



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA
VILLAGE HALL
December 9, 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, December 9, 2019

Recommendation:

That the agenda for the Regular Council Meeting, December 9, 2019 be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, November 18, 2019

Recommendation:

That the minutes from the Regular Council Meeting held November 18, 2019 be adopted.

4. DELEGATIONS AND PRESENTATIONS

5. REPORTS

5.1 Ken Bjorgaard, Financial Consultant, K & E Business Services Inc., report dated December 9, 2019 regarding Water Operating Fund Deficit and Internal Loan

Recommendation:

That the internal loan that was made from the General Operating Fund to the Water Operating Fund in 2013 (2018 balance of \$26,781) be forgiven or not repaid and be removed from the Village financial books (for the 2019 year-end); and That \$70,000 of Unappropriated General Operating Fund Accumulated Surplus be transferred to the Water Operating Fund to offset the current Accumulated Water Operating Fund Deficit (for the 2019 year-end); and That the Small Communities Investment Fund (SCIF) advance of \$33,420 be moved from Appropriated General Operating Fund Surplus to Unappropriated General Fund Accumulated Surplus to partially offset the \$70,000 transfer.

- 5.2 Lorna Dysart, Chief Administrative Officer, report dated December 9, 2019 regarding a Short Term Rental Accommodation Policy

Recommendation:

That Council adopt the Short Term Rental Accommodation (STRA) Policy No. 210 dated December 9, 2019; and

That staff be directed to prepare amendments to the Village of Belcarra Zoning Bylaw and the Fees and Charges Bylaw to implement the proposed STRA Policy.

- 5.3 Lorna Dysart, Chief Administrative Officer, verbal report regarding the Appointment of Trustees to Sasamat Volunteer Fire Department

Recommendation:

That Council appoint Mayor Belenkie, Councillor Drake and Councillor Wilder, as the Village of Belcarra three (3) Trustees, to the Sasamat Volunteer Fire Department (SVFD) Board for 2020.

- 5.4 **Revenue Anticipation Borrowing Bylaw No. 542, 2019**

Lorna Dysart, Chief Administrative Officer, verbal report regarding the Revenue Anticipation Borrowing Bylaw No. 542, 2019

Recommendation:

That the Village of Belcarra Revenue Anticipation Borrowing Bylaw No. 542, 2019 be read a first, second and third time.

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES

7. BYLAWS

No items.

8. CORRESPONDENCE/PROCLAMATIONS

Recommendation:

That correspondence items 8.1 – 8.7 be received.

INFORMATION ITEMS

- 8.1 Council Committee Meeting Minutes:
a) Tree Committee – October 16, 2019
- 8.2 Lisa Helps, Mayor, City of Victoria, letter dated November 12, 2019 regarding UBCM resolutions as follows:
a) Safer Drug Supply to Save Lives
b) Observed Inhalation Sites for Overdose Prevention
- 8.3 Karen Elrick, Corporate Officer, Village of Anmore, letter to Donna Brown, Metro Vancouver, dated November 22, 2019 regarding 2020 Sasamat Volunteer Fire Department Trustee Appointments for the Village of Anmore
- 8.4 Chris Nicolls, Secretary – Treasurer / CFO, School District No. 43 (Coquitlam), letter dated November 27, 2019 regarding the Election of Kerri Palmer Isaak as Chair and Craig Woods as Vice-Chair of the School District No. 43 (Coquitlam) Board

- 8.5 Maja Tait, UBCM President, letter dated November 27, 2019 regarding Gas Tax Agreement Community Works Fund Payment
- 8.6 Don Reid, Belcarra Bay Road, letter dated November 28, 2019 regarding Short Term Rentals
- 8.7 Sav Dhaliwal, Chair, Metro Vancouver Board, letter dated November 28, 2019 regarding Amending Metro Vancouver 2040: Shaping our Future to Align with the IPCC Special Report on Global Warming of 1.5°C – Bylaw No. 1295, 2019 (full report available in the Village office)

9. NEW BUSINESS

10. PUBLIC QUESTION PERIOD

11. RESOLUTION TO CLOSE MEETING

That the December 9, 2019 meeting of Council be closed pursuant to the Community Charter Section 90 (1) "A part of a Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.
- (d) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality."

12. ADJOURNMENT

Recommendation:

That the December 9, 2019 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
VILLAGE HALL
November 18, 2019**



Minutes of the Regular Council Meeting for the Village of Belcarra held November 18, 2019 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

Council in Attendance

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

Staff in Attendance

Lorna Dysart, Chief Administrative Officer
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, November 18, 2019

L. Dysart noted that Item 6.1 was revised to include the entire section of the Bylaw for clarity.

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That the Agenda for the Regular Council Meeting, November 18, 2019 be approved as revised, as per the Recommendation under Item 6.1.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Meeting, October 28, 2019

Moved by: Councillor Drake
Seconded by: Councillor Begg

That the minutes from the Regular Council Meeting held October 28, 2019 be adopted.

CARRIED

4. DELEGATIONS AND PRESENTATIONS**4.1** Staff Sergeant Ted Lewko, NCO i/c, Client & Community Services and Corporal Neil Roemer, RCMP, Coquitlam Rural Detachment, regarding Update to Council and Introduction

Mayor Belenkie welcomed Corporal Neil Roemer of the RCMP, Coquitlam Rural Detachment. Corporal Roemer introduced the new member, Staff Sergeant Ted Lewko.

Staff Sergeant Ted Lewko provided an overview of his 19 years with the RCMP and outlined his role at the Coquitlam detachment which includes Community Policing.

Corporal Neil Roemer provided a review of RCMP activity in 2019 in Belcarra. Policing statistics show a reduction in crime in the Village and a drop in false 911 calls in the area. The RCMP detachment has continued to monitor Indian Arm from the water with over 100 safety inspections taking place over the 2019 boating season. Corporal Roemer encouraged residents to call the RCMP non-emergency number if they see something deemed to be suspicious. Discussion ensued.

Mayor Belenkie thanked Corporal Roemer for the update and welcomed Staff Sergeant Lewko to the Rural Division.

5. REPORTS**5.1** Lorna Dysart, Chief Administrative Officer, report dated November 18, 2019 regarding Road Ends Land Disposition Policy, Implementation Strategy

L. Dysart provided an overview of the report. Council asked pertinent questions.

Moved by: Councillor Begg

Seconded by: Councillor Wilder

That the Road Ends Land Disposition Policy, Implementation Strategy report dated November 18, 2019 be received for information; and

That the Road Ends Land Disposition Policy, Implementation Strategy be forwarded to 2020 Budget Discussions for consideration.

CARRIED

5.2 Lorna Dysart, Chief Administrative Officer, report dated November 18, 2019 regarding 2020 Council Meeting Schedule

L. Dysart provided an overview of the report.

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the 2020 Council Meeting Schedule and the Deputy Mayor Schedule be approved.

CARRIED

6. REPORTS FROM MAYOR AND COUNCIL COMMITTEE REPRESENTATIVES**6.1** Councillor Clark verbal report regarding "Building and Plumbing Code Regulation Bylaw No. 355, 2003, Amendment Bylaw No. 454, 2012"

Councillor Clark outlined the the motion regarding the mandatory requirement for connection to the water system for major renovations. She does not support that requirement.

Councillor Clark provided information regarding connections since 2012; approximately 6 residences have been connected to the water system due to major renovations and 10 houses have connected due to resale since 2014. She noted that proof of potable water is required in order for residents to remain on their wells in the event of a major renovation.

Council members discussed various aspects of the proposed amendment.

Amendment

Moved by: Councillor Clark
Seconded by: Councillor Wilder

That in the event of a demolition and rebuild on a property by the same owner, that the property owner will not be required to connect to the water system, with proof of potable water provided.

CARRIED
Councillor Begg voted in Opposition

Main Motion as Amended

Moved by: Councillor Wilder
Seconded by: Councillor Clark

That staff be directed to bring back a report to provide for an amendment to the 'Building and Plumbing Code Regulation Bylaw No. 355, 2003', Amendment Bylaw No. 454, 2012" to eliminate the requirement for a property to connect to the Water System:

“Section 152.1 Connection to the BWDS shall be required for:

- a) a new building incorporating a dwelling unit or plumbing fixtures;
- b) a change or addition of an occupancy, where the new occupancy is an accessory suite; or
- c) an addition and / or renovation to an existing building incorporating dwelling units or plumbing fixtures, where the addition or renovation exceeds a floor area of 47 square meters when proof of potable water cannot be provided without the need for a point of use purification system.

Section 152.2 Proof of potable water shall be required prior to the issuance of a building permit.”; and

That in the event of a demolition and rebuild on a property by the same owner, that the property owner will not be required to connect to the water system, with proof of potable water provided.

CARRIED
Councillor Begg voted in Opposition

7. BYLAWS

No items.

8. CORRESPONDENCE / PROCLAMATIONS

Moved by: Councillor Drake
Seconded by: Councillor Clark

That correspondence items 8.1 to 8.6 be received.

CARRIED

ACTION ITEMS

- 8.1** Honourable Katrine Conroy, Minister of Children and Family Development, letter dated October 31, 2019 regarding the declaration of November 2019 as “Adoption Awareness Month”

Moved by: Councillor Drake
Seconded by: Councillor Wilder

That November 2019 be declared as “Adoption Awareness Month” in the Village of Belcarra.

CARRIED

- 8.2** Chris Plagnol, Corporate Officer, Metro Vancouver, letter dated November 4, 2019 regarding Consent to Metro Vancouver Regional Parks Service Amendment Bylaw No. 1290, 2019

L. Dysart outlined the request from Metro Vancouver.

Moved by: Councillor Drake
Seconded by: Councillor Clark

That the Council of Belcarra consent to the approval of the adoption of “Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019” on behalf of the electors; and
That Council direct staff to notify the Metro Vancouver Regional District Board of its consent.

CARRIED

INFORMATION ITEMS

- 8.3** Richelle Foulkes, Community Health Specialist, Healthy Living / Healthier Communities, Fraser Health, letter dated October 31, 2019 regarding Tri-Cities Healthier Communities Partnership (TCHCP) Update to Councils and Partners and Minutes of a Policy Meeting held May 23, 2019
- 8.4** Council Committee Meeting Minutes:
a) Revenue Generation Committee – October 8, 2019
- 8.5** Sav Dhaliwal, Chair, Metro Vancouver Board, letter dated November 4, 2019 regarding Notification Regarding Update to Metro 2040 (full report available in the Village office)
- 8.6** Jerry Dobrovolsky, Commissioner / Chief Administrative Officer, Metro Vancouver, letter dated November 7, 2019 regarding Metro Vancouver Housing 10-Year Plan – Launch and Implementation (full report available in the Village office)

9. NEW BUSINESS**Mayor Belenkie – First Year Summary Report**

Councillor Clark inquired regarding Mayor Belenkie’s “First Year Summary Report” dated November 5, 2019. On page 8, it was noted that there is intimidation of children using the bus service after attending the Middle School in Anmore.

Mayor Belenkie advised that the RCMP have been notified. He has asked that TransLink modify the bus schedule to assist with alleviating the issue.

Councillor Clark queried with regard to the projected \$4 million cost of a new firehall as indicated on page 6 of the “First Year Summary Report”.

Mayor Belenkie provided information on projected costs for a new firehall and outlined the discrepancy in the cost of a firehall in another small Lower Mainland municipality.

10. PUBLIC QUESTION PERIOD

Jim Chisholm, 4505 Belcarra Bay Road, queried with regard to legislation for the mandatory requirement for sprinkler systems being installed in new residential buildings.

Deborah Struk, 4575 Belcarra Bay Road, queried with regard to support for retention of the Metro Vancouver Parks Caretaker's residence.

Don Reid, 154 Turtlehead Road, queried with regard to the Council motion of October 28, 2019 regarding the process for Short Term Rentals.

Peter Struk, 4575 Belcarra Bay Road, queried with regard to retaining personal wells for emergency purposes.

11. ADJOURNMENT

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the November 18, 2019 Regular Meeting be adjourned at 8:34 pm.

CARRIED

Certified Correct:

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer



COUNCIL REPORT

Date: December 9, 2019

From: Ken Bjorgaard, K & E Business Services

Subject: **Water Operating Fund Deficit and Internal Loan**

Recommendation:

That the internal loan that was made from the General Operating Fund to the Water Operating Fund in 2013 (2018 balance of \$26,781) be forgiven or not repaid and be removed from the Village financial books (for the 2019 year-end); and
 That \$70,000 of Unappropriated General Operating Fund Accumulated Surplus be transferred to the Water Operating Fund to offset the current Accumulated Water Operating Fund Deficit (for the 2019 year-end); and
 That the Small Communities Investment Fund (SCIF) advance of \$33,420 be moved from Appropriated General Operating Fund Surplus to Unappropriated General Fund Accumulated Surplus to partially offset the \$70,000 transfer.

Purpose:

The purpose of this report is to address the operating deficit in the Water Operating Fund and the internal loan which was previously made from the General Operating Fund to the Water Operating Fund. This change will be made to ensure that more water user fee revenue will be directed to the Water Capital Reserve Fund to pay for the renewal / replacement of existing water infrastructure, as well as new water infrastructure.

Background:

Water Operating Fund Deficit and Internal Loan

At the end of 2018, the Village Water Operating Fund had an Accumulated Operating Deficit of \$53,062, which arose in 2017 as a result of larger than budgeted operating expenses related to flushing, valve maintenance and reservoir cleaning. This means that water operations are being subsidized by the General Operating Fund, which is in a surplus position.

In 2019, water user fees were increased in order to start setting aside monies in the Water Capital Reserve Fund for important water infrastructure renewal / replacement projects, and potential new water infrastructure. The Water Operating Fund is in a deficit position. It is projected that the increased water fee revenue in 2019 would be used to reduce the Water Operating Fund deficit. It will not be directed to the Water Capital Reserve Fund for infrastructure projects.

The below noted 15-year internal loan was provided from the General Operating Fund to the Water Operating Fund in 2013. Annual repayments of \$3,125 (includes principle and interest) have been made. Making these internal loan repayments places that Water Operating Fund in a greater deficit position.

Loan for Water Project Start-Up Costs.

Loan is fully repayable

Repayment at 2.90% (same as MFA Water Project Debt) over 15 years.

1st payment made in 2013.

Interest Rate: 2.90%

Year	Opening Balance	Payment	Interest	Principle
2013 1	39,081	3,550	0	3,550
2014 2	35,531	3,125	1,030	2,095
2015 3	33,436	3,125	970	2,155
2016 4	31,281	3,125	907	2,218
2017 5	29,063	3,125	843	2,282
2018 6	26,781	3,125	777	2,348
2019 7	24,433	3,125	709	2,416
2020 8	22,017	3,125	638	2,487
2021 9	19,530	3,125	566	2,559
2022 10	16,971	3,125	492	2,633
2023 11	14,338	3,125	416	2,709
2024 12	11,629	3,125	337	2,788
2025 13	8,841	3,125	256	2,869
2026 14	5,972	3,125	173	2,952
2027 15	3,020	3,108	88	3,020
		47,283	8,202	39,081

In order to place the Water Operating Fund on a more stable and firm foundation going forward, it is recommended that the above noted internal loan be forgiven and not repaid and that the Water Operating Fund Deficit be eliminated. Transferring \$70,000 from Accumulated Unappropriated General Operating Fund Surplus to the Water Operating Fund will eliminate the Water Operating Fund deficit. This will ensure that water rate increases may be used to build up the Water Capital Reserve Fund and the Water Operating Fund balance.

The above transfer can be partially offset by moving the \$32,470, in a reserve account termed Small Communities Investment Fund (SCIF) Advance, within the Appropriated General Operating Fund Surplus, to the Unappropriated General Operating Fund Surplus account. Approximately \$253,000 of unconditional SCIF grant funds are received annually to support the Village operations. \$32,470 was set aside in a prior year for no specific purpose and belongs in Unappropriated General Operating Fund Accumulated Surplus.

Alternative

The alternative to the recommendations in this report is to leave the Water Operating Fund in a deficit position for now. Annual Water Operating Fund surpluses generated through water rate increases would be allocated to pay for, or offset, the water operating

deficit and to pay back the internal loan. This alternative would result in a slower build-up of the Water Capital Reserve Fund which is needed for important water infrastructure projects.



COUNCIL REPORT

File: 6700-03

Date: December 9, 2019
From: Lorna Dysart, Chief Administrative Officer
Subject: Short Term Rental Accommodation (STRA) Policy No. 210

Recommendation:

That Council adopt the Short Term Rental Accommodation (STRA) Policy No. 210 dated December 9, 2019; and
 That staff be directed to prepare amendments to the Village of Belcarra Zoning Bylaw and the Fees and Charges Bylaw to implement the proposed STRA Policy.

Background:

At the October 28, 2019 regular meeting of Council, staff were directed to draft a Short Term Rental Accommodation (STRA) Policy for Council consideration.

Policies in comparable municipalities were reviewed. These municipalities included:

- Anmore (no policy);
- Bowen Island;
- Islands Trust: Galiano;
- Islands Trust: Hornby;
- Lions Bay;
- Peachland; and
- Sechelt.

Policies, Official Community Plans (OCPs), Bylaws, and other regulations from these municipalities were reviewed to assess how the municipality regulates STRA. This review included:

- Implementation;
- Location of Use;
- Owner Occupancy;
- Length of Stay;
- Parking and Bylaw Compliance;
- Business Licensing;
- Emergency Contact; and
- Noise and Nuisance.

A STRA Policy is proposed for Belcarra based on a review of comparable municipalities and the unique conditions of Belcarra. To implement the policy, changes to the Zoning Bylaw and Fees and Charges Bylaw are required.

Discussion:

This report recommends drafting an amendment to the Zoning Bylaw to define STRA as a Home Based Business Use. A Home Based Business Use is a permitted use under the Zoning Bylaw and requires a business licence issued by the Village.

The Business Licence Bylaw sets out how the Village will regulate businesses in the Village, including limiting licences to 1 year and requiring annual renewal. This will enable Council to delegate approval to Staff (as is the practice with current Business Licencing) and allows licences to be revoked in the case where a business is not operating in alignment with the STRA Policy or other Village of Belcarra regulations.

The proposed policy for regulating STRA in Belcarra is outlined in Attachment 1, “Village of Belcarra Short Term Rental Accommodation Policy No. 210.”

Financial Implications:

An annual fee of \$100 is recommended to align with business licence fees for most other categories of Home Occupation. The collection of fees for business licences is anticipated to cover staff time associated with overseeing business licence applications for STRA uses.

ATTACHMENTS

Attachment 1: Village of Belcarra Short Term Rental Accommodation Policy No. 210



VILLAGE OF BELCARRA
CORPORATE POLICY NO. 210



Title: Village of Belcarra Short Term Rental Accommodation Policy

ISSUED BY: CAO	APPROVED BY:	DATE:
REVISED BY:	APPROVED BY:	DATE:

Purpose

1. The policies outlined below describe how the Village will review Business Licence applications for a Short Term Rental Accommodation (STRA) home based businesses, to provide clarity for staff, elected officials, and property owners.

Policy

2. Application Process and Business Licensing
 - 2.1. A STRA Use is a Home Based Business Use. All STRA Uses shall require a Belcarra business licence. Business licences are valid for a one year period from January 1 to December 31. Licences must be renewed annually to remain valid.
 - 2.2. The decision to grant a business licence for STRA is delegated to the Chief Administrative Officer of the Village.
 - 2.3. Applicants for a business licence for STRA will be required to provide a state of title certificate and provide a declaration that they will maintain the property as their principal residence while operating a STRA use on the property.
 - 2.4. Applicants should identify which dwelling unit will be rented as STRA if there is more than one dwelling unit on the property.
 - 2.5. Owners must provide the Village with proof of insurance for the intended use, including commercial general liability for a limit of not less than five million (\$5,000,000) dollars per occurrence with respect to third party liability claims for bodily injury, property damage, personal injury, or death with a specific rider acknowledging the use of all or part of the property as a STRA, and showing the Village of Belcarra as an Additional Named Insured. Such insurance must stay in force and not be amended, cancelled or allowed to lapse during the term of the Business Licence.
 - 2.6. Decisions regarding the granting of a business licence for a STRA will take into consideration the following:
 - 2.6.1. Complaint history regarding STRA at the property;
 - 2.6.2. Previous bylaw infractions or violations of this policy known to the Village;
 - 2.6.3. Potential impacts on neighbouring properties;
 - 2.6.4. Occupancy and safety considerations related to the property (e.g. is the dwelling unit or room proposed for STRA legally occupied?);
 - 2.6.5. All other provisions of this policy; and
 - 2.6.6. All other provisions of Village of Belcarra regulations, bylaws, and policies.
 - 2.7. Fees shall be charged for a business licence pursuant to Schedule 3 of the Belcarra Fees and Charges Bylaw.

3. Location of Use

- 3.1. A Short Term Rental Accommodation Use may be permitted in either the principal Dwelling Unit or in an accessory Dwelling Unit (either an Accessory Secondary Suite or Accessory Coach House, as the case may be), or in part of a unit (i.e. one or more bedrooms within a Dwelling Unit). For a typical lot, with a Single-Family Residential Use and an Accessory Secondary Suite Use or Accessory Coach House Use, the STRA Use may be permitted in *either* the principal and secondary units, or part of either unit, but not in both.
- 3.2. For a property with two principal Dwelling Units, one STRA Use may be permitted per set of principal and accessory units (i.e. each set of principal / secondary units may have one STRA Use).

4. Owner Occupancy

- 4.1. The property used for STRA must be the principal residence of the business operator.
- 4.2. The resident / owner is not required to be on the property while the property is being used for STRA.
- 4.3. Three example scenarios are provided below:
 1. Owner A lives on their property year round, but plans to travel for a month. During this time Owner A rents out their home for Short Term Rental Accommodation Use.
 2. Owner B lives on their property year round, but has unused bedrooms and plans to rent out a room in the principal dwelling unit from time-to-time. Owner B will share common space within their home with various guests.
 3. Owner C has a coach house on their property and plans to list it year-round for guests to stay on a short-term basis.

5. Length of Stay

- 5.1. Short Term Rentals are permitted for a maximum stay of 30 days at a time.
- 5.2. The minimum length of stay is 1 day.

6. Parking and Bylaw Compliance

- 6.1. A property used for STRA must comply with all other provisions of the Village of Belcarra Zoning Bylaw.
- 6.2. Legal non-conforming buildings may, at the discretion of the Village, be permitted to operate a STRA Use.
- 6.3. Parking shall be required as outlined in the Village of Belcarra Zoning Bylaw.
- 6.4. All parking for STRA must be provided on the property (i.e. street parking may not be used to address parking requirements).

7. Notification

- 7.1. Operators of STRA in the Village of Belcarra must identify a contact who can be reached at any times (including evenings and nights) in the event of emergency.

- 7.2. The name and telephone number of the emergency contact shall be provided to the Village at the time of application for a business licence and the Village shall be notified if the name or telephone number for the emergency contact changes.
 - 7.3. The name and contact information for the operator and the emergency contact shall be mailed or otherwise delivered, by the applicant and at the expense of the applicant, to all properties abutting the subject property in any direction.
 - 7.4. The business licence must be posted in the Dwelling Unit used for STRA pursuant to Section 7 of the Business Licence Bylaw.
 - 7.5. The Village of Belcarra Business Licence number must be posted in any advertising or listing of the STRA.
8. Noise and Nuisance
 - 8.1. STRA operators shall be responsible for notifying their guests in any listings to respect the quiet, residential, and rural nature of the Village of Belcarra.
 - 8.2. STRA operators shall be liable for any violation of the Village of Belcarra Noise Bylaw No. 40, 1981.
9. Enforcement
 - 9.1. This policy shall be enforced as provided under the Village of Belcarra Zoning Bylaw, Noise Bylaw, Business Licensing Bylaw, or other regulations as applicable.
 - 9.2. Provisions of the Zoning Bylaw, Noise Bylaw, Business Licensing Bylaw, or other Village of Belcarra Bylaws shall take precedence over provisions of this policy.
 - 9.3. Operators found to be not in compliance with this policy may have their business licences rescinded without refund, or may not have their business licence renewed, at the discretion of the Village.
 - 9.4. The Village will take reasonable steps to investigate and evaluate contraventions of this Policy and other applicable Village regulations related to STRA on a complaint basis.
10. Security Deposit
 - 10.1. Security in the form of cash deposit, bond, irrevocable letter of credit, or similar instrument in the amount of \$2,500 is required in conjunction with the issuance of a business licence for STRA.



VILLAGE OF BELCARRA
Revenue Anticipation Borrowing
Bylaw No. 542, 2019



A Bylaw to provide for the borrowing of money as may be requisite to meet the current lawful expenditures for the Village of Belcarra for the year 2020

WHEREAS the Council of the Village of Belcarra, hereinafter called the “Village”, is empowered by Section 177 of the *Community Charter* to provide, by bylaw, for the borrowing of such sums of money as may be requisite to meet the 2020 lawful expenditures of the Village, such borrowing not to exceed, at any time, the aggregate sum of:

- a) The entire amount remaining unpaid of the taxes for all purposes levied during the year 2020;

AND WHEREAS prior to the adoption of the annual rates bylaw in any year, the taxes in the current year shall be deemed to be seventy-five per cent (75%) of all taxes levied for all purposes in the preceding year;

- b) The whole amount of any sums of money remaining due from other governments;

AND WHEREAS the aggregate sum that the Village may presently borrow calculated in accordance with the foregoing is: \$1,576,764.

NOW THEREFORE, the Municipal Council of the Village of Belcarra, in open meeting assembled, enacts as follows:

1. This bylaw shall be cited for all purposes as the “Village of Belcarra Revenue Anticipation Borrowing Bylaw No. 542, 2019”.
2. The Council is hereby authorized and empowered to borrow upon the credit of the Village from the TD Canada Trust or Municipal Finance Authority, the sum of One Million Five Hundred Seventy-six Thousand Seven Hundred and Sixty-four dollars (\$1,576,764.) in such amounts and at such times as the same may be required and to pay interest thereon.
3. The form of obligation to be given as an acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the Chief Administrative Officer of the Village.
4. All unpaid taxes and the taxes of the current year when levied or so much thereof may be necessary shall, when collected, be used to repay the money so borrowed.
5. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrases.
6. The “Village of Belcarra Council Revenue Anticipation Borrowing Bylaw No. 528, 2018” is hereby repealed.

Read a First Time on

Read a Second Time on

Read a Third Time on

ADOPTED by the Council on

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Revenue Anticipation
Borrowing Bylaw No. 542, 2019

Chief Administrative Officer



**VILLAGE OF BELCARRA
Tree Committee
Village Hall
October 16, 2019
Minutes**



Minutes of the Tree Committee for the Village of Belcarra, held October 16, 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 Absent

Carolina Clark, Councillor

Staff in Attendance

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

1. Call to Order

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

2. Approval of Agenda

2.1 Agenda for October 16, 2019

It was moved and seconded:

That that the Agenda for October 16, 2019 be approved as circulated.

CARRIED

3. Adoption of Minutes

3.1 Minutes of July 17, 2019

It was moved and seconded:

That that the Minutes from the Tree Committee meeting held July 17, 2019 be adopted.

CARRIED

4. Unfinished Business

No Items.

5. New Business**5.1 Guest Speaker: Aaron Minicola – Specialized Tree Service**

Chair Chapman introduced Aaron Minicola of Specialized Tree Service.

Aaron Minicola provided an overview of his work as an arborist in the Village and other municipalities. Discussion ensued with Committee members with regard to the following:

- Work in the Riparian Zone
 - Department of Fisheries and Port of Vancouver jurisdiction (develop a method of contact at both agencies for tree removal information)
 - The use of Bio-Oil (a biodegradable product) when working with equipment in sensitive areas
- The Village bylaw requirement to have too many neighbors sign off on tree removal
- Other municipalities may require tree permits for removal of trees
- Issues surrounding tree removal on Village property vs pruning requests
- Suggestions on significant trees, protected trees and planting replacement trees
- Reports from Arborists may show differing opinions
- Identification of dangerous trees
- The requirement in some municipalities for tree protection fencing in construction zones on private property

Chair Chapman thanked Aaron Minicola for attending the meeting.

5.2 West Vancouver Tree Cutting Permit Review

Chair Chapman outlined the West Vancouver Tree Cutting Permit document and Committee members discussed the following:

- That hedge trimming is included in the process in West Vancouver
- The document contains clearly defined terms and conditions
- The consideration of impact, low, moderate or high
- The mediation process, if an application is contested

It was moved and seconded:

That the Village Tree Cutting Permit application be updated and simplified similar to the West Vancouver Tree Cutting Permit; and

That the Village list all required forms within the Tree Cutting Permit form; and

That the Village remove the requirement of a 2-week posting notice for resident feedback when a tree has been identified for removal; and

That the Tree Cutting Permit process allow for trimming.

CARRIED

5.3 Curbside Tree Chipping

Committee members discussed the current Village schedule of one yearly Curbside Tree Chipping. L. Dysart advised that this is a Budget item and that the green bin is available at WARD for branches and twigs. Discussion ensued with regard to a program for those who require assistance moving piles of debris / fuel to the curbside. It was suggested that CRAB may be called upon to provide information on this proposed volunteer service.

Discussion ensued regarding use of the Organics bin at WARD for those residents who wish to dispose of fuel / debris from their gardens.

It was moved and seconded:

- a) That a registry for elderly residents be created who may require assistance with moving tree limbs and debris to the curb for tree chipping; and That CRAB be requested to send out a notice asking for volunteers to assist the elderly through an ad in the Barnacle.

CARRIED

It was moved and seconded:

- b) That two curbside tree chipping opportunities be provided by the Village: the first in early April and the second in mid-October; and That the second curbside tree chipping include a fee to the homeowner, with that fee to be determined by Council.

CARRIED

5.4 Cleared Spaces Discussion

Committee members discussed cleared spaces noting the following:

- Whether natural regeneration should be maintained to retain cleared spaces
- Methods of clearing low growth trees, i.e. flail mower
- The development of a maintenance plan to include annual trimming of areas which have been cleared of trees to minimize unwanted new growth

6. Next Steps

- a) Committee members will accumulate all voted on recommendations and begin to assemble a report for Council.

Committee members discussed dividing up the next steps with regard to recommendations.

Further discussion ensued with regard to language and objectives for the action statement of the Committee.

6. Adjournment

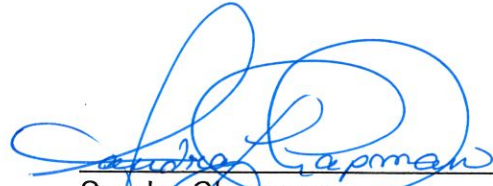
The meeting adjourned at 8:37 pm.

Next Meeting Date: Wednesday, November 20, 2019

Certified Correct:



Lorna Dysart
Chief Administrative Officer



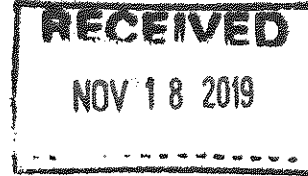
Sandra Chapman
Chair

THE CITY OF VICTORIA



OFFICE OF THE MAYOR

November 12, 2019



FILE NO. 0450 - D1

Dear UBCM Member Local Governments,

I am writing on behalf of Victoria City Council, requesting favourable consideration of these resolutions and that you share this support with the Provincial Government for the following resolutions. Unfortunately, despite the fact that we have an opioid crisis across the Province, these resolutions did not make it onto the floor of the UBCM at this year's convention as the resolutions session ran out of time.

(B171) Safer Drug Supply to Save Lives

Whereas It has been two years since BC declared a public-health emergency due to increased overdoses, yet the death toll for those consuming substances continues to rise due to an unpredictable and highly-toxic drug supply;

And whereas people with opioid use disorder, a chronic relapsing medical condition, are at high risk of overdose- related harms including death and an estimated 42,200 people inject toxic substances in British Columbia, it is not possible for the treatment system to rapidly increase services fast enough to manage this number of people as "patients" within a medical treatment model given the many challenges in achieving and retaining the people on opioid use disorder treatment, people at risk of overdose in British Columbia do not have access to a safer alternative to the unpredictable, highly-toxic drug supply:

Therefore be it resolved that in an effort to save lives and reduce harm due to an unpredictable and highly-toxic drug supply, and as part of a holistic response to the public-health emergency, including prevention, treatment, and recovery, that the Province of British Columbia work with local communities, Health Authorities across the Province, the Ministry of Mental Health and Addictions, and the Ministry of Health ensure that people at risk of overdose harm have access to safer alternatives.

(B172) Observed Inhalation Sites for Overdose Prevention


Whereas British Columbia is currently experiencing an unprecedented public health emergency due to an unpredictable and highly-toxic drug supply, and smoking or inhalation is the second most common mode of consumption among all people who have died from a suspected illicit drug overdose and the most common mode of consumption among men and those between the ages of 15 and 29;

And whereas observed consumption services (i.e. supervised consumption services and overdose prevention services) are evidence-based harm reduction approaches shown to reduce overdose-related harm, and there is not adequate access to observed consumption services that provide space for inhalation where communities are facing crisis:

Therefore be it resolved that to ensure that people at risk of overdose across BC have access to observed consumption services that provide space for inhalation, that the Province of British Columbia fund and work through local communities, Health Authorities across the Province, the Ministry of Mental Health and Addictions and the Ministry of Health to provide these services as part of a holistic response to the public-health emergency, including prevention, treatment, and recovery.

We eagerly look forward to your support on this matter.

Sincerely,



Lisa Helps
Victoria Mayor



November 22, 2019

Metro Vancouver
4730 Kingsway
Burnaby, BC V5H 0C6

Attention: Donna Brown

Via email: donna.brown@metrovancover.org

Dear Ms. Brown:

RE: Sasamat Volunteer Fire Department Trustees

Pursuant to the annual process outlined in your Bylaw No. 1204, 2014:

I, Karen Elrick, Corporate Officer, hereby certify that at the November 19, 2019 Regular Meeting of Council, Village of Anmore municipal council passed the following resolution:

"Appoint Mayor John McEwen, Councillor Kim Trowbridge, and Councillor Paul Weverink as Trustees to the Sasamat Volunteer Fire Department for 2020"

A handwritten signature in cursive script, appearing to read 'K. Elrick', written over a horizontal line.

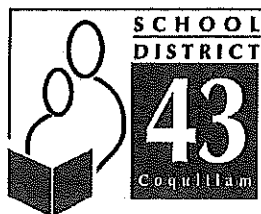
Karen Elrick
Corporate Officer

0400-60/19

FILE NO. 0450-01

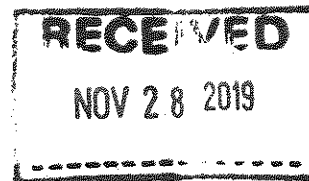
RECEIVED

NOV 22 2019



Learning for a Lifetime

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



November 27, 2019

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

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

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

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

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

Dear Mayors and Councils,

On behalf of School District No. 43 (Coquitlam) I am pleased to announce that the Board of Education elected Kerri Palmer Isaak as Chair of the Board and elected (by acclamation) Craig Woods as Vice-Chair of the Board at the November 26th Board meeting.

Contact information is below:

Chair: Kerri Palmer Isaak
Phone: 604-861-0521
Email: kpalmerisaak@sd43.bc.ca

Vice-Chair: Craig Woods
Phone: 778-231-9663
Email: crwoods@sd43.bc.ca

Yours truly,

SCHOOL DISTRICT NO. 43 (COQUITLAM)

Chris Nicolls
Secretary-Treasurer/CFO

cc: Board of Education
Patricia Gartland, Superintendent/CEO

November 27, 2019



RECEIVED
DEC 3 - 2019

FILE NO. 0510-20-UBCM

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

Dear Mayor Neil Belenkie:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payment for fiscal 2019/2020. An electronic transfer of \$28,524.54 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Yours truly,

Maja Tait
UBCM President

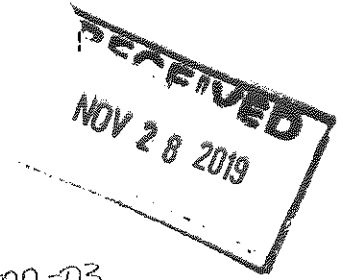
PC: Lorna Dysart, Chief Administrative Officer

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

Re: Short Term Rental Policy

Dear Mayor and Council

FILE NO. 6700-03



I attended the November 18 Council meeting with questions on the motion regarding implementation of Short Term Rentals (STR) that was passed at the October 28 Council meeting.

I had a concern, and still have, with the second option that was recommended by staff and accepted by Council in an adopted motion. It appeared to provide no opportunity for input by residents until the process reaches the Public Hearing stage. I was advised in the meeting, after Council had reviewed the policy drafted by staff, that residents would have an opportunity to comment; presumably at a Council meeting as there is nothing to indicate otherwise in the steps listed in the motion. My concern remains that this format will not be very conducive to residents being able to consider options and provide their input before staff draft the zoning bylaw amendment.

I also questioned why a lawyer would be consulted before Council had an opportunity to review the policy drafted by staff. The first response was that this was not the case, but after reading the actual motion, Council acknowledged and said that the lawyer would not be consulted at the stage indicated. But, there was no motion to amend accordingly.

The directive in Option 2 is to have staff to carry out research into STR policies and to draft a policy. The definitions and regulations bylaws regarding B & B and STR of other communities are based on various policies. They range from not permitting any type of STR other than B & B operations, having very extensive regulations regarding STR and to having minimal regulations regarding STR. The way I read and understand the directive, staff will "...draft a STR policy for Council consideration." My concern is that the Council and residents may not have the opportunity to examine and consider different options than the one presented by staff to Council.

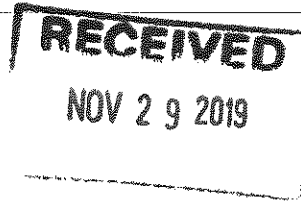
I have carried out a fairly extensive review of the definitions and regulations in other BC communities for Bed and Breakfast and for rental operations. Extracts of definitions and regulations regarding B & B and for other rentals from the zoning bylaws of about fifty communities have been downloaded to WORD files. And, this data has been set out in tables for comparison purposes. I am emailing a copy of the table on B & B to members of Council and to the Village Administrator in the belief that it may be a useful reference. This table does not include data related to rentals other than B & B. Should there be an interest in my other files I would be pleased to provide them.

As per previous comments, it is my opinion that Zoning Bylaw 510 needs a full review and an overhaul. STR was not the only subject that the ZAC didn't address. It is my intention to submit a detailed critique on Bylaw 510.

Yours truly,

Don Reid

C/c Belcarra Barnacle



Office of the Chair
Tel. 604 432-6215 Fax 604 451-6614

File: CR-12-01
Ref: RD 2019 Nov 1

NOV 28 2019

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

FILE NO. 0470-01

Dear Mayor Belenkie and Council:

Re: Amending *Metro Vancouver 2040: Shaping our Future* to Align with the IPCC Special Report on Global Warming of 1.5°C – Bylaw No. 1295, 2019

At its November 1, 2019 regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) adopted the following resolution:

That the MVRD Board:

- a) *initiate a Type 3 minor amendment to Metro Vancouver 2040: Shaping our Future to reflect a commitment to a carbon neutral region by 2050, and an interim target of reducing greenhouse gas emissions by 45% from 2010 levels by 2030;*
- b) *give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1295, 2019"; and*
- c) *direct staff to notify affected local governments and agencies as per Section 6.4.2 of Metro Vancouver 2040: Shaping our Future.*

In accordance with Section 437 of the *Local Government Act*, and Section 6.4.2 of *Metro Vancouver 2040: Shaping our Future (Metro 2040)*, the regional growth strategy, this letter provides an opportunity for affected local governments to provide written comment on the proposed Type 3 minor amendment to *Metro 2040*. The proposed amendment requires the adoption of an amendment bylaw with an affirmative 50%+1 weighted vote of the MVRD Board.

You are invited to provide comments on the proposed amendment to *Metro 2040*. Please provide comments in the form of a Council or Board resolution, as applicable, and submit to Chris Plagnol, Corporate Officer/Director of Board and Information Services, by email at Chris.Plagnol@metrovancover.org by January 17, 2020.

33385170

The proposed *Regional Growth Strategy Amendment Bylaw No. 1295, 2019* would replace the existing greenhouse gas emission reduction targets in *Metro 2040* in accordance with the table below:

Current GHG Reduction Targets in <i>Metro 2040</i>	Proposed GHG Reduction Targets (Aligned with <i>Climate 2050 Strategic Framework</i> and the <i>IPCC 2019 Special Report</i>)
<ul style="list-style-type: none"> • 33% below 2007 levels by 2020 • 80% below 2007 levels by 2050 	<ul style="list-style-type: none"> • 45% reduction from 2010 levels by 2030 • Carbon neutral by 2050

Updating the targets in *Metro 2040* is consistent with recent MVRD Board direction, the 2019-2022 Board Strategic Plan and the *Climate 2050 Strategic Framework*.

Metro 2040 represents the regional federation’s collective vision and commitment on how to manage anticipated growth to the region in a way that: supports the development of complete, connected and resilient communities, protects important lands (i.e. agricultural, conservation, and industrial), and supports the efficient provision of urban infrastructure (i.e. transit and utilities). Centred around 5 goals, *Metro 2040* contains a set of policy actions for Metro Vancouver and member jurisdictions to collaboratively work together to meet that vision.

Under Strategy 3.3, ‘Encourage land use and transportation infrastructure that reduce energy consumption and greenhouse gas emissions, and improve air quality’, the role of member jurisdictions is to adopt regional context statements that identify how they will use their land development and transportation strategies to meet their greenhouse gas reduction targets and consider how these targets will contribute to the regional targets.

The proposed Metro 2040 amendment would not trigger a requirement to immediately update regional context statements, however, if the amendment bylaw is adopted, member jurisdictions would be requested to update their regional context statements to reflect actions toward the updated targets as feasible, either concurrent with updates to their Official Community Plans, Community Energy and Emissions Plans, or other strategic planning documents. Meeting the regional commitment to carbon neutrality for the region will require significant cooperation, collaboration, and commitment from Metro Vancouver, member jurisdictions, other orders of government, partner organizations, stakeholders, and the public.

Enclosed is a copy of the staff report that summarizes the proposed changes to *Metro 2040* that will result from *Regional Growth Strategy Amendment Bylaw No. 1285, 2019*. If you have any questions with respect to the proposed amendment please contact Heather McNell, Director of Regional Planning and Electoral Area Services by phone at 604-436-6813 or by email at Heather.McNell@metrovancover.org.

Yours sincerely,

A handwritten signature in black ink that reads "Sav Dhaliwal". The signature is written in a cursive style with a large, stylized initial 'S'.

Sav Dhaliwal
Chair, Metro Vancouver Board

SD/NC/st

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

Encl: Report dated October 31, 2019, titled "Amending Metro Vancouver 2040: Shaping our Future to Align with the IPCC Special Report on Global Warming of 1.5°C – Bylaw 1295, 2019" (Doc# 33424692)

33385170