



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA
VILLAGE HALL
November 26, 2018
7:00 PM**



COUNCIL

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

1. CALL TO ORDER

Mayor Belenkie will call the meeting to order.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, November 26, 2018

Recommendation:

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

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting – September 24, 2018

Recommendation:

That the minutes from the Regular Council Meeting held September 24, 2018 be adopted.

3.2 Inaugural Council Meeting, November 5, 2018

Recommendation:

That the minutes from the Inaugural Council Meeting held November 5, 2018 be adopted.

4. DELEGATIONS AND PRESENTATIONS

5. REPORTS

5.1 Karen-Ann Cobb, Chief Election Officer, report dated November 26, 2018 regarding 2018 Local Government Elections held on October 20, 2018

Recommendation:

That the report titled “2018 Local Government Elections held on October 20, 2018” from Karen-Ann Cobb, Chief Election Officer, be received for information.

- 5.2** Lorna Dysart, Chief Administrative Officer, dated November 26, 2018 regarding Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 526, 2018

Recommendation:

That Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 526, 2018 be read a first, second and third time.

- 5.3** Lorna Dysart, Chief Administrative Officer, dated November 26, 2018 regarding Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 527, 2018

Recommendation:

That the "Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 527, 2018" be read a first, second and third time.

6. REPORTS FROM MAYOR AND PROJECT LEADS

7. BYLAWS

8. CORRESPONDENCE / PROCLAMATIONS

Recommendation:

That correspondence item 8.1 to 8.12 be received.

ACTION ITEMS

- 8.1** Honourable Katrine Conroy, Minister of Children and Family Development, dated November 2, 2018 regarding the declaration of November, 2018 as Adoption Awareness Month

Recommendation:

That November, 2018 be declared as Adoption Awareness Month in the Village of Belcarra

- 8.2** Lisa Johnston, Heritage Woods Secondary School 2019 Grad Committee, dated October 17, 2018 regarding 2019 Dry Grad donation request

Recommendation:

That the Heritage Woods Secondary School 2018 Grad Committee donation request dated October 17, 2018 be brought forward to the 2019 budget discussions.

INFORMATION ITEMS

- 8.3** David Eby, Attorney General and Mike Farnworth, Minister of Public Safety and Solicitor General, Province of British Columbia, dated October 4, 2018 regarding Licences for the Retail Sale of Non-Medical Cannabis (full report available in the Village office)

- 8.4** Roger G. Quan, Director, Air Quality and Climate Change, Metro Vancouver, dated October 5, 2018 regarding Caring for the Air, Metro Vancouver's 2018 Report on Air Quality and Climate Change (full report available in the Village office)

- 8.5 Kailah Knittle, Marketing & Events Specialist, Eagle Ridge Hospital Foundation, dated October 5, 2018 regarding Thank You for the Auction Contribution in Support of the 28th Annual Evening of Caring Gala Held September 29, 2018
- 8.6 Kerri Palmer Isaak, Chair, Board of Education, School District No. 43 (Coquitlam), dated October 9, 2018 regarding Child Care Task Force
- 8.7 Lois Jackson, Mayor, Corporation of Delta, dated October 12, 2018 regarding a letter to Linda Lupini, Executive Vice-President, Provincial Health Services Authority & BC Emergency Health Services, regarding BC Emergency Health Services (BCEHS) and Delta Fire Dispatch
- 8.8 Kerri Palmer Isaak, Chair, School District 43 (Coquitlam), Board of Education, dated October 26, 2018 regarding End of Term
- 8.9 Jill Atkey, Chief Executive Officer, BC Non-Profit Housing Association and Thom Armstrong, Executive Director, Co-operative Housing Federation of BC, dated November 1, 2018 regarding Affordable Housing
- 8.10 Chris Nicolls, Secretary-Treasurer / CFO, School District No. 43 (Coquitlam), dated November 7, 2018 regarding Election of Board of Education Chair Barb Hobson and Vice-Chair Christine Pollock
- 8.11 Sarah Ross, Director, System Planning, TransLink, dated November 7, 2018 regarding 2018 Major Road Network (MRN) Expansion Process and Recommended MRN Additions
- 8.12 Edward Shum, Assessor, Greater Vancouver Region, BC Assessment, dated November 13, 2018 regarding Introduction and Congratulations on the 2018 Local Government General Elections
- 9. **NEW BUSINESS**
- 10. **PUBLIC QUESTION PERIOD**
- 11. **RESOLUTION TO CLOSE MEETING**
- 12. **ADJOURNMENT**

Recommendation:

That the November 26, 2018 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
VILLAGE HALL
September 24, 2018**



Minutes of the Regular Council Meeting for the Village of Belcarra held September 24, 2018 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

Council in Attendance

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

Council Absent

Councillor Bruce Drake

Staff in Attendance

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

Others in Attendance

Richard White, RWPAS Ltd.
Walt Bayless, WSP (OPUS International)
Negin Tousi, WSP (OPUS International)

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, September 24, 2018

Moved by: Councillor Ross
Seconded by: Councillor Glover

That the agenda for the Regular Council Meeting, September 24, 2018 be amended by adding to Item 5.1a):

“Moved that staff be directed to continue to do the work needed to complete the request from the Metro Vancouver Regional District to connect to the Village of Belcarra Water System; and

That issues, information and concerns raised at tonight’s meeting and / or received by staff because of the inclusion of this item on the agenda of this public Council meeting, should be included in the work of staff; and

That the draft work done would then be referred to a Belcarra Council meeting that occurs after the Inaugural meeting of the newly elected Council; and

That the intent would be at that time the Council would continue to seek input from residents and share any work that had been completed; and

That the timing and outcome would be controlled by the newly elected Council; and

That the new Council would vote after appropriate discussion and further consultation be able to schedule a vote at an upcoming Council meeting and, if a motion is passed at that time, then Metro Vancouver would be provided with the finalized agreement for execution and subsequent steps would then occur that are appropriate."

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, September 4, 2018

Moved by: Councillor Glover
Seconded by: Councillor Muxworthy

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

CARRIED

4. DELEGATIONS AND PRESENTATIONS

4.1 Deborah Struk, Belcarra Resident, regarding Belcarra Water System

Deborah Struk provided a handout dated September 20, 2018 with regard to the request from the Metro Vancouver Regional District to connect to the water system.

Considerable discussion ensued.

5. REPORTS

5.1a) Lorna Dysart, Chief Administrative Officer, report dated September 24, 2018 regarding Metro Vancouver Regional District Water Service Connection Request

Richard White provided an overview of the report with regard to the request by Metro Vancouver Regional District to connect to the Village of Belcarra water system. He outlined the background as stated in the report and noted that the request for approval in principal was to facilitate moving forward with negotiations.

Mayor Drew advised that this request is the beginning of discussions with Metro Vancouver Parks and Belcarra. Staff are doing research and following due diligence on this request. He further noted that Metro Vancouver is a property owner within the Village of Belcarra boundary and are eligible to connect. The request from Metro Vancouver Parks will be taken forward to the newly elected Council.

Considerable discussion ensued with Council and residents. The following points were included:

- Metro Vancouver Parks was included in the Local Service Area in the original 2006 plan.
- Continued research will take place by staff. Public input will take place prior to negotiation with Metro Vancouver Parks.
- A report will be provided to Council following the 2018 Municipal Election

Questions will be captured for Planners for review.

Councillor Ross noted that a public information meeting will be held to discuss the request from Metro Vancouver Parks to connect to the water system.

It was noted that negotiations with Metro Vancouver Regional District will continue following the 2018 Municipal Election.

Moved by: Councillor Ross
Seconded by: Councillor Muxworthy

That staff be directed to continue to do the work needed to complete the request from the Metro Vancouver Regional District to connect to the Village of Belcarra Water System; and

That issues, information and concerns raised at tonight's meeting and / or received by staff because of the inclusion of this item on the agenda of this public Council meeting, should be included in the work of staff; and

That the draft work done would then be referred to a Belcarra Council meeting that occurs after the Inaugural meeting of the newly elected Council; and

That the intent would be at that time the Council would continue to seek input from residents and share any work that had been completed; and

That the timing and outcome would be controlled by the newly elected Council; and

That the new Council would vote after appropriate discussion and further consultation be able to schedule a vote at an upcoming Council meeting and, if a motion is passed at that time, then Metro Vancouver would be provided with the finalized agreement for execution and subsequent steps would then occur that are appropriate.

CARRIED

5.1b) Walt Bayless and Negin Tousi, WSP (OPUS International), dated September 18, 2018 regarding Metro Vancouver Service Water Connection

Walt Bayless outlined the report dated September 18, 2018. He noted that the Village has retained WSP (OPUS International) to assess the flow requirements for the requested service connection and to confirm whether the system is sized sufficiently to serve the residences, as well as the Metro Vancouver Park area in question.

Details of the report were noted with a comparison of the 2006 Parks request and the 2018 Parks request, which is approximately only 15% of the original anticipated consumption. Further discussion is required with the District of North Vancouver to confirm the amount of water they will provide to the Village. Due to the lack of historic flow records for the Village, further detailed review of the Village data is required.

Based on the available data, the requested water by Metro Vancouver Parks is within the intent of the overall system design and could be accommodated based on the 2006 design assumptions and the preliminary water consumption data analysis. It is recommended that a maximum allowable flow rate be negotiated and stated in the service agreement that may be revisited as demands for the Village and Metro Vancouver Parks may change in the future.

Considerable discussion ensued on the following:

- The potential for the 5-acre Crown Land parcel and future development within the Village.
- It was noted that future development in the Village may include secondary suites, coach houses and duplexes.
- In the event of a fire, water is drawn from the reservoir and not from the water system.

Metro Vancouver staff were invited to speak. Stephanie Harrison, Senior Project Engineer, Metro Vancouver, outlined the application to hook up the Park picnic area to the Belcarra water system. Details of the projected water usage were discussed.

Karen England, Parks Planner, Metro Vancouver, outlined the amendment to the original 2006 request to a much smaller usage request in the 2018 application.

Considerable discussion ensued with regard to consideration for adding Farrer Cove to the local service area. It was noted that a connection for Farrer Cove would cross through Port Moody and Belcarra Park.

Mayor Drew advised that the Official Community Plan (OCP) clearly outlines the growth potential for the specified Water Local Service Area. He further noted that occasionally water is spilled in order to maintain the residual chlorine level in the system. Metro Parks connecting to the system will benefit the overall water usage.

Councillor Ross noted that confirmation needs to be obtained related to conditions set out in the Federal and Provincial funding agreement received. A provision may have been included that Metro Parks were approved for inclusion in the Water Service Area.

5.2 Bernie Serné, Superintendent of Public Works, report dated September 24, 2018 regarding Watson and Tatlow Trails – Timeline

B. Serné outlined the report dated September 24, 2018. Summaries of Public Forums; copies of Reports to Council and the Corporate Strategic Plan plus Financial Plans related to trails were provided. This plan was approved by Council.

B. Serné reported on a significant rain event that affected certain trails as follows:

- September 21, 2018, 62 mm of rain fell
- September 22, 2018, within a ½ hour period, 50 mm of rain fell
- Many washouts occurred on roads and trails in the Village including Main Avenue, Bedwell Bay Road, Senkler Road and Tatlow Trail
- Curbing and drainage will be reviewed
- For safety purposes, Public Works staff cleaned the upper portion of Tatlow Trail

Moved by: Councillor Glover

Seconded by: Councillor Ross

That the Watson and Tatlow Trails Timeline report dated September 24, 2018 be received for information.

CARRIED

6. REPORTS FROM MAYOR AND PROJECT LEADS

No items presented.

7. BYLAWS

7.1 Village of Belcarra Fees & Charges Bylaw No. 517, 2018 Amendment Bylaw No. 524, 2018

Moved by: Councillor Glover

Seconded by: Councillor Muxworthy

That "Village of Belcarra Fees & Charges Bylaw No. 517, 2018 Amendment Bylaw No. 524, 2018" be adopted

CARRIED

8. CORRESPONDENCE/PROCLAMATIONS

Moved by: Councillor Muxworthy

Seconded by: Councillor Glover

That correspondence item 8.1 – 8.4 be received.

CARRIED

ACTION ITEMS

- 8.1** Agnes Jackman, Board Member, Council of Senior Citizens' Organizations of BC, dated September 1, 2018 regarding Observation of the UN International Day of the Older Person, October 1, 2018

Moved by: Councillor Glover

Seconded by: Councillor Muxworthy

That Council declare October 1, 2018 as the "UN International Day of the Older Person in the Village of Belcarra".

CARRIED

INFORMATION ITEMS

- 8.2** Greg Moore, Chair, Metro Vancouver Board, dated August 28, 2018 regarding Commercial Cannabis Production on Agricultural Land
- 8.3** Shane Brienon, Mayor, District of Houston, dated September 5, 2018 regarding letter to Honourable Doug Donaldson regarding BC Wildfire Resources
- 8.4** Mike Clay, Mayor, City of Port Moody, dated September 7, 2018 regarding the Dangerous Parking Situation on Bedwell Bay Road by Sasamat Lake (full report available at the Village office)

Councillor Ross noted that it would be beneficial for Belcarra Council to have a member represented on the Metro Vancouver Park Board.

9. NEW BUSINESS

No items presented.

10. PUBLIC QUESTION PERIOD

Carolina Clark, 5057 Whiskey Cove Lane, queried with regard to:

- Whether water restrictions are necessary when 20% or water is spilled
- The closure of the Waste and Recycle Depot on September 24, 2018

Deborah Struk, 4575 Belcarra Bay Road, queried with regard to the Parking and Traffic Bylaw and whether ticketing would continue all year.

11. ADJOURNMENT

Moved by: Councillor Muxworthy

Seconded by: Councillor Ross

That the September 24, 2018 Regular Meeting be adjourned at 9:45 pm.

CARRIED

Certified Correct:

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer



**VILLAGE OF BELCARRA
INAUGURAL COUNCIL MINUTES
VILLAGE HALL
NOVEMBER 5, 2018**



Council in Attendance

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

Staff in Attendance

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

1. CALL TO ORDER

The Chief Administrative Officer called the meeting to order at 7:00 pm and recognized that the meeting was held on the Traditional Territory of the Tsleil-Waututh, Squamish and Musqueam.

2. OATHS OF OFFICE

The Honourable Judge Diana Dorey administered the Oath of Office to the Mayor and Council.

3. INVOCATION

The Invocation Prayer was provided by Reverend Jennifer Swanson.

4. BLESSING

The Tsleil-Waututh Nation Blessing of Council was provided by Councillor Charlene Aleck.

5. INAUGURAL ADDRESS

The Inaugural Address was presented by Mayor Neil Belenkie

6. GENERAL APPOINTMENTS

6.1 Deputy Mayor Appointments 2018-2019

Moved by: Councillor Drake
Seconded by: Councillor Clark

That the Councillors be appointed as Deputy Mayors for 2018-2019 as follows:

November 2018 to February 2019, inc. – Councillor Rob Begg

March to May 2019, inc. – Councillor Carolina Clark

June to August 2019, inc. – Councillor Bruce Drake

September to November 2019, inc. – Councillor Liisa Wilder

CARRIED

6.2 Appointment of Municipal Director to Metro Vancouver Board of Directors

Moved by: Councillor Wilder
Seconded by: Councillor Begg

That Mayor Belenkie be appointed as Municipal Director to the Metro Vancouver Regional District Board of Directors; and

That one (1) vote is distributed to the appointed Municipal Director; and

That Councillor Carolina Clark be appointed as Alternate Municipal Director to take the place of an absent Municipal Director to the Metro Vancouver Regional District Board of Directors.

CARRIED

6.3 Appointment of Trustees to Sasamat Volunteer Fire Department (SVFD) Board

Moved by: Councillor Clark
Seconded by: Councillor Begg

That Council appoint Mayor Belenkie, Councillor Drake, and Councillor Wilder as the Village of Belcarra three (3) Trustees to the Sasamat Volunteer Fire Department (SVFD) Board.

CARRIED

7. COUNCIL MEETING SCHEDULE 2019

Moved by: Councillor Drake
Seconded by: Councillor Wilder

That the 2019 Council Meeting Schedule be approved as presented by the Chief Administrative Officer.

CARRIED

8. ADJOURNMENT

Moved by: Councillor Drake
Seconded by: Councillor Begg

That the Inaugural Meeting of November 5, 2018 be adjourned at 7:25 pm.

CARRIED

Certified Correct:

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer



COUNCIL REPORT

File: 4200-01

Date: November 26, 2018
From: Karen-Ann Cobb, Chief Elections Officer
Subject: 2018 Local Government Elections held on October 20, 2018

Recommendation for Consideration:

That the report titled "2018 Local Government Elections held on October 20, 2018" from Karen-Ann Cobb, Chief Election Officer, be received for information.

Purpose:

Pursuant to the *Local Government Act*, the Chief Election Officer must declare the results and submit a report to Council. Attached for Council are copies of the Determination of Official Election Results for the Village of Belcarra Local Government Elections held on October 20, 2018. The Declaration of Official Election Results were made on October 23, 2018.

Background:

There were 412 electors who cast ballots in Belcarra either by Mail Ballot, Advance Voting Opportunity or on General Voting Day. The percentage of Voter turnout was 85%, one of the highest in the Province.

It was a pleasure working with your Office Staff and meeting residents from the Village. Thank you for the opportunity to have served your community.

Attachments

- a) Official Election Results – Mayor
- b) Official Election Results - Councillor



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



DETERMINATION OF OFFICIAL ELECTION RESULTS - Mayor

GENERAL LOCAL ELECTION – 2018

	BELENKIE	COLE	ROSS
Mail-in Ballots	7	2	4
Advance Voting Opportunity: October 10, 2018 Belcarra Municipal Hall	36	13	34
General Voting Day: October 20, 2018	156	28	132
TOTAL NUMBER OF VOTES	199	43	170

This determination of official election results was made by the Chief Election Officer on October 23, 2018 and is based on ballot accounts as amended or prepared by the Chief Election Officer.

Chief Election Officer



VILLAGE OF BELCARRA

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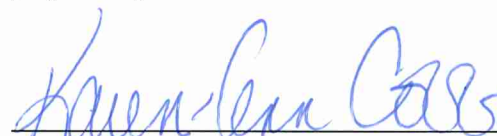


DETERMINATION OF OFFICIAL ELECTION RESULTS - Councillor

GENERAL LOCAL ELECTION – 2018

	BEGG	CLARK	DRAKE	GLOVER	STRUK	WILDER
Mail-in Ballots	6	9	6	6	9	8
Advance Voting Opportunity: October 10, 2018 Belcarra Municipal Hall	42	60	45	42	43	49
General Voting Day: October 20, 2018	174	217	169	143	167	230
TOTAL NUMBER OF VOTES	222	286	220	191	219	287

This determination of official election results was made by the Chief Election Officer on October 23, 2018 and is based on ballot accounts as amended or prepared by the Chief Election Officer.


 Chief Election Officer



COUNCIL REPORT

Date: November 26, 2018

From: Lorna Dysart, Chief Administrative Officer

Subject: Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 526, 2018

Recommendation

That Zoning Bylaw No. 510, 2018, Amendment Bylaw 526, 2018 be read a first, second and third time.

Purpose

To correct the definition of Average Finished Grade and to provide metric and imperial conversions throughout the bylaw.

Background

In April 2018, Council approved Zoning Bylaw 510, 2018 which was developed through 2017 – 2018. This process involved substantial review and consultation with the community.

As is typical following the adoption of a major bylaw, minor clerical errors and housekeeping amendments have been identified. It has been requested that imperial measurements in addition to the metric measurements be included in the bylaw.

Average Finished Grade Definition

During the process of revising the zoning bylaw, text intended for the definition of “Average Natural Grade” was erroneously included in the definition of “Average Finished Grade”.

The definition of “Average Natural Grade” indicates that this calculation would be “taken at the time of enactment of this Bylaw.” “Average Finished Grade” cannot be determined at the time of enactment of the bylaw. It would be determined based on a proposed new building after development.

Therefore, it is recommended that the definition of “Average Finished Grade” be changed from:

“Average Finished Grade means the average of elevations of each exterior wall of a proposed building taken at the time of enactment of this Bylaw (refer to general Regulation Section 206 for method of calculation).”

To:

“Average Finished Grade means the average of elevations of each exterior wall of a proposed building after development (refer to General Regulation Section 206 for method of calculation).”

The calculation of “Average Finished Grade” and of “Average Natural Grade” are governed by General Regulation Section 206. As such, a revision to the text above is intended to correct the definition only and would not impact the application of the bylaw or measurement of “Average Finished Grade” or “Average Natural Grade”.

Metric and Imperial Conversions

Per Section 301.9 (1) of the Zoning Bylaw, “in all cases, metric units (metres, square metres) shall be the determining measurements. Expressions in imperial units (feet, square feet) are intended for reference only.”

In cases where an existing measurement was provided in metric units, adding the imperial conversion will have no bearing on the interpretation of the bylaw.

In cases where a measurement was previously provided in imperial units only, by adding metric conversions to the bylaw, these figures would supersede previous imperial measurements. For example, Section 303.2 (b) currently reads:

- “One Duplex Residential Use on a lot greater than or equal to 2 acres.

The proposed update would read:

- “One Duplex Residential Use on a lot greater than or equal to 8,094 sq m (2 acres).

In this example, the measurement of 8,094 sq m would be the governing measurement (rather than 2 acres). All proposed changes would have no material impact on measurements throughout the bylaw.

Attachment A: Zoning Bylaw No. 510, 2018 Amendment Bylaw No. 526, 2018



**VILLAGE OF BELCARRA
Zoning Bylaw No. 510, 2018,
Amendment Bylaw No. 526, 2018**



5.2 A)

An amendment bylaw to correct a clerical error in a definition and to provide metric and imperial conversions throughout Zoning Bylaw No. 510, 2018.

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

NOW THEREFORE the Village of Belcarra Council enacts as follows:

1. That this bylaw be cited for all purposes as the "Village of Belcarra Zoning Bylaw No. 510, 2018, Amendment Bylaw No. 526, 2018".
2. That the "Village of Belcarra Zoning Bylaw No. 510, 2018" be amended:
 - a) By removing the following text from Section 104 – Definitions:
 - **Average Finished Grade** means the average of elevations of each exterior wall of a proposed building at the time of enactment of this Bylaw (refer to General Regulation Section 206 for method of calculation)
 - b) And by adding the following text to Section 104 – Definitions in its place:
 - **Average Finished Grade** means the average of elevations of each exterior wall of a proposed building after development (refer to General Regulation Section 206 for method of calculation)
 - c) And by adding metric and imperial conversions throughout the bylaw.

Read a First Time on

Read a Second Time on

Read a Third Time on

ADOPTED by Council on

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Zoning Bylaw No. 510, 2018
Amendment Bylaw No. 526, 2018

Chief Administrative Officer



COUNCIL REPORT

Date: November 26, 2018

From: Lorna Dysart, Chief Administrative Officer

Subject: **Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 527, 2018**

Recommendation

That the “Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 527, 2018” be read a first, second and third time.

Purpose

To present the “Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 527, 2018” for three readings.

Background

The Council Procedure Bylaw No. 356, 2004 states that Council meetings will commence at 7:30 pm. Over the past few months, Council meetings have commenced at 7:00 pm, which provides for an earlier Call to Order. Comments received from Council, staff and the public are very positive with regard to the earlier start time. The earlier start time is also beneficial whenever Delegations from outside the Village are requested to attend.

Attachment: A) Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 527, 2018
B) Council Procedure Bylaw 356, 2004, Consolidated



VILLAGE OF BELCARRA
Council Procedure Bylaw No. 356, 2004
Amendment Bylaw No. 527, 2018



A Bylaw to amend the Council Procedure Bylaw

WHEREAS the *Community Charter* provides for the establishment of a Council Procedure Bylaw;

AND WHEREAS it is deemed necessary to amend the Council Procedure Bylaw to establish a more acceptable time for Council meetings to commence, the following change is provided for the Time of the call to Order for Regular Council meetings:

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

1. This Bylaw may be cited as the "Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 527, 2018";
2. That "Council Procedure Bylaw No. 356, 2004" be amended by replacing Part 4, Clause (2) (a) in its entirety with the following:

“(2) Council shall establish annually by resolution a schedule of Council meetings
(a) beginning at 7:00 pm.”
3. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

READ A FIRST TIME on

READ A SECOND TIME on

READ A THIRD TIME on

ADOPTED by the Council on

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer



**VILLAGE OF BELCARRA
COUNCIL PROCEDURE BYLAW No. 356, 2004
Consolidated**

***A Bylaw to Regulate the Procedure at Council Meetings
for the Village of Belcarra***

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

Amendment Bylaw No. 391, 2006 effective date November 20, 2006

Amendment Bylaw No. 433, 2010 effective date December 13, 2010

Amendment Bylaw No. 509, 2017 effective date November 20, 2017

***The Municipal Council of the Council of the Village of Belcarra, in open meeting
assembled, enacts as follows:***

PART 1 – INTRODUCTION

Title

- 1.** This Bylaw may be cited as the “**COUNCIL PROCEDURE BYLAW No. 356, 2004**”.

Definitions

- 2.** In this Bylaw:

Village Hall	means Village Hall located at 4084 Bedwell Bay Road, Belcarra BC V3H 4P8
Chairperson	means the person presiding at a meeting of a select committee of council;
Committee	means a standing, select, or other committee of Council;
Public Notice Posting Place	means the notice board at Village Hall.

PART 2 – COUNCIL MEETINGS

Inaugural Meeting

3. The first Council meeting following a general local election must be held on the first Monday of November in the year of the election.

(Amendment Bylaw No. 509, 2017)

Time and location of meetings

4. (1) All Council meetings must take place within Village Hall except when Council resolves to hold meetings elsewhere.
- (2) Council shall establish annually by resolution a schedule of Council meetings:
- (a) beginning at 7:30 pm;
 - (b) concluding at 11:00 pm on the day scheduled for the meeting unless Council resolves to proceed beyond that time.”

(Amendment Bylaw 391, 2006)

Notice of Council Meetings

5. (1) Council must prepare annually on or before December 31, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public by posting it at the **Public Notice Posting Place**.
- (2) Council must give notice annually on or before December 31 of the time and duration that the schedule of regular Council meetings will be available.
- (3) Where revisions are necessary to the annual schedule of regular Council meetings, the **Corporate Officer** must, as soon as possible, post a notice at the **Public Notice Posting Place** which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

Electronic Meetings

6. (1) Subject to the *Community Charter*
- (a) a special meeting may be conducted by means of electronic or other communication facilities,
 - (b) a member of Council or a council committee who is unable to attend a council meeting or a council committee meeting, as applicable, may participate in the meeting by means of electronic or other communication facilities,

- (2) No more than 2 members of Council at any one time may participate at a Council meeting under section 6(1)(b).
- (3) The **Corporate Officer** must provide an electronic copy of the Agenda and specific information to the members participating electronically.

PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

7. (1) Annually, before December 31st, Council must from amongst its members designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (2) Each Councillor designated under Section 7(1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under Section 7(1) are absent from the Council meeting, the next designated Councillor for the next three month period shall take the Chair and call the meeting to order.

PART 4 – COUNCIL PROCEEDINGS

Attendance of Public at Meetings

8. The Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under Section 7 may expel or exclude from a Council meeting a person other than a member and:
 - (a) if the person refuses to leave, the presiding member may cause the member to be removed by a peace officer; and
 - (b) if the person apologizes to the Council, Council may, by resolution, allow the person to return to the place where the Council meeting is being held.

Minutes of Meetings to be Maintained and Available to the Public

9. Minutes of the proceedings of Council must be:
 - (a) legibly recorded;
 - (b) certified as correct by the **Corporate Officer**; and
 - (c) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.

Call Meeting to Order

10. (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order, however, if the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with Section 7 must take the Chair and call such meeting to order.
- (2) If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under Section 7(1) do not attend within 15 minutes of the scheduled time for a Council meeting, the person designated under section 7(3) shall call the meeting to order.

Adjourning Meeting Where No Quorum

11. If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the **Corporate Officer** must:
- (a) record the names of the members present, and those absent; and
 - (b) adjourn the meeting until the next scheduled meeting.

Agenda

12. (1) Prior to each Council meeting, the **Corporate Officer** must prepare an Agenda setting out all the items for consideration at that meeting, noting in short summary for each item on the agenda.
- (2) The deadline for submissions by the public to the **Corporate Officer** of items for inclusion on the Council meeting Agenda must be no later than 12 noon the Wednesday prior to the meeting.
- (3) The deadline for submissions by staff to the **Corporate Officer** of items for inclusion on the Council meeting Agenda must be no later than 12 noon the Friday prior to the meeting.
- (4) The **Corporate Officer** must make the Agenda available to members of Council by Friday afternoon prior to the meeting and to the public on the Friday afternoon prior to the meeting.
- (5) Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as a Late Item pursuant to Section 14.

Order of Proceedings and Business

- 13.** (1) The Agenda for all Council meetings contains the matters listed in Schedule "A", Order of Council Business, in the order in which they are listed, attached to this bylaw.
- (2) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the Agenda unless otherwise resolved by Council.

(Amendment Bylaw 433, 2010)

Late Item

- 14.** (1) An item of business not included on the Agenda must not be considered at a Council meeting unless introduction of the Late Item is approved by Council at the time allocated on the Agenda for such matters.
- (2) If the Council makes a resolution under Section 14(1), information pertaining to Late Items must be distributed to the members.

Voting at Meetings

- 15.** (1) The following procedures apply to voting at Council meetings:
- (a) when debate on a matter is closed the presiding member must put the matter to a vote of Council members;
 - (b) when the Council is ready to vote, the presiding member must put the matter to a vote by stating:
"Those in favour raise your hands.", and then
"Those opposed raise your hands."
 - (c) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member must not:
 - (i) cross or leave the room;
 - (ii) make a noise or other disturbance; or
 - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order.
 - (d) after the presiding member finally puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it;
 - (e) the presiding member's decision about whether a question has been finally put is conclusive;
 - (f) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand; and

- (g) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.

Conduct and Debate

- 16.**
- (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
 - (2) Members must address the presiding member by that person's title of Mayor, Acting Mayor, or Councillor.
 - (3) Members must address other non-presiding members by the title Councillor.
 - (4) No member must interrupt a member who is speaking except to raise a point of order.
 - (5) If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.
 - (6) Members who are called to order by the presiding member:
 - (a) must immediately stop speaking;
 - (b) may explain their position on the point of order; and
 - (c) may appeal to Council for its decision on the point of order in accordance with Section 132 of the *Community Charter [authority of presiding member]*.
 - (7) Members speaking at a Council meeting:
 - (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must speak only in connection with the matter being debated;
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be reconsidered; and
 - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
 - (8) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
 - (9) The following rules apply to limit speech on matters being considered at a Council meeting:

- (a) a member may speak more than once in connection with the same question only:
 - (i) with the permission of Council; or
 - (ii) if the member is explaining a material part of a previous speech without introducing a new matter;
 - (b) a member who has made a substantive motion to the Council may reply to the debate;
 - (c) a member who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate;
 - (d) a member may speak to a question, or may speak in reply, for longer than a total time of 15 minutes only with the permission of Council.
- (10) Robert's Rules of Order apply to all regular, special and/or committee meetings, unless otherwise provided in, or in conflict with, this bylaw or the *Community Charter*.

Motions Generally

- 17.** (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) A motion that deals with a matter that is not on the Agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.
- (3) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting, if a motion by a Council member to *Consider Seriatim* is adopted by Council.

Amendments Generally

- 18.** (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (4) An amendment may be amended once only.
- (5) An amendment that has been negated by a vote of Council cannot be proposed again.

- (6) A Council member may propose an amendment to an adopted amendment.

Reconsideration by Council Member

- 19.** (1) Subject to subsection (4), a Council member may, at the next Council meeting:
- (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken; and
 - (b) move to reconsider an adopted Bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to reconsider that resolution.
- (3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.
- (5) Council may only reconsider a matter that has not:
- (a) had the approval or assent of the electors and been adopted;
 - (b) been reconsidered under subsection (1) or Section 131 of the *Community Charter [mayor may require Council reconsideration of a matter]*;
 - (c) been acted on by an officer, employee, or agent of the Village.
- (6) The conditions that applied to the adoption of the original Bylaw, resolution, or proceeding apply to its rejection under this Section.
- (7) A Bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or Section 131 of the *Community Charter [mayor may require Council reconsideration of a matter]* is as valid and has the same effect as it had before reconsideration.

Adjournment

- 20.** A Council may continue a Council meeting after 11:00 pm only by an affirmative vote of the Council members present.

PART 5 – BYLAWS

Form of Bylaws

21. A Bylaw introduced at a Council meeting must:
- (a) be printed;
 - (b) have a distinguishing name;
 - (c) have a distinguishing number;
 - (d) contain an introductory statement of purpose;
 - (e) be divided into Sections.

Bylaws to be Considered Separately or Jointly

22. Council must consider a proposed Bylaw at a Council meeting either:
- (a) separately when directed by the presiding member or requested by another Council member; or
 - (b) jointly with other proposed Bylaws in the sequence determined by the presiding member.

Reading and Adopting Bylaws

23. (1) The readings of the Bylaw may be given by stating its title and object.
- (2) A proposed Bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- (3) Subject to the *Local Government Act*, each reading of a proposed Bylaw must receive the affirmative vote of a majority of the Council members present.

Bylaws Must Be Signed

24. After a Bylaw is adopted, and signed by the **Corporate Officer** and the presiding member of the Council meeting at which it was adopted, the **Corporate Officer** must have it placed in the Village's records for safekeeping.

PART 6 – RESOLUTIONS

Introducing Resolutions

25. (1) The presiding member of a Council meeting may request a motion that a resolution be introduced.

PART 7 – COMMITTEES

Duties of Standing Committees

26. (1) Standing committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned or delegated by Council;
 - (c) matters that are assigned by the Mayor.
- (2) Standing committees must report and make recommendations to Council at all of the following times:
- (a) in accordance with the schedule of the committee's meetings or as required;
 - (b) on matters that are assigned by Council or the Mayor at the time specified.

Duties of Select Committees

27. (1) Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.
- (2) Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

Schedule of Committee Meetings

28. (1) At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.
- (2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

Notice of Committee Meetings

29. (1) Subject to subsection (2), after the committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
- (a) posting a copy of the schedule at the **Public Notice Posting Places**; and
 - (b) providing a copy of the schedule to each member of the committee.

- (2) Where revisions are necessary to the annual schedule of committee meetings, the Staff Resource person must, as soon as possible, notify the **Corporate Officer** who will post a notice at the **Public Notice Posting Places** which indicates any revisions to the date, time and place or cancellation of a committee meeting.
- (3) The staff resource person to a committee must cause a notice of the day, time and place of a meeting called under Section 30(2) to be given to all members of the committee before the time of the meeting.

Attendance at Committee Meetings

30. Council members who are not members of a committee may attend the meetings of the committee.

Minutes of Committee Meetings to be Maintained and Available to Public

31. Minutes of the proceedings of a committee must be:
 - (a) legibly recorded;
 - (b) certified by the Department Head or designate who is assigned as staff resource to the Committee;
 - (c) signed by the chair or member presiding at the meeting; and
 - (d) filed with the **Corporate Officer** and be open for public inspection..

Conduct and Debate

32. (1) The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.
- (2) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of the committee members present.

Voting at Meetings

33. Council members attending a meeting of a committee of which they are not a member must not vote on a question.

PART 8 – ANNUAL MEETING

Annual Meeting

34. The **Corporate Officer** must give notice of the council meeting or other public meeting in respect of which Council has resolved to consider

- (1) the annual report prepared under Section 98 of the *Community Charter*, and
 - (2) submissions and questions from the public,
- by giving public notice by
- (3) posting notice of the date, time and place of the annual meeting in the posting locations, and
 - (4) publishing notice of the date, time and place of the annual meeting in accordance with Section 94 of the *Community Charter*.

PART 8 - GENERAL

35. If any Section, subsection or clause of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.
36. This Bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with Section 94 of the *Community Charter* [public notice].
37. Village of Belcarra Procedure Bylaw No. 298 as amended is repealed.

Public Notice given as of this 23rd day of February, 2004.

Read a first time by the Municipal Council this 8th day of March, 2004.

Read a second time by the Municipal Council this 8th day of March, 2004.

Read a third time by the Municipal Council this 22nd day of March, 2004.

Reconsidered finally passed and adopted by the Municipal Council of the Village of Belcarra this 5th day of April, 2004.

Mayor

Village Clerk

Certified to be a true and correct copy of
the "Village of Belcarra Council
Procedure Bylaw No. 356, 2004" adopted
by the Council of the Village of Belcarra
this 5th day of April, 2004.

Moira McGregor
Administrator

Schedule "A"

Order Of Business at Regular Council Meetings

Unless the Council otherwise resolves, Council shall deal with business at every regular meeting in the following order:

- (a) Call to Order;
- (b) Approval of the agenda;
- (c) Adoption of the minutes;
- (d) Delegations and Presentations;
- (e) Reports;
- (f) Reports from Mayor and Committees;
- (g) Bylaws;
- (h) Correspondence/Proclamations;
- (i) New Business;
- (j) Public Question Period;
- (k) Adjournment.

(Amendment Bylaw 433, 2010)

FILE NO. 0630-01

Subject: FW: Letter from the Honourable Katrine Conroy

From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>
Sent: Friday, November 2, 2018 3:06 PM
To: Lorna Dysart <ldysart@belcarra.ca>
Subject: Letter from the Honourable Katrine Conroy

Ref: 240087

His Worship Mayor Ralph Drew and Council
 Village of Belcarra
 E-mail: ldysart@belcarra.ca

Dear Mayor Drew and Council:

As the Minister of Children and Family Development, I am honoured and delighted to proclaim November as Adoption Awareness Month. This annual proclamation offers an opportunity to celebrate the many families in the province who have opened their hearts and their homes through adoption, and to highlight the need for more families to consider adopting.

In your community and across the province, there are hundreds of children and youth in foster care hoping for a permanent home to call their own. Some are part of a sibling group, some have special needs, and some are teens. Each and every child deserves a family to belong to, a stable place to grow up, help and guidance preparing for the challenges of adulthood, and someone to rely on for support, encouragement and love.

This year the ministry is pleased to announce a new Adoption Campaign. For more information on this important campaign, please see the following Web link at: Adoptnow.ca.

There are many ways to celebrate adoptive families and help raise awareness of the need for more adoptive families in British Columbia. Your council could proclaim Adoption Awareness Month in your community, you could create an adoption display in your office, use a copy of the Provincial Proclamation, invite Ministry of Children and Family Development (MCFD) Adoption Social Workers to set up an information booth, have your community newspaper feature articles on adoption, and invite local adoptive parents to a "meet and greet". If you are interested in exploring these ideas please contact MCFD staff at: MCF.AdoptionsBranch@gov.bc.ca.

The Adoptive Families Association of British Columbia (AFABC) has been supporting adoptive families in British Columbia for forty years. The AFABC's representative for your area can provide you with information on events in your community and on adoption in general. Their contact information, as well as contact information for the three licensed adoption agencies in British Columbia, can be accessed at: <https://www2.gov.bc.ca/gov/content/life-events/birth-adoption/adoptions/how-to-adopt-a-child>.

Adopt BC Kids Web site is an online portal that allows citizens to complete an adoption application online 24/7. Please take a look at the site and encourage community members who are interested in adopting a child in foster care to register at: www.gov.bc.ca/adoptbckids.

On behalf of the Ministry of Children and Family Development, thank you for helping us raise awareness about adoption and working with us to find homes for British Columbia's children and youth.

Sincerely,

ORIGINAL SIGNED BY

Katrine Conroy
Minister of Children and Family Development

Sent on behalf of the Minister by:



Client Relations Branch
Executive Operations
Ministry of Children and Family Development

HERITAGE WOODS SECONDARY SCHOOL
1300 David Avenue Port Moody, B.C. V3H 5K6
Phone: 604-461-8679 Fax: 604-937-8055



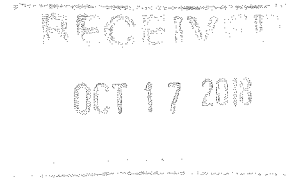
October 17, 2018

file No. 1850-01

Village of Belcarra

4084 Bedwell Bay Road,

Belcarra, BC V3H 4P8



Attn: Lorna Dysart, Chief Administration Officer

Re: HWSS DRY GRAD 2019

Good morning Lorna,

Please consider this as a formal request for a financial donation from the Village of Belcarra towards this years Dry Grad taking place at Heritage Woods Secondary School.

I've stepped into the Lead role for Donations / Sponsorship for the event, therefor I am calling upon local businesses and organizations for their assistance in making this a dry, safe, successful evening for our graduating students. As you can imagine, keeping between 300-40017 and 18 year olds fed and entertained from 11 PM till 5 AM is not going to be a cheap or easy task.

I'm hoping the Village of Belcarra can offer support.

Thank you in advance for your consideration,

Lisa Johnston

604-868-4608

lcjohnston@hotmail.com

HWSS 2019 GRAD COMMITTEE



RECEIVED
OCT 10 2018

FILE NO. 0410-01

October 4, 2018

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

Dear Mayor and Council:

The Province will be able to issue licences for the retail sale of non-medical cannabis on or after October 17, 2018, and we are currently in the process of assessing the applications that have been submitted to us.

Our consultations with local governments indicated you wanted to ensure that the needs of your communities were considered as part of the licensing process. We would like to take this opportunity to explain the important role local governments have in cannabis licensing.

It will be up to each municipality to determine if and where non-medical cannabis can be sold, and whether it is sold in private or government stores, or a mixture of both.

Once an application is received by the provincial government and it is deemed to contain the required information, the Province will notify the respective local government of the area where the proposed store is located.

Upon receipt of notice, local governments can:

- choose not to make any recommendation in respect of the application for a cannabis retail store licence (Note: this would end a licence application in progress because the Province cannot issue a licence unless the local government gives a positive recommendation that the licence be issued)
- choose to make comments and recommendations in respect of an application for a cannabis retail store licence.

If the local government makes a recommendation to deny the application then the Province may not issue the licence, and if a recommendation in favour of the application is made, then the Province has discretion whether or not to issue the licence, but must consider the local government's recommendation in the decision whether to issue a licence.

.../2

Mayor and Council
Page 2

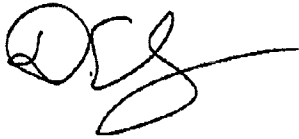
The Province will notify local governments about applications in the order that they are confirmed as complete. This ensures that you will have all the information you need to begin your process of making a recommendation.

We would also like to remind local governments that they may delegate the recommendation decision to staff.

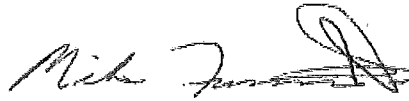
We invite you to review the enclosed Local Government's Role in Licensing Cannabis Retail Stores for detailed information that will help you navigate the recommendation process. If after reviewing this information you have any questions, please email Cannabis.Licensing@gov.bc.ca.

Thank you for your consideration in this important new process.

Yours truly,

A handwritten signature in black ink, appearing to be 'DE' followed by a long horizontal stroke.

David Eby, QC
Attorney General

A handwritten signature in black ink, appearing to be 'Mike Farnworth'.

Mike Farnworth
Minister of Public Safety
and Solicitor General

Enclosure

pc: Chief Administrative Officer Lorna Dysart

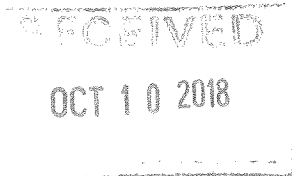
Parks, Planning and Environment Department
Tel. 604 432-6350 Fax 604 453-0338

October 5, 2018

File: AQ-AQ-07-00

FILE NO. 0470-01

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



Dear Sir/Madam:

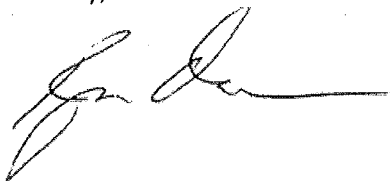
Re: Caring for the Air, Metro Vancouver's 2018 Report on Air Quality and Climate Change

In support of the goals of Metro Vancouver's Integrated Air Quality and Greenhouse Gas Management Plan, "to protect public health and the environment, improve visual air quality and minimize the region's contribution to climate change", Metro Vancouver publishes an annual report, *Caring for the Air*. The report provides information about the actions and initiatives being carried out by Metro Vancouver and our partners to improve air quality and mitigate the impacts of climate change.

Caring for the Air is a plain-language report intended to increase public engagement in and understanding of air quality and climate change issues. The report also contains indicators on progress towards air quality goals, which helps to identify where new actions are needed. A printed copy of the 2018 edition of *Caring for the Air*, which we hope people in your community will find interesting, is included in this package. *Caring for the Air* can also be accessed electronically on the Metro Vancouver website at <http://www.metrovancover.org/services/air-quality/information-public/caring-for-the-air/Pages/default.aspx>.

If you would like additional copies to make available for interested members of the public, we would be pleased to provide them. For additional copies of the report, and comments about the report or questions about air quality or climate change, please do not hesitate to contact us through AQInfo@metrovancover.org

Sincerely,



Roger G. Quan, P.Eng.
Director, Air Quality and Climate Change

RQ/jes

Attachment: Caring for the Air Report, 2018



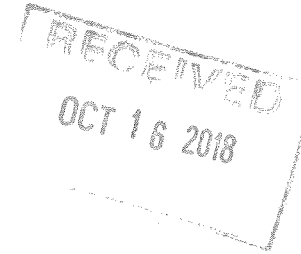
**EAGLE RIDGE
HOSPITAL FOUNDATION**
THE HEART OF A HEALTHY COMMUNITY

475 Guildford Way
Port Moody, BC V3H 3W9
T: 604.469.3128 F: 604.469.9972
www.erhf.ca

8.5

October 5, 2018

Connie Esposito
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, British Columbia V3H 4P8



FILE NO. SDD-02

Dear Connie,

Thank you for your generous auction contribution in support of the 28th Annual Evening of Caring Gala held this past Saturday, September 29th. The evening's silent & live auctions are key fundraising initiatives in helping fund lifesaving medical equipment and technology benefitting our hospital and community.

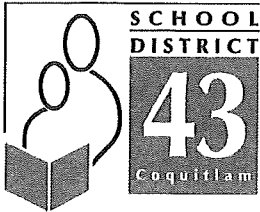
Our Gala was a sell-out this year, we welcomed 320 guests to our intimate new venue at the Executive Plaza Hotel in Coquitlam and we all had a truly remarkable evening! What started as goal to raise \$500,000 ended like a fairy tale - we are proud to announce that together with our amazing donors, the 28th Annual Evening of Caring Gala raised an astounding \$1,025,394!

Thank you so much for your generous support. We can only imagine the incredible number of donation requests you receive every year and are so grateful that you have chosen to support the health of your community through Eagle Ridge Hospital Foundation.

With gratitude,

Kailah Knittle
Marketing & Events Specialist
Eagle Ridge Hospital Foundation

thank you for the beautiful
artwork!



Learning for a Lifetime

OCT 10 2018

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

FILE NO. 0460-01

**BOARD OF
EDUCATION**

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Kerri Palmer Isaak

VICE-CHAIR:

Michael Thomas

TRUSTEES:

Carol Cahoon

Chuck Denison

Barb Hobson

Lisa Park

Judy Shirra

Diane Sowden

Keith Watkins

Richard Stewart, Mayor and
City of Coquitlam Council
City of Coquitlam
3000 Guilford Way
Coquitlam, BC V3B 7N2

Greg Moore, Mayor and
City of Port Coquitlam Council
City of Port Coquitlam
2580 Shaughnessy Street
Port Coquitlam, BC V3C 2A8

Mike Clay, Mayor and
Port Moody City Council
City of Port Moody
100 Newport Drive, Box 36
Port Moody, BC V3H 3E1

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

John McEwen, Mayor and
Village of Anmore Council
Village of Anmore
2697 Sunnyside Road
Anmore, BC V3H 5G9

October 9, 2018

Re: Child Care Task Force

Dear Mayors and Councillors,

As you know there has been significant conversation around the lack of childcare spaces in our communities. As a major provider of childcare space, we have heard first hand of the many difficulties parents are facing in finding childcare spaces. We believe that it is appropriate for all of us to work together to improve our understanding of the issues, determine what solutions may be available, and define how we can participate in providing those solutions. The Provincial initiative to create new child care spaces, combined with an enhanced three year capital funding program provide the catalyst for a collective review of this issue in our communities.

We are inviting you to participate in the creation of a Child Care Task Force by appointing one elected official and one staff representative to join the school district in undertaking to address this challenge.

Our intent is that the first meeting would establish the terms of reference and chart a specific course of action. Further, we would like to begin this work as quickly as possible after the election and after the formalities of elective representative appointments are completed.


We understand that \$25,000 per municipality/village is available through UBCM and MCFD to assist in funding a study of this initiative. We hope that at the first task force meeting a collaborative application to access these funds could be considered.

We are hoping that this collaborative approach to finding solutions to the challenges of childcare spaces in our communities will provide a lasting benefit to all the citizens we serve.

We look forward to hearing from you at your earliest opportunity.

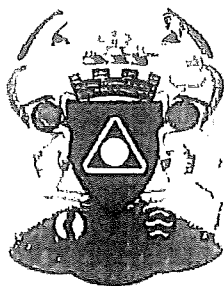
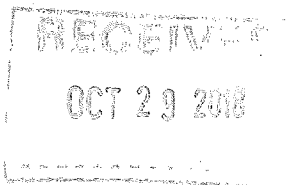
Yours truly,

SCHOOL DISTRICT NO. 43 (COQUITLAM) BOARD OF EDUCATION

A handwritten signature in black ink, appearing to read 'Kerri Palmer Isaak', with a large loop and a horizontal line extending to the right.

Kerri Palmer Isaak
Chair, Board of Education

cc: Board of Education
Patricia Gartland, Superintendent of Schools
Chris Nicolls Secretary-Treasurer/CFO
Tri-Cities Early Childhood Development Committee
Minister Fleming, Minister of Education
Minister Conroy, Minister of Children and Family Development



THE CORPORATION OF DELTA
Office of The Mayor, Lois E. Jackson



October 12, 2018

FILE NO. 0450-01

Ms. Linda M. Lupini
Executive Vice-President
Provincial Health Services Authority & BC Emergency Health Services
700 – 1380 Burrard Street
Vancouver, BC V6Z 2H3

Dear Ms. Lupini,

**Re: British Columbia Emergency Health Services (BCEHS) and
Delta Fire Dispatch**

Thank you for meeting with us on October 11, 2018 and your commitment to consider how our objectives may be realized.

I was pleased to hear that there will be further automation implemented regarding notification to Delta Fire personnel. I would appreciate details of the improvement and specifically how it will increase calls for Delta Fire Department.

As stated in the meeting, I wish to be clear that it is Delta's objective to be called out to all Orange coded calls regardless of the time that BCEHS expects to arrive. There is no cost burden to BCEHS. The City of Delta simply wishes to ensure that care is provided to its citizens as quickly as possible. As articulated by Fire Chief Scholfield, Delta Fire often arrives first and is able to clear encumbrances and settle the situation, allowing BCEHS personnel to work effectively upon arrival.

As it is today, there is a great working relationship on site between both BCEHS and Fire personnel in situations where both parties respond. Unfortunately, in some cases where only BCEHS is called out, the timeline for help to arrive is considerable, through no fault of BCEHS personnel, but of ambulance dispatch. While in most cases the medical outcome may be no different regardless of when the ambulance arrives, the comfort for those involved significantly improves when uniformed personnel arrive. Simply put, when people call 911 they expect that help is on the way. I have included some of the personal stories that Delta has received which illustrate the importance for simultaneous dispatch of BCEHS and Delta Fire.

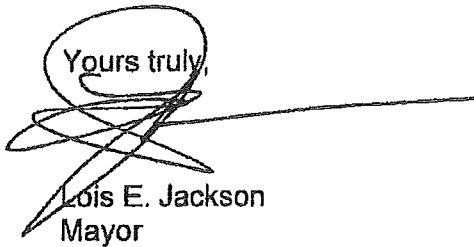
...2

October 12, 2018
Page 2

I look forward to further dialogue on how these changes can be implemented once you have discussed them with your team.

Thank you.

Yours truly,



Lois E. Jackson
Mayor

Enclosure

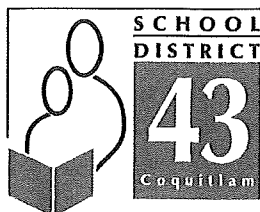
cc: The Honourable John Horgan, Premier of British Columbia
The Honourable Adrian Dix, Minister of Health
Ravi Kahlon, MLA Delta North
Ian Paton, MLA Delta South
Metro Vancouver Board of Directors
Carl Roy, President & CEO, Provincial Health Services Authority
Paul Vallely, Senior Provincial Executive Director of Patient Care Delivery,
BC Emergency Health Services
Fire Chiefs Association
Regional Administrative Advisory Committee
Delta Council
Ken Kuntz, Acting City Manager
Fire Chief Paul Scholfield, Delta Fire & Emergency Services
Chief Constable Neil Dubord, Delta Police Department

Emergency Medical Response - Calls of Concern in Delta

Calls that have come to the attention of Delta Fire & Emergency Services since the implementation of BCEHS Clinical Response Model on May 30, 2018.

1	06/19/2018	Concerned Citizen	Email to Mayor's Office	Terri Johnston believed her husband had stroke and called 911 and told help was on its way. Called again after 20 minutes and asked the same questions and told ambulance would arrive soon. Ambulance arrived 1 hour later. Fire not dispatched. Patient did not have stroke and doctors believe it was a seizure.
2	07/19/2018	Delta Police Officer	Email to Mayor & Fire Chief	Police officer flagged down in parking lot and found senior male on the ground. Patient diabetic and had hit his head. Officer confirmed that 911 had been called. Officer attempted to get an ambulance 3 times and fire was not dispatched to the call. Officer observed confusion with ambulance and a very lengthy delay.
3	08/24/2018	Concerned Citizen	Phone call to Fire Department	Strata Manager called FD after seeing Mayor's letter in paper. Patient fell in shower and called for help via lifeline. Ambulance sent from Vancouver. Upon arrival at strata they were unable to gain access and left. Another ambulance was then dispatched from Langley. Lengthy wait time and patient had broken hip. Fire not dispatched.
3	08/16/2018	Concerned Citizen	Firefighter advised on scene	Employer told firefighter on scene that BCAS had been called 45 minutes prior and told they were busy and would be delayed. Patient's hand crushed in industrial accident. Fire eventually dispatched and on scene in 5 minutes.

4	08/27/2018	Concerned Citizen	Firefighter advised on scene	Patient called for BCAS at 11:00 and fire not dispatched until 13:02. Fire repeatedly asked for ambulance, which eventually arrived routine. Patient had fallen and was lying on ground with a possible broken leg until Fire arrived.
5	08/31/2018	Battalion Chief	Firefighter advised on scene	Crew dispatched routine to adult who had fallen down stairs and had obvious broken leg. Crew supported patient and provided Entonox for pain. BCAS arrived 25 minutes later. Patient advised FF that 911 had been called 45 minutes prior to fire being dispatched i.e. Patient waited total of 78 minutes before BCAS arrived.
6	09/12/2018	Fire Chief	Notes from scene	Crew called to assist BCAS who was already on scene and performing CPR on suspected overdose patient. Crew provided manpower and member to assist in ambulance. At what time was BCAS called? Why was Fire not notified at same time? Fire might have been able to be at scene a lot sooner.
7	09/19/2018	Fire Captain	Firefighter advised on scene	Crew called for patient who had collapsed on boulevard outside Delta Hospital. Patient had driven to hospital and collapsed upon getting out of vehicle. Patient in extreme pain and discomfort. Crew placed patient on backboard and lifted to hospital staff stretcher and was then moved inside hospital. Patient's family member was a DPD member and advised crew that they had call 911 45 minutes earlier and told no ambulance was available.
8	09/25/18	Concerned Citizen	Call to Hall 1 Administration	Pinewood elementary phoned in to non-emergency administrative line and said they called 911 and were waiting for the ambulance for 25 minutes (PM). Staff member put caller through to dispatch.



Learning for a Lifetime

FILE NO. 0460-01

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

**BOARD OF
EDUCATION**

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Kerri Palmer Isaak

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Diane Sowden

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Mayor and Council
City of Coquitlam
3000 Guilford Way
Coquitlam, BC V3B 7N2

Mayor and Council
City of Port Coquitlam
2580 Shaughnessy Street
Port Coquitlam, BC V3C 2A8

Mayor and Council
City of Port Moody
100 Newport Drive, Box 36
Port Moody, BC V3H 3E1

October 26, 2018

Dear Mayors and Councillors,

As the 2014-2018 Local Government term of office comes to an end, the Board of Education would like to extend our thanks to you, your Councils, and respective staff for all that we have been able to accomplish together, including the opening of Smiling Creek Elementary, Moody Middle, rededication of Centennial Secondary and the seismic replacement of Minnekada to capture a few of the most recent collaborative efforts. We have appreciated your support, partnership and willingness to work with the School District to address matters and contribute to and promote well governed communities.

We would also like to wish those not returning to their Council role, the best of luck in their future endeavours. Mayor Clay, Mayor Drew and Mayor Moore, we appreciate your service to your municipality and your leadership in our school communities.

Looking forward, we are confident that we will continue to have an excellent relationship with each of the partner municipalities. We are excited to continue to work with you to tackle issues of joint significance including the need for new schools and childcare spaces.

Mayor Elect Belenkie, Mayor Elect Vagramov, and Mayor Elect West, the Board of Education looks forward to establishing new relationships with you, and along with return Mayors Stewart and McEwen, and all the new and returning members of Council; continuing to strengthen existing relationships with our Municipal partners as the betterment of our communities and schools is foremost in our endeavour to provide safe and secure educational learning places.

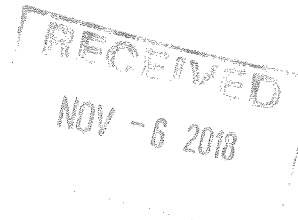
Yours truly,

SCHOOL DISTRICT NO. 43 (COQUITLAM) BOARD OF EDUCATION

A handwritten signature in dark ink, appearing to read 'Kerri Palmer Isaak', is written over a horizontal line. The signature is enclosed within a large, hand-drawn oval.

Kerri Palmer Isaak
Chair, Board of Education

cc: Board of Education
Patricia Gartland, Superintendent of Schools
Chris Nicolls Secretary-Treasurer/CFO



November 1, 2018

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

FILE NO. 0230-01

Dear Mayor and Councillors,

Congratulations on your election to serve your community as mayor and members of municipal council.

We are writing to you on behalf of the affordable housing providers across the province, both non-profit organizations and co-operatives, to ask that you make housing a central focus during your term in office.

As you likely heard on the doorsteps during the campaign, housing affordability and homelessness were by far the top issues for voters everywhere. Because housing affordability is an issue that impacts nearly every household in some way, and will take more than one term in office to solve, we believe there is an opportunity for partnership between all levels of government and the community housing sector. We want to actively support local government in making the most of this opportunity.

We hope that you had a chance during the campaign to review our *Make Housing Central* resources, launched in September to help candidates better understand the housing affordability landscape in their municipalities, and how municipalities can take a strong leadership role in addressing those issues. Our campaign, in its entirety, can be reviewed at www.housingcentral.ca

During the campaign we asked candidates to show their support for affordable housing by pledging, once elected, to implement actions to support affordable housing in their communities including: the contribution of public lands, protection of existing affordable housing, zoning for rental-only development, streamlining of permitting processes, and pursuit of partnerships to create new affordable housing developments. Candidates from across the province took the pledge. You can see the list at www.housingcentral.ca

As an ongoing initiative to support local government leaders in their efforts to deliver affordable housing in their communities, we are developing a series of free educational opportunities for your participation:

- A webinar introducing the community housing sector and a discussion of the tools available to municipalities to support affordable housing in their communities (*available December*)
- A half-day interactive forum for elected officials, non-profits and co-ops to exchange learnings about how to work collaboratively to create new affordable housing (*four workshops to be held throughout the province beginning spring 2019*)

Additionally, we are providing your municipal council with two complimentary registrations to our *Housing Central Conference*, the largest affordable housing event in the country, with up to 1,500 delegates. This conference is being held from Sunday, November 18th to Tuesday, November 20th at the Sheraton Vancouver Wall Centre. To claim your registrations, please contact our Government Relations Manager, Diana Dilworth at diana@bcnpha.ca or at 778-945-2170, who will assist in securing those registrations. Details of the conference can be found at www.housingcentral.ca

Congratulations again, and best wishes. We look forward to working with you on the issues of housing affordability and homelessness, and hope that we will see you in attendance at our events. We will remain in touch throughout your term in office and hope that with your support, we can ensure that every resident in BC has access to safe, affordable and stable housing.

Sincerely,



Jill Atkey,
Chief Executive Officer
BC Non-Profit Housing Association
www.bcnpha.ca



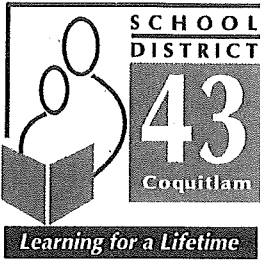
Thom Armstrong
Executive Director
Co-operative Housing Federation of BC
www.chf.bc.ca

About Housing Central: *Housing Central brings together the BC Non-Profit Housing Association (BCNPHA), Co-op Housing Federation of BC (CHF BC) Co-op Housing Federation of Canada (CHF Canada), Encasa Financial, Community Land Trust and COHO Management Services Society. Housing Central collaborates on cross-sector partnerships that help impact public, policy, media awareness and deliver world-class education and events to support its vision of a safe, affordable home for everyone. www.housingcentral.ca*

About BCNPHA: *Formed 25 years ago, BC Non-Profit Housing Association (BCNPHA) is the provincial umbrella organization for the non-profit housing sector comprised of nearly 600 members, including non-profit housing societies, businesses, individuals, partners and stakeholders. Together non-profit housing societies manage more than 100,000 units of long-term, affordable housing in over 2500+ buildings across the province.*

About CHFBC: *The Co-operative Housing Federation of BC (CHF BC) is the voice of housing co-ops in British Columbia. Made up of member housing co-ops and related stakeholders, the organization focuses on meeting the needs and supporting the opportunities for those living in co-op housing. The 250 co-op housing members in our province provide housing for approximately 15,000 families.*





550 Poirier Street, Coquitlam, BC, Canada V3J 6A7 • Phone: 604-939-9201 • Fax: 604-936-5135

FILE NO. 0460-01

NOV 8 - 2018

November 7, 2018

Mayor Richard Stewart & Council
City of Coquitlam
Via email: mayor_council@coquitlam.ca

Mayor Brad West & Council
City of Port Coquitlam
Via email: citycouncil@portcoquitlam.ca

Mayor Rob Vagramov & Council
City of Port Moody
Via email: council@portmoody.ca

Mayor John McEwen & Council
Village of Anmore
Via email: village.hall@anmore.com

Mayor Neil Belenkie & Council
Village of Belcarra
Via email: belcarra@belcarra.ca

Dear Mayors and Councils,

On behalf of School District No. 43 (Coquitlam) I am pleased to announce that the Board of Education elected (by acclamation) Barb Hobson as Chair of the Board and elected Christine Pollock as Vice-Chair of the Board at the November 6th Inaugural Board meeting.


Contact information is below:

Chair: Barb Hobson
Phone: 778-772-0402
Email: bhoboson@sd43.bc.ca

Vice-Chair: Christine Pollock
Phone: 604-729-7540
Email: cpollock@sd43.bc.ca

Yours truly,

SCHOOL DISTRICT NO. 43 (COQUITLAM)


Chris Nicolls
Secretary-Treasurer/CFO

cc: Board of Education
Patricia Gartland, Superintendent/CEO



RECEIVED

NOV 8 - 2018

TransLink

400 - 287 Nelson's Court
 New Westminster, BC V3L 0E7
 Canada
 Tel 778.375.7500
 translink.ca

South Coast British Columbia
 Transportation Authority

FILE NO. 5400-10-4

November 7, 2018

Bernie Serné
 Superintendent of Public Works
 Village of Belcarra
 4084 Bedwell Bay Road
 Belcarra, BC V3H 4P8

Dear Mr. Serné,

Re: 2018 MRN Expansion Process and Recommended MRN Additions

Phase One of the 10-Year Vision includes a 10% expansion of the Major Road Network (MRN) in 2018, the first significant increase of the network since its inception in 1998. TransLink staff is submitting a report to the TransLink Board detailing the expansion process and recommended additions for consideration at the December 2018 Board meeting.

The MRN is part of TransLink's multimodal mandate consisting of approximately 600 road-km (2,370 lane-km) of arterial roads and bridges stretching across the region that carry the majority of the region's commuter, transit and truck traffic. While most of the MRN is owned by municipalities, TransLink is responsible for establishing performance standards and providing funding to municipalities to operate, maintain and rehabilitate the MRN.

Beginning in November 2017, extensive engagement with local government staff, through the Regional Transportation Advisory Committee (RTAC), resulted in a performance based evaluation of candidate segments. Each segment was evaluated against the following objectives:

- Facilitates intra-regional travel of people and transportation of goods.
- Connects regionally significant destinations.
- Forms an interconnected and complete network.
- Moves high volumes of general purpose vehicles, transit passengers and / or trucks.

The 2018 network expansion of 10% allows for an addition of 237 lane-km. Municipalities submitted approximately 900 lane-km of roadway for consideration in the MRN expansion process, meaning that only approximately 25 % of the requested lane-km could be accommodated.

Currently, the Village of Belcarra has 5.2 lane-km of roads designated MRN. On December 5, 2017, Belcarra provided a list of candidate MRN requests to add to their MRN inventory. These included:

- Belcarra Bay Road, from Midden Road to Whisky Cove Lane
- Whiskey Cove Lane, from Belcarra Bay Road to the dead end
- Midden Road, from Bedwell Bay Road to Belcarra Bay Road

Through the evaluation process, the candidate requests from the Village of Belcarra were not carried forward for evaluation because they did not connect to a regional destination (see screening criteria in the attached memorandum). The attached memo also provides a summary of the 2018 MRN expansion process, including extensive engagement with RTAC, recommended MRN additions and the resulting updated network (also attached to this letter).

TransLink will retain all MRN requests for inclusion in potential future MRN expansion processes. We thank you for your continued involvement in RTAC and your comments and feedback related to the 2018 MRN expansion process.

Sincerely,



Sarah Ross
Director, System Planning

cc: Lorna Dysart, Chief Administrative Officer, Village of Belcarra

Attachments:

- Recommended updated MRN (Map)
- Memorandum: 2018 MRN Expansion Process and Recommended MRN Additions



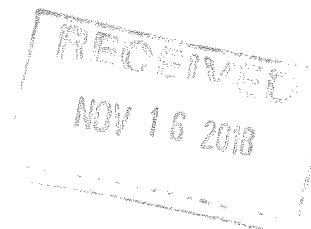
Greater Vancouver Region
200-2925 Virtual Way
Vancouver BC V5M 4X5



BC ASSESSMENT

Date: November 13, 2018

Attn: Mayor Neil A Belenkie
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC. V3H 4P8



FILE NO. 230-01

Dear Mayor Neil A Belenkie and Councillors,

Congratulations on behalf of BC Assessment and the Greater Vancouver region regarding your recent success in the 2018 Local Government General Elections. My name is Edward Shum, and I am the Assessor for the Greater Vancouver region. My Deputy Assessor team includes Paul Borgo, Grant McDonald, Christina Randle and Preet Basra.

BC Assessment is the Crown Corporation responsible for producing independent and equitable annual property assessments and trusted assessment information. The products and services that we offer support development of strong and vibrant communities in British Columbia. Please visit bcassessment.ca to learn more.

BC Assessment holds ourselves accountable to local governments. We are committed to providing transparent, fair, timely, and respectful communications and assessment services. In addition to our regional team, our Local Government Department strives to serve local governments with continuous improvement to ensure our products and services effectively meet your needs. Contact our Local Government Department at 1-866-valueBC (825-8322) local 00498 or localgovernment@bcassessment.ca.

Congratulations once again, and we look forward to opportunities to meet at your civic offices and local government conferences in order to grow the relationship between BC Assessment and your Council. We are also available to present to your Council upon request to share more details about our mandate and relationships with local governments.

Sincerely,

Edward Shum
Assessor, Greater Vancouver Region