



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA
VILLAGE HALL
March 26, 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 26, 2018

Recommendation:

That the agenda for the Regular Council Meeting, March 26, 2018 be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, March 12, 2018

Recommendation:

That the minutes from the Regular Council Meeting held March 12, 2018 be adopted.

4. DELEGATIONS AND PRESENTATIONS

5. REPORTS

5.1 Lorna Dysart, Chief Administrative Officer, report dated March 26, 2018 regarding Fees and Charges Bylaw No. 517, 2018.

Recommendation:

That "Village of Belcarra Fees and Charges Bylaw No. 517, 2018" be read for a First, Second and Third time.

5.2 Lorna Dysart, Chief Administrative Officer, report dated March 26, 2018 regarding Election Procedures Bylaw No. 518, 2018.

Recommendation:

That the "Village of Belcarra Election Procedures Bylaw No.518, 2018" be read for a First, Second and Third time.

- 5.3** Bernie Serné, Superintendent of Public Works, report dated March 26, 2018 regarding Proposed Offsite Works Fronting 3424 Marine Avenue

Recommendation:

That the proposed Offsite Works for property fronting 3424 Marine Avenue, Lot 1 Block 4 NWP 3014, dated March 8, 2018, submitted by Landmark Engineering and Planning Ltd. and the Key Plan dated February 16, 2018 be received for information; and

That Council approve in principle the proposed improvements on Municipal Right of Ways; and

That all the costs be borne by the property owners, Mary and Robert Begg, of 3424 Marine Avenue.

6. REPORTS FROM MAYOR AND PROJECT LEADS

7. BYLAWS

- 7.1 Village of Belcarra Waterworks Bylaw No. 456, 2012, Amendment Bylaw No. 516, 2018**

Recommendation:

That the “Village of Belcarra Water Works Bylaw No. 516, 2018”, be adopted.

8. CORRESPONDENCE/PROCLAMATIONS

Recommendation:

That correspondence item 8.1 to 8.11 be received.

ACTION ITEMS

- 8.1** Janet Andrews, Secretary – Treasurer, New Westminster & District Labour Council, dated March 8, 2018 regarding Declaration of April 28, 2018 as the “Official Day of Mourning for Workers Killed and Injured on the Job”

Recommendation:

That Council declare April 28, 2018 as the “Official Day of Mourning for Workers Killed and Injured on the Job” for the Village of Belcarra

INFORMATION ITEMS

- 8.2** John Ward, Director of Legislative and Corporate Services, Deputy Chief Administrative Officer, City of Courtenay, letter to the Association of Vancouver Island and Coastal Communities dated February 13, 2018 regarding 2018 Resolution – Asset Management (full report available in the Village Office)
- 8.3** Cindy Graves, Corporate Officer, The Township of Spallumcheen, letter to David Allen, Chief Administrative Officer, City of Courtney dated February 22, 2018 regarding 2018 Resolution – Asset Management
- 8.4** Honourable Selina Robinson, Minister of Municipal Affairs & Housing, Wendy Booth, President, UBCM and Patti Bridal, President, LGMA, dated March 6, 2018 regarding Update on the Working Group on Responsible Conduct (full report available in the Village office)

- 8.5** Lucy Lobmeier, Secretary, BC Honours and Awards, Province of British Columbia, dated March 9, 2018 regarding Order of British Columbia – 2018 Call for Nominations
- 8.6** Janice Brown, Mayor, The Township of Spallumcheen, letter to Honorable John Horgan, Premier of British Columbia and Honorable Mike Farnworth, Minister of Public Safety and Solicitor General dated March 8, 2018 regarding Human Trafficking Task Force (full report available in the Village office)
- 8.7** Nicole Read, Mayor, City of Maple Ridge, letter to Honourable Carole James, Minister of Finance dated March 14, 2018 regarding Employer Health Tax
- 8.8** Greg Moore, Chair, Metro Vancouver Board, dated March 15, 2018 regarding Metro Vancouver 2040: Shaping Our Future Land Use Designation Amendment Request from the City of Port Moody – Flavelle Mill Site (full report available in the Village office)
- 8.9** Cindy Fortin, Mayor, the District of Peachland, regarding letter to Honourable Selina Robinson, Minister of Municipal Affairs and Housing dated March 16, 2018 regarding Cannabis Sales Revenue Sharing
- 8.10** Ralph Drew, Mayor, letter to Robert Dick, Assistant Deputy Minister, Transport Canada, Pacific Region dated March 19, 2018 regarding Addition of Bedwell Bay to the Schedule of Designated Sewage Areas
- 8.11** Zoning Advisory Committee, February 7, 2018, Unadopted Minutes

9. NEW BUSINESS

10. PUBLIC QUESTION PERIOD

11. RESOLUTION TO CLOSE MEETING

12. ADJOURNMENT

Recommendation:

That the March 26, 2018 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
VILLAGE HALL
March 12, 2018**



Minutes of the Regular Council Meeting for the Village of Belcarra held March 12, 2018 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

Council in Attendance

Mayor Ralph Drew
Deputy Mayor Bruce Drake
Councillor Jennifer Glover
Councillor Perry Muxworthy

Council Absent

Councillor Jamie Ross

Staff in Attendance

Lorna Dysart, Chief Administrative Officer
Bernie Serné, Superintendent of Public Works
Paul Wiskar, Building Inspector
Connie Esposito, Recording Secretary

1. CALL TO ORDER

Mayor Ralph Drew called the meeting to order at 7:32 p.m.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, March 12, 2018

Moved by: Councillor Drake
Seconded by: Councillor Glover

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

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, February 26, 2018

Moved by: Councillor Glover
Seconded by: Councillor Drake

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

CARRIED

4. DELEGATIONS AND PRESENTATIONS

No items.

5. REPORTS

5.1 Lorna Dysart, Chief Administrative Officer, provided a verbal report regarding Appointment of Acting Corporate Officer

Moved by: Councillor Glover

Seconded by: Councillor Drake

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

CARRIED

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

L. Dysart outlined the report noting that:

- Metro Vancouver has issued a new drinking water conservation plan which must be incorporated into Belcarra's Waterworks Bylaw; and
- The new water conservation plan extends the conservation period from May 1 to October 15.

Moved by: Councillor Drake

Seconded by: Councillor Muxworthy

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

CARRIED

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

L. Dysart outlined the report and Council discussion ensued.

Moved by: Councillor Drake

Seconded by: Councillor Glover

That Bylaw 510, 2018 be read a First and Second Time; and

That Bylaw 510, 2018 be referred to a Public Information Session on April 4, 2018; and

That Bylaw 510, 2018 be referred to a Public Hearing on April 5, 2018.

CARRIED

6. REPORTS FROM MAYOR AND PROJECT LEADS

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

7. BYLAWS

No items.

8. CORRESPONDENCE/PROCLAMATIONS

Moved by: Councillor Glover
Seconded by: Councillor Muxworthy

That correspondence item 8.1 to 8.8 be received.

CARRIED

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

Discussion ensued relative to the transfer of maintenance of the park within Abbotsford's jurisdiction to the City of Abbotsford.

Moved by: Councillor Glover
Seconded by: Councillor Drake

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.

CARRIED

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

Councillor Drake spoke regarding the Public Information Session and Public Hearing and the process for these meetings. He noted that the intent is to allow the public ample time to understand and ask questions related to the Zoning Bylaw 510, 2018.

10. PUBLIC QUESTION PERIOD

Rob Begg, 3424 Marine Avenue, queried regarding:

- The Public Information Session;
- The difference in process between a Public Information Session and a Public Hearing;
- Election staff compensation; and
- The status of the Zoning Bylaw.

Deborah Struk, 4575 Belcarra Bay Road, queried regarding:

- Adoption of the Zoning Bylaw;
- The date set for the Public Information Session;
- Facilitation of the Public Information Session; and
- New job postings.

Dave Warren, 4925 Robson Road, spoke relative to the dates for the Public Information Session and the Public Hearing.

Liisa Wilder, 3745 Main Avenue, queried regarding:

- The municipal election taking place in the fall;
- Belcarra staff assisting with the election;
- The Public Hearing process; and
- The RFP for a Planning Consultant and the ad for a casual plumbing inspector position.

Carolina Clark, 5057 Whiskey Cove Lane, spoke relative to the possibility of a minority presentation regarding the Zoning Bylaw.

Mary Begg, 3424 Marine Avenue, queried regarding how Zoning Bylaw 510, 2018 may affect their building permit.

11. RESOLUTION TO CLOSE MEETING

No items.

12. ADJOURNMENT

Moved by: Councillor Drake
Seconded by: Councillor Glover

That the March 12, 2018 Regular Meeting be adjourned at 8:15 pm.

CARRIED

Certified Correct:

Ralph Drew
Mayor

Lorna Dysart
Chief Administrative Officer



COUNCIL REPORT

Date: March 26, 2018

From: Lorna Dysart, Chief Administrative Officer

Subject: **Fees and Charges No. Bylaw 517, 2018**

Recommendation for Consideration

That the “Village of Belcarra Fees and Charges Bylaw 517, 2018” be read a first, second and third time.

Purpose

To present the “Village of Belcarra Fees and Charges Bylaw 517, 2018” for consideration.

Background

The Village of Belcarra Fees and Charges Bylaw was written in 2013. Since that time, amendments have been made to this bylaw. In several areas, fees and charges have not been updated to reflect an increase in costs and in staff time.

Fees and charges have been compared closely with the Village of Anmore and other small municipalities. Certain rates have been updated that are closely related to their rates.

The work completed by the Building Inspector, for example, is an area where the Village should be able to recover his rate of pay on a cost recovery basis.

Nancy Gomerich, Financial Consultant, advised that fee setting “best practice” is that the fee should cover 100% of the associated costs if the entire benefit of providing the building inspection is borne by the developer / home builder. A reduction from 100% would be taken to the extent that there is a public benefit delivered as well i.e. in general all citizens in Belcarra benefit from the fact that buildings are inspected. Given the safety impacts and market value impacts of building inspection being in place, there is some public benefit. Overall other Village costs include staff time, use of various support systems and the operation of the Village Hall in general.

Attached:

- a) Fees & Charges Bylaw No. 517, 2018
- b) Consolidated Fees & Charges Bylaw No. 463, 2013 – Being Repealed



**VILLAGE OF BELCARRA
Fees and Charges
Bylaw No. 517, 2018**



A bylaw to establish fees and charges for services and information.

PART 1 Title

This bylaw may be cited as the “Village of Belcarra Fees and Charges Bylaw 517, 2018.”

PART 2 Severability

If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the valid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

PART 3 Previous Bylaw Repeal

The “Village of Belcarra Fees and Charges Bylaw No. 463, 2013” and all amendments thereto are repealed in their entirety.

PART 4 Fees and Charges

The Village imposes fees for the provision of services and information as specified in Schedules 1 to 13 inclusive.

Fees or charges imposed under this Bylaw for the provision of services or information will supersede fees or charges imposed under other bylaws or for other same services or information.

Schedules

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Read a first time on

Read a second time on

Read a third time on

Adopted by Council on

Ralph Drew
Mayor

Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Fees and Charges
Bylaw 517, 2018

Chief Administrative Officer

Schedule 1 – General Administration

<u>General Documents and Services</u>	
Description	Fee
Comfort letter preparation	\$100.00
Belcarra Historical Book (Between Forest and Sea)	\$30.00
Belcarra Pennant Flag	\$20.00
Faxes (Outgoing/Incoming) 1 to 6 pages	\$15.00
Faxes – each additional page over 6	\$ 2.00
Photocopies, reports, studies, bylaws, minutes	\$2.00 per page
Building Bylaw	\$50.00
Official Community Plan Bylaw	\$75.00
Zoning Bylaw	\$75.00
Resident Decal	\$20.00
Routinely Available Records	
Locating and retrieving a record	\$30.00 per ¼ hour
Producing a record manually	\$30.00 per ¼ hour
Preparing a record for disclosure and handling a records	\$30.00 per ¼ hour
Copying photographs	\$150.00 plus actual cost of reproduction a deposit of \$150.00 required prior to work being done
Routinely available records, written request	If a fee for provision of a record will exceed or is estimated to exceed \$50.00, the applicant must pay the Village a deposit of 50% (fifty per cent) of the fee or the estimated fee before the Village processes the application.

Schedule 2a – Building Permit and Inspection Services

<u>Permit Fees and Inspection Services</u>	
Description	Fee
Building Permit Application Fee , includes Plumbing Permit	\$75.00/Construction up to \$5,000.00 value
	\$85.00/Construction over \$5,000.00 value
Simple Buildings or Structures	
Construction up to \$5,000.00 of value	\$20.00/\$1,000.00 (minimum fee \$75.00)
Construction \$5,001.00 to \$20,000.00 of value	\$11.00/\$1,000.00 plus \$50.00 base fee
Construction \$20,001.00 to \$50,000.00 of value	\$9.00/\$1,000.00 plus \$600.00 base fee
Construction \$50,001.00 to \$500,000.00 of value	\$7.00/\$1,000.00 plus \$1,000.00 base fee
Construction \$500,001.00 and over of value	\$6.00/\$1,000.00 plus \$2500 base fee
In cases of repairs to simple buildings where latent water penetration has resulted in structural deterioration or damage the applicable above building permit fees will be waived.	
Complex Buildings	
Construction up to \$5,000.00 of value	\$15.00/\$1,000.00 (minimum fee \$75.00)
Construction \$5,001.00 to \$20,000.00 of value	\$12.00/\$1,000.00 plus \$50.00 base fee
Construction \$20,001.00 to \$50,000.00 of value	\$9.00/\$1,000.00 plus \$100.00 base fee
Construction \$50,001.00 to \$500,000.00 of value	\$7.00/\$1,000.00 plus \$205.00 base fee
Construction \$500,001.00 and over of value	\$5.00/\$1,000.00 plus \$885.00 base fee
In cases of repairs to complex buildings where latent water penetration has resulted in structural deterioration or damage the applicable above building permit fees will be waived.	
Professional Plan Certification	When a building permit is issued in reliance upon the certification of a registered professional that the design and plans submitted comply with the building code the permit fee is reduced by 5% of the fees payable up to a maximum of \$500.
Temporary Building or Structure	
0 to 56m ² area of building footprint	\$75.00
Greater than 56m ² area of building footprint	\$150.00

Schedule 2a – Building Permit and Inspection Services, continued

<u>Building Permit and Inspection Services</u>	
Description	Fee
Building or Structure Demolition	
0 to 56m ² area of building footprint	\$75.00
greater than 56m ² area of building footprint	\$150.00
Building or Structure Move or Relocation	
0 to 56m ² area of building footprint	\$135.00 minimum plus \$60.00 per hour Inspector Fees if inspection exceeds 2 hours
greater than 56m ² area of building footprint	\$310.00 plus \$350.00 per hour Inspector Fees if inspection exceeds 2 hours
Examination of a building	\$210.00 plus \$120.00 per hour Inspector Fees if inspection exceeds 2 hours
Disconnection of municipal services, if applicable	\$150.00
Swimming Pools or Retaining Structures	
Construction up to \$5,000.00 of value	\$15.00/\$1000.00 (minimum fee \$75.00)
Greater than \$5,000.00 of value	\$15.00/\$1000.00 plus \$250.00 base fee
Chimney, Fireplaces and Solid Fuel Appliances	
Fireplaces, solid fuel appliances	\$360.00/appliance
natural or propane gas fired heating devices requiring a vent connection to the outdoors, except hot water storage tanks	\$120.00/appliance
Each chimney and pre-fabricated chimney	\$40.00/chimney
Each hot water storage tank or boiler vent	\$40.00/vent
Excavation or Site Preparation	
Foundation excavation or site investigation	\$300.00 (deducted from Building Permit Fee if application approved)
Building Site Services	
Driveway access and off street parking	\$100.00
New or replacement underground water services	\$40.00/10 metres of pipe
New or replacement underground storm sewer pipe	\$40.00/10 metres of pipe
On site catch basin, oil interceptor, sump or connection to a municipal utility.	\$40.00 each

Schedule 2a – Building Permit and Inspection Services, continued

<u>Building Permit and Inspection Services</u>	
Description	Fee
Plumbing Permit & Fixture Fees	
Plumbing Permit Application Fee , if separate from a Building Permit	\$45.00
Municipal Water Connection	See Schedule 13
Fixture fee, as defined by Bylaw and the BC Building Code	\$20.00 each fixture (minimum fee \$75.00)
Water storage tanks, check valves, outdoor showers	\$20.00 each
Swimming pool supply, drainage backflow preventer	\$80.00/pool
No Fixture but installation of soil, waste or drainage pipe	\$40.00/10 metres of pipe
Fire Sprinkler Heads – first 50 heads, per head	\$3.00
• Minimum fee	\$50.00
• each additional HEAD	\$3.00
Building Permit Extension	\$1,000.00
Building Permit transfer to new property owner	\$480.00
Penalties	
Double Permit Fees for construction prior to issuance of a Building Permit	Permit Fee (x 2) (maximum of \$5,000.00)
STOP WORK order posting	\$360.00 per order
STOP WORK order re-posting due to unauthorized removal	\$240.00 per order
DO NOT OCCUPY order posting	\$240.00 per order
DO NOT OCCUPY order re-posting due to unauthorized removal	\$240.00 per order
Plan Review/Miscellaneous Inspection Fee	
Re-inspection fee for each inspection after the second consecutive inspection	\$60.00 per hour 3 rd inspection - \$120.00 per hour 4 th inspection - \$240.00 per hour 5 th inspection - \$360.00 per hour 6 th inspection – \$720.00 per hour
Building Inspector, inspection fee for undefined inspections	\$60.00 per hour
Emergency Inspections outside regular office hours	\$120.00 per hour
Plan review for a design modification after Building Permit issuance	\$120.00 per hour
Equivalency Report review	\$120.00 per hour

Schedule 2a – Building Permit and Inspection Services, continued

<u>Building Permit and Inspection Services</u>	
Description	Fee
Security Deposits (Cash, Cheque or Certified Cheque)	
Construction security deposit	0.75% constructed value
Temporary building security deposit	\$10.75 x constructed value
Move or relocate a building or structure - an additional security	\$20,000.00
Work near High Precision Network survey monuments	\$7,000.00
Secondary Suites	
Decommissioning – application fee	\$50.00
Decommissioning – inspection fee	\$100.00
Address Change	
Address Change - When an owner requests a new address	\$300.00

Schedule 2b – Building Permit and Inspection Services

<u>Building Department Documents & Services</u>	
Description	Fee
Building and Property Record Search	
Record Searches where it is determined by the Department Head that research could involve staff time in excess of 15 minutes <ul style="list-style-type: none"> • Building Permits (single family, duplex buildings, accessory suites, civic or institutional buildings) • Board of Variance rulings • Development Variance rulings First Hour	\$100.00 a deposit of \$200.00 required prior to work being done
Each additional 15 minutes or portion thereof	\$25.00
Building Plan Reproduction	
Offsite copying or larger than 279mm x 431mm (11" x 17")	\$150.00 plus actual cost of reproduction a deposit of \$150.00 required prior to work being done
File Notice on Title, pursuant to section 57 of the Community Charter	\$300.00
Cancel Notice on Title, pursuant to section 58 of the Community Charter	\$300.00
Property Title Search	\$75.00

Schedule 3 – Business Licence Fees

<u>Business Licence Category</u>	
Description	Fee
Home Occupation	
Arts and Crafts	\$100.00
Professional Services	\$100.00
Trades Person	\$100.00
Food Caterers	\$100.00
Unclassified	\$100.00
Special Event Permit	\$195.00
Non-Resident Business	
Media Service	\$100.00
Trades Person	\$100.00
Contractor	\$100.00
Unclassified	\$100.00

Note: Business Licence Fees are Pro Rated at 50% after July 31st

Schedule 4 – Finance and Taxes

<u>Finance, Taxes, Documents and Services</u>	
Description	Fee
Fee for returned cheque (NSF, Stop Payment, Dishonored cheque) or Electronic Fund Transfer (Tax Prepayment Plan)	\$100.00
Interest on Overdue Accounts Receivable	2% / month
Mortgage listing for bank per folio	\$50.00
Tax Certificate statement	\$75.00 per folio
Tax Certificate statement, same day service if request made before 3:00 pm	\$100.00 per folio
Tax bill reprints (per year requested)	\$50.00
Tax refund to owners, banks, mortgage companies, other third parties	\$100.00

Schedule 5 – Engineering, Public Works, Permits and Services

<u>Engineering/Public Works Documents and Services</u>	
Description	Fee
Map Photo Copy Fees	
215mm x 279mm (8 ½" x 11")	\$2.00
279mm x 355mm (11" x 14")	\$2.50
279mm x 431mm (11" x 17")	\$3.00
Offsite copying or larger than 279mm x 431mm (11" x 17")	\$80.00 plus actual cost of reproduction a deposit of \$80.00 required prior to work being done
Highway Encroachment Agreements	
Highway Encroachment Application or Renewal	\$400.00
Highway Encroachment Agreement annual fee (single wharf)	\$100.00
Highway Encroachment Agreement annual fee (group wharf)	\$200.00
Highway Encroachment Agreement annual fee (other uses)	\$3.00 per square foot, \$100.00 minimum fee
Midden Road Gate Access Agreement (refundable Deposit)	\$100.00
Permits	
Municipal Road Allowance Permit application, temporary use (less than 60 days)	\$100.00
Municipal Road Allowance Permit application, permanent use (more than 60 days)	\$200.00
Municipal Road Allowance Permit Tree Removal Security Deposit	Equal to contractor's quote including taxes, plus 25% of quote
(Amended as per Bylaw 475, 2014)	
Municipal Road Allowance Permit Security Deposit – Works within 20 feet from watermain, road, storm sewer or drainage area	\$1,500.00 plus 25%
Municipal Road Allowance Permit Security Deposit – Works greater than 20 feet from watermain, road, storm sewer or drainage area	\$500.00 plus 25%
Driveway Access Permit fee	\$100.00
Tree Cutting Permit (Bylaw 110)	\$200.00
Wharf Application fee	\$2,000.00

Schedule 5 – Engineering, Public Works, Permits and Services, continued

<u>Public Works Fees and Charges Rates</u>	
Municipal Inspection Fees	\$100.00/hour
Municipal Management (Amended as per Bylaw 475, 2014)	\$75.00/hour
Public Works Maintenance Worker (Amended as per Bylaw 475, 2014)	\$60.00/hour
Contract Compactor Operator	\$30.00/hour
Municipal dump truck	\$75.00/hour
Municipal snow plow	\$10.00/hour
Municipal salt spreader	\$15.00/hour
Municipal breaker	\$10.00/hour
Municipal tractor	\$100.00/hour
Municipal flail mower	\$25.00/hour
Municipal generator	\$25.00/hour
Municipal chain saw	\$25.00/hour
Municipal Deck Crane	\$10.00/hour
Municipal cement mixer	\$25.00/hour
Municipal air compressor & air tools	\$25.00/hour
Materials and supplies	Cost + 20%
Rental equipment	Rental Rate + 20%
Consultants	Consultant cost + 20%
Contractors	Cost + 20%

Note: Public Works Fees and Charges Rate – minimum 2 hours for municipal equipment and personnel. Personnel overtime @ 1.5x time after 8 hours, 2x time after 12 hours.

Schedule 6 – Fire Prevention Fees

<u>Fire Permit Application/Permit Fees</u>	
Description	Fee
Class "A" Permit	
Land clearing, large clean-up, Machine feed fires	\$500.00/max. 3 days
Class "B2" Permit	
Theatrical and Special event fire permits	\$100.00/Event
Class "B1" Permit	
Light clean-up fires, (during designated open burning periods)	\$25.00/max. 3 days
Class "C2" Permit	
Incinerator (during designated open burning periods)	\$25.00/max. 3 days
Class "C1a" Permit	
1 to 5 sites, camp fire permits during designated open burning periods, ceremonial fires & religious fires	\$25.00/burning period
Class "C1b" Permit	
More than 5 sites, camp fire permits during designated open burning periods, ceremonial fires & religious fires	\$50.00/burning period
Fire Watch Charges	
Sasamat Volunteer Fire Department Fire Watch	per SVFD Operating Guidelines
Other Agency Fire Watch	per Other Agency's charge out rate schedules

Schedule 7 – Municipal Property Rentals

<u>Permit to Use or Occupy Municipal Buildings or Lands</u>	
Description	Fee
Rental Application fee	\$200.00 (non-refundable)
Security deposit	\$800.00 min (or 4 times the rental rate)
Cancellation of an issued rental permit	75% of the rental fee
Disruption of Municipal Office use due to rental	\$200.00 per hour
Assembly hall / Council Chamber	\$300.00 per 8 hours + 4hr. set-up and clean-up
Assembly hall / Council chambers pre/post setup/clean-up	\$100.00 per additional hour.
Municipal Offices	N/A
Municipal parking lot (if not part of assembly hall booking)	\$300.00 for 4 hours
Public Works Yard	N/A
Public Works Building	N/A
Recycle Depot	\$1,000.00 for 4 hours + costs to supply temporary containers + 20 % overhead
Municipal property or leased lands not referenced above	\$1.00 per square meter per 24 hours
Clean-up or Repairs after Rental Use	
Janitorial services clean-up	\$200.00
Municipal staff clean-up	\$200.00 per hour per staff member
Contracted clean-up	Invoiced cost + 50% overhead
Damage repairs done by staff	Per Schedule 5
Contracted damage repair	Invoiced cost + 50% overhead
Contracted security	Invoiced cost + 50% overhead
Repair supplies or replacement items	Invoiced cost + 50% overhead
Use of municipal equipment	Per Schedule 5
Other contracted costs	Invoiced Cost + 50% overhead

Schedule 8 – Planning, Land and Development Services

<u>Development Application Fees</u>	
Description	Fee
Board of Variance application	\$475.00
Board of Variance application refund – if withdrawn prior to initiation of public notification process	85% of application fee
Board of variance application refund – if withdrawn after to commencement of public notification process and prior to Board Hearing	70% of application
Official Community Plan (OCP) Amendment	\$3,000.00
Zoning Amendment (1 – 10 lots)	\$3,000.00
Zoning Amendment (11 or more lots)	\$210.00 for each additional lot
Public Hearing advertising (payable at time of application)	\$800.00 refunded if application does not proceed to a Public Hearing
Public Hearing fee (payable at time of application)	\$800.00 refunded if application does not proceed to a Public Hearing
OCP, Zoning, Subdivision referral to Sasamat Volunteer Fire Department (SVFD)	Actual costs per SVFD Policy
Subdivision Applications	
Fee simple, Bareland Strata, Strata Conversion, base fee for 3 or fewer lots	\$1,600.00
Fee simple, Bareland Strata, Strata Conversion, base fee for 3 or fewer lots when proposed subdivision is water access only	\$2,500.00
Subdivision additional fee for every lot to be created beyond 3	\$85.00
Subdivision lot line adjustment/consolidation	\$700.00
Preliminary Layout Review Fee	Additional costs associated to the subdivision over and above the preliminary subdivision application fee due within 90 days subsequent to issuance of preliminary layout review.
Subdivision Preliminary Layout Review renewal or extension fee, without changes to the plan	\$350.00
Final subdivision approval	\$500.00 plus any additional costs associated to the subdivision over and above the preliminary subdivision application fee
Engineering services review and plan approval fee	3.5% of approved estimated costs of works and services
Development Variance Permit (DVP)	\$1,275.00

Schedule 8 – Planning, Land and Development Services, continued

<u>Planning, Land and Development Services</u>	
Description	Fee
Copy of a document registered on property title	\$100.00
Section 219 <i>Land Title Act</i> document registration	<p>\$500.00 for standard agreement</p> <p>or</p> <p>\$500.00 plus reimbursement of legal fees incurred where staff have to consult the Municipal Solicitor due to non-standard terms, complexity or site specific considerations</p> <p>and full reimbursement of survey costs and Land Title registration fees incurred by the Municipality.</p>
Section 219 <i>Land Title Act</i> document discharge	<p>\$200.00 for first two hours of research, including preparation and execution of the Form C by the Municipality</p> <p>and \$100.00 per hour or part of an hour in excess of two hours research under the above</p> <p>and full reimbursement of legal fees incurred where staff have to consult the Municipal Solicitor due to complexity.</p>

Schedule 9 – Filming Permits and Services

<u>Filming Permits and Services</u>	
Description	Fee
Community Filming application fee	\$350.00
Municipal Facility Filming application fee	\$350.00
Personnel	
Public Works labourer	Per Schedule 5
Others as required to facilitate permit	Per Schedule 5
Vehicles (per hour or part thereof):	
Public Works, Parks	Per Schedule 5
Municipal Truck	Per Schedule 5
Tractor	Per Schedule 5
Buildings and Land (per day or part thereof):	
Municipal Hall	Per Schedule 7
Hall Area	Per Schedule 7
Office Area	N/A
Public Works	N/A
Building	Per Schedule 7
Yard	Per Schedule 7
Belcarra Regional Park Gate Access	\$800.00

Note: It is recognized that use of Municipal facilities, personnel and equipment is dependent upon availability and may be withdrawn without notice or liability should the Municipality require.

Schedule 10 – Recycling and Garbage Collection and Removal

<u>Recycling and Garbage Collection and Removal</u>	
Description	Fee
Authorized User (per parcel of real property improved or unimproved)	\$304.00 per annum
Authorized User (non-resident)	\$304.00 per annum
Accessory Suite (additional dwelling unit)	\$304.00 per annum
Roadside Tree Chipping	
a) first 4 cubic metres (128 ft ³) of material	No charge
b) each additional 4 cubic metres (128 ft ³) of material metres of vegetation	\$25.00 each pile (maximum 3 piles or 12 cubic metres of vegetation)
Large Item Pickup pile items measuring 4' x 4' x 4' (64 cubic feet)	\$50.00 per pile (maximum 3 piles)
Unauthorized Dumping of Banned Material, Trade Waste, Hazardous Waste, Landscaping or Garden Waste	
Flat Rate Disposal	\$100.00 + Disposal costs
Municipal disposal of unauthorized material/waste	Per Schedule 5
Security Token Additional/replacement security	\$75.00 each
Reactivation of Deactivated Security Token	\$75.00 each
Reactivation on Replacement of Malfunctioning Security Token	No Charge

Schedule 11 – Grow Operation, Health, Nuisance and Safety Fees

<u>Grow Operation, Health, Nuisance and Safety Fees</u>	
Description	Fee
1. Each time the Village enters on a Parcel to inspect in the exercise of the Village's authority to regulate, prohibit or impose requirements under Grow Operation, Health, Nuisance and Safety Bylaw No 362, 2004 as amended, or another enactment, the Owner must pay the Village an administration and inspection fee of:	a) \$500.00
	b) an additional \$2,500.00 for a subsequent inspection undertaken if the Owner or occupier has failed to undertake action ordered by the Fire Chief, the Village or a person authorized under the Grow Operation, Health, Nuisance and Safety Bylaw No 362, 2004 as amended, to order the action
2. before confirmation is provided under Section 18(c) under Bylaw No 362, 2004 the Owner must pay to the Village	a) \$500.00 for the first inspection
	b) \$2,500.00 for an inspection with an architect or professional engineer to certify that the subject Building may be occupied under applicable enactments, if the Owner has not first engaged his or her own architect for that purpose
3. Special safety inspection paid prior to inspection	\$500.00
4. Re-occupancy Permit Inspection	\$500.00 per inspection
5. Re-occupancy Permit Issuance	\$500.00

Schedule 12 – Animal Control Fees

<u>Animal Control Fees</u>	
Description	Fee
Animal Impoundment - 1 st offence	\$200.00
Animal Impoundment - 2 nd offence	\$400.00
Animal Impoundment – 3 rd offence or subsequent offence	\$600.00
Animal Boarding costs per day or portion of day	Actual costs + \$200.00
Veterinary attention for an impounded animal	Actual cost + \$200.00

Schedule 13 – Waterworks Fees

<u>Waterworks Fees</u>	
Description	Fee
Water Service Connection Permit	
Service Connection Application and Inspection – domestic	\$750.00
Service Connection Application and Inspection – fire sprinkler system	\$750.00
Fire Hydrant Use Permit	
Fire Hydrant Use Permit Application	\$200.00
Fire Hydrant use fee	\$60.00 per day
Fire Hydrant reconnection fee – additional charge if permit needs to be extended and the holder fails to give 1 working day notice of the extension request to the municipality	\$200.00
Fire Hydrant Use Security Deposit (certified cheque or letter of credit)	\$2,000.00
Permit Application Refunds	
Refunds requested prior to Permit Issuance	\$50.00 processing fee deducted
Pressure Booster System	
Pressure Booster System Application and Inspection	\$500.00
Private Hydrant	
Private Hydrant Application and Inspection	\$500.00
Re-inspection Fee	
Re-inspection fee for each inspection after the second consecutive inspection	\$100.00 per hour
Service Call – After Hours	
Service Call – After Hours	\$300.00 each call
Service Disconnection	
Permanent Disconnection	\$1,000.00
To turn water off for Temporary Disconnection	\$150.00
Service Reconnection	
To turn water on after a Temporary Disconnection	\$150.00
Sprinkling Permit	
Sprinkling Permit Application	\$100.00
Sprinkling Permit – per day fee October 15 to May 1	\$50.00
Sprinkling Permit – per day fee May 1 to October 15	\$100.00

Schedule 13 – Waterworks Fees, continued

<u>Waterworks Fees</u>	
Use Fee	
Basic Fee – Fire Protection (prorated upon date of permit for Use Fee Domestic or Use Fee Fire Sprinkler System)	\$591.00
Use Fee – Domestic (pro-rated as of one month after the first day of the month in which the connection permit is issued)	\$878.00
Use Fee – Fire Sprinkler System (pro-rated as of one month after the first day of the month in which the connection permit is issued)	\$878.00
Use Fee Penalty and Interest	
Penalty on Unpaid Basic and Use Fee	10% of all portion unpaid after due date
Interest on Unpaid Basic and Use Fee and unpaid penalty after December 31	calculated at the rate and in the manner prescribed for tax in arrear or delinquent by the Lieutenant Governor in Council until paid or recovered
Water Meters	
Water Meter larger than 25 mm Application and Inspection	\$500.00



**VILLAGE OF BELCARRA
Fees and Charges
Bylaw No. 463, 2013**



BYLAW BEING REPEALED

Consolidated

A bylaw to establish fees and charges for services and information.

This consolidation is prepared for convenience only. The amendment bylaw has been combined with the original bylaw for convenience only. This consolidation is not a legal document. Individual copies of the bylaw may be obtained by contacting the Village Office.

Amendment Bylaw No. 475, 2014 effective date May 12, 2014.
Amendment Bylaw No. 476, 2014 effective date June 23, 2014.
Amendment Bylaw No. 486, 2015 effective date May 11, 2015.
Amendment Bylaw No. 491, 2015 effective date September 28, 2015
Amendment Bylaw No. 501, 2016 effective date May 24, 2016
Amendment Bylaw No. 507, 2017 effective date May 8, 2017
Amendment Bylaw No. 511, 2017 effective date December 11, 2017

PART 1 Title

This bylaw may be cited as the "Village of Belcarra Fees and Charges Bylaw 463, 2013."

PART 2 Severability

If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the valid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

PART 3 Previous Bylaw Repeal

The "Village of Belcarra Fees and Charges Bylaw No. 400, 2008" and all amendments thereto are repealed.

PART 4 Fees and Charges

The Village imposes fees for the provision of services and information as specified in Schedules 1 to 13 inclusive.

Fees or charges imposed under this Bylaw for the provision of services or information will supersede fees or charges imposed under other bylaws or for other same services or information.

Schedules

Schedule 1	General Administration	Page 3
Schedule 2	Building Permit and Inspection Services	Page 4-8
Schedule 3	Business Licence Fees	Page 9
Schedule 4	Finance and Taxes	Page 10
Schedule 5	Engineering, Public Works, Permits and Services	Page 11-12
Schedule 6	Fire Prevention Fees	Page 13
Schedule 7	Municipal Property Rentals	Page 14
Schedule 8	Planning, Land and Development Services	Page 15-16
Schedule 9	Filming Permits and Services	Page 17
Schedule 10	Recycling and Garbage Collection and Removal	Page 18
Schedule 11	Grow Operation, Health, Nuisance and Safety Fees	Page 19
Schedule 12	Animal Control Fees	Page 20
Schedule 13	Waterworks Fees	Page 21-22

Read a first time on April 22, 2013.

Read a second time on April 22, 2013.

Read a third time on April 22, 2013.

Adopted by Council on May 13, 2013.

Ralph E. Drew

Ralph E. Drew
Mayor

Lynda Floyd

Lynda Floyd
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Fees and Charges
Bylaw 463, 2013

Chief Administrative Officer

Schedule 1 – General Administration

<u>General Documents and Services</u>	
Description	Fee
Comfort letter preparation	\$86.00
Belcarra Historical Book (Between Forest and Sea)	\$24.00
Belcarra Pennant Flag	\$15.00
Faxes (Outgoing/Incoming) 1 to 6 pages	\$13.25
Faxes – each additional page over 6	\$1.25
Photocopies, reports, studies, bylaws, minutes	\$1.25 per page
Building Bylaw	\$32.50
Official Community Plan Bylaw	\$55.00
Zoning Bylaw	\$55.00
Resident Decal	\$5.00
Routinely Available Records	
Locating and retrieving a record	\$10.00 per ¼ hour
Producing a record manually	\$10.00 per ¼ hour
Preparing a record for disclosure and handling a records	\$10.00 per ¼ hour
Copying CD/DVD	\$10.00 per disk
Copying photographs	\$75.00 plus actual cost of reproduction a deposit of \$75.00 required prior to work being done
Routinely available records, written request	If a fee for provision of a record will exceed or is estimated to exceed \$50.00, the applicant must pay the Village a deposit of 50% (fifty per cent) of the fee or the estimated fee before the Village processes the application.

Schedule 2a – Building Permit and Inspection Services

Permit Fees and Inspection Services	
Description	Fee
Building Permit Application Fee , includes Plumbing Permit	\$75.00/Construction up to \$5,000.00 value
	\$85.00/Construction over \$5,000.00 value
Simple Buildings or Structures	
Construction up to \$5,000.00 of value	\$20.00/\$1,000.00 (minimum fee \$75.00)
Construction \$5,001.00 to \$20,000.00 of value	\$11.00/\$1,000.00 plus \$20.00 base fee
Construction \$20,001.00 to \$50,000.00 of value	\$8.00/\$1,000.00 plus \$80.00 base fee
Construction \$50,001.00 to \$500,000.00 of value	\$6.00/\$1,000.00 plus \$195.00 base fee
Construction \$500,001.00 and over of value	\$5.00/\$1,000.00 plus \$840.00 base fee
In cases of repairs to simple buildings where latent water penetration has resulted in structural deterioration or damage the applicable above building permit fees will be waived.	
Complex Buildings	
Construction up to \$5,000.00 of value	\$15.00/\$1,000.00 (minimum fee \$75.00)
Construction \$5,001.00 to \$20,000.00 of value	\$12.00/\$1,000.00 plus \$20.00 base fee
Construction \$20,001.00 to \$50,000.00 of value	\$8.00/\$1,000.00 plus \$84.00 base fee
Construction \$50,001.00 to \$500,000.00 of value	\$6.00/\$1,000.00 plus \$205.00 base fee
Construction \$500,001.00 and over of value	\$5.00/\$1,000.00 plus \$885.00 base fee
In cases of repairs to complex buildings where latent water penetration has resulted in structural deterioration or damage the applicable above building permit fees will be waived.	
Professional Plan Certification	When a building permit is issued in reliance upon the certification of a registered professional that the design and plans submitted comply with the building code the permit fee is reduced by 5% of the fees payable up to a maximum of \$500.
Temporary Building or Structure	
0 to 56m ² area of building footprint	\$75.00
Greater than 56m ² area of building footprint	\$150.00

Schedule 2a – Building Permit and Inspection Services, continued

<u>Building Permit and Inspection Services</u>	
Description	Fee
Building or Structure Demolition	
0 to 56m ² area of building footprint	\$75.00
greater than 56m ² area of building footprint	\$150.00
Building or Structure Move or Relocation	
0 to 56m ² area of building footprint	\$75.00 plus \$60.00 per hour Inspector Fees if inspection exceeds 2 hours
greater than 56m ² area of building footprint	\$250.00 plus \$60.00 per hour Inspector Fees if inspection exceeds 2 hours
Examination of a building	\$150.00 plus \$60.00 per hour Inspector Fees if inspection exceeds 2 hours
Disconnection of municipal services, if applicable	\$150.00
Swimming Pools or Retaining Structures	
Construction up to \$5,000.00 of value	\$15.00/\$1000.00 (minimum fee \$75.00)
Greater than \$5,000.00 of value	\$15.00/\$1000.00 plus \$250.00 base fee
Chimney, Fireplaces and Solid Fuel Appliances	
Fireplaces, solid fuel appliances	\$60.00/appliance
natural or propane gas fired heating devices requiring a vent connection to the outdoors, except hot water storage tanks	\$60.00/appliance
Each chimney and pre-fabricated chimney	\$20.00/chimney
Each hot water storage tank or boiler vent	\$20.00/vent
Excavation or Site Preparation	
Foundation excavation or site investigation	\$300.00 (deducted from Building Permit Fee if application approved)
Building Site Services	
Driveway access and off street parking	\$100.00
New or replacement underground water services	\$40.00/10 metres of pipe
New or replacement underground storm sewer pipe	\$40.00/10 metres of pipe
On site catch basin, oil interceptor, sump or connection to a municipal utility.	\$40.00 each

Schedule 2a – Building Permit and Inspection Services, continued

<u>Building Permit and Inspection Services</u>	
Description	Fee
Plumbing Permit & Fixture Fees	
Plumbing Permit Application Fee , if separate from a Building Permit	\$45.00
Municipal Water Connection	See Schedule 13
Fixture fee, as defined by Bylaw and the BC Building Code	\$20.00 each fixture (minimum fee \$75.00)
Water storage tanks, check valves, outdoor showers	\$20.00 each
Swimming pool supply, drainage backflow preventer	\$80.00/pool
No Fixture but installation of soil, waste or drainage pipe	\$40.00/10 metres of pipe
Fire Sprinkler Heads – first 50 heads, per head	\$3.00
<ul style="list-style-type: none"> • Minimum fee 	\$50.00
<ul style="list-style-type: none"> • each additional HEAD 	\$3.00
Building Permit Extension	\$45.00
Building Permit transfer to new property owner	\$75.00
Penalties	
Double Permit Fees for construction prior to issuance of a Building Permit	Permit Fee (x 2) (maximum of \$5,000.00)
STOP WORK order posting	\$60.00 per order
STOP WORK order re-posting due to unauthorized removal	\$60.00 per order
DO NOT OCCUPY order posting	\$60.00 per order
DO NOT OCCUPY order re-posting due to unauthorized removal	\$60.00 per order
Plan Review/Miscellaneous Inspection Fee	
Re-inspection fee for each inspection after the second consecutive inspection	\$60.00 per hour
Building Inspector, inspection fee for undefined inspections	\$60.00 per hour
Emergency Inspections outside regular office hours	\$120.00 per hour
Plan review for a design modification after Building Permit issuance	\$80.00
Equivalency Report review	\$80.00

Schedule 2a – Building Permit and Inspection Services, continued

<u>Building Permit and Inspection Services</u>	
Description	Fee
Security Deposits (Cash, Cheque or Certified Cheque)	
Construction security deposit	0.75% constructed value
Temporary building security deposit	\$10.75 x constructed value
Move or relocate a building or structure - an additional security	\$20,000.00
Work near High Precision Network survey monuments	\$7,000.00
Secondary Suites	
Decommissioning – application fee	\$50.00
Decommissioning – inspection fee	\$60.00
Address Change	
Address Change - When an owner requests a new address	\$300.00

Schedule 2b – Building Permit and Inspection Services

<u>Building Department Documents & Services</u>	
Description	Fee
Building and Property Record Search	
Record Searches where it is determined by the Department Head that research could involve staff time in excess of 15 minutes <ul style="list-style-type: none"> • Building Permits (single family, duplex buildings, accessory suites, civic or institutional buildings) • Board of Variance rulings • Development Variance rulings First Hour	\$60.00 a deposit of \$120.00 required prior to work being done
Each additional 15 minutes or portion thereof	\$10.00
Building Plan Reproduction	
Offsite copying or larger than 279mm x 431mm (11" x 17")	\$80.00 plus actual cost of reproduction a deposit of \$80.00 required prior to work being done
File Notice on Title, pursuant to section 57 of the Community Charter	\$300.00
Cancel Notice on Title, pursuant to section 58 of the Community Charter	\$300.00
Property Title Search (Amended as per Bylaw 475, 2014)	\$32.00

Schedule 3 – Business Licence Fees

<u>Business Licence Category</u>	
Description	Fee
Home Occupation	
Arts and Crafts	\$92.00
Professional Services	\$92.00
Trades Person	\$92.00
Food Caterers	\$92.00
Unclassified	\$92.00
Special Event Permit	\$195.00
Non-Resident Business	
Media Service	\$205.00
Trades Person	\$92.00
Contractor	\$92.00
Unclassified	\$92.00

Note: Business Licence Fees are Pro Rated at 50% after July 31st

Schedule 4 – Finance and Taxes

<u>Finance, Taxes, Documents and Services</u>	
Description	Fee
Fee for returned cheque (NSF, Stop Payment, Dishonored cheque) or Electronic Fund Transfer (Tax Prepayment Plan)	\$56.50
Interest on Overdue Accounts Receivable	2% / month
Mortgage listing for bank per folio	\$10.00
Tax Certificate statement (Amended as per Bylaw 475, 2014)	\$38.00 per folio
Tax Certificate statement, same day service if request made before 3:00 pm (Amended as per Bylaw 475, 2014)	\$65.00 per folio
Tax bill reprints (per year requested)	\$15.00
Tax refund to owners, banks, mortgage companies, other third parties	\$51.50

Schedule 5 – Engineering, Public Works, Permits and Services

<u>Engineering/Public Works Documents and Services</u>	
Description	Fee
Map Photo Copy Fees	
215mm x 279mm (8 ½" x 11")	\$1.25
279mm x 355mm (11" x 14")	\$1.75
279mm x 431mm (11" x 17")	\$2.50
Offsite copying or larger than 279mm x 431mm (11" x 17")	\$80.00 plus actual cost of reproduction a deposit of \$80.00 required prior to work being done
Highway Encroachment Agreements	
Highway Encroachment Application or Renewal	\$250.00
Highway Encroachment Agreement annual fee (single wharf)	\$80.00
Highway Encroachment Agreement annual fee (group wharf)	\$110.00
Highway Encroachment Agreement annual fee (other uses)	\$3.00 per square foot, \$100.00 minimum fee
Midden Road Gate Access Agreement (refundable Deposit)	\$25.00
Permits	
Municipal Road Allowance Permit application, temporary use (less than 60 days)	\$30.00
Municipal Road Allowance Permit application, permanent use (more than 60 days)	\$60.00
Municipal Road Allowance Permit Tree Removal Security Deposit	Equal to contractor's quote including taxes, plus 10% of quote
(Amended as per Bylaw 475, 2014)	
Municipal Road Allowance Permit Security Deposit – Works within 20 feet from watermain, road, storm sewer or drainage area	\$1000.00
Municipal Road Allowance Permit Security Deposit – Works greater than 20 feet from watermain, road, storm sewer or drainage area	\$300.00
Driveway Access Permit fee	\$60.00
Tree Cutting Permit (Bylaw 110)	\$50.00
Wharf Application fee	\$850.00

Schedule 5 – Engineering, Public Works, Permits and Services, continued

<u>Public Works Fees and Charges Rates</u>	
Municipal Inspection Fees	\$60.00/hour
Municipal Management (Amended as per Bylaw 475, 2014)	\$65.00/hour
Public Works Maintenance Worker (Amended as per Bylaw 475, 2014)	\$43.00/hour
Contract Compactor Operator	\$25.00/hour
Municipal dump truck	\$55.00/hour
Municipal snow plow	\$6.50/hour
Municipal salt spreader	\$9.00/hour
Municipal breaker	\$5.00/hour
Municipal tractor	\$75.00/hour
Municipal flail mower	\$15.00/hour
Municipal generator	\$15.00/hour
Municipal chain saw	\$15.00/hour
Municipal Deck Crane	\$5.00/hour
Municipal cement mixer	\$15.00/hour
Municipal air compressor & air tools	\$15.00/hour
Materials and supplies	Cost + 20%
Rental equipment	Rental Rate + 10%
Consultants	Consultant cost + 10%
Contractors	Cost + 20%

Note: Public Works Fees and Charges Rate – minimum 2 hours for municipal equipment and personnel. Personnel overtime @ 1.5x time after 8 hours, 2x time after 12 hours.

Schedule 6 – Fire Prevention Fees

<u>Fire Permit Application/Permit Fees</u>	
Description	Fee
Class "A" Permit	
Land clearing, large clean-up, Machine feed fires	\$300.00/max. 3 days
Class "B2" Permit	
Theatrical and Special event fire permits	\$50.00/Event
Class "B1" Permit	
Light clean-up fires, (during designated open burning periods)	\$15.00/max. 3 days
Class "C2" Permit	
Incinerator (during designated open burning periods)	\$15.00/max. 3 days
Class "C1a" Permit	
1 to 5 sites, camp fire permits during designated open burning periods, ceremonial fires & religious fires	\$5.00/burning period
Class "C1b" Permit	
More than 5 sites, camp fire permits during designated open burning periods, ceremonial fires & religious fires	\$50.00/burning period
Fire Watch Charges	
Sasamat Volunteer Fire Department Fire Watch	per SVFD Operating Guidelines
Other Agency Fire Watch	per Other Agency's charge out rate schedules

Schedule 7 – Municipal Property Rentals

<u>Permit to Use or Occupy Municipal Buildings or Lands</u>	
Description	Fee
Rental Application fee	\$50.00 (non-refundable)
Security deposit	\$500.00 min (or 4 times the rental rate)
Cancellation of an issued rental permit	75% of the rental fee
Disruption of Municipal Office use due to rental	\$200.00 per hour
Assembly hall / Council Chamber	\$150.00 per 8 hours + 4hr. set-up and clean-up
Assembly hall / Council chambers pre/post setup/clean-up	\$25.00 per additional hour.
Municipal Offices	\$500.00 for 4 hours
Municipal parking lot (if not part of assembly hall booking)	\$150.00 for 4 hours
Public Works Yard	\$150.00 for 4 hours
Public Works Building	\$150.00 for 4 hours
Recycle Depot	\$800.00 for 4 hours + costs to supply temporary containers + 20 % overhead
Municipal property or leased lands not referenced above	\$0.10 per square meter per 24hours
Clean-up or Repairs after Rental Use	
Janitorial services clean-up	\$50.00
Municipal staff clean-up	\$40.00 per hour per staff member
Contracted clean-up	Invoiced cost + 20% overhead
Damage repairs done by staff	Per Schedule 5
Contracted damage repair	Invoiced cost + 20% overhead
Contracted security	Invoiced cost + 20% overhead
Repair supplies or replacement items	Invoiced cost + 20% overhead
Use of municipal equipment	Per Schedule 5
Other contracted costs	Invoiced Cost + 20% overhead

Schedule 8 – Planning, Land and Development Services

<u>Development Application Fees</u>	
Description	Fee
Board of Variance application	\$475.00
Board of Variance application refund – if withdrawn prior to initiation of public notification process	85% of application fee
Board of variance application refund – if withdrawn after to commencement of public notification process and prior to Board Hearing	70% of application
Official Community Plan (OCP) Amendment	\$3,000.00
Zoning Amendment (1 – 10 lots)	\$3,000.00
Zoning Amendment (11 or more lots)	\$210.00 for each additional lot
Public Hearing advertising (payable at time of application)	\$800.00 refunded if application does not proceed to a Public Hearing
Public Hearing fee (payable at time of application)	\$800.00 refunded if application does not proceed to a Public Hearing
OCP, Zoning, Subdivision referral to Sasamat Volunteer Fire Department (SVFD)	Actual costs per SVFD Policy
Subdivision Applications	
Fee simple, Bareland Strata, Strata Conversion, base fee for 3 or fewer lots	\$1,600.00
Fee simple, Bareland Strata, Strata Conversion, base fee for 3 or fewer lots when proposed subdivision is water access only	\$2500.00
Subdivision additional fee for every lot to be created beyond 3	\$85.00
Subdivision lot line adjustment/consolidation	\$700.00
Preliminary Layout Review Fee	Additional costs associated to the subdivision over and above the preliminary subdivision application fee due within 90 days subsequent to issuance of preliminary layout review.
Subdivision Preliminary Layout Review renewal or extension fee, without changes to the plan	\$350.00
Final subdivision approval	\$500.00 plus any additional costs associated to the subdivision over and above the preliminary subdivision application fee
Engineering services review and plan approval fee	3.5% of approved estimated costs of works and services
Development Variance Permit (DVP)	\$1,275.00

Schedule 8 – Planning, Land and Development Services, continued

<u>Planning, Land and Development Services</u>	
Description	Fee
Copy of a document registered on property title	\$70.00
Section 219 <i>Land Title Act</i> document registration	<p>\$500.00 for standard agreement</p> <p>or</p> <p>\$500.00 plus reimbursement of legal fees incurred where staff have to consult the Municipal Solicitor due to non-standard terms, complexity or site specific considerations</p> <p>and full reimbursement of survey costs and Land Title registration fees incurred by the Municipality.</p>
Section 219 <i>Land Title Act</i> document discharge	<p>\$120.00 for first two hours of research, including preparation and execution of the Form C by the Municipality</p> <p>and \$60.00 per hour or part of an hour in excess of two hours research under the above</p> <p>and full reimbursement of legal fees incurred where staff have to consult the Municipal Solicitor due to complexity.</p>

Schedule 9 – Filming Permits and Services

<u>Filming Permits and Services</u>	
Description	Fee
Community Filming application fee	\$205.00
Municipal Facility Filming application fee	\$205.00
Personnel	
Public Works labourer	Per Schedule 5
Others as required to facilitate permit	Per Schedule 5
Vehicles (per hour or part thereof):	
Public Works, Parks	Per Schedule 5
Municipal Truck	Per Schedule 5
Tractor	Per Schedule 5
Buildings and Land (per day or part thereof):	
Municipal Hall	Per Schedule 7
Hall Area	Per Schedule 7
Office Area	Per Schedule 7
Public Works	
Building	Per Schedule 7
Yard	Per Schedule 7
Belcarra Regional Park Gate Access	\$770.00

Note: It is recognized that use of Municipal facilities, personnel and equipment is dependent upon availability and may be withdrawn without notice or liability should the Municipality require.

Schedule 10 – Recycling and Garbage Collection and Removal

<u>Recycling and Garbage Collection and Removal</u>	
Description	Fee
Authorized User (per parcel of real property improved or unimproved) (Amended as per Bylaw 511, 2017)	\$304.00 per annum
Authorized User (non-resident) (Amended as per Bylaw 511, 2017)	\$304.00 per annum
Accessory Suite (additional dwelling unit) (Amended as per Bylaw 511, 2017)	\$304.00 per annum
Roadside Tree Chipping	
a) first 4 cubic metres (128 ft ³) of material	No charge
b) each additional 4 cubic metres (128 ft ³) of material metres of vegetation	\$15.00 each pile (maximum 3 piles or 12 cubic metres of vegetation)
Large Item Pickup pile items measuring 4' x 4' x 4' (64 cubic feet)	\$15.00 per pile (maximum 3 piles)
Unauthorized Dumping of Banned Material, Trade Waste, Hazardous Waste, Landscaping or Garden Waste	
Flat Rate Disposal	\$72.00
Municipal disposal of unauthorized material/waste	Per Schedule 5
Security Token Additional/replacement security	\$50.00 each
Reactivation of Deactivated Security Token	\$50.00 each
Reactivation on Replacement of Malfunctioning Security Token	No Charge

Schedule 11 – Grow Operation, Health, Nuisance and Safety Fees

<u>Grow Operation, Health, Nuisance and Safety Fees</u>	
Description	Fee
1. Each time the Village enters on a Parcel to inspect in the exercise of the Village's authority to regulate, prohibit or impose requirements under Grow Operation, Health, Nuisance and Safety Bylaw No 362, 2004 as amended, or another enactment, the Owner must pay the Village an administration and inspection fee of:	a) \$500.00
	b) an additional \$2,500.00 for a subsequent inspection undertaken if the Owner or occupier has failed to undertake action ordered by the Fire Chief, the Village or a person authorized under the Grow Operation, Health, Nuisance and Safety Bylaw No 362, 2004 as amended, to order the action
2. before confirmation is provided under Section 18(c) under Bylaw No 362, 2004 the Owner must pay to the Village	a) \$500.00 for the first inspection
	b) \$2,500.00 for an inspection with an architect or professional engineer to certify that the subject Building may be occupied under applicable enactments, if the Owner has not first engaged his or her own architect for that purpose
3. Special safety inspection paid prior to inspection	\$400.00
4. Re-occupancy Permit Inspection	\$300.00 per inspection
5. Re-occupancy Permit Issuance	\$250.00

Schedule 12 – Animal Control Fees

<u>Animal Control Fees</u>	
Description	Fee
Animal Impoundment - 1 st offence	\$100.00
Animal Impoundment - 2 nd offence	\$200.00
Animal Impoundment – 3 rd offence or subsequent offence	\$500.00
Animal Boarding costs per day or portion of day	\$75.00
Veterinary attention for an impounded animal	Actual cost

Schedule 13 – Waterworks Fees

<u>Waterworks Fees</u>	
Description	Fee
Water Service Connection Permit	
Service Connection Application and Inspection – domestic	\$615.00
Service Connection Application and Inspection – fire sprinkler system	\$615.00
Fire Hydrant Use Permit	
Fire Hydrant Use Permit Application	\$30.00
Fire Hydrant use fee	\$50.00 per day
Fire Hydrant reconnection fee – additional charge if permit needs to be extended and the holder fails to give 1 working day notice of the extension request to the municipality	\$150.00
Fire Hydrant Use Security Deposit (certified cheque or letter of credit)	\$1,500.00
Permit Application Refunds	
Refunds requested prior to Permit Issuance	\$30.00 processing fee deducted
Pressure Booster System	
Pressure Booster System Application and Inspection	\$325.00
Private Hydrant	
Private Hydrant Application and Inspection	\$325.00
Re-inspection Fee	
Re-inspection fee for each inspection after the second consecutive inspection	\$55.00 per hour
Service Call – After Hours	
Service Call – After Hours	\$150.00 each call
Service Disconnection	
Permanent Disconnection	\$1,000.00
To turn water off for Temporary Disconnection	\$75.00
Service Reconnection	
To turn water on after a Temporary Disconnection	\$75.00
Sprinkling Permit	
Sprinkling Permit Application	\$30.00
Sprinkling Permit – per day fee October 1 to April 30	\$0.00
Sprinkling Permit – per day fee May 1 to June 30	\$5.00
Sprinkling Permit – per day fee July 1 to September 30	\$10.00

Schedule 13 – Waterworks Fees, continued

<u>Waterworks Fees</u>	
Use Fee	
Basic Fee – Fire Protection (prorated upon date of permit for Use Fee Domestic or Use Fee Fire Sprinkler System) (Amended as per Bylaw 511, 2017)	\$591.00
Use Fee – Domestic (pro-rated as of one month after the first day of the month in which the connection permit is issued) (Amended as per Bylaw 511, 2017)	\$878.00
Use Fee – Fire Sprinkler System (pro-rated as of one month after the first day of the month in which the connection permit is issued) (Amended as per Bylaw 511, 2017)	\$878.00
Use Fee Penalty and Interest	
Penalty on Unpaid Basic and Use Fee	10% of all portion unpaid after due date
Interest on Unpaid Basic and Use Fee and unpaid penalty after December 31	calculated at the rate and in the manner prescribed for tax in arrear or delinquent by the Lieutenant Governor in Council until paid or recovered
Water Meters	
Water Meter larger than 25mm Application and Inspection	\$325.00



COUNCIL REPORT

File: 4200-01

Date: March 26, 2018
From: Lorna Dysart, Chief Administrative Officer
Subject: Election Procedures Bylaw No. 515, 2018

Recommendation for Consideration

That "Election Procedures Bylaw No. 515, 2018" be read a first, second and third time.

Purpose

To present the "Election Procedures Bylaw No. 515, 2018" for consideration.

Background

The *Local Government Act* was consolidated on January 6, 2016. At that time, changes were made to Part 3 – Electors and Elections. These changes have required an updated Election Procedures Bylaw to be written for Belcarra.

One of the changes to the *Local Government Act* was a change to BC municipal elections, which will now be held on the third Saturday in October.

Other than housekeeping items, the only other change to the Election Procedures Bylaw is the addition Mail Ballot voting. By providing this opportunity to the Belcarra Election Procedures Bylaw, the electors who may be permitted to vote by mail ballot are:

- a) Persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity, and
- b) Persons who expect to be absent from the municipality on general voting day and at the times of all advance voting opportunities.

Belcarra Chief Election Officer, Karen Cobb, is preparing procedures to allow for mail ballot voting, as per the *Local Government Act*.



**VILLAGE OF BELCARRA
ELECTION PROCEDURES
BYLAW NO. 515, 2018**



***A Bylaw to Provide for Determination of Various Procedures for the Conduct of
Local Government Elections and Other Voting.***

WHEREAS pursuant to the Local Government Act, the Council may, by Bylaw determine various procedures to be applied in the conduct of local government elections and other voting;

AND WHEREAS the Council desires to establish voting procedures and requirements under that authority;

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

1. Definitions

In this Bylaw:

“Election” means an election for the number of persons required to fill a local government office.

“General local election” means the Election held for Mayor and all Councillors of the municipality which must be held in the year 2018 and in every fourth year thereafter.

“General voting day” means:

- (a) for a general local election, the third Saturday of October in the year of the election;
- (b) for other elections, the date set under Section 52 of the Local Government Act, and
- (c) for other voting, the date set under Section 174 of the Local Government Act.

“Jurisdiction” means, in relation to an election, the municipality for which it is held.

“Local Government” means the Village of Belcarra.

2. Application

- 2.1 This Bylaw shall apply to all general local elections, elections, and other voting in the Village of Belcarra.

3. Register of Resident Electors

- 3.1 For the purposes of all local elections and submissions to the electors under Part 3 and 4 of the *Local Government Act*, the most current available Provincial list of voters prepared under the *Election Act*, shall become the register of resident electors on the 52nd day prior to the general voting day for such elections and submissions to the electors.

4. Access to Nomination Documents

- 4.1 As authorized under Section 89 of the *Local Government Act*, public access to nomination documents delivered to the Chief Election Officer will be made available for public inspection at the Village office during its regular office hours from the time of delivery until 30 days after the declaration of the election results. These documents will also be available on the Village of Belcarra website within the same time frame.

5. Additional General Voting Opportunities

- 5.1 The Council authorizes the Chief Election Officer to establish additional general voting opportunities for general voting day for each general local election, election, or other voting, and to designate the voting place and voting hours within the limits set out in Section 106 of the Local Government Act, for such voting opportunities.

6. Required Advance Voting Opportunities

- 6.1 As provided under Section 107 of the Local Government Act, the following advance voting opportunities are established for each general local election, election, or other voting, to be held in advance of general voting day for each general local election, election, or other voting;
- (i) advance voting opportunities will be available at the Village of Belcarra Municipal Office, 4084 Bedwell Bay Road, Belcarra, B.C;
 - (ii) advance voting opportunities will be held on the following date: the tenth (10th) day before each general local election, election, or other voting before each general local election, election or other voting;
 - (iii) the voting hours at these advance voting opportunities will be 8:00 a.m. to 8:00 p.m. inclusive; and
 - (iv) in accordance with Section 107(2) of the Local Government Act [population of jurisdiction of less than 5000] a second voting opportunity will not be held in Belcarra.

7. Mail Ballot Voting

- 7.1 As authorized under Section 110 of the *Local Government Act* and any regulations under Section 168 (*election regulations*), a local government may, by bylaw, permit voting to be done by mail ballot and, in relation to this, may permit elector registration to be done in conjunction with this voting.
- 7.2 The only electors who may be permitted to vote by mail ballot are:
- a) persons who have a physical disability, illness, or injury that affects their ability to vote at another voting opportunity; and
 - b) persons who expect to be absent from the Village of Belcarra on General Voting Day and at the times of all advance voting opportunities.
- 7.3 The following procedures for voting and elector registration must apply:
- a) sufficient record will be kept by the Chief Election Officer so that challenges of the elector's right to vote may be made in accordance with the intent of Section 126 of the *Local Government Act*;
 - b) a person exercising the right to vote by mail under the provisions of Section 110 may be challenged in accordance with, and on the grounds specified in Section 126 of the *Local Government Act*, until 4:30 pm two days before general voting day.
- 7.4 The time limits in relation to voting by mail ballot will be determined by the Chief Election Officer.
- 7.5 As provided in the *Local Government Act* a mail ballot, to be counted, must be received by the Chief Election Officer before the close of voting on general voting day.

8. Order of Names on Ballot

- 8.1 The order of names of candidates on the ballot will be determined in accordance with Section 116 of the *Local Government Act*.

9. Number of Scrutineers at Voting Places

- 9.1 As authorized under Section 120(3) of the *Local Government Act*, the number of scrutineers for each candidate that may attend at an election is 2 scrutineers for each ballot box in use.

10. Resolution of Tie Votes After Judicial Recount

- 10.1 If at the completion of a judicial recount, the results of the election cannot be declared because there is an equality of valid votes for 2 or more candidates, the results will be determined by lot between those candidates.

11. Citation

- 11.1 This Bylaw may be cited as "Election Procedures Bylaw No. 515, 2018".
- 11.2 "Village of Belcarra Election Bylaw No. 370, 2005" and all amendments thereto are repealed in the entirety.

12. Severability

- 12.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the valid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

Read a First Time on

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
Village of Belcarra Council Indemnity Bylaw No. 515, 2018

Chief Administrative Officer



COUNCIL REPORT



Date: March 26, 2018

From: Bernie Serné, ASCT, Superintendent of Public Works

Subject: **Proposed Offsite Works Fronting 3424 Marine Avenue**

Recommendation

That the proposed Offsite Works for property fronting 3424 Marine Avenue, Lot 1 Block 4 NWP 3014, dated March 8, 2018, submitted by Landmark Engineering and Planning Ltd. and the Key Plan dated February 16, 2018 be received for information; and

That Council approve in principle the proposed improvements on Municipal Right of Ways; and

That all the costs be borne by the property owners, Mary and Robert Begg, of 3424 Marine Avenue.

Background

The owners of 3424 Marine Avenue are presently building a new home and driveway across the Tatlow Trail Right of Way (ROW). In conjunction with these works, the owners would like to make improvements to the ROW related to their safety concerns and aesthetics.

There are 5 five conceptual improvements comprised of: Proposed Storm Works; Relocating of Existing Water Services; Pathway Reconstruction; Proposed Driveway to Access Site and Landscaping. All proposals will require a complete design and plans for Staff approval prior to the work proceeding.

Staff requirements of the 5 items listed in the letter are:

1. Proposed Storm Works

The following are required:

- a. A detailed Storm Sewer plan and profile design
- b. Storm sewer sized to the new IDF curve adjusted for climate change
- c. Storm sewer sizing calculations on Tatlow Trail and Marine Avenue
- d. Storm sewers to be a minimum of 300 mm in diameter
- e. Upstream head wall fitted with a pre-approved trash rack
- f. A sump manhole
- g. Clean out on the storm service at property line
- h. All filled ditches as outlined on the approved plan are to be surfaced with 100 mm of minus 19 mm crush gravel
- i. An approved plan showing how surface drainage is intercepted on the infilled ditches on Tatlow trail and Marine Avenue
- j. An approved plan showing how drainage will pass the existing hydrant on Marine Avenue and
- k. An approved drainage plan showing how drainage will pass the proposed berm on Tatlow Trail

2. Relocation of Existing Water Services

The following are required:

- a. A plan showing Water Services profiles
- b. All water services are to be next to a road or driveway
- c. All water services are to be disconnected at main with the road repaired
- d. Only a qualified Contractor preapproved by Staff may work on water components

3. Pathway Reconstruction

The following are required:

- a. A detailed Tatlow Trail plan and profile design
- b. Details on structural fill to be used to fill the ditch under Tatlow Trail
- c. Tatlow Trail requires access for service vehicles to the utility poles and for maintenance purposes
 - i. Bike baffles to be removable or reduced in number
 - ii. Install gate/s as required

4. Proposed Driveway to Access Site

The following are required:

- a. Driveway elevations with a typical section on a detailed drawing
- b. Proper signage is to be installed for driveway and trail conflicts, as approved by Staff

5. Landscaping

The following are required:

- a. A detailed landscaping plan
- b. Use of native plants not requiring irrigation or maintenance

Conclusion

Staff agree overall with the proposed Offsite Works fronting 3424 Marine Avenue from the Landmark Key Plan dated March 8, 2018, as it will provide overall benefit to the Village and aesthetics to the neighbourhood.

All the costs for the proposed works will be borne by the property owners, Mary and Robert Begg, 3424 Marine Avenue. If Council supports the recommendations, Staff will advise Mr. & Mrs. Begg to proceed with the detailed designs and estimated engineering costs for the proposed improvements. Deposits and fees will to be determined by staff.

Attachments:

1. Key Plan from Landmark Engineering and Planning, dated February 16, 2018
2. Letter from Landmark Engineering and Planning, dated March 8, 2018

March 8, 2018

Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC, V3H 4P8



Attention: Lorna Dysart, C.A.O.

Re: Proposed Offsite Works fronting 3424 Marine Avenue (Begg Property)

In response to your request to provide some details regarding the proposed offsite civil works fronting the property at 3424 Marine Avenue (*a.k.a.* Robert & Mary Begg property), I note the following:

Proposed Work Requirements

- The basis of the works proposed is in relation to the information provided to the Village of Belcarra back in October 2017 and further discussed at the October 10, 2017 council meeting.
- The challenges for this property were:
 - Driveway access off of Marine Avenue (*not achievable*).
 - Proposed Septic field location (*at front of site*).
 - Pedestrian safety issues with existing trail along lower portion of Tatlow Road.

1) Proposed Storm Works

Proposed storm works consists of replacing existing non-conforming storm drainage system (piping & ditching) and installing new storm sewer along lower Tatlow Road and Marine Avenue frontage.

Existing trail was washing out onto Marine Avenue and not being captured by existing ditch or catch-basin manhole. Rainfall run-off along neighbouring driveway was sheet flowing across Marine Avenue and going uncaptured over the northside embankment. Existing ditch was overgrown and filling up with sediment, leading to maintenance issues.

Proposed works consists of:

- Installing headwalls at the inlet and outlet to the new storm sewer.
- Installing 74m of 250mm dia. storm pipe.
- Installing 1050mm dia. Manhole at Marine/Tatlow intersection.
- Install catch basin at lower section of trail.
- Install catch basin at low side of Marine Drive (*north side at start of existing d/w*).
- Provide storm service for property.

Benefits of Proposed Storm Works:

- Replaces existing substandard storm sewer which would either require repairs or replacement in the near future.
- Lower maintenance costs (cleaning out ditches & pipe work).
- Better access to existing fire hydrant on Marine Avenue.
- Improved pedestrian and vehicle movement along Marine Avenue without ex. ditch.
- Prevent possible northside embankment wash-out from surface run-off from driveway and ex. ditch.

2) Relocation of Existing Water Services

The existing water service for this property (center of lot off of Marine Avenue), when extended to the home would go right under the proposed septic field. Septic regulations discourage this and typically specify that all utilities go around a proposed septic field.

The existing service for the neighbouring east property is in an area where it might conflict with the proposed trail works.

The location of the proposed relocated water services would be placed outside of all other works and/or conflicts.

3) Pathway Reconstruction

Proposed pathway reconstruction is for the lower 30-35m of existing trail/path.

The existing trail was becoming overgrown, narrowing and starting to wash-out.

Proposed Pathway work consists of:

- Regrading, widening and resurfacing.
- Installation of cedar rail bicycle baffles at interface with existing & proposed driveways.

Benefits of proposed pathway work:

- Eliminate the steeper section of trail at the north end (18-20%) to closer to 15-16%.
- Provide a wider path to allow for pedestrian and/or bicycle passage (*reduce conflict*).
- Improve trail surface to reduce possible run-off and future maintenance issues.
- Cross-slope trail to provide proper surface run-off.
- Provide safety measures at pedestrian/vehicle interface.

4) Proposed Driveway to Access Site

As per information provided to the Village back in October, the driveway for this lot was proposed to come in off of Tatlow Road due to grade & safety issues, along with the conflict with proposed septic field.

5) Landscaping

Proposed landscaping looks to replace the large cedar hedge and replace it with low lying vegetation. The existing cedar hedge has caused sightline issues between existing driveway and trail, which could lead to safety issues with pedestrians.

Benefits to the Village of Belcarra

In summary, the Village of Belcarra would benefit with the reconstruction of Tatlow Trail which would include:

- New walking surface.
- Better drainage.
- Improved grading to reduce the steeper section at the north end.
- Pedestrian safety with better sight lines (vegetation removal), wider path, better surface, improved drainage, railing/bicycle baffles.
- Improved north-end trail access.
- Costs borne by house builder/property owner (Mr. & Mrs. Begg).

Hopefully the information provided addresses the Village of Belcarra's comments and helps support and leads to approval of the proposed offsite works.

If you have any questions, please call me at 357-3541.

Sincerely,



Graham S. Watson, P.Eng.
Landmark Engineering & Planning Ltd.

C: Rob & Mary Begg



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 March 12, 2018.

READ A SECOND TIME on March 12, 2018.

READ A THIRD TIME on March 12, 2018.

ADOPTED by the Council

Ralph Drew
Mayor

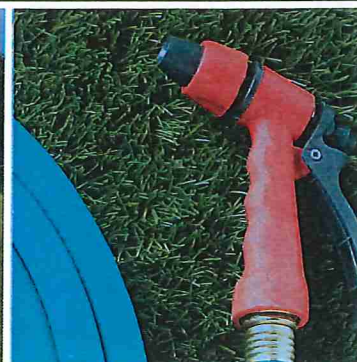
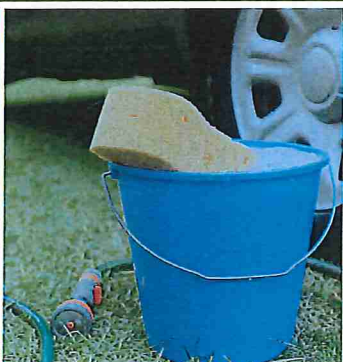
Lorna Dysart
Chief Administrative Officer

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

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 metrovancover.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"> - Watering newly over-seeded fields if in compliance with a local government permit - Operating under an approved local government water management plan
	Watering sand-based playing fields	On any day from 7 pm to 9 am, except if: <ul style="list-style-type: none"> - Watering newly over-seeded fields if in compliance with a local government permit - Operating under an approved local government water management plan
	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"> - For a health or safety reason - Preparing a surface for painting or similar treatment - Aesthetic cleaning by a commercial cleaning operation
	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"> - For a health or safety reason - Preparing a surface for painting or similar treatment - Aesthetic cleaning by a commercial cleaning operation
	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"> - Watering newly over-seeded fields if in compliance with a local government permit - Operating under an approved local government water management plan
	Watering sand-based playing fields	On any day from 7 pm to 9 am, except if: <ul style="list-style-type: none"> - Watering newly over-seeded fields if in compliance with a local government permit - Operating under an approved local government water management plan
	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"> - For a health or safety reason - Preparing a surface for painting or similar treatment by a commercial cleaning operation
	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"> - For a health or safety reason

User	Water Use	Restriction
NON-RESIDENTIAL		<ul style="list-style-type: none"> - Preparing a surface for painting or similar treatment by a commercial cleaning operation
	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"> - A facility that installed an automatic vehicle wash system before November 1, 2017, is operating on a basic wash and rinse cycle only - 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 - 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
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"> - Watering newly over-seeded fields if in compliance with a local government permit - Operating under an approved local government water management plan
	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"> - Watering newly over-seeded fields if in compliance with a local government permit - Operating under an approved local government water management plan
	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.

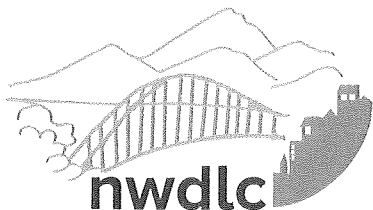
Soil-based playing field – means a playing field that is covered with grass, sod or turf that is designed and maintained to be played upon, or that is used for sporting or other community events and activities, but does not include lawns, golf courses, or sand-based playing fields.

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.

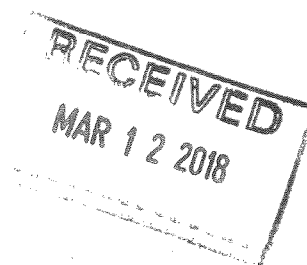


March 8, 2018

NEW WESTMINSTER &
DISTRICT LABOUR COUNCIL

FILE NO. 0630-01

Lori Mayhew, President
Janet Andrews, Secretary-Treasurer
Chartered By The Canadian Labour Congress



Ralph Drew, Mayor
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC V3H 4P87

Dear Mayor Drew and members of Council,

The New Westminister & District Labour Council represents over 60,000 affiliated union members in 14 communities in the Lower Mainland. On behalf of our members and their families living and/or working in your community, we request your Council declare **April 28th** as the official "*Day of Mourning for Workers Killed and Injured on the Job*".

We also request that Council **observe one minute of silence** in the Council Chambers at the evening Council meeting **on or before April 28th**.

In 1984 our national organization, the Canadian Labour Congress, introduced the annual day of remembrance for workers killed and injured on the job. April 28th was chosen as the day of remembrance because this was the day that third reading took place for the first comprehensive Workers' Compensation Act (Ontario 1914) in Canada. The "Workers Mourning Day Act" (Bill C223) became law on February 1, 1991, an Act which states "the day of April 28th shall be respected as the day of official recognition". The day of recognition was proclaimed by the government of British Columbia in 1989.

One of our focuses this year is safety for young workers aged 15 -24. In 2016 Worksafe BC reported that 5 young workers were killed and 6,650 seriously injured on the job. Young workers are at higher risk of injury as they are often inexperienced and not as informed about their rights in the workplace. That is why Occupational Health and Safety training is such a key component of keeping workers, especially young workers, safe on the job. Worker death and injury impact not only our families, but also our communities.

There will be remembrances across Canada on April 28th for workers who have been killed on the job, and to recognize those who have suffered from workplace injury, accident or disease. On April 28th we mourn for those who have died from workplace accidents or disease but we also recommit ourselves to fight for the living.

If your Council **issues proclamations**, a copy of our Proclamation is enclosed to assist Council in endorsing the "Workers Day of Mourning".

We thank-you for your leadership in your workplace by encouraging your staff to **observe one minute of silence at 11:00 a.m. on April 28th**.

Sincerely,

Janet Andrews
Secretary- Treasurer

JA/cb

moveup

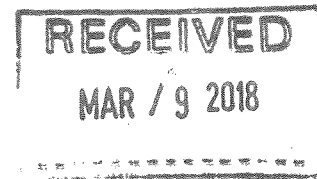
Phone: 604-291-9306 NWDLC@SHAWCABLE.COM
105-3920 Norland Avenue, Burnaby, BC V5G 4K7

  **NWDLC** **NWDLC.CA**

*Legislative Services Department
830 Cliffe Avenue
Courtenay, B.C.
V9N 2J7*



*FILE NO - 450-01
Phone (250) 334-4441
Fax (250) 334-4241
jward@courtenay.ca*



City File No.: 390-20

February 13, 2018

Association of Vancouver Island
And Coastal Communities
525 Government Street
Victoria, B.C. V8V 0A8

Re: 2018 Resolution – Asset Management

Please be advised that the City of Courtenay submits the following resolution for the 2018 AVICC Annual General Meeting:

***Common Asset Management Policy
City of Courtenay***

WHEREAS the purposes of a British Columbia municipality and regional district include providing for stewardship of the public assets of its community;

AND WHEREAS, the powers, 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 board on the operation and affairs of the local government.*

NOW THEREFORE BE IT RESOLVED THAT the Association of Vancouver Island Coastal Communities supports sound Asset Management practices as the means to achieve local Sustainable Service Delivery;

THAT BC municipalities and regional districts, their respective CAOs and staffs would benefit from guidance to a common communications approach to enhance Asset Management Practices; and

THAT the AVICC 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.

I trust the above is satisfactory, and please do not hesitate to contact me if you require further information.

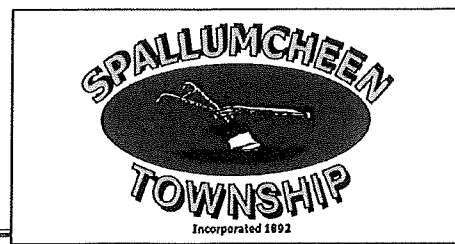
Yours truly,

ORIGINAL SIGNED BY

John Ward, CMC
Director of Legislative and Corporate Services
Deputy Chief Administrative Officer

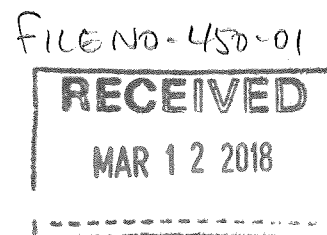
THE CORPORATION OF THE TOWNSHIP OF SPALLUMCHEEN

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 22nd, 2018

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



To David Allen:

Re: 2018 Resolution – Asset Management

Thank you for your email dated February 13th, 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 19th, 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.

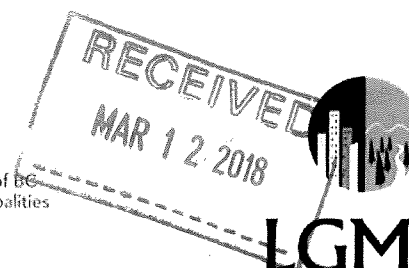
Respectfully,

Cindy Graves
Corporate Officer

Cc: All BC Municipalities



Union of BC
Municipalities



LGMA

FILE NO. 0410-01

March 6, 2018

RE: Update on the Working Group on Responsible Conduct

Dear Mayor and Council, Chair and Board and Chief Administrative Officers:

This letter provides an update on the status of the work being undertaken by the Working Group on Responsible Conduct (Working Group).

Responsible conduct -- which broadly refers to how local government elected officials conduct themselves with their elected colleagues, with staff, and with the public -- continues to be an important topic of interest in British Columbia. In fall 2016, the Working Group was formed to better understand issues related to responsible conduct and to explore how British Columbia's responsible conduct framework could be further strengthened. The Working Group is a staff level committee with members from the Union of British Columbia Municipalities (UBCM), the Local Government Management Association (LGMA) and the Ministry of Municipal Affairs and Housing (MAH).

At the 2017 UBCM Convention, UBCM members endorsed a policy paper prepared by the Working Group that included several recommendations to strengthen British Columbia's responsible conduct framework. The Working Group has since been collaboratively working to start implementing the recommendations.

Foundational principles of responsible conduct are now available for use

As its first priority, the Working Group has identified and defined four foundational principles -- *integrity, accountability, respect, and leadership and collaboration* -- that can be used as a resource to guide the conduct of both individual elected officials and the collective council/board. While the principles are already reflected in the actions of elected officials in communities across British Columbia, they will be of real value in enhancing everyone's shared understanding of expectations around responsible conduct.

We encourage each of you to use these principles by integrating them into your everyday actions, as well as your governments' policies and practices, as you see fit. As a start, for instance, there may be value in including these principles in information materials for prospective candidates, and in orientation materials for when new councils and boards are elected after October 2018.

Working Group members have begun to integrate the foundational principles into resources, such as education materials for the 2018 general local elections, and will continue to incorporate them into other guidance materials as opportunities arise. The LGMA will also be working with its members to determine how the foundational principles could be further embedded into other local government documents, such as oaths of office, procedure bylaws, and existing codes of conduct, in advance of the 2018 elections.

Moving towards developing a code of conduct framework

Moving forward, the Working Group will be focusing on developing a code of conduct framework – that means thinking not just about the content of a code of conduct but also about the mechanisms for implementing such a code.

Developing this framework needs to be done thoughtfully and carefully – it will involve a number of important design choices along the way as important questions are considered about, for example, how a code of conduct is reviewed and adopted, how a code of conduct is enforced, and what happens if it is breached. We know from UBCM's and LGMA's consultations with members in spring 2017 that while there is agreement that a code of conduct framework would be useful in enhancing responsible conduct, there is not yet any consensus on the specific design for such a framework.

The Working Group will be focusing on developing the content of a "default" or "model" code of conduct -- which could be of real value as new and returning elected officials come together after the October 2018 elections -- while starting to identify the many design questions that will need to be answered as the complete framework is developed. Input on this work will be sought from UBCM and LGMA members -- specifically about code of conduct content -- in the next few months. For the 2018 UBCM Convention, the Working Group is also aiming to have prepared a critical path of key questions and considerations for the development of a code of conduct framework.

We very much appreciate the collaborative work undertaken by the Working Group to date and expect that the code of conduct framework will be developed thoughtfully, and will lead to an approach that respects the autonomy of local governments, is supported by elected officials and provides confidence for the public.

We look forward to the Working Group's ongoing collaboration to further strengthen responsible conduct and support the good governance of local governments in British Columbia.

If you have any questions about the Working Group's activities, please contact any of the member organizations.

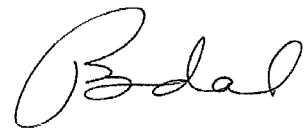
Sincerely,



Selina Robinson
Minister of Municipal Affairs & Housing
LGgovernance@gov.bc.ca
250 387-4020



Wendy Booth
President, UBCM
UBCM@UBCM.ca
604 270-8826



Patti Bridal
President, LGMA
office@lgma.ca
250 383-7032

FILE NO. 630-01

HONOURS & AWARDS



March 9, 2018

RECEIVED

MAR / 9 2018

His Worship Ralph Drew and Councillors
Mayor of the Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC V3H 4P8

Dear Mayor and Councillors:

Re: Order of British Columbia ~ 2018 Call for Nominations

The call for nominations for the Order of British Columbia is now open, and we encourage you to nominate someone for this prestigious honour. We would also be grateful for your assistance in informing your municipality and stakeholder groups about this opportunity.

An independent Advisory Council chaired by the Chief Justice of British Columbia considers nominations to the province's highest honour for excellence and outstanding achievement. Four hundred and eighteen distinguished British Columbians have been appointed to the Order since 1990.

Nomination forms for the Order are available online or by emailing the Honours and Awards Secretariat in Victoria at bchonoursandawards@gov.bc.ca. This year completed nominations must be received by the Secretariat by **Monday, April 16, 2018**. Nominations received after this date will be considered in 2019.

As well as the Order of B.C., people may nominate individuals for the province's other honour, the Medal of Good Citizenship. This medal recognizes citizens for their exceptional long-term service, and contributions to their communities without expectation of remuneration or reward. The medal reflects their generosity, service, acts of selflessness and contributions to community life. Nominations are accepted year round and can be found [here](#).

Your continued support of the provinces' highest honours, the Order of British Columbia and Medal of Good Citizenship, is very much appreciated.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'L. Lobmeier'.

Lucy Lobmeier
Secretary

CALL FOR NOMINATIONS



Nomination forms and
eligibility criteria are available at
www.orderofbc.gov.bc.ca.

ORDER *of* BRITISH COLUMBIA

Honour an
EXTRAORDINARY
INDIVIDUAL *for their*
meaningful contributions

Established in 1989, the **ORDER OF BRITISH COLUMBIA** recognizes those who have served with distinction and excelled in any field that benefits the people of B.C. or the world. The Order of British Columbia represents the highest form of recognition the province can extend to its citizens.

MEDAL *of* GOOD CITIZENSHIP

Show a
GENEROUS PERSON *their*
contributions are noticed

Launched in 2015, the **MEDAL OF GOOD CITIZENSHIP** recognizes individuals who have acted in a particularly generous, kind or selfless manner for the common good without expectation of reward. The medal reflects their acts of selflessness, generosity, and service to community life at the local or regional level.



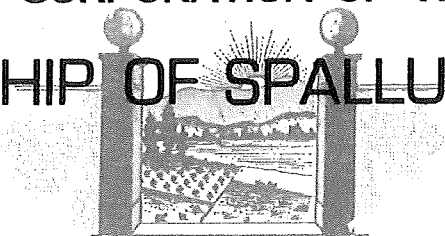
Nomination forms and
eligibility criteria are available at
www.gov.bc.ca/medalofgoodcitizenship.



BRITISH
COLUMBIA

THE CORPORATION OF THE TOWNSHIP OF SPALLUMCHEEN

TEL. (250) 546-3013
FAX. (250) 546-8878
OUR FILE NO.



www.spallumcheentwp.bc.ca

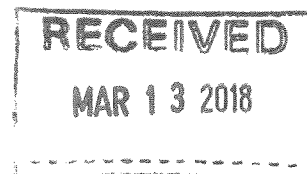
4144 Spallumcheen Way
Spallumcheen, B.C. V0E 1B6

Email: mayor@spallumcheentwp.bc.ca

file NO. 450-01

OFFICE OF THE MAYOR

March 8th, 2018



Honorable John Horgan
Premier of British Columbia
PO Box 9041
STN PROV GOVT
Victoria, BC
V8W 9E1

Honorable Mike Farnworth
Minister of Public Safety and Solicitor General
Room 128
Parliament Buildings
Victoria, BC
V8V 1X4

Dear Premier Horgan and Minister Farnworth,

Re: Human Trafficking Task Force

At its most recent Regular Meeting on March 5th, 2018, the Township of Spallumcheen Council received the attached email from Cathy Peters, BC's Anti-Human Trafficking Educator, Speaker and Advocate, dated February 26th, 2018. As such, Council passed the following resolution:

"THAT the Township of Spallumcheen Council direct staff to send 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 as requested in an Email from Cathy Peters, BC's Anti-Human Trafficking Educator, Speaker and Advocate, dated February 26th, 2018 – Re: Child Sex Trafficking in BC Municipalities and How to Stop It."

Thank you for your attention to this matter, if you have any questions in this regard please contact the undersigned.

Respectfully,

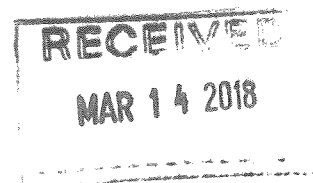
Janice Brown
Mayor

Attach: Email from Cathy Peters dated February 26th, 2018 Re: Child Sex Trafficking in BC Municipalities and How to Stop It.

cc: Cathy Peters, BC's Anti-Human Trafficking Educator, Speaker and Advocate
All UBCM member municipalities



Office of the Mayor



FILE NO. 450-01

March 14, 2018

Honourable Carole James
Minister of Finance
PO Box 9048 Stn Prov Govt
Victoria, BC V8W 9E2

RE: Employer Health Tax

Dear Minister Carole James,

We appreciate the recently announced Employer Health Tax is administratively more efficient and replaces a regressive form of taxation; however, it results in a significant cost increase to municipalities.

The direct impact of this change for the City of Maple Ridge will be a doubling of what was paid under Medical Service Plan (MSP) premiums. It is likely that there will also be indirect cost increases with Employer Health Tax implications being passed on by contracted service providers. Municipalities, unlike businesses, have not benefited from recent business tax reductions.

Municipalities have few options to cover cost increases. If unchanged, the payroll tax will result in increases to property taxes or reductions to municipal services resulting from funds being reallocated to cover the Employer Health Tax. School Districts have even fewer options to cover the increased costs, unless the Province decides to make exemptions or other adjustments to compensate.

Please consider options to attempt to make the transition to the Employer Health Tax cost neutral for municipalities.

Respectfully,

Nicole Read

Nicole Read
Mayor

cc: UBCM Members (via emails)
Maple Ridge Council
Paul Gill, Chief Administrative Officer
Kelly Swift, General Manager: Parks, Recreation & Culture
Frank Quinn, General Manager: Public Works & Development Services

City of Maple Ridge

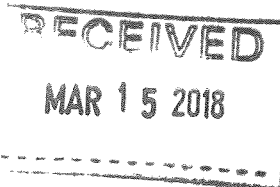
11995 Haney Place, Maple Ridge, British Columbia V2X 6A9 CANADA

Telephone: 604-463-5221 • Fax: 604-467-7329 • Email: enquiries@mapleridge.ca • www.mapleridge.ca

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

File: CR-12-02
 Ref: RD 2018 Feb 23

FILE NO. 0770-01



MAR 15 2018

Mayor Ralph Drew and Council
 Village of Belcarra
 4084 Bedwell Bay Road
 Belcarra, BC V3H 4P8
 VIA EMAIL: rdrew@belcarra.ca

Dear Mayor Drew and Council:

Re: Metro Vancouver 2040: Shaping our Future Land Use Designation Amendment Request from the City of Port Moody – Flavelle Mill Site

At its February 23, 2018 regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) adopted the following resolution:

That the MVRD Board:

- a) initiate the Metro 2040 minor amendment process, in response to the City of Port Moody's request, to amend the regional land use designation for the Flavelle Mill site from Industrial to General Urban and remove the Special Study Area overlay for the site;*
- b) give first and second readings to Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No, 1259, 2018; and*
- c) direct staff to notify affected local governments as per Metro Vancouver 2040: Shaping our Future section 6.4.2.*

The draft amendment bylaw is being circulated to your local government for review and comment. We are requesting a Council resolution to accompany any comments in regard to the proposed amendment bylaw. The comment period closes end of day **Friday April 20, 2018**.

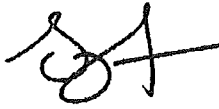
The Metro Vancouver staff report dated January 23, 2018 (Attachment 2), and the draft *Metro 2040* amendment bylaw (Attachment 1), are attached to this letter for your consideration. Please direct any technical questions to Jaspal Marwah, Regional Planner, by phone at 604-436-6850 or by email at jaspal.marwah@metrovanancouver.org.

24705173

4730 Kingsway, Burnaby, BC, Canada V5H 0C6 | 604-432-6200 | metrovanancouver.org

Metro Vancouver Regional District | Greater Vancouver Water District | Greater Vancouver Sewerage and Drainage District | Metro Vancouver Housing Corporation

Yours truly,



Greg Moore
Chair, Metro Vancouver Board

GM/CM/NC/jm

cc: Neal Carley, General Manager, Parks, Planning and Environment
Lorna Dysart, CAO, Village of Belcarra

Attachments

1. *Metro 2040 – Draft Amendment Bylaw for the Flavelle site in Port Moody (Doc# 24581609)*
2. Report dated January 23, 2018, titled "*Metro Vancouver 2040: Shaping our Future Land Use Designation Amendment Request from the City of Port Moody – Flavelle Mill Site (Doc# 24492484)*"

24705173



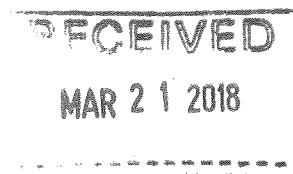
The Corporation of the District of Peachland

5806 Beach Avenue
Peachland, BC
V0H 1X7

Phone: 250-767-2647
Fax: 250-767-3433
www.peachland.ca

FILE NO. 0450-01

March 16, 2018



The Honourable Selina Robinson
Minister of Municipal Affairs and Housing
P.O. Box 9056 STN. PROV. GOVT
Victoria, BC V8W 9E2

Dear Minister Robinson,

Re: Cannabis Sales Revenue Sharing

As expressed by other local governments, the District of Peachland has concerns related to the fair distribution of the revenue generated by the sale of cannabis, among all orders of government including local governments.

The potential costs and responsibilities related to the legalization of cannabis without a confirmed source of additional funding could place a large burden on local governments. A Federation of Canadian Municipalities (FCM) paper is stating that the impact may affect policing, fire services, building codes, city planning, municipal licensing and standards, public health, social services and communications. Current discussions regarding revenue sharing involve the federal and provincial governments with no inclusion of local governments.

The District of Peachland respectfully requests your support in providing fifty percent (50%) of the provincial share of the cannabis tax sharing formula, as an adequate and equitable share to support costs and services incurred by local governments.

Thank you for your consideration.

Sincerely,

Cindy Fortin
Mayor

c: UBCM Member Municipalities



VILLAGE OF BELCARRA

"Between Forest and Sea"

4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8

TELEPHONE 604-937-4100 FAX 604-939-5034

belcarra@belcarra.ca • www.belcarra.ca



March 19, 2018

File No. 5280-21

Transport Canada, Pacific Region
Suite 820, 800 Burrard Street
Vancouver, BC, V6Z 2J8

Attention: Robert Dick, Assistant Deputy Minister

via email: robert.dick@tc.gc.ca

Dear Mr. Dick:

Re: Addition of Bedwell Bay to the Schedule of Designated Sewage Areas

This has reference to your letter (attached) of September 29th, 2017, dealing with our community's application to *Transport Canada* to include Bedwell Bay on the list of water bodies included in the 'Vessel Pollution and Dangerous Chemicals Regulations', Schedule 2, Designated Sewage Areas.

Your response on behalf of *Transport Canada* is both puzzling and frustrating. The *Village of Belcarra* has been corresponding with *Transport Canada* on this matter for a significant number of years, and our letter of application dated November 16th, 2016 (attached), was both invited and encouraged by *Transport Canada's* Paul Topping.

It is the *Village of Belcarra's* sincere belief that its application submitted on November 16th, 2016, provided all of the requested information and fulfilled all of the notification and advertising requirements of *Transport Canada*. It is particularly notable that our advertising did not elicit any opposition, only support.

Your assistance in more fully examining our application and explaining what further information is necessary to complete this process would be very much appreciated.

Sincerely,
Village of Belcarra

Ralph Drew
Mayor

RED/rd

cc: Hon. Marc Garneau, Minister of Transport (marc.garneau@tc.gc.ca)
Fin Donnelly, MP, Port Moody–Coquitlam (fin.donnelly@parl.gc.ca)
Belcarra Council



**VILLAGE OF BELCARRA
ZONING ADVISORY COMMITTEE
VILLAGE HALL
February 7, 2018
Minutes**



Minutes of the Zoning Advisory Committee (ZAC) for the Village of Belcarra, held February 7, 2018 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

Members in Attendance

John Stubbs, Chair
Robb Begg
John Carlson
Jim Chisholm
Carolina Clark (arrived at 6:38 pm)
Paul Degraaf
Bruce Douglas
Clive Evans (departed at 8:55 pm)
Martin Greig
Ken Mikkelsen (arrived at 7:15 pm)
Deborah Struk

Members Absent

Rex Crider
Braam LeRoux
Adrienne Peacock
John Reynolds
Des Wilson

Council Member in Attendance

Jamie Ross, Councillor

Planning Consultants in Attendance

Dan Watson, Brook Pooni
Richard White, RWPAS Ltd.

Staff in Attendance

Lorna Dysart, Chief Administrative Officer
Paula Richardson, Administrative Services Assistant
Paul Wiskar, Building Inspector

1. CALL TO ORDER

Chair Stubbs called the meeting to order at 6:36 pm.

2. APPROVAL OF THE AGENDA

2.1 Agenda for February 7, 2018

It was Moved and Seconded:

That the Agenda for February 7, 2018 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES**3.1** Minutes of January 10, 2018**3.2** Action Items: None

It was Moved and Seconded:

That the Minutes of the meeting held January 10, 2018 be adopted.

CARRIED

4. CHAIR'S REMARKS

Chair Stubbs commented regarding:

- Thank you to all Committee members who participated in the Open House and apologized that he was unable to attend.
- Thanked Dan Watson for the summary provided.
- Noted that John Reynolds, Adrienne Peacock and Des Wilson provided their regrets as they were unable to attend this meeting.

This was the last formal meeting of the Committee. Chair Stubbs thanked Committee members, including those not in attendance, for their engagement, plus for their time and attendance at numerous meetings. He noted that conversations have been civil and respectful but very spirited. A good snapshot of the Village residents and their views were received. J Stubbs appreciated Committee members involvement and commitment to the process.

Chair Stubbs expressed his appreciation to staff: Lorna Dysart, Paul Wiskar, Connie Esposito and Paula Richardson. He also thanked the Planning Consultants Richard White, Dan Watson and Laura Beveridge for their commitment to the Village and for the expertise provided.

The Zoning Advisory Committee will make a presentation at the Regular Council meeting on February 26, 2018 at 7:30 pm.

5. OPEN HOUSE FEEDBACK

- Review summary of Open House feedback
 - a) Open House #3 Feedback Summary
 - Dan Watson outlined the report noting the lower attendance at Open House #3 indicated less concern of Village residents. He commented on the following:
 - Question 1 – Floor Area
 - Approximately 60% of comments received supported the Committee direction on Floor Area
 - Question 2 – Accessory Coach Houses
 - Respondents at Open House #3 agree to defer to the advice of Committee

Committee members discussed various aspects of the Open House feedback form.

It was noted that there was over 70% support of the overall material.

6. RECOMMENDATIONS TO COUNCIL

- Review “Additional Items for Potential Council Consideration”
 - 1) Minimum Frontage for Lot Subdivision – RM – 1 and RM – 2 Zones
 - 2) Maximum Size of Two Houses on Two Acres in RM – 1 and RM – 2 Zones
 - 3) Home Based Business Use
 - 4) Derelict Vehicles
 - 5) Accessory Suites / Coach Houses
 - 6) Good Neighbour Advisory Panel
 - 7) Sustainability
 - 8) Angle of FAR / Gross Floor Area Line
 - 9) Basement Exclusion

1) – Minimum Frontage for Lot Subdivision – RM – 1 and RM – 2 Zones

The Committee discussed the potential impacts of permitting smaller subdivisions without requiring relaxations, including the increased risk of a fire in a remote area with limited access by emergency vehicles.

Councillor Ross noted that when Farrer Cove became a part of the Village, there was a record of the meetings around the issue of road access. There is now access to Farrer Cove however it is not a Village road. Concern is for access for emergency vehicles.

Chair Stubbs noted that in the attempt to clarify the language, consensus of the Committee is 50 ft. frontage and 1 acre minimum for subdivision in RM – 1 and RM – 2 Zones.

2) – Maximum Size of Two Houses on Two Acres in RM – 1 and RM – 2 Zones

Discussion ensued regarding the size of two principal residences permitted on a single lot. The consensus of the Committee was that the owner of a 2-acre property should be able to build two houses to the size that each house would be permitted on two 1-acre properties.

A recess was called at 8:00 pm and reconvened at 8:10 pm

3) – Home Based Business Use

It was noted that the community provided limited feedback on this topic.

4) – Derelict Vehicles

It was noted that the community did not provide feedback on this topic. Consensus was reached to suggest to Council that the definition be amended as the Motor Vehicle Act will be applicable.

5) – Accessory Suites / Coach Houses

Clarity was requested in the definition of an accessory building. Dan Watson advised that the total amount of accessory usage is not to exceed 1,615 sq. ft. The Committee recommendation was to re-introduce a requirement for a Coach House to be located in the same building as the garage, unless the Coach House is only one storey. It was also recommended that a Coach House “or” an Accessory Suite are allowed on one property but not both.

6) – Good Neighbor Advisory Panel

The Committee consensus was to strike this item.

7) – Sustainability

Consensus was reached for this item to be added to the report to Council as presented with a requirement for new construction to improve energy efficiency by at least 20%, based on new BC Energy Step Code.

8) – Angle of FAR / Gross Floor Area Line

Consensus was reached to smooth out the line as indicated on the hand out provided titled **Permitted Houses by Property Area (including existing house sizes)** The smooth line in the graph shown on how the calculation of floor area has been changed to “smooth out” the relationship between property size and permitted house size to reduce large jumps in permitted house sizes. The line has been “smoothed out” without reducing house sizes from what was displayed at Open House 3.

9) – Basement Exclusion

Consensus was reached that the recommended approach was approved. The exclusion of basement space is determined by the Average Finished Grade, with the intent that spaces below grade that cannot be seen are generally excluded.

7. REVIEW COUNCIL REPORT

- Discuss presentation / format

Richard White noted that Chair Stubbs and Ken Mikkelsen are taking the report forward to Council on February 26, 2018.

Discussion took place with regard to sections of the Bylaw that were not addressed. Richard White noted that the Committee was not asked to produce a new Bylaw and that the remainder of the Zoning Bylaw has been drafted for convenience and readability.

Chair Stubbs invited all Zoning Advisory Committee members to attend the presentation to Council and thanked Committee members, Consultants and Staff for their work.

8. ADJOURNMENT

It was Moved and Seconded:

That the February 7, 2018 meeting be adjourned at 9:24 pm.

CARRIED

Certified Correct:

Lorna Dysart
Chief Administrative Officer

John Stubbs
Chair