



**VILLAGE OF BELCARRA  
PUBLIC HEARING AGENDA  
VILLAGE HALL  
Monday, September 9, 2019  
6:00 PM**



**COUNCIL**

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

**1. CALL TO ORDER**

Mayor Belenkie will call the hearing to order.

**2. PUBLIC HEARING**

**Village of Belcarra Official Community Plan (OCP) Bylaw 435, 2011,  
Amendment Bylaw No. 541, 2019**

- 2.1 Public Hearing Notice – appeared on August 29 and September 5, 2019 in the Tri City newspaper
- 2.2 Report July 22, 2019 to Council from the Chief Administrative Officer establishing the date for a Public Hearing regarding Village of Belcarra Official Community Plan (OCP) Bylaw 435, 2011, Amendment Bylaw No. 541, 2019
- 2.3 Village of Belcarra Official Community Plan (OCP) Bylaw 435, 2011, Amendment Bylaw No. 541, 2019

Mayor Belenkie will read aloud the procedure for the Public Hearing as follows:

*“This Public Hearing is being held pursuant to Section 464 of the Local Government Act to consider and receive submissions regarding the proposed **Village of Belcarra Official Community Plan (OCP) Bylaw 435, 2011, Amendment Bylaw No. 541, 2019***

*All persons present who believe that their interest in property is affected by the proposed bylaw will be given a reasonable opportunity to be heard, make representations, or to present written submissions respecting matters contained in the proposed bylaw. Please sign the Speakers’ List if you wish to address Council in this regard.*

*Members of Council may, if they wish, ask questions of you following your presentation. The function of Council members during the Public Hearing is to listen to the views of the public. It is not the function of Council at this time to debate the merits of the proposed bylaw.*

*After the Public Hearing has concluded, Council may, without further notice, give whatever effect Council believes proper to representations made.*

*Your only opportunity to comment on the proposed bylaw will be during the Public Hearing as members of Council are not permitted to receive further submissions after the Hearing is closed.*

*Everyone will be given a reasonable opportunity to be heard at this Hearing. No one will be discouraged or prevented from making his or her views heard.*

*Written submissions received during the Meeting will be available on table so that everyone may examine these documents during the Meeting.*

*To maintain order and to ensure everyone has a reasonable opportunity to be heard, I have established the following rules of procedure:*

- a. A Speakers' List has been established. If you wish to address the Public Hearing, please ensure that you place your name on the Speakers' List. You may add your name to the list at any time. If you are speaking from prepared remarks, please leave a copy with the Administrative Services Assistant.*
- b. Please commence your remarks by stating your name and address. If you are speaking on behalf of some other person or organization, please identify the name of that person or organization you are representing.*
- c. Each speaker is requested to limit their remarks to no more than 5 minutes, subject to adding your name to the Speakers' List again.*
- d. Your comments must be specifically related to the subject of the Bylaw and be directed to the Chairperson and you must not obstruct the Public Hearing. I would request that all speakers be civil, respectful of others and ensure your comments address the specific issue being considered.*
- e. After everyone on the Speakers' List has spoken once, speakers will be allowed supplementary presentations, if they have added their name to the list again. You may not present a submission you have already made.*

*Please observe these rules and if you have any concerns with the manner in which the Public Hearing is conducted, please direct your comments to Mayor Belenkie”.*

Mayor Belenkie will call for Public Input three separate times.

Following public input:

**Recommendation:**

That all written and verbal submissions regarding Village of Belcarra Official Community Plan (OCP) Bylaw 435, 2011, Amendment Bylaw No. 541, 2019, up to and including September 9, 2019, be received.

**3. ADJOURNMENT OR CLOSURE**

**Recommendation:**

That the Public Hearing regarding Village of Belcarra Official Community Plan (OCP) Bylaw 435, 2011, Amendment Bylaw No. 541, 2019 be closed.

- Or if a second Public Hearing is required:

**Recommendation:**

That the Public Hearing regarding Village of Belcarra Official Community Plan (OCP) Bylaw 435, 2011, Amendment Bylaw No. 541, 2019 be adjourned to (specified date, time and location)

- **Members of Council are not permitted to receive further submissions once the Public Hearing is closed.**



**VILLAGE OF BELCARRA  
NOTICE OF PUBLIC HEARING  
Village Hall  
Monday, September 9, 2019  
6:00 pm**



**NOTICE OF PUBLIC HEARING  
Proposed:  
Official Community Plan (OCP) Bylaw No. 435, 2011,  
Amendment Bylaw No. 541, 2019**

NOTICE is hereby given that the Council of the Village of Belcarra will hold a Public Hearing in Village Hall, 4084 Bedwell Bay Road, Belcarra BC, V3H 4P8, on Monday, September 9, 2019 at 6:00 pm in accordance with the Local Government Act.

At the Public Hearing, all persons who deem their interest in property is affected by the proposed changes to the Official Community Plan shall be afforded an opportunity to be heard or to present written submissions reflecting matters contained in the recommendations that are subject of the Public Hearing.

Bylaw: "OCP Bylaw No. 435, 2011, Amendment Bylaw No. 541, 2019"  
Purpose: To amend the Official Community Plan to permit Temporary Use Permits in the Village of Belcarra.

A copy of the proposed Bylaw and the associated reports may be inspected online at [www.belcarra.ca](http://www.belcarra.ca) or at the Village Hall, 4084 Bedwell Bay Road, Belcarra BC, V3H 4P8, from Thursday, August 29, 2019 until Monday, September 9, 2019, between the hours of 9:00 am to 4:00 pm, excluding weekends and Statutory Holidays. Further details may be obtained from the Village of Belcarra by contacting 604-937-4100 or [ldysart@belcarra.ca](mailto:ldysart@belcarra.ca).

Should you have any comments or concerns you wish to convey to Council and you cannot attend the Public Hearing, please submit in writing to the Village by 4:00 pm, Monday, September 9, 2019.

You may forward your submissions by:

- Mailing or delivering to: Village Hall, 4084 Bedwell Bay Road, Belcarra BC, V3H 4P8
- Faxing to 604-939-5034
- Emailing the Village at [ldysart@belcarra.ca](mailto:ldysart@belcarra.ca) with "Bylaw No. 435, 2011, Amendment Bylaw No. 541, 2019" typed in the subject line.

Please Note: Correspondence that is the subject of a Public Hearing, Public Meeting or other public procedures will be included, in its entirety, in the public information package and will form part of the public record. Council shall not receive further submissions from the public or interested persons concerning the amendment after the Public Hearing has concluded.

Lorna Dysart, Chief Administrative Officer  
Date: August 29, 2019



## 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)

<b>Taxation Class</b>	<b>General Municipal Purposes (per \$1,000 in value)</b>
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: \_\_\_\_\_

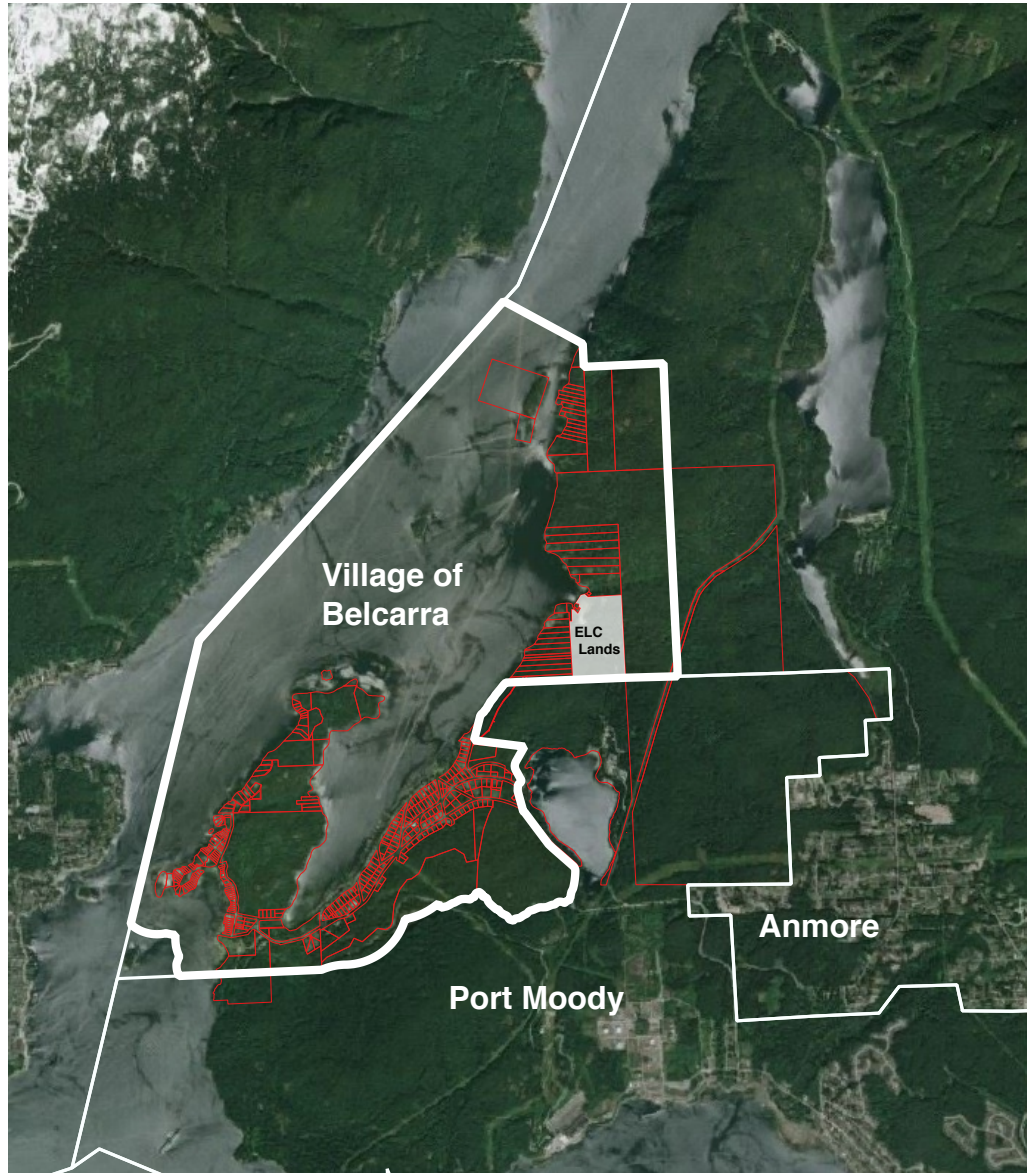
**VILLAGE OF BELCARRA**

By its authorized signatories:

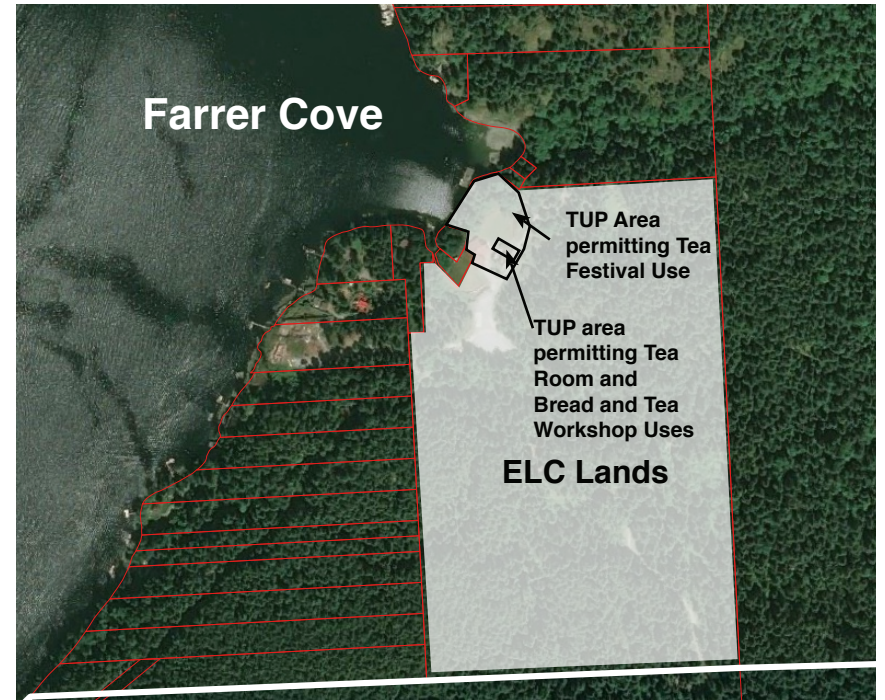
\_\_\_\_\_  
Neil Belenkie  
Mayor

\_\_\_\_\_  
Lorna Dysart  
Chief Administrative Officer

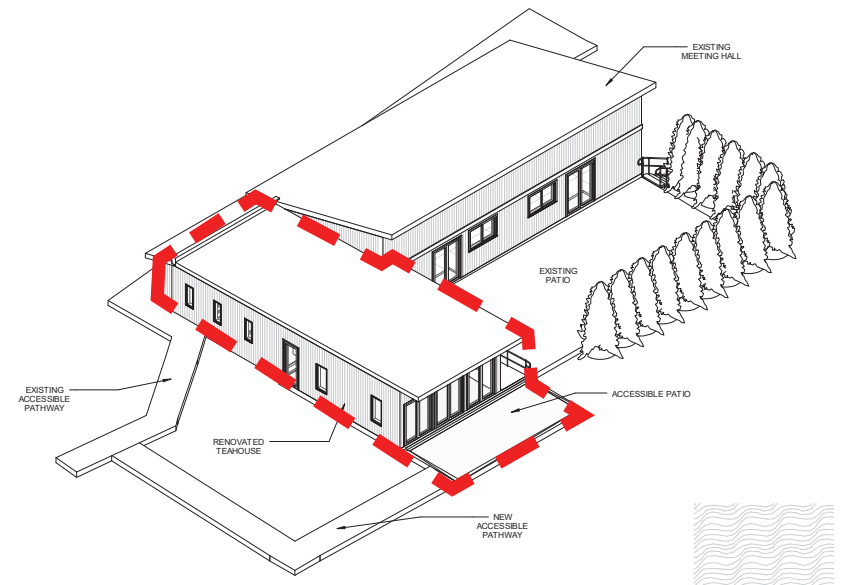
# Temporary Use Permit Area and Tea Room Location on Evangelical Laymen's Church (ELC) Lands, in Belcarra, BC



ELC Lands in context of Village of Belcarra



TUP areas in context of ELC Lands



TUP area permitting Tea Room and Bread and Tea Workshop Uses outlined in dashed line

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 2<sup>nd</sup> and the 3<sup>rd</sup> 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 1<sup>st</sup> 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

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Neil Belenkie  
Mayor

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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

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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 2<sup>nd</sup> and the 3<sup>rd</sup> 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 2<sup>nd</sup> and the 3<sup>rd</sup> 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 1<sup>st</sup> 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



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Read a First Time on July 22, 2019

Read a Second Time on July 22, 2019

Read a Third Time on

ADOPTED by Council on

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Neil Belenkie  
Mayor

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Lorna Dysart  
Chief Administrative Officer

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Chief Administrative Officer