



**VILLAGE OF BELCARRA  
REGULAR COUNCIL AGENDA  
VILLAGE HALL  
February 13, 2018  
7:30 PM**



**COUNCIL**

Mayor Ralph Drew  
Councillor Bruce Drake  
Councillor Jennifer Glover  
Councillor Perry Muxworthy  
Councillor Jamie Ross

**1. CALL TO ORDER**

Deputy Mayor Drake will call the meeting to order.

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, February 13, 2018**

**Recommendation:**

That the agenda for the Regular Council Meeting, February 13, 2018 be approved as circulated.

**3. ADOPTION OF MINUTES**

**3.1 Regular Council Meeting, January 8, 2018**

**Recommendation:**

That the minutes from the Regular Council Meeting held January 8, 2018 be adopted.

**4. DELEGATIONS AND PRESENTATIONS**

**4.1** Bryant Ko, Director with Kevin Ham and Douglas Lange, Evangelical Laymen's Church of Canada (Vancouver), regarding Camp Howdy

**4.2** Chief Jay Sharpe, Sasamat Volunteer Fire Department (SVFD) and Rob Nicholls, Manager, Metro Vancouver, Safety, Security & Emergency Management Division, regarding Fire Protection Services

**4.3** Don Reid, 154 Turtlehead Road, regarding Parking Concerns

**5. REPORTS**

**5.1** Lorna Dysart, Chief Administrative Officer, verbal report regarding Petitioning Resolution to Attorney General's Office for Bylaw Adjudication Designation

**Recommendation:**

That Council authorize staff to petition the Attorney General's Office, requesting the Village of Belcarra be designated as a municipality for the purpose of administering bylaw enforcement adjudication procedures under the Local Government Bylaw Notice Enforcement Act, and applicable Provincial regulations.

- 5.2 Lorna Dysart, Chief Administrative Officer, report dated February 13, 2018 regarding Council Indemnity Bylaw No.514, 2018

**Recommendation:**

That "Village of Belcarra Council Indemnity Bylaw No. 514, 2018" be read a first, second and third time.

- 5.3 Lorna Dysart, Chief Administrative Officer, report dated February 13, 2018 regarding Appointment of 2018 Chief Election Officer and Deputy Chief Election Officers

**Recommendation:**

That Karen-Ann Cobb be appointed Chief Election Officer; and  
That Connie Esposito and Paula Richardson be appointed Deputy Chief Election Officers for the 2018 General Local Election in accordance with Div. 3, S. 58(1) of the Local Government Act; and  
That the Deputy Chief Election Officers be authorized to enter into service agreements as may be necessary in respect of the 2018 General Local Election.

- 5.4 Lorna Dysart, Chief Administrative Officer, verbal report regarding an Application for Funding to the Community Emergency Preparedness Fund (Emergency Operations Centres & Training)

**Recommendation:**

That staff be directed to submit an application for funding to the Community Emergency Preparedness Fund (Emergency Operations Centres & Training) in the amount of \$25,000. for the purchase of EOC equipment / technology as outlined in the application dated February 2, 2018; and  
That the Village of Belcarra confirm its willingness to provide grant management should funding be approved.

- 5.5 Lorna Dysart, Chief Administrative Officer, dated February 13, 2018 regarding Master Email List for Village Residents

**Recommendation:**

That staff be requested to develop a Master Email List of Village residents' email addresses, which are to be collected and used in accordance with the 'Freedom of Information and Protection of Privacy Act' (FIPPA) Legislation.

- 5.6 Bernie Serné, ASCT, Superintendent of Public Works, report dated February 13, 2018 regarding Kubota Replacement

**Recommendation:**

That Council approve the replacement of the Public Works Kubota at the cost of \$23,500.00 funded from the Equipment Reserve Budget

- 5.7 Nancy Gomerich, NG Consulting, report dated February 13, 2018 regarding Request for Proposal – Actuarial Valuation for Sick Leave Benefits

**Recommendation:**

That the Village contract with WestCoast Actuaries to provide an actuarial valuation of sick leave benefits as at December 31, 2017 (with comparables for fiscal 2016) for a fee of \$2,000; and

That an update of the valuation for the following four (4) years, being 2018 to 2021 inclusive, for a fee of \$1,200 per year, if deemed required by the Village.

**6. REPORTS FROM MAYOR AND PROJECT LEADS**

**6.1 Mayor's Report – 2017 Recycle & Refuse Analysis**

**7. BYLAWS**

**8. CORRESPONDENCE/PROCLAMATIONS**

**Recommendation:**

That correspondence item 8.1 to 8.12 be received.

**ACTION ITEMS**

- 8.1 Gurinder Mann, Executive Director, CERA Society, January 8, 2018, Application from Communities Embracing Restorative Action (CERA) Society for a Community Grant.

**Recommendation:**

That a Community Grant in the amount of \$353.00 be provided to the Communities Embracing Restorative Action for support of the Community Youth Justice Program 2018 fiscal year.

- 8.2 Chris Plagnol, Corporate Officer, Metro Vancouver, dated January 31, 2018 regarding Consent to *Metro Vancouver Regional Parks Service Amendment Bylaw No. 1255, 2017* (full report available at the Village office)

**Recommendation:**

That the Council of Belcarra approves adoption of *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017* by providing consent on behalf of the electors.

**INFORMATION ITEMS**

- 8.3 Greg Moore, Chair, Metro Vancouver Board, dated December 22, 2017 regarding Transit – Oriented Affordable Housing Study (full report available at the Village Office)

- 8.4 Daynta Welch, Manager, Local Government Program Services, U.B.C.M., dated January 10, 2018 regarding 2018 Asset Management Planning Program – Grant Approval and Terms & Conditions

- 8.5 Rebecca Bishop, Program Officer, Local Government Program Services, U.B.C.M., dated January 15, 2018 regarding 2017 Emergency Social Services – Approval and Terms & Conditions

- 8.6** John Van Laerhoven, Mayor, District of Kent, dated January 16, 2018 regarding Cannabis Sales Revenue Sharing
- 8.7** Janice Brown, Mayor, Township of Spallumcheen, dated January 23, 2018 regarding Cannabis Sales Revenue Sharing
- 8.8** Letters to Honourable George Heyman, Minister of Environment and Climate Change Strategy regarding Prevention of Quagga and Zebra Mussels
- a) Jonathan X. Coté, Mayor, City of New Westminster, dated January 17, 2018
  - b) Jim Garlick, Mayor, District of Coldstream, dated January 22, 2018
- 8.9** Cheryl Papove, 4545 Belcarra Bay Road, dated January 24, 2018 regarding My Bylaw Concerns
- 8.10** Ron Davis, 280 Turtlehead Road, dated January 30, 2018 regarding Comment Form from Open House #3 Held at the Village Hall January 24, 2018
- 8.11** Gerrit van Staalduinen, 3789 Bedwell Bay Road, dated February 1, 2018 regarding ZAC Open House Meeting – January 24, 2018
- 8.12** Kerri Palmer Isaak, Chair, Board of Education, School District No. 43 (Coquitlam), letter to Ms. Leslie Wallace & Mr. Mauro Comensoli dated February 6, 2018 regarding Business Consideration Response

**9. NEW BUSINESS**

**10. PUBLIC QUESTION PERIOD**

**11. RESOLUTION TO CLOSE MEETING**

That the February 13, 2018 Regular meeting of Council be closed pursuant to the Community Charter Section 90 (1) "A part of a Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public."

**12. ADJOURNMENT**

**Recommendation:**

That the February 13, 2018 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MINUTES  
VILLAGE HALL  
January 8, 2018**



Minutes of the Regular Council Meeting for the Village of Belcarra held January 8, 2018 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

**Council in Attendance**

Mayor Ralph Drew (via Skype)  
Deputy Mayor Bruce Drake  
Councillor Jennifer Glover  
Councillor Perry Muxworthy  
Councillor Jamie Ross

**Staff in Attendance**

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

**1. CALL TO ORDER**

Deputy Mayor Drake called the meeting to order at 7:33 pm.

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, January 8, 2018**

Moved by: Councillor Ross  
Seconded by: Councillor Glover

That the Agenda for the Regular Council Meeting, January 8, 2018 be approved as circulated.

**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1 Regular Council Meeting, December 11, 2017**

Moved by: Councillor Glover  
Seconded by: Councillor Ross

That the minutes from the Regular Council Meeting held December 11, 2017 be adopted.

**CARRIED**

**4. DELEGATIONS AND PRESENTATIONS****4.1** Walt Bayless, Project Director and Fofa Fan, Project Engineer, Opus International Consultants (Canada) Ltd. regarding the Belcarra Drainage Study.

Fofa Fan gave a presentation regarding the Belcarra Drainage Study. The previous drainage study for the Village of Belcarra was completed in 1984. No significant flooding has been recorded in the time period between the two studies. Walt Bayless noted that grants are available for completion of various recommendations in the report.

Fofa Fan advised that the District of North Vancouver provided Belcarra information regarding IDF (Intensity – Duration – Frequency) rainfall curves.

Staff will prioritize implementation of the recommendations in the drainage study.

Moved by: Councillor Ross

Seconded by: Councillor Glover

That the public be permitted to speak for 10 minutes.

**CARRIED**

The public asked pertinent questions. Considerable discussion ensued.

Moved by: Councillor Ross

Seconded by: Councillor Glover

That the Opus International Consultants (Canada) Ltd. presentation dated January 8, 2018 regarding the Belcarra Drainage Study be received for information; and  
That staff report to Council on an implementation plan for various recommendations in the study.

**CARRIED**

**5. REPORTS****5.1** Bernie Serné, AScT, Superintendent of Public Works, report dated January 8, 2018 regarding Trail Crosswalk Review

B. Serné outlined the Trail Crosswalk Review report. Council members discussed sight line issues and pedestrian safety. It was noted that staff will follow up on residents trimming hedges and trees.

Moved by: Councillor Ross

Seconded by: Councillor Glover

That the Pedestrian Crosswalk Review sketches dated January 8, 2018 be received for information purposes; and

That Staff continue to monitor crosswalk usage and pedestrian and bike activity; and

That the Superintendent of Public Works report back on requested sight line improvements.

**CARRIED**

Moved by: Councillor Muxworthy

Seconded by: Councillor Glover

That the barriers at the Watson Road Trail be removed to allow for public use and provide education on the proper boundaries of the trail.

**THIS MOTION WAS WITHDRAWN**

Considerable discussion ensued regarding Watson Trail accessibility. Public input was provided. The Ministry of Forest, Lands, Natural Resource Operations and Rural Development will require a permit for work at Avalon Creek. The window of opportunity for this work is August. Staff will develop a long term plan for the Avalon Creek crossing.

Moved by: Councillor Muxworthy  
Seconded by: Councillor Glover

That staff provide a report related to safety and a potential timeline for the opening of Watson Trail.

**CARRIED**

## **6. REPORTS FROM MAYOR AND PROJECT LEADS**

### **6.1 Mayor's Report – 2017 Sasamat Volunteer Fire Department Call-Out Statistics**

Mayor Drew outlined the report. Council asked pertinent questions.

### **6.2 Mayor's Report – 2018 Property Assessments**

Mayor Drew outlined the report on the 2018 Property Assessments.

### **6.3 Mayor's Report – The Future of Traffic on Port Moody's North Shore**

Mayor Drew outlined the report. Considerable discussion ensued.

Moved by: Councillor Ross  
Seconded by: Councillor Glover

That Port Moody Traffic Consultants studying the future of traffic on the North Shore of Port Moody be invited to a Belcarra Council meeting to discuss Belcarra input into the study; and  
That Belcarra residents be advised of that meeting.

**CARRIED**

## **7. BYLAWS**

### **7.1 Village of Belcarra Revenue Anticipation Borrowing Bylaw No. 513, 2017**

Moved by: Councillor Glover  
Seconded by: Councillor Muxworthy

That the Village of Belcarra Revenue Anticipation Borrowing Bylaw No. 513, 2017 be adopted.

**CARRIED**

## **8. CORRESPONDENCE/PROCLAMATIONS**

Moved by: Councillor Ross  
Seconded by: Councillor Muxworthy

That correspondence item 8.1 – 8.4 be received.

**CARRIED**

## **INFORMATION ITEMS**

- 8.1** Chris Nicolls, Secretary – Treasurer / CFO, School District No. 43 (Coquitlam), dated November 17, 2017 regarding Fire Protection Services for Eagle Mountain Middle School

- 8.2** Letters to Honourable George Heyman, Minister of Environment and Climate Change Strategy regarding Prevention of Quagga and Zebra Mussels
- a) Ron Hovanes, Mayor, Town of Oliver, dated December 13, 2017
  - b) Mike Richman, Mayor, Village of Pemberton, dated December 15, 2017
  - c) Janice Brown, Mayor, Township of Spallumcheen, dated December 19, 2017
  - d) Marc Lefebvre, Mayor, City of Parksville, dated December 19, 2017
  - e) Dale Bumstead, Mayor, City of Dawson Creek, dated December 19, 2017
- 8.3** Doug Findlater, Mayor, City of West Kelowna, dated December 13, 2017 regarding Request for Local Governments to Share in Cannabis Tax Revenue
- 8.4** Danyta Welch, Policy & Programs Officer, Local Government Program Services, dated December 18, 2017 regarding 2016 Asset Management Planning Program (Roads Asset Management Report)

## **9. NEW BUSINESS**

- (8.1)** Chris Nicolls, Secretary – Treasurer / CFO, School District No. 43 (Coquitlam), dated November 17, 2017 regarding Fire Protection Services for Eagle Mountain Middle School

Discussion ensued with regard to the Eagle Mountain Middle School correspondence regarding Fire Protection Services. Mayor Drew provided background on the Anmore / Port Moody boundary as it relates to Eagle Mountain Middle School location in Anmore.

It was noted that the November 17, 2017 letter from Chris Nicolls, Secretary – Treasurer / CFO, School District No. 43 (Coquitlam) regarding Fire Protection Services for Eagle Mountain Middle School is subsequent to the November 6, 2017 letter from Ivanno Cecchini, Assistant Secretary – Treasurer, Facilities & Planning Services, School District 43 (Coquitlam) regarding Fire Protection for Eagle Mountain Middle School which was on the December 11, 2017 Council agenda.

Fire services are provided by Sasamat Volunteer Fire Department which is a volunteer fire service.

Discussion ensued with regard to the Fire Protection and Emergency Response Agreement between School District #43 and the City of Port Moody which expired on November 30, 2017. This agreement was not renewed. Discussion ensued with regard to:

- Municipal and Fire Service Boundaries
- The location of Eagle Mountain Middle School
- Overall safety of the students and staff at the school
- Public Awareness of Fire Coverage for the School



Moved by: Councillor Ross  
Seconded by: Councillor Glover

That the Chief Administrative Officer send an invitation to attend the January 22, 2018 Belcarra Council meeting to the following:

- Jay Sharpe, Chief, Sasamat Volunteer Fire Department and 2 Deputy Fire Chiefs
- Darrell Penner, Chair, Board of Trustees, Sasamat Volunteer Fire Department
- John McEwen, Mayor, Village of Anmore
- Michael Thomas, Vice Chair, Board of Education, School District #43; and

That the concern of existing fire coverage by the Sasamat Volunteer Fire Department at Eagle Mountain Middle School be addressed.

**CARRIED**

**10. PUBLIC QUESTION PERIOD**

Jim Chisholm, 4505 Belcarra Bay Road, queried with regard to the boundary change as it related to Eagle Mountain Middle School and Sasamat Volunteer Fire Department.

Deborah Struk, 4575 Belcarra Bay Road, queried with regard to:

- The payment for fire protection service at Eagle Mountain Middle School.
- Posting Port Moody's North Shore Traffic Study on the Belcarra website when it is available.

**11. RESOLUTION TO CLOSE MEETING**

No item

**12. ADJOURNMENT**

Moved by: Councillor Muxworthy  
Seconded by: Councillor Ross

That the January 8, 2018 Regular Meeting be adjourned at 10:51 pm.

**CARRIED**

Certified Correct:

---

Bruce Drake  
Deputy Mayor

---

Lorna Dysart  
Chief Administrative Officer



## COUNCIL REPORT

**File:** 0530-01

**Date:** February 13, 2017

**From:** Lorna Dysart, Chief Administrative Officer

**Subject:** Council Indemnity Bylaw No.514, 2018

---

### Recommendation for Consideration

That "Village of Belcarra Council Indemnity Bylaw No. 514, 2018" be read a first, second and third time.

### Purpose

To present the "Village of Belcarra Council Indemnity Bylaw No. 514, 2018" for consideration.

### Background

At its regular Council meeting held July 17, 2013 Council passed a resolution stating that a review of Council's indemnity be performed on an annual basis following establishment of the Consumer Price Index (CPI) and that increases for Councillors based on the CPI and the Mayor's indemnity calculated at two times the Councillors' rate, be brought forward for consideration.

Since 2010, the Vancouver December CPI has been used to calculate Councils' indemnity. The table below reflects with current Councillor / Mayor Indemnities, as well as the proposed indemnities adjusted to reflect the Vancouver CPI for December 2017. If approved, the revised indemnities would be effective January 1, 2018.

Attached Bylaw No. 514, 2018 proposes an increased remuneration reflective of the Vancouver December 2017 CPI of 2.5%. One-third of these amounts would be paid as an allowance for expenses incidental to the discharge of elected duties.

|             | Current<br>Remuneration | Proposed Increase of<br>2.5% (2017 CPI) |
|-------------|-------------------------|---|
| Councillors | \$10,191.43             | \$10,446.21                             |

|       | Current<br>Remuneration | Proposed Increase of<br>two times the<br>councilors' rate |
|-------|-------------------------|---|
| Mayor | \$20,382.85             | \$20,892.42   |

Until 2017, B.C. municipal elections were held in November and Council members were paid over a period of 11 months. With the change in the month for municipal elections to October, a change has been made in Bylaw No. 514, 2018, to pay Council members monthly commencing with Council pay for the beginning of March 2018.



**VILLAGE OF BELCARRA  
Council Indemnity  
Bylaw No. 514, 2018**



A bylaw to provide for the payment of an indemnity to  
Village of Belcarra Mayor and Councillors

**WHEREAS** the Municipal Council may, by bylaw, provide for the payment from annual general revenue, an indemnity to the Mayor and to each Councillor and provide that a portion thereof be paid as an allowance for expenses incidental to the discharge of the duties of office;

**NOW THEREFORE** the Municipal Council of the Village of Belcarra in open meeting assembled enacts as follows:

1. This Bylaw may be cited for all purposes as the "Village of Belcarra Council Indemnity Bylaw No. 514, 2018".
2. During the period extending from January 1, in a given year, to the first Monday after the first day of December in a given year, the Mayor shall be paid the sum of \$20,892.42 of which said amount \$6,964.14 shall be paid as an allowance for expenses incidental to the discharge of office.
3. During the period extending from January 1, in a given year to the first Monday after the first day of December in a given year, each Councillor shall be paid the sum of \$10,446.21 of which said amount \$3,482.07 shall be paid as an allowance for expenses incidental to the discharge of their office.
4. The indemnities provided for in Section 2 and 3 above shall be paid by the Chief Administrative Officer, calculated in equal monthly installments for the months of January through December without further order, save and except for the provisions of Section 5 hereof.
5. In the event of any member of Council being absent from three consecutive regular Council meetings, the indemnity that would otherwise be due to that member shall not be paid to that member. This provision may be waived by a unanimous vote in favour thereof by the remaining members of Council.
6. 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.
7. This bylaw shall take force and come into effect as of January 1, 2018.

8. The “Village of Belcarra Council Indemnity Bylaw No. 503, 2017” is hereby repealed.

READ A FIRST TIME on

READ A SECOND TIME on

READ A THIRD TIME on

ADOPTED by the Council on

---

Bruce Drake  
Deputy Mayor

---

Lorna Dysart  
Chief Administrative Officer

This is a certified a true copy of  
Village of Belcarra Council Indemnity Bylaw No. 514, 2018

---

Chief Administrative Officer



## COUNCIL REPORT

**Date:** February 13, 2018

**File: 4200-01**

**From:** Lorna Dysart, Chief Administrative Officer

**Subject:** **Appointment of 2018 Chief Election Officer and Deputy Chief Election Officers**

### Recommendation

That Karen-Ann Cobb be appointed Chief Election Officer; and  
 That Connie Esposito and Paula Richardson be appointed Deputy Chief Election Officers for the 2018 General Local Election in accordance with Div. 3, S. 58(1) of the Local Government Act; and  
 That the Deputy Chief Election Officers be authorized to enter into service agreements as may be necessary in respect of the 2018 General Local Election.

### Purpose

To appoint the Chief Election Officer (C.E.O.) and the Deputy Chief Election Officers (D.C.E.O.) for the 2018 Local Government election and other voting.

### Background

The 2018 General Local election will be held on Saturday, October 20, 2018. The Local Government Act requires that elections be held every four years and that the local government must appoint a Chief Election Officer and a Deputy Chief Election Officer for the election proceedings.

General Local Elections create an additional workload in the year of the election. In 2014, the services of coordinating and running the General Local Election were contracted out. Karen-Ann Cobb was appointed Chief Election Officer. Municipal staff provide essential administrative support. These arrangements offset dealing with the additional workload enabling existing staff resources to continue supporting the day to day operational and administrative functions. This practice is similar to practices followed by a number of small to large municipalities which hire temporary staff or consultants to handle all or a portion of the General Local Election. It is recommended that two Deputy Chief Election Officers be appointed to ensure appropriate coverage is provided for and training received, in the event of one of the elected persons becomes suddenly unavailable.

Attached is a quotation received from Karen-Ann Cobb. Staff recommends accepting the offer of services from her. Karen-Ann was C.E.O. for the Village of Belcarra in 2014. She has

significant experience as a Chief Election Officer responsible for conducting General Local Elections for local government.

### **Financial Implications**

The 2018 Financial Plan includes the provision of \$20,000. to conduct a General Local Election by voting. The quotation provided by Karen-Ann Cobb is comparable to the services engaged by the municipality previously for the General Local Elections in 2014.

Karen-Ann Cobb

202-19128 Ford Road  
Pitt Meadows, BC  
V3Y 2P1  
[kacobb@telus.net](mailto:kacobb@telus.net)  
604-551-1938

August 30, 2017

Lorna Dysart  
Chief Administrative Officer  
Village of Belcarra  
4084 Bedwell Bay Road  
Belcarra, BC  
V3H 4P8

Dear Lorna:

**SUBJECT: VILLAGE OF BELCARRA  
2018 LOCAL GOVERNMENT ELECTIONS  
APPOINTMENT OF CHIEF ELECTION OFFICER**

Thank-you for the opportunity to provide you with a proposal to act as the Chief Election Officer for the Village of Belcarra Local Government Election in October 2018.

The proposal outlined below assumes the following:

- That all advertising costs necessary to conduct the election shall be borne by the Village;
- That all supply costs necessary to conduct the election shall be borne by the Village;
- That administrative support will be available and provided by the Village Staff as required and appropriate;
- That a copy of the most current LGMA Election Manual will be provided by the Village and will be returned upon completion of the election.

If the foregoing is acceptable to the Village, then I would be pleased to offer my services in the capacity of Chief Election Officer at the following rates:

Acclamation \$3,800.00

Election by Voting \$7,500.00

Plus applicable vehicle mileage to be charged at the current rate prescribed by the Village.

If you have any questions or require additional information please do not hesitate to contact me.

Yours truly,



Karen-Ann Cobb

AP -

For administrative use only

file No. 7150-01

**Community Emergency Preparedness Fund**  
**Emergency Operations Centres & Training**

Phone: 250 387-4470    E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

## 2018 APPLICATION FORM

Please complete and return this form by **February 2, 2018**. All questions are required to be answered by typing directly in this form. For detailed instructions regarding application requirements, please refer to the *2018 Emergency Operations Centres & Training Program & Application Guide*.

### SECTION 1: APPLICANT INFORMATION

**Applicant:** Village of Belcarra

**Date of Application:** February 2, 2018

**Contact Person\*:** Bernie Serné

**Title:** Superintendent of Public Works

**Phone:** 604-937-4100

**E-mail:** [bserne@belcarra.ca](mailto:bserne@belcarra.ca)

\* Contact person must be an authorized representative of the applying local authority or Treaty First Nation.

### SECTION 2: PROJECT INFORMATION

#### 1. NAME OF PROJECT.

EOC Equipment Upgrade (Village of Belcarra)

#### 2. EMERGENCY PLAN. Please describe the extent to which the proposed project will support recommendations or requirements identified in the local Emergency Plan.

Council for the Village of Belcarra has prioritized improvements to the municipal emergency preparedness program as part of its 2016-2020 Corporate Strategic Plan, and the 2018-2022 Financial Plan.

The current Belcarra Emergency Plan was developed in 2004 - the Village intends to update it in 2018/2019. The proposed EOC equipment purchase is aligned with Council's renewed focus and prioritization of emergency preparedness as well as the current Emergency Plan to the extent that Belcarra - as a local authority - must be prepared to implement appropriate response and recovery measures in the event of an emergency.

Under the Plan, one of the Emergency Program Coordinator's key responsibilities is to ensure proper equipment is in place to establish and coordinate the local Emergency Operations Centre (EOC) if needed. The Village requires a broad selection of new and upgraded equipment in order to improve EOC capacity and ensure that adequate resources (supplies, equipment, communications technology etc.) are in place in the event of an emergency.



\* Please note - the required Council resolution will be forwarded to the CEPF following the February 13<sup>th</sup>, 2018 regular Council meeting.

**3. MASS CARE.** Please describe the extent to which the proposed project will consider mass care scenarios.

The Village of Belcarra is a residential community of approximately 640 people, tucked in the mountainous northeast area of the Metro Vancouver region, adjacent to Indian Arm and surrounded by expansive forests. Despite its proximity to the Tri-Cities area, Belcarra and the neighbouring Village of Anmore are unique in that they are primarily residential with very little commercial development, more closely resembling a remote mountain community.

Emergency planning and preparedness is delivered through a partnership that involves the two municipal (Belcarra and Anmore) Protective Services Committees, the Sasamat Volunteer Fire Department, Anmore Elementary School, BC Hydro (Buntzen Recreation Area), the Metro Vancouver Regional District (Belcarra Regional Park), and other local community partners.

Purchase of the proposed equipment and supplies will enable Belcarra to establish a local EOC as part of its emergency response and recovery program, including mass care scenarios. In a major emergency situation, there is a risk that access to/from Belcarra and/or Anmore (or portions thereof) could be limited. The Village must be prepared to coordinate all aspects of the local emergency program and support a large portion of residents (potentially including some Anmore residents), for several days.

**4. TRANSFERABILITY.** Please describe the extent to which the proposed project will demonstrate transferability to other local governments and/or Treaty First Nations.

The Village of Belcarra is accustomed to working with area partners (Village of Anmore, SVFD, Anmore Elementary, etc.) on a broad range of issues, including emergency preparedness. As a small community, the Village continually seeks partnerships in order to leverage community resources as efficiently as possible. The Village anticipates working closely with Anmore and the SVFD on the proposed project - equipment will be selected and purchased with consideration to the needs of both the local and broader area. This will serve to strengthen the overall capacity of Metro Vancouver's northeast region, while ensuring local EOCs are fully equipped.

**5. PARTNERSHIPS.** Please identify any other authorities you will collaborate with on the proposed project and outline how you intend to work together.

The Village intends to collaborate with the SVFD and Village of Anmore on the final selection and purchase of EOC equipment, which will increase the response capacity of the broader area.

Though beyond the scope of this particular EOC equipment application, the Village also intends to explore the possibility of joint emergency preparedness training sessions in partnership with SVFD and/or Anmore in the coming year. Belcarra will ensure that the Tri-Cities municipalities are informed of the local efforts and program improvements, in order to support regional communications and awareness.

How will a collaborative approach leverage efficiencies and be a cost effective approach to maintaining or improving EOC operations.

The collaborative approach that Belcarra continuously engages in with Anmore and SVFD helps to ensure that the communities are prepared to allocate resources, volunteers and equipment as efficiently as possible in an emergency situation. Cost effectiveness is achieved through a coordinated approach to equipment selection (reduced duplication, no significant supply gaps) and the possibility of shared training opportunities in the future.

- 6. PROPOSED ACTIVITIES.** What specific activities will be undertaken as part of the proposed project. Please refer to Section 4 of the Program & Application Guide. *A detailed list of equipment purchases is required in your budget.*

The proposed project includes purchase of new and upgraded EOC supplies/equipment (as per the attached detailed list), along with a communications technology package. The Village intends that this package will include an IMERS (Inter-municipal Emergency Radio System), MSAT (satellite phone) and a set of ten batteries for Motorola handhelds; however, it is possible that the proposed systems may not fully function in Belcarra's isolated and mountainous geography. The Village is working with a local supplier to confirm functionality as soon as possible, and will provide the recommended package/pricing to the UBCM as soon as it is available.

Acquisition of the proposed equipment will ensure Belcarra is prepared to activate and operate an EOC, either locally or in collaboration with neighbouring communities.

- 7. CAPACITY BUILDING.** Describe how the proposed project will increase emergency response capacity in your community.

Belcarra's local emergency plan/program was originally developed in 2004 and has not undergone any significant review or update since that time. The Village has prioritized emergency preparedness within its Corporate Strategic Plan and 5-year Financial Plan - a comprehensive review of the Local Emergency Plan is planned for 2018/2019, and the Village is aware that its existing EOC equipment/supplies needs to be expanded (new purchases) and/or replaced/upgraded. Ensuring adequate supplies to establish a local EOC is a key component of an effective emergency plan and response/recovery strategy. As such, purchase of the proposed equipment list will significantly increase Belcarra's emergency response capacity.

- 8. EVALUATION.** How will the project be evaluated?

The proposed project will be evaluated primarily based on the extent to which it strengthens EOC capacity, as measured by:

- #of new EOC supplies/equipment purchased
- # of supplies/equipment replaced or upgraded
- # of partners engaged

### SECTION 3: REQUIRED APPLICATION MATERIALS

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:

- ☐ Local government Council or Board resolution, or First Nation Band Council resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- ☒ Detailed budget for the proposed project. Include a breakdown of desired equipment to be purchased, work activities, training activities, and other considerations or comments. The budget must also clearly identify the Community Emergency Preparedness Fund funding request, applicant contribution, and/or other grant funding.

### SECTION 4: SIGNATURE (To be signed by Local Government or First Nation Applicant)

I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our local authority's jurisdiction (or appropriate approvals are in place).

Name: Bernie Serné

Title: Superintendent of Public Works

Signature: 

Date: February 1, 2018

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

## Village of Belcarra – CEPF EOC Budget (2018)

| TASK  | BUDGET   |
|---|----------|
| EOC Supply Kit (as per attached)                          | \$12,895 |
| IMERS (Intermunicipal Emergency Radio System)*            | \$2,500  |
| MSAT Satellite Phone*                                     | \$8,500  |
| Set of 10 batteries for Motorola handhelds (@ \$100 each) | \$1,000  |

Total Estimated **EOC Costs** - \$24,895

Total **CEPF funding request** - \$24,895

Village of Belcarra contribution – estimated value is \$3500 (in-kind)  
*includes 10% of project cash costs for staff time required to coordinate/support the project in collaboration with the consultant.*

\*Pricing is based on preliminary discussions with a local supplier. As outlined in the application, the Village intends to purchase this package but it is possible that the proposed systems may not fully function in Belcarra's isolated and mountainous geography. The Village is working with the supplier to confirm functionality as soon as possible, and will provide the final recommended package/pricing to the UBCM as soon as it is available.



## COUNCIL REPORT

**Date:** February 13, 2018

**From:** Lorna Dysart, Chief Administrative Officer

**Subject:** **Master Email List for Village Residents**

---

### Recommendation

That staff be requested to develop a Master Email List of Village residents' email addresses, which are to be collected and used in accordance with the 'Freedom of Information and Protection of Privacy Act' (FIPPA) Legislation.

### Purpose

To direct staff to develop a Master Email List for the purpose of providing important information to Village Residents in a timely manner. Names and email addresses collected may only be used for the purpose they were collected and as per the standards set out in the Freedom of Information and Protection of Privacy Legislations.

### Background

There are times when it is important to relay, effective, timely and accurate communications to Village Residents. Municipal sourced information, Public Service Announcements (PSAs), Weather advisories, Emergency Preparedness and Public safety notifications may be sent to residents via email in a timely manner.

In accordance with FIPPA, the following 5 items are to be followed when collecting residents' names and email addresses:

- 27(c) (purpose) – the email address must relate directly to and be necessary for a program or activity of the Village (i.e. easier communication with individuals re: Village business. The email addresses cannot be used for political purposes)
- 27(1) (collection) – the email address must be collected directly from the individual (individual must consent by signing name)
- 27(2) (collection) – the person from whom the email address is collected must be told
  - (a) the purpose of collecting it
  - (b) the legal authority for collecting it (section 26(c))
  - (c) the title, business address and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection

- 30 – Village must make reasonable security arrangements to protect the email list from unauthorized access, collection, use, disclosure or disposal
- 30.1 – The Village must ensure the email addresses are stored and accessed in Canada (no US or foreign-based servers) unless the individual consents in the prescribed manner to foreign storage

To fulfil the Village's responsibility for timely and accurate communication across a broad range of categories, staff will explore a number of topics. For example, there may be two notification options for which residents may want to choose to receive Village notifications:

1. Level 1 – Emergency and urgent information
2. Level 2 – Emergency, urgent information and general news alerts.

More than 1 email address may be collected for each residential address. As many people who live at the address may submit an email address for the level of notification they wish to receive.

### **Financial Implications**

There will be financial implications in the use of staff time to develop and to maintain the email list. There will also be staff time involved in the consideration of and distribution of messages.



## COUNCIL REPORT



**Date:** February 13, 2018

File No. 1280-03

**From:** Bernie Serné, ASCT, Superintendent of Public Works

**Subject:** Kubota Replacement

### Recommendation

That Council approve the replacement of the Public Works Kubota at the cost of \$23,500.00 funded from the Equipment Reserve Budget.

### Background

An ATV Kubota was purchased in 2010 at the time of the watermain installation and the addition of a Public works employee at the cost of approximately \$20,000. The Kubota has been extensively used for maintenance and water works functions. The Kubota may exclusively be used to drive to the pump station and reservoirs. The size of the Kubota provides for safe parking on the shoulder when work is taking place along the road.

In December 2017 the transmission failed in the Kubota. The following week, the Dealership ascertained the problem and advised that the repair cost estimate exceeded the value of the Kubota. Considering the age and condition of the Kubota, the recommendation was made to purchase a newer Kubota which would be more cost effective than continuing repair.

Three Dealership quotes were received ranging from \$23,500 to \$32,000. Douglas Lake Equipment Ltd. (DLE) are able to provide a similar Kubota at the most competitive price of \$23,500. DLE can reuse some of the equipment from the old Kubota.

### Conclusion

Douglas Lake Equipment Ltd. was able to provide the most competitive price. They provided a three month lease to own option. Public Works will reuse some of the existing equipment.



## COUNCIL REPORT

**File:** 1680-20-17

**Date:** February 13, 2018

**From:** Nancy Gomerich, Financial Consultant, NG Consulting

**Subject:** Award of Contract to WestCoast Actuaries for Actuary Work

---

### Recommendation

That the Village contract with WestCoast Actuaries to provide an actuarial valuation of sick leave benefits as at December 31, 2017 (with comparables for fiscal 2016) for a fee of \$2,000; and That an update of the valuation for the following four (4) years, being 2018 to 2021 inclusive, for a fee of \$1,200 per year, if deemed required by the Village.

### Purpose

To satisfy audit requirements.

### Background

Under Village Policy 202, sick leave benefits are earned by employees at the rate of one and one-half (1.5) days for every month of work to the maximum accumulated entitlement of 120 work days. The accumulated sick leave benefits may be accessed only when an employee is sick; unused benefits when an employee leaves the Village are not payable to the employee.

Under the Public Sector Accounting Standards ("PSAB") an organization must value all employee sick leave benefits by projecting the sick leave amounts expected to be paid over the employee's expected year's of employment, and then expense them evenly (subject to estimate updates, and considering the time value of money) over those employment years. As sick leave benefits are utilized, in full or part, at different rates by employees based on their individual circumstances, the standard recognizes that the determination of the expense and related liability is a complex calculation that requires the services of an expert, in this case an actuary.

While it is possible for management (N. Gomerich) to come up with an estimate of the sick leave expense and liability, I am not an actuary. The auditors cannot, under the PSAB standards, rely on my estimate. Accordingly, given the potential for a material error in such an estimate, the auditors may be required to qualify the audit opinion on the financial statements, if the sick expense and liability is not determined by a qualified actuary. In other words, their audit opinion may be qualified, or limited, by the inability to determine if the sick leave expense and liability estimates, are free of material error.



Accordingly, quotes for the needed actuary services, were requested from two well known and respected actuary firms, both of which currently do this work for other local governments with similar sick leave benefits. WestCoast Actuaries are the lowest bidder.

The recommendation provides for the initial actuarial valuation to be completed, and for future updates be done only if requested by the Village. The need for the updates will be determined in consultation with our auditors, and will likely only be required if / when there are changes in variables that would impact the valuation to the extent that a material change in the actuarial values is probable (i.e. change in staffing).

### **Funding of Actuary Costs**

The entire cost of the actuary services can be funded within the existing budget (in the financial services section).

Although the expense can be funded within the existing budget, and the expense amount is well below the amount that would otherwise require Council approval, the Village's Financial Plan Policy 195, requires that this expense / contract be approved by Council, as the actuary work is a new expense / service not contemplated within the budget.

## **2017 RECYCLE & REFUSE ANALYSIS**

An operations analysis of the [recycle and refuse facility](#) for 2017 has again provided some very interesting statistics. Last year Belcarra residents generated 225,500 lbs. (112.8 tons) of refuse and diverted 253,550 lbs. (126.8 tons) of recyclables and organic waste. This was a total waste stream of 479,050 lbs. (239.5 tons) for 2017. **It is notable that Belcarra's landfill refuse (garbage) has steadily declined over the past decade which is consistent with the observations of other municipalities.**

On a user basis, Belcarra's total waste equates to an average 1270 lbs. per household in 2017. As observed with previous years, this is above the *Metro Vancouver* single-family residential sector average of 1063 lbs. per household in 2016.

**During 2017, Belcarra achieved an overall 56.3% waste diversion.** While there has been a marked increase in the amount of recycled materials (paper, cardboard, plastic, & glass), and it is still below the overall *Metro Vancouver* single-family residential sector which achieved a diversion rate of 66% during 2016.

[Organics, kitchen and food waste](#) account for an estimated 36% of *Metro Vancouver* single-family garbage and, as of 2016, everything from apple cores to chicken bones, bread crusts, eggshells, coffee grounds, tea bags, paper towels and pizza boxes must be separated and diverted from land fill.

**During 2017, Belcarra residents achieved a very credible 30.8% diversion of organic waste,** which includes yard waste. While inclusion of the latter makes a comparison difficult, we can say that the organic waste diversion rate is good.

The bottom-line is that the more we eliminate waste, and the more we recycle and divert, the better we can control the cost of solid waste disposal. However, it is important to recognise that whenever deliveries of refuse or recyclables are found to contain [banned materials](#), financial penalties are imposed. The installation of electronic site surveillance and access controls, user education, and enforcement strategies such as fines for non-permitted items, all have been necessary to take us forward in our waste reduction goals.

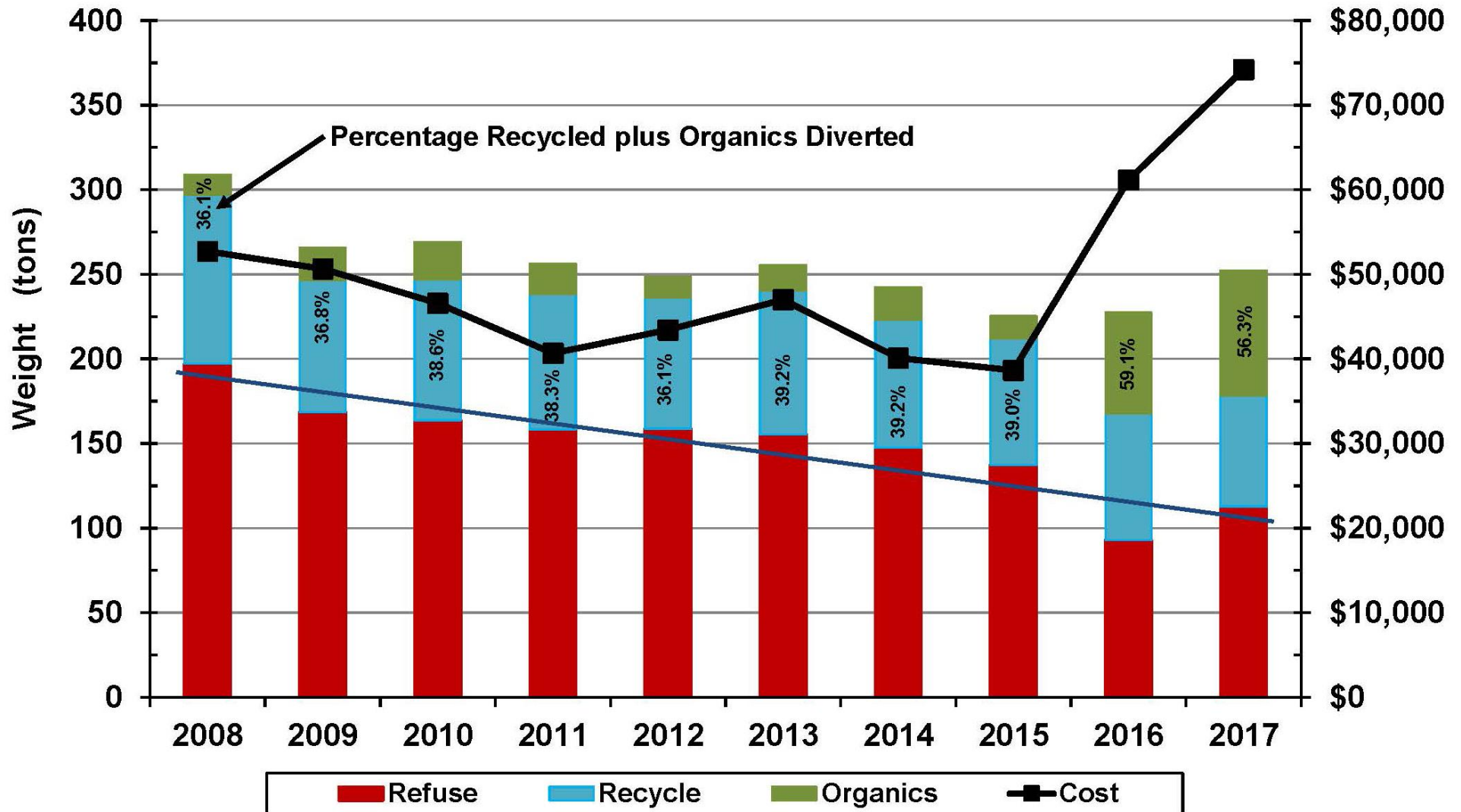
We can only meet our waste diversion responsibilities with clear strategies and a shared commitment by the users of the system; that is, the residents of Belcarra. The cost of garbage disposal is expected to increase in the coming years, but those cost increases can be contained through our continued efforts to ***Reduce, Reuse, and Recycle.***

**RALPH DREW  
MAYOR**



# Village of Belcarra

## Recycle & Refuse Statistics



---

**Subject:** FW: 2018 Grant Application - CERA Society  
**Attachments:** 2018 CERA Budget.docx; Village of Belcarra 2018 grant application.docx

**From:** Gurinder Mann [<mailto:gmann@cerasociety.org>]  
**Sent:** Monday, January 8, 2018 2:42 PM  
**To:** Lorna Dysart <[ldysart@belcarra.ca](mailto:ldysart@belcarra.ca)>  
**Subject:** 2018 Grant Application - CERA Society

Hi Lorna,

Happy New Year!

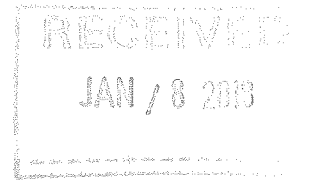
Each year our Society (the local restorative justice organization) receives a small grant from the Village of Belcarra, for the amount of \$353.

Thanks,

Gurinder

Gurinder Mann  
Executive Director, CERA Society  
Communities Embracing Restorative Action  
644 Poirier Street  
Coquitlam, BC V3J 6B1  
t - 604.931.3165  
c - 604.710.9106  
[gmann@cerasociety.org](mailto:gmann@cerasociety.org)  
[www.cerasociety.org](http://www.cerasociety.org)

**Grant Application to the  
Village of Belcarra  
For Support of the Community Youth Justice Program  
2018 Fiscal Year**



FILE NO. 1850-01

**Name of Organization:** Communities Embracing Restorative Action (CERA) Society  
**Phone:** 604.931.3165 **Fax:** 604.931.3176 **Email:** info@cerasociety.org  
**Mailing Address:** 644 Poirier Street, Coquitlam, BC V3J 6B1  
**Contact Person:** Gurinder Mann, Executive Director

**Organizational Goals, Objectives and Activities**

The Community Youth Justice Program (CYJP) is a community based initiative of Communities Embracing Restorative Action (CERA) Society. CERA is a non-profit registered charity incorporated in British Columbia in April 1999.

The purpose of the CYJP is to apply the principles of restorative justice in supporting youth and strengthening communities by addressing youth crime in meaningful and durable ways.

These guiding principles acknowledge that:

- Crime is injury.
- Crime hurts individual victims, communities, and young offenders and creates an obligation to make things right.
- All parties should be a part of the response to the crime, including the victim if he or she wishes, the community, and the young offender.
- The victim's perspective is central to deciding how to repair the harm caused by the crime.
- Accountability for the young offender means accepting responsibility and acting to repair the harm done.
- The community is responsible for the well-being of all its members, including both victim and offender.
- All human beings have dignity and worth.
- Restoration – repairing the harm and rebuilding relationships in the community is the primary goal of restorative youth justice.
- Results are measured by how much repair is done rather than by how much punishment is inflicted.
- Crime control cannot be achieved without active involvement of the community.
- The juvenile justice process is respectful of age, abilities, sexual orientation, family status, and diverse cultures and backgrounds – whether racial, ethnic, geographic, religious, economic, or other – and all are given equal protection and due process.

The mission of the CYJP is to enhance the quality of youth justice in the communities we serve through restorative action.

**The Program has the following aims :**

**To Provide an Effective Alternative to the Court System**

In the spirit of the Youth Criminal Justice Act (YCJA) it is recognized that youth have not reached maturity and their development needs to be supported. This support will promote long term protection of the public by crime prevention through addressing underlying behaviour, rehabilitation of young persons and reintegrating them back into the community and by ensuring meaningful consequences for offending behaviour.

*CERA's vision for a community based approach:*

- Support from the community, opportunity to define the harm experienced, and participation in decision making about steps for repair result in increased victim recovery from the trauma of crime.
- Community involvement in preventing and controlling youth crime, improving neighbourhoods, and strengthening the bonds among community members results in community protection.
- Through understanding the human impact of their behaviour, accepting responsibility, expressing remorse, taking action to repair the damage, and developing their own capacities, young offenders become fully integrated and respected members of the community.
- Community justice facilitators organize and support processes in which individual crime victims, other community members, and young offenders are involved in finding constructive resolutions to harmful behaviour.

**Some Relevant Outcomes Reported in CERA's Program Evaluation**

Participants were overwhelmingly satisfied with:

- The outcome and agreement of their restorative processes.
- Their facilitators.
- The conference itself.
- Their opportunity to speak and be heard.
- Positive impact on their confidence in the justice system.
- The durability of their satisfaction. Almost all, with one exception said they would recommend this process to others.

**Services Provided to the Community**

The *Community Youth Justice Program* is a conflict resolution initiative in which the police officer who investigates an offence may exercise his/her discretion to resolve the matter without referral to Crown Counsel. Since May of 2006, local Crown Counsel may also refer to the program as an alternative to court proceedings. Youth referred to the program attend a resolution conference with the victim and parents/supporters of both the victim and the youth.

The intent of the conference is to:

- Confront the youth with the personal impact of the offence on the victim and both the victim's and the youth's families and other relationships.
- Start to repair the harm caused by the youth, both to the victim and to the community.
- Provide an opportunity for the youth to understand the harm done and express remorse and apology.
- Fully involve both victim and youth in establishing appropriate responses to the offence.
- Determine whether and what supportive services are required by the victim and the youth and their families.
- Start the process of reconnecting the youth to the community.

The specific services provided by CERA include:

- Initial case review and assignment to a volunteer facilitator.
- Preparatory meetings with affected parties.
- Convening of a resolution conference to resolve the case to the satisfaction of the victim, offender and immediate relationships of both.
- Follow-up with the offender to ensure the terms of the resolution agreement are fulfilled.
- Data collection and program performance monitoring.
- Training community volunteers in the principles of restorative justice, mediation and communication skills, and the procedures of the CYJP.

### **Fee Requested**

The fee requested for the provision of the above services to the Village of Belcarra in the 2018 fiscal year is **\$353.00**

### **Benefits to Community Resulting from the Services**

The *Community Youth Justice Program* will create the following *tangible* benefits:

1. Reduced police workload through:
  - Preparation of fewer "Recommendations to Charge" to Crown Counsel.
  - Simplified reporting for the referral of youth to the CYJP.
  - Reduced overtime for court appearances.

Each case processed by the CYJP is estimated to save 9 hours of police time. This reduced workload will free up currently stretched police resources for other more pressing activities.

2. Cost-Effectiveness:
  - A highly conservative estimate is that it costs one tenth the expense to process a case through Restorative Justice as compared to the Criminal Justice System<sup>1</sup>.

---

<sup>1</sup> Based upon discussions with police officials, John Howard Society, Crown Counsel and court related professionals.

3. Strengthened Community Capacity for Addressing Crime and Conflict:
  - Volunteer facilitators receive training and skill development in a variety of relevant areas: communication skills; cross cultural awareness; victim-offender mediation; maintaining confidentiality; report writing; etc.
  - Program participants learn skills in listening to other perspectives, acknowledging and legitimizing the harm caused, and collective problem solving.
4. Safer Communities through Restored Relationships:
  - 100% of accused youth referred to the CYJP, upon gaining a fuller understanding of the harm they caused, indicated that they would not commit future crimes.
  - Community members who participate in restorative processes are more likely to feel invested in the accused youth's success, and regularly serve to encourage the accused youth of his/her potential and opportunity for a new start.

The following *intangible* benefits flow from the *Community Youth Justice Program*:

1. For victim and offender ...
  - i. There are more timely and meaningful consequences for youth who commit criminal offences. Resolution conferences are typically conducted within 4 weeks of referral, as compared to the formal justice system where delays in processing cases of many months are typical. The intent is to create a strong linkage between an offence and its consequence. The consequences (sanctions) address the specific harm that has been done, through restitution to the victim, where appropriate, and/or reparation to the community. Sanctions are not intended as punishment or new harms, and are achievable.
  - ii. The resolution conference confronts the youth with the personal dimension of the harm caused by his/her crime, which is often more distressing and healing, than an experience with the formal justice system. Additionally, the conference tends to foster seeds of empathy. Both family and friends are mobilized as valuable resources to the youth. The youth is encouraged to take ownership of his/her behaviour and to accept responsibility for both having created and for repairing the harm.
  - iii. Both the victim and the offender experience a greater sense of fairness and justice having been done. The victim's needs and concerns are addressed. Victims have an opportunity to be heard and to participate actively in a process of reparation and vindication. Reconciliation with the youth facilitates healing and closure. Reconciliation with the victim promotes reconnection of the youth to the community. The youth gains greater respect for the justice system and the law itself, and a greater understanding of the impact of his/her actions on others.
2. For the wider community ...
  - i. Preparation for a resolution conference and the conference itself provides an opportunity for early intervention with youth at risk through the identification of factors contributing to the offence and the underlying needs of the youth. Early intervention has the potential to prevent a youth from becoming further involved in the criminal justice system, reducing the cost to taxpayers of court and custodial measures.



- ii. A more cohesive community results from a process that seeks to reconcile broken relationships and heal the harms caused by crime. In the process, community members – through volunteering or participating in the program – gain valuable skills to resolve conflicts in their own lives and feel a greater stake in successful conflict resolution outcomes.
- iii. The community gains from a response to youth justice that considers the root causes of crime, and is more timely and cost efficient than the current system.
- iv. The problem solving approach and community orientation of the CYJP complements current community initiatives in problem-oriented and community policing.

### **Degree of Other Community Support and Sponsorship**

The volunteers who are the core of the CYJP not only reflects the level of support for the program within the community, but also constitutes a significant community resource – a group of citizens with an understanding of restorative justice principles and mediation skills that can be taken into the community.

The police, School District 43, School District 40, Ministry of Children and Family Development, Youth Probation, Crown Counsel and ICBC support the CYJP.

Program staff has maintained an ongoing liaison with police and Crown Counsel to expand awareness and understanding of the CYJP, build support for the program and refine referral procedures. There is also ongoing liaison with other community service agencies.

In addition to the financial support of municipalities, the *Community Youth Justice Program*, since its inception, has received funding from business and the provincial government.

### **CERA's Relationship with Belcarra**

CERA Society has served the Village of Belcarra for almost two decades. We are proud of our relationship with Belcarra and hope that they will continue to assist us financially in operating the Community Youth Justice Program. The program is open to receiving referrals involving offenders from the Village of Belcarra who have been referred by the RCMP or Crown.

We continue to do presentations for the RCMP during their watch briefings, informing them of the work we do and the municipalities we serve. With the RCMP knowing that CERA serves Belcarra, they have the information and ability to refer a case involving an offender from Belcarra to CERA. This allows for youth being apprehended from Belcarra the opportunity to be referred to an alternative to the Youth Criminal Court System.

We also hope to train more volunteer facilitators in 2018, and like before, we are interested in recruiting and training volunteers from all cities and municipalities we serve, including Belcarra.

**Annual Operating Budget:** A draft operating budget for the 2018 fiscal year is enclosed.

## Communities Embracing Restorative Action (CERA) Society

|   | 2018 Organizational Budget |
|---|----------------------------|
| <b>Revenues</b>                             | <b>Total</b>               |
| <b>Grants – Municipal &amp; Prov of BC:</b> |                            |
| Anmore                                      | 437.00                     |
| Belcarra                                    | 353.00                     |
| Coquitlam                                   | 33,856.00                  |
| Port Moody                                  | 6,960.00                   |
| New Westminster                             | 17,500                     |
| CAP (Cmty Accountability Program)           | 5,000.00                   |
| <b>Private/Other Funding</b>                |                            |
| Community Gaming Grant                      | 60,000.00                  |
| Coast Capital Savings                       | 12,000.00                  |
| <b>Total Revenues</b>                       | <b>136,106.00</b>          |
| <b>Expenses</b>                             | <b>Total</b>               |
| Advertising/Promotion                       | 2,345.00                   |
| Bank Charges                                | 320.00                     |
| Dues & Subscriptions                        | 96.00                      |
| Rent  | 5,184.00                   |
| Telecommunications                          | 2,640.00                   |
| Insurance                                   | 2,240.00                   |
| Computer Expense                            | 1,600.00                   |
| Office Expense                              | 3,264.00                   |
| Program Expense                             | 660.00                     |
| Accountant Audit Fees                       | 2,240.00                   |
| Wages & Stipends                            | 115,517.00                 |
| <b>Total Expenses</b>                       | <b>136,106.00</b>          |
| <b>Difference<br/>(Income Less Expense)</b> | <b>0.00</b>                |



FILE NO. 0470-01

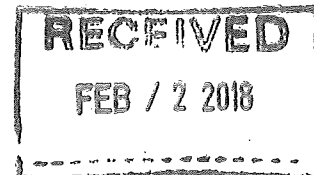
Board and Information Services, Legal and Legislative Services  
Tel. 604 432.6250 Fax 604 451.6686

JAN 31 2018

File: CR-12-01

Ref: RDP 2018 Jan 26

Lorna Dysart, Chief Administrative Officer  
Village of Belcarra  
4084 Bedwell Bay Road  
Belcarra, BC V3H 4P8



Dear Ms. Dysart:

**Re: Consent to Metro Vancouver Regional Parks Service Amendment Bylaw No. 1255**

At its January 26, 2018 regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) gave three readings to *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017*; directed staff to seek consent of at least 2/3 of the participants to amend the service area to remove Abbotsford as a participant in the regional park function; and following that, forward the Bylaw to the Inspector of Municipalities for approval.

Section 346 of the *Local Government Act* applies to municipal participating area approval and therefore a council may give participating area approval by consenting on behalf of the electors to the adoption of the Bylaw.

I respectfully ask that this matter be included on Council agenda. A sample resolution is set out below for your convenience:

"The Council of \_\_\_\_\_ approves adoption of *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017* by providing consent on behalf of the electors."

A response, including Council resolution, to my attention by February 9, 2018 is appreciated. Should you have questions or need clarification, I can be reached at 604.432.6338 or by email at [chris.plagnol@metrovanancouver.org](mailto:chris.plagnol@metrovanancouver.org).

Yours truly,

A handwritten signature in black ink, appearing to read 'CP' followed by a stylized flourish.

Chris Plagnol  
Corporate Officer

CP/kh

Encl: Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017  
Regional Parks Service Amendment Bylaw No 1255, dated January 11, 2018

24364741

**METRO VANCOUVER REGIONAL DISTRICT  
BYLAW NO. 1255, 2017**

A Bylaw to Amend Greater Vancouver Regional District  
Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005

**BACKGROUND:**

- A. By Division V of Letters Patent issued January 13, 1972, as amended by further Supplementary Letters Patent, Metro Vancouver Regional District was granted the function of regional parks (the "**Regional Parks Service**"), and the participating areas for the Regional Parks Service were deemed to include not only Metro Vancouver Regional District member municipalities, but also member municipalities of the former Vancouver-Fraser Park District;
- B. One of the member municipalities of the former Vancouver-Fraser Park District was the former District of Matsqui, which was not within the boundaries of the MVRD;
- C. On January 1, 1995, the former District of Matsqui and the former District of Abbotsford were incorporated as the City of Abbotsford;
- D. On July 25, 2005, the Board of Directors of the Metro Vancouver Regional District adopted "Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005", a bylaw to convert the Regional Parks Service and to amend the participating areas to include the area within the boundaries of the former District of Abbotsford, such that the whole of the City of Abbotsford became a municipal participating area for the Regional Parks Service;
- E. The City of Abbotsford has consented to an amendment to the "Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005", to remove the City of Abbotsford as a participating area from the Regional Parks Service;
- F. The Board of Directors of the Metro Vancouver Regional District wishes to amend "Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005";
- G. The Metro Vancouver Regional District has obtained the approval of the Lieutenant Governor in Council to the continued operation of the Regional Parks Service outside the boundaries of the MVRD; and
- H. Two-thirds of the participants in the Regional Parks Service have consented to the adoption of this Bylaw to amend the "Greater Vancouver Regional District Parks Service Conversion and Amendment Bylaw No. 1024, 2005".

**NOW THEREFORE** the Board of Directors of the Metro Vancouver Regional District, in open meeting assembled, enacts as follows:

1. The Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005 (the "Bylaw") is hereby amended as follows:
  - a) By deleting section 2 of the Bylaw; and
  - b) In section 3 of the Bylaw, by striking the phrase "City of Abbotsford" in its entirety.
2. This bylaw may be cited as "Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017".

READ A FIRST TIME THIS 24<sup>th</sup> day of November, 2017.

READ A SECOND TIME THIS 26 day of January, 2018.

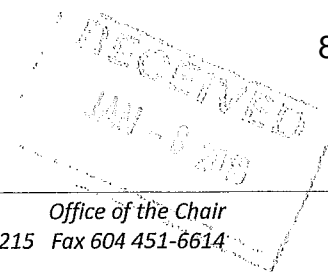
READ A THIRD TIME THIS 26 day of January, 2018.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS \_\_\_\_\_ day of \_\_\_\_\_, 2018.

PASSED AND FINALLY ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Greg Moore, Chair

\_\_\_\_\_  
Chris Plagnol, Corporate Officer



Office of the Chair  
Tel. 604 432-6215 Fax 604 451-6614

DEC 22 2017

File: CR-12-01  
Ref: RD 2017 Nov 24

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

FILE NO. 0470-01

Dear Mayor Drew and Council:

**Re: Transit-Oriented Affordable Housing Study**

In 2017, Metro Vancouver, together with BC Housing, BC Non-Profit Housing Association, TransLink, and Vancity, completed the *Transit-Oriented Affordable Housing Study* (TOAH), undertaken to explore the constraints and opportunities of building new rental housing, particularly affordable housing to lower income households earning less than \$50,000 per year, in transit-oriented locations across Metro Vancouver. We are pleased to provide you with a copy of this study for your reference which can be accessed at the following link: <http://www.metrovancover.org/services/regional-planning/housing-affordability/transit-oriented/Pages/default.aspx>.

At its November 24, 2017 regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) adopted the following resolution to share the TOAH Study findings with key decision-makers:

*That the MVRD Board:*

- a) *communicate the key findings from the Transit-Oriented Affordable Housing Study to the following parties in an effort to encourage the integration of rental housing in transit-oriented locations, including housing that is affordable to lower income households, as essential elements of equitable and resilient transit-oriented communities and funding decisions:*
  - *the Federal Minister of Infrastructure and Minister of Communities and Families, Children and Social Development;*
  - *the Provincial Minister of Municipal Affairs and Housing, Minister of Transportation and Infrastructure, Parliamentary Secretary for TransLink, and Minister of Environment & Climate Change Strategy;*
  - *Mayors' Council on Regional Transportation;*
  - *member local governments; and,*
  - *the Urban Development Institute, Landlord BC, Co-operative Housing Federation of BC, and Greater Vancouver Home Builders' Association;*
- b) *send a letter expressing its appreciation to BC Housing, BC Non-Profit Housing Association, TransLink, and Vancity for their participation and substantive contribution to the Transit-Oriented Affordable Housing Study; and*

- c) *direct staff to explore Key Finding 5 as outlined in the report dated October 20, 2017, titled "Transit-Oriented Affordable Housing Study", and report back to the Regional Planning Committee.*

The TOAH study findings are intended to be a resource about increasing the supply of affordable rental housing in transit-oriented locations to advance dialogue and evidence-based decision making. Five key findings emerged from the study (Attachment). The crux of the regional challenge is the mismatch between supply and demand for rental housing affordable to families making less than \$50,000 per year. The study estimates this shortfall will be in the order of 24,000 units over the next 10 years. The TOAH study also quantifies the fact that not all density is equal when it comes to maximizing transit ridership – renters, and particularly lower income renters, have higher transit usage rates. The study presents the evidence to build a strong case for accommodating renters to optimize transit investments and build complete communities.

The primary reason for the undersupply of new affordable housing is the inability of the rents generated to cover the costs of development (construction and land costs), and this challenge is amplified in transit-oriented locations. To alleviate this issue, local governments and housing developers are being creative in using various tools such as varying on-site parking requirements and development charges, finding access to sources of equity and cheaper financing, and pursuing shoulder areas more suitable for lower-cost wood frame construction. On the land side, projects are seeking lands at zero or discounted costs, and utilizing density bonusing to leverage market housing to achieve more affordable rental units.

There are a number of tools identified in the TOAH study that warrant further exploration to either be implemented or scaled up in the region. The certainty is that most of these efforts will require partnerships, and the convergence of resources, expertise and knowledge proportional to the size of the regional challenge. We welcome the opportunity to engage in dialogue with you on the findings of this report to explore new ways that will encourage equitable transit-oriented communities across Metro Vancouver.

Yours truly,



Greg Moore  
Chair, Metro Vancouver Board

GM/CM/RQ/rk

Encl: Report dated October 20, 2017 titled, "Transit-Oriented Affordable Housing Study" (Doc 23664819)



# Local Government Program Services

...programs to address provincial-local government shared priorities



Administration provided  
by UBCM

Funding provided by  
Province of B.C.



For program  
information, visit the  
Funding Programs  
section at:

[www.ubcm.ca](http://www.ubcm.ca)

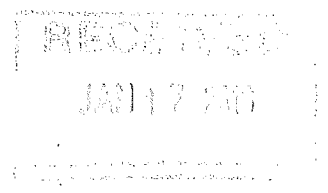
LGPS Secretariat

Local Government House  
525 Government Street  
Victoria, BC, V8V 0A8

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)  
Phone: (250) 356-2947

January 10, 2018

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



FILE NO. 1850-20-22

## Re: 2018 Asset Management Planning Program - Grant Approval and Terms & Conditions

Dear Mayor Drew and Council,

Thank you for submitting an application for the 2018 Asset Management Planning grant program.

I am pleased to inform you that the Evaluation Committee has approved funding for your project, *Municipal Roads Condition Assessment (Phase 2)*, in the amount of \$11,450.00.

As outlined in the Program & Application Guide, grant payments will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

The Ministry of Municipal Affairs & Housing has provided funding for this program and the general Terms & Conditions are attached. In addition, in order to satisfy the terms of the contribution agreement, we have the following requirements:

- (1) The funding is to be used solely for the purpose of the above named project and for the expenses itemized in the budget that was approved as part of your application;
- (2) The grant funding must be matched in cash or in-kind;
- (3) All expenditures must meet eligibility requirements as defined in the Program & Application Guide;
- (4) All project activities must be completed within 12 months and no later than January 31, 2019;
- (5) The Final Report Form is required to be submitted to UBCM within 30 days of project end date and no later than February 28, 2019;
- (6) Any unused funds must be returned to UBCM within 30 days following the project end date.

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to advance asset management in your local government.

If you have any questions, please contact Local Government Program Services at (250) 356-5193 or by email at [lgps@ubcm.ca](mailto: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

*Enclosure*

# Local Government Program Services

...programs to address provincial-local government shared priorities



Administration provided  
by UBCM

Funding provided by  
Province of B.C.



For program  
information, visit the  
Funding Programs  
section at:

[www.ubcm.ca](http://www.ubcm.ca)

LGPS Secretariat

Local Government House  
525 Government Street  
Victoria, BC, V8V 0A8

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)  
Phone: (250) 387-4470

January 15, 2018

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



file NO. 0510-20-UBCM

## Re: 2017 Emergency Social Services - Approval and Terms & Conditions

Dear Mayor and Council,

Thank you for submitting an application under the Community Emergency Preparedness Fund for the 2017 Emergency Social Services program.

I am pleased to inform you that the Evaluation Committee has approved funding for your project, *ESS Training and Equipment*, in the amount of \$25,000.00.

As outlined in the Program & Application Guide, grant payments will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

The Ministry of Transportation & Infrastructure has provided funding for this program and the general Terms & Conditions for this grant are attached. In addition, in order to satisfy the terms of the contribution agreement, we have the following requirements:

- (1) The funding is to be used solely for the purpose of the above named project and for the expenses itemized in the budget that was approved as part of your application;
- (2) All expenditures must meet eligibility requirements as defined in the Program & Application Guide;
- (3) All project activities must be completed within 12 months and no later than January 31, 2019;
- (4) The final report is required to be submitted to UBCM within 30 days of project completion and no later than March 4, 2019;
- (5) Any unused funds must be returned to UBCM within 30 days following the project end date;
- (6) Applicants who submitted funding requests for Justice Institute of British Columbia (JIBC) Emergency Social Services courses are advised that if a course is approved for funding under the regular

Provincial ESS training program, this cost will no longer be eligible through the CEPF grant. Applicants are also advised that the ESS Director's Course (ESSD) is funded by the Province and is not eligible for funding under CEPF.

Please note that descriptive information regarding successful applicants will be posted on the UBCM and/or provincial government websites, and all final report materials will be made available to the provincial government.

On behalf of the Evaluation Committee, I would like to congratulate the Village of Belcarra for responding to this opportunity to develop ESS capacity to support the resiliency of BC communities.

If you have any questions, please contact Local Government Program Services at (250) 387-4470 or by email at [cepf@ubcm.ca](mailto:cepf@ubcm.ca).

Sincerely,



Rebecca Bishop  
Program Officer

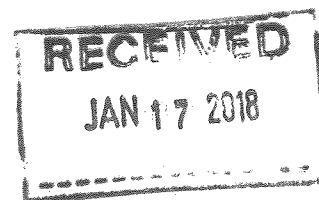
cc: Lorna Dysart, CAO

*Enclosure*



7170 Cheam Avenue  
P.O. Box 70  
Agassiz, British Columbia  
Canada V0M 1A0

Tel: (604) 796-2235  
Fax: (604) 796-9854  
Web: [www.district.kent.bc.ca](http://www.district.kent.bc.ca)



January 16, 2018

FILE NO. 0450-01

The Honourable Selina Robinson  
Minister of Municipal Affairs and Housing  
Parliament Buildings  
Victoria, B.C. V8V 1X4

Dear Minister Robinson:

**RE: Cannabis Sales Revenue Sharing**

A letter dated March 16, 2017 (copy attached) was sent from the Union of B.C. Municipalities (UBCM) to The Honourable Suzanne Anton, Minister of Justice and Attorney General, in regards to concerns related to the legalization of marijuana in Canada. Of particular interest, the letter expressed the concerns of B.C. municipalities that marijuana taxation revenue be fairly distributed among all orders of government, including local governments. As it is very troubling that there has been no apparent progress in this regard, I am writing on behalf of the District of Kent Council today to personally reiterate that increased costs and responsibilities related to marijuana legalization without any confirmed source of additional funding will place a huge burden on local governments.

With the legalization of cannabis sales now imminent, the need for a formal agreement that will divide the tax revenue on cannabis sales in a fair and equitable manner is critical for municipalities. From our perspective, smaller municipalities with limited funding opportunities available for new responsibilities will be particularly impacted by these changes. The legalization will result in additional costs for local governments in social and policing costs. A Federation of Canadian Municipalities (FCM) paper is stating that the impact may affect policing, fire services, building codes, city planning, municipal licencing and standards, public health, social services, and communications.

Current discussions regarding revenue sharing involve the Federal and Provincial governments with no inclusion of local governments. Therefore, we implore you to address this matter soon and present a formal funding agreement for B.C. municipalities. Fifty percent (50%) of the provincial share of the cannabis tax sharing formula being provided to local governments is suggested as an adequate and equitable share to support costs and services incurred by local governments.

Thank you for your time and consideration to this matter of urgent concern to all B.C. municipalities.

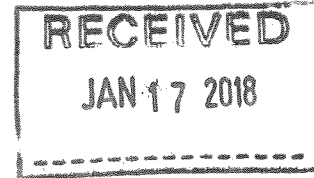
John Van Laerhoven  
Mayor

cc: The Honourable David Eby, Attorney General  
UBCM Municipalities

March 16, 2017



The Honourable Suzanne Anton  
Minister of Justice and Attorney General  
Room 232, Parliament Buildings  
Victoria, B.C. V8V 1X4



**RE: Legalization of Marijuana**

Dear Minister,

I write to you today regarding local government concerns related to the legalization of marijuana in Canada. BC local governments have adopted resolutions requesting direct involvement in the process to establish a regulatory approach to marijuana, and that marijuana taxation revenue be fairly distributed among all orders of government, including local governments. I would like to request a meeting at your convenience to discuss these issues, and other local government concerns that we may address through collaborative solutions.

To this point, UBCM has not been presented with an opportunity to directly engage in meaningful discussion with the provincial government regarding a framework for legal access to marijuana, and in particular a marijuana distribution framework. With federal legislation expected in the near future, it is important that local governments and the Province begin discussion on how to best prepare for the ensuing changes.

Potential costs and responsibilities related to marijuana legalization without any confirmed source of additional funding could place a large burden on local governments, who may bear substantial enforcement and oversight costs, and at this point only receive 8-10% of overall taxation revenue. Previous experience with medical marijuana has shown that, without funding, local governments face difficulties in enforcing laws, leading to the unregulated environment that exists today. As such, UBCM would greatly appreciate an opportunity to discuss the concerns of BC local governments as they pertain to marijuana legalization. Bhar Sihota, UBCM Policy Analyst, may be reached at (604) 270-8226 Ext. 114 or [bsihota@ubcm.ca](mailto:bsihota@ubcm.ca) to arrange a meeting.

We look forward to partnering with you in the development of an effective regulatory framework for legal access to marijuana.

Sincerely,

A handwritten signature in dark ink, appearing to read "Murry Krause". The signature is fluid and cursive, written over a light background.

Murry Krause  
President, Union of BC Municipalities

**cc:** *The Honourable Peter Fassbender, Minister of Community, Sport, Cultural Development,  
and Minister Responsible for TransLink*

RECEIVED

JAN 24 2018

THE CORPORATION OF THE

## TOWNSHIP OF SPALLUMCHEEN

TEL. (250) 546-3013  
FAX. (250) 546-8878

OUR FILE NO.

4144 Spallumcheen Way  
Spallumcheen, B.C. V0E 1B6

Email: mayor@spallumcheentwp.bc.ca

www.spallumcheentwp.bc.ca

January 23<sup>rd</sup>, 2018

## OFFICE OF THE MAYOR

FILE NO. 0450-01

The Honourable Selina Robinson  
Minister of Municipal Affairs and Housing  
Parliament Buildings  
Victoria, BC V8V 1X4

Dear Minister Robinson,

**Re: Cannabis Sales Revenue Sharing**

Please accept this letter from the Township of Spallumcheen outlining the need for cannabis sales revenue sharing within the province of BC with local governments.

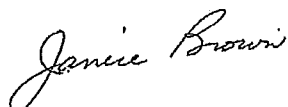
As noted by other local governments within BC, there is a need to discuss impacts to local governments and the need to share in the revenue generated from the implementation of the legalization of cannabis. With cannabis sales legal in the next few months, there must be a formal agreement that will divide the tax revenue on cannabis sales in a fair and equitable manner. Current discussions regarding revenue sharing involve the Federal and Provincial governments with no inclusion of local governments. Ultimately, the legalization will entail additional costs for local governments both in social and policing costs. A Federation of Canadian Municipalities (FCM) paper is stating that the impact may affect policing, fire services, building codes, city planning, municipal licensing and standards, public health, social services, communications, law, etc.

The Township of Spallumcheen Council is requesting your support, by agreeing to 50% of the provincial share of the cannabis tax sharing formula be provided to local government. This is an adequate and equitable share to help support costs and services incurred by local governments.

The Township of Spallumcheen has one legal MMPR facility operating, with indications from more than 5 other properties within our jurisdiction indicating interest at developing facilities here in Spallumcheen where half of our rural community is located within the Agricultural Land Reserve.

Thank you for your consideration.

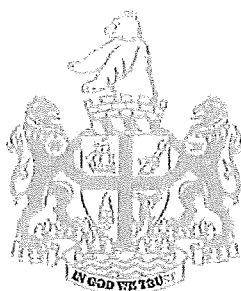
Respectfully,



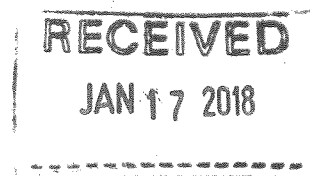
Janice Brown  
Mayor

cc. UBCM Member Municipalities

CG/mw



Jonathan X. Côté  
Mayor



FILE NO. 450-01

January 17, 2018

The Honourable George Heyman  
Minister of Environment and Climate Change Strategy  
PO Box 9047 Stn Prov Govt  
Victoria, BC V8W 9E2

Dear Minister Heyman,

**Re: Prevention of Quagga and Zebra Mussels**

At a meeting on Monday, January 8, 2018 New Westminster City Council passed the following resolution:

*THAT Council endorse the concerns expressed by the District of Sicamous regarding the threat of Quagga and Zebra mussels; and*

*THAT a letter of support be sent to the Minister of Environment and Climate Change Strategy with copies to the Deputy Minister, the President of the UBCM, and UBCM members (via email).*

At the 2017 UBCM Annual Convention, the District of Sicamous submitted the following resolution, which was endorsed by the UBCM:

*Whereas British Columbia's lakes generate international tourism business totaling millions of dollars each and every year;*

*And whereas the Zebra and Quagga mussel infestation poses a serious threat to the economic welfare of British Columbia's tourism industry:*

*Therefore be it resolved that the provincial government provide increased educational funding and increased monitoring efforts to combat the invasive mussel infestation threatening the pristine lakes of British Columbia's tourism areas.*



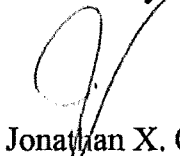
The resolution requests more funding from the provincial government to increase awareness and education regarding this issue. Quagga and zebra mussels are highly invasive; only one mussel can produce one million mussels per year. Should BC become infested with these mussels, the impact will not ever be reversible. All BC lakes would be contaminated and there is currently no solution to destroy the mussel population.

It is our belief that the effects of these mussels would be devastating to BC freshwater eco-systems. Zebra and quagga mussels filter water to the point where food sources such as plankton are removed, altering food webs. This also causes clearer water, allowing sunlight to penetrate deeper, increasing growth of aquatic vegetation. Toxic algal blooms may negatively impact native fish and wildlife. Large mussel colonies affect spawning areas, impacting the survival of fish eggs.

With the eco-system compromised, beaches will be destroyed. Water intakes may become clogged with mussel colonies and there is no research on how these mussel populations may affect water quality. Recreational users may no longer wish to access lakes due to the environmental changes, which would negatively impact the vital tourism industry in BC. The cost to British Columbia government, taxpayers and businesses will be billions if these mussels manage to infiltrate our ecosystem.

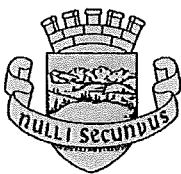
Fortunately, there is still time to prevent this disaster. The District of Sicamous submitted a comprehensive list of preventative measure to keep these mussels out of BC waterways, including stricter border patrols, increased conservation staffing, inter-governmental collaboration and improved boater education. It is our hope that the Government of BC will heed this warning and implement some of these suggestions before it is too late.

Yours truly,



Jonathan X. Côté  
Mayor

Cc: Mark Zacharias, Deputy Minister (via email: DM.ENV@gov.bc.ca)  
Wendy Booth, UBCM President (via email: wndbooth@gmail.com)  
District of Sicamous (via email)  
UBCM members (via email)



## DISTRICT OF COLDSTREAM

9901 KALAMALIKA ROAD, COLDSTREAM, BC V1B 1L6  
 Phone 250-545-5304 Fax 250-545-4733  
 Email: [info@coldstream.ca](mailto:info@coldstream.ca) Website: [www.coldstream.ca](http://www.coldstream.ca)

*"Rural Living At Its Best"*

RECEIVED

JAN 23 2018

### OFFICE OF THE MAYOR

FILE NO. 0450-01

File: 0410-20 (Environment)  
 January 22, 2018

Honourable George Heyman  
 Minister of Environment and Climate Change Strategy  
 Via Email: [ENV.Minister@gov.bc.ca](mailto:ENV.Minister@gov.bc.ca)

Dear Honourable Heyman:

**Re: Prevention of Quagga and Zebra Mussels**

On behalf of the District of Coldstream I write to express our concern with respect to the threat of Quagga and Zebra Mussels in our lakes. The District of Sicamous had submitted a resolution at UBCM, which was endorsed, requesting more funding from the Provincial Government to increase awareness and to educate the public and lake users of the threat that is posed by Quagga and Zebra Mussels in our lakes. Some of the negative effects these mussels are noted below.

- Quagga and Zebra Mussels filter water to the point that food sources, such as plankton, are removed, altering food supply in the ecosystem. This also causes clearer water, which allows sunlight to penetrate deeper, encouraging growth of undesirable aquatic vegetation. One small mussel can produce up to one million mussels per year.
- Proliferation of these mussels may increase toxic algal bloom negatively impacting fish, wildlife and spawning areas (reducing the survival of fish eggs).
- The mussels leave behind very sharp shells, which may pose a danger to recreational users.
- Once the mussels are in a water body, they are difficult, if not impossible, to eradicate and they can plug water intakes, destroy habitats and ecosystems, degrade the beaches and negatively impact tourism.

The negative impacts listed above will most certainly create long term economic impacts that are likely to be more expensive than the cost of early education and preventative measures.

We would urge your ministry to increase funding so that we can protect our Lakes. Not only are our lakes a source of beauty, they are home to an abundance of dependent wildlife, a source of our drinking water and a place for residents and tourists to recreate.

If you have any questions please feel free to contact me at 545-5304 or by email at [jgarlick@coldstream.ca](mailto:jgarlick@coldstream.ca).

Yours truly,

Jim Garlick  
 Mayor

---

**Subject:**

FW: ---Amended letter----- Re: My Bylaw Concerns

FILE NO. 3360-09

---

**From:** cheryl papove**Sent:** January 24, 2018 10:49:48 AM**To:** Lorna Dysart**Cc:** Ralph Drew; Bruce Drake; Jennifer Glover; Perry Muxworthy; Jamie Ross**Subject:** ---Amended letter----- Re: My Bylaw Concerns

January 24, 2018

I am writing to you to once again share my view on Bylaw 502 and the effect on our community if the Council decides to accept this proposal.

I understand that some people have concerns of "Monster Houses" being built next to them.

However, I feel such a drastic change in Bylaw that will affect so many of our homes to become non-conforming, and have a negative effect on the equity of those homeowners, is NOT the solution!

No resident who has built their home, under permit from the Village, should be affected in this negative way.

Non-conforming homeowners stand to lose equity in their homes and property.

It is my hope, that as a solution, the Village Councillors consider to go back to the previous Bylaw and FAR, and in an effort to stop the escalating size of homes in the Village, ADD A CAP ON HOME SIZE. I further suggest that the cap on home size be set at the largest home size that has been permitted and built to date. (The Village would have a record of this home size, so I will not speculate). I feel that this is the only solution in an attempt to move forward and be fair to all residents. The win-win is that no resident is forced into a non-conforming status and that homes will not continue to get bigger and bigger.

This should be a reasonable common sense solution.

Of course there will be residents who will think "the cap" still too big, but they need to realize that large homes have been permitted and built in Belcarra for over 40 years. This is nothing new. The small minority who are spearheading this campaign to have any new homes built in our Village be greatly reduced in size as to what was allowed under our previous Bylaw, do not have the best interest of this community, and other residents in mind. Forcing this reduction in size will cause a lowering of property values, lowering of tax incomes, lowering the appeal Belcarra has in the Real Estate Market.

This group has had their views heard, and, (at a great expense of our taxpayer money) analyzed. But if the majority of the Village is not in agreement, and the proposal is not in the best interest of the community as a whole for the greater good of the residents, then I feel this proposal should no longer be entertained.

It seems to me, from past meetings and speaking to many other residents, that there is a huge opposition to the proposed Bylaw changes. In fact, after the last public meeting and questionnaire completion, it seemed

that the majority of responders were not in favour of the change. The feeling was among those I spoke to, that the Council would not consider endorsing the Bylaw with such clear opposition.

Now I hear that that is not so, and that the Council will consider implementing the changes no matter if the majority of residents are opposed. This upsets me, since I feel that in our Democracy, the majority should rule and that our elected officials would best represent the community as a whole to work towards a Bylaw where no resident is forced into a non-conforming status.

Cheryl Papove

4545 Belcarra Bay Road

Belcarra, BC

ATTENTION <sup>1</sup> MAYER & COUNCIL

8.10

Shaw Webmail

FILE NO. 3360-09

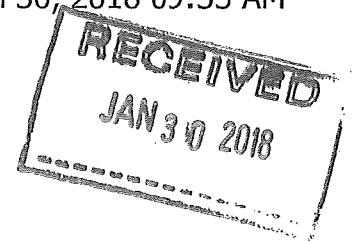
regarding comment form from open house #3 at the village hall January 24,2

From : RON DAVIS

Tue, Jan 30, 2018 09:53 AM

Subject : regarding comment form from open house #3  
at the village hall January 24,2

To : RON DAVIS



Attention Lorna Dysart and Zoning Advisory Committee

I have lived in Belcarra for over 33 years at the south end of Turtlehead road. My property is 20,484 square feet with over 150 feet of waterfront. The house on the property is over 50 years old and approximately 2500 square feet.

We purchased the property 18 years ago with plans to build our dream home. The existing bylaw 502 which has been in effect in the last year places severe size and design restrictions on what we can now build. Our plans are no longer allowed under bylaw 502.

I understand there is a small group of Belcarra residents who want smaller homes to be built throughout Belcarra. I strongly oppose the existing 502 as it is today with so many restrictions and lower house sizes. I do support the 1000 square foot garages and all of the rules for coach houses.

I feel strongly that the OCP should make changes to allow smaller lots for smaller houses. Belcarra should be spending more time and ~~effort~~ working with architects to address residents concerns regarding their viewsapes and the impact of new houses on neighbouring properties.

My concern with the 502 bylaw now in place is the unfairness in the different size property categories. An example of this is in the following category.

In the 1/4 acre to 1/2 section the maximum size home allowed is 6100 square feet plus exclusions. It doesn't seem logical that even though the 1/2 acre property is almost twice the size of the smaller lot the maximum home allowed is the same. The house size is not directly proportional to the increase size of the property.

EFFORT

Based on the allowable numbers of 502 which I believe are too small  
You could create 2 straight lines on either side of a 21,528 square foot lot.  
(instead of the large steps in 502)

A simple way to calculate any maximum house sizes on lots under 21,528

Calculation for any lots UNDER 21,528 square feet

example A

lot size x .1 = \_\_\_\_\_ plus 4500 = \_\_\_\_\_  
10,000 x .1 = 1000 plus 4500 = 5500 square feet plus exclusions.

Calculation for any lots OVER 21,528 square feet

example B

22,000 x .0333 = 732.6 plus 5956 = 6688 square feet plus exclusions.

The benefit of using these 2 calculations is that any size lot can be entered and the increased size of lots is directly

proportional to the increased size of the homes allowed.

I believe this would be more fair than the existing 502 bylaw.

You could still have a maximum cap

Respectfully,

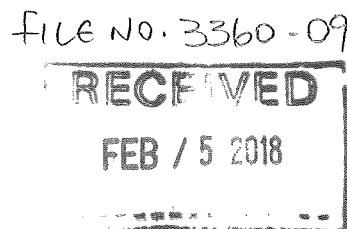
Ron Davis

---

Letter to Belcarra Village Mayor & Council Members

Re: ZAC "Open House Meeting" Jan 24<sup>th</sup>, 2018

Proposed Draft Bylaw



At first glance, the adjusted square footage does look attractive. But on closer examination and with all the exclusions, we are back to very large home concept. Do we really want to be another community where buildings dominate the landscape?

Our guide posts should fall within the OCP.

The OCP community volunteers worked very hard to draw up the Belcarra vision. And now we are in the ironic situation where some of the members of the former OCP committee are now speaking against their own final report.

The January 24<sup>th</sup> "Open House" should have been titled "Closed House", as the ZAC committee was closed minded to any suggestion of any other consideration or view point. Their apparent spokes person clearly indicated full possession of their newly constructed draft bylaw, and that any change would be a personal affront.

Even a current fellow ZAC committee member was denied the opportunity to have their alternate view point spoken. A request, to have their opinion include in the Report to Council was denied. What is the threat??

Is the ZAC majority that fearful or concerned that the elected Village Council would not be skilled enough to make any decisions in these matters? Wow!

If I understand this correctly, to date, over \$200,00 has been spent from Belcarra tax monies on the ZAC volunteer committee. That is a bill that everyone will have a part of. The way I see it, --everyone is paying for the report--so the report should be inclusive and comprehensive.

The mandate was for a "report/recommendations", not for a final exquisite finished bylaw. Under law, that of course is under the domain of the Village

Council. It is extremely inappropriate for the majority trying to silence the minority. Let the Village Council do their work.

ZAC majority should have confidence with their efforts in this draft document and the alternate view point from the committee members should also be heard. ZAC Committee members Des, Adrienne. Rex and Clive have drafted a open letter to Council which offers a few suggestions, which would bring the draft bylaw document to closer relationship with the current OCP. I trust that our Council take the time to review/study same.

I have confidence in the abilities of our Mayor and Village Council.

All of this has been very divisive in our small community. False claims, rumors and even bad words have been spoken. All of us can do and are better than that.

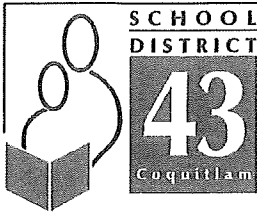
Respectfully

Gerrit van Staalduinen

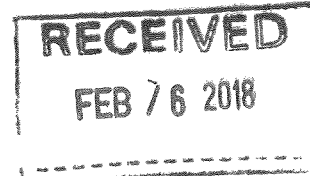
3789 Bedwell Bay Road

Feb 01,2018





Learning for a Lifetime



550 Poirier Street, Coquitlam, BC Canada V3J 6A7 • Phone: 604-939-9201 • Fax: 604-937-6758

FILE NO. 0460-01

**BOARD OF  
EDUCATION**

**CHAIR:**

Kerri Palmer Isaak

**VICE-CHAIR:**

Michael Thomas

**TRUSTEES:**

Carol Cahoon

Chuck Denison

Barb Hobson

Lisa Park

Judy Shirra

Diane Sowden

Keith Watkins

February 6, 2018

Ms. Leslie Wallace & Mr. Mauro Comensoli  
1840 Broadway Street  
Port Coquitlam, BC V3C 2M8  
Via email: [lesliejwallace@shaw.ca](mailto:lesliejwallace@shaw.ca)

Dear Ms. Wallace and Mr. Comensoli,

Thank you for your letter of November 23, 2017 requesting input regarding your plans to utilize an existing industrial site and secure a commercial business license for the purpose of producing cannabis for medical purposes. You have asked for our input regarding any concerns we may have "especially those in regards of safety, security, odour control and protection of children".

The Board of Education discussed your letter in a public Board meeting on January 30, 2018. We understand that the location of your proposed commercial business is within 800 metres of an elementary school and three other schools are within a two kilometer distance. We are concerned that the odour could have a detrimental impact on our students focus and attention when school is in session and also during their time outdoors.

The School District will be working closely with our municipalities to request a comprehensive approach to the regulation of cannabis and the location of commercial establishments near schools. We believe the responsibility for the regulation of cannabis production and retail resides with our municipal partners. We further look to the Province to develop guidelines with the input of the K-12 educational sector.

We do appreciate that you have reached out to the School District to seek our input and thank you for that consideration.

Yours truly,

**SCHOOL DISTRICT NO. 43 (COQUITLAM) BOARD OF EDUCATION**

Kerri Palmer Isaak  
Chair, Board of Education

.../2

-2-

cc: Board of Education  
The Honourable Rob Fleming, Minister of Education  
Mayor Richard Stewart, City of Coquitlam  
Mayor Greg Moore, City of Port Coquitlam  
Mayor Mike Clay, City of Port Moody  
Mayor John McEwen, Village of Anmore  
Mayor Ralph Drew, Village of Belcarra  
BCSTA  
Patricia Gartland, Superintendent of Schools/CEO, SD43  
Chris Nicolls, Secretary-Treasurer/CFO, SD43