



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA
VILLAGE HALL
March 11, 2019
7:00 PM**



COUNCIL

Mayor Neil Belenkie
Councillor Rob Begg
Councillor Carolina Clark
Councillor Bruce Drake
Councillor Liisa Wilder

1. CALL TO ORDER

Mayor Neil Belenkie will call the meeting to order.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, March 11, 2019

Recommendation:

That the agenda for the Regular Council Meeting, March 11, 2019 be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, February 25, 2019

Recommendation:

That the minutes from the Regular Council Meeting held February 25, 2019 be adopted.

4. DELEGATIONS AND PRESENTATIONS

5. REPORTS

5.1 Lorna Dysart, Chief Administrative Officer, verbal report regarding appointment of Council members as Bylaw Enforcement Officers.

Recommendation:

That Mayor Belenkie, Councillor Begg and Councillor Clark be appointed as Bylaw Enforcement Officers.

- 5.2** Lorna Dysart, Chief Administrative Officer, report dated March 11, 2019 regarding Hamber Island Subdivision Application – Resolution to authorize Statutory Rights of Way for drainage, snow clearing, and turnaround

Recommendation:

That Council authorize the Mayor and Chief Administrative Officer to sign two Statutory Rights of Way documents related to the proposed subdivision of the Saito Lands, which consist of the following existing lots:

- DL 4992 Group 1 NWM District
- DL 4991 Group 1 except part subdivided by plan 52302
- Lot 38 DL 229 and 4991 Group 1 NWP 52302
- Lot 11 Block 10 DL 229 Group 1 NWP 1095

- 5.3** Lorna Dysart, Chief Administrative Officer, report dated March 11, 2019 regarding a Proposed Designated Anchorage Area (DAA) Program

Recommendation:

That the Chief Administrative Officer work in a collaborative manner with Naomi Horsford, Manager, Municipal and Stakeholder Relations, Port of Vancouver, to bring back a Council report and a proposed contract on developing a Designated Anchorage Area (DAA) Program for Bedwell Bay, and other potential areas.

- 5.4** Lorna Dysart, Chief Administrative Officer, report dated March 11, 2019 regarding Resident Use of the Village Hall

Recommendation:

That the Chief Administrative Officer continue to work towards implementing a Resident Use of the Village Hall Plan; and
That the Plan and Terms of Use for the Village Hall be prepared for Council approval.

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES

7. BYLAWS

7.1 Village of Belcarra Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 530, 2019

The Bylaw Amendment corrects a clerical error in definitions. Notice of the proposed Bylaw Amendment was advertised in the Tri-Cities News as per the Local Government Act.

Recommendation:

That “Village of Belcarra Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 530, 2019 be read a third time; and
That “Village of Belcarra Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 530, 2019 be adopted.

7.2 Village of Belcarra 5 Year Financial Plan 2019 – 2023 Bylaw No. 531, 2019

Recommendation:

That “Village of Belcarra 5 Year Financial Plan 2019 – 2023 Bylaw No. 531, 2019” be adopted.

**7.3 Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment
Bylaw No. 532, 2019**

Recommendation:

That “Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 532, 2019” be adopted

8. CORRESPONDENCE/PROCLAMATIONS

Recommendation:

That correspondence items 8.1 to 8.4 be received.

INFORMATION ITEMS

- 8.1** Danyta Welch, Manager, Local Government Program Services, UBCM, dated February 21, 2019 regarding 2018 Asset Management Planning Program (Municipal Roads Condition Assessment – Phase 2)
- 8.2** Honourable Selina Robinson, Minister of Municipal Affairs and Housing, dated February 22, 2019 regarding TransLink
- 8.3** Jay Sharpe, Fire Chief, Sasamat Volunteer Fire Department, dated March 6, 2019 regarding 2018 Sasamat Volunteer Fire Department Call-Out Statistics
- 8.4** Sandra Chapman, Belcarra Resident, dated March 7, 2019 regarding New Parking Bylaw

9. NEW BUSINESS

10. PUBLIC QUESTION PERIOD

11. ADJOURNMENT

Recommendation:

That the March 11, 2019 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
VILLAGE HALL
February 25, 2019**



3.1

Minutes of the Regular Council Meeting for the Village of Belcarra held February 25, 2019 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

Council in Attendance

Mayor Neil Belenkie
Councillor Rob Begg
Councillor Carolina Clark
Councillor Bruce Drake
Councillor Liisa Wilder

Staff in Attendance

Lorna Dysart, Chief Administrative Officer
Bernie Serné, Superintendent of Public Works
Paula Richardson, Administrative Services Assistant

Others in Attendance

Nancy Gomerich, NG Consulting

1. CALL TO ORDER

Mayor Belenkie called the meeting to order at 7:00 pm.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, February 25, 2019

Moved by: Councillor Begg
Seconded by: Councillor Drake

That the agenda for the Regular Council Meeting, February 25, 2019 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, February 11, 2019

Moved by: Councillor Clark
Seconded by: Councillor Drake

That the minutes from the Regular Council Meeting held February 11, 2019 be adopted.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

No items presented.

5. REPORTS**5.1** Nancy Gomerich, NG Consulting, provided a report dated February 25, 2019 regarding the 2019 – 2023 Financial Plan.

N. Gomerich provided a PowerPoint presentation as follows:

- Plan Context & Development Process
- Project Highlights
- Property Tax & Fee Proposals, & Drivers
 - Inflation / Cost Increases
 - Salaries & Benefits – tied to Region
 - Waste and Recycle Depot (WARD)
 - Water Fund
 - General Fund
 - Other Government Property Taxes
 - Taxable Assessment – BC Assessment Authority
- Overview Revenues, Expenses, Reserves & Surplus
- Next Steps
 - Adopt 2019 – 2023 Financial Plan Bylaw prior to May 15, 2019
 - Adopt Amended Fees Bylaw
 - April / May – Adoption of Tax Rate Bylaw prior to May 15, 2019

N. Gomerich noted that a considerable amount of work went into the budget preparation over several meetings with both Council and public input.

Discussion ensued with regard to Council policy. A Water Fund increase of \$119.00 to fund Water Capital Reserves was added to the budget. Council will further refine plans for funds when the Corporate Strategic Plan is finalized.

Mayor Belenkie noted that the lighting at the 8 Bus Stops will only proceed if a 100% funded grant from TransLink is obtained. The Honourable Selena Robinson is working to help secure funding from TransLink. It was noted that the Marine Avenue stair improvement in the amount of \$10,000.00 remains in the budget but is deferred for further discussion with the community.

Mayor Belenkie advised that the Midden Road overlay in the amount of \$60,000.00 was a minimum repair. The Village has requested TransLink to move the bus stop off Midden Road to prevent further damage by Transit buses.

Councillor Drake noted that the Revenue Generation Committee may look at Midden Road to determine whether it may be closed and if there is potential for lot development.

Mayor Belenkie has meetings scheduled with Metro Vancouver to discuss the small municipality funding model, the Sasamat Volunteer Fire Department and the Water System funding.

a) 2019 – 2023 Financial Plan

Moved by: Councillor Begg

Seconded by: Councillor Clark

That the 2019 – 2023 Financial Plan Report be received for information.

CARRIED

b) Village of Belcarra 5 Year Financial Plan 2019 – 2023 Bylaw No. 531, 2019

Moved by: Councillor Drake

Seconded by: Councillor Begg

That the Village of Belcarra 5 Year Financial Plan 2019 – 2023 Bylaw No. 531, 2019 be read a first, second and third time.

CARRIED

c) Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 532, 2019

Moved by: Councillor Clark

Seconded by: Councillor Wilder

That the Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 532, 2019 be read a first, second and third time.

CARRIED

5.2 Lorna Dysart, Chief Administrative Officer, provided a report dated February 12, 2019 regarding Residential Only Parking within the Village

L. Dysart outlined the report and the proposed bylaw changes. The changes are to implement Resident Only Parking in the Village. This will address issues related to overflow parking demands for visitors to Belcarra Regional Park. Residents would be provided with 2 parking passes per residence as well as additional passes will be available for guests.

Discussion ensued with regard to the issuance of special parking permits for groups such as the scuba divers, kayakers and the Waterski Club.

Council and residents discussed parking issues in certain areas. It was suggested that Resident Only Parking be a topic for discussion at a Town Hall meeting.

Moved by: Councillor Clark

Seconded by: Councillor Drake

That the report from Lorna Dysart, Chief Administrative Officer dated February 12, 2019 regarding "Residential Only Parking" within the Village be deferred.

CARRIED

Mayor Belenkie & Councillor Begg voted in opposition

6. REPORTS FROM MAYOR AND PROJECT LEADS

Belcarra Ireland

Councillor Drake asked that Council and residents in attendance sign a St. Patrick's Day card that will be sent to Belcarra Ireland as a token of friendship.

Speculation Tax

Mayor Belenkie provided an update on his efforts to have the Speculation Tax removed in Belcarra.

Metro Vancouver / Parks

Mayor Belenkie provided information regarding Metro Vancouver support for the Sasamat Volunteer Fire Department and the Belcarra Water System. He noted that an agreement for a water connection for the picnic area of Belcarra Regional Park has been negotiated. A report will be brought to Council in this regard.

7. BYLAWS**7.1 Village of Belcarra Council Indemnity Bylaw No. 529, 2019**

Moved by: Councillor Begg
Seconded by: Councillor Drake

That "Village of Belcarra Council Indemnity Bylaw No. 529, 2019" be adopted.

CARRIED

8. CORRESPONDENCE / PROCLAMATIONS

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That correspondence items 8.1 to 8.3 be received.

CARRIED

ACTION**8.1 Belcarra Barnacle Society, letter dated February 20, 2019 regarding 2019 Community Grant Request**

Considerable discussion ensued with regard to the Belcarra Barnacle Society grant request.

Moved by: Councillor Wilder
Seconded by: Councillor Drake

That the Belcarra Barnacle Society 2019 request for a Grant in the amount of \$1,500.00 be approved; and

That the grant be paid at the end of May 2019; and

That additional accounting information be requested from the Belcarra Barnacle Society.

CARRIED

INFORMATION**8.2 Steven Kozuki, Executive Director, Forest Enhancement Society of British Columbia, letter dated February 6, 2019 regarding Forest Enhancement Society of BC January 2019 Accomplishments Report (full report available in the Village office)****8.3 Rob Fleming, Ministry of Education, copy of letter to the Chair, School District #43 and Mayor Vagramov, Port Moody dated February 21, 2019 regarding a request for a facilitator to assist the Coquitlam Board of Education and the City of Port Moody relating to two potential school sites for a revised School Site Acquisition Charges (SSAC) system for the Coquitlam School District.****9. NEW BUSINESS****Bear Bylaw**

Councillor Drake provided an overview on properties where garbage has become an attractant for bears and other dangerous wildlife. Discussion ensued with regard to the creation of a Bylaw to provide an avenue for warnings and fines for residents where properties cause unnecessary wildlife issues.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That staff to prepare a Bear Bylaw with warnings and fines related to wildlife issues.

CARRIED

Resident Hall Use

Mayor Belenkie provided an update of the use of the Hall by residents. A reasonable alternate fob access system has been established with the alarm company. Work is continuing on providing access to residents. Mayor Belenkie advised that requirements surrounding a "beer fridge" for residents using the Village Hall has been approved by the Liquor and Cannabis Regulation Branch, Province of BC.

10. PUBLIC QUESTION PERIOD

Ken McCarthy, 184 Turtlehead Road, queried with regard to progress with the Vancouver Port Authority.

Deborah Struk, 4575 Belcarra Bay Road, queried with regard to a Resident Only Parking sign at the entrance to the Village.

Jim Chisholm, 4505 Belcarra Bay Road, queried with regard to the cost of "no parking" signs in the Village

11. ADJOURNMENT

Moved by: Councillor Drake

Seconded by: Councillor Wilder

That the February 25, 2019 Regular Meeting be adjourned at 9: 28 pm.

CARRIED

Certified Correct:

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer



COUNCIL REPORT

Date: March 11, 2019

From: Lorna Dysart, Chief Administrative Officer

Subject: Hamber Island Subdivision Application – Resolution to authorize Statutory Rights of Way for drainage, snow clearing, and turnaround

Recommendation

That Council authorize the Mayor and Chief Administrative Officer to sign two Statutory Rights of Way documents related to the proposed subdivision of the Saito Lands, which consist of the following existing lots:

- DL 4992 Group 1 NWM District
- DL 4991 Group 1 except part subdivided by plan 52302
- Lot 38 DL 229 and 4991 Group 1 NWP 52302
- Lot 11 Block 10 DL 229 Group 1 NWP 1095

Purpose

To seek authorization from Council to sign two Statutory Rights of Way related to the proposed subdivision of the Saito Lands to provide the Village with a snow clearing and turnaround space on Turtlehead Road and to provide for storm drainage.

Background

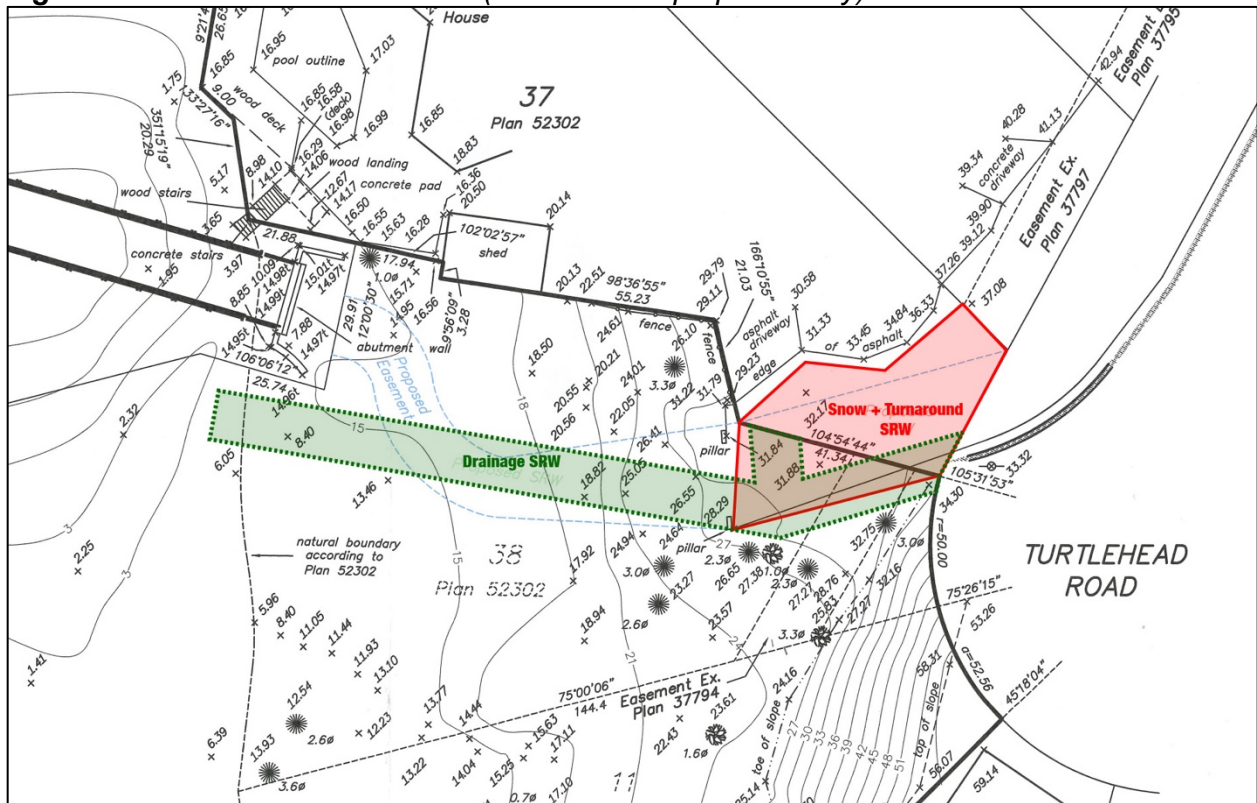
Subdivision Proposal and Context

The Village of Belcarra (Village) has received and reviewed a subdivision application (as indicated in Figure 1) pertaining to the Saito Lands (site).

The Saito Lands currently consist of four properties as listed above, which would be subdivided to consolidate the lands into two properties, namely Lot 1 and Lot 2.

The adjacent property to the northeast (Lot 37) is not subject to the subdivision, but the owners have also have agreed to the relevant Statutory Rights of Way (SRWs) outlined in this report.

Figure 2. Sketch of Relevant SRWs (for illustrative purposes only)



The signature of the Mayor and Chief Administrative Officer are required as the Village is the Transferee of the SRWs under this subdivision, and therefore has certain obligations to the Transferors (i.e. the owners of proposed Lot 2 and existing Lot 37). These obligations have been reviewed by the Village's lawyer and have been deemed agreeable given the rights granted to the Village by the SRWs. These obligations relate primarily to carrying out any work in a manner that avoids damaging the SRW lands and to repair damage that may be caused by any such works.

The obligations to the Village (i.e. "Covenants of the Transferee") are listed in full as an attachment to this report.

Additional Considerations and Application Context

The purpose of this report to Council is to seek approval for the Mayor and Chief Administrative Officer to sign two SRW documents to complete the subdivision process for the Hamber Island properties. The overall merits of the proposed subdivision application have been assessed per the delegated authority of the Approving Officer. The following information is provided for Council's reference.

Under the proposed subdivision, Hamber Island and the north part of the isthmus (the space between the mainland and the island) would be consolidated into one 3.26 acre lot ("Lot 1"). The two mainland lots and the south part of the isthmus would be consolidated into one 1.06 acre lot ("Lot 2").

Village Staff have reviewed the proposed subdivision application and find it to be based in sound planning logic, including expanding access and clarifying access agreements. Considerations include:

- The applicant has been working with the Village for a number of years on comprehensive development plans for the site, including obtaining building permits in

2010 for the construction of a bridge and a house on Hamber Island. This bridge enables direct access from Hamber Island to Turtlehead Road.

- For the purposes of subdivision, Lot 1 would be considered water access only and the Approving Officer would grant relief from the highway access requirements of the Land Titles Act. However, as part of the proposed subdivision, the applicant will register an easement on title to allow formalized access to Lot 1 over Lot 2 and existing Lot 37, the adjacent property to the northeast. This will ensure access to Turtlehead Road. A bridge has been constructed on site that will ensure Hamber Island is accessible by firetruck.
- The proposed subdivision is not anticipated to impact the compliance of any existing principal building with setback requirements under the Zoning Bylaw. An existing shed is located within a setback area on the south edge of proposed Lot 2. The applicant has been notified that this shed is an existing non-conforming structure and any future expansion or reconstruction of the shed would be required to comply with the Zoning Bylaw.
- Access will be provided to both proposed lots by one driveway, limiting the amount of paving required and the number of driveways onto Turtlehead Road, which is beneficial from an urban design and surface permeability perspective.
- Both proposed lots will comply with minimum lot area requirements of the Zoning Bylaw.

Conclusion

The SRWs described in this report will grant the Village rights to a turnaround and snow clearing area, as well as ensure drainage access through the Saito Lands. As such, Staff is seeking authorization from Council for the Mayor and Chief Administrative Officer to sign the relevant SRWs.

Attachments:

Appendix A. Statutory Right of Way “Covenants of the Transferee”

Attachment A. Statutory Rights of Way “Covenants of the Transferee” (provided for information purposes only)

Turnaround and Snow Removal SRW

Covenants of the Transferee

3. The Transferee covenants and agrees:
 - a. To thoroughly clean all areas of the Lands to which it has had access under this Agreement of all rubbish and construction debris created or placed thereon by the Transferee and agrees to leave the Lands in a neat and clean condition;
 - b. If and when the Statutory Right-Of-Way reverts back to the Transferor, to enter upon the lands to replace the surface soil, and, gravel, rock, or payment, to the Lands so far as it is reasonably possible, to the same condition as it was prior the initial entry of the Transferee under this agreement, however, the Transferee shall not be required to restore any trees, grass or other surface growth or repair any degradation to concrete or asphalt caused by the elements of weather, but the Transferee agrees to leave the Lands in a condition which shall not inhibit the natural regeneration of such growth;
 - c. To carry out all work in a proper manner so as to do as little damage to the Lands as is possible;
 - d. To make good at its own expense all damage or disturbance which may be caused to the surface soil of the Lands in the exercise of its rights under this Agreement;
 - e. Notwithstanding anything to the contrary under this Agreement, to so far as is reasonably possible, replace or restore lawns, fences, flower beds and pave or re-surface any paths or walkways, at its cost to the original condition prior to the entry by the Transferee upon the Lands.

Storm Drainage SRW

Covenants of the Transferee

3. The Transferee covenants and agrees:
 - a. Not to bury any debris nor rubbish of any kinds in excavations or backfill, and agrees to remove shoring and like temporary structures as backfilling proceeds;
 - b. To thoroughly clean all areas of the Lands to which it has had access under this Agreement of all rubbish and construction debris created or placed thereon by the Transferee and agrees to leave the Lands in a neat and clean condition;
 - c. To, as soon as weather and soil conditions permit, and so often as it may exercise its right of entry under this Agreement to any of the Lands, replace the surface soil, as far as is reasonably possible, to the same condition as it was prior to such entry, so as to restore the natural drainage to the Lands, however, the Transferee shall not be required to restore any trees, grass or other surface growth by the Transferee agrees to leave the Lands in a condition which shall not inhibit natural regeneration of such growth;
 - d. To carry out all work in a proper and skillful manner so as to do as little damage to the Lands as is reasonably possible;
 - e. To make good at its own expense all damage or disturbance which may be caused to the surface soil of the Lands in the exercise of its rights under this Agreement;
 - f. Notwithstanding anything to the contrary under this Agreement, to, as far as is reasonably possible, restore any fences, lawns, flower beds, at its cost to the same condition that they were in prior to any entry by the Transferee upon the Lands.



COUNCIL REPORT

Date: March 11, 2019

From: Lorna Dysart, Chief Administrative Officer

Subject: **Proposed Designated Anchorage Area (DAA) Program**

Recommendation

That the Chief Administrative Officer work in a collaborative manner with Naomi Horsford, Manager, Municipal and Stakeholder Relations, Port of Vancouver, to bring back a Council report and a proposed contract on developing a Designated Anchorage Area (DAA) Program for Bedwell Bay, and other potential areas.

Purpose

To request the Chief Administrative Officer to bring back a report to Council on a proposed Designated Anchorage Area Program similar to the Program that has been developed in Port Moody. Port Moody worked on developing a Pilot Project over a two-year period with significant public consultation. The complete Port Moody program was implemented over a four-year time period. The Port Moody project, which has now been implemented, will be useful for staff to review.

Background

Belcarra has experienced an increase in boats anchored in Bedwell Bay as a result of a Designated Anchorage Area being implemented in Port Moody. In addition to an increase in the number of boats, it is noted that the boaters' length of stay has increased, and some boats may be anchored all year. Boats discharging their waste into the Bay is not permitted under Transport Canada regulation, but without a DAA it is a difficult situation to manage. When the City of Port Moody implemented the DAA in July 2016, the increase in boats anchoring in Bedwell Bay increased significantly.

The District of North Vancouver is also working on a plan to develop a DAA in Deep Cove. The implementation of a DAA in Deep Cove may further increase the number of boats being anchored in Bedwell Bay.

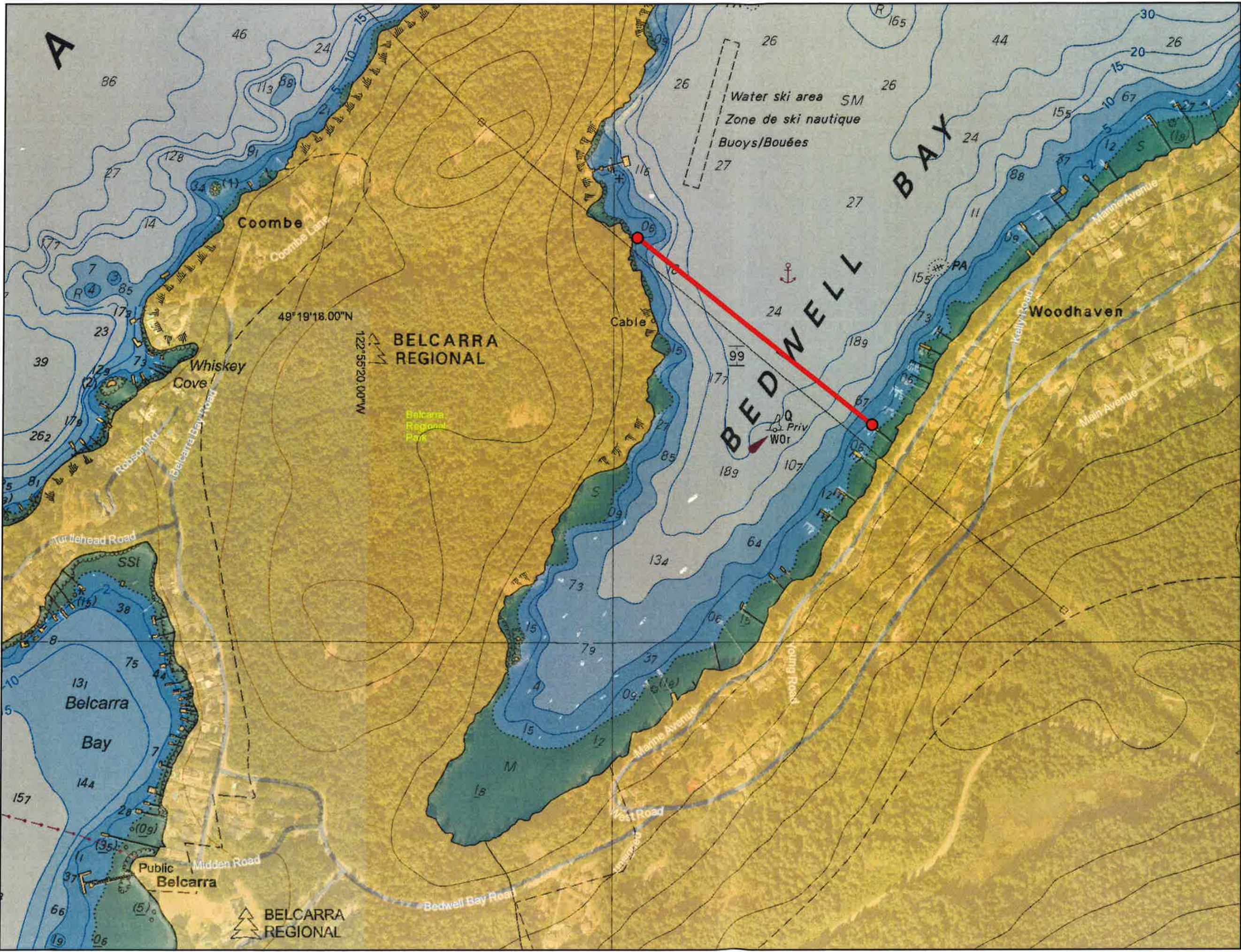
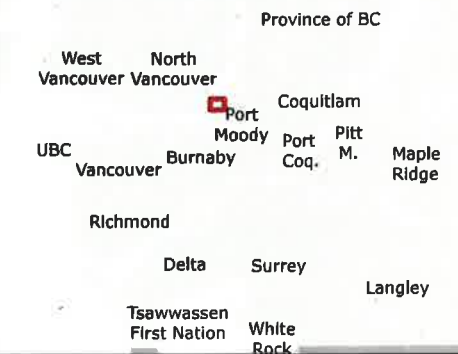
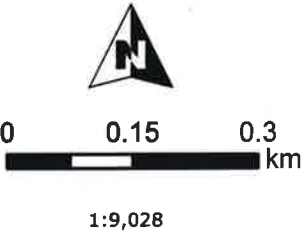
There will be many aspects to develop a plan for a Designated Anchorage Area in Bedwell Bay. Terms and Conditions of a contract with Port Metro Vancouver, and an outline of costs and cost recovery options for the DAA Program will be included in a report that will be brought back to Council. Consideration of a DAA Program will include implementing a DAA with mooring buoys demarking the anchorage area. Work on the DAA program will be over and above the work plan in the 2019 Corporate Strategic Plan.

Attached: 2 plans from the Port on a proposed DAA for Belcarra.

Bedwell Compact DAA Chart

1	1
2	2
3	3
4	4
5	5
6	6
8	8
9	9
13	13
14	14
17	17
19	19
22	22
23	23
1	1
2	2
5	5

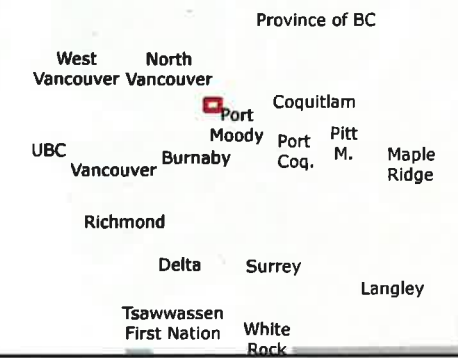
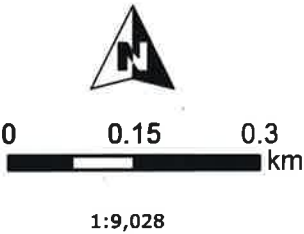
THIS MAP IS FOR INTERNAL USE ONLY!
Accuracy, currency and completeness of this map cannot be guaranteed. Any map for external use MUST be requested from the Spatial Data Group.



Bedwell Compact DAA



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COUNCIL REPORT

Date: March 11, 2019

From: Lorna Dysart, Chief Administrative Officer

Subject: Resident Use of the Village Hall

Recommendation

That the Chief Administrative Officer continue to work towards implementing a Resident Use of the Village Hall Plan; and
 That the Plan and Terms of Use for the Village Hall be prepared for Council approval.

Purpose

The Chief Administrative Officer (CAO) was requested to work towards implementing a Resident Use of the Hall plan that would provide for residents to have access to the Hall without the requirement for a rental agreement or separate insurance.

Background

The CAO was requested by Mayor Belenkie to review the feasibility of providing resident access to the Hall without a requirement to book the Hall. The company that provides security for the Village Office and Hall is Cobra International. It has been determined that the FOBs used by residents to access the Waste and Recycle Depot may be reprogrammed to provide access to the Hall. In addition to changing the access use to the Hall, each resident would be required to have a key for the Hall door, which will cost approximately \$20 each, plus a security code for each FOB will need to be assigned.

When there are no previous bookings for the Hall, access would be considered from 5 to 9 pm each day and on Saturdays, Sundays and statutory Holidays from 10 am to 5 pm. A calendar will be posted on the website to show Hall bookings.

Currently the Hall is rented out for various uses including an occasional wedding and other family events. Hall rental includes a charge of \$200 for an application fee, a \$300 rental charge and an \$800 refundable security deposit. The Community Recreation Association of Belcarra (CRAB) hosts several community events in the Hall during the year. All users of the Hall are required to obtain their own insurance from the Municipal Insurance Association. Insurance for each Hall usage is approximately \$150 per event and each group renting the Hall is responsible for obtaining a Liquor License, which accompanies their application. The Hall rental agreement ensures that the Hall is cleaned and left in the condition it was when rented.

The Municipal Insurance Association of BC (MIA) are the insurance providers for the Village of Belcarra. MIA was questioned about the cost of insurance and liability if the Hall was used by the public without a contract. MIA advised that there would not be an increase in the Village premium, if the Village allowed public use of the Hall. MIA cautioned that allowing unrestricted use of the Hall by the public may open the Village up to liability claims and that could cause an increase in the Village insurance premiums.

MIA further noted that when the facilities are rented and the user group provides their own insurance, the Village is protected by transferring the liability exposure to the user. If the Village proceeds as outlined, risk is not transferred and chances are that, if there is a loss and a claim is made, the Village insurance policy will be the only policy available to respond to a claim. MIA inquired if the Village will have any control over activities that will take place in the Hall.

The Village server room with all electronic security equipment and computers are stored in a closet in the Hall. Plans are in place to have an alarm placed on the security closet door. The information and material in that closet are a vital part of the operation of the municipality.

Mayor Belenkie received confirmation from the Liquor & Cannabis Regulation Branch that users of the Village Hall would be legally able to bring their own alcohol into the Hall for consumption without the requirement for a Liquor License. If alcohol is permitted, a separate fridge is recommended for this use. Staff will not be responsible for the handling, cleanup or storage of alcohol.



**VILLAGE OF BELCARRA
Zoning Bylaw No. 510, 2018,
Amendment Bylaw No. 530, 2019**



**An amendment bylaw to correct a clerical error in a definition, clarify definitions related to Grade,
and to provide metric and imperial conversions throughout the Zoning Bylaw.**

WHEREAS the Community Charter enables a local government to amend its bylaws from time to time;

NOW THEREFORE the Village of Belcarra Council enacts as follows:

1. That this bylaw be cited for all purposes as the "Village of Belcarra Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 530, 2019".
2. That the "Village of Belcarra Zoning Bylaw No. 510, 2018" be amended:
 - a) By removing the following text from Section 104 – Definitions:
 - **"Grade** means the levels of finished ground adjoining each exterior wall of a building;
 - **Average Finished Grade** means the average of elevations of each exterior wall of a proposed building taken at the time of enactment of this Bylaw (refer to General Regulation Section 206 for method of calculation);
 - **Average Natural Grade** means the average of natural elevations at each exterior wall of a proposed building prior to construction and grading, taken at the time of enactment of this Bylaw (refer to General Regulation Section 206 for method of calculation);"
 - b) And by adding the following text to Section 104 – Definitions:
 - **"Grade** means the Elevation of the surface of the ground;
 - **Grade, Average** means with reference to a Building or Structure, the average of the Grades (Natural or Finished) around the perimeter of a Building or Structure as determined in accordance with Section 206 of this Bylaw;
 - **Grade, Finished** means the Grade after Development on a Lot;
 - **Grade, Natural** means the Grades on a Lot taken at the time of enactment of this Bylaw;"
 - c) And by adding metric and imperial conversions throughout the bylaw.

Read a First Time on February 11, 2019

Read a Second Time on February 11, 2019

Read a Third Time on

ADOPTED by Council on

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Zoning Bylaw No. 510, 2018
Amendment Bylaw No. 530, 2019

Chief Administrative Officer



**VILLAGE OF BELCARRA
5-Year Financial Plan 2019-2023
Bylaw No. 531, 2019**



7.2

A bylaw to approve the 5 Year Financial Plan for the years 2019 – 2023 inclusive.

WHEREAS pursuant to the provisions of the *Community Charter* stating that a municipality must have a financial plan adopted annually, by bylaw, before the 15th of May in each year;

AND WHEREAS the Municipal Council has caused to be prepared a 5 Year Financial Plan for the period 2019 – 2023 inclusive;

NOW THEREFORE, the Council of the Village of Belcarra enacts as follows:

1. This Bylaw shall be cited for all purposes as the “Village of Belcarra 5 Year Financial Plan 2019– 2023 Bylaw No. 531, 2019”.
2. Council hereby adopts the 5 Year Financial Plan for the years 2019 – 2023 inclusive, for each year of the plan, as set out in Schedules A and B, attached to and forming part of this bylaw.
3. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

READ A FIRST TIME on February 25, 2019

READ A SECOND TIME on February 25, 2019

READ A THIRD TIME on February 25, 2019

ADOPTED by the Council on

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra 5 Year Financial
Plan 2019– 2023 Bylaw No. 531, 2019

Chief Administrative Officer

Village of Belcarra 5 Year Financial Plan 2019– 2023 Bylaw No. 531, 2019

Schedule A – Financial Plan

	2019	2020	2021	2022	2023
REVENUES					
Municipal property taxes	732,714	750,939	769,787	789,108	808,913
Water parcel taxes	233,498	233,498	233,498	233,498	233,498
Grants in lieu of taxes	10,927	11,091	11,257	11,426	11,597
Fees and charges					
Recycle & refuse fees	115,766	120,357	123,043	125,789	128,596
Water fees	256,259	273,888	293,404	315,544	340,110
Penalties & interest on fees and taxes	11,055	11,055	11,055	11,055	11,055
Permits and licences	97,650	97,650	97,650	97,650	97,650
Other	6,088	6,266	6,529	6,760	7,521
Interest income	27,100	27,100	27,100	27,100	27,100
Conditional operating transfers, other govt's	382,975	139,987	109,014	110,056	111,115
Unconditional transfers, other govt's	309,300	309,300	309,300	309,300	309,300
Municipal Finance Authority debt actuarial	28,300	33,700	39,300	45,144	28,294
	2,211,631	2,014,829	2,030,936	2,082,430	2,114,750
EXPENSES					
Legislative	92,013	91,995	93,605	115,248	96,922
Administration (incl. Planning & Development)	742,036	706,596	677,261	688,210	700,011
Transportation	294,999	299,298	303,667	308,109	312,624
Recycle & refuse	106,484	109,006	111,593	114,246	116,967
Water system	202,900	211,856	226,001	259,623	261,584
Long-term debt interest (water system)	128,800	128,800	128,800	128,800	128,800
Amortization	287,100	287,100	287,100	287,100	287,100
	1,854,332	1,834,650	1,828,028	1,901,335	1,904,008
ANNUAL SURPLUS / (DEFICIT)	357,299	180,179	202,908	181,094	210,741
Add back: Amortization expense	287,100	287,100	287,100	287,100	287,100
Add back: Water meter inventory expense	4,728	4,728	4,728	4,728	4,728
Deduct out: Debt actuarial revenue	(28,300)	(33,700)	(39,300)	(45,144)	(28,294)
Transfers from reserves for operations	6,946	1,946	1,946	38,246	1,946
Transfers (to)/ from surplus for operations	33,529	17,850	9,850	9,850	9,850
CASH AVAILABLE FROM OPERATIONS FOR CAPITAL & RESERVES	661,302	458,103	467,232	475,874	486,071
Water debt principal repayment	(106,645)	(106,645)	(106,645)	(106,645)	(106,645)
Transfers (to) non-statutory reserves	(55,900)	(55,900)	(55,900)	(55,900)	(55,900)
Transfers (to) statutory reserves for capital	(257,757)	(265,558)	(274,687)	(283,329)	(293,526)
Transfers from statutory reserves for capital	185,700	134,200	146,500	199,000	256,000
Capital expenditures	(426,700)	(164,200)	(176,500)	(229,000)	(286,000)
FINANCIAL PLAN BALANCE	0	0	0	0	0

Schedule B – Statement of Objectives and Policies

Financial Plan Objectives and Policies for Funding Sources, distribution of Property Value Taxes, and Permissive Tax Exemptions:

A. Funding Sources

Over the term of the plan funding sources, as defined in S(165)(7) of the Community Charter, are derived as shown in Table 1; amounts and proportions shown for fiscal 2019. Sources do not include transfers from Reserves or Surplus.

Table 1: Funding Sources, Fiscal 2019

Municipal property taxes	732,714	33.13%
Parcel taxes	233,498	10.56%
Fees	486,817	22.01%
Other sources	758,602	34.30%
	<hr/> 2,211,631	<hr/> 100.00%

Objective:

- Reduce dependency on taxation.

Policy:

- Recover revenues from User Fees where possible, rather than general taxation.
- Set User Fees to reflect full cost recovery (operating, capital and administrative/overhead costs).
- Adjust User Fees annually by at least the rate of inflation, subject to a review of fee revenues and related costs that supports a lesser increase.

B. Distribution of Municipal Property Taxes Across Property Classes

Over the term of the plan municipal property taxes are distributed across four property tax classes as shown in Table 2; proportions shown based on the fiscal 2018 Tax Roll.

Table 2: Distribution of Municipal Property Taxes, Fiscal 2019 (estimated)

Class 1 - Residential	719,818	98.24%
Class 2 - Utilities	1,172	0.16%
Class 6 - Business & Other	147	0.02%
Class 8 - Recreation/Non-Profit	11,577	1.58%
	<hr/> 732,714	<hr/> 100.00%

Objective:

- Maintain a consistent, proportionate relationship in the sharing of the tax burden amongst the tax classes.

Policy:

- Set tax rates in accordance with the tax class multiples set by the Province of BC.

C. Permissive Tax Exemptions

Objective:

- Recognize the contributions of not-for-profit institutions that provide services and activities available to, and used primarily for, purposes or client groups which are clearly regional or broader in nature.

Policy:

- Full or partial permissive tax exemptions will be considered to encourage activities that:
 1. Are consistent with the quality of life (economic, social, and cultural) objectives of the Village
 2. Provide direct access and benefit to the public, and
 3. Would otherwise be provided by the Village.

Council Policy 176 provides additional details and requirements for Permissive Tax Exemptions.



VILLAGE OF BELCARRA
Fees and Charges Bylaw No. 517, 2018
Amendment Bylaw No. 532, 2019



A bylaw to amend fees and charges for services and information

WHEREAS the Community Charter enables a local government to amend its bylaws from time to time;

AND WHEREAS the Village of Belcarra Council has deemed it necessary to amend its fees and charges bylaw;

NOW THEREFORE the Village of Belcarra Council enacts as follows:

1. This Bylaw may be cited for all purposes as the "Village of Belcarra Fees and Charges Bylaw No. 517, 2018 Amendment Bylaw No. 532, 2019"
2. That "Village of Belcarra Fees and Charges Bylaw No. 517, 2018" be amended:

a) In Schedule 10 "Recycling and Garbage Collection and Removal" by

replacing:

"Authorized User (per parcel of real property improved or unimproved)	\$304.00 per annum
Authorized User (non-resident)	\$304.00 per annum
Accessory Suite (additional dwelling unit)	\$304.00 per annum"

with:

"Authorized User (per parcel of real property improved or unimproved)	\$316.00 per annum
Authorized User (non-resident)	\$316.00 per annum
Accessory Suite (additional dwelling unit)	\$316.00 per annum"

b) In "Schedule 13 – Waterworks Fees" by

replacing:

"Basic Fee – Fire Protection (prorated upon date of permit for Use Fee Domestic or Use Fee Fire Sprinkler System)	\$591.00
Use Fee – Domestic (pro-rated as of one month after the first day of the month in which the connection permit is issued)	\$878.00
Use Fee – Fire Sprinkler System (pro-rated as of one month after the first day of the month in which the connection permit is issued)	\$878.00"

with:

"Basic Fee – Fire Protection (prorated upon date of permit for Use Fee Domestic or Use Fee Fire Sprinkler System)	\$714.00
Use Fee – Domestic (pro-rated as of one month after the first day of the month in which the connection permit is issued)	\$1,018.00
Use Fee – Fire Sprinkler System (pro-rated as of one month after the first day of the month in which the connection permit is issued)	\$1,018.00"

- c) In Schedule 2 “Building Permit and Inspection Services” by
replacing all schedules (2a and 2b) with the following schedules:

Schedule 2a – Building Permit and Inspection Services

Permit Fees and Inspection Services	
Description	Fee
Building Permit Application Fee includes Plumbing Permit	\$102.00/Construction up to \$5,000.00 value
	\$116.00/Construction over \$5,000.00 value
Simple Buildings or Structures	
Construction up to \$5,000.00 of value	\$27.00/\$1,000.00 (minimum fee \$102.00)
Construction \$5,001.00 to \$20,000.00 of value	\$15.00/\$1,000.00 plus \$68.00 base fee
Construction \$20,001.00 to \$50,000.00 of value	\$12.00/\$1,000.00 plus \$816.00 base fee
Construction \$50,001.00 to \$500,000.00 of value	\$10.00/\$1,000.00 plus \$1,360.00 base fee
Construction \$500,001.00 and over of value	\$8.00/\$1,000.00 plus \$3,400.00 base fee
In cases of repairs to simple buildings where latent water penetration has resulted in structural deterioration or damage the applicable above building permit fees will be waived.	
Complex Buildings	
Construction up to \$5,000.00 of value	\$20.00/\$1,000.00 (minimum fee \$102.00)
Construction \$5,001.00 to \$20,000.00 of value	\$16.00/\$1,000.00 plus \$68.00 base fee
Construction \$20,001.00 to \$50,000.00 of value	\$12.00/\$1,000.00 plus \$136.00 base fee
Construction \$50,001.00 to \$500,000.00 of value	\$10.00/\$1,000.00 plus \$279.00 base fee
Construction \$500,001.00 and over of value	\$7.00/\$1,000.00 plus \$1,204.00 base fee
In cases of repairs to complex buildings where latent water penetration has resulted in structural deterioration or damage the applicable above building permit fees will be waived.	
Professional Plan Certification	When a building permit is issued in reliance upon the certification of a registered professional that the design and plans submitted comply with the building code the permit fee is reduced by 5% of the fees payable up to a maximum of \$680.00
Temporary Building or Structure	
0 to 56m ² area of building footprint	\$102.00
Greater than 56m ² area of building footprint	\$204.00

Schedule 2a – Building Permit and Inspection Services, continued

Building Permit and Inspection Services	
Description	Fee
Building or Structure Demolition	
0 to 56m ² area of building footprint	\$102.00
greater than 56m ² area of building footprint	\$204.00
Building or Structure Move or Relocation	
0 to 56m ² area of building footprint	\$184.00 minimum plus \$82.00 per hour Inspector Fees if inspection exceeds 2 hours
greater than 56m ² area of building footprint	\$422.00 plus \$476.00 per hour Inspector Fees if inspection exceeds 2 hours
Examination of a building	\$286.00 plus \$163.00 per hour Inspector Fees if inspection exceeds 2 hours
Disconnection of municipal services, if applicable	\$204.00
Swimming Pools or Retaining Structures	
Construction up to \$5,000.00 of value	\$20.00/\$1000.00 (minimum fee \$102.00)
Greater than \$5,000.00 of value	\$20.00/\$1000.00 plus \$340.00 base fee
Chimney, Fireplaces and Solid Fuel Appliances	
Fireplaces, solid fuel appliances	\$490.00/appliance
natural or propane gas fired heating devices requiring a vent connection to the outdoors, except hot water storage tanks	\$163.00/appliance
Each chimney and pre-fabricated chimney	\$54.00/chimney
Each hot water storage tank or boiler vent	\$54.00/vent
Excavation or Site Preparation	
Foundation excavation or site investigation	\$408.00 (deducted from Building Permit Fee if application approved)
Building Site Services	
Driveway access and off street parking	\$136.00
New or replacement underground water services	\$54.00/10 metres of pipe
New or replacement underground storm sewer pipe	\$54.00/10 metres of pipe
On site catch basin, oil interceptor, sump or connection to a municipal utility.	\$54.00 each

Schedule 2a – Building Permit and Inspection Services, continued

Building Permit and Inspection Services	
Description	Fee
Plumbing Permit & Fixture Fees	
Plumbing Permit Application Fee , if separate from a Building Permit	\$61.00
Municipal Water Connection	See Schedule 13
Fixture fee, as defined by Bylaw and the BC Building Code	\$27.00 each fixture (minimum fee \$102.00)
Water storage tanks, check valves, outdoor showers	\$27.00 each
Swimming pool supply, drainage backflow preventer	\$109.00/pool
No Fixture but installation of soil, waste or drainage pipe	\$54.00/10 metres of pipe
Fire Sprinkler Heads – first 50 heads, per head	\$4.00
• Minimum fee	\$68.00
• each additional HEAD	\$4.00
Building Permit Extension	\$1,360.00
Building Permit transfer to new property owner	\$653.00
Penalties	
Double Permit Fees for construction prior to issuance of a Building Permit	Permit Fee (x 2) (maximum of \$6,800.00)
STOP WORK order posting	\$490.00 per order
STOP WORK order re-posting due to unauthorized removal	\$326.00 per order
DO NOT OCCUPY order posting	\$326.00 per order
DO NOT OCCUPY order re-posting due to unauthorized removal	\$326.00 per order
Plan Review/Miscellaneous Inspection Fee	
Re-inspection fee for each inspection after the second consecutive inspection	\$82.00 per hour 3rd inspection - \$163.00 per hour 4th inspection - \$326.00 per hour 5th inspection - \$490.00 per hour 6th inspection – \$979.00 per hour
Building Inspector, inspection fee for undefined inspections	\$82.00 per hour
Emergency Inspections outside regular office hours	\$163.00 per hour
Plan review for a design modification after Building Permit issuance	\$163.00 per hour
Equivalency Report review	\$163.00 per hour

Schedule 2a – Building Permit and Inspection Services, continued

Building Permit and Inspection Services	
Description	Fee
Security Deposits (Cash, Cheque or Certified Cheque)	
Construction security deposit	0.75% constructed value
Temporary building security deposit	\$10.75 x constructed value
Move or relocate a building or structure - an additional security	\$20,000.00
Work near High Precision Network survey monuments	\$7,000.00
Secondary Suites	
Decommissioning – application fee	\$68.00
Decommissioning – inspection fee	\$136.00
Address Change	
Address Change - When an owner requests a new address	\$408.00

Schedule 2b – Building Permit and Inspection Services

Building Department Documents & Services	
Description	Fee
Building and Property Record Search	
Record Searches where it is determined by the Department Head that research could involve staff time in excess of 15 minutes <ul style="list-style-type: none"> • Building Permits (single family, duplex buildings, accessory suites, civic or institutional buildings) • Board of Variance rulings • Development Variance rulings First Hour	\$136.00 a deposit of \$272.00 required prior to work being done
Each additional 15 minutes or portion thereof	\$34.00
Building Plan Reproduction	
Offsite copying or larger than 279mm x 431mm (11" x 17")	\$204.00 plus actual cost of reproduction a deposit of \$204.00 required prior to work being done
File Notice on Title, pursuant to section 57 of the Community Charter	\$408.00
Cancel Notice on Title, pursuant to section 58 of the Community Charter	\$408.00
Property Title Search	\$102.00

READ A FIRST TIME on February 25, 2019

READ A SECOND TIME on February 25, 2019

READ A THIRD TIME on February 25, 2019

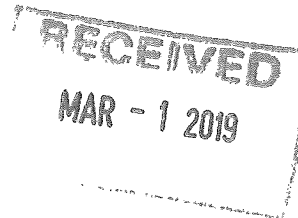
ADOPTED by the Council on

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Fees and Charges Bylaw
No. 517, 2018, Amendment Bylaw No. 532, 2019

Chief Administrative Officer



February 21, 2019

Mayor Belenkie and Council
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC, V3H 4P8

FILE NO. 1850-20-22

**RE: 2018 Asset Management Planning Program (Municipal Roads
Condition Assessment - Phase 2)**

Dear Mayor Belenkie and Council,

Thank you for providing a final report and financial summary for the above noted project. We have reviewed your submission and all reporting requirements have been met.

The final report notes a total eligible expenditure of \$22,898.18. Based on this, a payment in the amount of \$11,449.09 will follow shortly by electronic fund transfer. This transfer represents final payment of the grant and is based on 50% of the total reported expenditure.

I would like to congratulate the Village of Belcarra for undertaking this project and responding to the opportunity to advance asset management practice in your local government.

If you have any questions, please contact Local Government Program Services at 250 356-5193 or lgps@ubcm.ca.

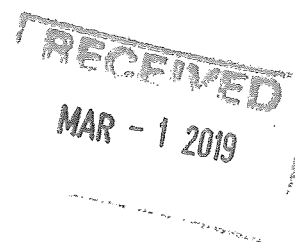
Sincerely,

A handwritten signature in cursive script, appearing to read "Danyta Welch".

Danyta Welch
Manager, Local Government Program Services

cc: Lorna Dysart, CAO, Village of Belcarra

The Asset Management Planning program is funded by the Province of BC



FEB 22 2019

FILE NO. 0410-01

Ref: 242929

His Worship Mayor Neil Belenkie
Village of Belcarra
4084 Bedwell Bay Rd
Belcarra BC V3H 4P8

Dear Mayor Belenkie: *Neil*

Thank you for your email requesting formal notification of funding for the Village of Belcarra's bus stop lights project. I apologize for the delay in responding.

I would like to take this opportunity to clarify responsibility for the program of interest to your community. The program you are referring to is administered by TransLink and not directly through the Ministry of Municipal Affairs and Housing or a Ministry grant program. Formal notification and planning for public announcements would come from TransLink for the bus stop lights project. I recommend that Village staff contact Patrick Coates at TransLink by email at: Patrick.Coates@Translink.ca. He will be able to provide clarity about the funding programs, explain TransLink's role, and provide support on formal funding announcements.

I am encouraged to know that you are pursuing improvements that will make transit users' experience safer and more enjoyable. I look forward to working in partnership with you to deliver the services that British Columbians count on.

Thank you again for writing.

Sincerely,

Selina Robinson
Minister

*As follow up to our
conversation*

pc: Patrick Coates, Project Manager
TransLink

RECEIVED

MAR - 6 2019

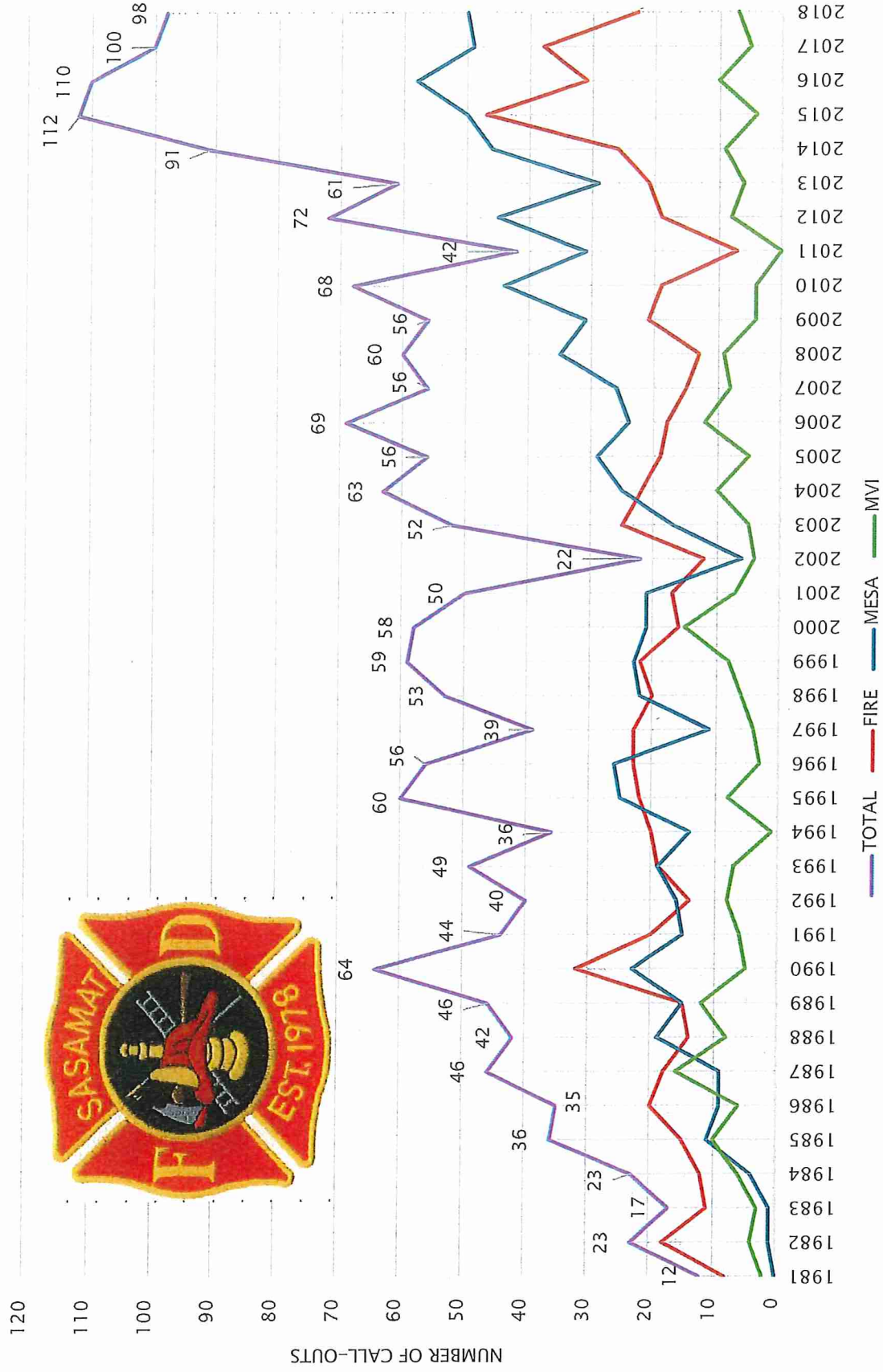
FILE NO. 7200-01

2018 SVFD CALL-OUT STATISTICS

The **SVFD** call-outs during 2018 were typical in distribution, and slightly lower than the average of 102 call-outs per year over the past five years (see graph):

- **Total Call-Outs** amounted to **98** during **2018**, distributed as follows:
 - Anmore Village 78 (80%)
 - Belcarra Village 20 (20%)
- **Fire Calls (FIRE)** accounted for **23** call-outs (**23%**):
 - Anmore Village 14 (61%)
 - Belcarra Village 9 (39%)
- **Medical Emergencies (MESA)** accounted for **50** call-outs (**51%**):
 - Anmore Village 44 (88%)
 - Belcarra Village 6 (12%)
- **Motor Vehicle Incidents (MVI)** accounted for **13** call-outs (**13%**):
 - Anmore Village 13 (100%)
 - Belcarra Village 0 (0%)
- **Other (Misc.)** accounted for **12** call-outs (**12%**):
 - Anmore Village 7 (58%)
 - Belcarra Village 5 (42%)

Sasamat Volunteer Fire Department Call-Outs by Year and Type



Subject: FW: New Parking bylaw

FILE NO. 5460

From: Sandra Chapman
Sent: Thursday, March 7, 2019 5:47 PM
To: Lorna Dysart <ldysart@belcarra.ca>
Subject: New Parking bylaw

Hi Lorna,

Please forward this letter to all council members.

Dear Council,

It is my understanding that there is a new parking bylaw being proposed which would essentially make all current available street parking areas "resident parking only".

It is also my understanding that the trigger for this proposal is that Port Moody will be removing slightly over 100 parking spots from the street parking area around the lake.

While I consider the Port Moody move long overdue due to the safety implications, I believe it rather premature on our part to automatically jump to the extreme conclusion that all village property ought to be resident parking only.

1. We don't know where the park goers will migrate to in order to find parking.
2. Where should our guests park when we have gatherings at our homes?
3. Has consideration been given to signage with limited parking allowance per season?

There is always more than one way to solve a problem, but first there must be a problem to solve. So far, we have not experienced the problem and we have insufficient data.

Respectfully,

Sandra Chapman
Belcarra Resident