



**VILLAGE OF BELCARRA  
REGULAR COUNCIL AGENDA  
VILLAGE HALL  
March 12, 2018  
7:30 PM**



**COUNCIL**

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

**1. CALL TO ORDER**

Mayor Ralph Drew will call the meeting to order.

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, March 12, 2018**

**Recommendation:**

That the agenda for the Regular Council Meeting, March 12, 2018 be approved as circulated.

**3. ADOPTION OF MINUTES**

**3.1 Regular Council Meeting, February 26, 2018**

**Recommendation:**

That the minutes from the Regular Council Meeting held February 26, 2018 be adopted.

**4. DELEGATIONS AND PRESENTATIONS**

**5. REPORTS**

**5.1 Lorna Dysart, Chief Administrative Officer, to provide a verbal report regarding Appointment of Acting Corporate Officer**

**Recommendation:**

That the appointment of Connie Esposito as Acting Corporate Officer for the regular Council Meeting on April 23, 2018 be approved.

**5.2 Lorna Dysart, Chief Administrative Officer, report dated March 12, 2018 regarding Waterworks Bylaw No. 456, 2012, Amendment Bylaw No.516, 2018**

**Recommendation:**

That "Village of Belcarra Waterworks Bylaw No. 456, 2012, Amendment Bylaw No. 516, 2018" be read a first, second and third time.

- 5.3** Lorna Dysart, Chief Administrative Officer, report dated March 12, 2018 regarding Village of Belcarra Zoning Bylaw No. 510, 2018

**Recommendation:**

That Bylaw 510, 2018 be read a First Time; and  
That Bylaw 510, 2018 be referred to Public Hearing on Wednesday, April 4, 2018.

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

- 6.1 Mayor's Report - More Than Just A 'Storm Water Drainage Study'**

**7. BYLAWS**

**8. CORRESPONDENCE/PROCLAMATIONS**

**Recommendation:**

That correspondence item 8.1 to 8.8 be received.

**ACTION ITEMS**

- 8.1** Chris Plagnol, Corporate Officer, Metro Vancouver, dated February 26, 2018 regarding Consent to Metro Vancouver Regional Parks Service Amendment Bylaw No. 1260, 2018

**Recommendation:**

That the Council of Belcarra approve adoption of Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1260, 2018 by providing consent on behalf of the electors.

**INFORMATION ITEMS**

- 8.2** Cathy Peters, BC's Anti-Human Trafficking Educator, dated February 26, 2018 regarding Child Sex Trafficking in BC Municipalities and How to Stop It.
- 8.3** Michael Smith, Mayor, District of West Vancouver, dated February 23, 2018 regarding District of West Vancouver Resolution – New Municipal Tax Classes – Submitted for consideration at LMLGA 2018 Convention
- 8.4** Cindy Graves, Corporate Officer, Township of Spallumcheem, regarding a letter to David Allen, Chief Administrative Officer, City of Courtenay dated February 22, 2018 regarding 2018 Resolution – Asset Management
- 8.5** Jan Allen, Mayor, Village of Port Alice, regarding a letter to Honourable Mike Farnworth, Minister of Public Safety and Solicitor General regarding Revenue from Cannabis Sales – Equitable Share between Province and Local Government
- 8.6** Doug Campbell, Chair, E-Comm Board of Directors, E-Comm 911, regarding a letter to Richard Stewart, Mayor, City of Coquitlam dated March 2, 2018 regarding E-Comm Board Seat Allocation
- 8.7** Sasamat Volunteer Fire Department, Board of Trustees Meeting Minutes of January 31, 2018

- 8.8** Kerri Palmer Isaak, Chair, Board of Education, School District 43 (Coquitlam), regarding a letter to Susan Foster, Tri-Cities Early Childhood Development Committee Coordinator Ministry of Children and Family Development dated March 5, 2018 regarding Childcare Operations in School District No. 43 (Coquitlam) (full report available at the Village office)

**9. NEW BUSINESS**

**10. PUBLIC QUESTION PERIOD**

**11. RESOLUTION TO CLOSE MEETING**

**12. ADJOURNMENT**

**Recommendation:**

That the March 12, 2018 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA  
REGULAR COUNCIL MINUTES  
VILLAGE HALL  
February 26, 2018**



Minutes of the Regular Council Meeting for the Village of Belcarra held February 26, 2018 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

**Council in Attendance**

Mayor Ralph Drew (via Skype) (departed at 9:17 pm)  
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  
Paul Wiskar, Building Inspector  
Paula Richardson, Administrative Services Assistant

**Also in Attendance**

Nancy Gomerich, NG Consulting  
Dan Watson, Brook Pooni Associates  
Richard White, RWPAS Ltd.

**1. CALL TO ORDER**

Deputy Mayor Drake called the meeting to order at 7:30 pm.

**2. APPROVAL OF THE AGENDA**

**2.1 Regular Council Meeting, February 26, 2018**

Moved by: Councillor Ross  
Seconded by: Councillor Glover

That the Agenda for the Regular Council Meeting, February 26, 2018 be approved as circulated.

**CARRIED**

**3. ADOPTION OF MINUTES**

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

Moved by: Councillor Ross  
Seconded by: Councillor Glover

That the minutes from the Regular Council Meeting held February 13, 2018 be amended by adding the following to item 4.2:

“Rob also noted that the Fire Department boundary was to be changed and this did not, in fact, happened.”

And be approved as amended.

**CARRIED**



**4. DELEGATIONS AND PRESENTATIONS****4.1** Andy Paterson, Manager, Government Affairs / Municipal Engagement, David Nelson, Delivery Manager – Tri-Cities, and Grant Pearson, Securities Officer, Steve Rizzo, Supervisor, Postal Port Moody, Canada Post, and Corporal Neil Roemer, RCMP, NCO i/c Rural Section – Marine Ops., regarding Belcarra Postal Service

Deputy Mayor Drake welcomed the delegation from Canada Post and the RCMP. Corporal Neil Roemer gave a verbal report with regard to the recent thefts from Canada Post mail boxes in the Village. He noted that the rash of robberies was investigated by the RCMP Specialized unit who, working with Canada Post, arrested two individuals.

Residents were advised to contact the RCMP and Canada Post if they believe they are the victim of identity theft or fraud as a result of mail box tampering. The Corporal noted that visibility helps deter crime and advised that the RCMP has increased the patrols in Belcarra.

Deputy Mayor Drake noted that Block Watch may arrange to write an article on identity theft for the Barnacle Newspaper and would like to take advantage of any information Corporal Roemer may provide.

Andy Paterson outlined the efforts by Canada Post to develop a more secure mail box to help reduce break-ins. He noted that Canada Post will improve communication with Village staff to assist with providing information to residents in a timely fashion.

Considerable discussion ensued. Council queried with regard to lighting in the location of the mail boxes or relocating all mail boxes to the WARD site. Alternatives to daily mail box delivery and the importance of communication were discussed.

Andy Paterson further noted that the mail box locations are chosen for accessibility by residents. Moving the mail boxes to one location would require a written request for Canada Post consideration.

Grant Pearson suggested that with respect to the future, collecting mail regularly and reporting suspicious activity to both Canada Post and the RCMP is crucial in preventing mail theft. Camera systems work well, but only if they are constantly monitored.

David Nelson outlined options for dealing with mail including the option of having mail held at the Post Office for a specific period of time or post office box rental. Fees are applicable to both services.

Deputy Mayor Drake invited residents to ask questions of the RCMP and Canada Post representatives.

Sherry Chisholm, 4505 Belcarra Bay Road, queried with regard to Block Watch participation and lighting at mail box locations.

Deborah Struk, 4575 Belcarra Bay Road, queried with regard to the connection between the suspects under arrest and the recent mail theft in the Village.

Joe Kecskes, 4288 Bedwell Bay Road, queried with regard to repeat offenders.

Peter Clark, 5057 Whiskey Cove, queried with regard to surveillance of mail boxes and the effect on theft.

Sy Rodgers, 1080 Farrer Cove, queried with regard to delivery of junk mail.

It was noted that a consumer's choice option is available by registration at the Post Office that will stop junk mail delivery to a resident mail box. Canada Post is obligated, by law, to deliver mail addressed to the resident.

Jim Chisholm, 4505 Belcarra Bay Road, queried with regard to the mechanical design of the mail box locks and whether keys may be duplicated.

Deputy Mayor Drake thanked Corporal Neil Roemer, Andy Patterson, David Nelson, Grant Pearson and Steve Rizzo for their attendance and the information provided.

## 5. REPORTS

### 5.1 Nancy Gomerich, NG Consulting, report dated February 26, 2018 regarding Award of Contract to WestCoast Actuaries for Actuary Work

N. Gomerich outlined the report noting that if the Village does not proceed with obtaining the actuarial valuation, the auditors would not be in a position to issue an audit report with a qualification (or scope limitation). Discussion ensued. Council asked pertinent questions with regard to:

- The complexity of the Actuary estimate
- The requirement to do annual reports after the initial numbers are established

Moved by: Councillor Glover

Seconded by: Councillor Ross

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.

**CARRIED**

### 5.2 John Stubbs, Chair and Ken Mikkelsen, Committee Member, Zoning Advisory Committee, report to Council.

John Stubbs outlined the Zoning Advisory Committee (ZAC) report noting the following:

- The committee was formed to undertake a substantial review of the Village of Belcarra Zoning Bylaw and make recommendations to Council on changes and improvements.
- As indicated in the ZAC Terms of Reference, ZAC members reviewed, researched, discussed and proposed changes on a number of regulations in the draft Bylaw presented to Council
- ZAC consisted of 17 Belcarra residents including one member of Council, Councillor Jamie Ross. John Stubbs was elected Chair by the committee and Martin Greig, Vice-Chair.
- ZAC was supported by Village Staff and Planning Consultants; Richard White of RWPAS; Laura Beveridge, Dan Watson and Chi Chi Cai of Brook Pooni Associates.
- ZAC also heard presentations from Robert Bradbury, Architect, and City of Richmond Sustainability Manager Brendan McEwan spoke regarding the BC Energy Step Code.

Ken Mikkelsen outlined the ZAC engagement process as follows:

- ZAC meetings were held for 14 months commencing in January 2017.
- Three Open Houses were attended by the community covering the breadth of the Village:
  - Open House #1 – 29 residents attended
  - Open House #2 – 100 residents attended
  - Open House #3 – 61 residents attended
- Substantial correspondence, including emails and comment forms were submitted by residents and shared with ZAC

Ken Mikkelsen noted the ZAC recommendations include:

- 9 new or changed definitions;
- 6 new general regulations
- New and modified residential zones based on the zones in the current Zoning Bylaw
- A new zone not applied to any specific property but intended to serve as a template for potential future alternative housing opportunities in the Village
- Changes to the regulations within the zones to address considerations such as height, maximum house sizes, the siting of coach houses, subdivision and new sustainability requirements based on the BC Energy Step Code.

John Stubbs concluded by thanking the Committee for their considerable contribution and countless hours of volunteer time devoted to this process. He further thanked Richard White, Dan Watson and Laura Beveridge for their patience and commitment and to Councillor Jamie Ross for his balance of Committee work and his position on Council. J. Stubbs also thanked staff for their support. He commented on the process of many lively, active and substantive discussions that resulted in the report presented to Council.

Deputy Mayor Drew thanked John Stubbs and Ken Mikkelsen for the presentation and Committee members for their hard work and commitment. Mayor Drew congratulated ZAC members on the report and the work it entailed. Councillor Ross also thanked John Stubbs for his leadership and noted that the Committee held many intense meetings. He stated that Committee members contribution to the community was outstanding.

Moved by: Councillor Ross  
Seconded by: Councillor Glover

That the Zoning Advisory Committee (ZAC) report dated February 26, 2018 be received; and

That the Zoning Advisory Committee (ZAC) report be referred to staff to bring forward to the next Regular Council Meeting for consideration of first reading and referral to Public Hearing.

**CARRIED**

A recess was called at 9:15 pm. The meeting reconvened at 9:20 pm.

Mayor Drew left the meeting at 9:17 pm.

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

No items presented.

**7. BYLAWS****7.1 Village of Belcarra Council Indemnity Bylaw No. 514, 2018**

Moved by: Councillor Muxworthy

Seconded by: Councillor Glover

That the "Village of Belcarra Council Indemnity Bylaw No. 514, 2018", be adopted.

**CARRIED**

**8. CORRESPONDENCE/PROCLAMATIONS**

Moved by: Councillor Ross

Seconded by: Councillor Glover

That correspondence item 8.1 – 8.7 be received.

**CARRIED**

**ACTION ITEMS**

- 8.1** P.M.S.S. Grad and After Grad Committee, Port Moody Secondary School, dated February 15, 2018 regarding a Donation Request for a Dry After Grad Celebration.

Moved by: Councillor Glover

Seconded by: Councillor Ross

That Council donate \$100.00 to the Port Moody Secondary School Dry After Grad Celebration and \$100.00 to the Heritage Woods Secondary School Dry After Grad Celebration.

**CARRIED**

**INFORMATION ITEMS**

- 8.2** Rick Berrigan, Mayor, Village of Chase, dated January 18, 2018 regarding letter to Honourable George Heyman, Minister of Environment and Climate Change Strategy regarding Prevention of Quagga and Zebra Mussels
- 8.3** Letters to Honourable Mike Farnworth, Minister of Public Safety and Solicitor General regarding Revenue from Cannabis Sales – Equitable Share between Province and Local Governments
- a) Rick Berrigan, Mayor, Village of Chase, dated January 18, 2018
- b) Greg McCune, Mayor, City of Enderby, dated February 20, 2018
- 8.4** Lisa Helps, Mayor, City of Victoria, letter dated February 8, 2018 to Honourable Selina Robinson, Minister of Municipal Affairs and Housing regarding Request to Provincial Government to Take a Leadership Role in Housing Affordability
- 8.5** Peter McCartney, Climate Campaigner, Wilderness Committee, dated February 9, 2018 regarding Kinder Morgan Pipeline (full report available at the Village office)
- 8.6** Ron Hovanes, Mayor, Town of Oliver, dated February 16, 2018 regarding letter to Honourable John Horgan, MLA, Premier of British Columbia regarding Alberta – British Columbia Trade War

- 8.7 Leslie Wallace and Mauro Comensoli, Lucava Farms Inc., Comensoli Foods Inc., dated February 16, 2018 regarding Response to Letter from Kerri Palmer Isaak, Chair, Board of Education, School District 43 (Coquitlam) regarding Application Under Access to Cannabis for Medical Purposes

9. **NEW BUSINESS**

10. **PUBLIC QUESTION PERIOD**

Joe Kecskes, 4288 Bedwell Bay Road, queried with regard to a new attendant at the Waste and Recycle Depot and disposal of Styrofoam.

Bernie Serné advised that as of July 1, 2018 there will be a ban on Styrofoam in Metro Vancouver. Styrofoam should be taken to Return-It for disposal.

Jim Chisholm, 4505 Belcarra Bay Road, queried with regard to the lids on the compost bin at the Waste and Recycle Depot.

11. **ADJOURNMENT**

Moved by: Councillor Muxworthy

Seconded by: Councillor Ross

That the February 26, 2018 Regular Meeting be adjourned at 9:30 pm.

**CARRIED**

Certified Correct:

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Bruce Drake  
Deputy Mayor

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Lorna Dysart  
Chief Administrative Officer



## COUNCIL REPORT

**Date:** March 12, 2018

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

**Subject:** Village of Belcarra Waterworks Bylaw No. 456, 2012,  
Amendment Bylaw No. 516, 2018 –  
Required to Amend Attachment A, 'Metro Vancouver Drinking Water  
Conservation Plan'

### Recommendation for Consideration

That "Village of Belcarra Waterworks Bylaw No. 456, 2012, be amended by:

- Deleting the following text in No. 86 "Greater Vancouver 2011 Water Shortage Response Plan" and
  - inserted in its place: "Metro Vancouver Drinking Water Conservation Plan"
- Deleting the following text from Schedule A "Excerpt from Greater Vancouver 2014 Water Shortage Response Plan, February 21, 2011" and
  - inserting in its place: "Excerpt from the Metro Vancouver Drinking Water Conservation Response Plan dated November 1, 2017"; and

That the Village of Belcarra Waterworks Bylaw No. 456, 2012, Amendment Bylaw No. 516, 2018 be read a First, Second and Third time.

### Purpose

To provide an updated outline of the process for determining the activation and deactivation of drinking water conservation stages in the Metro Vancouver 'Drinking Water Conservation Plan' (DWCP) (formerly titled the Water Shortage Response Plan).

### Background

The Greater Vancouver Water District (GVWD) is the regional authority that, through its local government members, supplies drinking water to users across the Metro Vancouver region in a safe, reliable, and efficient manner as authorized under the provincial statute, 'An Act to Incorporate the Greater Vancouver Water District', also referred to as the 'GVWD Act'.

To ensure the continuous delivery of the regional water supply, a 'Drinking Water Conservation Plan' has been developed that sets out the four stages of water restrictions to conserve water. The Plan provides specific guidance for GVWD members and its users on the efficient use of drinking water during period of high demand, water shortages and emergencies. This policy provides an overview of the guiding principles of the regional plan, the authority to implement the stages of the plan, the criteria for stage activation, and the plan's implementation and enforcement.

The DWCP is a regional plan that is implemented and enforced through local governments' bylaws to ensure the efficient use of drinking water and effective delivery to all users. The DWCP describes staged restrictions related to outdoor water use that users should follow to conserve water.



**VILLAGE OF BELCARRA**  
**Waterworks Bylaw No. 456, 2012**  
**Amendment Bylaw No. 516, 2018**



A bylaw to amend Part 13 – Water Use Restrictions as per ‘Metro Vancouver Drinking Water Conservation Plan’, Schedule A

WHEREAS the Village of Belcarra operates a water distribution system as a local area service within the municipality;

AND WHEREAS the Village of Belcarra Council is authorized to impose requirements in relation to municipal services;

NOW THEREFORE the Village of Belcarra Council enacts as follows:

- 1) This Bylaw may be cited as “Waterworks Amendment Bylaw No. 516, 2018”
- 2) Village of Belcarra Waterworks Bylaw No. 456, 2012 is amended by:
  - Deleting the following text in No. 86 “Greater Vancouver 2011 Water Shortage Response Plan” and
    - inserted in its place: “Metro Vancouver Drinking Water Conservation Plan”
  - Deleting from the following text from Schedule A “Excerpt from Greater Vancouver 2014 Water Shortage Response Plan, February 21, 2011” and
    - inserting in its place: “Excerpt from Metro Vancouver Drinking Water Conservation Response Plan dated November 1, 2017”.

READ A FIRST TIME on

READ A SECOND TIME

READ A THIRD TIME

ADOPTED by the Council

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Ralph Drew  
Mayor

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Lorna Dysart  
Chief Administrative Officer

This is certified a true copy of  
Village of Belcarra Waterworks Amendment Bylaw  
No. 516, 2018

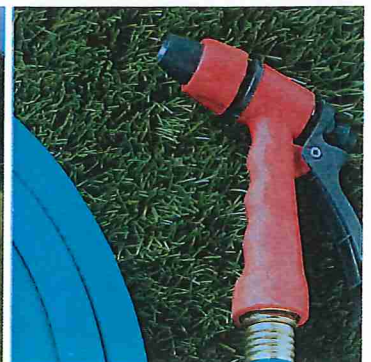
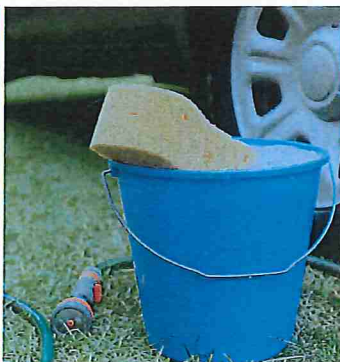
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Chief Administrative Officer





# Metro Vancouver Drinking Water Conservation Plan





Published date: This Plan is to come into force and take effect on November 1, 2017

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# 1 Overview of the Drinking Water Conservation Plan

The Greater Vancouver Water District (GVWD) was created and constituted under the provincial statute the *Greater Vancouver Water District Act*, to supply drinking water to the Metro Vancouver region. The GVWD is governed by an Administration Board (the Board) consisting of representatives from the local government members of the GVWD. The Board appoints a Commissioner (the GVWD Commissioner) who provides management and oversight of the activities of the GVWD. The GVWD operates under the name “Metro Vancouver”.

Metro Vancouver, working together with the local government members of the GVWD, provides clean, safe drinking water to the region’s population of 2.5 million. Metro Vancouver’s *Drinking Water Conservation Plan* (DWCP) is a regional policy developed with local governments and other stakeholders to manage the use of drinking water during periods of high demand, mostly during late spring to early fall, and during periods of water shortages and emergencies. The DWCP helps ensure our collective needs for drinking water are met affordably and sustainably now, and in the future.

There are two complementary documents to the DWCP. One is the Board’s *Drinking Water Conservation Policy* which describes: 1) the GVWD Commissioner’s decision-making process for activating and deactivating Stages of the DWCP; and 2) the implementation process for local governments.

The second complementary document is Metro Vancouver’s *Drinking Water Management Plan*, which sets out the following three goals:

1. Provide clean, safe drinking water.
2. Ensure the sustainable use of water resources.
3. Ensure the efficient supply of water.

The water restrictions, as outlined in the DWCP, provide regional direction for meeting Goal 2 – Ensuring the sustainable use of water resources.

The DWCP applies only to local government members of the GVWD and the use of drinking water from the GVWD’s water system. Jurisdictions that are not local government members of the GVWD are encouraged to follow the restrictions in the plan to help conserve drinking water and demonstrate leadership and consistency to water users across the region. The DWCP restrictions do not apply to the use of rain water, grey water, any forms of recycled water, or water from sources outside the GVWD water system. If water is supplied from an alternative source other than the GVWD water system, such users are encouraged to display signs indicating the alternative water source.

Underlying the development and implementation of the DWCP are the following four principles:

1. Recognize drinking water as a precious resource that must be conserved.
2. Maintain the environmental, economic vitality and health and safety of the region to the extent possible in the face of a water shortage.
3. Optimize available water supplies and reduce water use.
4. Minimize adverse impacts to public activity and quality of life for the region’s residents.

## 2 Metro Vancouver's role in ensuring the sustainable use of water resources

### 2.1 Managing the region's drinking water responsibly

Metro Vancouver is responsible for storing, treating and delivering clean, safe drinking water through its local governments to over 2.5 million people in the Metro Vancouver region of British Columbia.

Metro Vancouver's water system includes three watersheds and associated dams and reservoirs, treatment facilities, an extensive transmission system, plus the performance of related operational and maintenance tasks to manage this infrastructure.

Metro Vancouver distributes water to local government members on a cost recovery basis.

Local governments then deliver drinking water, through their infrastructure, directly to individual properties. All individual billing and enforcement of water use restrictions is undertaken by each respective local government.

Metro Vancouver manages the region's water system in accordance with Provincial regulations and Federal guidelines. In addition to meeting those regulations and guidelines, Metro Vancouver is responsible for developing long-range plans for managing the region's drinking water and operating the water system. The system is operated in alignment with priorities identified in Metro Vancouver's *Board Strategic Plan*, under the region's *Drinking Water Management Plan* and in consideration of the principles of sustainability through decision making that considers social, economic, and environmental values.



### 2.2 Water conservation in Metro Vancouver

Water conservation is a major component of Metro Vancouver's planning to ensure the sustainable use of water resources. Helping water users such as residents, businesses, schools, and local governments to use only what they need helps ensure an efficient and relatively cost effective water system.

Most precipitation in Metro Vancouver occurs between November and April. Dry summer months lead to an increase in water use, particularly for the outdoor uses described in the DWCP. Assisting water users to develop sustainable water use habits year round makes a significant difference in lowering daily demand and sustaining reservoir levels during dry months. Lowering demand through water conservation practices also defers the need to invest in expanding the infrastructure, even as the region's population grows by approximately 35,000 residents annually.

The DWCP describes the staged restrictions related to outdoor water use that water users should follow to:

- Prevent water from being wasted;



- Prepare for and respond to drought and emergency conditions;
- Ensure drinking water can be delivered to all users during the summer when rainfall levels are lowest and the demand for water is highest;
- Adapt to a changing climate;
- Support fish habitat and ecosystems;
- Minimize the costly expansion of the water system infrastructure; and
- Maintain adequate water pressure to keep the system operating safely and effectively.

More information on Metro Vancouver's water conservation initiatives, improvements and expansion to the delivery system, and planning for future water supply can be found at [metrovanancouver.org](http://metrovanancouver.org).

### 3 Drinking Water Conservation Plan – Stages 1 through 4

Each stage of the DWCP is designed to reduce demand for drinking water through specific water restrictions which become more restrictive with higher stages. The following general restrictions apply to all stages of the plan in addition to the specific water restrictions contained in each stage:

- All hoses must have an automatic shut-off device
- Water must not unnecessarily run off on impermeable surfaces such as driveways, curbs, pathways, or gutters when watering lawns and plants
- Artificial playing turf and outdoor tracks must not be watered except for a health or safety reason
- Hoses and taps must not run unnecessarily
- Irrigation systems must not be faulty, leaking, or misdirected

In most cases, the stages of the plan will be activated in successive order, but they can also be activated immediately in any order.

Stage 1 reduces demand in summer months, and is automatically in effect on May 1 until October 15.

Stages 2 and 3, activated and deactivated by the GVWD Commissioner, are likely to be activated during unusually hot and dry conditions to maximize conservation.

Stage 4, activated and deactivated by the GVWD Commissioner during an emergency to immediately limit water use to essential needs only.

The decision to activate more restrictive stages of the DWCP is based on measured facts, reasoned predictions, and historical patterns, with a goal of ensuring the sufficient supply of water until the concerns that caused the more restrictive stages are over, typically in the early fall with the return of seasonal rainfall.

### 3.1 Stage 1 Water Restrictions

Stage 1 comes into effect automatically each year – on May 1 until October 15 – to prevent drinking water wastage and ensure water users employ efficient and effective watering practices.

User	Water Use	Restriction
RESIDENTIAL	Watering lawns	Even-numbered civic addresses: on Wednesdays and Saturdays from 4 am to 9 am Odd-numbered civic addresses: on Thursdays and Sundays from 4 am to 9 am
	Watering new lawns or lawns being treated for the European Chafer Beetle	Outside restricted lawn watering times if in compliance with a local government permit
	Watering trees, shrubs, and flowers excluding edible plants	On any day from 4 am to 9 am if using a sprinkler On any day at any time if using a handheld hose, soaker hose, water container, or drip irrigation
NON-RESIDENTIAL	Watering lawns (mixed-use buildings e.g. residential and commercial should follow Non-residential watering times)	Even-numbered civic addresses: on Mondays from 1 am to 6 am and on Fridays from 4 am to 9 am Odd-numbered civic addresses: on Tuesdays from 1 am to 6 am and on Fridays from 4 am to 9 am
	Watering new lawns or lawns being treated for European Chafer Beetle	Outside restricted lawn watering times if in compliance with a local government permit
	Watering trees, shrubs, and flowers excluding edible plants	On any day from 1 am to 9 am if using a sprinkler On any day at any time if using a handheld hose, soaker hose, water container, or drip irrigation
GOVERNMENTS/ SCHOOLS/PARKS	Watering lawns and grass boulevards	Even-numbered civic addresses: on Mondays from 1 am to 6 am and on Fridays from 4 am to 9 am Odd-numbered civic addresses: on Tuesdays from 1 am to 6 am and on Fridays from 4 am to 9 am
	Watering new lawns or lawns being treated for the European Chafer Beetle	Outside restricted lawn watering times if in compliance with a local government permit
	Watering trees, shrubs, and flowers excluding edible plants	On any day from 1 am to 9 am if using a sprinkler On any day at any time if using a handheld hose, soaker hose, water container, or drip irrigation

User	Water Use	Restriction
GOVERNMENTS/ SCHOOLS/PARKS	Watering soil-based playing fields	On any day from 7 pm to 9 am, except if: <ul style="list-style-type: none"> <li>- Watering newly over-seeded fields if in compliance with a local government permit</li> <li>- Operating under an approved local government water management plan</li> </ul>
	Watering sand-based playing fields	On any day from 7 pm to 9 am, except if: <ul style="list-style-type: none"> <li>- Watering newly over-seeded fields if in compliance with a local government permit</li> <li>- Operating under an approved local government water management plan</li> </ul>
	Flushing water mains	Prohibited

### 3.2 Stage 2 Water Restrictions

Stage 2 restrictions conserve drinking water to ensure the existing supply will last until the return of seasonal rainfall or until the water shortage situation is over. These restrictions are designed to conserve enough drinking water to avoid or delay moving to Stage 3 as long as possible.

User	Water Use	Restriction
RESIDENTIAL	Watering lawns	Even-numbered civic addresses: on Wednesdays from 4 am to 9 am Odd-numbered civic addresses: on Thursdays from 4 am to 9 am
	Watering new lawns or lawns being treated for the European Chafer Beetle	Outside restricted lawn watering times if in compliance with a local government permit
	Watering trees, shrubs, and flowers excluding edible plants	On any day from 4 am to 9 am if using a sprinkler On any day at any time if using a handheld hose, soaker hose, water container, or drip irrigation
	Washing impermeable surfaces	Prohibited except if: <ul style="list-style-type: none"> <li>- For a health or safety reason</li> <li>- Preparing a surface for painting or similar treatment</li> <li>- Aesthetic cleaning by a commercial cleaning operation</li> </ul>
	Topping up or filling aesthetic water features	Prohibited
NON-RESIDENTIAL	Watering lawns (mixed-use buildings e.g. residential and commercial should follow Non-residential watering times)	Even-numbered civic addresses: on Mondays from 1 am to 6 am Odd-numbered civic addresses: on Tuesdays from 1 am to 6 am
	Watering new lawns or lawns being treated for the European Chafer Beetle	Outside restricted lawn watering times if in compliance with a local government permit
	Watering trees, shrubs, and flowers excluding edible plants	On any day from 1 am to 9 am if using a sprinkler On any day at any time if using a handheld hose, soaker hose, water container, or drip irrigation
	Watering golf courses	Fairways watering anytime on any one day in a 7-day period, except if operating under an approved local government water management plan



User	Water Use	Restriction
NON-RESIDENTIAL	Washing impermeable surfaces	Prohibited except if: <ul style="list-style-type: none"> <li>- For a health or safety reason</li> <li>- Preparing a surface for painting or similar treatment</li> <li>- Aesthetic cleaning by a commercial cleaning operation</li> </ul>
	Topping up or filling aesthetic water features	Prohibited
GOVERNMENTS/SCHOOLS/PARKS	Watering lawns and grass boulevards	Even-numbered civic addresses: on Mondays from 1 am to 6 am  Odd-numbered civic addresses: on Tuesdays from 1 am to 6 am
	Watering new lawns or lawns being treated for the European Chafer Beetle	Outside restricted lawn watering times if in compliance with a local government permit
	Watering trees, shrubs, and flowers excluding edible plants	On any day from 1 am to 9 am if using a sprinkler On any day at any time if using a handheld hose, soaker hose, water container, or drip irrigation
	Watering soil-based playing fields	No more than 4 days in a 7-day period from 7 pm to 9 am, except if: <ul style="list-style-type: none"> <li>- Watering newly over-seeded fields if in compliance with a local government permit</li> <li>- Operating under an approved local government water management plan</li> </ul>
	Watering sand-based playing fields	On any day from 7 pm to 9 am, except if: <ul style="list-style-type: none"> <li>- Watering newly over-seeded fields if in compliance with a local government permit</li> <li>- Operating under an approved local government water management plan</li> </ul>
	Flushing water mains	Prohibited
	Operating water play parks and pools	Prohibited except water play parks with user-activated switches
	Topping up or filling aesthetic water features	Prohibited

### 3.3 Stage 3 Water Restrictions

Stage 3 restrictions respond to serious drought conditions, or other water shortage, and achieve further reductions in drinking water use by implementing a lawn watering ban and additional stricter measures.

User	Water Use	Restriction
RESIDENTIAL	Watering lawns	Prohibited
	Watering new lawns or lawns being treated for the European Chafer Beetle	Local government permits issued in Stages 1 or 2 remain in effect until permit expires No new permits issued or renewed
	Watering trees, shrubs, and flowers excluding edible plants	Prohibited if using a sprinkler or soaker hose On any day at any time if using a handheld hose, water container, or drip irrigation
	Washing impermeable surfaces	Prohibited except if: <ul style="list-style-type: none"> <li>- For a health or safety reason</li> <li>- Preparing a surface for painting or similar treatment by a commercial cleaning operation</li> </ul>
	Topping up or filling aesthetic water features	Prohibited
	Topping up or filling pools and hot tubs	Prohibited
	Washing vehicles and boats	Prohibited except to clean windows, lights, mirrors, licence plates, and boat engines for safety
NON-RESIDENTIAL	Watering lawns (mixed-use buildings e.g. residential and commercial should follow Non-residential watering times)	Prohibited
	Watering new lawns or lawns being treated for the European Chafer Beetle	Local government permits issued in Stages 1 or 2 remain in effect until permit expires No new permits issued or renewed
	Watering trees, shrubs, and flowers excluding edible plants	Prohibited if using a sprinkler or soaker hose On any day at any time if using a handheld hose, water container, or drip irrigation
	Watering golf courses	Fairways watering prohibited except if operating under an approved local government water management plan
	Washing impermeable surfaces	Prohibited except if: <ul style="list-style-type: none"> <li>- For a health or safety reason</li> </ul>

User	Water Use	Restriction
NON-RESIDENTIAL		<ul style="list-style-type: none"> <li>- Preparing a surface for painting or similar treatment by a commercial cleaning operation</li> </ul>
	Topping up or filling aesthetic water features	Prohibited
	Topping up or filling pools and hot tubs	Prohibited except for pools and hot tubs with a permit to operate in accordance with health authorities having jurisdiction over pool and hot tub regulation
	Washing vehicles and boats	Prohibited except to clean windows, lights, mirrors, licence plates, and boat engines for safety
	Commercial vehicle washing	Prohibited except if: <ul style="list-style-type: none"> <li>- A facility that installed an automatic vehicle wash system before November 1, 2017, is operating on a basic wash and rinse cycle only</li> <li>- A facility that installed an automatic vehicle wash system after November 1, 2017, is operating using a water recycling system that achieves a minimum 60% water recovery rate over the full wash cycle</li> <li>- A hand wash and self-service facility, is operating using high-pressure wands or brushes that achieve a maximum flow rate of 11.4 litres per minute</li> </ul>
GOVERNMENTS/SCHOOLS/PARKS	Watering lawns and grass boulevards	Prohibited
	Watering new lawns or lawns being treated for the European Chafer Beetle	Local government permits issued in Stages 1 or 2 remain in effect until permit expires No new permits issued or renewed
	Watering trees, shrubs, and flowers	Prohibited if using a sprinkler or soaker hose On any day at any time if using a handheld hose, water container, or drip irrigation
	Watering soil-based playing fields	No more than 3 days in a 7-day period from 7 pm to 9 am except if: <ul style="list-style-type: none"> <li>- Watering newly over-seeded fields if in compliance with a local government permit</li> <li>- Operating under an approved local government water management plan</li> </ul>
	Watering sand-based playing fields	No more than 5 days in a 7-day period from 7 pm to 9 am, except if:

User	Water Use	Restriction
GOVERNMENTS/SCHOOLS/PARKS		<ul style="list-style-type: none"> <li>- Watering newly over-seeded fields if in compliance with a local government permit</li> <li>- Operating under an approved local government water management plan</li> </ul>
	Flushing water mains	Prohibited
	Operating water play parks	Prohibited except water play parks with user-activated switches
	Topping up or filling aesthetic water features	Prohibited
	Topping up or filling pools and hot tubs	Prohibited except for pools and hot tubs with a permit to operate in accordance with health authorities having jurisdiction over pool and hot tub regulation
	Washing vehicles and boats	Prohibited except to clean windows, lights, mirrors, licence plates, and boat engines for safety



### 3.4 Stage 4 Water Restrictions

Stage 4 is an emergency stage that limits both indoor and outdoor water uses as much as possible to ensure an adequate supply of drinking water for human consumption, use in firefighting and to protect the quality of drinking water within the water system for public health.

Stage 4 is activated based on the rare occurrence of a significant emergency, such as an earthquake, flood, wild land and interface fire, severe weather, or a prolonged regional power outage that causes significant impacts to the water system infrastructure (e.g. damage to major water transmission lines, pump stations, or treatment plants).

In addition to the following outdoor water restrictions, Metro Vancouver could request that industrial water users implement voluntary reductions or reschedule production processes that consume large amounts of water until Stage 4 is deactivated.

User	Water Use	Restriction
RESIDENTIAL	Watering lawns	Prohibited
	Watering new lawns or lawns being treated for the European Chafer Beetle	All local government permits issued for lawn watering are invalidated
	Watering trees, shrubs, flowers and edible plants	Prohibited
	Topping up or filling aesthetic water features	Prohibited
	Topping up or filling pools and hot tubs	Prohibited
	Washing impermeable surfaces	Prohibited except if ordered by a regulatory authority having jurisdiction for a health or safety reason
	Washing vehicles and boats	Prohibited except to clean windows, lights, mirrors, licence plates, and boat engines for safety
NON-RESIDENTIAL	Watering lawns (mixed-use buildings e.g. residential and commercial should follow Non-residential watering times)	Prohibited
	Watering new lawns or lawns being treated for the European Chafer Beetle	All local government permits issued for lawn watering are invalidated
	Watering trees, shrubs, flowers and edible plants	Prohibited

NON-RESIDENTIAL	Watering golf courses	Prohibited
	Washing impermeable surfaces	Prohibited except if ordered by a regulatory authority having jurisdiction for health or safety reason
	Topping up or filling aesthetic water features	Prohibited
	Topping up or filling pools and hot tubs	Prohibited
	Washing vehicles and boats	Prohibited except to clean windows, lights, mirrors, licence plates, and boat engines for safety
	Commercial vehicle washing	Prohibited
GOVERNMENTS/SCHOOLS/PARKS	Watering lawns and grass boulevards	Prohibited
	Watering new lawns or lawns being treated for European Chafer Beetle	All local government permits issued for lawn watering are invalidated
	Watering trees, shrubs, flowers and edible plants	Prohibited
	Watering soil-based playing fields	Prohibited
	Watering sand-based playing fields	Prohibited
	Flushing water mains	Prohibited
	Operating water play parks	Prohibited
	Topping up or filling aesthetic water features	Prohibited
	Topping up or filling pools and hot tubs	Prohibited
	Washing vehicles and boats	Prohibited except to clean windows, lights, mirrors, licence plates, and boat engines for safety

### 3.5 Stage activation

Stage 1 comes into effect automatically on May 1 until October 15 each year.

Stages 2, 3 and 4 are activated and deactivated by the GVWD Commissioner.

The following factors guide the GVWD Commissioner's decision to activate or deactivate stages of the DWCP:

- Available storage capacity of the Capilano and Seymour Reservoirs and alpine lakes;

- Water allocated to Metro Vancouver by BC Hydro from the Coquitlam Reservoir;
- Hydrologic forecasting parameters including temperature, rainfall, snowpack, and snowmelt;
- Seasonal water demand trends (measured and charted daily);
- User compliance with the restrictions; and
- Water transmission system performance and ability to deliver water during periods of high demand.

Once the GVWD Commissioner makes the decision to activate or deactivate a stage, all local governments are alerted within 24 hours, which triggers public notification and enforcement.

The GVWD Commissioner has the authority to activate, extend or deactivate stages at any time.

### **3.6 Public notification**

Metro Vancouver and local governments are responsible for communicating information to water users about the restrictions in clear and plain language including:

- Providing public access to the restrictions in both a full and abbreviated version;
- Distributing communications materials;
- Promoting the annual start date of the restrictions;
- Notification of activation or deactivation of stages;
- Responding to queries; and
- Recording feedback for consideration in future reviews.

### **3.7 Monitoring and enforcement**

Local governments incorporate the DWCP restrictions into local government bylaws, where each local government is responsible for monitoring and enforcing the restrictions in their communities. Local governments will ensure that their respective enforcement and penalties for violations of the water restrictions increase with each successive stage of the DWCP to reflect the severity of the situation requiring the activation of an advanced stage.

Local governments may use a variety of tools to promote and ensure bylaw compliance including educational materials, using verbal and written warnings, issuing tickets and imposing fines.

### **3.8 Updating the Drinking Water Conservation Plan**

The DWCP is reviewed periodically to reflect population growth, climate change, new technologies and changes in water system infrastructure. Proposed changes are discussed with local governments responsible for plan implementation and enforcement, and with stakeholders. All updates are reviewed and approved by the Board.



## 4 Exemption for local governments for health and safety reasons

Metro Vancouver encourages all local governments to follow the watering restrictions in the DWCP to conserve water and demonstrate leadership. However, Metro Vancouver recognizes that local governments have important decisions to make regarding protecting public health and safety, and that certain circumstances may require the use of drinking water in a manner that is not consistent with the DWCP restrictions. Therefore, local governments have the authority to use water during any stage and are exempt from the restrictions in the DWCP for activities that are necessary for the purpose of protecting public health and safety. Examples include:

- Flushing water mains where a significant health or safety concern is identified;
- Washing down public spaces where significant health concerns are raised, or on the recommendation of the local health authority;
- Wetting forest and park perimeters or boulevards as part of a fire prevention strategy during extreme hot and dry weather, or on the recommendation of the local fire authority; and
- Protection of publicly funded infrastructure such as community playing fields or swimming facilities, on the recommendation of the city manager of the local government having jurisdiction.

## 5 Members of the Greater Vancouver Water District

The following are the members of the GVWD:

Village of Anmore	City of Maple Ridge	City of Port Moody
Village of Belcarra	City of New Westminster	City of Richmond
City of Burnaby	City of North Vancouver	City of Surrey
City of Coquitlam	District of North Vancouver	Tsawwassen First Nation
Corporation of Delta	City of Pitt Meadows	City of Vancouver
City of Langley	City of Port Coquitlam	District of West Vancouver
Township of Langley		

The Director representing Electoral Area A on the Metro Vancouver Regional District is a member of the GVWD Administration Board.



## 6 Glossary and terms

In the DWCP:

**Aesthetic cleaning** – means the use of water for cleaning when it is not for a health or safety reason.

**Aesthetic water feature** – means a fountain, pond, or other water feature that primarily serves an aesthetic purpose. It does not include ponds that contain fish.

**Automatic shut-off device** – means a device attached to a water hose that shuts off the supply of water automatically unless hand pressure is applied to operate the device.

**Automatic vehicle wash system** – includes:

- **Conveyor vehicle wash** – a commercial vehicle washing facility where the customer's vehicle moves through an enclosed conveyance mechanism during the wash.
- **In-bay vehicle wash** – a commercial vehicle washing facility where the customer parks the vehicle inside a bay, and the vehicle remains stationary while a spray mechanism moves over the vehicle to clean it.

**Basic wash and rinse cycle** – means a process sequence in an automatic vehicle wash system that consists of a single wash stage followed by a single rinse stage and no additional processes or optional stages; typically this is the minimum level of service that a customer can select, where total water usage is less than 200 litres per vehicle.

**Board** – means the Administration Board of the GVWD.

**Commercial cleaning operation** – means a company, partnership, or person that offers commercial cleaning services, including pressure washing, window cleaning, and other similar building cleaning services, to the public for a fee.

**Commercial vehicle washing** – means commercial vehicle washing services offered to the public for a fee, but excludes car dealerships, fleet vehicle washing facilities, and charity car washes.

**Drip Irrigation** – means an irrigation system that delivers water directly to the root zone of the plant at a low flow rate through individual emission points (emitters) using droplets of water and excludes sprinkler irrigation systems, micro-spray systems, misting systems, and soaker hoses.

**Edible plant** – means a plant grown for the purpose of human consumption.

**European Chafer Beetle** – means an invasive insect pest whose larvae feed on the roots of grasses, causing serious damage to lawns. The Chafer Beetle larvae can be treated naturally using nematodes, which typically requires a moist lawn for a period of 2 to 3 weeks from the day of application.

**Flushing water main** – discharging water from a water main for routine maintenance such as water quality management and measurement of firefighting flow capacity.

**Golf course** – means the greens, tee areas, and fairways that are designed and maintained as playing surfaces for golf, but does not include rough areas or lawns that are not maintained as playing surfaces.

**Governments/Schools/Parks** – includes property zoned for local government, provincial, or federal uses including road rights of way, and school, college, and university uses.

**GVWD** – means the Greater Vancouver Water District.

**GVWD Commissioner** – the person that the Administration Board of the GVWD appoints as its Commissioner.

**Hand wash and self-service facility** – a commercial vehicle washing facility where the facility's staff wash the customer's vehicle, or the customer wash their own vehicles with spray wands and brushes.

**Health and safety reason** – means a precaution necessary to protect health and safety, including the removal of contaminants, bodily fluids, slip and fall hazards, controlling pests, and suppressing and controlling dust.

**Impermeable surface** – means a material added to the surface of the ground, or on the exterior of a building or structure that is impermeable to water, including but not limited to glass, wood, concrete, asphalt, paving stones, and other similar materials.

**Lawn** – means a cultivated area surrounding or adjacent to a building that is covered by grass, turf, or a ground cover plant such as clover, including areas such as boulevards, parks, school yards and cemeteries, but excluding golf courses, soil-based playing fields, and sand-based playing fields.

**Local government** – means the local government members of the GVWD.

**New lawn** – means a lawn that is newly established either by seeding or the laying of new sod or turf.

**Non-residential** – includes properties zoned for a permitted use other than a residential use, including commercial, industrial, and institutional uses, and including a property zoned for mixed residential and non-residential uses, but excluding governments/schools/parks.

**Non-residential pool and hot tub** – means a pool or hot tub permitted to be operated in accordance with health authorities having jurisdiction over pool and hot tub regulation, including pools and hot tubs operated by government agencies, hotels, multi-family strata corporations, and private clubs.

**Odd-numbered civic address or Even-numbered civic address** – means the numerical portion of the street address of a property, and in the case of multi-unit commercial or residential complex such as townhouses, condominiums or other strata-titled properties, means the numerical portion of the street address that is assigned to the entire complex, and not the individual unit number.

**Over-seeded** – means the application of grass seed on existing turf, typically in early fall or spring and may also include associated processes such as aeration, weeding, dethatching and fertilization, for the purpose of mitigating against grass thinning.

**Residential** – means a property zoned for single-family or multi-family residential use.

**Residential pool and hot tub** – means a residential pool or hot tub installed for the use of the occupants and guests of one single family dwelling or duplex and does not require a permit in accordance with health authorities having jurisdiction over pool and hot tub regulation.

**Sand-based playing field** – means a playing field that is constructed with a highly permeable sand-based root zone typically 30 to 40 centimetres deep over a drainage system with drain pipes bedded in gravel, and is designed and maintained to be playable year-round.

**Soaker hose** – means a garden hose or pipe with small holes that allow water to seep into the ground, to the roots of plants, discharging water through the entire length of its porous surface.

**Soil-based playing field** – means a playing field that is covered with grass, sod or turf that is designed and maintained to be played upon, or that is used for sporting or other community events and activities, but does not include lawns, golf courses, or sand-based playing fields.

**Vehicle** – a device in, on or by which a person or item is or may be transported or drawn on a highway or other roadway.

**Water management plan** – a plan proposed by the owner or operator of a golf course, soil-based playing field, and sand-based playing field operators and approved by the local government having jurisdiction. The plan sets out terms such as water use targets during the different stages of the DWCP, restrictions to reduce water use, and reporting requirements for the owner or operator.

**Water play park** – a recreational facility that is primarily outdoors, including spray pools and wading pools, spray parks, splash pads, and water slides.

**Watering lawn** – means applying water to a lawn with any device or tool including but not limited to a sprinkler, hose, mister, or drip irrigation.





## COUNCIL REPORT

**Date:** March 12, 2018  
**From:** Lorna Dysart, Chief Administrative Officer  
**Subject:** Village of Belcarra Zoning Bylaw No. 510, 2018

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### Recommendation for Consideration

That Bylaw 510, 2018 be read a First Time; and  
That Bylaw 510, 2018 be referred to Public Hearing on Wednesday, April 4, 2018.

### Purpose

To present Zoning Bylaw 510, 2018 to Council for First Reading and referral to Public Hearing.

### Background

In November 2016, Council formed a Zoning Advisory Committee (ZAC) to undertake a substantial review of the Zoning Bylaw. The ZAC work was supported by planning consultants including Richard White of RWPAS Ltd. and Dan Watson, and other planners, of Brook Pooni Associates.

The Committee meet for 14 months during which time they heard from an architect on architectural implications of changes to the Zoning Bylaw and a presentation on the BC Energy Step Code. The ZAC process represents a significant achievement in community consultation and engagement. Three Open Houses were held with a total of 190 attendees reviewing the Committee work. Members of the public gave input and provided feedback to the Committee.

The Zoning Advisory Committee presented a complete report at the Council meeting on February 26, 2018. The report noted that ZAC members spent a substantial amount of time reviewing and discussing the best practices of zoning, looking at examples of bylaws in other municipalities, and weighing the impacts of various zoning decisions. The Committee encouraged Council to give due consideration to the recommendations contained in the report as significant thought, energy and community input went into the work.

The Committee process was broken into three phases, which included:

- Phase 1 – Introduction to Zoning
- Phase 2 – Reviewing Belcarra's Zoning Bylaw and identifying proposed changes
- Phase 3 – Refining proposed changes; preparing recommendations to Council

Bylaw 510, 2018 includes significant changes to the regulations to clarify their interpretation, includes a number of minor housekeeping edits, respond to direction from the Official Community Plan and address input from the community. Changes applied to the Bylaw fall into the following categories:

- New definitions;
- New and revised general regulations;
- New residential zones;
- Changes applied to all zones (District schedules); and
- Changes applied to individual zones (district schedules).

Attachment 1 – Village of Belcarra Zoning Bylaw No. 510, 2018



**VILLAGE OF BELCARRA  
Zoning Bylaw  
No. 510, 2018**



**A BYLAW TO REGULATE THE ZONING AND DEVELOPMENT OF REAL  
PROPERTY WITHIN THE MUNICIPALITY**

**WHEREAS** the Local Government Act authorizes a local government to enact bylaws respecting zoning and certain other related developmental matters;

**AND WHEREAS** the Local Government Act also authorizes a local government to exercise these powers in a single bylaw;

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



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## Section 100: Scope and Definitions

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### 101 – TITLE

*This Bylaw may be cited for all purposes as “Village of Belcarra Zoning Bylaw No. 510, 2018”.*

### 102 – PURPOSE

*The principal purpose of this Bylaw is to regulate development in the municipality for the benefit of the community as a whole.*

### 103 – APPLICATION

*No land, water surface, building or structure shall be used or occupied, and no building or structure or part thereof shall be erected, moved, altered or enlarged, unless in conformity with this Bylaw, except as otherwise provided for by statute.*

### 104 – DEFINITIONS

*In this Bylaw:*

- **Accessory Building** means a building located on a parcel, the use of which building is incidental and ancillary to the principal permitted use of the land or buildings or structures located on the same parcel;
- **Accessory Coach House Use** means a separate dwelling unit that is completely contained within an Accessory Building and is subordinate to the principal Dwelling Unit on the same Lot;
- **Accessory Parking Use** means a Parking Use that is clearly incidental and ancillary to, the principal use of the land, buildings or structures located on the same parcel;
- **Accessory Single Family Residential Use** means a residential use accessory to a Civic, Assembly or Park Facility use consisting of one Dwelling Unit for the accommodation of an owner, operator, manager or employee on the same parcel as that on which the use occurs;
- **Accessory Secondary Suite Use** means a separate Dwelling Unit that is completely contained within the Principal Building and is subordinate to the principal Dwelling Unit on the same parcel;
- **Accessory Structure** means construction of any kind whether fixed to, supported by or sunk into land (e.g., Fences, Retaining Walls, Sewage System, storage sheds, swimming pools, platforms, display signs), and the use of which is incidental and ancillary to the principal permitted use of the land, or buildings or structures located on the same parcel;
- **Accessory Use** – see Permitted Accessory Use;
- **Approving Officer** means the Approving Officer appointed pursuant to the Land Title Act;
- **Alter** means any change to a building or structure that would result in an increase in floor area;

## Village of Belcarra Zoning Bylaw No. 510, 2018

- **Assembly Use** means a use providing for the assembly of persons for religious, charitable, philanthropic, cultural, private recreational or private educational purposes; includes churches, places of worship, auditoriums, youth centres, social halls, group camps, private schools, kindergartens, play schools, day nurseries and group day cares;
- **Average Finished Grade** means the average of elevations of each exterior wall of a proposed building taken at the time of enactment of this Bylaw (refer to General Regulation Section 206 for method of calculation);
- **Average Natural Grade** means the average of natural elevations at each exterior wall of a proposed building prior to construction and grading, taken at the time of enactment of this Bylaw (refer to General Regulation Section 206 for method of calculation);
- **Basement** means a Storey or Storeys of a building below the First Storey;
- **Berth** means an allotted place at a wharf or dock for a marine vessel;
- **Boat Launch (Cartop) Use** means a place for launching a boat or watercraft that can be easily transported on the roof of a car (e.g., canoes, kayaks, small rowboats, bass boats, sailboats, inflatable boats);
- **Building** means any structure and portion thereof, including affixed mechanical devices, that is used or intended to be used for the purpose of supporting or sheltering any use or occupancy;
- **Building Footprint** means the area of the lowest floor contained within the building's exterior walls measured from the exterior face of the exterior walls at the point the exterior walls are supported by the foundation;
- **Building Inspector** means the Building Inspector of the Village of Belcarra;
- **Building Setback** means the required minimum horizontal distance between a portion of a building or structure to a designated lot line;
- **Carport** means an open or partially enclosed structure attached to the Principal Building for the use of parking or for temporary storage of private motor vehicles;
- **Chief Administrative Officer** means the Chief Administrative Officer (CAO) of the Village of Belcarra;
- **Childcare, Family** means use of a Dwelling Unit for the care of not more than seven (7) children, licensed under the Community Care Facility Act;
- **Childcare, Group** means a use or facility providing for the care of more than seven (7) children in a group setting, licensed under the Community Care Facility Act, and includes a nursery school and pre-school;
- **Civic Use** means a use providing for public functions; includes municipal offices, schools, community centres, libraries, museums, parks, playgrounds, cemeteries, fire halls, and works yards;
- **Council** means the Council of the Village of Belcarra;
- **Derelict Vehicle** means a car, boat, truck or similar vehicle that has been abandoned.

## Village of Belcarra Zoning Bylaw No. 510, 2018

- **Development** means a change in the use of any land, building or structure, the carrying out of any building, engineering, construction or other operation, or the construction, addition or alteration of any building or structure;
- **Duplex Residential Use** means two Principal Residential Uses in a single building, situated side by side and sharing a common wall for a minimum of 10 metres (32.8 feet);
- **Dwelling Unit** means one or a set of habitable rooms used or intended to be used for the residential accommodation of one family and containing only one set of cooking facilities;
- **Elevation** means, with respect to the definition of Average Finished Grade and Average Natural Grade, a measurement of the height of land above an assumed datum;
- **Family** means:
  - a) one person alone, or two or more persons related by blood, marriage, adoption, or foster parenthood sharing one dwelling unit; or
  - b) not more than three unrelated persons sharing one Dwelling Unit;
- **Fence** means a type of screening consisting of a structure that is used to form a boundary or enclose an area, but excludes hedges, trees and other types of natural vegetation;
- **First Storey** means the uppermost Storey having its floor level not more than 2 metres (6.6 feet) above grade;
- **Floor Area Ratio** (FAR) means the figure obtained when the total Gross Floor Area of the buildings on a parcel is divided by the area of the parcel.
- **Garage** means an Accessory Building or a portion of a Principal Building that is used for the parking of one or more motor vehicles and is totally enclosed with a roof, walls, and one or more doors;
- **Grade** means the levels of finished ground adjoining each exterior wall of a building;
- **Gross Floor Area** means the total area of all floors of Principal Buildings and Accessory Buildings on a lot measured to the outermost surface of the exterior walls, less applicable floor area exclusions (refer to General Regulation Section 208 for floor areas excluded from Floor Area Ratio);
- **Guard** means a protective barrier around openings in floors at the open sides of stairs, landings, balconies, mezzanines, galleries, raised walkways or other locations to prevent accidental falls from one level to another. Such barrier may or may not have openings through it;
- **Height** (of a building or structure) means the vertical distance from the Average Natural Grade to the top of a flat roof or the vertical midpoint of a sloped roof (refer to General Regulation Section 204 for height regulations);
- **Highway** includes a public street, road, path, lane, walkway, trail, bridge, viaduct, thoroughfare and any other way, but specifically excludes private rights of way on private property;

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- **Home-Based Business Use** means an occupation or profession, including a Childcare (Family) Use, carried on by an occupant of the dwelling unit for consideration, which is clearly incidental and subordinate to the use of the parcel for residential purposes. Home Based Business Uses shall be subject to the provisions of Section 210;
- **Horticulture** means the use of land for growing grass, flowers, ornamental shrubs and trees;
- **Junk Yard** means any building or land used for the wrecking, salvaging, dismantling or disassembly of vehicles, vehicle parts, vehicle frames or vehicle bodies;
- **Land** means real property without improvements, and includes the surface of water;
- **Lane** means a highway more than 3.0 metres (9.8 feet) but less than 10 metres (32.8 feet) in width, intended to provide secondary access to parcels of land;
- **Lot** means any parcel, block, or other area in which land is held or into which it is subdivided, but does not include a highway;
- **Lot Area** means the total horizontal area within the lot lines of a lot. In the case of panhandle lot, the access strip shall not be included in the calculation of lot size;
- **Lot, Corner** means a lot which fronts on two or more intersecting streets;
- **Lot Coverage** means the total horizontal area at grade of all buildings or parts thereof, as measured from the outermost perimeter of all buildings on the lot, and expressed as a percentage of the total area of the lot;
- **Lot Depth** means the distance between the front lot line and the most distant part of the rear lot line of a parcel;
- **Lot Line, Exterior Side** means a lot line or lines not being the front or rear lot line, common to the lot and a street;
- **Lot Line, Exterior Forested Land** means a lot line or lines not being the front or rear lot line, common to the lot and Crown Lands or Regional Parks;
- **Lot Line, Front** means the lot line common to the lot and an abutting street. Where there is more than one lot line abutting a street, the shortest of these lines shall be considered the front. In the case of a Panhandle Lot, the front lot line, for the purpose of determining setback requirements, is at the point where the access strip ends and the lot widens;
- **Lot Line, Front Waterfront** means the lot line shared with the high water mark, where access to the lot is by water only or where no public access road exists;
- **Lot Line, Interior Side** means a lot line that is not a rear lot line and that is common to more than one lot or to the lot and a lane;
- **Lot Line, Rear** means the lot line opposite to and most distant from the front lot line. Where the rear portion of the lot is bounded by intersecting side lot lines, it shall be the point of such intersection;
- **Lot Line, Rear Waterfront** means, for parcels with road access, the lot line that is shared with the high water mark and that is opposite to and most distant from the front lot line;
- **Lot Width** means the mean distance between side lot lines, excluding access strips of Panhandle Lots;



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- **Minimum Lot Area** means the smallest area into which a parcel may be subdivided;
- **Municipality** means the Village of Belcarra;
- **Natural Boundary** means the visible high water mark on any watercourse where the presence and action of the water are so common and usual, and so long continued in all ordinary years, as to mark upon the soil of the bed of the watercourse a character distinct from that of the banks thereof, in respect to vegetation as well as in respect to the nature of the soil itself, and in cases where there is no visible high water mark shall mean the average high water mark;
- **Off-Street Parking** means the use of land for the parking of vehicles other than on a highway including the parking spaces and the maneuvering aisle;
- **Panhandle Lot** means any lot, the building area of which is serviced and gains street frontage through the use of a relatively narrow strip of land which is an integral part of the lot, called “the access strip”;
- **Parcel** – see Lot definition;
- **Park Facilities** means parks headquarter buildings, parks work area, public information and display booths, picnic shelters, playgrounds, interpretative centres, food services and concession buildings excluding a restaurant;
- **Parking Area** means a portion of a lot that is used to accommodate Off-Street Parking;
- **Parking Space** means the space for the parking of one vehicle either outside or inside a building or structure, but excludes maneuvering aisles and other areas providing access to the space;
- **Parking Use** means providing Parking Spaces for the temporary parking of vehicles where such use is the principal use of the parcel or building;
- **Passive Outdoor Recreation** means outdoor recreational activities, such as nature observation, hiking, and canoeing or kayaking, that require a minimum of facilities or development and that have minimal environmental impact on the recreational site;
- **Permitted Accessory Use** means a use combined with, but clearly and customarily incidental and ancillary to, a Permitted Principal Use of land, buildings or structures located on the same parcel;
- **Permitted Principal Use** means the principal permissible purpose for which land, or buildings may be used;
- **Premises** means the buildings and structures located on a parcel of land;
- **Principal Building** means the building for the principal use of the lot as listed under the permitted uses of the applicable zone;
- **Public Service Use** means a use providing for the essential servicing of the Village of Belcarra with water, sewer, electrical, telephone and similar services where such use is established by the Village, by another governmental body or by a person or company regulated by and operating under Federal and Provincial utility legislation, and includes broadcast transmission facilities;
- **Principal Residential Use** means the primary dwelling unit in a Residential Use.

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- **Residential Use** means a use providing for the accommodation and home life of a person or persons, and domestic activities customarily associated with home life including gardening, recreation, storage and the keeping of animals as household pets when such animals are normally kept within a dwelling unit and when such animals are not kept for financial gain;
- **Retaining Wall** means a structure erected to hold back or support a bank of earth;
- **Road** means the portion of a highway that is improved, designed, and ordinarily used for vehicular traffic;
- **Roof Drip Line** means the outermost projection of the roof beyond the exterior walls of the building and includes eaves, parapet structures, fascia boards, gutters and flashings;
- **Setback** – please see Building Setback;
- **Sewage System** building means any component of a sewage disposal system that contains mechanical devices or vents septic gases, whether located above or below grade;
- **Single Family Residential Use** means a residential use in a building which is used for only one Dwelling Unit, except where an Accessory Secondary Suite Use is developed, in which case the building may be used for two Dwelling Units;
- **Storey** means the space between a floor level and the ceiling above it;
- **Strata Lot** means a strata lot as created under the Condominium Act;
- **Street** means a public highway, road or thoroughfare which affords the principal means of access to abutting lots, but not lanes or walkways;
- **Subdivision** means the division of land into two (2) or more parcels, whether by plan, apt description, words, or otherwise;
- **Watercourse** means any natural or man-made depression with well defined banks and a bed of 0.6 metres (1.6 feet) or more below the surrounding land serving to give direction to or containing a current of water at least six (6) months of the year or having a drainage area of 2 square kilometers (200 hectares) or more upstream of the point under consideration;
- **Watershed Area** means the total natural upstream land drainage area above any point of reference;
- **Wharfage Facility, Group** means a wharf owned and operated by a Group Wharfage Association which is a group of four to six Village residents that is formed pursuant to the Society Act for the purpose of owning and operating a group wharfage facility. The maximum length for a group wharf is 18.5 metres (60.7 feet);
- **Wharfage Facility, Shared** means a wharf owned and operated by an individual or group of Village residents which will accommodate more than 3 boats;
- **Yard** means that portion of a parcel that may not be built upon as defined by the minimum setback requirements;
- **Zone** means a zoning district established by the Bylaw.

## **Section 200: General Regulations**

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### **201 – General Operative Clauses**

- (1) No land, building or structure in any zone shall be used for any purpose other than that specified for the zone in which it is located in accordance with the Zoning Map.
- (2) No building or structure shall be constructed, sited, moved or altered unless it complies with the General Regulations of this Bylaw and all regulations and requirements specified for the zoning district in which it is located.
- (3) No building or structure shall be constructed, sited, moved, or altered unless its screening and landscaping requirements are provided as specified for the zone in which it is located in accordance with the Zoning Map, unless otherwise specified in this Bylaw.
- (4) No parcel shall be created by subdivision unless such parcel is equal to or greater than the minimum lot area and minimum lot width specified for the zone in which it is located in accordance with the Zoning Map, unless otherwise specified in this Bylaw.

### **202 – Prohibited Uses of Land, Buildings and Structures and Water**

- (1) Unless a zone expressly provides otherwise, the following uses shall be prohibited in all zones;
  - a) A tent or trailer used for habitation, except as specifically permitted in this Bylaw;
  - b) The storage of derelict vehicles except if such a derelict vehicle is maintained in working order and is used for work on the lot, or is used for fire department training purposes;
  - c) A junk yard;
  - d) Uses which produce malodorous, toxic or noxious matter, or generate vibrations, heat, glare or radiation discernible beyond the boundaries of the lot.

### **203 – Public Service Uses**

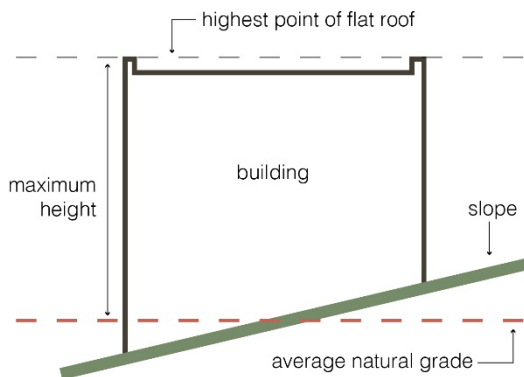
- (1) A Public Service Use shall only be permitted in the CI-1 zone;
- (2) Notwithstanding Section 203(1), a Public Service Use that is within a structure or a building of an area less than 5 square metres (53.8 square feet) and having a height less than 2 metres (6.6 feet) is permitted in any zone provided that the structure or building complies with all the applicable siting requirements of the zone in which the use is located.

## 204 – Height Regulations

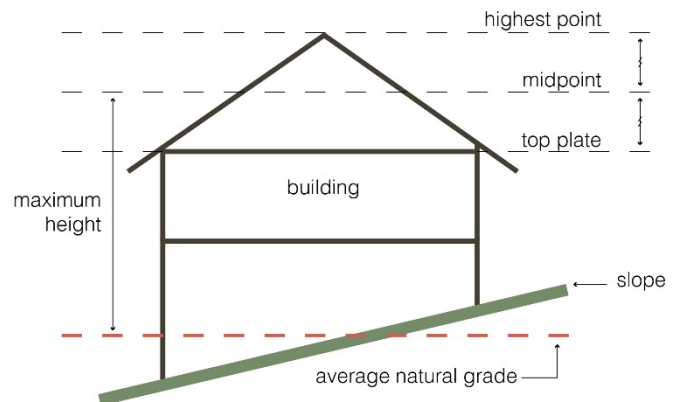
(1) Measuring height:

- a) Height is measured from the Average Natural Grade.
- b) Height is measured up to:
  - i. the highest point of a building with a flat roof (for example, the top of the highest of the roof finish, parapet, or roof deck railing) (see Figure 1);
  - ii. the vertical midpoint between the top plate and the ridge of a hipped, gable, gambrel, or other sloped roof (see Figure 2);
  - iii. the deck line of a mansard roof; or
  - iv. the highest point of all other structures.

**Figure 1. Height Measurement – Flat Roof**



**Figure 2. Height Measurement – Pitched Roof**



- c) Where a roof is composed of a combination of pitched and flat elements, height is measured to the higher of:
  - i. the highest point of the flat roof, or
  - ii. the midpoint of a pitched roof as described above using the “projected” peak of the pitched roof as the highest point.
- d) A roof having a slope of less than 2 in 12 is considered to be a flat roof for purposes of this section.
- e) In calculating height, mechanical equipment and enclosures, and skylights over 0.6 metres (2.0 feet) in height, shall be included. Skylights less than 0.6 metres (2.0 feet) in height shall only be exempted if they are less than 3 metres (9.8 feet) in horizontal length.

**205 – Exceptions to Height Requirements**

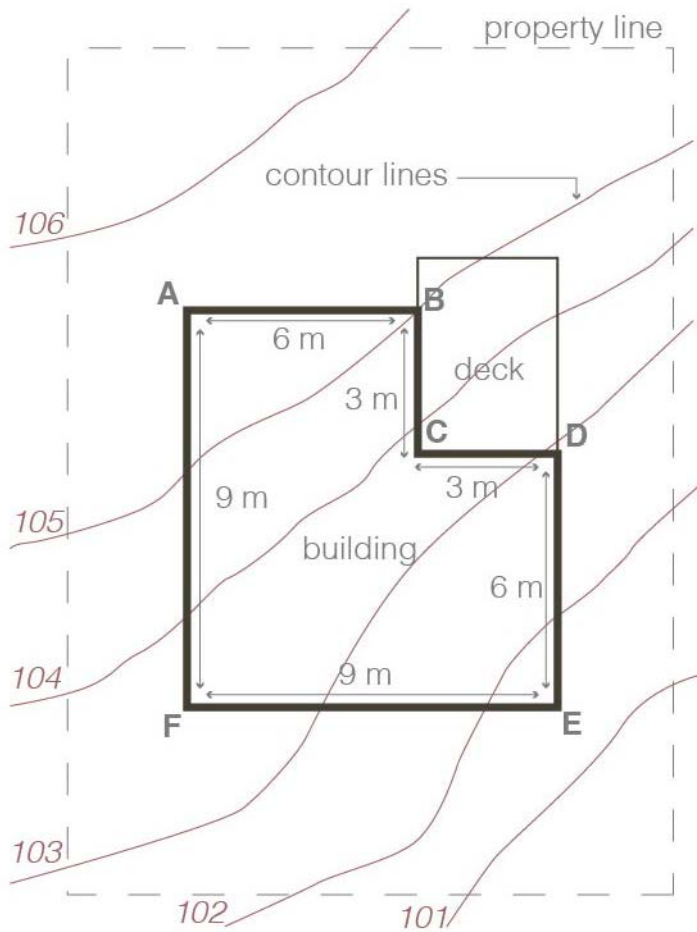
- (1) A chimney having no horizontal dimension greater than 1.2 metres (3.9 feet), fire department hose tower, water tank, flag pole, aerial or non-commercial receiving antenna or similar object not used for human occupancy are not subject to the height limitations of this Bylaw, provided that such structures when sited on a roof shall not occupy more than 10% of the roof area of a building.
- (2) Satellite dish antennae shall be subject to the requirements of Section 216.

**206 – Average Grade (Natural and Finished) Calculations for Building and Structure Height or for Floor Area Ratio (FAR)**

- (1) Average Grade (Natural and Finished) is measured around the perimeter of:
  - a) A building at or directly above the outermost projections of the exterior walls. Attached carports and decks are not considered in determining the perimeter of the building.
  - b) A structure that is not defined as a building.
- (2) To calculate the Average Grade (Natural and Finished) for the building (refer to Figure 3):
  - a) Calculate the average grade elevation for each wall section having a constant grade along the finished and natural wall section by dividing the grade elevation at each end by 2  $[(\text{grade 'x'} + \text{grade 'y'}) \div 2 = \text{average}]$ , then multiply this average grade elevation by the length of that wall section;
  - b) Add the resulting numbers for each section of wall;
  - c) Divide this total number by the total perimeter wall length of the building;
  - d) This will be the average grade, natural or finished.
- (3) Additional calculation points and sections are required along a wall if there is a significant change in elevation or grade slope along that length of the wall (for example, if it is level along half the wall and then drops significantly over the second half, there would be two average grade elevations on that section of wall).
- (4) Where the undisturbed ground level of natural grade cannot be ascertained because of existing landscaping, buildings or structures, and appears to have been significantly altered, the level of natural grade shall be determined by a British Columbia Land Surveyor at the cost of the property owner.
- (5) An example of calculating average grade is shown below (see Figure 3).



**Figure 3.** Calculation of Average Grade for Building and Structure Height



Example (based on Figure 3):

Wall Section	Average Grade (Natural & Finished)	Length	= Y
A – B	$(105.5 + 105.0) \div 2 = 105.25 \text{ m}$	x 6 m	= 631.50
B – C	$(105.0 + 104.0) \div 2 = 104.5 \text{ m}$	x 3 m	= 313.50
C – D	$(104.0 + 103.0) \div 2 = 103.5 \text{ m}$	x 3 m	= 310.50
D – E	$(103.0 + 101.5) \div 2 = 102.25 \text{ m}$	x 6 m	= 613.50
E – F	$(101.5 + 103.5) \div 2 = 102.5 \text{ m}$	x 9 m	= 922.50
F – A	$(103.5 + 105.5) \div 2 = 104.5 \text{ m}$	x 9 m	= 940.50
<b>Totals:</b>		<b>36 m</b>	<b>= 3732</b>

Total Y ÷ Total Perimeter Length = Average Grade

$$3732 \div 36 = 103.6 \text{ m}$$

The Average Grade is calculated to be 103.6 m.

**207 – Exceptions to Siting Requirements**

- (1) Where chimneys, cornices, headers, gutters, pilasters, sills, bay windows, window wells or ornamental features project beyond the face of a building, the minimum distance to an abutting lot line as permitted elsewhere in this Bylaw may be reduced by not more than 0.6 metres (2 feet) providing such reduction shall only apply to the projecting feature.
- (2) Where steps, eaves, sunlight control projections, canopies, balconies, or porches project beyond the face of a building, the minimum distance to an abutting front, rear or exterior lot line as permitted elsewhere in this Bylaw may be reduced by not more than 1.2 metres (3.9 feet) and the minimum distance to an interior side lot line as permitted in this Bylaw may be reduced by 0.6 metres (2 feet) provided such reduction shall apply only to the projecting feature.
- (3) An uncovered patio or terrace no greater than 0.6 metres (2 feet) above grade, which may be open or enclosed, may be sited in any portion of a lot except as otherwise provided for in this Bylaw.
- (4) An uncovered swimming pool may project into a front, side or rear yard provided that the pool shall not be constructed within 1.8 metres (5.9 feet) of a property line.
- (5) A retaining wall to a maximum height of 1.2 metres (3.9 feet) may be sited on any portion of a lot.
- (6) An access walkway with or without Guards less than 2 metres (6.6 feet) wide may be sited on any portion of a lot except as otherwise provided for in this Bylaw.

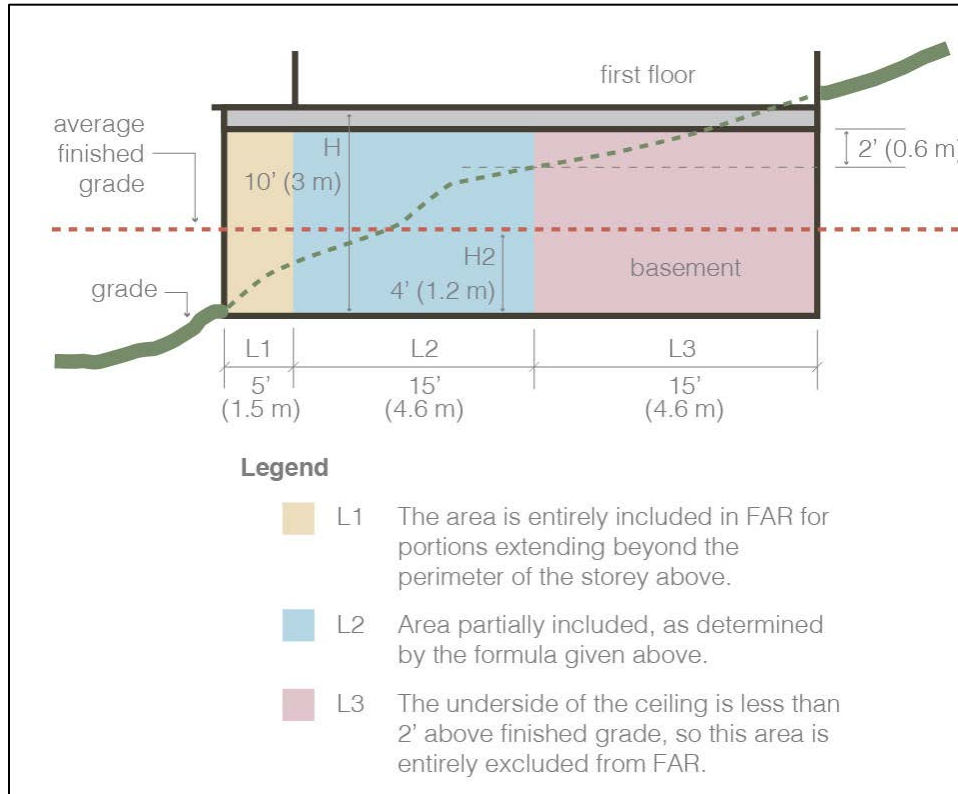
**208 – Floor Area Exclusions**

- (1) The following areas are excluded from Gross Floor Area calculations:
  - a) Garages up to 92.9 square metres (1,000 square feet). Any area exceeding 92.9 square metres (1,000 square feet) is included in Gross Floor Area (except as described in 208(1)(b)).
  - b) Basement space, including garages, below Average Finished Grade as shown in Figure 4 and outlined in the clause and calculation below:

*The exempt percentage of the floor area in any basement level located directly below the building above, equal to the percentage of the basement volume below the Average Finished Grade. The percentage referred to in this clause is determined as follows:*

$$\frac{\text{Average Finished Grade elevation} - \text{basement floor elevation}}{\text{Main floor elevation} - \text{basement floor elevation}} \times 100$$

**Figure 4. Basement Floor Area Section**



- c) Open balconies, decks, and other appurtenances (e.g., chimneys);
- d) Floors with a ceiling height of less than 2.1 metres (6.9 feet) (e.g., crawl space, attic);
- e) An Accessory Building used only for sewage disposal components; and
- f) Floor areas that are open to above (i.e., stairs) are only counted once.

## 209 – Size, Shape and Siting of Buildings & Structures

- (1) No more than one principal building may be sited on one lot, except as otherwise specified in this Bylaw.
- (2) No building or structure shall be constructed, reconstructed, sited, altered, or extended so as to cause any existing building or structure on the same lot to violate the provisions of this Bylaw.
- (3) The interior lot line setbacks of this Bylaw shall not apply to adjoining Strata Lots under a deposited plan pursuant to the Condominium Act with regard to a common wall shared by two or more units within a building.

## 210 – Home-Based Business Use

- (1) In any zone in which a Home-Based Business Use is permitted, the following conditions shall be satisfied:

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- a) The activities shall be conducted entirely within the principal building or accessory building except where such activity involves horticulture or a family day care.
- b) The Home-Based Business Use shall not involve external structural alterations to the dwelling unit or show any exterior indications that the dwelling unit is being utilized for any purpose other than that of a dwelling unit.
- c) The use shall not involve the storing, exterior to the building or buildings, of any materials used directly or indirectly in the processing or resulting from the processing or any product of such craft or occupation.
- d) The use may involve the display and the sale of a commodity that is produced on the premises, however in no case shall the retailing of the commodity be the primary Home-Based Business Use.
- e) The use within the principal building shall occupy no more than 20% of the floor area of the principal building, up to a maximum of 50 square metres (538.2 square feet).
- f) The use within one or more accessory buildings shall occupy a total of not more than 50 square metres (538.2 square feet).
- g) In no case shall the aggregate floor area of all buildings used for the Home-Based Business Use exceed 50 square metres (538.2 square feet) on a parcel of land.
- h) The total display area of any outdoor advertising sign shall not exceed 0.4 square metres (4.3 square feet).
- i) Not more than the equivalent of two full-time persons shall be engaged in a Home-Based Business Use, one of which shall be a resident of the dwelling unit.
- j) Home crafts or occupations shall not discharge or emit the following across lot lines:
  - i. odorous, toxic or noxious matter or vapours;
  - ii. heat, glare, electrical interference or radiation;
  - iii. recurring ground vibration;
  - iv. noise levels exceeding 45 decibels, except during the hours of 9:00 AM to 5:00 PM from Monday to Friday, in which case the noise levels shall not exceed 55 decibels.
- k) The use shall provide parking in accordance with the requirements in the applicable zone.

### **211 - Accessory Single Family Residential Use**

- (1) An Accessory Single Family Residential Use shall:
  - a) be limited to one per lot;
  - b) have a minimum floor area of 75 square metres (807.3 square feet); and
  - c) where located within the same building as the principal use, be provided with a separate entrance.

**212 – Accessory Buildings and Structures**

- (1) Buildings and structures containing an accessory use are permitted in each zone, unless otherwise specified, provided that:
  - a) the principal use is being carried out on the parcel;
  - b) a building for the purpose of the principal use has been constructed on the parcel; or,
  - c) a building for the purpose of the principal use is in the process of being constructed on the parcel.
- (2) An accessory building or structure shall not contain a dwelling unit, except as provided for in this Bylaw.

**213 – Accessory Secondary Suite Use**

- (1) Not more than one Accessory Secondary Suite Use shall be permitted per Principal Residential Use;
- (2) An Accessory Secondary Suite Use must be located within a Principal Building;
- (3) The maximum allowable floor area of an Accessory Secondary Suite Use within a Principal Building is 40% of the dwelling up to a maximum of 90 square metres (968 square feet) of finished living space;
- (4) An Accessory Secondary Suite Use may be permitted provided that a Sewage Disposal Permit can be obtained from the responsible authority.

**214 – Accessory Coach House Use**

- (1) Not more than one Accessory Coach House Use shall be permitted per Principal Residential Use;
- (2) An Accessory Coach House Use must:
  - a) be located in an Accessory Building that is also used as a Garage; or
  - b) must be limited to one storey in height;
- (3) An Accessory Coach House Use shall not have a floor area that exceeds 92.9 square metres (1,000 square feet);
- (4) An Accessory Coach House Use may be permitted provided that a Sewage Disposal Permit can be obtained from the responsible authority;
- (5) Where an Accessory Building is used to accommodate an Accessory Coach House, the Accessory Coach House shall only occupy one storey of the Accessory Building.



**215 – Setbacks from Watercourses**

- (1) Notwithstanding the setback requirements specified in each of the zones, no building shall be constructed, reconstructed, sited, moved, extended, or located:
  - a) within 7.5 metres (24.6 feet) of the natural boundary of the sea, or any natural watercourse; nor
  - b) 15 metres (49.2 feet) of the natural boundary of Ray Creek, Sasamat Creek or Capon Creek;whichever is greater.
- (2) No area used for habitation shall be located within any building such that the underside of the floor system or top of the concrete slab is less than:
  - a) 3.5 metres (11.5 feet) Geodetic Survey of Canada datum for locations adjacent to the sea;
  - b) 1.5 metres (4.9 feet) above the natural boundary of the sea where a benchmark is not available; or
  - c) 1.5 metres (4.9 feet) above the natural boundary of Ray Creek, Sasamat Creek, Capon Creek or any other natural watercourse.
- (3) Section 215(2) shall not apply to:
  - a) a renovation of an existing building or structure used as a residence that does not involve an addition thereto; or an addition to a building or structure for residential use that would increase the size of the building or structure by less than 25% of the gross floor area existing at the date of adoption of Greater Vancouver Regional District Area B, Zoning Bylaw No. 47 (first bylaw containing flood-proofing conditions); and
  - b) that portion of a building or structure to be used as a carport or garage.
- (4) Where landfill is used to achieve the required elevation stated in Section 215(a) above, no portion of the landfill slope shall be closer than the distances in Sections 215(1)(a) and (b) from the natural boundary, and the face of the landfill slope shall be adequately protected against erosion from floodwaters.
- (5) Where a parcel of land is of such a size or shape or is so located that because of the requirements of this Bylaw, no usable site exists on the parcel for a building or structure otherwise permitted to be built thereon by other bylaws, enactments of the Province of British Columbia, and all other rules of law, an application for a development variance permit may be made by an owner of such a parcel for a reduction of such siting provisions from adjacent watercourses, following consultation with the Ministry of Environment as to recommended requirements for protection from flooding and erosion.

**216 – Satellite Dish Antennae**

- (1) A satellite dish antenna installed on the ground or the roof of a building shall be subject to the siting and height regulations for accessory building and structures for the zone in which it is located.

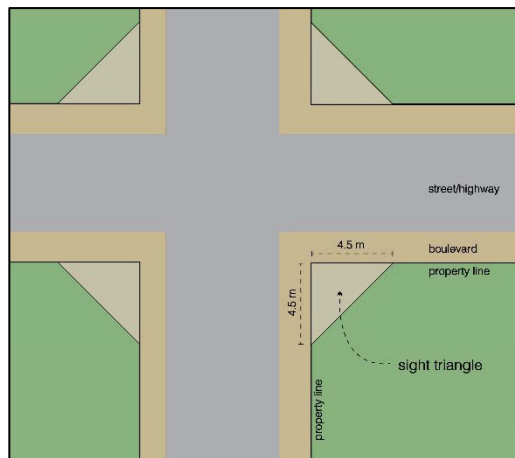
### 217 – Undersized Parcels

- (1) Parcels of land that are shown on a plan deposited in the Land Title Office prior to the adoption of this Bylaw, which have less than the minimum lot size requirement as established in the zone in which that parcel is situated, may be used for any use permitted in that zone, subject to all the regulations for that zone.
- (2) Section 217(1) shall not apply so as to allow a Duplex Residential Dwelling in the RM-1 or RM-2 zones.

### 218 – Obstruction of Vision – Traffic

- (1) On a corner parcel in any zone there shall be no obstruction to the line of vision between the heights of 1.0 metres (3.3 feet) and 3.0 metres (9.8 feet) above the established grade of a highway (excluding a lane) within the sight triangle, being a triangular area formed by extending a 4.5-metre (14.8-foot) boundary along the parcel lines from the point of the exterior corner intersection of the parcel lines and a line connecting these two points. The sight triangle is illustrated in Figure 5.

**Figure 5.** Sight Triangle



### 219 – Fences and Retaining Walls

- (1) Fences shall not exceed a height of 1.8 metres (5.9 feet) in the front yard or a height of 2 metres (6.6 feet) to the rear of the front face of a building;
- (2) A Retaining Wall or berm, including a Guard, shall not exceed a height of 2.4 metres (7.9 feet);
- (3) In cases where a Retaining Wall or berm is combined with a Fence or a Guard, the height shall not exceed 2.4 metres (7.9 feet) and shall be measured from the Grade of the Retaining Wall or berm to the top of the Fence or Guard.

**220 – Watershed Protection**

- (1) No area shall be developed for public recreational use or access within a watershed or catchment area of any stream used as a potable water source under water license and shown on Schedule B Watershed Map which is attached hereto forming a part of this Bylaw and bearing the title “Schedule B Village of Belcarra Watershed Map.”

**221 – Domestic Water Protection**

- (1) Notwithstanding any other provision of this Bylaw, no building or any part thereof shall be constructed, reconstructed, moved, or extended within 15 metres (49.2 feet) of a stream in which a water license for domestic purposes has been issued pursuant to the Water Act, if such construction is to occur upstream from any portion of the stream which is subject to an existing license.

**222 – Conversion of Buildings**

- (1) Buildings may be converted, altered or remodelled for another use provided that:
  - a) the building is structurally suitable for such conversion in accordance with the Village of Belcarra “Building and Plumbing Code Administration Bylaw”; and
  - b) the converted building conforms to all the provisions and requirements prescribed for the intended use in the zone in which it is located.

**223 – Temporary Buildings**

- (1) A temporary building or structure may be erected or installed in conjunction with the permanent construction of a building or structure on the same lot.
- (2) In all cases, temporary buildings or structures shall be subject to the following regulations:
  - a) the application shall provide a letter of intent and undertaking to remove the temporary building, to the Building Inspector in support of an application for a building permit to erect a temporary building or structure;
  - b) the proposed temporary building or structure shall not constitute or cause a public hazard or public nuisance;
  - c) all permitted temporary buildings and structures shall conform with the regulations of the Village of Belcarra “Building and Plumbing Code Administration Bylaw”; and
  - d) temporary buildings or structures are removed from the site upon completion of the construction or upon written notice from the Village's Building Inspector prior to occupancy of the permanent building or structure.

**224 – Off-Street Parking**

- (1) When any development takes place on any site, off-street parking shall be provided and maintained in accordance with the regulations contained in this section and other pertinent sections of the Bylaw, and all required parking spaces shall be used exclusively for the parking of motor vehicles.
- (2) The off-street parking regulations specified for each zone shall not apply to buildings, structures or uses existing at the time of adoption of this Bylaw, except that:
  - a) off-street parking shall be provided and maintained for any addition to such existing building or structure, or any change or addition to such existing use;
  - b) off-street parking existing at the time of adoption of this bylaw shall not be reduced below the applicable off-street parking regulations of this section.
- (3) Off-street parking shall conform to the following requirements:
  - a) each parking space be not less than 2.7 metres (8.9 feet) wide, and 6 metres (19.7 feet) long;
  - b) the minimum width of maneuvering aisles be as follows:

**Angle between Parking**

**Stall and Aisle**

30° – 45°

45° – 60°

60° – 75°

75° – 90°

**Width of Aisle**

4.6 metres (15.1 feet)

5.5 metres (18.0 feet)

6.0 metres (19.7 feet)

7.3 metres (24.0 feet)

- c) parking areas to accommodate four or more vehicles shall have a surface which is continually dust free, with individual parking spaces, maneuvering aisles, entrances, and exits clearly marked.

**225 – Sewage System Buildings**

- (1) Notwithstanding the interior lot line setback requirements for Accessory Buildings and Accessory Structures within each of the zones of this Bylaw, a sewage system building shall not be located within:
  - a) 3.0 metres (9.8 feet) of an interior lot line; and
  - b) 6.0 metres (19.7 feet) of a principal building on an adjoining property in cases where said principal building precedes the construction of said Accessory Building or Accessory Structure.
- (2) Where an Accessory Building is only used for sewage disposal components:
  - a) the floor space of the Accessory Building shall be excluded from the calculation of the total floor space of all Accessory Buildings on the parcel; and
  - b) the Accessory Building shall not be included in the determination of the permitted number of Accessory Buildings permitted on the parcel.”

**226 – Landscaping & Permeability Requirements**

- (1) For new construction, on a parcel located in a residential zone a minimum of 30% of the total surface area of such parcel shall be fully landscaped and properly maintained in a permeable state.
  - a) Landscaped and permeable areas include those areas that are in their natural vegetative state, including stone outcroppings and natural rock terrain.
- (2) For the purposes of Section 226 (1), the following surfaces are not permeable:
  - a) buildings and structures;
  - b) asphalt;
  - c) concrete; and
  - d) grouted pavers.
- (3) For the purposes of Section 226 (1), water surfaces of structures designed to retain water, including swimming pools, reflecting pools, and ornamental ponds, are permeable.
- (4) The maximum driveway width shall be limited to 30 feet or no more than 50% of the total lot width, whichever is less.

## Section 300: Zoning District Schedules

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For the purpose of this bylaw the area incorporated into the Village of Belcarra is hereby divided into zoning districts as shown upon the plan entitled “Zoning Map of the Village of Belcarra” forming Schedule A of this Bylaw which, with all explanatory matter on it, accompanies and forms part of this bylaw.

*The zoning districts, as shown on the Zoning Map, are as follows:*

Section	Zoning District Name	Short Form
302	One Family Residential Zone	RS-1
303	Duplex or One or Two-House Zone	RM-1
304	Farrer Cove South Zone	RM-2
305	Duplex or Four-House Zone	RM-3
401	Civic Institutional	CI-1
501	Regional Park	P-1
502	Provincial Park	P-2
601	Rural	R-1
701	Marine 1	W-1
702	Marine 2	W-2
703	Marine 3	W-3

The requirements of each Zoning District Schedule as set out in Section 300 of this Bylaw shall be applied to areas designated on the Zoning Map with the corresponding alphanumeric symbol.



## **Section 301: Interpretation**

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### **301.1 Permitted Uses**

- (1) The list of uses under the heading “Permitted Uses” in each of the zoning districts set out in this section shall be interpreted to mean the uses listed in that particular zoning district and no others shall be permitted.

### **301.2 Minimum Lot Area**

- (1) Where a “Minimum Lot Area” regulation applies in a zoning district, the dimensions which follow such regulations are to be interpreted as:
  - a) the minimum dimensions permissible for a lot which is to be used as the site of buildings for the use specified therein; and
  - b) the minimum dimensions permissible for a new lot that is to be created by subdivision.

### **301.3 Minimum Lot Width**

- (1) Where a “Minimum Lot Width” regulation applies in a zoning district, the dimensions which follow such regulations are to be interpreted as the minimum dimensions permissible for the width of a new lot, and where a percentage is used it shall mean the percentage of the perimeter of the new lot.

### **301.4 Maximum Heights**

- (1) The specification of measurements for buildings, structures or accessory buildings under the general heading of “Maximum Height” in a zoning district schedule shall be interpreted as meaning the greatest height, as height is defined in this Bylaw, to which a building, structure or accessory building may be constructed on a lot which is designated on the Zoning Map (Schedule A) as being regulated by that schedule.

### **301.5 Minimum and Maximum Setbacks from Property Lines**

- (1) The specification of measurements for front yard, side yard and rear yard under the general heading of “Minimum Building Setbacks” in a zoning district schedule shall be interpreted as defining the minimum distance permitted for buildings and structures (except fences) between the front, side or rear property line and the appropriate setback line on a lot which is designated on the Zoning Map as being regulated by that schedule; such setback areas constituting the front yard, side yard and rear yard respectively.
- (2) Where a use or structure is specifically referenced with a following measurement, it shall be interpreted as meaning that the minimum setback from a property line for that use or structure shall be the measurement specified.

### **301.6 Maximum Lot Coverage**

- (1) Where a zoning district schedule includes a regulation entitled “Maximum Lot Coverage”, such regulation shall be interpreted as meaning that a lot which is designated on the Zoning Map as being regulated by that schedule may not have a lot coverage, as defined in this Bylaw, which exceeds the percentage specified.

**301.7 Maximum Floor Area Ratio (FAR) or Maximum Gross Floor Area**

- (1) Where a zoning district schedule includes a regulation entitled “Maximum Floor Area Ratio (FAR)” or “Maximum Gross Floor Area”, it shall be interpreted to mean that a lot in an area designated as being regulated by that zoning schedule may not have buildings erected on that lot that exceed the Maximum Gross Floor Area or Maximum Floor Area Ratio, as defined in this Bylaw.

**301.8 Zoning District Boundaries**

- (1) Where a zone boundary is designated as following a highway or a watercourse, the centre line of the highway or the natural boundary of the watercourse shall be the zone boundary.
- (2) Where a zone boundary does not follow a legally defined line, and where distances are not specifically indicated, the location of the boundary shall be determined by scaling from the Zoning Map by a surveyor.
- (3) Where a parcel is divided by a zone boundary, the areas created by such division shall be deemed to be separate lots for the purpose of determining the requirements of each zoning district.

**301.9 Interpretation of Units of Measurement**

- (1) In all cases, metric units (metres, square metres) shall be the determining measurements. Expressions in imperial units (feet, square feet) are intended for reference only.

## Section 302: One-Family Residential Zone (RS-1)

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### 302.1 Intent

*This zone is intended to provide land solely for the purpose of single-family housing, as well as one accessory coach house or one secondary suite per lot.*

### 302.2 Permitted Principal Uses

- a) Single Family Residential Use
- b) Properties with an existing Duplex at the time of enactment of this Bylaw shall be permitted to maintain that existing use

### 302.3 Permitted Accessory Uses

- a) Home-Based Business Use (subject to the requirements of Section 210)
- b) One (1) Accessory Secondary Suite Use (subject to the requirements of Section 213) or one (1) Accessory Coach House Use (subject to the requirements of Section 214)
- c) Accessory Parking Use

### 302.4 Floor Area and Floor Area Ratio (FAR)

- a) Maximum Gross Floor Area of all Principal and Accessory Buildings shall be limited to those determined by the calculations set out in the table below, excluding those areas listed in Section 208 of this Bylaw:

Lot Area	Maximum Gross Floor Area Calculation
0 – 1,208 sq m (0 – 13,003 sq ft)	= (Lot Area x 0.06) + 502 sq m
1,209 sq m – 2,137 sq m (13,014 sq ft – 23,002 sq ft)	= (Lot Area x 0.07) + 492 sq m
2,138 sq m – 4,738 sq m (23,013 sq ft – 51,000 sq ft)	= (Lot Area x 0.025) + 589 sq m
4,739 sq m – 8,083 sq m (51,010 sq ft - 87,005 sq ft)	= (Lot Area x 0.044) + 499 sq m
> 8,083 sq m (> 87,005 sq ft)	855 sq m (9,203 sq ft)

- b) In addition to (a), the Maximum FAR or Gross Floor Area for a Principal Building that exists or for which a building permit has been issued as of the enactment of this Bylaw shall be the FAR or Gross Floor Area at that time or the maximum allowable FAR or Gross Floor Area in subsection (a), whichever is greater.

## Village of Belcarra Zoning Bylaw No. 510, 2018

- c) A Principal Building shall have a Gross Floor Area of not less than 75 square metres (807.3 square feet) and have a building width of not less than 7.5 metres (24.6 feet).
- d) The maximum Gross Floor Area of all Accessory Buildings on a parcel shall not exceed 150 square metres (1,615 square feet) and the maximum building footprint of all Accessory Buildings on a parcel shall not exceed 92.9 square metres (1,000 square feet).
- e) (See also: Section 217 – Undersized Parcels).

### 302.5 Subdivision of Land

- a) Minimum lot area: 0.5 acres
- b) Minimum lot width: 10% of the perimeter of the lot

### 302.6 Site Coverage

- a) Maximum 40%

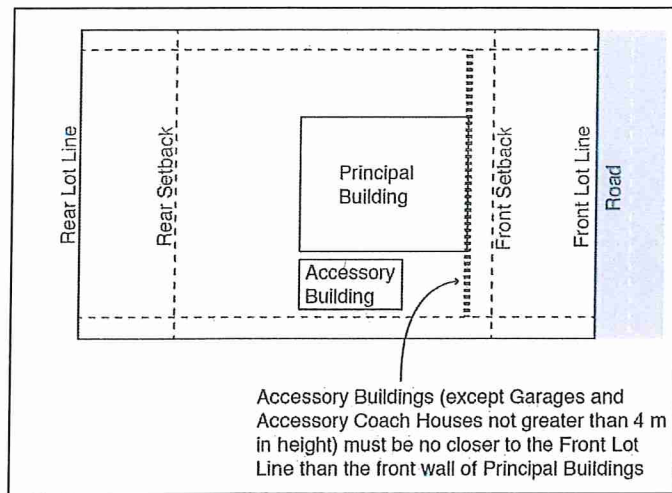
### 302.7 Minimum Building Setbacks

- a) Minimum building setbacks shall be in accordance with the following table:

Use	Front Lot Line	Rear Lot Line	Exterior Side Lot Line	Interior Side Lot Line	Lot Line Exterior Forested Land
Principal Building	7.5 m (24.6 ft)	7.5 m (24.6 ft) <sup>(d)</sup>	3 m (9.8 ft)	1.5 m (4.9 ft)	3 m (9.8 ft)
Accessory Buildings and Accessory Structures	See <sup>(b)</sup>	1.5 m (4.9 ft) <sup>(d)</sup>	3 m (9.8 ft)	1.5 m (4.9 ft)	3 m (9.8 ft)

- b) No Accessory Building shall be located nearer to the Front Lot Line than the front wall of the Principal Building, except Garages and Accessory Coach Houses with a maximum height not greater than 4 metres (13 feet) above Average Natural Grade, which may be located nearer to the Front Lot Line than the front wall of the Principal Building, but not within 3 metres (9.8 feet) of the Front Lot Line (See Figure 6 for illustration).

**Figure 6. Accessory Building Front Setback Illustration (RS-1)**



- c) Notwithstanding (a), Fences and Retaining Walls may be built at the property line.
- d) Notwithstanding (a), in cases where the rear lot line is the high water mark, the minimum Rear Lot Line setback shall be 7.5 m (24.6 feet) for all Principal Buildings, Accessory Buildings, and Accessory Structures (see Section 215).

### 302.8 Buildings and Structures

- a) The maximum number and maximum height of Principal Buildings, Accessory Buildings, and Accessory Structures shall be in accordance with the following table:

	Maximum Number	Maximum Height
Principal Buildings	1	9.6 m (31.5 ft) <sup>(b)</sup>
Accessory Buildings	1 <sup>(d)</sup>	7 m (23.0 ft)
Accessory Structures	Not Applicable	3 m (9.8 ft) <sup>(e)</sup>

- b) No portion of the building shall be greater in height than 11.7 metres to be measured from the lowest finished grade adjacent to any exterior wall to the highest part of the building.
- c) The Roof Drip Line of any accessory building shall not at any point project into a required setback more than 60 centimetres (23.6 inches).
- d) All exterior perimeter of an accessory building shall rise vertically at 90 degrees from the foundation throughout the fullest vertical extension of the exterior wall.
- e) Maximum height of Fences and Retaining Walls are subject to Section 219.
- f) Where an Accessory Building is only used for sewage disposal components, the Accessory Building shall not be included in the determination of the permitted number of Accessory Buildings permitted on the parcel.

**302.9 Off-Street Parking**

- a) Off-street parking spaces shall be provided on the same lot as the use being served in accordance with the following requirements:
  - i. Minimum of 2 spaces per principal Single Family Residential Use;
  - ii. Minimum of 1 space per non-resident employee for Accessory Home-Based Business Use;
  - iii. Minimum of 1 space per Accessory Secondary Suite Use; and
  - iv. Minimum of 1 space per Accessory Coach House Use.

**302.10 Sustainability**

- a) All new construction for Principal and conditioned Accessory Buildings built under Part 9 of the BC Building Code shall fulfill the requirements of Step 3 of the BC Energy Step Code.
- b) All new construction for Principal and conditioned Accessory Buildings built under Part 3 of the BC Building Code shall fulfill the requirements of Step 2 of the BC Energy Step Code.

**302.11 Special Conditions**

- a) Signage
  - i. Signage shall be limited to that permitted pursuant to Section 210 (h) – Home Based Business use.



## Section 303: Duplex or One or Two-House Zone (RM-1)

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### 303.1 Intent

*This zone is intended to permit the development of a Duplex Residential Use or two Single Family Residential Uses on residential land that is at least 2 acres (0.8 hectares) or the development of a Single Family Residential Use.*

### 303.2 Permitted Principal Uses

- a) One Single Family Residential Use
- b) One Duplex Residential Use on a lot greater than or equal to 2 acres
- c) Two Single Family Residential Uses on a lot greater than or equal to 2 acres
- d) Properties with lot sizes less than 2 acres at the time of enactment of this Bylaw with an existing Duplex or Two Single Family Residential Uses shall be permitted to maintain that existing use.

### 303.3 Permitted Accessory Uses

- a) Home-Based Business Use (subject to the requirements of Section 210)
- b) One (1) Accessory Secondary Suite Use (subject to the requirements of Section 213) or one (1) Accessory Coach House Use (subject to the requirements of Section 214) per Principal Residential Use.
- c) Accessory Parking Use

### 303.4 Floor Area and Floor Area Ratio (FAR)

- a) Maximum Gross Floor Area of all Principal and Accessory Buildings shall be limited to those determined by the calculations set out in the table below, excluding those areas listed in Section 208 of this Bylaw:

Lot Area	Maximum Gross Floor Area Calculation
0 – 1,208 sq m (0 – 13,003 sq ft)	= (Lot Area x 0.06) + 502 sq m
1,209 sq m – 2,137 sq m (13,014 sq ft – 23,002 sq ft)	= (Lot Area x 0.07) + 492 sq m
2,138 sq m – 4,738 sq m (23,013 sq ft – 51,000 sq ft)	= (Lot Area x 0.025) + 589 sq m
4,739 sq m – 8,083 sq m (51,010 sq ft - 87,005 sq ft)	= (Lot Area x 0.044) + 499 sq m
> 8,083 sq m (> 87,005 sq ft)	855 sq m (9,203 sq ft)

## Village of Belcarra Zoning Bylaw No. 510, 2018

- b) In addition to (a), the Maximum FAR or Gross Floor Area for a Principal Building that exists or for which a building permit has been issued as of the enactment of this Bylaw shall be the FAR or Gross Floor Area at that time or the maximum allowable FAR or Gross Floor Area in subsection (a), whichever is greater.
- c) Where two houses are proposed on a single property greater than two (2) acres in area, the Maximum Gross Floor Area of each Principal Building and its associated Accessory Building shall be determined using the table above based on half the total lot area.
- d) Where two houses are proposed on a single property greater than two (2) acres in area, a separation of 3 m (9.84 ft) must be provided between the two buildings.
- e) A Principal Building shall have a Gross Floor Area of not less than 75 square metres (807.3 square feet) and have a building width of not less than 7.5 metres (24.6 feet).
- f) The maximum Gross Floor Area of all Accessory Buildings on a parcel shall not exceed 150 square metres (1,615 square feet) and the maximum building footprint of all Accessory Buildings on a parcel shall not exceed 92.9 square metres (1,000 square feet).
- g) (See also: Section 217 – Undersized Parcels).

### 303.5 Subdivision of Land

- a) Minimum lot area – 1.0 acre

### 303.6 Site Coverage

- a) Maximum 40%

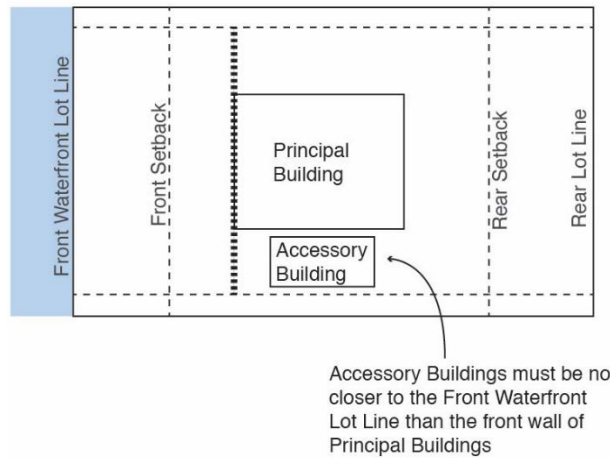
### 303.7 Minimum Building Setbacks

- a) Minimum building setbacks shall be in accordance with the following table:

Use	Front Lot Line	Rear Lot Line	Exterior Side Lot Line	Interior Side Lot Line	Lot Line Exterior Forested Land
Principal Building	7.5 m (24.6 ft)	7.5 m (24.6 ft) (d)	3 m (9.8 ft)	1.5 m (4.9 ft)	3 m (9.8 ft)
Accessory Buildings and Accessory Structures	See(b)	1.5 m (4.9 ft) (d)	3 m (9.8 ft)	1.5 m (4.9 ft)	3 m (9.8 ft)

- b) No Accessory Building shall be located nearer to the Front Waterfront Lot Line than the front wall of the Principal Building. (See Figure 8 for illustration).

**Figure 8.** Accessory Building Front Setback Illustration (RM-1 front waterfront)



- c) Notwithstanding (a), Fences and Retaining Walls may be built at the property line.
- d) Notwithstanding (a), in cases where the Front Lot Line is the high water mark, the minimum Front Lot Line setback shall be 7.5 m (24.6 feet) for all Principal Buildings, Accessory Buildings, and Accessory Structures (see Section 215).

### 303.8 Buildings and Structures

- a) The maximum number and maximum height of Principal Buildings, Accessory Buildings, and Accessory Structures shall be in accordance with the following table:

	Maximum Number	Maximum Height
Principal Buildings	2	9.6 m (31.5 ft) <sup>(b)</sup>
Accessory Buildings	2	7 m (23.0 ft)
Accessory Structures	Not Applicable	3 m (9.8 ft) <sup>(c)</sup>

- b) No portion of the building shall be greater in height than 11.7 metres to be measured from the lowest finished grade adjacent to any exterior wall to the highest part of the building.
- c) The Roof Drip Line of any accessory building shall not at any point project into a required setback more than 60 centimetres (23.6 inches).
- d) All exterior perimeter of an accessory building shall rise vertically at 90 degrees from the foundation throughout the fullest vertical extension of the exterior wall.
- e) Maximum height of Fences and Retaining Walls are subject to Section 219.
- f) Where an Accessory Building is only used for sewage disposal components, the Accessory Building shall not be included in the determination of the permitted number of Accessory Buildings permitted on the parcel.

**303.9 Off-Street Parking**

- a) Not Applicable.

**303.10 Sustainability**

- a) All new construction for Principal and conditioned Accessory Buildings built under Part 9 of the BC Building Code shall fulfill the requirements of Step 3 of the BC Energy Step Code.
- b) All new construction for Principal and conditioned Accessory Buildings built under Part 3 of the BC Building Code shall fulfill the requirements of Step 2 of the BC Energy Step Code.

**303.11 Special Conditions**

- a) Signage
  - i. Signage shall be limited to that permitted pursuant to Section 210 (h)
    - Home Based Business use.

## Section 304: Farrer Cove South Zone (RM-2)

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### 304.1 Intent

*This zone is intended to permit the development of a Duplex Residential Use or two Single Family Residential Uses on residential land that is at least 2 acres (0.8 hectares) or the development of a Single Family Residential Use in Farrer Cove South.*

### 304.2 Permitted Principal Uses

- a) One Single Family Residential Use
- b) One Duplex Residential Use on a lot greater than or equal to 2 acres
- c) Two Single Family Residential Uses on a lot greater than or equal to 2 acres
- d) Properties with lot sizes less than 2 acres at the time of enactment of this Bylaw with an existing Duplex or Two Single Family Residential Uses shall be permitted to maintain that existing use.

### 304.3 Permitted Accessory Uses

- a) Home-Based Business Use (subject to the requirements of Section 210)
- b) One (1) Accessory Secondary Suite Use (subject to the requirements of Section 213) or one (1) Accessory Coach House Use (subject to the requirements of Section 214) per Principal Residential Use.
- c) Accessory Parking Use

### 304.4 Floor Area and Floor Area Ratio (FAR)

- a) Maximum Gross Floor Area of all Principal and Accessory Buildings shall be limited to those determined by the calculations set out in the table below, excluding those areas listed in Section 208 of this Bylaw:

Lot Area	Maximum Gross Floor Area Calculation
0 – 1,208 sq m (0 – 13,003 sq ft)	= (Lot Area x 0.06) + 502 sq m
1,209 sq m – 2,137 sq m (13,014 sq ft – 23,002 sq ft)	= (Lot Area x 0.07) + 492 sq m
2,138 sq m – 4,738 sq m (23,013 sq ft – 51,000 sq ft)	= (Lot Area x 0.025) + 589 sq m
4,739 sq m – 8,083 sq m (51,010 sq ft - 87,005 sq ft)	= (Lot Area x 0.044) + 499 sq m
> 8,083 sq m (> 87,005 sq ft)	855 sq m (9,203 sq ft)

## Village of Belcarra Zoning Bylaw No. 510, 2018

- b) In addition to (a), the Maximum FAR or Gross Floor Area for a Principal Building that exists or for which a building permit has been issued as of the enactment of this Bylaw shall be the FAR or Gross Floor Area at that time or the maximum allowable FAR or Gross Floor Area in subsection (a), whichever is greater.
- c) Where two houses are proposed on a single property greater than or equal to two (2) acres in area, the Maximum Gross Floor Area of each Principal Building and its associated Accessory Building shall be determined using the table above based on half the total lot area.
- d) Where two houses are proposed on a single property greater than or equal to two (2) acres in area, a separation of 3 m (9.84 ft) must be provided between the two buildings.
- e) A Principal Building shall have a Gross Floor Area of not less than 75 square metres (807.3 square feet) and have a building width of not less than 7.5 metres (24.6 feet).
- f) The maximum Gross Floor Area of all Accessory Buildings on a parcel shall not exceed 150 square metres (1,615 square feet) and the maximum building footprint of all Accessory Buildings on a parcel shall not exceed 92.9 square metres (1,000 square feet).
- g) (See also: Section 217 – Undersized Parcels).

### 304.5 Subdivision of Land

- a) Minimum lot area – 1.0 acre

### 304.6 Site Coverage

- a) Maximum 40%

### 304.7 Minimum Building Setbacks

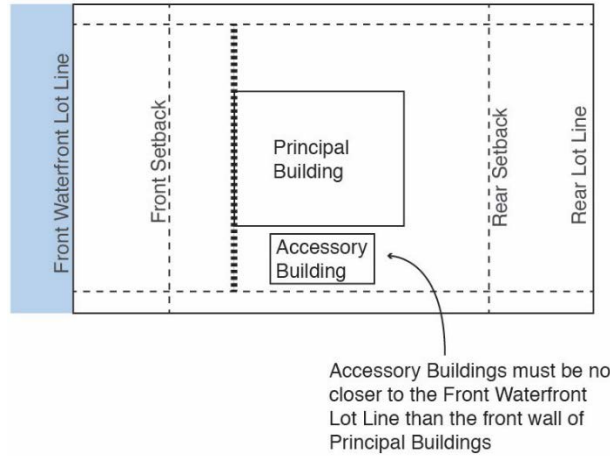
- a) Minimum building setbacks shall be in accordance with the following table:

Use	Front Waterfront Lot Line	Rear Lot Line	Exterior Side Lot Line	Interior Side Lot Line
Principal Building	7.5 m (24.6 ft)	7.5 m (24.6 ft)	3 m (9.8 ft)	1.5 m (4.9 ft)
Accessory Buildings and Accessory Structures	See <sup>(b)</sup>	1.5 m (4.9 ft) <sup>(d)</sup>	3 m (9.8 ft)	1.5 m (4.9 ft)



- b) No Accessory Building shall be located nearer to the Front Waterfront Lot Line than the front wall of the Principal Building. (See Figure 9 for illustration)

**Figure 9.** Accessory Building Front Setback Illustration (RM-2 front waterfront)



- c) Notwithstanding (a), Fences and Retaining Walls may be built at the property line.
- d) Notwithstanding (a), in cases where the Front Lot Line is the high water mark, the minimum Front Lot Line setback shall be 7.5 m (24.6 feet) for all Principal Buildings, Accessory Buildings, and Accessory Structures (see Section 215).

### 304.8 Buildings and Structures

- a) The maximum number and maximum height of Principal Buildings, Accessory Buildings, and Accessory Structures shall be in accordance with the following table:

	Maximum Number	Maximum Height
Principal Buildings	2	9.6 m (31.5 ft) <sup>(b)</sup>
Accessory Buildings	2	7 m (23.0 ft)
Accessory Structures	Not Applicable	3 m (9.8 ft) <sup>(e)</sup>

- b) No portion of the building shall be greater in height than 11.7 metres to be measured from the lowest finished grade adjacent to any exterior wall to the highest part of the building.
- c) The Roof Drip Line of any accessory building shall not at any point project into a required setback more than 60 centimetres (23.6 inches).
- d) All exterior perimeter of an accessory building shall rise vertically at 90 degrees from the foundation throughout the fullest vertical extension of the exterior wall.
- e) Maximum height of Fences and Retaining Walls are subject to Section 219.
- f) Where an Accessory Building is only used for sewage disposal components, the Accessory Building shall not be included in the determination of the permitted number of Accessory Buildings permitted on the parcel.

**304.9 Off-Street Parking**

- a) Not Applicable.

**304.10 Sustainability**

- a) All new construction for Principal and conditioned Accessory Buildings built under Part 9 of the BC Building Code shall fulfill the requirements of Step 3 of the BC Energy Step Code.
- b) All new construction for Principal and conditioned Accessory Buildings built under Part 3 of the BC Building Code shall fulfill the requirements of Step 2 of the BC Energy Step Code.

**304.11 Special Conditions**

- a) Signage
  - i. Signage shall be limited to that permitted pursuant to Section 210 (h)  
– Home Based Business use.

## Section 305: Duplex or Four-House Zone (RM-3)

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### 305.1 Intent

*This zone is intended to permit the development of a Duplex Residential Use or between two to four Single Family Residential Uses on residential land that is 1 acre (0.4 hectares) or more.*

### 305.2 Permitted Principal Uses

- a) One Duplex Residential Use; or
- b) Two to four Single Family Residential Uses.

### 305.3 Permitted Accessory Uses

- a) Home-Based Business Use (subject to the requirements of Section 210)
- b) One (1) Accessory Secondary Suite Use (subject to the requirements of Section 213) or one (1) Accessory Coach House Use (subject to the requirements of Section 214) per Principal Residential Use.
- c) Accessory Parking Use

### 305.4 Floor Area and Floor Area Ratio (FAR)

- a) Maximum Gross Floor Area of all Principal and Accessory Buildings shall be limited to those determined by the calculations set out in the table below, excluding those areas listed in Section 208 of this Bylaw:

Lot Area	Maximum Gross Floor Area Calculation
4,046 sq m – 4,738 sq m (43,551 sq ft – 51,000 sq ft)	= (Lot Area x 0.025) + 589 sq m
4,739 sq m – 8,083 sq m (51,010 sq ft - 87,005 sq ft)	= (Lot Area x 0.044) + 499 sq m
> 8,083 sq m (> 87,005 sq ft)	855 sq m (9,203 sq ft)

- b) In addition to (a), the Maximum FAR or Gross Floor Area for a Principal Building that exists or for which a building permit has been issued as of the enactment of this Bylaw shall be the FAR or Gross Floor Area at that time or the maximum allowable FAR or Gross Floor Area in subsection (a), whichever is greater.
- c) A Principal Building shall have a Gross Floor Area of not less than 75 square metres (807.3 square feet) and have a building width of not less than 7.5 metres (24.6 feet).
- d) The maximum Gross Floor Area of all Accessory Buildings on a parcel shall not exceed 150 square metres (1,615 square feet) and the maximum building footprint of all Accessory Buildings on a parcel shall not exceed 92.9 square metres (1,000 square feet).

**305.5 Subdivision of Land**

- a) Minimum lot area – 1.0 acre
- b) Minimum lot width: 10% of the perimeter of the lot

**305.6 Site Coverage**

- a) Maximum 40%

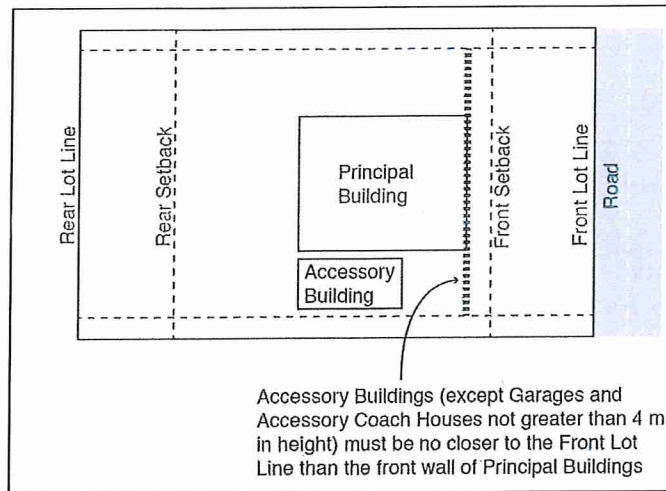
**305.7 Minimum Building Setbacks**

- a) Minimum building setbacks shall be in accordance with the following table:

Use	Front Lot Line	Rear Lot Line	Exterior Side Lot Line	Interior Side Lot Line
Principal Building	7.5 m (24.6 ft)	7.5 m (24.6 ft)	3 m (9.8 ft)	1.5 m (4.9 ft)
Accessory Buildings and Accessory Structures	See <sup>(b)(c)(d)</sup>	1.5 m (4.9 ft) <sup>(d)</sup>	3 m (9.8 ft) <sup>(d)</sup>	1.5 m (4.9 ft) <sup>(d)</sup>

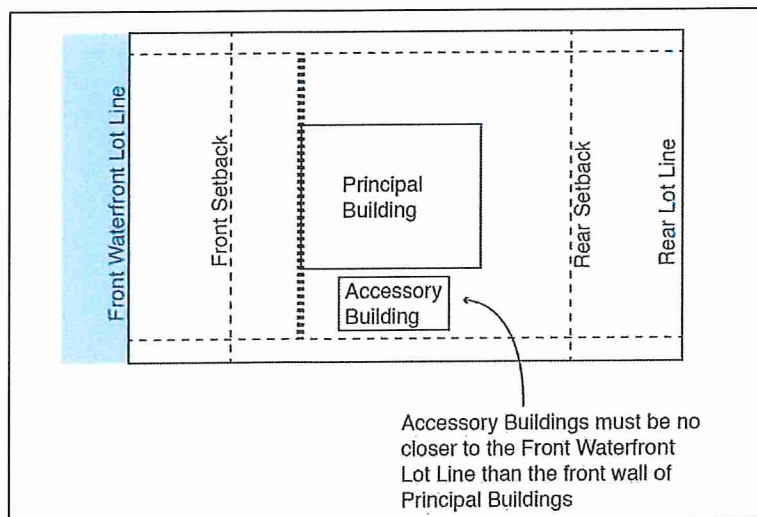
- b) For properties with public road access:
  - i. No Accessory Building shall be located nearer to the Front Lot Line than the front wall of the Principal Building, except Garages and Accessory Coach Houses with a maximum height not greater than 4 metres (13 feet) above Average Natural Grade, which may be located nearer to the Front Lot Line than the front wall of the Principal Building, but not within 3 metres (9.8 feet) of the Front Lot Line (See Figure 10 for illustration).

**Figure 10.** Accessory Building Front Setback Illustration (RM-3 no waterfront)



- c) For properties with no public road access:
- d) No Accessory Building shall be located nearer to the Front Waterfront Lot Line than the front wall of the Principal Building. (See Figure 11 for illustration).

**Figure 11.** Accessory Building Front Setback Illustration (RM-3 front waterfront)



- e) Notwithstanding (a), Fences and Retaining Walls may be built at the property line.
- f) Notwithstanding (a), in cases where the Front Lot Line is the high water mark, the minimum Front Lot Line setback shall be 7.5 m (24.6 feet) for all Principal Buildings, Accessory Buildings, and Accessory Structures (see Section 215).

**305.8 Buildings and Structures**

- a) The maximum number and maximum height of Principal Buildings, Accessory Buildings, and Accessory Structures shall be in accordance with the following table:

	Maximum Number	Maximum Height
Principal Buildings	4	9.6 m (31.5 ft) <sup>(b)</sup>
Accessory Buildings	4	7 m (23.0 ft)
Accessory Structures	Not Applicable	3 m (9.8 ft) <sup>(c)</sup>

- b) No portion of the building shall be greater in height than 11.7 metres to be measured from the lowest finished grade adjacent to any exterior wall to the highest part of the building.
- c) The Roof Drip Line of any accessory building shall not at any point project into a required setback more than 60 centimetres (23.6 inches).
- d) All exterior perimeter of an accessory building shall rise vertically at 90 degrees from the foundation throughout the fullest vertical extension of the exterior wall.
- e) Maximum height of Fences and Retaining Walls are subject to Section 119.
- f) Where an Accessory Building is only used for sewage disposal components, the Accessory Building shall not be included in the determination of the permitted number of Accessory Buildings permitted on the parcel.

**305.9 Off-Street Parking**

- a) Off-street parking spaces shall be provided on the same lot as the use being served in accordance with the following requirements:
- i. Minimum of 2 spaces per Duplex unit or per Single Family Residential Use
  - ii. Minimum of 1 space per non-resident employee for Accessory Home-Based Business Use
  - iii. Minimum of 1 space per Accessory Secondary Suite Use
  - iv. Minimum of 1 space per Accessory Coach House Use

**305.10 Sustainability**

- a) All new construction for Principal and conditioned Accessory Buildings built under Part 9 of the BC Building Code shall fulfill the requirements of Step 3 of the BC Energy Step Code.
- b) All new construction for Principal and conditioned Accessory Buildings built under Part 3 of the BC Building Code shall fulfill the requirements of Step 2 of the BC Energy Step Code.



## Village of Belcarra Zoning Bylaw No. 510, 2018

### **305.11 Special Conditions**

- a) Signage
  - i. Signage shall be limited to that permitted pursuant to Section 210 (h)  
– Home Based Business use.

## **Section 400: Civic Institutional Zones**

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## Section 401: Civic Institutional (CI-1)

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### 401.1 Intent

*This zone is intended to provide land for the purpose of accommodating facilities owned and operated by a government agency or non-profit organizations.*

### 401.2 Permitted Principal Uses

- a) Civic Use
- b) Public Service Use
- c) Assembly Use

### 401.3 Permitted Accessory Uses

- a) Accessory Single Family Residential Use
- b) Accessory Uses

### 401.4 Floor Area and Floor Area Ratio (FAR)

Not Applicable

### 401.5 Subdivision of Land

- a) Minimum lot area – Not Applicable
- b) Minimum lot width: 10% of the perimeter of the lot

### 401.6 Site Coverage

- a) Maximum 40%

### 401.7 Minimum Building Setbacks

Use	Front Lot Line	Rear Lot Line	Exterior Side Lot Line	Interior Side Lot Line
Principal Building	7.5 m (24.6 ft)	6 m (19.7 ft)	6 m (19.7 ft)	6 m (19.7 ft)
Accessory Buildings and Accessory Structures	7.5 m (24.6 ft)	6 m (19.7 ft)	6 m (19.7 ft)	6 m (19.7 ft)

**401.8 Buildings and Structures**

	<b>Maximum Number</b>	<b>Maximum Height</b>
Principal Buildings	1	10.7 m (35.1 ft)
Accessory Buildings and Accessory Structures	Not Applicable	4.5 m (14.8 ft)

**401.9 Off-Street Parking**

- (1) Off-street parking spaces shall be provided on the same lot as the use being served in accordance with the following requirements:
- a) Civic or Assembly Use – 1 space per 12 square metres (129.2 square feet) of gross floor area;
  - b) Public Service Use – no parking required;
  - c) Accessory Single Residential Use – 1 space.

**401.10 Sustainability**

- a) All new construction for Principal and conditioned Accessory Buildings built under Part 9 of the BC Building Code shall fulfill the requirements of Step 3 of the BC Energy Step Code.
- b) All new construction for Principal and conditioned Accessory Buildings built under Part 3 of the BC Building Code shall fulfill the requirements of Step 2 of the BC Energy Step Code.

**401.11 Special Conditions**

- (1) Signage
- Signs and other visual advertising devices shall be limited to either:
- a) a single unilluminated board or sign not exceeding 0.4 square metres (4.3 square feet) in area, placed flat against an exterior wall of a building;
  - b) a free-standing unilluminated board or sign not exceeding 0.4 square metres (4.3 square feet) in area; or
  - c) individual letters attached to the exterior wall of a building, each letter not exceeding 50 square centimetres in area.

## **Section 500: Park Zones**

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## Section 501: Regional Park (P-1)

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### 501.1 Intent

*This zone provides for the location, preservation and development of public land for park uses within Belcarra Regional Park.*

### 501.2 Permitted Principal Uses

- a) Park Facilities
- b) Parking Area
- c) Passive Outdoor Recreation Use
- d) Boat Launch (Cartop) Use
- e) Single Family Residential Use

### 501.3 Permitted Accessory Uses

- a) Accessory Single Family Residential Use
- b) Accessory Uses
- c) Telecommunications equipment on that portion of Belcarra Regional Park identified on Schedule "A" attached hereto this bylaw and generally identified as Drawing(s) No. 3018-S7, 3018-A3, 3018-A3B and 3018-A1

### 501.4 Floor Area and Floor Area Ratio (FAR)

Not Applicable

### 501.5 Subdivision of Land

- a) Minimum lot area – Not Applicable
- b) Minimum lot width – Not Applicable

### 501.6 Site Coverage

Not Applicable



### 501.7 Minimum Building Setbacks

Use	Front Lot Line	Rear Lot Line	Exterior Side Lot Line	Interior Side Lot Line
Principal Building	7.5 m (24.6 ft) <sup>(a)</sup>	7.5 m (24.6 ft) <sup>(a)</sup>	7.5 m (24.6 ft) <sup>(a)</sup>	7.5 m (24.6 ft) <sup>(a)</sup>
Accessory Buildings and Accessory Structures	7.5 m (24.6 ft) <sup>(a)</sup>	7.5 m (24.6 ft) <sup>(a)</sup>	7.5 m (24.6 ft) <sup>(a)</sup>	7.5 m (24.6 ft) <sup>(a)</sup>

- a) In the case where the abutting property is zoned a Residential Zone, no building shall be located within 30 metres (98.4 feet) of the property line, except for a building used as an Accessory Single Residential Dwelling, which shall not be located within 7.5 metres (24.6 feet) of the property line.

### 501.8 Buildings and Structures

	Maximum Number	Maximum Height
Principal Buildings	Not Applicable	10.7 m (35.1 ft)
Accessory Buildings and Accessory Structures	Not Applicable	10.7 m (35.1 ft)

### 501.9 Off-Street Parking

- (1) Off-street parking spaces shall be provided on the same lot as the use being served in accordance with the following requirements:
- a) Park Facilities – 1 space per 50 square metres (4.6 feet) of Gross Floor Area.

### 501.10 Sustainability

- a) All new construction for Principal and conditioned Accessory Buildings built under Part 9 of the BC Building Code shall fulfill the requirements of Step 3 of the BC Energy Step Code.
- b) All new construction for Principal and conditioned Accessory Buildings built under Part 3 of the BC Building Code shall fulfill the requirements of Step 2 of the BC Energy Step Code.

## Village of Belcarra Zoning Bylaw No. 510, 2018

### **501. 11 Special Conditions**

#### **(1) Watershed Protection**

- a) Use and/or development of land zoned P-1 and P-2 shall be subject to Section 221 of this Bylaw – Watershed Protection.

## Section 502: Provincial Park (P-2)

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### 502.1 Intent

*This zone is intended to apply to land within the Indian Arm Provincial Park.*

### 502.2 Permitted Principal Uses

- a) Passive Outdoor Recreation Use

### 502.3 Permitted Accessory Uses

- a) Accessory Uses

### 502.4 Floor Area and Floor Area Ratio (FAR)

Not Applicable

### 502.5 Subdivision of Land

- a) Minimum lot area – Not Applicable
- b) Minimum lot width – Not Applicable

### 502.6 Site Coverage

Not Applicable

### 502.7 Minimum Building Setbacks

Not Applicable

### 502.8 Buildings and Structures

	Maximum Number	Maximum Height
Principal Buildings	Not Applicable	4 m (13.1 ft)
Accessory Buildings and Accessory Structures	Not Applicable	4 m (13.1 ft)

**502.9 Off-Street Parking**

Not Applicable

**502.10 Sustainability**

- a) All new construction for Principal and conditioned Accessory Buildings built under Part 9 of the BC Building Code shall fulfill the requirements of Step 3 of the BC Energy Step Code.
- b) All new construction for Principal and conditioned Accessory Buildings built under Part 3 of the BC Building Code shall fulfill the requirements of Step 2 of the BC Energy Step Code.

**502.11 Special Conditions**

- (1) The use of Accessory Buildings and Structures shall be limited to servicing and maintenance activities such as public washrooms;
- (2) Boat launching facilities shall not be permitted.

## **Section 600: Rural Zones**

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## Section 601: Rural (R-1)

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### 601.1 Intent

*This zone is intended to apply to land that is required for either the supply of domestic water to Village residents or for future park use.*

### 601.2 Permitted Principal Uses

Not Applicable

### 601.3 Permitted Accessory Uses

Not Applicable

### 601.4 Floor Area and Floor Area Ratio (FAR)

Not Applicable

### 601.5 Subdivision of Land

Not Applicable

### 601.6 Site Coverage

Not Applicable

### 601.7 Minimum Building Setbacks

Not Applicable

### 601.8 Buildings and Structures

Not Applicable

### 601.9 Off-Street Parking

Not Applicable

### 601.10 Special Conditions

- a) Land within the Residential Zones may be used for the catchment, containment and diversion of water;
- b) Land within the Residential Zones shall remain undisturbed in a natural state;
- c) Land within the Residential Zones shall be subject to Section 221 of this Bylaw – Watershed Protection.

## **Section 700: Marine Zones**

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## Section 701: Marine 1 (W-1)

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### 701.1 Intent

*This zone provides for the development of water-oriented uses in compatibility with the adjacent residential uses and public recreation area.*

### 701.2 Permitted Principal Uses

- a) Floats, wharves, piers and walkways necessary for practical access to property immediately abutting the foreshore except a Wharfage Facility (Group) and Wharfage Facility (Shared);
- b) Recreational vessel moorage;
- c) Marine parks.

### 701.3 Permitted Accessory Uses

Not Applicable

### 701.4 Floor Area and Floor Area Ratio (FAR)

Not Applicable

### 701.5 Subdivision of Land

Not Applicable

### 701.6 Site Coverage

Not Applicable

### 701.7 Minimum Building Setbacks

Not Applicable

### 701.8 Buildings and Structures

Not Applicable

### 701.9 Off-Street Parking

Not Applicable

**701.10 Special Conditions**

- (1) No commercial or industrial activity other than private residential boat chartering and water taxi operations shall take place on a float, wharf or pier.
- (2) All floats, wharves, piers and walkways must be located within the boundaries of water licence or sublicence of occupation granted or approved by the Vancouver Fraser Port Authority and, where applicable, the Village of Belcarra. Vessels navigating the harbour and their mooring, berthing, etc. are subject to the regulation and control of the Vancouver Fraser Port Authority.
- (3) No float or wharf shall extend any further distance from the shore than is necessary for boat access and in cases where the length may exceed 45 metres (147.6 feet), shall in no event extend beyond a point where there is more than 2.5 metres (8.2 feet) depth of water at extreme low Spring tides.
- (4) No section of a float or wharf shall exceed a width of 6 metres (19.7 feet), except for a maximum of 2 wharf fingers, each of which may have a length of no more than 7.5 metres (24.6 feet) and a width of no more than 1.2 metres (3.9 feet). (Note: No portion of an access walkway that connects a public road to a float or wharf shall exceed a width of 2 metres (6.6 feet).)
- (5) No building, shed or structure may be erected on any float or wharf in this zone other than necessary posts to carry lighting fixtures and the necessary wiring thereto together with such other posts, rails, and supports as may be necessary for safety.
- (6) Floats, wharves, piers and walkways shall be designed and constructed as to not impede pedestrian access along the public foreshore nor diminish public access to the beach.
- (7) Signage of wharfage facilities shall be restricted to improvements within the boundaries of a water license or lease, and signs shall not be situated on municipally administered lands.
- (8) Float homes and houseboats shall not be permitted.
- (9) All discharged effluent shall be from a certified treatment system that complies with the standards for sewage discharge into a marine environment as established by the responsible authority.
- (10) The maximum length of a wharf shall not exceed 17 metres (55.8 feet).

## Section 702: Marine 2 (W-2)

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### 702.1 Intent

*This zone is intended to accommodate group wharfage facilities.*

### 702.2 Permitted Principal Uses

- a) Wharfage Facility (Group);
- b) All uses permitted within the W-1 zone.

### 702.3 Permitted Accessory Uses

Not Applicable

### 702.4 Floor Area and Floor Area Ratio (FAR)

Not Applicable

### 702.5 Subdivision of Land

Not Applicable

### 702.6 Site Coverage

Not Applicable

### 702.7 Minimum Building Setbacks

Not Applicable

### 702.8 Buildings and Structures

Not Applicable

### 702.9 Off-Street Parking

Not Applicable

### 702.10 Special Conditions

- a) All uses shall comply with Section 701.10 of the Marine 1 (W-1) zone (Special Conditions), except for Section 701.10 (4).
- b) No section of a float or wharf shall exceed a width of 6 metres (19.7 feet), except for a maximum of 3 wharf fingers, each of which may have a length of no more than 7.5 metres (24.6 feet) and a width of no more than 1.2 metres (3.9 feet). (Note: No portion of an access walkway that connects a public road to a float or wharf shall exceed a width of 2 metres (6.6 feet).

## Section 703: Marine 3 (W-3)

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### 703.1 Intent

*This zone is intended to accommodate shared wharfage facilities.*

### 703.2 Permitted Principal Uses

- a) Wharfage Facility (Shared);
- b) All uses permitted within the W-1 zone.

### 703.3 Permitted Accessory Uses

Not Applicable

### 703.4 Floor Area and Floor Area Ratio (FAR)

Not Applicable

### 703.5 Subdivision of Land

Not Applicable

### 703.6 Site Coverage

Not Applicable

### 703.7 Minimum Building Setbacks

Not Applicable

### 703.8 Buildings and Structures

Not Applicable

### 703.9 Off-Street Parking

Not Applicable

### 703.10 Special Conditions

- a) All uses shall comply with Section 701.10 of the Marine 1 (W-1) zone (Special Conditions), except for Section 701.10 (4).
- b) No section of a float or wharf shall exceed a width of 6 metres (19.7 feet), except for a maximum of 3 wharf fingers, each of which may have a length of no more than 7.5 metres (24.6 feet) and a width of no more than 1.2 metres (3.9 feet). (Note: No portion of an access walkway that connects a public road to a float or wharf shall exceed a width of 2 metres (6.6 feet).

## Section 800: Subdivision of Land

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### 800.1 Regulation of Subdivision

- (1) The purpose of this Division is to regulate the minimum dimensions and area of parcels of land which may be created by subdivision.

### 800.2 Minimum Lot Size and Width

- (1) The size and width of a parcel to be created by subdivision and which may lawfully be used as the site for a building shall not be less than the minimum dimensions and area for the construction of buildings or dwellings, as set out in the minimum lot size and width statement in the applicable zoning district schedule, where such minimum area and width have been specified.

### 800.3 Minimum Frontage

- (1) No parcel of land in any proposed subdivision, excepting those parcels designated RM-1 or RM-2, shall have less than 10% of its perimeter fronting on a highway, in accordance with Section 512 of the Local Government Act. For parcels designated RM-1 or RM-2, the minimum frontage shall be 15 metres (49.2 feet). This regulation may be relaxed by the Council upon application by the property owner.
- (2) Notwithstanding Section 403(1), the minimum frontage for parcels of land in a cul-de-sac subdivision may be less than 10% of the perimeter of the parcel, provided that the minimum frontage is not less than 15 metres (49.2 feet) and the width of the lot is not less than 20 metres (65.6 feet) measured 10 metres (32.8 feet) back in a perpendicular manner from the front lot line.

### 800.4 Parcels Exempt from Minimum Lot Size Requirements

- (1) The consolidation of two or more parcels into a single parcel is permitted, notwithstanding that the consolidated parcel may not comply with the minimum parcel size requirement as specified in the zoning district in which the new parcel is situated.
- (2) The realignment of property lines to create new parcels may be permitted provided that:
  - a) the number of new parcels created by subdivision would be equal to or less than the number of parcels that existed prior to the subdivision, and;
  - b) the boundary change would not result in the creation of a parcel having less than 80% of the area of any of the original parcels.

### 800.5 Parcel Shape

- (1) Unless the pattern of existing subdivision precludes it, and unless it is impracticable, side lot lines shall be perpendicular or radial to the adjoining highway.
- (2) No panhandle lot shall be created where the access strip is narrower than 7.5 metres (24.6 feet).

## **Section 900: Severability and Enforcement**

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### **900.1 Severability of Bylaw**

- (1) If any Division, Section, Subsection, Sentence, Clause or Phrase of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Bylaw.

### **900.2 Violations**

- (1) Each person who contravenes any of the provisions of this Bylaw shall commit an offence against the Bylaw; and each day that such contravention continues shall constitute a separate offence.

### **900.3 Penalty**

- (1) Each person who commits an offence against this Bylaw shall be liable on summary conviction to a penalty of up to \$5,000.00.

### **900.4 Entry**

- (1) The Chief Administrative Officer (CAO) and the Building Inspector may enter at all reasonable times premises or lands subject to this Bylaw in order to ascertain whether the provisions of the Bylaw are being observed. Obstruction of the CAO or Building Inspector on entry, under this section, shall constitute an offence.

### **900.5 Administration**

- (1) The Building Inspector or any other official who may be appointed by Council shall interpret and administer the provisions of this Bylaw.

## **Section 1000: Repeal and Effective Date**

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### **1001 – REPEAL OF PREVIOUS BYLAW**

- (1) “Village of Belcarra Zoning Bylaw No. 253, 1996” and all amendments thereto are hereby repealed.

READ A FIRST TIME on

PUBLIC HEARING HELD on

READ A SECOND TIME on

READ A THIRD TIME on

ADOPTED by the Council on

---

**Ralph Drew**  
**Mayor**

---

**Lorna Dysart**  
**Chief Administrative Officer**

This is a certified a true copy of  
(Bylaw No. 510, 2018)

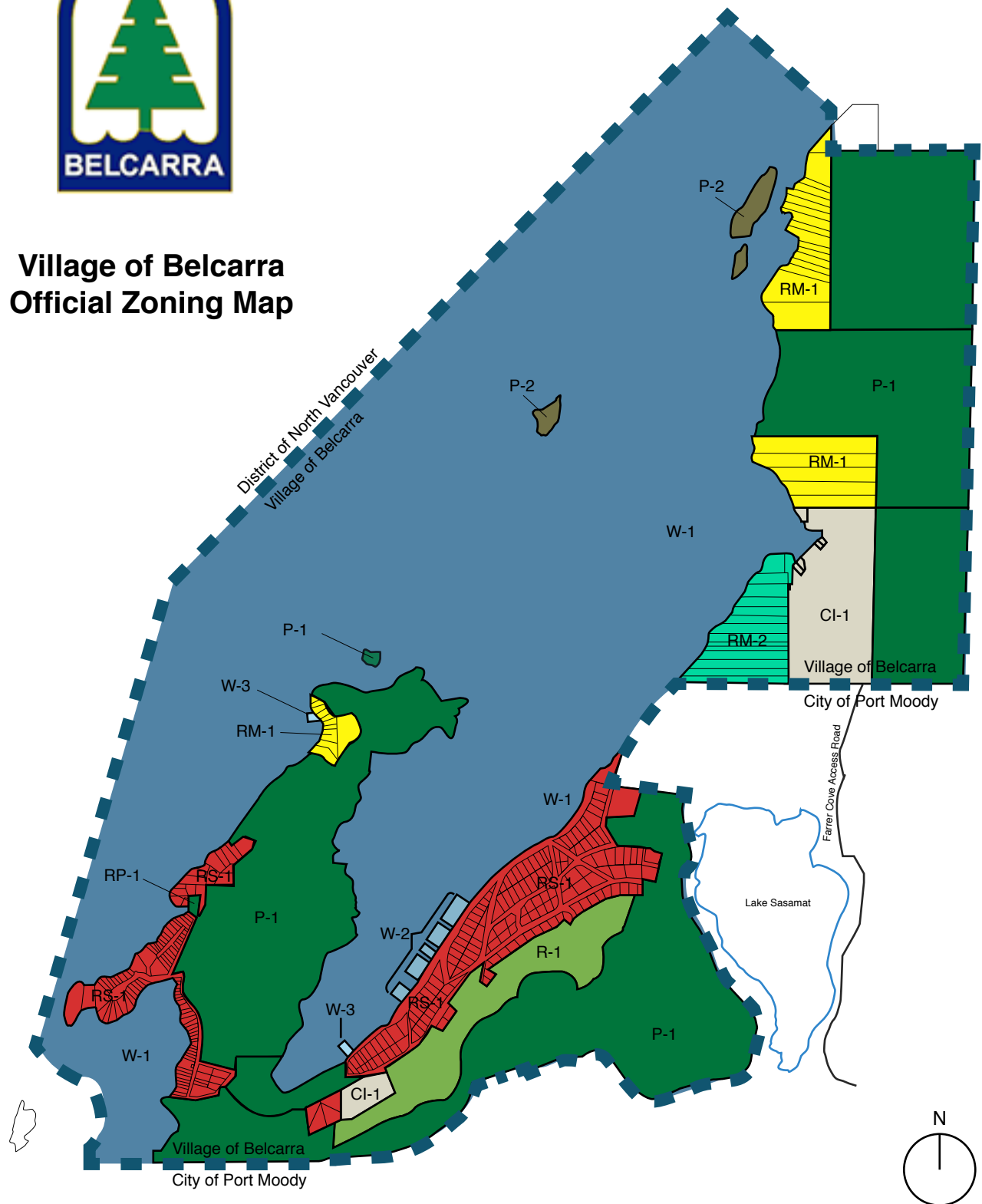
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Chief Administrative Officer



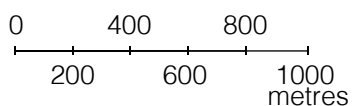


## Village of Belcarra Official Zoning Map



### Schedule A

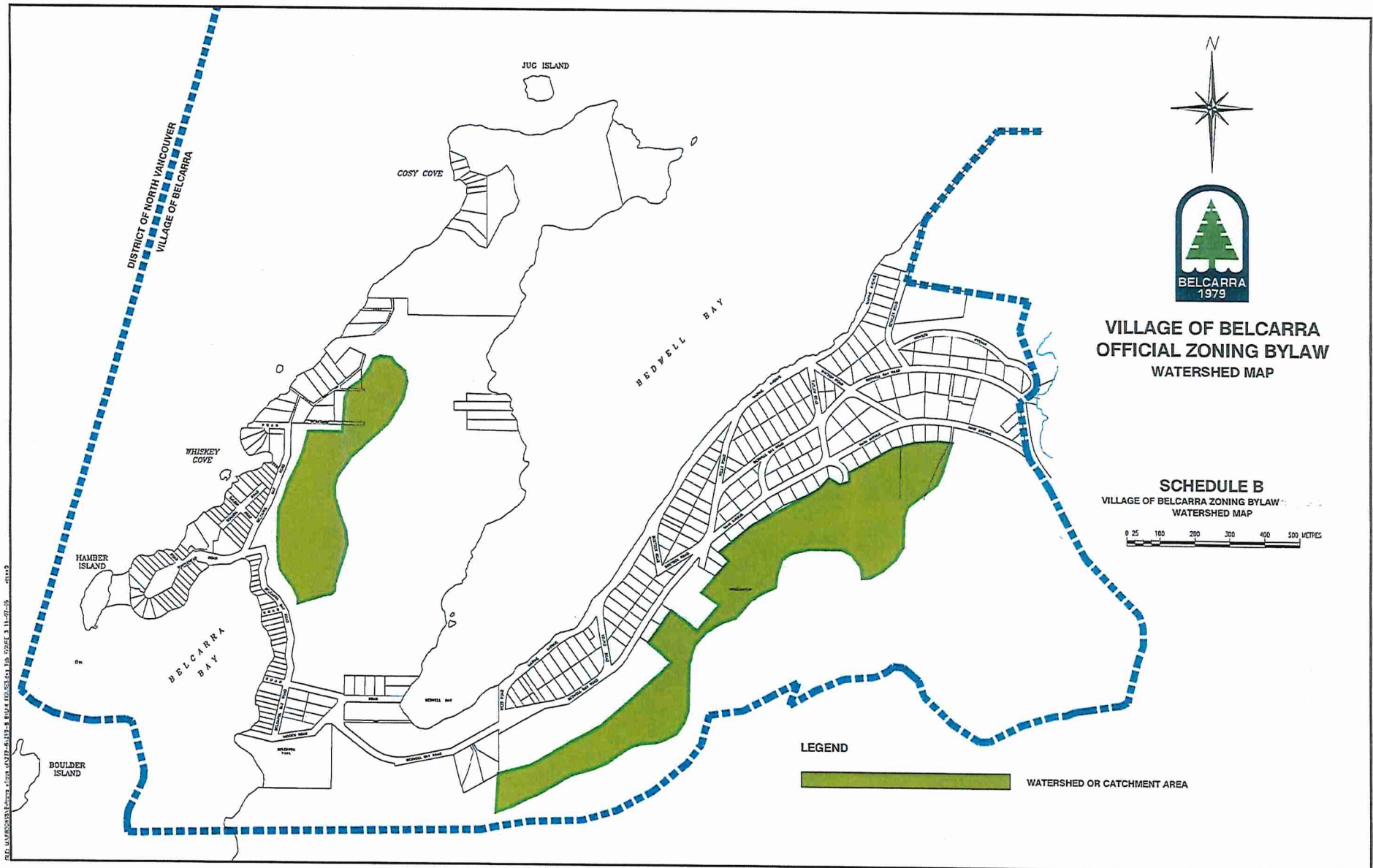
Village of Belcarra Zoning  
Bylaw No 510, 2018  
Consolidated Zoning Map



<span style="color: red;">■</span> RS-1 - One Family Residential Zone	<span style="color: tan;">■</span> CI-1 - Civic Institutional
<span style="color: yellow;">■</span> RM-1 - Duplex or One or Two-House Zone *	<span style="color: green;">■</span> P-1 - Regional Park
<span style="color: cyan;">■</span> RM-2 - Farrer Cove South Zone *	<span style="color: brown;">■</span> P-2 - Provincial Park
<span style="color: olive;">■</span> RM-3 - Duplex or Four-House Zone (not prezoned)	<span style="color: lightgreen;">■</span> R-1 - Rural
<span style="color: blue;">■</span> W-1 Marine 1	<span style="color: lightblue;">■</span> W-2 - Marine 2
	<span style="color: verylightblue;">■</span> W-3 - Marine 3

\* RM-1 and RM-2 properties do not front on a public road; water access

## Schedule B



## Mayor's Report

### More Than Just A 'Storm Water Drainage Study'

In early January, Council received a PowerPoint [presentation](#) by [Opus International Consultants](#) regarding the recently completed [Storm Water Drainage Study](#). Belcarra's previous drainage study was done 34 years ago, in 1984, and provided important guidance on upgrading drainage culverts over that period. However, following the release five years ago of updated rainfall data by [Environment Canada](#), Council felt that it would be prudent to assess any potential vulnerabilities in Belcarra's storm water drainage infrastructure due to 'climate change'.

As a prerequisite for the study, a topographic map of the municipality was prepared utilizing an aerial LIDAR scan — which stands for 'Light Detection and Ranging' — and the Village now has detailed topographic information that was not previously available. In addition, municipal staff measured and mapped all drainage infrastructure throughout the Belcarra Bay and Bedwell Bay areas of the Village, and this information has been compiled and documented in the [appendices](#) to the study.

Another benefit of the study was the preparation of a detailed [Capital Assets Inventory](#) of the drainage infrastructure which the municipality required for its [Capital Assets Management Plan](#). This now completes the municipality's capital assets inventory needed to undertake long-term financial planning.

As part of the study, a hydraulic model of the drainage system was developed by the consultants. The drainage system was assessed under the 5-year and 100-year return period storms, with and without climate change considerations. The modelling subsequently predicted one main drainage corridor where culverts and storm sewers could have inadequate pipe capacity due to climate change considerations. That drainage corridor is along the Kelly Road alignment.

Understanding the historical background of the Kelly Road drainage corridor is important to understanding both the purpose of the drainage study and the drainage model predictions. When Belcarra incorporated in 1979, the Kelly Road drainage corridor was mostly open ditch from Main Avenue to Bedwell Bay except for the culverts under Bedwell Bay Road and Marine Avenue. The ditch, however, suffered from severe erosion due to the grade and was rapidly beginning to look like the 'Grand Canyon'. As a result, during the summer of 1984 a concrete storm sewer was installed to replace the open ditch along Kelly Road.

The Kelly Road storm sewer has served its purpose without problem for 34 years and will likely continue to do so another 10 or 15 years. The question examined by the recently completed [Storm Water Drainage Study](#) is: will the size of the Kelly Road storm sewer be sufficient for the long-term given climate change considerations? The storm drainage modelling indicates that Belcarra should prepare for future climate change and include up-sizing of the Kelly Road storm sewer in its long-term financial planning.

**Ralph Drew**  
**Mayor**



FEB 26 2018

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

File: CR-12-01  
Ref: RDP 2018 Feb 23

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. 1260**

At its February 23, 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. 1260, 2018*; 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. 1260, 2018* by providing consent on behalf of the electors."

A response, including Council resolution, to my attention by March 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@metrovancover.org](mailto:chris.plagnol@metrovancover.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. 1260, 2018  
Regional Parks Service Amendment Bylaw No 1260, dated February 19, 2018

24614992

**METRO VANCOUVER REGIONAL DISTRICT  
BYLAW NO. 1260, 2018**

**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. 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. 1260, 2018".

READ A FIRST TIME THIS 23 day of February, 2018.

READ A SECOND TIME THIS 23 day of February, 2018.

READ A THIRD TIME THIS 23 day of February, 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



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To: MVRD Board

From: Chris Plagnol, Corporate Officer

Date: February 19, 2018

Meeting Date: February 23, 2018

Subject: **Regional Parks Service Amendment Bylaw No. 1260**

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#### **RECOMMENDATION**

That the MVRD Board:

- a) give first, second and third reading to *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1260, 2018*; and
  - b) direct 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 *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1260, 2018* to the Inspector of Municipalities for approval.
- 

#### **PURPOSE**

To consider first, second and third reading of the *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1260, 2018* that will initiate the withdrawal of the City of Abbotsford as a participant in the regional parks function, and to direct staff to seek consent of at least 2/3 of the participants in the regional parks function in relation to the withdrawal of the City of Abbotsford as a participant.

#### **BACKGROUND**

On January 26, 2018, the MVRD Board furthered the withdrawal of the City of Abbotsford as a participant in the MVRD Regional Parks Service by giving second and third reading to the *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017*, and by directing staff to seek consent of the participants for the Amending Bylaw.

This Amending Bylaw had been previously provided to the Ministry of Municipal Affairs and Housing for its preliminary consideration and to highlight any areas of concern given the complexity of the matter.

On February 15, 2018, the Ministry informed Metro Vancouver that after further investigation, the Amending Bylaw 1255 could not be approved by the Inspector of Municipalities. The Bylaw contained a reference to an Order-in-Council which the Ministry reasoned could not override the statutory requirements for operating a park outside the boundaries of the regional district. On that basis, the Inspector of Municipalities has indicated that the Amending Bylaw cannot be approved, but has recommended a new Amending Bylaw be prepared.

This report brings forward a new Amending Bylaw to initiate the withdrawal of the City of Abbotsford as a participant in the regional parks function.

#### **MVRD REGIONAL PARKS AMENDING BYLAW**

The adoption of a bylaw to amend the *Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005* is required to facilitate the withdrawal of the City of Abbotsford from the Metro Vancouver Regional Parks function. If approved, the Amending Bylaw will amend the participants in the service area by removing the City of Abbotsford as a participant under section 2 and section 3 of Conversion Bylaw 1024.

The proposed Amending Bylaw 1260 is substantially similar to the former Amending Bylaw 1255 (which will be abandoned) except it no longer contains a clause intended to continue park operations outside the boundaries of the regional district. A complete background on various elements of Abbotsford's withdrawal from the service was provided in the report dated January 26, 2018, titled "Regional Parks Service Amendment Bylaw No. 1255".

The new Amending Bylaw is before the Board for first, second and third reading. Once third reading is given, the Amending Bylaw will be circulated to all service area participants (which includes the City of Abbotsford) to obtain their consent to the adoption of the Bylaw. Two-thirds consent of participants is required before the Amending Bylaw can be considered for adoption by the Board. Once consent is obtained, the Amending Bylaw will be forwarded to the Inspector of Municipalities for approval.

#### **ALTERNATIVES**

1. That the MVRD Board:
  - a) give first, second and third reading to *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1260, 2018*; and
  - b) direct 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 *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1260, 2018* to the Inspector of Municipalities for approval.
2. That the MVRD Board receive for information the report dated February 19, 2018, titled "Regional Parks Service Amendment Bylaw No. 1260" and provide alternate direction.

#### **FINANCIAL IMPLICATIONS**

If the Board approves alternative one, the financial implications include an adjustment to Metro Vancouver's 2018 Annual Budget and Financial Plan (which will be brought forward in March), a reimbursement from the Fraser Valley Regional District on the City of Abbotsford's behalf for its allocated costs of participating in the MVRD regional parks function for the months from January to March 2018, and a one-time payment by Metro Vancouver to the City of Abbotsford representing the proportional return of Park Reserve Fund contributions and transitional costs.

The Fraser Valley Regional District is in the process of establishing a new sub-regional parks function with the City of Abbotsford as a participant beginning in 2018. The transferred regional parks will form part of the new FVRD regional parks function.

If the Board does not approve the Amending Bylaw, the City of Abbotsford will remain as a participant in the MVRD Regional Parks function. The approval of this alternative will require a review of the terms and conditions agreed upon by Metro Vancouver and the City of Abbotsford with respect to its withdrawal from the function and the disposition of parkland.

#### **SUMMARY / CONCLUSION**

The MVRD Board approved the terms for the withdrawal of the City of Abbotsford as a participant in the MVRD Regional Parks Service. This change to the service area requires an amendment to the *Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005* to amend service area participants. This report brings forward the associated Amending Bylaw to facilitate this service withdrawal for consideration by the Board. Staff recommend Alternative One.

#### **Attachments:**

1. *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1260, 2018*

24599727

**METRO VANCOUVER REGIONAL DISTRICT  
BYLAW NO. 1260, 2018**

**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. 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. 1260, 2018".

READ A FIRST TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2018.

READ A SECOND TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2018.

READ A THIRD TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 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

**From:** Cathy Peters

**Sent:** Monday, February 26, 2018 11:57 AM

**Subject:** Child sex trafficking in BC Municipalities and how to stop it

**Importance:** High

Dear Mayor Ralph Drew and City Councillors,

Child Sex trafficking (including child pornography) is the fastest growing crime in the world, Canada and in BC.

I have been raising awareness to this issue for the past 5 years.

BC needs a properly funded Human Trafficking Task Force (like Ontario) for awareness, education and training for law enforcement.

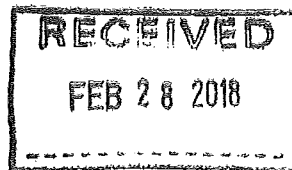
Also, the current Federal Law, "Protection of Communities and Exploited Persons Act" needs to be properly enforced.

**ASK:** Would you please write a letter to the BC Premier John Horgan and the Public Safety Minister/Solicitor General Mike Farnworth that we need a Human Trafficking Task Force AND the Federal Law enforced (it is in the rest of the country), and send me a copy of that letter.

Sincerely, Mrs. Cathy Peters

BC's anti-human trafficking educator, speaker, advocate

LEGISLATIVE SERVICES  
750 17th Street West Vancouver BC V7V 3T3  
T: 604-925-7004 F: 604-925-7006



February 23, 2018

File: 0055-20-LMLGA

FILE NO. 450-01

LMLGA Member Municipalities:

**Re: District of West Vancouver Resolution - New Municipal Tax Classes  
– Submitted for consideration at LMLGA 2018 Convention**

The District of West Vancouver Council at its February 19, 2018 regular meeting passed the following motion:

*WHEREAS many municipalities in BC are facing a very significant and well-documented housing affordability issue with property prices significantly higher than local residents' ability to pay and in many cases the highest average housing prices in the country;*

*AND WHEREAS currently, municipalities have only nine tax classes that can be used to set property taxes to achieve municipal goals:*

*Class 1 - Residential;*

*Class 2 - Utilities;*

*Class 3 - Supportive Housing;*

*Class 4 - Major Industry;*

*Class 5 - Light Industry;*

*Class 6 - Business Other;*

*Class 7 - Managed Forest Land;*

*Class 8 - Recreational Property, Non-Profit Organization; and*

*Class 9 – Farm;*

*and while there have been minor amendments, the basic structure of this property tax class system has not been substantially amended since the 1980s;*

*AND WHEREAS with the creation of new tax classes each municipality could set different tax rates for each class based on their individual needs and circumstances. As an example, different residential classes could be created to address vacant houses, non-resident ownership, etc;*

*THEREFORE BE IT RESOLVED THAT the provincial government amend the Community Charter to allow municipalities to create additional tax classes so they can each accomplish their own community goals.*

The District of West Vancouver Council respectfully requests your support of the resolution. This serious housing affordability issue continues to affect many in our Lower Mainland communities. Thank you for your consideration.

Sincerely,

  
Michael Smith, Mayor

Attachment

## MEMORANDUM

Date: February 2, 2018  
To: Council  
From: Mayor Smith and Councillor Gambioli  
Re: Notice of Motion regarding New Municipal Tax Classes

File: 0120-06

Notice of the following motion regarding "New Municipal Tax Classes" will be given at the February 5, 2018 regular Council meeting. At the February 19, 2018 regular Council meeting, after the proposed motion is moved and seconded, discussion on the proposed motion will be held.

Take notice that at the February 19, 2018 regular Council meeting, Councillor Gambioli, with a seconder, will Move:

WHEREAS many municipalities in BC are facing a very significant and well-documented housing affordability issue with property prices significantly higher than local residents' ability to pay and in many cases the highest average housing prices in the country.

AND WHEREAS currently, municipalities have only nine tax classes that can be used to set property taxes to achieve municipal goals:

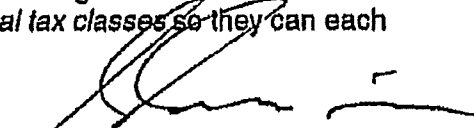
- Class 1 - Residential;
- Class 2 - Utilities;
- Class 3 - Supportive Housing;
- Class 4 - Major Industry;
- Class 5 - Light Industry;
- Class 6 - Business Other;
- Class 7 - Managed Forest Land;
- Class 8 - Recreational Property, Non-Profit Organization; and
- Class 9 - Farm;

and while there have been minor amendments, the basic structure of this property tax class system has not been substantially amended since the 1980s;

AND WHEREAS with the creation of new tax classes each municipality could set different tax rates for each class based on their individual needs and circumstances. As an example, different residential classes could be created to address vacant houses, non-resident ownership, etc.

THEREFORE BE IT RESOLVED THAT the provincial government amend the *Community Charter* to allow municipalities to *create additional tax classes so they can each accomplish their own community goals.*

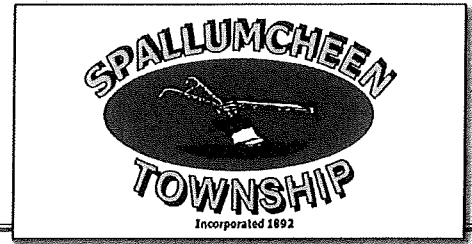
  
MOVER: Councillor Nora Gambioli

  
SECONDER: Mayor Michael Smith



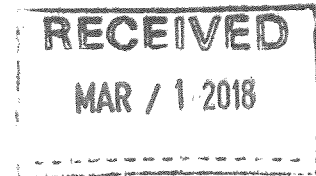
# THE CORPORATION OF THE TOWNSHIP OF SPALLUMCHEEN

4144 Spallumcheen Way, Spallumcheen, BC V0E 1B6  
Phone: 250-546-3013 • Fax: 250-546-8878 • Toll Free: 1-866-546-3013  
Email: mail@spallumcheentwp.bc.ca • Website: www.spallumcheentwp.bc.ca



February 22<sup>nd</sup>, 2018

David Allen  
Chief Administrative Officer  
City of Courtenay  
830 Cliffe Ave., Courtenay, BC  
V9N 2J7



FILE NO. 450-01

To David Allen:

**Re: 2018 Resolution – Asset Management**

Thank you for your email dated February 13<sup>th</sup>, 2018, providing a copy of the City of Courtenay's letter that was sent to the Association of Vancouver Island and Coastal Communities regarding Asset Management.

This is to advise that the Township of Spallumcheen Council passed the following resolution at its Monday, February 19<sup>th</sup>, 2018 Regular Meeting:

***"WHEREAS the purposes of a British Columbia Municipality and Regional District included providing for stewardship of the public assets of its community;***

***AND WHEREAS, the power, duties and functions of British Columbia municipal and regional district Chief Administrative Officers include:***

- (a) Overall management of the operations of the local government;***
- (b) Ensuring that the policies, programs and other directions of the council or board are implemented; and***
- (c) Advising and informing the council or boards on the operation and affairs of the local government.***

***NOW THEREFORE BE IT RESOLVED THAT the Township of Spallumcheen supports sound Asset Management practices as the means to achieve local Sustainable Service Delivery;***

***THAT BC municipalities and regional districts, their respective CAO's and Staff would benefit from guidance to a common communications approach to enhance Asset Management Practices; and***

***THAT the Township of Spallumcheen recommends the Union of BC Municipalities resolve to develop and implement such a common communications approach in partnership with the LGMA and Asset Management BC."***

If you have any questions in this regard, please contact the undersigned.

Respectfully,

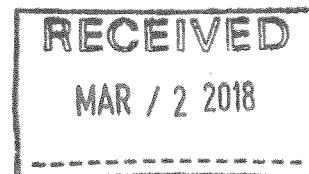
Cindy Graves  
Corporate Officer

Cc: All BC Municipalities

FILE NO. 0450-01

March 1, 2018

Hon. Mike Farnworth  
 Minister of Public Safety and Solicitor General  
 PO Box 9101 Stn Prov Govt  
 Victoria, BC  
 V8W 9E2



Dear Minister Farnworth:


**RE: Revenue from Cannabis Sales – Equitable Share between Province and Local Government**

With the decriminalization of cannabis by the Federal Government, the Village of Port Alice supports the sharing of revenue generated by the sale of cannabis with local governments.

The legalization of cannabis will have a significant impact on local governments who will have significant costs preparing and administering bylaws and policies. The financial burden on local governments will include social services, land use planning, business licensing, bylaw enforcement, etc.

The Village of Port Alice respectfully requests that the Province share at least 50% of the revenue from the sale of cannabis with local governments to help off-set some local costs associated with its legalization. Its important that our taxpayers are not unduly burdened by this decision.

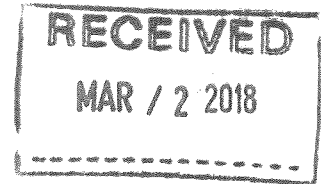
Sincerely,

  
 Mayor Jan Allen

C.c. Hon. Selina Robinson, Minister of Municipal Affairs and Housing  
 Mark Sieben, Deputy Solicitor General  
 UBCM Member Municipalities

March 2, 2018

Mayor Richard Stewart  
 City of Coquitlam  
 3000 Guildford Way  
 Coquitlam, BC V3B 7N2



FILE NO. 2010-03

Dear Mayor Stewart,

**Re: E-Comm Board Seat Allocation**  
**Your File 01-0230-20/ECom1/2016-1, Doc # 2283349.v1**

---

I am writing to provide you with an update on your enquiry regarding E-Comm Board seat allocation.

As mentioned in my March 7, 2017 correspondence, the Board of Directors was set to begin a refreshed strategy planning cycle in 2017. For various reasons, notably the retirement of our former CEO and the engagement of our new CEO, Oliver Grüter-Andrew in late September, the Board postponed commencement of strategy planning until this year. As such, our strategic planning process formally commenced in January. Our process includes significant consultation with our shareholders and key stakeholders, including police and fire leadership from Coquitlam.

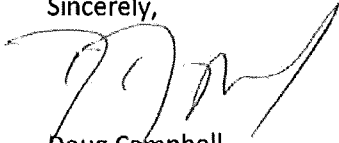
I want to assure you that Coquitlam's question regarding an examination of Board seat allocation has been discussed and is top of mind at both the Governance Committee and Board levels. While the current structure has worked well for the organization over the years, there is agreement that given E-Comm's current trajectory, it may need to evolve in order to serve the organization over the long-term. However, at this stage, the Board cannot confidently undertake a discussion of this magnitude until the conclusion of strategic planning. Once the plan is complete, a dedicated work stream will be created for Governance as a whole, given the complexities, consultation and legalities that are involved. This will enable us to take a holistic, long-term approach to examining the Governance structure of the organization.

In the meantime, we are approaching that time of year when the Board Director nominations take place for the 2018-2019 term. I have included a list of historical representation previously provided to assist the grouping in determining a nominee for appointment by the Shareholders at the June 21, 2018 Annual General Meeting. Correspondence requesting a mutually agreeable nominee will be sent at the end of March.

We have valued the contribution of all Directors from this grouping over the years and look forward to continuing this tradition. While we are looking for candidates who can commit to multiple years we understand that the new election cycle may lead your grouping to consider two-year rotations. As always, our staff will do all that they can to ensure a smooth onboarding and ongoing support with regard to learning about this organization including our opportunities and challenges.

Oliver and I look forward to discussing this with you in person in the very near future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Doug Campbell', with a stylized flourish at the end.

Doug Campbell

Chair, E-Comm Board of Directors

Enclosures

- March 7, 2017 – Letter from E-Comm Board Chair, Doug Campbell
- May 26, 2016 – Letter from E-Comm Board Chair, Jocelyn Kelley

Cc     Oliver Grüter-Andrew, President and CEO  
        Denise Nawata, Chair, E-Comm Governance Committee  
        E-Comm Board of Directors  
        Mayor and Council, Village of Belcarra  
        Mayor and Council, City of New Westminster  
        Mayor and Council, City of Port Coquitlam  
        Mayor and Council, City of Port Moody

March 7, 2017

Mayor Richard Stewart  
City of Coquitlam  
3000 Guildford Way  
Coquitlam, BC V3B 7N2

Dear Mayor Stewart,

**Re: Your File 01-0230-20/ECom1/2016-1**  
**Doc # 2283349.v1**

---

I am writing to introduce myself as the new Chair of the E-Comm Board of Directors and in follow-up to a letter my predecessor, Jocelyn Kelley, sent to you May 26, 2016 regarding Board seat allocation.

In her letter, Ms. Kelley advised that Board composition would be a topic of discussion at the October 2016 strategic planning session. Regretfully, due to the rigours of that agenda the topic was not able to be covered at that time. In addition, the Board agreed that, because we had substantially achieved the desired outcomes of E-Comm's Vision 2020 strategy, we would embark on a full strategy refresh in 2017. This presents us with the opportunity to not only refresh our strategy but to also consider the governance implications of it.

As you have noted, Board composition is set out in the Members' Agreement and any potential change would require the endorsement of the Board of Directors as a whole, the approval of the Shareholders of E-Comm and ultimately the Solicitor General of British Columbia. I intend to refer your query to the Governance Committee of the E-Comm Board of Directors for discussion at its next meeting (April 6, 2017) and will provide you an update on its discussions as soon as possible.

In the meantime, you will soon be receiving correspondence from our Corporate Secretary regarding the nomination of a Director for the 2017-2018 Board term. I thought it might be helpful for you to have the information set out in the attachment at your disposal as your grouping considers its mutually agreeable nominee. I understand that the desire among the nominating entities is to alternate in a rotation cycle each is comfortable with. I will ask Jody Robertson to also include this information in the letters that will be sent to nominating entities in the latter part of March.

It is my intention to meet with as many Shareholders as possible in the coming term as I settle into my role as Board Chair. I hope we can do that in the near future.

Sincerely,



Doug Campbell  
Chair, E-Comm Board of Directors

Cc David Guscott, E-Comm CEO  
Jody Robertson, Corporate Secretary



**Attachment**

2017-2018	(To be appointed June 22, 2017)
2016-2017	(Mary Trentadue, New Westminster)
2015-2016	(Mary Trentadue, New Westminster)
2014-2015	(Diana Dilworth, Port Moody)
2013-2014	(Diana Dilworth, Port Moody)
2012-2013	(Diana Dilworth, Port Moody)
2011-2012	(Barrie Lynch, Coquitlam)
2010-2011	(Barrie Lynch, Coquitlam)
2009-2010	(Barrie Lynch, Coquitlam)
2008-2009	(Calvin Donnelly, New Westminster)
2007-2008	(Calvin Donnelly, New Westminster)
2006-2007	(Calvin Donnelly, New Westminster)
2005-2006	(Scott Young, Port Coquitlam)
2004-2005	(Jon Kingsbury, Coquitlam)
2003-2004	(Jon Kingsbury, Coquitlam)
2002-2003	(Joe Trasolini, Port Moody)
2001-2002	(Scott Young, Port Coquitlam)
2000-2001	(Jon Kingsbury, Coquitlam)
1999-2000	(Jon Baillie, Port Coquitlam)

May 26, 2016

Mayor Richard Stewart  
City of Coquitlam  
3000 Guildford Way  
Coquitlam, BC  
V3B 7N2

Dear Mayor Stewart,

RE: Your File 01-0230-20/ECom1/2016-1  
Doc # 2283349.v1

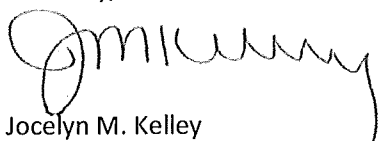
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Thank you for your correspondence of May 18, 2016.

We appreciate the consideration you are giving to the benefits of continuity to E-Comm and its shareholders with regard to representation on the Board of Directors. However, we certainly appreciate that with the new municipal four-year election cycle, a more frequent rotation cycle might be preferred. Therefore, we fully understand if the nominating group composed of Belcarra, Coquitlam, New Westminster, Port Coquitlam and Port Moody wishes to rotate its nominee every two years.

With regard to the broader question of current Board seat allocation under the E-Comm Members' Agreement, the Board has recently been discussing Board composition and we will be doing so again during our annual strategic planning session in October 2016. I will raise the matter outlined in your letter at that time.

Sincerely,

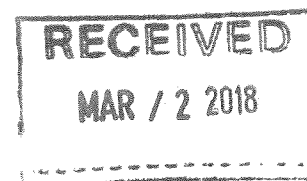


Jocelyn M. Kelley  
Chair, E-Comm Board of Directors

cc. Council - City of Coquitlam  
City Manager - City of Coquitlam  
Village of Belcarra  
City of New Westminster  
City of Port Coquitlam  
City of Port Moody  
Mary Trentadue, E-Comm Board of Directors

**Sasamat Volunteer Fire Department  
Board of Trustees**

Wednesday, January 31, 2018  
7:00 – 9:00 PM  
Belcarra Municipal Hall  
4084 Bedwell Bay Road, Belcarra



FILE NO. 7200-02

Chair:	Councilor Darrell Penner	MV Board	P
Note Taker:	Diana Bennett	Metro Vancouver	P
Members:	Councilor Bruce Drake	Village of Belcarra	P
	Mayor Ralph Drew	Village of Belcarra	A
	Councilor Jennifer Glover	Village of Belcarra	A
	Mayor John McEwen	Village of Anmore	P
	Councilor Kim Trowbridge	Village of Anmore	P
	Councilor Paul Weverink	Village of Anmore	P
Staff:	Rob Nicholls	Metro Vancouver	P
	Fire Chief Jay Sharpe	Fire Chief	P
	District Fire Chief Dave Gregory	Anmore District Chief	
	District Fire Chief Jol Drake	Belcarra District Chief	
Guest:	Dave Mitchell	E-Comm	P

## MINUTES

**Call to order 7:05 pm**

Item #	Item	Status
1.	<p><b><u>Approval of Agenda:</u></b></p> <p>MOTION: to approve the Agenda as distributed.</p> <p>Moved and seconded</p>	Carried
2.	<p><b><u>Communications Presentation, Dave Mitchell &amp; Associates</u></b></p> <p>Dave Mitchell of E-Comm spoke about the benefits of Sasamat Volunteer Fire Department joining E-Comm for their radio communications.</p> <p>When the Trustees last explored the idea of joining E-Comm, the cost was the main deterrent. The Trustees agreed to consider a new proposal brought forward by Dave.</p>	



**Sasamat Volunteer Fire Department  
Board of Trustees**

January 31, 2018

Page 2

3.	<p><b><u>Housekeeping Items and Metro Vancouver Updates:</u></b></p> <p><b>Seismic Study &amp; Report, Fire Halls</b></p> <ul style="list-style-type: none"><li>• Metro Vancouver released a Request for Information to provide a seismic assessment of the current fire halls and provide a report on what is required to bring them up to safe levels. The RFI was forwarded to many proponents, but unfortunately, only one responded. The proponent is extremely qualified and Metro Vancouver will request a full proposal which should be available for next meeting of the Trustees.</li></ul> <p><b>Budget &amp; Capital Reserves</b></p> <ul style="list-style-type: none"><li>• Copies of the (second close) year-end Capital Reserves was distributed to the Trustees.</li><li>• The transfer of reserve funding will occur after the second close before the final close</li><li>• The equipment reserve balance is \$1,099,024 which includes \$560,680 that will be transferred for the purchase of the new fire truck, leaving a balance of roughly \$539,000.</li><li>• A question arose about the need for a smaller truck for medical aid type of calls. This has come up in discussion with firefighters and may be considered in the future.</li><li>• The Earthquake Hardening account balance is actually \$54,724</li><li>• The Communications account balance is \$54,000</li><li>• MV is going through a fundamental shift in budget planning. The proposed change is to plan a percentage from each year budget to be placed in a capital account thus doing away with our need for some of the reserve accounts.</li></ul> <p><b>Status of Quint purchase</b></p> <ul style="list-style-type: none"><li>• The City of Vancouver has taken the last 3 Quints out of service and they should be available at auction soon. Fire Chief Sharpe has the unit number of one of the trucks with a very good service record and will be watching for it in the Auction Process.</li></ul> <p>MOTION: to receive the reported updates</p> <p>Moved and seconded</p>	CARRIED
4.	<p><b><u>Fire Chief's Report</u></b></p> <p><b>Manpower</b></p> <ul style="list-style-type: none"><li>• Membership numbers have remained the same – we have 10 people currently on the waitlist.</li><li>• Mayor McEwen revealed that the Anmore Public Works superintendent was released from his fire department obligation</li></ul>	

**Sasamat Volunteer Fire Department  
Board of Trustees**

January 31, 2018

Page 3

because he was not able to attend any day time calls because he was too busy.

**Equipment**

- Engine 1 has been renamed to Engine 11. It will be retired once a new ladder truck has been acquired.

**Halls and Grounds**

- A shipping container has been placed at Anmore Hall to park the ATV.
- It appears that some of the siding on the rear of Belcarra Hall has sustained some water damage and needs to be assessed.

**Training**

- Mike Bolam has been appointed as the new Training Officer for the Department.
- Fifteen firefighters attended the Langley Live Fire Training for exterior and interior attack training. Our own Training Officer was able to facilitate the training thus keeping costs down.
- A group of our experienced firefighters are currently recertifying their EMA FR3 licenses.
- Training on the new truck continues

**Public Education**

- Public Education continues.

**Old Business**

- The Fire Chief is still looking for both Villages to develop Wild Fire Plans.
- The Fire Chief delivered to both Villages some suggestions for updating their Fire Prevention Bylaws. Both Bylaws are inadequate and should be similar

**Reports and Information**

- The Call-Outs are up to 6 from 3 since the Fire Chiefs Report was created.

**New Business**

- Signs - \$5000 was allocated from 2017 budget. The wood has been purchased. Construction will begin soon.

MOTION: to receive the Fire Chief's Report

Moved and seconded

CARRIED

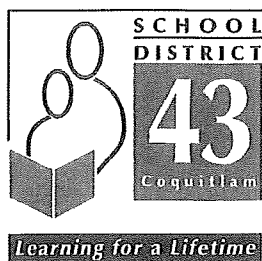
**Sasamat Volunteer Fire Department  
Board of Trustees**

January 31, 2018

Page 4

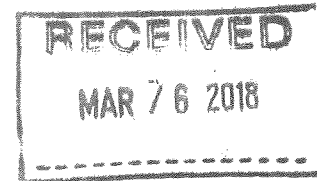
5.	<p><b><u>New Business</u></b></p> <p><b>Firefighter turn-out gear, male/female FFs</b></p> <ul style="list-style-type: none"><li>• A news item that came out of the California Wildfires was forwarded to the Board of Trustees for discussion. Our firefighter's turnout gear is fit to them so we don't have those issues.</li></ul> <p><b>Eagle Mountain School Fire Protection</b></p> <ul style="list-style-type: none"><li>• A discussion ensued regarding the level of service at the Eagle Mountain School</li></ul> <p><b>Invitation to Trustees</b></p> <ul style="list-style-type: none"><li>• February 21<sup>st</sup> – Sasamat Awards Night – 8:00 Anmore Hall</li><li>• July 7<sup>th</sup> – 40<sup>th</sup> Anniversary Party - Anmore Park</li></ul>	
6.	<p><b><u>Next Meeting (2018 Meeting Schedule)</u></b></p> <ul style="list-style-type: none"><li>• Next meeting will be held on Wednesday, March 21, 2018.</li><li>• 2019 Budget must be approved before the end of September. Because of the timing of elections this year, it was decided to have the final meeting to pass the Budget on Thursday, July 5, 2018.</li></ul>	

**Meeting Adjourned at 9:30 pm**



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

FILE NO. 0460-01



**BOARD OF  
EDUCATION**

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Kerri Palmer Isaak

**VICE-CHAIR:**

Michael Thomas

**TRUSTEES:**

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Chuck Denison

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Diane Sowden

Keith Watkins

March 5, 2018

Ms. Susan Foster, Tri-Cities Early Childhood Development Committee Coordinator  
Ministry of Children and Family Development  
Via email: [info@tricitiesecd.ca](mailto:info@tricitiesecd.ca)

Dear Ms. Foster,

**Re: Childcare Operations in School District No. 43 (Coquitlam)**

On behalf of the Board of Education of School District No. 43 (Coquitlam), please find attached a report regarding childcare operations in our District.

This report provides the current status of childcare in SD43, including the number, type and location of childcare operations. Childcare space in SD43 is provided through a license to occupy agreement for in-school facilities or a portable placed on an elementary school site. Our approach to classroom space that is not required for educational programming is to offer the space to licensed childcare providers and we are pleased to be able to accommodate 41 childcare operations in our District.

As you may be aware, the Supreme Court of Canada's (SCC) decision regarding class size and composition resulted in an intensive review of all school capacity, which had an impact on childcare operations. The District attempted to minimize the disruption to childcare and in working with operators, the vast majority of childcare providers were able to relocate, accept reduced operational space or change their model to accommodate SD43's legal requirement to comply with the SCC decision.

The Board understands the challenges families face in finding a childcare provider. District staff work hard to provide opportunities for childcare providers to use facilities within schools or on school grounds, and to minimize childcare interruption to every extent possible, within our mandate of providing educational programs for our 32,000 students.

.../2

The Board would be pleased to participate in a roundtable meeting to discuss the issue of community childcare in the Tri-Cities and the Villages of Anmore and Belcarra should our provincial and municipal partners feel that such a meeting would be beneficial.

Please do not hesitate to contact me at [kpalmerisaak@sd43.bc.ca](mailto:kpalmerisaak@sd43.bc.ca) or 604-939-9201 should you have any questions or require additional information.

Yours truly,

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



Kerri Palmer Isaak  
Chair, Board of Education

/Attach.

cc: Board of Education  
The Honourable Mike Farnworth, MLA, Port Coquitlam  
Rick Glumac, MLA, Port Moody-Coquitlam  
Joan Isaacs, MLA, Coquitlam-Burke Mountain  
The Honourable Selina Robinson, MLA, Coquitlam-Maillardville  
City of Coquitlam Mayor & Council  
City of Port Coquitlam Mayor & Council  
City of Port Moody Mayor & Council  
Village of Anmore Mayor & Council  
Village of Belcarra Mayor & Council  
Patricia Gartland, Superintendent of Schools/CEO  
Chris Nicolls, Secretary-Treasurer/CFO