## Agenda Listing

1. Call to Order

2. Delegations/Hearings

3. Adoption of Minutes

4. Business Arising

5. Consent Agenda

6. Quarterly Reports

7. Departmental Reports

   7-E-1 (FIRE)  
   Recommendation that Council authorize the Fire Chief to issue an Order to cancel the remaining portion of the Spring 2020 burning season, effective April 1, 2020.

   7-F-1 (FIN)  
   Recommendation that Council receive the “COVID-19 – Policy Amendments, Outstanding Utility Fee Interest Waiver and Service Interruptions” Report for information; approve the temporary Policy amendments as proposed; and, waive the interest on overdue utility invoicing, effective immediately, with a reassessment on June 30, 2020, as contained within the Staff Report dated March 23, 2020.

   7-H-1 (PLAN)  
   Recommendation that “Bylaw Notice Enforcement Bylaw Amendment Bylaw 2020, No. 4801” be given first and second reading.

   Recommendation that “Bylaw Notice Enforcement Bylaw Amendment Bylaw 2020, No. 4801” be given third reading.

   Recommendation that “Municipal Ticket Information Bylaw Amendment Bylaw 2020, No. 4802” be given first and second reading.

   Recommendation that “Municipal Ticket Information Bylaw Amendment Bylaw 2020, No. 4802” be given third reading.

8. Motion to Adjourn
1. SUMMARY OF ISSUE:

The City of Chilliwack's Open Air Burning Regulation Bylaw 2008, No. 3511 establishes two burning seasons per year. The Spring burning season is from March 1 to April 30 and the Fall burning season is from October 1 to November 30. Air pollution has negative impacts on respiratory systems, and a concern has been raised by a local doctor regarding the smoke from open air burning exacerbating public health issues during the current COVID-19 outbreak.

A decision is required to shorten the Spring 2020 burning season.

2. RECOMMENDATION:

Recommendation that Council authorize the Fire Chief to issue an Order to cancel the second half of the Spring 2020 burning season, effective April 1, 2020.

Ian Josephson, Fire Chief

3. FINANCE COMMENTS:

Were the City to issue refunds for every burning permit issued, the impact would be approximately $15,000. Providing refunds would not significantly impact the Financial Plan and the lost revenues can be absorbed.

Glen Savard, Director of Finance

4. CHIEF ADMINISTRATIVE OFFICER'S RECOMMENDATION/COMMENTS:

Supports recommendation.

Peter Monteith, CAO
STAFF REPORT ON
OPEN AIR BURNING SEASON – SPRING 2020

PREPARED BY: Ian Josephson & Tara Friesen  DATE: March 23, 2020
POSITION: Fire Chief & Manager of Environmental Services  DEPARTMENT: Fire & Engineering

1. DEFINITION OF ISSUE:

The City of Chilliwack’s Open Air Burning Regulation Bylaw 2008, No. 3511 establishes two burning seasons per year. The Spring burning season is from March 1 to April 30 and the Fall burning season is from October 1 to November 30. Air pollution has negative impacts on respiratory systems, and a concern has been raised by a local doctor regarding the smoke from open air burning exacerbating public health issues during the current COVID-19 outbreak.

A decision is required to shorten the Spring 2020 burning season.

2. FACTORS:

2.1 A local doctor has raised concerns that poor air quality negatively affects respiratory systems by exacerbating inflammation, and requested that the City take steps to reduce pollution from open air burning during the COVID-19 outbreak.

2.2 Open air burning is permitted on Rural and Agricultural properties, subject to restrictions specified in the Open Air Burning Regulation Bylaw 2008, No. 3511. Restrictions include the following, among others:

- Burning is limited to two seasons:
  - Spring: March-April
  - Fall: October-November
- A permit must be purchased ($25.00 per season)
- The ventilation index must be Fair or Good
- Only clean vegetation can be burned; no garbage, construction/demolition waste or other hazardous materials
- There are setbacks and limits to the size of burn piles
- Other provincial restrictions apply to the burning of material 10cm (4”) in diameter or larger, including larger setbacks and a requirement for the ventilation index to be Good

2.3 There are a number of air pollutants associated with open air burning, including particulate matter, which can negatively affect human cardiovascular and respiratory systems.

2.4 COVID-19 has been declared a global pandemic and the Government of BC has declared a Provincial State of Emergency in response to COVID-19 health concerns. COVID-19 is the disease caused by the new coronavirus and it can cause very serious respiratory illness in vulnerable populations.
2.5 As of March 23, 2020, there were 472 confirmed cases of COVID-19 in BC and 13 deaths. 150 of the cases are in the Fraser Heath Region.

2.6 As of March 23, 2020, 574 burning permits have been issued in Chilliwack for the Spring burning season. During the same period last year (March 1-23, 2019), 553 burning permits had been issued and another 259 permits were issued from March 24-April 30, 2019, bringing the total Spring 2019 burning permits to 812. A similar total number of permits can be expected this Spring if burning is continued to be permitted.

2.7 The BC Ministry of Agriculture considers the burning of vegetation “a normal farm practice” under the BC Farm Practices Protection (Right to Farm) Act. Total prohibitions of burning on agricultural land are therefore not supported provincially, but municipalities may impose restrictions.

2.8 Between March 1 and 23, 2020, residents with burning permits have had 22 days with a Fair or Good ventilation index, which allowed for open air burning to take place. In 2019, there were 25 days with a Fair or Good ventilation index in the entire month of March.

2.9 There are alternatives to burning that the City has been promoting, including using the City’s Curbside Collection Program (Green Cart), chipping/grinding and using the material on-site, or delivering vegetation waste to the Parr Road Green Depot for composting. People can bring 400 kg (880 lb) of yard waste to the Green Depot for the same cost as a burning permit.

2.10 The Fire Chief has the authority under the Open Air Burning Regulation Bylaw 2008, No. 3511 to suspend or cancel burning permits. Open air burning could be cancelled for the second half of the Spring burning season in order to reduce pollution as much as possible during the COVID-19 outbreak. The Fall burning season can be reviewed in late summer since the COVID-19 situation is evolving rapidly.

2.11 Because there are other sources of pollution in the Fraser Valley (e.g. industrial emissions, vehicle emissions, manure application, etc.), there will likely continue to be days with hazy conditions or reduced visibility, but eliminating open air burning for the remainder of the Spring burning season will help reduce particulate matter emissions to improve air quality.

2.12 The shortening of the Spring burning season would be advertised through social media, the City’s website, and through newspaper and radio ads. The Fire Department would respond to open air burning incidents in April on a complaints-basis and would visit the property where burning is taking place to educate the owner about the cancellation of burning permits. A written warning would be issued and the permit holder would be required to extinguish the fire.

2.13 There may be some residents who purchased a burning permit and have not yet burned their materials. Refunds will be issued upon request.
3. **RECOMMENDATION & SUBSTANTIATION:**

Recommendation:

Recommendation that Council authorize the Fire Chief to issue an Order to cancel the second half of the Spring 2020 burning season, effective April 1, 2020.

Substantiation:

Cancelling the second half of the Spring burning season will help reduce local pollution and associated negative effects on respiratory systems during the COVID-19 outbreak.
STAFF REPORT - COVER SHEET

SUBJECT: COVID-19 – Policy Amendments, Outstanding Utility Fee Interest Waiver and Service Interruptions

Date: March 23, 2020

DEPARTMENT: Finance
Prepared by: Glen Savard

1. SUMMARY OF ISSUE:

In response to the Coronavirus pandemic, staff is requesting Council approval to relax specific aspects within the City's financial policies and waive interest charges on overdue utility invoicing (water, sewer and curbside collection) on a temporary basis.

In addition, there will be various service level interruptions, where it would be practical to expect some prioritization and delays in service.

2. BACKGROUND:

Policy Amendments

With the situation changing very rapidly and service delivery being required to adapt to the current environment, relaxing aspects of certain policies will ensure service interruptions are reduced as much as possible and give staff the ability to respond to changing operational needs as required. Such policy modifications are intended to be temporary and will be re-established at such time when regular operations resume.

Staff is requesting Council approval to relax portions of specific policies and the rationale for doing so as follows:

Policy Directive No. C-16 - Credit Collection Policy

For the collection of development related fees, given the closure of City Hall and the resulting need to collect the fees remotely, the City will offer a direct deposit option for the payment of development fees, given debit or cheque processing may be difficult.
The City currently accepts credit card payment for certain development fees, provided the fee(s) do not exceed $5,000. Credit cards are not accepted for property taxes, curbside garbage collection or utility fees or development cost charges due to the level of fees that the City would incur with such a large aggregate value of revenue. In situations where the direct deposit option may prove cumbersome, staff are recommending a limit increase from $5,000 to $10,000 for credit card transactions that will further allow for remote development fee processing to keep activities moving forward. The City will provide direct deposit as the first available option, but provide credit card, with the increased limit, as the alternative should Council agree.

**Policy Directive No. C-14 – Purchasing**

With projects requiring a Request for Expression of Interest (RFEI), Request for Proposal (RFP) or Tender, the process will continue as usual, in compliance with trade agreements. Under the Sole Source and Request for Quotation (RFQ) processes, goods and services under $5,000 can be directly sole sourced, where those over $5,000 require staff to solicit quotes to ensure best value for money is received. Under the circumstances and situations that may present themselves in the future, certain items may be, or become scarce. As a result, staff is requesting the sole source limit be raised to $10,000 to ensure certain specific goods can be sourced as available and where timing may be of the essence to secure those goods as soon as they become available.

**Utilities - Late Payment Interest Waiver**

The City also understands this situation will likely place financial hardship on a number of its residents. The Federal and Provincial Governments have announced financial aid and stimulus packages to help businesses and individuals affected financially by COVID-19. The City will continue to monitor these programs as they roll out, to see how they may apply to its residents. While municipalities are restricted as to the types of relief that can be provided, staff are recommending that interest on overdue utility (water, sewer, curbside collection) be waived, effective immediately, with a re-assessment on June 30, 2020. While the municipality must continue to charge the regular utility fees to recover the pay for the costs that are incurred to keep these services operational, eliminating the interest charges for late payments will hopefully alleviate some of this burden for those that may find themselves in that unfortunate situation.
Service Interruption

As can be expected with the current environment and closure of City Hall, certain service provisions will require a degree of prioritization or experience some delays, especially within development and planning services.

Current development application processing times are provided in the table below.

<table>
<thead>
<tr>
<th>Development Applications</th>
<th>Current Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural Land Reserve</td>
<td>6+ months</td>
</tr>
<tr>
<td>Development Permit</td>
<td>6 – 8 weeks</td>
</tr>
<tr>
<td>Development Variance Permit</td>
<td>3 – 4 months</td>
</tr>
<tr>
<td>Rezoning</td>
<td>4 – 6 months</td>
</tr>
<tr>
<td>Temporary Use Permit</td>
<td>3 – 4 months</td>
</tr>
</tbody>
</table>

It is anticipated that these timelines will be extended due to anticipated absences due to illness and the changes in current operating procedure. It is not possible to predict what the impact will be, but every effort will be made to maintain as high a level of service as possible. Development variances permits, rezonings, and temporary use permits require public hearings prior to Council approval. Staff are addressing this issue and will bring a proposed resolution to Council at the April 7th meeting so that applications can continue to be processed.

2. **RECOMMENDATION:**

That Council receive the report for information, approve the temporary Policy amendments as proposed, and waive interest on overdue utility invoicing, effective immediately, with a re-assessment on June 30, 2020.

![signature]

Glen Savard, Director of Finance

6. **CHIEF ADMINISTRATIVE OFFICER'S RECOMMENDATION/COMMENTS:**

Supports Recommendation.

![signature]

Peter Monteith, CAO
SUMMARY OF ISSUE:
British Columbia's Chief Medical Officer has issued a number of orders relating to business operations in response to COVID-19. The City's Business Licence Bylaw has existing language built in requiring compliance with "... all applicable bylaws of the City of Chilliwack and all applicable enactments, laws, rules, codes, regulations or orders of the Government of Canada, the Province of British Columbia, and any other authority having jurisdiction over the proposed business." [s.5(3) - Business Licence Bylaw 1985, No. 928]. To ensure the City can enforce this provision, including issuance of fines, amendments to the Bylaw Notice Enforcement and Municipal Ticket Information Bylaws are proposed to include fines as follows:

- BNEB Bylaw: $500 for "operating contrary to law"
- MTI Bylaw: $1000 for "operating contrary to law"

RECOMMENDATION:
That “Bylaw Notice Enforcement Bylaw Amendment Bylaw 2020, No. 4801” be given first and second reading.

That “Bylaw Notice Enforcement Bylaw Amendment Bylaw 2020, No. 4801” be given third reading.

That “Municipal Ticket Information Bylaw Amendment Bylaw 2020, No. 4802” be given first and second reading.

That “Municipal Ticket Information Bylaw Amendment Bylaw 2020, No. 4802” be given third reading.

CHIEF ADMINISTRATIVE OFFICER'S RECOMMENDATION/COMMENTS:
Supports recommendation.

David Blain
Director of Planning & Engineering

Peter Monteith, CAO
### Business Licence Bylaw 1990, No. 1484

<table>
<thead>
<tr>
<th>Description</th>
<th>Section</th>
<th>A1 Penalty ($)</th>
<th>A2 Early Payment Penalty ($)</th>
<th>A3 Late Payment Penalty ($)</th>
<th>A4 Compliance Agreement Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Unlicensed Business</td>
<td>5(1)</td>
<td>500.00</td>
<td>490.00</td>
<td>510.00</td>
<td>Yes</td>
</tr>
<tr>
<td>Operating contrary to law</td>
<td>5(3)</td>
<td>500.00</td>
<td>490.00</td>
<td>510.00</td>
<td>Yes</td>
</tr>
</tbody>
</table>
**Business Licence Bylaw 1990, No. 1484**

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offence</td>
<td>Bylaw Section</td>
<td>Fine ($)</td>
</tr>
<tr>
<td>Operating Unlicensed Business</td>
<td>5(1)</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Operating contrary to law</td>
<td>5(3)</td>
<td>1,000.00</td>
</tr>
</tbody>
</table>

Consolidated to: January 7, 2020
The Council of the City of Chilliwack in open meeting assembled, enacts as follows:

1. This bylaw may be cited as “Bylaw Notice Enforcement Bylaw Amendment Bylaw 2020, No. 4801”.

2. “Bylaw Notice Enforcement Bylaw 2019, No. 4573” is hereby further amended in Schedule “A”, “Business Licence Bylaw 1990, No. 1484”, by adding the following new offence:

   “Business Licence Bylaw 1990, No. 1484”

<table>
<thead>
<tr>
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<th>A1 Penalty</th>
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</table>

Received first and second reading on the
Received third reading on the
Received adoption on the

__________________________________________________________________________

Mayor

__________________________________________________________________________

Corporate Officer
City of Chilliwack

Bylaw No. 4802

A bylaw to amend “Municipal Ticket Information Bylaw 2018, 4574

The Council of the City of Chilliwack in open meeting assembled, enacts as follows:

1. This bylaw may be cited as “Municipal Ticket Information Bylaw Amendment Bylaw 2020, No. 4802”.

2. “Municipal Ticket Information Bylaw 2018, 4574” is hereby further amended in Schedule “2”, “Business Licence Bylaw 1990, No. 1484”, by adding the following new offence:

“Business Licence Bylaw 1990, No. 1484”

<table>
<thead>
<tr>
<th>Column 1</th>
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<th>Column 3</th>
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Mayor

Corporate Officer