

**METRO VANCOUVER REGIONAL DISTRICT  
REGIONAL PLANNING COMMITTEE**

**REGULAR MEETING**

**Friday, April 6, 2018  
9:00 AM**

**28<sup>th</sup> Floor Committee Room, 4730 Kingsway, Burnaby, British Columbia**

**A G E N D A<sup>1</sup>**

**1. ADOPTION OF THE AGENDA**

**1.1 April 6, 2018 Regular Meeting Agenda**

That the Regional Planning Committee adopt the agenda for its regular meeting scheduled for April 6, 2018 as circulated.

**2. ADOPTION OF THE MINUTES**

**2.1 March 9, 2018 Regular Meeting Minutes**

That the Regional Planning Committee adopt the minutes of its regular meeting held March 9, 2018 as circulated.

**3. DELEGATIONS**

**4. INVITED PRESENTATIONS**

**4.1 Sarah Dent, BC Program Manager, Young Agrarians**

Subject: Young Agrarians Land Matching Program

**5. REPORTS FROM COMMITTEE OR STAFF**

**5.1 City of Surrey – Proposed Amendment to the Fraser Sewerage Area Boundary**

*Designated Speaker:*

*Jaspal Marwah, Regional Planner, Parks, Planning and Environment Department*

That the MVRD Board:

- a) resolve that the extension of GVS&DD sewerage services to the property at 5175 184 Street in Surrey is consistent with the provisions of *Metro Vancouver 2040: Shaping Our Future*; and
- b) forward the Fraser Sewerage Area expansion application to the GVS&DD Board for consideration.

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<sup>1</sup> Note: Recommendation is shown under each item, where applicable.

**5.2 Support for Young Agrarians' Land Matching Program**

*Designated Speaker:*

*Theresa Duynstee, Regional Planner, Parks, Planning and Environment Department*

That the MVRD Board:

- a) support the Young Agrarians' Land Matching Program by approving an annual contribution of \$15,000 for a period of two years starting in 2018 to be funded out of Regional Planning Reserves; and
- b) approve the contribution agreement between Metro Vancouver and Farm Folk City Folk Society – Young Agrarians as attached to the report titled "Support for Young Agrarian's Land Matching Program", dated March 23, 2018.

**5.3 Metro Vancouver's Submission on Revitalizing the Agricultural Land Reserve and the Agricultural Land Commission**

*Designated Speaker:*

*Theresa Duynstee, Regional Planner, Parks, Planning and Environment Department*

That the MVRD Board forward the submission attached to the report dated March 19, 2018, titled, "Metro Vancouver's Submission on Revitalizing the Agricultural Land Reserve and the Agricultural Land Commission" to the Minister of Agriculture's Advisory Committee on Revitalizing the Agricultural Land Reserve and the Agricultural Land Commission.

**5.4 Regional Long Range Growth Scenarios – Project Overview**

*Designated Speakers:*

*Sean Tynan, Regional Planner, Parks, Planning and Environment Department*

*Terry Hoff, Senior Regional Planner, Parks, Planning and Environment Department*

That the MVRD Board endorse the project's objectives and scope as expressed in the report dated March 19, 2018 titled "Regional Long Range Growth Scenarios - Project Overview".

**5.5 Manager's Report**

*Designated Speaker:*

*Heather McNell, Director, Regional Planning and Electoral Area Services,  
Parks, Planning and Environment Department*

That the Regional Planning Committee receive for information the report dated March 26, 2018, titled "Manager's Report".

**6. INFORMATION ITEMS**

**6.1 Correspondence re Transit-Oriented Affordable Housing Study from the Minister of Infrastructure and Communities, dated March 14, 2018**

**6.2 Correspondence re Transit-Oriented Affordable Housing Study from the Ministry of Municipal Affairs and Housing, dated March 6, 2018**

**6.3 Report re Public Engagement Policy dated March 27, 2018**

**7. OTHER BUSINESS**

**8. BUSINESS ARISING FROM DELEGATIONS**

**9. RESOLUTION TO CLOSE MEETING**

*Note: The Committee 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.*

**10. ADJOURNMENT/CONCLUSION**

That the Regional Planning Committee adjourn/conclude its regular meeting of April 6, 2018.

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Membership:

Stewart, Richard (C) – Coquitlam

Coté, Jonathan (VC) – New Westminster

Corrigan, Derek – Burnaby

Froese, Jack – Langley Township

Harris, Maria – Electoral Area A

McEwen, John - Anmore

McDonald, Bruce – Delta

Mussatto, Darrell – North Vancouver City

Penner, Darrell – Port Coquitlam

Read, Nicole – Maple Ridge

Reimer, Andrea – Vancouver

Smith, Michael – West Vancouver

Steele, Barbara – Surrey

Steves, Harold – Richmond

**METRO VANCOUVER REGIONAL DISTRICT  
REGIONAL PLANNING COMMITTEE**

Minutes of the Regular Meeting of the Metro Vancouver Regional District (MVRD) Regional Planning Committee held at 9:03 a.m. on Friday, March 9, 2018 in the 28<sup>th</sup> Floor Boardroom, 4730 Kingsway, Burnaby, British Columbia.

**MEMBERS PRESENT:**

Chair, Mayor Richard Stewart, Coquitlam  
 Vice Chair, Mayor Jonathan Coté, New Westminster  
 Mayor Jack Froese, Langley Township  
 Director Maria Harris, Electoral Area A  
 Councillor Bruce McDonald, Delta  
 Mayor John McEwen, Anmore  
 Mayor Darrell Mussatto, North Vancouver City  
 Mayor Nicole Read, Maple Ridge  
 Councillor Andrea Reimer, Vancouver  
 Mayor Michael Smith, West Vancouver  
 Councillor Harold Steves, Richmond

**MEMBERS ABSENT:**

Mayor Derek Corrigan, Burnaby  
 Councillor Darrell Penner, Port Coquitlam  
 Councillor Barbara Steele, Surrey

**STAFF PRESENT:**

Heather McNell, Regional Planning and Electoral Area Services Director, Parks, Planning and Environment  
 Carol Mason, Chief Administrative Officer  
 Genevieve Lanz, Legislative Services Coordinator, Board and Information Services

**1. ADOPTION OF THE AGENDA**

**1.1 March 9, 2018 Regular Meeting Agenda**

**It was MOVED and SECONDED**

That the Regional Planning Committee adopt the agenda for its regular meeting scheduled for March 9, 2018 as circulated.

**CARRIED**

**2. ADOPTION OF THE MINUTES**

**2.1 February 2, 2018 Regular Meeting Minutes**

**It was MOVED and SECONDED**

That the Regional Planning Committee adopt the minutes of its regular meeting held February 2, 2018 as circulated.

**CARRIED**

Mayor Read absent at the vote.

**3. DELEGATIONS**

No items presented.

**4. INVITED PRESENTATIONS**

No items presented.

**5. REPORTS FROM COMMITTEE OR STAFF**

**5.1 Agricultural Land Soil Investigation Results**

Report dated February 26, 2018 from Theresa Duynstee, Regional Planner, Parks, Planning and Environment, providing the MVRD Board with the results of the agricultural land soil investigation and seeking approval to send a letter to the provincial Minister of Agriculture requesting the recommendations be considered as part of the Agricultural Land Reserve and Agricultural Land Commission revitalization.

Members were provided with a presentation on agricultural land fill regulation, highlighting outcomes of Agricultural Land Commission applications for land fill in the Agricultural Land Reserve, compliance and enforcement and recommendations for Agricultural Land Commission regulations and policies.

Presentation material titled "Agricultural Land Soil Investigation" is retained with the March 9, 2018 Regional Planning Committee agenda.

**It was MOVED and SECONDED**

That the MVRD Board:

- a) send a letter to the BC Minister of Agriculture requesting that the 11 recommendations, as noted in the report dated February 26, 2018 titled "Agricultural Land Soil Investigation Results", be considered as part of the review to revitalize the Agricultural Land Reserve and the Agricultural Land Commission; and
- b) forward the report dated February 26, 2018, titled "Agricultural Land Soil Investigation Results" to Metro Vancouver member local jurisdictions.

**CARRIED**

- 5.2 Revitalizing the Agricultural Land Reserve and the Agricultural Land Commission**  
Report dated February 20, 2018 from Theresa Duynstee, Regional Planner, Parks, Planning and Environment, seeking feedback from the Regional Planning Committee on the proposed submission to the provincial Minister of Agricultural regarding six strategic actions for the Agricultural Land Reserve and Agricultural Land Commission advisory committee to consider.

Members were provided with a presentation on the proposed strategic actions for the Agricultural Land Commission advisory committee, highlighting stronger legislation and consistent interpretation, balance between farm and ancillary land uses and addressing non-conforming uses in the Agricultural Land Reserve.

Presentation material titled “Revitalizing the ALR and ALC” is retained with the March 9, 2018 Regional Planning Committee agenda.

**It was MOVED and SECONDED**

That the Regional Planning Committee receive for information the report dated February 20, 2018, titled, “Revitalizing the Agricultural Land Reserve and the Agricultural Land Commission”.

**CARRIED**

- 5.3 Transit-Oriented Affordable Housing Study Phase 2: Exploring New Supportive Tools**

Report dated February 19, 2018 from Raymond Kan, Senior Regional Planner, Parks, Planning and Environment, providing the MVRD Board with the proposed *Transit-Oriented Affordable Housing Study Phase 2* objectives.

Members were provided with a presentation on the second phase of the Transit-Oriented Affordable Housing Study, highlighting proposed scoping elements, approaches for pilot implementation and anticipated timeline of study completion.

Presentation material titled “Transit-Oriented Affordable Housing Study Phase 2” is retained with the March 9, 2018 Regional Planning Committee agenda.

**It was MOVED and SECONDED**

That the MVRD Board receive for information the report dated February 19, 2018, titled “Transit-Oriented Affordable Housing Study Phase 2: Exploring New Supportive Tools”.

**CARRIED**

**5.4 Centres and Corridors Literature Review and Case Studies – Urban Centres and Frequent Transit Development Areas Policy Review**

Report dated February 13, 2018 from Erin Rennie, Senior Regional Planner, Parks, Planning, and Environment, providing the MVRD Board with an overview of reports titled, “Assessing Metro Vancouver’s Growth Overlays: Review of the Literature on Centres and Corridors as a Regional Planning Concept” and “Assessing Metro Vancouver’s Growth Overlays: Peer Jurisdiction Assessment”.

Members were provided with a presentation on the *Metro 2040* urban centres and frequent transit development areas policy review, highlighting case studies of five regional growth centres, the benefits and challenges associated with implementing specific transit corridors and key themes arising from the literature review and case studies.

Members discussed the development of future urban centres, the relationship between transit and land use and the distinction between municipal and regional centres.

Presentation material titled “Centres and Corridors Literature Review and Case Studies – Urban Centres and FTDA Policy Review” is retained with the March 9, 2018 Regional Planning Committee agenda.

**It was MOVED and SECONDED**

That the MVRD Board receive for information the report dated February 13, 2018, titled, “Centres and Corridors Literature Review and Case Studies – Urban Centres and FTDA Policy Review”.

**CARRIED**

**5.5 Implementation of the Regional Food System Action Plan**

Report dated February 19, 2018 from Jaspal Marwah, Regional Planner, Parks, Planning and Environment, providing the MVRD Board with an update on the implementation of the *Regional Food Systems Action Plan*.

Members were provided with a presentation on the *Regional Food System Action Plan*, highlighting collaborative actions between Metro Vancouver and member jurisdictions, participation in the National Zero Waste Council food working group and new regional initiatives.

Comments were offered on the viability of farming at Colony Farm Regional Park.

**Request of Staff**

Staff was requested to provide a future meeting of the Regional Planning Committee an update on farming viability at Colony Farm Regional Park.

Presentation material titled “Regional Food System Action Plan - Update” is retained with the March 9, 2018 Regional Planning Committee agenda.

**It was MOVED and SECONDED**

That the MVRD Board receive for information the report dated February 19, 2018, titled "Update on the Implementation of the Regional Food System Action Plan".

**CARRIED**

Mayor Mussatto absent at the vote.

**5.6 Manager's Report**

Report dated March 2, 2018 from Heather McNell, Director, Regional Planning and Electoral Area Services, Parks, Planning and Environment, providing the Committee with an update on the 2018 Work Plan, highlighting the creation of the Industrial Lands Strategy Task Force.

**It was MOVED and SECONDED**

That the Regional Planning Committee receive for information the report dated March 2, 2018, titled "Manager's Report".

**CARRIED**

**6. INFORMATION ITEMS**

No items presented.

**7. OTHER BUSINESS**

No items presented.

**8. BUSINESS ARISING FROM DELEGATIONS**

No items presented.

**9. RESOLUTION TO CLOSE MEETING**

No items presented.

**10. ADJOURNMENT/CONCLUSION**

**It was MOVED and SECONDED**

That the Regional Planning Committee conclude its regular meeting of March 9, 2018.

**CARRIED**

(Time: 10:35 a.m.)

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Genevieve Lanz,  
Legislative Services Coordinator

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Richard Stewart, Chair



To: Regional Planning Committee

From: Jaspal Marwah, Regional Planner, Parks, Planning and Environment

Date: March 15, 2018 Meeting Date: April 6, 2018

Subject: **City of Surrey – Proposed Amendment to the Fraser Sewerage Area Boundary**

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### **RECOMMENDATION**

That the MVRD Board:

- a) resolve that the extension of GVS&DD sewerage services to the property at 5175 184 Street in Surrey is consistent with the provisions of *Metro Vancouver 2040: Shaping Our Future*; and
  - b) forward the Fraser Sewerage Area expansion application to the GVS&DD Board for consideration.
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### **PURPOSE**

This report provides the Regional Planning Committee and MVRD Board the opportunity to consider a request from the City of Surrey to expand the Fraser Sewerage Area (FSA) within an existing property, and the expansion's consistency with *Metro Vancouver 2040: Shaping our Future (Metro 2040)*.

### **BACKGROUND**

At its regular Council meeting on January 9, 2018, the City adopted a resolution requesting an expansion to the Metro Vancouver FSA boundary to include an additional area within an existing property at 5175 184 Street. The City conveyed this request to Metro Vancouver's Liquid Waste Services Department on February 16, 2018. Consistent with the requirements in the *Local Government Act* and *Metro 2040*, the request is being presented to the Regional Planning Committee MVRD Board for consideration prior to being presented to the Greater Vancouver Sewerage and Drainage District (GVS&DD) Board.

### **METRO 2040 AND SEWERAGE AREA EXPANSION REQUESTS**

Section 6.8 of *Metro 2040* includes provisions for coordination amongst the Metro Vancouver Boards to ensure alignment between *Metro 2040* policies as governed by the MVRD Board and by the GVS&DD and Greater Vancouver Water District (GVWD) Boards. The intention of limiting extension of sewerage services from a regional growth management perspective is to support urban containment, the protection of important lands and the efficient provision of urban infrastructure. In accordance with section 445 of the *Local Government Act*, *Metro 2040* requires that all services undertaken by Metro Vancouver be consistent with *Metro 2040*.

Specifically, Section 6.8.1 states that:

*The Greater Vancouver Sewerage and Drainage District and the Greater Vancouver Water District will not directly or indirectly supply, agree to supply, or authorize connections that enable the supply of services to a site that is developed or proposed to be developed after the date of adoption of the Regional Growth Strategy where the nature of that*

*development is, in the sole judgment of the Greater Vancouver Regional District, inconsistent with the provisions of the Regional Growth Strategy.*

While the *Metro 2040* Urban Containment Boundary (UCB) establishes the extent of urban development in the region, the provision of regional sewerage services is contained within the GVS&DD Sewerage Area boundaries. Therefore, any request from member jurisdictions to extend the GVS&DD sewerage area must first be presented to the MVRD Board for consideration of consistency with *Metro 2040*. Once consistency with *Metro 2040* has been established, the decision to expand the GVS&DD sewerage area rests with the GVS&DD Board, subject to technical consideration.

Greater Vancouver Sewerage & Drainage District – Sewerage Area boundaries

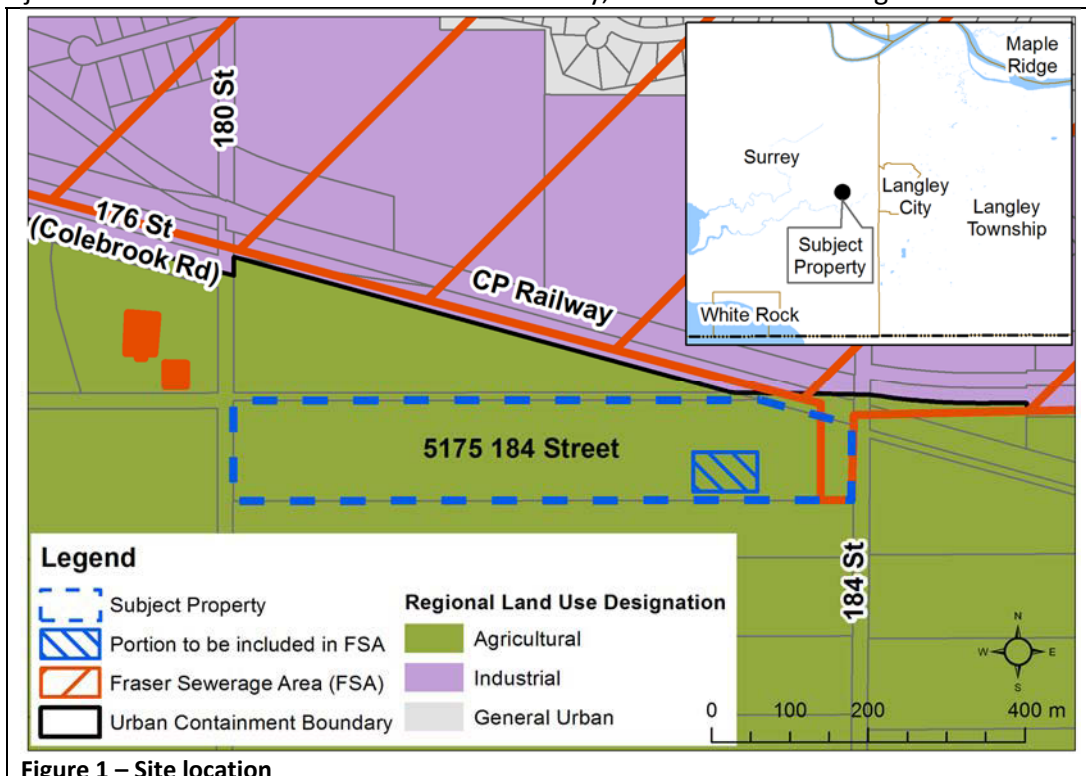
The GVS&DD regional sewerage area boundaries were drawn prior to adoption of *Metro 2040*; consequently, there are some locations where the Sewerage Area boundary extends outside of the UCB, and conversely, there are also some locations where the Sewerage Area boundary does not include lands within the UCB. To better align regional utility and growth management plans, in 2016 Metro Vancouver initiated a process to reconcile the alignment between GVS&DD Sewerage Area boundaries with the UCB.

**METRO VANCOUVER ANALYSIS**

	<b>Current Land Use</b>	<b>Proposed Amendments</b>
OCP – land use designation	Agricultural	No change
<i>Metro 2040</i> – land use designation	Agricultural	No change
<i>Metro 2040</i> – within UCB	No	No change
Agricultural Land Reserve	Yes	No change

Site Details

The subject site is located at 5175 184 Street in Surrey, as shown below in Figure 1.



**Figure 1 – Site location**

The property includes an existing abattoir, which the applicant intends to expand and continue operating. An application has been submitted to rezone the property from General Agriculture and High-Impact Industrial to Comprehensive Development (based on both land uses) to support the existing agro-industrial use.

Highway 1 runs just north of the subject site. Properties to the north of the Highway have an Industrial *Metro 2040* land use designation, and properties south of the highway have an Agricultural *Metro 2040* land use designation. The property is within the Agricultural Land Reserve and outside of the Urban Containment Boundary. The site is also partially within the FSA with the existing buildings connected to the sanitary system.

### Regional Assessment

*In Metro 2040: Shaping Our Future (Metro 2040)*, the regional growth strategy, Section 1.1 directs the GVS&DD to:

*...not allow connections to regional sewerage services to lands with a Rural, Agricultural or Conservation and Recreation regional land use designation. Notwithstanding this general rule, in the exceptional circumstances specified below, the MVRD Board will advise the GVS&DD Board that it may consider such a connection for existing development or for new development where, in the MVRD Board's opinion, that new development is consistent with the underlying regional land use designation, and where the MVRD Board Determines either:*

- a) That the connection to regional sewerage services is the only reasonable means of preventing or alleviating a public health or environmental contamination risk; or*
- b) That the connection to regional sewerage services would have no significant impacts on the goals of containing urban development within the Urban Containment Boundary, and protecting lands with a Rural, Agricultural or Conservation and Recreation regional land use designation.*

The applicant aims to expand the processing capacity of the abattoir that is currently operating on the property. The existing facility is connected to the sewerage system, and the City's staff report notes the Agricultural Land Commission has submitted a letter in support of the proposed non-farm use.

There is no proposed change in land use associated with the extension request, and, an extension of the FSA boundary to the proposed footprint of the new facility would not place pressure on adjacent lands for additional connections, nor would it create a risk of a proliferation of related requests. The request to expand the FSA boundary would have no significant impact on the regional goals of urban containment, or on protecting lands with an Agricultural regional land use designation, and staff maintain that it is consistent with the regional growth strategy.

### **ALTERNATIVES**

1. That the MVRD Board:
  - a) resolve that the extension of GVS&DD sewerage services to the property at 5175 184 Street in Surrey is consistent with the provisions of Metro Vancouver 2040: Shaping Our Future; and
  - b) forward the Fraser Sewerage Area expansion application to the GVS&DD Board for consideration.
2. That the MVRD Board provide alternative direction to staff.

### **FINANCIAL IMPLICATIONS**

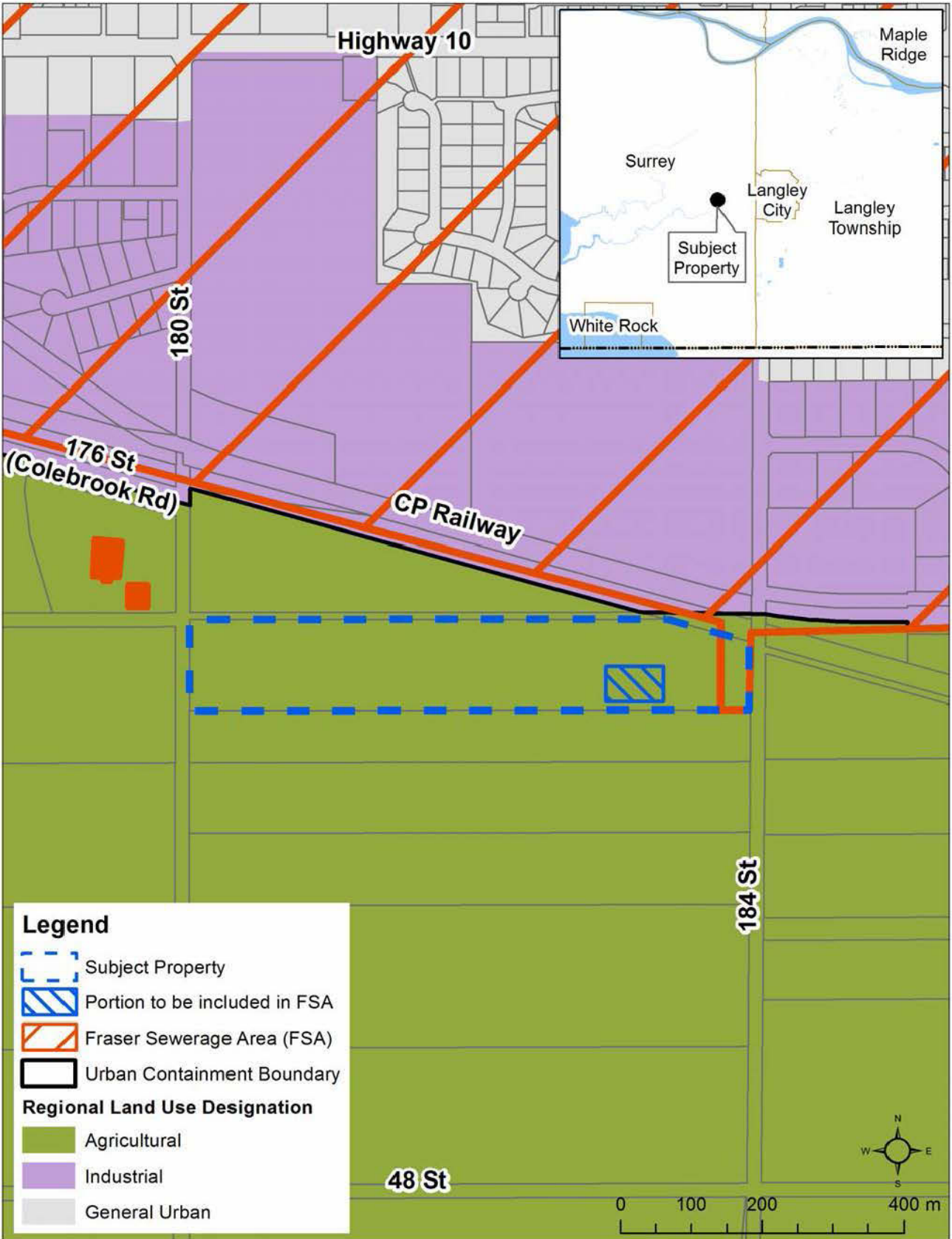
If the MVRD Board chooses Alternative one, the City's request for expanding the FSA boundary will be submitted to the Utilities Committee and then the GVS&DD Board for approval, subject to technical considerations.

### **SUMMARY / CONCLUSION**

The *Local Government Act* requires that all works and services undertaken by Metro Vancouver be consistent with *Metro 2040*. The GVS&DD has received a request from the City of Surrey to extend the FSA to a property at 5175 184 Street. The applicant would like to expand the processing capacity of the abattoir that is currently operating on the property. The existing building is connected to the sewerage system, and the City's staff report notes the Agricultural Land Commission has submitted a letter in support of the proposed non-farm use. There is no proposed change in land use associated with the extension request, and, an extension of the FSA boundary to the newly proposed building footprint would not place pressure on adjacent lands for additional connections, nor would it create a risk of a proliferation of related requests. The request to expand the FSA boundary to support the expansion of an existing agro-industrial use would have no significant impact on the regional goals of urban containment, or on protecting lands with an Agricultural regional land use designation. Staff recommend Alternative 1, that the extension is consistent with *Metro 2040*, and that the expansion application request be forwarded to the GVS&DD Board for consideration.

### **Attachments** (*Orbit #24833569*)

1. Site Map
2. Correspondence and staff reports from the City of Surrey, dated February 16, 2018





the future lives here.

February 16, 2018

File: 5340-30 (FSA)

REPLY TO: Utilities Division  
ATTENTION: Samantha Ward, P.Eng.

Metro Vancouver  
4730 Kingsway  
Burnaby, B.C.  
V5H 0C6

Attention: Mark Wellman, P.Eng.  
Senior Project Engineer, Policy Planning and Analysis  
Liquid Waste Services

Dear Mr. Wellman:

**Re: 5175 184 Street, Surrey, B.C.  
Application to Include a Portion of the Property in the Fraser Sewerage Area**

The City of Surrey (City), on behalf of the property owner, is applying to Metro Vancouver to include a portion of the above noted property in the Fraser Sewerage Area (FSA).

The proposed development encompasses the expansion of an existing abattoir on the property. A portion of the property is already within the FSA boundary and supports existing agro-industrial business operations.

The property, with the proposed development in place, is anticipated to generate a continuous peak wet weather flow (PWWF) of approximately 1.75 L/s to the sanitary sewer system. The property is currently serviced by a private pump and force main system with direct connection to Metro Vancouver's South Surrey Interceptor (SSI). Wastewater flows from this site do not currently discharge to the City's sewer system, and are not proposed to discharge to the City's sewer system in the future.



The enclosed materials (property location map, Corporate Report and City Council minutes) are submitted in support of the FSA inclusion request.

If you have any questions, please contact me at (604) 591-4326 or by e-mail at SWard@surrey.ca.

Yours truly,



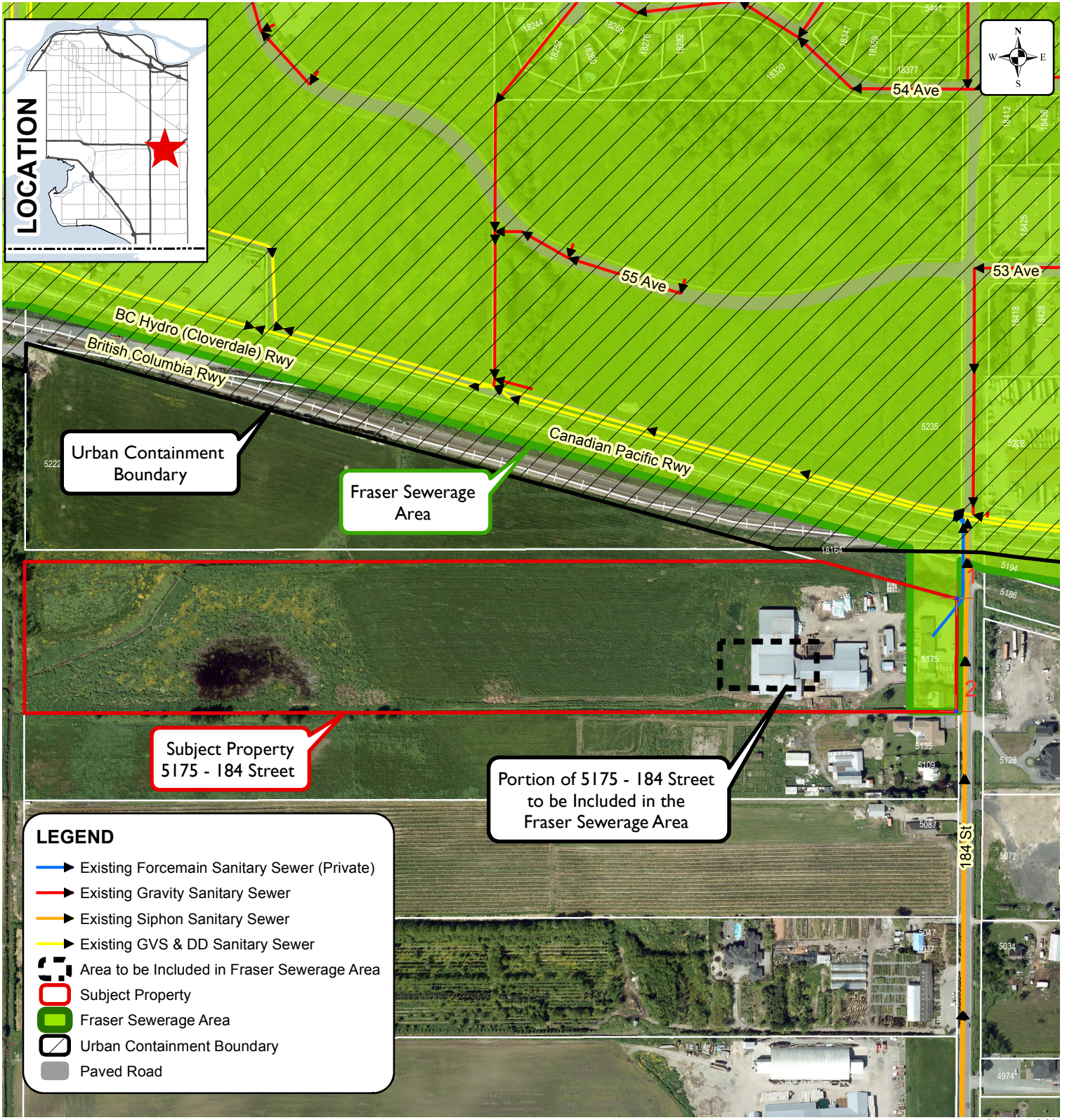
Samantha Ward, P.Eng.  
Project Engineer

SLW/af/am  
Enclosures

c.c. - Manager, Utilities  
- Sewer Engineer  
- Planner, Community Planning

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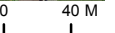
AERIAL PHOTOGRAPH OF SITE



Produced by GIS Section: 22-Dec-2017, C9W

Aerial Photo: May, 2017

Scale: 1:4,500



**Application for Inclusion to the FSA:  
5175 - 184 Street**

**ENGINEERING  
DEPARTMENT**



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## REGULAR COUNCIL

**TO: Mayor & Council** **DATE: January 9, 2018**  
**FROM: General Manager, Engineering** **FILE: 5340-30 (FSA)**  
**SUBJECT: Amendment to the Fraser Sewerage Area Boundary to Add a Portion of the Property at 5175 - 184 Street**

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## RECOMMENDATION

The Engineering Department recommends that Council:

1. Endorse an application to the Greater Vancouver Sewerage and Drainage District (“GVS&DD”) Board for the inclusion of a portion of the property at 5175 - 184 Street, known as Section 5 Township 8 NWD Parcel A, Except Plan Firstly: PCL One (REF PL 32488), Secondly: PCL One (Bylaw PL 69906), REF PL 3883 of N 1/2 of N 1/2 of SE 1/4) into the GVS&DD Fraser Sewerage Area (“FSA”). The property is shown in the attached Appendix “I”; and
2. Direct staff to forward the application to the GVS&DD Board for consideration.

## INTENT

The purpose of this report is to seek approval to forward an application to the GVS&DD Board for an expansion of the FSA boundary to include a portion of the property at 5175 - 184 Street.

## BACKGROUND

The GVS&DD Board has established four Sewerage Areas in Metro Vancouver, being the North Shore, Vancouver, Lulu Island West and Fraser, all in accordance with the GVS&DD Act. Surrey falls within the FSA that is serviced by the Annacis Island Wastewater Treatment Plant.

The GVS&DD Board, in accordance with the GVS&DD Act, may amend Sewerage and Drainage Area boundaries. By policy, the Board only accepts an application for an amendment to the boundary of a Sewerage Area from a member municipality if the application is supported by a resolution from the Council of the municipality within which the amendment is proposed.

The GVS&DD Board has also developed a set of considerations that are used to evaluate any such application before a decision is made. The considerations are:

- Technical and operational impact;
- Land use compliance;
- Service level impact;
- Local and community interests; and
- Regional interests.

## **DISCUSSION**

The applicant for 5175 - 184 Street (the “Property”) is seeking an amendment to the FSA boundary to support the expansion of an existing abattoir on the property. A portion of the Property is already within the FSA boundary and supports the existing agro-industrial business operations. The existing and proposed FSA areas on the Property are shown on Appendix “I”.

The Property is within the Agricultural Land Reserve, outside the GVRD Green Zone and outside the Urban Containment Boundary. A development application is in process, Development Application No. 7915-0020-00, to rezone the Property from General Agriculture A-1 (95%) and High Impact Industrial IH (5%) to Comprehensive Development CD (based on A-1 and IH zoning designations) to allow for the proposed abattoir expansion.

At the Regular Council Land Use Meeting on July 24, 2017, Council considered the Planning Report to allow the redevelopment of an abattoir facility and continuation of agricultural uses. Council subsequently directed staff to refer the non-farm use application to the Agricultural Land Commission (“ALC”) with support (Res. R17-2240).

On December 14, 2017, staff received a response from the ALC supporting the proposed non-farm use under Section 20(3) of the ALC Act (ALC File #54999, Res. #363/2017). With the ALC approval in place, staff are now moving forward with the resolution of remaining issues identified in the Planning Report. One of the remaining issues is to obtain GVS&DD approval to extend the FSA boundary on the Property to encompass the proposed abattoir.

The Engineering Department has reviewed the application in relation to City and GVS&DD considerations. The results are documented in the following sections:

### **Technical and Operational**

The Property is currently serviced by a private pump and forcemain system with direct connection to Metro Vancouver’s South Surrey Interceptor (“SSI”). Wastewater flows from this site do not currently discharge to the City’s sewer system and are not proposed to discharge to the City’s sewer system in the future. As such, there are no anticipated negative technical or operational issues for the City’s sewer system.

The applicant may be required to upgrade the private pump and/or forcemain to convey the increase in wastewater to the SSI flow due to the proposed abattoir. There are no anticipated negative technical or operational issues to the GVS&DD’s sewer system.

### **Land Use Compliance**

As noted above, an application is in process to rezone the Property from General Agriculture A-1 (95%) and High Impact Industrial IH (5%) to Comprehensive Development CD (based on A-1 and IH zoning designations) to allow for the proposed abattoir expansion.

### **Service Levels**

There are no anticipated negative impacts to the City’s sewer system or the GVS&DD’s sewer system.

## Local and Community Interests

The application is in line with the City's objective to establish a built environment that is balanced with the City's role as a good steward of the environment.

## SUSTAINABILITY CONSIDERATIONS

This report supports the objectives of the City's Sustainability Charter. In particular, this report relates to the Sustainability Charter themes of Infrastructure, and Economic Prosperity and Livelihoods. Specifically, amending the FSA to include a portion of the property at 5175 – 184 Street supports the following Desired Outcomes:

- All Infrastructure DO3: Infrastructure systems are designed to protect human health, preserve environmental integrity, and be adaptable to climate change impacts;
- Jobs and Skills Training DO1: Diverse and meaningful employment and business opportunities are available close to where people live, and provide incomes that can support a high quality of life; and
- Economy DO5: Locally owned companies are thriving, creating a robust local economy and retaining wealth and jobs in the community.

## CONCLUSION

Based on the above discussion, it is recommended that Council:

- Endorse an application to the Greater Vancouver Sewerage and Drainage District ("GVS&DD") Board for the inclusion of a portion of the property at 5175 - 184 Street, known as Section 5 Township 8 NWD Parcel A, Except Plan Firstly: PCL One (REF PL 32488), Secondly: PCL One (Bylaw PL 69906), REF PL 3883 of N 1/2 of N 1/2 of SE 1/4) into the GVS&DD Fraser Sewerage Area ("FSA"). The property is shown in the attached Appendix "I"; and
- Direct staff to forward the application to the GVS&DD Board for consideration.

Fraser Smith, P.Eng., MBA  
General Manager, Engineering

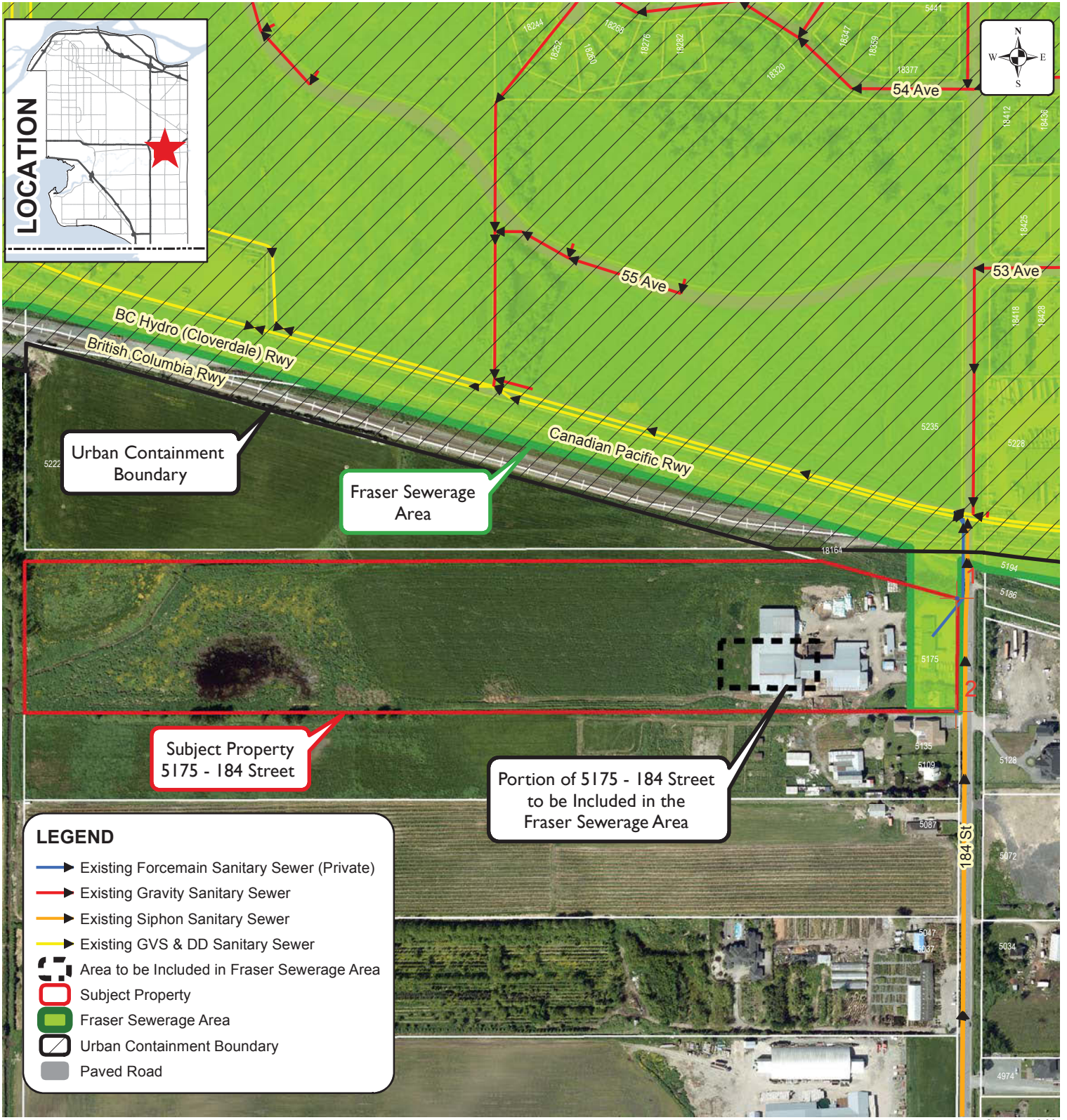
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Appendix "I" – Aerial Photograph of Site

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CLR 1/17/18 9:37 AM



AERIAL PHOTOGRAPH OF SITE



Urban Containment Boundary

Fraser Sewerage Area

Subject Property  
5175 - 184 Street

Portion of 5175 - 184 Street  
to be Included in the  
Fraser Sewerage Area

**LEGEND**

- Existing Forcemain Sanitary Sewer (Private)
- Existing Gravity Sanitary Sewer
- Existing Siphon Sanitary Sewer
- Existing GVS & DD Sanitary Sewer
- Area to be Included in Fraser Sewerage Area
- Subject Property
- Fraser Sewerage Area
- Urban Containment Boundary
- Paved Road

Produced by GIS Section: 22-Dec-2017, C9W

Aerial Photo: May, 2017

Scale: 1:4,500 0 40 M



**Application for Inclusion to the FSA:  
5175 - 184 Street**

**ENGINEERING  
DEPARTMENT**

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. Regional Planning Committee  
Lot sizes, Legal descriptions and encumbrances must be confirmed at the Land Title Office.

Source: G:\MAPPING\GIS\Maps\CorporateReps\D&C\CW\_5175\_184St\_FSA.mxd





2. **Surrey Official Community Plan Amendment Bylaw No. 19481**  
**Surrey Zoning Amendment Bylaw No. 19482**  
**Application: 7917-0211-00**

CIVIC ADDRESS: 14838 – 60 Avenue

APPLICANT: 1127024 B.C. Ltd. (Director Information: Jatinderpal Gill and Jagdip Sivia)  
c/o DF Architecture Inc. (Jessie Arora)

PURPOSE: The applicant is seeking to redesignate the site from Urban to Multiple Residential and rezone the site from Half-Acre Residential to Comprehensive Development. The applicant is proposing to develop a 3-storey mixed use building containing approximately 27 apartment units and 8 ground floor commercial retail units fronting 60 Avenue. A commercial childcare facility with an outdoor play area accommodating a maximum of 42 children at one time is proposed for the western most commercial unit.

The Notice of the Public Hearing was read by the City Clerk. The location of the property was indicated to the Public Hearing.

A. Kapps, 125th Street and Grove Crescent: The delegation expressed concern regarding the development's impact on school capacity and local fire halls, as well as the financial impact to local taxpayers. The delegation also expressed concern regarding the removal of trees on site, and the contribution to the Green Fund in lieu of tree replacement.

Resident, 148th Street and 53A Avenue: The delegation expressed the following concerns: 1. Parking is already constrained in the area, as there are homes with secondary suites that do not provide parking, and there are parking restrictions on 148th Street. 2. There are numerous existing daycares in the area, and the delegation questioned the need for an additional daycare facility. 3. The proposal could constrain parking in the existing alley, as the fence will be removed between the development and the alley. 4. The delegation questioned where kids will play, as there is a lack of local parks. 5. The proposal would result in additional impacts on school capacity.

In response to a question from Council, the delegation advised that there are three existing daycares: one is located in a residential home, and two licensed daycares located in a commercial space and church space.

In response to questions from Council, staff advised that the proposal would provide underground parking for the commercial and residential units, and that the proposal meets the parking requirements.

Resident, 140th Street and 59 Avenue: The delegation expressed concerns regarding potential parking restrictions during the construction period.



In response to questions and concerns from the delegation, staff advised that there have been no changes to the parking bylaw and that parking is not permitted in lanes, except on private property.

There was correspondence on table from:

NAME	FOR	AGAINST	CONCERN
V. Foy		X	
R. Landale		X	

3. **Surrey Official Community Plan Amendment Bylaw No. 19483**  
**Surrey Zoning Amendment Bylaw No. 19484**  
**Application: 7917-0242-00**

CIVIC ADDRESS: 14856 – 60 Avenue

APPLICANT: 689940 B.C. Ltd. (Director Information: Gurdial and Makhan Johal)  
 c/o Verbatim Consulting (Tarn Uppal)

PURPOSE: The applicant is seeking to redesignate the site from Urban to Multiple Residential and rezone the site from Half-Acre Residential to Comprehensive Development. The applicant is proposing to develop a 3-storey mixed use building containing approximately 29 apartment units and 9 ground floor commercial retail units fronting 60 Avenue.

The Notice of the Public Hearing was read by the City Clerk. The location of the property was indicated to the Public Hearing.

A. Kapps, 125th Street and Grove Crescent: The delegation expressed concern regarding the development's impact on school capacity, local fire halls, RCMP services, ambulance services, and hospitals due to the proposed increase population. The delegation expressed concerns that increased pressure on these services could result in higher taxes to residents.

In response to questions from Council, the delegation suggested that there needs to be better communication between the City and the School District regarding proposed developments and the anticipated impact on local schools. The delegation also suggested that the School Board representative attend Public Hearing meetings.

Council noted that School Board representatives have been invited to attend Public Hearing meetings, and that the delegation could attend School Board meetings to raise the concerns as expressed at the Public Hearing.

Resident, 140th Street and 59 Avenue: The delegation expressed concerns regarding the project's impact to on-street parking availability.



In response to a question from the delegation, staff advised that 24 parking spaces would be provided for the commercial units, and 51 parking spaces for the residential units.

Resident, 148th Street and 53A Avenue: The delegation expressed concerns that the replacement trees planted would be smaller than the existing mature trees, and requested that the developer retain one or two mature trees onsite.

In response to questions from the delegation, staff provided the following information: 1. Access to the proposed development would be from 60th Avenue, and not from 59A Avenue. 2. There will be a 2.3 metre buffer between the alley and the subject property. There is also a grade difference, so the lane would be higher than the subject property. 3. The majority of trees on the building site are located within the building envelope. In addition, it is challenging to retain trees on sites that are excavated for an underground parkade.

There was correspondence on table from:

NAME	FOR	AGAINST	CONCERN
V. Foy		X	
R. Landale		X	

4. **Surrey Official Community Plan Amendment Bylaw No. 19487**  
**Surrey Zoning Amendment Bylaw No. 19488**  
**Surrey Zoning Amendment Bylaw No. 19489**  
**Application: 7915-0268-00**

CIVIC ADDRESS: 17505 and 17515 – 64 Avenue and 6455 – 176 Street

APPLICANT: Progressive Inter-Cultural Community Services Society and H. and H. Visscher  
 c/o Concost Management Inc. (Kyle Stewart)

PURPOSE: The applicant is seeking to redesignate the site from Urban and Mixed Employment to Multiple Residential, insert the subject site into "Table 7a: Land Use Designation Exceptions" in order to increase the density from 1.5 FAR to 1.86 FAR and rezone the site from One-Acre Residential and Light Impact Industrial to Comprehensive Development and Light Impact Industrial.

The applicant is proposing to develop a 5-storey, 140-bed Level 4 seniors care facility on the site containing ground floor commercial space and a child care centre. Principal vehicle access will be from the future 175A Street and a remnant Light Industrial zoned lot is proposed on the eastern portion of the site.

In addition, a development variance permit is being sought to reduce the setback to the future 175A Street in order to retain an existing building on the Light Industrial lot.

The Notice of the Public Hearing was read by the City Clerk. The location of the property was indicated to the Public Hearing.

There were no persons present to speak to the proposed Bylaw.

There was correspondence on table from:

NAME	FOR	AGAINST	CONCERN
R. Landale		X	

**C. COMMITTEE REPORTS**

**1. [Diversity Advisory Committee - September 19, 2017](#)**

RES.R18-151 It was Moved by Councillor Starchuk  
 Seconded by Councillor Gill  
 That the minutes of the Diversity Advisory  
 Committee meeting held on September 19, 2017, be received.  
Carried

**2. [Social Policy Advisory Committee - November 1, 2017](#)**

RES.R18-152 It was Moved by Councillor Villeneuve  
 Seconded by Councillor LeFranc  
 That the minutes of the Social Policy  
 Advisory Committee meeting held on November 1, 2017, be received.  
Carried

**3. [Public Safety Committee – November 27, 2017](#)**

RES.R18-153 It was Moved by Councillor Gill  
 Seconded by Councillor Hayne  
 That the minutes of the Public Safety  
 Committee meeting held on November 27, 2017, be received.  
Carried



It was  
 Moved by Councillor Gill  
 Seconded by Councillor Martin  
 That Council:

1. Approve a twenty-four month extension of Contract No. 1220-050-2015-009 from January 22, 2018 to January 21, 2020 for the non-exclusive supply of cellular wireless service plans and devices to Bell Mobility Inc. in the total estimated amount of \$1,150,000.00 including GST;
2. Set the expenditure authorization limit for the extension to Contract No. 1220-050-2015-009 at \$1,265,000.00 including GST and contingency; and
3. Authorize the General Manager, Corporate Services to execute the extension of Contract No. 1220-050-2015-009.

RES.R18-156

Carried

**Item No. Roo8** Closure of Road Adjacent to 15633 Mountain View Drive  
 File: 0910-30/217

The General Manager, Engineering was recommending approval of the recommendations outlined in the report.

It was  
 Moved by Councillor Gill  
 Seconded by Councillor Martin  
 That Council authorize the City Clerk to  
 bring forward a Bylaw to close and remove the dedication as highway of a 58.6 square metre (631 square feet) portion of unconstructed road allowance adjacent to 15633 Mountain View Drive, as generally illustrated in Appendix "I" attached to Corporate Report Roo8, and subject to compliance with the notice provisions of the *Community Charter, SBC 2003, c. 26*.

RES.R18-157

Carried

**Item No. Roo9** Amendment to the Fraser Sewerage Area Boundary to Add a Portion of the Property at 5175 – 184 Street  
 File: 5340-30 (FSA)

The General Manager, Engineering submitted a report to seek approval to forward an application to the GVS&DD Board for an expansion of the FSA boundary to include a portion of the property at 5175 - 184 Street.

The General Manager, Engineering was recommending approval of the recommendations outlined in the report.

It was  
 Moved by Councillor Gill  
 Seconded by Councillor Martin  
 That Council:

1. Endorse an application to the Greater Vancouver Sewerage and Drainage District Board for the inclusion of a portion of the property at 5175 - 184 Street, known as Section 5 Township 8 NWD Parcel A, Except Plan Firstly: PCL One (REF PL 32488), Secondly: PCL One (Bylaw PL 69906), REF PL 3883 of N 1/2 of N 1/2 of SE 1/4) into the GVS&DD Fraser Sewerage Area ("FSA"). The property is shown in the attached Appendix "I" to Corporate Report Roog; and
  2. Direct staff to forward the application to the GVS&DD Board for consideration.
- RES.R18-158 Carried

**Item No. Roio** Award of Contract No. 1717-059-21: 105 Avenue Connector and Feeder Water Main (Phase 2)  
 File: 1717-059/21

The General Manager, Engineering submitted a report concerning the award of Contract 1717-059-21. Tenders were received as follows:

<b>Contractor</b>	<b>Tendered Amount with GST</b>	<b>Corrected Amount</b>
1. Richco Contracting Ltd.	\$9,598,050.00	No Change
2. B&B Contracting (2012) Ltd.	\$9,786,600.00	No Change
3. J. Cote & Son Excavating Ltd.	\$10,369,800.00	No Change
4. Jacob Bros. Construction Inc.	\$10,727,508.75	No Change
5. Pedre Contractors Ltd.	\$10,731,000.00	No Change
6. TAG Construction Ltd.	\$10,800,965.18	No Change

The General Manager, Engineering was recommending approval of the recommendations outlined in the report.

It was  
 Moved by Councillor Gill  
 Seconded by Councillor Martin  
 That Council:

1. Award Contract No. 1717-059-21 to Richco Contracting Ltd. in the amount of \$9,598,050.00 (including GST), for the 105 Avenue Connector and Feeder Water Main (Phase 2) Project;
  2. Set the expenditure authorization limit for Contract No. 1717-059-21 at \$10,557,855.00 (including GST and contingency); and
  3. Authorize the General Manager, Engineering to execute Contract No. 1717-059-21.
- RES.R18-159 Carried

**Item No. R011** Pre-Qualification of Contractors for Water Main Rehabilitation by Cured in Place Pipe Lining  
File: 1216-052/03

The General Manager, Engineering submitted a report to obtain approval of a list of pre-qualified contractors for Water Main Rehabilitation by cured in place piping.

The General Manager, Engineering was recommending approval of the recommendations outlined in the report.

It was Moved by Councillor Gill  
Seconded by Councillor Martin  
That Council approve, as "pre-qualified contractors" for the years 2018 to 2021, the contractors described in Corporate Report R011 for the Water Main Rehabilitation by Cured in Place Pipe Lining project.

RES.R18-160

Carried

**Item No. R012** Sponsorship Request – All Aboard Wanderlust  
File: 1850-20

The General Manager, Finance submitted a report concerning a request that has been received from KPU's Public Relations Program for a sponsorship in support of their annual fund-raising event that will be held on Thursday, March 1, 2018 in the Atrium at City Hall. This report addresses that request.

The General Manager, Finance was recommending approval of the recommendations outlined in the report.

It was Moved by Councillor Gill  
Seconded by Councillor Martin  
That Council:

1. Receive Corporate Report R012 as information; and
2. Approve a sponsorship contribution of \$2,500 to the Kwantlen Polytechnic University Public Relations Program, in support of their fund-raising event, "All Aboard for Wanderlust", which will be held on Thursday, March 1, 2018 in the Atrium at City Hall.

RES.R18-161

Carried

**Item No. R013** Cultural Grants Program – 2018 Grant Allocations  
File: 1850-01

The General Manager, Parks, Recreation & Culture and General Manager, Finance submitted a report to provide information to Council regarding the application and evaluation process related to the City of Surrey Cultural Grants Program and to obtain approval for the issuance of grants under the Program for 2018.

The General Manager, Parks, Recreation & Culture General Manager, Finance were recommending approval of the recommendations outlined in the report.

In response to a question from Council, staff advised that it was initially understood that the funding request received from the Cedar Hills Pipe Band was for travel expenses for a training opportunity. Staff have received clarification that the funding request is specifically for the training component, and that the funding request could be reconsidered.

Council noted that the Cedar Hills Pipe Band attends many events around the City, and is a positive representative of the City.

It was	Moved by Councillor Woods
	Seconded by Councillor Villeneuve
	That Council approve the grant request
received from the Cedar Hills Pipe Band for \$2500.	
RES.R18-162	<u>Carried</u>

In addition, Council noted that the Cultural Grants Program allocates \$395,000 for representatives from the arts sector to provide community engagement and collaboration. These grants are anticipated to generate \$3 million dollars in revenue. The grants provide awareness of the City's diversity and opportunities for youth to build their skills.

It was	Moved by Councillor Gill
	Seconded by Councillor Martin
	That Council:
1. Receive Corporate Report R013 as information; and	
2. In accordance with the City's Cultural Grants Program Guidelines, approve the 2018 Cultural Grants as documented in Appendix "II" attached to the report.	
RES.R18-163	<u>Carried</u>

**Item No. R014** Proposed Text Amendments to "Surrey Zoning By-law, 1993, No. 12000"  
File: 3900-20; 3900-30; 3900-50

Note: See Bylaw No. 19491 under Section H.

The General Manager, Planning & Development submitted a report to obtain Council approval of housekeeping and text amendments to "Surrey Zoning By-law, 1993, No. 12000" which will clarify zoning regulations and ensure consistency with City policies.

The General Manager, Planning & Development was recommending approval of the recommendations outlined in the report.

It was  
 Moved by Councillor Gill  
 Seconded by Councillor Woods  
 That Council:

1. Receive Corporate Report R014 as information;
2. Approve amendments to "Surrey Zoning By-law, 1993, No. 12000", as documented in Appendix "I" of the report; and
3. Instruct the City Clerk to bring forward the necessary amendment bylaw for the required readings and to set a date for the related public hearing.

RES.R18-164

Carried

**Item No. R015**      2016 Canada Census Update – Demographic Information  
 File: 6600-01

The General Manager, Planning & Development submitted a report to highlight information about Surrey that was contained in the documentation that was recently released by Statistics Canada, as gathered through the 2016 Census.

The General Manager, Planning & Development was recommending that the report be received for information.

It was  
 Moved by Councillor Gill  
 Seconded by Councillor Woods  
 That Corporate Report R015 be received for  
 information.

RES.R18-165

Carried

**Item No. R016**      Young Agrarians 2018 Land Matching Program  
 File: 1850-20

The General Manager, Planning & Development and General Manager, Finance submitted a report to seek funding approval for the Young Agrarians to support their Land Matching Program for 2018.

The General Manager, Planning & Development and General Manager, Finance were recommending approval of the recommendations outlined in the report.

Council noted that Surrey's participation in the Young Agrarians' Land Matching Program could provide the largest land matching possibilities for the program.



It was Moved by Councillor Gill  
Seconded by Councillor Hayne  
That Council:

- 1. Receive Corporate Report Ro16 as information; and
- 2. Approve a grant of \$10,000 from the Council Initiatives Fund in support of the Young Agrarians 2018 Land Matching Program.

RES.R18-166 Carried

**H. BY-LAWS AND PERMITS**

**BUSINESS ARISING OUT OF THE PUBLIC HEARING**

- 1. "Surrey Zoning Bylaw, 1993, No. 12000, Amendment Bylaw, 2018, No. 19486"  
7915-0428-00 – GJBH Home Developments Ltd.  
c/o WSP Canada Inc. (Dexter Hirabe)  
RM-D to RF-13 – Portion of 14365 – 115 Avenue - to subdivide into 3 single family small lots.

Approved by Council: January 8, 2018

It was Moved by Councillor Gill  
Seconded by Councillor Martin  
That "Surrey Zoning Bylaw, 1993, No. 12000,  
Amendment Bylaw, 2018, No. 19486" pass its third reading.

RES.R18-167 Carried

**Development Variance Permit No. 7915-0428-00**

Portion of 14365 – 115 Avenue

To reduce the minimum lot width for proposed Lot 2 in order to allow for a double side-by-side garage, providing adequate parking and a consistent streetscape.

It was Moved by Councillor Gill  
Seconded by Councillor Martin  
That Development Variance Permit

No. 7915-0428-00 be approved; that the Mayor and Clerk be authorized to sign the Permit; and that Council authorize the transfer of the Permit to the heirs, administrators, executors, successors, and assigns of the title of the land within the terms of the Permit.

RES.R18-168 Carried

2. "Surrey Official Community Plan Bylaw, 2013, No. 18020, Amendment Bylaw, 2018, No. 19481"  
7917-0211-00 – 1127024 B.C. Ltd. (Director Information: Jatinderpal Gill and Jagdip Sivia)  
c/o DF Architecture Inc. (Jessie Arora)  
To redesignate the site 14838 – 60 Avenue from Urban to Multiple Residential.

Approved by Council: January 8, 2018

At the January 8, 2018 Regular Council – Land Use Meeting, Council considered the recommendations of Planning Application. No. 7917-0211-00. Missing from the recommendation section was Council's authorization to draft Development Permit No. 7917-0211-00. Planning and Development advise (see memorandum dated January 16, 2018 in back up) that it is in order for Council to authorize staff to draft Development Permit No. 7917-0211-00 generally in accordance with the drawings provided in the Planning Report.

Council suggested that the School Board should be notified regarding upcoming projects so that the School Board can re-evaluate the projected number of students who may live in apartment building projects.

It was Moved by Councillor Gill  
Seconded by Councillor Martin  
That Council authorize staff to draft  
Development Permit No. 7917-0211-00 generally in accordance with the drawings  
provided in the Planning Report.

RES.R18-169

Carried  
With Councillor Woods opposed.

It was Moved by Councillor Gill  
Seconded by Councillor Martin  
That "Surrey Official Community Plan Bylaw,  
2013, No. 18020, Amendment Bylaw, 2018, No. 19481" pass its third reading.

RES.R18-170

Carried  
With Councillor Woods opposed.

"Surrey Zoning Bylaw, 1993, No. 12000, Amendment Bylaw, 2018, No. 19482"  
RH to CD – 14838 – 60 Avenue - to develop a 3-storey mixed use building  
containing approximately 27 apartment units and 8 ground floor commercial retail  
units, including a commercial childcare facility.

Approved by Council: January 8, 2018

It was Moved by Councillor Gill  
Seconded by Councillor Martin  
That "Surrey Zoning Bylaw, 1993, No. 12000,  
Amendment Bylaw, 2018, No. 19482" pass its third reading.

RES.R18-171

Carried  
With Councillor Woods opposed.

3. "Surrey Official Community Plan Bylaw, 2013, No. 18020, Amendment Bylaw, 2018, No. 19483"  
7917-0242-00 – 689940 B.C. Ltd. (Director Information: Gurdial and Makhan Johal)  
c/o Verbatim Consulting (Tarn Uppal)  
To redesignate the site 14856 – 60 Avenue from Urban to Multiple Residential.

Approved by Council: January 8, 2018

At the January 8, 2018 Regular Council – Land Use Meeting, Council considered the recommendations of Planning Application. No. 7915-0242-00. Missing from the recommendation section was Council's authorization to draft Development Permit No. 7915-0242-00. Planning and Development advise (see memorandum dated January 16, 2018 in back up) that it is in order for Council to authorize staff to draft Development Permit No. 7915-0242-00 generally in accordance with the drawings provided in the Planning Report.

It was  
Development Permit No. 7915-0242-00 generally in accordance with the drawings provided in the Planning Report.

Moved by Councillor Gill  
Seconded by Councillor Martin  
That Council authorize staff to draft

RES.R18-172

Carried  
With Councillor Woods opposed.

It was  
2013, No. 18020, Amendment Bylaw, 2018, No. 19483" pass its third reading.

Moved by Councillor Gill  
Seconded by Councillor Martin  
That "Surrey Official Community Plan Bylaw,

RES.R18-173

Carried  
With Councillor Woods opposed.

"Surrey Zoning Bylaw, 1993, No. 12000, Amendment Bylaw, 2018, No. 19484"  
RH to CD – 14856 – 60 Avenue - to develop a 3-storey mixed use building containing approximately 29 apartment units and 9 ground floor commercial retail units.

Approved by Council: January 8, 2018

It was  
Amendment Bylaw, 2018, No. 19484" pass its third reading.

Moved by Councillor Gill  
Seconded by Councillor Martin  
That "Surrey Zoning Bylaw, 1993, No. 12000,

RES.R18-174

Carried  
With Councillor Woods opposed.

4. "Surrey Official Community Plan Bylaw, 2013, No. 18020, Amendment Bylaw, 2018, No. 19487"  
7915-0268-00 – Progressive Inter-Cultural Community Services Society and H. and H. Visscher c/o Concost Management Inc. (Kyle Stewart)  
To redesignate the site 17505 and 17515 – 64 Avenue and Portion of 6455 – 176 Street from Urban and Mixed Employment to Multiple Residential and insert the subject site into "Table 7a: Land Use Designation Exceptions".

Approved by Council: January 8, 2018

RES.R18-175  
It was  
2013, No. 18020, Amendment Bylaw, 2018, No. 19487" pass its third reading.  
Moved by Councillor Gill  
Seconded by Councillor Martin  
That "Surrey Official Community Plan Bylaw,  
Carried

"Surrey Zoning Bylaw, 1993, No. 12000, Amendment Bylaw, 2018, No. 19488"  
RA and IL to CD – 17505 and 17515 – 64 Avenue and Portion of 6455 – 176 Street  
To allow the development of a 5-storey seniors care facility containing ground floor commercial space and a child care centre.

Approved by Council: January 8, 2018

RES.R18-176  
It was  
Amendment Bylaw, 2018, No. 19488" pass its third reading.  
Moved by Councillor Gill  
Seconded by Councillor Martin  
That "Surrey Zoning Bylaw, 1993, No. 12000,  
Carried

"Surrey Zoning Bylaw, 1993, No. 12000, Amendment Bylaw, 2018, No. 19489"  
RA to IL – Portion of 6455 – 176 Street - to create a remnant Light Industrial lot.

Approved by Council: January 8, 2018

RES.R18-177  
It was  
Amendment Bylaw, 2018, No. 19489" pass its third reading.  
Moved by Councillor Gill  
Seconded by Councillor Martin  
That "Surrey Zoning Bylaw, 1993, No. 12000,  
Carried

**Development Variance Permit No. 7915-0268-00**

6455 – 176 Street

To reduce the setback to the future 175A Street in order to retain an existing building on the Light Industrial lot.

It was Moved by Councillor Gill  
 Seconded by Councillor Martin  
 That Development Variance Permit  
 No. 7915-0268-00 be supported and that staff be authorized to bring the Permit  
 forward for issuance and execution by the Mayor and City Clerk in conjunction  
 with final adoption of the related rezoning bylaw.

RES.R18-178

Carried**PERMITS - APPROVALS****5. Development Variance Permit No. 7917-0515-00**

B. and P. Gill

c/o Jaspreet Gill

14074 - 92 Avenue

To reduce the front yard setback for the principal building and the attached porch/veranda. This variance will allow for the construction of a single family dwelling on a lot located along an arterial road (92 Avenue).

To vary "Surrey Zoning By-law, 1993, No. 12000", as amended, as follows:

- (a) In Section F of Part 17E "Single Family Residential (g) Zone (RF-9)", the minimum front yard setback for the principal building face is reduced from 3.5 metres (11.5 ft.) to 2.0 metres (6.5 ft.), and for the attached porch/veranda from 2.0 metres (6.5 ft.) to 0.5 metres (1.5 ft.).

No concerns had been expressed by abutting property owners prior to printing of the Agenda.

It was Moved by Councillor Gill  
 Seconded by Councillor Martin  
 That Development Variance Permit  
 No. 7917-0515-00 be approved; that the Mayor and Clerk be authorized to sign the Permit; and that Council authorize the transfer of the Permit to the heirs, administrators, executors, successors, and assigns of the title of the land within the terms of the Permit.

RES.R18-179

Carried**PERMITS - SUPPORT****6. Temporary Use Permit No. 7917-0422-00**

Happy Queen Holdings Ltd. and T.Kang Investments Inc.

c/o Campbell Redmond Barristers and Solicitors (Clayton J. Campbell)

10512 - 135A Street

To allow automotive service uses of vehicles less than 5,000 kilograms (11,023 lbs.) G.V.W. for a period not to exceed three years.

No concerns had been expressed by abutting property owners prior to printing of the Agenda. One written submission in opposition was received on-table.

It was  
 Moved by Councillor Gill  
 Seconded by Councillor Martin  
 That Temporary Use Permit

No. 7917-0422-00 be supported and that staff be authorized to bring the Permit forward for issuance and execution by the Mayor and City Clerk once the outstanding conditions have been met.

RES.R18-180 Carried

## FINAL ADOPTIONS

7. "Surrey Fee-Setting Bylaw, 2001, No. 14577, Amendment Bylaw, 2018, No. 19480" 3900-20-19480 – Regulatory Text Amendment  
 "Surrey Fee-Setting By-law, 2001, No. 14577" as amended is further amended by replacing Schedule E and adding a new schedule E to incorporate a 3.9% overall fee increase as approved in the 2018 - 2022 Financial Plan.

Approved by Council: January 8, 2018

It was  
 Moved by Councillor Gill  
 Seconded by Councillor Martin  
 That "Surrey Fee-Setting Bylaw, 2001, No. 14577, Amendment Bylaw, 2018, No. 19480" be finally adopted, signed by the Mayor and Clerk, and sealed with the Corporate Seal.

RES.R18-181 Carried

8. "Surrey Board of Variance Establishment Bylaw, 2010, No. 17282, Amendment Bylaw, 2018, No. 19485" 3900-20-19485 – Regulatory Text Amendment  
 "Surrey Board of Variance Establishment By-law, 2010, No. 17282" is amended in Sections 12, 13 and 14 to incorporate housekeeping amendments to align the fees as set out in *Surrey Fee-Setting By-law, 2001, No. 14577*.

Approved by Council: January 8, 2018

It was  
 Moved by Councillor Gill  
 Seconded by Councillor Martin  
 That "Surrey Board of Variance Establishment Bylaw, 2010, No. 17282, Amendment Bylaw, 2018, No. 19485" be finally adopted, signed by the Mayor and Clerk, and sealed with the Corporate Seal.

RES.R18-182 Carried

## INTRODUCTIONS

9. "Downtown Surrey Business Improvement Area Bylaw, 2018, No. 19457"  
3900-20-19457 – Council Initiative  
A Bylaw to renew the Downtown Surrey Business Improvement Area for a further five-year period. The purpose of the Business Improvement Area is to assist local property owners to upgrade and promote a local business district to improve its economic viability.

Approved by Council: December 18, 2017  
Corporate Report Item No. [2017-R249](#)

RES.R18-183 It was Moved by Councillor Gill  
Seconded by Councillor Martin  
That "Downtown Surrey Business  
Improvement Area Bylaw, 2018, No. 19457" pass its first reading.  
Carried

The said By-law was then read for the second time.

RES.R18-184 It was Moved by Councillor Gill  
Seconded by Councillor Martin  
That "Downtown Surrey Business  
Improvement Area Bylaw, 2018, No. 19457" pass its second reading.  
Carried

The said By-law was then read for the third time.

RES.R18-185 It was Moved by Councillor Gill  
Seconded by Councillor Martin  
That "Downtown Surrey Business  
Improvement Area Bylaw, 2018, No. 19457" pass its third reading.  
Carried

10. "Surrey Zoning Bylaw, 1993, No. 12000, Text Amendment Bylaw, 2018, No. 19491"  
3900-20-19491 – Regulatory Text Amendment  
"Surrey Zoning By-law, 1993, No. 12000", as amended, is further amended throughout to incorporate housekeeping and text amendments identified through the on-going administration of the Bylaw and which clarify zoning regulations and ensure consistency with City policies.

Approved by Council: January 22, 2018  
Corporate Report Item No. [2018-R014](#)

Earlier in the meeting, Council approved the recommendations of Corporate Report Item No. R014. Bylaw No. 19491 is therefore in order for consideration.







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To: Regional Planning Committee

From: Theresa Duynstee, Regional Planner, Parks, Planning and Environment

Date: March 23, 2018 Meeting Date: April 6, 2018

Subject: **Support for Young Agrarians' Land Matching Program**

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### **RECOMMENDATION**

That the MVRD Board:

- a) support the Young Agrarians' Land Matching Program by approving an annual contribution of \$15,000 for a period of two years starting in 2018 to be funded out of Regional Planning Reserves; and
  - b) approve the contribution agreement between Metro Vancouver and Farm Folk City Folk Society as attached to the report titled "Support for Young Agrarians' Land Matching Program", dated March 23, 2018.
- 

### **PURPOSE**

This report seeks MVRD Board approval for funding the Young Agrarians' Land Matching Program to increase new farmers' access to agricultural land via an annual contribution of \$15,000 to FarmFolk CityFolk Society over a period of two years.

### **BACKGROUND**

Young Agrarians has reached out to local governments including Metro Vancouver to determine the level of interest in jointly funding and sustaining a Land Matching Program to improve the ability of new farmers to access agricultural land. The program was well received by both the Agricultural Advisory Committee and RPAC Social Issues Subcommittee. On November 1, 2017, a meeting with staff representatives from the Ministry of Agriculture, several member municipalities and Metro Vancouver identified the importance of secure, multi-year funding to ensure program stability, to leverage additional funds and maximize benefits across the region.

The Young Agrarians prepared a Metro Vancouver Land Matching Proposal that describes the land matchmaking process and rationale (Attachment 1). The proposal outlines the confirmed and pending financial contributions from the Ministry of Agriculture and other member jurisdictions. MVRD Board approval is required for Metro Vancouver's portion, which represents an annual contribution of \$15,000 over two years from Regional Planning Reserves.

### **METRO VANCOUVER LAND MATCHING PROGRAM**

Young Agrarians is the largest new and young farmer (1,000+) network in British Columbia. The organization was established in January 2012 under the umbrella of FarmFolk CityFolk Society, a registered charity with 25 years of experience supporting sustainable agriculture in BC.

Young Agrarians is leading a Land Matching Program that provides personalized matchmaking support to both new farmers seeking a place to establish their business, and owners with land to

lease through legal contracts between parties. A unique aspect of the program is that it strives to build long lasting agreements between farmers and landowners. Quebec's Banque de Terres provided the land matching methodology, training and continues to support Young Agrarians through on-going consultation.

Young Agrarians can grow the agricultural sector by supporting new entrants through a farmer-to-farmer resource network focused on practical and cost-effective program solutions that includes:

1. a robust online engagement and communications strategy;
2. networking and educational events on and off farms;
3. business mentorships; and
4. land access programming.

After completing a two-year Land Matching pilot program in partnership with the City of Surrey, Young Agrarians is now ready to expand the program across the Metro Vancouver region to outreach to land owners with education about land leasing, engage new farmers ready to start farming, and put unfarmed land into production.

### **Young Agrarians Achievements and Challenges**

Since 2012, Young Agrarians has had many achievements in their land matching endeavours in BC including the following:

- Secured training and mentorship from Banques De Terres, now called L'ARTERRE, which is hosted by the Quebec Reference Centre for Agriculture and Agri-food;
- Hosted 122 educational and networking events and facilitated 35 business mentorships including over 18 land-linking networking events with approximately 992 participants;
- Ongoing updates to the Young Agrarians website including the UMAP, which lists landowners and farmers seeking matches;
- Disseminated 8,150 print and digital copies of their BC Land Access Guide, lease and licence agreements;
- Online engagement through Facebook (10,590), Instagram (8,435), Twitter (5,975), and a popular blog (3,400 unique viewers per month) as well as 2,700 email subscribers; and
- In 2016, hired a Land Matchmaker and obtained legal services to support leasing agreements and final notarization. This resulted in 10 matches in the Metro Vancouver region putting 22.5 hectares (55.5 acres) of land in agricultural production.

Yet many challenges remain. Land matching takes time, often up to a year or longer to complete. Finding landowners that want to lease their land over the long-term also takes time especially since there is a lack of knowledge around farmland leasing and regulations requiring extensive outreach and education. From a more practical perspective, some properties may not have been farmed in years and require investments in improvements such as drainage or access to water for agriculture use. Also the ongoing land development pressures results in few drivers to encourage stable, long-term lease agreements for new farms.

While there is much interest and support for the Matchmaker approach, a key challenge is program continuity, because it takes time to nurture the relationships that are essential to the success of the program. Secure multi-year funding is needed to help retain knowledgeable staff and cover the overhead management and administrative costs from year to year.

### **Regional Benefits of Supporting the Land Matching Program**

An important avenue to achieve the Board's policy in *Metro 2040* to protect agricultural land and promote viability, is to increase actively farmed land. New farmers need access to agricultural land, yet this region has some of the most expensive farmland in Canada. While land ownership is preferred, the cost of agricultural land is beyond what most farmers can afford. The next best option for new farmers is to secure long term lease agreements that enable the development of a viable farm business.

There are a number of regional benefits from the Land Matching Program, such as:

- It offers a regional and collaborative approach to a persistent problem that impacts all municipalities with agricultural land that are trying to encourage local food production.
- The program focuses on new and emerging small farms that may evolve into medium or large successful businesses. Most farm businesses start small.
- Social and community benefits emerge from the relationships established both in the matchmaking process and through the emerging small businesses. Thriving local farm businesses increase the availability of healthy, fresh food and participate in community activities and events.
- The environmental benefits are derived from the ecological approach to farming that is indicative of the new generation of farmers and Young Agrarians who that often embrace organic farming practices.
- The economic benefits of small-scale farms are due to their contribution to local food economies. Most new farms rely on direct marketing to sell their products because this approach has a good return on investment. As the businesses grow they create jobs and reinvest dollars in other local businesses, which has a multiplier effect on the regional economy.

### **Contribution Agreement**

The Land Matching Program's reliance on annual funding grants puts the land matching process at risk due to the importance of continuity in retaining experienced staff, building relationships and outreach to landowners. Multi-year funding support is deemed essential to improving the success of the Young Agrarians' program.

A Contribution Agreement is needed to set out an appropriate multi-year funding arrangement between Metro Vancouver and the recipient. Examples of external contribution agreements include those with organizations such as the Fraser Basin Council and Seymour Salmonid Society. The terms and conditions of a Contribution Agreement can include the funding term and amount, as well as requirements for the provision of services and annual reporting.

The intent of the Metro Vancouver and Farm Folk City Folk Society Contribution Agreement is to provide support for the Young Agrarians' Land Matchmaking Program through an initial annual contribution of \$15,000 over two years (Attachment 2), which is about 22% of the total program annual expenses.

In the event that the MVRD Board is satisfied with the work completed over the two-year period as described in Schedule A – Provision of Services, and Schedule B – Evaluation Criteria, there will be an opportunity to consider renewing or extending this agreement at the end of the period. The services required are the tasks necessary to achieve successful farmer-landowner matches, while the annual reporting seeks specific impact indicators and progress toward land matching objectives.

## **ALTERNATIVES**

1. That the MVRD Board:
  - a) support the Young Agrarians' Land Matching Program by approving an annual contribution of \$15,000 for a period of two years starting in 2018 to be funded out of Regional Planning Reserves; and
  - b) approve the contribution agreement between Metro Vancouver and Farm Folk City Folk Society as attached to the report titled "Support for Young Agrarians' Land Matching Program", dated March 23, 2018.
  
2. That the MVRD Board receive for information the report dated March 16, 2018, titled "Support for Young Agrarians' Land Matching Program" and provide alternative direction to staff.

## **FINANCIAL IMPLICATIONS**

If the Board chooses Alternative 1, the proposed Metro Vancouver funding for the Land Matching Program for \$15,000 per year for a period of two years will be provided from Regional Planning Reserves. These funds are available to be allocated to one time projects; use of these funds will have no impact on the MVRD tax requisition. Staff are seeking MVRD Board approval for the initial \$15,000 contribution from reserves for 2018, and would include the subsequent \$15,000 in provisional budgets for 2019 for Board approval, identifying appropriate reserves as the source of revenue.

The Metro Vancouver contribution, if approved, is a portion of the program's funding. To date in 2018, the BC Ministry of Agriculture has committed \$25,000 in funding, while the City of Surrey has contributed \$10,000 to the Land Matching Program. The Township of Langley and the City of Richmond are also interested in supporting the program. Other municipalities in the Lower Mainland that have expressed interest in the program include Maple Ridge, Delta, Pitt Meadows, North Vancouver District, Vancouver and Abbotsford.

## **SUMMARY / CONCLUSION**

The Young Agrarians' Land Matching Program provides personalized matchmaking support to both new farmers seeking a place to establish their business, and owners with land to lease through legal contracts between parties. Since 2012, Young Agrarians have achieved many successes in their land matching endeavours but challenges remain. Multi-year funding is needed for program continuity because it takes time to nurture the relationships that are essential to land matchmaking. Support for the Land Matching Program enables a collaborative approach to advancing local food production that can provide social, environmental and economic benefits to the region over the long term.

A two-year Contribution Agreement has been drafted to provide the annual contributions. Staff recommend Alternative 1, that the MVRD Board approve the Contribution Agreement and authorize an annual contribution to FarmFolk CityFolk Society of \$15,000 for a period of two years starting in 2018 to support the Young Agrarians' Land Matching Program in Metro Vancouver.

### **Attachments:**

1. Young Agrarians' Metro Vancouver Land Matching Proposal
2. Contribution Agreement Between Metro Vancouver and FarmFolk CityFolk Society  
(Orbit #24876977)

**Reference:** Young Agrarians of BC website <http://youngagrarians.org/>



## METRO VANCOUVER LAND MATCHING PROPOSAL

Young Agrarians, a program of FarmFolk CityFolk Society, is inviting local governments to participate in a region wide Land Matching Program in 2018. The Land Matcher works to screen farmland opportunities and farmers ready to start businesses, facilitates matches and develops legal contracts between parties. In 2018, the Land Matcher will work to 7-9 new farm businesses in the region to start businesses with secure leasing agreements.

The following agricultural municipalities in the Lower Mainland were invited to participate: the Township of Langley, City of Richmond, City of Surrey, City of Maple Ridge, and the Corporation of Delta. Outreach was conducted to the City of Pitt Meadows, City of North Vancouver, City of Vancouver and City of Abbotsford. The BC Provincial Ministry of Agriculture (MOA) has confirmed support for the program. 2018 Municipal Program Partners are requested to support in the amount of \$10,000 each. A meeting of all interested parties was held November 1<sup>st</sup>, 2017 at the Township of Langley, to discuss the benefits of taking a regional approach, and address any questions or ideas participating municipalities had.

### FARMER TESTIMONIAL



April 2017: Roger Woo, a new farmer, and David Feldhaus, land owner – after signing a lease in Port Kells, Surrey. Darcy Smith, Young Agrarians' first Farmland Matchmaker, facilitated the process. From Roger: "I knew I wanted to farm in BC, but I saw significant challenges to acquiring appropriate farmland in the area [Lower Mainland], both in terms of finding the land and in cultivating relationships with landowners. I know there are people out there who have land, and people who want land, but we aren't necessarily able to make the connections ourselves. Young Agrarians excels at opening up avenues for those relationships to begin. Through the Land Matching Program, I've been able to find a supportive landowner who has agreed to let me farm his land. I've also found that by getting involved with Young Agrarians, I am now connected into the local agriculture community, and have accessed a wide variety of farm resources. Young Agrarians connects people to land, and ultimately facilitates relationships - which is the most important piece in building sustainable, local food sheds. I came to this process with my farm dream, and have received step-by-step support to make it a reality."

Since January 2016, the Land Matching Program has been in development as a two-year pilot program in partnership with the City of Surrey, and in collaboration with Quebec's L'ARTERRE (formerly known as Banque de terres). The pilot is funded by: Vancity, Metro Vancouver, the Real Estate Foundation of British Columbia, and the Ministry of Agriculture under Growing Forward II, a federal-provincial-territorial initiative. The program works to provide a tried and true land matching methodology to address the number one barrier for new farmers: secure access to land. The goal of the program in the long-term, is to offer land extension support through regional Land Matchers across Southern BC, where the land base is prohibitively expensive for agriculture. In Metro Vancouver, we propose one Land Matcher position in 2018, with the potential to create an additional position if inventory and demand increases in the Lower Mainland region over time.

### ROLE & RESPONSIBILITIES OF THE LAND MATCHER

- Respond to inquiries from landowners and new farmers;
- Screen new farmers who want to start new farm businesses for enterprise readiness, and connect them to business planning and support to develop their agricultural projects;
- Assist landowners to evaluate their land opportunities for agricultural viability and clarify their land usage vision and terms;
- Register landowners land opportunities and farmers looking for land on the YA UMAP ([maps.youngagrarians.org](http://maps.youngagrarians.org)) digital land listing inventory;

**Young Agrarians is a partnership with FarmFolk CityFolk Society**  
**2nd floor-1661 Duranleau St, Net Loft, Granville Island, Vancouver, BC V6H 3S3**  
**E: [farm@youngagrarians.org](mailto:farm@youngagrarians.org) W: [youngagrarians.org](http://youngagrarians.org) P: 778-968-5518**

Regional Planning Committee

# YOUNG AGRARIANS

- Provide hands-on, personalized, matchmaking to support land seekers to find the most suitable land opportunities for their farm projects; and support landowners to find the most suitable farmer(s) for their land opportunities;
- Facilitate introductions and site visits;
- When a match is identified, facilitate negotiations between parties;
- Provide a final lawyer reviewed contract between land matches;
- Follow-up to ensure good land matches;
- Coordinate an annual Land Linking Workshop in the Metro Vancouver area to grow the base of engaged and informed landowners, and new and potential farmers;
- Disseminate digital resource tools: BC Land Access Guide, Lease & License Templates;
- Publish on-going land opportunities and resource content on the YA Blog.

## 2018 SUCCESS & IMPACT INDICATORS

- # of land matches (7-9)
- # of people reached through email, phone and in person (100-250)
- # of people reached online through land communications (5,000-10,000)
- # of people that attend annual Land Linking Workshop (50-150)
- # of downloads and print copies disseminated of the BC Land Access Guide, Lease & License templates (250-500)
- # of new listings on U-MAP (25-50)
- # of additional Land resources added to U-MAP (5-10)

## PROGRAM GOALS

- Support new and young farmers to access tenured land agreements to start viable farm businesses;
- Ensure that existing farmland continues to be farmed, and underutilized agricultural lands are put into production;
- Support Metro Vancouver area local governments to meet OCP and regional agricultural planning goals, and thus increase farming activities and support new entrants;
- Expand the service across Southern BC through strategic partnerships with government.

On the following pages you will find a program budget, background information on Young Agrarians, the Land Matching Program, and research on the economic potential of supporting new farms in the region. Please contact me with any questions or ideas you may have about this proposal. Thank you most kindly for your time.

**Sara Dent, Young Agrarians BC Program Manager**

**778-968-5518**

**[farm@youngagrarians.org](mailto:farm@youngagrarians.org)**

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## BUDGET

Young Agrarians has grown in 2012 from a \$50,000 budget in year 1, to a \$250,000 budget in 2017 (year 6). YA's Grow-a-Farmer Strategic Development Framework is projecting significant growth into 2018 and beyond with investment from the Province of BC and other stakeholders. There is considerable interest in the Metro Vancouver Land Matching Pilot in other regions of Southern B.C. We are currently strategically planning for 2018-2020 as our program platform grows. We work with a diverse array of funding partners, and are evolving our management, governance and advisory processes under the organizational auspices of FarmFolk CityFolk Society.

## BUDGET: PROJECTED EXPENSES

1 Farmland Matchmaker Position @ 28hrs per week x 52 weeks x \$30/hr.	\$43,680
Mileage & Travel	\$2,500
Venue & Food, Equipment & Supplies	\$2,000
Advertising, Promotions & Printing	\$1,000
Legal	\$3,500
Website Development & Maintenance	\$5,000
Program Management & Administration 20%	\$11,536
<b>TOTAL</b>	<b>\$69,216</b>

## BUDGET: PROJECTED REVENUES AS OF JANUARY 4, 2017

Ministry of Agriculture	\$25,000 Confirmed
City of Surrey	\$10,000 Confirmed
Metro Vancouver Regional District	\$15,000 Pending
City of Richmond	\$10,000 Pending
Township of Langley	\$10,000 Pending
<b>TOTAL</b>	<b>\$69,216</b>

## NOTES ON FUNDING DEVELOPMENT TO DATE

The Ministry of Agriculture has committed \$25,000 in both 2017 and 2018 to the program's development. Metro Vancouver supported the pilot program in 2017 through their Agriculture Awareness Grants program in the amount of \$5,000. In December 2017, Metro Vancouver expressed interest in supporting the program through a five year Contribution Agreement in the amount of \$15,000/year, which will be reviewed by their Board in April 2018. On December 17, 2017, Young Agrarians made a presentation to the Richmond Parks & Recreation Council. The proposal has received an endorsement and a recommendation to fund in the amount of \$10,000. Funding won't be confirmed to April or May 2018. A presentation to the Township of Langley Agricultural Advisory and Economic Enhancement Committee occurred in February 2018 and are waiting formal approval.

Young Agrarians continuously fundraises throughout the year to support programming, with a projected total minimum budget for programs in 2018 @ \$225,000. This program budget may reach the \$300,000 - \$350,000 mark with other projected project applications underway. We have a very high success rate raising funds for projects and programs. Working with local governments has been a significant learning curve for the organization. Funding requests have taken several months to move from Agricultural Advisory Committees, to staff, to Councils. We are however positive that this timely initiative that meets the strategic planning goals of local governments in Metro Vancouver to support new farmers to access land- will be supported in the long-term as we develop impact, grow new relationships, and work with philanthropists, funders, and other stakeholders to support the next generation of farmers in B.C.





## ABOUT YOUNG AGRARIANS

Young Agrarians was established January 2012 as a program partnership with FarmFolk CityFolk Society (FFCF). FFCF is a non-profit, Registered Charity with 25 years of experience supporting sustainable agriculture in BC. The mission of Young Agrarians (YA) is to grow the next generation of farmers and food lovers in Canada. YA is a farmer2farmer resource network that delivers a year round Grow-a-Farmer Strategy focused on practical and cost-effective program solutions: 1) [youngagrarians.org](http://youngagrarians.org) - a robust online engagement and communications strategy, 2) networking & educational events on and off farms, 3) business mentorships, and 4) land access programming. Our role in BC is to grow the agricultural sector by supporting new farmers.

In BC, YA is now the largest new and young farmer (1100+) network. To date, YA has hosted 167 educational and networking events and facilitated 35 Business Mentorships. The YA program platform was formally adopted by Organic Alberta in 2016, which now offers ongoing YA events, and an on-farm, YA Apprenticeship Program. YA is engaged online with a dynamic audience of new and potential farmers and friends through Facebook (10,600), Instagram (8,500), Twitter (6,000), and our popular blog (4,200 unique viewers per month). From coast to coast, North to South, Young Agrarians has 2700 email subscribers.

## WHO ARE YOUNG AGRARIANS?

A young agrarian is a new entrant into the agricultural sector. Ranging from 20-40 years of age, Young Agrarians are new farmers, ranchers, holistic managers, orchardists, market gardeners, seed growers and more. From the city to the country, Young Agrarians aspire to reinvigorate agriculture in Canada through sustainable farming practices.

## PROGRAM RATIONALE

While interest in local food is growing, the Canadian agricultural system is in transition. In 2016, the average farmer was 55 years of age, while farmers under the age of 35 represent 9.1% of total farmers<sup>1</sup>, up slightly from 8.2% in 2011. The long-term viability of primary producers in our food system depends on the ability of the sector to *attract and retain* new entrants. Unfortunately, new farmers face significant entry barriers that prevent them from establishing new farms. Research conducted by the National New Farmers Coalition, in partnership with the University of Manitoba in 2015 (1326 survey respondents), indicated that the majority of new farmers in Canada came from non-farming backgrounds (68%), have a lack of start-up equity, and face significant challenges because of the high cost of land and tight profit margins. As well, many retiring farmers and farmland owners feel very passionate about wanting their land to stay in production. Sixty-six percent of farmers plan to retire in the next 10 years<sup>2</sup>, but only 1 in 12 farm operators in Canada have succession plans<sup>3</sup>.

To address these trends, YA has focused on delivering programming to support new entrants. As per the 2016 Census of Agriculture, we know that the work we are doing is part of the solution. For the first time since 1991, we are seeing an increase in the number of new farmers under 35 in Canada, with 28% of those new farm operators in BC (204 total). Since 1991, the number of young farmers started a steep decline, falling from 77,910 to 24,120 by 2011; as of 2016, there has been an increase of 730 farm operators under 35, bringing the national number to 24,850. In the Metro Vancouver area, 2016 Census of Agriculture Stats indicate that there are 225 farmers under 35 in the region, 1235 between 35-54, and 2065 in the 55 plus category, for a total number of farm operators at 3,525.

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<sup>1</sup> Statistics Canada. Census of Agriculture. 2016: <http://www.statcan.gc.ca/pub/11-627-m/11-627-m2017010-eng.htm>

<sup>2</sup> CFIB, Business Succession Planning Survey, Agri-business results, Mar. - May 2011, 602 survey responses.

<sup>3</sup> Statistics Canada. Tables 004-0200 to 004-0246 - Census of Agriculture (2011-2016), CANSIM (database). Even though family farmers continue to get older, only one in 12 operators reported having a formal succession plan laying out how the operation will be transferred to the next generation of farmers. Corporations (mostly family corporations) are more likely to have succession plans (16.3%) than sole proprietorships (4.9%).

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### **LAND ACCESS IN SOUTHERN BC**

Southern BC has some of the most expensive farmland in Canada. While ownership is the preferred land access model for new farmers, many cannot afford the cost of land in the region. New farmers are thus forced to innovate to access tenured land agreements for business viability. To work towards solutions to this, YA delivers 'landlinking' workshops to facilitate connections between landholders and new farmers. The goal is to create public education focused on putting land into, returning it to, or keeping it in food production. We have delivered 16 workshops across Southern BC with approximately 785 participants. We also disseminate a BC Land Access Guide, Lease and License legal templates with 7,100 electronic and hard copies circulated since 2013.

*"Thank you for hosting the Land Linking Workshop last week, which I found very helpful. We were fortunate to connect with a young couple that has met with us since and we are discussing a co-operative effort in which they can utilize some of our land, infrastructure and equipment to help them get their farming initiative started. Keep up the good work!" Al Kozak, Duende Farm, Maple Ridge, BC*

### **LAND MATCHING PROGRAM**

Due to the growing demand for land extension support services to find viable, tenured land opportunities, navigate regulations, and create long-term legal agreements, YA has developed a Land Matching Pilot to test the waters in BC. We are starting small in the Lower Mainland and Fraser Valley to trial the methodology, develop our organizational expertise, build up inventory of available land and enterprise ready farmers, and put strategic partnerships in place to scale up delivery over time.

### **THE QUEBEC MODEL**

Quebec's L'ARTERRE (formerly Banque de terres) began in 2011 as a service offered in Brome-Missisquoi county. After successfully establishing the first "Farmland Matchmaker", the program has now been adopted by eight counties. Each of these counties has a dedicated Farmland Matchmaker that establishes an average of 7-9 matches per year, which, annually, equates to 56-72 new farm businesses! The program has been so successful that an additional 40 new counties have expressed interest in joining the service. Banque de terres agricoles recently joined with a non-traditional succession service and has been rebranded as L'ARTERRE. L'ARTERRE is now provincially coordinated by Le CRAAQ (Quebec Reference Center for Agriculture and Agri-food). The current goal is to expand to 40 new counties over the next two years.

Due to the success of the program in Quebec, and the positive initial response to our pilot program in BC, YA is currently conducting outreach to local governments to determine the level of interest in jointly funding the service. The goal is to develop long-term strategic partnerships with different levels of government to support the program across Southern BC. Ideally we can expand where our new farmer networks are established, and where farmers define the cost of land as a key barrier to entering agriculture. These areas include Metro Vancouver and the Fraser Valley, Vancouver Island, Okanagan/Thompson, and the Kootenays. Currently, the relatively lower cost of land in Central and Northern BC means that this initiative has not been identified as necessary in those regions.

On the following page, there is a summary of the benefits of small-scale agriculture in the region aggregated from research papers. In our estimation, small-scale, diversified and intensive production farms focused on direct sales and marketing channels, have a significant return on investment because of their contribution to local food economies. They demonstrate sustainable farming practices, provide volunteer opportunities, create jobs, increase regional farm receipts, and with the multiplier effect- have significant economic potential on a per acre basis. Now is the time to invest in the next generation of farmers!



## **BENEFITS OF URBAN & SMALL-SCALE AGRICULTURE**

Due to the high cost of land and inputs- many new and young farmers from non-farming families have to start on small acreages to enter the sector. As per reviewing data on farming revenues in the Lower Mainland and Fraser Valley, there is a considerable range per acre of gross revenues from \$20,000-\$25,000/acre to \$100,000+/acre; this depends on the type of production underway, markets accessed, and number of years in operation. On a per acre basis, diversified farm operations that sell direct seem to have higher gross revenue potential, over time, than single commodity crop production grown for wholesale markets. Small lot agriculture enables new entrants to get their feet wet, and potentially scale up over time.

There is a growing body of research that indicates that small-scale farms have significant economic impact for the region through the multiplier effect. While region-specific multipliers have not been calculated, BC Stats has estimated provincial multipliers for different sectors. For instance, every million dollar increase in regional farm sales will create 14 new jobs in the regional economy<sup>4</sup>. Vancouver Urban Farming Society has worked to assess, evaluate and monitor the Vancouver urban farming community for the past three years. According to the Vancouver Urban Farming Census 2014-2016, of the 13 farms that participated and grow on approximately seven acres, with a total of \$750,000 in food sales, these farms contribute 1.9 million in economic benefits (averaging out to \$107,142/per acre). This also includes \$18,000 in food donations, and accounts for \$680,000 in wages. “While the food sales figure of nearly \$750,000 in 2016 is impressive, the total economic impact of these sales is even more significant. Numerous studies show the powerful potential economic multiplier effect of buying local food. Though highly dependent on the locale and commodity in question, the baseline established in peer-reviewed research for buying local food suggests each purchase in Canada and the US has a multiplier effect of 1.4- 2.6 throughout the wider local economy. Food products produced on small-scale farms, like those in Vancouver, create the highest multiplier effect (Meter, 2008<sup>5</sup>). Using these numbers as a guide, the total economic benefit of Vancouver urban farm food sales was an estimated \$1.9 million in 2016.”

The volunteer data kept by some of the farms that participated in the Vancouver Urban Farming Census also indicates a significant social benefit to the local communities involved in the farm. “Over 9,000 volunteer hours, from roughly 300 volunteers supported urban farming in the City in recent years. On just four farms who kept such data, 15,000 youth, adults, and neighbours came through the farm to engage in field trips, programs, and outdoor activities on the farms. This is an important impact of urban farming on our City—to provide opportunities for people to engage with and eat healthy, fresh food. The City’s largest landowners (the City itself, Parks Board, School Board and hospitals), are exploring how to host urban farming programs on their sites to increase the beneficial impact to the community.”

Kwantlen Polytechnic University’s research paper titled, Surrey’s Underutilized ALR Lands—An Analysis of their Economic, Job Creation, and Food Production Potential in Direct Market Agriculture describes the following potential economic benefits:

- 1 acre farms have the potential to create up to 1.29 FTE jobs and generate between \$31,165 and \$54,813 in gross revenue, or up to \$36,968 in return to owner-operator. Using the multiplier effect (1.4-2.6), that equals on the low end (\$31,165) a range of \$43,631 - \$81,029 and on the high end (\$54,813) a range of \$76,738 - \$142,513 in total economic benefit to the community per acre
- 280 acres of underutilized ALR lands owned by the City of Surrey have the potential to contribute over \$15.3 million in gross revenue to Surrey’s economy. The enterprises on this land could create between 100-136 full time equivalent jobs.
- 3,339 acres of underutilized ALR land in the City of Surrey have the potential to contribute over \$183 million in gross revenue to Surrey’s economy. This would more than double the economic magnitude of the industry. The enterprises on this land could create between 1,188 and 1,623 full time equivalent jobs.

<sup>4</sup> <http://www.metrovancouver.org/services/regional-planning/PlanningPublications/ProfileofMetroVancouveragri-foodindustry.pdf>

<sup>5</sup> Meter, K. 2008. “Local Food as Economic Development.” Minneapolis, Minnesota. (Crossroads Resource Center). <http://www.crcworks.org/lfcd.pdf>

## CONTRIBUTION AGREEMENT

THIS AGREEMENT made the \_\_\_ day of \_\_\_\_\_, 2018

BETWEEN:

**METRO VANCOUVER REGIONAL DISTRICT**

Metro Tower III  
4730 Kingsway  
Burnaby, BC  
V5H 4G8

("MVRD")

AND:

**FARMFOLK/CITYFOLK SOCIETY**

1661 Duranleau Street, 2<sup>nd</sup> floor  
Vancouver, BC  
V6H 3S3

(the "Recipient")

**WHEREAS:**

- A. FarmFolk/CityFolk Society (the "Recipient") is a society registered pursuant to the *Societies Act*, SBC 2015, c. 18. The Recipient, in program partnership with a network of young farmers known as the "Young Agrarians", runs an innovative program entitled the "Land Matching Program" which aims to enable new farmers to access agricultural lands for farming by providing matching services and other support to new farmers seeking to identify and establish relationships with owners of private and public land tenures. The Land Matching Program aims to establish a stable, region-wide program which will serve as a common meeting point for farmers and land tenure holders seeking to build relationships with one another, and for providing needed services in support of farmers and land tenure holders wishing to establish leasing or other tenure arrangements which will facilitate farmer access to land for farming and food production in the region.
- B. MVRD's Regional Growth Strategy, at section 2.3.3, identifies that MVRD's role includes collaborating with the province and the Agricultural Land Commission to "*identify and pursue strategies and actions to increase actively farmed agricultural land, emphasize food production, [and] reduce barriers to the economic viability of agricultural activities...*" It has been identified that currently, young farmers in the region face barriers arising from the high cost of agricultural land, all of which puts the long-term viability of food production in the region at risk. The next best option for new farmers is to secure lease or other agreements

for accessing agricultural land, an endeavor being led by the Recipient and the Young Agrarians' Land Matching Program.

- C. It is projected that the Land Matching program will receive funding from multiple sources. The British Columbia Ministry of Agriculture has already committed to providing \$25,000 in funding for 2018 in support of the Land Matching Program, and the City of Surrey has contributed \$10,000. Other municipalities are considering funding requests;
- D. The Recipient has requested to receive, and the MVRD has agreed to provide funds to the Recipient for a purpose beneficial to the community or an aspect of the community; and
- E. Section 263 (1) (c) of the *Local Government Act* provides that the MVRD may provide assistance for the purpose of benefitting the community or any aspect of the community.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises, terms and conditions to be hereinafter contained (the receipt and sufficiency of which are hereby acknowledged), the parties hereto covenant and agree each with the other as follows:

## 1.0 INTERPRETATION

In this Agreement the following terms have the following meanings:

**"Agreement"** means this agreement and the appended schedules.

**"Plan"** means the plan set out in Schedule A of the Agreement which sets out the specific purpose or activities for which the Recipient may use the funds provided to the Recipient under this Agreement.

**"Services"** means any activities or services set out in the Plan.

## 2.0 TERM

The term of this Agreement will commence on June 1, 2018, and end on December 31, 2019, (the **"Term"**) unless otherwise terminated as provided herein.

## 3.0 SERVICES

- 3.1 The Recipient shall only use the funds provided in accordance with Article 4.0 (the **"Funds"**) to provide Services in accordance with the terms and conditions of this Agreement.
- 3.2 The Recipient shall, at the MVRD's written request, provide all information required to enable the MVRD to evaluate, using the criteria set out in Schedule B, the Recipient's provision of the Services.

- 3.3 The Recipient will provide the Services under the terms of the Agreement subject to any applicable bylaws of the MVRD and local municipality, and applicable legislation and regulations and in a manner consistent with any applicable guidelines provided by the MVRD.
- 3.4 MVRD must approve any changes to the Plan or Services in writing prior to the changes being made during the Term.
- 3.5 If the Recipient makes changes without the prior approval of the MVRD pursuant to section 3.4, the MVRD may, at its sole discretion, withdraw the Funds and immediately terminate the Agreement.

#### **4.0 FUNDING AND PAYMENT**

- 4.1 MVRD has agreed to provide the Funds to support the Recipient's provision of the Services, as described in Schedule A, in accordance with section 4.3. The multi-year funding enables land matching activities that inherently takes time to succeed, and recognizes municipal aspirations for encouraging new farmers to engage in local food production.
- 4.2 The payment of Funds is subject to the MVRD being satisfied that the Recipient will perform the Services in accordance with the Plan and all requirements under the Agreement.
- 4.3 MVRD shall pay by cheque the sum of \$15,000 per year, for two years, for the provision of the Services. The first cheque will be issued on or before July 1, 2018 and second installment of \$15,000 on or before March 1, 2019. The second payment is contingent on MVRD receiving an acceptable annual report as described in Schedule B.

#### **5.0 REPORTING**

The Recipient shall report to the MVRD in accordance with the requirements of the reporting section of Schedule B.

#### **6.0 TAXES**

It is the Recipient's responsibility to determine whether or not it has to be registered for GST and/or PST purposes. The amount of funding provided in this Agreement includes any GST and/or PST which may be payable by the MVRD. Any liability for GST and/or PST required in respect of this Agreement will be the responsibility of the Recipient.

#### **7.0 SEPARATE FUNDS AND FINANCIAL STATEMENTS**

The books of account of the Recipient shall be kept in accordance with Generally Accepted Accounting Practices.

## **8.0 RIGHT OF AUDIT**

At any time, the MVRD may give to the Recipient written notice that it desires its representative to examine the books of account of the Recipient, and the Recipient shall produce for examination to such representative within ten days after receipt of such notice, its books of account, and the said representative shall have a right of access to all records, documents, books, accounts and vouchers of the Recipient and shall be entitled to require from the Directors and Officers of the Recipient such information and explanations as, in his/her opinion, may be necessary to enable the staff to report to the MVRD Board on the financial position of the Recipient.

## **9.0 INDEMNITY AND RELEASE**

9.1 The Recipient shall indemnify and save harmless the MVRD from and against all actions, causes of action, claims, liabilities, damages, losses, costs, legal fees, fees, fines, charges or expenses which the MVRD may incur, be threatened by or be required to pay by reason of or arising out of the provision of the Services by the Recipient, the Recipient's use of any facility where Services are provided, the breach by the Recipient of any term of this Agreement, or by the Recipient's contravention of any law, enactment or regulation of a federal, provincial or local government.

9.2 The Recipient releases the MVRD, its elected officials, appointed officers, employees and agents from and waives any claim, right, remedy, action, cause of action, loss, damage, expense, fee or liability which the Recipient may have against any or all of them in respect of an act of the MVRD in relation to this Agreement except insofar as such claim, right, remedy, action, cause of action, loss, damage, expense, fee or liability arises from the negligence of the MVRD, its elected officials and appointed officers, employees, agents or contractors.

9.3 This section shall survive the expiry or sooner termination of this Agreement.

## **10.0 TERMINATION**

10.1 MVRD may terminate this Agreement immediately without notice to the Recipient should:

- (a) The Land Matching Program terminate prior to the end of the term of this Funding Agreement;
- (b) the Recipient make an assignment in bankruptcy or is declared bankrupt; or
- (c) MVRD, in its sole discretion, determine that any of the Funds are being used in a manner contrary to the Plan or the public interest.

10.2 MVRD may terminate this Agreement upon giving ninety (90) days written notice to the Recipient.

- 10.3 If the MVRD terminates the Agreement for any reason, the Recipient shall immediately return any Funds that have not been spent on providing the Services. The Recipient will provide a full accounting of all Funds not returned.
- 10.4 The Recipient may terminate this Agreement upon giving thirty (30) days written notice to the MVRD should the Recipient, for any reason, be unable to meet its obligations with respect to the provision of the Services as set forth in this Agreement.
- 10.5 Upon termination by the Recipient, the Recipient shall immediately return any Funds that have not been spent on providing the Services. The Recipient will provide a full accounting of all Funds not returned.

#### **11.0 NOTICE**

11.1 It is hereby mutually agreed that any notice required to be given under this Agreement will be deemed to be sufficiently given:

- (a) if delivered at the time of delivery; and
- (b) if mailed from any government post in the Province of British Columbia by prepaid registered mail addressed as follows:

**To MVRD:**

Heather McNell, Director, Regional Planning and Electoral Area  
Metro Vancouver Regional District  
4730 Kingsway  
Burnaby, BC V5H 0C6

**To the Recipient:**

FarmFolk/CityFolk Society  
Attn: Sara Dent, Young Agrarians BC Program Manager  
1661 Duranleau Street  
Vancouver, BC V6H 3S3

11.2 Unless otherwise specified herein, any notice required to be given under this Agreement by any party will be deemed to have been given if mailed by prepaid registered mail, sent by facsimile transmission, or delivered to the address of the other party set forth above or at such other address as the other party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed, seventy-two (72) hours after the time of mailing or faxing and if delivered, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.

#### **12.0 AUTHORIZATION**



The execution and delivery of this Agreement and the completion of the transactions contemplated by this Agreement, if any, have been duly and validly authorized by all necessary corporate action of the Recipient, and this Agreement constitutes a legal, valid and binding obligation of the Recipient enforceable against the Recipient in accordance with its terms and the persons signing this Agreement on the Recipient's behalf are duly authorized to do so.

### **13.0 TIME**

Time is of the essence in this Agreement.

### **14.0 BINDING**

In consideration of being granted the Funds, the Recipient agrees to be bound by the terms and conditions of this Agreement, and if the Recipient represents a group or organization, the Recipient agrees to inform all responsible persons associated with the group or organization of the terms and conditions of this Agreement.

### **15.0 ASSIGNMENT**

The Recipient may not assign this Agreement in whole or in part without the prior written consent of the MVRD.

### **16.0 ENUREMENT**

This Agreement will enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors and permitted assignees.

### **17.0 RELATIONSHIP OF PARTIES**

No provision of this Agreement shall be construed to create a partnership or joint venture relationship, an employer-employee relationship, a landlord-tenant, or a principal-agent relationship.

### **18.0 WAIVER**

The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

### **19.0 AMENDMENTS**

This Agreement may not be modified or amended except by the written agreement of the parties.

**20.0 WHOLE AGREEMENT**

The whole agreement between the parties is set forth in this document and no representations, warranties or conditions, express or implied, have been made other than those expressed.

**21.0 LANGUAGE**

Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

**22.0 CUMULATIVE REMEDIES**

No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

**23.0 GOVERNING LAW AND JURISDICTION**

This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia and the parties attorn to the exclusive jurisdiction of the courts of British Columbia.

**24.0 COUNTERPARTS**

This Agreement may be executed in counterparts with the same effect as if both parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement as of the day and year first above written.

**For METRO VANCOUVER REGIONAL DISTRICT**

**For FARMFOLK/CITYFOLK SOCIETY**

\_\_\_\_\_  
Carol Mason, Chief Administrative Officer

\_\_\_\_\_  
*[Please print name below signature]*  
Interim Executive Director, FarmFolk/CityFolk Society

**SCHEDULE 'A'**  
**FarmFolk/CityFolk Society (Recipient)**  
**Provision of Services**

The primary purpose of the funds (\$30,000 over two years) is to provide continuity for the Land Matching Program, by supporting management and administrative costs of the Land Matching Program (run by the Recipient and the Young Agrarians in program partnership).

Each year in the Metro Vancouver Regional District, the Recipient will, via its Land Matching Program, provide the following services of benefit to the community:

- Respond to inquiries from landowners and new farmers;
- Screen new farmers for enterprise readiness and connect them to business planning and support to develop their agricultural projects;
- Assist landowners to evaluate their land opportunities for agricultural viability and clarify their land usage vision and terms;
- Register landowners land opportunities and farmers looking for land on the Young Agrarians UMAP ([maps.youngagrarians.org](http://maps.youngagrarians.org)), a digital land listing inventory;
- Facilitate introductions and site visits;
- When a match is identified, facilitate negotiations between parties;
- Follow-up to ensure good land matches;
- Coordinate an annual Land Linking Forum in the Metro Vancouver region and host other workshops as required to grow the base of engaged and informed landowners, and new and potential farmers;
- Disseminate digital resource tools: BC Land Access Guide, Lease & License Templates; and
- Publish on-going land opportunities and resource content on the Young Agrarians Blog.

## SCHEDULE 'B'

### Evaluation Criteria

#### Oversight:

MVRD staff will periodically interact with the Recipient's Land Matching Program's BC Program Manager and staff tasked with facilitating the farmland matchmaking agreements.

#### Reporting:

The Recipient will report out annually to MVRD on the following performance measures, highlighting progress toward land matching objectives.

SUCCESS AND IMPACT INDICATORS	ANNUAL TARGET (per year)
# of land matches / new farm business started in the region	7-9
# of people reached through email, phone and in person	100-250
# of people reached online through land communications	5,000-10,000
# of people that attend annual Land Linking Forum	50-150
# of downloads and print copies disseminated of the BC Land Access Guide, Lease & License templates	150-300
# of new listings on U-MAP	25-50
# of additional land resources added to U-MAP	5-10

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To: Regional Planning Committee

From: Theresa Duynstee, Regional Planner, Parks, Planning and Environment

Date: March 19, 2018 Meeting Date: April 6, 2018

Subject: **Metro Vancouver’s Submission on Revitalizing the Agricultural Land Reserve and the Agricultural Land Commission**

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### **RECOMMENDATION**

That the MVRD Board forward the submission attached to the report dated March 19, 2018, titled, “Metro Vancouver’s Submission on Revitalizing the Agricultural Land Reserve and the Agricultural Land Commission” to the Minister of Agriculture’s Advisory Committee on Revitalizing the Agricultural Land Reserve and the Agricultural Land Commission.

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### **PURPOSE**

To seek MVRD Board endorsement of a written submission to an Advisory Committee tasked to provide recommendations to the Minister of Agriculture on the best approaches to revitalize the Agricultural Land Reserve (ALR) and the Agricultural Land Commission (ALC).

### **BACKGROUND**

On January 4, 2018, the Minister of Agriculture announced the formation of an independent, nine-member Advisory Committee tasked with providing strategic advice and policy guidance on measures to revitalize the ALR and ALC. The Advisory Committee is leading consultation activities where the results of the engagement process, along with other information, will be used to develop recommendations to the Minister.

On March 9, 2018, the Regional Planning Committee reviewed proposed strategic actions to submit to the Advisory Committee, and the resulting feedback has been incorporated into a submission (Attachment 1) for MVRD Board consideration.

### **REVITALIZING THE AGRICULTURAL LAND RESERVE AND THE AGRICULTURAL LAND COMMISSION**

Successful implementation of the regional strategy to protect the supply of agriculture land and promote agricultural viability in *Metro Vancouver 2040: Shaping our Future* (Metro 2040) is dependent on an effective ALC and a defensible ALR. On several occasions over the past ten years, the MVRD Board has communicated their support for the mandate and work of the ALC to the Provincial Government.

The guiding principles for the Advisory Committee’s work are to:

- focus on the future of the ALR and ALC;
- evaluate policy issues that inhibit the purposes of the ALR and ALC;
- evaluate what is working well; and

- develop recommendations that work toward: improving the purposes of the ALR and ALC; clearly identify the issues, goals and objectives that will strengthen the ALR and ALC in pursuing the purposes; suggest a strategy on how to achieve the goals and objectives; include, where possible, data/information that validates the issue as defined; and are legally sound and achievable.

The Advisory Committee has hosted regional meetings across the province to seek opinions from farm groups and local governments. They are also encouraging feedback by April 30, 2018, through a discussion paper and online survey. Common issues and themes under consideration in the discussion paper and online survey include the following:

- a defensible and defended ALR;
- ALR resilience;
- stable governance;
- efficacy of Zones 1 and 2;
- interpretation and implementation of the Act and Regulation;
- food security and B.C.'s agricultural contribution;
- residential uses in the ALR;
- farm processing and sales in the ALR;
- unauthorized uses; and
- non-Farm uses and resource extraction in the ALR.

Staff have prepared a submission on revitalizing the ALR and the ALC for Board consideration (Attachment 1). The Advisory Committee will deliver an interim report to the Minister of Agriculture this Spring and provide a final report in the Fall of 2018.

#### **ALTERNATIVES**

1. That the MVRD Board forward the submission attached to the report dated March 19, 2018, titled, "Metro Vancouver's Submission on Revitalizing the Agricultural Land Reserve and the Agricultural Land Commission" to the Minister of Agriculture's Advisory Committee on Revitalizing the Agricultural Land Reserve and the Agricultural Land Commission.
2. That the MVRD Board receive for information the report dated March 19, 2018, titled, "Metro Vancouver's Submission on Revitalizing the Agricultural Land Reserve and the Agricultural Land Commission".

#### **FINANCIAL IMPLICATIONS**

There are no financial implications to this report.

#### **SUMMARY / CONCLUSION**

The Minister of Agriculture formed an independent Advisory Committee to provide strategic advice and policy guidance on measures to revitalize the ALR and ALC. With a focus on the future, the Advisory Committee is to evaluate issues and make recommendations to the Minister starting later this Spring, with a final report due in the Fall of 2018. The submission prepared for MVRD Board consideration, as attached to this report, includes comments provided by the Regional Planning

Committee. Staff recommend that the submission be forwarded to the Minister of Agriculture's Advisory Committee on Revitalizing the Agricultural Land Reserve and the Agricultural Land Commission.

**Attachment:** Submission on Revitalizing the Agricultural Land Reserve and Agricultural Land Commission

**References**

1. Discussion Paper and Advisory Committee Members' Biographies [Revitalizing the Agricultural Land Reserve and the Agricultural Land Commission Discussion Paper for Stakeholder Consultation and Public Engagement](#)
2. [Online survey](#). Closes April 30, 2018 at 4:00pm.

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To: The BC Minister of Agriculture's Advisory Committee on Revitalizing the Agricultural Land Reserve and Agricultural Land Commission.

From: Metro Vancouver Regional District Board

Re: Metro Vancouver's Recommendations for the Revitalization of the Agricultural Land Reserve and Agricultural Land Commission.

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Metro Vancouver and member jurisdictions prioritize the protection of agricultural land and promote agricultural viability through *Metro Vancouver 2040: Shaping our Future* (Metro 2040), the regional growth strategy. As such, the ability of the Agricultural Land Commission (ALC) to achieve the purposes set out the *Agricultural Land Commission Act* are of great importance to preserving the Agricultural Land Reserve (ALR), containing and structuring urban growth and ensuring local food production in this region into the future.

Local governments have a role in preserving the ALR over the long term but struggle to ensure agricultural land is used for farming, especially adjacent to urban areas where high demand for residential, commercial and industrial land, and associated speculation, persist. Stronger provincial legislation with clear policies is essential for a multi-jurisdictional approach to farmland protection. In some circumstances the problems have become insurmountable for local governments, therefore the onus is on the Province to enact the necessary legislation not only for the long term protection of agricultural land, but enable ALR land to be used for farming to contribute to food security for BC residents over the long term.

The Metro Vancouver submission provides three overall guiding principles and five priority actions to consider when making recommendations to the BC Minister of Agriculture on ways to revitalize the ALR and ALC.

## Guiding Principles

### A. Preserve Farmland Capability for the Future

Fertile soils and favourable climate make Metro Vancouver one of the most important food producing areas in British Columbia. This region's prime agricultural land can provide future food security to over half of BC's population in a changing climate, but more importantly, farmland is irreplaceable; once converted to other land uses, it is gone forever. Local food production, environmental benefits and food security for future generations were the top three benefits of agricultural land identified by Metro Vancouver residents in a recent survey on attitudes towards agricultural and industrial land.

### B. Strengthen ALC Legislation, Regulation and Policies

The recently completed Metro Vancouver Agricultural Land Soil Investigation revealed what happens when permissible regulations fail to address existing conditions and legislation is open to interpretation. Fill, or soil excavated from construction sites, is regularly being deposited on prime agricultural land with ALC approval based on inadequate legislation and policies, and has resulted, in many cases, in the over application of poor quality fill on farmland, loss of crop



production capacity and new opportunities for non-farm use of the ALR in Metro Vancouver. Comprehensive changes to ALC legislation is required, not only to address soil deposition, but also related to other development activities in the ALR that are not related to farming. This region needs ALC regulations and policy that are protective of agricultural land for farm use over the long term.

### **C. Enact Policy Reform Specific to Metro Vancouver**

The Metro Vancouver Regional District (MVRD) is unique in British Columbia. It is one of the most important food producing areas in the province with the highest gross farm receipts per hectare in Canada. At the same time, this region has over half of BC's population, and is growing by about 35,000 people per year leading to land speculation and the desire to develop the ALR for purposes other than farming. This situation continues despite strong protective measures in *Metro 2040* and municipal bylaws. Rather than delaying policy reform until changes are applicable to the whole province, initiate new policy *only* for the Metro Vancouver region, including an option for local governments to opt in if applicable to their jurisdiction. Taking a precautionary approach is warranted, but still requires action that could assist in evaluating outcomes before going province-wide.

#### **Priority Actions**

While many actions could be taken to encourage more actively farmed land in the ALR, the following recommendations are based on previous investigations and future vulnerabilities for agriculture land in Metro Vancouver. Each priority action listed below identifies a problem and recommended solution. Associated studies completed by Metro Vancouver are also provided in a reference list.

#### **1. Restrict House Size and Residential Footprints in the ALR**

In both 2011 and 2012, the MVRD Board asked the provincial government to regulate residential housing in the ALR, to go beyond just providing guidelines, because of the challenges faced by member municipalities in restricting house size and residential footprint in the ALR. This request has not been addressed, resulting in the continued proliferation of non-farm estate-style homes on agricultural land in the Metro Vancouver region. The voluntary Bylaw Standard for Residential Uses in the ALR is not sufficient.

The solution is to integrate the “home plate” concept into ALC legislation. The home plate is the portion of a lot that includes the principal residence, additional residences (if allowed) and any accessory residential facilities, as well as siting or location of residential use on the property. The recommendation is to enact provincial regulations that puts restrictions on the home plate including house size, residential footprint location and size in the ALR to discourage the use of agricultural land for residential and commercial purposes. New provincial legislation could enable farm worker housing if restricted to the designated home plate.

#### **2. Farm Property Tax Reform**

The use of agricultural land for purposes not related to farming is one of the most significant threats to the ALR and future food security for Metro Vancouver residents. It can be equally detrimental as ALR land exclusions because the dollars invested in the large estate homes or commercial buildings, make the cost of the property prohibitive to farmers. Today, tax policy provides a financial incentive to locate a non-farm residential or business activity in the ALR, not

the building, but the land is taxed at a lower rate than if located in an urban area. Non-farm land uses displace farming activities in the ALR.

Tax reform that penalizes unwanted behaviours is a vastly underutilized tool for discouraging inappropriate land use in the ALR probably because situations change over time, yet the tax policies do not. The solution is to adjust the method for valuing agriculture land not used for farming, so that non-farm residential and commercial activities located in the ALR are paying similar tax rates to those located in the urban areas.

### 3. **Modernize the Classification of Farm**

Only \$2,500 in gross farm revenue is required to receive classification of farm for assessment purposes (i.e. Farm Class) and a lower property tax assessment for parcels greater than 0.8 hectares (or 2 acres). This threshold was established in 1993 (25 years ago) and provide no incentive for landowners to invest in agriculture and the necessary infrastructure for developing a profitable and farm businesses in Metro Vancouver. Just raising the threshold is not adequate because it could create some unintended consequences such as the loss of hobby farms.

Instead, the solution proposed by Metro Vancouver is to develop a two-tier farm classification benefits system that confers two different levels of tax benefits dependent on gross farm income. This approach is used in Quebec where farms with greater than \$10,000 in farm income a different level of tax benefit than farms producing less than \$10,000. Other criteria can also be embedded in a two-tier system such as approval for ancillary businesses, secondary housing or leasing terms required for Farm Class. A two tier system offers a unique opportunity to develop a support system for full time farmers without providing significant tax benefits for landowners using agricultural land for residential, commercial or speculative purposes that do not enhance active farming. It could also provide an incentive to increase agricultural production in the ALR.

### 4. **Resolve the Commercial Use in the ALR Conundrum**

It is well known that expanded capacity for food processing and value-added agricultural production in the ALR can improve the financial viability of farming in a global marketplace. Yet it has also become evident that sometimes processing facilities, as well as retail farm markets, tourism or restaurant/banquet services in the ALR, evolve to become the prime business venture on a property in the ALR, leaving farming as a secondary, token activity. In Metro Vancouver, there are also examples where agricultural commercial uses were approved, and years later deemed “not viable” and become the reason for accepting non-farm commercial uses on agricultural land or for excluding the parcel from the ALR.

Better crafted legislation with measurable requirements that are easy to identify and real consequences for lack of compliance are necessary to prevent business ventures in the ALR that are not enabling actively farmed land. Understandably, this request is not easy to address, yet opportunities exist in both ALC legislation and other provincial policies. A combination of restrictions in home plate, farm property tax reform and a modernized assessment process may be necessary to enable appropriate business development in the ALR that champions agriculture production over the long term.

## 5. Enable Covenants for Ecological Services in the ALR

Many of the ecological services provided by agricultural land are soil-based such as: nutrient and organic matter recycling, wildlife habitat, carbon sequestration, climate regulation, water infiltration and flood management. Yet, the avenues available to local government to protect soil-based crop production and other ecological assets on agricultural land in perpetuity are limited. Today, most efforts to protect ecological services in the ALR are through the purchase of agricultural land, but this approach is expensive and does not always facilitate farming.

The preferred action is to create a new avenue to maintain ecological services on agricultural land through covenants. The ecological services provided by agricultural land are becoming increasingly important solutions to adapting to climate change and supporting other government actions to reduce infrastructure costs (e.g. composting organic waste) and respond to emergency situations (e.g. flood management). In addition, more widespread use of conservation covenants could attract farmers who are willing to forego development options on their purchased land and farm under constraints that preserve the integrity of soil based production and beneficial ecological services.

These recommended priority actions include both short term and longer term actions that may require additional analysis and consultation with local governments. The important step is to incorporate the guiding principles into future recommendations and to move forward in some manner on the priority actions. The signal that governments are taking a multi-jurisdictional approach to preserving agricultural land for farming purposes would be a major improvement to the current situation in Metro Vancouver.

### Reference List

The following reports are available on the Metro Vancouver website:

- [Agricultural and Industrial Land Survey \(2017\)](#)
- [Encouraging Agriculture Production through Farm Property Tax Reform in Metro Vancouver \(2016\)](#)
- [Farm Tax Class Income Threshold Investigation \(2015\)](#)
- [Farm Lease Agreements in Metro Vancouver – Regional Planning Bulletin \(2015\)](#)
- [Agriculture Impact Assessment Guidelines \(2014\)](#)
- [Developing Agriculture Impact Assessment Guidelines - Background Report \(2014\)](#)
- [Farm Property Tax Investigation \(2014\)](#)
- [Property Tax Scenario Analysis for Agricultural and Industrial Lands \(2014\)](#)
- [ALR Landowner Survey \(2013\)](#)
- [Agriculture Economic Development Initiatives \(2013\)](#)
- [Local Government Policy Options to Protect Agricultural Land and Improve the Viability of Farming in Metro Vancouver \(2010\)](#)
- [Economic Strategy for Agriculture in the Lower Mainland \(2002\)](#)

This submission was prepared on March 19, 2018.

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To: Regional Planning Committee

From: Sean Tynan, Regional Planner, Parks, Planning and Environment Department  
Terry Hoff, Senior Regional Planner, Parks, Planning and Environment Department

Date: March 19, 2018 Meeting Date: April 6, 2018

Subject: **Regional Long Range Growth Scenarios – Project Overview**

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### **RECOMMENDATION**

That the MVRD Board endorse the project’s objectives and scope as expressed in the report dated March 19, 2018 titled “Regional Long Range Growth Scenarios - Project Overview”.

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### **PURPOSE**

To provide the Regional Planning Committee and MVRD Board with an overview of the Regional Long Range Growth Scenarios project, and seek input and endorsement of the project’s objectives and scope.

### **BACKGROUND**

At its February 2018 meeting, the Regional Planning Committee endorsed the report dated January 22, 2018 titled “2018 Regional Planning Committee Priorities and Work Plan”. The 2018 Work Plan provided a brief description of the Regional Long Range Growth Scenarios project, one of three major Regional Planning policy projects that are currently underway, all of which are intended to inform the next iteration of the regional growth strategy. This report provides an update in response to the Committee’s expressed interest in being kept apprised of the progress of this and the other major projects that were set out in the 2018 Work Plan.

### **REGIONAL LONG RANGE GROWTH SCENARIOS**

In collaboration with its member jurisdictions, Metro Vancouver prepares population, housing and employment projections to guide regional and local growth management planning. Metro Vancouver uses these projections to inform the implementation of *Metro Vancouver 2040: Shaping our Future (Metro 2040)*, the review of regional context statements, regional utility demand planning, TransLink’s regional transportation modelling, and to serve as a reference for a variety of other planning initiatives. This approach to applying one set of growth projections establishes a common reference to guide the many inter-related planning activities in the region.

Over time, Metro Vancouver has needed to update the projection methods and assumptions to account for new data or to extend the projections beyond the year 2040. For example, TransLink’s Regional Transportation Strategy will require projections to be extended to the year 2050, while Metro Vancouver’s water and liquid waste utilities have requested that projections be extended up to 2121 to inform infrastructure planning decisions and investments. Projecting to these longer

timeframes will require more in-depth consideration of a range of emerging drivers and disruptors that may impact regional growth such as climate change or the automation of vehicles and jobs.

## **PROJECT OBJECTIVES**

The Regional Long Range Growth Scenarios project will use a scenario planning approach to:

1. Establish a general agreement regarding Metro Vancouver’s future growth assumptions and population, housing and employment projections.
2. Test the resiliency of the goals, strategies and policy directions of *Metro 2040* against a range of drivers and disruptors (e.g. emerging technologies, climate change impacts including sea level rise) by identifying potential implications and options.
3. Plan for timeframes beyond existing policy (e.g. 2050 and 2121) to identify potential issues for long term infrastructure and land use.
4. Support planning and capital investment decisions for regional Water Services, Liquid Waste Services, TransLink and other interested organizations through updates to Metro Vancouver projections for population growth, housing demand, job growth and land use.
5. Support and complement other Regional Planning projects including the Regional Industrial Lands Strategy, the *Metro 2040* Industrial and Mixed Employment Policy Review, the Urban Centres and FTDA Review, and the *Metro 2040* Environment and Climate Policy Review by providing a process for exploring and testing the implications of policy alternatives.

The Regional Long Range Growth Scenarios project will be undertaken collaboratively with member jurisdictions, TransLink and other organizations with an interest in long-range population and employment growth, housing demand and land use. The outcomes of the project will inform the next iteration of the regional growth strategy and can support future updates to other regional and local plans (Attachment 1).

## **PROJECT SCOPE AND TIMING**

The project is divided into four phases. The phases are described below and represented in a timeline in Attachment 2: Timeline for Regional Long Range Growth Scenarios.

*Phase 1: Setting the Baseline* will share current growth projections and assumptions for population, jobs, housing demand and land use with member jurisdictions and regional agencies. This phase will result in a ‘trend forward’ scenario for growth based on existing plans and policies. This scenario will be used to compare against alternative scenarios in Phase 3.

*Phase 2: Emerging Trends, Drivers and Disruptors* will identify and prioritize events and forces of change that could impact our ability to achieve our collective vision and goals for managing regional growth as expressed in *Metro 2040*. Phase 2 will engage a broader range of stakeholders and interface with other processes such as the Climate 2050 strategy and Regional Industrial Lands Strategy. The prioritized list of trends, drivers and disruptors will be used to develop scenarios for further exploration in Phase 3.

*Phase 3: Scenario Analysis* will focus on developing scenarios, analyzing impacts and developing potential policy options. Each scenario will include a combination of assumed trends, drivers and disruptors of concern to the region. The outcomes of each scenario will be assessed based on current policies and the regional land-use framework. Potential policy responses to each scenario will be developed to show what action might be needed to continue achieving the vision and goals articulated in *Metro 2040* or to develop new approaches.

*Phase 4: Communicating Results* will involve sharing the results, preparing recommended policy directions, reporting out to stakeholders, and distributing information to inform other regional and local planning processes.

### **Stakeholder Engagement**

The project will focus on engaging planning and technical staff from member jurisdictions, TransLink and a broad range of stakeholders and agencies that directly contribute to or use regional projections for population, housing and employment. Metro Vancouver plans to invite participation from the following groups and organizations:

- Member jurisdictions (including planning, engineering, transportation, and economic development staff)
- TransLink
- Agricultural Land Commission
- Fraser Valley Regional District and Squamish-Lillooet Regional District
- Provincial government and agencies (BC Stats, BC Housing, BC Ministry of Municipal Affairs and Housing)
- BC Hydro and Fortis BC
- Integrated Partnership for Regional Emergency Management (IPREM)
- Vancouver Coastal Health and Fraser Health
- Business interests such as BC Business Council, the Urban Development Institute or the Vancouver Port Authority
- BC Non Profit Housing Association (BCNPHA)
- Others, as appropriate.

### **Next Steps**

On March 16, 2018, a presentation was made to the Regional Planning Advisory Committee on the scope and objectives of this project. On April 5, 2018, Phase 1 of the project will commence with a half-day stakeholder workshop with the member jurisdictions to share current growth projections and assumptions for population, jobs, housing demand and land use. Following the workshop, Metro Vancouver staff will further explore the unique population, job, and housing demand pressures of the member jurisdictions and regional agencies noted above, with a series of one-on-one meetings with the staff, as needed and appropriate, and will report findings back to the Regional Planning Committee and Board.

## **ALTERNATIVES**

1. That the MVRD Board endorse the project’s objectives and scope as expressed in the report dated March 19, 2018 titled “Regional Long Range Growth Scenarios - Project Overview”.
2. the MVRD Board receive for information the report dated March 19, 2018 titled “Regional Long Range Growth Scenarios - Project Overview” and provide alternative direction to staff.

## **FINANCIAL IMPLICATIONS**

Phases 1 and 2 of the project can be accommodated within the Board approved 2018 budget for Regional Planning which includes \$75,000 for data acquisition and consulting services to:

- Analyze the region’s land capacity for residential intensification to accommodate projected demand to 2121;
- Project commercial development trends and potential land use requirements corresponding to projected population growth to 2121; and
- Project employment trends among occupation and industry sectors to 2121 and implications for projected population growth.

Any additional funds required to complete the project will be considered as part of the Regional Planning Budget for 2019.

## **SUMMARY / CONCLUSION**

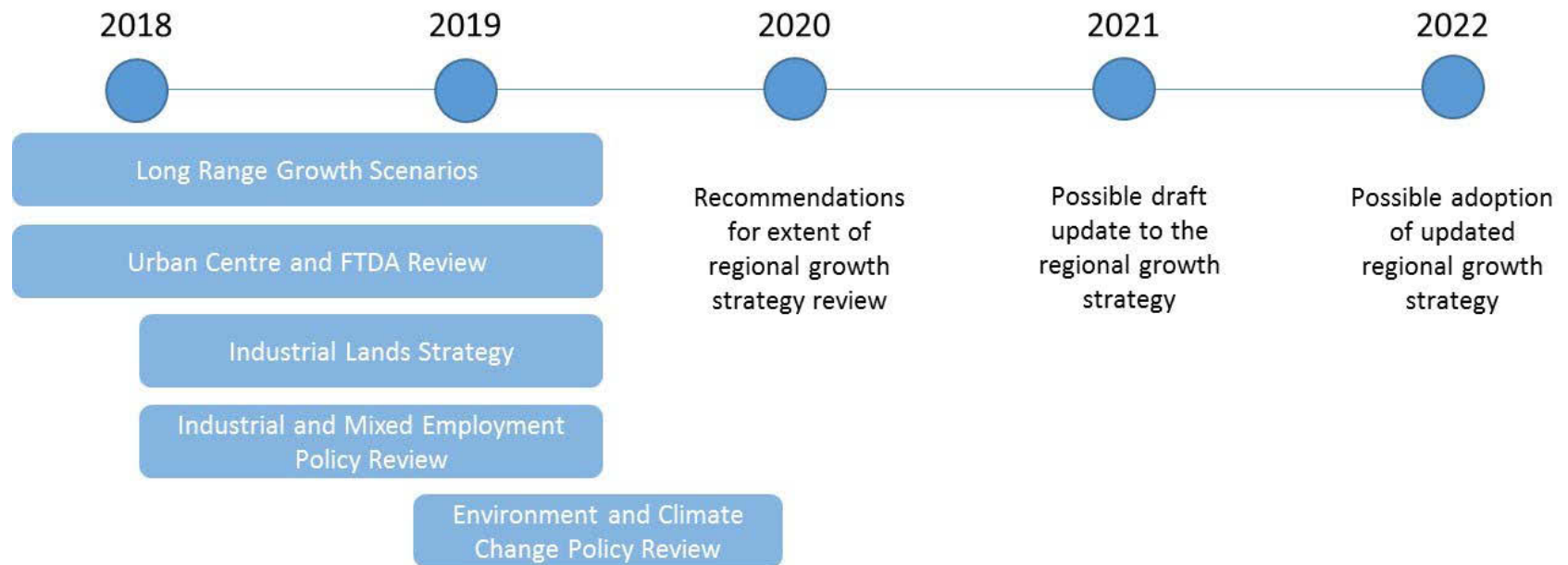
In developing *Metro 2040*, regional and municipal staff collaborated to establish regional and municipal growth projections as a basis for preparing the land use and growth management policies. Metro Vancouver staff are currently updating these projections to extend them over a longer time frame, with an aim to better inform the monitoring and review of strategies for land use and infrastructure.

Presently, the projections assume that the trends and drivers shaping the region will remain relatively constant over time. The Regional Long Range Growth Scenarios project will use a scenario planning approach to consider alternative assumptions and to test the vision and policy directions in *Metro 2040* against a range of emerging drivers and disruptors, such as climate change impacts or emerging technologies, over a longer time frame. The project may result in changes to the assumptions used in the regional projections, and will inform the development of the next iteration of the regional growth strategy, other planning processes and longer term infrastructure investments.

## **Attachments**

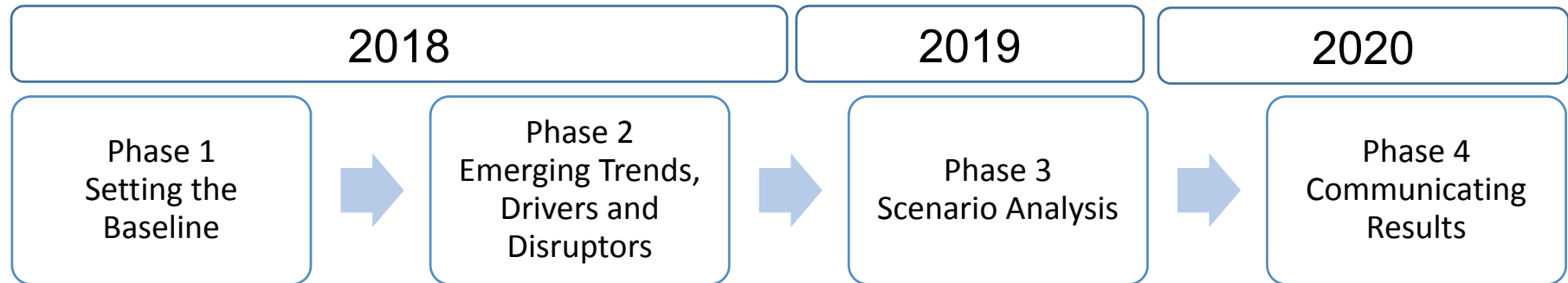
1. Draft Timeline for Integration of 2018 Work Plan with Next Regional Growth Strategy
2. Timeline for Long Range Growth Scenarios

Draft Timeline for Integration of 2018 Workplan with Update to the Next Regional Growth Strategy





## Timeline for Metro Vancouver Long Range Growth Scenarios Project



Phase 1 will share current growth projections and assumptions for population, jobs, housing demand and land use with member jurisdictions and key regional agencies. This phase will result in a 'trend forward' scenario for growth based on current plans and policies. The 'trend forward' scenario will be used to compare alternative scenarios in Phase 3.

Phase 2 will identify and prioritize drivers of change that could impact our ability to achieve the vision and goals for regional growth outlined in Metro 2040.

Phase 3 will focus on developing scenarios, analyzing impacts and developing potential policy responses. Each scenario will include a combination of assumed trends, drivers and disruptors of concern to the region. Potential policy responses will be developed for each scenario.

Phase 4 will involve preparing recommended policy directions, reporting out to stakeholders, and sharing information to inform other regional and local planning processes.

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To: Regional Planning Committee

From: Heather McNell, Director, Regional Planning and Electoral Area Services,  
Parks, Planning and Environment Department

Date: March 26, 2018 Meeting Date: April 6, 2018

Subject: **Manager's Report**

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### **RECOMMENDATION**

That the Regional Planning Committee receive for information the report dated March 26, 2018, titled "Manager's Report".

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### **Regional Planning Committee 2018 Work Plan**

The attachment to this report sets out the Committee's Work Plan for 2018. The status of work program elements is indicated as pending, in progress, ongoing or complete. The listing is updated as needed to include new issues that arise, items requested by the Committee, and changes to the schedule.

### **Regional Industrial Lands Strategy Update**

Metro Vancouver's Regional Industrial Lands Strategy is intended to develop a vision for the future of industrial lands in the region and recommend actions for achieving the vision. The Board Chair has struck a Task Force (Standing Committee) of the MVRD Board to lead the development of the Regional Industrial Lands Strategy. The membership of the Task Force is as follows:

City of Burnaby – Director Dhaliwal  
City of Coquitlam – Director Stewart (chair)  
City of Richmond – Director Brodie  
City of Surrey – Director Gill  
City of Vancouver – Director Louie  
Tsawwassen First Nation – Director Williams  
Port Coquitlam – Director Penner

#### Non-voting members:

Port of Vancouver  
BC Chamber of Commerce  
Government of Canada Ministry of Innovation  
Government of BC Ministry of Jobs or Municipal Affairs  
TransLink  
UDI  
Two Representatives from Business: Ryan Beedie (Beedie Group); Arnold Silberg (Value)

The first meeting of the Task Force is scheduled for May 10, 2018. The work of the Task Force will be supported by Regional Planning staff and the Regional Planning Advisory Committee, which provides

a forum for direct input from municipal staff on the development of the Strategy. Staff will also be consulting with industry and other stakeholders as part of the process, including the Vancouver Airport Authority, industry associations (e.g. NAIOP, local chambers of commerce), brokerage firms, commercial and industrial developers, thought leaders, academics and others. Metro Vancouver is convening the dialogue as one of the stakeholders.

The Strategy is intended to result in a shared vision for the future of industrial lands in the region and a set of recommendations for a broad range of stakeholders to ensure we have sufficient industrial lands to meet the needs of a growing and evolving economy. It will be co-created with actions for all stakeholders, and complement other initiatives underway and collaborative organizational structures in the region such as: Metro Vancouver's Regional Prosperity Initiative, the Greater Vancouver Urban Freight Council, TransLink's Regional Goods Movement Strategy, the Greater Vancouver Gateway Council, and the Gateway Transportation Collaborative Forum.

The Regional Planning Committee will receive regular updates on the progress of the Industrial Lands Strategy.

**Update on Agriculture at Colony Farm Regional Park**

At the February 9, 2018 Regional Planning Committee meeting, staff was requested to provide an update regarding the current status of agricultural activities at Colony Farm Regional Park at an upcoming meeting.

At the September 21, 2012 MVRD Board meeting the following resolution was released from the closed meeting:

*That the Board:*

- a) direct staff to pause the Sustainability Plan process; continue operational business and projects; accept proposals from others for appropriate park uses that fit with the Colony Farm Land Use Plan; and*
- b) authorize the Corporate Secretary to release recommendation a) to the public."*

Staff continue to operate the regional park based on the direction provided by the Board at that time. The Colony Farm Community Gardens Society has operated a community garden on 2.8 hectares (7 acres) of the park since 1997. There has been one proposal for agricultural activities in the past six years which was withdrawn by its proponent.

Attachment: Regional Planning Committee 2018 Work Plan

**Regional Planning Committee 2018 Work Plan**

Report Date: March 26, 2018

**Priorities**

<b>1<sup>st</sup> Quarter</b>	<b>Status</b>
Confirm Work Program	Complete
Long Range Growth Scenarios – Base Case	Complete
Frequent Transit Corridor Studies – North Shore Marine Main	Complete
Shaping our Communities – Phase II Survey Results	Complete
Transit Oriented Affordable Housing Study – Introduce Phase II	Complete
Industrial and Mixed Employment Lands Policy Review	In Progress
Urban Centres and FTDA Policy Review – Lit Review	Complete
Agricultural Land Soil Investigation Results	Complete
Respond to Proposed Amendments to Metro 2040 - Flavelle, Hazelmere	Complete
Respond to Requested Changes to, or new, Regional Context Statements	Complete
<b>2<sup>nd</sup> Quarter</b>	
Apartment Parking Study	In Progress
Transit Oriented Affordable Housing Study – Report out on Phase I Activity 3	In Progress
Long Range Growth Scenarios – Land Capacity	Pending
Frequent Transit Corridor Studies – Lougheed Corridor	In Progress
Urban Centres and FTDA Policy Review – Knowledge Sharing	In Progress
Health and Economic Outcomes of Transit Investment Study - Update	In Progress
Walkability Index - Update	In Progress
Agricultural Land Use Inventory – Results	In Progress
Respond to Proposed Amendments to Metro 2040	Ongoing
Respond to Requested Changes to, or new, Regional Context Statements	Ongoing
<b>3<sup>rd</sup> Quarter</b>	
Industrial and Mixed Employment Lands Policy Review	Pending
Frequent Transit Corridor Studies – Lougheed Corridor	Pending
Urban Centres and FTDA Policy Review – Growth Overlay Structure	Pending
Food Flow – Agri Food Distribution Study	Pending
Long Range Growth Scenarios – Land Capacity	Pending
Respond to Proposed Amendments to Metro 2040	Ongoing
Respond to Requested Changes to, or new, Regional Context Statements	Ongoing
<b>4<sup>th</sup> Quarter</b>	
Long Range Growth Scenarios - Update	Pending
Urban Centres and FTDA Policy Review	Pending
Health and Economic Outcomes of Transit Investment Study - Results	Pending
Walkability Index - Results	Pending
Regional Growth Modeling, Projections and Data Support – Summary	Pending
Respond to Proposed Amendments to Metro 2040	Ongoing
Respond to Requested Changes to, or new, Regional Context Statements	Ongoing

Minister of Infrastructure  
and Communities



Ministre de l'Infrastructure  
et des Collectivités

Ottawa, Canada K1P 0B6

Mr. Greg Moore  
Chair  
Metro Vancouver Board  
4730 Kingsway  
Burnaby, British Columbia V5H 0C6

MAR 14 2018

Dear Mr. Moore:

Thank you for your letter of December 22, 2017, regarding the Transit-Oriented Affordable Housing Study. Please accept my apologies for the delay in responding.

Affordable housing is a cornerstone of inclusive communities – it helps to strengthen the middle class and grow the economy. Through the Investing in Canada plan, the Government of Canada is contributing to the National Housing Strategy, led by my colleague, the Minister of Families, Children and Social Development and Minister Responsible for the Canada Mortgage and Housing Corporation, the Honourable Jean-Yves Duclos. The National Housing Strategy will build housing that is sustainable, accessible, mixed-income, and mixed-use. It will build housing that is fully integrated into the community— close to transit, close to work, and close to public services.

In previous budgets, the Government of Canada announced a historic plan to invest more than \$180 billion in infrastructure over 12 years. The investments in infrastructure that we make today will benefit Canadians for years to come: delivering clean, sustained economic growth; building stronger, more inclusive communities; and creating more and better, middle-class jobs for Canadians. To support ambitious public transit projects, the Government of Canada will invest \$28.7 billion. This funding will make it possible for Canadian communities to transform the way that Canadians live, move and work.

Infrastructure is the foundation of sustainable and inclusive communities—it removes barriers, brings people together, fosters innovation and allows all Canadians to be active participants in their community. We are working closely with all our partners and stakeholders to deliver this ambitious plan that will make a real difference to Canadians and Canadian communities.

...2

Thank you for sharing the key findings of the study on Transit-Oriented Affordable Housing with me, which I have provided to officials within Infrastructure Canada. I look forward to future discussions with you on ways to promote equitable transit-oriented communities.

Yours sincerely,

A handwritten signature in black ink that reads "A. Sohi". The letters are cursive and slightly slanted to the right.

Amarjeet Sohi, P.C., M.P.

c.c. The Honourable Jean-Yves Duclos, P.C., M.P.  
Minister of Families, Children and Social Development and  
Minister Responsible for the Canada Mortgage and Housing Corporation



MAR 08 2010

Ref: 232668

His Worship Mayor Greg Moore, Chair  
 Metro Vancouver  
 4730 Kingsway  
 Burnaby BC V5H 0C6

Dear Chair Moore: ~~Chair~~ Greg,

Thank you for your letters and the attached copy of the Transit-Oriented Affordable Housing Study, addressed to the Honourable George Heyman, Minister of Environment and Climate Change Strategy, Bowinn Ma, Parliamentary Secretary for TransLink, and me. As Minister responsible for both housing and TransLink, I am pleased to respond.

I appreciate you taking the time to share the findings from the study undertaken by Metro Vancouver, BC Housing, BC Non-Profit Association, TransLink and Vancity. I have reviewed the key findings and I was particularly interested in the policy tools and innovative approaches to construction costs. As you know, ensuring British Columbians have access to affordable housing is a top priority for this government and I am aware of the benefits that rental housing situated near transit-oriented locations provides to improving overall affordability.

Our government has already taken a number of steps to address the province's housing challenges, including early investments in modular and affordable rental units, and our recently released 30-point housing affordability plan aimed at tackling speculation, curbing demand, increasing housing supply, and improving security for renters.

I understand that the Metro Vancouver Board has directed staff to conduct a jurisdictional review regarding scaled up initiatives to generate new affordable housing, and I am eager to hear the outcome of that review.

Partnerships are important in advancing affordable housing objectives and I look forward to continuing to work with Metro Vancouver to explore opportunities that improve housing outcomes, particularly for low income households in the Lower Mainland.

.../2

His Worship Mayor Greg Moore, Chair  
Page 2

Thank you again for writing and for providing this very informative report.

Sincerely,

A handwritten signature in black ink, appearing to read "Selina".

Selina Robinson  
Minister

pc: Honourable George Heyman  
Minister of Environment and Climate Change Strategy

Bowinn Ma, MLA  
North Vancouver – Lonsdale  
Parliamentary Secretary for TransLink



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To: Regional Planning Committee

Date: March 27, 2018

Meeting Date: April 6, 2018

Subject: **Public Engagement Policy**

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The attached *Public Engagement Policy* report is presented here to the Regional Planning Committee for its information.

At its meeting of March 23, 2018, the MVRD, GVS&DD, GVWD and MVHC Boards approved the *Public Engagement Policy*. The policy aims to improve public engagement processes and create consistency across all Metro Vancouver functions by outlining Metro Vancouver's approach for the planning, implementation and reporting of engagement processes. The *Public Engagement Flow Chart* outlines the process for public engagement at Metro Vancouver.

The *Public Engagement Policy* describes the organization's guiding principles, the levels in which engagement is undertaken, and the roles and responsibilities of the Board and staff. The Public Engagement Guide is a resource for staff to assist in scoping engagement initiatives and preparing engagement strategies for the public. Standing Committees that oversee public engagement processes can expect to see more consistent reporting from staff in both seeking authorization for engagement processes and reporting back on engagement results.

**Attachment:** Report dated March 7, 2018, titled "Public Engagement Policy"

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To: Finance and Intergovernment Committee

From: Vanessa Anthony, Program Manager, Public Involvement, Water Services;  
Megan Gerryts, Corporate Projects Coordinator, Legal and Legislative Services; and  
Andrea Winkler, Program Manager, Public Involvement, Liquid Waste Services

Date: March 7, 2018 Meeting Date: March 16, 2018

Subject: **Public Engagement Policy**

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**RECOMMENDATION**

That the MVRD/GVS&DD/GVWD/MVHC Board approve the *Public Engagement Policy* as presented in the report dated March 7, 2018, titled "Public Engagement Policy."

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**PURPOSE**

To present the *Public Engagement Policy* for consideration and approval.

**BACKGROUND**

Public engagement across Metro Vancouver can take on a wide variety of forms depending on the potential impact and complexity of a project or initiative. In order to improve engagement processes and create consistency across all Metro Vancouver functions, staff have developed a *Public Engagement Policy* that outlines Metro Vancouver's approach for the planning and implementation of engagement processes.

The proposed policy is aligned with the Metro Vancouver *Board Strategic Plan* which emphasizes the importance of being accountable, transparent and responsive in order to maintain an effective federation. Metro Vancouver regularly engages with the public and key stakeholders to gather information to influence decision-making.

This report presents for Committee and Board consideration a proposed *Public Engagement Policy* to ensure that Metro Vancouver is consistent and effective in its public engagement activities (Attachment 1). An accompanying Public Engagement Flow Chart and Public Engagement Guide are also included with this report which are intended to assist staff in the administration and application of the proposed Policy (Attachments 2 & 3).

**PROPOSED PUBLIC ENGAGEMENT POLICY**

The *Public Engagement Policy* as drafted outlines Metro Vancouver's approach to public engagement by describing the organization's guiding principles, the levels in which engagement is undertaken, and the roles and responsibilities of the Board and staff. The Public Engagement Flow Chart and Guide describe the process for undertaking responsible public engagement in accordance with the guiding principles.

Increasingly, municipalities are defining their engagement practices in policy and including an accompanying Guide for staff. There are many benefits to having engagement practices defined in

policy, including ensuring that engagement initiatives are reflective of organizational values and that the principles that guide engagement are properly articulated and are agreed upon at the Board level.

### **Guiding Principles**

The proposed Policy articulates five guiding principles that direct Metro Vancouver’s engagement processes. These guiding principles are based on industry best practices and seek to set a standard of excellence in carrying out engagement processes.

1. *Accountability* – Metro Vancouver upholds the commitments it makes to the public and demonstrates that the results and outcomes of the engagement processes are consistent with the approved plans for engagement.
2. *Inclusiveness* – Metro Vancouver makes its best efforts to reach, involve and hear from those who are impacted. Plain language will be used in all engagement materials.
3. *Transparency* – Metro Vancouver provides clear and timely information, and endeavours to ensure decision processes, procedures, and constraints are understood.
4. *Commitment* – Metro Vancouver, within its ability and work plans, allocates sufficient resources for effective engagement.
5. *Responsiveness* – Metro Vancouver seeks to understand and be receptive to the public’s input.

### **Spectrum of Engagement**

The International Association of Public Participation (IAP2) spectrum of engagement is a widely used tool amongst municipalities. Metro Vancouver has been using the spectrum for many years to help identify the public’s role in the decision-making process. The adapted spectrum described in the policy outlines three engagement levels: Consult, Involve and Collaborate. Each of these levels corresponds to the level of influence the public has in the decision-making process.

The Policy directs staff to use the “Engage Assessment” in the Public Engagement Guide (Attachment 3, p. 12) to determine if their project or initiative requires engagement. If engagement is required, the assessment will help staff determine which level of engagement is the most appropriate based on the potential impact and complexity of the project or initiative.

### **Roles and Responsibilities**

The Policy outlines the roles and responsibilities of the Board of Directors in making decisions informed by public input. Three criteria are articulated in the Policy and Guide to determine if reporting to Standing Committees and the Board is required. In general, engagement reports will be sent to Committee when a project or initiative fulfills all of the following three criteria:

- The Board will be making the ultimate decision/providing the final approval regarding the project or initiative;
- The project or initiative has the potential to impact the public and/or stakeholders; and,
- There are decisions within the project or initiative that will be open to input from the public.

These criteria have been developed in order to ensure that the Board has the opportunity to review the scope of the engagement process before engagement is initiated on projects where they provide

final approval. Additionally, these criteria ensure that engagement is meaningful, since engagement is only initiated if decisions within the project or initiative are open to input from the public.

Staff are responsible for following the process described in the Public Engagement Guide. The Public Engagement Flow Chart (Attachment 2) articulates when Board reporting should take place, if required.

### **PUBLIC ENGAGEMENT GUIDE**

The Public Engagement Guide is intended to support the proposed *Public Engagement Policy* by directing staff in scoping engagement processes and preparing engagement strategies for the public. The engagement process established in the Public Engagement Flow Chart and detailed in the Guide is supported by tools and worksheets. The Guide is intended for use by Metro Vancouver staff and can be used by any member of staff regardless of their engagement expertise.

### **OTHER PUBLIC ENGAGEMENT PROCESSES**

As noted in the Public Engagement Guide, the Policy and Guide are not intended to apply to First Nation engagement which is prescribed in separate processes and primarily relevant to construction projects. In addition, Metro Vancouver's Environmental Regulation and Enforcement Division has separate notification processes that are connected to the issuance of permits and licenses.

To assist in ensuring that the public is fully informed on various Metro Vancouver initiatives, a variety of online tools and information is available to support public engagement. Specific initiatives are frequently featured on the website and the Performance Monitoring Dashboard has been developed and is maintained to provide up-to-date information across all functions within Metro Vancouver.

### **ALTERNATIVES**

1. That the MVRD/GVS&DD/GVWD/MVHC Board approve the *Public Engagement Policy* as presented in the report dated March 7, 2018, titled "Public Engagement Policy."
2. That the Finance and Intergovernment Committee receive for information the report dated March 7, 2018, titled "Public Engagement Policy" and provide alternate direction to staff.

### **FINANCIAL IMPLICATIONS**

If the Board approves alternative one, the *Public Engagement Policy* will provide direction to staff in undertaking public engagement processes. The Policy is expected to improve processes and is not anticipated to result in increased costs for engagement. Any budgetary impacts resulting from this Policy will be included in the budget approval process under the corresponding function and division.

### **SUMMARY / CONCLUSION**

The *Board Strategic Plan* emphasizes the importance of being accountable, transparent and responsive in order to maintain an effective federation. The proposed *Public Engagement Policy* aims to improve public engagement processes and create consistency across all Metro Vancouver functions by outlining Metro Vancouver's approach for the planning and implementation of engagement processes. The Policy and accompanying Flow Chart and Guide provide direction on carrying out engagement processes consistently and responsibly. Staff recommend approving alternative one.

**Attachments**

1. *Public Engagement Policy (Doc #21634159)*
2. *Public Engagement Flow Chart (Doc #24713815)*
3. *Public Engagement Guide (Doc #23559349)*

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**PUBLIC ENGAGEMENT**

Effective Date: March 23, 2018

Approved By: MVRD/GVS&DD/GVWD/MVHC Boards

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**PURPOSE**

To outline Metro Vancouver's approach for the development and implementation of engagement processes to achieve the following:

- Effective engagement processes that are clear, consistent, and carried out responsibly;
- Opportunities for public input to influence decision-making;
- Strong relationships with the communities that Metro Vancouver serves; and,
- Board decisions that are informed by input from the public.

This Policy applies to all public engagement initiatives with the exception of First Nation engagement, which is prescribed in separate processes. This Policy does not apply to the Statutory Notification Process.

**DEFINITIONS**

**"Engagement"** means purposeful dialogue between Metro Vancouver, member jurisdictions, residents, businesses and special interest groups to gather information to influence decision-making.

**"Engagement Spectrum"** means a spectrum that helps to provide -clarity on terminology, process, level of promise and expectation for engagement.

**"Engagement Support"** means the group responsible for assisting the project manager in scoping the engagement process, and preparing and executing the engagement strategy. The group may consist of staff from External Relations, Public Involvement or external consultants depending on the department structure.

**"International Association of Public Participation (IAP2)"** means an international association that promotes the practice of public participation. IAP2 has set out core values and a spectrum of participation to create a common understanding of the engagement practice.

**"Plain Language"** means clear, concise communication designed so the audience can easily understand the message.

**"Public"** means a broad grouping of residents and/or businesses and/or special interest groups.

**"Stakeholder"** means any member of the public interested in or potentially impacted by a project or initiative.

## **POLICY**

As articulated in the *Board Strategic Plan*, Metro Vancouver is committed to informing, educating, and engaging the public in decision-making and providing the public with opportunities to influence decisions that impact their lives.

This Policy sets out the guiding principles and procedures for ensuring that all engagement initiatives are carried out consistently and responsibly.

## **GUIDING PRINCIPLES**

*Accountability* – Metro Vancouver upholds the commitments it makes to the public and demonstrates that the results and outcomes of the engagement processes are consistent with the approved plans for engagement.

*Inclusiveness* – Metro Vancouver makes its best efforts to reach, involve and hear from those who are impacted. Plain language will be used in all engagement materials.

*Transparency* – Metro Vancouver provides clear and timely information, and endeavours to ensure decision processes, procedures, and constraints are understood.

*Commitment* – Metro Vancouver, within its ability and work plans, allocates sufficient resources for effective engagement.

*Responsiveness* – Metro Vancouver seeks to understand and be receptive to the public's input.

## **SPECTRUM OF ENGAGEMENT**

Metro Vancouver applies an adapted International Association of Public Participation (IAP2) Engagement Spectrum to help identify the public's role in the decision-making process, and to clearly lay out the corresponding level of engagement with examples of appropriate techniques.

Metro Vancouver will use the "Engage Assessment" as found in the *Public Engagement Guide* to determine the appropriate level of engagement required for each initiative. The different levels of engagement correspond to the level of influence the public has in the decision making process and the level of ownership Metro Vancouver has over the decision-making process and end decision.

### *Consult*

The consult level of engagement consists of raising awareness, sharing information about projects, and providing opportunities for feedback. The commitment to the public is to keep them informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. Decisions are made by the authorized decision-maker with input from the public or relevant stakeholders.

### *Involve*

The involve level of engagement consists of involving the public to make sure that concerns and aspirations are considered and understood. The commitment to the public is to work with them to ensure concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision. Decisions are made by the authorized decision-maker after involving the public to explore possible alternatives to an issue or opportunity at hand.

### *Collaborate*

The collaborate level of engagement consists of collaborating with the public in each aspect of decision-making. The commitment to the public is to look to them for advice and innovation in formulating solutions and incorporate their advice and decisions to the maximum extent possible. Decisions are made by authorized decision-makers after Metro Vancouver and the public have worked together to explore possible alternatives to an issue or decision and prioritize the preferred solution(s).

## **ROLES AND RESPONSIBILITIES**

The Metro Vancouver Board of Directors is responsible for authorizing engagement processes and hearing public input reported to them through Standing Committee and Board reports, and making decisions informed by public input.

Not all engagement processes will require reports to Standing Committees and the Board. In general, engagement reports will be sent to Committee when a project or initiative fulfills all of the following three criteria:

- The Board will be making the ultimate decision/providing the final approval regarding the project or initiative;
- The project or initiative has the potential to impact the public and/or stakeholders; and,
- There are decisions within the project or initiative that will be open to input from the public.

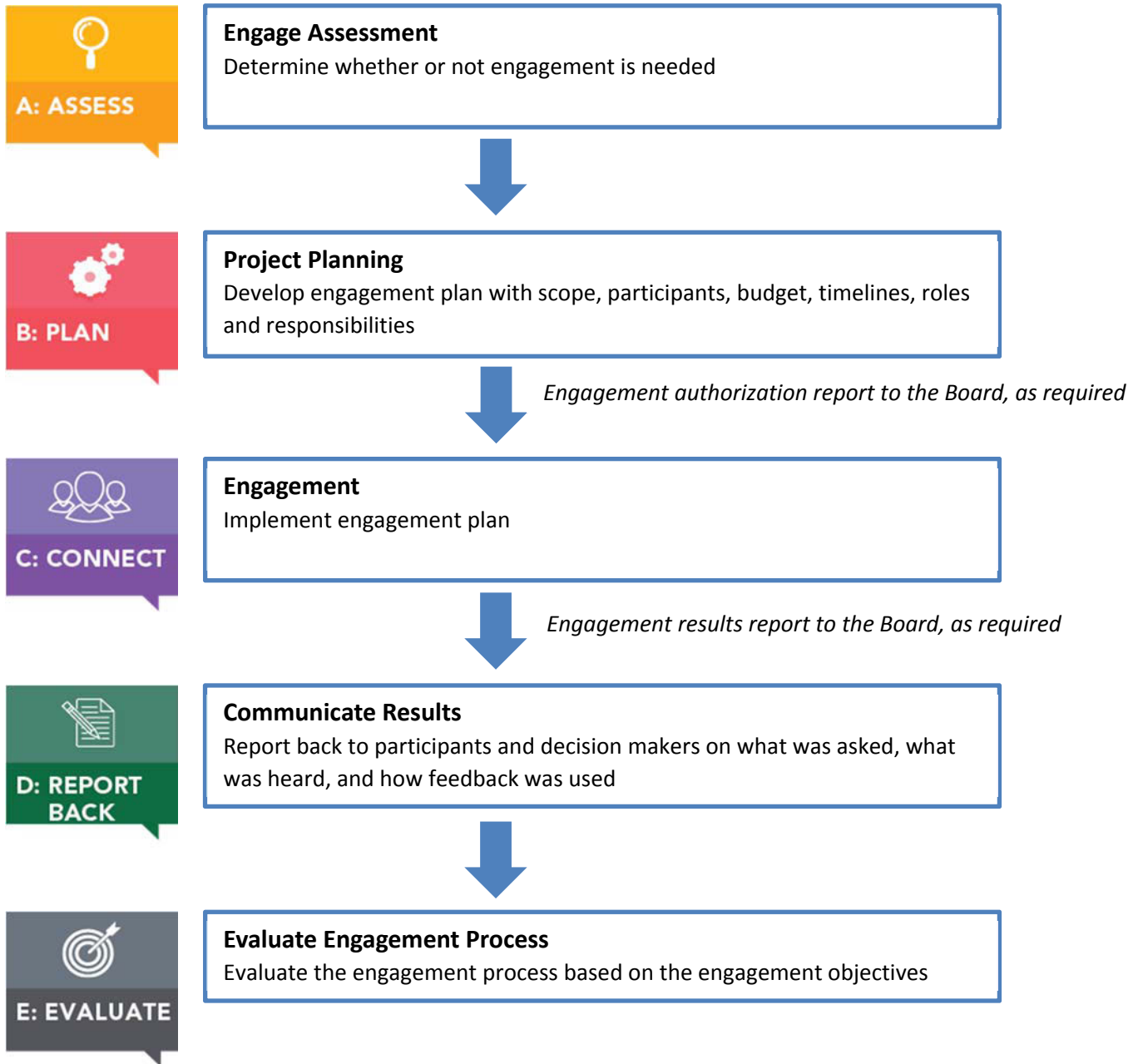
Metro Vancouver staff are responsible for adhering to the *Public Engagement Guide* and for carrying out engagement initiatives in accordance with the guiding principles. Staff will prepare reports to Standing Committees and the Boards that are informed by research, data, and analytical tools in addition to input from the public that is representative of the breadth of input received.

The *Public Engagement Flow Chart* shows the engagement process including the role of the Board.



**Public Engagement Flow Chart**

Engagement support will carry out the following steps in coordination with the project team:



24713815



# **PUBLIC ENGAGEMENT GUIDE**

## **A Guide for Metro Vancouver Staff**

March 2018

23559349



SERVICES AND SOLUTIONS FOR A LIVABLE REGION

Regional Planning Committee

## TABLE OF CONTENTS

1.	INTRODUCTION .....	3
1.1	WHAT IS ENGAGEMENT? .....	3
1.2	ENGAGEMENT GUIDING PRINCIPLES.....	6
1.3	WORKING WITH STANDING COMMITTEES AND THE BOARD.....	6
2.	IS ENGAGEMENT NEEDED? .....	7
2.1	INTRODUCTION TO THE ASSESSMENT TOOL.....	7
2.2	OVERVIEW OF THE ENGAGEMENT PROCESS.....	8
3.	ENGAGEMENT TOOLS AND WORKSHEETS .....	11
A.	ASSESS – ENGAGE ASSESSMENT TOOL .....	12
B.	PLAN – SCOPING PROJECTS & STAKEHOLDERS.....	18
C.	CONNECT – ENGAGEMENT METHODS .....	22
D.	REPORT BACK.....	24
E.	EVALUATE – PROCESS EVALUATION .....	26
APPENDIX A	REPORTS SEEKING AUTHORIZATION .....	28
APPENDIX B	REPORTS DESCRIBING RESULTS .....	32

The Metro Vancouver Public Engagement Guide supports Metro Vancouver's *Public Engagement Policy* and provides more detail on the process described in the Public Engagement Flow Chart. The Guide is intended to direct staff in scoping engagement processes and preparing engagement strategies for the public. This Guide does not apply to First Nation engagement, which is prescribed in separate processes.

The process described in the *Public Engagement Policy* and Guide does not apply to Metro Vancouver's Statutory Notification Process.

## 1. INTRODUCTION

Metro Vancouver is committed to informing, educating, and engaging the public about decisions that impact their lives and livelihoods. Meaningful engagement allows us to make better quality decisions and improve our relationships with residents, businesses, special interest groups, and municipalities.

The purpose of this Public Engagement Guide is to help Metro Vancouver employees across all departments deepen their understanding of engagement and ensure the consistent delivery of and reporting out on engagement processes at Metro Vancouver. It is designed to help you determine when to seek public input, what methods to use, and how to know if the process was a success.

This Guide will help clarify key terms and best practices in engagement, as well as introduce you to the guiding principles that direct Metro Vancouver's engagement efforts. It will take you through the steps of designing, implementing, and evaluating your engagement efforts and offers practical tools and resources to incorporate into your projects.

The Guide also includes an interactive assessment tool. This tool will help you decide whether engagement is needed for your project and what level of engagement is required. It is designed to support you in scoping projects, selecting engagement methods, and navigating approval steps. The Guide is not meant to be a substitute for working with an engagement support team. Your engagement support will work with you to develop and implement the engagement process.

### 1.1 WHAT IS ENGAGEMENT?

Engagement is based on the premise that people have the right to participate in decision-making processes that affect them on the individual or community level. The Metro Vancouver *Public Engagement Policy* defines engagement as:

*"Purposeful dialogue between Metro Vancouver, member jurisdictions, residents, businesses, and special interest groups to gather information to influence decision-making."*

For efficiency, throughout this Guide and in the Policy these groups are collectively referred to as 'the public.'

Engagement presents participants with opportunities to learn about Metro Vancouver projects, contribute feedback, inform decision-making, and be informed of the outcomes.

The purpose of engagement is not to make everyone happy with the outcome. Instead, a successful process means that participants can live with an outcome, because they understand that the engagement process was defensible, with an appropriate level of engagement delivered in a timely and logical way.




When engagement is done well, benefits can include:

- **Reducing risk by understanding impacts and issues ahead of time** by engaging early, potentially negative impacts on the community can be addressed early, which can save money, time and relationships in the long run.
- **Create better projects and plans with local knowledge:** Communities and interest groups have local knowledge and possibly different ways of viewing issues. Metro Vancouver benefits from the diverse viewpoints and new ideas raised through engagement to make better quality and responsive decisions.
- **Develop champions in the community** who can end up becoming ambassadors for the project if they feel community issues have been listened and responded to. These champions help establish credibility and trust within the community.
- **Help elected officials make good decisions** by engaging with the right people and groups, asking clear questions and reporting back on what we heard, elected officials are able to make informed decisions with a better understanding of the community's perspectives on an issue.

Metro Vancouver offers an array of engagement activities, ranging from information sessions to collaborating on solutions. Metro Vancouver has adapted the International Association of Public Participation's (IAP2) Spectrum of Public Participation<sup>1</sup> to provide a clear framework on the public's role in the decision-making process and the most suitable engagement techniques and tools to match the level. This spectrum is internationally recognized and used by municipalities across North American and internationally. It provides a common framework and language for assessing and determining the appropriate level of engagement.

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<sup>1</sup> **IAP2** is an international member association which seeks to promote and improve the practice of public participation or community engagement, incorporating individuals, governments, institutions and other entities that affect the public interest throughout the world.

IAP2 Spectrum	 <b>Consult</b>	 <b>Involve</b>	 <b>Collaborate</b>
Public Participation Goal	To obtain public feedback on analysis, issues, alternatives and decision.	To work with the public to make sure that concerns and aspirations are considered and understood.	To partner with the public in each aspect of the decision-making.
Promise to the Public	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.
Example techniques	<ul style="list-style-type: none"> <li>• Public Comments</li> <li>• Focus Groups</li> <li>• Surveys</li> <li>• Public Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Workshops</li> <li>• Deliberative Polling</li> </ul>	<ul style="list-style-type: none"> <li>• Citizen Advocacy Committees</li> <li>• Consensus-Building</li> <li>• Participatory Decision Making</li> </ul>

A more detailed description of the Consult through Collaborate levels, and appropriate tools to use at each level is included in “C. CONNECT - Engagement Methods” (p 22).

## 1.2 ENGAGEMENT GUIDING PRINCIPLES

Metro Vancouver's engagement processes are guided by the following five principles:

- **Accountability** – Metro Vancouver upholds the commitments it makes to the public and demonstrates that the results and outcomes of the engagement processes are consistent with the approved plans for engagement.
- **Inclusiveness** – Metro Vancouver makes its best efforts to reach, involve, and hear from those who are impacted. Plain language will be used in all engagement materials.
- **Transparency** – Metro Vancouver provides clear and timely information, and endeavours to ensure decision processes, procedures, and constraints are understood.
- **Commitment** – Metro Vancouver, within its ability and work plans, allocates sufficient resources for effective engagement.
- **Responsiveness** – Metro Vancouver seeks to understand and be receptive to the public's input.

Keeping the public and the Board of Directors informed about Metro Vancouver's engagement processes is essential for ensuring that engagement processes are carried out responsibly and in accordance with these guiding principles.

## 1.3 WORKING WITH STANDING COMMITTEES AND THE BOARD

For the Board of Directors to make effective decisions, they need to be supplied with well written reports that are informed by research, data, and analytical tools in addition to input from the public. For further information on the practices for Board and Standing Committee processes and agenda management refer to the *Standing Committee Agenda Management Policy*. For specific direction on writing engagement reports, please refer to Appendices A and B.

## 2. IS ENGAGEMENT NEEDED?

### 2.1 INTRODUCTION TO THE ASSESSMENT TOOL

Not every Metro Vancouver project or decision is going to require engagement. Generally, the more complex and/or impactful the issue or project, the greater the need for public engagement. The required level of engagement will vary for each project, depending on the scale of impact and complexity.

The **Metro Vancouver Engage Assessment** (see p 12) was created to help Metro Vancouver staff determine:

- If the initiative requires engagement;
- What an appropriate level of engagement is based on how input from the public will be used;
- What an appropriate scope of engagement is based on the impact and complexity of the initiative;
- Whether Board authorization and reporting is required prior to proceeding with the engagement process; and,
- The appropriate internal and external resources to use throughout the engagement process.

Some examples of Metro Vancouver projects that typically have an impact on the public:

- **Plans, Policies, Programs, and Regulations**, such as the Regional Growth Strategy, air quality and climate change plans, the Grease Interceptor Bylaw, Emissions Regulations, or Pollution Prevention Plans Regulation.
- **Service Provision**, such as drinking water, wastewater treatment, and solid waste management; regional parks and affordable housing services.

This guide refers to your engagement process as “your project,” understanding that it could be a program, project, regulation, plan, service, or something else.



## 2.2 OVERVIEW OF THE ENGAGEMENT PROCESS

The following process establishes a clear and consistent approach for Metro Vancouver staff to follow. The engagement process helps us to define a process, avoid role confusion, set out achievable and logical steps, and deliver on our commitment to the Guiding Principles.

This overview describes the five steps of an engagement process, cross-referencing to worksheets to support you at each step. The next section of this guide contains the worksheets. Please note that the process will be iterative – you will design a process, identify participants, and brainstorm engagement activities before engagement begins, but ongoing reporting and evaluation may require you to update these materials throughout the process.



**The Engage Assessment (p 12)** is intended to help you determine whether your project will benefit from engagement. This tool will clarify: If engagement is required and why, the level of engagement required, roles and responsibilities and engagement steps.



Once the Engage Assessment is completed, the engagement support can develop an **engagement plan**. The engagement plan is a critical tool to create a shared understanding with your team and consultant(s) on engagement scope, stakeholders, budget, timelines, roles and responsibilities. This is also the step where you prepare the materials that are needed to share information with your audience. **Tool: PLAN - Scoping Projects and Stakeholders Worksheet (p 18).**



You are now ready to **implement your engagement plan**. Successful engagement events depend on providing sufficient notice about when and where engagement is taking place to ensure good turn-out at the event. The events are an opportunity to connect with our audience(s) in an honest, open, and meaningful manner. **Tool: CONNECT - Engagement Methods (p 22).**



Metro Vancouver's commitment to accountability and transparency is demonstrated when you **communicate the results of our engagement efforts** back to participants and decision makers in a timely and accessible manner and explain how feedback was used. **Tool: REPORT BACK - Engagement Summary Worksheet (p 24).**



After connecting with participants and reporting back on their input, the next step is to evaluate whether the engagement process is still working. Building an evaluation into the engagement process helps ensure that Metro Vancouver resources are being used efficiently and effectively. **Tool: EVALUATE – Process Evaluation Worksheet (p 26).**

This diagram shows an example Metro Vancouver engagement process against these five steps. This example project is to develop a new bylaw.



**Project Engagement Lead:** Jane Chan

**Overall Engagement Level:** Consult

**Engagement Objectives:**

- To explain the issues that Metro Vancouver is trying to address through a new bylaw
- To learn about how the proposed bylaw would impact stakeholders
- To ensure the bylaw can be implemented effectively



**Stakeholders:** Special interest groups, industry associations, enforcement officers, municipal representatives, general public

**Timeline:** accounts for scoping, Board authorization, engagement on proposed requirements (Phase 1), bylaw development, engagement on finalizing requirements (Phase 2), Board approval

**Materials:** Webpage, Key Messages, FAQs, Notification Letters, Interview, site visit and workshop guides



**Engagement Activities:**

- Key Informant Interviews
- Site Visits
- Stakeholder workshops
- Newsletter update



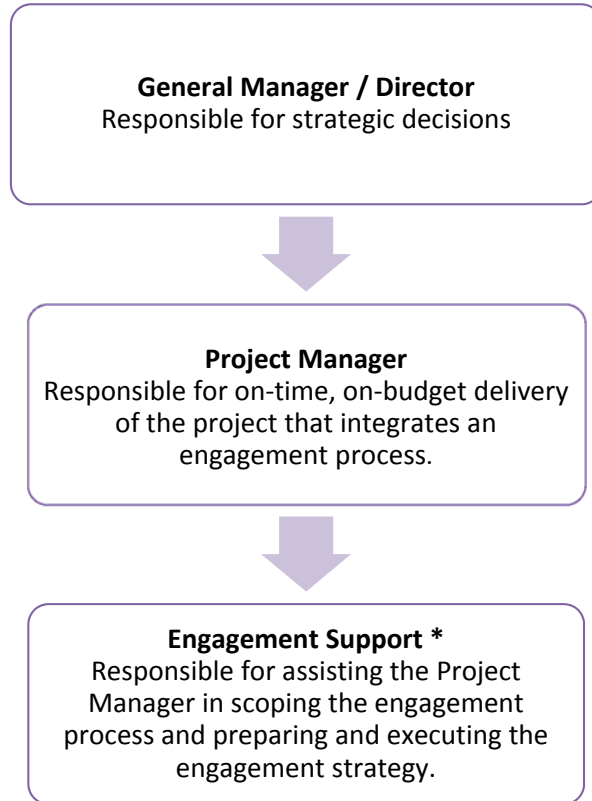
Engagement report summarizing the engagement activities and findings delivered to the technical leads of the project for first review, and if deemed appropriate, added as an attachment to Committee and Board report.



Engagement evaluation takes place through debrief with the project teams on an ongoing basis.

## 2.3 ROLES AND RESPONSIBILITIES

The following diagram shows typical roles and responsibilities for projects.



\* **Engagement Support** may consist of staff from External Relations, Public Involvement, or external consultants, depending on the department structure.


### 3. ENGAGEMENT TOOLS AND WORKSHEETS

This section of the guide contains the Engage Assessment Tool and a series of worksheets and tip sheets designed to help you make strategic decisions throughout the five-step engagement process.

Please print out and use these worksheets. Going through the strategic thinking steps in the worksheets will prepare you for writing an engagement plan for your project. Please seek the advice of your engagement support if you cannot answer a question.

The tools and worksheets include:

- A. **ASSESS – Engage Assessment Tool:** An interactive worksheet to determine whether engagement is needed and what level of engagement is appropriate for your project. It has three parts: Do you need engagement? Do you need Board approval? What level of engagement is appropriate?
- B. **PLAN – Scoping Projects and Stakeholders Worksheet:** This worksheet has two parts. The first will help you clarify what decision is being made, how engagement will influence the decision, and what contextual issues may affect the decision and people’s perceptions of it. The second will help you understand the participants who need to be involved in your process.
- C. **CONNECT – Engagement Methods:** This resource offers examples of tools and techniques that you may want to use in your engagement processes.
- D. **REPORT BACK – Engagement Summary Worksheet:** This resource outlines how to approach the Engagement Summary.
- E. **EVALUATE – Process Evaluation Worksheet:** This resource provides strategic questions to consider when designing an engagement process, so that you have the tools to evaluate the process at key points.

  
**A: ASSESS**

## A. ASSESS – ENGAGE ASSESSMENT TOOL

### Part 1 IS ENGAGEMENT NEEDED?

Please use this tool to test whether your project needs engagement, and if engagement is required, what level of engagement is appropriate.

Section 1. Project Definition
<b>What is the project?</b> <i>Please describe:</i> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>
<b>What is the desired outcome of the project?</b> (e.g. a new policy or regulation, new infrastructure, changes to an existing service; etc.) <i>Please describe:</i> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>
<b>What decisions have already been made?</b> <i>Please describe:</i> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>

Section 2. Engagement Requirement		
<b>Are there decisions within the project or initiative that will be open to input from the public?</b>	<b>Yes – if yes, what do you want public input on?</b>	<b>No – If decisions are not open to input, engagement is not appropriate for your project.</b> To be genuine and meaningful, engagement projects must ask questions where input can influence the outcome.
<b>Is there a legislative, regulatory, Ministry, and/or Statutory requirement for engagement for this project?</b>	<b>Yes</b>	<b>No</b>
<b>Does the project or initiative have the potential to impact the public?</b>	<b>Yes</b>	<b>No</b>


**If you answered “yes” to one or more of the above questions (in green), engagement is required for your project. Please fill out Section 3 then continue to Part 2.**

**If engagement is not required, you may still be required to inform the public about your project. Please coordinate with your engagement support to develop a communications and outreach strategy.**

<b>Section 3. Board authorization and reporting</b>		
Are there decisions within the project or initiative that will be open to input from the public?	Yes	No
Does the project or initiative have the potential to impact the public and/or key stakeholders?	Yes	No
Is the Board the ultimate decision maker/providing the final approval regarding the specific project or initiative?	Yes	No

**If you answered “yes” to ALL of the questions above (in green), Board reporting is required for your project and you must seek Board authorization for initiation of an engagement process.  
Please refer to Appendices A and B for more specific guidance on report writing.**

Sign off on this Engage Assessment Tool varies department by department. Please confirm your specific requirements with your manager.

  
**A: ASSESS**

## A. ASSESS – ENGAGE ASSESSMENT TOOL

### Part 2 WHAT LEVEL OF ENGAGEMENT IS NEEDED?

Each project has factors that affect what level of engagement is required. The appropriate level depends on a careful analysis of your project’s **impact** and **complexity**.

### Level of Impact

Assessing the level of impact means looking at who will be affected by the decisions made and how deeply the impact will be felt. For example, is the impact limited to a select few stakeholders or is it region wide? Will the resulting decision impact people’s quality of life or their business operations?

Answer the following questions to help determine likely “level of impact” of your project. You may have to take your “best guess” at this time.

IMPACT (real or perceived)	ASSIGN 0 POINTS For each checked box	ASSIGN 1 POINT For each checked box	ASSIGN 2 POINTS For each checked box	ASSIGN 3 POINTS For each checked box
<b>Is the project controversial or unpopular?</b>	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> The public are not likely to be concerned.	<input type="checkbox"/> Some issues are anticipated.	<input type="checkbox"/> Many issues. At least one significant group that is opposed.
<b>Will the decision have financial impacts?</b>	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Somewhat likely, with a negligible or indirect impact.	<input type="checkbox"/> More likely, with a potentially moderate direct impact.	<input type="checkbox"/> Very likely, with potentially high direct impact.
<b>Will the project or decision significantly affect health and safety?</b>	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Somewhat likely, with a negligible or indirect impact.	<input type="checkbox"/> More likely, with a potentially moderate direct impact.	<input type="checkbox"/> Very likely, with potentially high direct impact.
<b>Will the project or decision affect the environment?</b>	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Low, temporary, and/or local effect.	<input type="checkbox"/> High, temporary local or regional effect.	<input type="checkbox"/> High, long-term local or regional effect.
<b>Will the project or decision affect quality of life? (e.g. noise, odour, views, congestion, access, change in land use)</b>	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Low, temporary, and/or local effect.	<input type="checkbox"/> High, temporary local or regional effect.	<input type="checkbox"/> High, long-term, local or regional effect.
<b>SUM CHECKED BOXES</b> Multiply the results	<b>X 0 points</b>	<b>X 1 points</b>	<b>X 2 points</b>	<b>X 3 points</b>

**If your total points are between:**

- 0 to 5 points: Your Impact Number is 1
- 6 to 9 points: Your Impact Number is 2
- 10 to 15 points: Your Impact Number is 3

**Total points:** \_\_\_\_\_

**Impact Number:** \_\_\_\_\_



### Level of Complexity

Assessing the **level of complexity** looks at how unique or challenging the initiative is. For example, does the project have a variety of phases or components? Are there likely to be opposing public opinions about the issue or project?

Answer the following questions to help determine likely “level of complexity” of your project. You may have to take your “best guess” at this time.

COMPLEXITY	ASSIGN 0 POINTS For each checked box	ASSIGN 1 POINT For each checked box	ASSIGN 2 POINTS For each checked box	ASSIGN 3 POINTS For each checked box
<b>How divergent is public opinion on your project?</b>	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Little disagreement or positions can be easily managed.	<input type="checkbox"/> There will be a few competing positions, but they can be managed with some effort.	<input type="checkbox"/> Competing positions by multiple groups or more than a few different strongly held positions.
<b>What is the likely level of public understanding of the issue or project?</b>	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Relatively simple issue and / or strong level of public understanding.	<input type="checkbox"/> Moderately complex issue and / or limited level of public understanding.	<input type="checkbox"/> Highly complex issue and / or low public understanding.
<b>Have we done something like this before?</b>	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Standard / routine.	<input type="checkbox"/> Unique or pilot project.	<input type="checkbox"/> Precedent-setting or brand new.
<b>How long will this project take?</b>	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Less than a year.	<input type="checkbox"/> One to three years.	<input type="checkbox"/> Three years or more, or on-going.
<b>SUM CHECKED BOXES</b> Multiply the results	<b>X 0 points</b>	<b>X 1 points</b>	<b>X 2 points</b>	<b>X 3 points</b>

**If your total points are between:**

- 0 to 4 points: Your Complexity Letter is A
- 5 to 8 points: Your Complexity Letter is B
- 8 to 12 points: Your Complexity Letter is C

**Total points:** \_\_\_\_\_

**Complexity Letter:** \_\_\_\_\_

Combine your **Impact Number** with your **Complexity Letter** and find the corresponding box on the next page.

Use your Impact Number and Complexity Letter in the table below to locate where on the Engagement Spectrum your project falls.

LEVEL OF COMPLEXITY	1C: Low impact, high complexity	2C: Medium impact, high complexity	3C: High impact, high complexity
	Spectrum: Consult to Involve	Spectrum: Consult to Involve	Spectrum: Collaborate
	1B: Low impact, medium complexity	2B: Medium impact, medium complexity	3B: High impact, medium complexity
	Spectrum: Consult	Spectrum: Consult	Spectrum: Involve to Collaborate
	1A: Low impact, low complexity	2A: Medium impact, low complexity	3A: High impact, low complexity
	Spectrum: Consult	Spectrum: Consult	Spectrum: Involve
	LEVEL OF IMPACT		



**B. PLAN – SCOPING PROJECTS & STAKEHOLDERS**  
**Part 1 SCOPING PROJECTS WORKSHEET**

Please use this worksheet to clarify what you will be engaging on. In most Board authorized engagement processes, issues will be explored and researched, people will be asked input on options and ideas, and then a staff recommendation to the Board for a decision (Appendix B) will be made.

**B1. What decision is being made?**

*Please be as specific as possible. Examples include: “Choosing the location of a new park or facility”, “introducing a new bylaw or regulation,” or “construction of new pipes and a pump station.”*

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**B2. What is the context for this decision?**

*Describe the history of this project or issue. What are the main opportunities? What areas will be most contentious? What past or planned future activities/policies are relevant and could affect this project? What legislative direction is there for this project? What technical constraints exist? Why is this engagement process happening now?*

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**B3. What is the role of engagement?**

*Please describe how engagement will impact the final decision being made. Over the course of your engagement project, your “ask” will vary depending on the project needs. Do you want to: Raise awareness? Identify potential issues, conflicts, or project benefits? Change attitudes or beliefs? Build support for a project? Build trust? Gain local insight and ideas? Evaluate options? Evaluate a program, policy, or service? Build support for implementation? Something else? How do those “asks” change by stakeholder or change over time?*

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**B4. What is “off the table” for engagement?**

*Please describe topics, issues, or decisions that are not open to engagement. This is important in order to manage the expectations of participants and explain where their feedback will have the most effect. Are there any other non-negotiables or constraints?*

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**B5. What factors are driving your engagement timeline?**

*Please describe any requirements, commitments, or realities that are driving the timeline for your engagement project. How have you considered engagement needs around school holidays, elections, or other times of year that are not appropriate for engagement?*

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**B6. What does success look like?**

*If the engagement process is successful, what will result from your process? For example, success may be: homeowners affected by the construction of a new reservoir will understand why the project is needed and will accept the construction impacts, even though they are directly affected. Or, a new policy or regulation is adopted that has strong support for implementation.*

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**B. PLAN – SCOPING PROJECTS & STAKEHOLDERS**  
**Part 2 UNDERSTANDING STAKEHOLDERS WORKSHEET**

This worksheet will help you understand who to involve in your process. The various participants will have different information, logistical, and other engagement needs.

**B7. Who is most affected by and interested in your project?**

*Identify individuals and groups who are most interested in and most affected by the process. Who is not likely to participate, but would add value if they did? Please describe specific geographic, age, gender, economic, businesses, or other groups who need to be represented.*

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The *Public Engagement Policy* defines ‘Public’ as “a broad grouping of residents and/or businesses and/or special interest groups”. Any member of the public interested in or potentially impacted by the project is considered a stakeholder.

Possible stakeholders could include:

- individuals;
- public interest groups (ethnic community associations, stewardship societies);
- specific demographic groups (youth, seniors);
- marginalized and hard-to-reach populations and/or their representative groups;
- industry associations and individual industries;
- scientific, professional, educational, and voluntary associations;
- school boards; and
- other jurisdictions, levels of governments and their agencies, such as public health agencies.

The following table shows an example plan for stakeholder engagement.

<b>Name</b>	<b>Sector</b>	<b>How to reach</b>	<b>Potential Barrier(s)?</b>
<b>Local Homeowners</b>	Individuals	One-on-one meetings, phone calls, mail-drop flyers, neighbourhood signs, Community Liaison Officer contacts	Working around their availability, explaining “what’s in it for them” to participate.
<b>Assisted Living Facility</b>	Seniors	Make a presentation during lunch at the facility	Account for people with vision or hearing impairment in presentation.
<b>Trucking Representative</b>	Industry Associations	Breakfast stakeholder meeting; present at existing Board meeting; phone calls; webinar	May require plenty of advance time to schedule a meeting.
<b>Immigrant Services Organization</b>	Public Interest Group	Set up introductory meeting to explain project and organization’s role; keep organization updated and request they share materials with member groups.	May require translated materials and translation facilitators at events.



## C: CONNECT

### C. CONNECT – ENGAGEMENT METHODS

#### Part 1 ENGAGEMENT PLANNING TIPS & CONSIDERATIONS

This resource offers examples of tools and techniques that you may want to use in your engagement process. They are sorted into the IAP2 Public Participation Spectrum levels to show which tools support informing stakeholders versus which tools better support a dialogue with stakeholders.

#### Consult

At this level, communication becomes a two-way exchange. When you **consult**, you raise awareness, share information about your project, and provide opportunities for feedback. Your goal is to gather feedback to inform your decisions, and you are not necessarily committing to using all the feedback. Your commitment to the public is to keep them informed, listen to and acknowledge their ideas, and “close the loop” on how input influenced the decision being made. This level of engagement is appropriate when technical solutions are clear and routine.

Example “consult” tools include:

- **Open Houses:** display boards, exhibits, unstructured discussions or conversations.
- **Town Hall / Public Meetings:** Information sessions, Question and Answer sessions.
- **Survey:** telephone/online/intercept survey or research poll that is demographically representative.
- **Questionnaire:** Hard copy paper or online questionnaire that participants opt-in to take (not necessarily demographically representative).
- **Email or Mail:** Input link on website to receive letters.
- **Small Sessions:** Interviews, One-on-One meetings, moderated small discussions or focus groups.
- **Experts:** Panel presentations, Moderated discussion after a presentation.

#### Involve

The involve level adds iteration to the engagement process; at this level you are committing to demonstrating that you understand public concerns and have considered them. Over multiple stages, you need to show what you heard in the process, how that input was used and was not used (and why), and what the next step is. At each step, there is an opportunity to go deeper with participants to explore past their positions on issues and better understand the personal values that drive their decision-making. At this level you do commit to developing and gathering input on options/alternatives that reflect public input from a previous engagement step. This level of engagement is appropriate when there is no clear solution to an issue.

Example “involve” tools include:

- **Workshops:** Interactive working sessions, small group brainstorming, World Café, and other small group, dialog-based engagement methods.
- **Charrettes:** An intensive structured design-first workshops that bring in designers, engineers, planners, and other cross-disciplinary experts to design options and alternatives with stakeholders over the course of one to five days.

## Collaborate

When you collaborate, you commit to partnering with the public on each aspect of decision-making. This can include designing the engagement process with the public to ensure that it will be effective. At the collaboration level, you commit to incorporating advice and recommendations to the maximum extent possible. This level of engagement is appropriate when the scope and definition of the issue is unclear, meaning that there is also no clear solution.

- **Consensus Building and Participatory Decision Making:** inclusion of consensus-building facilitation techniques into groups, meetings, panels, and workshops.
- **Advisory Committee or Task Force:** Ongoing engagement of stakeholders through an advisory committee that has some authority over the design of the engagement process, definition of deliverables, and oversight of deliverables and the process.





## D. REPORT BACK TO STAKEHOLDERS

### Part 1 WORKSHEET

This resource outlines how to approach the engagement summary and report back. Information about reporting to Boards and Committees is included in Appendices A and B.

Closing the loop with participants is a fundamental part of any engagement process. This lets people know you are listening, that their time was well-spent, and their input is being used to influence decisions.

While specific reporting requirements will vary depending on the type of project, an engagement summary report should:

- Describe the activities before, during, and after the engagement process;
- Identify how the process contributed to the project;
- Provide a summary of key ideas and priorities that emerged including, themes, and trends in the data; and
- Explain how feedback was incorporated.

If you are reporting out to a Metro Vancouver Board through a Committee, once the Committee agenda package is posted online, advise stakeholders of the meeting date, location, time, provide a link to the agenda package, and information on how to sign-up as a speaker. For issues that have a high degree of stakeholder interest, you may also consider advising stakeholders when the Board agenda package is published including the same information plus the time by which speakers must submit delegation requests.

**D1. How has the feedback from participants been incorporated into the project?**

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**D2. Who needs to know the outcome and decisions of this engagement process?**

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**D3. How will the findings from the engagement process be shared and in what format? (e.g. online, electronic or printed report, detailed or summary document).**

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**D4. What findings will be presented?**

*Are there any findings that are potentially controversial or newsworthy? How well is the decision being made aligning with public input? What hasn't been addressed and why? Are there any ways to simplify the report-back so that key findings stand out?*

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## E. EVALUATE – PROCESS EVALUATION

### WORKSHEET

This resource provides strategic questions to consider when designing an engagement process, so that you have the tools to evaluate the process at key points.

Evaluation helps ensure that our projects are efficient and effective. It also provides us the opportunity to try new things, learn from mistakes, and improve our engagement practices as individuals and as an organization. At the beginning of your process, you should discuss with your team what success looks like. Then, develop some evaluation metrics so that you can check in during and after the process to see if you are on track.

Evaluation typically happens at four key points:

- **At process design:** ensure that the results you wish to achieve can be observed and measured.
- **At each event and input opportunity:** include a feedback form for attendees and make time for a quick debrief with staff at the end of the event.
- **At the end of each engagement phase:** Conduct a formal evaluation across the team (including Project Managers, event and support staff, communications and decision makers). Take note of challenges and update your plan accordingly for the next phase of engagement.
- **At the end of the project:** Conduct a formal evaluation across the team (including Project Managers, event and support staff, communications and decision makers). Save helpful resources and processes in a central location, so that you have templates, checklists, and other materials ready for your next engagement project.

The list of questions below can be used to evaluate your process:

#### E1. How did public input affect the decision being made?

*What feedback was incorporated and why? What feedback was not incorporated and why? How did you communicate this to participants?*

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**E2. What were the original goals for the engagement?**

*Did the team achieve what it set out to do? This is easy to answer when you take a moment early on to ensure that the results you wish to achieve can be observed and measured.*

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**E3. Were all affected staff, stakeholders, and members of the public reached?**

*If not, why? Did participants receive a report back on how their input was used?*

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**E4. Were the engagement tools and approaches effective?**

*How does your data demonstrate this?*

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**E5. Were participants satisfied with the process?**

*How does your data demonstrate this?*

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**E6. Were the key issues addressed?**

*What issues or challenges emerged and how could they have been prevented?*

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**E7. Were the Metro Vancouver Engagement Principles demonstrated in each step of the process?**

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## Appendix A Reports Seeking Authorization

This section is intended to give direction on producing reports for Committee and Board consideration that seek authorization to proceed with an engagement process.

### A.1 PURPOSE OF REPORT

The aim of these types of reports is to inform elected officials of relevant information related to the project or initiative and receive approval to proceed with the engagement process in the way described in the report.

Generally, reports seeking authorization to proceed with an engagement process will outline the key issues surrounding the project or initiative, explain why engagement is necessary, describe how input from the public will be used, and define the proposed scope (e.g., timeframe) and methods of the engagement process. The tools and worksheets contained in this guide will assist you in developing this information.

This type of report does not necessarily need to be a standalone report, but could be part of a larger overall report. For example, a report seeking authorization to proceed with engagement on amendments to an existing bylaw would also describe the history of the bylaw, why amendments are necessary, and describe possible amendment options. This report can also be used in communications to those being engaged.

## A.2 REPORT SEEKING AUTHORIZATION GUIDE

For more direction on putting together a committee report, refer to the Guidelines on Report Writing Format.

Include the following information in your committee report seeking authorization to proceed with an engagement process. Insert these sections into the Report Template.

### RECOMMENDATION

That the MVRD/MVHC/GVWD/GVS&DD Board approve the scope of the proposed <Name of Project or Initiative> and authorize staff to proceed with the engagement process as presented in the report dated Month Day, Year, titled “<Name of Project or Initiative> – Public Engagement Process”.

### PURPOSE

To seek approval of the scope of the <Name of Project or Initiative> and to receive authorization to begin engagement on the project/initiative.

### BACKGROUND

- Outline why this project or initiative is being brought forward now (e.g. board motion, committee work plan, *Board Strategic Plan*), some examples are included below
- Briefly summarize relevant background information on the project or initiative, such as how the project or initiative arose, when a plan/Bylaw or strategy first came into effect, the changes being proposed and why they are needed etc.
- End this section: “This report presents the scope of the <Name of Project or Initiative> for approval, along with a proposed engagement process that allows stakeholders to provide input on the <project or initiative>.”

At the November 25, 2016 meeting of the GVS&DD Board, the following motion was passed:

*That the GVS&DD Board direct staff to proceed with public and stakeholder consultation on the proposed changes to the Development Cost Charge Program following the adoption of the 5-year financial plan in March 2017, and direct staff to report back, prior to the consultation, on phasing of and potential strategies to mitigate the impact of the rate increases.*

Initiating consultation on potential regulatory mechanisms to reduce emissions from indoor residential wood burning was identified as a priority action in the Climate Action Committee’s 2017 work plan.

The Metro Vancouver *Board Strategic Plan* directs staff to “identify the key threats to the region’s air quality and their sources, and pursue appropriate means for reducing or eliminating identified threats.”

**<NAME OF PROJECT OR INITIATIVE>**

- Describe the project or initiative in as much detail as is necessary
- Give relevant background information e.g. describe current practices, the changes that are being proposed and why they are needed
- Subheadings may be required if certain issue areas need to be explained further

**ENGAGEMENT PROCESS**

Metro Vancouver is committed to engaging with stakeholders that have the potential to be impacted by <project or initiative> and approaches engagement in a manner that incorporates feedback from stakeholders into project plans where possible. Metro Vancouver will provide a variety of forums, listed below, to learn about stakeholders’ interests and concerns related to the <project or initiative>. This information will inform the <project or initiative> and be reported back at the end of the process along with staff recommendations.

**Scope of the Engagement**

Metro Vancouver will be seeking input on the following aspects of the <project or initiative>

- Bullet the areas you are seeking input on or describe in paragraph format (e.g. bylaw requirements, parkland uses, building design and impacts on a neighbourhood etc.). Be as specific as possible.

**Stakeholders**

Staff have identified the following stakeholders who may be impacted by, or have an interest in, the project or initiative.

- Use a bulleted list for when stakeholders consist of specific groups or use a paragraph format to describe more broadly the groups that will be engaged

**Methods and Timing**

In order to engage with the identified stakeholders, the following methods are being proposed as part of the engagement strategy:

<b>Method</b>	<b>Purpose</b>	<b>Timing</b>
Insert detail	Insert detail	Insert detail
Insert detail	Insert detail	Insert detail
<i>The methods included below are provided as an example:</i>		
Metro Vancouver website	Provide up to date information about the engagement process	Ongoing beginning Spring 2018
Letter/Email notification and updates	Provide notification that engagement is beginning, provide information on	Spring 2018 Summer 2018 Fall 2018

Method	Purpose	Timing
	opportunities to engage, deliver updates on what we heard	Winter 2018
Working group	Provide an opportunity for in-depth regular discussions with key stakeholders	Spring 2018 – Winter 2018 (quarterly meetings)
Multi-lingual focus groups	Provide an opportunity for education and engagement for those stakeholders that are not comfortable conversing in English	Summer 2018
Online survey	Provide a quick and easy option for stakeholder who wish to participate remotely	Fall / Winter 2018
Site visits/interviews	Provide an opportunity for in-person education and engagement during visits	Fall / Winter 2018

### FINANCIAL IMPLICATIONS

- Begin: “If the Board/Committee approves alternative one...”
- Identify whether the alternative is included in the budget, and under which function, division or program budget
- Where applicable, reference the function that will be financially impacted by the alternative
- Where applicable, reference the household impact
- Separate the cost of the project/initiative from the cost of carrying out the engagement process
- If alternative two is to provide alternate direction to staff, indicate that further analysis may be required to determine the resulting financial impacts

### SUMMARY / CONCLUSION

- Repeat the purpose of the report, including why the report is coming forward now
- Summarize the main points of the report in the context of the alternatives
- End by recommending alternative one

### Attachments

Appropriate attachments include discussion papers or other relevant background information.



## Appendix B Reports Describing Results

This section is intended to give direction on producing reports for Committee and Board consideration that report back on the results of an engagement process.

### B.1 REPORT PURPOSE

Primarily, reports that describe the results of an engagement process should give elected officials an accurate summation of what was heard from the public. Generally, reports of this nature need to do three things:

- Describe the engagement process that was undertaken, including what was asked;
- Outline what was heard, using sufficient detail; and,
- Describe how this input will affect the project or initiative going forward.

Depending on what was heard from the public, the report may confirm the existing direction of the initiative proposed by staff; recommend minor or major changes to the initiative; or recommend further engagement with a redefined scope.

In each of these instances it is important to communicate the rationale for the recommendation being made to committee. “Issues/Response Tables” or “Issues/Communication Trackers” can be a useful attachment for giving Board and Committee members a sense of the breadth of feedback that was received and how Metro Vancouver staff are responding to the issues, comments or questions that are raised by the public. An example issues response table is included below.

Issue #	Options	Subcategory	Source	Issue/Comment/Question	Metro Vancouver Response
35	Option 1	Monitoring/Enforcement	Maple Ridge Fire Department	Problems and confusion arise when retailers sell devices that people are not allowed to use.	Metro Vancouver has requested that retailers put up signs about the proper usage of wood burning devices that do not meet bylaws (i.e. chimeneas). Metro Vancouver may need to take a different approach to try to get some of the larger retailers onboard.
36	Option 1	Monitoring/Enforcement	Member of the public	Question about having a mobile measuring unit to determine when something other than wood is being burned.	Monitoring is an important component of the program. Unfortunately, there isn't a device that can instantaneously measure wood smoke emissions. Metro Vancouver has a mobile monitoring unit on a large truck platform. It is a fully equipped monitoring station on wheels. Normally the mobile monitoring unit is placed in a stationary location for an extended period of time.
37	Option 1	Monitoring/Enforcement	HPBAC	Broad regulations requiring resources at intermittent times across a large area may be difficult to police and may not be effective in reducing emissions.	Comment noted.

Figure 1: Issues response table for Preliminary Consultation on a Residential Wood Smoke Regulation for Metro Vancouver

## B.2 REPORT DESCRIBING RESULTS GUIDE

Include the following information in your committee report describing the results of an engagement process. Insert these sections into the Report Template.

### RECOMMENDATION

That the MVRD/MVHC/GVWD/GVS&DD Board receive for information the report dated Month Day, Year, titled "<Project Name/Initiative> – Public Engagement Results.

- Or another recommendation if authorization from Board/Committee is required for next steps for the project or initiative.

### PURPOSE

To communicate the results of the public engagement on <Name of Project or Initiative>.

### BACKGROUND

At the <date> meeting of the MVRD/MVHC/GVWD/GVS&DD Board, the following motion was passed:

*That the MVRD/MVHC/GVWD/GVS&DD Board approve the scope of the proposed <Name of Project or Initiative> and authorize staff to proceed with the engagement process as presented in the report dated Month Day, Year, titled "Report Title".*

The engagement process has now concluded and this report communicates the engagement results.

- Include any other additional relevant background information on the project or initiative

### ENGAGEMENT FEEDBACK

- List the engagement methods, the engagement period, stakeholders, and the approximate number of participants
- Summarize the feedback received (could be in bullet point)
- Describe how the input received will influence the project or initiative

### <ADDITIONAL SIGNIFICANT TOPICS AS NEEDED>

- If a particular topic needs to be elaborated on, use additional sections of the report to go deeper into the issues that were identified and possible responses to concerns raised

### FINANCIAL IMPLICATIONS

- If the report is not just to be received for information, begin: "If the Board/Committee approves alternative one..."
- Identify whether the alternative is included in the budget, and under which function, division or program budget
- If a direction is proposed for the project or initiative as a result of the engagement process, identify any changes to fees or operating costs that may arise, and the impact that may have on the public or other stakeholders

**SUMMARY / CONCLUSION**

- Repeat the purpose and summarize the main points of the report.

**Attachments**

Appropriate attachments include issues response tables, a summary of engagement activities, or consultant's reports.