



REGULAR AFTERNOON MEETING OF COUNCIL

Monday, June 10, 2019 at 12:00 PM
Fraser River Presentation Theatre
4th Floor, 20338 – 65 Avenue, Langley, BC

AGENDA

A. ADOPTION AND RECEIPT OF AGENDA ITEMS

A.1 Regular Afternoon Council Meeting Agenda - June 10, 2019

Recommendation: That Council adopt the agenda and receive the agenda items of the Regular Afternoon Council meeting held June 10, 2019.

B. ADOPTION OF MINUTES

B.1 Regular Afternoon Council Meeting - May 27, 2019

Recommendation: That Council adopt the Minutes of the Regular Afternoon Council meeting held May 27, 2019.

Attachments: B.1 05_27 Regular Afternoon Minutes.pdf

C. MOTION TO RESOLVE INTO SPECIAL CLOSED MEETING

Recommendation: That Council now resolve into a Special Closed Meeting for discussion of the following items, in accordance with and as identified under Section 90 of the Community Charter:

Item A.1 - Section 90(1) (n) Consideration;
Item C.1 - Section 90(1) (e) Property; (k) Negotiations;
Item C.2 - Section 90(1) (e) Property; (k) Negotiations;
Item D.1 - Section 90(1) (e) Property; (f) Law Enforcement;
Item F.1 - Section 90(1) (e) Property; (f) Law Enforcement;
Item F.2 - Section 90(1) (g) Legal;
Item F.3 - Section 90(1) (e) Property; and
Item F.4 - Section 90(1) (e) Property.

D. PRESENTATIONS

D.1 2019 Development Cost Charges Bylaw

Recommendation: That Council receive the presentation by staff regarding the 2019 Development Cost Charges Bylaw.

Clerk's Note: Please refer to Item G.1 of the June 10, 2019 Regular Evening Council agenda.

E. DELEGATIONS**E.1 Gerry Holmes
 File 0550-07**

Recommendation: Request by Gerry Holmes, to appear before Council to discuss
Soil Deposit Application for property located at 22260 - 26 Avenue.

Clerk's Note: Please refer to Item F.3.

Attachments: E.1 Gerry Holmes.pdf

F. REPORTS TO COUNCIL**F.1 2018 Audited Consolidated Financial Statements
 Report 19-92
 File FIN 1830-02**

Recommendation: That Council receive and consider the 2018 Audited Consolidated
Financial Statements for inclusion in the Annual Report and
Statement of Financial Information.

Attachments: F.1 fin Draft 2018 Audited Consolidated Fin Stmts.pdf

**F.2 Soil Deposit Application for
 Property at 22384 - 64 Avenue
 Report 19-88
 File ENG SO 1478**

Recommendation: That Council not refer the soil deposit application for
22384 - 64 Avenue to the Agricultural Land Commission
and direct staff to not process the application further.

Attachments: F.2 en Soil Deposit SO 1478.pdf

**F.3 Soil Deposit Application for
 Property at 22260 - 26 Avenue
 Report 19-89
 File ENG SO 1974**

Recommendation: That Council not refer the soil deposit application for
22260 - 26 Avenue to the Agricultural Land Commission
and direct staff to not process the application further.

Attachments: F.3 en Soil Deposit SO 1974.pdf

**F.4 Willoughby Community Park Completion Funding Requirement
Report 19-97
File ACCI 6125-20-WCOM1**

Recommendation: That Council approve deferral of selected capital projects previously approved as part of the 2019 budget process, as outlined in this report, to the 2020 budget process, in order to fund \$1,850,915 for completion of the final playing field in Willoughby Community Park; and

That Council approve the transfer of budget authority from the projects deferred and expenditure of said funds in the amount of \$1,850,915 to complete the final playing field in Willoughby Community Park.

Attachments: F.4 acci WCP Budget Funding.pdf

**F.5 Heavy Rescue Truck Replacement
Report 19-90
File PS 7380-20**

Recommendation: That Council authorize pre-approval of the scheduled replacement of the 2020 Heavy Rescue Truck.

Attachments: F.5 ps Heavy Rescue Truck.pdf

**F.6 Two Engine / Tankers - Fire Truck Replacement
Report 19-91
File PS 7380-20**

Recommendation: That Council authorize pre-approval of the scheduled replacement of two Engine / Tanker - Fire Trucks.

Attachments: F.6 ps Engine -Tanker with Darley Purifier Pump Module.pdf

**F.7 Heritage Assessment
Former Aldergrove Fire Hall No. 3
Report 19-93
File CD 6800-26**

Recommendation: That Council receive the report for Heritage Assessment for the former Aldergrove Fire Hall No. 3 located at 2900 - 272 Street, provided as Attachment A, for information.

Attachments: F.7 cd Heritage Assessment Former Aldergrove Fire Hall.pdf

**F.8 Bylaw Enforcement Policy No. 08-101
Report 19-95
File CD 0340-50-CDEV1**

Recommendation: That Council approve revisions to Bylaw Enforcement: Complaint and Compliance Policy No. 08-108 ('the Policy').

Attachments: F.8 cd Bylaw Enforcement Policy.pdf

G. CORRESPONDENCE**G.1 Petition to Eliminate Hospital Parking Fees
File 0400-20**

Recommendation: That Council receive the 3,172 signature petition, submitted by Gary Hee, requesting Council collaborate with the Ministry of Health to eliminate 4 hours of parking fees for emergency patients at the Langley Memorial Hospital.

Attachments: G.1 Gary Hee Petition.pdf

H. MINUTES OF COMMITTEES**H.1 Seniors Advisory Committee - May 15, 2019
Council Priorities Committee - May 27, 2019
File 0540-20**

Recommendation: That Council adopt the Minutes from the Council Priorities Committee meeting held May 27, 2019 and receive the Minutes of the Council Advisory Committee meeting as listed above.

Attachments: H.1 Committee Minutes.pdf

I. ITEMS FROM PRIOR MEETINGS

Mayor Froese has brought back Item F.7 of the April 15, 2019 Regular Afternoon Council meeting for reconsideration:

I.1 Motion to Reconsider

Recommendation: That Council reconsider the following motion:

Agricultural Land Commission Application No. 100369
(1151912 BC Ltd. / OTG Development Concepts /
24381 - 56 Avenue)
Report 19-60
File CD 11-10-0082

That Council advise the Agricultural Land Commission that the subdivision application submitted by OTG Development Concepts on behalf of the owners of property located at 24381 - 56 Avenue within the Agricultural Land Reserve complies with the minimum parcel size provisions of the Suburban Residential SR-1 Zone of the Township's Zoning Bylaw, and request consideration based on agricultural merits.

DEFEATED ON A TIE VOTE

Councillors Arnason, Davis, Ferguson, and Richter opposed

Attachments: I.1 cd OTG Development Concepts ALR.pdf

J. OTHER BUSINESS

Councillor Arnason presented the following Notice of Motion within the deadlines according to Council's policy:

J.1 Beavers and Wetlands

Recommendation: Whereas the Township of Langley recently sponsored a Climate Adaptation event on May 22, regarding the negative implications of global climate change and warming weather as it relates to local government activities and infrastructure;

Whereas existing wetlands within the Township provide valuable infrastructure which support climate mitigation and protect against the most problematic effects of flooding and drought, and further creates and enhances local ecosystems that are more resilient and supportive of wildlife and fish habitats thereby protecting biodiversity opportunities;

Whereas beaver dams provide an incontrovertible contribution to wetland creation and maintenance, including benefits such as the prevention of waterway scouring and erosion, reduction of sediment transport, increased habitat for waterfowl and fish species, and the potential for reducing the de-watering of downstream areas during drought events; and

Whereas the Township currently lacks a detailed policy regarding beaver dam removal, which policy further does not consider the importance of natural and re-naturalized wetlands and riparian wetlands and the fundamental role played by beavers in this regard;

Therefore be it resolved that Council direct staff to review our current policy on beaver dam removal and alteration, in order to reflect adherence to the following primary principles:

Removal or alteration of beaver dams subject to the jurisdiction of the Township of Langley local authority or managed by the Township on behalf of private property owners, will only be authorized with respect to imminent flooding or water damage from over-height water compounding that could negatively affect TOL infrastructure, and for no other purpose or cause; and further

That any necessary removal, or lowering, of beaver dams on Township property or properties managed by the Township, conform to best management practices to ensure the protection of

downstream and adjacent water quality and quantity, and that all such alterations only be undertaken in a manner that minimizes disturbance to the banks or bed of any waterbody or watercourse in support of critical wetland integrity protection.

Attachments: J.1 05-205 Control of Nuisance Animals.pdf

Councillor Whitmarsh presented the following Notice of Motion within the deadlines according to Council's policy:

J.2 Tree Protection Bylaw 2019 No. 5478

Recommendation: Whereas at the April 15, 2019 Regular Evening Council meeting, Council adopted a resolution directing staff to provide a Tree Protection Bylaw for Council's consideration;

Whereas this resolution was amended to include a provision that allows residents to have the ability to remove one tree every 24 months with no fee and no arborist report; and

Whereas the Tree Protection Bylaw No. 5478 has received First and Second Readings, but does not fully reflect the amendment;

Therefore Council direct staff to amend the Tree Protection Bylaw No. 5487 to accurately reflect the amendment prior to providing it to Council for consideration of Third Reading.

**J.3 Council Workshop
File 0530-01**

Recommendation: That Council receive the memorandum from the Corporate Administration Division regarding the Council Workshop on budget discussions scheduled for October 4, 2019.

Clerk's Note: Gord McIntosh has provided additional dates of availability.

Attachments: J.3 Council Workshop memorandum.pdf

**J.4 2020 Council Calendar
File 0550-06**

Recommendation: That Council discuss the 2020 Council calendar regarding the FCM Sustainable Communities Conference.

Clerk's Note: FCM has confirmed the Sustainable Communities Conference will take place in St. John's, Newfoundland, October 20-22, 2020. Registration for the conference will be launched in May 2020.

K. TERMINATE



REGULAR AFTERNOON MEETING OF COUNCIL

Monday, May 27, 2019 at 2:30 PM
 Fraser River Presentation Theatre
 4th Floor, 20338 – 65 Avenue, Langley, BC

MINUTES

PRESENT: Mayor J. Froese

Councillors P. Arnason, S. Ferguson, M. Kunst, B. Long, B. Whitmarsh,
 and E. Woodward

M. Bakken, S. Gamble, R. Seifi, K. Sinclair, P. Tulumello, and J. Winslade

W. Bauer, R. Senghera, and K. Stepto

A. ADOPTION AND RECEIPT OF AGENDA ITEMS

A.1 Regular Afternoon Council Meeting Agenda - May 27, 2019

Moved by Councillor Woodward,
 Seconded by Councillor Arnason,
 That Council adopt the agenda and receive the agenda items of the
 Regular Afternoon Council meeting held May 27, 2019, as amended.
 CARRIED

Clerk's Note: Item I.5 was added to the agenda.

B. ADOPTION OF MINUTES

B.1 Regular Afternoon Council Meeting - May 13, 2019

Moved by Councillor Kunst,
 Seconded by Councillor Ferguson,
 That Council adopt the Minutes of the Regular Afternoon Council meeting
 held May 13, 2019.
 CARRIED

C. MOTION TO RESOLVE INTO SPECIAL CLOSED MEETING

Moved by Councillor Whitmarsh,
 Seconded by Councillor Kunst,
 That Council now resolve into a Special Closed Meeting for discussion of
 the following items, in accordance with and as identified under Section 90
 of the Community Charter:

Item A.1 - Section 90(1) (n) Consideration;
Item E.1 - Section 90(2) (b) Intergovernmental Relations;
Item F.1 - Section 90(1) (e) Property; (k) Negotiations;
Item H.1 - Section 90(1) (f) Law Enforcement;
Section 90(2) (d) Another Enactment;
Item H.2 - Section 90(1) (e) Property; and
Item H.3 - Section 90(2) (b) Intergovernmental Relations.
CARRIED

MEETING RECESSED

The meeting recessed at 2:32pm.

MEETING RECONVENED

The meeting reconvened at 4:25pm.

D. PRESENTATIONS

D.1 Urban Development Institute (UDI)

Hugh Carter, Chair, and Jeff Fisher, Vice-Chair, provided a presentation regarding housing issues in the Township of Langley. UDI engages with municipal staff and elected officials to collaborate on key issues related to housing and development in the Township of Langley. Development is an inherently risky-business and builders require certainty for projects to succeed. As a result of the risks associated with the business, builders seek: certainty, faster processing times, predictable costs, and timely communication.

D.2 Community Standards Bylaw

R. Senghera provided a presentation regarding the Community Standards Bylaw. She noted that the Township has a progressive enforcement model: education, voluntary compliance, enforcement, and legal action. The proposed Community Standards Bylaw updates and consolidates four existing bylaws that cover provisions related to unsightliness, graffiti, abandoned properties, and noise. This consolidated document will ease locating and referencing minimum standards, (that generally overlap, i.e. abandoned properties and unsightliness) to the public. When voluntary compliance fails or the bylaw offence requires an immediate response, the following enforcement options are available: fine, fees imposed under the proposed bylaw, remedial action, and legal action. The proposed Enforcement Policy has been updated based on Council recommendations

E. DELEGATIONS**E.1 Delia Anderson
 File 0550-07**

Delia Anderson appeared before Council to discuss the potential negative effects of a marijuana facility located near the Blaauw Eco Forest. She commented that the proposed facility could have negative effects on the ecosystem with air, noise, and light pollution, and that there is potential for depletion of the aquifer.

F. REPORTS TO COUNCIL**F.1 Agricultural Land Commission Application No. 100367
 (Noorali Mohamed Farms Ltd. / 4809 - 272 Street)
 Report 19-84
 File CD 14-06-0131**

Moved by Councillor Long,
Seconded by Councillor Whitmarsh,
That Council not authorize referral of the non-farm use application submitted by Noorali Mohamed Farms Ltd. to the Agricultural Land Commission, as it does not comply with the Township of Langley Rural RU-3 Zoning and is inconsistent with the objectives of the Township's Rural Plan.
CARRIED

**F.2 LED Electronic Billboard Signage
 Report 19-86
 File CD 6440-04-004**

Moved by Councillor Ferguson,
Seconded by Councillor Arnason,
That Council authorize staff to further pursue the applicability and appropriateness of LED Electronic Billboard signage by proceeding with a Request for Proposals process to determine level of market interest, potential locations and revenue amounts.
CARRIED

Councillors Long and Woodward opposed

**F.3 Booth, Fernridge and Rinn Neighbourhood
Planning Sub-Teams (NPST) Terms of Reference
Report 19-83
File CD LRP00014**

Moved by Councillor Ferguson,
Seconded by Councillor Long,
That Council endorse the Neighbourhood Planning Sub-Teams' Terms of
Reference, as outlined in Attachment A.
CARRIED

Councillor Woodward opposed

G. CORRESPONDENCE

**G.1 2020 BC Summer Games
File 0330-01**

Moved by Councillor Ferguson,
Seconded by Councillor Long,
That Council receive the letter from Mayor Mike Morden, City of Maple
Ridge, and endorse the concept of the use of the Salmon River for the
Slalom Canoe/Kayak events and the use of Willoughby Park for the Beach
Volleyball competitions during the 2020 BC Summer Games.
CARRIED

H. MINUTES OF COMMITTEES

**H.1 Recreation, Culture, and Parks Advisory Committee -
May 8, 2019
File 0540-20**

Moved by Councillor Long,
Seconded by Councillor Ferguson,
That Council receive the Minutes of the Council Advisory Committee
meeting as listed above.
CARRIED

I. OTHER BUSINESS

I.1 Mass Timber Construction

Moved by Councillor Arnason,
Seconded by Councillor Long,
Whereas Council received a report on April 15, 2019 on the early adoption
of mass timber construction for buildings up to 12 stories;

Whereas Council adopted the report but has received no further detailed information regarding this emerging building typology which utilizes solid or engineered wood as the primary load bearing structure; and

Whereas mass timber construction aligns with a number of Township policies related to “green buildings”, carbon footprint reduction, energy conservation, and sustainability values overall, and has the co-benefits of faster construction, seismic superiority, and may be more economical than other traditional types of construction;

Therefore be it resolved that Council direct staff to engage with the Wood Council of British Columbia and request a presentation at a future CPC meeting on these new innovations as well as outlining anticipated changes to the Canadian Building Code in 2020 related to mass timber construction.

CARRIED

I.2 Fish Friendly Flood Control

Moved by Councillor Arnason,

Seconded by Councillor Kunst,

Whereas local governments are currently collaborating with senior levels of government in the design and costing of adaptive engineered infrastructure which is necessary to protect lower mainland communities from seasonal and climate change related flooding;

Whereas many existing wetlands and waterway flood mitigation infrastructures are outdated as they do not allow the free movement of fish through important salmon-bearing habitat and waterways; and

Whereas it is increasingly imperative that we help to rebuild our wild salmon populations through restoring these habitats by choosing “fish friendly” infrastructure when adapting to climate change and enhancing flood mitigation strategies;

Therefore be it resolved that the Township of Langley commit to the use of “fish friendly” flood control engineering and work with senior levels of government in order to proactively support the restoration and upgrading of existing non fish-friendly technology in concert with the addition of any new new flooding infrastructure so as to preserve and enhance habitat for wild salmon.

REFERRAL

Moved by Councillor Whitmarsh,
Seconded by Councillor Long,
That this motion be referred to staff.
CARRIED

I.3 Cannabis Production

Moved by Councillor Kunst,
Seconded by Councillor Whitmarsh,
Whereas the residents residing in and bordering on the Agriculture Land Reserve and agriculturally zoned properties in the Township of Langley are greatly concerned and disrupted by the production of cannabis using intensive agricultural processes; and

Whereas the Township has been advised that the Provincial government has given more authority to local governments to prohibit certain methods of cannabis production;

Therefore Council direct staff to prepare a farm bylaw that would provide the Township of Langley, as a “regulated” municipality, with the ability to regulate and, if deemed necessary, restrict, or prohibit, growing of cannabis in the ALR and other agriculturally zoned properties, for Council’s consideration and referral to the Minister of Agriculture for consideration of approval.
CARRIED

**I.4 Council Workshop
File 0530-01**

Moved by Councillor Whitmarsh,
Seconded by Councillor Arnason,
That Council receive the memorandum from the Corporate Administration Division requesting a date be selected for a Council Workshop on budget discussions, and confirm the date of October 4 in the afternoon.
CARRIED

I.5 Council Priorities Committee Recommended Motion

Moved by Mayor Froese
Seconded by Councillor Woodward,
That Council refer the issue of cannabis retail to staff for consideration of a regulatory scheme, including public consultation.
CARRIED

Councillor Ferguson opposed

J. TERMINATE

Moved by Councillor Long,
Seconded by Councillor Kunst,
That the meeting terminate at 6:13pm.
CARRIED

CERTIFIED CORRECT:

Mayor

Township Clerk



Delegation Request To Appear Before Township Council

I/we would like to appear as a delegation at the Council meeting on

JUNE 10TH
(Council meeting date requested)

at the ►

- ☒ 4:00pm Regular Afternoon Meeting
☐ 7:00pm Regular Evening Meeting

Name of delegate or organization wishing to appear

GERRY HOLMES AND NEIGHBOURS

1 Topic

The topic of discussion is (be specific, provide details, and attach additional information, if required)

PROPOSED DEPOSIT OF SOIL AT 22260 26TH AVE, LANGLEY TOWNSHIP

2 Additional Information

Purpose of presentation

- ☐ Information only ☐ Request letter of support ☐ Request funds ☒ Other

Desired resolution

DRAINAGE SOLUTION, AND IF APPLICATION APPROVED, ACCESS TO BE OFF 224TH NOT 26TH AVE

Activities to date relative to the matter

3 Meeting Location

Fraser River Presentation Theatre, 4th Floor
Township of Langley Civic Facility
20338 - 65 Avenue, Langley, BC V2Y 3J1

Office use only

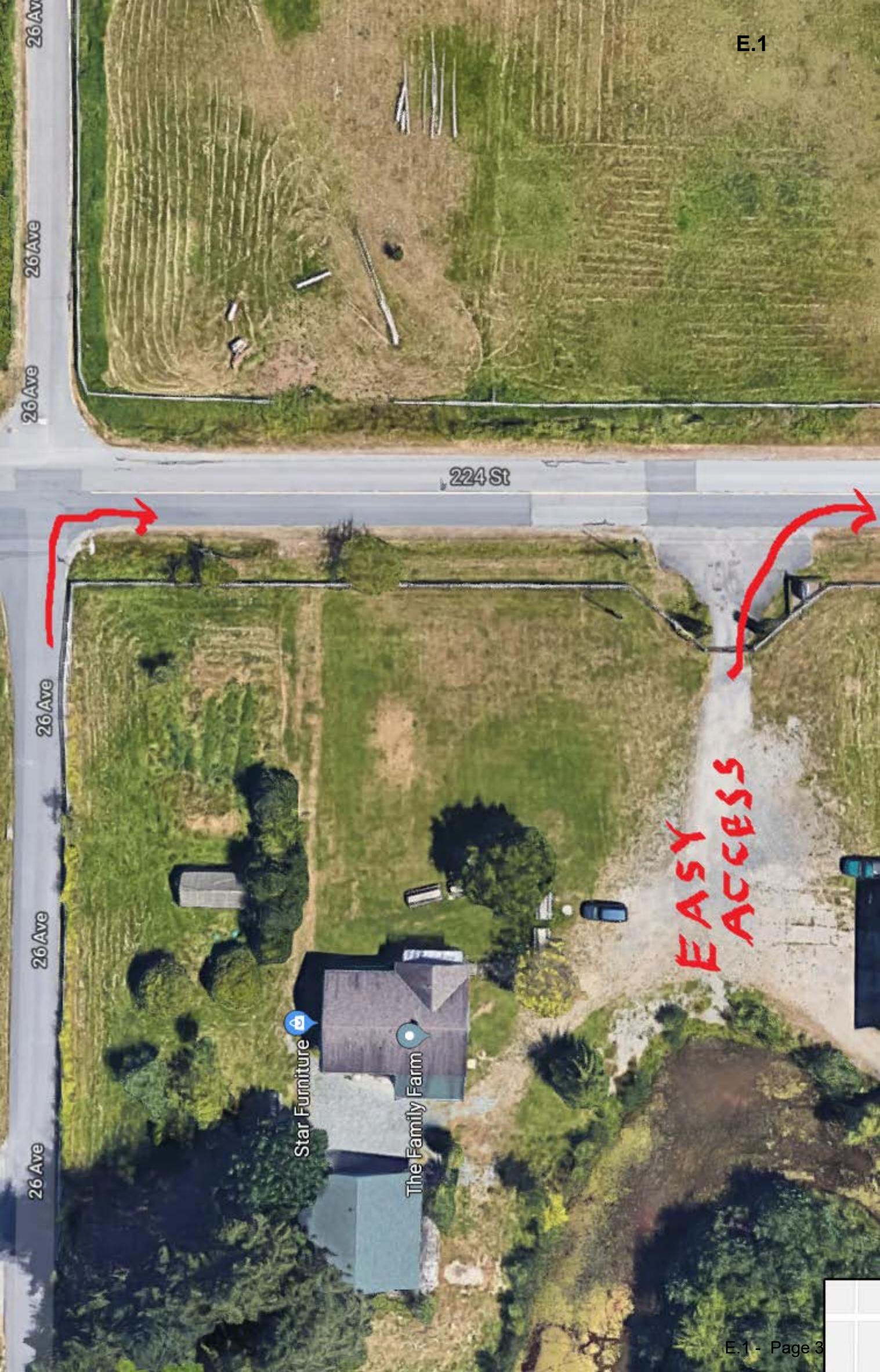
☐ Approved ☐ Declined ☐ Other

Applicant informed





E.1



Township of
Langley



Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED:	JUNE 10, 2019 – REGULAR AFTERNOON MEETING	REPORT:	19-92
FROM:	FINANCE DIVISION	FILE:	1830-02
SUBJECT:	2018 AUDITED CONSOLIDATED FINANCIAL STATEMENTS		

RECOMMENDATION:

That Council receive and consider the 2018 Audited Consolidated Financial Statements for inclusion in the Annual Report and Statement of Financial Information.

EXECUTIVE SUMMARY:

Under section 167 of the *Community Charter*, the financial officer must present the Township's audited consolidated financial statements to Council for their acceptance and inclusion in the Annual Report.

The 2018 Audited Consolidated Financial Statements include Langley Facilities Society and Ten Feet Sports and Entertainment Ltd operations and have been prepared in accordance with public sector accounting standards as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

Under Canadian Auditing Standards (CAS – 700 *Forming an Opinion and Reporting on Financial Statements*), an auditors' final report date must be no earlier than the date of Council's acceptance of the Township's financial statements, in final form. This means that these consolidated financial statements include a draft of the Auditors' Report at this time.

KPMG LLP has given the Township an unmodified audit opinion on the Township's financial statements, stating that in their opinion, the consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Township as at December 31, 2018, and its consolidated operational results, its change in consolidated net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

The Auditors will provide a final Auditor's report after Council accepts the consolidated financial statements presented in this report. The consolidated financial statements with the final Auditors' Report will then be included in the Annual Report and made available for the public from June 10, 2019.

The Annual Report and the Statement of Financial Information will be presented to Council on June 24, 2019. This meeting will also provide an opportunity for the public to comment on the Annual report.

PURPOSE:

Report No. 19-92 presents the Township's consolidated financial statements for receipt and acceptance by Council which will enable the Auditors to issue their final Auditors' Report in compliance with Canadian Auditing Standards.

DISCUSSION/ANALYSIS:

Under section 167 of the *Community Charter*, the financial officer must present the Township's consolidated financial statements to Council for their acceptance and inclusion in the Annual Report.

The consolidated financial statements include Langley Facilities Society and Ten Feet Sports and Entertainment Ltd operations and have been prepared in accordance with public sector accounting standards as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

Under Canadian Auditing Standards (CAS – 700 *Forming an Opinion and Reporting on Financial Statements*), an auditors' final report date must be no earlier than the date of Council's acceptance of the Township's financial statements, in final form. This means that these consolidated financial statements include a draft of the Auditors' Report at this time.

KPMG LLP has given the Township an unmodified audit opinion on the Township's financial statements, stating that in their opinion, the consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Township as at December 31, 2018, and its consolidated operational results, its change in consolidated net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

The Auditors will provide a final Auditor's report after Council accept the consolidated financial statements presented in this report. The consolidated financial statements with the final Auditors' Report will then be included in the Annual Report and made available for the public from June 10, 2019.

The Annual Report and the Statement of Financial Information will be presented to Council on June 24, 2019. This meeting will also provide an opportunity for the public to comment on the annual report.

Respectfully submitted,

Samuel Nam
DEPUTY DIRECTOR OF FINANCE

ATTACHMENT A – 2018 Audited Financial Statements with a draft Auditors' Report
ATTACHMENT B – 2018 Audit Findings Report

Township of
Langley



Est. 1873

ANNUAL REPORT FINANCIAL SECTION

2018

For Fiscal Year Ending December 31 • DRAFT June 10, 2019

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Report from the Director, Finance Division

To Mayor Jack Froese and Council;

I am pleased to present the 2018 Financial Statements and the audit report of our external auditors, KPMG LLP, Chartered Accountants. Pursuant to Section 167 of the *Community Charter*, these statements are prepared and presented to provide sufficient information for readers to understand the financial position and results of Township of Langley operations.

Preparation of the consolidated financial statements is the responsibility of the management of the Township of Langley and Township Council. The financial statements and related information have been prepared in accordance with Canadian public sector accounting Standards as prescribed by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada (CPA).

Management is responsible for the accuracy, integrity, and objectivity of these statements and for implementing and maintaining a system of internal controls to safeguard Township assets and provide reasonable assurance that financial information is reliable.

The role of our external auditors, KPMG LLP Chartered Accountants, is to conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and to express their opinion on the financial statements. To provide reasonable assurance the financial statements are presented fairly, their examination includes consideration of Township systems of internal control and appropriate tests and procedures. The external auditors have full and free access to Township Council and staff.

KPMG LLP has given the Township an unmodified audit opinion on the Township's financial statements, stating that in their opinion, the consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Township as at December 31, 2018, and its consolidated results of operations, its change in consolidated net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Township Net Financial Assets decreased by \$19 million to \$55 million as at December 31, 2018. A main contributor to the overall decrease was an increased investment in tangible capital assets. Increases in property tax revenue, fees, rates and service charges, grants and grants in lieu of taxes and increased proceeds from the disposal of tangible capital assets partially offset the total decrease.

Debt and Agreements Payable balance increased by \$3.8 million to \$111.5 million. Debt and Agreements

Payable is repayable from a combination of Development Cost Charges, future land sales, utility revenue and operating revenue.

Total Tangible Capital Assets for the Township, at historical cost, net of accumulative amortization expense, amount to \$1.59 billion.

Capital asset additions for 2018 amount to \$228 million. Each year developers construct capital infrastructure that is then contributed to the Township. For 2018, this contribution by developers amounts to \$108 million or 47% of total capital asset additions. As a percentage of total capital additions, 9% or \$21 million was funded from Development Cost Charge reserves.

Under PSAB requirements, the annual surplus of \$154.7 million includes surplus from operations and additional surplus from current investments in capital assets as follows:

- Surplus as a result of recognizing funds received for capital projects as income, net of amortization expense, without recognizing the related capital expense and
- Surplus as a result of recognizing the value of contributed capital assets from developers as revenue in the year the assets are put into service

Accumulated Surplus balance of \$1.65 billion (2017 - \$1.50 billion) is comprised of four categories as follows:

- Operating Surplus \$86.97 million (2017 - \$75.87 million)
- Capital Surplus \$18.52 million (2017 - \$18.92 million)
- Statutory Reserve \$53.3 million (2017 - \$69.86 million)
- Investment in Tangible Capital Assets \$1.50 billion (2017 - \$1.33 billion)

The Township's economic goals include achieving fiscal stability and health, strengthening our economy, and investing in effective infrastructure. Our financial plans reflect these goals and this year's financial results are in line with financial plans approved by Council.

K. Sinclair

K. Sinclair CPA, CGA
Director of Finance



KPMG LLP
PO Box 10426 777 Dunsmuir Street
Vancouver BC V7Y 1K3
Canada
Telephone (604) 691-3000
Fax (604) 691-3031

INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of the Corporation of the Township of Langley

Opinion

We have audited the consolidated financial statements of the Corporation of the Township of Langley (the "Township"), which comprise:

- the consolidated statement of financial position as at December 31, 2018
- the consolidated statement of operations for the year then ended
- the consolidated statement of net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes and schedules to the consolidated financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Township as at December 31, 2018, and its consolidated results of operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

KPMG LLP is a Canadian limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. KPMG Canada provides services to KPMG LLP.

DRAFT - June 5, 2019

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Township's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

Chartered Professional Accountants

Vancouver, Canada
June 10, 2019

Consolidated Financial Statements

2018

DRAFT

Consolidated Statement of Financial Position

As at December 31, 2018 (in thousands of dollars)

	2018	2017
FINANCIAL ASSETS		
Cash and cash equivalents (Note 3)	\$ 88,536	\$ 46,989
Investments (Note 3)	194,145	237,372
Accounts receivable (Note 4)	49,580	46,501
Assets held for sale	4,247	483
	<u>336,508</u>	<u>331,345</u>
LIABILITIES		
Accounts payable and accrued liabilities (Note 5)	68,375	56,075
Deposits and prepayments (Note 6)	45,408	32,258
Deferred revenue (Note 7)	15,070	14,492
Development cost charges (Note 8)	40,659	46,528
Debt and agreements payable (Note 9)	111,501	107,708
	<u>281,013</u>	<u>257,061</u>
NET FINANCIAL ASSETS	<u>55,495</u>	<u>74,284</u>
NON-FINANCIAL ASSETS		
Inventories of supplies	1,467	1,272
Prepaid expenses	1,979	1,736
Tangible capital assets (Note 10)	1,594,916	1,421,885
	<u>1,598,362</u>	<u>1,424,893</u>
ACCUMULATED SURPLUS (Note 11)	<u>\$ 1,653,857</u>	<u>\$ 1,499,177</u>

Contingencies and commitments (Note 14)
See accompanying Notes to the Consolidated Financial Statements

Karen Sinclair, CPA, CGA
Director of Finance

Jack Froese
Mayor, Township of Langley

Consolidated Statement of Operations

For the year ended December 31, 2018 (in thousands of dollars)

	Budget 2018 (Note 2(a) and 20)	2018	2017
REVENUE			
Property taxes	\$ 133,000	\$ 131,855	\$ 125,985
Fees, rates and service charges	69,673	86,445	72,035
Grants and grants in lieu of taxes	20,013	14,642	14,045
Service cost recoveries	4,273	4,653	4,418
Gain on disposal of assets	-	10,494	969
Investment income	1,531	6,187	5,297
Local area service contributions	8,734	4,038	786
Contribution from development cost charges	57,577	25,138	19,939
Other developer contributions (Note 10(b))	35,537	108,827	30,197
Other income	22,448	7,603	5,533
	<u>352,786</u>	<u>399,882</u>	<u>279,204</u>
EXPENSES			
General government	26,034	29,049	24,163
Police protection	36,048	34,035	32,727
Fire protection	24,884	17,188	15,156
Facilities maintenance	11,177	17,763	9,228
Community planning and development	11,212	9,141	8,591
Recreation and culture	27,998	21,780	25,465
Parks	12,558	16,129	13,973
Transportation	29,765	45,547	37,065
Stormwater	6,005	9,031	8,979
Water	22,249	24,987	18,141
Sewer	12,721	14,115	14,726
Solid waste	6,305	6,437	5,828
	<u>226,956</u>	<u>245,202</u>	<u>214,042</u>
ANNUAL SURPLUS	125,830	154,680	65,162
ACCUMULATED SURPLUS, beginning of year	<u>1,499,177</u>	<u>1,499,177</u>	<u>1,434,015</u>
ACCUMULATED SURPLUS, end of year	<u>\$ 1,625,007</u>	<u>\$ 1,653,857</u>	<u>\$ 1,499,177</u>

See accompanying Notes to the Consolidated Financial Statements

Consolidated Statement of Change in Net Financial Assets

For the year ended December 31, 2018 (in thousands of dollars)

	Budget 2018 (Note 2(a) and 20)	2018	2017
ANNUAL SURPLUS	\$ 125,830	\$ 154,680	\$ 65,162
Acquisition of tangible capital assets	(302,273)	(119,207)	(79,316)
Developer contributed tangible capital assets	(35,537)	(108,340)	(29,753)
Reclassification of land held for resale	-	3,800	188
Amortization of tangible capital assets	-	35,295	33,972
Gain on disposal of tangible capital assets	-	(7,960)	(582)
Proceeds on disposal of tangible capital assets	-	23,381	1,565
	<u>(211,980)</u>	<u>(18,351)</u>	<u>(8,764)</u>
Acquisition of inventories of supplies	(900)	(1,467)	(1,272)
Acquisition of prepaid expenses	(1,322)	(1,979)	(1,736)
Consumption of inventories of supplies	900	1,272	879
Use of prepaid expenses	1,322	1,736	1,531
	<u>-</u>	<u>(438)</u>	<u>(598)</u>
CHANGE IN NET FINANCIAL ASSETS	(211,980)	(18,789)	(9,362)
NET FINANCIAL ASSETS, beginning of year	<u>74,284</u>	<u>74,284</u>	<u>83,646</u>
NET FINANCIAL ASSETS, end of year	\$ <u><u>(137,696)</u></u>	\$ <u><u>55,495</u></u>	\$ <u><u>74,284</u></u>

See accompanying Notes to the Consolidated Financial Statements

Consolidated Statement of Cash Flows

For the year ended December 31, 2018 (in thousands of dollars)

	2018	2017
CASH PROVIDED BY (USED IN)		
OPERATING ACTIVITIES		
Annual surplus	\$ 154,680	\$ 65,162
Items not involving cash:		
Amortization of tangible capital assets	35,295	33,972
Gain on disposal of tangible capital assets	(7,960)	(582)
Developer contributed tangible capital assets	(108,340)	(29,753)
Change in non-cash operating working capital:		
Accounts receivable	(3,079)	(7,557)
Assets held for sale	36	2,348
Accounts payable and accrued liabilities	12,300	15,178
Deposits and prepayments	13,150	6,412
Deferred revenue	578	(248)
Development cost charges	(5,869)	2,727
Inventories of supplies	(195)	(393)
Prepaid expenses	(243)	(205)
Net change in cash from operating activities	90,353	87,061
CAPITAL ACTIVITIES		
Cash used to acquire tangible capital assets	(119,207)	(79,316)
Proceeds on disposal of tangible capital assets	23,381	1,565
Net change in cash from capital activities	(95,826)	(77,751)
FINANCING ACTIVITIES		
Issuance of debt and agreements payable	11,000	33,329
Repayment of debt and agreements payable	(7,207)	(2,868)
Net change in cash from financing activities	3,793	30,461
INVESTING ACTIVITIES		
Change in investments	43,227	(14,098)
CHANGE IN CASH AND CASH EQUIVALENTS	41,547	25,673
CASH AND CASH EQUIVALENTS, beginning of year	46,989	21,316
CASH AND CASH EQUIVALENTS, end of year	\$ 88,536	\$ 46,989

See accompanying Notes to the Consolidated Financial Statements

Notes to the Consolidated Financial Statements

For the year 2018

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Notes to the Consolidated Financial Statements

For the year ended December 31, 2018 (in thousands of dollars)

Notes to the consolidated financial statements are an integral part of the statements and explain significant accounting policies and principles underlying the statements. They also provide relevant supplementary information and explanations.

1. OPERATIONS

The Corporation of the Township of Langley (the "Township") is incorporated under the Local Government Act of British Columbia. The Township's principal activities include the provision of local government services to residents and businesses in the Township of Langley. These services include administrative, protective, transportation, recreational, parks, library, water, sewer, stormwater, solid waste disposal, and recycling. General resources and operations of the Township are segregated into operating, capital, and reserve funds. The Community Charter of British Columbia requires revenue and expenses to be in accordance with the five-year financial plan adopted annually by Council. The budget for each year of the plan must be balanced so that annual expenses do not exceed the total of revenue, transfers from reserves and surplus, and proceeds from debt.

2. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of the Township are prepared in accordance with Public Sector Accounting Standards as prescribed by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada.

a) Basis of Consolidation

The consolidated financial statements include the Township's Operating, Capital and Reserve Funds consolidated with Langley Facilities Society (the "Society"), Bedford House Rehabilitation Society ("Bedford House"), and Langley Parks and Recreation Foundation (the "Foundation").

The Society, which is wholly-controlled by the Township, was incorporated on March 12, 2009, and was formed to operate the Langley Events Centre and other Township facilities. Other purposes of the Society include promotion and/or sponsorship of educational, recreational, heritage, cultural, airport operations and assisted housing activities and events within the Township of Langley.

Ten Feet Sports and Entertainment Ltd ("TFSE"), a wholly-owned subsidiary of the Society, was incorporated on April 26, 2010. The purpose of TFSE is to operate the Langley Events Centre and facilitate other events throughout the community.

The University District Housing Society ("UDHS"), which is wholly-controlled by the Society, was incorporated on September 17, 2018, and was formed to assist with the application for funding from other levels of government. To date, UDHS is inactive and has had no interfund and/or inter-entity transactions, fund balances or activities.

Bedford House, which is wholly-controlled by the Township, was incorporated on January 23, 2017 and was formed to preserve the heritage elements of the building formerly known as the Bedford House Restaurant in Fort Langley, in particular the Jacob Haldi House, through the restoration of the buildings in the current location of the Bedford House Restaurant, in the vicinity thereof, or otherwise within the Township of Langley. Another purpose of this society is to advocate for the preservation and maintenance of historically significant buildings in local communities. Bedford House has had no interfund and/or inter-entity transactions, fund balances or activities.

The Foundation, which is wholly-controlled by the Township, was registered as a foundation under the Society Act (British Columbia) on September 14, 1979. The purpose of the Foundation is to solicit and receive gifts and requests, to raise money to be used for public parks, recreation facilities, promote capital projects, and supplement maintenance programs. The Foundation is inactive and has had no interfund and/or inter-entity transactions, fund balances or activities.

Budget Reporting

The budget information presented in the consolidated financial statements reflects the 2018 budget component of the Township's 2018 – 2022 Five-Year Financial Plan adopted by Council Bylaw No. 5342 on February 19, 2018. The operating budgets of all consolidated entities are also reflected in the total budget figures for the year.

Operating Funds

These funds include the General, Parks, Transportation, Stormwater, Water, Sewer, and Solid Waste Operating Funds. They are used to record the operating costs of services provided by the Township.

Capital Funds

These funds include the General, Parks, Transportation, Stormwater, Water, and Sewer Capital Funds. They are used to record acquisition costs of tangible and non-tangible capital assets.

Reserve Funds

Under the Community Charter, Township Council may, by bylaw, establish reserve funds for specified purposes. Money in a reserve fund, and interest earned thereon, must be expended by bylaw only for the purposes for which the fund was established. If the amount in a reserve is greater than required, Township Council may, by bylaw, transfer all or part of the amount to another reserve.

Trust Funds

These funds account for assets which must be administered as directed by agreement or statute for certain beneficiaries. In accordance with PSAB recommendations on financial statement presentation for local governments, trust funds are not included in the Township's consolidated financial statements. Trust funds administered by the Township are presented in Note 19.

- Base	75-100
- Surface	20-40
Stormwater infrastructure	40-100
Water infrastructure	15-78
Sewer infrastructure	41-78

Gravel pits are treated as land and as such are not amortized.

Tangible capital assets are amortized in the year the asset is acquired or constructed and/or in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and the fair value of contributions are recorded as revenue at the date of receipt.

iii) Natural resources

Natural resources that have not been purchased are not recognized as assets in the consolidated financial statements.

iv) Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in the consolidated financial statements.

v) Interest capitalization

The Township does not capitalize interest costs associated with acquisition or construction of a tangible capital asset.

vi) Inventories of supplies

Inventories of supplies held for consumption are recorded at the lower of cost and replacement cost.

g) Deferred revenue

Deferred revenues represent licenses, permits, and other fees collected, but related services or inspections have yet to be performed. Revenue will be recognized in the fiscal year the services are performed.

h) Government Transfers

Restricted transfers from governments are deferred and recognized as revenue as related expenditures are incurred or the stipulations in the related agreement are met. Unrestricted transfers are recognized as revenue when received or if the amount to be received can be reasonably estimated and collection is reasonably assured.

i) Employee Future Benefits

The Township and its employees contribute to the Municipal Pension Plan. These contributions are expensed as incurred. Sick leave and post-employment benefits accrue to some Township employees. Accrued liabilities related to sick leave benefits are estimated based on actuarial calculations

b) Basis of Accounting

The Township follows the accrual method of accounting for revenue and expenses. Revenue is recognized in the year in which it is earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods and services and/or the creation of a legal obligation to pay.

c) Cash and Cash Equivalents

Cash and cash equivalents consist of cash, highly liquid money market investments, and short-term deposits with maturities of less than 90 days at acquisition.

d) Investments

Investments are carried at cost which approximates market value and are comprised of money market investments and bonds issued by Canadian Chartered Banks, Credit Unions, and/or government authorities. Most investments are held to maturity and temporary losses or gains in value are not recognized in the consolidated financial statements. Investments are written down if there is an 'other than temporary' decline in value.

e) Assets Held for Sale

Assets held for sale include properties which are ready and available to be sold and for which there is a market. They are valued at the lower of cost or expected net realizable value.

f) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

i) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes amounts directly attributable to acquisition, construction, development, or betterment of the asset. The costs of tangible capital assets are amortized on a straight line basis over their estimated useful lives as follows:

Assets	Useful Life (Years)
Land improvements	20-100
Building and building improvements	10-60
Vehicles	8-25
Machinery and equipment	4-30
Roads infrastructure:	

of years of service, retirement ages, and expected future salary and wage increases. These liabilities are accrued based on projected benefits as employees render qualifying years of service. Other post-employment benefit liabilities are recognized as a liability and expensed in the period when the event occurs that obligates the Township to provide the benefit.

j) Debt and Agreements Payable

Municipal Finance Authority (“MFA”) debt is recorded net of related sinking fund balances. Interest on debt is recorded on an accrual basis. Land acquisition and development agreement debt is valued using a present value calculation of total future payments using a discount percentage that approximates the cost of borrowing through the MFA.

m) Segmented Information

A segment is defined as a distinguishable activity or group of activities of a government for which it is appropriate to separately report financial information to achieve the objectives of the standard. Financial information is presented in segmented format in Note 21.

k) Liability for Contaminated Sites

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic, radioactive material or live organism that exceeds an environmental standard. Liabilities are recorded net of any expected recoveries.

A liability for remediation of contaminated sites is recognized when a site is not in productive use and the following criteria are met:

- i) An environmental standard exists;
- ii) Contamination exceeds environmental standards;
- iii) The Township is directly responsible or accepts responsibility;
- iv) It is expected that future economic benefits will be given up and
- v) A reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance, and monitoring that are an integral part of the remediation strategy for a contaminated site.

l) Use of Estimates

The preparation of these consolidated financial statements requires management to make estimates and assumptions that affect amounts reported, including post-employment benefits, allowance for doubtful receivables, fair value of developer contributions of tangible capital assets, useful lives of tangible capital assets, provision for contingencies, liability for contaminated sites, and future payments under land acquisition agreements. Revised estimates may be required, and adjustments will be made in the period that a change in estimate is made. Actual results could differ from estimates, and adjustments will be made in the year of final determination.

3. CASH, CASH EQUIVALENTS, AND INVESTMENTS

Cash and cash equivalents are recorded at cost of \$88,536 (2017 - \$46,989).

Investments with an initial maturity beyond three months are recorded at an amortized cost of \$194,145 with a market value of \$193,274 (2017 - amortized cost of \$237,372 with a market value of \$237,684).

Investments maturing within one year of December 31, 2018 have interest rates ranging from 1.90% to 2.95%; within two to four years have interest rates ranging from 1.90% to 3.40%; within five to seven years have interest rates ranging from 2.50 % to 3.37% and within eight to ten years have interest rates ranging from 2.85% to 2.87%

The following amounts are exclusive of Cemetery Funds (Note 19).

	<u>2018</u>	<u>2017</u>
Cash and cash equivalents	\$ 88,536	\$ 46,989
Investments	194,145	237,372
	<u>\$ 282,681</u>	<u>\$ 284,361</u>

4. ACCOUNTS RECEIVABLE

	<u>2018</u>	<u>2017</u>
Taxes	\$ 5,946	\$ 4,992
Federal Government	2,814	7,835
Provincial Government	89	126
Municipal Finance Authority	1,164	1,133
Other local governments	2,180	125
Other accounts	7,135	4,863
Accrued interest and others	5,190	4,761
Recoverable work in progress	2,532	1,630
Receivables secured letters of credit (a)	11,835	13,873
Local Area Service levies receivable (b)	10,695	7,163
	<u>\$ 49,580</u>	<u>\$ 46,501</u>

- a) Receivables secured letters of credit balance represents non-interest bearing securities for Development Cost Charge ("DCC") amounts due from developers within two years. Monies collected upon negotiation of the letters of credit are restricted and can only be expended for DCC purposes (Note 8).
- b) Local Area Service levies receivable balance represents amounts due from property owners for specific local improvement projects in their neighborhood. Amounts realized upon collection of these receivables are restricted to repayment of Local Area Service loan balances outstanding.

5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	<u>2018</u>	<u>2017</u>
Trade and other liabilities	\$ 55,600	\$ 44,845
Payroll liabilities	6,248	5,573
Employee future benefits (Note 17)	5,442	4,956
Collections for other authorities	1,085	701
	<u>\$ 68,375</u>	<u>\$ 56,075</u>

6. DEPOSITS AND PREPAYMENTS

The Township holds cash deposits as security to ensure the satisfactory completion of works and other obligations. The Township also encourages prepayment of property taxes and pays interest at rates prescribed by the provincial government.

	2018	2017
Cash deposits held as security	\$ 29,496	\$ 17,382
Prepaid property tax	15,912	14,876
	<u>\$ 45,408</u>	<u>\$ 32,258</u>

The Township also holds irrevocable letters of credit in the amount of \$81,475 (2017 - \$74,012) as security to ensure satisfactory completion of works within the Township. These letters of credit amounts are not reflected in the consolidated financial statements.

7. DEFERRED REVENUE

	2018	2017
Future works deposit	\$ 7,190	\$ 6,756
South Coast British Columbia Transportation Authority	909	-
Government grant	37	102
Langley School Board contribution	1,550	1,700
Trinity Western University contribution	1,808	1,983
Other	3,576	3,951
	<u>\$ 15,070</u>	<u>\$ 14,492</u>

8. DEVELOPMENT COST CHARGES

DCC are collected from developers to contribute to capital costs associated with development. In accordance with the Local Government Act, these funds must be deposited into a separate DCC Reserve Fund. DCC amounts collected are deferred and recognized as revenue in the year that related costs are incurred.

	2018	2017
Roads	\$ 18,571	\$ 22,832
Drainage	4,557	4,246
Park Land/Development	3,347	4,254
Water	10,972	11,279
Sewer	3,212	3,917
	<u>\$ 40,659</u>	<u>\$ 46,528</u>
Beginning of year	\$ 46,528	\$ 43,801
Expenditures in Operating	(3,968)	(3,908)
Expenditures in Capital	(21,169)	(16,031)
Receipts	18,632	22,038
Interest	636	628
End of year	<u>\$ 40,659</u>	<u>\$ 46,528</u>

Investment in DCC consists of restricted investments as well as restricted accounts receivable.

Investments	\$ 28,824	\$ 32,655
Receivables secured letters of credit (Note 4)	11,835	13,873
	<u>\$ 40,659</u>	<u>\$ 46,528</u>

9. DEBT AND AGREEMENTS PAYABLE

		2018	2017
MFA debt, net of sinking fund deposits	a) \$	88,066	\$ 92,196
Agreements payable	b)	12,185	15,262
Temporary borrowings	c)	11,250	250
	\$	<u>111,501</u>	<u>\$ 107,708</u>

Estimated future payments on debt and agreements payable for the next five years and thereafter are:

	Principal	Interest	Total
2019	5,861	4,254	10,115
2020	6,027	4,211	10,238
2021	6,106	3,819	9,925
2022	6,137	3,771	9,908
2023	6,222	3,723	9,945
Thereafter	81,148		
	<u>\$ 111,501</u>		

a) MFA Debt

The Township obtains debt instruments through the MFA pursuant to security issuing bylaws under authority of the Community Charter to finance certain expenditures. Sinking fund balances managed by MFA are netted against related debt.

	Interest Rate	Gross Debt Outstanding	Sinking Fund Balance	Net Debt 2018	2017
Stormwater, Bylaw 4752, due 2030	4.50%	\$ 1,800	\$ 557	\$ 1,243	\$ 1,323
Stormwater, Bylaw 4829, due 2031	4.20%	2,292	608	1,684	1,781
Water, Bylaw 3950, due 2020	2.10%	1,200	1,025	175	257
Water, Bylaw 4919, due 2037	2.80%	33,535	1,248	32,287	33,535
Water, Bylaw 4920, due 2037	2.80%	7,015	261	6,754	7,015
General, Bylaw 4455, due 2027	4.82%	3,250	1,472	1,778	1,940
General, Bylaw 4556, due 2027	4.82%	11,000	4,982	6,018	6,565
Sewer, Bylaw 4750, due 2030	4.50%	8,500	2630	5,870	6,246
Transportation, Bylaw 4751, due 2035	2.20%	8,700	956	7,744	8,074
Transportation, Bylaw 5232, due 2037	3.15%	11,716	436	11,280	11,716
Transportation, Bylaw 5233, due 2037	3.15%	13,744	511	13,233	13,744
b) Agreements payable		<u>\$ 102,752</u>	<u>\$ 14,686</u>	<u>\$ 88,066</u>	<u>\$ 92,196</u>

Parkland, due 2018	-	1,868
Parkland, due 2026	827	954
Recreation facility, due 2029	10,940	11,940
Recreation facility, due 2022	418	500
	<u>\$ 12,185</u>	<u>\$ 15,262</u>

c) Temporary borrowings

As at December 31, 2018, the Township has secured temporary financing of \$11,250 (2017 - \$250) from the MFA for transportation capital projects (\$4,250) and facility capital works (\$7,000) to be paid over 20 years pending the issuance of debt instruments through the MFA pursuant to security issuing bylaws in 2019. The variable annual interest rate as at December 31, 2018 was 2.80% (2017 - 1.94%).

10. TANGIBLE CAPITAL ASSETS

Cost	Balance at December 31 2017	Additions (net of transfers)	Disposals and Reclass of Land Held for Resale	Balance at December 31 2018
Land and improvements	\$ 540,170	\$ 127,386	\$ 17,024	\$ 650,532
Building and building improvements	162,828	53,031	2,355	213,504
Vehicles, machinery and equipment	55,090	7,514	3,471	59,133
Parks infrastructure	87,062	4,838	2,520	89,380
Information technology	12,544	688	282	12,950
Roads	480,859	30,754	335	511,278
Stormwater	249,132	7,059	399	255,792
Sewer	134,210	3,257	130	137,337
Water	216,752	5,428	133	222,047
Assets under construction	55,918	(12,408)	-	43,510
Total	\$ 1,994,565	\$ 227,547	\$ 26,649	\$ 2,195,463

Accumulated amortization	Balance at December 31 2017	Amortization	Accumulated Amortization on Disposals	Balance at December 31 2018
Land and improvements	\$ 1,835	\$ 138	\$ 8	\$ 1,965
Building and building improvements	70,928	5,687	1,676	74,939
Vehicles, machinery and equipment	32,845	3,294	3,398	32,741
Parks infrastructure	45,982	3,473	1,543	47,912
Information technology	8,753	835	272	9,316
Roads	232,296	12,156	236	244,216
Stormwater	74,176	3,901	187	77,890
Sewer	34,964	2,113	49	37,028
Water	70,901	3,698	59	74,540
Total	\$ 572,680	\$ 35,295	\$ 7,428	\$ 600,547

Net book value	Net Book Value December 31 2017	Net Book Value December 31 2018
Land and improvements	\$ 538,335	\$ 648,567
Building and building improvements	91,900	138,565
Vehicles, machinery and equipment	22,245	26,392
Parks infrastructure	41,080	41,468
Information technology	3,791	3,634
Roads	248,563	267,062
Stormwater	174,956	177,902
Sewer	99,246	100,309
Water	145,851	147,507
Assets under construction	55,918	43,510
Total	\$ 1,421,885	\$ 1,594,916

Cost	Balance at December 31 2016	Additions (net of transfers)	Disposals and Reclass of Land Held for Resale	Balance at December 31 2017
Land and improvements	\$ 515,163	\$ 25,447	\$ 440	\$ 540,170
Building and building improvements	159,594	3,879	645	162,828
Vehicles, machinery and equipment	53,592	1,993	495	55,090
Parks infrastructure	80,290	6,772	-	87,062
Information technology	10,137	2,428	21	12,544
Roads	468,729	12,130	-	480,859
Stormwater	238,876	10,641	385	249,132
Sewer	131,675	2,562	27	134,210
Water	212,900	4,139	287	216,752
Assets under construction	16,840	39,078	-	55,918
Total	\$ 1,887,796	\$ 109,069	\$ 2,300	\$ 1,994,565

Accumulated amortization	Balance at December 31 2016	Amortization	Accumulated Amortization on Disposals	Balance at December 31 2017
Land and improvements	\$ 1,724	\$ 118	\$ 7	\$ 1,835
Building and building improvements	66,037	5,112	221	70,928
Vehicles, machinery and equipment	30,048	3,293	496	32,845
Parks infrastructure	42,637	3,345	-	45,982
Information technology	7,990	784	21	8,753
Roads	220,504	11,792	-	232,296
Stormwater	70,527	3,799	150	74,176
Sewer	32,900	2,081	17	34,964
Water	67,470	3,648	217	70,901
Total	\$ 539,837	\$ 33,972	\$ 1,129	\$ 572,680

Net book value	Net Book Value December 31 2016	Net Book Value December 31 2017
Land and improvements	\$ 513,439	\$ 538,335
Building and building improvements	93,557	91,900
Vehicles, machinery and equipment	23,544	22,245
Parks infrastructure	37,653	41,080
Information technology	2,147	3,791
Roads	248,225	248,563
Stormwater	168,349	174,956
Sewer	98,775	99,246
Water	145,430	145,851
Assets under construction	16,840	55,918
Total	\$ 1,347,959	\$ 1,421,885

a) Assets under construction

Assets under construction having a value of \$43,510 (2017 - \$55,918) have not been amortized. Amortization of these assets will commence when the asset is available for productive use.

b) Other Developer Contributions

Other developer contributions include contributed tangible capital assets and non-refundable deposit contributions used to fund capital. Contributed tangible capital assets have been recognized at fair market value at the date of contribution. Other developer contributions received during the year are as follows:

	<u>2018</u>	<u>2017</u>
Land and improvements	\$ 100,026	\$ 11,560
Road infrastructure	5,012	10,029
Parks infrastructure	479	150
Stormwater infrastructure	1,531	4,306
Water infrastructure	844	1,948
Sewer infrastructure	544	2,204
Buildings infrastructure	391	-
Total	\$ 108,827	\$ 30,197
Developer contributed tangible capital assets	\$ 108,340	\$ 29,753
Non-refundable deposit contributions to tangible capital assets	487	444
Total	\$ 108,827	\$ 30,197

c) Works of Art and Historical Treasures

The Township manages and controls various works of art and non-operational historical cultural assets including buildings, artifacts, paintings, and sculptures located at Township sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized.

d) Write-down of Tangible Capital Assets

There was no write-down of tangible capital assets during the year (2017 - nil).

11. ACCUMULATED SURPLUS

Accumulated surplus consists of individual fund surplus, reserves and reserve funds as follows:

	<u>Operating Funds</u>	<u>Capital Funds</u>	<u>Statutory Reserve Funds (Note 12)</u>	<u>Investment in Tangible Capital Assets (Note 13)</u>	<u>Total</u>
General Fund	\$ 41,587	\$ 6,003	\$ -	\$ 665,898	\$ 713,488
Parks Utility	31,776	1,622	-	174,382	207,780
Transportation Utility	4,528	2,466	-	263,890	270,884
Stormwater Utility	(165)	3,018	-	176,807	179,660
Solid Waste	972	62	-	85	1,119
Sewer Utility	3,224	1,049	-	95,483	99,756
Water Utility	5,053	4,305	-	118,521	127,879
Statutory Reserve Funds	-	-	53,291	-	53,291
Total for 2018	\$ 86,975	\$ 18,525	\$ 53,291	\$ 1,495,066	\$ 1,653,857
Total for 2017	\$ 75,874	\$ 18,919	\$ 69,856	\$ 1,334,528	\$ 1,499,177

12. STATUTORY RESERVE FUNDS

Statutory reserve funds are used for the replacement or improvement of capital assets. The Local Area Service Reserve Fund is used to fund upfront costs of capital improvement projects initiated by property owners or Council and is repayable with interest by the property owners.

	<u>2018</u>	<u>2017</u>
General Capital	\$ 527	\$ 605
Stormwater Capital	1,234	311
Sewer Capital	19,060	17,603
Water Capital	27,569	25,500
Infrastructure Renewal & Replacement	1,274	1,916
Fire Equipment Capital	2,097	5,237
Land Capital Reserve – (deficit)	(32,002)	(17,562)
Parkland Reserve	8,041	7,994
Tax Sale Land	253	248
Local Area Service	15,456	12,329
Off-Street Parking	13	13
Debt Retirement	9,769	15,662
	<u>\$ 53,291</u>	<u>\$ 69,856</u>
Reserve funds, beginning of year	\$ 69,856	\$ 48,073
Contribution from operations	11,905	41,722
Other revenue and contributions	24,906	6,302
Interest allocated	1,873	1,096
Used for capital and operating expenses	(55,249)	(27,337)
Reserve funds, end of year	<u>\$ 53,291</u>	<u>\$ 69,856</u>

13. INVESTMENT IN TANGIBLE CAPITAL ASSETS

	<u>2018</u>	<u>2017</u>
Balance, beginning of year	\$ 1,334,528	\$ 1,268,808
Additions of tangible capital assets	227,547	109,069
Reclassification of land held for sale	(3,800)	(188)
Proceeds on disposal of tangible capital assets	(23,381)	(1,565)
Gain on disposal of tangible capital assets	7,960	582
Recognition of deferred revenue related to tangible capital assets	325	325
Amortization expense	(35,295)	(33,972)
Cash from issuance of debt and agreements payable	(19,928)	(11,305)
Repayment of debt and agreements payable	<u>7,110</u>	<u>2,774</u>
Balance, end of year	<u>\$ 1,495,066</u>	<u>\$ 1,334,528</u>

	<u>2018</u>	<u>2017</u>
Net book value of tangible capital assets	\$ 1,594,916	\$ 1,421,885
Less:		
Debt and agreements payable	(111,501)	(107,708)
Deferred revenue – Trinity Western University	(1,808)	(1,983)
Deferred revenue – Langley School Board	(1,550)	(1,700)
Add:		
Debt for non-capital expenses	1,684	1,781
Debt not spent on tangible capital assets	<u>13,325</u>	<u>22,253</u>
Investment in tangible capital assets	<u>\$ 1,495,066</u>	<u>\$ 1,334,528</u>

14. CONTINGENCIES AND COMMITMENTS

- a) Loan agreements with Metro Vancouver Regional District provide that if at any time the scheduled payments provided for in the agreements are not sufficient to meet the MFA's obligations in respect of such borrowing, the resulting deficiency becomes the joint and several liability of the Township and all other participants of the MFA.
- b) Various lawsuits and claims are pending against the Township. Applicable insured claims have been referred to Township insurers. Management believes the resolution of the insured and non-insured claims will not materially affect the financial position of the Township. The Township is actively pursuing the recapture of the payment of the assessment penalty from WorksafeBC. The obligation was recorded in 2017 and paid in 2018.
- c) The Township has significant future contractual commitments for capital acquisitions and completion of capital construction projects in progress.

The Township records capital costs incurred to the end of the year as tangible capital assets. To provide for completion of capital projects in progress, unexpended money is set aside as a capital appropriation.

- d) The Township has entered into various agreements and contracts with other governments and businesses that extend beyond one year for the provision of operating services and supplies and facility rentals. Agreements and contracts may provide for annual increases or additional payments that may arise due to usage levels or other factors. The

Township's five-year financial plan, updated and adopted annually by bylaw following public consultation, provides funding for these obligations. Services provided include policing, fire dispatch, emergency communications, library, animal protection and control, sewage disposal, solid waste and recycling, arena operations, planted area maintenance, tourism, economic development, photocopying, environmental, emergency preparedness and education, and the Society (Langley Events Centre) operations management.

- e) The Township, as a member of the Greater Vancouver Water District, the Greater Vancouver Sewerage and Drainage District, and Metro Vancouver Regional District, is directly, jointly, and severally liable with other member municipalities for net capital liabilities of those authorities.
- f) The Township is a shareholder of Emergency Communications for Southwest British Columbia Incorporated ("E-Comm") whose services include: regional 9-1-1 call centre for Metro Vancouver Regional District; Wide Area Radio network; dispatch operations; and records management. The Township has two Class B shares and one Class A Share for a total of three shares. In 2018, the Township converted one Class B share to Class A in order to actively use the wide-area radio system. E-Comm has 32 Class A shares and 21 Class B Shares. Class A shareholders are part of the E-Comm radio network and are bound by terms and conditions of the Members' Agreement (Special Users Agreement for the RCMP). Class B shareholders are not required to cover E-Comm's financial obligations.

15. COLLECTIONS FOR OTHER GOVERNMENTS

The Township collected and remitted the following amounts on behalf of other government organizations. These amounts are recorded on a net basis in the consolidated financial statements.

	<u>2018</u>	<u>2017</u>
School District #35	\$ 72,272	\$ 68,711
Municipal Finance Authority	11	9
B.C. Assessment Authority	2,260	2,077
Metro Vancouver Regional District	2,289	1,886
South Coast British Columbia Transit Authority	<u>13,893</u>	<u>12,801</u>
	<u>\$ 90,725</u>	<u>\$ 85,484</u>

16. MUNICIPAL PENSION PLAN

The Township and its employees contribute to the Municipal Pension Plan (the “Plan”), a jointly trustee pension plan. The board of trustees, representing plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2017, the Plan has about 197,000 active members and approximately 95,000 retired members. Active members include approximately 904 contributors from the Township.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The most recent actuarial valuation for the Plan as at December 31, 2015 indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. The next valuation will be December 31, 2018, with results available in fall of 2019.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The Township paid \$5,905 (2017 - \$5,262) for employer contributions to the Plan, while employees contributed \$5,006 (2017 - \$4,959) to the Plan in fiscal 2018.

17. EMPLOYEE FUTURE BENEFITS

The Township provides certain benefits to its employees upon retirement. Sick Leave benefit accrue to eligible employees who retire from service with the Township at the age of 65. Eligible employees shall be paid all their sick leave credit to a maximum of 75 days multiplied by the daily rate of pay at retirement. Employees who retire before the age of 60 shall have their benefit factored by the percentage of full pension awarded by the Municipal Superannuation Commission. Other post-employment benefits accrue to eligible employees as compensation related to additional hours worked beyond their contractual arrangement that are not payable until retirement, resignation or termination.

	2018	2017
Accrued benefit obligation, beginning of year	\$ 4,485	\$ 3,932
Current service cost	316	320
Interest cost	125	130
Long-term disability expense	73	134
Actual benefits paid	(172)	(206)
Amortization of actuarial adjustment	(395)	175
Accrued benefit obligation, end of year	4,432	4,485
Unamortized actuarial gain	625	260
Accrued sick leave benefit obligation, end of year	5,057	4,745
Other post-employment benefit liability	385	211
Total Employee Future Benefits	\$ 5,442	\$ 4,956

The actuarial adjustment will be amortized over a period of 12 years which is equal to the employee’s expected average remaining service lifetime. The liability is recorded as part of accounts payable and accrued liabilities on the consolidated Statement of Financial Position (Note 5).

Other Post-employment benefit liability is calculated based on hours worked and accrued interest for 2018 at 2.24% (2017 – 1.95%). The Township’s Sick Leave accrued liability is supported by a report from an independent actuarial consulting firm. Sick Leave liabilities were calculated as at December 31, 2018. The Actuary report is based on standard assumptions concerning salary scales, mortality rates, retirement age, and withdrawal rates at the following rates:

	2018	2017
Discount rate	3.20%	2.90%
Expected future inflation rate	2.50%	2.50%
Expected wage and salary inflation	2.50%	2.50%
Expected wage and salary increases	2.58% - 4.63%	2.58% - 4.63%

18. SIGNIFICANT TAXPAYERS

The Township has a diverse residential, commercial, industrial, and agricultural property tax base and is not significantly reliant upon property tax revenue from any one large taxpayer.

19. TRUST FUNDS

The Cemetery Care Trust Fund must be administered in accordance with the Cemetery and Funeral Services Act. In accordance with PSAB recommendations, trust funds are not included in the Township's consolidated financial statements.

Assets	2018	2017
Cash and investments	\$ 2,224	\$ 2,070
Accrued interest receivable	11	7
	<u>\$ 2,235</u>	<u>\$ 2,077</u>
Equity		
Balance, beginning of year	\$ 2,077	\$ 1,928
Contributions	114	117
Interest revenue	44	32
Balance, end of year	<u>\$ 2,235</u>	<u>\$ 2,077</u>

20. BUDGET DATA

The budget data presented in these consolidated financial statements is based upon the 2018 operating and capital budgets approved by Township Council on February 19, 2018. Amortization was not contemplated on development of the budget and, as such, has not been included. Other entities includes the budget for the Society and its subsidiary, excluding inter-company transactions. The chart below reconciles the approved budget to the budget figures reported in these consolidated financial statements.

Revenue	2018 Budget
Operating Budget Bylaw	\$ 234,463
Capital Budget Bylaw	325,802
Other entities	4,895
Less:	
Transfer from other funds	(163,090)
Proceeds from new debt	(49,284)
Total Revenue	<u>352,786</u>
Expenses	
Operating Budget Bylaw	234,463
Capital Budget Bylaw	325,802
Other entities	3,806
Less:	
Transfer from other funds	(27,635)
Capital expenditures	(302,274)
Debt principal payments	(7,206)
Total Expenses	<u>226,956</u>
Annual Surplus	<u>\$ 125,830</u>

21. SEGMENTED INFORMATION

The Township is a diversified municipal government that provides a wide range of services to its citizens, including:

- General Government Services
- Protective Services
- Facilities Maintenance Services
- Community Planning and Development Services
- Recreation, Culture, and Parks Services
- Engineering Services

For management reporting purposes, the government's operations and activities are organized and reported by service areas. Service areas were created for the purpose of recording specific activities to attain certain objectives in accordance with regulations, restrictions, or limitations.

Township services are provided by departments and their activities are reported in these service areas. Departments disclosed in the Segmented Information, along with the services they provide, are as follows:

General Government Services

General Government Services includes Corporate Administration, Legislative Services, Human Resources, and Finance. Corporate Administration is responsible for carrying out the direction, policies, and priorities set by Council and for providing recommendations to Council consistent with the needs of the community. Legislative Services department provides a secretariat for Council and its Committees. Human Resources provide assistance, advice, and guidance to both managers and employees in fulfilling roles and achieving and accomplishing their goals. The Finance Division manages the Township's financial resources and provides expert financial information, advice, and services while complying with the Community Charter and other legislated services.

Protective Services

Protective Services includes the RCMP and Fire Departments. The RCMP protects and serves the citizens of Langley through the prevention and reduction of crime in partnership with the community.

The Fire Department operates through seven fire halls located throughout the Township. Services are delivered through four main branches of the Fire Service. Professional expertise is provided in the area of fire prevention, emergency operations, fire safety, and emergency planning.

Facilities Maintenance Services

The Facilities Maintenance Division of Engineering is responsible for maintenance on all Township facilities. Centralization of this function facilitates more effective prioritization of maintenance to protect significant assets critical for service delivery.

Community Planning and Development Services

The Community Planning and Development Division provides Council, internal divisions, and the general public with professional advice on community planning and development issues. Community Development is also responsible for Bylaw Enforcement.

Recreation, Culture, and Parks Services

Recreation, Culture, and Parks is responsible for the management and provision of leisure services within the Township.

Engineering Services

The Engineering Division delivers municipal transportation, water, sewer, solid waste, and stormwater services. Transportation manages traffic and transportation systems to ensure safe, efficient mobility for pedestrians, cyclists, and vehicles. The Water, Sewer, and Drainage Utilities operate and distribute water and network sewer mains, storm sewers, and pump stations. Solid Waste includes waste management including recycling, collection, and disposal.

22. CONTRACTUAL RIGHTS

Contractual rights are rights to economic resources arising from contracts or agreements that will result in revenue and assets in the future. The Township enters into contracts or agreements for various services, and long term leases in the normal course of operations that it expects will result in the realization of assets and revenue in future fiscal years. Contractual rights are not recorded in the consolidated financial statements.

At December 31, 2018, the Township has contractual rights in the following amounts:

Year	Total Contractual Rights
2019	\$ 9,738
2020	4,225
2021	3,935
2022	3,192
2023	1,166
Thereafter	8,496
	<u>\$ 30,752</u>

The Township has cost sharing agreements with the other government agencies which are not reflected in the above figures as they cannot be quantified. The Township is the recipient of grants from various government agencies. These grants do not guarantee the right to future funding and have not been included in the above figures.

23. COMPARATIVE FIGURES

Certain 2017 figures have been reclassified to conform to the 2018 consolidated financial statement presentation.

Consolidated Financial Activities - Segmented

For the year ended December 31, 2018 (in thousands of dollars)

	Protective Service				Community Planning and Development
	General Government	Police Protection	Fire Protection	Facilities Maintenance	
REVENUE					
Property taxes	\$ 20,058	\$ 29,261	\$ 16,545	\$ 11,050	\$ -
Fees, rates and service charges	3,198	306	135	1	10,854
Grants and grants in lieu of taxes	5,814	1,394	-	-	-
Service cost recoveries	358	3,527	309	132	85
Gain on disposal of assets	11,852	-	-	-	-
Investment income	3,407	-	-	-	-
Local area service contributions	-	-	-	-	-
Contribution from development cost charges	-	-	-	-	-
Other developer contributions	62,067	-	-	-	-
Other income	(2,335)	2,584	1,394	545	687
	<u>104,419</u>	<u>37,072</u>	<u>18,383</u>	<u>11,728</u>	<u>11,626</u>
EXPENSES					
Salaries, wages and benefits	13,590	7,744	14,465	4,012	7,466
Service and maintenance contracts	1,800	366	670	7,561	382
RCMP contract	-	25,121	-	-	-
Consulting & professional services	2,039	1	212	2,880	817
Insurance	988	20	98	-	-
Material supplies & equipment	622	177	1,212	1,118	251
Information systems maintenance	1,525	6	22	18	16
Aviation and vehicle fuel	667	399	159	4	11
Advertising publications	150	1	1	-	4
Utilities	30	-	-	2,195	1
Sundry	1,702	60	170	176	187
Telephone & communications	290	87	70	53	40
Regional District charges	-	-	-	-	-
Municipal grants	490	-	-	-	15
Debt interest payments	83	-	-	-	-
Fiscal and other debt charges	181	6	1	-	-
Internal cost recoveries	97	47	108	(254)	(49)
Amortization	4,795	-	-	-	-
	<u>29,049</u>	<u>34,035</u>	<u>17,188</u>	<u>17,763</u>	<u>9,141</u>
ANNUAL SURPLUS (DEFICIT)	<u>\$ 75,370</u>	<u>\$ 3,037</u>	<u>\$ 1,195</u>	<u>\$ (6,035)</u>	<u>\$ 2,485</u>

Recreation, Culture & Parks			Engineering								
Recreation and Culture	Parks		Transportation	Stormwater	Water	Sewer	Solid Waste	Reserve Funds	2018	2017	
\$ 14,695	\$ 11,162	\$	21,949	\$ 7,135	\$ -	\$ -	\$ -	\$ -	\$ 131,855	\$ 125,985	
11,044	13,197		1,066	326	23,055	16,322	6,941	-	86,445	72,035	
157	70		7,085	122	-	-	-	-	14,642	14,045	
12	13		169	35	-	-	13	-	4,653	4,418	
-	(976)		(14)	(212)	(75)	(81)	-	-	10,494	969	
-	276		(20)	41	251	178	22	2,032	6,187	5,297	
-	-		-	-	3,863	175	-	-	4,038	786	
-	8,756		12,195	608	2,320	1,259	-	-	25,138	19,939	
-	38,838		5,003	1,531	844	544	-	-	108,827	30,197	
3,391	920		164	250	-	2	1	-	7,603	5,533	
29,299	72,256		47,597	9,836	30,258	18,399	6,977	2,032	399,882	279,204	
11,456	5,079		9,649	2,432	4,206	2,281	646	-	83,026	77,972	
944	2,411		10,227	918	818	535	5,618	-	32,250	28,798	
-	-		-	-	-	-	-	-	25,121	23,056	
221	1,238		8,425	331	5,704	61	34	-	21,963	7,123	
164	-		484	-	15	16	-	-	1,785	1,476	
483	1,943		5,704	1,074	2,128	799	44	-	15,555	14,233	
39	8		46	4	39	22	12	-	1,757	1,773	
-	12		1,115	11	9	3	-	-	2,390	2,120	
43	2		8	1	2	-	10	-	222	250	
-	488		1,006	88	512	153	-	-	4,473	4,290	
578	1,118		564	48	182	31	9	-	4,825	3,605	
61	35		76	15	31	18	9	-	785	807	
4,215	-		-	-	6,307	7,588	-	-	18,110	16,711	
294	-		-	-	-	-	-	-	799	782	
-	320		999	177	1,161	383	-	-	3,123	2,619	
128	5		-	-	-	-	-	-	321	275	
(212)	(73)		(6,635)	31	175	112	55	-	(6,598)	(5,820)	
3,366	3,543		13,879	3,901	3,698	2,113	-	-	35,295	33,972	
21,780	16,129		45,547	9,031	24,987	14,115	6,437	-	245,202	214,042	
\$ 7,519	\$ 56,127	\$	2,050	\$ 805	\$ 5,271	\$ 4,284	\$ 540	\$ 2,032	\$ 154,680	\$ 65,162	

Schedules

2018

DRAFT

Schedule 1

DEBT AND AGREEMENTS PAYABLE

For the year ended December 31, 2018 (in thousands of dollars)

MFA DEBT

By-law	Date of Issue	Issued by	Purpose	Issue	Rate	Maturity
DEBENTURE DEBT						
GENERAL:						
***5423		M.F.A.	Facility Capital Works			Temporary Borrowing
STORMWATER:						
4752	April 8, 2010	M.F.A.	Drainage	110	4.50%	April 8, 2030
4829	April 4, 2011	M.F.A.	Drainage	116	4.20%	April 4, 2031
WATER:						
3950	November 7, 2000	M.F.A.	Langley Water Utility	73	2.10%	December 1, 2020
4919	April 7, 2017	M.F.A.	Langley Water Utility	141	2.80%	April 7, 2037
4920	April 7, 2017	M.F.A.	Langley Water Utility	141	2.80%	April 7, 2037
TRANSPORTATION:						
4751	April 8, 2015	M.F.A.	Transportation	131	2.20%	April 8, 2035
5232	October 4, 2017	M.F.A.	Transportation	142	3.15%	October 4, 2037
5233	October 4, 2017	M.F.A.	Transportation	142	3.15%	October 4, 2037
***4953		M.F.A.	Transportation			Temporary Borrowing
***5424		M.F.A.	Transportation			Temporary Borrowing
SEWER:						
4750	April 8, 2010	M.F.A.	Sewer	110	4.50%	April 8, 2030
PARKS:						
4455	November 2, 2007	M.F.A.	Land Acquisition	102	4.82%	December 1, 2027
4556	November 2, 2007	M.F.A.	Land Acquisition	102	4.82%	December 1, 2027
***5423		M.F.A.	Facility			Temporary Borrowing
						Total debenture debt
PROPERTY ACQUISITION AGREEMENTS						
GENERAL CAPITAL FUND:						
*	Langley Facilities Society		Recreation Centre			August 7, 2029
	Langley Facilities Society		Recreation Centre			November 1, 2022
	February 6, 2017		Land Acquisition			February 6, 2018
PARKS UTILITY FUND:						
**	January 3, 2006		Land Acquisition			January 3, 2026

The Township issues long-term debenture debt instruments through the Municipal Finance Authority (MFA) pursuant to security issuing bylaws. Sinking Fund Reserve balances are managed by the MFA and are used to retire the debt instruments. For reporting purposes, the Township nets Sinking Fund Reserve balances against related gross debt.

The MFA Debt Reserve is composed of Cash Reserves and Demand Note Reserves. The MFA retains these reserves in case any municipality defaults on their debt repayment obligations. Upon retirement of the debt and if no municipality has defaulted, the cash will be returned to the Municipality and the demand notes will be cancelled.

*The Society has a Canadian commercial bank loan pertaining to the construction of the Langley Events Centre. The bank loan was refinanced with a fixed rate structure in 2018. The rate will expire in 2021. For estimation purposes, future principal and interest payments assume constant 2018 rates in effect for the duration of the loan.

**Under this agreement, the vendors retained the right to operate the Redwoods Golf Course for 20 years (7 years remain). The vendors must contribute \$100 annually to maintain and improve the property. The Township must contribute \$50 annually. The Township is also required to make annual repayments at an amount that is variable based on annual property taxes. Interest rates on related debt are approximately 4 to 6%.

***As at December 31, 2018, the Township has also secured temporary financing of \$11,250 from the MFA for various capital projects to be repaid over 20 years pending the issuance of long term debenture securities in 2018. This is an increase over 2017 of \$11,000. The variable annual interest rate as at December 31, 2018 was 2.95%.

Gross Debt	Estimated Sinking Fund Credit	Net Debt 2018	Net Sinking Fund Earnings 2018	Principal Repayments 2018	Interest Expense 2018	Net Debt 2017
\$ 5,500	\$ -	\$ 5,500	\$ -	\$ -	\$ -	\$ -
5,500	-	5,500	-	-	-	-
1,800	557	1,243	19	60	81	1,323
2,292	608	1,684	20	77	96	1,781
4,092	1,165	2,927	39	137	177	3,104
1,200	1,025	175	42	40	25	257
33,535	1,248	32,287	-	1,248	939	33,535
7,015	261	6,754	-	261	196	7,015
41,750	2,534	39,216	42	1,549	1,160	40,807
8,700	956	7,744	22	308	191	8,074
11,716	436	11,280	-	436	369	11,716
13,744	511	13,233	-	512	433	13,744
250	-	250	-	-	6	250
4,000	-	4,000	-	-	-	-
38,410	1,903	36,507	22	1,256	999	33,784
8,500	2,630	5,870	90	286	383	6,246
8,500	2,630	5,870	90	286	383	6,246
3,250	1,472	1,778	53	109	73	1,940
11,000	4,982	6,018	178	369	246	6,565
1,500	-	1,500	-	-	-	-
15,750	6,454	9,296	231	478	319	8,505
114,002	14,686	99,316	424	3,706	3,038	92,446
		10,940	-	1,000	363	11,940
		418	-	82	59	500
		-	-	1,868	83	1,868
		11,358	-	2,950	505	14,308
		827	-	127	1	954
		827	-	127	1	954
Total agreements payable		12,185	-	3,077	506	15,262
Total debt and agreements payable	\$	111,501	\$ 424	\$ 6,783	\$ 3,544	\$ 107,708

Schedule 2

LANGLEY CENTENNIAL MUSEUM

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended December 31, 2018 (in thousands of dollars)

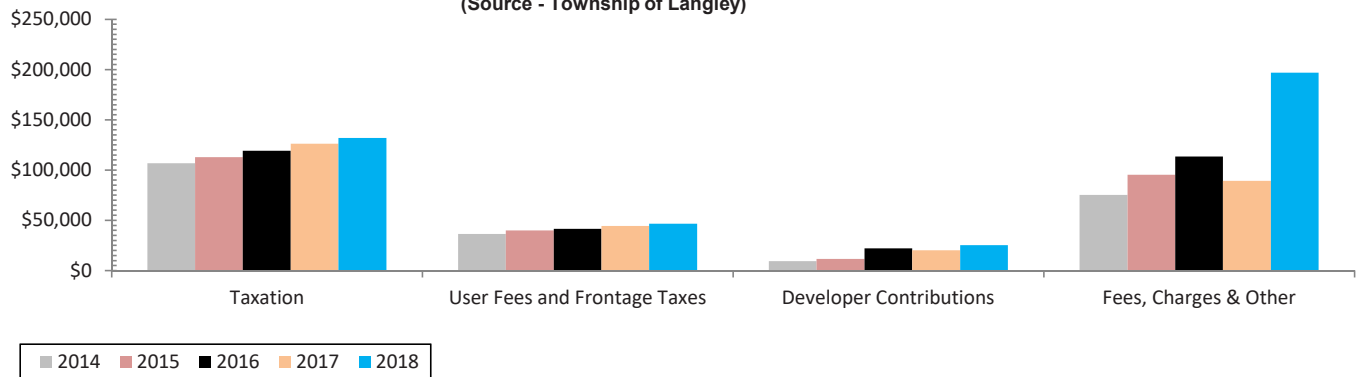
	2018	2017
REVENUE		
Donations, sales and programs	\$ 144	\$ 151
BC Arts Council grant	40	40
Transfer from Museum Reserve	-	1
Transfer from capital surplus	-	33
Federal grants - other	47	19
Provincial grants - other	1	1
Other grants	28	-
Township of Langley funding	634	663
	<u>\$ 894</u>	<u>\$ 908</u>
EXPENSE		
Salaries and benefits	633	654
Program and events	87	62
Exhibit maintenance	19	24
Insurance	15	15
Purchases for resale	17	20
Office supplies and sundry	12	15
Utilities	19	19
Telephone and internet	3	3
Amortization expense	13	10
Grounds maintenance	9	8
Advertising	3	1
Travel	3	3
Building maintenance	42	51
Artifact additions	6	1
Total operating expense	<u>881</u>	<u>886</u>
Transfer to Museum Reserve	<u>13</u>	<u>22</u>
	<u>\$ 894</u>	<u>\$ 908</u>
MUSEUM RESERVE		
Balance, beginning of year	\$ 529	\$ 521
Contribution from Museum operations	29	33
Operating expense funded by the Reserve Fund	(5)	(3)
Capital expenditure funded by the Reserve Fund	-	(22)
Balance, end of year	<u>\$ 553</u>	<u>\$ 529</u>

Statistical Information

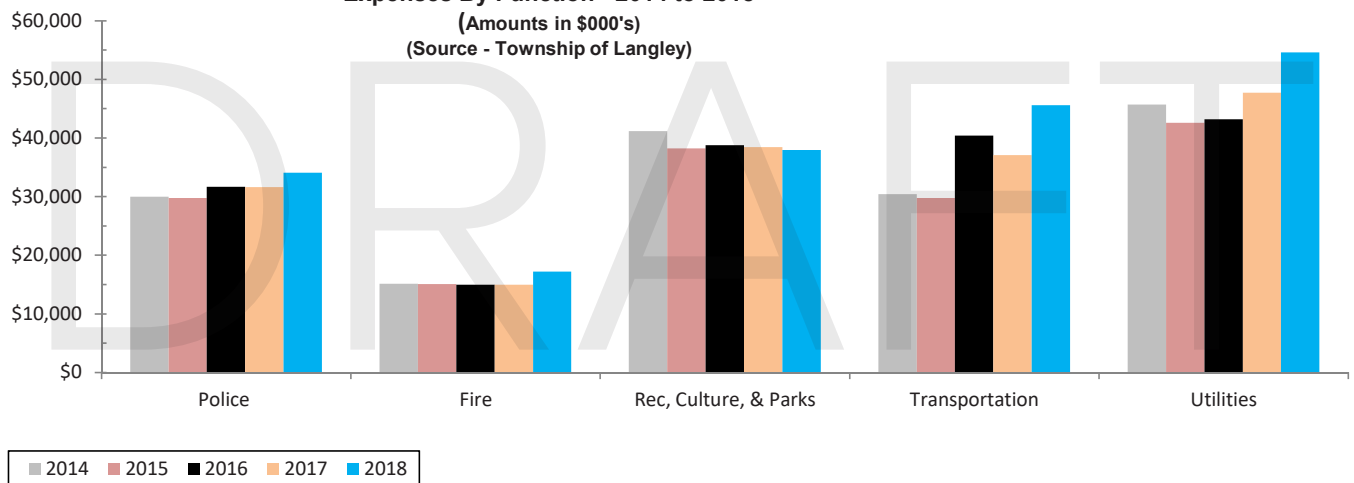
2018

DRAFT

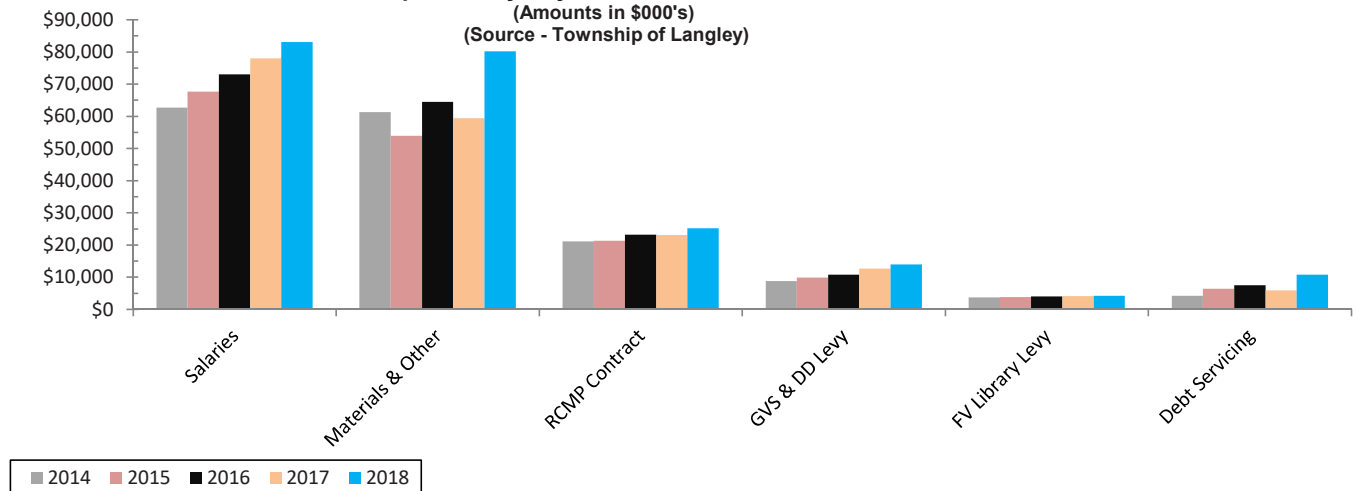
Revenue By Source - 2014 to 2018
(Amounts in \$000's)
(Source - Township of Langley)



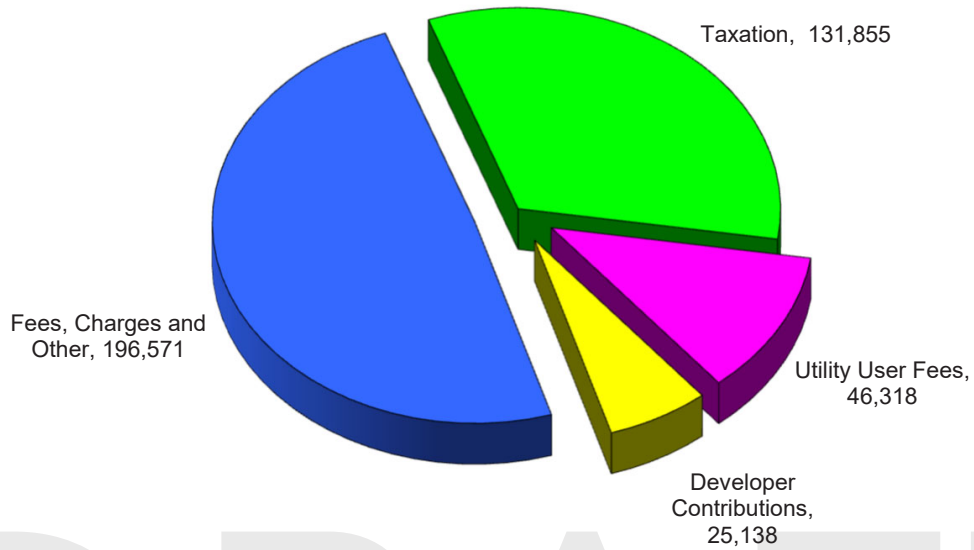
Expenses By Function - 2014 to 2018
(Amounts in \$000's)
(Source - Township of Langley)



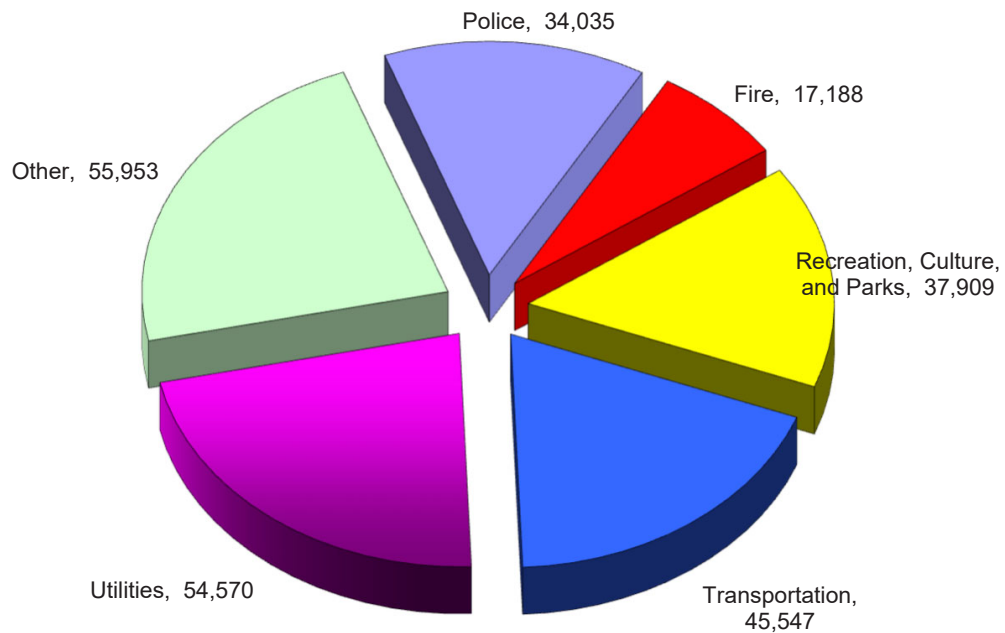
Expenses By Object - 2014 to 2018
(Amounts in \$000's)
(Source - Township of Langley)



2018 Total Township Revenue
(Amounts in \$000's)
(Source - Township of Langley)

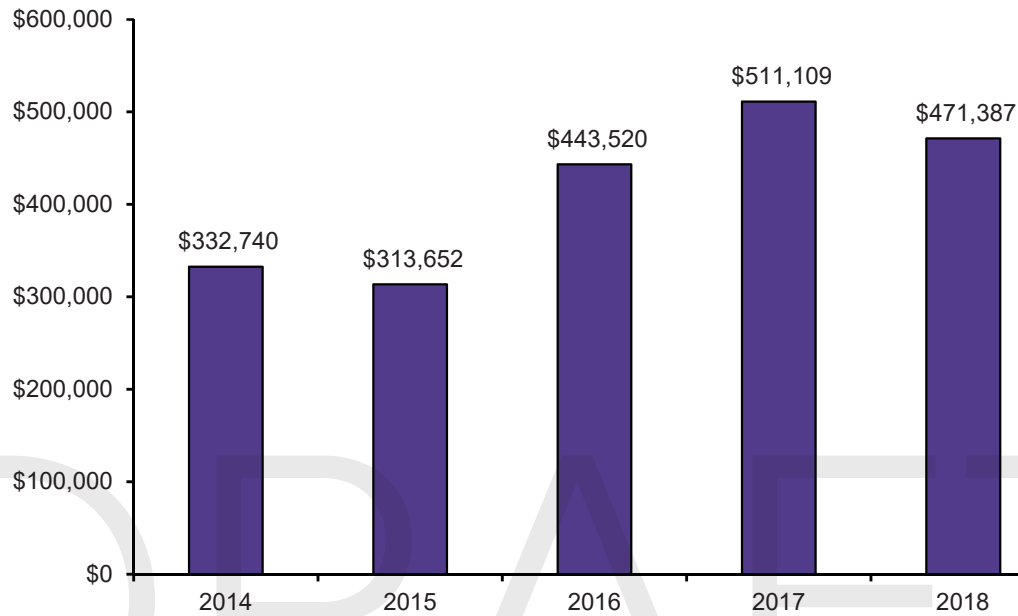


2018 Total Township Expenses
(Amounts in \$000's)
(Source - Township of Langley)



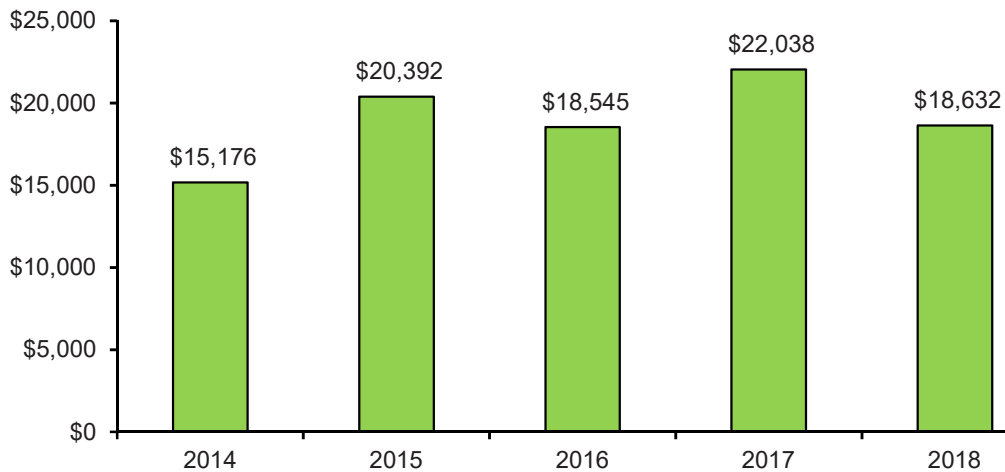
Building Permit Values - 2014 to 2018

(Amounts in \$000's)
(Source - Township of Langley)

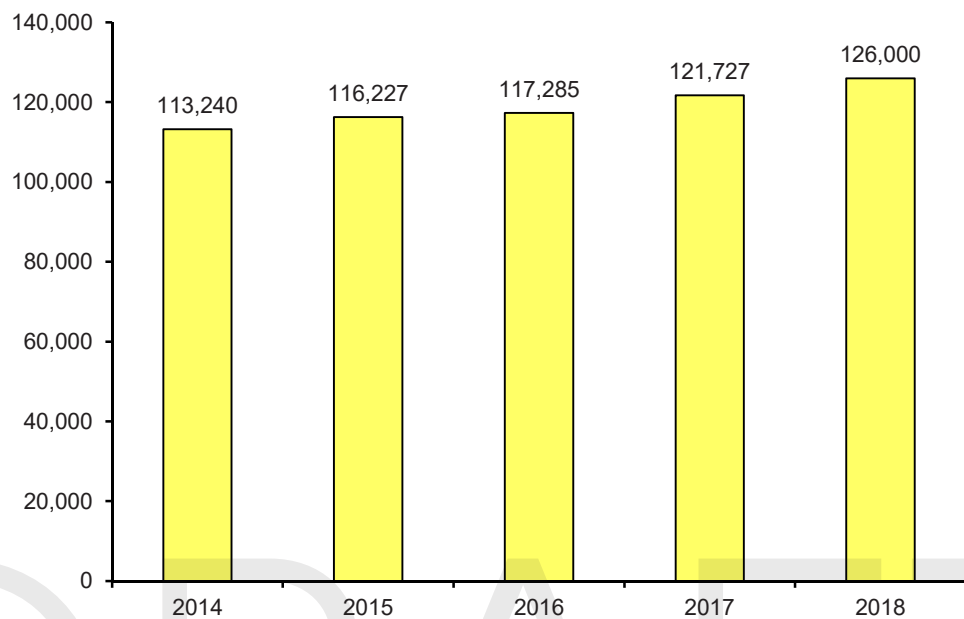


Net Development Cost Charge Receipts - 2014 to 2018

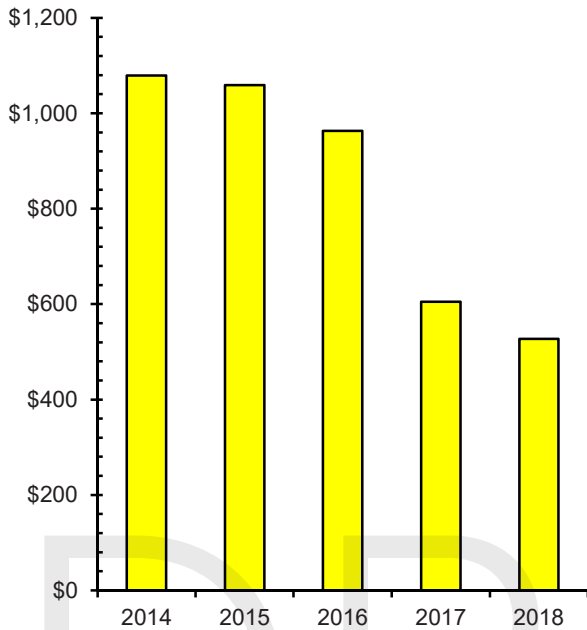
(Amounts in \$000's)
(Source - Township of Langley)



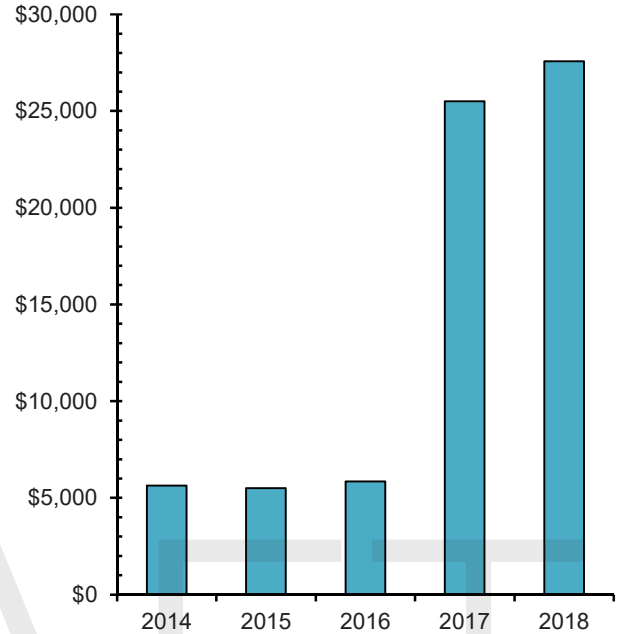
Population Estimates - 2014 to 2018
(Source - BC Stats 2017, Township of Langley 2014, 2015, 2016, 2018)



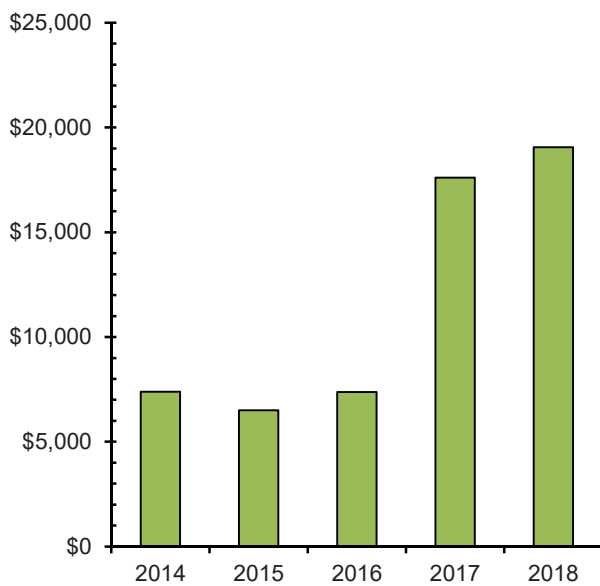
General Capital Reserve
2014 to 2018
(Amounts in \$000's)



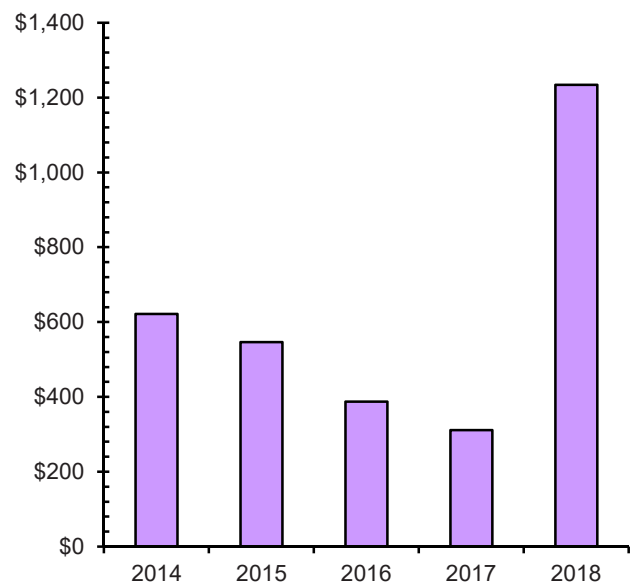
Water Capital Reserve
2014 to 2018
(Amounts in \$000's)



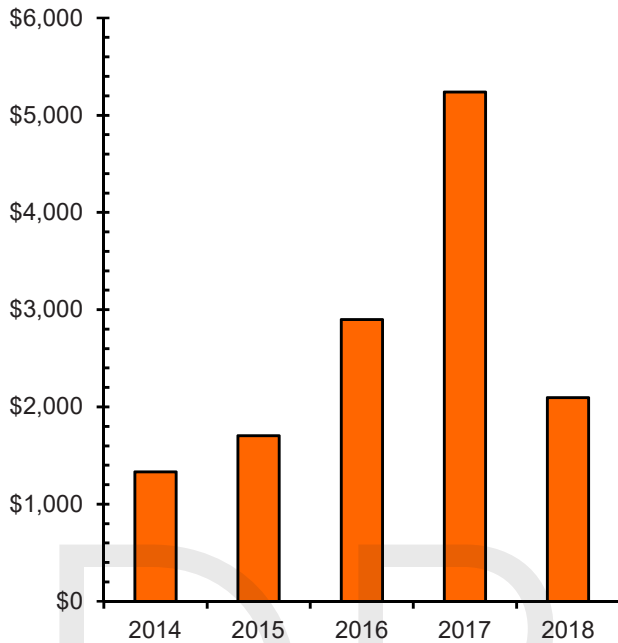
Sewer Capital Reserve
2014 to 2018
(Amounts in \$000's)



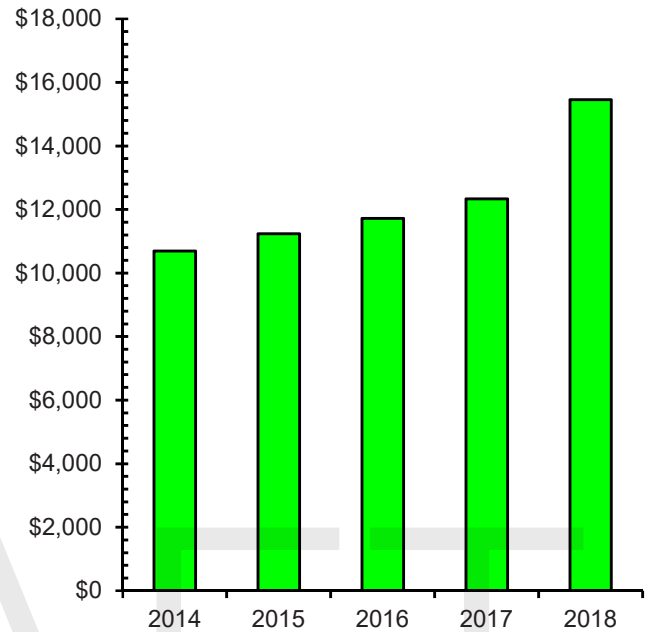
Stormwater Capital Reserve
2014 to 2018
(Amounts in \$000's)



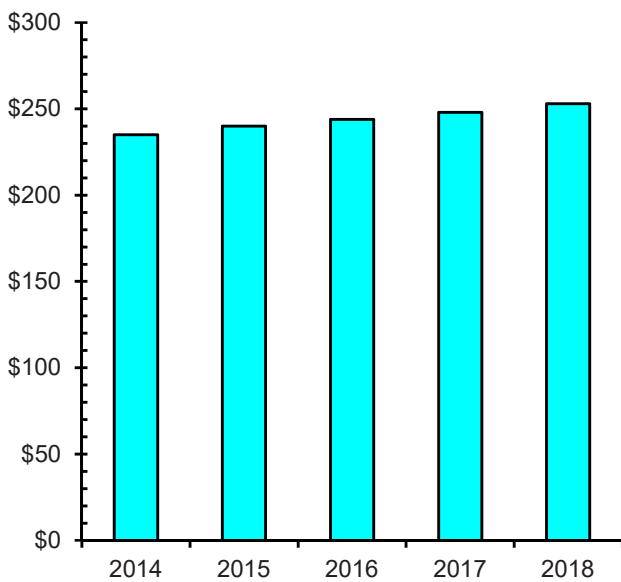
Fire Capital Reserve
2014 to 2018
(Amounts in \$000's)



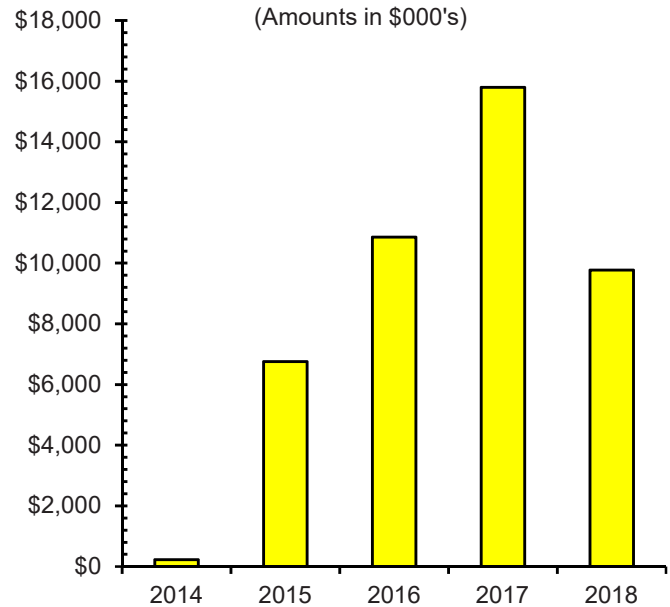
Local Area Service Reserve
2014 to 2018
(Amounts in \$000's)



Tax Sale Reserve
2014 to 2018
(Amounts in \$000's)



Debt Reserve
2014 to 2018
(Amounts in \$000's)





TOWNSHIP OF LANGLEY

20338 - 65 Avenue
Langley, British Columbia V2Y 3J1

General Information 604.534.3211
Finance Division 604.533.6022



tol.ca



Corporation of the Township of Langley

KPMG LLP

**Audit Findings Report for the year ended
December 31, 2018**

June 5, 2019, for Council meeting on June 10, 2019

kpmg.ca/audit



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The contacts at KPMG in connection with this report are:

Brandon Ma, CPA, CA
Engagement Partner
Tel: 604-691-3562
bjma@kpmg.ca

C.J. James, CPA, CA
Quality Review Partner
Tel: 604-527-3635
cjames@kpmg.ca

Asifa Hirji, CPA, CA
Senior Manager
Tel: 604-777-3921
asifahirji@kpmg.ca

F.1

This Audit Findings Report should not be used for any other purpose or by anyone other than Council. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this Audit Findings Report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.



Purpose of this report

The purpose of this Audit Findings Report is to assist you, as a member of Council, in your review of the results of our audit of the consolidated financial statements of the Corporation of the Township of Langley (the "Township") as at and for the year ended December 31, 2018.

This Audit Findings Report builds on the Audit Planning Report we provided to Council dated December 20, 2018.



Changes from the Audit Plan

There have been no significant changes regarding our audit from the Audit Planning Report previously provided to you.



Finalizing the audit

As of the date of this report, we have completed the audit of the consolidated financial statements, with the exception of certain remaining procedures, which include:

- Obtaining the signed management representation letter;
- Obtaining evidence of Council's acceptance of the consolidated financial statements; and,
- Completing subsequent event review procedures up to the date of Council's acceptance of the consolidated financial statements.

We will update Council on significant matters, if any, arising from the completion of the audit, including the completion of the above procedures. Our auditors' report will be dated upon the completion of any remaining procedures.



Areas of audit focus

Our audit is risk-focused. We have not identified any significant risks. However, as part of our audit, we identified areas of audit focus which include:

- Development cost charges;
- Tangible capital assets; and
- Expenses, including payroll.

See page 4 for the audit findings related to these areas of audit focus.



Adjustments and differences

We identified one adjustment that was communicated to management and subsequently corrected in the consolidated financial statements.

We identified one presentation (disclosure) difference that was not corrected in the financial statements.

See Appendix 2 for further details.



Significant accounting policies and practices

We have reviewed the financial reporting impact of the new accounting standards effective for the Township's 2018 fiscal year end with no issues noted. There have been no other initial selections of, or changes to, significant accounting policies and practices to bring to your attention.

The presentation and disclosure of the financial statements are, in all material respects, in accordance with Canadian public sector accounting standards.

See page 6 for further details.



Control observations

We did not identify any control deficiencies that we determined to be significant deficiencies in internal controls over financial reporting.

See page 7 for further details.



Independence

We confirm that we are independent with respect to the Township within the meaning of the relevant rules and related interpretations prescribed by the relevant professional bodies in Canada and any applicable legislation or regulation from January 1, 2018 up to the date of this report.



Current developments

There have been no significant updates to the current developments included in our Audit Planning Report previously provided to Council.

Areas of audit focus and results

Area of audit focus

Our response and significant findings

Development cost charges ("DCC")	<ul style="list-style-type: none"> We updated our understanding of the process activities and controls for DCC. We selected a sample of DCC charges, recalculated the total amount, agreed each factor in the calculation to supporting documentation (e.g. approved rates), and agreed the amount recorded to cash receipts or letters of credit. We selected a sample of DCC expenditures and agreed the amount recorded to supporting documentation, and ensured the total DCC project does not have expenditures in excess of the budget bylaw. There were no issues noted in our testing.
Tangible capital assets ("TCA")	<ul style="list-style-type: none"> We updated our understanding of the process activities and controls for TCA. We selected a sample of TCA additions, including developer contributed assets, and agreed the amount recorded in the general ledger to supporting documentation. We ensured each item is recorded in the appropriate TCA category and is appropriate to capitalize. For developer contributed assets, where applicable, we reviewed the agreement between the Township and the developer to ensure that the appropriate accounting treatment has been applied. We selected a sample of TCA disposals and recalculated the gain/loss recorded. We agreed any proceeds from disposition to cash receipts. We performed analytical procedures on amortization expense to assess whether the change in the balance from the prior year is reasonable. We identified one adjustment relating to amortization expense of \$373,178 that was corrected by management. We reviewed significant land exchange transactions to ensure that the appropriate accounting treatment has been applied. Except for the adjustment noted, there were no issues noted in our testing.
Expenses, including payroll	<ul style="list-style-type: none"> We updated our understanding of the process activities and controls over expenses, including payroll. We performed analytical procedures to understand the change in expense relative to prior year. We corroborated all significant variances noted by reviewing supporting documentation. We analyzed the change in payroll expense relative to the prior year based on changes in head count and pay rates. We performed a search for unrecorded liabilities to ensure expenses are recorded in the appropriate fiscal year. There were no issues noted in our testing.

F.1



Audit risks

Professional requirements

Fraud risk from management override of controls.

Why is it significant?

This is a presumed fraud risk. We have not identified any specific additional risks of management override relating to this audit.

Our response and significant findings

Our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include:

- Testing of journal entries and other adjustments;
- Performing a retrospective review of significant estimates; and
- Evaluating the business rationale of significant unusual transactions.

There were no significant issues noted in our testing.

Significant accounting policies and practices

The following items relate to the qualitative aspects of accounting practices of the Township:



Significant accounting policies

- There were no changes to the critical accounting policies and practices.
- There were no changes in significant accounting policies.
- The Township has appropriately implemented the new accounting standards for Related Party Disclosures, Inter-Entity Transactions, Assets, Contingent Assets and Contractual Rights.
- There were no significant accounting policies in controversial or emerging areas.
- There were no issues noted with the timing of the Township's transactions in relation to the period in which they are recorded.
- There were no issues noted with the extent to which the financial statements are affected by a significant unusual transaction and extent of disclosure of such transactions.
- There were no issues noted with the extent to which the financial statements are affected by non-recurring amounts recognized during the period and extent of disclosure of such transitions.



Significant accounting estimates

- There were no issues noted with management's identification of accounting estimates.
- There were no issues noted with management's process for making accounting estimates.
- There were no indicators of possible management bias.
- There were no significant factors affecting the Township's asset and liability carrying values.



Significant disclosures

- There were no issues noted with the judgments made, in formulating particularly sensitive financial statement disclosures.
- There were no issues noted with the overall neutrality, consistency, and clarity of the disclosures in the financial statements.
- There were no significant potential effects on the financial statements of significant risks, exposures and uncertainties.

F.1

Control observations



As your auditors, we are required to obtain an understanding of internal control over financial reporting ("ICFR") relevant to the preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on internal control. Accordingly, we do not express an opinion on the effectiveness of internal control.

Our understanding of ICFR was for the limited purpose described in the preceding paragraph and was not designed to identify all control deficiencies that might be significant deficiencies and other control deficiencies have been identified. Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing and extent of audit procedures performed, as well as other factors.

In accordance with professional standards, we are required to communicate to Council any control deficiencies that we identified during the audit and have determined to be material weaknesses or significant deficiencies in internal control over financial reporting. No significant deficiencies in ICFR have been identified.

Appendices



Appendix 1: Required communications



Appendix 2: Management representation letter



Appendix 3: Other information



Appendix 4: Lean in Audit™



Appendix 5: British Columbia Municipality TCA Benchmarking



Appendix 6: 2019 British Columbia Budget Summary



Appendix 7: 2019 Federal Budget Summary

F.1



Appendix 1: Required communications



In accordance with professional standards, there are a number of communications that are required during the course of and upon completion of our audit.

These include:



Auditors' Report

The conclusion of our audit is set out in our draft auditors' report attached to the draft consolidated financial statements.



Independence

In accordance with professional standards, we have confirmed our independence.



Management representation letter

In accordance with professional standards, a copy of the management representation letter is provided in Appendix 2.

Appendix 2: Management representation letter

KPMG LLP
 777 Dunsmuir Street
 P.O. Box 10426
 Vancouver, B.C. V7Y 1K3

Date of Acceptance of the Financial Statements by Council

Ladies and Gentlemen:

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the Corporation of the Township of Langley (the "Township"):

- Consolidated financial statements (hereinafter referred to as "financial statements") as at and for the period ended December 31, 2018, and
- Home Owner Grant Treasurer/Auditor Certificate (hereinafter referred to as "financial information") for the period ended December 31, 2018.

We also confirm our understanding that your engagement was for the purpose of forming an independent reasonable assurance conclusion on management's statement of compliance with subsection 2 and 3 of section 124 of Part 8 of the School Act (hereinafter referred to as "subject matter information") of the Township for the period ended December 31, 2018.

Audit of the financial statements

General:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in **Attachment I** to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Responsibilities:

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated March 14, 2017, including for:
 - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
 - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements, such as all financial records and documentation and other matters, including:
 - (i) the names of all related parties and information regarding all relationships and transactions with related parties; and
 - (ii) the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared of Council and committees of Council

that may affect the financial statements. All significant actions are included in such summaries.

- c) providing you with unrestricted access to such relevant information.
- d) providing you with complete responses to all enquiries made by you during the engagement.
- e) providing you with additional information that you may request from us for the purpose of the engagement.
- f) providing you with unrestricted access to persons within the Township from whom you determined it necessary to obtain audit evidence.
- g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
- h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.

Internal control over financial reporting:

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

Fraud & non-compliance with laws and regulations:

- 3) We have disclosed to you:
 - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - b) all information in relation to fraud or suspected fraud that we are aware of that involves management, employees who have significant roles in internal control over financial reporting or other where such fraud or suspected fraud could have a material effect on the financial statements.
 - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
 - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements.
 - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

Subsequent events:

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

Related parties:

- 5) We have disclosed to you the identity of the Township's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 7) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

Estimates:

- 8) Measurement methods and significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

Going concern:

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.
- 10) We confirm that we are not aware of material uncertainties related to events or conditions that may cast significant doubt upon the Township's ability to continue as a going concern.

Misstatements:

- 11) The effects of the uncorrected misstatement described in **Attachment II** are immaterial to the financial statements as a whole.
- 12) We approve the corrected misstatement identified by you during the audit described in **Attachment II**.

Other information:

- 13) We confirm that the final version of the annual report will be provided to you when available, and prior to issuance by the Township, to enable you to complete your audit procedures in accordance with professional standards.

Non-SEC registrants or non-reporting issuers:

- 14) We confirm that the Township is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002). We also confirm that the financial statements of the Township will not be included in the consolidated financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

Audit of the financial information

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated March 14, 2017, including for:
 - a) the preparation of the financial information and believe that the financial information has been prepared in accordance with the relevant financial reporting framework.
Significant interpretations, if any, related to the financial provisions of the relevant financial reporting framework are appropriately disclosed in the financial information.
 - b) determining that the basis of accounting is an acceptable basis for the preparation of the financial information in the circumstances.
 - c) providing you with all information of which we are aware that is relevant to the preparation of the financial information, such as all financial records and documentation and other matters, including:
 - (i) the names of all related parties and information regarding all relationships and transactions with related parties; and
 - (ii) the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared of Council and committees of Council that may affect the financial information. All significant actions are included in such summaries.
 - d) providing you with unrestricted access to such relevant information.
 - e) providing you with complete responses to all enquiries made by you during the engagement
 - f) providing you with additional information that you may request from us for the purpose of the engagement.
 - g) providing you with unrestricted access to persons within the Township from whom you determined it necessary to obtain audit evidence.
 - h) such internal control as we determined is necessary to enable the preparation of financial information that is free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
 - i) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial information.
- 2) We acknowledge that this financial information:
 - i) is not general-purpose financial information.
 - ii) may not comply with, or may not satisfy, the Township's incorporating or other governing legislation.
 - iii) is solely for the information and use of the addressee and is not intended to be, and should not be, used by anyone other than the specified users or for any other purpose.

- iv) is not intended for distribution to anyone other than the specified users.
- 3) We acknowledge that should we extend the distribution beyond the specified users, you accept no responsibility for the distribution or use of the financial information and the report thereon.

Internal control over financial reporting:

- 4) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting relevant to the preparation of the financial information of which we are aware.

Fraud & non-compliance with laws and regulations:

- 5) We have disclosed to you:
 - a) the results of our assessment of the risk that the financial information may be materially misstated as a result of fraud.
 - b) all information in relation to fraud or suspected fraud that we are aware of that involves management, employees who have significant roles in internal control over financial reporting or others where such fraud or suspected fraud could have a material effect on the financial information.
 - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial information, communicated by employees, former employees, analysts, regulators, or others.
 - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial information.
 - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial information.

Subsequent events:

- 6) All events subsequent to the date of the financial information and for which the relevant financial reporting framework requires adjustment or disclosure in the financial information have been adjusted or disclosed in the financial information.

Related parties:

- 7) We have disclosed to you the identity of the Township's related parties.
- 8) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 9) All related party relationships and transactions/balances have been appropriately accounted for in the financial information and disclosed to you and disclosed in the financial information.

Estimates:

- 10) Measurement methods and significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

Reasonable assurance over compliance with School Act

We confirm that the representations we make in this letter are in accordance with the definitions as set out in **Attachment I** to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Responsibilities:

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated March 14, 2017, for:
 - a) the preparation of the subject matter information. We believe that the subject matter information is appropriate.
 - b) evaluating or measuring the subject matter information against the applicable criteria, including that all relevant matters are reflected in the subject matter information. We believe the applicable criteria is suitable.
 - c) providing you with all relevant information of which we are aware that is relevant to the preparation of the subject matter information such as all records, and documentation and other matters, including the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of Council and committees of Council that may affect the subject matter information, and access to such relevant information
 - d) providing you with additional information that you may request from us for the purpose of the engagement including, when applicable, any changes in the Township's operations since the date of our last assurance report on the subject matter information
 - e) providing you with unrestricted access to persons within the Township from whom you determined it necessary to obtain evidence
 - f) such internal control as we determined is necessary to enable the preparation of the subject matter information that is free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud
 - g) ensuring that all transactions have been recorded and are reflected in the subject matter information
 - h) providing you with written representations that you are required to obtain under your professional standards and written representations that you determined are necessary
 - i) informing you of any documents, prior to their release, that contained the subject matter information and your assurance report thereon as of the date of this letter.

Internal control over subject matter information

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over the subject matter information of which management is aware.

Fraud & non-compliance with laws and regulations:

- 3) We have disclosed to you:
 - a) all information in relation to fraud or suspected fraud that we are aware of and that affects the subject matter information and involves; management, employees who have significant roles in internal control related to the preparation and presentation of the subject matter information, or others, where the fraud could have a material effect on the subject matter information
 - b) all information in relation to allegations of fraud, or suspected fraud, affecting the subject matter information communicated by employees, former employees, analysts, regulators, or others.
 - c) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing the underlying subject matter information.
 - d) all known actual or possible litigation and claims whose effects should be considered when preparing the underlying subject matter information

Subsequent events:

- 4) All events subsequent to the date of the subject matter information and for which the applicable criteria requires adjustment or disclosure to the subject matter information have been adjusted or disclosed.

Estimates:

- 5) Measurement methods and significant assumptions used by us in making estimates included in the subject matter information are reasonable.

Yours very truly,

Mark Bakken, Chief Administrative Officer

Karen Sinclair, Director of Finance

cc: Council

Attachment I – Definitions

Materiality

Certain representations in this letter are described as being limited to matters that are material. Misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements, financial information or subject matter information. Judgments about materiality are made in light of surrounding circumstances, and are affected by the size or nature of a misstatement, or a combination of both.

Fraud & error

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements or financial information to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements or financial information, including the omission of an amount or a disclosure.

Fraud refers to an intentional act that cause a material misstatement in the subject matter information, including omissions of amounts or disclosures to deceive intended users.

Related parties

In accordance with Canadian public sector accounting standards, a *related party* exists when one party has the ability to exercise, directly or indirectly, control, joint control or significant influence over the other. Two or more parties are related when they are subject to common control, joint control or common significant influence. Related parties also include management and immediate family members.

In accordance with Canadian public sector accounting standards, a *related party transaction* is defined as a transfer of economic resources or obligations between related parties, or the provision of services by one party to a related party, regardless of whether any consideration is exchanged. The parties to the transaction are related prior to the transaction. When the relationship arises as a result of the transaction, the transaction is not one between related parties.

Attachment II – Summary of Audit Misstatements

Schedule of Corrected Misstatements

Increase (decrease)

#	Description	Assets	Liabilities	Surplus	Opening Accumulated Surplus
1	Dr. Amortization expense Cr. Tangible capital assets <i>To adjust the calculation of amortization on tangible capital assets.</i>	(373,178)		(373,178)	
	Total	-	-	-	-

Schedule of Uncorrected Misstatements

Financial Statements Disclosure

It is the Township's practice not to include interest rates for agreements payable in the financial statement notes. This is contrary to prescribed note disclosures.

Appendix 3: Other information








Documents containing or referring to the audited financial statements

We are required by our professional standards to read only documents containing or referring to audited financial statements and our related auditors' report that are available through to the date of our auditors' report. The objective of reading these documents through to the date of our auditors' report is to identify material inconsistencies, if any, between the audited financial statements and the other information. We also have certain responsibilities, if on reading the other information for the purpose of identifying material inconsistencies, we become aware of an apparent material misstatement of fact.

We are also required by our professional standards when the financial statements are translated into another language to consider whether each version, available through to the date of our auditors' report, contains the same information and carries the same meaning.

Appendix 4: Lean in Audit™

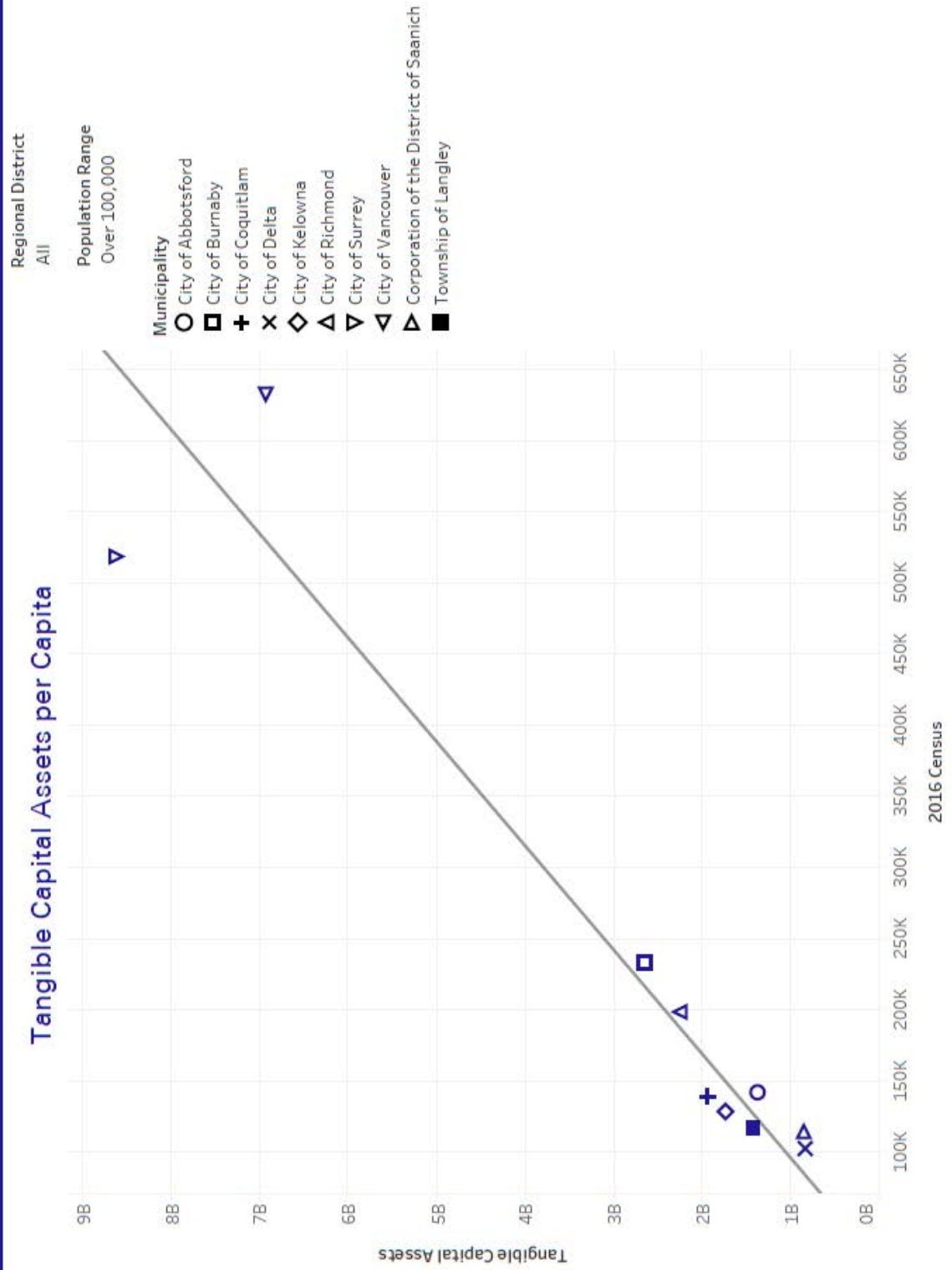
In December 2018, we facilitated a three hour Lean in Audit™ session focused on the Township's accounts payable process. The session was attended by management and staff members from the Finance group who are part of the accounts payable process. The interactive session was facilitated by Brandon Ma, Engagement Partner and KPMG's Lean in Audit™ Leader, and members of the audit engagement team. The session identified actionable quality and efficiency improvement observations for the Township and provided the KPMG audit team with additional insights into the accounts payable process. A findings report summarizing the session, including the observations, has been provided to management.

 An innovative approach leading to enhanced value and quality	 How it works
<p>Our innovative audit approach, Lean in Audit™, further improves audit value and productivity to help deliver real insight to you. Lean in Audit™ is process oriented, directly engaging organizational stakeholders and employing hands-on tools, such as walkthroughs and flowcharts of actual financial processes.</p> <p>By embedding Lean techniques into our core audit delivery process, our teams are able to enhance their understanding of the business processes and control environment within your organization – allowing us to provide actionable quality and productivity improvement observations.</p>	<p>Lean in Audit™ process workshops employ three key Lean techniques:</p> <div data-bbox="670 894 760 1003">  1. Lean training </div> <p>Provide basic Lean training and equip our teams with a new Lean mindset to improve quality, value and productivity.</p> <div data-bbox="857 894 946 1003">  2. Interactive workshops </div> <p>Perform interactive workshops to conduct walkthroughs of selected financial processes providing end-to-end transparency and understanding of process and control quality and effectiveness.</p> <div data-bbox="1068 894 1157 1003">  3. Insight reporting </div> <p>Quick and pragmatic insight report including immediate quick win actions and prioritized opportunities to realize benefit.</p>



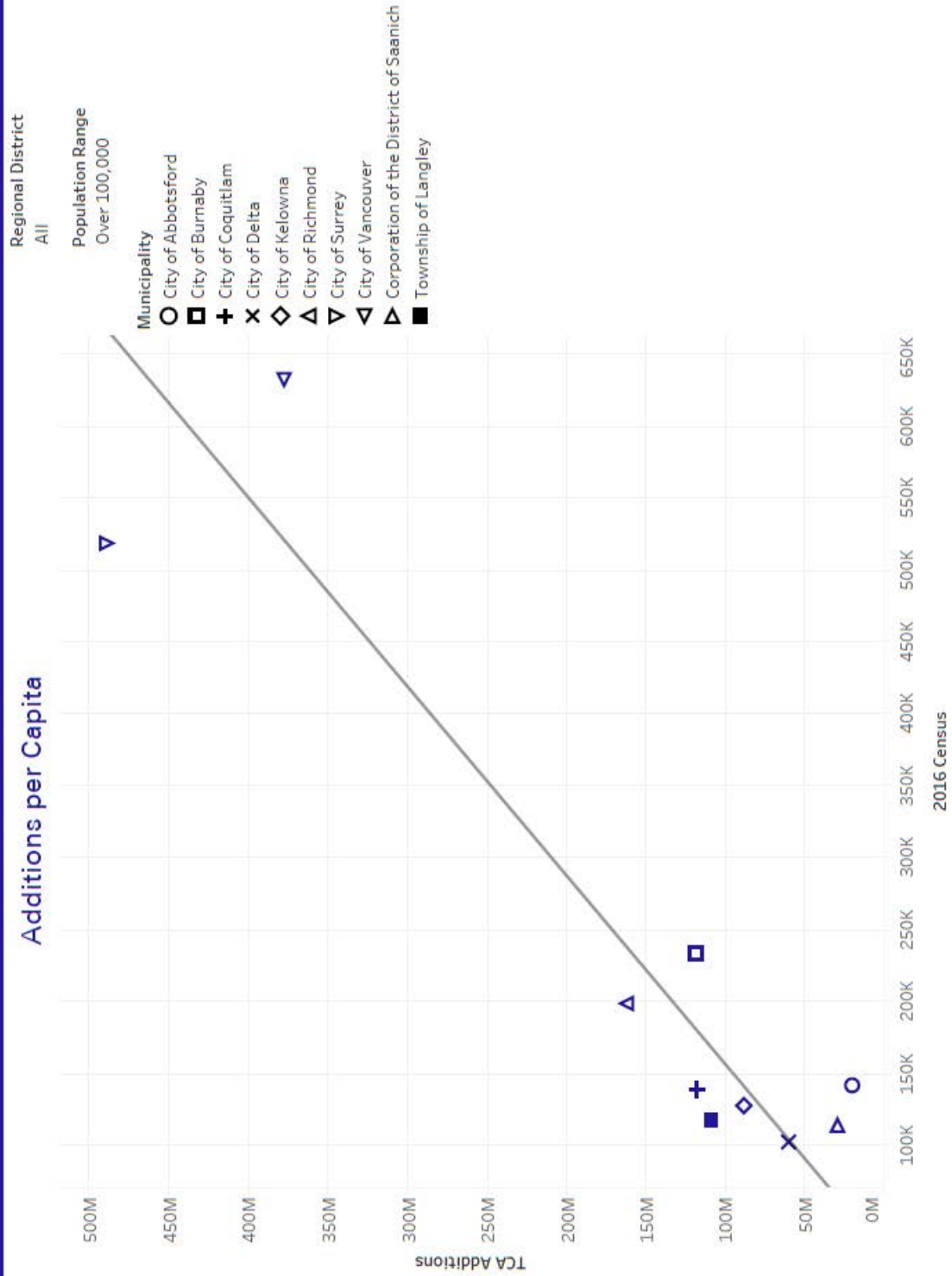
Appendix 5: British Columbia Municipality TCA Benchmarking

British Columbia Municipality TCA Benchmarking



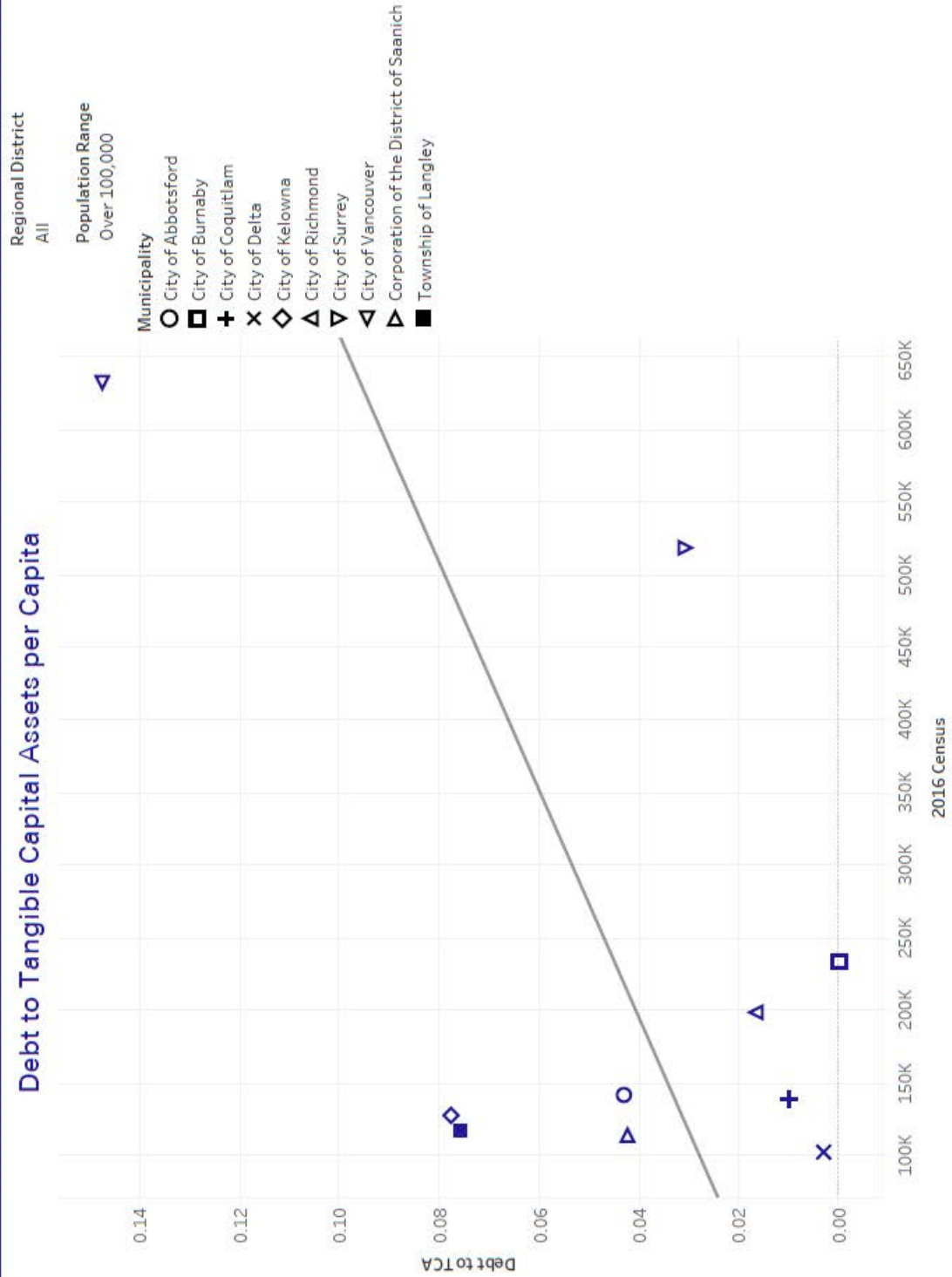


British Columbia Municipality TCA Benchmarking



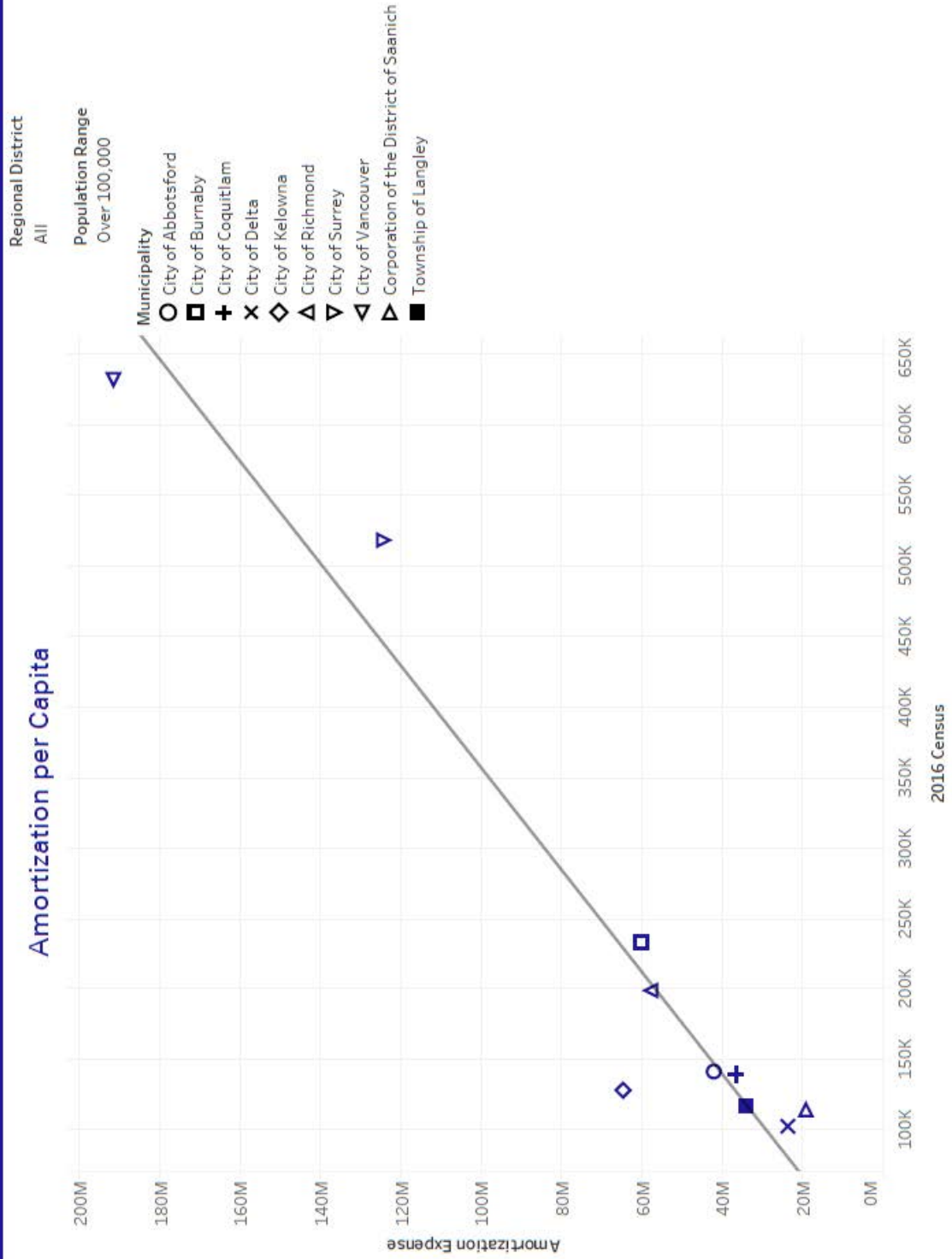


British Columbia Municipality TCA Benchmarking





British Columbia Municipality TCA Benchmarking



Appendix 6: 2019 British Columbia Budget Summary



On February 19, 2019, Finance Minister Carole James presented Budget 2019 – Making Life Better – a budget building on commitments made in 2018 and introducing new investments that may result in additional access to funding, new priorities, and grant and economic development opportunities for local governments. A summary of the potentially most impactful elements of Budget 2019 to local governments in British Columbia follows:

1) Commitment to CleanBC – potential operating and capital grants and bylaw activity to implement and monitor new requirements

- \$902 million investment over three years in numerous areas including cleaner transportation options, charging and hydrogen fueling stations, energy efficiency in homes and buildings, a net-zero building code, reduction in carbon emissions, increasing carbon tax relief, solid waste management programs and providing indigenous and remote locations with access to clean energy sources.

2) Full elimination of MSP premiums – implications to budgeting, funding and payment of employer health tax (“EHT”) beginning in 2019

- EHT revenue is projected to rise from \$0.5 billion in 2018/19 to \$1.9 billion in 2019/20 reflecting the full year impact of the January 1, 2019 effective date. Over the next two years, revenue growth is expected to average 4.0% annually consistent with employee compensation income growth.

3) Housing and homelessness – potential cost implications to local governments, potential funding through or expected by Housing Corporations

- Building on Budget 2018’s 30 point housing plan, additional measures announced include:
 - \$76 million investment in land acquisition and services to enhance modular homes for people in need.
 - \$38 million investment to accelerate grants to housing providers to reduce borrowing costs.
 - \$10 million investment in supported rent banks to provide housing security for renters who need an immediate, short-term loan to prevent unnecessary eviction during financial crisis.
 - Province-wide homeless count in 2020.

Appendix 6: 2019 British Columbia Budget Summary (continued)

- 4) **Health Care – partnership opportunities and related cost implications; potential funding requests through Hospital Districts**
 - \$1.3 billion investment to improve health services and patient outcomes by building, renovating and expanding hospitals.
 - \$74 million investment to improve access to mental health care for children and youth.
 - \$30 million investment to help tackle BC's drug overdose crisis.
 - New integrated mental health and addictions services including programs in schools, family care and day treatment.
- 5) **Wildfire management – grant availability, along with potential new requirements to be implemented in order to be eligible**
 - \$111 million investment over three years to increase wildfire response and control capacity.
 - \$60 million investment in Community Resiliency Investment Program to reduce wildfire risk.
 - \$13 million investment in forest reforestation funding in areas damaged by disease and wildfire.
- 6) **LNG Communities – capital grant availability**
 - \$100 million investment for Northern Capital and Planning Grant to help local governments along LNG corridor meet current and future infrastructure needs.
- 7) **Reconciliation – ongoing relationship-building opportunities**
 - Revenue sharing of \$3 billion over 25 years shared with BC First Nations, resulting in \$250,000 to \$2 million available annually from gaming activities. Funding will be developed by the First Nations Gaming Commission distributed based on base funding, population and geography.
 - Pledge to implement the UN Declaration on the Rights of Indigenous Peoples.
- 8) **Transportation – potential implications to cost sharing, route planning, affordability, and related bylaw requirements**
 - \$21 million investment to expand handyDART services to support commuters in BC.
 - \$9 million investment over three years to modernize the taxi industry to enable ride-hailing in BC.
- 9) **Resort Municipality Initiative – capital grant availability for certain local governments**
 - \$39 million investment over three years to fund infrastructure projects.
- 10) **Cannabis Excise Tax – no budgeted transfers to local government**
 - On March 1, 2019, the Province will receive its first transfer of the federal excise tax from the federal government. There is no estimate of federal transfers to the Province for 2019/20, nor any budget of transfers to local governments.

F.1

Appendix 7: 2019 Federal Budget Summary



The 2019 federal budget was delivered by Finance Minister Bill Morneau on March 19, 2019. The budget anticipates a \$14.9 billion deficit for 2019, and forecasts deficits of \$19.8 billion for 2020 and \$19.7 billion for 2021. Budget 2019 – Investing in the Middle Class introduced a number of proposals which may be of interest to local governments in BC.

One-time Gas Tax Fund transfer

The Government of Canada (“Canada”) is continuing to invest in infrastructure and announced a one-time transfer of \$2.2 billion through the federal Gas Tax Fund to provide infrastructure funds to local governments and First Nation communities. This results in gas tax funding in 2019 being doubled, with BC’s allocation being approximately \$278.6 million. In BC, the federal Gas Tax Fund is administered by the Union of British Columbia Municipalities through the Administrative Agreement on the Federal Gas.

The top-up funds are earmarked for three project categories – Productivity and Economic Growth; Clean Environment; and Strong Cities and Communities. In a post-budget interview on March 20th, Minister Morneau explained that this one-time top-up will not become an annual item.

Federation of Canadian Municipalities (“FCM”)

There were a number of proposed investments that will be delivered through FCM:

- \$350 million for Collaboration on Community Climate Action to provide financing to retrofit and improve energy efficiency of large community buildings and to fund pilot and demonstration projects.
- \$300 million for Community EcoEfficiency Acceleration to provide financing for local government initiatives to support home energy efficiency retrofits, such as replacing furnaces or installing renewable energy technologies.
- \$300 million for Sustainable Affordable Housing Innovation to provide financing for energy efficiency in affordable housing developments.
- \$60 million in 2018/19 for Municipal Asset Management Capacity Fund to help support skills training in small communities relating to infrastructure asset management.

Appendix 7: 2019 Federal Budget Summary (continued)

High-Speed Internet Connectivity

Up to \$1.7 billion over 13 years, starting in 2019/20, will be invested into the Universal Broadband Fund to help support initiatives for high-speed internet in rural, remote and northern communities. Canada has also partnered with Canada Infrastructure Bank ("the Bank") to finance the high-speed internet infrastructure. The Bank will invest \$1 billion over ten years and seek to find an additional \$2 billion in private sector investments.

Housing Affordability

Housing affordability was a focal point in the 2019 federal budget with a number of measures proposed to increase housing affordability. These include support for first-time home buyers:

- Implementing a First-Time Home Buyer Incentive ("the Incentive") which is a shared equity mortgage program with Canada Mortgage and Housing Corporation ("CMHC") funding 5% (for purchase of an existing home) or 10% (for purchase of a newly constructed home) of the home purchase price. CMHC will provide up to \$1.25 billion over three years under the program. The Incentive is only available to first-time home buyers with less than \$120,000 annual household income. With a limit of four times the annual household income, the amount of the CMHC insured mortgage and Incentive is capped at \$480,000.
- Increasing the Home Buyers' Plan ("HBP") withdrawal limit to \$35,000. The HBP allows a first-time buyer to withdraw funds from their Registered Retirement Savings Plan to purchase or build a home without taxes payable on the withdrawal.

Canada also launched a new \$300 million Housing Supply Challenge. Local governments and other stakeholders can apply for funding on proposals of new ways to break down barriers that limit the creation of new housing. Applications will be evaluated based on merits.

Skills Training

More than \$1.7 billion over five years, and \$586.5 million per year, is proposed to establish a new Canada Training Benefit to help Canadians get skills and training. The Canada Training Benefit will consist of

- A new non-taxable Canada Training Credit that accumulates a credit balance of \$250 per year, up to a lifetime limit of \$5,000, for eligible workers between the ages of 25 and 64 to help with the cost of training fees. The accumulation of the credit is available for workers with earnings between \$10,000 and \$150,000 per year.
- A new Employment Insurance Training Support Benefit to provide income support when an individual requires time to take off work, expected to be launched in late 2020. The benefit will provide up to four weeks of income support, every four years, paid at 55% of a person's average weekly earnings.

Appendix 7: 2019 Federal Budget Summary (continued)

Reconciliation

Advancing reconciliation and taking the next step in the ongoing path toward a better future for Indigenous Peoples was a major component of the budget. Highlights include:

- \$1.4 billion over seven years to forgive all outstanding comprehensive claim negotiation loans and to reimburse Indigenous governments that have already repaid these loans
- \$78.9 million over seven years, starting in 2019/20, and \$13.7 million per year on-going to fund Indigenous surveys.
- \$48.0 million over two years, starting in 2019/20, to build governance capacity by directly supporting First Nations communities in greatest need obtain the expertise, advice and tools required to govern their communities and deliver critical programs and services.
- \$126.5 million in 2020/21 to establish a National Council for Reconciliation and endow it with initial operating capital

Other Items

- \$672 million over five years and \$34.7 million per year on-going provided to the RCMP to support policing operations, including amounts for specific measures including law enforcement at the border, enhanced federal policing capacity, money laundering, transportation security, and national economic security.
- \$1.2 billion over five years to support implementation of the Border Enforcement Strategy.
- \$151.2 million over five years and \$9.3 million per year ongoing provided to strengthen Canada's ability to respond to emergencies and natural disasters and improve emergency management in Canada, including in Indigenous communities,

For other 2019 federal budget and tax-related highlights, check out KPMG's TaxNewsFlash at <https://home.kpmg/ca/en/home/insights/2019/03/2019-federal-budget-highlights.html>

Canada's 2019 federal budget website is <https://www.budget.gc.ca/2019/home-accueil-en.html>

kpmg.ca/audit



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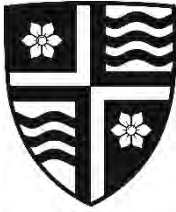
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Township of
Langley



Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED: JUNE 10, 2019 - REGULAR AFTERNOON MEETING
FROM: ENGINEERING DIVISION
SUBJECT: SOIL DEPOSIT APPLICATION FOR
PROPERTY AT 22384 - 64 AVENUE

REPORT: 19-88
FILE: SO 1478

RECOMMENDATION:

That Council not refer the soil deposit application for 22384 – 64 Avenue to the Agricultural Land Commission and direct staff to not process the application further.

EXECUTIVE SUMMARY:

On April 23, 2018 the Township of Langley received an application from Madrone Environmental Services on behalf of the property owners of 22384 – 64 Avenue (Walia) to deposit 10,000m³ or approximately 1,400 single truckloads of soil to elevate the topography of the land which is located within the Agricultural Land Reserve. The application was processed in 2018 and required community input, pursuant to Policy No. 05-008. At the time the level of support from surrounding property owners was 47% which was presented to Council at the November 19, 2018 Regular Afternoon Meeting.

Subsequently, the application was not authorized by Council to proceed. At its December 10, 2018 Regular Afternoon meeting Council passed the following resolution:

“That the non-farm use soil deposit application for 22384-64 be referred back to staff to re-petition the neighbours.”

On March 7, 2019 staff mailed out new petition ballots pursuant to Policy No. 05-008 which was revised by Council on February 11, 2019. The Policy revision included two significant changes; the balloted area was amended from 1.6km to 1.0km and the threshold of support was reduced from 80% to 67%. The results of the first petition and re-petition are outlined in the report, with a 47% and 58% support level respectively.

Section 9.3 of the Policy provides direction that generally applications will be supported by Council when at least 67% of the surrounding property owners responding support the application. As the level of support received through the March 2019 petition was 58%, the recommendation is that this application not be referred to the Agricultural Land Commission (ALC) and that staff be directed not to process the application further. Section 9.3 does provide the option to refer the application to the ALC if Council considers that there are reasons which would merit a departure from the general level of support rule.

PURPOSE:

This report is in response to Council's resolution of December 10, 2018, requesting a re-petition of a soil deposit application at 22384 – 64 Avenue under the recently revised Soil Deposit and Removal Policy No. 05-008.

BACKGROUND/HISTORY:

On April 23, 2018 the Township of Langley received an application from Madrone Environmental Services on behalf of the property owners of 22384 – 64 Avenue (Walia) to deposit soil to elevate the topography of the land and ultimately create a cedar tree farm on the property. The Farm Plan and the Soil Deposit Assessment & Erosion and Sediment Control Plan for the site were prepared by Madrone and are included as Attachments A and B. Fill Area Cross-sections for the proposed deposition are included as Attachment C and indicate a fill depth of approximately 0.5m. Should Council elect to direct staff to further process the application, a drainage assessment would be required. The site currently slopes from north to south.

The application was processed through the previous version of Policy No. 05-008 and did not receive Council approval to proceed. The resulting level of support from the mail-out ballot process on July 9, 2018, which closed on September 7, 2018, was 47% and is outlined in the November 19, 2018 Report to Mayor and Council (Attachment D). At the December 10, 2018 Regular Afternoon meeting, Council directed staff to re-petition the soil deposit application for 22384 – 64 Avenue following a review and possible revision of the Policy.

On February 11, 2019 Council amended Policy No. 05-008 which included two significant changes. The balloted area was amended from 1.6km to within a distance of 1.0km from the boundary of the property to a minimum of five properties and the threshold of support was reduced from more than 80% to at least 67%. Following the Policy revision staff mailed new information packages and ballots via Canada Post on March 7, 2019.

Pursuant to the Policy, the general public was notified by advertising the application in the local newspapers and the Township's website. The property owner also installed the required soil deposit application sign at the property.

DISCUSSION/ANALYSIS:

The property at 22384 – 64 Avenue is zoned RU-3 and located in the Agricultural Land Reserve (ALR). The application proposes to deposit 10,000m³ or approximately 1,400 single truck loads of material. It is recommended in Madrone's Soil Deposit Assessment & Erosion and Sediment Control Plan, that access to the site be via major arteries such as Highway 1, Highway 10 and 64 Avenue to the existing driveway on 224 Street. A refundable security deposit in the amount of \$50,000 (\$5/m³) would be required to cover potential damage to municipal infrastructure such as roadways should the application be authorized by Council to proceed. In addition, the required non-refundable application fee and volume fee have been collected.

As per the information package, the deadline for property owners to respond to the re-petition mail-out was May 6, 2019, a map of the balloted area is included in Attachment E. Staff also received one letter of concern from a resident, included as Attachment F.

The results of the first petition and re-petition are as follows:

Item	2018 Results (1 st petition)		2019 Results (2 nd petition)	
	Total	Percentage	Total	Percentage
Total ballots mailed out	232	100%	125	100 %
Total property owners not responding	183	79%	68	54 %
Total ballot responses received	49	21%	57	46 %
Ballots received in support	23	47%	33	58 %
Ballots received against	26	53%	24	42 %

Upon consideration of the application, Section 9 of the Policy provides guidance that Council may consider the following outcomes for applications on ALR lands:

- A resolution that the application be referred to the Agricultural Land Commission (ALC) for approval, subject to any conditions Council deems advisable, or
- A resolution that the application not be referred to the ALC for approval and not be further processed under the Bylaw, or
- A resolution that the applicant, Township staff, or other specified person(s) be invited to provide further submissions with respect to the application.

Section 9.3 of the Policy provides direction that generally applications will be supported when at least 67% of the surrounding property owners who responded, voted in favour of the application. As the level of support for this application was less than 67%, the recommendation is that this application not be referred to the ALC and staff be directed not to process the application further. Section 9.3 does provide the option to refer the application to the ALC if Council considers that there are reasons which would merit a departure from the general level of support rule.

Respectfully submitted,

Richard Welfing
MANAGER, ENGINEERING SERVICES
for
ENGINEERING DIVISION

Attachment A	Farm Plan
Attachment B	Soil Deposit Assessment and ESC Plan
Attachment C	Fill Area and Cross Sections
Attachment D	November 19, 2018 Report to Mayor and Council
Attachment E	1.0km Properties Balloted Map
Attachment F	Letter from resident at 6282 – 226 Street

FARM PLAN

22384 64th Avenue, Langley, BC

FOR:

Tejinder and Navneet Walia
22384 64th Avenue
Langley, V2Y 2N8

BY:

Jessica Stewart, A.Ag.

Madrone Environmental Services Ltd.

Revised October 1, 2018
April 14, 2017

MADRONE ENVIRONMENTAL SERVICES LTD.
202-2790 GLADWIN ROAD • ABBOTSFORD • BC • V2T 4S7
TEL 604.504.1972 • FAX 604.504.1912 • WWW.MADRONE.CA

DOSSIER: 16.0355



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FARM PLAN

22384 64th Avenue, Langley

1 Introduction

Madrone Environmental Services Ltd (Madrone) was retained by Navneet Walia to prepare a Farm Plan for 22384 64th Avenue in Langley, BC (“the property”). The farm plan was requested by the Agricultural Land Commission to assess the feasibility of developing the land for farm use.

Madrone has prepared a separate Soil Deposit Assessment for Navneet Walia - this should be read in conjunction with this report. The report includes an assessment of the land capability for agriculture, in addition to the proposed soil placement procedure.

The farm plan may also be used by the Walia family as a basic guide to the preparation, selection, and establishment of a permanent hedging cedar tree crop that will occupy approximately 59% of the 3.4 ha lot or approximately 2.0 ha (**Figure 1**). The cedar crop will grow in an open field environment rather than indoors in greenhouse nurseries or ‘hoop houses’. Tejinder and Navneet Walia, who will be the primary agricultural operators, intend to sell the cedar trees by direct farm retail.

In order to be classed as farm land and qualify for a farm tax exemption from BC Assessment, farm gate sales for new farm applications with a total area of between 0.8 ha and 4.0 ha must meet the minimum of \$2,500 every year (the reporting period)¹. If the cedar crop is established, the qualifying farm use will be “forest seedling and seed production”.

¹https://www.bccassessment.ca/about/_layouts/15/WopiFrame.aspx?sourcedoc=/about/Shared%20Documents/Classification%20of%20Land%20as%20a%20Farm%20Regulation.pdf&action=default&DefaultItemOpen=1
Classifying Farm Land. Accessed January 25, 2017

2 Site Description

The subject property (PID 005-415-977) is located in the Township of Langley near the intersection of 64th Avenue and 224th Street.

According to the Township of Langley's Geosource² program, the parcel area is 3.54 ha (8.75 acres). The property will partly be used for agriculture, partly for residential use, and partly for truck parking. The legal site description and zoning of the parcel is listed in Table 1.

Table 1. Descriptions of Lot

Legal Description	Property Area	Zoning
LT 28, SEC 7, TWP 11, NWD, PL PID: 004-073-606	3.54 hectares (8.75 acres)	ALR and RU3

The rectangular lot is oriented lengthwise north-south, with dimensions of 130 m (width) by 275 m (length). Lands to the north, east and south of the property are all vacant woodland. To the west, there are two single-family dwellings on separate lots. All surrounding properties (including the residences to the west) are zoned RU3 (Rural Three) and all are within the ALR. From airphoto imagery and my field assessment, it appears that none of the surrounding properties are currently used for any agricultural purpose.

3 Current Land Use and Plans

The Walia family resides in the single family residence located in the northeast corner of the property. There is an approximately 0.3 ha area located to the south of the residence that is a cleared gravel lot. It is currently used for truck parking. The remainder of the property to the south was forested until 2016 – it has since been completely cleared of trees and other vegetation. There are no buildings or structures located in the cleared area. At this time, the property is not currently being used for any agricultural production.

The native soils in this area are imperfectly drained Luvisols that have developed from marine sediments. The identified land use capability limitations are high water tables, seasonal aridity, and poor to very poor drainage (Class 3WAD).

² <http://geosource.tol.ca/external/> Accessed January 25, 2017

The current soil deposit assessment (prepared by Madrone) recommends that the excess water limitation can be improved by depositing an estimated 10,000 m³ of good-quality fill on approximately 2.0 ha, which will elevate the topography.

The fill will be placed in the cleared southern area. In accordance with the Township of Langley Soil Deposit and Removal Bylaw 2013 No. 4975, no soil will be placed within 3 m of all property lines. Additionally, the slopes of the deposited soil will not exceed 1:5 (V:H) where soil is deposited within 6 m of property lines.

4 Agricultural Plan – Hedging Cedar Tree Crop

4.1 Site Preparation Prior to Fill Placement

Prior to fill placement (and stripping of the upper 30 cm of native topsoil to be mixed with fill for organic matter content), any tree branches or roots should be cleared from the land if not done already. Plant remains and branches can be chipped with a wood chipper and set aside for later use as compost, if desired.

As detailed in the Soil Deposit Assessment, the deposited fill material should be coarse to medium-textured sandy loam or loamy sand with less than 10% coarse fragments (defined as 2.5 cm or larger). The proposed depth of placed soil is to be approximately 60 cm. The site should have a slight slope and have no frost pockets.

If the imported soil contains a high density of clasts (*i.e.*, rocks) such that it presents a significant problem, then stone removal must be carried out to enable proper cultivation. Stone removal by hand (for stones too small to be removed by machinery) is a laborious process that can be avoided if loads of soils are inspected for stones or other foreign debris prior to off-loading on the property.

After stone removal, the soil placed over the cleared over must then be tilled or plowed to reduce the density of the fill and topsoil and provide a loose growing medium. This will be particularly important if heavy machinery has compacted the soil during placement activities (which will encourage ponding at the surface).

Following tilling, the fertility of the native topsoil will dictate the need for applications of manure or compost. Soil testing is suggested to detect soil nutrient imbalances. If organic

matter is required, manure or compost³ should be surface applied (preferably in the spring, though fall planting may dictate earlier application before heavy rains commence) and worked into the upper 20 cm – 30 cm of soil via plowing, roto-tilling or disking (depending on availability of these farming implements). This may be undertaken once the ground is relatively dry.

The City of Vancouver landfill in Delta sells nutrient-rich compost to the public, produced on site from public yard and garden waste. The cost of this compost is \$8/m³. This organic fertilizer option is a sustainable and locally convenient option. There are many other options for organic soil amendments, including locally sourced chicken and mushroom manure.

Soil pH should also be tested prior to planting. Most species and varieties prefer a soil pH of 6 to 6.5, but will tolerate up to 7.57. The soil pH can be lowered with the addition of sulphur or iron sulphate and raised with the addition of limestone or dolomite.

4.2 Field Preparation

Once the soils are prepared as detailed above, the southern cleared portion of the property is a suitable location for a cedar tree crop. This area is approximately 2.0 ha in extent (4.9 acres). The area should be well laid out in advance of planting to ensure good access to the field, particularly if machinery is to be used for irrigation and fertilizer applications, for example.

It is not necessary to plant the full extent of the field in the first season. A portion of land containing a single variety could be planted one year followed by a second portion the following year. This would allow for the Walia's to determine which varieties respond well to local growing conditions.

4.2.1 Planting Plan

For this guide, we considered three common hedging cedars in the Pacific Northwest:

1. Smargd/Emerald (*Thuja occidentalis* 'Smargd/Emerald');
2. Pyramidalis (*Thuja occidentalis* 'Pyramidalis'), and
3. Excelsa (*Thuja occidentalis* 'Excelsa').

³ This may include some of the chipped/shredded plant remains from land clearing activities, if stockpiled and sufficiently decomposed by this time.

All varieties prefer moist, organic-rich, well-drained soils, and do poorly in dry, sandy soils and excessively moist clay soils. The preferred planting season for these varieties is September through May.

Some or all of these may be the selected varieties for the crop. The Walia's may want to consider researching local demand for specific varieties before deciding their crop. Cedar trees are categorized as Upright Evergreens by the BC Landscape and Nursery Association (BCLNA). The BCLNA Buyer's Guide is a valuable tool for farmers looking to purchase plants and tools to establish their nursery crops. The 2016 guide is available online at: <http://bclna.com/bclna-resource/2016-buyers-guide>

The trees may be grown directly in the soil ('soil-based') and ultimately harvested bare root or with a ball of soil that is usually wrapped in burlap and tied. This latter stock is referred to as 'balled & burlapped' or B&B. The balled soil option carries a considerable negative impact to the land as soil is removed with each tree harvested.

An alternative to soil-based production is known as container-grown production. The containers can be accommodated in greenhouses or simple 'hoop houses'. According to the BC Landscape and Nursery Association (BCLNA)⁴, the benefits of container production (relevant to the property) are:

- returns per hectare can be more than 15-fold greater for container versus field production;
- customers prefer container stock due to its uniformity, ease of handling, and improved establishment;
- the ability to harvest and transplant stock during most of the year;
- plant harvesting is not affected as much by poor weather, such as heavy fall rains;
- it results in accelerated crop growth; and
- it does not directly lead to soil erosion (by removal of soil during ball and burlap production).

In British Columbia, a blended field and container system called pot-in-pot is gaining popularity. A basic nursery container containing the tree is placed within a plastic liner embedded in the soil. Above ground systems have been developed for sites with poor soil drainage (restricting in-ground systems).

⁴ http://bclna.com/wp-content/uploads/2015/01/new_grower_links.pdf Accessed January 25, 2017

There are limitations to the containers production systems as well⁵. Containers limit the size of the nursery stock that can be produced and require a higher level of management due to the greater dependence on supplemental irrigation and nutrition.

Trees that are not sold at the end of the season and root bound to the containers may die without winter protection greater threat of root damage as a result of root exposure to more severe temperatures (root damage as a result of root exposure to more severe temperatures). Finally, there is a higher capital investment required in container systems compared to field-based systems.

For the purpose of this farm plan, it is assumed that the Walia's would prefer to use field, soil-based production systems rather than greenhouses or hoop houses. Since the property owners prefer a small scale farm operation, the high initial costs of implementing container systems (including pot-in-pot) and the high level of management make this a poor option.



Photo 1 (left). Example image of the pot-in-pot production system for Standing Evergreens.
Photo 2 (right). Traditional soil-based production system – direct planting in ground.

Prior to planting, furrowed rows could be created by a tractor. The trees could then be planted at a maximum density of 0.6 m x 0.6 m (2' x 2') which for the 2.0 ha equates to approximately 40,000 harvestable trees (leaving some space on the sides of the planned area). Planting at a lower density of 1 m x 1 m (3.3' x 3.3') allows for a greater distance

⁵ [http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/agdex1370](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/agdex1370) Accessed January 25, 2017

between trees and rows - this spacing equates to roughly 16,000 harvestable trees (again, leaving some space on the sides). Both estimates take into account a 20% loss of trees due to disease, poor aesthetic characteristics, and stunted growth. Thus, approximately 120 rows containing 170 trees each could be planted in the 2.0 ha area.

The average new vertical growth rate of *Thuja occidentalis* is between 6 and 9 inches per year. The mature height is approximately 15 feet, with a width of five feet. Cedars will likely be sold immature, at an assumed average height of 4 feet (48 inches). The maturation period of this crop (for sale) is thus between 6 and 8 years, once the seedlings are established.

4.2.2 Irrigation, Fertilizer

There is an agricultural limitation posed by seasonal aridity. Moisture deficits between early summer and early fall will initially have to be offset by irrigation; the young tree seedlings are sensitive to drought for the first few years, and irrigation is mandatory during this period for successful cultivation. Adequate mulching will also be important to maintain even moisture and temperature in the beds.

There are several options for irrigation. If there is sufficient room and available machinery, a small tanker trailer pulled behind a small tractor or mower could be utilized. Deep watering 2-3 times per week would be sufficient. A less costly but more labour-intensive option is to hand water all seedlings with a pump. Or, a new drip irrigation system can be employed over the established crop area.

Fertilizers are used on an as needed basis (spring and summer only). It is recommended that fertilizers be applied manually to at the base of the tree rather than sprayed over the entire crop or put loose with the root wads. The reason for this is the potential for chemical burn (from high salts) to the roots and foliage, likely resulting in mortality. Chemical fertilizers are generally more expensive than organic fertilizers but offer the advantage of being used on a more prescriptive basis.

4.2.3 Weeds, Pests, and Disease Management

The cost of herbicides, pesticides, and insecticides largely varies and their use will greatly depend on the quality of the seedlings (i.e. disease-free) and local growing conditions.

Herbicides are applied only as necessary. A product which has long been useful for eliminating monocots such as grasses, sedges and reeds is Simazine⁶. Care should be taken when using Roundup, only spot applications should be used as it kills both monocots and dichotomous plants and will kill the cedar trees if applied. Cedar trees have very good resistance to pests and it is not likely that they would require applications of pesticide.

Fungicides may be applied to prevent foliar blight. Keithia blight, caused by the fungus *Didymascella thujina* is the most serious disease of *Thuja* varieties - seedlings and small trees can be killed entirely⁷. Spraying of a product with copper, especially during wet weather (2-3 times per year), while the crop is still comprised of vulnerable seedlings and young trees should be considered.

Disease incidence may be reduced through initial production of one-year-old rather than two-year-old stock. This should be considered when purchasing the initial seedlings. Infection and spread of the blight can be discouraged through low density planting and high light intensity.

Armillaria root rot affects *Thuja* species and most often infects plants **on newly cleared land (which is relevant to the property)**. The first symptoms are leaf yellowing and wilting, and plant decline and dieback. A white mat of fungal mycelium (or dark brown to black, shoestring-like strands called “rhizomorphs”) may be present at the base of the tree under the bark. There is no chemical control method available. Root rot can be avoided by only watering deeply when needed. The prepared site should remain fallow for at least one year before planting (it has been fallow for at least six months at the time of this report).

5 Establishment Costs

Establishment will involve preparation of the land, selection and purchase of stock and planting. The costs of establishment are largely speculative. Where possible, I have based labour, material, and equipment costs on local (Vancouver or British Columbia) market rates for the most current year.

⁶ <http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/animal-and-crops/crop-production/nursery-plant-production-guide.pdf> Accessed January 26, 2017

⁷ <http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/animal-and-crops/crop-production/nursery-plant-production-guide.pdf> Accessed January 26, 2017

Planting of new crops can begin as early as the spring of 2018 although it would be possible to plant in the fall of 2017 if the required stocks are available and the sites readied for the plantings (including fertilizer application). As noted earlier, the specific treatments for the land will depend on the final condition of the deposited fill material and re-spread native topsoil (especially the organic matter content of the topsoil).

It is our understanding that the Walia's are not experienced farmers and will likely contract farm workers. We have assumed labour costs at \$15.00 per hour (landscape/nursery labour), and \$24.00 per hour for machine labour. These estimates are higher than the reported wages to the Agricultural Labour Pool⁸.

Table 1 in Appendix 1 provides a preliminary estimate of the total costs for establishment of a 2.0 ha cedar crop.

5.1 Cedar Crop

Approximately $\frac{1}{4}$ acre can be planted per person/day. The cost of a 2 year seedling is around \$1.00 per plant - the cost decreases to \$0.55 per plant if purchased as a large bulk order (e.g. 500+). If planting at a low density of approximately 1 m x 1 m, 20,000 trees will be required. A loss of up to 20% can be expected due to die out, accidents, and poor growth sites. Approximately 16,000 trees can be expected to mature to harvest (6 to 8 years, from an established 2-year seedling). Low density planting is recommended to prevent the spread of disease.

The average price of a good quality, 4-5 ft. cedar tree today is \$20. At today's market price, the crop value before all labour, machine and material costs is roughly \$320,000. With increased tree maturity (going to 15 ft. full maturation), a higher market price can be expected. There is a cost of \$4.50 per tree to be cut, balled and burlapped, if this process takes 0.3 hours per tree. These labour costs total \$72,000 if the entire stock was harvested.

The entire plantable area need not be planted all at once. A single acre could be planted one year followed by a second acre the following year and so on. This would allow for a staged sale where only a fraction of the total crop matures and is marketed each year. Another cost to consider is that of installing drip irrigation, as well as the associated pumping station(s), inlets and filters. Basic research shows that drip irrigation, if self-

⁸ <http://www.agri-labourpool.com/wage-info.aspx>. Accessed January 27, 2017

installed, costs approximately \$1 per metre⁹. The field would equate to approximately 20,400 m of planting (120 rows at 170 m long). With irrigation kits selling at \$275 CAD for 1000 feet (300 m), drip irrigation for the field would cost approximately \$18,700.

The appropriate fertilizers and fungicides (and possibly pesticides) must be applied at appropriate stages. The total cost of fertilizer and fungicides on a typical tree farm runs roughly \$630 to \$1,000 per acre.

These are the establishment costs. After the seedlings are planted, there will be ongoing labour costs associated with the upkeep of the tree farm. Additional costs at this point may also include machine maintenance and repair, fuel (for tractors), tools, materials (i.e. burlap bags), soil, foliar sampling, and soil testing for nutrients, and disease. These can add up to about \$1,600 per acre.

If the Walia's do not currently own farm machinery such as tractors and associated farming implements such as plows, we assume for the purpose of this farm plan that they will purchase these items for contracted farm workers to use on site. **I have included the costs of a tractor and furrow plow in Table 1.**

6 Conclusions

The Agricultural Land Commission has asked Tejinder and Navneet Walia for a Farm Plan for their property located at 22384 64th Avenue, to ensure that the planned farm would be a monetarily feasible operation. The farm plan was requested in tandem with a non-farm use application.

After the fill placement and subsequent native topsoil re-spreading, the property will require preparation, which depends on the intended land surface use. For the section of property intended for the cedar tree crop, this includes: stone removal; deep ripping and tining; application of manure, compost, or other organic matter; plowing, roto-tilling or disking of applied organic matter; and the application of either organic or chemical fertilizers.

⁹ <http://www.irrigationdirect.ca/Drip-Irrigation-Kits-For-Row-Crops-Using-Drip-Tape/> Canadian drip irrigation sales - \$275 for 300 m installation kit. Accessed January 27, 2017

A cedar tree crop would be relatively easy to establish and can also have great longevity. The proximity to a large market in the lower mainland and the popularity of cedar hedging (especially for privacy in high-density suburban areas) makes this a potentially lucrative crop.

We estimate that total costs for establishment, including land preparation and planting, amounts to some \$74,500 for a cedar tree plantation. Potential gross revenues from a low density cedar tree plantation, based on a harvest cycle of approximately eight years (16,000 trees, upper limit of maturity for sale) is \$320,000 averaging \$40,000 annually. Harvesting (cut, "bag and burlap") the trees for sale carries a one-time cost of approximately \$72,000 (for 16,000 trees). Additional one-time to annual costs such as specialized farm equipment i.e. rototillers), manure/manure application, bird control, hand tools, utilities, maintenance, and soil nutrient sampling may be considerable. Factoring in establishment and harvesting costs (\$146,500), if the entire stock was sold, there would be a net profit of \$173,500. This assumes that the entire stock is sold, which is unrealistic. **There will be no gross revenues from the cedar tree operation for the first 6-8 years.** However, after these trees mature (and new seedlings are planted in the already established field), gross (and net) revenues will increase.

Once harvested, the most simple retail operation is public u-pick-up. Transactions could be facilitated in a temporary structure/farm stand. With this system in place, the Walia's would not be required to arrange the sale and delivery of the crop to buyers or wholesale nurseries. Labour costs would also be reduced.

To market the tree farm to customers, the Walia's, with approval from the Township of Langley, could erect an outdoor advertising sign/billboard on their property (if within the bylaws). Traffic volumes along 64th Avenue and 224th Street are considerable. Alternatively, an advertising company could be retained to produce advertisements in local Langley newspapers and other locally relevant publications.

For a property of this size, BC Farm Assessment tax exemption and farm status requires farm sales of \$2,500 annually. Based on my calculations, the Walia family should be able to meet this requirement, potentially starting on year 6 when the first harvest occurs.

The establishment of a cedar tree crop on the Walia property is a net benefit to Langley agriculture. It will bring 2.0 hectares of currently unused land into farm production.

Yours Truly,

Jessica Stewart, A.Ag.

Articling Agrologist

Prepared by:



Jeremy Sincennes, P.Ag.

Jeremy Sincennes, P.Ag.

Professional Agrologist

**This is a digitally signed duplicate of the official manually signed and sealed document.*

Gordon Butt, P.Ag.

Professional Agrologist



APPENDIX I

Cost Table & Figures

Table 2. Estimated Costs for Establishment of 2.0 ha (4.9 acre) Cedar Tree Crop

Establishment	Description of Work	Units/ Machine Time	Unit Costs	Total(\$C, 2017 estimated)
Field Preparation (After Fill Placement)	Machinery – Tractor and Plow	\$35,000	-	35,000
	Field preparation – Labour	40 hours	-	\$960
	Purchase plants	20,000 trees	\$0.55e/tree	11,000
Planting	Plant	10 hours/acre x 4.9 acres	\$600/acre	2940
Fertilizer	Purchase	200 kg/acre	\$4/kg	3920
	Application	0.5 hours/acre	\$30/acre	147
Fungicide	Purchase	4 kg/ha copper spray x 2.0 ha	\$30/kg	3x240i = 720
	Application	0.3 hours/acre x 4.9 acres	\$18/acre	3x88 = 264
	Parts	20,400 m planting length	\$0.92/1 m	18,700
Irrigation (Drip)	Installation - Labour	3 hours/acre x 4.9 acres	\$180/acre	882
TOTAL				= 74,533

^a Kubota 26 horsepower tractor MSRP \$30,000

^b Kvernlund furrow plow, average used price

^c \$24.00 per hour machine labour cost, 1 employee.

^d Low density planting, 20% not harvested due to disease, poor growth etc.

^e Bulk order price (over 500 seedlings).

^f \$15.00 per hour manual labour costs, 4 employees.

^g Local fertilizer costs \$20 per 5 kg (20-20-20)

ⁱ Application of fungicide 3 times per year (while trees are seedlings).



FIGURE 1. OVERVIEW OF THE PROPERTY FACING DUE NORTH. THE APPROXIMATE PROPERTY LINES ARE OUTLINED IN ORANGE. THE PROPOSED CEDAR CROP AREA (AND FILL LOCATION) IS HIGHLIGHTED IN GREEN.



**SOIL DEPOSIT ASSESSMENT & EROSION AND
SEDIMENT CONTROL PLAN**

**22384 64th Avenue
Langley, BC**

FOR:

**Tejinder and Navneet Walia
22384 64th Avenue, Langley, BC
V2Y 2N8**

BY:

**Jeremy Sincennes, P.Ag.
Jessica Stewart, A.Ag., G.I.T.
MADRONE ENVIRONMENTAL SERVICES LTD.**

**Revised: September 21, 2018
April 24, 2017**

MADRONE ENVIRONMENTAL SERVICES LTD.
202-2790 GLADWIN ROAD • ABBOTSFORD • BC • V2T 4S7
TEL 604.504.1972 • FAX 604.504.1912 • WWW.MADRONE.CA

DOSSIER: 16.0355

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SOIL DEPOSIT ASSESSMENT & EROSION AND SEDIMENT CONTROL PLAN

**22384 64th Avenue
Langley, BC**

1 Introduction

Madrone Environmental Services Ltd. (Madrone) was retained by Tejinder and Navneet Walia to prepare the necessary documents for Applications to both the Township of Langley and the Agricultural Land Commission for a non-farm use Soil Deposit Permit.

The property is owned by Navneet Kaur Walia. On July 21, 2016, the Agricultural Land Commission issued a letter (File#: 50488) regarding unauthorized soil deposit activity and requesting a non-farm use application for the existing and proposed fill activities on this property.

If approved, the soil will be deposited on the property located at 22384 64th Avenue, Langley, B.C. (PID 005-415-977). The property is zoned as RU-3 according to the Township of Langley Zoning Bylaw. It is within the Agricultural Land Reserve (ALR). The property is 3.4 ha (8.75 acres).

1.1 Description of Proposed Fill Project

Tejinder and Navneet Walia wish to deposit an estimated 10,000 m³ of clean imported soil on 2.0 ha of the 3.4 ha property to alleviate wetness and utilize the land for agricultural purposes. The raised profile will also improve the 'trafficability' of the land for farm equipment.

The soil will be spread to an approximate maximum depth of 0.80 m and an average depth of 0.60 m. The deposit will be capped with at least 25 cm of native stockpiled topsoil. If

the amount of topsoil sourced from the property is insufficient or lacking in organic content (as determined by a Professional Agrologist during a monitoring visit), imported topsoil will be acquired to complete the soil profile.

The landowner intends to use the improved land for agricultural purposes, specifically to cultivate hedging cedar for the horticultural industry. The land is currently not being utilized for farm use. A farm plan for this property is included with this report.

2 Assessment Area Description

2.1 Land Use

The property is zoned (RU-3) and is the site of one residence (single-family dwelling), one shop and one unspecified building. There is one driveway accessing the property from 224th Street.

There are two properties to the west, one property east, one property south, and one property north which share a boundary with 22384 64th Avenue and are on ALC land.

2.2 Climate

The closest Environment Canada climate station (with the most complete climate data) is Haney East, located approximately 10.3 km from the property, at an elevation of 31 m above mean sea level. Records for this station are available for the 30-year period from 1981 to 2010¹. Mean annual precipitation at the station was 1787.8 mm and the daily average temperature was 10.0°C.

The Climate Capability Map for Agriculture rates Langley and surrounding area as Moisture Class 3A(I) (Coligado, 1980). Class 3 climate capabilities have a 60-74 day frost-free period and a climatic moisture deficit of 116 to 190 mm. Class 3 aridity limitations indicate drought or aridity between May 1 and September 30 (growing season) resulting in moisture deficits which are limiting to plant growth. Aridity limitations can be improved through irrigation.

¹ http://climate.weather.gc.ca/climate_normals/index_e.html. Accessed June 5, 2016

2.3 Landform and Topography

The site, in its current state, is characterized by simple slightly sloping topography. The topographic base map system for the Township of Langley (Geosource²) indicates that the regional elevation is roughly 19 to 20 meters above sea level (Figure 1).

Slopes in the area in general range from 1% to 2% and overall fall from the northern boundary to the south. The northern property boundary of the site is located below 64th Avenue, with a 1 m elevation difference between the lowest point on the southern boundary to the highest point on the northern boundary.

The Geosource mapping tool was used to identify streams and their classification under the Township of Langley - Watercourse Classification³.

Madrone examined the property for watercourses and identified two roadside ditches: one along 224 street (taking water north) and one along 224th Ave (taking water west). As well, a small depression (<0.5 m wide and 20 to 30 m long), carries temporary rainwater along the west property edge to the 64th Avenue ditch. That area close to 24th avenue is not slated for fill and has not been disturbed by the clearing that has occurred further south on the property.

The site visit confirms the Township of Langley's watercourse map which identifies the only watercourses as the yellow-coded roadside ditches. Yellow-coded watercourses carry water and nutrients to fish-bearing streams but are not likely themselves to have fish. Under Riparian Areas Regulation these roadside ditches, because they are non-fishbearing, would have a buffer of 2 m from Top of Bank (fish-bearing ditches of this width would have a 5 m buffer). Because the property is ALR and the fill is being brought in for farm purposes, the 2 m buffer is the only buffer required for fill. However, this fill application will respect the more conservative 6 m buffer from top of bank used by ToL (in non-ALR situations) around yellow-coded roadside ditches.

Armstrong (1980) mapped the surficial geology of this area as being located on Capilano Sediments (Ce). These deposits are generally silt and silty clay soils 2-8m thick. This conforms to my observations of the surficial geology.

² <http://geosource.tol.ca/external/> Accessed April 24, 2017

³ <http://geosource.tol.ca/external/> Schedule A – Watercourse Classification Map 3.0 & Township of Langley GeoSource Map program. Accessed April 24, 2017.

2.4 Review of Existing Maps and Information

Soils in the lower Fraser Valley were surveyed at a reconnaissance scale in the 1980's. Similarly, Land Capability for Agriculture (LCA) ratings were calculated and published as a series of maps. This section of the report summarizes the characteristics of the surveyed soils and the LCA ratings for the property. The source maps were printed at a scale of 1:25,000 and are based on a reconnaissance level soil survey and air photo interpretation and represent a broad interpretation of soils and agricultural capability.

The broad interpretation of agricultural capability recorded on the 1:25,000 maps does not take precedence over the site-specific assessment in this report.

Existing soil survey maps indicate that the assessment area lies at the intersection of two soil series: Berry and Milner (Luttmerding, 1980). The survey map shows level to gently undulating topography.

The LCA rating for the site is Class 3WAD for excess water, seasonal aridity, and poor drainage.

Soil properties, according to soil survey maps, are summarized in Table 1.

Table 1. Summary of Soil Properties, LCA Rating

Soil Series	Parent Material	Texture	Drainage	Classification	LCA Rating (Unimproved)
Berry	Moderately fine to fine textured, stone-free, marine sediments.	Silty loam to silty clay loam.	Imperfectly drained.	Gleyed Podzolic Gray Luvisol	3WAD
Milner	Deep, fine to moderately fine textured, stone free marine deposits	Silty clay loam to clay loam.	Moderately-well drained.	Luvisolic Humo-Ferric Podzol.	3WAD

3 Observations

3.1 Soils

I, Jeremy Sincennes, P.Ag. of Madrone visited the property on October 26, 2016. As part of the assessment, the native soils were examined in one test pit. The pit was hand excavated and was 0.70 m in depth.

In my field assessment I recorded soil profiles, topography, soil disturbance, land use, parent material, and vegetation. I took photographs of each soil profile and of the surrounding landscape. Appendix A contains soil profile descriptions, photographs and site photographs. Soil pit locations are shown on Figure 2.

I identified one soil type during the assessment of the proposed soil deposit site – Orthic Gray Brown Luvisol. This soil correlates well with the Berry soil series described by Luttmerring (1980).

3.2 Land Capability for Agriculture

LCA ratings are assigned, dependent upon soil and site conditions, according to specific criteria presented in Land Capability Classification for Agriculture in British Columbia (Kenk, 1983). The ratings describe the general suitability of the land for agriculture as seven classes for mineral soil and seven classes for organic soil. Agricultural capability classes are modified into subclasses when limitations to agriculture exist. There are twelve subclasses for mineral soils and nine subclasses for organic soils.

In describing LC classes, the number refers to the class (1 through 7) and the capital letter refers to the subclass, or nature of the limitation. Thus 3W has a capability of Class 3 (roughly half-way between the best – Class 1 – and the worst – Class 7 agricultural land. The W refers to wetness in the form of high and/or prolonged saturation and high water tables. If the class is preceded by a 0, it indicated the soil is organic instead of mineral.

Based on our assessment, the deposit site has a Class 3WAD limitation for agriculture due to high water tables, seasonal aridity, and poor to very poor drainage.

4 Soil Deposit Proposal

The proposed deposit area is 2.0 ha. My calculations show an estimated 10,000 m³ of soil is required to increase the elevation of the area by *average* depth of 0.60 m (refer to Figure 3 fill area cross-sections). Note that the diagrams are vertically exaggerated.

The deposit area will be accessed from the east via the driveway from 224th street (see Figure 4). We have communicated to the Client that major arteries such as Highway 1, Highway 10, and 64th Avenue should be used by trucks to approach 224th street, to reduce traffic congestion on minor roads in the Langley area.

The existing topsoil and surface organics will be stripped to a depth of approximately 25-30 cm. The topsoil from the access road into the fill area should also be stripped to a depth of 25-30 cm.

Stripped topsoil and organics will then be stockpiled in a safe location, preferably away from the eastern property boundary, and at least 10 m away from ditches. The stockpile or piles should be no more than 5 m high, with 3:1 (horizontal to vertical) side slopes. They should be constructed such that water cannot accumulate on the surface (ie: a pyramid).

The surface of the stock-pile(s) will be seeded with a suitable mixture of grass and/or grass/legumes (if left for six months or more) OR an erosion blanket or tarp will be placed over the stored topsoil for the duration of the deposit activities. Stripping and stockpiling of topsoil can proceed in stages in different areas over time, as judged by the owner or contractor.

To ensure topsoil does not become compacted, it should be handled only with moisture contents equivalent to field capacity (the moisture content of a soil after free water drainage has ceased) or less.

After the stripping and storage activities are completed, the imported soil will be dumped and then spread to fill in the area south of the existing parking area. The fill area includes the entire width of the property with the exception of a 6 m setback from the property boundary, approximately 120 m. The length of the fill area from south to north is approximately 175 m to 210 m.

Soil placement activities should follow Part 10 of the Soil Deposit and Removal Bylaw 2013 No.4975 (TOL, 2013)⁴. Madrone recommends that the 6 m buffer be maintained between the property boundary and the edge of imported soil - no soil or topsoil stockpiles will be placed within the buffer.

Once the fill has been spread and graded the land may then be developed to facilitate the intended use of hedging cedar production.

⁴<http://www.tol.ca/Portals/0/township%20of%20langley/mayor%20and%20council/bylaws/Bylaw%204975%20-%20Soil%20Deposit%20and%20Removal.pdf?timestamp=1441320039340> Accessed March 9, 2016

4.1 Erosion and Sediment Control Plan

An Erosion and Sediment Control Plan (ESCP) has been developed for the site based on the natural topography and conditions observed at the time of our assessment. The ESCP is a dynamic working document and is meant to be reviewed and if necessary amended on a regular basis. The following best management practices should be implemented prior to the commencement of topsoil stripping:

- The access road used will be an existing driveway from 224th Street. The access road should be well-graveled with clean, crushed rock (angular gravels) for at least 20 m. The rock blanket should be at least 30 cm deep.
- Silt fencing, installed according to the specifications in Figure 4, will be placed near the property boundary along the east and south side of the proposed deposit area. This will prevent sediment from transporting off-site and into the ditch east of the proposed deposit site.
- In addition we recommend shutting down all dumping and excavating/grading activities during periods of heavy rain, which we define here as an excess of 25 mm of rain in 24 hours. Hourly rainfall (for nearby Langley) can be monitored on the following website:
<http://www.flowworks.com/network/hmiscscreens/langley/langley.aspx>

4.2 Imported Soils

The final and future land capability will be influenced by the characteristics of the deposited soil. Contaminated soil, or soil that is suspected to be contaminated, must not be used. It should be free of foreign material and uncontaminated. Foreign material includes but is not limited to concrete, asphalt, waste, garbage, and lumber. The fill material should be inspected to ensure that it is acceptable for agricultural use.

Reviewing existing environmental reports concerning potential contamination at the source site can aid in selecting the best fill material. Soil sourced in areas that have a history, or suspected history, of industrial or commercial use must be tested prior to transportation. Madrone can assist you with soil sampling and monitoring.

The supplier of the fill material should warrant that the source soil is free from contaminants. We recommend that the owner signs a soil acceptance agreement with the parties responsible for supplying and transporting soils (see Appendix C for an outline).

If contaminated fill material is brought onto the site, the Walia family will assume liability for remediating the site and/or removing the contaminated material.

4.2.1 Physical and Chemical Properties of Acceptable Imported Soil

The soil should be free from construction debris, foreign material and contaminants. It should not contain more than 15% organic matter. As agricultural fill, the top 100 cm should consist of an appropriate growing medium, and should contain less than 10% coarse fragments (>2.5 cm). Ensure that the maximum content of stones and cobbles (fragments > 7.5 cm) conforms to the limits described for Class 2P limit of the BC Land Capability Classification for Agriculture: a total coarse fragment content (>25 mm) of less than 10% and less than 1% of coarse fragments larger than 75 mm ("stones"). The texture should be a loam, silty loam, sandy loam or sandy loam. However coarse fragments limits can be higher at depths greater than 1 m.

All imported fill must meet the Soil Standards for Agricultural Land (Column III of Schedule 7 of Contaminated Sites Regulation⁵ of the Environmental Management Act).

4.3 Reclaimed Soil Profile

The reclaimed soil profile will have at least 25 to 30 cm of native topsoil, possibly mixed with imported good-quality topsoil, at the surface (depending on the amount of original topsoil recovered). This material will be underlain by 0.50 m to 0.80 m of medium-textured fill soil with less than 5% coarse fragments.

5 Regional Hydrology

After the soil has been dumped and spread the next step is grading to ensure a flat, relatively smooth surface that will allow water to continue to flow to its natural path into the area east of the fill area. The cross sections in Figure 3 show a 1% slope to the east conforming to the natural slope.

Otherwise, the hydrologic conditions in the surrounding lands should not be affected by the placement activities. As detailed in Sec. 2.3, the property naturally slopes to the north and east, and has ditches on both its north and east perimeter.

⁵ http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/375_96_07 Accessed April 24, 2017

6 Post-Fill Land Capability for Agriculture

Adding mineral soil will elevate the topography in the target fill area of the property and will improve drainage in the subsurface. We estimate that the post-fill Land Capability for Agriculture ratings will improve from Class 3WAD with excess water limitations to a Class 2WAD with only short periods of excess water in the winter. The aridity limitation can be eliminated through drip or sprinkler irrigation.

7 Potential Impacts to Agriculture

Importation of good-quality soil will elevate the land by an *average* of 60 cm (prior to settling and compaction) in the fill area, which should alleviate adverse wetness. And provide a suitable soil surface for cedar tree production. After settling and compaction the net increase should be 50 to 55 cm.

The proposed project, if conducted according to our recommendations, will convert nearly 2.0 ha of land into active agricultural land, and pose no impact to surrounding agricultural lands.

8 Reporting and Monitoring

Soil placement activities should be monitored regularly. Monitoring visits should be scheduled to coincide with important project milestones and randomly when the site is active. The important milestones are:

- The completion of topsoil stripping to ensure that an appropriate amount of topsoil has been stripped.
- After significant rainfall event (25 mm/24 hours or greater) during filling to inspect the Erosion and Sediment Control (TOL ESC Bylaw requirement); OR if conditions are drier (summer fill placement), we recommend routine monitoring every 200 truckloads or 1000 m³.
- Once the imported soil has been graded, prior to spreading topsoil.
- When the reclaimed soil profile has been constructed. If the topsoil depth is inadequate, imported soil may be acquired at this point. The amount of soil will be recommended by a Professional Agrologist.

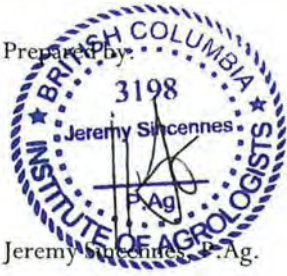
The terms of your permit(s) may indicate that Madrone is expected to conduct inspections of the site and materials and to provide inspection reports to the Township of Langley and/or the ALC. In this case, you should contact Madrone before you begin soil placement

or site preparation work to develop a monitoring schedule that meets the conditions of your permit and conforms to our recommendations.

A closure report should be prepared once the project is complete. The report should include an assessment of the final land capability for agriculture ratings and a comparison between the initial and final land capability for agriculture (LCA) ratings. It should contain an estimate of the volume of soil placed and details about the source site(s).

We recommend that accurate and complete records of all fill brought to the site (see Appendix C). Records must contain, at a minimum, the location of the source site(s), the volume and number of loads with date and time of delivery, and the name of the trucking company.

Yours Truly,
Prepared by:

Prepared by:

Jeremy Sincennes, P.Ag.
Jeremy Sincennes, P.Ag.

Reviewed by:


**This is a digitally signed duplicate of the official manually signed and sealed document.*

Gordon Butt, P.Ag.

September 2018 Revision by:


Jessica Stewart
MADRONE ENVIRONMENTAL SERVICES

9 References

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<http://www.tol.ca/Land-Use-and-Development/Soil-Deposit-and-Removal>>[accessed March 24, 2015].

10 Limitations

The evaluations contained in this report are based on professional judgment, calculations, and experience. They are inherently imprecise. Soil, agricultural, hydrological, and drainage conditions other than those indicated above may exist on the site. If such conditions are observed, Madrone should be contacted so that this report may be reviewed and amended accordingly.

The recommendations contained in this report pertain only to the site conditions observed by Madrone at the time of the inspection. This report was prepared considering circumstances applying specifically to the client. It is intended only for internal use by the client for the purposes for which it was commissioned and for use by government agencies regulating the specific activities to which it pertains. It is not reasonable for other parties to rely on the observations or conclusions contained herein.

Madrone completed the field survey and prepared the report in a manner consistent with current provincial standards and on par or better than the level of care normally exercised by Professional Agrologists currently practicing in the area under similar conditions and budgetary constraints. Madrone offers no other warranties, either express or implied.



APPENDIX A

Soil Profile Descriptions & Site Photographs

SP1 – Soil Profile Description

Horizon	Depth (m)		Description
Ah	0.00	0.10	Brown; granular; moist; plentiful roots; friable; silty loam.
Ae	0.10	0.35	Brown; massive; moist; plentiful roots; friable; silty loam.
Bt	0.35	0.55	Brown; massive; some roots; massive; very moist; friable; silty loam.
C	0.55	0.75	Dark brown; saturated; silty clay; wet.
Cg	0.75	0.85	Gray; silty clay loam; massive; very moist; firm.

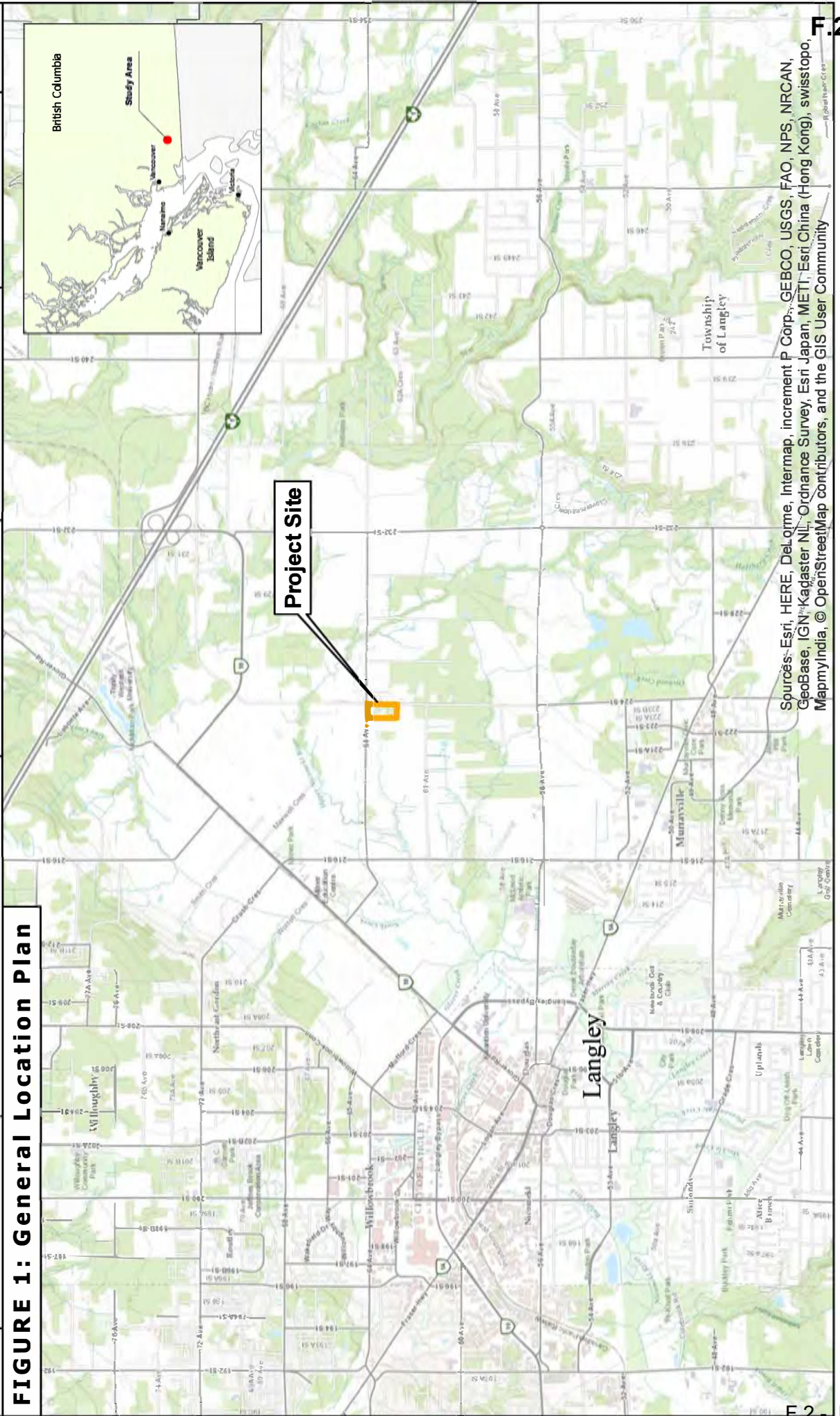
**PHOTOGRAPH 1: SOIL PIT 1, LOCATED ON THE NORTHEAST PORTION OF THE PROPERTY.**



Comments: Orthic Gray Brown Luvisol. Gleyed Cg layer, imperfectly-drained. Class 3WAD limitations.



APPENDIX B

Maps & Figures



	PROJECT: Phase I Environmental Site Assessment: 22384 64th Ave (PID 005-415-977)			DOSSIER: 16.0355		
	LOCATION: Langley, BC	CLIENT: Nanveet Walia	MAP DATE: November 23, 2016	DRAWN BY: Anna Jeffries		



Project Site

Zoning Classification:

Rural (RU-3)

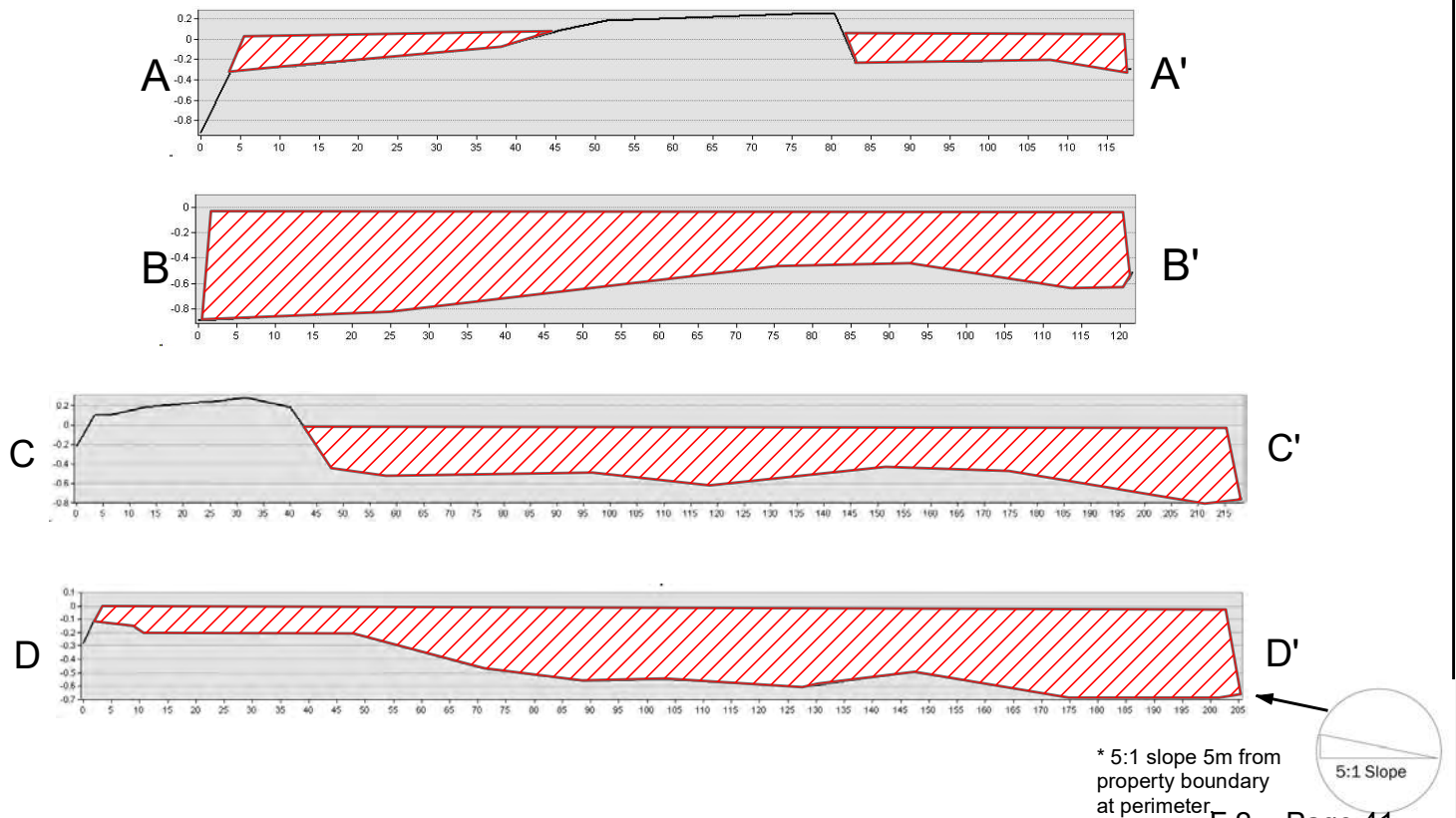
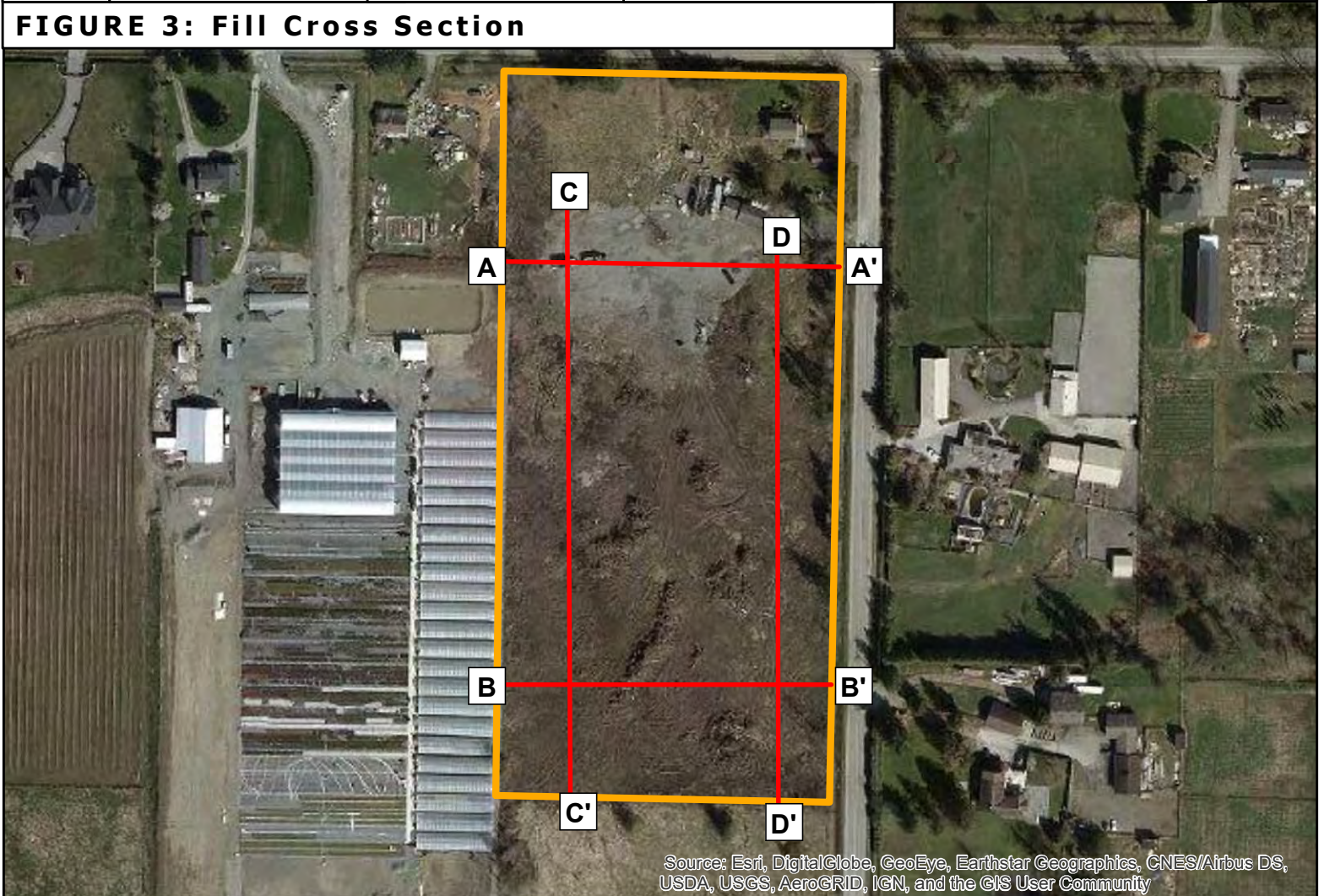
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F.2

Page 40

FIGURE 3: Fill Cross Section





APPENDIX C

Inclusions in Fill Assessment Reports

Inclusion in Fill Importation Assessment reports

For each source site, the owner/operator of the receiving site should secure a written Soil Acceptance Agreement with the parties responsible for supplying and transporting soils.

The agreement should specify that:

The imported soil must not contain:

- a. any contaminants in concentrations that exceed the standards in Schedule 7, Column III of the Contaminated Sites Regulation under BC's Environmental Management Act, or
- b. any hazardous waste as defined in the Hazardous Waste Regulation of the Environmental Management Act,

The imported soil must not have been transported onto the donor site from another site,

The owner of the receiving site has the right to test and/or require the supplier to test for contaminants and soil texture, and to inspect the source site,

The supplier will provide *all* available site contamination reports pertaining to the imported soil and that at minimum a Preliminary Site investigation Phase 1 (or Stage 1) or Phase 2 (or Stage 2) report will be provided for any source site that is an industrial, government or large residential development,

The parties supplying/transporting soils are responsible for removing any soils and remediating any resulting contamination if the soils are found to be contaminated or if the supplier failed to supply all available site contamination reports pertaining to the imported soil, and

Any loads arriving at the site without proper documentation of the source of the soil and evidence of Soil Acceptance Agreement for the source site will be refused entry.

Entrance to the receiving site should be controlled and records should be maintained that identify the source of each load and the parties supplying/transporting the load.

Consideration should be given to requiring security deposits from the suppliers/transporters.



PROJECT:
Soil Deposit Assessment: 22384 64th Ave (PID 005-415-977)

DOSSIER:
16.0355

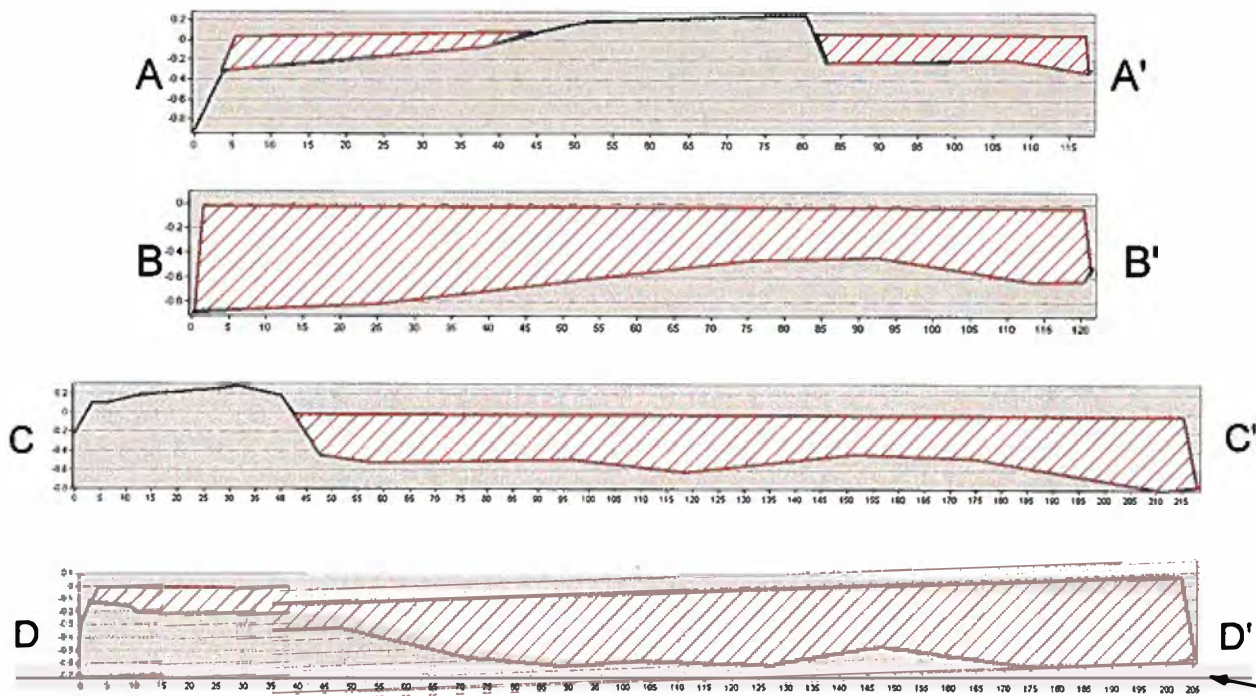
LOCATION:
Langley, BC

CLIENT:
Nanveet Walia

MAP DATE:
September 20, 2018

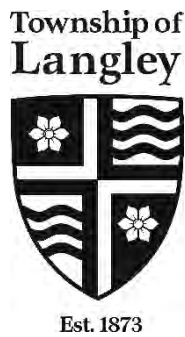


FIGURE 3: Fill Cross Section



* 5:1 slope 5m from property boundary at perimeter.





REPORT TO MAYOR AND COUNCIL

PRESENTED:	NOVEMBER 19, 2018 - REGULAR AFTERNOON MEETING	REPORT:	18-156
FROM:	ENGINEERING DIVISION	FILE:	SO 1478
SUBJECT:	NON-FARM USE SOIL DEPOSIT APPLICATION 22384 – 64 AVENUE		

RECOMMENDATIONS:

That Council not refer the non-farm use soil deposit application for 22384 – 64 Avenue to the Agricultural Land Commission and direct staff to not process the application further.

EXECUTIVE SUMMARY:

On April 23, 2018 the Township of Langley received an application from Madrone Environmental Services on behalf of the property owners of 22384 – 64 Avenue (Walia) to deposit 10,000 m³ or approximately 1,400 single truckloads of soil to elevate the topography of the land and ultimately create a cedar tree farm on the property which is located within the Agricultural Land Reserve (ALR).

As the application volume exceeded 600m³, the Township mailed an informational package and ballot to surrounding property owners within 1.6 kilometres of the subject property to obtain community input on the application pursuant to Council Policy No. 05-008. The results of the mail-out and ballot process are as outlined in the table below:

Item	Total	Percentage
Total ballots mailed out	232	100%
Total property owners not responding	183	79%
Total ballot responses received	49	21%
Ballots received in support	23	47%
Ballots received against	26	53%

Section 9.3 of the Policy provides direction that generally applications will be supported by Council, when of the surrounding property owners responding, more than 80% support the application. As the level of support for this application was 47%, the recommendation is that this application not be referred to the Agricultural Land Commission (ALC) and that staff be directed not to process the application further. Section 9.3 does provide the option to refer the application to the ALC if Council considers that there are reasons which would merit a departure from the general 80% support rule.

PURPOSE:

This report provides Council with information and a recommendation with respect to a non-farm use application for soil deposition at 22384 – 64 Avenue which is being processed pursuant to Soil Deposit and Removal Policy No. 05-008.

BACKGROUND/HISTORY:

The Township of Langley received an application from Madrone Environmental Services Ltd. on behalf of the property owners of 22384 – 64 Avenue (Walia) to deposit 10,000 m³ of soil to elevate the topography and ultimately create a cedar tree farm. The Farm Plan and the Soil Deposit Assessment & Erosion and Sediment Control Plan for the site were prepared by Madrone and are included as Attachments A and B. Fill Area Cross-Sections for the proposed deposition are included as Attachment C and indicate a fill depth of approximately 0.5m.

Should Council elect to direct staff to further process the application, a drainage assessment would be required. The site currently slopes from north to south.

As the volume proposed to be deposited exceeds 600m³, the Township mailed an information package and ballot to surrounding property owners to obtain community input on the proposed deposition as per Council approved Policy No. 05-008 and included as Attachment D.

Pursuant to the Policy, the general public was notified by advertising the application in the local newspapers and on the Township's website. The property owner also installed the required soil deposit application sign at the property.

DISCUSSION/ANALYSIS:

The property at 22384 – 64 Avenue is zoned RU-3 and is located in the ALR. The application proposes to deposit 10,000 m³ or approximately 1,400 single truck loads of material. It is recommended in Madrone's Soil Deposit Assessment & Erosion and Sediment Control Plan, that access to the site be via major arteries such as Highway 1, Highway 10 and 64 Avenue to the existing driveway on 224 Street. A refundable security deposit in the amount of \$50,000 (\$5/m³) would be required to cover potential damage to municipal infrastructure such as roadways should the application be authorized by Council to proceed. In addition, the required non-refundable application fee and volume fee have been collected.

The deadline for property owners to respond to the mail-out was September 7, 2018. The results of the mail-out are as follows:

Item	Total	Percentage
Total ballots mailed out	232	100%
Total property owners not responding	183	79%
Total ballot responses received	49	21%
Ballots received in support	23	47%
Ballots received against	26	53%
Properties in support outside ballot area *	2	-

(*) Two letters of support were received with the application but are from owners located outside of the 1.6 km area.

Section 9 of the Policy provides guidance for Council and may consider the following outcomes for applications on ALR lands:

- A resolution that the application be referred to the ALC for approval, subject to any conditions Council deems advisable;
- A resolution that the application not be referred to the ALC for approval and not be further processed under the Bylaw; or
- A resolution that the Applicant, Township staff, or other specified person(s) be invited to provide further submissions with respect to the application.

Section 9.3 of the Policy provides direction that generally applications will be supported by Council, when of the surrounding property owners responding, more than 80% support the application. As the level of support for this application was 47%, the recommendation is that this application not be referred to the Agricultural Land Commission (ALC) and that staff be directed not to process the application further. Section 9.3 does provide the option to refer the application to the ALC if Council considers that there are reasons which would merit a departure from the general 80% support rule.

Respectfully submitted,

Richard Welfing
MANAGER, ENGINEERING SERVICES
for
ENGINEERING DIVISION

Attachment A Farm Plan
Attachment B Soil Deposit Assessment & ESC Plan
Attachment C Fill Area and Cross-Sections
Attachment D Soil Deposit and Removal Policy 05-008



FARM PLAN

22384 64th Avenue, Langley, BC

FOR:

**Tejinder and Navneet Walia
22384 64th Avenue
Langley, V2Y 2N8**

BY:

Jessica Stewart, A.Ag.

Madrone Environmental Services Ltd.

**Revised October 1, 2018
April 14, 2017**

MADRONE ENVIRONMENTAL SERVICES LTD.
202-2790 GLADWIN ROAD • ABBOTSFORD • BC • V2T 4S7
TEL 604.504.1972 • FAX 604.504.1912 • WWW.MADRONE.CA

DOSSIER: 16.0355



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FARM PLAN

22384 64th Avenue, Langley

1 Introduction

Madrone Environmental Services Ltd (Madrone) was retained by Navneet Walia to prepare a Farm Plan for 22384 64th Avenue in Langley, BC (“the property”). The farm plan was requested by the Agricultural Land Commission to assess the feasibility of developing the land for farm use.

Madrone has prepared a separate Soil Deposit Assessment for Navneet Walia - this should be read in conjunction with this report. The report includes an assessment of the land capability for agriculture, in addition to the proposed soil placement procedure.

The farm plan may also be used by the Walia family as a basic guide to the preparation, selection, and establishment of a permanent hedging cedar tree crop that will occupy approximately 59% of the 3.4 ha lot or approximately 2.0 ha (**Figure 1**). The cedar crop will grow in an open field environment rather than indoors in greenhouse nurseries or ‘hoop houses’. Tejinder and Navneet Walia, who will be the primary agricultural operators, intend to sell the cedar trees by direct farm retail.

In order to be classed as farm land and qualify for a farm tax exemption from BC Assessment, farm gate sales for new farm applications with a total area of between 0.8 ha and 4.0 ha must meet the minimum of \$2,500 every year (the reporting period)¹. If the cedar crop is established, the qualifying farm use will be “forest seedling and seed production”.

¹https://www.bccassessment.ca/about/_layouts/15/WopiFrame.aspx?sourcedoc=/about/Shared%20Documents/Classification_of_Land_as_a_Farm_Regulation.pdf&action=default&DefaultItemOpen=1
Classifying Farm Land. Accessed January 25, 2017

2 Site Description

The subject property (PID 005-415-977) is located in the Township of Langley near the intersection of 64th Avenue and 224th Street.

According to the Township of Langley's Geosource² program, the parcel area is 3.54 ha (8.75 acres). The property will partly be used for agriculture, partly for residential use, and partly for truck parking. The legal site description and zoning of the parcel is listed in Table 1.

Table 1. Descriptions of Lot

Legal Description	Property Area	Zoning
LT 28, SEC 7, TWP 11, NWD, PL PID: 004-073-606	3.54 hectares (8.75 acres)	ALR and RU3

The rectangular lot is oriented lengthwise north-south, with dimensions of 130 m (width) by 275 m (length). Lands to the north, east and south of the property are all vacant woodland. To the west, there are two single-family dwellings on separate lots. All surrounding properties (including the residences to the west) are zoned RU3 (Rural Three) and all are within the ALR. From airphoto imagery and my field assessment, it appears that none of the surrounding properties are currently used for any agricultural purpose.

3 Current Land Use and Plans

The Walia family resides in the single family residence located in the northeast corner of the property. There is an approximately 0.3 ha area located to the south of the residence that is a cleared gravel lot. It is currently used for truck parking. The remainder of the property to the south was forested until 2016 – it has since been completely cleared of trees and other vegetation. There are no buildings or structures located in the cleared area. At this time, the property is not currently being used for any agricultural production.

The native soils in this area are imperfectly drained Luvisols that have developed from marine sediments. The identified land use capability limitations are high water tables, seasonal aridity, and poor to very poor drainage (Class 3WAD).

² <http://geosource.tol.ca/external/> Accessed January 25, 2017

The current soil deposit assessment (prepared by Madrone) recommends that the excess water limitation can be improved by depositing an estimated 10,000 m³ of good-quality fill on approximately 2.0 ha, which will elevate the topography.

The fill will be placed in the cleared southern area. In accordance with the Township of Langley Soil Deposit and Removal Bylaw 2013 No. 4975, no soil will be placed within 3 m of all property lines. Additionally, the slopes of the deposited soil will not exceed 1:5 (V:H) where soil is deposited within 6 m of property lines.

4 Agricultural Plan – Hedging Cedar Tree Crop

4.1 Site Preparation Prior to Fill Placement

Prior to fill placement (and stripping of the upper 30 cm of native topsoil to be mixed with fill for organic matter content), any tree branches or roots should be cleared from the land if not done already. Plant remains and branches can be chipped with a wood chipper and set aside for later use as compost, if desired.

As detailed in the Soil Deposit Assessment, the deposited fill material should be coarse to medium-textured sandy loam or loamy sand with less than 10% coarse fragments (defined as 2.5 cm or larger). The proposed depth of placed soil is to be approximately 60 cm. The site should have a slight slope and have no frost pockets.

If the imported soil contains a high density of clasts (*i.e.*, rocks) such that it presents a significant problem, then stone removal must be carried out to enable proper cultivation. Stone removal by hand (for stones too small to be removed by machinery) is a laborious process that can be avoided if loads of soils are inspected for stones or other foreign debris prior to off-loading on the property.

After stone removal, the soil placed over the cleared over must then be tilled or plowed to reduce the density of the fill and topsoil and provide a loose growing medium. This will be particularly important if heavy machinery has compacted the soil during placement activities (which will encourage ponding at the surface).

Following tilling, the fertility of the native topsoil will dictate the need for applications of manure or compost. Soil testing is suggested to detect soil nutrient imbalances. If organic

matter is required, manure or compost³ should be surface applied (preferably in the spring, though fall planting may dictate earlier application before heavy rains commence) and worked into the upper 20 cm – 30 cm of soil via plowing, roto-tilling or disking (depending on availability of these farming implements). This may be undertaken once the ground is relatively dry.

The City of Vancouver landfill in Delta sells nutrient-rich compost to the public, produced on site from public yard and garden waste. The cost of this compost is \$8/m³. This organic fertilizer option is a sustainable and locally convenient option. There are many other options for organic soil amendments, including locally sourced chicken and mushroom manure.

Soil pH should also be tested prior to planting. Most species and varieties prefer a soil pH of 6 to 6.5, but will tolerate up to 7.57. The soil pH can be lowered with the addition of sulphur or iron sulphate and raised with the addition of limestone or dolomite.

4.2 Field Preparation

Once the soils are prepared as detailed above, the southern cleared portion of the property is a suitable location for a cedar tree crop. This area is approximately 2.0 ha in extent (4.9 acres). The area should be well laid out in advance of planting to ensure good access to the field, particularly if machinery is to be used for irrigation and fertilizer applications, for example.

It is not necessary to plant the full extent of the field in the first season. A portion of land containing a single variety could be planted one year followed by a second portion the following year. This would allow for the Walia's to determine which varieties respond well to local growing conditions.

4.2.1 Planting Plan

For this guide, we considered three common hedging cedars in the Pacific Northwest:

1. Smargd/Emerald (*Thuja occidentalis* 'Smargd/Emerald');
2. Pyramidalis (*Thuja occidentalis* 'Pyramidalis'), and
3. Excelsa (*Thuja occidentalis* 'Excelsa').

³ This may include some of the chipped/shredded plant remains from land clearing activities, if stockpiled and sufficiently decomposed by this time.

All varieties prefer moist, organic-rich, well-drained soils, and do poorly in dry, sandy soils and excessively moist clay soils. The preferred planting season for these varieties is September through May.

Some or all of these may be the selected varieties for the crop. The Walia's may want to consider researching local demand for specific varieties before deciding their crop. Cedar trees are categorized as Upright Evergreens by the BC Landscape and Nursery Association (BCLNA). The BCLNA Buyer's Guide is a valuable tool for farmers looking to purchase plants and tools to establish their nursery crops. The 2016 guide is available online at: <http://bclna.com/bclna-resource/2016-buyers-guide>

The trees may be grown directly in the soil ('soil-based') and ultimately harvested bare root or with a ball of soil that is usually wrapped in burlap and tied. This latter stock is referred to as 'balled & burlapped' or B&B. The balled soil option carries a considerable negative impact to the land as soil is removed with each tree harvested.

An alternative to soil-based production is known as container-grown production. The containers can be accommodated in greenhouses or simple 'hoop houses'. According to the BC Landscape and Nursery Association (BCLNA)⁴, the benefits of container production (relevant to the property) are:

- returns per hectare can be more than 15-fold greater for container versus field production;
- customers prefer container stock due to its uniformity, ease of handling, and improved establishment;
- the ability to harvest and transplant stock during most of the year;
- plant harvesting is not affected as much by poor weather, such as heavy fall rains;
- it results in accelerated crop growth; and
- it does not directly lead to soil erosion (by removal of soil during ball and burlap production).

In British Columbia, a blended field and container system called pot-in-pot is gaining popularity. A basic nursery container containing the tree is placed within a plastic liner embedded in the soil. Above ground systems have been developed for sites with poor soil drainage (restricting in-ground systems).

⁴ http://bclna.com/wp-content/uploads/2015/01/new_grower_links.pdf Accessed January 25, 2017

There are limitations to the containers production systems as well⁵. Containers limit the size of the nursery stock that can be produced and require a higher level of management due to the greater dependence on supplemental irrigation and nutrition.

Trees that are not sold at the end of the season and root bound to the containers may die without winter protection greater threat of root damage as a result of root exposure to more severe temperatures (root damage as a result of root exposure to more severe temperatures). Finally, there is a higher capital investment required in container systems compared to field-based systems.

For the purpose of this farm plan, it is assumed that the Walia's would prefer to use field, soil-based production systems rather than greenhouses or hoop houses. Since the property owners prefer a small scale farm operation, the high initial costs of implementing container systems (including pot-in-pot) and the high level of management make this a poor option.



Photo 1 (left). Example image of the pot-in-pot production system for Standing Evergreens.
Photo 2 (right). Traditional soil-based production system – direct planting in ground.

Prior to planting, furrowed rows could be created by a tractor. The trees could then be planted at a maximum density of 0.6 m x 0.6 m (2' x 2') which for the 2.0 ha equates to approximately 40,000 harvestable trees (leaving some space on the sides of the planned area). Planting at a lower density of 1 m x 1 m (3.3' x 3.3') allows for a greater distance

⁵ [http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/agdex1370](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/agdex1370) Accessed January 25, 2017

between trees and rows - this spacing equates to roughly 16,000 harvestable trees (again, leaving some space on the sides). Both estimates take into account a 20% loss of trees due to disease, poor aesthetic characteristics, and stunted growth. Thus, approximately 120 rows containing 170 trees each could be planted in the 2.0 ha area.

The average new vertical growth rate of *Thuja occidentalis* is between 6 and 9 inches per year. The mature height is approximately 15 feet, with a width of five feet. Cedars will likely be sold immature, at an assumed average height of 4 feet (48 inches). The maturation period of this crop (for sale) is thus between 6 and 8 years, once the seedlings are established.

4.2.2 Irrigation, Fertilizer

There is an agricultural limitation posed by seasonal aridity. Moisture deficits between early summer and early fall will initially have to be offset by irrigation; the young tree seedlings are sensitive to drought for the first few years, and irrigation is mandatory during this period for successful cultivation. Adequate mulching will also be important to maintain even moisture and temperature in the beds.

There are several options for irrigation. If there is sufficient room and available machinery, a small tanker trailer pulled behind a small tractor or mower could be utilized. Deep watering 2-3 times per week would be sufficient. A less costly but more labour-intensive option is to hand water all seedlings with a pump. Or, a new drip irrigation system can be employed over the established crop area.

Fertilizers are used on an as needed basis (spring and summer only). It is recommended that fertilizers be applied manually to at the base of the tree rather than sprayed over the entire crop or put loose with the root wads. The reason for this is the potential for chemical burn (from high salts) to the roots and foliage, likely resulting in mortality. Chemical fertilizers are generally more expensive than organic fertilizers but offer the advantage of being used on a more prescriptive basis.

4.2.3 Weeds, Pests, and Disease Management

The cost of herbicides, pesticides, and insecticides largely varies and their use will greatly depend on the quality of the seedlings (i.e. disease-free) and local growing conditions.

Herbicides are applied only as necessary. A product which has long been useful for eliminating monocots such as grasses, sedges and reeds is Simazine⁶. Care should be taken when using Roundup, only spot applications should be used as it kills both monocots and dichotomous plants and will kill the cedar trees if applied. Cedar trees have very good resistance to pests and it is not likely that they would require applications of pesticide.

Fungicides may be applied to prevent foliar blight. Keithia blight, caused by the fungus *Didymascella thujina* is the most serious disease of *Thuja* varieties - seedlings and small trees can be killed entirely⁷. Spraying of a product with copper, especially during wet weather (2-3 times per year), while the crop is still comprised of vulnerable seedlings and young trees should be considered.

Disease incidence may be reduced through initial production of one-year-old rather than two-year-old stock. This should be considered when purchasing the initial seedlings. Infection and spread of the blight can be discouraged through low density planting and high light intensity.

Armillaria root rot affects *Thuja* species and most often infects plants **on newly cleared land (which is relevant to the property)**. The first symptoms are leaf yellowing and wilting, and plant decline and dieback. A white mat of fungal mycelium (or dark brown to black, shoestring-like strands called “rhizomorphs”) may be present at the base of the tree under the bark. There is no chemical control method available. Root rot can be avoided by only watering deeply when needed. The prepared site should remain fallow for at least one year before planting (it has been fallow for at least six months at the time of this report).

5 Establishment Costs

Establishment will involve preparation of the land, selection and purchase of stock and planting. The costs of establishment are largely speculative. Where possible, I have based labour, material, and equipment costs on local (Vancouver or British Columbia) market rates for the most current year.

⁶ <http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/animal-and-crops/crop-production/nursery-plant-production-guide.pdf> Accessed January 26, 2017

⁷ <http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/animal-and-crops/crop-production/nursery-plant-production-guide.pdf> Accessed January 26, 2017

Planting of new crops can begin as early as the spring of 2018 although it would be possible to plant in the fall of 2017 if the required stocks are available and the sites readied for the plantings (including fertilizer application). As noted earlier, the specific treatments for the land will depend on the final condition of the deposited fill material and re-spread native topsoil (especially the organic matter content of the topsoil).

It is our understanding that the Walia's are not experienced farmers and will likely contract farm workers. We have assumed labour costs at \$15.00 per hour (landscape/nursery labour), and \$24.00 per hour for machine labour. These estimates are higher than the reported wages to the Agricultural Labour Pool⁸.

Table 1 in Appendix 1 provides a preliminary estimate of the total costs for establishment of a 2.0 ha cedar crop.

5.1 Cedar Crop

Approximately $\frac{1}{4}$ acre can be planted per person/day. The cost of a 2 year seedling is around \$1.00 per plant - the cost decreases to \$0.55 per plant if purchased as a large bulk order (e.g. 500+). If planting at a low density of approximately 1 m x 1 m, 20,000 trees will be required. A loss of up to 20% can be expected due to die out, accidents, and poor growth sites. Approximately 16,000 trees can be expected to mature to harvest (6 to 8 years, from an established 2-year seedling). Low density planting is recommended to prevent the spread of disease.

The average price of a good quality, 4-5 ft. cedar tree today is \$20. At today's market price, the crop value before all labour, machine and material costs is roughly \$320,000. With increased tree maturity (going to 15 ft. full maturation), a higher market price can be expected. There is a cost of \$4.50 per tree to be cut, balled and burlapped, if this process takes 0.3 hours per tree. These labour costs total \$72,000 if the entire stock was harvested.

The entire plantable area need not be planted all at once. A single acre could be planted one year followed by a second acre the following year and so on. This would allow for a staged sale where only a fraction of the total crop matures and is marketed each year. Another cost to consider is that of installing drip irrigation, as well as the associated pumping station(s), inlets and filters. Basic research shows that drip irrigation, if self-

⁸ <http://www.agri-labourpool.com/wage-info.aspx>. Accessed January 27, 2017

installed, costs approximately \$1 per metre⁹. The field would equate to approximately 20,400 m of planting (120 rows at 170 m long). With irrigation kits selling at \$275 CAD for 1000 feet (300 m), drip irrigation for the field would cost approximately \$18,700.

The appropriate fertilizers and fungicides (and possibly pesticides) must be applied at appropriate stages. The total cost of fertilizer and fungicides on a typical tree farm runs roughly \$630 to \$1,000 per acre.

These are the establishment costs. After the seedlings are planted, there will be ongoing labour costs associated with the upkeep of the tree farm. Additional costs at this point may also include machine maintenance and repair, fuel (for tractors), tools, materials (i.e. burlap bags), soil, foliar sampling, and soil testing for nutrients, and disease. These can add up to about \$1,600 per acre.

If the Walia's do not currently own farm machinery such as tractors and associated farming implements such as plows, we assume for the purpose of this farm plan that they will purchase these items for contracted farm workers to use on site. **I have included the costs of a tractor and furrow plow in Table 1.**

6 Conclusions

The Agricultural Land Commission has asked Tejinder and Navneet Walia for a Farm Plan for their property located at 22384 64th Avenue, to ensure that the planned farm would be a monetarily feasible operation. The farm plan was requested in tandem with a non-farm use application.

After the fill placement and subsequent native topsoil re-spreading, the property will require preparation, which depends on the intended land surface use. For the section of property intended for the cedar tree crop, this includes: stone removal; deep ripping and tining; application of manure, compost, or other organic matter; plowing, roto-tilling or disking of applied organic matter; and the application of either organic or chemical fertilizers.

⁹ <http://www.irrigationdirect.ca/Drip-Irrigation-Kits-For-Row-Crops-Using-Drip-Tape/> Canadian drip irrigation sales - \$275 for 300 m installation kit. Accessed January 27, 2017

A cedar tree crop would be relatively easy to establish and can also have great longevity. The proximity to a large market in the lower mainland and the popularity of cedar hedging (especially for privacy in high-density suburban areas) makes this a potentially lucrative crop.

We estimate that total costs for establishment, including land preparation and planting, amounts to some \$74,500 for a cedar tree plantation. Potential gross revenues from a low density cedar tree plantation, based on a harvest cycle of approximately eight years (16,000 trees, upper limit of maturity for sale) is \$320,000 averaging \$40,000 annually. Harvesting (cut, “bag and burlap”) the trees for sale carries a one-time cost of approximately \$72,000 (for 16,000 trees). Additional one-time to annual costs such as specialized farm equipment i.e. rototillers), manure/manure application, bird control, hand tools, utilities, maintenance, and soil nutrient sampling may be considerable. Factoring in establishment and harvesting costs (\$146,500), if the entire stock was sold, there would be a net profit of \$173,500. This assumes that the entire stock is sold, which is unrealistic. **There will be no gross revenues from the cedar tree operation for the first 6-8 years.** However, after these trees mature (and new seedlings are planted in the already established field), gross (and net) revenues will increase.

Once harvested, the most simple retail operation is public u-pick-up. Transactions could be facilitated in a temporary structure/farm stand. With this system in place, the Walia's would not be required to arrange the sale and delivery of the crop to buyers or wholesale nurseries. Labour costs would also be reduced.

To market the tree farm to customers, the Walia's, with approval from the Township of Langley, could erect an outdoor advertising sign/billboard on their property (if within the bylaws). Traffic volumes along 64th Avenue and 224th Street are considerable. Alternatively, an advertising company could be retained to produce advertisements in local Langley newspapers and other locally relevant publications.

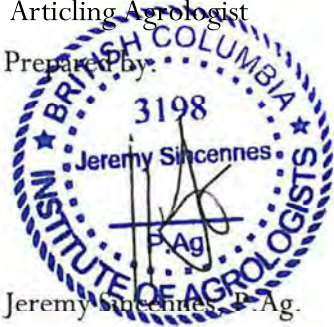
For a property of this size, BC Farm Assessment tax exemption and farm status requires farm sales of \$2,500 annually. Based on my calculations, the Walia family should be able to meet this requirement, potentially starting on year 6 when the first harvest occurs.

The establishment of a cedar tree crop on the Walia property is a net benefit to Langley agriculture. It will bring 2.0 hectares of currently unused land into farm production.

Yours Truly,

Jessica Stewart, A.Ag.
Articling Agrologist

Prepared by:



Jeremy Sincennes, P.Ag.

Jeremy Sincennes, P.Ag.
Professional Agrologist

**This is a digitally signed duplicate of the
official manually signed and sealed document.*



Gordon Butt, P.Ag.
Professional Agrologist



APPENDIX I

Cost Table & Figures

Table 2. Estimated Costs for Establishment of 2.0 ha (4.9 acre) Cedar Tree Crop

Establishment	Description of Work	Units/ Machine Time	Unit Costs	Total(\$C, 2017 estimated)
Field Preparation (After Fill Placement)	Machinery – Tractor and Plow	\$35,000	-	35,000
	Field preparation – Labour	40 hours	-	\$960
	Purchase plants	20,000 trees	\$0.55e/tree	11,000
Planting	Plant	10 hours/acre x 4.9 acres	\$600/acre	2940
Fertilizer	Purchase	200 kg/acre	\$4/kg	3920
	Application	0.5 hours/acre	\$30/acre	147
Fungicide	Purchase	4 kg/ha copper spray x 2.0 ha	\$30/kg	3x240i = 720
	Application	0.3 hours/acre x 4.9 acres	\$18/acre	3x88 = 264
	Parts	20,400 m planting length	\$0.92/1 m	18,700
Irrigation (Drip)	Installation - Labour	3 hours/acre x 4.9 acres	\$180/acre	882
TOTAL				= 74,533

^a Kubota 26 horsepower tractor MSRP \$30,000

^b Kvernlund furrow plow, average used price

^{c,i} \$24.00 per hour machine labour cost, 1 employee.

^d Low density planting, 20% not harvested due to disease, poor growth etc.

^e Bulk order price (over 500 seedlings).

^{f,h,j} \$15.00 per hour manual labour costs, 4 employees.

^g Local fertilizer costs \$20 per 5 kg (20-20-20)

ⁱ Application of fungicide 3 times per year (while trees are seedlings).



FIGURE 1. OVERVIEW OF THE PROPERTY FACING DUE NORTH. THE APPROXIMATE PROPERTY LINES ARE OUTLINED IN ORANGE. THE PROPOSED CEDAR CROP AREA (AND FILL LOCATION) IS HIGHLIGHTED IN GREEN.

**SOIL DEPOSIT ASSESSMENT & EROSION AND
SEDIMENT CONTROL PLAN**

**22384 64th Avenue
Langley, BC**

FOR:

**Tejinder and Navneet Walia
22384 64th Avenue, Langley, BC
V2Y 2N8**

BY:

**Jeremy Sincennes, P.Ag.
Jessica Stewart, A.Ag., G.I.T.
MADRONE ENVIRONMENTAL SERVICES LTD.**

**Revised: September 21, 2018
April 24, 2017**

MADRONE ENVIRONMENTAL SERVICES LTD.
202-2790 GLADWIN ROAD • ABBOTSFORD • BC • V2T 4S7
TEL 604.504.1972 • FAX 604.504.1912 • WWW.MADRONE.CA

DOSSIER: 16.0355



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SOIL DEPOSIT ASSESSMENT & EROSION AND SEDIMENT CONTROL PLAN

22384 64th Avenue Langley, BC

1 Introduction

Madrone Environmental Services Ltd. (Madrone) was retained by Tejinder and Navneet Walia to prepare the necessary documents for Applications to both the Township of Langley and the Agricultural Land Commission for a non-farm use Soil Deposit Permit.

The property is owned by Navneet Kaur Walia. On July 21, 2016, the Agricultural Land Commission issued a letter (File#: 50488) regarding unauthorized soil deposit activity and requesting a non-farm use application for the existing and proposed fill activities on this property.

If approved, the soil will be deposited on the property located at 22384 64th Avenue, Langley, B.C. (PID 005-415-977). The property is zoned as RU-3 according to the Township of Langley Zoning Bylaw. It is within the Agricultural Land Reserve (ALR). The property is 3.4 ha (8.75 acres).

1.1 Description of Proposed Fill Project

Tejinder and Navneet Walia wish to deposit an estimated 10,000 m³ of clean imported soil on 2.0 ha of the 3.4 ha property to alleviate wetness and utilize the land for agricultural purposes. The raised profile will also improve the 'trafficability' of the land for farm equipment.

The soil will be spread to an approximate maximum depth of 0.80 m and an average depth of 0.60 m. The deposit will be capped with at least 25 cm of native stockpiled topsoil. If

the amount of topsoil sourced from the property is insufficient or lacking in organic content (as determined by a Professional Agrologist during a monitoring visit), imported topsoil will be acquired to complete the soil profile.

The landowner intends to use the improved land for agricultural purposes, specifically to cultivate hedging cedar for the horticultural industry. The land is currently not being utilized for farm use. A farm plan for this property is included with this report.

2 Assessment Area Description

2.1 Land Use

The property is zoned (RU-3) and is the site of one residence (single-family dwelling), one shop and one unspecified building. There is one driveway accessing the property from 224th Street.

There are two properties to the west, one property east, one property south, and one property north which share a boundary with 22384 64th Avenue and are on ALC land.

2.2 Climate

The closest Environment Canada climate station (with the most complete climate data) is Haney East, located approximately 10.3 km from the property, at an elevation of 31 m above mean sea level. Records for this station are available for the 30-year period from 1981 to 2010¹. Mean annual precipitation at the station was 1787.8 mm and the daily average temperature was 10.0°C.

The Climate Capability Map for Agriculture rates Langley and surrounding area as Moisture Class 3A(I) (Coligado, 1980). Class 3 climate capabilities have a 60-74 day frost-free period and a climatic moisture deficit of 116 to 190 mm. Class 3 aridity limitations indicate drought or aridity between May 1 and September 30 (growing season) resulting in moisture deficits which are limiting to plant growth. Aridity limitations can be improved through irrigation.

¹ http://climate.weather.gc.ca/climate_normals/index_e.html. Accessed June 5, 2016

2.3 Landform and Topography

The site, in its current state, is characterized by simple slightly sloping topography. The topographic base map system for the Township of Langley (Geosource²) indicates that the regional elevation is roughly 19 to 20 meters above sea level (Figure 1).

Slopes in the area in general range from 1% to 2% and overall fall from the northern boundary to the south. The northern property boundary of the site is located below 64th Avenue, with a 1 m elevation difference between the lowest point on the southern boundary to the highest point on the northern boundary.

The Geosource mapping tool was used to identify streams and their classification under the Township of Langley - Watercourse Classification³.

Madrone examined the property for watercourses and identified two roadside ditches: one along 224 street (taking water north) and one along 224th Ave (taking water west). As well, a small depression (<0.5 m wide and 20 to 30 m long), carries temporary rainwater along the west property edge to the 64th Avenue ditch. That area close to 24th avenue is not slated for fill and has not been disturbed by the clearing that has occurred further south on the property.

The site visit confirms the Township of Langley's watercourse map which identifies the only watercourses as the yellow-coded roadside ditches. Yellow-coded watercourses carry water and nutrients to fish-bearing streams but are not likely themselves to have fish. Under Riparian Areas Regulation these roadside ditches, because they are non-fishbearing, would have a buffer of 2 m from Top of Bank (fish-bearing ditches of this width would have a 5 m buffer). Because the property is ALR and the fill is being brought in for farm purposes, the 2 m buffer is the only buffer required for fill. However, this fill application will respect the more conservative 6 m buffer from top of bank used by ToL (in non-ALR situations) around yellow-coded roadside ditches.

Armstrong (1980) mapped the surficial geology of this area as being located on Capilano Sediments (Ce). These deposits are generally silt and silty clay soils 2-8m thick. This conforms to my observations of the surficial geology.

² <http://geosource.tol.ca/external/> Accessed April 24, 2017

³ <http://geosource.tol.ca/external/> Schedule A – Watercourse Classification Map 3.0 & Township of Langley GeoSource Map program. Accessed April 24, 2017.

2.4 Review of Existing Maps and Information

Soils in the lower Fraser Valley were surveyed at a reconnaissance scale in the 1980's. Similarly, Land Capability for Agriculture (LCA) ratings were calculated and published as a series of maps. This section of the report summarizes the characteristics of the surveyed soils and the LCA ratings for the property. The source maps were printed at a scale of 1:25,000 and are based on a reconnaissance level soil survey and air photo interpretation and represent a broad interpretation of soils and agricultural capability.

The broad interpretation of agricultural capability recorded on the 1:25,000 maps does not take precedence over the site-specific assessment in this report.

Existing soil survey maps indicate that the assessment area lies at the intersection of two soil series: Berry and Milner (Luttmerding, 1980). The survey map shows level to gently undulating topography.

The LCA rating for the site is Class 3WAD for excess water, seasonal aridity, and poor drainage.

Soil properties, according to soil survey maps, are summarized in Table 1.

Table 1. Summary of Soil Properties, LCA Rating

Soil Series	Parent Material	Texture	Drainage	Classification	LCA Rating (Unimproved)
Berry	Moderately fine to fine textured, stone-free, marine sediments.	Silty loam to silty clay loam.	Imperfectly drained.	Gleyed Podzolic Gray Luvisol	3WAD
Milner	Deep, fine to moderately fine textured, stone free marine deposits	Silty clay loam to clay loam.	Moderately-well drained.	Luvisolic Humo-Ferric Podzol.	3WAD

3 Observations

3.1 Soils

I, Jeremy Sincennes, P.Ag. of Madrone visited the property on October 26, 2016. As part of the assessment, the native soils were examined in one test pit. The pit was hand excavated and was 0.70 m in depth.

In my field assessment I recorded soil profiles, topography, soil disturbance, land use, parent material, and vegetation. I took photographs of each soil profile and of the surrounding landscape. Appendix A contains soil profile descriptions, photographs and site photographs. Soil pit locations are shown on Figure 2.

I identified one soil type during the assessment of the proposed soil deposit site – Orthic Gray Brown Luvisol. This soil correlates well with the Berry soil series described by Luttmerring (1980).

3.2 Land Capability for Agriculture

LCA ratings are assigned, dependent upon soil and site conditions, according to specific criteria presented in Land Capability Classification for Agriculture in British Columbia (Kenk, 1983). The ratings describe the general suitability of the land for agriculture as seven classes for mineral soil and seven classes for organic soil. Agricultural capability classes are modified into subclasses when limitations to agriculture exist. There are twelve subclasses for mineral soils and nine subclasses for organic soils.

In describing LC classes, the number refers to the class (1 through 7) and the capital letter refers to the subclass, or nature of the limitation. Thus 3W has a capability of Class 3 (roughly half-way between the best – Class 1 – and the worst – Class 7 agricultural land. The W refers to wetness in the form of high and/or prolonged saturation and high water tables. If the class is preceded by a 0, it indicated the soil is organic instead of mineral.

Based on our assessment, the deposit site has a Class 3WAD limitation for agriculture due to high water tables, seasonal aridity, and poor to very poor drainage.

4 Soil Deposit Proposal

The proposed deposit area is 2.0 ha. My calculations show an estimated 10,000 m³ of soil is required to increase the elevation of the area by *average* depth of 0.60 m (refer to Figure 3 fill area cross-sections). Note that the diagrams are vertically exaggerated.

The deposit area will be accessed from the east via the driveway from 224th street (see Figure 4). We have communicated to the Client that major arteries such as Highway 1, Highway 10, and 64th Avenue should be used by trucks to approach 224th street, to reduce traffic congestion on minor roads in the Langley area.

The existing topsoil and surface organics will be stripped to a depth of approximately 25-30 cm. The topsoil from the access road into the fill area should also be stripped to a depth of 25-30 cm.

Stripped topsoil and organics will then be stockpiled in a safe location, preferably away from the eastern property boundary, and at least 10 m away from ditches. The stockpile or piles should be no more than 5 m high, with 3:1 (horizontal to vertical) side slopes. They should be constructed such that water cannot accumulate on the surface (ie: a pyramid).

The surface of the stock-pile(s) will be seeded with a suitable mixture of grass and/or grass/legumes (if left for six months or more) OR an erosion blanket or tarp will be placed over the stored topsoil for the duration of the deposit activities. Stripping and stockpiling of topsoil can proceed in stages in different areas over time, as judged by the owner or contractor.

To ensure topsoil does not become compacted, it should be handled only with moisture contents equivalent to field capacity (the moisture content of a soil after free water drainage has ceased) or less.

After the stripping and storage activities are completed, the imported soil will be dumped and then spread to fill in the area south of the existing parking area. The fill area includes the entire width of the property with the exception of a 6 m setback from the property boundary, approximately 120 m. The length of the fill area from south to north is approximately 175 m to 210 m.

Soil placement activities should follow Part 10 of the Soil Deposit and Removal Bylaw 2013 No.4975 (TOL, 2013)⁴. Madrone recommends that the 6 m buffer be maintained between the property boundary and the edge of imported soil - no soil or topsoil stockpiles will be placed within the buffer.

Once the fill has been spread and graded the land may then be developed to facilitate the intended use of hedging cedar production.

⁴<http://www.tol.ca/Portals/0/township%20of%20langley/mayor%20and%20council/bylaws/Bylaw%204975%20-%20Soil%20Deposit%20and%20Removal.pdf?timestamp=1441320039340> Accessed March 9, 2016

4.1 Erosion and Sediment Control Plan

An Erosion and Sediment Control Plan (ESCP) has been developed for the site based on the natural topography and conditions observed at the time of our assessment. The ESCP is a dynamic working document and is meant to be reviewed and if necessary amended on a regular basis. The following best management practices should be implemented prior to the commencement of topsoil stripping:

- The access road used will be an existing driveway from 224th Street. The access road should be well-graveled with clean, crushed rock (angular gravels) for at least 20 m. The rock blanket should be at least 30 cm deep.
- Silt fencing, installed according to the specifications in Figure 4, will be placed near the property boundary along the east and south side of the proposed deposit area. This will prevent sediment from transporting off-site and into the ditch east of the proposed deposit site.
- In addition we recommend shutting down all dumping and excavating/grading activities during periods of heavy rain, which we define here as an excess of 25 mm of rain in 24 hours. Hourly rainfall (for nearby Langley) can be monitored on the following website:
<http://www.flowworks.com/network/hmiscscreens/langley/langley.aspx>

4.2 Imported Soils

The final and future land capability will be influenced by the characteristics of the deposited soil. Contaminated soil, or soil that is suspected to be contaminated, must not be used. It should be free of foreign material and uncontaminated. Foreign material includes but is not limited to concrete, asphalt, waste, garbage, and lumber. The fill material should be inspected to ensure that it is acceptable for agricultural use.

Reviewing existing environmental reports concerning potential contamination at the source site can aid in selecting the best fill material. Soil sourced in areas that have a history, or suspected history, of industrial or commercial use must be tested prior to transportation. Madrone can assist you with soil sampling and monitoring.

The supplier of the fill material should warrant that the source soil is free from contaminants. We recommend that the owner signs a soil acceptance agreement with the parties responsible for supplying and transporting soils (see Appendix C for an outline).

If contaminated fill material is brought onto the site, the Walia family will assume liability for remediating the site and/or removing the contaminated material.

4.2.1 Physical and Chemical Properties of Acceptable Imported Soil

The soil should be free from construction debris, foreign material and contaminants. It should not contain more than 15% organic matter. As agricultural fill, the top 100 cm should consist of an appropriate growing medium, and should contain less than 10% coarse fragments (>2.5 cm). Ensure that the maximum content of stones and cobbles (fragments > 7.5 cm) conforms to the limits described for Class 2P limit of the BC Land Capability Classification for Agriculture: a total coarse fragment content (>25 mm) of less than 10% and less than 1% of coarse fragments larger than 75 mm ("stones"). The texture should be a loam, silty loam, sandy loam or sandy loam. However coarse fragments limits can be higher at depths greater than 1 m.

All imported fill must meet the Soil Standards for Agricultural Land (Column III of Schedule 7 of Contaminated Sites Regulation⁵ of the Environmental Management Act).

4.3 Reclaimed Soil Profile

The reclaimed soil profile will have at least 25 to 30 cm of native topsoil, possibly mixed with imported good-quality topsoil, at the surface (depending on the amount of original topsoil recovered). This material will be underlain by 0.50 m to 0.80 m of medium-textured fill soil with less than 5% coarse fragments.

5 Regional Hydrology

After the soil has been dumped and spread the next step is grading to ensure a flat, relatively smooth surface that will allow water to continue to flow to its natural path into the area east of the fill area. The cross sections in Figure 3 show a 1% slope to the east conforming to the natural slope.

Otherwise, the hydrologic conditions in the surrounding lands should not be affected by the placement activities. As detailed in Sec. 2.3, the property naturally slopes to the north and east, and has ditches on both its north and east perimeter.

⁵ http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/375_96_07 Accessed April 24, 2017

6 Post-Fill Land Capability for Agriculture

Adding mineral soil will elevate the topography in the target fill area of the property and will improve drainage in the subsurface. We estimate that the post-fill Land Capability for Agriculture ratings will improve from Class 3WAD with excess water limitations to a Class 2WAD with only short periods of excess water in the winter. The aridity limitation can be eliminated through drip or sprinkler irrigation.

7 Potential Impacts to Agriculture

Importation of good-quality soil will elevate the land by an *average* of 60 cm (prior to settling and compaction) in the fill area, which should alleviate adverse wetness. And provide a suitable soil surface for cedar tree production. After settling and compaction the net increase should be 50 to 55 cm.

The proposed project, if conducted according to our recommendations, will convert nearly 2.0 ha of land into active agricultural land, and pose no impact to surrounding agricultural lands.

8 Reporting and Monitoring

Soil placement activities should be monitored regularly. Monitoring visits should be scheduled to coincide with important project milestones and randomly when the site is active. The important milestones are:

- The completion of topsoil stripping to ensure that an appropriate amount of topsoil has been stripped.
- After significant rainfall event (25 mm/24 hours or greater) during filling to inspect the Erosion and Sediment Control (TOL ESC Bylaw requirement); OR if conditions are drier (summer fill placement), we recommend routine monitoring every 200 truckloads or 1000 m³.
- Once the imported soil has been graded, prior to spreading topsoil.
- When the reclaimed soil profile has been constructed. If the topsoil depth is inadequate, imported soil may be acquired at this point. The amount of soil will be recommended by a Professional Agrologist.

The terms of your permit(s) may indicate that Madrone is expected to conduct inspections of the site and materials and to provide inspection reports to the Township of Langley and/or the ALC. In this case, you should contact Madrone before you begin soil placement

or site preparation work to develop a monitoring schedule that meets the conditions of your permit and conforms to our recommendations.

A closure report should be prepared once the project is complete. The report should include an assessment of the final land capability for agriculture ratings and a comparison between the initial and final land capability for agriculture (LCA) ratings. It should contain an estimate of the volume of soil placed and details about the source site(s).

We recommend that accurate and complete records of all fill brought to the site (see Appendix C). Records must contain, at a minimum, the location of the source site(s), the volume and number of loads with date and time of delivery, and the name of the trucking company.

Yours Truly,
Prepared by:

Prepared by:

Jeremy Sincennes, P.Ag.

Jeremy Sincennes, P.Ag.

Reviewed by:


**This is a digitally signed duplicate of the official manually signed and sealed document.*

Gordon Butt, P.Ag.

September 2018 Revision by:



Jessica Stewart
MADRONE ENVIRONMENTAL SERVICES

9 References

- Armstrong, J. E. (1980). Surficial Geology, New Westminster, British Columbia. Geological Survey of Canada, Map 1484A.
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<http://www.tol.ca/Land-Use-and-Development/Soil-Deposit-and-Removal>>[accessed March 24, 2015].

10 Limitations

The evaluations contained in this report are based on professional judgment, calculations, and experience. They are inherently imprecise. Soil, agricultural, hydrological, and drainage conditions other than those indicated above may exist on the site. If such conditions are observed, Madrone should be contacted so that this report may be reviewed and amended accordingly.

The recommendations contained in this report pertain only to the site conditions observed by Madrone at the time of the inspection. This report was prepared considering circumstances applying specifically to the client. It is intended only for internal use by the client for the purposes for which it was commissioned and for use by government agencies regulating the specific activities to which it pertains. It is not reasonable for other parties to rely on the observations or conclusions contained herein.

Madrone completed the field survey and prepared the report in a manner consistent with current provincial standards and on par or better than the level of care normally exercised by Professional Agrologists currently practicing in the area under similar conditions and budgetary constraints. Madrone offers no other warranties, either express or implied.



APPENDIX A

Soil Profile Descriptions & Site Photographs

SP1 – Soil Profile Description

Horizon	Depth (m)		Description
Ah	0.00	0.10	Brown; granular; moist; plentiful roots; friable; silty loam.
Ae	0.10	0.35	Brown; massive; moist; plentiful roots; friable; silty loam.
Bt	0.35	0.55	Brown; massive; some roots; massive; very moist; friable; silty loam.
C	0.55	0.75	Dark brown; saturated; silty clay; wet.
Cg	0.75	0.85	Gray; silty clay loam; massive; very moist; firm.


**PHOTOGRAPH 1: SOIL PIT 1, LOCATED ON THE NORTHEAST PORTION OF THE PROPERTY.**

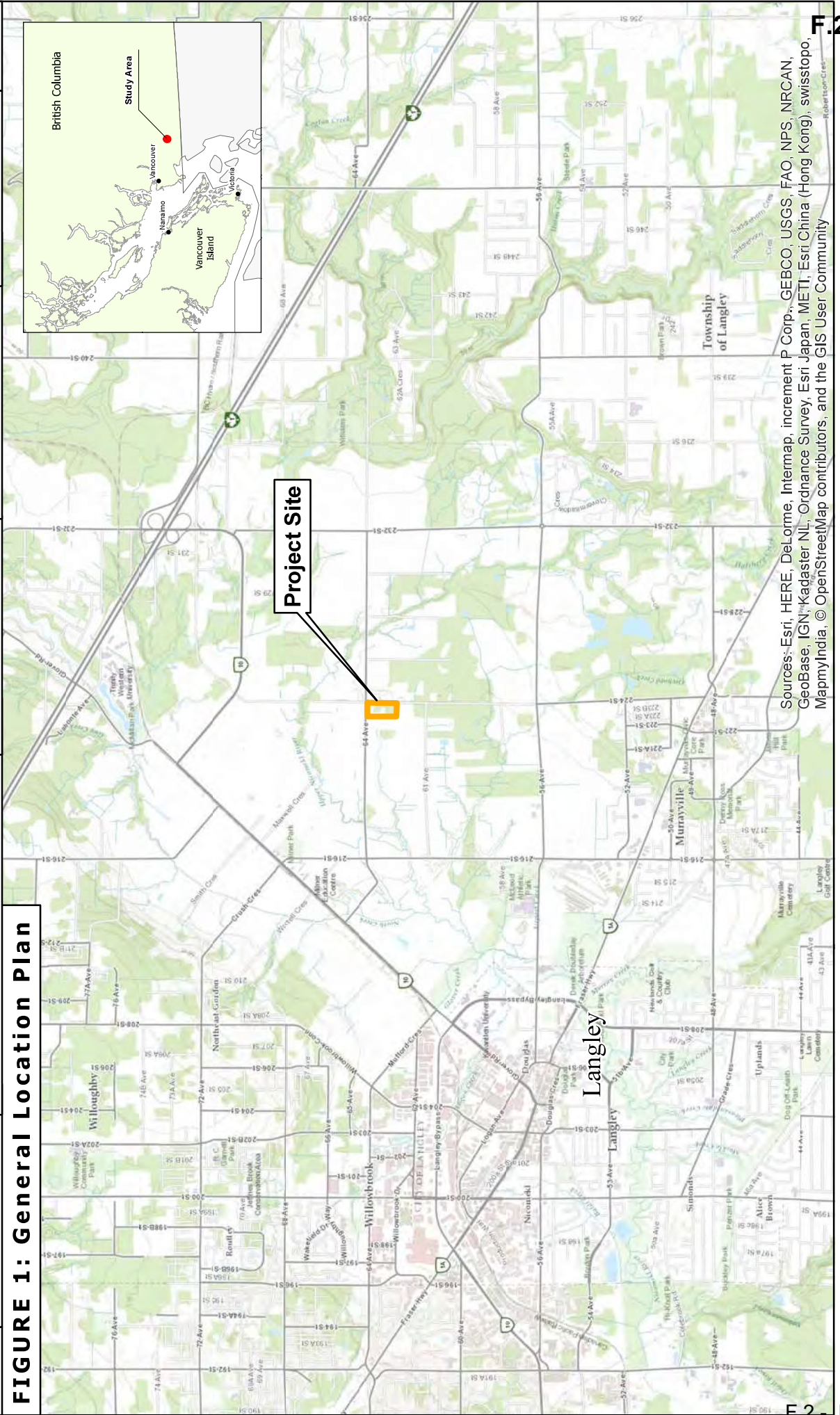
Comments: Orthic Gray Brown Luvisol. Gleyed Cg layer, imperfectly-drained. Class 3WAD limitations.



APPENDIX B

Maps & Figures

	PROJECT: Phase I Environmental Site Assessment: 22384 64th Ave (PID 005-415-977)		
	LOCATION: Langley, BC	CLIENT: Nanveet Walia	MAP DATE: November 23, 2016
		DRAWN BY: Anna Jeffries	DOSSIER: 16.0355



Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community


	PROJECT: Phase I Environmental Site Assessment: 22384 64th Ave (PID 005-415-977)			DOSSIER: 16.0355	
	LOCATION: Langley, BC	CLIENT: Nanveet Walia	MAP DATE: November 23, 2016	DRAWN BY: Anna Jeffries	



FIGURE 2: Site and Surrounding Land Use Plan



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

 Project Site

 Rural (RU-3)

0 20 40 60

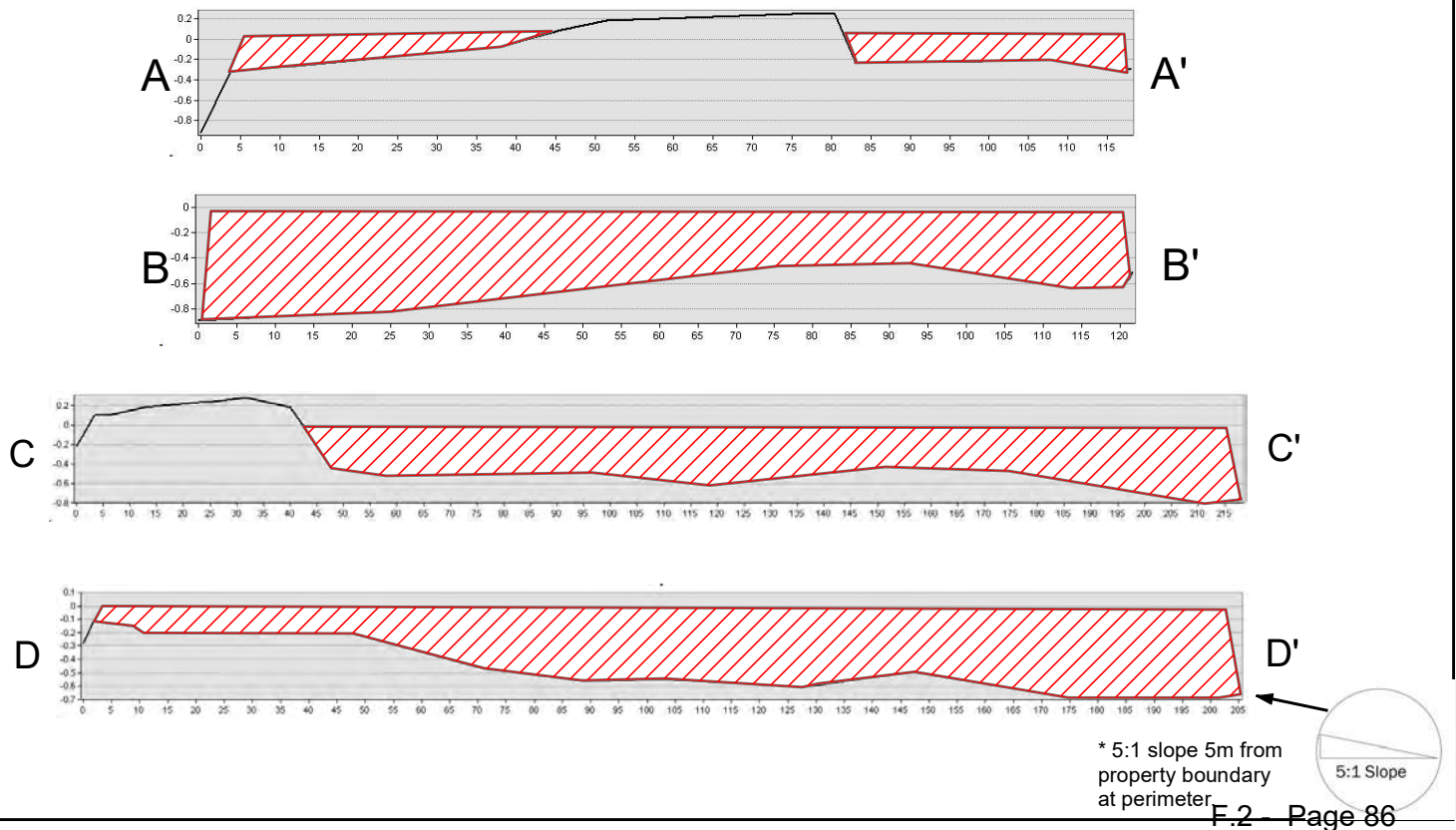
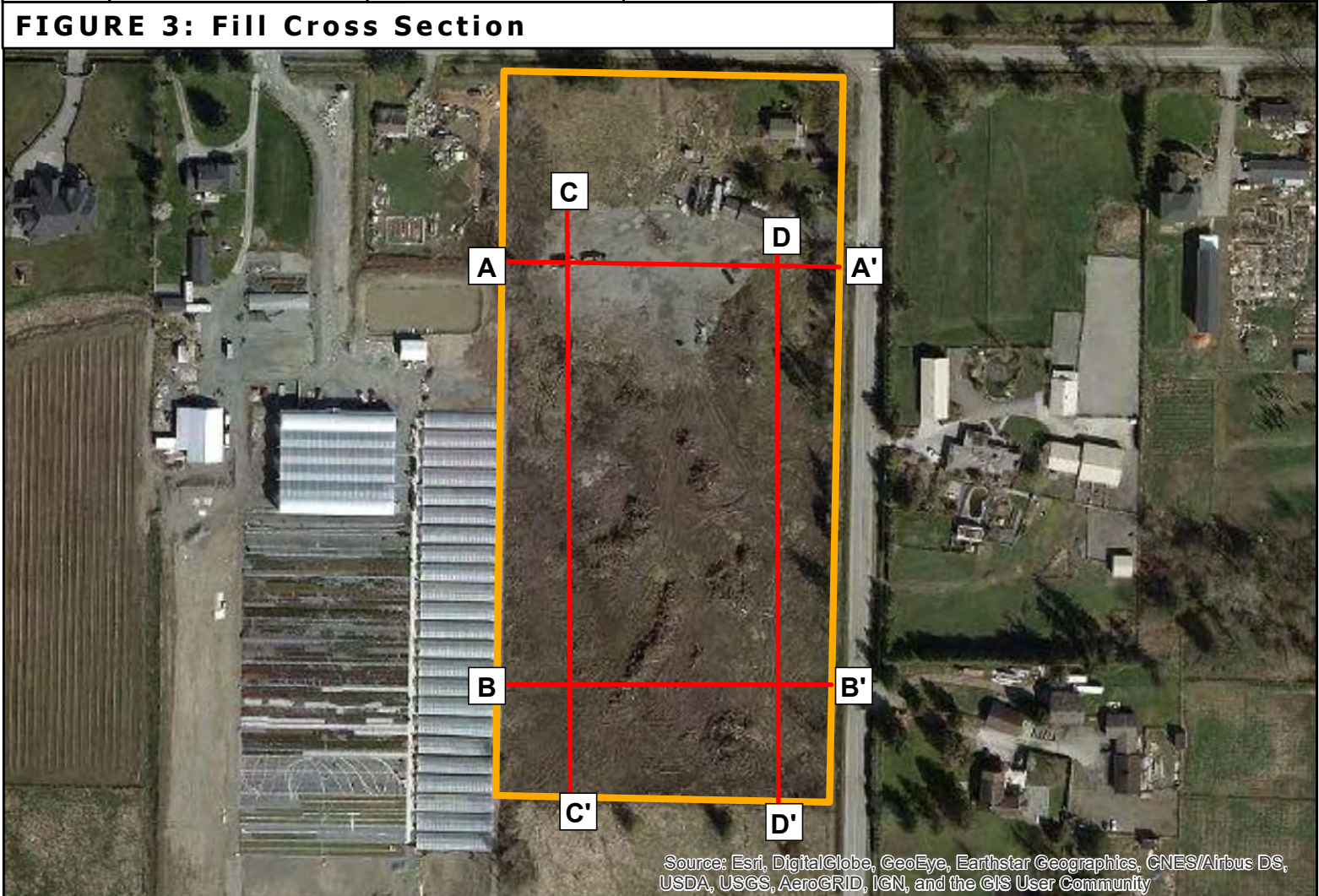
m

1:1,500

F.2

F.2

FIGURE 3: Fill Cross Section





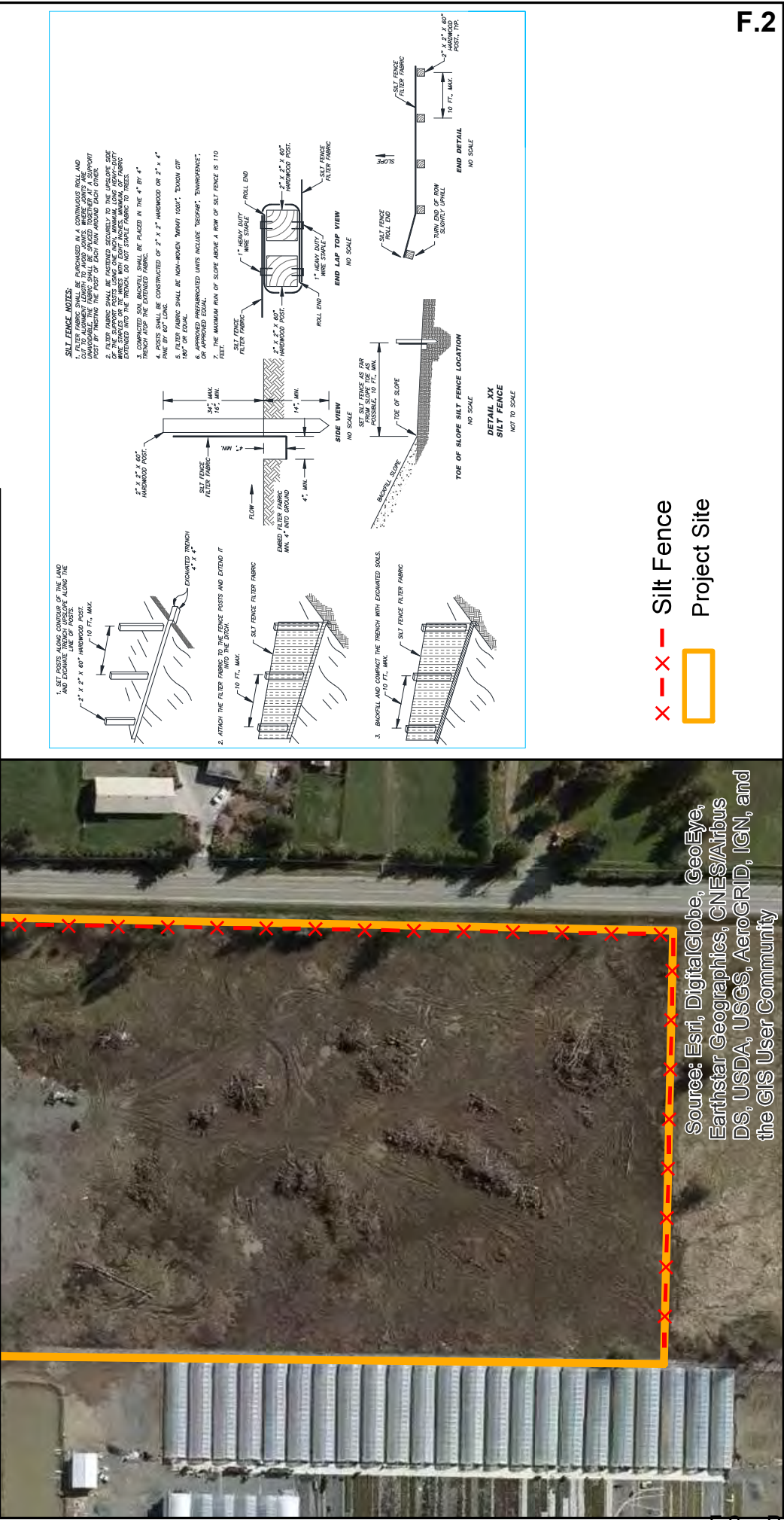
	PROJECT: Soil Deposit Assessment: 22384 64th Ave (PID 005-415-977)	DOSSIER: 16.0355	
LOCATION: Langley, BC	CLIENT: Nanveet Walia	MAP DATE: September 20, 2018	

FIGURE 4: Erosion/Sediment Control Plan





APPENDIX C

Inclusions in Fill Assessment Reports

Inclusion in Fill Importation Assessment reports

For each source site, the owner/operator of the receiving site should secure a written Soil Acceptance Agreement with the parties responsible for supplying and transporting soils.

The agreement should specify that:

The imported soil must not contain:

- a. any contaminants in concentrations that exceed the standards in Schedule 7, Column III of the Contaminated Sites Regulation under BC's Environmental Management Act, or
- b. any hazardous waste as defined in the Hazardous Waste Regulation of the Environmental Management Act,

The imported soil must not have been transported onto the donor site from another site,

The owner of the receiving site has the right to test and/or require the supplier to test for contaminants and soil texture, and to inspect the source site,

The supplier will provide *all* available site contamination reports pertaining to the imported soil and that at minimum a Preliminary Site investigation Phase 1 (or Stage 1) or Phase 2 (or Stage 2) report will be provided for any source site that is an industrial, government or large residential development,

The parties supplying/transporting soils are responsible for removing any soils and remediating any resulting contamination if the soils are found to be contaminated or if the supplier failed to supply all available site contamination reports pertaining to the imported soil, and

Any loads arriving at the site without proper documentation of the source of the soil and evidence of Soil Acceptance Agreement for the source site will be refused entry.

Entrance to the receiving site should be controlled and records should be maintained that identify the source of each load and the parties supplying/transporting the load.

Consideration should be given to requiring security deposits from the suppliers/transporters.



PROJECT:
Soil Deposit Assessment: 22384 64th Ave (PID 005-415-977)

DOSSIER:
16.0355

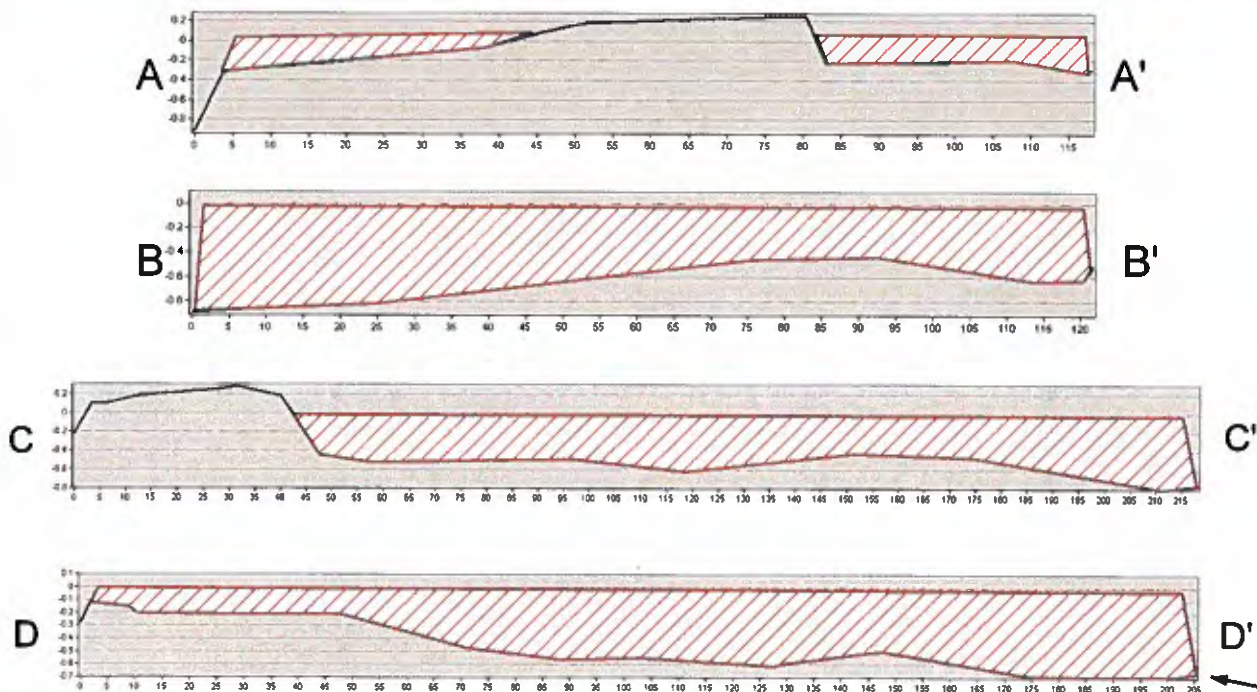
LOCATION:
Langley, BC

CLIENT:
Nanveet Walia

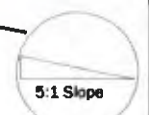
MAP DATE:
September 20, 2018



FIGURE 3: Fill Cross Section



* 5:1 slope 5m from property boundary at perimeter.





COUNCIL POLICY

Subject: Soil Deposit and Removal

Policy No:	05-008
Previous Policy No:	05-782
Approved by Council:	2015-01-26
Revised by Council:	2016-05-30

1. Purpose

1.1. The purpose of this policy is to set out how, while ensuring procedural fairness for both the Applicant and the public:

- (a) members of the public will be notified about an Application;
- (b) the public's views about an Application will be collected and considered;
- (c) an Application will be considered; and
- (d) an Application will be dealt with after such consideration.

2. Background

2.1. This policy repeals Soil Deposit and Removal Policy 05-779 in its entirety and replaces it with a new policy which reflects the current needs of the Township and its residents with respect to the Application..

3. Related Policies

3.1. None.

4. Definitions

4.1. In this Policy:

- (a) **"Act"** means the *Agricultural Land Commission Act*, SBC 2002, c 36, as amended or replaced from time to time;
- (b) **"ALC"** means the Agricultural Land Commission;
- (c) **"ALR"** means land designated as an agricultural land reserve under the Act and includes an agricultural land reserve under a former Act;
- (d) **"Applicant"** means a person who submits an Application to the Township;
- (e) **"Application"** has the meaning ascribed to it in section 5.1;
- (f) **"Bylaw"** means the Soil Deposit and Removal Bylaw 2013 No. 4975, as amended or replaced from time to time;

- (g) **"Council"** means the Council of the Corporation of the Township of Langley;
- (h) **"Engineer"** means the person appointed by Council to the position of General Manager of Engineering, his or her designates, and Township employees acting under his or her direction;
- (i) **"Other Material"** includes but is not limited to Wood Waste, construction and demolition waste, masonry rubble, concrete, asphalt, unchipped lumber, drywall, biological waste, organic waste, fertilizers, manure, composts, mulches, soil conditioners, including any materials listed in Schedule D of the Township of Langley Solid Waste Management Bylaw 2011 No. 4845, as amended or replaced from time to time, but does not include Soil;
- (j) **"Permit"** means the written authority granted by the Engineer pursuant to the Bylaw for the deposit of Soil or Other Material or removal of Soil;
- (k) **"Soil"** means clay, peat, silt, sand, gravel, cobbles, boulders, or other substance of which land is naturally composed, down to and including bedrock, but does not include Other Material;
- (l) **"Subject Property"** means the property upon which an Applicant intends to deposit Soil or Other Material, or the property from which an Applicant intends to remove soil, pursuant to a Permit;
- (m) **"Surrounding Property Owner"** means the registered owner of a property located in the Township of Langley and within 1.6 kilometres of a Subject Property, except a property which is exempt from taxation pursuant to section 220 of the *Community Charter*, SBC 2003, c 323, as amended or replaced from time to time;
- (n) **"Township"** means the Corporation of the Township of Langley;
- (o) **"Township of Langley"** means the geographic area subject to regulation by the Township; and
- (p) **"Wood Waste"** means wood residue in shredded form, and includes sawdust, hog fuel, bark, chips, slabs, shavings, trimmings, edgings, or other such waste which is the result of any manufacturing process involved in the production of lumber or other wood products, but does not include any materials listed in Schedule D of the Township of Langley Solid Waste Management Bylaw 2011 No. 4845, as amended or replaced from time to time; and

5. Application

5.1. This Policy applies to:

- (a) applications for a Permit to deposit or remove more than 600 cubic metres of Soil; and
- (b) applications for a Permit to deposit or remove 600 cubic metres or less of Soil where the Engineer has determined that this Policy applies;
- (c) applications for a Permit to deposit Other Material of any amount where the Engineer has determined that this Policy applies;

(each defined as an “**Application**”).

5.2. For certainty, this Policy does not apply where a Permit is not required under the Bylaw or where the deposit or removal is permitted under the Act or regulations to the Act without approval by the Township.

6. Notification of the Public About An Application

6.1. Forthwith after receipt of a request by the Township to do so, an Applicant will, at its sole cost and expense, place a sign on the Subject Property in a form and substance acceptable to the Engineer and which is entirely visible from the road from which the Soil or Other Material is expected to be delivered to, or from which the Soil is expected to be removed from, the Subject Property.

6.2. Forthwith after receipt of an Application, the Township shall, at the Applicant's sole cost and expense:

- (a) mail to each Surrounding Property Owner a notification letter about the Application;
- (b) publish notice of the Application on the Township's website;
- (c) publish notice of the Application in two (2) consecutive editions of all three (3) recognizable local newspapers publishing in the Township, to the extent each newspaper remains publishing in the Township, in a uniform size and subject to the Township's corporate standards; and
- (d) mail an information package and petition in the form attached hereto as Schedule “A” (a “**Petition**”) to each Surrounding Property Owner.

6.3. Prior to any of the Applications listed below in this Section 6.3 being finally considered by Council or the Engineer, as applicable, the Township shall, at the Applicant's sole cost and expense, hold a public meeting at the Township's offices and in a manner determined by the Engineer:

- (a) an Application for a Permit to deposit or remove more than 10,000 cubic metres of Soil;
- (b) an Application for a Permit to deposit Other Material, if required by the Engineer; or
- (c) any other Application for a Permit to deposit or remove Soil, if required by Council or the Engineer.

7. The Public's Views About an Application

- 7.1. If a Surrounding Property Owner wishes to notify the Township of their views about an Application, the Surrounding Property Owner must mail a signed Petition to the Township or return a signed Petition to the Township's offices in person within sixty (60) calendar days of the date of the Petition.
- 7.2. After completion of the sixty (60) day period specified in Section 7.1, the Engineer shall calculate and publish on the Township's website:
 - (a) the number of Surrounding Property Owners who voted in favour of the Application on the Petition;
 - (b) the number of Surrounding Property Owners who voted against the Application on the Petition;
 - (c) the number of Surrounding Property Owners who did not return a signed Petition to the Township within the period specified in Section 7.1; and
 - (d) the number of responses received from the Owners of other properties not owned by the Surrounding Property Owners.
- 7.3. For certainty, a Surrounding Property Owner who does not return a signed Petition to the Township within the period specified in Section 7.1 will not be counted as having voted either for or against the Application on the Petition.
- 7.4. Any person who wishes to notify the Township of their views about an Application may submit written comments about the Application to the Engineer within sixty (60) calendar days of the publication of the notice referred to in Section 6.2(b).
- 7.5. Unless required to do so by law, the Township will not disclose any personal information (including, but not limited to, the name or address) about Surrounding Property Owners or other members of the public who notify the Township of their views about an Application.

8. Referral to Council

- 8.1. Forthwith following the later of sixty (60) calendar days after the date of the Petition mail out referred to in Section 6.2(d), sixty (60) calendar days after the

publication of the notice referred to in Section 6.2(b) and thirty (30) days after the date of the public meeting held pursuant to Section 6.3, the Engineer will:

- (a) refer the Application to Council for consideration at an open Council meeting, which meeting will not be held for at least fourteen (14) calendar days following the Engineer's referral;
- (b) mail a notification letter to each Surrounding Property Owner, and to each member of the public who submitted written comments pursuant to Sections 7.4 and 6.3, as applicable, setting out the place where the open Council meeting will be held, the date on which it will be held, and the time at which it will be held; and
- (c) provide Council with a written report setting out the numbers described in Section 7.2(a), (b), (c) and (d), and summarizing the comments received by the Township pursuant to Sections 7 and 6.3, as applicable, as well as any other information that the Engineer considers relevant to the Application.

- 8.2. Prior to the open Council meeting referred to in Section 8.1, the Applicant may submit written submissions about the Application to the Engineer, which the Engineer will provide to Council for consideration, in advance of the open Council meeting where the Application will be considered.

9. Consideration of an Application by Council

- 9.1. After considering the Application, Council may, but is not obligated to, adopt one of the following resolutions:

- (a) if the Subject Property for the Application is located within the ALR:
 - (i) a resolution that the Application be referred to the ALC for approval, subject to any conditions Council deems advisable;
 - (ii) a resolution that the Application not be referred to the ALC for approval and not be further processed under the Bylaw; or
 - (iii) a resolution that the Applicant, Township staff or other specified persons be invited to provide further submissions with respect to the Application;
- (b) if the Subject Property for the Application is not located within the ALR:
 - (i) a resolution that the Application be further processed under the Bylaw;
 - (ii) a resolution that the Application not be further processed under the Bylaw; or

- (iii) a resolution that the Applicant, Township staff or other specified persons be invited to provide further submissions with respect to the Application.
- 9.2. Where Council has adopted a resolution described in Section 9.1(a)(iii) or Section 9.1(b)(iii), Council may, after consideration of any further submissions with respect to the Application, adopt any one of the resolutions described in Section 9.1.
- 9.3. Generally, Council will only adopt a resolution described in Section 9.1(a)(i) or Section 9.1(b)(i) if more than 80% of the Surrounding Property Owners who voted, voted in favour of the Application on the Petition for the Application. However, Council has an obligation to consider each Application individually on its merits. To this end, Council may adopt a resolution described in Section 9.1(a)(i) or Section 9.1(b)(i) if less than 80% of the Surrounding Property Owners who voted, voted in favour of the Application on the Petition for the Application, if Council considers that there are reasons which would merit a departure from the above general rule.

10. After an Application Has Been Considered by Council

- 10.1. After Council adopts a resolution described in Section 9.1 with respect to an Application:
 - (a) the Township will notify the Applicant of the resolution in writing;
 - (b) if the resolution is one described in Section 9.1(a)(i), the Township will forthwith refer the Application to the ALC for approval; and
 - (c) if the resolution is one described in Section 9.1(a)(ii) or Section 9.1(b)(ii), the Township will not process the Application further and the Applicant will not be entitled to submit an Application on the same or similar scope and basis as the Application which was rejected by Council for a period of two (2) years after the date upon which publication notification of the Application was provided under Section 6.2(b).
- 10.2. For certainty, while a resolution of Council pursuant to Section 9.1 and, with respect to Applications for a Subject Property located in the ALR, ALC approval, are prerequisites to the issuance of a Permit, all requirements of the Bylaw must also be satisfied before a Permit will be issued.

11. Amended Applications

- 11.1. If an Applicant amends its Application to:
 - (a) increase the amount of Soil or Other Material to be deposited or soil removed from the Subject Property by more than 10%, or

- (b) materially alter the location upon the Subject Property where the Soil or Other Material is to be deposited or Soil removed,

at any time during the processing of an Application by the Township, or after an Application has been referred to the ALC for approval, then the procedures outlined in Sections 6 through 10 of this Policy must be repeated with respect to the amended Application, at the Applicant's sole cost and expense.

SCHEDULE A

Policy No: 05-009

“DATE”

**Re: Proposed Deposit/Removal of Soil at _____ Avenue/Street,
Langley, BC (the “Property”)**

As you may be aware, the owner of the above noted Property has applied to deposit/remove soil on/from the Property (the “**Application**”). Details with respect to the Application may be obtained from the Township by contacting [designated Township contact] at [phone number].

Pursuant to the Township’s Soil Deposit and Removal Policy (<http://www.tol.ca/soils>) the Township is writing to property owners within 1.6 kilometres of the Property to determine the level of support for the Application.

Please take a moment to complete the enclosed petition. We would like a response either way to confirm your decision. Property owners who do not return a signed petition to the Township will not be counted as having voted either for or against the Application. Only the registered owners of the property should vote and if the property is owned by more than one person, all of the registered owners must sign the enclosed petition. Please return your response within six (6) weeks of the date of this letter in the pre-stamped envelope provided. Your name, address and petition vote will not be disclosed unless required by law.

If you have any questions concerning the Application, please contact [designated Township contact] at [phone number].

Yours truly,

PETITION

Re: **Application to Deposit/Remove Soil on/from** _____, Langley,
BC (the “Application”)

ROLL NUMBER

**CIVIC ADDRESS/LEGAL
DESCRIPTION**

**NAME AND ADDRESS OF
OWNER(S)**

☐

I/we support the Application

☐

I/we do not support the Application

(Owner) Sign and print name

(Owner) Sign and print name

Any personal information collected on this form will be managed in accordance with the

Freedom of Information and Protection of Privacy Act.

Direct enquiries, questions or concerns regarding the collection, use, disclosure, or
safeguarding of personal information associated with this form to:

Supervisor, Information, Privacy and Records Management

20338 – 65 Avenue, Langley BC V2Y 3J1

Tel.: 604.533.6101 Email: foicoordinators@tol.ca

SCHEDULE B



ENGINEERING DIVISION
4700 – 224 Street
Langley BC V2Z 1N4
Phone: 604.532.7300
Fax: 604.532.7310
Website: www.tol.ca

SOIL DEPOSIT / REMOVAL PERMIT APPLICATION

NOTES TO APPLICANT:

1. All applicable sections of this form must be completed.
2. Any personal information collected on this form will be managed in accordance with the *Freedom of Information and Protection of Privacy Act*. Please direct enquiries, questions, or concerns regarding the collection, use, disclosure, or safeguarding of personal information associated with this form to:

Supervisor, Information, Privacy, and Records Management
20338 – 65 Avenue, Langley, BC V2Y 3J1
Tel. : 604.533.6101

3. For applications to deposit or remove soil on land which is located **WITHIN** the *Agricultural Land Reserve (ALR)*; an Agricultural Land Commission (ALC) application form shall be required upon the application receiving Council resolution.

Revised January 2015

APPLICATION PURSUANT TO SOIL DEPOSIT AND REMOVAL BYLAW 2013 No. 4975

(Amended from Time to Time)

AND SOIL DEPOSIT AND REMOVAL POLICY NO. 05-008

Note: The information on this form is collected in order to process your application. All applications are available for review by the public and will be managed in accordance with the Freedom of Information and Protection of Privacy Act.

Part 1. APPLICANT (please complete)	
Registered Owner(s):	Agent/Operator:
Address:	Address:
Telephone:	Telephone:
Email:	Email:

Part 2. TYPE OF APPLICATION

☐ TO DEPOSIT SOIL

☐ TO REMOVE SOIL

Part 3.	IDENTIFICATION OF LAND UNDER APPLICATION <i>(show land on plan or sketch)</i>
Legal Description:	
Civic Address:	
Size of Land Parcel:	(Total Hectares) Note: 1 hectare = 2.47 acres

Part 4.	REASONS FOR APPLICATION <i>(Include the proposed usage of the land after completion of soil operation)</i>
----------------	---

Part 5. PROPOSAL (show information on plan or sketch)

***A. Soil to be DEPOSITED.**

Type: _____

Description: _____

Quantity: _____ m² (Area) x _____ m (Depth) = _____ m³ (Volume)

***B. Soil to be REMOVED.**

Type: _____

Description: _____

Quantity: _____ m² (Area) x _____ m (Depth) = _____ m³ (Volume)

*The volume of soil deposited or removed pursuant to this application, as determined by a survey, cannot exceed 110% of the volume referenced herein.

Are there any agricultural activities such as livestock operations, greenhouses, or horticulture activities that may be negatively affected by the fill, removal, and/or processing activity either on the subject or adjacent properties?

What is the proposed duration of the project?

Part 6. CURRENT USE OF LAND UNDER APPLICATION (<i>show information on plan or sketch</i>)

List all existing uses of the subject property:

Are there any streams, creeks, watercourses, wells, ditches, drains, sewers, septic fields, catch basins, culverts, manholes, right-of-ways, public utilities, etc...? If so, list the measures proposed to protect them:

Part 7.	PROPOSED WORK PLAN/DRAWING/SKETCH TO BE SUBMITTED WITH COMPLETED
A	APPLICATION FORM

1. A plan and profile drawing shall be prepared and submitted which shall show the following information:
 - a) All property lines in relation to neighbouring properties, adjacent rights-of-way, and all public roadways.
 - b) The location of all buildings, structures, and improvements on the subject property.
 - c) The location of any stream, creek, waterway, wetland, or drainage ditch either on or adjacent to the subject property.
 - d) The proposed area for deposit and/or removal of soil.
 - e) The site access and egress points.
 - f) Measures proposed to control drainage, siltation, and erosion (ESC/SWMP).
 - g) Measures proposed to stabilize and landscape lands before, during, and after deposit.
 - h) The location of all existing driveways and any temporary driveways/access points which will be required.
 - i) The location of any proposed soil stockpile and/or processing areas.
 - j) Septic field and well locations.
 - k) A north arrow shall be included on the drawing for ease of reference.

2. Cross sectional profiles of the proposed soil area shall be prepared and submitted upon request. A minimum of two (2) profiles will be required, one cutting from North to South and the other cutting from East to West through the soil area. All profiles shall show the following:
 - a) The existing ground profile.
 - b) The proposed ground profile after placement or removal of soil.
 - c) The cross sections must extend at least five (5) metres beyond any property line which is within one hundred (100) metres of the proposed soil area.

3. A site survey may be required for applications involving over 600 cubic metres. The survey must show the existing ground elevations and contours in relation to those of adjoining properties. The survey drawing must also indicate the proposed ground elevations after placement or removal of soil.

4. The Engineer may request any additional information as may be required to enable full consideration to be given to the application.

Part 8. UNDERTAKING AND DECLARATION
--

Upon approval of this application, I hereby undertake to fulfill the following terms and conditions which shall be deemed to be terms and conditions of the permit, if one is issued:

1. To deposit soil or remove soil in such quantities and in such manner as is specified in the permit, and in accordance with the current Township of Langley Soil Deposit and Removal Bylaw 2013 No. 4975, as amended from time to time; and
2. To restore the land condition to a standard approved by the Engineer, or to restore the land to such condition, and at such time and in such manner, as the Engineer may require; and
3. To pay for any damage to persons or property that, in the opinion of the Engineer, was caused by the applicant and/or the operator.
4. To indemnify and hold harmless the Township, its agents, employees or officers from and against any and all claims, demands, losses, costs, damages, actions, suits, or proceedings whatsoever by whomsoever brought against the Township, its agents, employees, or officers by reason of the Township granting to the owner named herein to conduct the work in accordance with the permit and plan submitted and as described in this application.

I declare that the information contained in the application is, to the best of my knowledge, true and correct.

Signature of Agent (s)

Date

Signature of Owner (s)

Date

The following documents **MUST** accompany the application unless otherwise exempted by the Engineer:

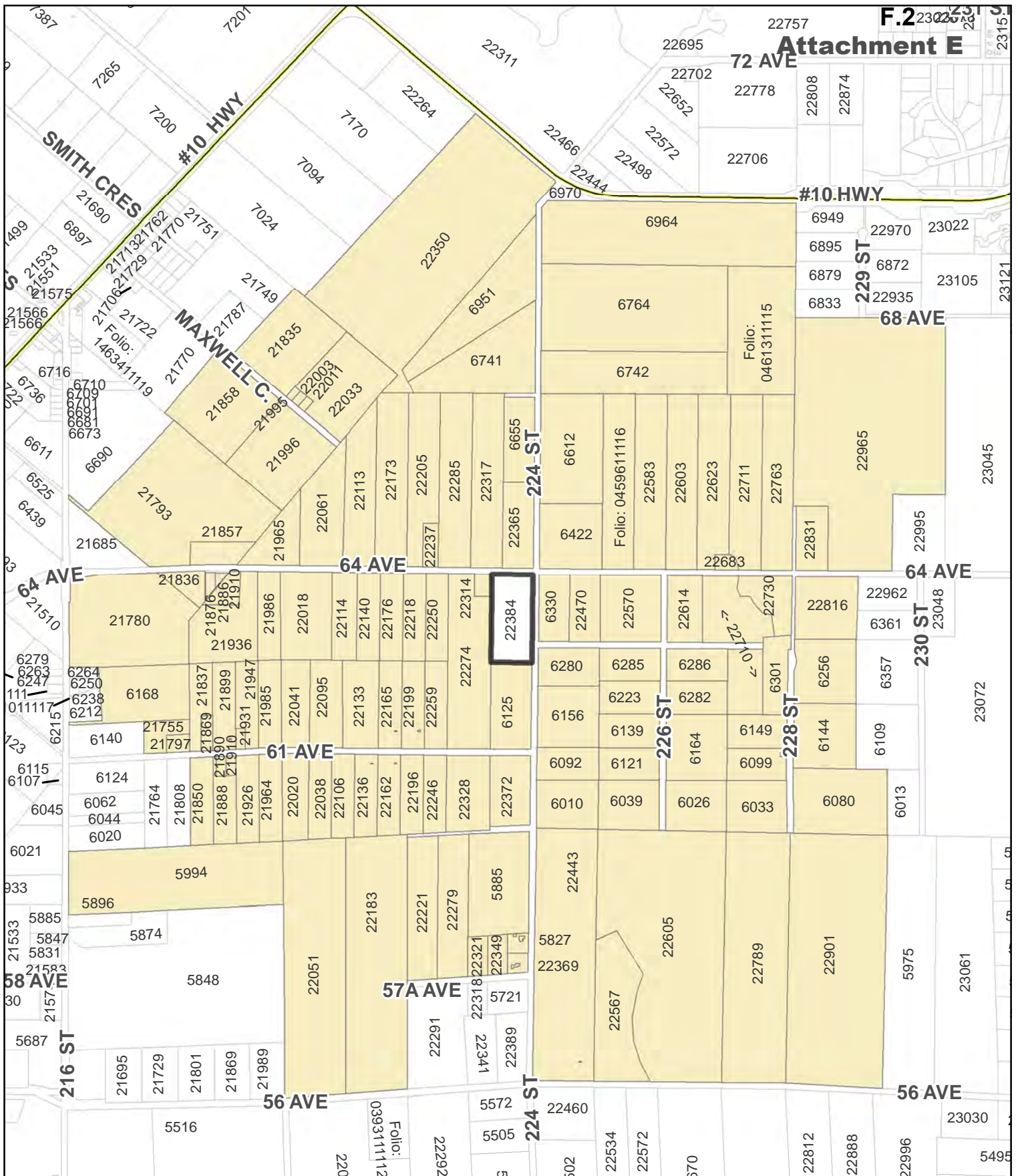
- | | |
|--|---|
| <input type="checkbox"/> Application Fee | <input type="checkbox"/> Copy of Certificate of Title or Title Search Print |
| <input type="checkbox"/> Volume Fee | <input type="checkbox"/> Agent / Operator authorization (if applicable) |
| <input type="checkbox"/> Drawing or Sketch | <input type="checkbox"/> Survey, profiles and cross-sections |
| <input type="checkbox"/> Engineer's Report | <input type="checkbox"/> Agrologist Report |
| <input type="checkbox"/> Sediment Control Plan | |

Note:

Approval of local, provincial, and federal authorities may be required prior to the issuance of any permit.

An application under the Soil Deposit and Removal Bylaw 2013 No. 4975, as amended from time to time, requires the approval of the Corporation of the Township of Langley and the issuance of a permit prior to deposit and/or removal of any material.

This application form must be read in conjunction with the Soil Deposit and Removal Bylaw 2013 No. 4975, as amended from time to time. All provisions contained therein shall apply.



SO 1478 Properties Balloted (1 Km)

Version Date:
Tuesday, May 28, 2019

- 22384 64 Ave - Proposed Soil Work
- Properties Balloted (125)

Surrounding Properties are within 1 km
of of the boundary of the Subject Property

Disclaimer: The data provided has been compiled from various sources and is not warranted as to its accuracy or sufficiency by the Township of Langley. The user of this information is responsible for confirming its accuracy and sufficiency.

0 100 200 400
Meters

RECEIVED

MAY 01 2019

April 30, 2019

Dear Josh and the Township Of Langley,

Thank you for consulting us in the petition for a proposed Soil Deposit at 22384 64 Ave. Langley. It would have been nice to have been consulted regarding the Soil Deposit Petition on 22274 64 Ave Langley which took place a couple of years ago. I am very disappointed in the Townships decisions regarding the amount of fill that was allowed to be brought on to that property. For the life of me I can not understand why any governing body would allow that much material to be brought on to a property unless it was for financial gain. How can it be possible that a property needs to be filled 8 to 10 feet in order to accommodate a commercial greenhouse operation? Neighboring properties grow blueberries with great success and they haven't raised the level of the land one inch.

One can't help but think it was financially motivated and there was some back door deal put together so the property owners and other parties could profit from all that extra fill being dumped.

I ask that you take a drive down 61 Ave and take a look at the back of this property and think about whether or not you would want that eye sore as a neighbour.

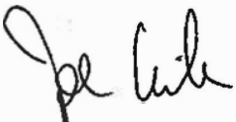
Its no wonder the neighboring property has been for sale for almost a year with no success. Who would want to live next door to that.

I cant believe that the average farmer who wants to bring in 10-20 loads to fill in a swampy area that grows only swamp grass gets rejected while the owners of 22274 64 Ave are allowed to bring in thousands of loads of various material (not just dirt) and raise their property to a ridiculous level for profit. I can't imagine how much those people profited from bringing in that many loads of material.

Regarding the fill application at 22384 64 Ave., please use a little common sense.

It doesn't need to be raised 8-10 ft in order to grow trees. One eye sore is enough!

FILL FOR PROFIT SHOULD NOT BE ALLOWED!



Joe Ciulla
6282 226 St.
Langley BC



Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED: JUNE 10, 2019 - REGULAR AFTERNOON MEETING
FROM: ENGINEERING DIVISION
SUBJECT: SOIL DEPOSIT APPLICATION FOR
PROPERTY AT 22260 - 26 AVENUE

REPORT: 19-89
FILE: SO 1974

RECOMMENDATION:

That Council not refer the soil deposit application for 22260 – 26 Avenue to the Agricultural Land Commission and direct staff to not process the application further.

EXECUTIVE SUMMARY:

On September 26, 2018 the Township of Langley received an application from Madrone Environmental Services on behalf of the property owner of 22260 – 26 Avenue (Zhi Yang Wu), to deposit 2,600m³ or approximately 370 single truckloads of soil to elevate the topography of the land and ultimately improve pasture for cattle on the property which is located in the Agricultural Land Reserve (ALR).

As the application volume exceeds 600m³, on January 21, 2019 the Township mailed an information package and ballot papers to surrounding property owners within 1.6km of the subject property to obtain community input on the application pursuant to Council Policy No. 05-008.

On February 11, 2019 Policy No. 05-008 was revised which included two significant changes. The balloted area was amended from 1.6km to 1.0km and the threshold of support was reduced from 80% to 67%. As the petition was in progress during this policy change, staff have presented the results for both balloted areas to reflect the previous and current policy. The results of the mail-out and ballot process are outlined in this report, indicating a 55% support based on current Policy.

Section 9.3 of the Policy provides direction that generally, applications will be supported by Council, when more than 80% (previous policy) or at least 67% (current policy) of the surrounding property owners responding, support the application. As the level of support for this application was 61% and 55% respectively, the recommendation is that this application not be referred to the Agricultural Land Commission (ALC) and that staff be directed not to process the application further. Section 9.3 does provide the option to refer the application to the ALC if Council considers that there are reasons which would merit a departure from the general level of support rule.

PURPOSE:

This report provides Council with information and a recommendation with respect to an application for soil deposition at 22260 – 26 Avenue which is being processed pursuant to Soil Deposit and Removal Policy No. 05-008.

BACKGROUND/HISTORY:

On September 26, 2018 the Township of Langley received an application and report from Madrone Environmental Services on behalf of the property owner of 22260 – 26 Avenue (Zhi Yang Wu) to deposit soil to elevate the topography of the land and ultimately improve pasture for beef cattle on the property. The report prepared by Madrone includes a Soil Deposit Assessment and Erosion and Sediment Control Plan for the property and is included as Attachment A.

As the volume proposed to be deposited exceeds 600m³, the Township mailed an information package and ballot to surrounding property owners to obtain community input on the proposed deposition as per Council approved Policy No. 05-008.

Pursuant to the Policy, the general public was notified by advertising the application in the local newspapers and the Township's website. The property owner also installed the required soil deposit application sign at the property.

DISCUSSION/ANALYSIS:

The property at 22260 – 26 Avenue is zoned RU-3 and is located in the ALR. The application proposes to deposit 2,600m³ or approximately 370 single truck loads of material. The Madrone report advises that trucks are to access the property via major arteries such as Highway 1, Fraser Highway, Highway 13, and lastly 224 Street. A non-refundable volume fee of \$2,600 (\$1/ m³) and a refundable security deposit in the amount of \$13,000 (\$5/m³) would be required should the application be authorized by Council to proceed. The required application fee has been collected.

The information packages and ballots were mailed on January 21, 2019 with a deadline for responses of March 22, 2019.

On February 11, 2019 Policy No. 05-008 was revised which included two significant changes. The balloted area was amended from 1.6km to 1.0km from the boundary of the property to a minimum of five properties and the threshold percentage was reduced from 80% to 67%. As the petition was in progress during this policy revision, staff have presented the results for both balloted areas to reflect the previous and current policy. Both balloted areas are shown on maps in Attachments B and C. One letter was received from a property owner regarding the petition process and the letter has been included as Attachment D.

The results of the petition are as follows:

Item	1.6km Results (previous policy)		1.0km Results (current policy)	
	Total	Percentage	Total	Percentage
Total ballots mailed out	171	100%	130	100%
Total property owners not responding	120	70%	90	69%
Total ballot responses received	51	30%	40	31%
Ballots received in support	31	61%	22	55%
Ballots received against	20	39%	18	45%

SO 1974 SOIL DEPOSIT APPLICATION FOR
2,600 CUBIC METRES AT 22260 - 26 AVENUE (IN-ALR)
Page 3 . . .

Upon consideration of the application, Section 9 of the Policy provides guidance that Council may consider the following outcomes for applications on ALR lands:

- A resolution that the application be referred to the Agricultural Land Commission (ALC) for approval, subject to any conditions Council deems advisable, or
- A resolution that the application not be referred to the ALC for approval and not be further processed under the Bylaw, or
- A resolution that the applicant, Township staff, or other specified person(s) be invited to provide further submissions with respect to the application.

Section 9.3 of the Policy provides direction that generally applications will be supported by Council, when of the surrounding property owners responding, more than 80% (previous policy) or at least 67% (current policy) support the application. As the level of support for this application was 61% and 55% respectively, the recommendation is that this application not be referred to the ALC and that staff be directed not to process the application further. Section 9.3 does provide the option to refer the application to the ALC if Council considers that there are reasons which would merit a departure from the general level of support rule.

Respectfully submitted,

Richard Welfing
MANAGER, ENGINEERING SERVICES
for
ENGINEERING DIVISION

Attachment A Madrone Report

Attachment B 1.6km Properties Balloted Map

Attachment C 1.0km Properties Balloted Map

Attachment D Letter from resident at 22879 – 29B Avenue



**SOIL DEPOSIT ASSESSMENT & EROSION AND
SEDIMENT CONTROL PLAN**

**22260 26 Avenue
Langley, BC**

FOR:

**Mr. Zhi Yang Wu
c/o Jason Cooley**

BY:

**Jessica Stewart, A.Ag., G.I.T.
Gordon Butt, M.Sc., P.Ag., P.Geo.
MADRONE ENVIRONMENTAL SERVICES LTD.**

September 20, 2018

MADRONE ENVIRONMENTAL SERVICES LTD
202-2790 GLADWIN ROAD • ABBOTSFORD • BC • V2T 4S7
TEL 604.504.1972 • FAX 604.504.1912 • WWW.MADRONE.CA

DOSSIER: 18,0330



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SOIL DEPOSIT ASSESSMENT & EROSION AND SEDIMENT CONTROL PLAN

**22260 26 Avenue
Langley, BC**

1 Introduction

Madrone Environmental Services Ltd. (Madrone) was retained by Mr. Jason Cooley to prepare a Soil Deposit Assessment and Erosion and Sediment Control Plan. The assessment and plan are for applications to the Township of Langley (TOL) and the Agricultural Land Commission (ALC) for a Soil Deposit Permit. The property is located within the Agricultural Land Reserve (ALR).

The property is owned by Mr. Zhi Yang Wu, who has retained Mr. Cooley as his agent and earthworks contractor. The property is located at 22260 26th Avenue, in Langley, B.C. (PID 013-261-461). The purpose of the proposed fill is to raise the level of a natural depression located immediately adjacent to, and west of, the main residence. The property is zoned as Rural (RU-3) according to the Township of Langley Zoning Bylaw 2500, Section 200¹. The property is 15.6 ha (39.5 acres) in extent. The legal description is: Part 1 N Part 2 S Part 3 SE Section 19 Township 10 Land District 36.

1.1 Description of Proposed Soil Project

Mr. Jason Cooley, an agent on behalf of the property owner Mr. Zhi Yang Wu, wishes to apply to deposit an estimated 2600 m³ of clean imported soil on 0.26 ha of the 15.6 ha property to fill a depression. The raised profile will provide additional well-drained pasture/forage land for an existing beef cattle herd on site.

¹ <https://www.tol.ca/at-your-service/engineering-building-development/development/zoning-bylaw/>
Township of Langley Zoning Bylaw No. 2500.

The soil will be spread to an approximate average depth of 1.0 m, which will bring the depression to approximately 91 m above sea level (a.s.l.), which would be level with the topographic high to the west (and to the east where the driveway terminates near the residence). Prior to importation the native topsoil will be stripped to a depth of 15 cm (where feasible – the machine used may strip slightly more due to the size of the bucket) and then stockpiled. Upon completion of deposition and grading, the topsoil will be re-spread onto the surface and mixed in.

If the amount of topsoil sourced from the property is insufficient or lacking in organic content (as determined by a Professional Agrologist during a scheduled monitoring visit), imported topsoil will be acquired to complete the soil profile. The total volume of soil requested by this project will account for any topsoil needed (i.e. will not exceed the permitted amount).

2 Assessment Area Description

2.1 Land Use

The property is an active beef cattle farm (with farm status) and is zoned RU-3 (Rural) in the Township of Langley. There is one single family dwelling located in the northeast corner of the lot, with an entrance on 224th Street. This residence has an unofficial (not identified by BC Assessment or the TOL as a separate parcel) civic address of 2591 224th Street and is the site of “The Family Farm”, which is used as a business location. There are two farm buildings located south of this residence, one of which is used as a barn for the beef cattle currently on site.

To the west of this residence, this is a newer single family dwelling on the property that is accessed via 26th Avenue. There is a small shed to the south of this residence. Mr. Wu and his family reside on the property and run the beef farm themselves. The family is also interested in bringing fruit trees onto the east side of the property near the other residence. Mr. Wu intends to purchase more beef cattle to augment his existing herd on site.

2.2 Landform and Topography

The site, in its current state, is characterized by undulating to gently rolling topography. Slopes on the property range from 2% (near level) to approximately 8%. The topographic layers from the Township of Langley Geosource mapping program² indicate that the

² <https://mapsvr.tol.ca/geosource3/> Geosource Map Program. Township of Langley.

regional elevation is between 87 m and 92 m above sea level (a.s.l.). The topographic low is situated to the west and the topographic high is to the northeast corner. There are two large depressions on the property that have standing water for the majority of the year (even in the summer months). Spot elevations from the Geosource program show the larger, west depression (not the subject of this assessment) is situated at roughly 88-89 m a.s.l. (**Figure 2**). The smaller, eastern depression (subject of this assessment) lies at approximately 90.06 to 90.5 m a.s.l. (peripheral).

The Township of Langley Geosource mapping program and the Province of BC iMapBC³ map program were used to identify streams and their classifications for fish habitat. There are no identified watercourses on the property, according to these sources.

The property is located in the Lower Fraser Watershed Group⁴. The nearest fish-bearing stream identified by iMapBC is Anderson Creek. A tributary of Anderson Creek is located in the forested area on the neighbouring property to the south (along the southern property line), approximately 300 m from the proposed fill area. There is no mapped connectivity between this stream and the depressions on the property on iMapBC or the TOL Geosource Map program.

2.3 Review of Existing Maps and Information

Soils in the lower Fraser Valley were surveyed at a reconnaissance scale in the 1980's. Similarly, Land Capability for Agriculture (LCA) ratings were calculated and published as a series of maps. This section of the report summarizes the characteristics of the surveyed soils for the property. The source maps were printed at a scale of 1:25,000 and are based on a reconnaissance level soil survey and air photo interpretation and represent a broad interpretation of soils.

Existing soil survey maps indicate that the soils in the area are the Whatcom and Scat soil series. Whatcom soils are classified as Luvisolic Humo-Ferric Podzols and develop from a veneer of moderately fine- to fine-textured aeolian material overlying compact, fine-textured glaciomarine subsoils. These soils have a high water-holding capacity and experience slow to moderately slow surface runoff. Dense subsoils prohibit infiltration and cause perched watertables after storm events and during wet seasons.

³ <https://maps.gov.bc.ca/ess/hm/imap4m/> iMapBC 4.0 digital map layers.

⁴ <https://maps.gov.bc.ca/ess/hm/imap4m/> Fresh Water Atlas in iMapBC

Scat soils, classified as Orthic Humic Gleysols, are similar to Whatcom soils *but* they do not have an aeolian veneer. Consequently, they are poorly drained and experience perched watertables and surface ponding after storm events and during wet seasons. High watertables and dense subsoils restrict root growth below 50 cm depth. Scat soils are typically found in depressions adjacent to Whatcom soils.

Armstrong (1980) mapped the surficial geology of this area as being located on Fort Langley Sediments (FLc). These deposits are generally glaciomarine stony clayey silt to silty sand that is between 8 cm and 90 cm thick.

3 Observations

3.1 Soils

Jessica Stewart, A.Ag. of Madrone, assessed the property on August 2, 2018. I was met on site by Mr. Cooley and the property owner, who indicated the location of the depression to be filled by soil. A larger depression is located to the west and may be subject to a second fill assessment.

I recorded the overall topography, the site and surrounding land use, the area of the depression by a GPS unit, and the current vegetation. Appendix A contains the site photographs. Two soil pits were excavated to depths of 1 m in proposed fill area/depression. The two soil pits are described below.

The residence is situated on a raised but flat, graded area just east of the proposed fill site. To the east of this residence, there is a large pond (man-made, built sometime between 2006 and 2008 based on Google™Earth Pro imagery) and to the east of this, an additional residence at the corner of 26th Avenue and 224th Street. The depression is easily identifiable – the southern part of the depression is a topographic low that contains water even in August during our site visit. There is a pipe that drains additional collected subsurface water into this area. The property owner states that the depression contains standing water for much of the year and is not used as a pasture area for this reason.

The vegetation on site includes alder (*Alnus rubra*), Douglas-fir (*Pseudotsuga menziesii*), weeping willow (*Salix babylonica*), tall fescue (*Festuca arundinacea*), reed canary grass (*Phalaris arundinacea*) and bulrush (*Scirpus sp.*). Older trees (60 plus years) are clustered around the south property line and the residences in the northeastern corner of the property.

Pit #1 – Soil Profile Description

Horizon	Depth (cm)		Description
Ap/Ah	0	3	Medium brown; disturbed topsoil (very thin layer); few fine to medium roots; friable. No coarse fragments. Silt loam.
Bm	3	21	Light to medium grey brown; loam to silty loam; friable to slightly firm; few fine roots, few prominent orange mottles; <2% fine gravel, <1% cobble; aeolian (wind-blown silt) cap.
Bf	21	48	Light orange brown; fine sandy loam; firm; very few fine roots; abundant coarse orange mottles; less than 10% clay; <2% fine gravel. aeolian material.
IIAh	48	80+	Disturbed layer (flooded organics); dark brown; silt with humic organic material and woody fragments, burned wood; friable; no coarse fragments and no sand. Buried soil horizon.

Pit #2 – Soil Profile Description

Horizon	Depth (cm)		Description
Ap/Ae	0	4	Medium brown; disturbed topsoil (very thin layer); few fine roots; friable. No coarse fragments.
Bjf	4	20	Light brown-grey; fine sandy loam (very fine sand); firm; few fine to medium roots, few prominent orange mottles (increase with depth); <1% fine gravel; aeolian (wind-blown silt) cap.
IIBf	20	39	Light orange brown; silty clay loam (sticky); firm to very firm; very few fine roots; abundant coarse orange mottles; <1% fine gravel; aeolian material.
IIIAh	39	80	Disturbed layer; dark brown with grey lenses; silt loam with humic organic material and woody fragments; friable; no coarse fragments and no sand; few orange mottles. Buried soil horizon (possible: forested swamp).
IIICg	80	90+	Grey; silty clay loam, firm to very firm; no coarse fragments; no roots; many prominent coarse orange mottles; gleyed. Glaciomarine, potentially glaciolacustrine.

I augered a third pit to over 1 m deep along the western side of the depression to investigate whether different soils would be found. This augered pit is described as follows (note: no Ae or Ap horizon was encountered in this pit, possible due to ploughing and/or removal):

Augered Pit #3 - Soil Profile Description

Horizon	Depth (cm)		Description
Bfj	0	45	Light brown-grey; silt loam; friable; few very fine roots, few prominent orange mottles; no coarse fragments; aeolian (wind-blown silt) cap.
IIBf	45	80	Orange to grey brown; sandy clay loam (contains a coarse sand); firm; no roots; abundant coarse orange mottles; no coarse fragments. Different Bf horizon than Pits 1 and 2.
IICg	80+		Grey; gleyed; silty clay loam; no roots; very firm; many coarse orange mottles; no coarse fragments. Very dense.

Based on the soil profiles, I have classified the soil as an Orthic Humo-Ferric Podzol. The soil most closely corresponds to the Whatcom soil series described by Luttmerding (1980). The upper 40 cm corresponds to the aeolian (wind-blown) fine sands and silts. This is underlain by a mixed silt and organic layer that may correspond to a swampy lacustrine environment with decomposed logs (and burned logs from a forest fire) and vegetation. Below this (80 cm and deeper), the dense and clay-rich lacustrine or glaciomarine layer was encountered in Soil Pit 2 and in the augered pit 3 located on the west side of the depression.

3.2 Land Capability For Agriculture

LCA ratings are assigned, dependent upon soil and site conditions, according to specific criteria presented in Land Capability Classification for Agriculture in British Columbia (Kenk, 1983). The ratings describe the general suitability of the land for agriculture as seven classes for mineral soil and seven classes for organic soil. Agricultural capability classes are modified into subclasses when limitations to agriculture exist. There are twelve subclasses for mineral soils and nine subclasses for organic soils. LCA rating classes and subclasses are described in more detail in Appendix C.

In describing LC classes, the number refers to the class (1 through 7) and the capital letter refers to the subclass, or nature of the limitation. Thus 3W has a capability of Class 3 (roughly half-way between the best – Class 1 – and the worst – Class 7 agricultural land. The W refers to wetness in the form of high and/or prolonged saturation and high watertables.

Based on our assessment, the soils located around the depression have a 3D limitation due to dense subsoils and undesirable soil structure. Below approximately 20-30 cm in depth from the surface, soils become firm to very firm in consistency, massive, and clay enriched. A root restricting layer (very few roots to no roots) occurs within 25-50 cm of

the mineral soil surface. The density of the silty clay loam (aeolian) cap results in low perviousness, which manifests as standing water in this area for much of the year.

There is a Class 4W limitation (a more serious limitation than the 3D limitation described above) due to excess water during the growing period. Water is near level with the surface of the soil during the winter months and well into later spring (even early summer). A review of GoogleTMEarth Pro imagery from 2003 to 2018 shows that there is water in the depression that is the subject of this fill proposal for much of the year – the depression tends to ‘dry out’ between late July and late September, but water remains in the lowest part of the depression for the entire year. The larger depression to the west also contains water for the majority of the year.

The depressions are sparsely vegetated by Bulrush (*Scirpus*), which livestock tend to avoid grazing⁵ (sedges and rushes – see also photos of the site in Appendix A). These populate wet locations, including ponds, marshes, and lakes.

4 Soil Deposit Proposal

The proposed fill area is a topographic depression located between two topographic highs (one to the west and one to the east where the residence is). The depression is situated at an elevation of approximately 90 m a.s.l. whereas the elevation of the surrounding land is approximately 91 m a.s.l. The depression is approximately 2600 m² in extent, based on a traverse and review of imagery. My calculations show an estimated 2600 m³ of soil is required to increase the elevation of the area by *average* depth of 1 m (refer to Figure 2 fill area cross sections). Note that the diagrams are vertically exaggerated.

The deposit area will be accessed from the existing driveway on the north side of the property (26th Avenue). I have communicated to the Client that major arteries such as Highway 1, Fraser Highway, Highway 13, and lastly 224th Street should be used by trucks to approach the property, to reduce traffic congestion on minor roads in the Langley area. A Traffic Management Plan can be produced following submission of this application, if requested by the TOL.

There is little existing topsoil however, I recommend stripping the upper 15 cm of the surface for the organic matter content (grass vegetation, LFH layer) and the small amount of topsoil on site. If topsoil is needed following an assessment by an Agrologist (prior to

⁵ <https://onpasture.com/2014/07/21/sneaky-pasture-weeds-sedges-and-rushes/>

issuing the closure report), this will be sourced and placed on top such that it has a depth of at least 25 cm. The volume of soil requested accounts for 25 cm of topsoil.

The stripped topsoil and organics (grasses) will then be stockpiled in a safe location on-site. The stockpile or piles should be no more than 3 m high, with 5:1 (horizontal to vertical, or 20%) side slopes. They should be constructed such that water cannot accumulate on the surface (*i.e.* a pyramid).

The surface of the stock-pile(s) will be seeded with a suitable mixture of grass and/or grass/legumes if left for six months or more OR an erosion blanket or tarp will be placed over the stored topsoil for the duration of the deposit activities. Stripping and stockpiling of topsoil can proceed in stages in different areas over time, as judged by the owner or contractor.

To ensure topsoil does not become compacted, it should be handled only with moisture contents equivalent to field capacity (the moisture content of a soil after free water drainage has ceased) or less.

The imported soil will be placed and then spread to fill the “east” depression described in this assessment. The soil will bring the depression relatively level with the topographic high on the west side, which lies at approximately 91 m a.s.l. Soil placement activities should follow Soil Deposit and Removal Bylaw 2013 No.4975 Amendment Bylaw 2015 No. 5120 (Township of Langley, 2015)⁶.

Madrone recommends that the 5 m buffer be maintained between the north property boundary at 26th Avenue and the extent of imported soil - no soil or topsoil stockpiles will be placed within the buffer. This is slightly increased from the TOL 3 m buffer requirement. We recommend a slightly increased buffer distance due to the lack of a ditch located between 26th Avenue and the proposed fill area (depression). Furthermore, any soil within 6 m of the property line should not slope more than 20% or 5:1 (horizontal: vertical).

Once the fill has been spread and graded the land may then be seeded with appropriate forage grass mix for Beef Cattle pasture.

⁶ [https://webfiles.tol.ca/Bylaws/Soil%20Deposit%20and%20Removal%20Bylaw%20\(No.%204975\).pdf](https://webfiles.tol.ca/Bylaws/Soil%20Deposit%20and%20Removal%20Bylaw%20(No.%204975).pdf) Soil Deposit and Removal Bylaw No. 4975 Amendment Bylaw 2015 No. 5120

4.1 Erosion and Sediment Control Plan

An Erosion and Sediment Control Plan (ESCP) has been developed for the site based on the natural topography and conditions observed at the time of our assessment. The ESCP is a dynamic working document and is meant to be reviewed and if necessary amended on a regular basis (including during regular monitoring). **As the proposed footprint area is small (0.26 ha) and gently sloped to the south (towards the remainder of the property area), the risks involved with erosion and sediment movement are relatively low.** Excavation activities associated with the proposed construction do have the potential, however, of creating areas that are prone to erosion and subsequent sediment transportation.

This plan was prepared considering that following conditions on the site:

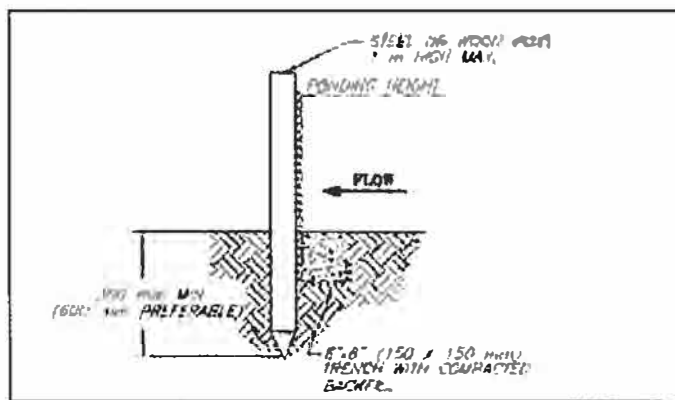
- There is **no** ditch located between the road and the property along the entire northern boundary at 26th Avenue;
- There are no mapped watercourses on the property;
- The depressions on the property are wet for much of the year – the soils can be wet well into the summer months before drying.

Considering these conditions, the following best management practices should be implemented prior to the commencement of topsoil stripping and soil filling:

- The access distance is short – there is an entrance located approximately 10 m from the driveway entrance, which branches from 26th Avenue. The driveway is graveled and 26th Avenue is paved. The driveway gravel cover can be augmented prior to soil placement. Gravel should be clean and 150 mm (6" clear) minimum in size. **Gravel brought to the site should not exceed 2 truckloads, or 14 m³.**
- Silt fencing, installed according to the specifications in Drawing 1 and on Figure 2, will be placed near the property boundary along the northern side of the proposed fill area. This will prevent sediment from transporting off-site when it is placed and graded. There is a natural slope downwards to the south (where the fence line is) thus soil should be graded with a subtle slope to the south at no more than 2%. Sediment fencing must be installed properly, by backfilling the material with soil and attaching it firmly to stakes located on the downslope side of the fabric. Sediment fences should be inspected regularly to check for damage and to remove built up sediment (as necessary).

- Temporary polyethylene sheeting can be used for topsoil or imported soil stockpiles. Covering the material will prevent it from being displaced by rain drops and/or surface flowing water. This is a short-term erosion control BMP, and would be used in cases where stockpiles of material are to be moved.
- In addition we recommend shutting down all dumping and excavating/grading activities during periods of heavy rain, which define here as an excess of 25 mm of rain in 24 hours. Hourly rainfall (for nearby Langley) can be monitored on the following website:

<http://www.flowworks.com/network/hmiscscreens/langley/langley.aspx>



DRAWING 1. DIAGRAM OF HOW TO PROPERLY INSTALL SEDIMENT FENCING.

4.2 Imported Soils, Final Land Capability

The final and future land capability will be influenced by the characteristics of the deposited soil. By importing good-quality subsoil (and if necessary, additional topsoil), the land capability for agriculture will be improved to 2W, which is characterized by excess water in the upper 50 cm (up to 50 cm above the original surface) for only short periods of the year (less than 2 weeks). The 1 m of fill will also improve the root restricting layer limitation (dense subsoils) from 3D to 1 (no limitation).

Contaminated soil, or soil that is suspected to be contaminated, must not be used. It should be free of foreign material and uncontaminated. Foreign material includes but is not limited to concrete, asphalt, waste, garbage, and lumber. The fill material should be inspected to ensure that it is acceptable for agricultural use.

Reviewing existing environmental reports, concerning potential contamination at the source site, can aid in selecting the best fill material. Soil sourced in areas that have a history, or suspected history, of industrial or commercial use must be tested prior to transportation. **Madrone can assist you with soil sampling and monitoring if you wish.**

The supplier of the fill material should warrant that the source soil is free from contaminants. We recommend that the owner signs a soil acceptance agreement with the parties responsible for supplying and transporting soils (see Appendix C for an outline).

If contaminated fill material is brought onto the site, the Wu family will assume liability for remediating the site and/or removing the contaminated material. **Mr. Cooley and Mr. Wu are expected to have an agreement in place regarding liabilities for soil importation.**

4.2.1 Physical and Chemical Properties of Acceptable Imported Soil

The soil should be free from construction debris, foreign material and contaminants. It should not contain more than 15% organic matter. As agricultural fill, the top 50 cm should consist of an appropriate growing medium, and should contain less than 10% coarse fragments (>2.5 cm or 25 mm). Ensure that the maximum content of stones and cobbles (fragments > 7.5 cm or 75 mm) conforms to the limits described for Class 2P of the BC Land Capability Classification for Agriculture: a total coarse fragment content (>25 mm) of less than 10% and less than 1% of coarse fragments larger than 75 mm ("stones"). **The texture should be a loam, silty loam or sandy loam.** If stones or cobbles are present, they should be removed, screened or crushed.

Below 50 cm, the soil should meet Class 3P criteria. To meet this, the soil should contain less than 10% coarse fragments (>2.5 cm), and less than 5% cobbles and stones (>7.5 cm).

4.3 Reclaimed Soil Profile

The reclaimed soil profile will have at least 15 cm of native topsoil will likely be mixed with imported good-quality topsoil, at the surface (depending on the amount of original topsoil recovered). This material will be underlain by the subsoils described above in Section 4.2.1.

5 Regional Hydrology

The gently rolling topography of the property makes the natural drainage difficult to discern. The topographic highs on the property drain naturally into the adjacent depressions. We anticipate that after fill rainwater will infiltrate into the soil column producing no overland flow. Our reclamation objectives will result in improved infiltration.

After the soil has been placed, the surface will be graded such that drainage disperses south and southeast, conforming to the natural slope in this direction. The southern perimeter of the property abuts a forested area. The 2600 m³ of new soils should not result in a large introduction of water to the southern part of the property, but if ponding of water becomes an issue, a ditch can be installed along the southern perimeter of the property and sloped eastwards such that water drains towards the municipal ditch along 224th Street

Otherwise, the hydrologic conditions in the surrounding lands should not be affected by the placement activities. The surrounding properties have similar rolling topographies that have similar drainage issues as that on the subject property (ponding in depressions).

6 Reporting and Monitoring

Soil placement activities should be monitored periodically. Monitoring visits should be scheduled to coincide with important project milestones and randomly when the site is active. The important milestones are:

- After topsoil and organics have been stripped to ensure that the depth of stripping is sufficient. The first loads of soil will be spread at this point – the subsoil will be assessed for coarse fragment content.
- After significant rainfall event (25 mm/24 hours or greater) during filling to inspect the Erosion and Sediment Control (TOL ESC Bylaw requirement); OR if conditions are drier (summer fill placement), we recommend routine monitoring every 500 m³ of soil brought to the site. This is also to ensure that coarse fragment content is not elevated in the imported soils.
- Once the imported soil has been graded, **prior** to spreading topsoil.
- When the reclaimed soil profile has been constructed. **If the topsoil depth is inadequate, imported soil may be acquired at this point.** The amount of soil will be recommended by a Professional Agrologist. The volume of soil requested in this application will account for any imported topsoil required, thus an additional permit will not be required.

The terms of your permit(s) may indicate that Madrone is expected to conduct inspections of the site and materials and to provide inspection reports to the Township of Langley. In this case, you should contact Madrone before you begin soil placement or site preparation work to develop a monitoring schedule that meets the conditions of your permit and conforms to our recommendations.

We recommend that accurate and complete records of all fill brought to the site is completed (see Appendix C). Records must contain, at a minimum, the location of the source site(s), the volume and number of loads with date and time of delivery, and the name of the trucking company.

Yours Truly,

Prepared by:



Jessica Stewart, A.Ag.

Reviewed by:



Gordon Butt, P.Ag., M.S., P.Geo.

MADRONE ENVIRONMENTAL SERVICES LTD.

7 References

- Armstrong, J. E. (1980). Surficial Geology, New Westminster, British Columbia. Geological Survey of Canada, Map 1484A.
- Township of Langley (2013). Soil Deposit and Removal Bylaw No.4975. <
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- Mapping Systems Working Group MSWG. (1981). A Soil Mapping System for Canada Revised. Land Resource Research Institute, Contribution No. 142. Agriculture Canada, Ottawa, ON.
- Soil Classification Working Group SCWG. (1998). The Canadian System of Soil Classification 3rd ed. Research Branch. Agriculture and Agri-Food Canada, Ottawa, ON. Publ. 1646.

8 Limitations

The evaluations contained in this report are based on professional judgment, calculations, and experience. They are inherently imprecise. Soil, agricultural, hydrological, and drainage conditions other than those indicated above may exist on the site. If such conditions are observed, Madrone should be contacted so that this report may be reviewed and amended accordingly.

The recommendations contained in this report pertain only to the site conditions observed by Madrone at the time of the inspection. This report was prepared considering circumstances applying specifically to the client. It is intended only for internal use by the client for the purposes for which it was commissioned and for use by government agencies regulating the specific activities to which it pertains. It is not reasonable for other parties to rely on the observations or conclusions contained herein.

Madrone completed the field survey and prepared the report in a manner consistent with current provincial standards and on par or better than the level of care normally exercised by Professional Agrologists currently practicing in the area under similar conditions and budgetary constraints. Madrone offers no other warranties, either express or implied.



APPENDIX A

Site Photographs

JASON COOLEY

PAGE A2

SOIL DEPOSIT APPLICATION - 22260 26TH AVENUE, LANGLEY

SEPTEMBER 20, 2018



Soil Pit 1, dug in the depression that is the subject of this fill proposal. There is a very thin Ap horizon (topsoil) followed by over 80 cm of aeolian silt and fine sand.



Soil Pit 2. Very similar soils as that in pit 1. This is located just east of the standing water in the lowest point of the depression.

JASON COOLEY

PAGE A3

SOIL DEPOSIT APPLICATION - 22260 26TH AVENUE, LANGLEY

SEPTEMBER 20, 2018



Looking southwest across the property at the lowest point of the depression. A pipe that collects subsurface flow also drains into this area. This depression has standing water for much of the year. Note lack of grasses in the depression for cattle to forage.



Looking south along the topographic high situated to the west of the depression. The objective is to bring the land to the east (fill area, left) level to the land to the west, which is approximately 91 m a.s.l.

JASON COOLEY

PAGE A4

SOIL DEPOSIT APPLICATION - 22260 26TH AVENUE, LANGLEY

SEPTEMBER 20, 2018



Looking east towards the residence with the proposed fill area (depression) in the foreground.



Coarse orange mottles located in the IB horizon in Soil Pit 2. This indicates fluctuating watertables in the soil profile.

JASON COOLEY

PAGE A5

SOIL DEPOSIT APPLICATION - 22260 26TH AVENUE, LANGLEY

SEPTEMBER 20, 2018



Looking due east at the cattle barn in the distance. The purpose of the fill is create a raised, well-drained profile that will allow a greater area for cattle to forage (and growth of appropriate forage grasses for cattle to eat).



Photograph 8. The access gate located immediately adjacent to the driveway from 26th Avenue.



APPENDIX B

Maps & Figures

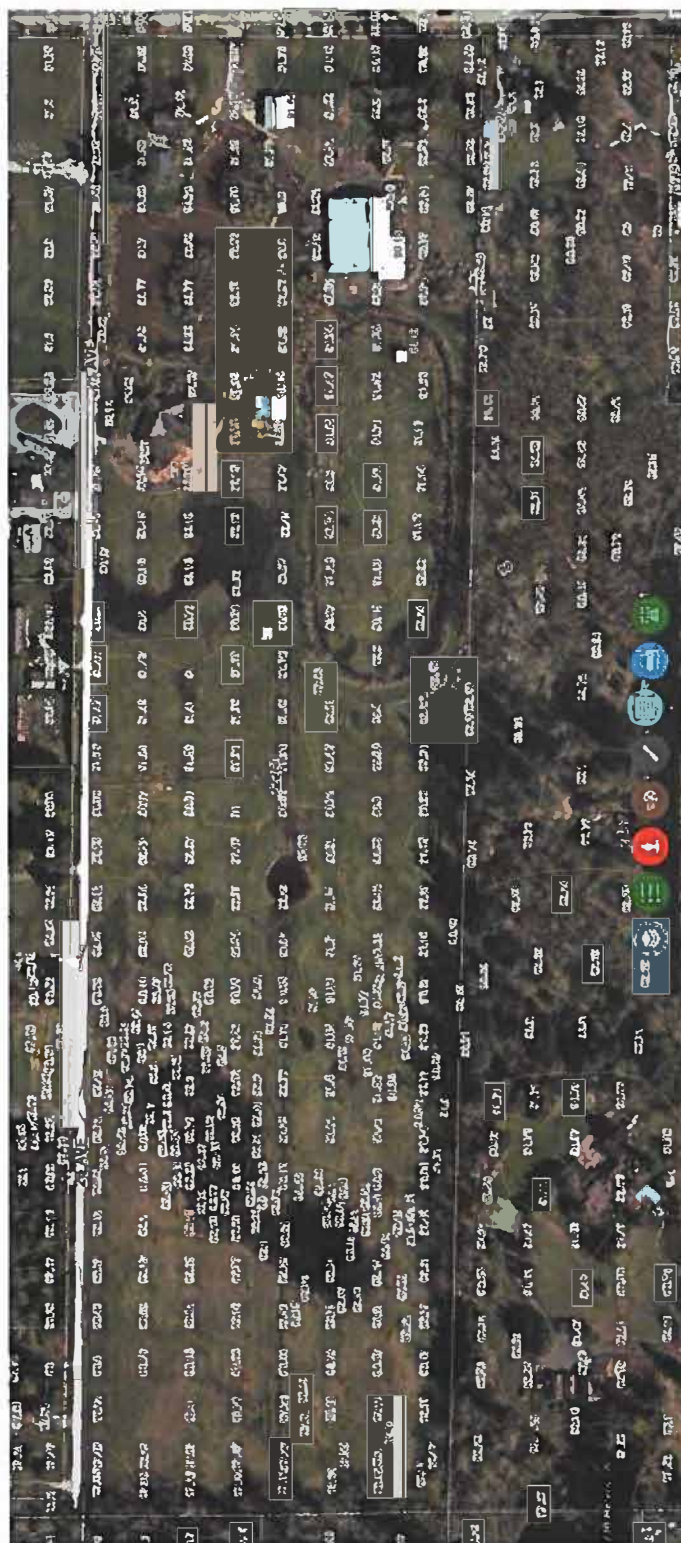
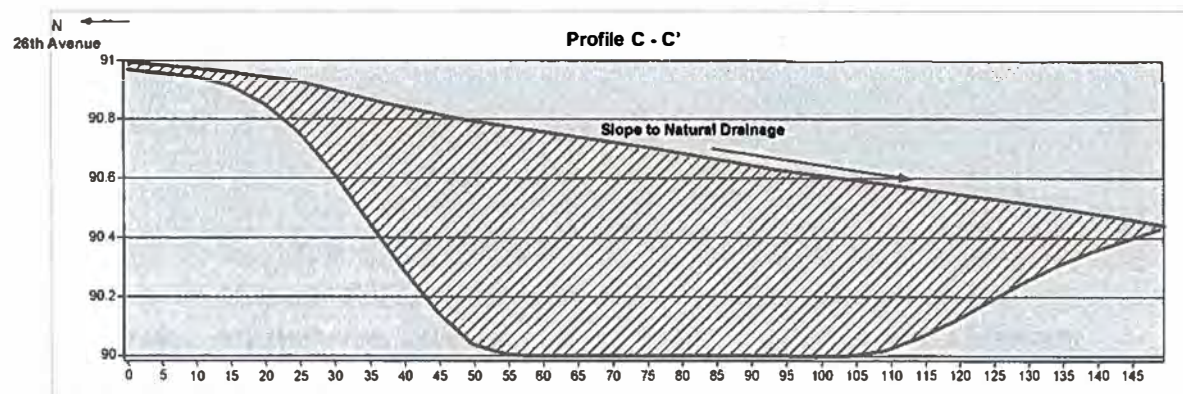
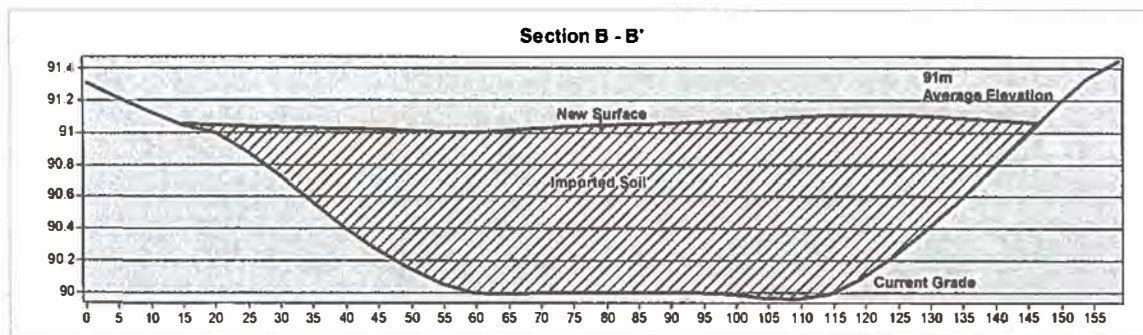
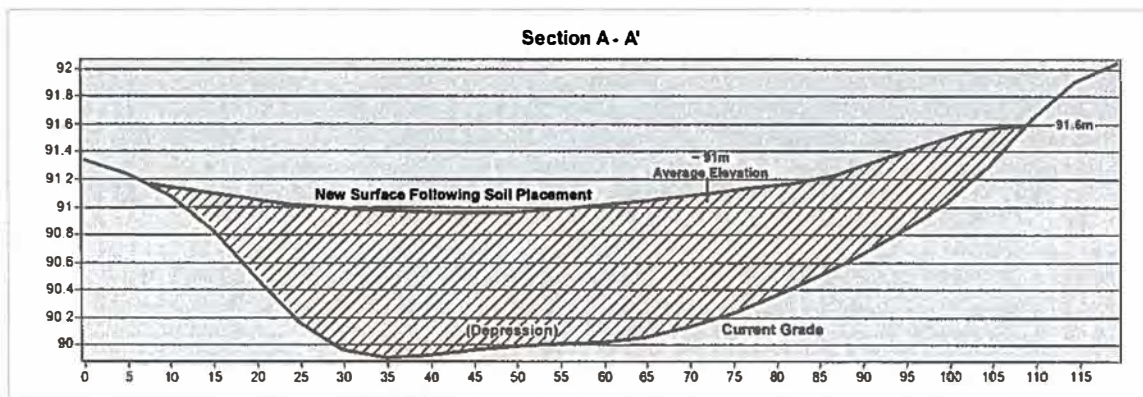
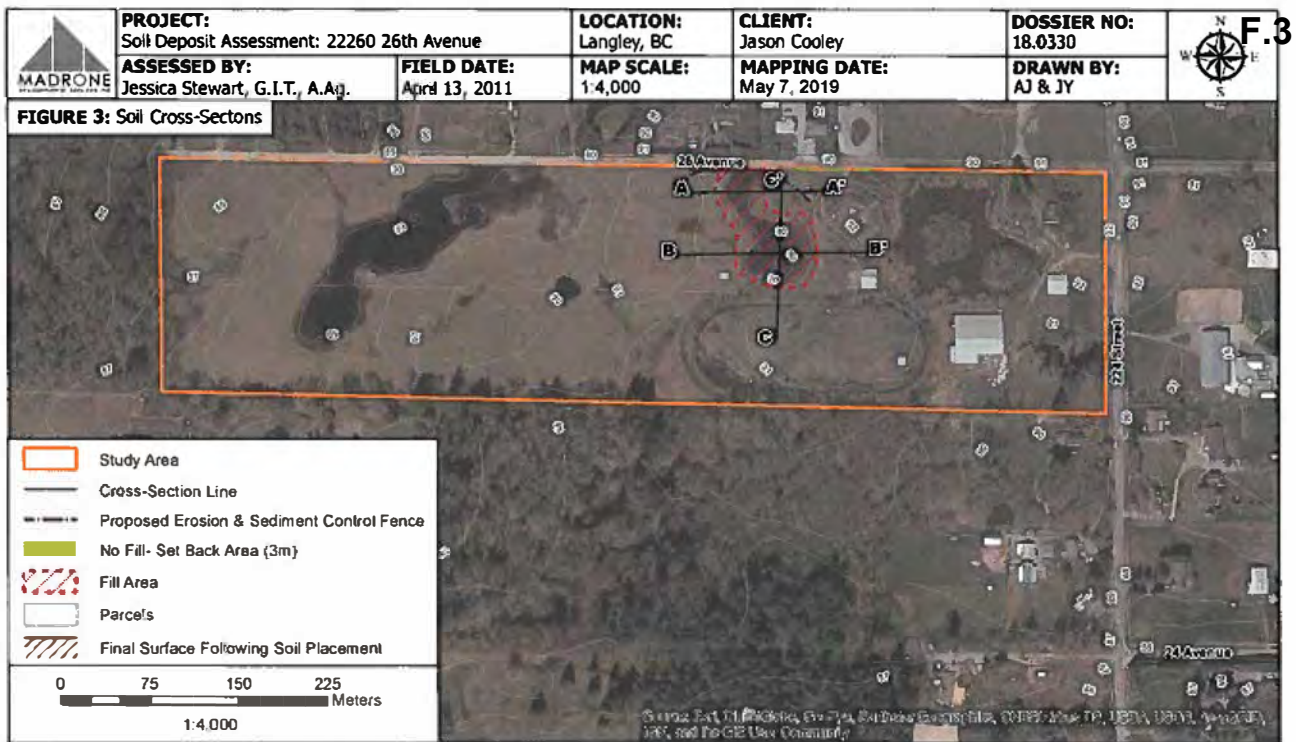


Figure 2. Township of langley spot elevations (geosource mapping program) for the property. The elevation of the depression near the residence (east) is approximately 90 m a.s.l, note standing water in the depression in this aerial photo.





APPENDIX C

Inclusions in Fill Assessment Reports

Inclusion in Fill Importation Assessment reports

For each source site, the owner/operator of the receiving site should secure a written Soil Acceptance Agreement with the parties responsible for supplying and transporting soils. The agreement should specify that:

The imported soil must not contain:

- a. any contaminants in concentrations that exceed the standards in Schedule 7, Column III of the Contaminated Sites Regulation under BC's Environmental Management Act, or
- b. any hazardous waste as defined in the Hazardous Waste Regulation of the Environmental Management Act,

The imported soil must not have been transported onto the donor site from another site,

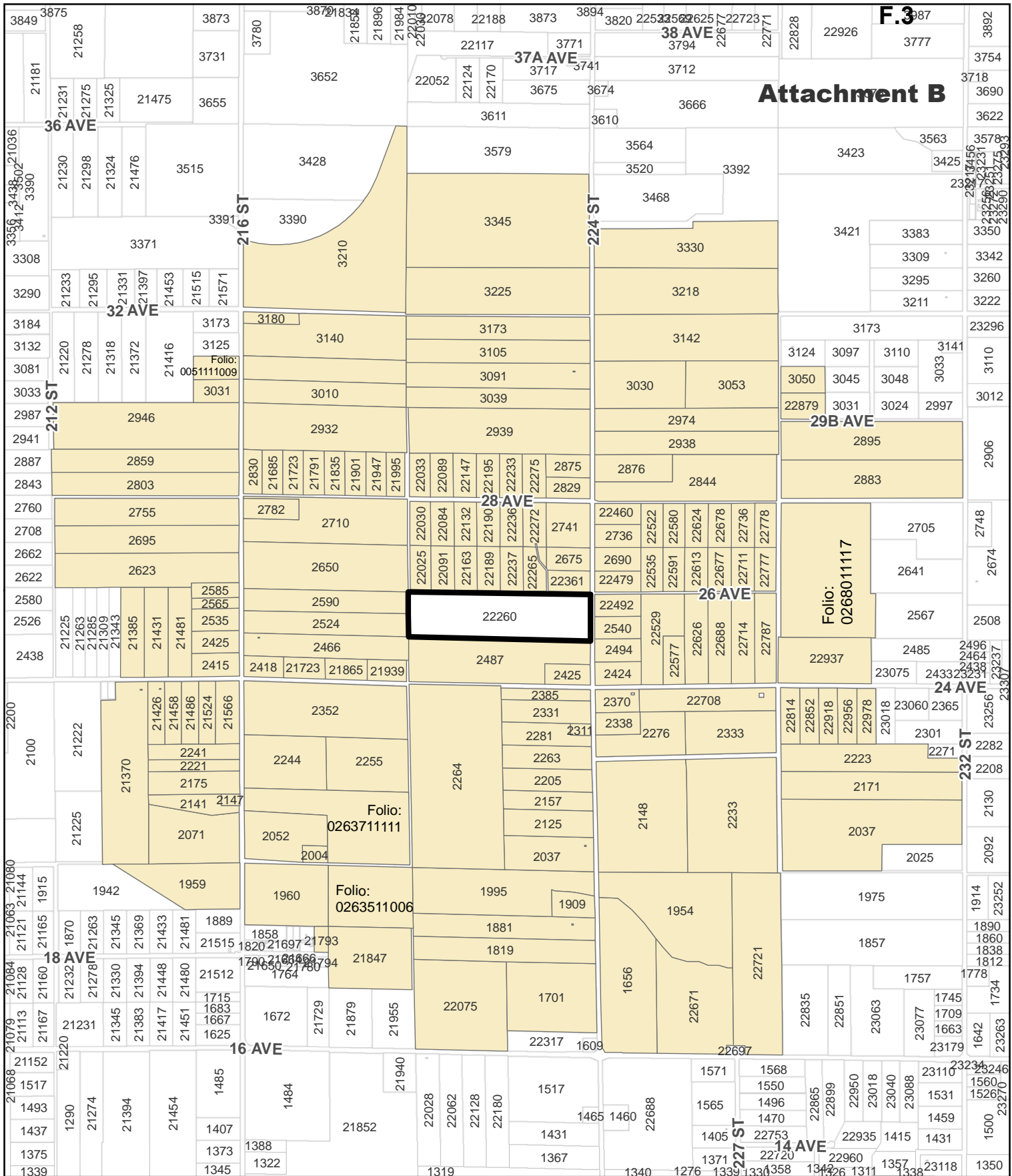
The owner of the receiving site has the right to test and/or require the supplier to test for contaminants and soil texture, and to inspect the source site,

The supplier will provide *all* available site contamination reports pertaining to the imported soil and that at minimum a Preliminary Site investigation Phase 1 (or Stage 1) or Phase 2 (or Stage 2) report will be provided for any source site that is an industrial, government or large residential development,

The parties supplying/transporting soils are responsible for removing any soils and remediating any resulting contamination if the soils are found to be contaminated or if the supplier failed to supply all available site contamination reports pertaining to the imported soil, and

Any loads arriving at the site without proper documentation of the source of the soil and evidence of Soil Acceptance Agreement for the source site will be refused entry.

Entrance to the receiving site should be controlled and records should be maintained that identify the source of each load and the parties supplying/transporting the load. Consideration should be given to requiring security deposits from the suppliers/transporters.



SO 1974 Properties Balloted (1.6 Km)

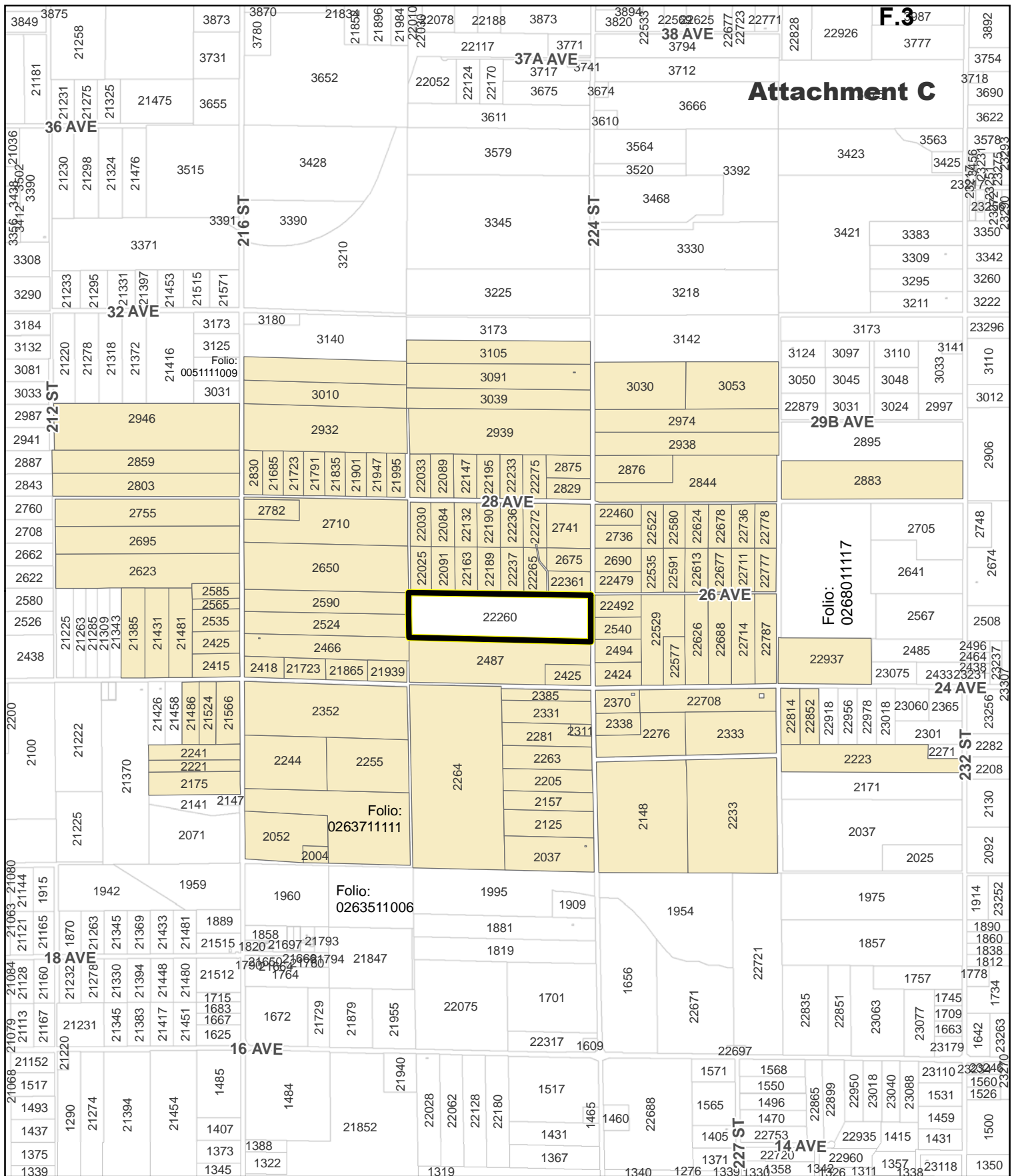
Version Date:
Tuesday, May 28, 2019

- 22260 26 Ave - Proposed Soil Work
- Properties Balloted (171)

Surrounding Properties are within 1.6 km
of of the boundary of the Subject Property

Disclaimer: The data provided has been compiled from various sources and is not warranted as to its accuracy or sufficiency by the Township of Langley. The user of this information is responsible for confirming its accuracy and sufficiency.

0 100 200 400
Meters



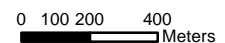
SO 1974 Properties Balloted (1 Km)

Version Date:
Tuesday, May 28, 2019

- 22260 226 Ave - Proposed Soil Work
- 22260 Properties Balloted (130)

Surrounding Properties are within 1 km
of of the boundary of the Subject Property

Disclaimer: The data provided has been compiled from various sources and is not warranted as to its accuracy or sufficiency by the Township of Langley. The user of this information is responsible for confirming its accuracy and sufficiency.



Attachment D

FOIPPA s.22(1)

FOIPPA s.22(1)

Langley, British Columbia

Fax: FOIPPA s.22(1)

Telephone: FOIPPA s.22(1)

February 6, 2019

Dear Sir/Madam,

Please find enclosed my vote for the Proposed Deposit of Soil at 2260 26 Avenue, Langley, BC.

I found this Petition very disturbing as it contained no meaningful information upon which I could make an intelligent decision as to whether support or not support the application.

I believe that the democratic process is something that we should value and safeguard. Asking people to vote with no intelligent information makes a mockery of democracy.

I called about this Petition and was provided information which allows me to provide a meaningful vote, but as I was concerned about the process, I asked some additional information.

I feel compelled to speak out.

Here are some of my concerns:

- a. This process is unfair to the applicant. The applicant has a right to have his application determined on criteria relevant to legitimate concerns that the public may have that would affect his prima facie right to use his property as he sees fit. Failing to provide fundamental relevant information makes the process arbitrary and skews the process against the applicant as some intolerant people (who are people most likely to respond in the circumstances) may simply not like the idea of trucks going past their property even if it is for a limited period of time. Further, this process increases cost, not the least of which is delay. The lack of information and failure to provide place for expression of concern also takes away the applicant's ability to determine and address reasonable concerns that his neighbours may have;
- b. This process is contrary to the public interest. I was left to believe after having all my questions answered that the vote was pivotal despite being arbitrary for the most part due to lack of information. I understand that the process involves primarily a general environmental review *before* approval and the vote. There is no systematic review or oversight of important environmental factors including checking for invasive species or contamination of the soil that may actually be placed on the property *after* approval.


I do not know the applicant or have any personal interest in this application. But I do care about fairness because someday it may be my neighbour or me who is subject to this arbitrary process.

Hopefully municipal employees have the knowledge, skill, and experience to be able to identify the issues relevant to an application, evaluate those issues based on facts which are relevant to the application balancing public interest with private interest, and make a decision which is objective, impartial, transparent, and fair. This process in my opinion contravenes fundamental administrative law principles. I believe it should be changed.

I look forward to hearing from you as to who I should speak to about changing this process. I would ultimately like to have this issue put forward for discussion at a Council meeting. Please advise me of the meeting schedules so I can find a meeting I will be able to attend.

Sincerely yours,

FOIPPA s.22(1)



Township of
Langley



Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED:	JUNE 10, 2019 - REGULAR AFTERNOON MEETING	REPORT:	19-97
FROM:	ARTS, CULTURE, AND COMMUNITY INITIATIVES	FILE:	6125-20-WCOM1
SUBJECT:	WILLOUGHBY COMMUNITY PARK COMPLETION FUNDING REQUIREMENT		

RECOMMENDATION:

That Council approve deferral of selected capital projects previously approved as part of the 2019 budget process, as outlined in this report, to the 2020 budget process, in order to fund \$1,850,915 for completion of the final playing field in Willoughby Community Park; and

That Council approve the transfer of budget authority from the projects deferred and expenditure of said funds in the amount of \$1,850,915 to complete the final playing field in Willoughby Community Park.

EXECUTIVE SUMMARY:

A local developer approached the Township of Langley in 2018 with an offer to build a synthetic turf field at Willoughby Community Park in exchange for the ability to utilize Township owned lands to install a storm water detention system below the field, with knowledge the Township had sports fields planned at that location. As the offer of funding aligned with the already planned and in-process construction of park enhancements (Project Phase One) at Willoughby Community Park, a Memorandum of Understanding (MOU) was negotiated with that developer. The inclusion of an additional field at the park met Township objectives and addressed the needs of the local sports field user groups, and the new high school and middle school scheduled to open in September 2019.

Phase one of the project began in 2018 and included construction of a premier synthetic turf field with supporting infrastructure for tournaments, events and higher level rugby and soccer competitions. The majority of phase one work has been completed. Phase two of the project was to install a second synthetic turf field in 2019, south of the premier field to meet community needs. An additional \$3.6M was approved by Council for the project with the funding source identified as non-refundable contributions from the developer.

The MOU required that the Township alter its construction schedule to allow installation of the under field storm water detention system, prior to field construction. Because of the tight timeline to ensure that the field was finished by September to meet the needs of the community, and in order to complete the construction of the field in complimentary weather conditions to not delay construction into Spring 2020, the tender and construction contracts were executed and awarded based upon the developer's representations shortly after Council's approval of the budget.

On May 21, 2019, it became apparent that the terms of the MOU would not be met by the developer and that the anticipated funding for the field would not be achieved. The effect is the loss of a storm detention facility in the area and a contribution of approximately \$3.6M from the developer that was to fund the playing field. Staff are now proposing alternate strategies to complete the project. While certain contractual commitments are already in place, staff have not awarded tenders for significant items that were intended to be completed as the final components of phase one. By delaying the purchase and installation of venue seating and other non-completed items for the premier field, the shortfall of funding to complete the phase two playing field would be reduced to \$1,850,915.

Two options have been identified to cover this shortfall, in order to cover contractual obligations to complete Phase 2 of Willoughby Community Park:

1. Deferring other approved projects within the 2019 parks capital budget that have not yet been awarded; or alternatively
2. Borrowing the required \$1,850,915.

The deferral of other approved parks projects does not impact the 2019 Parks Capital Budget and has no significant financial implication for the Township, however it does have some impact to community groups, and neighbourhoods where parks, trails and sports fields have been planned.

Borrowing, however, does have significant financial implications if Council chooses that option.

PURPOSE:

To secure direction from Council as to how to fund Willoughby Community Park Phase 2 works that have been awarded based upon the developer's representations, but now do not have developer-contributed funds.

BACKGROUND/HISTORY:

In 2018, the Township of Langley Council approved the installation of a specialized synthetic turf field at Willoughby Community Park to accommodate regional tournaments, world-class rugby competitions and national and/or international level soccer play. The field was recently completed, with appropriate site servicing, parking areas and adequate surrounding space that would facilitate outdoor event operations and a potential future stadium at this location.

In 2019, an additional \$3.6M was approved in the Parks Capital budget to complete the second phase of works including an additional synthetic turf field, south of the main field, to address the needs of the community and the adjacent middle school, new high school and future planned events and tournaments at the park.

Coinciding with the 2019 approved capital budget, a MOU was signed with a local developer to install an underground storm water detention system on the Township's park land, in exchange for the developer providing required funds for the new synthetic turf field, parking, access road and other community amenities by a deadline of May 21, 2019 ensuring that the construction of the field and parking lot could be completed by September 2019.

Based upon the developer's representations, and in order to meet the construction timetable prior to winter weather, a construction tender was issued and a contract signed earlier in the year to allow a timeline that would meet the needs of local community groups, tournament commitments, and use of the field by the two adjacent schools.

On May 21, 2019 confirmation was received that developer was not able to finalize the project. The impact is significant. Completion of park infrastructure will be delayed and a storm detention facility for the area will be lost. For the Development Community a loss of a facility in the park location meaning land and works will need to be secured and provided at a cost significantly higher than contemplated when using the park lands and constructing the parks infrastructure.

DISCUSSION/ANALYSIS:

The local developer failed to meet the agreed upon deadline and has not proceeded with their proposed underground storm detention system. As a result, the developer will not make a financial contribution to the new synthetic field and parking area leaving the Township with a project-funding shortfall. With cost savings achieved during phase one of the project and a deferral of the purchase of stadium seating, the shortfall in funds would be \$1,850,915. There are two options for Council's consideration.

The first option is to make up the shortfall by deferring other 2019 parks projects that have not yet been tendered and contracted. The following seven (7) projects have been identified for Council's consideration:

Parks Playground Equipment Replacement	\$ 160,000
Alex Hope Park North Field Drainage	\$ 100,000
South Langley Regional Trail phase 2 works	\$ 100,000
Alex Hope Park Trail to 216 th Street Interchange	\$ 130,000
Walnut Grove Skateboard Park Lighting	\$ 80,000
George E Ross Improvements	\$ 50,000
Yorkson Community Park field fencing and parking lots	\$1,230,915
Total	\$1,850,915

While impact to the current year's Capital Budget is negligible, the projects listed above and detailed in Attachment A are important ones, intended to keep fields, playgrounds and trails in good condition, or intended to complete projects that have been started or planned.

The second option is to make up the shortfall by borrowing additional funds from the Municipal Finance Authority over a 20-year term. Debt servicing, principal and interest, are estimated to be \$123,400.

Community Implications:

Option one has some impact on communities where parks, trails and field assets are limited in number, or with regard to the Yorkson Community Park, where the project deferral delays the development of an asset in a growing community. Specifically the following impacts will result by deferring these projects:

Parks Playground Equipment Replacement – expectations have been raised around the neighbourhoods of Brown Park and Willowbrook Park that new playground equipment will be installed in the fall of 2019. Some equipment may need to be removed until new equipment is installed as it becomes unsafe with age.

Alex Hope North Field Drainage – field will continue to be closed during wet weather reducing field access for youth soccer associations. Poor field drainage resulting in weak turf health and increased risks of injury will continue until drainage is improved.

South Langley Regional Trail – continuation of trail construction will be deferred another year. Expectations of the Back Country Horsemen will not be met who have supported the trail by financial contributions.

Alex Hope Park Trail – trail connection from Alex Hope Park will not be in place when the new 216 Street overpass opens at the end of 2019.

Walnut Grove Skateboard Park Lighting – existing conditions will be maintained rather than improving security surveillance and extending hours of use into evening hours.

George E. Ross Park Improvements – drainage improvements will not occur and use of this pocket park will not increase due to lack of amenities.

Yorkson Community Park – the new fields south of 82 Avenue scheduled to be playable in September of 2019 will not have any parking associated with them. The new natural grass softball field is not playable without the fencing and backstop and LED sports lighting necessary for play. The phasing of developing this important Community Park will be delayed until funding is available.

Financial Implications:

The existing Five Year Financial Plan Bylaw does not provide budget authority for borrowing the required \$1,850,915. A budget amendment and borrowing bylaw would be required to accommodate this project.

Proceeds on a loan request will be 99.00% of the gross amount of the loan. 1.00% is deducted by the MFA for security against loan default (this is held in trust by the MFA in its Debt Reserve Fund and will be refunded to clients, with interest, at loan expiry). For this reason, total borrowing required would be \$1,869,600.

WILLOUGHBY COMMUNITY PARK COMPLETION FUNDING REQUIREMENT

Page 5 . . .

Debt servicing budget authority, including principal and interest, is estimated at \$123,400 and would be provided for in the upcoming 2020 – 2024 Five Year Financial Plan.

Respectfully submitted,

Peter Tulumello
for
ARTS, CULTURE AND COMMUNITY INITIATIVES

This report has been prepared in consultation with the following listed departments.

CONCURRENCES	
Division / Department	Name
Finance Division	K. Sinclair
Community Development Division	R. Seifi

Parks Design - Parks Playground Equipment Replacement

IMPROVEMENT Various

\$160,000

Operating Revenue: \$160,000

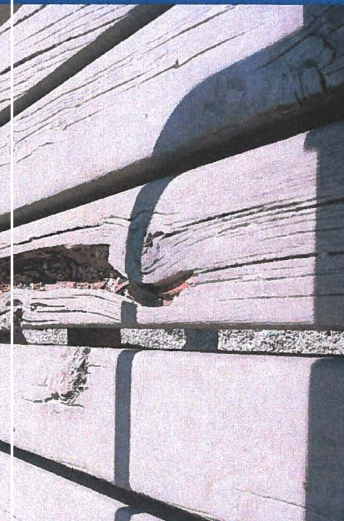
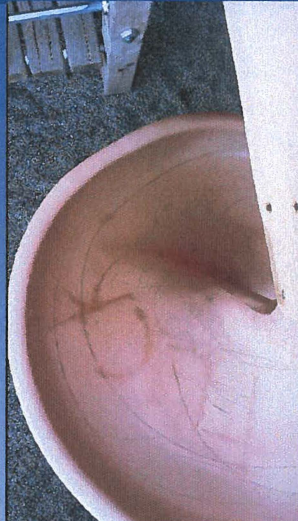
DESCRIPTION

Ongoing program to replace and upgrade existing children's play equipment in parks. Upgrades necessary to provide safe play experiences for children. For 2019 upgrade Brown Park and add to Willowbrook Park play equipment.



JUSTIFICATION

Program to replace old and outdated pressure treated wood structure play equipment with new metal frame designs. Improve accessibility for play area by removing pea gravel and adding engineered wood chip surface.



future
operating budget
requirements

2019
\$0

2020
\$0

2021
\$0

Parks Design – Alex Hope North Field Drainage

IMPROVEMENTS Walnut Grove

\$100,000

Unfunded: \$100,000

DESCRIPTION

Installation of a slit drain system to augment existing drainage system that has failed at Alex Hope Park on the north sand turf soccer field.



JUSTIFICATION

Field closures are required due to safety issues when pooling water occurs on the playing field surface. Poor field drainage contributes to weak turf health and increased risks of injury. Full utilization of this field is not being achieved due to sand permeability failure..

future
operating budget
requirements

2019
\$0

2020
\$0

Full Year
n/a

Parks Design - South Langley Regional Trail

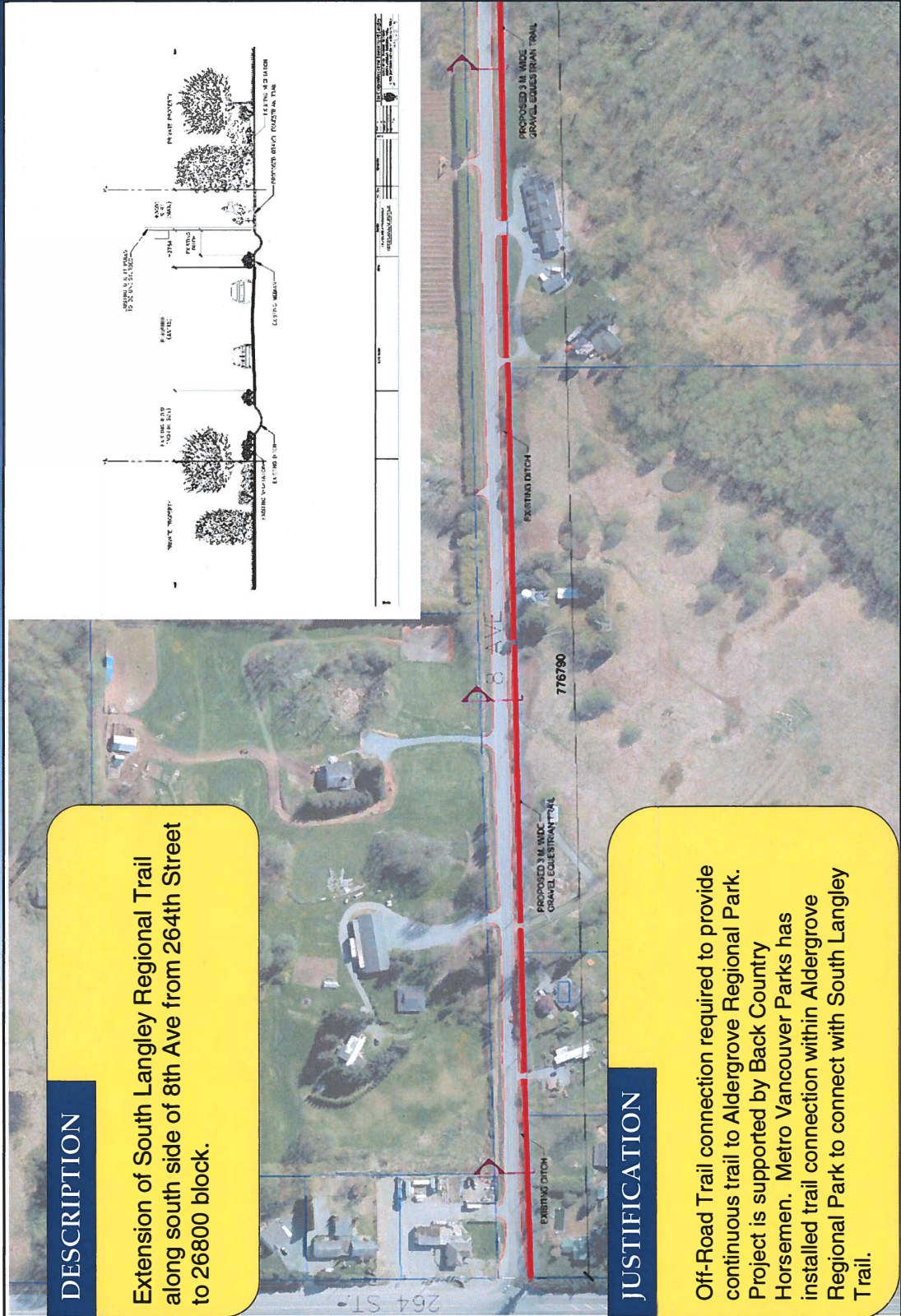
IMPROVEMENTS Rural

\$100,000

Reserve Future Capital: \$30,000
Operating Revenue: \$12,500
Development Cost Charges: \$50,000
Other: \$7,500

DESCRIPTION

Extension of South Langley Regional Trail along south side of 8th Ave from 264th Street to 26800 block.



JUSTIFICATION

Off-Road Trail connection required to provide continuous trail to Aldergrove Regional Park. Project is supported by Back Country Horsemen. Metro Vancouver Parks has installed trail connection within Aldergrove Regional Park to connect with South Langley Trail.

future
operating budget
requirements

2019
\$6,400

2020
\$0

Full Year
n/a

Parks Design - Alex Hope Park Trail to 216 St Interchange

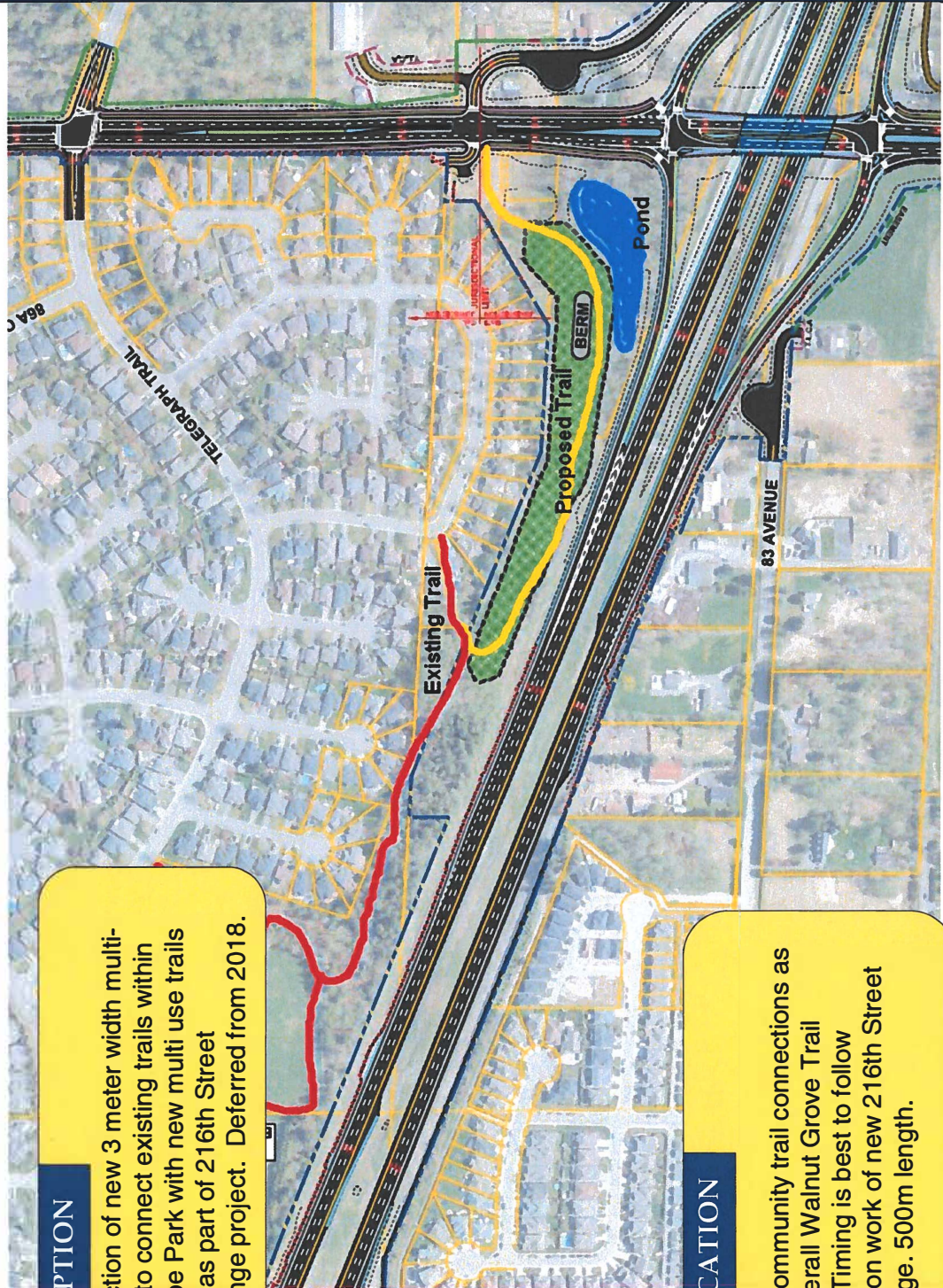
IMPROVEMENTS Walnut Grove

\$130,000

Development Cost Charges: \$130,000

DESCRIPTION

Construction of new 3 meter width multi-use trail to connect existing trails within Alex Hope Park with new multi use trails installed as part of 216th Street Interchange project. Deferred from 2018.



JUSTIFICATION

Require community trail connections as part of overall Walnut Grove Trail System. Timing is best to follow construction work of new 216th Street Interchange. 500m length.

future
operating budget
requirements

2019
\$0

2020
\$12,000

Full Year
n/a

Parks Design – Walnut Grove Skateboard Park Lighting

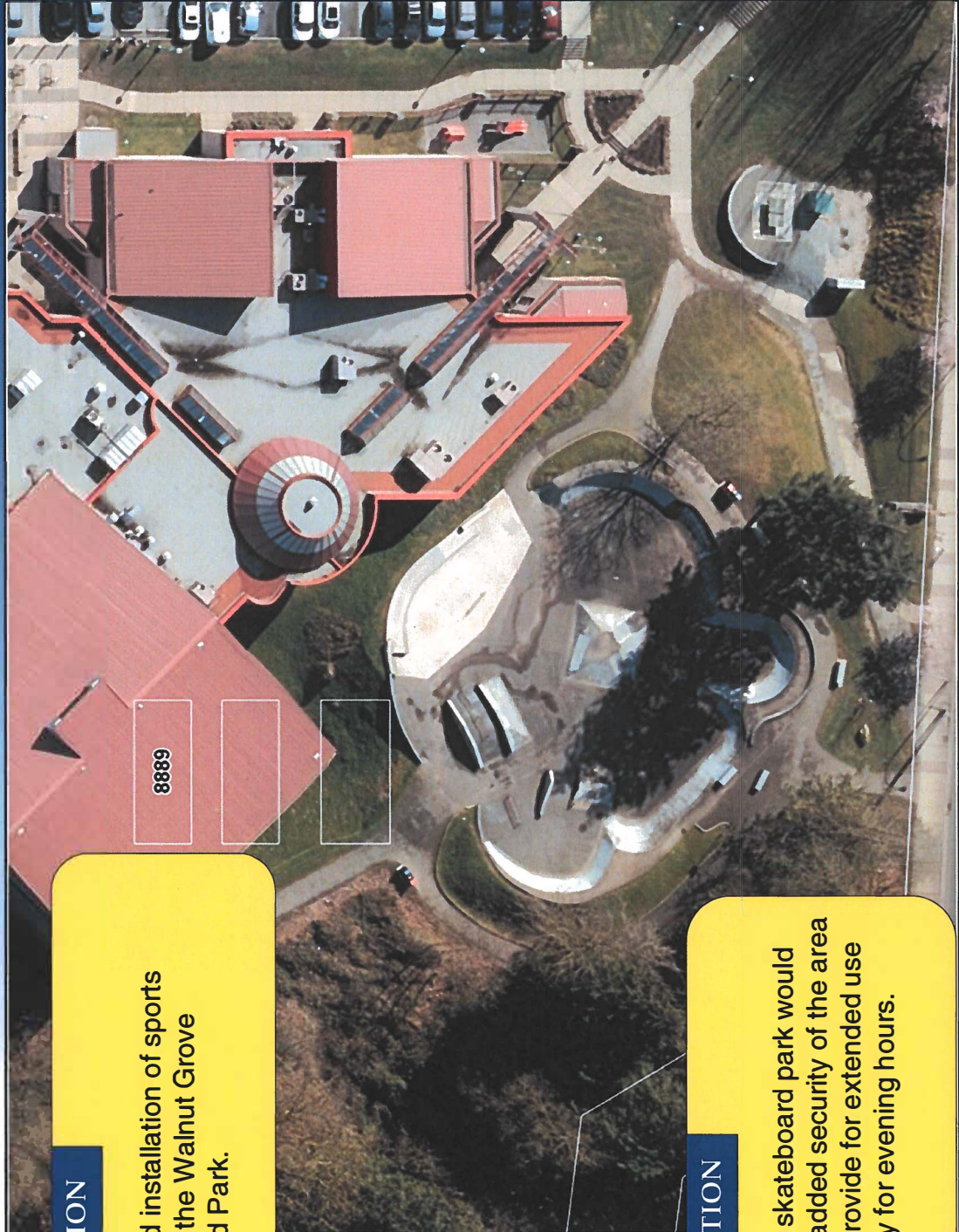
IMPROVEMENTS Walnut Grove

\$80,000

Unfunded: \$80,000

DESCRIPTION

Design and installation of sports lighting for the Walnut Grove Skateboard Park.



JUSTIFICATION

Lighting the skateboard park would provide for added security of the area as well as provide for extended use of the facility for evening hours.

future
operating budget
requirements

2019
\$0

2020
\$12,500

Full Year
n/a



Parks Design - George E Ross Park Improvements

IMPROVEMENT Aldergrove

\$50,000

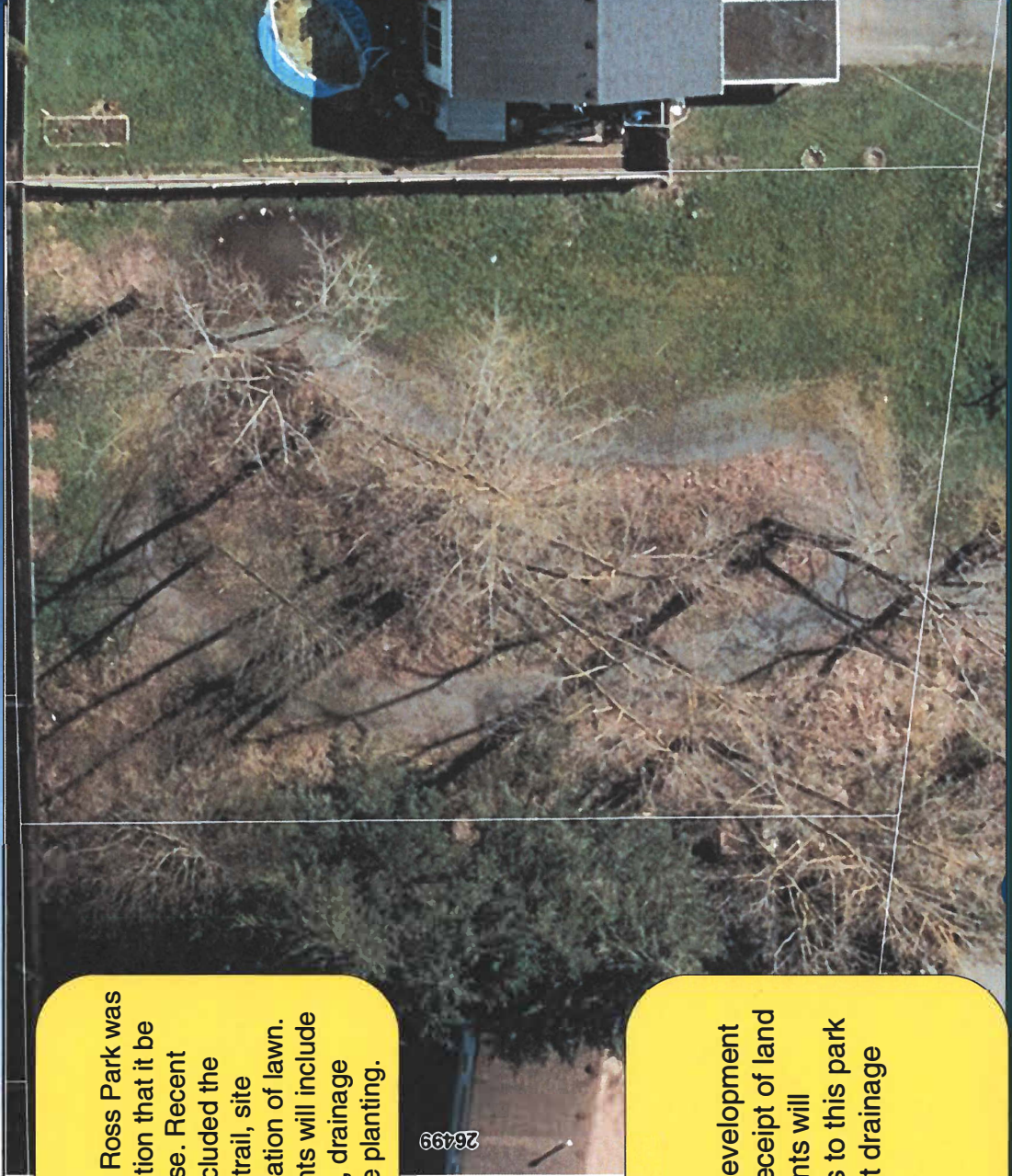
Development Cost Charges: \$50,000

DESCRIPTION

The land for George E Ross Park was donated with the condition that it be developed for public use. Recent improvements have included the installation of a gravel trail, site clearing and the installation of lawn. Additional improvements will include benches, picnic tables, drainage improvements and tree planting.

JUSTIFICATION

Commitment to park development was made at time of receipt of land donation. Improvements will increase public access to this park and deal with a current drainage problem.



future
operating budget
requirements

2019
\$0

2020
\$0

full year
n/a

Parks Design - Willoughby Area Park Infrastructure Improvements

IMPROVEMENTS Willoughby

\$1,439,956

Operating Revenue: \$400,000
Development Cost Charges: \$1,000,000
Non Refundable Deposit: \$39,956

DESCRIPTION

Phased construction of new 52 acre Community Park in Yorkson. New Middle School opened on this shared site in September of 2014. Synthetic turf and sand-turf fields built in 2017. Additional synthetic turf fields, children's play area, spray park, washroom buildings, parking lots and connecting trails as per the Conceptual Masterplan for the site. For 2019: parking areas, field lighting and backstop fencing.

JUSTIFICATION

New Community Park is required to meet the needs of new residents in Willoughby. This is a significant public open space amenity that will serve the high density residential developments in the Yorkson area. This is a multi phased park development project. Only those components defined in the Parks DCC program can be funded by Park DCC's. All other components must be funded from Operating Revenue. 2019 requires LED sports lighting for softball diamond and backstop \$400,000 and parking lot for new sand turf fields south of 82nd Ave. \$600,000 Community Garden plots \$39,956.

PARK CONCEPT

PARK ELEMENTS

- 1 - Proposed BC Wood Main Park
- 2 - Lighted Artificial Turf Field
- 3 - Regulation Size Soccer Field
- 4 - Regulation Size Soft Diamond
- 5 - New Tennis Courts
- 6 - New Basketball Courts
- 7 - Sand Volleyball Court
- 8 - Sand Volleyball Court
- 9 - Soccer Areas with Group Picnic Shelter
- 10 - Concession Stand
- 11 - Field House (Minimum Main Park)
- 12 - Water Park (12,443sq')
- 13 - Play Area (2,200m²)
- 14 - Mountain Bike Park
- 15 - Walking Trails & Nature Areas
- 16 - 1,800 Parking Spots
- 17 - 300m of Trails (2,300m)



future
operating budget
requirements

2019
\$186,480

2020
\$0

Full Year
\$0

Township of
Langley



Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED: JUNE 10, 2019 - REGULAR AFTERNOON MEETING
FROM: PROTECTIVE SERVICES DIVISION
SUBJECT: HEAVY RESCUE TRUCK REPLACEMENT

REPORT: 19-90
FILE: 7380-20

RECOMMENDATION(S):

That Council authorize pre-approval of the scheduled replacement of the 2020 Heavy Rescue Truck.

EXECUTIVE SUMMARY:

Rescue 4 is scheduled to be replaced in 2020.

The Fire Chief is seeking Council's pre-approval to expedite the purchase of a new/replacement heavy rescue truck due to the current build which is 365 days (as of May 9, 2019).

Should Council wish to wait for approval of the 2020 budget, delivery of a replacement heavy rescue truck would be at the earliest 400+/- days from date of order (late summer/early fall 2021).

The heavy rescue truck replacement is included in year two of the 2019 – 2023 Five Year Financial Plan. Payment will be required upon delivery in 2020.

PURPOSE:

Seeking authorization to expedite the ordering of a replacement heavy rescue truck.

HEAVY RESCUE TRUCK REPLACEMENT

Page 2 . . .

BACKGROUND/HISTORY:

Recue 4 is scheduled to be replaced in 2020.

During the recent 2017 procurement of the seven (7) Engine/Tenders, Township staff ensured that the opportunity to purchase additional fire apparatus' from a preferred vendor was permissible. This was done to standardize equipment and to ensure opportunities for future purchases were in place. Specifically, proponents acknowledge that any contract entered into by the Township for the supply and delivery and ongoing support of the fire apparatus will expressly permit the Township to order additional fire apparatus' directly from the preferred vendor upon the Township and the vendor coming to an agreement on terms and conditions.

The preferred vendor Safetek Emergency Vehicles is able to supply a heavy rescue truck for delivery in the spring of 2020. Should Council not support the recommended pre-approval and they wish to wait for approval of the 2020 budget, then delivery of the replacement heavy rescue truck would be 400+/- days from the date of order/purchase - late summer/early fall 2020.

Financial Implications:

Within the current Five Year Financial Plan, the Township budgeted for the replacement of a heavy rescue truck in 2020 (\$932,432 CAD).

Receiving the new/replacement rescue truck in the spring of 2020 aligns with the current Township's Five Year Financial Plan.

Funding is available within the current Fire Department Fleet Replacement Funding envelope.

Respectfully submitted,

STEPHEN R. GAMBLE
for
PROTECTIVE SERVICES

This report has been prepared in consultation with the following listed departments.

CONCURRENCES	
Division / Department	Name
Finance Division	K. Sinclair

Township of
Langley



Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED: JUNE 10, 2019 - REGULAR AFTERNOON MEETING
FROM: PROTECTIVE SERVICES DIVISION
SUBJECT: TWO ENGINE / TANKERS - FIRE TRUCK REPLACEMENT

REPORT: 19-91
FILE: 7380-20

RECOMMENDATION(S):

That Council authorize pre-approval of the scheduled replacement of two Engine / Tanker - Fire Trucks.

EXECUTIVE SUMMARY:

Two Engine / Tanker - Fire Trucks are scheduled to be replaced in 2020.

The Fire Chief is seeking Council's pre-approval to expedite the purchase of two replacement fire trucks due to the current build which is 365 days (as of May 9, 2019).

Should Council wish to wait for approval of the 2020 budget, delivery of a replacement heavy rescue truck would be at the earliest 400+/- days from date of order - late summer/early fall of 2021).

The two Engine / Tankers fire truck replacements are included in year two of the 2019 – 2023 Five Year Financial Plan. Payment will be required upon delivery in 2020.

PURPOSE:

Seeking authorization to expedite the ordering of two Engine / Tanker fire trucks.

TWO ENGINE / TANKERS - FIRE TRUCK REPLACEMENT
Page 2

BACKGROUND/HISTORY:

Two Engine / Tanker fire trucks are scheduled to be replaced in 2020.

During the 2017 procurement of the seven (7) Engine / Tenders, Township staff ensured that the opportunity to purchase additional fire apparatus' from a preferred vendor was permissible. This was done to standardize equipment and to ensure opportunities for future purchases were in place. Specifically, proponents acknowledge that any contract entered into by the Township for the supply and delivery and ongoing support of the fire apparatus will expressly permit the Township to order additional fire apparatus' directly from the preferred vendor upon the Township and the vendor coming to an agreement on terms and conditions.

The preferred vendor Safetek Emergency Vehicles is able to supply the replacement of two Engine / Tanker fire trucks for delivery in the spring of 2020. Should Council not support the recommended pre-approval and they wish to wait for approval of the 2020 budget, then delivery of the replacement heavy rescue truck would be at the earliest 400+/- days from date of the order/purchase - late summer/early fall 2021.

Financial Implications:

Within the current Five Year Financial Plan, the Township budgeted for the replacement of two Engine / Tanker fire trucks in 2020 (\$672,536 CAD times two).

Receiving the new/replacement of the two Engine / Tanker fire trucks in the spring of 2020 aligns with the current Township's Five Year Financial Plan.

Funding is available within the current Fire Department Fleet Replacement Funding envelope.

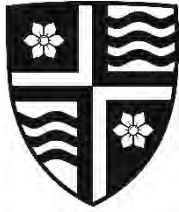
Respectfully submitted,

STEPHEN R. GAMBLE
for
PROTECTIVE SERVICES

This report has been prepared in consultation with the following listed departments.

CONCURRENCES	
Division / Department	Name
Finance Division	K. Sinclair

Township of
Langley



Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED: JUNE 10, 2019 - REGULAR AFTERNOON MEETING
FROM: COMMUNITY DEVELOPMENT DIVISION
SUBJECT: HERITAGE ASSESSMENT
FORMER ALDERGROVE FIRE HALL NO. 3

REPORT: 19-93
FILE: 6800-26

RECOMMENDATION:

That Council receive the report for Heritage Assessment for the former Aldergrove Fire Hall No. 3 located at 2900 – 272 Street, provided as Attachment A, for information.

EXECUTIVE SUMMARY:

On January 21, 2019, Council passed a resolution requesting that a heritage conservation consultant be retained to assess the heritage value of the former Aldergrove Fire Hall No. 3 located at 2900 – 272 Street in Aldergrove, and provide analysis on the feasibility of its relocation. To complete this work, Donald Luxton & Associates was contracted to prepare the assessment, which is now complete and provided as Attachment A.

The assessment includes an overview on the history of the Township's fire halls, details on the construction of Aldergrove Fire Hall No. 3 in the late 1950s, and a condition assessment that addresses the feasibility of its relocation.

The former fire hall has been assessed for its heritage value based on architectural, contextual and associative values, its compatibility or usability for new uses within its current context, and its current condition. Details on upgrades made to the building in 2002, complete with the structural engineering drawings, are also included in the report as background for comments regarding its compliance with the BC Building Code. Based on these criteria, and the feasibility of relocating the building, the consultant recommends it be considered for addition to the Township's Community Heritage Register. Like the Aldergrove Elementary School that means Heritage aspects of the building could be preserved and considered when other community needs are considered.

This assessment is being provided for information at Council's request. Should Council wish to consider granting it heritage status, a resolution of Council to add the site to the Township's Community Heritage Register is required, after which a Statement of Significance will be prepared by the consultant for registration with the province.

PURPOSE:

The purpose of this report is to provide Council with the heritage assessment requested for the former Aldergrove Fire Hall No. 3 for information.

BACKGROUND/HISTORY:

On January 21, 2019 at the Regular Afternoon Meeting, Council passed the following resolution:

“Whereas there is considerable public concern about the heritage value of the old Aldergrove Fire Hall;

Therefore be it resolved that Council engage a Heritage Conservation Consultant to assess the heritage value of this building and the feasibility of its relocation.”

In accordance with Council's direction, Donald Luxton & Associates Ltd. was contracted to prepare the heritage assessment, which is now complete and attached to this report as Attachment A. The assessment includes an overview on the history of the Township's fire halls, the construction of Aldergrove Fire Hall No. 3 in the late 1950s, and a condition assessment that addresses the feasibility of relocating the building.

DISCUSSION/ANALYSIS:

Former Aldergrove Fire Hall No. 3 has been assessed for its heritage value based on architectural, contextual and associative values, its compatibility or usability for new uses within its current context, and its current condition. Details on the upgrades made to the building in 2002, complete with the structural engineering drawings, are also included in the report as background for comments provided on its seismic upgrading and compliance with the BC Building Code. Based on the above criteria and the feasibility of relocating the building, the consultant recommends that the building be considered for addition to the Township's Community Heritage Register.

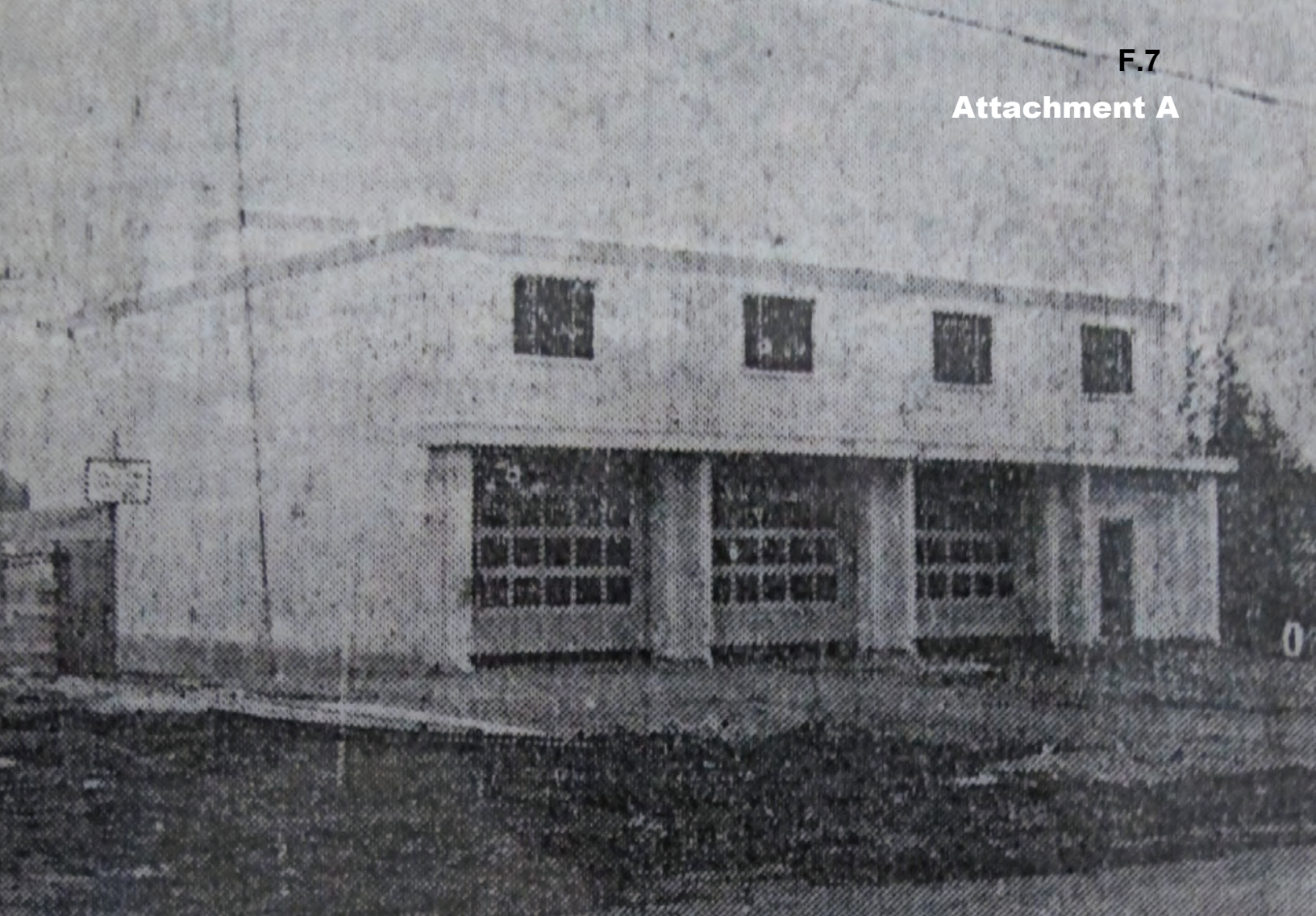
The Township's Community Heritage Register is an official list of historic places that have been formally recognized for their heritage value through a resolution of Council. Inclusion on the Community Heritage Register does not constitute heritage designation, or any other form of permanent heritage protection, but rather identifies a site's significance for planning purposes, and gives notice to owners or potential buyers of heritage factors that may affect development options for a property. Resources that are added to the Community Heritage Register are included on the British Columbia Register of Historic Places and the Canadian Register of Historic Places, and are eligible for special provisions under the BC Building Code's Heritage Building Supplement, as well as grants through the Township's Heritage Building Incentive Program.

An additional consideration within the larger context that may support its official recognition, is that there are currently no institutional buildings or sites on the Township's Register that represent the theme of Civic Administration and the delivery of municipal services throughout the Township's history (see *Our Shared History: Historic Context Statement and Thematic Framework – Summary 2017*, Section 3 - Governance).

Should Council wish to consider its addition to the Register, a resolution of Council is required to add the site to the Township's Community Heritage Register, after which a Statement of Significance will be prepared by the consultant for registration with the province.

Respectfully submitted,

Elaine Horricks
 HERITAGE PLANNER
 for
 COMMUNITY DEVELOPMENT DIVISION



FIRE HALL NO. 3

2900 272 STREET

HERITAGE ASSESSMENT

MAY 2019

DONALD LUXTON
AND ASSOCIATES INC



HERITAGE ASSESSMENT: FIRE HALL NO. 3

ADDRESS: 2900 272 Street
MUNICIPALITY: Langley, British Columbia
NEIGHBOURHOOD: Aldergrove
HISTORIC OWNER: Township of Langley
DATE OF CONSTRUCTION: 1958-1959



1. FIRE HALL NO. 3 HISTORY

Fire Hall No. 3 is a two-storey commercial structure located at 2900 272 Street in the Aldergrove area of Langley. The building is characterized by its flat roof and large, open storefront, which was converted from the original fire truck bays.

HISTORY OF LANGLEY FIRE HALLS

Early Langley residents were responsible for fending off fires close to their own properties. In the early 1900s the town of Langley Prairie had no organized fire brigade and after a few major fires, a group of local men gathered in Easingwood's store to discuss the establishment of the Langley Prairie Volunteer Fire Department. After a fire destroyed a large area of Langley Prairie in May 1928, the Hilton Brothers – who owned Hilton Brothers Garage – cut the back off a Hudson sedan, fitted an irrigation pump and some ladders and built Langley's first motorized fire vehicle. Next, sump holes were strategically dug under the sidewalks around the area, designed as reservoirs for emergency water supply. The telephone company became the alerting system and a fan-out procedure was developed to alert the volunteers. The phones of the farmers, the butchers, the barbers, and businessmen would ring, someone

on the other end would shout “Fire!” and signs would be placed on locked doors that said, “Closed, gone to a fire.”

By the 1930s, however, “volunteer” fire departments became a necessity due to the growing population of Langley. Each neighbourhood’s “volunteer” fire department enlisted the help of local men to answer emergency calls. The establishment of the fire districts grew out of the wartime ARP initiatives. Various neighbourhood departments included Langley Prairie, Murrayville, Willoughby, Brookwood, Fort Langley and Aldergrove, and later Otter and Walnut Grove. During the late 1950s and early 1960s, Langley’s volunteer fire departments partnered with local ratepayers to build new fire halls throughout the Township and purchase fire trucks with attached water hoses. To this day, the Township of Langley employs both paid full-time and “paid on-call” forces (approximately half and half today).

The volunteer system worked well, but as the population increased the calls for service increased as well. As the issues of safety came to the forefront, training had to increase, putting more demands on volunteer’s time and requiring more firefighters to respond to do the job safely. Today, the Township of Langley employs both paid fulltime and volunteer forces, and over 10,000 calls a year are answered by the Langley City and Township fire crews.

Fire Hall No. 3 was constructed during the 1950s and 1960s trend of volunteer fire departments partnering with local ratepayers to construct purpose-built fire halls. This building however, was not the first fire hall to serve the Aldergrove community; the Aldergrove Volunteer Fire Department (AVFD) was established in 1942 and originally operated out of a small, one-bay building in the area. In 1956, the AVFD and local ratepayers approved the plans to establish a new fire hall on Jackman Road. Blueprints for Fire Hall No. 3 were created by AVFD president George MacDonald and approved in 1958, after an agreement was reached that costs would be limited to \$14,000 (though it ultimately exceeded that budget by a few thousand dollars). The plans for the Fire Hall were based upon the design of a hall in Florence, South Dakota, which has since been demolished.

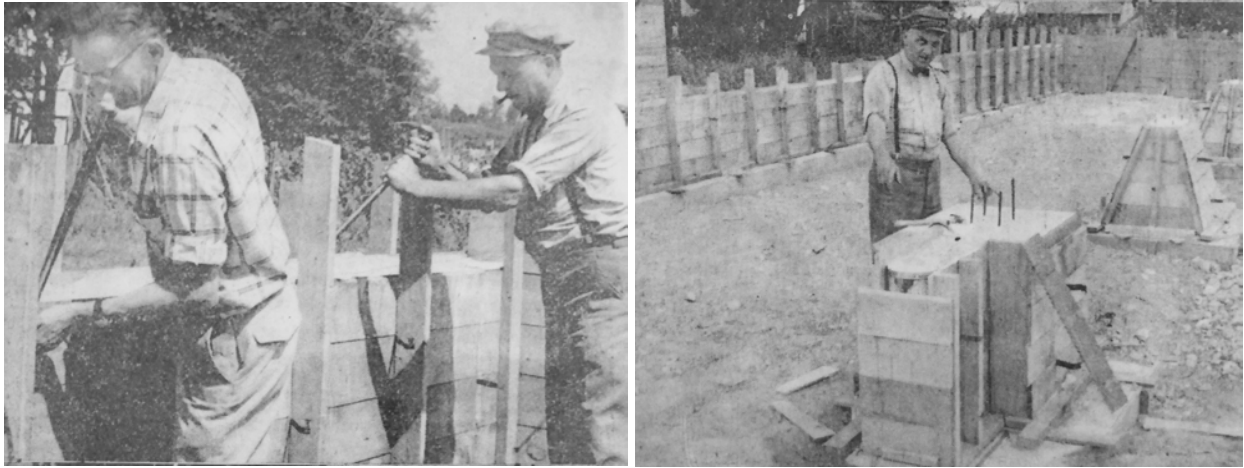
The lot was cleared for the Fire Hall at the intersection of 29 Avenue (Boundy Road) & 272 Street (Jackman Road) in 1958. Construction was completed in 1959 on the 2,850 square foot building, featuring concrete block construction and an internal timber structure, and it was officially opened on October 10th of that year. The new Fire Hall “had three bays, a hose-drying tower, hallways, an office, washroom, and furnace room on the ground floor, with a meeting hall, committee room, washrooms, and kitchen upstairs” (*The Place Between*, page 77-78).

As the community grew, so too did the demand for essential services; increased community development resulted in the expansion of the Fire Hall in 1977. The original building was expanded in 1978 by Wolf Zillich, a Fire Department employee. In 2001, the Township constructed a new fire hall, resulting in Fire Hall No. 3 becoming surplus infrastructure; the Township sold the building in 2002, whereupon it was rezoned to allow a conversion to commercial and residential use. Fire Hall No. 3 remains the oldest surviving station in Langley; the second oldest, Otter, was constructed in 1977.

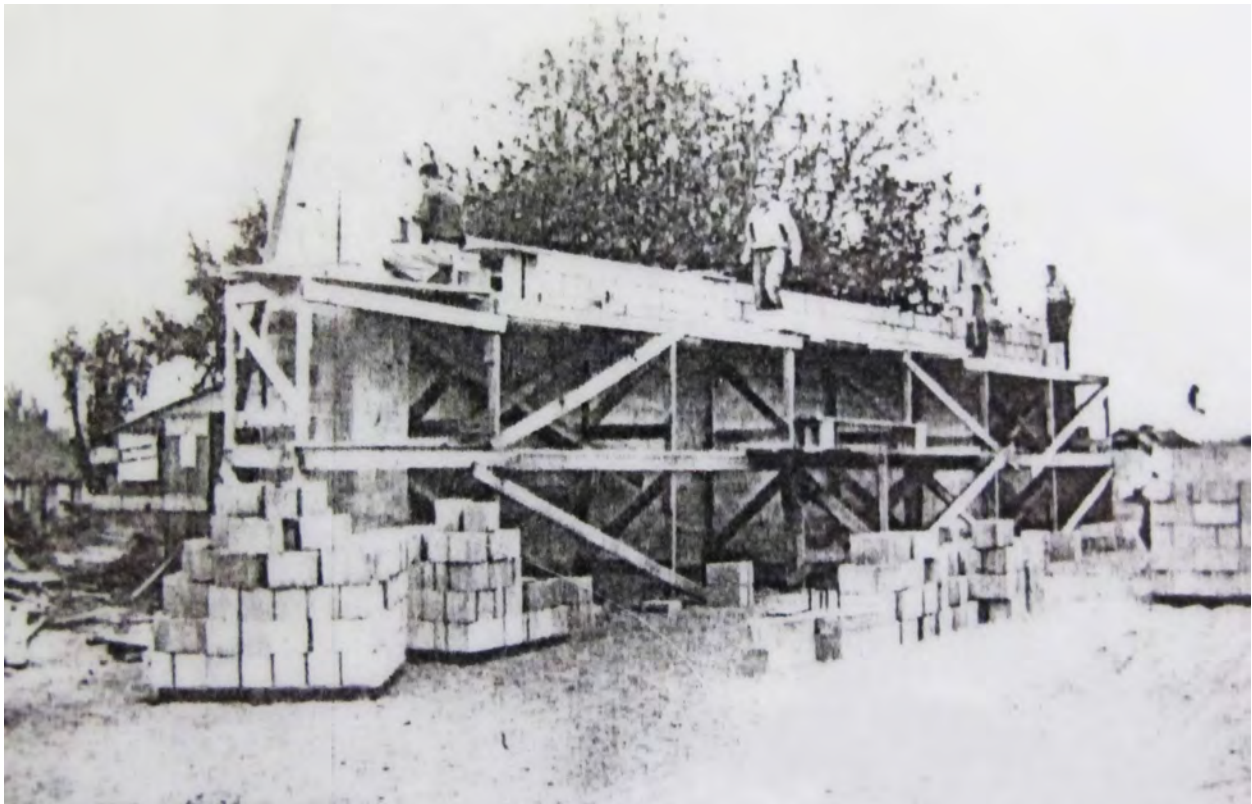
2. CONSTRUCTION PROCESS

Photographs and newspaper clippings provided courtesy of Deputy Fire Chief Bruce Ferguson

Location: Fire Hall No. 6, 22170 – 50 Avenue, Langley

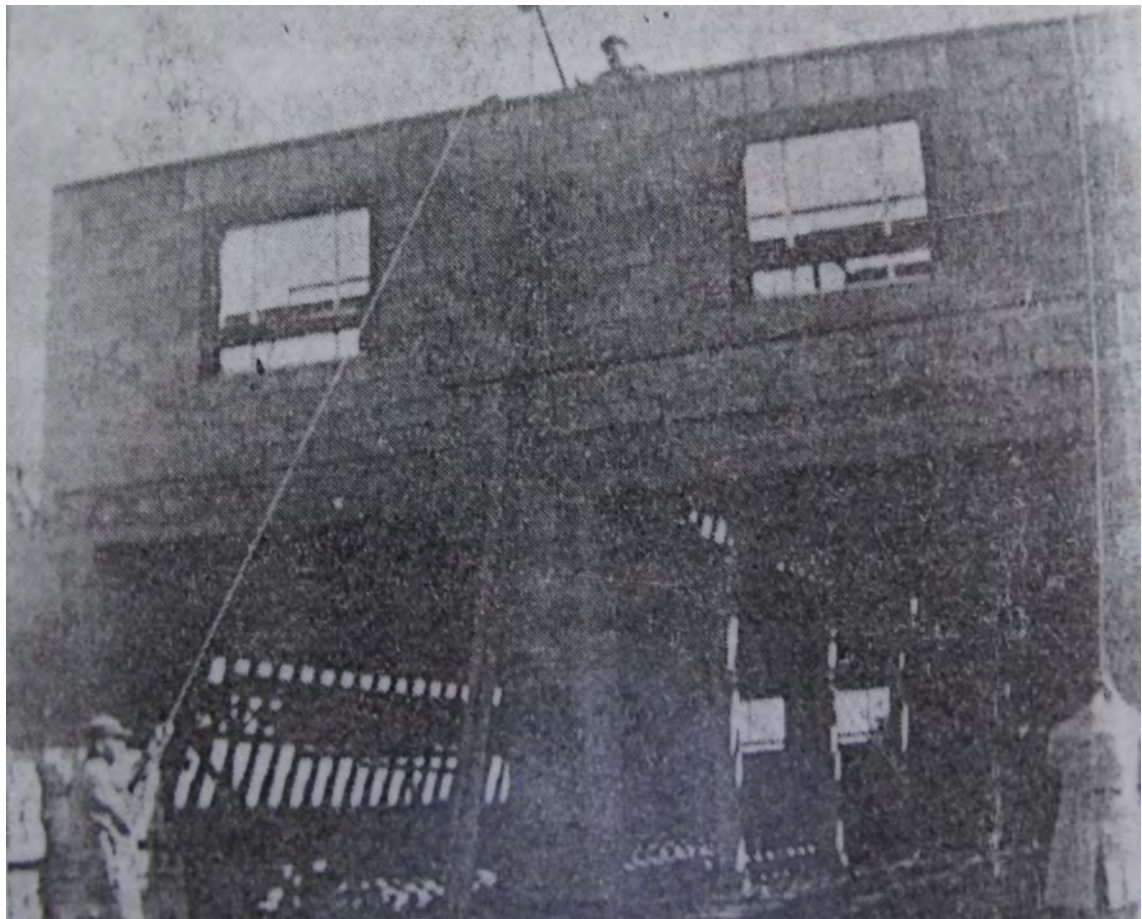


August 14, 1958

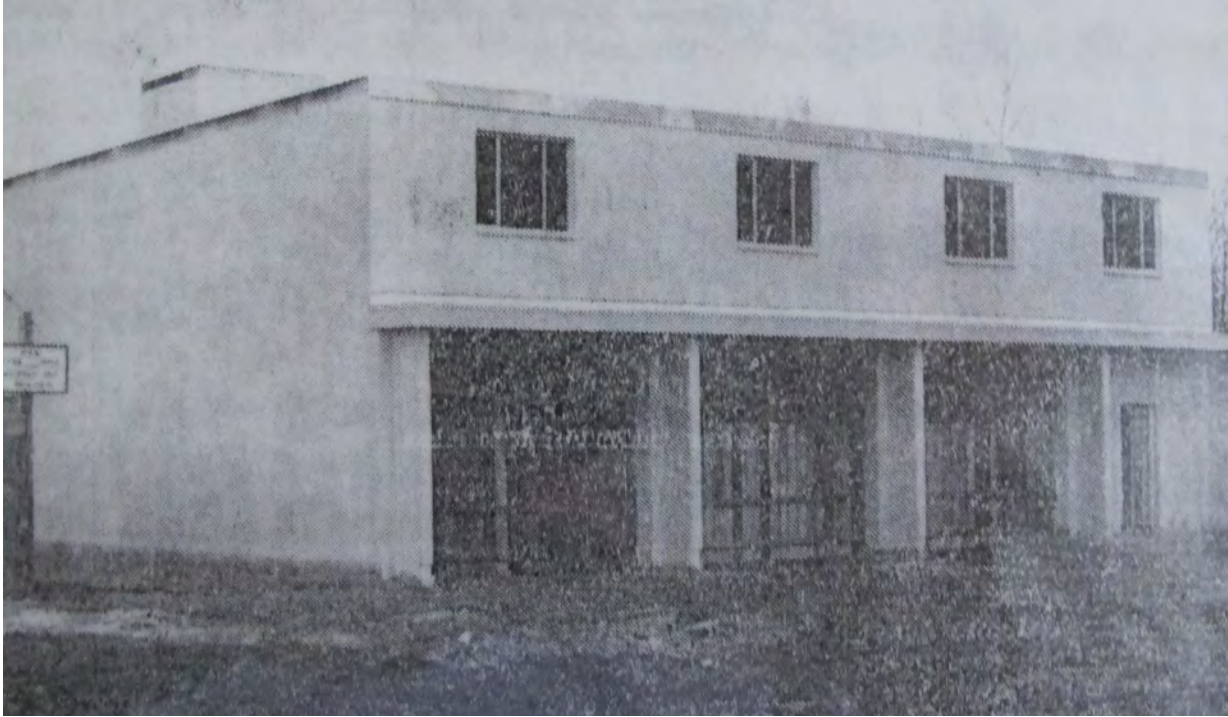




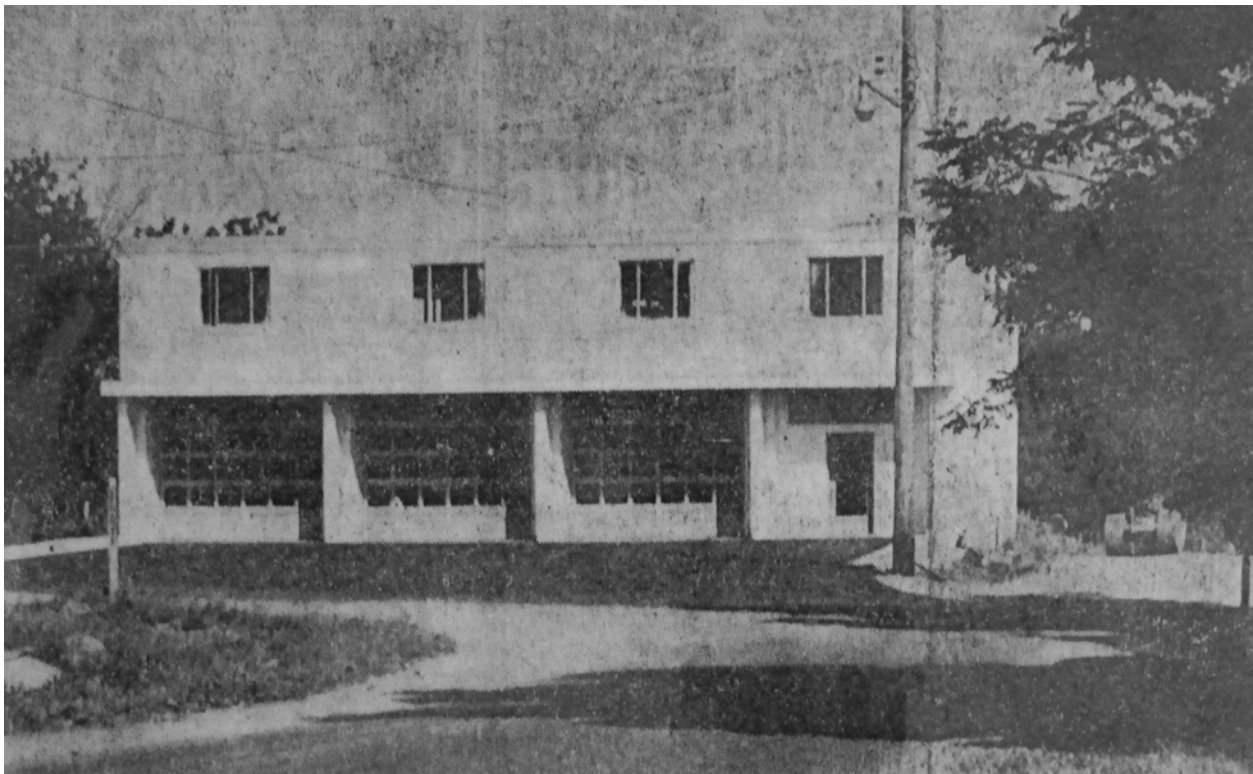
September 25, 1958 "Nearly half-way up is the new Aldergrove fire hall on Jackman Rd. south. Members of the community and some paid help have been making steady progress on the construction. Since the photo was taken a volunteer crew has poured a solid concrete lintel across the top of the front doors. When completed sometime next year, the three-bay, double storey fire hall will be the largest in the Fraser Valley".







Aldergrove Civic Asset, December 11, 1958: "New Fire Hall at Aldergrove is drawing many plaudits for its imposing appearance now that the roof is finished and members of the department are starting to get doors and windows ready. Voluntary work of adding the finishing touches is expected to take the best part of next year. Cost of the structure is being held to about \$14,000."



August 3, 1960, blacktop pavement added to the entryway

New Fire Hall Went Smoothly Right From The Very Start

Plans to purchase a new fire hall on Jackman Road were approved July 12, 1956, at a joint meeting of Aldergrove Volunteer Fire Department and ratepayers of the fire area. Municipal Council at the same time gave approval to the project.

The lot where the new hall stands measures 100 feet deep and 130 feet wide.

Work started on clearing the site opposite Boundy Road in July, 1958, and concrete founda-

tions were laid in August.

From the very outset the building of this Hall has been looked upon as a Community project and well over 100 persons have donated time and cash towards it.

Ground floor area of the 2-storey 3-bay fire hall is 2,850 sq. ft., being 50 by 57 feet. Construction is largely of concrete block with a flat asphalt and gravel roof over heavy timber.

Design is based mainly on a Fire Station at Florence, South Dakota, and plans were originally blueprinted by A.V.F.D. President George MacDonald.

The ground floor is mostly devoted to three bays for the fire trucks but in addition to the tower for drying hose, there is a hallway, an office, furnace room and washroom.

Upstairs, the building plan shows a large meeting hall using the bulk of the floor area at the front, with a committee room and kitchen at the rear.

This fire hall will be one of the largest in the Fraser Valley and as a community project taking only a year and a half to build to its present state, it shows the great interest and enthusiasm shown by the district for its Volunteer Fire Fighting service.



Vancouver Sun, September 17, 1959

3. CONDITION ASSESSMENT

The original structure of Fire Hall No. 3 consisted of poured concrete foundations and slab, concrete block walls, heavy timber columns, timber joists and “Pan-Abode” 6” thick floors and ceilings. In 2002, the structure was upgraded when it was converted to commercial use; the upgrade involved pouring concrete into the masonry wall cavity and adding steel rods to reinforce the walls in 4-foot increments. Cross-beams were also added, and a concrete shear wall was installed. Additionally, internal 2x4 insulated walls were added upstairs, with a 1” cavity between the new walls and the concrete block walls. The building has also been sprinklered. The hose tower was converted to an internal staircase to provide access to a new roof deck and exterior cracks were repaired and the stucco and blocks were painted with elastomeric paint.

This upgrading was considered B.C. Building Code (BCBC) compliant in 2002 and would likely be sufficient to meet structural upgrading for a Heritage Register building under current BCBC requirements.

3.1 RELOCATION FEASIBILITY ASSESSMENT

Relocating masonry buildings is more difficult than wood frame structures due to the lack of flexibility in masonry construction. The rigid nature of historic masonry buildings necessitates relocation plans involving extensive structural interventions to ensure lateral stability and sufficient base support. This stability is often achieved through the construction of a heavy steel support network beneath the existing structure with the addition of temporary interior or exterior lateral supports. Due to the inherent weight of structural masonry architecture, relocation measures may also require the construction of specialized track systems where vehicular transport may not be sufficient.

Fire Hall No. 3 would be an exceptionally difficult, if not impossible, building to relocate, based on the following assessment:

Slab on Grade Construction:

The concrete slab of the building sits directly on the ground, and is therefore not structurally integrated with the remainder of the building. Moreover, the individual internal structural columns sit on individual footings that could not be picked up together, indicating that it would not be possible to lift the building other than through massive trenching which would allow moving equipment to go under the entire structure. This would be prohibitively costly and exceedingly difficult to accomplish.

Two-Part Construction:

The building has a large rear addition. It is unknown if the two parts could be relocated together, due to the disparate nature of the construction. Both halves of the building are of slab on grade construction.

Concrete Block Construction with Internal Wooden Structure:

The two parts of the building are built monolithically of structural concrete blocks, which form the walls and cladding. This is a very challenging material to lift and relocate due to the potential for cracking and failure once the walls are lifted off the foundations. As it may not even be possible to get moving equipment under the walls, this may not even be feasible.

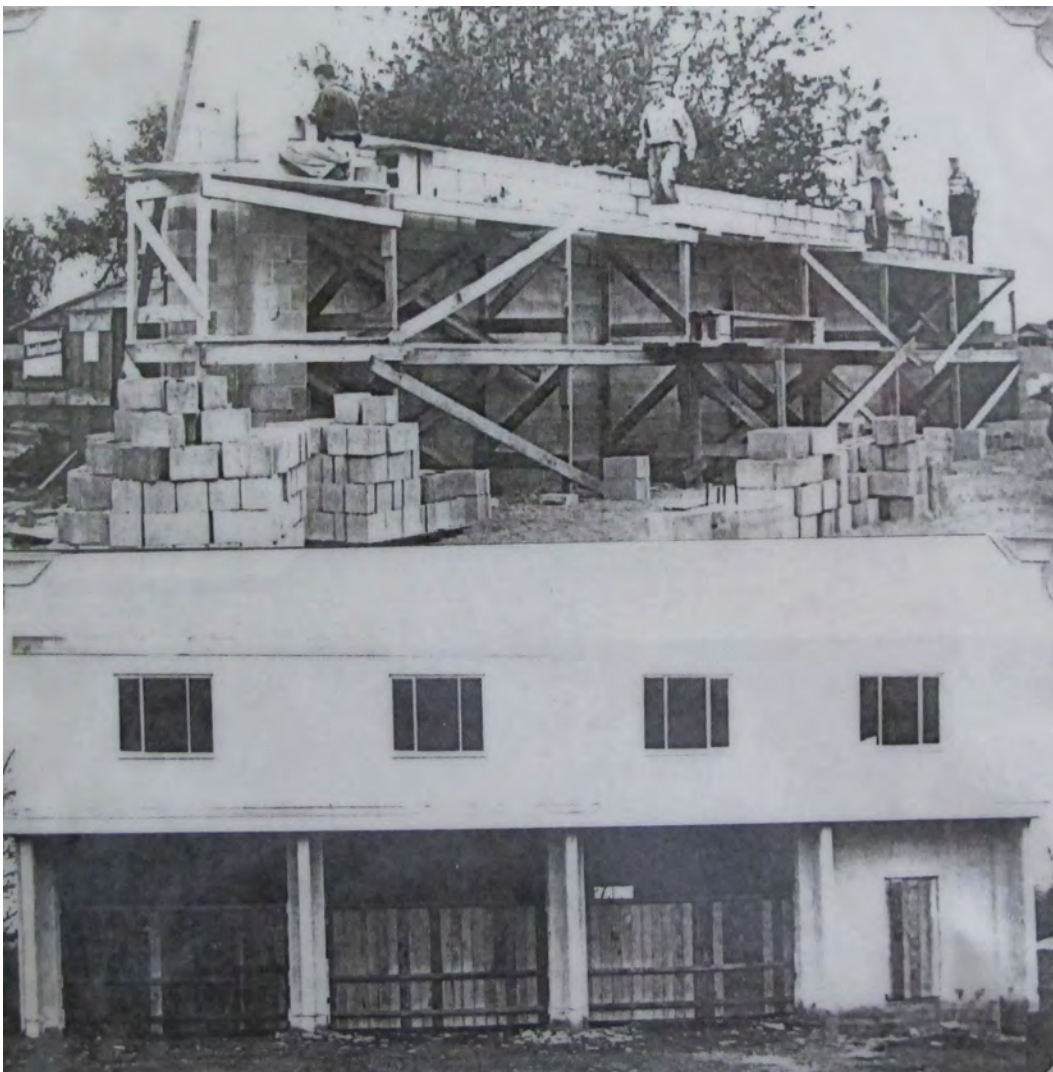
Cost and Difficulty:

Given the above complications, it may only be possible to relocate parts of the building, perhaps the upper floor in two halves, which would still present an extreme challenge. Potentially, the entire ground floor would have to be demolished and rebuilt, and it would be difficult to salvage any materials that could be re-used after relocation.

CONCLUSION:

In its current situation, the structure is stable and has been seismically upgraded. Relocation, if determined to be feasible by a structural engineer and relocation expert, would potentially cause fragmentation of the building, requiring much of it to be rebuilt, and would incur exceedingly high costs.

Given these construction challenges, and the potential costs, Fire Hall No. 3 is not considered a candidate for relocation.



4. HERITAGE ASSESSMENT SUMMARY

Assessment Criteria	Yes	No	Explanation
1. Architecture <i>- Is the site architecturally significant?</i> <i>- Is the site a significant expression of a particular style (i.e. Arts & Crafts, Modern, etc.)?</i> <i>- Does the site feature unique design details or features?</i> <i>- Is the site a rare or unique or representative example of a particular style/type?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The modest fire hall-turned-mixed-use building expresses a vernacular architectural style, representative of its function and period of development.
2. Context: Neighbourhood/Landscape <i>- Is the site historically significant in the development of the particular neighbourhood?</i> <i>- Does the site reflect a significant pattern of development in the Township of Langley?</i> <i>- Is the site a landmark in the Township or neighbourhood?</i> <i>- Does the landscape or natural environment of the site hold significance for the neighbourhood/City?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The building was constructed to serve the Aldergrove community and is valued as part of a pattern of volunteer fire departments and local ratepayers collaborating to have purpose-built fire hall buildings constructed during the 1950s and 1960s.
3. Person/Event <i>- Is the site significant for its association with a particular person or group of people?</i> <i>- Is the architect/builder significant?</i> <i>- Is the site significant for its association with a particular event?</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The building was constructed for the Aldergrove Volunteer Fire Department and was in use until 2000.
4. Contemporary Compatibility/Usability <i>- Does the site maintain its original context? Is the site compatible with its current context?</i> <i>- Is the space relevant within the contemporary context and surrounding environment?</i> <i>- Is there potential for the current use of the site to continue or for a compatible future use?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The building does not maintain its original use but is compatible with its current context.

Assessment Criteria	Yes	No	Explanation
5. Additions/Alterations/Condition <i>- Does the site maintain a high degree of its original integrity (does it maintain many of its original features)?</i> <i>- If site has been altered, are the alterations compatible with and distinguishable from the original building/site?</i> <i>- Is the site in fair structural condition?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire Hall No. 3 has undergone relatively minor alterations over time. Its changes have included: an addition to the rear, replacement of windows (though two original windows exist on the south elevation, see below), addition of a cornice and projecting front entryway, and the application of stucco cladding. Of its three original bay doors, two remain intact and the third is being held in storage. Despite these changes over time, the building continues to maintain a high degree of its original integrity.
Does the site merit further heritage consideration by the Township of Langley, based on the above criteria? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Heritage Assessment Summary: During the late 1950s and early 1960s, Langley's volunteer fire departments partnered with local ratepayers to build new fire halls throughout the Township and purchase fire trucks with attached water hoses. To this day, the Township of Langley employs both paid full-time and volunteer fire-fighting forces. This building, the former Fire Hall No. 3 in Aldergrove, built in 1958, is the oldest surviving fire hall in Langley and would be considered an excellent candidate for addition to the Township of Langley's Heritage Register.			



Photograph showing the two original remaining windows

5. ADDITIONAL INFORMATION

Thank you to Deputy Fire Chief Bruce Ferguson and Rob Robinson for providing the research information, archival photos, and building upgrade details.

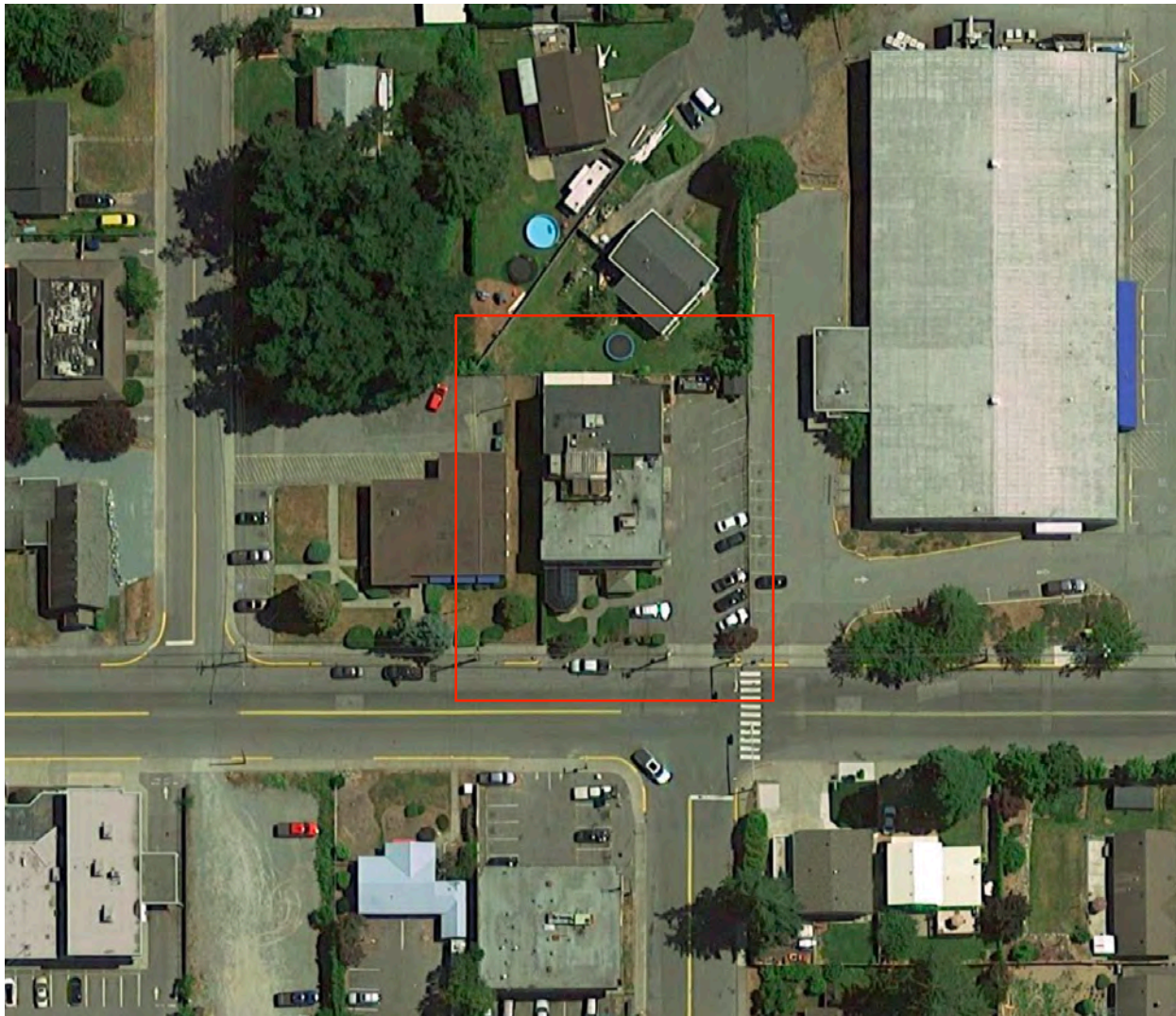
ADDRESS: 2900 272 Street

MUNICIPALITY: Langley, British Columbia

NEIGHBOURHOOD: Aldergrove

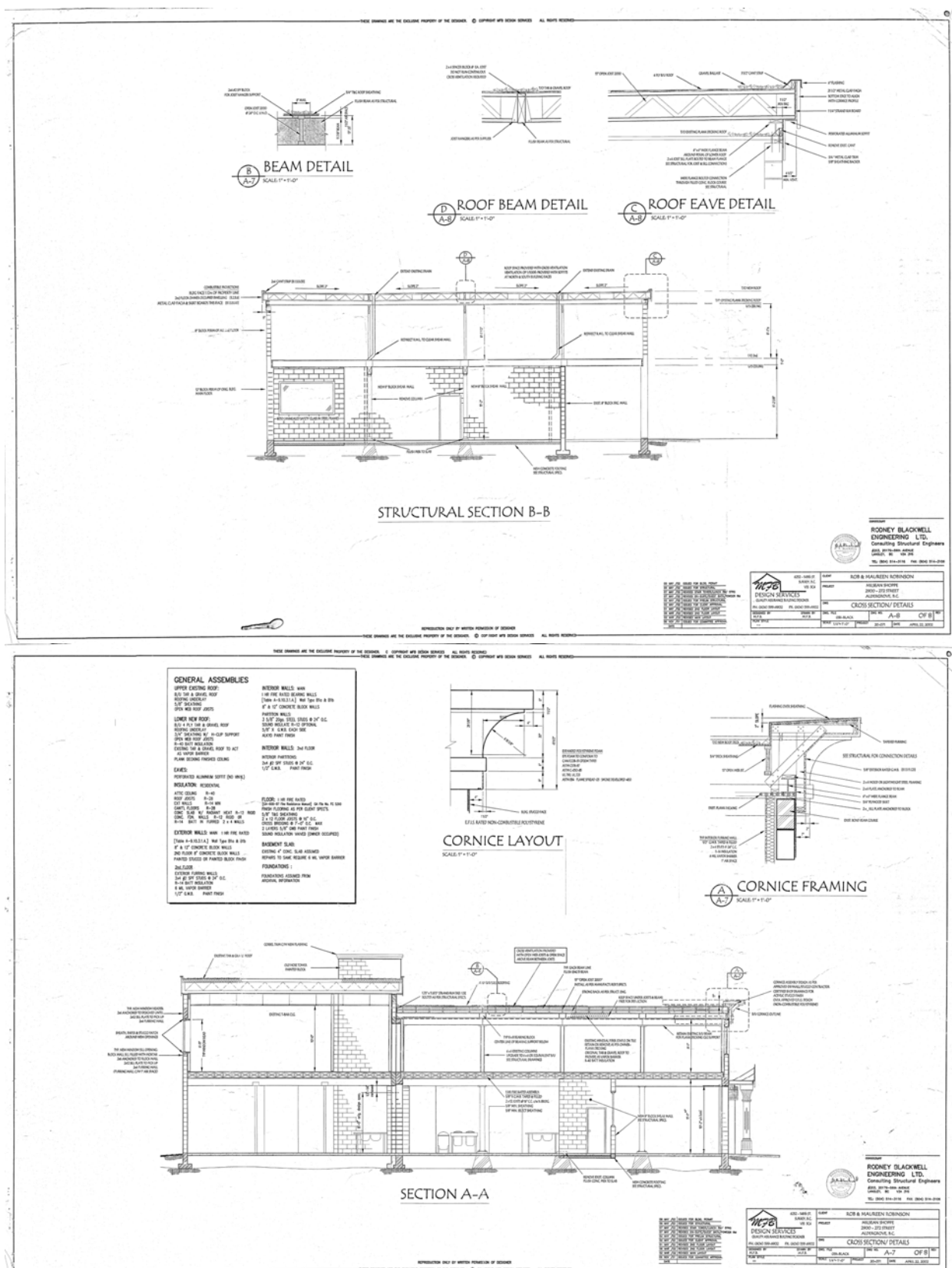
HISTORIC OWNER: Township of Langley

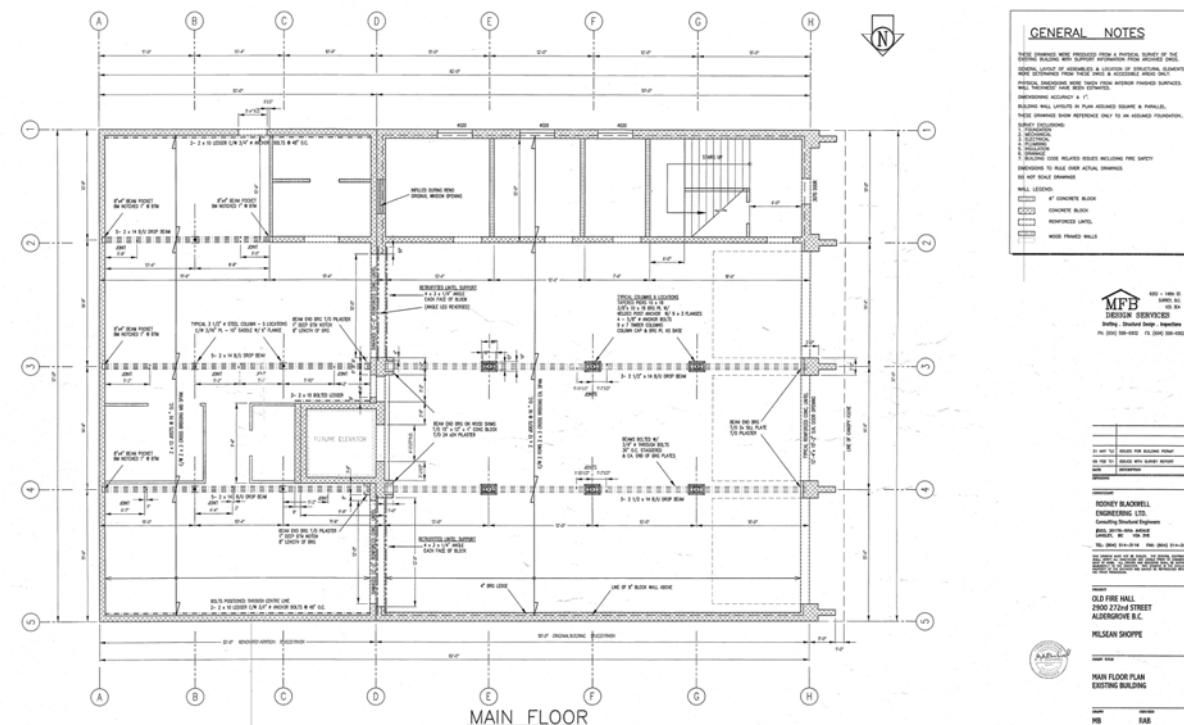
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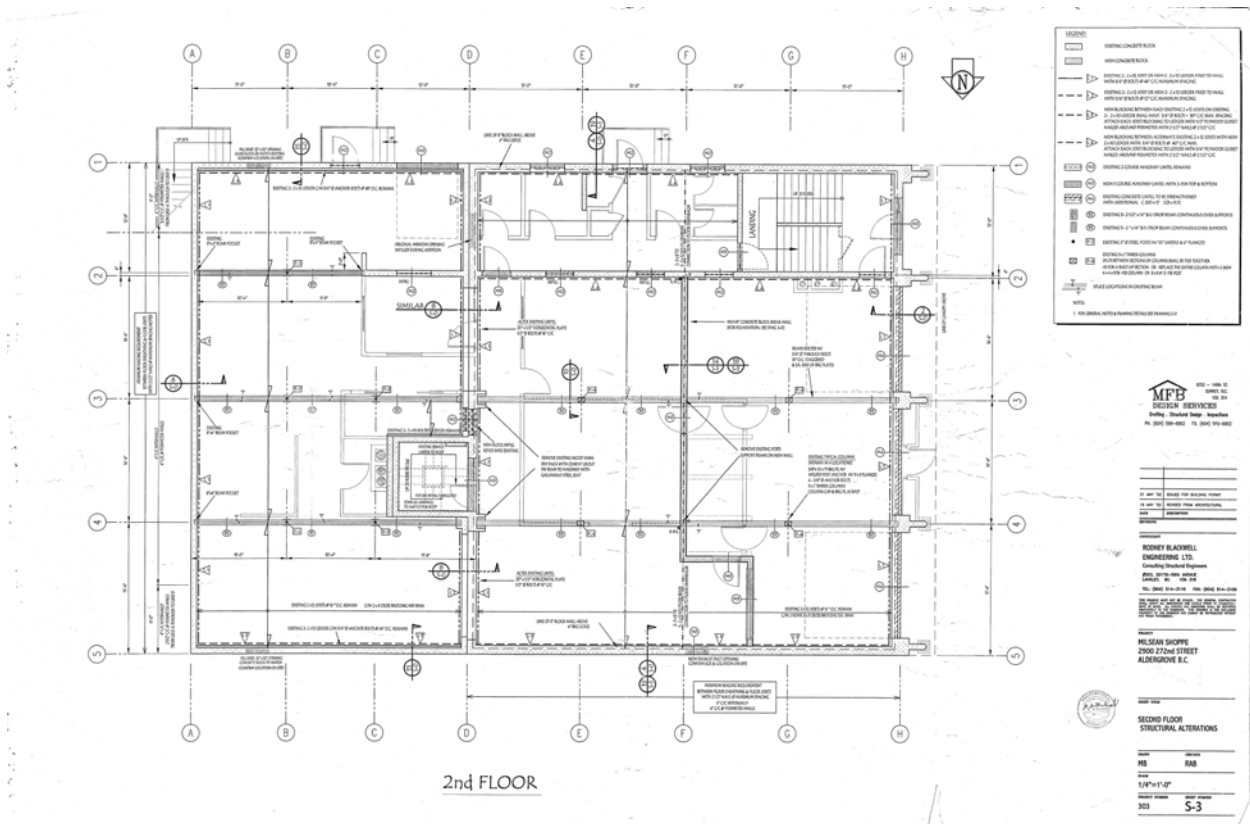
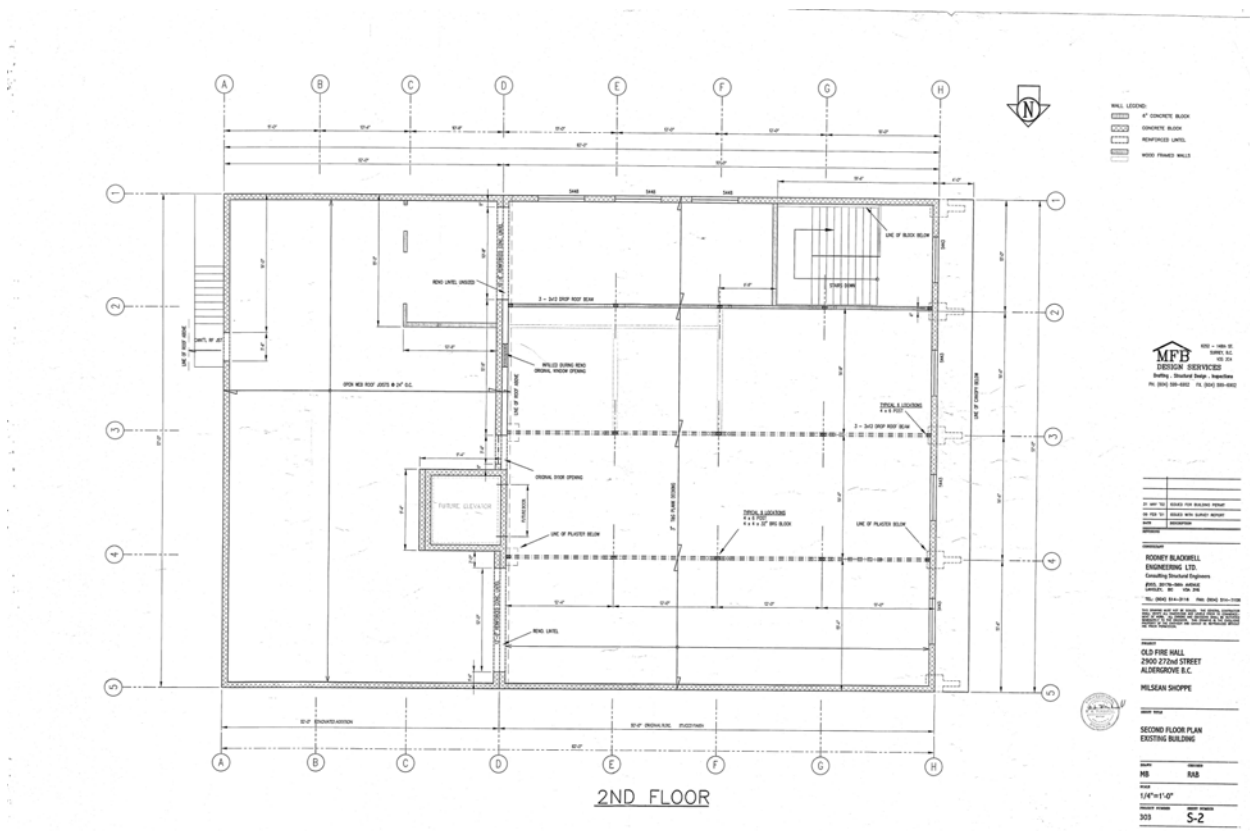


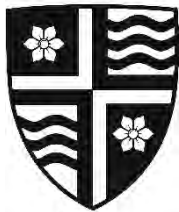
2900 272 Street, Google Maps (rear addition is visible)

R. BLACKWELL ENGINEERING DRAWINGS, APRIL-MAY 2002









REPORT TO MAYOR AND COUNCIL

PRESENTED: JUNE 10, 2019 – REGULAR AFTERNOON MEETING
FROM: COMMUNITY DEVELOPMENT DIVISION
SUBJECT: BYLAW ENFORCEMENT POLICY NO. 08-101

REPORT: 19-95
FILE: 0340-50-CDEV1

RECOMMENDATION:

That Council approve revisions to Bylaw Enforcement: Complaint and Compliance Policy No. 08-108 ('the Policy').

EXECUTIVE SUMMARY:

Council had previously (February 25, 2019) adopted a resolution that directed staff to review the 250 metre radius restriction under Policy No. 08-108, Bylaw Enforcement Complaints and Compliance.

Nevertheless, feedback that was received at the Regular Evening Council Meeting of May 13 2019 was reviewed and taken into consideration, prompting staff to revise the Policy by removing the 250 metre requirement.

The Township currently has a number of policies related to bylaw enforcement. The majority of these policies have not been updated since 2016. The proposed revisions to 'the Policy', updates the Township's current bylaw enforcement policies, and consolidates and replaces the following policies:

1. Bylaw Enforcement: Bylaw Enforcement Policy No. 08-101;
2. Bylaw Enforcement: Traffic Issues, Policy No. 08-102;
3. Bylaw Enforcement: Confidentiality, Policy No. 08-104;
4. Bylaw Enforcement: Departmental Enforcement, Policy No. 08-105;
5. Bylaw Enforcement: Property Use/Recreational Vehicles, Policy No. 08-106;
6. Bylaw Enforcement: Officer Role, Policy No. 08-107; and

Together, these policies set out general guidelines for Township residents submitting complaints regarding alleged bylaw violations. These policies also provide a framework for Township staff, in Bylaw Enforcement as well as other departments, for responding to and investigating bylaw violation complaints.

In consolidating these policies, staff have attempted to simplify bylaw enforcement procedures. The revisions to the Policy are also aimed at providing the Township with greater discretion over bylaw enforcement decisions.

In revising and consolidating these policies, staff reviewed similar bylaw enforcement policies in neighbouring municipalities.

PURPOSE:

The purpose of this report is to request Council's consideration and approval of revisions to 'the Policy', and to provide information to assist Council's review of 'the Policy'.

BACKGROUND/HISTORY:

At the Regular Afternoon Council meeting of February 25, 2019, Council adopted the following resolution:

“That the Unsightly Premises Bylaw be referred to staff for a report, to include a review of the 250 meter radius restriction.”

Staff have reviewed Policy No. 08-108, and in particular section 4.1 (4.1.1.1) of Policy No. 08-108 (Attachment A), which requires a formal complainant to reside within a 250 metre radius of the alleged violator.

Based on feedback received at the Regular Evening Meeting on May 13, 2019, the 250 metre radius requirement has been removed. In addition, as part of reviewing Policy 08-108, housekeeping revisions have been made to provide further clarity.

Presently, the Township has multiple bylaw enforcement policies, dealing with different aspects of enforcement procedures and the complaint process. These procedures are currently covered under at least seven separate bylaw enforcement policies, as follows:

1. Bylaw Enforcement: Bylaw Enforcement Policy No. 08-101 (Attachment A);
2. Bylaw Enforcement: Traffic Issues, Policy No. 08-102 (Attachment B);
3. Bylaw Enforcement: Confidentiality, Policy No. 08-104 (Attachment C);
4. Bylaw Enforcement: Departmental Enforcement, Policy No. 08-105 (Attachment D);
5. Bylaw Enforcement: Property Use/Recreational Vehicles, Policy No. 08-106 (Attachment E);
6. Bylaw Enforcement: Officer Role, Policy No. 08-107 (Attachment F); and
7. Bylaw Enforcement: Complaint and Compliance, Policy No. 08-108 (Attachment G).

None of these policies have been updated since 2016.

In the revised Policy No. 08-108 (Attachment H), most of the content of these policies has been unchanged. Rather, they have been generally simplified and consolidated into one single policy (Attachment H), and otherwise revised for consistency. The revised Policy aims to create a single standard to guide bylaw enforcement for both complainants and Township staff.

DISCUSSION/ANALYSIS:

The following changes are reflected in the revised Policy (Attachment H):

The 250 metre radius requirement under section 4.1 (4.1.1.1) of Policy No. 08-108 (Attachment A) has been removed, which will likely trigger the need to increase bylaw enforcement resources in future years.

Staff reviewed in particular if any neighbouring municipalities had a radius restriction and or other complaint restrictions, with a comparison to bylaw enforcement staffing levels, which are as follows:

Municipality	Number of Staff	Radius Restriction	Other Restrictions
Township of Langley	<ul style="list-style-type: none"> • 1 Manager • 7 RFT Bylaw Officers 	250 Metre radius for property complaints	None
City of Abbotsford	<ul style="list-style-type: none"> • 1 Manager • 1 Assistant Manager • 9 RFT Bylaw Officers 	None	None
City of Surrey	<ul style="list-style-type: none"> • 4 Managers • (Approx.) 40 RFT Bylaw Officers • Parking Enforcement Contracted Out. 	None	None
City of Delta	<ul style="list-style-type: none"> • 1 Manager • Assistant Manager • 15 RFT Bylaw Officers • 3 Auxiliary Bylaw Officers • 4 TPT Park Patrol Bylaw Officers 	200 metre radius for property complaints take priority; will accept complaints outside of a 200 metre radius.	None
City of Maple Ridge	<ul style="list-style-type: none"> • 1 Manager • 7 RFT • 1 RPT 	None	Limit on complaints. No more than 3 non re-occurring property complaints per year per household.

As indicated above the Township of Langley compared to other neighbouring municipalities, has the lowest number of bylaw enforcement resources. Eliminating the 250 metre radius requirement will increase the number of complaints received, and is expected to prompt a need to request Council consideration of additional staff resources.

There is some redundancy and overlap between these policies that have been removed. For example, four separate policies (Nos. 08-101, 08-106, 08-107 and 08-108) include slightly different procedures for taking bylaw enforcement action. These procedures have been consolidated into one single simplified procedure, primarily under section 5.5 of 'the Policy' (Attachment H).

Several of these policies remain substantially unchanged, and have simply been incorporated into 'the Policy' (Attachment H), such as the traffic violation provisions under Policy No. 08-102, the confidentiality provisions under Policy No. 08-104, and the departmental enforcement procedures under Policy No. 08-105.

Other policies have been consolidated into the general enforcement framework in 'the Policy' (Attachment H), such as the recreational vehicle specific provisions under Policy No. 08-106, which for simplicity will now be dealt with as with any other bylaw violation complaint. However,

'the Policy' (Attachment H) has retained the specific provisions for responding to complaints regarding unlawful secondary suites, under section 5.4.3.

'The Policy' (Attachment H) also includes some new provisions, including:

- (a) a definitions section, which assists in providing clarity and consistency throughout the Policy;
- (b) section 5.2, which provides the Township with the discretion not to investigate complaints where they are frivolous or vexatious, anonymous, or not within the Township's jurisdiction; and
- (c) section 5.6, which provides categories for prioritizing bylaw enforcement complaints, in recognition of the Township's limited resources and current practices of prioritization.

Finally, 'the Policy' (Attachment H) has also been amended to generally incorporate more discretion for the Township in responding to, investigating, and otherwise dealing with complaints over bylaw violations in the Township.

FINANCIAL IMPLICATIONS

As discussed in a report to Council dated May 13, 2019, limited resources require Bylaw Enforcement department staff to establish clear parameters and a consistent process in accepting complaints, which also prioritizes bylaw enforcement work. The current purpose of limiting the area to 250 metres is to address (by prioritizing) bylaw issues that directly impact a complainant.

Staff continue to receive complaints from complainants that reside outside of a 250 metre radius of an alleged violator. Many of those complaints include a lengthy list of properties in violation of a variety of bylaw infraction, and were identified through canvassing areas in the Township or reviewing properties on the Township's 'Geosource' web map. As a result of removing the 250 metre radius, the Bylaw Enforcement department is expected to experience an increase in workload. The potential need for additional bylaw enforcement resources will be assessed and if necessary incorporated as part of the 2020 budget deliberations for Council's consideration.

Respectfully submitted,

Ruby Senghera
MANAGER, BYLAW ENFORCEMENT
for
COMMUNITY DEVELOPMENT DIVISION

ATTACHMENT A	Bylaw Enforcement: Bylaw Enforcement Policy No. 08-101
ATTACHMENT B	Bylaw Enforcement: Traffic Issues, Policy No. 08-102
ATTACHMENT C	Bylaw Enforcement: Confidentiality, Policy No. 08-104
ATTACHMENT D	Bylaw Enforcement: Departmental Enforcement, Policy No. 08-105
ATTACHMENT E	Bylaw Enforcement: Property Use/Recreational Vehicles, Policy No. 08-106
ATTACHMENT F	Bylaw Enforcement: Officer Role, Policy No. 08-107
ATTACHMENT G	Bylaw Enforcement: Complaint and Compliance, Policy No. 08-108
ATTACHMENT H	Proposed Revised Policy No. 08-108



COUNCIL POLICY

Subject: Bylaw Enforcement

Policy No:	08-101
Previous Policy No:	02-009
Approved by Council:	1998-07-20
Revised by Council:	2006-11-06
Revised by Council:	2013-03-03
Revised by Council:	2016-05-30

1. Purpose

1.1 To establish the Township's approach to bylaw enforcement.

2. Background

N/A

3. Related Policies

N/A

4. Policy

4.1 Enforcement Action

- 4.1.1 The goal of bylaw enforcement is to achieve voluntary compliance with the Township's Bylaws where possible. Alleged violators are to be approached informally, advised of the appropriate bylaw and assisted with formulating a course of action to secure compliance. Only when "friendly persuasion" fails, should more formal action be taken.
- 4.1.2 Enforcement action is taken only where there exists a clearly identified complainant, be it a private citizen or the Township, where a lack of bylaw compliance presents real and substantial harm to Township interests. Township staff are expected to carry enforcement action through to resolution.
- 4.1.3 Where no harm to Municipal interests exists, the complainant shall be encouraged to carry the burden of enforcement action. The Bylaw Enforcement Officer will aid the complainant through identification and clarification of relevant bylaws.

- 4.1.4 Township staff and resources are not to be used to further private disputes which do not have a superseding Township interest.
- 4.1.5 In the case of a complaint regarding an alleged unauthorized or non-compliant secondary suite, Bylaw Enforcement will become involved where:
 - i. Two written complaints are received from immediate neighbours and there exists an over-riding Township interest such as public safety or excessive street parking causing potential traffic flow problems for emergency vehicles or
 - ii. One written complaint is received from an existing tenant of the secondary suite and there exists a safety concern as in accordance with the British Columbia Building Code or
 - iii. The Township, as required, deems it necessary to proactively enforce unauthorized or non-compliant secondary suites.

4.2 Procedure

- 4.2.1 Verbal attempts shall be initially taken to secure voluntary compliance with Township bylaws.
- 4.2.2 If voluntary compliance is unsuccessful, a formal attempt in the form of a bylaw violation notice, warning or traffic ticket shall be given to the alleged violator.
- 4.2.3 If formal notice does not remedy the bylaw violation, enforcement is obtained by court action. In the case of a noise complaint, however, in order to decide whether to proceed with court action, more than one complainant must exist who resides in the immediate neighbourhood of the alleged noise violation and who also has a log recording the duration and extent of the noise.
- 4.2.4 Formal enforcement action is never used as first resort unless there exists an immediate danger to public health and/or safety or the infraction contravenes a previous resolution.

4.3 Bylaw Amendment

- 4.3.1 The Bylaw Enforcement Officer and other staff involved with bylaw enforcement have an obligation to recognize and recommend amendments to bylaws which are not serving a necessary Township interest.



COUNCIL POLICY

**Subject: Bylaw Enforcement:
Traffic Issues**

Policy No:	08-102
Previous Policy No:	02-010
Approved by Council:	2007-04-16
Revised by Council:	2016-05-30

1. **Purpose**

1.1. To standardize the enforcement of traffic related issues within the Township.

2. **Background**

2.1. N/A

3. **Related Policy**

3.1. N/A

4. **Policy**

4.1 All traffic related issues on Township highways will require an identified complainant except for where there is a clearly marked traffic control device which will be proactively enforced for community safety.



COUNCIL POLICY

**Subject: Bylaw Enforcement:
Confidentiality**

Policy No:	08-104
Previous Policy No:	02-013
Approved by Council:	1998-07-20
Revised by Council:	2007-04-16
Revised by Council:	2016-05-30

1. Purpose

1.1. To ensure complainant information is kept confidential.

2. Background

2.1. N/A

3. Related Policy

3.1. N/A

4. Policy

4.1 Complainant's names are to be kept confidential. Only Township staff directly involved in complaint taking and resolution may have knowledge of complainant's identity. Staff will not reveal the complainant's identity. Confidentiality may only be relaxed in accordance with the following:

4.1.1 after the complainant has been notified and assented in writing, the complainant's identity may be revealed as necessary to further prosecution

4.1.2 the complainant may voluntarily give written permission for their identity to be made public to avoid unnecessary or further neighbourhood discord or to resolve the bylaw infraction without litigation



COUNCIL POLICY

Subject:	Bylaw Enforcement:	Policy No:	08-105
	Departmental Enforcement	Previous Policy No:	02-014
		Approved by Council:	1998-07-20
		Revised by Council:	2007-04-16
		Revised by Council:	2016-05-30

1. Purpose

- 1.1. Each division, department, and section is responsible for enforcement of its bylaws.

2. Background

- 2.1. Bylaw enforcement is best managed by the organization affected by the alleged infraction. The bylaw enforcement section may assume conduct of another section's issue where enforcement and litigation resources warrant and appropriate information is provided.

3. Related Policy

- 3.1. N/A

4. Policy

- 4.1 Each municipal division is responsible for their own background investigation of bylaw complaints.
- 4.2 The originating division is responsible to ensure that every reasonable attempt has been made to effect voluntary compliance with Township bylaws.
- 4.3 If the originating division is satisfied that voluntary compliance cannot be effected, a full written report, including background information and action to date will be submitted to the Manager of Bylaws.
- 4.4 Upon approval of the Manager of Bylaws, the originating division may request immediate assistance from the Bylaw Enforcement Department.

COUNCIL POLICY

**Subject: Bylaw Enforcement: Property
Use/Recreational Vehicles**

Policy No:	08-106
Previous Policy No:	02-025
Approved by Council:	2013-06-10
Revised by Council:	2014-07-14
Revised by Council:	2016-05-30

1. Purpose

- 1.1. To establish bylaw enforcement criteria with respect to the parking of recreational vehicles in 'R' or single family residential 'CD' zones.

2. Background

- 2.1. Section 107.6 of the Zoning Bylaw provides as follows:
"In an 'R' or single family residential 'CD' zone, recreational vehicles (including motor homes, travel and tent trailers, campers, boats, and associated trailers) may only be parked in a rear yard or that portion of a side yard located behind the front yard setback of a residence, except between April 1 and September 30 where a recreational vehicle may also be parked in the front yard provided it is not less than 1.6 m from the front lot line."

3. Related Policy

- 3.1. N/A

4. Policy

4.1. Enforcement Action

- 4.1.1 Step 1 - The goal of bylaw enforcement is to achieve voluntary compliance with the Township's Bylaws wherever possible. Alleged violators are to be advised of the appropriate bylaw and assisted with formulating a course of action to secure compliance.

Step 2 - If voluntary compliance cannot be achieved in step 1, increased enforcement action will commence as described below:

1. Written warning;
2. Formal notice/ticket;
3. Court proceeding.

4.1.2 Enforcement action is taken only:

1. When one (1) or more formal complaints (complainants must provide their name, their address, and their phone number) have been made to the Bylaw Department from a complainant who resides within 250 metres radius of an alleged violator;
2. When a recreational vehicle is parked unhitched to a valid licensed vehicle on Township highway/roadway;
3. When a recreational vehicle is parked in the front yard in an 'R' or single family residential 'CD' zone between October 1st and March 31st.
4. Where there exists an over-riding Township interest such as public safety or excessive street parking, causing potential traffic flow problems.

4.3 Procedure

- 4.2.1 Verbal attempts shall be initially taken to secure voluntary compliance with Township bylaws.
- 4.2.2 If voluntary compliance is unsuccessful, a formal attempt in the form of a notice/warning ticket shall be provided to the alleged violator.
- 4.2.3 If a formal attempt in the form of a notice/warning ticket is unsuccessful, a violation ticket shall be provided to the alleged violator.
- 4.2.4 If formal notice/ticket does not remedy the bylaw violation, enforcement is obtained by court action.
- 4.2.4 If an immediate danger to public health and/or safety or the infraction contravenes a previous resolution a formal notice/ticket will be issued immediately and/or the vehicle will be towed to a secure storage lot at the owner's expense.



COUNCIL POLICY

**Subject: Bylaw Enforcement:
Officer Role**

Policy No:	08-107
Previous Policy No:	02-016
Approved by Council:	1998-07-20
Revised by Council:	2007-04-16
Revised by Council:	2016-05-30

1. Purpose:

- 1.1 To identify and enable persons with special responsibility for bylaw enforcement in the Township; to maintain the health, safety, and protection of persons and property by resolving complaints and obtaining compliance with bylaws relating to the use of property within the Township.

2. Background:

- 2.1. All Township personnel have a role in enforcement of bylaws. Primary responsibility for enforcement resides in the divisions, departments, and sections having line responsibility for particular bylaws.
- 2.2. Bylaw enforcement officers deal with assigned or referred issues. Issues are referred where enforcement undertaken in a division, department or section has been unsuccessful in obtaining compliance.

3. Related Policies:

- 3.1. N/A

4. Policies:

- 4.1. The Bylaw Enforcement Officer is authorized to investigate and enforce municipal bylaws:
 - 4.1.1. by observing and acting where there is a danger to the health or safety of the public
 - 4.1.2. on receiving written complaints from the public concerning potential bylaw violations
 - 4.1.3. in response to concerns from Council, another division, department, or section
- 4.2 A Bylaw Enforcement Officer will effect and maintain a cooperative relationship with all segments of the community, and will endeavor at all times to obtain a voluntary compliance with the bylaws, where possible, without legal action.



COUNCIL POLICY

**Subject: Bylaw Enforcement:
Complaint and Compliance**

Policy No:	08-108
Previous Policy No:	02-017
Approved by Council:	1998-07-20
Revised by Council:	2007-04-16
Revised by Council:	2016-05-30

1. Purpose:

- 1.1. To maintain the health, safety, and protection of persons and property by resolving complaints and obtaining compliance with bylaws relating to the use of property within the Township.

2. Background:

- 2.1. N/A

3. Related Policies:

- 3.1. 08-101 Bylaw Enforcement

4. Policy

4.1. Justification for Taking Action

- 4.1.1. Complaint investigation should be taken by a person designated by Council as a bylaw enforcement officer in response to:

- 4.1.1.1. When one (1) or more formal complaints (complainants must provide their name, their address, and their phone number) have been made to the Bylaw Department from a complainant who resides within 250 metres radius of an alleged violator

- 4.1.1.2. a request from the Administrator

- 4.1.1.3. a staff report requesting assistance in obtaining compliance with a bylaw relating to the use of property

- 4.1.1.4. observation of a bylaw violation, which constitutes an obvious hazard to life or property

4.2. Action Procedure

- 4.2.1. A property use complaint form will be completed for all property use complaints received.

- 4.2.2. Action to obtain compliance with a bylaw may not be commenced until the validity of the complaint, the nature of the infraction, and applicable section of the regulatory bylaw is determined.
- 4.2.3. If the validity of a complaint cannot be confirmed, e.g. noise, a letter may be sent informing the alleged violator of the complaint received. This letter, while clearly stating that the Township is not currently in a position to confirm the alleged infraction, should include the pertinent position of the municipal bylaw for the alleged violator's information.
- 4.2.4. During the course of investigation, notes should be kept and all conversations and interviews with the alleged offender(s) should be confirmed by letter.
- 4.2.5. Should the complaint be valid, and a time frame has been given to the alleged offender to comply with the bylaw being breached, a letter confirming the time allowed may be sent by regular mail. If upon expiry of the time frame prescribed in the initial letter, the bylaw infraction has not been resolved, and no extenuating circumstances exist, a second letter will be sent. This letter, while stipulating a similar allowable time frame for compliance, will inform the alleged violator of the municipality's intention to take further action, which may include the issuance of an MTI or bylaw notice, as may be necessary to achieve compliance.
- 4.2.6. If the bylaw violation is not resolved by the expiry of the time frame stipulated in the second letter, a third letter will be prepared for and signed by the Manager of Bylaws.
- 4.2.7. The Manager of Bylaws, in the third letter, will notify the offender(s) of the proposed action and offer to meet with the offender(s) should they wish to give reasons why non-compliance should be allowed to continue.
- 4.2.8. Where a meeting has been held, a follow-up letter will be sent confirming the details of the meeting. This letter will contain the date by which compliance is required to forestall any further action.
- 4.2.9. Should compliance still not be obtained, the bylaw officer will prepare a memo to the manager of bylaws with recommendation as to the appropriate action to be undertaken, e.g. Council report, legal action.
- 4.2.10. The Manager of Bylaws, to gain compliance, may prepare a report for Council recommending that action be taken under section 260 of the Community Charter as appropriate. In addition to the written report, the Manager of Bylaws should attend the meeting of Council at which the written report is considered to provide such other information as may be necessary to fully inform Council of the nature of the nuisance and bylaw violation.
- 4.2.11. If at any time during the above procedure, the violation is resolved, the authorized action can be suspended or halted, and the complainant and the alleged offender will be notified by separate letters that the infraction has been resolved.

- 4.2.12. At the approval of the Manager of Bylaws, *sections* 4.2.1 through 4.2.10 may be expedited by the laying of an information or other action as appropriate and reasonable, including the issuance of a bylaw notice under the Bylaw Notice Enforcement Bylaw 2008 No. 4703 and amendments thereto, where this course of action may be deemed necessary, e.g. failure to heed to stop work order, a noise bylaw infraction persists, or some other violation requiring immediate action.
- 4.2.13. In accordance with a Council resolution, staff may proceed directly to enforcement for a repeated violation, e.g. where an illegal suite has been previously decommissioned and found by inspection to have been recommissioned.
- 4.2.14. To maintain consistency and in consideration of Township resources, the Manager of Bylaws will be responsible for all communications with the Township's legal counsel and will advise the bylaw officer of the file status.



COUNCIL POLICY

Subject: Bylaw Enforcement

Policy No.:	08-108
Previous Policy No.:	02-017
Approved by Council:	1998-07-20
Revised by Council:	2007-04-16
Revised by Council:	2016-05-30

1. Purpose:

1.1. To set out:

- (a) the Township's approach to bylaw enforcement; and
- (b) how Township staff should respond to complaints over alleged bylaw contraventions.

1.2 To promote the efficient use of the Township's resources and provide a general framework on how the Township responds to complaints over alleged bylaw contraventions.

2. Background:

2.1. N/A

3. Related Policies:

3.1. N/A

4. Definitions:

4.1. The following terms in this Policy shall have the below set out definitions:

"Bylaw Department" means the Department of Bylaw Enforcement for the Township.

"Complainant" includes a natural person, a company, corporation, partnership, firm, association, society, or party.

"Discretion" means the freedom to decide what should be done, or not be done, in a particular situation, given the available information.

"Frivolous Complaint" means a complaint not having any serious purpose or value.

"Identity" means anything that would reveal the name, address, phone number, race, national or ethnic origin, religious or political beliefs, age, sex, gender, marital status, and/or family status of a Complainant.

“Manager of Bylaws” means the person appointed by Township Council to the position having that name, their designates and their authorized agents.

“Property” means all real Property, including, but not limited to, buildings, structures or improvements located on real Property.

“Township” means the Corporation of the Township of Langley.

“Vexatious Complaint” means a complaint that is made for retaliatory or bad faith purposes, or otherwise forms part of a pattern of conduct by the Complainant that amounts to an abuse of the complaint process.

5. **Policy:**

5.1. Justification for Taking Action

5.1.1. A complaint investigation should be undertaken by a person designated as a bylaw enforcement officer in response to:

- (a) one (1) or more formal complaints (Complainants must provide their name, their address, and their phone number in writing) being received by the Bylaw Department from a Complainant;
- (b) a request from the Township’s Administrator;
- (c) a staff report from another Township department requesting assistance in obtaining compliance with a bylaw relating to the use of Property, as set out under section 5.3 below;
- (d) an observation of a bylaw contravention, which constitutes a clear hazard to life, Property or municipal services;
- (e) an observation of a traffic related contravention on Township highways where there is a clearly marked traffic control device or where the Bylaw Department receives a complaint from an identified Complainant orally or in writing; or
- (f) where the Manager of Bylaws otherwise considers, in their sole Discretion, that a complaint investigation is appropriate.

5.2. Some Complaints Will Not Be Investigated

5.2.1 While all complaints will be received by the Township, not all complaints will be investigated, including, but not limited to, the following:

- (a) a Frivolous Complaint or a Vexatious Complaint;
- (b) anonymous complaints, unless the alleged contravention constitutes a clear hazard to life, Property or municipal services, or is a contravention that the Township otherwise proactively enforces;

- (c) complaints that are private in nature (e.g. disputes between neighbours), which are more appropriately managed by the Complainant through their own access to private resolution processes, such as through stratas, the Residential Tenancy Branch, private legal action, etc.; and
- (d) complaints that involve Property not located within the Township or, in the Township's sole Discretion, are more properly within the jurisdiction of another enforcement body.

5.2.2 In all cases, whether or not a complaint is investigated is within the sole Discretion of the Township.

5.3. Departmental Enforcement

5.3.1 Each Township department will be responsible for their own background investigation of bylaw complaints.

5.3.2 The Township department responsible for the original complaint will be responsible to ensure that all reasonable attempts have been made to effect voluntary compliance with the Township's bylaws in accordance with this Policy.

5.3.3 If the Township department responsible for the original complaint is satisfied that voluntary compliance cannot be achieved, a full written report, including background information and action to date may be submitted to the Manager of Bylaws.

5.3.4 Upon approval of the report set out in section 5.3.3 above, by the Manager of Bylaws, the Township department responsible for the original complaint may request assistance from the Bylaw Department.

5.4. Enforcement Approach

5.4.1 The Township promotes an enforcement philosophy that seeks voluntary compliance with Township bylaws where possible. Options for obtaining voluntary compliance include education, warnings, information, and non-penalty enforcement, including providing a contravenor with a reasonable time frame to comply. Verbal or other non-formal steps to obtain compliance will be made in the early stages of an investigation, where possible, with respect to non-reoccurring bylaw contraventions.

5.4.2 Formal enforcement action may be taken, in the Township's sole Discretion, including in the following situations:

- (a) a bylaw contravention which constitutes a clear hazard to life, Property or municipal services;
- (b) a bylaw contravention which occurs on Township Property; or
- (c) a bylaw contravention where the contravener knows, or ought to have known, that their conduct is in contravention of the Township's bylaws.

5.4.3 In the case of a complaint regarding an alleged unauthorized or non-compliant secondary suite, the Township will only take enforcement action where:

- (a) two written complaints are received from immediate neighbours, and there exists an over-riding Township interest, such as public safety or excessive street parking causing potential traffic flow problems;
- (b) one written complaint is received from an existing tenant of the secondary suite, and there exists a safety concern, under the British Columbia Building Code or otherwise; or
- (c) the Township, in its sole Discretion, deems it necessary to proactively enforce unauthorized or non-compliant secondary suites.

5.5 Enforcement Responses

5.5.1 A complaint must be made by completing and submitting a Property use complaint form, or otherwise in writing, and must include the information set out in section 5.1.1. above.

5.5.2 Action by the Township to obtain compliance with a bylaw may not be commenced until the validity of the complaint, the nature of the contravention, and the applicable section of the regulatory bylaw is determined.

5.5.3 If the validity of a complaint cannot be confirmed by the Township (e.g. a one time noise contravention), a letter may be sent by the Township informing the alleged contravenor of the complaint received. This letter should include the relevant details related to the alleged bylaw contravention, including the section of the Township bylaw for the alleged contravenor's information.

5.5.4 During the course of the Township's investigation into a complaint, the Township should take all reasonable efforts to make notes, and all conversations and interviews with the alleged contravenor(s) may be confirmed in writing, by e-mail, letter or otherwise.

5.5.5 The bylaw officer may exercise Discretion in determining an appropriate time frame for compliance, and in doing so, may consider any reasonable factor, including but not limited to, the following:

- (a) the nature of the contravention;
- (b) the duration of the contravention;
- (c) any deadline contained in the applicable Township bylaw, which deadline will generally be considered a minimum time frame for compliance;
- (d) the Township's previous history with the contravenor or the Property;

- (e) repeat offences by the contravenor or at the Property;
- (f) the short and long term impacts of the contravention; and
- (g) any other extenuating circumstances, in the Township's sole Discretion.

5.5.6 Should the Township determine that a complaint is valid, and a time frame has been given to the alleged contravenor to comply with the bylaw being contravened, a letter confirming the time allowed may be sent to the contravenor by regular mail. If upon expiry of the time frame for compliance required by the Township, the bylaw contravention has not been resolved, and the Township determines, in its sole Discretion, that there are no reasonable extenuating circumstances for this delay, a further letter may be sent by the Township to the contravenor. This letter may provide for a further allowable time frame for compliance, and will inform the contravenor of the Township's intention to take further action, which may include the issuance of bylaw notices, as may be necessary to achieve compliance.

5.5.7 If the bylaw contravention is not resolved or no progress has been made to the satisfaction of the Township by the expiry of the time frame stipulated in the letter set out under section 5.5.6, the Township may offer to meet with the contravenor(s), at the Township's sole Discretion, to provide the contravenor(s) with a further opportunity to achieve compliance.

5.5.8 Where a meeting has been held in accordance with section 5.5.7 above, the Township will send a follow-up letter confirming the details of the meeting and the date by which compliance is required to prevent any further enforcement action by the Township.

5.5.9 Should compliance not be obtained through reasonable efforts, including through informal and formal communication with the contravenor(s), or as otherwise set out herein, the investigating bylaw officer will prepare a memorandum to the Manager of Bylaws, including a recommendation as to the appropriate action to be undertaken, such as the issuance of bylaw offence notices, or a Council Report authorizing legal action.

5.5.10 The Manager of Bylaws, at their sole Discretion, may prepare a Council Report recommending that action be taken under the *Community Charter*, or otherwise.

5.5.11 If at any time during the above set out bylaw enforcement procedure, the contravention is resolved, the authorized action may be suspended or halted, and the Complainant and the contravenor will be notified that the contravention has been resolved.

5.5.12 Notwithstanding sections 5.5.1 through 5.5.10, where the Township has determined that a bylaw contravention has occurred, the Township may at any time, at its sole Discretion, expedite the enforcement of the bylaw contravention by not following one or more of the steps set out in this Policy, but instead proceeding with immediate enforcement action,

including but not limited to, the laying of an information or taking any other action as appropriate and reasonable, including the issuance of a bylaw notice under the Bylaw Notice Enforcement Bylaw 2008 No. 4703, as amended or replaced (e.g. a failure to comply with a stop work order, a noise bylaw contravention is continuing, or where any other contravention requiring immediate action is continuing).

5.5.13 In accordance with a previous Council resolution, the Township may proceed directly to enforcement for a repeated contravention, at the Township's sole Discretion (e.g. where an illegal suite has been previously decommissioned and found by inspection to have been recommissioned).

5.5.14 To maintain consistency, and in consideration of Township resources, the Manager of Bylaws will generally be responsible for all communications with the Township's legal counsel, unless otherwise directed.

5.6 Prioritizing Bylaw Enforcement Complaints

5.6.1 The Township's response to valid complaints are generally prioritized into three categories:

Priority 1: Health and Safety - the alleged bylaw contravention may adversely impact the health or public safety of the community. These contraventions will generally be investigated and enforced as soon as reasonably possible, subject to the availability of Township staff and other resources.

Priority 2: Significant Negative Impact to Adjacent Properties - the alleged bylaw contravention is significantly impacting adjacent properties in a negative manner, but it generally does not pose an immediate risk to the health or public safety of the community. The Township's investigation and enforcement of Priority 2 matters will most often be initiated in response to valid complaints received by the Township, as set out in this Policy.

Priority 3: General Nuisance - the alleged bylaw contravention may be a matter that is a general community concern. These contraventions are less serious in nature and generally do not affect the health or public safety of the community.

5.7 Bylaw Amendment

5.7.1 The Manager of Bylaws, and other Township staff involved with bylaw enforcement, should take all reasonable efforts to identify and recommend amendments to bylaws which are not serving a necessary Township interest.

5.8 Confidentiality

5.8.1 The Identity of a Complainant is to be kept confidential. Only Township staff directly involved in complaint taking and resolution may have knowledge of a Complainant's Identity. Township staff will not reveal the Identity of a Complainant's Identity, except in accordance with the following:

- (a) where the Complainant has provided the Township with their written permission for their Identity to be made public; or
- (b) where the Township is otherwise required by law to disclose the complainant's Identity.

From: Gary Hee [REDACTED] FOIPPA s.22(1) >
Date: June 3, 2019 at 11:03:44 PM PDT
To: mayorcouncil@tol.ca
Subject: Petition Circulation in the Greater Langley Region.

[REDACTED] FOIPPA s.22(1)
[REDACTED]

June 3 2019

To the attention of Mayor and Council in the
Township Of Langley BC and City of Langley

On behalf of 3,172 signees on the Petition for the elimination of 4 hours of parking fees on emergency patients at the Langley Memorial Hospital, as of June 3, 2019,

I, the petition proponent, suggest to members of council to contact the Ministry of Health and the Honorable Minister Adrian Dix in writing to collaborate to find ways and means to eliminate the parking fees for four hours daily exercised on emergency patients by the parking management company, Imperial Parking Corporation, also known as Impark.

Yours truly
Gary B Hee
Petition Proponent

We, the undersigned citizens of the local communities including Langley City, the Township of Langley, and Fort Langley, hereby petition

- 1. The Langley Memorial Hospital Board**
- 2. The Mayor and Council of the Township of Langley**
- 3. The Mayor and Council of the City of Langley**

...to implement ways and means to collaborate to remove parking fees placed upon us or our vehicles while attending the hospital emergency department premises for medical reasons during and up to a four hour period.

[illegible]

Gary Hee, [REDACTED] FOIPPA s.22(1)

Petition Proponent on behalf of the residents mention on the accompanying petitions .

Township of
Langley



Est. 1873

SENIORS ADVISORY COMMITTEE

Wednesday, May 15, 2019 at 7:00pm
Salmon River Committee Room
4th Floor, 20338 – 65 Avenue, Langley, BC

MINUTES

Present:

C. Munnalall (Community Co-Chair)
Councillor P. Arnason (Council Co-Chair)
Councillor S. Ferguson (Council Co-Chair)

E. Brett, S. Hedao, and S. Soheili

Guest:

H. Cowie, Provincial Coordinator, Dementia-friendly Communities, Alzheimer Society of B.C.
S. Baker, Executive Director, BC Association of Community Response Networks

Staff:

P. Ward, Strategic/Social Planner
K. Stepto, Recording Secretary

A. APPROVAL AND RECEIPT OF AGENDA ITEMS

1. Seniors Advisory Committee – May 15, 2019

Moved by S. Soheili,
Seconded by S. Hedao,
That the Seniors Advisory Committee approve the agenda and receive the
agenda items of the May 15, 2019 meeting.
CARRIED

B. ADOPTION OF MINUTES

1. Seniors Advisory Committee – April 17, 2019

Moved by S. Soheili,
Seconded by S. Hedao,
That the Seniors Advisory Committee adopt the Minutes of the April 17, 2019
meeting.
CARRIED

C. DELEGATIONS AND PRESENTATIONS

1. Dementia-friendly Communities

H. Cowie, Provincial Coordinator, Dementia-friendly Communities, Alzheimer Society of B.C., provided a presentation regarding the importance of becoming a Dementia-friendly Community, and the Society's provincial initiative. She commented that the Society's vision for a world without dementia must begin with a dementia-friendly society – a world where people living with the disease are welcomed, acknowledged, and included.

Dementia is the umbrella term for any disease that causes physical changes in the brain. The number of people living with dementia in Langley has increased from 1,013 in 2005/2006 to 1,637 in 2014/2015. These numbers are expected to rise due to the aging population.

Dementia-friendly Communities (DFCs) are communities that have a heightened awareness about dementia and through that, support people with dementia to participate in their community to the fullest extent possible. DFCs address barriers in the social and built environment.

Physical characteristics of a DFC include:

- Safe;
- Familiar;
- Accessible;
- Distinctive (signage is clear, legible, etc.);
- Comfortable (calm, welcoming, pedestrian-friendly spaces);
- Inclusive (well designed built environment – curb-cuts, etc.).

Social characteristics of a DFC include:

- Dementia education;
- Recognition of the signs;
- Effective communication;
- Job-specific strategies;
- Inclusive programs;
- Government action; and
- Supportive businesses.

Currently, five communities in the Province have developed Dementia-friendly Action Plans: the City of Burnaby, City of New Westminster, and the North Shore (West Vancouver, City of North Vancouver, and District of North Vancouver).

The process to becoming a DFC involves:

- Partnering in providing dementia-friendly education;
- Setting up a dementia-friendly working group;
- Developing a dementia-friendly action plan (or applying a dementia-friendly lens to an existing age-friendly plan);
- Implementing your action plan; and
- Staying accountable.

C. DELEGATIONS AND PRESENTATIONS

Discussion ensued, and H. Cowie noted that the action planning process normally takes about a year to complete and most municipalities that have developed a plan have used Union of BC Municipalities age-friendly grant funding to support the work.

D. REPORTS

1. Co-Chair Reports

Councillor Arnason reported the following:

- A Seniors' Resource Fair is taking place on May 16 at the Aldergrove Legion;
- Council approved the addition of a non-voting member from Fraser Health on the Seniors Advisory Committee;
- The Walk to End Alzheimer's is taking place on May 25. If anyone is interested, a team could be formed from the Seniors Advisory Committee.

C. Munnalall circulated a folder with different seniors-related resources and information to committee members.

E. CORRESPONDENCE

F. WORK PROGRAM

1. Social Sustainability Strategy

P. Ward and Social Sustainability Task Force member, S. Baker, provided an update on the Social Sustainability Strategy and Social Sustainability Task Force. The following information was provided:

- The Social Sustainability Strategy project was launched in 2018 and will provide the groundwork for action on social issues over the next decade;
- The project is in Phase 3, which involves drafting goals and actions based on the work completed in Phase 2, additional public and stakeholder engagement, and best practice research;
- Community engagement in Phase 2 of the project included:
 - Social sustainability panel discussion
 - Task Force meetings
 - Youth workshops
 - Online survey
 - Pop-up booths
 - Public and stakeholder workshops
 - Thriving TOL conversations

F. WORK PROGRAM

- Phase 2 of the project also involved the preparation of the Social Profile, which provides a comprehensive summary of information to support the preparation of the Strategy;
- The Task Force was established by the Seniors Advisory Committee in early 2018 to provide strategic input at key points in the development of the Strategy;
- The draft vision for the Strategy is: “The Township of Langley is a connected, inclusive, and resilient community where everyone can enjoy and contribute to a great quality of life”;
- The draft strategic priorities include:
 - Community connectedness and engagement;
 - Food;
 - Housing;
 - Lifelong learning;
 - Mobility;
 - Physical and mental health; and
 - Reconciliation and First Nations engagement.
- Phase 4 of the project involves drafting the Strategy, with the implementation phase currently anticipated to commence in early 2020.

Public and stakeholder workshops, which will provide an opportunity for feedback on the draft vision and strategic priorities, are scheduled for May 23 and May 29, 2:00 – 4:00pm and 6:00 – 8:00pm at W.C. Blair Recreation Centre.

G. COUNCIL REFERRALS

H. OTHER BUSINESS AND ITEMS FOR INFORMATION

1. Green Burials (action item from March 20, 2019 meeting)

Report to Council 19-81 (Cemetery Operations Review) was provided on table for information. P. Ward noted that the concept plan for the Langley Lawn Cemetery provides a location for green burials, that the report identifies the required capital improvements as a high priority project, and that Council is anticipated to consider the project as part of future budgets.

2. Township of Langley Website (action item from March 20, 2019 meeting)

This item was deferred to the next meeting.

3. Seniors’ Week Activities (action item from April 17, 2019 meeting)

Schedule of social and recreation activities was provided for information.

H. **OTHER BUSINESS AND ITEMS FOR INFORMATION**

4. **Langley Hospice Society Presentation (action item from April 17, 2019 meeting)**

Shannon Todd-Booth from the Langley Hospice Society has been scheduled to provide a presentation at the September meeting.

5. **Qmunity Presentation (action item from April 17, 2019 meeting)**

Posters from past local events and activities for LGBTQ2S+ seniors were provided for information. S. Hedao commented that he has been in touch with the "Seniors of Langley" social group for LGBTQ2S+ seniors. This group does not want to get involved in advocacy, but some members are interested in visiting LGBTQ2S+ seniors living in residential care homes. They are working with Qmunity Seniors Outreach group in Vancouver who are developing an education program for volunteer visiting.

6. **Triple A Senior Housing Report Recommendations**

E. Brett inquired as to which recommendations from the Triple A Senior Housing Summit Report (2015) have been implemented. This discussion was deferred to a future meeting.

I. **NEXT MEETING**

Date: June 19, 2019
Location: Salmon River Committee Room
4th Floor, 20338 – 65 Avenue
Time: 7:00 pm

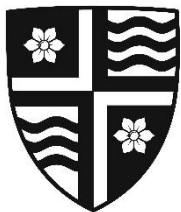
J. **TERMINATE**

Moved by S. Soheili,
That the meeting terminate at 9:00pm.
CARRIED

CERTIFIED CORRECT:

Community Representative Co-Chair

Council Representative Co-Chair



COUNCIL PRIORITIES COMMITTEE

Monday, May 27, 2019 at 1:00pm
Fraser River Presentation Theatre
4th Floor, 20338 – 65 Avenue, Langley, BC

MINUTES

PRESENT: Councillor B. Long, Chair

Mayor J. Froese and Councillors P. Arnason, S. Ferguson, M. Kunst, B. Whitmarsh, and E. Woodward

M. Bakken, S. Nam, R. Seifi, and J. Winslade

W. Bauer, J. Chu, M. Roberts, and K. Stepto

A. ADOPTION AND RECEIPT OF AGENDA ITEMS

1. Council Priorities Committee Agenda – May 27, 2019

Moved by Councillor Arnason,
Seconded by Councillor Kunst,
That Council adopt the agenda and receive the agenda items of the
Council Priorities Committee meeting held May 27, 2019.
CARRIED

B. ITEMS FOR DISCUSSION

The following item was referred to the Council Priorities Committee at the March 11, 2019 Regular Afternoon Council meeting:

1. Cannabis Retail

J. Chu provided a presentation regarding the legislative framework for cannabis retail and production. Cannabis was legalized on October 17, 2018 and municipalities can regulate cannabis using zoning and business licensing. The Township of Langley can also regulate cannabis production in the Agricultural Land Reserve (ALR) with farm bylaws.

Regulation of Retail

Local Governments can:

- Place restrictions on the location of cannabis retail stores through zoning bylaws;
- Impose terms and conditions as part of business licensing, including signage and hours of operation;

B. ITEMS FOR DISCUSSION

- Charge the applicant fees if an application is assessed.

If Council chooses to permit cannabis retail sales, there are three options to regulate sales:

- Create a new zone where cannabis retail is permitted;
- Amend existing zone;
- Allow site-specific rezoning in some designated areas of the Official Community Plan.

Additional considerations are to permit private and/or public retail store, limit the number of stores, model restrictions after the Township Liquor Licensing Policy, and only permit public stores.

Currently, the Zoning Bylaw excludes medical cannabis as a commercial retail use.

Regulation of Production

- Cannabis production in any form is considered a “farm use” by the ALC;
- Cannabis production in the ALR cannot be prohibited if it is:
 - Produced outdoors in a field
 - Produced inside a structure with a base consisting entirely of soil
 - Produced inside a structure built for the growing of crops before July 13, 2018
 - Produced inside a structure under construction as of July 13, 2018 for the growing of crops.
- The Township can regulate cannabis production through a Farm Bylaw, subject to approval by the Ministry of Agriculture.

Council can prohibit cannabis production in industrial areas if they choose to allow it and regulate it. Cannabis production cannot be fully prohibited in the ALR, but it can be regulated through a Farm Bylaw.

Non-production activities in urban areas include: production, processing, research and development, and consumption. Options for these uses include: do not permit, allow in industrial/commercial zones, a new “cannabis use” zone, and require site-specific rezoning in industrial/commercial area of OCP.

Storing, packing, or processing of cannabis is permitted in the ALR if at least 50% of the product is produced “on-farm”.

Potential considerations for a Farm Bylaw:

- Hold a valid license issued by the Government of Canada;
- Conduct growing and/or cultivation of cannabis within the ALR;
- Meet farm standards for cannabis production;
- Meet air quality emissions standards of Metro Vancouver;

B. ITEMS FOR DISCUSSION

- Require a municipal business license.

Potential Farm Standards:

- Setbacks from the ALR boundary, water courses, and property lines;
- Setbacks from daycare, schools, parks, trails, places of worship and Langley Memorial Hospital;
- Buffers between a dwelling unit and a structure or field in which cannabis is produced;
- Storm water and waste water management plans
- Air quality management plan;
- Designated local contact person responsible for air quality management.

COUNCIL

Moved by Mayor Froese,

Seconded by Councillor Woodward,

That the Council Priorities Committee recommends that Council refer cannabis retail to staff for consideration of a regulatory scheme, including public consultation; and

That Council consider this motion under Other Business of the May 27, 2019 Regular Afternoon or Evening Meeting.

CARRIED

Councillor Ferguson opposed

C. OTHER BUSINESS**D. TERMINATE**

Moved by Mayor Froese,

Seconded by Councillor Whitmarsh,

That the meeting terminate at 2:19pm.

CARRIED

CERTIFIED CORRECT:

Chair

Township of
Langley



Est. 1873

REPORT TO MAYOR AND COUNCIL

PRESENTED: APRIL 15, 2019 – REGULAR AFTERNOON MEETING
FROM: COMMUNITY DEVELOPMENT DIVISION
SUBJECT: AGRICULTURAL LAND COMMISSION APPLICATION NO. 100369
 (1151912 BC LTD. / OTG DEVELOPMENT CONCEPTS / 24381 – 56 AVENUE)

REPORT: 19-60
FILE: 11-10-0082

PROPOSAL:

Subdivision within the Agricultural Land Reserve (ALR) of a 7.21 ha (17.79 ac) parcel located at 24381 – 56 Avenue into six (6) suburban residential lots.

RECOMMENDATION SUMMARY:

That Council advise the Agricultural Land Commission (ALC) that the proposed subdivision complies with the minimum lot size requirements of the Township's Zoning Bylaw and request consideration based on agricultural merits.

RATIONALE:

The application complies with the provisions of the Township's Zoning Bylaw.



RECOMMENDATION:

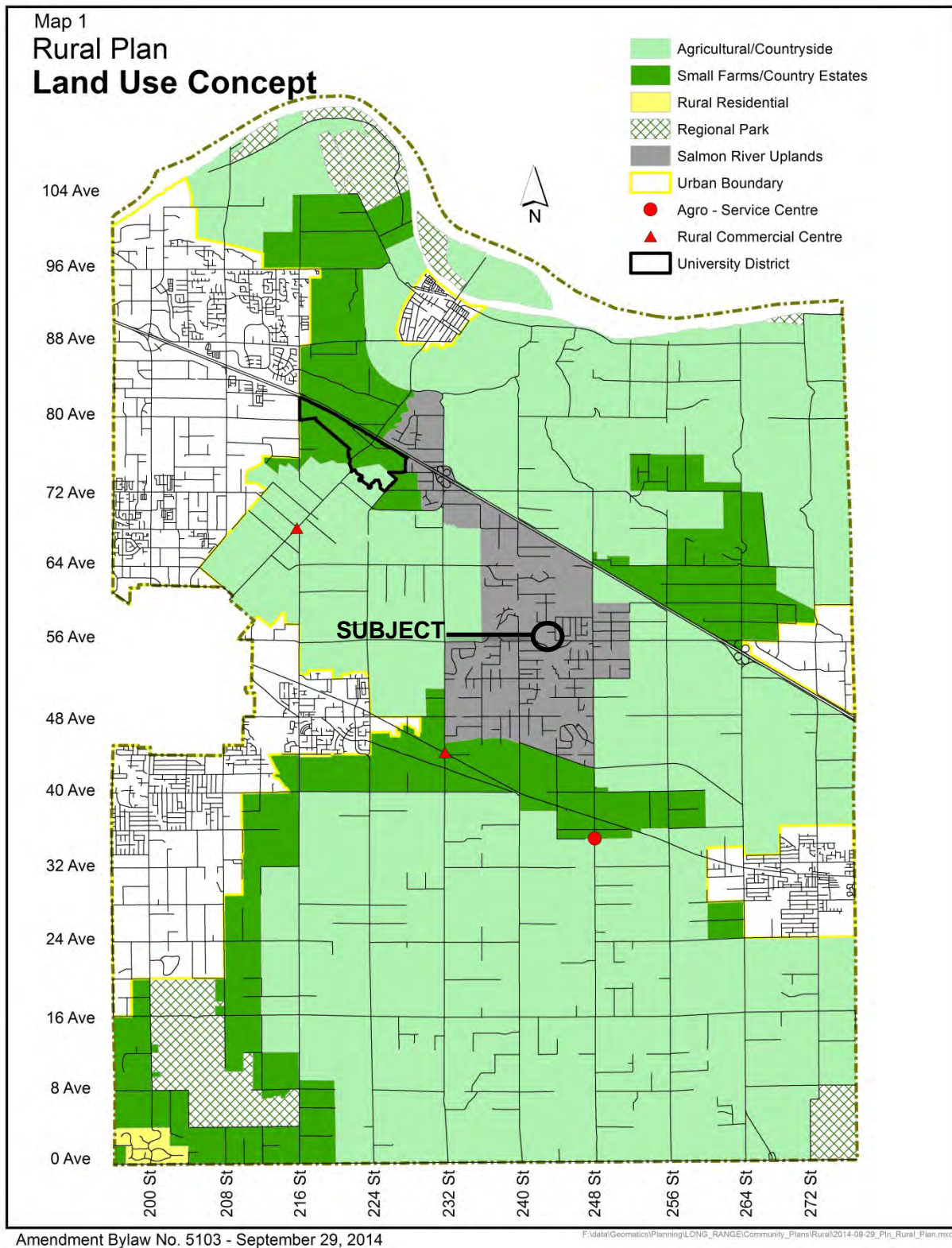
That Council advise the Agricultural Land Commission that the subdivision application submitted by OTG Development Concepts on behalf of the owners of property located at 24381 – 56 Avenue within the Agricultural Land Reserve complies with the minimum parcel size provisions of the Suburban Residential SR-1 Zone of the Township's Zoning Bylaw, and request consideration based on agricultural merits.

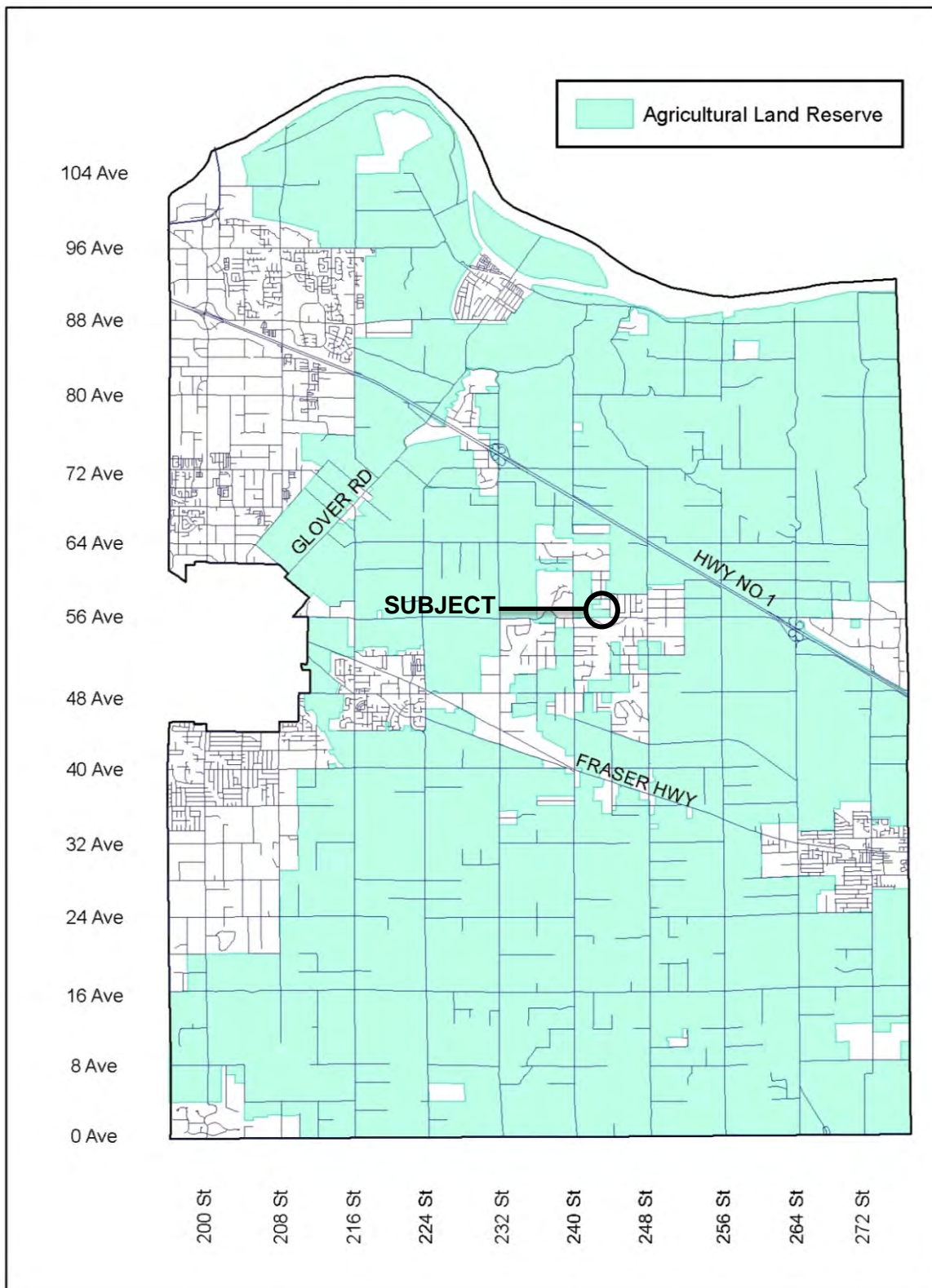
EXECUTIVE SUMMARY:

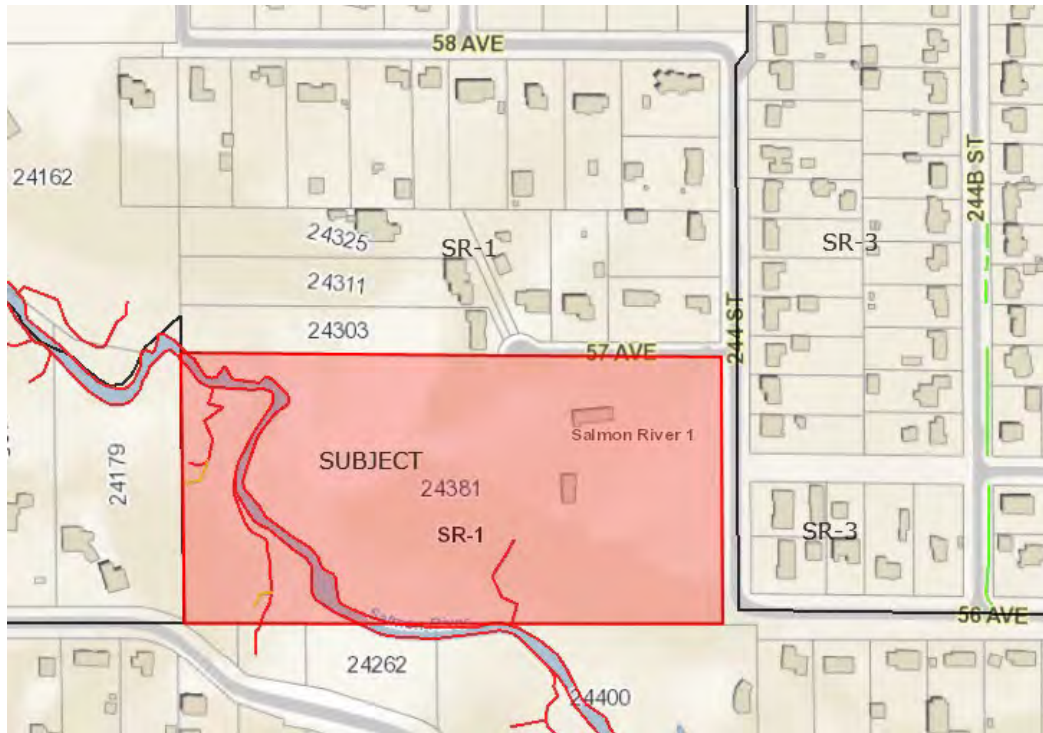
The applicant, pursuant to Section 21(2) of the Agricultural Land Commission (ALC) Act, has applied to subdivide a 7.21 ha (17.79 ac) property into six (6) suburban residential lots. Council, at its November 21, 2016 Regular Afternoon Meeting resolved to forward a previous similar six (6) lot subdivision application to the ALC for consideration, which was subsequently refused March 20, 2017 (ALC resolution #67/2017). Staff recommend that Council forward the current application to the ALC, as the proposal complies with the minimum lot size requirements of the Township's Zoning Bylaw.

PURPOSE:

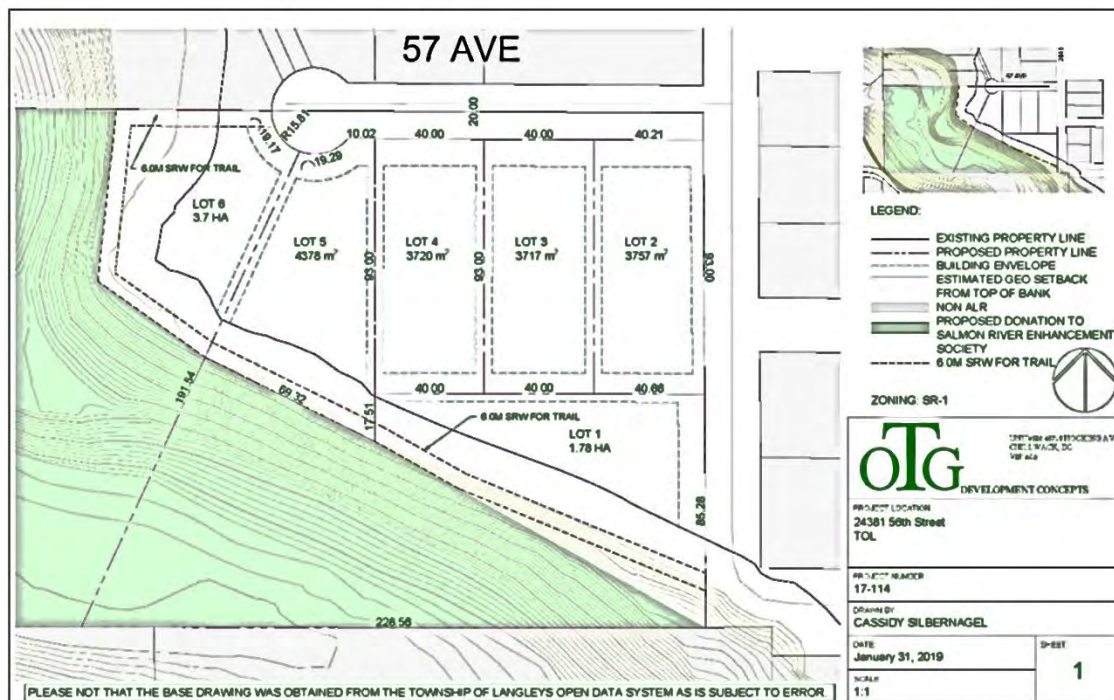
This report is to provide Council with information and a recommendation with respect to an ALR subdivision application submitted under Section 21(2) of the ALC Act by OTG Development Concepts.







ZONING BYLAW NO. 2500



PRELIMINARY SITE PLAN – SUBMITTED BY APPLICANT

REFERENCE:

Agent	OTG Development Concepts 520 – 45715 Hocking Avenue Chilliwack, BC V2P 6Z6
Owner :	1151912 BC Ltd. 170 Jarvis Bay Drive Sylvan Lake, AB T4S 1R8
Legal Description:	Lot 1 Section 10 Township 11 New Westminster District Plan 9017
Location:	24381 – 56 Avenue
Area:	7.21 ha (17.79 ac)
Existing Zoning:	Suburban Residential Zone SR-1
Minimum Lot Size:	3,716 m ² (39,998 ft ²)
Rural Plan:	Salmon River Uplands
Agricultural Land Reserve:	In the Agricultural Land Reserve

BACKGROUND/HISTORY:

The ALC Act allows Council the opportunity to provide recommendations on subdivision applications made to the ALC. Information available to Council to consider making recommendations are policies contained in the Rural Plan and Township Zoning Bylaw.

The subject property is located at 24381 – 56 Avenue, within the ALR and designated Salmon River Uplands in the Rural Plan (adopted in 1993). The property is zoned Suburban Residential (SR-1) with a minimum lot size of 3,716 m² / 39,998 ft².

DISCUSSION/ANALYSIS:

An application has been submitted pursuant to Section 21(2) of the ALC Act to subdivide a 7.21 ha (17.79 ac) property into a total of six (6) suburban residential lots. Five (5) lots are proposed to front onto an existing half road (57 Avenue) with one (1) lot fronting onto 244 Street. The proposed lots range in size from 3,717 to 37,000 m² (40,009 to 398,265 ft²), consistent with the requirements of the Zoning Bylaw. The Salmon River crosses the southwestern portion of the site within a steep ravine. The environmental area below the top of bank is proposed to be included in Lots 1 and 6 and protected through a non-disturbance covenant. A public trail along the east side of the Salmon River is proposed within a right-of-way adjacent to the top of bank on the lots. The south half of 57 Avenue will be constructed in order to complete the existing half road, as a requirement at the time of subdivision (should the application be approved by the ALC).

Staff note that on November 21, 2016 at its regular afternoon meeting, Council resolved to forward a similar application (by a previous owner) to the ALC for consideration which was subsequently refused March 20, 2017 by ALC resolution #67/2017. The applicant indicates the previous application focused primarily on soil conditions as rationale for subdivision whereas the subject application requests ALC consideration based on the history of subdivision and ALR exclusion in the surrounding area as noted by the applicant below:

The [previous application] rationale for subdivision was predominantly based on the soil properties of the Subject Property, whereas the key planning history in the area, whereby significant subdivision and exclusion has occurred, was not addressed.

Other applications were refused on the basis that exclusion or subdivision of a given parcel could lead to the negative impacts on other agricultural lands. As no such agricultural lands exist surrounding the Subject Property, this apprehension is invalid. The Subject Property should not be treated as a parcel abutting agricultural lands. We suggest that the subdivision of the Subject Property from the ALR is appropriate and that agriculture will not be negatively impacted.

Description of Property:

The subject 7.21 ha (17.79 ac) property is flat in its northeastern portion with significant topographical relief in its southwestern portion, accommodating the Salmon River (a red coded watercourse). The site currently contains a single family home and accessory building.

Adjacent Uses and Property Sizes:

North:	57 Avenue, beyond which are seven (7) suburban residential properties zoned Suburban Residential (SR-1), not within the ALR and designated Salmon River Uplands in the Rural Plan;
East:	244 Street, beyond which are six (6) suburban residential lots zoned Suburban Residential (SR-3), not within the ALR and designated Salmon River Uplands in the Rural Plan;
South:	Four (4) suburban residential properties bisected by the Salmon River and steep ravine (all zoned Suburban Residential SR-1, not within the ALR and designated Salmon River Uplands in the Rural Plan);
West:	A 1.7 ha (4.2 ac) property traversed in its northern portion by the Salmon River; this property is within the ALR and designated Salmon River Uplands in the Rural Plan; the portion south of the Salmon River is zoned Rural (RU-1), with the area to the north of the river zoned Suburban Residential (SR-1).

Community Connections Trail:

The Community Connections Municipal Trail Network Plan adopted by Council on September 26, 1994 anticipates community trails along the Salmon River. In consultation with the Parks Administration, Design and Development department, staff recommend a trail on the east side of the Salmon River.

At the time of subdivision, the applicant will be required to protect all Streamside Protection and Enhancement Areas (SPEA) in accordance with the Provincial Riparian Areas Regulation (RAR). To accommodate the Salmon River Trail, a public access 6.0 m Statutory Right-of-Way (SRW) is proposed along the top of bank (across proposed lots 1, 5 and 6 with connections to 56 and 57 Avenues) and will be provided in compliance with relevant senior government streamside protection requirements. This SRW will allow for design and construction of a 3.0 m wide gravel surfaced public trail in accordance with the Township Subdivision and Development Servicing Bylaw 2011 No. 4861. Construction details of the trail will be determined at subdivision stage should the application be approved by the ALC.

Agricultural Advisory and Economic Enhancement Committee:

In accordance with past practice the application will be forwarded to the Agricultural Advisory and Economic Enhancement Committee (AAEEC) for information purposes.

Servicing:

The Township's Subdivision and Development Servicing Bylaw designates the subject property Suburban - Level 3. Should the application proceed to the subdivision stage, the applicant will be required to dedicate and construct the south half of 57 Avenue (currently built to a half road standard) along the northern property line. The applicant will also be required to dedicate and construct the south half of a 15.5 m radius cul-de-sac at the west terminus of 57 Avenue. Each proposed lot must be serviced with municipal water in accordance with the Subdivision and Development Servicing Bylaw 2011 No. 4861. Each lot must also provide an onsite septic disposal system (including nitrate removal) and register a covenant for its location (including both primary and reserve fields), design and maintenance. Additional servicing details and requirements will be addressed at time of subdivision, should the application be approved by the ALC.

POLICY CONSIDERATIONS:

The subject site is located within the ALR and designated Salmon River Uplands in the Rural Plan. The proposed subdivision complies with the minimum lot size requirements of the Suburban Residential Zone (SR-1). Details of the proposed subdivision will be addressed at the subdivision stage in accordance with the Township's Subdivision and Development Servicing Bylaw as well as any additional requirements imposed by the ALC as a condition of approval, should such be granted. As the Township of Langley does not have the required expertise to assess the application from an agricultural perspective, the application is being forwarded to the ALC for their consideration.

Respectfully submitted,

Daniel Graham
DEVELOPMENT PLANNER
for
COMMUNITY DEVELOPMENT DIVISION

This report constitutes the "Local Government Report" as required under Section 12 or 29 of the Agricultural Land Reserve Use, Subdivision and Procedure Regulation.



COUNCIL POLICY

Subject: Control of Nuisance Animals

Policy No: 05-205
Previous Policy No: 05-745
Approved by Council: 1998-09-21
Revised by Council: 2016-05-30
Revised by Council: 2017-03-06

1. Purpose

- 1.1. To provide direction for Township staff in resolving drainage problems resulting from activities of animals such as beavers and muskrats.

2. Background

- 2.1. Flooding of municipal and private property and damage to culverts, roads and dykes has resulted from activities of animals such as beavers and muskrats.
- 2.2. It is important to manage the activities of animals to protect municipal infrastructure and public safety.
- 2.3. Managing the activities of wildlife must reflect a balanced approach to protecting infrastructure, public safety and the environment

3. Related Policy

- 3.1. 05-002 Private Property - Entering and Working On

4. Policy

- 4.1. Township property, including roads and gravel pits, and private property has been subject to flooding by activities of beavers. Culverts and water courses of various sizes have been obstructed by these animals resulting in potential liability from flooding, and road damage from overtopping and erosion. Significant costs are incurred in clearing these obstructions.
- 4.2. Dykes are subject to damage from burrowing by animals such as muskrats and beavers. Burrowing can result in weakening of the dykes, and can provide a passage for flood waters that could eventually compromise the structural integrity of the dyke and flood public and private land and improvements.
- 4.3. Management of beavers shall be performed in accordance with applicable regulations, including Township of Langley's Beaver and Beaver Management guidelines, as amended from time to time, to reflect best management practices, industry standards and latest technology.

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- 4.4. Management of beavers shall consist of a series of progressive, coordinated and non-invasive steps, including the following:
 - i. Monitoring
 - ii. Tree wrapping
 - iii. Installing pond levelers
 - iv. Hand removal of dams
 - v. Removal of debris and blockages
 - vi. Other non-invasive approaches, as possible.
- 4.5. When no other effective means of preventing or controlling the potential damage, and risk to public safety, due to the activities of these animals is available they may be removed by trapping.
- 4.6. A trapper, duly licensed under the provisions of Provincial and/or Federal legislation, must be contracted to remove the nuisance animals.



REPORT TO MAYOR AND COUNCIL

PRESENTED:	MARCH 6, 2017 - REGULAR AFTERNOON MEETING	REPORT:	17-22
FROM:	ENGINEERING DIVISION	FILE:	0340-20-ENGI1
SUBJECT:	CONTROL OF NUISANCE ANIMALS – POLICY UPDATE		

RECOMMENDATION:

That Council adopt Control of Nuisance Animals Policy No. 05-205, with amendments as presented in Attachment A to this report.

EXECUTIVE SUMMARY:

At its Regular Evening Meeting on February 20, 2017, Council passed the following resolution: *“That the delegations regarding beaver control in the Township be referred to staff for a report on updating the Control of Nuisance Animals Policy No. 05-205.”*

Management of beavers and their dams falls under the jurisdiction of the provincial government and is regulated pursuant to applicable legislation. While the regulations generally prohibit disturbance or destruction of beaver dams, they do provide municipalities with the ability to control beaver activity, including removal of dams, and trapping where activity is deemed to pose a risk to municipal drainage systems, other infrastructure, property or the environment.

The Policy (Attachment A), adopted by Council in 1998, in part, states that: *“When no other effective means of preventing or controlling the potential damage due to activities of these [nuisance] animals is available, they may be removed by trapping.”* This is in compliance with provincial regulations and recognizes that municipal infrastructure, including roads and drainage systems, as well as private property may be affected by animal activities, resulting in potential public safety concerns and environment damage with significant cost and liability implications.

In 2012, Council directed staff to work with the Association for the Protection of Fur Bearing Animals (APFA) to explore alternative approaches to traditional beaver management practices. Since 2012, staff has implemented adaptive measures in collaboration with APFA at a number of locations considered to be suitable, including Horn Pitt (2013); Bedford Landing (2014); and Kelly Lake (2015). Guidelines (Attachment B) have also been developed to work in conjunction with the Policy, as an organic document that can be revised to reflect most up-to-date technology and best management practices without the need to amend the Policy.

Notwithstanding, amendments are being proposed, as directed by Council, to reflect current practice, refer to the guidelines, and clarify that trapping is only used as a last resort after all other efforts have been exhausted, and in compliance with applicable provincial regulations, requirements and standards.

PURPOSE:

This report is in response to Council's resolution of February 20, 2017, referring delegations to staff and requesting a report regarding potential updates to Policy No. 05-205.

BACKGROUND/HISTORY:

At its Regular Evening meeting on February 20, 2017, Council received delegations regarding the Township's Control of Nuisance Animals Policy, specifically relating to management of beaver activity. Subsequently, at that meeting, Council referred the delegations to staff and directed staff to bring forward a report with potential updates to Township's current policies.

Management of beavers and their dams falls under the jurisdiction of the provincial government and regulated pursuant to applicable legislation, including the Wildlife Act and the Water Sustainability Act. While the regulations generally prohibit disturbance or destruction of beaver dams, they do provide municipalities with the ability to control beaver activity, including removal of dams, where the beaver activity is deemed to pose a risk to municipal drainage systems, public assets, other infrastructure, property or the environment.

With the Township's significant land area and rural setting, it is necessary to manage beaver activity, which has the potential to conflict with human activity including farming and agricultural operations, to ensure public safety and protect infrastructure and private property.

In 2012, Council directed staff to work with the Association for the Protection of Fur Bearing Animals (APFA) on a pilot basis to assess the viability and effectiveness of alternative approaches to traditional beaver management techniques. The pilot projects involved the following:

- assessing and mapping project areas, to determine level of activity;
- developing and implementing adaptive strategies;
- collaborating with and obtaining approvals from senior levels of government, where necessary; and
- monitoring and reporting.

Since 2012, the following locations have been subject of adaptive measures in collaboration with APFA:

- Horn Pitt, in the Brookwood-Fernridge area in 2013;
- Bedford Landing Passive Park Site in Fort Langley in 2014; and
- Kelly Lake in the salmon River Uplands area in 2015.

Township's Control of Nuisance Animals Policy No. 05-205 (previous 05-745) has been in effect since 1998. The Policy recognizes that municipal infrastructure, including roads and drainage systems, as well as private property may be subject to flooding by beaver activities, resulting in potential damage to property, public safety and the environment due to erosion, with significant cost and liability implications.

DISCUSSION/ANALYSIS:

Policy No. 05-205 (Attachment A), which should be reviewed in conjunction with associated guidelines (Attachment B) set out the framework for managing beaver activity, and are based on a progressive regime that begins with hand removal of dams created by beavers without any trapping or use of machinery. The guidelines are updated from time to time, as new methods or technologies for managing beaver activity become available; and can be refined based on best management experiences without the need for an amendment to the Policy document, which, as a more high level document, provides for a more regulatory framework, rather than being prescriptive.

Measures typically include the following:

- a) wrapping of trees, to prevent removal of trees that are used by beavers for construction of dams;
- b) hand removal of dams without the use of any machinery or equipment; and
- c) installation of pond levelers, intended to control and monitor water levels and provide for an adequate but undetectable discharge of water from ponds.

Currently, there are over a dozen active beaver management sites throughout the Township, where staff is managing beaver activities, including tree wrapping, and pond levelers and ongoing monitoring.

Where management efforts, as described above, are unable to keep up with beaver activity, trapping may be deemed necessary, as a last resort. In such cases, the Township retains the services of qualified, trained, professional contractors who are required to obtain the necessary licenses and permits, following all applicable provincial and federal regulations, as well as industry standards and best management practices. Licensed contractors are subject to provincial regulations related to trapping, including the types of traps that may be used, regular inspections and reporting, as well as rigorous education requirements.

Fact sheets (Attachment C) have been developed over the years to provide the public and land owners with information regarding beaver management and the governing regulations.

Accordingly, the Policy provides for removal or trapping of animals, pursuant to applicable federal and provincial legislation and regulations, but only as a last resort; when no other means of preventing or controlling damage by animals have been proven effective and all other efforts and measures proven ineffective.

Respectfully submitted,

Ramin Seifi
GENERAL MANAGER
for
ENGINEERING AND COMMUNITY DEVELOPMENT DIVISIONS

ATTACHMENT A	Policy No. 05-205, with proposed amendments highlighted
ATTACHMENT B	Beaver and Beaver Dam Management Guidelines
ATTACHMENT C	Beaver and Beaver Dam Management Fact Sheet



COUNCIL POLICY

Subject: Control of Nuisance Animals

Policy No: 05-205
Previous Policy No: 05-745
Approved by Council: 1998-09-21
Revised by Council: 2016-05-30

1. Purpose

- 1.1. To provide direction for Township staff in resolving drainage problems resulting from activities of animals such as beavers and muskrats.

2. Background

- 2.1. Flooding of municipal and private property and damage to culverts, roads and dykes has resulted from activities of animals such as beavers and muskrats.
- 2.2. It is important to manage the activities of animals to protect municipal infrastructure and public safety.
- 2.3. Managing the activities of wildlife must reflect a balanced approach to protecting infrastructure, public safety and the environment

3. Related Policy

- 3.1. 05-002 Private Property - Entering and Working On

4. Policy

- 4.1. Township property, including roads and gravel pits, and private property has been subject to flooding by activities of beavers. Culverts and water courses of various sizes have been obstructed by these animals resulting in potential liability from flooding, and road damage from overtopping and erosion. Significant costs are incurred in clearing these obstructions.
- 4.2. Dykes are subject to damage from burrowing by animals such as muskrats and beavers. Burrowing can result in weakening of the dykes, and can provide a passage for flood waters that could eventually compromise the structural integrity of the dyke and flood public and private land and improvements.
- 4.3. Management of beavers shall be performed in accordance with applicable regulations, including Township of Langley's Beaver and Beaver Management guidelines, as amended from time to time, to reflect best management practices, industry standards and latest technology.

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- 4.4. Management of beavers shall consist of a series of progressive, coordinated and non-invasive steps, including the following:
 - i. monitoring
 - ii. Tree wrapping
 - iii. Installing point levelers
 - iv. Hand removal of dams
 - v. removal of debris and blockages
 - vi. Other non-invasive approaches, as possible.
- 4.5. When no other effective means of preventing or controlling the potential damage, and risk to public safety, due to the activities of these animals is available they may be removed by trapping.
- 4.6. A trapper, duly licensed under the provisions of Provincial and/or Federal legislation, must be contracted to remove the nuisance animals.

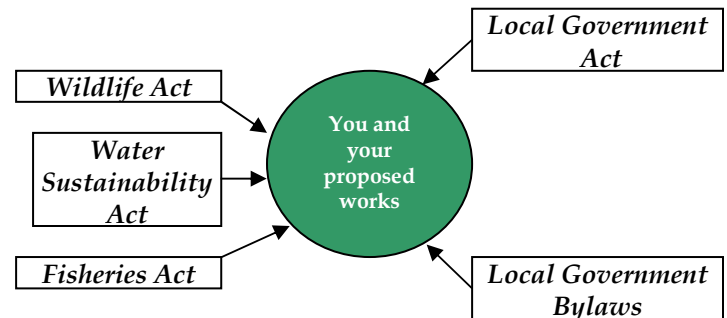


BEAVER AND BEAVER DAM MANAGEMENT

Legal Requirements

Acts and regulations exist at both the provincial and federal levels to protect fish and wildlife species and their habitats; as well as, protecting water quality and quantity. Local governments may also have local bylaws that deal with works in and around water.

Under the BC *Wildlife Act* it is an offence to “disturb, molest, or destroy” a beaver den, house, or dam unless you are a trapper as licensed under the *Act*. Alteration or removal of a dam is permitted under the BC *Wildlife Act* “to provide irrigation or drainage under lawful authority for the protection of property” and under the BC *Water Sustainability Act* “for drainage purposes with specific restrictions”. To remove a beaver dam, located in a watercourse, one must have the permission of the landowner and notify the BC Ministry of Forests Lands and Natural Resource Operations (FLNRO) prior to the commencement of works.



The federal *Fisheries Act* regulates fish and fish habitat in Canada. Section 35 of the *Act* prohibits “Serious Harm to Fish” (or fish habitat) unless authorized by Fisheries and Oceans Canada (DFO). For works that may result in Serious Harm to Fish, DFO must be contacted or notified prior to the commencement of works.

Township of Langley’s Approach

According to Township of Langley (Township) policies #05-002 *Private Property – Entering and Working on* and #05-205 *Drainage - Control of Nuisance Animals* (both revised by Council in 2016) the Township will typically only undertake works on Township property* unless under specific circumstances (i.e. risk to public safety).

**Township property= simple parcels of land and/or improvements as well as roads, right-of-ways, or works owned or operated by the Township including those held in trust by the Township.*

When a problem beaver dam is identified on Township property, staff only considers complete removal of the dam or other structures if it is deemed an emergency, and after all other management tools and options have been reviewed. To remove a beaver dam in a watercourse, the Township follows the BC [“Best Management Practices for Instream Works”](#) protocols. This involves the Township working with a Qualified Environmental Professional (QEP) to assess the proposed works. In some cases, the QEP will also monitor the works and submit notifications and reports to FLNRO (and DFO if applicable).

In the event that removal of a beaver(s) is deemed necessary (i.e. immediate threat to public safety), beaver trapping is undertaken by a licensed trapper. All trapping is conducted in accordance with local, provincial, and federal regulations. However, in all instances the Township tries to work with area landowners and residents to accept a certain level of flooding caused by beavers; therefore, reducing the need to conduct dam removals, habitat alterations, and trapping.

Note: All beaver management issues / works on **private land** are the responsibility of the property owner.

BEAVER MANAGEMENT ON PRIVATE LANDS

For beaver management issues on **private lands**, the landowner (owner) is responsible for all management activities and applicable regulatory agency contacts. To remove a beaver structure located within a watercourse the BC Ministry of Forests Lands and Natural Resource Operations (FLNRO) may require contact prior to works in order to notify and/or obtain approvals for said works. Should the project result in "Serious Harm to Fish" (or fish habitat) Fisheries and Oceans Canada (DFO) may also require contact. In the event that beaver *trapping* works are necessary, the owner may be required to hire a fully licensed professional trapper (trapper).

Beaver Dam, Den, or House Management Procedures:

- Removal or alteration via **powered machinery** must be conducted under FLNRO (and potentially DFO) notifications. Typically, notifications must be submitted to the agencies at least 45 days prior to works.
- For removal or alteration via **hand-tools** or **non-mechanized** methods - a registered trapper may have a standing agreement for selective hand removal of beaver dams and related debris under their Trapping License. If there is such an agreement, the trapper may be able to conduct these works without prior notification or approval from FLNRO. *Alternatively*, the owner may use this method of dam removal if the owner notifies the appropriate regulatory agencies prior to works.

Some alternative Beaver Management Methods:

1. Installing fences and/or barriers around culverts, drains, structures, and trees to keep beavers away.
2. Wrapping heavy gauge wire mesh around trees to prevent beavers from "working" on them.
3. Using low-voltage electric fencing to isolate areas or stands of vegetation from the beavers.
4. Installing a beaver pond leveler or other device in the dam in order to maintain desired water levels upstream and downstream of the dam; *must be done under FLNRO (and possibly DFO) notifications and/or approvals*.

Contacts:

Front Counter BC (BC Permitting and Licensing – for FLNRO contact) / Ph: 604.586.4400 or 1-877-855-3222 /
E-Mail: FrontCounterBC@gov.bc.ca / website: <http://www.frontcounterbc.gov.bc.ca/>
More information – <http://www.env.gov.bc.ca/wld/instreamworks/beaverdamremoval.htm>

Fisheries and Oceans Canada (British Columbia Regional Office) / Ph. 1-866-845-6776
200 - 401 Burrard Street, Vancouver, British Columbia V6C 3S4 / Email: ReferralsPacific@dfo-mpo.gc.ca
More information - <http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>

Langley Environmental Partners Society (LEPS) – assistance with alternative beaver management methods
Unit 201 - 22071 48th Avenue, Langley, BC
Ph. 604.532.3511 - Website: <http://www.leps.bc.ca/>

Professional Trappers: look up 'wildlife trappers' or 'BC Trapping Association' in the yellow pages or search on-line for additional companies/services.

***Disclaimer:** It is the responsibility of the landowner to determine if any applicable environmental notifications are required, submitting said notifications (if applicable), and for the scheduling of works and all of the associated costs involved with the beaver management issues. The owner is also responsible to ensure that the chosen trapper (if applicable) has current, up-to-date, professional certification and government licensing any withstanding agreements. The Township encourages the use of alternative beaver management methods wherever feasible; however, it neither promotes nor discourages the use of beaver trapping, beaver dam removal, or beaver habitat alteration as a control/management method.*

FACT SHEET

BEAVER & BEAVER DAM MANAGEMENT



Definition: Actions taken to control beaver populations and their effects on local watercourses.

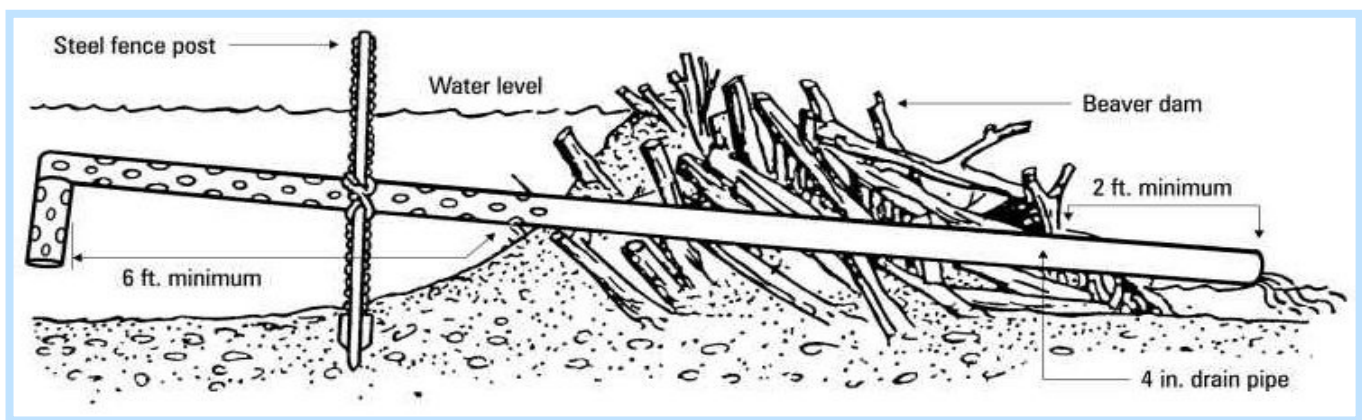
Why Is Beaver Control Needed?

As we know, beavers build dams to create habitat for themselves. In doing so, they can create chaos for others. In urban environments, beaver activity can cause flooding, damage to infrastructure (e.g., culverts and roads), loss of trees, and other hazards to private and public property. The management of beavers, their dens and dams is therefore a necessary part of operations activities. However, it is important to note that beavers, through the construction of dams and the ponds that form behind them, create some excellent summer and winter habitat for fish and other wildlife.



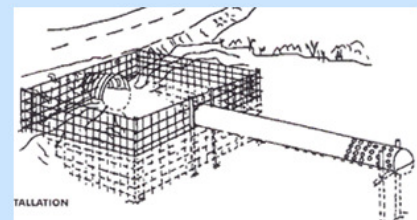
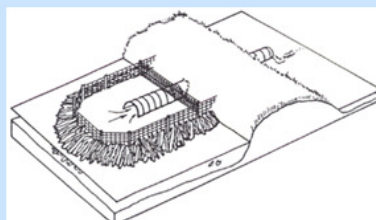
Tips for Beaver Management

Improper removal of a beaver dam can have negative impacts to fish/wildlife, fish/wildlife habitat, channel stability, and downstream users and landowners. When possible, one must consider options other than complete removal of a dam. For example, partial removal of the dam may provide adequate drainage conveyance. Alternatively, various products are available to help beavers and people to coexist (e.g. installation of a pond leveler).



www.flemingoutdoors.com

Other Types of Beaver Control Devices





FACT SHEET

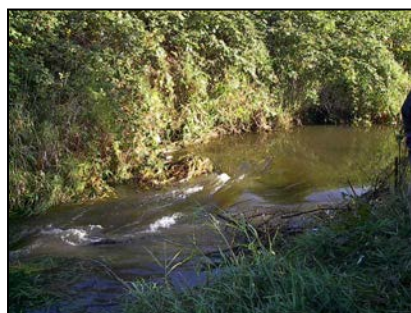
BEAVER & BEAVER DAM MANAGEMENT



Beaver Dam Removal

If dam removal is necessary, it is important to ensure that accumulated sediment upstream of the dam is not released in a concentrated pulse and that flow velocities will not erode the banks of downstream reaches. The following are best management practices for dam removal:

- Remove the dam **SLOWLY**. By notching the dam, lower the water levels in steps allowing water levels to equalize before notching again to a lower level. This will minimize the chance of releasing a sudden flush of sediment downstream.
- Remove all dam materials from the site so other beavers do not re-use the material, and to ensure that the material does not end up in the watercourse where it could impede flow and cause flooding.
- Install sediment control structures downstream of the dam to contain sediment stored behind the dam.
- It may be important to install some type of beaver exclusion methods or consider having a licensed trapper physically remove the beaver(s) before undertaking dam removal activities, as the beaver(s) will try to re-build the dam and any removed or disturbed structures within their territory.



You can find further information on best management practices for beaver and beaver dam removal in the BC Ministry of Environment's *Standards and Best Practices for Instream Works*, available online at:

<http://www.env.gov.bc.ca/wld/instreamworks/index.htm>



MEMORANDUM

TO: MAYOR AND COUNCIL **DATE:** JUNE 10, 2019

FROM: CORPORATE ADMINISTRATION **FILE NO:** 0530-01
DIVISION

SUBJECT: COUNCIL WORKSHOP – BUDGET DISCUSSIONS

At the May 27, 2019 Regular Afternoon Council meeting, Council passed a motion to schedule a Council Workshop for budget discussions on Friday, October 4, 2019 in the afternoon.

Gord McIntosh has advised he now has a few more dates of availability for Council's consideration:

Tuesday, November 26

Wednesday, November 27 *Agricultural Advisory and Economic Enhancement Committee meeting scheduled from 7 – 9pm

Thursday, November 28

Friday, November 29 *Metro Board Inaugural Meeting 9am – 12pm