



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA
VILLAGE HALL
October 28, 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, October 28, 2019

Recommendation:

That the agenda for the Regular Council Meeting, October 28, 2019 be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, September 30, 2019

Recommendation:

That the minutes from the Regular Council Meeting held September 30, 2019 be adopted.

4. DELEGATIONS AND PRESENTATIONS

4.1 Ivano Cecchini, Executive Director, Facilities & Planning Services, Kerri Palmer Isaak, Trustee & Chair, Green School Committee and Barb Hobson, Board Chair, School District No. 43 (Coquitlam) Board of Education, presentation regarding the Green School Initiative

5. REPORTS

5.1 Nancy Gomerich, NG Consulting, report dated October 28, 2019 regarding 2019 Third Quarter Financial Forecast Report

Recommendation:

That the "2019 Third Quarter Financial Forecast Report", be received for information; and

That the expenditure exceptions to Policy 195 *Financial Plan-Amendment, Monitoring & Control*, as detailed in the section in this Report titled "Compliance with Policy 195", be approved.

- 5.2 Lorna Dysart, Chief Administrative Officer, verbal report regarding Community Wildfire Protection Plan and Fuel Management Prescription

Recommendation:

That staff be directed to submit an application to the 2020 Community Resiliency Investment Program for funding to update the Village's Community Wildfire Protection Plan; and
That the Village of Belcarra's willingness to provide overall grant management be hereby confirmed.

- 5.3 Lorna Dysart, Chief Administrative Officer, report dated October 28, 2019 regarding Short Term Rentals (STR) Implementation Options

Recommendation:

That Council direct staff to proceed with Implementation of Option 2 for Short Term Rentals (STR).

- 5.4 Lorna Dysart, Chief Administrative Officer, report dated October 28, 2019 regarding Potential Designated Anchorage Area (DAA) Engagement Summary Report

Recommendation:

That the Potential Designated Anchorage Area (DAA) Engagement Summary Report dated October 28, 2019 be received for information.

Alternate Recommendation:

That the Implementation of a Designated Anchorage Area in Bedwell Bay be forwarded to 2020 Budget Discussions for consideration.

- 5.5 Lorna Dysart, Chief Administrative Officer, report dated October 28, 2019 regarding Sasamat Volunteer Fire Department Request for Belcarra Cargo Trailer

Recommendation:

That the report dated October 28, 2019, regarding the Sasamat Volunteer Fire Department (SVFD) request for the donation of the Cargo Trailer be received for information; and
That discussions continue with SVFD regarding this request.

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES

7. BYLAWS

No items.

8. CORRESPONDENCE/PROCLAMATIONS

Recommendation:

That correspondence item 8.1 to 8.11 be received.

ACTION ITEMS

- 8.1 Honourable Katrine Conroy, Minister of Children and Family, letter dated October 2, 2019 regarding the declaration of October 2019 as “Foster Family Month” in British Columbia

Recommendation:

That October 2019 be declared as “Foster Family Month” in the Village of Belcarra

INFORMATION ITEMS

- 8.2 Rhonda Vanderfluit, Registrar, Youth Parliament of BC, Alumni Society, letter dated September 12, 2019 regarding British Columbia Youth Parliament, 91st Parliament (full report available in the Village office)
- 8.3 Peter Clark, Belcarra Resident, letter received October 2, 2019 regarding Revenue Generation Committee Recommendation on Sale of the Road End at Whiskey Cove Lane
- 8.4 Kim Harris, Belcarra Resident, letter dated October 3, 2019 regarding Subdivision of Property Beside Her House
- 8.5 Council Committee Meeting Minutes:
a) Revenue Generation Committee – September 17, 2019
b) Tree Committee – July 17, 2019
- 8.6 Sasamat Volunteer Fire Department, Board of Trustees Meeting Minutes of September 19, 2019
- 8.7 Tony S.C. Lee, Senior Manager, Real Estate Services, Properties, BC Hydro, letter dated October 8, 2019 regarding BC Hydro Support for the Creation of Road Parallel to Existing BC Hydro's Distribution Line
- 8.8 Susan Chalmers, Community Energy Coordinator, Community Energy Association, letter dated October 9, 2019 regarding Climate Leaders Institute Conference, November 7 – 8, 2019
- 8.9 Sandy Stokes, Corporate Officer, Village of Pouce Coupe, letter dated October 10, 2019 regarding Support for the City of Enderby Motion regarding Fostering Transportation Network Services in Small Communities
- 8.10 Kailah Knittle, Manager of Communications & Events, Eagle Ridge Hospital Foundation, dated October 10, 2019 regarding Thank You for Your Generous Silent Auction Contribution to the Eagle Ridge Hospital Foundation Evening of Caring
- 8.11 Jack Froese, Mayor, Township of Langley, letter dated October 16, 2019 regarding Inter Municipal Ride – Hailing Business Licence

- 9. NEW BUSINESS**
- 10. PUBLIC QUESTION PERIOD**
- 11. ADJOURNMENT**

Recommendation:

That the October 28, 2019 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
VILLAGE HALL
September 30, 2019**



Minutes of the Regular Council Meeting for the Village of Belcarra held September 30, 2019 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

Council in Attendance

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

Council Absent

Councillor Bruce Drake

Staff in Attendance

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

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, September 30, 2019

Moved by: Councillor Begg
Seconded by: Councillor Clark

That the Agenda for the Regular Council Meeting, September 30, 2019 be amended by adding:

Item 8.4 Ralph Drew, Belcarra Resident, letter dated September 28, 2019 regarding Revenue Generating Committee recommendation to sell water front road allowances

And be adopted as amended.

CARRIED

3. ADOPTION OF MINUTES

3.1 Public Hearing Minutes, September 9, 2019

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the minutes from the Public Hearing held September 9, 2019 be adopted.

CARRIED

3.2 Regular Council Meeting, September 9, 2019

Moved by: Councillor Wilder
Seconded by: Councillor Begg

That the minutes from the Regular Council Meeting held September 9, 2019 be adopted.

CARRIED

4. DELEGATIONS AND PRESENTATIONS**4.1 Revenue Generation Committee regarding an Interim Report, dated September 30, 2019 on Road Ends, Policy & Actions**

Mayor Belenkie invited the Revenue Generation Committee to make their presentation.

Chair Tom Kim and Vice-Chair Sharilyn Sweet provided a PowerPoint presentation on the Revenue Generation Committee (RGC) Interim Report dated September 30, 2019 on Road Ends, Policy & Actions noting that there is potential revenue of \$8 million for the development of 7 Road Ends (RE's). Clarification would be required regarding certain items. The initial 7 RE's (3 Waterfront Sites & 4 Upland Sites) were chosen based on various criteria listed.

Mayor Belenkie noted that although Councillor Clark was a property owner adjacent to one of the Road Ends under discussion, it was not a conflict of interest at this time as the presentation is for Council information. No decisions are being made at this time.

Discussion ensued with regard to encroachments, smaller lot sizes, Official Community Plan amendments and public access. Council asked pertinent questions.

Mayor Belenkie invited the gallery to ask questions of the RGC. Residents queried with regard to:

- Loss of viewsapes, which would result in a loss of property value
- The definition of a Road End
- Land Title requirements
- Road Ends that should be retained for roads for safety purposes
- Legislation regarding Crown Land

Chair Kim noted that there are other options for Revenue Generation to which the committee will continue to research.

Mayor Belenkie thanked the RGC for their report and noted that next steps would include public consultation on the sale of Road Ends.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the following motion be tabled until after Agenda Item 4.2

CARRIED

“That Council direct staff to prepare a report regarding a Bylaw and / or policy, and required actions to develop and sell Road Ends as a Revenue Generation opportunity; and

And if validated, that the report include a recommendation for an amendment to the Village of Belcarra Official Community Plan Bylaw No. 435, 2011 as required.”

- 4.2** David Goodman, Belcarra Resident, letter dated September 25, 2019 regarding the Revenue Generation Committee Interim Report with regard to the sale of Road Ends

David Goodman outlined his letter regarding the Revenue Generation Committee Interim Report with regard to the sale of Road Ends in the Village.

Discussion ensued with Council asking pertinent questions.

Moved by: Councillor Begg

Seconded by: Councillor Wilder

That Council direct staff to prepare a report regarding a Bylaw and / or policy, and required actions to develop and sell Road Ends as a Revenue Generation opportunity; and

And if validated, that the report include a recommendation for an amendment to the Village of Belcarra Official Community Plan Bylaw No. 435, 2011 as required.

CARRIED

- 4.3** Lynnda Savage, Belcarra Resident, regarding Parking on Marine Avenue with regard to Parking on Pavement and Signage

Lynnda Savage addressed Council regarding Parking on Marine Avenue. She noted her concerns on parking issues and queried whether Council will review Parking Bylaw Enforcement in the Village.

Discussion ensued. Mayor Belenkie noted that a full review on Parking will be taking place. Council thanked L. Savage for her feedback.

5. REPORTS

No items.

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES

UBCM

Mayor Belenkie outlined his attendance at the UBCM. He discussed the Official Community Plan amendment with Bowen Island Council. Mayor Belenkie and L. Dysart met with BC Hydro to discuss the proposed North South Connector.

L. Dysart noted that the UBCM conference is an opportunity to meet with Councils and CAO's from all over the province to learn about the issues they are facing and the successes in their municipalities.

Councillor Clark commented on the opportunity to vote on UBCM resolutions and the value of connections made with other small municipalities and learning of their individual challenges.

Superintendent of Public Works

Mayor Belenkie noted that the Village has eliminated the Superintendent of Public Works position. A new position is being created.

7. BYLAWS

No items.

8. CORRESPONDENCE / PROCLAMATIONS

Moved by: Councillor Wilder

Seconded by: Councillor Begg

That correspondence items 8.1 to 8.4 be received.

CARRIED

ACTION ITEMS

- 8.1** Agnes Jackman, Board Member, Council of Senior Citizens Organizations of BC, letter dated September 5, 2019 regarding Observation of the UN International Day of Older Persons – October 1, 2019

Moved by: Councillor Begg

Seconded by: Councillor Clark

That October 1, 2019 be declared as “UN International Day of Older Persons” in the Village of Belcarra

CARRIED

INFORMATION ITEMS

- 8.2** Torrance Coste, National Campaign Director, Wilderness Committee, letter dated September 12, 2019 regarding “Now’s Our Chance to Protect Ancient Forests” (full report available at the Village Office)

- 8.3** Council Committee Meeting Minutes:

a) Revenue Generation Committee Meeting Minutes – June 25, 2019

- 8.4** Ralph Drew, Belcarra Resident, letter dated September 28, 2019 regarding Revenue Generating Committee recommendation to sell water front road allowances

9. NEW BUSINESS

No items.

10. PUBLIC QUESTION PERIOD

Peter Clark, 5057 Whiskey Cove Lane, queried with regard to the RGC report on Road Ends and the sale of properties which may cause a loss of viewsapes and the potential for a decrease in property values for residents.

John Wilms, 4625 Belcarra Bay Road, queried with regard to the purchase of property from Metro Parks for resale to increase the Village tax base.

Ron Davis, 280 Turtlehead Road, queried with regard to the fire on Elementary Road in Anmore.

11. ADJOURNMENT

Moved by: Councillor Wilder

Seconded by: Councillor Begg

That the September 30, 2019 Regular Meeting be adjourned at 8:36 pm.

CARRIED

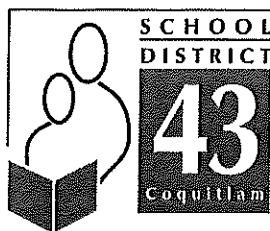
Certified Correct:

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer

RECEIVED

OCT / 3 2019



550 Poirier Street, Coquitlam, BC Canada V3J 6A7 • Phone: 604-939-9201 • Fax: 604-939-6758

Learning for a Lifetime

FILE NO 0460-02

**BOARD OF
EDUCATION**

October 2, 2019

CHAIR:

Barb Hobson

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

VICE-CHAIR:

Christine Pollock

Dear Mayor Belenkie,

TRUSTEES:

Jennifer Blatherwick

Carol Cahoon

Kerri Palmer Isaak

Lisa Park

Michael Thomas

Keith Watkins

Craig Woods

As Board Chair of School District No. 43 (Coquitlam) Board of Education, I request the opportunity to meet with Council at their earliest convenience to discuss our goal to create 'The Greenest School in Canada'. We would also like to address Council at a public meeting to formally invite Council to join us in advocacy for this ambitious project and the alignment of our 'green' goals to meet the needs of our community. We intend to request that Council champion the green school initiative in conversations with colleagues and potential stakeholders in the community and the region. We need assistance identifying potential collaborators, contributors and sponsors. The Burke Mountain Green School may become the model for future schools and could shape associated programs that could be included in every new school in the district.

We intend to open a joint middle and secondary school on Burke Mountain by September 2023, to support the current population and projected growth in the region. School District No. 43 continues to design and build facilities to high environmental standards, utilizing the latest energy conservation practices, integrating innovative features into our newer buildings, and retrofitting mature sites. **We plan to reach even higher. With a groundswell of support, the dream of building 'The Greenest School in Canada' could be a reality in the Tri-Cities.**

Innovation comes at a cost however, and we need support: from our community, local elected officials, government and industry.

What could 'The Greenest School in Canada' look like?

- Energy use of net-zero through possible use of photovoltaics, wind power or geothermal,

- High-efficiency HVAC with heat recovery, using minimal power,
- Rainwater captured and filtered through gardens,
- Green roof to retain water, reflect heat and capture carbon,
- Enhanced building envelope to regulate temperature.

Your endorsement of the District's plan will help to raise the associated premium cost difference between LEED Gold Standard and a higher Advanced Educational Standard. Climate change and environmental sustainability are critical issues. The Board and District feel, as educators, we must lead the way in providing both facilities and learning opportunities that reflect this reality.

Burke Mountain schools will educate future decision-makers and the surrounding communities with a concrete example and integrated lessons in practical environmental responsibility – carrying forward a blueprint for even more sustainable measures in the future.

Thank you for your consideration,

SCHOOL DISTRICT NO. 43 (COQUITLAM) BOARD OF EDUCATION



Barb Hobson
Chair, Board of Education

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



COUNCIL REPORT

Date: October 28, 2019

From: Nancy Gomerich, BBA, CPA-CA, NG Consulting

Subject: 2019 Third Quarter Financial Forecast Report

Recommendation:

That the "2019 Third Quarter Financial Forecast Report", be received for information; and That the expenditure exceptions to Policy 195 *Financial Plan-Amendment, Monitoring & Control*, as detailed in the section in this Report titled "Compliance with Policy 195", be approved.

Purpose:

To provide a forecast of 2019 revenue and expenses and analysis of related budget variances.

Background:

A requirement of Financial Policy 195 *Financial Plan-Amendment, Monitoring & Control* is the preparation of a mid year and third quarter report that compares budgeted revenues and expenses against forecasted actuals. In 2019 the mid year report was not completed in order to minimize financial consulting costs.

Discussion:

Summary

Fiscal 2019 operations are forecast to result in a surplus of \$205,016., as compared to a budgeted surplus of \$357,299. The annual forecast surplus is 11.06% of 2019 budgeted operating expenses.

The annual forecast surplus of \$205,016 is a negative variance (i.e. is worse than) budget by \$152,283 (\$205,016 - \$357,299). Summarized by Fund:

Fund	2019 Annual Surplus/(Deficit)		Variance (Over) / Under Budget	
	Budget	Forecast	\$	%*
General Fund	328,634	187,481	(141,153)	-11.32%
Water Fund	28,733	26,064	(2,669)	-0.54%
WARD Fund	(68)	(8,530)	(8,462)	-7.26%
	357,299	205,016	(152,283)	-8.21%

* As a percentage of total budgeted expenses

The variances are due to differences in a number of forecast and budgeted revenues and expenses, in a number of areas.

A summary of the most significant variances (from budget) are:

General Fund

- Significantly lower restricted grants (referred to as “transfers”), specifically: grants for the Drainage Project, Bus Stop Improvements, Wildfire Hazard Work and Emergency Preparedness where not received. *Adjusting for offsetting lower grant expenditures (included in Planning expenses), these short-falls more than account for the entire General Fund negative budget variance (i.e. the \$141,153).*
- Unexpected, higher (by \$30,000) Gas Tax/Community Works Fund annual grant.
- Lower Building Permits (by \$20,000) reflecting slowed building activity.
- Higher Parking Ticket revenue (by \$25,000), with the net costs (ticket revenue less bylaw costs) producing a small direct “profit” of about \$4,500.
- Higher interest revenue due in part to higher interest rates. Notably the Villages investment in the MFA Bond Fund has returned a 4.38 annualized return (August 2019 over August 2018).
- Lower Planning Expenses (due to supporting grants not be approved); and

Water Fund

- No significant individual variances.

Waste and Recycle Depot (WARD) Fund

- Higher WARD depot attendant costs (about \$4,500) due to worker status change from contractor to employee and increased hourly rate.
- Higher hauling and disposal costs (about \$5,000) due to both volume and rates.

As ultimately required, any resulting funding short-falls, will be funded from the respective funds surplus balance, which has been built up in prior years due to budget surpluses/positive variances.

Refer to the Forecast Statement of Operations and supporting Individual Fund Statements, for further details and explanations of variances (Attachments A and B).

Capital Expenditures

Capital expenditures do not show up on the forecast Statement of Operations as they are only expensed when consumed/used (i.e. ultimately they will become amortization expense). Refer to the Forecast Statement of Capital Expenditures for a comparison of budgeted and forecast actuals (Attachment C).

Compliance with Policy 195

Policy 195* provides staff with the ability to manage each Funds operating budget to the “bottom-line” (i.e. to budgeted net expenses or revenues), and to exceed project and/or capital budgets within specified limitations. All exceptions to the requirements of Policy 195 must be approved, ideally in advance, by Council.

Required approvals from Council are requested during the year via separate Report(s) from staff, or as part of the mid-year and/or third quarter, Financial Forecast Reports.

The requirements of Policy 195 have, or are forecast to be met, with the following exceptions:

- Water Operating Budget – The net operating budget is forecast to be \$2,669 over-budget; the maximum permitted without Council approval is \$0.
- WARD Operating Budget – The net operating budget is forecast to be \$8,642 over-budget; the maximum permitted without Council approval is \$0
- PW Trailer Capital – Project is anticipated to be over-budget by \$11,350; the maximum permitted without Council approval is \$10,000.

Note that although the General Fund is forecast to be over-budget, it is entirely due to capital grants which are not included in the “bottom-line” calculation (i.e. once excluded, the General Fund is actually forecast to be have a positive budget variance).

* Summary of the main sections of Policy 195, for reference:

Section 1: Operating Budgets

Actual net expenses (i.e. revenues less expenses) for each Fund (General, WARD and Water) will not exceed budgeted net expenses for each Fund.

Expenses to be funded from reserves or surplus may exceed budget to a maximum of the lesser of \$10,000 or 20% of the budget value, provided that sufficient reserves or surplus is available to fund the additional expense.

Section 2: Capital Budgets

Actual capital expenditures for each Fund (General, WARD and Water) will not exceed budgeted capital expenditures for each Fund.

Actual expenditures for each capital project may exceed budget by the greater of \$10,000 or 20% of the budget value.

Available budgets are only used to fund new capital projects not contained in the approved Financial Plan details, to a value of \$15,000 with CAO approval, or for values greater than 15,000 with Council approval provided the budgeted available funding sources may be used for the new capital projects.

The scope of the capital projects contained in the Financial Plan will not be significantly changed.

Attachments:

A – Forecast 2019 Statement of Operations

B – Forecast 2019 Statement of Operations - Variance Explanations – Individual Funds

C – Forecast 2019 Statement of Capital Expenditures - Variance Explanations

ATTACHMENT A – FORECAST 2019 STATEMENT OF OPERATIONS

See explanation of variances on individual fund Statements (Attachment B).

	2019 Budget	2019 Forecast	2018 Actual	Variance (2019 Forecast to Budget)	
				\$	%
REVENUES					
Municipal property taxes	732,713	734,049	690,236	1,335	0.18%
Water parcel taxes	233,498	234,471	233,498	973	0.42%
Grants in lieu of taxes	10,927	11,693	10,977	766	7.01%
Fees and charges:					
Recycle and refuse fee	115,766	115,490	111,560	(276)	-0.24%
Water services fee	247,259	247,408	206,316	149	0.06%
Water connection fee	9,000	3,000	8,115	(6,000)	-66.67%
Transfers, restricted	382,975	85,771	83,709	(297,204)	-77.60%
Transfers, unrestricted	309,300	341,902	312,264	32,602	10.54%
Permits and licences	97,650	107,501	69,652	9,851	10.09%
Interest income	27,100	37,990	33,116	10,890	40.18%
MFA actuarial	28,300	28,300	24,356	-	0.00%
Other revenues	17,143	19,299	19,026	2,157	12.58%
	2,211,630	1,966,874	1,802,825	(244,756)	-11.07%
EXPENSES					
General government	860,902	781,481	883,826	79,422	9.23%
Transportation	386,121	367,037	374,063	19,084	4.94%
Recycle and refuse	116,584	124,826	115,169	(8,241)	-7.07%
Water services	490,724	488,515	470,492	2,209	0.45%
	1,854,332	1,761,858	1,843,550	92,474	4.99%
ANNUAL SURPLUS / (DEFICIT)	357,299	205,016	(40,725)	152,283	42.62%
Surplus/(Deficit) As a % of budgeted expenses		11.06%			
\$ Under/(Over) Budget		(152,283)			
% of Total Budgeted Expenses		-8.21%			

ATTACHMENT B – FORECAST 2019 STATEMENT OF OPERATIONS – GENERAL FUND – VARIANCE EXPLANATIONS

	Notes	2019 Budget	2019 Forecast	2018 Actual	Explanations of Significant Variances
REVENUE					
Municipal property taxes	(1)	732,713	734,049	690,237	Increase in 2019 over 2018 due to rate increase and growth/new construction.
Grants in lieu of taxes	(2)	10,927	11,693	10,977	
MRN OMR transfer - restricted	(3)	92,975	70,337	56,389	Forecast grant lower due to lower actual maintenance and rehabilitation works forecast in the year.
MRN Capital transfer - restricted	(3)	-	-	15,870	
MRN Special Capital transfer - restricted	(4)	200,000	-	-	Anticipated TransLink Grant for lighting/improvements at the Bus Stops (8), was not approved.
Emergency preparedness transfer - restricted	(4)	25,000	10,492	-	Initial approved grant for \$25,000 expired; new grant for smaller works.
MIA risk management transfer - restricted	(4)	-	4,942	-	Grants to fund improvements to the handicap access at the Municipal Hall and trail improvements (railings).
Wildfire preparedness transfer - restricted	(4)	25,000	-	-	Grant for removal of trial-section of hazardous under-brush; grant was not approved.
Asset Management transfer - restricted	(4)	40,000	-	11,450	Grants for Roads Asset Management work; grant was not approved.
Small Community IF transfer - unrestricted	(5)	252,000	253,058	251,678	
Community Works Fund transfer - unrestricted	(6)	54,500	85,672	57,147	
Other transfers - unrestricted		2,800	3,172	3,437	School tax grant (mostly) and climate action grant.
Building permits	(7)	81,600	62,000	55,691	Reflects slowed building activity; can vary significantly from year to year.
NEW Parking tickets		5,000	30,000	2,390	New budget in 2019 and first full year of ticketing. Revenue fully covers related bylaw costs, netting a small direct profit of about \$4,500 (see note 20 for bylaw costs).
Other permits and licences	(8)	11,000	15,395	11,456	Forecast higher than budget due to new filming permit fee.
Interest income	(9)	25,000	35,890	30,884	Forecast higher due to improved interest rates.
Other revenues	(10)	17,143	19,299	18,287	
		1,575,657	1,335,999	1,215,894	

ATTACHMENT B – FORECAST 2019 STATEMENT OF OPERATIONS – GENERAL FUND – VARIANCE EXPLANATIONS

	Notes	2019 Budget	2019 Forecast	2018 Actual	Explanations of Significant Variances
EXPENSES					
General Government:					
Council indemnities & benefits	(11)	66,638	66,270	63,455	
Council other		8,062	9,500	10,534	
Election	(12)	-	-	27,496	
Grants and projects	(13)	17,313	14,816	20,925	Lower than budget prior year mainly due to event for long-time Mayors retirement in 2018.
Salaries and benefits		297,929	284,928	301,229	Under-budget mainly due to lower actual admin, support costs for committee support than budgeted.
Human resources	(15)	24,377	14,303	20,678	Lower staff training & convention than budget.
Information systems	(16)	38,743	44,596	42,580	Higher IT contract support costs than budget.
Legal	(17)	17,170	23,054	40,564	Higher legal to address various issues.
Audit		16,700	16,700	15,612	
Municipal hall	(18)	89,622	93,845	81,188	
Planning	(19)	110,000	30,223	115,009	See note for breakdown of expense.
Support services	(20)	153,787	161,683	121,689	See note for breakdown of expense.
Interest and bank charges		5,700	5,062	4,279	
Other		650	2,291	(4,268)	2018 contains a recovery of interest and penalties expensed in 2017 in anticipation of Revenue Canada charge on incorrectly filed GST returns, that were ultimately not charged (so reversed in 2018).
Administration allocation recovery	(21)	(12,667)	(12,667)	(13,463)	
Amortization of tangible capital assets		26,878	26,878	26,878	
Loss on disposal of tangible capital assets		-	-	9,438	
		860,902	781,481	883,825	
Transportation:					
Non-major road network:					
Salaries and benefits		298,601	300,801	291,211	Forecast assumes that the PW Superintendant position remains vacant from Sept/30 to year-end.
Vehicles, equipment and supplies	(22)	35,531	31,911	30,363	
Public works allocation recovery	(23)	(152,264)	(152,264)	(144,567)	
Roads, bridges etc. (contracts)	(24)	23,473	21,000	37,427	Lower than prior year due to "one-time" works as per the "2017 Roads Asset Management Plan" in 2018.
Trails and public spaces	(24)	7,991	6,674	4,126	
Major road network (MRN)	(25)	76,975	65,337	56,389	Lower works required in 2019 than budgeted.
Fire protection and emergency preparedness	(26)	4,692	2,456	2,836	
Amortization of tangible capital assets		91,122	91,122	92,863	
Loss on disposal of tangible capital assets		-	-	3,415	
		386,121	367,037	374,063	
		1,247,023	1,148,517	1,257,888	
ANNUAL SURPLUS / (DEFICIT)		328,634	187,481	(41,994)	

\$ Under/(Over) Budget: (141,153)
% of Total Budgeted Expenses: -11.32%

ATTACHMENT B – FORECAST 2019 STATEMENT OF OPERATIONS – GENERAL FUND – VARIANCE EXPLANATIONS

NOTES

(1) Annual General Municipal Taxes on the average home.	2019 Budget	2019 Actual	2018 Actual
Average Home Assessed Taxable Value*:	1,935,984	1,935,984	1,809,359
% Change**:	-2.83%	-2.83%	32.54%
Average Home General Municipal Taxes:	2,172	2,172	2,021
\$ Change:	111	111	35
% Change:	5.39%	5.39%	1.76%

* Average residential home taxable assessed value, excluding wharf only parcels.

** This percentage change is very similar to the market value change in the total residential class.

- (2) A grant-in-lieu of taxes is similar to a property value tax and is collected from property owned by or vested in the provincial and federal governments and their associated agencies and certain specified Crown corporations (does not include: schools, hospitals, highways, forests, parks or land under the control, management or administration of a Crown corporation).
- (3) The Municipal Road Network (MRN) are roads designated by TransLink; these roads are major arterial roads that connect the provincial highway system with the local road system. TransLink, in partnership with municipalities, plans the region's MRN works. TransLink contributes funding for the on-going operation, maintenance and rehabilitation of the MRN, but ownership and operational responsibility for the MRN remains with the respective municipalities. Funding is allocated based on the km of roads classified as MRN roads in the Village. *Historically, all MRN operating works and maintenance of existing capital works have been funded 100% by this grant; new capital works or upgrades are typically funded by a separate 50% grant.*
- (4) Various conditional grants as may be applicable.
Conditional grants are for specific projects and/or capital works for which the Village must apply for in advance of doing the works.
- (5) Small community grants are unconditional grants for municipalities with a population under about 19,000, to assist them in providing basic services. Grant amounts are based on a formula that incorporates a base amount, population and assessment values.
- (6) The Community Works Fund (CWF) grant is paid to all local governments in BC to support local, primarily capital, priorities.
The CWF amount is based on a per capita formula with a funding floor.
The CWF is funded from the federal gas tax through a 10 year Agreement (2014-2024), between the Federal and Provincial governments, and UBCM.
- (7) Permit value can vary significantly depending on construction activity. Revenue is intended to cover 100% of direct costs (for building and plumbing inspectors).
- (8) About 1/2 is Highway Encroachment permits.
- (9) Is interest on revenues in year, surplus and reserves.
- (10) Primarily penalties and interest charges on property taxes not paid when due. Penalty limit (10%) and interest rates set by legislation; penalty rate (10%) and dates (July 3) set by Village Bylaw.

ATTACHMENT B – FORECAST 2019 STATEMENT OF OPERATIONS – GENERAL FUND – VARIANCE EXPLANATIONS

NOTES

- (11) All compensation paid to, or on behalf of, Mayor and (4) Councillors. Indemnities are a flat amount paid monthly to each elected official. The Councillors indemnities are equal to 50% of the Mayors. Benefits include only legislatively required CPP premiums and the Health Tax.

	2019 Budget	2019 Forecast
Mayor Indemnity, CPP and Health Tax	22,332	22,090
Councillors (4) Indemnity, CPP and Health Tax	44,306	44,180
	66,638	66,270

- (12) Incremental costs to run the 4-year elections for Mayor and Council. Includes a contract fee for the Chief Election Officer, all advertising, legal and all special supply and printing costs.
- (13) Includes about \$2,000 annually for various community grants, ~\$3,500 for Belcarra Day, ~\$2,500 for Staff/Council Appreciation (Christmas and in some years another event), ~\$3,500 Volunteer Appreciation Dinner, with remainder funding Council meeting costs (food) and various appreciation/recognition gifts/events.
- (14) No note.
- (15) Includes staff: memberships/dues, subscriptions, training/education/convention costs, misc travel, appreciation (other than two council/staff event costs), and position posting/hiring costs.
- (16) Includes: ~\$14,000 Accounting System maintenance fee, with remainder for required software licensing costs and third-party backup, security and maintenance/support for the Villages computer network.
- (17) Excluding legal incurred for projects, capital, or election.
- (18) All general municipal hall operating costs not allocated elsewhere, including: building maintenance, hydro, general liability and building insurance, office supplies, printing, advertising (other than election), janitorial, telephone and cell, postage, security, postage.
- (19) Third party costs for various non-capital, periodic/one-time, projects:

	2019 Budget	2019 Forecast	2018 Actual	
Zoning Bylaw Update	0	0	43,280	Zoning bylaw review and update completed in 2018.
Asset Management - Drainage Study	50,000	0	0	Work was dependant on a 80% FCM grant which was not approved, thus the work has not yet started.
Asset Management - Roads	0	0	21,650	2018 Work for geotech assessment of retaining walls and priority roads.
Wildfire Assessment/Work	30,000	1,538		Work was dependant on a \$25,000 grant that was not approved; incurred costs for grant application.
Bylaw Enforcement	0	1,580	9,668	Work to set up bylaw ticketing and enforcement process. Work substantially complete in 2018.
Planning consultation/services	30,000	27,105	39,684	Work for various planning consulting and support services as required. Costs are net of any costs recovered from building and development applicants.
Other	0	0	728	
	110,000	30,223	115,009	

ATTACHMENT B – FORECAST 2019 STATEMENT OF OPERATIONS – GENERAL FUND – VARIANCE EXPLANATIONS

NOTES

(20) Third party costs for various, typically on-going/annual support services:

		2019 Budget	2019 Forecast	2018 Actual	
Finance support services		39,885	60,000	49,132	Work for: 2019 budget (part), 2020 budget, long-term capital plan development/completion, 2018 year-end audit support, 3Q Forecast Report, and various grant filings, other reports and support/consulting as required. Over-budget due primarily to additional 2019 budget development work and preparation of 10 year Revenue & Expense Report.
Engineering support services		10,777	5,000	0	Contingency budget for various engineering services.
Invasive species removal contract		5,101	5,000	2,682	Planned work completed.
Website		1,500	1,800		New budget for on-going maintenance.
Building & Plumbing Inspector services		64,685	61,108	58,168	Lower expense due to lower building activity than anticipated.
Bylaw Enforcement services		24,700	24,575	9,058	Costs for bylaw officer, office support staff to process tickets and various direct costs (telephone, tickets, supplies).
Other		7,141	4,200	1,046	Contingency budget for other support services.
		153,787	161,683	120,085	

(21) Internal recovery of 2% of specific general government operating costs from the Water Fund.
No allocation of similar costs is made to the WARD Fund.

(22) All public works non-capital equipment and supplies purchases and all capital equipment maintenance, insurance and fuel costs.

(23) Internal recovery of public works staff and vehicles/equipment/supplies costs from the Water Fund, WARD Fund the Municipal Road Network (MRN). Recovery amount is intended to reflect the non-capital public works costs incurred to support these cost centres.

(24) All third party costs for maintenance.

(25) All third party costs for maintenance plus an allocation of internal public works costs (staffing and non-capital vehicles/equipment/supplies).

(26) Costs incurred specifically for fire protection including periodic hydrant and dutchman reservoir maintenance.

ATTACHMENT B – FORECAST 2019 STATEMENT OF OPERATIONS – WATER FUND – VARIANCE EXPLANATIONS

	Notes	2019 Budget	2019 Forecast	2018 Actual	Explanations of Significant Variances
REVENUE					
Water service fee	(1)	247,259	247,408	207,055	Increase in 2019 over 2018 due to rate increases.
Water parcel taxes	(2)	233,498	234,471	233,498	Increase by one parcels in 2019.
Water connection fees	(3)	9,000	3,000	8,115	Budgeted for 12 connections; Actual expected is 4.
MFA actuarial interest	(4)	28,300	28,300	24,356	Actuarial interest increases as more debt payments are made (as increases balance earning interest held by MFA prior to making third-party debt repayments).
Interest		1,400	1,400	1,130	Is ONLY interest earned on the MFA Water Debt deposit held as security by MFA as the Fund has only nominal cash to invest.
		519,457	514,579	474,155	
EXPENSES					
Administration allocation	(5)	12,667	12,667	13,463	
Water purchases from GVWD	(6)	74,676	77,322	67,491	Water budget set based on expected historical water usage and known water
Environmental monitoring & VPA lease	(7)	277	277	566	
Public works allocation	(8)	81,556	81,556	77,872	
Utilities		6,600	7,256	6,154	Forecast based on actuals to end of August.
Water mains repair and maintenance		5,000	-	149	Budget is a contingency budget for possible required watermain repairs.
Station repair and maintenance		3,560	4,226	6,742	See comments below.
Reservoir repair and maintenance		6,071	2,643	-	\$5,000 additional budget in 2019 for Tallow Reservoir and Pump periodic maintenance; actual expenses in both reservoir and station R&M accounts.
Scada system		3,789	4,000	2,474	
Materials and equipment		8,728	10,768	7,234	Contingency budget. 2019 forecast includes \$8,800 WSP Services for various information requested by the Water Committee.
Debt interest expense	(4)	128,800	128,800	128,799	
		331,724	329,515	310,944	
Amortization of tangible capital asses		159,000	159,000	159,548	
		490,724	488,515	470,492	
ANNUAL SURPLUS / (DEFICIT)		28,733	26,064	3,663	

\$ Under/(Over) Budget: **(2,669)**
% of Total Budgeted Expenses: **-0.54%**

ATTACHMENT B – FORECAST 2019 STATEMENT OF OPERATIONS – WATER FUND – VARIANCE EXPLANATIONS

NOTES

(1) Annual Water Fee charged to all parcels in the service area.

	2019 Budget	2019 Actual	2018 Actual
Connected Fee:	1,018	1,018	878
\$ Change:	140	140	48
% Change:	15.97%	15.97%	5.78%
No# Connected at End of Year:	186	186	174
% of Total Possible Connections (270):	68.89%	68.89%	64.44%
Not Connected Fee:	714	714	591
\$ Change:	123	123	23
% Change:	20.81%	20.81%	4.05%

(2) Annual Water Parcel taxes collected to fund the annual water debt long-term debt payments; will continue until the related debt is fully repaid. Tax is chargeable to all benefiting properties, with the exception of those parcels for which the entire water parcel charge has been paid in full. The parcel tax may be adjusted by the Village, if the number of benefiting parcels changes.

	2019 Budget	2019 Actual	2018 Actual
Water Debt Parcel Tax:	973	973	973
\$ Change:	-	-	-
% Change:	0.00%	0.00%	0.00%

(3) Total of water connections fees paid upon connection to the Village water system.

(4) In 2013, the Village borrowed \$4.44M from the Municipal Finance Authority ("MFA").

The debt term is 25 years (will be fully repaid in 2037), with a fixed 10 year interest rate of 2.90%.

The terms of the debt repayment provide for the Village to make a specified annual principle and interest repayment to MFA. MFA then invests the funds until the related, issued security payments are due. Interest earnings on the repayments held by MFA, prior to such payments, are credited to the Village (MFA actuarial interest).

(5) Is 2% of the actual government operating costs (expensed in full in the General Fund).

(6) Water purchase costs include an annual calculated fee for the use of the District of North Vancouver ("DNV") water system and a fee for actual water used in the year from the Greater Vancouver Water District ("GVWD"). The DNV fee is about \$21,000 per year and is calculated based on a percentage of the DNV's water system capital expenditures.

The GVWD charge is based on the GVWD charge to local governments times actual metered usage by the Village.

(7) Expense includes the annual lease with the Vancouver Port Authority for the water system (\$276 per year) and any other costs required to maintain the environmental/planting works (s/b nominal in future years).

(8) Allocation of PW Labourers, Equipment & Supplies (21%) + PW Manager (20%) + Emergency Standby costs (50%).

ATTACHMENT B – FORECAST 2019 STATEMENT OF OPERATIONS – WARD FUND – VARIANCE EXPLANATIONS

	Notes	2019 Budget	2019 Forecast	2018 Actual	Explanations of Significant Variances
REVENUE					
Recycling and refuse fee	(1)	115,766	115,490	111,560	Increase in 2019 over 2018 due to rate increases.
Permits and licenses		50	106	115	
Interest income		700	700	1,104	
		116,516	116,296	112,779	
EXPENSES					
Public works allocation	(2)	27,372	27,372	25,883	Increase in 2019 over 2018 due primarily to staff S&B increases.
Utilities		1,000	800	1,008	
Depot attendants		18,863	23,480	19,752	Forecast to be over-budget due to: a change in status of worker from contractor to employee, and an unbudgeted for increase in the hourly wage rate April/2019. The worker status change occurred in April 2019, but was retro-active to Jan/2018 and resulted in additional mandatory/legislated benefit costs. Single event in 2019; Two events plus in prior years.
Curbside chipping	(3)	2,700	1,400	4,981	
Materials and equipment		3,750	3,186	3,502	
Processing and hauling fees	(4)	52,800	58,488	50,139	Higher due to volume increases in transportation and disposal/tipping fees.
		106,484	114,726	105,265	
Amortization of tangible capital assets		10,100	10,100	9,904	
		116,584	124,826	115,169	
ANNUAL SURPLUS / (DEFICIT)		(68)	(8,530)	(2,390)	

\$ Under/(Over) Budget: **(8,462)**
% of Total Budgeted Expenses: **-7.26%**

NOTES

(1) Annual WARD Fee charged to all parcels in the service area.

	2019 Budget	2019 Actual	2018 Actual
Fee:	316	316	304
\$ Change:	12	12	12
% Change:	4.11%	4.11%	0

(2) Allocation of PW Labourers, Equipment & Supplies (10.5%) + PW Manager (5%). No General Government Allocation.

(3) Curbside chipping contracted to third-party from 2017 onward; 2014-2016 done by PW staff.

(4) Third-party contract; main costs drivers are: volume of materials, cost of transportation, and Metro Vancouver materials tipping fee.

ATTACHMENT C – 2019 FORECAST STATEMENT OF CAPITAL EXPENDITURES

Forecast Actual		Budget	
GENERAL FUND			
Municipal Hall - Disability Access	1,672	0	To improve/install disability access to Hall and in parking lot. Fully funded by MiA Grant.
NEW Website	11,750	7,500	Project complete.
Office Computer Systems	1,633	6,000	Budget is a contingency account. Expense for one personal computer.
Municipal Hall - Security	9,100	0	Various security and safety improvements/upgrades, including \$5,300 for new smoke detection system and equipment.
Radar Detection Equipment	0	4,000	Project not completed. Included purchase of a "scarecrow" (about \$500) expensed to operating.
Public Works Trailer	20,550	9,200	Project complete.
Midden Road - Road Overlay	0	60,000	Project to be carried forward for 2020 budget consideration.
Marine Ave - Road Overlay	0	30,000	Project to be carried forward for 2020 budget consideration.
Bus Stop (8) Light/Improvements	1,450	200,000	Project to be carried forward for 2020 budget consideration. Project was budgeted to be fully funded from a TransLink Grant that did materialize. Expense is for a grant application preparation. Staff are currently obtaining estimates from BC hydro to see lights installed at the Bus Stops, and then leased back to the Village.
Marine Ave - Stair Improvements	1,500	10,000	Project will not be done. Expense for some initial investigative work.
Catch Basin - End Young Rd	2,500	3,000	Work is expected to be done in fiscal 2019 (work not yet awarded).
Catch Basin - 4012 Marine	2,500	3,000	Work is expected to be done in fiscal 2019 (work not yet awarded).
Culvert - 3600 Bedwell Bay	5,000	16,000	Work is expected to be done in fiscal 2019 (work not yet awarded).
Emergency Preparedness	10,492	30,000	Project complete. Original \$30,000 project, to be funded in part by a \$25,000 grant; the project was not completed within the grant timelines and could not be carried forward. Expense for emergency preparedness laptops and emergency supplies; funded entirely by another grant.
Total General Fund	68,147	378,700	
WATER FUND			
Midden Road - Armouring at Park	19,477	28,000	Project complete.
Main Ave - Auto Flusher Equip.	0	10,000	Project to be carried forward for 2020 budget consideration.
Miscellaneous Water Capital	0	5,000	Contingency budget; no expenses anticipated for 2019.
Total Water Fund	19,477	43,000	
WARD FUND			
Miscellaneous WARD Capital	1,400	5,000	Contingency budget. Expense for new entry fobs
Total WARD Fund	1,400	5,000	
TOTAL CAPITAL WORKS	89,024	426,700	



COUNCIL REPORT

Date: October 28, 2019

From: Lorna Dysart, Chief Administrative Officer

Subject: Short Term Rental (STR) Implementation Options

Recommendation:

That Council direct staff to proceed with Implementation of Option 2 for Short Term Rentals (STR).

Purpose:

To outline options for staff to proceed with regulating Short Term Rentals. The following 2 options are presented for Council consideration.

Option 1: Conduct public engagement to inform of the Village approach to regulating STR.

Steps for Option 1 include:

1. Conduct preliminary research into STR policies in comparable BC municipalities
2. Host a public engagement session (open house) or Council Workshop to hear from Village residents about their preferences for regulating STR
3. Draft policy based on best practices and resident input
 - a. Review by lawyer
4. Present STR Policy to Council for consideration
5. Staff direction from Council to proceed with Zoning Bylaw Amendments
6. Zoning Bylaw Amendments:
 - a. Amend Zoning Bylaw to include definition for STR
 - b. Amend Zoning Bylaw to include STR under the definition of Home-Based Business
 - c. Public Hearing to amend Zoning Bylaw
7. Amend Fees & Charges Bylaw and Business License Bylaw to introduce requirement for business license for STR

Option 2: Direct staff to draft a STR policy for Council consideration.

Steps for Option 2 include:

1. Conduct preliminary research into STR policies in comparable BC municipalities
2. Draft policy based on precedent research
 - a. Review by lawyer
3. Present STR Policy to Council for consideration
4. Staff direction from Council to proceed with Zoning Bylaw Amendments
5. Zoning Bylaw Amendments:
 - a. Amend Zoning Bylaw to include definition for STR
 - b. Amend Zoning Bylaw to include STR under the definition of Home-Based Business
 - c. Public Hearing to amend Zoning Bylaw
6. Amend Fees & Charges Bylaw and Business License Bylaw to introduce requirement for business license for STR



VILLAGE OF BELCARRA

Potential Designated Anchorage Area (DAA)

Engagement Summary Report

October 28, 2019



PREFACE

This independent report of findings was prepared by Lucent Quay Consulting Inc. (Lucent Quay).

This report presents the findings from the Village of Belcarra Potential Designated Anchorage Area engagement from October 3 to October 11, 2019.

The report summarizes input received at a Public Information Meeting and through feedback questionnaires submitted during the engagement period.

The feedback received reflects the interests and opinions of people who chose to participate in the engagement process.

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1 OVERVIEW

1.1 ABOUT THE PROPOSED DESIGNATED AREA

The Village of Belcarra Council is considering a License Agreement with the Vancouver Fraser Port Authority to establish a Designated Anchorage Area – a geographic area within Bedwell Bay where the Village would have authority to manage and control anchored vessels.

Belcarra currently has no legal responsibility for vessels in Bedwell Bay. Management of Bedwell Bay is a federal responsibility.

Belcarra is considering a Designated Anchor Area in Bedwell Bay to manage overnight use and prevent inflow of unlicensed live-aboard and derelict vessels from other areas. The Village is also responding to concerns expressed by some residents about noise, pollution, potential crime and environmental risk and clean-up costs.

If the Village were to establish a Designated Anchorage Area, guidelines would need to be established for the maximum number of vessels permitted to remain anchored overnight, length of stay limits, fees, and collection. The Village would also have to provide appropriate notice and be responsible for costs associated with monitoring and enforcement. These guidelines and processes may also affect local residents. The Village is committed to the protection of the environment and the health and safety for residents and visitors and therefore seeking community input regarding this initiative.

1.2 ABOUT THIS REPORT

Sections 1 and 2 of this report provide the overview and background information for the potential Designated Anchorage Area initiative and the engagement process, including notification methods and participation levels. Section 3 summarizes comments received at the Public Information Meeting and the key findings from the feedback questionnaire responses. Section 4 outlines how input will be considered and next steps.

2 ENGAGEMENT PROCESS

2.1 PURPOSE

The purpose of the engagement process was to share information about the potential implementation of a Designated Anchorage Area in Bedwell Bay and seek feedback from the community on whether the current state of Bedwell Bay warrants the Village assuming the responsibility, liability and costs for maintaining a Designated Anchorage Area. The purpose of engagement was to gather community input to:

- Gauge any current challenges or problems related to vessels in Bedwell Bay
- Gauge perception of changes in the number of boats in Bedwell Bay during peak/off peak months
- Gauge community interest for establishing a DAA
- Understand opinions related to considerations in developing a DAA
- Determine level of agreement for implementing a DAA in Bedwell Bay

The public engagement period took place from October 3 to October 11, 2019, and included a Public Information Meeting, presentation, information handout and a feedback questionnaire. Materials from the Public Information Meeting and the feedback questionnaire were posted to the Village of Belcarra website (belcarra.ca) on October 4, 2019.

This report summarizes input received during the engagement period.

2.2 NOTIFICATION

Village of Belcarra invited public participation through a variety of methods identified in the following table. Copies of all notification materials are included in Appendix A.

Form of Notification	Description	Date(s)
Letter	Delivered 300 letters by mail-drop to residents in the community to notify them of the Public Information Meeting.	Sept. 16, 2019
Email	Sent out an email notification to approximately 233 residents to notify them of the Public Information Meeting.	Sept. 16, 2019
Poster	Distributed seven posters to seven locations to visually notify residents passing by of the Public Information Meeting.	Sept. 16, 2019
Website	Posted the public notice for the Public Information Meeting on the Village website.	Sept 16, 2019
	Posted the feedback questionnaire, presentation material and information handout on the Village website.	Oct. 4, 2019

2.3 ENGAGEMENT METHODS

2.3.1 Public Information Meeting

Village of Belcarra Council hosted a Public Information Meeting between 7 p.m. and 9 p.m. on Thursday, October 3, 2019 at Belcarra Village Hall. A 20-minute presentation was followed by a question and answer period between staff and attendees.

Attendees were asked to sign-in and were provided with a copy of the feedback questionnaire and the information handout about the Designated Anchorage Area, which included a map of the potential options. Vancouver Fraser Port Authority representatives were in attendance to answer questions about the Designated Anchorage Area Initiative.

Copies of the presentation material and the information handout are included in Appendix B.

2.3.2 Feedback Questionnaire

A 12-question feedback questionnaire asked participants for their level of agreement for implementing the Designated Anchorage Area, to provide comments that influence their opinion on the Designated Anchorage Area, any questions or suggestions for Council to consider, and for participant demographics. Participants were encouraged to submit the hardcopy feedback forms at the end of the Public Information Meeting, but could also submit the questionnaire or comments by email to: admin@belcarra.ca, or drop the form off in person at Belcarra Village Hall by October 11. A copy of the feedback questionnaire is included in Appendix B.

2.4 PARTICIPATION

Form of Notification	Description
Public Information Meeting	38 people attended the meeting
Feedback Questionnaires	22 people completed feedback questionnaires, of which seven were completed at the Public Information Meeting and 15 were dropped off in-person or emailed to admin@belcarra.ca . 2 people submitted emails with comments in lieu of the questionnaire. Their comments were included in the comment theme summary.

3 SUMMARY OF INPUT

The following section provides a detailed summary of feedback received through discussion at the Public Information Meeting and the feedback questionnaires.

3.1 KEY THEMES

The following represents a summary of most commonly mentioned themes for the input sources (Public Information Meeting and feedback questionnaires):

- Mixed responses to perceived changes in the number of vessels in Bedwell Bay between summer months and winter months.
- Requests for Belcarra to clarify the nature of the problem and specific causes, if any to warrant a Designated Anchorage Area.
- A majority of the respondents are not in agreement with the Village implementing a Designated Anchorage Area.
- Factors that influenced respondents' opinions most included needing to better define the issue/problem, concerns related to costs (e.g. implementation, administration, maintenance and enforcement) and concerns for the Village taking on the liability and risk of a Designated Anchorage Area.

3.2 PUBLIC INFORMATION MEETING SUMMARY

The following themes were captured by staff during the question and answer portion of the Public Information Meeting.

Theme	Comments
Identifying the problem/issue	<ul style="list-style-type: none"> Requests for more information about which is the main area of concern (Overnight use, derelict vessels or environmental (mainly sewage))
Costs	<ul style="list-style-type: none"> Requests for more information about the costs to implement and manage the DAA Concerns that the cost to remove derelict vessels and/or those washed ashore are prohibitive
Fees	<ul style="list-style-type: none"> Requests for more information about a fee structure Questions and concerns related to fee collection Questions regarding fines for non-compliant vessels
Enforcement	<ul style="list-style-type: none"> Requests for more information for how the Village would enforce the DAA Requests for more information about how the Village would establish a new Bylaw for the DAA Questions and concerns for how the Village would allocate resources for enforcement (administration/personnel/equipment)
Insurance	<ul style="list-style-type: none"> Requests for more information about the extent of area that municipal insurance currently covers? Requests for more information whether current municipal insurance would extend to the DAA Request for more information about whether Village require individual insurance for those using the DAA
Environmental cleanup / sewage pump-out station	<ul style="list-style-type: none"> Comments on sewage being a key concern and one that is difficult to pinpoint and to enforce. Suggestions for Belcarra to re-start the Transport Canada application process for a sewage pump-out station in Bedwell Bay. Request for more information about whether the Village enforce stricter rules about dumping sewage without a DAA
Transport Canada and <i>The Wrecked, Abandoned or Hazardous Vessels Act (WAHVA, Bill C-64)</i>	<ul style="list-style-type: none"> Questions related to how Transport Canada will enforce Bill C-64 (WAHVA). Requests for more information required for how WAHVA regulations could benefit the Village.
Establishing the Designated Anchorage Area	<ul style="list-style-type: none"> Questions about how many spaces/leases would be included in DAA Questions about what would be the allowable length of stay? Comments and suggestions for the Village consult with other stakeholders in the area

3.3 FEEDBACK QUESTIONNAIRE RESULTS

The following results reflect feedback from the 22 respondents who submitted a feedback questionnaire. Where relevant, comments from the two people who submitted an email with feedback in lieu of a questionnaire are also reflected.

1. Level of agreement for implementing a Designated Anchorage Area and level of support for a cost recovery fee

Respondents were asked their level of agreement for implementing a DAA. None agreed with implementing a DAA (see Figure 1 below).

Notwithstanding this response, when asked about support for a cost recovery fee, 27% of respondents (6 people) indicated that they would support this fee if a DAA were implemented (see Figure 2 below).

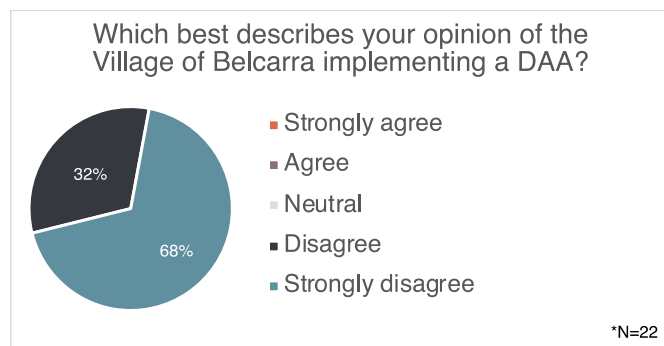


Figure 1

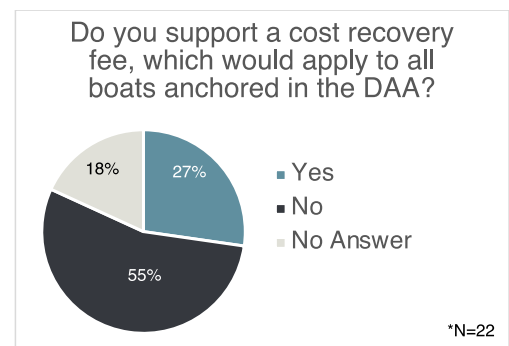


Figure 2

2. Considerations for developing a Designated Anchorage Area

Respondents were asked to share what factors most influence their opinions in consideration of developing the Designated Anchorage Area. Of all the comments received, some respondents provided multiple interests in their response. As noted in the graph below, the majority of respondents indicated multiple factors. Their interests are related to costs generally, limited resources for enforcement and concerns about liability and risk to the Village.

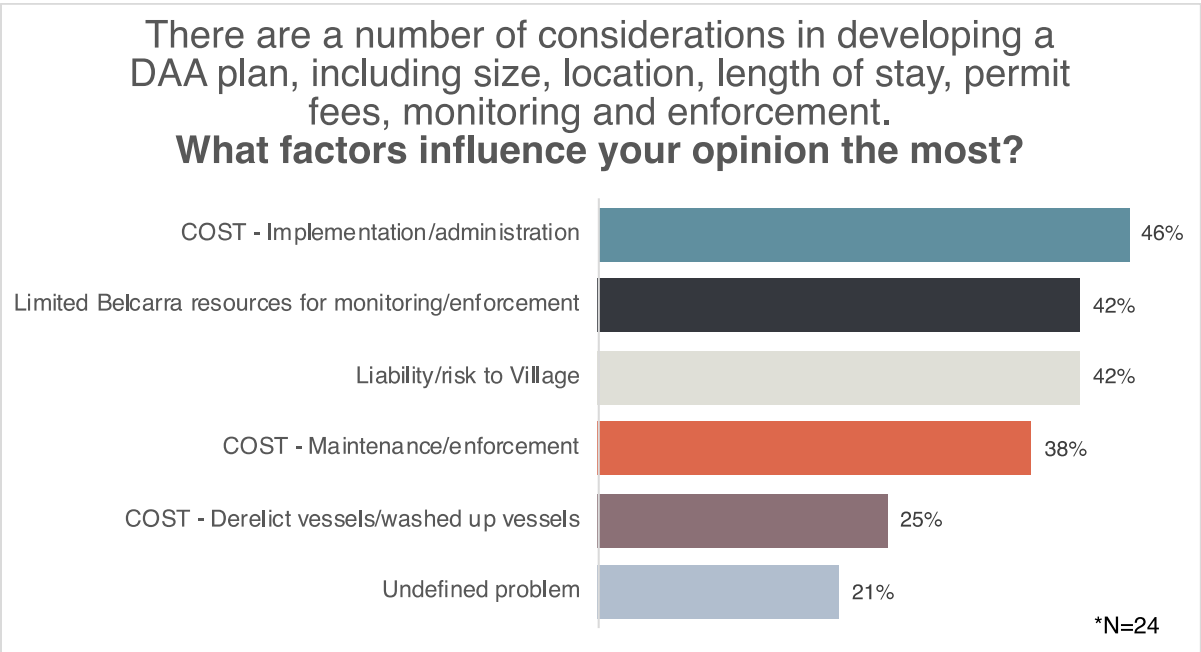


Figure 3

3. Questions or suggestions for Belcarra Council

Respondents were asked what questions or suggestions they would like Belcarra Council to consider if it were to proceed with developing a Designated Anchorage Area (DAA). All respondents provided comments, with some indicating multiple considerations or questions. Verbatim responses were summarized into themes. Key themes are noted in the table below.

Comments/Questions Regarding the Designated Anchorage Area	
Key Themes	# of Respondents
Requests for Council to more clearly define if there is an existing problem or issue with vessels in Bedwell Bay	9
Comments and suggestions for Council to not implement a DAA	7
Questions and concerns regarding the cost to implement/administer the DAA	6
Interest and concern regarding limited Belcarra resources for monitoring/enforcement (personnel, equipment, technology)	4
Interest and concerns for Belcarra assuming risk/liability of the DAA	3
Questions and concerns regarding the cost to maintain/enforce the DAA	3
Questions related to the fee recovery structure	2
Questions and concerns related to the cost of removing derelict vessels	2
Comments or suggestions to have Vancouver Fraser Port Authority monitor the issue	2
Question regarding the cost-benefit ratio of implementing a DAA	1
Suggestion to work with Transport Canada and receive more information regarding <i>The Wrecked, Abandoned or Hazardous Vessels Act (WAHVA, Bill C-64)</i>	1
Suggestion to work with a local contractor to address derelict vessels	1
Suggestion to revisit DAA in the future if a problem arises	1

4. Perception of the number of vessels in Bedwell Bay (summer/winter months)

Respondents were asked their opinion about perceived changes in the number of vessels in Bedwell Bay during summer and winter months. As the figures below illustrate, just under half of respondents (45%) believe that the number of vessels has not changed in summer months, whereas 40% believe the number has increased during winter months.

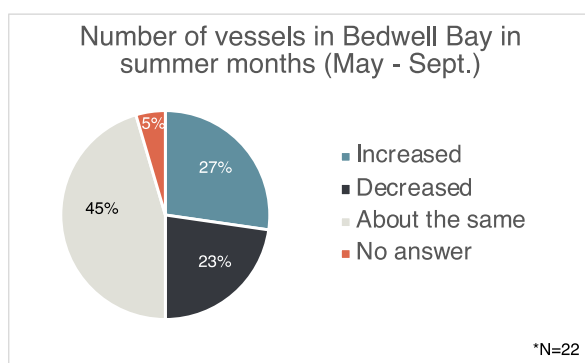


Figure 4

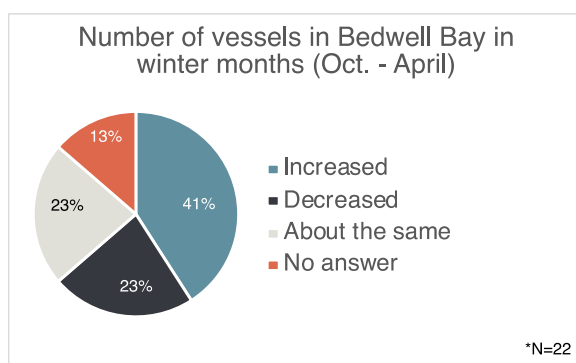


Figure 5

Respondents were asked if they have a view of Bedwell Bay from their property. Over two-thirds of respondents (68%) have a view of Bedwell Bay.

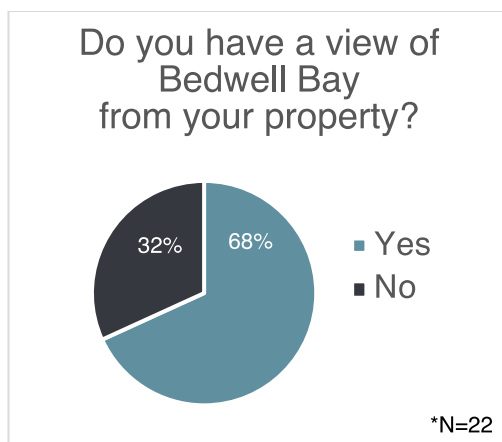


Figure 7

Participant Demographics

Residency

5. Respondents were asked if they lived in Belcarra and if they were a year-round or seasonal resident. All respondents live in Belcarra and 91 per cent are year-round residents.

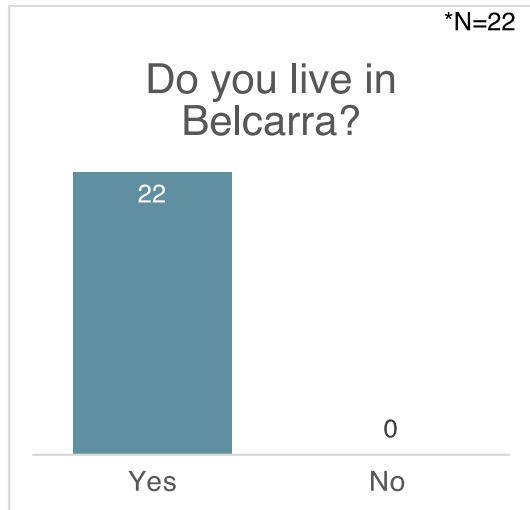


Figure 8

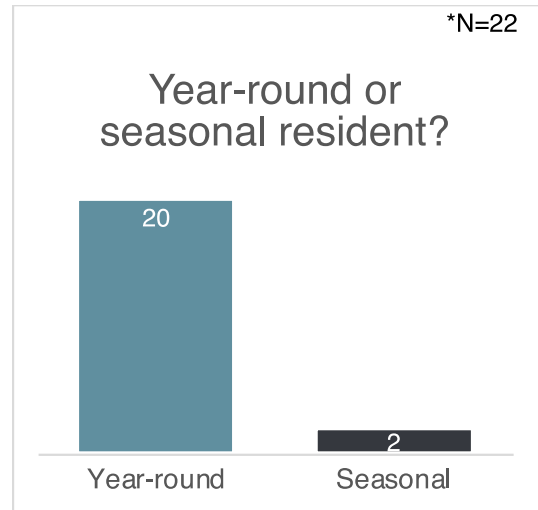


Figure 9

Boat ownership/docking

6. Respondents were asked to indicate if they own a boat located in Bedwell Bay, and if so, do they have a private dock or are they part of a Group Wharfage Society.

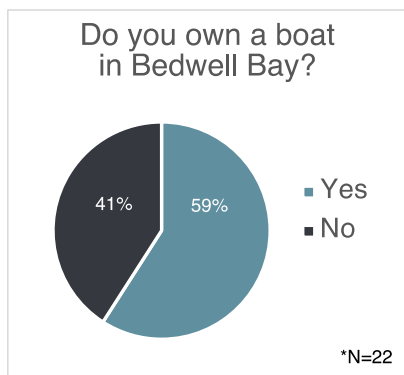


Figure 10

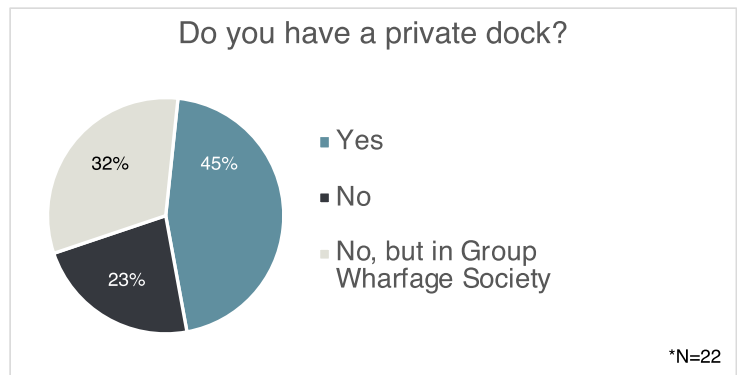


Figure 11

It is noted that of the 59% of respondents who own a boat in Bedwell Bay, all but one owns a private dock or is part of a Group Wharfage Society.

Method of Notification

7. Respondents were asked how they learned about the Designated Anchorage Area initiative. Half of the respondents had learned about the DAA initiative through more than one form of notification.

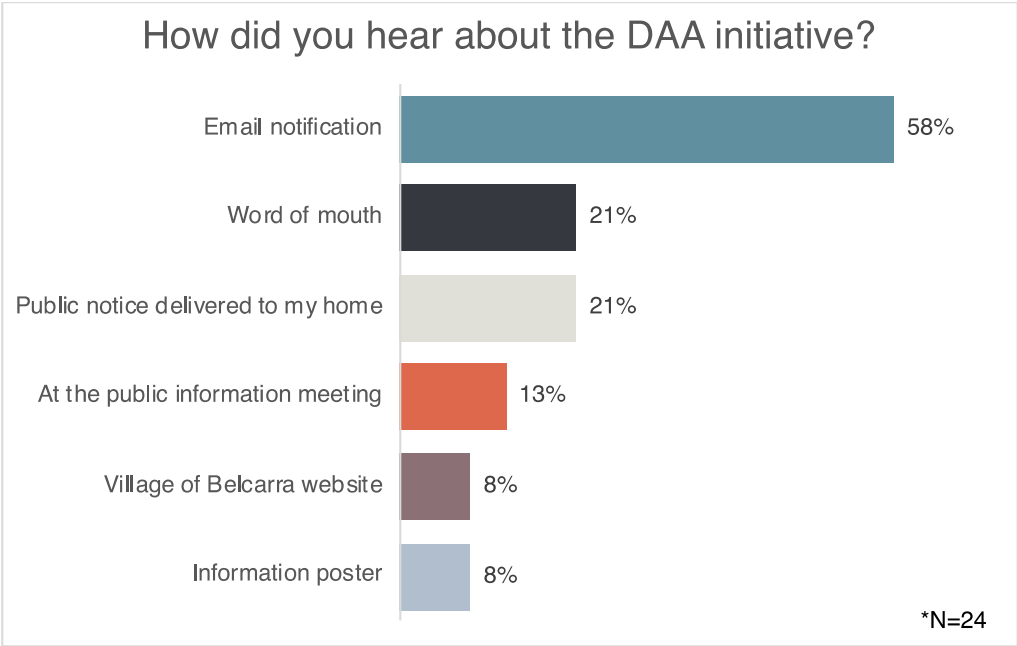


Figure 11

4 NEXT STEPS

Council will consider comments received during the engagement period, along with financial, environmental and bylaw considerations. Results of the engagement, as well as any updates related to the DAA will be communicated through Council Reports and Agendas.

For more information:

Visit: www.belcarra.ca (Search: Designated Anchorage Area)
Email: I.dysart@belcarra.ca
Call: 604-937-4100

APPENDIX A: NOTIFICATION MATERIALS

Appendix A (1) – Mail Drop Notice to Residents & Bus Stop Poster



VILLAGE OF BELCARRA
Public Information Meeting – Designated Anchorage Area
Thursday, October 3, 2019
7:00 pm
Village Hall



September 16, 2019

Please join us...

The Village of Belcarra Council is considering a License Agreement with the Vancouver Fraser Port Authority to establish a geographic area in Bedwell Bay that would make the Village responsible for the management and control of anchored boats.

A **Public Information Meeting** is being held to seek community input, before moving forward, on a decision whether to enter into a Designated Anchorage Area (DAA) agreement with the Vancouver Fraser Port Authority for Bedwell Bay.

Information will be shared at the meeting about the Vancouver Fraser Port Authority Designated Anchorage Area Initiative. An agreement would establish the designated geographic area of the DAA. The municipality would assume responsibility for the management and control of anchored boats, including notification, monitoring, permit fee collection, and enforcement. Discussion will take place on the advantages / disadvantages of implementing a Designated Anchorage Area in Bedwell Bay.

Numerous aspects must be considered when developing a plan for a DAA, including:

- Size and location of the Designated Anchorage Area
- Length of stay / anchorage duration
- Fees and charges
- Enforcement
- Responsibility of derelict boat disposal

Over the past two years, the Village of Belcarra has experienced a marked increase in boats anchored in Bedwell Bay. Bedwell Bay has long been a charted anchorage area, but without a DAA, the Village has no recourse for limiting length of stay and / or enforcing environmental requirements.

A feedback form will be provided to gather information from residents. The form will be posted on the Village website following the meeting. Feedback will be accepted by email at admin@belcarra.ca

For more information on the proposed Designated Anchorage Area, please visit the Village website at www.belcarra.ca

Public Information Meeting Details:

Date: Thursday, October 3, 2019
Time: 7:00 pm to 9:00 pm
Place: Belcarra Village Hall
 4084 Bedwell Bay Road
 Belcarra, BC

APPENDIX B: ENGAGEMENT MATERIALS

Appendix B (1) – PowerPoint Presentation from Designated Anchorage Area Public Information Meeting held October 3, 2019

Appendix B (2) – Potential Designated Anchorage Area Community Information Handout

Appendix B (3) – Designated Anchorage Area Feedback Form



1



2

EXISTING POLICY

- Bedwell Bay is under federal jurisdiction and falls under Vancouver Fraser Port Authority's responsibility to manage
- Vessels have the right to navigate and anchor within the area
- Transport Canada can fine owners who abandon vessels
- Vancouver Fraser Port Authority works with other federal agencies to manage Vessels of Interest inventory



3

ABOUT DESIGNATED ANCHORAGE AREAS

- A Designated Anchorage Area allows a municipality to create and enforce anchorage bylaws within a designated area; subject to existing rights and laws
- Anything that happens within the area becomes municipal responsibility



4

WHY IMPLEMENT A DESIGNATED ANCHORAGE AREA?

- Respond to concerns from residents
- Local authority to manage vessels in Bedwell Bay
 - Long term anchorage
 - Live-aboards
 - Derelict boats



5

CONSIDERATIONS

- Responsibility for:
 - Environmental management
 - Monitoring safe anchorage
 - Management and disposal of wrecked or derelict vessels
 - Ensuring recreational access



6

CONSIDERATIONS

OPPORTUNITIES

- Timely response
- Local control over program and fees
- Full or partial cost recovery
- Potential for collaborative management

CHALLENGES

- Initial setup costs
- Ongoing operational costs
- No waste facilities
- Risk of high and unrecoverable cost to dispose of derelict boats

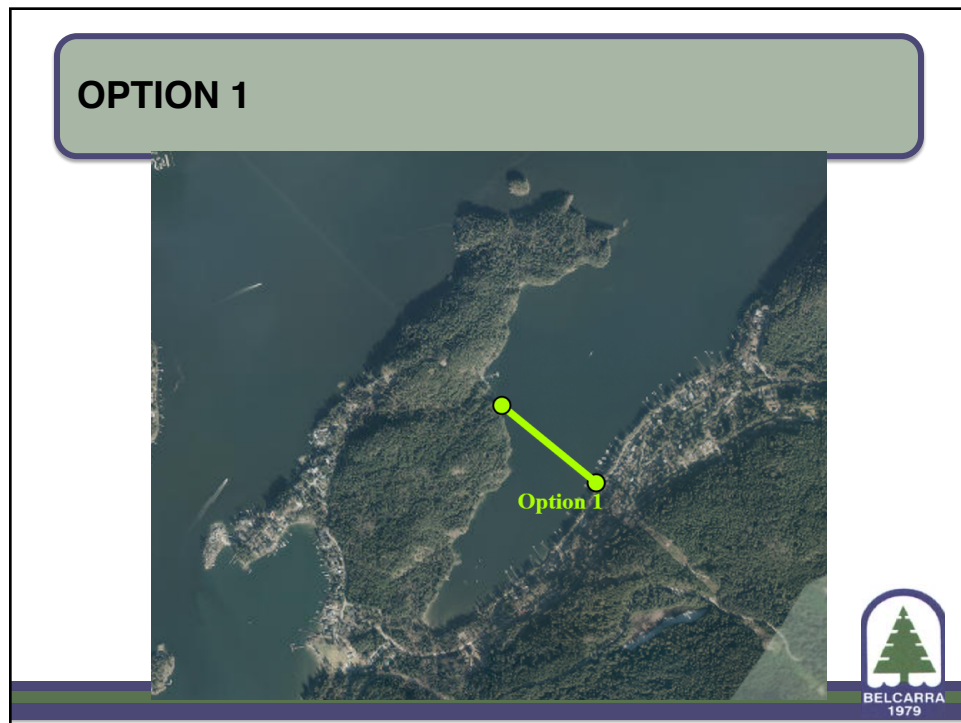


7

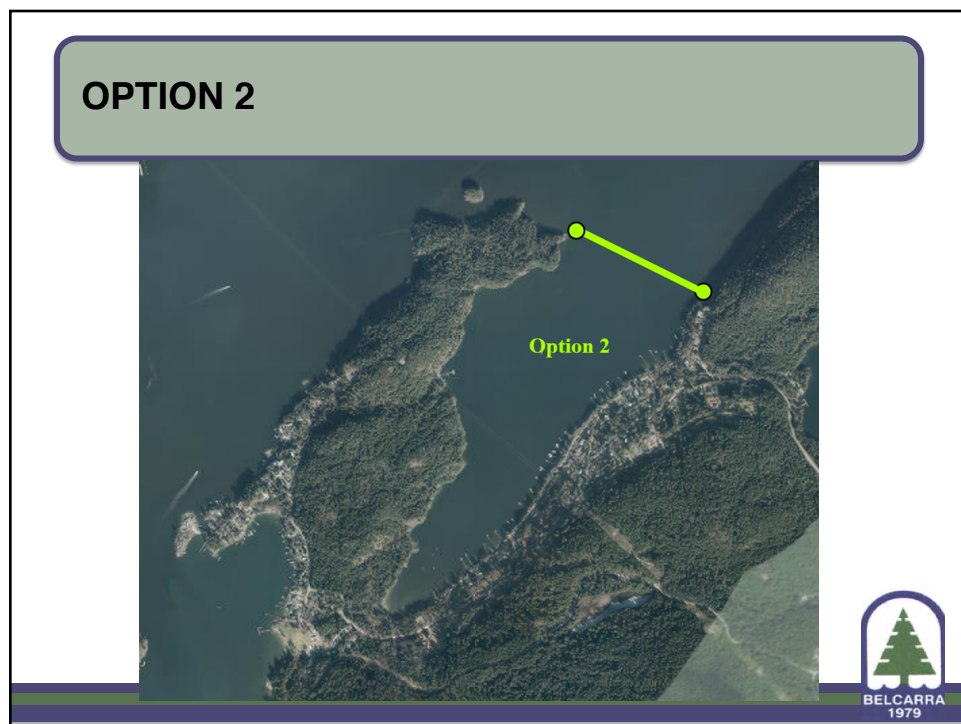
POTENTIAL EXTENT



8



9



10

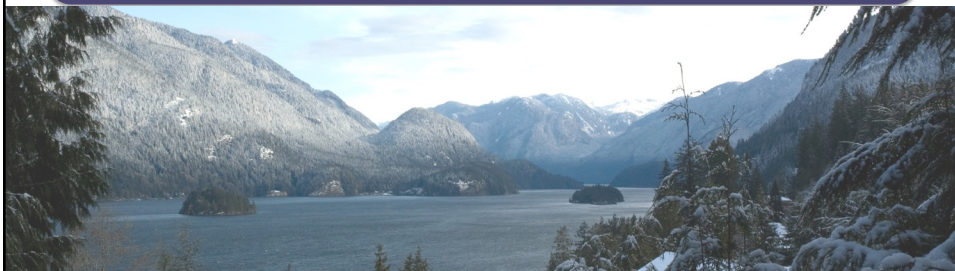
YOUR FEEDBACK

- Is there a problem to address?
- Community interest in establishing?
- Factors that influence your opinion?
- Support for user fees to help pay for program costs?
- Other questions or concerns



11

Thank You



Feedback will be accepted between **October 3 – October 11, 2019**

Please fill out a feedback form before you go - OR

- Drop-off form at Belcarra Village Hall during office hours, Mon-Fri, 9 am – 4 pm
- Or email to: admin@belcarra.ca



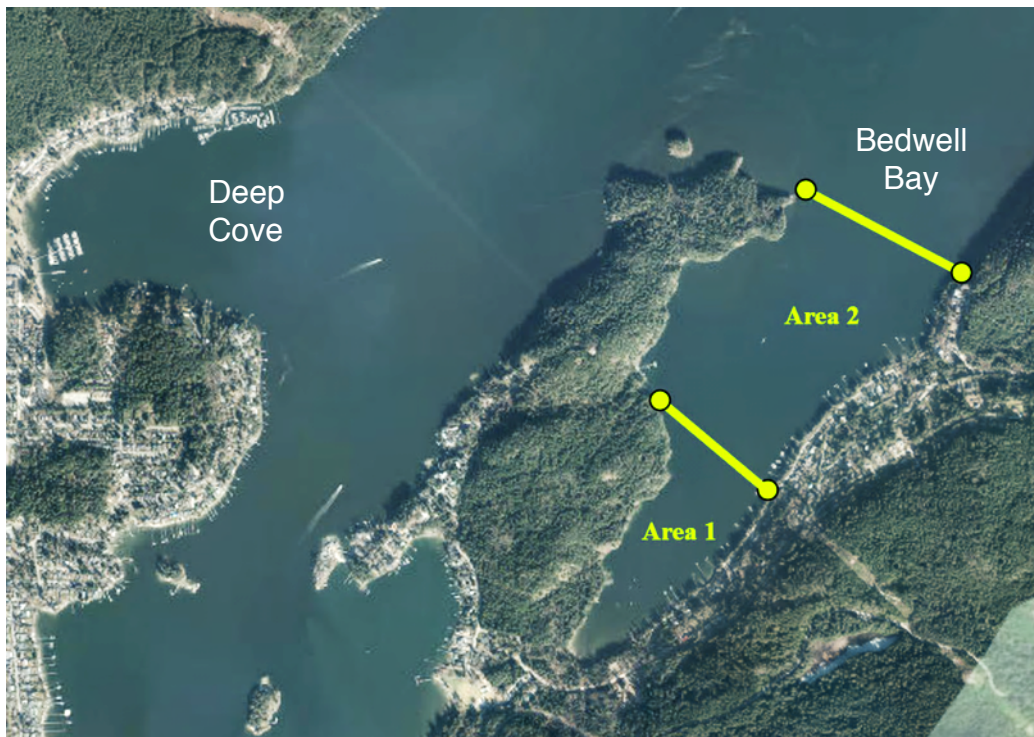
12



Potential Designated Anchorage Area Community Information Handout

The Village of Belcarra Council is considering a License Agreement with the Vancouver Fraser Port Authority to establish a Designated Anchorage Area – a geographic area within Bedwell Bay where the Village would have authority to manage and control anchored vessels.

- Belcarra currently has no legal responsibility for vessels in Bedwell Bay. Management of Bedwell Bay is primarily a federal responsibility.
- Port Moody established a Designated Anchor Area in 2016 and District of North Vancouver is contemplating one for Deep Cove.
- Belcarra is considering a Designated Anchor Area in Bedwell Bay to manage overnight use, and prevent inflow of unlicensed live-aboard and derelict vessels from other areas. The Village is also responding to concerns expressed by some residents about noise, pollution, potential crime and environmental risk and clean-up costs.
- Council invites residents to provide feedback on your current experience and provide input on a potential Designated Anchorage Area, for which the Village would assume responsibility, liability and costs to maintain.
- If the Village were to establish a Designated Anchorage Area, guidelines would need to be established for the maximum number of vessels permitted to remain anchored overnight, length of stay limits, fees, and collection. The Village would also have to provide appropriate notice and be responsible for costs associated with monitoring and enforcement. These guidelines and processes may also affect local residents.
- The Village is committed to the protection of the environment and the health and safety for residents and visitors.



Two potential Designated Anchorage Areas are under consideration for Bedwell Bay

OPPORTUNITIES:

- Timely response to emerging issues.
- Control over lease agreement, management, monitoring, fee structure, vessel condition standards, etc.
- Anticipated fee recovery during peak-season.
- Possible collaboration with District of North Vancouver for management.

CHALLENGES:

- Startup costs approximately \$40,000.
- Ongoing operational costs depending on size of area.
- Must meet Vancouver Fraser Port Authority and Transport Canada requirements.
- Bedwell Bay has no waste pump-out facilities; may require additional investment.
- Management and removal costs for derelict vessels becomes Village responsibility.

Please provide your feedback by **October 11, 2019**. Submit by email to admin@belcarra.ca or drop-off at Belcarra Village Hall during office hours, Monday to Friday, 9 a.m. to 4 p.m.



Designated Anchorage Area (DAA) Feedback Form

The Village of Belcarra Council is considering a License Agreement with the Vancouver Fraser Port Authority to establish a Designated Anchorage Area (DAA) - a geographic area within Bedwell Bay where the Village would be responsible for the management and control of anchored boats.

You are invited to provide feedback by completing this form, which you may return in one of the following ways:

- In person:** Public Information Meeting at Belcarra Village Hall
4084 Bedwell Bay Road, Belcarra, BC
Thursday, October 3, 2019
7 pm – 9 pm
- By email:** admin@belcarra.ca
- Drop off:** Drop-off at Belcarra Village Hall during office hours, Monday to Friday,
9 am – 4 pm

Feedback will be accepted between **October 3 – October 11, 2019**. A summary of the results will be posted to the Village website when work is complete.

1: Do you live in Belcarra?

- ☐ Yes
☐ No

2: If yes, are you a:

- ☐ Year-round resident of Belcarra
☐ Seasonal resident of Belcarra

3: Do you own a boat that is located in Bedwell Bay?

- ☐ Yes
☐ No

4: Do you have a private dock?

- ☐ Yes
☐ No
☐ No, but I am part of a Group Wharfage Society

5: Do you view Bedwell Bay from your property?

- ☐ Yes
☐ No

6: In your opinion, has the number of boats in Bedwell Bay in the summer months (May – September):

- ☐ Increased
☐ Decreased
☐ About the same
☐ No answer

7: In your opinion, has the number of boats in Bedwell Bay in the winter months (October – April):

- ☐ Increased
- ☐ Decreased
- ☐ About the same
- ☐ No answer

8: Which best describes your opinion of the Village of Belcarra implementing a DAA?

- ☐ Strongly agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly disagree

9: There are a number of considerations in developing a DAA plan, including size and location, length of stay, permit fees, monitoring and enforcement. What factors influence your opinion the most?

10: Fees would be necessary for monitoring and enforcement of the DAA. Do you support a cost recovery fee, which would apply to all boats anchored in the DAA?

- ☐ Yes
- ☐ No

11: What questions or suggestions do you have for Council and staff in planning a DAA?

12: How did you learn about the Designated Anchorage Area initiative?

- ☐ Email notification
- ☐ Public notice delivered to my home
- ☐ Information poster
- ☐ At the Public Information Meeting
- ☐ Village of Belcarra website
- ☐ Word of mouth

Thank you for providing your feedback.

Please complete and return your feedback form on or before October 11, 2019.



COUNCIL REPORT

Date: October 28, 2019

From: Lorna Dysart, Chief Administrative Officer

Subject: **Sasamat Volunteer Fire Department Request for Belcarra Cargo Trailer**

Recommendation

That the report dated October 28, 2019, regarding the Sasamat Volunteer Fire Department (SVFD) request for the donation of the Cargo Trailer be received for information; and
That discussions continue with SVFD regarding this request.

Purpose

To advise Council of the request from the Sasamat Volunteer Fire Department (SVFD) for the donation of the Belcarra Cargo Trailer.

Background

SVFD has requested consideration be given to donating or selling the Belcarra Cargo Trailer to the Department for \$1.00. SVFD would use the Cargo Trailer in support of their efforts in Wildland Interface Firefighting preparedness. To purchase a similar Cargo Trailer, the Department would be required to use funds that are earmarked for a new fire truck.

Chief Sharpe will view the Cargo Trailer to ensure that the Cargo Trailer would meet the needs of the SVFD.

SVFD has a significant amount of equipment that must be loaded onto the fire trucks in the event of Interface fire. In an emergency, this becomes a time consuming and cumbersome activity which slows down their ability to respond. The addition of the Cargo Trailer would mean that the Department would be ready to move quickly to an event, enhancing the SVFD ability to save homes.

The Cargo Trailer, that is parked in the Belcarra Public Works yard, was purchased by the Village in 2014 for approximately \$6,000. with a view to using it for Emergency Preparedness purposes. The Cargo Trailer has never been used. Public Works does not have the ability to tow the Cargo Trailer safely. Funds were not available to properly stock the Cargo Trailer.

Over time, discussion has taken place regarding selling the Cargo Trailer; however, it was never put up for sale. Public Works have advised that they do not have any use for the Cargo Trailer.

Subject:

FW: Letter from the Honourable Katrine Conroy, Minister of Children and Family Development

FILE NO. 0630-01

From: MCF Info MCF:EX

Sent: Wednesday, October 2, 2019 11:45 AM

Subject: Letter from the Honourable Katrine Conroy, Minister of Children and Family Development

VIA E-MAIL

Ref: 244644

His Worship Mayor Neil Belenkie and Council
Village of Belcarra
E-mail: belcarra@belcarra.ca

RECEIVED
OCT 2 - 2019

Dear Mayor Belenkie and Council:

It is my pleasure to once again proclaim October as Foster Family Month in British Columbia. As Minister of Children and Family Development, I am honoured to recognize some of our province's most dedicated people. October presents an opportunity to express our gratitude for the selfless work of a foster parent, who provides not only food and shelter but also, more importantly, positively nurtures and guides the lives of British Columbia's most vulnerable children and youth.

Government relies on foster caregivers to provide day-to-day stability, care and support to these young people; without them our system would be inoperable, and we would fail to support those who need it most. It brings me great joy to report that, as part of government's commitment to supporting foster caregivers in their important work, the BC Government announced an increase to the Family Care Rate (also called the maintenance rate) in February 2019. This increase took effect in April 2019 and marks the first maintenance rate increase since 2009. Although alleviating some financial pressures is a step in the right direction, our province continues to owe foster caregivers a huge debt of gratitude.

This month, I invite you to show the people in your community how important these everyday heroes are to our province. I want to encourage you to get involved in celebrating these amazing individuals and their families for working day and night to provide support to children and youth in care. It is my hope that you take the time to acknowledge, host, celebrate, and participate in Foster Family Month appreciation events in your community.

On behalf of the Government of British Columbia, thank you for your continued support in recognizing the foster caregivers in your community.

Sincerely,

ORIGINAL SIGNED BY

Katrine Conroy
Minister

Youth Parliament of British Columbia



Alumni Society

509 – 1383 Marinaside Cr
Vancouver, BC V6Z 2W9

FILE NO. 0230-01

(604) 604-646-6623
registrar@bcyp.org

12 September 2019

Dear Sir or Madam:

Re: British Columbia Youth Parliament, 91st Parliament

The British Columbia Youth Parliament's 91st Parliament will hold its parliamentary session in Victoria at the Provincial Legislative Chambers from December 27 to 31, 2018. The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the December parliamentary session and in community service activities throughout the year. **Youth Parliament is a one-year commitment.**

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. BCYP is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community. If your municipality sponsors a "youth of the year" award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for BCYP.

Each applicant who is accepted to attend as a member of BCYP must pay a \$399 registration fee. Thanks to fundraising efforts, a portion of the cost of transportation and accommodation is reduced but we encourage your municipality to contribute to the fees for those applicants in need. Many municipalities are able to provide generous financial support by covering the registration fee. This is certainly something that we appreciate and encourage since we are only able to provide bursaries to a small number of applicants. If the approval of financial support causes any delay, we encourage the applicant to send in their forms on time along with a note saying that the cheque will arrive after the deadline. In this case, if we receive the completed form and personal statement before the deadline, it will be considered received on time. If you are not able to aid, a limited number of bursaries are available for applicants who cannot meet the expense of the registration fee. Requesting financial assistance will not affect an applicant's chance of being selected as a member.

Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Quality Inn in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

I have enclosed an application form and a brochure about BCYP. I encourage you to make the application form and brochure available to interested young people and to make copies of the forms as needed. A soft copy of the form, brochure and poster are available from our website at <https://bcyp.org/applying/>.

All applications must be received by October 29, 2019. Applicants will be notified whether they have been selected in mid-November. If you require more information, please contact me by telephone or e-mail as indicated above, or visit our website at www.bcyp.org.

Yours truly,

Rhonda Vanderfluit
Registrar, Youth Parliament of B.C. Alumni Society

OCT 2 - 2010

FILE NO. 0360-20-RGC

Belcarra Council

I am writing regarding the RGC recommendation that the waterfront lot on whiskey cove be sold. The sale and development of this property will do two things.

1. It will destroy the view that we enjoy from our home, a view that we have enjoyed since we moved in, a view that was one of the main drivers for us to buy the home to begin with.
2. The value of our property will be substantially reduced. Everyone knows that views add considerable value to a property with an ocean view being the most desirable.

This home like many people our age is our entire life savings, it is all we have and potentially inflicting this type of a financial loss should be avoided at all costs. No villager at any point should have their financial well-being jeopardized from the actions of Council. If the lot in question is sold and ultimately developed these consequences would become our reality. No villager at any point should be put in this type of a position, especially when we have many options to prevent this from happening.

I spoke out at the last council meeting regarding this property. The only response I received was from the mayor in which he stated that this matter is somewhat time sensitive. If this is the case then I urge council to immediately direct RGC to remove this as a current option and replace it with a more suitable and less damaging option.

I believe that council would never cause such severe financial damage to a resident's life savings, destroying a view they have enjoyed the entire time they have lived in the village. The fact is, as the committee stated there are over 20 other options available, showing that this is completely avoidable.

The mayor has fought hard to try to prevent unfair costs to residents in his fight with the speculation tax. The mayor has done media tours, meetings, and given countless hours to this cause in defense and protection of the residents. The mayor has also created a committee with the sole purpose of protecting and enhancing views through the tree committee. Its goals are to improve and maintain villagers views, which would in turn create more value for residents overall. This shows that the village does care about the financial well-being of individual residents, spending time and money protecting views. I only ask that as a villager, the same energy and defensive spirit can be put towards my situation. As stated above there are over 20 other options besides the 7 properties proposed. We can achieve the desired end result of the goals set, all while protecting rather than harming residents, and we can do all this in a timely manner.

The RGC stated that the properties that were presented were the ones that they focused on. I am hoping that with the Village's urgent needs for funding in mind as well as the added incentive of helping a fellow villager to not have the above mentioned consequences inflicted upon them, they would accommodate a more appropriate option by replacing this property with one of the over 20 other options available to them. The RGC has done a huge amount of work so far, and it is truly appreciated by all. Directing them to choose another property would be much easier and less time consuming than it would have been at the start of this process. If a suitable alternative option is found and can be acted upon in a timeline that is acceptable to council then this should be the path taken. The alternative for us sadly would be a permanent loss of our view and permanent loss in our only property and our only major asset.

In the end we are all neighbours, I want what's best for the village and its residents. We are all part of each other's lives in one way or another, whether it is daily chats, spending time with each other during local events or seeing each other at meetings. I have seen the village banding together and coming up with solutions to problems since I moved in, whether it be helping an individual or helping the village as a whole. I believe that this can happen yet again with our case as I am sure no one would like the thought of having that kind of potential loss forced upon them.

Thank You

Peter Clark

Belcarra B.C.

Subject: FW: Regarding subdivision of property beside my house

FILE NO. 0100-01

From: kim harris

Sent: Thursday, October 3, 2019 9:46 AM

Subject: Regarding subdivision of property beside my house

REC'D
OCT 3 - 2019

Please forward this email to the mayor and council members

I live at Robson road and have been made aware of my neighbours plans to subdivide.

I am against rezoning of this property.

When I moved to Belcarra 20 or so years ago I did so because of the beautiful area of surrounding trees and water. I wanted to feel the nature around me, out of the city but close to town. One of the deciding factors in buying this house was the neighbours house being on top of the hill. I never dreamed that they wanted or would be able to subdivide one day. If I'd know that I wouldn't have bought there. I'm finding this possibility extremely upsetting.

Aside from that I have major worries and concerns about the cliff stability and the effects of removing rock so close to my house and septic field.

I also don't believe allowing this subdivision will generate much revenue for the village.

I feel I should have a right to voice my concerns and hope you take them into consideration when making your decision. Please keep me informed.

Thanks,
Kim harris



**VILLAGE OF BELCARRA
REVENUE GENERATION COMMITTEE
Village Hall
September 17, 2019
Minutes**



Minutes of the Revenue Generation Committee for the Village of Belcarra held September 17, 2019 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra BC.

Members in Attendance

Hirsch, Brian
Kim, Tom – Chair
Moen, Penny
Sulcs, Maris
Sweet, Sharilyn – Vice Chair

Council Representative

Liisa Wilder, Councillor

Staff in Attendance

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

1. Call to Order

Chair Kim 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 September 17, 2019 be amended to include a Minority Report submitted by Penny Moen; and
That the Agenda be approved as amended.

CARRIED

3. Adoption of Minutes

3.1 It was moved and seconded:

That the Minutes from the meeting held June 25, 2019 be adopted.

CARRIED

4. Unfinished Business

No items.

5. New Business

5.1 Revenue Generation Committee Interim Report dated September 17, 2019 regarding Road Ends – Policy & Actions

Chair Kim advised that a revised report was on table with a relatively minor revision. He noted that the report was called “interim” as the RGC has not completed the work within its mandate. The report suggests that the Village consult experts to determine next steps in the process of selling Road Ends (RE’s).

P. Moen provided a summary of her Minority Report and agreed that the RGC is in need of professional assistance to complete the work regarding the sale of Road Ends (RE's). She suggested that a report to Council was required to determine whether the RGC was proceeding in the right direction.

S. Sweet provided an overview of the RGC Interim Report dated September 17, 2019 regarding Road Ends – Policy & Actions noting the following:

- The need for a Council Policy regarding the sale of Road Ends
- An Official Community Plan Bylaw Amendment is required to move forward on the sale of RE's
- Municipal, Provincial & Federal regulations need to be considered
- The legislative requirement for public input
- Budget requirements need to be determined for survey, assessment and utility services
- Estimates on the value of the RE's considered in the report
- If the use of funds may be used for debt reduction

Discussion ensued with regard to the Road Ends chosen for the report. Residents in attendance provided comments and asked questions. Chair Kim indicated that the 7 Road Ends were selected based on their saleability and with the least impediments to sell, i.e. no BC Hydro right of way, the width of the property, accessibility, trails and public access issues. It was noted that the report will go forward to Council which will provide an opportunity for further input by residents.

Committee members discussed encroachments on the RE's and the development of a Council policy to manage encroachments.

It was moved and seconded:

That the Revenue Generation Committee Interim Report – Road Ends – Policy & Actions dated September 17, 2019 be presented to Council at the next Regular Council Meeting on September 30, 2019.

CARRIED

5.2 High Density Developments

P. Moen advised that Senior Housing was discussed and the RGC concluded that there is no property suitable in the Village currently that would fit a proposal of alternative housing for revenue generation.

5.3 Commercial Business License

P. Moen advised that when the Village is approached by an individual who wishes to open a commercial business and provides a business plan, the RGC will assist with application requirements.

5.4 Other items

Village Hall Parking Lot

M. Sulcs advised that providing a pay parking option at the Village Hall for vehicle parking could potentially result in an income stream for the Village. The RGC will complete further research on the costs to install parking meters in the Village Hall parking lot.

Development Cost Charges

M. Sulcs reported on Development Cost Charges (DCCs) noting that they are not a revenue source. Funds collected are to be used to fund infrastructure associated with growth of a community. He requested that the Chief Administrative Officer gather information with regard to Anmore DCCs.

Property Transfer Tax

Discussion ensued with regard to Property Transfer Tax that has been implemented in some Canadian cities and the possibility of implementing such a tax on properties purchased in the Village.

Official Community Plan

Discussion ensued with regard to the Official Community Plan (OCP) and the possibility of an amendment to include subdivision of properties to .25 acre lots. L. Dysart advised that the OCP will be reviewed in its entirety rather than one amendment at a time. If a subdivision request was received, an amendment would be reviewed.

6. Next Steps

Chair Kim proposed that the Revenue Generation Committee present a report to Council at the next regular Council meeting scheduled for September 30, 2019.

Councillor Wilder thanked the RGC members for their work.

7. Adjournment


The meeting adjourned at 8:52 pm.

Next meeting date: Tuesday, October 8, 2019

Certified Correct:



Lorna Dysart
Chief Administrative Officer



Tom Kim
Chair



**VILLAGE OF BELCARRA
Tree Committee Minutes
Village Hall
July 17, 2019
Minutes**



Minutes of the Tree Committee for the Village of Belcarra, held July 17, 2019 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC

Members in Attendance

Begg, Mary – Vice Chair
Bramley, Les
Chapman, Sandra – Chair
Greig, Vicky
Struk, Deborah

Council in Attendance

Carolina Clark, Councillor

Staff in Attendance

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

1. Call to Order

Chair Chapman called the meeting to order at 7:00 pm

2. Approval of Agenda

2.1 Agenda for July 17, 2019

It was moved and seconded:

That that the Agenda for July 17, 2019 be approved as circulated.

CARRIED

3. Adoption of Minutes

3.1 Minutes of June 19, 2019

It was moved and seconded:

That that the Minutes from the Tree Committee meeting held June 19, 2019 be adopted.

CARRIED

4. Unfinished Business

4.1 Deferred at the Tree Committee meeting held June 19, 2019

Discussion ensued regarding the following recommendations:

1. That the following recommendations be included in the Tree Committee report to Council.

It was moved and seconded

- a. That Tree Cutting Bylaw No. 110, 1987 be amended to include a replacement tree maintenance requirement, at applicant cost.

CARRIED

It was moved and seconded

- 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.

CARRIED

It was moved and seconded

- c. That Tree Cutting Bylaw No. 110, 1987 be amended to include the possible replacement species such as Dogwood, Oregon Grape, Saskatoon, Salal, Maple, etc.

CARRIED

2. Definitions

Committee members discussed the proposed definitions.

It was moved and seconded

That the following definitions be approved:

- a) **“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.
- b) **“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.
- c) **“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

5. New Business**5.1** Schedule A in Bylaw 110, 1987 as amended

L. Dysart provided information regarding the history and status of Bylaw 110, 1987 and the process drafting a new bylaw.

5.2 Tree Committee Report to Council – suggested additional definition

Discussion ensued relative to the tree maintenance process. B. Serné provided information on tracking and managing dead and dangerous trees.

It was moved and seconded:

That the following definition be included in the new Tree Bylaw:

- a. **“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.

CARRIED

5.3 Information for the Village Website

Discussion ensued relative to additional information regarding the Tree Cutting Permit process to be included on the Village website.

It was moved and seconded:

- a. That the Village application and website include a list of what is required of an Arborist i.e. insurance ISA certified, safety equipment, clean up, permits & licencing; and
- b. That information on the ‘Provincial Government Invasive Alien Species of British Columbia Web’ be included on the Village Website: www2.gov.bc.ca

CARRIED

5.4 Tree Cutting Permit Application Requirements

B. Serné outlined the Tree Cutting Permit process including the time frame when a permit is valid and how the arborist is paid. It was noted that there is an accounts payable process in the Village office.

The Village pays the arborist directly which is the same process for all invoices.

It was moved and seconded:

That the following information be included in the Tree Cutting Permit Application:

- a. The time frame for a tree cutting / pruning permit is valid on municipal land if not within a riparian area.
- b. That the tree cutting / pruning permit clearly outlines the payment process.

CARRIED

5.5 Tree Committee Report to Council – Additional recommendations

Discussion ensued relative to:

- Hiring certified personnel to manage invasive species;
- The potential to qualify for Provincial Grants to assist with payment for the management of invasive species; and

- Requesting Council to write a letter to the Province recommending a ban on the sale of invasive plants by garden centers

It was moved and seconded:

That Council send a letter to the UBCM to be considered at the Conference requesting that garden centers not sell invasive species.

CARRIED

It was moved and seconded:

- a. That Council adopt a long-term plan and budget to remove invasive species including Laurel and Holly trees from Riparian and Municipal Lands.

CARRIED

Discussion ensued relative to specifics of Metro Parks in its management of invasive species.

It was moved and seconded:

- b. That Council request staff to consult with Metro Vancouver Parks to remove invasive species including Laurel and Holly trees from Parks lands that border.

CARRIED

It was moved and seconded:

- c. That Council request Metro Vancouver Parks to remove debris, dead underbrush and dead trees from their property that border the Village of Belcarra.

CARRIED

It was moved and seconded:

- d. That Council request Anmore and Port Moody to remove dangerous trees at the side of the road on Anmore and Port Moody land along the road.

CARRIED

It was moved and seconded:

- e. That Belcarra residents be encouraged to remove invasive species including Laurel and Holly trees from private properties to prevent further spreading of these species and to be invasive plant free.

CARRIED

Discussion ensued relative to:

- Hazardous tree debris management plans at other municipalities;
- Some grants that can be applied for each year;

It was moved and seconded:

- f. That Village staff work with the Government of BC and coordinate with the BC Wildfire Service Dept to conduct an extensive fuel management plan for the removal of hazardous trees, debris and dead trees to create a firebreak between residents in Belcarra and Crown Land.

CARRIED

6. Next Steps

L. Dysart recommended that all adopted Tree Committee minutes be sent to Committee members in Word format for ease of preparing a report to Council.

It was proposed that the September Tree Committee meeting be cancelled to allow for the preparation of a report to Council and that the next meeting be held in October.

Committee members will accumulate all voted on recommendations and begin to write the Report to Council. A preliminary draft report will be prepared for discussion at the October meeting.

7. Adjournment

The meeting adjourned at 8:05 pm.

Next Meeting Date: Wednesday, October 16, 2019

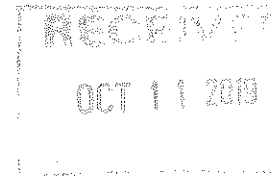
Certified Correct:



Lorna Dysart
Chief Administrative Officer



Sandra Chapman
Chair



**SASAMAT VOLUNTEER FIRE DEPARTMENT (SVFD)
BOARD OF TRUSTEES MEETING**

FILE NO. 7200-02

Minutes of the Regular Meeting of the Sasamat Volunteer Fire Department (SVFD) Board of Trustees held at 7:00 p.m. on Thursday, September 19, 2019 in the Anmore Fire Station, 2690 East Road, Anmore, British Columbia.

MEMBERS PRESENT:

Mayor Neil Belenkie, Belcarra
Councillor Bruce Drake, Belcarra
Mayor John McEwen, Anmore
Fire Chief Jay Sharpe, SVFD
Councillor Paul Weverink, Anmore
Councillor Liisa Wilder, Belcarra

MEMBERS ABSENT:

Chair, Councillor Darrell Penner, Port Coquitlam
Councillor Kim Trowbridge, Village of Anmore

STAFF PRESENT:

Greg Smith, Chief Technology Officer, Corporate Services, Metro Vancouver
Dean Rear, Acting Chief Financial Officer / General Manager Financial Services, Metro Vancouver
Jennifer Arabsky, Office Supervisor, Corporate Services, Metro Vancouver

In the absence of the Chair, Mayor John McEwen assumed the role of Chair for the Regular Meeting of the Sasamat Volunteer Fire Department (SVFD) Board of Trustees held on Thursday, September 19, 2019.

1. ADOPTION OF THE AGENDA

1.1 September 19, 2019 Regular Meeting Agenda

It was MOVED and SECONDED

That the SVFD Board of Trustees adopt the agenda for its regular meeting scheduled for September 19, 2019 as circulated.

CARRIED

2. ADOPTION OF THE MINUTES

2.1 April 18, 2019 Regular Meeting Minutes

It was MOVED and SECONDED

That the SVFD Board of Trustees adopt the minutes of its regular meeting held April 18, 2019 as circulated.

CARRIED

3. INVITED PRESENTATIONS

No items presented.

4. REPORTS FROM COMMITTEE OR STAFF

4.1 2020 - 2024 Financial Plan – Sasamat Fire Protection Service

Report dated September 12, 2019 from Greg Smith, Chief Technology Officer, Corporate Services, Metro Vancouver, presenting the 2020-2024 Financial Plan for the Sasamat Fire Protection Service for consideration by the Sasamat Volunteer Fire Department (SVFD) Board of Trustees.

Trustees were provided with a briefing of the 2020-2024 Financial Plan highlighting the annual budgets, the performance indicators contained in the 2020 Work Plan and the 2020 to 2024 What's Happening report. Noted was in the 2020 budget \$600,000 was added for apparatus acquisition being funded by reserves. Also noted was the increase to the budget in 2023 forward for the addition of a salaried Fire Chief. It was noted that the 2019 to 2020 tax impact of the service is 1.5%. The Fire Chief responded to a questions about volunteer firefighter compensation. Noted was a working group is being struck separate from the Board of Trustees for both the review of the Fire halls and the full time Fire Chief.

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees endorse the 2020 - 2024 Financial Plan for the Sasamat Fire Protection Service as presented in the report "2020 - 2024 Financial Plan – Sasamat Fire Protection Service" dated September 12, 2019 and forward it to the Metro Vancouver Regional District Board Budget Workshop on October 23, 2019 for consideration.

CARRIED

4.2 Fire Chief's Report

Report dated September 19, 2019 from Jay Sharpe, Fire Chief, SVFD, presenting Trustees the Fire Chief's updates for the period.

Trustees were provided with updates on:

Equipment

Ladder 7 is in limited service, but can be operated by trained staff in a major event. Legacy radio continued challenges, numerous dead zones in the villages that create issues.

Engine 3 has reached its 20-year life span and we are in the process of preparing a RFP for a replacement truck and strategizing for future trucks.

Halls and Grounds

Planning underway for the electrical connection to the training structure at the Anmore Fire Hall.

Old training structure at the Belcarra Fire Hall is a potential safety risk and will need to be removed.

Training

Three new recruits in training.

Public Education

Ongoing fire hall tours with school age groups.

Melissa Cooke has expressed an interest in assuming a Public Education role for the department.

Old Business

Rogers cell tower –Potential to have tower erected on Anmore City hall site to alleviate challenges of SVFD site. Anmore property developments plans underway, can have a potential location determined when complete.

Reports and Information

Total of 59 calls as of the report, 5 calls since report.

Noted was calls are down about 20% as compared to the same time last year likely due to the mild summer and a slightly lower percentage of calls from BCEHS.

District Chief David Gregory has returned to active duty from his recent extended leave. Importance of members maintaining a work, life, volunteer balance was stressed. Discussed was the need to have Sophie Gable continue on with the administration role to help balance the work.

Joint meeting with the Port Moody Police Department and the Port Moody Fire Department regarding road closures that affect Belcarra and Anmore took place with resulting protocols put in place.

Noted was one new recruit needs to be added to the SVFD Duty roster as presented: Clayton Maunder.

Main Motion**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated September 19, 2019, titled "SVFD Fire Chief's Report".

Amendment to the Main Motion**It was MOVED and SECONDED**

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees amend the Main Motion, at the end of the Motion, by adding the following:

"and direct staff to investigate the possibility of adding up to \$5,000 to the 2020 -2024 Financial Plan, as presented and endorsed in item 4.1, for administrative support for the fire department."

CARRIED

Main Motion as Amended

Question was called on the Main Motion as amended and it was

CARRIED

The Main Motion as amended now reads as follows:

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the report dated September 19, 2019, titled "SVFD Fire Chief's

Report” and direct staff to investigate the possibility of adding up to \$5,000 to the 2020 -2024 Financial Plan, as presented and endorsed in item 4.1, for administrative support for the fire department.

5. INFORMATION ITEMS

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees receive for information the following Information Item:

- 5.1 New Reporting and Meeting Minutes Format – it was noted that in future the Trustees would like a more in-depth review of the line items of the budget.

CARRIED

6. OTHER BUSINESS

Meeting scheduling challenges - will schedule three meetings for the year in January then adjust, cancel and add meetings as required.

Noted was the working group will likely have a joint council meeting in January.

7. ADJOURNMENT/CONCLUSION

It was MOVED and SECONDED

That the Sasamat Volunteer Fire Department (SVFD) Board of Trustees adjourn its regular meeting of September 19, 2019.

CARRIED

(Time: 7:40 p.m.)

RECEIVED
OCT 15 2019

October 08, 2019

FILE NO. 0360-20-FCC

Lorna Dysart
Chief Administrative Officer
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, B.C.
V3H 4P8

Dear Lorna,

Re: BC Hydro Support for the Creation of Road Parallel to Existing BC Hydro's Distribution Line

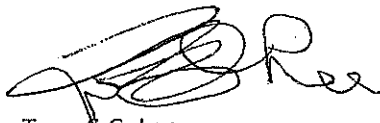
Further to our previous conversation, I write to confirm BC Hydro's support for the creation of a road that parallels our existing distribution line that traverses:

PARCEL "C" SECTIONS 19 AND 30 TOWNSHIP 39 AND SECTIONS 24 AND 25 FRACTIONAL TOWNSHIP WEST
OF TOWNSHIP 39 REFERENCE PLAN 81906
PID: 014 358 425

Our support is conditional upon the proposed road not impacting our existing distribution line that serves existing customers. Statutory Right of Way Plan EPP67346 identifies BC Hydro's distribution line. BC Hydro would look favourably upon having our works within any contemplated road allowance and we are willing to work with the Village of Belcarra on this issue.

Should you require a representative from BC Hydro to attend meetings with the various parties involved, please feel free to contact Kim Proudlove

Regards,



Tony S.C. Lee
Senior Manager, Real Estate Services, Properties

Cc: Kim Proudlove, Property Representative, BC Hydro
Jerry Muir, Community Relations Manager, BC Hydro

Subject: FW: Climate Leaders Institute on November 7-8 - Request to Forward Information to Municipal Council

FILE NO. 0230-01

From: Susan Chalmers

Sent: Wednesday, October 9, 2019 11:05 AM

To: Lorna Dysart

Subject: Climate Leaders Institute on November 7-8 - Request to Forward Information to Municipal Council

Dear Lorna,

The BC Municipal Climate Leadership Council and Community Energy Association are hosting a conference related to municipal climate action for locally elected officials in Richmond from November 7-8. We would appreciate you forwarding the details of this valuable event (see below) to your Mayor and Councillors either in advance of your next council meeting or as an info item on the next meeting agenda.

The Climate Leaders Institute is one month away, November 7-8 in Richmond.

This two-day deep dive on climate action for locally elected officials will help you lead or support bold climate action in your community. The event is hosted by the BC Municipal Climate Leadership Council and facilitated by the Community Energy Association.

Join your peers, special guest speakers, representatives from the Province of BC, subject matter experts, NGOs, and youth climate activists for two days of presentations, panels and interactive dialogue. Topics include framing and storytelling for climate action, high impact climate initiatives, engaging with youth and communities, climate leadership, and more.

Featured speakers include:

- Tzeporah Berman – International Program Director for Stand.earth, Environmental Activist, and Adjunct Professor at York University
- David Miller – Former Mayor of Toronto and North America Director for C40 and Ambassador for Inclusive Climate Action
- Stephanie Allen – Associate Vice-President, Strategic Business Operations and Performance at BC Housing and Founding Board Member for Hogan's Alley Society
- Andrea Reimer – Former Vancouver City Councillor and Loeb Fellow

The conference will be the official launch of the Climate Leaders Playbook, a new online resource for locally elected officials.

For further information about CLI and to register, visit the BCMCLC website. Early bird registration rates are available until **October 15**.

If you have any questions, please contact Maya Chorobik at mchorobik@communityenergy.bc.ca.

This event is possible due to the support of the Province of BC, BC Hydro, FortisBC, and Real Estate Foundation of BC.

Kind Regards,
Susan

Susan Chalmers, Community Energy Coordinator



**Community Energy
Association**

Connecting Communities, Energy & Sustainability



CORPORATION OF THE VILLAGE OF POUCE COUPE

PO Box 190, Pouce Coupe, B.C. V0C 2C0
 Telephone: (250) 786-5794 Fax: (250) 786-5257
 www.poucecoupe.ca

RECEIVED
 OCT 10 2019

October 10, 2019

FILE NO. 0450-01

All BC Municipalities/Regional Districts
 Via Email

All BC Municipalities/Regional Districts:

At the Village of Pouce Coupe Regular Council meeting held on October 2, 2019, Council made a motion of support for the following City of Enderby motion regarding fostering transportation network services in small communities:

WHEREAS the Province of BC has created a regulatory framework permitting transportation network services to operate in BC, which provides a passenger transportation option to address the significant public need for vehicles-for-hire and, in turn, reduce impaired driving, improve the ability of seniors and persons with barriers to access needed resources, and stimulate economic development;

AND WHEREAS the Province's regulatory framework is so onerous that it effectively prohibits the establishment of transportation network services outside of the Lower Mainland, and particularly in small, rural, and remote communities where it has the greatest potential to address areas underserved by traditional public transportation options;

THEREFORE BE IT RESOLVED that UBCM asks the Province of BC to amend the Passenger Transportation Act to establish an area-based, tiered, regulatory solution that will enable viable and competitive transportation network services in small rural and remote communities as well as other communities outside of the Lower Mainland.

With warm regards,

Sandy Stokes
 Corporate Officer

Cc: MLA Michelle Mungall
 All BC Municipalities/Regional Districts

Paula Richardson

Subject: FW: Thank you for your generous Silent Auction Contribution - Eagle Ridge Hospital Foundation Evening of Caring Gala

FILE NO. 500-02

From: Cardoso, Suzana

Sent: Friday, October 11, 2019 7:52 PM

Subject: Thank you for your generous Silent Auction Contribution - Eagle Ridge Hospital Foundation Evening of Caring Gala

475 Guildford Way Port Moody, BC V3H 3W9
erhf.ca | info@erhf.ca | 604.469.3128

October 10, 2019

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

Dear Belcarra Council,

Thank you for your generous auction contribution in support of the 29th Annual Evening of Caring Gala held this past Saturday, September 28th. The evening's silent & live auctions were an overwhelming success and play a key fundraising role during the event to help fund the Emergency Department expansion taking place here at Eagle Ridge Hospital. The expansion will ensure our community continues to receive the legendary care we deserve – close to home.

Our Gala was a tremendous success this year, we welcomed 310 guests to a dream-like evening at the Executive Plaza Hotel in Coquitlam and all had a truly remarkable time! It really was a dream come true in many ways - we are proud to announce that together with our inspirational donor community, the 29th Annual Evening of Caring Gala raised an outstanding \$1,475,556!

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

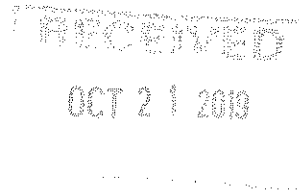
With gratitude,

Kailah Knittle
Manager of Communications & Events
Eagle Ridge Hospital Foundation

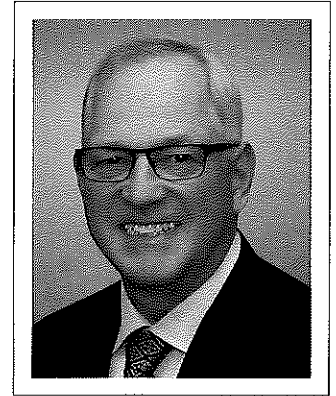
Township of
Langley



Est. 1873



OFFICE OF THE MAYOR JACK FROESE



October 16, 2019

File No. 0400-60

FILE NO. 0450-01

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

Dear Mayor Belenkie:

RE: Inter Municipal Ride-Hailing Business Licence

I am writing to ask that the Village of Belcarra support the development of an inter-municipal business licence for ride-hailing operators in Metro Vancouver and the Fraser Valley.

Since 2013, The Township of Langley has been a part of the Fraser Valley Intermunicipal program which was created in partnership with local governments, the Union of British Columbia Municipalities and the Province of British Columbia. This IMBL partnership has proven to streamline and simplify the licencing process, making it easier to do business in participating communities.

September 30, 2019 Township of Langley Council passed the following resolution:

MOTION

Moved by Mayor Froese

Seconded by Councillor Richter,

That staff be directed to provide a report regarding developing a ridesharing policy, appropriate regulations, and supportive business licensing frameworks, working with TransLink, Metro Vancouver, and other municipalities.

CARRIED

As you know, ride-hailing has a number of potential impacts at the local and regional level. For these reasons, a number of local governments in Metro Vancouver and elsewhere have expressed an interest in leveraging the authority that has been granted to them by the Province to enact some regulatory control over ride-hailing companies operating within their jurisdiction. However, experience from other jurisdictions indicates that inconsistency in local regulations, and an excessive cumulative regulatory and financial burden of multiple local licenses is often cited as a reason for state/provincial pre-emption of local authority. Coordination of local government licensing may avoid provincial pre-emption of our local authority and also allows for simpler compliance on the part of the Transportation Network Services (TNS) operators and is generally welcomed by TNS operators.

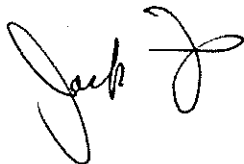
e/m NB 10/21/19

There is now an emerging consensus from municipal staff in Metro Vancouver that local government licensing of ride-hailing companies should be coordinated, and that an inter-municipal business license (IMBL) is the best option to ensure a coordinated approach. *[Footnote: An inter-municipal business license (IMBL) is an add-on to a base business license that allows mobile businesses (e.g. contractors and caterers) to operate across participating communities. The partnership is formed through a bylaw enacted by each participating community. As examples, there are four existing IMBLs in place in Metro Vancouver for specific industries: Metro West (Richmond, Burnaby, Surrey, Vancouver, Delta, New West) and the Fraser Valley (Township of Langley, Abbotsford, Chilliwack, Delta, Hope, Kent, City of Langley, Maple Ridge, Mission, Pitt Meadows, Surrey) for trades and contractors; Tri-Cities (Coq, POCO, POMO) for all mobile services (with exclusions); North Shore (DWV, DNV, CNV) for mobile trades.]*

Over the past two months, a working group of TransLink and interested local government staff have met regularly to research key policy considerations to include in possible IMBL for TNS operators. This research was presented to the Mayors' Council on September 20. In response, the Mayors' Council asked TransLink to develop options and next steps for the creation of an IMBL for TNS companies for consideration at a subsequent meeting.

Your local government's support for an IMBL will send a signal to the public, the province, TNS operators and the Mayors' Council that a coordinated local approach to TNS licensing should be developed and brought back to local decision-makers for consideration. There is some urgency to this request given TNS operators will begin service shortly. Please contact Andrew McCurran, Director of Strategic Planning and Policy, at 778-375-7643 or Andrew.McCurran@TransLink.ca if you would like more background on its work on IMBL's to date, and if your local government supports this initiative.

Sincerely,



Jack Froese
MAYOR

copy: Ramin Seifi, General Manager, Community Development & Engineering, Township of Langley
Mike Buda, Executive Director, Mayors' Council on Regional Transportation, TransLink
Andrew McCurran, Director of Strategic Planning and Policy, TransLink, Mayor Braun, Mayor Hurley,
Mayor Popove, Mayor Harvie, Mayor Stewart, Mayor Morden, Mayor Alexis, Mayor Little, Mayor Booth,
Mayor van den Broek, Mayor Cote, Mayor Buchanan, Mayor Dingwall, Mayor West, Mayor Vagramov,
Mayor Brodie, Mayor McCallum, Chief Bryce Williams, Mayor Stewart, Mayor McEwen, Mayor Belenkie,
Mayor McLaughlin, Mayor Walker, Mayor Ander