and electronic participation, which enables greater flexibility in determining the appropriate meeting type for each meeting. The bylaw is now presented to the Board for consideration of adoption.

Attachments

1. Draft *Metro Vancouver Regional District Board Procedure Bylaw No. 1368, 2023*.
2. Mayors Committee report dated March 17, 2023 titled "Board Procedure Bylaw Review Findings".

METRO VANCOUVER REGIONAL DISTRICT
BYLAW NO. 1368, 2023
A bylaw to regulate the proceedings of the
Metro Vancouver Regional District Boards and Committees

WHEREAS the *Local Government Act*, RSBC 2015, Chapter 1, as amended (the "*Act*") requires the Board to establish the general procedures to be followed by the Board and Board committees in conducting their business;

NOW THEREFORE the Board of the Metro Vancouver Regional District enacts as follows:

PART 1 - INTRODUCTION

Citation

1. The official citation of this Bylaw is "Metro Vancouver Regional District Procedure Bylaw No. 1368, 2023".

Repeal of Bylaw

2. "Metro Vancouver Regional District Procedure Bylaw Number 1205, 2014" and all amendments thereto are hereby repealed.

Definitions

3. In this Bylaw:

"*Act*" means the *Local Government Act*;

"audio and video recording devices" means any equipment enabling the recording and or transmission of sound and or visual images;

"Board" or "board" means the Board of Directors of the Metro Vancouver Regional District;

"Chair" means, where the context requires, the Chair of the Board elected pursuant to the *Act*, or the person appointed as the Chair, Vice Chair or other person presiding at a meeting of the Board or committee;

"*Charter*" means the *Community Charter*;

"committee" means, as the context requires, a select committee established by the Board, or a standing committee established by the Board Chair;

"Corporate Officer" means the officer assigned corporate administration responsibilities under the *Act* and includes that officer's designate;

"Director" means a member of the Board, whether as a municipal director, as an electoral area director, or as a Treaty First Nation director pursuant to the Act;

"Electronic Meeting" means a meeting where some or all members are Electronic Participants;

"Electronic Participant" means a member who participates in a meeting by means of electronic or other communication facilities;

"In-Person Meeting" means a meeting where all members attend in-person;

"Meeting" or "meeting" means a meeting of the Board, or a meeting of a committee, as the context requires, and includes an Electronic Meeting and an In-Person Meeting;

"member" means a Director of the Board, or a person appointed to a committee, as the context requires;

"Unsafe Conditions" means any one or more of epidemics, pandemics, extreme weather conditions, fires, explosions, natural disasters, floods, riots, or road blockages;

"posting place" means the public notice board located on the 28th floor at the offices of the Metro Vancouver Regional District, 4515 Central Boulevard, Burnaby, British Columbia, V5H 0C6 and the MVRD website;

"Regional District" means the Metro Vancouver Regional District;

"select committee" means a committee established by the Board, pursuant to the *Act*, to consider or inquire into any matter and report its findings and opinion to the Board, after which the select committee disbands; and

"standing committee" means a committee established by the Board Chair, pursuant to the *Act*, that meets regularly to deliberate on matters the Chair considers would be better dealt with by committee.

Application of Rules of Procedure

4. (1) The rules of procedure as set out in this Bylaw apply to all Meetings except as otherwise provided.

(2) In cases not provided for under this Bylaw, the current edition of *Robert's Rules of Order, Newly Revised* will apply to the extent that those rules are applicable in the circumstances and are not inconsistent with the provisions of this Bylaw, the *Act*, or the *Charter*.

Motion to Suspend the Rules

5. (1) Any member may give notice of a motion to temporarily suspend any one or more of the rules contained in this Bylaw, provided that such suspension is not inconsistent with or in contravention of any statutory requirement, by providing the Corporate Officer with a written copy of such motion no later than two working days prior to the scheduled Meeting, and the Corporate Officer shall add the motion to the agenda for said Meeting. The notice must specify which rule is to be temporarily suspended and the item on the agenda to which that suspension will apply.

(2) At a Meeting, any member may at any time introduce a motion to temporarily suspend any one or more of the rules contained in this Bylaw provided that such suspension is not inconsistent with or in contravention of any statutory requirement.

(3) A motion to suspend the rules may only be adopted by at least two thirds vote of the members present.

PART 2 – ELECTION OF CHAIR AND VICE CHAIR

General Provisions

6. (1) As provided in the *Act:*

(a) At the first Meeting held after November 1 in each year, the Board must elect a Chair and a Vice Chair.

(b) The Vice Chair has, during the absence, illness, or other disability of the Chair, all the powers of the Chair and is subject to all rules applicable to the Chair.

(c) If the Chair and the Vice Chair are not present at a Meeting of the Board, the Directors present may elect an acting Chair who, during that Meeting, has all the powers of the Chair and is subject to all rules applicable to the Chair.

(d) For the purposes of elections under this section, each Director present at the Meeting has one vote in each election for an office.

Nominations

7. (1) The call for nominations for the office of Board Chair shall be conducted by the Corporate Officer, and the call for nominations for the office of Board Vice Chair shall be called by the Board Chair.

(2) A candidate must consent to the nomination.

(3) If a candidate is not present at the meeting, their written consent to the nomination must be provided to the Corporate Officer at the Meeting.

Acclamation

8. If only one candidate is nominated for an office, that candidate shall be declared elected by acclamation.

Election

9. (1) If more than one candidate is nominated for an office, an election by voting shall be held and voting shall be conducted by secret ballot.
   (2) At the close of nominations, each candidate will be given a maximum of three minutes to address the Board in favour of their candidacy in the order of their nomination. If a candidate is not present at the meeting, they may have their nominator deliver a prepared speech on their behalf not to exceed three minutes.
   (3) For elections that take place during an Electronic Meeting, if voting by secret ballot is not practicable, Board Members may place their vote by way of an individual, confidential phone call to the Corporate Officer.
   (4) The counting of ballots shall be conducted by the Corporate Officer together with the Treasurer or Corporate Solicitor. Immediately thereafter the ballots shall be destroyed.
   (5) The candidate with the most votes for an office shall be declared elected to that office.

Tie Vote

10. In the event of a tie vote for the most votes of two or more candidates, the candidates who are tied remain in the election. If a definitive election result cannot be declared after three elections have been held, then the result of the election is determined by lot between those candidates as follows:
    (a) the name of each candidate is to be written on a separate piece of paper, as similar as possible to all other pieces prepared for the determination;
    (b) the pieces of paper are to be folded in a uniform manner in such a way that the names of the candidates are not visible;
    (c) the pieces of paper are to be placed in a container that is sufficiently large to allow them to be shaken for the purpose of making their distribution random, and the container is to be shaken for this purpose;
    (d) a person who is not a candidate shall be asked to withdraw one paper; and
    (e) the candidate whose name is on the paper that was drawn shall be declared elected to that office.

PART 3 – MEETINGS

Regular Board Meetings – Date, Time, and Place

11. (1) No later than the last board meeting in November, the Corporate Officer shall provide an annual schedule of regular board meetings for the upcoming year, including the date, time and place of meetings, and meetings shall be held accordingly unless otherwise determined by resolution of the Board.
    (2) For the purposes of advance public notice, the Corporate Officer shall post the annual schedule of regular board meetings at the posting place.
    (3) Regular board meetings may be cancelled, postponed, or rescheduled by the Corporate Officer in consultation with the Chair and Chief Administrative Officer.
    (4) In the case of regular board meetings conducted as Electronic Meetings, either the Corporate Officer or designate must be in attendance at a specified place where the public may attend to hear the portions of the proceedings that are open to the public.

(5) In the case of regular board meetings conducted as Electronic Meetings, advance public notice must include:
   (a) the way in which the Electronic Meeting will be conducted; and
   (b) the place where the public may attend to hear, or watch and hear, the portions of the proceedings that are open to the public.

(6) In the event of a change to a regular board meeting date, time, place, way in which the Electronic Meeting will be conducted, or place where the public may attend to hear, or watch and hear, the proceedings of an Electronic Meeting that are open to the public, the Corporate Officer shall as soon as possible post the change at the posting place.

Regular Committee Meetings – Date, Time, and Place

12. (1) As soon as possible after the Board Chair has established committees, the Corporate Officer shall establish an annual schedule of committee regular meetings including the date, time, and place of the meetings and provide the annual schedule of committee regular meetings to each member of each committee.

(2) For the purposes of advance public notice, the Corporate Officer shall post the annual schedule of committee regular meetings at the posting place.

(3) In the case of regular committee meetings conducted as Electronic Meetings, advance public notice must include:
   (a) the way in which the Electronic Meeting will be conducted; and
   (b) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.

(4) A committee Chair may call additional meetings, or cancel a meeting, change the date, time, or place of a regular meeting where circumstances require.

(5) In the event of a change to a regular committee meeting date, time, place, way in which the Electronic Meeting will be conducted, or place where the public may attend to hear, or watch and hear, the proceedings of an Electronic Meeting that are open to the public, the Corporate Officer shall as soon as possible post the change at the posting place.

Special Meetings – Calling and Conduct

13. (1) Pursuant to the *Act*, on the request of the Chair or any two members, a special meeting shall be called by the Corporate Officer by posting a copy of the notice at the regular board meeting place and public notice posting places, and by leaving one copy for each member at the place given by each member to the Corporate Officer for that purpose at least 24 hours in advance in advance of the meeting.

(2) The notice shall state the general purpose of the meeting and the day, time, and place of the meeting, as well as whether the meeting is to be conducted as an Electronic Meeting or an In-Person Meeting.

(3) The notice of special meeting must be signed by the Chair or Corporate Officer.

(4) In the case of Special Meetings conducted as Electronic Meetings, notice must include:
   (a) the way in which the Electronic Meeting will be conducted; and
   (b) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.

(5) In the case of Special Meetings conducted as Electronic Meetings either the Corporate Officer or designate must be in attendance at a specified place where the public may attend to hear the portions of the proceedings that are open to the public.
(6) The notice of any special meeting may be waived by a unanimous vote of the Board or committee, as the context requires.
(7) In an emergency, notice of a special meeting may be given with the consent of the Chair and two members, and notice of the meeting does not need to be given in writing.

Electronic Meetings

14. (1) A meeting may be conducted as an Electronic Meeting or an In-Person Meeting.
(2) Electronic Meetings must abide by the rules established by the Procedure Bylaw and Board policies pertaining to Electronic Meetings.
(3) Electronic Meetings may be held:
(a) using a hybrid model of simultaneous use of electronic facilities and the Metro Vancouver boardroom or other location; or
(b) using only electronic facilities, through which all members must join the meeting.

In-Person Meetings

15. (1) Certain meetings throughout the calendar year may be determined to require in-person attendance by members, when:
(a) established as In-Person Meetings on the annual Board and committee schedules referred to in Part 3;
(b) carried by resolution of the Board or committee; or
(c) given the nature of one or more items on the agenda, the Chair determines in-person attendance as a requirement, subject to members being provided with seven days of advance notice of the requirement to attend in person. The advance notice of any change of a scheduled meeting to an In-Person Meeting may be waived by a unanimous vote of the Board or committee, as the context requires.
(2) If the Chair determines that Unsafe Conditions exist that have the potential to cause risk to the health and/or safety of members scheduled to attend an In-Person Meeting, then notwithstanding Section 15(1), the Chair may permit members to participate by means of electronic or other communication facilities.
(3) Subject to section 15(4), if a member is unable to attend an In-Person Meeting due to extenuating circumstances, that member may request authorization from the Chair or the Chair's designate to participate electronically notwithstanding Section 15(1).
(4) Section 15(3) does not apply to the first meeting held after November 1 in each year, at which the board elects a Chair and a Vice Chair.

Attendance of Public at Meetings

16. Pursuant to the *Act* and the *Charter*, a meeting must be open to the public, except as provided in section 17(1).

Meetings That May or Must Be Closed to the Public

17. (1) A meeting, or part of a meeting, may or must be closed to the public only if the matter falls under section 90 of the *Charter*.

(2) As provided in the *Charter*, before holding a meeting or part of a meeting that is to be closed to the public, the Board or committee must state, by resolution passed in a public meeting:

(a) the fact that the meeting or part is to be closed, and

(b) the basis under the applicable subsection of section 90 of the *Charter* on which the meeting or part is to be closed.

Other Persons attending Closed Meetings

18. (1) As provided in the *Charter*, if all or part of a meeting is closed to the public, the Board or committee may allow one or more Regional District officers and employees to attend or exclude them from attending, as it considers appropriate.

(2) As provided in the *Charter*, if all or part of a meeting is closed to the public, the Board or committee may allow a person other than Regional District officers and employees to attend:

(a) in the case of a meeting that must be closed under section 17(1), if the Board or committee considers this necessary and the person:

(i) already has knowledge of the confidential information, or

(ii) is a lawyer attending to provide legal advice in relation to the matter; and

(b) in other cases, if the Board or committee considers this necessary.

(3) The minutes of a meeting or part of a meeting that is closed to the public must record the names of all persons in attendance.

Meetings and Hearings Outside Regional District

19. As provided in the *Act*, the following meetings may take place outside the boundaries of the Regional District:

(a) board meetings;

(b) committee meetings;

(c) other public meetings conducted by or on behalf of the Board or a board committee;

(d) board hearings that are required by law or authorized by an enactment; and

(e) board proceedings in which a person is entitled under the *Act* to make representations to the Board.

Duty to Respect Confidentiality

20. Pursuant to the *Charter*, a member or former member must, unless specifically authorized by the Board or committee:

(a) keep in confidence any record held in confidence by the Regional District, until the record is released to the public as lawfully authorized or required, and

(b) keep in confidence information considered in any part of a meeting that was lawfully closed to the public, until the Board or committee discusses the information at a meeting that is open to the public or releases the information to the public.

Corporate Officer to Attend

21. The Corporate Officer or their designate shall attend all meetings and record the business, proceedings and reports thereof.

PART 4 – QUORUM

Chair to Preside at Meetings

22. (1) The Chair, if present, shall preside at all Meetings. In the absence of the Chair from a meeting, the Vice Chair shall preside.
(2) In the absence of both the Chair and Vice Chair, the Corporate Officer shall call the Meeting to order and call for a motion from the members present to appoint a member to preside as acting Chair pursuant to the *Act.*
(3) If the Chair or Vice Chair arrives after commencement of a Meeting at which an acting chair is presiding, he or she shall preside on arrival.

Quorum

23. (1) A quorum of the Board is a majority of all the Directors having among them a majority of all the votes and a quorum of a committee is a majority of the members appointed to that committee.
(2) The Chair will call the Meeting to order as soon as quorum is present, but not before the time the Meeting was scheduled to commence.
(3) If a quorum is not present within thirty minutes after the time established for a meeting, the Corporate Officer shall record the names of the members present and the Meeting shall stand adjourned.

PART 5 – ORDER OF BUSINESS

Order of Business

24. (1) The Corporate Officer, in consultation with the Chief Administrative Officer, shall prepare an agenda and circulate a copy of the agenda to each member. If necessary, a supplementary agenda for a Meeting of the Board may be circulated up to 24 hours before the meeting.
(2) Unless otherwise determined by resolution of the Board or committee, the order of business for regular board meetings shall be as follows:
(a) Adoption of the Agenda
(b) Adoption of the Minutes
(c) Delegations
(d) Invited Presentations
(e) Consent Agenda
(f) Items Removed from the Consent Agenda

(g) Reports from Committee or Chief Administrative Officer (not included on the Consent Agenda)
(h) Motions for Which Notice Has Been Given
(i) Other Business
(j) Resolution to Close Meeting
(k) Adjournment or Conclusion.

(3) Unless otherwise determined by resolution of the Board or committee, the order of business for regular closed board meetings shall be as follows:
(a) Adoption of the Agenda
(b) Adoption of the Minutes
(c) Delegations
(d) Invited Presentations
(e) Reports from Committee or Chief Administrative Officer
(f) Motions for Which Notice Has Been Given
(g) Other Business
(h) Adjournment or Conclusion.

(4) Unless otherwise determined by resolution of the Board or committee, the order of business for regular committee meetings shall be as follows:
(a) Adoption of the Agenda
(b) Adoption of the Minutes
(c) Delegations
(d) Invited Presentations
(e) Reports from Committee or Chief Administrative Officer
(f) Information Items
(g) Other Business
(h) Resolution to Close Meeting
(i) Adjournment or Conclusion.

(5) Unless otherwise determined by resolution of the Board or committee, the order of business for regular closed committee meetings shall be as follows:
(a) Adoption of the Minutes
(b) Delegations
(c) Invited Presentations
(d) Reports from Committee or Chief Administrative Officer
(e) Information Items
(f) Other Business
(g) Adjournment or Conclusion.

(6) Unless otherwise determined by resolution of the Board or committee, the order of business for special board or committee meetings shall be as follows:
(a) Adoption of the Agenda
(b) Reports from Committee or Chief Administrative Officer
(c) Resolution to Close Meeting
(d) Adjournment or Conclusion.

(7) Unless otherwise determined by resolution of the Board or committee, the order of business for special closed board or committee meetings shall be as follows:
(a) Adoption of the Agenda
(b) Reports from Committee or Chief Administrative Officer

(c) Adjournment or Conclusion.

Addition of Agenda Items by a Member

25. (1) At a meeting, a member may, at the time adoption of the agenda is being considered, propose to place an additional item on the agenda. The item must be added to the agenda only if the resolution is adopted by at least two thirds vote of the members present.

(2) Notwithstanding section 24(1), after the meeting agenda has been adopted, a member may propose to place an item of an urgent matter on the agenda. The item must be added to the agenda only if the resolution is adopted by at least two thirds vote of the members present.

Minutes

26. (1) As provided in the *Act*, minutes of board meetings must be:
(a) legibly recorded;
(b) certified as correct by the Corporate Officer;
(c) signed by the Chair or other member presiding at the meeting or at the next meeting at which they are adopted; and
(d) made available to the public.

(2) As provided in the *Act*, minutes of a committee meeting must be:
(a) legibly recorded;
(b) signed by the Chair or member presiding at the meeting; and
(c) made available to the public.

(3) The Corporate Officer may, after the minutes have been approved, correct errors in grammar, spelling, and punctuation in the minutes or may insert words necessary to the meaning or continuity of a sentence, but must not make any other change to the minutes which would alter or affect, in a material way, the actual decision made by the Board.

Consent Agenda

27. (1) The consent agenda portion of a board agenda shall consist of staff or committee report items that contain clear 'take action, give approval, or receive for information' recommendations.

(2) Directors may vote on and adopt in one motion all recommendations appearing on the consent agenda portion of a board agenda.

(3) At any time prior to the vote under section 27(2), a Director may for the purposes of:
(a) debate or discussion,
(b) voting in opposition to a recommendation on the consent agenda, or
(c) declaring a conflict of interest with respect to an item on the consent agenda,
request that an item be removed from the consent agenda. The item will be considered immediately after the consideration of the consent agenda.

Adjourn

28. (1) A meeting which has been in session for four hours from the time the meeting was convened is deemed to be adjourned unless the Board or committee resolves to extend the meeting.

(2) Notwithstanding section 28(1), a motion to adjourn shall always be in order; if said motion fails, no second motion to the same effect shall be made until some intermediate proceeding shall have been taken.

PART 6 – KEEPING ORDER

Expelling a Person

29. (1) Persons speaking at a Board or committee meeting must:
   (a) Use respectful language;
   (b) Not use offensive gestures or signs;
   (c) Must not engage in bullying or harassing behaviour;
   (d) Must adhere to the rules of procedures established under this Bylaw and to the decisions of the presiding member and the Board in connection with the rules and points of order.

(2) If a person who has contravened the general rules of conduct as set out in section 29(1), the presiding member may permit the person to apologize and if the person does so apologize, the presiding member may:
   (a) permit the person to remain in the meeting; or
   (b) order the person to leave the meeting immediately if the presiding member is of the opinion that the apology was inadequate.

(3) The Chair may expel a person from a meeting as provided in the *Charter* as follows:
   (a) If the Chair considers that another person at the meeting is acting improperly, the person presiding may order that the person is expelled from the meeting.
   (b) If a person who is expelled does not leave the meeting, a peace officer may enforce the order under subsection (a) as if it were a court order.

Use of Audio or Video Recording Devices

30. (1) No person shall use or operate any audio and or video recording devices at a meeting unless audio and or video recording devices are placed in a location designated by the Chair for that purpose and remain in that location during the course of the meeting.

(2) Notwithstanding section 30(1), audio and or visual recording devices must not be used or operated during a closed meeting.

Points of Order

31. The Chair shall preserve order and decide all points of order which may arise.

Appeal

32. (1) Any decision of the Chair made under Section 31 may be appealed by a member and on an appeal by a member from the decision of the Chair, the question shall be immediately put by the Chair and decided without debate, "Shall the decision of the Chair be sustained?" and the Chair shall be governed by the vote of the majority of the members then present excluding the Chair.
   (a) In the event of the votes being equal, the question shall pass in the affirmative.
   (b) The names of the members voting for or against the question shall be recorded in the minutes.

(2) If the Chair refuses to put the question "Shall the decision of the Chair be sustained?" per section 32(1), the Board or committee shall immediately appoint a member to preside temporarily and the member so temporarily appointed shall proceed in accordance with Section 32(1) and Subsections 32(1)(a) and 32(1)(b).

(3) Any resolution or motion carried under the circumstances mentioned in Section 32(2) is as binding as if carried out with the Chair presiding.

PART 7 - DEBATE

General Provisions

33. (1) Where there is a motion under debate a member shall not speak other than on that motion under debate and the matters relating to that motion as set out in Section 34(2).

(2) No Director shall speak on any question for longer than three minutes without leave of the Chair.

(3) Section 33(2) does not apply to committees.

(4) Any member may require the motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.

(5) No Director shall speak more than once to the same motion without leave of the Chair except:

(a) in explanation of a material part of their speech which may have been misunderstood, provided in doing so that Director does not introduce any new matter, and no debate shall be allowed upon such explanation; or

(b) in reply by a Director who moved the main motion to the Board, but not to any Director who has moved an amendment or a secondary motion.

(6) Section 33(5) does not apply to committees.

(7) If, during debate on a motion, a motion to refer or postpone that motion is put while there remain members who have indicated an intention to speak, the Chair may refuse to accept the seconding of such motion of postponement or referral until those on the list of speakers for the first motion have been heard. No other names shall be added to the said speakers list and, following the hearing of those entitled to speak, the Chair shall ask if there be a seconder to the motion to postpone or refer and, receiving an affirmative response, shall call the question on such motion.

(8) At any time during debate on a motion, a Director may move “That the vote on the motion be called” and that motion shall be decided without amendment or debate. If the motion “That the vote on the motion be called” is adopted by at least two thirds vote of the members present, the motion consequent thereon shall be immediately called and voted upon without further debate or amendment.

(9) Section 33(8) does not apply to committees.

PART 8 – MOTIONS

General Provisions

34. (1) A motion shall be made and seconded before being debated or finally put by the Chair.

(2) When a motion is under debate it is deemed to be in possession of the Board or committee and no motion shall be received unless to amend it, to refer it, to table it, to postpone it to a certain time, to withdraw it, to adjourn, or to call the question.

Amendments

35. (1) Amendments shall be voted on in the reverse order to that in which they are moved.
(2) Every amendment submitted shall, when requested by any member, be reduced to writing and be decided upon or withdrawn before the main question is called.
(3) Amendments shall be allowed to the main motion but only one amendment shall be allowed to an amendment, provided that such amendments shall be a modification and not a nullification of the main motion.

Referral

36. A motion to refer, until it is decided, shall take precedence over the main motion and motions to amend the main motion.

Chair Determines Contrary to Rules

37. When the Chair is of the opinion that a motion put before the Board is contrary to the rules of the Board or committee, the Chair shall declare the motion to be not in order and cite the rule or authority applicable in the circumstances.

PART 9 – NOTICE OF MOTION

Points of Order

38. (1) Any Director desiring to bring before the Board a matter that is not listed on the meeting agenda, other than a point of order or of privilege, shall do so by way of motion; provided however, that any new matter of major import, which may require further information than could or would normally be available to the Board at such meeting, may be ruled by the Chair as a notice of motion and shall be dealt with as provided by Section 38(2).
(2) Any Director may give notice of a motion to the Board by:
(a) providing the Corporate Officer with a written copy of such motion during a meeting of the Board and the Corporate Officer shall, upon the Director being acknowledged by the Chair and the notice of motion being read to the Meeting, include it in the minutes of that Meeting as notice of motion and shall add the motion to the agenda of the next regular Board Meeting, or to the agenda of a special Board Meeting scheduled for that purpose; or
(b) providing the Corporate Officer with a written copy of such motion, no later than nine working days prior to the scheduled meeting, and the Corporate Officer shall add the motion to the agenda for said meeting.
(3) A Notice of Motion may not proceed in the absence of the mover, unless the mover has provided the Corporate Officer with written notification that the Notice of Motion may proceed in their absence.

PART 10 – RECONSIDERATION, RESCISSION OF A RESOLUTION

Chair May Propose Board Reconsideration of a Matter

39. Notwithstanding section 25(1), as provided the *Act* and the *Charter*, the Chair may require Board reconsideration of a matter as follows:
    (1) Without limiting the authority of a Board to reconsider a matter, the Chair may require the Board to reconsider and vote again on a matter that was the subject of a vote.
    (2) In exercising the power under subsection (1), the Chair may return the matter for reconsideration at the meeting of the Board following the original vote.
    (3) A matter may not be reconsidered under this section if:
        (a) it has had the approval of the electors or the assent of the electors and was subsequently adopted by the Board,
        (b) there has already been a reconsideration under this section in relation to the matter, or
        (c) some action integral to the resolution to be reconsidered has been taken as a result of the previous decision and that action is impossible to undo.
    (4) On a reconsideration under this section, the Board:
        (a) must deal with the matter as soon as convenient, and
        (b) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.
    (5) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

Director, Other Than the Chair, May Propose Board Reconsideration of a Matter

40. (1) After a vote has been taken on any motion, a Director (except the Chair), who voted with the majority for or against that resolution may, at the next regular meeting of the Board following the original vote, introduce a motion to reconsider that resolution in accordance with section 25(1) or section 38(2)(b).
    (2) If a motion to reconsider is defeated, the same or substantially the same motion may not be brought before the Board for at least six months, unless the Board permits this by unanimous resolution.

General Provisions for Board Reconsideration

41. (1) When a motion to reconsider has been presented, no discussion of the main question shall be allowed unless the motion to reconsider has been adopted.
    (2) No resolution shall be reconsidered more than once on the same question, nor shall a vote to reconsider be reconsidered.

Rescission or Amendment of a Previously Decided Resolution

42. (1) At a Board Meeting, any Director may at any time introduce a motion to rescind or amend a previously decided resolution which has been adopted in the affirmative or

negative in accordance with section 25(1) or section 38(2)(b), and at a committee Meeting, any member may do so in accordance with section 25(1).

(2) Notwithstanding section 42(1) a member may at any time introduce a motion to rescind or amend a previously decided resolution if the motion is made at the same meeting as the previously decided resolution.

(3) Notwithstanding section 42(1), a motion to rescind or to amend a resolution is not in order under the following circumstances:

(a) If some action integral to the resolution now being rescinded or amended has been taken as a result of the previous decision and that action is impossible to undo; or

(b) If the resolution is so intimately connected with another resolution that the resolution cannot be considered as a distinct proposition.

(4) If a motion to rescind or amend a previously decided resolution is defeated, the same motion or substantially the same motion may not be brought before the Board for at least six months, unless the Board permits this by unanimous resolution.

PART 11 - VOTING

Tie Votes

43. In all cases where the votes of the members present and entitled to vote, including the vote of the Chair, are equal for and against a question, the question shall be declared in the negative, and it shall be the duty of the Chair or other member presiding to so declare.

Abstention

44. Any member present who abstains from voting shall be deemed to have voted in the affirmative.

Recorded Vote

45. (1) At a board meeting, a Director may call for a recorded vote, and if so called, the Corporate Officer shall record in the minutes the names of each Director present, the manner in which that Director has voted, and the number of votes assigned to such Director.

(2) Section 45(1) does not apply to committees.

Distinct Propositions

46. When the motion under debate contains several parts, each of which is capable of standing as a complete proposition if the others are removed, a separate vote upon each such proposition shall be taken if requested by any member.

Members Attendance for Vote

47. Members who are in the room shall always take their place when a vote is called for and shall not leave until the vote has been taken unless a member has declared a conflict of interest.

PART 12 - BYLAWS

Copies of Proposed Bylaws to Directors

48. Every proposed bylaw shall be in written form before it is considered by the Board and a copy shall be provided to each Director when it is under discussion.

Introducing, Reading, and Adoption Bylaws

49. (1) Every proposed bylaw shall be introduced by motion.
(2) A bylaw shall be deemed to be read when its title or bylaw number is stated.
(3) Every proposed bylaw must be given first, second, and third reading before it is passed and finally adopted.
(4) Every proposed bylaw may be introduced and given first, second, and third readings at the same meeting by one motion for all three readings.
(5) Bylaws that require statutory public hearings prior to their adoption shall be read for the first and second time prior to the holding of the public hearing.
(6) A separate motion that a proposed bylaw be passed and finally adopted must be made at a subsequent meeting, except that as provided in the *Act*, a bylaw that does not require approval, consent, or assent under the *Act* or any other act before it is adopted may be adopted at the same meeting at which it passes third reading if the motion for adoption receives at least two thirds vote of the Directors present.
(7) As provided in the *Charter*, a Board must not vote on the reading or adoption of a bylaw when its meeting is closed to the public.

Certification and Storage

50. (1) When a bylaw is read at a board meeting, the Corporate Officer shall certify the readings and dates at the end of such bylaw. After a bylaw has been adopted the Corporate Officer shall be responsible for its correctness, including any amendments.
(2) Every bylaw which has been adopted by the Board shall be signed without delay by the Chair and the Corporate Officer, and retained by the Corporate Officer for safekeeping.
(3) After their adoption by the Board, all bylaws shall be filed in their regular order and shall have an index prepared for the same.

Repeal of a Bylaw

51. The repeal of any bylaw or part of any bylaw shall not, unless a contrary intention appears, revive any bylaw or Part thereof not in force or existing at the time at which a bylaw takes effect or prevent the effect of any saving clause therein.

PART 13 - DELEGATIONS

General Provisions

52. (1) No person, persons or organization shall appear as a delegation more than once to the same subject matter within six months except to introduce new and material information.

(2) Each delegation shall be limited to a maximum time of five minutes to make a presentation to the Board or a committee unless otherwise determined by leave of the Chair.

(3) The Board or committee shall be limited to a maximum of five minutes in which to direct questions to the respective delegation unless otherwise determined by leave of the Chair.

(4) No more than three delegations may appear at each meeting except with unanimous approval of the Board or committee before which the delegations wish to appear.

(5) Each delegation may provide the Corporate Officer with an executive summary, of up to two pages, of the delegation's presentation for the record.

(6) The subject matter upon which a delegation wishes to speak must:
   (a) be within the jurisdiction of the Regional District; and
   (b) if the delegation wishes to speak to a committee, be within the terms of reference of the committee for which the delegation wishes to appear.

(7) A request to appear as a delegation at a Council of Councils Committee will not be accepted unless a meeting of the Councils of Council's Committee has been called for the express purpose of hearing delegations on a matter.

(8) A request to appear as a delegation at a board or committee meeting will not be accepted if it relates to:
   (a) a bylaw for which a public hearing has already been held and where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw;
   (b) a matter to be dealt with as a grievance under a collective agreement, or similar employee or labour relations matter;
   (c) any matter that is before the courts or on which the Board has authorized legal action;
   (d) a matter in respect of which the Regional District-led public consultation process is planned or in progress;
   (e) the promotion of commercial projects or services;
   (f) the promotion of a political party or of a candidate for elected office;
   (g) a public procurement process for the provision of goods, services or construction for Metro Vancouver Regional District between the time that such procurement process has been posted and the time any resulting contract or proposal call has been awarded, or other final decision made; or
   (h) any matter on which the delegate has already spoken to the Board and where no new significant information is provided.

(9) The Corporate Officer or designate shall make the determination on section 52(8) and notify the requestor if the request to appear as a delegation is not accepted.

Regular Delegation - Committee

53. (1) Any person, persons or organization wishing to appear as a regular delegation before a committee shall submit a written request to the Corporate Officer at least seven working days prior to the scheduled meeting.

(2) The written request must stipulate:
   (a) the subject matter upon which the delegation wishes to speak;
   (b) the name of the designated speaker; and

(c) the specific action which is being requested of the committee by the delegation.

(3) Each delegation may, at least seven working days before a scheduled meeting, provide the Corporate Officer with an executive summary, of up to two pages, of the delegation's presentation for inclusion in the applicable committee agenda package.

(4) The Corporate Officer shall, at a time reasonably in advance of the meeting, notify the delegation of the date, time and place of the meeting at which the delegation is scheduled to appear.

(5) The delegation appearance and the subject of the delegation will be included on the meeting agenda.

Late Delegation - Committee

54. (1) Any person, persons, or organization who deems their interests to be affected by a report on a committee agenda and who, because of circumstances, could not have been expected to give earlier notice pursuant to section 53(1), may request to appear as a late delegation before the committee by submitting a written request, before the meeting is convened, to the Corporate Officer, stipulating:

(a) the circumstances preventing the delegation from giving earlier notice;

(b) how the delegation's interests are affected by a report on a committee agenda;

(c) the name of the report that the delegation wishes to speak to;

(d) the name of the designated speaker; and

(e) the specific action which is being requested of the committee by the delegation.

(2) The Corporate Officer shall advise the committee Chair of the late delegation request and circulate the written request and the executive summary, if available, to the committee members on table at the committee meeting.

(3) The committee shall, at the time adoption of the agenda is being considered, determine if the delegation will be heard, by proposing to place the late delegation request as an additional item on the agenda in accordance with section 25(1).

Delegation - Board

54. (1) Any person, persons, or organization who deems their interests to be affected by a report on a board agenda may request to appear as a delegation before the Board by submitting a written request to the Corporate Officer no later than forty-eight hours prior to the scheduled board meeting stipulating:

(a) how the delegation's interests are affected by a report on a board agenda;

(b) the name of the report that the delegation wishes to speak to;

(c) the name of the designated speaker; and

(d) the specific action which is being requested of the Board by the delegation.

(3) The Corporate Officer shall, at a time reasonably in advance of the meeting, notify the delegation of the date, time and place of the meeting at which the delegation is scheduled to appear.

(4) The Corporate Officer shall advise the Board Chair of the delegation request and circulate the written request and the executive summary, if available, to the Board members on table at the board meeting.

(5) The Board shall, at the time adoption of the agenda is being considered, determine if the delegation will be heard, by proposing to place the delegation request as an additional item on the agenda in accordance with section 25(1).

(6) Where the number of delegation requests exceed three, unanimous consent of the Board is required for adding excess delegations to the agenda.

(7) Any person, persons or organization who wishes to appear before the Board with respect to an urgent matter may, before the meeting is convened, request the Chair to grant approval to the person, persons, or organizations to appear before the Board, by clearly demonstrating the urgent nature of the request. The Chair shall not be obliged to grant approval of any such late delegation request unless the Chair is satisfied that the nature of the urgent matter prevented the person, persons or organizations from giving earlier notice of their desire to appear before the Board.

Invited Presentation – Board or Committee

55. (1) The Chair may, under exceptional circumstances, invite a person, persons, or organizations to make a presentation to the meeting. Time permitting, the Corporate Officer shall include the subject of the presentation and the designated speaker on the meeting agenda.

(2) The Corporate Officer shall, at a time reasonably in advance of the meeting, notify the designated speaker of the date, time and place of the meeting at which the designated speaker is scheduled to appear.

PART 14 - COMMITTEES

Conduct of Business

56. Committees shall conduct business under the rules of procedure as set out in Parts 1, 3, 4, 5, 6, 7, 8, 10, 11, 13, and 14 as the context requires and unless otherwise provided.

Appointment of Select and Standing Committees

57. (1) Select and standing committee appointments may be made pursuant to the *Act* as follows:

(a) A board may appoint a select committee to consider or inquire into any matter and report its findings and opinion to the board.

(b) The Chair may establish standing committees for matters the Chair considers would be better dealt with by committee and may appoint persons to those committees.

(c) Subject to subsection (d), persons who are not Directors may be appointed by the board to a select committee or by the Chair to a standing committee.

(d) A majority of the members of a committee, except the Council of Councils' Committee and the Committee responsible for the Regional Economic Prosperity Service, shall be Directors.

Membership

58. The Board Chair and Board Vice Chair shall be ex-officio members of all standing committees but shall not be entitled to vote, and shall not constitute quorum.

Voting

59. At a committee meeting, a member of a committee shall have one vote only.

Matters Referred to Committee by the Board

60. (1) A committee shall consider and report respectively within the time period established by the Board, on every matter referred to it by the Board, including staff reports, and the committee Chair shall raise the matter before the Board.

(2) Any committee member shall have the right to submit a minority report.

(3) Where delegations are heard by a committee, the committee's report to the Board shall include the committee recommendation, notification of the appearance of delegations, and a synopsis of the delegations' submissions to the committee.

(4) No action of any committee shall be binding on the Board unless the committee has delivered its report to the Board and the Board has adopted such action.

Read a first, second, and third time this _____ day of _____, _____.

Adopted this _____ day of _____, _____.

_____

George V. Harvie, Chair

_____

Dorothy Shermer, Corporate Officer

To: Mayors Committee

From: Dorothy Shermer, Corporate Officer

Date: March 17, 2023 Meeting Date: April 5, 2023

Subject: **Board Procedure Bylaw Review Findings**

RECOMMENDATION

That the MVRD board:

a) direct staff to bring forward a new Metro Vancouver Regional District Board Procedure Bylaw to replace *Metro Vancouver Regional District Procedure Bylaw Number 1205, 2014* that incorporates the recommended changes as presented in the report dated March 17, 2023, titled "Board Procedure Bylaw Review Findings"; and

b) direct staff to bring forward a code of conduct based on the Model Code of Conduct produced by the *Working Group on Responsible Conduct*, as outlined in the report dated March 17, 2023, titled "Board Procedure Bylaw Review Findings.

EXECUTIVE SUMMARY

On February 25, 2022, the Board requested a comprehensive review of the *Metro Vancouver Regional District Procedure Bylaw Number 1205, 2014,* as amended (*Procedure Bylaw*), and directed staff to report back with suggested changes. The review was completed by a consultant in August 2022. It found the current *Procedure Bylaw* to be legislatively compliant and largely in keeping with best practices. The consultant report recommends a series of amendments to provide greater procedural clarity, reduce redundancies, and facilitate interpretation through the use of plain language. This report 1) brings forward amendments proposed in the consultant report; 2) outlines the newly legislated requirement for considering the establishment of a code of conduct and recommends establishing such code; and 3) proposes additional amendments to the *Procedure Bylaw* to differentiate electronic meetings from electronic participation, which will enable greater flexibility in determining the appropriate meeting type for each meeting.

PURPOSE

To bring forward recommendations for the MVRD Board to update its *Procedure Bylaw* and recommend the establishment of a code of conduct.

BACKGROUND

At its meeting held on February 25, 2022, the Board requested a review of the *Procedure Bylaw* and adopted the following:

> *That the MVRD Board request staff to conduct a comprehensive review of the Metro Vancouver Regional District Procedure Bylaw and report back with suggested changes.*

In June 2022, the BC Government amended the *Community Charter* to require all local governments in the province to consider establishing a code of conduct for its members.

Following this direction, this report brings forward for board consideration the findings of the comprehensive review of the *Procedure Bylaw* that was completed in August 2022*,* including the consideration for establishing a code of conduct.

PROCEDURE BYLAW REVIEW

The Board's *Procedure Bylaw* establishes the general meeting procedures to be followed by the Boards and Committees in conducting business. The *Procedure Bylaw* has been amended six times since it was adopted in 2014 to respond to changing circumstances, but has not undergone a thorough review since then. Therefore, a review of the *Procedure Bylaw*, including consideration for including a code of conduct, is warranted at this time.

Scope of the Review

An independent consultant reviewed the current *Procedure Bylaw* against the following:

- Procedure bylaws and codes of conduct from 23 member jurisdictions and other regional districts;
- Ministry and Local Government Management Association's model *Procedure Bylaw Guide*, including the new electronic meeting framework, public notice changes, and responsible conduct;
- Applicable provisions of the *Local Government Act* and *Community Charter*; and
- Other meeting best practices and procedural authorities.

Findings of the Review

The consultant's report is provided for information in Attachment 1. The report finds the current *Procedure Bylaw* to be legislatively compliant and largely in keeping with best practices. The report recommends a series of amendments to provide greater procedural clarity, reduce redundancies, and facilitate interpretation through the use of plain language. A summary of the recommendations is provided in the table below.

Section	Consultant Recommendations
Part 1 – Introduction	• Update address • Replace references to specific sections of legislation with general references to legislation
Part 2 – Election of Chair and Vice Chair	• Add a provision requiring the Board Chair candidate to consent to the nomination • Add a section permitting a candidate to address the board after being nominated, including the allotted speaking time • Add a provision allowing candidates to be nominated if not present • Consider including a section that specifies how the election is to be conducted by secret ballot if the meeting is held electronically • Simplify determination of election results in case of three(or more)-way ties

Section	Consultant Recommendations
Part 3 – Meetings	• Add a new section before 3.1.3 to specify requirements for cancelling or rescheduling meetings • Clarify requirements for calling special meetings – 24-hour notice • Move and renumber sections addressing in person meetings and electronic meetings • Replace quotation of *Community Charter* sections with references to the *Charter* • Replace references to specific sections of legislation with general references to legislation • Specify that the Corporate Officer may send designates to attend meetings
Part 4 – Quorum	• Specify the Chair's duty to preside upon arrival
Part 5 – Order of Business	• Add standard order of business for closed meetings • Add section to address agenda preparation and circulation • Replace references to specific sections of legislation with general references to legislation • Specify that minutes are available to the public • Add ability to correct minor errors in adopted minutes • Clarify order of precedence of motion to adjourn
Part 6 – Keeping Order	• Replace references to specific sections of legislation with general references to legislation • Clarify language for challenging Chair rulings • Add requirements for respectful language and conduct, and procedures for addressing conduct issues
Part 7 – Debate	• Replace confusing terms with plain language terms
Part 8 – Motions	• Update terms to conform with Robert's Rules of Order
Part 9 – Notice of Motion	• Clarify definition of "new matter" • Add section to allow members' notices of motion to proceed in their absence with the mover's written consent
Part 10 – Reconsideration, Rescission of a Resolution	• Replace references to specific sections of legislation with general references to legislation • Correct section reference • Clarify that executed matters are excluded from reconsideration • Specify time limit for reconsideration of the same matter
Part 11 – Voting	• Replace quotation of *Community Charter* sections with references to the *Charter*
Part 12 – Bylaws	• Replace references to specific sections of legislation with general references to legislation • Specify that Public Hearings, where required, are held after second reading • Remove requirement to seal bylaws

Section	Consultant Recommendations
Part 13 – Delegations	• Clarify limit of speaking once per subject matter and add minimum timeframe for repeated delegations • Clarify retention of delegation presentations • Provide clarification on prohibited items (e.g. item for which Public Hearing has been held, subject of litigation, commercial promotions, etc.) • Limiting the number of delegations at each meeting • Replace confusing terms with plain language terms
Part 14 – Committees	• Replace references to specific sections of legislation with general references to legislation • Clarify committee responsibility to consider staff reports

Code of Conduct

In June 2022, the *Community Charter* was amended to include new sections (113.1 and 113.2) that require a board, within six months after its first regular meeting following a general local election, to decide whether to establish a code of conduct or review an existing code of conduct. A code of conduct is a written document that sets shared expectations for conduct or behavior, and establishes shared expectations for how members should conduct themselves while carrying out their responsibilities and in their work as a collective decision-making body for their community.

The Work Group on Responsible Conduct (WGRC) is a joint initiative of the Union of BC Municipalities (UBCM), the Ministry of Community Sport and Cultural Development (the Ministry) and the Local Government Management Association (LGMA). The WGRC has developed a Model Code of Conduct that provides local government council or board members with a set of principles and general standards of conduct that can be used to develop their own code of conduct.

Per the *Community* Charter, in considering whether to establish a code of conduct for members, the Board must review the following prescribed principles for codes of conduct:

1. Integrity – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, and is truthful and honourable.
2. Respect – means having due regard for others' perspectives, wishes, and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a member fosters an environment of trust by demonstrating due regard for the perspectives, wishes, and rights of others and an understanding of the role of the local government.
3. Accountability – means an obligation and willingness to accept responsibility or to account for one's actions. Conduct under this principle is demonstrated when council or board members, individually and collectively, accept responsibility for their actions and decisions.

4. Leadership and Collaboration – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when a council or board member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

In the event that the Board decides not to establish a code of conduct, the Board must make available to the public a statement explaining this decision. It should be noted that the six-month time limit (May 25, 2023 for the Metro Vancouver Board) is for deciding whether to establish a code of conduct, not for establishing such a code. As the process of developing and adopting a code of conduct is essential to establishing shared expectations, the Board is encouraged to undertake a considered, thorough process. If directed, staff will bring forward a draft code of conduct for the Board's consideration and discussion; this draft code of conduct would be based on the Model Code of Conduct produced by the Working Group on Responsible Conduct.

ELECTRONIC MEETINGS AND ELECTRONIC PARTICIPATION

The Consultant's review of the *Procedure Bylaw* was completed while Board and Committee meetings were still, in response to the pandemic, being held electronically with or without in-person attendance. Since that time, a shift to in-person meetings has occurred, which has highlighted the need for greater clarity in differentiating between in-person, electronic, and hybrid meetings.

The current *Procedure Bylaw* does not differentiate between electronic meeting and electronic participation, nor between electronic meetings and hybrid meetings. Any meeting in which a remote participant is to be accommodated, even if intended to be an in-person meeting, must be held as an electronic meeting, which removes the ability to require other members to attend in-person. Under the current *Procedure Bylaw*, the Board may, by resolution, specify that a meeting requires in-person attendance by members, and the Chair may make this determination independently as long as seven days' notice is provided. Members may waive the notice requirement by a unanimous vote, or the Chair can remove the requirement if unsafe conditions exist. The *Procedure Bylaw* does not address the authority or method of converting an in-person meeting to an electronic one aside from situations where unsafe conditions exist for the members to meet in person.

In response to the need for clarity on conversion between meeting types, and the need for Board and Committee Chairs and members to determine how their meetings are best held, staff propose adding clear differentiations between in-person meetings, hybrid meetings, and electronic meetings, as well as a mechanism for allowing electronic participation in in-person meetings. The proposed framework is laid out in the table below.

	In-Person Participation	Electronic Participation
In-Person Meeting (A)	Mandatory	Not available
In-Person Meeting (B)	Mandatory	Available for exceptional circumstances
Hybrid Meeting	Available option	Available option
Electronic Meeting	Not available	Mandatory

Under the new framework, Board and Committee Chairs will have the ability to specify whether meetings should be electronic, hybrid, or in-person; and, in the case of in-person meetings, specify whether electronic participation should be available under exceptional circumstances. In cases where electronic participation in an in-person meeting is permitted for members experiencing exceptional circumstances that prevents them from attending in person, the process of allowing the specific members to participate electronically can be handled administratively. The new framework will provide procedural certainty for establishing meeting types as well as for converting meeting types.

SUGGESTED PROCEDURE BYLAW CHANGES

Since recommended amendments include reordering sections and adding new sections, *Metro Vancouver Regional District Procedure Bylaw Number 1205, 2014* should be replaced rather than amended. The recommended changes to the Procedure Bylaw are as follows:

- **Housekeeping changes** – updating address; replace references to specific sections of legislation with general references to legislation; replace quoted sections of legislation with general references to legislation; replacing confusing terms with plain language terms; update terms to conform with Robert's Rules of Order; correct section references.
- **Add clarity by specifically including long-standing practices and interpretations** – specify that the Corporate Officer may send designates to attend meetings; specify the Chair's duty to preside upon arrival; add standard order of business for closed meetings; add section to address agenda preparation and circulation; specify that minutes are available to the public; specify that 24-hour notice is required for calling special meetings; clarify order of precedence for motions to adjourn; clarify that executed matters are excluded from reconsideration; specify that Public Hearings, where required, are held after second reading; clarify committee responsibility to consider staff reports.
- **Chair Elections** – clarify requirement to consent to nominations for position of Board Chair or Vice-Chair; add provisions for allowing absent candidate to be nominated and to consent to the nomination; specify allotted time for candidate to address the Board; specify how the election is to be conducted by secret ballot if the meeting is held electronically; simplify determination of election results in the case of three (or more) way ties by using the same method for determining two-way ties.
- **Rescheduling or Cancelling Meetings** – add provisions to specify how meetings can be rescheduled or cancelled.
- **Notice of Motion** – clarify "new matter" as "matter that is not listed on the meeting agenda"; add provision to allow members' notices of motion to proceed in their absence with the mover's written consent.
- **Reconsideration** – add six-month waiting period for repeating reconsideration motions.
- **Bylaws** – remove requirement to place corporate seal on bylaws.
- **Delegations** – clarify that delegations cannot appear more than once "on the same subject matter" instead of "on the same agenda item" within six months; specify that only the executive summary of up to two pages from delegations is retained; limit the maximum number of delegations at each meeting to three, except with unanimous board approval; add list of prohibited delegations (e.g. item for which Public Hearing has been held, subject of litigation, commercial promotions, and other commonly prohibited delegations).

- **Electronic Meetings and Electronic Participation** – add clear differentiations between in-person meetings, hybrid meetings, and electronic meetings, as well as a mechanism for allowing electronic participation in in-person meetings; add provisions for administrative handling of request for electronic participation in in-person meetings; add procedures for establishing meeting types and converting meeting types.

ALTERNATIVES

1. That the MVRD board:
   a) direct staff to bring forward a new Metro Vancouver Regional District Board Procedure Bylaw to replace *Metro Vancouver Regional District Procedure Bylaw Number 1205, 2014* that incorporates the recommended changes as presented in the report dated March 17, 2023, titled "Board Procedure Bylaw Review Findings"; and
   b) direct staff to bring forward a code of conduct based on the Model Code of Conduct produced by the *Working Group on Responsible Conduct*, as outlined in the report dated March 17, 2023, titled "Board Procedure Bylaw Review Findings.

2. That the MVRD board refer the report dated March 17, 2023, titled "Board Procedure Bylaw Review Findings," back to staff for inclusion of additional changes to the bylaw provisions.

3. That the MVRD board provide the following statement respecting the reasons for not establishing a code of conduct: [insert statement].

FINANCIAL IMPLICATIONS

There are no financial implications or budgetary impacts associated with any of the proposed changes to the meeting procedures outlined in this report.

CONCLUSION

This report brings forward proposed amendments resulting from a comprehensive *Procedure Bylaw* review undertaken at the request of the Board in 2022, as well as additional amendments to differentiate between electronic meetings and electronic participation, which will enable greater flexibility in determining the appropriate meeting type for each meeting. The report also outlines the newly legislated requirement for considering the establishment of a code of conduct and recommends establishing such code. Should the Board proceed with Alternative 1, staff will bring forward a new *Procedure Bylaw* and a code of conduct for the Board's consideration. Should the Board require additional changes to the *Procedure Bylaw*, they may provide this direction at the meeting in addition to Alternative 1, or refer the report back to staff for additional changes as laid out in Alternative 2. If the Board opts not to establish a code of conduct, it must adopt a statement respecting the reasons for not establishing a code of conduct as laid out in Alternative 3. Staff recommend Alternative 1.

Attachments

1. "Metro Vancouver Procedure Bylaw Review", August 2022, Prepared by Sonia Santarossa.
2. *Metro Vancouver Regional District Procedure Bylaw Number 1205, 2014*, unofficial consolidation.

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METRO VANCOUVER

PROCEDURE BYLAW REVIEW

August 2022

Prepared by: Sonia Santarossa, MA

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TABLE OF CONTENTS

Table of Contents

TABLE OF CONTENTS 3

1. INTRODUCTION 4

i. Project Overview 4
ii. Methodology 4

2. BACKGROUND 5
i. Metro Vancouver Regional District Procedure Bylaw No. 1205, 2014 (Consolidated) 5

3. GAP ANALYSIS AND RECOMMENDATIONS 7
i. Part 1 - Introduction 7
ii. Part 2 – Election of Chair and Vice Chair 10
iii. Part 3 - Meetings 13
iv. Part 4 - Quorum 26
v. Part 5 – Order of Business 28
vi. Part 6 – Keeping Order 33
vii. Part 7 - Debate 36
viii. Part 8 - Motions 38
ix. Part 9 – Notice of Motion 39
x. Part 10 – Reconsideration, Rescission of a Resolution 41
xi. Part 11 - Voting 45
xii. Part 12 - Bylaws 47
xiii. Part 13 - Delegations 50
xiv. Part 14 - Committees 56

4. ADDITIONAL SECTIONS FOR CONSIDERATION 58

In addition to some of the additional sections already noted in the report, staff may wish to consider adding the following sections to the Bylaw if applicable: 58

5. PUBLIC NOTICE REQUIREMENTS 58

6. RESPONSIBLE CONDUCT OF LOCALLY ELECTED OFFICIALS 61

7. APPENDICES 63

1. INTRODUCTION

i. Project Overview

In February 2022, Metro Vancouver Board directed staff to undertake a review of its current Procedure Bylaw 1205, 2014 (the "Bylaw").

> *"That the MVRD Board request staff to conduct a comprehensive review of the Metro Vancouver Regional District Procedure Bylaw and report back with suggested changes."*

Metro Vancouver retained Sonia Santarossa (the "Consultant") to undertake this review in accordance with the Project Scope (the "Project") attached in Appendix A.

ii. Methodology

In keeping with the Project Scope, the Consultant conducted the following review:

- Metro Vancouver Procedure Bylaw No. 1205, 2014 (consolidated)
- "Procedure Bylaw Guide: For B.C.'s Local Governments" (the "Ministry/LGMA Guide") - Ministry of Municipal Affairs and Local Government Management Association (LGMA): Procedure Bylaw Guide: For B.C.'s Local Governments
- "Guidance for Adapting to the New Electronic Meetings Framework" – Ministry of Municipal Affairs: Guidance for Adapting to the New Electronic Meetings Framework (gov.bc.ca)
- "Public Notice Guidance Materials: For B.C. Local Governments" – Ministry of Municipal Affairs: Public Notice Guidance Materials: For B.C. Local Governments
- Public Notice Regulation B.C. Reg. 52/2022: Public Notice Regulation (gov.bc.ca)
- Responsible Conduct of Locally Elected Officials: Responsible conduct of locally elected officials - Province of British Columbia (gov.bc.ca)
- *Local Government Act* and *Community Charter* – applicable provisions
- Roberts Rules of Order and other similar meeting rules authority – select provisions
- Member jurisdictions and other Regional District Procedure Bylaws and Code of Conduct

In addition to the Project Scope, the Consultant met with the Director of Board and Information Services/Corporate Officer to identify specific areas of focus in the current Procedure Bylaw.

2. BACKGROUND

i. Metro Vancouver Regional District Procedure Bylaw No. 1205, 2014 (Consolidated)

Section 225 of the *Local Government Act* stipulates that a board must, by bylaw:

"1(a) establish the general procedures to be followed by the board and by board committees in conducting their business, including the manner by which resolutions may be passed and bylaws adopted;
(b) provide for advance public notice respecting the date, time and place of board and board committee meetings and establish the procedures for giving that notice;
(c) identify places that are to be public notice posting places for the purposes of the application of section 94 [requirements for public notice] of the Community Charter to the regional district.
2. A bylaw adopted under this section must not be amended, or repealed and substituted, unless the board first gives notice in accordance with section 94 of the Community Charter describing the proposed changes in general terms."

The current Metro Vancouver Regional District Procedure Bylaw No. 1205, 2014 was adopted in 2014. Since then, the Bylaw has been amended six times to respond to changing circumstances. The following is a summary of the Procedure Bylaw amendments:

- January 2017 – changing December 1 date to November 1 to reflect new election cycle; updating new legislative section numbers
- January 2018 – update definition of "posting place" and location of Board meetings; replacing references to "Greater Vancouver Regional District" with "Metro Vancouver"
- February 2020 – majority of the members of a committee, except Council of Councils' Committee responsible for the Regional Economic Prosperity Service, shall be directors
- March 2020 – authority for a board or board committee member to participate electronically due to a public health event as determined by the Chair
- June 2021 – adding a new section to Part 13 (Delegations) restricting a delegation request in relation to a public procurement process that has been initiated
- September 2021 – addition and amendment of definitions; replacing sections 3.1 to 3.6.2 and replacing with new sections

In addition to the above, the Consultant met with the Corporate Officer where the following areas of focus for the review were identified:

- Delete sections where language already included in legislation
- Part 1: Introduction:
    - Update address noted in "posting place" definition
- Part 2: Election of Chair and Vice Chair
    - Section 2.8 (Tie Vote) – review procedures
- Part 3: Meetings:
    - Section 3.15 (Corporate Officer to attend) – include "or designate"
    - Special meetings that occur on an annual basis, i.e. budget consideration, are

    - included on annual meeting schedule – are they now considered regular meetings and the agenda should follow the prescribed order of business?
    - Electronic Meeting provisions
- Part 5 – Order of Business:
    - Section 5.1.1(l) – Rise and Report – clarify intention and use of this section
    - Section 5.7.1 (Adjourn) – clarify language and intent of section
- Part 6: Keeping Order:
    - Section 6.2 (Use of audio and or video recording devices) – determine if provision is still required
    - Section 6.4 (Appeal) – clarify language
- Part 7 – Debate:
    - Section 7.4(b) (Debate) – clarify language
- Part 8 Motions:
    - Section 8.2 (Motion) – clarify "to table" – intent and proper usage of term
- Part 9 – Notice of Motion:
    - Section 9.1 (Notice of Motion) – clarify definition of 'new matter' –
- Part 10: Reconsideration, Rescission of a Resolution:
    - Section 10.2(Director, other than the chair, may propose board reconsideration of a matter) – does this include committee members? – can reconsideration occur at committees?
- Part 11 – Voting:
    - Section 11.5 (Conflict of Interest) – delete? Repeated in legislation
- Part 12: Bylaws:
    - Section 12.11 (Certification and storage) – delete reference to "sealed with the seal of the Board" – seal no longer required and not a common practice
- Part 13 – Delegations:
    - Section 13.1 (General Provisions – Delegations) clarify intent of 'same agenda item" – does this mean "subject matter"? Can delegations attend more than once – repeat delegations at different bodies?
    - Section 13.3 – what does keeping the material on 'the record' mean? Should the information be attached to the minutes or kept on file?
    - Section 13.4.2 – consider additional restrictions on what a delegation can speak to
    - Section 13.8 (Delegation – board) – clarify definition of "emergency". Is this the same as urgent?
- Part 14 – Committees:
    - Section 14.5 (Matters Referred to Committee by the Board) – does this include staff reports to committee?

3. GAP ANALYSIS AND RECOMMENDATIONS

The following gap analysis includes a comprehensive review of each section of Metro Vancouver Regional District Procedure Bylaw No. 1205, 2014 in relation to the documents noted in Part 1(ii) – Methodology.

In addition to the procedures bylaws of the member jurisdictions, the Consultant also reviewed the Capital Regional District and Fraser Valley Regional District procedure bylaws.

Each part of the Bylaw was cross-referenced with the Ministry/LGMA Guide to confirm if the legislated requirements for the procedure bylaw were included along with the best practice provisions. The legislated requirements that are not included in the Bylaw are highlighted in yellow and the best practices that are not included are highlighted in blue.

i. Part 1 - Introduction

a. Title

1.1 This bylaw shall be cited as "Metro Vancouver Regional District Procedure Bylaw Number 1205, 2014."

b. Definitions

See section 1.2 of the Bylaw.

Comments:

The **"**posting place" definition includes reference to the former address of the Metro Vancouver Regional District Offices.

The Bylaw makes reference to specific sections of the *Local Government Act* or *Community Charter.* In the event the sections to the legislation change over time, the Bylaw would need to be amended to update the section references.

Recommendations:

1. Revise "posting place" definition by replacing "4730 Kingsway" with "4515 Central Boulevard".
2. Remove reference to specific sections of the legislation in the following definitions:
    a. If a "select committee" – replace "pursuant to section 218 *[Appointment of select and standing committees]* of the *Act..."* with "pursuant to the *Act".*

c. Application of Rules of Procedure

1.3 The rules of procedure as set out in this bylaw apply to all meetings of the Board and committees except as otherwise provided.

1.3.1 The Standing Orders of the Legislative Assembly of British Columbia, not including the House of Commons of the United Kingdom of Great Britain and Northern Ireland, shall as far as they may be applicable, apply to all unprovided cases of the proceedings of the Board and committees

Comments:

Application of Procedural Rules:

Procedural rules are commonly agreed upon rules and customs for deliberation and debate and are not legislated. In some cases, procedural matters are not explicitly set out in the procedure bylaw and in these instances, the procedure bylaw would defer to another parliamentary resource. The inclusion of this section is not a legislated requirement.

Metro Vancouver refers to the Standing Orders of the Legislative Assembly of British Columbia for all unprovided cases of the proceedings of Boards and committees and this has been the case for many years, possibly since the incorporation of the Regional District. The other local governments consulted for this review refer to the latest edition of Robert's Rules of Order.

Recommendation:

No change required.

d. Motion to Suspend the Rules

1.4 Any member may give notice of a motion to temporarily suspend any one or more of the rules contained in this Bylaw, provided that such suspension is not inconsistent with or in contravention of any statutory requirement, by providing the Corporate Officer with a written copy of such motion no later than two working days prior to the scheduled meeting, and the Corporate Officer shall add the motion to the agenda for said meeting. The notice must specify which rule is to be temporarily suspended and the item on the agenda to which that suspension will apply.

1.5 At a meeting, any member may at any time introduce a motion to temporarily suspend any one or more of the rules contained in this Bylaw provided that such suspension is not inconsistent with or in contravention of any statutory requirement, but such motion may only be adopted by at least two thirds vote of the members present.

Comments:
The Bylaw allows a member to introduce a motion at the meeting or to give notice of motion to temporarily suspend a rule in the Bylaw by providing written notice.

Approximately 1/3 of the procedure bylaws consulted included a section to temporarily suspend the rules with at least 2/3 vote of the members present. This is consistent with Metro Vancouver's Procedure Bylaw. This provision is not a legislated requirement to be included in the procedure bylaw.

Recommendation:
No change required.

ii. Part 2 – Election of Chair and Vice Chair

2.1 As provided in section 215 [Chair and vice chair of board] of the Act:

(1) At the first meeting held after November 1 in each year, the Board must elect a Chair and a Vice Chair.
(2) The Vice Chair has, during the absence, illness or other disability of the Chair, all the powers of the Chair and is subject to all rules applicable to the Chair.
(3) If the Chair and the Vice Chair are not present at a meeting of the Board, the directors present may elect an acting Chair who, during that meeting, has all the powers of the Chair and is subject to all rules applicable to the Chair.
(4) For the purposes of elections under this section, each director present at the meeting has one vote in each election for an office.

2.2 The call for nominations for the office of Board Chair shall be conducted by the Corporate Officer, and the call for nominations for the office of Board Vice Chair shall be called by the Board Chair.

2.3 If only one candidate is nominated for an office, that candidate shall be declared elected by acclamation.

2.4 If more than one candidate is nominated for an office, an election by voting shall be held and voting shall be conducted by secret ballot.

2.5 The counting of ballots shall be conducted by the Corporate Officer together with the Treasurer or Corporate Solicitor. Immediately thereafter the ballots shall be destroyed.

2.6 The candidate with the most votes for an office shall be declared elected to that office.

Tie Vote

2.7 In the event of a tie vote for the most votes of two candidates, the candidates who are tied remain in the election. If a definitive election result cannot be declared after three elections have been held, then the result of the election is determined by lot between those candidates as follows:
(a) the name of each candidate is to be written on a separate piece of paper, as similar as possible to all other pieces prepared for the determination;
(b) the pieces of paper are to be folded in a uniform manner in such a way that the names of the candidates are not visible;
(c) the pieces of paper are to be placed in a container that is sufficiently large to allow them to be shaken for the purpose of making their distribution random, and the container is to be shaken for this purpose;
(d) a person who is not a candidate shall be asked to withdraw one paper;
(e) the candidate whose name is on the paper that was drawn shall be declared elected to that office.

2.8 In the event of a tie vote for the most votes of more than two candidates, the candidates who are tied remain in the election. If a definitive election result cannot be declared after three elections have been held, then the result of the election is determined by preferential ballot system

Comments:

The Ministry/LGMA Guide notes the following with respect to the election of the Chair and Vice Chair:

Legislative Requirements – LGA s. 215	**Metro Vancouver Procedure Bylaw**
At the first meeting held after November 1 each year, the board must elect a chair and vice chair	s. 2.1
The same rules and powers apply to the vice chair in the absence of the chair	s. 2.1(2)
If the chair and vice chair are not present the directors must elect an acting chair	s. 2.1(3)
Each director present at the meeting has one vote in each election for an office	s. 2.1(4)
Best Practices	
Outline the process to elect the chair and vice chair in the procedure bylaw, which may include: • How nominations are made • If the candidate is not present at the meeting how their nomination can be provided • Conducting the vote by secret ballot using a ballot box • Whether time (and how much) is provided for candidates to address the board • Process for a tie	 s. 2.2 s. 2.4 s. 2.7 & s. 2.8

The Bylaw includes procedures for all of the above with the exception of the following:

- how nominations can be provided if a candidate is not present; and
- whether candidates can address the board after their nomination.

Absence of Candidate:

The Capital Regional District Procedure Bylaw s. 5(3) states *"If a candidate is not present at the meeting, his or her written consent to the nomination must be provided to the Corporate Officer at the meeting."*

Candidates May Address the Board:

The Capital Regional District Procedure Bylaw s. 5 states the following:

"(4) At the close of nominations, if more than one candidate has been nominated, each candidate will be given a maximum of four (4) minutes to address the Board in favour of his/her candidacy in the order of his/her nomination. If a candidate is not present at the meeting, he or she may have their nominator deliver a prepared speech on his or her behalf not to exceed three minutes in duration."

The Fraser Valley Regional District Procedure Bylaw s. 4.10.8 states the following:

"Prior to the vote being conducted, persons running for office of Board Chair shall be afforded the opportunity to address the Board for one(1) minute prior to the vote on the first ballot being taken."

Tie Vote: Section 2.8 of the Bylaw refers to the procedures for a tie vote for the most votes of more than two candidates. Similar to s. 2.7 of the Bylaw, up to three elections are to be held to determine a definitive election result. In the event a definitive result cannot be achieved after three elections, then the result of the election is to be determined by preferential ballot system. It is unclear what is meant by this and it is unlike the 'determination by lot' as referenced in s. 2.7.

Other Procedures for Consideration

Candidate's Consent:
Both the CRD and FVRD Procedure Bylaws note the requirement for the candidate to consent to the nomination. This is not included in the Metro Vancouver Bylaw.

Electronic Voting by Secret Ballot:
The FVRD Procedure Bylaw includes the following s. 4.10.15:
"For elections that take place while a meeting is being held by electronic or other communication facilities, if voting by secret ballot is not practical, Board Members may place their vote by way of an individual, confidential phone call to the Corporate Officer."

Recommendations:

1. Section 2.1 - remove reference to the specific section of the legislation

2. Add a provision requiring the candidate to consent to the nomination.
   "2.2.1 A candidate must consent to the nomination."

3. Add a provision allowing candidates to be nominated if not present.
   "2.2.2 If a candidate is not present at the meeting, his or her written consent to the nomination must be provided to the Corporate Officer at the meeting."

4. Add a section permitting a candidate to address the board after being nominated including the amount of time.
   "2.4.1 At the close of nominations, each candidate will be given a maximum of four (4) minutes to address the Board in favour of his/her candidacy in the order of his/her nomination. If a candidate is not present at the meeting, he or she may have their nominator deliver a prepared speech on his or her behalf not to exceed four (4) minutes in duration."

5. Consider including a section that specifies how the election is to be conducted by secret ballot if the meeting is held electronically.
   "2.4.2 For elections that take place while a meeting is being held by electronic or other communication facilities, if voting by secret ballot is not practical, Board Members may place their vote by way of an individual, confidential phone call to the Corporate Officer."

6. Delete s. 2.8 and amend s. 2.7 to add the words "or more" in between "two…candidates."

iii. Part 3 - Meetings

a. Regular Board Meetings – Date, Time and Place

3.1 No later than the last board meeting in November, the Corporate Officer shall provide an annual schedule of regular board meetings for the upcoming year, including the date, time and place of meetings, and meetings shall be held accordingly unless otherwise determined by resolution of the Board.

3.1.1 For the purposes of advance public notice, the Corporate Officer shall post the annual schedule of regular board meetings at the posting place.

3.1.2 In the case of regular board meetings conducted as Electronic Meetings, advance public notice must include:

(a) the way in which the Electronic Meeting will be conducted; and

(b) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.

3.1.3 In the event of a change to a regular board meeting date, time, place, way in which the Electronic Meeting will be conducted, or place where the public may attend to hear, or watch and hear, the proceedings of an Electronic Meeting that are open to the public, the Corporate Officer shall as soon as possible post the change at the posting place

Comments:

The Ministry/LGMA Guide notes the following with respect to providing notice of regular meetings:

Legislative Requirements – LGA s. 225(1)(b) and (c)	**Metro Vancouver Procedure Bylaw**
Provide advance public notice of the date, time and place of board meetings and establish the procedures for giving notice	s. 3.1
Identify places to be public notice posting places	s. 1.2
Best Practices	
May provide notice in accordance with the *Community Charter* s. 94 public notice requirements of the availability of the schedule of regular meetings at least once a year in the public notice posting places	
Outline a process to give notice of postponed/cancelled meetings or revised meeting schedules	s. 3.1.3
Identify whose role it is to post notice to the public notice posting places	s. 3.1.1
Provide how the public may access the meeting remotely, if available.	s. 3.1.2

Unlike municipalities, regional districts are not required to provide annual notice of the schedule of regular meetings in accordance with s. 94 of the *Community Charter,* however, it is recommended that a regional district do so. The Bylaw provides for the posting of an annual schedule of meeting at the posting place including providing advance notification of whether the meeting is to be conducted by electronic means. The Bylaw also includes procedures in the event of any changes to the regular schedule or how the meeting is to be conducted.

The procedure bylaws that were reviewed include similar provisions.

Schedule of Meetings
Most of the procedure bylaws reviewed indicate the date, time and place for the meetings, e.g. on the !st and 3rd Monday of the month at 7:00 pm in the Council Chambers unless otherwise resolved by Council.

The Bylaw does not specify the date, time or place for time board meetings but requires the Corporate Officer to provide an annual schedule before the end of November in each year. This schedule is then posted in the public notice posting places.

Included in the annual schedule are "special" meetings to deal with one specific item only such as the budget. Because these meetings form part of the annual schedule, it has been asked whether these meetings are considered "special" or "regular" meetings. The distinction is important to determine the order of business as set out in section 5.1.

A special meeting is a board meeting other than a regular or statutory meeting and are typically held to address specific items outside of the regular meeting schedule. The Ministry website states:

- *A council or board may choose to schedule special meetings at budget time to allow members to focus solely on their review of the municipality or board's proposed financial plan.*
- *Councils and boards may choose to hold special meetings to debate important development projects or the implications of major events to the municipality or regional district.*

Additional notice requirements are required for special meetings.

Because these meetings are scheduled in advance and form part of the annual schedule, it could be argued that they are a regular meeting and therefore the Order of Business for regular meetings would apply. Legal review may be required in this instance to ensure the meeting is not challenged.

Cancelled or Rescheduled Meetings
The Bylaw does not include provision on how a meeting may be cancelled or rescheduled. The majority of the procedure bylaws that were reviewed include a process on who and how a meeting may be cancelled or rescheduled such as:

- Council resolution
- Mayor may request
- Corporate Officer may in consultation with the Mayor

Recommendations:

1. Add a new section before 3.1.3 as follows:
   "Regular board meetings may:
   (a) Be cancelled by a majority vote of the Board;
   (b) Be postponed to a different day, time and place by the Chair, provided that the Corporate Officer is given at least two days written notice;
   (c) Be cancelled, postponed or rescheduled by the Corporate Officer in consultation with the Chair and Chief Administrative Officer

   OR

   "The regular Board meeting schedule may be altered from time to time by resolution of the Board and with advance public notice."

b*. Regular Committee Meetings – Date, Time and Place*

3.2 As soon as possible after the Board Chair has established committees, the Corporate Officer shall establish an annual schedule of committee regular meetings including the date, time, and place of the meetings and provide the annual schedule of committee regular meetings to each member of each committee.

3.2.1 For the purposes of advance public notice, the Corporate Officer shall post the annual schedule of committee regular meetings at the posting place.

3.2.2 In the case of regular committee meetings conducted as Electronic Meetings, advance public notice must include: (a) the way in which the Electronic Meeting will be conducted; and (b) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.

3.2.3 A committee Chair may call additional meetings, or cancel a meeting, change the date, time, or place of a regular meeting where circumstances require.

3.2.4 In the event of a change to a regular committee meeting date, time, place, way in which the Electronic Meeting will be conducted, or place where the public may attend to hear, or watch and hear, the proceedings of an Electronic Meeting that are open to the public, the Corporate Officer shall as soon as possible post the change at the posting place

Comments:
The Ministry/LGMA Guide notes the following with respect to providing notice of committee meetings:

Legislative Requirements – LGA s. 225(1)(b) and (c)	**Metro Vancouver Procedure Bylaw**
Provide advance public notice of the date, time and place of board meetings and establish the procedures for giving notice	s. 3.2
Identify places to be public notice posting places	s. 1.2
Best Practices	
Outline a process to give notice of postponed/cancelled meetings or revised meeting schedules	s. 3.2.3 & s. 3.2.4
Identify whose role it is to post notice to the public notice posting places	s. 3.2.1
Provide enough notice time for the public to be aware of committee meetings	s. 3.2
Provide written notice of committee meetings to each committee member	s. 3.1.3
Post regularly scheduled committee meeting dates, times and locations in the public notice posting place	s. 3.2.1
Provide how the public may access the meeting remotely, if available.	s. 3.2.2

Recommendations:
No changes required.

c. Special Meetings – Calling and Conduct

3.3 Pursuant to section 220 [Calling of special board meetings] of the Act, a special meeting shall be called by the Corporate Officer on the request of the Chair or any two members, by notice mailed to each member at least five days before the date of the meeting to the address given by each member to the Corporate Officer for that purpose.

3.4 The notice shall state the general purpose of the meeting and the day, time and place of the meeting, as well as whether the meeting is to be conducted as an Electronic Meeting or an In-Person Meeting.

3.4.1 In the case of Special Meetings conducted as Electronic Meetings, notice must include:
(a) the way in which the Electronic Meeting will be conducted; and
(b) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.

3.5 The notice of any special meeting may be waived by a unanimous vote of the Board or committee, as the context requires.

3.6 In an emergency, notice of a special meeting may be given with the consent of the Chair and two members, less than five days before the date of the meeting, and notice of the meeting does not need to be given in writing.

Special Meeting – Advance Public Notice

3.7 At least one working day before a special meeting the Corporate Officer must give advance public notice of the day, hour and place of the meeting by way of a notice posted at the posting place.

3.8 Section 3.7 does not apply when notice to the members has been waived under section 3.5 or given under section 3.6 and it is otherwise impractical to provide the advance public notice under section 3.7

Comments:

A special meeting is a board meeting other than a regular or statutory meeting and are typically held to address specific items outside of the regular meeting schedule. Examples include review of the proposal financial plan or a major project.

New Provisions:

New Public Notice Posting Requirements were recently introduced and as such the notice for special board meetings as outlined in section 220 of the *Local Government Act* has been amended to include the same requirements as that of municipalities under section 127 of the *Community Charter*. See Section 5 of this report for further information on the new Public Notice Posting Requirements.

This means that notice of a special board meeting must be given at least 24 hours before the time of the meeting by:

- Posting a copy of the notice at the regular board meeting place
- Posting a copy of the notice at the public notice posting place; and
- Leaving one copy of the notice for each board member at the place where the member has directed that notice be provided (this can be by email).

The notice must include the date, time and place of the meeting and describe in general terms the purpose of the meeting. The notice must be signed by the chair or corporate officer. Notice of the meeting may be waived by unanimous consent.

In addition to the above, the Ministry/LGMA Guide notes the following with respect to public notice of special meetings:

Legislative Requirements – LGA s. 220, s. 222 and *Regional District Special Voting Regulation B.C. Reg 41/91*	**Metro Vancouver Procedure Bylaw**
On the request of the chair or two directors, the Corporate Officer must call a special meeting	s. 3.3
The Corporate Officer must provide notice of the special meeting to each director by mail at least five days before the meeting date	s. 3.3 – to be amended

Notice must state the general purpose, date, time and place of the meeting	s. 3.4 including whether the meeting will be held in person or electronically
Notice of a special meeting may be waived by unanimous vote of all directors; and	s. 3.5
In the case of an emergency, with consent of the chair and two directors, notice of a special meeting may be given less than five days before the date of the meeting and does not have to be written	s. 3.6
Best Practices	
Outline a process to provide public notice of special meetings	s. 3.3
If the special meeting notice requirements are waived by the board, clearly document the reasons in the minutes and try to provide some notice to board members and the public	

Recommendations:

1. Amend s. 3.3 as follows:

   "Pursuant to the Act, a special meeting shall be called by the Corporate Officer on the request of the Chair or any two members at least 24 hours in advance by posting a copy of the notice at the regular board meeting place and public notice posting places, and by leaving one copy for each member at the place given by each member to the Corporate Officer for that purpose."

2. Add new subsection 3.4.2 as follows:

   "3.4(a) The notice of special meeting must be signed by the Chair or Corporate Officer."

3. Delete section 3.7 – redundant with amended section 3.3 and new section 3.4.1

4. Amend section 3.8 by replacing reference to 3.7 with section 3.4.

d. Electronic Meetings

3.6.1 A meeting may be conducted as an Electronic Meeting or an In-Person Meeting.

3.6.2 Electronic Meetings must abide by the rules established by Board policies pertaining to Electronic Meetings

e. In-Person Meetings

3.6.3 Subject to Section 3.6.4, certain meetings throughout the calendar year may be determined to require in-person attendance by members, when:

(a) established as In-Person Meetings on the annual Board and committee schedules referred to in Part 3;
(b) carried by resolution of the Board or committee; or
(c) given the nature of one or more items on the agenda, the Chair determines in-person attendance as a requirement, subject to members being provided with seven (7) of

advance notice of the requirement to attend in person. The advance notice of any change of a scheduled meeting to an In-Person Meeting may be waived by a unanimous vote of the Board or committee, as the context requires.

3.6.4 If the Chair determines that Unsafe Conditions exist that have the potential to cause risk to the health and/or safety of members scheduled to attend an In-Person Meeting, then notwithstanding Section 3.6.3, the Chair may permit members to participate by means of electronic or other communication facilities.

Comments:

Previously, the *Local Government* Act s. 221 and *Regional District Electronic Meetings, B.C. Reg. 271/2005* only permitted special board meetings to be held electronically provided they were permitted by bylaw.

Ministerial Order M192 authorized all meetings and public hearings to be conducted electronically during the pandemic. M192 expired on September 28, 2021. Since then the *Local Government Act* has been amended to permit all a board or committee meetings to be conducted by electronic means, including members of the board who wish to participate electronically. Should a local government choose to allow for electronic meetings, provisions must be included in their procedure bylaw.

The "Guidance for Adapting to the New Electronic Meetings Framework" document prepared by the Ministry of Municipal Affairs notes that while electronic meetings may be a useful tool for board in certain circumstances, they should not be a substitute for all in-person meetings. Boards may want to consider under what circumstances to allow electronic meetings in their community.

The Ministry/LGMA Guide notes the following with respect to electronic meetings and participation:

Legislative Requirements – LGA s. 221, *Regional District Electronic Meetings B.C. Reg. 271/2005*	**Metro Vancouver Procedure Bylaw**
Authorized in the procedure bylaw	s. 3.6.1
Provide notice of the way in which the meeting is to be conducted and the place where the public may attend the electronic meeting	s. 3.1.2, s. 3.2.2, s. 3.4.1
Provide a location for the public to attend	s. 3.1.2, s. 3.1.3, s.3.2.2
Facilities that enable the meeting's participants and the public to hear, or watch and hear, each other	s. 3.1.2, s. 3.1.3, s. 3.2.2
Attendance of a designated officer at the meeting;	
The meeting must be conducted in accordance with the procedure bylaw.	
Best Practices	
Develop guidelines to assist with electronic meeting process	Board Policy
Allow for electronic meetings in the event meeting in person is impractical or impossible or in the event of an emergency	
Outline a process to follow if there is equipment failure or loss of quorum during an electronic meeting	Board Policy – tech issues only

Consider how to deal with declarations of conflict of interest or closed meeting issues	Board Policy

Metro Vancouver Board Policy No. GV-037 sets out the procedures for the administration of, and participation at, electronic Board and committee meetings.

While the Bylaw and the Policy are clear in that they permit electronic meetings, it is not clear if a hybrid approach is permitted, i.e. some members participating electronically while others attend in-person.

The following legislated requirements items do not appear to be included in the Bylaw:

- The requirement for a designated officer to be present at the meeting at the place where the public can attend; and
    - Note: This does not appear to be a requirement for electronic committee meetings.
- That the meeting be conducted in accordance with the procedures set out in the Bylaw.

In addition, the sections referring to electronic and in-person meetings are placed in between the Special meeting sections. As such, it is not clear if all meetings, regular and special, of the Board can be held electronically or if it is only limited to special meetings.

Recommendations:

1. Amend section 3.6.3(c) by adding the word “days” after “seven (7)”.

2. Amend section 3.1.2 and s. 3.4.1 by adding (c) as follows:
   “(c) The designated officer who must be in attendance at the specified place shall be the Corporate Officer or designate.”

3. Amend section 3.6.2 by adding the phrase “the Procedure Bylaw and” after the phrase “abide by the rules established by…”.

4. Move sections 3.6.1 to 3.6.4 after section 3.1 to clarify the applicability of those sections to all regular and special meetings of the Board and committees.

f. Attendance of Public at Meetings

3.9 Pursuant to section 226(1)(a) [Board proceedings: application of Community Charter] of the Act and section 89 [open meetings] of the Charter, a meeting must be open to the public, except as provided in section 3.10.

Requirements before meeting is closed

3.10 As provided in section 92 [Requirements before meeting is closed] of the Charter, before holding a meeting or part of a meeting that is to be closed to the public, the Board or committee must state, by resolution passed in a public meeting, (a) the fact that the meeting or part is to be closed, and (b) the basis under the applicable subsection of section 3.11 on which the meeting or part is to be closed

Comments:
The Ministry/LGMA Guide notes the following with respect to the attendance of public at meetings:

Legislative Requirements – LGA s. 226(1)(a), CC s. 89	**Metro Vancouver Procedure Bylaw**
Meetings must be open to the public unless the subject matter relates to one of the items listed in the closed meetings section of the legislation.	s. 3.9
Bylaws must only be read and voted on in open meetings	s. 12.9
A resolution to close a meeting must be passed in the open part of a meeting and include the basis for that closure.	s. 3.10

Recommendation:
1. Move section 3.10 under section 3.11 Meetings that may or must be closed to the public.

g. Meetings that may or must be closed to the public

*3.11 As provided in section 90 [*Meetings that may or must be closed to the public*]* of the Charter:

(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(a)personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

(b)personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;

(c)labour relations or other employee relations;

(d)the security of the property of the municipality;

(e)the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(f)law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

(g)litigation or potential litigation affecting the municipality;

(h)an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council;

(i)the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

(j)information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;

(k)negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could

reasonably be expected to harm the interests of the municipality if they were held in public;

(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];

(m) a matter that, under another enactment, is such that the public may be excluded from the meeting;

(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

(o) the consideration of whether the authority under section 91 [other persons attending closed meetings] should be exercised in relation to a council meeting.

(2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

(a) a request under the Freedom of Information and Protection of Privacy Act, if the council is designated as head of the local public body for the purposes of that Act in relation to the matter;

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

(c) a matter that is being investigated under the Ombudsperson Act of which the municipality has been notified under section 14 [Ombudsperson to notify authority] of that Act;

(d) a matter that, under another enactment, is such that the public must be excluded from the meeting.

(3) If the only subject matter being considered at a council meeting is one or more matters referred to in subsection (1) or (2), the applicable subsection applies to the entire meeting.

Comments:

There are certain circumstances where a board meeting may or must be closed to the public by resolution. The Ministry/LGMA Guide notes that prior to adjourning a closed meeting, it is best practice to determine if any of the decisions made during the meeting could be made public by agreeing to "rise and report" at the next regular meeting.

The Provincial Guide notes the following with respect to closed meetings:

Legislative Requirements – LGA s. 226(1)(a) & s. 205(1)(d), CC. s. 90	**Metro Vancouver Procedure Bylaw**
A resolution to close a meeting must be passed in an open meeting	s. 3.10
The resolution must outline the applicable subsection of section 90 of the *Community Charter* for which the meeting is to be closed	s. 3.10(b)
Best Practices	
Provide that when an item arises during a closed meeting, which in the opinion of the board, do not meet the criteria to be held in a closed meeting, it be referred to an open meeting or to staff	
Provide public notice of closed meetings	

In the agenda, include the applicable subsection of the *Community Charter* under which the meeting or part of the meeting is being closed and a general description of the item to be discussed without compromising the reason for closing the meeting	

Recommendations:

1. Replace this section with:
   "3.11 A meeting, or part of a meeting, may or must be closed to the public only if the matter falls under section 90 of the Charter."

2. Move section 3.10 under section 3.11 Meetings that may or must be closed to the public.

h. Other Persons Attending Closed Meetings

3.12 As provided in section 91 [Other persons attending closed meetings] of the Charter:

(1) If all or part of a meeting is closed to the public, the Board or committee may allow one or more regional district officers and employees to attend or exclude them from attending, as it considers appropriate.

(2) If all or part of a meeting is closed to the public, the Board or committee may allow a person other than regional district officers and employees to attend,

(a) in the case of a meeting that must be closed under section 3.11 (2), if the Board or committee considers this necessary and the person
(i) already has knowledge of the confidential information, or
(ii) is a lawyer attending to provide legal advice in relation to the matter, and

(b) in other cases, if the Board or committee considers this necessary.

(3) The minutes of a meeting or part of a meeting that is closed to the public must record the names of all persons in attendance.

Comments:

The Ministry/LGMA Guide notes the following with respect to attendance at closed meetings:

Legislative Requirements – LGA s. 226(1)(a) & CC s. 91	**Metro Vancouver Procedure Bylaw**
Minutes of closed meetings must include the names of all attendees (boards may have some limited discretion as to who may attend a closed meeting).	s. 3.12(3)

Section 3.12 of the Bylaw is a duplicate of s. 91 of the *Community Charter* which also applies to regional districts. It specifies applicability of the section to the Board and committees therefore for clarity, it may be beneficial to not make any substantial changes to this section.

Recommendation:

1. Section 3.12 – delete specific reference to legislation.

i. *Meetings and Hearings Outside Regional District*

3.13 As provided in section 224 [Meetings and hearings outside regional district] of the Act, the following meetings may take place outside the boundaries of the regional district:
(a) board meetings;
(b) committee meetings;
(c) other public meetings conducted by or on behalf of the Board or a board committee;
(d) board hearings that are required by law or authorized by an enactment; and
(e) board proceedings in which a person is entitled under the Act to make representations to the Board

Comments:

The Ministry/LGMA Guide notes the following with respect to meetings held outside the regional district boundaries:

Legislative Requirements – LGA s. 224	**Metro Vancouver Procedure Bylaw**
Boards may by bylaw allow for meetings or other proceedings to be held outside boundaries	s. 3.13

This section is required to permit meetings and hearing to be held outside of the regional district boundaries.

Recommendation:

1. Section 3.13 – delete specific reference to legislation.

j. Duty to Respect Confidentiality

3.14 Pursuant to section 117 [Duty to respect confidentiality] of the Charter, a member or former member must, unless specifically authorized by the Board or committee:
(a) keep in confidence any record held in confidence by the regional district, until the record is released to the public as lawfully authorized or required, and
(b) keep in confidence information considered in any part of a meeting that was lawfully closed to the public, until the Board or committee discusses the information at a meeting that is open to the public or releases the information to the public.

Comments:

The Ministry/LGMA Guide notes the following with respect to the duty to respect confidentiality:

Legislative Requirements – LGA s. 205(1)(d) & CC s. 117(1)(b)	**Metro Vancouver Procedure Bylaw**
Board members must keep information from closed meetings confidential until such a time the board decides the information can be released or discussed at an open meeting.	s. 3.13

While this section is a duplication of s. 117 of the *Community Charter* and in the absence of a Code of Conduct, it may be beneficial to keep this section in the Bylaw as stated

Recommendations:

1. Section 3.14 – delete specific reference to legislation

k. Corporate Officer to Attend

3.15 The Corporate Officer shall attend all meetings and record the business, proceedings and reports thereof.

Comments:

Because the Corporate Officer is unable to attend all meetings, the Bylaw should specify that their designate, i.e. Deputy or committee clerk, may attend on their behalf.

Recommendation:

1. Section 3.15 - Add “or their designate” after “Corporate Officer”.

iv. Part 4 - Quorum

a. Chair to Preside at Meetings

4.1 The Chair, if present, shall preside at all meetings. In the absence of the Chair from a meeting, the Vice Chair shall preside.

4.1.1 In the absence of both the Chair and Vice Chair, the Corporate Officer shall call the meeting to order and call for a motion from the members present to appoint a member to preside as acting Chair pursuant to section 215(3) of the Act.

Comments:

The Ministry/LGMA Guide notes the following with respect to the duty to the chair presiding at meetings:

Legislative Requirements – LGA s. 215(3) & s. 216(2)(c)	**Metro Vancouver Procedure Bylaw**
The chair is to preside at board meetings when in attendance	s. 4.1
The same rules and powers apply to the vice chair in the absence of the chair	s. 4.1
If the chair and vice chair are not present the directors present must elect an acting chair	s. 4.1.1

Some of the procedure bylaws that were reviewed included procedures in the event the Chair or Vice Chair showed up after the meeting has commenced.

Recommendations:

1. Consider adding a section 4.1.2 as follows:
   "If the Chair or Vice Chair arrives after commencement of a meeting at which an acting chair is presiding, he or she shall preside on arrival."

b. Quorum

4.2 A quorum of the Board is a majority of all the directors having among them a majority of all the votes and a quorum of a committee is a majority of the members appointed to that committee.

4.2.1 If a quorum is not present within thirty minutes after the time established for a meeting, the Corporate Officer shall record the names of the members present and the meeting shall stand adjourned.

4.2.2 As soon after the hour of meeting as there shall be a quorum present the Chair will call the meeting to order.

Comments:
The Ministry/LGMA Guide notes that "quorum is the minimum number of members that must be present to make the considerations of a meeting valid." It is necessary for a quorum at board meetings to ensure agenda items are properly considered by the elected officials. For regional districts, the quorum is determined in accordance with s. 18 of the *Interpretation Act.*

The Ministry/LGMA Guide notes the following with respect to quorum:

Best Practices	**Metro Vancouver Procedure Bylaw**
Provide a specific time period to wait for board members to arrive.	s. 4.2.1
Corporate officer records the names of those members present	s. 4.2.1
Include a procedure for adjourning the meeting until the next meeting date or until another meeting is held if quorum is not met for the current meeting	s. 4.2.1
Include a clause that sets out the quorum requirements for committees	s. 4.2

The time periods to wait for members varies in the procedure bylaws from 15-30 minutes. The Bylaw notes a time of 30 minutes.

Recommendations:
No change required.

v. Part 5 – Order of Business

a. Order of Business

5.1 Unless otherwise determined by resolution of the Board or committee, the order of business for meetings shall be as follows:

5.1.1 For board regular meetings:
(a) Adoption of the Agenda
(b) Adoption of the Minutes
(c) Delegations
(d) Invited Presentations
(e) Consent Agenda
(f) Items Removed from the Consent Agenda
(g) Reports from Committee or Chief Administrative Officer (not included on the Consent Agenda)
(h) Motions for Which Notice Has Been Given
(i) Other Business
(j) Business Arising from Delegations
(k) Resolution to Close Meeting
(l) Rise and Report (Items Released from Closed Meeting)
(m) Adjournment or Conclusion.

5.1.1.1 Subsections 5.1.1(e), (f), and (k) do not apply to a board regular closed meeting.

5.1.2 For committee regular meetings:
(a) Adoption of the Agenda
(b) Adoption of the Minutes
(c) Delegations
(d) Invited Presentations
(e) Reports from Committee or Chief Administrative Officer
(f) Information Items
(g) Other Business
(h) Business Arising from Delegations
(i) Resolution to Close Meeting
(j) Adjournment or Conclusion.

5.1.2.1 Subsection 5.1.2(i) does not apply to a committee regular closed meeting.

5.1.3 For special board or committee meetings:
(a) Adoption of the Agenda
(b) Reports from Committee or Chief Administrative Officer
(c) Resolution to Close Meeting
(d) Rise and Report (Items Released from a Board Closed Meeting)
(e) Adjournment or Conclusion.

5.1.3.1 Subsection 5.1.3(c) does not apply to special board or committee closed meetings.

5.1.3.2 Subsection 5.1.3 (d) does not apply to committees.

b. Addition of Agenda Items by a Member

5.2 At a meeting, a member may, at the time adoption of the agenda is being considered, propose to place an additional item on the agenda. The item must be added to the agenda only if the resolution is adopted by at least two thirds vote of the members present.

5.2.1 Notwithstanding section 5.2, after the meeting agenda has been adopted, a member may propose to place an item of an urgent matter on the agenda. The item must be added to the agenda only if the resolution is adopted by at least two thirds vote of the members present.

Comments:

The Ministry/LGMA Guide notes the following with respect to order of business and agendas:

Best Practices	**Metro Vancouver Procedure Bylaw**
Include a standard order of business for regular, closed and special meetings.	s. 5.1
Provide a time frame and method for acceptance of agenda items and whether/how late items may be added	
Provide a reasonable time frame for how far in advance agendas are provided to the board, staff and the public	
Indicate whether members will receive a hardcopy or electronic versions of the agenda	
Outline where regularly scheduled meeting agendas are available to the public (e.g. public notice posting places or website)	s. 3.1.1
Provide a procedure for how a board member can bring forward an item of business that is not on the agenda and how it is dealt with – Notice of Motion	s. 5.2 and Part 9

The Order of Business section in the Bylaw sets out the order for board regular meetings, committee regular meetings and special meetings. It does not address the order of business for a closed meeting.

The Order of Business is specific to each local government and includes both similar and different sections.

Rise and Report:
The Order of Business for both the regular and special meetings includes a "Rise and Report" section for the release of items from a Closed Meeting.

Rise and report means to report publicly the decisions of the Board made in a closed meeting. While some of the items discussed in a closed session must remain confidential, there are some items that should be released once the decision has been made in order for staff to act on them or items that overtime, no longer need to remain confidential.

Examples of decisions that can be released immediately include appointments to a committee. Other decisions that may be released over time include a land acquisition once the negotiations have been completed and the purchase has been finalized.

Inclusion of this section allows for the Board to take a more proactive approach to releasing items that no longer remain confidential to the public.

Agenda
Unlike the majority of the procedure bylaws reviewed, the Bylaw does not include an "Agenda" section that sets out the responsibility for compiling agenda, typically the Corporate Officer. It also does not include a time frame and method for accepting agenda items from the public, staff or board members. The Bylaw does address how a member may add an item to the agenda at the meeting.

The Bylaw also does not address how far in advance the agendas should be made available to the board and public.

Recommendations:

1. Add an Agenda section as follows (from CRD Bylaw):
   "5.0 The Corporate Officer, under the direction of the Chair, shall prepare an agenda and shall circulate a copy of the agenda to each member at least four(4) days before the meeting. If necessary, a supplementary agenda for a meeting of the Board will be circulated at least 24 hours before the meeting."

c. Minutes

5.3 As provided in sections 223 (1) [Minutes of board meetings] and 223 (2) [Minutes of a board committee meeting] of the Act:
(1) Minutes of board meetings must be
(a) legibly recorded,
(b) certified as correct by the Corporate Officer, and
(c) signed by the Chair or other member presiding at the meeting or at the next meeting at which they are adopted; and

(2) Minutes of a committee meeting must be (a) legibly recorded, and (b) signed by the Chair or member presiding at the meeting.

Comments:
The legislation requires minutes to be taken for open and closed board and committee meetings.

The Ministry/LGMA Guide notes the following with respect to minutes:

Legislative Requirements – LGA s. 223	**Metro Vancouver Procedure Bylaw**
Regional district board meeting minutes must be legibly recorded, certified as correct by the designated regional district officer and signed by the chair or acting chair at the meeting or at the next meeting at which they are adopted.	S. 5.3
Copies of board minutes must be made available to the public.	
Best Practices	
Outline where the minutes of all open meetings are posted for the public (e.g., public notice posting places and/or website)	
In the procedure bylaw, provide a reasonable timeframe or refer to a policy for when the draft minutes are available to the board, staff and the public before the next regular meeting.	
Provide a reasonable time from for provision of the certified minutes to the board and the public	
If appropriate establish alternate procedures for minute taking for commissions and other bodies, e.g. allow for less formal methods of record-keeping that may be more cultural appropriate	
Refer to the applicable policy for administrative fixes to allow the corporate officer to make minor corrections to the certified minutes, such as minor typos and sequential numbering errors.	

The Bylaw does not include a provision that states the board minutes must be made available to the public. In addition, the Bylaw does not include any of the best practice provisions noted above.

Some of the procedure bylaws include a provision to allow for the Corporate Officer to make minor corrections to the minutes after they have been approved such as correcting typos and grammatical errors.

Recommendations:
1. Amend section 5.3 :
    a. removing the specific reference to the legislation; and
    b. Adding "(d) made available to the public."

2. Consider adding a section 5.3.1 as follows:
    "The Corporate Officer may, after the minutes have been approved, correct errors in grammar, spelling, and punctuation in the minutes or may insert words necessary to the meaning or continuity of a sentence, but must not make any other change to the minutes which would alter or affect, in a material way, the actual decision made by the Board."

d. Consent Agenda

5.4 The consent agenda portion of a board agenda shall consist of staff or committee report items that contain clear 'take action, give approval, or receive for information' recommendations.

5.5 Directors may vote on and adopt in one motion all recommendations appearing on the consent agenda portion of a board agenda.

5.6 At any time prior to the vote under section 5.5, a director may for the purposes of: (a) debate or discussion, (b) voting in opposition to a recommendation on the consent agenda, or (c) declaring a conflict of interest with respect to an item on the consent agenda, request that an item be removed from the consent agenda. The item will be considered immediately after the consideration of the consent agenda

Comments:

Local governments with extensive agendas such as the Metro Vancouver agenda, may implement a process for putting items on a consent agenda to increase efficiency. Items typically included in the consent agenda include non-controversial items where no further debate is required. Members may separate out an item from the consent agenda if they wish to discuss the matter further or vote against the item.

Metro Vancouver implemented the consent agenda in 2014 and more than half of the procedure bylaws utilize a consent agenda.

Recommendations:

No changes required.

e. Adjourn

5.7 A meeting which has been in session for four hours from the time the meeting was convened is deemed to be adjourned unless the Board or committee resolves to extend the meeting.

5.7.1 Notwithstanding section 5.7, a motion to adjourn shall always be in order, but no second motion to the same effect shall be made until some intermediate proceeding shall have been taken.

Comments:

It may be necessary to clarify the intent of section 5.7.1 with respect to "no second motion to the same effect shall be made." It is felt that the intent is that in the event to adjourn fails, members are not permitted to put the same motion on the floor until additional business has taken place. This prevents a member for trying to advance an action that is not the will of the majority.

Recommendations:

1. Section 5.7.1 – add the words "if said motion fails" after "shall always be in order…"

vi. Part 6 – Keeping Order

a. Expelling a Person

6.1 The Chair may expel a person from a meeting as provided in section 133 [expulsion from meetings] of the Charter as follows:

(a) If the Chair considers that another person at the meeting is acting improperly, the person presiding may order that the person is expelled from the meeting.

(b) If a person who is expelled does not leave the meeting, a peace officer may enforce the order under subsection (1) as if it were a court order

b. Use of Audio or Video Recording Devices

6.2 No person shall use or operate any audio and or video recording devices at a meeting unless audio and or video recording devices are placed in a location designated by the Chair for that purpose and remain in that location during the course of the meeting.

6.2.1 Notwithstanding section 6.2, audio and or visual recording devices must not be used or operated during a closed meeting unless expressly permitted by the Board or committee.

c. Points of Order

6.3 The Chair shall preserve order and decide all points of order which may arise.

d. Appeal

6.4 Any decision of the Chair made under Section 6.3 may be appealed by a member and on an appeal by a member from the decision of the Chair, the question shall be immediately put by the Chair and decided without debate, "Shall the Chair be sustained?" and the Chair shall be governed by the vote of the majority of the members then present excluding the Chair.

6.4.1 In the event of the votes being equal, the question shall pass in the affirmative.

6.4.2 The names of the members voting for or against the question shall be recorded in the minutes.

6.4.3 If the Chair refuses to put the question "Shall the Chair be sustained?", the Board or committee shall immediately appoint a member to preside temporarily and the member so temporarily appointed shall proceed in accordance with Section 6.4 and Subsections 6.4.1 and 6.4.2..

6.5 Any resolution or motion carried under the circumstances mentioned in Section 6.4.3 is as binding as if carried out with the Chair presiding

Comments:
The Ministry/LGMA Guide notes that the legislation sets out the roles of regional district directors including:

- Accountability of boards through meetings and procedures
- Public engagement processes; and
- Rules to guide the deliberations of elected officials

Legislative Requirements – LGA s. 215, s. 216, s. 226(1)(b) and s. 226(3)	**Metro Vancouver Procedure Bylaw**
Presiding member must preserve order and decide on points of order	s. 6.3
If a member appeals the decision of the presiding member, the question of whether the presiding members' decision will stand must be asked by the presiding member and voted on without debate and without the presiding member voting.	s. 6.4, s. 6.4.1 & s. 6.5
If the presiding member refuses to ask the question appealing the presiding members' decision the board must appoint another member to act as presiding member temporarily	s. 6.4.3
If the expelled person does not leave a peace officer may enforce the order	s. 6.1(b)
Best Practices	
Discuss and decide what "acting improperly" means for the board, staff and public and how it will be captured in the procedure bylaw	
Provide expectations for board member behaviour in the conduct and debate section of the procedure bylaw: • Respectful language and conduct • A reasonably length of time a board member can speak on a matter • Use of electronic devices at meetings • Restrict debate to the motion on the floor	 s. 7.2 s. 7.1
Connect existing policies that are related to the responsibilities of board members, such as social media policies and codes of conduct into the procedure bylaw	
Make provision for a member who has been expelled to apologize and, by resolution of the board, provide them to retake their seat at the meeting	
Outline how the conduct and debate section applies to public delegations and invited presenters	

Audio and Video Recording:
Very few of the procedure bylaws that were reviewed included a section regarding the use of audio or video recording devices. Given the ability for cellphones to record, both audio and video, this section may no longer be relevant for the most part. Where this section could be useful is for the media or others in attendance with larger recording devices.

Other procedure bylaws include a specific section that no recording devices may be used in closed meetings.

You may wish to retain this section in this entirety so that it is very clear what is permitted.

Appeal:
Section 6.4 could be amended to clarify the intent of "Shall the Chair be sustained?" The common term in Robert's Rules of Order is "Shall the decision of the Chair be sustained?"

Additional Sections for Consideration:
This Part of the Bylaw does not include any provisions regarding the following which are sections in most of the procedure bylaws that were reviewed.

- Respectful language and conduct
- Making provision for a member who has been expelled to apologize, and by resolution of the board, provide them to retake their seat at the meeting
- Outline how the conduct and debate section applies to public delegations and invited presenters.

Recommendations:

1. Amend s. 6.1 by deleting specific reference to legislation.

2. Amend sections 6.4 and 6.4.3 by inserting the words “decision of the” be inserted in the phrase “Shall the Chair be sustained?”

3. Add new section 6.0 as follows:
   “6.0 Members speaking at a Board or committee meeting must:
   (a) Use respectful language;
   (b) Not use offensive gestures or signs;
   (c) Must not engage in bullying or harassing behaviour;
   (d) Must adhere to the rules of procedures established under this Bylaw and to the decisions of the presiding member and the Board in connection with the rules and points of order.”

4. Add new sections 6.1.1. and 6.1.1.1 as follows:
   “6.1.1 If a person who has contravened the general rules of conduct as set out in section 6.0, the presiding member may permit the person to apologize and if the member does so apologize, the presiding member may:
   (a) Permit the person to remain in the meeting; or
   (b) Order the person to leave the meeting immediately if the presiding member is of the opinion that the apology was inadequate.

   6.1.1.1 Section 6.1.1 applies to delegations and invited presenters.”

(Note: Language could be included in the above to require a Board resolution to allow the person to remain and/or leave the meeting.)

vii. Part 7 - Debate

7.1 Where there is a motion under debate a member shall not speak other than on that motion under debate and the matters relating to that motion as set out in Section 8.2.

7.2 No director shall speak on any question for longer than three minutes without leave of the Chair.

7.2.1 Section 7.2 does not apply to committees.

7.3 Any member may require the motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.

7.4 No director shall speak more than once to the same motion without leave of the Chair except:
(a) in explanation of a material part of his or her speech which may have been misunderstood, provided in doing so that director does not introduce any new matter, and no debate shall be allowed upon such explanation; or
(b) in reply by a director who moved the substantive motion to the Board, but not to any director who has moved an amendment or a non substantive motion.

7.4.1 Section 7.4 does not apply to committees.

7.5 If, during debate on a motion, a motion to refer or defer that motion is put while there remain members who have indicated an intention to speak, the Chair may refuse to accept the seconding of such motion of deferral or referral until those on the list of speakers for the first motion have been heard. No other names shall be added to the said speakers list and, following the hearing of those entitled to speak, the Chair shall ask if there be a seconder to the motion to defer or refer and, receiving an affirmative response, shall call the question on such motion.

7.6 At any time during debate on a motion, a director may move "That the vote on the motion be called" and that motion shall be decided without amendment or debate. If the motion "That the vote on the motion be called" is adopted by at least two thirds vote of the members present, the motion consequent thereon shall be immediately called and voted upon without further debate or amendment.

7.6.1 Section 7.6 does not apply to committees.

Comments:

Section 7.4(b) refers to a 'substantive' motion; a term used in the Standing Orders of the Legislative Assembly. A substantive motion is also known as a "main motion" which is a term more commonly used in local government.

It is not clear what a "non-substantive" motion is; it could be interpreted as a "secondary motion" defined as follows by Robert's Rules of Order:

- Subsidiary motion – applies directly a pending main motion, e.g. amend, refer, postpone etc.
- Privileged motion – related to the comfort of the assembly and that are so important that they may interrupt pending business and decided on immediately without debate, e.g. motion to adjourn while a motion is under consideration.
- Incidental motion – generally deal with procedures, e.g. Point of Order

Recommendations:

1. Amend section 7.4(b) be replacing the word "substantive" with "main" in the first instance and with "secondary" in the second instance.

viii. Part 8 - Motions

8.1 A motion shall be made and seconded before being debated or finally put by the Chair.

8.2 When a motion is under debate it is deemed to be in possession of the Board or committee and no motion shall be received unless to amend it, to refer it, to table it, to defer it, to withdraw it, to adjourn, or to call the question

a. Amendments

8.3 Amendments shall be voted on in the reverse order to that in which they are moved.

8.3.1 Every amendment submitted shall, when requested by any member, be reduced to writing and be decided upon or withdrawn before the main question is called.

8.3.2 Amendments shall be allowed to the main motion but only one amendment shall be allowed to an amendment, provided that such amendments shall be a modification and not a nullification of the main motion

b. Referral

8.4 A motion to refer, until it is decided, shall take precedence over the main motion and motions to amend the main motion.

c. Chair Determines Contrary to Rules

8.5 When the Chair is of the opinion that a motion put before the Board is contrary to the rules of the Board or committee, the Chair shall declare the motion to be not in order and cite the rule or authority applicable in the circumstances

Comments:

Section 8.2 refers to subsidiary motions that would be permissible when a motion is under debate. One of the subsidiary motions that is noted is “to defer” more commonly known as a “motion to postpone to a certain time.”

Recommendations:

1. Amend section 8.2 by replacing the word “defer” with the phrase “postpone it to a certain time.”

ix. Part 9 – Notice of Motion

9.1 Any director desiring to bring before the Board any new matter, other than a point of order or of privilege, shall do so by way of motion; provided however, that any new matter of major import, which may require further information than could or would normally be available to the Board at such meeting, may be ruled by the Chair as a notice of motion and shall be dealt with as provided by Section 9.1.1.

9.1.1 Any director may give notice of a motion to the Board by:

(a) providing the Corporate Officer with a written copy of such motion during a meeting of the Board and the Corporate Officer shall, upon the director being acknowledged by the Chair and the notice of motion being read to the meeting, include it in the minutes of that meeting as notice of motion and shall add the motion to the agenda of the next regular board meeting, or to the agenda of a special board meeting scheduled for that purpose; or

(b) providing the Corporate Officer with a written copy of such motion, no later than nine working days prior to the scheduled meeting, and the Corporate Officer shall add the motion to the agenda for said meeting.

Comments:

The Ministry/LGMA Guide notes the following with respect to Notice of Motion:

Best Practices	**Metro Vancouver Procedure Bylaw**
Provide a procedure for how a board member can bring forward an item of business that is not on the agenda and how it is dealt with – commonly referred to as a Notice of Motion: • May be made in writing to the corporate officer • Whether the motion needs to be seconded by another member of the board • Provided to the corporate officer in advance of the meeting by a certain timeline • If the notice of motion is made during a meeting it is added to the agenda of the next regular board meeting, or the agenda of a special board meeting for that purpose; • Inclusion of background materials • Whether consideration of the notice of motion is postponed if the member who introduced it is not present at the meeting and it is on the agenda, unless they have provided written consent	Part 9
Provide that the board can proceed with a notice of motion on the agenda if the member adding the item is not present if the majority of the board resolves to proceed.	

Section 9.1 indicates that a director who wishes to bring forward a "new matter" may be required to provide a notice of motion. "New matter" is not defined and could be deemed as an item that has never been before the Board or an item that is not currently on the meeting agenda. Clarification of this section is required.

The procedure bylaws that were reviewed require a Notice of Motion for matters that are:

- A new matter
- Resulting from an agenda item or other business that is not listed as Council action
- Any matter that is not listed on the agenda to Council for consideration

The Bylaw does not include a provision as to whether the Notice of Motion may proceed in the absence of the mover. Some of the procedure bylaws include such a provision.

Recommendations:

1. Amend section 9.1 by replacing "any new matter" with "a matter that is not listed on the meeting agenda."

2. Consider adding a new section 9.2 as follows:
   "*9.2 A Notice of Motion may not proceed in the absence of the mover, unless the mover has provided the Corporate Officer with written notification that the Notice of Motion may proceed in their absence."*

x. Part 10 – Reconsideration, Rescission of a Resolution

a. Chair May Propose Board Reconsideration of a Matter

10.1 Notwithstanding section 5.2, as provided in 217 [Chair may require board reconsideration of a matter] of the Act and section 131 [Mayor may require council reconsideration of a matter] of the Charter, the Chair may require Board reconsideration of a matter as follows:

(1) Without limiting the authority of a Board to reconsider a matter, the Chair may require the Board to reconsider and vote again on a matter that was the subject of a vote.

(2) In exercising the power under subsection (1), the Chair may return the matter for reconsideration at the meeting of the Board following the original vote.

(3) A matter may not be reconsidered under this section if
(a) it has had the approval of the electors or the assent of the electors and was subsequently adopted by the Board, or
(b) there has already been a reconsideration under this section in relation to the matter.

(4) On a reconsideration under this section, the Board (a) must deal with the matter as soon as convenient, and (b) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.

(5) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

b. Director, Other than the Chair, May Propose Board Reconsideration of a Matter

10.2 After a vote has been taken on any motion, a director (except the Chair), who voted with the majority for or against that resolution may, at the regular meeting of the Board following the original vote, introduce a motion to reconsider that resolution in accordance with section 5.2 or section 9.1 (b).

c. General provisions for board reconsideration

10.3 When a motion to reconsider has been presented, no discussion of the main question shall be allowed unless the motion to reconsider has been adopted.

10.4 No resolution shall be reconsidered more than once on the same question, nor shall a vote to reconsider be reconsidered.

d. Rescission/Amendment of a Previously Decided Resolution

10.5 At a board meeting, any director may at any time introduce a motion to rescind or amend a previously decided resolution which has been adopted in the affirmative or negative in accordance with section 5.2 or section 9.1 (b), and at a committee meeting, any member may do so in accordance with section 5.2.

10.5.1 Notwithstanding section 10.5, a member may at any time introduce a motion to rescind or amend a previously decided resolution if the motion is made at the same meeting as the previously decided resolution.

10.5.2 Notwithstanding section 10.5, a motion to rescind or to amend a resolution is not in order under the following circumstances:
(a) If some action integral to the resolution now being rescinded or amended has been taken as a result of the previous decision and that action is impossible to undo; or
(b) If the resolution is so intimately connected with another resolution that the resolution cannot be considered as a distinct proposition.

Comments:
The Ministry/LGMA Guide notes the following with respect to reconsideration:

Legislative Requirements – LGA s. 217	**Metro Vancouver Procedure Bylaw**
A chair may require the board to reconsider and vote again on a matter that was the subject of a vote	s. 10.1(1)
A matter may not be reconsidered if it has received the approval or assent of the electors and subsequently been adopted or it has already ben reconsidered by the board	s. 10.1(3)
The matter under reconsideration must be dealt with as soon as convenient, ad the board has the same authority it had in its original consideration of the matter	s. 10.1(4)
If the original decision to adopt a bylaw or resolution is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed	s. 10.1(5)
Best Practices	
Following procedure rules referenced in the procedure bylaw, provide that a director who voted with the majority either for or against to put forward a motion for reconsideration	s. 10.2
Include the process and circumstances under which reconsideration would be permitted by other board members, similar to those required of the chair	s. 10.2
Provide a specific time from for when a motion could be reconsidered, typically at the same meeting as the vote took place	s. 10.2
Notice of motion to be required and seconded by another member	
Number of times the item can be reconsidered within a specific time period, typically once	
Matters may not be reconsidered if they have been acted on irreversibly by an officer, employee or agent of the regional district	

The Ministry/LGMA Guide notes that at times, the Board may wish to bring back a decision for reconsideration due to new information that has been brought forward or a motion that has been defeated. The legislation allows for the chair to bring a decision back for reconsideration, with some restrictions as noted in the Bylaw.

A director must be authorized by bylaw, to bring a matter back for reconsideration.

It was unclear whether section 10.2 applies to committees as it is not specifically noted. Section 14.1 – Conduct of business for Committees however, notes that Part 10 of the Bylaw applies to the Committees.

Section 10.5 references a director may introduce a motion to rescind or amend a previously decided resolution adopted in the affirmative or negative in accordance with section 5.2 or 9.1(b). It seems the section references may be incorrect as section 5.2 refers to the addition of an agenda item by a member and section 9.1(b) does not exist.

Restriction on Matters that can be Reconsidered:
In addition to items listed in s.10.1(3), the Ministry/LGMA Guide recommends including the following restriction:

- Matters may not be reconsidered if they have been acted on irreversibly by an officer, employee or agent of the regional district.

This restriction applies for a motion to rescind or amend some a previously decided resolution (s. 10.5.2) but it does not apply to a reconsideration motion.

The same restrictions noted in 10.1(3) should apply to Directors who propose Board reconsideration of a matter (s. 10.2).

Number of Times a Matter can be Reconsidered:
The Bylaw does not limit the number of times an item can be reconsidered. Some of the procedure bylaws limit reconsideration of the same motion for a period of 6 months or a year.

Recommendations:

1. Amend section 10.1 by removing specific reference to the legislation.

2. Amend section 10.5 by correcting the reference to sections of the Bylaw.

3. Consider amending section 10.1(3) by adding:
   "(c) some action integral to the resolution to be reconsidered has been taken as a result of the previous decision and that action is impossible to undo.

4. Consider adding new section 10.2.2 and 10.5.3 as follows:
   "10.2.2 If a motion to reconsider is defeated, the same or substantially the same motion may not be brought before the Board for at least six months, unless the Board permits this by unanimous resolution."

"10.5.3 If a motion to rescind or amend a previously decided resolution is defeated, the same motion or substantially the same motion may not be brought before the Board for at least six months, unless the Board permits this by unanimous resolution."

xi. Part 11 - Voting

a. Tie Vote

11.1 In all cases where the votes of the members present and entitled to vote, including the vote of the Chair, are equal for and against a question, the question shall be declared in the negative, and it shall be the duty of the Chair or other member presiding to so declare.

11.1.1 Any member then present who abstains from voting shall be deemed to have voted in the affirmative.

b. Recorded Vote

11.2 At a board meeting, a director may call for a recorded vote, and if so called, the Corporate Officer shall record in the minutes the names of each director present, the manner in which that director has voted, and the number of votes assigned to such director.

11.2.1 Section 11.2 does not apply to committees.

c. Distinct Propositions

11.3 When the motion under debate contains several parts, each of which is capable of standing as a complete proposition if the others are removed, a separate vote upon each such proposition shall be taken if requested by any member.

d. Members Attendance for Vote

11.4 Members who are in the room shall always take their place when a vote is called for and shall not leave until the vote has been taken unless a member has declared a conflict of interest.

e. Conflict of Interest

11.5 Pursuant to section 100 [Disclosure of conflict] of the Charter, if a member attending a meeting considers that he or she is not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has (a) a direct or indirect pecuniary interest in the matter, or (b) another interest in the matter that constitutes a conflict of interest, the member must declare this and state in general terms the reason why the member considers this to be the case.

11.5.1 After making a declaration under section 11.5, the member must not do anything referred to in section 101 (2) [Restrictions on participation if in conflict] of the Charter.

11.5.2 As an exception to section 11.5.1, if a member has made a declaration under section 11.5 and, after receiving legal advice on the issue, determines that he or she was wrong respecting his or her entitlement to participate in respect of the matter, the member may (a) return to the meeting or attend another meeting of the same body, (b) withdraw the declaration by stating in general terms the basis on which the member

has determined that he or she is entitled to participate, and (c) after this, participate and vote in relation to the matter.

11.5.3 For certainty, a member who makes a statement under section 11.5.2 remains subject to section 101 [Restrictions on participation if in conflict] of the Charter.

11.5.4 When a declaration under section 11.5 or a statement under section 11.5.2 is made, (a) the Corporate Officer must record in the minutes the member's declaration or statement, the reasons given for it, and the time of the member's departure from the meeting room and, if applicable, of the member's return, and (b) unless a statement is made under section 11.5.2, the person presiding at that meeting or any following meeting in respect of the matter must ensure that the member is not present at any part of the meeting during which the matter is under consideration.

11.5.5 Pursuant to section 101 [Restrictions on participation if in conflict] of the Charter, if a member has a direct or indirect pecuniary interest in a matter, whether or not the member has made a declaration under section 11.5, the member must not: (a) remain or attend at any part of a meeting referred to in section 100 (1) [Disclosure of conflict] of the Charter during which the matter is under consideration, (b) participate in any discussion of the matter at such a meeting, (c) vote on a question in respect of the matter at such a meeting, or (d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.

Comments:

Section 11.5 – Conflict of Interest – is a duplication of the legislation. One third of the procedure bylaws that were reviewed include similar language in their procedure bylaws. While it is not recommended that legislation be duplicated in a procedure bylaw, you may wish to retain this section for clarity and in the absence of a Code of Conduct.

Recommendations:

1. Consider deleting section 11.5 in its entirety OR delete reference to specific legislation in sections 11.5, 11.5.1, 11.5.3 and 11.5.5.

xii. Part 12 - Bylaws

12.1 Bylaws shall be read and adopted in accordance with section 225 [Procedures, bylaws and enforcement] of the Act.

a. Copies of Proposed Bylaws

12.2 Every proposed bylaw shall be in written form before it is considered by the Board and a copy shall be provided to each director when it is under discussion.

b. Introduction, Reading and Adopting Bylaws

12.3 Every proposed bylaw shall be introduced by motion.

12.4 A proposed bylaw may be debated or amended at any time during the first three readings unless prohibited by the Act.

12.5 A bylaw shall be deemed to be read when its title or bylaw number is stated.

12.6 Every proposed bylaw must be given first, second and third reading before it is passed and finally adopted.

12.7 Every proposed bylaw may be introduced and given first, second and third readings at the same meeting by one motion for all three readings.

12.8 A separate motion that a proposed bylaw be passed and finally adopted must be made at a subsequent meeting, except that as provided in section 228 of the Act, a bylaw that does not require approval, consent or assent under the Act or any other act before it is adopted may be adopted at the same meeting at which it passes third reading if the motion for adoption receives at least two thirds vote of the directors present.

12.9 As provided in section 89 [Open meetings] of the Charter, a Board must not vote on the reading or adoption of a bylaw when its meeting is closed to the public.

c. Certification and Storage

12.10 When a bylaw is read at a board meeting, the Corporate Officer shall certify the readings and dates at the end of such bylaw. After a bylaw has been adopted the Corporate Officer shall be responsible for its correctness, including any amendments.

12.11 Every bylaw which has been adopted by the Board shall be signed without delay by the Chair and the Corporate Officer, sealed with the seal of the Board, and retained by the Corporate Officer for safekeeping.

12.12 After their adoption by the Board, all bylaws shall be filed in their regular order and shall have an index prepared for the same.

d. Repeal of a Bylaw

12.13 The repeal of any bylaw or part of any bylaw shall not, unless a contrary intention appears, revive any bylaw or Part thereof not in force or existing at the time at which a bylaw takes effect or prevent the effect of any saving clause therein.

Comments:

As noted in the Ministry/LGMA Guide, boards may only make decisions by bylaw or resolution. In some cases the legislation specifies that the local government power can only be exercised by bylaw. The legislation requires that the procedure bylaw include the manner in which resolutions may be passed and bylaws adopted (LGA s. 225(1)(a)).

The Ministry/LGMA Guide highlights the following regarding Bylaws and Resolutions:

Legislative Requirements – LGA s. 207, s. 225, s. 226, s. 227, s. 228, s. 465	**Metro Vancouver Procedure Bylaw**
Before a bylaw is adopted it must be given three readings	s. 12.6
A bylaw must may be given up to three readings in one meeting	s. 12.7
There must be at least one full day between third reading and the adoption of a bylaw with the following exceptions: • OCP and zoning bylaws may be adopted at the same meeting as third reading provided the bylaw does not require Provincial approval; and • Regional district bylaws that do not require approval, consent or assent before they are adopted may be adopted at the same meeting as third reading, if the motion for adoption receives at least 2/3 of the votes cast	s. 12.8
Bylaws that require the approval of Cabinet, a Minister, the Inspector of Municipalities or the electors must receive Provincial approval between third reading and adoption in a specified sequence	s. 12.8
If a public hearing is required for a land use bylaw, the hearing must be held after first reading and before third reading	
Once the bylaw is adopted, the chair at the meeting where the bylaw was adopted, and the corporate officer must sign the bylaw	s. 12.11
Best Practices	
Outline how a resolution or bylaw may be introduced at a meeting	s. 12.3
Provide the corporate officer with a written copy of a notice of motion bringing forward a bylaw or resolution before a meeting	
Provide a copy of the proposed bylaw or resolution being introduced to each member at leas 24 hours before the meeting	s. 12.2 (no time limit)
Provide that a motion to waive the 24 hours requirement may be passed by unanimous vote of all board members	
Allow for the corporate officer to consolidate one or more of the regional district bylaws for official use	
Refer to an administrative fix policy to allow the corporate officer to make minor corrections to bylaws at third reading and adopted bylaws, such as spelling mistakes and sequential numbering errors;	
Provide that an adopted and signed copy of the bylaw be kept on record	s. 12.11, s. 12.12

Bylaws Subject to a Public Hearing:
The Bylaw does not provide for when a bylaw that is subject to Public Hearing shall be referred to Public Hearing. Many of the procedure bylaws make this reference.

Application of Corporate Seal to Bylaws:
Section 12.11 states the bylaw should be "sealed with the seal of the Board." Use of the corporate seal is no longer a legislated requirement and more of a corporate practice. Approximately 1/3 of the local governments included in this review continue to seal their bylaws.

Given this is no longer a legislated requirement and may pose a legal challenge to the bylaw in the event the seal was inadvertently missed from being applied to the bylaw, you may wish to consider removing this from the Bylaw.

Recommendations:

1. Amend sections 12.1 and 12.8 by deleting specific reference to the legislation.

2. Add new section 12.7.1 as follows:
   "12.7.1 Bylaws that require statutory public hearings prior to their adoption shall be read for the first and second time only at a Board meeting prior to the holding of the public hearing."

3. Amend section 12.11 by deleting the phrase "sealed with the seal of the Board,"

xiii. Part 13 - Delegations

a. General Provisions

13.1 No person, persons or organization shall appear as a delegation more than once to the same agenda item except to introduce new and material information.

13.2 Each delegation shall be limited to a maximum time of five minutes to make a presentation to the Board or a committee unless otherwise determined by leave of the Chair.

13.2.1 The Board or committee shall be limited to a maximum of five minutes in which to direct questions to the respective delegation unless otherwise determined by leave of the Chair.

13.3 Each delegation:

(a) may provide the Corporate Officer with an executive summary, of up to two pages, of the delegation's presentation for inclusion in the applicable committee and board agenda package; and

(b) may provide the Corporate Officer with a copy of the delegation's complete presentation and other relevant background material for the record.

13.4 The subject matter upon which a delegation wishes to speak must: (a) be within the jurisdiction of the regional district; and (b) be within the terms of reference of the committee for which the delegation wishes to appear.

13.4.1 A request to appear as a delegation at a Council of Councils Committee will not be accepted unless a meeting of the Councils of Council's Committee has been called for the express purpose of hearing delegations on a matter.

13.4.2 A request to appear as a delegation at a board or committee meeting will not be accepted if it relates to a public procurement process for the provision of goods, services or construction for Metro Vancouver Regional District between the time that such procurement process has been posted and the time any resulting contract or proposal call has been awarded, or other final decision made.

b. Regular Delegation - Committee

13.5 Any person, persons or organization wishing to appear as a regular delegation before a committee shall submit a written request to the Corporate Officer at least seven working days prior to the scheduled meeting.

13.5.1 The written request must stipulate: (a) the subject matter upon which the delegation wishes to speak; (b) the name of the designated speaker; and (c) the specific action which is being requested of the committee by the delegation.

13.5.2 Each delegation may, at least seven working days before a scheduled meeting, provide the Corporate Officer with an executive summary, of up to two pages, of the delegation's presentation for inclusion in the applicable committee agenda package.

13.5.3 The Corporate Officer shall, at a time reasonably in advance of the meeting, notify the delegation of the date, time and place of the meeting at which the delegation is scheduled to appear.

13.5.4 The delegation appearance and the subject of the delegation will be included on the meeting agenda.

c. Late Delegation - Committee

13.6 Any person, persons, or organization who deems their interests to be affected by a report on a committee agenda and who, because of circumstances, could not have been expected to give earlier notice pursuant to section 13.5, may request to appear as a late delegation before the committee by submitting a written request, before the meeting is convened, to the Corporate Officer, stipulating:
(a) the circumstances preventing the delegation from giving earlier notice;
(b) how the delegation's interests are affected by a report on a committee agenda;
(c) the name of the report that the delegation wishes to speak to;
(d) the name of the designated speaker; and
(e) the specific action which is being requested of the committee by the delegation.

13.6.1 The Corporate Officer shall advise the committee Chair of the late delegation request and circulate the written request and the executive summary, if available, to the committee members on table at the committee meeting.

13.6.2 The committee shall, at the time adoption of the agenda is being considered, determine if the delegation will be heard, by proposing to place the late delegation request as an additional item on the agenda in accordance with section 5.2.

d. Delegation – Board

13.7 Any person, persons or organization who deems their interests to be affected by a report on a board agenda may request to appear as a delegation before the Board by submitting a written request to the Corporate Officer no later than forty-eight hours prior to the scheduled board meeting stipulating: (a) how the delegation's interests are affected by a report on a board agenda; (b) the name of the report that the delegation wishes to speak to; (c) the name of the designated speaker; and (d) the specific action which is being requested of the Board by the delegation.

13.7.1 The Corporate Officer shall, at a time reasonably in advance of the meeting, notify the delegation of the date, time and place of the meeting at which the delegation is scheduled to appear.

13.7.2 The Corporate Officer shall advise the Board Chair of the delegation request and circulate the written request and the executive summary, if available, to the Board members on table at the board meeting.

13.7.3 The Board shall, at the time adoption of the agenda is being considered, determine if the delegation will be heard, by proposing to place the delegation request as an additional item on the agenda in accordance with section 5.2.

13.8 Any person, persons or organization who wishes to appear before the Board with respect to an emergency matter may, before the meeting is convened, request the Chair to grant approval to the person, persons, or organizations to appear before the Board, by clearly demonstrating the emergency nature of the request. The Chair shall not be obliged to grant approval of any such late delegation request unless the Chair is satisfied that the nature of the emergency prevented the person, persons or organizations from giving earlier notice of their desire to appear before the Board.

e. Invited Presentation – Board or Committee

13.9 The Chair may, under exceptional circumstances, invite a person, persons, or organizations to make a presentation to the meeting. Time permitting, the Corporate Officer shall include the subject of the presentation and the designated speaker on the meeting agenda.

13.9.1 The Corporate Officer shall, at a time reasonably in advance of the meeting, notify the designated speaker of the date, time and place of the meeting at which the designated speaker is scheduled to appear.

Comments:

Boards may establish rules in their procedure bylaw to allow speakers to present to the board and/or committees. Specific requirements are not included in the legislation and it is up to each local government to establish their own procedures. The reviewed procedure bylaws included many similar and differing procedures for their respective local government.

The Ministry/LGMA Guide highlights the following regarding delegations:

Best Practices	**Metro Vancouver Procedure Bylaw**
Outline in the procedure bylaw how the conduct provisions of the procedure bylaw apply to public delegations and presentations	Proposed new section
Establish the section of a meeting when the public will be permitted to address the board	s. 5.1
Communicate a process to the public for how to address the board at meetings and include: • The process for a member of the public to request to speak at a meeting • Information required from the public in advance of the meeting (if any) • Time frame for submissions for inclusions on the agenda • Limits on the frequency and length of presentations by delegations • How request to address the board are handled by the corporate officer • How many presentations or delegations may be heard per meeting and whether more may be added by resolution during the meeting	Part 13 ss. 13.5, 13.6 ss. 13.3, 13.5.1, 13.5.2, 13.7.1, ss. 13.5, 13.7 ss. 13.1, 13.2 ss. 13.5.3, 13.7.1

• Whether someone may replace the person or delegation who requested to speak • How the speaking order of presentations or delegations is determined • Expectations around respectful conduct; and • How disrespectful conduct is managed	
Outline what the public may speak to and restrictions on certain topics at meetings	ss. 13.4, 13.4.2
If a topic comes before the board that might affect the financial or operational plan allow for it to be referred to staff for a report before it is considered by the board	
If a new request to address the board is received at a meeting, provide an option for the presenter to address the board if approved by the unanimous vote of the members present	ss. 13.6, 13.8
Provide an option for written submissions for those who are unable or do not want to speak at a meeting	
Ask delegations to specify what they are seeking from the board	ss. 13.5.1, 13.6(e), 13.7(d)
Clearly state that items of a time sensitive nature may be heard first by the board	
Provide alternate ways for the public to provide input on agenda topics	

Appearing More than Once to the Same Item:
Section 13.1 states that a delegation cannot appear as a delegation more than once to the same agenda item. It is not clear how agenda item is defined, e.g. is the "agenda item" restricted to that same meeting or does it also apply when that same matter appears on a future agenda? This should be clarified for transparency.

Copies of Presentations:
Section 13.3 notes that the current practice is to include in the committee and board agenda packages an executive summary of up to two pages. Delegations are invited to provide a copy of their complete presentation for the record (s. 13.3(b)). Staff have advised this is not in keeping with current practice of records management related to the Board agenda. Some options to consider around filing the complete presentation are:

- with the written request from the delegation
- with a copy of the complete Board package
- with the agenda item it is addressing

Restrictions:
Staff asked that further restrictions on what a delegation may not address the Board about be considered in addition to those already noted in section 13.4.2. Some of the procedure bylaws that were reviewed include the following additional restrictions:

- if it relates to a bylaw for which a public hearing has already been held and where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
    - Applicants submitting delegation requests prior to the bylaw's public hearing will be advised that Councill will accept a written submission

- If it relates to a matter to be dealt with as a grievance under a collective agreement, or that is within the exclusive mandate of the Metro Vancouver Labour Relations Association Board.
- An item that is before the courts or on which the Board has authorized legal action
- A matter in respect of which the Regional District-led public consultation process is planned or in progress
- The promotion of commercial projects or services
- The promotion of a political party or of a candidate for elected office
- Publicly tendered contracts or proposal calls for the provision of goods and services for the Regional District, between the time that such contract or proposal call has been authorized and the time that such a contract or proposal call has been awarded; either by the Board or staff
- Any matter on which the delegate has already spoken to the Board and where no new significant information is provided
- Individuals or organizations that have previously appeared during the annual quarter (Jan – Mar, April – June, July – Sept, Oct – Dec) unless the individual or organization is statutorily authorized to be heard by the board, or required by law to be heard by the Board
    - The submission has not been made to the Board in the last 12 months
- Applications, permits or licenses not yet considered by the Board
- Information considered in closed meetings, unless the information has been released
- A request for access to information under FOI
- Compliance with regional district bylaws or policies
- Requesting financial assistance of any kind
- In relation to any potential or current development application

Maximum Number of Delegations
There are currently no restrictions on the number of delegations at a meeting in the Bylaw, i.e. maximum of three. The standard number in most of the procedure bylaws is three per meeting. This has not been identified as an area of concern but staff may wish to consider including a maximum number.

Late Delegation – Emergency Matter
Section 13.8 allows a delegation to request to appear before the Board on "an emergency matter" and forego the deadline to request to appear as a delegation

The *Emergency Program Act* defines an emergency as follows:

> **"emergency"** means a present or imminent event or circumstance that
>
> (a)is caused by accident, fire, explosion, technical failure or the forces of nature, and
>
> (b)requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of a person or to limit damage to property;"

The intent of this section may be to allow for a delegation to speak to an item that is timely or urgent in nature rather than an emergency as technically defined. Section 5.2.1 allows a member to propose to place an "item of an urgent matter on the agenda" and requires a 2/3 vote of the members present.

Recommendations:

1. (a) Amend section 13.1 by replacing “agenda item” with “subject matter”; and
   (b) Consider adding a time frame for which a delegation can return to speak to the same matter.

2. Amend section 13.3(b) in keeping with the current records management practices of the Regional District.

3. Consider amending section 13.4.2 to add additional restrictions on items a delegation can speak to.

4. Consider adding a maximum number of delegations that can appear at a meeting.

5. Amend section 13.8 by replacing the word “emergency” with “urgent” or “urgent matter” as applicable.

xiv. Part 14 - Committees

a. Conduct of Business

14.1 Committees shall conduct business under the rules of procedure as set out in Parts 1, 3, 4, 5, 6, 7, 8, 10, 11, 13, and 14 as the context requires and unless otherwise provided.

b. Appointment of Select and Standing Committees

14.2 Select and standing committee appointments may be made pursuant to section 218 [Appointment of select and standing committees] of the Act as follows:

(1) A board may appoint a select committee to consider or inquire into any matter and report its findings and opinion to the board.

(2) The Chair may establish standing committees for matters the Chair considers would be better dealt with by committee and may appoint persons to those committees.

(3) Subject to subsection (4), persons who are not directors may be appointed by the board to a select committee or by the Chair to a standing committee.

(4) A majority of the members of a committee, except the Council of Councils' Committee and the Committee responsible for the Regional Economic Prosperity Service, shall be directors.

c. Membership

14.3 The Board Chair and Board Vice Chairshall be ex-officio members of all standing committees but shall not be entitled to vote, and shall not constitute quorum.

d. Voting

14.4 At a committee meeting, a member of a committee shall have one vote only.

e. Matters Referred to Committee by the Board

14.5 A committee shall consider and report respectively within the time period established by the Board, on every matter referred to it by the Board and the committee Chair shall raise the matter before the Board.

14.5.1 Any committee member shall have the right to submit a minority report.

14.5.2 Where delegations are heard by a committee, the committee's report to the Board shall include the committee recommendation, notification of the appearance of delegations, and a synopsis of the delegations submissions to the committee.

14.5.3 No action of any committee shall be binding on the Board unless the committee has delivered its report to the Board and the Board has adopted such action.

Comments:
The Ministry/LGMA Guide notes the following with respect to Committees:

Legislative Requirements – LGA s. 226(1)(a)-(c), CC, Part 4: Div 3, s. 145, s. 282(2)(c), s. 97	**Metro Vancouver Procedure Bylaw**
Open and closed meeting rules and the rules around expulsion from meetings apply to other bodies;	s. 14.1
The rules established by procedure bylaw for taking minutes apply to meetings of commissions or other bodies, unless the procedure bylaw provides other procedures for minutes of other bodies	s. 14.1
The record of minutes for other bodies must be available for public inspection unless the meeting has been closed to the public	
Best Practices	
In most cases, applying existing board meeting procedures will be the simplest approach. There may be reasons for the board to establish customized rules of procedure for commissions and other bodies, for example: • In some communities there may be advantages to establishing rules for a staff member other than the corporate officer to have overall responsibility for commission meeting minutes; or • it may be appropriate to establish procedures that allow any member of the board to participate in discussions and debate (not vote) in a commission meeting	s. 14.3 (ex-officio)

Matters Referred to Committee by the Board:
Section 14.5 states that the committees shall consider and report in the time period established on items referred to them by the Board. It is not clear if this includes staff reports that have been forwarded for the committee's recommendation prior to Board consideration. The way in which the section is currently written could imply that any staff reports would first need to be considered by the Board before being referred to the committee. This could be challenging from an operational perspective.

Recommendations:
1. Amend section 14.2 by deleting the specific reference to the legislation.

2. Amend section 14.5 by adding the phrase "including staff reports" after the phrase "referred to it by the Board".

4. ADDITIONAL SECTIONS FOR CONSIDERATION

In addition to some of the additional sections already noted in the report, staff may wish to consider adding the following sections to the Bylaw if applicable:

i. P*rocedures for Council of Councils Committee:*
Many of the procedure bylaws include a section for procedures related to Committee of the Whole

ii. Communications/Correspondence:
Some of the procedure bylaws include procedures on how written correspondence will be managed, i.e. included with the agenda package, circulated to Council for information only etc.

5. PUBLIC NOTICE REQUIREMENTS

The *Community Charter* and *Local Government Act* required local governments to provide advance public notice for certain matters of public interest such as public meetings, elections, public hearings etc.

New public notice requirements came into effect in February 2022 amending section 94 of the *Community Charter* and adding new sections 94.1 and 94.2. The Ministry of Municipal Affairs developed the following document outlining the changes to section 94 of the *Charter* and options for local governments: Public Notice Guidance Materials: For B.C. Local Governments

The new legislation gives local governments two options to provide public notice:

1. continue to use the default publication requirements to publish in a newspaper once a week for two consecutive weeks, s. 94.1; or
2. Adopt a public notice bylaw to provide for alternative methods of publication, s. 94.2.

The two options are summarized below.

Option 1 – Default Publication Requirements for Public Notice (s. 94.1)

The default publication provision requires a local government to:

- Publish notice in a newspaper that circulates to the community once each week for two consecutive weeks.
- If publication by newspaper is not possible, notice may be provide by alternative means as determined by the Board such as direct mail or posting to a community bulletin board. Notice must be given within the required time period and frequency as set out in the *Charter.* It is recommended that the Board provide a rationale for use of alternative means and that this rationale be documented in the minutes.

Option 2 – Bylaw to Provide for Alternative Methods of Publication (s. 94.2)

If a local government regularly uses alternative means to provide notice as outlined above, they may wish to adopt a public notice bylaw so that the public consistently knows where to find the public notices.

If a public notice bylaw is adopted, then the local government must publish notice by all methods specified in the bylaw for all public notices and must also post the notice to the public notice posting places.

The bylaw must also:

- Specify at least two methods of notice (e.g. newspaper and website). Note: this does not include the public notice posting place so if your website is referenced in the public notice posting place, an alternative second method must be identified.
- Consider the principles of effective public notice (reliable, suitable and accessible) as outlined in the *Public Notice Regulation* before adopting the bylaw.

Under the public notice bylaw, the notice must be published at least seven days before the matter for which notice is required is being considered.

In addition to the bylaw, a local government may wish to adopt a public notice policy that would:

- Set out additional methods of public notice in addition to the required notices
- The additional methods that could be used if directed by the Board
- Allow for a public notice e- mail subscription service for residents to sign-up for
- Note the specific name of the primary newspaper to be used if not included in the bylaw along with alternative newspapers that would be used if the primary newspaper is not available
- How notice will be provided to First Nations communities
- Set out records management practices for public notices.

Application to Regional Districts

Public Notice Bylaw:
Because regional districts encompass large areas with a mix of rural and urban needs, finding a method of public notice that is suitable for all will be challenging. One approach suggested in the Guidance document is for the regional district to specify methods that are consistent with the principles of effective public notice and are widely available within the region, e.g. the website and Facebook. It is then recommended that a policy be adopted that specifies additional methods to be used for different electoral areas and municipalities.

Procedure Bylaw:
Previously when a procedure bylaw was amended, repealed or substituted, notice was required to be mailed to each director five days before the meeting at which the amendment was to be introduced. Section 225 of the *Local Government Act* has been amended to require that notice be given in accordance with s. 94 of the *Community Charter.*

The Guidance document does not recommend that the public notice bylaw be combined with the procedure bylaw as keeping the information separate makes it more accessible to the public. Reference can be made in the procedure bylaw to the public notice bylaw if applicable.

In addition, any changes to the public notice bylaw do not require the same notification requirements as for an amendment to the procedure bylaw.

Special Meetings:
The notice for special board meetings as outlined in section 220 of the *Local Government Act* has been amended to include the same requirements as that of municipalities under section 127 of the *Community Charter*.

This means that notice of a special board meeting must be given at least 24 hours before the time of the meeting by:

- Posting a copy of the notice at the regular board meeting place
- Posting a copy of the notice at the public notice posting place; and
- Leaving one copy of the notice for each board member at the place where the member has directed that notice be provided (this can be by email).

The notice must include the date, time and place of the meeting and describe in general terms the purpose of the meeting. The notice must be signed by the chair or corporate officer. Notice of the meeting may be waived by unanimous consent.

Publication in a Newspaper:
The *Local Government Act* has been amended to remove the reference to "publication in a newspaper" and replaced with the requirement to publish notice in accordance with section 94 of the *Community Charter.* All local governments now that the same requirements and options for public notice. Page 12 of the Guidance document details the sections of the *Local Government Act* that have been amended to remove reference to publication in a newspaper.

In addition, regional districts are now required to also post notice in the public notice posting place. Metro Vancouver includes a definition of public notice posting place in the Bylaw.

6. RESPONSIBLE CONDUCT OF LOCALLY ELECTED OFFICIALS

The Working Group on Responsible Conduct (WGRC), a staff level committee with membership from UBCM, LGMA and the Ministry of Community, Sport and Cultural Development (CSCD) was formed in 2016 to undertake research and policy work on the framework and approaches related to conduct. The Policy Report was endorsed by UBCM in September 2017.

The WGRC identified and defined four Foundational Principles to guide the conduct of individual elected officials as well as councils and board.

A Model Code of Conduct was developed to that sets out shared principles and standards of conduct to help local governments get started on developing a code of conduct. A Companion Guide was also developed to facilitate council/board conversations to develop a code of conduct.

In addition to the above, the WGRC developed a guide, Forging the Path to Responsible Conduct in your Local Government, about fostering responsible conduct, maintaining good governance, resolving conduct issues informally and the essentials of code of conduct enforcement.

In June 2022, the *Community Charter* was amended to include new sections 113.1 and 113.2 that now require a board, within six months after its first regular meeting following a general local election to decide whether to establish a code of conduct or review an existing code of conduct. Before making a decision, the Board must consider the prescribed principles for codes of conduct, consider the other prescribed matters and comply with the prescribed requirement regarding public notice or consultation. The Lieutenant Governor in Council may make regulations regarding the above.

Should the Board decide not to establish a code of conduct, it must make available to the public, on request, a statement explaining the reasons for its decision. The Board must then reconsider their decision before January 1 in the year of the next general local election and consider the same principles and prescribed matters noted above.

The member jurisdictions that have an established Code of Conduct for their Council and/or committees include:

- Village of Anmore:
  - Council Code of Conduct
  - Council Committees' Code of Conduct
- Village of Lions Bay Council Code of Conduct
- City of Maple Ridge Council Code of Conduct
- District of North Vancouver Council Code of Ethics
- City of Pitt Meadows Council Code of Conduct
- City of Port Moody Council Code of Conduct
- City of Surrey Council Code of Conduct
- City of Vancouver Council Code of Conduct
- City of White Rock Code of Conduct for Committee Members

Other regional districts that have an established Code of Conduct include:

- Cariboo Regional District Code of Conduct and Ethics
- Regional District of Central Okanagan Board Code of Conduct
- Comox Valley Regional District Board Code of Conduct
- Cowichan Valley Regional District Code of Conduct for Elected Officials Policy
- Regional District of Nanaimo Board Code of Conduct
- Regional District of Okanagan-Similkameen Board Code of Ethics
- qathet Regional District Board Code of Conduct
- Squamish-Lillooet Regional District Board Code of Conduct

7. APPENDICES

Appendix A: Procedure Bylaw Review Project Scope

Appendix B: "Procedure Bylaw Guide: For B.C.'s Local Governments" (the "Ministry/LGMA Guide") - Ministry of Municipal Affairs and Local Government Management Association (LGMA): Procedure Bylaw Guide: For B.C.'s Local Governments

Appendix C: **"**Guidance for Adapting to the New Electronic Meetings Framework" – Ministry of Municipal Affairs: Guidance for Adapting to the New Electronic Meetings Framework (gov.bc.ca)

Appendix D: "Public Notice Guidance Materials: For B.C. Local Governments" – Ministry of Municipal Affairs: Public Notice Guidance Materials: For B.C. Local Governments

Appendix E: Public Notice Regulation B.C. Reg. 52/2022: Public Notice Regulation (gov.bc.ca)

Appendix F: Responsible Conduct of Locally Elected Officials: Responsible conduct of locally elected officials - Province of British Columbia (gov.bc.ca)

Appendix G: Member jurisdictions and other Regional District Procedure Bylaws:

- Village of Anmore Procedure Bylaw No. 541-2016
- Village of Belcarra Council Procedure Bylaw No. 593,2021
- Bowen Island Municipality Council Procedure Bylaw No. 529, 2020
- City of Burnaby Procedure Bylaw No. 11714, 2004
- City of Coquitlam Council Procedure Bylaw No. 5200, 2022
- City of Delta Council Procedure Bylaw No. 5000, 2000
- City of Langley Council Procedure Bylaw, 2021, No. 3193
- Township of Langley Council Procedure Bylaw 2016, No. 5199
- Village of Lions Bay Council Procedures Bylaw No. 476, 2015
- City of Maple Ridge Council Procedure Bylaw No. 7799-2021
- City of New Westminster Council Procedure Bylaw No. 6910, 2004
- City of North Vancouver Council Procedure Bylaw, 2015, No. 8500
- District of North Vancouver Council Procedure Bylaw 7414
- City of Pitt Meadows Council Procedure Bylaw No. 2834, 2019
- City of Port Coquitlam Council and Committee Procedures Bylaw, 2015, No. 3898
- City of Port Moody Council Procedure Bylaw, 2015, No. 3013
- City of Richmond Council Procedure Bylaw No. 7560
- City of Surrey Council Procedure By-Law No. 15300
- City of Vancouver Procedure By-Law No. 12577
- District of West Vancouver Council Committee Procedure Bylaw No. 5020, 2019
- City of White Rock Council and Committee Procedure Bylaw, 2021, No. 2393
- Capital Regional District Board Procedures Bylaw, 2012, No. 3828
- Fraser Valley Regional District Board and Committee Procedures Bylaw No. 1600, 2020

APPENDIX A

PROCEDURE BYLAW REVIEW
Project Scope

Prepared by: Chris Plagnol Date: 2002 March 28

BACKGROUND

The current *Procedure Bylaw* (Bylaw 1205) was adopted in 2014, and has been amended six (6) times since then to respond to changing circumstances. Staff are aware of additional revisions that could benefit the proceedings of the board and its committees, and are aware of new statutory requirements that must be considered, as well. As a result, an overall review of the *Procedure Bylaw* at this time is warranted.

For reasons that are not entirely clear, the board requested a complete review of the *Procedure Bylaw*. It is assumed that the driver for the review was related to delegation provisions. At its meeting held February 25, 2022, the board passed the following resolution:

> *That the MVRD Board request staff to conduct a comprehensive review of the Metro Vancouver Regional District Procedure Bylaw and report back with suggested changes.*

This document outlines the scope of effort to conduct a comprehensive review.

APPROACH

It is recommended that staff engage a local government consultant with expertise in local government corporate administration (ideally corporate officer experience in a regional district) and with experience with local government meeting procedures.

SCOPE

The review of the Procedure Bylaw will comprise three (3) parts, as outline below. Given the regional district is a federation of 23 jurisdictions, the review should be all encompassing including local rules in use at municipal councils as set out in their Procedure Bylaws.

1. Prepare a gap analysis to compare with existing authorities
    - LGMA-Ministry of Municipal Affair Bylaw Guidelines
    - Local Government Act and Community Charter – select provisions
    - Bill 26 Provisions, notably consideration of “code of conduct” and “modernized notice”
    - Roberts Rules of Order or similar meeting rules authority – select provisions
    - Member Jurisdictions’/ other Regional Districts’ Procedure Bylaws and Codes of Conduct
2. Identify options for changes:
    - keep status quo (no change),
    - insert a new provision,
    - remove an irrelevant provision, and
    - revise an existing provision (with one or more proposed options).
3. Present recommendations
    - Prepare recommendations in a written report for consideration by staff. Still will comment, seek clarification, and prepare, as appropriate, for committee and board (in such a way to foster discussion and feedback) consideration

- Consultant may, as requested by staff, present to the committee
- Further, it is expected that the recommendation will include:
  - a net new bylaw (repealing previous)
  - adopt a plain language writing style

TASKS AND EFFORT

Tasks
1. review existing Procedure Bylaw
2. meet with CO to discuss project
3. meeting with staff to identify known issues with the bylaw
4. develop gap analysis grid, with all PB provisions.
5. review existing provision (about 50) against the following and include on gap grid:
a. LGMA-Ministry Guidelines
b. LGA-CC Provisions – Selected Only
c. Bill 26 Provisions
d. Industry Standard Rule Authorities (ie. RONR) – Selected only
e. Member Jurisdictions' select Regional Districts' Procedure Bylaws and Codes of Conduct Note: about 21+ jurisdictions
6. identify options for change, if any, on the gap grid.
7. prepare summary of recommendations for change (based on the gap analysis)
8. Present to committee (if requested)

SCHEDULE

This project must be undertaken in a timely fashion to meet the request by the Board, and ensure that the project is completed prior to the October general local elections. On that basis, the following is the preferred or suggested scheduled:

Month	Activity
April – May	Research phase / Information collection and analysis
June	Consultant reports out findings
July	Staff reports to Finance Committee and Board with report, and seek direction for bylaw
September	Staff brings draft bylaw to Finance Committee and Board for adoption
October	If the committee refers back bylaw with requests for change, staff will bring back revised bylaw for adoption in October (final chance)

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SERVICES AND SOLUTIONS FOR A LIVABLE REGION

PROCEDURE BYLAW
CONSOLIDATED

THIS IS A CONSOLIDATION, FOR REFERENCE PURPOSES, OF:

- "Metro Vancouver Regional District Procedure Bylaw Number 1205, 2014".This bylaw may be cited as "Procedure Bylaw".
  (Adopted May 2, 2014)
  - (Prior citation "Greater Vancouver Regional District Procedure Bylaw Number 1205, 2014", amended by Bylaw 1257, 2018.)

- "Greater Vancouver Regional District Procedure Amending Bylaw Number 1239, 2017".
  (Adopted January 27, 2017)

- "Metro Vancouver Regional District Procedure Amending Bylaw Number 1257, 2018".
  (Adopted January 26, 2018)

- "Metro Vancouver Regional District Procedure Amending Bylaw Number 1297, 2020".
  (Adopted February 28, 2020)

- "Metro Vancouver Regional District Procedure Amending Bylaw Number 1305, 2020".
  (Adopted March 25, 2020)

- "Metro Vancouver Regional District Procedure Amending Bylaw Number 1322, 2021".
  (Adopted June 25, 2021).

- "Metro Vancouver Regional District Procedure Amending Bylaw Number 1325, 2021".
  (Adopted September 24, 2021).

As of September 24, 2021

COPIES OF THE ORIGINAL BYLAWS MAY BE INSPECTED AT
BOARD AND INFORMATION SERVICES, METRO VANCOUVER.

METRO VANCOUVER REGIONAL DISTRICT
BYLAW NUMBER 1205, 2014

A Bylaw to regulate the proceedings of the Metro Vancouver Regional District Board and Committees

Revised by Bylaw 1239, 2016

WHEREAS the *Local Government Act*, RSBC 2015, Chapter 1, as amended (the "*Act*") requires the Board to establish the general proceedings to be followed by the Board and Board committees in conducting their business;

NOW THEREFORE the Board of the Metro Vancouver Regional District, in open meeting assembled, ENACTS AS FOLLOWS:

PART 1 - INTRODUCTION

Revised by Bylaw 1257, 2018

Title

1.1 This bylaw shall be cited as "Metro Vancouver Regional District Procedure Bylaw Number 1205, 2014".

Definitions

1.2 In this bylaw:

"*Act*" means the *Local Government Act;*

"audio and video recording devices" means any equipment enabling the recording and or transmission of sound and or visual images;

Revised by Bylaw 1257, 2018

"Board" means the Board of Directors of the Metro Vancouver Regional District;

"Chair" means, where the context requires, the Chair of the Board elected pursuant to the *Act*, or the person appointed as the Chair, Vice Chair or other person presiding at a meeting of the Board or committee;

"Charter" means the *Community Charter*;

"committee" means, as the context requires, a select committee established by the Board, or a standing committee established by the Board Chair;

Revised by Bylaw 1239, 2016

"Corporate Officer" means the officer assigned corporate administration responsibilities under section 236 [*corporate administration*] of the *Act* and includes that officer's designate;

"director" means a member of the Board, whether as a municipal director, as an electoral area director, or as a Treaty First Nation director pursuant to the *Act*;

Added by Bylaw 1325, 2021

"Electronic Meeting" means a meeting where some or all members are Electronic Participants;

"Electronic Participant" means a member who participates in a meeting by means of electronic or other communication facilities;

"In-Person Meeting" means a meeting where all members attend in-person;

Revised by Bylaw 1325, 2021

"Meeting" means a meeting of the Board, or a meeting of a committee, as the context requires, and includes an Electronic Meeting and an In-Person Meeting;

"member" means a director of the Board, or a person appointed to a committee, as the context requires;

Added by Bylaw 1325, 2021

"Unsafe Conditions" means any one or more of epidemics, pandemics, extreme weather conditions, fires, explosions, natural disasters, floods, riots or road blockages.

Revised by Bylaw 1257, 2018

"posting place" means the public notice board located on the 28th floor at the offices of the Metro Vancouver Regional District, 4730 Kingsway, Burnaby, British Columbia, and the MVRD website;

Revised by Bylaw 1257, 2018

"regional district" means the Metro Vancouver Regional District;

"regular meeting" means all regularly scheduled meetings;

Revised by Bylaw 1239, 2016

"select committee" means a committee established by the Board, pursuant to section 218 *[Appointment of select and standing committees]* of the *Act*, to consider or inquire into any matter and report its findings and opinion to the Board, after which the select committee disbands.

"special meeting" means a meeting other than a statutory, regular, or statutory or regular adjourned meeting.

"standing committee" means a committee established by the Board Chair, pursuant to section 218 [*Appointment of select and standing committees*] of the *Act*, that meets regularly to deliberate on matters the Chair considers would be better dealt with by committee.

Application of rules of procedure

1.3 The rules of procedure as set out in this bylaw apply to all meetings of the Board and committees except as otherwise provided.

1.3.1 The Standing Orders of the Legislative Assembly of British Columbia, not including the House of Commons of the United Kingdom of Great Britain and Northern Ireland, shall as far as they may be applicable, apply to all unprovided cases of the proceedings of the Board and committees.

Motion to Suspend the Rules

1.4 Any member may give notice of a motion to temporarily suspend any one or more of the rules contained in this Bylaw, provided that such suspension is not inconsistent with or in contravention of any statutory requirement, by providing the Corporate Officer with a written copy of such motion no later than two working days prior to the scheduled meeting, and the Corporate Officer shall add the motion to the agenda for said meeting. The notice must specify which rule is to be temporarily suspended and the item on the agenda to which that suspension will apply.

1.5 At a meeting, any member may at any time introduce a motion to temporarily suspend any one or more of the rules contained in this Bylaw provided that such suspension is not inconsistent with or in contravention of any statutory requirement, but such motion may only be adopted by at least two thirds vote of the members present.

PART 2 - ELECTION OF CHAIR AND VICE CHAIR

Revised by Bylaw 1239, 2016

2.1 As provided in section 215 [*Chair and vice chair of board*] of the *Act*:

(1) At the first meeting held after November 1 in each year, the Board must elect a Chair and a Vice Chair.

(2) The Vice Chair has, during the absence, illness or other disability of the Chair, all the powers of the Chair and is subject to all rules applicable to the Chair.

(3) If the Chair and the Vice Chair are not present at a meeting of the Board, the directors present may elect an acting Chair who, during that meeting, has all the powers of the Chair and is subject to all rules applicable to the Chair.

(4) For the purposes of elections under this section, each director present at the meeting has one vote in each election for an office.

2.2 The call for nominations for the office of Board Chair shall be conducted by the Corporate Officer, and the call for nominations for the office of Board Vice Chair shall be called by the Board Chair.

2.3 If only one candidate is nominated for an office, that candidate shall be declared elected by acclamation.

2.4 If more than one candidate is nominated for an office, an election by voting shall be held and voting shall be conducted by secret ballot.

2.5 The counting of ballots shall be conducted by the Corporate Officer together with the Treasurer or Corporate Solicitor. Immediately thereafter the ballots shall be destroyed.

2.6 The candidate with the most votes for an office shall be declared elected to that office.

Tie vote

2.7 In the event of a tie vote for the most votes of two candidates, the candidates who are tied remain in the election. If a definitive election result cannot be declared after three elections have been held, then the result of the election is determined by lot between those candidates as follows:

(a) the name of each candidate is to be written on a separate piece of paper, as similar as possible to all other pieces prepared for the determination;

(b) the pieces of paper are to be folded in a uniform manner in such a way that the names of the candidates are not visible;

(c) the pieces of paper are to be placed in a container that is sufficiently large to allow them to be shaken for the purpose of making their distribution random, and the container is to be shaken for this purpose;

(d) a person who is not a candidate shall be asked to withdraw one paper;

(e) the candidate whose name is on the paper that was drawn shall be declared elected to that office.

2.8 In the event of a tie vote for the most votes of more than two candidates, the candidates who are tied remain in the election. If a definitive election result cannot be declared after three elections have been held, then the result of the election is determined by preferential ballot system.

PART 3 – MEETINGS

Replaced by Bylaw 1325 2021

Regular board meetings – date, time and place

3.1 No later than the last board meeting in November, the Corporate Officer shall provide an annual schedule of regular board meetings for the upcoming year, including the date, time and place of meetings, and meetings shall be held accordingly unless otherwise determined by resolution of the Board.

3.1.1 For the purposes of advance public notice, the Corporate Officer shall post the annual schedule of regular board meetings at the posting place.

3.1.2 In the case of regular board meetings conducted as Electronic Meetings, advance public notice must include:

(a) the way in which the Electronic Meeting will be conducted; and

(b) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.

3.1.3 In the event of a change to a regular board meeting date, time, place, way in which the Electronic Meeting will be conducted, or place where the public may attend to hear, or watch and hear, the proceedings of an Electronic Meeting that are open to the public, the Corporate Officer shall as soon as possible post the change at the posting place.

Regular committee meetings – date, time and place

3.2 As soon as possible after the Board Chair has established committees, the Corporate Officer shall establish an annual schedule of committee regular meetings including the date, time, and place of the meetings and provide the annual schedule of committee regular meetings to each member of each committee.

3.2.1 For the purposes of advance public notice, the Corporate Officer shall post the annual schedule of committee regular meetings at the posting place.

3.2.2 In the case of regular committee meetings conducted as Electronic Meetings, advance public notice must include:

(a) the way in which the Electronic Meeting will be conducted; and

(b) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.

3.2.3 A committee Chair may call additional meetings, or cancel a meeting, change the date, time, or place of a regular meeting where circumstances require.

3.2.4 In the event of a change to a regular committee meeting date, time, place, way in which the Electronic Meeting will be conducted, or place where the public may attend to hear, or watch and hear, the proceedings of an Electronic Meeting that are open to the public, the Corporate Officer shall as soon as possible post the change at the posting place.

Special meetings – calling and conduct

3.3 Pursuant to section 220 [*Calling of special board meetings*] of the *Act*, a special meeting shall be called by the Corporate Officer on the request of the Chair or any two members, by notice mailed to each member at least five days before the date of the meeting to the address given by each member to the Corporate Officer for that purpose.

3.4 The notice shall state the general purpose of the meeting and the day, time and place of the meeting, as well as whether the meeting is to be conducted as an Electronic Meeting or an In-Person Meeting.

3.4.1 In the case of Special Meetings conducted as Electronic Meetings, notice must include:

(a) the way in which the Electronic Meeting will be conducted; and

(b) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.

3.5 The notice of any special meeting may be waived by a unanimous vote of the Board or committee, as the context requires.

3.6 In an emergency, notice of a special meeting may be given with the consent of the Chair and two members, less than five days before the date of the meeting, and notice of the meeting does not need to be given in writing.

Electronic Meetings

3.6.1 A meeting may be conducted as an Electronic Meeting or an In-Person Meeting.

3.6.2 Electronic Meetings must abide by the rules established by Board policies pertaining to Electronic Meetings.

In-Person Meetings

3.6.3 Subject to Section 3.6.4, certain meetings throughout the calendar year may be determined to require in-person attendance by members, when:

(a) established as In-Person Meetings on the annual Board and committee schedules referred to in Part 3;

(b) carried by resolution of the Board or committee; or

(c) given the nature of one or more items on the agenda, the Chair determines in-person attendance as a requirement, subject to members being provided with seven (7) of advance notice of the requirement to attend in person. The advance notice of any change of a scheduled meeting to an In-Person Meeting may be waived by a unanimous vote of the Board or committee, as the context requires.

3.6.4 If the Chair determines that Unsafe Conditions exist that have the potential to cause risk to the health and/or safety of members scheduled to attend an In-Person Meeting, then notwithstanding Section 3.6.3, the Chair may permit members to participate by means of electronic or other communication facilities.

Special meeting - advance public notice

3.7 At least one working day before a special meeting the Corporate Officer must give advance public notice of the day, hour and place of the meeting by way of a notice posted at the posting place.

3.8 Section 3.7 does not apply when notice to the members has been waived under section 3.5 or given under section 3.6 and it is otherwise impractical to provide the advance public notice under section 3.7.

Revised by Bylaw 1239, 2016

Attendance of public at meetings

3.9 Pursuant to section 226(1)(a) [*Board proceedings: application of Community Charter*] of the *Act* and section 89 [*open meetings*] of the Charter, a meeting must be open to the public, except as provided in section 3.10.

Requirements before meeting is closed

3.10 As provided in section 92 [*Requirements before meeting is closed*] of the Charter, before holding a meeting or part of a meeting that is to be closed to the public, the Board or committee must state, by resolution passed in a public meeting,

(a) the fact that the meeting or part is to be closed, and

(b) the basis under the applicable subsection of section 3.11 on which the meeting or part is to be closed.

Meetings that may or must be closed to the public

3.11 As provided in section 90 [*Meetings that may or must be closed to the public*] of the Charter:

(1) A part of a meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district;

(b) personal information about an identifiable individual who is being considered for a regional district award or honour, or who has offered to provide a gift to the regional district on condition of anonymity;

(c) labour relations or other employee relations;

(d) the security of the property of the regional district;

(e) the acquisition, disposition or expropriation of land or improvements, if the Board or committee considers that disclosure could reasonably be expected to harm the interests of the regional district;

(f) law enforcement, if the Board or committee considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

(g) litigation or potential litigation affecting the regional district;

(h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the regional district, other than a hearing to be conducted by the Board or committee or a delegate of the Board or committee;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act;*

(k) negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the Board or committee, could reasonably be expected to harm the interests of the regional district if they were held in public;

(l) discussions with regional district officers and employees respecting regional district objectives, measures and progress reports for the purposes of preparing an annual report under section 98 *[annual municipal report]* of the Charter;

(m) a matter that, under another enactment, is such that the public may be excluded from the meeting;

(n) the consideration of whether a meeting should be closed under a provision of this subsection or subsection (2);

(o) the consideration of whether the authority under section 91 *[Other persons attending closed meetings]* should be exercised in relation to a meeting.

(2) A part of a meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

(a) a request under the *Freedom of Information and Protection of Privacy Act,* if the Board is designated as head of the local public body for the purposes of that *Act* in relation to the matter;

(b) the consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

(c) a matter that is being investigated under the *Ombudsman Act* of which the regional district has been notified under section 14 *[ombudsman to notify authority]* of that *Act*;

(d) a matter that, under another enactment, is such that the public must be excluded from the meeting.

(3) If the only subject matter being considered at a meeting is one or more matters referred to in subsection (1) or (2), the applicable subsection applies to the entire meeting.

Other persons attending closed meetings

3.12 As provided in section 91 [*Other persons attending closed meetings*] of the Charter:

(1) If all or part of a meeting is closed to the public, the Board or committee may allow one or more regional district officers and employees to attend or exclude them from attending, as it considers appropriate.

(2) If all or part of a meeting is closed to the public, the Board or committee may allow a person other than regional district officers and employees to attend,

(a) in the case of a meeting that must be closed under section 3.11 (2), if the Board or committee considers this necessary and the person

(i) already has knowledge of the confidential information, or

(ii) is a lawyer attending to provide legal advice in relation to the matter, and

(b) in other cases, if the Board or committee considers this necessary.

(3) The minutes of a meeting or part of a meeting that is closed to the public must record the names of all persons in attendance.

Revised by Bylaw 1239, 2016

Meetings and hearings outside regional district

3.13 As provided in section 224 [*Meetings and hearings outside regional district*] of the *Act*, the following meetings may take place outside the boundaries of the regional district:

(a) board meetings;

(b) committee meetings;

(c) other public meetings conducted by or on behalf of the Board or a board committee;

(d) board hearings that are required by law or authorized by an enactment; and

(e) board proceedings in which a person is entitled under the *Act* to make representations to the Board.

Duty to respect confidentiality

3.14 Pursuant to section 117 [*Duty to respect confidentiality*] of the Charter, a member or former member must, unless specifically authorized by the Board or committee:

(a) keep in confidence any record held in confidence by the regional district, until the record is released to the public as lawfully authorized or required, and

(b) keep in confidence information considered in any part of a meeting that was lawfully closed to the public, until the Board or committee discusses the information at a meeting that is open to the public or releases the information to the public.

Corporate Officer to attend

3.15 The Corporate Officer shall attend all meetings and record the business, proceedings and reports thereof.

PART 4 - QUORUM

Chair to preside at meetings

4.1 The Chair, if present, shall preside at all meetings. In the absence of the Chair from a meeting, the Vice Chair shall preside.

Revised by Bylaw 1239, 2016

4.1.1 In the absence of both the Chair and Vice Chair, the Corporate Officer shall call the meeting to order and call for a motion from the members present to appoint a member to preside as acting Chair pursuant to section 215(3) of the *Act.*

Quorum

4.2 A quorum of the Board is a majority of all the directors having among them a majority of all the votes and a quorum of a committee is a majority of the members appointed to that committee.

4.2.1 If a quorum is not present within thirty minutes after the time established for a meeting, the Corporate Officer shall record the names of the members present and the meeting shall stand adjourned.

4.2.2 As soon after the hour of meeting as there shall be a quorum present the Chair will call the meeting to order.

PART 5 - ORDER OF BUSINESS

Order of business

5.1 Unless otherwise determined by resolution of the Board or committee, the order of business for meetings shall be as follows:

5.1.1 For board regular meetings:

(a) Adoption of the Agenda
(b) Adoption of the Minutes
(c) Delegations
(d) Invited Presentations

(e) Consent Agenda
(f) Items Removed from the Consent Agenda
(g) Reports from Committee or Chief Administrative Officer (not included on the Consent Agenda)
(h) Motions for Which Notice Has Been Given
(i) Other Business
(j) Business Arising from Delegations
(k) Resolution to Close Meeting
(l) Rise and Report (Items Released from Closed Meeting)
(m) Adjournment or Conclusion.

5.1.1.1 Subsections 5.1.1(e), (f), and (k) do not apply to a board regular closed meeting.

5.1.2 For committee regular meetings:
(a) Adoption of the Agenda
(b) Adoption of the Minutes
(c) Delegations
(d) Invited Presentations
(e) Reports from Committee or Chief Administrative Officer
(f) Information Items
(g) Other Business
(h) Business Arising from Delegations
(i) Resolution to Close Meeting
(j) Adjournment or Conclusion.

5.1.2.1 Subsection 5.1.2(i) does not apply to a committee regular closed meeting.

5.1.3 For special board or committee meetings:
(a) Adoption of the Agenda
(b) Reports from Committee or Chief Administrative Officer
(c) Resolution to Close Meeting
(d) Rise and Report (Items Released from a Board Closed Meeting)
(e) Adjournment or Conclusion.

5.1.3.1 Subsection 5.1.3(c) does not apply to special board or committee closed meetings.

5.1.3.2 Subsection 5.1.3 (d) does not apply to committees.

Addition of agenda items by a member

5.2 At a meeting, a member may, at the time adoption of the agenda is being considered, propose to place an additional item on the agenda. The item must be added to the agenda only if the resolution is adopted by at least two thirds vote of the members present.

5.2.1 Notwithstanding section 5.2, after the meeting agenda has been adopted, a member may propose to place an item of an urgent matter on the agenda. The item must be added to the agenda only if the resolution is adopted by at least two thirds vote of the members present.

Revised by Bylaw 1239, 2016

Minutes

5.3 As provided in sections 223(1) [*Minutes of board meetings*] and 223(2) [*Minutes of a board committee meeting*] of the *Act*:

(1) Minutes of board meetings must be
   (a) legibly recorded,
   (b) certified as correct by the Corporate Officer, and
   (c) signed by the Chair or other member presiding at the meeting or at the next meeting at which they are adopted; and

(2) Minutes of a committee meeting must be
   (a) legibly recorded, and
   (b) signed by the Chair or member presiding at the meeting.

Consent agenda

5.4 The consent agenda portion of a board agenda shall consist of staff or committee report items that contain clear 'take action, give approval, or receive for information' recommendations.

5.5 Directors may vote on and adopt in one motion all recommendations appearing on the consent agenda portion of a board agenda.

5.6 At any time prior to the vote under section 5.5, a director may for the purposes of:
(a) debate or discussion,
(b) voting in opposition to a recommendation on the consent agenda, or
(c) declaring a conflict of interest with respect to an item on the consent agenda,
request that an item be removed from the consent agenda. The item will be considered immediately after the consideration of the consent agenda.

Adjourn

5.7 A meeting which has been in session for four hours from the time the meeting was convened is deemed to be adjourned unless the Board or committee resolves to extend the meeting.

5.7.1 Notwithstanding section 5.7, a motion to adjourn shall always be in order, but no second motion to the same effect shall be made until some intermediate proceeding shall have been taken.

PART 6 - KEEPING ORDER

Expelling a person

6.1 The Chair may expel a person from a meeting as provided in section 133 [*expulsion from meetings*] of the Charter as follows:

(a) If the Chair considers that another person at the meeting is acting improperly, the person presiding may order that the person is expelled from the meeting.

(b) If a person who is expelled does not leave the meeting, a peace officer may enforce the order under subsection (1) as if it were a court order.

Use of audio and or video recording devices

6.2 No person shall use or operate any audio and or video recording devices at a meeting unless audio and or video recording devices are placed in a location designated by the Chair for that purpose and remain in that location during the course of the meeting.

6.2.1 Notwithstanding section 6.2, audio and or visual recording devices must not be used or operated during a closed meeting unless expressly permitted by the Board or committee.

Points of order

6.3 The Chair shall preserve order and decide all points of order which may arise.

Appeal

6.4 Any decision of the Chair made under Section 6.3 may be appealed by a member and on an appeal by a member from the decision of the Chair, the question shall be immediately put by the Chair and decided without debate, "Shall the Chair be sustained?" and the Chair shall be governed by the vote of the majority of the members then present excluding the Chair.

6.4.1 In the event of the votes being equal, the question shall pass in the affirmative.

6.4.2 The names of the members voting for or against the question shall be recorded in the minutes.

6.4.3 If the Chair refuses to put the question "Shall the Chair be sustained?", the Board or committee shall immediately appoint a member to preside temporarily and the member so temporarily appointed shall proceed in accordance with Section 6.4 and Subsections 6.4.1 and 6.4.2.

6.5 Any resolution or motion carried under the circumstances mentioned in Section 6.4.3 is as binding as if carried out with the Chair presiding.

PART 7 - DEBATE

7.1 Where there is a motion under debate a member shall not speak other than on that motion under debate and the matters relating to that motion as set out in Section 8.2.

7.2 No director shall speak on any question for longer than three minutes without leave of the Chair.

7.2.1 Section 7.2 does not apply to committees.

7.3 Any member may require the motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.

7.4 No director shall speak more than once to the same motion without leave of the Chair except:
(a) in explanation of a material part of his or her speech which may have been misunderstood, provided in doing so that director does not introduce any new matter, and no debate shall be allowed upon such explanation; or
(b) in reply by a director who moved the substantive motion to the Board, but not to any director who has moved an amendment or a non substantive motion.

7.4.1 Section 7.4 does not apply to committees.

7.5 If, during debate on a motion, a motion to refer or defer that motion is put while there remain members who have indicated an intention to speak, the Chair may refuse to accept the seconding of such motion of deferral or referral until those on the list of speakers for the first motion have been heard. No other names shall be added to the said speakers list and, following the hearing of those entitled to speak, the Chair shall ask if there be a seconder to the motion to defer or refer and, receiving an affirmative response, shall call the question on such motion.

7.6 At any time during debate on a motion, a director may move "That the vote on the motion be called" and that motion shall be decided without amendment or debate. If the motion "That the vote on the motion be called" is adopted by at least two thirds vote of the members present, the motion consequent thereon shall be immediately called and voted upon without further debate or amendment.

7.6.1 Section 7.6 does not apply to committees.

PART 8 - MOTIONS

8.1 A motion shall be made and seconded before being debated or finally put by the Chair.

8.2 When a motion is under debate it is deemed to be in possession of the Board or committee and no motion shall be received unless to amend it, to refer it, to table it, to defer it, to withdraw it, to adjourn, or to call the question.

Amendments

8.3 Amendments shall be voted on in the reverse order to that in which they are moved.

8.3.1 Every amendment submitted shall, when requested by any member, be reduced to writing and be decided upon or withdrawn before the main question is called.

8.3.2 Amendments shall be allowed to the main motion but only one amendment shall be allowed to an amendment, provided that such amendments shall be a modification and not a nullification of the main motion.

Referral

8.4 A motion to refer, until it is decided, shall take precedence over the main motion and motions to amend the main motion.

Chair determines contrary to rules

8.5 When the Chair is of the opinion that a motion put before the Board is contrary to the rules of the Board or committee, the Chair shall declare the motion to be not in order and cite the rule or authority applicable in the circumstances.

PART 9 - NOTICE OF MOTION

9.1 Any director desiring to bring before the Board any new matter, other than a point of order or of privilege, shall do so by way of motion; provided however, that any new matter of major import, which may require further information than could or would normally be available to the Board at such meeting, may be ruled by the Chair as a notice of motion and shall be dealt with as provided by Section 9.1.1.

9.1.1 Any director may give notice of a motion to the Board by:

(a) providing the Corporate Officer with a written copy of such motion during a meeting of the Board and the Corporate Officer shall, upon the director being acknowledged by the Chair and the notice of motion being read to the meeting, include it in the minutes of that meeting as notice of motion and shall add the motion to the agenda of the next regular board meeting, or to the agenda of a special board meeting scheduled for that purpose; or

(b) providing the Corporate Officer with a written copy of such motion, no later than nine working days prior to the scheduled meeting, and the Corporate Officer shall add the motion to the agenda for said meeting.

PART 10 - RECONSIDERATION, RESCISSION OF A RESOLUTION

Chair may propose board reconsideration of a matter

Revised by Bylaw 1239, 2016

10.1 Notwithstanding section 5.2, as provided in 217 [*Chair may require board reconsideration of a matter*] of the *Act* and section 131 [*Mayor may require council reconsideration of a matter*] of the Charter, the Chair may require Board reconsideration of a matter as follows:

(1) Without limiting the authority of a Board to reconsider a matter, the Chair may require the Board to reconsider and vote again on a matter that was the subject of a vote.

(2) In exercising the power under subsection (1), the Chair may return the matter for reconsideration at the meeting of the Board following the original vote.

(3) A matter may not be reconsidered under this section if

(a) it has had the approval of the electors or the assent of the electors and was subsequently adopted by the Board, or

(b) there has already been a reconsideration under this section in relation to the matter.

(4) On a reconsideration under this section, the Board

(a) must deal with the matter as soon as convenient, and

(b) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.

(5) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

Director, other than the chair, may propose board reconsideration of a matter

10.2 After a vote has been taken on any motion, a director (except the Chair), who voted with the majority for or against that resolution may, at the regular meeting of the Board following the original vote, introduce a motion to reconsider that resolution in accordance with section 5.2 or section 9.1 (b).

General provisions for board reconsideration

10.3 When a motion to reconsider has been presented, no discussion of the main question shall be allowed unless the motion to reconsider has been adopted.

10.4 No resolution shall be reconsidered more than once on the same question, nor shall a vote to reconsider be reconsidered.

Rescission/Amendment of a previously decided resolution

10.5 At a board meeting, any director may at any time introduce a motion to rescind or amend a previously decided resolution which has been adopted in the affirmative or negative in accordance with section 5.2 or section 9.1 (b), and at a committee meeting, any member may do so in accordance with section 5.2.

10.5.1 Notwithstanding section 10.5, a member may at any time introduce a motion to rescind or amend a previously decided resolution if the motion is made at the same meeting as the previously decided resolution.

10.5.2 Notwithstanding section 10.5, a motion to rescind or to amend a resolution is not in order under the following circumstances:

(a) If some action integral to the resolution now being rescinded or amended has been taken as a result of the previous decision and that action is impossible to undo; or

(b) If the resolution is so intimately connected with another resolution that the resolution cannot be considered as a distinct proposition.

PART 11 - VOTING

Tie vote

11.1 In all cases where the votes of the members present and entitled to vote, including the vote of the Chair, are equal for and against a question, the question shall be declared in the negative, and it shall be the duty of the Chair or other member presiding to so declare.

11.1.1 Any member then present who abstains from voting shall be deemed to have voted in the affirmative.

Recorded vote

11.2 At a board meeting, a director may call for a recorded vote, and if so called, the Corporate Officer shall record in the minutes the names of each director present, the manner in which that director has voted, and the number of votes assigned to such director.

11.2.1 Section 11.2 does not apply to committees.

Distinct propositions

11.3 When the motion under debate contains several parts, each of which is capable of standing as a complete proposition if the others are removed, a separate vote upon each such proposition shall be taken if requested by any member.

Members attendance for vote

11.4 Members who are in the room shall always take their place when a vote is called for and shall not leave until the vote has been taken unless a member has declared a conflict of interest.

Conflict of interest

11.5 Pursuant to section 100 [D*isclosure of conflict*] of the Charter, if a member attending a meeting considers that he or she is not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has

(a) a direct or indirect pecuniary interest in the matter, or

(b) another interest in the matter that constitutes a conflict of interest,

the member must declare this and state in general terms the reason why the member considers this to be the case.

11.5.1 After making a declaration under section 11.5, the member must not do anything referred to in section 101 (2) *[Restrictions on participation if in conflict] of the Charter*.

11.5.2 As an exception to section 11.5.1, if a member has made a declaration under section 11.5 and, after receiving legal advice on the issue, determines that he or she was wrong respecting his or her entitlement to participate in respect of the matter, the member may

(a) return to the meeting or attend another meeting of the same body,

(b) withdraw the declaration by stating in general terms the basis on which the member has determined that he or she is entitled to participate, and

(c) after this, participate and vote in relation to the matter.

11.5.3 For certainty, a member who makes a statement under section 11.5.2 remains subject to section 101 *[Restrictions on participation if in conflict] of the Charter*.

11.5.4 When a declaration under section 11.5 or a statement under section 11.5.2 is made,

(a) the Corporate Officer must record in the minutes the member's declaration or statement, the reasons given for it, and the time of the member's departure from the meeting room and, if applicable, of the member's return, and

(b) unless a statement is made under section 11.5.2, the person presiding at that meeting or any following meeting in respect of the matter must ensure that the member is not present at any part of the meeting during which the matter is under consideration.

11.5.5 Pursuant to section 101 [Restrictions on participation if in conflict] of the Charter, if a member has a direct or indirect pecuniary interest in a matter, whether or not the member has made a declaration under section 11.5, the member must not:

(a) remain or attend at any part of a meeting referred to in section 100 (1) [*Disclosure of conflict*] of the Charter during which the matter is under consideration,

(b) participate in any discussion of the matter at such a meeting,

(c) vote on a question in respect of the matter at such a meeting, or

(d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.

PART 12 - BYLAWS

Revised by Bylaw 1239, 2016

12.1 Bylaws shall be read and adopted in accordance with section 225 [*Procedures, bylaws and enforcement*] of the *Act*.

Copies of proposed bylaws to directors

12.2 Every proposed bylaw shall be in written form before it is considered by the Board and a copy shall be provided to each director when it is under discussion.

Introduction, reading and adopting bylaws

12.3 Every proposed bylaw shall be introduced by motion.

12.4 A proposed bylaw may be debated or amended at any time during the first three readings unless prohibited by the *Act*.

12.5 A bylaw shall be deemed to be read when its title or bylaw number is stated.

12.6 Every proposed bylaw must be given first, second and third reading before it is passed and finally adopted.

12.7 Every proposed bylaw may be introduced and given first, second and third readings at the same meeting by one motion for all three readings.

Revised by Bylaw 1239, 2016

12.8 A separate motion that a proposed bylaw be passed and finally adopted must be made at a subsequent meeting, except that as provided in section 228 of the *Act*, a bylaw that does not require approval, consent or assent under the *Act* or any other act before it is adopted may be adopted at the same meeting at which it passes third reading if the motion for adoption receives at least two thirds vote of the directors present.

12.9 As provided in section 89 [*Open meetings*] of the Charter, a Board must not vote on the reading or adoption of a bylaw when its meeting is closed to the public.

Certification and storage

12.10 When a bylaw is read at a board meeting, the Corporate Officer shall certify the readings and dates at the end of such bylaw. After a bylaw has been adopted the Corporate Officer shall be responsible for its correctness, including any amendments.

12.11 Every bylaw which has been adopted by the Board shall be signed without delay by the Chair and the Corporate Officer, sealed with the seal of the Board, and retained by the Corporate Officer for safekeeping.

12.12 After their adoption by the Board, all bylaws shall be filed in their regular order and shall have an index prepared for the same.

Repeal of a bylaw

12.13 The repeal of any bylaw or part of any bylaw shall not, unless a contrary intention appears, revive any bylaw or Part thereof not in force or existing at the time at which a bylaw takes effect or prevent the effect of any saving clause therein.

PART 13 - DELEGATIONS

General provisions

13.1 No person, persons or organization shall appear as a delegation more than once to the same agenda item except to introduce new and material information.

13.2 Each delegation shall be limited to a maximum time of five minutes to make a presentation to the Board or a committee unless otherwise determined by leave of the Chair.

13.2.1 The Board or committee shall be limited to a maximum of five minutes in which to direct questions to the respective delegation unless otherwise determined by leave of the Chair.

13.3 Each delegation:

(a) may provide the Corporate Officer with an executive summary, of up to two pages, of the delegation's presentation for inclusion in the applicable committee and board agenda package; and

(b) may provide the Corporate Officer with a copy of the delegation's complete presentation and other relevant background material for the record.

13.4 The subject matter upon which a delegation wishes to speak must:

(a) be within the jurisdiction of the regional district; and

(b) be within the terms of reference of the committee for which the delegation wishes to appear.

13.4.1 A request to appear as a delegation at a Council of Councils Committee will not be accepted unless a meeting of the Councils of Council's Committee has been called for the express purpose of hearing delegations on a matter.

Revised by Bylaw 1322, 2021

13.4.2 A request to appear as a delegation at a board or committee meeting will not be accepted if it relates to a public procurement process for the provision of goods, services or construction for Metro Vancouver Regional District between the time that such procurement process has been posted and the time any resulting contract or proposal call has been awarded, or other final decision made.

Regular delegation – committee

13.5 Any person, persons or organization wishing to appear as a regular delegation before a committee shall submit a written request to the Corporate Officer at least seven working days prior to the scheduled meeting.

13.5.1 The written request must stipulate:

(a) the subject matter upon which the delegation wishes to speak;

(b) the name of the designated speaker; and

(c) the specific action which is being requested of the committee by the delegation.

13.5.2 Each delegation may, at least seven working days before a scheduled meeting, provide the Corporate Officer with an executive summary, of up to two pages, of the delegation's presentation for inclusion in the applicable committee agenda package.

13.5.3 The Corporate Officer shall, at a time reasonably in advance of the meeting, notify the delegation of the date, time and place of the meeting at which the delegation is scheduled to appear.

13.5.4 The delegation appearance and the subject of the delegation will be included on the meeting agenda.

Late delegation – committee

13.6 Any person, persons, or organization who deems their interests to be affected by a report on a committee agenda and who, because of circumstances, could not have been expected to give earlier notice pursuant to section 13.5, may request to appear as a late delegation before the committee by submitting a written request, before the meeting is convened, to the Corporate Officer, stipulating:

(a) the circumstances preventing the delegation from giving earlier notice;
(b) how the delegation's interests are affected by a report on a committee agenda;
(c) the name of the report that the delegation wishes to speak to;
(d) the name of the designated speaker; and
(e) the specific action which is being requested of the committee by the delegation.

13.6.1 The Corporate Officer shall advise the committee Chair of the late delegation request and circulate the written request and the executive summary, if available, to the committee members on table at the committee meeting.

13.6.2 The committee shall, at the time adoption of the agenda is being considered, determine if the delegation will be heard, by proposing to place the late delegation request as an additional item on the agenda in accordance with section 5.2.

Delegation – board

13.7 Any person, persons or organization who deems their interests to be affected by a report on a board agenda may request to appear as a delegation before the Board by submitting a written request to the Corporate Officer no later than forty-eight hours prior to the scheduled board meeting stipulating:

(a) how the delegation's interests are affected by a report on a board agenda;
(b) the name of the report that the delegation wishes to speak to;
(c) the name of the designated speaker; and
(d) the specific action which is being requested of the Board by the delegation.

13.7.1 The Corporate Officer shall, at a time reasonably in advance of the meeting, notify the delegation of the date, time and place of the meeting at which the delegation is scheduled to appear.

13.7.2 The Corporate Officer shall advise the Board Chair of the delegation request and circulate the written request and the executive summary, if available, to the Board members on table at the board meeting.

13.7.3 The Board shall, at the time adoption of the agenda is being considered, determine if the delegation will be heard, by proposing to place the delegation request as an additional item on the agenda in accordance with section 5.2.

13.8 Any person, persons or organization who wishes to appear before the Board with respect to an emergency matter may, before the meeting is convened, request the Chair to grant approval to the person, persons, or organizations to appear before the Board, by clearly demonstrating the emergency nature of the request. The Chair shall not be obliged to grant approval of any such late delegation request unless the Chair is satisfied that the nature of the emergency prevented the person, persons or organizations from giving earlier notice of their desire to appear before the Board.

Invited presentation – board or committee

13.9 The Chair may, under exceptional circumstances, invite a person, persons, or organizations to make a presentation to the meeting. Time permitting, the Corporate Officer shall include the subject of the presentation and the designated speaker on the meeting agenda.

13.9.1 The Corporate Officer shall, at a time reasonably in advance of the meeting, notify the designated speaker of the date, time and place of the meeting at which the designated speaker is scheduled to appear.

PART 14 - COMMITTEES

Conduct of business

14.1 Committees shall conduct business under the rules of procedure as set out in Parts 1, 3, 4, 5, 6, 7, 8, 10, 11, 13, and 14 as the context requires and unless otherwise provided.

Revised by Bylaw 1239, 2016

Appointment of select and standing committees

14.2 Select and standing committee appointments may be made pursuant to section 218 [*Appointment of select and standing committees*] of the *Act* as follows:

(1) A board may appoint a select committee to consider or inquire into any matter and report its findings and opinion to the board.

(2) The Chair may establish standing committees for matters the Chair considers would be better dealt with by committee and may appoint persons to those committees.

(3) Subject to subsection (4), persons who are not directors may be appointed by the board to a select committee or by the Chair to a standing committee.

Revised by Bylaw 1297, 2020

(4) A majority of the members of a committee, except the Council of Councils' Committee and the Committee responsible for the Regional Economic Prosperity Service, shall be directors.

Membership

14.3 The Board Chair and Board Vice Chair shall be ex-officio members of all standing committees but shall not be entitled to vote, and shall not constitute quorum.

Voting

14.4 At a committee meeting, a member of a committee shall have one vote only.

Matters Referred to Committee by the Board

14.5 A committee shall consider and report respectively within the time period established by the Board, on every matter referred to it by the Board and the committee Chair shall raise the matter before the Board.

14.5.1 Any committee member shall have the right to submit a minority report.

14.5.2 Where delegations are heard by a committee, the committee's report to the Board shall include the committee recommendation, notification of the appearance of delegations, and a synopsis of the delegations submissions to the committee.

14.5.3 No action of any committee shall be binding on the Board unless the committee has delivered its report to the Board and the Board has adopted such action.

PART 15 - MISCELLANEOUS PROVISIONS

15.1 "Greater Vancouver Regional District Procedure Bylaw Number 1009, 2005", "Greater Vancouver Regional District Procedure Amending Bylaw Number 1059, 2007", "Greater Vancouver Regional District Procedure Amending Bylaw Number 1066, 2007", "Greater Vancouver Regional District Procedure Amending Bylaw Number 1067, 2007", and "Greater Vancouver Regional District Procedure Amending Bylaw Number 1106, 2009" be and are hereby repealed.

To: MVRD Board of Directors

From: Dorothy Shermer, Corporate Officer
Heather McNell, Deputy Chief Administrative Officer, Policy and Planning

Date: September 18, 2023 Meeting Date: September 29, 2023

Subject: **Regional Growth Strategy Amendment Bylaw No. 1365 – 23699 and 23737 Fraser Highway, Township of Langley**

RECOMMENDATION

That the MVRD Board:

a) receive for information the comments from the affected local governments and agencies as presented in the report dated September 18, 2023, titled "Regional Growth Strategy Amendment Bylaw No. 1365 – 23699 and 23737, Township of Langley";
b) adopt *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1365, 2023;* and
c) accept the Township of Langley's amended and corresponding Regional Context Statement showing, for the lands located at 23699 and 23737 Fraser Highway, regional land use designation amended from "Rural" to "Industrial".

EXECUTIVE SUMMARY

In June 2023, the Metro Vancouver Regional District Board initiated a Type 2 Amendment to *Metro 2050*, the regional growth strategy, and gave first, second and third readings to *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1365*. The amending bylaw would redesignate the subject properties from Rural to Industrial to permanently allow for industrial uses granted under a temporary use permit, as well as allow for additional industrial uses subject to meeting certain development prerequisites.

As required by the *Local Government Act* and *Metro 2050*, Metro Vancouver notified affected local governments and agencies of the proposed amendment. Eight responses were received from affected local governments and agencies; five expressing no objection, two expressing some concern, but no objection, and one expressing opposition. Comments are attached to the report and are summarized below. Bylaw No. 1365 and the corresponding amended Regional Context Statement are now before the Board for consideration of adoption and acceptance, respectively.

PURPOSE

To provide the Metro Vancouver Regional District (MVRD) Board with a summary of comments received as a result of the notification to affected local governments and agencies; an opportunity to consider adoption of *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1365, 2023* (Attachment 1); and an opportunity to consider the Township of Langley's amended Regional Context Statement.

BACKGROUND

At its June 2, 2023 meeting, the MVRD Board passed the following resolution:

That the MVRD Board:

a) initiate the regional growth strategy amendment process for the Township of Langley's requested regional land use designation amendment from Rural to Industrial for the lands located at 23699 and 23737 Fraser Highway;

b) give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1365, 2023"; and

c) direct staff to notify affected local governments as per section 6.4.2 of Metro 2050.

Metro Vancouver gave notice to affected local governments, local First Nations, and agencies by way of a letter dated June 27, 2023. The amendment notice was also posted on the Metro Vancouver website. This report provides the comments received, and attaches the amendment bylaw for consideration of adoption by the MVRD Board.

PROPOSED *METRO 2050* REGIONAL LAND USE DESIGNATION AMENDMENT

Metro Vancouver received the application to amend the regional growth strategy on September 21, 2022. The requested Type 2 Amendment requires adoption through an affirmative two-thirds weighted vote of the MVRD Board. As the Township of Langley is a signatory to *Metro 2050*, adoption of the amended Official Community Plan Bylaw cannot occur until the MVRD Board has adopted the amending bylaw for *Metro 2050*. A link to the staff report that went to the Board in May 2023 evaluating the proposed amendment can be found at the end of this report for further reference (Reference 1).

COMMENTS FROM AFFECTED LOCAL GOVERNMENTS AND EXTERNAL AGENCIES

Metro Vancouver received correspondence in response to the notification of Bylaw No. 1365, 2023 from eight affected local governments and agencies: City of Langley, City of New Westminster, City of Port Moody, City of Richmond, City of White Rock, the Agricultural Land Commission, the Squamish-Lillooet Regional District, and Translink (Attachment 2).

The comments reflect a mix of no comments / no objections (five), opposition (one), and noted concerns (two), as follows:

No Comments / No Objections:

- The City of Port Moody indicated that they have no objections to the proposed amendment.
- The City of Richmond does not have additional comments on the proposed amendment, but have provided a comment in relation to the Township of Langley's initiation of the Fraser Highway Employment Lands Area Plan review. The City of Richmond recommends that regular updates and engagement between the Township of Langley and Metro Vancouver be undertaken and applicable updates be provided to the MVRD Board and members of Metro Vancouver so that all are made aware of regional planning implications.
- The City of White Rock indicated that they have no objections to the proposed amendment.

- The Squamish-Lillooet Regional District have indicated that they do not have comments on the amendment.
- The Agricultural Land Commission (ALC) indicated that the subject properties do not lie within the Agricultural Land Reserve (ALR), and therefore the ALC does not have comments on the amendment. However, the ALC has noted the subject properties share their northern boundary with the ALR boundary, and advise the Township of Langley to require building setbacks, and buffering within 30 metres of the ALR boundary, per the Ministry of Agriculture Edge Planning best practices.

Noted Concerns:

- The City of Langley recognizes that if approved, the amendment will help in meeting the region's industrial land needs. However, the City of Langley also notes that the amendment will support fragmented or 'piecemeal' urbanization outside of the Urban Containment Boundary (UCB), and could lead to the need for future sewer and water service extensions, as well as transit service expansion. Further, the City of Langley is concerned that expansion outside the UCB could impact and reduce the region's agricultural land base. The City of Langley suggests further study be undertaken, to identify water and sewer servicing requirements and costs associated with future urbanization along the Fraser Highway corridor prior to considering future regional land use amendments.
- TransLink finds the amendment to be generally consistent with the Regional Transportation Strategy, conditional on permitted uses being limited to those that generate a low number of trips and aligns with Metro 2050's 'Industrial' regional land use designation description. TransLink notes that the Township of Langley's proposed Zoning Bylaw amendment would allow for certain significant trip generating uses. These higher trip generating uses would be inconsistent with the goals of the Regional Transportation Strategy. TransLink recommends, the Township of Langley:
    - Structure the zoning so that higher trip generating uses are not permitted.
    - Coordinate with TransLink on Transportation Demand Management opportunities and potential cost sharing to fund cycling and walking network upgrades.
    - Work with the applicant to identify opportunities to integrate active transportation facilities into the site design.

Opposition:

- The City of New Westminster expressed objection to redesignating the properties from Rural to Industrial. While the City of New Westminster recognizes that Industrial lands are critical for the regional economy, Agricultural and Rural lands are also important, and further alienation of Rural designated lands, along with the potential negative impacts on neighbouring agricultural lands, including possible speculation and pressure to covert these lands to Industrial, outweigh the need to create new Industrial lands.

PROPOSED AMENDMENT TO THE TOWNSHIP OF LANGLEY'S REGIONAL CONTEXT STATEMENT

Regional Growth Strategy amendment requests often trigger consequential revisions to the requesting municipality's Regional Context Statement to ensure consistency between the Official Community Plan and *Metro 2050*.

The Township of Langley's amended Regional Context Statement includes an updated Regional Land Use Designation map showing the proposed land use change at 23699 and 23737 Fraser Highway from Rural to Industrial (Attachment 3). These changes are consistent with the proposed amendment to *Metro 2050* that is under consideration by the MVRD Board. The Regional Context Statement amendment is procedural in nature to ensure consistency among the Township's Official Community Plan, including the Regional Context Statement, and *Metro 2050*.

ALTERNATIVES

1. That the MVRD Board:
   a) receive for information the comments from the affected local governments and agencies as presented in the report dated September 10, 2023, titled "Regional Growth Strategy Amendment Bylaw No. 1365 – 23699 and 23737, Township of Langley";
   b) adopt Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1365, 2023; and
   c) accept the Township of Langley's amended and corresponding Regional Context Statement showing, for the lands located at 23699 and 23737 Fraser Highway, regional land use designation amended from "Rural" to "Industrial".

2. That the MVRD Board decline the proposed amendment for 23699 and 23737 Fraser Highway and notify the Township of Langley of the decision.

FINANCIAL IMPLICATIONS

If the MVRD Board chooses Alternative 1, there are no financial implications for Metro Vancouver related to the acceptance of the Township of Langley's proposed Type 2 Amendment. Metro Vancouver will notify the Township of Langley that the amendment bylaw was passed, and corresponding update to the Regional Context Statement was accepted. If the MVRD Board chooses Alternative 2, a dispute resolution process may take place as prescribed by the *Local Government Act*. The cost of a dispute resolution process is prescribed based on the proportion of assessed land values. Metro Vancouver would be responsible for most of the associated costs.

CONCLUSION

The Township of Langley submitted a request to Metro Vancouver for a Type 2 Amendment for the properties located at 23699 and 23737 Fraser Highway. The proposed amendment would change the regional land use designation of the subject properties from Rural to Industrial to permanently allow for industrial uses granted under a temporary use permit, as well as allow for additional industrial uses subject to meeting certain development prerequisites.

In June 2023, the MVRD Board initiated the amendment process and gave first, second, and third reading to *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1365*. During the notification period, eight total responses were received during the notification period, with one objection, two noting concerns, and five with no comments / no objections. This report provides a summary of comments received, and attaches both the amendment bylaw for consideration of adoption and the corresponding amended Regional Context Statement for consideration of acceptance by the MVRD Board.

Staff recommend Alternative 1, that the MVRD Board adopt the amendment bylaw and accept the Township of Langley's amended Regional Context Statement.

Attachments

1. *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1365*
2. Correspondence received regarding "Land Use Designation Amendment to Metro 2050 Amendment – Township of Langley – 23699 and 23737 Fraser Highway"
3. Township of Langley Official Community Plan Bylaw 1979 No. 1842, Amendment (Rural Plan) Bylaw 1993 No. 3250 Amendment (Bath Investments LTD.) Bylaw No. 5793; and Amended Regional Context Statement

References

1. Report dated April 14, 2023 titled "Land Use Designation Amendment to Metro 2050 Township of Langley – 23699 and 23737 Fraser Highway", MVRD Board Regular Meeting, June 2, 2023.

62507036

METRO VANCOUVER REGIONAL DISTRICT
BYLAW NO. 1365, 2023
A bylaw to amend "Metro Vancouver Regional District Regional Growth Strategy Bylaw No. 1339, 2022"

WHEREAS:

A. The Metro Vancouver Regional District Board (the "Board") adopted the *Metro Vancouver Regional District Regional Growth Strategy Bylaw No. 1339, 2022* on February 24, 2023;

NOW THEREFORE the Board of the Metro Vancouver Regional District enacts as follows:

Citation

1. The official citation of this bylaw is "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1365, 2023".

Schedules

2. The following Schedules are attached to and form part of the bylaw:
   - Schedule "A", Subject Properties; and
   - Schedule "B", Official Regional Land Use Designation Maps.

Amendment of Bylaw

3. "Metro Vancouver Regional District Regional Growth Strategy Bylaw No. 1339, 2022" is amended as follows:

   a) re-designating the subject properties, as listed in the table below:

PID	Legal Description
001-900-706	Lot 8 Section 33 Township 10 New Westminster District Plan 8793
002-430-070	Parcel "A" (Explanatory Plan 13205) Lots 6 and 7 Section 33 Township 10 New Westminster District Plan 8793

   from 'Rural' to 'Industrial' as shown in Schedule "A" of this bylaw; and

   b) replacing the official regional land use designation maps numbered 2, 6, 7, and 12 in Schedule "A" of "Metro Vancouver Regional District Regional Growth Strategy Bylaw No. 1339, 2022" with the maps numbered 2, 6, 7, and 12 in Schedule "B" of this bylaw.

Read a first, second and third time this 2nd day of JUNE, 2023.

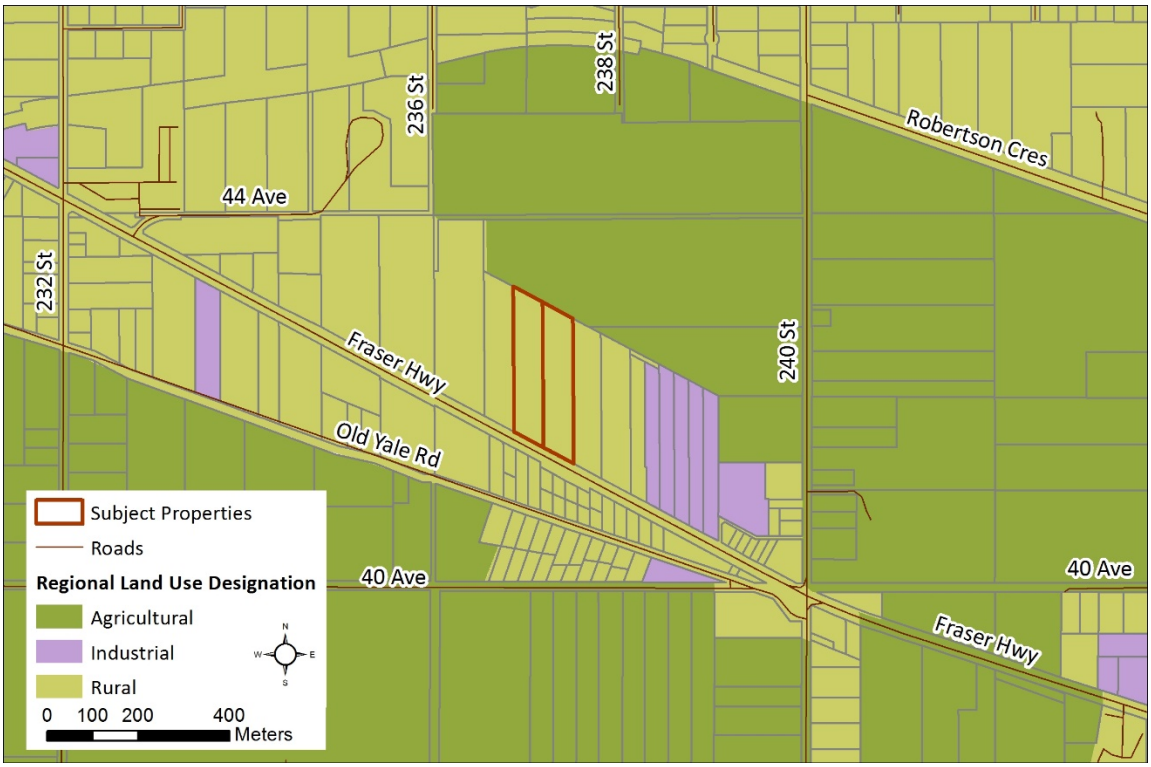
Passed and finally adopted this _____ day of _____, _____.

George V. Harvie, Chair

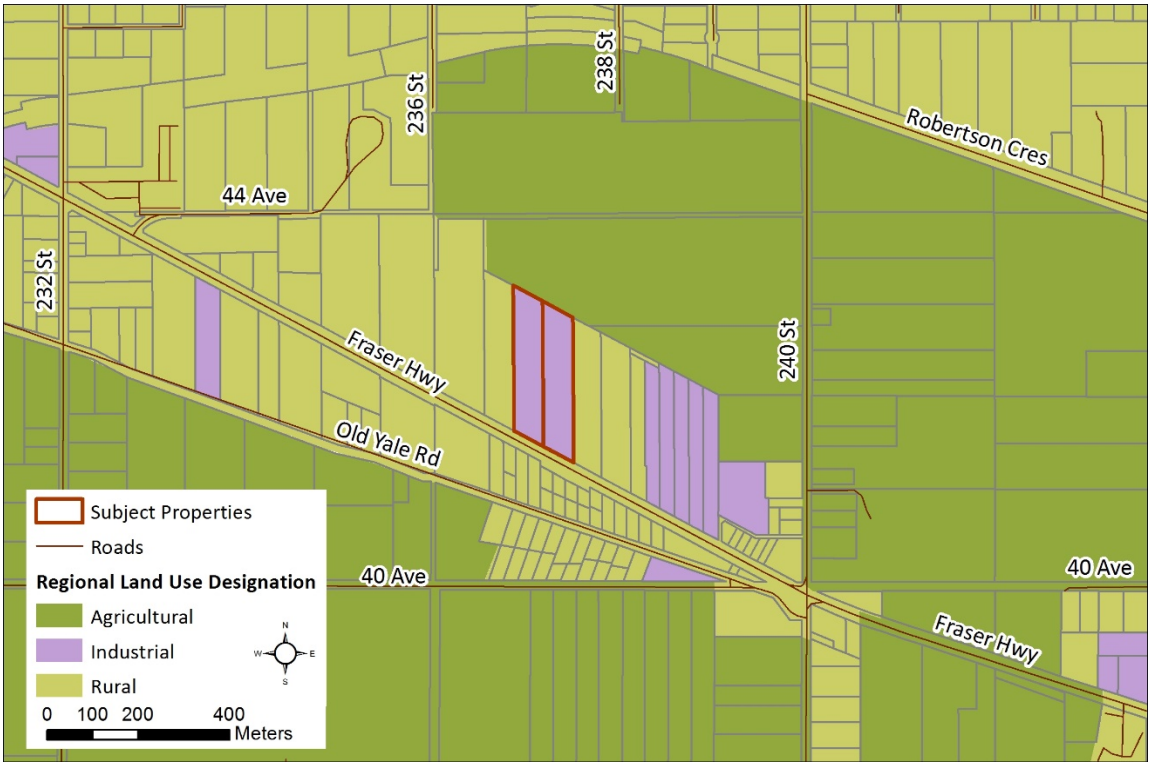
Dorothy Shermer, Corporate Officer

Schedule A
Subject Properties

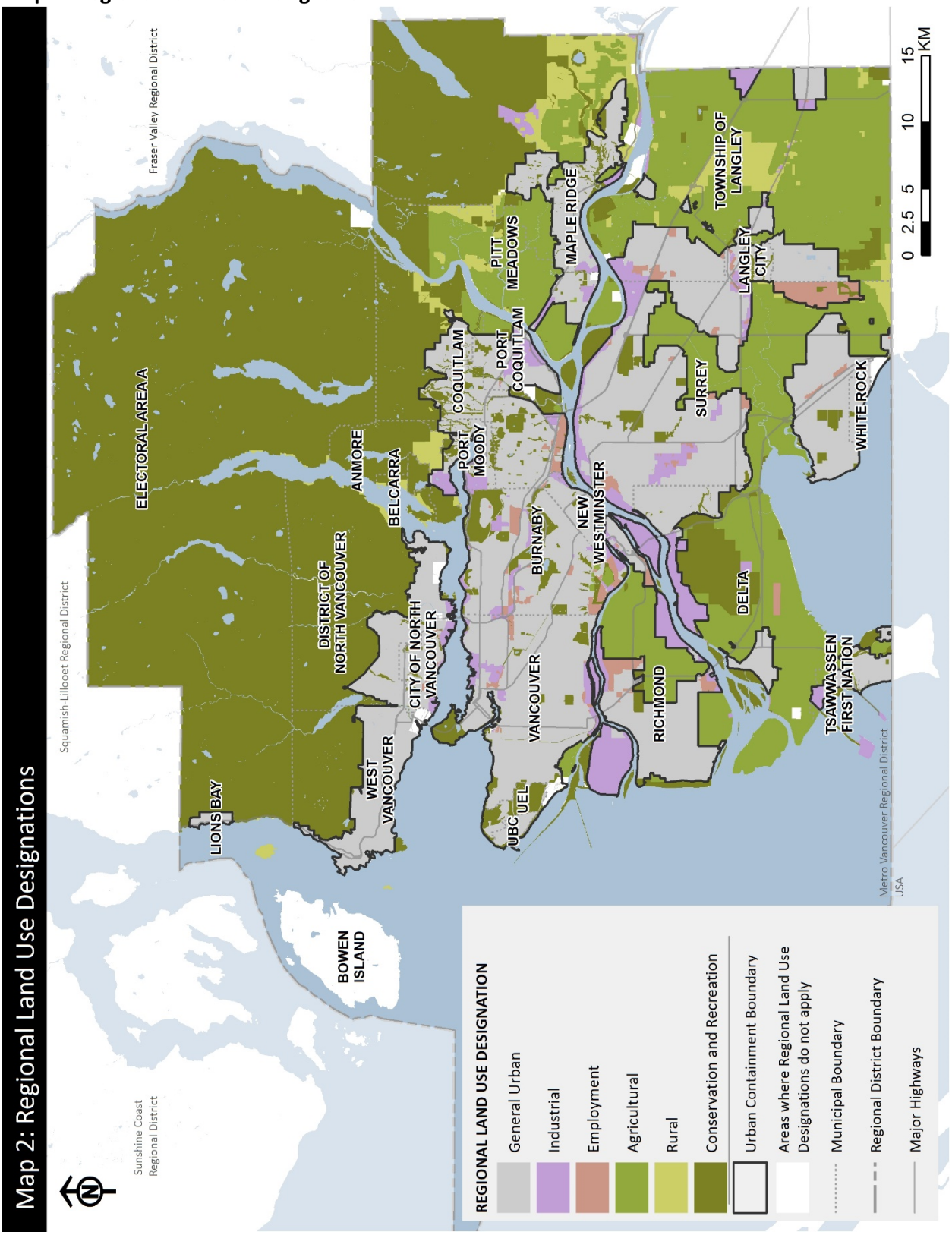
Prior to Amendment



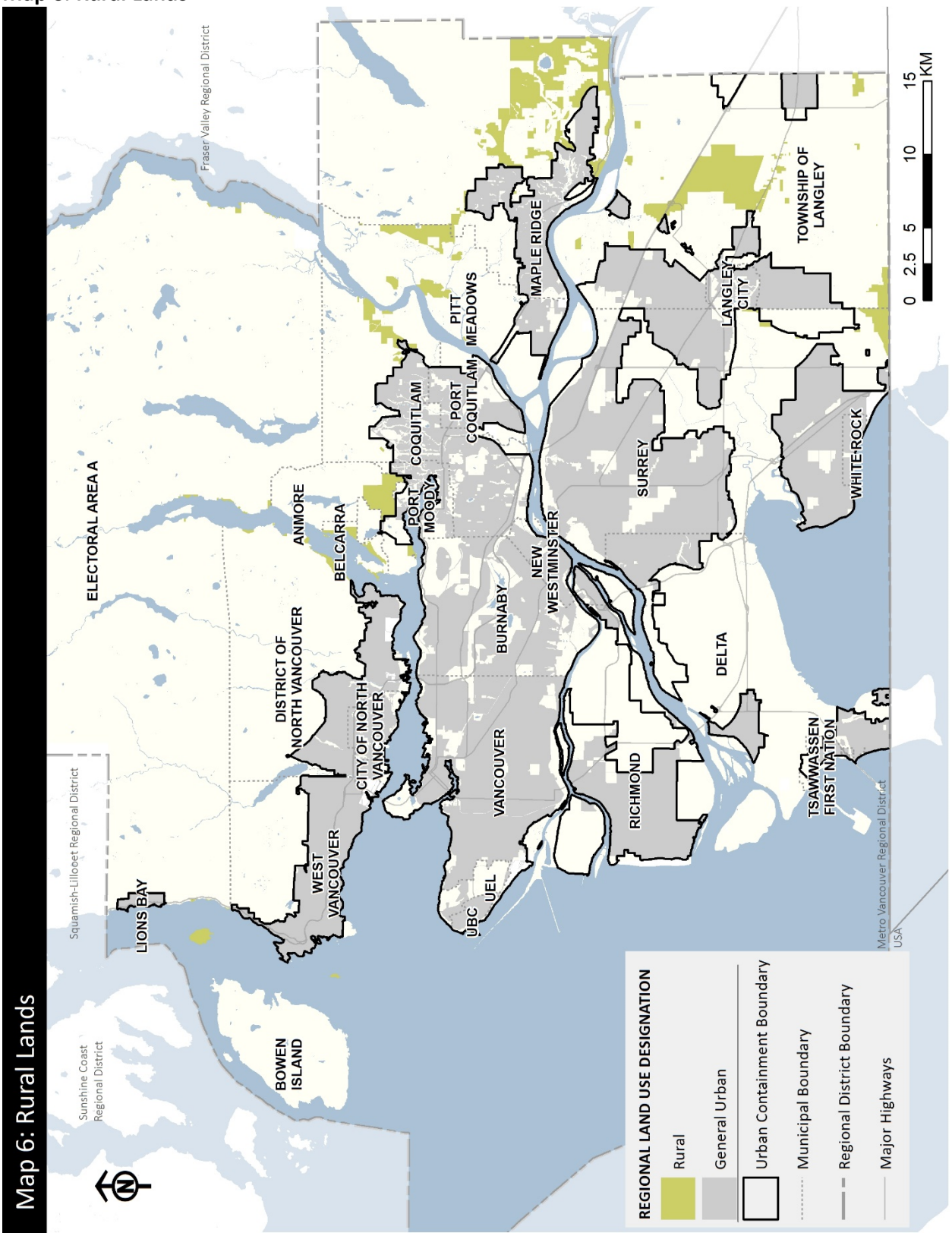
Post Amendment



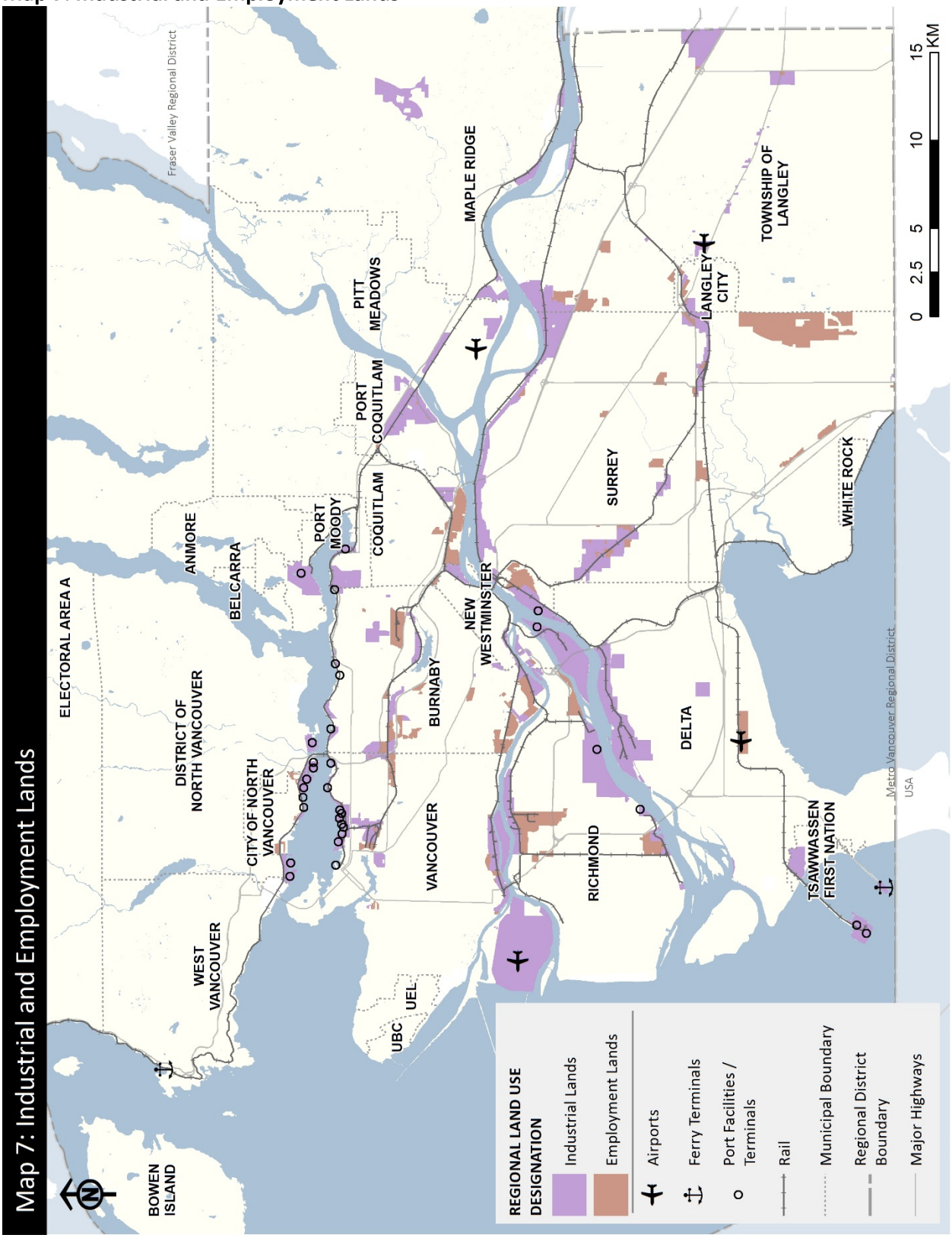
Map 2: Regional Land Use Designations



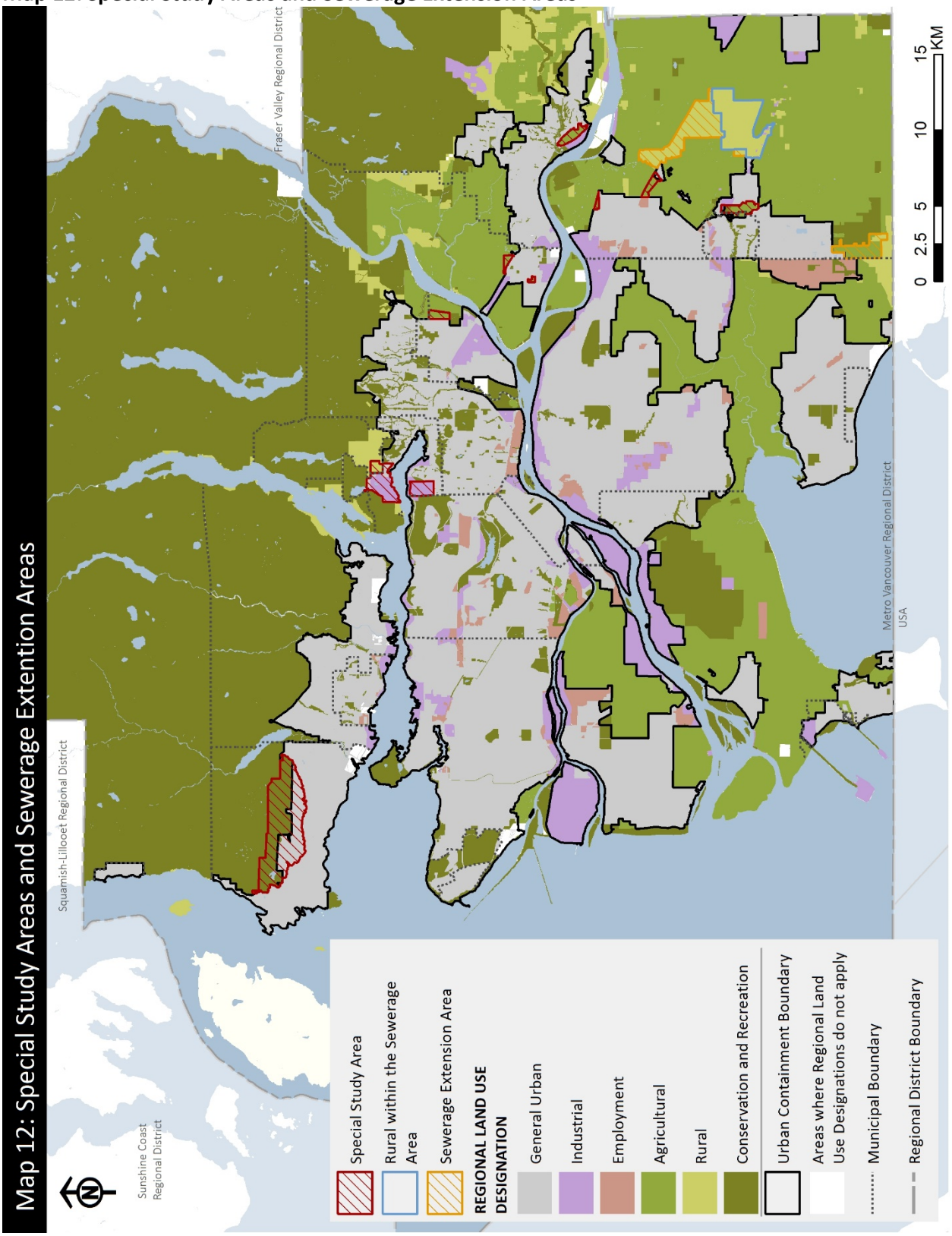
Map 6: Rural Lands



Map 7: Industrial and Employment Lands



Map 12: Special Study Areas and Sewerage Extension Areas



ATTACHMENT 2

NEW WESTMINSTER
Climate Action, Planning & Development

September 8, 2023

George V. Harvie
Chair, Metro Vancouver Board

Via email: CAOAdministration@metrovancouver.org

Dear Mr. Harvie,

Re: Land Use Designation Amendment to *Metro 2050* Township of Langley – 23699 and 23737 Fraser Highway

At a meeting on August 28, 2023, New Westminster City Council received and discussed your letter dated June 27, 2023 regarding two subject properties at 23699 and 23737 Fraser Highway and passed the following motion:

> **THAT** Council direct staff to send a letter to Metro Vancouver not supporting the amendment and commenting on the Township of Langley's application to change the regional land use designation of 23699 and 23737 Fraser Highway, specifically encouraging measures that would address environmental and agricultural impacts and the ongoing need for cautious consideration of expanding Industrial use outside of the Urban Containment Boundary.

Council expressed objection to changing the regional land use designation from Rural to Industrial to allow the continuation of industrial land outside of the Urban Containment Boundary (UCB). The City supports maintaining the UCB as it is a key overlay in the Regional Growth Strategy, establishing a defined area that ensures a concentration of urban development (including Industrial uses that often require urban services), while maintaining strategic transportation and infrastructure patterns to support reduced emissions and protection of Agricultural, Rural, and Conservation and Recreation lands.

Though Industrial lands are critical for the regional economy, Agricultural and Rural lands are also important to a sustainable regional economy and essential for food security. It was Council's determination that the further alienation of Rural designated lands, and the potential negative impacts on neighbouring agricultural lands, including possible speculation and pressure to convert these lands to Industrial, outweigh the need to create new Industrial lands, especially outside of the UCB.

Climate Action, Planning and Development
Corporation of the City of New Westminster
511 Royal Avenue, New Westminster, BC V3L 1H9
T 604.527.4532 E plnpost@newwestcity.ca

www.newwestcity.ca

NEW WESTMINSTER
Climate Action, Planning & Development

As indicated in the Metro 2050 Plan, adopted by all Municipalities in the region, "*Rural designated lands are located outside the Urban Containment Boundary and are not intended for urban forms of development. Containing growth within the Urban Containment Boundary ensures the protection of natural, rural, and agricultural areas, and the efficient and cost-effective provision of sewerage, transit, and other community services. The inherent benefits of urban containment also support reduced greenhouse gas emissions and increases opportunities for natural carbon sinks.*"

Should the application proceed, the City supports the regional staff suggestion that the Township consider including requirements around incorporating edge planning and interface management measures as conditions of OCP and Zoning Bylaw amendment approvals, to limit agricultural and environmental impacts from the proposal and further industrial development.

Sincerely,

Jackie Teed
Acting Director, Climate Action, Planning, and Development

Climate Action, Planning and Development
Corporation of the City of New Westminster
511 Royal Avenue, New Westminster, BC V3L 1H9
T 604.527.4532 E plnpost@newwestcity.ca
www.newwestcity.ca

Langley City
THE PLACE TO BE

Langley City Hall, 20399 Douglas Crescent, **Langley**, BC Canada V3A 4B3
T 604.514.2800 **F** 604.530.4371 **langleycity.ca**

July 20, 2023

Via Email jonathan.cote@metrovancouver.org

Metro Vancouver Regional District
4515 Central Boulevard
Burnaby, BC
V5H 0C6

Attention: Jonathan Cote, Deputy General Manager, Regional Planning and Housing Development

Re: Staff Comments Regarding Proposed Type 2 Land Use Designation Amendment to Metro 2050 – Township of Langley, 23699 and 23737 Fraser Highway

Dear Mr. Cote,

Thank you for the letter dated June 27, 2023 inviting the City of Langley to provide comment on the Township of Langley's request for a Type 2 Amendment to Metro 2050. This amendment involves two properties on Fraser Highway, and proposes to redesignate the regional land use of these properties from 'Rural' to 'Industrial' to permanently permit industrial uses, including those previously allowed to locate through a temporary use permit that expires in May 2024.

If approved, this proposed amendment will help in meeting the region's industrial land needs, given the high demand for new industrial development opportunities and a shortage of industrial-designated lands to effectively meet this demand.

The accompanying Metro Vancouver report notes that the proposed amendment is supportable and aligned with Metro 2050 goals and strategies, as it allows for industrial and employment generating uses adjacent to the Regional Truck Route Network.

Within this context it is important to note that a foundational goal of Metro 2050 is creating a compact urban area, and that future urban growth, including much-needed industrial development, should continue to be directed to areas that are already within the Metro 2050 Urban Containment Boundary.

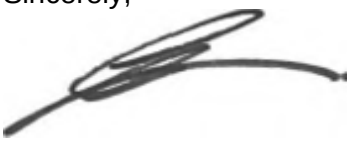
If approved this proposed redesignation will support fragmented or 'piecemeal' urbanization outside of the Urban Containment Boundary. This is turn could lead to the need for future sewer and water service extensions, as well as transit service expansion, in areas that do not currently have these services. This will likely result in additional long-term costs for providing and maintaining regional and municipal sewer and water services, and will redirect valuable and finite transit service funding away from areas located along the Major Transit Network and other transit-service priority areas within the Urban Containment Boundary.

Further urban expansion outside of the Urban Containment Boundary could also impact and reduce the region's agricultural land base, which is also a major contributor to the regional, provincial and national economy and fundamental to the long-term food security of the region.

It is also suggested that further study be undertaken, to identify water and sewer servicing requirements and costs associated with future urbanization along the Fraser Highway corridor and outside of the Urban Containment Boundary, prior to future regional land use amendments being considered by Metro Vancouver.

Thank you for the opportunity to comment on the proposed Type 2 Amendment to Metro 2050 (Township of Langley, 23699 and 23737 Fraser Highway).

Sincerely,



Carl Johannsen, RPP, MCIP
Director of Development Services

c.

TransLink
400 - 287 Nelson's Court
New Westminster, BC V3L 0E7
Canada
Tel 778.375.7500
translink.ca

South Coast British Columbia
Transportation Authority

August 31, 2023

George Harvie
Chair, Metro Vancouver Board
4515 Central Boulevard,
Burnaby, BC VB5H 0C6

Dear Chair Harvie,

RE: Proposed Land Use Designation Amendment to *Metro 2050* – Township of Langley – 23699 and 23737 Fraser Highway

Thank you for your correspondence and the opportunity for TransLink to provide input on the Township of Langley's requested amendment to the *Metro 2050* Regional Growth Strategy (RGS) for 23699 and 23737 Fraser Highway. TransLink understands that the proposed amendment would redesignate the site from Rural to Industrial to permanently allow for industrial uses granted under a temporary use permit set to expire in May 2024, as well as allow for additional industrial uses (outlined under the Township's M-1B zoning provisions) subject to meeting certain development prerequisites.

Consistent with policy in Transport 2050, the Regional Transportation Strategy (RTS), TransLink supports the location of major trip generating land uses within Urban Centres and Frequent Transit Development Areas (FTDAs), and along the Frequent Transit Network (FTN). We also support maximizing the intensification of growth to the greatest degree possible within the existing Urban Containment Boundary (UCB). Our Transit-Oriented Communities Design Guidelines and summary primer speak further to how communities can be designed to be as supportive of transit and active transportation as possible.

TransLink has reviewed the proposed RGS amendment and finds that it is generally consistent with the RTS, with that assessment being conditional on permitted uses being limited to those that generate a low number of trips and would align with the RGS regional 'Industrial' land use designation description. In the proposed application, the Township of Langley's Zoning Bylaw amendment would designate the properties as "Service Industrial Zone M-1B", as well as permanently allowing the uses allowed under the existing temporary use permit. The M-1B zone allows some uses that have potential to become significant trip generators. If the Township were to permit these higher trip generating uses on the subject properties, the resulting potential trips generation would result in an inconsistency with the goals of the Regional Transportation Strategy.

Should the MVRD Board approve this amendment, we strongly recommend that the Township of Langley:

- Structure the zoning for the properties so that higher trip generating uses are not permitted; this would include (as examples) but not be limited to dog daycare, nurseries and garden supply centres, restaurants, u-brews, and veterinary clinics, all of which appear to currently be permitted under the M-1B zone. TransLink's assessment of the proposed RGS amendment being overall consistent with the RTS is conditional on permitted uses being limited to those that generate a low number of trips and align with the RGS regional 'Industrial' land use designation description.
- Reach out to TransLink to:
    - Explore opportunities for Transportation Demand Management (TDM) options for future commuters to and from the sites.
    - Discuss potential cost sharing opportunities to fund cycling and walking network upgrades along Fraser Highway, given its designation as part of the Major Bikeway Network (MBN).
- Work with the applicant to identify opportunities to integrate active transportation facilities into the site design.

Conclusion

TransLink's key comments discussed above are provided based on our legislated mandate to review requested RGS amendments and advise Metro Vancouver on implications to the regional transportation system, and to provide a regional transportation system that supports the RGS. The RTS further directs TransLink to work with partner agencies toward aligned transportation and land use, with the RGS being of critical importance for regional transportation and land use alignment. Should you have any questions or wish to discuss our feedback, please contact Matt Craig, Director, System Planning, at Matt.Craig@translink.ca.

Regards,

Sarah Ross
VP, Transportation Planning and Policy, TransLink

cc: Kevin Quinn, CEO, TransLink
Sarah Ross, VP, Transportation Planning and Policy, TransLink
Matt Craig, Director, System Planning, TransLink
Jerry Dobrovolny, Commissioner/Chief Administrative Officer, Metro Vancouver
Heather McNell, Deputy Chief Administrative Officer, Policy and Planning, Metro Vancouver
Jonathan Cote, Deputy General Manager, Regional Planning & Housing Development, Metro Vancouver
Chan Kooner, Director, Strategic Advice, Legal and Human Resources, Township of Langley

PORT MOODY
CITY OF THE ARTS

100 Newport Drive, Port Moody, B.C., V3H 5C3, Canada
Tel 604.469.4500 Fax 604.469.4550
www.portmoody.ca

July 26, 2023

File: 01-0480-20-03

Via email: jonathan.cote@metrovancouver.org

Metro Vancouver
4730 Kingsway
Burnaby, BC V5H 0C6

To Whom It May Concern:

Re: Proposed Land Use Designation Amendment to *Metro 2050* – Township of Langley – 23699 and 23737 Fraser Highway

At the Regular Council meeting held on July 25, 2023, Council considered the attached report from the Community Development Department – Policy Planning Division and passed the following resolution:

> *RC23/193 (Consent)*
> THAT Metro Vancouver be notified that the City of Port Moody has no objections to the proposed amendments in Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1365, 2023 as recommended in the report dated July 25, 2023, from the Community Development Department – Policy Planning Division regarding Notification of Metro 2050 Land Use Designation Amendment Request – Fraser Highway, Township of Langley.

Sincerely,

Tracey Takahashi
Acting Corporate Officer

Encl.

City of Port Moody
Report/Recommendation to Council

Date: July 25, 2023
Submitted by: Community Development Department – Policy Planning Division
Subject: Notification of Metro 2050 Land Use Designation Amendment Request – Fraser Highway, Township of Langley

Purpose

To present an invitation for comments from Metro Vancouver regarding a proposed amendment to *Metro 2050*, the regional growth strategy, from the Township of Langley to change the regional land use designation from Rural to Industrial for two properties adjacent to Fraser Highway.

Recommended Resolution(s)

THAT Metro Vancouver be notified that the City of Port Moody has no objections to the proposed amendments in Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1365, 2023 as recommended in the report dated July 25, 2023, from the Community Development Department – Policy Planning Division regarding Notification of Metro 2050 Land Use Designation Amendment Request – Fraser Highway, Township of Langley.

Background

At its June 2, 2023, regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) adopted the following resolution:

> That the MVRD Board:
>
> a) initiate the regional growth strategy amendment process for the Township of Langley's requested regional land use designation amendment from Rural to Industrial for the lands located at 23699 and 23737 Fraser Highway;
> b) give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1365, 2023"; and
> c) direct staff to notify affected local governments as per section 6.4.2 of Metro 2050.

The notification letter from Metro Vancouver to the City of Port Moody and the associated report to the Metro Vancouver Board of Directors are included respectively as **Attachment 1** and **Attachment 2**.

Discussion

The Township of Langley is requesting a Type 2 amendment to *Metro 2050*, the regional growth strategy, for two properties totalling 4.12 hectares (ha). The subject properties, located at 23699 and 23737 Fraser Highway, currently have a regional land use designation of Rural. Notably, the subject properties are not located in the Agricultural Land Reserve and there are existing Industrial lands approximately 150m to the east, though most properties in the area have a regional designation of Rural or Agricultural.

The subject properties were granted a Temporary Use Permit (TUP) by the Township of Langley in October of 2019, which allows for limited industrial uses primarily relating to parking, vehicle storage, and the open storage of construction materials. The proposed amendment would redesignate the regional land use classification of the subject properties from Rural to Industrial, subsequently allowing for the uses authorized by the TUP to become permanent, as well as to allow for additional industrial uses subject to fulfilment of certain development prerequisites (including a prohibition on any building until full urban services are provided).

On balance, the proposed amendment is aligned with *Metro 2050*'s goals and strategies, permanently allowing for industrial uses in proximity to other regionally designated Industrial land along Fraser Highway, while also providing employment generating uses near to the Regional Truck Route Network.

A summary of Metro Vancouver staff comments regarding how the proposed amendment relates to *Metro 2050* goals is provided in Table 1.

Table 1: Summary of the proposed amendment in relation to Metro 2050 goals

Metro 2050 Goal	Metro Vancouver Staff Comments
<u>Goal 1: Create a Compact Urban Area</u> *1.1 Contain urban development within the Urban Containment Boundary.* *1.4 Protect Rural lands from urban development.*	• Located outside of the Urban Containment Boundary (UCB). • Industrial land is generally considered to be an Urban Land Use Designation but may be identified outside of the UCB. • Lands with Rural regional land use designations can include small scale industrial uses that do not require the provision of urban services such as sewerage or transit. • Should the proposed amendment be successful, the Township may apply for the subject properties' inclusion in the regional sewerage area. • Given the proximity of the subject properties to existing Industrial designated land, there is a likelihood that successful re-designation could incentivize adjacent Rural designated properties to also seek re-designation.

Goal 2: Support a Sustainable Economy *2.2 Protect the supply and enhance the efficient use of industrial land.* *2.3 Protect the supply of agricultural land and strengthen agricultural viability.*	• The Metro Vancouver region is facing a critical shortage of industrial lands. • Re-designation would formally add 4.12 ha of Industrial lands to the region; furthermore, the re-designation would be consistent with existing industrial operations in the immediate vicinity. • The subject properties are strategically located from a goods movement perspective, as Fraser Highway is a part of the Truck Route Network. • Extending urban uses into areas that support agricultural production may result in exposing adjacent agricultural land to the negative effects of urban development. • The application does not indicate that analysis has been undertaken (as supported by *Metro 2050*) to assess how a permanent change from Rural to Industrial for the subject properties will impact the adjacent rural lands. • Edge planning and appropriate interface management between urban and agricultural uses are encouraged as per *Metro 2050* policy.
Goal 3: Protect the Environment and Respond to Climate Change and Natural Hazards	Metro Vancouver staff did not provide comment or insight into Goal #3
Goal 4: Provide Diverse and Affordable Housing Choices	Metro Vancouver staff did not provide comment or insight into Goal #4
Goal 5: Support Sustainable Transportation Choices *5.1 Coordinate land use and transportation to encourage transit, multiple-occupancy vehicles, cycling and walking.* *5.2 Coordinate land use and transportation to support the safe and efficient movement of vehicles for passengers, goods, and services.*	• The subject properties are not well supported by walking and cycling infrastructure, or by public transportation. • If approved, the Township is encouraged to integrate active transportation facilities into the site design and adjacent neighbourhood, while working with the applicant and TransLink to develop Transportation Demand Management programs (e.g., vanpools, secure bicycle parking). • The subject properties are strategically located from a goods movement perspective, as Fraser

	Highway is a designated truck route that connects to several nearby industrial sites and the broader Truck Route Network.

Staff Recommendation

The proposed RGS amendment supports *Metro 2050* in several ways by formalizing industrial use in a location that is in close proximity to other designated Industrial lands, and by providing strategically located employment generation. Metro Vancouver staff indicate where the Township of Langley is encouraged to address areas of impact, specifically transportation and agricultural land interfacing considerations.

In relation to *Goal 4: Provide Diverse and Affordable Housing Choices*, Port Moody staff note that at present the subject properties are being used for industrial purposes as permitted by the TUP, and the proposed regional land use designation is not intended to provide housing. In relation to *Goal 3: Protect the Environment, Address Climate Change and Respond to Natural Hazards*, Port Moody staff note that the subject properties have not been identified in the Township of Langley or the Metro Vancouver staff reports as being environmentally sensitive or susceptible to natural hazards.

City of Port Moody staff have not identified any concerns or objections to provide to the Metro Vancouver Board on the proposed Land Use Designation Amendment Request from the Township of Langley.

Other Option(s)

THAT the following comments be provided to the Metro Vancouver Regional Board…

Financial Implications

There are no financial implications associated with the recommendations of this report.

Communications and Civic Engagement Initiatives

Notification by Metro Vancouver of the *Metro 2050* amendment request is consistent with the requirements of section 437(2) of the *Local Government Act* and sections 6.4.2 and 6.4.5 of *Metro 2050*.

Council Strategic Plan Objectives

This is an initiative that affects the Township of Langley and as such is not relevant to the Port Moody Council Strategic Plan (2023-2026).

Attachment(s)

1. Notification letter from Metro Vancouver dated June 27, 2023
2. Report to MVRD Board of Directors dated April 14, 2023

Report Author

Ellen Molloy, M.Pl
Planning Technician

Report Approval Details

Document Title:	Notification of Metro 2050 Land Use Designation Amendment Request – Fraser Highway, Township of Langley.docx
Attachments:	- Attachment 1 - Notification letter from Metro Vancouver dated June 27 2023.pdf - Attachment 2 - Report to MVRD Board of Directors dated April 14 2023.pdf
Final Approval Date:	Jul 13, 2023

This report and all of its attachments were approved and signed as outlined below:

Mary De Paoli, Manager of Policy Planning - Jul 12, 2023 - 8:48 AM

Kate Zanon, General Manager of Community Development - Jul 12, 2023 - 12:48 PM

Stephanie Lam, City Clerk and Manager of Legislative Services - Jul 13, 2023 - 10:20 AM

Lindsay Todd, Manager of Communications and Engagement - Jul 13, 2023 - 11:16 AM

Paul Rockwood, General Manager of Finance and Technology - Jul 13, 2023 - 2:20 PM

Kate Zanon, General Manager of Community Development, for Tim Savoie, City Manager - Jul 13, 2023 - 3:09 PM

Attachment 1

metrovancouver
SERVICES AND SOLUTIONS FOR A LIVABLE REGION

Office of the Chair
Tel. 604-432-6215 or via Email
CAOAdministration@metrovancouver.org

June 27, 2023

File: CR-12-01
Ref: RD 2023 Jun 2

Mayor Meghan Patricia Lahti and Council
City of Port Moody
PO Box 36, 100 Newport Drive
Port Moody, BC V3H 5C3
VIA EMAIL: mlahti@portmoody.ca; slam@portmoody.ca

Dear Mayor Meghan Patricia Lahti and Council:

Proposed Land Use Designation Amendment to *Metro 2050*
Township of Langley – 23699 and 23737 Fraser Highway

The Township of Langley is requesting a Type 2 Amendment to *Metro 2050,* the regional growth strategy, for two properties located at 23699 and 23737 Fraser Highway, totaling 4.12 hectares. The proposed regional land use designation amendment would redesignate the site from Rural to Industrial to permanently allow for industrial uses granted under a temporary use permit set to expire in May 2024, as well as allow for additional industrial uses subject to meeting certain development prerequisites.

At its June 2, 2023 regular meeting, the Board of Directors of the Metro Vancouver Regional District (MVRD) adopted the following resolution:

That the MVRD Board:

a. *initiate the regional growth strategy amendment process for the Township of Langley's requested regional land use designation amendment from Rural to Industrial for the lands located at 23699 and 23737 Fraser Highway;*
b. *give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1365, 2023"; and*
c. *direct staff to notify affected local governments as per section 6.4.2 of Metro 2050.*

As required by both the *Local Government Act* and *Metro 2050*, the regional growth strategy amendment process requires a minimum 45-day notification period to allow all affected local governments and members of the public to provide comment on the proposed amendment. Following the comment period, the MVRD Board will review all comments received and consider adoption of the amendment bylaw.

59956437

Attachment 1

The proposed amendment is a Type 2 amendment to *Metro 2050,* which requires that the public be provided with engagement opportunities as outlined in Section 6.4.4 in *Metro 2050* and that the amendment bylaw be passed by the MVRD Board by a two-thirds weighted vote. For more information on regional growth strategy amendment procedures, please refer to Sections 6.3 and 6.4 in *Metro 2050*. A Metro Vancouver staff report providing background information and an assessment of the proposed amendment regarding its consistency with *Metro 2050* is enclosed.

You are invited to provide written comments on the proposed amendment. Please provide your comments **by September 8, 2023**.

If you have any questions with respect to the proposed amendment, please contact Jonathan Cote, Deputy General Manager, Regional Planning and Housing Development, by phone at 604-432-6391 or by email at jonathan.cote@metrovancouver.org.

Yours sincerely,

George V. Harvie
Chair, Metro Vancouver Board

GVH/JWD/hm

cc: Tim Savoie, City Manager, City of Port Moody
Kate Zanon, General Manager of Community Development, City of Port Moody
Jerry W. Dobrovolny, Commissioner/Chief Administrative Officer, Metro Vancouver
Heather McNell, Deputy Chief Administrative Officer, Policy and Planning, Metro Vancouver
Jonathan Cote, Deputy General Manager, Regional Planning & Housing Development, Metro Vancouver

Encl: Metro 2050 Amendment Request - Township of Langley (23699 and 23737 Fraser Highway)

59956437

Attachment 2

metrovancouver
SERVICES AND SOLUTIONS FOR A LIVABLE REGION

To: Regional Planning Committee

From: Jessica Jiang, Regional Planner, Regional Planning and Housing Services

Date: April 14, 2023 Meeting Date: May 12, 2023

Subject: **Metro 2050 Amendment Request - Township of Langley (23699 and 23737 Fraser Highway)**

RECOMMENDATION

That the MVRD Board:

a) initiate the regional growth strategy amendment process for the Township of Langley's requested regional land use designation amendment from Rural to Industrial for the lands located at 23699 and 23737 Fraser Highway;
b) give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1365, 2023"; and
c) direct staff to notify affected local governments as per section 6.4.2 of *Metro 2050*.

EXECUTIVE SUMMARY

The Township of Langley is requesting a Type 2 Amendment to *Metro 2050* for 4.12 hectares of land located at 23699 and 23737 Fraser Highway, owned by Bath Investments Ltd. The proposed amendment would re-designate the regional land use designation from Rural to Industrial to permanently allow for industrial uses (open storage of building materials, parking of commercial vehicles and/or equipment, and vehicle storage) granted under a temporary use permit set to expire in May 2024, as well as allow for additional industrial uses subject to meeting certain development prerequisites.

The proposed amendment has been considered in relation to *Metro 2050*'s goals, strategies, and policies. The analysis demonstrates that on balance, the proposed amendment is supportable and is aligned with *Metro 2050*'s goals and strategies. The proposed amendment:

- allows for existing industrial uses to permanently operate on the subject properties;
- is consistent with the surrounding land use context and is in close proximity to other industrial designated uses along Fraser Highway; and
- provides employment generating uses in close proximity to the Regional Truck Route Network.

PURPOSE

To provide the Regional Planning Committee and the Metro Vancouver Regional District (MVRD) Board with the opportunity to consider the Township of Langley's request to amend *Metro 2050* and re-designate 23699 and 23737 Fraser Highway from Rural to Industrial through a Type 2 Amendment.

Considered at the July 25, 2023, Regular Council meeting

BACKGROUND

On July 11, 2022, the Township of Langley Council granted third reading to the Langley Official Community Plan (OCP) Bylaw 1979 No. 1842 Amendment (Rural Plan), Bylaw 1933 No. 3250 Amendment (Bath Investments Ltd.) Bylaw No. 5793. On September 21, 2022, Metro Vancouver received the request from the Township to consider a regional growth strategy amendment for the subject properties (Attachment 1). If adopted, the Township's Bylaw No. 5793 would amend the Langley Official Community Plan by changing the land use designation from Rural to Industrial.

The update to the regional growth strategy, *Metro 2050* was adopted on February 24, 2023, and *Metro 2040* was subsequently rescinded. As such, the application is now being brought forward under *Metro 2050*. The requested Type 2 amendment requires adoption through an affirmative two-thirds weighted vote of the MVRD Board. Since the Township of Langley is a signatory to *Metro 2050*, final adoption of the amended OCP Bylaw cannot occur until the MVRD Board has adopted the amending bylaw for *Metro 2050*.

SITE CONTEXT

The two properties at 23699 and 23737 Fraser Highway total 4.12 hectares. Property details and existing land use designations are provided in Table 1.

Table 1 – Existing Site Designations

Site Size	4.12 hectares (10.19 acres)
Site Location	23699 and 23737 Fraser Highway
Current RGS Designation	Rural
Current OCP Designation	Rural
Current Rural Plan Designation	Small Farms/Country Estates
Current Zoning	Rural Zone RU-1
Current Subdivision & Development Servicing	Level 4 – Rural
Agricultural Land Reserve (ALR)	No
Urban Containment Boundary	Outside of Urban Containment Boundary

On October 21, 2019, Township Council authorized issuance of a temporary use permit for 23699 and 23737 Fraser Highway, which allows:

a) open storage of building materials;
b) parking of commercial vehicles and/or equipment (excluding transportation and trucking terminals and compounds including public transportation depots);
c) vehicle storage (excluding wrecked vehicles, recreational vehicles, and boats);

The temporary use permit will expire on May 14, 2024. The Township is proposing to amend the regional land use designation, and corresponding local bylaws to permanently allow the uses permitted by the temporary use permit, as well as to permit additional industrial uses on the subject properties.

The subject properties are located within 150m of existing Industrial properties to the east. The subject properties are bound by properties with an Agricultural designation and that are in the ALR

to the north, Fraser Highway to the south, Rural designated properties not within the ALR to the east and west. There are some Industrial designated properties along Fraser Highway, though most properties in the area are designated Rural or Agricultural (Figure 1).

PROPOSED REGIONAL LAND USE DESIGNATION AMENDMENT

The Township of Langley can only adopt the proposed OCP Bylaw, No. 5793 after the MVRD Board approves the corresponding regional growth strategy amendment. The proposed Bylaw would amend the Township's OCP and Zoning Bylaws for the subject properties to permanently accommodate industrial use on the site, and add the properties to Development Permit Area 'B' – Rural Commercial/Industrial. The proposed designations are outlined in Table 2.

Table 2 – Proposed Site Designations

Designation	Current	Proposed
RGS	Rural	Industrial
OCP	Rural	Industrial
Rural Plan	Small Farms/Country Estates	Small Farms/Country Estates with site specific text amendment to permit industrial uses
Zoning	Rural Zone RU-1	Service Industrial Zone M-1B
Subdivision & Development Servicing	Level 4 – Rural	Level 1 – Urban

The new designations would permanently allow for the industrial uses permitted under the Temporary Use Permit, as well as allow for additional industrial uses subject to meeting certain development prerequisites. These additional uses are outlined under the M-1B zoning provisions.

Figure 1 – Existing Regional Land Use Designation

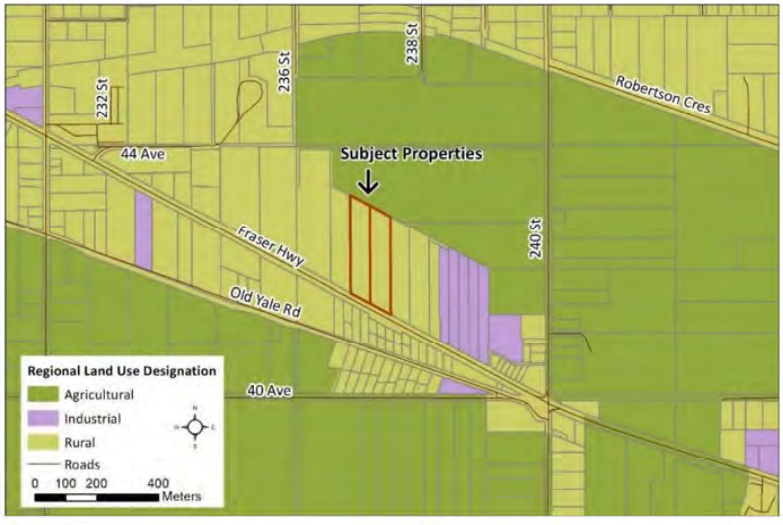


Figure 2 – Proposed Regional Land Use Designation



The Township has stipulated as a part of its application that the registration of a restrictive covenant is a development prerequisite, which prohibits any building on the site until full urban services pursuant to the Township's subdivision and development servicing bylaw service level 1 have been provided. Development permit applications will be required to allow Council to review the form, character, and siting of future developments on the site. See Attachment 2 for additional information.

The proposed amendment is a Type 2 amendment to Metro 2050, requiring an amendment bylaw passed by a two thirds weighted vote of the Metro Vancouver Board. The proposed amendment will be posted on the Metro Vancouver website, will have a comments form on the Metro Vancouver website, and materials from the Township of Langley public hearing will be provided to the MVRD Board.

Should the application proceed, an updated Regional Context Statement (RCS) that reflects the proposed regional land use designation change will be required. It is expected that the Township will submit the updated RCS for consideration of acceptance if the Board chooses to initiate the proposed amendment process for *Metro 2050* and gives 1st, 2nd and 3rd readings to the amendment bylaw.

REGIONAL PLANNING ANALYSIS

The Township of Langley's proposed amendment has been assessed in relation to applicable *Metro 2050* goals and policies. The intent of the assessment is not to duplicate the municipal planning process, but rather to identify any potential regional planning implications and the regional significance of the proposed land use changes in consideration of *Metro 2050*. A summary of the regional planning analysis is provided as follows.

Goal 1: Create a Compact Urban Area

Strategy 1.1 Contain urban development within the Urban Containment Boundary is committed to concentrating urban development within the urban containment boundary (UCB) and supporting the efficient and cost-effective provision of infrastructure and services and amenities. *Metro 2050* generally considers Industrial to be an Urban Land Use Designation, but Industrial lands may be identified outside of the Urban Containment Boundary, as is the case with this application.

In *Metro 2050* Rural lands are intended to protect the existing character, landscapes, and environmental qualities of rural communities outside the Urban Containment Boundary. Land uses in these areas include low density forms of residential; agricultural; and small-scale commercial, industrial, or institutional uses, that do not require the provision of urban services such as sewerage or transit. As such, Rural lands are not intended as future urban development areas and generally will not have access to regional sewerage services.

There are existing light industrial uses on the site that do not require connection to regional sewerage services. There are three Rural designated properties to the east of the site, with six Industrial properties beyond that. Given this, there is a likelihood that if successful, this re-designation could incentivize adjacent Rural designated properties to also seek re-designation.

Strategy 1.4: Protect Rural lands from urban development states Rural designated lands located outside the Urban Containment Boundary are not intended for urban forms of development. Policy 1.4.1 states that Metro Vancouver will "direct the Greater Vancouver Sewerage and Drainage District (GVS&DD) to not allow connections to regional sewerage services to lands with a Rural regional land use designation." Should the amendment application proceed, and the properties be re-designated to Industrial, the Township may apply for the site's inclusion in the regional sewerage area at the discretion of the GVS&DD.

Goal 2: Support a Sustainable Economy

Strategy 2.2: Protect the supply and enhance the efficient use of industrial land, contains policies that support protecting and appropriately using the region's limited supply of Industrial and Employment lands. The Metro Vancouver region is facing a critical shortage of industrial lands. Specifically, there is a constrained land supply, pressure on industrial lands to convert to other uses, site specific development issues, and a complex jurisdictional environment. The Metro Vancouver region has one of the tightest industrial markets in North America, with extremely low vacancy rates and escalading industrial lease prices. The limited industrial land options constrain possible economic and employment growth within the region. Industrial lands are crucial to support a prosperous, sustainable regional economy and to provide space to accommodate the many industrial activities and services needed in a growing region. While representing just 4 per cent of the region's land base, industrial lands accommodate over 25 per cent of the region's total employment, and contribute to the region's economic well-being, with important links to transportation, trade, and tax dollars. The proposed amendment, if approved, would be adding 4.12 hectares of Industrial land to the region's supply and formalizing the current use and operations of the subject properties. Furthermore, the site is located in close proximity to other industrial designated lands to the east. Should the subject properties be re-designated from Rural to Industrial, the use would be consistent with existing

industrial operations in the immediate vicinity. The site is also strategically located from a goods movement perspective, as Fraser Highway is a part of the Truck Route Network.

Strategy 2.3: Protect the supply of agricultural land and strengthen agricultural viability, contains policies that support protecting land for agricultural production. Urban uses adjacent to agricultural land, regardless of whether it is in the Agricultural Land Reserve (ALR), can negatively impact the ability for that agricultural land to remain viable and productive. *Metro 2050* policy 2.3.7 supports working with stakeholders to require agriculture impact assessments for development adjacent to agricultural land as a necessity to protect that land. Extending urban uses into areas that support agricultural production may result in exposing adjacent agricultural land to the negative effects of urban development. The application does not indicate analysis has been undertaken to assess how a permanent change from to Rural to Industrial for the subject properties will impact the adjacent rural lands which are indicated for small farm uses in the Township's Rural Plan.

Should the application be advanced, edge planning and appropriate interface management between urban and agricultural uses are encouraged in accordance with *Metro 2050* policy 2.3.12 c) iv). Appropriate interfacing is necessary to ensure the urban uses do not negatively impact the agricultural lands identified. The Township could consider including a condition of approval as a part of the OCP and Zoning bylaw amendment process to accomplish this.

Goal 5: Support Sustainable Transportation Choices

Strategy 5.1 Coordinate land use and transportation to encourage transit, multiple-occupancy vehicles, cycling and walking recognizes that the coordination of land use and transportation supports positive region building by ensuring communities are connected to sustainable transportation networks while investing in transportation improvements for existing neighbourhoods. The site is not well supported by walking and cycling infrastructure, or by public transportation. Should the proposed regional land use designation amendment be advanced by the MVRD Board, the Township of Langley is encouraged to integrate active transportation facilities into the site design and adjacent neighbourhood, while working with the applicant and TransLink to develop Transportation Demand Management programs (e.g. vanpools, secure bicycle parking) for future commuters to and from the site.

Strategy 5.2 Coordinate land use and transportation to support the safe and efficient movement of vehicles for passengers, goods, and services recognizes that roadways and truck routes play a vital role in supporting the regional economy, shaping regional growth, and connecting Metro Vancouver to other regions. The strategy also recognizes that making the most of the goods movement system requires protecting industrial lands. The subject properties are strategically located from a goods movement perspective, as Fraser Highway is a designated truck route that connects to several nearby industrial sites and the broader Truck Route Network. From a commuter standpoint, the site has limited transit service and is not well-connected to regional walking and cycling infrastructure. The majority of trips to and from this location will be made by private vehicle.

REGIONAL PLANNING ADVISORY COMMITTEE COMMENTS

An information report on the amendment application was provided to the Regional Planning Advisory Committee (RPAC) for comment on April 6, 2023. Staff from the Township of Langley presented on

the amendment application and were available to answer questions from committee members. One committee member inquired about the anticipated completion date for the Township's upcoming Fraser Highway Employment Lands Area Plan that was highlighted in the Townships' presentation. The study area of the Fraser Highway Employment Lands Area Play encompasses the subject properties.

IMPLICATIONS FOR METRO VANCOUVER UTILITY SERVICES

A summary of anticipated impacts on Metro Vancouver's utilities is as follows:

Liquid Waste Services (Greater Vancouver Sewerage & Drainage District)

Following an initial review of the amendment application, Liquid Waste Services (LWS) note that the Township proposes a restrictive covenant prohibiting buildings on the properties until such time that urban services are provided. LWS interprets this clause as the Township may consider requesting regional sewer services for the properties in the future. LWS confirms that the subject properties are located more than 7km from the nearest Metro Vancouver sewer facility (Langley Connector No. 3). However, the amendment application does not contain sufficient details to allow Metro Vancouver to provide informed comments on current or future servicing. Should a detailed servicing plan for the properties be developed, LWS requests that the Township submit details to Metro Vancouver through the established application process so that an impact analysis can be completed. The Township is also encouraged to consider integrating effective inflow and infiltration management approaches to limit extraneous inflows from any new development.

Water Services (Greater Vancouver Water District)

A drinking water demand forecasts was not provided as a part of the Township's application, as such the exact hydraulic impacts on the regional drinking water system cannot yet be determined. Based on the Township's GIS maps and water system map in the OCP (Map 10), the subject properties are not currently serviced by the Township of Langley's municipal drinking water system. The subject properties are located about 1.5km from the terminus of the Township's western drinking water system on the Fraser Highway. The Report to Mayor and Council included in the Township's application package recommends utility upgrades in accordance with the Township's Subdivision and Development Servicing Bylaw, which includes the provision of water services. Water Services would like confirmation that the subject properties will be serviced by the Township's drinking water system if the properties are re-designated. Should the proposed regional land use designation amendment be approved by the MVRD Board, Water Services would request that the Township provide a demand forecast and assessment of the anticipated impacts to the municipal and regional water systems, as well as a servicing plan for this development.

REGIONAL GROWTH STRATEGY AMENDMENT PROCESS AND NEXT STEPS

If the amendment bylaw receives 1st, 2nd, and 3rd readings, it will then be referred to affected local governments and relevant agencies, as well as posted on the Metro Vancouver website for a minimum of 45 days to provide an opportunity for comment. Comments received will be summarized and included in a report advancing the bylaw to the MVRD Board for consideration of final adoption. An updated RCS from the Township will be considered at the same Board meeting as final adoption of the proposed amendment.

Considered at the July 25, 2023, Regular Council meeting

Attachment 2

ALTERNATIVES

1. That MVRD Board:
   a) initiate the regional growth strategy amendment process for the Township of Langley's requested regional land use designation amendment from Rural to Industrial for the lands located at 23699 and 23737 Fraser Highway;
   b) give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1365, 2023"; and
   c) direct staff to notify affected local governments as per section 6.4.2 of Metro 2050.

2. That the MVRD Board decline the proposed amendment for 23699 and 23737 Fraser Highway and notify the Township of Langley of the decision.

FINANCIAL IMPLICATIONS

If the MVRD Board chooses Alternative 1, there are no financial implications for Metro Vancouver related to the acceptance of the Township of Langley's Type 2 Amendment. If the MVRD Board chooses Alternative 2, a dispute resolution process may take place as prescribed by the *Local Government Act*. The cost of a dispute resolution is prescribed based on the proportion of assessed land values. Metro Vancouver would be responsible for most of the associated costs.

SUMMARY/CONCLUSION

The Township of Langley has requested that the MVRD Board consider a Type 2 amendment to *Metro 2050* for two lots totalling 4.12 hectares located along Fraser Highway. The amendment to re-designate the site from a Rural to Industrial land use will permanently allow for industrial uses on the subject properties. Additional information is required to fully assess liquid waste and water servicing implications of this application should it proceed. This information can be received post adoption during the development planning stage.

Overall, the proposed amendment allows for existing industrial uses to continue operations on the subject properties. The subject properties are in close proximity to other industrial uses along Fraser Highway. The amendment also ensures employment generating uses in close proximity to the Regional Truck Route Network. Staff recommend Alternative 1.

Attachments

1. Correspondence dated September 21, 2022, from Township of Langley, to Metro Vancouver Board re: Langley Official Community Plan Bylaw 1979 No. 1842 Amendment (Rural Plan) Bylaw 1993 No. 3250 Amendment (Bath Investments Ltd.) Bylaw No. 5793
2. Township of Langley Report, dated June 27, 2022 (File: 10-33-0104)
3. Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1365, 2023

References

Metro 2050

59165548

Attachment 2

Township of Langley

Est. 1873

September 21, 2022 Bylaw No. 5793

James Stiver, Division Manager,
Growth Management and Transportation
Metro Vancouver
Via Email: James.stiver@metrovancouver.org

Dear Mr. Stiver: James

Re: Langley Official Community Plan Bylaw 1979 No. 1842 Amendment (Rural Plan) Bylaw 1993 No. 3250 Amendment (Bath Investments Ltd.) Bylaw No. 5793

On July 11, 2022, Township of Langley Council granted third reading to Langley Official Community Plan Bylaw 1979 No. 1842 Amendment (Rural Plan) Bylaw 1993 No. 3250 Amendment (Bath Investments Ltd.) Bylaw No. 5793.

Bylaw No. 5793 amends the Langley Official Community Plan (OCP) by amending the land use designation of the subject lands from "Rural" to "Industrial."

Attached, please find the Report to Council, Bylaw No. 5793, and adopted Council Minutes submitted for your consideration of what is believed to be a "Type 2" Regional Growth Strategy Amendment application. Staff note that the proposed amendment to the Regional Context Statement is applicable only to Map A-1, which will bring the RCS into alignment with the proposed land use changes.

If you have any questions, please contact Joel Nagtegaal, Development Planner, at 604.533.6044 or via email at jnagtegaal@tol.ca.

Yours truly,

Ramin Seifi
GENERAL MANAGER, COMMUNITY DEVELOPMENT

Attachments
1. Report to Council and attachments dated June 27, 2022
2. Bylaw No. 5793
3. July 11, 2022 adopted Council Minutes

copy: Bath Investments Ltd./1083876 BC Ltd.
Ben Neff, Giesbrecht & Company

Attachment 2

Township of Langley
Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED:	JUNE 27, 2022 - REGULAR MEETING	**REPORT:**	22-70
FROM:	COMMUNITY DEVELOPMENT DIVISION	**FILE:**	10-33-0104
SUBJECT:	OFFICIAL COMMUNITY PLAN AMENDMENT AND REZONING APPLICATION NO. 100201 (BATH INVESTMENTS LTD. / 23699 AND 23737 FRASER HIGHWAY)		

PROPOSAL:

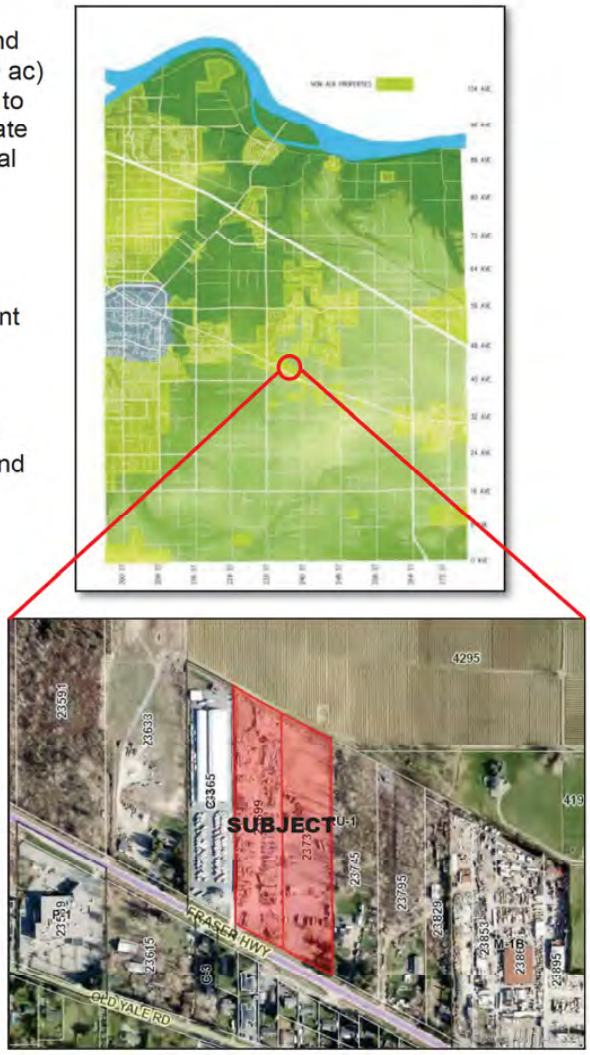
Application to amend the Official Community Plan and Rural Plan and rezone approximately 4.12 ha (10.19 ac) of land located at 23699 and 23737 Fraser Highway to Service Industrial Zone M-1B in order to accommodate current temporary uses as well as additional industrial uses.

RECOMMENDATION SUMMARY:

That Council consider first and second reading of Bylaws No. 5793 and 5794 subject to 13 development prerequisites being satisfied prior to final reading of Rezoning Bylaw No. 5794; that Council consider first, second, and third readings to Bylaw No. 5803; and that staff be authorized to schedule the required public hearing should Council give the Bylaws first and second reading.

RATIONALE:

The proposed development is consistent with the overall objectives of the Official Community Plan with respect to creation of employment opportunities.



Attachment 2

OFFICIAL COMMUNITY PLAN AMENDMENT AND
REZONING APPLICATION NO. 100201
(BATH INVESTMENTS LTD. / 23699 AND 23737 FRASER HIGHWAY)
Page 2 . . .

RECOMMENDATIONS:

That Council consider first and second reading of Langley Official Community Plan Bylaw 1979 No. 1842 Amendment (Rural Plan) Bylaw 1993 No. 3250 Amendment (Bath Investments Ltd.) Bylaw No. 5793 amending the Official Community Plan to change the designation of the lands from "Rural" to "Industrial" and amending the Rural Plan to permit industrial uses on the subject properties; and Township of Langley Zoning Bylaw 1987 No. 2500 Amendment (Bath Investments Ltd.) Bylaw No. 5794, rezoning 4.12 ha (10.19 ac) of land located at 23699 and 23737 Fraser Highway to Service Industrial Zone M-1B to permanently accommodate the uses permitted under Temporary Use Permit No. TU000001 as well as additional industrial uses subject to the following development prerequisites being satisfied to the acceptance of the Township of Langley General Manager of Engineering and Community Development, unless noted otherwise, prior to final reading:

1. A Servicing Agreement being entered into with the Township to secure required road and utility upgrades and extensions associated with proposed Fraser Highway transportation related items in accordance with the Township's Subdivision and Development Servicing Bylaw;
2. Submission of an erosion and sediment control plan in accordance with the Erosion and Sediment Control Bylaw;
3. Provision of road dedications, widenings, and necessary traffic improvements for Fraser Highway (including deceleration lane), in accordance with the Township's Master Transportation Plan, Subdivision and Development Servicing Bylaw, and the Street Trees and Boulevard Plantings Policy;
4. Secure a 10 m wide statutory right of way along the north portion of the site for future access;
5. Secure a 20 m wide statutory right of way on the central portion of the site for future access;
6. Provision of a final tree management plan incorporating tree retention, replacement, protection details, and security in compliance with the Subdivision and Development Servicing Bylaw (Schedule I – Tree Protection);
7. Provision of final landscape plans and security to the acceptance of the Manager of Green Infrastructure Services;
8. Registration of restrictive covenants:
   a. Restricting building construction (i.e., "no building") until a Development Permit is issued for the site and full services are provided in compliance with Subdivision and Development Servicing Bylaw 2019 No. 5382 Service Level 1;
   b. Restricting left hand turning movements from the western driveway onto and from Fraser Highway; and
   c. Requiring installation of an accepted landscape plan;
9. Demolition of the existing single family dwelling;
10. Approval of the necessary amendments to the Metro Vancouver Regional Growth Strategy (RGS) and Greater Vancouver Sewerage and Drainage District;
11. Completion of all relevant external agency, federal, provincial, regional, and Township approvals;
12. Compliance with Item 5.2(g) of Community Amenity Contributions (CAC) Policy in support of the OCP amendment; and
13. Payment of supplemental Rezoning fees, Development Engineering and Green Infrastructure service fees, Development Works Agreement (DWA) and Latecomer charges;

Attachment 2

That Council consider the Langley Official Community Plan Bylaw 1979 No. 1842 Amendment (Rural Plan) Bylaw 1993 No. 3250 Amendment (Bath Investments Ltd.) Bylaw No. 5793 as consistent with the Township's Five Year Financial Plan as updated annually and with Metro Vancouver's Integrated Liquid Waste Resource Management Plan and Integrated Solid Waste and Resource Management Plan, the Housing Needs Report, and with the consultation requirement of Official Community Plan Consultation Policy (07-160);

That (at the time of third reading of Bylaw No. 5793) Council authorize staff to advance the application to Metro Vancouver for the proposed amendments to the Regional Growth Strategy;

That Council grant first, second, and third reading to Subdivision and Development Servicing Bylaw 2019 No. 5382 Amendment (Bath Investments Ltd.) Bylaw No. 5803 (and grant final reading at time of final reading of Bylaw No. 5794); and further

That Council authorize staff to schedule the required public hearing for the Langley Official Community Plan Bylaw 1979 No. 1842 Amendment (Rural Plan) Bylaw 1993 No. 3250 Amendment (Bath Investments Ltd.) Bylaw No. 5793 and Township of Langley Zoning Bylaw 1987 No. 2500 Amendment (Bath Investments Ltd.) Bylaw No. 5794.

EXECUTIVE SUMMARY:

On October 21, 2019, Council authorized issuance of a temporary use permit to temporarily permit a) open storage of building materials, b) parking of commercial vehicles and / or equipment (excluding transportation and trucking terminals and compounds including public transportation depots), and c) vehicle storage (excluding wrecked vehicles, recreational vehicles, and boats) on properties located at 23699 and 23737 Fraser Highway.

Giesbrecht & Company, on behalf of the owners, has applied to amend the Official Community Plan (OCP) and the Zoning Bylaw to permanently allow the uses permitted by the temporary use permit as well as permit additional industrial uses.

The subject lands are adjacent to an existing service commercial property and are within 150 m of other existing industrial properties on the north side of Fraser Highway. The subject application proposes to increase the industrial land base in the Township of Langley. Given the existing commercial and industrial properties in close proximity to the subject site and that the subject properties are not located in the Agricultural Land Reserve, staff recommend Council consider the application.

An amendment to the Subdivision and Development Servicing Bylaw 2019 No. 5382 is required to amend the site's service level from Level 4 – Rural to Level 1 – Urban. Staff note that an amendment to the Metro Vancouver Regional Growth Strategy (RGS) will also be required to accommodate the proposal should the Bylaws proceed to third reading.

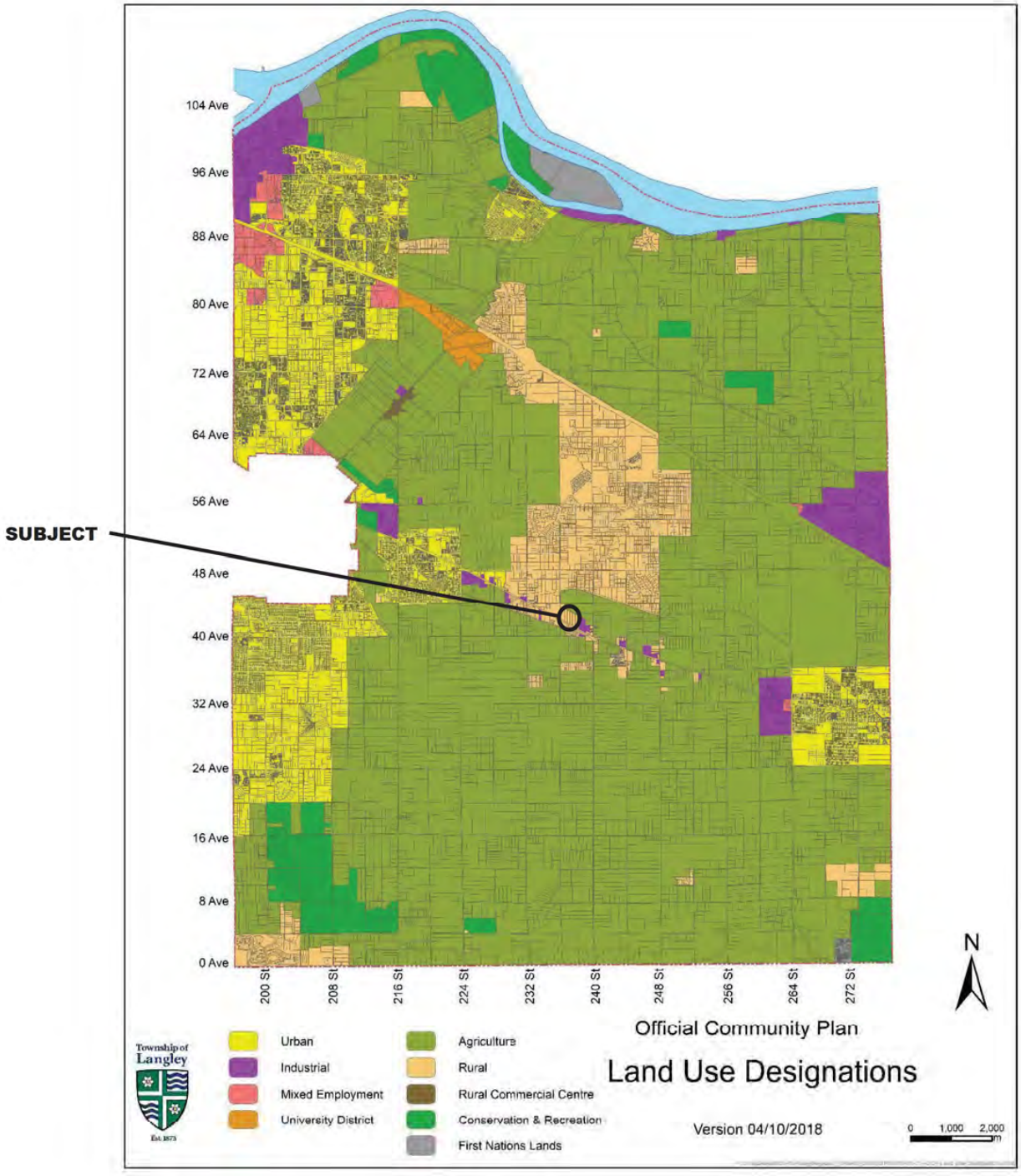
Future development permit applications will be necessary to allow Council the opportunity to review the form, character, and siting of future developments on the site. Staff recommend that the Official Community Plan and rezoning amendments be considered subject to the development prerequisites listed in this report being satisfied prior to Council's consideration of final reading of the applicable bylaws.

PURPOSE:

The purpose of this report is to advise and make recommendations to Council with respect to proposed Official Community Plan Amendment Bylaw No. 5793, Rezoning Bylaw No. 5794, and Subdivision and Development Servicing Bylaw Amendment Bylaw No. 5803.

Attachment 2

OFFICIAL COMMUNITY PLAN AMENDMENT AND
REZONING APPLICATION NO. 100201
(BATH INVESTMENTS LTD. / 23699 AND 23737 FRASER HIGHWAY)
Page 4 . . .



Attachment 2

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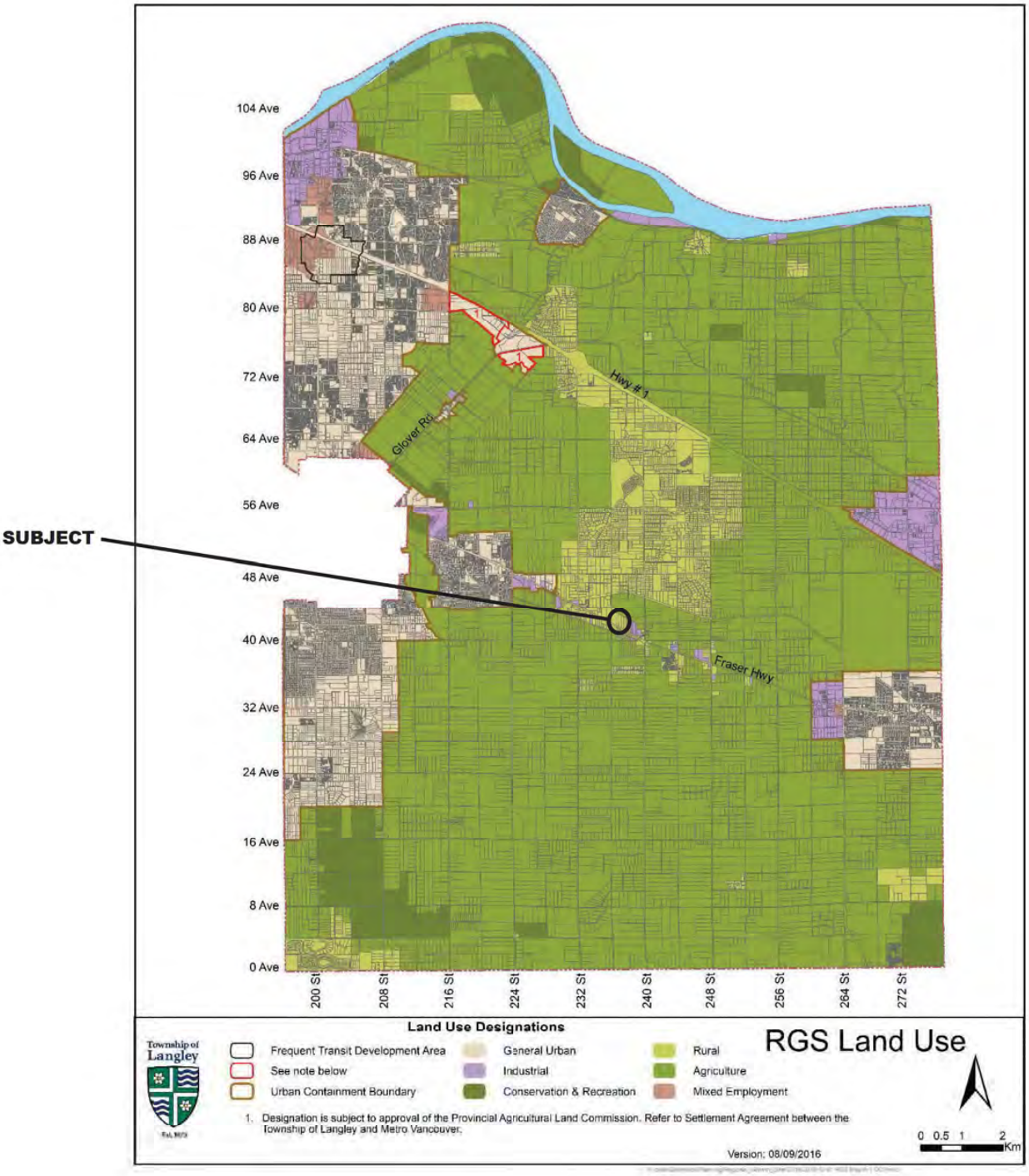
Page 5 . . .



Attachment 2

OFFICIAL COMMUNITY PLAN AMENDMENT AND
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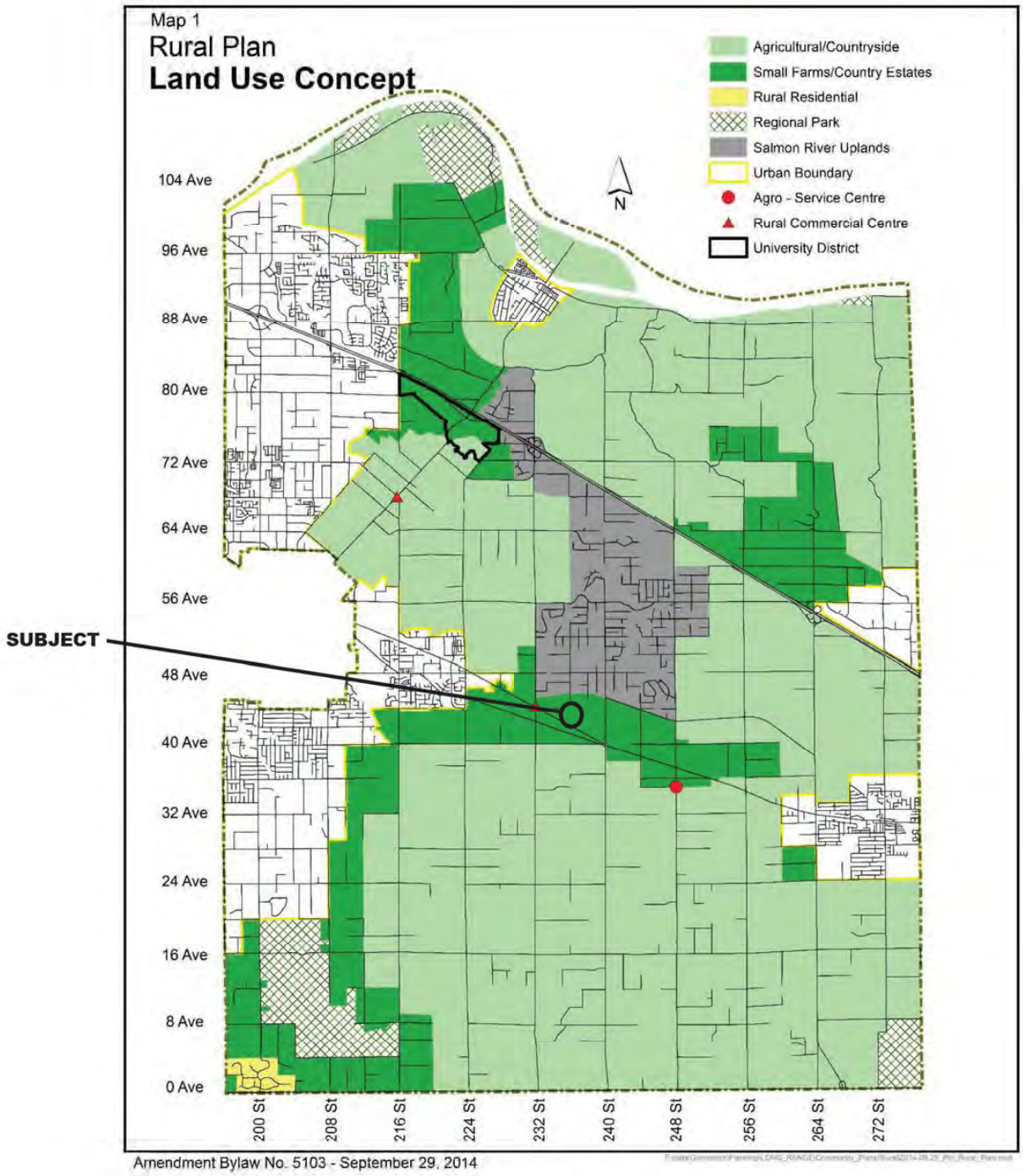
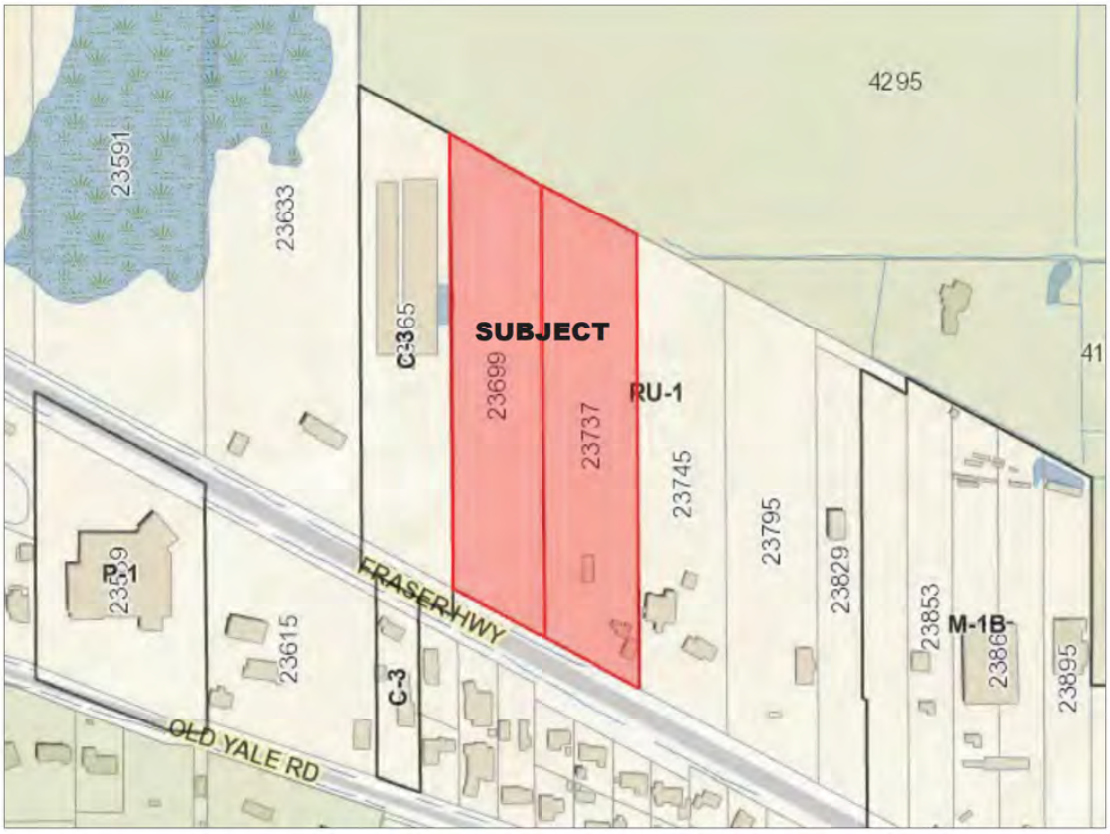
(BATH INVESTMENTS LTD. / 23699 AND 23737 FRASER HIGHWAY)
Page 6 . . .



Amendment Bylaw No. 5103 - September 29, 2014

Attachment 2

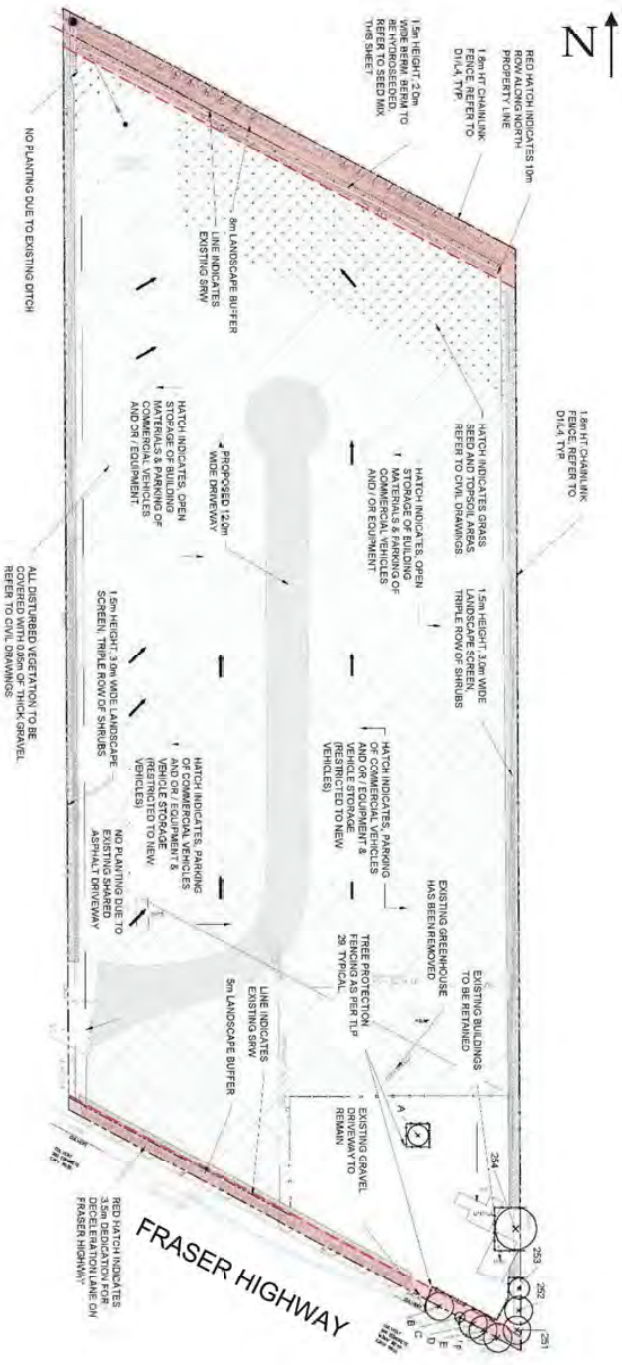
OFFICIAL COMMUNITY PLAN AMENDMENT AND
REZONING APPLICATION NO. 100201
(BATH INVESTMENTS LTD. / 23699 AND 23737 FRASER HIGHWAY)
Page 7 . . .



ZONING BYLAW NO. 2500

Attachment 2

OFFICIAL COMMUNITY PLAN AMENDMENT AND
REZONING APPLICATION NO. 100201
(BATH INVESTMENTS LTD. / 23699 AND 23737 FRASER HIGHWAY)
Page 8 . . .



SITE PLAN – SUBMITTED BY APPLICANT

Attachment 2

OFFICIAL COMMUNITY PLAN AMENDMENT AND
REZONING APPLICATION NO. 100201
(BATH INVESTMENTS LTD. / 23699 AND 23737 FRASER HIGHWAY)
Page 9 . . .

REFERENCE:

Owner:	Bath Investments Ltd. 23867 Fraser Highway Langley BC V2Z 2K5 1083876 BC Ltd. 23867 Fraser Highway Langley BC V2Z 2K5
Agent:	Giesbrecht & Company 353 PO Box 8000 Abbotsford BC V2S 2M5
Legal Description:	Lot 8 Section 33 Township 10 New Westminster District Plan 8793 Parcel "A" (Explanatory Plan 13205) Lots 6 and 7 Section 33 Township 10 New Westminster District Plan 8793
Civic Address:	23699 and 23737 Fraser Highway
Area:	4.12 ha (10.19 ac)
Official Community Plan: (existing)	Rural
Official Community Plan: (proposed)	Industrial
Rural Plan: (existing)	Small Farms / Country Estates
Rural Plan: (proposed)	Small Farms / Country Estates (with site-specific text amendment to permit industrial uses on the subject properties)
Existing Zoning:	Rural Zone RU-1
Proposed Zoning:	Service Industrial Zone M-1B

BACKGROUND/HISTORY:

The subject lands are currently zoned Rural Zone RU-1, designated Small Farms / Country Estates in the Rural Plan and accommodate a single family dwelling and accessory building on the southeast portion of the site and outdoor storage of equipment and vehicles on the rest of the site. On October 21, 2019, Council authorized issuance of a temporary use permit to temporarily permit a) open storage of building materials, b) parking of commercial vehicles and/or equipment (excluding transportation and trucking terminals and compounds including

public transportation depots), and c) vehicle storage (excluding wrecked vehicles, recreational vehicles, and boats) on properties located at 23699 and 23737 Fraser Highway. The properties are currently being used for the uses permitted by the temporary use permit. Stormwater management, including construction of an onsite detention stormwater pond, has been addressed in conjunction with a soil permit application on the subject properties.

The existing single family dwelling does not comply with proposed zoning siting provisions. Accordingly, a condition of Rezoning Bylaw No. 5794 has been included to remove the building.

DISCUSSION/ANALYSIS:

To accommodate the proposal to rezone the property to permanently allow the uses permitted by the temporary use permit as well as permit additional industrial uses (Attachment B), the applicant has applied for amendments to the Township's Official Community Plan (OCP) and Rural Plan. Staff note that an amendment to the Metro Vancouver Regional Growth Strategy (RGS) is also required. Given urban services are not available to the site, registration of a restrictive covenant prohibiting any building on the site until such time as full urban services pursuant to Subdivision and Development Servicing Bylaw Service Level – 1 have been provided is a development prerequisite.

Future Development Permit applications are required for any future buildings at which time Council will have the opportunity to review form, character, and siting matters prior to building permits being issued. A Development Permit typically details the form and character of each development including siting, access, parking, landscaping, building materials, colours, building elevations, and other site development items.

Adjacent Uses:

North:	A rural property within the ALR, 14.95 ac (36.95 ac), designated Small Farms / Country Estates in the Rural Plan and zoned Rural Zone RU-1;
South:	Fraser Highway, beyond which are lots designated Small Farms / Country Estates in the Rural Plan, zoned Rural Zone RU-1, not within the ALR;
East:	A rural property, designated Small Farms / Country Estates in the Rural Plan, zoned Rural Zone RU-1, not within the ALR; and
West:	A commercial property, designated Small Farms / Country Estates in the Rural Plan, zoned Service Commercial Zone C-3, not within the ALR.

Official Community Plan Amendment:

The subject lands are currently designated Rural in the OCP which intends to maintain the existing rural residential character of the area.

Section 2.2.9 of the OCP provides the following:

2.2.9. Consider undertaking more detailed plans to provide a vision and appropriate policies for the Salmon River Uplands and Fraser Highway corridor areas.

Staff note that as a development prerequisite for ToL Project No. 10-33-0091 (Oakbrook Foundation / 23400 – 44 Avenue), the proponent was required to provide a Fraser Highway Corridor Land Use Study which included the subject lands. While the study is not a Township plan, nor has it been endorsed by the Township, it did include conceptual land use information

Attachment 2

indicating that lands on the north side of Fraser Highway between 232 Street and 240 Street could accommodate industrial uses, noting:

> *A shrinking industrial land supply in Metro Vancouver, high historical industrial growth rates in the Township, and the well-situated location of the Study Area at the convergence of 3 major truck routes, positions it as an attractive opportunity for industrial development. Fraser Highway is a provincial highway providing connections west to the City of Langley, Surrey, and east to Abbotsford and beyond. 232 Street provides a direct connection north to Highway 1 and south to 16 Avenue. 40 Avenue provides a connection west towards the Campbell Heights Industrial Area of Surrey.*
>
> *Industrial land-use within the Study Area is envisioned primarily north of Fraser Highway where some existing industrial-related uses are located, larger parcelization is conducive to larger format industrial users and consolidation, and because this area is generally separated from existing residential uses.*

The OCP outlines goals for employment lands in Section 3.7 - Employment Land Goals:

- *3.7.2 Ensure a long-term supply of employment lands is maintained, with a match between available land and the requirements of future market demand.*
- *3.7.4. Encourage industrial development that has a high employment ratio*
- *3.7.6. Consider designation of new employment lands where appropriate.*

Given the above, the proposal is, in staff's opinion, consistent with the above OCP goals.

Rural Plan Amendment:

The subject lands are currently designated Small Farms / Country Estates in the Rural Plan. Section 2.1 of the Rural Plan states "The primary goal of the Rural Plan is to enhance agricultural viability through recognition and protection of the diverse agricultural lands, preservation of larger lot sizes, creation of policies that reinforce designation of much of the land as ALR and encouragement of the agricultural industry within Langley…"

Policies for the Small Farms / Country Estates designation (Section 5.6 of the Rural Plan) indicate that the designation should provide for agricultural uses. Section 5.14 of the Rural Plan provides the following information with respect to industrial development:

> *Industrial development shall not be permitted in the rural area, but shall be directed to areas designated industrial growth and, where it meets the criteria, the Agro-Service Centre. Expansion of existing industrial uses on their present sites may be considered, subject to review of impacts on surrounding land and uses.*

Section 2.1 of the Rural Plan includes the following as a goal of the plan:

> *The plan recognizes the wide variety of uses currently existing in the area and is designed to accommodate continued agricultural use, expanded recreational opportunities, some additional small*

> *farms/country estates use and limited new commercial and industrial activities.*

Section 5.14.2 of the Rural Plan provides the following with respect to industrial development within the rural area:

> *5.14.2 Industrial development shall not be permitted in the rural area, but shall be directed to areas designated industrial growth and, where it meets the criteria, the Agro-Service Centre. Expansion of existing industrial uses on their present sites may be considered, subject to review of impacts on surrounding land and uses.*

According to the applicant, the intent of the proposal is as follows:

> *The intention of the proponent is for approximately 50 percent of the property to be used by the owner-occupier, Surrey Cedar Ltd., which would use the property to compliment its operations at 23867 Fraser Hwy, Langley, which employs 30 people. These complimentary uses would include overflow material and equipment for the mill. The remaining 50 percent of the site is intended to be rented out to various tenants for uses in-line with the TUP and future M-1B designation*

As indicated by the proponent, the current proposal accommodates, in part, expansion of an existing industrial use 150 m to the east.

Historically, industrial uses in the Rural Plan have been recognized under the Small Farms / Country Estates land use designation. Accordingly, Bylaw No. 5793 amends the Rural Plan by:

a) Adding provisions to the Small Farms / Country Estates designation to accommodate industrial development on a site specific basis on the subject properties; and
b) Adding the subject properties to Development Permit Area 'B' – Rural Commercial/Industrial.

Metro 2040 – Metro Vancouver Regional Growth Strategy (RGS):

The subject lands are designated Rural in the RGS. This designation is intended to limit development to a scale, form, and density consistent with the intent of the rural land use, and support agricultural uses within the ALR and, where appropriate, outside of the ALR. Staff note that the subject properties are not located in the ALR. Given the proposed OCP amendment and the need for the Township's OCP to align with the RGS, an amendment to the RGS is necessary to accommodate the proposed industrial land use.

The RGS states that additional industrial lands are needed in the region to meet the day to day needs of the population:

> *Market pressure to convert industrial lands to office, retail and housing has resulted in a diminished supply of industrial land in the region, while demand for land for industrial activities continues to increase as the population and economy of the region grow. Many industries provide for*

Attachment 2

> *the day-to-day needs of the region's population, such as repair and servicing activities, and renovation and construction functions for shops, homes, hotels and restaurants. Additional lands are needed for container storage, freight forwarding, warehouses, and other distribution functions.*

The RGS and the Regional Context Statement Section 1.1.7(3) of the OCP provides guidance for redesignating land from Agriculture to Industrial as outlined below:

a) the proposed use is consistent with the general intent of the 'Industrial' land use designation contained in the Township of Langley's OCP;
b) the subject site is no more than 10 hectares in size;
c) the subject site is contiguous with the existing Urban Containment Boundary specified in the Regional Growth Strategy; and
d) the subject site is not contiguous with a site previously re-designated pursuant to Revised Context Statement Section 1.1.7.

While the proposal generally aligns with the above criteria as the proposed industrial use would be consistent with the general intent of the "industrial" land use designation contained in the Township's OCP and is less than 10 ha in size, staff note that the subject site is not contiguous with the urban containment boundary specified in the RGS.

A Type 2 – Minor Amendment to the Regional Growth Strategy requires a 'two-thirds weighted vote and regional public hearing' as identified in Section 6.3.3(c) of the RGS below:

> *6.3.3(c) amendment from Rural land use designation to Industrial, Mixed Employment or General Urban land use designations;*

Should Council grant third reading to the subject application, staff will advance application to Metro Vancouver for consideration of the necessary amendments to the RGS and the Greater Vancouver Sewerage and Drainage District (GVS & DD) catchment in order to accommodate the proposed change in land use.

Access:

The subject site is currently accessed via a shared driveway with the property to the east from Fraser Highway. The existing single-family dwelling is accessed via a separate driveway on Fraser Highway. As part of the development, the applicant will be required to provide a deceleration lane in front of the subject properties. Additionally, the applicant will be required to register a restrictive covenant limiting the existing shared driveway to right in / right out movements only. These requirements have been included in the list of development prerequisites to be completed prior to final reading of the rezoning bylaw.

Road dedications and statutory rights of ways have been historically secured on northerly portions of several properties between 236 Street and 240 Street on the north side of Fraser Highway in order to support future road infrastructure. Accordingly, securing rights of ways of 10 m on the northerly portion of the site as well as 20 m on the central portion of the site are included as development prerequisites.

Attachment 2

Voluntary Community Benefit Contribution:

Recognizing that OCP land use amendments result in potential increases in land value, Council adopted amendments to the CAC policy in October 2021. Specifically, Item 5.2(g) of the Policy states:

> *With Section 5.2 (f) as a minimum, where the form of growth is more unique; and for more substantial or complex applications proposing an amendment to the OCP, at the discretion of the Township of Langley or as directed by Council, the Township working in collaboration with the applicant, will determine a more appropriate target CAC to ensure an appropriate level of alignment with the proposed OCP amendment*

In response to the policy, the applicant is proposing a $100,000 community benefit contribution donation to Foundry Langley. Foundry Langley is a resource centre for youth that will offer young people aged 12-24 access to mental health and substance use support, primary care, peer support, and social services. Based on the 4.12 ha (10.19 ac) site, this equates to a contribution of $24,271.84 per ha / $9,813.54 per ac.

According to the applicant,

> *The public amenity provided is employment opportunity and increase tax revenues. The properties are not part of the ALR. The land lift is minimal. $50+ million upgrades to servicing is required for any building or development to occur.*

Official Community Plan Consultation Policy:

Council's Official Community Plan Consultation Policy 07-160 requires Council to consider the OCP amendment in conjunction with the Financial Plan, Housing Needs Report, and any applicable waste management plan. Staff recommend that Council consider the proposed OCP amendment consistent with the Township's financial plans (both operating and capital) and Metro Vancouver's Waste Management Plans.

Zoning Amendment:

Bylaw No. 5794 proposes to rezone the subject properties to Service Industrial Zone M-1B with existing temporary uses on a site specific basis (Attachment B). The Service Industrial Zone M-1B is consistent with other industrial properties along Fraser Highway and permits a range of industrial uses. Staff note that any permitted uses in the proposed zone which require a building will not be permitted until a development permit and servicing have been issued and secured. The proposed development complies with the minimum parcel size provisions of the Service Industrial Zone M-1B.

Public Consultation:

Per Policy No. 07-169, the applicant held a Public Information Meeting on February 23, 2022. In accordance with the Policy, the applicant mailed notices to the surrounding area and posted notification in the local newspaper. The results are compiled and provided as Attachment A.

Servicing:

The subject property is designated Service Level 4 – Rural. Bylaw No. 5803 proposes to amend the Subdivision Development Servicing Bylaw to designate the subject site as Service Level 1 – Urban.

Attachment 2

Prior to final reading, the applicant is required to enter into a Servicing Agreement to secure works and services such as construction of a deceleration lane on Fraser Highway, road works, and tree replacement with the Subdivision and Development Servicing Bylaw. Stormwater management, including construction of an onsite stormwater pond, has been addressed in conjunction with a soil permit application (SO002063) issued January 20, 2020 on the subject

properties. Road dedications and widening, and necessary traffic improvements will be required in accordance with the Township's Master Transportation Plan. The applicant will also be required to provide erosion and sediment control measures in accordance with the Erosion and Sediment Control Bylaw, to the acceptance of the General Manager of Engineering and Community Development prior to the issuance of any building permits. Given urban services are not available to the site, registration of a restrictive covenant prohibiting any building on the site until such time as full urban services pursuant to Subdivision and Development Servicing Bylaw Service Level – 1 have been provided is a development prerequisite.

Tree Protection/Replacement:

The tree management plans submitted by the applicant indicate that 10 significant trees exist on the subject site and all 10 are currently proposed for retention. In accordance with the Township's Subdivision and Development Servicing Bylaw (Schedule I – Tree Protection), a total of 276 replacement trees are required. The applicant is proposing 100 replacement trees to be planted on the site with funds for the remaining 176 replacement trees being secured for planting on identified public lands. Post development, approximately 110 trees will be in place with cash in lieu provided for the remaining 176 replacement trees. Final tree retention, protection, and replacement plans are subject to the final acceptance of the Township. This requirement has been included in the list of development prerequisites to be completed prior to final reading of the rezoning bylaw.

Environmental Considerations:

The Township's Sustainability Charter includes environmental objectives to protect and enhance rivers, streams, wildlife habitats and environmentally sensitive areas in the Township. These environmental objectives are supported by policy and guidance outlined in the Township's Environmentally Sensitive Areas Study, Wildlife Habitat Conservation Strategy, Schedule 3 of the OCP, Erosion and Sediment Control Bylaw, and Subdivision and Development Servicing Bylaw (Schedule I – Tree Protection) which promote sound environmental management practices and outline Township environmental performance expectations. The provision of stormwater management and sediment control measures and compliance with the Township's Subdivision and Development Servicing Bylaw (Schedule I – Tree Protection) satisfies the objectives of the Sustainability Charter.

Exterior Lighting Impact Policy:

As the subject site is located within 150 m (498 ft) of land designated for rural residential purposes, compliance with the Township's Exterior Lighting Impact Policy is required. Provision of an exterior lighting impact plan prepared by an electrical engineer to the acceptance of the Township would be required as part of a future development permit and prior to the issuance of a building permit.

Policy Considerations:

The proposed amendments to the OCP, Rural Plan, RGS, Subdivision and Development Servicing Bylaw, and proposed rezoning will enable future industrial development of the subject lands increasing the supply of employment land in the Township. The proposed development is

compatible with the overall objectives of the Township's Official Community Plan and Rural Plan.

Therefore, staff recommend Council consider first and second reading to Bylaws No. 5793 and 5794 subject to 13 development prerequisites; first, second, and third reading to Bylaw No. 5803; and that staff be authorized to schedule the required public hearing should Council give the Bylaws first and second reading.

Respectfully submitted,

Joel Nagtegaal
DEVELOPMENT PLANNER
for
COMMUNITY DEVELOPMENT DIVISION

ATTACHMENT A Public Information Meeting Summary

ATTACHMENT B Permitted and Proposed Uses

Attachment 2

ATTACHMENT A

Giesbrecht & Co.
#353 – PO Box 8000, Abbotsford, BC, V2S 6H1
604.825.2123 | info@giesbrechtandco.com | www.giesbrechtandco.com

June 16, 2022

Township of Langley
20338 65 Ave
Langley, BC V2Y 3J1

10-33-0104

Attention: Joel Nagtegaal

Re: Overview of Public Information Meeting

It was held virtually on February 23, 2022, to view the rezoning proposal and provide comments and feedback prior to Township Council's consideration of this Application for 23699 and 23737 Fraser Highway.

Thirty-seven nearby properties were notified of the Public Information Meeting as provided by the Township of Langley Staff.

List of Attendees

TEAM MEMBER	COMPANY
Patrick Giesbrecht	Giesbrecht and Company
Benjamin Neff	Giesbrecht and Company
Sunjeev Bath	Bath Investment Ltd.
Jessica Thiessen	Krahn Engineering
Joel Nagtegaal	Township of Langley
Kim Richter	Township of Langley
Petrina Arnason	Township of Langley
FOIPPA s. 22(1)	General Public
FOIPPA s. 22(1)	General Public

Comments and questions were addressed regarding the entrance size to the property, future building concerns, and water servicing.

Attachment 2

Giesbrecht & Co.
#353 – PO Box 8000, Abbotsford, BC, V2S 6H1
604.825.2123 | info@giesbrechtandco.com | www.giesbrechtandco.com

Should you have any further questions, please contact the undersigned 778.926.8412 or benjamin@giesbrechtandco.com

Yours truly,

Benjamin Neff
Manager
Giesbrecht and Company

Attachment 2

ATTACHMENT B

EXISTING TEMPORARY USE PERMIT USES

1) open storage of building materials;
2) parking of commercial vehicles and / or equipment (excluding transportation and trucking terminals and compounds including public transportation depots); and
3) vehicle storage (excluding wrecked vehicles, recreational vehicles, and boats)

M-1B USES NOTING PROPOSED ADDITIONAL USES (BOLD)

1) accessory buildings and uses
2) accessory open storage
3) auction marts
4) bakeries
5) brewery or distillery
6) building supplies, lumber yards
7) commercial recreation, instruction and entertainment uses excluding arcades, pool halls and casino halls
8) dog daycare subject to Township of Langley Noise Control Bylaw 1988 as amended
9) nurseries and garden supply centres
10) offices accessory to permitted industrial uses
11) other service industrial uses compatible with service industrial areas
12) parking of commercial vehicles
13) public works yards, maintenance and storage facilities
14) printing and publishing
15) production studio
16) refund container return centre
17) residential uses accessory to industrial uses and subject to Section 701.4
18) restaurants
19) retail sales accessory to permitted industrial uses
20) service stations, gas bars
21) the light manufacture, assembly, repair, finishing and packaging of products
22) transportation and trucking terminals and compounds including public transportation depots
23) u-brews
24) vehicle body shops
25) vehicle repair shops
26) vehicle sales, rental and leasing
27) vehicle servicing
28) vehicle towing and temporary storage compounds for licensed vehicles excluding the storage of wrecked vehicles and/or discarded material, and excluding a wrecking and salvaging yard
29) veterinary clinics
30) warehousing, wholesaling and storage facilities excluding bulk energy storage facilities and the bulk storage of industrial chemicals, by-products and allied products
31) workshops for the following and similar trade contractors; building, electrical, heating, air conditioning, plumbing, refrigeration, roofing, septic tanks, signs, paving, and landscape contractors including the sale of garden ornaments, swimming pools and outdoor furniture
32) on Lot 8 Section 33 Township 10 New Westminster District Plan 8793; and Parcel "A" (Explanatory Plan 13205) Lots 6 and 7 Section 33 Township 10 New Westminster District Plan 8793 Section 701.1 uses subject to and including the following:
    a) **open storage of building materials;**
    b) **parking of commercial vehicles and / or equipment (excluding transportation and trucking terminals and compounds including public transportation depots); and**
    c) **vehicle storage (excluding wrecked vehicles, recreational vehicles, and boats)**

Attachment 2

THE CORPORATION OF THE TOWNSHIP OF LANGLEY

LANGLEY OFFICIAL COMMUNITY PLAN BYLAW 1979 NO. 1842

AMENDMENT (RURAL PLAN) BYLAW 1993 NO. 3250

AMENDMENT (BATH INVESTMENTS LTD.) BYLAW NO. 5793

EXPLANATORY NOTE

Bylaw No. 5793 amends the Official Community Plan and Rural Plan by adding provisions to the "Small Farms / Country Estates" designation to accommodate industrial uses on a site specific basis at 23699 and 23737 Fraser Highway and includes the site as a mandatory Development Permit Area.

Attachment 2

THE CORPORATION OF THE TOWNSHIP OF LANGLEY
LANGLEY OFFICIAL COMMUNITY PLAN BYLAW 1979 NO. 1842
AMENDMENT (RURAL PLAN) BYLAW 1993 NO. 3250
AMENDMENT (BATH INVESTMENTS LTD.) BYLAW NO. 5793

A Bylaw to amend the Rural Plan 1993 No. 3250

The Municipal Council of the Corporation of the Township of Langley, in Open Meeting Assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "Langley Official Community Plan Bylaw 1979 No. 1842 Amendment (Rural Plan) Bylaw 1993 No. 3250 Amendment (Bath Investments Ltd.) Bylaw No. 5793".

2. The "Langley Official Community Plan Bylaw 1979 No. 1842" as amended is further amended by amending "Map 1 - Land Use" to change the designation of the lands from "Rural" to "Industrial" and further amending "Map A-1 RGS Land Use" from "Rural" to "Industrial" with respect to the lands described as:

   Lot 8 Section 33 Township 10 New Westminster District Plan 8793; and

   Parcel "A" (Explanatory Plan 13205) Lots 6 and 7 Section 33 Township 10 New Westminster District Plan 8793

3. The "Langley Official Community Plan Bylaw 1979 No. 1842 Amendment (Rural Plan) Bylaw 1993 No. 3250" as amended is further amended by:

   a) adding the following Section 5.5.7 after Section 5.5.6

   5.5.7 Industrial uses are permitted on a site specific basis on lands described as Lot 8 Section 33 Township 10 New Westminster District Plan 8793; and Parcel "A" (Explanatory Plan 13205) Lots 6 and 7 Section 33 Township 10 New Westminster District Plan 8793

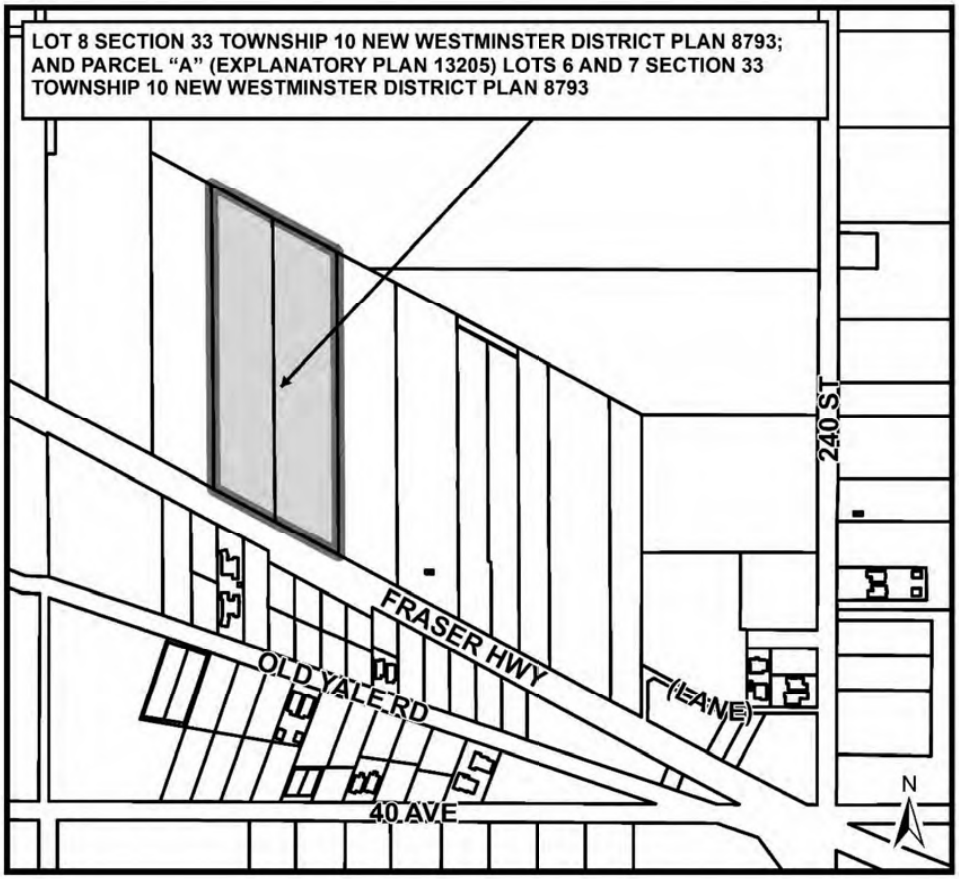
   b) by amending "Map 2 Development Permit Area B – Fraser Highway" to include the lands described as Lot 8 Section 33 Township 10 New Westminster District Plan 8793; and Parcel "A" (Explanatory Plan 13205) Lots 6 and 7 Section 33 Township 10 New Westminster District Plan 8793 to Development Permit Area "B"

READ A FIRST TIME the	day of	, 2022
READ A SECOND TIME the	day of	, 2022
PUBLIC HEARING HELD the	day of	, 2022
READ A THIRD TIME the	day of	, 2022
ADOPTED the	day of	, 2022

_____ Mayor _____ Township Clerk

Attachment 2

SCHEDULE 'A'
BYLAW NO. 5793



Attachment 2

THE CORPORATION OF THE TOWNSHIP OF LANGLEY

TOWNSHIP OF LANGLEY ONING BYLAW 1987 NO. 2500
AMENDMENT (BATH INVESTMENTS LTD.) BYLAW NO. 5794

EXPLANATORY NOTE

Bylaw No. 5794 rezones 4.12 ha (10.19 ac) of land at 23699 and 23737 Fraser Highway from Rural Zone RU-1 to Service Industrial Zone M-1B.

Attachment 2

THE CORPORATION OF THE TOWNSHIP OF LANGLEY

TOWNSHIP OF LANGLEY ONING BYLAW 1987 NO. 2500
AMENDMENT (BATH INVESTMENTS LTD.) BYLAW NO. 5794

A Bylaw to amend Township of Langley Zoning Bylaw 1987 No. 2500

The Municipal Council of the Corporation of the Township of Langley, in Open Meeting Assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "Township of Langley Zoning Bylaw 1987 No. 2500 Amendment (Bath Investments Ltd.) Bylaw No. 5794".

3. The "Township of Langley Zoning Bylaw 1987 No. 2500" as amended is further amended:

   a) Amending Section 701.1 Uses Permitted in Service Industrial Zone M-1A and M1-B by adding the following:

      "32) on Lot 8 Section 33 Township 10 New Westminster District Plan 8793; and Parcel "A" (Explanatory Plan 13205) Lots 6 and 7 Section 33 Township 10 New Westminster District Plan 8793 Section 701.1 uses subject to and including the following:
      a) open storage of building materials;
      b) parking of commercial vehicles and / or equipment (excluding transportation and trucking terminals and compounds including public transportation depots); and
      c) vehicle storage (excluding wrecked vehicles, recreational vehicles, and boats)"

2. The "Township of Langley Zoning Bylaw 1987 No. 2500" as amended is further amended by rezoning the lands described as:

   Lot 8 Section 33 Township 10 New Westminster District Plan 8793; and

   Parcel "A" (Explanatory Plan 13205) Lots 6 and 7 Section 33 Township 10 New Westminster District Plan 8793

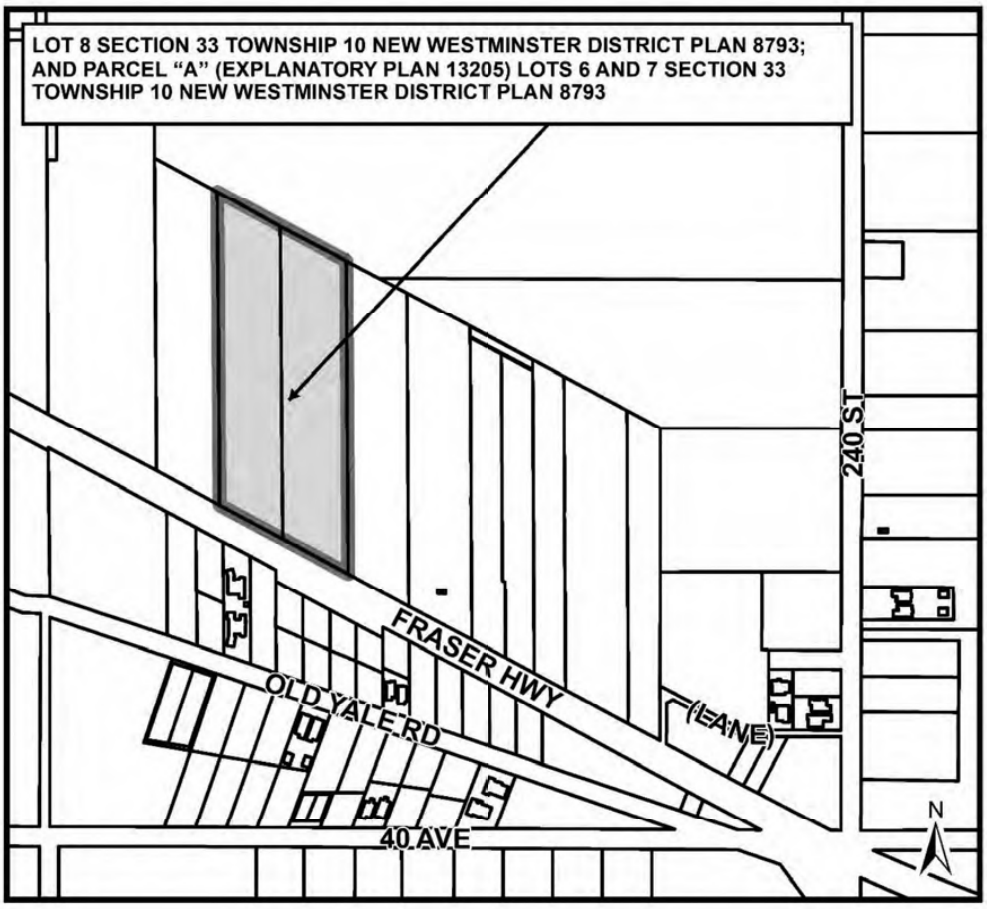
   As shown delineated on Schedule "A" attached to and forming part of this Bylaw to Service Industrial Zone M-1B.

READ A FIRST TIME the	day of	, 2022.
READ A SECOND TIME the	day of	, 2022.
PUBLIC HEARING HELD the	day of	, 2022.
READ A THIRD TIME the	day of	, 2022.
ADOPTED the	day of	, 2022.

_____ Mayor _____ Township Clerk

Attachment 2

SCHEDULE 'A'
BYLAW NO. 5794



Attachment 2

THE CORPORATION OF THE TOWNSHIP OF LANGLEY

TOWNSHIP OF LANGLEY SUBDIVISION AND DEVELOPMENT SERVICING BYLAW 2019 NO. 5382

AMENDMENT (BATH INVESTMENTS LTD.) BYLAW NO. 5803

EXPLANATORY NOTE

Bylaw No. 5803 amends Subdivision and Development Servicing Bylaw 2019 No. 5382 by changing the service level designation from Level 4 – Rural to Level 1 – Urban of the properties located at 23699 and 23737 Fraser Highway to coincide with rezoning from rural to industrial.

Attachment 2

THE CORPORATION OF THE TOWNSHIP OF LANGLEY

TOWNSHIP OF LANGLEY SUBDIVISION AND DEVELOPMENT SERVICING BYLAW 2019 NO. 5382

AMENDMENT (BATH INVESTMENTS LTD.) BYLAW NO. 5803

The Municipal Council of the Corporation of the Township of Langley, in Open Meeting Assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "Subdivision and Development Servicing Bylaw 2019 No. 5808 Amendment (Bath Investments Ltd.) Bylaw No. 5803".

3. The "Subdivision and Development Servicing Bylaw 2019 No. 5803" as amended is further amended by amending the map "Service Levels" in "Schedule A" to redesignate the lands as "Level 1 – Urban" with respect to lands described as:

   Lot 8 Section 33 Township 10 New Westminster District Plan 8793; and

   Parcel "A" (Explanatory Plan 13205) Lots 6 and 7 Section 33 Township 10 New Westminster District Plan 8793

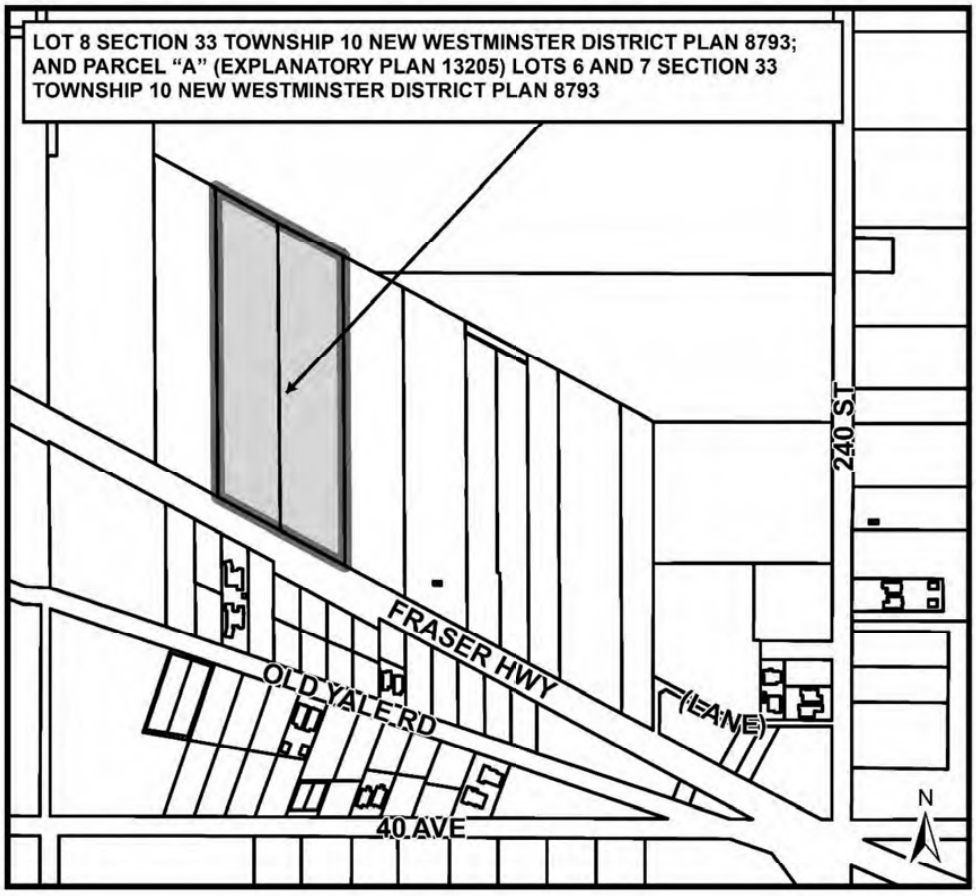
   As shown delineated on Schedule "A" attached to and forming part of this Bylaw.

READ A FIRST TIME the	day of	, 2022.
READ A SECOND TIME the	day of	, 2022.
READ A THIRD TIME the	day of	, 2022.
ADOPTED the	day of	, 2022.

_____ Mayor _____ Township Clerk

Attachment 2

SCHEDULE 'A'
BYLAW NO. 5803



Attachment 2

THE CORPORATION OF THE TOWNSHIP OF LANGLEY

LANGLEY OFFICIAL COMMUNITY PLAN BYLAW 1979 NO. 1842

AMENDMENT (RURAL PLAN) BYLAW 1993 NO. 3250

AMENDMENT (BATH INVESTMENTS LTD.) BYLAW NO. 5793

EXPLANATORY NOTE

Bylaw No. 5793 amends the Official Community Plan and Rural Plan by adding provisions to the "Small Farms / Country Estates" designation to accommodate industrial uses on a site specific basis at 23699 and 23737 Fraser Highway and includes the site as a mandatory Development Permit Area.

Attachment 2

THE CORPORATION OF THE TOWNSHIP OF LANGLEY
LANGLEY OFFICIAL COMMUNITY PLAN BYLAW 1979 NO. 1842
AMENDMENT (RURAL PLAN) BYLAW 1993 NO. 3250
AMENDMENT (BATH INVESTMENTS LTD.) BYLAW NO. 5793

A Bylaw to amend the Rural Plan 1993 No. 3250

The Municipal Council of the Corporation of the Township of Langley, in Open Meeting Assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "Langley Official Community Plan Bylaw 1979 No. 1842 Amendment (Rural Plan) Bylaw 1993 No. 3250 Amendment (Bath Investments Ltd.) Bylaw No. 5793".

2. The "Langley Official Community Plan Bylaw 1979 No. 1842" as amended is further amended by amending "Map 1 - Land Use" to change the designation of the lands from "Rural" to "Industrial" and further amending "Map A-1 RGS Land Use" from "Rural" to "Industrial" with respect to the lands described as:

   Lot 8 Section 33 Township 10 New Westminster District Plan 8793; and

   Parcel "A" (Explanatory Plan 13205) Lots 6 and 7 Section 33 Township 10 New Westminster District Plan 8793

3. The "Langley Official Community Plan Bylaw 1979 No. 1842 Amendment (Rural Plan) Bylaw 1993 No. 3250" as amended is further amended by:

   a) adding the following Section 5.5.7 after Section 5.5.6

   5.5.7 Industrial uses are permitted on a site specific basis on lands described as Lot 8 Section 33 Township 10 New Westminster District Plan 8793; and Parcel "A" (Explanatory Plan 13205) Lots 6 and 7 Section 33 Township 10 New Westminster District Plan 8793

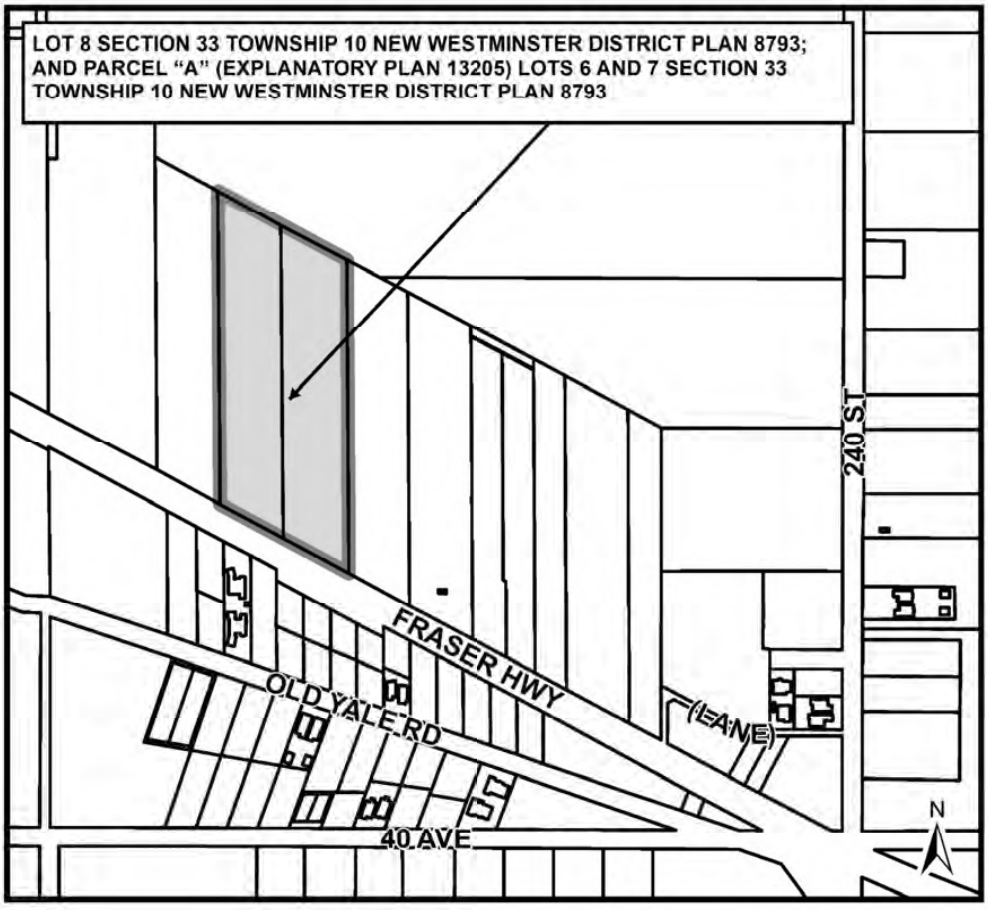
   b) by amending "Map 2 Development Permit Area B – Fraser Highway" to include the lands described as Lot 8 Section 33 Township 10 New Westminster District Plan 8793; and Parcel "A" (Explanatory Plan 13205) Lots 6 and 7 Section 33 Township 10 New Westminster District Plan 8793 to Development Permit Area "B"

READ A FIRST TIME the	27	day of	June	, 2022
READ A SECOND TIME the	27	day of	June	, 2022
PUBLIC HEARING HELD the	11	day of	July	, 2022
READ A THIRD TIME the	11	day of	July	, 2022
ADOPTED the		day of		, 2022

_____ Mayor _____ Township Clerk

Attachment 2

SCHEDULE 'A'
BYLAW NO. 5793



C. PUBLIC HEARING

3. Official Community Plan Amendment and Rezoning Application No. 100201 (Bath Investments Ltd. / 23699 and 23737 Fraser Highway) Bylaw No. 5793 Bylaw No. 5794 Report 22-70
File CD 10-33-0104

"Langley Official Community Plan Bylaw 1979 No. 1842 Amendment (Rural Plan) Bylaw 1993 No. 3250 Amendment (Bath Investments Ltd.) Bylaw No. 5793"; and

"Township of Langley Zoning Bylaw 1987 No. 2500 Amendment (Bath Investments Ltd.) Bylaw No. 5794"

Explanation – Bylaw No. 5793

S. Richardson explained that Bylaw No. 5793 amends the Official Community Plan and Rural Plan by adding provisions to the "Small Farms / Country Estates" designation to accommodate industrial uses on a site specific basis at 23699 and 23737 Fraser Highway and includes the site as a mandatory Development Permit Area. 59 Public Notices were mailed out.

Explanation – Bylaw No. 5794

S. Richardson explained that Bylaw No. 5794 rezones 4.12 ha (10.19 ac) of land at 23699 and 23737 Fraser Highway from Rural Zone RU-1 to Service Industrial Zone M-1B.

Submissions from the public:

The following written submission was received from the public:

1. A. Vander eyk, a Langley resident, expressing concerns about size of buffer zones between the properties and the adjacent farmland, and the need for water and storm sewer to be installed down Fraser Highway to control the runoff.

Explanation by the proponent:

P. Giesbrecht, Giesbrecht & Company, was in attendance and commented that the landscaping is in compliance with the industrial provisions.

MOTION
Moved by Councillor Ferguson,
Seconded by Councillor Richter,
That Council consider third reading of "Langley Official Community Plan Bylaw 1979 No. 1842 Amendment (Rural Plan) Bylaw 1993 No. 3250 Amendment (Bath Investments Ltd.) Bylaw No. 5793"; and

C. PUBLIC HEARING

"Township of Langley Zoning Bylaw 1987 No. 2500 Amendment (Bath Investments Ltd.) Bylaw No. 5794".
CARRIED

Councillor Arnason opposed

MOTION
Moved by Councillor Whitmarsh,
Seconded by Councillor Woodward,
That Council grant third reading of "Langley Official Community Plan Bylaw 1979 No. 1842 Amendment (Rural Plan) Bylaw 1993 No. 3250 Amendment (Bath Investments Ltd.) Bylaw No. 5793"; and

"Township of Langley Zoning Bylaw 1987 No. 2500 Amendment (Bath Investments Ltd.) Bylaw No. 5794".
CARRIED

D. TERMINATE

Moved by Councillor Davis,
Seconded by Councillor Kunst,
That the meeting terminate at 7:21pm.
CARRIED

CERTIFIED CORRECT:

_____
Mayor

_____
Township Clerk

Attachment 2

METRO VANCOUVER REGIONAL DISTRICT
BYLAW NO. 1365, 2023
A bylaw to amend "Metro Vancouver Regional District Regional Growth Strategy Bylaw No. 1339, 2022"

WHEREAS:

A. The Metro Vancouver Regional District Board (the "Board") adopted the *Metro Vancouver Regional District Regional Growth Strategy Bylaw No. 1339, 2022* on February 24, 2023;

NOW THEREFORE the Board of the Metro Vancouver Regional District enacts as follows:

Citation

1. The official citation of this bylaw is "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1365, 2023".

Schedules

2. The following Schedules are attached to and form part of the bylaw:
   - Schedule "A", Subject Properties; and
   - Schedule "B", Official Regional Land Use Designation Maps.

Amendment of Bylaw

3. "Metro Vancouver Regional District Regional Growth Strategy Bylaw No. 1339, 2022" is amended as follows:

   a) re-designating the subject properties, as listed in the table below:

PID	Legal Description
001-900-706	Lot 8 Section 33 Township 10 New Westminster District Plan 8793
002-430-070	Parcel "A" (Explanatory Plan 13205) Lots 6 and 7 Section 33 Township 10 New Westminster District Plan 8793

   from 'Rural' to 'Industrial' as shown in Schedule "A" of this bylaw; and

   b) replacing the official regional land use designation maps numbered 2, 6, 7, and 12 in Schedule "A" of "Metro Vancouver Regional District Regional Growth Strategy Bylaw No. 1339, 2022" with the maps numbered 2, 6, 7, and 12 in Schedule "B" of this bylaw.

Attachment 2

Read a first, second and third time this _____ day of _____, _____.

Passed and finally adopted this _____ day of _____, _____.

_____
George V. Harvie, Chair

_____
Dorothy Shermer, Corporate Officer

Attachment 2

Schedule A
Subject Properties

Prior to Amendment



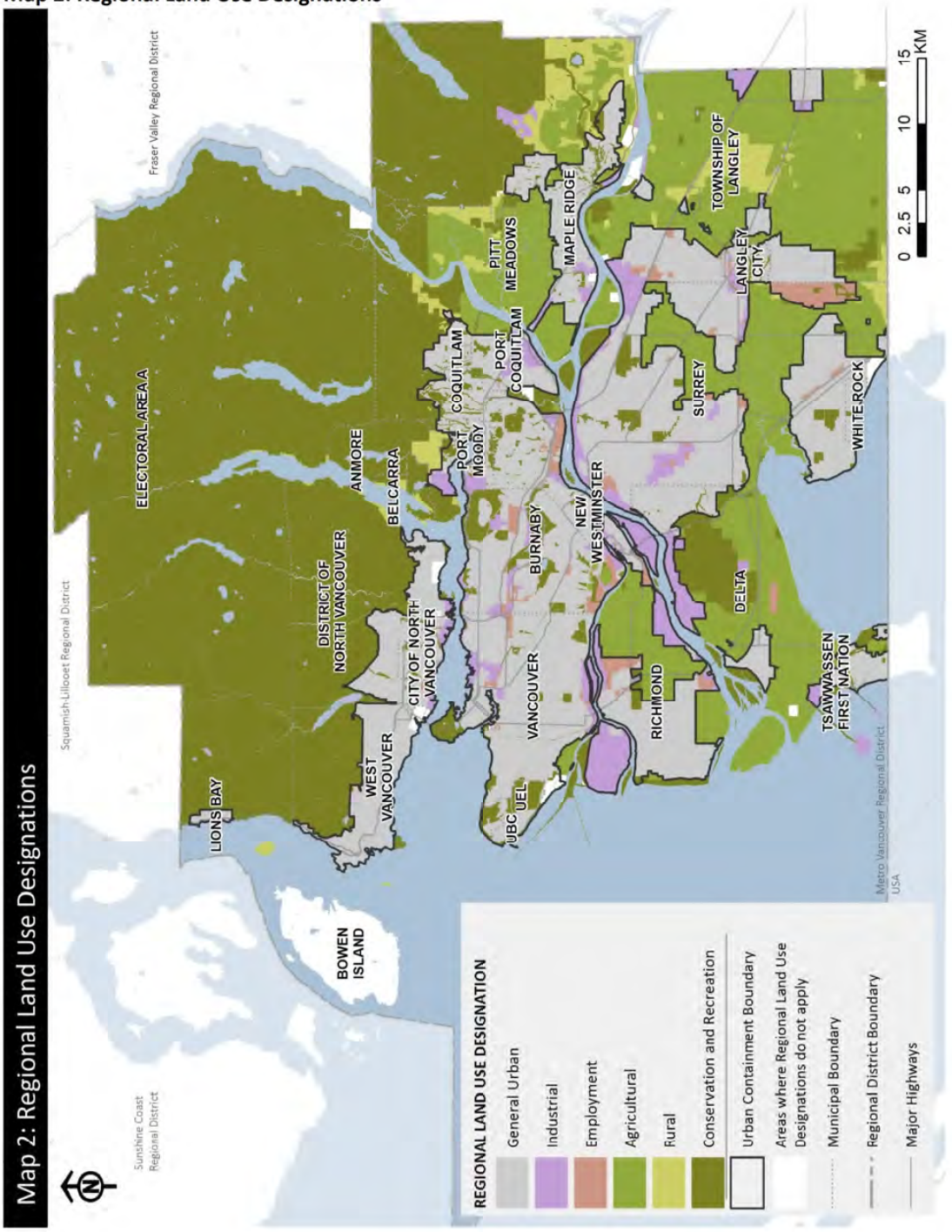
Post Amendment



Attachment 2

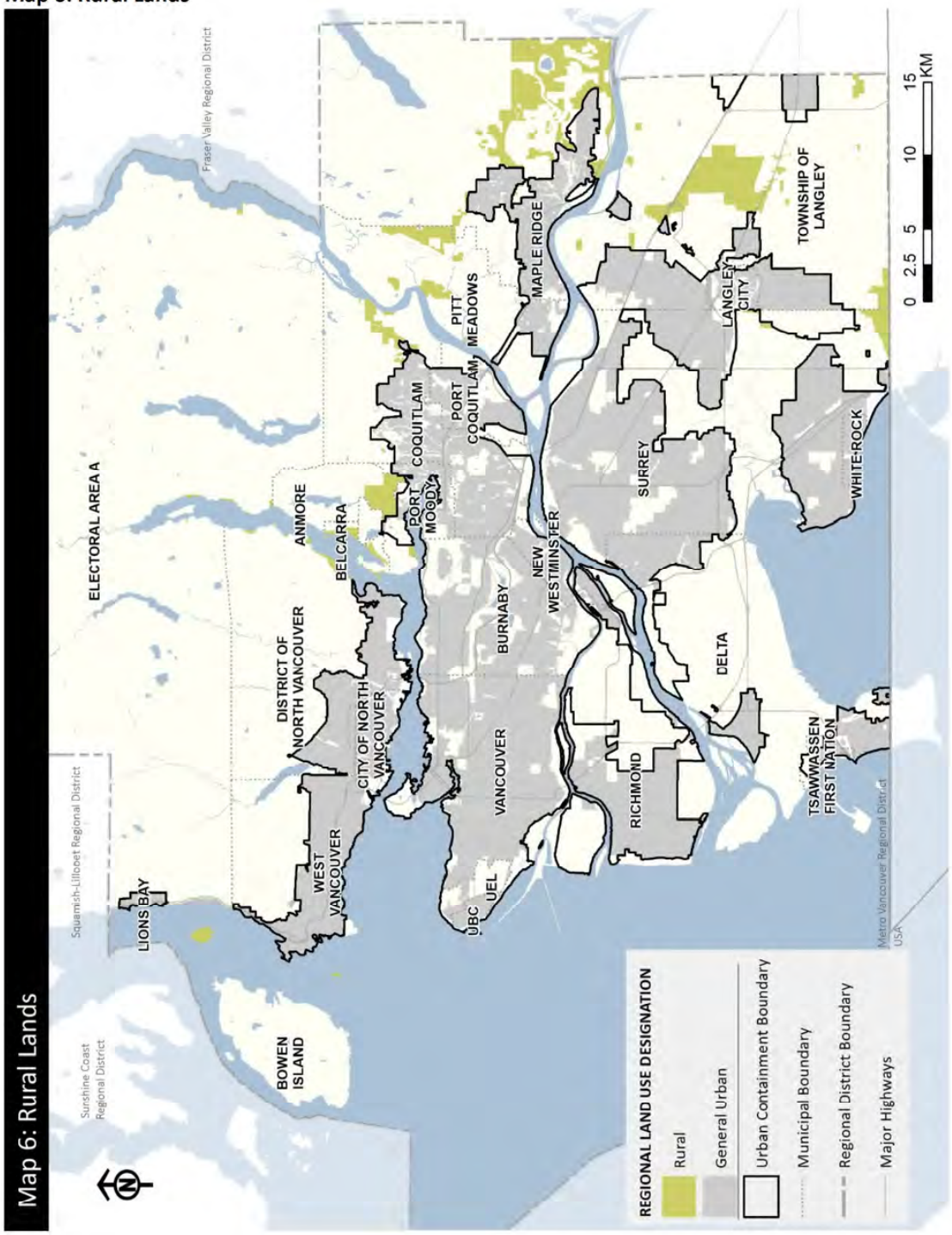
Schedule B
Official Regional Land Use Designation Maps

Map 2: Regional Land Use Designations



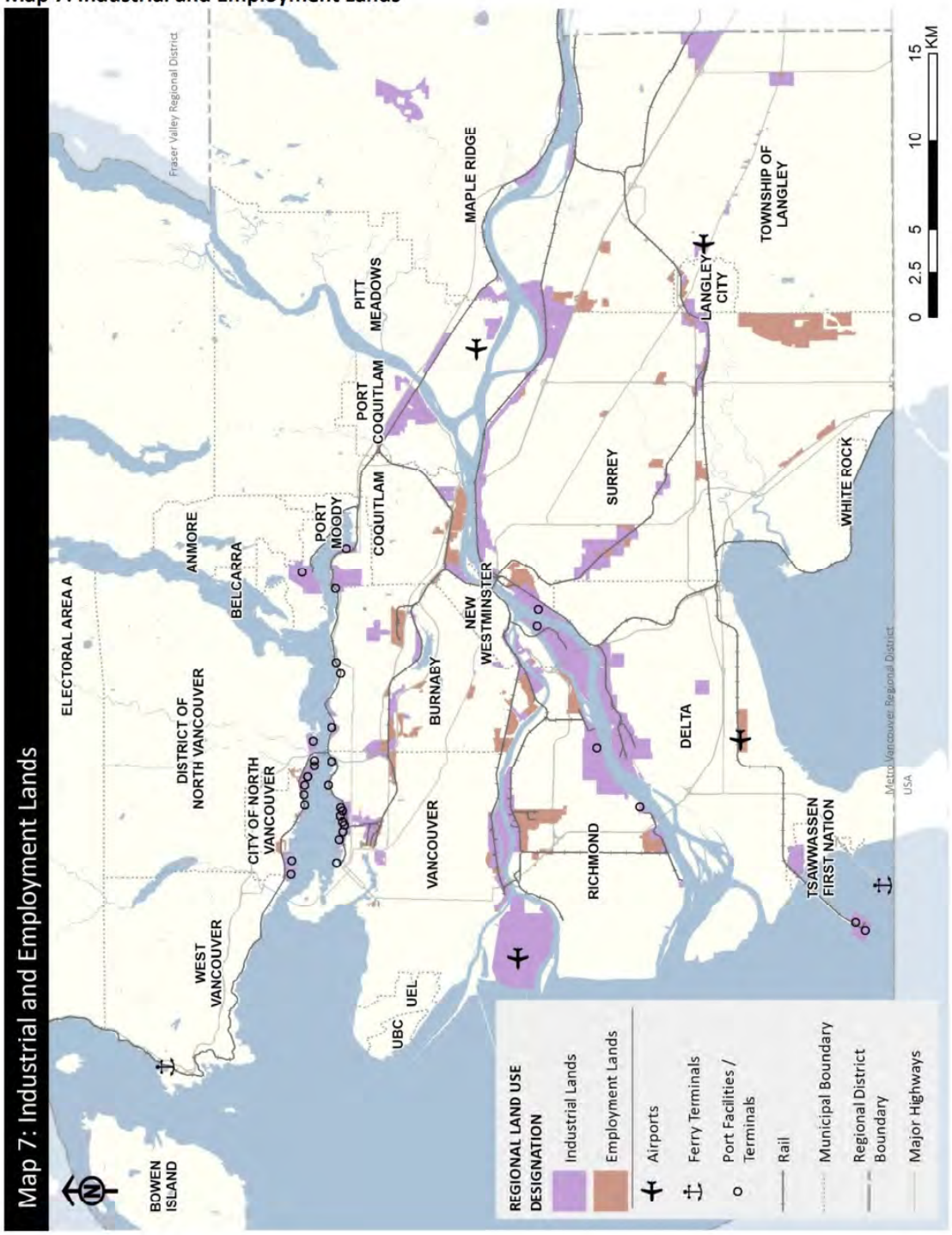
Attachment 2

Map 6: Rural Lands



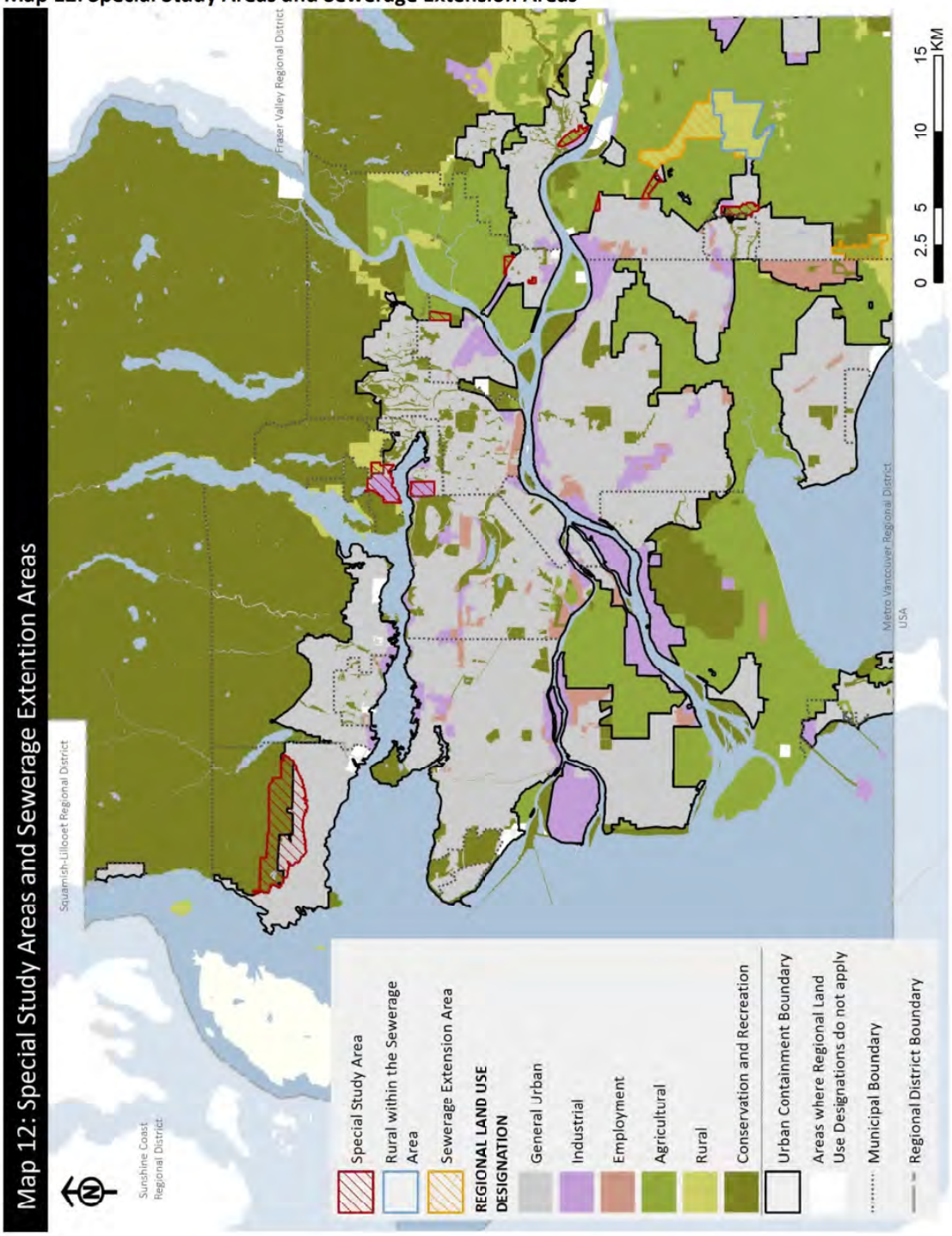
Attachment 2

Map 7: Industrial and Employment Lands



Attachment 2

Map 12: Special Study Areas and Sewerage Extension Areas



City of Richmond

Malcolm D. Brodie
Mayor
6911 No. 3 Road
Richmond, BC V6Y 2C1
Telephone: 604-276-4123
Fax No: 604-276-4332
www.richmond.ca

July 26, 2023

George V. Harvie, Board Chair
Metro Vancouver
Metrotower III, 4515 Central Boulevard
Burnaby, BC, V5H 0C6

Dear Chair Harvie,

Re: Response to Metro Vancouver's Referral: Land Use Designation Amendment to the Metro Vancouver Regional Growth Strategy Proposed by the Township of Langley for Properties at 23699 and 23737 Fraser Highway

This is to advise that Richmond City Council at its Regular Council meeting held on July 24, 2023, considered the above matter and adopted the following resolution:

> ***That comments from the City of Richmond be provided to the Metro Vancouver Regional District Board as outlined in the staff report titled "Response to Metro Vancouver's Referral: Land Use Designation Amendment to the Metro Vancouver Regional Growth Strategy Proposed by the Township of Langley for Properties at 23699 and 23737 Fraser Highway", dated July 4, 2023 from the Director, Policy Planning.***

If you have any questions or require additional information, please do not hesitate to contact John Hopkins, Director, Policy Planning at 604-276-4279.

Yours truly,

Malcolm D. Brodie
Mayor

Richmond

City of Richmond

Report to Committee

To:	Planning Committee	**Date:**	July 4, 2023
From:	John Hopkins Director, Policy Planning	**File:**	01-0157-30- RGST1/2023-Vol 01
Re:	**Response to Metro Vancouver's Referral: Land Use Designation Amendment to the Metro Vancouver Regional Growth Strategy Proposed by the Township of Langley for Properties at 23699 and 23737 Fraser Highway**		

Staff Recommendation

That comments from the City of Richmond be provided to the Metro Vancouver Regional District Board as outlined in the staff report titled "Response to Metro Vancouver's Referral: Land Use Designation Amendment to the Metro Vancouver Regional Growth Strategy Proposed by the Township of Langley for Properties at 23699 and 23737 Fraser Highway", dated July 4, 2023 from the Director, Policy Planning.

John Hopkins
Director, Policy Planning
(604-276-4279)

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER	
SENIOR STAFF REPORT REVIEW	INITIALS:
APPROVED BY CAO	

Staff Report

Origin

The Metro Vancouver Regional District (MVRD) Board has initiated a process to amend the Metro 2050 Regional Growth Strategy (RGS), in relation to a request from the Township of Langley for the properties located at 23699 and 23737 Fraser Highway (herein called "the subject site").

At its June 2, 2023 regular meeting, the MVRD Board adopted the following resolution:

> *That the MVRD Board:*
> *a) initiate the regional growth strategy amendment process for the Township of Langley's requested regional land use designation amendment from Rural to Industrial for the lands located at 23699 and 23737 Fraser Highway;*
> *b) give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1365, 2023"; and*
> *c) direct staff to notify affected local governments as per section 6.4.2 of Metro 2050.*

The Township of Langley's requested amendment to the Metro 2050 RGS involves a regional land use designation amendment to re-designate the subject site from Rural to Industrial.

As part of Metro Vancouver's notification process, the City of Richmond has been invited to provide written comments on the proposed amendments by September 8, 2023 (refer to Attachment 1 for the Metro Vancouver letter and accompanying report).

This report supports Council's Strategic Plan 2022-2026 Focus Area #1 Proactive in Stakeholder and Civic Engagement:

> *Proactive stakeholder and civic engagement to foster understanding and involvement and advance Richmond's interests.*
>
> *1.1 Continue fostering effective and strategic relationships with other levels of government and Indigenous communities.*
>
> *1.2 Advocate for the needs of Richmond in collaboration with partners and stakeholders.*

This report supports Council's Strategic Plan 2022-2026 Focus Area #2 Strategic and Sustainable Community Growth:

> *Strategic and sustainable growth that supports long-term community needs and a well-planned and prosperous city.*

Findings of Fact

The proposed amendment is a Type 2 amendment in accordance with the criteria and procedures contained in the Metro 2050 RGS, which requires that the amendment bylaw be passed by the MVRD Board by a two-thirds weighted vote.

Analysis

Summary of the Township of Langley RGS Amendment for 23699 and 23737 Fraser Highway

The proposed amendment to the Metro 2050 RGS involves 4.12 ha (10.18 ac) of land in the Township of Langley located north of the Fraser Highway between 240th Street (to the east) and 232nd Street (to the west). The surrounding RGS land use designations around the subject site are varied and include:

- Rural to the east and west and south.
- Pockets of Industrial generally located along the Fraser Highway corridor.
- Agricultural to the north and south that is contained in the Agricultural Land Reserve (ALR) (note: the subject site is not contained in the ALR).

The proposed regional land use designation amendment is from Rural to Industrial. Refer to Figure 1 and Figure 2 for maps of the subject site showing existing and proposed amendments to the RGS. A general summary of the regional land use rationale contained in the Metro Vancouver report on the proposed Metro Vancouver RGS amendments is summarized as follows:

- Other lands within the Fraser Highway corridor have an Industrial RGS land use designation similar to what is proposed for the subject site. The subject site is not within the Metro 2050 RGS Urban Containment Boundary (UCB) and there are no proposed amendments to the UCB as part of the Township of Langley's request. The Metro Vancouver staff report notes that Industrial designated lands may be identified outside of the UCB, as is the case with this proposal.
- In relation to the regional shortage of industrial lands and recognized existing limited industrial activities currently occurring on the subject site, the proposed amendment aligns the RGS land use designation with current activities while also adding 4.12 ha (10.18 ac) of industrial land to the regional supply.
- Based on the current activities on the subject site (outdoor storage/vehicle parking) and from a goods movement perspective, the subject site is strategically located along Fraser Highway, which is a designated truck route and connected to nearby industrial areas.

Figure 1 – Existing Regional Land Use Designation

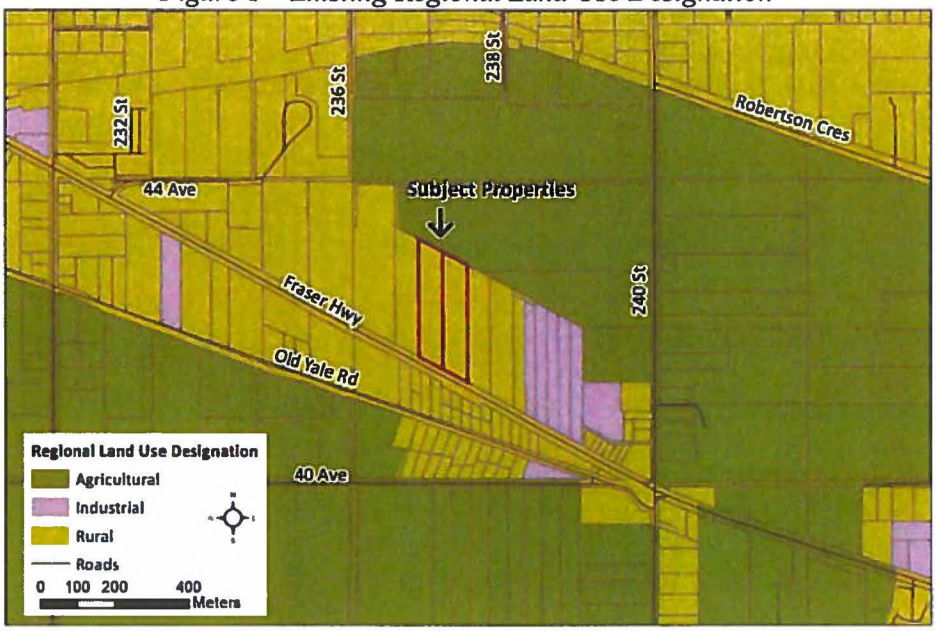
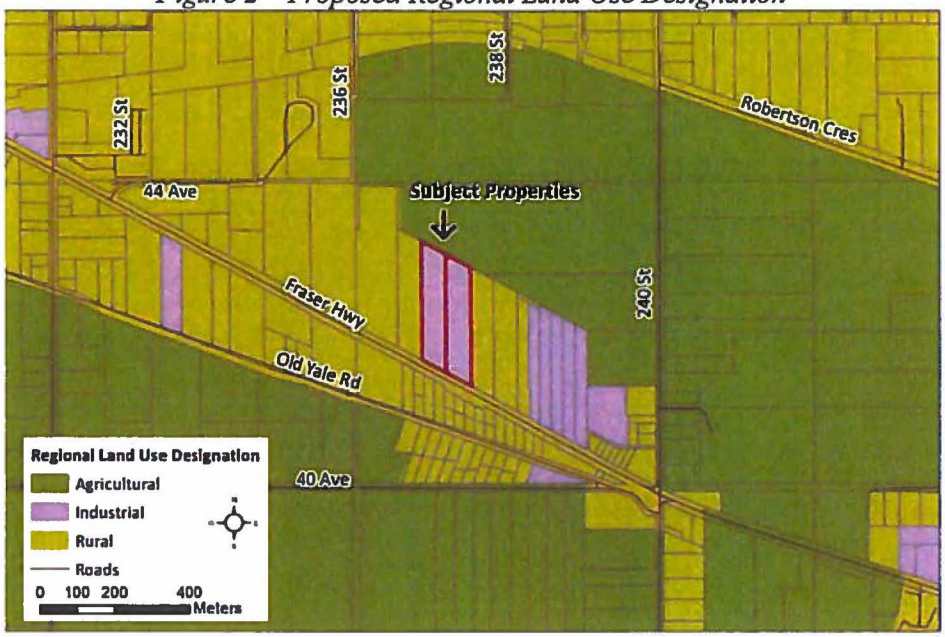


Figure 2 – Proposed Regional Land Use Designation



Information about 23699 and 23737 Fraser Highway

The subject site contains a variety of uses that includes outdoor storage of building materials and parking/storage of vehicles (including commercial) that were previously permitted through a Temporary Commercial Use Permit (TCUP) authorized by the Township of Langley in 2019.

Related to the Township of Langley's request to amend the Metro 2050 RGS, the Township of Langley granted third reading to a package of Official Community Plan and Zoning Bylaw amendments to re-designate the subject site to Industrial and rezone it to permanently allow the current uses being undertaken on the site (permitted from the referenced TCUP).

The Township of Langley has also placed restrictions on more intensive industrial development on the subject site until necessary servicing and infrastructure required for the subject site has been provided. Furthermore, the Township of Langley has designated the subject site as a Development Permit area, which would require future development to adhere to applicable Township of Langley guidelines applicable to the area.

On February 27, 2023, the Township of Langley Council directed their staff to commence a Fraser Highway Employment Lands Area Plan review and study, which would include the subject site proposing the Metro 2050 RGS amendment and the adjoining areas. This study is in the early stages of review and will include additional consultation and discussions with Metro Vancouver related to regional planning matters.

City of Richmond – Comments on the Proposed RGS Amendment

This section summarizes the recommended City of Richmond comments on the proposed Metro 2050 RGS amendments requested by the Township of Langley for the subject site at 23699 and 23737 Fraser Highway:

- City staff do not have any additional comments with the analysis and comments provided in the Metro Vancouver report on the proposed Metro 2050 RGS amendment in the Township of Langley.
- In relation to the Township of Langley's initiation of the Fraser Highway Employment Lands Area Plan review on February 27, 2023 and the regional planning goals contained in the Metro 2050 RGS, it is recommended that regular updates and engagement between the Township of Langley and Metro Vancouver be undertaken and applicable updates be provided to the MVRD Board and members of Metro Vancouver so that all are made aware of regional planning implications.
- The amendment to change the regional land use designation from Rural to Industrial allows for the existing industrial uses occurring on the subject site to continue and does not involve lands currently or previously in the ALR. Further, this amendment does not require an expansion of the Urban Containment Boundary.

Financial Impact

None.

Conclusion

Metro Vancouver has forwarded a request from the Township of Langley's to amend the Metro 2050 RGS to change the land use designation from Rural to Industrial for the properties at 23699 and 23737 Fraser Highway and provided an opportunity for the City of Richmond to provide comments. In response, city staff have reviewed the proposed amendment in relation to the existing activities occurring on the subject site and Richmond's regional planning interests.

Based on this review, City staff recommend that comments from the City of Richmond provided in this staff report be communicated to Metro Vancouver prior to the September 8, 2023 deadline.

Kevin Eng
Planner 3
(604-247-4626)

KE:js

Att. 1: Metro Vancouver Letter and Accompanying Report

ATTACHMENT 1

metrovancouver
SERVICES AND SOLUTIONS FOR A LIVABLE REGION

Office of the Chair
Tel. 604-432-6215 or via Email
CAOAdministration@metrovancouver.org

June 27, 2023

File: CR-12-01
Ref: RD 2023 Jun 2

Mayor Malcolm Brodie and Council
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1
VIA EMAIL: mbrodie@richmond.ca; cityclerk@richmond.ca

Dear Mayor Malcolm Brodie and Council:

Proposed Land Use Designation Amendment to *Metro 2050*
Township of Langley – 23699 and 23737 Fraser Highway

The Township of Langley is requesting a Type 2 Amendment to *Metro 2050,* the regional growth strategy, for two properties located at 23699 and 23737 Fraser Highway, totaling 4.12 hectares. The proposed regional land use designation amendment would redesignate the site from Rural to Industrial to permanently allow for industrial uses granted under a temporary use permit set to expire in May 2024, as well as allow for additional industrial uses subject to meeting certain development prerequisites.

At its June 2, 2023 regular meeting, the Board of Directors of the Metro Vancouver Regional District (MVRD) adopted the following resolution:

That the MVRD Board:

a. *initiate the regional growth strategy amendment process for the Township of Langley's requested regional land use designation amendment from Rural to Industrial for the lands located at 23699 and 23737 Fraser Highway;*
b. *give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1365, 2023"; and*
c. *direct staff to notify affected local governments as per section 6.4.2 of Metro 2050.*

As required by both the *Local Government Act* and *Metro 2050*, the regional growth strategy amendment process requires a minimum 45-day notification period to allow all affected local governments and members of the public to provide comment on the proposed amendment. Following the comment period, the MVRD Board will review all comments received and consider adoption of the amendment bylaw.

59956437

The proposed amendment is a Type 2 amendment to *Metro 2050,* which requires that the public be provided with engagement opportunities as outlined in Section 6.4.4 in *Metro 2050* and that the amendment bylaw be passed by the MVRD Board by a two-thirds weighted vote. For more information on regional growth strategy amendment procedures, please refer to Sections 6.3 and 6.4 in *Metro 2050*. A Metro Vancouver staff report providing background information and an assessment of the proposed amendment regarding its consistency with *Metro 2050* is enclosed.

You are invited to provide written comments on the proposed amendment. Please provide your comments **by September 8, 2023**.

If you have any questions with respect to the proposed amendment, please contact Jonathan Cote, Deputy General Manager, Regional Planning and Housing Development, by phone at 604-432-6391 or by email at jonathan.cote@metrovancouver.org.

Yours sincerely,

George V. Harvie
Chair, Metro Vancouver Board

GVH/JWD/hm

cc: Serena Lusk, Chief Administrative Officer, City of Richmond
John Hopkins, Acting General Manager, Planning and Development, City of Richmond
Jerry W. Dobrovolny, Commissioner/Chief Administrative Officer, Metro Vancouver
Heather McNell, Deputy Chief Administrative Officer, Policy and Planning, Metro Vancouver
Jonathan Cote, Deputy General Manager, Regional Planning & Housing Development, Metro Vancouver

Encl: Metro 2050 Amendment Request - Township of Langley (23699 and 23737 Fraser Highway)

59956437

To: Regional Planning Committee

From: Jessica Jiang, Regional Planner, Regional Planning and Housing Services

Date: April 14, 2023 Meeting Date: May 12, 2023

Subject: **Metro 2050 Amendment Request - Township of Langley (23699 and 23737 Fraser Highway)**

RECOMMENDATION

That the MVRD Board:

a) initiate the regional growth strategy amendment process for the Township of Langley's requested regional land use designation amendment from Rural to Industrial for the lands located at 23699 and 23737 Fraser Highway;
b) give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1365, 2023"; and
c) direct staff to notify affected local governments as per section 6.4.2 of *Metro 2050*.

EXECUTIVE SUMMARY

The Township of Langley is requesting a Type 2 Amendment to *Metro 2050* for 4.12 hectares of land located at 23699 and 23737 Fraser Highway, owned by Bath Investments Ltd. The proposed amendment would re-designate the regional land use designation from Rural to Industrial to permanently allow for industrial uses (open storage of building materials, parking of commercial vehicles and/or equipment, and vehicle storage) granted under a temporary use permit set to expire in May 2024, as well as allow for additional industrial uses subject to meeting certain development prerequisites.

The proposed amendment has been considered in relation to *Metro 2050*'s goals, strategies, and policies. The analysis demonstrates that on balance, the proposed amendment is supportable and is aligned with *Metro 2050*'s goals and strategies. The proposed amendment:

- allows for existing industrial uses to permanently operate on the subject properties;
- is consistent with the surrounding land use context and is in close proximity to other industrial designated uses along Fraser Highway; and
- provides employment generating uses in close proximity to the Regional Truck Route Network.

PURPOSE

To provide the Regional Planning Committee and the Metro Vancouver Regional District (MVRD) Board with the opportunity to consider the Township of Langley's request to amend *Metro 2050* and re-designate 23699 and 23737 Fraser Highway from Rural to Industrial through a Type 2 Amendment.

BACKGROUND

On July 11, 2022, the Township of Langley Council granted third reading to the Langley Official Community Plan (OCP) Bylaw 1979 No. 1842 Amendment (Rural Plan), Bylaw 1933 No. 3250 Amendment (Bath Investments Ltd.) Bylaw No. 5793. On September 21, 2022, Metro Vancouver received the request from the Township to consider a regional growth strategy amendment for the subject properties (Attachment 1). If adopted, the Township's Bylaw No. 5793 would amend the Langley Official Community Plan by changing the land use designation from Rural to Industrial.

The update to the regional growth strategy, *Metro 2050* was adopted on February 24, 2023, and *Metro 2040* was subsequently rescinded. As such, the application is now being brought forward under *Metro 2050*. The requested Type 2 amendment requires adoption through an affirmative two-thirds weighted vote of the MVRD Board. Since the Township of Langley is a signatory to *Metro 2050*, final adoption of the amended OCP Bylaw cannot occur until the MVRD Board has adopted the amending bylaw for *Metro 2050*.

SITE CONTEXT

The two properties at 23699 and 23737 Fraser Highway total 4.12 hectares. Property details and existing land use designations are provided in Table 1.

Table 1 – Existing Site Designations

Site Size	4.12 hectares (10.19 acres)
Site Location	23699 and 23737 Fraser Highway
Current RGS Designation	Rural
Current OCP Designation	Rural
Current Rural Plan Designation	Small Farms/Country Estates
Current Zoning	Rural Zone RU-1
Current Subdivision & Development Servicing	Level 4 – Rural
Agricultural Land Reserve (ALR)	No
Urban Containment Boundary	Outside of Urban Containment Boundary

On October 21, 2019, Township Council authorized issuance of a temporary use permit for 23699 and 23737 Fraser Highway, which allows:

a) open storage of building materials;
b) parking of commercial vehicles and/or equipment (excluding transportation and trucking terminals and compounds including public transportation depots);
c) vehicle storage (excluding wrecked vehicles, recreational vehicles, and boats);

The temporary use permit will expire on May 14, 2024. The Township is proposing to amend the regional land use designation, and corresponding local bylaws to permanently allow the uses permitted by the temporary use permit, as well as to permit additional industrial uses on the subject properties.

The subject properties are located within 150m of existing Industrial properties to the east. The subject properties are bound by properties with an Agricultural designation and that are in the ALR

to the north, Fraser Highway to the south, Rural designated properties not within the ALR to the east and west. There are some Industrial designated properties along Fraser Highway, though most properties in the area are designated Rural or Agricultural (Figure 1).

PROPOSED REGIONAL LAND USE DESIGNATION AMENDMENT

The Township of Langley can only adopt the proposed OCP Bylaw, No. 5793 after the MVRD Board approves the corresponding regional growth strategy amendment. The proposed Bylaw would amend the Township's OCP and Zoning Bylaws for the subject properties to permanently accommodate industrial use on the site, and add the properties to Development Permit Area 'B' – Rural Commercial/Industrial. The proposed designations are outlined in Table 2.

Table 2 – Proposed Site Designations

Designation	Current	Proposed
RGS	Rural	Industrial
OCP	Rural	Industrial
Rural Plan	Small Farms/Country Estates	Small Farms/Country Estates with site specific text amendment to permit industrial uses
Zoning	Rural Zone RU-1	Service Industrial Zone M-1B
Subdivision & Development Servicing	Level 4 – Rural	Level 1 – Urban

The new designations would permanently allow for the industrial uses permitted under the Temporary Use Permit, as well as allow for additional industrial uses subject to meeting certain development prerequisites. These additional uses are outlined under the M-1B zoning provisions.

Figure 1 – Existing Regional Land Use Designation

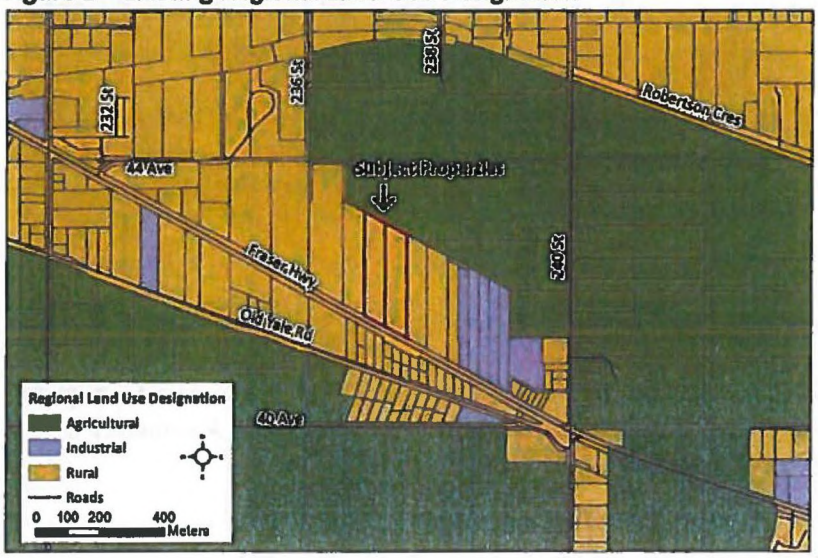
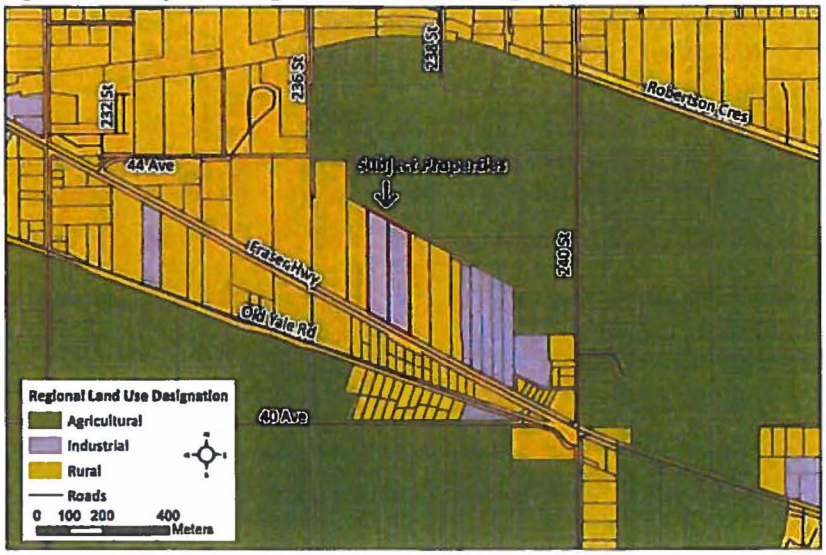


Figure 2 – Proposed Regional Land Use Designation



The Township has stipulated as a part of its application that the registration of a restrictive covenant is a development prerequisite, which prohibits any building on the site until full urban services pursuant to the Township's subdivision and development servicing bylaw service level 1 have been provided. Development permit applications will be required to allow Council to review the form, character, and siting of future developments on the site. See Attachment 2 for additional information.

The proposed amendment is a Type 2 amendment to Metro 2050, requiring an amendment bylaw passed by a two thirds weighted vote of the Metro Vancouver Board. The proposed amendment will be posted on the Metro Vancouver website, will have a comments form on the Metro Vancouver website, and materials from the Township of Langley public hearing will be provided to the MVRD Board.

Should the application proceed, an updated Regional Context Statement (RCS) that reflects the proposed regional land use designation change will be required. It is expected that the Township will submit the updated RCS for consideration of acceptance if the Board chooses to initiate the proposed amendment process for *Metro 2050* and gives 1st, 2nd and 3rd readings to the amendment bylaw.

REGIONAL PLANNING ANALYSIS

The Township of Langley's proposed amendment has been assessed in relation to applicable *Metro 2050* goals and policies. The intent of the assessment is not to duplicate the municipal planning process, but rather to identify any potential regional planning implications and the regional significance of the proposed land use changes in consideration of *Metro 2050*. A summary of the regional planning analysis is provided as follows.

Goal 1: Create a Compact Urban Area

Strategy 1.1 Contain urban development within the Urban Containment Boundary is committed to concentrating urban development within the urban containment boundary (UCB) and supporting the efficient and cost-effective provision of infrastructure and services and amenities. *Metro 2050* generally considers Industrial to be an Urban Land Use Designation, but Industrial lands may be identified outside of the Urban Containment Boundary, as is the case with this application.

In *Metro 2050* Rural lands are intended to protect the existing character, landscapes, and environmental qualities of rural communities outside the Urban Containment Boundary. Land uses in these areas include low density forms of residential; agricultural; and small-scale commercial, industrial, or institutional uses, that do not require the provision of urban services such as sewerage or transit. As such, Rural lands are not intended as future urban development areas and generally will not have access to regional sewerage services.

There are existing light industrial uses on the site that do not require connection to regional sewerage services. There are three Rural designated properties to the east of the site, with six Industrial properties beyond that. Given this, there is a likelihood that if successful, this re-designation could incentivize adjacent Rural designated properties to also seek re-designation.

Strategy 1.4: Protect Rural lands from urban development states Rural designated lands located outside the Urban Containment Boundary are not intended for urban forms of development. Policy 1.4.1 states that Metro Vancouver will "direct the Greater Vancouver Sewerage and Drainage District (GVS&DD) to not allow connections to regional sewerage services to lands with a Rural regional land use designation." Should the amendment application proceed, and the properties be re-designated to Industrial, the Township may apply for the site's inclusion in the regional sewerage area at the discretion of the GVS&DD.

Goal 2: Support a Sustainable Economy

Strategy 2.2: Protect the supply and enhance the efficient use of industrial land, contains policies that support protecting and appropriately using the region's limited supply of Industrial and Employment lands. The Metro Vancouver region is facing a critical shortage of industrial lands. Specifically, there is a constrained land supply, pressure on industrial lands to convert to other uses, site specific development issues, and a complex jurisdictional environment. The Metro Vancouver region has one of the tightest industrial markets in North America, with extremely low vacancy rates and escalading industrial lease prices. The limited industrial land options constrain possible economic and employment growth within the region. Industrial lands are crucial to support a prosperous, sustainable regional economy and to provide space to accommodate the many industrial activities and services needed in a growing region. While representing just 4 per cent of the region's land base, industrial lands accommodate over 25 per cent of the region's total employment, and contribute to the region's economic well-being, with important links to transportation, trade, and tax dollars. The proposed amendment, if approved, would be adding 4.12 hectares of Industrial land to the region's supply and formalizing the current use and operations of the subject properties. Furthermore, the site is located in close proximity to other industrial designated lands to the east. Should the subject properties be re-designated from Rural to Industrial, the use would be consistent with existing

industrial operations in the immediate vicinity. The site is also strategically located from a goods movement perspective, as Fraser Highway is a part of the Truck Route Network.

Strategy 2.3: Protect the supply of agricultural land and strengthen agricultural viability, contains policies that support protecting land for agricultural production. Urban uses adjacent to agricultural land, regardless of whether it is in the Agricultural Land Reserve (ALR), can negatively impact the ability for that agricultural land to remain viable and productive. *Metro 2050* policy 2.3.7 supports working with stakeholders to require agriculture impact assessments for development adjacent to agricultural land as a necessity to protect that land. Extending urban uses into areas that support agricultural production may result in exposing adjacent agricultural land to the negative effects of urban development. The application does not indicate analysis has been undertaken to assess how a permanent change from to Rural to Industrial for the subject properties will impact the adjacent rural lands which are indicated for small farm uses in the Township's Rural Plan.

Should the application be advanced, edge planning and appropriate interface management between urban and agricultural uses are encouraged in accordance with *Metro 2050* policy 2.3.12 c) iv). Appropriate interfacing is necessary to ensure the urban uses do not negatively impact the agricultural lands identified. The Township could consider including a condition of approval as a part of the OCP and Zoning bylaw amendment process to accomplish this.

Goal 5: Support Sustainable Transportation Choices

Strategy 5.1 Coordinate land use and transportation to encourage transit, multiple-occupancy vehicles, cycling and walking recognizes that the coordination of land use and transportation supports positive region building by ensuring communities are connected to sustainable transportation networks while investing in transportation improvements for existing neighbourhoods. The site is not well supported by walking and cycling infrastructure, or by public transportation. Should the proposed regional land use designation amendment be advanced by the MVRD Board, the Township of Langley is encouraged to integrate active transportation facilities into the site design and adjacent neighbourhood, while working with the applicant and TransLink to develop Transportation Demand Management programs (e.g. vanpools, secure bicycle parking) for future commuters to and from the site.

Strategy 5.2 Coordinate land use and transportation to support the safe and efficient movement of vehicles for passengers, goods, and services recognizes that roadways and truck routes play a vital role in supporting the regional economy, shaping regional growth, and connecting Metro Vancouver to other regions. The strategy also recognizes that making the most of the goods movement system requires protecting industrial lands. The subject properties are strategically located from a goods movement perspective, as Fraser Highway is a designated truck route that connects to several nearby industrial sites and the broader Truck Route Network. From a commuter standpoint, the site has limited transit service and is not well-connected to regional walking and cycling infrastructure. The majority of trips to and from this location will be made by private vehicle.

REGIONAL PLANNING ADVISORY COMMITTEE COMMENTS

An information report on the amendment application was provided to the Regional Planning Advisory Committee (RPAC) for comment on April 6, 2023. Staff from the Township of Langley presented on

the amendment application and were available to answer questions from committee members. One committee member inquired about the anticipated completion date for the Township's upcoming Fraser Highway Employment Lands Area Plan that was highlighted in the Townships' presentation. The study area of the Fraser Highway Employment Lands Area Play encompasses the subject properties.

IMPLICATIONS FOR METRO VANCOUVER UTILITY SERVICES

A summary of anticipated impacts on Metro Vancouver's utilities is as follows:

Liquid Waste Services (Greater Vancouver Sewerage & Drainage District)

Following an initial review of the amendment application, Liquid Waste Services (LWS) note that the Township proposes a restrictive covenant prohibiting buildings on the properties until such time that urban services are provided. LWS interprets this clause as the Township may consider requesting regional sewer services for the properties in the future. LWS confirms that the subject properties are located more than 7km from the nearest Metro Vancouver sewer facility (Langley Connector No. 3). However, the amendment application does not contain sufficient details to allow Metro Vancouver to provide informed comments on current or future servicing. Should a detailed servicing plan for the properties be developed, LWS requests that the Township submit details to Metro Vancouver through the established application process so that an impact analysis can be completed. The Township is also encouraged to consider integrating effective inflow and infiltration management approaches to limit extraneous inflows from any new development.

Water Services (Greater Vancouver Water District)

A drinking water demand forecasts was not provided as a part of the Township's application, as such the exact hydraulic impacts on the regional drinking water system cannot yet be determined. Based on the Township's GIS maps and water system map in the OCP (Map 10), the subject properties are not currently serviced by the Township of Langley's municipal drinking water system. The subject properties are located about 1.5km from the terminus of the Township's western drinking water system on the Fraser Highway. The Report to Mayor and Council included in the Township's application package recommends utility upgrades in accordance with the Township's Subdivision and Development Servicing Bylaw, which includes the provision of water services. Water Services would like confirmation that the subject properties will be serviced by the Township's drinking water system if the properties are re-designated. Should the proposed regional land use designation amendment be approved by the MVRD Board, Water Services would request that the Township provide a demand forecast and assessment of the anticipated impacts to the municipal and regional water systems, as well as a servicing plan for this development.

REGIONAL GROWTH STRATEGY AMENDMENT PROCESS AND NEXT STEPS

If the amendment bylaw receives 1st, 2nd, and 3rd readings, it will then be referred to affected local governments and relevant agencies, as well as posted on the Metro Vancouver website for a minimum of 45 days to provide an opportunity for comment. Comments received will be summarized and included in a report advancing the bylaw to the MVRD Board for consideration of final adoption. An updated RCS from the Township will be considered at the same Board meeting as final adoption of the proposed amendment.

ALTERNATIVES

1. That MVRD Board:
   a) initiate the regional growth strategy amendment process for the Township of Langley's requested regional land use designation amendment from Rural to Industrial for the lands located at 23699 and 23737 Fraser Highway;
   b) give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1365, 2023"; and
   c) direct staff to notify affected local governments as per section 6.4.2 of Metro 2050.

2. That the MVRD Board decline the proposed amendment for 23699 and 23737 Fraser Highway and notify the Township of Langley of the decision.

FINANCIAL IMPLICATIONS

If the MVRD Board chooses Alternative 1, there are no financial implications for Metro Vancouver related to the acceptance of the Township of Langley's Type 2 Amendment. If the MVRD Board chooses Alternative 2, a dispute resolution process may take place as prescribed by the *Local Government Act*. The cost of a dispute resolution is prescribed based on the proportion of assessed land values. Metro Vancouver would be responsible for most of the associated costs.

SUMMARY/CONCLUSION

The Township of Langley has requested that the MVRD Board consider a Type 2 amendment to *Metro 2050* for two lots totalling 4.12 hectares located along Fraser Highway. The amendment to re-designate the site from a Rural to Industrial land use will permanently allow for industrial uses on the subject properties. Additional information is required to fully assess liquid waste and water servicing implications of this application should it proceed. This information can be received post adoption during the development planning stage.

Overall, the proposed amendment allows for existing industrial uses to continue operations on the subject properties. The subject properties are in close proximity to other industrial uses along Fraser Highway. The amendment also ensures employment generating uses in close proximity to the Regional Truck Route Network. Staff recommend Alternative 1.

Attachments

1. Correspondence dated September 21, 2022, from Township of Langley, to Metro Vancouver Board re: Langley Official Community Plan Bylaw 1979 No. 1842 Amendment (Rural Plan) Bylaw 1993 No. 3250 Amendment (Bath Investments Ltd.) Bylaw No. 5793
2. Township of Langley Report, dated June 27, 2022 (File: 10-33-0104)
3. Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1365, 2023

References

Metro 2050

59165548

September 12, 2023

George V. Harvie
Chair, Metro Vancouver Board
Sent via email to: CAOAdministration@metrovancouver.org

Dear Chair Harvie,

RE: Land Use Designation Amendment to Metro 2050 Proposed by the Township of Langley - 23699 and 23737 Fraser Highway

On June 27, 2023, White Rock City Council received your correspondence regarding the proposed amendment to *Metro 2050* Regional Growth Strategy. Council adopted the following resolution at the September 11 Regular Council meeting:

THAT Council:

1. *Receive for information the corporate report dated September 11, 2023, from the Director of Planning and Development Services, titled "Response to Metro Vancouver's Referral: Land Use Designation Amendment to Metro 2050 Proposed by the Township of Langley – 23699 and 23737 Fraser Highway" for consideration; and,*
2. *Authorize the Director of Corporate Administration to respond to the Metro Vancouver Board stating that the City does not object to the proposed amendment request by the Township of Langley to the Regional Growth Strategy, and by sending Council commentary and any applicable resolution along with this corporate report as a response to the Metro Vancouver Board request for comment.*

Attached is the corporate report which was provided to Council for information.

If you have any questions, please contact Anne Berry, Director of Planning and Development Services, at aberry@whiterockcity.ca or 604 541 2293. Thank you.

Sincerely,

T. Arthur
Director of Corporate Administration

Attachment: Corporate report dated September 11, 2023

cc: Mayor and Council, City of White Rock
Director of Planning and Development Services

Corporate Administration
P: 604.541.2212 | F: 604.541.9348

City of White Rock
15322 Buena Vista Avenue, White Rock BC, Canada V4B 1Y6

THE CORPORATION OF THE

CITY OF WHITE ROCK

CORPORATE REPORT

DATE: **September 11, 2023**

TO: **Mayor and Council**

FROM: **Anne Berry, Director, Planning and Development Services**

SUBJECT: **Response to Metro Vancouver's Referral: Land Use Designation Amendment to Metro 2050 Proposed by the Township of Langley – 23699 and 23737 Fraser Highway**

RECOMMENDATIONS

THAT Council:

1. Receive for information the corporate report dated September 11, 2023, from the Director of Planning and Development Services, titled "Response to Metro Vancouver's Referral: Land Use Designation Amendment to Metro 2050 Proposed by the Township of Langley – 23699 and 23737 Fraser Highway" for consideration; and,
2. Authorize the Director of Corporate Administration to respond to the Metro Vancouver Board stating that the City does not object to the proposed amendment request by the Township of Langley to the Regional Growth Strategy, and by sending Council commentary and any applicable resolution along with this corporate report as a response to the Metro Vancouver Board request for comment.

EXECUTIVE SUMMARY

The purpose of this report is to notify Mayor and Council of a proposed amendment to *Metro 2050* Regional Growth Strategy (RGS) and to provide Council with an opportunity to comment on the proposed amendment.

BACKGROUND

The Township of Langley has initiated an amendment to the RGS to change the regional land use designation for two properties totalling 4.12 hectares (10.19 acres) located at 23699 and 23737 Fraser Highway. The proposed amendment would redesignate the properties from "Rural" to "Industrial" to permanently allow for industrial uses granted under a temporary use permit set to expire in May 2024, as well as allow for additional industrial uses subject to meeting certain development prerequisites set out by the Township of Langley.

Prior to the Township of Langley approving an Official Community Plan amendment bylaw, the RGS would need to be amended by the Metro Vancouver Regional District (MVRD) Board to change the regional land use designation from "Rural" to "Industrial". As required by both the *Local Government Act* and *Metro 2050*, the regional growth strategy amendment process requires a minimum 45-day notification period to allow all affected local governments and

members of the public to provide comments on the proposed amendment. Following the comment period, the MVRD Board will review all comments received and consider adoption of the amendment bylaw.

The proposed changes to the land use designation are a 'Type 2' minor amendment to *Metro 2050*, which requires that the public be provided with engagement opportunities and that the amendment bylaw be passed by the MVRD Board by a two-thirds weighted vote. First, second and third readings of the MVRD amendment bylaw were given on June 2, 2023, and MVRD staff were directed to notify local governments to obtain input. Following consideration of written comments from local governments and other agencies, the MVRD Board will consider the final adoption of the bylaw.

To provide further details on the proposed amendment, the letter from Metro Vancouver inviting comments from local governments, and the MVRD Board report are attached as Appendices A and B, for Council's information.

ANALYSIS

The subject properties currently contain a variety of uses that includes outdoor storage of building materials and parking/storage of vehicles (including commercial) that were previously permitted through a Temporary Use Permit (TUP) authorized by the Township of Langley in 2019.

With respect to the Township of Langley's request to amend the *Metro 2050* RGS, the Township of Langley granted third reading to a set of Official Community Plan and Zoning Bylaw amendments to re-designate the subject properties to 'Industrial' and rezone it to permanently allow the current uses being undertaken on the lots. The Township of Langley has also placed restrictions on more intensive industrial development on the subject lots until the necessary servicing and infrastructure required have been provided. Additionally, the Township of Langley has designated the subject properties as a Development Permit Area, which would require future development to adhere to applicable Township of Langley guidelines applicable to the area.

Additionally, the Township of Langley staff has commenced a Fraser Highway Employment Lands Area Plan review and study, which includes the subject properties and the adjoining areas, as directed by the Township of Langley Council on February 27, 2023. This study is in its preliminary review stage and will include further consultation and discussions with Metro Vancouver related to regional planning matters.

White Rock Implications

The proposed RGS amendment to *Metro 2050* is not anticipated to have a direct impact on services provided by the City of White Rock, as the location of the subject properties is approximately sixteen (16) kilometres from the City's boundaries.

Regional Planning Implications

Metro Vancouver staff assessed the proposed amendment for its alignment with the RGS. A summary of the regional land use rationale included in the Metro Vancouver report on the proposed Metro Vancouver RGS amendment is noted below:

- Based on the current activities on the subject properties (outdoor storage/vehicle parking) and from a perspective of goods movement, the lands are strategically located along Fraser Highway, which is a designated truck route and is connected to nearby industrial areas.

- The surrounding lands within the Fraser Highway corridor have an Industrial RGS land use designation similar to what is proposed for the subject properties. Also, there are no proposed amendments to the Metro 2050 RGS Urban Containment Boundary (UCB) as part of the Township of Langley's request as the subject properties are not within the UCB. As noted in the Metro Vancouver staff report, Industrial designated lands may be identified outside of the UCB which is the case with this amendment request.
- Concerning the regional shortage of industrial lands and recognized existing limited industrial activities currently occurring on the subject properties, the proposed amendment aligns the RGS land use designation with current activities while also adding 4.12 hectares of industrial land to the regional supply.

The two anticipated impacts of the requested amendment are around Metro Vancouver utilities, specifically their Liquid Water Services (GVS&DD) and Water Services (GVWD). If the MVRB board resolves and amends Metro 2050, the Township of Langley will need to provide additional information for Metro Vancouver to fully assess the liquid waste and water servicing implications of this proposal. Additionally, the Township will also be requested to provide their drinking water demand forecast, and assessment of the impacts on the municipal and regional water systems, as well as their servicing plan for this development.

Staff have reviewed the commentary provided in the MVRD Board report dated May 12, 2023, and concur with the regional staff's interpretation of the Regional Growth Strategy and the consistency between this proposed amendment and the goals of the RGS. The MVRD report is included in Appendix B for reference.

Staff Commentary
This section summarizes the White Rock staff's comments on the proposed Metro 2050 amendments requested by the Township of Langley for the subject properties at 23699 and 23737 Fraser Highway:

- Staff do not anticipate direct impacts to the City of White Rock from the proposed amendment and support the MVRD staff assessment for this application; therefore, staff have no objection to this proposed amendment.
- The amendment to change the regional land use designation from 'Rural' to 'Industrial' allows for the existing industrial uses occurring on the subject properties to continue and does not involve lands currently or previously in the Agricultural Land Reserve (ALR). Further, this amendment does not require an expansion of the Urban Containment Boundary.

Staff recommend this corporate report, along with Council comments and any applicable resolution be sent to Metro Vancouver Board as a response to their request for comments.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the proposed amendment.

COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS

None are identified at this time. White Rock is being invited to comment on a Regional Growth Strategy Amending Bylaw as required by the *Local Government Act* and *Metro 2050* RGS and as a member municipality of the MVRD.

Notification by Metro Vancouver of the *Metro 2050* amendment request is consistent with the requirements of section 437(2) of the *Local Government Act* and sections 6.4.2 and 6.4.5 of Metro 2050.

CLIMATE CHANGE IMPLICATIONS

As with any development in White Rock, the City is interested in ensuring that amendments to the Metro 2050 RGS will result in compact and sustainable development that addresses climate change mitigation and sustains environmental values.

OPTIONS / ALTERNATIVES

The following alternate options are available for Council's consideration:

1. Council support Staff forwarding a letter on its behalf to Metro Vancouver expressing the City's opposition to the Township of Langley's 23699 and 23737 Fraser Highway Land Use Designation amendment to the Regional Growth Strategy along with the comments noted in this report.
2. Council declines to participate in providing comments to Metro Vancouver on the Township of Langley's 23699 and 23737 Fraser Highway Land Use Designation amendment.

CONCLUSION

Metro Vancouver is seeking comment on a proposed amendment to the Regional Growth Strategy. The requested Type 2 amendment to the RGS is not expected to directly affect the City's interests and staff have reviewed the assessment by MVRD staff regarding the regional planning implications of this proposed amendment and concur with the support expressed by MVRD staff. As such, staff have no objection to the proposed RGS amendment. Staff recommend that Council authorize the Director of Corporate Administration to respond to the Metro Vancouver Board by sending Council commentary and any applicable resolution along with this corporate report as a response to Metro Vancouver Board's request for comment.

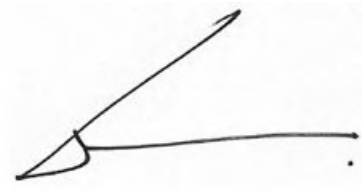
Respectfully submitted,



Anne Berry
Director, Planning and Development Services

Comments from the Chief Administrative Officer

I concur with the recommendations of this corporate report.



Guillermo Ferrero
Chief Administrative Officer

Appendix A: Letter from Metro Vancouver received June 27, 2023
Appendix B: Metro 2050 Amendment Request (staff report) - Township of Langley (23699 and 23737 Fraser Highway)

Submissions

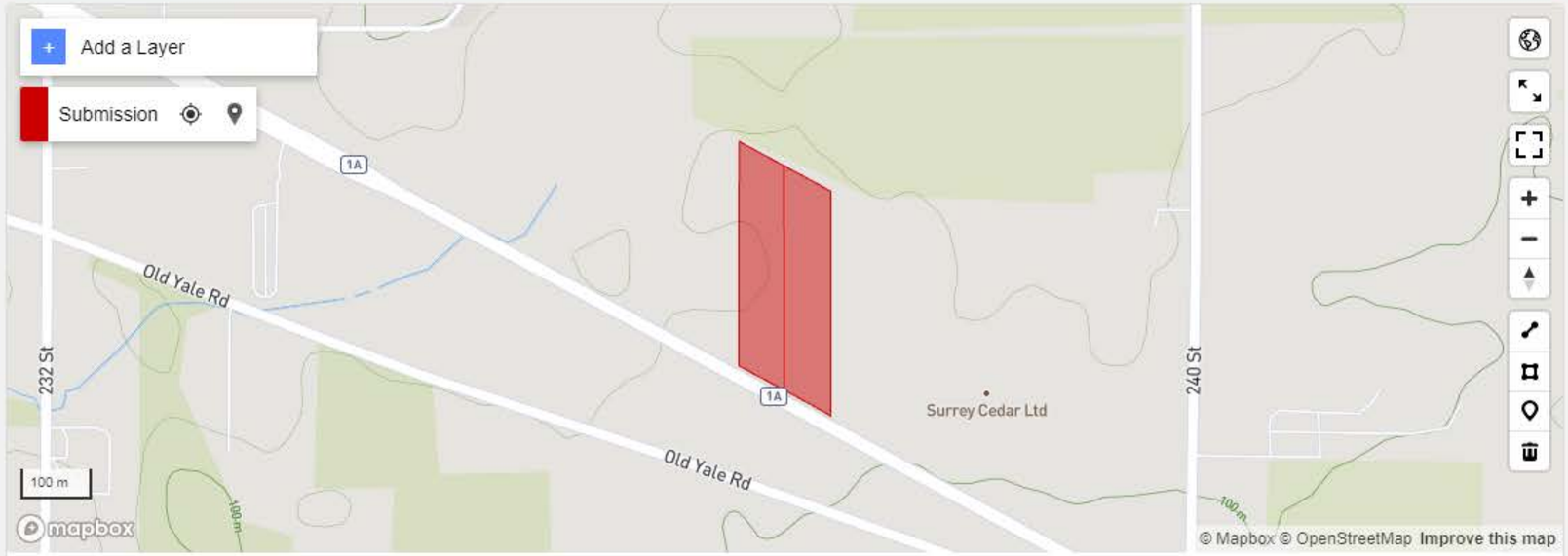
Large Map

Active
Involving Me
Involving My Organization

Langley – 23699 and 23737 Fraser Highway

Referral Submission

This is a referral submission. It shows the information submitted by the Referral Issuant, and allows discussion between the Referral Issuant and Referral Officers assigned to the referral.



Info | Engagement Timeline | Attachments

Spatial Footprint	Description
23699_23737_FraserHwy.kmz	File used to generate the spatial footprint

Upload Spatial Files

Squamish Nation Letter plus Attachment

Supporting Documentation	Description	Uploader	Upload Date
Proposed_Land_Use_Designation_Amen			June 29, 2023 9:35 AM

Regional Planning and Housing Services
Primary Contact, Metro vancouver

Manage Participants

Discussion With

Helga Harlander Lead Officer

Please attach a spatial data file in kmz format.
Thanks, Helga
— Helga Harlander (Squamish Nation), June 29, 2023

Thanks for providing this information to Squamish Nation. We have no comments at this time and will mark the file as complete.
Best regards, Helga
— Helga Harlander (Squamish Nation), July 4, 2023

Hi Helga,

The kmz file has been uploaded. Please let us know if there are any issues viewing.

Thank you.
— Regional Planning and Housing Services (Metro vancouver), July 12, 2023

Thanks for uploading the file. Best, Helga
— Helga Harlander (Squamish Nation), July 12, 2023

B I

Post Message

From: "ALC Referrals ALC:EX" <ALC.Referrals@gov.bc.ca>
Date: July 31, 2023 at 3:13:30 PM PDT
To: Maureen Trainor <Maureen.Trainor@metrovancouver.org>
Subject: RE: Proposed Land Use Designation Amendment to Metro 2050 Township of Langley – 23699 and 23737 Fraser Highway

Maureen

My review of the properties proposed for a land use designation amendment indicate that the properties in question doe not lie within the ALR, but rather share their northern boundary with the ALR boundary.

As such the ALC does not have jurisdiction, nor any comment on the proposed designations. However, the Commission does advise that the Township/Metrovan require building setbacks, and buffering within 30 meters of the ALR boundary, as per the Ministry of Agriculture Edge Planning best practices.

Regards

Martin Collins,
Regional Planner | Agricultural Land Commission
201 – 4940 Canada Way, Burnaby, BC, V5G 4K6
T 604-953-6673|
www.alc.gov.bc.ca

PROVINCIAL AGRICULTURAL LAND COMMISSION

If you are not the intended recipient of this e-mail and attachments please notify the sender by return e-mail and delete the e-mail and attachments immediately. This e-mail and attachments may be confidential and privileged. Confidentiality and privilege are not lost by this e-mail and attachments having been sent to the wrong person. Any use of this e-mail and attachments by an unintended recipient is prohibited.

ATTACHMENT 3

From:	Joel Nagtegaal
To:	Jessica Jiang; Chris Jarvie; Stephen Richardson
Cc:	Marcin Pachcinski
Subject:	RE: [EXTERNAL] Metro 2050 RGS Amendment for 23699 and 23737 Fraser Highway
Date:	Friday, September 15, 2023 10:34:41 AM
Attachments:	image003.png image004.png 2023-09-11 Langley Township RCS with Proposed Bath Amendment on Map A-1.pdf Certified At Third Reading Bylaw No. 5793.pdf

WARNING: *This email originated from outside of our organization. Do not click any links or open attachments unless you trust the sender and know the content is safe.*

Good morning Jessica,

RE: Langley Official Community Plan Bylaw 1979 No. 1842 Amendment (Rural Plan) Bylaw 1993 No. 3250 Amendment (Bath Investments Ltd.) Bylaw No. 5793

On July 11, 2022, Township of Langley granted third reading to Langley Official Community Plan Bylaw 1979 No. 1842 Amendment (Rural Plan) Bylaw 1993 No. 3250 Amendment (Bath Investments Ltd.) Bylaw No. 5793.

Bylaw No. 5793 amends the Langley Official Community Plan (OCP) by amending the land use designation of the subject lands from “Rural” to “Industrial.”

Based on Item # 2 of Bylaw No. 5793, Council is requesting Metro Vancouver Regional District Board receive an amendment to the Township of Langley Regional Context Statement (RCS) and consider acceptance of said amendment at the same time of third and final reading of *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1365, 2023* is considered. Staff note that the proposed amendment to the RCS is only to Map A-1, which will bring the RCS into alignment with the proposed land use changes to the Regional Growth Strategy that the Board is considering. The proposed RCS is also attached to this email.

If you have any questions, please contact me at 604-533-6044 or via email at jnagtegaal@tol.ca

Best Regards,

Joel Nagtegaal | Planner
Community Development | Township of Langley
604.533.6044

THE CORPORATION OF THE TOWNSHIP OF LANGLEY

LANGLEY OFFICIAL COMMUNITY PLAN BYLAW 1979 NO. 1842

AMENDMENT (RURAL PLAN) BYLAW 1993 NO. 3250

AMENDMENT (BATH INVESTMENTS LTD.) BYLAW NO. 5793

EXPLANATORY NOTE

Bylaw No. 5793 amends the Official Community Plan and Rural Plan by adding provisions to the "Small Farms / Country Estates" designation to accommodate industrial uses on a site specific basis at 23699 and 23737 Fraser Highway and includes the site as a mandatory Development Permit Area.

CERTIFIED CORRECT AT THIRD READING

MUNICIPAL CLERK

THE CORPORATION OF THE TOWNSHIP OF LANGLEY

LANGLEY OFFICIAL COMMUNITY PLAN BYLAW 1979 NO. 1842
AMENDMENT (RURAL PLAN) BYLAW 1993 NO. 3250
AMENDMENT (BATH INVESTMENTS LTD.) BYLAW NO. 5793

WENDY BAUER
Township Clerk

A Bylaw to amend the Rural Plan 1993 No. 3250

The Municipal Council of the Corporation of the Township of Langley, in Open Meeting Assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "Langley Official Community Plan Bylaw 1979 No. 1842 Amendment (Rural Plan) Bylaw 1993 No. 3250 Amendment (Bath Investments Ltd.) Bylaw No. 5793".

2. The "Langley Official Community Plan Bylaw 1979 No. 1842" as amended is further amended by amending "Map 1 - Land Use" to change the designation of the lands from "Rural" to "Industrial" and further amending "Map A-1 RGS Land Use" from "Rural" to "Industrial" with respect to the lands described as:

   Lot 8 Section 33 Township 10 New Westminster District Plan 8793; and

   Parcel "A" (Explanatory Plan 13205) Lots 6 and 7 Section 33 Township 10 New Westminster District Plan 8793

3. The "Langley Official Community Plan Bylaw 1979 No. 1842 Amendment (Rural Plan) Bylaw 1993 No. 3250" as amended is further amended by:

   a) adding the following Section 5.5.7 after Section 5.5.6

   5.5.7 Industrial uses are permitted on a site specific basis on lands described as Lot 8 Section 33 Township 10 New Westminster District Plan 8793; and Parcel "A" (Explanatory Plan 13205) Lots 6 and 7 Section 33 Township 10 New Westminster District Plan 8793

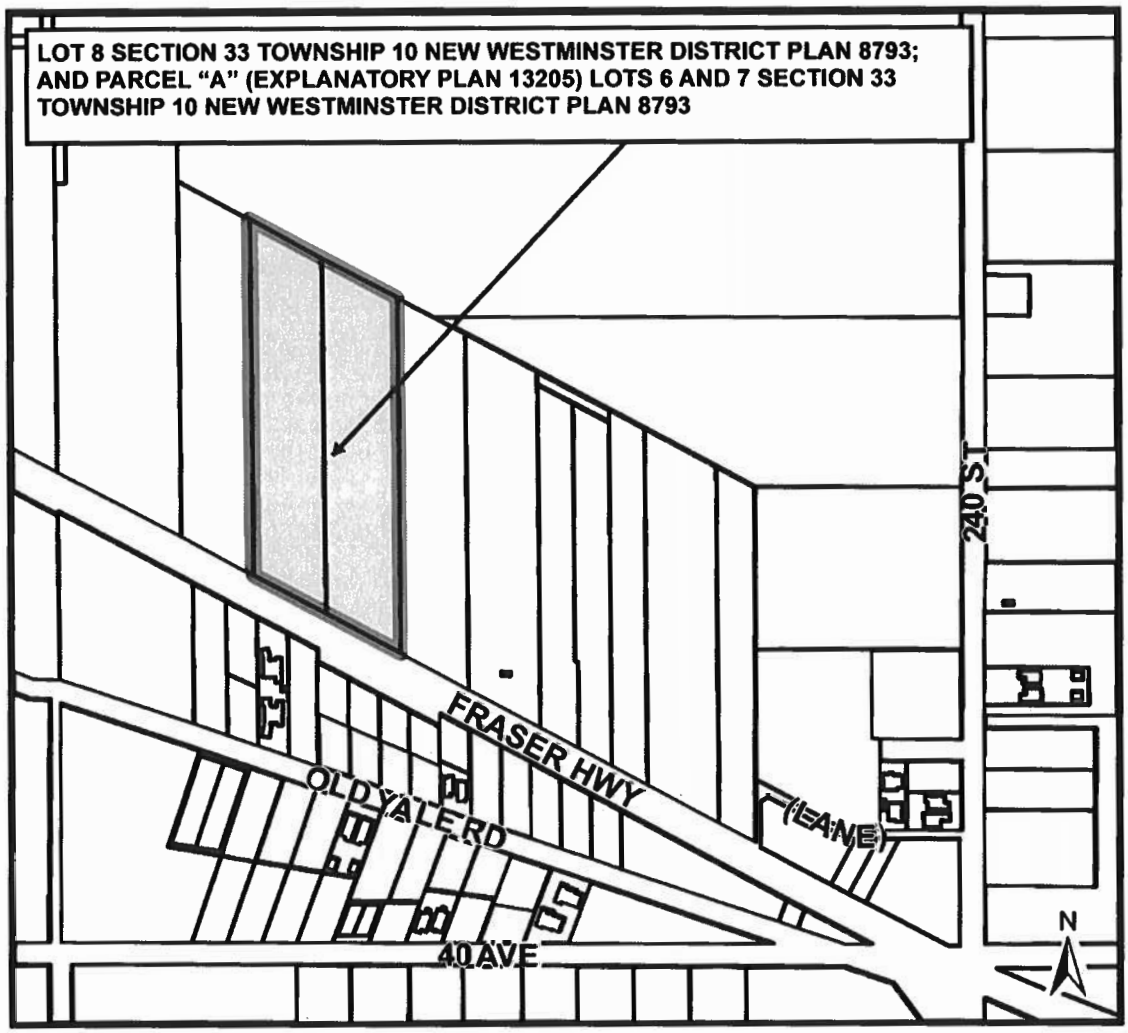
   b) by amending "Map 2 Development Permit Area B – Fraser Highway" to include the lands described as Lot 8 Section 33 Township 10 New Westminster District Plan 8793; and Parcel "A" (Explanatory Plan 13205) Lots 6 and 7 Section 33 Township 10 New Westminster District Plan 8793 to Development Permit Area "B"

READ A FIRST TIME the	27	day of	June	, 2022
READ A SECOND TIME the	27	day of	June	, 2022
PUBLIC HEARING HELD the	11	day of	July	, 2022
READ A THIRD TIME the	11	day of	July	, 2022
ADOPTED the		day of		, 2022

_____ Mayor

_____ Township Clerk

SCHEDULE 'A'
BYLAW NO. 5793



SCHEDULE 1 REGIONAL CONTEXT STATEMENT

1.1 REGIONAL GROWTH STRATEGY GOALS

The Regional Growth Strategy (RGS) of the Greater Vancouver Regional District has five goals:

- Create a compact urban area
- Support a sustainable economy
- Protect the region's environment and respond to climate change impacts
- Develop complete communities
- Support sustainable transportation choices

The Township of Langley OCP relates to all these goals as described in this Regional Context Statement. These RGS goals constitute the social, economic and environmental objectives of the Greater Vancouver Regional Board in relation to the Regional District.

1.1.1. Compact Urban Area

The OCP addresses creation of compact urban areas by identifying an urban development area and urban centres, including the Regional City Centre and Municipal Town Centres identified in the RGS. The urban development area and urban centres are described generally in Section 2.3. The OCP also identifies Community Centres (including the Local Centres in the RGS) and a Frequent Transit Development Area. Major commercial and office development is encouraged in these centres, as well as higher density housing. The Centres and the Frequent Transit Development Area are shown on Maps 3, 4, 5 and 6.

In the event of any inconsistency between the requirements of the Agricultural Land Commission Act, the regulations or orders of the Commission and the boundary of any urban development area, urban centre or associated economic development area, the Agricultural Land Commission requirements will prevail until such time as the inconsistency is resolved.

1.1.2. Sustainable Economic Development

Diverse economic development opportunities close to where people live are supported by encouraging office and commercial uses in the Regional Centre, Town Centre and Frequent Transit Development Areas. The OCP also supports industrial uses by protecting industrial lands and designating them as Industrial. Industrial policies support appropriate accessory uses and do not permit large scale retail or residential uses. Industrial, office, and limited commercial uses are permitted in Mixed Employment areas. Policies related to Mixed Employment permit office and retail commercial uses in these areas outside the Regional Centre and Frequent Transit Development Area. The supply of agricultural land for farming is protected by designating much of the Township as Agricultural. Agricultural viability is supported by policies to discourage subdivision of agricultural land. General interface policies along the agricultural–urban edge are provided. The Rural Plan and Agricultural Viability Strategy provide policies to address transportation, drainage and irrigation, economic development opportunities and educational programs related to agriculture.

1.1.3. Environment, Parks and Natural Areas/Reduction of Greenhouse Gas Emissions

Major conservation and recreation lands are protected by designation on the land use map and by policies that limit the use of these lands. To protect natural features and their connectivity watercourses are designated as a development permit area and a Recreational Greenways Network is provided in this plan. The plan identifies policies to reduce energy consumption from the perspectives of land use and transportation infrastructure. Integrated storm water management and water conservation policies are provided, as well as policies to minimize risks associated with climate change and natural hazards.

1.1.4. Complete Communities

Provision of affordable housing is encouraged through a mix of housing types and tenures and policies to increase the supply of affordable rental housing. The Housing Action Plan also contains policies designed to encourage development of affordable housing. Universally accessible design is supported by requirements for adaptable housing in a proportion of all housing type constructed. Development of healthy and complete communities is encouraged by supporting pedestrian, cycling, and transit oriented communities with public spaces and amenities. A number of policies support provision of recreational facilities and inviting pedestrian and cycling environments, as well as local food production. Local Centres are recognized as Community Centres in the OCP and lower order Neighbourhood Centres may also be recognized in community and neighbourhood plans.

1.1.5. Sustainable Transportation Choices

Land use and transportation are coordinated by aligning centres along major transit routes to encourage future expansion of transit. Mixed use centres are proposed to support transit use. A number of policies address walking, cycling, and transit use. Map 8 shows designated truck routes.

1.1.6. Regional District Services

The OCP contains policies in relation to housing, solid waste, and air quality. The OCP also generally encourages infrastructure and amenity investments in the Urban Centres and Frequent Transit Development Areas.

1.1.7. Agricultural Land Reserve

Township of Langley is committed to supporting agriculture. This commitment is articulated in the Township's Official Community Plan (OCP) land use designations, accompanying Rural Plan, and as referenced in the Revised Context Statement Table 9, Section 2.3.6. The 'Agriculture' land use designation in the OCP is intended primarily for agricultural uses and supporting services where food production and other forms of agriculture are encouraged. Subdivision is limited in agricultural areas, as set out in the Rural Plan and subject to the approval of the provincial Agricultural Land Commission for land within the ALR. Agricultural viability is further supported by OCP policies to manage the urban-agricultural interface through development permit guidelines, provision of setbacks, landscaped buffers, informational signage, restrictive covenants and transitional land uses.

Notwithstanding this commitment to the protection of agricultural land to support agricultural viability and to limit development, in certain cases and under specific conditions, appropriate

municipal flexibility allows amendments to the Township of Langley's OCP for sites with a regional Agricultural or Rural land use designation as specified below.

The following types of amendment to the Township of Langley's OCP are deemed to be consistent with its Regional Context Statement, subject to the satisfaction of the conditions set out below:

1) From an Agricultural designation to a Rural designation (or vice versa) within the Township of Langley's OCP, where:
    a) the proposed use is consistent with the general intent of the 'Agricultural' or 'Rural' land use designations contained in the Township's OCP;
    b) the subject site no more than 0.5 hectare in size; and
    c) the subject site is not contiguous with a site previously re-designated pursuant to Revised Context Statement Section 1.1.7.

2) From an 'Agricultural' or a 'Rural' designation to an urban designation within the Township of Langley's OCP, where:
    a) the proposed use is consistent with the general intent of an urban land use designation contained in the Township of Langley's OCP;
    b) the subject site is no more than 2 hectares in size;
    c) the subject site is contiguous with the existing Urban Containment Boundary specified in the Regional Growth Strategy; and
    d) the subject site is not contiguous with a site previously re-designated pursuant to Revised Context Statement Section 1.1.7.

3) From an 'Agricultural' or a 'Rural' designation to an 'Industrial' designation within the Township of Langley's OCP, where:
    a) the proposed use is consistent with the general intent of the 'Industrial' land use designation contained in the Township of Langley's OCP;
    b) the subject site is no more than 10 hectares in size;
    c) the subject site is contiguous with the existing Urban Containment Boundary specified in the Regional Growth Strategy; and
    d) the subject site is not contiguous with a site previously re-designated pursuant to Revised Context Statement Section 1.1.7.

4) From an 'Agricultural' or a 'Rural' designation to a designation supporting agro-industrial uses within the Township of Langley's OCP, where:
    a) the proposed use is consistent with the general intent of a land use designation in the Township of Langley's OCP that permits agro-industrial uses; and
    b) the subject site is used for agro-industrial uses such as washing, packaging, processing, storing and selling of farm products, or any agro-industrial use permitted by the Agricultural Land Commission.

In addition to the above, if the subject site is within the Agricultural Land Reserve, the Agricultural Land Commission must have approved exclusion of the subject site from the Agricultural Land Reserve, or granted permission for non-farm use or subdivision, as permitted under the *Agricultural Land Commission Act*. The aggregate of land affected by all re-designations under this provision cannot exceed 1 percent of the municipality's total lands within the Agricultural Land Reserve that has a regional 'Agricultural' or 'Rural' regional land use designation.

1.2 POPULATION, DWELLING AND EMPLOYMENT PROJECTIONS

1.2.1. Population

The Township's population has grown from less than 15,000 in 1961 to about 104,000 in 2011, an average increase of 4.2% per year. The region is growing, and continued robust population growth in the Township is anticipated over the next 30 years. The estimated 2041 population is expected to reach 211,000 based on past growth trends and future expectations of lower growth rates from 2021 to 2041. The population projections are meant as targets to ensure that the Township is prepared for the future. Historic and projected populations are shown graphically in Figure 7.

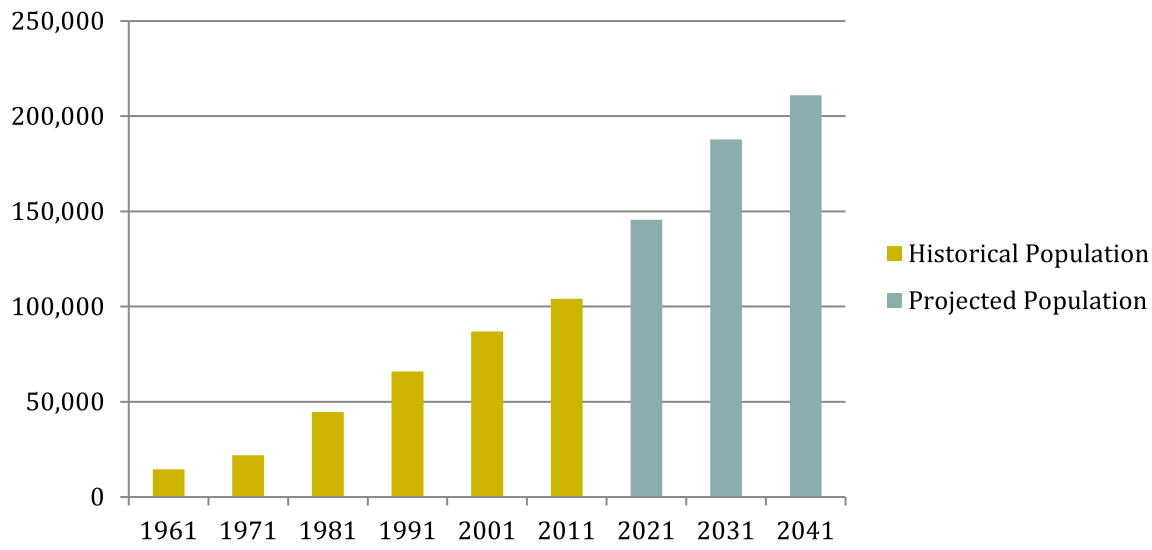


Figure 7 Historical and projected population growth in Langley (1961 to 2041).

Year	Population		Period	Annual Growth Rate
2011	104,000		-	-
2021	144,000		2011-2021	2.9%
2031	186,000		2021-2031	2.6%
2041	211,000		2031-2041	1.3%

Table 3 Projected Population and Growth Rates in Langley (2011 to 2041)

The projected population for the Regional Centre, the Town Centres, and the Frequent Transit Development Area are shown in the table below.

Area	2013	2021	2031	2041
Regional Centre (Willowbrook)	1,375	1,700	3,400	5,100
Willoughby Town Centre	10	2,100	3,000	2,925
Aldergrove Town Centre	680	1,100	2,000	3,520
Carvolth FTDA	1,460	4,500	6,335	6,962

Table 4 Projected Population for Areas in Langley (2011 to 2041)

Langley's population is expected to grow in all age groups over the next 30 years. As observed in the rest of the country, the highest growing age group in percentage terms over the next decades will be those over 65 years of age, as shown in Figure 8. The proportion of the population under 19 years of age is projected to decline from about 25% to 21.5% of the total population by 2041 and the proportion over 65 years is expected to increase from 13% to almost 21%. The aging population will have significant impacts on housing, mobility, accessibility, recreation, and servicing needs. Despite its aging population, Langley will remain a relatively young community compared to most municipalities and the region overall.

In addition to these age-related trends, the cultural profile of this population growth is anticipated to become increasingly diverse.

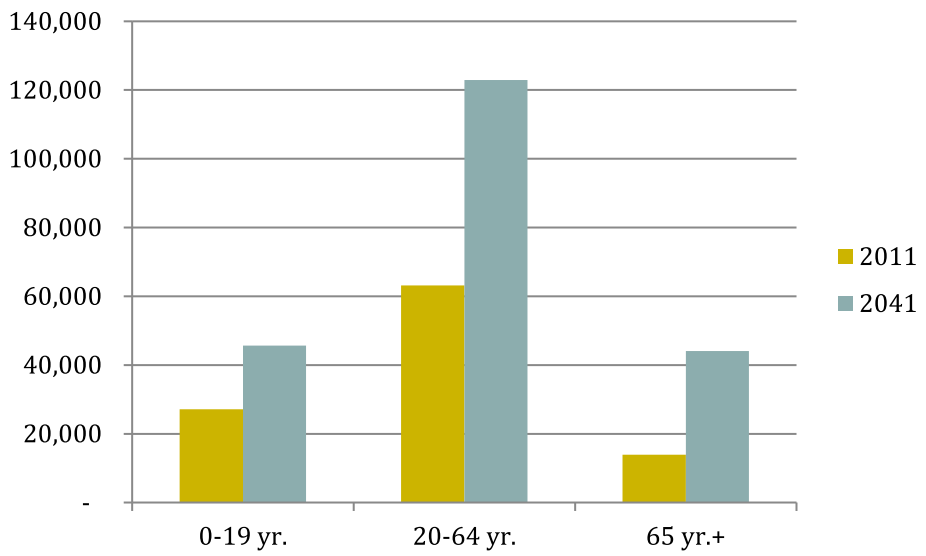


Figure 8 Age group projections in Langley (to 2041).

1.2.2. Housing

To accommodate the projected population growth, approximately 37,000 new dwelling units will have to be constructed by 2041 (accounting for those dwellings constructed from 2011 to 2013). Of these, the majority (85%) are projected to be ground-oriented units (single-family, rowhouse, and townhouse), with the remainder (15%) as apartment units. This represents an increase in the proportion of apartments as compared to the 2011 housing mix (8% apartments). Rental and affordable housing options will need to be considered as part of the housing mix.

Year	Number of Dwellings
2011	38,800
2013	41,100
2021	52,000
2031	69,000
2041	78,000

Table 5 Dwelling Units Needed in Langley (to 2041)

Dwelling unit projections for the Regional Centre, the Town Centres and the Frequent Transit Development Area are provided in the table below.

Area	2013	2021	2031	2041
Regional Centre (Willowbrook)	800	1,000	2,000	3,000
Willoughby Town Centre	4	1,000	1,500	1,625
Aldergrove Town Centre	270	500	1,000	2,000
Carvolth FTDA	832	2,500	3,500	3,825
Total	**1,906**	**5,000**	**8,000**	**10,450**

Table 6 Dwelling Units Needed for Areas in Langley (to 2041)

1.2.3. Employment

Providing employment in the community is important because it offers opportunities for residents to work close to where they live, thereby reducing the time, cost, and environmental impacts of commuting, and also providing a diversified assessment base for property taxes. Ideally, the number of jobs within the community would be equal to the number of people in the labour force.

The industrial, institutional, retail, and office sectors provide most of the employment in the Township, followed by home-based business, recreation, and agriculture. Robust employment growth is expected to continue in all sectors, with the largest increases in office and industrial jobs.

Two employment targets are provided. The first target was based on a regional projection, offered by the RGS. The second was developed as part of the Township's Employment Lands Study and provides a more ambitious target. The Township's target is an aspirational goal that if achieved would provide an approximately 1:1 ratio between the number of jobs in the Township and the number of residents in the labour force. The higher projection may be difficult to achieve due to an aging population and technological change, but a 1:1 job to labour force ratio would greatly assist in achieving a sustainable community.

Year	MV Projection (High)	Township Projection
2021	69,000	76,000
2031	88,000	91,000
2041	100,000	100,000

Table 7 Employment Targets in Langley (to 2041)

Employment projections for Regional Centre, the Town Centres, and the Frequent Transit Development Area are provided in the table below.

Area	2011	2021	2031
Regional Centre	17,400	20,000	20,400
Willoughby Town Centre	25	300	700
Carvolth FTDA	875	5,200	6,400
Aldergrove Core	1,800	2,400	2,600
Total	**20,100**	**27,900**	**30,100**

Table 8 Employment Targets for Areas in Langley (to 2041)

1.3 REGIONAL LAND USE DESIGNATIONS

On March 7, 2011, Township of Langley Council accepted, by resolution, *Metro Vancouver 2040: Shaping our Future* ("Metro 2040"), reflecting the Township's general commitment to its vision and goals. Pursuant to Section 446 of the Local Government Act, each municipality must submit to the board of the regional district a regional context statement that identifies the relationship between the municipal Official Community Plan (OCP) and the Regional Growth Strategy and, if applicable, how the OCP is to be made consistent with the RGS over time.

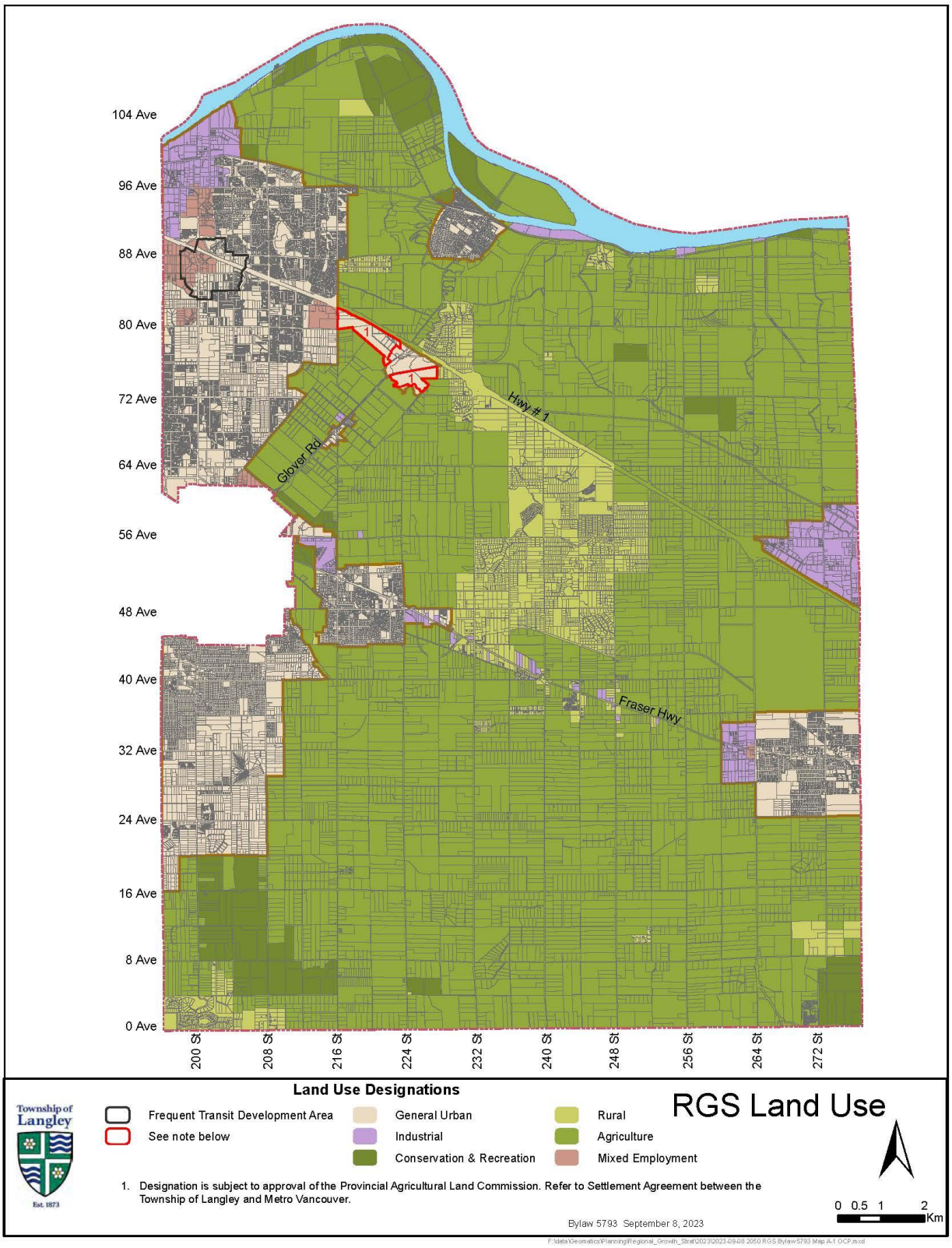
The Regional Growth Strategy provides a map of regional land use designations as a tool to achieve the goals of the Regional Growth Strategy and provide the basis for defining matters of regional significance. Section 447 of the Local Government Act provides that a Regional Context Statement will identify how the Official Community Plan is to be made consistent with the Regional Growth Strategy over time. The Official Community Plan is to be made consistent from time to time with the Regional Growth Strategy over time in the following manner:

a) by way of Township applications to the GVRD Board for amendments to the Regional Growth Strategy regional land use designations;

b) despite paragraph (a), by way of amendments to the Official Community Plan made consistent with the Regional Context Statement that has been accepted by the GVRD.

Map A-1 below sets out proposed changes to regional land use designations in the 2011 RGS that would make the OCP consistent with the RGS.

MAP A-1


104 Ave
96 Ave
88 Ave
80 Ave
72 Ave
64 Ave
56 Ave
48 Ave
40 Ave
32 Ave
24 Ave
16 Ave
8 Ave
0 Ave
200 St
208 St
216 St
224 St
232 St
240 St
248 St
256 St
264 St
272 St
Hwy # 1
Glover Rd
Fraser Hwy
1
1
Land Use Designations
Township of Langley
Est. 1873
Frequent Transit Development Area
See note below
General Urban
Industrial
Conservation & Recreation
Rural
Agriculture
Mixed Employment
RGS Land Use
1. Designation is subject to approval of the Provincial Agricultural Land Commission. Refer to Settlement Agreement between the Township of Langley and Metro Vancouver.
0 0.5 1 2
Km
Bylaw 5793 September 8, 2023

1.4 ROLE OF MUNICIPALITIES

Table 9 below lists the municipal actions as required by the Regional Growth Strategy and provides information on the sections of the Official Community Plan that address those requirements or discusses how the Official Community Plan will be made consistent with the Regional Growth Strategy over time. In particular, the Table contains a description of Official Community Plan policy provisions relative to the listed "Role of Municipalities" within the Regional Growth Strategy. For certainty, the Official Community Plan policies contained in this Table are not incorporated by reference from the Official Community Plan so as to be substantive policies of the Regional Context Statement, but are inserted solely to specifically identify the relationship between the Official Community Plan and the Regional Growth Strategy matters referred to under Section 850 of the Local Government Act and to identify how the Official Community Plan will made consistent with the Regional Growth Strategy over time.

Table 9 RGS Actions and OCP Policies

Section	RGS Action	OCP Policies
1.1.3 a)	Depict Urban Containment Boundary on a map	The urban development area is defined by the urban land uses on Maps 1 and A-1.
1.1.3 b)	Provide population, dwelling unit, employment projections and how municipal plans will work towards accommodating the projected growth within the Urban Containment Boundary	Schedule 1 includes tables that provide population, dwelling unit and employment projections. Only about 2.5% of population growth from 2011 to 2041 is expected to occur outside the urban development area, shown on Map A-1.
1.2.6 a)	Provide population, dwelling unit, employment projections that indicate the municipal share of planned growth for Urban Centres, Frequent Transit Development Areas	Schedule 1 provides population, dwelling unit, employment projections for Urban Centres and Frequent Transit Development Areas
1.2.6 b)	Include policies for Urban Centres which i. Identify the general location, boundaries and types of Urban Centres on a map ii. Focus growth and development in Urban Centres iii. Encourage office development through policies and/or other financial incentives iv. In coordination with the provision of transit service, establish or maintain reduced residential and commercial parking requirements in Urban Centres	i. Urban Centres are shown on Maps 3 to 5. ii. Sections 2.3.2, 2.3.3, 2.3.7 and 2.3.8 provide policies to direct major commercial and higher density residential development to Urban Centres. The scale of development and densities permitted in the Urban Centres are higher than other areas in the Township. The Willowbrook Community Plan and the Langley Town Centre Plan guide the development of the Willowbrook area as part of the Regional City Centre. Future planning in the Willowbrook area will update the planning policies to assist in creating a mixed use high density transit oriented regional centre. The Aldergrove Community Plan provides for a compact, mixed use walkable and transit oriented downtown with commercial and high density residential uses. The Willoughby Community Plan and Yorkson Neighbourhood Plan provide for the development of a town centre for Willoughby consisting of mixed use commercial and high density residential uses in a pedestrian oriented environment. iii. Office development is encouraged in all Urban Centres (Section 2.3.7). Future work will be undertaken to determine appropriate policies and the need for incentives to encourage office development. iv. Consideration of reduced residential and commercial parking requirements are provided for in Section 2.3.13 as transit service improves.

Section	RGS Action	OCP Policies
1.2.6 c)	Include policies for Frequent Transit Development Areas that: i. Identify on a map, in consultation with TransLink, the general location and boundaries of Frequent Transit Development Areas consistent with Table 3, TransLink's Frequent Transit Network, and other applicable guidelines and policies ii. Focus growth and development in Frequent Transit Development Areas iii. In coordination with the provision of transit service, establish or maintain reduced residential and commercial parking within Frequent Transit Development Areas	i. Frequent Transit Development Areas are shown on Maps 3 and 6. Policies related to Frequent Transit Development Areas are in Sections 2.3.6, 2.3.7, 2.3.8, 2.3.11, 2.3.12, 2,3,13, and 2,3.14 ii. Sections 2.3.7 and 2.3.8 direct office development and higher density residential uses to Frequent Transit Development Areas. iii. Consideration of reduced residential and commercial parking requirements are provided for in Section 2.3.13 as transit service improves.
1.2.6 d)	Include policies for General Urban areas that: i. Identify the General Urban areas and their boundaries on a map ii. Ensure development of General Urban areas outside of Urban and Frequent Transit Development Areas are generally lower density iii. Where appropriate, identify small scale Local Centres in General Urban areas that provide a mix of housing types, local serving commercial activities and good access to transit iv. Exclude non-residential major trip-generating uses, as defined in the RCS, from those portions of General Urban areas outside Urban Centres and Frequent Transit Development Areas v. Encourage infill development by directing growth to established areas where possible	i. General Urban areas are identified on Maps 1 and A-1. ii. General Urban areas outside of Urban Centres and Frequent Transit Development Areas are designated for lower density land uses in the community plans. iii. Local Centres are identified on Map 3 as Community Centres and are intended to provide a mix of housing types, local serving commercial activities and good access to transit; the Walnut Grove, Fort Langley, Murrayville and Brookswood/Fernridge Community Plans designate commercial core areas with a mix of housing types in close proximity. iv. Section 2.3.8 directs higher density residential and commercial development and high trip-generating uses to Urban Centres and Frequent Transit Development Areas and restricts major non-residential trip-generating uses such as large format retail uses from locating outside those areas. v. Section 2.4.6 encourages infill development.
1.2.6 e)	Include policies that, for Urban Centres or Frequent Transit Development Areas that overlay Industrial, Mixed Employment or Conservation and Recreation areas, the Industrial, Mixed Employment or Conservation and Recreation intent and policies prevail, except that higher density commercial would be allowed in the Mixed Employment areas	Policies for the Mixed Employment designations in the Regional Centre and the Carvolth Frequent Transit Development Area are provided in Section 2.4.14.

Section	RGS Action	OCP Policies
1.2.6 f)	For Urban Centres, Frequent Transit Development Areas and GU areas, include policies which: i. Support continued industrial uses by minimizing the impacts of urban uses on industrial activities ii. Encourage safe and efficient transit, cycling and walking iii. Implement transit priority measures, where appropriate iv. Support district energy systems and renewable energy generation, where appropriate	i. Sections 2.3.12 and 2.4.7 support existing industrial uses and specify how new urban uses shall minimize impacts on existing industrial uses. ii. Sections 2.3.14 and 2.4.8 encourage safe and efficient transit, cycling and walking. iii. Sections 2.3.14 and 2.4.8 provide opportunity for transit priority measures where appropriate. iv. Section 3.16 supports district energy and other energy conservation measures.
1.3.3 a)	Identify Rural areas and their boundaries on a map	General boundaries identified on Maps 1 and A-1.
1.3.3 b)	Limit development to a scale, form and density consistent with the intent for the Rural land designation and what is compatible with on-site sewer servicing	Section 2.2.6 specifies density of development in the Rural area and discusses sewer servicing. Sections 5.5.3 and 5.6.2 of the Rural Plan include lot size provisions, subject to Agricultural Land Commission regulations. The Subdivision and Development Servicing Bylaw does not require municipal sewer system in the rural area other than in the community of Milner.
1.3.3 c)	Include policies which: i. Specify the allowable density and form ii. Support agricultural uses within the ALR, and where appropriate outside the ALR	i. Section 2.2.6 specifies the density and general form of development. Sections 5.5.3 and 5.6.2 of the Rural Plan include lot size provisions, subject to Agricultural Land Commission regulations and approvals. ii. Section 2.2.6 allows agricultural uses in the Rural area.

Section	RGS Action	OCP Policies
2.1.4 a)	Support appropriate economic development in Urban Centres, Frequent Transit Development Areas, Industrial and Mixed Employment areas	Sections 2.3.7 and 2.3.8 support office and commercial development in the Regional Centre, Town Centre, and Frequent Transit Development Areas. Sections 2.4.11, 2.4.13 and 2.4.14 support industrial uses in Industrial areas and industrial, office and limited commercial uses in Mixed Employment areas. The specific definition of "activities not normally attracted to these locations" in Section 2.4.14 related to Mixed Employment areas located outside the Regional Centre and Frequent Transit Development Area is detailed in community and neighbourhood plans.
2.1.4 b)	Support development of office space in Urban Centres, through policies such as zoning that reserves land for office uses, density bonus provisions to encourage office development, variable DCCs, and/or other financial incentives	Section 2.3.7 supports office development in the Regional Centre and Town Centres and provides incentives for office development for future consideration.
2.1.4 c)	Include policies that discourage major commercial and institutional development outside Urban Centres or Frequent Transit Development Areas	Section 2.3.5 allows for neighbourhood centres providing small-scale commercial development to serve the local area or neighbourhood. Sections 2.3.7 and 2.3.8 also provide policies encouraging higher density residential commercial development and office development to centres and Frequent Transit Development Areas.
2.1.4 d)	Show how the economic development role of Special Employment Areas, post-secondary institutions and hospitals are supported through land use and transportation policies	Sections 2.4.18 and 2.4.19 provide land use policies to support the growth and development of Trinity Western University. The Road Classifications map (Map 7) provides for extension of 80 Avenue to provide additional access to the University.
2.2.4 a)	Identify industrial areas and their boundaries on a map	Industrial areas are shown on Maps 1 and A-1.
2.2.4 b)	Include Industrial policies that: i. Support and protect industrial uses ii. Support appropriate accessory uses, including commercial space and caretaker units iii. Exclude uses which are inconsistent with the intent of industrial areas, such as medium and large format retail, residential uses (other than industrial caretaker units where necessary) and stand-alone office uses to a scale that are not supportive of industrial activities	i. Section 2.4.11 states the intention of Industrial areas to be used for manufacturing and warehousing use. Section 2.3.12 supports industrial activity by minimizing impacts on existing industrial areas through buffering, landscaping and building design, as does Section 3.7.7. ii. Section 2.4.11 allows retail use directly related and accessory to the industrial use and provides for limited commercial uses to support industrial activities, subject to policies in community plans. Residential use is limited to one unit for the owner, manager, or caretaker.

Section	RGS Action	OCP Policies
	iv. Encourage better utilization and intensification of industrial areas for industrial activities	iii. Section 2.4.11 provides that commercial and residential uses other than those permitted in that section would not be permitted. iv. Section 2.4.12 encourages better utilization and intensification of industrial areas. This will be based on Metro Vancouver's "Best Practices for the Intensive Use of Industrial Land".
2.2.4 c)	Identify Mixed Employment areas and their boundaries on a map	Mixed Employment Areas are shown on Maps 1 and A-1.
2.2.4 d)	Include policies for Mixed employment areas which: i. Support a mix of industrial, commercial, office and other related employment uses while maintaining support for established industrial areas, including potential intensification policies for industrial activities, where appropriate ii. Allow large and medium format retail where appropriate, provided that such development will not undermine the broad objectives of the RGS iii. Support the regional objective of concentrating commercial and other major trip-generating uses in Urban Centres and Frequent Transit Development Areas iv. Where Mixed Employment areas are located within Urban Centres or Frequent Transit Development Areas, support higher density commercial development and allow employment and service activities consistent with the intent of Urban Centres or Frequent Transit Development Areas v. Allow low density infill/expansion based on currently accepted local plans and policies in Mixed Employment areas and support increases in density only where the Mixed Employment area has transit service or where an expansion of transit service has been identified in TransLink's strategic transportation plans for the planned densities	i. Section 2.4.13 supports industrial uses in Mixed Employment Areas and encourages better utilization of land and intensification of industrial development. Section 2.4.14 also provides policies for office and commercial uses. Section 3.7.7 encourages buffering of employment lands from non-employment lands. ii. Section 2.4.14 permits commercial uses in conformity with community and neighbourhood plans. iii. Sections 2.3.7 and 2.3.8 direct higher density commercial development and high trip-generating uses to the Regional Centre, Town and Community Centres and the Frequent Transit Development Areas. iv. Section 2.4.14 provides for more intensive forms of commercial development in Mixed Employment areas located within Regional and Town Centres and Frequent Transit Development Areas. These provisions will be detailed in community and neighbourhood plans. v. Section 2.4.14 permits office and retail commercial uses in Mixed Employment Areas outside the Regional and Town Centres and Frequent Transit Development Areas in locations that are well served by transit. vi. Section 2.4.13 permits residential use for only one dwelling unit per lot for owner, manager or caretaker use.

Section	RGS Action	OCP Policies
	vi. Exclude residential uses, except for an accessory caretaker unit	
2.2.4 e)	Include policies which help reduce environmental impacts and promote energy efficiency	Section 3.13 includes a number of policies addressing environmental impacts. Section 3.16 includes policies related to energy.
2.3.6 a)	Specify Agricultural areas and boundaries on a map	Agricultural areas are shown on Maps 1 and A-1.
2.3.6 b)	Include policies to support agricultural viability including those which: i. Assign appropriate regional land use designations that support agricultural viability and discourage non-farm uses that do not complement agriculture ii. Discourage subdivision of agricultural land leading to farm fragmentation iii. Where feasible and appropriate with other governments and agencies, maintain and improve transportation, drainage and irrigation infrastructure to support agricultural activities iv. Manage the agricultural-urban interface to protect the integrity and viability of agricultural operations (e.g. buffers between agricultural and urban areas or edge planning) v. Demonstrate support for economic development opportunities for agricultural operations(e.g. processing, agri-tourism, farmers' markets and urban agriculture) vi. Encourage the use of agricultural land, with an emphasis on food production vii. Support educational programs that provide information on agriculture and its importance for the regional economy and local food systems	i. Agricultural lands are shown as Agriculture on Map 1 to support agricultural viability and limit development. These lands are further protected in Sections 5.5 and 5.6 of the Rural Plan with policies that encourage agricultural use and restrict other uses. ii. Sections 2.1.1 and 2.1.2 discourage development outside the urban development area and limit subdivision and commercial and industrial and institutional uses. The Rural Plan discusses minimum parcel sizes for subdivision, subject to the approval of the Agricultural Land Commission. iii. The Agricultural Viability Strategy addresses transportation, drainage and irrigation infrastructure to support agricultural activities. iv. Sections 2.1.3 and 2.1.4 and 3.6.9 and Section 5.11 of the Rural Plan provide general policies for the agricultural-urban interface. Development permit provisions have been enacted for some areas (Carvolth and Northeast Gordon neighbourhoods in Willoughby) and a development permit provision to cover all the agricultural-urban edges is underway. v. Section 2.1 of the Agricultural Viability Strategy and Part 4 of the Rural Plan support economic development opportunities related to agriculture. Urban agriculture is addressed in Sections 3.3.10 through to 3.3.13. vi. Section 2.2.1 encourages food production and Sections 4.3.1 and 5.5.1 of the Rural Plan recognizes the importance of agriculture. vii. Section 3.6.10 recommends exploration of an Agricultural Centre of Excellence with educational links, Section 3.3.11 encourages agricultural education and Section 4.5 of the Rural Plan makes a number of recommendations on education

Section	RGS Action	OCP Policies
		related to the agricultural industry. Section 2.1.4 of the Agricultural Viability Strategy also lists a number of actions to promote agriculture in the Township.
3.1.4 a)	Identify Conservation and Recreation (C&R) areas and their boundaries on a map	Conservation and Recreation areas are shown on Maps 1 and A-1.
3.1.4 b)	Include land use policies to support protection of Conservation and Recreation areas that are consistent with the following: i. Public service infrastructure, including the supply of drinking water ii. Environmental conservation iii. Recreation, primarily outdoor iv. Education, research and training facilities and uses that serve conservation and/or recreation users v. Commercial uses, tourism activities, and public, cultural or community amenities that are appropriately located, scaled and consistent with the intent of the designation vi. Limited agricultural use, primarily soil based	i. Areas designated as Conservation and Recreation are parks and open space areas in Langley that provide land for active and passive recreation and natural areas. ii. Section 2.2.14 states that Recreation and Conservation lands be used for environmental and ecological conservation iii. Section 2.2.14 states that Recreation and Conservation lands be used for outdoor recreation purposes iv. Section 2.2.14 includes education, research, and training associated with conservation and recreation v. Section 2.2.15 provides policies related to commercial activities. vi. Section 2.2.16 provides policies on limited agricultural use.
3.1.4 c)	Include policies, where appropriate, that effectively buffer Conservation and Recreation areas from activities in adjacent areas	Section 2.2.15 addresses buffering of Conservation and Recreation areas from activities in adjacent areas.
3.2.4	Include policies and/or maps that indicate how ecologically important areas and natural features will be managed (e.g. steep slopes and ravines, intertidal areas and other natural features not addressed in Strategy 3.1)	Section 3.13 addresses management of environmentally sensitive areas, wildlife habitat and streams and riparian areas. All watercourses in the Township are designated as a development permit area in Schedule 3. Section 3.15 addresses lands subject to hazardous conditions.
3.2.5	In collaboration with other agencies develop and manage municipal components of the MV Regional Recreation Greenway Network (RRGN) and connect community trails, bikeways and greenways to the RRGN where appropriate	Sections 3.14.3 through to 3.14.7 and Map 12 provide a plan for recreational greenways that incorporate the components of the Recreational Greenway Network.

Section	RGS Action	OCP Policies
3.2.6	Identify where appropriate measures to protect, enhance and restore ecologically important systems, features, corridors and established buffers and other ecologically important features (e.g. conservation covenants, land trusts, tax exemptions and eco-gifting)	Section 3.13, Ecological Services, identifies measures to protect enhance and restore ecologically important systems.
3.2.7	Consider watershed and ecosystem planning and/or Integrated Stormwater Management Plans in the development of municipal plans	Section 3.12.19 addresses provision and implementation of integrated stormwater management plans for all Township watersheds within Urban Development Areas.
3.3.4 a)	Identify how to use land development and transportation strategies to meet greenhouse gas reduction targets and consider how these targets will contribute to the regional targets	Development of mixed use, pedestrian, bicycle and transit friendly centres and urban areas with higher density housing forms is encouraged to reduce greenhouse gas emissions. Sections 2.5.18 and 3.17.5 address community design and GHG reduction strategies and Section 3.9 addresses walking, cycling, and transit.
3.3.4 b)	Identify policies and/or programs that reduce energy consumption and greenhouse gas emissions, and improve air quality from land use and transportation infrastructure, such as: i. Existing building retrofits and construction of new buildings to green performance guidelines or standards, district energy systems, and energy recovery and renewable energy generation technologies, such as solar panels and geoexchange systems, and electric vehicle charging infrastructure ii. Community design and facility provision that encourages transit, cycling and walking (e.g. direct and safe pedestrian and cycling linkages to the transit system	i. Section 3.16 provides policies encouraging district heating, green building design and renewable heart systems. ii. Sections 2.5.5 through to 2.5.11 provide design guidance for transit, cycling and pedestrian modes of transportation.
3.3.4 c)	Focus infrastructure and amenity investments in Urban Centres and Frequent Transit Development Areas, and at appropriate locations along TransLink's Frequent Transit Network	Infrastructure and amenities will be focussed in Urban Centres and Frequent Transit Development Areas.
3.3.4 d)	Implement land use policies and development control strategies which support integrated storm water management and water conservation objectives	Section 3.12 provides a number of policies to support integrated storm water management and water conservation

Section	RGS Action	OCP Policies
3.4.4	Include policies to encourage settlement patterns that minimize risks associate with climate change and natural hazards (e.g. earthquake, flooding, erosion, subsidence, mudslides, interface fires)	Sections 3.17 and 3.15 address climate change and lands subject to hazardous conditions.
3.4.5	Consider incorporating climate change and natural hazard risk assessments into the planning and location of municipal utilities, assets and operations	Section 3.17.7 recommends assessment of potential impacts of climate change. Section 3.15 addresses floodplain protection and setback of buildings from watercourses.
4.1.7 a)	Include policies or strategies that indicate how municipalities will work toward meeting the estimated future housing demand, which: i. ensure the need for diverse housing options is articulated in municipal plans and policies, including neighbourhood and area plans ii. increase the supply and diversity of the housing stock through infill developments, more compact housing forms and increased density iii. in collaboration with the federal government and the province, assist in increasing the supply of affordable rental units for households with low or low to moderate incomes through policies, such as density bonus provisions, inclusionary zoning or other mechanisms, particularly in areas that are well served by transit iv. encourage and facilitate affordable housing development through measures such as reduced parking requirements, streamlined and prioritized approval processes, below market leases of publicly owned property, and fiscal measures	i. Section 2.5.2 encourages a mix of housing forms and tenures. This policy is implemented through community and neighbourhood plans. ii. Section 2.5.2 encourages a mix of housing forms and tenures. This policy is implemented through community and neighbourhood plans. iii. Section 2.5.2 encourages a mix of housing tenures. Section 3.1.4 recommends policies to increase the supply of affordable rental housing. The Housing Action Plan includes an action to ensure that new neighbourhood plans include affordable, rental and special needs housing. The Township will work with the federal and provincial governments, Metro Vancouver, and the development industry to provide affordable rental housing for households with low or low to moderate incomes. iv. The Housing Action Plan includes actions to encourage affordable housing.

Section	Action	OCP Policies
4.1.8	Prepare and implement Housing Action Plans which: i. assess local housing market conditions, by tenure, including assessing housing supply, demand and affordability ii. identify housing priorities, based on the assessment of local housing market conditions, and consideration of changing household demographics, characteristics and needs iii. identify implementation measures within the jurisdiction and financial capabilities of municipalities, including actions set out in Section 4.1.7 iv. encourage the supply of new rental housing and where appropriate mitigate or limit the loss of existing rental housing stock v. identify opportunities to participate in programs with other levels of government to secure additional affordable housing units to meet housing needs across the continuum vi. cooperate with and facilitate the activities of the Metro Vancouver Housing Corporation under Action 4.1.5	Council endorsed a Housing Action Plan in 2013 that: i. assessed local housing conditions ii. identified housing priorities iii. identified actions to meet the objectives of the plan iv. encouraged supply of new rental housing, v. Section 3.1.2 provides that the Township will work with other levels of government to increase the number of affordable housing units. vi. Section 3.1.2 provides that the Township will work with the Metro Vancouver Housing Corporation to increase the number of affordable housing units.
4.2.4 a)	Support compact, mixed use, transit, cycling and walking oriented communities	Sections 2.5.3 through to 2.5.8 support compact, mixed use, transit, cycling and walking oriented communities.
4.2.4 b)	Locate community, arts, cultural, recreational, institutional, medical/health, social service educational facilities and affordable housing in Urban Centres or areas with good access to transit	Section 2.3.11 directs community arts and cultural facilities and other major institutional facilities to the Regional Centre, Town and Community Centres and the Frequent Transit Development Areas or other areas with good access to transit.
4.2.4 c)	Provide public spaces and other place-making amenities for increased social interaction and community engagement	Sections 2.5.7, 2.5.12, 2.5.19, 2.5.20 and 3.14 address the need for public spaces and amenities.

Section	Action	OCP Policies
4.2.4 d)	Support active living through the provision of recreational facilities, parks, trails, and safe and inviting pedestrian and cycling environments	Sections 3.3.1 through to 3.3.5, and Sections 3.3.7 through to 3.3.9 outline a number of ways to support active living.
4.2.4 e)	Support food production and distribution throughout the region, including in urban areas roof top gardens, green roofs and community gardens on private and municipally-owned lands and healthy food retailers, such as grocery stores and farmers' markets near housing and transit services	Sections 3.3.10 through to 3.3.13 support local food production and distribution.
4.2.4 f)	Assess overall health implications of proposed new communities, infrastructure and transportation services, including air quality and noise, with input from public health authorities	Section 3.13 provides for integration of ecological services into broader planning initiatives.
4.2.4 g)	Support universally accessible community design	Section 3.1.9 requires adaptable design (as set out in Schedule 2) of some dwelling units.
4.2.4 h)	Where appropriate, identify small scale Local Centres in the General Urban areas that provide a mix of housing types, local serving commercial activities and good access to transit. Local Centres are not intended to compete with or compromise the role of Urban Centres and should preferably be located within Frequent Transit Development Areas	Local Centres are designated as Community Centres (Section 2.3.4 and Map 3). Section 2.3.5 provides for the designation of Neighbourhood Centres in Community Plans.
4.2.4 i)	Recognize the Special Employment Areas as shown on the Map 11; Special Employment Areas are located outside of Urban Centres and Frequent Transit Development Areas, and are region-serving, special purpose facilities that have a high level of related transportation activity due to employee, student, or passenger trips	There are no Special Employment Areas in the Township, but Trinity Western University is recognized through designation of a University District intended to provide for integrated development of learning, cultural, employment, recreational, and housing opportunities (Sections 2.4.18 and 2.4.19) linked to the Willoughby area by an extension of 80 Avenue to Glover Road.

Section	Action	OCP Policies
5.1.6 a)	Identify land use and transportation policies and actions, and describe how they are coordinated, to encourage a greater share of trips made by transit, multiple-occupancy vehicles, cycling and walking, and to support TransLink's Frequent Transit Network	Higher density residential development and major commercial development is permitted in the Regional Centre, Town and Community Centres and Frequent Transit Development Areas. These centres are located on major roads in the community to encourage expansion of the transit system. The centres are located along direct routes. Section 2.3.9 and urban design guidelines in Section 2.5 encourage mixed use development. Where the guidelines are not incorporated into current plans, they will be considered in future Community and Neighbourhood plan updates. Section 3.9 includes a number of policies to encourage walking, cycling, transit and multiple-occupancy vehicles.
5.1.6 b)	Identify policies and actions that support the development and implementation of municipal and regional transportation system and demand management strategies, such as parking pricing and supply measures, transit priority measures, ridesharing, and car-sharing programs	Section 3.9.9 identifies a general policy to consider demand management strategies. Section 3.9 includes a number of policies to encourage walking, cycling, transit and multiple-occupancy vehicles.
5.1.6 c)	Identify policies and actions to manage and enhance municipal infrastructure to support transit, multiple-occupancy vehicles, cycling and walking	Section 3.9 includes a number of policies to encourage walking, cycling, and transit and multiple-occupancy vehicles.
5.2.3 a)	Identify routes on a map for the safe and efficient movement of goods and service vehicles to, from and within Urban Centres, Frequent Transit Development Areas, Industrial, Mixed Employment and Agricultural areas, Special Employment Areas, ports, airports, and international border crossings	Map 8 shows truck routes for the Township that serve Urban Centres, Frequent Transit Development Areas, Industrial, Mixed Employment and Agricultural areas, and the airport.
5.2.3 b)	Identify land use and related policies and actions that support optimizing the efficient movement of vehicles for passengers, Special Employment Areas, goods and services on the Major Road Network, provincial highways, and federal transportation facilities;	The land use policies in Section 2, particularly policies related to centres and land use designations (Sections 2.3 and 2.4), and policies in Sections 3.8 and 3.9 support efficient transportation. The Road Classifications map (Map 7) does so as well.

Section	Action	OCP Policies
5.2.3 c)	Support the development of local and regional transportation system management strategies, such as the provision of information to operators of goods and service vehicles for efficient travel decisions, management of traffic flow using transit priority measures, coordinated traffic signalization, and lane management;	Section 3.8.18 recommends consideration of demand management strategies where appropriate. Section 3.8 supports the development of local and regional transportation system management strategies.
5.2.3 d)	Identify policies and actions which support the protection of rail rights-of-way and access points to navigable waterways in order to reserve the potential for goods movement, in consideration of the potential impacts on air quality, habitat and communities	Section 3.8.14 addresses protection of rail rights-of-way and access to navigable waterways.

To: MVRD Board of Directors

From: Dorothy Shermer, Corporate Officer
Heather McNell, Deputy Chief Administrative Officer, Policy and Planning

Date: September 19, 2023 Meeting Date: September 29, 2023

Subject: **Regional Growth Strategy Amendment Bylaw No. 1366 – City of Surrey (Fraser Heights)**

RECOMMENDATION

That the MVRD Board:

a) receive for information the comments from the affected local governments and agencies as presented in the report dated September 19, 2023, titled "Regional Growth Strategy Amendment Bylaw No. 1366 – City of Surrey (Fraser Heights)"; and

b) adopt *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1366, 2023.*

EXECUTIVE SUMMARY

In June 2023, the MVRD Board initiated a Type 3 Amendment to *Metro 2050*, the regional growth strategy, and gave first, second and third readings to *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1366*. The amending bylaw would redesignate 11420 – 157A Street from Industrial to General Urban to accommodate a residential development of 38 single-detached lots on the 10.2-hectare subject site.

As required by the *Local Government Act* and *Metro 2050*, Metro Vancouver notified affected local governments and agencies of the proposed amendment. Responses were received from five affected local governments and agencies, all of which expressed either support or no objection. Bylaw No. 1366 is now before the Board for consideration of adoption. The City of Surrey expects to submit an amended regional context statement that reflects this application and several other previously approved ones for consideration of acceptance in the near future.

PURPOSE

To provide the MVRD Board with a summary of comments received as a result of the notification to affected local governments and agencies; and an opportunity to consider adoption of *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1366, 2023* (Attachment 1).

BACKGROUND

At its June 30, 2023 meeting, the MVRD Board passed the following resolution:

That the MVRD Board:

a) initiate the Metro 2050 amendment process for the City of Surrey's requested regional land use designation amendment from Industrial to General Urban for the lands located at 11420 – 157A Street;

b) give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1366, 2023"; and

c) direct staff to notify affected local governments as per section 6.4.2 of Metro 2050.

Metro Vancouver gave notice to affected local governments, local First Nations, and agencies by way of a letter dated July 11, 2023. The amendment notice was also posted on the Metro Vancouver website. This report provides the comments received, and attaches the amendment bylaw for consideration of adoption by the MVRD Board.

PROPOSED *METRO 2050* REGIONAL LAND USE DESIGNATION AMENDMENT

Metro Vancouver received the application to amend *Metro 2050* on March 16, 2023. The requested *Metro 2050* Type 3 Amendment requires adoption through an affirmative 50%+1 weighted vote of the MVRD Board. As the City of Surrey is a signatory to *Metro 2050*, adoption of the amended OCP Bylaw cannot occur until the MVRD Board has adopted the amending bylaw for *Metro 2050*. A link to the staff report that went to the Board in June 2023 evaluating the proposed amendment can be found at the end of this report for further reference (Reference 1).

COMMENTS FROM AFFECTED LOCAL GOVERNMENTS AND EXTERNAL AGENCIES

Metro Vancouver received correspondence (Attachment 2) in response to the notification of Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1366, 2023 from affected local governments and agencies including: City of New Westminster, City of Port Moody, City of White Rock, City of Richmond, and TransLink.

The comments reflect mix of support/no objection, as follows:

- New Westminster expressed no formal objection for the proposed amendment due to the limited viability of industrial uses at the location. New Westminster noted the net increase in tree canopy cover and the consistency with adjacent residential land uses to the south. New Westminster Council encouraged closer alignment with the goals of Metro 2050 around creating diverse housing options and compact urban areas.
- City of Port Moody indicated no objections to the proposed amendment.
- City of White Rock indicated no objections to the proposed amendment.
- City of Surrey noted that the proposed amendment aligned with *Metro 2050* and stated no objections.
- TransLink found the proposed amendment to generally be consistent with the Regional Transportation Strategy based on the conditional assessment on the relatively low number of trips that can be expected from the proposed 38 single family homes. Low trips generation was noted as appropriate, given the location is not within a designated Urban Centre or Frequent Transit Development Area, nor close to existing or planned transit. TransLink also noted that due to the site's lack of direct connection with the Major Road

Network and highway access, industrial development (if that were to occur per the site's current regional land use designation) would not align well with regional transportation objectives.

REGIONAL CONTEXT STATEMENT

Metro 2050 amendment requests often trigger consequential revisions to the requesting municipality's Regional Context Statement to ensure consistency between the Official Community Plan and *Metro 2050*. The updated Regional Context Statement is usually part of the OCP amendment, and is submitted to Metro Vancouver for consideration concurrently with proposed amendment, once the Board has given initial readings to the amendment bylaw. In this case, the City of Surrey has not submitted an amended Regional Context Statement as part of this bylaw amendment application. City staff have advised that they plan submit one that reflects this application, as well as several other previously approved amendments for consideration of acceptance in the near future. Once it is submitted, staff will prepare a report for Committee and Board consideration. Going forward, the Board can expect to see an updated Regional Context Statement concurrently with consideration of the final reading of the Metro 2050 amendment bylaw.

ALTERNATIVES

1. That the MVRD Board:
   a) receive for information the comments from the affected local governments and agencies as presented in the report dated September 19, 2023, titled "Regional Growth Strategy Amendment Bylaw No. 1366 – City of Surrey (Fraser Heights); and
   b) adopt *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1366, 2023.*
2. That the MVRD Board decline the proposed amendment for 11420 – 157A Street and notify the City of Surrey of the decision.

FINANCIAL IMPLICATIONS

If the MVRD Board chooses Alternative 1, there are no financial implications for Metro Vancouver related to the acceptance of the proposed Type 3 Amendment. Metro Vancouver will notify the applying member jurisdiction that the amendment bylaw was passed. If the MVRD Board chooses Alternative 2, a dispute resolution process may take place as prescribed by the *Local Government Act*. The cost of a dispute resolution process is prescribed based on the proportion of assessed land values. Metro Vancouver would be responsible for most of the associated costs.

CONCLUSION

The City of Surrey submitted a request for a Type 3 Amendment to Metro 2050 for a 10.2-hectare site located at 11420 – 157A Street in the City's Fraser Heights area. The proposed regional land use designation amendment would redesignate the site from Industrial to General Urban to accommodate a residential development of 38 single-detached lots on the subject site.

In June 2023, the MVRD Board initiated the amendment process and gave first, second and third readings to *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1366*. During the notification period, five responses were received indicating either support or no

objection. This report provides a summary of comments received and attaches the amendment bylaw for consideration of adoption by the MVRD Board.

Attachments

1. *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1366*.
2. Correspondence received regarding "Regional Growth Strategy Amendment Bylaw No. 1366 – City of Surrey (Fraser Heights)".
3. City of Surrey Regional Growth Strategy Amendment Application for land located at 11420 – 157A Street (Development Application No. 7916-0130-00), and Staff Report.

References

1. Report dated May 29, 2023 titled "Metro 2050 Type 3 Proposed Amendment – City of Surrey (Fraser Heights)", MVRD Board Regular Meeting, June 30 , 2023.

62695678

METRO VANCOUVER REGIONAL DISTRICT
BYLAW NO. 1366, 2023
A bylaw to amend "Metro Vancouver Regional District Regional Growth Strategy Bylaw No. 1339, 2022"

WHEREAS:

A. The Metro Vancouver Regional District Board (the "Board") adopted the "Metro Vancouver Regional District Regional Growth Strategy Bylaw No. 1339, 2022" on February 24, 2023;

NOW THEREFORE the Board of the Metro Vancouver Regional District enacts as follows:

Citation

1. The official citation of this bylaw is "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1366, 2023".

Schedules

2. The following Schedules are attached to and form part of the bylaw:
   - Schedule "A", Subject Properties; and
   - Schedule "B", Official Regional Land Use Designation Maps

Amendment of Bylaw

3. "Metro Vancouver Regional District Regional Growth Strategy Bylaw No. 1339, 2022" is amended as follows:

   a) re-designating the subject properties, as listed in the table below:

PID	Legal Description
029-158-028	Lot 1 Sections 10, 11, 12 and 13 Block 5 North Range 1 West New Westminster District Plan EPP32066 except Plan EPP53159

   from 'Industrial' to 'General Urban', as shown in Schedule "A" of this bylaw; and

   b) replacing the official regional land use designation maps numbered 2, 6, 7, and 12 in Schedule "A" of "Metro Vancouver Regional District Regional Growth Strategy Bylaw No. 1339, 2022" with the maps numbered 2, 6, 7, and 12 in Schedule "B" of this bylaw.

Read a first, second and third time this 30 day of JUNE, 2023.

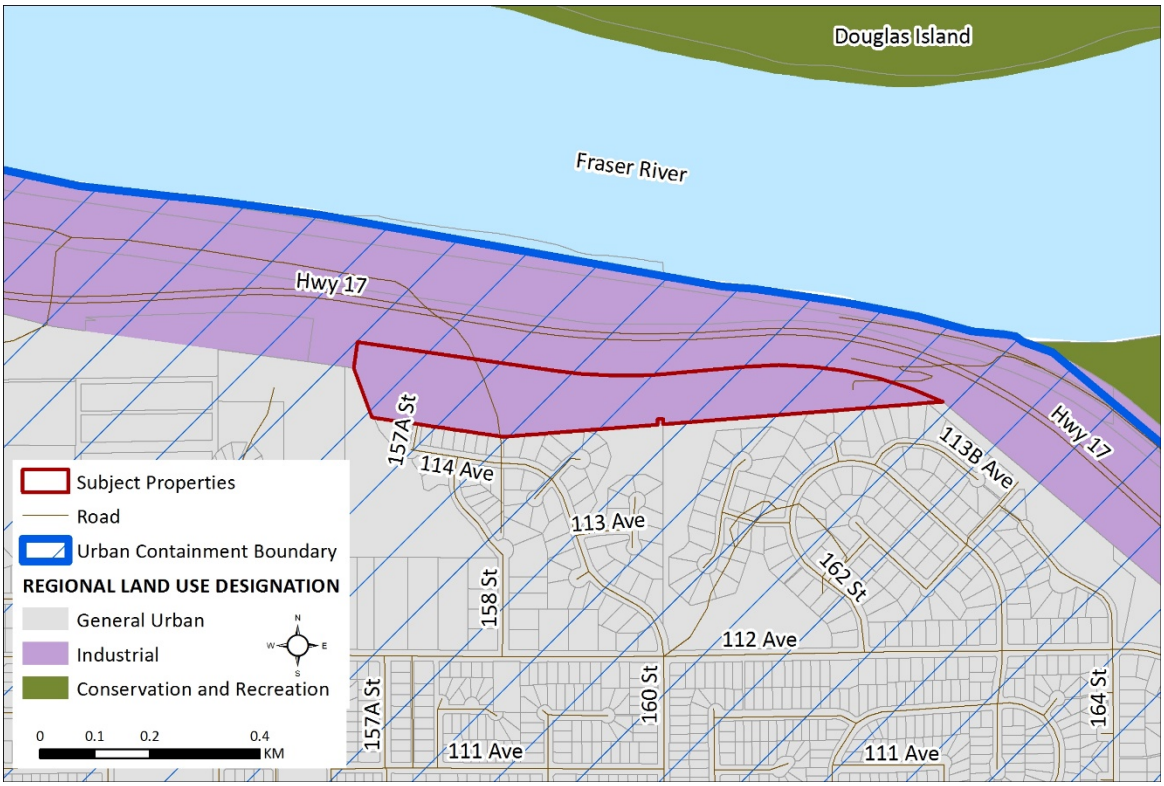
Passed and finally adopted this _____ day of _____, _____.

George V. Harvie, Chair

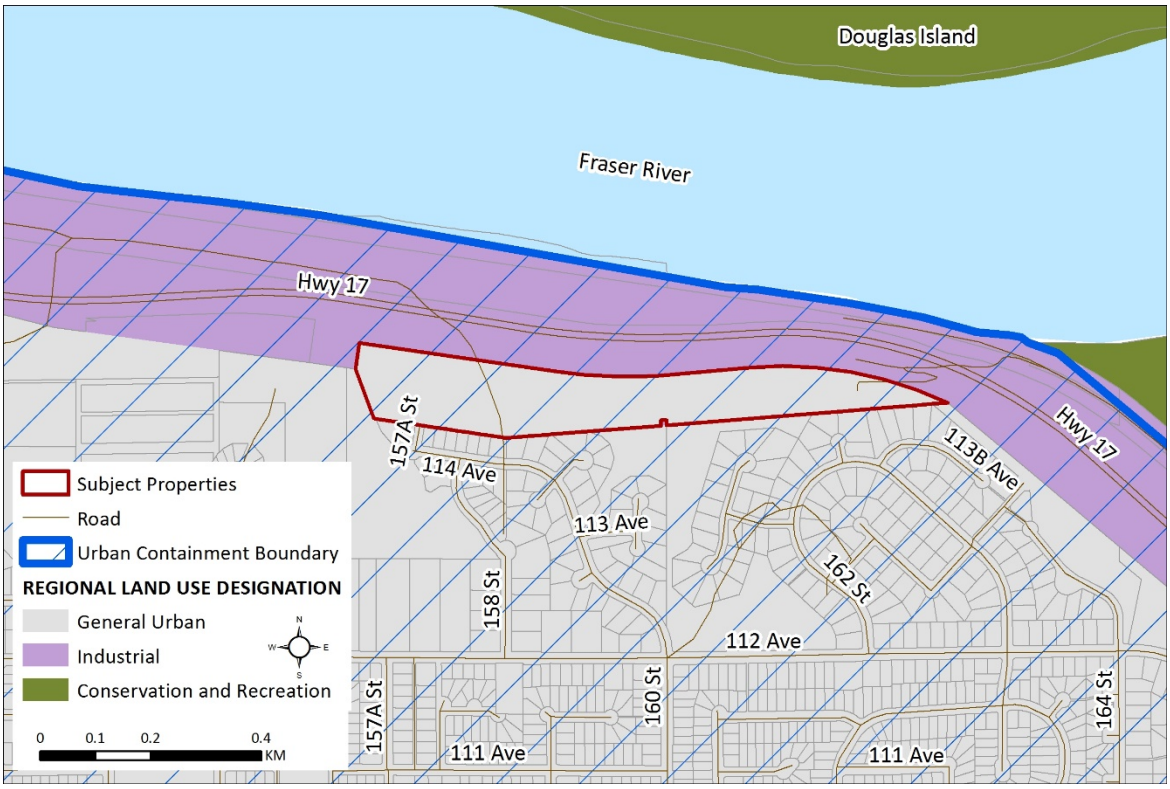
Dorothy Shermer, Corporate Officer

Schedule A
Subject Properties

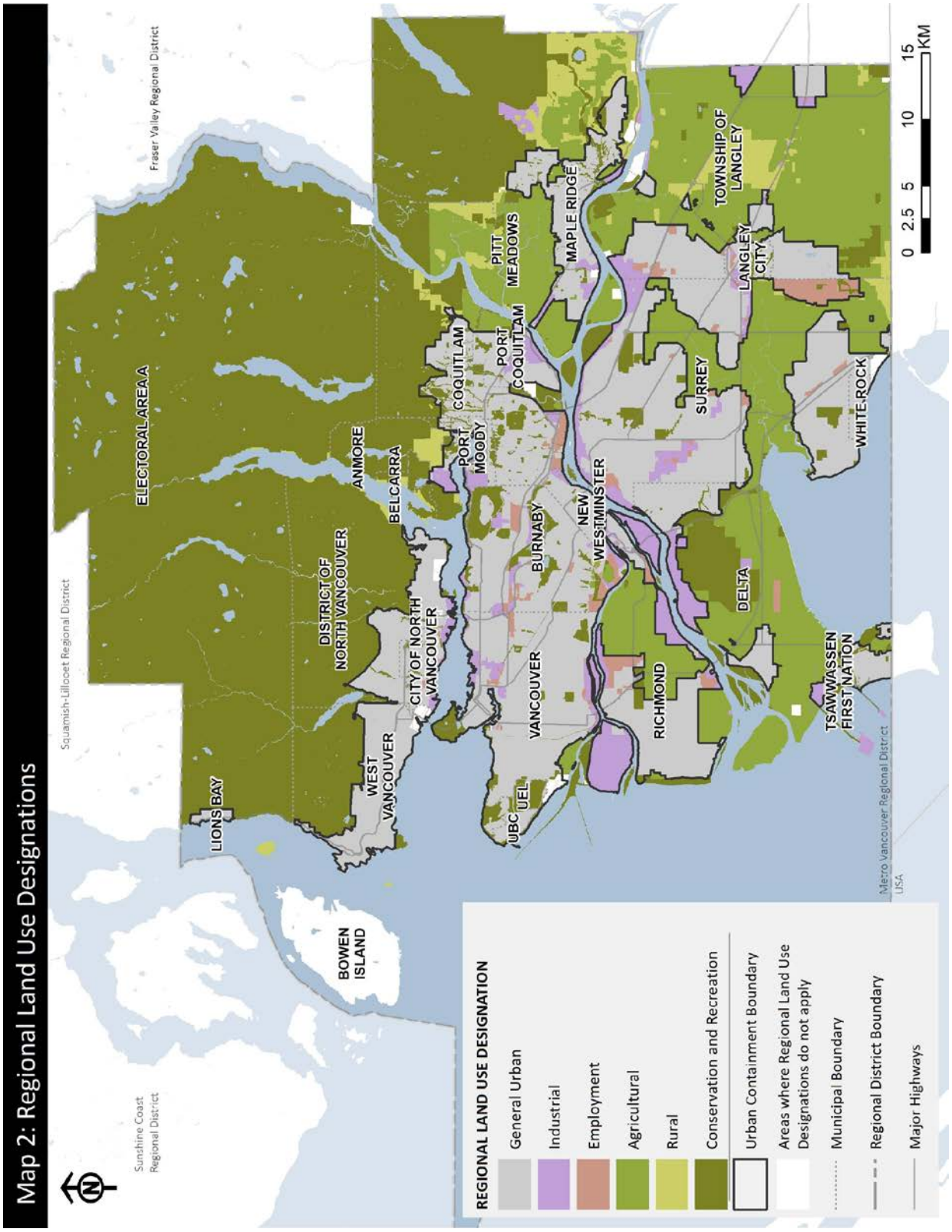
Prior to Amendment



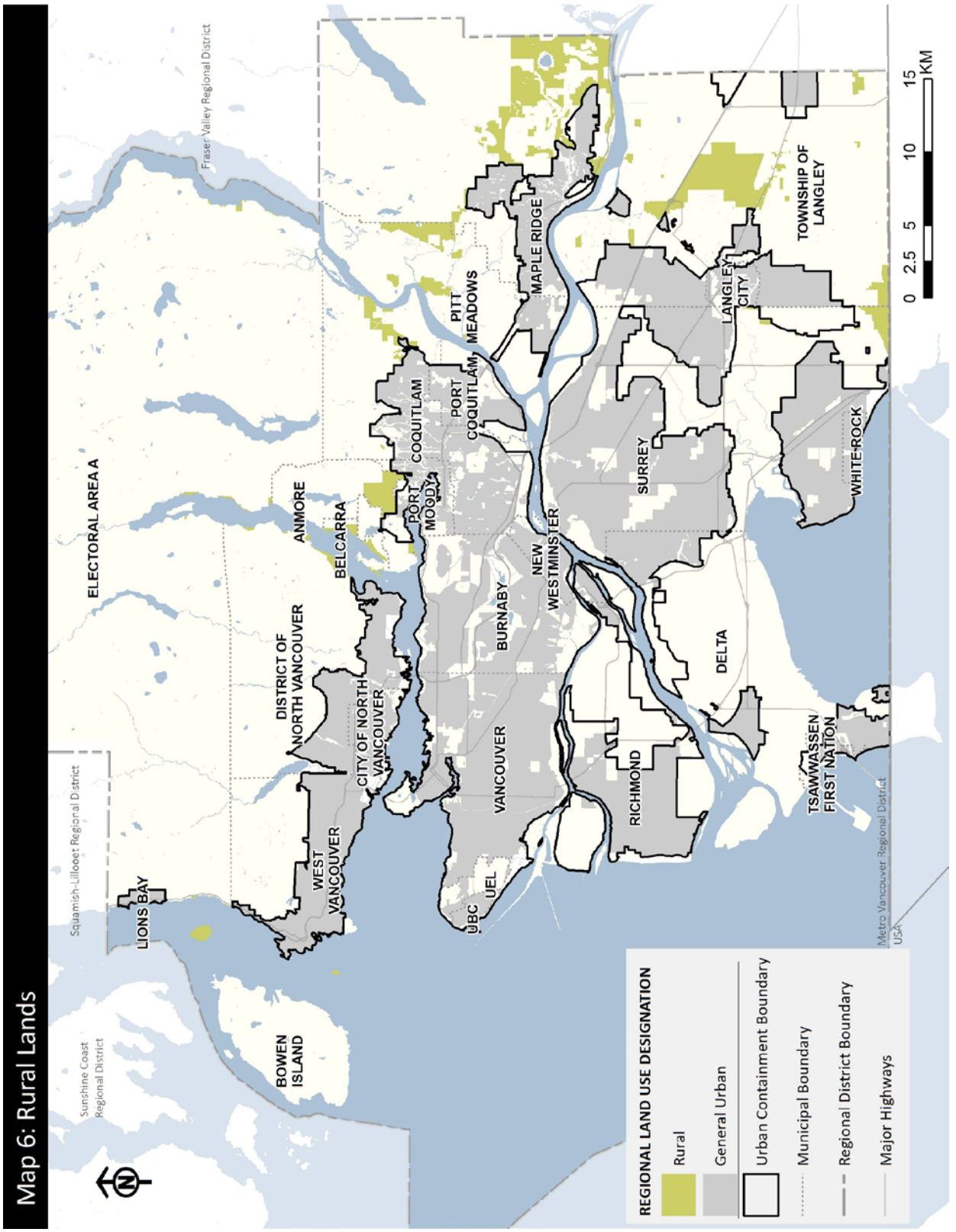
Post Amendment



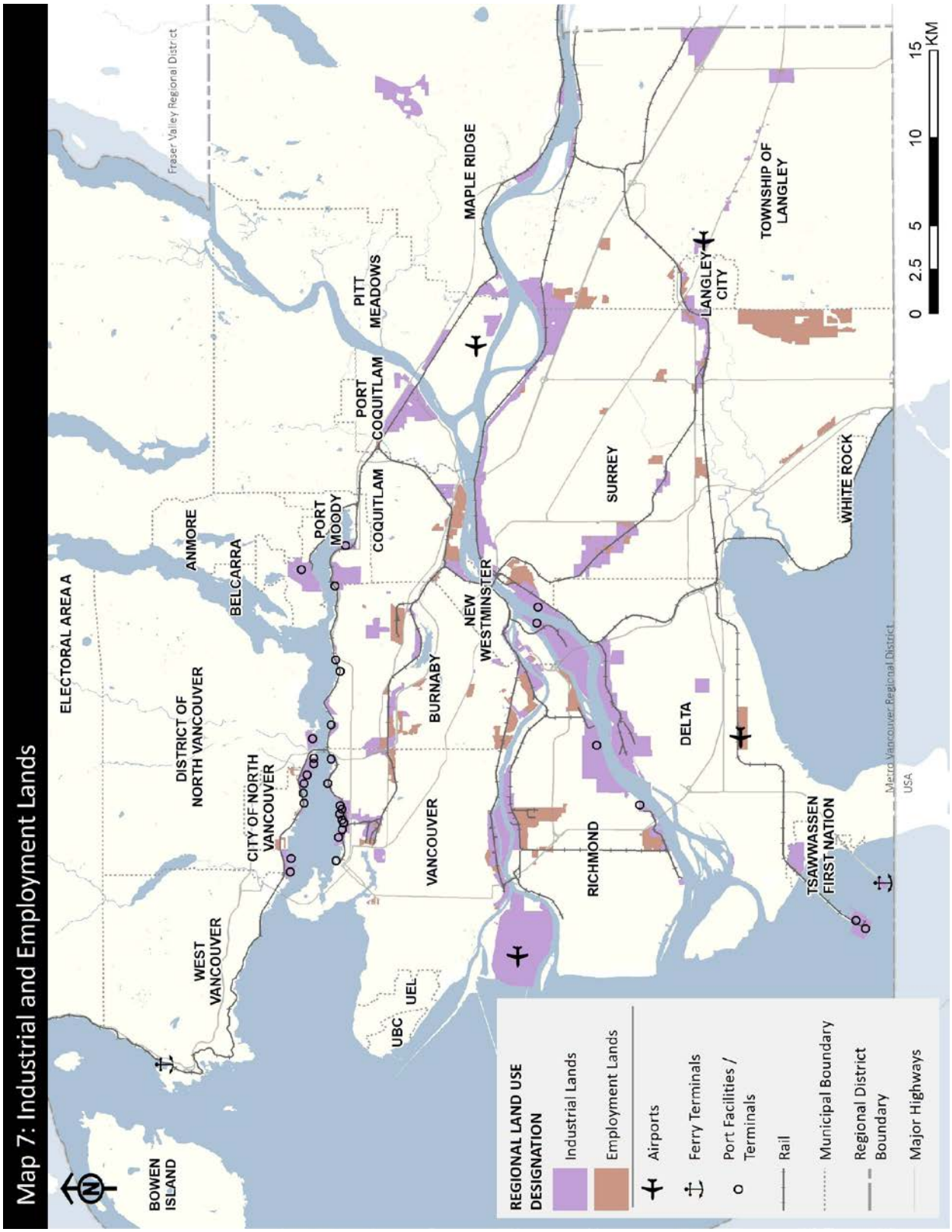
Map 2: Regional Land Use Designations



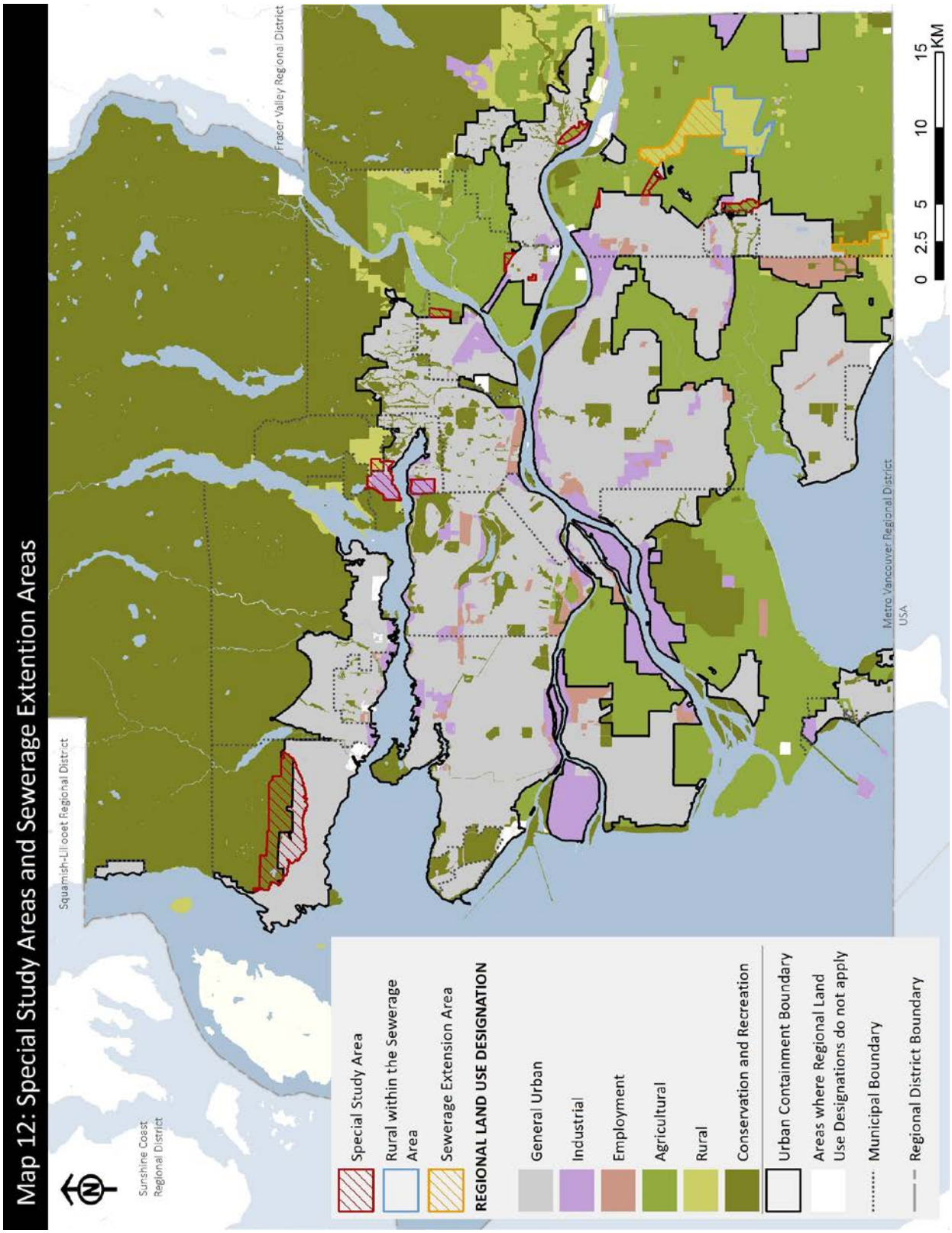
Map 6: Rural Lands



Map 7: Industrial and Employment Lands



Map 12: Special Study Areas and Sewerage Extension Areas



ATTACHMENT 2

City of Richmond

Malcolm D. Brodie
Mayor
6911 No. 3 Road
Richmond, BC V6Y 2C1
Telephone: 604-276-4123
Fax No: 604-276-4332
www.richmond.ca

September 14, 2023

George V. Harvie, Board Chair
Metro Vancouver
Metrotower III, 4515 Central Boulevard
Burnaby, BC, V5H 0C6

Dear Chair Harvie, George

Re: Response to Metro Vancouver's Referral: Land Use Designation Amendment to the Metro 2050 Regional Growth Strategy Proposed by the City of Surrey for the Property Located at 11420 – 157A Street (Fraser Heights)

This is to advise that Richmond City Council at its Regular Council meeting held on September 11, 2023, considered the above matter and adopted the following resolution:

> ***That comments from the City of Richmond be provided to the Metro Vancouver Regional District Board as outlined in the staff report titled "Response to Metro Vancouver's Referral: Land Use Designation Amendment to the Metro 2050 Regional Growth Strategy Proposed by the City of Surrey for the Property Located at 11420 – 157A Street (Fraser Heights)", dated August 8, 2023, from the Director, Policy Planning.***

If you have any questions or require additional information, please do not hesitate to contact John Hopkins, Director, Policy Planning at 604-276-4279.

Yours truly,

Malcolm D. Brodie
Mayor

7378733

Richmond

City of Richmond

Report to Committee

To:	Planning Committee	**Date:**	August 8, 2023
From:	John Hopkins Director, Policy Planning	**File:**	01-0157-30- RGST1/2023-Vol 01
Re:	**Response to Metro Vancouver's Referral: Land Use Designation Amendment to the Metro 2050 Regional Growth Strategy Proposed by the City of Surrey for the Property Located at 11420 – 157A Street (Fraser Heights)**		

Staff Recommendation

That comments from the City of Richmond be provided to the Metro Vancouver Regional District Board as outlined in the staff report titled "Response to Metro Vancouver's Referral: Land Use Designation Amendment to the Metro 2050 Regional Growth Strategy Proposed by the City of Surrey for the Property Located at 11420 – 157A Street (Fraser Heights)", dated August 8, 2023, from the Director, Policy Planning.

John Hopkins
Director, Policy Planning
(604-276-4279)

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER	
SENIOR STAFF REPORT REVIEW	INITIALS:
APPROVED BY CAO	

7323157

Staff Report

Origin

The Metro Vancouver Regional District (MVRD) Board has initiated a process to amend the Metro 2050 Regional Growth Strategy (RGS), in relation to a request from the City of Surrey for the property located at 11420 – 157A Street (Fraser Heights) (herein called "the subject site").

At the June 30, 2023, regular meeting, the MVRD Board adopted the following resolution:

That the MVRD Board:

a) initiate the Metro 2050 amendment process for the City of Surrey's requested regional land use designation amendment from Industrial to General Urban for lands located at 11420 – 157A Street;

b) give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1366, 2023"; and

c) direct staff to notify affected local governments as per section 6.4.2 of Metro 2050.

The City of Surrey's requested amendment to the Metro 2050 RGS involves a regional land use designation amendment to re-designate the subject site from Industrial to General Urban.

As part of Metro Vancouver's notification process, the City of Richmond has been invited to provide written comments on the proposed amendments by September 15, 2023 (refer to Attachment 1 for the Metro Vancouver letter and accompanying report).

This report supports Council's Strategic Plan 2022-2026 Focus Area #1 Proactive in Stakeholder and Civic Engagement:

Proactive stakeholder and civic engagement to foster understanding and involvement and advance Richmond's interests.

1.1 Continue fostering effective and strategic relationships with other levels of government and Indigenous communities.

1.2 Advocate for the needs of Richmond in collaboration with partners and stakeholders.

This report supports Council's Strategic Plan 2022-2026 Focus Area #2 Strategic and Sustainable Community Growth:

Strategic and sustainable growth that supports long-term community needs and a well-planned and prosperous city.

Findings of Fact

The proposed amendment is a Type 3 amendment in accordance with the criteria and procedures contained in the Metro 2050 RGS, which requires that the amendment bylaw be passed by an affirmative 50% + 1 weighted vote of the MVRD Board.

Information about the Development Proposal at 11420 – 157A Street (Fraser Heights)

The residential component of the project includes 38 single-family lots that will be accessed from the existing single-family residential area to the south. Approximately half of the subject site (54.6% or 5.55 ha) will be dedicated to the City for open space that will be added to existing designated park areas abutting the subject site. Related to the City of Surrey's request to amend the Metro 2050 RGS, the City of Surrey has granted third reading to a package of bylaws to amend its Official Community Plan from Industrial to Suburban and rezone the subject site from the Light Impact Industrial Zone to the Cluster Residential Zone. The proposal would also be subject to the processing and approval of a Development Permit and Development Variance Permit to address site-specific conditions and other development components related to the project.

Analysis

Summary of the Metro 2050 RGS Amendment for 11420 – 157A Street (Fraser Heights)

The proposed amendment to the Metro 2050 RGS involves a 10.2 ha (25.2 acres) site in the City of Surrey that is generally bounded by the South Fraser Perimeter Road (Highway 17) and Canadian National Railway yard to the north and east, a City park to the west and single-detached residential dwellings to the south. The surrounding RGS land use designations around the subject site include Industrial to the north and General Urban to the south.

The proposed regional land use designation amendment is from Industrial to General Urban. Refer to Figure 1 and Figure 2 for maps of the subject site showing the existing and proposed amendments to the RGS. A general summary of the regional land use rationale contained in the Metro Vancouver report is as follows:

- The subject site is directly adjacent to a residential area to the south, which is designated General Urban and contained in the Urban Containment Boundary. The only feasible access to the area is also through the existing single-family residential neighbourhood.

- The subject site is disconnected from adjacent lands that are designated Industrial by a steep escarpment and slope that creates a natural boundary. Furthermore, Highway 17 is a major transportation route that separates the subject site from the ability to connect or gain access to Industrial designated lands to the north along the Fraser River (containing Highway 17 and Canadian National Railway yard).

- Industrial activities and associated vehicle traffic would only be able to access the subject site by travelling through the existing residential neighbourhood which would introduce land use adjacency and traffic conflicts.

- Factors related to surrounding land use context, physical and geographical barriers and access limitations applicable to the subject site will not set a precedent for the conversion of industrial lands to residential uses.

- The Metro Vancouver report outlines that the subject site is generally undeveloped; however, since 2021, significant site disturbances and modifications (including tree removals) have occurred as part of the separate Trans Mountain Pipeline Expansion Project. Ecosystem enhancements and compensation will be undertaken on the subject site that would dedicate over half of the site (54.6%) to the City for open space that will contribute to natural area connectivity. The proposal also includes a tree replacement and compensation package that exceeds the City of Surrey requirements. The proposal involving the dedication of lands for open space/natural protection and tree compensation package which is consistent with regional objectives to enhance natural areas and increase tree canopy throughout the region.

- The proposed residential development on the subject site is for 38 single-detached residential dwelling units that have the potential for secondary suites. The Metro Vancouver report notes that although additional housing is provided for in the proposal, the relatively small size of the site and low density will not likely make a significant contribution to address regional housing affordability objectives or improve housing diversity options.

Figure 1- Existing Regional Land Use Designation

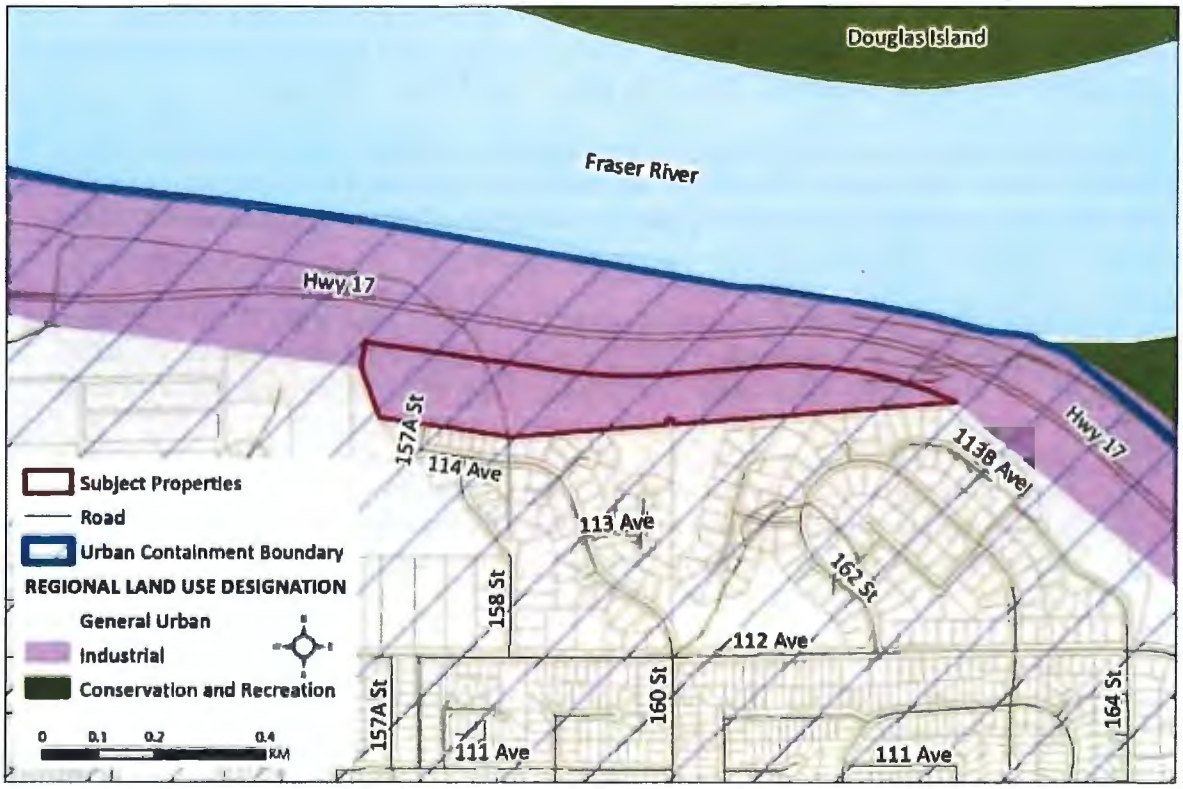
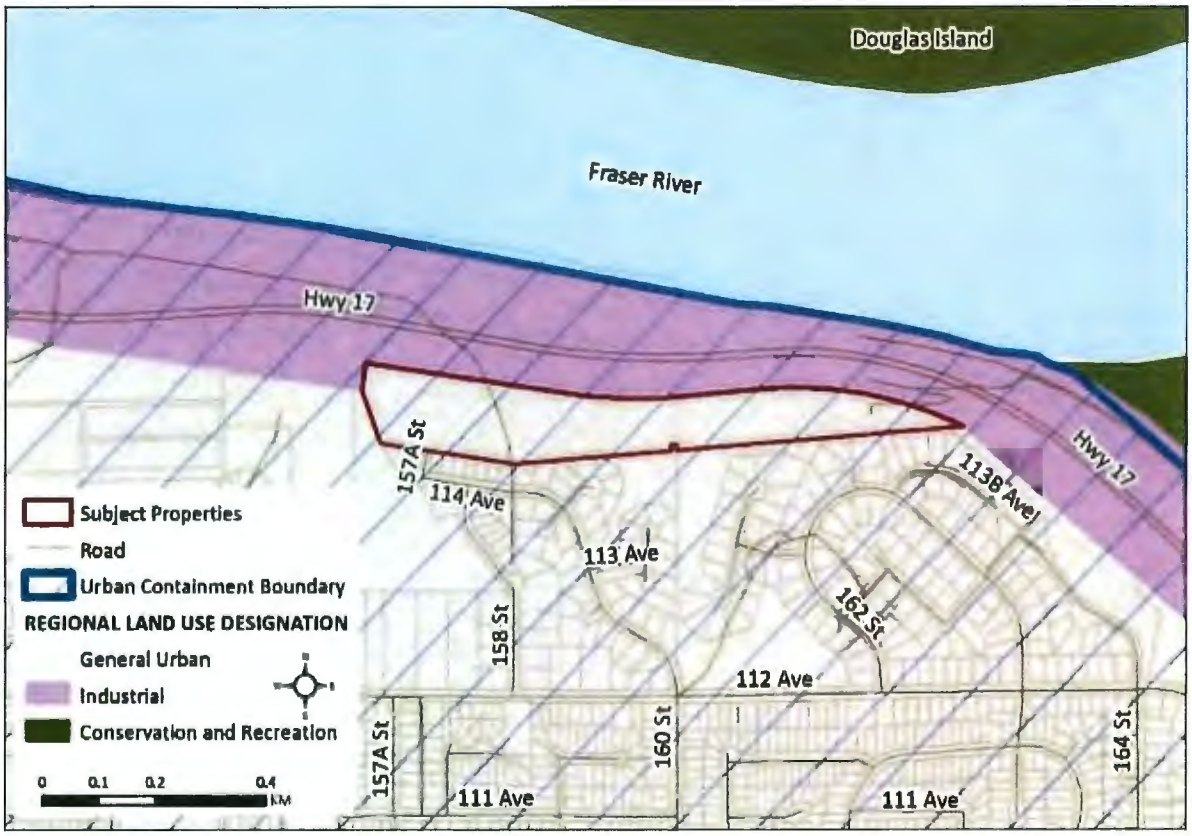


Figure 2 – Proposed Regional Land Use Designation



City of Richmond – Comments on the Proposed RGS Amendment

City staff do not have any additional comments to provide and generally concur with the comments and analysis provided for in the Metro Vancouver report on the proposed Metro 2050 RGS amendments requested by the City of Surrey for the subject site at 11420 – 157A Street.

Financial Impact

None

Conclusion

Metro Vancouver has forwarded a request from the City of Surrey to amend the Metro 2050 RGS to change the land use designation from Industrial to General Urban for the property at 11420 – 157A Street and provided an opportunity for the City of Richmond to comment.

City staff have reviewed the proposed amendment to the Metro 2050 RGS and recommend that the comments in this staff report, which are aligned with those contained in the Metro Vancouver report, be communicated to the MVRD Board prior to the September 15, 2023 deadline.

Kevin Eng
Planner 3
(604-247-4626)

KE:he

Att. 1. Metro Vancouver Letter and Accompanying Report

metrovancouver
SERVICES AND SOLUTIONS FOR A LIVABLE REGION

Office of the Chair
Tel. 604-432-6215 or via Email
CAOAdministration@metrovancouver.org

July 11, 2023

File: CR-12-01
Ref: RD 2023 Jun 30

Mayor Malcolm Brodie and Council
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1
VIA EMAIL: mbrodie@richmond.ca; cityclerk@richmond.ca

Dear Mayor Malcolm Brodie and Council:

Proposed Land Use Designation Amendment to *Metro 2050*
City of Surrey – Fraser Heights

The City of Surrey is requesting a Type 3 Amendment to *Metro 2050* for a 10.2-hectare site located at 11420 – 157A Street in the City's Fraser Heights area. The proposed regional land use designation amendment would redesignate the site from Industrial to General Urban to accommodate a residential development of 38 single-detached lots on the subject site.

At its June 30, 2023 regular meeting, the Board of Directors of the Metro Vancouver Regional District (MVRD) adopted the following resolution:

That the MVRD Board:

a) *initiate the Metro 2050 amendment process for the City of Surrey's requested regional land use designation amendment from Industrial to General Urban for the lands located at 11420 – 157A Street;*
b) *give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1366, 2023"; and*
c) *direct staff to notify affected local governments as per section 6.4.2 of Metro 2050.*

As required by both the *Local Government Act* and *Metro 2050*, the regional growth strategy amendment process requires a minimum 45-day notification period to allow all affected local governments, First Nations, and members of the public to provide comment on the proposed amendment. Following the comment period, the MVRD Board will review all comments received and consider adoption of the amendment bylaw.

The proposed amendment is a Type 3 amendment to *Metro 2050,* which requires that an amendment bylaw be passed by the MVRD Board by a 50% +1 weighted vote. For more information on regional growth strategy amendment procedures, please refer to Sections 6.3 and 6.4 in *Metro 2050*. A Metro Vancouver staff report providing background information and an assessment of the proposed amendment regarding its consistency with *Metro 2050* is enclosed.

You are invited to provide written comments on the proposed amendment. Please provide your comments to the contact below **by September 15, 2023**.

If you have any questions with respect to the proposed amendment, please contact Jonathan Coté, Deputy General Manager, Regional Planning and Housing Development, by phone at 604-432-6391 or by email at jonathan.cote@metrovancouver.org.

Yours sincerely,

George V. Harvie
Chair, Metro Vancouver Board

GVH/JWD/hm

cc: Serena Lusk, Chief Administrative Officer, City of Richmond
John Hopkins, Acting General Manager, Planning and Development, City of Richmond
Jerry W. Dobrovolny, Commissioner/Chief Administrative Officer, Metro Vancouver
Heather McNell, Deputy Chief Administrative Officer, Policy and Planning, Metro Vancouver
Jonathan Coté, Deputy General Manager, Regional Planning & Housing Development, Metro Vancouver

Encl: Metro 2050 Type 3 Proposed Amendment – City of Surrey (Fraser Heights)

60943429

To: Regional Planning Committee

From: Victor Cheung, Senior Policy and Planning Analyst
Regional Planning and Housing Services

Date: May 29, 2023 Meeting Date: June 9, 2023

Subject: **Metro 2050 Type 3 Proposed Amendment – City of Surrey (Fraser Heights)**

RECOMMENDATION

That the MVRD Board:

a) initiate the Metro 2050 amendment process for the City of Surrey's requested regional land use designation amendment from Industrial to General Urban for the lands located at 11420 – 157A Street;
b) give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1366, 2023"; and
c) direct staff to notify affected local governments as per section 6.4.2 of Metro 2050.

EXECUTIVE SUMMARY

The City of Surrey is requesting a Type 3 Amendment to *Metro 2050* for a 10.2-hectare site located at 11420 – 157A Street in the City's Fraser Heights area. The proposed regional land use designation amendment would redesignate the site from Industrial to General Urban to accommodate a residential development of 38 single-detached lots on the subject site.

The proposed amendment has been considered in relation to *Metro 2050*'s goals, strategies, and policies. Staff has concluded that, on balance, the proposed amendment is supportable. The proposed amendment:

- utilizes land that is unsuitable for industrial uses because it lacks access to the adjacent highway and industrial lands due to a steep slope escarpment;
- allows for 38 single-detached lots;
- will result in a net increase in tree canopy cover over the long-term; and
- is consistent with the adjacent residential land uses to the south.

The requested *Metro 2050* Type 3 Amendment bylaw requires adoption through an affirmative 50%+1 weighted vote of the MVRD Board.

PURPOSE

To provide the Regional Planning Committee and the MVRD Board with the opportunity to consider the City of Surrey's request to amend *Metro 2050* to accommodate a 38-lot residential development through a Type 3 regional growth strategy amendment.

BACKGROUND

On January 30, 2023, Surrey Council passed a resolution requesting that the MVRD Board consider a Type 3 Amendment to *Metro 2050* to amend the regional land use designation of the site located at 11420 – 157A Street from Industrial to General Urban (Reference). On March 15, 2023, Metro Vancouver received the City's request to consider the proposed Regional Growth Strategy amendment.

SITE CONTEXT

The subject site is 10.2 hectares in size, and is bounded by the South Fraser Perimeter Road (Highway 17) and Canadian National Railway yard to the north, Surrey Bend Regional Park to the east, suburban single-detached dwellings and City-owned parkland to the south, and Highway 17 and City-owned parkland to the west.

The subject site is currently designated Industrial in the City's Official Community Plan (OCP) and zoned One-Acre Residential Zone and Light Impact Industrial Zone in the City's Zoning Bylaw. The current regional land use designation in *Metro 2050* is Industrial (Figure 1). The site is undeveloped, though since late 2021, significant site disturbance and tree removal has occurred as part of the Trans Mountain Pipeline Expansion Project. Additional site information can be found in the City of Surrey staff report (Attachment 1), and a summary of the existing site description is provided in Table 1.

Table 1 – Existing Site Description

Site Size	10.2 Hectares
Site Location	11420 – 157A Street
Current Metro 2050 Land Use Designation	Industrial
Current City OCP Designation	Industrial
Current Zoning	One-Acre Residential Zone (RA) and Light Impact Industrial Zone (IL)
Agricultural Land Reserve	No

PROPOSED REGIONAL LAND USE DESIGNATION AMENDMENT

The City of Surrey can only adopt the proposed OCP amendment after the MVRD Board approves the corresponding *Metro 2050* Type 3 amendment given the change of land use being requested. The proposal would amend the City's OCP and Zoning Bylaw for the subject site to accommodate residential uses on the site. The proposed land use changes are outlined in Table 2.

Table 2 – Proposed Site Designations

	Current	**Proposed**
Metro 2050	Industrial	General Urban
OCP	Industrial	Suburban
Zoning	One-Acre Residential Zone (RA) and Light Impact Industrial Zone (IL)	Cluster Residential Zone

Should the application proceed, an updated Regional Context Statement (RCS) that reflects the proposed regional land use designation change will be required. It is expected that the City will submit an updated RCS for consideration of acceptance should the MVRD Board choose to initiate the proposed amendment process and give initial readings to the *Metro 2050* amendment bylaw.

Figure 1. Existing Regional Land Use Designation

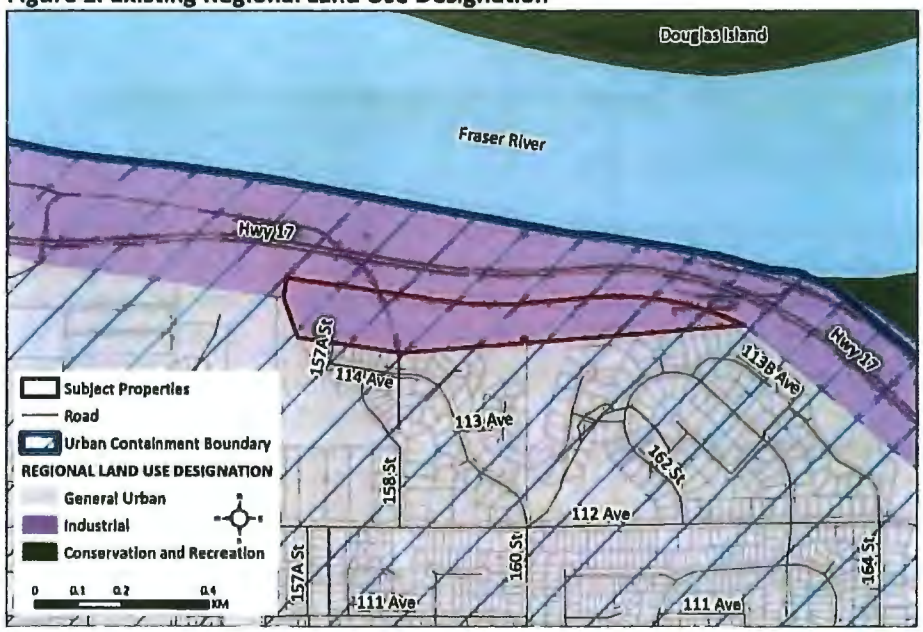
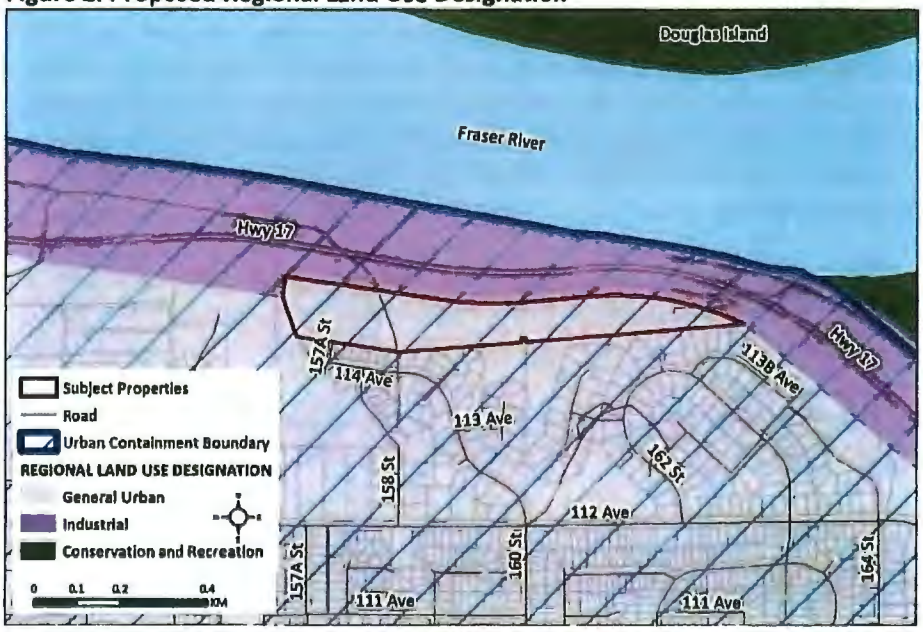


Figure 2. Proposed Regional Land Use Designation



REGIONAL PLANNING ANALYSIS

The City of Surrey's proposed *Metro 2050* amendment has been assessed in relation to the applicable goals and policies of the regional growth strategy. The intent of the assessment is not to duplicate the municipal planning process, but rather to identify any potential regional planning implications and the regional significance of the proposed land use changes in consideration of *Metro 2050*. A summary of the regional analysis is provided as follows.

Goal 1: Create a Compact Urban Area

Goal 1 includes strategies to concentrate urban development within the Urban Containment Boundary, and to support the development of resilient, healthy, connected, and complete communities with a range of services and amenities.

The subject site is located within the Urban Containment Boundary (UCB). The proposal would be consistent with the region's target of focusing 98% of residential growth inside the UCB, though the proposed low density residential development does not contribute to creating a compact urban area. The subject site is a limited size and orientation, and does not have good access to transit service that would support higher development density or transit-oriented growth.

Goal 2: Support a Sustainable Regional Economy

Goal 2 includes strategies to promote land development patterns that support a diverse regional economy. This includes the protection and enhancement of the supply of industrial lands.

The subject site is designated Industrial in *Metro 2050*. Given the critical shortage of industrial lands in the region, applications to redesignate such lands must have a very strong rationale to be supported.

As shown on Figure 1, while it appears that the site is connected to the industrial lands to the north of Highway 17 and the Fraser River, the subject site is physically disconnected from highway access and the adjacent industrial lands by the South Fraser Perimeter Road escarpment; this can be seen in Figure 3. The escarpment has significant slopes (between 30-45%) creating a natural boundary between the subject site and the highway and industrial lands to the north, making direct access from the site to the highway unfeasible.

The subject site can instead be considered in the context of the adjacent lands to the immediate south, with which it shares a common topography and has a direct road connection (see Figure 4). The abutting lands to the south are developed as a single-detached residential neighbourhood. City of Surrey Planning staff's assessment (Attachment 1) is that allowing industrial uses on this site as currently permitted would create potential conflicts, particularly as it relates to the access and egress of industrial-related vehicle traffic. Metro Vancouver staff concur with this conclusion.

Given how disconnected this site is from the highway and adjacent industrial lands, its limited size and its orientation to the residential areas immediately south, staff do not anticipate this amendment will set a precedent for converting other industrial lands to residential uses. The City of Surrey will continue to support the protection and intensification of industrial lands where possible.

Figure 3 – Subject Site Contour Map



Figure 4 – Ortho Photo of Surrounding Area



Goal 3: Protect the Environment, Address Climate Change, and Respond to Natural Hazards
Goal 3 includes strategies to protect, enhance, restore and connect ecosystems while advancing land uses that reduce greenhouse gas emissions and improve resilience to climate change impacts.

The subject site is undeveloped, though since late 2021 significant site disturbances and tree removal has occurred as part of the Trans Mountain Pipeline Expansion Project. The site includes some modified ecosystems, specifically mature broadleaf forest (coastal western hemlock eastern variant) with riparian fringe subclass, as well as mature coniferous forest in its eastern portion.

The City of Surrey's staff report (Attachment 1) confirms that ecosystem protection measures will be in place to enable ecosystem connectivity, with 54.6% of the site being dedicated to the City for riparian, biodiversity and open space protection purposes. The development proponent is proposing 190 replacement trees on the site, or five trees per proposed lot, thereby greatly exceeding the City of Surrey's requirements. A total of 193 trees are proposed to be retained or replaced on the site. Overall this amendment is consistent with the region's goals to enhance natural environments and increase the regional tree canopy cover.

Goal 4: Provide Diverse and Affordable Housing Choices
Goal 4 includes strategies that promote the expansion of the supply and diversity of housing to meet a variety of needs.

The proposed amendment includes 38 single-detached lots which will provide additional housing. However, since all the proposed housing units will be single-detached homes with opportunity for secondary suites, the project will not likely make a significant contribution to regional housing affordability objectives. As noted in the City's Staff Report (Attachment 1), the applicant adequately addresses the City's Affordable Housing Strategy which requires a contribution per new lot to support the development of new affordable housing elsewhere within the City of Surrey. The proposed development is limited in scale and will not significantly contribute to improving the diversity of housing options in the region.

Goal 5: Support Sustainable Transportation Choices
Goal 5 includes strategies that encourage the coordination of land use and transportation to encourage transit, multiple-occupancy vehicles, cycling and walking, and support the safe and efficient movement of vehicles for passengers, goods and services.

The transportation impact of this application is anticipated to be relatively limited with expected traffic generation of 38 vehicle trips per weekday peak hour. The site is not transit-oriented and residents would likely be reliant on personal vehicles to access the site. Given the limited transportation options for this location, the size of the site, and the adjacent existing neighbourhood with only one road access connection, low-density development forms are the most appropriate housing form for this location.

Since the proposal does not include a roadway connection to Highway 17, the development would not fundamentally alter movement patterns in the area or attract through-traffic. As the Fraser Heights area develops, the City of Surrey may wish to work with the Province and TransLink to

explore the feasibility of expanding transit service on nearby Highway 17 and Highway 1, along with associated active transportation connections to provide greater transportation choices in this area.

Analysis Summary

Although protecting industrial lands is an important policy direction of *Metro 2050*, this site is disconnected from the adjacent highway and industrial lands to the north by a prominent escarpment. The site forms part of an existing residential area immediately to the south, and the proposed amendment would allow for the development of 38 single-detached homes. Over half of this highly-disturbed site will be dedicated to the City as a natural area, and trees will be replaced at a higher ratio than typically required by the City, thereby adding to the regions overall tree canopy over the long-term. Despite the fact that the proposed application does not support all of the goals outlined in *Metro 2050,* the unique and limiting characteristics of this site should be considered when evaluating this application. Staff has concluded that, on balance, given all of the factors involved the proposed amendment is supportable.

IMPLICATIONS FOR METRO VANCOUVER UTILITY SERVICES

Below is a summary of anticipated impacts on Metro Vancouver's utilities.

Liquid Waste Services (GVS&DD)

The proposed residential development would result in a net flow reduction as compared to permitted industrial development under the existing regional land use designation. The development will contribute to existing North Surrey Interceptor overflows under wet weather conditions. Minimization of wet weather inflow and infiltration to reduce impacts are recommended. Should the proposed regional land use designation amendment be approved by the MVRD Board, the City of Surrey is encouraged to consider the use of green infrastructure, where practical, and minimize wet weather inflow and infiltration to reduce impacts on regional sewerage infrastructure.

Water Services (GVWD)

The City of Surrey must notify Metro Vancouver of any forecasted increase in the drinking water demand beyond the demand of the 38 single-detached lots, in advance. The City is encouraged to implement good water management practices.

REGIONAL GROWTH STRATEGY AMENDMENT PROCESS AND NEXT STEPS

If the amendment bylaw receives 1st, 2nd, and 3rd readings, it will then be referred to affected local governments and relevant agencies, as well as posted on the Metro Vancouver website for a minimum of 45 days as an opportunity for the public to provide comment. Following that, comments received will be summarized and included in a report advancing the bylaw to the MVRD Board for consideration of adoption. An updated Regional Context Statement from the City will be considered at the same time as adoption of the proposed amendment.

ALTERNATIVES

1. That MVRD Board:
   a) initiate the Metro 2050 amendment process for the City of Surrey's requested regional land use designation amendment from Industrial to General Urban for the lands located at 11420 – 157A Street;
   b) give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1366, 2023"; and
   c) direct staff to notify affected local governments as per section 6.4.2 of Metro 2050.
2. That the MVRD Board decline the proposed amendment for 11420 – 157A Street and notify the City of Surrey of the decision.

FINANCIAL IMPLICATIONS

If the MVRD Board chooses Alternative 1, there are no financial implications for Metro Vancouver related to the initiation of the City of Surrey's proposed Type 3 Amendment. If the MVRD Board chooses Alternative 2, a dispute resolution process may take place as prescribed by the *Local Government Act*. The cost of a dispute resolution process is prescribed based on the proportion of assessed land values. Metro Vancouver would be responsible for most of those associated costs.

CONCLUSION

The City of Surrey is requesting a Type 3 Amendment to *Metro 2050* for a 10.2-hectare site located at 11420 – 157A Street in the City's Fraser Heights area. The proposed regional land use designation amendment would redesignate the site from Industrial to General Urban to accommodate a residential development of 38 single-detached lots and an extension of the existing residential area immediately to the south.

The proposed amendment has been considered in relation to *Metro 2050*'s goals, strategies, and policies. Although protecting industrial lands is an important policy in the *Metro 2050*, this site is disconnected from the adjacent highway and industrial lands to the north by a prominent escarpment. The site is immediately abutting an existing residential area and the proposed amendment would allow for the development of 38 single-detached homes. Over half of the highly disturbed site will be dedicated to the City as a natural area, and trees will be replaced at a higher ratio than typically required by the City, thereby adding to the overall tree canopy over the long-term. Staff's analysis demonstrates that, on balance, the proposed amendment is supportable and is aligned with *Metro 2050*'s goals and strategies. Staff recommend Alternative 1.

Attachments

1. City of Surrey Regional Growth Strategy Amendment Application for land located at 11420 – 157A Street (Development Application No. 7916-0130-00), and Staff Report
2. Metro Vancouver Regional District Regional Growth Strategy Bylaw No. 1339, 2022
3. Presentation re: *Metro 2050* Amendment Request from City of Surrey

References

City of Surrey Regular Council – Land Use Minutes, Dated January 30, 2023

59954611

PORT MOODY
CITY OF THE ARTS

100 Newport Drive, Port Moody, B.C., V3H 5C3, Canada
Tel 604.469.4500 Fax 604.469.4550
www.portmoody.ca

September 13, 2023

File: 01-0480-20-03

Via email: jonathan.cote@metrovancouver.org

Metro Vancouver
4730 Kingsway
Burnaby, BC V5H 0C6

To Whom It May Concern:

Re: Proposed Land Use Designation Amendment to *Metro 2050* – City of Surrey – Fraser Heights

At the Regular Council meeting held on September 12, 2023, Council considered the attached report from the Community Development Department – Policy Planning Division and passed the following resolution:

> *RC23/223 (Consent)*
> THAT Metro Vancouver be notified that the City of Port Moody has no objections to the proposed amendments in Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1366, 2023 as outlined in the report dated September 12, 2023, from the Community Development Department – Policy Planning Division regarding Notification of *Metro 2050* Land Use Designation Amendment Request – Fraser Heights, City of Surrey.

Sincerely,

Tracey Takahashi
Deputy Corporate Officer

Encl.

City of Port Moody
Report/Recommendation to Council

Date: September 12, 2023
Submitted by: Community Development Department – Policy Planning Division
Subject: Notification of *Metro 2050* Land Use Designation Amendment Request – Fraser Heights, City of Surrey

Purpose

To present an invitation for comments from Metro Vancouver regarding a proposed amendment to *Metro 2050*, the regional growth strategy, from the City of Surrey to change the regional land use designation from Industrial to General Urban for a site within the Fraser Heights area.

Recommended Resolution(s)

THAT Metro Vancouver be notified that the City of Port Moody has no objections to the proposed amendments in Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1366, 2023 as outlined in the report dated September 12, 2023, from the Community Development Department – Policy Planning Division regarding Notification of *Metro 2050* Land Use Designation Amendment Request – Fraser Heights, City of Surrey.

Background

At its June 30, 2023, regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) adopted the following resolution:

> That the Metro Vancouver Board:
> a) initiate the *Metro 2050* amendment process for the City of Surrey's requested regional land use designation amendment from Industrial to General Urban for the lands located at 11420 – 157A Street;
> b) give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1366, 2023"; and
> c) direct staff to notify affected local governments as per section 6.4.2 of *Metro 2050*.

The notification letter from Metro Vancouver to the City of Port Moody and associated report to Metro Vancouver Board of Directors are included respectively as **Attachment 1** and **Attachment 2**.

Discussion

The City of Surrey is requesting a Type 3 Amendment to *Metro 2050*, the regional growth strategy, for a 10.2-hectare site located at 11420 – 157A Street. The site is bound by parkland to the east, single-detached dwellings and parkland to the south, and the South Fraser Perimeter Road (Hwy 17) and parkland to the west. Notably, Hwy 17 and a Canadian National Railway yard are located to the north; however, the site is physically disconnected from highway access and adjacent industrial lands by the South Fraser Perimeter Road escarpment.

The site has a regional land use classification of Industrial and is located within the Urban Containment Boundary (UCB). The site is undeveloped, although significant disturbance and tree removal has occurred since late 2021 to facilitate works associated with the Trans Mountain Pipeline Expansion Project (TMPE), which generally bisects the site horizontally. The proposed amendment would re-designate the regional land use classification to General Urban, to accommodate a residential development of 38 single-detached lots.

The site has some constraining features that are considered throughout Metro Vancouver staff's regional planning analysis. On balance, the proposed amendment is supportable in relation to *Metro 2050*'s goals, strategies, and policies, allowing for the utilization of unsuitable Industrial lands, accommodating residential development consistent with adjacent land use, and resulting in a net increase in tree canopy cover over the long term.

A summary of Metro Vancouver staff comments regarding how the proposed amendment relates to *Metro 2050* goals is provided in Table 1.

Table 1: Summary of the proposed amendment in relation to *Metro 2050* goals

***Metro 2050* Goal**	**Metro Vancouver Staff Comments**
Goal 1: Create a Compact Urban Area 1.1 *Contain urban development within the Urban Containment Boundary.* 1.3 *Develop resilient, healthy, connected, and complete communities with a range of services and amenities.*	• Located within the UCB. • While consistent with the region's target of focusing 98% of residential growth inside the UCB, the proposed low-density development does not contribute to creating a compact urban area. • However, site constraints and limited transit access would not support higher density/transit-oriented growth.
Goal 2: Support a Sustainable Economy *2.1 Promote land development patterns that support a diverse regional economy and employment opportunities close to where people live.* *2.2 Protect the supply and enhance the efficient use of industrial land.*	• The site is physically disconnected from highway access and industrial lands to the north by the South Fraser Perimeter Road escarpment. • The escarpment has significant slopes (between 30-45%) creating a natural boundary that makes direct access from the site to the highway unfeasible. • The site can instead be considered in the context of the established single detached residential neighbourhood directly to the south, with which it shares common topography and direct road connection.

	• Metro Vancouver staff concur with the City of Surrey staff assessment that potential conflicts, particularly relating to industrial vehicle access and traffic, would be created if the site were used for industrial purposes as is currently permitted. • Given the factors noted above, as well as the site's limited size, Metro Vancouver staff do not anticipate this amendment will set a precedent for converting other industrial lands to residential uses.
Goal 3: Protect the Environment, Address Climate Change, and Respond to Natural Hazards 3.2 *Protect, enhance, restore, and connect ecosystems.* *3.3 Advance land use, infrastructure, and human settlement patterns that reduce energy consumption and greenhouse gas emissions, create carbon storage opportunities, and improve air quality.*	• The site is undeveloped, though since late 2021 significant site disturbance and tree removal has occurred as part of the TMPE. • Metro Vancouver staff note that the City of Surrey staff report confirms that ecosystem protection measures will be in place to enable ecosystem connectivity, with 54.6% of the site being dedicated to the City of Surrey for riparian, biodiversity, and open space protection purposes. • A total of 190 trees are proposed to be replaced on site, or five trees per proposed lot, thereby greatly exceeding the City of Surrey's requirements. • Overall, this amendment is consistent with the region's goals to enhance natural environments and increase the regional tree canopy cover.
Goal 4: Provide Diverse and Affordable Housing Choices 4.1 *Expand the supply and diversity of housing to meet a variety of needs.*	• The proposed amendment includes the creation of 38 single-detached lots. • The single detached homes will provide additional housing but will not likely make a significant contribution to regional housing affordability objectives, nor given the limited scale, significantly contribute to improving the diversity of housing options in the region. • Metro Vancouver staff note that the City of Surrey considers the applicant adequately addressing its Affordable Housing Strategy.
Goal 5: Support Sustainable Transportation Choices 5.1 *Coordinate land use and transportation to encourage transit, multiple-occupancy vehicles, cycling and walking.* 5.2 *Coordinate land use and transportation to support the safe and efficient movement of vehicles for passengers, goods, and services.*	• The site is not transit-oriented, and residents would likely be reliant on personal vehicles for site access. The transportation impact of the proposal is anticipated to be relatively limited. • Given the limited transportation options, site size, and that the adjacent neighbourhood has only one road access connection, low-density development forms are the most appropriate form for this location.

	• If developed as proposed with no roadway connection to Hwy 17, movement patterns in the area will not fundamentally change nor will through traffic be attracted. • Metro Vancouver staff note that as the Fraser Heights area develops, the City of Surrey may wish to work with partners to explore the feasibility of expanding transit service and associated active transportation connections on Hwy 17 and Hwy 1.

Staff Recommendation

As noted by Metro Vancouver staff in their report, an important policy direction of *Metro 2050* is the protection of Industrial lands, and applications to redesignate these lands must have a strong rationale to be supported. The factors involved in the proposed amendment, notably how disconnected the site is from the adjacent highway and industrial lands to the north by a prominent escarpment, that the site forms part of an existing residential area, and that the proposed amendment is overall consistent with the region's objectives to enhance natural environments and increase regional tree canopy cover, have been considered against the goals outlined in *Metro 2050*.

While the proposed application does not support all *Metro 2050* goals, the analysis, which considers the site's unique and limiting characteristics, has concluded that on balance the proposed amendment is supportable. For these reasons, City of Port Moody staff have no objections to the proposed Land Use Designation Amendment Request from the City of Surrey.

Other Option(s)

THAT the following comments be provided to the Metro Vancouver Regional Board...

Financial Implications

There are no financial implications associated with the recommendation in this report.

Communications and Civic Engagement Initiatives

Notification by Metro Vancouver of the *Metro 2050* amendment request is consistent with the requirements of section 437(2) of the *Local Government Act* and sections 6.4.2 and 6.4.5 of *Metro 2050.*

Council Strategic Plan Objectives

This is an initiative that affects the City of Surrey and as such is not relevant to the Port Moody Council Strategic Plan (2023-2026).

Attachment(s)

1. Notification Letter from Metro Vancouver, dated July 11, 2023
2. Report to Metro Vancouver Board of Directors, dated May 29, 2023

Report Author

Ellen Molloy, M.Pl
Planning Technician

Report Approval Details

Document Title:	Notification of Metro 2050 Land Use Designation Amendment Request – Fraser Heights, City of Surrey.docx
Attachments:	- Attachment 1 - Notification Letter from Metro Vancouver dated July 11 2023.pdf - Attachment 2 - Report to Metro Vancouver Board of Directors dated May 29 2023.pdf
Final Approval Date:	Aug 23, 2023

This report and all of its attachments were approved and signed as outlined below:

Mary De Paoli, Manager of Policy Planning - Aug 22, 2023 - 1:22 PM

Kate Zanon, General Manager of Community Development - Aug 22, 2023 - 1:55 PM

Tracey Takahashi, Deputy Corporate Officer, for Stephanie Lam, City Clerk and Manager of Legislative Services - Aug 22, 2023 - 3:10 PM

Lindsay Todd, Manager of Communications and Engagement - Aug 23, 2023 - 11:26 AM

Paul Rockwood, General Manager of Finance and Technology - Aug 23, 2023 - 3:35 PM

Kate Zanon, General Manager of Community Development, for Tim Savoie, City Manager - Aug 23, 2023 - 5:39 PM

TransLink
400 - 287 Nelson's Court
New Westminster, BC V3L 0E7
Canada
Tel 778.375.7500
translink.ca

South Coast British Columbia
Transportation Authority

August 31, 2023

George Harvie
Chair, Metro Vancouver Board
4515 Central Boulevard,
Burnaby, BC VB5H 0C6

Dear Chair Harvie,

RE: Proposed Land Use Designation Amendment to *Metro 2050* – City of Surrey – 11420 157A Street, Fraser Heights

Thank you for your correspondence and the opportunity for TransLink to provide input on the City of Surrey's requested amendment to the *Metro 2050* Regional Growth Strategy (RGS) for 11420 157A Street, Fraser Heights. TransLink understands that the proposed amendment would redesignate the site from Industrial to General Urban to allow for the development of 38 single family homes.

Consistent with policy in Transport 2050, the Regional Transportation Strategy (RTS), TransLink supports the location of major trip generating land uses within Urban Centres and Frequent Transit Development Areas (FTDAs), and along the Frequent Transit Network (FTN). We also support maximizing the intensification of growth to the greatest degree possible within the existing Urban Containment Boundary (UCB). Our Transit-Oriented Communities Design Guidelines and summary primer speak further to how communities can be designed to be as supportive of transit and active transportation as possible.

TransLink has reviewed the Fraser Heights proposed RGS amendment and finds that it is generally consistent with the RTS, with that assessment being conditional on the relatively low number of trips that can be expected from the proposed 38 single family homes. Low trips generation is appropriate at this site, given its location is not within a designated Urban Centre or Frequent Transit Development Area, nor close to existing or planned transit. Given the site's lack of direct connection with the Major Road Network and highway access, industrial development at this location (if that were to occur per the site's current regional land use designation) would not align well with regional transportation objectives. The RTS supports locating such industrial uses close to the needed roads and goods movement infrastructure.

Should the MVRD Board approve this amendment, we recommend that the City of Surrey:

- Structure the zoning for the site so that uses are limited to those with the potential to generate no more than the low level of trips that could be expected for the proposed 38 single family

homes. TransLink's assessment of the proposed RGS amendment being overall consistent with the RTS is conditional on permitted uses being limited to those that generate a low number of trips.

- Work with Metro Vancouver to investigate any rights-of-way that would help deliver in the future the greenway proposed in Metro Vancouver's 2050 Greenways Vision which runs parallel to the subject site, traveling east-west. This greenway, as well as improved cycling connections to local destinations in the neighbourhood, could increase the sustainable mode share of trips to and from the subject site.

Conclusion

TransLink's key comments discussed above are provided based on our legislated mandate to review requested RGS amendments and advise Metro Vancouver on implications to the regional transportation system, and to provide a regional transportation system that supports the RGS. The Regional Transportation Strategy further directs TransLink to work with partner agencies toward aligned transportation and land use, with the RGS being of critical importance for regional transportation and land use alignment. Should you have any questions or wish to discuss our feedback, please contact Matt Craig, Director, System Planning, at Matt.Craig@translink.ca.

Regards,

Sarah Ross
VP, Transportation Planning and Policy, TransLink

cc: Kevin Quinn, CEO, TransLink
Sarah Ross, VP, Transportation Planning and Policy, TransLink
Matt Craig, Director, System Planning, TransLink
Jerry Dobrovolny, Commissioner/Chief Administrative Officer, Metro Vancouver
Heather McNell, Deputy Chief Administrative Officer, Policy and Planning, Metro Vancouver
Jonathan Cote, Deputy General Manager, Regional Planning & Housing Development, Metro Vancouver
Don Luymes, GM, Planning and Development, City of Surrey

September 12, 2023

George V. Harvie
Chair, Metro Vancouver Board
Sent via email to: CAOAdministration@metrovancouver.org

Dear Chair Harvie,

RE: Land Use Designation Amendment to Metro 2050 Proposed by the City of Surrey – Fraser Heights

On July 11, 2023, White Rock City Council received your correspondence regarding the proposed amendment to *Metro 2050* Regional Growth Strategy. Council adopted the following resolution at the September 11 Regular Council meeting:

THAT Council:

1. *Receive for information the corporate report dated September 11, 2023, from the Director of Planning and Development Services, titled "Response to Metro Vancouver's Referral: Land Use Designation Amendment to Metro 2050 proposed by the City of Surrey – Fraser Heights" for consideration; and,*

2. *Authorize the Director of Corporate Administration to respond to the Metro Vancouver Board stating that the City does not object to the proposed amendment request by the City of Surrey to the Regional Growth Strategy, and by sending Council commentary and any applicable resolution along with this corporate report as a response to the Metro Vancouver Board request for comment.*

Attached is the corporate report which was provided to Council for information.

If you have any questions, please contact Anne Berry, Director of Planning and Development Services, at aberry@whiterockcity.ca or 604 541 2293. Thank you.

Sincerely,

T. Arthur
Director of Corporate Administration

Attachment: Corporate report dated September 11, 2023

cc: Mayor and Council, City of White Rock
Director of Planning and Development Services

Corporate Administration
P: 604.541.2212 | F: 604.541.9348
City of White Rock
15322 Buena Vista Avenue, White Rock BC, Canada V4B 1Y6

THE CORPORATION OF THE

CITY OF WHITE ROCK

CORPORATE REPORT

DATE: **September 11, 2023**

TO: **Mayor and Council**

FROM: **Anne Berry, Director, Planning and Development Services**

SUBJECT: **Response to Metro Vancouver's Referral: Land Use Designation Amendment to Metro 2050 Proposed by the City of Surrey – Fraser Heights**

RECOMMENDATIONS

THAT Council:

1. Receive for information the corporate report dated September 11, 2023, from the Director of Planning and Development Services, titled "Response to Metro Vancouver's Referral: Land Use Designation Amendment to Metro 2050 proposed by the City of Surrey – Fraser Heights" for consideration; and,
2. Authorize the Director of Corporate Administration to respond to the Metro Vancouver Board stating that the City does not object to the proposed amendment request by the City of Surrey to the Regional Growth Strategy, and by sending Council commentary and any applicable resolution along with this corporate report as a response to the Metro Vancouver Board request for comment.

EXECUTIVE SUMMARY

The purpose of this report is to notify Mayor and Council of a proposed amendment to *Metro 2050* Regional Growth Strategy (RGS) and to provide Council with an opportunity to comment on the proposed amendment.

BACKGROUND

The City of Surrey has initiated an amendment to the RGS and is requesting a 'Type 3' Amendment to *Metro 2050* for a 10.2-hectare (25.2 acres) site located at 11420 – 157A Street in the City's Fraser Heights area. The proposed regional land use designation amendment would redesignate the site from "Industrial" to "General Urban" to accommodate a residential development of 38 single-detached lots on the subject property which will become an extension of the existing residential area immediately to the south.

Prior to the City of Surrey approving an Official Community Plan amendment bylaw, the RGS would need to be amended by the Metro Vancouver Regional District (MVRD) Board to change the regional land use designation. Additionally, the City of Surrey will need to submit an updated Regional Context Statement (RCS) that reflects the proposed regional land use designation change for consideration of acceptance to the MVRD. The proposal would amend the City's OCP and Zoning Bylaw for the subject site to accommodate residential uses on the site.

The proposed amendment to *Metro 2050* requires the amendment bylaw to be passed by the MVRD Board by a 50% +1 weighted vote. First, second and third readings of the MVRD amendment bylaw were given on June 30, 2023, and MVRD staff were directed to notify local governments to obtain input. As required by both the *Local Government Act* and *Metro 2050*, the regional growth strategy amendment process requires a minimum 45-day notification period to allow all affected local governments, First Nations and members of the public to provide comments on the proposed amendment. Following consideration of written comments from local governments and other agencies, the MVRD Board will consider the final adoption of the bylaw.

To provide further details on the proposed amendment, the letter from Metro Vancouver inviting comments from local governments, and the MVRD Board report are attached as Appendices A and B, for Council's information.

ANALYSIS

The subject property is 10.2 hectares in size, and is bounded by the South Fraser Perimeter Road (Highway 17) and Canadian National Railway yard to the north, Surrey Bend Regional Park to the east, suburban single-detached dwellings and City-owned parkland to the south, and Highway 17 and City of Surrey-owned parkland to the west. While the subject property is undeveloped, significant site disturbances and tree removal have occurred on this property as part of the Trans Mountain Pipeline Expansion Project since late 2021. Additional site information can be found in the City of Surrey staff report included within Appendix B.

The subject property is currently designated Industrial in the City of Surrey's Official Community Plan (OCP) and zoned One-Acre Residential Zone and Light Impact Industrial Zone in the City's Zoning Bylaw. The current regional land use designation for this property in *Metro 2050* is "Industrial" (see Figure 1 below).

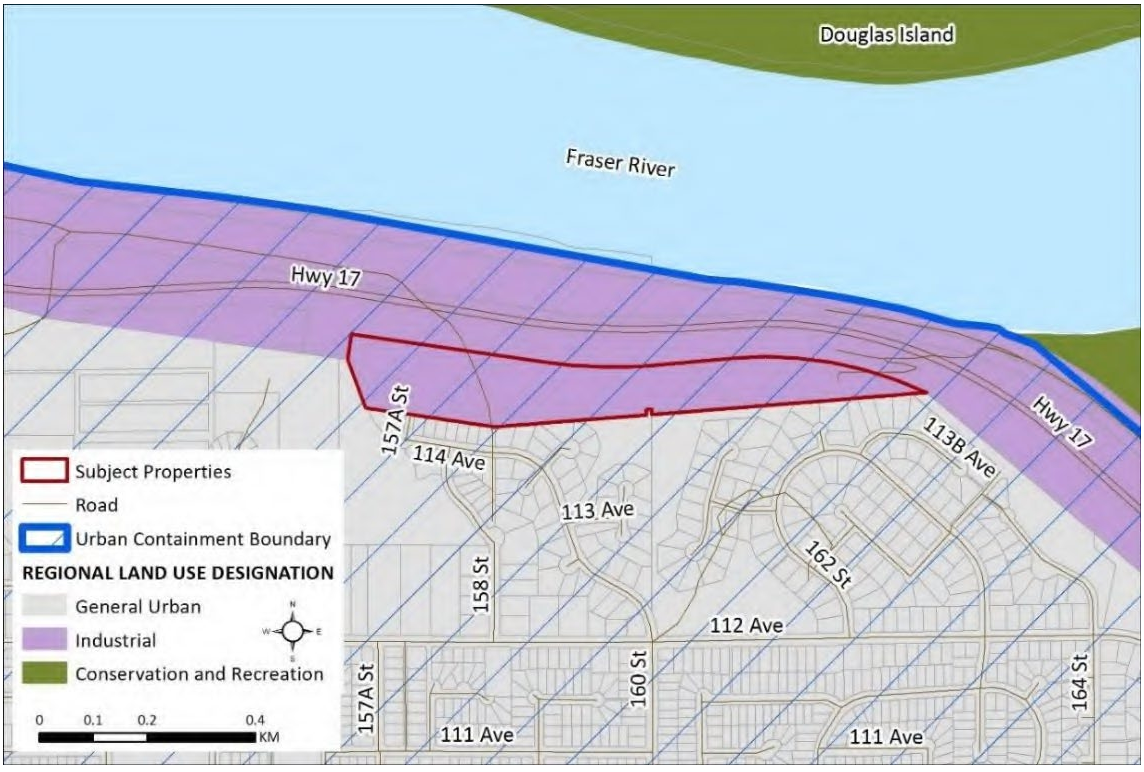


Figure 1: Current Regional Land Use Designation of Subject Property

White Rock Implications
The proposed RGS amendment to *Metro 2050* is not anticipated to have a direct impact on services provided by the City of White Rock, as the location of the subject property is twenty (20) kilometres from the City's boundaries.

Regional Planning Implications
Metro Vancouver staff assessed the proposed amendment for its alignment with the RGS. A summary of the regional land use rationale included in the Metro Vancouver staff report on the proposed Metro Vancouver RGS amendment is noted below:

- The subject property is located within the Urban Containment Boundary (UCB). The proposal would be consistent with the region's target of focusing 98% of residential growth within the UCB, although the proposed low-density residential development does not contribute to creating a compact urban area.
- The subject property is of limited size, oriented to residential areas immediately south, and does not have good access to transit service that would support higher development density or transit-oriented growth. Given how disconnected this property is from the highway and adjacent industrial lands, Metro Vancouver staff do not anticipate this amendment will set a precedent for converting other industrial lands to residential uses.
- Over half of this highly-disturbed site will be dedicated to the City of Surrey as a natural area, and trees will be replaced at a higher ratio than typically required by the City, thereby adding to the region's overall tree canopy over the long term.
- Relatively limited transportation impact is anticipated with an expected traffic generation of 38 vehicle trips per weekday peak hour. As the site is not transit-oriented, future residents would likely be reliant on personal vehicles to access the site. Given the limited transportation options for this location, the size of the site, and the adjacent existing neighbourhood with only one road access connection, low-density development forms are the most appropriate housing form for this location.
- Due to a lack of a roadway connection to Highway 17, the development would not fundamentally alter movement patterns in the area or attract through-traffic. As the Fraser Heights area develops, Metro Vancouver staff notes that the City of Surrey may wish to work with the Province and TransLink to explore the feasibility of expanding transit service on nearby Highway 17 and Highway 1, along with associated active transportation connections to provide greater transportation choices in this area.

The two anticipated impacts of the requested amendment are around Metro Vancouver utilities, specifically their Liquid Water Services (GVS&DD) and Water Services (GVWD). If the MVRB Board resolves and amends *Metro 2050*, the City of Surrey is encouraged to consider the use of green infrastructure, where practical, and minimize wet weather inflow and infiltration to reduce impacts on the regional sewerage infrastructure. Additionally, the City of Surrey will also be requested to provide their drinking water demand forecast beyond the demand of the 38 single-detached lots, in advance, to Metro Vancouver.

Staff have reviewed the commentary provided by Metro Vancouver staff to the MVRD Board report dated June 9th, 2023, and concur with the regional staff's interpretation of the Regional Growth Strategy in relation to the proposed amendment. Staff concede with Metro Vancouver staff's conclusion that while the proposed application does not support all of the goals outlined in *Metro 2050*, the unique and limiting characteristics of this site were considered when evaluating

this application; and that, on balance, given all of the factors involved, the proposed amendment is supportable. The MVRD staff report is included in Appendix B for reference.

Staff Commentary

This section summarizes White Rock staff's comments on the proposed *Metro 2050* amendment requested by the City of Surrey for the subject property at 11420 – 157A Street in the City's Fraser Heights area:

- Staff do not anticipate direct impacts to the City of White Rock from the proposed amendment and support the MVRD staff assessment for this application; therefore, staff have no objection to this proposed amendment.
- The amendment to change the regional land use designation from 'Industrial' to 'General Urban' would allow for the development of 38 single-detached homes and enables the property to become an extension of an existing residential area immediately to the south.
- Over half of this site will be dedicated to the City of Surrey as a natural area, and trees will be replaced at a higher ratio than typically required by the City of Surrey, thereby adding to the region's overall tree canopy over the long term.
- This amendment does not require an expansion of the Urban Containment Boundary.

Staff recommend this corporate report, along with Council comments and any applicable resolution be sent to MVRD Board as a response to their request for comments.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the proposed amendment.

COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS

None are identified at this time. White Rock is being invited to comment on a Regional Growth Strategy Amending Bylaw as required by the *Local Government Act* and *Metro 2050* RGS and as a member municipality of the MVRD.

CLIMATE CHANGE IMPLICATIONS

As with any development in White Rock, the City is interested in ensuring that amendments to the *Metro 2050* RGS will result in compact and sustainable development that addresses climate change mitigation and sustains environmental values.

OPTIONS / ALTERNATIVES

The following alternate options are available for Council's consideration:

1. Council support staff forwarding a letter on its behalf to Metro Vancouver expressing the City's opposition to the City of Surrey's Fraser Heights Land Use Designation amendment to the Regional Growth Strategy along with the comments noted in this report.
2. Council declines to participate in providing comments to Metro Vancouver on the City of Surrey's Fraser Heights Land Use Designation amendment.

CONCLUSION

Metro Vancouver is seeking comment on a proposed amendment to the Regional Growth Strategy. The requested Type 3 amendment to the RGS is not expected to directly affect the City's interests. City staff have reviewed the assessment by MVRD staff regarding the regional planning implications of this proposed amendment and concur with the support expressed by MVRD staff. As such, staff have no objection to the proposed RGS amendment. Staff recommend that Council authorize the Director of Corporate Administration to respond to the Metro Vancouver Board by sending Council commentary and any applicable resolution along with this corporate report as a response to the Metro Vancouver Board's request for comment.

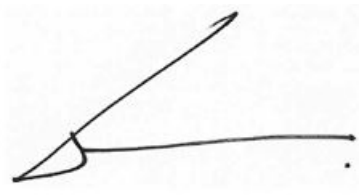
Respectfully submitted,



Anne Berry
Director, Planning and Development Services

Comments from the Chief Administrative Officer

I concur with the recommendations of this corporate report.



Guillermo Ferrero
Chief Administrative Officer

Appendix A: Letter from Metro Vancouver received July 11, 2023
Appendix B: Metro 2050 Type 3 Proposed Amendment (staff report) – City of Surrey (Fraser Heights)

NEW WESTMINSTER
Climate Action, Planning & Development

September 8, 2023

George V. Harvie
Chair, Metro Vancouver Board

Via email: CAOAdministration@metrovancouver.org

Dear Mr. Harvie,

Re: Land Use Designation Amendment to *Metro 2050* City of Surrey – 11420 – 157A Street

At a meeting on August 28, 2023, New Westminster City Council received and discussed your letter dated July 11, 2023 regarding the subject property at 11420 – 157A Street.

Council expressed no formal objection for the request to amend the Regional Growth Strategy, changing the regional land use designation from Industrial to General Urban, due to the limited viability of industrial uses at the location. Further, the proposal would result in a net increase in tree canopy cover in the long-term and is consistent with adjacent residential land uses to the south.

However, to bring the proposal into closer alignment with the goals of the Regional Growth Strategy around creating diverse housing options and compact urban areas, New Westminster wishes to encourage the City of Surrey to consider including missing middle housing forms at this location. This is reflected in Metro 2050 that "*a diverse mix of housing types and tenures that respond to an aging population, changing family and household characteristics, and a range of household incomes across the region is needed"* in response to significant housing pressures and rising costs,

Sincerely,

Jackie Teed
Acting Director of Climate Action, Planning and Development

Climate Action, Planning and Development
Corporation of the City of New Westminster
511 Royal Avenue, New Westminster, BC V3L 1H9
T 604.527.4532 E plnpost@newwestcity.ca
www.newwestcity.ca

ATTACHMENT 3

CITY OF SURREY
the future lives here.

the future lives here.

March 15, 2023

File No.: 7916-0130-00

Metro Vancouver Board
c/o Dorothy Shermer, Director/Corporate Officer, Board & Information Services
Metrotower III, 4730 Kingsway
Burnaby, BC V5H 0C6
Dorothy.Shermer@metrovancouver.org

Dear Ms. Shermer,

RE: City of Surrey Regional Growth Strategy Amendment Application for land located at 11420 – 157A Street (Development Application No. 7916-0130-00)

The City of Surrey is processing a land development application in Fraser Heights to permit the development of 38 single family suburban gross density lots and two (2) lots to be conveyed to the City for open space/biodiversity/riparian protection purposes. The proposal includes a Regional Growth Strategy (RGS) amendment application, to redesignate the subject site from "Industrial" to "General Urban".

Summary of Proposal and Background

To allow subdivision into 38 single family suburban gross density lots and two (2) lots to be conveyed to the City for open space/biodiversity/riparian protection purposes, the following is required:

- **Regional Growth Strategy Amendment** from Industrial to General Urban;
- **Official Community Plan Amendment** from Industrial to Suburban;
- **Rezoning** from "One-Acre Residential Zone (RA)" and "Light Impact Industrial Zone (IL)" to "Cluster Residential Zone (RC)";
- **Development Permit** for Hazard Lands (Steep Slopes) and Sensitive Ecosystems (Streamside and Green Infrastructure Areas); and
- **Development Variance Permit.**

The proposed RGS and OCP amendments are deemed to have merit given the existing suburban residential pattern of development in this portion of Frasier Heights, the isolated nature of this particular pocket of "Industrial" designated land, as well as the potential conflicts between a future industrial use on the subject site and adjacent existing residential uses, particularly as it relates to access and egress of industrial-related vehicle traffic.

The proposed amendments will also provide additional housing opportunities in this portion of Fraser Heights.

Council Resolution

At the Regular Council – Land Use meeting held on January 30, 2023, Surrey City Council passed Resolution R23- 83 (Attachment A) to refer Development Application No. 7916-0130-00 to Metro Vancouver for consideration and approval of a Type 3 Minor Amendment to the Regional Growth Strategy (RGS) designation of the subject site from "Industrial" to "General Urban", upon the application receiving Third Reading. This resolution was passed after reviewing Planning & Development Report No. 7916-0130-00 on January 30, 2023 (Attachment B) detailing the extent of the proposed development as well as subsequent Metro Vancouver RGS and Surrey Official Community Plan (OCP) amendments that would be required prior to any final development approvals being granted. Application No. 7916-0130-00 subsequently received Third Reading from Surrey City Council at its Regular Council – Public Hearing meeting on February 13, 2023 (Attachment A). Therefore, an application is now being made to Metro Vancouver for the above proposed amendments.

City of Surrey staff have discussed the proposed RGS amendment with Metro Vancouver staff and it was confirmed that, in order for the City of Surrey OCP amendment to be finalized to permit the proposed development, the Metro Vancouver RGS amendment would require Metro Vancouver Board approval.

The City of Surrey requests that the Metro Vancouver Board amend the Regional Growth Strategy for the illustrated property (Attachment C) from "Industrial" to "General Urban".

Should Metro Vancouver staff require any additional information regarding this matter, please contact Christopher Lumsden, the project Planner, at 604-598-5729 or at Christopher.Lumsden@surrey.ca.

Yours,

Don Luymes
General Manager
Planning & Development Department

CRL/

Attachments:

Attachment A:	January 30, 2023, and February 13, 2023, Surrey Council Resolutions Supporting Application to Metro Vancouver, and granting Third Reading to the Application.
Attachment B:	City of Surrey Planning & Development Report No. 7916-0130-00, dated January 30, 2023.
Attachment C:	Proposed Regional Growth Strategy Land Use Designation Adjustment

Cc: Christopher Lumsden, Planner 2, City of Surrey, Christopher.Lumsden@surrey.ca
Preet Heer, Manager, Community Planning, City of Surrey, PHeer@surrey.ca
Victor Cheung, Senior Policy & Planning Analyst, Metro Vancouver, Victor.Cheung@metrovancouver.org
Heather McNell, Deputy CAO, Policy & Planning, Metro Vancouver, Heather.McNell@metrovancouver.org
Jonathan Cote, Deputy GM, Regional Planning and Housing Development, Metro Vancouver, Jonathan.Cote@metrovancouver.org

ATTACHMENT A

Regular Council - Land Use Minutes

Council Chambers
City Hall
13450 - 104 Avenue
Surrey, B.C.
Live Streamed at surrey.ca
MONDAY, JANUARY 30, 2023
Time: 5:30 p.m.

Present:	**Absent:**	**Staff Present:**
Chairperson - Mayor Locke		City Manager
Councillor Annis		City Clerk
Councillor Bains		General Manager, Corporate Services
Councillor Bose		General Manager, Engineering
Councillor Elford		General Manager, Finance
Councillor Hepner		General Manager, Parks, Recreation & Culture
Councillor Kooner		General Manager, Planning & Development
Councillor Nagra		City Solicitor
Councillor Stutt		Manager, Area Planning & Development, North Division
		Manager, Area Planning & Development, South Division
		Land Development Engineer

A. ADOPTION OF THE AGENDA

It was Moved by Councillor Kooner
Seconded by Councillor Stutt
That the agenda of the January 30, 2023,
Regular Council Land Use meeting be adopted.

RES.R23-82 Carried

B. LAND USE APPLICATIONS

1. 7916-0130-00
11420 - 157A Street
Owner: 1071948 B.C. Ltd.
Director Information: Karl Schmidt, Donald Kent Sillars
Officer Information as at April 13, 2022: Donald Kent Sillars (President), Karl Schmidt (Secretary)
Agent: Pacific Land Resources Group Inc. (Oleg Verbenkov)
RGS Amendment from Industrial to General Urban
OCP Amendment from Industrial to Suburban
Rezoning from RA and IL to RC
Development Permit / Development Variance Permit
to allow subdivision into 38 single family lots and two lots to be conveyed to the City for riparian, biodiversity and open space protection purposes.

It was

Moved by Councillor Kooner
Seconded by Councillor Bains
That:

1. A Bylaw be introduced to:

   (a) amend the Official Community Plan (OCP) Figure 3: General Land Use Designations for the subject site from Industrial to Suburban (Appendix VII), and a date for Public Hearing be set; and

   (b) amend Official Community Plan (OCP) Figure 42: Major Employment Areas by removing the Industrial designation for the subject site (Appendix VIII), and a date for Public Hearing be set.

2. Council determine the opportunities for consultation with persons, organizations and authorities that are considered to be affected by the proposed amendment to the OCP, as described in the Report, to be appropriate to meet the requirement of Section 475 of the Local Government Act.

3. Council authorize staff to refer the application to Metro Vancouver Board for consideration and approval of a Type 3 Minor Amendment to the Regional Growth Strategy (RGS) designation of the subject site from Industrial to General Urban, following upon the application receiving Third Reading.

4. A Bylaw be introduced to rezone that portion the subject property shown as Block A on the Survey Plan attached as Appendix I from "One-Acre Residential Zone (RA)" to "Cluster Residential Zone (RC)" and that portion of the subject property shown as Block B on the Survey Plan attached Appendix I from "Light Impact Industrial Zone (IL)" to "Cluster Residential Zone (RC)" and a date be set for Public Hearing.

5. Council authorize staff to draft Development Permit No. 7916-0130-00 for Hazard Lands (Steep Slopes) and Sensitive Ecosystems (Streamside and Green Infrastructure Areas) generally in accordance with the finalized Geotechnical Report and Ecosystem Development and Mitigation Plan (Appendix VI).

6. Council approve Development Variance Permit No. 7916-0130-00, varying the following, to proceed to Public Notification:

   (a) to reduce the minimum front yard setback of the RC Zone from 7.5 metres to 6 metres to the principal building face for proposed Lots 8 to 22; and

   (b) to reduce the minimum setback distance for a Class B (yellow-coded) watercourse from 15 metres, as measured from the top-of-bank, to a minimum of 55.3 metres as measured from the high water mark, which is equivalent to between 9.1 to 40.9 metres below top-of-bank.

7. Council instruct staff to resolve the following issues prior to final adoption:

(a) ensure that all engineering requirements and issues including restrictive covenants, dedications, and rights-of-way where necessary, are addressed to the satisfaction of the General Manager, Engineering;

(b) submission of a subdivision layout to the satisfaction of the Approving Officer;

(c) approval from Metro Vancouver for a Type 3 Minor Regional Growth Strategy (RGS) amendment for the subject site from Industrial to General Urban;

(d) submission of a finalized tree survey and a statement regarding tree preservation to the satisfaction of the City Landscape Architect;

(e) the applicant satisfy the deficiency in tree replacement on the site, to the satisfaction of the Planning and Development Department;

(f) submission of a finalized Ecosystem Development Plan and Impact Mitigation Plan to the satisfaction of City staff, including provision of securities for proposed fencing, habitat planting and enhancement measures on Lots 10 to 22;

(g) registration of a combined Statutory Right-of-Way and Section 219 Restriction Covenant on proposed Lots 10-22 as per the "minimum safeguarding" requirements of the Sensitive Ecosystems Development Permit Area guidelines;

(h) conveyance of the proposed open space areas, containing both Streamside and Green Infrastructure Areas, to the City without compensation;

(i) submission of a finalized Geotechnical Report to the satisfaction of City staff;

(j) the applicant provide a density bonus amenity contribution consistent with the Tier 2 Capital Projects CACs in support of the requested increased density, to the satisfaction of the General Manager, Planning and Development Department;

(k) the applicant adequately address the City's needs with respect to the City's Affordable Housing Strategy, to the satisfaction of the General Manager, Planning & Development Services;

(l) submission of an acoustical report for the units adjacent to Highway 10 and the registration of Section 219 Restrictive Covenant to ensure the implementation of noise mitigation measures; and

(m) registration of a Section 219 Restrictive Covenant to ensure that future buildings, structures and site improvements comply with the accepted geotechnical recommendations on proposed Lots 1-38.

RES.R23-83 Carried

It was Moved by Councillor Kooner
Seconded by Councillor Stutt
That "Surrey Official Community Plan Bylaw, 2013, No. 18020, Amendment Bylaw, 2023, No. 20833" pass its first reading.

RES.R23-84 Carried

The said Bylaw was then read for the second time.

It was Moved by Councillor Kooner
Seconded by Councillor Stutt
That "Surrey Official Community Plan Bylaw, 2013, No. 18020, Amendment Bylaw, 2023, No. 20833" pass its second reading.

RES.R23-85 Carried

It was then Moved by Councillor Kooner
Seconded by Councillor Bose
That the Public Hearing on "Surrey Official Community Plan Bylaw, 2013, No. 18020, Amendment Bylaw, 2023, No. 20833" be held at City Hall on February 13, 2023, at 7:00 p.m.

RES.R23-86 Carried

It was Moved by Councillor Hepner
Seconded by Councillor Kooner
That "Surrey Zoning Bylaw, 1993, No. 12000, Amendment Bylaw, 2023, No. 20834" pass its first reading.

RES.R23-87 Carried

The said Bylaw was then read for the second time.

It was Moved by Councillor Kooner
Seconded by Councillor Annis
That "Surrey Zoning Bylaw, 1993, No. 12000, Amendment Bylaw, 2023, No. 20834" pass its second reading.

RES.R23-88 Carried

It was then Moved by Councillor Annis
Seconded by Councillor Hepner
That the Public Hearing on "Surrey Zoning Bylaw, 1993, No. 12000, Amendment Bylaw, 2023, No. 20834" be held at City Hall on February 13, 2023, at 7:00 p.m.

RES.R23-89 Carried

b. Regular Council - Land Use - January 30, 2023

It was Moved by Councillor Kooner
Seconded by Councillor Stutt
That the minutes of the Regular Council – Land Use meeting held on January 30, 2023, be adopted.

RES.R23-284 Carried

c. Regular Council - Public Hearing - January 30, 2023

It was Moved by Councillor Hepner
Seconded by Councillor Bains
That the minutes of the Regular Council - Public Hearing meeting held on January 30, 2023, be adopted.

RES.R23-285 Carried

B. DELEGATIONS - PUBLIC HEARING

1. "Surrey Official Community Plan Bylaw, 2013, No. 18020, Amendment Bylaw, 2023, No. 20833"
"Surrey Zoning Bylaw, 1993, No. 12000, Amendment Bylaw, 2023, No. 20834"
Application No. 7916-0130-00

CIVIC ADDRESS: 11420 - 157A Street

APPLICANT: Owner: 1071948 B.C. Ltd.
(Director Information: Karl Schmidt, Donald Kent Sillars)
Agent: Pacific Land Resources Group Inc. (Oleg Verbenkov)

PURPOSE: The applicant is requesting an amendment to the Official Community Plan (OCP) Figure 3: General Land Use Designations to redesignate the site from Industrial to Suburban, and an amendment to Figure 42: Major Employment Areas by removing the Industrial designation for the subject site.

The proposal also includes rezoning a portion of the subject site from One-Acre Residential Zone to Cluster Residential Zone and a portion of the subject site from Light Impact Industrial Zone to Cluster Residential Zone in order to allow subdivision into 38 single family lots and two lots to be conveyed to the City for riparian, biodiversity and open space protection purposes.

In addition, the proposal includes a Development Variance Permit to reduce the minimum front yard setback from 7.5 metres to 6 metres to the principal building face for proposed Lots 8 to 22; and to reduce the minimum setback distance for a Class B (yellow-coded) watercourse from 15 metres, as measured from the top-of-bank, to a minimum of 55.3 metres as measured from the high water mark, which is equivalent to between 9.1 to 40.9 metres below top-of-bank.

The Notice of the Public Hearing was read by the City Clerk.

Y. Zhang, Surrey: The delegation expressed concerns regarding road safety.

D. Jack, Surrey Environmental Partners: The delegation spoke to site development and tree removal.

O. Verbenkov, Pacific Land Resources Group Inc. (Agent on behalf of the Application): The agent spoke to proposed road improvements to address road and traffic safety concerns and the current use of the site for the pipeline construction.

F. Zhao, Guildford: The delegation expressed concerns regarding road safety, and tree removal.

Resident, Surrey: The delegation expressed concerns regarding road safety, loss of views, and impacts on wildlife.

Written submissions were received as follows:

- Received 23 Petition Signatures expressing opposition for the proposal citing safety, traffic accidents, density, trees, shrubs, noise, oil pipeline and air quality.
- Y. Lee expressing opposition for the proposal citing privacy, noise and view.
- K. Jeong expressing opposition for the proposal citing privacy, noise, dust, property value, traffic, safety and schools.
- K. Yu expressing opposition for the proposal citing traffic and safety.
- Two pieces of correspondence received from S. Purewal expressing opposition for the proposal citing dangerous traffic hazard, safety, density, schools, and oil pipeline.
- C. Chen expressing opposition for the proposal citing safety.
- M. Beyhaghi expressing concerns for the proposal citing property value, greenspace, traffic and safety.

2. "**Surrey Comprehensive Development Zone 83 (CD 83), Bylaw, 2023, No. 20842**" **Application No. 7922-0212-00**

CIVIC ADDRESS:	5718 Woodside Place
APPLICANT:	Owners: H. Sahi, H. Sahi Agent: CitiWest Consulting Ltd. (Roger Jawanda)
PURPOSE:	The applicant is requesting to rezone the subject site from Half-Acre Residential Zone to Comprehensive Development Zone in order to allow subdivision into two single-family lots with the retention of an existing house.

The Notice of the Public Hearing was read by the City Clerk.

It was Moved by Councillor Hepner
Seconded by Councillor Annis
That Council provide staff with direction to proceed with Option 1, that the City supports the addition of the currently farmed portion of the lands included in the Agricultural Land Commission's proposal into the Agricultural Land Reserve, as outlined in Corporate Report R020 and related map.

RES.R23-293 Carried

It was Moved by Councillor Bose
Seconded by Councillor Hepner
That Council direct the City Clerk to forward a copy Corporate Report R020, along with the related Council Resolution, to the Agricultural Land Commission as the City's written comments to their Inclusion Proposal prior to their extended deadline for comments of February 15, 2023.

RES.R23-294 Carried

H. BYLAWS AND PERMITS

BUSINESS ARISING OUT OF THE PUBLIC HEARING

1. "Surrey Official Community Plan Bylaw, 2013, No. 18020, Amendment Bylaw, 2023, No. 20833"
7916-0130-00
Owner: 1071948 B.C. Ltd. (Director Information: Karl Schmidt, Donald Kent Sillars)
Agent: Pacific Land Resources Group Inc. (Oleg Verbenkov)
To amend OCP Figure 3: General Land Use Designations from Industrial to Suburban and Figure 42: Major Employment Areas by removing the Industrial designation for subject site 11420 - 157A Street.

Council direction received January 30, 2023

It was Moved by Councillor Kooner
Seconded by Councillor Bose
That "Surrey Official Community Plan Bylaw, 2013, No. 18020, Amendment Bylaw, 2023, No. 20833" pass its third reading.

RES.R23-295 Carried

"Surrey Zoning Bylaw, 1993, No. 12000, Amendment Bylaw, 2023, No. 20834"
RA and IL to RC – Portions of 11420 - 157A Street – to subdivide into 38 single family lots and two lots to be conveyed to the City for riparian, biodiversity and open space protection purposes.

Council direction received January 30, 2023

It was Moved by Councillor Kooner
Seconded by Councillor Stutt
That "Surrey Zoning Bylaw, 1993, No. 12000, Amendment Bylaw, 2023, No. 20834" pass its third reading.

RES.R23-296 Carried

Development Variance Permit No. 7916-0130-00
11420 - 157A Street
To reduce the minimum front yard setback from 7.5 metres to 6 metres to the principal building face for proposed Lots 8 to 22; and to reduce the minimum setback distance for a Class B (yellow-coded) watercourse from 15 metres, as measured from the top-of-bank, to a minimum of 55.3 metres as measured from the high water mark, which is equivalent to between 9.1 to 40.9 metres below top-of-bank.

It was Moved by Councillor Bose
Seconded by Councillor Annis
That Council support Development Variance Permit No. 7916-0130-00 and consider issuance of the Permit upon final adoption of the associated rezoning bylaw.

RES.R23-297 Carried

2. "Surrey Comprehensive Development Zone 83 (CD 83), Bylaw, 2023, No. 20842"
7922-0212-00
Owners: H. Sahi, H. Sahi
Agent: CitiWest Consulting Ltd. (Roger Jawanda)
RH to CD – 5718 Woodside Place – to allow subdivision into two single-family lots with the retention of an existing house.

Council direction received January 30, 2023

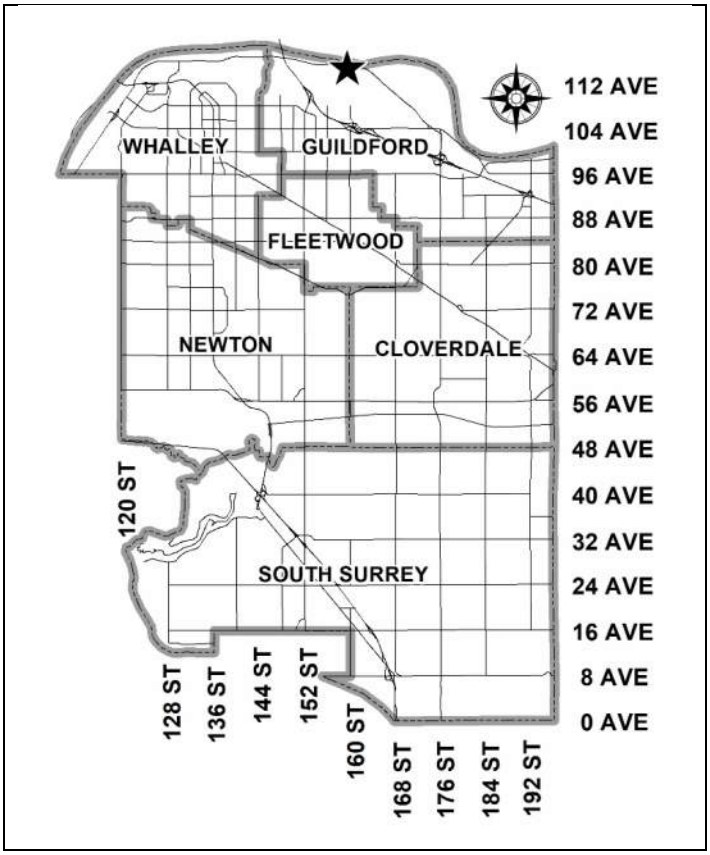
It was Moved by Councillor Stutt
Seconded by Councillor Kooner
That "Surrey Comprehensive Development Zone 83 (CD 83), Bylaw, 2023, No. 20842" pass its third reading.

RES.R23-298 Carried

3. "Surrey Zoning Bylaw, 1993, No. 12000, Amendment Bylaw, 2023, No. 20838"
7916-0415-00
Owners: 20 Development Inc. (Director Information: Tarlok Sablok),
1050127 B.C. Ltd. (Director Information: Rajinder Bhandall, Kuldip Rawan)
Agent: Hub Engineering Inc. (Jakub Czoch)
RA to RF, RF-13, RF-10, RF-SD; RA and RF-SD to RM-23 – portions of 16437 Avenue and portion 16483 - 20 Avenue – to allow the development of six row house units and a total of 21 single family lots.

Council direction received January 30, 2023

ATTACHMENT B



City of Surrey
PLANNING & DEVELOPMENT REPORT
Application No.: 7916-0130-00

Planning Report Date: January 30, 2023

PROPOSAL:

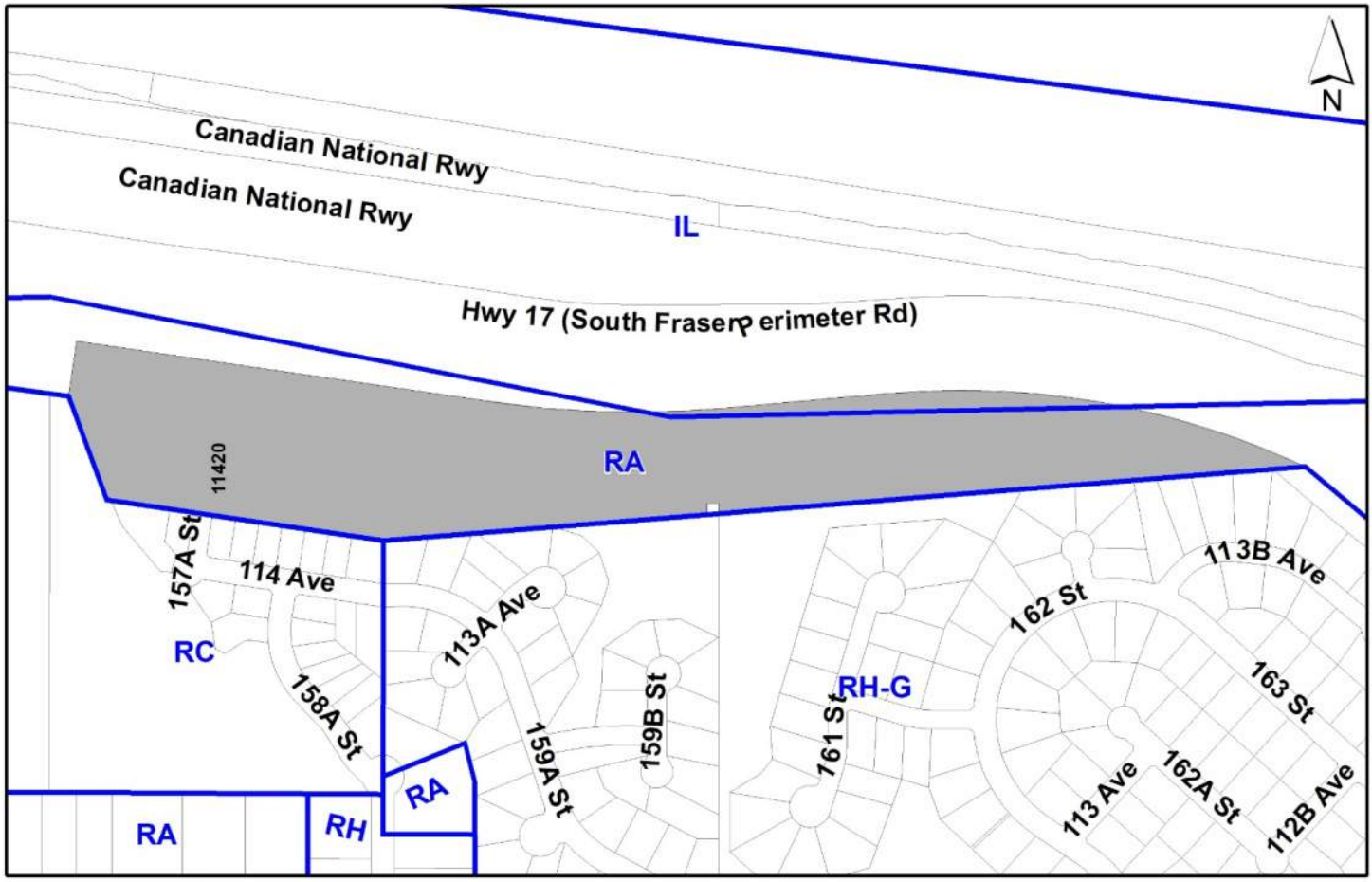
- **RGS Amendment** from Industrial to General Urban
- **OCP Amendment** from Industrial to Suburban
- **Rezoning** from RA and IL to RC
- **Development Permit**
- **Development Variance Permit**

to allow subdivision into 38 single family lots and two (2) lots to be conveyed to the City for riparian, biodiversity and open space protection purposes.

LOCATION: 11420 - 157A Street

ZONING: RA

OCP DESIGNATION: Industrial



RECOMMENDATION SUMMARY

- By-law Introduction and set date for Public Hearing for:
    - OCP Amendment; and
    - Rezoning.

- Refer to Metro Vancouver, upon Council granting Third Reading, for consideration of a Type 3 Minor amendment to the Regional Growth Strategy (RGS) from "Industrial" to "General Urban".

- Approval to draft Development Permit for Hazard Lands (Steep Slopes) and Sensitive Ecosystems (Streamside and Green Infrastructure Areas).

- Approval for Development Variance Permit to proceed to Public Notification.

DEVIATION FROM PLANS, POLICIES OR REGULATIONS

- Proposing an amendment to the Metro Vancouver Regional Growth Strategy (RGS) designation from "Industrial" to" General Urban".

- Proposing an amendment to the Official Community Plan (OCP) from "Industrial" to "Suburban".

- Proposing to reduce the front yard setbacks of the RC Zone from 7.5 metres to 6.0 metres on proposed Lots 8 to 22.

- Proposing to reduce the Part 7A Streamside Protection setback for the northern-most Class B (yellow-coded) watercourse from 15.0 metres, as measured from the top-of-bank, to a minimum of 55.3 metres as measured from the high water mark, which is equivalent to between 9.1 to 40.9 metres <u>below</u> top-of-bank.

RATIONALE OF RECOMMENDATION

- The proposal does not comply with the "Industrial" designation in the Metro Vancouver Regional Growth Strategy (RGS), However, the proposed RGS amendment is supportable given the existing single family suburban context and access limitations of the subject property.

- The proposed single family residential lots are consistent with the existing lot pattern in the adjacent residential neighbourhood to the south.

- The proposed OCP Amendment will ensure that the OCP designation is consistent with the proposed RGS Amendment to General Urban.

- The applicant will provide a density bonus amenity contribution consistent with the Tier 2 Capital Projects Community Amenity Contributions (CACs), in support of the requested increased density.

- The proposal generally complies with the Development Permit requirements in the OCP for Hazard Lands (Steep Slopes).

- The proposal generally complies with the Development Permit requirements in the OCP for Sensitive Ecosystems (Streamside and Green Infrastructure Areas).

- The applicant is proposing to convey approximately 5.55 hectares, or 54.6% of the gross site area, to the City for riparian, biodiversity and open space protection purposes. The proposed conveyance area contains the Part 7A Streamside Protection area of several on-site or adjacent watercourses.

- The proposed variance to Part 7A Streamside Protection of the Surrey Zoning Bylaw only applies to a portion of an unnamed Class B (yellow-coded) watercourse which is located within the South Fraser Perimeter Road (Highway 17) road allowance.

- The project Qualified Environmental Professional (QEP) has confirmed that subject watercourse has little to no morphological association with the adjacent escarpment, having been constructed at the toe of the slope during the completion of the South Fraser Perimeter Road in 2013. However, the definition of top-of-bank utilized by both the Province and City of Surrey - being the break in the slope of the land such that the slope beyond the break is less than 3 to 1 at any point for a minimum of 15 metres measured perpendicularly from the break – results in a riparian protection setback extending approximately 112 metres from the boundary of the watercourse.

- In support of the proposed variance to the Part 7A Streamside Protection setback to the northern-most Class B watercourse the project QEP prepared a Riparian Areas Protection Regulations (RAPR) Assessment Report confirming the Provincial Streamside Protection and Enhancement Area (SPEA) of 10 metres, as measured from the stream boundary which is generally equivalent to the high water mark of the subject watercourse. The RAPR Assessment has been reviewed by the Province and found to be satisfactory.

- While the proposed variance will result in a Part 7A Streamside Protection setback area reduction of 6,216 square metres, over 35% of this area (approximately 2,200 square metres) will be regraded, landscaped, fenced and protected in perpetuity through the registration of combined Statutory Right-of-Way and Section 219 Restrictive Covenant in accordance with the Minimum Safeguarding requirements of the Sensitive Ecosystems Development Permit guidelines.

RECOMMENDATION

The Planning & Development Department recommends that:

1. A By-law be introduced to:

   (a) amend the OCP Figure 3: General Land Use Designations for the subject site from Industrial to Suburban (Appendix VII) and a date for Public Hearing be set; and

   (b) amend OCP Figure 42: Major Employment Areas by removing the Industrial designation for the subject site (Appendix VIII) and a date for Public Hearing be set.

2. Council determine the opportunities for consultation with persons, organizations and authorities that are considered to be affected by the proposed amendment to the Official Community Plan, as described in the Report, to be appropriate to meet the requirement of Section 475 of the Local Government Act.

3. Council authorize staff to refer the application to Metro Vancouver Board for consideration and approval of a Type 3 Minor Amendment to the Regional Growth Strategy (RGS) designation of the subject site from Industrial to General Urban, following upon the application receiving Third Reading.

4. A By-law be introduced to rezone that portion the subject property shown as Block A on the Survey Plan attached as Appendix I from "One-Acre Residential Zone (RA)" to “Cluster Residential Zone (RC)” and that portion of the subject property shown as Block B on the Survey Plan attached Appendix I from “Light Impact Industrial Zone (IL)” to "Cluster Residential Zone (RC)" and a date be set for Public Hearing.

5. Council authorize staff to draft Development Permit No. 7916-0130-00 for Hazard Lands (Steep Slopes) and Sensitive Ecosystems (Streamside and Green Infrastructure Areas) generally in accordance with the finalized Geotechnical Report and Ecosystem Development and Mitigation Plan (Appendix VI).

6. Council approve Development Variance Permit No. 7916-0130-00 (Appendix X) varying the following, to proceed to Public Notification:

   (a) to reduce the minimum front yard setback of the RC Zone from 7.5 metres to 6.0 metres to the principal building face for proposed Lots 8 to 22; and

   (b) to reduce the minimum setback distance for a Class B (yellow-coded) watercourse from 15.0 metres, as measured from the top-of-bank, to a minimum of 55.3 metres as measured from the high water mark, which is equivalent to between 9.1 to 40.9 metres below top-of-bank.

7. Council instruct staff to resolve the following issues prior to final adoption:

   (a) ensure that all engineering requirements and issues including restrictive covenants, dedications, and rights-of-way where necessary, are addressed to the satisfaction of the General Manager, Engineering;

(b) submission of a subdivision layout to the satisfaction of the Approving Officer;

(c) approval from Metro Vancouver for a Type 3 Minor Regional Growth Strategy (RGS) amendment for the subject site from Industrial to General Urban;

(d) submission of a finalized tree survey and a statement regarding tree preservation to the satisfaction of the City Landscape Architect;

(e) the applicant satisfy the deficiency in tree replacement on the site, to the satisfaction of the Planning and Development Department;

(f) submission of a finalized Ecosystem Development Plan and Impact Mitigation Plan to the satisfaction of City staff, including provision of securities for proposed fencing, habitat planting and enhancement measures on Lots 10 to 22;

(g) registration of a combined Statutory Right-of-Way and Section 219 Restriction Covenant on proposed Lots 10-22 as per the "minimum safeguarding" requirements of the Sensitive Ecosystems Development Permit Area guidelines;

(h) conveyance of the proposed open space areas, containing both Streamside and Green Infrastructure Areas, to the City without compensation;

(i) submission of a finalized Geotechnical Report to the satisfaction of City staff;

(j) the applicant provide a density bonus amenity contribution consistent with the Tier 2 Capital Projects CACs in support of the requested increased density, to the satisfaction of the General Manager, Planning and Development Department;

(k) the applicant adequately address the City's needs with respect to the City's Affordable Housing Strategy, to the satisfaction of the General Manager, Planning & Development Services;

(l) submission of an acoustical report for the units adjacent to Highway 10 and the registration of Section 219 Restrictive Covenant to ensure the implementation of noise mitigation measures; and

(m) registration of a Section 219 Restrictive Covenant to ensure that future buildings, structures and site improvements comply with the accepted geotechnical recommendations on proposed Lots 1-38.

SITE CONTEXT & BACKGROUND

Direction	Existing Use	OCP Designation	Existing Zone
Subject Site	Vacant land containing a Trans Mountain oil pipeline.	Industrial	RA and IL

Direction	Existing Use	OCP Designation	Existing Zone
North (Across South Fraser Perimeter Road):	Canadian National Railway yard	Industrial	IL
East (Across South Fraser Perimeter Road):	Surrey Bend Regional Park	Conservation and Recreation, and Industrial	I-P(2)
South:	Suburban single family dwellings, City-owned parkland (Frasier View)	Suburban	RC and RH-G
West:	City-owned parkland (4F – Community Park)	Suburban	RC

Context & Background

- The 10.2-hectare subject site, located at 11420 – 157A Street in Fraser Heights, is designated "Industrial" in both the Metro Vancouver Regional Growth Strategy (RGS) and the City of Surrey's Official Community Plan (OCP) and is currently zoned "One-Acre Residential Zone (RA)" and "Light Impact Industrial Zone (IL)".

- A number of existing Class B (yellow-coded) watercourses are located within and directly adjacent to the north and western property lines of the subject site. On-site elevations vary from approximately 61.0 to 14.0 metres (geodetic), running from north to south, with moderately steep gullies associated with existing riparian features bounding both the east and west portions of the area of the subject site proposed for subdivision.

- Portions of the subject property, directly adjacent to the existing terminus of 157A Street, were previously disturbed to accommodate temporary siltation and other drainage features associated with Development Application No. 7903-0216-00 to the immediate south, which received Final Adoption from Council in September 2003. In addition, a 200-millimetre wide sanitary and 600-millimetre stormwater main bisect the western portion of the subject site, running north-to-south, parallel to the existing terminus of 157A Street.

- Since late 2021 significant site disturbance and tree removal (see Appendix V for details) have occurred on the subject site in association with the Trans Mountain Expansion Project, involving excavation and construction of an east-west oriented oil pipeline which generally bisects the subject site horizontally (see Appendix I for pipeline location).

DEVELOPMENT PROPOSAL

Planning Considerations

- To allow subdivision into 38 single family lots and two (2) lots to be conveyed to the City for riparian, biodiversity and open space protection purposes, the following is required:

- **RGS Amendment** from Industrial to General Urban;
- **OCP Amendment** from Industrial to Suburban;
- **Rezoning** from RA and IL to RC;
- **Development Permit** for Hazard Lands (Steep Slopes) and Sensitive Ecosystems (Streamside and Green Infrastructure Areas); and
- **Development Variance Permit**

	Proposed
Lot Area	
Gross Site Area:	10.16 hectares
Road Dedication:	0.73-hectare
Open Space Dedication:	5.55 hectares
Undevelopable Area:	N/A
Net Site Area:	3.93 hectares
Number of Lots:	38 single family lots
Unit Density:	3.7 units per gross hectare
Range of Lot Sizes	706 – 1311 square metres
Range of Lot Widths	18.0 – 30.0 metres
Range of Lot Depths	30.0 – 62.8 metres

Referrals

Engineering: The Engineering Department has no objection to the project subject to the completion of Engineering servicing requirements as outlined in Appendix II.

School District: **The School District has advised that there will be approximately 53 school-age children generated by this development, of which the School District has provided the following expected student enrollment.**

19 Elementary students at Erma Stephenson School
10 Secondary students at Fraser Heights School

(Appendix III)

Note that the number of school-age children is greater than the expected enrollment due to students attending private schools, home school or different school districts.

Parks, Recreation & Culture:	Parks will accept the conveyance, without compensation, of 5.53 hectares of parkland to satisfy both the open space requirements of the RC Zone as well as "maximum safeguarding" requirements of the Sensitive Ecosystems Development Permit Area guidelines. The closest active park and natural area is Fraser View Parks directly abutting the subject property.
Ministry of Transportation & Infrastructure (MOTI):	Further review and approval from MOTI will be required prior to Final Adoption of the associated By-laws.
Metro Vancouver:	The applicant is proposing an amendment to the Regional Growth Strategy (RGS) designation of the subject site from Industrial to General Urban. The proposed Type 3 minor RGS amendment would require an affirmative majority (50% plus 1) weighted vote of the Metro Vancouver Board but would not require a regional public hearing.
Trans Mountain:	No concerns provided best practices for land use planning and development around pipeline infrastructure as outlined in CSA Standard Z663-18: Land Use Planning in the Vicinity of Pipeline Systems are upheld.

Transportation Considerations

- The applicant will be required to provide the following road dedications and works as part of the subject application:

    - Dedicate 16.5 metres towards 157A Street and construct to the Local Standard with sidewalk, boulevard with trees and lighting, curb, and pavement widening to accommodate two-way traffic and on-street parking where possible;
    - Dedicate 16.5 metres towards new 114A Avenue and construct to the Local Standard with sidewalks on both sides of the road, boulevards with trees and lighting, curb, pavement to accommodate two-way traffic and on-street parking where possible;
    - Dedicate 14.0-metre radius cul-de-sac bulbs at both the eastern and western terminus of 114A Avenue on the subject site;
    - Dedicate 3.0-metre x 3.0-metre corner cuts at the intersection of 114A Avenue and 157A Street; and
    - Register a 0.5-metre wide statutory right-of-way along all road frontages for IC access and sidewalk maintenance.

- In response to resident concerns regarding traffic operations at the intersection of 114 Avenue and 157A Street, the applicant will be voluntarily providing improvements at the intersection for safer vehicle maneuvers around the curve, over and above typical servicing requirements.

- A number of concerns have been expressed by residents related to traffic and the existing infrastructure in the area (outside of the subject site). Staff have evaluated the various issues and can provide the following information:

- *Parking and sightline concerns on 158A Street*: Parking zones and related parking signage have been adjusted to improve sightlines.

- *Road conditions due to snow and ice on the existing steep road grades*: 158A Street and 159A Street north of 112 Avenue are currently indicated as priority roads for snow removal and are attended to daily during snow events; this priority treatment will continue to occur on these roads.

- *Traffic speeds*: The City has a traffic calming program that includes submission of a petition expressing neighbourhood interest in traffic calming, as there are both advantages and disadvantages to different traffic calming devices. The evaluation process (including a speed and volume study, road geometry analysis, and other considerations) would be initiated upon receipt of a petition.

- The proposed development is anticipated to generate approximately 38 vehicle trips in the peak hour (approximately one vehicle every 1 – 2 minutes), according to industry standard rates. A site-specific traffic assessment ("TIA") was not required as the proposal is well below the City's threshold for triggering the requirement (the typical threshold for requiring a TIA for a single family proposal is 150 units; the subject proposal is for 38 units).

- The subject site is approximately 1.5 kilometers, roughly equivalent to a 20 minute walk, from TransLink Bus Route No. 337 (Fraser Heights/Guildford Exchange/Surrey Central Station).

Parkland and/or Natural Area Considerations

- Development Permits for Hazard Lands (Steep Slopes) and Sensitive Ecosystems (Streamside and Green Infrastructure Areas) are required.

- The applicant to proposing to dedicate approximately 5.55 hectares, or 54.6% of the gross site area, as open space as per the requirements of the "Cluster Residential Zone (RC)".

- Portions of the proposed open space conveyance contain the Part 7A Zoning Bylaw setbacks of several on-site or adjacent watercourses as well as portions of Biodiversity Conservation Strategy (BCS) Green Infrastructure Network (GIN) Corridor No. 112.

- The eastern 4.94-hectare open space conveyance area will be consolidated with both Fraser View Park and North Slope Buffer Park to the immediate south and south-east of the subject property. The western 0.58-hectare open space conveyance area will be consolidated with 4F – Community Park to the immediate south-west.

- Disturbance associated with the Trans Mountain Expansion Project within the future conveyance area will be addressed through an existing reclamation management plan negotiated between Trans Mountain and the City of Surrey.

- More information on the proposed Streamside and Green Infrastructure Area protections for the subject site can found in the Sensitive Ecosystems (Streamside and Green Infrastructure Areas) Development Permit Requirement section of this report.

- Further detailed design coordination with Parks and Engineering staff is required for the proposed looped water main and access path within a portion of Fraser View Park (15955 – 113

Avenue). Any servicing through parkland must be approved by Parks staff and replanted to Parks standards.

Sustainability Considerations

- The applicant has met all of the typical sustainable development criteria, as indicated in the Sustainable Development Checklist.

POLICY & BY-LAW CONSIDERATIONS

Regional Growth Strategy

- The subject site is currently designated "Industrial" in the Metro Vancouver's Regional Growth Strategy (RGS). Areas designated as "Industrial" in the RGS are primarily intended for heavy and light industrial activities, and appropriate accessory uses.

- As part of the subject application, the applicant is seeking an RGS amendment, through Metro Vancouver, from "Industrial" to "General Urban". Areas designated as "General Urban" in the RGS are intended for residential neighbourhoods and centres, and are supported by shopping, services, institutions, recreational facilities and parks.

- Amendments from the "Industrial" to "General Urban" designation are classified as Type III Minor Amendments and require an affirmative majority (50% + 1) weighted vote of the Metro Vancouver Board, but do not require a regional public hearing.

- RGS amendment applications are forwarded to Metro Vancouver for consideration upon endorsement by Council, after a municipal public hearing is held and Third Reading of the OCP Amendment By-law is granted.

- The proposed RGS amendment is deemed to have merit given the existing suburban residential pattern of development in this section of Fraser Heights, the isolated nature of this pocket of "Industrial" designated land, as well as the potential conflicts between a future industrial use on the subject site and adjacent residential uses, particularly as it relates to the access and egress of industrial-related vehicle traffic.

Official Community Plan

<u>Land Use Designation</u>

- The subject site is currently designated "Industrial" in the Official Community Plan (OCP). As part of the subject application, the applicant is seeking an OCP amendment from "Industrial" to "Suburban".

<u>Amendment Rationale</u>

- The proposed OCP amendment is deemed to have merit given the existing suburban residential pattern of development in this section of Fraser Heights, the isolated nature of this pocket of "Industrial" designated land, as well as the potential conflicts between a future

industrial use on the subject site and adjacent residential uses, particularly as it relates to the access and egress of industrial-related vehicle traffic.

- The proposed development will be subject to the Tier 2 Capital Plan Project CACs for proposed density greater than the OCP designation, as described in the Community Amenity Contribution section of this report.

- The applicant will be required to provide the per unit flat rate for the number of units above the Official Community Plan in order to satisfy the proposed amendment. The contribution will be payable at the rate applicable at the time of Rezoning Final Adoption.

Public Consultation for Proposed OCP Amendment

- Pursuant to Section 475 of the Local Government Act, it was determined that it was not necessary to consult with any persons, organizations or authorities with respect to the proposed OCP amendment, other than those contacted as part of the pre-notification process.

Themes/Policies

- The proposal is consistent with the following OCP Themes and Policies:

    - Growth Management
        - *Growth Priorities:* Accommodate urban land development in serviced infill areas and redevelopment sites in appropriate locations within existing residential neighbourhoods, when developed compatibly with existing neighbourhood character.
        - *Sensitive Infill:* Requirement redevelopment and infill development to enhance public open spaces and greenspaces within existing neighbourhoods through the retention of existing trees and natural features.
    - Ecosystems
        - *Green Infrastructure Network:* Preserve riparian areas and watercourses in their natural state and link them with upland natural areas to develop a connected network of natural areas throughout Surrey.

Zoning By-law

- The applicant proposes to rezone the subject site from "One-Acre Residential Zone (RA)" and “Light Impact Industrial Zone (IL)” to "Cluster Residential Zone (RC)".

- The table below provides an analysis of the development proposal in relation to the requirements of the Zoning By-law, including the "Cluster Residential Zone (RC)", streamside setbacks and parking requirements.

RC Zone (Part 15A)	**Permitted and/or Required**	**Proposed**
Unit Density:	5.0 units per gross hectare where a minimum of 50% of the site of subdivision is provided as open space.	3.7 units per gross hectare with 54.6% of the site of subdivision provided as open space.
Yards and Setbacks		
Front Yard:	7.5 metres	Minimum of 6.0 metres for proposed Lots 8-22*
Side Yard:	1.8 metres	1.8 metres
Side Yard Flanking:	3.6 metres	3.6 metres
Rear:	7.5 metres	7.5 metres
Lot Size (for Type I - Single Family, where amenity contributions are provided in accordance with Schedule G of the Zoning Bylaw and where a minimum of 50% of site area for subdivision is preserved as open space).		
Lot Size:	700 square metres	706 – 1311 square metres
Lot Width:	18 metres	18.0 – 30.0 metres
Lot Depth:	30 metres	30.0 – 62.8 metres
Streamside (Part 7A)	**Required**	**Proposed**
Streamside Setbacks		
Class B (yellow-coded) Stream:	15.0 metres as measured from the top-of-bank.	Minimum of 40.9 metres <u>below</u> top-of-bank for the northern watercourse*
Parking (Part 5)	**Required**	**Proposed**
Number of Spaces	Minimum three (3) parking space per lot	Minimum three (3) parking space per lot.

** variance requested*

<u>Front Yard Setback Variance (Lots 8-22)</u>

- The applicant is requesting to reduce the minimum front yard setback of the RC Zone from 7.5 metres to 6.0 metres to the principal building.

- As the rear yards of proposed Lots 8-22 will contain a contiguous fenced landscape buffer, varying from 10 to 24 metres in width, associated with the permanent protection of both riparian and biodiversity areas on the subject development site, the proposed variance will help to facilitate a more typical building footprint and useable rear yard space on each of the proposed lots.

- Despite the proposed front yard setback reduction proposed Lots 8-22 will still be able to achieve a minimum of four (4) off-street parking spaces, two (2) spaces within the garage and two (2) spaces within the driveway, thereby exceeding the requirements of the Surrey Zoning Bylaw.

- Staff support the requested variance to proceed for consideration.

<u>Streamside Variance (see Development Permits section and Appendix VI for details)</u>

- The applicant is requesting the following streamside variance:

- To reduce the minimum setback distance for a Class B (yellow-coded) watercourse from 15.0 metres, as measured from the top-of-bank, to a minimum of 55.3 metres as measured from the high water mark, which is equivalent to between 9.1 to 40.9 metres below top-of-bank.

- The proposed variance only applies to a portion of an unnamed Class B (yellow-coded) watercourse which is located within the South Fraser Perimeter Road (Highway 17) road allowance.

- The project Qualified Environmental Professional (QEP) has confirmed that subject watercourse has little to no morphological association with the adjacent escarpment, having been constructed at the toe of the slope during the completion of the South Fraser Perimeter Road in 2013. However, the definition of top-of-bank utilized by both the Province and City of Surrey - being the break in the slope of the land such that the slope beyond the break is less than 3 to 1 at any point for a minimum of 15 metres measured perpendicularly from the break – results in a riparian protection setback extending approximately 112 metres from the boundary of the watercourse.

- In support of the proposed variance to the Part 7A Streamside Protection setback to the northern-most Class B watercourse, the project QEP prepared a Riparian Areas Protection Regulations (RAPR) Assessment Report confirming the Provincial Streamside Protection and Enhancement Area (SPEA) of 10 metres, as measured from the stream boundary which is generally equivalent to the high water mark of the subject watercourse. The RAPR Assessment has been reviewed by the Province and found to be satisfactory.

- While the proposed variance will result in a Part 7A Streamside Protection setback area reduction of 6,216 square metres, over 35% of this area (approximately 2,200 square metres) will be regraded, landscaped, fenced and protected in perpetuity through the registration of a combined Statutory Right-of-Way and Section 219 Restrictive Covenant in accordance with the Minimum Safeguarding requirements of the Sensitive Ecosystems Development Permit guidelines.

- Staff support the requested variance to proceed for consideration.

Lot Grading and Building Scheme

- The applicant retained Mike Tynan of Tynan Consulting Ltd. as the Design Consultant. The Design Consultant conducted a character study of the surrounding homes and based on the findings of the study, proposed a set of building design guidelines (Appendix IV).

- Styles recommended for this site include “Neo-Traditional”, “Neo-Heritage” and “West Coast Contemporary”.

- A preliminary lot grading plan, submitted by Hub Engineering Ltd., and dated November 18, 2022, has been reviewed by staff and found to be generally acceptable. The applicant does propose in-ground basements. The feasibility of in-ground basements will be confirmed once the City’s Engineering Department has reviewed and accepted the applicant’s final engineering drawings.

Capital Projects Community Amenity Contributions (CACs)

- On December 16, 2019, Council approved the City's Community Amenity Contribution and Density Bonus Program Update (Corporate Report No. R224; 2019). The intent of that report was to introduce a new City-wide Community Amenity Contribution (CAC) and updated Density Bonus Policy to offset the impacts of growth from development and to provide additional funding for community capital projects identified in the City's Annual Five-Year Capital Financial Plan.

- The proposed development will be subject to the Tier 2 Capital Plan Project CACs for proposed density greater than the OCP designation.

- The applicant will be required to provide the per unit flat rate for the number of units above the approved OCP densities in order to satisfy the proposed OCP Amendment. The current rate is $15,000 per unit for single family lots; however, the contribution will be payable at the rate applicable at the time of Rezoning Final Adoption,

Affordable Housing Strategy

- On April 9, 2018, Council approved the City's Affordable Housing Strategy (Corporate Report No. R066; 2018) requiring that all new rezoning applications for residential development contribute $1,000 per new unit to support the development of new affordable housing. The funds collected through the Affordable Housing Contribution will be used to purchase land for new affordable rental housing projects.

- The applicant will be required to contribute $1,000 per new lot to support the development of new affordable housing within the City of Surrey.

PUBLIC ENGAGEMENT

- Pre-notification letters were sent on August 12, 2022, and the Development Proposal Signs were installed on August 19, 2022. Staff received the following responses from neighbouring *(staff comments in italics):*

    - Two (2) residents requested additional information with respect to the redevelopment of the eastern portion of the subject site.

      (City staff confirmed that the development proposal includes the conveyance of a 4.94-hectare lot to the City for a combination of riparian, biodiversity and open space protection purposes which generally comprises the entirety of the eastern half of the subject property.

      Following the disclosure of this information the area residents indicated that they had no further questions or concerns with the development proposal.)

    - Nine (9) residents expressed concerns about tree canopy loss, the proposed density, existing road conditions along 114 Avenue and 157A Street as well as the potential for increased traffic congestion in the immediate neighbourhood.

      (*As part of the subject development application the applicant is proposing the conveyance of 5.55 hectares, or 54.6% of the gross site area, to satisfy the open space requirements of the RC Zone as well as the maximum safeguarding requirements of the Sensitive Ecosystems*

Development Permit. Though 93 on-site protected trees have now been removed as part of the ongoing Trans Mountain Expansion Project (TMEP) these open space areas still contain a number of remaining protected trees proposed for retention, approximately 22 identified by the Arborist in the western and a portion of the eastern portion.

In addition, the applicant is proposing 190 replacement trees, or five (5) trees per proposed single-family lot, greatly exceeding City requirements.

Though the subject development proposal includes both an RGS Amendment, from Industrial to General Urban, and OCP Amendment, from Industrial to Suburban, the proposed density and unit typology is consistent with the existing pattern of suburban residential development in this portion of Fraser Heights. Consideration of the redevelopment of the subject site to a suburban residential use was reviewed and supported by Council under Development Application No. 7903-0216-00, which received Final Adoption on July 26, 2004.

In response to resident concerns about the vandalization of existing parking signage as well as parking issues on 158A Street, between 112 and 114 Avenue, City staff confirmed that the vandalized parking signs will be replaced and that additional parking restrictions will be reviewed.

In response to resident concerns regarding traffic operations at the intersection of 114 Avenue and 157A Street, the applicant will be voluntarily providing improvements at this intersection for safer vehicle maneuvers around the curve, over and above typical servicing requirements.

A number of concerns have been expressed by residents related to traffic and the existing infrastructure in the area (outside of the subject site); staff have evaluated the various issues and can provide the following information:

- *Road conditions due to snow and ice on the existing steep road grades: 158A Street and 159A Street north of 112 Avenue are currently indicated as priority roads for snow removal and are attended to daily during snow events; this priority treatment will continue to occur on these roads.*

- *Traffic speeds: The City has a traffic calming program that includes submission of a petition expressing neighbourhood interest in traffic calming, as there are both advantages and disadvantages to different traffic calming devices. The evaluation process (including a speed and volume study, road geometry analysis, and other considerations) would be initiated upon receipt of a petition.*

Should Council grant Third Reading to the subject development application the City's Engineering Department will continue to engage both internal and external stakeholders to address off-site road improvements.

The proposal does not meet the Surrey Design Criteria Manual for requiring a Traffic Impact Analysis (TIA) based on a threshold of generating 100 trips during the peak hour. Based off the Institute of Transportation Engineers (ITE) Trip General Manual for Single-family Detached Housing, approximately 38 vehicle trips are expected to be generated in the Weekday AM/PM peak hour (approximately 1-2 vehicles per minute).

- One (1) resident expressed concerns with respect to the proximity of the Trans Mountain pipeline to existing and future residential lots.

DEVELOPMENT PERMITS

Hazard Lands (Steep Slope) Development Permit Requirement

- The subject property falls within the Hazard Lands (Steep Slope) Development Permit Area (DPA) in the OCP, given that the site contains steep slopes in excess of 20% gradient. The Hazard Land (Steep Slope) Development Permit is required to protect developments from hazardous conditions.

- The geodetic elevations of that portion of the subject property proposed for redevelopment, spanning from the western property line to the western top-of-bank of the unnamed Class B watercourse running north-south through the midpoint of the property, vary from approximately 61.0 to 14.0 metres, running from north to south, with moderately steep gullies associated with existing riparian features to the east and west. Significant slopes, between 30% to 45%, occur both within and adjacent to the northern portion of the subject property as part of the South Fraser Perimeter Road escarpment.

- A geotechnical report, prepared by Kevin Bodnar, *P. Eng*., of GeoPacific Consultants Ltd., and dated May 6, 2022, was peer reviewed by Harman Dhillon, *P. Eng.,* of Braun Geotechnical Ltd., and found to be generally acceptable by the peer reviewer**.** The report and peer review were reviewed by staff and found to generally conform to the OCP Development Permit guidelines for Hazard Lands, with some modifications to content of the report still required. The finalized geotechnical report will be incorporated into the Development Permit.

- The geotechnical report investigated issues related to slope stability and natural storm water drainage, from a geotechnical perspective, to determine the feasibility of development the site and proposes recommendations to ensure the ongoing stability of the slope.

- Stepped landscaped retaining walls, between 0.8 to 1.0 metres in height, are planned within the rear yards of proposed Lots 13-22. Slope regrading within the rear yards of proposed Lots 10-22 is proposed, generally within DP3 minimum safeguarding portion of each lot. Slope stability will be maintained through both the application of vegetative groundcover, in association of the approved Ecosystem Development and Impact Mitigation Plan, as well as a reinforced geogrid for sections in excess of a 2.5 to 1 slope.

- The consultant has determined that the development is feasible provided that the recommendations in their report are incorporated into the overall design of the site, including temporary and permanent lot grading, foundation design, foundation drainage, seismic design as well as utility installation.

- Registration of a Section 219 Restrictive Covenant that requires the owner to develop the site in accordance with the conditions in the geotechnical report is required as a condition of final adoption.

- At Building Permit stage, the Building Division will require Letters of Assurance from a geotechnical engineer to ensure that the building plans comply with the recommendations in the approved geotechnical report.

Sensitive Ecosystems (Streamside and Green Infrastructure Areas) Development Permit Requirement

Streamside Areas

- The subject property falls within the Sensitive Ecosystems Development Permit Area (DPA) for Streamside Areas in the OCP, given the location of several existing Class B (yellow-coded) watercourses both within and adjacent to the subject property (see Appendix VI). The Sensitive Ecosystems (Streamside Areas) Development Permit is required to protect aquatic and terrestrial ecosystems associated with streams from the impacts of development.

- In accordance with Part 7A Streamside Protection setbacks of the Zoning By-law, a Class B (yellow-coded) watercourse requires a minimum streamside setback of 15 metres, as measured from the top of bank. The proposed setbacks for both the western-most off-site Class B watercourses and seepages as well as the centrally located, north-to-south flowing Class B watercourse comply with the requirements outlined in the Zoning By-law.

- The applicant is requesting the following streamside variance:

    - To reduce the minimum setback distance for a Class B (yellow-coded) watercourse from 15.0 metres, as measured from the top-of-bank, to a minimum of 55.3 metres as measured from the high water mark, which is equivalent to between 9.1 to 40.9 metres below top-of-bank.

- The proposed variance only applies to a portion of an unnamed Class B (yellow-coded) watercourse which is located within the South Fraser Perimeter Road (Highway 17) road allowance.

- The project Qualified Environmental Professional (QEP) has confirmed that subject watercourse has little to no morphological association with the adjacent escarpment, having been constructed at the toe of the slope during the completion of the South Fraser Perimeter Road in 2013. However, the definition of top-of-bank utilized by both the Province and City of Surrey - being the break in the slope of the land such that the slope beyond the break is less than 3 to 1 at any point for a minimum of 15 metres measured perpendicularly from the break – results in a riparian protection setback extending approximately 112 metres from the boundary of the watercourse.

- While the proposed variance will result in a Part 7A Streamside Protection setback area reduction of 6,216 square metres, over 35% of this area (approximately 2,200 square metres) will be regraded, landscaped, fenced and protected in perpetuity through the registration of a combined Statutory Right-of-Way and Section 219 Restrictive Covenant in accordance with the Minimum Safeguarding requirements of the Sensitive Ecosystems Development Permit guidelines.

- The streamside protection areas associated with both the western off-site Class B watercourses and seepages, as well as the centrally located north-to-south flowing watercourse, are proposed to be conveyed to the City as lots for conservation purposes as a condition of rezoning approval in perpetuity, in compliance with the OCP.

Green Infrastructure Areas

- The City of Surrey Biodiversity Conservation Strategy (BCS) Green Infrastructure Network (GIN) map, adopted by Council on July 21, 2014 (Corporate Report No. R141; 2014), identifies a portion of a Regional BCS Corridor within the subject site with a High ecological value. As such, the subject property falls within the Sensitive Ecosystems DPA for Green Infrastructure Areas in the OCP, which is required to protect environmentally sensitive and/or unique natural areas from the impacts of development.

- The BCS further identifies the GIN area of the subject site as having a High ecological value, derived from species at risk presence, species accounts and known ecosystem habitat inventories. The BCS recommends a target Corridor width of 100 metres.

- The development proposal conserves approximately 33,185 square metres (or 69.4% of the total) of the approximately 47,800 square metres of BCS Corridor No. 112 that falls within the subject property through the conveyance of open space associated with the proposed RC Zone.

- This method of GIN retention/enhancement will assist in the long-term protection of the natural features and allows the City to better achieve biodiversity at this location consistent with the guidelines contained in the BCS. An additional 4,100 square metres of the identified GIN corridor, falling within the rear yards of proposed Lots 10-22, will be regraded, landscaped, fenced, and protected in perpetuity through the registration of a combined Statutory Right-of-Way and Section 219 Restrictive Covenant. Securities will be collected to ensure installation of the fencing and landscaping.

- In total approximately 37,285 square metres, equivalent to 78% of the total area of that portion of GIN Corridor No. 112 falling within the subject property, with a minimum width of approximately 71.3 metres, is being conserved and/or enhanced as part of the subject development.

- An Ecosystem Development Plan, prepared by Ian Whyte, *P. Ag.*., of Envirowest Consultants Limited and dated May 31, 2022, was reviewed by staff and found to be generally acceptable, with some modifications to content and format of the report still required. The finalized report and recommendations will be incorporated into the Development Permit.

TREES

- Jason Emery, ISA Certified Arborist of Central Valley Tree & Arborist Services Ltd., prepared an Arborist Assessment for the subject property. The table below provides a summary of the tree retention and removal by tree species:

Table 1: Summary of Tree Preservation by Tree Species:

Tree Species	Existing	Remove	Retain
Alder and Cottonwood Trees			
Alder	1	1	0
Cottonwood	7	4	3
Deciduous Trees (excluding Alder and Cottonwood Trees)			
Bigleaf Maple	3	3	0
Coniferous Trees			
Western Red Cedar	2	2	0
Total (excluding Alder and Cottonwood Trees)	**5**	**5**	**0**
Additional Trees in the proposed Riparian/Biodiversity/Open Space Areas	**22**	**0**	**22**
Off-Site Trees (associated with proposed Water main loop).	**61**	**0**	**61**

Total Replacement Trees Proposed (excluding Boulevard Street Trees)	**190**
Total Retained and Replacement Trees	**193**
Contribution to the Green City Program	**No Contribution Required.**

- The Arborist Assessment states that there are a total of five (5) protected trees on that portion of the subject property comprising the area of future residential re-development, excluding Alder and Cottonwood trees. Eight (8) existing trees are Alder and Cottonwood trees. It was determined that three (3) trees can be retained as part of this development proposal. The proposed tree retention was assessed taking into consideration the location of services, building footprints, road dedication and proposed lot grading.

- In addition, the project Arborist has confirmed that 93 protected trees identified within the Arborist Assessment have been removed as part of the Trans Mountain Expansion Project (TMEP) occurring within the subject property.

- Table 1 includes an additional twenty-two (22) protected trees to be retained within a portion of the eastern proposed open space, to the west of the centrally located north-south flowing Class B watercourse.

- Table I also includes an additional sixty-one (61) off-site trees (6 on private property and 55 located within Fraser View Park) within close proximity to the proposed water main loop associated with the subject development. All trees are proposed to be retained.

- For those trees that cannot be retained, the applicant will be required to plant trees on a 1 to 1 replacement ratio for Alder and Cottonwood trees, and a 2 to 1 replacement ratio for all other trees. This will require a total of fifteen (15) replacement trees. The applicant is proposing 190 replacement trees, or five (5) trees per proposed single family lot, on the site thereby greatly exceeding City requirements.

- In summary, a total of 193 trees are proposed to be retained or replaced on the site with a no required contribution to the Green City Program.

INFORMATION ATTACHED TO THIS REPORT

The following information is attached to this Report:

Appendix I.	Rezoning Block Plan, Proposed Subdivision Layout
Appendix II.	Engineering Summary
Appendix III.	School District Comments
Appendix IV.	Building Scheme Summary
Appendix V.	Summary of Tree Survey and Tree Preservation
Appendix VI.	EDP-IMP Site Plans
Appendix VII.	OCP Redesignation Map – Figure 3
Appendix VIII.	OCP Redesignation Map – Figure 42
Appendix IX.	Aerial Photo
Appendix X.	Development Variance Permit No. 7916-0130-00

approved by Ron Gill

Jeff Arason
Acting General Manager
Planning and Development

CRL/ar

SURVEY PLAN TO ACCOMPANY CITY OF SURREY REZONING BYLAW No: _____ OF: LOT 1 EXCEPT: PART SHOWN IN PLAN EPP53159, SECTIONS 10, 11, 12 AND 13 BK 5 N R 1 W NWD PLAN EPP32066

FOR REZONING PURPOSES

LEGEND

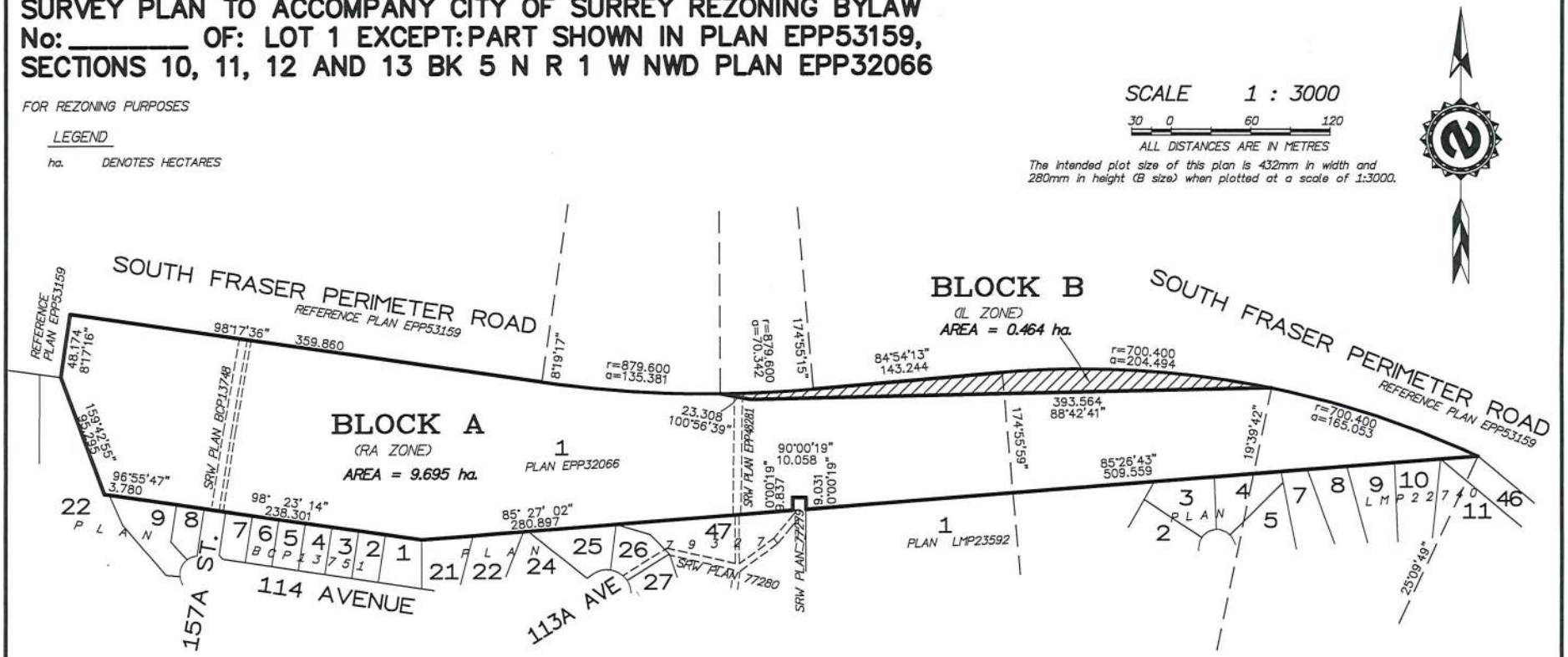
ha. DENOTES HECTARES

SCALE 1 : 3000

30 0 60 120

ALL DISTANCES ARE IN METRES

The intended plot size of this plan is 432mm in width and 280mm in height (B size) when plotted at a scale of 1:3000.



Property boundary dimensions shown hereon, are derived from field survey.

CERTIFIED CORRECT
DATED THIS 21st DAY OF NOVEMBER 2022.

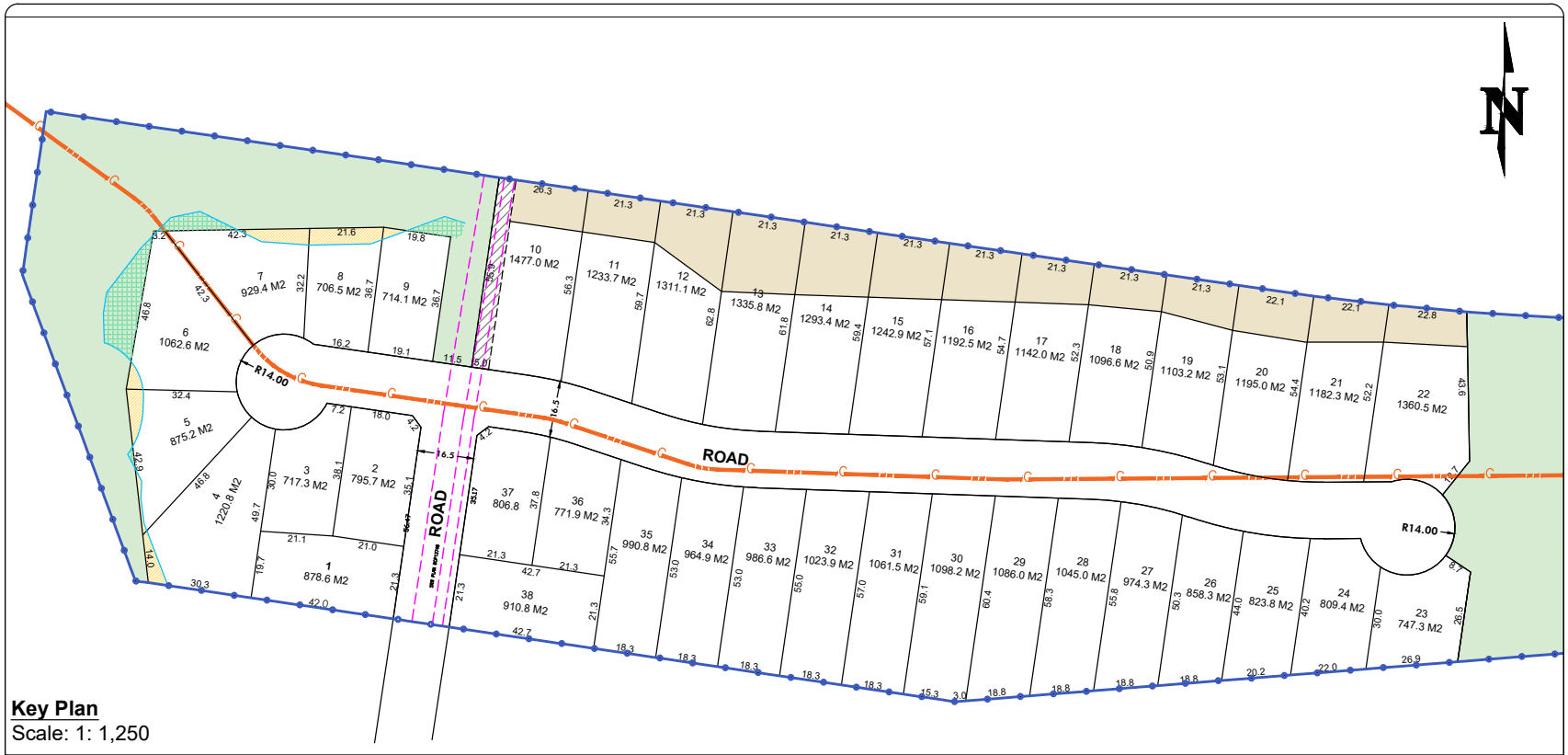
B.C.L.S.

M. Adam Fulkerson

ADAM FULKERSON
BRITISH COLUMBIA
SEAL
LAND SURVEYOR
COMMISSION NO. 906

TARGET
LAND SURVEYING
C120 – 20178 96th Ave
Langley, BC V1M 0B2
604-583-6161

FILE: 7869-blockplan



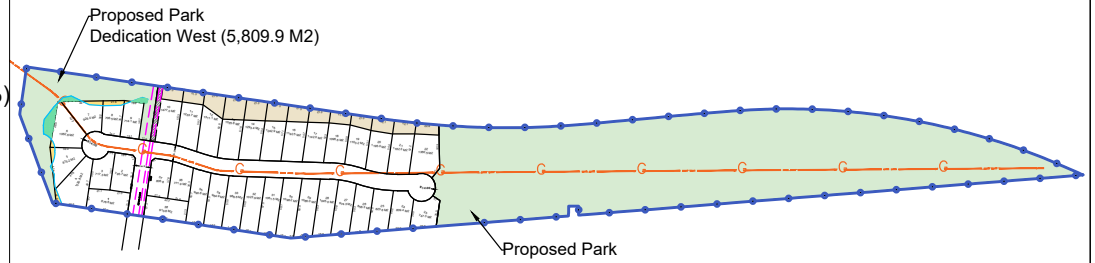
Key Plan
Scale: 1: 1,250

STATISTICS

Subject Property: 10.16 Ha. / 25.1 Ac.
Proposed Lots: 38 (RC Zone)
Lot Area: 706 - 1477 M2
Proposed Road Dedication: 7294.3 M2
Proposed Parkland Dedication: 5.53 Ha. / 13.66 Ac. (54.6%)

LEGEND

- Proposed ROW
- Existing ROW
- Existing Property Boundary
- Flex Area Gain
- Flex Area Loss
- Proposed Park Dedication
- Proposed Covenant Area



Area Plan
Scale: 1: 5000

PACIFIC LAND GROUP
Land Use, Development & Environmental Strategists

Pacific Land Resource Group Inc.

Suite 212 - 12992 76 Avenue
Surrey, British Columbia
Canada V3W 2V6

Tel: 604-501-1624
Fax: 604-501-1625

www.pacificlandgroup.ca
info@pacificlandgroup.ca

PROJECT:
11420 157A Street, Surrey

DRAWING TITLE:
Preliminary Subdivision Layout

PRELIMINARY PLAN - SUBJECT TO APPROVAL(S) FROM FEDERAL, PROVINCIAL AND LOCAL AUTHORITIES

CLIENT:
Vesta Properties

SCALE:
As Noted

DATE:
September 21, 2022

PROJECT No:
15-1310

DRAWING No:
01

DESIGNED BY:	CHECKED BY:
ZW	RS

CITY OF SURREY
the future lives here.

INTER-OFFICE MEMO

TO: **Manager, Area Planning & Development - North Surrey Division**
Planning and Development Department

FROM: **Development Services Manager, Engineering Department**

DATE: **November 22, 2022** PROJECT FILE: **7816-0130-00**

RE: **Engineering Requirements**
Location: 11420 157A St

OCP AMENDMENT

There are no engineering requirements relative to the OCP Amendment

REZONE/SUBDIVISION

Property and Right-of-Way Requirements

- Dedicate 16.5 m towards 115 Ave and 157A St.
- Dedicate 14.0 m radius cul-de-sac bulb on both ends of 115 Ave.
- Dedicate required corner cuts.
- Register 0.5 m statutory right-of-way (SRW) along all road frontages.
- Register SRW on proposed lot 10, conveyed parkland and existing parkland 15955 113 Ave.

Works and Services

- Construct 115 Ave with cul-de-sac on both ends and 157A St.
- Construct storm and sanitary sewer mains on 115 Ave.
- Construct water main on 115 Ave and 157A St.
- Construct water main and pathway on conveyed parkland and 15955 113 Ave.
- Construct storm and sanitary sewer upgrades as determined by capacity and structural analyses.
- Construct storm, sanitary, and water service connections to each lot.
- Provide on-site stormwater mitigation features.
- Register all applicable legal documents and secure all necessary permits.

A Servicing Agreement is required prior to Rezone/Subdivision.

DEVELOPMENT PERMIT/DEVELOPMENT VARIANCE PERMIT

The following issues are to be addressed as a condition of issuance of the Development Permit for Sensitive Ecosystems (Streamside):

- The applicant will be required to provide a combined statutory right-of-way/restrictive covenant (SRW/RC) for the watercourse located along the north side of the site. The SRW/RC is to be registered over the setback from the top of bank.

Jeff Pang, P.Eng.
Development Services Manager
DJS

NOTE: Detailed Land Development Engineering Review available on file

Surrey Schools
LEADERSHIP IN LEARNING

October 31, 2022

Planning

School Enrolment Projections and Planning Update:

The following tables illustrate the enrolment projections (with current/approved ministry capacity) for the elementary and secondary schools serving the proposed development.

Erma Stephenson Elementary is currently operating at 104% capacity. As of September 2022, there are 2 portables on site serving as enrolling spaces. The enrolment projections show a modest decline over the next 10 years. There are no City planning or land use initiatives planned for the area; only minimal sporadic new infill housing. The surplus in-catchment demand can be accommodated by portables over the next 10 years. There are currently no plans to increase the capacity of the school.

Fraser Heights Secondary is the only secondary school that serve the communities located on the north side of Highway 1. The school is currently operating at 128% capacity. The school's 10 year projections show enrolment to continue at this level and potentially grow as the Bothwell and Abbey Ridge communities start to build. As a result, the District has requested as part of their 2023/2024 Capital Plan submission to the Ministry a 500 capacity addition for the school, targeted to open in 2029. There has been no Ministry funding approval for this project.

THE IMPACT ON SCHOOLS

APPLICATION #: 16 0130 00

SUMMARY

The proposed 38 Single family with suites
are estimated to have the following impact
on the following schools:

Projected enrolment at Surrey School District for this development:

Elementary Students:	19
Secondary Students:	10

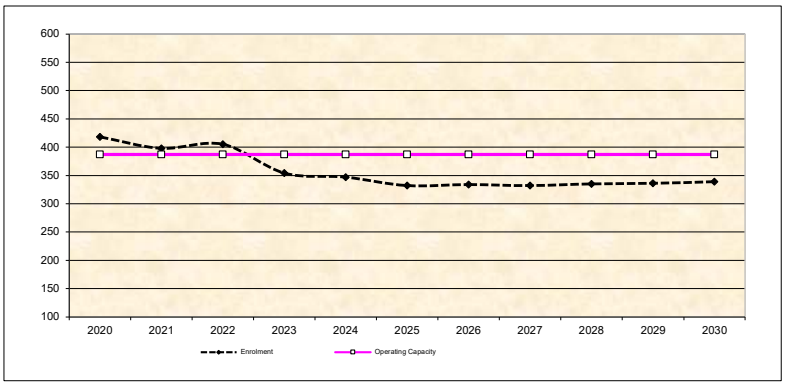
September 2022 Enrolment/School Capacity

Erma Stephenson Elementary	
Enrolment (K/1-7):	34 K + 371
Operating Capacity (K/1-7)	38 K + 349
Fraser Heights Secondary	
Enrolment (8-12):	1535
Capacity (8-12):	1200

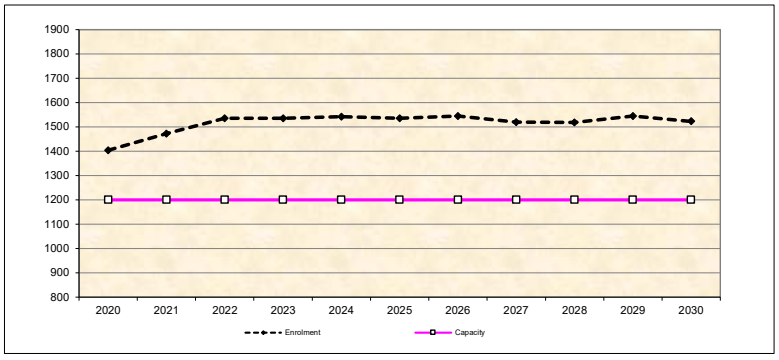
Projected population of school-age children for this development:	53

***Population** : The projected population of children aged 0-19 Impacted by the development.*
***Enrolment:** The number of students projected to attend the Surrey School District ONLY.*

Erma Stephenson Elementary



Fraser Heights Secondary



** Nominal Capacity is estimated by multiplying the number of enrolling spaces by 25 students.*
Maximum operating capacity is estimated by multipying the number of enrolling spaces by 27 students.

BUILDING GUIDELINES SUMMARY

Surrey Project no: 7916-0130-00
Project Location: 11420 - 157A Street, Surrey, B.C.
Design Consultant: Tynan Consulting Ltd., (Michael E. Tynan)

The draft Building Scheme proposed for this Project has been filed with the City Clerk. The following is a summary of the Residential Character Study and the Design Guidelines which highlight the important features and form the basis of the draft Building Scheme.

1. Residential Character

1.1 General Description of the Existing and/or Emerging Residential Character of the Subject Site:

All homes in this area are between 10 and 15 years old, and all are 3500 sq.ft. Two-Storey type with in-ground basements. Styles include: "Neo-Heritage" (7%), "Neo-Colonial" (7%), and "Neo-Traditional" (86%).

Massing scale (front wall exposure) characteristics include: mid-scale massing (29%), mid-scale massing with proportionally consistent, well balanced massing design (50%), mid to high scale massing (7%), and high scale massing (14%). The scale (height) range for front entrance structures include: one storey, understated front entrance (7%), one storey front entrance (21%), and 1 ½ storey front entrance (71%).

The range of roof slopes found in this area is: 7:12 (5%), 8:12 (15%), 9:12 (5%), 10:12 (5%), 12:12 (60%), and greater than 12:12 (10%). Main roof forms (largest upper floor truss spans) include: main common hip roof (93%), and main common gable roof (7%). Feature roof projection types include: Common Gable (64%), Dutch Hip (32%), and Carousel Hip (5%). Roof surfaces include only Concrete tile (shake profile) (100%).

Main wall cladding materials include: horizontal cedar siding (7%), vertical channel cedar siding (7%), vertical Board and Batten cedar siding (7%), Stucco cladding (64%), full height stone at front (7%), and full height brick at front (7%). There are no vinyl clad homes. All homes have either brick or stone feature masonry veneers at the front. Wall cladding and trim colours include: Natural only (100%).

Covered parking configurations include: Double garage (71%), Triple garage (21%), and rear garage (7%).

A variety of landscaping standards are evident, including: modest, modern urban landscape standard with sod and a few shrubs only (7%), average modern urban landscape standard (50%), above average modern urban landscape standard featuring numerous shrub plantings (30+ shrubs) (29%), and extraordinary modern urban landscape standard (14%). Driveway surfaces include: exposed aggregate (79%), interlocking masonry pavers (14%), and rear driveway not visible (7%).

1.2 Features of Surrounding Dwellings Significant to the Proposed Building Scheme:

1) **Context Homes:** 64 percent of existing neighbouring homes provide suitable architectural context for use at the subject site (therefore 36 percent of homes are considered 'non-context'). Context homes include: 15852 - 114 Avenue, 11378 - 158A Street, 11377 - 158A Street, 15788 - 114 Avenue, 15778 - 114 Avenue, 15789 - 114 Avenue, 15815 - 114 Avenue, 15849 - 114 Avenue, and 15855 - 114 Avenue. These context homes meet new massing design standards in which various projections on the front of the home are proportionally consistent with one another, are well balanced across the façade, are visually pleasing, and are architecturally interesting. These new homes provide an appropriate standard for future development in this area, and emulating the standards found on these homes (subject to usual updating procedures) will reinforce the desirable emerging trend.
2) **Style Character :** Surrounding context homes exhibit a "small-suburban-estate" style character, and many have architecturally interesting massing designs. Styles suited for this objective include “Traditional”, Classical Heritage, Neo-Heritage, and estate quality manifestations of the Neo-Traditional style. Note that style range is not restricted in the building scheme (however, the consultant refers to the character study style recommendations when reviewing plans for meeting style-character intent). It should also be recognized that there is a strong style change in process now toward "West Coast Contemporary" designs. Manifestations of this style that are reasonably compatible with other homes approved at the subject site could also be considered, because the subject site is essentially an independent enclave, due to the lack of exposure to the existing neighbourhood. Therefore, "West Coast Contemporary" designs of exceptional architectural quality can also be considered.
3) **Home Types :** All surrounding homes are Two-Storey type, and it is expected that all new homes constructed at the subject site will be Two-Storey type. However, home type (Two-Storey, Bungalow, Basement Entry, etc..) will not be regulated in the building scheme.
4) **Massing Designs :** Massing designs should meet new standards for RC zoned subdivisions and developments with similarly sized lots in the RF zone. New homes should exhibit "mid-scale" massing. Various elements and projections on the front of the home should be interesting architecturally, and should be in pleasing natural proportions to one another. These elements and projections should be located so as to create balance across the façade.
5) **Front Entrance Design :** Front entrance porticos range from one to 1½ storeys in height. The recommendation is to limit the range of entrance portico heights to between one storey and 1½ storeys to ensure there is not proportional overstatement of this one element.
6) **Exterior Wall Cladding :** This is an area in which high value homes have been constructed with high quality cladding materials. Vinyl is a low cost utility cladding material that is well suited to areas where affordability is an objective. This is not the case here, as all lots and new homes will be of high value and estate quality. Vinyl therefore, is not recommended.
7) **Roof surface :** All homes in the surrounding area have a shake profile concrete tile roof surface, and so shake profile concrete tiles should be permitted. However due to recent seismic upgrade regulations in the BC Building Code, it has now become prohibitively expensive to install concrete tile roofs. The recommendation is to permit cedar shingles, and high quality shake profile asphalt shingles in addition to the concrete tiles, which should be acceptable given the small interface with the proposed new enclave (the subject site) which is accessed only through a short extension of 157A Street in a northerly direction. New high profile environmentally sustainable roofing materials that meet or exceed the aesthetic properties of other materials stated above should also be permitted subject to consultant approval.
8) **Roof Slope :** Roof slopes of 7:12 or higher have been used on context homes. This is a suitable minimum roof slope given the objectives of ensuring continuity with context homes and to ensure that homes appear style-authentic within the proposed style range.

Streetscape: At the context site to the south (15700 and 15800 blocks of 114 Ave.) there is obvious continuity of appearance. All homes are 3500 square foot “Neo-Traditional” / "Neo-Heritage" / "Neo-Colonial" style Two-Storey type homes with in-ground basements, two thirds of which can be considered "context quality". The context homes have mid-scale massing designs with mass allocations distributed in a proportionally correct and balanced manner across the façade. The homes all have 1 - 1 ½ storey high front entrances. Main roof forms are common hip or common gable, most steeply sloped (70% have a 12:12 or greater slope). All homes have common gable projections articulated with stucco and battens, slop dash stucco, stone, or cedar shingles. All homes have a shake profile concrete tile roof and all are clad in either stucco or cedar with feature masonry accents. The colour range includes only natural hues. Landscaping meets a moderate to high modern urban standard.

2. Proposed Design Guidelines

2.1 Specific Residential Character and Design Elements these Guidelines Attempt to Preserve and/or Create:

- the new homes are readily identifiable as one of the following styles: “Neo-Traditional”, “Neo-Heritage", "West Coast Contemporary", or compatible styles as determined by the design *consultant*. Note that the proposed style range is not contained within the building scheme, but is contained within the residential character study which forms the basis for interpreting building scheme regulations.
- a new single family dwelling *constructed* on any *lot* meets year 2000's design standards, which include the proportionally correct allotment of mass between various street facing elements, the overall balanced distribution of mass within the front facade, readily recognizable style-authentic design, and a high trim and detailing standard used specifically to reinforce the style objectives stated above.
- trim elements will include several of the following: furred out wood posts, articulated wood post bases, wood braces and brackets, louvered wood vents, bold wood window and door trim, highly detailed gable ends, wood dentil details, stone or brick feature accents, covered entrance verandas and other style-specific elements, all used to reinforce the style (i.e. not just decorative).
- the development is internally consistent in theme, representation, and character.
- the entrance element will be limited in height (relative dominance) to 1 to 1 ½ storeys.

2.2 Proposed Design Solutions:

Interfacing Treatment 64 percent of existing neighbouring homes provide suitable architectural context for use at the subject site including 15852 - 114 Ave., 11378 - 158A St., 11377 - 158A St., 15788 - 114 Ave., 15778 - 114 Ave., 15789 - 114 Ave., 15815 - 114 Ave., 15849 - 114 Ave., and 15855 - 114 Ave. These context homes meet new massing design standards in which various projections on the front of the home are proportionally consistent with one another, are well balanced across the façade, are visually pleasing, and are architecturally interesting. These new homes provide an appropriate standard for future development in this area, and emulating the standards found on these homes (subject to usual updating procedures) will reinforce the desirable existing character.

Exterior Materials/Colours:	Stucco, Cedar, Hardiplank, Brick, and Stone. Vinyl siding not permitted on exterior walls. "Natural" colours such as browns, greens, clays, and other earth-tones, and "Neutral" colours such as grey, white, and cream are permitted. "Primary" colours in dark subdued tones such as navy blue, colonial red, or forest green can be considered providing neutral trim colours are used, and a comprehensive colour scheme is approved by the consultant. "Warm" colours such as pink, rose, peach, salmon are not permitted. Trim colours: Shade variation of main colour, complementary, neutral, or subdued contrast only.
Roof Pitch:	Minimum 7:12, with exceptions to prevent roof ridges from becoming too high (overshadowing of neighbouring lots), to allow for veranda roofs that do not cover upper floor windows, to allow for artistic expression in feature roofs, and to provide a path for exceptional designs with lower slope roofs to be approved subject to consultant approval.
Roof Materials/Colours:	Cedar shingles, shake profile concrete roof tiles, shake profile asphalt shingles with a raised ridge cap, and new environmentally sustainable roofing products should be permitted, providing that the aesthetic properties of the new materials are equal to or better than that of the traditional roofing products. Greys, black, or browns only.
In-ground basements:	Permitted, subject to determination that service invert locations are sufficiently below grade. Basements will appear underground from the front.
Treatment of Corner Lots:	Significant, readily identifiable architectural features are provided on both the front and flanking street sides of the dwelling, resulting in a home that architecturally addresses both streets. One-storey elements on the new home shall comprise a minimum of 40 percent of the width of the front and flanking street elevations of the single family dwelling. The upper floor is set back a minimum of 0.9 metres [3'- 0"] from the one-storey elements.
Landscaping:	*Moderate modern urban standard*: Tree planting as specified on Tree Replacement Plan plus minimum 25 shrubs of a minimum 3 gallon pot size. Corner lots shall have an additional 15 shrubs of a minimum 3 gallon pot size, planted in the flanking street sideyard. Sod from street to face of home. Driveways: exposed aggregate, interlocking masonry pavers, stamped concrete or coloured concrete in medium to dark earth tones or medium to dark neutral (grey).

Compliance Deposit: $5,000.00
Summary prepared and submitted by: Tynan Consulting Ltd. Date: May 15, 2016

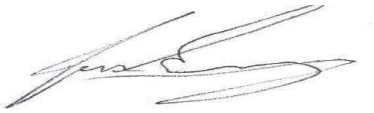
Reviewed and Approved by:  Date: May 15, 2016

CENTRAL VALLEY TREE AND ARBORIST SERVICES LTD

Table 2: Summary of Tree Preservation by Tree Species

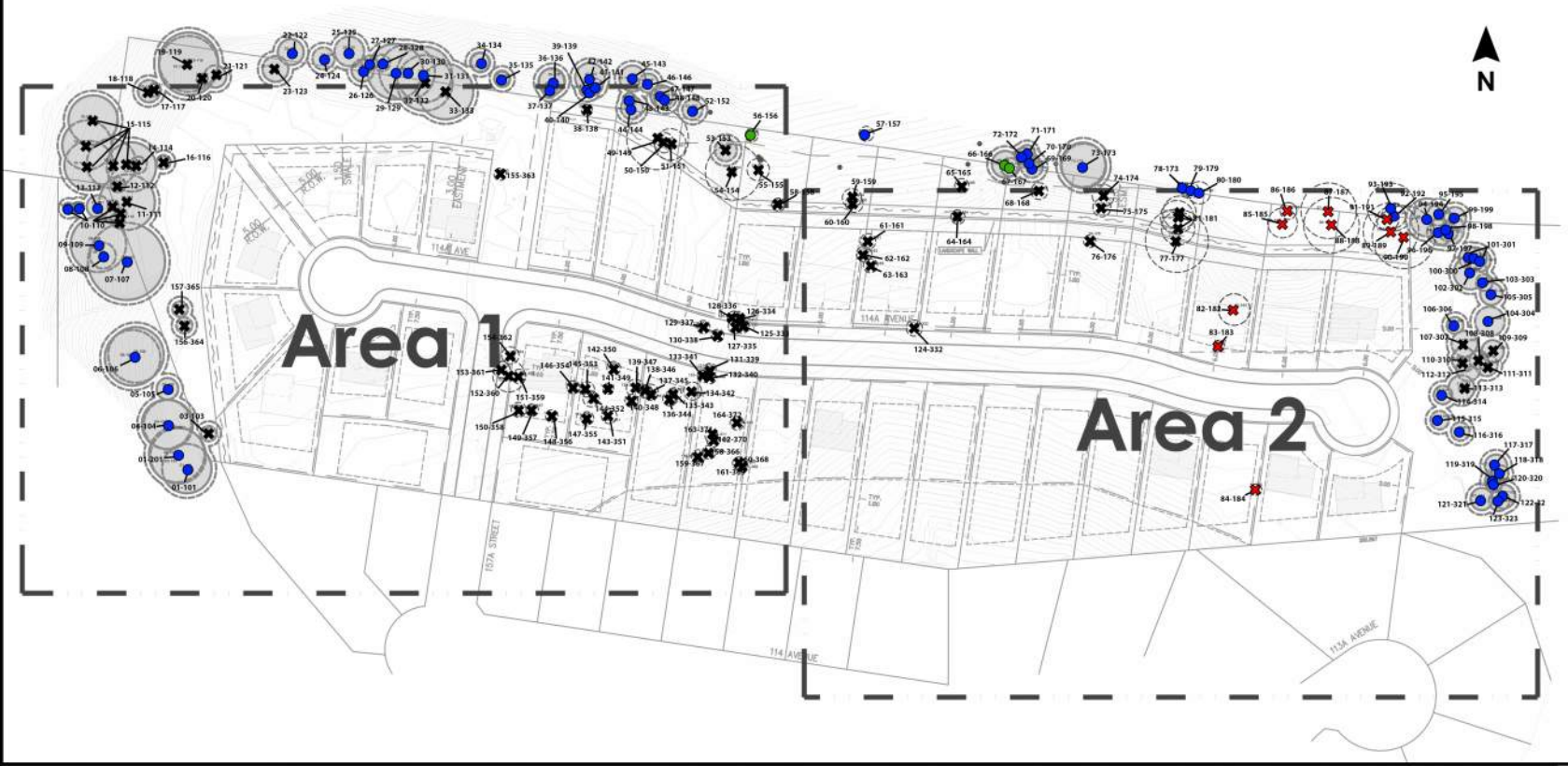
Tree Species	Existing	Remove	Retain
Alder & Cottonwood Trees			
Alder	1	1	0
Cottonwood	7	4	3
Deciduous Trees (Excluding Alder & Cottonwood)			
Bigleaf maple	3	3	0
Total Deciduous Trees	**3**	**3**	**0**
Coniferous Trees			
Western redcedar	2	2	0
Total Coniferous Trees	**2**	**2**	**0**
Total (Excluding Alder & Cottonwood Trees)	**5**	**5**	**0**
Additonal Trees in the proposed Open Space/Riparian Area	**22**	**0**	**22**
Total Replacement Trees Proposed (Excluding Boulevard Trees)			**190**
Total Retained and Replacement Trees			**193**

Summary Proposed and Submitted by:



Jason Emery
Certified Arborist PN-8228A
Qualified Tree Risk Assessor

Date: September 26, 2022



Client:
Pacific Land Group

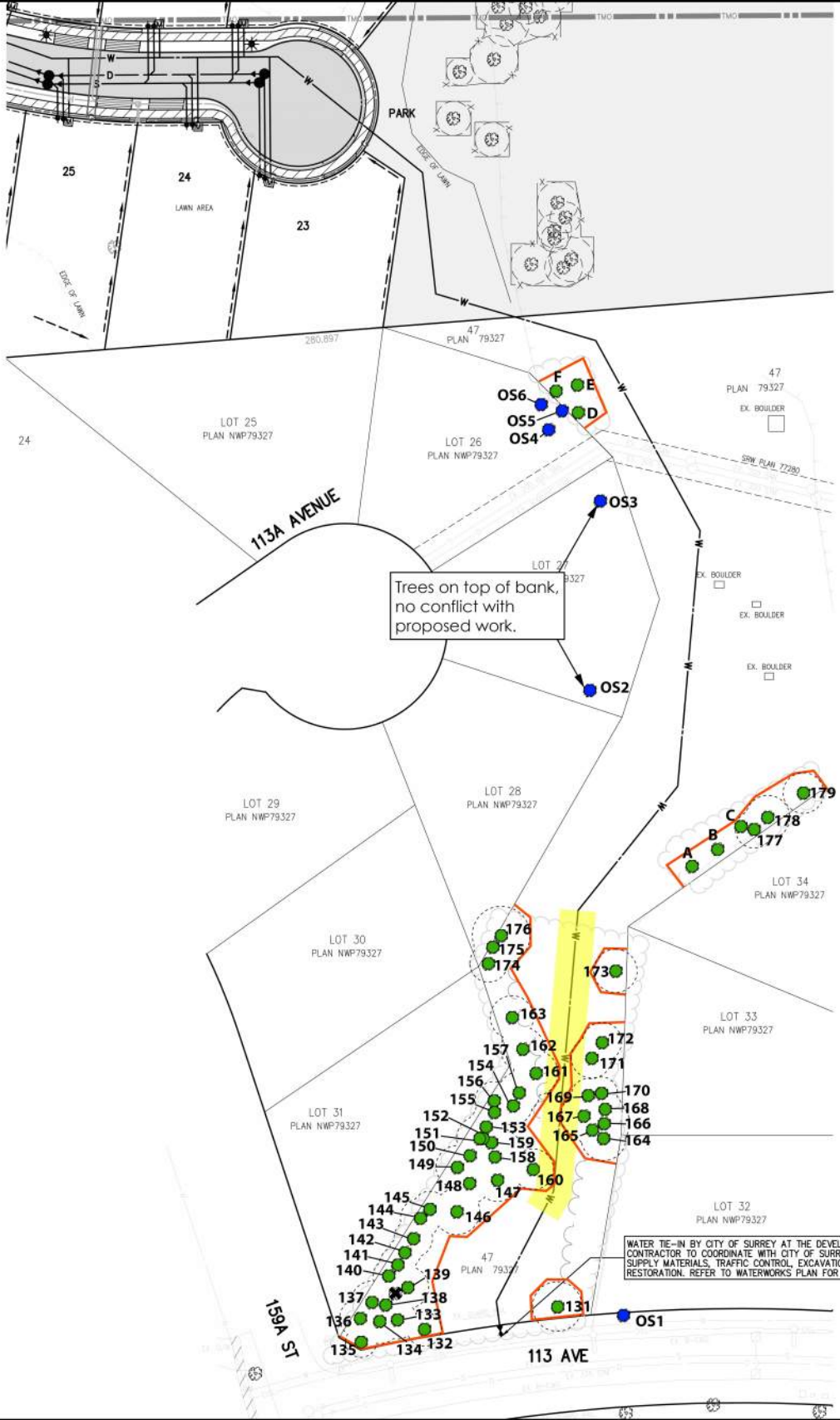
Site:
11420 157A Street, Surrey BC

CENTRAL VALLEY
TREE & ARBORIST SERVICES LTD.
604-853-1986

174	Total trees identified
3	On site trees RETAINED
10	On site trees REMOVED
70	Trees RETAINED adjacent property
91	Trees REMOVED by Trans Mountain Pipeline

Jason Emery
ISA Certified Arborist
PN - 8228A

September 23 , 2022



N

Client:
Pacific Land Group

Site:
15955 113 Ave, Surrey BC

CENTRAL VALLEY
TREE & ARBORIST SERVICES LTD.
604-853-1986

61	Total trees identified
55	On site trees retained
6	Trees retained on adjacent property
1	Surveyed failed and dead trees
	Arborist supervison required for works done in these areas
	Tree protection fence placement

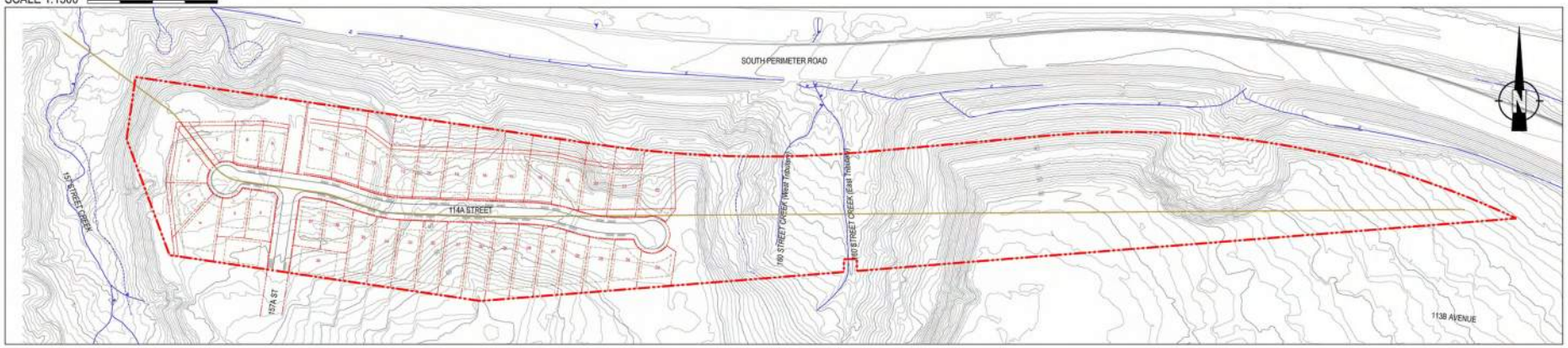
Jason Emery
ISA Certified Arborist
PN - 8228A

January 20, 2022

APPENDIX VI

PLAN - TOPOGRAPHY

SCALE 1:1500 0 50 100



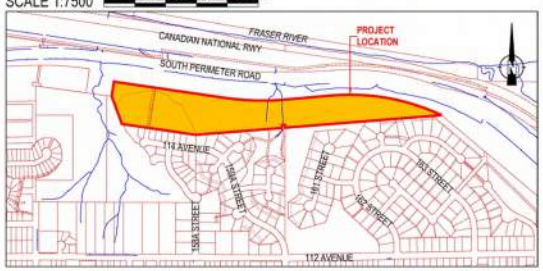
PLAN - 2019 AERIAL PHOTO

SCALE 1:1500 0 50 100



LOCATION

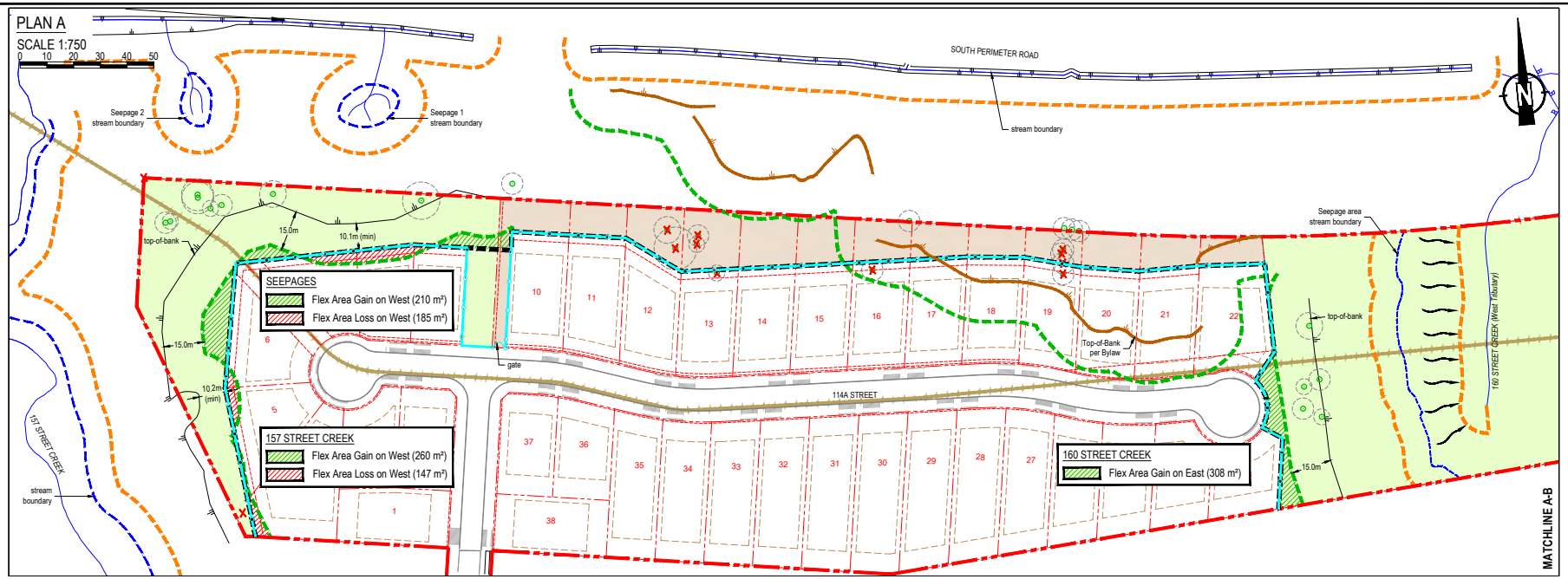
SCALE 1:7500 0 100 200 300 400 500



REFERENCE DRAWINGS

1. Email: 15-1310 Subdivision Layout Sep 21 22.dwg. Received November 04, 2022; Pacific Land Group. .
2. 2019 Legal Base from City of Surrey.
3. 2019 Ortho Photographs from City of Surrey.

VESTA PROPERTIES	envirowest www.envirowest.ca	PROPOSED DEVELOPMENTS
11420 - 157A STREET Surrey, BC	envirowest consultants inc. 2000 Hartley Avenue Coquitlam, British Columbia Canada V3K 6W5 office: 604-944-0502 facsimile: 604-944-0507 saper-vedere@envirowest.ca	DESIGN: IWW; DRAWN: SCM; CHECKED: IWW REVISION: 01; REVISION DATE: November 15, 2022 SCALE: As Shown; PROJECT NUMBER: 1102-10 DATE: June 19, 2020 DRAWING NUMBER: 1102-10-10



REFERENCE DRAWINGS

1. Email: 15-1310 Subdivision Layout Sep 21 22.dwg. Received November 04, 2022; Pacific Land Group.
2. Downloaded: 15-1310 Tree Management Plan Apr 29 21.dwg. Received May 28, 2021; Pacific Land Group.
3. Email: 15-1310 SD Site Plan Feb 07 19.dwg. Received February 15 2019; Vesta Properties Ltd.
4. 2019 Legal Base from City of Surrey.

LEGEND

- Property
- Bylaw Setback
- Proposed Setback
- RAPR SPEA Boundary
- 1.2m high Three Rail Split Fence
- Flex Area Gain (753 m²)
- Flex Area Loss (332 m²)
- Proposed Park Area (55,267 m²)
- Restrictive Covenant / ROW (4,397 m²)

VESTA PROPERTIES

11420 - 157A STREET
Surrey, BC

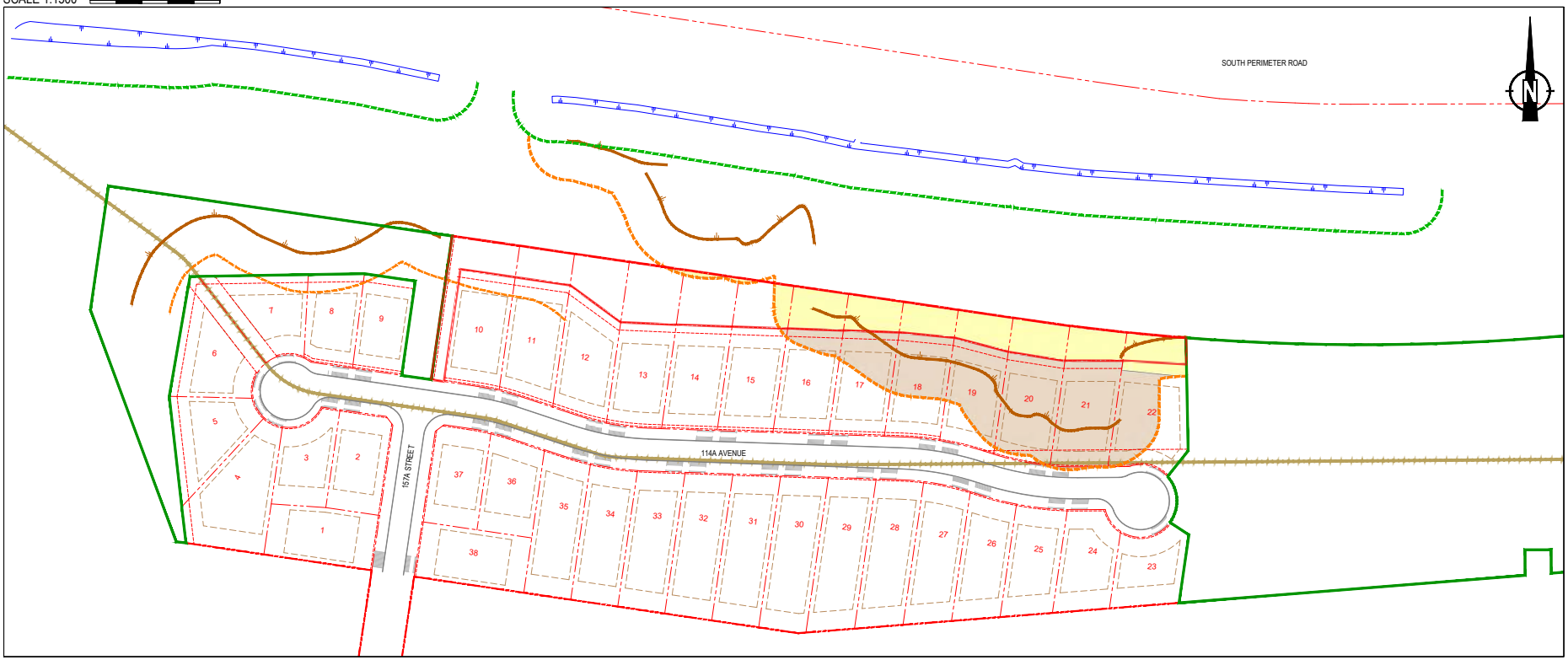
envirowest
www.envirowest.ca
envirowest consultants inc.
2000 Hartley Avenue
Coquitlam, British Columbia
Canada V3K 6W5
office: 604-944-0502
facsimile: 604-944-0507
saper-vedere@envirowest.ca

SPEA

DESIGN:	DRAWN:	CHECKED:	REVISION:	REVISION DATE:
CG/LB	CEV/SCM	IWW	10	November 15, 2022
SCALE:		PROJECT NUMBER:	DRAWING NUMBER:	
As Shown		1102-10	1102-10-02	
DATE:				
December 05, 2016				

PLAN

SCALE 1:1500 0 10 20 30 40 50



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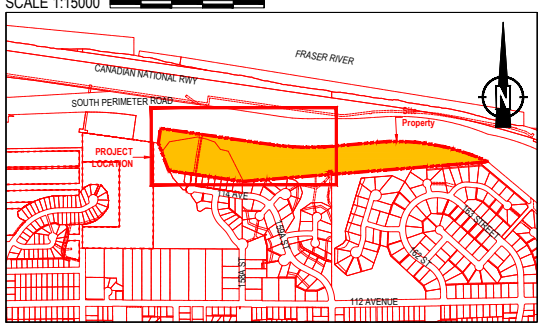


LEGEND

- Top-of-Ditch
- 15m Setback from Ditch
- Top-of-Bank per Bylaw
- 15 metre Setback from Top-of-Bank
- Park Dedication Boundary
- Covenant / ROW Boundary (3,956m²)

Areas within Bylaw Setback:

- Variance Area (4,029m²)
- Protected by Covenant and Landscaped (2,187m²)

REFERENCE DRAWINGS

1. Email: 15-1310 Subdivision Layout Sep 21 22.dwg. Received November 04, 2022; Pacific Land Group.
2. 2018 Lidar from City of Surrey.
3. 2019 Legal Base from City of Surrey.
4. 2013 Contours from City of Surrey.

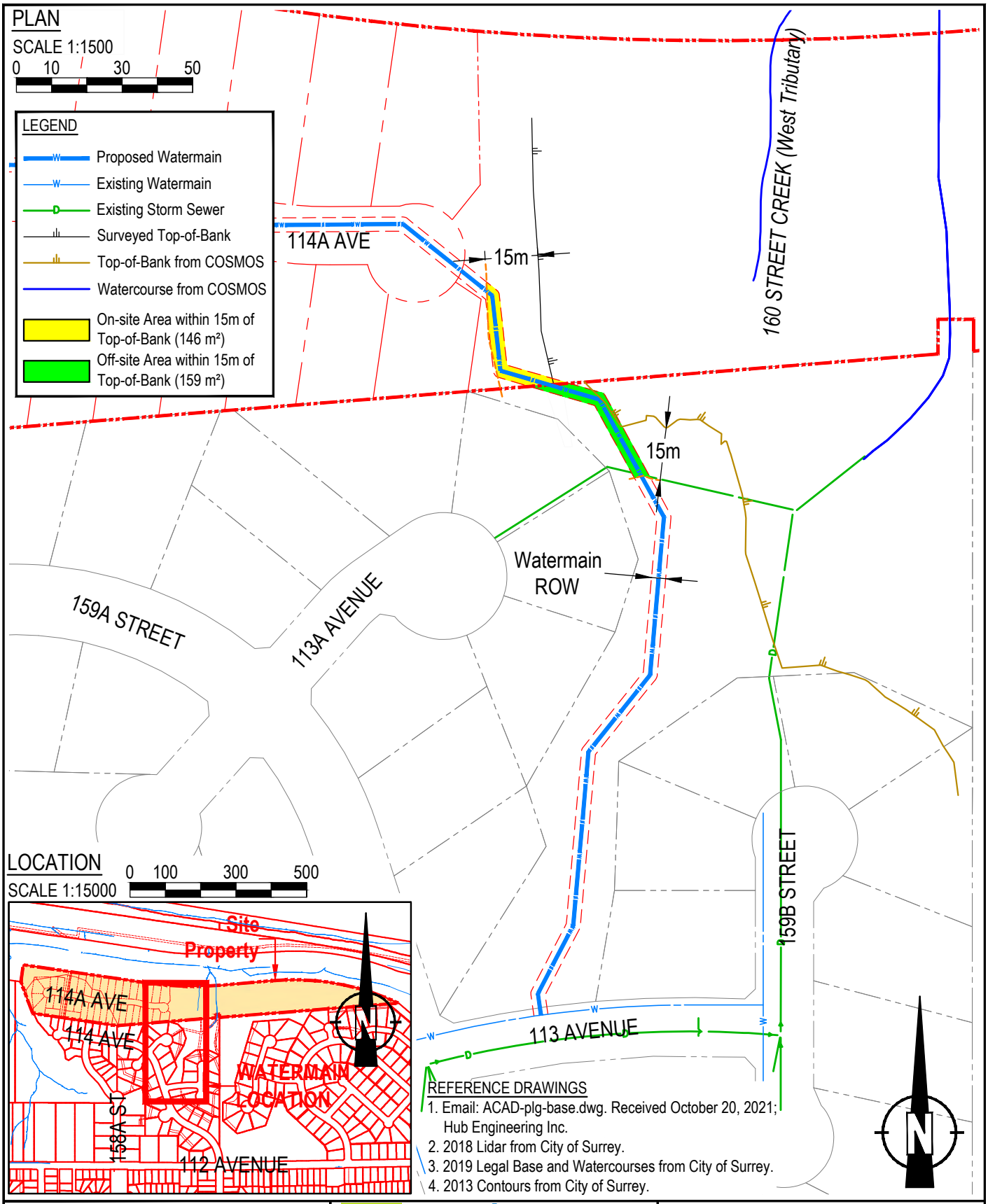
VESTA PROPERTIES

11420 - 157A STREET
Surrey, BC

envirowest
www.envirowest.ca
envirowest consultants inc.
2000 Hartley Avenue
Coquitlam, British Columbia
Canada V3K 6W5
office: 604-944-0502
facsimile: 604-944-0507
saper-vedere@envirowest.ca

SFPR DITCH SETBACKS

DESIGN:	DRAWN:	CHECKED:	REVISION:	REVISION DATE:
IWW	CEV/SCM	IWW	02	November 15, 2022
SCALE:		PROJECT NUMBER:	DRAWING NUMBER:	
As Shown		1102-10	1102-10-19	
DATE:				
October 26, 2021				



VESTA PROPERTIES

11420 - 157A STREET
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www.envirowest.ca
envirowest consultants inc.
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Port Coquitlam, British Columbia
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office: 604-944-0502
facsimile: 604-944-0507
saper-vedere@envirowest.ca

PROPOSED WATERMAIN

DESIGN:	DRAWN:	CHECKED:	REVISION:	REVISION DATE:
IWW	CEV	IWW	00	
SCALE: As Shown			DRAWING NUMBER: 1102-10-20	
DATE: October 26, 2021				

DATE: 2021-10-26 - 9:31am
PATH: \\ENV-FS-R\Alpha\Envirowest Files\2021\Surrey-White Rock\1102-10\AutoCAD\Final\1102-10-20 Proposed Watermain.dwg
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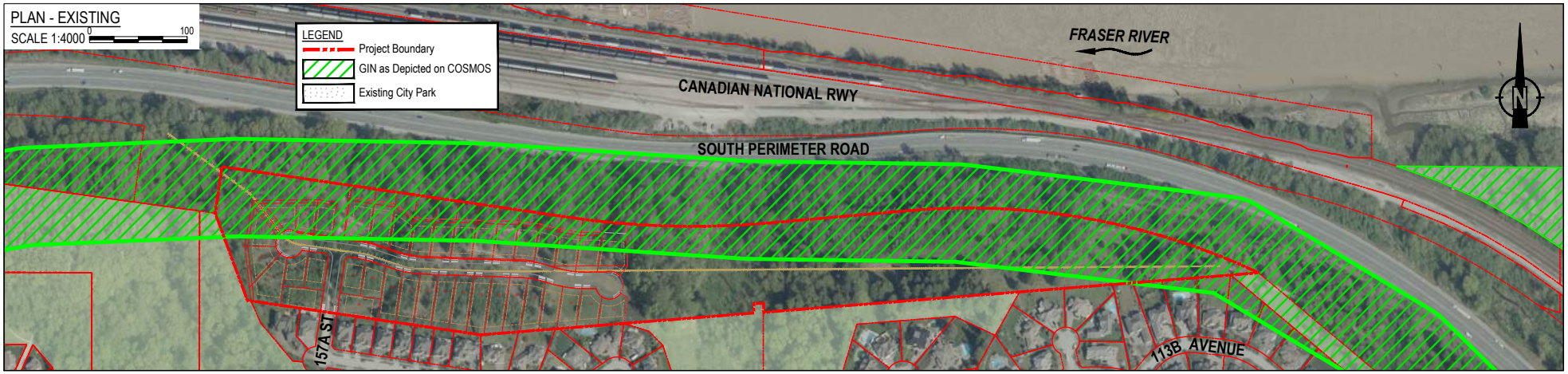

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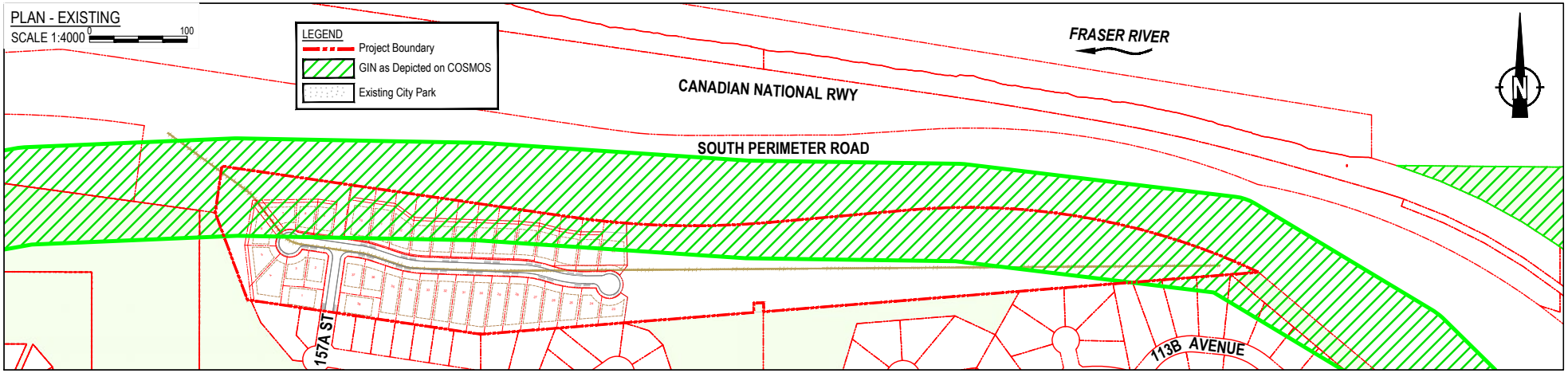

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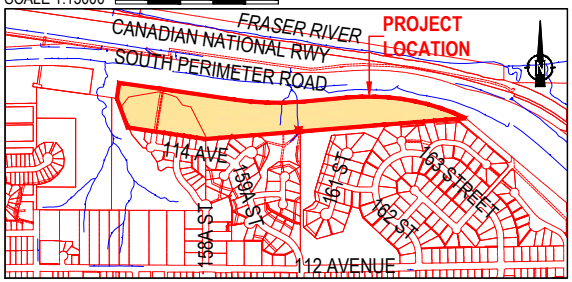

REFERENCE DRAWINGS

1. Email: 15-1310 Subdivision Layout Sep 21 22.dwg. Received November 04, 2022; Pacific Land Group.
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3. 2018 Ortho Photographs from City of Surrey.

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saper-vedere@envirowest.ca

GIN AS PER COSMOS

DESIGN:	DRAWN:	CHECKED:	REVISION:	REVISION DATE:
IWW	SCM/RK/CEV	IWW	02	November 15, 2022
SCALE:	PROJECT NUMBER:		DRAWING NUMBER:	
As Shown	1102-10		1102-10-11	
DATE: October 02, 2020				

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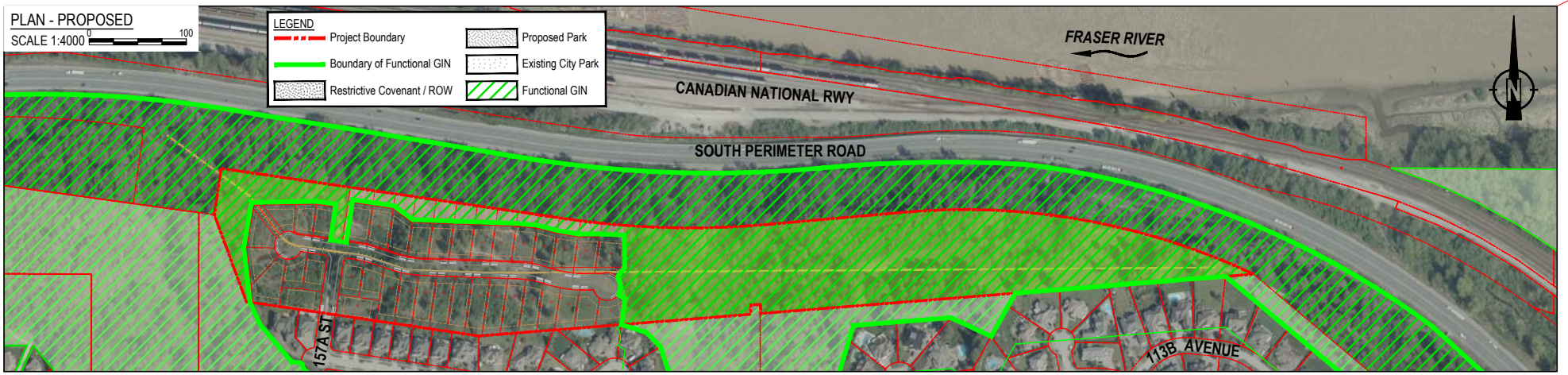

PLAN - PROPOSED

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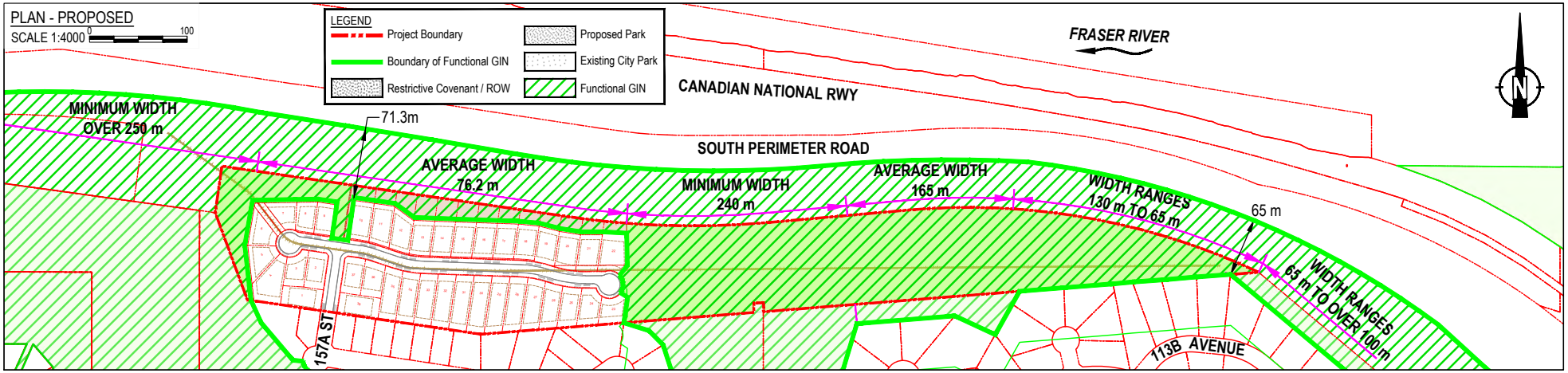

LOCATION

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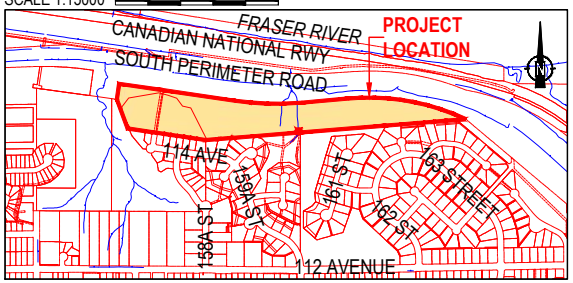

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facsimile: 604-944-0507
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FUNCTIONAL GIN

DESIGN:	DRAWN:	CHECKED:	REVISION:	REVISION DATE:
IWW	SCM/RK/CEV	IWW	03	November 15, 2022
SCALE:		PROJECT NUMBER:	DRAWING NUMBER:	
As Shown		1102-10	1102-10-12	
DATE:				
October 02, 2020				

LOCATION

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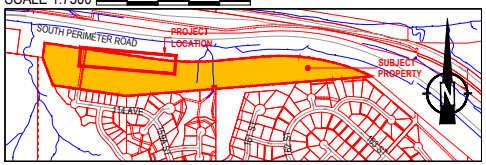


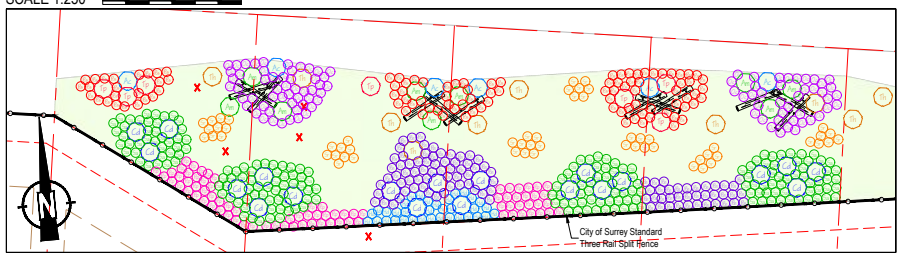
KEYPLAN

SCALE 1:2500 0 50 100 150



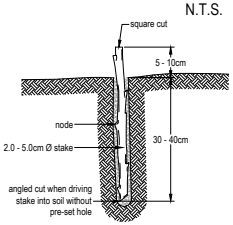
LANDSCAPE PLAN A

SCALE 1:250 0 5 10 15



TYPICAL LIVE STAKE DETAIL

N.T.S.



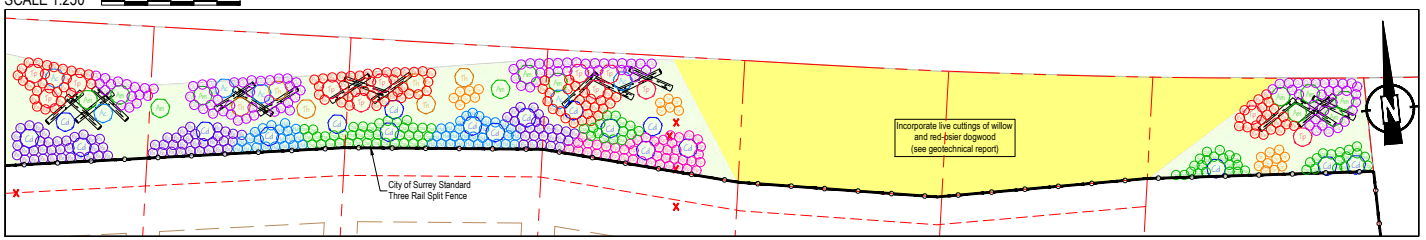
NOTES:
1. harvest and plant hardwood (2 growing seasons) stakes during the dormant season;
2. stakes to incorporate at least 4 nodes and be cut such that a node is within 2.5cm of top of cutting; branches to be trimmed to node;
3. at least 2 nodes should be entirely buried in the ground;
4. avoid damaging or stripping the bark or bruising the stakes when planting;
5. within soft soils, stakes may be driven in by hand or with a wooden maul; do not drive in with axe or sledge hammer;
6. within firm soils, pre-set a hole in the ground with a rebar or pipe of a diameter similar to that of the stake;
7. foot tamp soil around stake.

LEGEND

x Existing Tree to be Removed

LANDSCAPE PLAN B

SCALE 1:250 0 5 10 15



PLANT SPECIES LIST AND SPECIFICATIONS

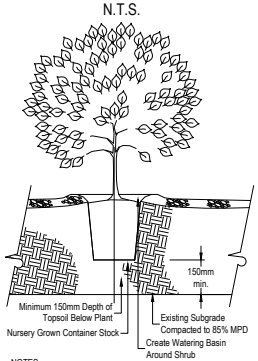
SYMBOL	COMMON NAME	LATIN NAME	NUMBER	COMMENTS
	broadleaf maple	*Acer macrophyllum*	21	2.0m B&B; densely branched; well established
	western hemlock	*Tsuga heterophylla*	16	2.0m B&B; densely branched; well established
	western redcedar	*Thuja plicata*	19	2.0m B&B; densely branched; well established
	black hawthorn	*Crataegus douglasii*	39	1.5m B&B; densely branched; well established
	vine maple	*Acer circinatum*	12	1.5m container grown (min. no. 5 pot); densely branched; well established
	Indian plum	*Oemleria cerasiformis*	204	no. 2 pot; densely branched; well established
	Nootka rose	*Rosa nutkana*	188	no. 2 pot; multi-stemmed; densely branched; well established
	oceanspray	*Holodiscus discolor*	86	no. 2 pot; densely branched; well established
	red elderberry	*Sambucus racemosa*	79	no. 2 pot; densely branched; well established
	salmonberry	*Rubus spectabilis*	211	no. 2 pot; multi-stemmed; densely branched; well established
	snowberry	*Symphoricarpos albus*	285	no. 2 pot; densely branched; well established
	thimbleberry	*Rubus parviflorus*	123	no. 2 pot; multi-stemmed; densely branched; well established
	woody debris	Min. 15% composition of the following: *Tsuga heterophylla* *Pseudotsuga menziesii* *Populus trichocarpa* *Acer macrophyllum*	30	3.0m - 5.0m in length; 300mm Ø min.
	live stakes	*salix* sp.	1550	see detail; approx. 5 per square metre
		Cornus sericea	1550	

GENERAL LANDSCAPE SPECIFICATIONS

1. Plant materials and the planting of such materials are to be in accordance with the British Columbia Landscape Standard (latest edition) jointly published by the British Columbia Society of Landscape Architects and the British Columbia Landscape Nursery Association.
2. All works are to be conducted in accordance with the sediment control provisions of the "Standards and Best Practices for Instream Works" (Ministry of Water, Land & Air Protection, 2004).
3. All plant material is to be inspected and approved by Envirowest prior to installation.
4. Growing medium is to be free of any subsoils, roots, noxious grass, weeds, toxic materials, stone over 30 mm diameter, foreign objects, and possess an acidity range (pH) of 5.5 to 7.5. Growing medium is to be inspected by Envirowest prior to placement.
5. All non-native plants are to be cleared and grubbed from project site.
6. All debris and/or excess material from landscape operations are to be collected and disposed offsite in accordance with all regulatory requirements.
7. Disturbed areas to be seeded with red fescue (*Festuca rubra*) augmented with fireweed (*Epilobium angustifolium*) and goldenrod (*Solidago canadensis*) seed; percentage composition and application rate of final seed mix to be determined by Envirowest.
8. All plants must be of native stock; any cultivars are not to be planted.
9. The developer is to provide three (3) years of plant maintenance. Plant maintenance is to include watering, selective pruning and clearing of blackberry. Species survivorship is to equal one-hundred (100) percent three (3) years from planting. Replacement of dead stock may be required to fulfill this specification. Replacement stock is also subject to one-hundred (100) percent survivorship three (3) years from planting.

CITY OF SURREY TYPICAL SHRUB PLANTING DETAIL

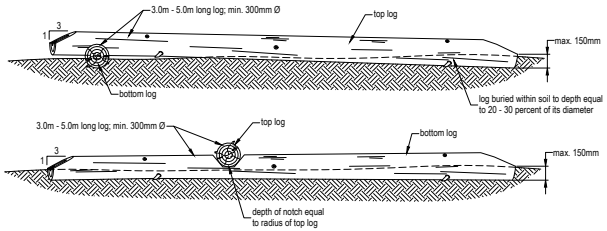
N.T.S.



NOTES
1. Plant Using Rooting Powder Approved by Owner's Representative According to Manufacturer's Recommendations.
2. Space Plants as Indicated in Planting Plan.
3. Planting to Conform to Canadian Landscape Standard - Current Edition.
4. Minimum 50mm Bark Mulch Settled Depth.

TYPICAL LOG ON LOG DETAIL

N.T.S.



TYPICAL LOG ON GROUND DETAIL

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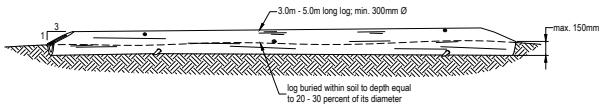

REFERENCE DRAWINGS
1. Email: 15-1310 Subdivision Layout Sep 21 22.dwg. Received November 04, 2022; Pacific Land Group.
2. Email: 15-1310 SD Site Plan Feb 07 19.dwg. Received February 15 2019; Vesta Properties Ltd.
3. 2019 Legal Base from City of Surrey.

CITY OF SURREY TYPICAL TREE PLANTING DETAIL

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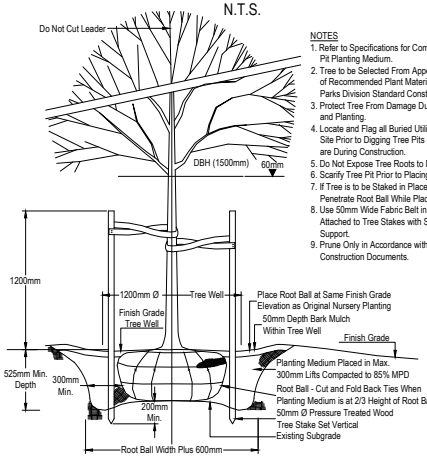

NOTES
1. Refer to Specifications for Composition of Tree Pit Planting Medium.
2. Tree to be Selected From Appendix A List of Recommended Plant Material City of Surrey Parks Division Standard Construction Documents.
3. Protect Tree From Damage During Transportation and Planting.
4. Locate and Flag all Buried Utilities in Tree Planting Site Prior to Digging Tree Pits - Ensure That Utilities are During Construction.
5. Do Not Expose Tree Roots to Direct sun or Frost.
6. Scarify Tree Pit Prior to Placing Tree.
7. If Tree is to be Staked in Place do not Damage or Penetrate Root Ball While Placing Tree Stakes.
8. Use 50mm Wide Fabric Belt in Figure 8 Pattern Attached to Tree Stakes with Shingle Nails for Tree Support.
9. Prune Only in Accordance with Standard Construction Documents.

VESTA PROPERTIES

11420 157A STREET
Surrey, BC

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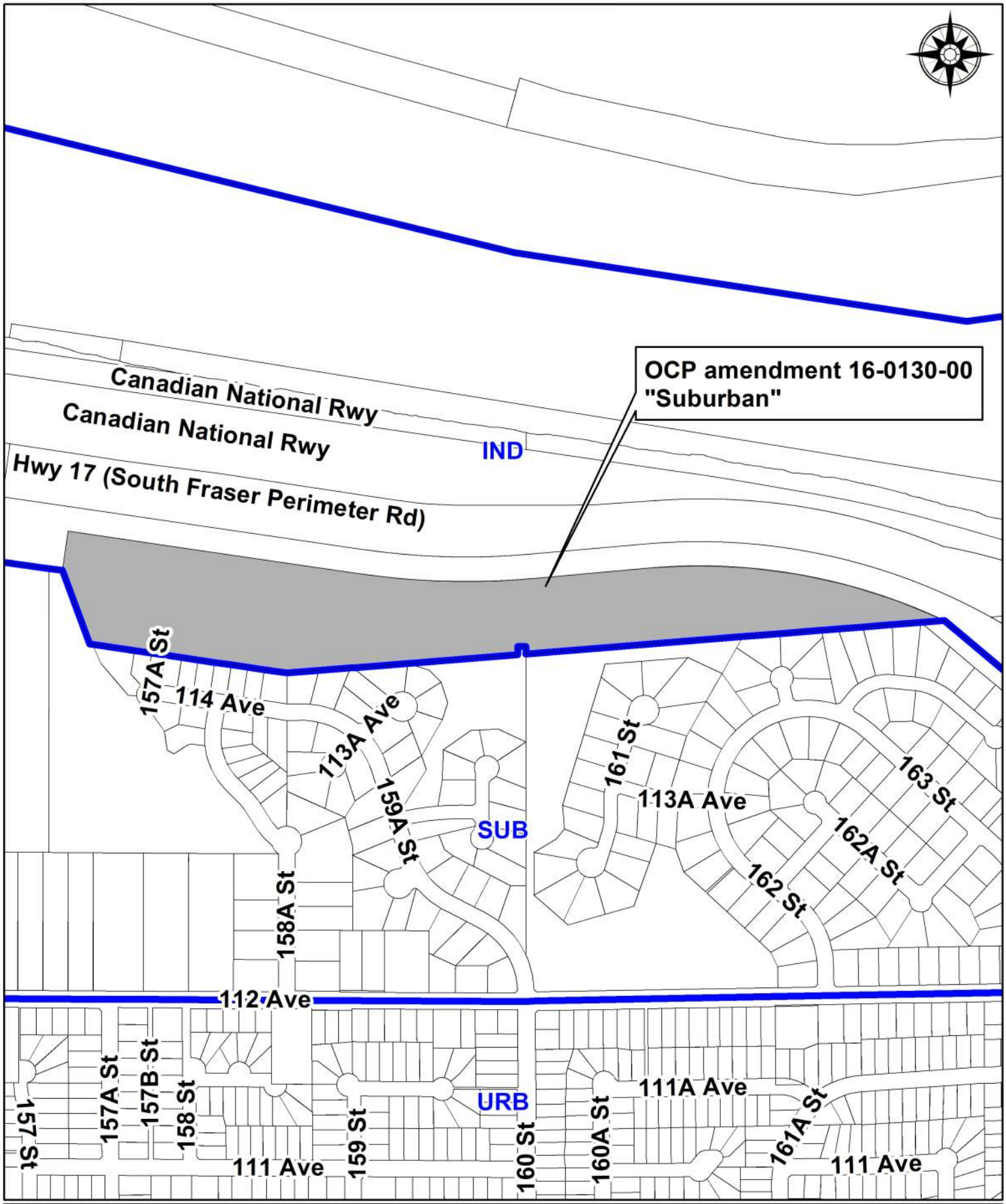
Canada V3K 6W5
office: 604-944-0502
facsimile: 604-944-0507
saper-vedere@envirowest.ca

LANDSCAPE PLAN
LANDSCAPE DETAILS AND SPECIFICATIONS

DESIGN:	DRAWN:	CHECKED:	REVISION:	REVISION DATE:
RWS/IWW	CEV/SCM	RWS	02	November 15, 2022
SCALE:		PROJECT NUMBER:	DRAWING NUMBER:	
As Shown		1102-10	1102-10-17	
DATE:				
June 09, 2021				

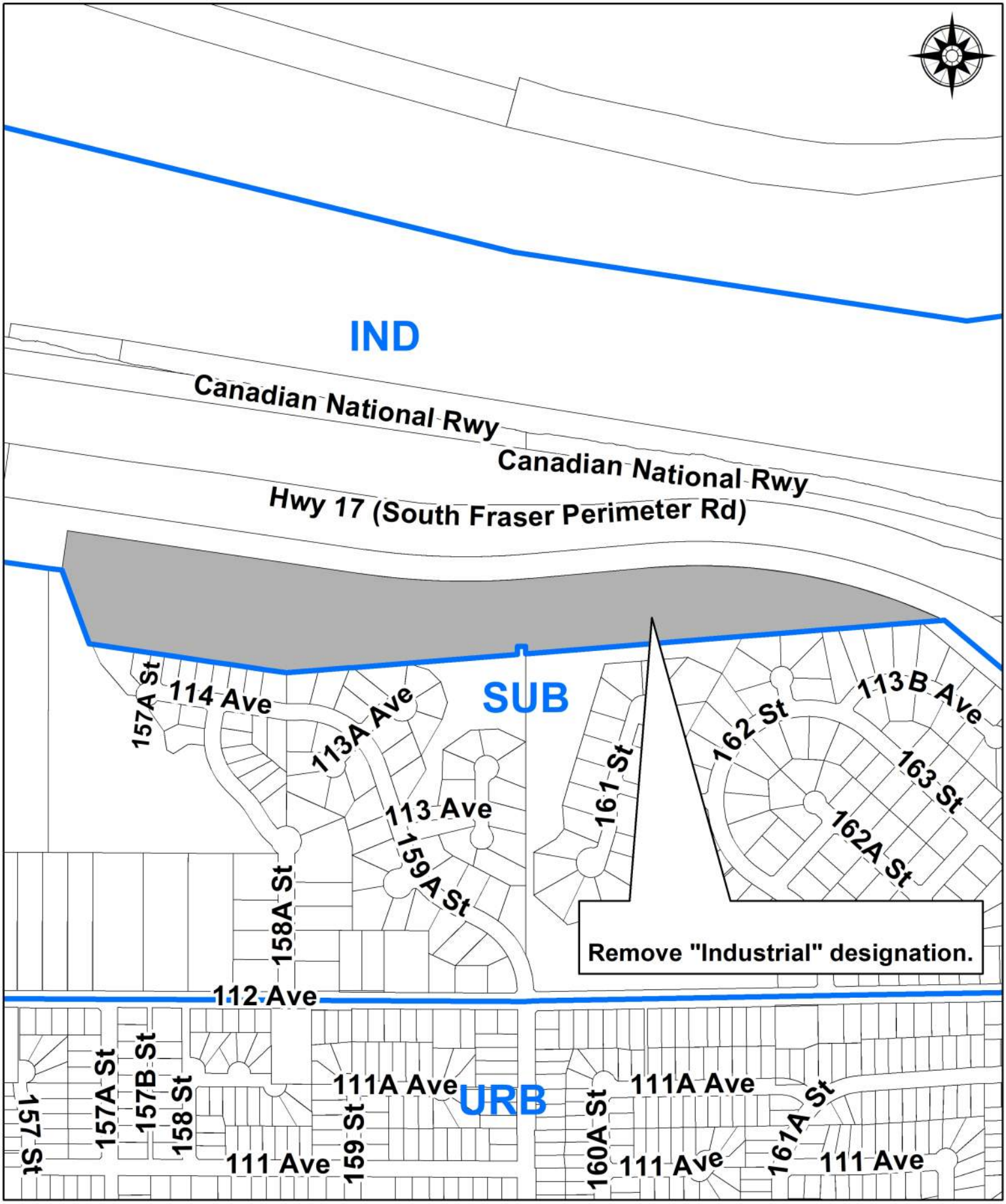


CITY OF SURREY
the future lives here.

OCP Amendment 16-0130-00

Proposed OCP amendment "Suburban"

N



CITY OF SURREY
the future lives here.

OCP Amendment 16-0130-00

Proposed Amendment of Figure 42:
Major Employment Areas

N

Surrey File No. 7916-0130-00



COSMOS Aerial (April 2021)

Scale: 1:4,516

The data provided is compiled from various sources and is NOT warranted as to its accuracy or sufficiency by the City of Surrey.
This information is provided for information and convenience purposes only. Lot sizes, legal descriptions and encumbrances must be confirmed at the Land Title Office. Use and distribution of this map is subject to all copyright and disclaimer notices at cosmos.surrey.ca

0 0.03 0.06 0.12 0.18
km

Map created on: 2022-11-18

APPENDIX X

CITY OF SURREY

(the "City")

DEVELOPMENT VARIANCE PERMIT

NO.: 7916-0130-00

Issued To:

("the Owner")

Address of Owner:

1. This development variance permit is issued subject to compliance by the Owner with all statutes, by-laws, orders, regulations or agreements, except as specifically varied by this development variance permit.

2. This development variance permit applies to that real property including land with or without improvements located within the City of Surrey, with the legal description and civic address as follows:

Parcel Identifier: 029-158-028

029-158-028

Lot 1 Sections 10, 11, 12 and 13 Block 5 North Range 1 West New Westminster District Plan EPP32066 Except Plan EPP53159.

11420 - 157A Street

(the "Land")

3. (a) As the legal description of the Land is to change, the City Clerk is directed to insert the new legal description for the Land once title(s) has/have been issued, as follows:

Parcel Identifier:

_____

(b) If the civic address(es) change(s), the City Clerk is directed to insert the new civic address(es) for the Land, as follows:

_____

4. Surrey Zoning By-law, 1993, No. 12000, as amended is varied as follows:

   (a) In Section F Yards and Setbacks in Part 15A "Cluster Residential Zone (RC)", the minimum front yard setback is reduced from 7.5 metres to 6.0 metres for proposed Lots 8-22; and

   (b) Table B.1. in Part 7A "Streamside Protection" the minimum setback for a Class B (yellow-coded) Channelized Stream is reduced from 15 metres, as measured from the top-of-bank, to a minimum of 55.3 metres as measured from the high water mark, which is equivalent to between 9.1 to 40.9 metres <u>below</u> top-of-bank.

5. This development variance permit applies to only the portion of the Land shown on Schedule A which is attached hereto and forms part of this development variance permit.

6. The Land shall be developed strictly in accordance with the terms and conditions and provisions of this development variance permit.

7. This development variance permit shall lapse unless the subdivision, as conceptually shown on Schedule A which is attached hereto and forms part of this development variance permit, is registered in the New Westminster Land Title Office within three (3) years after the date this development variance permit is issued.

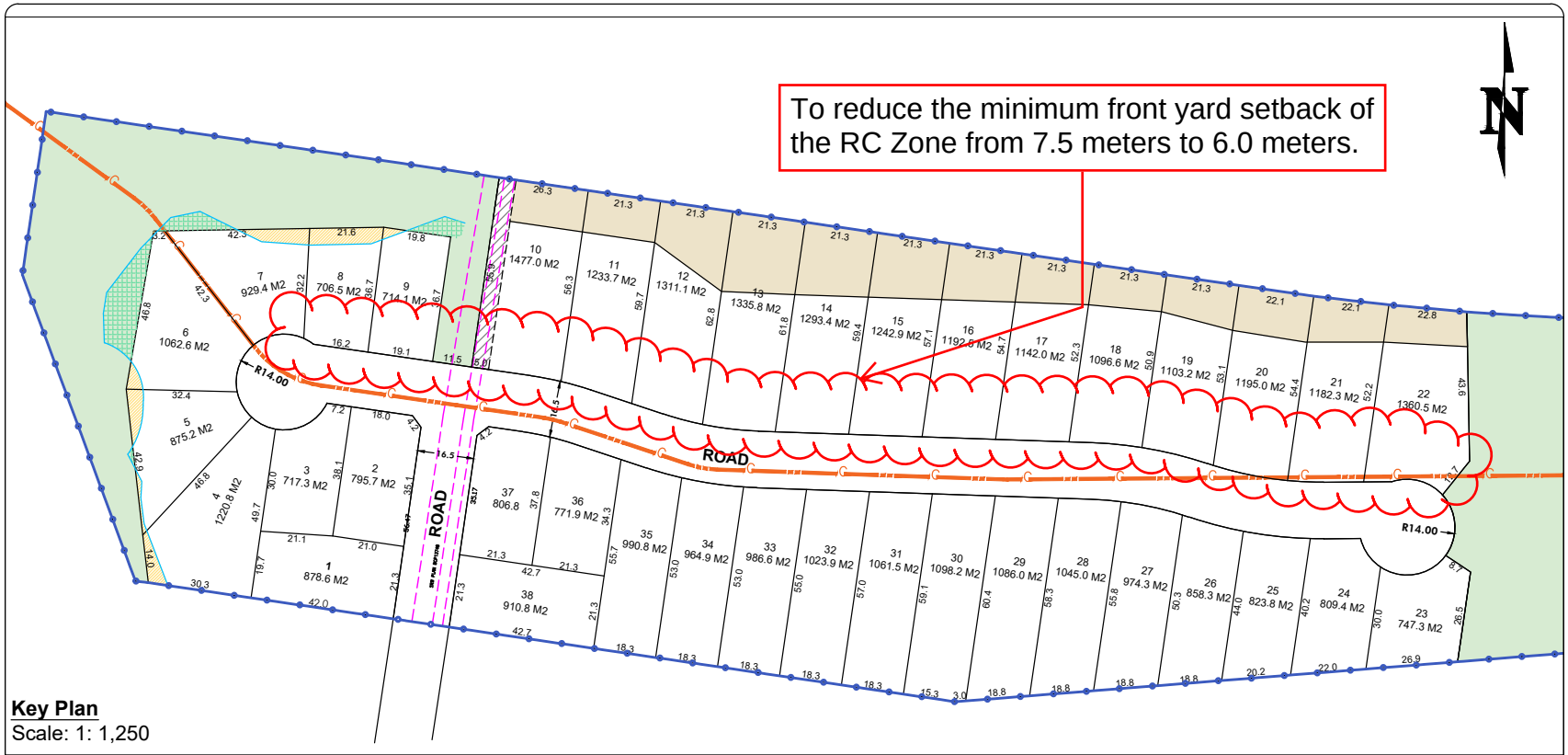
8. The terms of this development variance permit or any amendment to it, are binding on all persons who acquire an interest in the Land.

9. This development variance permit is not a building permit.

AUTHORIZING RESOLUTION PASSED BY THE COUNCIL, THE DAY OF , 20 .
ISSUED THIS DAY OF , 20 .

_____
Mayor – Brenda Locke

_____
City Clerk – Jennifer Ficocelli



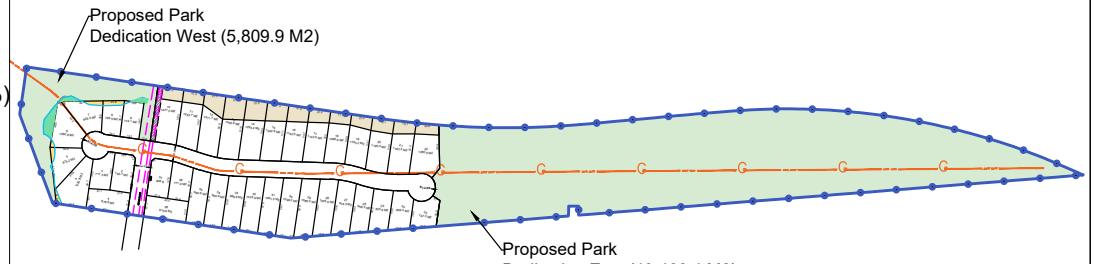
Key Plan
Scale: 1: 1,250

STATISTICS

Subject Property: 10.16 Ha. / 25.1 Ac.
Proposed Lots: 38 (RC Zone)
Lot Area: 706 - 1477 M2
Proposed Road Dedication: 7294.3 M2
Proposed Parkland Dedication: 5.53 Ha. / 13.66 Ac. (54.6%)

LEGEND

- Proposed ROW
- Existing ROW
- Existing Property Boundary
- Flex Area Gain
- Flex Area Loss
- Proposed Park Dedication
- Proposed Covenant Area



Area Plan
Scale: 1: 5000

PACIFIC LAND GROUP
Land Use, Development & Environmental Strategists

Pacific Land Resource Group Inc.

Suite 212 - 12992 76 Avenue
Surrey, British Columbia
Canada V3W 2V6

Tel: 604-501-1624
Fax: 604-501-1625

www.pacificlandgroup.ca
info@pacificlandgroup.ca

PROJECT:
11420 157A Street, Surrey

DRAWING TITLE:
Preliminary Subdivision Layout

PRELIMINARY PLAN - SUBJECT TO APPROVAL(S) FROM FEDERAL, PROVINCIAL AND LOCAL AUTHORITIES

CLIENT:
Vesta Properties

SCALE:
As Noted

DATE:
September 21, 2022

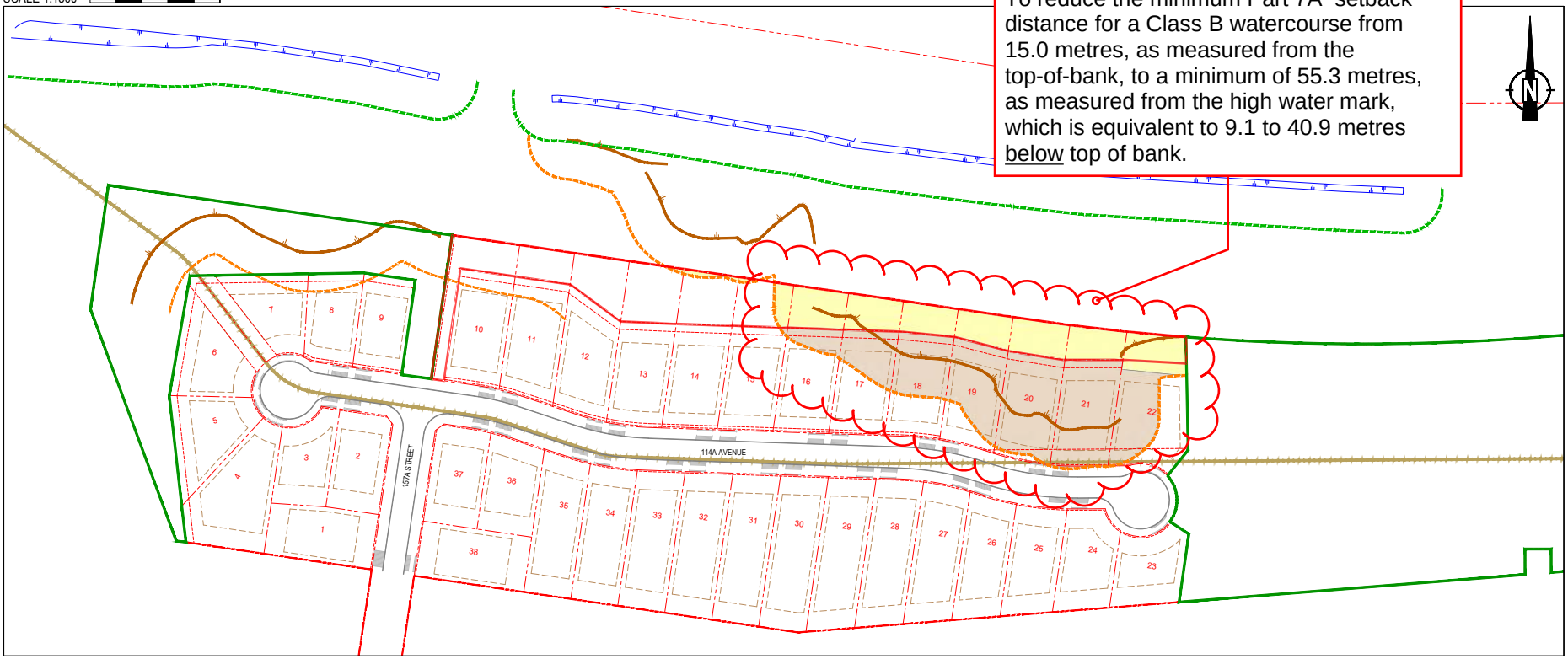
PROJECT No:
15-1310

DRAWING No:
01

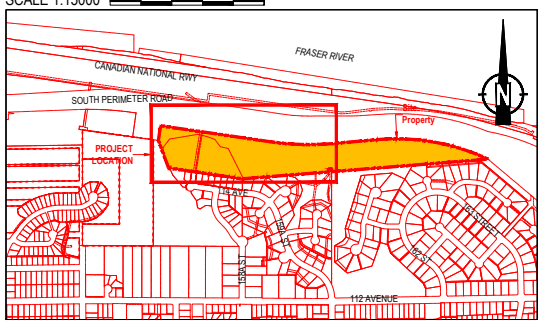
DESIGNED BY:	CHECKED BY:
ZW	RS

PLAN
SCALE 1:1500 0 10 20 30 40 50

To reduce the minimum Part 7A setback distance for a Class B watercourse from 15.0 metres, as measured from the top-of-bank, to a minimum of 55.3 metres, as measured from the high water mark, which is equivalent to 9.1 to 40.9 metres <u>below</u> top of bank.



LOCATION
SCALE 1:15000 0 100 200 300 400 500



LEGEND

- Top-of-Ditch
- 15m Setback from Ditch
- Top-of-Bank per Bylaw
- 15 metre Setback from Top-of-Bank
- Park Dedication Boundary
- Covenant / ROW Boundary (3,956m²)

Areas within Bylaw Setback:

- Variance Area (4,029m²)
- Protected by Covenant and Landscaped (2,187m²)

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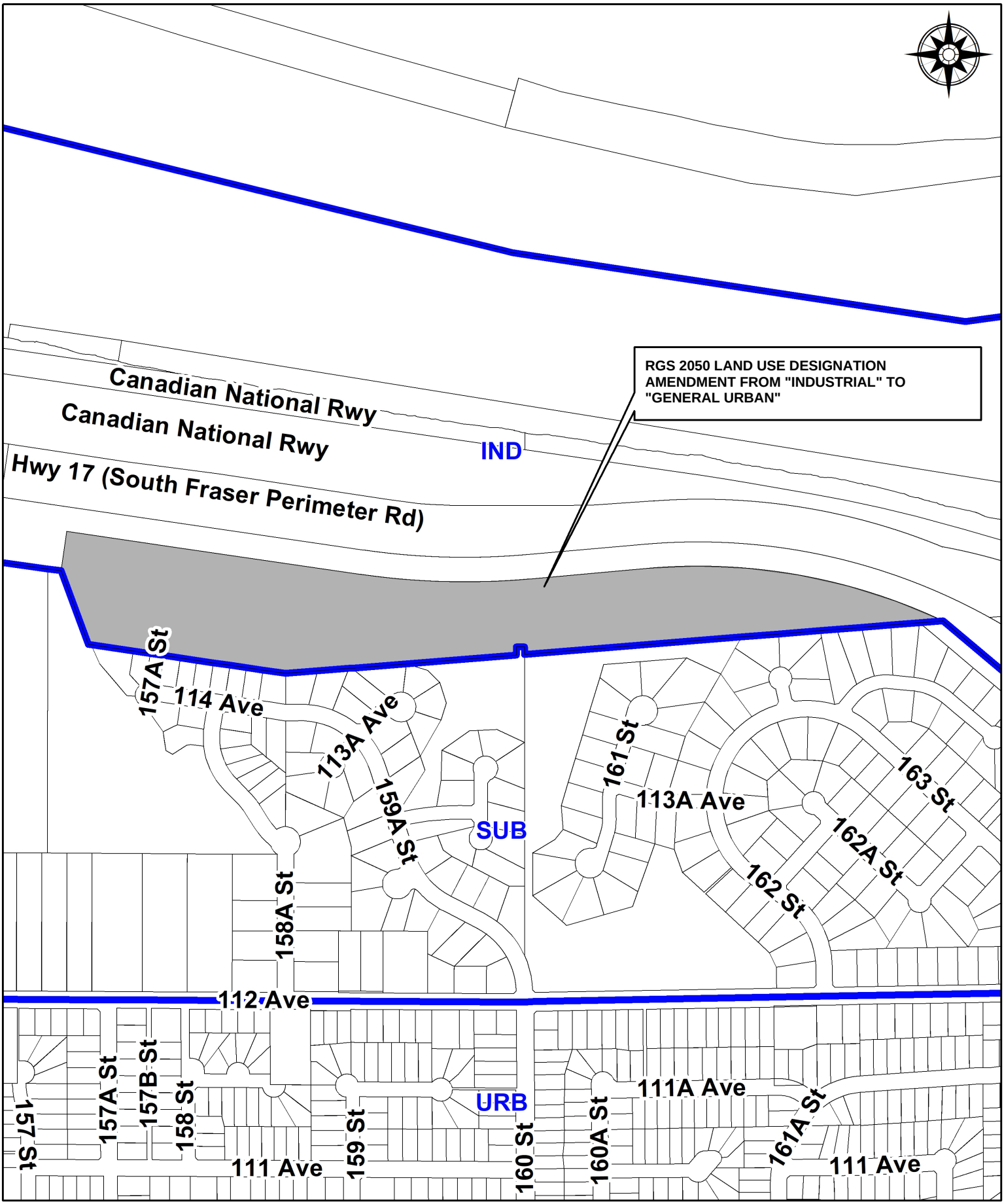
facsimile: 604-944-0507
saper-vedere@envirowest.ca

SFPR DITCH SETBACKS

DESIGN:	DRAWN:	CHECKED:	REVISION:	REVISION DATE:
IWW	CEV/SCM	IWW	02	November 15, 2022
SCALE:	PROJECT NUMBER:		DRAWING NUMBER:	
As Shown	1102-10		1102-10-19	
DATE: October 26, 2021				

ATTACHMENT C



CITY OF SURREY
the future lives here.

SURREY FILE NO. 7916-0130-00
RGS 2050 LAND USE DESIGNATION AMENDMENT
FROM "INDUSTRIAL" TO "GENERAL URBAN"

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COMMITTEE INFORMATION ITEMS AND DELEGATION SUMMARIES

Metro Vancouver Regional District
Board Meeting Date – Friday, September 29, 2023

This information item, listing recent information received by committee, is provided for the MVRD Board's information. Please access a complete PDF package here.

Regional Planning Committee – September 8, 2023

Delegation Summaries:

3.1 Alex Boston
Subject: Metro Vancouver Innovation to Market Transformation on Housing Supply & Affordability

Information Items:

5.6 Invasive Species Best Management Practices – Butterfly Bush and Orange Hawkweed
5.7 Regional Food System Strategy Update – Scope of Work
5.8 2023 Inventory of Licensed Child Care Spaces and Policies in Metro Vancouver – Scope of Work

Finance Committee – September 14, 2023

Delegation Summaries:

No delegations presented

Information Items:

5.2 Treasury Report – April 1, 2023 to June 30, 2023

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