



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA
VILLAGE HALL
July 22, 2019
7:00 PM**



COUNCIL

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

1. CALL TO ORDER

Mayor Neil Belenkie will call the meeting to order.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, July 22, 2019

Recommendation:

That the agenda for the Regular Council Meeting, July 22, 2019 be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, July 8, 2019

Recommendation:

That the minutes from the Regular Council Meeting held July 8, 2019 be adopted.

4. DELEGATIONS AND PRESENTATIONS

5. REPORTS

5.1 Lorna Dysart, Chief Administrative Officer, dated July 22, 2019 regarding Temporary Use Permit (TUP) for Evangelical Laymen's Church, 8 Corners Tea Room

Recommendation:

1. That the Evangelical Laymen's Church be permitted to host bread and tea gatherings in July, August, and September 2019, while the Official Community Plan (OCP) amendments are circulated and reviewed for Public Hearing and Third Reading; and
That Council authorize staff to develop an Event Permitting procedure.

2. That the Official Community Plan (OCP) Bylaw 435, 2011, Amendment Bylaw No. 541, 2019, be read a first and second time: and
That the OCP Bylaw 435, 2011, Amendment bylaw No. 541, 2019 be referred to Public Hearing on September 9, 2019; and
That Official Community Plan (OCP) Bylaw 435, 2011, Amendment Bylaw No. 541, 2019 be circulated to Metro Vancouver, the City of Port Moody, the Village of Anmore, and the Tsleil-Waututh Nation pursuant to Section 475 of the Local Government Act.
3. That staff be directed to issue formal notice that a resolution is proposed under Section 493 of the Local Government Act to issue Temporary Use Permit #2019-01 for 8 Corners Canada Inc. substantially in accordance with Attachment 1.

5.2 Lorna Dysart, Chief Administrative Officer, verbal report regarding Water Servicing Agreement with Metro Vancouver

Recommendations:

1. That the Village of Belcarra Water Servicing Agreement with Metro Vancouver Regional District (Parks) dated April 24, 2019 be rescinded.
2. That the Village of Belcarra Water Servicing Agreement with Metro Vancouver Regional District (Parks) dated July 22, 2019 be approved; and
That the Mayor and Chief Administrative Officer be authorized to sign the Agreement.

5.3 Lorna Dysart, Chief Administrative Officer, report dated July 22, 2019 regarding Village of Belcarra Waterworks Bylaw No. 456, 2012 Amendment Bylaw No. 540, 2019

Recommendations:

1. That Council rescind "Village of Belcarra Waterworks Bylaw No. 456, 2012 Amendment Bylaw No. 539, 2019", which received first, second and third reading on June 10, 2019.
2. That the "Village of Belcarra Waterworks Bylaw No. 456, 2012 Amendment Bylaw No. 540, 2019" be read a first, second and third time.

5.4 Lorna Dysart, Chief Administrative Officer, report dated July 22, 2019 regarding a Request for a Permissive Tax Exemption for the Sasamat Outdoor Centre

Recommendation:

That staff be directed to prepare a bylaw to provide a Permissive Tax Exemption Bylaw for the Sasamat Outdoor Centre, a non-profit organization, for a period of five years.

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES

7. BYLAWS

No Items.

8. CORRESPONDENCE/PROCLAMATIONS

Recommendation:

That correspondence items 8.1 – 8.7 be received.

ACTION ITEMS

No items

INFORMATION ITEMS

- 8.1** Brad West, Mayor, City of Port Coquitlam, dated July 8, 2019 regarding the City of Port Coquitlam 2018 Annual Report (full report available in the Village Office)
- 8.2** Sav Dhaliwal, Chair, Metro Vancouver Board, dated June 21, 2019 regarding Amending Metro Vancouver 2040: Shaping our Future to Reflect Accepted Regional Context Statements (full report available in the Village Office)
- 8.3** Port Moody Senior Secondary 2019 After Grad Committee, dated June 10, 2019 thanking the Village of Belcarra for their donation towards the 2019 After Grad celebration.
- 8.4** Michael Morden, Mayor, City of Maple Ridge, dated June 21, 2019 regarding the City of Maple Ridge 2018 Citizens Report (full report available in the Village Office)
- 8.5** Bill Beamish, Mayor, Town of Gibsons, letter dated July 16, 2019 to Honourable Rob Fleming, Ministry of Education regarding Provincial Support for Libraries.
- 8.6** Honourable Carole James, Minister of Finance and Deputy Premier, Province of BC, dated July 11, 2019 regarding Meeting with Mayors to discuss impact of Speculation Tax.
- 8.7** Council Committee Meeting Minutes:
 - a) Revenue Generation Committee Meeting Minutes – May 27, 2019
 - b) Tree Committee Meeting Minutes – June 19, 2019

9. NEW BUSINESS

10. PUBLIC QUESTION PERIOD

11. RESOLUTION TO CLOSE MEETING

12. ADJOURNMENT

Recommendation:

That the July 22, 2019 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
VILLAGE HALL
July 8, 2019**



Minutes of the Regular Council Meeting for the Village of Belcarra held July 8, 2019 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

Council in Attendance

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

Staff in Attendance

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

1. CALL TO ORDER

Mayor Belenkie called the meeting to order at 7:00 pm.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, July 8, 2019

L. Dysart requested that Council withdraw Items 5.3 and 5.4 from the agenda.

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That the agenda for the Regular Council Meeting, July 8, 2019 be amended by withdrawing Item 5.3, Water Servicing Agreement with Metro Vancouver and Item 5.4, Waterworks Bylaw No. 540, 2019, from the agenda; and That the agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, June 24, 2019

Moved by: Councillor Drake
Seconded by: Councillor Wilder

That the minutes from the Regular Council Meeting held June 24, 2019 be adopted.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

- 4.1** Revenue Generation Committee (RGC), Tom Kim – Chair, Sharilyn Sweet – Vice-Chair, Brian Hirsch, Penny Moen and Maris Sulcs, report dated June 25, 2019 regarding June 2019 Interim Reports:

Tom Kim and Sharilyn Sweet provided an overview of their report noting the revenue benefits that are anticipated as a result of their review. Their report further outlined the contemplation of densification with the opportunity of reduction of lot size from 0.5 acre to 0.25 acre.

Moved by: Councillor Begg
Seconded by: Councillor Drake

That the Revenue Committee Generation recommendation reports be separated into two motions.

CARRIED

Moved by: Councillor Drake
Seconded by: Councillor Clark

1. RS-1 Zoning Amendment

That the Revenue Generation Committee RS-1 Zoning Amendment Interim Report dated June 25, 2019 be received; and
That the RGC Interim Report regarding RS-1 Amendments dated June 25, 2019 be referred to staff to be included for consideration when the Official Community Plan is reviewed.

CARRIED

2. Charitable Donation Plan

Discussion ensued relative to:

Tom Kim provided an overview of the Committee's report noting the potential for the Village to accept charitable donations.

Moved by: Councillor Begg
Seconded by: Councillor Clark

That the Revenue Generation Committee Interim Report dated June 25, 2019 regarding Charitable Donation Plan be received; and
That the RGC Interim Report regarding Charitable Donations be referred to staff to prepare a report to Council on development of a potential plan for implementation of a Charitable / Fundraising Organization with financial implications identified.

CARRIED

5. REPORTS

5.1 Lorna Dysart, Chief Administrative Officer, report dated July 8, 2019 regarding the Fire Sprinkler Systems

L. Dysart outlined her report regarding potential for fire sprinkler systems to be installed in all new construction and in major house renovations or additions.

Moved by: Councillor Begg

Seconded by: Councillor Drake

That Staff be requested to investigate a variation under Section 7 of the Building Act as it relates to fire sprinkler systems being installed in residential homes.

CARRIED

Moved by: Councillor Clark

Seconded by: Councillor Drake

That the Fire Sprinkler Systems report dated July 8, 2019 be received for information.

CARRIED

5.2 Lorna Dysart, Chief Administrative Officer, report dated July 8, 2019 regarding Designated Anchorage Area

L. Dysart provided an overview of her report regarding a proposed DAA in Bedwell Bay which may assist with long term anchorages in Bedwell Bay, assist with resolving the situation with live-aboards and derelict vessels.

Jason Krott, Port of Vancouver, was in attendance and commented the current map of Designated Anchorage Area in Belcarra, options that are available for designated anchorage areas and issues surrounding dumping of sewage.

Jason also noted that constitutionally, a mariner cannot be prevented from anchoring anywhere when weather or repairs are involved.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That Council receive for information the report on a Designated Anchorage Area (DAA) Program for Bedwell Bay dated July 8, 2019; and

That a Public Information Meeting be scheduled in September 2019 for public discussion on a Designated Anchorage Area being established in Bedwell Bay; and

That the Chief Administrative Officer continue with discussions with the Port of Vancouver on an agreement and with the District of North Vancouver CAO regarding inspections and enforcement.

CARRIED

- 5.3 Lorna Dysart, Chief Administrative Officer, verbal report regarding Water Servicing Agreement with Metro Vancouver

Item 5.3 has been withdrawn from the Agenda

- 5.4 Lorna Dysart, Chief Administrative Officer, report dated July 8, 2019 regarding Village of Belcarra Waterworks Bylaw No. 456, 2012 Amendment Bylaw No. 540, 2019

Item 5.4 has been withdrawn from the Agenda

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES

No items

7. BYLAWS

No items

8. CORRESPONDENCE/PROCLAMATIONS

That correspondence items 8.1 – 8.8 be received.

Moved by: Councillor Drake

Seconded by: Councillor Clark

CARRIED

ACTION ITEMS

No items.

INFORMATION ITEMS

- 8.1 Heather McNell, Director of Regional Planning and Electoral Area Services, Planning and Environment, Metro Vancouver, dated June 20, 2019 regarding Regional Long-Range Growth and Transportation Scenarios – Final Summary Report (full report available in the Village office)
- 8.2 John Willms, 4625 Belcarra Bay Road, dated June 23, 2019 regarding Town Hall Meetings.
- 8.3 David Weber, Director, City Clerk's Office, City of Richmond, dated June 28, 2019 regarding Proposed UBCM Resolution – Statement of Disclosure Updates
- 8.4 David Weber, Director, City Clerk's Office, City of Richmond, dated June 28, 2019 regarding Proposed UBCM Resolution – Conflict of Interest Complaint Mechanism
- 8.5 David Weber, Director, City Clerk's Office, City of Richmond, dated June 28, 2019 regarding Lobbyist Registration
- 8.6 Meghan Lahti, Acting Mayor, City of Port Moody, dated June 27, 2019 regarding Support for Property Assessed Clean Energy Enabling Legislation for BC
- 8.7 Shane Brien, Mayor, District of Houston, dated June 19, 2019 regarding Provincial Support for Libraries

- 8.8 Aaron Stone, Mayor, Town of Ladysmith, dated June 27, 2019 regarding Provincial Support for Libraries

9. NEW BUSINESS

No items

10. PUBLIC QUESTION PERIOD

Dave Warren, 4925 Robson Road, queried regarding ticketing along Sasamat Lake by RCMP and Belcarra bylaw officers.

Dave Goodman, 5136 Whiskey Cove Lane, queried regarding the Bowen Island bus hailing pilot program.

Peter Struk, 4575 Belcarra Bay Road, queried regarding parking regulations along Bedwell Bay Road by the multi-use courts.

Ron Davis, 280 Turtlehead Road, queried regarding placement of parking signs and the commencement of towing in the Village.

Fraser MacDonald, 4903 Robson Road, queried regarding parking ticket collection rates.

11. RESOLUTION TO CLOSE MEETING

No items

12. ADJOURNMENT

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the July 8, 2019 Regular Meeting be adjourned at 8:36 pm.

CARRIED

Certified Correct:

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer



COUNCIL REPORT

Date: July 22, 2019

From: Lorna Dysart, Chief Administrative Officer

Subject: Temporary Use Permit for Evangelical Laymen's Church "Tea Room" (#TUP-2019-01) and Official Community Plan (OCP) Bylaw 435, 2011, Amendment Bylaw No. 541, 2019

Recommendations

1. That the Evangelical Laymen's Church be permitted to host bread and tea gatherings in July, August, and September 2019, while the Official Community Plan (OCP) amendments are circulated and reviewed for Public Hearing and Third Reading; and That Council authorize staff to develop an Event Permitting procedure.
2. That the Official Community Plan (OCP) Bylaw 435, 2011, Amendment Bylaw No. 541, 2019, be read a First and Second time: and That the OCP Bylaw 435, 2011, Amendment Bylaw No. 541, 2019 be referred to Public Hearing on September 9, 2019; and That Official Community Plan (OCP) Bylaw 435, 2011, Amendment Bylaw No. 541, 2019 be circulated to Metro Vancouver, the City of Port Moody, the Village of Anmore, and the Tsleil-Waututh Nation pursuant to Section 475 of the Local Government Act.
3. That staff be directed to issue formal notice that a resolution is proposed under Section 493 of the Local Government Act to issue Temporary Use Permit #2019-01 for 8 Corners Canada Inc. substantially in accordance with Attachment 1.

Purpose

To initiate an OCP amendment to enable Temporary Use Permits to be issued in the Village.

To present Temporary Use Permit (#TUP 2019-01) for Council's issuance, subject to conditions, at a subsequent Council meeting.

To provide Council with an update on the future aspirations of the Evangelical Laymen's Church of Canada, for their property, which would require an OCP amendment and rezoning.

Background

The subject lands (ELC Lands), legally described as PARCEL "E" (EXPLANATORY PLAN 10236) WEST HALF OF THE NORTH WEST QUARTER SECTION 30 TOWNSHIP 39 NEW WESTMINSTER DISTRICT are owned by the Evangelical Laymen's Church (ELC) of Canada and located in Farrer Cove. The site is approximately 61 acres; however, the "Tea Room" is confined to a portion of one building, identified in Attachment 1 Schedule A.

The ELC currently operates several programs including:

- Church gatherings;

- Gospel conferences;
- Children's camps;
- Bread making and tea workshops;
- A Commercial tea room;
- An Annual tea festival; and
- Renting space to film production companies;

The ELC has been operating a Tea Room and conducting related commercial operations on the site for a number of years in contravention of the Village Official Community Plan (OCP) and Zoning Bylaw.

On February 11, 2019, Council directed staff to work with the ELC toward a Temporary Use Permit (TUP) to enable the operation of a Tea Room on the ELC Lands for an initial period of three years with the possibility to renew for another three years.

On March 28, 2019 a TUP application was received by the Village. A copy of the Letter of Intent for the TUP is included in Attachment 2.

Council passed the following motion on April 24, 2019:

"That the report dated April 24, 2019 regarding the Temporary Use Permit (TUP) Application for Evangelical Laymen's Church be received for information; and
That the Evangelical Laymen's Church be permitted to host bread and tea gatherings in April, May, and June 2019, while a TUP application is reviewed, subject to safety considerations being met; and
That staff be directed to process an OCP amendment to enable Temporary Use Permits in the Village; and
That staff be directed to consider a rezoning application and OCP amendment for the Evangelical Laymen's Church Lands should an application be received; and
That Metro Vancouver, the City of Port Moody, and the Village of Anmore be provided with copies of this report."

As outlined in this report, approval of a TUP, with conditions, is recommended to enable the operation of a Tea Room and for occasional events, festivals, and workshops on the ELC Lands for a period of three (3) years from the issuance date of the TUP.

The range of uses that the ELC has developed and has planned are not often associated with a place of worship, nor is a church typically located on a site of this size. A more fundamental evaluation of the future use of this substantial property may occur with a development application by the owner; if not, the Village should also address this land use and access question as part of its next OCP review.

Official Community Plan (OCP) Amendment

Under Section 492 of the Local Government Act (LGA), the Village may designate areas in an OCP where temporary uses are allowed and may specify general conditions regarding the issuance of TUPs in those areas. Council may then issue TUPs by resolution and may specify conditions under which the temporary use may be carried out. The LGA enables Council to issue a TUP for a maximum of three years and a TUP may be renewed only once.

The provision for temporary uses (originally called temporary commercial and industrial uses) was made by the Province leading up to Expo 86 at the request of the Union of B.C. Municipalities (UBCM) and member municipalities. The Province required an OCP amendment process to ensure the citizenry were aware of this broad potential. Many, if not most, Metro municipalities have had this land use development option available for 30 years or more.

Currently, TUPs are not addressed by the Village OCP. To enable Council to issue a resolution to permit temporary uses on the ELC lands, an amendment to the OCP is required. A proposed amendment to the OCP to allow TUPs is included in Attachment 3.

The proposed OCP amendment would enable Council to issue TUPs anywhere in the Village, but sets general conditions barring industrial uses, limiting commercial uses to properties zoned Civic Institutional and Regional Park by the Zoning Bylaw, and sets other requirements to limit the impacts of temporary uses.

This amendment deals solely with TUPs and does not address any permanent uses in the Village. Should a rezoning application be received for the ELC lands in the future, a separate amendment to the OCP would be required.

Section 475 of the Local Government Act requires the Village to consider whether consultation with agencies, municipalities, or First Nations adjacent to the Village is required. This report recommends Council notify Metro Vancouver, the City of Port Moody, the Village of Anmore, and the Tsleil-Waututh Nation of the proposed OCP amendment.

Temporary Use Permit Duration

The issuance of a Temporary Use Permit (TUP) for the ELC Lands is contingent on an amendment to the Village Official Community Plan. Given notification and procedural requirements, the TUP cannot be issued prior to the Belcarra Council next meeting in September. As the ELC Tea Room operations are primarily seasonal, issuing a three-year TUP would enable these operations during the summer of 2020, 2021, and 2022. The end date would be set for three years after the TUP resolution is issued and signed.

Public Input and General Considerations

The Evangelical Laymen's Church hosted a Public Information Meeting (PIM) to share details of the proposal with the public and provide an opportunity for input. Notification took place by a variety of methods, including: a mail drop, a Tri-Cities News advertisement, a group Village email, a sign display, a notice at Municipal Hall, and a notice was posted on Village website.

The PIM was attended by approximately 15-20 people and ran from 2:00 pm to 5:00 pm on May 11, 2019.

Village staff, consultants, and members of the applicant team attended the PIM to answer questions and listen to feedback. The applicants distributed comment forms to attendees:

- 8 comment forms were completed and returned; and
- 5 pieces of email correspondence related to the application were received.

Support for the proposal cited the following:

- ELC's use of the site was described as an asset to the community and will contribute to community-building and community character.
- A trial of the proposal would be worthwhile exercise.
- A Tea Room would help to open the site for visitors to enjoy.
- Support for small businesses opening in the Village.
- Support for the use of the dock for access to the site.

Concerns related to the proposal cited the following:

- Questions of neighborliness with adjacent properties.
- Lack of access through ELC Lands to neighbouring private properties, including suggestions the ELC share its parking with adjacent owners.
- Desire to see lands used for camp purposes only.
- Concerns about impacts on the area and the ELC's history of non-compliance with Village regulations.

- Concerns about potential traffic impact and inadequate access through Metro Vancouver Park.
- Concerns about garbage management and wildlife protection.

The current zoning of the site allows Civic Use, Public Service Use, and Assembly Use, as well as accessory uses. As the application is limited to a Tea Room with a capacity of 24 patrons, the overall impact of the temporary use on the site is not anticipated to be significant. The proposed use is not a significant departure from uses permitted on the site, including social halls and cultural centres, which fall under the permitted Assembly Use. A TUP would not allow permanent commercial use on the site or enable large-scale development.

As the Village currently has very limited commercial activity, a Tea Room would contribute to introducing some mix of uses, providing a social setting for community residents to gather and somewhere to access food within the Village (albeit in a limited capacity). To some extent this may help to reduce trip length for residents looking to access these types of services.

As a Tea Room will generate food waste, adequate signage and waste management procedures will be required as a condition of the TUP to avoid harming wildlife.

Correspondence with City of Port Moody and Village of Anmore

The April 24, 2019 Council Report on the ELC TUP application was circulated to the City of Port Moody and the Village of Anmore. To date, no formal response has been issued from either municipality.

Further correspondence was issued to Port Moody by request of the Farrer Cove Committee as a preliminary step to determine the possibility of securing road access to Farrer Cove. The proposed road alignment runs along the BC Hydro Right of Way west of Sasamat Lake from Senkler Road. Conversations related to this road access are considered to be preliminary and ongoing. As outlined elsewhere, access by the existing gravel pathway to the east of Sasamat Lake, subject to a suitable agreement with Metro Parks, is adequate for the uses proposed under the subject TUP.

As this TUP requires an amendment to the Village OCP, this report recommends circulating Port Moody, Anmore, Tsleil-Waututh Nation, and Metro Vancouver Parks on the proposed OCP amending bylaw.

Transportation, Access, and Metro Vancouver Parks Engagement

The ELC Lands have no formal road access and are not connected to the BC Highway network. In practice, the Lands are accessed primarily through an unpaved gravel path that runs through Metro Vancouver Parks land located in Port Moody, accessed from the parking lot at White Pine Beach.

Metro Vancouver operates a park gate at the entrance to White Pine Beach Road, which Park Wardens close when the parking lot is full. Residents of Farrer Cove and the ELC have keys to the park gate as part of a longstanding informal agreement. Metro Vancouver is limited in its ability to allow access to Farrer Cove for commercial purposes and has indicated it would not support an increase in vehicle traffic through the park and on the access road. As such, a suitable access agreement and gravel path maintenance agreement will be required with Metro Vancouver to enable a temporary Tea Room on the ELC Lands.

The ELC, Metro Parks, and Village of Belcarra staff have communicated on several occasions to advance a suitable access arrangement. To date, the ELC has provided a detailed list of its church and commercial operations, outlining what times of day programs run and how access will be managed. The ELC hires a 24-passenger shuttle bus for transportation during special

events, with service running every 30 minutes during the annual tea festival and by request for the Tea Room. For smaller events, the ELC uses their own vehicles to transport people to their site. A preliminary schedule of ELC activities and access protocol is included in Attachment 4 of this report.

A formal agreement between the ELC and Metro Parks is required as a condition of the proposed TUP. The Temporary Use Permit may not be authorized until an access agreement with Metro Vancouver Parks is approved.

In addition to vehicular access, the ELC Lands can be accessed by boat. The ELC has installed a 4,000 sq. ft. dock (372 sq. m.), with a perimeter of approximately 300 ft. (91 m.). This can accommodate between 10-14 boats, kayaks, or other watercraft as a means to provide alternative access to the ELC Lands. The ELC has committed to encouraging water access to the Tea Room and to events to reduce vehicular access to the Lands.

The ELC Lands have an unpaved parking area of approximately 11,000 sq. ft. (quarter acre) at the entrance to their lands, which can accommodate approximately 45 vehicles, in addition to other parking along gravel paths available on the ELC Lands. As the TUP is conditional on an access agreement with Metro Vancouver that limits vehicular access to the site, no additional parking considerations or mitigation strategies are suggested.

Financial Implications

A TUP to allow a Tea Room on the ELC Lands is not anticipated to have significant financial implications for the Village; however, some revenue may be generated through the introduction of commercial activity in the Village.

The ELC property is currently taxed at a residential rate of 1.03450 per \$1,000 in value. In determining the tax class of the property, BC Assessment would look at the area considered to fall within Class 6 – Business/Other, which may include some land surrounding the Tea Room. The area falling under Class 6 would be determined by BC Assessment at a later date. Belcarra's tax classes are outlined in Table 1.

Table 1. Village of Belcarra Tax Classes (2018)

Taxation Class	General Municipal Purposes (per \$1,000 in value)
Class 1 Residential	1.03450
Class 2 Utilities	3.62075
Class 6 Business/Other	2.53453
Class 8 Recreational/Non-Profit	1.03450

An at-a-glance review by BC Assessment suggested that the Tea Room could add an estimated net value of \$200,000 to \$250,000 to the land. Taxed at the Class 6 rate, an additional \$506.90 to \$633.63 may be anticipated in tax revenue to the Village based on the 2018 rates.

Future Conference Centre Rezoning Application

The Evangelical Laymen's Church submitted a letter of intent to the Village on March 31, 2019 expressing intent to apply to rezone 10 acres of the property for commercial use, including a 4-storey building with a conference hall, offices, and meeting rooms, as well as permanent operation of the Tea Room. A copy of the letter of intent for the rezoning of the property is included in Attachment 5.

The Village has indicated to the ELC that prior to submitting a formal application, a "pre-application" should be submitted for Council review, including a sketch concept of the proposal. The applicant has indicated that they intend to submit a concept in the fall of 2019.

The Village would not support a rezoning of the ELC Lands to permit a use other than those currently permitted under the Zoning Bylaw or contemplated under TUP-2019-01 without a suitable, permanent access arrangement. The Farrer Cover committee has carried out significant work and conducted initial research to support an access arrangement along the Farrer Cove Hydro right-of-way. Conversations with neighbouring municipalities and Metro Vancouver are ongoing with respect to this potential access arrangement, which will impact the development potential of Farrer Cover and the ELC Lands.

The creation of a conference centre on the ELC Lands would be a significant departure from existing land use in the Village of Belcarra. The Village currently has no commercially-zoned land, and very few commercial uses are permitted under the existing OCP (e.g. home-based businesses). A rezoning would require significant review as well as robust engagement with Village residents and other stakeholders. Concerns previously identified, including but not limited to those concerns related to access, would need to be addressed as part of the rezoning.

Event Permits

The Village of Belcarra currently does not have a policy in place to address temporary events or festivals and to issue related permits. Currently, only permits for filming in the Village is permitted. The proposed TUP includes ELC activities such as the annual Tea Festival. At the direction of Council, Village staff will develop a policy and introduce changes to the Fees and Charges Bylaw to enable streamlined issuance of Event Permits. The authority to issue an Event Permit may be delegated to Village staff to enable permits to be issued in a short time period with fewer procedural requirements.

Attachments:

1. Temporary Use Permit #2019-01
 - a. Schedule A: Tea Room Location
2. ELC Temporary Use Permit - Letter of Intent
3. Official Community Plan (OCP) Bylaw 435, 2011, Amendment Bylaw No. 541, 2019,
4. Church Operations and Commercial Operations
5. ELC Rezoning Letter of Intent



VILLAGE OF BELCARRA
Temporary Use Permit No. 2019 – 01
8 Corners Canada Inc.



TEMPORARY USE PERMIT NO. 2019-01

Issued pursuant to Section 493 of the *Local Government Act, RSBC 2015, c. 1*

1. This Permit is issued to:
 8 Corners Canada Inc.
 Incorporation Number BC1041748
 #148 – 1489 Marine Drive
 West Vancouver, BC V7T 1B8

(hereinafter called the “Permitee”) as the owner and/or authorized occupier of that certain parcel of land situate in the Village of Belcarra, in the Province of British Columbia, and more particularly known and described as:

Parcel Identifier: 013-595-695

Legal Description: PARCEL “E” (EXPLANATORY PLAN 10236)
 WEST HALF OF THE NORTH WEST QUARTER
 SECTION 30 TOWNSHIP 39 NEW
 WESTMINSTER DISTRICT

Civic Address: 3000 CAMP HOWDY ROAD
 BELCARRA, BC
 V3H 5B6

(hereinafter called the “Lands”)

2. This Permit is issued subject to compliance with all bylaws of the Village of Belcarra (hereinafter referred to as the “Village”), except as specifically varied or supplemented by this Permit.
3. The Lands have been designated as a Temporary Use Permit Area in “Village of Belcarra Official Community Plan Bylaw No. 435, 2011, Amendment Bylaw No. 541, 2019”.
4. Notwithstanding “Village of Belcarra Zoning Bylaw No. 510, 2018”, as amended, but subject to the terms and conditions contained herein, permission is hereby given to temporarily use a portion of the Lands as identified herein for the following purposes:
 - “Tea Room,” defined as the use of premises for the primary purpose of selling and serving prepared food and non-alcoholic beverages to the public during hours of operation, where food and non-alcoholic beverages are consumed on the premises;
 - Tea Festivals;
 - Breadmaking and Tea Workshops; and
 - Uses of a similar nature.

5. The Temporary Use Permit shall be carried out according to the following conditions:

- a. The Tea Room use and Breadmaking and Tea Workshops must be contained entirely within the existing building and patio area identified as "Tea Room Location" on the plan attached hereto as Schedule A ("temporary use permit area");
- b. The Tea Festival use must be contained within the area identified as "TUP Area" on the plan attached hereto as Schedule A ("temporary use permit area");
- c. An amendment to the Village of Belcarra Official Community Plan to permit Temporary Use Permits must be enacted prior to the execution of this Permit;
- d. A formal access agreement and path maintenance agreement must be reached between Metro Vancouver and the Evangelical Laymen's Church prior to this permit taking effect and said agreement must remain in effect for the duration of this permit;
- e. A "Tea Room" shall not operate on the property without a valid business license from the Village of Belcarra;
- f. The Temporary Use Permit area may not be altered or improved upon in any way without the prior express written consent of the Village, such consent to be at the sole discretion of the Village;
- g. A "Tea Room" shall not operate without a Building Permit issued by the Village of Belcarra;
- h. Tea Room operations must cease should any deficiencies be identified by the Village of Belcarra Building Inspector and any deficiencies must be addressed prior to recommencing activities;
- i. No other commercial uses may be permitted under this permit other than those identified under Section 4 of this permit;
- j. A waste management plan suitable to the Village of Belcarra must be in place during the term of this TUP to prevent attracting wildlife, including maintenance of adequate signage in the Tea Room kitchen and at garbage disposal sites to encourage responsible waste disposal.

6. The Temporary Use Permit Area shall be developed strictly in accordance with the terms and conditions and provisions of this Permit. This Permit does not constitute a rezoning, subdivision approval, sign permit or building permit.

7. This permit is not transferable.

8. This permit shall lapse three (3) years from the date of issuance.

AUTHORIZING RESOLUTION PASSED by the Village Council on the ____ day of _____, 20__.

IN WITNESS WHEREOF this Permit has been executed by the Permittee and this Permit is hereby issued by the Village the ____day of _____, 20__.

8 CORNERS CANADA INC.

By its authorized signatories:

Signature

Print Name: _____

Title: _____

Signature

Print Name: _____

Title: _____

VILLAGE OF BELCARRA

By its authorized signatories:

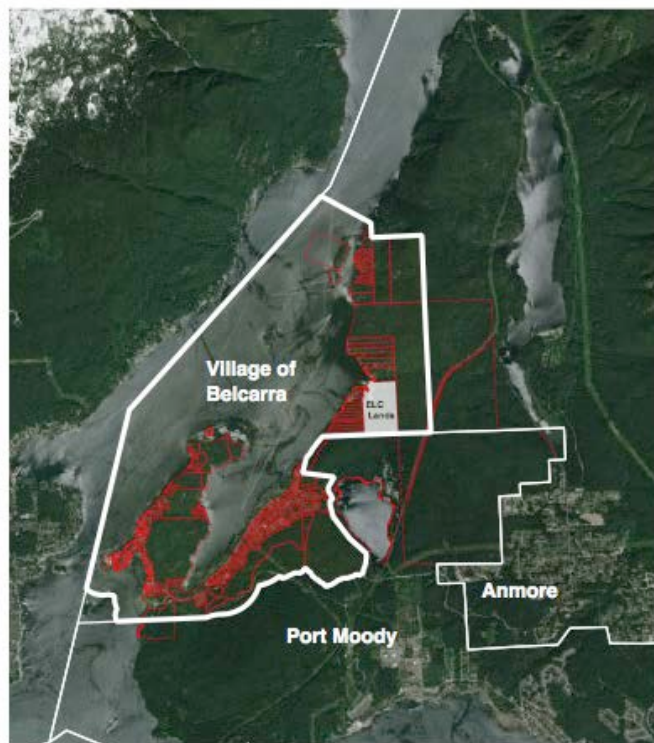
Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer

8 Corners Canada Inc.
Temporary Use Permit #2019-01

Schedule A

Temporary Use Permit Area



To:

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

From:

Evangelical Layman's Church of Canada (Vancouver)
3000 Camp Howdy Road
Belcarra BC V3H 5B6

Attn: Mr. Dan Watson, Brook Pooni Associates & Ms. Lorna Dysart, Chief Administration Officer, Village of Belcarra

Re: Letter of Intent for 8 Corners Tea Room TUP at Camp Howdy

I am pleased to write this letter of intent with excitement for our plans for the future of Camp Howdy in the community.

It is our intention to create valued events and operate to be an integral part of the community.

We have been creating some excitement through our annual tea festival, bread and tea workshops, and the tea room. We are operating these events with the mindset of creating minimal impact on traffic and our surrounding environment. For example, we have included a shuttle service during the festival. We have built a 4000 sq. ft. dock, so that people with boats can arrive by water.

We have eliminated weddings and most corporate retreats to concentrate our focus on activities and events that are more community oriented.

We will continue to work with all sectors of the government such as Metro Vancouver, The Village of Belcarra, and the health department, the ministry of Environment regarding sewage, the Fire department, and VPA.

We would like to propose the following which will allow us to continue to do what we have been doing, as well as to create a few more events throughout the year.

Proposal: Temporary Use Permit (TUP) for 8 Corners Tea Room

Desired opening: April 2019

Current Zoning: CI – Civic Institutional

Current operations:

- Church gatherings on Tuesdays (7pm-11pm), Wednesdays (7-11pm), Saturdays (2-11pm), and Sundays (11am-7pm)
- About 5 workshops a year (bread and tea workshops usually on Saturdays: 9am-9pm)
- Annual tea festival (the 2nd and the 3rd weekends in July consisting of 2 Fridays, 2 Saturdays, 2 Sundays: 11am-7pm)
- During the tea festival, Shuttle service (every 30 minutes from the school on loco and 1st Avenue) plus on-site parking (100+ spaces) when the park gate is not closed; boat access (at 4000 sq. ft. dock) is also welcome
- Renting out to movie companies (usually 2-3 times a year)
- 2 gospel conferences (usually March and August: Monday-Friday: 8pm-11pm)
- About 2 children's camps (usually in March and August)

Proposed Tea Room Operation:

The following is the situation at present (no site improvements are planned for the Tea Room except new paint)

- 500 sq. ft. space with about 24 seating capacity
- Compliant to the BC Building Code 2012
- Obtained Health Permit, clearance from Ministry of Environment regarding sewage, clearance from Fire Department, and clearance from VPA
- Planned hours of operation: Fridays and Saturdays (11am-4pm); open more days and longer hours in Summer (weather permitting)
- shuttle service proposed from gate when gate is closed
- on-site parking (100+ spaces available) and boat access (at 4000 sq. ft. dock) welcome
- During the proposed process, we would like to continue operating the Tea Room starting early April 2019.

Note: Most functions are closed during winter months.



VILLAGE OF BELCARRA
Official Community Plan Bylaw No. 435, 2011
Amendment Bylaw No. 541, 2019



An amendment bylaw to enable Temporary Use Permits in the Village of Belcarra.

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

NOW THEREFORE the Village of Belcarra enacts as follows:

1. That this bylaw be cited for all purposes as the “Village of Belcarra Official Community Plan Bylaw No. 435, 2011, Amendment Bylaw No. 541, 2019”
2. That the “Village of Belcarra Official Community Plan Bylaw No. 435, 2011” be amended:
 - a) By adding after Section 3.1.2 (b) (ii) the following:
 - iii) Council may issue a Temporary Use Permit (TUP) pursuant to OCP Schedule E.
 - and
 - b) By adding Schedule E to the Official Community Plan as follows:

SCHEDULE E: TEMPORARY USE PERMITS (TUPs)

The *Local Government Act* enables the Village of Belcarra to designate areas where temporary uses may be permitted and to set general conditions that apply to temporary uses.

Council may, by resolution, upon application from a land owner, issue a Temporary Use Permit (TUP) to allow any use not permitted under the regulations of the Village of Belcarra Zoning Bylaw.

A TUP may be issued for a maximum of three years and may be renewed only once for a second period of up to three years, at Council’s discretion. Council may issue a TUP with additional conditions and may shorten the duration of the permit to less than three years.

Temporary Use Permit Areas: Temporary Use Permits may be issued anywhere in the Village of Belcarra; however, TUPs may only be issued if they meet the general conditions below and where residents and landowners have been notified pursuant to the Local Government Act.

General Conditions:

1. A temporary use should not unduly restrict the existing use or a future use of the land identified under the Official Community Plan.
2. A temporary use should not have a significant negative impact on adjoining properties or be incompatible with adjoining uses.
3. The temporary use should not negatively impact public health, safety, or environmental conditions.
4. No industrial uses may be permitted within the Village.

5. Commercial uses may only be permitted in lands designated CI-1 (Civic Institutional) or P-1 (Regional Park) by the Village of Belcarra Zoning 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 Waterworks Bylaw No. 435, 2011
Amendment Bylaw No. 541, 2019

Chief Administrative Officer

Church Operations

1. Church gathering on Sundays (11am-7pm)-around 70 people
2. Church gathering on Saturdays (2-11pm)-around 20 people
3. Church gathering on Tuesdays (7-11pm)-around 20 people
4. Church gathering on Wednesdays (7-11pm)-around 20 people
5. 2 gospel conferences (usually March and August: Monday-Friday: 8pm-11pm)-around 70 people
6. About 2 children's camps (usually in March and August: Monday-Friday: sleep at the camp)-around 20 people

Commercial Operations

7. Annual tea festival (the 2nd and the 3rd weekends in July consisting of 2 Fridays, 2 Saturdays, 2 Sundays : 11am-7pm)-**Shuttle Service**
8. About 5 workshops a year (bread and tea workshops usually on Saturdays: 9am-9pm)-around 16 participants-**Shuttle Service or Special Permit**
9. Tea Room (Fridays and Saturdays: 11am-4pm, open more days and longer hours in Summer weather permitting)-**Shuttle Service**
10. Renting out to movie companies (usually 2-3 times a year))

- Most functions are closed during Winter



To:

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

From:

Evangelical Layman's Church of Canada (Vancouver)
3000 Camp Howdy Road
Belcarra BC V3H 5B6

Attn: Mr. Dan Watson, Brook Pooni Associates & Ms. Lorna Dysart, Chief Administration Officer, Village of Belcarra

Re: Letter of Intent for Rezoning of Camp Howdy

I am pleased to write this letter of intent with excitement for our plans for the future of Camp Howdy in the community.

It is our intention to create valued events and operate to be an integral part of the community.

We have been creating some excitement through our annual tea festival, bread and tea workshops, and the tea room. We are operating these events with the mindset of creating minimal impact on traffic and our surrounding environment. For example, we have included a shuttle service during the festival. We have built a 4000 sq. ft. dock, so that people with boats can arrive by water.

We have eliminated weddings and most corporate retreats to concentrate our focus on activities and events that are more community oriented.

We will continue to work with all sectors of the government such as Metro Vancouver, The Village of Belcarra, and the health department, the ministry of Environment regarding sewage, the Fire department, and VPA.

We would like to propose the following which will allow us to continue to do what we have been doing, as well as to create a few more events throughout the year.

Proposal: Partial zoning change to commercial (10 acres) & permanent opening of 8 Corners Tea Room

Current Zoning: CI – Civic Institutional

Current operations:

- Church gatherings on Tuesdays (7pm-11pm), Wednesdays (7-11pm), Saturdays (2-11pm), and Sundays (11am-7pm)
- About 5 workshops a year (bread and tea workshops usually on Saturdays: 9am-9pm)
- Annual tea festival (the 2nd and the 3rd weekends in July consisting of 2 Fridays, 2 Saturdays, 2 Sundays: 11am-7pm)
- During the tea festival, Shuttle service (every 30 minutes from the school on loco and 1st Avenue) plus on-site parking (100+ spaces) when the park gate is not closed; boat access (at 4000 sq. ft. dock) is also welcome
- Renting out to movie companies (usually 2-3 times a year)
- 2 gospel conferences (usually March and August: Monday-Friday: 8pm-11pm)
- About 2 children's camps (usually in March and August)

Proposed Long-term Site Improvements:

A 4-storey building with a conference hall, offices, and breakout rooms (replacing about 5 cabins on the hill beside the office building OR under the man grass area), and the permanent rezoning to allow for the operation of the 8 Corners Tea Room.

(This would allow us to open Sunday services to the surrounding communities to enjoy nature while worshipping God, including a few more conferences per year (gospel and others), and a few health and history seminars a year.)

Proposed Tea Room Operation:

The following is the situation at present (no site improvements are planned for the Tea Room except new paint)

- 500 sq. ft. space with about 24 seating capacity
- Compliant to the BC Building Code 2012
- Obtained Health Permit, clearance from Ministry of Environment regarding sewage, clearance from Fire Department, and clearance from VPA
- Planned hours of operation: Fridays and Saturdays (11am-4pm); open more days and longer hours in Summer (weather permitting)
- shuttle service proposed from gate when gate is closed
- on-site parking (100+ spaces available) and boat access (at 4000 sq. ft. dock) welcome
- During the proposed process, we would like to continue operating the Tea Room from April.

Note: Most functions are closed during winter



**VILLAGE OF BELCARRA
WATER SERVICING AGREEMENT
With
METRO VANCOUVER REGIONAL
DISTRICT**



5.2

This Agreement is dated for reference the 22nd day of July 2019.

BETWEEN:

VILLAGE OF BELCARRA

4084 Bedwell Bay Road
Belcarra, BC V3H 4P8

(the “**Village**”)

AND:

METRO VANCOUVER REGIONAL DISTRICT

Metrotower III, 4730 Kingsway,
Burnaby, BC V5H 0C6

(the “**Regional District**”)

WHEREAS:

- A. The Regional District is the owner in fee simple of two parcels of land within the Village of Belcarra and legally described as:

PID 011-554-541

THE FRACTIONAL TOWNSHIP SOUTH WEST OF QUARTER SECTION 23
IN THE FRACTIONAL TOWNSHIP WEST OF TOWNSHIP 39 NWD
EXCEPT: (1) PARCEL D (REFERENCE PLAN 17379), AND (2) PART ON
SRW PLAN 27123 (the “**Works Yard Parcel**”), and

PID 018-353-347

LOT A DISTRICT LOT 229 GROUP 1 NEW WESTMINSTER
DISTRICT PLAN 4072 (the “**Picnic Area**”);

- B. The Regional District currently utilizes an existing water system on these two parcels, but due to a number of power outages which have resulted in, and continue to result in insufficient disinfection of water from the current water system, and an increasing number of resulting boil water advisories being issued, the Regional District has requested that the portions of the parcels described below in Recital E be connected to the water distribution system owned by the Village (the “**Water System**”), and which services the local service area established by the Village of Belcarra Water Supply and Distribution Local Area Service No. 1 Establishment and Loan Authorization Bylaw No. 413, 2008 (the “**Local Service Area**”), and be supplied with water from the Water System in accordance with the Village of Belcarra Waterworks Bylaw No. 456, 2012 (the “**Waterworks Bylaw**”);

- C. The Waterworks Bylaw does not currently contemplate use of water for public park purposes;
- D. The Regional District requires use of water for public park purposes, which includes water for bathroom, concession, picnicking, and visitor consumption;
- E. The Village is prepared to allow the connection of the Picnic Area and that portion of the Works Yard Parcel that is within the Local Service Area (hereinafter referred to as the “**Lands**”) to the Village System to provide water to the Regional District on the terms and conditions set out in this Agreement;
- F. The Regional District has authorized the execution of this Agreement by a resolution duly passed on the ____ day of _____ 2019;
- G. The Village has authorized the execution of this Agreement by a resolution duly passed on the ____ day of _____ 2019;

NOW THEREFORE In consideration of the terms and conditions set out below, and other good and valuable consideration, the receipt and sufficiency of which are acknowledged by both parties, the parties covenant and agree as follows:

1.0 Connection & Connection Fee

- 1.1 The Regional District agrees to pay to the Village, in exchange for the Village permitting the Lands to connect to the Water System, the following amounts, for a collective connection fee of \$42,445.00:
 - (a) the Capital Cost of \$34,245.00, which amount represents the Village calculation of an appropriate share of the costs of constructing the Water System given the additional use of water by the Regional District contemplated by this Agreement; and
 - (b) an amount equal to \$8,200.00, as a contribution towards legal fees or consultant fees incurred by the Village in association with the Regional District’s request to connect to the Water System and the preparation of this Agreement

(collectively the “**Fee**”).
- 1.2 Following payment of the Fee, the Regional District shall apply to connect the Lands to the Water System and shall comply with all connection requirements under the Waterworks Bylaw and any additional requirements of the Village, including payment of the connection fee specified in the Bylaw, which is currently \$750.00.
- 1.3 The Village agrees that if for whatever reason the Regional District’s application to connect the Lands to the Water System under the Waterworks Bylaw is refused, the Village shall return the Fee to the Regional District, and the parties shall work towards establishing conditions under which application can be accepted. Once those conditions have been established, the Regional District shall repay the Fee.

1.4 Notwithstanding Section 1.1, the Regional District and Village obligations under this Agreement are subject to the satisfaction of the following conditions precedent:

- (a) On or before September 9, 2019 the Village Council amending the Waterworks Bylaw to permit use of water for public park purposes, as described in Recital D to this Agreement; and
- (b) The connection fee specified in the Village's Fees and Charges Bylaw for a parks purposes connection being set at \$750 at the time the Regional District applies to connect to the Water System.

In consideration of \$10.00 non-refundable paid by the Village to the Regional District and other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the Regional District, the Regional District agrees to remain bound by the terms and conditions of this Agreement while it remains subject to the Condition Precedent under this section. If the Village does not give the Regional District notice of its satisfaction of the conditions precedent, within the time provided herein, this Agreement will be void.

1.5 For the purposes of section 1.3, "park purposes" means use of water for bathroom, concession, picnicking, visitor consumption, and other uses of water consistent with use of land as a public park.

1.6 The Regional District acknowledges and agrees that:

- (a) the Regional District shall only be permitted to connect to the Water System in accordance with the Waterworks Bylaw, including by paying all fees and charges required to be paid under the Waterworks Bylaw for connection to the Water System (which fees and charges are in addition to the Fee); and
- (b) the Regional District acquires no special or extraordinary rights with respect to the Water System by virtue of this Agreement or payment of the Fee;

2.0 Further Agreements

2.1 The Regional District and the Village shall execute such further agreements, authorities and assurances as may be necessary to give effect to their covenants herein.

3.0 Delivery of Notices

3.1 All notices and other communications with respect to this Agreement shall be given or made in writing and may be delivered personally or sent by pre-paid registered mail as follows:

- (a) To the Village:
Attention: Chief Administrative Officer
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC, V3H 4P8

- (b) To the Regional District:
Attention: Chief Administrative Officer
Metro Vancouver Regional District
Metrotower III, 4730 Kingsway,
Burnaby, BC V5H 0C6

or at such other address or in care of such other officer or person as the parties may advise the other party by notice in writing.

3.2 The date of receipt of any such notice shall be deemed to be:

- (a) the date of delivery, if delivered personally; or
(b) five days after the date of mailing in Canada, if mailed; or

4.0 No Effect on Powers

4.1 This Agreement does not:

- (a) affect or limit the discretion, rights, duties or powers of the Village under any common law or statute, bylaw or other enactment, nor does it create, or is the parties' intention to create, any implied obligations regarding such discretion, rights, duties or powers;
(b) relieve the Regional District from complying with any common law or any statute, bylaw or other enactment.

5.0 Agreement Binding

5.1 This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.

6.0 Amendment

6.1 No amendment, termination or variation of the terms, conditions, warranties, covenants, agreements and undertakings set out herein shall be of any force or effect unless the same is reduced to writing duly executed by all parties hereto in the same manner and with the same formality as this Agreement.

7.0 Waiver

7.1 An alleged waiver of any breach of this Agreement is effective only if it is an express waiver in writing of that breach. A waiver of a breach of this Agreement does not operate as a waiver of any other breach of this Agreement.

8.0 Assignment

8.1 This Agreement and any right or benefit hereunder may not be assigned by any party without the prior express written consent of the other party.

9.0 Severability

- 9.1 If any part of this Agreement is for any reason held to be invalid by a decision of a court with the jurisdiction to do so, the invalid portion is to be considered severed from the rest of this Agreement and the decision that it is invalid shall not affect the validity or enforceability of the remainder of this Agreement. Interpretation

10.0 Interpretation

- 10.1 In this Agreement:

- (a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;
- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this agreement;
- (c) the term “enactment” has the meaning given to it under the *Interpretation Act* (British Columbia) on the reference date of this Agreement;
- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (e) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced from time to time, unless otherwise expressly provided;
- (f) reference to a particular numbered section, or to a particular lettered schedule, is, unless otherwise expressly provided, a reference to the correspondingly numbered section or lettered schedule of this Agreement;
- (g) all Schedules to this Agreement form an integral part of this Agreement;
- (h) subject to the Force Majeure Clause, time is of the essence; and
- (i) where the word "including" is followed by a list, the contents of the list are not intended to limit or otherwise affect the generality of the expression preceding the word "including".

11.0 Counterparts

- 11.1 This Agreement may be executed in any number of counterparts and delivered by e-mail, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument, provided that any party delivering this Agreement by e-mail shall also deliver to the other party an originally executed copy of this Agreement.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date below.

Executed the _____ day of _____, 2019.

VILLAGE OF BELCARRA

by its authorized signatories:

Mayor

Chief Administrative Officer

METRO VANCOUVER

by its authorized signatory:

Chief Administrative Officer



COUNCIL REPORT

Date: July 22, 2019

From: Lorna Dysart, Chief Administrative Officer

Subject: Village of Belcarra Waterworks Bylaw No. 456, 2012
Amendment Bylaw No. 540, 2019

Recommendation

1. That Council rescind “Village of Belcarra Waterworks Bylaw No. 456, 2012 Amendment Bylaw No. 539, 2019”, which received first, second and third reading on June 10, 2019.
2. That the “Village of Belcarra Waterworks Bylaw No. 456, 2012 Amendment Bylaw No. 540, 2019” be read a first, second and third time.

Purpose

To amend the “Waterworks Bylaw No. 456, 2012” to include additional definitions, new sections, and revisions to existing sections to reflect Metro Vancouver’s waterworks connection.

Background

On April 24, 2019, Council approved the request from Metro Vancouver to connect to the Village of Belcarra Water System and the associated connection and water utility fees.

Metro Vancouver is seeking permission to connect two parcels of land (PID 011-554-541 & PID 018-353-347) to the waterworks located within the Village Local Service Area (LSA), as defined in the ‘*Bylaw No. 413, 2008*’ (part of “Waterworks Bylaw No. 456, 2012” (*‘Bylaw No. 456, 2012’*)). Both parcels are located within the LSA boundary.

On June 10, 2019, the “Village of Belcarra Waterworks Bylaw No. 456, 2012 Amendment Bylaw No. 539, 2019” and accompany report was presented to Council and the bylaw received first, second, and third reading. Since then, Metro Vancouver has provided the Village with edits to the amending bylaw, which are captured in “Village of Belcarra Waterworks Bylaw No. 456, 2012 Amendment Bylaw No. 540, 2019” (Attachment A).

The “Village of Belcarra Water Servicing Agreement with the Metro Vancouver Regional District” sets out the terms and conditions of the waterworks connection between the Village of Belcarra and Metro Vancouver.

Attachments:

- A. Village of Belcarra Waterworks Bylaw No. 456, 2012 Amendment Bylaw No. 540, 2019



VILLAGE OF BELCARRA
Waterworks Bylaw No. 456, 2012,
Amendment Bylaw No. 540, 2019



An amendment bylaw to add additional definitions, new sections, and revisions to existing sections to reflect Metro Vancouver's waterworks connection.

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 Waterworks Bylaw No. 456, 2012, Amendment Bylaw No. 540, 2019".
2. That the "Village of Belcarra Waterworks Bylaw No. 456, 2012," be amended:
 - a) By adding the following text to Section 2 – "Definitions":
 - **Park Purposes** means use of water for sprinkling bathroom, concession, picnicking, visitor consumption, and other uses consistent with use of land as a Public Park.
 - **Public Park** means land owned or occupied by a municipality or regional district and used as a public park.
 - b) Adding the following bolded text to Section 16 – "Extent of Connection":
 - b) the Water Service will be used only for the supply of water for an interior fire sprinkler system on the Parcel; **or**
 - **c) the Water Service will be used to supply a Public Park with water for Park Purposes.**
 - d) Add new sub-heading – "Use Fee – Park Use Water Supply" & sections 36-38 and the following text:
 - 36. The Owner of every Parcel that is a Public Park connected to the Water Service as either one source or the only source of water supply for Park Purposes shall pay annually to the Village a water utility fee for Domestic Water as per the Water Servicing Agreement and to be evaluated on an annual basis.
 - 37. The fee specified in Section 36 shall be due and payable each year on the same date that municipal property taxes are due.
 - 38. Notwithstanding Section 36, where a Public Park is connected to the Water Service for less than one calendar year, the fee shall be prorated as of one month after the first day of the month in which the connection permit is issued and is payable when the connection permit is issued.

- e) Add the following bolded text to Section 75 – “Single Pipe”
- Where an Owner desires to use a single pipe for both domestic water supply and for a fire sprinkler system water supply (**or for both Park Purposes and for a fire sprinkler system water supply**), the Owner shall provide and install, at the Owner’s cost, a fire meter approved ULC listed Water Meter assembly to measure all flows, to the specifications approved by the Superintendent, and in that case, the Superintendent may, at his sole discretion, determine if the On-Site Works must be reconstructed and choose an acceptable location for the Water Meter or “Tattle Tale” meter.
- f) Add the following bolded text to Section 79 – “Owner Responsibility”
- It is the responsibility of the Owner to advise the Municipality if a condition under Section **78** exists and to take appropriate action to discontinue this connection or contact the Superintendent to take necessary action.
- g) Add the following bolded text to Section 80 – “Owner Required to Remedy”
- Where any piping, fixture, fitting, container or appliance is connected to the Waterworks contrary to Section **78** or where the Superintendent determines that a condition exists which could result in water, waste water or any harmful liquid or substance entering the Waterworks or the Municipality’s source of water supply, the Superintendent may give notice to the Owner of the Parcel or other responsible person to remedy the condition to the satisfaction of the Superintendent within ninety-six (96) hours of such notice, or such lesser period of time as may be specified.
- h) Add the following bolded text to Section 83 – “Failure to Test”
- Where an Owner or a person being provided with Water Service fails to deliver the report referred to in section annually or otherwise as required by Section **82**, or where a report referred to in Section **82** provides that a Backflow Preventer Device is not in proper working condition, upon notice from the Superintendent, the Owner or the person being provided with the Water Service shall either:

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 Waterworks Bylaw No. 456, 2012
Amendment Bylaw No. 540, 2019

Chief Administrative Officer



COUNCIL REPORT

Date: July 22, 2019

From: Lorna Dysart, Chief Administrative Officer

Subject: Request for a Permissive Tax Exemption for the Sasamat Outdoor Centre

Recommendation

That staff be directed to prepare a bylaw to provide a Permissive Tax Exemption Bylaw for the Sasamat Outdoor Centre, a non-profit organization, for a period of five years.

Purpose

To provide Council with information on a request from the Sasamat Outdoor Centre, Association of Neighbourhood Houses of BC, for a Permissive Tax Exemption.

Background

A request has been received for a Permissive Tax Exemption for the Sasamat Outdoor Centre located at 3302 Senkler Road, Belcarra, BC. Sasamat Outdoor Centre is a non-profit society that supports services for participants in Belcarra plus surrounding communities and beyond.

The *Community Charter* provides and gives Council latitude for exempting certain land and / or improvements from municipal taxation. Council Policy 176 permits Council to provide a maximum of a 10% municipal tax exemption.

A tax exemption was approved for this property for fiscal 2014 at 10% of the property tax amount, which currently means about a \$200 loss in tax revenue for the Village. In order to receive the tax exemption, Council must adopt a bylaw by the end of October in the year preceding the applicable tax year. The noted bylaw may be written to provide the exemption for a period from 1 to 10 years. Staff recommend an exemption for a 5-year period.

Based on the submission from the Sasamat Outdoor Centre, Association of Neighborhood Houses BC, staff are requesting that Council confirm that they are supportive of providing this exemption from fiscal 2020 up to and including 2025. A minimum of a five-year period saves on administrative time to process bylaws and the financial impact is minimal.

Attachment:

- a) Application for Permissive Tax Exemption



VILLAGE OF BELCARRA



RECEIVED
JUL - 5 2019

Application for Permissive Tax Exemption

The deadline for submission of permissive tax exemption applications is **August 15TH** of the year prior to the year for which the exemption is requested. Submit completed applications to the Administrator, Village of Belcarra, 4084 Bedwell Bay Road, Belcarra, BC V3H 4P8 (Inquiries 604-937-4100)

NAME OF ORGANIZATION: Sasamat Outdoor Centre, Association of Neighbourhood Houses BC

Incorporation Number: S0000036

Contact Person: Kristen Hyodo

Mailing Address: 3302 Senkler Road

City/Province: Belcarra

Telephone(s): 604-939-2268 ext. 6

Postal Code: V3H 4S3

1. Describe the services your organization provides to the community. (Attach a separate sheet if necessary.)
Sasamat Outdoor Centre (SOC) is a non-profit organization that provides services in three primary areas, these include children's summer camp, outdoor education, and community rentals. SOC is a member of the Association of Neighbourhood Houses of BC, a charitable organization that was established in 1894. SOC has been in operation since 1962 on Lake Sasamat, and grown as the community and local residents have grown as well. SOC provides quality childcare & educational (cont'd on separate page)

2. Describe the benefits to the community of your organization's services. (Attach a separate sheet if necessary.)
SOC is an organization that promotes inclusion, environmental stewardship, tolerance & kindness and physical activity. SOC program's emphasize these teachings, which has a positive impact on individuals, family & community life outside of SOC. SOC also makes outdoor recreation accessible to thousands of participants on a yearly basis, teaching safe practices and skills in areas of canoeing, kayaking, rock climbing, outdoor craft, etc. 32% of summer registrations come from local neighbourhood communities including Belcarra, Anmore and Port Moody. (cont'd on separate page)

3. What other community support exists for your organization? (Attach a separate sheet if necessary.)
Sasamat Outdoor Centre runs a satellite day camp at Belcarra Park Picnic Area, this day camp serves 40 children ages 8-12 for local residents only as this program has no transportation provided from anywhere other than Port Moody. This program fills annually, serving Belcarra families with quality camping and childcare programs. Similarly, individual Belcarra residents support this camp through use of their private dock for canoe storage on Turtle Head Road. (cont'd on separate page)

The following documentation is attached:

- ☒ Constitution
- ☒ A detailed proposed budget for the current year, detailing expenditures and revenues, including a list of all other grants and donations
- ☐ Financial statements from the immediately preceding fiscal year, signed by two directors of the society

Certification by authorized signatory:

I hereby certify that I have read Village of Belcarra Policy Permissive Tax Exemption Policy No. 176, that this application complies with its requirements, and that the information contained in this application is complete and correct.

Signature: *Kristen Hyodo*

Title: *Executive Director*

Name: *Kristen Hyodo*

Date: *July 4, 2019*

**Application for Permission Tax Exemption, Village of Belcarra
Sasamat Outdoor Centre**

1. Continued:

(cont'd from form) opportunities to all participants. SOC is a progressive and socially responsible organization that is dedicated to the growth of individuals and families through outdoor play.

2. Continued:

(cont'd from form) SOC is currently facing a climate of decreasing funding despite growing programs and increasing demand/community need for SOC's children's services.

3. Continued:

(cont'd from form) Lastly, SOC is a youth employer and has employed numerous young adults from Belcarra over the years. Youth applications from Belcarra residents have been increasing on an annual basis as the population in the area grows.

Sasamat Outdoor Centre Budget	Budget 2019-20
--------------------------------------	-----------------------

Income

Interest	54,000.00
Fees	703,000.00
Residentials Rentals	413,500.00
Contract Instruction	89,000.00
Event Fundraising	8,000.00
Donations	4,000.00
HRDC	90,000.00
Direct Access	52,000.00
United Way	31,775.00

Total Income	1,445,275.00
---------------------	---------------------

Expenses

Salaries & Benefits	800,000.00
Buildings & Grounds	117,000.00
Office Expenses	24,000.00
Recruitment, Staff Development	26,500.00
Public Relations	13,000.00
Purchased Services	101,020.00
Volunteer Expenses	2,400.00
Transportation	85,300.00
Program and Food	123,151.00
Subsidy Fees	12,000.00
Capital Expenses	78,000.00

Total Expenses	1,382,371.00
-----------------------	---------------------

Surplus (Deficit)	62,904.00
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CERTIFIED COPY
Of a document filed with the
Province of British Columbia
Registrar of Companies

Carol Prest

CAROL PREST

CONSTITUTION

BC Society - Societies Act

NAME OF SOCIETY: **ASSOCIATION OF NEIGHBOURHOOD HOUSES OF BRITISH COLUMBIA**

Incorporation Number: S0000036

Business Number: 10673 2969 BC0001

Filed Date and Time: July 24, 2017 04:49 PM Pacific Time

The name of the Society is ASSOCIATION OF NEIGHBOURHOOD HOUSES OF BRITISH COLUMBIA

The purposes of the Society are:

1. The purpose of the Association is to provide effective social services for the welfare of the people within the area served by it and to that end to maintain, develop and operate neighbourhood and community service units, including housing for impoverished adults.



Consolidated financial statements of Association of Neighbourhood Houses of British Columbia

March 31, 2019

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www.deloitte.ca

Independent Auditor's Report

To the Board of Directors of
the Association of Neighbourhood Houses of British Columbia

Opinion

We have audited the consolidated financial statements of the Association of Neighbourhood Houses of British Columbia (the "Association"), which comprise the consolidated statement of financial position as at March 31, 2019, and the consolidated statements of operations, changes in net assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies (collectively referred to as the "consolidated financial statements").

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2019, and the results of its operations, changes in its net assets and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Report on Other Legal and Regulatory Requirements

As required by the Societies Act (British Columbia), we report that in our opinion, these consolidated financial statements are prepared on a basis consistent with that of the previous year.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Deloitte LLP

Chartered Professional Accountants
June 4, 2019
Vancouver, British Columbia

Association of Neighbourhood Houses of British Columbia
Consolidated statement of operations
Year ended March 31, 2019

	Notes	2019 \$	2018 \$
Revenue (Schedule 1)			
Earned income		7,986,570	8,275,150
Province of British Columbia		5,875,685	5,098,786
Federal government		3,250,743	2,873,108
United Way		1,281,947	1,301,802
Other contributions and miscellaneous income		1,167,620	1,262,312
City of Vancouver		1,405,680	1,092,914
Gaming		712,800	735,800
Donations and fundraising		478,777	512,760
Investment income	10	397,773	541,879
		22,557,595	21,694,511
Expenses (Schedule 1)			
Salaries and benefits	12	16,162,328	15,613,603
Program, food and transportation		1,647,693	1,708,419
Building occupancy		1,532,705	1,493,394
Purchased services and subcontracts		1,314,624	1,213,612
Other expenses		492,722	396,276
Office expenses		382,497	396,362
		21,532,569	20,821,666
Excess of revenue over expenses from operations			
(Schedule 1 before the undernoted)		1,025,026	872,845
Amortization of deferred property and equipment contributions	7	588,680	557,636
Amortization of property and equipment		(855,380)	(726,193)
Unrealized gain (loss) on investments		101,592	(181,624)
Excess of revenue over expenses		859,918	522,664

The accompanying notes are an integral part of the consolidated financial statements.

Association of Neighbourhood Houses of British Columbia
Consolidated statement of changes in net assets
Year ended March 31, 2019

	Notes	Invested in property and equipment \$	Internally restricted (Note 8) \$	Unrestricted \$	2019 Total \$	2018 Total \$
Balance, beginning of year		911,850	4,841,861	1,737,679	7,491,390	6,968,726
(Deficit) excess of revenue over expenses *		(266,700)	620,000	506,618	859,918	522,664
Purchase of property and equipment		463,292	—	(463,292)	—	—
Deferred property and equipment contributions	7	(268,177)	—	268,177	—	—
Vehicle loan repayments		8,547	—	(8,547)	—	—
Balance, end of year		848,812	5,461,861	2,040,635	8,351,308	7,491,390

* Comprised of amortization expense of \$855,380 less amortization of deferred contributions of \$588,680

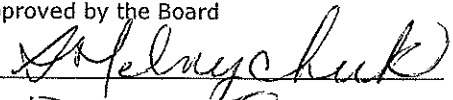
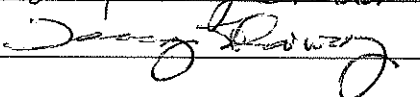
The accompanying notes are an integral part of the consolidated financial statements.

Association of Neighbourhood Houses of British Columbia
Consolidated statement of financial position
As at March 31, 2019

	Notes	2019 \$	2018 \$
Assets			
Current assets			
Cash		2,447,347	1,906,550
Investments	3	7,712,051	6,603,003
Restricted cash	9	722,362	738,888
Accounts receivable		1,263,577	1,952,476
Prepaid expenses and other assets		169,594	168,099
		<u>12,314,931</u>	<u>11,369,016</u>
Restricted cash	6	226,456	189,870
Property and equipment	4	14,298,621	14,690,709
		<u>26,840,008</u>	<u>26,249,595</u>
Liabilities			
Current liabilities			
Accounts payable and accrued liabilities		1,199,731	1,496,562
Current portion of vehicle loan	13	8,678	8,543
Deferred contributions	5	3,612,705	3,292,915
		<u>4,821,114</u>	<u>4,798,020</u>
Deferred contributions for property and equipment	7	13,420,275	13,740,778
Replacement reserve	6	226,456	189,870
Vehicle loan	13	20,855	29,537
		<u>18,488,700</u>	<u>18,758,205</u>
Commitments	14		
Net assets			
Invested in property and equipment		848,812	911,850
Internally restricted	8	5,461,861	4,841,861
Unrestricted		2,040,635	1,737,679
		<u>8,351,308</u>	<u>7,491,390</u>
		<u>26,840,008</u>	<u>26,249,595</u>

The accompanying notes are an integral part of the consolidated financial statements.

Approved by the Board

 Director
 Director

Association of Neighbourhood Houses of British Columbia
Consolidated statement of cash flows
Year ended March 31, 2019

	2019 \$	2018 \$
Operating activities		
Excess of revenue over expenses	859,918	522,664
Items not affecting cash		
Amortization of deferred property and equipment contributions	(588,680)	(557,636)
Amortization of property and equipment	855,380	726,193
Unrealized (gain) loss gain on investments	(101,592)	181,624
	<u>1,025,026</u>	<u>872,845</u>
Changes in non-cash operating items		
Accounts receivable	688,899	(885,034)
Restricted cash	16,526	1,595
Prepaid expenses and other assets	(1,495)	(17,004)
Accounts payable and accrued liabilities	(296,831)	266,382
Deferred contributions	319,790	(57,118)
	<u>726,889</u>	<u>(691,179)</u>
	<u>1,751,915</u>	<u>181,666</u>
Investing activities		
Purchase of property and equipment	(463,292)	(1,524,121)
(Purchase) sale of investments, net	(1,007,456)	409,356
Restricted cash	(36,586)	(34,501)
	<u>(1,507,334)</u>	<u>(1,149,266)</u>
Financing activities		
Replacement reserve	36,586	34,501
Vehicle loan repayments	(8,547)	(8,420)
Contributions for property and equipment	268,177	1,193,440
	<u>296,216</u>	<u>1,219,521</u>
Increase in cash	540,797	251,921
Cash, beginning of year	1,906,550	1,654,629
Cash, end of year	<u>2,447,347</u>	<u>1,906,550</u>

The accompanying notes are an integral part of the consolidated financial statements.

Association of Neighbourhood Houses of British Columbia
Notes to the consolidated financial statements

March 31, 2019

1. Description of operations

The Association of Neighbourhood Houses of British Columbia (the "Association") is a not-for-profit organization incorporated under the Societies Act of B.C. As a registered charity under the Income Tax Act of Canada, the Association is not subject to income taxes. The Association is a community based organization devoted to the enhancement of neighbourhoods. The Association operates seven neighbourhood houses, the Sasamat Outdoor Centre, and other metropolitan services. The seven neighbourhood houses of the Association are as follows: Kitsilano, Cedar Cottage, Gordon, Alexandra, South Vancouver, Mount Pleasant and Frog Hollow (collectively the "Houses"). The Association is in the process of establishing its eighth neighborhood house at Marpole, Vancouver. The Marpole Neighbourhood House will commence operations in the spring of 2019.

The Association exercises control over ANHBC Neighbourhood Houses Foundation (incorporated in April 2013), a not-for-profit charitable organization which was created specifically to hold the land and building of the redeveloped Kitsilano Neighbourhood House.

2. Significant accounting policies

These consolidated financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations and reflect the following policies:

(a) Basis of presentation

These financial statements are consolidated and include the accounts of the controlled not-for-profit organization ANHBC Neighbourhood Houses Foundation (the "Foundation").

(b) Revenue recognition

The Association follows the deferral method of accounting for contributions. Grants received from governments, donations and fundraising revenues are accounted for as contributions.

Under this method, unrestricted contributions and unrestricted investment income are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Externally restricted contributions and restricted investment income are recognized as revenue in the year in which the related expenses are recognized. Contributions restricted for the purchase of property and equipment are deferred and amortized into revenue at the amortization rate of the related property and equipment.

Earned income represents user fees for services rendered in child care, camping and other programs by the Association. These fees are recognized as revenue when earned.

Endowment contributions are recognized as direct increases in net assets when received.

Restricted grants and contributions received which relate to programs and events to be carried out in future fiscal years are reflected as deferred contributions.

(c) Donated materials and services

The Association does not record the value of donated materials and services, other than property and equipment, as the fair value is not readily determinable.

2. Significant accounting policies (continued)

(d) Property and equipment

Purchased and constructed property and equipment are recorded at cost less accumulated amortization. Contributed property and equipment are recorded at fair market value at the date of contribution. Amortization is recorded over the estimated useful service lives of the assets on a straight line basis as follows:

Buildings	20 years
Building – Kitsilano Neighbourhood House	40 years
Electronic equipment	4 years
Furniture and fixtures	5 years
Leasehold property	20 years
Software	3 years
Vehicles	5 years

For property under construction, amortization is recorded when the asset is brought into use.

Management reviews property and equipment for impairment when events or changes in circumstances indicate that the asset no longer has any long-term service potential to the Association. When an asset no longer has future value to the Association, an impairment loss is recorded for the excess of the carrying value over any residual value.

(e) Financial instruments

Financial assets and financial liabilities are initially recognized at fair value when the Association becomes a party to the contractual provisions of the financial instrument. Subsequently, all financial instruments are measured at amortized cost except for the following instruments:

- (i) Investments in unlisted shares, which are measured at cost less any reduction for impairment; and
- (ii) Investments in mutual funds, which are measured at fair value.

Changes in unrealized gains and losses on investments measured at fair value, and realized gains and losses on sale of investments, are included in the statement of operations in the period incurred.

With respect to financial assets measured at cost or amortized cost, the Association recognizes in the statement of operations an impairment loss, if any, when there are indicators of impairment and it determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows. When the extent of impairment of a previously written-down asset decreases and the decrease can be related to an event occurring after the impairment was recognized, the previously recognized impairment loss is reversed in the statement of operations in the period the reversal occurs.

Association of Neighbourhood Houses of British Columbia

Notes to the consolidated financial statements

March 31, 2019

2. Significant accounting policies (continued)

(f) Use of estimates

The preparation of consolidated financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets at the date of the consolidated financial statements. Accounts that required significant estimates in determining the stated amounts include the estimated useful lives of property and equipment. Actual results could differ from the estimates.

(g) Allocation of common expenses

The Association follows a fee for service principle for allocating certain common administration and financial services expenses amongst the Houses.

Central office administration expenses of \$120,000 (\$120,000 in 2018) are allocated equally among all the Houses.

Human Resource administration expenses of \$121,500 (\$115,000 in 2018) are allocated proportionate to staffing at each House.

Financial services expenses of \$644,993 (\$641,226 in 2018) are allocated proportionate to the budgets of the Houses.

Additional Central office administration expenses of \$3,000 (\$3,000 in 2018) was charged to Kitsilano Neighbourhood House for their housing project.

(h) Pension plan

The Association maintains a multi-employer defined benefit pension plan for its employees, which provides pension benefits based on length of service and earnings. The pension plan is accounted for using defined contribution plan accounting, as sufficient information to account for this plan as a defined benefit plan is not available.

3. Investments

	2019	2018
	\$	\$
Mutual funds (measured at fair value)	5,636,490	5,334,547
Term deposits (measured at amortized cost)	2,065,511	1,258,406
Unlisted shares (measured at cost)	10,050	10,050
	7,712,051	6,603,003

Association of Neighbourhood Houses of British Columbia

Notes to the consolidated financial statements

March 31, 2019

4. Property and equipment

	Cost	Accumulated amortization	2019 Net book value	2018 Net book value
	\$	\$	\$	\$
Land	337,472	—	337,472	337,472
Buildings	7,605,037	4,959,348	2,645,689	2,642,946
Building - Kitsilano				
Neighbourhood House	11,749,793	1,253,620	10,496,173	10,787,466
Electronic equipment	1,688,232	1,525,672	162,560	172,489
Furniture and fixtures	836,054	768,061	67,993	110,696
Leasehold improvements	5,907,647	5,408,605	499,042	587,805
Software	99,352	96,481	2,871	5,409
Vehicles	858,927	772,106	86,821	46,426
	29,082,514	14,783,893	14,298,621	14,690,709

5. Deferred contributions

	2019 \$	2018 \$
Beginning balance	3,292,915	3,350,033
Add: contributions received during the year	3,237,064	3,025,310
Less: amount recognized as revenue during the year	(2,917,274)	(3,082,428)
Ending balance	3,612,705	3,292,915

Deferred contributions represent restricted contributions designated for expenditure in future periods for programs being administered across the various Neighbourhood Houses.

6. Replacement reserve

In fiscal year 2013, the Association entered into an operator agreement with British Columbia Housing Management Commission ("BCHMC") to manage a seniors' housing complex consisting of 30 units at 8th Avenue and Vine Street and 15 units at 7th Avenue and Vine Street in Vancouver. The operator agreement requires the Association to maintain a replacement reserve designated for capital repairs, replacements and improvements on the building. The changes in replacement reserve balance are as follows:

	2019 \$	2018 \$
Beginning balance	189,870	155,369
Add: contributions for the year	42,052	41,559
Less: expensed during the year	(5,466)	(7,058)
Balance, end of year	226,456	189,870

Association of Neighbourhood Houses of British Columbia
Notes to the consolidated financial statements

March 31, 2019

7. Deferred contributions related to property and equipment

Deferred contributions related to property and equipment represent contributions received where the donor has restricted their usage to property and equipment purchased or constructed by the Association. The changes in the deferred contributions balance for the year are as follows:

	2019 \$	2018 \$
Beginning balance	13,740,778	13,104,975
Add: contributions received during the year	268,177	1,193,439
Less: amounts amortized to operations	(588,680)	(557,636)
Ending balance	13,420,275	13,740,778

8. Net assets internally restricted

As at March 31, 2019, the Association's Board of Directors has internally restricted net assets of \$5,461,861 (\$4,841,861 in 2018) to be used for a variety of purposes. Of this amount, \$3,950,000 (\$3,500,000 in 2018) has been restricted for property and equipment and \$1,511,861 (\$1,341,861 in 2018) for working capital and contingencies. These internally restricted amounts are not available for other uses or programs without approval of the Board of Directors.

9. Restricted cash

Of the cash balance at March 31, 2019, \$722,362 (\$738,888 in 2018) relates to unspent gaming funds. The use of gaming funds is restricted under the Gaming Control Act of B.C. An equivalent amount is included in the balance of deferred contributions (Note 5). Management expects to spend these funds within the next fiscal year.

10. Vancouver Foundation endowment fund

The Association has established a permanent endowment fund with the Vancouver Foundation. The Association has contributed \$460,000, which has been partially matched by a contribution by the Vancouver Foundation of \$450,000, for a total endowment fund of \$910,000 (\$910,000 in 2018). The fund is administered by the Vancouver Foundation, which distributes the earnings of the fund quarterly to the Association. Income from the Vancouver Foundation in the amount of \$61,536 (\$57,623 in 2018) has been included in investment income for the year.

11. Operating line of credit

The Association has an unsecured operating line of credit of up to \$150,000 bearing interest at the bank prime rate plus 1% per annum. As at March 31, 2019, this facility was unused (unused in 2018).

12. Pension plan

The Association is a member of a non-collectively bargained multi-employer defined benefit pension plan administered by the United Way of the Lower Mainland. An actuarial valuation is performed at least every three years. The most recent actuarial valuation for funding purposes as at December 31, 2017 estimates that the accrued liability for pension benefits exceeds the assets under administration by \$10.07 million for the entire plan using an insolvency valuation method (\$18.2 million excess of pension assets over accrued liability using a going concern valuation method).

The employer contribution rate to the plan is 175% of employee contributions. The total pension expense of \$892,082 (\$857,155 in 2018) for the year is included in salaries and benefits in the statement of operations.

13. Vehicle loan

The Association has entered into financing arrangements for the purchase of two passenger vans for program use. The details are as follows:

- (a) In September 2015, loan of \$24,219 for a term of 5 years. The interest rate for the loan is nil and the amount is repayable in equal bi-weekly installments of \$186.
- (b) In September 2016, loan of \$31,789 for a term of 8 years. The interest rate for the loan is 3.49% per annum and the amount is payable in equal bi-weekly installments of \$175.

These loans are secured against the passenger vans. Total amount outstanding as at March 31, 2019 was \$29,533 (\$38,080 in 2018) with a current portion of \$8,678 (\$8,543 in 2018). Annual payments for next five years are included under commitments in Note 14.

14. Commitments

The Association leases several business premises and equipment under operating lease agreements. Minimum annual payments are as follows:

	\$
2020	168,943
2021	84,239
2022	75,920
2023	4,561
2024	4,561
	<u>338,224</u>

Association of Neighbourhood Houses of British Columbia
Notes to the consolidated financial statements

March 31, 2019

15. Financial instruments and risk management

(a) Credit risk

Credit risk is the risk that a counter party will fail to perform its obligations as they come due. The Association is exposed to credit risk on its accounts receivable, cash balances and term deposits held as investments. However, the credit risk rising from accounts receivable is mitigated as the Association has a number of donors and funders, including governments, and does not have significant exposure to any individual counterparty. Additionally, the majority of cash balances and term deposits are held at credit unions and are guaranteed by the Credit Union Deposit Insurance Corporation.

(b) Interest rate risk

The Association is exposed to interest rate risk through its investments as the fair value of these financial instruments will fluctuate due to changes in interest rates and the degree of volatility of those rates. The Association does not use derivative instruments to reduce its exposure to interest rate risk.

(c) Liquidity risk

The Association's objective is to have sufficient liquidity to meet its liabilities when due. The Association monitors its cash balances and cash flows generated from operations to meet its requirements. As at March 31, 2019, the most significant financial liabilities are accounts payable and accrued liabilities.

(d) Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices.

The Association is exposed to market risk as the investments in mutual funds are subject to fluctuations due to price changes on the market. The prices can also be affected by changes in interest rates and foreign currency exchange rates.

16. Disclosure of Director, employee and contractor remuneration

For the fiscal years ended March 31, 2019 and March 31, 2018, the Association did not remunerate the directors for attending meetings as these are volunteer positions. The Association paid total remuneration of \$1,284,869 (\$1,302,471 in 2018) to its top ten employees who received total annual remuneration of \$75,000 or greater.

Association of Neighbourhood Houses of British Columbia
Schedule 1 – Schedule of consolidated operating revenue and expenses
Year ended March 31, 2019

	Central Office	Kitsilano N.H.	Cedar Cottage N.H.	Gordon N.H.	Alexandra N.H.	South Vancouver N.H.	Mt. Pleasant N.H.	Frog Hollow N.H.	Marpole N.H.	Sasamat Outdoor Centre	Interhouse Eliminations	2019 Total	2018 Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revenue													
Earned income	1,056,781	1,370,370	1,441,309	116,283	1,463,906	636,494	671,422	1,063,134	—	1,145,664	(886,743)	7,986,570	8,275,150
Province of British Columbia	17,500	205,421	991,854	114,869	1,137,018	1,840,601	464,954	1,201,208	—	—	—	5,875,685	5,098,786
Federal government	1,836	17,518	139,218	24,345	463,271	703,209	745,220	1,032,579	—	123,557	—	3,250,743	4,973,288
United Way	47,500	179,550	72,272	89,271	139,761	326,365	267,490	96,188	—	63,590	—	1,281,947	1,301,802
Other contributions and miscellaneous income	65,565	121,321	111,663	210,603	125,098	167,807	266,685	42,308	38,746	17,824	—	1,167,820	1,263,312
City of Vancouver	—	130,374	193,565	282,891	—	227,300	199,762	331,680	36,108	1,405,680	—	1,902,914	1,800,000
Gaming	85,000	72,000	60,000	80,000	100,000	100,000	83,000	54,800	—	48,000	—	712,800	735,800
Donations and fund raising	18,350	39,640	28,897	232,287	19,429	22,559	60,000	24,585	22,067	14,393	—	478,777	512,760
Investment income	122,385	21,896	110,159	14,238	(2,303)	29,282	8,743	36,741	—	56,423	—	397,273	541,879
	1,442,666	2,121,087	2,766,966	1,071,800	3,420,684	3,983,126	2,733,155	3,760,222	98,921	1,220,435	(1,086,483)	21,532,569	20,821,666
Expenses													
Salaries and benefits	984,758	1,364,464	2,209,095	697,404	2,451,659	2,771,503	2,125,968	2,782,129	11,058	765,990	—	16,162,328	15,613,603
Program, food and transportation	2,520	130,842	204,417	100,346	218,454	371,869	239,453	272,018	11,287	197,287	—	1,647,693	1,708,419
Building occupancy	77,580	322,125	143,847	126,807	236,198	246,143	80,630	163,751	11,200	125,440	—	1,532,705	1,491,394
Purchased services and subcontractors	187,972	200,598	156,418	116,851	391,227	578,772	215,662	427,268	61,669	69,670	(1,086,483)	1,314,624	1,213,512
Other expenses	161,431	49,899	31,568	15,739	52,978	48,250	32,877	58,462	1,960	39,568	—	492,722	596,265
Office expenses	33,425	53,955	21,621	14,683	70,168	66,289	38,555	57,594	3,747	24,480	—	382,457	398,262
Excess (deficiency) of revenue over expenses (before amortization and unrealized gain (loss) on investments)	(17,759)	31,003	381,371	92,987	25,496	71,161	33,620	150,121	—	249,026	—	1,025,026	872,845
Prior year excess (deficiency) of revenue over expenses (before amortization and unrealized gain (loss) on investments)	115,719	(2,786)	343,702	(76,581)	66,081	152,375	(86,678)	63,113	—	297,900	—	—	872,845



July 8, 2019

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

Dear Mayor Belenkie:

On behalf of Port Coquitlam City Council, I am pleased to enclose the City of Port Coquitlam's 2018 Annual Report which was adopted by Council at our June 25 meeting.

Entitled *Getting the Basics Right*, the report reflects the work being undertaken to meet the basic core services of the City - from upgraded roads to make it safer to get around to parks where families can get together and kids can play. An investment of \$60-million in these services was made in 2018 through an ambitious capital program with more work planned in 2019-20.

Highlights of 2018 featured in the report include:

- Significant progress on the construction of the 205,000 square foot Port Coquitlam Community Centre that will bring much needed services to the community.
- Rolled out a \$60-million capital program that included eight kilometres of road rehabilitation, seven kilometres of utility infrastructure, a major upgrade to Centennial pool and improvements to pedestrian safety, traffic calming, street lighting and parks.
- Opening of the award winning Blakeburn Lagoons Park.
- Extension of the Donald Street Pathway, an important connector to the downtown and part of the City's active transportation network that encourages walking and cycling.
- Adopted the strongest smoking bylaw in the region at the time, banning smoking and vaping of any kind at parks, trails and other public spaces.
- Endorsed a new Concept Plan for the downtown for planning purposes and took other steps towards maximizing the potential of the area.

We are proud of this yearly snapshot of City services and the strategic direction guiding our decisions. I encourage you to share the report with others after reading it. You can also view the report online or download it at www.portcoquitlam.ca/annualreport.

I look forward to achieving our goals and plans for 2019!

Sincerely,

Brad West, Mayor
Enclosure

JUN 21 2019

File: CR-12-01
Ref: RD 2019 May 24

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

Dear Mayor Belenkie and Council:

Re: Amending *Metro Vancouver 2040: Shaping our Future* to Reflect Accepted Regional Context Statements

This letter is to inform you of a proposed amendment to *Metro Vancouver 2040: Shaping our Future* (*Metro 2040*), the regional growth strategy and to invite you to provide written comments on the proposed amendments.

At its May 24, 2019 regular meeting, the Board of Directors of the Metro Vancouver Regional District (MVRD Board) adopted the following resolution:

That the MVRD Board:

- a) *initiate the Metro Vancouver 2040: Shaping our Future amendment process for a Type 3 Minor Amendment to the regional growth strategy to incorporate regional land use designation changes, the expansion of the Urban Containment Boundary, and the addition of Frequent Transit Development Areas stemming from accepted regional context statements;*
- b) *give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1285, 2019"; and*
- c) *direct staff to notify affected local governments and appropriate agencies as per Section 6.4.2 of Metro Vancouver 2040: Shaping our Future.*

In accordance with Section 437 of the *Local Government Act*, and Section 6.4.2 of *Metro Vancouver 2040: Shaping our Future* (*Metro 2040*), the regional growth strategy, this letter provides the opportunity for affected local governments to comment on the proposed amendment.

The proposed *Regional Growth Strategy Amendment Bylaw No. 1285, 2019* would incorporate a number of minor *Metro 2040* regional land use designation and overlay map revisions that have previously received MVRD Board approval, including the addition of new Frequent Transit Development Areas, contained within the MVRD-Board accepted Regional Context Statements for the City of New Westminster and Village of Anmore. It would also incorporate three regional land use designation revisions made under Section 6.2.7 of *Metro 2040* (i.e. the "flexibility clause") in the City

29783620

of Vancouver; these revisions were made to enable the provision of affordable housing and the Arbutus Greenway.

The proposed amendment is a Type 3 minor amendment that requires the adoption of an amendment bylaw with an affirmative 50%+1 weighted vote of the MVRD Board.

Please note that each part of the proposed amendment was previously considered and accepted by Metro Vancouver. A Metro Vancouver staff analysis for all of the map revisions was considered and accepted by the Metro Vancouver Board as part of each of the respective Regional Context Statement acceptance processes. Enclosed is a copy of the staff report that summarizes the proposed changes to *Metro 2040* that will result from *Regional Growth Strategy Amendment Bylaw No. 1285, 2019*.

You are invited to provide written comments on the proposed amendment to *Metro 2040*. Please provide comments in the form of a Council or Board resolution, as applicable, and submit to Chris.Plagnol@metrovancover.org by Friday, August 2, 2019.

If you have any questions with respect to the proposed amendment please contact Erin Rennie, Senior Planner, Regional Planning by phone at 778-452-2690 or by email at Erin.Rennie@metrovancover.org.

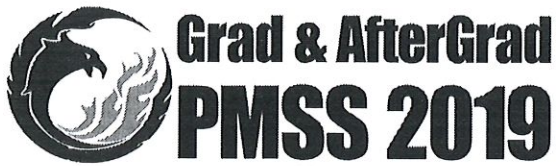
Yours sincerely,



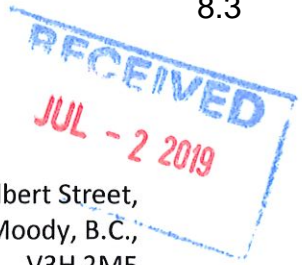
Sav Dhaliwal
Chair, Metro Vancouver Board

SD/HM/er

Encl: Report dated April 13, 2019, titled "Amending Metro Vancouver 2040: Shaping our Future to Reflect Accepted Regional Context Statements" (Doc# 29335206)



300 Albert Street,
Port Moody, B.C.,
V3H 2M5



10th June, 2019.

Village of Belcarra

The Port Moody Secondary School AfterGrad committee would like to thank you for your generous donation towards this year's AfterGrad celebration which was held in the PMSS Gym on June 7th. Your donation helped to support a safe and fun-filled evening for graduates after the dinner and dance which was held at the Pinnacle Hotel Vancouver Waterfront in downtown Vancouver.

The event was very successful and we have received many positive comments from both graduates and parents. The students enjoyed a fun carnival-like atmosphere complete with food, games, entertainment and prizes. We had many parent volunteers help to make this an unforgettable night. Once again, your donation was greatly appreciated and your support was acknowledged with signage at the event, on the school website and in the local community newspaper.

We hope that future AfterGrad committees can look forward to your support.

Sincerely,
PMSS 2019 AfterGrad Committee.



2019 GRADUATING CLASS OF
PORT MOODY SENIOR SECONDARY

Port Moody Senior Secondary
2019 AfterGrad Parent Committee



June 21, 2019



Re: 2018 Citizens Report

I am very pleased to present the 2018 Citizens Report for the City of Maple Ridge.

All local governments have the obligation to report their year-end financial status to citizens but we've made the decision to embrace the opportunity to celebrate the past year. When you flip through the 2018 Citizens report you will have the opportunity to get to know my Council colleagues a bit better, learn about City services and departments, take a dive into the financials and demographics of Maple Ridge and learn about some of the special projects that we delivered in the past year.

My favourite section, by far, is the 'Year in Review' photos section starting on page 27. From the street naming ceremony honouring legendary BC Broadcaster Jim Robson at the beginning of the year to the CP Holiday Train visit in December, the photos reflect the incredible spirit of volunteerism and community pride of our citizens.

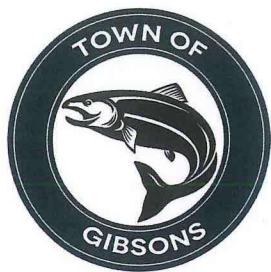
I'm enormously proud to serve our community as Mayor and share this glimpse of our community with you. Please visit www.mapleridge.ca/803. From there you will be able to access all of the latest reports from the City including the enclosed Citizens Report. If you require additional copies, please contact my Executive Assistant, Tracy Camire at 604-463-5221.

Warmest regards,

Michael Morden
Mayor

City of Maple Ridge

11995 Haney Place, Maple Ridge, BC V2X 6A9 Canada . Tel: 604-463-5221 . Fax: 604-467-7329
enquiries@mapleridge.ca . www.mapleridge.ca



TOWN OF GIBSONS

PO Box 340
474 South Fletcher Road
Gibsons BC | VON 1VO

T 604-886-2274

F 604-886-9735

info@gibsons.ca
www.gibsons.ca

OFFICE OF THE MAYOR | WILLIAM BEAMISH

July 16, 2019

0530-60

Honourable Rob Fleming
Ministry of Education
PO Box 9045 Stn Prov Govt
Victoria BC V8W 9E2
EDUC.Minister@gov.bc.ca

Re: Provincial Support for Libraries

Dear Honourable Rob Fleming,

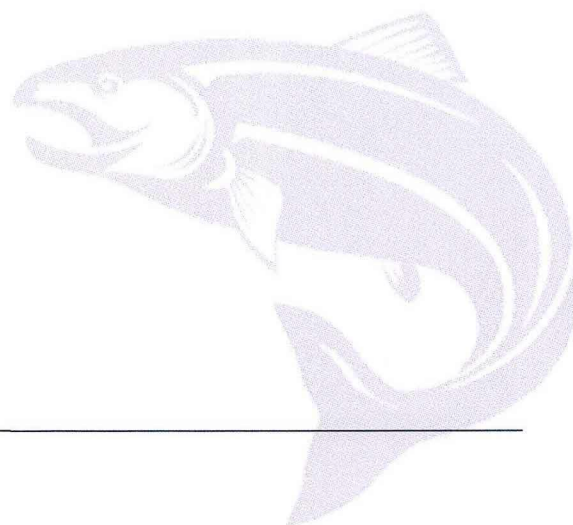
At the Regular Council meeting of July 9, 2019, the Town of Gibsons Mayor and Council, by way of resolution, supports the City of Victoria's resolutions advocating for the restoration of library funding to a level that reflects both inflationary cost increases since 2009 and the value of this system to the Province.

The Town of Gibsons believes public libraries provide crucial information and resource services to the citizens in our community, and sustainable funding is required for libraries to run effectively.

Sincerely,

Bill Beamish

Mayor



Cc: Premier John Horgan via email: premier@gov.bc.ca

MLA Nicholas Simons via email: nicholas.simons.MLA@leg.bc.ca

UBCM Member Municipalities via email

TOWN OF GIBSONS

"Nature is our most valuable asset"



RECEIVED
JUL 18 2019

July 11, 2019

383353

Neil Belenkie, Mayor
Village of Belcarra
4084 Bedwell Bay Rd
Belcarra BC V3H 4P8
nbelenkie@belcarra.ca

410-01

Dear Mayor Belenkie:

When our government took office, we inherited a housing crisis that affected all British Columbians.

We implemented the speculation and vacancy tax (SVT) last year to turn empty homes into housing for people, and to target foreign owners and satellite families who live in our province but don't pay tax here. Ministry of Finance data confirms that over 99% of British Columbians are not paying the SVT.

Last fall I committed to meeting annually with mayors in the areas where the speculation tax applies to discuss its impact on your communities.

Today, I write to invite you to participate in the first annual consultation on September 12, 2019. There, I will share the early initial data and insights collected from the speculation and vacancy tax, and how your community may benefit from affordable housing investments from this initiative. In addition, this consultation will be an opportunity to hear directly from you on how the SVT has impacted your community.

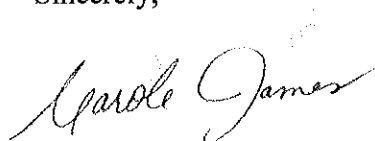
Further details regarding the plenary meeting will follow in the coming weeks.

2019/07/18 EMAIL MAYOR

.../2

I look forward to meeting with you in September.

Sincerely,

A handwritten signature in cursive script that reads "Carole James". The signature is written in dark ink and is positioned below the word "Sincerely,".

Carole James
Minister and Deputy Premier



**VILLAGE OF BELCARRA
REVENUE GENERATION COMMITTEE
Village Hall
May 27, 2019
Minutes**



Minutes of the Revenue Generation Committee for the Village of Belcarra held May 27, 2019 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra BC.

Members in Attendance

Hirsch, Brian
Kim, Tom – Chair
Sweet, Sharilyn – Vice Chair

Member Absent

Moen, Penny
Sulcs, Maris

Council Representative

Liisa Wilder, Councillor

Staff in Attendance

Lorna Dysart, Chief Administrative Officer
Paula Richardson, Administrative Services Assistant

*AMENDED
June 25/19*

1. Call to Order

The Chair called the meeting to order at 7:03 pm

2. Approval of the Agenda

- 2.1** It was moved and seconded that the Agenda for May 27, 2019 be approved as circulated.

CARRIED

3. Adoption of Minutes

- 3.1** It was moved and seconded that the Minutes from the meeting held April 23, 2019 be adopted.

CARRIED

4. Unfinished Business

4.1 Road Ends:

Committee members prepared a list of Road Ends categorized into most and least promising. Further evaluation to plot the location of water lines, rights of way and utilities is required. Initially, 6 of the listed road ends will be considered. Discussion ensued with regard to whether property measuring under a 1/4 acre would be permitted or would require a Variance.

Discussion ensued with regard to accessing information from BC Assessment and Land Titles to assist with valuing properties. It was noted that surveys may be required to determine the size and value of the road ends.

Chair Kim noted that more information was required from BC Assessment to approximate revenue potential and to determine the treatment of narrow Road Ends that do not meet the 66 ft. width criteria.

~~It was noted that legislation states that the proceeds from the sale of waterfront Road Ends are entirely committed to providing water access for the community.~~

NOTED
June 25/19
Bysant

The Committee discussed changing RS-1 Zoning to 1/4 acre minimum lot size from the current 1/2 acre size required in the Zoning Bylaw to deal with Road Ends, improve density through subdivisions and to allow more affordable housing. Cathy & Fraser MacDonald, Belcarra residents, provided a letter, dated May 8, 2019, to the Committee with regard to subdividing their property which would not meet the current Zoning Bylaw size requirement. Their submission illustrated revenue generation potential within the Village. Lisa & Steve Bakx, Belcarra residents, in attendance, noted that the same situation is related to their property. It was noted that changing the RS-1 provision would also require an Official Community Plan amendment.

Committee members discussed whether an RS-1 amendment would be for specific lots or for the entire RS-1 zone, as it encompasses a large portion of the Village. More definitive zones may possibly be created. Providing smaller lot sizes would provide for more density.

Discussion ensued with regard to a potential long term lease arrangement for specific road ends.

4.2 Development Cost Charges (DCC) fee update and potential revenue

Committee members discussed DCC fees and the relevance in the Village. L. Dysart noted that the Village Planners indicated that there is no opportunity to develop land in the Village and that fact restricts the generation of DCC fees. The question of "late comer" fees for the water system was discussed. L. Dysart noted that water connection fees are charged for new owners to connect to the system. The Committee may advise the Chief Administrative Officer if they wish to invite a Planner to provide information regarding DCC fees at a Committee meeting.

5. New Business

5.1 Creation of a new zone for higher density development

Committee members noted that a new zone for higher density would be required before further discussions regarding a retirement / care home project.

5.2 Investigation of care home financial benefits and feasibility

Committee members discussed whether Crown Land may be used to service a retirement / care home. P. Moen will investigate further and report back to the committee.

L. Dysart noted that it was anticipated that the Crown Land property in the Village would be subdivided into 9 properties. The first "right of refusal" is with First Nations and the Province will advise if the land becomes available. The Village Hall is on Crown Land and the dedicated Municipal purpose of use is dictated by the Province.

5.3 Discussion request from Councillor Drake regarding potential for Development of 2 or 3 lots on Midden Road

Committee members discussed the closing of Midden Road and the potential development. Concern was expressed over underground water pipes which would require relocation to enable construction. First Nations would also need to be consulted. Committee members discussed adding this property to the report to Council to request funds for Planners and Surveyors to investigate the property.

L. Dysart noted that the property across the street is owned by Metro Parks. Chair Kim advised that, for the record, the report to Council should include the possible purchase of the Park land to create a larger parcel of property for development purposes on Midden Road. Midden Road is not part of the Major Road Network (MRN).

6. Next Steps

Vice-Chair Sweet will research formation of an endowment opportunity to receive donations of both property and money. She will also investigate the investment of funds and how funds would be managed and by whom. The Village has a registered number to issue tax receipts.

Further discussion will take place regarding 1/4 acre parcels of land, leasing property and encroachments when all Committee members are in attendance.

7. Adjournment

The meeting adjourned at 8:36 pm.

Next meeting date: Tuesday, June 25, 2019

Certified Correct:



Lorna Dysart
Chief Administrative Officer



Tom Kim
Chair



VILLAGE OF BELCARRA
Tree Committee
Village Hall
June 19, 2019
Minutes



Minutes of the Tree Committee for the Village of Belcarra, held Wednesday, June 19, 2019 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC

Members in Attendance

Bramley, Les
 Chapman, Sandra – Chair
 Struk, Deborah

Members Absent

Begg, Mary – Vice Chair
 Greig, Vicky

Council in Attendance

Carolina Clark, Councillor

Staff in Attendance

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

1. Call to Order

The Chair called the meeting to order at 7:02 pm.

2. Approval of Agenda

2.1 Agenda for June 19, 2019

It was moved and seconded that the Agenda for June 19, 2019 be approved as circulated.

CARRIED

3. Adoption of Minutes

3.1 Minutes of May 22, 2019

It was moved and seconded that the Minutes from the meeting held May 22, 2019 be adopted.

CARRIED

4. Unfinished Business

4.1 Tree Trimming & Cutting – Frequently Asked Questions (FAQ) Document

- a) Review Final Document
- b) Vote to adopt and disseminate Tree Trimming & Cutting FAQ Document

Discussion ensued with regard to the final document.

Recommendation:

It was moved and seconded:

That the Frequently Asked Questions (FAQ) Document, dated June 14, 2019, be received for information; and

That the Frequently Asked Questions (FAQ) Document, dated June 14, 2019, be included in the report to Council for consideration with a recommendation that it be posted on the Village website.

CARRIED

5. New Business

5.1 Dangerous Trees due to tree topping

Discussion ensued with Committee members regarding the following recommendations to be included in the Tree Committee report to Council for consideration:

It was moved and seconded:

- a) That the Village undertake to assess all Village property trees which have been topped on a three-year maintenance schedule and provide an addendum to Tree Cutting Bylaw No. 110, 1987 which captures the tree maintenance plan.

CARRIED

Committee members discussed arborist qualifications. B. Serné advised that using an International Society of Arboriculture (ISA) certified arborist is the accepted standard practise in Belcarra and recommended that the Bylaw indicate the level of certification required. Discussion ensued with regard to core samples to determine the health of a tree. L. Dysart noted that the Village cannot recommend services of any company to residents.

It was moved and seconded:

- b) That the assessment should take place with or by a qualified registered arborist who should review the trees for any risks to the public, health and potential removal; and
That any recommendations made by the registered arborist should be addressed in a timely manner.

CARRIED

Committee members discussed BC Hydro practises with regard to tree topping and trimming for power line fire safety.

It was moved and seconded:

- c) That the Village cease to use tree topping of trees on municipal land as a measure of retaining views, or allowance for power lines; trees should be pruned to create view windows or trees should be removed if appropriate criteria is established.

CARRIED

5.2 Village of Belcarra Tree Cutting Bylaw No. 110, 1987 discussion – suggested amendments

Discussion ensued with regard to the replacement of trees damaged by residents where bank stability, slope retention or water running may be an issue. Root damage may also be an issue in construction areas. Committee members discussed the advantage of replacement trees of native species or shrubs which grow at a slower rate than hemlock or cedar trees.

It was moved and seconded:

That the following recommendations to be included in the Tree Committee report to Council for consideration, be deferred to the next meeting:

- a) That Tree Cutting Bylaw No. 110, 1987 be amended to include a replacement tree maintenance requirement, at applicant cost.
- b) That Tree Cutting Bylaw No. 110, 1987 be amended to include deciduous replacement tree options of BC native species which also reduce fire risk, provide animal habitat, retain soils, grow at a slower rate and to much lower heights than cedars & hemlocks.
- c) That Tree Cutting Bylaw No. 110, 1987 be amended to include the possible replacement species which may be: Dogwood, Oregon Grape, Saskatoon etc.

CARRIED

It was moved and seconded:

- d) That the name of Tree Cutting Bylaw No. 110, 1987 be amended to "Managing Trees, Views & Landscape".

CARRIED

It was moved and seconded:

That the following item be deferred to the next meeting:

- e) That Tree Cutting Bylaw No. 110, 1987 be amended to include a Separate Schedule A specific to the bylaw.

CARRIED

It was moved and seconded:

That the Tree Committee recommend to Council that staff prepare a new Tree Bylaw to replace Tree Cutting Bylaw No. 110, 1987, with the title "Managing Trees, Views & Landscape"; and

That the Tree Committee make recommendations on amendments and definitions.

CARRIED

Committee members discussed definition amendments to be included in the report to Council. Discussion ensued with regard to the regular maintenance plan. L. Dysart noted that preparing a new tree bylaw is not part of the current Strategic Plan and may be part of budget discussions for next year.

Discussion ensued with regard to a balance between view corridors and the protection of wild life habitat. Committee members in attendance agreed that some of the definitions may be deferred to the next meeting where all members may be in attendance.

It was moved and seconded:

That the Tree Committee vote on definition amendments / additions for the Tree Cutting Bylaw No. 110, 1987 as follows; and

That the approved definitions be included in the Committee report to Council.

- f) **"Tree Topping"** means to entirely sever the stem of a tree such that the upper stem and branches of the tree are completely removed, resulting in an abruptly truncated stem, and topping and topped shall have corresponding meanings.
- g) **"Crown"** means the entire system of branches, leaves and reproductive structures of a tree extending away from the trunk or main stem(s).
- h) **"Hazardous Tree"** means any tree which, due to its location, condition or any other circumstance, has been determined, by a Registered Certified Arborist, ISA approved, to present a hazard to the safety of persons, private property or any other tree(s).
- i) **"Certified Arborist"** means a person certified by the International Society of Arboriculture (ISA) or the National Arborist Association as an arborist.
- j) **"Regular Maintenance Plan"**: to manage tree growth and health on a schedule created and executed by the Public Works Manager in consultation with a Certified Arborist as from time to time deemed advisable and approved by Council.
- k) **"Tree Removal"** means the cutting down of the entire tree. Yes
- l) **"Pruning"** "Pruning" means the trimming of living or dead parts from a tree in order to reduce size, maintain the shape and health of the tree and maintain view corridors.

- m) **"Permit"** shall mean tree removal /pruning permit issued in the form of schedule "C".
- n) **"Affected Property Owner"** means any adjacent property owner and any direct property owner whose line of sight or proximate enjoyment, including but not limited to views, aesthetics, and shade, may be affected if a tree cutting or pruning application is approved.

CARRIED

It was moved and seconded:

That the following definitions be deferred to the next Committee meeting:

- o) **"Replacement Tree"** means any tree or shrub, that is shown on a Tree Cutting and Replacement Plan as a replacement for a tree which has been cut down.
- p) **"A plan for tree planting if applicable"**: The Village will not allow to be planted on municipal land trees that will grow to a height that could impede utilities, signage visibility, safety and the enjoyment of views, or interfere with any municipal infrastructure in the ground.
- q) **"Tree"** means a woody perennial plant having one or more stems, with at least one stem having a diameter of 20 centimetres or more, measured at 1.4 metres above the natural grade on the uphill side of the tree.

CARRIED

Discussion ensued with regard to Bylaws in other communities. Committee members discussed how the definition of a tree is measured i.e. diameter as opposed to height. L. Dysart advised that bylaws may not include any references which are imbedded in other legislation.

6. Next Steps

- Determine possible Riparian Area definitions to be included within Tree Cutting Bylaw No. 110, 1987
- Review deferred items and discuss whether amendments are required.

7. Adjournment

The Chair declared the meeting adjourned at 7:57 pm.

Next meeting date: Wednesday, July 17, 2019

Certified Correct:



Lorna Dysart
Chief Administrative Officer



Sandra Chapman
Chair