



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA
VILLAGE HALL
June 18, 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, June 18, 2018

Recommendation:

That the agenda for the Regular Council Meeting, June 18, 2018 be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, June 4, 2018

Recommendation:

That the minutes from the Regular Council Meeting held June 4, 2018 be adopted.

4. DELEGATIONS AND PRESENTATIONS

5. REPORTS

5.1 Bernie Serné, Superintendent of Public Works, report dated June 18, 2018 regarding Drinking Water Quality Annual Report 2017

Recommendation:

That the Drinking Water Quality Annual Report 2017 be received for information.

5.2 Lorna Dysart, Chief Administrative Officer, verbal report regarding Village of Belcarra Corporate Policy No. 209 – Privacy Policy

Recommendation:

That the Village of Belcarra Corporate Policy No. 209 – Privacy Policy dated June 18, 2018 be approved.

- 5.3** Paul Wiskar, Building Inspector, report dated June 18, 2018 regarding Building Envelope Report

Recommendation:

That the Building Envelope Report dated June 18, 2018 be received for information.

6. REPORTS FROM MAYOR AND PROJECT LEADS

- 6.1** **Mayor's Report – After 40 Years, It's Time to Retire**

7. BYLAWS

8. CORRESPONDENCE/PROCLAMATIONS

Recommendation:

That correspondence item 8.1 to 8.11 be received.

ACTION ITEMS

- 8.1** Belcarra Barnacle Society, dated May 25, 2018 regarding 2018 Community Grant Request

Recommendation:

That the Belcarra Barnacle Society 2018 request for a Grant in the amount of \$1,500.00 be approved.

- 8.2** Chris Nicolls, Secretary-Treasurer/CFO, School District No. 43 (Coquitlam), dated June 11, 2018 regarding 2018 Eligible School Sites Proposal Resolution

Recommendation:

That Council accept the School Board, School District No. 43 (Coquitlam) resolution for proposed eligible school site requirements.

INFORMATION ITEMS

- 8.3** Jacque Killawee, City Clerk, City of New Westminster, dated June 4, 2018 regarding E-Comm Board of Directors Designate – 2018 – 2019 Term
- 8.4** John Van Laerhoven, Mayor, District of Kent, dated June 5, 2018 letter to Honourable Carole James, Minister of Finance regarding Employer Health Tax
- 8.5** Kerri Palmer Isaak, Chair, Board of Education, School District 43 (Coquitlam), dated June 6, 2018 regarding SD43 International Education Programs (full report available in the Village office)
- 8.6** Ralph Drew, Mayor, Village of Belcarra, dated June 6, 2018 letter to Mayor Mike Clay & Councillors, City of Port Moody regarding Port Moody's North Shore Traffic Movement
- 8.7** Jonathan X. Côté, Mayor, City of New Westminster, dated June 7, 2018 regarding Changes to the Strata Property Act (full report available in the Village office)
- 8.8** John McEwen, Mayor, Village of Anmore, dated June 11, 2018 regarding Proposed Regional Development Cost Charges for Transportation (TransLink)

8.9 Mark Koch, President, Board of Directors, LGMA, dated June 13, 2018 regarding 2017 Annual Report (full report available in the Village office)

8.10 Kelly Kenney, Corporate Officer, City of Langley, dated June 13, 2018 regarding Strategic Community Investment Fund – Traffic Fine Revenue Sharing (full report available in the Village office)

8.11 Massimo Bergamini, President & CEO, National Airlines Council of Canada, dated June 14, 2018 regarding Cross – Country Consultations on Air Passenger Rights and the Aviation Ecosystem

9. NEW BUSINESS

10. PUBLIC QUESTION PERIOD

11. RESOLUTION TO CLOSE MEETING

That the June 18, 2018 Regular meeting of Council be closed pursuant to the Community Charter Section 90 (1) “A part of a Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.”

12. ADJOURNMENT

Recommendation:

That the June 18, 2018 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
VILLAGE HALL
June 4, 2018**



Minutes of the Regular Council Meeting for the Village of Belcarra held June 4, 2018 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

Council in Attendance

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

Staff in Attendance

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

Also in Attendance

Jeff Moi, General Manager, Engineering & Operations, City of Port Moody
Roy Symons, Manager, Transportation Planning, ISL Engineering Ltd.

1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, June 4, 2018

Moved by: Councillor Drake
Seconded by: Councillor Ross

That the agenda for the Regular Council Meeting, June 4, 2018 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, May 22, 2018

Moved by: Councillor Glover
Seconded by: Councillor Muxworthy

That the minutes from the Regular Council Meeting held May 22, 2018 be adopted.

CARRIED

4. DELEGATIONS AND PRESENTATIONS**4.1** Jeff Moi, General Manager, Engineering & Operations, City of Port Moody and Roy Symons, Manager, Transportation Planning, ISL Engineering Ltd., regarding the Port Moody loco Lands Connector Options Study

Jeff Moi, General Manager, Engineering & Operations, City of Port Moody provided an overview on the following:

- Background on the loco Lands Connector Options Study;
- 16 options that were analyzed as part of the study;
- Evaluation Criteria used to analyze the 16 options;
- Key Findings from the Evaluation Criteria;
- Not-Feasible Options of the study;
- Options that were Recommended for Further Analysis;
- Next Steps.

Discussion ensued relative to:

- Other potential options not included on the current list;
- Financial considerations;
- Feasibility of developer covering costs;
- The feedback process is open until June 18, 2018;
- The link provided by Port Moody for feedback will be posted on Belcarra's website;
- The increase in traffic on loco Road since its construction; and
- A longer term solution for traffic flow management on loco Road requires further analysis and discussion.

Mayor Drew will draft a letter to the City of Port Moody on behalf of Council regarding the loco Lands Connector Options Study. The letter will highlight the increasing number of recreational visitors to Belcarra Regional Park and Buntzen Recreation Area.

5. REPORTS**5.1** Lorna Dysart, Chief Administrative Officer, verbal report regarding the Village of Belcarra 2017 Annual Report.

L. Dysart highlighted the 8 priorities outlined in the 2017 Annual Report.

Moved by: Councillor Ross

Seconded by: Councillor Drake

That the Village of Belcarra 2017 Annual Report be received for information.

CARRIED

5.2 Lorna Dysart, Chief Administrative Officer, report dated June 4, 2018 regarding Statement of Financial Information (SOFI) Report – Fiscal Year 2017

L. Dysart provided an overview of the SOFI Report for 2017.

Moved by: Councillor Drake
Seconded by: Councillor Glover

That Council approve the schedules and statements included in the Statement of Financial Information (SOFI) 2017 Report.

CARRIED

6. REPORTS FROM MAYOR AND PROJECT LEADS

No Reports

7. BYLAWS

No Bylaws

8. CORRESPONDENCE/PROCLAMATIONS

Moved by: Councillor Muxworthy
Seconded by: Councillor Drake

That correspondence item 8.1 to 8.4 be received.

CARRIED

ACTION ITEMS

- 8.1** Kailah Knittle, Development Assistant, Eagle Ridge Hospital Foundation, dated May 29, 2018 requesting a donation to the September 29, 2018 Annual Evening of Caring Gala fundraising event

Moved by: Councillor Ross
Seconded by: Councillor Glover

That Council donate an auction prize valued at \$300 for the Evening of Caring Gala; and

That a ticket for one Council member and their guest be purchased if requested.

CARRIED

INFORMATION ITEMS

- 8.2** Lynn Embury-Williams, Executive Director, Wood WORKS! BC, dated May 15, 2018 regarding Nominations for the 2018 Community Recognition Awards
- 8.3** Lisa Josephson, Senior Planner, System Plans, TransLink, dated May 29, 2018 regarding MRN Request Update (Belcarra)
- 8.4** Karl Buhr, Mayor, Village of Lions Bay, dated May 30, 2018 regarding a letter to Honorable Carole James, Minister of Finance & Deputy Premier regarding New Taxes in Our Community

9. NEW BUSINESS

No New Business

10. PUBLIC QUESTION PERIOD

No Questions

11. RESOLUTION TO CLOSE MEETING

12. ADJOURNMENT

Moved by: Councillor Muxworthy

Seconded by: Councillor Glover

That the June 4, 2018 Regular Meeting be adjourned at 8:21 pm.

CARRIED

Certified Correct:

Ralph Drew
Mayor

Lorna Dysart
Chief Administrative Officer



COUNCIL REPORT

Date: June 18, 2018

File No. 5600-05-05

From: Bernie Serné, ASCT, Superintendent of Public Works

Subject: Drinking Water Quality Annual Report 2017

Recommendation:

That the Drinking Water Quality Annual Report 2017 be received for information.

Purpose:

To provide the Belcarra Water Supply and Distribution System consumers with water source, supply and water quality information based on 2017 analytical sampling and operational procedures.

Background:

This report is the Sixth Drinking Water Quality Annual Report prepared by the Village of Belcarra (Belcarra) under the Water Quality Monitoring and Reporting Plan for the Metro Vancouver (MV) and Member Municipalities. It is a Provincial Health requirement to provide information on water quality and system operational procedures to its consumers.

Metro Vancouver reported that all samples collected in 2017 satisfied the bacteriological requirements of the BC Drinking Water Protection Regulation. There were no water advisories in 2017. A review of the report by the Fraser Health Authority is currently pending.

Belcarra has worked with the District of North Vancouver Water Operators and have established protocols on how to work together in an emergency, deal with a breach of the system and alerts during periods of high flows in Belcarra. Protocols were set in place to improve and coordinate Village and Fire Department requirements in a fire event.

Installation and monitoring of the Seismic valve at the Tatlow Reservoir was initiated and went into full service in 2017. This valve ensures a source of water in the reservoir is retained that may be used for firefighting. The water distribution system was reviewed by OPUS International to determine upgrades to the system that may potentially improve fire flow and storage.



VILLAGE OF BELCARRA



DRINKING WATER QUALITY ANNUAL REPORT

2017

(Prepared June 2018)

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A. INTRODUCTION

This report is the **Sixth** Drinking Water Quality Annual Report prepared by the Village of Belcarra (Belcarra) under the Water Quality Monitoring and Reporting Plan for the Metro Vancouver (MV) and Member Municipalities. The purpose of the report is to provide Belcarra water consumers with drinking water sampling test results for 2017, as well as to present background information on Belcarra concerning water supply, treatment, and specific measures being taken to protect and enhance drinking water quality as per requirements under the Drinking Water Protection Act.

B. GENERAL DESCRIPTION

The Village of Belcarra delivers potable water to its customers via a waterworks distribution system incorporating approximately 11 km of water mains, one pressure zone, pumping station and water storage reservoir. From the period January 1, 2017 to December 31, 2017, the water distribution system provided water to **157** of a possible 270 parcels (**58%**).

From January to December 2017, there was **89,970** cubic metres (**17,811,012** Imperial gallons) of water consumed by residents, used for flushing and the continual blow offs. All Belcarra's water is purchased from the Greater Vancouver Water District (GVWD), through the District of North Vancouver (DNV). Water leaks were suspected, searched for with two located and resolved.

A map of the overall water system showing the gravity and pressure zones and water quality sampling site locations is included (See Appendix A).

C. WATER DISTRIBUTION SYSTEM – Village of Belcarra

1. General

The Belcarra water distribution system is comprised of four networks, these are further described as:

- Village of Belcarra Marine Crossing Mains
- Reservoir Supply Main
- Village of Belcarra Water Distribution System
- Upper Pressure Zone on Main Avenue and Bedwell Bay Road

For the purposes of water quality monitoring and reporting in Belcarra, the location where water is drawn from the GVWD transmission system into the DNV system are considered "sources" for the Belcarra system.

A map of the overall water system showing the gravity and pressure zones and water quality sampling site locations is included (See Appendix A).

2. Belcarra Water Quality Testing

Sample collection to monitor bacteria levels in the Belcarra water distribution system is performed monthly on conveyance water by Belcarra staff. Four to five of the 13 sample stations are tested monthly, with all 13 sample stations being tested over a three-month period (See Appendix B for List of Belcarra Sample Site Stations).

Samples are delivered to the Metro Vancouver lab for analysis and reporting. Standard bacteriological parameters analysed by the Metro Vancouver lab are total coliform, *E. coli* and Heterotrophic Plate Count (HPC).

Also, the Fraser Health Authority may take random samples from select sites, or samples from areas where water quality complaints have originated, or where waterworks construction or maintenance activities are underway.

Locations of water quality sampling points in the Belcarra system are based on a guideline provided by the regional Medical Health Officers as follows:

- i. One sampling point at “source” (supply from GVWD/DNV)
- ii. Twelve sampling points at system dead-ends or near dead-ends

Sampling frequency for presence of bacteria was completed in accordance with the recommendations provided by the Fraser Health Authority.

A table showing the Schedule for Sampling and Reporting is included (See Appendix C).

(a) Physical Parameters

Water temperature and turbidity are measured for all samples collected for bacteriological testing and are reported in the overall microbiology test results from the Metro Vancouver lab. Turbidity is measured in Nephelometric Turbidity Units (NTUs). Health Canada Guidelines for Canadian Drinking Water Quality sets the Aesthetic Objective for water temperature at less than or equal to 15 degrees Celsius and an upper limit of 1 NTU for turbidity. Taste, odour and turbidity are monitored on a complaint basis.

(b) Chemical Parameters

In 2017, chemical monitoring in the water distribution system was conducted for the following:

- i. **Free chlorine residual** – The Medical Health Officer has indicated that the minimum concentration for chlorine residual in a water distribution system should be 0.2 mg/L free chlorine. Free chlorine is measured at all sampling sites when bacteriological samples are collected. 2017 results of less than 0.2mg/L free chlorine totalled **6** sample occurrences.
- ii. **Haloacetic acids (HAA's)** – HAA's are disinfection by-products. In 2008 a new Canadian standard for HAA concentrations was established in the *Guidelines for Canadian Drinking Water Quality* (GCDWQ). The maximum acceptable concentration (MAC) for HAA's is 80 ppb (based on a running annual average calculated with quarterly results for different locations within the system). In 2017, eight tests were carried out by the Metro Vancouver lab with a maximum average of **25** ppb or less. (See Appendix G)
- iii. **Trihalomethanes (THM's)** – THM's are disinfection by-products. The *Guidelines for Canadian Drinking Water Quality* (GCDWQ) list a maximum acceptable concentration (MAC) for THMs at 100 ppb (based on a running annual average calculated with quarterly results for different locations within the system). sampled with HAA's. In 2017, eight tests were carried out by the Metro Vancouver lab with a maximum average of **35** or less. (See Appendix G)

- iv. **pH** – pH is a measurement under the Aesthetic Objective guidelines, with the optimal range of values between 6.5 – 8.5 pH. In 2017, **six** tests were carried out by the Metro Vancouver lab with results of **7.3 – 7.7** pH. (See Appendix G)
- v. **Metals** – during 2001, the regional Medical Health Officers developed a strategy for sampling metals “at the tap”. The requirement is to sample 10% of the sample sites twice yearly for lead, copper and zinc, with sample locations consisting of a mixture of private homes and public buildings, including schools. In 2017, five samples were tested, one being a duplicate. (See Appendix H)
- vi. **PAHs or BETX** – PAH’s (Polynuclear Aromatic Hydrocarbons) and BETX (Benzene, Ethylbenzene, Toluene, Xylene) are compounds associated with pipe wall lining materials in steel water mains, and usually they can only be detected in water mains newer in age than approximately five years. (Since there are no significant lengths of PVC water main in the Belcarra System, no testing was performed for PolyVinyl Chloride in 2017.)

3. Results

Test results for bacteria, temperature, turbidity, and chlorine residual are compiled for each sample site.

1. Bacteria

A table of results of bacteriological testing of Sample Station Readings of E. coli, HPC, Total Coliform from January to November is attached (See Appendix D).

Metro Vancouver’s analysis of HPC confirmed of the **60** samples, **four** samples exceeded Metro Vancouver’s threshold of 500 CFU/ml (See Appendix D). The samples were taken from dead end water mains and highly dependent on the waters age and usage at the dead ends

Metro Vancouver reported that all samples collected in 2017 satisfied the bacteriological requirements of the BC Drinking Water Protection Regulation (See Appendix F).

2. Physical Parameters

In 2017, **60** samples were tested for of turbidity levels in the Belcarra water distribution system and **3** samples were greater than 1 NTU. Water temperatures ranged from a January low of **4.0°** C to an August high of **23.8°** C. Temperature is discussed further in the Challenges section below and measures to improve temperature readings are outlined in the 2017 Work Program below. For Temperature and Turbidity data, (See Appendix D).

3. Chemical Parameters

- i. Belcarra's source water from GVWD/DNV water transmission can be impacted by low chlorine residual levels. A real-time chlorine residual monitor is located at the Tatlow pump station and allows real time analysis and alarming for low chlorine conditions. The Belcarra chlorine residual at the Michael Rosen Water Receiving Building (Midden) averaged **0.65** mg/L. This shows that the level of chlorination continued to provide good chlorine residual levels throughout the water supply system.

In Belcarra, **6** of the **60** samples taken throughout the entire system had chlorine residual concentrations below 0.2 mg/L, the lowest two samples being **0.02** mg/L (See Appendix D). There was a 40% decrease in the number of low samples from the previous year. This is discussed further in the Challenges section below. Measures to improve chlorine residuals are outlined in the 2018 Work Program below.

- ii. **Haloacetic acids (HAA's)** – Haloacetic acids (HAA)
In Belcarra all **8** of the 2017 samples taken were below the MAC of 80 ppb/mL for this parameter (See Appendix G).
- iii. **Trihalomethanes (THMs)** – Trihalomethanes (THMs)
All **8** of the 2017 samples taken in Belcarra were below the MAC of 100 ppb/mL for this parameter (See Appendix G).
- iv. **pH** – All **6** of the samples taken were within the Aesthetic Objective guidelines of between **6.5** and **8.5** pH (See Appendix G).
- v. **Metals** – a total of **five** samples for metals, including copper, lead and zinc, were collected in 2017. (See Appendix H) for Metro Vancouver Metals Sampling Program for Belcarra. All the metals tested were under the recommended maximum allowable Guideline Limits.
- vi. **PAHs or BETX** – as there are no significant lengths of PVC water main in the Belcarra System, no testing was performed for polyvinyl chloride in 2017.

4. Challenges

Chlorine residual issues, generally related to flow from the Capilano source during times of high turbidity have been substantially reduced due to GVWD's operational strategy of the two sources and the performance of the filtration plant.

Maintaining chlorine residuals above the 0.20 mg/L range is supported by cool water temperature, consumption and by moving water through the utility to the consumer. The exchange of water through the reservoir and movement of water through the distribution system ensures the water will remain fresh, cool with a marginal loss in chlorine residual. Similarly, temperature and turbidity can maintain Aesthetic Objectives by the movement of water through the distribution system. See Appendix D for site specific data on chlorine residuals.

Until all the potential connections are made to the ends of the water main or water main branches, there is the potential for water to be held in suspension. Suspended water will result in higher HPC results. Resident consumption at the dead ends serves to ensure water is moved through the distribution system allowing for lower temperatures, higher chlorine residuals and a higher level of freshness. In the absence of consumers, water sampling ports located at the ends of water mains and branches are opened and allowed to bleed water as an operational means to move water through the water mains.

Belcarra Public Works monitor the HPC results and perform additional flushing in areas of HPC greater than 500 CFU/ml. Sampling ports are then adjusted to adjust flow to improve circulation of the water main ends.

5. Work Program

2017

System maintenance, operational and emergency response refinements were made in 2017 to continue delivering water with optimum water quality. The water main cleaning program focused on unidirectional flushing in Zone 2 and Fire Hydrant Maintenance in Zone 1.

The Work Plan implemented a combination of measures to enhance water quality by promoting more consumers to connect to the water system or by increasing spillage rates in water main ends in areas of low or no consumer connections. An amendment to Waterworks No. Bylaw 456, 2012 with No. Bylaw 495, 2015 requires any transfer of ownership of a property to connect to the Waterworks system to the provided from the Water Service near property line installed during the initial construction.

Installation and monitoring of the Seismic valve at the Tatlow Reservoir was initiated and went into full service in 2017. The valve is very sensitive and needed to be cautiously calibrated so that it functions only during a seismic event, thereby closing the reservoir, should there be a main failure, to prevent premature emptying. This allows the Public Works Crew to assess the damage and isolate or repair the area so the system can be put back into service with water still in the reservoir. This would also retain a source of water in the reservoir that could be used for firefighting, which is commonly associated with seismic events.

Continual routine monitoring testing of generator and fire pump at the Tatlow Building is done weekly to ensure they will be available in an emergency. The diesel fuel for the generator and fire pump were scrubbed to ensure the quality of the fuel and to deter fouling. Diesel can go off over time and should be scrubbed on a five-year cycle.

Surveillance video cameras have been added to further enhance security for the facilities. Real time visual monitoring of utility equipment and exterior of the buildings complements remote monitoring of the utility.

All Air valves were inspected in 2017 to ensure they function properly as well as the monthly purging of the Marine Crossing Air Valves in the Midden building.

2018

System maintenance, operational and emergency response refinements will continue to be made in 2018 for delivering water with optimum water quality. The 2018 water main cleaning program will focus on unidirectional flushing of Zone 1 and Fire Hydrant Maintenance of Zone 2.

Inspection of the Marine Crossing of the Burrard Inlet was conducted by Fraser Burrard Diving to ensure there were no; leaks, damage to air valves and to the water main rock armour protection. No major concerns were detected by the divers. The rock armouring protection at the foreshore in Belcarra has been eroded away and will require replacement to protect the main from damage and heating.

A more aggressive schedule of maintenance of the filter screen at the Strathcona chamber in the District of North Vancouver (DNV) was established and high turbidity alerts critically assessed for this concern. Belcarra has contacted DNV Water Operators and have established protocols on how to work together in an emergency, deal with a breach of the system and alerts during periods of high flows in Belcarra.

Installation of an actuated altitude valve at the Tatlow Reservoir. The ability to start filling the reservoir remotely or manually on demand, will improve water availability for a fire and adjust water levels.

In addition, there are Water Main extension that may be made to the water distribution system, which could increase water circulation and fire flows by looping dead end mains, as the opportunities present.

D. INCIDENTS/SIGNIFICANT COMPLAINTS

In 2017 Belcarra lost three homes to fire. In the first fire two homes were lost and the reservoir was lowered substantially with the Fire Department put on notice to reduce or cease use. The Fire Department was able to tanker additional water and draw from the ocean to control the fire. Protocols were set in place to improve and coordinate Village and Fire Department requirements in a fire event. The water distribution system was reviewed by OPUS international to see what upgrades to the system could be achieved to improve fire flow and storage.

Four HPC samples were above and **six** Chlorine sample were below the recommended guidelines. Public Works flushed those water mains until turbidity subsided and chlorine levels were elevated. Water main bleed rates were increased on the deficient water main ends to reduce stagnation.

E. GENERAL WATER ADVISORIES

There were no water advisories in 2017.

F. OPERATOR TRAINING/QUALIFICATIONS

In 2012 EOCP advised Belcarra, the system would be classified as a Level 1 system based on 270 connections. Belcarra currently has two water distribution system Operators with Level 1 operator's certification from the EOCP, keeping Belcarra in full compliance with the Regulation. Continuing education of the Water distribution system Operators ensures their relevant knowledge of operating a Water distribution system.

G. SECURITY MEASURES

Some of the security features at Belcarra include:

- Locked access to the reservoir
- Dual locking mechanisms to enter the water receiving and pump buildings
- Exterior lighting and fencing for the water receiving building at Midden
- Door alarms at Strathcona chamber and kiosk, Midden building and Tatlow pump station
- iPhone intrusion alarm at the Strathcona chamber with District of North Vancouver
- CCTV cameras at Midden building, Tatlow reservoir and pump station

H. NOTIFICATION AND EMERGENCY RESPONSE PLAN

Notification Requirements

The notification process for unusual situations that could potentially affect water quality is shown in Appendix I.

I. LIST OF APPENDICES

APPENDIX A

Map of Belcarra Water System, Sampling Site Locations and Pressure Zones and Free Chlorine Residual data per Site

APPENDIX B

List of Belcarra Sample Site Locations

APPENDIX C

Schedule for Belcarra Sampling and Reporting

APPENDIX D

Belcarra Sample Station Readings of Temperature, *E. coli*, HPC, Total Coliform, Turbidity and Free Chlorine

APPENDIX E

Belcarra Monthly HPC Counts

APPENDIX F

Metro Vancouver Results of Bacteriological Analysis of Belcarra Potable Water Samples

APPENDIX G

Metro Vancouver Quarterly THMs, HAAs, and pH

APPENDIX H

Metro Vancouver Annual Metals Sampling Program

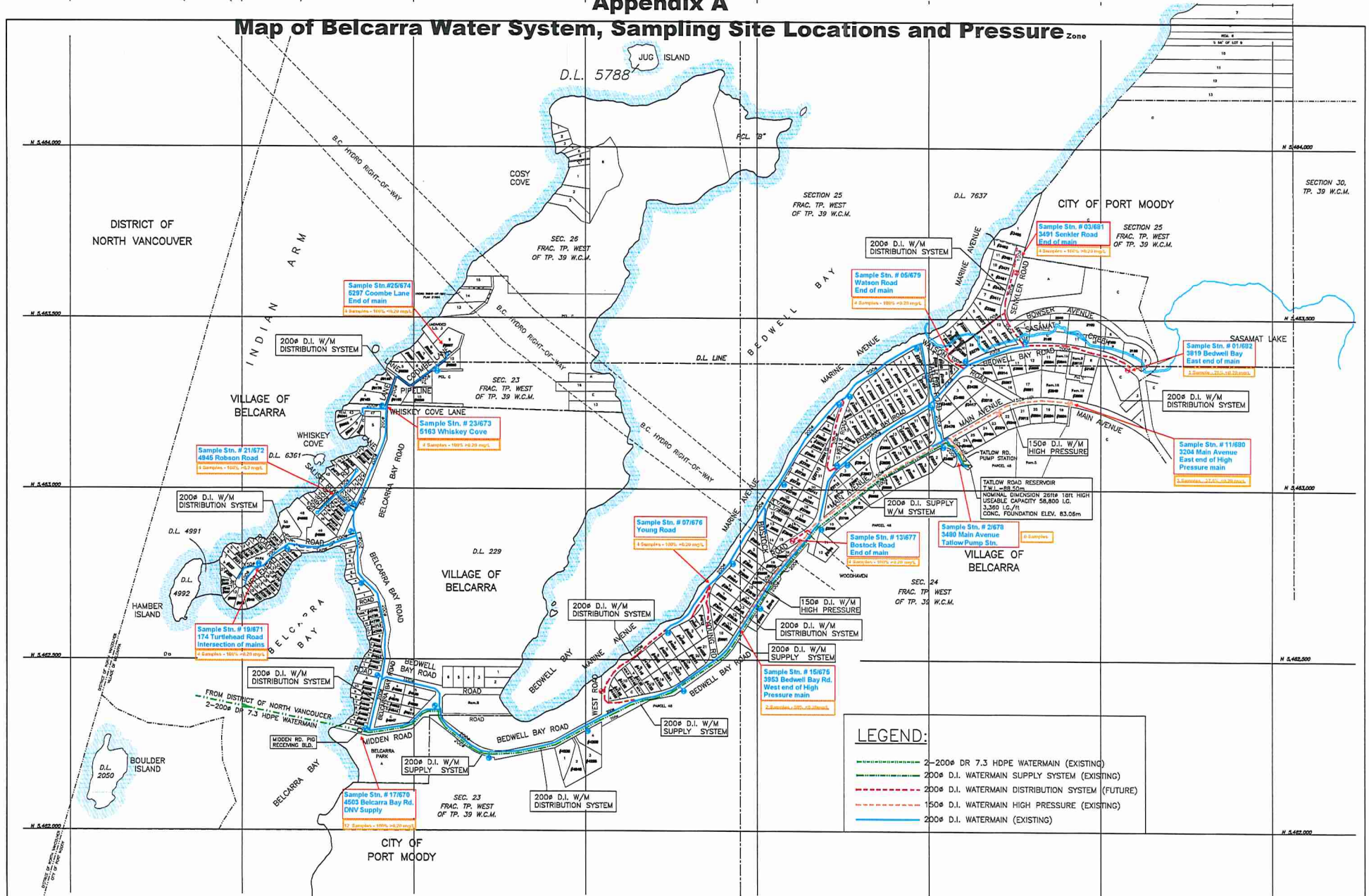
APPENDIX I

Notification for Unusual Situations Potentially Affecting Water Quality

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Appendix A

Map of Belcarra Water System, Sampling Site Locations and Pressure Zone



				CLIENT VILLAGE OF BELCARRA 604-937-4100 4048 BEDWELL BAY ROAD, BELCARRA, BC, V3H 4P8		BEESELY ENGINEERING LTD. UNIT B-1300 Ketch Court, CONSULTING CIVIL & STRUCTURAL ENGINEERS Coquitlam, B.C. V3K 6W1		TITLE VILLAGE OF BELCARRA WATER SYSTEM OVERALL PLAN		SEAL		DESIGN: RB DRAWN: AS CHECKED: RB DATE: JAN. 2012 SCALE: 1:5000 HORIZ: VERT:		DRAWING No. 08.13-50 1 OF 1 REVISION:	
No. REVISION DATE BY				PROJECT WATERMAIN PROJECT VILLAGE OF BELCARRA BELCARRA, BC		Ph: (604)527-1349 Fax: (604)527-1352 Email: beesley@telus.net									

APPENDIX B

List of Belcarra Sample Site Locations

Station No.	Lab BLC No.	Location	Flow Rate	No. of samples taken in 2017
#17	670	4503 Belcarra Bay (Midden Supply GVWD\DNV)	Source	12
#19	671	Turtlehead Road	Low	4
#21	672	Robson Road	Low	4
#23	673	Whiskey Cove Lane	Low	4
#25	674	Coombe Lane	Dead End	4
#15	675	3953 Bedwell Bay Road - High Pressure Zone (West)	Dead End	4
#07	676	Young Road	Low	4
#13	677	Bostock Road	Dead End	4
#02	678	3480 Main Ave (Tatlow Pump Station)	Reservoir	0
#05	679	Watson Road	Dead End	4
#11	680	3204 Main Avenue – High Pressure Zone (East)	Dead End	8
#03	681	Senkler Road	Dead End	4
#01	682	3819 Bedwell Bay Road – East end of Gravity Main	Dead End	4

APPENDIX C

Schedule for Belcarra Sampling and Reporting for 2017

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<u>DISTRIBUTION SYSTEM SAMPLING</u>												
Temperature, Ecoli, HPC, Total Coliform, Turbidity, and Free Chlorine Residuals (Monthly)	X	X	X	X	X	X	X	X	X	X	X	X
HAA's, THM's, pH (Quarterly)			X		X			X			X	
Metals: Copper, Lead, Zinc (Annually)										X		
<u>NOTIFICATION</u>												
2017 Annual Report:												
Annual Report sent to MHO						X						
MHO to send Council response							X					
Staff Report to Council						X						
Posted on Web						X						

APPENDIX D

Belcarra Sample Station Readings of; Chlorine Free, Ecoli, HPC, Temperature, Total Coliform, and Turbidity

Sample Description	Sampled date	Chlorine Free (mg/L)	Ecoli (MF/100 mLs)	HPC (CFU/mL)	Temperature (°C)	Total Coliform (MF/100 mLs)	Turbidity (NTU)
4503 Belcarra Bay Road	2017-01-10 09:45	0.48	<1	<2	6.0	<1	0.14
174 Turtlehead Road	2017-01-10 09:55	0.50	<1	2	4.1	<1	0.16
4945 Robson Road	2017-01-10 10:00	0.50	<1	<2	4.2	<1	0.17
5163 Whiskey Cove Ln.	2017-01-10 10:05	0.37	<1	<2	4.0	<1	0.15
5297 Coombe Lane	2017-01-10 10:11	0.42	<1	<2	4.2	<1	0.17
4503 Belcarra Bay Road	2017-02-20 10:30	0.72	<1	26	6.6	<1	0.09
3204 Main Avenue	2017-02-20 10:40	0.53	<1	<2	4.3	<1	0.13
Bostock Road	2017-02-20 10:45	0.49	<1	<2	5.1	<1	0.12
3491 Senkler Road	2017-02-20 10:55	0.52	<1	<2	5.0	<1	0.15
3819 Bedwell Bay	2017-02-20 11:00	0.56	<1	<2	4.2	<1	0.18
4503 Belcarra Bay Road	2017-03-14 11:28	0.62	<1	<2	6.9	<1	0.13
3953 Bedwell Bay Road	2017-03-14 11:36	0.49	<1	<2	5.8	<1	0.14
3204 Main Avenue	2017-03-14 11:45	0.47	<1	<2	4.4	<1	0.13
Watson Road	2017-03-14 11:51	0.52	<1	<2	5.5	<1	0.15
Young Road	2017-03-14 11:58	0.54	<1	10	5.5	<1	0.26
4503 Belcarra Bay Road	2017-04-11 09:25	0.67	<1	4	7.4	<1	0.09
174 Turtlehead Road	2017-04-11 09:54	0.50	<1	2	8.1	<1	0.22
4945 Robson Road	2017-04-11 10:05	0.43	<1	<2	8.0	<1	0.19
5163 Whiskey Cove Ln.	2017-04-11 10:10	0.40	<1	<2	7.4	<1	0.23
5297 Coombe Lane	2017-04-11 10:19	0.42	<1	<2	7.0	<1	0.76
4503 Belcarra Bay Road	2017-05-09 09:35	0.65	<1	<2	10.7	<1	0.34
Bostock Road	2017-05-09 09:45	0.54	<1	2	10.3	<1	0.33
3204 Main Avenue	2017-05-09 09:55	0.18	<1	<2	11.4	<1	1.50
3491 Senkler Road	2017-05-09 10:05	0.50	<1	730	11.6	<1	1.10
3819 Bedwell Bay	2017-05-09 10:10	0.43	<1	4	9.7	<1	0.19
4503 Belcarra Bay Road	2017-06-14 09:30	0.70	<1	<2	11.5	<1	0.15
3953 Bedwell Bay Road	2017-06-14 09:37	0.06	<1	6	12.9	<1	0.40
3204 Main Avenue	2017-06-14 09:48	0.07	<1	>11000	17.8	<1	0.94
Watson Road	2017-06-14 10:00	0.53	<1	2	15.3	<1	0.60

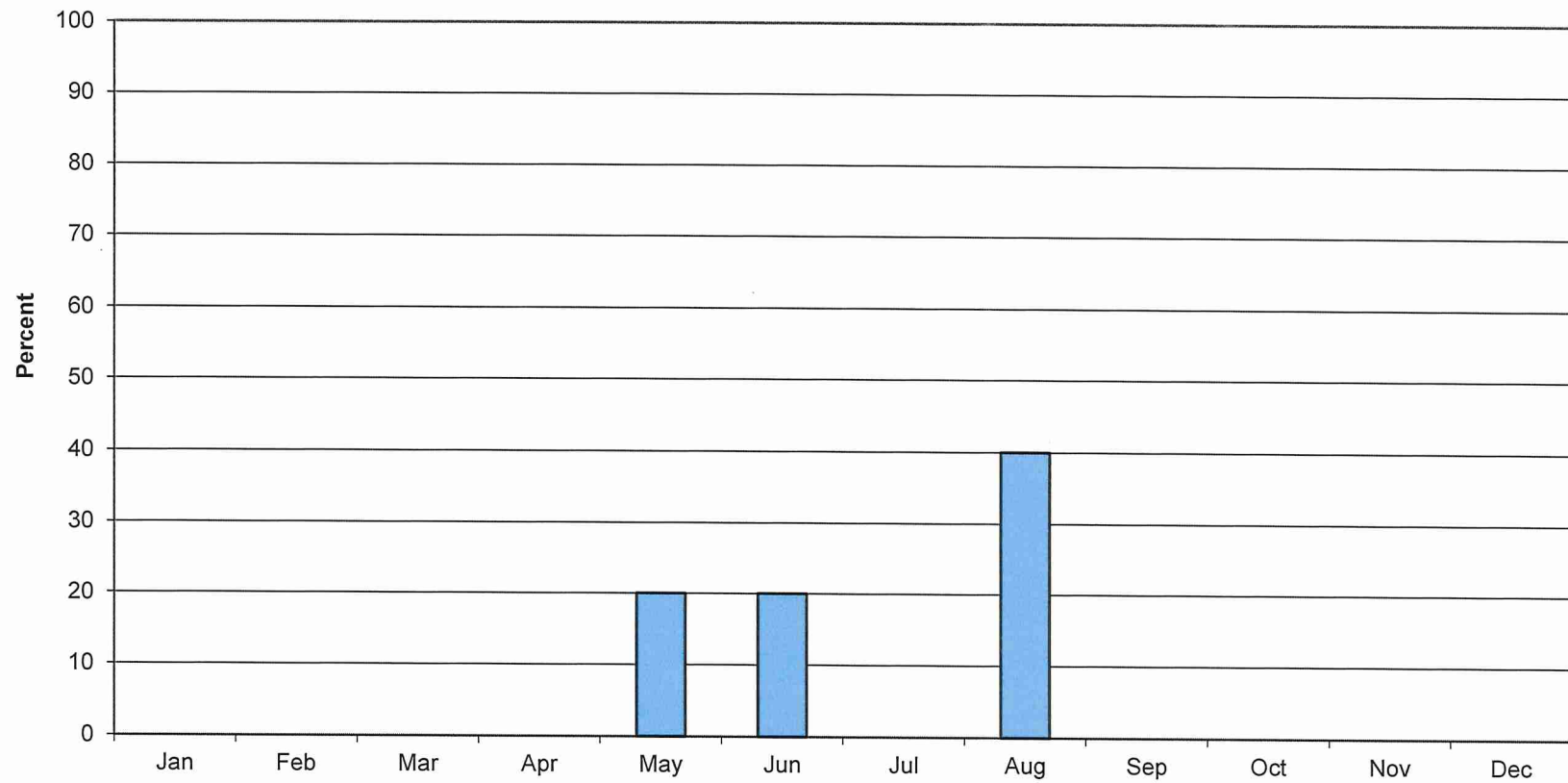
Young Road	2017-06-14 10:10	0.57	<1	2	17.2	<1	0.42
4503 Belcarra Bay Road	2017-07-11 09:05	0.70	<1	<2	13.1	<1	0.42
174 Turtlehead Road	2017-07-11 09:16	0.53	<1	<2	18.7	<1	0.17
4945 Robson Road	2017-07-11 09:30	0.46	<1	<2	18.1	<1	0.14
5163 Whiskey Cove Ln	2017-07-11 09:37	0.57	<1	2	17.9	<1	0.15
5297 Coombe Lane	2017-07-11 09:48	0.37	<1	16	17.9	<1	0.24
4503 Belcarra Bay Road	2017-08-10 09:20	0.71	<1	<2	15.0	<1	0.14
Bostock Road	2017-08-10 09:38	0.53	<1	<2	17.9	<1	0.32
3204 Main Avenue	2017-08-10 10:09	0.07	<1	880	23.8	<1	0.41
3819 Bedwell Bay	2017-08-10 10:36	0.10	<1	2200	19.0	<1	0.38
3491 Senkler Road	2017-08-10 10:50	0.51	<1	<2	18.9	<1	0.17
4503 Belcarra Bay Road	2017-09-12 08:45	0.65	<1	6	17.1	<1	0.15
Young Road	2017-09-12 09:00	0.57	<1	<2	17.7	<1	0.26
Watson Road	2017-09-12 09:11	0.58	<1	<2	17.1	<1	0.14
3204 Main Avenue	2017-09-12 09:20	0.40	<1	4	20.3	<1	0.23
3953 Bedwell Bay Road	2017-09-12 09:35	0.13	<1	<2	16.9	<1	0.16
4503 Belcarra Bay Road	2017-10-11 07:42	0.60	<1	10	12.6	<1	0.10
174 Turtlehead Road	2017-10-11 07:50	0.51	<1	28	14.2	<1	0.15
4945 Robson Road	2017-10-11 07:56	0.42	<1	4	14.5	<1	0.13
5163 Whiskey Cove Ln.	2017-10-11 08:02	0.54	<1	<2	14.4	<1	0.28
5297 Coombe Lane	2017-10-11 08:09	0.51	<1	<2	13.8	<1	0.13
4503 Belcarra Bay Road	2017-11-20 09:15	0.65	<1	24	9.2	<1	0.14
Bostock Road	2017-11-20 09:20	0.45	<1	<2	8.9	<1	0.14
3204 Main Avenue	2017-11-20 09:30	0.02	<1	LA	7.6	<1	2.40
3491 Senkler Road	2017-11-20 09:40	0.46	<1	2	9.2	<1	0.14
3819 Bedwell Bay	2017-11-20 09:47	0.40	<1	<2	8.8	<1	0.28
4503 Belcarra Bay Road	2017-12-12 11:30	0.65	<1	6	8.2	<1	0.12
Young Road	2017-12-12 11:38	0.43	<1	10	7.0	<1	0.23
3953 Bedwell Bay Road	2017-12-12 13:07	0.08	<1	LA	7.5	<1	0.21
Watson Road	2017-12-12 13:14	0.48	<1	<2	7.3	<1	0.15
3204 Main Avenue	2017-12-12 13:21	0.35	<1	2	7.2	<1	0.17

LA= Lab
Accident

APPENDIX E

Metro Vancouver results of HPC counts

VILLAGE OF BELCARRA - MONTHLY HPC COUNTS FOR 2017

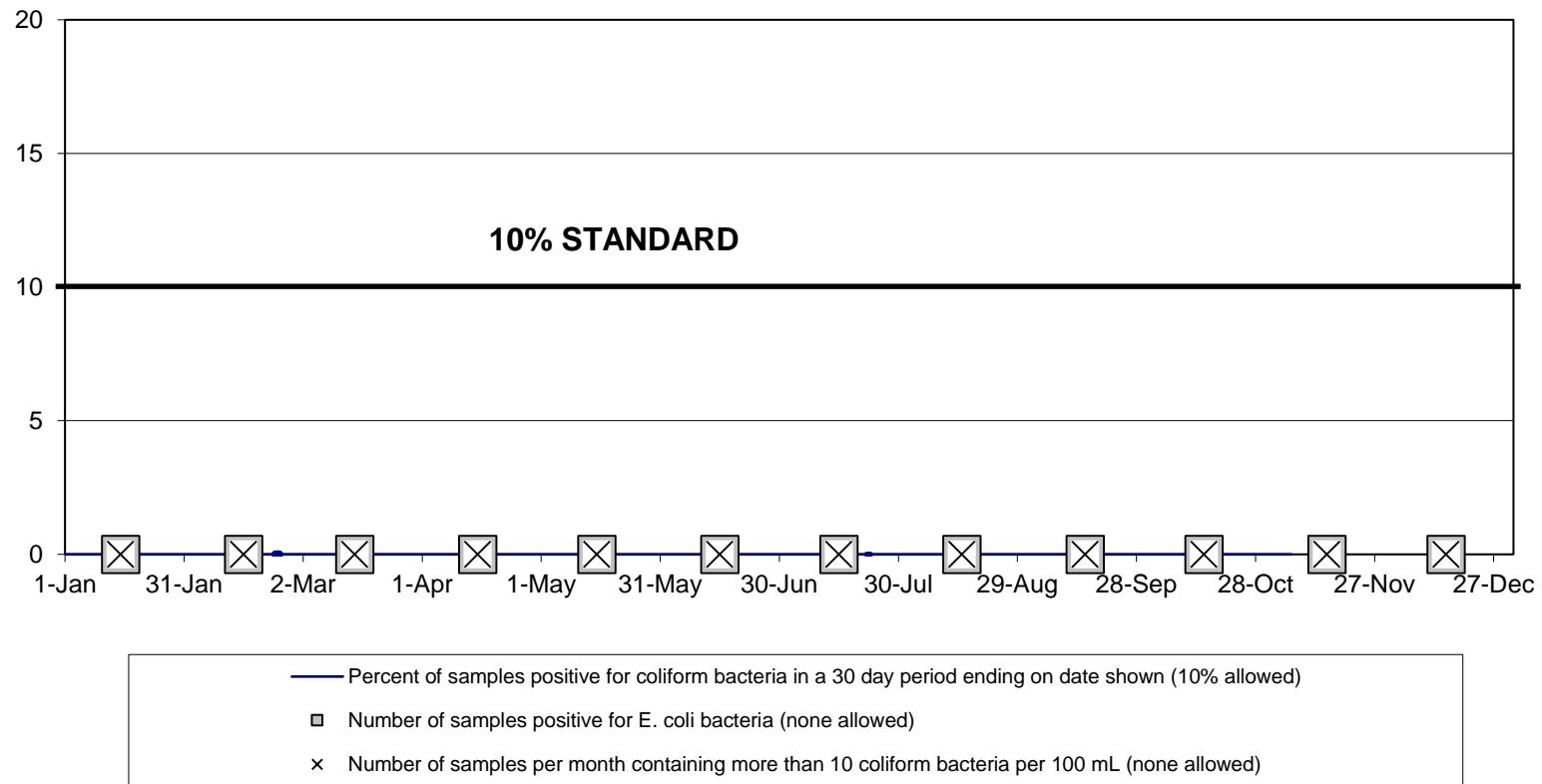


■ Percent of samples per month containing greater than 500 CFU/mL of heterotrophic plate count (HPC) bacteria. High HPC levels are an indication of bacterial regrowth.

APPENDIX F

VILLAGE OF BELCARRA FOR 2017

Metro Vancouver Results of Bacteriological Analyses of Potable Water Samples Compliance With BC Drinking Water Protection Regulation



APPENDIX G

Metro Vancouver Quarterly THMs, HAAs, and pH Results of Bacteriological Analysis

Sample	Date Sampled	THM (ppb)						pH Units pH	HAA (ppb)						Total HAA Quarterly Average (Guideline Limit 80 ppb/mL)
		Bromodichloromethane	Bromoform	Chlorodibromomethane	Chloroform	Total Trihalomethanes	Total THM Quarterly Average (Guideline Limit 100 ppb/mL)		Dibromoacetic Acid	Dichloroacetic Acid	Monobromoacetic Acid	Monochloroacetic Acid	Trichloroacetic Acid	Total Haloacetic Acid	
BLC-670	2017-03-01	<1	<1	<1	18	18	23	7.3	<0.5	7	<1	<2	9.7	17.2	22
BLC-670	2017-05-17	1	1	1	21	24	24		<0.5	7	<1	<2	5.8	15.0	21
BLC-670	2017-08-22	<1	<1	<1	20	20	23	7.6	<0.5	8	<1	<2	5.6	14.4	19
BLC-670	2017-11-29	<1	<1	<1	27	27	22	7.3	<0.5	10	<1	<2	8.8	20.9	17
BLC-682	2017-03-01	<1	<1	<1	26	27	35	7.4	<0.5	10	<1	<2	15.2	26.1	27
BLC-682	2017-05-17	2	<1	<1	34	37	35		<0.5	9	<1	<2	8.5	19.2	25
BLC-682	2017-08-22	<1	<1	<1	23	23	31	7.7	<0.5	9	<1	<2	8.1	18.4	22
BLC-682	2017-11-29	<1	<1	<1	31	31	30	7.3	<0.5	12	<1	<2	11.7	25.8	22

APPENDIX H

Metro Vancouver Annual Metals Sampling Program

		BLC-670	BLC-682	BLC-670	BLC-682 <i>/ Duplicate</i>		
	Sample Description	4503 Belcarra Bay Road	3819 Bedwell Bay Road	4503 Belcarra Bay Road	3819 Bedwell Bay Road	<u>Canadian Guideline Limit</u>	<u>Reason Guideline Established</u>
	Sample Date	5/2/2017 9:30	5/2/2017 9:40	10/24/2017 13:17	10/24/2017 13:29		
	Sample Type	GRAB	GRAB	GRAB	GRAB		
Aluminium Total	µg/L	21	33	20	20/16	200	aesthetic
Antimony Total	µg/L	<0.5	<0.5	<0.5	<0.5	6	health
Arsenic Total	µg/L	<0.5	<0.5	<0.5	<0.5	10	health
Barium Total	µg/L	4.3	3.4	3.5	4.0	1000	health
Boron Total	µg/L	<10	<10	<10	<10	5000	health
Cadmium Total	µg/L	<0.2	<0.2	<0.2	<0.2	5	health
Calcium Total	µg/L	5950	3480	4320	4530/4500	none	
Chromium Total	µg/L	<0.05	<0.05	0.22	<0.05	50	health
Cobalt Total	µg/L	<0.5	<0.5	<0.5	<0.5	none	
Copper Total	µg/L	3.1	10.7	5.4	15.1/12.8	≤1000	aesthetic
Iron Total	µg/L	7	136	8	24/18	≤ 300	aesthetic
Lead Total	µg/L	<0.5	1.8	<0.5	<0.5	10	health
Magnesium Total	µg/L	158	129	159	164	none	
Manganese Total	µg/L	0.7	2.8	1.5	3.0/1.7	≤ 50	aesthetic
Mercury Total	µg/L	<0.05	<0.05	<0.05	<0.05	1.0	health
Molybdenum Total	µg/L	<0.5	<0.5	<0.5	<0.5	none	
Nickel Total	µg/L	<0.5	<0.5	<0.5	<0.5	none	
Potassium Total	µg/L	139	206	200	227	none	
Selenium Total	µg/L	<0.5	<0.5	<0.5	<0.5	50	health
Silver Total	µg/L	<0.5	<0.5	<0.5	<0.5	none	
Sodium Total	µg/L	1400	1320	1580	1530/1580	≤ 200,000	aesthetic
Zinc Total	µg/L	7.6	3.2	4.0	20.3/16.4	≤ 5000	aesthetic

APPENDIX I

Notification for Unusual Situations Potentially Affecting Water Quality

Situation	Notifying Agency	Agency Notified	Time Frame For Notification
<i>E. coli</i> -positive sample	MV Laboratory or BC Centre for Disease Control	Belcarra and Fraser Health Authority	Immediate
Total coliform over 10 mg/L and no free chlorine residual	Belcarra	Fraser Health Authority	Immediately upon receipt of sample test results
Chemical Contamination	Belcarra	Fraser Health Authority	Immediate
Turbidity > 5 NTU	MV Laboratory or GVWD Operations	Belcarra and Fraser Health Authority	Immediate
GVWD Disinfection failure	GVWD Operations	Belcarra and Fraser Health Authority	Immediate in any situation in which the BCSDWR or the GCDWQ may not be met
Loss of pressure due to high demand	Belcarra	DNV Operations and Fraser Health Authority	Immediate
Water main break in Belcarra, where contamination is suspected	Belcarra	Fraser Health Authority	Immediate
Water main break in DNV, where contamination is suspected	DNV	Belcarra and Fraser Health Authority	Immediate

REPORT PREPARED BY:

Bernie Serné, ASCT
Superintendent Public Works

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



VILLAGE OF BELCARRA
CORPORATE POLICY NO. 209



Title: Privacy Policy

ISSUED BY: CAO	APPROVED BY: Council	DATE: June 18, 2018
REVISED BY:	APPROVED BY:	DATE:

Policy Rationale

The Village gathers information from residents for various municipal purposes. It is the intent of this policy to ensure privacy and confidentiality in the collection, management, and retention of personal information.

Policy Statement

1. Definitions and Scope

1.1 The following definitions apply to this policy:

“The Act” means the *Personal Information Protection Act* of British Columbia currently in force, as amended.

“contact information” means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual.

“employee personal information” means personal information about an individual that is collected, used or disclosed solely for the purposes reasonably required to establish, manage or terminate an employment or membership relationship between the organization and that individual, but does not include personal information that is not about an individual’s employment.

“personal information” means information about an identifiable individual and includes employee personal information but does not include:

- (a) contact information, or
- (b) work product information.

“work product information” means information prepared or collected by an individual or group of individuals as a part of the individual’s or group’s responsibilities or activities related to the individual’s or group’s employment or business but does not include personal information about an individual who did not prepare or collect the personal information.

1.2 This policy applies to the Village of Belcarra and any service provider collecting, using, disclosing or retaining personal information on behalf of the Village.

2. Privacy Principles

- 2.1 The Village maintains the principles of integrity and trust with respect to the privacy of personal information.
- 2.2 The Village will protect the privacy of personal information received from members, employees and applicants for employment, as well as personal information received from other sources at all times.
- 2.3 The Village agrees to comply in all material respects with applicable privacy laws, in particular the Act.

3. Collection of Personal Information

- 3.1 The Village collects, uses and maintains personal information necessary to its operations and the provision of services to its membership for such uses included but not limited to:
 - (a) employee personal information required to maintain the employer/employee relationship and to satisfy government requirements;
 - (b) work experience and educational information related to professional qualifications;
 - (c) home contact information when required to maintain contact with residents;
 - (d) member profile information used to improve member services;
 - (e) verify identity;
 - (f) identify preferences;
 - (g) understand needs of our residents and clients;
 - (j) deliver requested products and services;
 - (j) enroll an individual in a program;
 - (k) send out information;
 - (l) ensure a high standard of service; or
 - (m) meet regulatory requirements.

4. Consent

- 4.1 The Act deems that an individual has consented to the collection, use or disclosure of personal information about that individual if, at the time the consent is deemed to be given, the purpose would be considered obvious to a reasonable person. In such circumstances, the Village will collect, use, disclose or retain personal information without obtaining a written or verbal consent to do so.
- 4.2 Where required by the Act, the Village will provide the individual with a notice, in a form the individual can reasonably be considered to understand, that it intends to collect, use disclose, or retain the individual's personal information for clearly specified purposes, by either:
 - (a) obtaining the express consent of the individual; or
 - (b) providing the individual with the opportunity to decline within a reasonable time to have his or her personal information collected, used, disclosed or retained for the stated purposes.
- 4.3 On request by the individual, the Village will provide the position name or title and the contact information for an officer or employee of the organization who is able to answer the individual's questions about the collection of personal information.
- 4.4 Upon giving reasonable notice to the organization, an individual may withhold or withdraw consent to the collection, use, disclosure or retention of personal information about the individual at any time.
- 4.5 If the individual's decision to withhold or withdraw consent restricts the ability of the Village to provide a particular service or product, the Village will explain the situation to assist the individual in making the decision.

- 4.6 In addition to any exceptions permitted under the Act, the Village may collect, use, disclose or retain personal information with an individual's knowledge or consent in the following circumstances:
- (a) when the collection, use, or disclosure of personal information is permitted or required by law;
 - (b) in an emergency that threatens the individual's life, health or personal security;
 - (c) when the personal information is available from a public source;
 - (d) when the Village requires legal advice from a lawyer;
 - (e) for the purposes of collecting a debt;
 - (f) to protect the Village against fraud; or
 - (g) to investigate an anticipated breach of an agreement or a contravention of the law.

5. Use and Disclosure of Personal Information

- 5.1 The Village will only use or disclose an individual's personal information where necessary to fulfill the purposes identified at the time of collection or for a purpose reasonably related to those purposes such as:
- (a) to conduct surveys in order to enhance the provision of services;
 - (b) to contact individuals about products and services that may be of interest; and
 - (c) to garner feedback on the product or service delivered by the Village to the individual.
- 5.2 The Village will not use or disclose individual personal information for any additional purposes unless the Village obtains consent to do so.
- 5.3 The Village will not sell any lists or personal information to other parties.

6. Retaining Personal Information

- 6.1 If the Village uses individual personal information to make a decision that directly affects the individual, the Village will retain that personal information for at least one year so that the individual has a reasonable opportunity to request access to it.
- 6.2 Subject to section 6.1, the Village will retain individual personal information only as long as necessary to fulfill the identified purposes, statutory or legal requirements, or business purposes.

7. Ensuring Accuracy of Personal Information

- 7.1 The Village will make all efforts to ensure that personal information collected, used disclosed, and retained for its intended uses is as accurate and complete as possible.
- 7.2 The Village will make reasonable efforts to ensure that individual personal information is accurate and complete where it may be used to make a decision about the individual or disclosed to another organization.
- 7.3
- (a) If the individual believes that any personal information is inaccurate or incomplete, the individual may advise the Village to update the personal information, in writing with sufficient detail to identify the personal information and the correction being sought.
 - (b) If the personal information is inaccurate or incomplete, then the Village will correct the personal information and send the corrected personal information to any organization to which the Village disclosed the personal information in the previous calendar year.
 - (c) If the personal information is not inaccurate or incomplete, then the Village will note the individual's correction request in the file.
 - (d) If the information is subject to interpretation or is an opinion, such as a performance evaluation, the Village may not change the record, but will note the individual's correction request in the file.
 - (e) This section does not apply to corrections to contact information.

8. Security of Personal Information

- 8.1 The Village is committed to ensuring the security of individual personal information in order to protect it from unauthorized access, collection, use, disclosure, retention, copying, modification or disposal or similar risks.
- 8.2 The Village will protect the personal information it has gathered by maintaining reasonable safeguards that comply in all material respects with industry standards to guard personal information against unauthorized access, disclosure, loss, destruction or modification, including but not limited to:
- (a) using locked filing cabinets;
 - (b) physically securing offices where personal information is kept;
 - (c) the use of user IDs, passwords, encryption, and firewalls for computers; and
 - (d) restricting employee access to personal information as appropriate to the circumstances.
- 8.3 The Village will use appropriate security measures when destroying individual personal information including but not limited to:
- (a) shredding documents;
 - (b) deleting electronically stored information; and
 - (c) wiping electronic equipment's storage data before getting rid of the electronic equipment.
- 8.4 The Village will continually review and update its security policies and controls as technology changes to ensure ongoing personal information security.
- 8.5 In order to protect the privacy and personal information of individuals, the Village will not use "cloud computing services" located outside of Canada for the storage of its information.
- 8.6 When an individual submits sensitive information via the website, the Village protects the individual personal information both online and offline.
- 8.7 Wherever the Village collects sensitive information (such as credit card data), that information is encrypted and transmitted to the Village in a secure way. An individual can verify this by looking for a closed lock icon at the bottom of the web browser, or looking for "https" at the beginning of the address of the web page.
- 8.8 Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to individual personal information.
- 8.9 The computers/servers in which the Village stores individual personal information are kept in a secure environment.

9. Providing Individuals Access to Personal Information

- 9.1 An individual has a right to access his or her personal information, subject to the exceptions set out in the Act.
- 9.2 Upon reasonable notice, the Village will allow an individual to access and review their personal information collected by the Village.
- 9.3 Upon request, the Village will tell an individual how the Village uses their personal information and to whom it has been disclosed, if applicable.
- 9.4 The Village will make the requested information available within 30 business days or provide written notice of an extension where additional time is required to fulfill the request.
- 9.5 If a request is refused in full or in part, the Village will notify the individual in writing, providing the reasons for refusal and the recourse available to the individual.

10. Web Privacy

- 10.1 When an individual visits the website, the web server automatically collects a limited amount of information about the individual essential for the operation and security of the website. Some of this information, such as browser type, does not identify who the person may be, while other information, such as the Internet domain name or IP address, may identify the individual and may be considered as personal information.
- 10.2 The Village also collects information on user sessions to compile reports on the use of the website. These reports are statistical in nature and do not identify or profile individual users.
- 10.3 Some sections of the website may distribute minimal information (called “cookies”) to web browsers to assist users when they return to specific areas on the site. If users have concerns about this, they can change their web browser settings to not accept this information or to display warning messages.

11. Privacy Breach Notification

- 11.1 A person must notify the Chief Administrative Officer as soon as possible, if the person notices a privacy breach, even if that person is the one responsible for causing the privacy breach.
- 11.2 In the event of a privacy breach, the following chart which outlines the steps to take to address the privacy breach applies:

Action Required	Recommended Timeline
Contain the breach	Immediate
Report the breach within the organization	Same day as breach is discovered
Preserve the evidence	Same day as breach is discovered
Contact police, if necessary	Same day as breach is discovered
Conduct preliminary analysis of risks and cause of breach	Within 2 days of breach discovery
Determine if breach should be reported to the Privacy Commissioner	Within 2 days of breach discovery
Take further containment steps, if required based on preliminary	Within 2 days of breach discovery
Evaluate risks associated with breach	Within 1 week of breach discovery
Determine if notification of affected individuals is required	Within 1 week of breach discovery
Conduct notification of affected individuals	Within 1 week of breach discovery
Contact others as appropriate	As needed
Determine if further in-depth investigation is required	Within 2 to 3 weeks of the breach discovery
Conduct further investigation into cause and extent of the breach, if necessary	Within 2 to 3 weeks of the breach discovery
Review investigative findings and develop prevention strategies	Within 2 months of the breach discovery
Implement prevention strategies	Depends on strategy
Monitor prevention strategies	Annual privacy or security audits

12. Enforcement and Compliance

- 12.1 The Chief Administrative Officer has the following responsibilities under this policy:
- (a) ensuring all privacy and security requirements for the Village;
 - (b) complying with the Act; and
 - (c) reviewing allegations that the Privacy Policy has been violated.
- 12.2 All persons associated with the Village must assist the Chief Administrative Officer in the carrying out his or her responsibilities under this policy.
- 12.3 An individual should direct any complaints, concerns or questions regarding this policy to the Chief Administrative Officer (CAO). If the CAO is unable to resolve the concern, the individual may also contact the Office of the Information and Privacy Commissioner of British Columbia.



COUNCIL REPORT

Date: June 18, 2018
From: Paul Wiskar, Building Inspector
Subject: Building Envelope Report

Recommendation

That the Building Envelope Report dated June 18, 2018 be received for information.

Purpose

To update Council on progress related to the Building Envelope repair.

Background

The cladding replacement is approximately 75% complete. The work was put on hold due to earlier inclement weather conditions and additional roofing issues discovered as construction proceeded.

In February, QAI, a 3rd party roofing consultant, was hired to inspect the roof and provide a report noting corrections required. The information received from QAI was provided to the original roofing company for their review.

From January to May, meetings and discussions were held with the original roofing company and this has resulted in work that was under “warranty” being completed.

To move forward and complete this project, some additional work on the roof is suggested to maintain the long term integrity of the roof:

- 1) Install a back pan flashing at the fireplace chase
- 2) Redo the closed “valley” at the file room addition
- 3) Increase the height of the skylight and install a cricket to direct water around the existing skylight
- 4) Replace step flashing at the lower roof
- 5) “Propose” lower roof extension on west elevation to replace existing canopy to improve the roof drainage and maintenance costs.

Budget for Building Envelope & Roof	\$200,000.
To date invoiced approximately	\$ 51,000.

Approximate estimates for above noted work to complete the roof:

A. Roof extension	\$ 8,000.
B. Roof corrections	<u>\$ 4,000.</u>
	\$ 12,000.

Our contractor is available to complete the above work.

Attached: Proposed Roof Extension

APPROX. 8'-3" CLEARANCE

4'-0"
P/H

17'-4"
ADDITION

NEW DIAGONAL
CEDAR SIDING
TO MATCH EXISTING

EXIST'G STUCCO

PAINTED
CONC.

FIN. FLR

PROPOSED ROOF EXTENSION. (MATCH EXISTING ROOF SLOPE)
- REMOVE EXISTING
- ALUM. COVER.
- REPLACE WITH CONVENTIONAL TIMBER FRAME CONSTRUCTION

WEST ELEVATION
SCALE 1/4" = 1'-0"

Mayor's Report

After 40 Years, It's Time To Retire!

Forty years ago, our community decided to pursue self-determination by incorporating as a village municipality. At the time, the residential subdivisions around Bedwell Bay and Belcarra Bay were being threatened by the expansion of 'Belcarra Regional Park' being pursued by the 'Greater Vancouver Regional District' (GVRD). The "pressure tactics" utilized by the GVRD at that time included withholding building permits from property owners and threats of expropriation by the district.

In response, the two property owners' associations of the day decided to jointly strike a committee to study the feasibility of incorporation and I was privileged to be chosen chair of that committee. Considerable work over the first half of 1979 culminated in the community's petition for an incorporation poll being granted by the province and that July 300 residents voted 96% in favour of incorporation. The Inaugural Council meeting for the 'Village of Belcarra' was held on August 27th, 1979, in the concession building on the Belcarra picnic grounds shoreline; a warm and sunny summer evening.

The rest, as they say, is history!

Today, the 'Village of Belcarra' has a population of 700 and has come a long way in forty years. Belcarra is fortunate to have had competent and forward-looking Councillors and staff over the years and is on a solid footing for the future. By continuing to pursue good asset management strategies coupled with long-term financial planning, Belcarra's sustainability will be assured. I am confident that Belcarra will continue to enjoy on-going success.

It's been an honour to have served my community for forty years, but it's time to retire.

Thank you for all of the support that you have given me over the years!

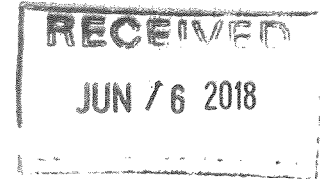
Ralph Drew
Mayor



The Belcarra Barnacle

4084 Bedwell Bay Road.

Belcarra, B.C. V3H 4P8



FILE NO. 1850-02

May 25th 2018

To: Belcarra Village Council

From: Belcarra Barnacle Society

Re: Request for \$1500 for Belcarra Barnacle Society

The Belcarra Barnacle enjoyed another great year in 2017. Belcarra residents continue to contribute photographs and articles while our advertisers support us by renewing their advertisements and new advertisers continue to seek us out.

One of the reasons for the Barnacle's success is the fact that we manage the proportion of advertisements to articles, ensuring the Barnacle is always worth reading. CRAB events are announced and featured throughout the year as well as BlockWatch & SVFD updates. The Village of Belcarra averages three pages per issue communicating with residents. We continue to provide upcoming community events, including columns by residents pertaining to local interest. The Belcarra Barnacle strives to feature resident artists and the children have their own pages and our new Barnacle Travels is proving popular with residents.

Every effort is made to include new residents and introduce them to the community. Our colourful centre pages are dedicated to the wonderful lifestyle that Belcarra Village enjoys and that the Barnacle delights in highlighting, in order to foster and support community spirit. The printed copies continue to disappear very quickly from the bus stops, we also have an online presence wherein we feature the Belcarra Barnacle in full colour.

Financially, the Belcarra Barnacle entered the year 2017 with money in the bank. We met all outgoing expenses and advertisers brought in an amount of \$4705.00 in 2017.

This is a direct result of the time and effort contributed by the incredible volunteers at the Belcarra Barnacle, who put in a good number of hours every issue to ensure that the residents of Belcarra can enjoy a community-specific read and be advised of upcoming events.

In 2018 we plan on using of the \$1500.00 that we are requesting from Council to cover additional printing costs due to the increase in the cost of paper.

The Belcarra Barnacle thanks the Village of Belcarra for continuing to support our community newspaper!

Respectfully submitted:

Belcarra Barnacle Volunteers:

Nora Boekhout, Clive Evans, Bonni Marshall, Michelle Montico, Sandra Reitchel, Deborah Struk and Isabel Wilson .

Attached: Year End Income and Expenses for 2017.

BELCARRA BARNACLE YEAR END ACCOUNTS FOR 2017

INCOME

Advertisements	4,705.00
Village of Belcarra subsidy	1,500.00
Interest	0.00
Mail subscriptions	0.00

\$ 6,205.00
=====

EXPENSES

Printing	4,848.29
Operating expenses	229.48
Bank charges	25.00

\$ 5,102.77
=====

INCOME OVER EXPENSES \$ 1,102.23
=====

ASSETS

Cash at Bank	2,248.56
Accounts outstanding	1,020.00
Computer laptop	200.93

\$ 3,469.49
=====

LIABILITIES

Paid advertisements	1,696.50
Equity	1,772.99
Office expenses, prizes etc.	-

\$ 3,469.49
=====



Learning for a Lifetime

550 Poirier Street, Coquitlam, BC Canada V3J 6A7 • Phone: 604-939-9201 • Fax: 604-939-7828



FILE NO. 0460-02

June 11, 2018

Mr. Peter Steblin, City Manager
City of Coquitlam
managersoffice@coquitlam.ca

Ms. Juli Kolby, Chief Administrative Officer
Village of Anmore
juli.kolby@anmore.com

Mr. John Leeburn, Chief Administrative Officer
City of Port Coquitlam
leeburnj@portcoquitlam.ca

Ms. Lorna Dysart, Chief Administrative Officer
Village of Belcarra
ldysart@belcarra.ca

Mr. Tim Savoie, City Manager
City of Port Moody
tsavoie@portmoody.ca

Dear Chief Administrative Officers and City Managers:

Re: 2018 Eligible School Sites Proposal Resolution

The District's 2018 Eligible School Site Proposal (ESSP) Resolution was passed by the Board of Education on June 5, 2018.

In this package, you will find a copy of the resolution along with the corresponding schedules for acceptance.

Pursuant to the Act, local governments have 60 days to either:

1. Pass a resolution accepting the Board's proposed eligible school site requirements; or
2. Respond in writing to the Board indicating that it does not accept the Board's proposed site requirements by listing each school site it objects and the reasons for the objection.

If no response is received within 60 days from the date, which the Board of Education passed the resolution, the legislation states that the local government will have deemed to accept the proposal. An amended capital bylaw with the new SSAC rates will be adopted by the Board of Education in September 2018, giving the local governments a 60 day grace period before the bylaw will come into effect.

Should you have any questions on the above, please contact me or Jasson Chadha, Manager of Financial Services, Capital, at 604-939-9201.

Yours truly,

SCHOOL DISTRICT NO. 43 (COQUITLAM)

A handwritten signature in black ink, appearing to read 'Chris Nicolls', with a long horizontal stroke extending to the right.

Chris Nicolls
Secretary-Treasurer/CFO

Attach: ESSP Resolution; Schedule A; Schedule B;

cc: Nita Mikl, Assistant Secretary – Treasurer
Ivano Cecchini, Executive Director – Facilities and Planning Services
Jasson Chadha, Manager, Financial Services, Capital

**Board of Education of
School District No. 43 (Coquitlam)**

2018 Eligible School Sites Resolution

The Eligible School Sites Proposal is a required component of the capital plan submission, which must be passed annually by Board resolution and referred to local governments in the District for acceptance pursuant to the *Local Government Act*.

Pursuant to the Act, the school district has consulted with local governments with respect to the following information:

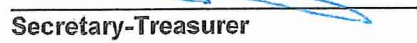
- 1) Projections by municipalities of the number of eligible development units to be authorized or created in School District No. 43 (Coquitlam) in the 10 year time frame, 2018-2028, pursuant to Section 142 of the School Act for school site acquisition planning (Schedule 'A' Table A-1 and A-2 attached);
- 2) A projection of the number of children of school age, as defined in the School Act, that will be added to the school district as the result of the eligible development units projected in paragraph (1) (Schedule 'A' Table A-3, A-4 attached);
- 3) The approximate size and number of school sites required to accommodate the number of children projected under paragraph (2) (Schedule 'B' attached); and
- 4) The approximate location and value of the school sites referred to in paragraph (3) (Schedule 'B' attached).

WHEREAS the Board of Education of School District No. 43 (Coquitlam) has consulted with representatives from the development industry and staff for the City of Coquitlam, City of Port Coquitlam, City of Port Moody, Village of Anmore and Village of Belcarra on these matters;

IT IS RESOLVED THAT:

- 1) Based on information from local government, the Board of Education of School District No. 43 (Coquitlam) estimates that there will be **24,978, new development units** constructed in the School District over the next 10 years (Schedule 'A');
- 2) These **24,978** new development units will be home to an estimated **6,280 school age children** (Schedule 'A');
- 3) The School Board expects that **5 new school sites**, over the 10 year period, will be required as a result of the growth within the School District as represented in Schedule 'B';
- 4) According to Ministry of Education site standards presented in Schedule 'B' the sites will require a total of **10.1 hectares** of land. These sites are expected to be purchased within 5 years and, at current serviced land cost, the land will **cost approximately \$88,564,000**;
- 5) The Eligible School Site Proposal be incorporated in the 5 Year Facility Capital Budget **2018-2023**, and submitted to the Ministry of Education.


Chair of the Board


Secretary-Treasurer

I HEREBY CERTIFY this to be a true original of a resolution passed by the Board of Education of School District No. 43 (Coquitlam) at a regular meeting held June 5, 2018.

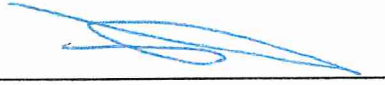

Secretary-Treasurer

Table A-3: YIELD CALCULATIONS BY MUNICIPALITY - SD#43

ESTIMATED NUMBER OF NEW SCHOOL AGED POPULATION BASED ON AVERAGE YIELD RATIO ESTIMATES FOR NEW HOUSING IN MUNICIPALITY

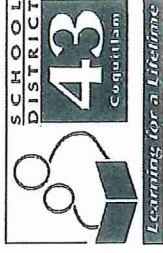
Estimates by school year	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	10 Yr. Yield	Yield Ratio
VILLAGE OF ANMORE												
Single Detached	11	11	11	11	11	11	11	11	11	11	105	0.5
Mobile Home	-	-	-	-	-	-	-	-	-	-	-	n/a
Row House	-	-	-	-	-	-	-	-	-	-	-	n/a
Low Rise Apart./suites	-	-	-	-	-	-	-	-	-	-	-	n/a
High Rise Apart.	-	-	-	-	-	-	-	-	-	-	-	n/a
Total Yield School Age 5-19	11	11	11	11	11	11	11	11	11	11	105	n/a
VILLAGE OF BELCARRA												
Single Detached	2	2	1	1	1	1	1	1	1	1	12	0.5
Mobile Home	-	-	-	-	-	-	-	-	-	-	-	n/a
Row House	-	-	-	-	-	-	-	-	-	-	-	n/a
Low Rise Apart./suites	-	-	-	-	-	-	-	-	-	-	-	n/a
High Rise Apart.	-	-	-	-	-	-	-	-	-	-	-	n/a
Total Yield School Age 5-19	2	2	1	1	1	1	1	1	1	1	12	n/a
CITY OF COQUITLAM												
Single Detached	100	100	100	100	100	100	100	100	100	100	1,000	0.5
Mobile Home	-	-	-	-	-	-	-	-	-	-	-	n/a
Row House	200	200	200	150	150	150	150	150	150	150	1,650	0.5
Low Rise Apart./suites	48	48	72	36	36	36	36	36	36	36	420	0.12
High Rise Apart.	162	234	234	180	162	144	144	144	144	144	1,692	0.18
Total Yield School Age 5-19	510	582	606	466	448	430	430	430	430	430	4,762	n/a
CITY OF PORT COQUITLAM												
Single Detached	15	15	15	15	15	15	15	15	15	15	150	0.5
Mobile Home	-	-	-	-	-	-	-	-	-	-	-	n/a
Row House	14	14	14	14	14	14	14	14	14	14	135	0.27
Low Rise Apart./suites	29	29	29	29	29	29	29	29	29	29	288	0.16
High Rise Apart.	-	-	-	-	-	-	-	-	-	-	-	n/a
Total Yield School Age 5-19	57	57	57	57	57	57	57	57	57	57	573	n/a
CITY OF PORT MOODY												
Single Detached	10	10	10	10	10	10	10	10	10	10	100	0.5
Mobile Home	-	-	-	-	-	-	-	-	-	-	-	n/a
Row House	19	42	29	13	13	13	13	13	13	13	177	0.50
Low Rise Apart./suites	16	92	121	10	10	10	10	10	10	10	295	0.19
High Rise Apart.	-	31	31	28	28	28	28	28	28	28	257	0.14
Total Yield School Age 5-19	45	174	190	60	60	60	60	60	60	60	829	n/a

Table A-4: Total School District #43(Coquitlam) School Age Yield (New Development)

Estimates by school year	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	10 Yr. Yield	Yield Ratio
VILLAGE OF ANMORE												
Single Detached	138	137	137	137	137	137	137	137	137	137	1,367	0.50
Mobile Home	-	-	-	-	-	-	-	-	-	-	-	-
Row House	233	255	243	176	176	176	176	176	176	176	1,962	0.47
Low Rise Apart./suites	93	169	221	74	74	74	74	74	74	74	1,003	0.15
High Rise Apart.	162	265	265	208	190	172	172	172	172	172	1,949	0.17
Total Yield School Age 5-19	625	826	865	595	577	559	559	559	559	559	6,280	0.25
Estimated new SD#43 students	525	694	727	500	485	469	469	469	469	469	5,276	0.21
												Average

Does not include projections for potential development which are in the ALR and require BC Land Commission approval.
Does not include projections for potential development which may require major changes to an Official Community Plan.

The annual estimate of new development units for each category, is based on a ten year average distribution of the ten year total expectation for new housing, provided by each municipality



SCHEDULE 'B' Capital Projects Requiring New Sites

Table B-1: ELIGIBLE SCHOOL SITES REQUIRING APPROVAL - 2018-2023 Five Year Capital Plan

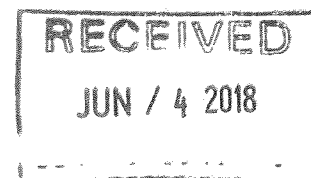
School Site #	112259	109228	101469	TOTALS
Basis of Costs	Estimate	Estimate	Estimate	Estimate
Type of Project	New	New	New	
Grade Level	Elementary	Elementary	Elementary	
Approximate Location	Riverwalk	Marigold	Anmore/Port Moody	Fraser Mills
Proposed Capacity	430	430	430	430
Approx. Size (ha)	2.5	2.5	2.5	1.0
Market Land Costs	\$ 13,800,000	\$ 13,800,000	\$ 8,700,000	\$ 12,000,000
				2,150
				10.1
				88,564,000

Total Acquisition Sites to be included in the 2018-2023 Five Year Capital Plan =5

Proposed school site sizes are based on an assumption that some sites may be joint school and park sites. Stand alone school sites would require greater site area and market land cost.

Note: This Schedule includes proposed sites only. Approved eligible school sites since the inception of the ESSP are not included on this list.

Note: Approx size of each site has been updated to reflect update to date requirements for a elementary and middle school requirement.



FILE NO. 0450-01

June 4, 2018

Jody Robertson
Corporate Secretary
E-Comm
3301 East Pender Street
Vancouver, BC V5K 5J3

Via email: jody.robertson@ecomm911.ca

Dear Ms. Robertson,

Re: E-Comm Board of Directors Designate – 2018-2019 Term

I am writing to advise you that at a closed meeting of New Westminster City Council on May 28, 2018, the following resolution was passed:

THAT Council direct staff to respond to E-Comm indicating that Councillor Mary Trentadue would serve as Designate on the E-Comm board of Directors for one year and to suggest a change to two-year terms as of 2019; and,

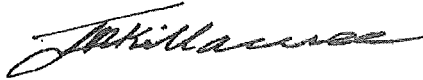
THAT the letter be sent to E-Comm with a copy to the Village of Belcarra, the City of Coquitlam, the City of Port Moody and the City of Port Coquitlam.

Council understands that E-Comm is currently undergoing a Strategic Planning process, and feels that it is important to have continuity in the E-Comm Board of Directors and in our designate.

Council would also like to suggest that beginning in 2019, Designates be appointed for two-year terms instead of one-year terms.

If you have any questions about this or would like more information, please contact me at jkillawee@newwestcity.ca or 604-515-3764.

Yours truly,

A handwritten signature in cursive script, appearing to read "J Killawee".

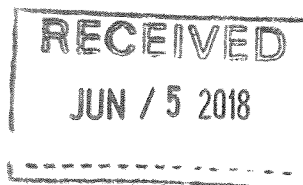
Jacquie Killawee
City Clerk

Cc: Village of Belcarra
City of Coquitlam
City of Port Coquitlam
City of Port Moody



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

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



June 5, 2018

FILE NO. 0450-01

File: 0400-20

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

Dear Minister James:

Re: Employer Health Tax

Although we appreciate that the recently announced Employer Health Tax is administratively more efficient, it also results in a significant cost increase for many local governments.

The direct impact of this change by 2020 for the District of Kent is that we will be paying twice what we are currently paying in 2018 for Medical Service Plan (MSP) premiums. While many large and midsize businesses will experience significant increases, local governments, unlike businesses, have not benefited from recent business tax reductions.

Local governments have few options to cover cost increases. If unchanged, the new payroll tax will result in increases to property taxes and/or reductions to municipal services resulting from funds being reallocated to cover the Employer Health Tax.

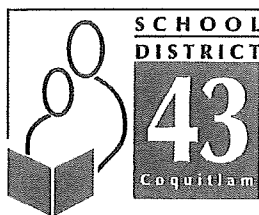
During the 2019 transition year, municipalities will also be burdened with both the MSP premiums and the Employer Health Tax, resulting in increased taxes for many municipalities.

Please consider other options to ease the burden and make an easier transition to the Employer Health Tax cost for local governments.

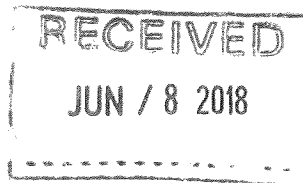
Sincerely,

John Van Laerhoven
Mayor

pc: UBCM Members (via email)
District of Kent Council
Wallace Mah, Chief Administrative Officer
Judy Lewis, Director of Financial Services



Learning for a Lifetime



550 Poirier Street, Coquitlam, BC Canada V3J 6A7 • Phone: 604-939-9201 • Fax: 604-939-7828

FILE NO. 0460-01

CHAIR:

Kerri Palmer Isaak

VICE-CHAIR:

Michael Thomas

TRUSTEES:

Carol Cahoon

Chuck Denison

Barb Hobson

Lisa Park

Judy Shirra

Diane Sowden

Keith Watkins

June 6, 2018

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

Dear Mayor and Council:

At School District No. 43 (Coquitlam) Board of Education Public Board Meeting held on June 5, 2018 the Board received two extensive presentations on the School District's International Education programs. The presentations included aspects of the Board's work with establishing and promoting educational exchanges with various countries and promoting the Tri-Cities communities. Additionally, the Board heard about the benefits of having international students attend SD43 educational programs and the enrichment that local students gain.

The Board has requested that these presentations along with the School District's two Reports to the Community be sent to local municipalities to further raise awareness of the benefits that International Education provides to the local communities.

The Board also respectfully requests that this item be placed on City Council Meeting agendas.

Enclosed please find the following reports:

- International Education Programs: *Social, Cultural and Economic Benefits for All*
- SD43 International Education Report to the Community – June 2018 – *Going Global Offers Local Benefits*
- SD43 International Education Report to the Community – June 2018 – *Research and Information on International Education*
- Coquitlam's International Education Summer Program: *Helping Students Experience the Highest Levels of Academic and Personal Achievement*

Yours truly,

SCHOOL DISTRICT NO. 43 (COQUITLAM)

Kerri Palmer Isaak, Chair
Board of Education

c: Board of Education
Patricia Gartland, Superintendent
Chris Nicolls, Secretary Treasurer



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



June 6, 2018

FILE NO. 0450-01

City of Port Moody
100 Newport Drive
Port Moody, BC, V3H 5C3

Attention: Mayor and Council

Dear Mayor Clay and Councillors:

Re: Port Moody's North Shore Traffic Movement

This has reference to the recent 'City of Port Moody' technical report that investigates and evaluates the transportation options for a potential connector route to the 'loco Lands', and Port Moody Council's request for feedback on the findings of that report.

Given the ever-increasing traffic volume along loco Road, the outcome of this study has important implications for all residents living on the North Shore, including the residents of Anmore and Belcarra. Belcarra Council commends Port Moody for doing due diligence by studying traffic flow alternatives and would like to contribute to the process by providing Belcarra's perspective regarding the future pattern of traffic flow across the North Shore.

In studying the alternatives, it is important to recognise that there are other factors to consider in addition to the future residential development of the 250-acre 'loco Lands' in Anmore and Port Moody. The increasing number of recreational visitors to 'Belcarra Regional Park' and 'Buntzen Recreation Area' is a huge driver of traffic growth on Port Moody's North Shore. The population of 'Metro Vancouver' has increased by one million people over the past 20 years and is predicted to grow by another one million people over the next 20 years. The regionally significant 'Belcarra Regional Park' is considered the 'Stanley Park' of the Northeast Sector, and the number of park visitors will continue to increase in proportion to the region's population growth. In the Tri-Cities alone, the population is rapidly increasing now that TransLink's 'Evergreen Line' has been completed. Indeed, park visitor data recently released by 'Metro Vancouver' showed that the number of visitors to 'Belcarra Regional Park' increased 8% to 757,000 visitors during 2017.

...page two

June 6, 2018.

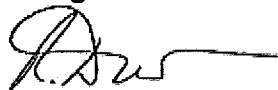
Another consideration is the future use of the regionally important industrial lands on Port Moody's North Shore. The former refinery site owned by 'Imperial Oil Company', currently used as a "tank farm" and distribution facility, will likely have a "higher activity" industrial use in the future. With both rail connection and deep-water vessel access on Burrard Inlet, it's current use is unlikely to remain static. Industrial sites around 'Metro Vancouver' are limited in supply and critical to the economic health of the region. As a consequence, the future potential use of the former oil refinery lands must contemplate the possibility of increased heavy vehicle traffic to and from the site. A similar change regarding the future use of the Provincially-owned 'Burrard Thermal Plant' site should be considered. It too has rail access, deep-water vessel access, a 12-inch high-pressure natural gas line, and high-voltage electrical grid connectivity.

With the foregoing in mind, Belcarra Council believes that the following perspectives should be key considerations for the development of a new traffic flow pattern across Port Moody's North Shore:

- loco Road is already an over-utilized traffic corridor that was never designed to accommodate the anticipated volume of future traffic on Port Moody's North Shore. The future of loco Road should be reserved for local residential traffic and local transit access.
- Access to the 'Village of Belcarra', 'Belcarra Regional Park' and the North Shore industrial lands should be accommodated by a new "upper level" access corridor across the North Shore that can also accommodate the local residential and 'Buntzen Recreation Area' traffic from the Anmore valley.
- The extension of David Avenue, as contemplated within Port Moody's Official Community Plan for the past 30 years, is the logical alternative to accommodate the future traffic flow demands on Port Moody's North Shore.

Your consideration of the foregoing is very much appreciated.

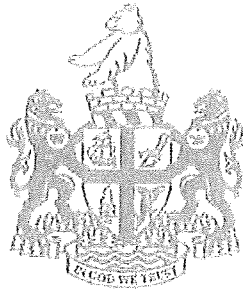
Sincerely,
Village of Belcarra



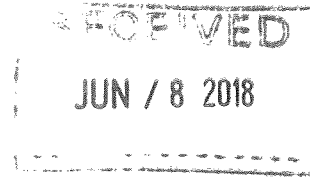
Ralph Drew
Mayor

RED/rd

cc: Anmore Council
Belcarra Council



Jonathan X. Côté
Mayor



June 7, 2018

FILE NO. 0450-01

Dear Mayor and Council,

VIA EMAIL

Re: Changes to the Strata Property Act

On July 28, 2016, changes were made by the Provincial Government to the Strata Property Act so that strata owners are now able to liquidate their strata corporation by an 80% vote of all eligible voters instead of the previous unanimous voting requirement.

The noted changes to the Strata Property Act may have negative impacts to residents including:

- Conflicts between owners who want to liquidate the strata corporation and sell the strata building and lands and those who do not want to liquidate.
- Situations where some owners may receive lower sales proceeds for their units than their assessed values.
- Developers pushing strata owners and strata councils to liquidate the strata corporation and sell the strata buildings and lands.
- Loss of rental units, a significant concern given the persistently low vacancy rates in the rental market (1.1% in New Westminster in October 2017) and the large number of renter households living in condominiums in New Westminster (3,109 in October 2017).
- Undue influence of investors who have purchased many units within a building.

There appears to be no studies conducted by the Provincial Government or other agencies on the potential positive and negative impacts on residents of the changes to the Strata Property Act.

For these reasons, at a meeting on Monday, May 28, 2018, New Westminster City Council passed the following for consideration at the UBCM Convention in September, 2018:

Whereas the changes in the Strata Property Act that came into effect on July 28, 2016 can create conflicts among owners within a strata building who want to terminate the strata and sell the strata building and lands and those owners who do not want to terminate the strata and sell the strata building and lands; and

Whereas the changes in the Strata Property Act that came into effect on July 28, 2016 can also create situations where some owners may receive far less in sales proceeds for their units than their assessed values and force owners who do not want to sell their units to sell their units; and

Whereas the changes in the Strata Property Act that came into effect on July 28, 2016 may encourage developers to aggressively push strata owners and strata councils to terminate their strata corporations and sell the strata buildings and lands; and

Whereas, under some circumstances, terminating a strata corporation may be the best choice for strata owners. As some older strata buildings reach the end of their life cycle, the cost of repair may not make economic sense or owners may not have the financial ability to pay for the necessary repairs; and

Whereas municipalities are limited in their ability to address these issues;

THEREFORE, BE IT RESOLVED:

THAT the Union of BC Municipalities urge the Provincial Government of British Columbia to study the impacts related to the changes made in July 2016 to the Strata Property Act and consider increasing the percentage of registered owners required to terminate (wind up) a strata corporation depending on the results of the proposed study.


I am writing to ask for your support of this resolution at the convention in September.

A council report giving more background is attached.

If you have any questions or would like more information, please contact me at jcote@newwestcity.ca or 604-527-4522.

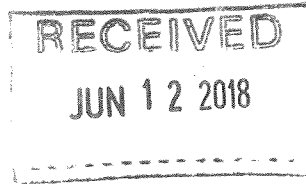
Thank you for your attention to this matter.

Yours truly,



Jonathan X. Côté
Mayor

Attach: Council Report "Changes to the Strata Property Act: UBCM Resolution"



June 11, 2018

Mayor Ralph Drew
Village of Belcarra
rdrew@belcarra.ca

FILE NO. 0450-01

Dears Sirs & Madam:

Re: Proposed Regional Development Cost Charges for Transportation (TransLink)

I am writing you on behalf of the Village of Anmore to share our concerns and raise awareness about the proposed implementation of the regional Development Cost Charges (DCCs) by TransLink.

The Village is concerned about the imposition of these new DCCs and the implication it might have for our community. The Village is supportive of TransLink and sees the benefits of public transit in the region. The challenge the Village sees is one of equity in terms of balancing the benefits of who pays for the public transit and receives benefits.

My understanding about the implementation of the DCCs is that collected funds will go towards covering the capital costs of large scale infrastructure and will not be used towards the purchase and provision of buses, community shuttles or trolleys. Therefore, if this is accurate, neither the Village of Anmore nor your community will see any direct benefit from paying these DCCs through improved service or infrastructure for the region.

The Village was initially supportive of the imposition of DCCs when the understanding was that there would be an exemption for developments that involved the creation of three units or less. The current proposal is that the DCC will apply to all new units. This is a challenge for Anmore as we move forward in our community to promote infill development and more affordable housing options.

The Village of Anmore encourages you to consider the potential impacts on your communities and to join us in advocating for changes to the implementation of TransLink's proposed regional DCCs for transportation to ensure that communities without significant transit infrastructure still benefit from the program.

Sincerely,

A handwritten signature in black ink, appearing to be 'J. McEwen', with a long horizontal flourish extending to the right.

Mayor John McEwen
Village of Anmore

cc: Mayor Murray Skeels, Village of Bowen Island
Mayor Karl Buhr, Village of Lions Bay
Mayor John Becker, City of Pitt Meadows
Mayor Nicole Read, City of Maple Ridge
Mayor Wayne Baldwin, City of White Rock

JUN 13 2018

**LGMA**

FILE No. 0510-01

June 13, 2018

Dear Mayor and Council,

On behalf of the Board of Directors of the Local Government Management Association, I am pleased to share the 2017 Annual Report with you. As a non-profit professional development and training organization created by the Union of BC Municipalities in 1919, we deeply appreciate the support and confidence elected officials place in our Association to ensure your staff have the skills, expertise and competencies to effectively serve your organization and community.

I encourage you take some time to review this Annual Report, which highlights the work the Association has undertaken over the past year, its accomplishments and the services provided to local government professionals across British Columbia. The Annual Report summarizes the key goals and strategies of the Association's Strategic Plan and tracks the performance metrics set by the Board of Directors to reflect accountability to our members and those who attend our programs and training workshops

We are also committed to making sure that a new generation of professionals will be ready to take on their roles with a range of educational and professional development offerings in leadership and management skills. The LGMA aspires to be a national and international leader in Local Government Excellence through the provision of outstanding service to the local government profession.

If you wish to receive a hard copy of the Annual Report, please contact Janet Hawkins in our office at jhawkins@lgma.ca or by phone at 250.383.7032 x225.

I welcome and appreciate any comments or feedback you may have. Thank you again for your ongoing support.

Sincerely,

Mark Koch
President, Board of Directors, LGMA

LOCAL GOVERNMENT MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA

Suite 710A-880 Douglas Street, Victoria, BC V8W 2B7 Canada
Telephone: (250) 383-7032 General E-mail: office@lgma.ca



City Hall 20399 Douglas Crescent, Langley, BC Canada V3A 4B3

T 604.514.2800 F 604.530.4371 www.city.langley.bc.ca

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JUN 13 2018

File: 0410-02

FILE NO. 0450-01

June 13, 2018

Metro Vancouver municipalities
Via Email

Re: Strategic Community Investment Fund - Traffic Fine Revenue Sharing

At its June 11, 2018 Regular Council meeting, the Council for the City of Langley considered a report of the City's Director of Corporate Services regarding the Provincial Government's intent to amend the Strategic Community Investment Fund Agreement between the City and the Provincial Government. The report is enclosed for reference. Council subsequently passed the following resolution:

WHEREAS the City of Langley acknowledges the receipt of \$472,123 from the Provincial government to help fund the salary of three RCMP officers from traffic fine revenues received in 2017;

WHEREAS the Provincial Government has advised that it intends to amend the Traffic Fine Revenue Sharing agreement that has provided municipalities unconditional grants since 2004, returning 100% of the net provincial traffic fine revenues;

WHEREAS 45% of the property tax revenues collected in the City of Langley are require to pay for the escalating policing service costs in the community, creating a significant burden for the local taxpayer;

THEREFORE BE IT RESOLVED THAT the Province continue to provide 100% of the traffic fine revenues to municipalities including fines generated by the proposed speed enforcement cameras located at high risk intersections.

Council further resolved:

THAT Council's Provincial Traffic Fine Revenue Sharing resolution be forwarded to all Metro Vancouver municipalities and they be encouraged to also lobby the Provincial Government with respect to this issue.

Yours truly,
CITY OF LANGLEY

Kelly Kenney
Corporate Officer

Enclosure



NACC
National Airlines
Council of Canada



CNLA
Conseil national des lignes
aériennes
RECEIVED

JUN 14 2018

FILE NO. 0230-01

To all Mayors and councils:

Re: Cross-country consultations on air passenger rights and the aviation ecosystem

As a mayor and municipal leader, you understand better than most the importance of safe, efficient and economical transportation to your community and to Canada. With the Canadian Transportation Agency (CTA) holding public consultations on a new passenger rights regime, I want to enlist your support to ensure that these hearings contribute to an improved, more competitive air passenger transportation system.

Every day in Canada, some 350,000 air travellers have safe and uneventful flights. Thousands of people in many organizations including airlines, airports, air traffic control, and government agencies responsible for border control, security, customs and immigration contribute to the success of every flight.

But for those air travellers, most of these interactions occur behind the scenes. Which is why it is not surprising that when something goes awry, responsibility is often assigned to the most visible player—the air carrier. There is little discussion of the role played by others involved in their flight or the impact of external forces, such as weather or distant ground stops.

Commercial aviation is highly complex anywhere. Canada's operating environment, including climate, geography and population distribution requires an exceedingly high level of coordination and operational sophistication. Adding to the cost and complexity of commercial aviation in this country are federal policies that make it increasingly difficult for our air transport system to remain globally competitive.

Together, these thousands of people, dozens of organizations along with our policy and regulatory environment make up Canada's aviation ecosystem. Attempts to improve passenger air travel through government regulation must look at the ecosystem as whole.

For example, system-wide capacity issues are caused by labour and other shortages in our partner organizations and government agencies. The Canadian Air Transport Security Authority (CATSA) and the Canada Border Services Agency (CBSA) have stagnant budgets with which to manage growing responsibilities.

Airport infrastructure dictates many aspects of airline operations, as do government regulations. For example, de-icing regulations, essential as they are, can lead to tarmac delays because of capacity issues. Canada's climate and challenging weather conditions, which are in no one's control, can disrupt airline scheduling.

Focusing solely on airlines and developing a punitive system to enforce new regulations, while easy, may well fail to deliver the travel experience Canadian air passengers want and deserve. Consider the experience of the United States, where harsh regulations fining airlines for tarmac delays seem to have backfired.

According to a study by Dartmouth College and the Massachusetts Institute of Technology, the regulations have "significantly increased" the number of passenger delays, with each minute of time saved waiting on the tarmac translating into roughly three minutes of total passenger delay.

This is due primarily to increases in flight cancellations, resulting in passengers needing to rebook and often leading to extensive delays in reaching their final destination. Such an unanticipated outcome in Canada would be particularly challenging for northern, remote and Atlantic communities, which are more vulnerable to weather-related events.

This example points to the need for a balanced and holistic approach that recognizes operational and safety realities and encourages system-wide improvements in capacity and operations, including security, border screening, air traffic control and airport infrastructure.

We have created a video (see below) to explain the complexity of the commercial aviation ecosystem and why every policy that affects aviation must recognize that ecosystem and ensure better coordination, greater synergies and more collective accountability among its members.

We encourage you to share the video with your council colleagues, staff and constituents. We also encourage you to advocate to the CTA and the Minister of Transport for an approach to passenger rights that recognizes the complexity of the aviation system and Canada's unique operating environment.

Our member airlines want to work with you and your communities to make passenger air travel in Canada better for everyone. No one will benefit from a simplistic approach that creates unintended consequences that hurt the people they intended to help.

If you have any questions or concerns, please do not hesitate to contact me directly at mbergamini@aviationcouncil.ca.

Sincerely,



Massimo Bergamini
President & CEO

NATIONAL AIRLINES COUNCIL OF CANADA

The National Airlines Council of Canada is the trade association that represents Canada's largest commercial airlines: Air Canada, WestJet, Jazz Aviation, and Air Transat. Together, our members transport 92 percent of domestic passengers in Canada and employ almost 50,000 Canadians from coast to coast to coast.

<https://www.youtube.com/watch?v=aH4CKhufHk8&feature=youtu.be>